

Fiscal Year 2021-2022  
Adopted Budget  
Clatsop County, Oregon



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**CLATSOP COUNTY, OREGON  
ADOPTED BUDGET  
FY 2021-22**

**Board of Commissioners**

***Mark Kujala, Chairperson***

***Lianne Thompson, Vice Chair***

***John Toyooka, Commissioner***

***Pamela Wev, Commissioner***

***Courtney Bangs, Commissioner***

**Citizen Budget  
Committee Members**

***Andy Davis***

***Norman Brown***

***Tita Montero***

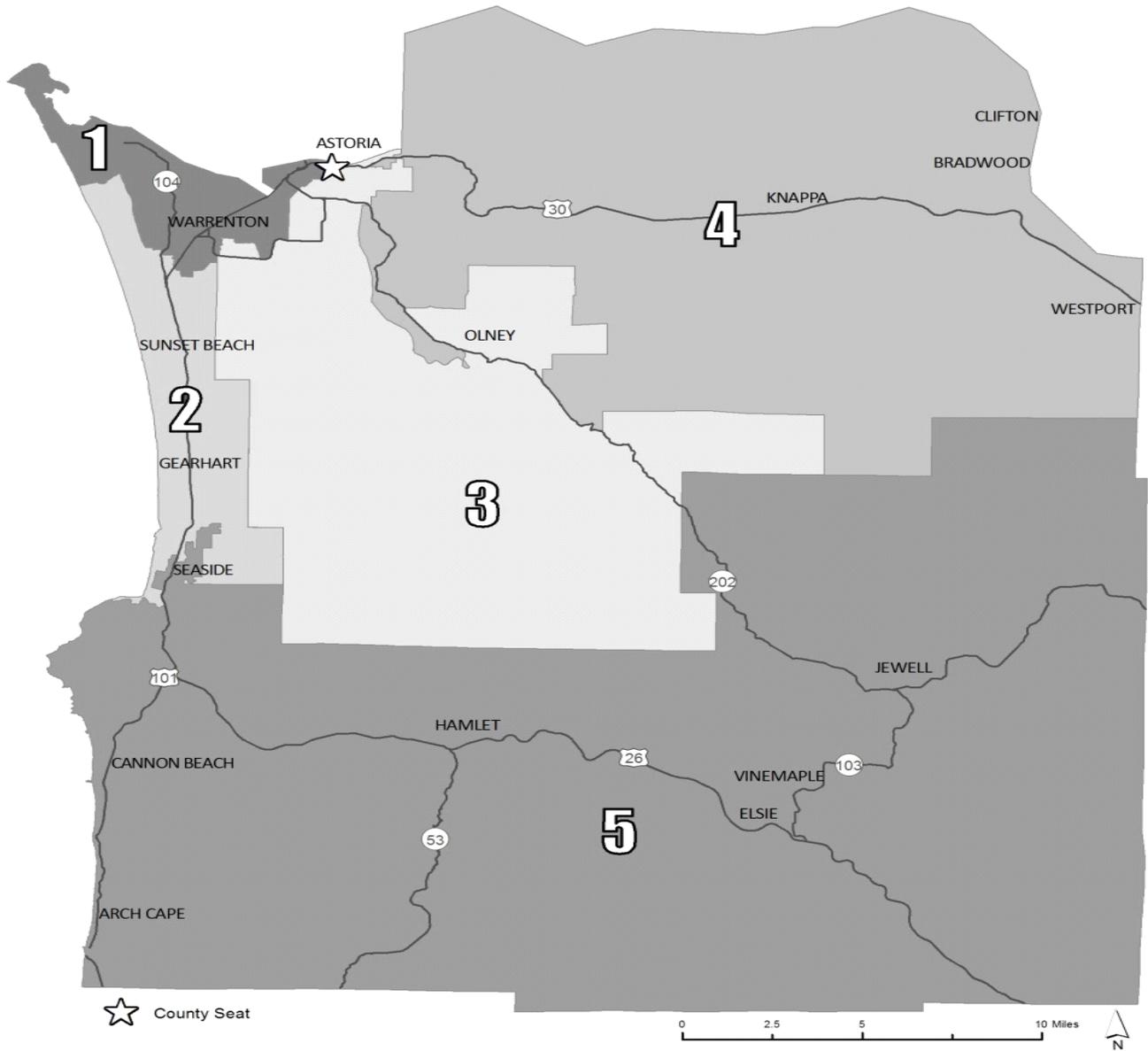
***Dannell Davis***

***Gretchen Allen***

**Submitted By:**

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

***Cover photo: Fort Stevens Beach located in Clatsop County  
Submitted by: Shurisa Steed***



**Mark Kujala**  
Chair  
District 1



**Lianne Thompson**  
Vice Chair  
District 5



**John Toyooka**  
District 2



**Pamela Wev**  
District 3



**Courtney Bangs**  
District 4

**ADMINISTRATIVE STAFF**

<i>Don Bohn</i>	<i>County Manger</i>
<i>Monica Steele</i>	<i>Assistant County Manager/ Budget Officer</i>
<i>Lindsay Davis</i>	<i>4-H &amp; Extension Local Liaison</i>
<i>Suzanne Johnson</i>	<i>Assessment and Taxation Director</i>
<i>Jennifer Carlson</i>	<i>Budget &amp; Finance Manager</i>
<i>Gail Henrikson</i>	<i>Community Development Director</i>
<i>Tracie Krevanko</i>	<i>County Clerk</i>
<i>Joanna Lyons-Antley</i>	<i>County Counsel</i>
<i>John Lewis</i>	<i>Fair Operations Manager</i>
<i>Kelly Stiles</i>	<i>Human Resource Director</i>
<i>Kelly Braaten</i>	<i>Juvenile Director</i>
<i>Margo Lalich</i>	<i>Interim Public Health Director</i>
<i>Ted Mclean</i>	<i>Public Works Director</i>

**ELECTED OFFICIALS**

<i>Ron Brown</i>	<i>District Attorney</i>
<i>Matthew Phillips</i>	<i>Sheriff</i>



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

Clatsop County  
Oregon

For the Fiscal Year Beginning

July 1, 2020

*Christopher P. Morill*

Executive Director



# Clatsop County

## Budget & Finance

800 Exchange St., Suite 310  
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www.co.clatsop.or.us

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## **BUDGET MESSAGE** **Fiscal Year 2021-2022**

July 1, 2021

Clatsop County Board of Commissions, citizen members of the Budget Committee and citizens of Clatsop County:

I am pleased to present the adopted fiscal year (FY) 2021-22 annual budget for Clatsop County, Oregon totaling \$120,657,880 an increase of \$7,764,920 or 6.8% from the previous year's adopted budget. This \$7.7M increase is largely attributed to the budgeting of \$8.8M for the receipt of American Rescue Plan and FEMA funds in response to the COVID-19 Pandemic. Included in the \$120.6M adopted budget amount is a General Fund budget of \$31,740,970, an increase from the previous year of \$1,117,770 or 3.8%. This General Fund increase is attributed primarily to increases in negotiated personnel costs, costs associated with PERS rate increases, costs associated with health insurance increases, and an adopted addition of 13.96 FTE to the General Fund. The adopted budget submitted herein reflects the County's commitment to providing valuable government services to the community at-large in a cost-effective and efficient manner, while still being cognizant that we continue to navigate through uncertain times in light of the ongoing impacts of the COVID-19 Pandemic. The budget serves as the County's financial and operational plan for maintaining County operations for the fiscal year beginning July 1, 2021 and ending June 30, 2022. 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 Clatsop County Budget includes the following legally separate entities:

- Rural Law Enforcement District
- 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 \$10,691,730 for fiscal year 2021-22 which is \$826,370, or 8%, more than the current year. This is attributed to an increase in special payments to the General Road Fund within the county-wide budget as a result of increased beginning balance within the Road District.

## **INTRODUCTION**

Clatsop County regularly assesses the needs of the community and modifies programs and services, while considering the current and forecasted economic status. With continued prudent fiscal management, I am confident Clatsop County remains in a position to proactively, effectively and responsibly plan and prepare for the future, and will continue providing the services our citizens expect and rely upon.

The organization has been actively managed for both results and overall financial sustainability. Departmental performance and workload measures help to provide data to inform spending decisions by understanding actual service outcomes of County departments. 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. Clatsop County has been recognized for its efforts to control the size of County government relative to available resources by utilizing responsible financial management practices. 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 2021-2022 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:

- No new staff or programs unless specifically approved by the Board of Commissioners.
- 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.
- Maintain at least 10 percent of the General Fund's appropriation in contingency, but no less than \$2 million.
- 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.
- Maintain a General Fund Stabilization Account of at least \$2M by setting aside timber revenue to provide a resource for General Fund operations in the event timber revenues received are less than projected.

## **THE ADOPTED FY 2021-2022 BUDGET**

In consideration of the budget policies and the current economic climate as a result of the ongoing COVID-19 pandemic, the total adopted budget, excluding the four Service Districts, is \$109,925,030 compared to last year's adopted budget of \$103,027,600 (please see table on next page). This represents an increase of \$6,897,430 or 6.7% from the previous year which is primarily a result of increased capital outlay costs in the amount of approximately \$2.2M, increased personnel services by approximately \$2.2M, and increased materials and services by approximately \$2.2M.

<b>Clatsop County</b>			
<b>Adopted 2020-21 Budget vs. Adopted 2021-22 Budget</b>			
<b>Resources</b>	<b>2020-2021 Adopted</b>	<b>2021-2022 Adopted</b>	<b>Increase/(Decrease)</b>
Beginning Balance	\$63,592,520	\$67,526,390	\$3,933,870
Revenue	55,787,080	56,905,670	1,118,590
<b>Total County Resources Available</b>	<b>\$119,379,600</b>	<b>\$124,432,060</b>	<b>\$5,052,460</b>
<i>Less: Unappropriated Beg. Balance</i>	<i>(16,821,130)</i>	<i>(14,507,030)</i>	
<b>County Resources</b>	<b>\$102,558,470</b>	<b>\$109,925,030</b>	<b>\$7,366,560</b>
<b>Expenditures</b>			
Personnel Services	29,275,130	31,327,950	2,052,820
Materials & Services	14,202,310	16,316,780	2,114,470
Special Payments	3,410,430	4,025,380	614,950
Capital	23,942,670	26,154,420	2,211,750
Debt Service	1,578,910	1,614,980	36,070
Transfers	5,571,250	4,894,130	(677,120)
Contingency	25,046,900	25,591,390	544,490
<b>County Expenditures</b>	<b>\$103,027,600</b>	<b>\$109,925,030</b>	<b>\$6,897,430</b>

In terms of the overall approach to the budget, the Board of Commissioners, through the [strategic planning](#) process, identified 14 goals that helped guide staff recommendations to address areas of concern in the county within the five following focus areas:

[Governance](#): This includes improving the governance process through training, annual planning, budgeting, performance benchmarking and communication to the public. The Adopted Budget has increased FTE for communications staff as well as the hiring of a consultant to implement and train staff on performance benchmarks.

[Infrastructure](#): This focus area includes development of strategies to address the affordable housing issue throughout Clatsop County, as well as the development and implementation of a geographic specific internet strategy for improved connectivity to the most underserved communities. The Adopted Budget has funds allocated in the Special Projects Fund to address both of these goals by hiring consultants to help staff in facilitating this work.

[Economic Development](#): In an effort to create a diverse and resilient economy the Board identified economic development as one of the five focus areas. Within this focus area there were nine actions for focus over the next eighteen months and for the 2021/22 FY this includes formalizing a plan to market and sell County owned industrial lands for development purposes and initiating a process to review local regulatory barriers to economic development. The Adopted Budget includes funding in the Industrial Revolving Fund to hire a consultant to market/sell the North Coast Business Park property for development purposes.

[Environmental Quality](#): With an ever-changing environment and an ecosystem that is composed of intertwined resources the Board recognizes the importance of environmental quality when establishing goals through the strategic planning process. The Adopted Budget includes the allocation of resources in the Special Projects Fund to hire a consultant to help facilitate an Environmental Quality Action Team. This team will assess existing studies and initiatives at the state and local level in regards to climate conditions and solutions and how they may apply to Clatsop County in addition to identifying areas where information may be lacking with priority given to fresh water resources.

Social Services: From a social services perspective there are a variety of issues county-wide that intersect with work being done by the county as well as other agencies. This work leads to an ongoing need for increased services around child care, mental health, addiction and treatment services, homelessness, housing, and a pro-active approach to trauma particularly in youth. Some of the areas identified within this focus area is work that is also being addressed within the infrastructure goal in regards to not just the need for affordable housing, but the various types of housing such as permanent supportive housing, transitional housing and emergency shelters. The Adopted Budget includes allocating resources from the American Rescue Plan revenues to provide funding to the Northwest Oregon Housing Authority for a staff person to focus on the development of affordable housing in Clatsop County. In regards to the mental health crisis, the Adopted Budget also includes resources to help develop a mental health crisis response team and development of a Drop-in Navigation Center that will allow those who are experiencing homelessness, mental illness, or in need of various types of social services to be able to go to a single place to receive assistance. Staff have also allocated American Rescue Plan revenues to address the ongoing community interests regarding the lack of childcare throughout the county.

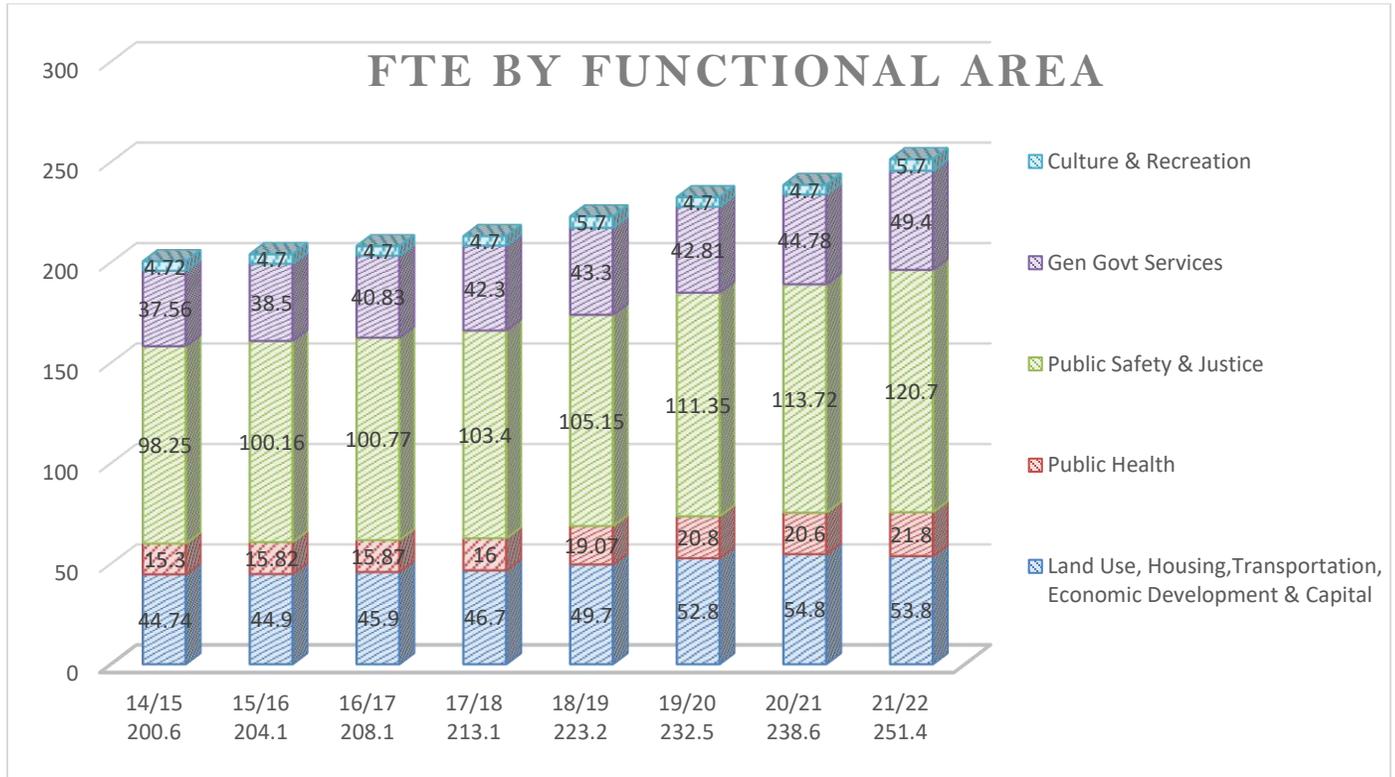
The total adopted budget includes operating expenditures, capital outlay, contingency and special payments and holds \$14,507,030 aside as unappropriated fund balances. The adopted budget includes an increase in current year revenue for all funds of approximately \$6M. This increase in revenue is mainly attributable to projected increases in Licenses & Permits primarily associated with transient room tax collections; Intergovernmental State revenue which includes budgeted funds in the General Roads Fund; and Intergovernmental Federal revenue which includes American Rescue Plan Act monies.

County Revenue by Category	2020-2021 Adopted	2021-2022 Adopted	Dollar Variance	Percent Change
Taxes	12,095,830	12,247,420	151,590	1.3%
Licenses & Permits	1,685,000	2,265,000	580,000	34.4%
Fines/Forfeits	73,980	65,880	(8,100)	-10.9%
Interest / Property	818,880	572,630	(246,250)	-30.1%
State Revenue	18,167,860	18,966,970	799,110	4.4%
Federal Revenue	1,235,370	5,970,900	4,735,530	383.3%
Other Intergovernmental	12,485,370	7,841,090	(4,644,280)	-37.2%
Charges for Service	2,158,990	2,029,880	(129,110)	-6.0%
Other Revenue	1,963,680	2,051,770	88,090	4.5%
Transfers-In	5,571,250	4,894,130	(677,120)	-12.2%
<b>Subtotal Revenue</b>	<b>56,256,210</b>	<b>56,905,670</b>	<b>649,460</b>	<b>1.2%</b>
Use of Fund Balance - Operations	21,724,490	27,427,970	5,703,480	26.3%
Fund Balance for Contingency	25,046,900	25,591,390	544,490	2.2%
<b>Total Revenue Budget</b>	<b>103,027,600</b>	<b>109,925,030</b>	<b>6,897,430</b>	<b>6.7%</b>

Personnel Services increased in total across all funds by \$2,166,750 or 7.4% from the 2020-21 adopted budget. The adopted budget for personnel services, which include salaries and benefits is \$31,441,880 and represents 37.3% of the total county-wide budget, excluding contingency, this is comparable to 37.5% from last year's budget. Changes in personnel services include an increase of 12.8 full-time equivalent (FTE) positions, not including Service Districts, from 238.6 in 2020-21 to an adopted FTE count of 251.4 for 2021-22. Other changes to personnel services include increases due to an anticipated cost of living adjustment to employee wages by 2.5% in accordance with bargaining unit contracts as well as budgeted increases for the costs of healthcare and 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 \$2,114,470 or 14.9% over the fiscal year 2020-21 adopted budget. This increase is primarily due to a \$1.5M increase for contractual services primarily associated with consulting services to address several goals identified through the strategic planning process.

The Adopted Special Payments budget increases by \$615K or 18% as compared to the 2020-21 adopted budget; this is primarily a result of the increased pass through funding for outside agencies associated with providing various social service needs identified through the strategic planning process to address the ongoing mental health, housing and emergency shelter crisis.

The Capital Outlay budget increases by \$2.2M or 9% over the prior year budget. This increase is a result of the Klaskanine River Bridge project. Construction that was budgeted for in the 20/21 FY on the new jail project has been carried forward into the 21/22 Adopted Budget due to construction delays associated with the COVID-19 pandemic and catastrophic wild fire season.

The Debt Service budget decreases by \$77K, this is a result a decreased amount owed in interest on bonds.

Contingency increases by approximately \$544K, this is a result GFOA best practices as well as a 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. These contingency reserves play a significant role in the budget process and have contributed to the adopted budget moving forward without making detrimental cuts in light of the COVID crisis.

## General Fund Overview

The General Fund appropriations increase from \$30,564,200 in FY 20-21 to an adopted \$31,910,970 for FY 21-22, a total increase of \$1,346,770 or 4.4%; while at the same time General Fund revenue is expected to see a slight increase by approximately \$1,790,160. This is primarily due to increases in Property Taxes in the amount of \$395K; Licenses and Permits associated with transient room tax revenues by approximately \$580K; and Transfers-In by \$850K which primarily is attributed to American Rescue Plan Act revenues. The adopted increase in room tax revenues is a result of conservative budgeting in FY 20-21 in anticipation for decreased tourism as a result of the COVID-19 pandemic. 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. The American Rescue Plan Act monies that will be transferred in from this Special Revenue Fund are offset by an increased Transfer-out expense from the General Fund to the Public Health Fund to provide increased infrastructure support in the way of staffing.

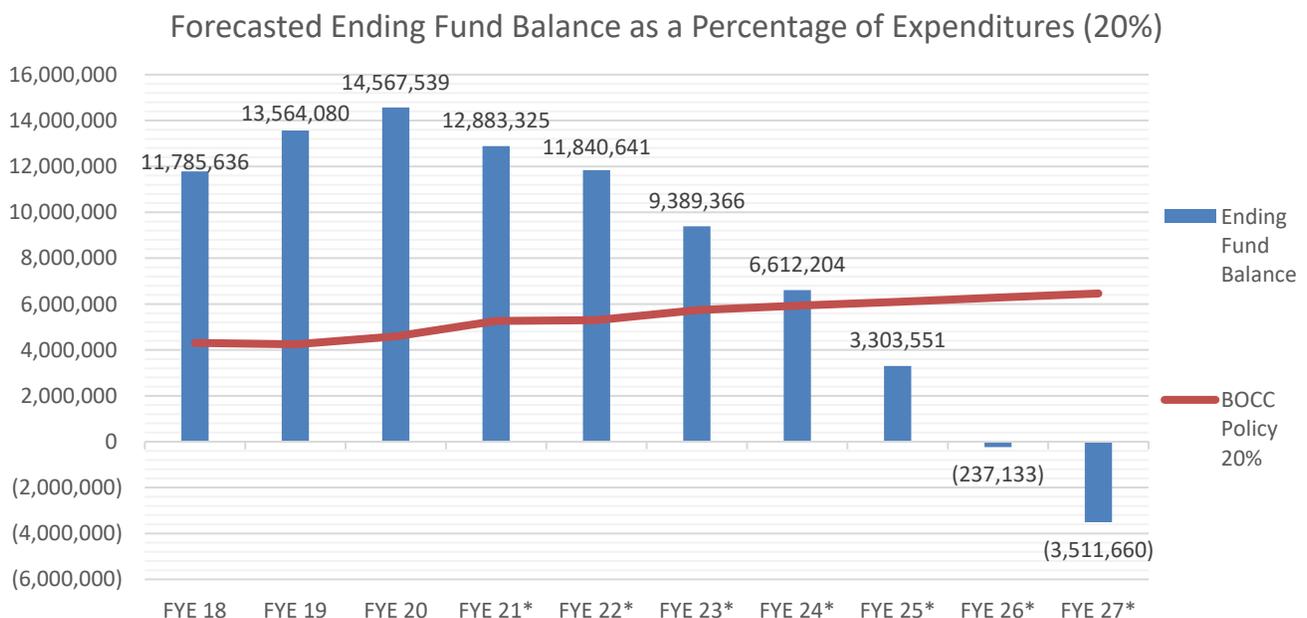
General Fund Revenue by Category	2020-2021 Adopted	2021-2022 Adopted	Dollar Variance	Percent Change
Taxes	10,027,630	10,423,440	395,810	3.9%
Licenses & Permits	935,000	1,515,000	580,000	62.0%
Fines/Forfeits	28,400	20,300	(8,100)	-28.5%
Interest / Property	210,900	126,750	(84,150)	-39.9%
State Revenue	4,634,290	4,785,930	151,640	3.3%
Federal Revenue	219,030	198,250	(20,780)	-9.5%
Other Intergovernmental	3,529,680	3,333,720	(195,960)	-5.6%
Charges for Service	825,310	807,760	(17,550)	-2.1%
Other Revenue	1,278,220	1,418,210	139,990	11.0%
Transfers-In	373,640	1,222,900	849,260	227.3%
<b>Subtotal Revenue</b>	<b>22,062,100</b>	<b>23,852,260</b>	<b>1,790,160</b>	<b>8.1%</b>
Use of Fund Balance - Operations	5,724,880	5,176,490	(548,390)	-9.6%
Fund Balance for Contingency	2,777,220	2,882,220	105,000	3.8%
<b>Total Revenue Budget</b>	<b>30,564,200</b>	<b>31,910,970</b>	<b>1,346,770</b>	<b>4.4%</b>

Clatsop County General Fund Adopted 2020-21 Budget vs. Adopted 2021-22 Budget			
Resources	2020-2021 Adopted	2021-2022 Adopted	Increase/(Decrease)
Beginning Balance	\$14,166,200	\$13,818,260	(\$347,940)
Revenue	22,062,100	23,852,260	1,790,160
<b>Total County Resources Available</b>	<b>\$36,228,300</b>	<b>\$37,670,520</b>	<b>\$1,442,220</b>
<i>Less: Unappropriated Beg. Balance</i>	(5,664,100)	(5,759,550)	
<b>County Resources</b>	<b>\$30,564,200</b>	<b>\$31,910,970</b>	<b>\$1,346,770</b>
Expenditures			
Personnel Services	19,171,000	21,046,980	1,875,980
Materials & Services	4,122,880	4,969,170	846,290
Special Payments	424,400	378,750	(45,650)
Capital	0	0	0
Transfers	4,068,700	2,633,850	(1,434,850)
Contingency	2,777,220	2,882,220	105,000
<b>County Expenditures</b>	<b>\$30,564,200</b>	<b>\$31,910,970</b>	<b>\$1,346,770</b>

Personnel services, which include salaries and benefits, are increasing in the General Fund from the current year by approximately \$1.9M. This increase is related to an increase of 13.96 in FTE; a cost of living adjustment to employee wages by 2.5% per bargaining unit contracts, increases in health insurance costs, and rate increases associated with PERS costs. There is an increase in the materials and services budget of \$846K which is primarily associated with the contractual services for tourism promotion as well as increases within several organizational units as a result of replacing aging equipment and software upgrades. Special Payments decrease \$45,650 or 11% which is a result of shifting the tourism promotion dollars from a grant-based program to a contract with the Lower Columbia Tourism Committee. Transfers decrease in the amount of \$1,434,850 or 35% which is a result of a \$2M transfer in the 20/21 FY to create a separate General Fund Stabilization account outside of the General Fund for better tracking of these funds. This decrease is partially offset by an increase in the transfer to Public Health in an effort to enhance the overall infrastructure within the Public Health department. The \$105,000 or 4% increase in contingency is based on a Board policy that 10% of the General Fund expenditures be reserved in contingency, therefore increased expenditures results in an increased contingency amount.

The 2021-22 General Fund Adopted budget includes use of unassigned General Fund balance in the amount of \$5,759,550; excluding contingency. The current Board policy is to maintain General Fund unappropriated reserves in the amount of 20% of expenditures with a goal of 25%. Based on the projected forecast the Adopted budget maintains an unappropriated reserve balance of 26.6%. Again, these fund balances have played a significant role in maintaining service levels in light of the on-going COVID crisis and were critical in being able to provide social service support within our community prior to receiving any state or federal funding. As previously stated, the 2021-22 Adopted Budget has significant adopted increases in personnel and services, despite these additions, management took a balanced approach given the uncertainty of the long-term impacts of this crisis.

The following slide is a forecast projection for the General Fund going five years past the adopted 2021-22 FY if revenues and expenditures continued at projections based on historical data. This projection is based on inflationary costs associated with personnel as well as materials and services but also recognizes that expenditures in these categories are generally expended at an average of 93% as well as contingency generally going unspent. In addition, revenues are also projected in a similar manner based on known increases such as property taxes as well as recognizing that timber revenues while budgeted at the 15 year low have historically come in higher than budgeted.



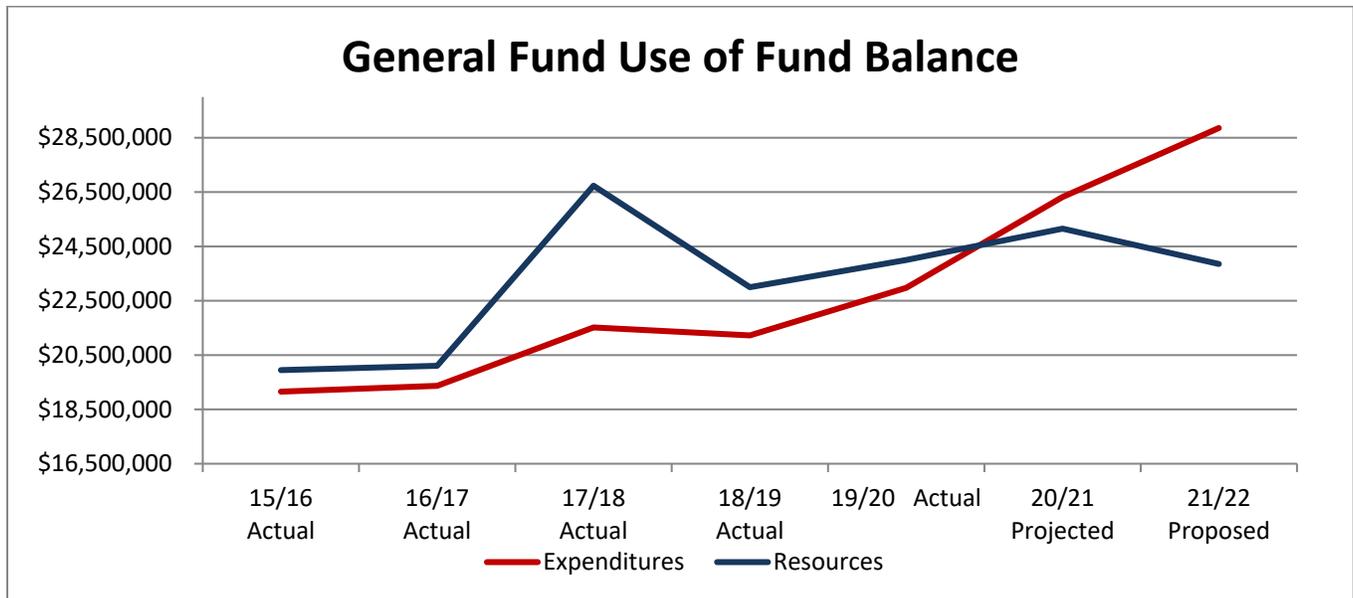
<b>Organizational Unit Name</b>	<b>2020-2021 Adopted</b>	<b>2021-2022 Adopted</b>	<b>Dollar Variance</b>	<b>Percentage Change</b>
Board Of Commissioners	176,930	148,660	-28,270	-15.98%
Board of Property Tax Appeal	37,710	39,000	1,290	3.42%
County Tourism	165,060	521,900	356,840	216.19%
County Manager	767,740	1,090,630	322,890	42.06%
Human Resources	393,980	550,110	156,130	39.63%
Assessment & Taxation	1,766,080	1,815,720	49,640	2.81%
Property Management	70,280	76,840	6,560	9.33%
County Counsel	237,010	242,760	5,750	2.43%
Clerk - Admin. & Elections	455,730	475,490	19,760	4.34%
Clerk - Records	196,370	201,230	4,860	2.47%
Budget & Finance	621,890	618,320	-3,570	-0.57%
Information Systems	1,159,250	1,494,830	335,580	28.95%
Building And Grounds	1,194,220	1,246,900	52,680	4.41%
Parks Maintenance	258,570	366,680	108,110	41.81%
Surveyor	243,910	261,550	17,640	7.23%
Dues & Special Assessments	791,340	845,710	54,370	6.87%
District Attorney	2,059,290	2,107,860	48,570	2.36%
Medical Examiner	132,930	181,310	48,380	36.40%
Sheriff Support Division	738,910	757,940	19,030	2.58%
Sheriff Criminal Division	4,633,520	4,724,080	90,560	1.95%
Corrections	4,447,340	5,220,630	773,290	17.39%
Jail Nurse	505,210	511,810	6,600	1.31%
Juvenile Department	822,860	929,430	106,570	12.95%
Planning Division	623,940	758,670	134,730	21.59%
Code Complince	276,420	311,090	34,670	0.00%
Emergency Management	439,060	456,840	17,780	4.05%
Animal Control	502,730	535,910	33,180	6.60%
General Fund Stabilization	2,000,000	0	-2,000,000	0.00%
Transfers To Other Funds	2,068,700	2,536,850	468,150	22.63%
Approp. For Contingency 1	<u>2,777,220</u>	<u>2,882,220</u>	<u>105,000</u>	3.78%
<b>Total</b>	<b>30,564,200</b>	<b>31,910,970</b>	<b>1,346,770</b>	<b>4.41%</b>

The short-term outlook for the General Fund continues to remain optimistic. Future year assumptions are based on maintaining staffing level within the General Fund at the 2021-22 Adopted level and projected rate increases associated with healthcare, PERS, and negotiated cost of living increases. In addition, there are moderate inflationary increases associated with materials and services. The Board of Commissioners and staff will work closely to maintain the County's financial stability and maintain quality service and service levels.

In the current environment staff continue to monitor the potential impacts of the COVID-19 Pandemic and what the long-term effects could be in areas such as Property Taxes, Timber Revenues, Video Lottery, and state and federal funding. The 2021-22 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 budget based on available resources, County priority, and immediate need. This includes an increase of 13.94 FTE in the General Fund.

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 chart on the next page illustrates how volatile revenues in the General Fund continue to be and how the county has worked to offset those decreases in revenues with corresponding decreases in expenditures. Unfortunately, increases in health care costs, PERS obligations, and Transfers Out to support other funds continue to be ongoing challenges to the General Fund. Through good fiscal management the county continues to maintain expenses at an amount less than the revenues received. The 2020-21 adopted budget included the best assumptions available at the time and projected expenditures would exceed new revenues and was adopted assuming the use of \$8.2M in fund balance. However, current estimates for the adopted fiscal year 2020-21 budget indicate that General Fund revenues will come in significantly higher and expenditures significantly less than budgeted and will assume a use of \$1.2M in fund balance.

The Adopted 2021-22 GF budget assumes a \$7.9M use of fund balance, including contingency. Of the adopted expenditures \$2.9M 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 2021-22 fiscal year is estimated to be closer to \$5M as demonstrated in the below chart.



The chart above represents the County's General Fund expenditures as compared to revenues over the last four years of actuals as well as projections for the most recent adopted and the current adopted.

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 unrestricted General Fund balance be 20% of the current year appropriation less contingency, with a longer-term goal of 25%. 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 \$109,925,030 this represents an increase of \$6,897,430 or 6.7% from the previous year. While overall the budget increased from the previous year the majority of the increase consists of expenses associated with increase personnel costs in Public Safety & Justice (\$1.2M) for the hiring of additional staff for the transition to the new jail; and increased costs associated General Government (\$8.3M) to address Board goals identified through the [strategic planning](#) process including affordable housing, mental health, childcare, and rural internet accessibility utilizing American Rescue Plan funding. 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; slight increases are also projected in material and services. These increases are offset by a decrease in Land Use, Housing, Transportation, Economic Development & Capital (\$-3.6M) primarily a result of decreased contingency within the General Roads Fund, these monies were instead unappropriated. There were other changes between functional areas which are illustrated in the table below:

<b>Functional Area</b>	<b>2020-2021 Adopted</b>	<b>2021-2022 Adopted</b>	<b>Dollar Variance</b>	<b>Percent Change</b>
Public Safety & Justice	21,401,300	22,675,320	\$ 1,274,020	6.0%
Public Health	6,283,770	7,041,940	\$ 758,170	12.1%
General Government	20,172,090	28,492,630	\$ 8,320,540	41.2%
Land Use, Hsg., Trans., Econ. Dev. & Capital	52,538,570	48,931,560	\$ (3,607,010)	-6.9%
Culture & Recreation	\$ 2,631,870	\$ 2,783,580	\$ 151,710	5.8%
<b>Subtotal Adopted County Budget</b>	<b>103,027,600</b>	<b>109,925,030</b>	<b>\$ 6,897,430</b>	<b>6.7%</b>
County Service Districts	9,865,360	10,691,730	\$ 826,370	8.4%
<b>Total Adopted Budget</b>	<b>112,892,960</b>	<b>120,616,760</b>	<b>7,723,800</b>	<b>6.8%</b>

**Culture & Recreation** includes Fair General Operation, Parks Maintenance, and Parks & Land Acquisition and is almost entirely funded through dedicated resources with only \$224,130 or 8% of expenditures being covered by discretionary funding sources. The adopted expenditure budget reflects an increase of \$151,710 or 5.8% from the current year, attributable mainly to an increase in personnel within the Parks Department as well as an increase in the amount transferred from the Parks & Land Acquisition fund to the General Fund to support park operations.

**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 95% by dedicated resources and 5% 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. 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 \$-3.7M or -7%% from the current year, primarily as a result of a \$4M decreases in budgeted contingency; these monies were instead left unappropriated for future use. Most of the remaining funds that make up this functional area maintain a status quo budget. There is an overall adopted decrease of 1 FTE within this functional area. A retirement in the administrative staff for the Public Works department during the 20-21 FY led to recognition that this workload could be redistributed, additionally a GIS position formerly budgeted within Public Works was reallocated to the General Fund to create a GIS department within IT, any work done by GIS staff will be charged accordingly back to the roads department through internal billings. This decrease of two positions is offset by the addition of 1 FTE within the Planning Division to address additional workloads among the Planners. Overall within this functional area there is a decrease from 54.8 FTE in the current year to a budgeted 53.8 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 49% discretionary with the remaining 51% of resources being dedicated. The adopted budget for General Government has increased by \$8,320,540 or 41%. Most budgets in this area are status quo, with increases as a result of negotiated salaries, PERS retirement costs, health insurance costs, the county's general liability insurance rates, and an increase in transferred funds to the Public Health Department. The majority of the increase within this functional area is a result of creating a new fund with an adopted budget of \$8.8M for the American Rescue Plan Act monies as well as any potential FEMA reimbursements the county might receive for eligible COVID-19 expenses. This functional area also includes an increase of 4.6 FTE, as departments and the programs offered continue to grow to meet the service needs of our citizens the organizational needs of staff grow as well. These additional positions include additional staff in both IT and Human Resources, as well as an additional staff in the County Manger's office to help support increased community engagement which is a governance goal identified by the Board through the [strategic planning](#) process.

The ***Public Health*** functional area consist of both the mental health aspect as well as community public health, and is mostly funded, 83%, through dedicated state and federal grant sources and fee revenues, and 17% through a transfer-in of discretionary General Fund resources. This budget reflects a slight increase in expenditures of \$758,170 or 12% from the current year which is a primarily a result of ongoing contract discussions between the OHA and the counties for the financing of community mental health, addiction treatment, recovery, and prevention, and problem gambling services. The current contract only reflects a budget through December of 2021 therefore only reflecting funding for 6 months of the FY. Staff anticipate the settling of this contract soon and that the amendment for the services through June of 2022 will come before the Board as an amendment. The increase in discretionary revenues is the result of an increase in funding from the General Fund in the amount of \$468,150 for a total of \$1,056,800. This additional funding is to help provide increased stability to the staffing infrastructure for the Public Health Department, while the overall FTE count only reflects an increase of 1.2 FTE, some of this is a result of re-allocating FTE to other programs that could better utilize staff time. The 2021-22 Adopted Budget includes a Clinic Manager/Nursing Supervisor, an Environmental Health Supervisor, an additional Staff Assistant, and a Preparedness Coordinator. The budget for this grouping is based on our 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 \$1,274,020 or 6% from the 20-21 fiscal year appropriations. The resources that fund these services are split 53% dedicated and 47% discretionary. The adopted budgets reflect an increase in personnel services due to an increase of 6.94 FTE. This adopted FTE increase reflects adding an additional 6 FTE for the Sheriff's Corrections staff. This will allow the Sheriff's Office to continue to phase in training for the new deputies so that once the new jail opens they will be fully staffed. There is also an increase of .54 FTE in the Medical Examiner's budget to allow for an additional part-time MDI to provide relief to the Chief MDI. The Animal Control Division is also seeing a slight increase which is offset by a reduction of contracted temporary help.

## **SERVICE DISTRICTS**

**Rural Law Enforcement District** The budget for FY 21-22 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 a decrease of approximately \$163,960, or 3% from the 2020-21 budget. The personnel costs within this budget support the Sheriff's Office Criminal, Administrative Support, and Marine Patrol Division's decreased by \$109,520 primarily due to decreases in insurance costs; materials and services saw a slight increase of \$5,210 for equipment purchases for Deputy vehicles; and budgeted contingency also saw a decrease primarily a result of decreased beginning fund balance.

**Road District No. 1** The budget for FY 21-22 allocates resources to the County for road maintenance as discussed in the Road Maintenance 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 \$1,007,290 or 28% and represents the amount being allocated to the Roads Fund. This increase is a result of projected increases in beginning balance and timber revenues that are transferred to the General Roads fund.

**Westport Sewer District** The budget for FY 21-22 reflects a decrease of approximately \$22,940 in expenditures due to a decrease in contingency. During the 19-20 FY the Board approved revisions to the Westport Community Plan which allowed for the redistribution of funds that were set aside back in 2011 as a result of funds being repaid to the county for non-compliance of Enterprise Zone requirements. This redistribution of funds has allowed staff to continue to complete significant maintenance projects on aging infrastructure. During the 2021-22 FY staff will be working on upgrading the collection system to eliminate infiltration as well as relocating the outflow from the proposed new location of the Westport Boat ramp. 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 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 21-22 budget reflects a slight increase in total expenditures of \$5,980, this includes a decrease in contingency of \$19,250 to provide increased program services throughout the County.

<b>Clatsop County Service Districts</b>			
<b>Adopted 2020-21 Budget vs. Adopted 2021-22 Budget</b>			
<b>Resources</b>	<b>2020-2021 Adopted</b>	<b>2021-2022 Adopted</b>	<b>Increase/(Decrease)</b>
Beginning Balance	\$3,329,670	\$3,640,110	\$310,440
Revenue	6,535,690	7,051,620	515,930
<b>Total County Resources Available</b>	<b>\$9,865,360</b>	<b>\$10,691,730</b>	<b>\$826,370</b>
<i>Less: Unappropriated Beg. Balance</i>	<i>0</i>	<i>0</i>	
<b>County Resources</b>	<b>\$9,865,360</b>	<b>\$10,691,730</b>	<b>\$826,370</b>
<b>Expenditures</b>			
Personnel Services	2,522,410	2,412,890	(109,520)
Materials & Services	1,413,100	1,492,230	79,130
Special Payments	3,651,010	4,660,410	1,009,400
Capital	208,500	113,000	(95,500)
Debt Service	6,300	6,400	100
Transfers	2,000	4,000	2,000
Contingency	2,062,040	2,002,800	(59,240)
<b>County Expenditures</b>	<b>\$9,865,360</b>	<b>\$10,691,730</b>	<b>\$826,370</b>

## 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 2021-2022, discretionary resources for all funds total approximately \$25,582,970 of the \$109,925,030 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

Clatsop County provides vital public services to a growing population of approximately 40,740 maintaining a ratio of approximately 1 staff position to every 162 citizens, demonstrating how we strive to provide vital services while being cognizant of limited resources. The volatility of the current economic environment continues to require County staff to look for opportunities where departments/offices can push for efficiencies in operations, while keeping our staff to citizen ratio at a manageable number. Staff continue to work towards addressing ongoing concerns surrounding increased operational costs, including those associated with the unfunded PERS liability, and how these costs can be managed without reducing services. The County continues to look for fiscally responsible opportunities to update processes, combine resources, and improve service delivery; while at the same time focusing on providing excellent customer service. Within the past several fiscal years the economy in Clatsop County has shown significant growth, however, there is ongoing uncertainty regarding the long-term economic impacts of COVID-19. Given these uncertainties, management continues to work in conjunction with staff to find ways to streamline processes, while continuing to balance and prioritize the needs of the community with the amount of resources available. While there are a lot of unknowns moving forward in regards to both the economic

impacts as well as what the new “normal” for conducting business will be, management feel confident in the Adopted 2021-2022 FY Budget that is being presented. Preservation of fund balance is maintained through the continued efforts of the Board of Commissioners, the Budget Committee members, and staff. The Commissioners’ Budget Policies and goal priorities have guided the budget process in making our recommendations. Once again, staff will continue to closely monitor the current 2020-21 FY revenues and expenditures to ensure that revenues are coming in as budgeted and make any necessary expenditure adjustments throughout the year. The budget process is a team effort and reflects many hours of hard work on the part of County staff, Budget Committee members, and the Board of Commissioners during unprecedented challenging times. I would like to extend special thanks for the hard work of County staff and the County management team in developing the fiscal year 2021-22 budget.

Respectfully submitted,



Monica Steele  
Assistant County Manager/ Budget Officer

## **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 reader’s 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 budgets 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.

**2021-22 BUDGET CALENDAR**

**December:**

Budget materials prepared

**January:**

- 8 Salary & Benefit Cost Sheets distributed to individual departments.  
Indirect Cost Charges provided to departments.
- 27 County Board reviews and adopts Budget Policies
- 28 2021-22 Budget Manual available
- 28-29 Departmental budget trainings. Due date for any requests for cost sheet revisions

**February:**

- 4 Budget Module opens to departments.
- 18 Departments submit current budget year (2020-21) expenditures & revenue projections to the Budget & Finance office.  
General Fund Capital Outlay proposals & Future Capital Outlay proposals for 2021-22 (submitted by General Fund Departments only).

**March:**

- 4 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
- 8-16 Budget & Finance review meetings with departments and County Manager
- 17-18 Additional budget review meetings if necessary
- 19 Deadline for submission of proposed budget revisions to County Manager  
Final decisions by County Manager

**April:**

- 16 Proposed Budget document to printers
- 28 Budget Distribution / First Budget Lay-Committee Meeting /  
County-wide Budget - Budget Message Presented (4pm - 6pm)

**May:**

- 5 Second Budget Lay-Committee Meeting /  
County-wide Budget - (4pm - 6pm)

- 12 District Budget Committee Meeting (Wednesday 4pm - 5:00pm)  
Third Lay Budget Committee Meeting/County-wide Budget (1pm – 4pm) – if necessary
- 13 Fourth Lay Budget Committee Meeting/County-wide Budget – if necessary  
Deadline for Budget Committee Recommendation to BOCC

**June:**

- 9 Public Hearing on Approved Budget and 2021-22 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 funds 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 of: (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 paternity, modifies child support orders, collects and enforces court orders, and when necessary, initiates criminal actions. Two child support agents manage the daily caseload and are assisted by a .06 FTE deputy district attorney.

## 4 Major Accomplishments

Opened 80 new cases for calendar year 2020.

Continued to increase skills and knowledge of child support enforcement by attending conferences, meetings and presentations to further professional development including WICSEC and ERICSA conferences and monthly Origin Knowledge Shares and monthly ODAA oversight meetings.

Consistently complied with federal title IV-D requirements.

Continued to hold SED Court for delinquent parents. In one of the cases, staff didn't know the whereabouts of a particular obligor for about 4 years. She turned up in Oregon again, staff was able to make contact with her and sporadic payments were received. Staff cited her into SED Court, she plead guilty and was placed on probation. She has since moved back to this area and found regular employment. Regular payments have been received for almost a year and she is no longer required to appear for SED Court.

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 for DA/Child Support virtual monthly sessions scheduled for calendar year 2021.

The Oregon Department of Justice Child Support Program converted to a new system called Origin in December 2018. 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 related to the new system.

Staff has been actively participating in and has been involved with multiple Webex trainings and ongoing conference calls regarding Origin.

Assisted in training new deputy district attorneys and part-time staff assistant in child support division.

Continued to update the attorney notebook with new forms, Oregon Administrative Rules, and policies due to new case management system.

## 5 Performance Measures

This past year showed an increase in child support collections due to the nationwide intercepts of stimulus payments and statewide collections of the extended unemployment benefits. The stimulus checks are now excluded from being intercepted for child support. These extended benefits are set to expire in the coming months, unless extended by Congress, making it difficult to project collections of current support, collection of arrears, and overall state arrears collected for the next fiscal year of 21/22.

There have been many changes to child support enforcement tools. There has been a moratorium on license suspensions since April 2020, this is any type of license issued by the state including driver's licenses, professional licenses, occupational licenses and fish and game licenses. The threshold for garnishments from bank accounts has been increased from \$500 to \$5,000, and the availability of court time for contempt cases has decreased. There has been no final decisions on these issues yet from the Child Support Program.

Have taken the time to delve into complex child support issues and gain a more thorough understanding. These include parties who receive Social Security benefits, flip-flop modifications, tiered modifications, credit for payments made outside the child support program, and paternity establishment for out-of-state births.

## 6, 7 Budget Highlights

Guided customers through pandemic related child support issues such as stimulus payments and unemployment compensation.

The Child Support Division is requesting an additional \$860 in the Telephones line item due to the purchase of two smart phones several months ago to allow the two child support agents to have telephone access while working remotely during Covid-19, eliminating the need for the two staff members to use their own personal phones for work calls while working remotely. This helps maintain efficiency with their workloads. They will continue to work remotely on a rotational basis for the foreseeable future, having just one of them in the office at a time. This additional cost is for the monthly telephone fees incurred for the smart phones in addition to the routine monthly fees for the in-office telephones.

The Child Support Division requests \$380 in the Office Furniture & Equipment line item for the purchase of two wireless headsets with lifters that would allow the two staff members to be in the outer file area of their office and still be able to answer the phone in a timely and professional manner, while they are using the copier, reconciling files, filing or purging files in that area of the office, eliminating the need to return to their workstations to answer the incoming calls. The current headsets and lifters are approximately 6 years old, and not always reliable.

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

### 8 Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance <b>9</b>	34,293	34,180	45,880	45,820	(60)	- 0%
Interest On Investments	678	989	0	0	0	0%
Child Support Incentives	19,759	18,765	18,590	18,480	(110)	- 0%
State GF Reimburse	12,519	13,019	12,460	12,920	460	3%
Annual Fee pmts	1,684	2,958	2,260	3,160	900	39%
Child Support	124,743	132,955	141,970	146,860	4,890	3%
CARES Act Reimbursement	0	2,148	0	0	0	0%
Franchise Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General <b>10</b>	49,360	58,570	58,570	58,570	0	0%
<b>Total Revenue:</b>	<b>243,036</b>	<b>263,583</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>
<b>Total Unappropriated Budget: <b>11</b></b>	<b>34,180</b>	<b>43,123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>208,856</b>	<b>220,461</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>

### 12 Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	122,562	124,832	132,120	132,700	580	0%
Personnel Benefits	57,048	63,121	69,310	71,990	2,680	3%
Materials & Services	29,247	32,508	33,060	36,830	3,770	11%
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 <b>13</b>	0	0	45,240	44,290	(950)	- 2%
<b>Total Expenditures:</b>	<b>208,856</b>	<b>220,461</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>

### 14 Staffing Summary

Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.03	0.03	0.06	0.06	0.00	0%
Deputy DA III	0.03	0.03	0.00	0.00	0.00	0%
Staff Assistant	0.00	0.00	0.06	0.00	(0.06)	- 100%
Child Support Agent I	1.00	1.00	1.00	1.00	0.00	0%
Child Support Agent II	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>2.11</b>	<b>2.11</b>	<b>2.17</b>	<b>2.11</b>	<b>(0.06)</b>	<b>- 2%</b>

**15 Measures**

Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Child Support Collected	2,498,546	2,354,060	2,292,201	2,125,457	2,354,421	2,239,939
Overall County Arrearages Collected	74.8%	73.46%	78.36%	67%	81%	74%
Overall State Arrearages Collected	55%	52.84%	58.12%	56%	68%	62%

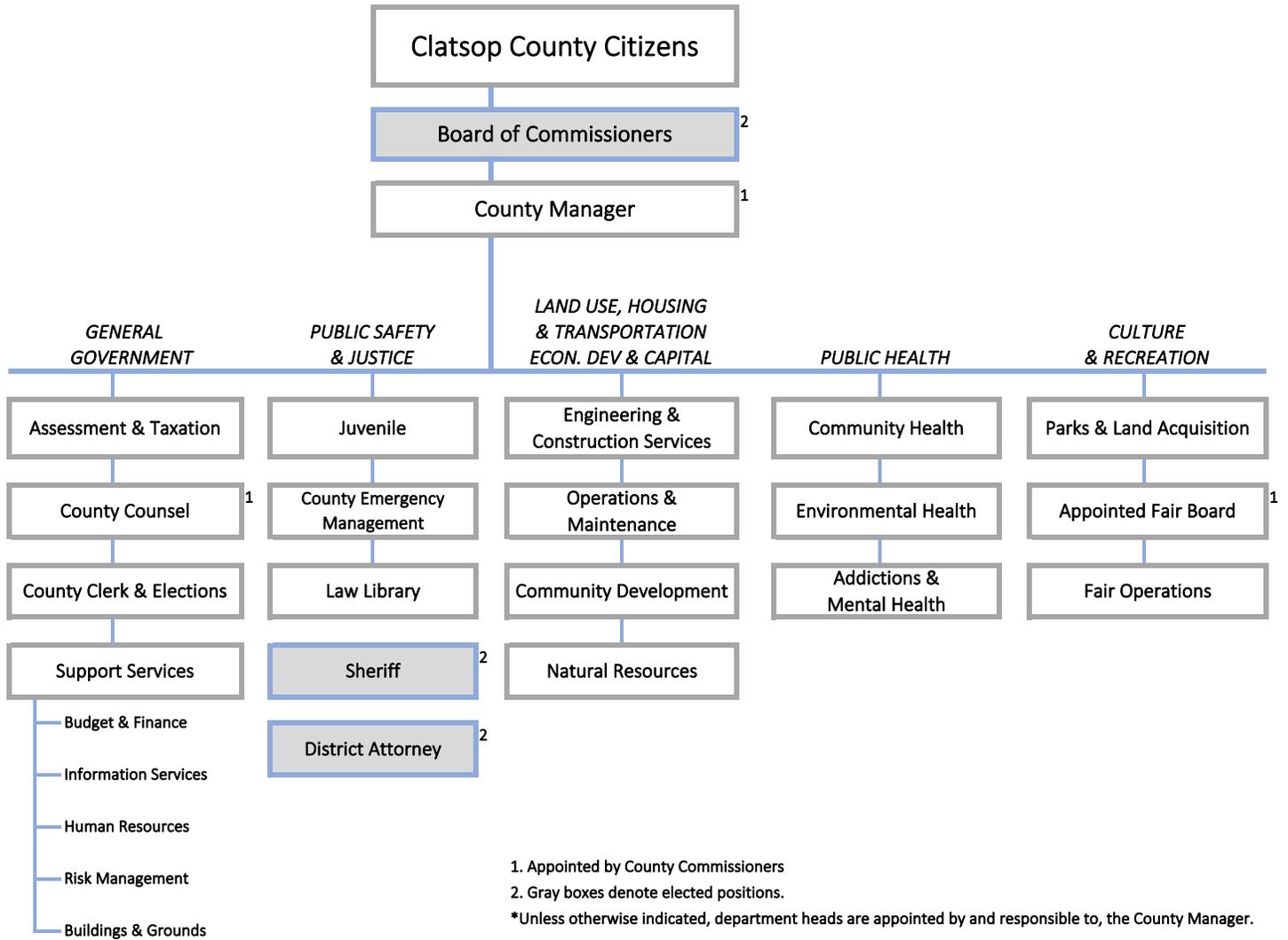
Summary							
		16	17	18	19	20	
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Senior Admin Supervisor	82-1119	4,008	4,330	4,680	5,020	340	7%
Deputy District Attorney	82-1172	5,587	4,259	4,610	4,960	350	7%
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%
Staff Assistant	82-1191	0	0	3,100	0	(3,100)	- 100%
Child Support Agent I	82-1855	53,730	55,288	56,950	58,370	1,420	2%
Child Support Agent II	82-1856	59,237	60,955	62,780	64,350	1,570	2%
Extra Help - A.S. III	82-1940	558	1,022	1,000	4,500	3,500	350%
Overtime	82-1945	1,393	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,380	9,478	10,370	10,680	310	2%
Retirement	82-1955	22,727	28,882	30,140	31,450	1,310	4%
Medical Waiver	82-1963	2,400	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	16,221	17,049	20,370	18,110	(2,260)	- 11%
Dental Insurance	82-1965	1,476	1,508	1,750	1,740	(10)	- 0%
HSA/HRA Contribution	82-1966	2,190	2,137	2,260	2,160	(100)	- 4%
Benefits Admin Fees	82-1967	42	39	50	40	(10)	- 20%
Life/AD&D Insurance	82-1970	163	166	170	160	(10)	- 5%
Salary Continuation Insur	82-1972	167	170	160	170	10	6%
S.A.I.F.	82-1975	187	142	240	230	(10)	- 4%
Unemployment	82-1980	143	127	140	140	0	0%
Compensable Leave Buyback	82-1986	0	0	260	210	(50)	- 19%
<b>Personnel Services Totals:</b>		<b>179,609</b>	<b>187,953</b>	<b>201,430</b>	<b>204,690</b>	<b>3,260</b>	<b>1%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	249	313	400	1,260	860	215%
Insurance	82-2200	1,184	1,146	1,430	1,360	(70)	- 4%
Software Maintenance	82-2265	0	0	550	550	0	0%
Office Supplies	82-2410	2,492	510	700	700	0	0%
Postage And Freight	82-2419	2,006	1,709	2,800	2,800	0	0%
Printing And Reproduction	82-2425	249	635	800	800	0	0%
Office Furniture & Equipment	82-2454	0	0	0	380	380	100%
PC Equipment	82-2455	0	1,825	780	780	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	119	65	600	600	0	0%
Fuel - Vehicles	82-2852	712	265	0	0	0	0%
Education And Training	82-2928	0	830	500	500	0	0%
Reimbursed Travel Expense	82-2930	1,336	1,710	1,100	1,100	0	0%

Summary Cont.							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Indirect Cost Allocation	82-3210	20,900	23,500	23,400	26,000	2,600	11%
<b>Materials &amp; Services Totals:</b>		<b>29,247</b>	<b>32,508</b>	<b>33,060</b>	<b>36,830</b>	<b>3,770</b>	<b>11%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	45,240	44,290	(950)	- 2%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>45,240</b>	<b>44,290</b>	<b>(950)</b>	<b>- 2%</b>
<b>Total Expenditures:</b>		<b>208,856</b>	<b>220,461</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>

1. This is the department name, fund, type and organization 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 is a brief overview of the Performance Measures listed in detail later.
6. Some departments will have Performance Measures listed above the budget highlights.
7. This section is utilized to outline any major changes to the budget from the previous year.
8. The Funding Sources table summarizes revenue data specific to each department.
9. Some Funds have a beginning balance. This is money not spent at the end of the prior fiscal year and is rolled into the new fiscal year.
10. Some Funds receive a transfer from the General Fund. Essentially, this is the same as a General Fund subsidy.
11. Some Funds contain an unappropriated ending fund balance. This is money that cannot be spent during the fiscal year.
12. The expenditures table summarizes appropriation authority specific to each department.
13. Contingency funds are for emergencies or unforeseen expenses. Use of contingency funds requires approval from the Board of County Commissioners.
14. The Staffing Summary provides a look at the FTE for each department over a period of four years.
15. The Measures table provides a look at the specific workload measures for each department.
16. Actual expenditures from fiscal year 2018-19.
17. Actual expenditures from fiscal year 2019-20.
18. Adopted budget for fiscal year 2020-21.
19. Adopted budget for fiscal year 2021-22.
20. This column reflects the monetary change from the 2021-22 adopted budget and the 2020-21 adopted budget.

# 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.

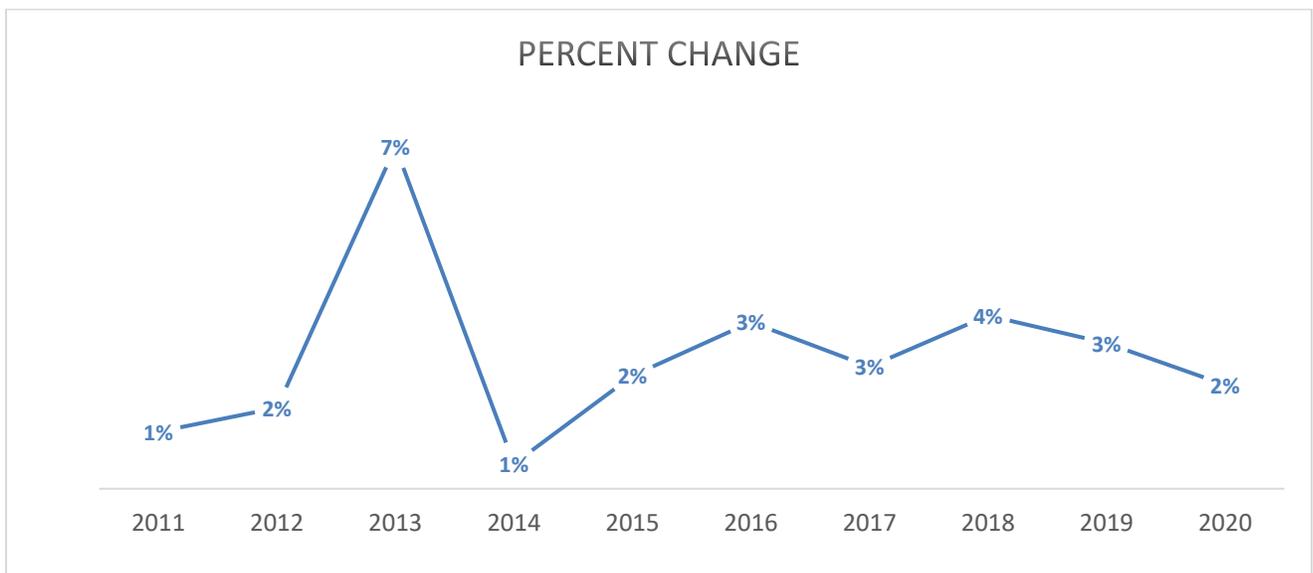
The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

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 significant 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.

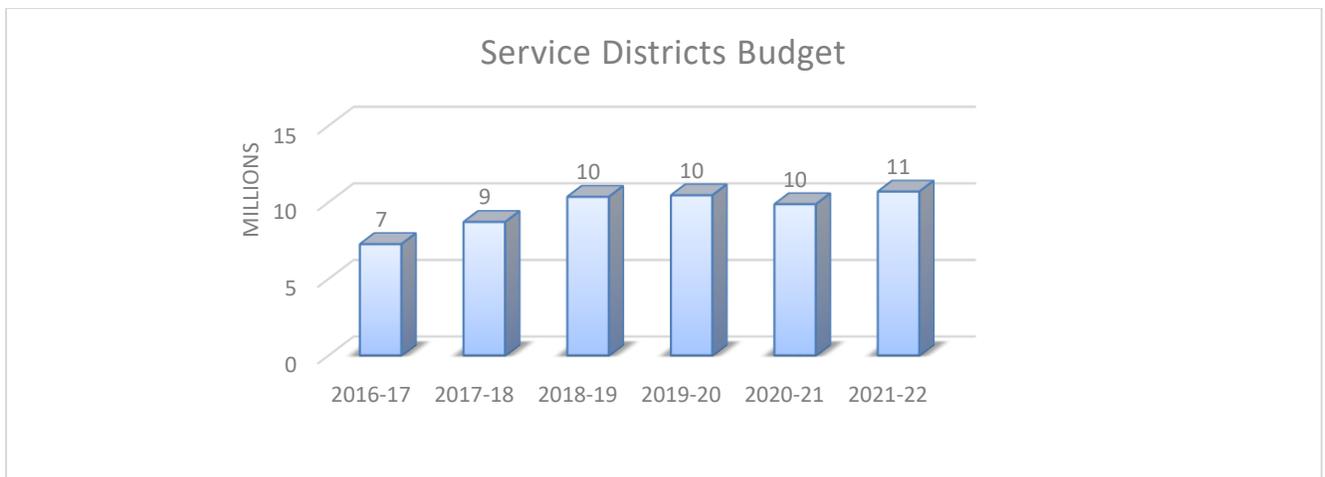
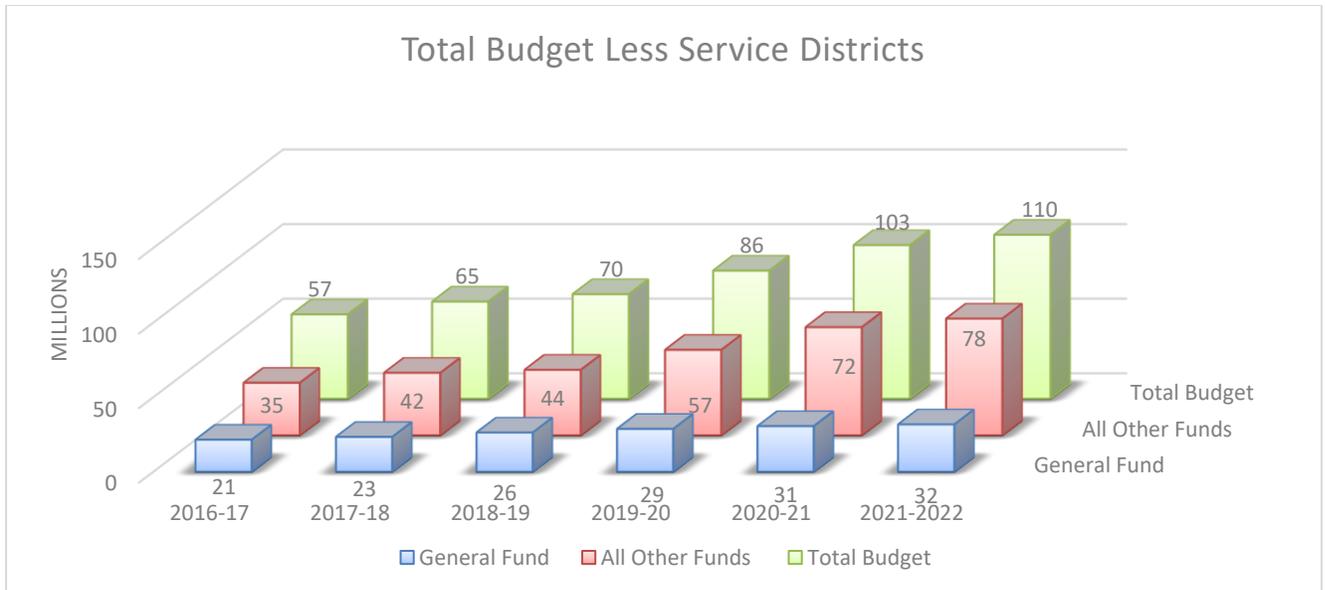


**BUDGET HISTORY**

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 a major construction project that was made possible through a voter approved bond in November of 2018 associated with relocating the County Jail (\$23M), as well as funding to address the economic recovery of the COVID-19 pandemic (\$8.8). 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. These reserves played a significant factor when selling the voter approved jail bond with the strong Moody’s credit rating the county received.

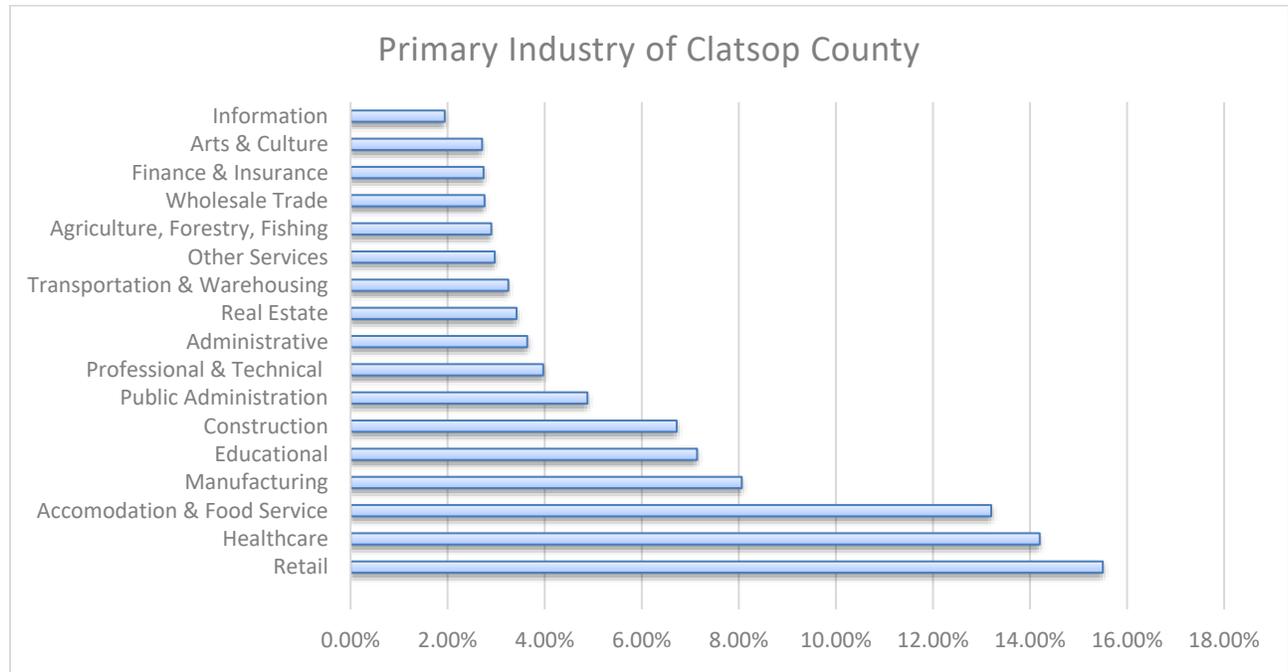
In accordance with the County Budget Policies, the Budget Committee and staff have worked diligently to find a balance wherever possible between cost efficiency and being able to provide

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 retail, healthcare, and tourism/recreation. The area is one of the principal logging and marine fisheries regions of Oregon; however, like other northwest coastal resource-based communities, Clatsop County is working to diversify its economy to offset the loss of family-wage jobs in the timber and fishing industries. Of the workforce approximately 56% are private industry, 30% self-employed, and 14% government.



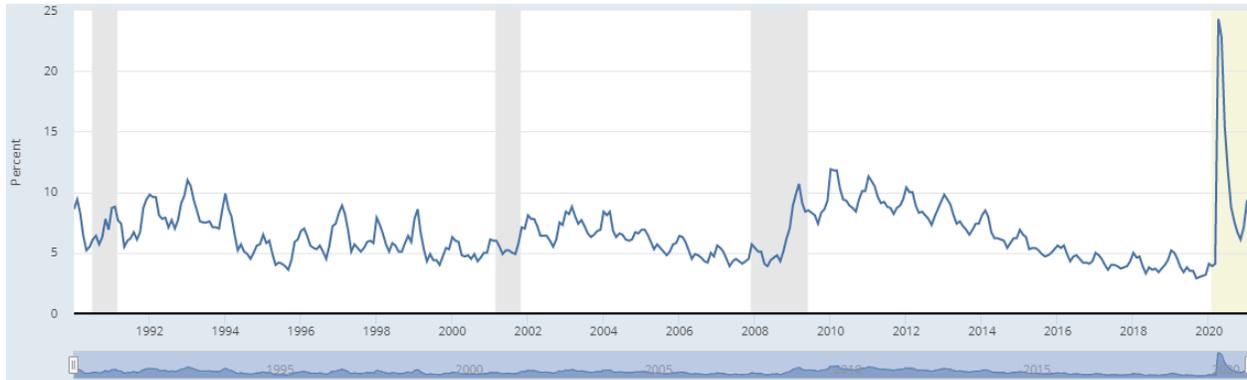
\*Data Source: city-data.com

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 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 February 2021 shows Clatsop County currently at 8.9% which is 5% greater than what we saw last year at this time, which is data just prior to the March 13, 2020 declaration of a national emergency in response to the pandemic. In April of 2020 Clatsop County had a record high unemployment rate of 24.3%. As

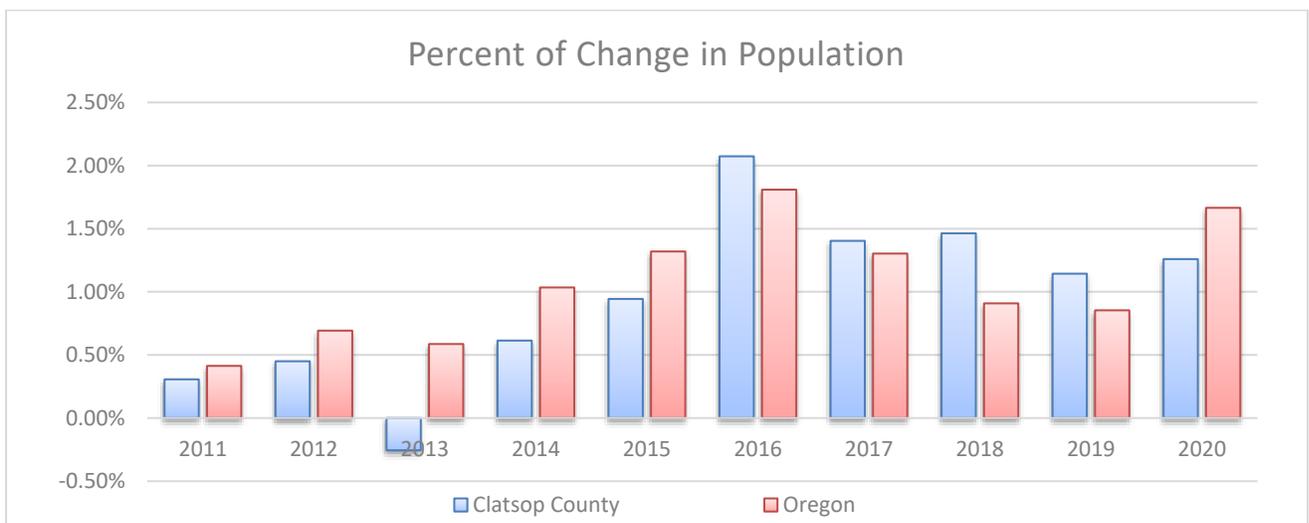
seen in the previous chart reflecting the industries of Clatsop County, the accommodation and food service industry employs a significant number of county residents that were impacted by closures.



\*Data Source: Federal Reserve Economic Data - FRED

### POPULATION

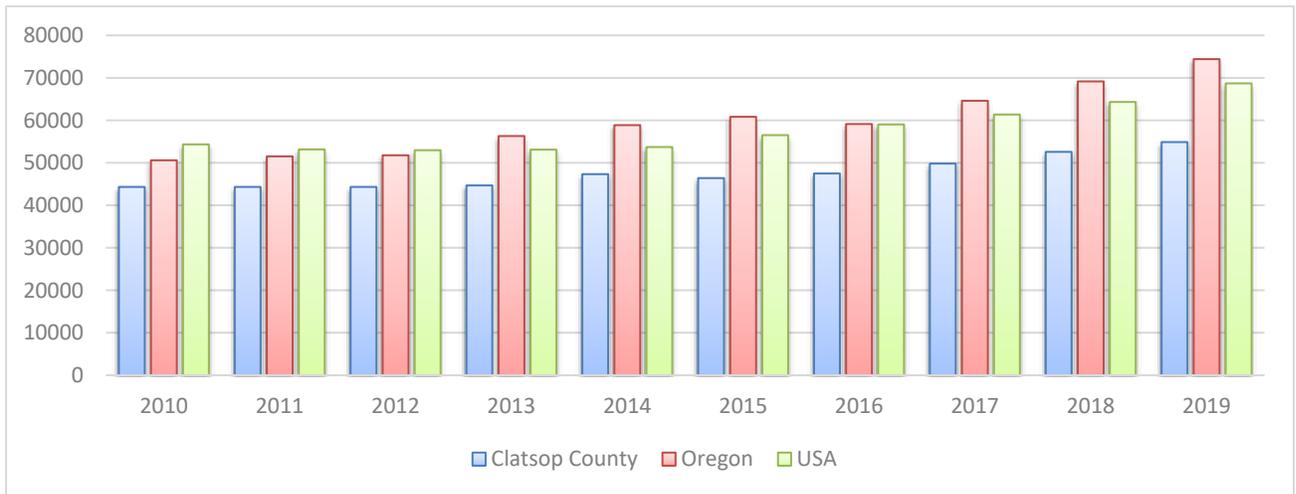
According to the most recent census, Clatsop County is home to a population of approximately 40,740, with approximately 60% living in urban areas and 40% living in rural areas. County population has increased by approximately 8.4% over the past 10 years. As shown in the following graph, the population growth of the county is similar to the rest of the state of Oregon seeing growth in the years leading up to the recession, followed by a declining population which coincides with increases in unemployment statistics. In 2020 Clatsop County saw 1.26% in population growth over 2019 statistics and saw for the first time in the last four years a slower population growth than the state of Oregon.



\*Data Source: US Census Bureau

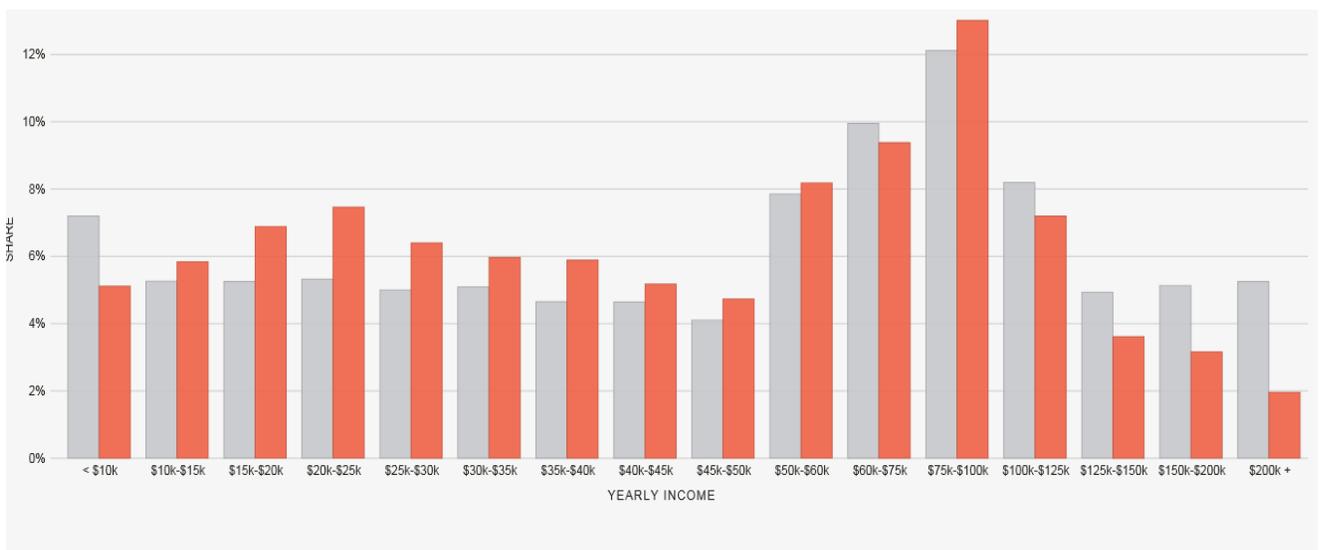
**HOUSEHOLD INCOME**

Current data shows the County’s median household income is \$54,886, which is roughly \$19,530 less than the median income for the state of Oregon, and \$13,810 less than the U.S. average.



\*Data Source: US Census Bureau

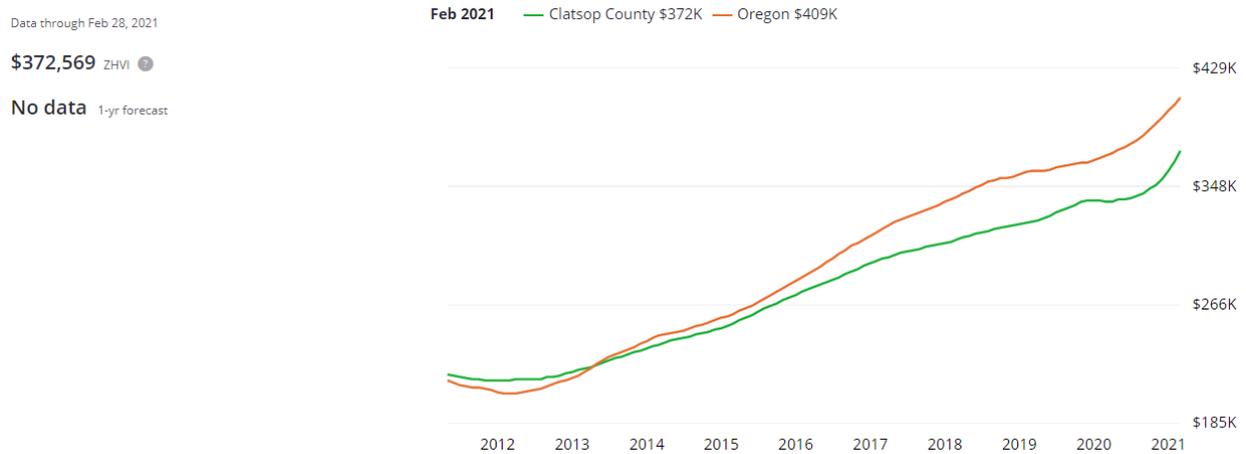
The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 13% earn a household income between seventy-five and one-hundred thousand and 9% earn an income between sixty and seventy-five thousand, while approximately 78% earn a household income of less than sixty thousand.



\*Data Source: Datausa.io

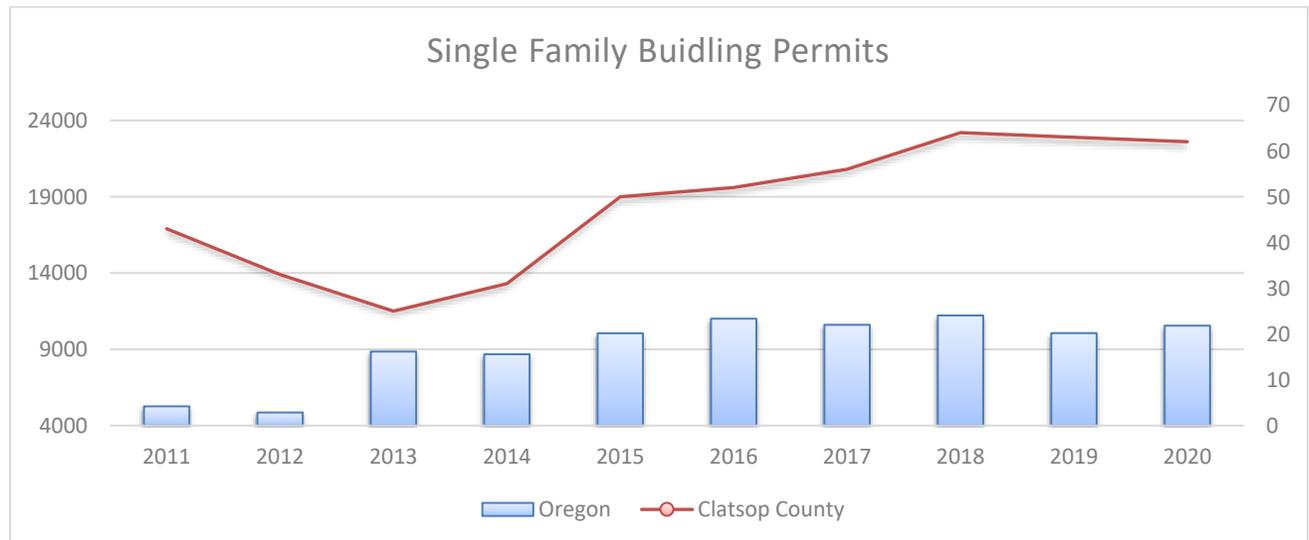
**HOUSING AND REAL ESTATE**

Based on the most recent data, the median real market value for a home in Clatsop County is \$372,570 versus \$409,000 for the state of Oregon and \$272,000 nationwide. In the past year home values in Clatsop County have gone up approximately 10%, and the median price of a home sold is approximately \$380,000.



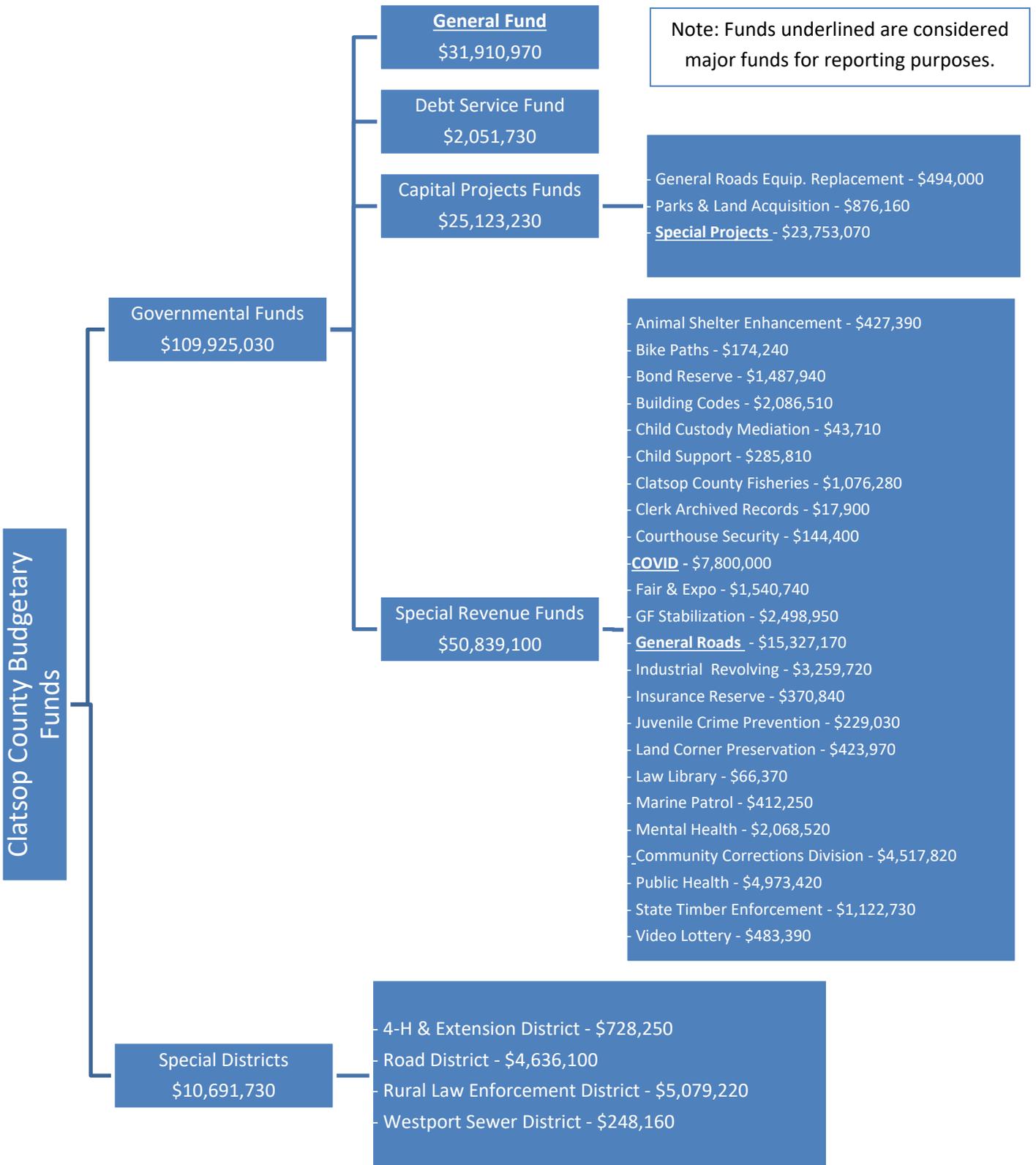
\*Data Source: Zillow

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.



\*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:

- |                            |                                |                                  |
|----------------------------|--------------------------------|----------------------------------|
| • Board of Commissioners   | • Budget & Finance             | • Jail Nurse                     |
| • Board of Property Tax    | • Information Systems          | • Juvenile Department            |
| • County Tourism           | • Building & Grounds           | • Work Crew                      |
| • County Manager           | • Parks                        | • Planning Department            |
| • Human Resources          | • Dues & Special Assess.       | • Code Compliance                |
| • Assessment & Taxation    | • Surveyor                     | • Emergency Management           |
| • Property Management      | • District Attorney            | • Animal Control Division        |
| • County Counsel           | • Medical Examiner             | • Transfers to Others            |
| • Clerk –Admin & Elections | • Sheriff Support Division     | • Appropriations for Contingency |
| • Clerk – Recordings       | • Sheriff Enforcement Division |                                  |
|                            | • 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 Enhancement (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
- General Roads Equip. Replacements (102) – Allows for replacement of Public Works 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
- Road District #1 District
- Rural Law Enforcement 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 Program
- Babies First
- W I C Program
- Family Planning
- Household Hazardous Waste
- Emergency Preparedness
- Onsite Sewage Systems
- Environmental Health
- Developmental Disabilities
- Mental Health
- Drug & Alcohol Prevention

### General Government

- Board of 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
- COVID

### 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
- Equipment Replacement

### 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; 77% of the County's total budget is dedicated.

The Board adopted budget policy requires the County to maintain an ending fund balance that is at a minimum 20% of operational expenses within the General Fund with a goal of 25%. 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 **2020-21** projections:

- 3% increase in assessed value
- 96.0% property tax collection rate
- 2.5% cost of living adjustment (COLA) using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 22.05%

Projections for the **2021-22** fiscal year:

- 3% increase in assessed value
- 96.0% property tax collection rate
- 3% COLA using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 22.79%

Projections for fiscal years **2022-23 through 2025-26**:

- 3.5% increase in assessed value
- 96.0% property tax collection rate
- 2.5% COLA 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 2020-21 taxable assessed values in Clatsop County were approximately 67% 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

**SIP Taxes** the Strategic Investment Program (SIP) offers a 15-year property tax exemption for large capital investments. In the case of Georgia Pacific, in 2006 the SIP was authorized by Clatsop County to limit taxation of a new Wauna paper machine to \$25,000,000 and exempt the balance of value from taxation for 15 years ending with tax year 2022/23. In lieu of paying the exempted property taxes, GP agreed to contribute 25% of the tax as the Community Service Fee that is distributed annually to 7 taxing districts. 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 Special Projects 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
- Fund 405 – Bond & UAL Reserve Fund

**DISCRETIONARY REVENUE:**

<b>General Fund Revenue by Category</b>	<b>2020-2021 Adopted</b>	<b>2021-2022 Adopted</b>	<b>Dollar Variance</b>	<b>Percent Change</b>
Property Taxes Current Yr	9,535,630	9,929,940	394,310	4.1%
Property Taxes Prior Yr	240,000	240,000	-	0.0%
SIP Taxes	203,500	203,500	-	0.0%
Room Tax	785,000	1,365,000	580,000	73.9%
Marijuana Tax	100,000	115,000	15,000	15.0%
Cigarette Tax	30,500	30,500	-	0.0%
Interest on Investments	175,000	100,000	(75,000)	-42.9%
Franchise Fees	80,000	90,000	10,000	12.5%
Indirect Cost Revenue	1,170,400	1,307,700	137,300	11.7%
Transfers-In	373,640	1,222,900	849,260	227.3%
Timber Revenue	2,311,540	2,341,980	30,440	1.3%
Other Revenue	3,323,820	6,099,600	2,775,780	83.5%
<b>Total Discretionary Revenue</b>	<b>18,329,030</b>	<b>23,046,120</b>	<b>4,717,090</b>	<b>25.7%</b>

The variances above in the adopted General Fund discretionary revenues for the 2021-2022 fiscal year are as follows:

- Current year property taxes are projected to increase by approximately 4% in accordance with the state property tax system as well as increases in property values and increases construction.
- Prior year property taxes are projected to decrease slightly as a result of fewer prior year delinquency amounts owed.
- Room tax revenues are projected to increase; the adopted 20/21 amount was projected low due to potential impact from the Covid-19 pandemic, but those impacts were never realized.
- Interests on investments were projected to decrease based on interest rates.
- Indirect cost revenues are projected to increase slightly due to increased overhead costs.
- Transfers-In are projected to increase as a result of American Rescue Act revenues.
- Other revenue is projected to increase by \$2.8M, primarily as a result of the use of fund balance.

**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 Replacement

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)

Video Lottery

Culture & Recreation

County Fair

Parks & Land Acquisition

General Government

COVID

**CLATSOP COUNTY  
IMPLEMENTING DIRECTIONS & ADOPTED  
2021-2022 BOCC BUDGET POLICIES**

**I. Clatsop County Budget Process:**

The budget process and resulting budget document reflect the County’s priorities for the coming fiscal year as established by the Board of County Commissioners. The budget document, in its entirety, serves the citizenry 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 Emphasis: The highest priority shall be to conserve General Fund discretionary resources to fund priority programs. The goal shall be to prepare a budget that maintains existing higher priority programs supported by the General Fund while at the same time seeking savings wherever possible.
- B. Cost Efficiency: Management will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- C. Base Budget Calculation: General Fund Departments will be provided a base budget amount and are required to submit budget proposals that are not more than the base amount. The base allocation is calculated using departments adopted 2020-21 budgets and includes any known adjustments, either increases or decreases, in expenses for the coming budget cycle.
  - 1 Staffing Levels: The base budget includes a “status quo” position type and FTE (Full-Time Equivalent) count. Any requested changes for the coming year will need to fit within their base budget amount and be authorized by the Board.
  - 2 Materials & Services: The base budget does not include an increase for materials and supplies above the current 2020-21 budgeted levels. Departments should critically examine past spending patterns to see if possible increases or decreases are necessary.
  - 3 Personnel and Work Program Justification: Personnel or program expenditure changes that departments cannot fit within their base budget allocation must be submitted along with their budget submittal using the provided Personnel and Work Program Justification form. Each request will be evaluated by the Budget and Finance Department and the County Manager for inclusion in the 2021-22 budget submittals to the Board.

- D. 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 Budget Officer 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.
- E. 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.
- F. Expenditure Reductions: In the event that reductions in revenues require expenditure reductions from the base budget level the Budget Officer will be guided by the Board's adopted Resource Management Strategy.
- G. New Discretionary Programs: New discretionary programs should be included in the department's budget submittal using the Personnel and Work Program Justification form (see C3 above). 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 terminated by the Board of Commissioners.
- H. 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.
- I. Unexpected Budget Savings During the Year: Should a General Fund supported department experience savings during the year (due to position vacancies, changes in program needs, etc.) to the extent possible that savings should not be spent and instead used to augment fund balance.

**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 (2020-21) 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 (for further information, see the Resource Reduction Strategy).
- 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 Budget Officer 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. Reserves and Contingencies:**

- A. Funding of Contingencies: At least 10% of the General Fund's appropriation, but not less than \$2million, shall be placed into the operating contingency with the expectation that most will not be spent and will become part of the 2021-22 beginning fund balance. The General Fund operating contingency for 2021-22 shall be increased if carryover resources are available in accordance with recommendations provided in the County's long-term financial plan. In addition, all non-general fund departments should have a minimum contingency target of at least 10% of total expenditures.

- B. 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.
- C. Unassigned Fund Balance: Maintain a minimum target of 20%, or equal to three (3) months of operations in the unassigned fund balance within the General Fund. This target fund balance shall be funded through excess revenues over expenditures, or one-time revenues.
1. The county will avoid the appropriation of fund balance for recurring operating expenditures. If at any time the utilization of fund balance to pay for operating expenditures is necessary to maintain the quality or level of current services, an explanation of the circumstances of the utilization of fund balance and the strategy to avoid the future use of fund balance will be included in the transmittal letter.
  2. The use of unassigned fund balance may be used at the discretion of the Board of Commissioners to:
    - a. Provide temporary resources in the event of an economic downturn while expenditure reductions are implemented.
    - b. Provide resources to meet emergency expenditures in the instance of earthquake, fire, flood, landslides, or other natural disasters.
- 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 2021-22 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. In order to be fiscally responsible as well as fiscally responsive to potential decreases in timber sales, the County's target for the General Fund Stabilization account with carryover fund balance resources is \$2 million. Should resources in the General Fund be insufficient to meet budgeted needs and use of funds within the Stabilization Account cause the account to drop below the \$2 million-dollar threshold expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners.

**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.G., above. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services (as identified in II.H. 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 2021-22 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 take into account 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.

**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 local priorities.

**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 HB 2267 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 a climate that makes economic development possible. The first priority for use of video lottery monies will be those existing or new high priority 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, 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.

**XVI. Performance Based Budgeting:**

- A. Performance Measures: In accordance with the county's long-term financial plan, key performance indicators should be included as part of the budget materials for all organizational unit budgets where key performance indicators can be identified. Key performance indicators should focus on outcomes rather than outputs. The county will provide the necessary support and training for performance measurement efforts.

## **CLATSOP COUNTY STRATEGIC PLAN/RESOURCE MANAGEMENT STRATEGY**

### **STRATEGIC PLAN**

#### **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's priority services funded by discretionary resources are listed below with first preference to statutorily mandated services:

<u>Priority</u>	<u>Functional Area</u>
1	Public Safety and Justice
2	Public Health
3	General Government Direct Services
4	Community Development, Land Use, Transportation, Housing, Economic Development, and Capital
5	Culture and Recreation

As additional discretionary resources become available, the County 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.

## RESOURCE MANAGEMENT STRATEGY

### 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 2021-22 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 service area priorities with first preference to statutorily mandated services are:

<u>Priority</u>	<u>Functional Area</u>
1	Public Safety and Justice
2	Public Health
3	General Government Direct Services
4	Community Development, Land Use, Transportation, Housing, Economic Development, and Capital
5	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.



# A Strategic Plan for Clatsop County

This document is a *summary* of a Strategic Plan for Clatsop County (adopted January 2021). Page 4 provides links to the full Plan document, and to information that was used to create and evaluate the priorities and actions for County action that it recommends.

## OVERVIEW OF THE STRATEGIC PLAN

The Strategic Plan, and the effort that created it, built from the assumption that the mix, quantify, quality, effectiveness, and fairness of services that Clatsop County delivers can be improved. The improvements come from both *doing the right things* (which, in a world of constrained funding, requires hard choices about priorities) and *doing things right* (the details of how and how well the services are provided). The Plan addresses both, but more work on “how” will occur as the County works on implementing the actions the Plan recommends.

The Plan uses these steps to move from Goals and Issues to Actions:

- *What we want.* Goals and objectives, and a vision for the future of Clatsop County.
- *How we will act.* Clatsop County’s role in achieving those goals (its mission), and the values it will honor as it works to achieve its mission.
- *The factors our decisions should consider.* An assessment of the past, current, and potential future conditions that create opportunities and present constraints for achieving the goals, vision, and mission.
- *Our priority areas for County action.* Needs and desires always exceed resources—priorities help allocate them where they are most needed and effective.
- *What we will do.* Specific actions Clatsop County will pursue.

In its efforts to meet and exceed the expectations of the communities it serves, the County will be guided by its Vision, Mission, and Values.

## WHAT WE WANT AND HOW WE WILL ACT

### 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 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, private, and non-profit sector service providers.

### VALUES

As it carries out its mission to pursue its vision for service, the County will pay attention to:

- *Engagement and Collaboration.* Leadership in county-wide coordination of services and problem solving: convene, engage, listen to, and cooperate with community members and stakeholders of various and diverse backgrounds, experiences, thoughts, and perspectives.
- *Effectiveness and Efficiency.* Decisionmaking and operations that effectively achieve outcomes consistent with the vision, and do so efficiently.
- *Equity.* Fair treatment, access, opportunity, and advancement for all.
- *Transparency and Accountability.* Public policy decisions made in open meetings; County accountable for its decisions and their implementation.

# Priority Issues and Actions

## FACTORS OUR DECISIONS SHOULD CONSIDER

For the Plan to more effectively pursue its vision and mission, it considered opportunities, challenges, and constraints that County government faces—now and (potentially) in the future. Some conditions are internal to the County’s operations that relate to its primary mission (the delivery of certain public services to County households and businesses). Others are external to the County: forces that are demographic and social, technological, economic, environmental, and political. The Board of Commissioners considered these forces and their potential impacts on the importance, effectiveness, and equity of County service delivery.

Many ideas surfaced about issues and opportunities that this Plan might address. But the Board concluded that the County does not have the resources and time to work on all the issues simultaneously. It had to consider the vision, mission, goals, values, and conditions to select a subset of issues it would make focus areas (priorities) of the Plan, and that would be the focus of its work program for the next 18 months.

## PRIORITY AREAS FOR COUNTY ACTION

The Board agreed on five focus areas for action:

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

The Board worked with committees to create and evaluate potential actions in each focus area: a total of 33 actions that it ordered three tiers. The Board believes all actions have merit, but that tier-1 actions have the greatest priority. Its intent for fiscal year 2021/22 is to complete tier-1 actions, make good progress on tier-2 actions, and to do some preliminary work on tier-3 actions (for a list of tier-3 actions, see the Strategic Plan document).

# What We Will Do:

## GOVERNANCE

Governance covers all the decisionmaking and management policies and procedures that aim to make Clatsop County operate effectively, efficiently, fairly, and transparently. For Tier 1 (with a 1: **G1**) and Tier 2 (with a 2: **G2**), Commissioners agreed on these actions:

- **G1, IMPROVE GOVERNANCE PROCESSES.** Document and initiate implementation and training to integrate annual planning, budgeting, performance benchmarks, and reporting to the public.
- **G2, COMMUNITY ENGAGEMENT PLAN.** Develop Community Engagement Plan and enhance capabilities to execute.

## INFRASTRUCTURE

Public infrastructure refers to utilities provided by the public sector (e.g., roads, water and wastewater treatment plants and pipes), and includes buildings and public spaces. The Board concluded that other aspects of infrastructure actions will be evaluated and included in future iterations of the Plan. For this first Plan, Commissioners agreed on these actions:

## AFFORDABLE HOUSING

- **I1A, HOUSING STRATEGIES** (Part 1, Overview). Form a working group to develop strategies for the County to be an active and strategic partner in the development of public, private, and not-for-profit affordable housing units. Identify county-owned property potentially suitable for affordable housing; initiate a process to engage public, private, and non-for-profit partners in site-specific development options/strategies.
- **I2A, HOUSING STRATEGIES** (Part 2, Specific). Form a working group to identify barriers and gaps to affordable housing. Create readily accessible online information (a “dashboard”) of all housing units in the development pipeline. Identify housing options for households in transition.

## BROADBAND

- **I1B, INTERNET STRATEGY.** Develop and implement a geographic specific strategy to improve internet connectivity to the most underserved communities, creating methods that can be replicated in other communities in future phases.
- **I2B, COL-PAC BUSINESS ASSISTANCE TEAM.** Participate with the COL-PAC Broadband Action Team to develop a strategic plan to improve the hard-fiber infrastructure.

# Tier 1 and Tier 2 Actions, by Focus Area



## ENVIRONMENTAL QUALITY

Clatsop County has a bounty of ecosystems and natural resources that have been the backbone for thriving communities. But the environment is changing, and most forecasts for temperature, storms, wildfires, and sea levels suggest more difficulties. Commissioners agreed on these actions:

- **EQ1, ENVIRONMENTAL QUALITY ACTION TEAM.** Create an Environmental Quality Action Team to assess existing studies and State and local initiatives on natural resource conditions, “resilient lands,” climate conditions, and natural climate solutions
- **EQ2A, WATER ASSESSMENT** (focus on Clatsop Plains). Initiate a moratorium on building homes with septic systems on less than one acre in the Clatsop Plains area. Complete a water assessment study to analyze groundwater quality and quantity.
- **EQ2B, FIRE PROTECTION EDUCATION.** Partner with the Clatsop County Fire Defense Board and Oregon State University Extension to prepare education and preparedness exercises related to defensible fire space.
- **EQ2C, VISITOR EDUCATION.** Work with the Tourism Studio to develop an education program for visitors/ tourists to promote “leaving no trace” tourism.

## SOCIAL SERVICES

Many services that local governments provide have a social component. Social services priorities in the County include increased services for mental health, addiction and treatment services, homelessness, housing in a variety of types, and a pro-active approach to trauma (particularly for youths). The County’s role would be less as a provider (other institutions have lead roles for service delivery), and more as a convener and supporter. Commissioners agreed on these actions:

- **SS1A, DROP-IN CENTER** (multiple services). Develop, with the cooperation of community partners, a Drop-In Center that would be a single location for accessing a variety of services such as showers, laundry facilities, meals, public health services, mental health services, foot care, art therapy, Social Security, ID’s, housing, Veteran Services, employment services, and more.
- **SS1B, CHILDCARE STRATEGY.** Convene, participate in, and support an enduring effort to identify and implement a range of strategies to expand and retain quality, diverse, and sustainable child care resources.

## ECONOMIC DEVELOPMENT

A strong, diverse, and resilient economy is essential to meet the education, social, environmental, infrastructure, equity, and quality of life goals for the community. “Economic development” actions aim to help create and support such an economy, and include actions that address job retention and creation, family-wage incomes, transportation, infrastructure, comprehensive community planning, and removal of regulatory barriers where feasible and appropriate. Commissioners agreed on these actions:

- **ED1, NORTH COAST BUSINESS PARK.** Formalize a plan to market North Coast Business Park for development purposes, including an assessment of private/public partnership opportunities.
- **ED2, EVALUATION OF REGULATORY BARRIERS/ GAPS.** Initiate process to review local regulatory barriers to economic development.

## Next Steps: Implementation and On-going Evaluation and Planning

By creating and adopting this Plan, the County Board of Commissioners and staff commit not only to the implementation of the actions it describes, but also to an on-going process of strategic planning.

Action G1 (improve governance processes) is the foundation of an improved process for decisionmaking and operations. The improvements in institutional capacity that the Board will pursue are critical to its success in achieving its goals in the other focus areas. It seeks fundamental improvements in the rigor with which the County chooses its priorities and evaluates its actions. For County staff to deliver desired services effectively and efficiently, they need the support of effective and efficient management and central services.

A few of this Plan's actions are already underway. Some immediate and tangible results are possible. But in most cases, there is much to be done before action should be taken. With this Plan the County has stated its priorities for issues that need special attention. It has documented why the chosen focus areas are priorities, considered many ways to address issues in those areas, and chosen a small number of priority actions for the next 18 months. The Plan has not, however, created a detailed work plan for each action (e.g., with measurable objectives; specific tasks, products, and assignments; a schedule; a budget). Such work plans are at the core of better governance and the objectives of Action G1.

Moreover, individual work plans for tier-1 and tier-2 actions have to be considered as a whole, matched to fiscal resources and the available time of Commissioners and staff, and then incorporated into an integrated work plan for addressing the chosen tier-1 and tier-2 actions. Thus, the County expects that in the first several months 2021 staff will create these work plans, and that more specific work on the 14 tier-1 and tier-2 actions will begin in April or May.



### FOR MORE INFORMATION

For more information about the Clatsop County Strategic Plan, go to the Strategic Plan section of the Clatsop County website:

[www.co.clatsop.or.us/boc/page/draft-strategic-plan-2020](http://www.co.clatsop.or.us/boc/page/draft-strategic-plan-2020)

If you do not have internet access and want to talk to someone at the County to get copies of documents, ask questions about the plan, or get involved in the efforts to implement the Plan's actions, contact:

Tom Bennett, Community Relations Coordinator

(503) 325-1000 [tbennett@co.clatsop.or.us](mailto:tbennett@co.clatsop.or.us)



# Long-range Financial Plan Development

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## 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

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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

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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 and 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) 2020-2021 as the base year of the forecast. The adopted budget for FY 2020-21 is then adjusted for various known items that have occurred since the Commission adopted the budget in June of 2020, and projections for 2020-21 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

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## 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 Capital Projects fund. 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 3.5% 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 16%; Fines, Use of Money, Charges for Service, and Miscellaneous have a forecasted average increase of 5%.

### 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 2.5% rate. 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 9%. Annual inflation for materials and services is assumed to be approximately 1% per year.

Based on historical expenditure levels the forecast assumes an expenditure rate of 95% for total personnel expenses and 90% for total Materials and Services expenditures.

**Clatsop County**  
**General Fund - Five Year Forecast (preliminary)**  
**FY 2022 - 2026**

	Actual 2019/20	Projected 2020/21	Adopted 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26
BEG. FUND BALANCE	13,518,731	14,594,020	12,883,321	11,840,639	9,389,362	6,612,192	3,303,539
REVENUE:							
CURRENT YR PROP TX	9,302,561	9,570,500	9,929,940	10,277,500	10,637,200	11,009,500	11,394,800
PRIOR YR PROP TX	242,483	253,000	250,000	250,000	250,000	250,000	250,000
OTHER REVENUE	9,234,661	9,384,269	9,039,276	9,611,705	10,142,626	10,730,040	11,381,922
TRANSFERS IN	690,250	373,640	1,220,400	811,475	813,500	640,585	467,732
GF TIMBER REVENUE	4,532,705	5,025,192	5,017,902	5,287,905	5,014,714	4,528,988	4,372,354
<b>TOTAL REVENUES</b>	<b>24,002,660</b>	<b>24,606,601</b>	<b>25,457,518</b>	<b>26,238,585</b>	<b>26,858,040</b>	<b>27,159,113</b>	<b>27,866,807</b>
EXPENDITURE:							
PERSONAL SERVICES	16,801,869	18,179,360	19,994,600	22,079,700	22,918,400	23,642,300	24,471,200
MATERIAL & SUPPLY	3,852,841	3,894,660	3,540,199	3,575,597	3,611,402	3,647,498	3,683,998
SPECIAL PAYMENTS	324,670	328,270	331,549	334,867	338,215	341,602	345,018
TRANSFERS	1,993,340	3,915,010	2,633,852	2,699,698	2,767,194	2,836,366	2,907,276
CONTINGENCY	2,606,730	2,631,730	2,650,022	2,868,984	2,963,523	3,046,779	3,140,751
<b>TOTAL EXPENDITURE</b>	<b>25,579,450</b>	<b>28,949,030</b>	<b>29,150,222</b>	<b>31,558,847</b>	<b>32,598,733</b>	<b>33,514,544</b>	<b>34,548,242</b>
LESS:							
CONTINGENCY	2,606,730	2,631,730	2,650,022	2,868,984	2,963,523	3,046,779	3,140,751
NET EXPENDITURE	22,972,720	26,317,300	26,500,200	28,689,862	29,635,211	30,467,765	31,407,491
<b>NET INCR. (DECR.) YEAR</b>	<b>1,029,940</b>	<b>(1,710,699)</b>	<b>(1,042,682)</b>	<b>(2,451,277)</b>	<b>(2,777,171)</b>	<b>(3,308,653)</b>	<b>(3,540,683)</b>
<b>END. FUND BALANCE</b>	<b>14,548,671</b>	<b>12,883,321</b>	<b>11,840,639</b>	<b>9,389,362</b>	<b>6,612,192</b>	<b>3,303,539</b>	<b>(237,145)</b>
<b>Surplus/(Deficit)</b>	<b>11,941,941</b>	<b>10,251,591</b>	<b>9,190,617</b>	<b>6,520,378</b>	<b>3,648,670</b>	<b>256,760</b>	<b>(3,377,897)</b>

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; the current lease option is for 3 years beginning FY 2019-20. The amount of this lease is \$208,707 at an interest rate of 4.87 percent. This budget represents the 3<sup>rd</sup> of 3 annual payments of interest and principal in the amount of \$69,569. These costs are paid out of the following fund/org units/expense lines:

- 001/1650/82-2455: \$50,070
- 002/3110/82-2455: \$4,560
- 005/2191/82-2455: \$870
- 007/4110/82-2455: \$6,510
- 033/7156/82-2455: \$780
- 036/7165/82-2455: \$2,030
- 039/8500/82-2455: \$870
- 024/2385/82-2455: \$3,290
- 150/9300/82-2455: \$580

*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 15<sup>th</sup> payment of interest and principal in the amount of \$7,510. 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 8<sup>th</sup> interest payment and the 7<sup>th</sup> principal payment in the amount of \$166,350. 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 3<sup>rd</sup> interest payment and the 2<sup>nd</sup> principal payment in the total amount of \$1,334,700. 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 \$700,180. In light of the recent COVID-19 pandemic limitations the County has agreed to defer the 2021-2022 fiscal year payment. These costs are paid out of the Public Health Fund 007/4169.

# Capital Improvement Plan

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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 2020-2021 capital requests have been 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 2021-2022

Project	Type of Project	FY 2021-22 Funding	Total Project Cost
Wheel Loader	Automotive	210,000	210,000
Mini Excavator	Automotive	155,000	155,000
Flat Bed P/U Truck	Automotive	34,000	34,000
Ford F350 Pickup	Automotive	34,000	34,000
3 Axle Trailer	Automotive	60,000	60,000
Sheriff's Office Patrol Vehicle	Replacement	113,000	113,000
Remodel Lobby	Addition	15,000	15,000
Bridge Replacement	Replacement	2,330,000	2,330,000
Land Purchase	Addition	500,000	500,000
Portable Temporary Traffic Signals	Addition	60,000	60,000
Building Codes Division	Addition	66,700	66,700
Connect Generator To Main Building	Addition	10,000	10,000
Replace East & west Roll Up Doors Indoor Area	Replacement	25,000	25,000
Performance Measures/Benchmarking Consultant	Other	50,000	50,000
Space Feasibility Study	Other	80,000	80,000
Affordable Housing Study	Other	50,000	50,000
Coastal Emergency Communications	Other	15,100	15,100
Internet Strategy – Broadband Expansion	Office Equipment	25,000	25,000
Phone System Upgrade	Computer	146,250	146,250
Emergency repairs to County Facilities	Building	50,000	50,000
800 Exchange – HVAC Replacement	Building	28,000	28,000
Community Development Security Upgrade	Building	200,000	200,000
Public Health Security Upgrade	Building	50,000	50,000
DA Security Upgrade	Building	90,000	90,000
Waterproofing Concrete Building (Multiple Bldgs)	Building	50,000	50,000
Courthouse Window Replacement – 1 <sup>st</sup> Floor	Building	37,170	37,170
Park Development - Westport Boat Ramp	Structures & Improvements	2,250,000	3,165,000
Kloutchy Creek Restroom Project	Structures & Improvements	60,000	60,000
CHL Card Printer	Computer	10,500	10,500
Sheriff Vehicle	Automotive	48,500	48,500
Search and Rescue Trailer	Automotive	16,000	16,000
Medium Duty Transport Vehicle	Automotive	44,000	44,000
Juvenile Department Transport Vehicle	Automotive	37,000	37,000
Comprehensive Plan Update	Other	48,500	48,500
Environmental Quality Action Team	Other	50,000	50,000
Jail Relocation – Remodel/Addition	Building	19,544,000	25,300,000
Reserve/Debt/Indirects		723,050	723,050
<b>TOTAL</b>		<b>\$27,315,770</b>	<b>\$33,986,770</b>

## Estimated Impact on the Operating Budget

Project	Type of Project	Estimated Operating Impact
Wheel Loader	Automotive	Slight decrease in annual maintenance and fuel costs
Mini Excavator	Automotive	Slight decrease in annual maintenance and fuel costs
Flat Bed P/U Truck	Automotive	Slight decrease in annual maintenance and fuel costs
Ford F350 Pickup	Automotive	Slight decrease in annual maintenance and fuel costs
3 Axle Trailer	Other	None
Sheriff's Office Patrol Vehicle	Replacement	None
Remodel Lobby	Addition	None
Bridge Replacement	Replacement	None
Land Purchase	Addition	None
Portable Temporary Traffic Signals	Addition	None
Building Codes Division	Addition	None
Connect Generator To Main Building	Addition	None
Replace East & west Roll Up Doors Indoor Area	Replacement	None
Performance Measures/Benchmarking Consultant	Other	None
Space Feasibility Study	Other	None
Affordable Housing Study	Other	None
Coastal Emergency Communications	Other	None
Internet Strategy – Broadband Expansion	Office Equipment	None
Phone System Upgrade	Computer	None
Emergency repairs to County Facilities	Building	None
800 Exchange – HVAC Replacement	Building	Slight decrease in heating in cooling costs
Community Development Security Upgrade	Building	None
Public Health Security Upgrade	Building	None
DA Security Upgrade	Building	None
Waterproofing Concrete Building (Multiple Bldgs)	Building	None
Courthouse Window Replacement – 1 <sup>st</sup> Floor	Building	None
Park Development - Westport Boat Ramp	Structures & Improvements	None
Kloutchy Creek Restroom Project	Structures & Improvements	None
CHL Card Printer	Computer	None
Sheriff Vehicle	Automotive	Slight decrease in annual maintenance and fuel costs
Search and Rescue Trailer	Automotive	None
Medium Duty Transport Vehicle	Automotive	Slight decrease in annual maintenance and fuel costs
Juvenile Department Transport Vehicle	Automotive	Slight decrease in annual maintenance and fuel costs
Comprehensive Plan Update	Other	None
Environmental Quality Action Team	Other	None
Jail Relocation – Remodel/Addition	Building	Projected \$2.5M increase for personnel and M&S

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	
<b>SCALE</b>	5	4	3	2	1	0
<b>Public Health &amp; Safety</b>	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
<b>Environmental Impact</b>	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
<b>Federal or State Mandates</b>	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
<b>Livability/Vitality Enhancements</b>	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
<b>Board Goals or Interest</b>	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
<b>Community Interest</b>	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
<b>Cost Effectiveness</b>	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
<b>System Reliability</b>	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
<b>Implements a Master Plan</b>	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
<b>STATUS</b>						
<b>Readiness to Proceed</b>	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
<b>Funding Partnerships</b>	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

## 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	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	5 Yr Total
2001 - Equipment Replacement							
	Full Size Plow Sander Truck	175,000	0	0	0	0	175,000
	Grader	0	340,000	0	0	0	340,000
	Vactor Truck	0	0	0	300,000	0	300,000
	D4 Cat	0	0	360,000	0	0	360,000
	Spray Truck/Hook Lift Truck	0	0	250,000	0	0	250,000
	Mini Excavator	0	0	0	85,000	0	85,000
	Chopper	0	75,000	0	0	0	75,000
	Bridge Truck	260,000	0	0	0	0	260,000
	1 Ton Pickup	35,000	0	0	0	0	35,000
	1 Ton Pickup	0	0	40,000	0	0	40,000
	Loader	0	0	0	265,000	0	265,000
	Mag Truck	0	0	40,000	0	0	40,000
	9 wheel roller	0	0	0	80,000	0	80,000
	1 Ton Pickup	35,000	0	0	0	0	35,000
	Lowboy Trailer	0	75,000	0	0	0	75,000
	Double Drum Roller	30,000	0	0	0	0	30,000
	New Pickup	0	35,000	0	0	0	35,000
	Equipment Replacement Total:	<b>535,000</b>	<b>525,000</b>	<b>690,000</b>	<b>730,000</b>	<b>0</b>	<b>2,480,000</b>
2245 - Marine Patrol							
	Marine Patrol Truck	0	63,000	0	0	0	63,000
	Marine Patrol Total:	<b>0</b>	<b>63,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,000</b>
2385 - Community Corrections Division							
	Purchase/build reentry housing for Justice Involved Ind	0	350,000	0	0	0	350,000
	Replace vehicle	0	35,000	0	0	0	35,000
	Community Corrections Division Total:	<b>0</b>	<b>385,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>385,000</b>
7165 - Building Codes							
	Building Codes Division	30,000	31,000	32,000	33,000	0	126,000
	Building Codes Total:	<b>30,000</b>	<b>31,000</b>	<b>32,000</b>	<b>33,000</b>	<b>0</b>	<b>126,000</b>
9300 - Fair & Expo							

### Capital Improvement Plan - 5 Yr. Projection

Indoor Multi-Use Facility	0	0	0	0	1,000,000	1,000,000
Fair & Expo Total:	0	0	0	0	1,000,000	1,000,000
Special Revenue Fund Total:	565,000	1,004,000	722,000	763,000	1,000,000	4,054,000

### Capital Improvement Plan - 5 Yr. Projection

General Fund							
Org ID/Name	Project Name	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	5 Yr Total
1120 - County Manager							
	Courthouse Security	525,000	1,500,000	0	0	0	2,025,000
	County Manager Total:	<b>525,000</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,025,000</b>
1150 - Assessment & Taxation							
	Assessment & Taxation Fleet Vehicle	35,000	0	0	0	0	35,000
	Assessment & Taxation Total:	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,000</b>
1650 - Information Systems							
	Fiber Test Equipment	35,000	0	0	0	0	35,000
	Information Systems Total:	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35,000</b>
1790 - Building & Grounds							
	800 Exchange - Fan Coil Units	0	0	0	114,500	0	114,500
	Courthouse Railing Replacement	24,000	0	0	0	0	24,000
	Elevator Replacement	0	0	0	0	247,920	247,920
	Courthouse Window Replacement - 2nd Floor	43,370	0	0	0	0	43,370
	Purchase Used Chevrolet Colorado to replace 1992 CH	25,000	0	0	0	0	25,000
	800 Exchange - Carpet Replacement - 4th Floor	36,000	0	0	0	0	36,000
	Genie Self-Propelled Scissor Lift - Building & Grounds	20,610	0	0	0	0	20,610
	Flatbed Trailer with Ramps - Building & Grounds	5,300	0	0	0	0	5,300
	Animal Shelter - Roof Replacement	0	36,000	0	0	0	36,000
	Courthouse - ADA Restroom Upgrade	40,000	0	0	0	0	40,000
	Building & Grounds Total:	<b>194,280</b>	<b>36,000</b>	<b>0</b>	<b>114,500</b>	<b>247,920</b>	<b>592,700</b>
1795 - Parks Maintenance							
	Westport Park Development	150,000	0	0	0	0	150,000
	Park Planning	100,000	0	0	0	0	100,000
	Parks Maintenance Total:	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>
2200 - Sheriff Enforcement Division							
	Marked patrol vehicle	176,220	0	0	0	0	176,220
	Sheriff Enforcement Division Total:	<b>176,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>176,220</b>
2300 - Sheriff Corrections Division							

### Capital Improvement Plan - 5 Yr. Projection

Transport Vehicle	90,000	0	0	0	0	90,000
Sheriff Corrections Division Total:	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>
2700 - Planning Division						
Water Assessment Study	150,000	0	0	0	0	150,000
Contract Surveyor Services	50,000	0	0	0	0	50,000
Wetland Delineation - Miles Crossing/Jeffers Garden	100,000	0	0	0	0	100,000
Planning Division Total:	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>
General Fund Total:	<b>1,605,500</b>	<b>1,536,000</b>	<b>0</b>	<b>114,500</b>	<b>247,920</b>	<b>3,503,920</b>

<b>County Total:</b>	<b>2,170,500</b>	<b>2,540,000</b>	<b>722,000</b>	<b>877,500</b>	<b>1,247,920</b>	<b>7,557,920</b>
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## 2021-2022 Capital Improvement Plan

### Special Revenue Fund

Org ID	Project Name	Type	Category	Cost
2001	Wheel Loader	Replacement	Automotive	210,000
2001	Mini Excavator	Addition	Automotive	155,000
2001	Flatbed Pickup	Replacement	Automotive	34,000
2001	Flatbed Pickup	Replacement	Automotive	34,000
2001	3 Axle Trailer	Replacement	Automotive	60,000
2191	Sheriff's office patrol vehicle	Replacement	Automotive	113,000
2385	Remodel Lobby	Addition	Building	15,000
3120	Bridge Replacement	Replacement	Miscellaneous	2,330,000
3120	Land Purchase	Addition	Land	500,000
3120	Portable Temporary Traffic Signals	Addition	Miscellaneous	60,000
7165	Building Codes Division	Addition	Building	66,700
9300	Connect Generator To Main Building	Addition	Miscellaneous	10,000
9300	Replace East & West Roll Up Doors Indoor Arena	Replacement	Miscellaneous	25,000
<b>Special Revenue Fund Total:</b>				<b>3,612,700</b>

### General Fund

Org ID	Project Name	Type	Category	Cost
1120	Performance Measures/Benchmarking Consultant	Addition	Miscellaneous	50,000
1120	Space Feasibility Study	Addition	Miscellaneous	80,000
1120	Affordable Housing Development Study	Addition	Miscellaneous	50,000
1120	Coastal Emergency Communications	Addition	Miscellaneous	15,100
1120	Internet Strategy - Broadband Expansion	Addition	Miscellaneous	25,000
1650	Phone System Upgrade	Replacement	Computer	146,250
1790	Emergency Repairs	Replacement	Building	50,000
1790	800 Exchange - HVAC Replacement	Replacement	Building	28,000
1790	Security Upgrade - DA, Public Health, Comm. Dev.	Addition	Building	340,000
1790	Waterproofing Concrete Buildings - Multi Buildings	Replacement	Building	50,000
1790	Courthouse Window Replacement - 1st Floor	Replacement	Building	37,170
1790	Sheriff's Office - Data Fiber Connection	Addition	Building	50,000
1795	Westport Boat Ramp Construction	Replacement	Miscellaneous	2,250,000
1795	Kloutchy Creek Restroom Project	Replacement	Miscellaneous	60,000
2190	CHL Card Printer	Replacement	Computer	10,500
2200	Sheriff Vehicle	Replacement	Automotive	48,500
2200	Search and Rescue Trailer	Replacement	Automotive	16,000
2300	Medium Duty Transport Vehicle	Replacement	Automotive	44,000

**2021-2022 Capital Improvement Plan**

2300	Clatsop County Jail Relocation	Replacement	Building	<b>19,544,000</b>
2340	Juvenile Department Transport Vehicle	Addition	Automotive	<b>37,000</b>
2700	Comprehensive Plan Update	Replacement	Miscellaneous	<b>48,500</b>
2700	Environmental Quality Action Team	Addition	Miscellaneous	<b>50,000</b>
General Fund Total:				<b>23,030,020</b>

## TAX PAYMENT BREAKDOWN

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### 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 12.49** cents goes to Clatsop County government. This illustration shows how an average tax dollar is distributed

#### Where your property tax dollar goes:



#### WHAT YOUR 12.49 CENTS TO CLATSOP COUNTY PROVIDES:

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

#### The top 10 taxpayers in Clatsop County for 2020 are as follows:

1. Georgia Pacific Consumer Products \$1,692,909.36
2. L&C Tree Farms LLC \$994,546.89
3. Pacificorp \$888,424.65
4. WorldMark Club \$624,294.66
5. Hampton Lumber Mills Inc. \$604,369.32
6. Northwest Natural Gas Co. \$564,050.67
7. Pacific Coast Seafoods \$530,566.61
8. Charter Communications \$467,598.23
9. Weyerhaeuser Company \$399,633.85
10. CENTURYLINK \$380,550.02

**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
2010-11 AV M5 RMV	4,854,474,989 8,128,017,096	1.4 <8.2>	1.5338 .0900*	1.0175	.0534	.7195
2011-12 AV M5 RMV	4,974,848,967 7,704,823,561	2.4 <5.2>	1.5338 .0700*	1.0175	.0534	.7195
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

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

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

<b>2000-01</b>	<b>2,795,373</b>
<b>2001-02</b>	<b>2,488,094</b>
<b>2002-03</b>	<b>5,480,758</b>
<b>2003-04</b>	<b>4,056,315</b>
<b>2004-05</b>	<b>3,124,003</b>
<b>2005-06</b>	<b>3,898,818</b>
<b>2006--07</b>	<b>3,810,400</b>
<b>2007--08</b>	<b>3,685,175</b>
<b>2008--09</b>	<b>3,387,555</b>
<b>2009-10</b>	<b>2,465,893</b>
<b>2010-11</b>	<b>2,183,649</b>
<b>2011-12</b>	<b>2,758,246</b>
<b>2012-13</b>	<b>2,414,065</b>
<b>2013-14</b>	<b>3,448,047</b>
<b>2014-15</b>	<b>3,443,116</b>
<b>2015-16</b>	<b>5,065,495</b>
<b>2016-17</b>	<b>4,612,283</b>
<b>2017-18</b>	<b>6,866,286</b>
<b>2018-19</b>	<b>5,102,322</b>
<b>2019-20</b>	<b>4,532,704</b>
<b>2020-21</b>	<b>5,025,192**</b>
<b>2021-22</b>	<b>4,166,940***</b>

\*\* Total estimated to be received as of ODF Projection from 2/5/21.  
Total received as of 4/15/21 \$3,863,500.

\*\*\*Estimate from ODF Projection dated 2/5/21.

## GENERAL GOVERNMENT VEHICLE & EQUIPMENT LIST

Department		Make / Year	Model	Last Odometer Reading	Current Odometer Reading	Current Year Miles
Animal Control	E263064	Chev	2015	Silverado	30,217	17,921
	E278862	Chev	2019	Silverado	5,110	951
Assessor	E263616	Ford	2014	Explorer 4x4	29,606	1,253
	E225079	Toyota	2015	Rav 4	21,494	1,525
	E222402	Toyota	2015	Rav 4	14,176	1,467
	E273562	Toyota	2017	Rav 4	5,729	1,529
	E269000	Toyota	2017	Rav 4	9,377	995
Building & Grounds	E184022	Chev	1992	S10 Pickup	86,487	904
	E219275	Chev	2001	Lumina	66,059	580
	E169219	Chev	2002	1/2 Ton Van	64,959	4,931
	E287736	Ford	2020	Transit Van	0	2,118
Building Codes	E271854	Ford	2016	F150	33,161	11,384
	E269964	Ford	2016	Escape	60,450	18,254
	E269965	Ford	2016	Escape	43,000	5,211
	E275135	Ford	2018	F150	5,056	4,140
County Manager	E273561	Toyota	2020	Rav 4	0	720
District Attorney	E248729	Dodge	2009	Charger	156,068	2,888
Emergency Mgmt	E278871	Ford	2014	Explorer 4x4	57,894	2,634
Fair & Expo	E205621	Dodge	1998	Pickup	169,040	486
	E227618	Ford	2004	F350	138,636	4,694
Fisheries	E222770	Ford	2003	Pickup F350	139,319	2,048
	G42-6543X	Dodge	2020	Ram	0	4,895
	G42-2615X	Dodge	2020	Ram	0	4,620
Information Systems	E222401	Chev	2001	Lumina	77,873	763
Juvenile	E205624	Ford	1998	Crew Van	48,177	3,636
	E257098	Chev	2014	Impala	83,724	8,526
	E269776	Ford	2017	Escape	21,585	2,691
	E281802	Toyota	2019	Highlander	7,877	5,476
Medical Examiner	E243325	Dodge	2008	Durango	130,000	1,236
Parks	E250663	Ford	2010	Pickup F250	141,441	3,331
	E271767	Ford	2017	Pickup F250	64,141	13,984
	E283210	Ford	2020	Pickup F150	1,088	8,408
Parole & Probation	E229944	Chev	2004	Tahoe	131,099	1,134
	E263072	Dodge	2014	Charger	60,776	6,727
	E263087	Dodge	2014	Charger	35,186	5,380
	E263088	Dodge	2014	Charger	41,019	9,933
	E253271	Chev	2014	Tahoe	42,430	3,717
	E273565	Chev	2016	Tahoe	13,040	3,506
	E273566	Chev	2017	Equinox	26,533	2,744
Planning	E272167	Ford	2017	Escape	29,651	8,079
	E282002	Ford	2020	Escape	1,518	7,006
Public Health	E263073	Chev	2012	Equinox	67,525	2,344
	E273568	Chev	2016	Trax	26,531	2,807
	E227614	Dodge	2016	Wagon	48,250	2,126
	E278852	Chevrolet	2018	Trax	10,069	5,584
	E281307	Chevrolet	2018	Equinox	2,927	2,184
Surveyor	E184013	Dodge	1992	Pickup	54,749	542

**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	
E105	Beall 1964	Asphalt Tank	n/a	n/a	n/a	
E144	Gard 1977	Rotary Comp	347	347	0	H
E188	CAT 1989	926E Wheel Loader	4,831	4,905	74	H
E191	BMC 1978	Hydra Hammer	2,111	2,111	0	H
E192	Inger Rand 1989	PneuRoller	3,014	3,054	40	H
E200	Brush Bandit 1990	Chopper	3,148	3,173	25	H
E205	CAT 1992	D4H	4,414	4,492	78	H
E206	Chevrolet 1992	Spray Truck	79,022	79,425	403	M
E210	Dodge 1992	Pickup (Mag Truck)	54,749	55,291	542	M
E211	1992	Bridge Truck	54,333	55,326	993	M
E214	CAT 1993	Vibratory Compactor	2,670	2,725	55	H
E216	Vanraden 1993	10 YD Trailer	n/a	n/a	n/a	
E222	CAT 1994	Tool Carrier Loader	4,184	4,246	62	H
E223	CAT 1994	Tool Carrier Loader	4,048	4,164	116	H
E225	PB GMC 1994	6 yd Dumptruck	117,725	118,657	932	M
E227	CAT 1996	140G Grader	9,767	9,906	139	H
E228	PB 1998	10 Yd Dumptruck	8,916	9,832	916	H
E229	Vanraden 1998	10 YD Trailer	139,457	144,197	4,740	M
E231	Vanraden 1998	10 YD Trailer	134,477	139,663	5,186	M
E233	Vanraden 1998	10 YD Trailer	163,412	169,301	5,889	M
E237	DynaWeld 1998	Flatbed Trailer	n/a	n/a	n/a	
E241	John Deere 1998	624H Loader	3,356	3,551	195	H
E242	GMC 1999	6 yd Dumptruck	71,594	73,502	1,908	M
E244	GMC 1999	Aerial Lift	5,614	30,456	24,842	H
E245	Dodge 2001	Pickup	127,950	133,948	5,998	M
E246	Ford 2000	Pickup	125,266	128,970	3,704	M
E249	Ford 2002	Crew Cab Pickup	69,545	76,258	6,713	M
E250	GMC 2002	6 YD Dump Truck	80,383	81,364	981	M
E251	GMC 2002	6 YD Dump Truck	65,083	66,694	1,611	M
E252	Case 2002	Brush Chopper	4,969	5,251	282	H
E254	Bowie 2002	Hay Mulcher	569	606	37	H
E255	Ingersoll 2002	10 Ton Compactor/Roller	1,502	1,549	47	H
E256	Johnston 2002	Vac Sweeper	21,587	22,095	508	H
E257	Vactor 1998	Catch Basin Truck	5,825	5,835	10	H
E259	HTC 2002	Shoulder Machine	883	969	86	H
E261	Ford 2003	Flatbed Pickup	113,146	119,510	6,364	M
E262	Ford 2003	Flatbed Pickup	130,690	133,329	2,639	M
E263	Ford 2004	Flatbed Pickup	138,636	141,005	2,369	M
E264	Tow Master 2004	Ramp Trailer	n/a	n/a	n/a	
E266	Peterbilt 2005	10 YD Dump Truck	177,358	185,615	8,257	M
E268	Ford 2005	F750 Shop Truck	69,284	73,606	4,322	M
E270	Chevrolet 2006	3/4 Ton Pickup	114,603	123,672	9,069	M
E273	IT 14 2006	Scoop	4,430	4,969	539	H
E274	Chevrolet 2007	1/2 ton Pickup	77,775	83,675	5,900	M
E275	Ford 2008	1Ton PU	97,693	104,293	6,600	M

**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	
E276	Trailer 2008	Flatbed Trailer	n/a	n/a	n/a	
E277	Forklift 2001	9,000 LB	1,396	1,463	67	H
E278	Ford 2009	1 Ton x cab	134,443	135,734	1,291	M
E279	Chevrolet 2009	Colorado PU	39,000	42,875	3,875	M
E281	Etnyre 2000	Low Boy	n/a	n/a	n/a	
E282	International 2007	Tractor	139,894	149,012	9,118	M
E283	Rway 2000	Belly Dump Trailer	n/a	n/a	n/a	
E284	FreightLiner 2006	Bear Cat Distributor	240,971	242,311	1,340	M
E285	Wilson 2004	Custom Build Trailer	n/a	n/a	n/a	
E286	Ford 2012	F450 Dump	56,000	81,216	25,216	M
E287	John Deer 2011	Brush Chopper	3,646	4,053	407	H
E288	Ford 2012	HD Dump	72,949	80,749	7,800	M
E289	Ford 2012	Pickup	103,261	113,372	10,111	M
E290	Ford 2012	Pickup	96,700	110,897	14,197	M
E291	John Deere 2012	Loader	1,490	1,755	265	H
E292	Dynapac 2013	Compactor	1,173	1,403	230	H
E293	Ford 2013	F150 Pickup	35,762	42,962	7,200	M
E294	Ford 2014	F450 Sign Truck	63,829	79,583	15,754	M
E295	Ford 2014	F450 HD	52,703	60,456	7,753	M
E296	Bear Cat 2015	Distributor	12,453	13,705	1,252	M
E297	Great Northern 2014	Split Deck Trailer	n/a	n/a	n/a	
E298	John Deer 2015	Grader	1,958	2,452	494	H
E299	Superior 2012	Broom	1,504	1,763	259	H
E300	Trailmax 2015	Trailer	n/a	n/a	n/a	
E301	Kubota 2015	Excavator	1,920	2,472	552	H
E302	Wells 1993	Utility Trailer	n/a	n/a	n/a	
E303	Cat 2015	Excavator	1,728	2,103	375	M
E304	Ford 2017	F350	50,598	70,128	19,530	M
E305	Kenworth 2018	Hooklift Truck	29,440	27,693	-1,747	M
E306	Kenworth 2018	Dumptruck	29,746	43,380	13,634	M
E307	Ford 2018	F150 Pickup	17,365	24,144	6,779	M
E308	Peterbilt 2018	Dumptruck	29,592	46,007	16,415	M
E309	Peterbilt 2018	Dumptruck	24,151	39,800	15,649	M
E310	Kubota 2017	Tractor Mower	811	1,301	490	H
E312	Gradall 2018	Gradall	495	1,015	520	H
E313	Ford 2019	F350 4x4 Supercab	13,060	26,452	13,392	M
E314	GMC 1994	Paint Striper	116,713	117,353	640	H
E315	Etnyre 2020	Chip Spreader	0	84	84	H
E316	Caterpillar 2020	Vibratory Compactor	0	53	53	H
E317	Ford 2020	F350 Pickup	0	10,453	10,453	M
E318	Ford 2020	F550 Pickup w/dump	0	651	651	M
E319	Link Belt 2019	160 Excavator Link Belt	0	149	149	H
E320	Ford 2021	Ford F150 Pickup	0	1,000	1,000	M

### SHERIFF'S VEHICLE & EQUIPMENT LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
5	Bombardier	2003	ATV	NB54397	SAR	NA	NA	NA
6	Can-Am	2010	Outlander ATV	n/a	Forest	NA	NA	NA
7	GMC	1999	Pickup	E215069	SAR	33,274	34,626	1,352
9	Chevrolet	1998	Pickup	E213141	SAR	32,444	32,958	514
10	Ford	2008	F5D Crew Truck	E243307	Work Crew	94,164	94,318	154
12	Chevrolet	2011	AWD Van	E252901	Corrections	137,519	142,110	4,591
13	Bombardier	2002	ATV	n/a	SAR	NA	NA	NA
15	GMC	1992	Van	E268993	SAR	16,902	16,927	25
16	Chevrolet	1996	Suburban	E197843	SAR	32,366	32,894	528
17	Chevrolet	2004	Suburban	E228573	SAR	30,749	31,857	1,108
18	Mack	1989	Rescue Rig	E268994	SAR	105,918	105,939	21
23	North River	2008	RAIV	407XCX	Marine	NA	NA	NA
25	Smokercraft	2009	Alaskan DLX	408XCX	Marine	NA	NA	NA
26	Chevrolet	2014	K2500 Crew Cab	E257085	Marine	43,354	60,000	16,646
30	River Wild	2015	25" Boat	714CXC	Marine	NA	NA	NA
32	Chevrolet	2016	K2500 Crew Cab	E268979	Marine	32,218	60,070	27,852
33	Chevrolet	2016	Tahoe	E268978	Criminal	43,488	80,116	36,628
34	Dodge	2016	Charger	E268984	Criminal	34,716	59,481	24,765
35	Dodge	2016	Charger	E268983	Criminal	43,343	85,622	42,279
36	Dodge	2016	Charger	E268982	Criminal	38,400	73,000	34,600
37	Dodge	2018	Charger	E273578	Criminal	18,140	64,275	46,135
38	Dodge	2018	Charger	E273577	Criminal	15,354	62,208	46,854
39	Chevrolet	2019	Tahoe-PPV	E278856	Criminal	0	34,670	34,670
40	Chevrolet	2019	Tahoe-SUV	E278855	Criminal	0	37,301	37,301
41	Chevrolet	2021	2500 Crew Cab	E288261	Criminal	0	100	100
42	Dodge	2015	Charger	E263097	Criminal	79,093	118,042	38,949
43	Reserve	2004	Ford F250	E338695	Criminal	120,508	120,508	0
45	Dodge	2015	Charger	E263096	Criminal	40,764	80,736	39,972
46	Dodge	2021	Durango			0	0	0
47	Dodge	2014	Charger	E263069	Criminal	86,299	140,780	54,481
48	Dodge	2014	Charger	E263068	Criminal	77,978	107,085	29,107
49	Chevrolet	2015	K2500 Crew Cab	E229938	Criminal	126,129	161,870	35,741
52	Chevrolet	2014	Tahoe	E262698	Criminal	104,050	134,481	30,431
53	Dodge	2019	Charger	002-BSJ	Criminal	0	12,228	12,228
54	Dodge	2012	Charger	E257063	Criminal	142,778	175,123	32,345
55	Chevrolet	2012	Tahoe	E257062	Criminal	134,938	142,183	7,245
59	Chevrolet	2020	Equinox		Criminal	0	5,431	5,431
61	Dodge	2018	Charger	E273579	Corrections	5,420	19,390	13,970
62	Chevrolet	2005	Tahoe	Classified	Detective	165,442	179,852	14,410
64	Chevrolet	2020	Traverse	Classified	Detective	0	9,286	9,286
65	Dodge	2021	Ram 1500 Silver	Classified	Detective	0	15	15
66	Dodge	2021	Ram 1500 Max Steel		Corrections	0	155	155
67	Chevrolet	2015	K-2500 pick-up	E263093	Criminal	42,415	87,234	44,819
70	Dodge	2015	Charger	E263095	Criminal	50,979	101,158	50,179
71	Dodge	2011	Charger	E252920	Criminal	121,467	133,029	11,562
72	Dodge	2015	Charger	E263094	Criminal	63,751	95,225	31,474
74	Dodge	2008	Durango	E234423	Criminal	126,681	130,000	3,319
82	Chevrolet	2006	K-2500 pick-up	002BSJ	Criminal	137,610	146,766	9,156
84	Chevrolet	2018	Equinox	Classified	DTF	14,407	27,562	13,155

### SHERIFF'S VEHICLE & EQUIPMENT LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
85	Ford	2015	F350	E263080	Corrections	76,455	103,946	27,491
87	Dodge	2014	Charger	E263089	Corrections	59,505	98,871	39,366
88	Chevrolet	2014	Tahoe	E257090	Criminal	105,500	152,550	47,050
89	Chevrolet	2011	Tahoe	895BRH	Sheriff	124,350	139,247	14,897
90	Chevrolet	2020	Equinox		Corrections	0	3,475	3,475
92	Dodge	2016	Caravan	860JAC	DTF	45,000	46,655	1,655
94	Nissan	2010	Altima	Classified	DTF	118,488	154,257	35,769
95	Dodge	2011	Charger	E252927	Criminal	75,676	119,350	43,674
97	Dodge	2011	Charger	E252929	Criminal	109,000	120,314	11,314

F.T.E. by Fund

Fund	Organizational Unit	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>001</b>	<b>General</b>							
	Animal Control Division	4.00	4.50	4.50	4.68	4.68	4.68	4.68
	Approp. For Contingency 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	15.50	14.80	14.80	14.80	14.80	14.80	14.80
	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	4.10	4.10	4.93	4.93	4.93	4.93	4.93
	Building & Grounds	5.40	5.53	5.53	5.53	5.53	5.53	5.53
	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	0.00	0.00	2.30	2.35	2.35	2.35	2.35
	Corrections Workcrew	1.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Counsel	0.00	0.00	1.00	1.00	1.00	1.00	1.00
	County Manager	3.73	3.73	3.95	5.55	5.55	5.55	5.55
	County Tourism	0.00	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	16.39	16.42	16.78	16.69	16.69	16.69	16.69
	Dues & Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	2.00	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	2.00	3.00	3.00	3.00	3.00
	Information Systems	7.08	7.15	7.07	9.08	9.08	9.08	9.08
	Jail Medical	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Juvenile Department	6.58	6.58	5.58	6.33	6.33	6.33	6.33
	Medical Examiner	0.86	0.86	0.86	1.40	1.40	1.40	1.40
	Parks Maintenance	1.70	1.70	1.70	2.68	2.68	2.68	2.68
	Planning Division	5.85	6.85	4.55	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	26.00	29.00	31.00	37.00	37.00	37.00	37.00
	Sheriff Enforcement Division	23.90	23.90	24.40	24.40	24.40	24.40	24.40
	Sheriff Support Division	5.53	11.00	8.00	8.00	8.00	8.00	8.00
	Surveyor	1.95	1.95	1.95	1.95	1.95	1.95	1.95
	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 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
	<b>Total for Fund: 001</b>	<b>141.06</b>	<b>151.27</b>	<b>152.10</b>	<b>166.06</b>	<b>166.06</b>	<b>166.06</b>	<b>166.06</b>
<b>002</b>	<b>General Roads</b>							
	Approp. For Contingency 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road Admin. And Support	6.60	6.85	6.85	5.60	5.60	5.60	5.60
	Road Maint & Construction	23.70	24.85	26.85	26.15	26.15	26.15	26.15
	<b>Total for Fund: 002</b>	<b>30.30</b>	<b>31.70</b>	<b>33.70</b>	<b>31.75</b>	<b>31.75</b>	<b>31.75</b>	<b>31.75</b>
<b>003</b>	<b>General Fund Stabilization</b>							
	GF Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 003</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>004</b>	<b>Clerk Archived Records</b>							
	Clerk Archived Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 004</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>005</b>	<b>Rural Law Enforcement District</b>							
	Sheriff Rural Law Enf Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 005</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>007</b>	<b>Public Health</b>							
	Approp. For Contingency 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	1.15	2.30	2.15	1.15	1.15	1.15	1.15
	Community Health	5.65	4.70	5.60	7.50	7.50	7.50	7.50
	Emergency Preparedness	0.15	0.15	0.15	1.10	1.10	1.10	1.10
	Environmental Health	2.45	2.45	1.85	2.30	2.30	2.30	2.30
	Family Planning	1.74	1.10	1.10	1.10	1.10	1.10	1.10
	Harm Reduction Program	0.00	0.60	1.55	1.40	1.40	1.40	1.40
	Household Hazardous Waste	0.10	0.30	0.20	0.15	0.15	0.15	0.15
	Immunization	0.10	0.10	0.15	0.15	0.15	0.15	0.15
	Jewell School-Based Health Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Maternal & Child Health	0.25	0.00	0.00	0.00	0.00	0.00	0.00
	Onsite Sewage Systems	1.55	1.75	2.40	2.30	2.30	2.30	2.30
	Tobacco Prevention	0.65	1.10	1.70	1.15	1.15	1.15	1.15
	W I C Program	2.48	2.45	2.10	2.10	2.10	2.10	2.10
	<b>Total for Fund: 007</b>	<b>16.27</b>	<b>17.00</b>	<b>18.95</b>	<b>20.40</b>	<b>20.40</b>	<b>20.40</b>	<b>20.40</b>
<b>009</b>	<b>Child Support</b>							
	Child Support	2.11	2.11	2.17	2.11	2.11	2.11	2.11
	<b>Total for Fund: 009</b>	<b>2.11</b>	<b>2.11</b>	<b>2.17</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>

**F.T.E. by Fund**

Fund	Organizational Unit	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>020</b>	<b>Juvenile Crime Prevention</b>							
	Juv Crime Prevention	0.43	0.58	0.58	0.20	0.20	0.20	0.20
	<b>Total for Fund: 020</b>	<b>0.43</b>	<b>0.58</b>	<b>0.58</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>
<b>024</b>	<b>Community Corrections Division</b>							
	Community Corrections Division	12.10	10.10	13.10	13.10	13.10	13.10	13.10
	<b>Total for Fund: 024</b>	<b>12.10</b>	<b>10.10</b>	<b>13.10</b>	<b>13.10</b>	<b>13.10</b>	<b>13.10</b>	<b>13.10</b>
<b>027</b>	<b>Marine Patrol</b>							
	Marine Patrol	2.00	2.00	1.50	1.50	1.50	1.50	1.50
	<b>Total for Fund: 027</b>	<b>2.00</b>	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>033</b>	<b>Mental Health Grants</b>							
	Developmental Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	2.00	3.00	0.85	1.00	1.00	1.00	1.00
	Mental Health	0.80	0.80	0.80	0.40	0.40	0.40	0.40
	<b>Total for Fund: 033</b>	<b>2.80</b>	<b>3.80</b>	<b>1.65</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>
<b>036</b>	<b>Building Codes</b>							
	Building Codes	5.15	5.15	5.15	5.15	5.15	5.15	5.15
	<b>Total for Fund: 036</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>
<b>039</b>	<b>Clatsop County Fisheries</b>							
	Clatsop County Fisheries	6.20	6.20	6.20	6.18	6.18	6.18	6.18
	<b>Total for Fund: 039</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>6.18</b>	<b>6.18</b>	<b>6.18</b>	<b>6.18</b>
<b>090</b>	<b>COVID</b>							
	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
	<b>Total for Fund: 090</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>100</b>	<b>Capital Projects</b>							
	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
	<b>Total for Fund: 100</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>102</b>	<b>General Roads Eq Replace</b>							
	Equipment Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 102</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>105</b>	<b>Insurance Reserve</b>							
	Insurance Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 105</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**F.T.E. by Fund**

Fund	Organizational Unit	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>120</b>	<b>Land Corner Preservation</b>							
	Surveyor - Land Corner 120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	<b>Total for Fund: 120</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
<b>150</b>	<b>Fair &amp; Expo</b>							
	Fair & Expo	4.00	3.00	3.00	3.00	3.00	3.00	3.00
	<b>Total for Fund: 150</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>205</b>	<b>Child Custody Mediation &amp; Drug Project</b>							
	Child Custody Mediation	0.10	0.10	0.05	0.05	0.05	0.05	0.05
	<b>Total for Fund: 205</b>	<b>0.10</b>	<b>0.10</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>
<b>206</b>	<b>Video Lottery Fund</b>							
	Video Lottery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 206</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>209</b>	<b>Courthouse Security</b>							
	Courthouse Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 209</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>225</b>	<b>Bike paths</b>							
	Bike Paths	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 225</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>230</b>	<b>Law Library</b>							
	Law Library	0.15	0.20	0.20	0.20	0.20	0.20	0.20
	<b>Total for Fund: 230</b>	<b>0.15</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>
<b>235</b>	<b>Animal Shelter Donations</b>							
	Animal Shelter Enhance.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 235</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>240</b>	<b>Park &amp; Land Acq. &amp; Maint</b>							
	Parks & Land Acq. Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 240</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>300</b>	<b>Road District #1</b>							
	Road District #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 300</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>305</b>	<b>State Timber Enforcement Fund</b>							
	State Timber Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 305</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>325</b>	<b>Industrial Development Revolving Fund</b>							
	Industrial Develop.Revolving Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 325</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### F.T.E. by Fund

Fund	Organizational Unit	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>385</b>	<b>Westport Sewer Serv Dist</b>							
	Westport Sewer Service	0.26	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 385</b>	<b>0.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>386</b>	<b>Westport Sewer Equip Rplc</b>							
	Westport Sewer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 386</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>395</b>	<b>4-H &amp; Ext Ser Spec Dist</b>							
	4-H & Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 395</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>400</b>	<b>Debt Service Fund</b>							
	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 400</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>405</b>	<b>Bond &amp; UAL Reserve Fund</b>							
	Bond & UAL Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 405</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>505</b>	<b>Diking District #5</b>							
	Diking District #5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 505</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>511</b>	<b>Diking District #11</b>							
	Diking District #11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 511</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>514</b>	<b>Diking District #14</b>							
	Diking District #14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 514</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Totals:</b>	<b>223.18</b>	<b>233.46</b>	<b>238.60</b>	<b>251.34</b>	<b>251.34</b>	<b>251.34</b>	<b>251.34</b>

**F.T.E. by Functional Area**

Functional Area	Organizational Unit	Fund	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>County Service Districts</b>									
	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	0.26	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for: County Service Districts</b>		<b>0.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Culture &amp; Recreation</b>									
	Fair & Expo	150	4.00	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	1.70	1.70	2.68	2.68	2.68	2.68
	<b>Total for: Culture &amp; Recreation</b>		<b>5.70</b>	<b>4.70</b>	<b>4.70</b>	<b>5.68</b>	<b>5.68</b>	<b>5.68</b>	<b>5.68</b>
<b>General Government</b>									
	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	15.50	14.80	14.80	14.80	14.80	14.80	14.80
	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	4.10	4.10	4.93	4.93	4.93	4.93	4.93
	Building & Grounds	001	5.40	5.53	5.53	5.53	5.53	5.53	5.53
	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	0.00	0.00	1.00	1.00	1.00	1.00	1.00
	County Manager	001	3.73	3.73	3.95	5.55	5.55	5.55	5.55
	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 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
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	2.00	3.00	3.00	3.00	3.00
Information Systems		001	7.08	7.15	7.07	9.08	9.08	9.08	9.08
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
<b>Total for: General Government</b>			<b>43.30</b>	<b>42.81</b>	<b>44.78</b>	<b>49.38</b>	<b>49.38</b>	<b>49.38</b>	<b>49.38</b>
<b>Land Use, Hsg &amp; Trans / Econ. Dev. &amp; Capital</b>									
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	6.20	6.20	6.18	6.18	6.18	6.18
Code Compliance		001	0.00	0.00	2.30	2.35	2.35	2.35	2.35
County Tourism		001	0.00	0.70	0.70	0.70	0.70	0.70	0.70
Equipment Replacement		102	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fleet Replacement		100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Industrial Develop.Revolving Fund		325	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Planning Division		001	5.85	6.85	4.55	5.50	5.50	5.50	5.50
Road Admin. And Support		002	6.60	6.85	6.85	5.60	5.60	5.60	5.60
Road Maint & Construction		002	23.70	24.85	26.85	26.15	26.15	26.15	26.15
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	1.95	1.95	1.95	1.95
Surveyor - Land Corner 120		120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Video Lottery		206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total for: Land Use, Hsg &amp; Trans / Econ. Dev. &amp; Capital</b>			<b>49.70</b>	<b>52.80</b>	<b>54.80</b>	<b>53.83</b>	<b>53.83</b>	<b>53.83</b>	<b>53.83</b>
<b>Public Health</b>									
Approp. For Contingency 7		007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Babies First		007	1.15	2.30	2.15	1.15	1.15	1.15	1.15

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
Community Health		007	5.65	4.70	5.60	7.50	7.50	7.50	7.50
Developmental Disabilities		033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drug & Alcohol Prevention		033	2.00	3.00	0.85	1.00	1.00	1.00	1.00
Emergency Preparedness		007	0.15	0.15	0.15	1.10	1.10	1.10	1.10
Environmental Health		007	2.45	2.45	1.85	2.30	2.30	2.30	2.30
Family Planning		007	1.74	1.10	1.10	1.10	1.10	1.10	1.10
Harm Reduction Program		007	0.00	0.60	1.55	1.40	1.40	1.40	1.40
Household Hazardous Waste		007	0.10	0.30	0.20	0.15	0.15	0.15	0.15
Immunization		007	0.10	0.10	0.15	0.15	0.15	0.15	0.15
Jewell School-Based Health Cente		007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Maternal & Child Health		007	0.25	0.00	0.00	0.00	0.00	0.00	0.00
Mental Health		033	0.80	0.80	0.80	0.40	0.40	0.40	0.40
Onsite Sewage Systems		007	1.55	1.75	2.40	2.30	2.30	2.30	2.30
Tobacco Prevention		007	0.65	1.10	1.70	1.15	1.15	1.15	1.15
W I C Program		007	2.48	2.45	2.10	2.10	2.10	2.10	2.10
<b>Total for: Public Health</b>			<b>19.07</b>	<b>20.80</b>	<b>20.60</b>	<b>21.80</b>	<b>21.80</b>	<b>21.80</b>	<b>21.80</b>
<b>Public Safety &amp; Justice</b>									
Animal Control Division		001	4.00	4.50	4.50	4.68	4.68	4.68	4.68
Animal Shelter Enhance.		235	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Child Custody Mediation		205	0.10	0.10	0.05	0.05	0.05	0.05	0.05
Child Support		009	2.11	2.11	2.17	2.11	2.11	2.11	2.11
Community Corrections Division		024	12.10	10.10	13.10	13.10	13.10	13.10	13.10
Corrections Workcrew		001	1.00	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	16.39	16.42	16.78	16.69	16.69	16.69	16.69
Emergency Management		001	2.00	3.00	3.00	3.00	3.00	3.00	3.00
Jail Medical		001	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Juv Crime Prevention		020	0.43	0.58	0.58	0.20	0.20	0.20	0.20
Juvenile Department		001	6.58	6.58	5.58	6.33	6.33	6.33	6.33
Law Library		230	0.15	0.20	0.20	0.20	0.20	0.20	0.20
Marine Patrol		027	2.00	2.00	1.50	1.50	1.50	1.50	1.50
Medical Examiner		001	0.86	0.86	0.86	1.40	1.40	1.40	1.40

### F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
Sheriff Corrections Division		001	26.00	29.00	31.00	37.00	37.00	37.00	37.00
Sheriff Enforcement Division		001	23.90	23.90	24.40	24.40	24.40	24.40	24.40
Sheriff Support Division		001	5.53	11.00	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
<b>Total for: Public Safety &amp; Justice</b>			<b>105.15</b>	<b>112.35</b>	<b>113.72</b>	<b>120.66</b>	<b>120.66</b>	<b>120.66</b>	<b>120.66</b>
<b>Totals:</b>			<b>223.18</b>	<b>233.46</b>	<b>238.60</b>	<b>251.34</b>	<b>251.34</b>	<b>251.34</b>	<b>251.34</b>

APPENDIX A  
CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2021

Revised as of	range	union	hours/week	O/T Eligible	MINIMUM				STEPS				MAXIMUM		HOURLY RATE		
					A		B		C		D		E		STEP A	TOP STEP	
ACCOUNTANT I	13	A	3	Y	\$ 4,060.03	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 24.99	\$ 30.38	
ACCOUNTANT II	14	A	3	Y	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 26.23	\$ 31.89	
ACCOUNTANT III	16	A	4	Y	\$ 5,013.68	\$ 5,264.35	\$ 5,527.57	\$ 5,803.94	\$ 6,094.16	\$ 6,398.70	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 7,776.28	\$ 28.93	\$ 35.15	
ANIMAL CONTROL OFFICER	12	A	3	Y	\$ 3,866.75	\$ 4,060.07	\$ 4,263.08	\$ 4,476.24	\$ 4,700.03	\$ 4,935.01	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 23.81	\$ 28.93	
BUILDING INSPECTOR I	20	A	4	Y	\$ 6,094.08	\$ 6,398.78	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 7,776.28	\$ 8,155.16	\$ 8,544.04	\$ 8,932.92	\$ 9,321.80	\$ 35.16	\$ 42.73	
CARTOGRAPHER	15	A	3	Y	\$ 4,476.25	\$ 4,700.03	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 6,731.84	\$ 27.55	\$ 33.48	
CARTOGRAPHER TRAINEE	10	A	3	Y	\$ 3,507.18	\$ 3,682.57	\$ 3,866.69	\$ 4,060.01	\$ 4,263.03	\$ 4,476.25	\$ 4,689.47	\$ 4,902.69	\$ 5,115.91	\$ 5,329.13	\$ 21.58	\$ 26.23	
CARTOGRAPHER, SENIOR	17	A	3	Y	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,712.97	\$ 5,998.60	\$ 6,284.23	\$ 6,569.86	\$ 6,855.49	\$ 7,141.12	\$ 7,426.75	\$ 30.37	\$ 36.91	
CHILD SUPPORT AGENT I	13	A	3	Y	\$ 4,060.03	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 24.99	\$ 30.38	
CHILD SUPPORT AGENT II	15	A	3	Y	\$ 4,476.25	\$ 4,700.03	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 6,731.84	\$ 27.55	\$ 33.48	
CODE COMPLIANCE SPECIALIST	15	A	3	Y	\$ 4,476.25	\$ 4,700.03	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 6,731.84	\$ 27.55	\$ 33.48	
CODE COMPLIANCE SPECIALIST	15	A	4	Y	\$ 4,774.91	\$ 5,013.68	\$ 5,264.35	\$ 5,527.57	\$ 5,803.94	\$ 6,094.16	\$ 6,398.70	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 27.55	\$ 33.48	
CUSTODIAN	7	A	4	Y	\$ 3,232.72	\$ 3,394.34	\$ 3,564.09	\$ 3,742.27	\$ 3,929.38	\$ 4,116.49	\$ 4,303.60	\$ 4,490.71	\$ 4,677.82	\$ 4,864.93	\$ 18.65	\$ 22.67	
ELECTIONS TECHNICIAN	15	A	3	Y	\$ 4,476.25	\$ 4,700.03	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 6,731.84	\$ 27.55	\$ 33.48	
ELECTRICAL INSPECTOR	20	A	4	Y	\$ 6,094.08	\$ 6,398.78	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 7,776.28	\$ 8,155.16	\$ 8,544.04	\$ 8,932.92	\$ 9,321.80	\$ 35.16	\$ 42.73	
ENGINEERING TECH - LEAD WORKER	21	A	4	Y	\$ 6,298.13	\$ 6,613.04	\$ 6,943.71	\$ 7,290.88	\$ 7,655.43	\$ 8,030.98	\$ 8,416.53	\$ 8,812.08	\$ 9,217.63	\$ 9,633.18	\$ 36.33	\$ 44.16	
ENGINEERING TECHNICIAN I	17	A	4	Y	\$ 5,264.24	\$ 5,527.44	\$ 5,803.80	\$ 6,093.99	\$ 6,398.70	\$ 6,718.65	\$ 7,054.62	\$ 7,407.40	\$ 7,776.28	\$ 8,155.16	\$ 30.37	\$ 36.91	
ENGINEERING TECHNICIAN II	18	A	4	Y	\$ 5,527.44	\$ 5,803.80	\$ 6,093.99	\$ 6,398.70	\$ 6,718.65	\$ 7,054.62	\$ 7,407.40	\$ 7,776.28	\$ 8,155.16	\$ 8,544.04	\$ 31.89	\$ 38.76	
ENGINEERING TECHNICIAN III	20	A	4	Y	\$ 6,094.08	\$ 6,398.78	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 7,776.28	\$ 8,155.16	\$ 8,544.04	\$ 8,932.92	\$ 9,321.80	\$ 35.16	\$ 42.73	
ENVIRONMENTAL HEALTH SPEC I	13	A	3	Y	\$ 4,060.03	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 24.99	\$ 30.38	
ENVIRONMENTAL HEALTH SPEC II	15	A	3	Y	\$ 4,476.25	\$ 4,700.03	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 6,731.84	\$ 27.55	\$ 33.48	
FISH CULTURIST	13	A	3	Y	\$ 4,060.03	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 24.99	\$ 30.38	
FISHERIES BIOLOGIST	14	A	3	Y	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.76	\$ 5,436.96	\$ 5,692.16	\$ 5,947.36	\$ 6,202.56	\$ 6,457.76	\$ 26.23	\$ 31.89	
GIS TECHNICIAN	15	A	3	Y	\$ 4,476.25	\$ 4,700.03	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 6,731.84	\$ 27.55	\$ 33.48	
GIS PROGRAMMER ANALYST	21	A	4	Y	\$ 6,298.13	\$ 6,613.04	\$ 6,943.71	\$ 7,290.88	\$ 7,655.43	\$ 8,030.98	\$ 8,416.53	\$ 8,812.08	\$ 9,217.63	\$ 9,633.18	\$ 36.33	\$ 44.16	
GIS PROJECT PLANNER	20	A	4	Y	\$ 6,094.08	\$ 6,398.78	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 7,776.28	\$ 8,155.16	\$ 8,544.04	\$ 8,932.92	\$ 9,321.80	\$ 35.16	\$ 42.73	
HEALTH PROMOTION SPECIALIST	14	A	3	Y	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.76	\$ 5,436.96	\$ 5,692.16	\$ 5,947.36	\$ 6,202.56	\$ 6,457.76	\$ 26.23	\$ 31.89	
HELP DESK TECHNICIAN	14	A	3	Y	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.76	\$ 5,436.96	\$ 5,692.16	\$ 5,947.36	\$ 6,202.56	\$ 6,457.76	\$ 26.23	\$ 31.89	
JUVENILE COUNSELOR ASSISTANT	13	A	3	Y	\$ 4,060.03	\$ 4,263.06	\$ 4,476.18	\$ 4,700.01	\$ 4,935.01	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 24.99	\$ 30.38	
JUVENILE PROB. COUNSELOR, LEAD	20	A	3	Y	\$ 5,712.62	\$ 5,998.23	\$ 6,298.13	\$ 6,613.04	\$ 6,943.73	\$ 7,290.88	\$ 7,655.43	\$ 8,030.98	\$ 8,416.53	\$ 8,812.08	\$ 35.16	\$ 42.73	
JUVENILE PROBATION COUNSELOR	18	A	3	Y	\$ 5,181.77	\$ 5,440.86	\$ 5,712.96	\$ 5,998.58	\$ 6,298.50	\$ 6,598.42	\$ 6,908.34	\$ 7,218.26	\$ 7,528.18	\$ 7,838.10	\$ 31.89	\$ 38.76	
KENNEL WORKER	7	A	4	Y	\$ 3,232.72	\$ 3,394.34	\$ 3,564.09	\$ 3,742.27	\$ 3,929.38	\$ 4,116.49	\$ 4,303.60	\$ 4,490.71	\$ 4,677.82	\$ 4,864.93	\$ 18.65	\$ 22.67	
MAINTENANCE ASSISTANT I	9	A	4	Y	\$ 3,562.89	\$ 3,741.03	\$ 3,928.11	\$ 4,124.49	\$ 4,330.72	\$ 4,546.95	\$ 4,763.18	\$ 4,979.41	\$ 5,195.64	\$ 5,411.87	\$ 20.56	\$ 24.99	
MAINTENANCE ASSISTANT II	13	A	4	Y	\$ 4,331.67	\$ 4,548.27	\$ 4,775.67	\$ 5,014.46	\$ 5,265.18	\$ 5,525.90	\$ 5,786.62	\$ 6,047.34	\$ 6,308.06	\$ 6,568.78	\$ 24.99	\$ 30.38	
MECHANIC	RD8	A	4	Y	\$ 27.04	\$ 28.41	\$ 29.81	\$ 31.31	\$ 32.89	\$ 34.57	\$ 36.35	\$ 38.13	\$ 39.91	\$ 41.70	---	---	
MEDICAL ASSISTANT	9	A	3	Y	\$ 3,340.22	\$ 3,507.21	\$ 3,682.59	\$ 3,866.72	\$ 4,060.03	\$ 4,263.06	\$ 4,476.24	\$ 4,689.47	\$ 4,902.69	\$ 5,115.91	\$ 5,329.13	\$ 20.56	\$ 24.99
MEDICOLEGAL DEATH INVESTIGATOR	13	A	4	Y	\$ 4,331.67	\$ 4,548.27	\$ 4,775.67	\$ 5,014.46	\$ 5,265.18	\$ 5,525.90	\$ 5,786.62	\$ 6,047.34	\$ 6,308.06	\$ 6,568.78	\$ 24.99	\$ 30.38	
NETWORK ADMINISTRATOR	20	A	3	Y	\$ 5,712.62	\$ 5,998.23	\$ 6,298.13	\$ 6,613.04	\$ 6,943.73	\$ 7,290.88	\$ 7,655.43	\$ 8,030.98	\$ 8,416.53	\$ 8,812.08	\$ 35.16	\$ 42.73	
PARK RANGER	9	A	4	Y	\$ 3,562.89	\$ 3,741.03	\$ 3,928.11	\$ 4,124.49	\$ 4,330.72	\$ 4,546.95	\$ 4,763.18	\$ 4,979.41	\$ 5,195.64	\$ 5,411.87	\$ 20.56	\$ 24.99	
PERMIT TECHNICIAN I	13	A	4	Y	\$ 4,331.67	\$ 4,548.27	\$ 4,775.67	\$ 5,014.46	\$ 5,265.18	\$ 5,525.90	\$ 5,786.62	\$ 6,047.34	\$ 6,308.06	\$ 6,568.78	\$ 24.99	\$ 30.38	
PERMIT TECHNICIAN II	15	A	4	Y	\$ 4,774.91	\$ 5,013.68	\$ 5,264.35	\$ 5,527.57	\$ 5,803.94	\$ 6,094.16	\$ 6,398.70	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 27.55	\$ 33.48	
PLANNER	15	A	3	Y	\$ 4,476.25	\$ 4,700.03	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 6,731.84	\$ 27.55	\$ 33.48	
PLANNER	15	A	4	Y	\$ 4,774.91	\$ 5,013.68	\$ 5,264.35	\$ 5,527.57	\$ 5,803.94	\$ 6,094.16	\$ 6,398.70	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 27.55	\$ 33.48	
PLANNER, SENIOR	20	A	4	Y	\$ 6,094.08	\$ 6,398.78	\$ 6,718.74	\$ 7,054.62	\$ 7,407.40	\$ 7,776.28	\$ 8,155.16	\$ 8,544.04	\$ 8,932.92	\$ 9,321.80	\$ 35.16	\$ 42.73	
PLANNING TECHNICIAN	13	A	3	Y	\$ 4,060.03	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 24.99	\$ 30.38	
PRE-TRIAL RELEASE SPECIALIST	13	A	4	Y	\$ 4,331.67	\$ 4,548.27	\$ 4,775.67	\$ 5,014.46	\$ 5,265.18	\$ 5,525.90	\$ 5,786.62	\$ 6,047.34	\$ 6,308.06	\$ 6,568.78	\$ 24.99	\$ 30.38	
PREVENTION SPECIALIST	9	A	3	Y	\$ 3,340.22	\$ 3,507.21	\$ 3,682.59	\$ 3,866.72	\$ 4,060.03	\$ 4,263.06	\$ 4,476.24	\$ 4,689.47	\$ 4,902.69	\$ 5,115.91	\$ 20.56	\$ 24.99	
PROGRAMMER ANALYST	20	A	3	Y	\$ 5,712.62	\$ 5,998.23	\$ 6,298.13	\$ 6,613.04	\$ 6,943.73	\$ 7,290.88	\$ 7,655.43	\$ 8,030.98	\$ 8,416.53	\$ 8,812.08	\$ 35.16	\$ 42.73	
PROP.MGMT.SPEC/PERS.PROP.SPEC	15	A	3	Y	\$ 4,476.25	\$ 4,700.03	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,699.08	\$ 5,957.27	\$ 6,215.46	\$ 6,473.65	\$ 6,731.84	\$ 27.55	\$ 33.48	
PROPERTY APPRAISER I	14	A	3	Y	\$ 4,263.06	\$ 4,476.24	\$ 4,700.01	\$ 4,935.01	\$ 5,181.76	\$ 5,436.96	\$ 5,692.16	\$ 5,947.36	\$ 6,202.56	\$ 6,457.76	\$ 26.23	\$ 31.89	
PROPERTY APPRAISER II	17	A	3	Y	\$ 4,935.04	\$ 5,181.79	\$ 5,440.89	\$ 5,712.97	\$ 5,998.60	\$ 6,284.23	\$ 6,569.86	\$ 6,855.49	\$ 7,141.12	\$ 7,426.75	\$ 30.37	\$ 36.91	
PROPERTY APPRAISER, SENIOR	19	A	3	Y	\$ 5,440.87	\$ 5,712.96	\$ 5,998.58	\$ 6,298.50	\$ 6,613.43	\$ 6,943.73	\$ 7,290.88	\$ 7,655.43	\$ 8,030.98	\$ 8,416.53	\$ 33.48	\$ 40.70	
PUBLIC HEALTH EMERG. PREP. COORD.	19	A	4	Y	\$ 5,803.73	\$ 6,093.92	\$ 6,398.62	\$ 6,718.55	\$ 7,054.48	\$ 7,407.40	\$ 7,776.28	\$ 8,155.16	\$ 8,544.04	\$ 8,932.92	\$ 33.48	\$ 40.70	
ROAD MAINT. WORKER	RD7	A	4	Y	\$ 25.82	\$ 27.11	\$ 28.47	\$ 29.91	\$ 31.38	\$ 32.95	\$ 34.52	\$ 36.10	\$ 37.67	\$ 39.24	---	---	
ROAD MAINT. WORKER TRAINEE	RD5	A	4	Y	\$ 23.40	\$ 24.58	\$ 25.80	\$ 27.07	\$ 28.43	\$ 29.89	\$ 31.35	\$ 32.81	\$ 34.27	\$ 35.73			

Revised as of	range	union	hours/week	O/T Eligible						HOURLY RATE		
					MINIMUM		STEPS		MAXIMUM		STEP A	TOP STEP
					A	B	C	D	E			
COMMUNITY HEALTH PROJECT MGR	20	O	3	Y	\$ 43.86	\$ 46.04	\$ 48.34	\$ 50.79	\$ 53.32	---	---	
FAMILY PLANNING CLINICAL PROVIDER	20	O	3	Y	\$ 43.86	\$ 46.04	\$ 48.34	\$ 50.79	\$ 53.32	---	---	
NURSE PRACTITIONER/CLINICIAN	20	O	3	Y	\$ 43.86	\$ 46.04	\$ 48.34	\$ 50.79	\$ 53.32	---	---	
PUBLIC HEALTH NURSE I	16	O	3	Y	\$ 32.71	\$ 34.33	\$ 36.06	\$ 37.88	\$ 39.77	---	---	
PUBLIC HEALTH NURSE I - Jail Nurse	16	O	3	Y	\$ 32.71	\$ 34.33	\$ 36.06	\$ 37.88	\$ 39.77	---	---	
PUBLIC HEALTH NURSE II	17	O	3	Y	\$ 36.08	\$ 37.89	\$ 39.80	\$ 41.76	\$ 43.86	---	---	
PUBLIC HEALTH NURSE II - Jail Nurse	17	O	3	Y	\$ 36.08	\$ 37.89	\$ 39.80	\$ 41.76	\$ 43.86	---	---	
PUBLIC HEALTH NURSE III	18	O	3	Y	\$ 39.77	\$ 41.74	\$ 43.84	\$ 46.00	\$ 48.32	---	---	
PUBLIC HEALTH NURSE III - Jail Nurse	18	O	3	Y	\$ 39.77	\$ 41.74	\$ 43.84	\$ 46.00	\$ 48.32	---	---	
PUBLIC HEALTH NURSE II CASUAL	17II	O	3	Y	\$ 38.97	\$ 40.92	\$ 42.99	\$ 45.10	\$ 47.37	---	---	

This Salary Appendix A is approved effective July 1, 2021:

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 2021

Revised Title	Range	Union	Hours/Week	OT/Eligible	MINIMUM							MAXIMUM		HOURLY RATE	
					STEPS									STEP 1	TOP
					1	2	3	4	5	6	7				
Administrative Assistant	RU10	U	40	Y	\$ 3,864.13	\$ 4,091.43	\$ 4,318.72	\$ 4,546.02	\$ 4,773.33	\$ 5,000.63	\$ 5,227.94	22.29	30.16		
Community Relations Coordinator	RU11	U	40	Y	\$ 4,104.13	\$ 4,345.56	\$ 4,586.98	\$ 4,828.38	\$ 5,069.81	\$ 5,311.22	\$ 5,552.65	23.68	32.03		
Control Room Technician	RU08	DS	40	Y	\$ 3,425.26	\$ 3,626.74	\$ 3,828.22	\$ 4,029.71	\$ 4,231.19	\$ 4,432.68	\$ 4,634.17	19.76	26.73		
Deputy Sheriff	RU13	DS	40	Y	\$ 4,630.43	\$ 4,902.81	\$ 5,175.20	\$ 5,447.57	\$ 5,719.94	\$ 5,992.32	\$ 6,264.70	26.71	36.14		
Emergency Services Coordinator	RU16	U	40	Y	\$ 5,549.32	\$ 5,875.75	\$ 6,202.18	\$ 6,528.62	\$ 6,855.04	\$ 7,181.48	\$ 7,507.90	32.01	43.31		
Executive Assistant	RU12	U	40	Y	\$ 4,359.56	\$ 4,616.02	\$ 4,872.46	\$ 5,128.90	\$ 5,385.34	\$ 5,641.80	\$ 5,898.23	25.15	34.03		
Human Resources Assistant	RU10	U	40	Y	\$ 3,864.13	\$ 4,091.43	\$ 4,318.72	\$ 4,546.02	\$ 4,773.33	\$ 5,000.63	\$ 5,227.94	22.29	30.16		
Information Systems Analyst	RU18	U	40	N	\$ 6,260.77	\$ 6,629.05	\$ 6,997.33	\$ 7,365.61	\$ 7,733.90	\$ 8,102.17	\$ 8,470.46	36.12	48.87		
Juvenile Services Coordinator	RU13	U	40	Y	\$ 4,630.43	\$ 4,902.81	\$ 5,175.20	\$ 5,447.57	\$ 5,719.94	\$ 5,992.32	\$ 6,264.70	26.71	36.14		
Management/ Policy Analyst	RU17	U	40	Y	\$ 5,893.89	\$ 6,240.60	\$ 6,587.30	\$ 6,934.00	\$ 7,280.70	\$ 7,627.40	\$ 7,974.11	34.00	46.00		
Medical Examiner	RU21	U	40	N	\$ 7,503.67	\$ 7,945.06	\$ 8,386.45	\$ 8,827.85	\$ 9,269.23	\$ 9,710.63	\$ 10,152.03	43.29	58.57		
Network Administrator, Senior	RU18	U	40	N	\$ 6,260.77	\$ 6,629.05	\$ 6,997.33	\$ 7,365.61	\$ 7,733.90	\$ 8,102.17	\$ 8,470.46	36.12	48.87		
Network Technician	RU18	U	40	N	\$ 6,260.77	\$ 6,629.05	\$ 6,997.33	\$ 7,365.61	\$ 7,733.90	\$ 8,102.17	\$ 8,470.46	36.12	48.87		
Parole & Probation Deputy I	RU14	PO	40	Y	\$ 4,918.45	\$ 5,207.77	\$ 5,497.08	\$ 5,786.39	\$ 6,075.72	\$ 6,365.04	\$ 6,654.36	28.37	38.39		
Parole & Probation Deputy II	RU16	PO	40	Y	\$ 5,549.32	\$ 5,875.75	\$ 6,202.18	\$ 6,528.62	\$ 6,855.04	\$ 7,181.48	\$ 7,507.90	32.01	43.31		
Senior Deputy Sheriff I	RU14	DS	40	Y	\$ 4,918.45	\$ 5,207.77	\$ 5,497.08	\$ 5,786.39	\$ 6,075.72	\$ 6,365.04	\$ 6,654.36	28.37	38.39		
Senior Deputy Sheriff II	RU16	DS	40	Y	\$ 5,549.32	\$ 5,875.75	\$ 6,202.18	\$ 6,528.62	\$ 6,855.04	\$ 7,181.48	\$ 7,507.90	32.01	43.31		
Social Services Coordinator	RU13	U	40	Y	\$ 4,630.43	\$ 4,902.81	\$ 5,175.20	\$ 5,447.57	\$ 5,719.94	\$ 5,992.32	\$ 6,264.70	26.71	36.14		

This Salary Schedule RU is approved effective July 1, 2021:

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, 2021											
Revised:	Range	Union	Hours/Week	O/T Eligible	MINIMUM			MARKET			MAXIMUM
Title					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Animal Control Supervisor	4	M	4	Y	\$ 5,767.65	-	-	-	-	-	\$ 7,803.30
Assessor Tax Director	8	M	4	N	\$ 8,075.01	-	-	-	-	-	\$ 10,925.02
Assistant County Manager	10	M	4	N	\$ 9,554.66	-	-	-	-	-	\$ 13,012.61
Assistant Public Works Director	7	M	4	N	\$ 7,423.47	-	-	-	-	-	\$ 10,043.52
Budget & Finance Director	8	M	4	N	\$ 8,075.01	-	-	-	-	-	\$ 10,925.02
Budget & Finance Manager	6	M	4	N	\$ 6,824.51	-	-	-	-	-	\$ 9,233.15
Building Official	7	M	4	N	\$ 7,423.47	-	-	-	-	-	\$ 10,043.52
Capital Projects Manager	7	M	4	N	\$ 7,423.47	-	-	-	-	-	\$ 10,043.52
Chief Medicolegal Death Investigator	1	M	4	N	\$ 4,481.14	-	-	-	-	-	\$ 6,062.72
Clinical Manager/ Nursing Supervisor	7	M	4	N	\$ 7,423.47	-	-	-	-	-	\$ 10,043.52
Community Development Director	9	M	4	N	\$ 8,783.74	-	-	-	-	-	\$ 11,883.88
County Clerk	6	M	4	N	\$ 6,824.51	-	-	-	-	-	\$ 9,233.15
County Counsel	10	M	4	N	\$ 9,554.66	-	-	-	-	-	\$ 13,012.61
County Engineer	6	M	4	N	\$ 6,824.51	-	-	-	-	-	\$ 9,233.15
County Surveyor	6	M	4	N	\$ 6,824.51	-	-	-	-	-	\$ 9,233.15
Deputy Assessor and Tax Collector	4	M	4	N	\$ 5,767.65	-	-	-	-	-	\$ 7,803.30
District Attorney, Chief Deputy	10	M	4	N	\$ 9,554.66	-	-	-	-	-	\$ 13,012.61
Emergency Services Manager	5	M	4	N	\$ 6,273.87	-	-	-	-	-	\$ 8,488.17
Environmental Health Supervisor	5	M	4	N	\$ 6,273.87	-	-	-	-	-	\$ 8,488.17
Environmental Health Supervisor-Casual	5	M	4	N	\$ -	-	-	-	-	-	\$100/hr Flat
Fisheries Project Supervisor	4	M	4	Y	\$ 5,767.65	-	-	-	-	-	\$ 7,803.30
GIS Cartographic Project Manager	7	M	4	N	\$ 7,423.47	-	-	-	-	-	\$ 10,043.52
Human Resources Director	8	M	4	N	\$ 8,075.01	-	-	-	-	-	\$ 10,925.02
Information Systems Manager	8	M	4	N	\$ 8,075.01	-	-	-	-	-	\$ 10,925.02
Juvenile Director	8	M	4	N	\$ 8,075.01	-	-	-	-	-	\$ 10,925.02
Lieutenant	8	M	4	N	\$ 8,075.01	-	-	-	-	-	\$ 10,925.02
Maintenance/ Custodial Supervisor	4	M	4	Y	\$ 5,767.65	-	-	-	-	-	\$ 7,803.30
Natural Resource Manager	5	M	4	N	\$ 6,273.87	-	-	-	-	-	\$ 8,488.17
Planning Manager	7	M	4	N	\$ 7,423.47	-	-	-	-	-	\$ 10,043.52
Prevention Program Coordinator	5	M	4	N	\$ 6,273.87	-	-	-	-	-	\$ 8,488.17
Property Appraisal Supervisor	5	M	4	N	\$ 6,273.87	-	-	-	-	-	\$ 8,488.17
Public Health Director	9	M	4	N	\$ 8,783.74	-	-	-	-	-	\$ 11,883.88
Public Works Director	10	M	4	N	\$ 9,554.66	-	-	-	-	-	\$ 13,012.61
Road Foreman	4	M	4	Y	\$ 5,767.65	-	-	-	-	-	\$ 7,803.30
Senior Administrative Supervisor	5	M	4	N	\$ 6,273.87	-	-	-	-	-	\$ 8,488.17
Sergeant	6	M	4	Y	\$ 6,824.51	-	-	-	-	-	\$ 9,233.15
Undersheriff	10	M	4	N	\$ 9,554.66	-	-	-	-	-	\$ 13,012.61

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

Approved by: \_\_\_\_\_  
Donald Bohn, Clatsop County Manager

\_\_\_\_\_ Date

COMPENSATION APPENDIX FOR  
FAIR AND EXPO EMPLOYEES EFFECTIVE JULY 1, 2021

Management Scale

Title	Range	Union	Hours/Week	OT/Eligible	STEPS						
					MINIMUM					MAXIMUM	
					1	2	3	4	5	6	7
Fair General Manager	6	Fair-M	40	N	\$ 6,693.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,801.21

Non-Management Scale

Title	Range	Union	Hours/Week	OT/Eligible	STEPS					Hrly Rate	
					MINIMUM					Step A	Top Step
					A	B	C	D	E		
Fair Maintenance Tech	10	Fair -U	40	Y	\$ 18.49	\$ 19.41	\$ 20.39	\$ 21.40	\$ 22.47	---	---
Administrative Coordinator	15	Fair -U	40	Y	\$ 3,939.00	\$ 4,135.96	\$ 4,342.75	\$ 4,559.89	\$ 4,787.89	\$ 22.72	\$ 27.62
Fair Main. Helper - Casual	C1	Fair-C	0	Y	\$ 15.56	\$ 16.34	\$ 17.15	\$ 18.00	\$ 18.44	---	---

**This Salary Schedule for Fair and Expo Employees is approved effective July 1, 2021:**

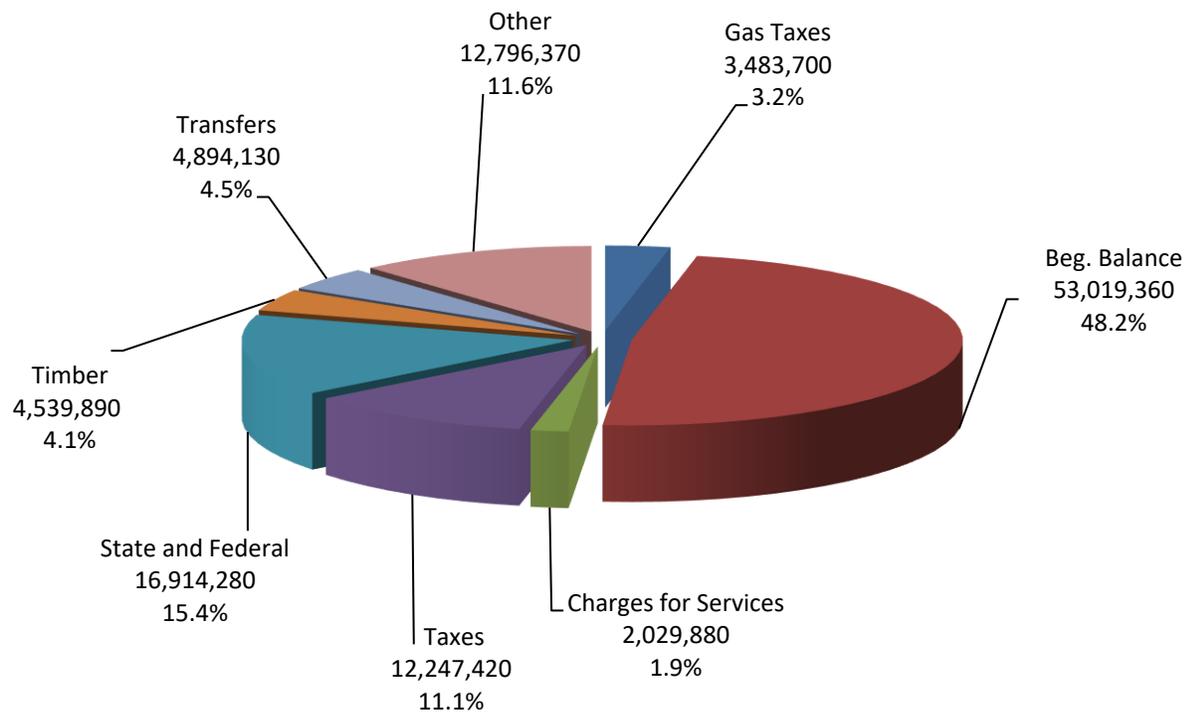
Approved by: \_\_\_\_\_  
Mike Autio, Fair Board Chair

\_\_\_\_\_ Date

Legend for Union Column:	COLA
Fair-M - Management	1.0250
Fair-U - Unrepresented	1.0250
C-Casual Fairgrounds	1.0250
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

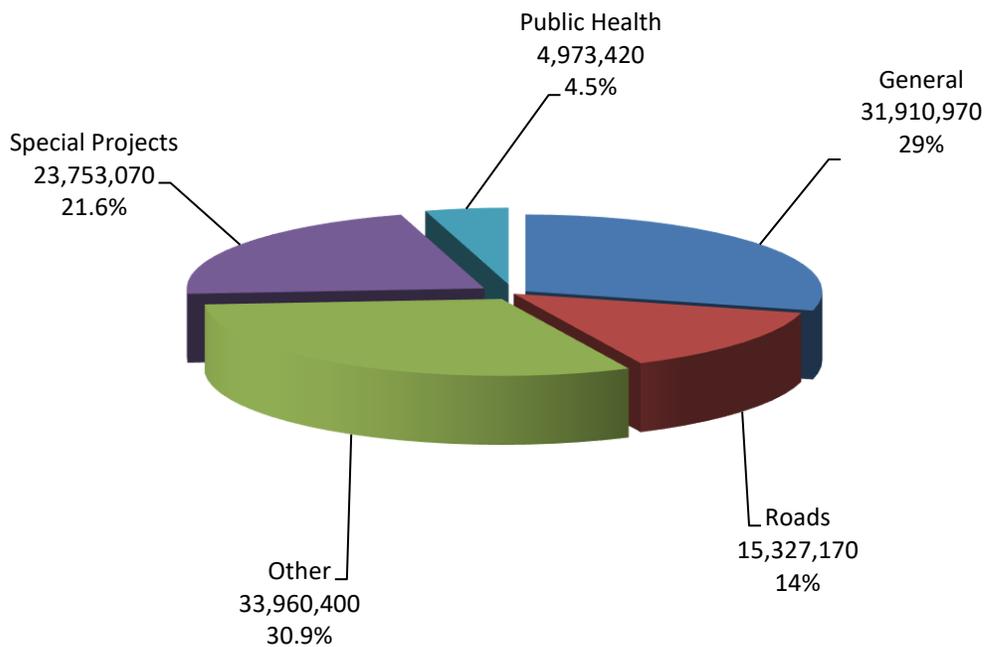
**Clatsop County Finances: 2021-2022**  
**County Resources: All Funds**  
**Total: \$109,925,030**



This chart demonstrates the revenue streams for all county resources. The Beginning Balance amount listed is less the unappropriated fund balance of \$14,507,030; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted expenditures for the 2021-22 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

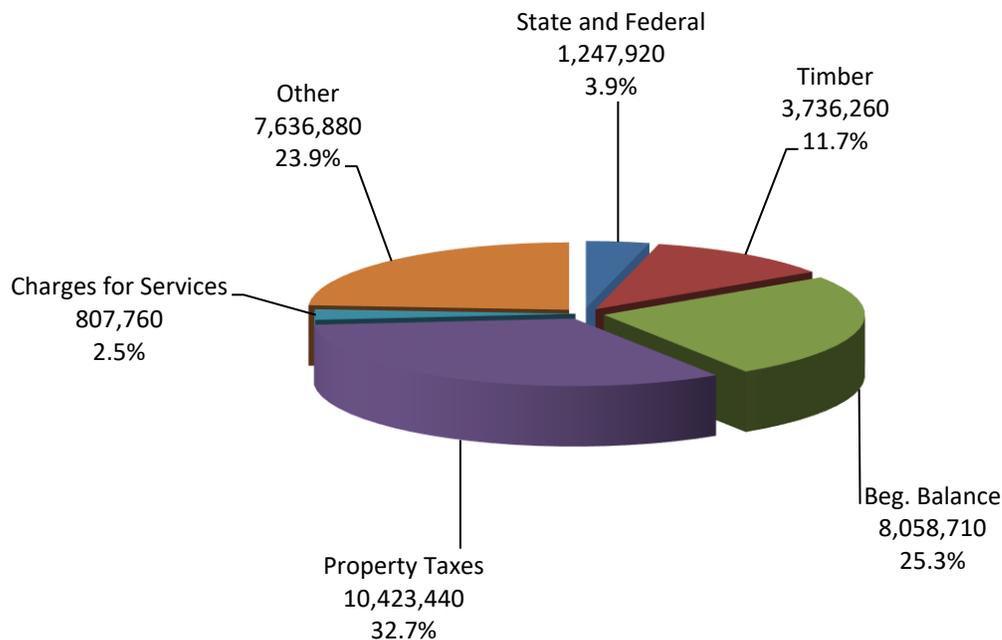
The revenue category listed as other includes revenues such as: Special Payments made from county service districts; Indirect Cost Revenue, Donations, Licenses & Permits, Interest, Fines, and Rental Fees.

## Clatsop County Finances: 2021-2022 Appropriations by Fund Total: \$109,925,030



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 \$10,691,730.

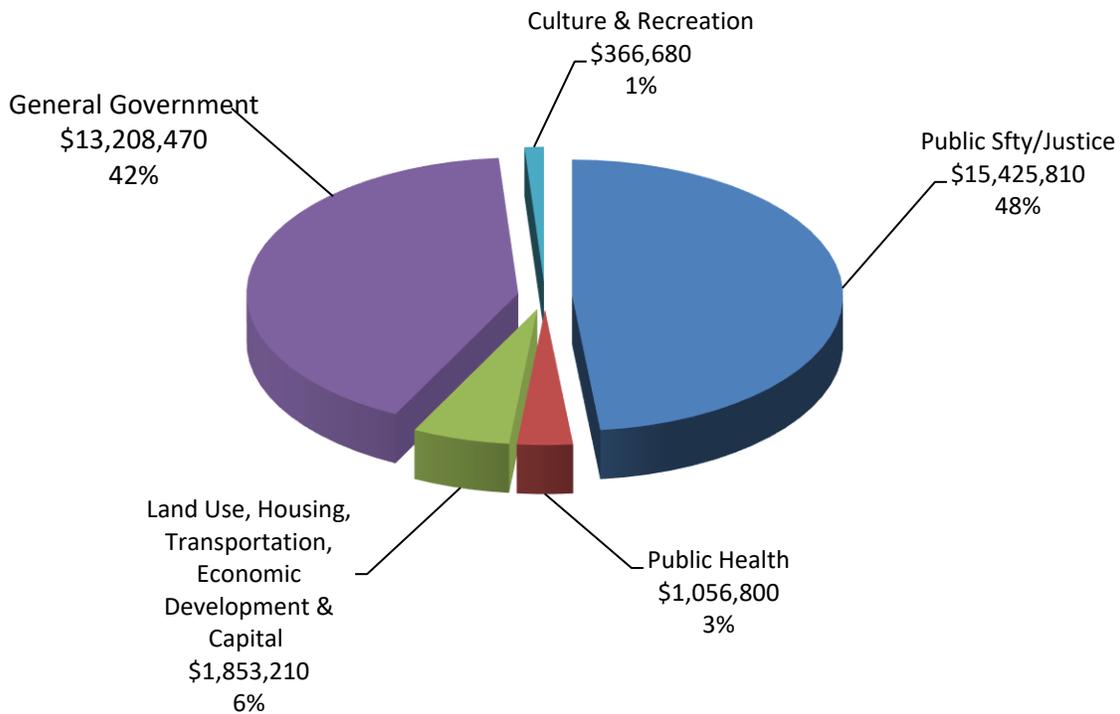
## Clatsop County Finances: 2021-2022 General Fund Resources Total: \$31,910,970



This chart demonstrates the revenue streams for the county general fund. The Beginning Balance amount listed does not include the unappropriated fund balance of \$5,929,550; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted General Fund expenditures for the 2021-22 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

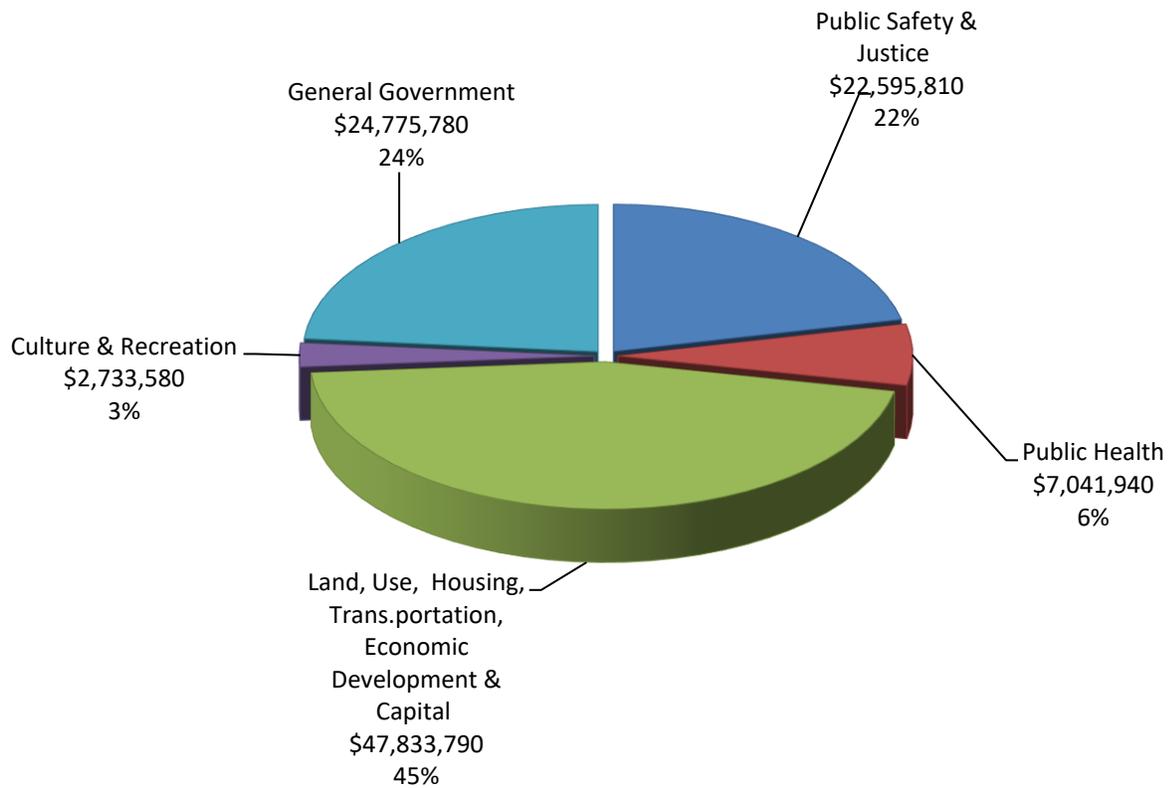
The revenue category listed as other includes revenues such as: Licenses & Permits, Fines, Forfeits, & Penalties, Intergovernmental, and Donations.

## Clatsop County Finances 2021-2022 General Fund Appropriations by Functional Area Total \$31,910,970



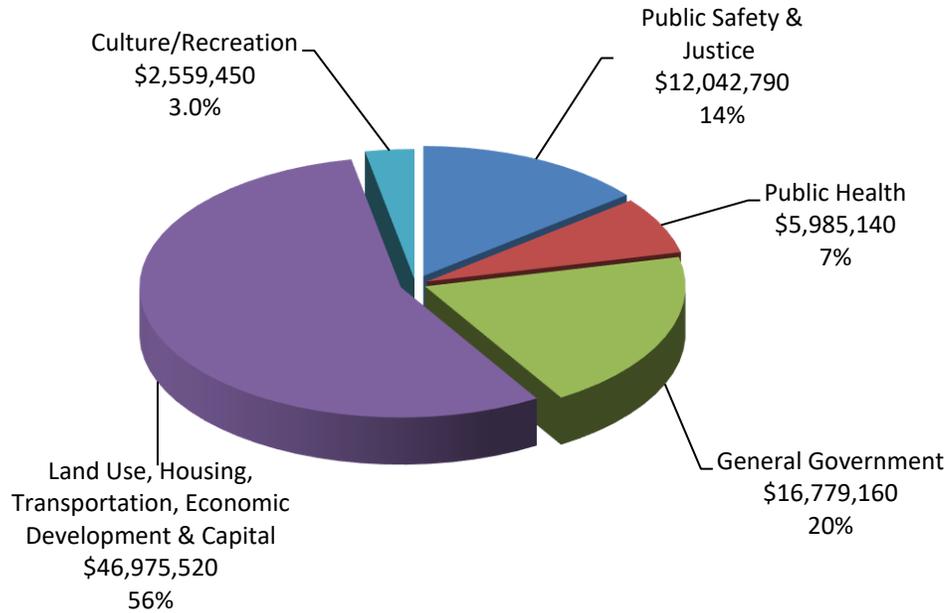
The chart above represents the total proposed General Fund expenditure appropriation by functional area for the next fiscal year. Approximately ninety percent (90%) of total general funds are allocated to Public Safety (48%) and general government activities (42%); which include both direct government 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 - 2021 - 2022 Totals \$105,030,900



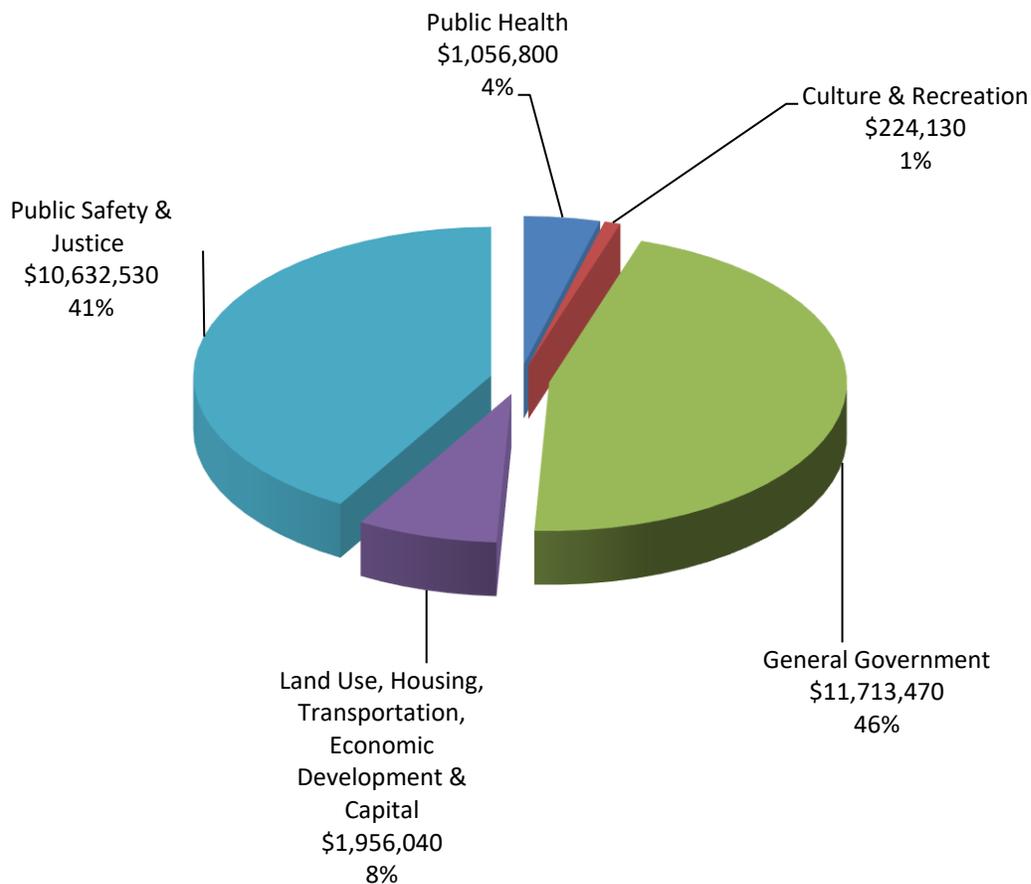
This chart represents the County-wide appropriations by functional area less the County Service Districts appropriations of \$10,691,730. This chart also eliminates double counting of appropriations that are transferred to other funds in the amount of \$4,894,130 and shows those appropriations only in the functional area in which they are budgeted to be expended

## Clatsop County Functions/Programs Budget Dedicated Funding 2021-2022 \$84,342,060



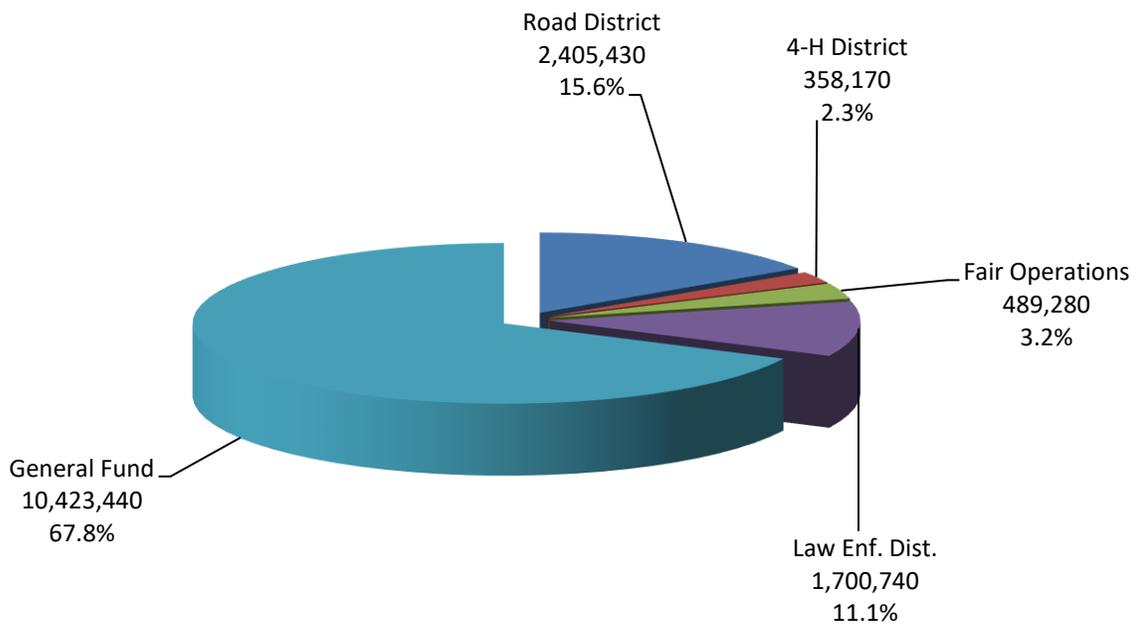
The chart above represents the County-wide dedicated funding, or restricted resources that must be used for specific governmental purposes, by functional grouping for the next fiscal year. The chart eliminates double counting of restricted resources that are transferred to other funds and shows those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

## Clatsop County Functions/Programs Budget Discretionary Funding 2021-2022 \$25,582,970



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: 2021-2022**  
**Taxes: All Funds**  
**Total: \$15,377,060**



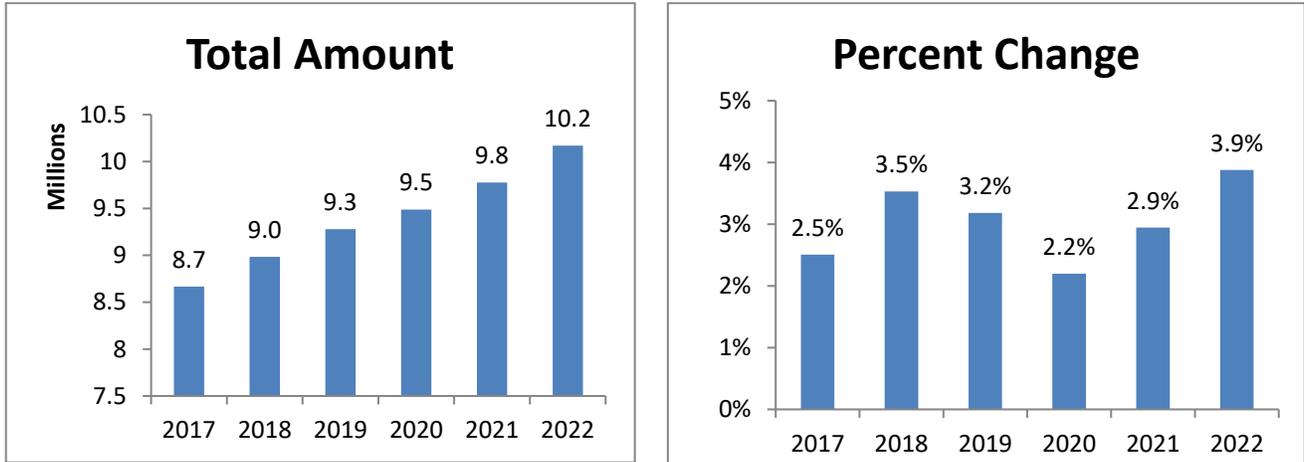
This chart represents the portion of taxes collected that are retained by the county government for services. Taxes collected include: Property taxes, strategic investment plan taxes (pertaining to Georgia Pacific), land sales on foreclosed tax properties, and federal payments made in-lieu of taxes.

### 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 2017 through 2020 are actuals, and the 2021 and 2022 figures are as budgeted.

#### Property Taxes, 2017-2022

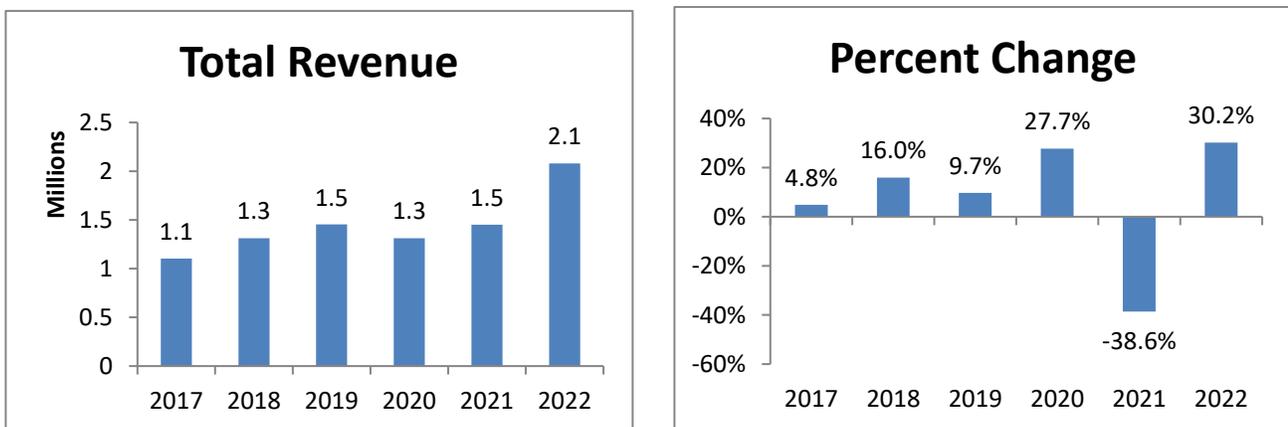
Total General Fund Revenues



Property Tax revenues are projected to increase by 3.9% in 2022. This is based upon growth in new construction, growth generated from existing property at the 3% limit, and an increase in prior year property tax payments. The county continues to see growth with improvements in the economy and new construction.

#### Other Taxes, 2017-2022

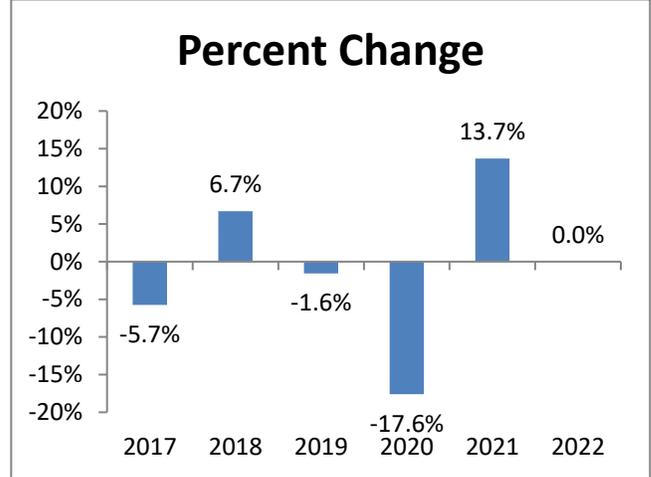
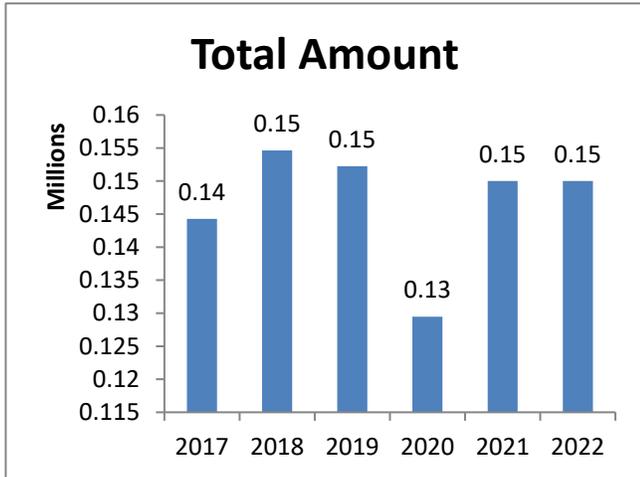
Total General Fund Revenues



Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. The 2019-20 fiscal year is showing a 27% increase. This is due to Room Taxes increasing by \$500k from the prior year. The 2020-21 FY was budgeted to project a significant decrease due to the assumption that transient room tax to be collected would be down 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. We will see this was not the case and room taxes continue to increase as seen in the 2021-22 budgeted numbers.

**Licenses & Permits, 2017-2022**

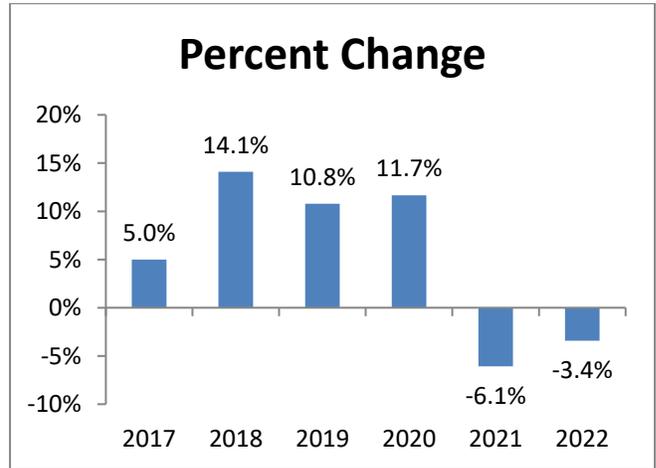
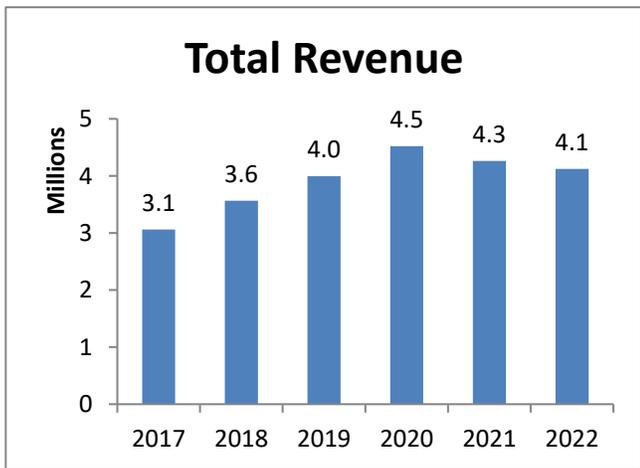
Total General Fund Revenues



Licenses and Permits typically remain relatively consistent with the exception of a decrease of \$20,000 in land use permits in 2020.

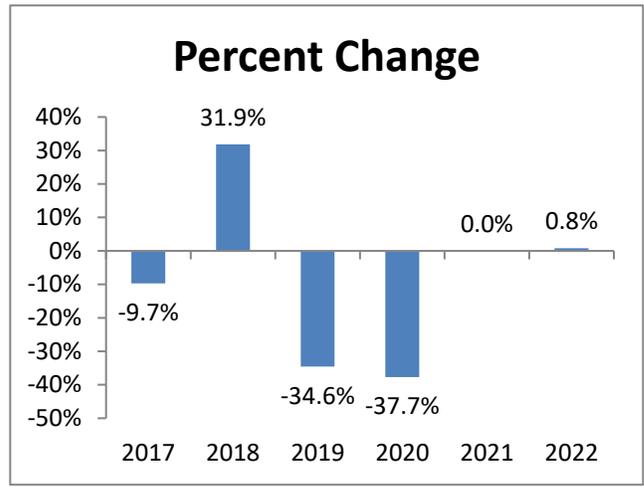
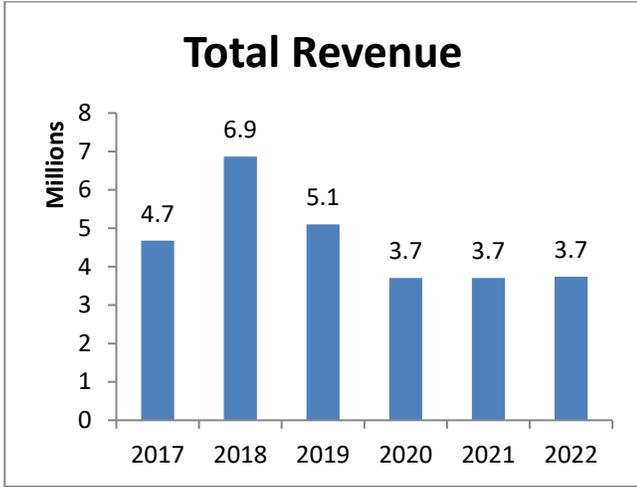
**Intergovernmental, 2017-2022**

Total General Fund Revenues



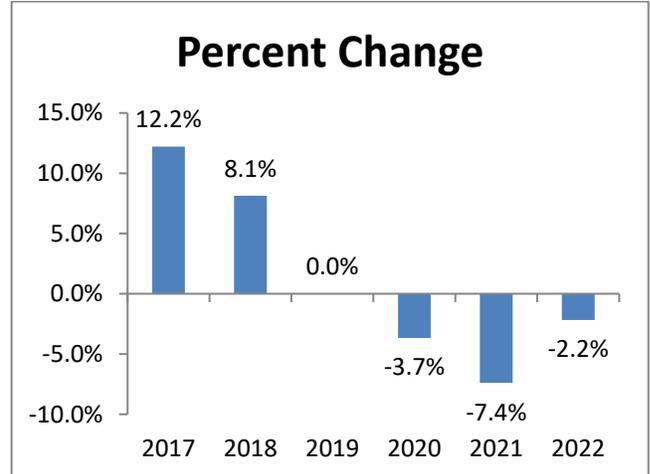
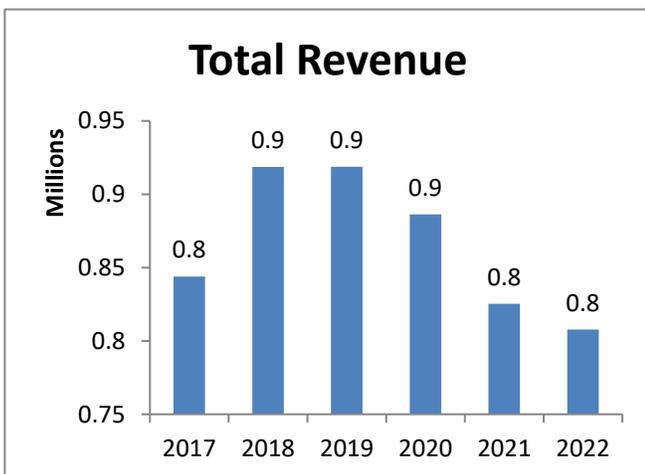
These revenues fluctuate greatly from year to year depending on grant funded activities. Due to the Covid-19 pandemic, the County received a large amount of reimbursement funding from the CARES Act, which drove up the funding in 2020 by over \$350,000. Due to the uncertainty of the pandemic, the county budgeted conservatively in 2021 for CARES Act reimbursement and therefore actuals will come in much higher than the 6.1% decrease that is budgeted.

**Timber Sales, 2017-2022**  
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 2016 the county saw a significant increase in timber revenues; however, the decrease of 9.7% in 2017 as and then an increase of 31.9% in 2018 reflects this volatility.

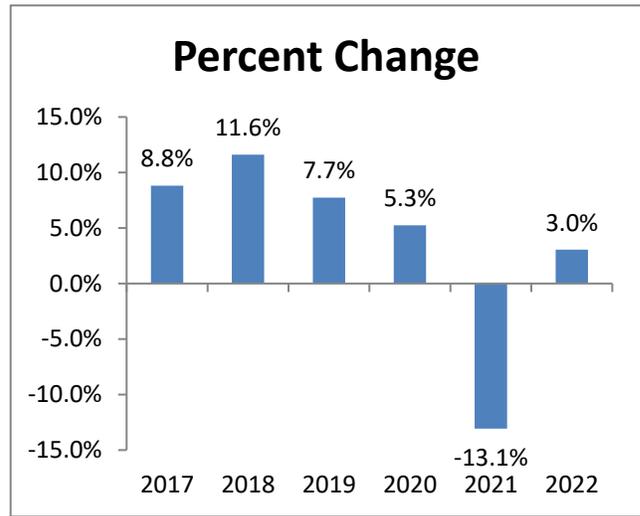
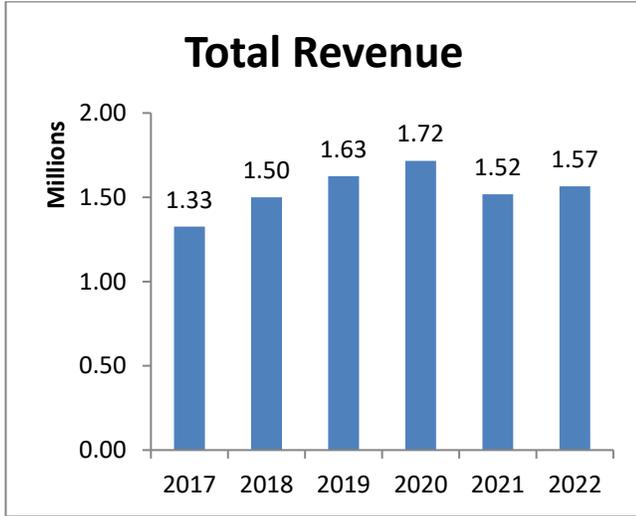
**Charges for Services, 2017-2022**  
Total General Fund Revenues



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 relatively stable revenues as a result of the upturn in the economy. The increase in 2017 reflects franchise fees that the county is now collecting from Charter Communications and the 2021 decrease reflects conservative budgeting but is anticipated to come in higher.

**Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2017-2022**

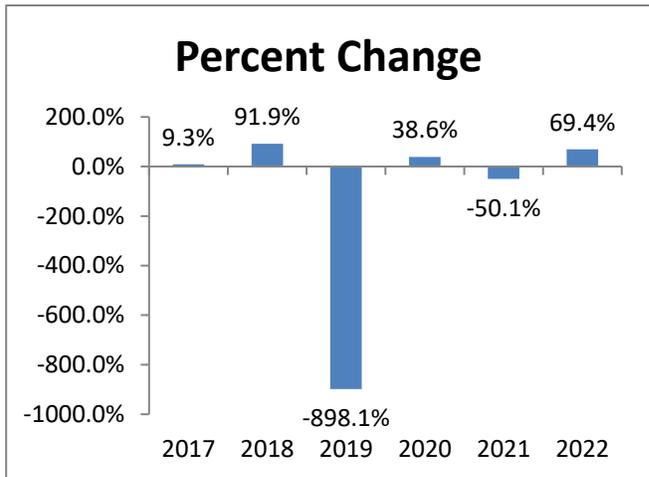
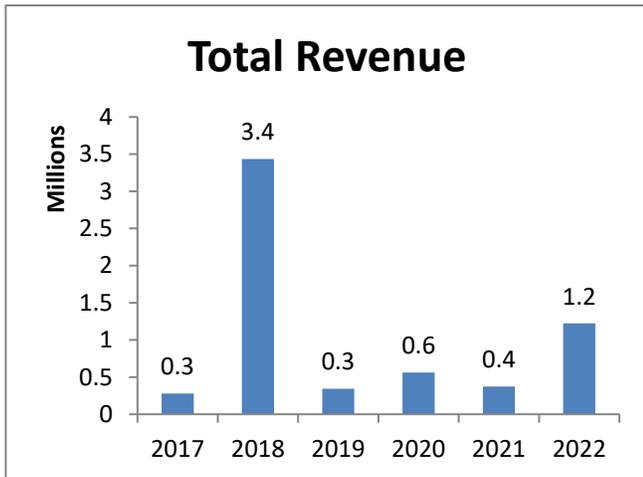
Total General Fund Revenues



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, in the 2021 fiscal year you will see this begin to decrease as rates begin to drop significantly. They are continuing to drop into the 2022 fiscal year.

**Other Financing Sources (Transfers), 2017-2022**

Total General Fund Revenues

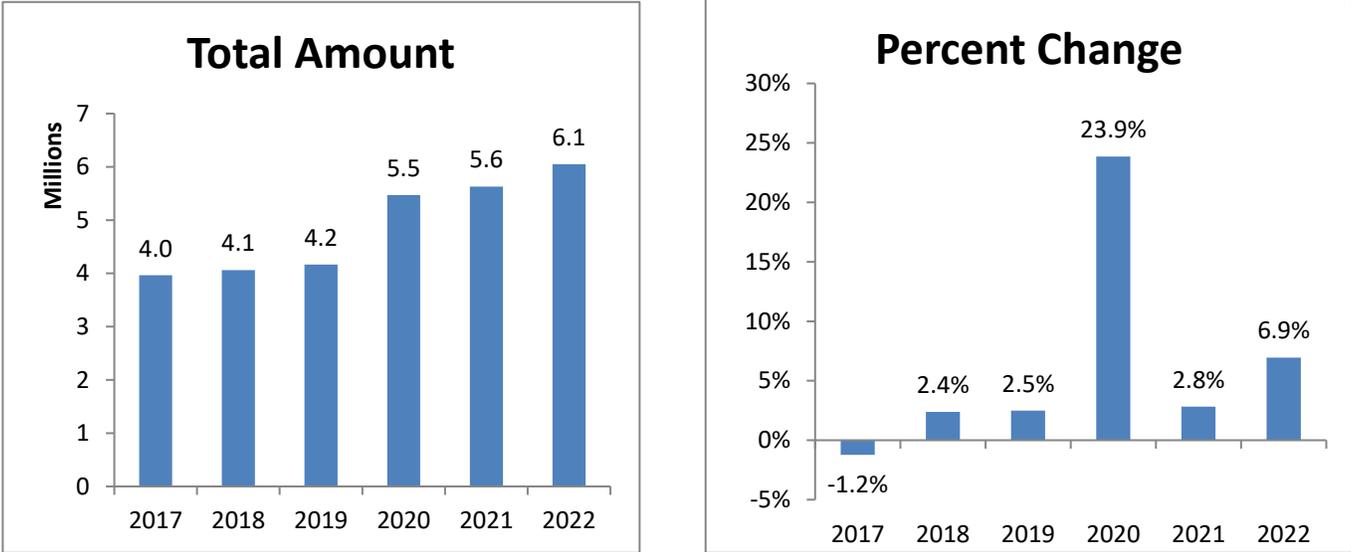


Decreases were seen beginning in 2016 as a result of decreased Video Lottery dollars. There is a 91.8% increase for 2018 as a result of a transfer from Special Projects to the General Fund for the General Fund Stabilization account per the advisement of the Long-Term Financial Plan, as a result of that onetime \$3M transfer there is a decrease 898% in the 2019 FY.

**Historical Review of Countywide Fund Revenues Excluding General Fund**

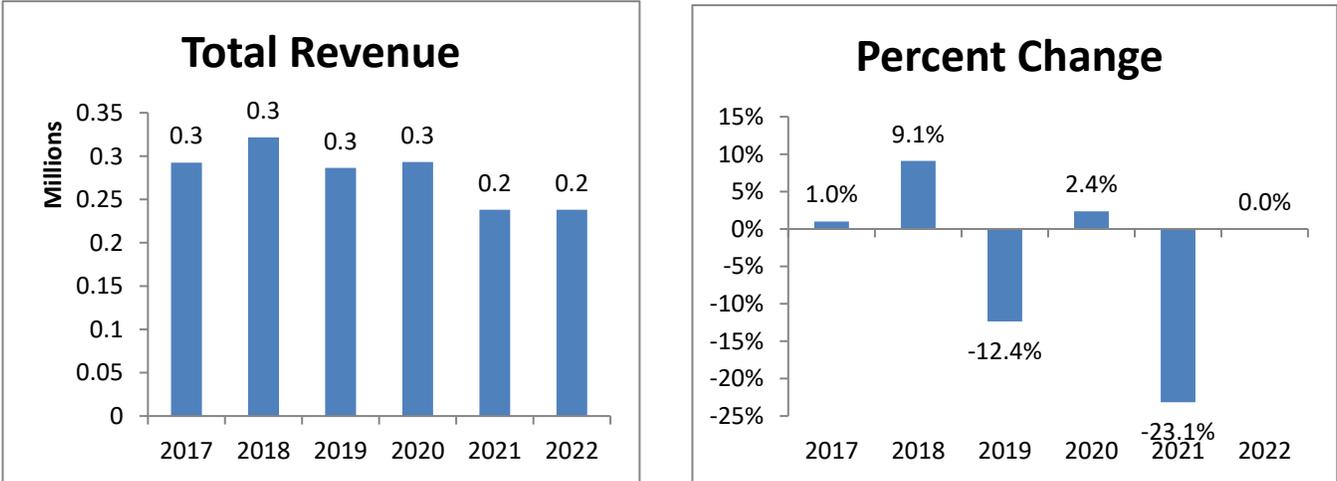
The following graphs and narrative present the historical changes in all the County Funds revenue sources excluding the General Fund. The 2017 through 2020 are actuals, and the 2021 and 2022 figures are as budgeted.

**Property Taxes, 2017-2022**  
Total Revenues – Excluding General Fund



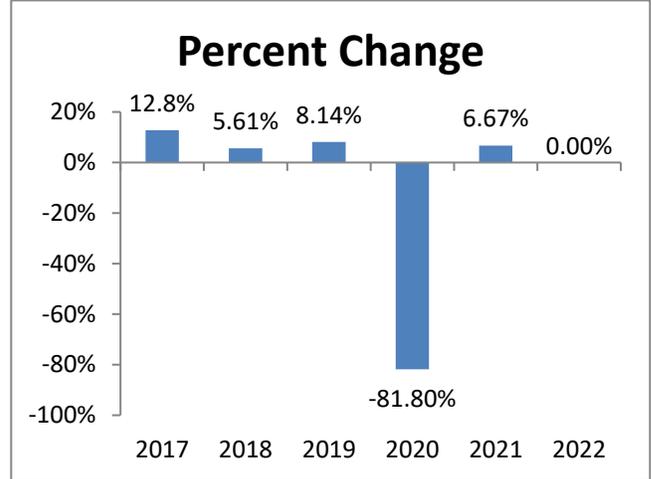
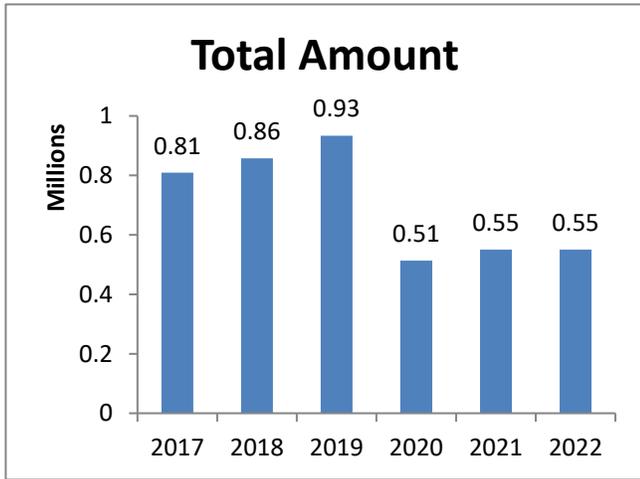
Property Tax revenues projected an increase of 23.7% in 2020; this is based upon growth in new construction, growth generated from existing property, and most significantly from a \$20M jail bond that was passed by the voters in November of 2018. The projected 6.9% increase anticipated in 2022 is based on returning to the normal projected growth based on measure 50.

**Other Taxes, 2017-2022**  
Total Revenues – Excluding General Fund



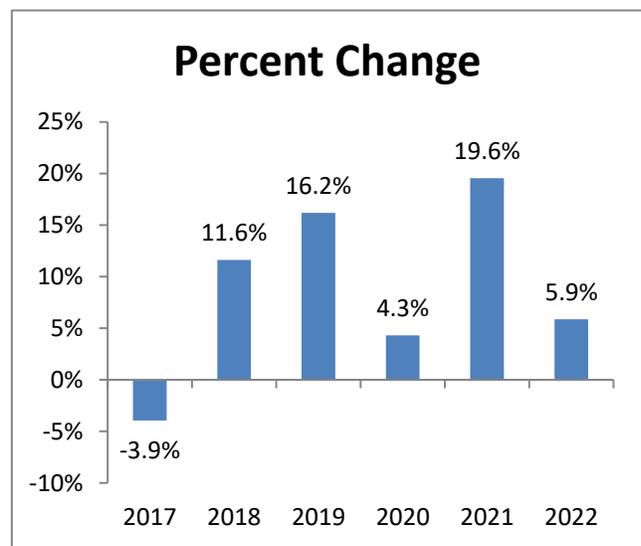
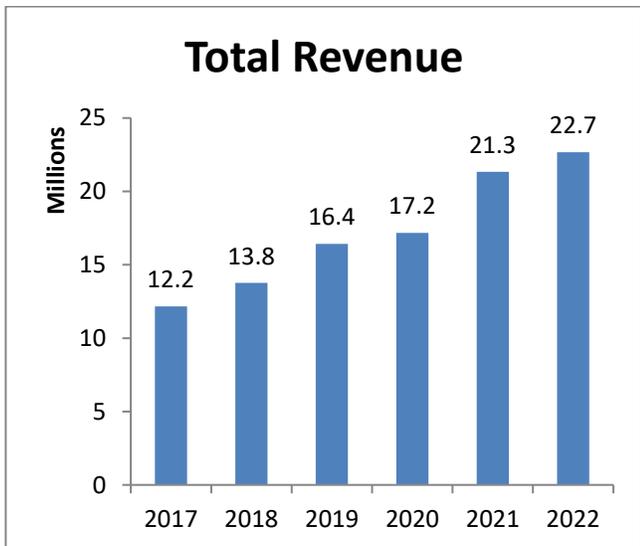
Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. The significant decrease you see in 2021 is a \$20k decrease in projected SIP tax received.

**Licenses & Permits, 2017-2022**  
Total Revenues – Excluding General Fund



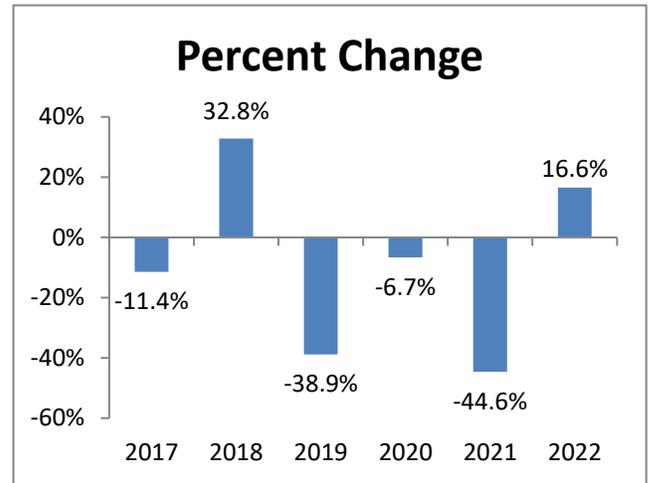
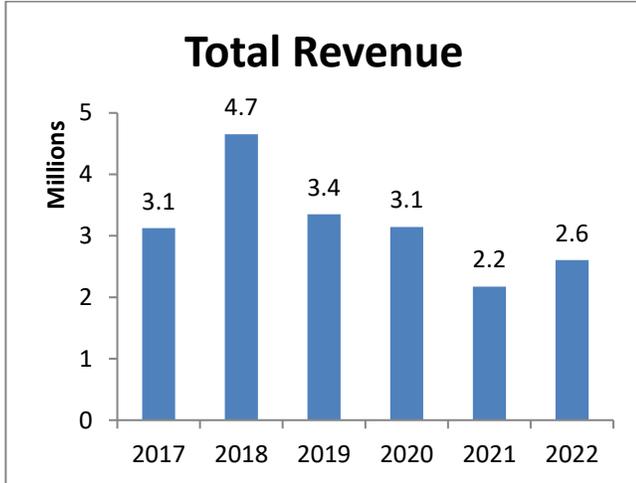
Licenses and Permits fluctuate with the economy, the county had continued to see growth in the area of new housing development until the recent COVID pandemic. The 2020 FY revenues saw a 80% decrease due to the current environment with the COVID-19 Pandemic. In addition, given that there are a lot of unknowns as to how the economy will recover and the length of time the recovery might take staff are projecting further decreases for the 2021 and 2022 FY.

**Intergovernmental, 2017-2022**  
Total Revenues – Excluding General Fund



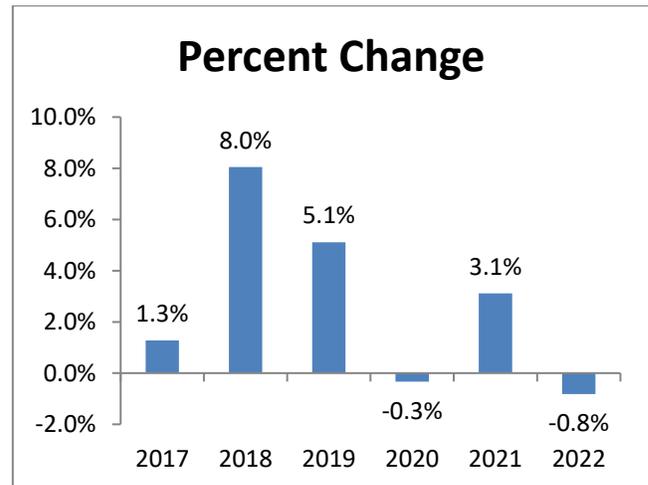
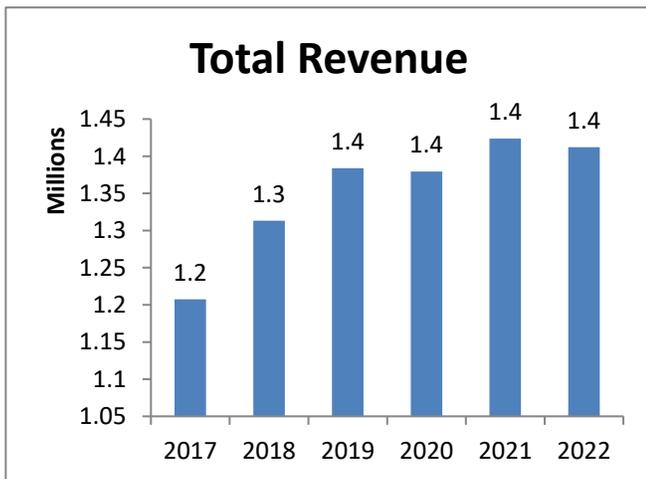
These revenues remain fairly consistent from year to year depending on grant funded activities. In 2017 there was a 3.9% decrease as a result of state and federal funding cuts. With the COVID pandemic, state and federal funding has seen a significant increase for public health and county wide.

**Timber Sales, 2017-2022**  
Total Revenues – Excluding General Fund



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. The 44.6% decrease is based on projected harvest amounts from the Oregon Department of Forestry.

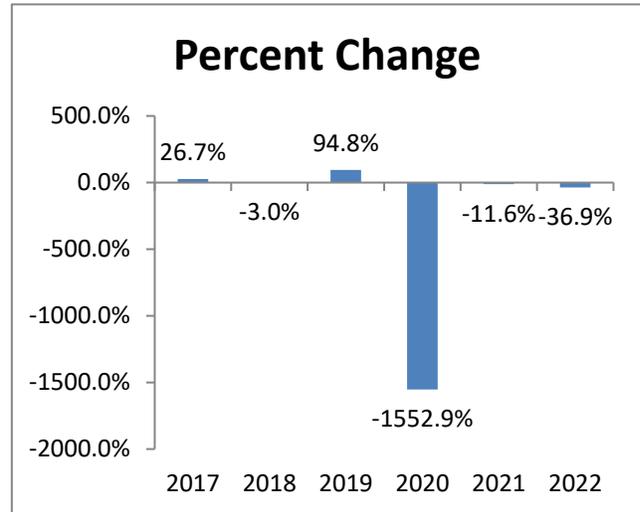
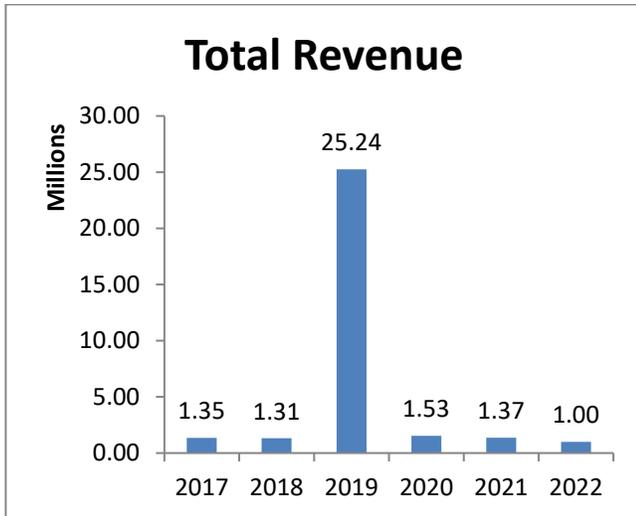
**Charges for Services, 2017-2022**  
Total Revenues – Excluding General Fund



2018 and 2019 saw an increase in fees collected by Building Codes for services provided with the increased construction in the area. Unsure of the impacts from COVID-19, a decrease in fees collected for services is anticipated.

**Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2017-2022**

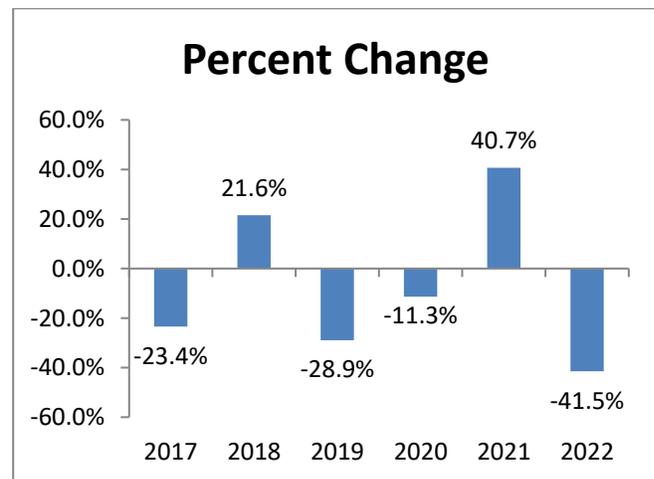
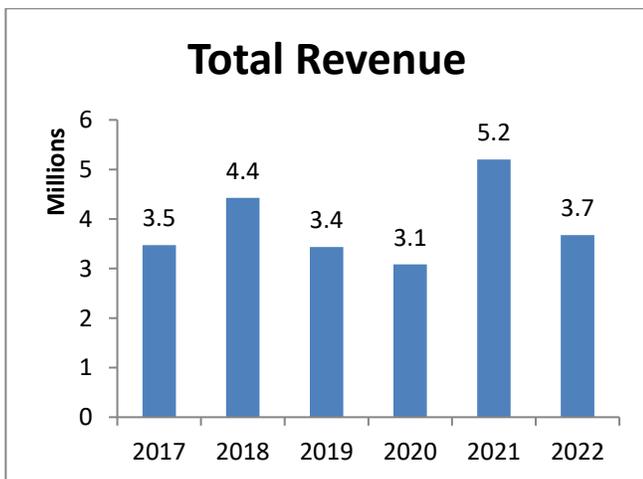
Total Revenues – Excluding General Fund



In 2017 the Animal Shelter Enhancement Fund saw a significant bequest and the Roads department had a large reimbursement which resulted in an increase of 26.7% in 2017. 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.

**Other Financing Sources (Transfers), 2017-2022**

Total Revenues – Excluding General Fund



In 2017 there was a decrease in timber revenues therefore there was a decrease in the amount transferred to the Special Projects 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 2021 the \$2M that was transferred into the GF for the stabilization account will be set aside in a separate fund to be able to track independently and not assumed as a recurring GF expense. In 2022 the transfer from the General Roads to the Equipment Replacement Fund is down 48% due to a higher beginning balance in Equipment Replacement Fund.

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

Account Name	General			Roads		
	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022
<b>Resources</b>						
Beginning Net Working Capital	13,400,035	14,166,200	13,818,260	9,799,439	11,421,240	10,715,940
Taxes	9,788,899	10,027,630	10,423,440	0	0	0
Licenses & Permits	1,343,144	935,000	1,515,000	0	0	0
Fines	32,579	28,400	20,300	0	0	0
Use Of Money/Property	442,230	210,900	126,750	244,723	200,000	100,000
Intergov State	5,280,665	4,634,290	4,785,930	3,748,856	4,644,470	5,885,440
Intergov Federal	582,523	219,030	198,250	17,824	0	0
Intergov Other	2,861,811	3,529,680	3,333,720	3,926,900	8,752,690	4,306,370
Charges for Services	886,285	825,310	807,760	372,562	306,880	287,880
Other Revenue	1,240,910	1,278,220	1,418,210	56,346	19,500	14,500
Transfer Revenue	560,750	373,640	1,222,900	0	0	0
<b>Total Resources:</b>	<b>36,419,829</b>	<b>36,228,300</b>	<b>37,670,520</b>	<b>18,166,650</b>	<b>25,344,780</b>	<b>21,310,130</b>
<b>Expenditures</b>						
Personal Services	16,730,134	19,071,640	20,957,620	3,148,716	3,810,090	3,670,170
Materials & Services	3,855,267	4,122,880	4,969,170	3,478,073	5,790,690	4,744,210
Special Payments	322,244	424,400	378,750	1,206	43,150	42,000
Debt Service	71,735	99,360	89,360	0	0	0
Capital Outlay	0	0	0	26,611	2,275,000	2,890,000
Transfers Out	1,993,340	4,068,700	2,633,850	551,900	628,530	326,830
Contingency	0	2,777,220	2,882,220	0	7,668,240	3,653,960
<b>Total Expenditures:</b>	<b>22,972,720</b>	<b>30,564,200</b>	<b>31,910,970</b>	<b>7,206,507</b>	<b>20,215,700</b>	<b>15,327,170</b>
<b>Fund Balance</b>						
Ending Fund Balance:	13,447,110	5,664,100	5,759,550	10,960,143	5,129,080	5,982,960
Net Change in Fund Balance:	(47,075)	8,502,100	8,058,710	(1,160,704)	6,292,160	4,732,980
Percentage of Change:	-28565%	66%	71%	- 944%	81%	126%

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

Account Name	Parole & Probation			Industrial Revolve		
	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022
<b>Resources</b>						
Beginning Net Working Capital	2,392,831	2,190,420	2,193,550	3,904,615	3,408,930	3,224,720
Taxes	0	0	0	461,168	463,200	0
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	46,907	45,000	25,000	82,920	70,000	35,000
Intergov State	2,219,110	2,200,780	2,151,500	0	0	0
Intergov Federal	2,050	0	1,720	0	0	0
Intergov Other	104,186	100,000	100,000	0	0	0
Charges for Services	41,218	38,100	43,550	0	0	0
Other Revenue	2,710	1,200	2,500	0	0	0
Transfer Revenue	0	0	0	0	0	0
<b>Total Resources:</b>	<b>4,809,012</b>	<b>4,575,500</b>	<b>4,517,820</b>	<b>4,448,703</b>	<b>3,942,130</b>	<b>3,259,720</b>
<b>Expenditures</b>						
Personal Services	1,308,929	1,675,280	1,736,610	0	0	0
Materials & Services	518,757	886,650	833,220	206,026	121,100	104,400
Special Payments	324,851	481,000	416,000	0	0	0
Debt Service	14,640	16,540	16,920	0	0	0
Capital Outlay	0	0	15,000	904,316	0	0
Transfers Out	389,320	58,440	65,510	0	0	0
Contingency	0	1,457,590	1,434,560	0	3,821,030	3,155,320
<b>Total Expenditures:</b>	<b>2,556,497</b>	<b>4,575,500</b>	<b>4,517,820</b>	<b>1,110,341</b>	<b>3,942,130</b>	<b>3,259,720</b>
<b>Fund Balance</b>						
Ending Fund Balance:	2,252,515	0	0	3,338,362	0	0
Net Change in Fund Balance:	140,316	2,190,420	2,193,550	566,253	3,408,930	3,224,720
Percentage of Change:	1605%	0%	0%	589%	0%	0%

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

Account Name	Capital Projects			Non-Major Government		
	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022
<b>Resources</b>						
Beginning Net Working Capital	29,580,170	24,627,680	22,622,110	10,970,931	11,107,720	18,591,920
Taxes	0	0	0	5,771,768	5,867,890	6,288,320
Licenses & Permits	0	0	0	719,327	750,000	750,000
Fines	0	0	0	45,500	45,580	45,580
Use Of Money/Property	733,797	160,000	210,000	269,514	234,880	113,430
Intergov State	2,026,195	2,000,000	1,937,500	7,077,130	6,661,420	6,596,530
Intergov Federal	0	0	0	968,359	1,016,340	5,771,530
Intergov Other	0	0	0	235,586	103,000	101,000
Charges for Services	15,000	15,000	15,000	965,582	1,078,700	980,690
Other Revenue	20,207	70,320	0	760,128	685,240	666,760
Transfer Revenue	1,457,169	1,424,360	1,732,980	1,627,090	3,775,250	1,942,250
<b>Total Resources:</b>	<b>33,832,539</b>	<b>28,297,360</b>	<b>26,517,590</b>	<b>29,410,915</b>	<b>31,326,020</b>	<b>41,848,010</b>
<b>Expenditures</b>						
Personal Services	0	0	0	6,404,961	7,095,500	7,351,390
Materials & Services	146,481	148,100	375,300	3,715,715	4,556,990	6,782,710
Special Payments	0	0	0	5,781,604	6,101,890	7,849,040
Debt Service	0	0	0	1,382,403	1,614,340	1,540,150
Capital Outlay	3,720,446	20,813,700	22,711,420	534,298	1,062,470	651,000
Transfers Out	474,130	470,300	166,350	365,819	347,280	1,705,590
Contingency	0	837,310	500,000	0	10,547,550	15,968,130
<b>Total Expenditures:</b>	<b>4,341,056</b>	<b>22,269,410</b>	<b>23,753,070</b>	<b>18,184,800</b>	<b>31,326,020</b>	<b>41,848,010</b>
<b>Fund Balance</b>						
Ending Fund Balance:	29,491,483	6,027,950	2,764,520	11,226,115	0	0
Net Change in Fund Balance:	88,687	18,599,730	19,857,590	(255,184)	11,107,720	18,591,920
Percentage of Change:	33253%	32%	13%	-4399%	0%	0%

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

Account Name	Totals		
	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022
<b>Resources</b>			
Beginning Net Working Capital	70,048,021	66,922,190	71,166,500
Taxes	16,021,835	16,358,720	16,711,760
Licenses & Permits	2,062,470	1,685,000	2,265,000
Fines	78,079	73,980	65,880
Use Of Money/Property	1,820,091	920,780	610,180
Intergov State	20,351,957	20,140,960	21,356,900
Intergov Federal	1,570,755	1,235,370	5,971,500
Intergov Other	7,128,483	12,485,370	7,841,090
Charges for Services	2,280,647	2,263,990	2,134,880
Other Revenue	2,080,302	2,054,480	2,101,970
Transfer Revenue	3,645,009	5,573,250	4,898,130
<b>Total Resources:</b>	<b>127,087,649</b>	<b>129,714,090</b>	<b>135,123,790</b>
<b>Expenditures</b>			
Personal Services	27,592,740	31,652,510	33,715,790
Materials & Services	11,920,318	15,626,410	17,809,010
Special Payments	6,429,905	7,050,440	8,685,790
Debt Service	1,468,778	1,730,240	1,646,430
Capital Outlay	5,185,671	24,151,170	26,267,420
Transfers Out	3,774,509	5,573,250	4,898,130
Contingency	0	27,108,940	27,594,190
<b>Total Expenditures:</b>	<b>56,371,921</b>	<b>112,892,960</b>	<b>120,616,760</b>
<b>Fund Balance</b>			
Ending Fund Balance:	10,960,143	16,821,130	14,507,030
Net Change in Fund Balance:	59,087,878	50,101,060	56,659,470
Percentage of Change:	18%	33%	25%

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>001 General</b>							
Personnel Services	15,053,227	16,801,869	19,171,000	21,081,340	21,046,980	21,046,980	21,046,980
Materials & Services	3,608,527	3,855,267	4,122,880	4,799,170	4,799,170	4,969,170	4,969,170
Special Payments	629,087	322,244	424,400	318,750	378,750	378,750	378,750
Capital	0	0	0	0	0	0	0
Transfers	1,931,840	1,993,340	4,068,700	2,661,300	2,633,850	2,633,850	2,633,850
Congingency	0	0	2,777,220	2,882,220	2,882,220	2,882,220	2,882,220
<b>001 Total:</b>	<b>21,222,681</b>	<b>22,972,720</b>	<b>30,564,200</b>	<b>31,742,780</b>	<b>31,740,970</b>	<b>31,910,970</b>	<b>31,910,970</b>
<b>002 General Roads</b>							
Personnel Services	2,810,374	3,148,716	3,810,090	3,670,170	3,670,170	3,670,170	3,670,170
Materials & Services	2,543,596	3,478,073	5,790,690	4,744,210	4,744,210	4,744,210	4,744,210
Special Payments	1,714	1,206	43,150	42,000	42,000	42,000	42,000
Debt Service	13	0	0	0	0	0	0
Capital	58,280	26,611	2,275,000	2,890,000	2,890,000	2,890,000	2,890,000
Transfers	474,040	551,900	628,530	326,830	326,830	326,830	326,830
Congingency	0	0	7,668,240	3,653,960	3,653,960	3,653,960	3,653,960
<b>002 Total:</b>	<b>5,888,017</b>	<b>7,206,507</b>	<b>20,215,700</b>	<b>15,327,170</b>	<b>15,327,170</b>	<b>15,327,170</b>	<b>15,327,170</b>
<b>003 General Fund Stabilization</b>							
Transfers	0	0	0	300,000	300,000	300,000	300,000
Congingency	0	0	2,006,000	2,198,950	2,198,950	2,198,950	2,198,950
<b>003 Total:</b>	<b>0</b>	<b>0</b>	<b>2,006,000</b>	<b>2,498,950</b>	<b>2,498,950</b>	<b>2,498,950</b>	<b>2,498,950</b>
<b>004 Clerk Archived Records</b>							
Materials & Services	8,035	8,364	8,700	9,100	9,100	9,100	9,100
Congingency	0	0	4,720	8,800	8,800	8,800	8,800
<b>004 Total:</b>	<b>8,035</b>	<b>8,364</b>	<b>13,420</b>	<b>17,900</b>	<b>17,900</b>	<b>17,900</b>	<b>17,900</b>
<b>005 Rural Law Enforcement District</b>							
Personnel Services	1,990,509	2,201,055	2,522,410	2,407,810	2,412,890	2,412,890	2,412,890
Materials & Services	715,805	663,414	771,520	776,730	776,730	776,730	776,730
Special Payments	26,000	26,000	26,000	26,000	26,000	26,000	26,000
Capital	115,824	39,145	128,500	113,000	113,000	113,000	113,000
Congingency	0	0	1,794,750	1,755,680	1,750,600	1,750,600	1,750,600
<b>005 Total:</b>	<b>2,848,138</b>	<b>2,929,614</b>	<b>5,243,180</b>	<b>5,079,220</b>	<b>5,079,220</b>	<b>5,079,220</b>	<b>5,079,220</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>007 Public Health</b>							
Personnel Services	1,376,387	1,756,982	1,954,390	2,292,090	2,292,090	2,292,090	2,292,090
Materials & Services	720,612	985,851	1,376,340	1,533,030	2,122,570	2,122,570	2,271,910
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	125,310	0	0	0	0
Capital	17,913	20,221	0	0	0	0	0
Transfers	515,000	40,889	0	0	0	0	0
Congingency	0	0	186,180	0	409,420	409,420	409,420
<b>007 Total:</b>	<b>2,629,912</b>	<b>2,803,943</b>	<b>3,642,220</b>	<b>3,825,120</b>	<b>4,824,080</b>	<b>4,824,080</b>	<b>4,973,420</b>
<b>009 Child Support</b>							
Personnel Services	179,609	187,953	201,430	204,690	204,690	204,690	204,690
Materials & Services	29,247	32,508	33,060	36,830	36,830	36,830	36,830
Capital	0	0	0	0	0	0	0
Congingency	0	0	45,240	44,290	44,290	44,290	44,290
<b>009 Total:</b>	<b>208,856</b>	<b>220,461</b>	<b>279,730</b>	<b>285,810</b>	<b>285,810</b>	<b>285,810</b>	<b>285,810</b>
<b>020 Juvenile Crime Prevention</b>							
Personnel Services	34,593	56,568	59,470	21,550	21,550	21,550	21,550
Materials & Services	3,595	3,481	44,470	9,280	9,280	9,280	9,280
Congingency	0	0	61,440	198,200	198,200	198,200	198,200
<b>020 Total:</b>	<b>38,188</b>	<b>60,049</b>	<b>165,380</b>	<b>229,030</b>	<b>229,030</b>	<b>229,030</b>	<b>229,030</b>
<b>024 Community Corrections Division</b>							
Personnel Services	1,270,714	1,323,569	1,691,820	1,761,750	1,753,530	1,753,530	1,753,530
Materials & Services	445,129	518,757	886,650	833,220	833,220	833,220	833,220
Special Payments	415,012	324,851	481,000	416,000	416,000	416,000	416,000
Capital	0	0	0	15,000	15,000	15,000	15,000
Transfers	129,500	389,320	58,440	65,510	65,510	65,510	65,510
Congingency	0	0	1,457,590	1,426,340	1,434,560	1,434,560	1,434,560
<b>024 Total:</b>	<b>2,260,356</b>	<b>2,556,497</b>	<b>4,575,500</b>	<b>4,517,820</b>	<b>4,517,820</b>	<b>4,517,820</b>	<b>4,517,820</b>
<b>027 Marine Patrol</b>							
Personnel Services	206,599	213,838	242,830	247,890	247,890	247,890	247,890
Materials & Services	38,761	42,085	52,020	55,300	55,300	55,300	55,300
Capital	0	0	0	0	0	0	0
Congingency	0	0	89,100	109,060	109,060	109,060	109,060
<b>027 Total:</b>	<b>245,359</b>	<b>255,923</b>	<b>383,950</b>	<b>412,250</b>	<b>412,250</b>	<b>412,250</b>	<b>412,250</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>033 Mental Health Grants</b>							
Personnel Services	198,330	175,343	211,640	203,800	203,800	203,800	203,800
Materials & Services	88,963	64,164	45,560	271,700	271,700	271,700	271,700
Special Payments	2,505,096	1,757,203	2,275,880	1,438,630	1,438,630	1,438,630	1,438,630
Transfers	0	0	0	0	0	0	0
Congingency	0	0	108,470	154,390	154,390	154,390	154,390
<b>033 Total:</b>	<b>2,792,388</b>	<b>1,996,710</b>	<b>2,641,550</b>	<b>2,068,520</b>	<b>2,068,520</b>	<b>2,068,520</b>	<b>2,068,520</b>
<b>036 Building Codes</b>							
Personnel Services	609,507	690,300	723,510	738,620	738,620	738,620	738,620
Materials & Services	104,797	117,959	192,240	168,440	168,440	168,440	168,440
Capital	0	0	0	0	0	0	0
Transfers	32,900	22,000	30,080	66,700	66,700	66,700	66,700
Congingency	0	0	1,043,970	1,112,750	1,112,750	1,112,750	1,112,750
<b>036 Total:</b>	<b>747,204</b>	<b>830,260</b>	<b>1,989,800</b>	<b>2,086,510</b>	<b>2,086,510</b>	<b>2,086,510</b>	<b>2,086,510</b>
<b>039 Clatsop County Fisheries</b>							
Personnel Services	539,087	586,353	617,820	622,760	622,760	622,760	622,760
Materials & Services	210,164	189,013	210,190	231,660	231,660	231,660	231,660
Capital	0	0	0	0	0	0	0
Congingency	0	0	217,690	221,860	221,860	221,860	221,860
<b>039 Total:</b>	<b>749,251</b>	<b>775,366</b>	<b>1,045,700</b>	<b>1,076,280</b>	<b>1,076,280</b>	<b>1,076,280</b>	<b>1,076,280</b>
<b>090 COVID</b>							
Materials & Services	0	0	0	0	1,950,000	950,000	950,000
Special Payments	0	0	0	0	1,645,000	1,645,000	1,645,000
Capital	0	0	0	0	0	0	0
Transfers	0	0	0	0	880,000	880,000	880,000
Congingency	0	0	0	0	4,325,000	4,325,000	4,325,000
<b>090 Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,800,000</b>	<b>7,800,000</b>	<b>7,800,000</b>
<b>100 Capital Projects</b>							
Materials & Services	315,758	146,481	148,100	375,300	375,300	375,300	375,300
Capital	1,309,506	3,720,446	20,813,700	22,661,420	22,661,420	22,661,420	22,711,420
Transfers	478,010	474,130	470,300	166,350	166,350	166,350	166,350
Congingency	0	0	837,310	500,000	500,000	500,000	500,000
<b>100 Total:</b>	<b>2,103,274</b>	<b>4,341,056</b>	<b>22,269,410</b>	<b>23,703,070</b>	<b>23,703,070</b>	<b>23,703,070</b>	<b>23,753,070</b>
<b>102 General Roads Eq Replace</b>							
Materials & Services	800	900	800	1,000	1,000	1,000	1,000
Capital	456,850	440,577	793,970	493,000	493,000	493,000	493,000
Congingency	0	0	0	0	0	0	0
<b>102 Total:</b>	<b>457,650</b>	<b>441,477</b>	<b>794,770</b>	<b>494,000</b>	<b>494,000</b>	<b>494,000</b>	<b>494,000</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>105 Insurance Reserve</b>							
Materials & Services	23,293	154,440	366,510	370,840	370,840	370,840	370,840
Transfers	0	0	0	0	0	0	0
<b>105 Total:</b>	<b>23,293</b>	<b>154,440</b>	<b>366,510</b>	<b>370,840</b>	<b>370,840</b>	<b>370,840</b>	<b>370,840</b>
<b>120 Land Corner Preservation</b>							
Personnel Services	44,101	41,743	49,630	49,930	49,930	49,930	49,930
Materials & Services	15,333	19,027	34,980	35,580	35,580	35,580	35,580
Congingency	0	0	336,130	338,460	338,460	338,460	338,460
<b>120 Total:</b>	<b>59,434</b>	<b>60,770</b>	<b>420,740</b>	<b>423,970</b>	<b>423,970</b>	<b>423,970</b>	<b>423,970</b>
<b>150 Fair &amp; Expo</b>							
Personnel Services	244,073	283,639	317,570	339,680	339,680	339,680	339,680
Materials & Services	414,829	471,305	511,650	564,860	564,860	564,860	564,860
Capital	0	34,355	50,000	35,000	35,000	35,000	35,000
Congingency	0	0	564,260	598,700	601,200	601,200	601,200
<b>150 Total:</b>	<b>658,901</b>	<b>789,299</b>	<b>1,443,480</b>	<b>1,538,240</b>	<b>1,540,740</b>	<b>1,540,740</b>	<b>1,540,740</b>
<b>205 Child Custody Mediation &amp; Drug Project</b>							
Personnel Services	8,484	6,226	5,440	5,830	5,830	5,830	5,830
Materials & Services	56,630	46,846	47,220	37,880	37,880	37,880	37,880
Congingency	0	0	0	0	0	0	0
<b>205 Total:</b>	<b>65,114</b>	<b>53,072</b>	<b>52,660</b>	<b>43,710</b>	<b>43,710</b>	<b>43,710</b>	<b>43,710</b>
<b>206 Video Lottery Fund</b>							
Materials & Services	9,251	11,346	22,100	22,500	22,500	22,500	22,500
Special Payments	70,000	70,000	140,000	70,000	70,000	70,000	70,000
Transfers	295,160	251,930	266,200	390,890	390,890	390,890	390,890
Congingency	0	0	0	0	0	0	0
<b>206 Total:</b>	<b>374,411</b>	<b>333,276</b>	<b>428,300</b>	<b>483,390</b>	<b>483,390</b>	<b>483,390</b>	<b>483,390</b>
<b>209 Courthouse Security</b>							
Personnel Services	64,750	67,810	71,920	71,920	71,920	71,920	71,920
Materials & Services	770	500	10,600	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
Congingency	0	0	85,150	47,880	47,880	47,880	47,880
<b>209 Total:</b>	<b>69,520</b>	<b>72,310</b>	<b>181,670</b>	<b>144,400</b>	<b>144,400</b>	<b>144,400</b>	<b>144,400</b>
<b>225 Bike paths</b>							
Materials & Services	133,896	188,905	41,500	91,600	91,600	91,600	91,600
Special Payments	25,973	0	35,000	35,000	35,000	35,000	35,000
Congingency	0	0	46,190	47,640	47,640	47,640	47,640
<b>225 Total:</b>	<b>159,869</b>	<b>188,905</b>	<b>122,690</b>	<b>174,240</b>	<b>174,240</b>	<b>174,240</b>	<b>174,240</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>230 Law Library</b>							
Personnel Services	12,707	11,863	18,680	14,110	14,110	14,110	14,110
Materials & Services	30,539	35,066	34,750	34,700	34,700	34,700	34,700
Capital	0	0	0	0	0	0	0
Congingency	0	0	16,630	17,560	17,560	17,560	17,560
<b>230 Total:</b>	<b>43,246</b>	<b>46,929</b>	<b>70,060</b>	<b>66,370</b>	<b>66,370</b>	<b>66,370</b>	<b>66,370</b>
<b>235 Animal Shelter Donations</b>							
Materials & Services	40,714	39,519	60,000	65,000	65,000	65,000	65,000
Capital	18,470	0	0	14,000	0	0	0
Congingency	0	0	317,420	362,390	362,390	362,390	362,390
<b>235 Total:</b>	<b>59,183</b>	<b>39,519</b>	<b>377,420</b>	<b>441,390</b>	<b>427,390</b>	<b>427,390</b>	<b>427,390</b>
<b>240 Park &amp; Land Acq. &amp; Maint</b>							
Materials & Services	19,117	18,623	21,100	21,300	21,300	21,300	21,300
Special Payments	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0
Transfers	45,000	45,000	45,000	45,000	50,000	50,000	50,000
Congingency	0	0	863,720	809,860	804,860	804,860	804,860
<b>240 Total:</b>	<b>64,117</b>	<b>63,623</b>	<b>929,820</b>	<b>876,160</b>	<b>876,160</b>	<b>876,160</b>	<b>876,160</b>
<b>300 Road District #1</b>							
Materials & Services	4,550	4,450	5,200	2,900	2,900	2,900	2,900
Special Payments	4,294,150	3,926,900	3,623,610	4,633,200	4,633,200	4,633,200	4,633,200
Transfers	0	0	0	0	0	0	0
<b>300 Total:</b>	<b>4,298,700</b>	<b>3,931,350</b>	<b>3,628,810</b>	<b>4,636,100</b>	<b>4,636,100</b>	<b>4,636,100</b>	<b>4,636,100</b>
<b>305 State Timber Enforcement Fund</b>							
Personnel Services	90,410	127,890	127,890	158,330	158,330	158,330	158,330
Materials & Services	12,700	12,600	30,100	40,400	30,400	30,400	30,400
Capital	0	0	0	0	0	0	0
Transfers	0	0	0	0	10,000	10,000	10,000
Congingency	0	0	875,090	924,000	924,000	924,000	924,000
<b>305 Total:</b>	<b>103,110</b>	<b>140,490</b>	<b>1,033,080</b>	<b>1,122,730</b>	<b>1,122,730</b>	<b>1,122,730</b>	<b>1,122,730</b>
<b>325 Industrial Development Revolving Fund</b>							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	49,304	206,026	121,100	104,400	104,400	104,400	104,400
Special Payments	0	0	0	0	0	0	0
Capital	4,909	904,316	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	3,821,030	3,155,320	3,155,320	3,155,320	3,155,320
<b>325 Total:</b>	<b>54,213</b>	<b>1,110,341</b>	<b>3,942,130</b>	<b>3,259,720</b>	<b>3,259,720</b>	<b>3,259,720</b>	<b>3,259,720</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>385 Westport Sewer Serv Dist</b>							
Personnel Services	5,147	(1)	0	0	0	0	0
Materials & Services	72,209	74,210	88,570	138,760	138,760	138,760	138,760
Special Payments	1,668	1,501	1,400	1,210	1,210	1,210	1,210
Debt Service	5,887	6,054	6,300	6,400	6,400	6,400	6,400
Transfers	2,000	2,000	2,000	4,000	4,000	4,000	4,000
Congingency	0	0	78,920	81,490	81,490	81,490	81,490
<b>385 Total:</b>	<b>86,910</b>	<b>83,764</b>	<b>177,190</b>	<b>231,860</b>	<b>231,860</b>	<b>231,860</b>	<b>231,860</b>
<b>386 Westport Sewer Equip Rplc</b>							
Materials & Services	8,138	14,107	11,700	12,500	12,500	12,500	12,500
Capital	0	0	80,000	0	0	0	0
Congingency	0	0	2,210	3,800	3,800	3,800	3,800
<b>386 Total:</b>	<b>8,138</b>	<b>14,107</b>	<b>93,910</b>	<b>16,300</b>	<b>16,300</b>	<b>16,300</b>	<b>16,300</b>
<b>395 4-H &amp; Ext Ser Spec Dist</b>							
Materials & Services	461,381	509,278	536,110	561,340	561,340	561,340	561,340
Capital	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	186,160	166,910	166,910	166,910	166,910
<b>395 Total:</b>	<b>461,381</b>	<b>509,278</b>	<b>722,270</b>	<b>728,250</b>	<b>728,250</b>	<b>728,250</b>	<b>728,250</b>
<b>400 Debt Service Fund</b>							
Debt Service	177,468	1,373,749	1,453,600	1,501,050	1,501,050	1,501,050	1,501,050
Transfers	0	0	0	0	0	0	0
Congingency	0	0	198,870	550,680	550,680	550,680	550,680
<b>400 Total:</b>	<b>177,468</b>	<b>1,373,749</b>	<b>1,652,470</b>	<b>2,051,730</b>	<b>2,051,730</b>	<b>2,051,730</b>	<b>2,051,730</b>
<b>405 Bond &amp; UAL Reserve Fund</b>							
Special Payments	1,000,000	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	1,419,240	1,487,940	1,487,940	1,487,940	1,487,940
<b>405 Total:</b>	<b>1,000,000</b>	<b>0</b>	<b>1,419,240</b>	<b>1,487,940</b>	<b>1,487,940</b>	<b>1,487,940</b>	<b>1,487,940</b>
<b>Totals:</b>	<b>49,966,316</b>	<b>56,364,166</b>	<b>112,892,960</b>	<b>111,461,770</b>	<b>121,247,420</b>	<b>120,417,420</b>	<b>120,616,760</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
<b>Fund:</b>	<b>001 General</b>						
0000	Discretionary Revenue	(847)	(5,087)	0	0	0	0%
1100	Board of Commissioners	100,518	98,717	176,930	148,660	(28,270)	- 15%
1105	Brd of Property Tax Appeal	31,518	31,770	37,710	39,000	1,290	3%
1110	County Tourism	59,610	163,792	165,060	521,900	356,840	216%
1120	County Manager	463,843	588,193	767,740	1,090,630	322,890	42%
1125	Human Resources	301,778	339,471	393,980	550,110	156,130	39%
1150	Assessment & Taxation	1,589,256	1,621,549	1,766,080	1,815,720	49,640	2%
1155	Property Management	66,962	62,430	70,280	76,840	6,560	9%
1300	County Counsel	119,156	134,591	237,010	242,760	5,750	2%
1350	Clerk - Admin. & Elections	390,127	362,961	455,730	475,490	19,760	4%
1355	Clerk Recordings	167,872	179,744	196,370	201,230	4,860	2%
1625	Budget & Finance	411,838	476,986	621,890	618,320	(3,570)	- 0%
1650	Information Systems	1,000,392	1,105,815	1,159,250	1,494,830	335,580	28%
1790	Building & Grounds	1,117,243	1,105,081	1,194,220	1,246,900	52,680	4%
1795	Parks Maintenance	228,097	230,639	258,570	366,680	108,110	41%
1940	Surveyor	207,809	234,670	243,910	261,550	17,640	7%
1990	Dues & Special Assessments	961,840	1,053,498	791,340	845,710	54,370	6%
2160	District Attorney	1,833,876	1,874,004	2,059,290	2,107,860	48,570	2%
2180	Medical Examiner	116,418	145,195	132,930	181,310	48,380	36%
2190	Sheriff Support Division	474,432	770,201	738,910	757,940	19,030	2%
2200	Sheriff Enforcement Division	3,823,026	4,078,288	4,633,520	4,724,080	90,560	1%
2300	Sheriff Corrections Division	3,235,056	3,623,134	4,447,340	5,220,630	773,290	17%
2325	Jail Medical	433,001	404,304	505,210	511,810	6,600	1%
2340	Juvenile Department	770,068	741,025	822,860	929,430	106,570	12%
2350	Corrections Workcrew	109,422	0	0	0	0	0%
2700	Planning Division	563,742	711,510	623,940	758,670	134,730	21%
2710	Code Compliance	0	0	276,420	311,090	34,670	12%
2750	Emergency Management	308,621	412,135	439,060	456,840	17,780	4%
2800	Animal Control Division	406,169	434,761	502,730	535,910	33,180	6%
3110	Road Admin. And Support	0	0	0	0	0	0%
9700	General Fund Stabilization	0	0	2,000,000	0	(2,000,000)	0%
9800	Transfers To Other Funds	1,931,840	1,993,340	2,068,700	2,536,850	468,150	22%
9900	Approp. For Contingency 1	0	0	2,777,220	2,882,220	105,000	3%
	<b>001 Totals:</b>	<b>21,222,681</b>	<b>22,972,720</b>	<b>30,564,200</b>	<b>31,910,970</b>	<b>1,346,770</b>	<b>4%</b>
<b>Fund:</b>	<b>002 General Roads</b>						
3110	Road Admin. And Support	855,254	850,230	1,086,330	981,120	(105,210)	- 9%
3120	Road Maint & Construction	5,032,763	6,356,277	11,461,130	10,692,090	(769,040)	- 6%
9905	Approp. For Contingency 2	0	0	7,668,240	3,653,960	(4,014,280)	- 52%
	<b>002 Totals:</b>	<b>5,888,017</b>	<b>7,206,507</b>	<b>20,215,700</b>	<b>15,327,170</b>	<b>(4,888,530)</b>	<b>- 24%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
<b>Fund: 003 General Fund Stabilization</b>							
1200	GF Stabilization	0	0	2,006,000	2,498,950	492,950	24%
<b>003 Totals:</b>		<b>0</b>	<b>0</b>	<b>2,006,000</b>	<b>2,498,950</b>	<b>492,950</b>	<b>24%</b>
<b>Fund: 004 Clerk Archived Records</b>							
1354	Clerk Archived Records	8,035	8,364	13,420	17,900	4,480	33%
4133	Babies First	0	0	0	0	0	0%
<b>004 Totals:</b>		<b>8,035</b>	<b>8,364</b>	<b>13,420</b>	<b>17,900</b>	<b>4,480</b>	<b>33%</b>
<b>Fund: 005 Rural Law Enforcement District</b>							
2191	Sheriff Rural Law Enf Dis	2,848,138	2,929,614	5,243,180	5,079,220	(163,960)	- 3%
<b>005 Totals:</b>		<b>2,848,138</b>	<b>2,929,614</b>	<b>5,243,180</b>	<b>5,079,220</b>	<b>(163,960)</b>	<b>- 3%</b>
<b>Fund: 007 Public Health</b>							
4110	Community Health	834,264	785,189	1,081,660	1,410,590	328,930	30%
4112	Tobacco Prevention	110,729	132,665	165,510	130,880	(34,630)	- 20%
4129	Immunization	16,790	24,766	17,460	226,950	209,490	1199%
4130	Maternal & Child Health	57,124	0	0	0	0	0%
4133	Babies First	131,810	227,217	270,960	160,270	(110,690)	- 40%
4140	W I C Program	226,130	226,462	229,410	243,420	14,010	6%
4160	Family Planning	206,404	172,428	215,280	216,200	920	0%
4163	Jewell School-Based Health Center	0	0	0	0	0	0%
4168	Harm Reduction Program	0	175,570	226,400	211,710	(14,690)	- 6%
4169	Household Hazardous Waste	532,687	262,448	351,030	248,470	(102,560)	- 29%
4170	Emergency Preparedness	75,273	334,976	350,990	1,133,940	782,950	223%
4174	Onsite Sewage Systems	150,118	200,413	308,390	282,630	(25,760)	- 8%
4175	Environmental Health	288,582	261,809	238,950	298,940	59,990	25%
9915	Approp. For Contingency 7	0	0	186,180	409,420	223,240	119%
<b>007 Totals:</b>		<b>2,629,912</b>	<b>2,803,943</b>	<b>3,642,220</b>	<b>4,973,420</b>	<b>1,331,200</b>	<b>36%</b>
<b>Fund: 009 Child Support</b>							
2165	Child Support	208,856	220,461	279,730	285,810	6,080	2%
<b>009 Totals:</b>		<b>208,856</b>	<b>220,461</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>
<b>Fund: 020 Juvenile Crime Prevention</b>							
2170	Juv Crime Prevention	38,188	60,049	165,380	229,030	63,650	38%
<b>020 Totals:</b>		<b>38,188</b>	<b>60,049</b>	<b>165,380</b>	<b>229,030</b>	<b>63,650</b>	<b>38%</b>
<b>Fund: 024 Community Corrections Division</b>							
2385	Community Corrections Division	2,260,356	2,556,497	4,575,500	4,517,820	(57,680)	- 1%
<b>024 Totals:</b>		<b>2,260,356</b>	<b>2,556,497</b>	<b>4,575,500</b>	<b>4,517,820</b>	<b>(57,680)</b>	<b>- 1%</b>
<b>Fund: 027 Marine Patrol</b>							
2245	Marine Patrol	245,359	255,923	383,950	412,250	28,300	7%
<b>027 Totals:</b>		<b>245,359</b>	<b>255,923</b>	<b>383,950</b>	<b>412,250</b>	<b>28,300</b>	<b>7%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
<b>Fund: 033 Mental Health Grants</b>							
7150	Developmental Disabilities	693,262	49,653	25,000	0	(25,000)	0%
7152	Mental Health	1,860,591	1,751,361	2,439,170	1,646,520	(792,650)	- 32%
7156	Drug & Alcohol Prevention	238,535	195,695	177,380	422,000	244,620	137%
<b>033 Totals:</b>		<b>2,792,388</b>	<b>1,996,710</b>	<b>2,641,550</b>	<b>2,068,520</b>	<b>(573,030)</b>	<b>- 21%</b>
<b>Fund: 036 Building Codes</b>							
7165	Building Codes	747,204	830,260	1,989,800	2,086,510	96,710	4%
<b>036 Totals:</b>		<b>747,204</b>	<b>830,260</b>	<b>1,989,800</b>	<b>2,086,510</b>	<b>96,710</b>	<b>4%</b>
<b>Fund: 039 Clatsop County Fisheries</b>							
8500	Clatsop County Fisheries	749,251	775,366	1,045,700	1,076,280	30,580	2%
<b>039 Totals:</b>		<b>749,251</b>	<b>775,366</b>	<b>1,045,700</b>	<b>1,076,280</b>	<b>30,580</b>	<b>2%</b>
<b>Fund: 090 COVID</b>							
2006	American Rescue Plan	0	0	0	3,475,000	3,475,000	100%
2007	PA COVID-19	0	0	0	0	0	0%
9910	Approp. For Contingency 90	0	0	0	4,325,000	4,325,000	100%
<b>090 Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,800,000</b>	<b>7,800,000</b>	<b>100%</b>
<b>Fund: 100 Capital Projects</b>							
2000	Special Projects	2,075,323	4,341,056	22,154,600	23,753,070	1,598,470	7%
2002	Fleet Replacement	27,951	0	114,810	0	(114,810)	0%
<b>100 Totals:</b>		<b>2,103,274</b>	<b>4,341,056</b>	<b>22,269,410</b>	<b>23,753,070</b>	<b>1,483,660</b>	<b>6%</b>
<b>Fund: 102 General Roads Eq Replace</b>							
2001	Equipment Replacement	457,650	441,477	794,770	494,000	(300,770)	- 37%
<b>102 Totals:</b>		<b>457,650</b>	<b>441,477</b>	<b>794,770</b>	<b>494,000</b>	<b>(300,770)</b>	<b>- 37%</b>
<b>Fund: 105 Insurance Reserve</b>							
2105	Insurance Reserve	23,293	154,440	366,510	370,840	4,330	1%
<b>105 Totals:</b>		<b>23,293</b>	<b>154,440</b>	<b>366,510</b>	<b>370,840</b>	<b>4,330</b>	<b>1%</b>
<b>Fund: 120 Land Corner Preservation</b>							
1941	Surveyor - Land Corner 120	59,434	60,770	420,740	423,970	3,230	0%
<b>120 Totals:</b>		<b>59,434</b>	<b>60,770</b>	<b>420,740</b>	<b>423,970</b>	<b>3,230</b>	<b>0%</b>
<b>Fund: 150 Fair &amp; Expo</b>							
9300	Fair & Expo	658,901	789,299	1,443,480	1,540,740	97,260	6%
<b>150 Totals:</b>		<b>658,901</b>	<b>789,299</b>	<b>1,443,480</b>	<b>1,540,740</b>	<b>97,260</b>	<b>6%</b>
<b>Fund: 205 Child Custody Mediation &amp; Drug Projec</b>							
5705	Child Custody Mediation	65,114	53,072	52,660	43,710	(8,950)	- 17%
<b>205 Totals:</b>		<b>65,114</b>	<b>53,072</b>	<b>52,660</b>	<b>43,710</b>	<b>(8,950)</b>	<b>- 17%</b>
<b>Fund: 206 Video Lottery Fund</b>							
5710	Video Lottery	374,411	333,276	428,300	483,390	55,090	12%
<b>206 Totals:</b>		<b>374,411</b>	<b>333,276</b>	<b>428,300</b>	<b>483,390</b>	<b>55,090</b>	<b>12%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
<b>Fund: 209</b>	<b>Courthouse Security</b>						
5720	Courthouse Security	69,520	72,310	181,670	144,400	(37,270)	- 20%
	<b>209 Totals:</b>	<b>69,520</b>	<b>72,310</b>	<b>181,670</b>	<b>144,400</b>	<b>(37,270)</b>	<b>- 20%</b>
<b>Fund: 225</b>	<b>Bike paths</b>						
5805	Bike Paths	159,869	188,905	122,690	174,240	51,550	42%
	<b>225 Totals:</b>	<b>159,869</b>	<b>188,905</b>	<b>122,690</b>	<b>174,240</b>	<b>51,550</b>	<b>42%</b>
<b>Fund: 230</b>	<b>Law Library</b>						
5810	Law Library	43,246	46,929	70,060	66,370	(3,690)	- 5%
	<b>230 Totals:</b>	<b>43,246</b>	<b>46,929</b>	<b>70,060</b>	<b>66,370</b>	<b>(3,690)</b>	<b>- 5%</b>
<b>Fund: 235</b>	<b>Animal Shelter Donations</b>						
2810	Animal Shelter Enhance.	59,183	39,519	377,420	427,390	49,970	13%
	<b>235 Totals:</b>	<b>59,183</b>	<b>39,519</b>	<b>377,420</b>	<b>427,390</b>	<b>49,970</b>	<b>13%</b>
<b>Fund: 240</b>	<b>Park &amp; Land Acq. &amp; Maint</b>						
5815	Parks & Land Acq. Maint	64,117	63,623	929,820	876,160	(53,660)	- 5%
	<b>240 Totals:</b>	<b>64,117</b>	<b>63,623</b>	<b>929,820</b>	<b>876,160</b>	<b>(53,660)</b>	<b>- 5%</b>
<b>Fund: 300</b>	<b>Road District #1</b>						
5825	Road District #1	4,298,700	3,931,350	3,628,810	4,636,100	1,007,290	27%
	<b>300 Totals:</b>	<b>4,298,700</b>	<b>3,931,350</b>	<b>3,628,810</b>	<b>4,636,100</b>	<b>1,007,290</b>	<b>27%</b>
<b>Fund: 305</b>	<b>State Timber Enforcement Fund</b>						
5828	State Timber Enforcement	103,110	140,490	1,033,080	1,122,730	89,650	8%
	<b>305 Totals:</b>	<b>103,110</b>	<b>140,490</b>	<b>1,033,080</b>	<b>1,122,730</b>	<b>89,650</b>	<b>8%</b>
<b>Fund: 325</b>	<b>Industrial Development Revolving Fund</b>						
5836	Industrial Develop.Revolving Fund	54,213	1,110,341	3,942,130	3,259,720	(682,410)	- 17%
	<b>325 Totals:</b>	<b>54,213</b>	<b>1,110,341</b>	<b>3,942,130</b>	<b>3,259,720</b>	<b>(682,410)</b>	<b>- 17%</b>
<b>Fund: 385</b>	<b>Westport Sewer Serv Dist</b>						
5845	Westport Sewer Service	86,910	83,764	177,190	231,860	54,670	30%
	<b>385 Totals:</b>	<b>86,910</b>	<b>83,764</b>	<b>177,190</b>	<b>231,860</b>	<b>54,670</b>	<b>30%</b>
<b>Fund: 386</b>	<b>Westport Sewer Equip Rplc</b>						
5846	Westport Sewer Equipment	8,138	14,107	93,910	16,300	(77,610)	- 82%
	<b>386 Totals:</b>	<b>8,138</b>	<b>14,107</b>	<b>93,910</b>	<b>16,300</b>	<b>(77,610)</b>	<b>- 82%</b>
<b>Fund: 395</b>	<b>4-H &amp; Ext Ser Spec Dist</b>						
5850	4-H & Extension	461,381	509,278	722,270	728,250	5,980	0%
	<b>395 Totals:</b>	<b>461,381</b>	<b>509,278</b>	<b>722,270</b>	<b>728,250</b>	<b>5,980</b>	<b>0%</b>
<b>Fund: 400</b>	<b>Debt Service Fund</b>						
5855	Debt Service	177,468	1,373,749	1,652,470	2,051,730	399,260	24%
	<b>400 Totals:</b>	<b>177,468</b>	<b>1,373,749</b>	<b>1,652,470</b>	<b>2,051,730</b>	<b>399,260</b>	<b>24%</b>

### Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
<b>Fund: 405 Bond &amp; UAL Reserve Fund</b>							
5860	Bond & UAL Reserve Fund	1,000,000	0	1,419,240	1,487,940	68,700	4%
<b>405 Totals:</b>		<b>1,000,000</b>	<b>0</b>	<b>1,419,240</b>	<b>1,487,940</b>	<b>68,700</b>	<b>4%</b>
<b>Fund: 505 Diking District #5</b>							
6305	Diking District #5	2,355	7,671	0	0	0	0%
<b>505 Totals:</b>		<b>2,355</b>	<b>7,671</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 511 Diking District #11</b>							
6311	Diking District #11	58	64	0	0	0	0%
<b>511 Totals:</b>		<b>58</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 514 Diking District #14</b>							
6314	Diking District #14	3,023	20	0	0	0	0%
<b>514 Totals:</b>		<b>3,023</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>49,971,752</b>	<b>56,371,921</b>	<b>112,892,960</b>	<b>120,616,760</b>	<b>7,723,800</b>	<b>6%</b>

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

Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
<b>Resources</b>						
Beginning Net Working Capital	36,263,983	65,988,062	63,592,520	67,526,390	3,933,870	6%
Taxes	9,972,416	11,751,199	12,095,830	12,247,420	151,590	1%
Licenses & Permits	1,790,884	2,062,470	1,685,000	2,265,000	580,000	34%
Fines	75,084	78,079	73,980	65,880	(8,100)	- 10%
Use Of Money/Property	1,417,354	1,723,526	818,880	572,630	(246,250)	- 30%
Intergov State	15,453,299	17,696,334	18,167,860	18,966,970	799,110	4%
Intergov Federal	833,622	1,570,755	1,235,370	5,970,900	4,735,530	383%
Intergov Other	7,249,038	7,128,483	12,485,370	7,841,090	(4,644,280)	- 37%
Charges for Services	2,228,825	2,185,225	2,158,990	2,029,880	(129,110)	- 5%
Other Revenue	25,259,747	2,043,184	1,963,680	2,051,770	88,090	4%
Transfer Revenue	3,775,950	3,643,009	5,571,250	4,894,130	(677,120)	- 12%
<b>Total Resources:</b>	<b>104,320,202</b>	<b>115,870,326</b>	<b>119,848,730</b>	<b>124,432,060</b>	<b>4,583,330</b>	<b>3%</b>
<b>Expenditures</b>						
Personal Services	22,742,952	25,480,661	29,615,130	31,846,880	2,231,750	7%
Materials & Services	8,924,357	10,647,104	14,213,310	16,316,780	2,103,470	14%
Special Payments	4,646,882	2,475,505	3,399,430	4,025,380	625,950	18%
Debt Service	177,481	1,373,749	1,238,910	1,096,050	(142,860)	- 11%
Capital Outlay	1,865,927	5,146,526	23,942,670	26,154,420	2,211,750	9%
Transfers Out	3,905,450	3,772,509	5,571,250	4,894,130	(677,120)	- 12%
Contingency	0	0	25,046,900	25,591,390	544,490	2%
<b>Total Expenditures:</b>	<b>42,263,049</b>	<b>48,896,054</b>	<b>103,027,600</b>	<b>109,925,030</b>	<b>6,897,430</b>	<b>6%</b>
<b>Fund Balance</b>						
Ending Fund Balance:	62,057,153	66,974,271	16,821,130	14,507,030	(2,314,100)	- 13%
Net Change in Fund Balance:	(25,793,170)	(986,209)	46,771,390	53,019,360	6,247,970	13%
Percentage of Change:	- 140%	-6691%	135%	127%		

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

Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
<b>Resources</b>						
Beginning Net Working Capital	40,630,190	70,048,021	66,922,190	71,166,500	4,244,310	6%
Taxes	14,153,511	16,021,835	16,358,720	16,711,760	353,040	2%
Licenses & Permits	1,790,884	2,062,470	1,685,000	2,265,000	580,000	34%
Fines	75,084	78,079	73,980	65,880	(8,100)	- 10%
Use Of Money/Property	1,538,387	1,820,091	920,780	610,180	(310,600)	- 33%
Intergov State	18,504,151	20,351,957	20,140,960	21,356,900	1,215,940	6%
Intergov Federal	833,622	1,570,755	1,235,370	5,971,500	4,736,130	383%
Intergov Other	7,249,038	7,128,483	12,485,370	7,841,090	(4,644,280)	- 37%
Charges for Services	2,305,862	2,280,647	2,263,990	2,134,880	(129,110)	- 5%
Other Revenue	25,259,930	2,080,302	2,054,480	2,101,970	47,490	2%
Transfer Revenue	3,777,950	3,645,009	5,573,250	4,898,130	(675,120)	- 12%
<b>Total Resources:</b>	<b>116,118,609</b>	<b>127,087,649</b>	<b>129,714,090</b>	<b>135,123,790</b>	<b>5,409,700</b>	<b>4%</b>
<b>Expenditures</b>						
Personal Services	24,618,728	27,592,740	31,652,510	33,715,790	2,063,280	6%
Materials & Services	10,191,874	11,920,318	15,626,410	17,809,010	2,182,600	13%
Special Payments	8,968,700	6,429,905	7,050,440	8,685,790	1,635,350	23%
Debt Service	303,248	1,468,778	1,730,240	1,646,430	(83,810)	- 4%
Capital Outlay	1,981,751	5,185,671	24,151,170	26,267,420	2,116,250	8%
Transfers Out	3,907,450	3,774,509	5,573,250	4,898,130	(675,120)	- 12%
Contingency	0	0	27,108,940	27,594,190	485,250	1%
<b>Total Expenditures:</b>	<b>49,971,752</b>	<b>56,371,921</b>	<b>112,892,960</b>	<b>120,616,760</b>	<b>7,723,800</b>	<b>6%</b>
<b>Fund Balance</b>						
Ending Fund Balance:	66,146,858	70,715,728	16,821,130	14,507,030	(2,314,100)	- 13%
Net Change in Fund Balance:	(25,516,668)	(667,707)	50,101,060	56,659,470	6,558,410	13%
Percentage of Change:	- 159%	-10490%	133%	125%		

### Overview by Functional Area - General Fund

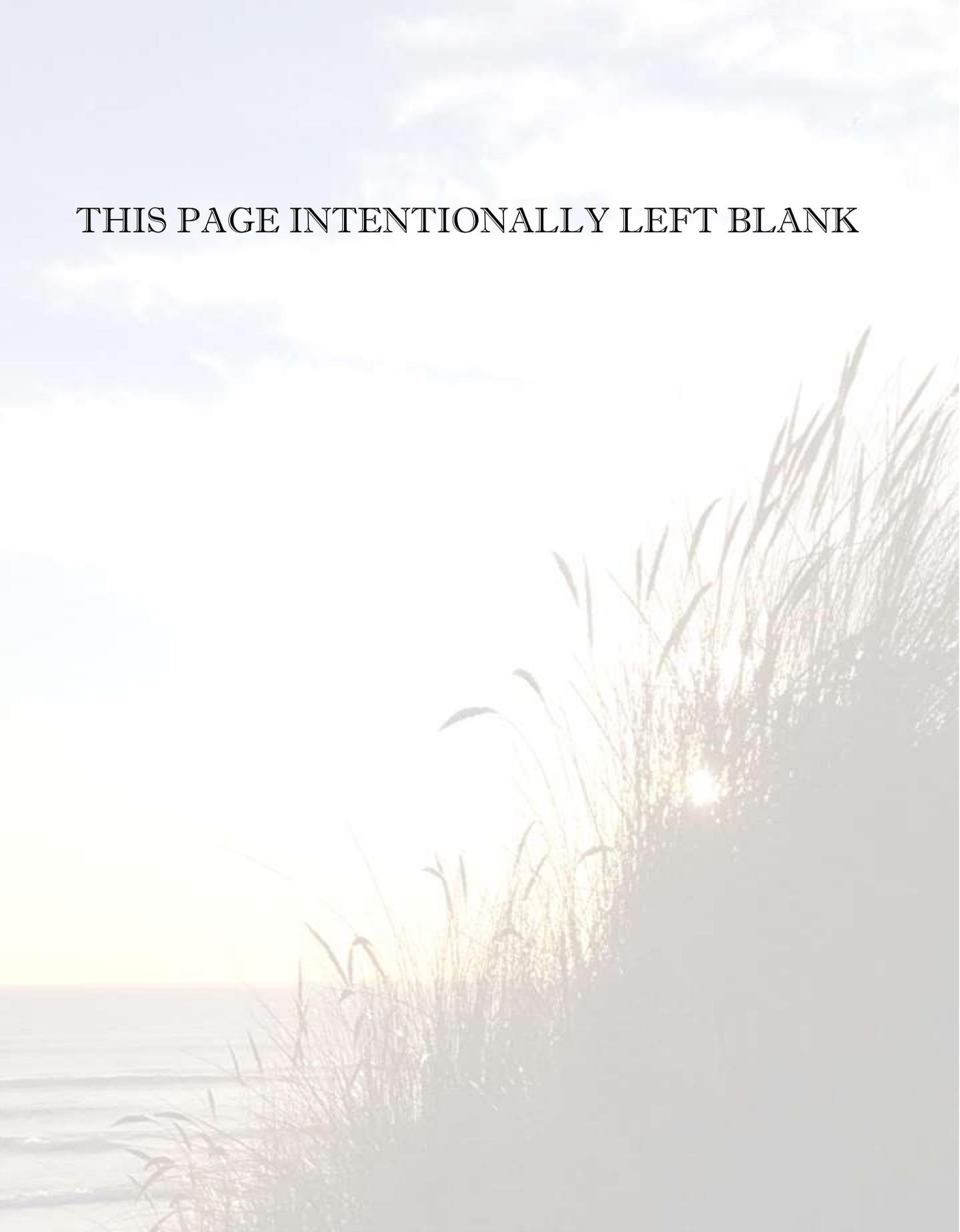
REVENUES - Functional Area	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
Culture & Recreation	140,029	118,876	137,750	142,550	4,800	3%
General Government	28,697,459	31,202,837	30,743,460	31,593,670	850,210	2%
Land Use, Hsg & Trans / Econ. Dev. & Capital	627,224	629,498	622,220	1,055,250	433,030	69%
Public Safety & Justice	3,653,370	4,468,618	4,724,870	4,879,050	154,180	3%
<b>Total Revenues:</b>	<b>33,118,082</b>	<b>36,419,829</b>	<b>36,228,300</b>	<b>37,670,520</b>	<b>1,442,220</b>	<b>3%</b>

EXPENDITURES - Functional Area	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
Culture & Recreation	228,097	230,639	258,570	366,680	108,110	41%
General Government	8,192,334	8,635,770	14,125,800	13,208,470	(917,330)	- 6%
Land Use, Hsg & Trans / Econ. Dev. & Capital	831,161	1,109,973	1,309,330	1,853,210	543,880	41%
Public Health	461,000	513,290	588,650	1,056,800	468,150	79%
Public Safety & Justice	11,510,089	12,483,047	14,281,850	15,425,810	1,143,960	8%
<b>Total Expenditures:</b>	<b>21,222,681</b>	<b>22,972,720</b>	<b>30,564,200</b>	<b>31,910,970</b>	<b>1,346,770</b>	<b>4%</b>

### Overview by Functional Area - Countywide ( Excluding Service Districts)

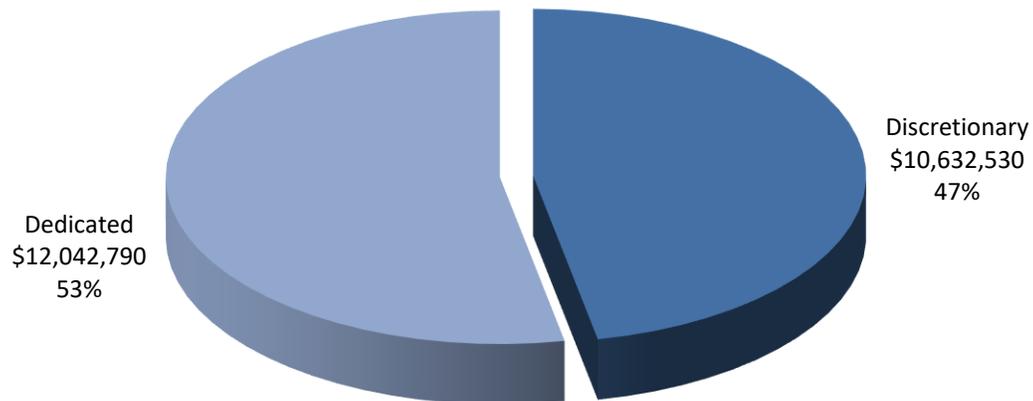
REVENUES - Functional Area	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
Culture & Recreation	2,654,546	2,619,855	2,511,050	2,559,450	48,400	1%
General Government	31,087,460	34,353,849	36,201,100	45,821,030	9,619,930	26%
Land Use, Hsg & Trans / Econ. Dev. & Capital	56,815,511	62,036,413	63,008,490	56,881,080	(6,127,410)	- 9%
Public Health	5,007,562	4,970,230	6,283,770	7,041,940	758,170	12%
Public Safety & Justice	8,755,123	11,889,978	11,844,320	12,128,560	284,240	2%
<b>Total Revenues:</b>	<b>104,320,202</b>	<b>115,870,326</b>	<b>119,848,730</b>	<b>124,432,060</b>	<b>4,583,330</b>	<b>3%</b>

EXPENDITURES - Functional Area	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	Amount Change	Percent Change
Culture & Recreation	951,114	1,083,561	2,631,870	2,783,580	151,710	5%
General Government	9,862,129	10,685,614	20,172,090	28,492,630	8,320,540	41%
Land Use, Hsg & Trans / Econ. Dev. & Capital	11,424,482	16,397,931	52,538,570	48,931,560	(3,607,010)	- 6%
Public Health	5,422,301	4,800,652	6,283,770	7,041,940	758,170	12%
Public Safety & Justice	14,603,022	15,928,296	21,401,300	22,675,320	1,274,020	5%
<b>Total Expenditures:</b>	<b>42,263,049</b>	<b>48,896,054</b>	<b>103,027,600</b>	<b>109,925,030</b>	<b>6,897,430</b>	<b>6%</b>

A background image of a sunset over the ocean. The sun is low on the horizon, creating a bright glow. Tall grasses are in the foreground, silhouetted against the light. The sky is filled with soft, white clouds.

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**Clatsop County Functions/Programs Budget  
Public Safety & Justice 2021-2022  
Total \$22,675,320**



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

District Attorney  
Child Support  
Medical Examiner  
Sheriff Support Division  
Sheriff Enforcement Division  
Corrections  
Jail Nurse  
Corrections Workcrew  
Emergency Management  
Animal Control

Animal Shelter Enhancement  
Marine Patrol  
Jail Commissary  
Juvenile Department  
Juvenile Crime Prevention  
Law Library  
Parole & Probation  
Courthouse Security  
State Timber Enforcement  
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.

# 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 6 Deputy District Attorneys, the elected District Attorney, 1 Senior Administrative Supervisor, 6 Trial Assistants and 2.8 Victim Services Coordinators. 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 three Victims Assistance 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 all three "specialty courts" - the Treatment Court in Judge Matyas's courtroom, Family Court in Judge McIntosh's courtroom, and Drug Court in Judge Matyas's courtroom. 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.

Additionally, the District Attorney's Office appears on behalf of the county in all involuntary mental commitment proceedings, handles 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).

In non-Covid times, The District Attorney's Office regularly 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

The District Attorney's Office's accomplishments on some of the cases include:

Settling the State v. Roden case which was a horrifying aggravated murder case of a young child. This was a 2014 case that was originally tried in 2016 resulting in a Murder conviction and a prison sentence of 25 years and in 2019 the conviction was reversed by the Court of Appeals. Hundreds of hours were put into this case by attorney staff and support staff with 24 binders of materials. The settlement resulted in a Manslaughter in the First Degree conviction and the defendant being sentenced to 20 years in prison. The case was handled by District Attorney Ron Brown and Chief Deputy Dawn Buzzard.

The case of State v. Calhoun resulted in a conviction of Sexual Abuse in the First Degree in September 2020 with a 75 month prison sentence, prosecuted by Dawn Buzzard.

The case of State v. French was assigned to Deputy DA Scott McCracken, resulting in a September 2020 conviction of Rape in the First Degree, Coercion, and Unlawful Use of Weapon, and a prison sentence of 100 months.

Seven different cases on State v. Benson-Oyler were assigned to Deputy DA Marissa Snyder, resulting in convictions ranging from Burglary in the Second Degree, Unlawful Entry into a Motor Vehicle, Resisting Arrest and Giving False Information to a Police Officer and 36 months probation; if probation is revoked, defendant will face 40 months in prison.

Deputy DA Paul Charas was assigned to the various cases on State v. Stackhouse, with multiple stolen vehicles; defendant is serving 48 months in prison.

State v. Larsen cases consisted of two domestic violence assault cases with the same victim, resulted in 19 months prison through a settlement conference with a visiting judge facilitating; the case was assigned to Deputy DA Sarah Shepherd.

Sarah Shepherd also handled the State v. Martinez scary domestic violence attempted murder, strangulation case, defendant plead guilty to felony strangulation and received a 23 month prison sentence, this was also achieved through a settlement conference with a visiting judge facilitating.

In State v. Miller and State v. Lynn, co-defendants, both were charged with 14 counts of Aggravated Identity Theft, Forgery, and mail theft; police found over 200 pieces of mail stolen from local mail boxes in south County. The stolen mail was used to make fraudulent social security cards. There were almost 150 victims in the case. As police closed in on the defendants, they fled to other states and had to be extradited back to Clatsop County. Both cases were resolved with guilty pleas to 5 counts of Aggravated Identity Theft with prison time consecutive to the terms they were then serving in other states. These cases were assigned to Deputy DA Steve Chamberlin.

One of the most significant accomplishments during the last fiscal year and going forward into fiscal year 21/22 has been the ability to navigate and adjust during the COVID-19 pandemic and lockdown. Victim's rights continue to be upheld and victims continue to have the opportunity to participate in and be advised of their case status.. To assure this, procedures have been evaluated, reassessed and in some situations altered.

### Budget Highlights

The District Attorney's Office is requesting an additional \$900 in the Membership Fees and Dues line item due to an increase in required annual membership fees to the Oregon State Bar and Oregon District Attorney's Association.

The District Attorney's Office is requesting an increase of \$2,960 in the Books and Periodicals line item due to an increase in the online legal research subscription used by all the attorneys in the department. Additionally, routine book subscription costs have increased and will need to be purchased in fiscal year 21/22 for use by all attorneys in the department.

VOCA grant funds are expected to be reduced FY 21/22 by at least 10%.

Felony filings are down slightly. Due to Covid-19, the District Attorneys' Office presented far fewer cases to the grand jury, mostly presenting high-end cases or those that were priority due to the suspect remaining in jail after arrest.

Misdemeanor cases are not presented to the grand jury. Misdemeanors have increased substantially from 760 last year to 1036 this year. With Deputy District Attorneys having less court appearances for several months during Covid-19, they had more time to review incoming police reports and file charges; some of the reports were up to 12 months old.

This department is not requesting any capital outlay items or other new large ticket items this fiscal year.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Child Support	0	0	0	0	0	0%
VOCA	65,818	110,666	137,190	116,410	(20,780)	- 15%
VOCA Expansion	32,319	11,637	0	0	0	0%
VOCA Supp Svcs & Trng	1,809	1,947	0	0	0	0%
VOCA 1x	0	0	0	0	0	0%
St.-Victim Assistance Pgm	26,108	34,811	34,800	34,800	0	0%
Copy Fees	43,392	44,523	43,000	43,000	0	0%
Rev. Refunds & Reim.	130	110	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	1,664,299	1,670,310	1,844,300	1,913,650	69,350	3%
<b>Total Revenue:</b>	<b>1,833,876</b>	<b>1,874,004</b>	<b>2,059,290</b>	<b>2,107,860</b>	<b>48,570</b>	<b>2%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	1,192,426	1,196,717	1,246,400	1,298,640	52,240	4%
Personnel Benefits	529,954	586,549	684,350	694,870	10,520	1%
Materials & Services	111,496	90,738	128,540	114,350	(14,190)	- 11%
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%
<b>Total Expenditures:</b>	<b>1,833,876</b>	<b>1,874,004</b>	<b>2,059,290</b>	<b>2,107,860</b>	<b>48,570</b>	<b>2%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
District Attorney Salary Supp.	1.00	1.00	1.00	1.00	0.00	0%
Senior Admin Supervisor	0.95	0.95	0.95	0.95	0.00	0%
Chief Deputy Dist. Atty.	1.00	1.00	1.00	1.00	0.00	0%
Deputy DA III	4.94	4.94	4.94	4.94	0.00	0%
Staff Assistant	6.00	6.00	6.09	6.00	(0.09)	- 1%
Victims Services Coord.	2.50	2.53	2.80	2.80	0.00	0%
<b>Total Personnel:</b>	<b>16.39</b>	<b>16.42</b>	<b>16.78</b>	<b>16.69</b>	<b>(0.09)</b>	<b>- 0%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of Police Reports Received	2358	3608	3314	3400	3073	3227
Number of Victim Contacts	27953	29757	28195	28500	27986	28300
Court Appearances Per Deputy DA	660	698	604	620	499	560
Number of Juvenile Court Appearances	290	317	282	290	413	390
Felony Cases Filed	432	409	334	350	305	320
Misdemeanor Cases Filed	785	795	746	760	1036	1088

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
District Attorney Salary Supp.	82-1025	41,644	42,786	46,290	44,000	(2,290)	- 4%
Senior Admin Supervisor	82-1119	76,152	82,278	88,980	95,380	6,400	7%
Chief Deputy Dist. Atty.	82-1170	150,048	137,244	146,990	152,900	5,910	4%
Deputy District Attorney	82-1172	476,398	482,770	495,590	521,810	26,220	5%
Deputy DA I	82-1173	21,746	0	0	0	0	0%
Deputy DA III	82-1175	0	0	0	0	0	0%
Staff Assistant	82-1191	290,901	302,700	309,910	314,740	4,830	1%
Victims Services Coord.-Lead	82-1895	59,552	60,955	62,780	64,350	1,570	2%
Victims Services Coord.	82-1896	75,985	87,982	95,860	105,460	9,600	10%
Extra Help - A.S. III	82-1940	895	3,309	17,650	18,000	350	1%
Extra Help	82-1941	980	0	11,080	11,080	0	0%
Grant Overtime	82-1943	10,570	14,558	10,800	11,330	530	4%
Overtime	82-1945	7,253	2,889	4,000	4,000	0	0%
Remuneration	82-1947	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	87,412	89,735	98,940	103,000	4,060	4%
Retirement	82-1955	204,068	257,555	269,590	291,710	22,120	8%
Medical Waiver	82-1963	3,036	2,719	3,360	3,360	0	0%
Medical Insurance	82-1964	166,936	165,564	198,760	185,680	(13,080)	- 6%
Dental Insurance	82-1965	20,817	20,315	22,030	23,530	1,500	6%
HSA/HRA Contribution	82-1966	21,018	20,933	20,340	19,390	(950)	- 4%
Benefits Admin Fees	82-1967	538	501	540	520	(20)	- 3%
Life/AD&D Insurance	82-1970	1,407	1,439	1,390	1,380	(10)	- 0%
Salary Continuation Insur	82-1972	2,052	2,098	1,420	2,120	700	49%
S.A.I.F.	82-1975	1,747	1,396	2,160	2,100	(60)	- 2%
Unemployment	82-1980	1,224	1,264	1,290	1,350	60	4%
Compensable Leave Buyback	82-1986	0	2,275	21,000	16,320	(4,680)	- 22%
<b>Personnel Services Totals:</b>		<b>1,722,380</b>	<b>1,783,266</b>	<b>1,930,750</b>	<b>1,993,510</b>	<b>62,760</b>	<b>3%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,886	3,229	3,100	3,100	0	0%
Witness Fees	82-2250	1,103	1,252	2,000	2,000	0	0%
Grand Jury Fees	82-2258	959	871	1,800	1,800	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	3,050	14,600	18,440	18,440	0	0%
Membership Fees And Dues	82-2370	6,931	6,575	7,000	8,050	1,050	15%
Office Supplies	82-2410	8,989	8,263	8,500	8,500	0	0%
Books And Periodicals	82-2413	7,077	9,294	7,000	9,960	2,960	42%
Postage And Freight	82-2419	5,536	5,039	5,000	5,000	0	0%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Printing And Reproduction	82-2425	8,557	6,570	13,000	13,000	0	0%
Office Furniture & Equipment	82-2454	0	2,575	3,200	0	(3,200)	- 100%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	24,346	12,932	23,000	23,000	0	0%
Contractual Services-Temp Help	82-2492	18,000	0	0	0	0	0%
Special Victims Expense	82-2516	6,965	7,093	9,000	2,000	(7,000)	- 77%
VOCA 1x	82-2526	0	0	0	0	0	0%
VOCA Supplies	82-2531	0	0	0	0	0	0%
VOCA Training	82-2535	1,984	0	10,000	2,000	(8,000)	- 80%
Publi. And Legal Notices	82-2600	0	823	0	0	0	0%
Fuel - Vehicles	82-2852	1,863	1,227	1,500	1,500	0	0%
DA LAN/Software Equipment	82-2907	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	350	189	2,000	2,000	0	0%
Education And Training	82-2928	5,892	5,985	6,000	6,000	0	0%
Miscellaneous Expense	82-2929	53	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	6,954	4,223	8,000	8,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>111,496</b>	<b>90,738</b>	<b>128,540</b>	<b>114,350</b>	<b>(14,190)</b>	<b>- 11%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>1,833,876</b>	<b>1,874,004</b>	<b>2,059,290</b>	<b>2,107,860</b>	<b>48,570</b>	<b>2%</b>

# 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 paternity, modifies child support orders, collects and enforces court orders, and when necessary, initiates criminal actions. Two child support agents manage the daily caseload and are assisted by a .06 FTE deputy district attorney.

## Major Accomplishments

Opened 80 new cases for calendar year 2020.

Continued to increase skills and knowledge of child support enforcement by attending conferences, meetings and presentations to further professional development including WICSEC and ERICSA conferences and monthly Origin Knowledge Shares and monthly ODAA oversight meetings.

Consistently complied with federal title IV-D requirements.

Continued to hold SED Court for delinquent parents. In one of the cases, staff didn't know the whereabouts of a particular obligor for about 4 years. She turned up in Oregon again, staff was able to make contact with her and sporadic payments were received. Staff cited her into SED Court, she plead guilty and was placed on probation. She has since moved back to this area and found regular employment. Regular payments have been received for almost a year and she is no longer required to appear for SED Court.

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 for DA/Child Support virtual monthly sessions scheduled for calendar year 2021.

The Oregon Department of Justice Child Support Program converted to a new system called Origin in December 2018. 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 related to the new system.

Staff has been actively participating in and has been involved with multiple Webex trainings and ongoing conference calls regarding Origin.

Assisted in training new deputy district attorneys and part-time staff assistant in child support division.

Continued to update the attorney notebook with new forms, Oregon Administrative Rules, and policies due to new case management system.

## Performance Measures

This past year showed an increase in child support collections due to the nationwide intercepts of stimulus payments and statewide collections of the extended unemployment benefits. The stimulus checks are now excluded from being intercepted for child support. These extended benefits are set to expire in the coming months, unless extended by Congress, making it difficult to project collections of current support, collection of arrears, and overall state arrears collected for the next fiscal year of 21/22.

There have been many changes to child support enforcement tools. There has been a moratorium on license suspensions since April 2020, this is any type of license issued by the state including driver's licenses, professional licenses, occupational licenses and fish and game licenses. The threshold for garnishments from bank accounts has been increased from \$500 to \$5,000, and the availability of court time for contempt cases has decreased. There has been no final decisions on these issues yet from the Child Support Program.

Have taken the time to delve into complex child support issues and gain a more thorough understanding. These include parties who receive Social Security benefits, flip-flop modifications, tiered modifications, credit for payments made outside the child support program, and paternity establishment for out-of-state births.

## Budget Highlights

Guided customers through pandemic related child support issues such as stimulus payments and unemployment compensation.

The Child Support Division is requesting an additional \$860 in the Telephones line item due to the purchase of two smart phones several months ago to allow the two child support agents to have telephone access while working remotely during Covid-19, eliminating the need for the two staff members to use their own personal phones for work calls while working remotely. This helps maintain efficiency with their workloads. They will continue to work remotely on a rotational basis for the foreseeable future, having just one of them in the office at a time. This additional cost is for the monthly telephone fees incurred for the smart phones in addition to the routine monthly fees for the in-office telephones.

The Child Support Division requests \$380 in the Office Furniture & Equipment line item for the purchase of two wireless headsets with lifters that would allow the two staff members to be in the outer file area of their office and still be able to answer the phone in a timely and professional manner, while they are using the copier, reconciling files, filing or purging files in that area of the office, eliminating the need to return to their workstations to answer the incoming calls. The current headsets and lifters are approximately 6 years old, and not always reliable.

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

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	34,293	34,180	45,880	45,820	(60)	- 0%
Interest On Investments	678	989	0	0	0	0%
Child Support Incentives	19,759	18,765	18,590	18,480	(110)	- 0%
State GF Reimburse	12,519	13,019	12,460	12,920	460	3%
Annual Fee pmts	1,684	2,958	2,260	3,160	900	39%
Child Support	124,743	132,955	141,970	146,860	4,890	3%
CARES Act Reimbursement	0	2,148	0	0	0	0%
Franchise Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	49,360	58,570	58,570	58,570	0	0%
<b>Total Revenue:</b>	<b>243,036</b>	<b>263,583</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>
<b>Total Unappropriated Budget:</b>	<b>34,180</b>	<b>43,123</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>208,856</b>	<b>220,461</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	122,562	124,832	132,120	132,700	580	0%
Personnel Benefits	57,048	63,121	69,310	71,990	2,680	3%
Materials & Services	29,247	32,508	33,060	36,830	3,770	11%
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	45,240	44,290	(950)	- 2%
<b>Total Expenditures:</b>	<b>208,856</b>	<b>220,461</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.03	0.03	0.06	0.06	0.00	0%
Deputy DA III	0.03	0.03	0.00	0.00	0.00	0%
Staff Assistant	0.00	0.00	0.06	0.00	(0.06)	- 100%
Child Support Agent I	1.00	1.00	1.00	1.00	0.00	0%
Child Support Agent II	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>2.11</b>	<b>2.11</b>	<b>2.17</b>	<b>2.11</b>	<b>(0.06)</b>	<b>- 2%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Child Support Collected	2,498,546	2,354,060	2,292,201	2,125,457	2,354,421	2,239,939
Overall County Arrearages Collected	74.8%	73.46%	78.36%	67%	81%	74%
Overall State Arrearages Collected	55%	52.84%	58.12%	56%	68%	62%

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Senior Admin Supervisor	82-1119	4,008	4,330	4,680	5,020	340	7%
Deputy District Attorney	82-1172	5,587	4,259	4,610	4,960	350	7%
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%
Staff Assistant	82-1191	0	0	3,100	0	(3,100)	- 100%
Child Support Agent I	82-1855	53,730	55,288	56,950	58,370	1,420	2%
Child Support Agent II	82-1856	59,237	60,955	62,780	64,350	1,570	2%
Extra Help - A.S. III	82-1940	558	1,022	1,000	4,500	3,500	350%
Overtime	82-1945	1,393	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,380	9,478	10,370	10,680	310	2%
Retirement	82-1955	22,727	28,882	30,140	31,450	1,310	4%
Medical Waiver	82-1963	2,400	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	16,221	17,049	20,370	18,110	(2,260)	- 11%
Dental Insurance	82-1965	1,476	1,508	1,750	1,740	(10)	- 0%
HSA/HRA Contribution	82-1966	2,190	2,137	2,260	2,160	(100)	- 4%
Benefits Admin Fees	82-1967	42	39	50	40	(10)	- 20%
Life/AD&D Insurance	82-1970	163	166	170	160	(10)	- 5%
Salary Continuation Insur	82-1972	167	170	160	170	10	6%
S.A.I.F.	82-1975	187	142	240	230	(10)	- 4%
Unemployment	82-1980	143	127	140	140	0	0%
Compensable Leave Buyback	82-1986	0	0	260	210	(50)	- 19%
<b>Personnel Services Totals:</b>		<b>179,609</b>	<b>187,953</b>	<b>201,430</b>	<b>204,690</b>	<b>3,260</b>	<b>1%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	249	313	400	1,260	860	215%
Insurance	82-2200	1,184	1,146	1,430	1,360	(70)	- 4%
Software Maintenance	82-2265	0	0	550	550	0	0%
Office Supplies	82-2410	2,492	510	700	700	0	0%
Postage And Freight	82-2419	2,006	1,709	2,800	2,800	0	0%
Printing And Reproduction	82-2425	249	635	800	800	0	0%
Office Furniture & Equipment	82-2454	0	0	0	380	380	100%
PC Equipment	82-2455	0	1,825	780	780	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	119	65	600	600	0	0%
Fuel - Vehicles	82-2852	712	265	0	0	0	0%
Education And Training	82-2928	0	830	500	500	0	0%
Reimbursed Travel Expense	82-2930	1,336	1,710	1,100	1,100	0	0%

## Summary Cont.

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Indirect Cost Allocation	82-3210	20,900	23,500	23,400	26,000	2,600	11%
<b>Materials &amp; Services Totals:</b>		<b>29,247</b>	<b>32,508</b>	<b>33,060</b>	<b>36,830</b>	<b>3,770</b>	<b>11%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	45,240	44,290	(950)	- 2%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>45,240</b>	<b>44,290</b>	<b>(950)</b>	<b>- 2%</b>
<b>Total Expenditures:</b>		<b>208,856</b>	<b>220,461</b>	<b>279,730</b>	<b>285,810</b>	<b>6,080</b>	<b>2%</b>

# 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 transitioned from a part time medical examiner to a full time Medicolegal Death Investigation program.

The program transitioned to a new contract Physician Medical Examiner who has received the required ME training.

The program was able to cover MDI absences with detectives from the Sheriff's Office, Cannon Beach PD and Seaside PD.

## Performance Measures

Hire and train a backup MDI.

Reduce overtime costs and call outs for non-criminal death investigations to the local police agencies.

Meet national standards for quality death investigations.

## Budget Highlights

Overall personnel services has increased by \$10,000 primarily due to the inclusion of a "relief" MDI to cover days off, vacation and sick days of the Chief MDI. The relief MDI will reduce the likelihood of having to use detectives on overtime for this service. The relief MDI is budgeted at the worst case scenario of working 16 hours every week, the Sheriff's Office anticipates usage to be at 10 hours per week, which will reduce the cost by \$8,000 annually. Materials and services have increased primarily to cover the costs of the contracted Physician Medical Examiner. Other increases to Materials and Services provide realistic and required services such as phone, supplies, fuel, maintenance, and training costs.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	116,418	145,195	132,930	181,310	48,380	36%
<b>Total Revenue:</b>	<b>116,418</b>	<b>145,195</b>	<b>132,930</b>	<b>181,310</b>	<b>48,380</b>	<b>36%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	88,940	108,584	93,910	90,370	(3,540)	- 3%
Personnel Benefits	25,731	34,775	36,020	49,220	13,200	36%
Materials & Services	1,746	1,836	3,000	41,720	38,720	1290%
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%
<b>Total Expenditures:</b>	<b>116,418</b>	<b>145,195</b>	<b>132,930</b>	<b>181,310</b>	<b>48,380</b>	<b>36%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Medical Examiner	0.86	0.86	0.86	0.00	(0.86)	- 100%
Chief Medicolegal Death Invest	0.00	0.00	0.00	1.00	1.00	100%
Medicolegal Death Investigator	0.00	0.00	0.00	0.40	0.40	100%
<b>Total Personnel:</b>	<b>0.86</b>	<b>0.86</b>	<b>0.86</b>	<b>1.40</b>	<b>0.54</b>	<b>62%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Medical Examiner Cases	Count	134	141	128	147	155	140
Suicides	Count	13	12	12	8	18	10
Accidents	Count	14	26	18	17	35	20
Natural Deaths	Count	105	89	100	119	100	100
Homicides	Count	1	1	1	1	1	0
Undetermined	Count	1	3	0	2	1	1

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Medical Examiner	82-1202	88,940	108,432	93,910	0	(93,910)	- 100%
Chief Medicolegal Death Invest	82-1204	0	151	0	69,740	69,740	100%
Medicolegal Death Investigator	82-1205	0	0	0	20,630	20,630	100%
Extra Help Medical Examiner	82-1902	0	0	2,220	0	(2,220)	- 100%
Overtime	82-1945	0	0	0	5,000	5,000	100%
F.I.C.A.	82-1950	6,338	7,866	7,350	7,300	(50)	- 0%
Retirement	82-1955	12,090	19,667	17,400	16,580	(820)	- 4%
Medical Insurance	82-1964	5,476	5,366	6,970	16,020	9,050	129%
Dental Insurance	82-1965	531	508	630	1,570	940	149%
HSA/HRA Contribution	82-1966	800	800	860	2,000	1,140	132%
Benefits Admin Fees	82-1967	0	23	20	30	10	50%
Life/AD&D Insurance	82-1970	111	111	100	200	100	100%
Salary Continuation Insur	82-1972	216	216	220	270	50	22%
S.A.I.F.	82-1975	122	121	150	150	0	0%
Unemployment	82-1980	47	97	100	100	0	0%
<b>Personnel Services Totals:</b>		<b>114,672</b>	<b>143,359</b>	<b>129,930</b>	<b>139,590</b>	<b>9,660</b>	<b>7%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	0	0	0	900	900	100%
Telephones	82-2070	0	0	0	1,200	1,200	100%
Membership Fees And Dues	82-2370	0	0	0	200	200	100%
Postage And Freight	82-2419	0	0	0	840	840	100%
Contractual Services	82-2471	0	0	0	27,180	27,180	100%
Body Transportation Costs	82-2508	500	1,511	2,500	3,000	500	20%
Investigative Supplies	82-2770	0	0	0	1,000	1,000	100%
Fuel - Vehicles	82-2852	385	190	250	2,000	1,750	700%
Vehicle Maintenance & Use	82-2923	171	135	250	2,000	1,750	700%
Education And Training	82-2928	689	0	0	1,000	1,000	100%
Reimbursed Travel Expense	82-2930	0	0	0	2,400	2,400	100%
<b>Materials &amp; Services Totals:</b>		<b>1,746</b>	<b>1,836</b>	<b>3,000</b>	<b>41,720</b>	<b>38,720</b>	<b>1290%</b>
<b>Total Expenditures:</b>		<b>116,418</b>	<b>145,195</b>	<b>132,930</b>	<b>181,310</b>	<b>48,380</b>	<b>36%</b>

# 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.

## Department Overview

The Support Division of the Sheriff's Office provides the day-to-day business administration of the Office for all division including the Criminal, Corrections and Parole and Probation divisions. These services include all the word processing of complaints, correspondence and other associated law enforcement clerical activity. Support Division is responsible for the civil process functions, which includes the processing of subpoenas, writs, summons and complaints, notices of process and conducts seizures, foreclosures and sales of real and personal property to satisfy judgements.

The Division acts as the custodian of records for the Sheriffs' Office and thus enters and maintains arrest warrants, restraining orders, stalking orders, stolen weapons and property, files and retrieves all criminal records/booking data. As part of the records function, background and criminal records checks are conducted for local law enforcement agencies, as well as our own case investigations. The division will take all fingerprints for licenses and background checks.

The Support Division issues and processes concealed hand gun licenses, alarm permits, liquor permits, hand gun transactions, machine gun sales, explosive permits and others. It is responsible for managing inventories and processing purchase orders for all accounts payable. On a monthly basis, the Division reports criminal data and statistics, as required by law, for compilation by State and Federal agencies.

The Support Division also provides administrative services and counter contacts with the public for the Parole and Probation Division. This includes all offender reporting and grant management to the State Department of Corrections. The Support Division is responsible for the intake and preservation of evidence related to investigations conducted within our jurisdiction. The Support Division also takes in found property and property for safekeeping.

## Major Accomplishments

The Support Division was able to accomplish all Performance Measures identified in the 2020-21 budget including:  
 Train and cross train jail support staff in order to reduce the administrative tasks of corrections deputies.  
 Increase training across the board to capture updates in statewide law and procedures.  
 Further develop Support Staff procedures manual.

## Performance Measures

Train staff in the newly released LEADS 20/20 system at no cost to us, eliminating the need to renew the WebLEADS licenses, for a savings of \$1,600 annually.  
 Finalize Procedures manual.  
 Cross Train the two newest support staff in order to cover vacation/sick time.  
 Work to identify ways to streamline the Concealed Handgun License process to eliminate several redundancies.

### Budget Highlights

One Accountant I position was reclassified to an Accountant II in 2020 based on assigned duties, other reclassification requests have been made and are being reviewed at the county-wide level. Requests to increase the Staff Assistant positions from 7.5 to 8.0 hours days has been declined at the proposed level in an effort to monitor ongoing personnel cost increases.

The overall decrease in Revenues are a result of of Covid closures limiting court process and therefor the amount of civil fees received. There is also a reduction in Rural Law Enforcement District revenue, \$47,820, based on revising the percentage of staff's time spent on RLED duties.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Weapon Permits	39,365	41,215	40,000	45,000	5,000	12%
Towing Ordinance Fees	200	500	300	200	(100)	- 33%
Public Records Request	0	210	500	1,500	1,000	200%
Covid - ESF	0	0	0	0	0	0%
Revenue From RLED	205,280	228,699	266,820	206,930	(59,890)	- 22%
Sheriff Civil Fees	49,581	37,364	43,500	30,000	(13,500)	- 31%
Sheriff Alarm Fees	2,750	2,725	2,500	2,500	0	0%
Finger Prints	7,135	5,605	7,000	6,000	(1,000)	- 14%
Copy Fees	2,011	2,033	1,500	500	(1,000)	- 66%
Rev. Refunds & Reim.	72	306	0	100	100	100%
NSF Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	25	0	0	0	0%
Transfer from Parole & Probati	0	259,820	58,440	65,510	7,070	12%
General Fund Support	168,013	191,699	318,350	399,700	81,350	25%
<b>Total Revenue:</b>	<b>474,432</b>	<b>770,201</b>	<b>738,910</b>	<b>757,940</b>	<b>19,030</b>	<b>2%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	283,117	463,265	433,350	452,870	19,520	4%
Personnel Benefits	145,151	255,106	247,010	247,620	610	0%
Materials & Services	46,164	51,831	58,550	57,450	(1,100)	- 1%
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%
<b>Total Expenditures:</b>	<b>474,432</b>	<b>770,201</b>	<b>738,910</b>	<b>757,940</b>	<b>19,030</b>	<b>2%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Support Div Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	4.53	8.00	6.00	5.00	(1.00)	- 16%
Accountant II	0.00	1.00	0.00	2.00	2.00	100%
Accountant I	0.00	1.00	1.00	0.00	(1.00)	- 100%
<b>Total Personnel:</b>	<b>5.53</b>	<b>11.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Concealed handgun Permits Processed	881	845	976	900	1000	1000
Alarm Permits Processed	102	113	113	110	125	100
Warrants Entered	1393	1420	1250	1300	1100	1100
Civil Papers Processed	1604	1750	1656	1680	1350	1600

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Support Div Supervisor	82-1117	62,869	73,802	79,820	85,900	6,080	7%
Staff Assistant	82-1191	220,248	330,138	292,770	301,590	8,820	3%
Accountant II	82-1848	0	0	0	65,380	65,380	100%
Accountant I	82-1850	0	59,325	60,760	0	(60,760)	- 100%
Overtime	82-1945	822	1,173	3,000	3,000	0	0%
Performance Pay	82-1948	2,732	0	0	0	0	0%
F.I.C.A.	82-1950	20,780	33,509	33,380	34,870	1,490	4%
Retirement	82-1955	50,237	84,503	88,100	98,550	10,450	11%
Medical Waiver	82-1963	2,400	400	0	0	0	0%
Medical Insurance	82-1964	51,023	109,475	97,760	89,520	(8,240)	- 8%
Dental Insurance	82-1965	8,446	13,012	12,640	11,170	(1,470)	- 11%
HSA/HRA Contribution	82-1966	6,900	10,292	9,500	7,750	(1,750)	- 18%
Benefits Admin Fees	82-1967	90	193	110	230	120	109%
Life/AD&D Insurance	82-1970	489	741	630	630	0	0%
Salary Continuation Insur	82-1972	560	816	720	720	0	0%
S.A.I.F.	82-1975	292	534	730	720	(10)	- 1%
Unemployment	82-1980	379	457	440	460	20	4%
<b>Personnel Services Totals:</b>		<b>428,268</b>	<b>718,370</b>	<b>680,360</b>	<b>700,490</b>	<b>20,130</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	250	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	691	1,000	1,000	0	0%
General Equipment	82-2268	0	718	1,000	1,000	0	0%
Employee Drug Screen	82-2302	0	0	50	50	0	0%
Membership Fees And Dues	82-2370	130	100	200	700	500	250%
Office Supplies	82-2410	6,332	8,268	9,000	8,000	(1,000)	- 11%
Awards	82-2412	255	226	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	106	100	100	0	0%
Postage And Freight	82-2419	8,145	5,261	8,000	7,000	(1,000)	- 12%
Records And Forms	82-2422	668	1,302	3,000	2,000	(1,000)	- 33%
Printing And Reproduction	82-2425	14,057	14,013	12,000	13,000	1,000	8%
Photographic Supplies	82-2427	329	1,459	1,000	1,000	0	0%
Office Furniture & Equipment	82-2454	552	2,133	1,000	1,000	0	0%
Contractual Services	82-2471	9,424	11,121	9,700	8,400	(1,300)	- 13%
Publi. And Legal Notices	82-2600	594	967	1,000	1,500	500	50%
Public Records Expense	82-2775	0	0	500	1,000	500	100%
Fuel - Vehicles	82-2852	333	38	0	0	0	0%
Education And Training	82-2928	1,265	1,354	3,000	3,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%

Summary Cont.							
Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Reimbursed Travel Expense	82-2930	3,079	3,018	6,200	6,200	0	0%
Utilities	82-2960	638	829	700	1,000	300	42%
Refunds and Returns	82-3204	112	227	100	500	400	400%
<b>Materials &amp; Services Totals:</b>		<b>46,164</b>	<b>51,831</b>	<b>58,550</b>	<b>57,450</b>	<b>(1,100)</b>	<b>- 1%</b>
<b>Total Expenditures:</b>		<b>474,432</b>	<b>770,201</b>	<b>738,910</b>	<b>757,940</b>	<b>19,030</b>	<b>2%</b>

# 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 budget includes the operation and staffing of the Drug Task Force which had formerly been a separate budget.

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

## Major Accomplishments

Implemented a COVID response plan from the Sheriff's office.  
 Increased percentage of Sergeant hours working directly in the community and supporting their staff.  
 Completed and implemented Sheriff's Office Strategic Plan  
 Increased Social Media presence and direct communication with our community.

## Performance Measures

Develop and implement Peer Support Program for the Sheriff's Office.  
 Replace end of life communication equipment and improve field efficiency and safety by implementing real time deputy mapping.  
 Increase CIT and De-escalation training for all divisions.

## Budget Highlights

Personnel Services will realize an increase primarily due to negotiated annual cost of living increases, step increases and retirement. There is a savings in medical insurance for this year.

In Materials and Services there is an increase this year as we have budgeted \$19,000 to replace our old hand-held radio's to a platform that is more reliable and gets better coverage throughout the county. The budget for ammunition has gone up as ammunition is at a premium and the price has substantially increased. We have put \$15,000 into our computer budget to replace tablets that are at the end of life for all patrol deputies this year. The new tablets are going to be window's based with the goal of Deputies being to complete 60% of their reports in the field. We are adding a new line item to the budget to make an account dedicated to our Peer Support team that will serve all divisions, initial investment is \$5,250. The Peer Support program is a critical officer safety/wellness program with the intent of reducing stress which can lead to physical ailments and absences.

We anticipate a reduction in Fines revenue due to the continuing effects of COVID and reduced court operations. Timber Enforcement revenue is increased to cover the costs of non-assigned deputies patrol and response calls as well as to address the supervisor's time for managing the program. Transfer from other funds increased by \$10,000 to address fuel, vehicle maintenance, and equipment costs of the Forest Deputy position.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Sheriff Fines & Fees	28,976	31,183	28,000	20,000	(8,000)	- 28%
Timber State Enfrmt Fund Reven	90,410	127,890	127,890	158,330	30,440	23%
OHV Grant	12,354	0	0	0	0	0%
Covid - ESF	0	0	0	0	0	0%
Revenue From RLED	2,228,418	2,388,699	2,718,360	2,667,090	(51,270)	- 1%
Fees for Services	8,196	6,651	6,000	6,000	0	0%
Forest Patrol	0	0	0	0	0	0%
Beach Patrol	10,721	4,036	12,000	12,000	0	0%
Fort Steven's Park Patrol	210	0	0	0	0	0%
Anti Drug - Restitution	474	268	0	0	0	0%
Forfeiture - Anti-drug	2,216	221	0	0	0	0%
Rev. Refunds & Reim.	12,847	3,395	0	0	0	0%
Lease Revenue	5,267	5,436	5,600	5,720	120	2%
Donations from Trust Fund	4,224	2,426	8,000	8,000	0	0%
Equip. Auction-Sales-Rental	9,418	7,949	3,000	0	(3,000)	- 100%
Transfer from Other Funds	0	0	0	10,000	10,000	100%
General Fund Support	1,409,295	1,500,134	1,724,670	1,836,940	112,270	6%
<b>Total Revenue:</b>	<b>3,823,026</b>	<b>4,078,288</b>	<b>4,633,520</b>	<b>4,724,080</b>	<b>90,560</b>	<b>1%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	1,792,026	1,922,384	2,136,460	2,217,540	81,080	3%
Personnel Benefits	1,266,502	1,430,913	1,699,590	1,657,410	(42,180)	- 2%
Materials & Services	764,498	724,992	797,470	849,130	51,660	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%
<b>Total Expenditures:</b>	<b>3,823,026</b>	<b>4,078,288</b>	<b>4,633,520</b>	<b>4,724,080</b>	<b>90,560</b>	<b>1%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Sheriff	1.00	1.00	1.00	1.00	0.00	0%
Undersheriff	0.90	0.90	0.90	0.90	0.00	0%
Lieutenant	0.00	0.00	1.00	1.00	0.00	0%
Sergeant	4.00	4.00	4.00	4.00	0.00	0%
Special Detective	3.00	3.00	3.00	2.00	(1.00)	- 33%
Deputy Sheriff Senior II	6.00	5.00	3.00	4.00	1.00	33%
Deputy Sheriff Senior I	0.00	2.00	2.50	3.50	1.00	40%
Deputy Sheriff	6.00	6.00	6.00	5.00	(1.00)	- 16%
Resident Deputy	3.00	2.00	3.00	3.00	0.00	0%
<b>Total Personnel:</b>	<b>23.90</b>	<b>23.90</b>	<b>24.40</b>	<b>24.40</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Serve Civil Process	Count	1,599	1,613	1,670	1,317	1,540	1,600
Conduct Traffic Stops	Count	3,258	3,962	2,946	507	1,800	20,000
Conduct Field Interviews	Count	1,051	1,502	1,634	1,499	1,495	1,550
Arrest DUII Drivers	Count	71	58	55	26	19	30
Respond to Calls For Service	Count	13,945	14,469	13,394	13,675	14,000	14,500
Average Response Time in Minutes	Count	26	23	24	27	16	22

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Sheriff	82-1030	151,627	149,051	159,550	171,520	11,970	7%
Undersheriff	82-1110	109,870	118,709	128,380	138,170	9,790	7%
Lieutenant	82-1113	0	0	117,200	126,130	8,930	7%
Sergeant	82-1116	300,203	356,653	389,670	417,010	27,340	7%
Special Detective	82-1177	160,192	176,010	262,560	186,480	(76,080)	- 28%
Deputy Sheriff Senior II	82-1515	543,475	226,518	260,470	350,380	89,910	34%
Deputy Sheriff Senior I	82-1516	0	336,321	272,590	275,090	2,500	0%
Deputy Sheriff	82-1520	386,472	381,870	325,830	321,890	(3,940)	- 1%
Resident Deputy	82-1521	140,187	177,252	220,210	230,870	10,660	4%
Extra Help - Dep. Sheriff	82-1915	14,357	10,762	70,000	70,000	0	0%
Overtime	82-1945	146,927	164,982	160,000	160,000	0	0%
Remuneration	82-1947	39,160	39,960	43,560	43,560	0	0%
Performance Pay	82-1948	9,766	0	0	0	0	0%
F.I.C.A.	82-1950	147,523	156,462	184,370	190,660	6,290	3%
Retirement	82-1955	398,524	515,433	572,810	604,130	31,320	5%
Medical Waiver	82-1963	200	(100)	0	1,200	1,200	100%
Medical Insurance	82-1964	377,761	424,485	501,290	422,490	(78,800)	- 15%
Dental Insurance	82-1965	39,805	43,478	49,670	54,370	4,700	9%
HSA/HRA Contribution	82-1966	39,800	31,800	42,800	34,800	(8,000)	- 18%
Benefits Admin Fees	82-1967	633	743	640	760	120	18%
Life/AD&D Insurance	82-1970	1,585	1,625	1,650	2,110	460	27%
Salary Continuation Insur	82-1972	2,420	2,493	2,610	2,610	0	0%
S.A.I.F.	82-1975	46,183	36,601	67,780	68,230	450	0%
Unemployment	82-1980	1,858	2,187	2,410	2,490	80	3%
<b>Personnel Services Totals:</b>		<b>3,058,528</b>	<b>3,353,297</b>	<b>3,836,050</b>	<b>3,874,950</b>	<b>38,900</b>	<b>1%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	4,004	4,352	6,000	6,000	0	0%
Clothing And Uniform Exp.	82-2040	15,986	6,464	26,000	10,000	(16,000)	- 61%
Uniform Cleaning	82-2041	1,720	2,427	2,200	2,000	(200)	- 9%
Telephones	82-2070	49,490	51,912	57,500	57,500	0	0%
Canine Maintenance	82-2166	1,750	1,248	2,000	1,200	(800)	- 40%
Insurance	82-2200	0	2,245	1,790	1,100	(690)	- 38%
Maintenance - Equipment	82-2260	5,107	994	3,300	3,300	0	0%
Maint. - Comm. Equipment	82-2262	20,119	15,922	20,000	20,000	0	0%
General Equipment	82-2268	10,171	5,762	10,000	25,000	15,000	150%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Public Emergency Assistance	82-2310	0	327	0	0	0	0%
Membership Fees And Dues	82-2370	2,000	2,105	3,000	3,000	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Books And Periodicals	82-2413	0	1,328	1,000	1,200	200	20%
Prof And Spec Services	82-2450	140	140	140	140	0	0%
Office Furniture & Equipment	82-2454	13	0	0	0	0	0%
PC Equipment	82-2455	0	848	0	16,000	16,000	100%
Contractual Services	82-2471	382,898	381,125	385,000	406,900	21,900	5%
Peer Support	82-2491	0	0	0	5,250	5,250	100%
Med., Dent., & Lab Ser.	82-2504	0	421	0	0	0	0%
Physical Exams	82-2505	13,036	1,926	3,500	3,500	0	0%
Publi. And Legal Notices	82-2600	45	0	300	300	0	0%
Rts. & Lea. - S., I. & G.	82-2670	30,703	30,539	33,640	33,640	0	0%
Investigative Supplies	82-2770	4,885	7,340	6,000	6,000	0	0%
Patrol Supplies	82-2771	3,409	10,039	8,000	8,000	0	0%
Search And Rescue	82-2772	18,510	11,442	16,000	12,000	(4,000)	- 25%
Ammunition	82-2773	18,744	13,920	20,000	25,000	5,000	25%
Reserves Expense	82-2781	4,004	1,669	3,000	3,000	0	0%
Fuel - Vehicles	82-2852	68,128	67,442	70,000	75,000	5,000	7%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	41,563	65,301	65,000	70,000	5,000	7%
Education And Training	82-2928	12,535	12,799	15,000	15,000	0	0%
Reimbursed Travel Expense	82-2930	19,686	11,150	19,000	19,000	0	0%
Towing	82-2940	13,475	11,226	12,000	12,000	0	0%
Unallocated Donations	82-3141	4,224	2,426	8,000	8,000	0	0%
Refunds and Returns	82-3204	18,154	156	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>764,498</b>	<b>724,992</b>	<b>797,470</b>	<b>849,130</b>	<b>51,660</b>	<b>6%</b>
<b>Total Expenditures:</b>		<b>3,823,026</b>	<b>4,078,288</b>	<b>4,633,520</b>	<b>4,724,080</b>	<b>90,560</b>	<b>1%</b>

# 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 is responsible for the operation of the 60 bed County Jail. Operations include booking, lodging, confinement and feeding approximately 2,500 inmates that are booked on an annual basis. The county jail houses every classification of offender 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 arrestee is a process that requires positively identifying the arrestee, 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 inmates to and from medical appointments. Inmates length of stay can range from just a few hours to in excess of two years.

Staff are required to track inmate progress through the court system and make release decisions based on risk analysis due to over crowding. Staff also provide for the Court Security Deputy who is responsible for protecting the courts and the courthouse proper. The division is responsible for confirming all warrant requests from outside agencies and monitors the Oregon Emergency Management Disaster Alert System.

## Major Accomplishments

Trained all staff to a proficient level on the new JMS.  
 Collaborated with other counties in developing Pretrial Services.  
 Implemented the PTO model of field training for sworn staff.  
 Hired and are in the process of training new staff for the new jail.

## Performance Measures

Hire and train new staff in preparation of moving to the new facility.  
 Continue to develop and shape the PTO program to a proficient level.  
 Develop and train staff on progressive risk management programs, policies and procedures.  
 Continue training staff on reading and detecting contraband in body scans from the jails new body scanner.

### Budget Highlights

Personnel costs increases reflect the hiring of six FTE in preparation for the new jail. Current staff receive negotiated step increases and cost of living adjustments. Benefit costs continue to increase i.e. retirement.

Material and Services will realize a significant increase attributed to two major purchases; 1. Complete the purchase of portable radios that was started in 2020/21 (24 portables for \$22,800) to replace those at end of service and additional units for the new staff 982-2268) 2. Complete the purchase of body cameras for the new staff to include charging station, download station, licensing and 3 yr warranty \$19,600 982-2268). Contractual Services will experience a \$12,000 increase for the annual support cost for the Jail Management System. There is an increase in Uniforms, 82-2040, to outfit the new deputies and to provide rainwear for all deputies. There is an increase in Physical Exams, 82-2505, to cover the Psychological testing of the new deputies and the OSHA mandated hearing tests for all certified staff. The Sheriff's Office is starting a Peer Support program that will provide support for employee's mental and physical health to alleviate stress and burnout, the Correction's Division portion is \$7,950.

Revenue has an overall increase due to the transient room tax exceeding expectations, \$560,000. There is a reduction of \$98,500 from Parole and Probation due to uncertainty of state funding levels and less use of the jail for Parole and Probation clients. There is also a continued reduction in 1065 monies due to the State of Oregon unilaterally reducing funding.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Rm Tax - Jail Operations	58,991	435,969	275,000	560,000	285,000	103%
Corrections Prog Sb1065	36,516	56,399	33,960	28,000	(5,960)	- 17%
St. - Prisoner Transport	2,043	1,171	500	500	0	0%
SB 395	56,450	29,022	10,000	10,000	0	0%
BVP Grant	0	0	0	0	0	0%
Office of Justice Programs	0	11,547	0	0	0	0%
Social Security Inmate Rebate	2,200	1,200	2,000	2,000	0	0%
Covid - ESF	0	0	0	0	0	0%
P&P Jail Bed Lease	125,480	200,000	500,000	401,500	(98,500)	- 19%
Co. Jail Inmate Fees	3,950	2,344	2,000	1,200	(800)	- 40%
Community Corrections Revenue	68,510	33,176	35,000	50,000	15,000	42%
Electronic Monitoring	10,487	7,709	10,000	1,500	(8,500)	- 85%
Finger Prints	580	250	250	250	0	0%
Rev. Refunds & Reim.	652	12,187	0	0	0	0%
Revenue From Courthouse Securi	64,750	67,810	71,920	71,920	0	0%
General Fund Support	2,804,448	2,764,350	3,506,710	4,093,760	587,050	16%
<b>Total Revenue:</b>	<b>3,235,056</b>	<b>3,623,134</b>	<b>4,447,340</b>	<b>5,220,630</b>	<b>773,290</b>	<b>17%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	1,770,698	1,992,018	2,352,130	2,779,300	427,170	18%
Personnel Benefits	1,160,833	1,368,717	1,716,560	2,011,320	294,760	17%
Materials & Services	303,525	262,399	378,650	430,010	51,360	13%
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%
<b>Total Expenditures:</b>	<b>3,235,056</b>	<b>3,623,134</b>	<b>4,447,340</b>	<b>5,220,630</b>	<b>773,290</b>	<b>17%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	4.00	4.00	4.00	5.00	1.00	25%
Deputy Sheriff Senior II	8.00	6.00	7.00	6.00	(1.00)	- 14%
Deputy Sheriff Senior I	0.00	2.00	8.00	7.00	(1.00)	- 12%
Deputy Sheriff	11.00	14.00	9.00	14.00	5.00	55%
Control Room Tech.	2.00	2.00	2.00	4.00	2.00	100%
<b>Total Personnel:</b>	<b>26.00</b>	<b>29.00</b>	<b>31.00</b>	<b>37.00</b>	<b>6.00</b>	<b>19%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Completed bookings	Count	1,601	2,450	2,400	2,450	1,600	2,000
Civilian Fingerprints	Count	270	50	22	25	0	25
Cell Searches	Count	49	60	70	70	80	100
Program Hours	Count	277	300	390	430	61	400
Inmate to Inmate Assaults	Count	4	10	20	15	7	7
Escapes	Count	0	0	0	0	0	0
Inmate to Staff Assaults	Count	1	2	2	1	3	2
Matrix Releases	Count	522	450	327	250	210	250

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Lieutenant	82-1113	101,141	118,385	117,200	127,680	10,480	8%
Sergeant	82-1116	353,402	332,449	401,290	485,230	83,940	20%
Deputy Sheriff Senior II	82-1515	585,933	513,822	602,680	588,040	(14,640)	- 2%
Deputy Sheriff Senior I	82-1516	0	189,859	584,560	466,530	(118,030)	- 20%
Deputy Sheriff	82-1520	654,498	748,270	550,300	925,140	374,840	68%
Control Room Tech.	82-1530	75,724	89,233	96,100	186,680	90,580	94%
Extra Help - Dep. Sheriff	82-1915	14,457	6,652	10,000	10,000	0	0%
Overtime	82-1945	83,702	125,018	150,000	150,000	0	0%
Remuneration	82-1947	25,800	29,500	34,800	28,400	(6,400)	- 18%
Performance Pay	82-1948	3,793	0	0	0	0	0%
F.I.C.A.	82-1950	137,769	156,653	194,840	227,030	32,190	16%
Retirement	82-1955	357,613	489,549	604,010	731,340	127,330	21%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	398,016	425,232	539,110	634,290	95,180	17%
Dental Insurance	82-1965	41,336	44,388	55,350	74,460	19,110	34%
HSA/HRA Contribution	82-1966	47,333	46,750	50,000	61,000	11,000	22%
Benefits Admin Fees	82-1967	647	721	650	730	80	12%
Life/AD&D Insurance	82-1970	1,718	1,798	1,990	3,330	1,340	67%
Salary Continuation Insur	82-1972	2,550	2,628	2,950	3,760	810	27%
S.A.I.F.	82-1975	44,137	37,658	70,320	84,020	13,700	19%
Unemployment	82-1980	1,961	2,171	2,540	2,960	420	16%
<b>Personnel Services Totals:</b>		<b>2,931,531</b>	<b>3,360,735</b>	<b>4,068,690</b>	<b>4,790,620</b>	<b>721,930</b>	<b>17%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	6,031	4,729	7,750	8,750	1,000	12%
Clothing And Uniform Exp.	82-2040	12,043	10,983	30,000	34,370	4,370	14%
Uniform Cleaning	82-2041	3,963	4,282	6,000	6,000	0	0%
Telephones	82-2070	6,497	5,865	6,200	7,320	1,120	18%
Jail Supplies	82-2162	16,223	12,105	16,000	14,980	(1,020)	- 6%
Maintenance - Equipment	82-2260	5,223	8,807	7,000	7,140	140	2%
General Equipment	82-2268	4,601	22,911	34,500	56,750	22,250	64%
Employee Drug Screen	82-2302	58	0	200	1,200	1,000	500%
Med., Dent., & Lab Supp.	82-2340	409	0	0	0	0	0%
Membership Fees And Dues	82-2370	2,552	5,762	6,000	3,050	(2,950)	- 49%
Books And Periodicals	82-2413	0	135	500	500	0	0%
Printing And Reproduction	82-2425	395	0	0	0	0	0%
Justice Benefits	82-2460	0	2,540	0	0	0	0%
Contractual Services	82-2471	163,255	9,145	10,000	22,000	12,000	120%
Contract Svcs/Mental Health	82-2484	10,456	12,664	15,000	15,000	0	0%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Peer Support	82-2491	0	0	0	7,950	7,950	100%
Med., Dent., & Lab Ser.	82-2504	26,058	0	0	0	0	0%
Physical Exams	82-2505	2,469	365	2,500	6,000	3,500	140%
Food Service	82-2544	0	128,589	180,000	180,000	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	10,021	6,867	11,000	11,000	0	0%
Vehicle Rental	82-2920	0	135	500	500	0	0%
Vehicle Maintenance & Use	82-2923	4,775	7,041	8,000	8,000	0	0%
Education And Training	82-2928	8,742	4,691	8,000	10,000	2,000	25%
Reimbursed Travel Expense	82-2930	8,677	6,485	13,500	13,500	0	0%
Electric Monitoring	82-3079	11,078	8,299	15,000	15,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>303,525</b>	<b>262,399</b>	<b>378,650</b>	<b>430,010</b>	<b>51,360</b>	<b>13%</b>
<b>Total Expenditures:</b>		<b>3,235,056</b>	<b>3,623,134</b>	<b>4,447,340</b>	<b>5,220,630</b>	<b>773,290</b>	<b>17%</b>

# 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

- Maintained reduced dependency for deputies dispersing medications
- Maintained lower level of off site medical services.
- Maintained current practice of health appraisal prior to admittance into the facility.

## Performance Measures

- Develop and train for a more robust intake medical screening for all arrestees entering the facility.
- Reassess and develop medical policies and procedure to become more in line with National Commission on Correctional Health Care Standards.
- Research and develop Medical Plan for the new facility.

## Budget Highlights

Personnel services increases are due to standard salary step increases, as well as increases in retirement and health insurance rates.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Covid - ESF	0	0	0	0	0	0%
Co. Jail Inmate Fees	5,442	8,892	7,000	7,000	0	0%
Rev. Refunds & Reim.	2	458	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	427,557	394,954	498,210	504,810	6,600	1%
<b>Total Revenue:</b>	<b>433,001</b>	<b>404,304</b>	<b>505,210</b>	<b>511,810</b>	<b>6,600</b>	<b>1%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	140,873	152,170	168,470	177,170	8,700	5%
Personnel Benefits	88,563	98,813	113,190	110,590	(2,600)	- 2%
Materials & Services	203,566	153,321	223,550	224,050	500	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%
<b>Total Expenditures:</b>	<b>433,001</b>	<b>404,304</b>	<b>505,210</b>	<b>511,810</b>	<b>6,600</b>	<b>1%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Health Nurse II	2.00	2.00	2.00	2.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Reduce number of medical grievances	Count	2	1	3	3	5	3
Maintain Overtime at or below	Count	4,500	6,620	8,549	9,741	7,000	7,000
Provide Mental Health Counseling	Count	100	100	160	200	175	200
Provide TB Tests	Count	720	240	288	250	60	250
Provide formalized medical screening	Count	240	84	170	150	65	150

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Nurse I	82-1207	0	0	0	0	0	0%
Public Health Nurse II	82-1209	140,873	152,170	168,470	84,300	(84,170)	- 49%
Public Health Nurse III	82-1210	0	0	0	92,870	92,870	100%
Extra Help-Clinical	82-1905	0	0	0	0	0	0%
Overtime	82-1945	7,923	6,789	10,000	10,000	0	0%
F.I.C.A.	82-1950	10,525	11,234	13,650	14,320	670	4%
Retirement	82-1955	23,283	28,817	32,300	37,750	5,450	16%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	38,029	42,865	47,620	39,360	(8,260)	- 17%
Dental Insurance	82-1965	3,788	4,218	4,510	4,000	(510)	- 11%
HSA/HRA Contribution	82-1966	4,000	4,000	4,000	4,000	0	0%
Benefits Admin Fees	82-1967	48	51	50	50	0	0%
Life/AD&D Insurance	82-1970	222	222	200	200	0	0%
Salary Continuation Insur	82-1972	144	144	140	140	0	0%
S.A.I.F.	82-1975	427	323	540	580	40	7%
Unemployment	82-1980	173	150	180	190	10	5%
<b>Personnel Services Totals:</b>		<b>229,436</b>	<b>250,983</b>	<b>281,660</b>	<b>287,760</b>	<b>6,100</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
License And Permit Fees	82-2240	275	1,016	1,000	1,000	0	0%
Med., Dent., & Lab Supp.	82-2340	0	0	0	0	0	0%
Medical Supplies	82-2345	3,774	5,297	5,000	5,000	0	0%
Pharmacy	82-2347	81,771	64,593	75,000	75,000	0	0%
Printing And Reproduction	82-2425	9	83	200	200	0	0%
Contract Personnel	82-2470	31,252	24,252	42,700	42,700	0	0%
Contractual Services	82-2471	968	0	15,000	15,000	0	0%
Med., Dent., & Lab Ser.	82-2504	84,051	57,080	80,000	80,000	0	0%
Fuel - Vehicles	82-2852	157	0	150	150	0	0%
Education And Training	82-2928	486	390	1,500	2,000	500	33%
Reimbursed Travel Expense	82-2930	821	610	3,000	3,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>203,566</b>	<b>153,321</b>	<b>223,550</b>	<b>224,050</b>	<b>500</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>433,001</b>	<b>404,304</b>	<b>505,210</b>	<b>511,810</b>	<b>6,600</b>	<b>1%</b>

# Emergency Management

## Mission Statement

To promote a culture of preparedness in Clatsop County by providing dynamic leadership. The vision of the Emergency Management Division (EMD) is to achieve a premier disaster-resilient County prepared to meet the challenges of the 21st Century 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 (though of late, often focused on the Cascadia Subduction Zone), grant management and operating the County EOC. In FY19-20, the EM department additionally assumed responsibility for the County's public health emergency preparedness program, which serves to advance six main areas of preparedness so state and local systems are better prepared for emergencies that impact the public's health.

## Major Accomplishments

Updated Clatsop County Ambulance Service Area Advisory (ASAA) plan.  
 Formalized countywide work group to oversee mass notification system (Clatsop Alerts!) operations & improvement plan.  
 Concluded Natural Hazards Mitigation Plan update, incorporating 10 new Special Districts.  
 Finalized landing site assessments with the Navy for the Oregon Coast.  
 Coordinated Community Emergency Response Team (CERT) meetings & local opportunities.  
 Provided logistical support for Covid-19 Pandemic Response in 2020.  
 Collaborated with Chambers and Fire Departments to distribute PPE to businesses and citizens.  
 Created and delivered virtual Preparedness Presentations to community groups.  
 Updated Local Emergency Planning Committee (LEPC) plan and coordinated virtual tabletop exercise to test the new plan.  
 Supported setup and maintenance of Vaccination Task Force survey, schedule and call center operations in 2021.  
 Complete countywide Communications Plan to include all public safety communications stakeholders.

## Performance Measures

Emergency Management continues to look for new ways to promote public engagement in an effort to increase awareness regarding emergency preparedness, and in FY 21-22, it will analyze current metrics to ensure relevance, alignment and accurate reflection of the identified activities and strategic priorities. This effort was expanded in FY 20-21 to address Covid-19 concerns by shifting to virtual platforms where possible.

## Budget Highlights

Emergency Management continues to use contractual services to outsource important projects and activities. Examples in FY2020-21 include hiring consultants to facilitate development of the hazardous materials response exercise and a county communications plan. In the upcoming year, the department will rely on contractual services to complete debris management and fuel allocation planning efforts.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Homeland Security Grant	30,000	8,860	0	0	0	0%
FEMA Reimbursement	0	0	2,400	2,400	0	0%
LEPC Grant	0	0	0	0	0	0%
EMPG	73,120	78,371	74,440	74,440	0	0%
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	52,840	47,000	45,000	45,000	0	0%
Fees for Services	0	0	0	0	0	0%
Employee Go-Kits	0	3,180	5,000	5,000	0	0%
Rev. Refunds & Reim.	2,085	2,535	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	150,576	272,189	312,220	330,000	17,780	5%
<b>Total Revenue:</b>	<b>308,621</b>	<b>412,135</b>	<b>439,060</b>	<b>456,840</b>	<b>17,780</b>	<b>4%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	154,595	201,363	233,410	244,440	11,030	4%
Personnel Benefits	78,894	113,455	101,090	107,830	6,740	6%
Materials & Services	75,132	97,317	104,560	104,570	10	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%
<b>Total Expenditures:</b>	<b>308,621</b>	<b>412,135</b>	<b>439,060</b>	<b>456,840</b>	<b>17,780</b>	<b>4%</b>

### Staffing Summary

Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Administrative Assistant	0.00	1.00	0.00	0.00	0.00	0%
Emergency Svc Manager	1.00	1.00	1.00	1.00	0.00	0%
Emergency Svc Coordinator	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	0.00	0.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Public Employees Trained	72	80	40	48	0	50
Volunteers Trained	300	86	59	50	250	50
Outreach Programs Delivered	60	46	18	74	82	50
Volunteer Hours Contributed	900	738	1500	1660	3443	1500
AuxComm Radio Tests & Exercises	18	21	18	15	128	75
Trainings Conducted	12	6	3	5	0	4
Number of Exercises or Actual Occurrences	7	8	15	16	5	3
Press Releases/Advertisements	24	18	15	22	23	20
Number of Facebook Posts	112	132	150	278	309	300
Plan Reviews Performed	4	4	8	4	5	4

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Administrative Assistant	82-1118	0	0	0	0	0	0%
Emergency Svc Manager	82-1124	83,777	90,517	97,950	100,400	2,450	2%
Emergency Svc Coordinator	82-1125	70,818	76,678	82,560	88,480	5,920	7%
Emergency Svc Admin Coordinatc	82-1126	0	0	0	0	0	0%
Staff Assistant	82-1191	0	34,168	52,900	55,560	2,660	5%
Network Administrator	82-1390	0	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	871	14,481	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	11,609	16,308	18,130	18,970	840	4%
Retirement	82-1955	21,322	39,486	42,900	50,030	7,130	16%
Medical Waiver	82-1963	1,000	2,300	3,600	3,600	0	0%
Medical Insurance	82-1964	32,319	30,162	23,810	22,090	(1,720)	- 7%
Dental Insurance	82-1965	3,267	4,218	4,510	4,860	350	7%
HSA/HRA Contribution	82-1966	4,000	2,000	2,000	2,000	0	0%
Benefits Admin Fees	82-1967	58	53	60	60	0	0%
Life/AD&D Insurance	82-1970	222	279	280	280	0	0%
Salary Continuation Insur	82-1972	427	486	500	500	0	0%
S.A.I.F.	82-1975	3,633	3,469	5,060	5,190	130	2%
Unemployment	82-1980	164	211	240	250	10	4%
<b>Personnel Services Totals:</b>		<b>233,489</b>	<b>314,818</b>	<b>334,500</b>	<b>352,270</b>	<b>17,770</b>	<b>5%</b>

**Materials & Services**

Telephones	82-2070	8,349	8,153	8,000	8,000	0	0%
Telephone Notification Support	82-2072	17,019	17,724	17,530	2,000	(15,530)	- 88%
Television Cable	82-2075	0	0	0	0	0	0%
EOC Utilities	82-2132	2,198	3,552	7,080	5,500	(1,580)	- 22%
Meals Volunteer Workers	82-2135	500	810	1,200	1,200	0	0%
Emerg Serv Supplies	82-2164	532	15,710	5,270	6,260	990	18%
Maintenance - Equipment	82-2260	997	606	2,500	2,500	0	0%
Amateur Radios	82-2264	2,247	4,757	3,000	3,000	0	0%
Software Maintenance	82-2265	0	320	900	900	0	0%
General Equipment	82-2268	19,970	10,964	7,000	18,030	11,030	157%
Membership Fees And Dues	82-2370	200	236	500	500	0	0%
Office Supplies	82-2410	1,362	2,952	1,600	1,600	0	0%
Books And Periodicals	82-2413	0	0	400	400	0	0%
Postage And Freight	82-2419	141	0	300	300	0	0%
Printing And Reproduction	82-2425	2,502	4,039	6,000	6,000	0	0%
Prof And Spec Services	82-2450	2,384	14,943	1,000	2,200	1,200	120%

**Summary Cont.**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
PC Equipment	82-2455	1,771	12	0	0	0	0%
Contractual Services	82-2471	6,500	7,076	27,580	30,980	3,400	12%
Rts. & Lea. - S., I. & G.	82-2670	0	1,200	2,400	2,400	0	0%
Emerg Training Exercises	82-2779	677	0	2,400	2,400	0	0%
Fuel - Vehicles	82-2852	847	902	1,500	900	(600)	- 40%
Signs	82-2856	0	0	0	0	0	0%
Vehicle Rental	82-2920	318	0	500	500	0	0%
Vehicle Maintenance & Use	82-2923	410	521	500	1,000	500	100%
Education And Training	82-2928	1,084	360	1,400	3,000	1,600	114%
Reimbursed Travel Expense	82-2930	5,126	2,481	6,000	5,000	(1,000)	- 16%
<b>Materials &amp; Services Totals:</b>		<b>75,132</b>	<b>97,317</b>	<b>104,560</b>	<b>104,570</b>	<b>10</b>	<b>0%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>308,621</b>	<b>412,135</b>	<b>439,060</b>	<b>456,840</b>	<b>17,780</b>	<b>4%</b>

# 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

Created and maintained a safe environment for staff, volunteers and public amid the pandemic.  
 Increased our adoption rate by 1% from 96 to 97%  
 Created 5 more parking spaces for volunteers/public by utilizing unused grass area and making it a gravel drive.

## Performance Measures

Improve animal neglect and abuse cases by coordinating with Sheriff's Office Criminal Division  
 Increase patrols into rural areas for education and safety of citizens  
 Increase assistance to the Criminal Division in conducting livestock cruelty investigations.

## Budget Highlights

The budget reflects budgeting for three part time kennel workers in Personnel Services. The higher amount of the 3rd Kennel Person is included in the budget which allows for the reduction of \$14,000 in the Contractual Services Temp Help line item. Maintenance SIG is increased by \$14,000 to account for the replacement of two furnaces that are failing. The request to move the Staff Assistant from a 37.5 to a 40 hour work week was denied at the Proposed level.

Through the generous donations of the local non-profit Clatsop County Animal Assistance (CCAA), the Animal Control Division is able to realize significant savings for the General Fund that are not a part of this over-all budget. In the prior year CCAA donated approximately \$85,000 in medical, boarding, and training costs to assist in the overall care for animals in custody. In addition there were approximately \$10,000 in advertising and administrative costs that CCAA donated to provide services that include flyers, radio ads, and newspaper publications to promote the adoption of these animals as well as volunteer opportunities. The Animal Control Division and Clatsop County are grateful for the ongoing support and care this non-profit organization demonstrates for this population of Clatsop County.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Dog Licenses	27,787	21,829	29,000	25,000	(4,000)	- 13%
License Deposits	30	0	0	0	0	0%
Other Fines, Pen. & Forf.	325	896	100	100	0	0%
Public Records Request	0	129	50	30	(20)	- 40%
Animal Control - Cities	0	0	0	0	0	0%
Owner Release Fines	2,885	2,555	2,900	2,800	(100)	- 3%
City Impound Fees	70	30	100	60	(40)	- 40%
Dog Board/Impound	11,220	11,922	12,000	11,000	(1,000)	- 8%
Incinerator Revenue	32,368	34,500	28,000	30,000	2,000	7%
Cats	12,105	9,450	12,000	9,500	(2,500)	- 20%
Spay/Neuter/Microchip	0	0	0	0	0	0%
Cat penalties/boarding	310	340	100	200	100	100%
Dog Adoptions	11,045	9,255	12,000	10,000	(2,000)	- 16%
Trap Rental	125	125	150	100	(50)	- 33%
Intake Donations	0	0	0	0	0	0%
Shelter Food Donations	9,442	7,378	8,000	8,000	0	0%
Shelter Medical Donations	0	0	100	0	(100)	- 100%
Shelter Volunteers Donations	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	266	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	298,458	336,085	398,230	439,120	40,890	10%
<b>Total Revenue:</b>	<b>406,169</b>	<b>434,761</b>	<b>502,730</b>	<b>535,910</b>	<b>33,180</b>	<b>6%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	197,020	220,445	248,220	268,470	20,250	8%
Personnel Benefits	92,950	114,110	145,490	155,210	9,720	6%
Materials & Services	116,199	100,206	109,020	112,230	3,210	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%
<b>Total Expenditures:</b>	<b>406,169</b>	<b>434,761</b>	<b>502,730</b>	<b>535,910</b>	<b>33,180</b>	<b>6%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Animal Control Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.00	1.00	1.00	1.00	0.00	0%
Animal Control Officer	1.00	1.00	1.00	1.00	0.00	0%
Kennel Person	1.00	1.50	1.50	1.68	0.18	12%
<b>Total Personnel:</b>	<b>4.00</b>	<b>4.50</b>	<b>4.50</b>	<b>4.68</b>	<b>0.18</b>	<b>4%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Animals Adopted	Count	516	503	505	500	410	500
Criminal cases investigated	Count	144	171	182	179	162	180
# of dog licenses per year	Count	1,300	1,430	1,440	1,400	1,000	1,300
Avg length of stay at shelter in days	Count	37	33	31	23	24	23
Avg response time in hours	Count	12	12	12	12	12	12
Avg # of animals euthanized/monthly	Count	1	2	2	1	1	1

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Animal Control Supervisor	82-1160	69,952	75,430	81,580	87,800	6,220	7%
Staff Assistant	82-1191	48,735	50,148	51,650	52,940	1,290	2%
Animal Control Officer	82-1670	47,381	51,196	54,230	55,590	1,360	2%
Kennel Person	82-1680	30,953	43,671	60,760	72,140	11,380	18%
Overtime	82-1945	3,011	3,019	2,800	2,800	0	0%
F.I.C.A.	82-1950	14,367	15,899	19,200	20,750	1,550	8%
Retirement	82-1955	24,365	40,441	47,080	56,050	8,970	19%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	38,610	42,029	58,590	57,470	(1,120)	- 1%
Dental Insurance	82-1965	3,850	4,183	5,520	6,180	660	11%
HSA/HRA Contribution	82-1966	5,583	5,500	7,000	7,240	240	3%
Benefits Admin Fees	82-1967	55	71	60	70	10	16%
Life/AD&D Insurance	82-1970	388	414	480	480	0	0%
Salary Continuation Insur	82-1972	443	475	470	480	10	2%
S.A.I.F.	82-1975	2,057	1,859	4,040	3,420	(620)	- 15%
Unemployment	82-1980	221	218	250	270	20	8%
<b>Personnel Services Totals:</b>		<b>289,970</b>	<b>334,555</b>	<b>393,710</b>	<b>423,680</b>	<b>29,970</b>	<b>7%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	711	667	700	1,200	500	71%
Telephones	82-2070	3,627	3,859	4,320	4,320	0	0%
Custodial Services - Animal Sh	82-2155	8,048	7,350	8,000	8,000	0	0%
Custodial Supplies - Animal Sh	82-2156	997	1,080	800	800	0	0%
License And Permit Fees	82-2240	630	683	700	800	100	14%
Maintenance - Equipment	82-2260	1,104	357	1,000	1,000	0	0%
Software Maintenance	82-2265	2,395	2,395	2,400	2,400	0	0%
Alarm Monitoring	82-2272	0	405	560	700	140	25%
Animal Control Maint. S.I.G.	82-2303	7,233	2,783	4,500	21,000	16,500	366%
Membership Fees And Dues	82-2370	156	50	120	170	50	41%
Office Supplies	82-2410	474	480	500	500	0	0%
Books And Periodicals	82-2413	135	135	220	140	(80)	- 36%
Postage And Freight	82-2419	865	911	1,000	1,000	0	0%
Records And Forms	82-2422	0	0	200	200	0	0%
Printing And Reproduction	82-2425	2,774	2,612	3,000	3,000	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	21,968	15,469	15,000	1,000	(14,000)	- 93%
Med., Dent., & Lab Ser.	82-2504	714	3,125	800	800	0	0%
Neuter/Spay/Microchip	82-2760	0	40	0	0	0	0%
Shelter Food	82-2765	9,442	7,378	8,000	8,000	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Shelter Medical (from Donation	82-2766	0	0	100	100	0	0%
Shelter Volunteers (from Donat	82-2767	0	0	0	0	0	0%
Pound Supplies	82-2810	652	961	1,000	1,000	0	0%
Euthanasia Supplies	82-2811	0	0	200	200	0	0%
Fuel - Vehicles	82-2852	5,009	3,197	4,300	4,300	0	0%
Vehicle Maintenance & Use	82-2923	947	1,162	3,000	3,000	0	0%
Education And Training	82-2928	1,595	595	2,400	2,400	0	0%
Reimbursed Travel Expense	82-2930	895	3,894	5,200	5,200	0	0%
Utilities Animal Control	82-2963	45,828	40,621	41,000	41,000	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>116,199</b>	<b>100,206</b>	<b>109,020</b>	<b>112,230</b>	<b>3,210</b>	<b>2%</b>
<b>Total Expenditures:</b>		<b>406,169</b>	<b>434,761</b>	<b>502,730</b>	<b>535,910</b>	<b>33,180</b>	<b>6%</b>

# 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 new programs, there is a slight increase in microchips and vaccinations due to increased cost of supplies.

Through the generous donations of the local non-profit Clatsop County Animal Assistance (CCAA), the Animal Control Division is able to realize significant savings for the General Fund that are not a part of this over-all budget. In the prior year CCAA donated approximately \$85,000 in medical, boarding, and training costs to assist in the overall care for animals in custody. In addition there were approximately \$10,000 in advertising and administrative costs that CCAA donated to provide services that include flyers, radio ads, and newspaper publications to promote the adoption of these animals as well as volunteer opportunities. The Animal Control Division and Clatsop County are grateful for the ongoing support and care this non-profit organization demonstrates for this population of Clatsop County.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	351,114	343,656	336,720	391,290	54,570	16%
Interest On Investments	8,714	7,423	8,100	3,500	(4,600)	- 56%
CARES Act Reimbursement	0	0	0	0	0	0%
Spay/Neuter/Microchip	11,060	9,415	11,000	10,000	(1,000)	- 9%
Medication Administered	692	131	600	600	0	0%
Rev. Refunds & Reim.	0	650	0	0	0	0%
Donations	31,260	49,641	21,000	22,000	1,000	4%
Donations from Trust Fund	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	4,327	0	0	0	0%
<b>Total Revenue:</b>	<b>402,839</b>	<b>415,243</b>	<b>377,420</b>	<b>427,390</b>	<b>49,970</b>	<b>13%</b>
<b>Total Unappropriated Budget:</b>	<b>343,656</b>	<b>375,725</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>59,183</b>	<b>39,519</b>	<b>377,420</b>	<b>427,390</b>	<b>49,970</b>	<b>13%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	40,714	39,519	60,000	65,000	5,000	8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	18,470	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	317,420	362,390	44,970	14%
<b>Total Expenditures:</b>	<b>59,183</b>	<b>39,519</b>	<b>377,420</b>	<b>427,390</b>	<b>49,970</b>	<b>13%</b>

### Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
General Equipment	82-2268	2,965	2,712	5,000	5,000	0	0%
Maintenance S.I.G.	82-2300	0	120	6,000	6,000	0	0%
Publi. And Legal Notices	82-2600	2,410	1,782	4,000	4,000	0	0%
Neuter/Spay/Microchip	82-2760	8,576	8,307	11,000	12,000	1,000	9%
Shelter Tests/Vaccine	82-2762	21,802	18,990	24,000	28,000	4,000	16%
Shelter Supplies	82-2764	4,960	7,608	10,000	10,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>40,714</b>	<b>39,519</b>	<b>60,000</b>	<b>65,000</b>	<b>5,000</b>	<b>8%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	18,470	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>18,470</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	317,420	362,390	44,970	14%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>317,420</b>	<b>362,390</b>	<b>44,970</b>	<b>14%</b>
<b>Total Expenditures:</b>		<b>59,183</b>	<b>39,519</b>	<b>377,420</b>	<b>427,390</b>	<b>49,970</b>	<b>13%</b>

# 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 Criminal Division, but has a separate budget in order to manage the Marine Grants Fund. 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 to approximately 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 VIN inspections and conduct courtesy boating inspections.

## Major Accomplishments

Maintained a cooperative working program with the Coast Guard that allows for their personnel to go on the boat with us and conduct inspections in cooperation with the Sheriff's office.

## Performance Measures

Provide two Sheriff's office vessel's on the water on weekends during the peak fishing season.  
Single vessel coverage maintained 4 days of the week.  
Maintain a 60% on water patrol coverage.

## Budget Highlights

Revenue will realize a modest increase of approximately \$28,000 primarily due to an increase in the beginning fund balance and a small increase of \$3,000 in the State Marine Board grant. The increases in Personnel costs are due to cost of living and retirement increases. Material and Services realize a modest increase primarily due to the maintenance line item being increased to address some needed repairs to the boat house. This includes roof repair and issues with the pylons and the boat house not correctly raising and lowering. No new programs or staffing. The program maintains one full-time year around deputy and one deputy that works in the Marine division for half of the year.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	102,849	116,579	109,350	134,470	25,120	22%
Interest On Investments	1,969	2,118	1,000	1,000	0	0%
Sheriff Marine Patrol	198,900	141,385	220,400	223,580	3,180	1%
Revenue From RLED	26,000	26,000	26,000	26,000	0	0%
Rev. Refunds & Reim.	5,021	13,857	0	0	0	0%
Transfer from General	27,200	27,200	27,200	27,200	0	0%
<b>Total Revenue:</b>	<b>361,938</b>	<b>327,140</b>	<b>383,950</b>	<b>412,250</b>	<b>28,300</b>	<b>7%</b>
<b>Total Unappropriated Budget:</b>	<b>116,579</b>	<b>71,217</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>245,359</b>	<b>255,923</b>	<b>383,950</b>	<b>412,250</b>	<b>28,300</b>	<b>7%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	131,448	122,769	139,060	143,750	4,690	3%
Personnel Benefits	75,150	91,069	103,770	104,140	370	0%
Materials & Services	38,761	42,085	52,020	55,300	3,280	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	89,100	109,060	19,960	22%
<b>Total Expenditures:</b>	<b>245,359</b>	<b>255,923</b>	<b>383,950</b>	<b>412,250</b>	<b>28,300</b>	<b>7%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Deputy Sheriff Senior II	2.00	1.00	1.00	1.00	0.00	0%
Deputy Sheriff Senior I	0.00	0.00	0.50	0.50	0.00	0%
Deputy Sheriff	0.00	1.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Boating Inspection conducted	337	80	104	73	416	450
Citations Issued	26	19	12	17	16	18
On-Water boating hours conducted	713	647	890	367	350	400
Education Programs conducted	5	3	2	2	2	2

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Deputy Sheriff Senior II	82-1515	118,784	46,932	85,070	88,800	3,730	4%
Deputy Sheriff Senior I	82-1516	0	74,550	38,390	39,350	960	2%
Deputy Sheriff	82-1520	12,665	0	0	0	0	0%
Marine Patrol Asst	82-1892	0	1,287	15,600	15,600	0	0%
Overtime	82-1945	7,699	6,151	10,000	10,000	0	0%
Remuneration	82-1947	2,200	2,600	3,000	3,000	0	0%
F.I.C.A.	82-1950	10,375	9,491	11,630	11,990	360	3%
Retirement	82-1955	25,378	29,603	31,020	34,630	3,610	11%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	22,244	34,135	35,710	31,670	(4,040)	- 11%
Dental Insurance	82-1965	1,961	3,340	3,390	3,650	260	7%
HSA/HRA Contribution	82-1966	2,000	4,000	3,000	3,000	0	0%
Benefits Admin Fees	82-1967	54	26	60	30	(30)	- 50%
Life/AD&D Insurance	82-1970	80	89	90	120	30	33%
Salary Continuation Insur	82-1972	102	114	110	110	0	0%
S.A.I.F.	82-1975	2,945	1,373	5,610	5,780	170	3%
Unemployment	82-1980	113	146	150	160	10	6%
<b>Personnel Services Totals:</b>		<b>206,599</b>	<b>213,838</b>	<b>242,830</b>	<b>247,890</b>	<b>5,060</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	486	156	500	500	0	0%
Clothing And Uniform Exp.	82-2040	161	713	1,500	700	(800)	- 53%
Telephones	82-2070	499	667	600	1,060	460	76%
Insurance	82-2200	2,722	1,774	2,220	2,840	620	27%
Maintenance - Equipment	82-2260	248	43	10,000	10,000	0	0%
Maintenance - Vessel	82-2266	8,612	15,574	5,000	6,000	1,000	20%
General Equipment	82-2268	532	2,392	2,000	2,000	0	0%
PC Equipment	82-2455	0	0	0	1,500	1,500	100%
Fuel - Vehicles	82-2852	5,113	4,060	6,000	6,000	0	0%
Fuel - Boats	82-2853	6,038	3,149	6,000	6,000	0	0%
Vehicle Maintenance & Use	82-2923	1,108	506	4,000	4,000	0	0%
Education And Training	82-2928	150	100	1,000	1,000	0	0%
Reimbursed Travel Expense	82-2930	372	188	2,000	2,000	0	0%
Utilities	82-2960	3,019	3,261	3,500	4,500	1,000	28%
Indirect Cost Allocation	82-3210	9,700	9,500	7,700	7,200	(500)	- 6%
<b>Materials &amp; Services Totals:</b>		<b>38,761</b>	<b>42,085</b>	<b>52,020</b>	<b>55,300</b>	<b>3,280</b>	<b>6%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	89,100	109,060	19,960	22%

Contingencies Totals:		0	0	89,100	109,060	19,960	22%
Total Expenditures:		245,359	255,923	383,950	412,250	28,300	7%

# 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

Provided all necessary services by remaining open and fully staffed during the pandemic. Staff have had 1000 contacts with youth both in-person (front yard visits) or by phone in the first two quarters of FY 20-21. Ended 5 year relationship with Cowlitz County Juvenile Detention by transitioning to Yamhill County Juvenile Detention as our main Detention Services Contractor.

## Performance Measures

Maintained a high level of service to youth, families and stakeholders during the pandemic as shown in our workload measures. Provided support to local school districts by allowing some youth attend distance learning classes from our lobby, we would transport them to and from our office to attend virtually. Continued to offer work crew opportunities completing 369 hours in the first 2 quarters of FY 20-21 with 1-3 youth at a time to ensure social distance guidelines. Juvenile Counselors have appeared for 123 court hearing both virtually and in person in the first two quarters of FY 20-21. We have had an increase in Violent Criminal allegations resulting in the recent completion of the first "Waiver Hearing" (waive youth to adult court) in Clatsop County and only the 3rd to take place Statewide since the implementation of SB1008.

## Budget Highlights

The highlights of the Juvenile Department Budget are based on moving parts of the Juvenile Crime Prevention budget into the Juvenile Department Budget, mostly to allow for revenue from The State of Oregon to be transferred to offset the costs of Personal, Detention costs and Sexual Offender Treatment. Each Biennium the State of Oregon and The Oregon Youth Authority divide a pool of funds that is based on population to each participating County that submits a plan on how the funds will be utilized. These funds are called, Juvenile Crime Prevention (JCP) Basic and Diversion. Basic can be used for high risk youth who haven't been adjudicated (found guilty) of a crime but have been charged with a crime. If a service is used and part of the Juvenile Departments Plan, we can request reimbursement. Diversion Services is for youth who have been adjudicated of a Class A Misdemeanor and if a service is used and the service is part of the Juvenile Departments Plan, we can request reimbursement. After realizing that the available funds from the State were being underutilized I amended our Basic and Diversion plan to allow for additional funding for Detention costs via reimbursement. As of January 1, 2021, the proposed allocation to Clatsop County Juvenile Department of JCP Basic and Diversion funds for the 2021-23 Biennium is \$156,933. Below are the specifics of the budget highlights.

\* Moved all Juvenile Crime Prevention Basic and Diversion revenue from 2170 to 2340.

\* Moved \$15,000 budgeted for Detention Beds from 2170 to 2340

\* Moved \$2000 Projected Revenue from OYA flex funds, used to offset Sexual Offender Treatment Costs from 2170 to 2340

\* Because of the revenue changes .38 FTE was also moved from 2170 to 2340 because JCP Basic/Diversion fund .38 FTE

All of the changes to 2340 are a result of moving parts of 2170 to 2340 to allow appropriate access to any revenue that is scheduled to offset costs in personal, detention, or treatment.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
OYA Flex Fund	0	0	0	2,000	2,000	100%
JCP Basic/Diversion	22,209	0	0	78,460	78,460	100%
Probation Fees	1,033	0	500	0	(500)	- 100%
Work Crew	900	1,350	1,000	1,500	500	50%
Discovery Fees	0	0	0	0	0	0%
OCF Grant - B Ruppel	0	0	0	0	0	0%
Rev. Refunds & Reim.	45	24	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	109	0	0	0	0	0%
General Fund Support	745,773	739,651	821,360	847,470	26,110	3%
<b>Total Revenue:</b>	<b>770,068</b>	<b>741,025</b>	<b>822,860</b>	<b>929,430</b>	<b>106,570</b>	<b>12%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	453,953	405,851	410,290	482,530	72,240	17%
Personnel Benefits	194,107	199,145	252,450	270,350	17,900	7%
Materials & Services	122,008	136,028	155,120	170,550	15,430	9%
Special Payments	0	0	5,000	6,000	1,000	20%
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%
<b>Total Expenditures:</b>	<b>770,068</b>	<b>741,025</b>	<b>822,860</b>	<b>929,430</b>	<b>106,570</b>	<b>12%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Juvenile Director	1.00	1.00	1.00	1.00	0.00	0%
Juvenile Services Coordinator	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.16	1.16	1.16	1.53	0.37	31%
Juvenile Probation Counselor	3.42	3.42	2.42	1.80	(0.62)	- 25%
Juvenile Probation Counselor -	0.00	0.00	0.00	1.00	1.00	100%
<b>Total Personnel:</b>	<b>6.58</b>	<b>6.58</b>	<b>5.58</b>	<b>6.33</b>	<b>0.75</b>	<b>13%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
# of Police Reports received/processed	320	320	320	370	380	400
# of youth supervised (formal&informal)	165	165	170	220	220	240
# of petitions filed (includes PV's)	150	155	125	140	150	160
# of court appearances	225	370	300	240	260	280
# of risk assessments	60	40	35	70	70	90
Detention admissions	80	92	55	40	40	50
# of youth contacts (in-person&phone)	NA	NA	NA	1147	2000	2200

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Juvenile Director	82-1074	133,773	102,064	102,320	110,130	7,810	7%
Juvenile Services Coordinator	82-1078	68,249	70,573	72,290	74,100	1,810	2%
Staff Assistant	82-1191	55,392	59,120	59,920	82,410	22,490	37%
Juvenile Probation Counselor	82-1460	196,538	174,095	175,760	134,090	(41,670)	- 23%
Juvenile Probation Counselor -	82-1465	0	0	0	81,800	81,800	100%
Extra Help	82-1941	0	442	8,630	5,000	(3,630)	- 42%
Overtime	82-1945	0	96	15,000	15,000	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	33,375	30,003	33,420	38,700	5,280	15%
Retirement	82-1955	79,226	81,883	90,880	112,280	21,400	23%
Medical Waiver	82-1963	2,940	2,904	2,900	3,360	460	15%
Medical Insurance	82-1964	53,413	62,015	74,640	66,440	(8,200)	- 10%
Dental Insurance	82-1965	7,012	8,738	9,350	10,970	1,620	17%
HSA/HRA Contribution	82-1966	7,000	5,000	5,320	5,000	(320)	- 6%
Benefits Admin Fees	82-1967	158	142	160	170	10	6%
Life/AD&D Insurance	82-1970	509	521	490	570	80	16%
Salary Continuation Insur	82-1972	693	720	690	740	50	7%
S.A.I.F.	82-1975	9,341	6,245	10,530	11,610	1,080	10%
Unemployment	82-1980	441	435	440	510	70	15%
<b>Personnel Services Totals:</b>		<b>648,060</b>	<b>604,996</b>	<b>662,740</b>	<b>752,880</b>	<b>90,140</b>	<b>13%</b>

<b>Materials &amp; Services</b>							
Telephones	82-2070	1,921	3,171	2,200	2,200	0	0%
Maintenance - Equipment	82-2260	0	0	500	500	0	0%
Employee Drug Screen	82-2302	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	1,175	1,176	1,300	1,300	0	0%
Office Supplies	82-2410	1,283	1,584	2,000	1,600	(400)	- 20%
Books And Periodicals	82-2413	450	420	600	400	(200)	- 33%
Postage And Freight	82-2419	394	380	500	500	0	0%
Printing And Reproduction	82-2425	939	731	1,500	1,300	(200)	- 13%
Office Furniture & Equipment	82-2454	0	0	2,640	500	(2,140)	- 81%
Shelter Bed Contractual Svcs	82-2456	14,700	0	10,460	0	(10,460)	- 100%
Contractual Services	82-2471	0	0	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	90,286	120,674	110,120	135,000	24,880	22%
Pysc. Evaluations	82-2494	0	1,269	5,000	6,000	1,000	20%
U.A. Testing	82-2506	593	312	1,000	1,000	0	0%
Youth Investment	82-2529	481	0	1,000	1,000	0	0%
Publ. And Legal Notices	82-2600	205	0	300	250	(50)	- 16%
Work Crew Supplies	82-2769	528	529	1,000	1,000	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Fuel - Vehicles	82-2852	2,913	1,502	3,000	3,000	0	0%
Supplemental Detention Costs	82-2910	1,156	1,177	1,500	2,000	500	33%
Detention Vehicle Maint & Use	82-2922	1,167	734	1,500	4,000	2,500	166%
Vehicle Maintenance & Use	82-2923	467	645	1,500	1,500	0	0%
Education And Training	82-2928	1,390	1,056	2,500	2,500	0	0%
Reimbursed Travel Expense	82-2930	1,959	669	4,500	4,500	0	0%
Electric Monitoring	82-3079	0	0	500	500	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>122,008</b>	<b>136,028</b>	<b>155,120</b>	<b>170,550</b>	<b>15,430</b>	<b>9%</b>
<b>Special Payments</b>							
OCF Grant - B Ruppel	82-3055	0	0	0	0	0	0%
Sex Offender Treatment	82-3083	0	0	5,000	6,000	1,000	20%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>6,000</b>	<b>1,000</b>	<b>20%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>770,068</b>	<b>741,025</b>	<b>822,860</b>	<b>929,430</b>	<b>106,570</b>	<b>12%</b>

# 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.

## Budget Highlights

As shown in the budget highlights for 2340 you will notice changes as a result of the restructuring of parts of 2170 that were moved to 2340. The remaining revenue is from Oregon Department of Education should remain the same with no proposed cuts. Oregon Department of Education, Juvenile Crime Prevention will continue to fund .20 FTE for FY 21-22, along with funding the costs associated with our Girls Circle program.

- \* Moved all Juvenile Crime Prevention, Basic and Diversion revenue from 2170 to 2340
- \* Moved \$15,000 for detention bed rental from 2170 to 2340
- \* Moved \$2000 in projected revenue from OYA flex funds from 2170 to 2340
- \* Reduction in contingency is due to revenue transfer from 2170 to 2340
- \* Moved .38 FTE from 2170 to 2340 as it is funded by JCP Basic and Diversion funds

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	61,412	98,264	49,620	199,030	149,410	301%
Interest On Investments	1,451	2,021	0	0	0	0%
OYA Flex Fund	105	110	2,000	0	(2,000)	- 100%
Juv Crime Prevent	19,432	20,377	30,000	30,000	0	0%
JCP Basic/Diversion	53,933	102,631	83,760	0	(83,760)	- 100%
Sex Offender Treatment	0	0	0	0	0	0%
Rev. Refunds & Reim.	120	120	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>136,452</b>	<b>223,523</b>	<b>165,380</b>	<b>229,030</b>	<b>63,650</b>	<b>38%</b>
<b>Total Unappropriated Budget:</b>	<b>98,264</b>	<b>163,474</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>38,188</b>	<b>60,049</b>	<b>165,380</b>	<b>229,030</b>	<b>63,650</b>	<b>38%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	25,756	40,383	41,990	14,900	(27,090)	- 64%
Personnel Benefits	8,837	16,185	17,480	6,650	(10,830)	- 61%
Materials & Services	3,595	3,481	44,470	9,280	(35,190)	- 79%
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	61,440	198,200	136,760	222%
<b>Total Expenditures:</b>	<b>38,188</b>	<b>60,049</b>	<b>165,380</b>	<b>229,030</b>	<b>63,650</b>	<b>38%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Juvenile Probation Counselor	0.43	0.58	0.58	0.20	(0.38)	- 65%
<b>Total Personnel:</b>	<b>0.43</b>	<b>0.58</b>	<b>0.58</b>	<b>0.20</b>	<b>(0.38)</b>	<b>- 65%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Skill Building Groups	56	30	18	20	30	40
JCP risk assessments&re-assessments			72	32	40	50

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Juvenile Probation Counselor	82-1460	25,756	40,383	41,990	14,900	(27,090)	- 64%
Overtime	82-1945	0	0	600	600	0	0%
F.I.C.A.	82-1950	2,011	3,151	3,310	1,200	(2,110)	- 63%
Retirement	82-1955	5,651	10,996	11,550	4,130	(7,420)	- 64%
Medical Waiver	82-1963	481	696	700	240	(460)	- 65%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	0	0	0	0	0	0%
HSA/HRA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	3	8	10	10	0	0%
Life/AD&D Insurance	82-1970	31	45	40	20	(20)	- 50%
Salary Continuation Insur	82-1972	29	41	40	10	(30)	- 75%
S.A.I.F.	82-1975	608	1,205	1,190	420	(770)	- 64%
Unemployment	82-1980	24	44	40	20	(20)	- 50%
<b>Personnel Services Totals:</b>		<b>34,593</b>	<b>56,568</b>	<b>59,470</b>	<b>21,550</b>	<b>(37,920)</b>	<b>- 63%</b>
<b>Materials &amp; Services</b>							
Basic Services	82-2138	0	300	0	0	0	0%
Program Activity	82-2142	702	351	1,800	1,800	0	0%
Diversion Services	82-2146	0	0	0	0	0	0%
Insurance	82-2200	0	0	400	680	280	70%
Office Supplies	82-2410	39	0	500	500	0	0%
Postage And Freight	82-2419	0	0	50	50	0	0%
Printing And Reproduction	82-2425	14	9	50	50	0	0%
Shelter Bed Contractual Svcs	82-2456	0	0	5,220	0	(5,220)	- 100%
Sex Offender Treatment	82-2463	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	0	0	13,450	0	(13,450)	- 100%
Fuel - Vehicles	82-2852	735	573	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	142	500	500	0	0%
Reimbursed Travel Expense	82-2930	0	0	500	500	0	0%
OYAFlex Fund	82-2966	105	306	2,000	2,500	500	25%
Indirect Cost Allocation	82-3210	2,000	1,800	20,000	2,700	(17,300)	- 86%
<b>Materials &amp; Services Totals:</b>		<b>3,595</b>	<b>3,481</b>	<b>44,470</b>	<b>9,280</b>	<b>(35,190)</b>	<b>- 79%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	61,440	198,200	136,760	222%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>61,440</b>	<b>198,200</b>	<b>136,760</b>	<b>222%</b>
<b>Total Expenditures:</b>		<b>38,188</b>	<b>60,049</b>	<b>165,380</b>	<b>229,030</b>	<b>63,650</b>	<b>38%</b>

# 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 in the basement of the County Courthouse. The facilities include print materials, a public computer, a meeting room, copier, and tables 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 Westlaw and other materials.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	18,159	21,639	23,930	20,540	(3,390)	- 14%
District Court Fine & Fee	45,583	45,500	45,580	45,580	0	0%
Interest On Investments	980	852	500	250	(250)	- 50%
Copy Fees	50	29	50	0	(50)	- 100%
Franchise Fees	90	0	0	0	0	0%
Rev. Refunds & Reim.	24	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>64,885</b>	<b>68,021</b>	<b>70,060</b>	<b>66,370</b>	<b>(3,690)</b>	<b>- 5%</b>
<b>Total Unappropriated Budget:</b>	<b>21,639</b>	<b>21,092</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>43,246</b>	<b>46,929</b>	<b>70,060</b>	<b>66,370</b>	<b>(3,690)</b>	<b>- 5%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	9,495	9,339	10,330	10,590	260	2%
Personnel Benefits	3,212	2,524	8,350	3,520	(4,830)	- 57%
Materials & Services	30,539	35,066	34,750	34,700	(50)	- 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	16,630	17,560	930	5%
<b>Total Expenditures:</b>	<b>43,246</b>	<b>46,929</b>	<b>70,060</b>	<b>66,370</b>	<b>(3,690)</b>	<b>- 5%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Staff Assistant	0.00	0.00	0.20	0.20	0.00	0%
Juvenile Probation Counselor	0.15	0.20	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>0.15</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Staff Assistant	82-1191	0	9,339	10,330	10,590	260	2%
Juvenile Probation Counselor	82-1460	9,495	0	0	0	0	0%
F.I.C.A.	82-1950	741	725	790	810	20	2%
Retirement	82-1955	2,041	1,707	1,870	2,140	270	14%
Medical Waiver	82-1963	178	0	0	0	0	0%
Medical Insurance	82-1964	0	0	4,760	0	(4,760)	- 100%
Dental Insurance	82-1965	0	0	450	490	40	8%
HSA/HRA Contribution	82-1966	0	0	400	0	(400)	- 100%
Benefits Admin Fees	82-1967	0	4	10	10	0	0%
Life/AD&D Insurance	82-1970	11	30	30	30	0	0%
Salary Continuation Insur	82-1972	11	30	10	10	0	0%
S.A.I.F.	82-1975	223	17	20	20	0	0%
Unemployment	82-1980	7	10	10	10	0	0%
<b>Personnel Services Totals:</b>		<b>12,707</b>	<b>11,863</b>	<b>18,680</b>	<b>14,110</b>	<b>(4,570)</b>	<b>- 24%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	101	91	100	0	(100)	- 100%
Maintenance - Equipment	82-2260	0	0	150	0	(150)	- 100%
Office Supplies	82-2410	121	100	100	0	(100)	- 100%
Books And Periodicals	82-2413	20,665	24,909	24,000	24,000	0	0%
Postage And Freight	82-2419	250	268	500	500	0	0%
Printing And Reproduction	82-2425	2	2	50	0	(50)	- 100%
Contractual Services	82-2471	0	0	0	0	0	0%
Education And Training	82-2928	0	97	100	0	(100)	- 100%
Reimbursed Travel Expense	82-2930	0	0	150	0	(150)	- 100%
Indirect Cost Allocation	82-3210	9,400	9,600	9,600	10,200	600	6%
<b>Materials &amp; Services Totals:</b>		<b>30,539</b>	<b>35,066</b>	<b>34,750</b>	<b>34,700</b>	<b>(50)</b>	<b>- 0%</b>
<b>Capital Outlay</b>							
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	16,630	17,560	930	5%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>16,630</b>	<b>17,560</b>	<b>930</b>	<b>5%</b>
<b>Total Expenditures:</b>		<b>43,246</b>	<b>46,929</b>	<b>70,060</b>	<b>66,370</b>	<b>(3,690)</b>	<b>- 5%</b>

# 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. Parole and Probation supervises felony and misdemeanor cases in Clatsop County.

The two main functions of Parole and Probation 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. Parole and Probation 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 both the Adult Drug 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

175 Justice Involved Individuals successfully completed their term of supervision including 25 cases closed to Earned Discharge per 137.633.

Covid-19 response: quickly transitioned to virtual contacts with offenders including Zoom office visits; Survey Monkey monthly reports.

Online bill pay for supervision fees; and text messaging.

Hired second Pre-trial Release Specialist.

Subsidized sex offender treatment for 25 JII's per month.

Provided housing subsidy to an average of 10 JII's per month.

Support staff actively involved in updating the Statewide Office Data/Entry Manual and Fee System Network manual.

Support staff assisted with Public Health COVID-19 hotline.

Pretrial Staff trained in use of ODARA domestic violence assessment tool.

### Performance Measures

Meet or exceed Statewide outcome measures for High/Medium Risk offenders: Percentage employed, Percentage engaged in treatment.

Complete assessments and behavioral change plans on 80 % of high and medium risk offenders within 60 days of initial intake.

80% compliance with contact standards (significant contacts include home visits, office visits, and other collateral contacts).

Supervise based on accurate risk and need assessments.

100% of certified staff complete DPSST annual training requirements.

Progress towards completion of 2020 Strategic Plan Goals for Community Corrections.

### Budget Highlights

Community Corrections will pay the Corrections Division for 10 jail beds monthly at a rate of \$105 per day: \$401,500. We are no longer receiving Inmate Welfare Revenue from Department of Corrections due to legislative changes therefore we combined Inmate Welfare Expense 82-3030 with the Treatment Transition funds expense line 82-3031. This line provides re-entry services such as licenses, id cards, birth certificates, work clothes, trac phones. Client emergency expenses 82-3003 has been combined with Offender Subsidy Expense 82-2525. Offender subsidy expense provides funds that will be paid back by the clients such as help to pay for power or rent. Community Corrections Act Revenue, Justice Reinvestment Grant Revenue, and the specialty court revenues are all estimates as the actual amounts won't be determined until the State of Oregon approves their budget. Capital Outlay of \$15,000 to remodel lobby to add private office/meeting room. Increase in Maintenance S.I.G. to replace 4 office windows with windows that open and close. While treatment costs in the budget are lower, the same amount of treatment will be provided, however, the providers are obtaining funding from OHP to make up the difference.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	224,055	2,392,831	2,190,420	2,193,550	3,130	0%
Interest On Investments	66,978	46,907	45,000	25,000	(20,000)	- 44%
Drug Court Grant	130,266	121,906	112,400	100,000	(12,400)	- 11%
Justice Reinvestment Program	235,856	226,710	226,710	210,000	(16,710)	- 7%
M 57 Treatment Funds	65,299	70,018	70,020	70,000	(20)	- 0%
CJC Mental Hlth Grant	118,104	100,402	91,580	87,500	(4,080)	- 4%
Comm. Correct. Act Reimb.	1,668,638	1,695,172	1,695,170	1,682,000	(13,170)	- 0%
Inmate Welfare Subsidy Revenue	4,561	4,901	4,900	2,000	(2,900)	- 59%
BVP Grant	0	0	0	1,720	1,720	100%
CARES Act Reimbursement	0	2,050	0	0	0	0%
Covid - ESF	0	0	0	0	0	0%
Fees For Supervision	90,633	104,186	100,000	100,000	0	0%
DNA	310	300	400	350	(50)	- 12%
Compact Fee	2,000	2,600	3,500	3,000	(500)	- 14%
DV Treatment	0	215	500	500	0	0%
Urinalysis Fee	10,166	16,121	10,000	10,000	0	0%
Alcohol/Drug TX	1,940	925	1,000	3,000	2,000	200%
Community Service Fee	820	3,005	3,500	3,000	(500)	- 14%
TC Resident Fee	60	0	0	0	0	0%
Polygraph - Sex Offender	2,100	3,185	2,700	2,700	0	0%
Polygraph - DV Offender	0	1,120	1,500	1,500	0	0%
Sex Offender Treatment	9,654	9,602	11,000	13,000	2,000	18%
Electronic Monitoring	3,770	4,145	4,000	6,500	2,500	62%
S.A.I.F. Reimbursement	20	0	0	0	0	0%
Subsidy Reimbursement	920	1,080	1,000	2,000	1,000	100%
Rev. Refunds & Reim.	551	1,630	200	500	300	150%
NSF Check Fee	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>2,636,700</b>	<b>4,809,012</b>	<b>4,575,500</b>	<b>4,517,820</b>	<b>(57,680)</b>	<b>- 1%</b>
<b>Total Unappropriated Budget:</b>	<b>376,344</b>	<b>2,252,515</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>2,260,356</b>	<b>2,556,497</b>	<b>4,575,500</b>	<b>4,517,820</b>	<b>(57,680)</b>	<b>- 1%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	829,201	823,288	1,007,630	1,060,290	52,660	5%
Personnel Benefits	441,514	500,281	684,190	693,240	9,050	1%
Materials & Services	445,129	518,757	886,650	833,220	(53,430)	- 6%
Special Payments	415,012	324,851	481,000	416,000	(65,000)	- 13%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	15,000	15,000	0%
Transfer Out	129,500	389,320	58,440	65,510	7,070	12%
Contingency	0	0	1,457,590	1,434,560	(23,030)	- 1%
<b>Total Expenditures:</b>	<b>2,260,356</b>	<b>2,556,497</b>	<b>4,575,500</b>	<b>4,517,820</b>	<b>(57,680)</b>	<b>- 1%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Undersheriff	0.10	0.10	0.10	0.10	0.00	0%
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.00	0.00	2.00	2.00	0.00	0%
Pre-Trial Release Specialist	1.00	1.00	2.00	2.00	0.00	0%
Parole & Probation Deputy I	4.00	2.00	1.00	1.00	0.00	0%
Parole & Probation Deputy II	3.00	5.00	6.00	6.00	0.00	0%
Accountant II	1.00	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>12.10</b>	<b>10.10</b>	<b>13.10</b>	<b>13.10</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Total # of unique Justice Involved Individuals	Count	712	713	729	743	628	675
Total # of jail sanctions	Count	355	361	338	311	147	250
# of Probation revocations per 100 Justice Involved Individuals	Count	20	14	17	16	6	10
# of cases closed early to Earned Discharge per ORS 137.633	Count	20	28	25	37	25	30
Daily Avg # of offenders on supervision		375	375	468	475	475	425
# of individuals who completed supervision successfully		179	166	168	168	175	180
# of Completed LS/CMI Assessments		355	320	306	321	276	320
% compliance with state mandates	Percent	100%	100%	100%	100%	100%	100%
Average monthly reconviction rate for justice involved individuals on supervision- Oregon Dashboards	Percent	5%	6%	6%	5%	4%	5%
% of Hi-Med risk justice involved individuals engaged in treatment services	Percent	40%	45%	45%	45%	47%	50%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Undersheriff	82-1110	12,208	13,190	14,260	15,350	1,090	7%
Lieutenant	82-1113	106,473	131,694	124,410	129,220	4,810	3%
Sergeant	82-1116	92,019	99,971	106,540	109,210	2,670	2%
Staff Assistant	82-1191	48,753	0	91,660	98,640	6,980	7%
Pre-Trial Release Specialist	82-1429	51,582	54,626	111,510	116,300	4,790	4%
Parole & Probation Deputy I	82-1430	233,371	277,243	76,790	78,710	1,920	2%
Parole & Probation Deputy II	82-1431	230,812	246,564	482,460	512,860	30,400	6%
Accountant II	82-1848	9,033	0	0	0	0	0%
Accountant I	82-1850	44,949	0	0	0	0	0%
Overtime	82-1945	12,794	9,016	20,000	20,000	0	0%
Remuneration	82-1947	11,840	14,640	16,540	16,920	380	2%
Performance Pay	82-1948	4,215	0	0	0	0	0%
F.I.C.A.	82-1950	62,910	61,692	79,880	83,940	4,060	5%
Retirement	82-1955	156,777	192,460	236,170	258,640	22,470	9%
Medical Waiver	82-1963	1,200	100	0	0	0	0%
Medical Insurance	82-1964	142,432	169,024	252,640	234,120	(18,520)	- 7%
Dental Insurance	82-1965	16,759	18,408	25,670	26,810	1,140	4%
HSA/HRA Contribution	82-1966	15,367	18,033	23,200	21,700	(1,500)	- 6%
Benefits Admin Fees	82-1967	341	257	350	350	0	0%
Life/AD&D Insurance	82-1970	819	704	920	1,090	170	18%
Salary Continuation Insur	82-1972	1,132	1,029	1,250	1,250	0	0%
S.A.I.F.	82-1975	14,010	14,071	26,530	27,320	790	2%
Unemployment	82-1980	920	848	1,040	1,100	60	5%
<b>Personnel Services Totals:</b>		<b>1,270,714</b>	<b>1,323,569</b>	<b>1,691,820</b>	<b>1,753,530</b>	<b>61,710</b>	<b>3%</b>
<b>Materials &amp; Services</b>							
Banking Svcs Fee	82-2002	25	0	0	0	0	0%
Banking Svcs Credit Adj.	82-2003	24	0	0	0	0	0%
Clothing And Uniform Exp.	82-2040	2,689	3,787	4,500	6,000	1,500	33%
Safety Equipment	82-2045	4,529	2,734	4,000	3,000	(1,000)	- 25%
Telephones	82-2070	15,443	13,125	20,000	20,000	0	0%
Program Supplies	82-2140	1,084	2,174	2,000	2,000	0	0%
Custodial Supplies	82-2160	0	90	250	250	0	0%
Insurance	82-2200	12,900	14,199	17,750	17,920	170	0%
Maintenance - Equipment	82-2260	991	998	1,000	1,500	500	50%
Maintenance S.I.G.	82-2300	7,929	1,318	3,000	15,000	12,000	400%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	1,497	1,068	3,000	3,000	0	0%
Office Supplies	82-2410	3,189	555	2,000	2,500	500	25%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Books And Periodicals	82-2413	135	0	500	1,500	1,000	200%
Postage And Freight	82-2419	1,577	2,426	2,500	2,500	0	0%
Records And Forms	82-2422	184	892	500	500	0	0%
Printing And Reproduction	82-2425	1,415	415	750	750	0	0%
Office Furniture & Equipment	82-2454	1,844	147	3,000	12,000	9,000	300%
PC Equipment	82-2455	2,340	13,638	5,000	5,000	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	298	1,431	500	4,000	3,500	700%
Peer Support	82-2491	0	0	0	1,800	1,800	100%
Physical Exams	82-2505	1,199	0	700	800	100	14%
U.A. Testing	82-2506	7,525	12,278	11,200	12,000	800	7%
Polygraph	82-2521	0	0	200	0	(200)	- 100%
Psycho-Sexual Evaluations	82-2522	4,500	9,000	15,000	10,000	(5,000)	- 33%
Cognitive Treatment Svcs	82-2523	2,861	3,790	20,000	10,000	(10,000)	- 50%
Justice Reinvestment Programs	82-2524	46,886	38,677	50,000	50,000	0	0%
Offender Subsidy Expense	82-2525	3,506	6,410	5,000	8,000	3,000	60%
Publ. And Legal Notices	82-2600	0	0	500	500	0	0%
Jail Beds Lease	82-2635	125,480	200,000	500,000	401,500	(98,500)	- 19%
Fuel - Vehicles	82-2852	8,198	4,778	10,000	10,000	0	0%
Vehicle Rental	82-2920	0	0	500	500	0	0%
Vehicle Maintenance & Use	82-2923	3,694	3,856	10,000	10,000	0	0%
Education And Training	82-2928	13,381	5,746	10,000	12,500	2,500	25%
Reimbursed Travel Expense	82-2930	13,796	9,205	18,000	18,000	0	0%
Electric Monitoring	82-3079	4,114	6,522	15,000	15,000	0	0%
Refunds and Returns	82-3204	0	0	100	100	0	0%
Indirect Cost Allocation	82-3210	151,900	159,500	150,000	174,900	24,900	16%
<b>Materials &amp; Services Totals:</b>		<b>445,129</b>	<b>518,757</b>	<b>886,650</b>	<b>833,220</b>	<b>(53,430)</b>	<b>- 6%</b>

## Special Payments

DV Polygraph	82-3002	0	0	2,000	8,000	6,000	300%
Client Emergency Expenses	82-3003	199	0	2,000	0	(2,000)	- 100%
DV Indigent Treatment	82-3004	2,935	2,667	30,000	10,000	(20,000)	- 66%
M 57 Treatment	82-3010	51,158	9,592	30,000	15,000	(15,000)	- 50%
M 57 UA Testing	82-3011	3,432	210	3,000	4,000	1,000	33%
M 57 Sanctions	82-3012	68,510	33,176	35,000	50,000	15,000	42%
M 57 Supplies/Incentives	82-3013	1,341	762	5,000	4,000	(1,000)	- 20%
Inmate Welfare Subsidy Expense	82-3030	2,488	4,465	8,000	0	(8,000)	- 100%
Treatment/Transition Funds	82-3031	4,111	0	10,000	18,000	8,000	80%
Adult Drug Court Travel/Traini	82-3060	762	1,485	8,000	5,000	(3,000)	- 37%
Adult Drug Court Program Supp.	82-3061	686	410	2,000	2,000	0	0%
Adult Drug Court Incentives	82-3062	3,694	1,895	4,000	4,000	0	0%
Adult Drug Court UA Testing	82-3063	1,995	603	3,000	3,000	0	0%
Adult Drug Court UA Supplies	82-3064	13,041	8,150	15,000	15,000	0	0%
Treatment Court Travel/Trainin	82-3070	1,129	1,485	5,000	4,000	(1,000)	- 20%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Treatment Court Program Suppli	82-3071	362	91	1,000	1,000	0	0%
Treatment Court Incentives	82-3072	961	2,839	2,000	2,000	0	0%
Treatment Court UA Testing	82-3073	612	330	1,000	1,000	0	0%
Treatment Court UA Supplies	82-3074	263	1,000	2,000	2,000	0	0%
Treatment Court MH Treatment	82-3075	80,000	80,348	90,000	75,000	(15,000)	- 16%
Drug Court Treatment	82-3082	91,667	100,000	110,000	75,000	(35,000)	- 31%
Sex Offender Treatment	82-3083	44,079	28,570	45,000	50,000	5,000	11%
Sex Offender Polygraph	82-3090	5,657	3,900	8,000	8,000	0	0%
Subsidy Housing	82-3095	35,932	42,874	60,000	60,000	0	0%
<b>Special Payments Totals:</b>		<b>415,012</b>	<b>324,851</b>	<b>481,000</b>	<b>416,000</b>	<b>(65,000)</b>	<b>- 13%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	15,000	15,000	100%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>100%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
Transfer to Corrections Divisi	82-8103	129,500	129,500	0	0	0	0%
Transfer to Support Division	82-8104	0	259,820	58,440	65,510	7,070	12%
<b>Transfers Out Totals:</b>		<b>129,500</b>	<b>389,320</b>	<b>58,440</b>	<b>65,510</b>	<b>7,070</b>	<b>12%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	1,457,590	1,434,560	(23,030)	- 1%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,457,590</b>	<b>1,434,560</b>	<b>(23,030)</b>	<b>- 1%</b>
<b>Total Expenditures:</b>		<b>2,260,356</b>	<b>2,556,497</b>	<b>4,575,500</b>	<b>4,517,820</b>	<b>(57,680)</b>	<b>- 1%</b>

# 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

Revenues for this service are a result of SB1065, however these revenues continue to remain stagnant and do not keep up with the increased costs associated with personnel. The Court Security Committee and County staff continue to have ongoing conversations regarding the overall security of the building while recognizing the limited resources available. In response to these ongoing conversations County staff will be evaluating the feasibility of a capital project that would limit the courthouse to a single point of entry while maintaining all historic and ADA requirements.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	167,186	149,735	137,170	94,400	(42,770)	- 31%
Interest On Investments	3,918	3,022	2,500	1,000	(1,500)	- 60%
Corrections Prog Sb1065	48,151	50,330	42,000	49,000	7,000	16%
<b>Total Revenue:</b>	<b>219,255</b>	<b>203,087</b>	<b>181,670</b>	<b>144,400</b>	<b>(37,270)</b>	<b>- 20%</b>
<b>Total Unappropriated Budget:</b>	<b>149,735</b>	<b>130,777</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>69,520</b>	<b>72,310</b>	<b>181,670</b>	<b>144,400</b>	<b>(37,270)</b>	<b>- 20%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	64,750	67,810	71,920	71,920	0	0%
Materials & Services	770	500	10,600	10,600	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	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	85,150	47,880	(37,270)	- 43%
<b>Total Expenditures:</b>	<b>69,520</b>	<b>72,310</b>	<b>181,670</b>	<b>144,400</b>	<b>(37,270)</b>	<b>- 20%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Personnel Services	82-1985	64,750	67,810	71,920	71,920	0	0%
<b>Personnel Services Totals:</b>		<b>64,750</b>	<b>67,810</b>	<b>71,920</b>	<b>71,920</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
General Equipment	82-2268	270	0	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	500	500	600	600	0	0%
<b>Materials &amp; Services Totals:</b>		<b>770</b>	<b>500</b>	<b>10,600</b>	<b>10,600</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	10,000	10,000	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to IT	82-8006	4,000	4,000	4,000	4,000	0	0%
<b>Transfers Out Totals:</b>		<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	85,150	47,880	(37,270)	- 43%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>85,150</b>	<b>47,880</b>	<b>(37,270)</b>	<b>- 43%</b>
<b>Total Expenditures:</b>		<b>69,520</b>	<b>72,310</b>	<b>181,670</b>	<b>144,400</b>	<b>(37,270)</b>	<b>- 20%</b>

# 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. In previous years the state would provide approximately 30% of this funding through an OHV grant but has ceased providing these monies to assist in investigation of criminal mischief and theft complaints on state forests.

## Budget Highlights

Revenue continues to increase slightly as a result of increased beginning balance and higher timber revenue receipts. The revenue to expenditure levels continue to remain in the black, allowing for the sustained funding of a full FTE for forest patrol deputy; an additional .3 FTE to account for call response coverage when the assigned Deputy is off duty; and .1 FTE for Sergeant supervision of these employees. 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 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 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	688,483	819,699	870,070	950,330	80,260	9%
Interest On Investments	18,970	17,633	18,000	5,000	(13,000)	- 72%
Timber Sales	215,356	191,478	145,010	167,400	22,390	15%
<b>Total Revenue:</b>	<b>922,809</b>	<b>1,028,811</b>	<b>1,033,080</b>	<b>1,122,730</b>	<b>89,650</b>	<b>8%</b>
<b>Total Unappropriated Budget:</b>	<b>819,699</b>	<b>888,321</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>103,110</b>	<b>140,490</b>	<b>1,033,080</b>	<b>1,122,730</b>	<b>89,650</b>	<b>8%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	90,410	127,890	127,890	158,330	30,440	23%
Materials & Services	12,700	12,600	30,100	30,400	300	1%
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	10,000	10,000	0%
Contingency	0	0	875,090	924,000	48,910	5%
<b>Total Expenditures:</b>	<b>103,110</b>	<b>140,490</b>	<b>1,033,080</b>	<b>1,122,730</b>	<b>89,650</b>	<b>8%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Personnel Services	82-1985	90,410	127,890	127,890	158,330	30,440	23%
<b>Personnel Services Totals:</b>		<b>90,410</b>	<b>127,890</b>	<b>127,890</b>	<b>158,330</b>	<b>30,440</b>	<b>23%</b>
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	0	0	10,000	10,000	0	0%
Forest Trust Assessment	82-2908	11,800	11,800	19,000	19,000	0	0%
Materials & Services	82-2967	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	900	800	1,100	1,400	300	27%
<b>Materials &amp; Services Totals:</b>		<b>12,700</b>	<b>12,600</b>	<b>30,100</b>	<b>30,400</b>	<b>300</b>	<b>1%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Enforcement Divisi	82-8105	0	0	0	10,000	10,000	100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	875,090	924,000	48,910	5%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>875,090</b>	<b>924,000</b>	<b>48,910</b>	<b>5%</b>
<b>Total Expenditures:</b>		<b>103,110</b>	<b>140,490</b>	<b>1,033,080</b>	<b>1,122,730</b>	<b>89,650</b>	<b>8%</b>

# 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

The beginning balance in this fund has decreased significantly since the 2019-20 FY primarily as a result of case factors including the complexities of cases becoming lengthier, costlier, and more difficult than necessary because of the inability of the parties to reach agreement. The members of LFLAC are evaluating how to maintain service levels in the best interest of the clients while still working within the constraints of funding from the state. One change moving forward is that for those parties receiving mediation services that have the resources to pay for mediation will be required to pay for a portion of these services.

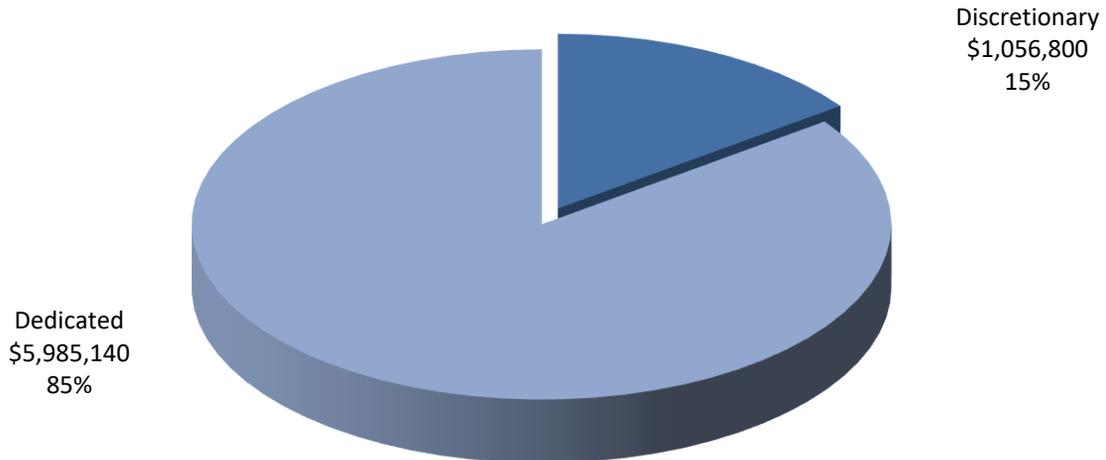
Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	75,763	48,725	19,800	10,630	(9,170)	- 46%
Interest On Investments	2,015	1,135	0	0	0	0%
Child Custody	32,859	33,080	32,860	33,080	220	0%
Rev. Refunds & Reim.	3,200	0	0	0	0	0%
<b>Total Revenue:</b>	<b>113,838</b>	<b>82,940</b>	<b>52,660</b>	<b>43,710</b>	<b>(8,950)</b>	<b>- 17%</b>
<b>Total Unappropriated Budget:</b>	<b>48,724</b>	<b>29,867</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>65,114</b>	<b>53,072</b>	<b>52,660</b>	<b>43,710</b>	<b>(8,950)</b>	<b>- 17%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	6,272	4,417	3,880	4,180	300	7%
Personnel Benefits	2,212	1,809	1,560	1,650	90	5%
Materials & Services	56,630	46,846	47,220	37,880	(9,340)	- 19%
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%
<b>Total Expenditures:</b>	<b>65,114</b>	<b>53,072</b>	<b>52,660</b>	<b>43,710</b>	<b>(8,950)</b>	<b>- 17%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Administrative Assistant	0.10	0.10	0.00	0.00	0.00	0%
Senior Admin Supervisor	0.00	0.00	0.05	0.00	(0.05)	- 100%
Executive Assistant	0.00	0.00	0.00	0.05	0.05	100%
<b>Total Personnel:</b>	<b>0.10</b>	<b>0.10</b>	<b>0.05</b>	<b>0.05</b>	<b>0.00</b>	<b>0%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Administrative Assistant	82-1118	0	0	0	0	0	0%
Senior Admin Supervisor	82-1119	0	2,765	0	0	0	0%
Executive Assistant	82-1121	6,272	1,652	3,880	4,180	300	7%
F.I.C.A.	82-1950	487	343	300	320	20	6%
Retirement	82-1955	1,320	1,200	1,050	1,110	60	5%
Medical Waiver	82-1963	110	75	60	60	0	0%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	253	164	110	120	10	9%
HSA/HRA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	0	2	10	10	0	0%
Life/AD&D Insurance	82-1970	11	6	10	10	0	0%
Salary Continuation Insur	82-1972	18	13	10	10	0	0%
S.A.I.F.	82-1975	8	4	10	10	0	0%
Unemployment	82-1980	5	3	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>8,484</b>	<b>6,226</b>	<b>5,440</b>	<b>5,830</b>	<b>390</b>	<b>7%</b>
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	55,330	45,446	43,820	36,080	(7,740)	- 17%
Indirect Cost Allocation	82-3210	1,300	1,400	3,400	1,800	(1,600)	- 47%
<b>Materials &amp; Services Totals:</b>		<b>56,630</b>	<b>46,846</b>	<b>47,220</b>	<b>37,880</b>	<b>(9,340)</b>	<b>- 19%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>65,114</b>	<b>53,072</b>	<b>52,660</b>	<b>43,710</b>	<b>(8,950)</b>	<b>- 17%</b>

## Clatsop County Functions/Programs Budget Public Health 2021-2022 Total \$7,041,940



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

Community Health  
Tobacco Prevention  
Immunization  
Harm Reuction  
WIC  
Family Planning  
Mental Health

Emergency Preparedness  
Onsite Sewage Systems  
Environmental Health  
Babies First  
Drug & Alcohol Prevention  
Household Hazardous Waste  
App. for Contingency 7

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.

# Community Health

## Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the communities 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

Ongoing stakeholder outreach pertaining to current communicable disease concerns  
 CHART continues to be a leading health collaborative in the community; its membership rising during the year  
 Development and implementation of the local and regional Public Health Modernization Plan  
 Coordinated response to the COVID-19 pandemic  
 Community prevention measures minimized severe disease and loss of life due to the COVID-19 pandemic  
 Coordinate mass vaccination campaign in response to the COVID-19 pandemic

## Performance Measures

The Public Health Workplan is available for review. Performance measures are delineated by the Oregon Health Authority program elements. There is a triennial review of this program every three years. The next review is scheduled for fall 2021.

## Budget Highlights

The COVID-19 pandemic highlighted the vulnerabilities in the public health infrastructure. Recommendation to fill critical positions include: nursing supervisor (program requirement), expanded role of the health officer, staff assistant for director. Eliminate the practice of the director serving multiple positions at the same time significantly compromising program compliance, efficiency, and ability to serve the public as required.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	80,740	0	(80,740)	- 100%
Interest On Investments	19,413	10,617	7,200	9,000	1,800	25%
Interest on Insurance Payments	0	0	0	0	0	0%
State Support PE01-01	45,759	47,343	45,760	47,340	1,580	3%
Tobacco Retailers Licensing Fe	0	0	0	0	0	0%
School Based Health Center PE4	15,995	15,000	60,000	60,000	0	0%
St. - T B Epi Program	263	60	0	0	0	0%
Fed. - TB Epi Program	(1,097)	0	0	0	0	0%
HIV & STD Prevention Special N	13,776	0	0	0	0	0%
PE 07 HIV Prevention Services	4,531	0	0	0	0	0%
PH Modern Capacity Bldg PE51-0	68,919	123,062	265,450	250,000	(15,450)	- 5%
TB Case Mgmt/Investigation	3,800	3,965	3,500	1,500	(2,000)	- 57%
Health Impact Assessment Grant	0	0	0	0	0	0%
Prescription Drug OD Preventio	88,933	0	0	0	0	0%
PE 10 STD Client Services	(1,928)	0	0	0	0	0%
PE 07 HIV Prevention	5,191	0	0	0	0	0%
HIV Test Fees - Pt	0	0	0	0	0	0%
Syphilis Case Mgmt/Investigati	0	2,250	0	0	0	0%
CARES Act Reimbursement	0	0	0	0	0	0%
Medicaid MAC	0	97,086	77,000	0	(77,000)	- 100%
Columbia Co. IGA Revenue	0	0	0	0	0	0%
YVFWC/FOC Donation	0	0	0	0	0	0%
Public Health Donations	328	91	100	50	(50)	- 50%
Friends of Columbia	0	0	0	0	0	0%
OHSU Nutrition OR	0	0	0	0	0	0%
Knappa SBHC	0	30,000	0	0	0	0%
Immuniz.-Peri.Hep B	0	0	0	0	0	0%
Clinic Fees	11,794	14,271	12,000	12,000	0	0%
Adult Immunizations	12,755	5,024	6,500	5,000	(1,500)	- 23%
Vaccines Fees	2,795	2,162	2,500	1,500	(1,000)	- 40%
Influenza Vaccine Fees	0	0	0	0	0	0%
Vaccine - OHP	1,253	1,563	1,000	1,000	0	0%
CCO Imms	12,823	11,135	12,000	12,000	0	0%
Vaccine - Ins.	22,010	25,892	25,000	20,000	(5,000)	- 20%
Mult Co Harm Red	60,000	0	0	0	0	0%
Vital Statistics	35,680	33,575	30,000	40,000	10,000	33%
Col Pacific CCO Grant	0	300	60,890	0	(60,890)	- 100%
Knight Cancer-Step it Up	0	0	0	0	0	0%
CareOregon Stabilization Fund	0	3,500	0	0	0	0%
DHS Nursing	0	0	0	0	0	0%
Copy Fees	0	10	0	0	0	0%
Franchise Fees	750	750	750	750	0	0%

Rev. Refunds & Reim.	2,179	1,727	1,500	500	(1,000)	- 66%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	383,500	377,310	389,770	949,950	560,180	143%
Transfer from Other Funds	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>809,422</b>	<b>806,691</b>	<b>1,081,660</b>	<b>1,410,590</b>	<b>328,930</b>	<b>30%</b>
<b>Total Unappropriated Budget:</b>	<b>(24,842)</b>	<b>21,502</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>834,264</b>	<b>785,189</b>	<b>1,081,660</b>	<b>1,410,590</b>	<b>328,930</b>	<b>30%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	346,346	286,146	408,860	582,470	173,610	42%
Personnel Benefits	184,006	157,250	214,280	367,310	153,030	71%
Materials & Services	303,912	321,573	458,520	460,810	2,290	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	20,221	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>834,264</b>	<b>785,189</b>	<b>1,081,660</b>	<b>1,410,590</b>	<b>328,930</b>	<b>30%</b>

### Staffing Summary

Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Health Director	0.65	0.15	0.15	1.00	0.85	566%
Staff Assistant	1.45	1.35	1.70	2.70	1.00	58%
Clinical Provider	0.00	0.00	0.00	1.00	1.00	100%
Community Health Project Manag	0.00	0.20	1.00	0.00	(1.00)	- 100%
Public Health Nurse II	2.85	2.25	2.05	2.10	0.05	2%
Accountant II	0.35	0.50	0.65	0.65	0.00	0%
Health Promotion Specialist	0.35	0.00	0.00	0.00	0.00	0%
Prev Program Coordinator	0.00	0.05	0.05	0.05	0.00	0%
Social Services Coordinator	0.00	0.20	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>5.65</b>	<b>4.70</b>	<b>5.60</b>	<b>7.50</b>	<b>1.90</b>	<b>33%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Healthy Communities: CHART Membership continues to remain strong and relevant	Count	66	66	66	180	180	180
Animal Bite/Exposure Reports/ Investigations	Count	99	82	54	0	0	0
Number of Electronic Lab Reports	Count	1,850	1,880	2,400	1,647	1,309	1,300
Number of Reportable Diseases	Count	301	304	350	1,647	1,309	1,300
Death Certificates Issued	Count	1,524	1,425	1,500	1,386	1,761	1,800
Birth Certificates Issued	Count	44	33	30	39	18	20
Timeliness of First Reports from LHD to State (<10 days)	Percent	100%	100%	100%	100%	0%	0%
Case Completion of Select Interviewed Cases:	Percent	68%	100%	100%	100%	0%	0%
Timeliness of Completion (<14 days)	Percent	92%	100%	100%	100%	0%	0%
Timeliness of Interviewed Cases (<10days)	Percent	90%	100%	100%	100%	0%	0%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	50,817	12,999	18,260	140,570	122,310	669%
Staff Assistant	82-1191	74,571	65,654	83,070	137,020	53,950	64%
Clinical Provider	82-1201	6,667	597	0	82,940	82,940	100%
Community Health Project Manag	82-1203	0	43,996	96,410	0	(96,410)	- 100%
Public Health Nurse II	82-1209	162,689	121,428	165,410	174,870	9,460	5%
Public Health Nurse III	82-1210	0	0	0	0	0	0%
Accountant II	82-1848	39,351	32,423	41,460	42,500	1,040	2%
Health Promotion Specialist	82-1873	3,687	5,198	0	0	0	0%
Prev Program Coordinator	82-1882	0	3,852	4,250	4,570	320	7%
Social Services Coordinator	82-1887	8,565	0	0	0	0	0%
Extra Help-Clinical	82-1905	18,997	4,442	12,000	12,000	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	13,597	0	0	0	0%
Remuneration	82-1947	0	0	0	1,920	1,920	100%
Performance Pay	82-1948	2,605	0	0	0	0	0%
F.I.C.A.	82-1950	26,495	22,004	32,320	45,720	13,400	41%
Retirement	82-1955	38,510	47,197	75,640	135,550	59,910	79%
Medical Waiver	82-1963	700	1,257	1,680	1,320	(360)	- 21%
Medical Insurance	82-1964	74,557	54,061	74,470	138,590	64,120	86%
Dental Insurance	82-1965	7,824	6,358	7,940	15,290	7,350	92%
HSA/HRA Contribution	82-1966	11,675	6,342	7,400	12,800	5,400	72%
Benefits Admin Fees	82-1967	135	130	140	130	(10)	- 7%
Life/AD&D Insurance	82-1970	505	122	530	700	170	32%
Salary Continuation Insur	82-1972	544	663	450	840	390	86%
S.A.I.F.	82-1975	1,059	708	1,290	1,850	560	43%
Unemployment	82-1980	401	368	420	600	180	42%
<b>Personnel Services Totals:</b>		<b>530,352</b>	<b>443,396</b>	<b>623,140</b>	<b>949,780</b>	<b>326,640</b>	<b>52%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,283	1,681	1,720	1,500	(220)	- 12%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Insurance	82-2200	3,692	4,036	5,040	7,470	2,430	48%
OCHIN Billing Fees	82-2225	6,728	6,071	6,000	4,000	(2,000)	- 33%
OCHIN EMR Billing	82-2226	1,295	1,220	1,200	800	(400)	- 33%
Lockbox Fees	82-2230	1,084	1,071	1,200	1,000	(200)	- 16%
License And Permit Fees	82-2240	241	84	100	0	(100)	- 100%
Maintenance - Equipment	82-2260	4,309	895	800	500	(300)	- 37%
Software Maintenance	82-2265	44	0	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Medical Supplies	82-2345	14,551	1,910	2,000	2,500	500	25%
MAC Admin Fees	82-2350	510	280	560	400	(160)	- 28%
Membership Fees And Dues	82-2370	910	925	1,430	1,030	(400)	- 27%
Office Supplies	82-2410	494	389	600	1,000	400	66%
Books And Periodicals	82-2413	0	135	0	150	150	100%
Postage And Freight	82-2419	989	515	500	800	300	60%
Records And Forms	82-2422	368	3	250	500	250	100%
Printing And Reproduction	82-2425	2,099	2,014	1,200	1,500	300	25%
Prof And Spec Services	82-2450	3,373	175	300	0	(300)	- 100%
Office Furniture & Equipment	82-2454	6,352	2,009	2,500	1,500	(1,000)	- 40%
PC Equipment	82-2455	6,109	17,799	5,000	6,510	1,510	30%
Harm Reduction Expense	82-2457	14,649	0	0	0	0	0%
Contract Personnel	82-2470	1,200	1,200	1,200	215,100	213,900	17825%
Contractual Services	82-2471	62,835	79,972	75,520	0	(75,520)	- 100%
Other Grant Expenses	82-2495	62	0	0	0	0	0%
Knappa SBHC	82-2497	0	900	0	0	0	0%
CHART Expenses	82-2501	81	481	0	200	200	100%
Medical Services	82-2502	0	0	0	0	0	0%
Lab Services	82-2503	27	0	0	0	0	0%
Physical Exams	82-2505	0	0	0	0	0	0%
State Vaccines	82-2509	22,873	27,855	25,000	25,000	0	0%
Locally Owned Vaccine	82-2511	4,432	2,146	5,000	5,000	0	0%
YVFWC/FOC Donation Expense	82-2513	0	0	80,740	0	(80,740)	- 100%
TB Investigation 2015-2294	82-2515	0	0	0	0	0	0%
Health Impact Assessment Grant	82-2517	0	0	0	0	0	0%
PDOP Grant Expenses	82-2518	32,582	0	0	0	0	0%
HIV & STD Prevention Special N	82-2532	5,830	0	0	0	0	0%
SBHC Expense	82-2536	3,334	60,405	120,890	60,000	(60,890)	- 50%
OHSU Nutrition OR Exp	82-2538	0	0	0	0	0	0%
Publ. And Legal Notices	82-2600	377	0	0	0	0	0%
Advertising	82-2605	1,058	575	500	1,000	500	100%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	20	0	0	0	0	0%
Educational Materials	82-2777	75	146	250	0	(250)	- 100%
Fuel - Vehicles	82-2852	1,744	532	800	500	(300)	- 37%
Vehicle Rental	82-2920	197	101	250	250	0	0%
Vehicle Maintenance & Use	82-2923	198	0	500	500	0	0%
Education And Training	82-2928	25	955	600	1,100	500	83%
Miscellaneous Expense	82-2929	0	600	0	0	0	0%
Reimbursed Travel Expense	82-2930	6,734	1,095	5,000	4,300	(700)	- 14%
Patient Refunds	82-3007	310	0	250	0	(250)	- 100%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Refunds and Returns	82-3204	239	0	0	0	0	0%
Indirect Cost Allocation	82-3210	89,600	103,400	111,620	116,700	5,080	4%
<b>Materials &amp; Services Totals:</b>		<b>303,912</b>	<b>321,573</b>	<b>458,520</b>	<b>460,810</b>	<b>2,290</b>	<b>0%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	20,221	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>20,221</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>834,264</b>	<b>785,189</b>	<b>1,081,660</b>	<b>1,410,590</b>	<b>328,930</b>	<b>30%</b>

# Tobacco Prevention

## Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the communities health

## Department Overview

Revenue comes from Oregon taxes on tobacco products. The goals of the program, as administered by the Oregon Health Authority, are to:

- 1) Limiting the tobacco industry’s influence in the retail environment;
- 2) Increasing the price of tobacco, including through non-tax approaches;
- 3) Increasing the number of smoke and tobacco-free government properties and public areas;
- 4) Making cessation services available, culturally relevant, and accessible;
- 5) Educating decision-makers about the harms of tobacco.

The County Department of Public Health is the local lead agency for this program.

## Major Accomplishments

Collaborated with decision-makers at the County level and all five cities to adopt the Tobacco Retail Licensing ordinance in January 2020.

TPEP is the coordinating agent for the Clatsop Health Advocacy Resource Team (CHART), a collaborative network of Community-Based Organizations (CBO) and agency representatives. CHART was instrumental in supporting the TRL ordinance.

Implementation of Tobacco Retail Licensing (TRL) in the county by completing retailer education materials and outreach.

Mentorship to other TPEP coordinators.

Awarded the Sustainable Relationships for Community Health (SRCH) grant to conduct a deep level health assessment for the Latinx community.

## Performance Measures

- Decrease adult and youth tobacco use
- Increase access to cessation
- Increase smoke and tobacco-free areas

## Budget Highlights

In 2019-2021 biennium received the newly developed Tier 3 funding level based on our readiness and ability to pass a countywide Tobacco Retail Licensing (TRL) law. This increased funding supported the passage and implementation of a comprehensive, countywide TRL ordinance, including retailer education. Due to COVID-19 reassignment, this org unit experienced savings.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	5,280	5,280	100%
Comm. Chronic Disease Prev.	0	0	0	0	0	0%
Tobacco Prevention	69,886	122,342	127,000	157,680	30,680	24%
SPArC Funding	47,940	0	0	0	0	0%
Franchise Fees	90	90	90	90	0	0%
Rev. Refunds & Reim.	164	28	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	0	23,540	38,420	0	(38,420)	- 100%
Transfer from Other Funds	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>118,080</b>	<b>146,000</b>	<b>165,510</b>	<b>163,050</b>	<b>(2,460)</b>	<b>- 1%</b>
<b>Total Unappropriated Budget:</b>	<b>7,351</b>	<b>13,335</b>	<b>0</b>	<b>32,170</b>	<b>32,170</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>110,729</b>	<b>132,665</b>	<b>165,510</b>	<b>130,880</b>	<b>(34,630)</b>	<b>- 20%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	64,111	83,021	98,830	72,530	(26,300)	- 26%
Personnel Benefits	14,297	36,446	48,500	37,980	(10,520)	- 21%
Materials & Services	32,320	13,198	18,180	20,370	2,190	12%
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%
<b>Total Expenditures:</b>	<b>110,729</b>	<b>132,665</b>	<b>165,510</b>	<b>130,880</b>	<b>(34,630)</b>	<b>- 20%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.10	0.00	0.00	0.00	0%
Accountant II	0.00	0.10	0.00	0.00	0.00	0%
Health Promotion Specialist	0.60	0.80	1.60	1.05	(0.55)	- 34%
Prev Program Coordinator	0.00	0.10	0.10	0.10	0.00	0%
<b>Total Personnel:</b>	<b>0.65</b>	<b>1.10</b>	<b>1.70</b>	<b>1.15</b>	<b>(0.55)</b>	<b>- 32%</b>

Measures							
Unit of Measure Description		Actual	Actual	Actual	Actual	Projected	Budget
		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Increase # of calls to state quit line and other quit resources	Count	100	80	0	10	0	0
Implement tighter policy for Parks	Count	0	0	0	2	0	0
Tobacco Retail Licesning	Count	0	0	1	6	0	0
Improve ICAA stipulations	Count	0	0	1	1	0	0
Reduce teen smoking rates: 11th graders	Percent	18%	15%	5%	0%	0%	0%
Reduce teen vaping by 11th graders	Percent	0%	0%	0%	0%	0%	0%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	6,486	10,932	0	0	0	0%
Staff Assistant	82-1191	0	570	0	0	0	0%
Environmental Health Specialis	82-1195	0	0	0	0	0	0%
Environmental Health Specialis	82-1197	0	0	0	0	0	0%
Accountant II	82-1848	1,490	3,932	0	0	0	0%
Health Promotion Specialist	82-1873	56,135	61,098	90,330	63,390	(26,940)	- 29%
Prev Program Coordinator	82-1882	0	6,489	8,500	9,140	640	7%
Extra Help-Clinical	82-1905	0	0	10,000	10,000	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	3,813	0	0	0	0%
Remuneration	82-1947	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	4,862	6,523	8,320	6,310	(2,010)	- 24%
Retirement	82-1955	6,240	16,496	17,890	14,630	(3,260)	- 18%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	1,647	6,468	8,870	4,150	(4,720)	- 53%
Dental Insurance	82-1965	1,110	1,879	2,270	2,010	(260)	- 11%
HSA/HRA Contribution	82-1966	0	706	400	260	(140)	- 35%
Benefits Admin Fees	82-1967	5	46	20	70	50	250%
Life/AD&D Insurance	82-1970	92	119	150	110	(40)	- 26%
Salary Continuation Insur	82-1972	79	126	140	100	(40)	- 28%
S.A.I.F.	82-1975	191	195	330	260	(70)	- 21%
Unemployment	82-1980	71	75	110	80	(30)	- 27%
<b>Personnel Services Totals:</b>		<b>78,408</b>	<b>119,467</b>	<b>147,330</b>	<b>110,510</b>	<b>(36,820)</b>	<b>- 24%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	275	1,479	1,400	1,400	0	0%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Program Supplies	82-2140	0	0	0	0	0	0%
Facilities Rental	82-2143	194	0	0	0	0	0%
Insurance	82-2200	592	573	710	1,360	650	91%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	172	155	320	210	(110)	- 34%
Office Supplies	82-2410	959	330	300	1,500	1,200	400%
Books And Periodicals	82-2413	174	0	150	0	(150)	- 100%
Postage And Freight	82-2419	31	50	100	50	(50)	- 50%
Printing And Reproduction	82-2425	4,179	305	250	400	150	60%
Prof And Spec Services	82-2450	1,794	0	0	0	0	0%
Office Furniture & Equipment	82-2454	2,463	0	500	0	(500)	- 100%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
PC Equipment	82-2455	2,562	0	1,200	0	(1,200)	- 100%
Contractual Services	82-2471	5,000	0	0	0	0	0%
Tobacco Prevention	82-2512	0	0	0	0	0	0%
Advertising	82-2605	454	0	0	0	0	0%
Meetings/ Hosting	82-2750	2,922	11	150	0	(150)	- 100%
Educational Materials	82-2777	153	0	0	0	0	0%
Fuel - Vehicles	82-2852	357	217	300	150	(150)	- 50%
Vehicle Rental	82-2920	30	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	(75)	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	3,482	2,878	3,500	3,000	(500)	- 14%
Indirect Cost Allocation	82-3210	6,600	7,200	9,300	12,300	3,000	32%
<b>Materials &amp; Services Totals:</b>		<b>32,320</b>	<b>13,198</b>	<b>18,180</b>	<b>20,370</b>	<b>2,190</b>	<b>12%</b>
<b>Total Expenditures:</b>		<b>110,729</b>	<b>132,665</b>	<b>165,510</b>	<b>130,880</b>	<b>(34,630)</b>	<b>- 20%</b>

# Immunization

## Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the communities 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

Clatsop County applied for and received the Cares Grant for flu vaccine outreach.  
 Offered multiple flu vaccine clinics throughout the county, including the homeless/houseless and hard to reach populations.  
 Completed the required school exclusion review  
 Provided clinical leadership and coordination for the COVID-19 vaccination campaign  
 Continued to staff immunization clinic the children

## Performance Measures

The Public Health Workplan is available for review. A comprehensive evaluation is conducted every three years during Oregon Health Authority's Triennial Review. Clatsop County Department of Public Health (CCDPH) is scheduled for a Triennial Review during Fall 2021. The review was delayed due to the COVID-19 pandemic.

## Budget Highlights

The State funds the Immunization program. Funding supports our liaison between the State and local education authorities for the School Immunization Program. This program has a significant change in FY 21-22 in the amount of \$209,890 in an effort to respond to the immunization efforts associated with COVID.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	880	0	(880)	- 100%
Or Health Immun Project PE43-0	12,078	5,953	7,000	13,480	6,480	92%
St. - OR Health Immun Project	2,330	7,036	6,000	0	(6,000)	- 100%
IO Mini Grant	2,600	0	0	0	0	0%
OIP CARES Grant PE01-10	0	0	0	209,890	209,890	100%
NWRESD Vaccine Project	0	10,000	0	0	0	0%
CPCCO Vaccine Outreach	0	0	0	0	0	0%
Transfer from General	0	0	3,580	3,580	0	0%
<b>Total Revenue:</b>	<b>17,008</b>	<b>22,989</b>	<b>17,460</b>	<b>226,950</b>	<b>209,490</b>	<b>1199%</b>
<b>Total Unappropriated Budget:</b>	<b>218</b>	<b>(1,778)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>16,790</b>	<b>24,766</b>	<b>17,460</b>	<b>226,950</b>	<b>209,490</b>	<b>1199%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	6,394	14,288	10,380	11,080	700	6%
Personnel Benefits	3,228	7,190	5,630	3,640	(1,990)	- 35%
Materials & Services	7,167	3,289	1,450	212,230	210,780	14536%
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%
<b>Total Expenditures:</b>	<b>16,790</b>	<b>24,766</b>	<b>17,460</b>	<b>226,950</b>	<b>209,490</b>	<b>1199%</b>

### Staffing Summary

Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Staff Assistant	0.00	0.00	0.05	0.05	0.00	0%
Public Health Nurse II	0.10	0.10	0.10	0.10	0.00	0%
<b>Total Personnel:</b>	<b>0.10</b>	<b>0.10</b>	<b>0.15</b>	<b>0.15</b>	<b>0.00</b>	<b>0%</b>

### Measures

Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of vaccinations provided      Count	1,100	1,230	1,550	1,189	27,454	25,000
Number of outreach clinics conducted includes all types of vaccines      Count	12	15	30	12	92	75

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Staff Assistant	82-1191	0	2,361	2,580	2,650	70	2%
Environmental Health Specialis	82-1197	0	0	0	0	0	0%
Public Health Nurse II	82-1209	6,091	11,825	7,800	8,430	630	8%
Accountant II	82-1848	304	0	0	0	0	0%
Health Promotion Specialist	82-1873	0	103	0	0	0	0%
Prev Program Coordinator	82-1882	0	0	0	0	0	0%
Extra Help-Clinical	82-1905	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Remuneration	82-1947	0	0	0	0	0	0%
F.I.C.A.	82-1950	463	1,048	800	860	60	7%
Retirement	82-1955	815	2,356	1,890	2,270	380	20%
Medical Waiver	82-1963	0	77	60	180	120	200%
Medical Insurance	82-1964	1,611	2,885	2,380	0	(2,380)	- 100%
Dental Insurance	82-1965	164	340	230	240	10	4%
HSA/HRA Contribution	82-1966	128	406	200	0	(200)	- 100%
Benefits Admin Fees	82-1967	3	0	10	10	0	0%
Life/AD&D Insurance	82-1970	13	36	10	20	10	100%
Salary Continuation Insur	82-1972	6	0	10	10	0	0%
S.A.I.F.	82-1975	18	32	30	40	10	33%
Unemployment	82-1980	7	8	10	10	0	0%
<b>Personnel Services Totals:</b>		<b>9,623</b>	<b>21,478</b>	<b>16,010</b>	<b>14,720</b>	<b>(1,290)</b>	<b>- 8%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	101	91	100	120	20	20%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Program Supplies	82-2140	0	221	0	300	300	100%
Maintenance - Equipment	82-2260	400	103	0	0	0	0%
General Equipment	82-2268	5,205	86	0	0	0	0%
Medical Supplies	82-2345	0	18	0	0	0	0%
Membership Fees And Dues	82-2370	150	150	150	150	0	0%
Office Supplies	82-2410	18	9	0	120	120	100%
Postage And Freight	82-2419	0	31	0	0	0	0%
Printing And Reproduction	82-2425	25	47	0	50	50	100%
Prof And Spec Services	82-2450	300	0	0	0	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
OIP CARES Expenses	82-2479	0	0	0	209,890	209,890	100%
Peer Support	82-2491	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	35	62	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Vehicle Rental	82-2920	0	221	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	34	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	1,150	0	0	0	0%
Indirect Cost Allocation	82-3210	900	1,100	1,200	1,600	400	33%
<b>Materials &amp; Services Totals:</b>		<b>7,167</b>	<b>3,289</b>	<b>1,450</b>	<b>212,230</b>	<b>210,780</b>	<b>14536%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>16,790</b>	<b>24,766</b>	<b>17,460</b>	<b>226,950</b>	<b>209,490</b>	<b>1199%</b>

# Babies First

## Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the communities health

## Department Overview

The Maternal-Child Health (MCH) org unit includes the Babies First! and CaCoon programs. Both are fee-for-service nurse home visiting programs.

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 childrens' 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

- MCH nurses maintain ICBLC certification enabling reimbursement for services
- Continued participation in community coalitions impacting pregnant women and their children
- Participated in COVID-19 pandemic response conducting case investigation and contact tracing coordinating with community partners to ensure the safety and well-being of existing families and new referrals
- During the COVID-19 pandemic, provided virtual home visiting returning to field visits per OHA guidance
- One of five pilot sites for the Family Connects universal home visiting program. Statewide implementation scheduled for 2023-2024

## Performance Measures

Grantors determine performance measures for the MCH programs. Standards are delineated in detail and evaluated annually by the grantor and the Oregon Health Authority (OHA). A comprehensive review is conducted every three years during the Triennial Review conducted by the OHA. Clatsop County Department of Public Health (CCDPH) is scheduled for a Triennial Review during Fall 2021. The review was delayed due to the COVID-19 pandemic.

## Budget Highlights

Projected revenue will continue to fund the Community Alignment Specialist and Nursing Supervisor both requirements of the program. All MCH programs are required to have Nursing Supervision per program elements and the Oregon State Board of Nursing. This is currently a vacant position budgeted 1 FTE for the 21-22 fiscal year.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	10,000	38,300	28,300	283%
Comm Connections	0	0	0	0	0	0%
MCH-CAH - GF PE42-06	0	1,938	1,930	1,930	0	0%
St. - MCH-CAH-GF PE42-06	0	1,938	1,940	1,920	(20)	- 1%
MCH Title V - CAH PE42-11	0	5,231	5,230	20,800	15,570	297%
St. - MCH Prenatal - GF PE42-0	0	1,033	1,030	1,030	0	0%
MCH Title V - Flex Funds	0	15,693	15,690	0	(15,690)	- 100%
MCH Prenatal - GF PE42-03	0	1,033	1,040	1,020	(20)	- 1%
Universal Home Visiting PE63	0	2,253	0	50,000	50,000	100%
Babies 1st PE42-04	7,194	6,603	6,600	6,500	(100)	- 1%
Babies First Fees-TCM	87,652	90,951	180,000	90,000	(90,000)	- 50%
Friends of Columbia	0	0	0	0	0	0%
OCCSHYN CCN	0	18,000	0	0	0	0%
HSAC Grant	3,000	0	0	0	0	0%
Lactation Consult	0	0	0	0	0	0%
Cacoon-cdrc	14,864	22,512	15,000	29,700	14,700	98%
CPCCO HR Support	0	0	0	0	0	0%
NW Regional ESD - CCN	0	20,000	10,000	10,000	0	0%
NNPHI Clatsop/Columbia CCN Awa	0	0	0	0	0	0%
Rev. Refunds & Reim.	593	620	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	0	49,940	22,500	0	(22,500)	- 100%
<b>Total Revenue:</b>	<b>113,303</b>	<b>237,744</b>	<b>270,960</b>	<b>251,200</b>	<b>(19,760)</b>	<b>- 7%</b>
<b>Total Unappropriated Budget:</b>	<b>(18,508)</b>	<b>10,527</b>	<b>0</b>	<b>90,930</b>	<b>90,930</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>131,810</b>	<b>227,217</b>	<b>270,960</b>	<b>160,270</b>	<b>(110,690)</b>	<b>- 40%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	80,395	140,740	169,250	92,860	(76,390)	- 45%
Personnel Benefits	37,112	60,719	74,310	45,690	(28,620)	- 38%
Materials & Services	14,304	25,758	27,400	21,720	(5,680)	- 20%
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%
<b>Total Expenditures:</b>	<b>131,810</b>	<b>227,217</b>	<b>270,960</b>	<b>160,270</b>	<b>(110,690)</b>	<b>- 40%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Staff Assistant	0.10	0.20	0.10	0.10	0.00	0%
Public Health Nurse II	1.00	2.00	2.00	1.00	(1.00)	- 50%
Accountant II	0.05	0.10	0.05	0.05	0.00	0%
<b>Total Personnel:</b>	<b>1.15</b>	<b>2.30</b>	<b>2.15</b>	<b>1.15</b>	<b>(1.00)</b>	<b>- 46%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of Babies First and CaCoon Clients	Count	152	160	320	350	350	350
Percent of clients duplicated in BF/CaCoon programs	Percent	32%	45%	55%	55%	55%	55%
Percent of clients referred to BF/CaCoon from WIC	Percent	40%	55%	65%	65%	65%	65%
Percent of BF visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%
Percent of BF visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%
Percent of CaCoon visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%
Percent of CaCoon visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	50	0	0	0	0	0%
Staff Assistant	82-1191	2,335	6,358	5,170	5,290	120	2%
Public Health Nurse II	82-1209	76,732	128,263	160,890	84,300	(76,590)	- 47%
Accountant II	82-1848	1,278	6,119	3,190	3,270	80	2%
Extra Help-Clinical	82-1905	4,172	0	0	0	0	0%
Overtime	82-1945	65	0	0	0	0	0%
Remuneration	82-1947	0	0	0	0	0	0%
F.I.C.A.	82-1950	6,025	9,997	12,960	7,110	(5,850)	- 45%
Retirement	82-1955	10,403	25,812	30,650	18,750	(11,900)	- 38%
Medical Waiver	82-1963	0	125	120	120	0	0%
Medical Insurance	82-1964	12,904	19,296	24,070	15,300	(8,770)	- 36%
Dental Insurance	82-1965	1,407	2,397	3,030	1,670	(1,360)	- 44%
HSA/HRA Contribution	82-1966	1,600	2,239	2,350	2,100	(250)	- 10%
Benefits Admin Fees	82-1967	20	69	80	70	(10)	- 12%
Life/AD&D Insurance	82-1970	132	202	210	110	(100)	- 47%
Salary Continuation Insur	82-1972	61	139	150	80	(70)	- 46%
S.A.I.F.	82-1975	242	311	520	290	(230)	- 44%
Unemployment	82-1980	81	132	170	90	(80)	- 47%
<b>Personnel Services Totals:</b>		<b>117,507</b>	<b>201,459</b>	<b>243,560</b>	<b>138,550</b>	<b>(105,010)</b>	<b>- 43%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	851	1,772	1,800	700	(1,100)	- 61%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Program Supplies	82-2140	458	0	0	200	200	100%
Insurance	82-2200	1,024	2,233	2,790	2,780	(10)	- 0%
OCHIN EMR Cache	82-2227	0	2,700	0	0	0	0%
General Equipment	82-2268	740	0	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%
Medical Supplies	82-2345	34	24	0	50	50	100%
Membership Fees And Dues	82-2370	10	14	60	10	(50)	- 83%
Office Supplies	82-2410	222	184	150	200	50	33%
Books And Periodicals	82-2413	602	200	100	100	0	0%
Postage And Freight	82-2419	0	352	100	200	100	100%
Printing And Reproduction	82-2425	288	726	300	300	0	0%
Prof And Spec Services	82-2450	1,000	56	0	80	80	100%
Office Furniture & Equipment	82-2454	1,570	162	0	0	0	0%
PC Equipment	82-2455	0	0	2,500	0	(2,500)	- 100%
NNPHI Clats./Col. CCN Award Ex	82-2527	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
HSAC Grant Expense	82-2537	0	1,585	1,500	0	(1,500)	- 100%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	121	150	0	(150)	- 100%
Fuel - Vehicles	82-2852	566	401	150	150	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	53	911	200	200	0	0%
Education And Training	82-2928	1,278	825	1,500	750	(750)	- 50%
Reimbursed Travel Expense	82-2930	1,107	793	600	600	0	0%
Community Connections	82-3085	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	4,500	12,700	15,500	15,400	(100)	- 0%
<b>Materials &amp; Services Totals:</b>		<b>14,304</b>	<b>25,758</b>	<b>27,400</b>	<b>21,720</b>	<b>(5,680)</b>	<b>- 20%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>131,810</b>	<b>227,217</b>	<b>270,960</b>	<b>160,270</b>	<b>(110,690)</b>	<b>- 40%</b>

# 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 communities health

## Department Overview

WIC's mission is to safeguard the health of low-income women, infants, and children up to age five who are at nutritional 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

2020 Biennial Review with 95% compliance  
 Provided nutrition group education for Farmers Market at Seaside Farmers Market and Astoria Sunday Market in July and August  
 Continue collaboration with the Clatsop Healthy Families program.  
 Continued partnership with OSU Extension to provide food tastings (on hold until the office re-opens to the public) and recipes with foods that WIC families can purchase with their eWIC card  
 Continued community outreach via multimedia platforms  
 Continue to implement the principles of trauma-informed care.  
 Minimal disruption in service delivery during the transition to revirtual visits during the COVID-19 pandemic

## Performance Measures

The federal and state program determine performance measures for WIC. Standards are delineated in detail and evaluated by Oregon Health Authority (OHA). A comprehensive review is conducted every two years by the OHA.

## Budget Highlights

Funding is calculated on utilization which has decreased over the last three years affecting revenue. Staffing reduced from 3 to 2 certifiers. Due to the COVID pandemic and lower utilization, there will not be an increase in Federal funding for FY2-/22. In FY 20-21 increased Registered Dietitian services to 5 hours per month. It is a program requirement to have nursing supervision and a registered dietician (RD). Program enhancements are informed by review results, including an increase in the RD time for high-risk clients.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	2,500	0	(2,500)	- 100%
WIC Farmers Market PE40-05	0	367	730	1,370	640	87%
WIC Grant PE40-01/PE40-02	188,127	159,707	159,000	161,400	2,400	1%
OHSU Nutrition OR	0	2,451	0	0	0	0%
WIC Supplies	0	0	0	0	0	0%
Franchise Fees	380	380	380	380	0	0%
Rev. Refunds & Reim.	3,759	1,757	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	62,500	62,500	66,800	80,270	13,470	20%
<b>Total Revenue:</b>	<b>254,767</b>	<b>227,162</b>	<b>229,410</b>	<b>243,420</b>	<b>14,010</b>	<b>6%</b>
<b>Total Unappropriated Budget:</b>	<b>28,637</b>	<b>700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>226,130</b>	<b>226,462</b>	<b>229,410</b>	<b>243,420</b>	<b>14,010</b>	<b>6%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	107,428	103,543	108,470	111,120	2,650	2%
Personnel Benefits	50,986	54,379	50,970	56,580	5,610	11%
Materials & Services	67,716	68,539	69,970	75,720	5,750	8%
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%
<b>Total Expenditures:</b>	<b>226,130</b>	<b>226,462</b>	<b>229,410</b>	<b>243,420</b>	<b>14,010</b>	<b>6%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Staff Assistant	0.55	0.45	0.10	2.10	2.00	2000%
Public Health Nurse II	0.20	0.00	0.00	0.00	0.00	0%
Accountant II	0.05	0.00	0.00	0.00	0.00	0%
WIC Nutrition Aide	1.68	2.00	2.00	0.00	(2.00)	- 100%
<b>Total Personnel:</b>	<b>2.48</b>	<b>2.45</b>	<b>2.10</b>	<b>2.10</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Numbers of women, infants, and children on authorized caseload	Count	1,150	1,050	1,000	850	816	815
Numbers of woman, infants, and children who participated in WIC	Count	1,100	1,005	995	890	728	730
Total dollars authorized to WIC retailers in Clatsop County						433814	435000
Farm direct dollars to farmers in Clatsop County						5768	5770
Percentage of pregnant women in Clatsop County served by WIC	Percent	51%	51%	60%	30%	30%	30%
Percentage of participants attending nutrition education classes	Percent	60%	55%	60%	92%	80%	80%
Percent WIC moms who start out breastfeeding	Percent	85%	89%	90%	90%	85%	85%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	0	54	0	0	0	0%
Staff Assistant	82-1191	15,227	28,874	5,170	111,120	105,950	2049%
Public Health Nurse II	82-1209	(1,297)	0	0	0	0	0%
Accountant II	82-1848	1,606	118	0	0	0	0%
WIC Nutrition Aide	82-1871	91,891	74,498	103,300	0	(103,300)	- 100%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	2,768	0	0	0	0%
Remuneration	82-1947	0	0	0	2,520	2,520	100%
F.I.C.A.	82-1950	7,655	7,688	8,300	8,690	390	4%
Retirement	82-1955	17,450	19,577	20,080	23,080	3,000	14%
Medical Waiver	82-1963	0	13	0	0	0	0%
Medical Insurance	82-1964	20,337	19,033	17,950	17,520	(430)	- 2%
Dental Insurance	82-1965	1,981	1,754	1,620	1,740	120	7%
HSA/HRA Contribution	82-1966	2,696	2,831	2,200	2,200	0	0%
Benefits Admin Fees	82-1967	41	37	50	40	(10)	- 20%
Life/AD&D Insurance	82-1970	180	159	160	160	0	0%
Salary Continuation Insur	82-1972	175	165	150	150	0	0%
S.A.I.F.	82-1975	323	249	350	370	20	5%
Unemployment	82-1980	148	107	110	110	0	0%
<b>Personnel Services Totals:</b>		<b>158,414</b>	<b>157,923</b>	<b>159,440</b>	<b>167,700</b>	<b>8,260</b>	<b>5%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	781	890	900	900	0	0%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Insurance	82-2200	976	1,508	1,890	1,820	(70)	- 3%
Maintenance - Equipment	82-2260	120	115	100	200	100	100%
General Equipment	82-2268	0	0	0	0	0	0%
Medical Supplies	82-2345	1,021	225	300	250	(50)	- 16%
WIC Supplies	82-2348	840	2,242	1,500	1,500	0	0%
Membership Fees And Dues	82-2370	120	120	180	150	(30)	- 16%
Office Supplies	82-2410	165	90	100	350	250	250%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	1,647	2,891	1,200	2,500	1,300	108%
Records And Forms	82-2422	0	6	0	0	0	0%
Printing And Reproduction	82-2425	1,754	767	500	500	0	0%
Prof And Spec Services	82-2450	500	0	0	100	100	100%
Office Furniture & Equipment	82-2454	3,895	188	0	200	200	100%
PC Equipment	82-2455	86	0	2,500	0	(2,500)	- 100%
Contract Personnel	82-2470	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Registered Dietician	82-2500	2,400	2,975	3,000	6,000	3,000	100%
NEHA/NEARS Grant Expense	82-2514	0	0	0	0	0	0%
OHSU Nutrition OR Exp	82-2538	0	293	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	25	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	757	226	300	300	0	0%
Vehicle Rental	82-2920	155	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	441	398	500	500	0	0%
Education And Training	82-2928	0	105	200	200	0	0%
Reimbursed Travel Expense	82-2930	2,634	1,498	4,000	3,150	(850)	- 21%
Indirect Cost Allocation	82-3210	49,400	54,000	52,800	57,100	4,300	8%
<b>Materials &amp; Services Totals:</b>		<b>67,716</b>	<b>68,539</b>	<b>69,970</b>	<b>75,720</b>	<b>5,750</b>	<b>8%</b>
<b>Total Expenditures:</b>		<b>226,130</b>	<b>226,462</b>	<b>229,410</b>	<b>243,420</b>	<b>14,010</b>	<b>6%</b>

# Family Planning

## Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the communities 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

Provided services through Telehealth, curbside, and in-person during the COVID-19 pandemic  
 Provided ongoing communication and program updates using social media  
 Continued relationships with community partners  
 Began program implementation to provide individual and group STI education and birth control to Clatsop County Jail inmates funded by a 30K grant

## Performance Measures

The Public Health Workplan is available for review. A comprehensive evaluation is conducted every three years during Oregon Health Authority's Triennial Review. Clatsop County Department of Public Health (CCDPH) is scheduled for a Triennial Review during Fall 2021. The review was delayed due to the COVID-19 pandemic.

## Budget Highlights

Dr. Tracy Erfling will retire in September. Recruitment for a new provider will begin in July.

This program no longer receives federal Title X funding. Clients on Medicaid remain consistent at 30%. Private insurance coverage increased, and the RH Access Fund coverage nearly doubled from 28% to 54% in the last year. Currently the program is open to all as a fee-for-service program with clinic visits and birth control methods being paid for by the RH Access Fund. This change in funding has created several levels for office visit reimbursement. It now covers follow-up STD testing and STD Treatment for up to a year after each Annual Provider visit (previously not covered). Over time, the program has seen fewer and fewer clients because of the advent of long-term birth control options.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	23,000	0	(23,000)	- 100%
Interest on Insurance Payments	0	0	0	0	0	0%
RH Community Participation - S	0	11,731	15,000	15,000	0	0%
RH Corrections Grant	0	577	0	0	0	0%
Fed. - Family Planning	3,992	0	0	0	0	0%
RH Community Participation - F	22,137	600	0	0	0	0%
Medicaid MAC	62,642	0	0	75,000	75,000	100%
Family Planning Fees	1,660	405	1,500	500	(1,000)	- 66%
Public Health Donations	2,062	1,178	1,500	1,000	(500)	- 33%
CCARE Fees	57,390	52,940	50,000	50,000	0	0%
CCARE Drugs	14,765	11,417	15,000	15,000	0	0%
CCARE Lab Tests	1,247	1,477	1,500	1,500	0	0%
Vasectomy Revenue	3,200	800	0	0	0	0%
Vasectomy Revenue OVP	200	150	0	0	0	0%
Insurance Fees-Private	9,713	10,896	10,000	10,000	0	0%
OMAP Fees	4,141	3,406	5,000	5,000	0	0%
CCO Fees	21,530	22,098	20,000	15,000	(5,000)	- 25%
DMAP/CCO Drugs	9,146	9,256	5,000	5,000	0	0%
Screenwise	218	33	0	0	0	0%
CareOregon Stabilization Fund	0	3,500	0	0	0	0%
Franchise Fees	200	200	200	200	0	0%
OHSU HPV Vac Support	0	0	0	0	0	0%
American Cancer Soc. HPV Grant	2,500	0	0	0	0	0%
Rev. Refunds & Reim.	121	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	15,000	0	67,580	23,000	(44,580)	- 65%
<b>Total Revenue:</b>	<b>231,862</b>	<b>130,666</b>	<b>215,280</b>	<b>216,200</b>	<b>920</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>25,458</b>	<b>(41,762)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>206,404</b>	<b>172,428</b>	<b>215,280</b>	<b>216,200</b>	<b>920</b>	<b>0%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	63,685	55,851	81,120	84,250	3,130	3%
Personnel Benefits	23,906	20,125	39,660	41,020	1,360	3%
Materials & Services	118,813	96,452	94,500	90,930	(3,570)	- 3%
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%
<b>Total Expenditures:</b>	<b>206,404</b>	<b>172,428</b>	<b>215,280</b>	<b>216,200</b>	<b>920</b>	<b>0%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Staff Assistant	0.80	0.50	0.50	0.50	0.00	0%
Clinical Provider	0.54	0.60	0.40	0.40	0.00	0%
Public Health Nurse II	0.20	0.00	0.20	0.20	0.00	0%
Accountant II	0.20	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>1.74</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Total number of clients served	Count	500	400	400	526	392	0
Total number of clinical and lab services	Count	2,350	2,250	2,050	0	0	0
Number of pregnancies averted based upon birth control methods used prior to and post clinic visit	Count	115	150	160	0	0	0
Percent of clients Teens < 20 years served	Percent	20%	20%	25%	26%	0%	0%
Percent of visits in which Emergency Contraception was dispense	Percent	30%	30%	25%	30%	0%	0%
Percent of clients 150% below the poverty level	Percent	20%	20%	20%	30%	0%	0%
Percent of uninsured clients for primary care	Percent	61%	62%	63%	30%	0%	0%
Percent CT tests not meeting IPP screening criteria	Percent	0%	0%	0%	0%	0%	0%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	0	0	0	0	0	0%
Staff Assistant	82-1191	24,381	23,313	25,530	26,470	940	3%
Clinical Provider	82-1201	32,476	28,542	39,990	40,990	1,000	2%
Community Health Project Manag	82-1203	0	3,385	0	0	0	0%
Public Health Nurse II	82-1209	1,427	582	15,600	16,790	1,190	7%
Accountant II	82-1848	5,095	28	0	0	0	0%
Health Promotion Specialist	82-1873	306	0	0	0	0	0%
Extra Help-Clinical	82-1905	845	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Remuneration	82-1947	0	0	0	0	0	0%
F.I.C.A.	82-1950	4,605	3,929	6,210	6,450	240	3%
Retirement	82-1955	5,633	5,906	16,680	18,600	1,920	11%
Medical Waiver	82-1963	0	11	0	0	0	0%
Medical Insurance	82-1964	9,802	8,172	13,720	12,830	(890)	- 6%
Dental Insurance	82-1965	924	723	1,180	1,270	90	7%
HSA/HRA Contribution	82-1966	1,676	1,098	1,400	1,400	0	0%
Benefits Admin Fees	82-1967	29	15	30	20	(10)	- 33%
Life/AD&D Insurance	82-1970	44	52	60	60	0	0%
Salary Continuation Insur	82-1972	60	37	50	50	0	0%
S.A.I.F.	82-1975	188	126	250	260	10	4%
Unemployment	82-1980	98	55	80	80	0	0%
<b>Personnel Services Totals:</b>		<b>87,591</b>	<b>75,976</b>	<b>120,780</b>	<b>125,270</b>	<b>4,490</b>	<b>3%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	323	177	200	200	0	0%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Insurance	82-2200	592	573	710	1,360	650	91%
OCHIN Billing Fees	82-2225	10,541	9,697	8,500	7,000	(1,500)	- 17%
OCHIN EMR Billing	82-2226	1,295	1,220	1,000	800	(200)	- 20%
Lockbox Fees	82-2230	1,084	1,044	1,000	1,000	0	0%
License And Permit Fees	82-2240	166	84	100	0	(100)	- 100%
Maintenance - Equipment	82-2260	641	1,069	250	250	0	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
General Equipment	82-2268	239	0	0	0	0	0%
Medicaid Reimbursement	82-2342	0	135	0	0	0	0%
Medical Supplies	82-2345	1,484	616	1,000	1,000	0	0%
Med Supplies Reimbursable	82-2346	25,218	22,680	25,000	20,000	(5,000)	- 20%
MAC Admin Fees	82-2350	510	280	560	400	(160)	- 28%

Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Membership Fees And Dues	82-2370	457	515	690	580	(110)	- 15%
Office Supplies	82-2410	260	227	250	200	(50)	- 20%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	68	56	50	50	0	0%
Records And Forms	82-2422	37	53	50	50	0	0%
Printing And Reproduction	82-2425	1,373	989	700	700	0	0%
Prof And Spec Services	82-2450	1,160	0	0	0	0	0%
Office Furniture & Equipment	82-2454	1,516	381	0	0	0	0%
PC Equipment	82-2455	0	0	1,200	0	(1,200)	- 100%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Lab Services	82-2503	8,552	5,869	5,000	5,000	0	0%
Physical Exams	82-2505	0	0	0	0	0	0%
Vasectomy Services	82-2507	2,850	800	0	800	800	100%
Rep Health Outreach Grant Expe	82-2519	11,520	585	0	0	0	0%
American Cancer Soc. HPV Grant	82-2533	730	0	0	0	0	0%
RH Corrections Grant Expense	82-2547	0	1,566	0	0	0	0%
Publi. And Legal Notices	82-2600	230	235	240	240	0	0%
Advertising	82-2605	1,125	0	500	500	0	0%
Educational Materials	82-2777	907	0	100	100	0	0%
Fuel - Vehicles	82-2852	185	87	150	0	(150)	- 100%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	44	505	800	800	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	587	134	1,200	1,200	0	0%
Patient Refunds	82-3007	21	76	150	0	(150)	- 100%
Indirect Cost Allocation	82-3210	45,100	46,800	45,100	48,700	3,600	7%
<b>Materials &amp; Services Totals:</b>		<b>118,813</b>	<b>96,452</b>	<b>94,500</b>	<b>90,930</b>	<b>(3,570)</b>	<b>- 3%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>206,404</b>	<b>172,428</b>	<b>215,280</b>	<b>216,200</b>	<b>920</b>	<b>0%</b>

# Harm Reduction Program

## Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the communities health

## Department Overview

The 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.

A community designed multi-disciplinary of stakeholders are required to develop, plan and implement an overdose emergency response plan and collaborate with other opioid-related projects within the county that address the community’s challenges related to drug overdose deaths

## Major Accomplishments

Collected over 1,078,490 dirty syringes;  
 Provided 906 naloxone kits;  
 Referred 141 people to treatment  
 Saved at least 200 lives.

Clatsop County partnered with Columbia & Tillamook County to assist them in starting their harm reduction programs. A date has been set for April 6 to start in Columbia County

During the pandemic, Harm Reduction Services continued outreach, partnering with Consejo Hispano to offer an OHP Assister on-site to register clients for OHP

Started a Naloxone distribution to the county jail to providing kits to an inmate upon release. Additionally, distributed Naloxone to Clatsop County Fire, Police, CODA, the juvenile department, Awakening by the Sea, Clatsop County Employees, Healing Hands, CBH, Beacon House, and the Warming Center.

Collaborating with Columbia Pacific CCO to form Substance Use Disorder Taskforce to provide leadership and coordination

Conducted key stakeholder interviews to reestablish relationships in the region around overdose prevention

Ongoing naloxone distribution assessment in collaboration with Oregon Health Authority

## Performance Measures

Number of lives saved  
 Number of Naloxone kits and training provided  
 Number of syringes exchanged  
 Comprehensive overdose response plan  
 Build community capacity to address overdoses

## Budget Highlights

The Harm Reduction Program launched in October of 2017 after receiving approval from the Board of County Commissioners. Four revenue streams support the program; Through our Oregon Health Authority Intergovernmental Agreement, PE27-4 and PE27-5. These revenue streams cover the cost of staff providing naloxone training to groups and individuals. The HIV program also provides additional funding for supplies on top of the support from Columbia Pacific CCO to help pay for supplies on an on-going basis.

The Harm Reduction Program collaborates with the Overdose Prevention Program, both part of our Health Promotion Program. PE-62 funds for Overdose Prevention pass through Oregon Health Authority Injury and Violence Prevention Division via the Federal Substance Abuse and Mental Health Services Administration. These collaborative efforts include convening with community stakeholders to build emergency overdose response, data sharing, and improving access to naloxone. \$25,000 of these funds are designated passed through funds for capacity building with regional partners.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	21,400	200	(21,200)	- 99%
HIV & STD Prevention Special N	0	34,309	10,000	0	(10,000)	- 100%
Chronic Disease Grant	0	0	0	0	0	0%
Prescription Drug OD Preventio	0	40,929	95,000	100,000	5,000	5%
PE 07 HIV Prevention	0	9,791	0	0	0	0%
Columbia Co PH	0	1,500	0	0	0	0%
Harm Reduction/Naloxone Projec	0	50,000	100,000	65,000	(35,000)	- 35%
CLHO	0	0	0	0	0	0%
Columbia Health Services HR	0	5,216	0	0	0	0%
Friends of Columbia	0	0	0	0	0	0%
CPCCO CWIF Grant	0	25,000	0	0	0	0%
CPCCO HR Support	0	0	0	50,000	50,000	100%
Rev. Refunds & Reim.	0	3	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>0</b>	<b>166,749</b>	<b>226,400</b>	<b>215,200</b>	<b>(11,200)</b>	<b>- 4%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>(8,821)</b>	<b>0</b>	<b>3,490</b>	<b>3,490</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>175,570</b>	<b>226,400</b>	<b>211,710</b>	<b>(14,690)</b>	<b>- 6%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	57,600	105,800	116,870	11,070	10%
Personnel Benefits	0	25,344	65,030	48,430	(16,600)	- 25%
Materials & Services	0	92,625	55,570	46,410	(9,160)	- 16%
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%
<b>Total Expenditures:</b>	<b>0</b>	<b>175,570</b>	<b>226,400</b>	<b>211,710</b>	<b>(14,690)</b>	<b>- 6%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.10	0.10	0.00	(0.10)	- 100%
Staff Assistant	0.00	0.10	0.25	0.25	0.00	0%
Public Health Nurse II	0.00	0.25	0.25	0.40	0.15	60%
Accountant II	0.00	0.10	0.10	0.10	0.00	0%
Health Promotion Specialist	0.00	0.00	0.60	0.40	(0.20)	- 33%
Prev Program Coordinator	0.00	0.05	0.25	0.25	0.00	0%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.60</b>	<b>1.55</b>	<b>1.40</b>	<b>(0.15)</b>	<b>- 9%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of lives saved (est.)			50	86	184	185
Number of syringes exchanged			285,000	403851	501104	500000
Number of Naloxone kits distributed			250	566	1067	1500

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	0	3,247	12,170	0	(12,170)	- 100%
Staff Assistant	82-1191	0	6,183	12,910	31,240	18,330	141%
Public Health Nurse II	82-1209	0	34,570	20,560	33,250	12,690	61%
Accountant II	82-1848	0	6,119	6,380	6,540	160	2%
Health Promotion Specialist	82-1873	0	193	32,540	22,980	(9,560)	- 29%
Prev Program Coordinator	82-1882	0	7,289	21,240	22,860	1,620	7%
Extra Help-Clinical	82-1905	0	0	0	0	0	0%
Overtime	82-1945	0	40	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	4,632	8,120	8,980	860	10%
Retirement	82-1955	0	9,473	22,000	20,050	(1,950)	- 8%
Medical Waiver	82-1963	0	354	300	540	240	80%
Medical Insurance	82-1964	0	8,215	28,660	14,850	(13,810)	- 48%
Dental Insurance	82-1965	0	1,642	2,650	2,050	(600)	- 22%
HSA/HRA Contribution	82-1966	0	624	2,600	1,200	(1,400)	- 53%
Benefits Admin Fees	82-1967	0	4	10	10	0	0%
Life/AD&D Insurance	82-1970	0	124	170	130	(40)	- 23%
Salary Continuation Insur	82-1972	0	48	160	140	(20)	- 12%
S.A.I.F.	82-1975	0	138	250	360	110	44%
Unemployment	82-1980	0	50	110	120	10	9%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>82,944</b>	<b>170,830</b>	<b>165,300</b>	<b>(5,530)</b>	<b>- 3%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	34	0	120	120	100%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Program Supplies	82-2140	0	54,194	45,000	10,000	(35,000)	- 77%
Insurance	82-2200	0	471	590	1,290	700	118%
Maintenance - Equipment	82-2260	0	1,300	4,000	0	(4,000)	- 100%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Office Supplies	82-2410	0	88	100	150	50	50%
Postage And Freight	82-2419	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	517	500	500	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	10,475	0	25,000	25,000	100%
CPCCO HR Expense	82-2530	0	0	0	0	0	0%
HIV & STD Prevention Special N	82-2532	0	0	0	0	0	0%
CPCCO CWIF Grant Expenses	82-2545	0	19,786	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Columbia Co PH HR	82-2546	0	1,500	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	1,000	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	88	0	250	250	100%
Vehicle Maintenance & Use	82-2923	0	333	500	500	0	0%
Education And Training	82-2928	0	119	350	300	(50)	- 14%
Reimbursed Travel Expense	82-2930	0	18	1,750	1,500	(250)	- 14%
Indirect Cost Allocation	82-3210	0	2,700	2,780	6,800	4,020	144%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>92,625</b>	<b>55,570</b>	<b>46,410</b>	<b>(9,160)</b>	<b>- 16%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>175,570</b>	<b>226,400</b>	<b>211,710</b>	<b>(14,690)</b>	<b>- 6%</b>

# 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 communities 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 from small quantity 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

The facility opened in Feb 2020. Received a loan from Business Oregon to pay for site remediation - with \$60k to be forgiven at the end of construction. Received \$100,000 in grants from the DEQ for construction

## Performance Measures

The Public Health Workplan is available for review. The program offers eight events per year.

## Budget Highlights

Funding is provided by a "tipping fee" collected at the Transfer Station and sent to the County to fund the eight annual collection events. Commercial events are offered as needed to accommodate requests from area businesses. The HHW program contracts with Clean Harbors who specializes in hazardous waste collection and disposal.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	171,030	78,670	(92,360)	- 54%
DEQ HHWP Grant	0	77,000	0	0	0	0%
Energy Trust Incentives	0	0	0	0	0	0%
Environmental Inspections	0	0	0	0	0	0%
HHW Revenue	113,972	160,395	180,000	180,000	0	0%
CESQG	0	0	0	0	0	0%
HHW Development Loan	0	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>113,972</b>	<b>237,395</b>	<b>351,030</b>	<b>258,670</b>	<b>(92,360)</b>	<b>- 26%</b>
<b>Total Unappropriated Budget:</b>	<b>(418,716)</b>	<b>(25,054)</b>	<b>0</b>	<b>10,200</b>	<b>10,200</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>532,687</b>	<b>262,448</b>	<b>351,030</b>	<b>248,470</b>	<b>(102,560)</b>	<b>- 29%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	9,855	22,378	15,560	9,710	(5,850)	- 37%
Personnel Benefits	4,263	11,396	6,710	3,940	(2,770)	- 41%
Materials & Services	3,569	187,784	203,450	234,820	31,370	15%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	125,310	0	(125,310)	- 100%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	515,000	40,889	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>532,687</b>	<b>262,448</b>	<b>351,030</b>	<b>248,470</b>	<b>(102,560)</b>	<b>- 29%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.20	0.05	0.00	(0.05)	- 100%
Environmental Health Specialis	0.05	0.00	0.10	0.10	0.00	0%
Accountant II	0.00	0.10	0.05	0.05	0.00	0%
<b>Total Personnel:</b>	<b>0.10</b>	<b>0.30</b>	<b>0.20</b>	<b>0.15</b>	<b>(0.05)</b>	<b>- 25%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of community collection events.	Count	0	0	3	6	8	8
Number of community education activities or materials developed.	Count	0	0	3	6	8	8
Tons of HHW recycled	Count	0	0	0	0	0	0
Collection of recyclable and HHW materials at new facility	Percent	0%	0%	0%	100%	100%	100%
Decrease volume of PaintCare products taken at collection event from previous 3 year average.	Percent	10%	10%	0%	50%	0%	0%

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	9,667	14,813	6,090	0	(6,090)	- 100%
Staff Assistant	82-1191	0	0	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	0	0	0	0%
Environmental Health Specialis	82-1195	0	408	6,280	6,440	160	2%
Environmental Health Specialis	82-1197	0	1,039	0	0	0	0%
Accountant II	82-1848	188	6,119	3,190	3,270	80	2%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	728	1,661	1,190	740	(450)	- 37%
Retirement	82-1955	1,370	4,069	2,820	1,960	(860)	- 30%
Medical Waiver	82-1963	0	1	0	0	0	0%
Medical Insurance	82-1964	1,903	4,368	2,050	830	(1,220)	- 59%
Dental Insurance	82-1965	192	457	330	240	(90)	- 27%
HSA/HRA Contribution	82-1966	0	720	200	100	(100)	- 50%
Benefits Admin Fees	82-1967	3	2	10	10	0	0%
Life/AD&D Insurance	82-1970	25	55	20	10	(10)	- 50%
Salary Continuation Insur	82-1972	6	8	20	10	(10)	- 50%
S.A.I.F.	82-1975	27	43	50	30	(20)	- 40%
Unemployment	82-1980	10	12	20	10	(10)	- 50%
<b>Personnel Services Totals:</b>		<b>14,118</b>	<b>33,774</b>	<b>22,270</b>	<b>13,650</b>	<b>(8,620)</b>	<b>- 38%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	647	541	250	1,200	950	380%
Unapportioned Projects	82-2129	0	1,061	0	0	0	0%
Program Supplies	82-2140	0	188	1,200	0	(1,200)	- 100%
Program Food	82-2141	0	0	0	0	0	0%
Insurance	82-2200	0	1,322	410	2,970	2,560	624%
License And Permit Fees	82-2240	0	50	0	200	200	100%
General Equipment	82-2268	0	100	0	0	0	0%
Maintenance S.I.G.	82-2300	0	3,436	0	1,000	1,000	100%
Membership Fees And Dues	82-2370	180	430	500	380	(120)	- 24%
Office Supplies	82-2410	61	27	0	120	120	100%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	0	0	200	0	(200)	- 100%
Printing And Reproduction	82-2425	981	102	500	250	(250)	- 50%
Prof And Spec Services	82-2450	300	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	1,003	0	0	0	0%
PC Equipment	82-2455	0	0	390	0	(390)	- 100%
Facility Development	82-2461	0	1,828	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	172,017	196,000	217,200	21,200	10%
Lab Services	82-2503	0	0	0	0	0	0%
YVFWC/FOC Donation Expense	82-2513	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	938	500	0	(500)	- 100%
Meetings/ Hosting	82-2750	0	100	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Equipment	82-2851	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	300	1,500	1,500	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Utilities	82-2960	0	2,843	0	5,000	5,000	100%
Community Education	82-3190	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,400	1,500	2,000	5,000	3,000	150%
<b>Materials &amp; Services Totals:</b>		<b>3,569</b>	<b>187,784</b>	<b>203,450</b>	<b>234,820</b>	<b>31,370</b>	<b>15%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Debt Service</b>							
Loan Paydown	82-2646	0	0	49,120	0	(49,120)	- 100%
Loan Interest	82-2647	0	0	5,870	0	(5,870)	- 100%
Internal Service Fund Loan	82-2649	0	0	70,320	0	(70,320)	- 100%
<b>Debt Service Totals:</b>		<b>0</b>	<b>0</b>	<b>125,310</b>	<b>0</b>	<b>(125,310)</b>	<b>- 100%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	515,000	40,889	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>515,000</b>	<b>40,889</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>532,687</b>	<b>262,448</b>	<b>351,030</b>	<b>248,470</b>	<b>(102,560)</b>	<b>- 29%</b>

# Emergency Preparedness

## Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the communities 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

2019-2020 COVID-19 pandemic response minimizing morbidity and mortality to county residents.  
Actor and leader in the county-wide mitigate strategies including case investigation, contact tracing, and the vaccination campaign  
Maintained continuity of program operations based on county metrics and risk levels

## Performance Measures

Emergency Preparedness and Response is one of the seven foundational capabilities for Oregon's Public Health Modernization Manual. The foundational capabilities are needed for governmental public health to meet its charge to improve the health of everyone in Oregon. The vision for this foundational capability is as follows: A healthy community is a resilient community that is prepared and able to respond to and recover from public health threats and emergencies. Capabilities and outcomes are delineated in PE12.

## Budget Highlights

Once a permanent position in public health, the pandemic highlighted the critical importance of re-establishing the preparedness coordinator in public health as described in PE12. Public Health Preparedness Staffing. LPHA must identify a PHEP Coordinator who is directly funded from PHEP grant. LPHA staff who receive PHEP funds must have planned activities identified within the approved PHEP Work Plan. The PHEP Coordinator will be the OHA's chief point of contact related to grant deliverables. LPHA must implement its PHEP activities in accordance with its approved PHEP Work Plan.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	365,730	365,730	100%
COVID19 Response PE01-04	0	58,576	0	0	0	0%
FEMA-OHA 170119 Grant	0	0	0	0	0	0%
ELC Active Monitoring Grant PE	0	0	0	789,070	789,070	100%
PHEP COVID19 Response	0	60,632	0	0	0	0%
COVID19 Local Active Monitorin	0	0	181,130	0	(181,130)	- 100%
COVID19 Regional Active Monito	0	0	94,660	0	(94,660)	- 100%
ELC ED Contact Tracing PE01-07	0	0	0	0	0	0%
COVID Wrap DCS PE01-08	0	0	0	0	0	0%
CRF 2604 Grant	0	0	0	149,340	149,340	100%
CARES Act Reimbursement	0	272,622	0	0	0	0%
B/T Preparedness PE12/PE12-01	88,309	73,716	75,000	72,360	(2,640)	- 3%
CareOregon Stabilization Fund	0	0	0	0	0	0%
Franchise Fees	200	200	200	200	0	0%
Rev. Refunds & Reim.	0	12,703	0	0	0	0%
Donations from Trust Fund	0	1,100	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>88,509</b>	<b>479,549</b>	<b>350,990</b>	<b>1,376,700</b>	<b>1,025,710</b>	<b>292%</b>
<b>Total Unappropriated Budget:</b>	<b>13,237</b>	<b>144,574</b>	<b>0</b>	<b>242,760</b>	<b>242,760</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>75,273</b>	<b>334,976</b>	<b>350,990</b>	<b>1,133,940</b>	<b>782,950</b>	<b>223%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	8,652	187,119	12,470	79,900	67,430	540%
Personnel Benefits	3,237	76,015	6,780	55,880	49,100	724%
Materials & Services	63,384	71,842	331,740	998,160	666,420	200%
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%
<b>Total Expenditures:</b>	<b>75,273</b>	<b>334,976</b>	<b>350,990</b>	<b>1,133,940</b>	<b>782,950</b>	<b>223%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.05	0.05	0.00	(0.05)	- 100%
Environmental Health Specialis	0.10	0.00	0.00	0.00	0.00	0%
Community Health Project Manag	0.00	0.00	0.00	1.00	1.00	100%
Accountant II	0.05	0.10	0.10	0.10	0.00	0%
<b>Total Personnel:</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>1.10</b>	<b>0.95</b>	<b>633%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Develop and implement preparedness exercises (real events count)	Count	3	3	3	0	2	2
Number of deaths related to PH emergency	Count	0	0	0	0	10	0
Percent of monthly PHEP conference calls made	Percent	100%	100%	100%	100%	90%	90%
Percent of Health Alert profiles up to date	Percent	100%	100%	100%	100%	90%	90%
Percent of monthly EPREP meetings made	Percent	100%	100%	100%	100%	90%	90%
Percent HAN of tests responded to	Percent	100%	100%	100%	100%	100%	100%
Percent of staff who reference PH emerg protocol	Percent	100%	100%	100%	100%	100%	100%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	2,855	27,403	6,090	0	(6,090)	- 100%
Staff Assistant	82-1191	36	28,041	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	0	0	0	0%
Environmental Health Specialis	82-1195	0	5,418	0	0	0	0%
Environmental Health Specialis	82-1197	2,257	15,469	0	0	0	0%
Clinical Provider	82-1201	504	647	0	0	0	0%
Community Health Project Manag	82-1203	0	20,602	0	73,360	73,360	100%
Public Health Nurse II	82-1209	396	43,451	0	0	0	0%
Permit Technician I	82-1729	0	908	0	0	0	0%
Accountant II	82-1848	2,489	6,119	6,380	6,540	160	2%
WIC Nutrition Aide	82-1871	0	7,092	0	0	0	0%
Health Promotion Specialist	82-1873	0	24,119	0	0	0	0%
Prev Program Coordinator	82-1882	0	2,965	0	0	0	0%
Social Services Coordinator	82-1887	115	4,886	0	0	0	0%
Extra Help-Clinical	82-1905	106	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Remuneration	82-1947	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	649	13,799	950	6,110	5,160	543%
Retirement	82-1955	1,094	30,886	2,260	20,560	18,300	809%
Medical Waiver	82-1963	0	519	0	0	0	0%
Medical Insurance	82-1964	1,165	26,556	2,920	23,750	20,830	713%
Dental Insurance	82-1965	147	2,970	260	2,590	2,330	896%
HSA/HRA Contribution	82-1966	0	202	300	2,200	1,900	633%
Benefits Admin Fees	82-1967	9	2	10	10	0	0%
Life/AD&D Insurance	82-1970	11	433	10	110	100	1000%
Salary Continuation Insur	82-1972	13	22	20	220	200	1000%
S.A.I.F.	82-1975	25	469	40	250	210	525%
Unemployment	82-1980	18	157	10	80	70	700%
<b>Personnel Services Totals:</b>		<b>11,889</b>	<b>263,134</b>	<b>19,250</b>	<b>135,780</b>	<b>116,530</b>	<b>605%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,101	6,751	1,200	6,200	5,000	416%
Unapportioned Projects	82-2129	0	0	5,410	0	(5,410)	- 100%
Insurance	82-2200	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
Medical Supplies	82-2345	223	0	0	0	0	0%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
CRF 2604 Vaccinations	82-2351	0	0	0	49,780	49,780	100%
CRF 2604 Marketing & Promo	82-2352	0	0	0	49,780	49,780	100%
CRF 2604 Transportation	82-2353	0	0	0	49,780	49,780	100%
FEMA-OHA 170119 Expenses	82-2354	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	301	280	390	300	(90)	- 23%
Office Supplies	82-2410	19	25	150	150	0	0%
Postage And Freight	82-2419	0	387	0	500	500	100%
Printing And Reproduction	82-2425	125	511	100	100	0	0%
Prof And Spec Services	82-2450	300	0	0	500	500	100%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	0	0	400	0	(400)	- 100%
Harm Reduction Expense	82-2457	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
COVID19 Background Screening	82-2478	0	0	0	0	0	0%
EBOLA Emerg Prep	82-2485	0	0	0	0	0	0%
PHEP Emerg Prep	82-2487	52,840	47,000	40,000	40,000	0	0%
COVID19 Emerg Prep	82-2489	0	9,576	275,790	0	(275,790)	- 100%
ELC Active Monitoring Expenses	82-2498	0	0	0	789,070	789,070	100%
Advertising	82-2605	0	250	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	210	63	0	200	200	100%
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	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%
Reimbursed Travel Expense	82-2930	1,165	0	1,000	1,000	0	0%
Unallocated Donations	82-3141	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	7,100	7,000	7,000	10,500	3,500	50%
<b>Materials &amp; Services Totals:</b>		<b>63,384</b>	<b>71,842</b>	<b>331,740</b>	<b>998,160</b>	<b>666,420</b>	<b>200%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>75,273</b>	<b>334,976</b>	<b>350,990</b>	<b>1,133,940</b>	<b>782,950</b>	<b>223%</b>

# 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 communities 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

Due to COVID-19, no annual OSS Industry meetings  
 Service requests completed within three days of submission  
 1421 permits have issued since the program launch  
 75% of records are digitized  
 150 failing or inadequate OSS were repaired

## Performance Measures

The Public Health Workplan is available for review

## Budget Highlights

A fee-based program. The public health director also served as the OSS inspector leaving the position unfilled. The EH program does not have a staff person who meets the qualifications set forth by DEQ to issue permits. The program is recruiting a full-time position to fill the program supervisor and inspector position. The recruitment is time-sensitive and critical.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	111,200	93,540	(17,660)	- 15%
Public Records Request	3,188	1,312	2,100	500	(1,600)	- 76%
Short-Term Rental Application	8,100	2,800	3,150	2,500	(650)	- 20%
New Site Evaluation	56,781	33,498	36,750	37,000	250	0%
Commercial New Site Evaluation	1,582	2,283	2,100	2,100	0	0%
New Constr. Installation Permi	89,718	98,375	105,000	105,000	0	0%
Residential Repair & Alteratio	39,133	37,003	36,750	40,000	3,250	8%
Res Reinstae, Trans, Renewal	1,736	1,217	2,100	2,100	0	0%
Commercial New Construction	4,169	3,350	2,100	2,100	0	0%
Comm Repair, Alter, Author Per	1,039	4,634	0	500	500	100%
Annual Holding Tank Reports	390	330	0	500	500	100%
Annual O&M Reports	6,808	13,800	6,300	6,300	0	0%
Pumper Truck Inspection	100	100	315	500	185	58%
Authorization Notices	1,533	790	525	1,000	475	90%
Mobile Hardship Renewal Author	0	0	0	0	0	0%
Record Review	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	285	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>214,277</b>	<b>199,777</b>	<b>308,390</b>	<b>293,640</b>	<b>(14,750)</b>	<b>- 4%</b>
<b>Total Unappropriated Budget:</b>	<b>64,159</b>	<b>(636)</b>	<b>0</b>	<b>11,010</b>	<b>11,010</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>150,118</b>	<b>200,413</b>	<b>308,390</b>	<b>282,630</b>	<b>(25,760)</b>	<b>- 8%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	81,368	110,883	186,330	161,490	(24,840)	- 13%
Personnel Benefits	33,274	52,484	85,340	80,330	(5,010)	- 5%
Materials & Services	35,477	37,046	36,720	40,810	4,090	11%
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%
<b>Total Expenditures:</b>	<b>150,118</b>	<b>200,413</b>	<b>308,390</b>	<b>282,630</b>	<b>(25,760)</b>	<b>- 8%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Health Director	0.15	0.30	0.60	0.00	(0.60)	- 100%
Staff Assistant	0.00	0.05	0.00	0.00	0.00	0%
Environmental Health Superviso	0.00	0.00	0.00	0.50	0.50	100%
Environmental Health Specialis	0.70	1.00	1.20	1.20	0.00	0%
Permit Technician I	0.55	0.40	0.60	0.60	0.00	0%
Accountant II	0.15	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>1.55</b>	<b>1.75</b>	<b>2.40</b>	<b>2.30</b>	<b>(0.10)</b>	<b>- 4%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of site evaluations	Count	172	190	220	250	258	260
Number of construction permits	Count	180	185	189	195	258	260
Number of reinstatements, transfers and renewals	Count	5	5	3	2	0	0
Number of authorization notices	Count	8	9	10	8	0	0
Number of complaints about failed systems	Count	12	14	25	15	20	20
Number of record requests	Count	350	400	565	700	0	0
Number of technical assistance requests	Count	25	28	20	15	0	0
Number of attendees of "Septic Systems 101"	Count	45	35	54	120	0	0
Number of visits to OSS website	Count	300	300	300	350	0	0
Percent of failed system reports resolved	Percent	100%	100%	100%	100%	100%	100%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	25,870	36,131	73,040	0	(73,040)	- 100%
Staff Assistant	82-1191	0	18,704	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	0	40,910	40,910	100%
Environmental Health Specialis	82-1195	0	0	0	0	0	0%
Environmental Health Specialis	82-1197	34,927	25,090	76,840	81,350	4,510	5%
Permit Technician I	82-1729	17,456	30,915	36,450	39,230	2,780	7%
Accountant II	82-1848	3,113	44	0	0	0	0%
Extra Help	82-1941	0	0	4,000	2,000	(2,000)	- 50%
Overtime	82-1945	5	87	0	0	0	0%
Remuneration	82-1947	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	6,059	8,186	14,620	12,510	(2,110)	- 14%
Retirement	82-1955	11,058	20,613	34,580	32,630	(1,950)	- 5%
Medical Waiver	82-1963	318	239	720	0	(720)	- 100%
Medical Insurance	82-1964	13,024	19,102	24,640	25,640	1,000	4%
Dental Insurance	82-1965	1,336	1,805	3,100	3,580	480	15%
HSA/HRA Contribution	82-1966	854	1,809	2,400	2,800	400	16%
Benefits Admin Fees	82-1967	43	54	50	60	10	20%
Life/AD&D Insurance	82-1970	177	169	200	190	(10)	- 5%
Salary Continuation Insur	82-1972	59	88	260	240	(20)	- 7%
S.A.I.F.	82-1975	240	251	580	520	(60)	- 10%
Unemployment	82-1980	101	80	190	160	(30)	- 15%
<b>Personnel Services Totals:</b>		<b>114,641</b>	<b>163,367</b>	<b>271,670</b>	<b>241,820</b>	<b>(29,850)</b>	<b>- 10%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	635	641	800	400	(400)	- 50%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Program Supplies	82-2140	32	0	250	1,000	750	300%
Insurance	82-2200	1,583	1,087	1,360	3,310	1,950	143%
License And Permit Fees	82-2240	0	100	100	0	(100)	- 100%
General Equipment	82-2268	0	993	1,500	0	(1,500)	- 100%
Membership Fees And Dues	82-2370	44	0	230	200	(30)	- 13%
Office Supplies	82-2410	32	177	100	220	120	120%
Books And Periodicals	82-2413	165	236	300	150	(150)	- 50%
Postage And Freight	82-2419	906	576	500	250	(250)	- 50%
Printing And Reproduction	82-2425	422	555	500	500	0	0%
Prof And Spec Services	82-2450	300	0	500	500	0	0%
Office Furniture & Equipment	82-2454	14	119	0	0	0	0%
PC Equipment	82-2455	236	0	1,200	0	(1,200)	- 100%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Contract Personnel	82-2470	0	0	0	0	0	0%
Lab Services	82-2503	120	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	29	41	100	0	(100)	- 100%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	121	38	150	150	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	1,921	46	150	500	350	233%
Education And Training	82-2928	2,400	1,482	1,530	1,530	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	340	0	2,350	2,000	(350)	- 14%
Refunds and Returns	82-3204	678	655	1,000	500	(500)	- 50%
Indirect Cost Allocation	82-3210	25,500	30,300	24,100	29,600	5,500	22%
<b>Materials &amp; Services Totals:</b>		<b>35,477</b>	<b>37,046</b>	<b>36,720</b>	<b>40,810</b>	<b>4,090</b>	<b>11%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>150,118</b>	<b>200,413</b>	<b>308,390</b>	<b>282,630</b>	<b>(25,760)</b>	<b>- 8%</b>

# Environmental Health

## Mission Statement

Clatsop County Department of Public Health provides information and services to residents that are relevant and timely to assure the communities 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

Completed 100% of all public drinking water systems surveys. Completed 95% of all Food, Pool, and Lodging inspections.

Assessed the community for unlicensed facilities and license as appropriate.

Fully developed Environmental Health website

Adapted services and guidance during the COVID-19 pandemic

## Performance Measures

The Public Health Workplan is available for review. A comprehensive evaluation is conducted every three years during Oregon Health Authority's Triennial Review. Clatsop County Department of Public Health (CCDPH) is scheduled for a Triennial Review during Fall 2021. The review was delayed due to the COVID-19 pandemic.

## Budget Highlights

This program is 100% fee-based. The program also receives approximately \$12,000 a year from OHA Drinking Water Services to conduct small public water system inspections. TRL's license fees contribute approximately \$22,000 to cover administration and inspections by EH staff.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	2,630	63,350	60,720	2308%
Tobacco Retailers Licensing Fe	0	9,450	22,000	30,500	8,500	38%
NEHA/NEARS Grant	0	0	0	0	0	0%
CARES Act Reimbursement	0	634	0	0	0	0%
Short-Term Rental Application	0	0	0	0	0	0%
Bed & Breakfast	1,612	1,668	1,790	1,800	10	0%
Full Service License	157,156	159,977	138,360	150,000	11,640	8%
Food Handler Cards	8,122	8,105	7,880	7,000	(880)	- 11%
Limited License	1,935	2,378	2,630	2,500	(130)	- 4%
Mobile Units	5,510	5,835	6,300	7,000	700	11%
Temp License	7,854	3,892	10,500	5,500	(5,000)	- 47%
Food Warehouses	0	0	220	0	(220)	- 100%
Pools	6,734	6,535	7,040	7,000	(40)	- 0%
Spas	3,150	3,570	3,780	3,500	(280)	- 7%
Organizational Camps	82	90	280	250	(30)	- 10%
RV Parks	3,698	4,157	4,300	6,000	1,700	39%
Tourist-Bed & Breakfast	656	680	890	1,000	110	12%
Traveler (Hotels/Motels)	8,947	9,280	9,710	9,700	(10)	- 0%
Drinking Water PE50	8,367	4,592	10,000	13,000	3,000	30%
Day Cares	1,675	1,315	1,630	1,500	(130)	- 7%
Schools	2,720	1,731	1,630	1,500	(130)	- 7%
Plan Reviews	4,087	2,675	2,630	2,600	(30)	- 1%
Environmental Inspections	1,200	1,800	1,730	1,500	(230)	- 13%
Commissary Fees	1,296	1,680	1,420	1,500	80	5%
Franchise Fees	570	570	600	600	0	0%
Rev. Refunds & Reim.	0	0	1,000	500	(500)	- 50%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>225,371</b>	<b>230,613</b>	<b>238,950</b>	<b>317,800</b>	<b>78,850</b>	<b>33%</b>
<b>Total Unappropriated Budget:</b>	<b>(63,211)</b>	<b>(31,195)</b>	<b>0</b>	<b>18,860</b>	<b>18,860</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>288,582</b>	<b>261,809</b>	<b>238,950</b>	<b>298,940</b>	<b>59,990</b>	<b>25%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	152,097	141,963	114,830	155,800	40,970	35%
Personnel Benefits	52,085	52,101	45,280	73,210	27,930	61%
Materials & Services	66,487	67,744	78,840	69,930	(8,910)	- 11%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	17,913	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>288,582</b>	<b>261,809</b>	<b>238,950</b>	<b>298,940</b>	<b>59,990</b>	<b>25%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Health Director	0.10	0.10	0.05	0.00	(0.05)	- 100%
Staff Assistant	0.00	0.05	0.00	0.00	0.00	0%
Environmental Health Superviso	0.00	0.00	0.00	0.50	0.50	100%
Environmental Health Specialis	0.00	0.00	0.70	0.70	0.00	0%
Environmental Health Specialis	1.95	1.80	0.80	0.80	0.00	0%
Permit Technician I	0.35	0.50	0.30	0.30	0.00	0%
Accountant II	0.05	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.45</b>	<b>2.45</b>	<b>1.85</b>	<b>2.30</b>	<b>0.45</b>	<b>24%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of food handler classes offered to community	Count	24	24	12	5	0
Percent of semi & annual food service inspections completed out of total required	Percent	54%	92%	90%	69%	27%
Percent of temporary food events licensed out of total required to be licensed	Percent	100%	100%	100%	100%	100%
Percent of pool/spa inspections completed out of total required.	Percent	40%	97%	90%	47%	26%
Percent of contract required Drinking Water Surveys completed.	Percent	100%	100%	100%	100%	100%
Percent of Drinking Water System alerts and violations receiving a response.	Percent	100%	100%	100%	100%	100%
Improve rate of food service repeat inspections and failure to comply procedures.	Percent	25%	55%	75%	0%	0%
Improve Drinking Water survey deficiencies follow up process.	Percent	100%	100%	100%	100%	100%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	7,436	6,987	6,090	0	(6,090)	- 100%
Staff Assistant	82-1191	206	0	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	0	40,910	40,910	100%
Environmental Health Specialis	82-1195	0	28,964	43,950	45,050	1,100	2%
Environmental Health Specialis	82-1197	107,241	82,661	46,560	50,230	3,670	7%
Permit Technician I	82-1729	35,356	23,308	18,230	19,610	1,380	7%
Accountant II	82-1848	1,858	44	0	0	0	0%
Extra Help	82-1941	0	0	4,000	2,000	(2,000)	- 50%
Overtime	82-1945	4	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	11,313	10,244	9,130	12,070	2,940	32%
Retirement	82-1955	18,415	24,934	21,590	33,100	11,510	53%
Medical Waiver	82-1963	882	762	480	0	(480)	- 100%
Medical Insurance	82-1964	16,816	11,734	6,370	19,120	12,750	200%
Dental Insurance	82-1965	2,152	2,636	2,170	3,750	1,580	72%
HSA/HRA Contribution	82-1966	1,404	865	700	2,000	1,300	185%
Benefits Admin Fees	82-1967	33	63	50	70	20	40%
Life/AD&D Insurance	82-1970	205	178	160	200	40	25%
Salary Continuation Insur	82-1972	237	198	140	240	100	71%
S.A.I.F.	82-1975	451	320	370	500	130	35%
Unemployment	82-1980	173	168	120	160	40	33%
<b>Personnel Services Totals:</b>		<b>204,182</b>	<b>194,064</b>	<b>160,110</b>	<b>229,010</b>	<b>68,900</b>	<b>43%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	4,072	3,208	3,000	3,300	300	10%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Program Supplies	82-2140	703	1,076	1,000	250	(750)	- 75%
Insurance	82-2200	2,925	2,847	3,560	2,070	(1,490)	- 41%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	15	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Medical Supplies	82-2345	66	51	50	0	(50)	- 100%
Membership Fees And Dues	82-2370	203	325	400	380	(20)	- 5%
Office Supplies	82-2410	526	282	250	500	250	100%
Books And Periodicals	82-2413	0	370	200	200	0	0%
Postage And Freight	82-2419	960	830	750	1,000	250	33%
Printing And Reproduction	82-2425	720	916	500	500	0	0%
Prof And Spec Services	82-2450	300	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
PC Equipment	82-2455	1,812	100	4,000	0	(4,000)	- 100%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
YVFWC/FOC Donation Expense	82-2513	0	0	0	0	0	0%
NEHA/NEARS Grant Expense	82-2514	0	0	0	0	0	0%
State Consultation Fee	82-2520	17,779	25,326	30,000	25,000	(5,000)	- 16%
COVID Business Support Grant	82-2528	0	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	16	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	2,360	436	500	500	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	968	130	500	500	0	0%
Education And Training	82-2928	625	839	630	630	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	4,633	494	1,000	2,000	1,000	100%
Community Education	82-3190	0	0	0	0	0	0%
Refunds and Returns	82-3204	1,519	0	1,000	500	(500)	- 50%
Indirect Cost Allocation	82-3210	26,300	30,500	31,500	32,600	1,100	3%
<b>Materials &amp; Services Totals:</b>		<b>66,487</b>	<b>67,744</b>	<b>78,840</b>	<b>69,930</b>	<b>(8,910)</b>	<b>- 11%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	17,913	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>17,913</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>288,582</b>	<b>261,809</b>	<b>238,950</b>	<b>298,940</b>	<b>59,990</b>	<b>25%</b>

# 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

This budget represents funding passed through from the Oregon Health Authority to provide treatment for substance use disorders and mental illness. Clatsop County provides fiscal oversight of these funds and assures they are contracted to an accredited provider and being utilized in accordance with State regulations. This budget proposes to increase the overall FTE of the staff from a .8 FTE to a 1.0 FTE, however reducing the allocation of the FTE budgeted in this organizational unit from .8 to .4. The staff person allocated this program provides oversight of these mental health contracts. While this is a decrease from the prior year FTE of .8 and does not reflect a reduction in oversight by but more a more efficient contract oversight process.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	128,520	151,620	23,100	17%
Interest On Investments	10,273	8,803	6,000	2,500	(3,500)	- 58%
SE#4 Aid & Assist Client Servi	0	7,287	7,000	7,290	290	4%
SE#5 Assertive Comm Trmt Svcs	0	57,500	0	57,500	57,500	100%
SE#13 School Based Mental Hlth	0	203,983	119,000	203,980	84,980	71%
SE#65 IDPF Intoxicated Driver	0	0	0	24,000	24,000	100%
SE#63 Peer Delivered Services	26,054	26,053	26,050	26,050	0	0%
SE#66 Sub Disorder Tx	92,535	412,536	412,500	103,000	(309,500)	- 75%
SE#81 Problem Gambling Treatme	12,000	12,000	12,000	12,000	0	0%
SE#20 NR Adult MH Svcs	203,527	203,527	203,600	218,640	15,040	7%
SE#24 Reg Acute Psych Inpat	56,787	56,787	56,790	56,790	0	0%
SE#26A YAT EASA Svc-Non Res	18,733	84,395	84,500	84,400	(100)	- 0%
SE#34 Adult Foster Care	0	0	0	0	0	0%
SE#25 Comm Crisis-Adult/Child	924,064	600,609	1,170,000	600,610	(569,390)	- 48%
SE#28 Residential Trmt Svcs	71,033	0	0	0	0	0%
SE#30 PSRB Trmt & Spvsn	0	0	0	0	0	0%
SE#35 Old/Dsblld Adult MH Svcs	17,122	17,122	17,120	17,120	0	0%
SE#37 MHS Special Projects	324,823	0	114,070	0	(114,070)	- 100%
SE#36 PASARR	0	0	2,500	1,500	(1,000)	- 40%
SE#38 Supportive Employment	25,750	25,750	25,750	25,750	0	0%
SE#37 ACTS	0	0	0	0	0	0%
SE#37 Mobile Crisis	0	0	0	0	0	0%
SE#60 IDPF	39,406	0	0	0	0	0%
SE#1 Local Administration	53,105	53,105	53,110	53,110	0	0%
SE#3 Local Admin	660	660	660	660	0	0%
CARES Act Reimbursement	0	5,452	0	0	0	0%
Friends of Columbia	0	0	0	0	0	0%
Rev. Refunds & Reim.	543	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>1,876,415</b>	<b>1,775,570</b>	<b>2,439,170</b>	<b>1,646,520</b>	<b>(792,650)</b>	<b>- 32%</b>
<b>Total Unappropriated Budget:</b>	<b>15,823</b>	<b>24,209</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>1,860,591</b>	<b>1,751,361</b>	<b>2,439,170</b>	<b>1,646,520</b>	<b>(792,650)</b>	<b>- 32%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	31,093	32,051	52,170	33,630	(18,540)	- 35%
Personnel Benefits	13,890	8,460	20,780	12,900	(7,880)	- 37%
Materials & Services	3,774	3,301	6,870	6,970	100	1%
Special Payments	1,811,834	1,707,549	2,250,880	1,438,630	(812,250)	- 36%
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	108,470	154,390	45,920	42%
<b>Total Expenditures:</b>	<b>1,860,591</b>	<b>1,751,361</b>	<b>2,439,170</b>	<b>1,646,520</b>	<b>(792,650)</b>	<b>- 32%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Management/Policy Analyst	0.00	0.00	0.00	0.40	0.40	100%
Social Services Coordinator	0.80	0.80	0.80	0.00	(0.80)	- 100%
<b>Total Personnel:</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>0.40</b>	<b>(0.40)</b>	<b>- 50%</b>

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Health Director	82-1086	1,002	0	0	0	0	0%
Management/Policy Analyst	82-1305	0	0	0	33,630	33,630	100%
Prev Program Coordinator	82-1882	0	0	0	0	0	0%
Social Services Coordinator	82-1887	30,092	32,051	52,170	0	(52,170)	- 100%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	2,223	2,323	3,990	2,570	(1,420)	- 35%
Retirement	82-1955	1,448	1,381	9,440	6,780	(2,660)	- 28%
Medical Insurance	82-1964	7,096	3,392	6,490	3,010	(3,480)	- 53%
Dental Insurance	82-1965	642	316	590	320	(270)	- 45%
HSA/HRA Contribution	82-1966	2,258	800	0	0	0	0%
Benefits Admin Fees	82-1967	0	0	0	10	10	100%
Life/AD&D Insurance	82-1970	58	73	80	40	(40)	- 50%
Salary Continuation Insur	82-1972	90	96	60	90	30	50%
S.A.I.F.	82-1975	46	47	80	50	(30)	- 37%
Unemployment	82-1980	30	30	50	30	(20)	- 40%
<b>Personnel Services Totals:</b>		<b>44,983</b>	<b>40,510</b>	<b>72,950</b>	<b>46,530</b>	<b>(26,420)</b>	<b>- 36%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	301	520	520	0	0%
Program Supplies	82-2140	479	0	700	700	0	0%
Insurance	82-2200	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Postage And Freight	82-2419	57	0	0	0	0	0%
Printing And Reproduction	82-2425	46	0	100	100	0	0%
PC Equipment	82-2455	0	0	1,200	1,200	0	0%
Administration	82-2475	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	116	0	0	0	0	0%
Education And Training	82-2928	0	0	500	500	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	177	0	750	750	0	0%
Indirect Cost Allocation	82-3210	2,900	3,000	3,100	3,200	100	3%
<b>Materials &amp; Services Totals:</b>		<b>3,774</b>	<b>3,301</b>	<b>6,870</b>	<b>6,970</b>	<b>100</b>	<b>1%</b>
<b>Special Payments</b>							
SE#4 Aid & Assist Client Servi	82-3103	0	7,287	7,000	7,290	290	4%
SE#5 Assertive Comm Trmt Svcs	82-3104	0	57,500	0	57,500	57,500	100%
SE#13 School Based Mental Hlth	82-3105	0	203,983	119,000	203,980	84,980	71%
SE#65 IDPF Intoxicated Driver	82-3106	0	0	0	24,000	24,000	100%
SE#63 Peer Delivered Services	82-3107	26,054	26,053	26,050	26,050	0	0%
SE#66 ITRS Funds	82-3108	0	0	412,500	0	(412,500)	- 100%
SE#66 Sub Disorder Tx	82-3112	92,535	412,536	0	103,000	103,000	100%
SE#34 Adult Foster Care	82-3143	0	0	0	0	0	0%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
SE#60 IDPF	82-3157	39,406	0	0	0	0	0%
SE#20 NR Adult MH Svcs	82-3163	203,527	203,527	203,600	218,640	15,040	7%
SE#38 Supportive Employment	82-3167	25,750	25,750	25,750	25,750	0	0%
SE#26A YAT EASA Non Res	82-3168	18,733	84,395	84,500	84,400	(100)	- 0%
SE#24 Reg Acute Psych Inpat	82-3170	56,787	56,787	56,790	56,790	0	0%
SE#25 Comm Crisis-Adult/Child	82-3172	924,064	600,609	1,170,000	600,610	(569,390)	- 48%
SE#28 Residential Trmt Svcs	82-3173	71,033	0	0	0	0	0%
SE#35 Old/Dsblid Adlt MH Svcs	82-3175	17,122	17,122	17,120	17,120	0	0%
SE#37 MHS Special Projects	82-3176	324,823	0	114,070	0	(114,070)	- 100%
SE#36 PASARR	82-3177	0	0	2,500	1,500	(1,000)	- 40%
SE#81 Problem Gambling Tx Serv	82-3181	12,000	12,000	12,000	12,000	0	0%
<b>Special Payments Totals:</b>		<b>1,811,834</b>	<b>1,707,549</b>	<b>2,250,880</b>	<b>1,438,630</b>	<b>(812,250)</b>	<b>- 36%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	108,470	154,390	45,920	42%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>108,470</b>	<b>154,390</b>	<b>45,920</b>	<b>42%</b>
<b>Total Expenditures:</b>		<b>1,860,591</b>	<b>1,751,361</b>	<b>2,439,170</b>	<b>1,646,520</b>	<b>(792,650)</b>	<b>- 32%</b>

# 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 communities 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

Conducted Community Readiness Assessment with community stakeholders to determine the level of readiness in Clatsop County to address presence of alcohol at community events where youth are present. Implementing measures to prevent youth exposure to alcohol is an evidence-based prevention measure to reduce alcohol use in communities.

Tobacco Retail Licensure was adopted by municipalities. TRL is an evidence-based strategy to reduce youth access to and initiation of tobacco and nicotine use. The ADPEP program collaborated with TPEP program to provide training and education to tobacco retailers on the new ordinance.

Through additional funding from Oregon Health Authority, we implemented the Reflect, Resource, Renew campaign for gambling disorder for the second year. This campaign helps reduce stigma and increases awareness around problem gambling.

Led COVID-19 communication efforts in collaboration with the Public Information Officer

## Performance Measures

- Reduction of youth access to alcohol
- Reduction in youth tobacco use
- Stable and attached families
- Increase in positive youth development

## Budget Highlights

There was a savings in this org unit due to staff being assigned to COVID-19 communications and an increase in marijuana revenue.

There is a reduction in grant funding for Parenting Education as these services transfer to Northwest Regional ESD.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	17,450	256,070	238,620	1367%
St. - Marijuana Tax	0	32,809	8,000	29,000	21,000	262%
SE#70/PE36 Prev. Svcs - State	76,563	7,215	7,470	7,470	0	0%
SE#80 Problem Gambling Prevent	20,500	28,500	20,500	20,500	0	0%
Juv Crime Prevent	0	0	0	0	0	0%
OSU-DHS Grant	0	45,000	0	0	0	0%
Hub Contract	77,500	67,500	0	0	0	0%
My Future My Choice Grant	6,294	4,385	25,000	25,000	0	0%
SE#70/PE36 Prev. Svcs - Feder	0	54,035	50,680	50,680	0	0%
Alcohol/Drug TX	21,186	20,246	33,000	33,000	0	0%
Program Services	18,828	0	15,000	0	(15,000)	- 100%
Franchise Fees	280	280	280	280	0	0%
Rev. Refunds & Reim.	52	0	0	0	0	0%
Place Matters	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>221,202</b>	<b>259,971</b>	<b>177,380</b>	<b>422,000</b>	<b>244,620</b>	<b>137%</b>
<b>Total Unappropriated Budget:</b>	<b>(17,333)</b>	<b>64,276</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>238,535</b>	<b>195,695</b>	<b>177,380</b>	<b>422,000</b>	<b>244,620</b>	<b>137%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	107,443	90,269	98,890	112,240	13,350	13%
Personnel Benefits	45,903	44,564	39,800	45,030	5,230	13%
Materials & Services	85,188	60,863	38,690	264,730	226,040	584%
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%
<b>Total Expenditures:</b>	<b>238,535</b>	<b>195,695</b>	<b>177,380</b>	<b>422,000</b>	<b>244,620</b>	<b>137%</b>

### Staffing Summary

Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Accountant II	0.00	0.00	0.05	0.05	0.00	0%
Health Promotion Specialist	0.00	1.00	0.20	0.35	0.15	75%
Prev Program Coordinator	1.00	1.00	0.60	0.60	0.00	0%
Prevention Specialist	1.00	1.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>3.00</b>	<b>0.85</b>	<b>1.00</b>	<b>0.15</b>	<b>17%</b>

Measures							
Unit of Measure Description		Actual	Actual	Actual	Actual	Projected	Budget
		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Number parents/adults served	Count	579	822	500	200	0	0
Number youth/children served	Count	315	2,838	1,750	450	0	0
Number leadership opportunities or TA on prevention practices	Count	23	30	50	20	0	0

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Accountant II	82-1848	0	0	3,190	3,270	80	2%
Health Promotion Specialist	82-1873	0	31,642	44,720	54,110	9,390	21%
Prev Program Coordinator	82-1882	72,466	57,961	50,980	54,860	3,880	7%
Prevention Specialist	82-1883	34,607	0	0	0	0	0%
Parent Educators	82-1884	370	666	0	0	0	0%
Child Care Provider	82-1885	0	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	415	0	0	0	0%
F.I.C.A.	82-1950	7,905	6,726	7,560	8,590	1,030	13%
Retirement	82-1955	11,803	16,010	11,740	15,780	4,040	34%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	20,097	17,510	16,770	16,800	30	0%
Dental Insurance	82-1965	3,318	1,716	1,570	1,810	240	15%
HSA/HRA Contribution	82-1966	2,000	1,650	1,350	1,390	40	2%
Benefits Admin Fees	82-1967	48	20	50	20	(30)	- 60%
Life/AD&D Insurance	82-1970	187	85	80	90	10	12%
Salary Continuation Insur	82-1972	288	193	150	160	10	6%
S.A.I.F.	82-1975	143	142	430	280	(150)	- 34%
Unemployment	82-1980	115	95	100	110	10	10%
<b>Personnel Services Totals:</b>		<b>153,347</b>	<b>134,832</b>	<b>138,690</b>	<b>157,270</b>	<b>18,580</b>	<b>13%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	162	1,793	1,900	1,200	(700)	- 36%
Unapportioned Projects	82-2129	0	0	2,460	211,380	208,920	8492%
Program Supplies	82-2140	494	258	500	1,000	500	100%
Program Food	82-2141	152	0	0	0	0	0%
Program Activity	82-2142	0	0	0	5,000	5,000	100%
Facilities Rental	82-2143	0	0	0	0	0	0%
Juvenile Crime Prevention	82-2144	0	0	0	0	0	0%
Place Matters Expense	82-2145	0	0	0	5,000	5,000	100%
Parent Workshop	82-2148	0	0	0	0	0	0%
HUB-OPEC Expenses	82-2149	20,893	4,086	0	0	0	0%
Insurance	82-2200	1,184	1,146	1,360	2,040	680	50%
Maintenance - Equipment	82-2260	0	46	0	0	0	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	150	78	0	300	300	100%
Office Supplies	82-2410	774	28	0	230	230	100%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	104	6	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Printing And Reproduction	82-2425	12	209	250	500	250	100%
Office Furniture & Equipment	82-2454	0	1,595	0	0	0	0%
PC Equipment	82-2455	1,033	1,532	1,540	780	(760)	- 49%
Contractual Services	82-2471	40,017	24,442	0	5,000	5,000	100%
Advertising	82-2605	0	1,199	3,500	3,500	0	0%
Fuel - Vehicles	82-2852	49	640	500	300	(200)	- 40%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	115	1,055	200	1,200	1,000	500%
Reimbursed Travel Expense	82-2930	1,630	1,077	1,000	5,800	4,800	480%
OSU-DHS Grant Expense	82-2977	0	2,529	0	0	0	0%
My Future My Choice Expenses	82-2980	918	544	2,000	1,400	(600)	- 30%
Parenting Education	82-3111	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	17,500	18,600	23,480	20,100	(3,380)	- 14%
<b>Materials &amp; Services Totals:</b>		<b>85,188</b>	<b>60,863</b>	<b>38,690</b>	<b>264,730</b>	<b>226,040</b>	<b>584%</b>
<b>Total Expenditures:</b>		<b>238,535</b>	<b>195,695</b>	<b>177,380</b>	<b>422,000</b>	<b>244,620</b>	<b>137%</b>

# 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

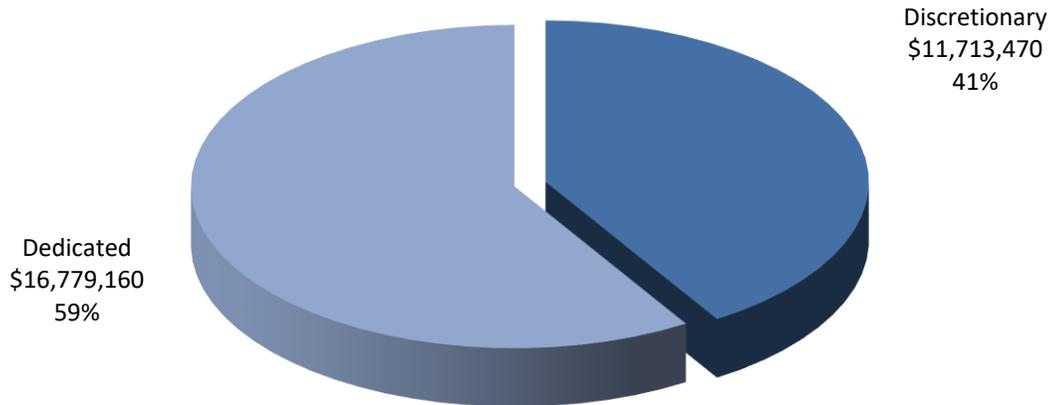
The Public Health Department contingency is to be used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget is compiled or are not absorbed during the year within existing departmental budget allocations.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	186,180	0	(186,180)	- 100%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>186,180</b>	<b>0</b>	<b>(186,180)</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(409,420)</b>	<b>(409,420)</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>186,180</b>	<b>409,420</b>	<b>223,240</b>	<b>119%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	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	186,180	409,420	223,240	119%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>186,180</b>	<b>409,420</b>	<b>223,240</b>	<b>119%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
None	82-1000	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
Appropriation for Contin.	82-9912	0	0	0	32,170	32,170	100%
Appropriation for Contin.	82-9933	0	0	0	90,930	90,930	100%
Appropriation for Contin.	82-9968	0	0	9,600	3,490	(6,110)	- 63%
Appropriation for Contin.	82-9969	0	0	139,580	10,200	(129,380)	- 92%
Appropriation for Contin.	82-9970	0	0	0	242,760	242,760	100%
Appropriation for Contin.	82-9974	0	0	37,000	11,010	(25,990)	- 70%
Appropriation for Contin.	82-9975	0	0	0	18,860	18,860	100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>186,180</b>	<b>409,420</b>	<b>223,240</b>	<b>119%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>186,180</b>	<b>409,420</b>	<b>223,240</b>	<b>119%</b>

**Clatsop County Functions/Programs Budget  
General Government 2021-2022  
Total \$28,492,630**



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

- |                               |                            |
|-------------------------------|----------------------------|
| Board of Commissioners        | Budget & Finance           |
| Board of Property Tax Appeals | Information Systems        |
| Assessment & Taxation         | Building & Grounds         |
| Property Management           | Dues & Special Assessments |
| Clerk - Admin & Elections     | General Fund Stabilization |
| Clerk - Recordings            | Transfers to Other Funds   |
| Clerk Archived Records        | Approp. for Contingency 1  |
| County Manager                | GF Stabilization           |
| Human Resources               | Insurance Reserve          |
| County Counsel                | Debt Service               |
| COVID                         | Bond & UAL Reserve Fund    |

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.

# 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

- Approved the Strategic Plan to be implemented in the 2021-22 budget
- Approved funding for a county-wide Homeless Liaison position
- Adopted 2021 Legislative Guide
- Approved the Guaranteed Maximum Price for the new jail facility
- Provided leadership through the Pandemic
- Approved contract of new county Veterans Service Officer
- Approved grant funds to supplement the State of Oregon COVID-19 Emergency Business Grant program
- Approved Pubic Works Facility Needs Assessment Contract
- Approved two Enterprise Zone Applications
- Approval of contract for Deferred Comp Consultant
- Approval of Collective Bargaining Agreements with Clatsop County Law Enforcement Association and Federation of Parole & Probation Officers

## Budget Highlights

The budget reflects Tier 1 and Tier 2 goals that were established in the Strategic Plan. These are budgeted out of the Special Projects Org Unit. The budget also reflects a decrease in medical insurance.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Franchise Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	39	374	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	100,479	98,343	176,930	148,660	(28,270)	- 15%
<b>Total Revenue:</b>	<b>100,518</b>	<b>98,717</b>	<b>176,930</b>	<b>148,660</b>	<b>(28,270)</b>	<b>- 15%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	4,327	62,950	13,630	(49,320)	- 78%
Materials & Services	100,518	94,390	113,980	135,030	21,050	18%
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%
<b>Total Expenditures:</b>	<b>100,518</b>	<b>98,717</b>	<b>176,930</b>	<b>148,660</b>	<b>(28,270)</b>	<b>- 15%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Medical Insurance	82-1964	0	4,327	62,950	13,630	(49,320)	- 78%
HSA/HRA Contribution	82-1966	0	0	0	0	0	0%
Life/AD&D Insurance	82-1970	0	0	0	0	0	0%
Salary Continuation Insur	82-1972	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%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>4,327</b>	<b>62,950</b>	<b>13,630</b>	<b>(49,320)</b>	<b>- 78%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	3,514	3,613	3,300	4,500	1,200	36%
Membership Fees And Dues	82-2370	174	425	250	500	250	100%
Office Supplies	82-2410	157	74	200	1,450	1,250	625%
Books And Periodicals	82-2413	15	54	0	100	100	100%
Postage And Freight	82-2419	1,190	1,536	1,350	2,400	1,050	77%
Printing And Reproduction	82-2425	131	242	300	300	0	0%
Contractual Services	82-2471	11,695	2,025	2,000	2,000	0	0%
Publi. And Legal Notices	82-2600	206	0	0	0	0	0%
Meetings/ Hosting	82-2750	126	1,336	4,400	4,500	100	2%
Fuel - Vehicles	82-2852	4,363	6,391	5,400	2,500	(2,900)	- 53%
Reimbursable Expense	82-2883	0	0	0	0	0	0%
Floral Arrangements	82-2909	42	169	0	0	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Education And Training	82-2928	3,345	3,475	6,000	6,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	6,350	4,094	15,000	15,000	0	0%
Commissioners - Per Diem	82-2931	69,210	70,956	75,780	95,780	20,000	26%
<b>Materials &amp; Services Totals:</b>		<b>100,518</b>	<b>94,390</b>	<b>113,980</b>	<b>135,030</b>	<b>21,050</b>	<b>18%</b>
<b>Capital Outlay</b>							
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>100,518</b>	<b>98,717</b>	<b>176,930</b>	<b>148,660</b>	<b>(28,270)</b>	<b>- 15%</b>

# 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, 2020. Twenty-one (21) Property tax petitions were received by December 31, 2020. No petitions were rejected or withdrawn. One (1) petition was stipulated before convening meeting. Twenty (20) hearings will be held on March 22, 2021.

## Performance Measures

The County Clerk will adhere to applicable Oregon Revised Statutes, Oregon Administrative Rules and Department of Revenue directives.

All petitions will be reviewed within one day of receipt and referred to the Assessor and Appraiser for review.

All defective petitions will be returned to petitioner within two days of receipt with clear indication of the deficiencies.

All requested hearings will be held prior to April 15.

All orders prepared for BoPTA will be finalized within 10 days of the last hearing.

## Budget Highlights

This is a status quo budget unit except for personnel services costs of benefits.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Board of Property Tax filing f	280	1,400	700	700	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	31,238	30,370	37,010	38,300	1,290	3%
<b>Total Revenue:</b>	<b>31,518</b>	<b>31,770</b>	<b>37,710</b>	<b>39,000</b>	<b>1,290</b>	<b>3%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	20,907	20,531	23,270	20,550	(2,720)	- 11%
Personnel Benefits	9,729	10,396	12,240	16,470	4,230	34%
Materials & Services	882	843	2,200	1,980	(220)	- 10%
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%
<b>Total Expenditures:</b>	<b>31,518</b>	<b>31,770</b>	<b>37,710</b>	<b>39,000</b>	<b>1,290</b>	<b>3%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
County Clerk	0.10	0.10	0.10	0.10	0.00	0%
Staff Assistant	0.25	0.25	0.25	0.25	0.00	0%
<b>Total Personnel:</b>	<b>0.35</b>	<b>0.35</b>	<b>0.35</b>	<b>0.35</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of petitions filed	Count	29	13	10	48	21	25
Number of petitions stipulated	Count	3	3	2	2	1	1
Number of petitions withdrawn by appellant	Count	10	1	1	29	0	0
Number of orders prepared	Count	16	7	7	9	20	24
Number of orders amended	Count	0	0	0	0	0	0
Percent of orders prepared within 10 days of last meeting	Percent	100%	100%	100%	100%	100%	0%
Percent of orders that need to be amended	Percent	0%	0%	0%	0%	0%	0%

### Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
County Clerk	82-1021	8,709	9,384	10,360	10,780	420	4%
Staff Assistant	82-1191	12,198	11,147	12,910	9,770	(3,140)	- 24%
Overtime	82-1945	0	40	400	400	0	0%
Performance Pay	82-1948	348	0	0	0	0	0%
F.I.C.A.	82-1950	1,566	1,506	1,830	1,600	(230)	- 12%
Retirement	82-1955	4,791	5,206	6,400	4,880	(1,520)	- 23%
Medical Waiver	82-1963	300	225	300	0	(300)	- 100%
Medical Insurance	82-1964	2,010	2,597	2,380	7,910	5,530	232%
Dental Insurance	82-1965	402	510	590	850	260	44%
HSA/HRA Contribution	82-1966	200	200	200	700	500	250%
Benefits Admin Fees	82-1967	0	7	10	10	0	0%
Life/AD&D Insurance	82-1970	30	30	30	30	0	0%
Salary Continuation Insur	82-1972	39	39	40	40	0	0%
S.A.I.F.	82-1975	27	23	40	30	(10)	- 25%
Unemployment	82-1980	16	14	20	20	0	0%
<b>Personnel Services Totals:</b>		<b>30,636</b>	<b>30,927</b>	<b>35,510</b>	<b>37,020</b>	<b>1,510</b>	<b>4%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	101	56	100	100	0	0%
Office Supplies	82-2410	0	0	70	50	(20)	- 28%
Postage And Freight	82-2419	5	15	50	50	0	0%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	57	0	80	80	0	0%
Fuel - Vehicles	82-2852	21	61	150	150	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	23	37	50	50	0	0%
Per Diem	82-2936	675	675	1,700	1,500	(200)	- 11%
<b>Materials &amp; Services Totals:</b>		<b>882</b>	<b>843</b>	<b>2,200</b>	<b>1,980</b>	<b>(220)</b>	<b>- 10%</b>
<b>Total Expenditures:</b>		<b>31,518</b>	<b>31,770</b>	<b>37,710</b>	<b>39,000</b>	<b>1,290</b>	<b>3%</b>

# 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.

In the 2020-2021 fiscal year, Clatsop County's Real Market Roll value was \$10,593,072,191; which, reflects an increase of 6.25% from the prior year. Clatsop County's Total Assessed Value in 2020-2021 was \$6,832,654,797; which, reflects an increase of just over 4.5% overall. The total taxes certified for collection were \$95,602,584.82

**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**

Distributed 96.75% of 2019/20 tax collections to over 60 taxing districts per ORS 311.385 by end of 2019/20 fiscal year. The percentage of collections has remained steady.

There were key essential elements vital to the Department’s ability in staying on target and completing a successful collection year despite the challenges presented by the COVID 19 pandemic. The experienced, dedicated and elite caliber staff of both the Assessment & Taxation Department and the Information Systems Department plus the overall conviction that no matter the crisis, the tax statements must go out by October 25th every year, is what led to the successes of 2020.

**Assessment & Taxation:**

- Certified the 2020-2021 tax Roll of \$95,602,584.82 and delivered statement file to Oregon Department of Revenue Administrative Services by our goal deadline of October 5, 2020.
- Tax statements successfully mailed on October 12, 2020 (Statutory deadline is October 25th annually.)
- Worked together with IT staff to launch e-statements. There were 280 tax statements emailed in the program’s first year. Overall response has been positive. This form of delivery cuts down on print and mail costs for Clatsop County.
- Processed and balanced all November 16, 2020 postmarked property tax payments timely and were slightly over 90% collected for the 2020/2021 tax year by November 23, 2020.
- Ran, posted and balanced 28,920 payments equaling \$61,702,291.93 through our new scanning equipment and software for the second year in a row during tax time. (This process eliminated our former need for US Bank’s lockbox service which used to cost the County over \$8,000 a year.)
- Posted and balanced 1,496 credit/debit payments equaling \$3,925,215.59 through our vendor Point and Pay during tax time. (October-November)
- Completed security remodel of the public counter. Staff worked in coordination with Building and Grounds to maintain department functions and processes as construction occurred.

**Appraisal:**

The Appraisal staff completed reappraisal of the remaining residential and commercial properties in Astoria which included a total of 2,867 accounts. In addition, 5,695 computer permits for building permits, segregations and other value adjustment operations were processed countywide for 2,553 accounts. Furthermore, 88 accounts were reviewed prior to property owners filing BOPTA petitions and an additional 48 accounts reviewed that filed BOPTA petitions. 1 large industrial property in Warrenton comprised of 10 accounts appealed to the Magistrate Division of the Oregon Tax Court.

**Short Term Rental/Transient Room Tax Collections:**

Although there were times of lodging shut-downs, Transient Room Tax collections stayed steady during the summer of 2020 and because of COVID 19 restrictions, we saw the need for increases in correspondence thus adding to the already consuming workload.

- Staff processed 2,352 returns, received 27 permit applications and collected \$1,946,935.85 during the calendar year of 2020.

**Performance Measures**

Our performance measures require accomplishing the mandatory requirements set forth by Statute and Rule in a timely manner each year. We also set additional non-mandatory goals to improve our assessment procedures and customer service annually

## Budget Highlights

### 2021/2022 Focus Goals:

- Staffing – New hires and promotions within the department are expected to occur due to the retirement of one of our Appraisal Team members and one of our Senior Cartographers.
- Continue working closely with IT staff on enhancing application efficiencies
- Reappraisal of residential and commercial properties in Seaside.
- Continue adapting and evolving to work around any upcoming and unforeseen issues related to the COVID 19 pandemic.
- Analyze market data and returned commercial property surveys for COVID-19's impact on the value of commercial properties in Clatsop County.
- Work closely with County Legal Counsel on issues concerning foreclosure properties Clatsop County may take deed to in November.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Other Taxes	18,656	14,213	15,000	15,000	0	0%
Land Sales/County Share	0	666	0	0	0	0%
St. - A & T Funding	314,417	393,020	300,000	300,000	0	0%
Short-Term Rental Application	5,950	250	0	0	0	0%
Room Tax Determination Fees	150	50	0	0	0	0%
Boundary Adjustment Fees	3,017	2,860	2,500	2,500	0	0%
A & T Research Fees	425	72	200	300	100	50%
Annexations	146	0	0	0	0	0%
Warrant Recording Fees	10,790	6,103	5,000	5,000	0	0%
Application Fees	1,150	2,382	500	500	0	0%
Data Processing Fees	8,804	10,629	7,000	9,000	2,000	28%
GIS Fees & Income	111	0	0	0	0	0%
LOIS Title/Reg & Trip Fees	688	500	500	500	0	0%
Fees for Services	0	0	0	0	0	0%
Maps And Microfische Fees	20	172	50	100	50	100%
Copy Fees	951	899	700	700	0	0%
Miscellaneous Services	0	0	0	0	0	0%
Rev. Refunds & Reim.	4,612	932	0	0	0	0%
A&T Garnishee Fee	90	180	150	150	0	0%
Room Tax Lien Recording Fees	1,198	0	0	0	0	0%
NSF Check Fee	1,029	972	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	1,217,051	1,187,650	1,433,480	1,480,970	47,490	3%
<b>Total Revenue:</b>	<b>1,589,256</b>	<b>1,621,549</b>	<b>1,766,080</b>	<b>1,815,720</b>	<b>49,640</b>	<b>2%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	990,381	996,453	1,064,550	1,089,610	25,060	2%
Personnel Benefits	516,815	561,648	607,830	639,560	31,730	5%
Materials & Services	82,060	63,448	93,700	86,550	(7,150)	- 7%
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%
<b>Total Expenditures:</b>	<b>1,589,256</b>	<b>1,621,549</b>	<b>1,766,080</b>	<b>1,815,720</b>	<b>49,640</b>	<b>2%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Assessor Tax Director	1.00	1.00	1.00	1.00	0.00	0%
Property Appraisal Super.	1.00	1.00	1.00	1.00	0.00	0%
Deputy Assessor/Tax Collector	1.00	1.00	1.00	1.00	0.00	0%
Tax Technician - A&T	1.00	1.00	1.00	1.30	0.30	30%
Staff Assistant	2.00	1.30	1.30	1.00	(0.30)	- 23%
Senior Property Appraiser	3.00	3.00	2.00	3.00	1.00	50%
Property Appraiser II	3.00	3.00	4.00	4.00	0.00	0%
Property Appraiser I	1.00	1.00	1.00	0.00	(1.00)	- 100%
Senior Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Personal Property Specialist	0.50	0.50	0.50	0.50	0.00	0%
<b>Total Personnel:</b>	<b>15.50</b>	<b>14.80</b>	<b>14.80</b>	<b>14.80</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Accounts certified to tax roll	Count	33,010	32,853	32,881	32,982	33,080	34,050
Credit Card Transactions	Count	1,348	1,496	1,727	2,142	1,800	2,458
Business Personal Property returns processed	Count	1,531	1,569	1,725	2,015	2,015	2,000
Accounts Requiring Ownership, Address and Mapping changes	Count	16,009	9,806	10,490	7,924	8,000	8,050
Accounts Requiring roll corrections and/or refunds	Count	982	445	671	552	550	500
Delinquent Real Property Accounts Notified	Count	4,193	3,238	2,318	3,305	3,000	3,000
Foreclosure Accounts (Judgment)	Count	53	69	32	27	15	10
Number of Warrants	Count	135	133	109	148	150	150
Number of Bankruptcies (Maintenance)	Count	23	26	28	27	27	25
Number of Cartographic partitions	Count	213	17	23	23	25	25
Cost per unit (budget A&T/ #certified units)	Count	54	50	51	54	56	56
Re-Appraisal Residential	Count	3,459	791	2,000	2,140	2,156	3,000
Re-appraisal Commercial/Industrial	Count	93	169	150	1,311	711	1,200
Permits/Segs/M-50	Count	241	1,113	1,000	1,872	2,523	2,800
Special Projects	Count	730	1,285	500	3	0	0
BOPTA Appeals and Requested Reviews	Count	679	380	300	332	136	150
Magistrate & Tax Court cases/trials	Count	7	7	5	2	1	10
ODF Fire Patrol Project Accounts	Count	6,244	5,599	0	0	0	0
Personal Property Garnishments/Seizures	Count	0	39	27	16	0	0
Percent of taxes distributed to districts	Percent	96%	96%	96%	97%	97%	97%

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Assessor Tax Director	82-1005	112,053	121,067	126,070	129,220	3,150	2%
Property Appraisal Super.	82-1100	80,194	86,645	93,710	99,800	6,090	6%
Deputy Assessor/Tax Collector	82-1102	69,813	75,430	81,580	87,800	6,220	7%
Tax Technician - A&T	82-1103	54,405	58,778	79,050	81,860	2,810	3%
Staff Assistant	82-1191	97,469	65,882	51,650	44,650	(7,000)	- 13%
Senior Property Appraiser	82-1250	203,893	144,654	152,630	222,940	70,310	46%
Property Appraiser II	82-1260	130,619	205,788	259,310	264,620	5,310	2%
Property Appraiser I	82-1261	87,769	79,572	54,020	0	(54,020)	- 100%
Senior Cartographer	82-1310	65,309	67,203	135,140	70,950	(64,190)	- 47%
Cartographer	82-1320	59,237	60,955	0	55,590	55,590	100%
Personal Property Specialist	82-1340	29,619	30,478	31,390	32,180	790	2%
Extra Help	82-1941	1,581	1,653	3,500	3,500	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Remuneration	82-1947	0	0	0	540	540	100%
Performance Pay	82-1948	9,784	0	0	0	0	0%
F.I.C.A.	82-1950	72,086	72,029	81,890	83,850	1,960	2%
Retirement	82-1955	175,046	217,794	221,110	247,140	26,030	11%
Medical Waiver	82-1963	1,800	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	195,910	207,051	232,750	233,920	1,170	0%
Dental Insurance	82-1965	23,051	24,443	25,290	28,970	3,680	14%
HSA/HRA Contribution	82-1966	25,167	24,100	24,100	24,100	0	0%
Benefits Admin Fees	82-1967	434	370	440	400	(40)	- 9%
Life/AD&D Insurance	82-1970	1,254	1,213	1,200	1,200	0	0%
Salary Continuation Insur	82-1972	1,517	1,486	1,500	1,500	0	0%
S.A.I.F.	82-1975	8,075	8,105	12,580	10,940	(1,640)	- 13%
Unemployment	82-1980	1,110	1,004	1,070	1,100	30	2%
<b>Personnel Services Totals:</b>		<b>1,507,196</b>	<b>1,558,101</b>	<b>1,672,380</b>	<b>1,729,170</b>	<b>56,790</b>	<b>3%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,780	2,325	2,500	3,000	500	20%
Lockbox Fees	82-2230	6,793	0	0	0	0	0%
A&T Garnishee Fee	82-2235	210	165	300	150	(150)	- 50%
Room Tax Lien Recording Fees	82-2236	391	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	2,011	600	600	0	0%
Software Maintenance	82-2265	5,944	7,046	8,500	8,500	0	0%
Membership Fees And Dues	82-2370	1,385	1,985	2,500	2,500	0	0%
Warrant Recording Fees	82-2375	7,727	3,713	5,000	5,000	0	0%
Office Supplies	82-2410	1,539	1,211	2,500	2,500	0	0%
Books And Periodicals	82-2413	635	240	1,000	1,000	0	0%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Postage And Freight	82-2419	23,332	18,928	23,800	25,800	2,000	8%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	11,024	10,773	12,000	12,000	0	0%
Microfilming	82-2440	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	1,995	0	1,000	3,000	2,000	200%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	8,464	6,500	10,500	7,500	(3,000)	- 28%
Contractual Technology Dev	82-2477	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,547	222	3,000	3,000	0	0%
Fuel - Vehicles	82-2852	1,483	993	1,500	1,500	0	0%
Vehicle Maintenance & Use	82-2923	944	284	2,500	2,500	0	0%
Education And Training	82-2928	2,745	3,660	8,000	5,000	(3,000)	- 37%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	3,120	3,393	8,500	3,000	(5,500)	- 64%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>82,060</b>	<b>63,448</b>	<b>93,700</b>	<b>86,550</b>	<b>(7,150)</b>	<b>- 7%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Fleet Replacement	82-8101	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>1,589,256</b>	<b>1,621,549</b>	<b>1,766,080</b>	<b>1,815,720</b>	<b>49,640</b>	<b>2%</b>

# 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

Categorized 17 tax foreclosed properties and sold 24 parcels with one public County Land Sale event and one Sealed Bid Auction.

## Performance Measures

Performance is measured by the actual sales of property approved by the Board of Commissioners and sold at auction. Properties are evaluated for community need/purpose when being categorized for disposal or retention.

## Budget Highlights

The department continues to face complex issues with tax foreclosed properties in inhabitable conditions. Staff works closely with Code Enforcement Officers and the Community Development Department on determining if accelerated foreclosures due to waste are needed. Some properties suffer from hazardous human and solid waste on the premises, squatters, abandoned vehicles, travel trailers and garbage. Additionally, tax foreclosed properties often have multiple people claiming tenancy or some type of rights on the property causing assistance from multiple departments including legal counsel and the Sheriff's department.

Complaints concerning hazardous trees that require abatement in a timely and safe manner also result in occasional unforeseen costs and are often difficult to remedy.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Land Sales/County Share	87,439	87,591	20,000	20,000	0	0%
Non Foreclose Sales	0	0	0	0	0	0%
Copy Fees	1	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,097	1,543	750	700	(50)	- 6%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(21,576)	(26,704)	49,530	56,140	6,610	13%
<b>Total Revenue:</b>	<b>66,962</b>	<b>62,430</b>	<b>70,280</b>	<b>76,840</b>	<b>6,560</b>	<b>9%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	29,618	30,477	31,390	32,180	790	2%
Personnel Benefits	13,461	15,307	16,310	16,940	630	3%
Materials & Services	23,660	16,356	22,260	27,400	5,140	23%
Special Payments	223	291	320	320	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%
<b>Total Expenditures:</b>	<b>66,962</b>	<b>62,430</b>	<b>70,280</b>	<b>76,840</b>	<b>6,560</b>	<b>9%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Property Mgmt Specialist	0.50	0.50	0.50	0.50	0.00	0%
<b>Total Personnel:</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Categorization of foreclose properties	Count	21	23	11	9	10	10
Properties Sold	Count	7	27	4	5	12	10
Maintenance Properties	Count	2	9	5	5	5	5
Actual tax foreclosed land sale distribution	Count	37,085	552,049	61,341	127,412	200,650	100,000
Realized Revenue from other managed properties	Count	18,530	20,910	23,893	24,000	16,500	16,500
County percentage of distribution	Count	4,672	145,641	0	5,636	5,000	5,000

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Personal Property Specialist	82-1340	0	0	0	0	0	0%
Property Mgmt Specialist	82-1345	29,618	30,477	31,390	32,180	790	2%
Remuneration	82-1947	0	0	0	540	540	100%
F.I.C.A.	82-1950	2,196	2,257	2,400	2,500	100	4%
Retirement	82-1955	6,599	8,132	8,380	8,580	200	2%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,422	3,650	4,060	3,890	(170)	- 4%
Dental Insurance	82-1965	332	344	370	400	30	8%
HSA/HRA Contribution	82-1966	500	500	500	500	0	0%
Benefits Admin Fees	82-1967	0	9	10	10	0	0%
Life/AD&D Insurance	82-1970	38	38	40	40	0	0%
Salary Continuation Insur	82-1972	36	36	40	40	0	0%
S.A.I.F.	82-1975	315	319	480	410	(70)	- 14%
Unemployment	82-1980	22	22	30	30	0	0%
<b>Personnel Services Totals:</b>		<b>43,079</b>	<b>45,784</b>	<b>47,700</b>	<b>49,120</b>	<b>1,420</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	109	91	150	150	0	0%
Membership Fees And Dues	82-2370	50	0	50	50	0	0%
Office Supplies	82-2410	26	10	50	50	0	0%
Postage And Freight	82-2419	73	50	60	200	140	233%
Contractual Services	82-2471	0	0	0	0	0	0%
Fire Patrol Assessment	82-2534	2,538	2,350	2,600	2,600	0	0%
Recording Fees-Foreclosed	82-2562	1,828	1,557	1,500	1,500	0	0%
Recording Fees-Non Foreclosed	82-2563	92	0	0	0	0	0%
HOA Dues - Foreclosed	82-2567	0	1,433	0	0	0	0%
Publi. And Legal Notices	82-2600	672	1,521	2,000	2,000	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	18	0	50	50	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	75	0	300	300	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	270	0	500	500	0	0%
County Land Maintenance	82-2996	17,909	9,344	15,000	20,000	5,000	33%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>23,660</b>	<b>16,356</b>	<b>22,260</b>	<b>27,400</b>	<b>5,140</b>	<b>23%</b>
<b>Special Payments</b>							
Property Taxes	82-3800	223	291	320	320	0	0%
<b>Special Payments Totals:</b>		<b>223</b>	<b>291</b>	<b>320</b>	<b>320</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>66,962</b>	<b>62,430</b>	<b>70,280</b>	<b>76,840</b>	<b>6,560</b>	<b>9%</b>

## 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 conducted the November 3, 2020 General Election. Ballots were mailed to 29,976 Clatsop County registered voters. County Clerk staff processed 24,140 voted returned ballots.

Due to COVID-19 restrictions and funding from the Secretary of State, the County Clerk office was able to install 24-hour accessible ballot drop boxes at all drop site locations around the county. They include: Knappa School, Warrenton City Hall, Gearhart City Hall, Seaside City Hall, Cannon Beach City Hall, and our newest location this year, Jewell School.

The County Clerk staff is preparing for the May 18, 2021 Regular District Election and anticipates mailing approximately 30,200 ballots to registered voters countywide. The County Clerk staff are putting together a voters' pamphlet for this election and will be mailing it directly to every household.

### Performance Measures

Conduct elections according to Oregon Election Laws, Administrative Rules, and Secretary of State Directives.  
Maintain the statewide Oregon Centralized Voter Registration database with 99% accuracy.  
Process requires for information or research within one day of receipt.

### Budget Highlights

The County Clerk is budgeting for a County wide May 2022 Gubernatorial Primary Election and the possibility of partial County September 2021, November 2021, and/or March 2022 Regular Election.

The increase in Maintenance – Equipment and Software Maintenance in FY 2021-2022 is due to the annual maintenance of the Ballot Sorter that we will have in service beginning this FY 2021-2022.

Postage and Freight costs will increase in FY 2021-2022 due to rising USPS fees and the mailing of updates to all voters in Clatsop County after the redistricting/reapportionment to notify them of changes.

The increase in Education & Training and Reimbursed Travel Expense is due to traveling to GA or TX in spring of 2022 for continued education with The Election Center for renewal of Clerks' Certified Elections/Registration Administrator (CERA) certification.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Oregon Motor Voter	3,509	4,534	4,500	4,500	0	0%
Election Fees	43,694	12,019	35,000	12,000	(23,000)	- 65%
Administrative Service Fee	1	0	0	0	0	0%
Rev. Refunds & Reim.	3	2,808	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	342,920	343,600	416,230	458,990	42,760	10%
<b>Total Revenue:</b>	<b>390,127</b>	<b>362,961</b>	<b>455,730</b>	<b>475,490</b>	<b>19,760</b>	<b>4%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	175,184	180,327	192,050	190,710	(1,340)	- 0%
Personnel Benefits	113,278	119,189	139,080	147,710	8,630	6%
Materials & Services	101,665	63,446	124,600	137,070	12,470	10%
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%
<b>Total Expenditures:</b>	<b>390,127</b>	<b>362,961</b>	<b>455,730</b>	<b>475,490</b>	<b>19,760</b>	<b>4%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
County Clerk	0.50	0.50	0.50	0.50	0.00	0%
Election Technician	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.50	1.50	1.50	1.50	0.00	0%
<b>Total Personnel:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022	
Number of new voters registered	3115	1739	1718	1769	1500	1500	
Number of voter registrations updated	6738	10407	7227	8809	7500	7500	
Number of candidates filed	137	51	128	88	50	50	
Number of ballots issued	50,506	60,635	59,231	32,598	61,460	40,000	
Number of ballots received	28,978	24,032	26,488	15,352	22,000	18,000	
Number of HTML/email ballots issued	12	3	0	2	0	0	
Number of research requests completed	11	14	27	28	15	15	
Number of users accessing election information from web page	12,500	21,173	5359	10,965	32,000	5,500	
Cost per ballot	3	6	4	3	5	3	
Percent of time to complete an election report from date received within 5 business days	Percent	100%	100%	100%	100%	100%	0%
Percent of error rate for data entry of voter registration cards	Percent	2%	2%	2%	2%	2%	0%
Percent of turnout of cities for election board training	Percent	0%	80%	0%	0%	0%	0%

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
County Clerk	82-1021	43,548	46,925	51,790	53,880	2,090	4%
Election Technician	82-1130	59,241	60,956	62,780	64,350	1,570	2%
Staff Assistant	82-1191	72,394	72,446	77,480	72,480	(5,000)	- 6%
Extra Help - Staff Assist	82-1937	0	0	0	0	0	0%
Election Bd & Messengers	82-1944	6,699	1,029	10,000	10,000	0	0%
Overtime	82-1945	589	441	1,000	1,000	0	0%
Performance Pay	82-1948	1,742	0	0	0	0	0%
F.I.C.A.	82-1950	12,605	12,729	15,580	15,430	(150)	- 0%
Retirement	82-1955	35,476	44,818	47,230	45,890	(1,340)	- 2%
Medical Waiver	82-1963	600	450	600	0	(600)	- 100%
Medical Insurance	82-1964	44,720	48,596	52,970	61,810	8,840	16%
Dental Insurance	82-1965	4,767	5,125	5,570	6,430	860	15%
HSA/HRA Contribution	82-1966	5,000	5,000	5,000	6,000	1,000	20%
Benefits Admin Fees	82-1967	76	61	80	120	40	50%
Life/AD&D Insurance	82-1970	246	246	240	240	0	0%
Salary Continuation Insur	82-1972	288	288	290	290	0	0%
S.A.I.F.	82-1975	249	198	320	300	(20)	- 6%
Unemployment	82-1980	221	207	200	200	0	0%
<b>Personnel Services Totals:</b>		<b>288,462</b>	<b>299,515</b>	<b>331,130</b>	<b>338,420</b>	<b>7,290</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	773	736	1,300	1,000	(300)	- 23%
Maintenance - Equipment	82-2260	4,553	4,573	4,500	9,350	4,850	107%
Software Maintenance	82-2265	17,885	9,601	19,000	19,750	750	3%
Membership Fees And Dues	82-2370	450	425	430	230	(200)	- 46%
Office Supplies	82-2410	574	536	1,000	1,200	200	20%
Election Supplies	82-2411	131	373	1,000	1,000	0	0%
Books And Periodicals	82-2413	135	135	140	140	0	0%
Postage And Freight	82-2419	15,528	11,022	20,500	25,900	5,400	26%
Printing And Reproduction	82-2425	49,252	27,633	68,000	68,000	0	0%
Office Furniture & Equipment	82-2454	3,378	2,959	750	750	0	0%
Contractual Services	82-2471	565	314	600	600	0	0%
Publi. And Legal Notices	82-2600	1,950	1,411	2,000	1,500	(500)	- 25%
Fuel - Vehicles	82-2852	1,237	306	1,500	940	(560)	- 37%
Vehicle Maintenance & Use	82-2923	10	0	20	20	0	0%
Education And Training	82-2928	2,019	1,259	1,300	2,130	830	63%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,986	2,162	2,560	4,560	2,000	78%
Refunds and Returns	82-3204	239	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>101,665</b>	<b>63,446</b>	<b>124,600</b>	<b>137,070</b>	<b>12,470</b>	<b>10%</b>
<b>Capital Outlay</b>							

Summary Cont.							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>390,127</b>	<b>362,961</b>	<b>455,730</b>	<b>475,490</b>	<b>19,760</b>	<b>4%</b>

# 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, 97, 93, 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

For the first half of FY 2020-2021, the County Clerk's office has recorded and indexed 6,719 records, accepted 97 passport applications, and issued 263 marriage licenses. This was done within the restrictions of COVID-19 procedures. With the addition of being able to make appointments on line, we were able to accommodate clients without them feeling that they were being exposed to others.

## Performance Measures

Adhere to Oregon Revised Statutes, Oregon Administrative Rules, US Department of State passport acceptance policy and procedure and County Administrative policy and procedure.  
Index and return all recorded documents within 10 days.  
Process requests for information or research within one day of receipt.

## Budget Highlights

The increase in Postage and Freight has increased due to the increase in USPS fees and the addition of mailing passports at our cost.

Office Furniture & Equipment decrease is due to the purchase of a microfilm cabinet to be able to keep an original copy at all times. We may look at purchasing another cabinet in FY 2022-2023.

The increase in Contractual Services is due to the fee for State Archives Storage fee being due in FY 2021-2022. This is a Biennial fee that will not be due again until FY 2023-2024.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Administrative Service Fee	8,438	9,845	8,500	8,500	0	0%
Marriage Fee	9,275	9,750	10,000	10,000	0	0%
Wedding Witness Service Fee	460	655	500	200	(300)	- 60%
Domestic Partnership Fees	0	0	0	0	0	0%
Passport Fees	40,595	27,855	22,000	20,000	(2,000)	- 9%
Wedding Ceremony	6,820	6,309	4,000	1,000	(3,000)	- 75%
Recording Fees	244,154	313,512	240,000	245,000	5,000	2%
Annexations	54	5	0	0	0	0%
Data Processing Fees	7,904	7,545	6,000	6,000	0	0%
GIS Fees & Income	0	0	0	0	0	0%
Rev. Overpayments	138	110	300	150	(150)	- 50%
Rev. Refunds & Reim.	0	89	0	0	0	0%
NSF Check Fee	50	50	50	30	(20)	- 40%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(150,016)	(195,982)	(94,980)	(89,650)	5,330	- 5%
<b>Total Revenue:</b>	<b>167,872</b>	<b>179,744</b>	<b>196,370</b>	<b>201,230</b>	<b>4,860</b>	<b>2%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	95,771	98,834	106,000	105,820	(180)	- 0%
Personnel Benefits	65,267	70,785	78,430	81,900	3,470	4%
Materials & Services	6,835	10,125	11,940	13,510	1,570	13%
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%
<b>Total Expenditures:</b>	<b>167,872</b>	<b>179,744</b>	<b>196,370</b>	<b>201,230</b>	<b>4,860</b>	<b>2%</b>

### Staffing Summary

Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
County Clerk	0.40	0.40	0.40	0.40	0.00	0%
Staff Assistant	1.25	1.25	1.25	1.25	0.00	0%
<b>Total Personnel:</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of documents recorded	Count	10,288	12,141	10,088	11,857	10,000	10,000
Number of research request completed	Count	60	47	72	220	200	75
Number of passports processed	Count	811	769	940	352	450	600
Number of marriage licenses issued	Count	406	338	372	368	325	350
Number of park passes issued	Count	125	94	112	65	90	75
Number of users accessing customer service forms on the web page	Count	5,400	4,492	9,452	9,100	7,200	5,000
Number of film rolls submitted to archives	Count	13	14	16	20	18	18
Number of boxes retained more than six months past purge date	Count	0	0	0	0	0	0
Cost per document recorded	Count	18	18	19	19	19	19
Percent of time that records are indexed within 10 business days of receipt	Percent	100%	99%	100%	100%	100%	100%
Percent of error rate of indexing and recording documents	Percent	0%	0%	0%	0%	0%	0%
Percent of time that a marriage license is indexed within 5 business days of receipt	Percent	95%	95%	99%	99%	100%	100%

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
County Clerk	82-1021	34,838	37,539	41,430	43,110	1,680	4%
Staff Assistant	82-1191	60,933	61,295	64,570	62,710	(1,860)	- 2%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	187	225	1,000	1,000	0	0%
Performance Pay	82-1948	1,394	0	0	0	0	0%
F.I.C.A.	82-1950	7,048	7,125	8,210	8,170	(40)	- 0%
Retirement	82-1955	21,759	26,162	28,630	27,430	(1,200)	- 4%
Medical Waiver	82-1963	300	225	300	0	(300)	- 100%
Medical Insurance	82-1964	28,136	30,459	33,330	37,360	4,030	12%
Dental Insurance	82-1965	3,050	3,252	3,520	4,010	490	13%
HSA/HRA Contribution	82-1966	2,800	2,800	2,800	3,300	500	17%
Benefits Admin Fees	82-1967	36	35	40	40	0	0%
Life/AD&D Insurance	82-1970	139	139	140	140	0	0%
Salary Continuation Insur	82-1972	176	176	180	180	0	0%
S.A.I.F.	82-1975	127	108	170	160	(10)	- 5%
Unemployment	82-1980	115	79	110	110	0	0%
<b>Personnel Services Totals:</b>		<b>161,037</b>	<b>169,618</b>	<b>184,430</b>	<b>187,720</b>	<b>3,290</b>	<b>1%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	773	736	800	800	0	0%
Maintenance - Equipment	82-2260	0	0	100	0	(100)	- 100%
Membership Fees And Dues	82-2370	100	125	250	130	(120)	- 48%
Office Supplies	82-2410	338	1,053	400	400	0	0%
Books And Periodicals	82-2413	30	30	30	30	0	0%
Postage And Freight	82-2419	2,116	3,187	5,000	6,500	1,500	30%
Records And Forms	82-2422	0	271	200	200	0	0%
Printing And Reproduction	82-2425	1,027	947	500	600	100	20%
Photographic Supplies	82-2427	468	242	1,100	1,100	0	0%
Microfilming	82-2440	606	0	100	100	0	0%
Office Furniture & Equipment	82-2454	100	0	2,300	0	(2,300)	- 100%
Legal Services	82-2469	203	0	0	0	0	0%
Contractual Services	82-2471	276	2,778	300	2,800	2,500	833%
Fuel - Vehicles	82-2852	69	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	10	0	0	0	0	0%
Education And Training	82-2928	232	289	320	310	(10)	- 3%
Reimbursed Travel Expense	82-2930	487	468	540	540	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>6,835</b>	<b>10,125</b>	<b>11,940</b>	<b>13,510</b>	<b>1,570</b>	<b>13%</b>
<b>Total Expenditures:</b>		<b>167,872</b>	<b>179,744</b>	<b>196,370</b>	<b>201,230</b>	<b>4,860</b>	<b>2%</b>

# 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 68,300 pages of 11,857 digitized documents for 2020.

## Performance Measures

Index 30,000 pages of digitized documents per year.  
Index 10,000 documents per year.  
Maintain the condition of permanent records housed in the Courthouse and Boyington Building.

## 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 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	2,858	3,314	4,340	7,820	3,480	80%
Interest On Investments	75	75	80	80	0	0%
Recording Fees	8,415	9,849	9,000	10,000	1,000	11%
Rev. Refunds & Reim.	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>11,348</b>	<b>13,238</b>	<b>13,420</b>	<b>17,900</b>	<b>4,480</b>	<b>33%</b>
<b>Total Unappropriated Budget:</b>	<b>3,314</b>	<b>4,874</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>8,035</b>	<b>8,364</b>	<b>13,420</b>	<b>17,900</b>	<b>4,480</b>	<b>33%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	8,035	8,364	8,700	9,100	400	4%
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	4,720	8,800	4,080	86%
<b>Total Expenditures:</b>	<b>8,035</b>	<b>8,364</b>	<b>13,420</b>	<b>17,900</b>	<b>4,480</b>	<b>33%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Total number of older documents indexed and rescanned	Count	2,160	0	1,100	1,000	10	10
Cost per older document indexed and/or rescanned and digitized	Count	1	0	1	1	1	1
Number of Books Rescanned (# of Images)	Count	0	0	16,021	6,807	0	0
Number of documents recorded	Count	10,288	12,141	10,088	11,857	11,000	10,000

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Microfilming	82-2440	1,935	2,164	2,500	2,900	400	16%
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	6,100	6,200	6,200	6,200	0	0%
<b>Materials &amp; Services Totals:</b>		<b>8,035</b>	<b>8,364</b>	<b>8,700</b>	<b>9,100</b>	<b>400</b>	<b>4%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	4,720	8,800	4,080	86%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>4,720</b>	<b>8,800</b>	<b>4,080</b>	<b>86%</b>
<b>Total Expenditures:</b>		<b>8,035</b>	<b>8,364</b>	<b>13,420</b>	<b>17,900</b>	<b>4,480</b>	<b>33%</b>

# 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

- Provided leadership and guidance throughout the Strategic Plan process and organized the five focus area groups
- Provided direction throughout the Pandemic that required significant county response throughout Public Health, Public Safety & Emergency Management
- Further evaluation and potential opportunities for low income housing development in Clatsop County
- Website upgrade & changes to the organization and content of the site
- Prepared buildings in response to COVID - 19
- Obtained CARES ACT funding and distributed to outside agencies
- Orientation of two new board members

## Performance Measures

Provide County services to the public in accordance with all applicable regulations and the policies of the Board of County Commissioners. Ensure Clatsop County residents have access to accurate information on current issues in a variety of formats, and have opportunities to provide input to County decision-makers. Ensure County goals are met and progress is communicated to the public.

## Budget Highlights

- The requested budget includes increase of personnel services totaling \$125,000 which will allow resources for the County Manager's office to work on the focus areas of the Strategic Plan.
- Increase in Supplies, Furniture and Education due to added FTE

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Public Records Request	205	30	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	375	104	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	463,263	588,059	767,740	1,090,630	322,890	42%
<b>Total Revenue:</b>	<b>463,843</b>	<b>588,193</b>	<b>767,740</b>	<b>1,090,630</b>	<b>322,890</b>	<b>42%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	333,253	385,482	462,890	584,210	121,320	26%
Personnel Benefits	113,116	175,757	221,630	279,570	57,940	26%
Materials & Services	17,473	26,954	83,220	226,850	143,630	172%
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%
<b>Total Expenditures:</b>	<b>463,843</b>	<b>588,193</b>	<b>767,740</b>	<b>1,090,630</b>	<b>322,890</b>	<b>42%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
County Manager	1.00	1.00	1.00	1.00	0.00	0%
Assist. Co. Manager	0.90	0.90	1.00	1.00	0.00	0%
Administrative Assistant	0.83	0.83	0.00	1.00	1.00	100%
Senior Admin Supervisor	0.00	0.00	0.95	0.95	0.00	0%
Management/Policy Analyst	0.00	0.00	0.00	0.60	0.60	100%
Community Relations Coordinato	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>3.73</b>	<b>3.73</b>	<b>3.95</b>	<b>5.55</b>	<b>1.60</b>	<b>40%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Meetings Attended by County Manager	Count	520	525	617	750	750	770
Pages of Minutes for Board Meetings	Count	120	140	148	145	125	115
Agreements & Contracts Approved	Count	180	200	80	90	85	80
Board Agenda Packets Distributed	Count	22	22	176	170	180	180
Vacancies Filled on County Committees	Count	13	20	72	25	20	25
Web Page Users Accessing Pages	Count	143,392	160,000	180,600	175,000	175,000	175,000
News Releases Issued	Count	88	90	72	80	100	140

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
County Manager	82-1002	102,585	134,127	175,860	182,000	6,140	3%
Assist. Co. Manager	82-1003	118,467	122,669	149,170	152,900	3,730	2%
Administrative Assistant	82-1118	0	0	0	53,770	53,770	100%
Senior Admin Supervisor	82-1119	0	52,537	73,790	79,420	5,630	7%
Executive Assistant	82-1121	51,747	13,629	0	0	0	0%
Management/Policy Analyst	82-1305	0	0	0	50,440	50,440	100%
Community Relations Coordinato	82-1899	60,454	62,521	64,070	65,680	1,610	2%
Extra Help-Clinical	82-1905	0	0	8,000	0	(8,000)	- 100%
Extra Help	82-1941	0	1,143	0	0	0	0%
Overtime	82-1945	0	0	200	200	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	22,905	28,937	36,130	44,790	8,660	23%
Retirement	82-1955	45,589	87,305	105,560	134,030	28,470	26%
Medical Waiver	82-1963	908	1,103	1,140	1,140	0	0%
Medical Insurance	82-1964	31,909	42,784	55,730	78,330	22,600	40%
Dental Insurance	82-1965	5,222	6,580	7,390	10,870	3,480	47%
HSA/HRA Contribution	82-1966	4,800	2,800	3,000	5,000	2,000	66%
Benefits Admin Fees	82-1967	88	95	90	120	30	33%
Life/AD&D Insurance	82-1970	358	955	400	560	160	40%
Salary Continuation Insur	82-1972	638	753	830	1,130	300	36%
S.A.I.F.	82-1975	395	408	690	810	120	17%
Unemployment	82-1980	303	395	470	590	120	25%
Deferred Compensation	82-1983	0	2,500	2,000	2,000	0	0%
<b>Personnel Services Totals:</b>		<b>446,370</b>	<b>561,239</b>	<b>684,520</b>	<b>863,780</b>	<b>179,260</b>	<b>26%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,058	2,189	1,800	2,400	600	33%
Software Maintenance	82-2265	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	432	1,822	3,080	3,100	20	0%
Office Supplies	82-2410	565	1,841	2,000	2,500	500	25%
Books And Periodicals	82-2413	135	0	100	150	50	50%
Postage And Freight	82-2419	192	57	200	200	0	0%
Printing And Reproduction	82-2425	4,602	3,657	3,600	3,500	(100)	- 2%
Office Furniture & Equipment	82-2454	454	4,773	2,500	3,000	500	20%
Contractual Services	82-2471	4,189	9,772	64,950	205,200	140,250	215%
Publ. And Legal Notices	82-2600	0	177	200	200	0	0%
Meetings/ Hosting	82-2750	570	79	400	400	0	0%
Fuel - Vehicles	82-2852	509	163	500	500	0	0%
Vehicle Rental	82-2920	0	240	300	0	(300)	- 100%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Vehicle Maintenance & Use	82-2923	12	65	200	200	0	0%
Education And Training	82-2928	3,437	1,058	990	2,500	1,510	152%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,316	1,060	2,400	3,000	600	25%
<b>Materials &amp; Services Totals:</b>		<b>17,473</b>	<b>26,954</b>	<b>83,220</b>	<b>226,850</b>	<b>143,630</b>	<b>172%</b>
<b>Total Expenditures:</b>		<b>463,843</b>	<b>588,193</b>	<b>767,740</b>	<b>1,090,630</b>	<b>322,890</b>	<b>42%</b>

# 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:** HR assisted in the following key recruitment efforts: Budget and Finance Manager, Chief Medicolegal Death Investigator, GIS Cartographic Program Manager, as well as over a dozen Election Workers to ensure the 2020 Presidential election ran smoothly, and over 200 volunteers (and counting) to support the COVID-19 response effort. Another critical recruitment for both the County's COVID-19 response, and provide support and leadership to the County's Public Health Department is the hiring of an Interim Public Health Director.

**Employee/Labor Relations:** Worked with County Counsel to complete the County's pay equity study to ensure compliance with Oregon's Pay Equity Law. The results of study demonstrated that the County compensates our employees equitably. With the assistance of our newly contracted labor attorney, successfully negotiated collective bargaining agreements for the CCLEA and FOPPO represented groups in the Sheriff's Office. With the assistance of the County Manager's Office and County Counsel, created a county-wide Bilingual Policy and Telecommuting Policy. Currently in the process of finalizing a revised Employee Handbook to replace, and update our current Personnel Policies.

**Legal Compliance:** Working with the Assistant County Manager, and County Counsel, ensured expanded Oregon OSHA COVID-19 safety requirements were met, and clearly communicated to staff, elected officials, and members of the public. Created a COVID-19 response policy to ensure requirements set in the CARES Act, particularly the FFCRA (Families First Coronavirus Act) were clearly communicated, to all employees. The County exceeded the minimum requirements the Act required in regards to granting employees critical leave to ensure the health, safety, and well-being of their family members, and themselves could be a priority.

**Wellness:** Successfully applied for and received Wellness Grant funds through the county's insurance provider CIS to promote activities that provide employees with health education and awareness. While some of the previous Wellness activities were unable to take place due to COVID; our two most popular programs: "Maintain Don't Gain" (a program designed to promote mindful eating over the holiday season) and "Summer Fitness Challenge" (a program promoting both indoor and outdoor physical activity). Additionally we had 83 employees respond to our County Wellness survey demonstrating that employees still recognize the importance of both mental and physical health, even during a pandemic, and look to the County to continue providing those types of opportunities.

## Performance Measures

We are now utilizing an almost paperless onboarding process for new hires through our HRIS (Human Resources Information System) software, Dayforce. By moving the onboarding process to a virtual platform, new hires can take their time to review benefit options, provide personal information through a secure portal, and review policies all from the comfort of their own home. This streamlined process also affords the new employee more time learning their new position on their first day, rather than spending hours reviewing paperwork. While some aspects of the onboarding process still require physical documents, this new process has reduced errors, and has improved information flow considerably.

HR anticipates launching the performance management module within Dayforce to assist managers with the employee performance evaluation process. The system will streamline the performance management process, ensuring compliance with our personnel policies as well as providing managers a mechanism to track employee performance in real time rather than relying primarily on past evaluations.

## Budget Highlights

Legal Services are increasing due to contracting with a dedicated labor attorney. This partnership has already benefited the County tenfold, as the assistance provided helped the County avoid both a lengthy mediation and potentially costly arbitration with two of our bargaining units. As the County enters negotiations with AFSCME, the benefits of a dedicated labor attorney will certainly outweigh the costs.

Personnel/Program Changes: Human Resources will be adding an HR Generalist position to the department to provide greater employee support as well as support the existing HR staff in the areas of compensation and benefits administration; review current processes and procedures in our recruitment, onboarding, and retention function, and ensuring HR maintains compliance with OSHA, BOLI and other state and federal agencies regarding employment and labor law. To support this addition to the HR staff, additional office equipment will be necessary.

Contractual Services: HR will continue providing support to the County's COVID response by continuing to background screen volunteers for our vaccination clinics, public information call center, and wherever else volunteers are needed to support our Public Health department. The need for a third-party vendor (Sterling Talent) to conduct these screens is crucial in ensuring the health and safety of the public as we receive more and more vaccinations.

There is an increase in recruitment and reimbursable expenses as a result of the recruiting process for a new Public Health Director.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Copy Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	29	0	0	0	0	0%
Wellness Grant Revenue	2,850	2,900	2,900	2,900	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	298,899	336,571	391,080	547,210	156,130	39%
<b>Total Revenue:</b>	<b>301,778</b>	<b>339,471</b>	<b>393,980</b>	<b>550,110</b>	<b>156,130</b>	<b>39%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	162,722	169,782	183,250	256,690	73,440	40%
Personnel Benefits	55,903	72,284	79,550	134,890	55,340	69%
Materials & Services	83,153	97,406	131,180	158,530	27,350	20%
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%
<b>Total Expenditures:</b>	<b>301,778</b>	<b>339,471</b>	<b>393,980</b>	<b>550,110</b>	<b>156,130</b>	<b>39%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Human Resources Director	1.00	1.00	1.00	1.00	0.00	0%
HR Analyst	0.00	0.00	0.00	1.00	1.00	100%
HR Assistant	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>1.00</b>	<b>50%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Recruitments (Job Openings)	Count	27	48	35	37	47	40
New Hires	Count	27	50	36	39	30	25
Turnover	Count	14	26	18	11	17	12
Total FTE	Count	208	213	223	230	238	240
Volunteer Hours	Count	11,164	10,877	11,787	12,499	23,372	14,000
Days to Hire	Count	0	0	0	67	74	70
Male Employees 35 and Under				21	19	15	21
Male Employees 35-50				67	68	63	64
Male Employees 50 and Above				123	34	46	38
Male Employees-White				114	110	115	112
Male Employees-Black, Hispanic, Asian, Native American				9	11	9	11
Female Employees 35 and Under				19	20	18	25
Female Employees 35-50				35	36	34	37
Female Employees 50 and Above				48	52	53	56
Female Employees-White				95	99	105	109
Female Employees-Black, Hispanic, Asian, Native American				7	9	9	10
Turnover Percentages (Total Turnover/Total FTE)	Percent	6%	12%	8%	4%	7%	5%
Percentage Male FTE to Total FTE	Percent	0%	0%	54%	52%	52%	51%
Percentage Female FTE to Total FTE	Percent	0%	0%	45%	47%	48%	49%
Percentage White FTE to Total FTE	Percent	0%	0%	92%	91%	92%	92%
Percentage Black, Hispanic, Asian, Native American FTE to Total FTE	Percent	0%	0%	7%	8%	8%	8%

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Human Resources Director	82-1097	111,372	114,396	123,580	129,220	5,640	4%
HR Analyst	82-1105	0	0	0	65,640	65,640	100%
HR Assistant	82-1120	51,351	55,386	59,670	61,830	2,160	3%
Community Relations Coordinato	82-1899	0	0	0	0	0	0%
Extra Help - Staff Assist	82-1937	0	0	0	0	0	0%
Overtime	82-1945	0	0	200	200	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	12,095	12,479	14,030	19,650	5,620	40%
Retirement	82-1955	15,483	30,798	33,210	55,790	22,580	67%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	24,269	25,882	28,750	48,780	20,030	69%
Dental Insurance	82-1965	1,999	2,071	2,220	4,820	2,600	117%
HSA/HRA Contribution	82-1966	1,000	0	0	4,000	4,000	100%
Benefits Admin Fees	82-1967	73	95	80	100	20	25%
Life/AD&D Insurance	82-1970	222	222	200	300	100	50%
Salary Continuation Insur	82-1972	370	382	400	620	220	55%
S.A.I.F.	82-1975	203	179	280	370	90	32%
Unemployment	82-1980	186	175	180	260	80	44%
<b>Personnel Services Totals:</b>		<b>218,625</b>	<b>242,066</b>	<b>262,800</b>	<b>391,580</b>	<b>128,780</b>	<b>49%</b>
<b>Materials &amp; Services</b>							
Reference Checks	82-2010	0	0	0	0	0	0%
Telephones	82-2070	918	1,139	1,400	1,400	0	0%
Software Maintenance	82-2265	832	912	1,000	1,500	500	50%
Membership Fees And Dues	82-2370	398	2,899	1,100	1,100	0	0%
Office Supplies	82-2410	363	481	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	31	0	0	0	0%
Postage And Freight	82-2419	336	43	200	200	0	0%
Printing And Reproduction	82-2425	376	422	200	300	100	50%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Payroll & HR Services	82-2453	33,868	35,156	36,200	36,200	0	0%
Office Furniture & Equipment	82-2454	0	3,942	0	2,000	2,000	100%
Legal Services	82-2469	823	185	22,000	35,000	13,000	59%
Contractual Services	82-2471	11,793	15,157	5,500	20,200	14,700	267%
U.A. Testing	82-2506	1,529	2,335	5,000	5,000	0	0%
Publ. And Legal Notices	82-2600	510	370	100	100	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	127	263	100	100	0	0%
Wellness Grant	82-2870	4,079	2,393	6,000	6,000	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Wellness Incentive	82-2875	8,045	7,795	15,000	10,000	(5,000)	- 33%
Recruitment Expense	82-2880	10,536	15,015	5,000	13,200	8,200	164%
Reimbursable Expense	82-2883	136	1,963	150	2,000	1,850	1233%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Tuition Reimbursement Program	82-2926	0	0	15,000	10,000	(5,000)	- 33%
Employee Training	82-2927	1,029	279	6,000	3,000	(3,000)	- 50%
Education And Training	82-2928	969	996	1,530	1,530	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	821	1,592	1,700	1,700	0	0%
Volunteer Recognition	82-3136	1,305	0	2,000	2,000	0	0%
Employee Recognition	82-3137	4,360	4,038	5,000	5,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>83,153</b>	<b>97,406</b>	<b>131,180</b>	<b>158,530</b>	<b>27,350</b>	<b>20%</b>
<b>Total Expenditures:</b>		<b>301,778</b>	<b>339,471</b>	<b>393,980</b>	<b>550,110</b>	<b>156,130</b>	<b>39%</b>

# 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, land use, bond counsel, etc.

## Major Accomplishments

Analyzed data and wrote a quality Pay Equity Report, realizing a savings of \$30,000.  
 Restructured the law library services, reducing staff time to manage library, reducing the cost of publications, and increasing public access to the law library by installing legal databases at the public libraries in Clatsop County.  
 Drafted new personnel policies with input from the County Manager's Office and Human Resources.

## Performance Measures

Analyzed data and wrote a quality Pay Equity Report, realizing a savings of \$30,000.  
 Restructured the law library services, reducing staff time to manage library, reducing the cost of subscriptions by 75%, and increasing public access to the law library by installing legal databases at the public libraries in Clatsop County.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Public Records Request	0	95	0	100	100	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	119,156	134,496	237,010	242,660	5,650	2%
<b>Total Revenue:</b>	<b>119,156</b>	<b>134,591</b>	<b>237,010</b>	<b>242,760</b>	<b>5,750</b>	<b>2%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	33,250	138,700	142,170	3,470	2%
Personnel Benefits	0	15,948	64,460	66,740	2,280	3%
Materials & Services	119,156	85,393	33,850	33,850	0	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%
<b>Total Expenditures:</b>	<b>119,156</b>	<b>134,591</b>	<b>237,010</b>	<b>242,760</b>	<b>5,750</b>	<b>2%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
County Counsel	0.00	0.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
County Counsel	82-1010	0	33,250	138,700	142,170	3,470	2%
F.I.C.A.	82-1950	0	2,470	10,610	10,880	270	2%
Retirement	82-1955	0	6,018	25,110	28,680	3,570	14%
Medical Insurance	82-1964	0	5,444	23,810	22,090	(1,720)	- 7%
Dental Insurance	82-1965	0	527	2,260	2,430	170	7%
HSA/HRA Contribution	82-1966	0	1,333	2,000	2,000	0	0%
Benefits Admin Fees	82-1967	0	0	10	10	0	0%
Life/AD&D Insurance	82-1970	0	28	100	100	0	0%
Salary Continuation Insur	82-1972	0	54	220	220	0	0%
S.A.I.F.	82-1975	0	41	200	190	(10)	- 5%
Unemployment	82-1980	0	32	140	140	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>49,198</b>	<b>203,160</b>	<b>208,910</b>	<b>5,750</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	526	1,400	1,400	0	0%
Membership Fees And Dues	82-2370	25	20	1,000	1,000	0	0%
Office Supplies	82-2410	0	595	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	0	500	500	0	0%
Postage And Freight	82-2419	0	0	250	250	0	0%
Printing And Reproduction	82-2425	0	113	400	400	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	800	500	500	0	0%
Legal Services	82-2469	119,131	83,340	25,000	25,000	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	100	100	0	0%
Fuel - Vehicles	82-2852	0	0	200	200	0	0%
Education And Training	82-2928	0	0	1,500	1,500	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	2,000	2,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>119,156</b>	<b>85,393</b>	<b>33,850</b>	<b>33,850</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>119,156</b>	<b>134,591</b>	<b>237,010</b>	<b>242,760</b>	<b>5,750</b>	<b>2%</b>

# 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, purchasing, fixed assets, grant accounting, investing County funds, and monitoring revenues and expenditures for all County funds.

## Major Accomplishments

- Successfully completed the 2019-20 fiscal year audit and received an unmodified opinion from the external auditing firm of Koontz & Blasquez.
- Successfully completed the production of the 2020-21 Budget and received the Distinguished Budget Award for the 8th consecutive year.
- Timely and accurately processed County debt obligations, payroll processing and financial reports.
- Provided County departments with the Indirect Cost Plan and Cost Sheets for the 2020-21 budget in a timely manner.
- Hired a 457 Deferred Compensation Consultant to provide coordination and oversight in areas related to compliance and fiduciary duties of the County's plans.

## Performance Measures

- Prepare and present a transparent annual budget document that is able to earn the Government Finance Officers Association (GFOA) Distinguished Budget Award.
- Prepare the annual audit in a timely manner with an unmodified opinion.

## Budget Highlights

This budget remains a status quo budget. The department will continue to have 4.925 FTE's; however in the prior year the Budget & Finance office had two Accountant III's and one Accountant II. In the 2021-2022 fiscal year we are budgeting for one Accountant III and two Accountant II's. The current Accountant I position will remain the same.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Public Records Request	0	0	0	0	0	0%
Copy Fees	15	12	0	0	0	0%
Rev. Refunds & Reim.	0	663	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	200	0	0	0	0%
General Fund Support	411,823	476,110	621,890	618,320	(3,570)	- 0%
<b>Total Revenue:</b>	<b>411,838</b>	<b>476,986</b>	<b>621,890</b>	<b>618,320</b>	<b>(3,570)</b>	<b>- 0%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	233,194	267,186	338,900	339,320	420	0%
Personnel Benefits	109,534	131,838	188,090	181,600	(6,490)	- 3%
Materials & Services	69,110	77,962	94,900	97,400	2,500	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%
<b>Total Expenditures:</b>	<b>411,838</b>	<b>476,986</b>	<b>621,890</b>	<b>618,320</b>	<b>(3,570)</b>	<b>- 0%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Assist. Co. Manager	0.10	0.10	0.00	0.00	0.00	0%
Budget & Finance Director	0.00	0.00	1.00	0.00	(1.00)	- 100%
Budget & Finance Manager	0.00	0.00	0.00	1.00	1.00	100%
Accountant III	2.00	2.00	2.00	1.00	(1.00)	- 50%
Accountant II	1.00	1.00	1.00	2.00	1.00	100%
Accountant I	1.00	1.00	0.93	0.93	0.00	- 0%
<b>Total Personnel:</b>	<b>4.10</b>	<b>4.10</b>	<b>4.93</b>	<b>4.93</b>	<b>0.00</b>	<b>- 0%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Vouchers Processed	13193	13427	13340	13300	13500	13750
Accounts Payable Checks Processed	5977	5258	5384	5360	5350	5500
Payroll Checks Processed	4412	4760	5043	5050	5080	5050
Budget Preparation Hours	1273	1345	880	1200	1300	1500
Customer Service Survey ratings as Excellent	Percent 96%	Percent 94%	Percent 94%	Percent 90%	Percent 95%	Percent 95%
Timely Annual Audit w/ an Unmodified Opinion	Percent 100%	Percent 100%				
Receipt of GFOA Budget Award	Percent 100%	Percent 100%				

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Assist. Co. Manager	82-1003	13,163	13,630	0	0	0	0%
Budget & Finance Director	82-1035	0	0	79,140	0	(79,140)	- 100%
Budget & Finance Manager	82-1040	0	0	0	84,470	84,470	100%
Accountant III	82-1846	132,699	143,433	140,640	72,080	(68,560)	- 48%
Accountant II	82-1848	53,720	58,141	62,770	125,170	62,400	99%
Accountant I	82-1850	33,613	51,982	56,350	57,600	1,250	2%
Extra Help - Staff Assist	82-1937	662	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	16,803	19,473	25,930	25,960	30	0%
Retirement	82-1955	43,787	60,718	80,200	76,430	(3,770)	- 4%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	35,217	39,663	65,850	62,570	(3,280)	- 4%
Dental Insurance	82-1965	5,564	5,622	7,310	7,870	560	7%
HSA/HRA Contribution	82-1966	4,950	5,125	6,930	6,930	0	0%
Benefits Admin Fees	82-1967	1,416	80	90	90	0	0%
Life/AD&D Insurance	82-1970	282	305	400	400	0	0%
Salary Continuation Insur	82-1972	279	300	500	500	0	0%
S.A.I.F.	82-1975	305	292	540	510	(30)	- 5%
Unemployment	82-1980	268	260	340	340	0	0%
<b>Personnel Services Totals:</b>		<b>342,728</b>	<b>399,023</b>	<b>526,990</b>	<b>520,920</b>	<b>(6,070)</b>	<b>- 1%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	653	578	700	700	0	0%
Maintenance - Equipment	82-2260	0	0	500	500	0	0%
Software Maintenance	82-2265	1,668	525	1,000	1,000	0	0%
Membership Fees And Dues	82-2370	673	1,050	780	780	0	0%
Office Supplies	82-2410	3,530	1,622	2,020	2,020	0	0%
Postage And Freight	82-2419	3,268	3,548	3,500	3,500	0	0%
Records And Forms	82-2422	83	105	500	500	0	0%
Budget Production	82-2424	964	1,809	1,500	1,500	0	0%
Printing And Reproduction	82-2425	4,966	5,401	4,500	4,500	0	0%
Microfilming	82-2440	314	164	600	600	0	0%
Payroll & HR Services	82-2453	43,592	44,296	50,600	50,600	0	0%
Contractual Services	82-2471	8,901	15,532	23,700	26,200	2,500	10%
Publi. And Legal Notices	82-2600	75	788	600	600	0	0%
Fuel - Vehicles	82-2852	46	59	200	200	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Education And Training	82-2928	195	25	1,500	1,500	0	0%
Miscellaneous Expense	82-2929	0	200	0	0	0	0%

Summary Cont.							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Reimbursed Travel Expense	82-2930	182	2,261	2,700	2,700	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>69,110</b>	<b>77,962</b>	<b>94,900</b>	<b>97,400</b>	<b>2,500</b>	<b>2%</b>
<b>Total Expenditures:</b>		<b>411,838</b>	<b>476,986</b>	<b>621,890</b>	<b>618,320</b>	<b>(3,570)</b>	<b>- 0%</b>

# 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 the Surface tablets for appraisal field work with Dell tablets that have a more reliable camera. In conjunction with that, a digital CAAP card was developed to increase appraiser productivity and ease of use while in the field.

Replaced and/or upgraded the firewalls at each physical location to a firewall that can be centrally managed. The upgrades improved the throughput and increased the granularity of management for data.

Replaced and upgraded the email filter from an on-premise solution to a hosted solution.

In partnership with CIS, EI-ISAC and MS-ISAC, installed Albert, to monitor all network traffic that passes through our firewall.

Partnered with CISA to provide penetration testing, Cyber Hygiene Vulnerability Scanning, Phishing Campaign Assessments and Risk, and Vulnerability Assessments.

Set up the PICC with phones and computers.

Helped the Jail move to a new JMS system.

Provided technology and support for the Jewell school-based health center.

Supported departmental needs to provide online scheduling for public appointments and set up all departments to host virtual meetings.

Created a GIS division within the IT department to enhance GIS support for County departments as well as the Public.

Created and maintained a Covid-19 public and internal dashboard.

Developed customized WebMap Apps for the Community Development and Public Works departments.

Established a more thorough rural addressing process to improve accuracy between the County, citizens, cities, utilities, emergency services, Post Offices, and other public shared databases.

## Performance Measures

See workload measures

## Budget Highlights

The General Fund subsidy for Materials and Supplies has increased as a result of moving our Office Suite to the "cloud" in an effort to transition to a platform that is accessible from anywhere with Internet services. This transition is inevitable over the next five years and Clatsop County is trying to make a timely transition to this environment.

The General Fund subsidy for Personnel Services will have an estimated increase of 28%. This is a result of adding a PC Help Desk position as well as the creation of the GIS division within the IT department that included transferring a GIS position from the Public Works department. The new GIS division resulted in 2 internal promotions; the GIS Coordinator was promoted to the Manager of the GIS division and the GIS technician was promoted to a GIS Programmer/Analyst. This increased the overall IT department staff level by 1 FTE. Also reflected in the increase is personal step increases, insurance increases, and a potential cost of living increase.

We continue 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 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
ORMAP Grant	99	27	0	0	0	0%
Public Records Request	0	665	0	500	500	100%
ID Card Replacement	30	90	100	100	0	0%
GIS Fees & Income	8,853	7,668	4,000	9,000	5,000	125%
GIS ORMAP Grant	10,000	0	0	0	0	0%
Fees for Services	374	0	0	0	0	0%
Rev. Refunds & Reim.	2,715	532	0	500	500	100%
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	974,322	1,092,834	1,151,150	1,480,730	329,580	28%
<b>Total Revenue:</b>	<b>1,000,392</b>	<b>1,105,815</b>	<b>1,159,250</b>	<b>1,494,830</b>	<b>335,580</b>	<b>28%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	579,158	609,724	633,980	792,830	158,850	25%
Personnel Benefits	242,348	290,766	317,550	426,680	109,130	34%
Materials & Services	178,885	205,326	207,720	275,320	67,600	32%
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%
<b>Total Expenditures:</b>	<b>1,000,392</b>	<b>1,105,815</b>	<b>1,159,250</b>	<b>1,494,830</b>	<b>335,580</b>	<b>28%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Information Systems Manager	1.00	1.00	1.00	1.00	0.00	0%
Administrative Assistant	0.08	0.08	0.00	0.00	0.00	0%
Information Systems Analyst	1.00	1.00	1.00	1.00	0.00	0%
SR Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
PC Help Desk	0.00	0.00	0.00	1.00	1.00	100%
Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
Network Technician	1.00	1.00	1.00	1.00	0.00	0%
GIS Cartographic Program Manag	0.00	0.00	0.00	1.00	1.00	100%
GIS Coordinator/Analyst	1.00	1.00	1.00	0.00	(1.00)	- 100%
GIS Programmer Analyst	0.00	0.00	0.00	1.00	1.00	100%
GIS Technician	1.00	1.00	1.00	1.00	0.00	0%
Accountant I	0.00	0.08	0.07	0.08	0.00	2%
<b>Total Personnel:</b>	<b>7.08</b>	<b>7.15</b>	<b>7.07</b>	<b>9.08</b>	<b>2.00</b>	<b>28%</b>

Measures							
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022	
EASY ... less than 1 day to complete, 1 IT staff person	Count	1,500	1,500	1,400	1,760	1,400	1,500
MEDIUM ... less than 3 days to complete, 1 IT staff person	Count	410	400	310	250	440	400
HARD ... More than 3 day to complete of more than 1 IT staff person	Count	110	100	100	160	120	120
SPECIAL PROJECTS ... items specified on the annual IT project list	Count	1,500	1,600	1,600	1,660	1,700	1,700
Percent of network availability - 24/7	Percent	99%	99%	99%	99%	99%	99%
Percent of network availability - during work hours	Percent	99%	99%	99%	99%	99%	99%
Customer Satisfaction - rating of good to excellent	Percent	91%	95%	95%	96%	99%	99%
Ratio of IS staff to total county network users	Percent	2%	2%	2%	2%	2%	2%

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Information Systems Manager	82-1101	112,356	121,396	126,070	129,220	3,150	2%
Administrative Assistant	82-1118	0	0	0	0	0	0%
Senior Admin Supervisor	82-1119	0	0	0	0	0	0%
Executive Assistant	82-1121	4,704	1,239	0	0	0	0%
Staff Assistant	82-1191	0	0	0	0	0	0%
Information Systems Analyst	82-1365	92,222	94,896	97,740	100,190	2,450	2%
SR Network Administrator	82-1370	92,222	94,896	97,740	100,190	2,450	2%
PC Help Desk	82-1385	0	0	0	51,680	51,680	100%
Network Administrator	82-1390	74,361	77,792	80,130	82,130	2,000	2%
Network Technician	82-1395	72,173	78,392	84,990	91,470	6,480	7%
GIS Cartographic Program Manag	82-1401	0	0	0	100,790	100,790	100%
GIS Coordinator/Analyst	82-1402	75,599	77,792	80,130	0	(80,130)	- 100%
GIS Project Planner	82-1403	0	0	0	0	0	0%
GIS Programmer Analyst	82-1404	0	0	0	78,220	78,220	100%
GIS Technician	82-1405	55,521	60,003	62,780	54,270	(8,510)	- 13%
Accountant I	82-1850	0	3,318	4,400	4,670	270	6%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	42,350	44,344	48,590	60,740	12,150	25%
Retirement	82-1955	90,345	121,113	125,790	174,410	48,620	38%
Medical Waiver	82-1963	1,282	1,222	1,200	1,200	0	0%
Medical Insurance	82-1964	83,032	97,334	114,640	153,110	38,470	33%
Dental Insurance	82-1965	12,129	12,452	12,730	17,800	5,070	39%
HSA/HRA Contribution	82-1966	10,000	11,075	11,070	15,080	4,010	36%
Benefits Admin Fees	82-1967	204	212	200	230	30	15%
Life/AD&D Insurance	82-1970	680	677	640	810	170	26%
Salary Continuation Insur	82-1972	1,094	1,089	1,090	1,370	280	25%
S.A.I.F.	82-1975	709	636	960	1,140	180	18%
Unemployment	82-1980	525	612	640	790	150	23%
<b>Personnel Services Totals:</b>		<b>821,506</b>	<b>900,489</b>	<b>951,530</b>	<b>1,219,510</b>	<b>267,980</b>	<b>28%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,079	1,620	2,000	2,500	500	25%
Maintenance - Equipment	82-2260	25,397	26,223	22,000	22,000	0	0%
Software Maintenance	82-2265	47,220	69,986	71,220	138,820	67,600	94%
Membership Fees And Dues	82-2370	100	100	100	100	0	0%
Office Supplies	82-2410	5,551	247	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	249	453	500	500	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Printing And Reproduction	82-2425	614	730	500	500	0	0%
PC Equipment	82-2455	88,991	94,289	91,900	91,900	0	0%
Contractual Services	82-2471	2,793	7,826	5,000	5,000	0	0%
Contractual Technology Dev	82-2477	4,800	0	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	0	400	1,000	1,000	0	0%
Fuel - Vehicles	82-2852	111	72	0	0	0	0%
Education And Training	82-2928	821	458	5,000	4,500	(500)	- 10%
Reimbursed Travel Expense	82-2930	173	2,921	2,500	2,500	0	0%
Refunds and Returns	82-3204	(16)	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>178,885</b>	<b>205,326</b>	<b>207,720</b>	<b>275,320</b>	<b>67,600</b>	<b>32%</b>
<b>Total Expenditures:</b>		<b>1,000,392</b>	<b>1,105,815</b>	<b>1,159,250</b>	<b>1,494,830</b>	<b>335,580</b>	<b>28%</b>

# 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

The Building and Grounds staff first goal is to keep the lights and heat on and the rain 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. Our objective is to provide quality service to ensure a safe, accessible, and secure working environment for all County employees and visitors. This year has been extremely busy with the onset of Covid-19. It has been a priority for Building and Grounds Staff to fabricate work areas with protective shielding and proper cleaning procedures. We have had additional cleaning in our facilities to help slow the spread of Covid-19. The Household Hazardous Waste building has been an area that our staff has facilitated cleaning in preparation of Covid-19 testing. These cleaning procedures are in addition to the normal usage of the facility. A new Generator has been installed at the Sheriff's Office to allow continued operations. Our team has implemented new software for work orders and capital forecasting. The swamp cooler at the Animal Shelter has been replaced. We are currently working towards a security upgrade for the District Attorney's Office and Public Health. Several HVAC's were replaced at the 800 Exchange Street location. B & G staff continues to assist all of the General Fund departments on an ongoing daily basis, in addition to Special Projects as they arise. B & G is responsible for maintaining 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. The B & G manager is also on the management team for the new jail project, including managing the contracts, payments and reviewing the design drawings.

## Performance Measures

The performance measures are based on the Work Order System we use to track maintenance requests. Currently we are operating in two different systems. We are transitioning into the new system which aides us in planning preventative maintenance which will reduce reactive tasks. The new system will also assist in Capital Forecasting.

## Budget Highlights

There is an increase in Custodial Services for additional cleaning to reduce the spread of Covid 19, this added cost accounts for the majority of the increase in the budget; we also are projecting 5% increase in custodial contracts. Emergency Management and the Emergency Operations Center have been added in to the budget for custodial services, custodial supplies and a SIG. Reduction in property rents due to tenant's vacating office rentals. B&G plans to request an additional maintenance employee for the 2022-23 fiscal year, to work in the new jail.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Property Rents	18,060	17,340	15,900	6,750	(9,150)	- 57%
Capital Improvement Project	0	0	0	0	0	0%
Rev. Refunds & Reim.	2,205	1,277	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	7,452	0	0	0	0%
General Fund Support	1,096,978	1,079,012	1,178,320	1,240,150	61,830	5%
<b>Total Revenue:</b>	<b>1,117,243</b>	<b>1,105,081</b>	<b>1,194,220</b>	<b>1,246,900</b>	<b>52,680</b>	<b>4%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	349,630	342,459	376,490	391,590	15,100	4%
Personnel Benefits	202,155	210,929	244,000	245,430	1,430	0%
Materials & Services	564,777	550,945	572,930	609,080	36,150	6%
Special Payments	681	749	800	800	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%
<b>Total Expenditures:</b>	<b>1,117,243</b>	<b>1,105,081</b>	<b>1,194,220</b>	<b>1,246,900</b>	<b>52,680</b>	<b>4%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Works Director	0.15	0.00	0.00	0.00	0.00	0%
Maint/Custodial Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Capital Projects Manager	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	0.25	0.53	0.53	0.53	0.00	0%
Maintenance Assistant I	1.00	1.00	1.00	1.00	0.00	0%
Maintenance Assistant II	1.00	1.00	1.00	1.00	0.00	0%
Custodian	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>5.40</b>	<b>5.53</b>	<b>5.53</b>	<b>5.53</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Total number of work requests completed	Count	1,400	1,260	1,470	1,396	1,600	2,000
Preventative Maintenance task completed	Count	0	0	0	516	1,120	1,400
Total tasks that are Reactive	Count	0	0	0	917	600	650
Total tasks that are Preventative	Count	0	0	0	419	1,320	1,400
Total tasks received	Count	0	0	0	1,433	2,200	2,200
% of task that are Reactive	Percent	0%	0%	0%	36%	60%	70%
% of task that are Preventative	Percent	0%	0%	0%	64%	40%	30%

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Works Director	82-1088	5,409	258	0	0	0	0%
Maint/Custodial Supervisor	82-1108	77,608	82,215	88,910	92,300	3,390	3%
Capital Projects Manager	82-1145	102,336	108,726	115,890	118,790	2,900	2%
Staff Assistant	82-1191	3,046	18,962	25,350	26,510	1,160	4%
Maintenance Assistant I	82-1720	44,958	32,787	45,890	48,200	2,310	5%
Maintenance Assistant II	82-1725	64,859	51,645	55,110	59,310	4,200	7%
Custodian	82-1780	41,804	44,180	45,340	46,480	1,140	2%
Accountant I	82-1850	9,612	3,687	0	0	0	0%
Overtime	82-1945	2,749	1,252	800	800	0	0%
Performance Pay	82-1948	1,023	0	0	0	0	0%
F.I.C.A.	82-1950	25,586	24,657	28,960	30,110	1,150	3%
Retirement	82-1955	69,585	74,696	86,160	92,240	6,080	7%
Medical Waiver	82-1963	0	954	1,270	1,270	0	0%
Medical Insurance	82-1964	78,746	86,322	99,610	94,220	(5,390)	- 5%
Dental Insurance	82-1965	6,917	7,301	8,130	8,760	630	7%
HSA/HRA Contribution	82-1966	9,250	8,583	8,500	8,500	0	0%
Benefits Admin Fees	82-1967	124	99	130	110	(20)	- 15%
Life/AD&D Insurance	82-1970	471	503	510	510	0	0%
Salary Continuation Insur	82-1972	676	700	720	720	0	0%
S.A.I.F.	82-1975	6,640	5,522	8,830	7,800	(1,030)	- 11%
Unemployment	82-1980	387	339	380	390	10	2%
<b>Personnel Services Totals:</b>		<b>551,786</b>	<b>553,388</b>	<b>620,490</b>	<b>637,020</b>	<b>16,530</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	0	250	530	530	0	0%
Telephones	82-2070	3,651	4,400	4,000	4,000	0	0%
Custodial Services - Sheriff O	82-2150	21,803	22,501	23,650	23,650	0	0%
Custodial Supplies - Sheriff O	82-2151	821	1,078	2,000	2,000	0	0%
Custodial Services - EM-EOC	82-2152	0	0	0	1,600	1,600	100%
Custodial Supplies - EM-EOC	82-2153	0	0	0	300	300	100%
Custodial Supplies - Boy Mtg C	82-2154	38	235	200	200	0	0%
Custodial Services - Animal Sh	82-2155	0	0	0	0	0	0%
Custodial Supplies - Animal Sh	82-2156	0	0	0	0	0	0%
Custodial Supplies - Jail	82-2157	11,100	14,507	12,500	12,500	0	0%
Custodial Services - Jail	82-2158	19,016	19,887	21,000	22,050	1,050	5%
Custodial Supplies	82-2160	8,132	7,103	6,500	6,500	0	0%
Custodial Services	82-2161	8,460	3,116	7,500	16,600	9,100	121%
Custodial Supplies-800/820	82-2163	6,470	6,866	6,000	6,000	0	0%
Custodial Services-800/820	82-2168	57,670	57,950	61,690	64,780	3,090	5%

Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Utilities-800	82-2191	34,654	36,042	32,000	32,000	0	0%
Utilities-820	82-2192	21,222	20,595	24,000	24,000	0	0%
Maintenance Supplies	82-2259	7,572	8,658	8,500	8,500	0	0%
Maintenance - Equipment	82-2260	1,788	2,516	2,000	2,000	0	0%
Maintenance - Boilers	82-2261	0	629	3,000	3,000	0	0%
Software Maintenance	82-2265	0	0	12,500	12,500	0	0%
Maint. Supp. - OYA Facility	82-2267	4,340	536	0	0	0	0%
Alarm Monitoring - 800/820	82-2270	1,748	1,797	1,800	1,800	0	0%
Alarm Monitoring - CCSO	82-2271	1,152	1,633	2,340	2,340	0	0%
Alarm Monitoring	82-2272	3,010	2,351	1,560	1,560	0	0%
Maintenance S.I.G.	82-2300	17,043	33,354	36,000	36,000	0	0%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Animal Control Maint. S.I.G.	82-2303	0	0	0	0	0	0%
Jail Maint S.I.G.	82-2304	31,589	34,714	40,000	40,000	0	0%
Maintenance - Elevators	82-2305	5,532	6,157	9,000	9,000	0	0%
Maint. Elevators-800/820	82-2306	4,883	5,620	6,000	6,000	0	0%
Maint. S.I.G - Boy Mtg Ctr.	82-2307	4,745	6,001	2,500	2,500	0	0%
Maint. S.I.G. - OYA Facility	82-2308	14,878	1,624	0	0	0	0%
Maint S.I.G. Boat House	82-2313	0	0	500	500	0	0%
Maint S.I.G. - CCSO	82-2314	10,542	4,900	15,400	15,400	0	0%
Maint S.I.G. - EM-EOC	82-2315	0	0	0	500	500	100%
800 Maint. S.I.G.	82-2321	11,085	15,841	10,000	10,000	0	0%
820 Maint. S.I.G.	82-2322	5,013	11,069	8,000	8,000	0	0%
B&G Shop SIG	82-2331	205	322	300	300	0	0%
Membership Fees And Dues	82-2370	0	50	350	350	0	0%
Office Supplies	82-2410	280	1,643	500	500	0	0%
Books And Periodicals	82-2413	0	0	200	200	0	0%
Postage And Freight	82-2419	142	151	200	200	0	0%
Printing And Reproduction	82-2425	42	109	600	600	0	0%
Contractual Services	82-2471	11,580	11,595	14,000	14,410	410	2%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	97	932	1,000	1,000	0	0%
Rents And Leases - Equip.	82-2630	0	250	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	12,000	12,000	12,000	12,000	0	0%
Small Tools And Instrum.	82-2710	4,639	1,926	8,000	8,000	0	0%
Fuel - Equipment	82-2851	28	83	200	300	100	50%
Fuel - Vehicles	82-2852	1,277	812	1,000	1,000	0	0%
Safety Program	82-2862	0	0	150	150	0	0%
Vehicle Maintenance & Use	82-2923	103	431	500	500	0	0%
Education And Training	82-2928	659	952	3,100	3,100	0	0%
Reimbursed Travel Expense	82-2930	473	611	2,460	2,460	0	0%

Summary Cont.							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Road Department Services	82-2959	391	0	4,000	4,000	0	0%
Utilities	82-2960	37,127	32,240	33,000	33,000	0	0%
Utilities SO Deten Center	82-2961	108,734	90,837	96,000	96,000	0	0%
Utilities - Boy Mtg Ctr	82-2962	5,740	5,095	6,000	6,000	0	0%
Utilities B&G Shop	82-2964	4,768	5,273	4,500	4,500	0	0%
Utilities - CCSO	82-2965	24,826	25,610	24,000	24,000	0	0%
Utilities - Warrenton Jail	82-2968	33,712	28,093	0	20,000	20,000	100%
<b>Materials &amp; Services Totals:</b>		<b>564,777</b>	<b>550,945</b>	<b>572,930</b>	<b>609,080</b>	<b>36,150</b>	<b>6%</b>
<b>Special Payments</b>							
Property Taxes	82-3800	681	749	800	800	0	0%
<b>Special Payments Totals:</b>		<b>681</b>	<b>749</b>	<b>800</b>	<b>800</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>1,117,243</b>	<b>1,105,081</b>	<b>1,194,220</b>	<b>1,246,900</b>	<b>52,680</b>	<b>4%</b>

# 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 20% increase over the actual 2020-21 fiscal year costs.

A total of \$50,000 has been budgeted in "Contributions To Outside Agencies"; \$30,000 for qualifying organizations to apply for through the Human Services Advisory Committee and \$20,000 for social service support agencies. The Library Services Agreement has a proposed increase of \$20,000; this is an increase of \$5,000 from the prior FY for the rural community outreach program facilitated by the Astoria/Seaside Libraries.

There is \$50,000 budgeted for Social Services for the county-wide Homeless Liaison position that is housed with Clatsop Community Action, this amount remains the same as what was budgeted for FY 2020-2021 and 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 \$150,490 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 that 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 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	122,980	150,490	27,510	22%
Room Tax	50,490	57,075	45,000	60,000	15,000	33%
St. - Liquor 2145	14,124	13,498	13,500	13,500	0	0%
Veteran Services	96,854	73,976	95,660	95,660	0	0%
Columbia River Transitions Fun	496,745	0	0	0	0	0%
Economic Development	0	450,000	0	0	0	0%
Rev. Refunds & Reim.	2,500	700	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	301,127	458,250	514,200	526,060	11,860	2%
<b>Total Revenue:</b>	<b>961,840</b>	<b>1,053,498</b>	<b>791,340</b>	<b>845,710</b>	<b>54,370</b>	<b>6%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	393,701	833,807	471,860	478,720	6,860	1%
Special Payments	568,139	219,691	319,480	366,990	47,510	14%
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%
<b>Total Expenditures:</b>	<b>961,840</b>	<b>1,053,498</b>	<b>791,340</b>	<b>845,710</b>	<b>54,370</b>	<b>6%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Insurance	82-2200	181,448	199,972	252,760	255,600	2,840	1%
Pioneer Cemetery	82-2301	2,097	3,595	5,000	5,000	0	0%
Membership Fees And Dues	82-2370	38,775	27,385	26,980	31,000	4,020	14%
Auditing And Accounting	82-2462	53,855	53,350	60,000	60,000	0	0%
Veterans Service Contract	82-2468	116,148	97,676	119,120	119,120	0	0%
Contractual Services	82-2471	0	450,000	0	0	0	0%
Mentally Ill	82-2496	1,378	1,829	8,000	8,000	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>393,701</b>	<b>833,807</b>	<b>471,860</b>	<b>478,720</b>	<b>6,860</b>	<b>1%</b>
<b>Special Payments</b>							
Pub. Road & Drainage Improv.	82-3008	31,479	48,193	167,980	210,490	42,510	25%
Mental Health 2145	82-3100	14,124	13,498	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	5,000	5,000	15,000	20,000	5,000	33%
Cont. To Outside Agencies	82-3575	35,000	80,000	50,000	50,000	0	0%
Social Services Support	82-3577	0	50,000	50,000	50,000	0	0%
Columbia River Transitions Fun	82-3579	459,537	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>568,139</b>	<b>219,691</b>	<b>319,480</b>	<b>366,990</b>	<b>47,510</b>	<b>14%</b>
<b>Total Expenditures:</b>		<b>961,840</b>	<b>1,053,498</b>	<b>791,340</b>	<b>845,710</b>	<b>54,370</b>	<b>6%</b>

# 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.

## Budget Highlights

This organizational unit was created as a result of the County's Long Term Financial Plan update, after evaluating the new structure within the GF it has been recommended that this Stabilization Fund be an independent fund and not an organizational unit within an existing fund. These funds are budgeted in 003/1200.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	2,000,000	0	(2,000,000)	- 100%
General Fund Support	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>(2,000,000)</b>	<b>- 100%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	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	2,000,000	0	(2,000,000)	- 100%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>(2,000,000)</b>	<b>- 100%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Unapportioned Projects	82-2129	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to General Fund	82-8001	0	0	0	0	0	0%
Transfer to Other Funds	82-8165	0	0	2,000,000	0	(2,000,000)	- 100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>(2,000,000)</b>	<b>- 100%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>(2,000,000)</b>	<b>- 100%</b>

# 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 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Timber Sales	1,394,280	1,394,280	1,394,280	1,394,280	0	0%
General Fund Support	537,560	599,060	674,420	1,142,570	468,150	69%
<b>Total Revenue:</b>	<b>1,931,840</b>	<b>1,993,340</b>	<b>2,068,700</b>	<b>2,536,850</b>	<b>468,150</b>	<b>22%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	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	1,931,840	1,993,340	2,068,700	2,536,850	468,150	22%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,931,840</b>	<b>1,993,340</b>	<b>2,068,700</b>	<b>2,536,850</b>	<b>468,150</b>	<b>22%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Transfers Out</b>							
Transfer to Health Dept.	82-8005	461,000	513,290	588,650	1,056,800	468,150	79%
Transfer to Special Projects	82-8100	1,394,280	1,394,280	1,394,280	1,394,280	0	0%
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 Child Support	82-8400	49,360	58,570	58,570	58,570	0	0%
<b>Transfers Out Totals:</b>		<b>1,931,840</b>	<b>1,993,340</b>	<b>2,068,700</b>	<b>2,536,850</b>	<b>468,150</b>	<b>22%</b>
<b>Total Expenditures:</b>		<b>1,931,840</b>	<b>1,993,340</b>	<b>2,068,700</b>	<b>2,536,850</b>	<b>468,150</b>	<b>22%</b>

# 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 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Transfer from General	0	0	0	0	0	0%
General Fund Support	0	0	2,777,220	2,882,220	105,000	3%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>2,777,220</b>	<b>2,882,220</b>	<b>105,000</b>	<b>3%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	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	2,777,220	2,882,220	105,000	3%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>2,777,220</b>	<b>2,882,220</b>	<b>105,000</b>	<b>3%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Contingencies</b>							
Approp. for Contg. - Gen.	82-9901	0	0	2,777,220	2,882,220	105,000	3%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>2,777,220</b>	<b>2,882,220</b>	<b>105,000</b>	<b>3%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>2,777,220</b>	<b>2,882,220</b>	<b>105,000</b>	<b>3%</b>

# 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.

## Budget Highlights

The purpose of this fund is based on the Long-term Financial Plan recommendation to establish a fund 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 maintaining a minimum balance of at least \$2,000,000. On an annual basis there is a transfer of \$300,000 to the PERS UAL Fund to help address the county's unfunded PERS liability. Payments made toward the County's portion of the UAL helps stabilize future GF expenses in the PERS rates.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	2,170,680	2,170,680	100%
Interest On Investments	0	0	6,000	9,000	3,000	50%
Timber Sales General Fund	0	0	0	319,270	319,270	100%
Transfer from General	0	0	2,000,000	0	(2,000,000)	- 100%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>2,006,000</b>	<b>2,498,950</b>	<b>492,950</b>	<b>24%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>2,006,000</b>	<b>2,498,950</b>	<b>492,950</b>	<b>24%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	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	300,000	300,000	0%
Contingency	0	0	2,006,000	2,198,950	192,950	9%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>2,006,000</b>	<b>2,498,950</b>	<b>492,950</b>	<b>24%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Transfers Out</b>							
Transfer to Bond & UAL Reserve	82-8436	0	0	0	300,000	300,000	100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	2,006,000	2,198,950	192,950	9%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>2,006,000</b>	<b>2,198,950</b>	<b>192,950</b>	<b>9%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>2,006,000</b>	<b>2,498,950</b>	<b>492,950</b>	<b>24%</b>

# 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.

## Budget Highlights

The 2021-2022 budget is allocating \$3,475,000 of the \$7.8M that Clatsop County is projected to receive. Allocations are being made to address the following:

- Grant programs for small businesses
- Investments in Public Health infrastructure
- County facility space planning
- Addressing ongoing septic/sewer infrastructure needs
- Affordable housing
- Mental Health crisis response
- Homeless population
- Child care
- Broadband

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	3,900,000	3,900,000	100%
Interest On Investments	0	0	0	0	0	0%
American Rescue Plan Revenue	0	0	0	3,900,000	3,900,000	100%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,800,000</b>	<b>7,800,000</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>4,325,000</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,475,000</b>	<b>3,475,000</b>	<b>0%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	950,000	950,000	0%
Special Payments	0	0	0	1,645,000	1,645,000	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	880,000	880,000	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,475,000</b>	<b>3,475,000</b>	<b>0%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	0	0	0	950,000	950,000	100%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>950,000</b>	<b>950,000</b>	<b>100%</b>
<b>Special Payments</b>							
Cont. To Outside Agencies	82-3575	0	0	0	1,645,000	1,645,000	100%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,645,000</b>	<b>1,645,000</b>	<b>100%</b>
<b>Capital Outlay</b>							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to General Fund	82-8001	0	0	0	700,000	700,000	100%
Transfer to Health Dept.	82-8005	0	0	0	0	0	0%
Transfer to Special Projects	82-8100	0	0	0	180,000	180,000	100%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>880,000</b>	<b>880,000</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9906	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>3,475,000</b>	<b>3,475,000</b>	<b>100%</b>

## 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.

### Budget Highlights

The American Rescue Plan Act monies are eligible for expenditure through December of 2024. Reserves are being set aside to address eligible projects in future fiscal years such as:

- Investments in Public Health Infrastructure
- Addressing ongoing septic/sewer infrastructure needs
- Affordable housing
- Mental Health crisis response
- Homeless population
- Child care
- Broadband
- Water Quality assessment

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,325,000)</b>	<b>(4,325,000)</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>4,325,000</b>	<b>0%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	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	4,325,000	4,325,000	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>4,325,000</b>	<b>0%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Contingencies</b>							
Appropriation for Contin.	82-9990	0	0	0	4,325,000	4,325,000	100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>4,325,000</b>	<b>100%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>4,325,000</b>	<b>100%</b>

# 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

## Budget Highlights

The current 2020-2021 FY is seeing a significant decrease from the 2019-2020 FY as a result in decreases in the claim buy-out expenses.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	388,720	433,629	360,010	368,040	8,030	2%
Interest On Investments	10,751	8,935	6,500	2,800	(3,700)	- 56%
S.A.I.F. Reimbursement	57,451	43,681	0	0	0	0%
Subsidy Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	3,747	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>456,922</b>	<b>489,993</b>	<b>366,510</b>	<b>370,840</b>	<b>4,330</b>	<b>1%</b>
<b>Total Unappropriated Budget:</b>	<b>433,629</b>	<b>335,553</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>23,293</b>	<b>154,440</b>	<b>366,510</b>	<b>370,840</b>	<b>4,330</b>	<b>1%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	23,293	154,440	366,510	370,840	4,330	1%
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%
<b>Total Expenditures:</b>	<b>23,293</b>	<b>154,440</b>	<b>366,510</b>	<b>370,840</b>	<b>4,330</b>	<b>1%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Safety Equipment	82-2045	0	0	0	0	0	0%
Insurance	82-2200	22,793	154,040	365,110	368,340	3,230	0%
Safety Program	82-2862	0	0	1,000	1,000	0	0%
Indirect Cost Allocation	82-3210	500	400	400	1,500	1,100	275%
<b>Materials &amp; Services Totals:</b>		<b>23,293</b>	<b>154,440</b>	<b>366,510</b>	<b>370,840</b>	<b>4,330</b>	<b>1%</b>
<b>Transfers Out</b>							
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>23,293</b>	<b>154,440</b>	<b>366,510</b>	<b>370,840</b>	<b>4,330</b>	<b>1%</b>

# 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 8th 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 3rd payment on a 20 year bond for a new county jail. This bond was approved by the voters in November of 2018 and is for the remodel/construction of a new facility located in Warrenton.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	183,874	187,525	195,870	547,680	351,810	179%
Property Taxes Current Yr	0	1,182,707	1,283,300	1,334,700	51,400	4%
Property Taxes Prior Year	0	0	0	0	0	0%
GP Reserve Revenue	0	3,891	0	0	0	0%
Interest On Investments	3,109	6,306	3,000	3,000	0	0%
Property Rents	0	0	0	0	0	0%
Timber Sales	0	221,117	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Transfer from Special Projects	178,010	174,130	170,300	166,350	(3,950)	- 2%
<b>Total Revenue:</b>	<b>364,993</b>	<b>1,775,676</b>	<b>1,652,470</b>	<b>2,051,730</b>	<b>399,260</b>	<b>24%</b>
<b>Total Unappropriated Budget:</b>	<b>187,525</b>	<b>401,927</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>177,468</b>	<b>1,373,749</b>	<b>1,652,470</b>	<b>2,051,730</b>	<b>399,260</b>	<b>24%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	177,468	1,373,749	1,453,600	1,501,050	47,450	3%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	198,870	550,680	351,810	176%
<b>Total Expenditures:</b>	<b>177,468</b>	<b>1,373,749</b>	<b>1,652,470</b>	<b>2,051,730</b>	<b>399,260</b>	<b>24%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Debt Service</b>							
P & P Interest Expense	82-2644	44,134	40,329	36,950	33,000	(3,950)	- 10%
Loan Paydown	82-2645	133,333	133,333	133,350	133,350	0	0%
Jail Bond Expense	82-3240	0	0	340,000	405,000	65,000	19%
Interest On Bonds	82-3400	0	1,200,087	943,300	929,700	(13,600)	- 1%
<b>Debt Service Totals:</b>		<b>177,468</b>	<b>1,373,749</b>	<b>1,453,600</b>	<b>1,501,050</b>	<b>47,450</b>	<b>3%</b>
<b>Transfers Out</b>							
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	198,870	550,680	351,810	176%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>198,870</b>	<b>550,680</b>	<b>351,810</b>	<b>176%</b>
<b>Total Expenditures:</b>		<b>177,468</b>	<b>1,373,749</b>	<b>1,652,470</b>	<b>2,051,730</b>	<b>399,260</b>	<b>24%</b>

# 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.

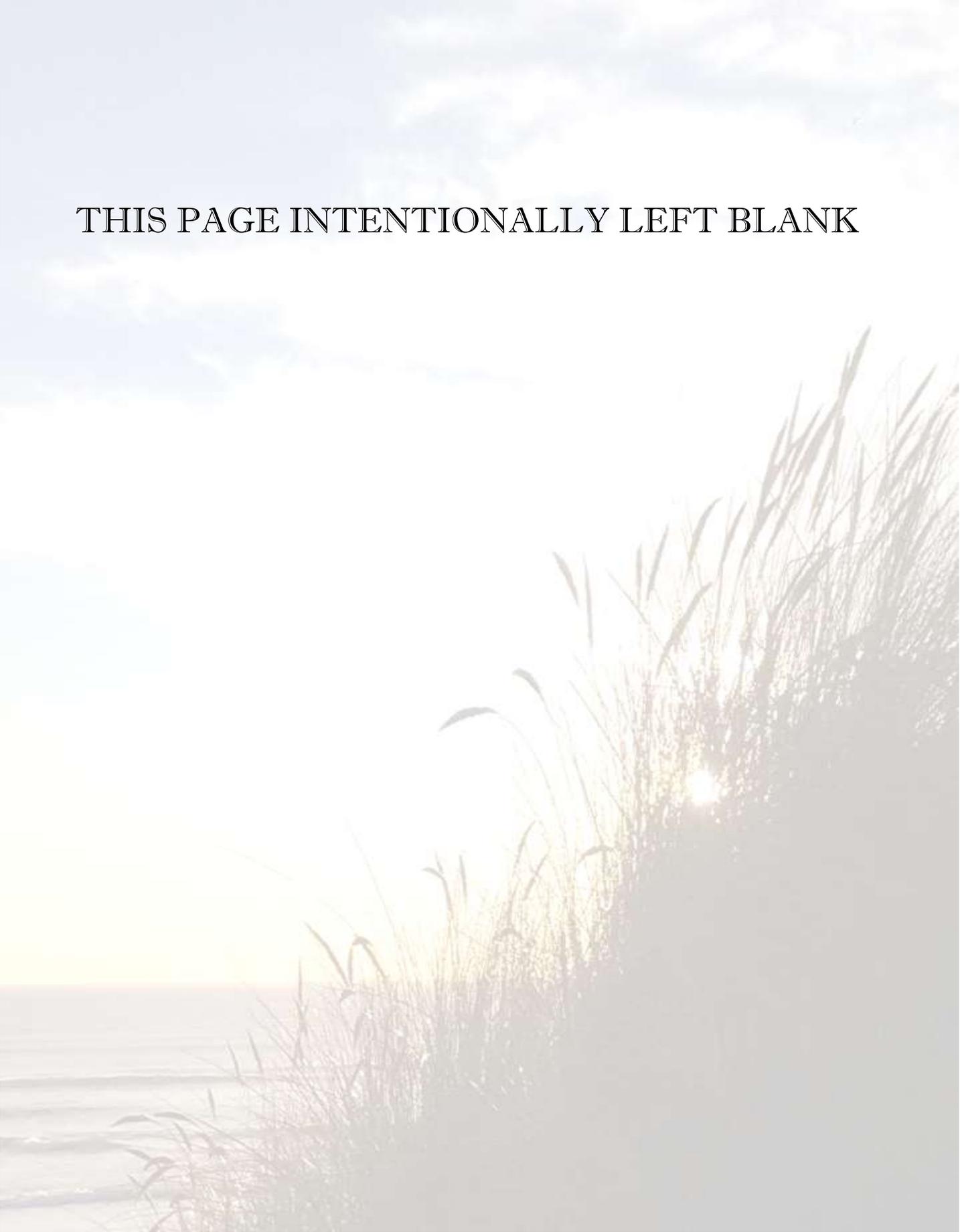
## Budget Highlights

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 control personnel costs.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	1,231,461	556,738	1,107,240	1,180,940	73,700	6%
Interest On Investments	25,277	15,367	12,000	7,000	(5,000)	- 41%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from General	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	300,000	300,000	100%
Transfer from Special Projects	300,000	300,000	300,000	0	(300,000)	- 100%
<b>Total Revenue:</b>	<b>1,556,738</b>	<b>872,105</b>	<b>1,419,240</b>	<b>1,487,940</b>	<b>68,700</b>	<b>4%</b>
<b>Total Unappropriated Budget:</b>	<b>556,738</b>	<b>872,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>1,000,000</b>	<b>0</b>	<b>1,419,240</b>	<b>1,487,940</b>	<b>68,700</b>	<b>4%</b>

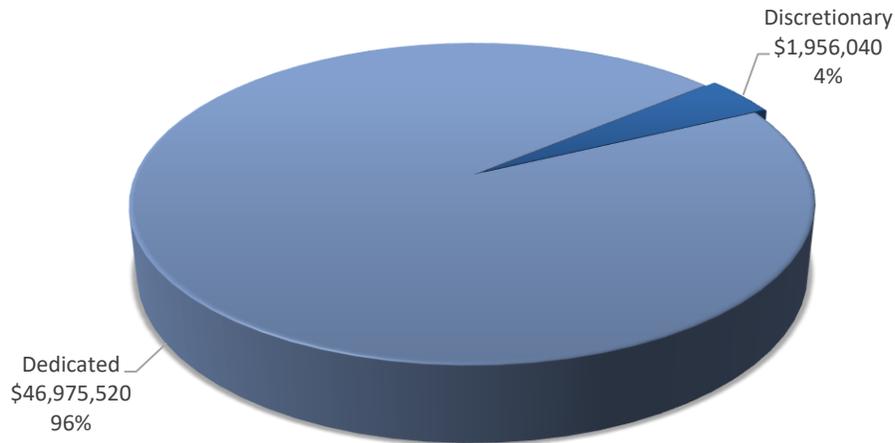
Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	1,000,000	0	0	0	0	0%
Debt Service	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	1,419,240	1,487,940	68,700	4%
<b>Total Expenditures:</b>	<b>1,000,000</b>	<b>0</b>	<b>1,419,240</b>	<b>1,487,940</b>	<b>68,700</b>	<b>4%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Special Payments</b>							
Bond & UAL PERS Expense	82-3230	1,000,000	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to General Fund	82-8001	0	0	0	0	0	0%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	1,419,240	1,487,940	68,700	4%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,419,240</b>	<b>1,487,940</b>	<b>68,700</b>	<b>4%</b>
<b>Total Expenditures:</b>		<b>1,000,000</b>	<b>0</b>	<b>1,419,240</b>	<b>1,487,940</b>	<b>68,700</b>	<b>4%</b>

A background image of a sunset over the ocean. The sun is low on the horizon, creating a bright glow. Tall grasses are in the foreground, silhouetted against the light. The sky is filled with soft, white clouds.

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**Clatsop County Functions/Programs Budget  
Land Use, Housing, Transportation,  
Economic Development & Capital  
2021-2022  
Total \$48,931,560**



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

- |                            |                                    |
|----------------------------|------------------------------------|
| Surveyor                   | County Tourism                     |
| Road Admin. & Support      | Clatsop County Fisheries           |
| Road Maint. & Construction | Video Lottery                      |
| Approp. for Contingency 2  | Industrial Develop. Revolving Fund |
| Surveyor Land Corner       | Special Projects                   |
| Bike Paths                 | Fleet Replacement                  |
| Planning Division          | Equipment Replacement              |
| Code Compliance            | Building Codes                     |

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.

# 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 Labiske Lane, Youngs River Road, and Columbia Beach Lane. Continued control networks for various road projects. Processed Road Vacations. Reviewed and filed partitions, subdivisions and surveys. Assisted public and private surveyors with various boundary issues and projects.

## Budget Highlights

Revenues are higher than last year as a result of County Surveyor personnel working on road projects for the Roads Division. 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. Total Personnel costs are 7% higher due to COLA, step increases, HSA/HRA contributions and SAIF. Materials and supplies are 2% higher due to higher projected Printing and Reproduction costs. Projects planned for this year include cadastral survey work on Pipeline Road area.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Surveyor Fees & Maps	57,923	54,942	54,000	61,120	7,120	13%
Maps And Microfische Fees	617	331	700	700	0	0%
Partition Review	28,600	25,450	20,500	20,500	0	0%
Subdivision Review	4,720	11,394	10,000	10,000	0	0%
Road Vacation Fees	1,200	0	0	5,790	5,790	100%
PLCPF Work	0	0	13,000	13,000	0	0%
Roads Work for Other Depts.	22,824	16,942	10,000	20,000	10,000	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
NSF Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	91,899	125,611	135,710	130,440	(5,270)	- 3%
<b>Total Revenue:</b>	<b>207,809</b>	<b>234,670</b>	<b>243,910</b>	<b>261,550</b>	<b>17,640</b>	<b>7%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	146,947	157,667	162,690	174,310	11,620	7%
Personnel Benefits	57,431	71,848	76,330	82,250	5,920	7%
Materials & Services	3,431	5,156	4,890	4,990	100	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%
<b>Total Expenditures:</b>	<b>207,809</b>	<b>234,670</b>	<b>243,910</b>	<b>261,550</b>	<b>17,640</b>	<b>7%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
County Surveyor	0.75	0.75	0.75	0.75	0.00	0%
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Survey Tech II	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual	Actual	Actual	Actual	Projected	Budget
		2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Number of plats submitted for filing	Count	19	26	28	25	25	25
Number of digitally indexed surveys verified	Count	300	300	300	300	300	300
Number of surveys submitted for filing	Count	137	135	150	150	175	180
Percent of surveys checked in 10 working days	Percent	96%	84%	95%	95%	95%	95%
Percent of survey rechecks filed in 10 working days	Percent	95%	91%	100%	95%	100%	100%
Percent of plats checked in 15 working days	Percent	100%	81%	100%	100%	95%	100%

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
County Surveyor	82-1015	72,280	77,581	79,910	81,910	2,000	2%
Public Works Director	82-1088	5,319	5,643	6,100	6,570	470	7%
Staff Assistant	82-1191	7,320	7,525	7,750	7,940	190	2%
Survey Tech II	82-1308	62,028	66,918	68,930	77,890	8,960	13%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	10,989	11,799	12,460	13,330	870	6%
Retirement	82-1955	23,277	35,718	36,860	40,520	3,660	9%
Medical Waiver	82-1963	180	180	180	0	(180)	- 100%
Medical Insurance	82-1964	15,855	16,786	18,720	19,850	1,130	6%
Dental Insurance	82-1965	3,116	3,343	3,220	3,710	490	15%
HSA/HRA Contribution	82-1966	1,600	1,600	1,600	1,900	300	18%
Benefits Admin Fees	82-1967	60	46	60	50	(10)	- 16%
Life/AD&D Insurance	82-1970	176	176	170	170	0	0%
Salary Continuation Insur	82-1972	256	256	260	250	(10)	- 3%
S.A.I.F.	82-1975	1,739	1,763	2,640	2,300	(340)	- 12%
Unemployment	82-1980	182	181	160	170	10	6%

<b>Personnel Services Totals:</b>		<b>204,378</b>	<b>229,515</b>	<b>239,020</b>	<b>256,560</b>	<b>17,540</b>	<b>7%</b>
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<b>Materials &amp; Services</b>							
Telephones	82-2070	212	181	200	200	0	0%
Field Supplies	82-2165	73	136	200	200	0	0%
Maintenance - Equipment	82-2260	92	249	400	400	0	0%
Software Maintenance	82-2265	500	1,022	800	800	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Maintenance S.I.G.	82-2300	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	760	579	420	420	0	0%
Office Supplies	82-2410	245	436	200	200	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	113	350	150	150	0	0%
Printing And Reproduction	82-2425	71	182	300	400	100	33%
Publ. And Legal Notices	82-2600	0	566	200	200	0	0%
Fuel - Vehicles	82-2852	233	36	150	150	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	200	440	300	300	0	0%
Reimbursed Travel Expense	82-2930	26	15	400	400	0	0%
Road Department Services	82-2959	0	0	0	0	0	0%
Utilities	82-2960	906	964	870	870	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%

<b>Materials &amp; Services Totals:</b>		<b>3,431</b>	<b>5,156</b>	<b>4,890</b>	<b>4,990</b>	<b>100</b>	<b>2%</b>
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**Special Payments**

Summary Cont.							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Social Services Support	82-3577	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>207,809</b>	<b>234,670</b>	<b>243,910</b>	<b>261,550</b>	<b>17,640</b>	<b>7%</b>

# 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 the Youngs River Road, John Day River Road, Lower River Road, Upland Lane, Pearson Road and Tucker Creek Road projects. Culvert replacements on Stillwell Lane. Completion of the Columbia Beach Lane improvements. Bridge repairs on Beerman Creek, Rippet Road Bridge, Svensen Island and Sunset Lake Bridges. Also, Multi-Use Path painting and tree clearing in the North Coast Business Park.

## Budget Highlights

This year's Personnel costs are 17% lower due to the elimination of the Senior Administrative Supervisor due to retirement. This position's responsibilities were absorbed by the remaining management team. The GIS Project Planner position was moved out of the road department to the GIS department and new accounts were added to Road Maintenance and Construction and Bike Paths to cover any needed GIS work. For the current fiscal year one staff assistant was promoted to Accountant II, the Engineering Tech I was promoted to Engineering Tech II and a new Engineering Tech I was hired. The summer help intern will return again this summer. Materials and Services have increased by 11%, including \$4,000 in Telephones in order to provide lead workers at each shop with a County cell phone, \$3,290 in Insurance Costs, \$870 in Permit Fees, \$2,000 in Software Maintenance, \$1,300 in Maintenance SIG, \$2,000 in Postage and Freight, \$70 in Contractual Services, \$1,500 in Education and Training and \$200 in Reimbursed Travel Expense due to the addition of a new engineering tech, \$950 in Utilities and a \$23,210 increase in Indirect Costs. Reductions were in PC Equipment (-\$4,430) and Small Tools and Instruments (-\$1,800). The overall budget has decreased by 9%.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
CARES Act Reimbursement	0	1,581	0	0	0	0%
Revenue from Road District #1	939,920	1,045,100	1,084,450	979,240	(105,210)	- 9%
Franchise Fees	1,880	1,880	1,880	1,880	0	0%
Rev. Refunds & Reim.	0	5	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>941,800</b>	<b>1,048,566</b>	<b>1,086,330</b>	<b>981,120</b>	<b>(105,210)</b>	<b>- 9%</b>
<b>Total Unappropriated Budget:</b>	<b>86,546</b>	<b>198,336</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>855,254</b>	<b>850,230</b>	<b>1,086,330</b>	<b>981,120</b>	<b>(105,210)</b>	<b>- 9%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	411,995	393,361	489,540	418,840	(70,700)	- 14%
Personnel Benefits	201,473	212,853	307,860	240,190	(67,670)	- 21%
Materials & Services	235,545	244,016	288,930	322,090	33,160	11%
Special Payments	0	0	0	0	0	0%
Debt Service	13	0	0	0	0	0%
Capital Outlay	6,228	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>855,254</b>	<b>850,230</b>	<b>1,086,330</b>	<b>981,120</b>	<b>(105,210)</b>	<b>- 9%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Works Director	0.00	0.00	0.00	0.25	0.25	100%
County Engineer	0.00	0.00	0.00	0.50	0.50	100%
Admin. Services Supervisor	1.00	1.00	0.00	0.00	0.00	0%
Staff Assistant	1.60	1.85	1.85	0.85	(1.00)	- 54%
Engineering Tech-Lead Worker	1.00	1.00	0.00	0.00	0.00	0%
Engineering Tech I	0.00	1.00	1.00	1.00	0.00	0%
Engineering Tech II	2.00	0.00	1.00	1.00	0.00	0%
Engineering Tech III	0.00	1.00	1.00	1.00	0.00	0%
GIS Project Planner	1.00	1.00	1.00	0.00	(1.00)	- 100%
Accountant II	0.00	0.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>6.60</b>	<b>6.85</b>	<b>6.85</b>	<b>5.60</b>	<b>(1.25)</b>	<b>- 18%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of transactions in cost accounting	Count	34,527	32,308	33,690	34,500	34,500	34,500
Number of Tech hours on Road/Culvert/Eng/ROW	Count	1,475	1,587	1,758	1,500	1,500	1,800

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Works Director	82-1088	0	0	0	32,840	32,840	100%
Senior Admin Supervisor	82-1119	71,722	73,802	28,410	0	(28,410)	- 100%
County Engineer	82-1140	0	0	0	51,510	51,510	100%
Admin. Services Supervisor	82-1188	0	0	0	0	0	0%
Staff Assistant	82-1191	83,105	92,790	95,560	45,000	(50,560)	- 52%
Engineering Tech-Lead Worker	82-1309	81,355	0	0	0	0	0%
Engineering Tech I	82-1312	20,349	63,098	66,440	65,380	(1,060)	- 1%
Engineering Tech II	82-1314	42,670	0	70,320	74,480	4,160	5%
Engineering Tech III	82-1316	32,147	80,685	85,480	87,610	2,130	2%
GIS Project Planner	82-1403	80,648	82,986	85,480	0	(85,480)	- 100%
Accountant II	82-1848	0	0	57,850	62,020	4,170	7%
Extra Help	82-1941	4,061	0	6,000	6,000	0	0%
Overtime	82-1945	1,145	4,702	6,500	6,500	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	30,101	29,209	38,480	33,090	(5,390)	- 14%
Retirement	82-1955	68,146	76,730	103,960	88,020	(15,940)	- 15%
Medical Waiver	82-1963	1,020	1,020	1,020	1,200	180	17%
Medical Insurance	82-1964	75,524	81,244	123,660	82,520	(41,140)	- 33%
Dental Insurance	82-1965	7,158	7,630	11,450	8,600	(2,850)	- 24%
HSA/HRA Contribution	82-1966	10,500	9,000	11,000	7,450	(3,550)	- 32%
Benefits Admin Fees	82-1967	131	120	140	120	(20)	- 14%
Life/AD&D Insurance	82-1970	492	478	620	440	(180)	- 29%
Salary Continuation Insur	82-1972	578	565	530	510	(20)	- 3%
S.A.I.F.	82-1975	2,205	1,765	4,000	5,310	1,310	32%
Unemployment	82-1980	412	390	500	430	(70)	- 14%
<b>Personnel Services Totals:</b>		<b>613,468</b>	<b>606,214</b>	<b>797,400</b>	<b>659,030</b>	<b>(138,370)</b>	<b>- 17%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	9,855	9,792	10,650	14,650	4,000	37%
Custodial Services	82-2161	2,601	3,077	2,660	2,850	190	7%
Insurance	82-2200	82,178	87,367	109,210	112,500	3,290	3%
License And Permit Fees	82-2240	2,851	4,220	3,870	4,740	870	22%
Maintenance - Equipment	82-2260	1,310	291	2,000	2,000	0	0%
Software Maintenance	82-2265	3,875	8,868	7,110	9,100	1,990	27%
Maintenance S.I.G.	82-2300	2,000	0	2,000	3,300	1,300	65%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	338	0	660	490	(170)	- 25%
Office Supplies	82-2410	3,642	3,507	4,000	4,000	0	0%
Books And Periodicals	82-2413	179	117	400	400	0	0%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Postage And Freight	82-2419	870	808	1,000	3,000	2,000	200%
Printing And Reproduction	82-2425	2,133	1,457	1,800	1,800	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	415	0	1,200	1,200	0	0%
PC Equipment	82-2455	4,204	9,072	9,080	4,650	(4,430)	- 48%
Contractual Services	82-2471	276	290	330	400	70	21%
Administrative Costs	82-2473	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,209	1,638	1,900	1,900	0	0%
Small Tools And Instrum.	82-2710	1,189	69	3,800	2,000	(1,800)	- 47%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	2,454	735	3,860	5,360	1,500	38%
Reimbursed Travel Expense	82-2930	2,060	1,401	2,000	2,200	200	10%
Utilities	82-2960	35,405	36,407	36,000	36,950	950	2%
Indirect Cost Allocation	82-3210	76,500	74,900	85,200	108,400	23,200	27%
<b>Materials &amp; Services Totals:</b>		<b>235,545</b>	<b>244,016</b>	<b>288,930</b>	<b>322,090</b>	<b>33,160</b>	<b>11%</b>
<b>Capital Outlay</b>							
Buildings	82-4108	0	0	0	0	0	0%
Office Equipment	82-4300	6,228	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>6,228</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Debt Service</b>							
Capital Lease	82-3199	13	0	0	0	0	0%
<b>Debt Service Totals:</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>855,254</b>	<b>850,230</b>	<b>1,086,330</b>	<b>981,120</b>	<b>(105,210)</b>	<b>- 9%</b>

# 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, such as cleaning and light maintenance 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. The Road 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

Completed projects include 1.2 miles of paving on Youngs River Road, John Day River Road, Lower River Road, Upland Lane and Pearson Road along with a 1.7 mile overlay on Tucker Creek Road. Pulverizing on 6 roads. Chipsealing of 21 miles of road. 2 culvert replacements on Stillwell Lane replaced to meet current regulatory standards to enhance fish passage. For bridge work our crews performed the Beerman pile, Rippet girder and Netel pile repairs. The Sunset Lake Bridge and Svensen Island Bridge repairs should be completed by our contractors by the end of the fiscal year. The new John Day Bridge was completed which replaced existing culverts and increased fish passage was completed through an intergovernmental agreement with CREST. Completed the final work on Columbia Beach Lane. Completed Multi Use Path painting in the North Coast Business Park as required by the City of Warrenton. Performed storm damage repairs countywide and slide repairs on Aldrich Point Road. Staff hired Mackenzie Architects to perform a Public Works Needs Assessment for the future public works facility. Staff hired Ecological Land Services to conduct a re-delineation of the wetlands at the North Coast Business Park, which was concurred with by Oregon Division of State Lands in October. The new current wetland delineation is good through October 2025.

### Budget Highlights

There is a 2% increase in this year's revenues due to a \$1.6 million coming from the State Funded project program for the replacement of the Klaskanine River Bridge. There was a smaller beginning balance due to COVID reductions from the State Highway Fund. There was decreased interest, and decreased Road Work for other departments. Once again, we will not have the Lewis & Clark Arts Grant this year and will be using less (STP) Surface Transportation Funds than the previous year. This year's Personnel expenses are even due to a shift in management responsibilities to Road Administration. There are two new positions proposed as Road Maintenance Trainees to replace the Road Maintenance Helpers. This year's Materials & Services are decreased by 13% overall mostly due to a reduction in Contractual Services and no rock crushing (\$900,000). There are increases in the Uniform Cleaning (\$310), Maintenance SIG (\$30,000) for roof repairs at all three shops, License and Permit Fees (\$1,620), Membership Fees and Dues (\$420), Road Oil (\$3,000), Bridge Material (\$105,000) due to the cost of a replacement deck for the Dolphin Road Bridge which is \$100,000, Safety Program (\$4,600), Road Supplies (\$1,350), and Indirect Costs (\$49,350). There are \$1,000,000 in funds under Contractual Services for the Facility relocation project, \$500,000 in Capital Outlay for property acquisition and \$2,330,000 for construction of the Klaskanine River Bridge. The increase in Miscellaneous Equipment (\$35,000) is for the purchase of two portable temporary traffic signals which can function as a pair of flaggers on projects such as bridge repairs. The transfer to the General Road Equipment Fund is down 48% to \$326,840 due to a higher beginning balance in the Road Equipment Fund for the purchase of a 1 Ton Flatbed, Mini Excavator, 3/4 Ton Xtra cab Pickup and a trailer.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	7,588,012	9,799,439	11,421,240	10,715,940	(705,300)	- 6%
Interest On Investments	200,029	244,723	200,000	100,000	(100,000)	- 50%
Unrealized Gain/Loss	20,332	0	0	0	0	0%
St. - Highway Fund	3,185,237	3,034,664	3,517,170	3,442,180	(74,990)	- 2%
Small County Allotment	28,087	27,689	27,300	27,300	0	0%
State Funded Project Program	0	0	0	1,610,560	1,610,560	100%
St. - Fas Conversion	0	686,503	1,100,000	805,400	(294,600)	- 26%
CARES Act Reimbursement	0	16,243	0	0	0	0%
KOA Lease	2,700	5,400	2,700	2,700	0	0%
District Shop Lease	4,400	400	4,800	4,800	0	0%
Roads Work for Other Depts.	192,328	262,857	150,000	108,000	(42,000)	- 28%
Road Vacation Services	300	0	0	0	0	0%
Vehicle Fuel	132,261	105,043	150,000	175,000	25,000	16%
Vehicle Shop Service	6,843	2,781	5,000	3,000	(2,000)	- 40%
Material & Supplies Sales	305	1,391	600	600	0	0%
Rev. Refunds & Reim.	21,687	13,544	0	0	0	0%
Admin Services Fees	6,400	6,400	6,400	6,400	0	0%
Donations	0	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	2,505	113	5,000	0	(5,000)	- 100%
Insurance Loss Proceeds	0	29,093	0	0	0	0%
<b>Total Revenue:</b>	<b>11,391,426</b>	<b>14,236,284</b>	<b>16,590,210</b>	<b>17,001,880</b>	<b>411,670</b>	<b>2%</b>
<b>Total Unappropriated Budget:</b>	<b>6,358,663</b>	<b>7,880,007</b>	<b>5,129,080</b>	<b>6,309,790</b>	<b>1,180,710</b>	<b>23%</b>
<b>Total Budgeted Resources:</b>	<b>5,032,763</b>	<b>6,356,277</b>	<b>11,461,130</b>	<b>10,692,090</b>	<b>(769,040)</b>	<b>- 6%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	1,387,068	1,547,436	1,736,090	1,748,220	12,130	0%
Personnel Benefits	809,838	995,067	1,276,600	1,262,920	(13,680)	- 1%
Materials & Services	2,308,051	3,234,056	5,501,760	4,422,120	(1,079,640)	- 19%
Special Payments	1,714	1,206	43,150	42,000	(1,150)	- 2%
Debt Service	0	0	0	0	0	0%
Capital Outlay	52,052	26,611	2,275,000	2,890,000	615,000	27%
Transfer Out	474,040	551,900	628,530	326,830	(301,700)	- 48%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>5,032,763</b>	<b>6,356,277</b>	<b>11,461,130</b>	<b>10,692,090</b>	<b>(769,040)</b>	<b>- 6%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Works Director	0.70	0.85	0.85	0.65	(0.20)	- 23%
Assist Public Works Direc.	1.00	1.00	1.00	1.00	0.00	0%
County Engineer	0.00	1.00	1.00	0.50	(0.50)	- 50%
Road Foreman	3.00	3.00	3.00	3.00	0.00	0%
Maintenance Assistant II	0.00	0.00	0.00	1.00	1.00	100%
Rd Maint Helper	0.00	0.00	2.00	0.00	(2.00)	- 100%
Rd Maint Worker Trainee	1.00	1.00	1.00	3.00	2.00	200%
Rd Maint Worker	15.00	15.00	15.00	15.00	0.00	0%
Mechanic	2.00	2.00	2.00	2.00	0.00	0%
Shop Maint. Assistant	1.00	1.00	1.00	0.00	(1.00)	- 100%
<b>Total Personnel:</b>	<b>23.70</b>	<b>24.85</b>	<b>26.85</b>	<b>26.15</b>	<b>(0.70)</b>	<b>- 2%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Miles of asphalt roadway resurfacing	Count	3	3	3	2	3	1
Miles of roadway chipsealed	Count	38	22	21	20	21	21
Acres of ROW maintained for weed control	Count	355	355	355	355	355	355
Lane miles of ditches to maintain	Count	46	46	46	46	46	46
Culverts and catch basins maintained	Count	1,500	1,500	1,500	1,569	1,569	1,569
Miles of paint marking applied annually	Count	89	89	89	89	89	89
Traffic signs maintained	Count	1,495	1,495	1,495	1,495	1,495	1,495
Projects to be bid in budget year	Count	3	5	5	2	2	2
Preventative Maintenance routines done	Count	104	65	60	100	100	100
Cost per lane mile for mechanical mowing	Count	186	212	154	150	154	154
Cost per lane mile for brush chopping	Count	580	541	372	375	400	375
Lineal feet of culverts repaired/replaced	Count	801	715	1,210	3,792	1,000	1,200
Percent of gravel roads graded every year	Percent	69%	66%	52%	75%	75%	75%
Percent of road miles resurfaced	Percent	9%	8%	8%	9%	10%	10%
Percent of lane miles mowed per year	Percent	42%	70%	18%	80%	80%	80%
Percent of lane miles chopped per year	Percent	65%	41%	62%	70%	60%	65%
Percent of mechanic work hours on billable repairs	Percent	73%	72%	65%	76%	75%	75%

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Works Director	82-1088	85,016	95,934	103,750	85,390	(18,360)	- 17%
Assist Public Works Direc.	82-1089	46,971	99,471	107,580	115,590	8,010	7%
County Engineer	82-1140	30,955	86,125	95,720	51,510	(44,210)	- 46%
Road Foreman	82-1149	201,372	234,054	252,170	277,750	25,580	10%
Maintenance Assistant II	82-1725	0	0	0	52,510	52,510	100%
Rd Maint Helper	82-1734	0	0	63,160	64,750	1,590	2%
Rd Maint Worker Trainee	82-1735	201,585	184,333	212,350	160,850	(51,500)	- 24%
Rd Maint Worker	82-1740	668,882	682,199	717,310	798,260	80,950	11%
Mechanic	82-1750	129,100	132,222	138,130	141,610	3,480	2%
Shop Maint. Assistant	82-1751	23,187	33,098	45,920	0	(45,920)	- 100%
Equipment Servicer	82-1755	0	0	0	0	0	0%
Extra Help - Road	82-1907	40,600	33,161	29,480	29,480	0	0%
Overtime	82-1945	20,388	20,638	20,000	20,000	0	0%
Above Classification	82-1946	0	0	22,800	22,800	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	106,765	115,949	138,520	139,360	840	0%
Retirement	82-1955	226,312	301,771	374,230	398,130	23,900	6%
Medical Waiver	82-1963	5,000	1,900	2,400	1,200	(1,200)	- 50%
Medical Insurance	82-1964	264,802	377,304	493,330	473,670	(19,660)	- 3%
Dental Insurance	82-1965	32,712	37,655	46,760	49,610	2,850	6%
HSA/HRA Contribution	82-1966	30,867	39,117	38,700	42,800	4,100	10%
Benefits Admin Fees	82-1967	492	659	510	680	170	33%
Life/AD&D Insurance	82-1970	1,859	2,050	2,160	2,090	(70)	- 3%
Salary Continuation Insur	82-1972	2,223	2,595	2,630	2,480	(150)	- 5%
S.A.I.F.	82-1975	76,129	60,673	103,270	78,800	(24,470)	- 23%
Unemployment	82-1980	1,689	1,596	1,810	1,820	10	0%
<b>Personnel Services Totals:</b>		<b>2,196,906</b>	<b>2,542,503</b>	<b>3,012,690</b>	<b>3,011,140</b>	<b>(1,550)</b>	<b>- 0%</b>
<b>Materials &amp; Services</b>							
Investment Premium	82-2004	5,564	28,616	0	0	0	0%
Hiring Expenses	82-2015	817	592	3,000	0	(3,000)	- 100%
Uniform Cleaning	82-2041	3,240	3,732	3,410	4,000	590	17%
Custodial Services	82-2161	2,722	2,192	3,460	3,460	0	0%
License And Permit Fees	82-2240	8,045	5,561	5,900	7,520	1,620	27%
Maint. - Fleet Service	82-2255	15,197	62,498	65,000	65,000	0	0%
Maintenance Supplies	82-2259	5,508	14,358	10,500	10,500	0	0%
Maintenance - Equipment	82-2260	0	343	0	0	0	0%
Maint. - Comm. Equipment	82-2262	8,564	3,848	5,000	5,000	0	0%
Maint. - Automotive Parts	82-2263	88,404	93,411	80,000	80,000	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
General Equipment	82-2268	9,231	15,263	15,300	6,100	(9,200)	- 60%
Maintenance S.I.G.	82-2300	12,253	7,947	21,140	47,140	26,000	122%
Employee Drug Screen	82-2302	0	920	3,000	0	(3,000)	- 100%
Membership Fees And Dues	82-2370	985	1,828	1,970	2,390	420	21%
Contractual Services	82-2471	890,418	1,729,465	3,305,100	2,153,500	(1,151,600)	- 34%
Surveyor Services	82-2483	22,824	16,942	10,000	20,000	10,000	100%
GIS Services	82-2493	0	0	0	0	0	0%
Fire Patrol Assessment	82-2534	192	178	0	200	200	100%
Oil Rock	82-2620	101,374	4,487	172,000	165,000	(7,000)	- 4%
Road Oil	82-2625	201,817	225,830	450,000	453,000	3,000	0%
Rents And Leases - Equip.	82-2630	18,653	6,729	25,560	25,560	0	0%
Rts. & Lea. - S., I. & G.	82-2670	500	500	1,000	1,000	0	0%
Small Tools And Instrum.	82-2710	1,380	1,242	2,000	2,000	0	0%
Crushing	82-2715	0	0	75,000	0	(75,000)	- 100%
Asphalt	82-2840	19,039	10,958	25,500	25,500	0	0%
Bridge Material	82-2842	19,860	31,888	30,000	135,000	105,000	350%
Chemicals	82-2844	14,602	0	22,000	22,000	0	0%
Culverts	82-2846	14,891	22,611	65,000	100,000	35,000	53%
Fuel - Equipment	82-2851	43,840	99,194	200,000	150,000	(50,000)	- 25%
Fuel - Vehicles	82-2852	182,538	154,162	200,000	200,000	0	0%
Rock	82-2854	298,040	387,316	355,000	340,300	(14,700)	- 4%
Striping Materials	82-2855	0	0	0	50,000	50,000	100%
Signs	82-2856	85,088	46,617	77,000	26,300	(50,700)	- 65%
Tires	82-2858	27,036	26,984	30,000	30,000	0	0%
Safety Program	82-2862	13,127	19,103	14,100	18,700	4,600	32%
Road Supplies	82-2863	11,347	19,660	13,800	15,150	1,350	9%
Vehicle Maintenance & Use	82-2923	3,865	0	0	0	0	0%
Education And Training	82-2928	4,453	1,056	8,120	5,600	(2,520)	- 31%
Reimbursed Travel Expense	82-2930	2,738	626	4,800	4,800	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	169,900	187,400	198,100	247,400	49,300	24%
<b>Materials &amp; Services Totals:</b>		<b>2,308,051</b>	<b>3,234,056</b>	<b>5,501,760</b>	<b>4,422,120</b>	<b>(1,079,640)</b>	<b>- 19%</b>
<b>Special Payments</b>							
Rt Of Way Acquisition	82-3554	1,705	1,042	40,000	40,000	0	0%
Rt Of Way Monumentation	82-3555	0	0	3,000	2,000	(1,000)	- 33%
Property Taxes	82-3800	10	165	150	0	(150)	- 100%
<b>Special Payments Totals:</b>		<b>1,714</b>	<b>1,206</b>	<b>43,150</b>	<b>42,000</b>	<b>(1,150)</b>	<b>- 2%</b>
<b>Capital Outlay</b>							
Land	82-4000	0	0	2,250,000	500,000	(1,750,000)	- 77%
Buildings	82-4108	0	0	0	0	0	0%
Bridges	82-4109	0	0	0	2,330,000	2,330,000	100%
Roads	82-4110	0	0	0	0	0	0%

Automotive Equipment	82-4200	0	0	25,000	0	(25,000)	- 100%
Miscellaneous Equipment	82-4900	52,052	26,611	0	60,000	60,000	100%
<b>Capital Outlay Totals:</b>		<b>52,052</b>	<b>26,611</b>	<b>2,275,000</b>	<b>2,890,000</b>	<b>615,000</b>	<b>27%</b>

**Transfers Out**

Transfer to Gen Road Equip	82-8102	474,040	551,900	628,530	326,830	(301,700)	- 48%
<b>Transfers Out Totals:</b>		<b>474,040</b>	<b>551,900</b>	<b>628,530</b>	<b>326,830</b>	<b>(301,700)</b>	<b>- 48%</b>

**Contingencies**

**Summary Cont.**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Approp. for Contg. -Road	82-9902	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>5,032,763</b>	<b>6,356,277</b>	<b>11,461,130</b>	<b>10,692,090</b>	<b>(769,040)</b>	<b>- 6%</b>

### Bridge Replacement

Department Priority:	1			
Location:	Public Works			
Link to Other Project(s):				
Description:	Klaskanine River Bridge replacement			
Justification:	The Klaskanine River Bridge replacement project will be going out for construction this summer due to a deteriorating substructure. The County will receive \$1,600,000 in funds through ODOT small bridge program (special projects) to help offset the cost.			
Alternatives:				
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 <u>        </u> <b>Total</b> Unit Cost:                            2,330,000                    2,330,000 Installation Fee:                    0                                    0 Trade in Credit:                    0                                    0 <hr/> <b>Net Cost:</b> <b>2,330,000</b> <b>2,330,000</b>		

### Land Purchase

Department Priority:	2			
Location:	Public Works			
Link to Other Project(s):				
Description:	Purchase of Land for a bypass road for truck traffic in Westport			
Justification:	Truck traffic in Westport from the Teevin barge operation currently travels down Westport Ferry Road 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 Westport residential areas			
Alternatives:	Do not create an alternate route for truck traffic or proposed improvements to Old Mill Town Road which would provide an adequate roadway but would still have truck traffic driving through a residential area.			
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 <u>        </u> <b>Total</b> Unit Cost:                            500,000                    500,000 Installation Fee:                    0                                    0 Trade in Credit:                    0                                    0 <hr/> <b>Net Cost:</b> <b>500,000</b> <b>500,000</b>		

### Portable Temporary Traffic Signals

Department Priority:	3							
Location:	Public Works							
Link to Other Project(s):								
Description:	The request is for 2 Portable Temporary Traffic Signals							
Justification:	These signals would be for use in Bridge in Road Construction/improvements. The signals act as a pair of automatic flaggers which reduce the number of workers needed for flagging and increases the number of workers that can be working on projects. It will also reduce costs on contracted bridge repairs. Since 2017 the amount that has been paid on contracted bridge projects for traffic control was \$69,000.							
Alternatives:	Continue to operate as is.							
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:                            60,000 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>60,000</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; border-bottom: 1px solid black;">60,000</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: 1px solid black;"><b>60,000</b></td> </tr> </tbody> </table>	Total	60,000	0	0	<b>60,000</b>
Total								
60,000								
0								
0								
<b>60,000</b>								

## 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. There is a plan to move the Astoria Public Works facility out of the tsunami inundation zone, and we are preparing for that expense. 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

The 20/21 FY had all resources budgeted and left nothing in unappropriated fund balance within the General Roads Fund. For FY 21/22 there is approximately \$3.7M budgeted in contingency and \$6.3M is being left as unappropriated fund balance. The \$3.7M would be available for initial design/permitting work should the Board decide to move forward with the relocation of the Public Works facility and the unappropriated funds would be available for future construction if applicable.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Revenue from Road District #1	3,354,230	2,881,800	7,668,240	3,327,130	(4,341,110)	- 56%
<b>Total Revenue:</b>	<b>3,354,230</b>	<b>2,881,800</b>	<b>7,668,240</b>	<b>3,327,130</b>	<b>(4,341,110)</b>	<b>- 56%</b>
<b>Total Unappropriated Budget:</b>	<b>3,354,230</b>	<b>2,881,800</b>	<b>0</b>	<b>(326,830)</b>	<b>(326,830)</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>7,668,240</b>	<b>3,653,960</b>	<b>(4,014,280)</b>	<b>- 52%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	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	7,668,240	3,653,960	(4,014,280)	- 52%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>7,668,240</b>	<b>3,653,960</b>	<b>(4,014,280)</b>	<b>- 52%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Contingencies</b>							
Approp. for Contg. - Gen.	82-9901	0	0	0	0	0	0%
Approp. for Contg. -Road	82-9902	0	0	7,668,240	3,653,960	(4,014,280)	- 52%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>7,668,240</b>	<b>3,653,960</b>	<b>(4,014,280)</b>	<b>- 52%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>7,668,240</b>	<b>3,653,960</b>	<b>(4,014,280)</b>	<b>- 52%</b>

# 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 the Section Corner at Alderbrook/Tongue Point. Restored various public land corners in the Pipeline Road area.

## Budget Highlights

The Public Land Corner revenues are expected to be 1% higher next year due to higher beginning balance but lower interest earnings. Personnel costs will be nearly the same as the previous year. There is money included for casual summer help to assist the Surveyor and Survey Tech in the field in the office during the summer busy season. The cost of Materials and Supplies is only 1% higher due to an increase in Indirect Cost Allocation (\$630). There was an increase of (\$2,200) in Software costs due to the increase in AutoCad Licenses. Contingency is expected to be \$630 lower than the previous year.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	289,172	313,218	333,050	340,030	6,980	2%
Interest On Investments	7,774	7,174	7,500	3,750	(3,750)	- 50%
Franchise Fees	190	190	190	190	0	0%
Public Land Preservation	75,516	85,026	80,000	80,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>372,651</b>	<b>405,608</b>	<b>420,740</b>	<b>423,970</b>	<b>3,230</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>313,218</b>	<b>344,838</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>59,434</b>	<b>60,770</b>	<b>420,740</b>	<b>423,970</b>	<b>3,230</b>	<b>0%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	24,093	25,860	26,640	27,300	660	2%
Personnel Benefits	20,008	15,884	22,990	22,630	(360)	- 1%
Materials & Services	15,333	19,027	34,980	35,580	600	1%
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	336,130	338,460	2,330	0%
<b>Total Expenditures:</b>	<b>59,434</b>	<b>60,770</b>	<b>420,740</b>	<b>423,970</b>	<b>3,230</b>	<b>0%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
County Surveyor	0.25	0.25	0.25	0.25	0.00	0%
<b>Total Personnel:</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of Government land corners restored	Count	4	4	5	4	4	6
Number of government corners located by GPS	Count	4	5	7	4	4	6
Number of Bearing Tree reports by Surveyors	Count	21	14	11	10	4	6
Percent of Bearing Tree reports done in 10 days	Percent	100%	100%	64%	50%	100%	100%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
County Surveyor	82-1015	24,093	25,860	26,640	27,300	660	2%
Survey Tech II	82-1308	0	0	0	0	0	0%
Extra Help	82-1941	6,217	575	5,780	5,780	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	2,238	1,938	2,480	2,530	50	2%
Retirement	82-1955	5,006	6,900	7,110	7,160	50	0%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	5,024	5,358	5,950	5,520	(430)	- 7%
Dental Insurance	82-1965	509	527	560	610	50	8%
HSA/HRA Contribution	82-1966	500	500	500	500	0	0%
Benefits Admin Fees	82-1967	0	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	50	0	0%
S.A.I.F.	82-1975	415	(17)	490	410	(80)	- 16%
Unemployment	82-1980	18	12	30	30	0	0%
<b>Personnel Services Totals:</b>		<b>44,101</b>	<b>41,743</b>	<b>49,630</b>	<b>49,930</b>	<b>300</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	159	147	200	200	0	0%
Field Supplies	82-2165	50	112	100	100	0	0%
Maintenance - Equipment	82-2260	0	462	400	400	0	0%
Software Maintenance	82-2265	500	1,022	2,710	2,710	0	0%
General Equipment	82-2268	667	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	60	319	590	590	0	0%
Office Supplies	82-2410	93	318	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	2,785	1,000	1,000	0	0%
Fuel - Vehicles	82-2852	113	213	100	100	0	0%
Vehicle Maintenance & Use	82-2923	0	0	1,000	1,000	0	0%
Education And Training	82-2928	550	260	400	400	0	0%
Reimbursed Travel Expense	82-2930	470	723	1,120	1,120	0	0%
PLCPF Work	82-2958	0	0	13,000	13,000	0	0%
Road Department Services	82-2959	1,208	603	0	0	0	0%
Utilities	82-2960	963	964	860	860	0	0%
Indirect Cost Allocation	82-3210	9,900	10,500	10,500	11,100	600	5%
<b>Materials &amp; Services Totals:</b>		<b>15,333</b>	<b>19,027</b>	<b>34,980</b>	<b>35,580</b>	<b>600</b>	<b>1%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	336,130	338,460	2,330	0%

Contingencies Totals:		0	0	336,130	338,460	2,330	0%
Total Expenditures:		59,434	60,770	420,740	423,970	3,230	0%

# 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

County Road Crews painted the Multi Use Path on 19th within the North Coast Business Park.

## Budget Highlights

This year's beginning balance is 63% higher than last year. \$75,000 is budgeted in Contractual Services for construction of a pedestrian bridge to replace an existing bridge on Pacific Road in Arch Cape. An additional \$15,000 is budgeted for GIS services to assist in developing bike path maps. There is \$35,000 in Special payments to cover the cost of bike lanes or shared shoulder on one of our paving projects if we can find enough right of way. The Contingency is increased 3% from the previous year.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	433,216	315,106	84,160	137,970	53,810	63%
Interest On Investments	9,585	4,405	3,000	1,500	(1,500)	- 50%
St. - Highway Fund	32,174	30,653	35,530	34,770	(760)	- 2%
<b>Total Revenue:</b>	<b>474,975</b>	<b>350,164</b>	<b>122,690</b>	<b>174,240</b>	<b>51,550</b>	<b>42%</b>
<b>Total Unappropriated Budget:</b>	<b>315,106</b>	<b>161,259</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>159,869</b>	<b>188,905</b>	<b>122,690</b>	<b>174,240</b>	<b>51,550</b>	<b>42%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	133,896	188,905	41,500	91,600	50,100	120%
Special Payments	25,973	0	35,000	35,000	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	46,190	47,640	1,450	3%
<b>Total Expenditures:</b>	<b>159,869</b>	<b>188,905</b>	<b>122,690</b>	<b>174,240</b>	<b>51,550</b>	<b>42%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Maintenance Supplies	82-2259	0	0	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Contractual Services	82-2471	133,796	188,805	40,000	75,000	35,000	87%
GIS Services	82-2493	0	0	0	15,000	15,000	100%
Rents And Leases - Equip.	82-2630	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	100	100	1,500	1,600	100	6%
<b>Materials &amp; Services Totals:</b>		<b>133,896</b>	<b>188,905</b>	<b>41,500</b>	<b>91,600</b>	<b>50,100</b>	<b>120%</b>
<b>Special Payments</b>							
Unallocated Projects	82-3129	25,973	0	35,000	35,000	0	0%
<b>Special Payments Totals:</b>		<b>25,973</b>	<b>0</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	46,190	47,640	1,450	3%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>46,190</b>	<b>47,640</b>	<b>1,450</b>	<b>3%</b>
<b>Total Expenditures:</b>		<b>159,869</b>	<b>188,905</b>	<b>122,690</b>	<b>174,240</b>	<b>51,550</b>	<b>42%</b>

# 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

**FY 2021-21 Accomplishments**

- \* Completed Code Consolidation project
- \* As of February 28, 2021, conducted 49 citizen advisory committee meetings as part of the Comprehensive Plan update process
- \* Held two public workshops related to Goal 5 resources
- \* Continued work with ODOT to hire a consultant to implement the County’s 2019 TGM Grant to prepare a Tsunami Evacuation Facilities Improvement Plan (TEFIP)
- \* Entered into a Memorandum of Understanding (MOU) with the Department of Land Conservation and Development to have County zoning regulations reviewed as part of a Home Daycare Audit to identify areas where county codes are out of sync of state statutes regarding home daycare facilities
- \* Served on the Steering for the Clatsop Plains Elk Collaborative, as well as the Human Behavior and Land Use Sub-committees; brought forward Declaration of Cooperation to the Board for review and approval
- \* Entered into an Intergovernmental Agreement (IGA) with the City of Warrenton for floodplain permit review
- \* As of February 22, 2021, processed the following permit types and quantities:
  - Type 1: 315
  - Type 1C: 27
  - Type II: 34
  - Type IIA: 1
  - Type III: 1
  - Type IV: 2

TOTAL: 380

\* Increased number of Facebook followers from 76 to 252

**Performance Measures**

Community Development’s FY 2021-22 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 have been developed for code compliance and land use planning. These are shown below:

- Application Completeness Review Completed in Less than 30 Days: 100%
- Notices of Decision Issued in Less than 120 Days: 90%
- Complete Type II Applications Within 90 Days From Notice of Completeness: 75%
- Complete Citizen Advisory Committee Review of Comprehensive Plan and Community Plans
- Complete Tsunami Evacuation Facilities Improvement Plan
- Complete 2021 Legislative Updates to Comprehensive Plan and Land and Water Development and Use Code (LAWDUC) as needed
- Complete audit and revisions to parking standards
- Complete audit and revisions to subdivision and partition procedures

**Budget Highlights**

Account 82-2070: During the COVID-19 pandemic and an increase in remote work, phone usage and subsequent charges have increased. It is likely that this trend will continue throughout FY 21-22, therefore a 1000% increase is requested in line item.

Account 82-2469: Because staff is able to utilize in-house counsel, the budget for specialized land use land services has been correspondingly reduced from \$25,000 in FY 20-21 to \$10,000 in FY 21-22.

Account 82-2471: Utilize savings from Legal Services (82-2469) and Administrative Costs (82-2473) to obtain land use planning contractual services to assist with staff report preparation. This would increase available staff time to focus on completion of the comprehensive plan update.

Account 82-2473: In FY 20-21, \$17,350 was budgeted to utilize 0.25 FTE for the Public Works GIS staff. This position has since been shifted to the general fund and no funding is required for FY 21-22.

Account 82-2852: When Code Compliance was separated into its own organizational unit, all vehicle expenses were also transferred. However, planning still utilizes these vehicles on occasion. The \$500 fuel request more accurately reflects the actual fuel usage by planning staff.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Land Use Permits	85,074	66,432	80,000	80,000	0	0%
Special Events Permit	0	0	1,000	0	(1,000)	- 100%
Code Enforcement Fines	0	1,198	0	0	0	0%
Public Records Request	398	787	300	300	0	0%
Lcdc Coastal Management	0	0	0	0	0	0%
Grant Young Memorial Grant	0	4,000	0	0	0	0%
Short-Term Rental Application	4,050	1,400	300	300	0	0%
Copy Fees	27	642	10	100	90	900%
Rev. Refunds & Reim.	154	6	50	50	0	0%
Admin Services Fees	1,355	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	295,160	251,930	266,200	390,890	124,690	46%
General Fund Support	177,498	385,114	276,080	287,030	10,950	3%
<b>Total Revenue:</b>	<b>563,742</b>	<b>711,510</b>	<b>623,940</b>	<b>758,670</b>	<b>134,730</b>	<b>21%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	376,774	459,697	352,600	428,430	75,830	21%
Personnel Benefits	138,296	201,678	172,490	221,960	49,470	28%
Materials & Services	48,672	50,136	98,850	108,280	9,430	9%
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%
<b>Total Expenditures:</b>	<b>563,742</b>	<b>711,510</b>	<b>623,940</b>	<b>758,670</b>	<b>134,730</b>	<b>21%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Community Development Director	0.85	0.85	0.55	0.55	0.00	0%
Planning Manager	1.00	1.00	1.00	1.00	0.00	0%
Senior Planner	0.00	0.00	0.00	1.00	1.00	100%
Planner	2.00	2.00	2.00	2.00	0.00	0%
Code Compliance Specialist	1.00	2.00	0.00	0.00	0.00	0%
Permit Technician I	1.00	1.00	1.00	0.95	(0.05)	- 5%
<b>Total Personnel:</b>	<b>5.85</b>	<b>6.85</b>	<b>4.55</b>	<b>5.50</b>	<b>0.95</b>	<b>20%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Application Completeness Review Completed in Less than 30 Days: 100%						100%
Notices of Decision Issued in Less than 120 Days:						90%
Complete Type II Applications Within 90 Days From Notice of Completeness:						75%

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Community Development Director	82-1082	89,064	99,722	69,780	75,110	5,330	7%
Planning Manager	82-1142	81,451	88,053	95,230	102,490	7,260	7%
Senior Planner	82-1627	0	0	0	74,480	74,480	100%
Planner	82-1630	108,014	117,298	126,830	117,190	(9,640)	- 7%
Code Compliance Specialist	82-1640	40,920	95,638	0	0	0	0%
Permit Technician I	82-1729	57,324	58,987	60,760	59,160	(1,600)	- 2%
Extra Help	82-1941	0	0	6,000	6,000	0	0%
Overtime	82-1945	0	0	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	28,364	34,412	27,690	33,310	5,620	20%
Retirement	82-1955	51,627	85,872	72,690	96,400	23,710	32%
Medical Waiver	82-1963	2,400	2,400	2,400	0	(2,400)	- 100%
Medical Insurance	82-1964	39,875	59,706	47,090	66,180	19,090	40%
Dental Insurance	82-1965	5,037	7,444	4,790	7,550	2,760	57%
HSA/HRA Contribution	82-1966	5,767	5,600	4,800	5,040	240	5%
Benefits Admin Fees	82-1967	124	143	100	170	70	70%
Life/AD&D Insurance	82-1970	481	559	380	460	80	21%
Salary Continuation Insur	82-1972	672	736	550	620	70	12%
S.A.I.F.	82-1975	3,539	4,324	4,640	4,790	150	3%
Unemployment	82-1980	410	482	360	440	80	22%
<b>Personnel Services Totals:</b>		<b>515,070</b>	<b>661,374</b>	<b>525,090</b>	<b>650,390</b>	<b>125,300</b>	<b>23%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,208	2,798	1,000	2,000	1,000	100%
Membership Fees And Dues	82-2370	1,951	2,630	3,010	2,850	(160)	- 5%
Office Supplies	82-2410	13,973	5,590	8,000	8,000	0	0%
Books And Periodicals	82-2413	292	390	1,500	1,500	0	0%
Postage And Freight	82-2419	4,341	5,313	5,000	5,000	0	0%
Printing And Reproduction	82-2425	4,445	6,875	6,000	11,000	5,000	83%
Legal Services	82-2469	4,204	5,219	25,000	10,000	(15,000)	- 60%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	3,913	1,981	10,000	42,280	32,280	322%
Administrative Costs	82-2473	650	4,006	17,350	0	(17,350)	- 100%
OIP CARES Expenses	82-2479	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	2,682	1,490	3,000	4,000	1,000	33%
Abatement	82-2730	0	328	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	1,182	1,083	0	500	500	100%
Vehicle Maintenance & Use	82-2923	123	103	0	0	0	0%

Summary Cont.							
Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Education And Training	82-2928	1,045	2,481	5,630	5,700	70	1%
Reimbursed Travel Expense	82-2930	2,954	2,820	10,360	9,950	(410)	- 3%
Planning Comm. Expenses	82-2935	908	0	500	500	0	0%
Refunds and Returns	82-3204	3,803	7,030	2,500	5,000	2,500	100%
<b>Materials &amp; Services Totals:</b>		<b>48,672</b>	<b>50,136</b>	<b>98,850</b>	<b>108,280</b>	<b>9,430</b>	<b>9%</b>
<b>Total Expenditures:</b>		<b>563,742</b>	<b>711,510</b>	<b>623,940</b>	<b>758,670</b>	<b>134,730</b>	<b>21%</b>

# 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

### FY 2021-21 Accomplishments

- \* Implemented Short-Term Rental hotline through LodgingRevs
- \* Instituted quarterly short-term rental meetings in Falcon Cove, Arch Cape and the Clatsop Plains planning areas
- \* Converted all open paper files to Accela electronic format
- \* Completed survey of code enforcement in all 36 counties in Oregon to identify best practices
- \* Developed user guide for Accela permitting and tracking software
- \* Implemented standard case tracking procedures and nomenclature
- \* Worked with IT/GIS staff to integrate code compliance cases in Webmaps layer
- \* Purchased tablets for field work and onsite data entry
- \* Created custom reports for Accela case tracking
- \* Began using Click to Mail for mass mailings, implementing postage savings
- \* Begin using Electronic Certified Mail Program, implementing postage savings
- \* Total cases opened: 90
- \* Total cases closed: 58
- \* Staffed COVID hotline

## Performance Measures

Cases Resolved Through Voluntary Compliance: 85% of cases  
 Cases Resolved Within 12 Months: 75% of cases  
 Cases Opened  
 Cases Closed

The first two performance measures are new measures developed to supplement the existing performance measures of "Cases Opened" and "Cases Closed". The old performance measures were merely quantitative and did not fully reflect the actual work that Code Compliance staff does.

## Budget Highlights

Because FY 20-21 was the first year that code compliance operated as a separate organizational unit, revenues and expenses were best-guess estimates. Now that there is almost a full year's worth of data, revenues and expenses can be more finely tuned to align more closely with reality. Notable budget changes are below:

Account 82-2410: Reduced as tablets for field work were purchased in FY 20/21

Account 82-2928: Increase to account for certification costs for two specialists with the American Association of Code Enforcement. These classes and the associated certification tests can be completed online.

Accounts 81-1408 and 82-2735: These are new accounts. The accounts are to be used to record expenditures paid for by the use of code compliance fees that have been previously collected and deposited into a separate trust account.

Account 82-2730: Abatement is used for recording fees for compliance orders. No abatement fees were used in FY 20-21. The amount requested has been reduced \$750 to reflect that this account may not require as much funding as initially anticipated.

Account 82-2923: Vehicle Maintenance & Use includes activities such as oil changes, wiper replacement and tire replacement. In FY 20-21, the projected expenses are \$120. However, no vehicle tires were replaced during this fiscal year. A 50% reduction is requested to better reflect known expenses.

Account 82-2930: Corresponding with a one-time increase to Account 82-2928, a temporary one-time decrease to reimbursable travel expenses is requested.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Code Enforcement Fines	0	0	1,000	0	(1,000)	- 100%
Nuisance Abatement Fees from T	0	0	0	500	500	100%
Public Records Request	0	0	100	100	0	0%
General Fund Support	0	0	275,320	310,490	35,170	12%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>276,420</b>	<b>311,090</b>	<b>34,670</b>	<b>12%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	160,710	175,510	14,800	9%
Personnel Benefits	0	0	84,480	90,990	6,510	7%
Materials & Services	0	0	31,230	44,590	13,360	42%
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%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>276,420</b>	<b>311,090</b>	<b>34,670</b>	<b>12%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Community Development Director	0.00	0.00	0.30	0.30	0.00	0%
Code Compliance Specialist	0.00	0.00	2.00	2.00	0.00	0%
Permit Technician I	0.00	0.00	0.00	0.05	0.05	100%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.00</b>	<b>2.30</b>	<b>2.35</b>	<b>0.05</b>	<b>2%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Cases Resolved Through Voluntary Compliance						75%
Cases Resolved Within 12 Months						85%
Cases Opened			45	50	92	90
Cases Closed			44	49	75	70

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Community Development Director	82-1082	0	0	38,060	40,970	2,910	7%
Code Compliance Specialist	82-1640	0	0	122,650	131,430	8,780	7%
Permit Technician I	82-1729	0	0	0	3,110	3,110	100%
F.I.C.A.	82-1950	0	0	12,290	13,430	1,140	9%
Retirement	82-1955	0	0	29,090	35,400	6,310	21%
Medical Insurance	82-1964	0	0	34,350	33,240	(1,110)	- 3%
Dental Insurance	82-1965	0	0	3,930	4,280	350	8%
HSA/HRA Contribution	82-1966	0	0	1,800	1,810	10	0%
Benefits Admin Fees	82-1967	0	0	40	90	50	125%
Life/AD&D Insurance	82-1970	0	0	180	190	10	5%
Salary Continuation Insur	82-1972	0	0	210	210	0	0%
S.A.I.F.	82-1975	0	0	2,430	2,160	(270)	- 11%
Unemployment	82-1980	0	0	160	180	20	12%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>245,190</b>	<b>266,500</b>	<b>21,310</b>	<b>8%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	0	1,500	1,500	0	0%
Membership Fees And Dues	82-2370	0	0	230	230	0	0%
Office Supplies	82-2410	0	0	3,100	2,500	(600)	- 19%
Postage And Freight	82-2419	0	0	1,500	1,200	(300)	- 20%
Printing And Reproduction	82-2425	0	0	1,000	400	(600)	- 60%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	15,000	23,810	8,810	58%
Med., Dent., & Lab Ser.	82-2504	0	0	100	100	0	0%
Publi. And Legal Notices	82-2600	0	0	500	250	(250)	- 50%
Small Tools And Instrum.	82-2710	0	0	1,000	750	(250)	- 25%
Abatement	82-2730	0	0	2,000	8,650	6,650	332%
Nuisance Abatement - Trust Acc	82-2735	0	0	0	500	500	100%
Fuel - Vehicles	82-2852	0	0	1,500	1,500	0	0%
Vehicle Maintenance & Use	82-2923	0	0	2,000	1,000	(1,000)	- 50%
Education And Training	82-2928	0	0	400	1,700	1,300	325%
Reimbursed Travel Expense	82-2930	0	0	1,400	500	(900)	- 64%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>31,230</b>	<b>44,590</b>	<b>13,360</b>	<b>42%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>276,420</b>	<b>311,090</b>	<b>34,670</b>	<b>12%</b>

# 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.

## 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 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 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

The 2020 Covid-19 pandemic caused disruptions to many areas of local enterprise. The needs of the building industry did not change, but the method of delivering services required numerous adjustments. The Building Codes Division successfully provided essential services by implementing remote inspection protocols, electronic plan submittal and review, and ePermitting processes. The 2019 departmental decision to implement the Accela ePermitting program has proven successful by assisting the building industry and supporting local enterprise consistent with our stated mission. The Clatsop County IT department provided critical support and assistance in successfully implementing this program change.

## Performance Measures

The Building Codes Division is projected to: complete 5,000 individual inspections, drive 38,000 accident free miles, complete 357 plan reviews, and issue 2,150 permits. In addition, the Building Codes Division reviewed plumbing submittals for the cities of Warrenton and Astoria in addition to providing mutual aid due to staff vacancies.

## Budget Highlights

81-7074 City of Warrenton Inter-Governmental Agreement - The revenue decrease is due to the city successfully hiring a full time Building Official. IGA activity will decrease.

82-2024 Clothing and Uniform - This new account is for building inspector boot allowance per contract agreement.

82-2070 Telephones - This increase reflects changing needs for field inspection cell phone usage, data, and technology.

82-2220 Credit Card Fees - This increase reflects the cost of credit card payments accepted through the ePermitting program.

82-3210 Indirect Cost Allocation - This decrease primarily reflects changes in IT support as the previous year included IT staff time in implementing the ePermitting program.

82-8101 Fleet Replacement - The vehicle scheduled for replacement in the 20/21 budget did not occur. Due to decreased usage, this account will not receive transfer money in the 21/22 cycle.

82-8100 Exchange Remodel - This reflects the cost of implementing safety measures to the public counter area.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	1,073,570	1,340,046	1,199,460	1,308,260	108,800	9%
Licenses & Permits	933,183	513,291	550,000	550,000	0	0%
Electrical Permits	0	206,035	200,000	200,000	0	0%
ASD Excise Tax Handling Fee	1,227	933	800	800	0	0%
Interest On Investments	30,800	27,612	14,000	10,000	(4,000)	- 28%
Public Records Request	648	924	700	200	(500)	- 71%
State Minor Label Program	0	3,150	3,090	3,000	(90)	- 2%
CARES Act Reimbursement	0	5,007	0	0	0	0%
Short-Term Rental Application	20,250	7,500	6,000	4,000	(2,000)	- 33%
City of Astoria IGA	23,383	6,973	7,000	7,000	0	0%
City of Warrenton IGA	2,511	3,874	7,000	2,000	(5,000)	- 71%
City of Seaside IGA	225	0	0	0	0	0%
City of Gearhart IGA	0	0	0	0	0	0%
City of Cannon Beach IGA	0	0	0	0	0	0%
Copy Fees	598	81	1,000	500	(500)	- 50%
Franchise Fees	750	750	750	750	0	0%
Rev. Refunds & Reim.	105	26	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>2,087,250</b>	<b>2,116,203</b>	<b>1,989,800</b>	<b>2,086,510</b>	<b>96,710</b>	<b>4%</b>
<b>Total Unappropriated Budget:</b>	<b>1,340,046</b>	<b>1,285,944</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>747,204</b>	<b>830,260</b>	<b>1,989,800</b>	<b>2,086,510</b>	<b>96,710</b>	<b>4%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	399,380	446,332	453,600	470,060	16,460	3%
Personnel Benefits	210,128	243,968	269,910	268,560	(1,350)	- 0%
Materials & Services	104,797	117,959	192,240	168,440	(23,800)	- 12%
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	32,900	22,000	30,080	66,700	36,620	121%
Contingency	0	0	1,043,970	1,112,750	68,780	6%
<b>Total Expenditures:</b>	<b>747,204</b>	<b>830,260</b>	<b>1,989,800</b>	<b>2,086,510</b>	<b>96,710</b>	<b>4%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Community Development Director	0.15	0.15	0.15	0.15	0.00	0%
Inspector	3.00	3.00	3.00	3.00	0.00	0%
Permit Technician I	1.00	1.00	0.00	0.00	0.00	0%
Permit Technician II	0.00	0.00	1.00	1.00	0.00	0%
Building Official	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Permits Issued	2141	2116	2157	2100	2150	2150
Inspections	9778	10523	9658	9500	5000	5000
Plan Reviews	222	204	200	250	350	350
Requested Inspections Done by Next Business Day	Percent	97%	99%	99%	99%	99%
Plan Reviews Completed within Required Timeframe	Percent	95%	95%	95%	95%	95%
Permits Issued Within the Same Day	Percent	85%	85%	85%	85%	85%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Community Development Director	82-1082	15,717	17,597	19,030	20,480	1,450	7%
Code Compliance Specialist	82-1640	0	0	0	0	0	0%
Inspector	82-1728	220,403	239,858	251,710	262,140	10,430	4%
Permit Technician I	82-1729	57,324	24,578	0	0	0	0%
Permit Technician II	82-1730	0	51,780	66,970	68,650	1,680	2%
Building Official	82-1732	105,935	112,519	115,890	118,790	2,900	2%
Extra Help - Inspectors	82-1925	9,092	7,387	15,000	15,000	0	0%
Overtime	82-1945	1,073	1,231	4,000	4,000	0	0%
Performance Pay	82-1948	3,178	0	0	0	0	0%
F.I.C.A.	82-1950	30,372	33,469	36,160	37,410	1,250	3%
Retirement	82-1955	67,126	94,805	96,250	105,330	9,080	9%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	79,080	85,251	95,290	84,070	(11,220)	- 11%
Dental Insurance	82-1965	7,225	7,644	8,240	8,080	(160)	- 1%
HSA/HRA Contribution	82-1966	7,650	8,650	7,150	7,650	500	6%
Benefits Admin Fees	82-1967	156	226	180	230	50	27%
Life/AD&D Insurance	82-1970	427	430	420	420	0	0%
Salary Continuation Insur	82-1972	528	536	540	540	0	0%
S.A.I.F.	82-1975	3,818	3,906	6,210	5,340	(870)	- 14%
Unemployment	82-1980	403	432	470	490	20	4%
Personnel Services	82-1985	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>609,507</b>	<b>690,300</b>	<b>723,510</b>	<b>738,620</b>	<b>15,110</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	0	0	0	700	700	100%
Telephones	82-2070	3,983	5,533	4,500	6,000	1,500	33%
Insurance	82-2200	4,442	4,993	6,240	6,710	470	7%
Credit Card Fees	82-2220	0	6,277	9,000	20,000	11,000	122%
Membership Fees And Dues	82-2370	375	1,275	1,400	1,630	230	16%
Office Supplies	82-2410	1,547	1,120	1,500	1,500	0	0%
Books And Periodicals	82-2413	1,982	2,975	5,000	5,000	0	0%
Postage And Freight	82-2419	610	401	1,000	1,000	0	0%
Printing And Reproduction	82-2425	2,683	1,515	2,500	2,000	(500)	- 20%
Office Furniture & Equipment	82-2454	11,118	4,780	5,000	5,000	0	0%
PC Equipment	82-2455	1,040	8,884	8,000	8,000	0	0%
Legal Services	82-2469	0	0	1,000	1,000	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
City of Astoria IGA	82-2540	75	0	0	0	0	0%
City of Gearhart IGA	82-2541	0	0	0	0	0	0%

Summary Cont.							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
City of Seaside IGA	82-2542	0	0	0	0	0	0%
City of Warrenton IGA	82-2543	94	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	2,075	500	3,000	3,000	0	0%
Small Tools And Instrum.	82-2710	763	631	600	600	0	0%
Fuel - Vehicles	82-2852	4,741	3,365	4,000	3,000	(1,000)	- 25%
Vehicle Maintenance & Use	82-2923	1,112	1,176	3,000	3,000	0	0%
Education And Training	82-2928	1,774	3,714	13,000	13,000	0	0%
Reimbursed Travel Expense	82-2930	153	2,080	10,000	10,000	0	0%
Refunds and Returns	82-3204	3,031	3,142	5,000	5,000	0	0%
Indirect Cost Allocation	82-3210	63,200	65,600	108,500	72,300	(36,200)	- 33%
<b>Materials &amp; Services Totals:</b>		<b>104,797</b>	<b>117,959</b>	<b>192,240</b>	<b>168,440</b>	<b>(23,800)</b>	<b>- 12%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	0	0	0	66,700	66,700	100%
Transfer to Fleet Replacement	82-8101	32,900	22,000	30,080	0	(30,080)	- 100%
<b>Transfers Out Totals:</b>		<b>32,900</b>	<b>22,000</b>	<b>30,080</b>	<b>66,700</b>	<b>36,620</b>	<b>121%</b>
<b>Contingencies</b>							
Approp. for Contg. - Gen.	82-9901	0	0	1,043,970	1,112,750	68,780	6%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,043,970</b>	<b>1,112,750</b>	<b>68,780</b>	<b>6%</b>
<b>Total Expenditures:</b>		<b>747,204</b>	<b>830,260</b>	<b>1,989,800</b>	<b>2,086,510</b>	<b>96,710</b>	<b>4%</b>

### Building Codes Division

Department Priority:	1										
Location:	800 Exchange St.										
Link to Other Project(s):	Strategic Plan Increased Security Measures										
Description:	Installation of interior security doors, bulletproof glass for interior windows and doors, bulletproof glass for counter partitions, metal sheeting below the public counter and pass-through trays. This may require demolition of all or part of the existing counter and the installation of a new counter to accommodate the safety glass partitions and metal plates.										
Justification:	A recently made threat has highlighted and advanced the need to install additional safety measures to protect staff to the greatest extent possible . Because some department activities (code compliance, review of projects opposed by residents, or failed building inspections) can cause emotional responses in certain people, the threat of violence is becoming increasingly likely and real.										
Alternatives:	Do not install safety measures or phase installation of safety measures over a period of several years.										
Operating Impact:	While installation of the safety measures will not impact operations, it will impact employee morale. As mentioned above, a recently-received threat has highlighted the fact that today's society is becoming increasingly violent. Because Community Development is a public-facing department, the risk to staff is higher than departments that have less interaction with the public .										
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:                            66,700 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>66,700</b>	<table style="margin-left: auto; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; padding: 2px 10px;">Total</td> <td style="border-bottom: 1px solid black; padding: 2px 10px;">66,700</td> </tr> <tr> <td style="padding: 2px 10px;">0</td> <td style="padding: 2px 10px;">0</td> </tr> <tr> <td style="padding: 2px 10px;">0</td> <td style="padding: 2px 10px;">0</td> </tr> <tr> <td style="border-top: 1px solid black; padding: 2px 10px;"><b>66,700</b></td> <td style="border-top: 1px solid black; padding: 2px 10px;"><b>66,700</b></td> </tr> </table>	Total	66,700	0	0	0	0	<b>66,700</b>	<b>66,700</b>
Total	66,700										
0	0										
0	0										
<b>66,700</b>	<b>66,700</b>										

# 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

In 2020-2021 the Board entered into a two-year contract with the Lower Columbia Tourism Committee (LCTC) to promote tourism throughout Clatsop County. The LCTC will be working exclusively with Oregon's North Coast Marketing Coalition in accordance with ORS 320.300 - 320.350 accomplish the following:

- 1) Conduct strategic planning and the necessary research to stimulate future tourism development with a focus on the shoulder seasons of Clatsop County;
- 2) Advertise, publicize, and/or distribute information for the purpose of attracting and welcoming tourists throughout Clatsop County;
- 3) Market special events and festivals designed to attract tourists county-wide; and
- 4) Provide an annual plan to the Board of County Commissioners on how these funds will be spent, in addition to the outcomes of how the prior year's funds were utilized.

## Budget Highlights

When budgeting for the 2020-2021 FY the potential impacts of the COVID-19 pandemic were unknown and at the time transient lodging had been shutdown in the unincorporated areas in an effort to try to limit the potential spread of the virus and the local impacts it would have on the county hospital systems so staff anticipated a decrease in TRT revenues. However, despite the COVID environment TRT revenues came in above what was budgeted and in line with prior year collections. The amount that is budgeted for tourism promotion in the 2021-2022 FY reflects the increased TRT collections that will be utilized by LCTC which will include visitor education to promote "leave no trace" tourism in Clatsop County per the Board goal on environmental quality. Additionally, funds will be used within county departments for tourism projects that include promoting the Fairgrounds to the greater Oregon area as an event space, capital construction of improved real property for restroom facilities at County Parks, and a fire education program to educate visitors to Clatsop County on the fire dangers associated with fire works as well as beach and camping fires.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	88,960	236,200	147,240	165%
Room Tax	125,071	188,307	75,000	215,000	140,000	186%
Short-Term Rental Application	0	4,900	500	500	0	0%
Room Tax Determination Fees	0	250	100	100	0	0%
Rm Tax Lien/Warrant Fees	0	586	500	100	(400)	- 80%
General Fund Support	(65,461)	(30,251)	0	70,000	70,000	0%
<b>Total Revenue:</b>	<b>59,610</b>	<b>163,792</b>	<b>165,060</b>	<b>521,900</b>	<b>356,840</b>	<b>216%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	36,713	37,960	40,860	2,900	7%
Personnel Benefits	0	21,310	22,990	24,240	1,250	5%
Materials & Services	80	4,770	5,950	355,800	349,850	5879%
Special Payments	59,530	101,000	98,160	4,000	(94,160)	- 95%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	97,000	97,000	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>59,610</b>	<b>163,792</b>	<b>165,060</b>	<b>521,900</b>	<b>356,840</b>	<b>216%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Tax Technician - A&T	0.00	0.00	0.70	0.70	0.00	0%
Staff Assistant	0.00	0.70	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
New Accounts Registered	Count	28	25	977	74	30	30
Number of Quarterly Billings	Count	0	716	2,601	2,855	2,850	2,850
Liens Recorded	Count	0	13	6	1	2	20
Gross Revenue Collected	Count	0	628,752	627,693	2,176,036	2,100,000	2,100,000
Determinations Sent	Count	0	6	6	1	1	1
Delinquent Notices	Count	0	165	344	639	600	600
Short Term Rental Permits Received-County	Count	0	0	73	21	10	10
Short Term Rental Applications Approved-County	Count	0	0	119	25	10	10
Short Term Rentals Closed-County	Count	0	0	29	5	5	5
Unincorporated Accounts	Count	0	0	1,075	0	194	200
Incorporated Accounts	Count	0	0	396	870	870	870
Neighbor Notification Requests	Count	0	0	9	25	10	10
Neighbors Notified	Count	0	0	286	355	100	100

### Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Tax Technician - A&T	82-1103	0	0	37,960	40,860	2,900	7%
Staff Assistant	82-1191	0	36,713	0	0	0	0%
F.I.C.A.	82-1950	0	2,562	2,900	3,130	230	7%
Retirement	82-1955	0	6,661	6,870	8,240	1,370	19%
Medical Insurance	82-1964	0	9,517	10,570	10,130	(440)	- 4%
Dental Insurance	82-1965	0	968	1,040	1,120	80	7%
HSA/HRA Contribution	82-1966	0	1,400	1,400	1,400	0	0%
Benefits Admin Fees	82-1967	0	11	10	20	10	100%
Life/AD&D Insurance	82-1970	0	53	50	50	0	0%
Salary Continuation Insur	82-1972	0	51	50	50	0	0%
S.A.I.F.	82-1975	0	50	60	60	0	0%
Unemployment	82-1980	0	37	40	40	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>58,023</b>	<b>60,950</b>	<b>65,100</b>	<b>4,150</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Room Tax Lien Recording Fees	82-2236	0	170	300	300	0	0%
Postage And Freight	82-2419	0	3,031	3,300	3,300	0	0%
Printing And Reproduction	82-2425	0	1,568	2,000	2,000	0	0%
Contractual Services	82-2471	0	0	350	350,200	349,850	99957%
Publi. And Legal Notices	82-2600	80	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>80</b>	<b>4,770</b>	<b>5,950</b>	<b>355,800</b>	<b>349,850</b>	<b>5879%</b>
<b>Special Payments</b>							
Historical Society	82-3202	4,000	4,000	4,000	4,000	0	0%
Cont. To Outside Agencies	82-3575	55,530	97,000	94,160	0	(94,160)	- 100%
<b>Special Payments Totals:</b>		<b>59,530</b>	<b>101,000</b>	<b>98,160</b>	<b>4,000</b>	<b>(94,160)</b>	<b>- 95%</b>
<b>Transfers Out</b>							
Transfer to Fair & Expo	82-8020	0	0	0	2,500	2,500	100%
Transfer to Parks	82-8021	0	0	0	2,500	2,500	100%
Transfer to Special Projects	82-8100	0	0	0	92,000	92,000	100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>97,000</b>	<b>97,000</b>	<b>100%</b>
<b>Total Expenditures:</b>		<b>59,610</b>	<b>163,792</b>	<b>165,060</b>	<b>521,900</b>	<b>356,840</b>	<b>216%</b>

# 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 FY2020/2021, the department reared and released 2,110,000 Spring Chinook salmon smolts and 2,230,000 Coho smolts at the Blind Slough, South Fork Hatchery, Tongue Point and Youngs Bay locations.

## Performance Measures

The FY2021/2022 workload measure department goals are to receive and rear 2,175,000 spring Chinook at three locations, receive and rear 2,315,000 Coho at four locations. The Select Area Bright fall Chinook egg collection has been moved to the ODFW North Fork Klaskanine Hatchery due to changed release strategies. Clatsop County Fisheries North Fork Klaskanine Hatchery will continue to serve as a backup for Coho egg collection FY2021/2022; no collection planned at Clatsop County Fisheries this year.

## Budget Highlights

The FY2021/2022 budget for Clatsop County Fisheries (CCF) is about the same as last fiscal year. 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 \$4,940 from last fiscal year. This includes a 3% COLA, along with scheduled step increases to employees, increased medical and PERS costs.
- 2) The Fishermen's Assessment revenue estimate is significantly lower than past years. The department has not received contributions from several area major processors. An increase in Fisherman participation is not expected.
- 3) Fish food prices are subject to changes twice per year; January 1 and July 1.
- 4) An increase of \$4,400 in Indirect Cost line item.
- 5) Due to stagnant and decreased of funding sources, the department will continue to budget \$5,000 to Maintenance SIG and \$10,000 to Special Projects line items from contingencies.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	237,134	255,930	260,000	305,950	45,950	17%
Interest On Investments	4,853	3,863	3,000	1,500	(1,500)	- 50%
St. - Fish And Wildlife	286,115	265,742	270,590	263,270	(7,320)	- 2%
St.- Restoration & Enhance	0	0	0	0	0	0%
BPA Safe	452,061	483,249	486,410	479,560	(6,850)	- 1%
ODF&W Sample Contract	21,549	22,967	24,320	24,620	300	1%
CARES Act Reimbursement	0	0	0	0	0	0%
Fisheries Contributions	3,089	929	1,000	1,000	0	0%
Rev. Refunds & Reim.	338	349	380	380	0	0%
Miscellaneous Revenue	40	0	0	0	0	0%
Insurance Loss Proceeds	0	1,349	0	0	0	0%
<b>Total Revenue:</b>	<b>1,005,181</b>	<b>1,034,377</b>	<b>1,045,700</b>	<b>1,076,280</b>	<b>30,580</b>	<b>2%</b>
<b>Total Unappropriated Budget:</b>	<b>255,930</b>	<b>259,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>749,251</b>	<b>775,366</b>	<b>1,045,700</b>	<b>1,076,280</b>	<b>30,580</b>	<b>2%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	350,336	372,035	382,670	388,740	6,070	1%
Personnel Benefits	188,750	214,318	235,150	234,020	(1,130)	- 0%
Materials & Services	210,164	189,013	210,190	231,660	21,470	10%
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	217,690	221,860	4,170	1%
<b>Total Expenditures:</b>	<b>749,251</b>	<b>775,366</b>	<b>1,045,700</b>	<b>1,076,280</b>	<b>30,580</b>	<b>2%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.05	0.03	(0.03)	- 50%
Staff Assistant	0.65	0.65	0.65	0.65	0.00	0%
Fisheries Project Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Fisheries Biologist	1.00	1.00	1.00	1.00	0.00	0%
Fish Culturist	3.00	3.00	3.00	3.00	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
<b>Total Personnel:</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>	<b>6.18</b>	<b>(0.03)</b>	<b>- 0%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Spring Chinook pre-smolts received and reared at three location	1,400,00	1,459,59	1,615,699	2,020,000	2,110,000	2,175,000
Coho fingerlings/pre-smolts received and reared at four locations	1,238,44	2,534,68	1,957,142	2,050,000	2,230,000	2,315,000
SAB fall Chinook eggs collected	334,056	61,600	0	0	0	0
Coho eggs collected	360,000	180,000	106,336	292,000	0	0

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Works Director	82-1088	5,319	5,643	6,100	3,280	(2,820)	- 46%
Staff Assistant	82-1191	26,570	28,990	31,340	33,730	2,390	7%
Fisheries Project Supervisor	82-1601	64,888	70,108	75,820	81,600	5,780	7%
Fisheries Biologist	82-1610	56,416	58,052	59,790	61,290	1,500	2%
Fish Culturist	82-1612	153,689	165,787	162,620	158,640	(3,980)	- 2%
Natural Resource Mgr	82-1620	43,454	43,455	47,000	50,200	3,200	6%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	1,500	1,500	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	25,419	27,065	29,450	29,910	460	1%
Retirement	82-1955	61,096	82,952	84,780	89,390	4,610	5%
Medical Waiver	82-1963	781	780	780	780	0	0%
Medical Insurance	82-1964	74,763	78,803	88,510	83,680	(4,830)	- 5%
Dental Insurance	82-1965	8,336	8,443	9,040	9,700	660	7%
HSA/HRA Contribution	82-1966	8,100	8,100	8,100	8,050	(50)	- 0%
Benefits Admin Fees	82-1967	141	117	150	120	(30)	- 20%
Life/AD&D Insurance	82-1970	537	536	520	520	0	0%
Salary Continuation Insur	82-1972	658	675	680	680	0	0%
S.A.I.F.	82-1975	8,498	6,494	11,260	9,300	(1,960)	- 17%
Unemployment	82-1980	420	354	380	390	10	2%
<b>Personnel Services Totals:</b>		<b>539,087</b>	<b>586,353</b>	<b>617,820</b>	<b>622,760</b>	<b>4,940</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	1,014	1,202	1,250	1,250	0	0%
Telephones	82-2070	1,472	1,642	2,000	1,200	(800)	- 40%
Food	82-2130	89,424	91,746	108,480	116,660	8,180	7%
Field Supplies	82-2165	5,943	5,280	2,000	2,000	0	0%
Insurance	82-2200	6,118	11,203	11,700	11,700	0	0%
License And Permit Fees	82-2240	3,773	3,863	4,040	4,420	380	9%
Maintenance - Equipment	82-2260	0	132	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	46,790	9,699	7,710	14,000	6,290	81%
Employee Drug Screen	82-2302	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	120	120	130	130	0	0%
Office Supplies	82-2410	287	755	700	700	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	374	316	600	600	0	0%
Printing And Reproduction	82-2425	290	146	800	800	0	0%
PC Equipment	82-2455	520	1,998	900	900	0	0%
Legal Services	82-2469	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Contractual Services	82-2471	0	3,140	0	3,140	3,140	100%
Administrative Costs	82-2473	422	421	450	450	0	0%
Advertising	82-2605	0	0	100	100	0	0%
Rents And Leases - Equip.	82-2630	7,606	7,541	8,060	7,840	(220)	- 2%
Rts. & Lea. - S., I. & G.	82-2670	3,684	3,792	3,920	4,020	100	2%
Meetings/ Hosting	82-2750	6	21	300	300	0	0%
Fuel - Equipment	82-2851	1,541	547	800	800	0	0%
Fuel - Vehicles	82-2852	635	559	800	800	0	0%
Fuel - Boats	82-2853	146	54	200	200	0	0%
Safety Program	82-2862	300	0	500	500	0	0%
Special Projects	82-2881	0	3,188	10,000	10,000	0	0%
Vehicle Maintenance & Use	82-2923	5,749	4,634	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%
Reimbursed Travel Expense	82-2930	50	16	2,000	2,000	0	0%
Indirect Cost Allocation	82-3210	32,400	35,500	35,500	39,900	4,400	12%
<b>Materials &amp; Services Totals:</b>		<b>210,164</b>	<b>189,013</b>	<b>210,190</b>	<b>231,660</b>	<b>21,470</b>	<b>10%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	217,690	221,860	4,170	1%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>217,690</b>	<b>221,860</b>	<b>4,170</b>	<b>1%</b>
<b>Total Expenditures:</b>		<b>749,251</b>	<b>775,366</b>	<b>1,045,700</b>	<b>1,076,280</b>	<b>30,580</b>	<b>2%</b>

# 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 Community Development Department, the not-for-profit Clatsop Economic Development Resources (CEDR), 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 annually to Clatsop Economic Development Resources (CEDR) to support small business development. This funding has been especially important during the COVID-19 pandemic.

**SMALL BUSINESS AND HOME OCCUPATION ESTABLISHMENT:** Community Development staff continue to provide regular support to customers trying to find appropriate properties for their business or who are opening or building a business.

**PERMIT REVIEW AND STREAMLINING:** Community Development staff continues to review its procedures in order to reduce unintended and unnecessary regulatory obstacles to commercial and industrial development within the county's development code.

## Performance Measures

**ARTS AND ECONOMIC DEVELOPMENT STUDY UPDATE:** This study was originally commissioned in 2016 and completed in 2017. The Arts Council will undertake an update of this study, which identifies the direct and indirect income generated by the arts in Clatsop County.

**SECOND ANNUAL ARTS SUMMIT:** The Arts Council will continue to build on the success of its first Arts Summit, which was held in November 2019. The Arts Summit will assist local artists in establishing and operating their own arts-related businesses.

## Budget Highlights

The Video Lottery Fund allocation is an estimate based on the expectation that the fund will at least remain constant based on video lottery sales within the county. During the coronavirus pandemic, when restaurants and bars were closed or severely limited with regard to occupancy levels, video lottery proceeds were uncertain. Based on the payments received by the County during the first three quarters of FY 20-21, it appears that the FY 21-22 beginning balance will be significantly larger than in previous years.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	58,086	25,625	94,700	129,890	35,190	37%
Interest On Investments	1,440	1,138	600	500	(100)	- 16%
St-Video Lottery Proceeds	340,509	368,985	330,000	350,000	20,000	6%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations from Trust Fund	0	1,710	3,000	3,000	0	0%
<b>Total Revenue:</b>	<b>400,036</b>	<b>397,458</b>	<b>428,300</b>	<b>483,390</b>	<b>55,090</b>	<b>12%</b>
<b>Total Unappropriated Budget:</b>	<b>25,625</b>	<b>64,182</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>374,411</b>	<b>333,276</b>	<b>428,300</b>	<b>483,390</b>	<b>55,090</b>	<b>12%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	9,251	11,346	22,100	22,500	400	1%
Special Payments	70,000	70,000	140,000	70,000	(70,000)	- 50%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	295,160	251,930	266,200	390,890	124,690	46%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>374,411</b>	<b>333,276</b>	<b>428,300</b>	<b>483,390</b>	<b>55,090</b>	<b>12%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Arts Council	82-2256	356	1,119	5,000	5,000	0	0%
Maintenance Supplies	82-2259	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	7,995	7,624	8,100	8,500	400	4%
Office Supplies	82-2410	0	93	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	1,710	3,000	3,000	0	0%
Indirect Cost Allocation	82-3210	900	800	1,000	1,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>9,251</b>	<b>11,346</b>	<b>22,100</b>	<b>22,500</b>	<b>400</b>	<b>1%</b>
<b>Special Payments</b>							
Economic Development	82-3009	70,000	70,000	70,000	70,000	0	0%
Economic Activities Opportunit	82-3015	0	0	70,000	0	(70,000)	- 100%
FEMA Flood Study Review	82-3194	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>70,000</b>	<b>70,000</b>	<b>140,000</b>	<b>70,000</b>	<b>(70,000)</b>	<b>- 50%</b>
<b>Transfers Out</b>							
Transfer to Planning	82-8004	295,160	251,930	266,200	390,890	124,690	46%
<b>Transfers Out Totals:</b>		<b>295,160</b>	<b>251,930</b>	<b>266,200</b>	<b>390,890</b>	<b>124,690</b>	<b>46%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>374,411</b>	<b>333,276</b>	<b>428,300</b>	<b>483,390</b>	<b>55,090</b>	<b>12%</b>

# 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

County Staff hired the Architecture firm of Mackenzie to perform a feasibility study on the North Coast Business Park .

## Budget Highlights

Any revenues from future land sales will roll into future year beginning balances.  
County staff is planning to do additional work of filling upland areas following the previous clearing of trees .

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	3,773,933	3,904,615	3,408,930	3,224,720	(184,210)	- 5%
Land Sales	87,600	461,168	463,200	0	(463,200)	- 100%
Interest On Investments	97,296	82,920	70,000	35,000	(35,000)	- 50%
ODOT Immediate Opportunity Gra	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>3,958,828</b>	<b>4,448,703</b>	<b>3,942,130</b>	<b>3,259,720</b>	<b>(682,410)</b>	<b>- 17%</b>
<b>Total Unappropriated Budget:</b>	<b>3,904,615</b>	<b>3,338,362</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>54,213</b>	<b>1,110,341</b>	<b>3,942,130</b>	<b>3,259,720</b>	<b>(682,410)</b>	<b>- 17%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	49,304	206,026	121,100	104,400	(16,700)	- 13%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	4,909	904,316	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	3,821,030	3,155,320	(665,710)	- 17%
<b>Total Expenditures:</b>	<b>54,213</b>	<b>1,110,341</b>	<b>3,942,130</b>	<b>3,259,720</b>	<b>(682,410)</b>	<b>- 17%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Personnel Services	82-1985	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
License And Permit Fees	82-2240	1,858	0	0	0	0	0%
NC Business Park Development	82-2466	29,178	107,994	100,000	100,000	0	0%
NC Bus. Park Wetlands Mitig.	82-2467	236	39,497	15,000	0	(15,000)	- 100%
Contractual Services	82-2471	10,132	54,924	0	0	0	0%
Advertising	82-2605	0	111	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	7,900	3,500	6,100	4,400	(1,700)	- 27%
<b>Materials &amp; Services Totals:</b>		<b>49,304</b>	<b>206,026</b>	<b>121,100</b>	<b>104,400</b>	<b>(16,700)</b>	<b>- 13%</b>
<b>Special Payments</b>							
Economic Development	82-3009	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Land	82-4000	0	0	0	0	0	0%
SE Ensign Lane	82-4010	0	0	0	0	0	0%
Structures & Improvements	82-4100	4,909	904,316	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>4,909</b>	<b>904,316</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	3,821,030	3,155,320	(665,710)	- 17%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>3,821,030</b>	<b>3,155,320</b>	<b>(665,710)</b>	<b>- 17%</b>
<b>Total Expenditures:</b>		<b>54,213</b>	<b>1,110,341</b>	<b>3,942,130</b>	<b>3,259,720</b>	<b>(682,410)</b>	<b>- 17%</b>

## 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

The Code Modernization and Comprehensive Plan update is a multi-year project that will be moving into its third year during the 2021-2022 FY. There are a total of 18 goals in the Comprehensive Plan and at the completion of FY 2020-2021 9 of those goals have been completed, which includes Goal 5 that alone addresses 13 different resources and took up a significant amount of time.

Though construction on the jail in Warrenton was delayed, significant progress was made on getting the project within the Guaranteed Maximum Price while still meeting the minimum of a 148 beds and having a total of 7 classifications.

### Budget Highlights

The 2020-2021 FY Special Projects budget included the addition/remodel of the new 148 bed jail being constructed in Warrenton. Unfortunately, due to a number of factors including the COVID-19 Pandemic this work was delayed and the majority of this work will now take place in the 2021-2022 FY with substantial completion by September of 2022. There are a number of other significant projects included in the 21-22 FY budget:

- Development of the Westport boat ramp, transient boat docks and restroom
- Construction of a restroom at Klootchey Creek Park
- Security upgrades in the District Attorney's Office as well as Public Health and Community Development departments
- Installation of a new county-wide phone system
- Hiring a consultant to do a space planning feasibility study for County facilities
- Hiring a consultant to establish benchmarking/performance measures for budgeting purposes
- Addressing various aspects of the adopted strategic planning goals to address: housing, broadband infrastructure, and environmental quality;
- Various capital improvements/replacements of aging County facilities and fleet to increase overall longevity.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	5,848,035	29,580,170	24,542,950	22,507,300	(2,035,650)	- 8%
Land Sales	0	0	0	0	0	0%
Interest On Investments	197,962	604,226	160,000	160,000	0	0%
Unrealized Gain/Loss	181,157	78,710	0	0	0	0%
Realized Gain on Investment	0	50,861	0	50,000	50,000	100%
Timber Sales - Jail Bond	0	0	0	250,000	250,000	100%
DEQ HHWP Grant	0	23,000	0	0	0	0%
PPE Grant	0	0	0	0	0	0%
State Support	0	2,000,000	2,000,000	0	(2,000,000)	- 100%
OSMB State Grant	0	0	0	1,687,500	1,687,500	100%
Energy Trust Incentives	5,158	3,195	0	0	0	0%
CARES Act Reimbursement	0	0	0	0	0	0%
OSMB Federal Grant	0	0	0	0	0	0%
Revenue From RLED	0	0	0	0	0	0%
Franchise Fees	15,000	15,000	15,000	15,000	0	0%
Rev. Refunds & Reim.	55,121	1,138	0	0	0	0%
Voting Machine Replacement Rev	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	9,069	0	0	0	0%
Energy Rebates	0	10,000	0	0	0	0%
Jail Bond Proceeds	23,443,780	0	0	0	0	0%
Internal Svc Fund Loan Revenue	0	0	70,320	0	(70,320)	- 100%
Transfer from General	1,394,280	1,394,280	1,394,280	1,394,280	0	0%
Transfer from Other Funds	0	0	0	66,700	66,700	100%
Transfer from Public Health	515,000	40,889	0	0	0	0%
Transfer from County Tourism	0	0	0	92,000	92,000	100%
Transfer from American Rescue	0	0	0	180,000	180,000	100%
Transfer from RLED	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>31,655,493</b>	<b>33,810,539</b>	<b>28,182,550</b>	<b>26,402,780</b>	<b>(1,779,770)</b>	<b>- 6%</b>
<b>Total Unappropriated Budget:</b>	<b>29,580,170</b>	<b>29,469,483</b>	<b>6,027,950</b>	<b>2,649,710</b>	<b>(3,378,240)</b>	<b>- 56%</b>
<b>Total Budgeted Resources:</b>	<b>2,075,323</b>	<b>4,341,056</b>	<b>22,154,600</b>	<b>23,753,070</b>	<b>1,598,470</b>	<b>7%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	315,758	146,481	148,100	375,300	227,200	153%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	1,281,554	3,720,446	20,786,200	22,711,420	1,925,220	9%
Transfer Out	478,010	474,130	470,300	166,350	(303,950)	- 64%
Contingency	0	0	750,000	500,000	(250,000)	- 33%
<b>Total Expenditures:</b>	<b>2,075,323</b>	<b>4,341,056</b>	<b>22,154,600</b>	<b>23,753,070</b>	<b>1,598,470</b>	<b>7%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Investment Premium	82-2004	3,974	11,777	0	0	0	0%
Bond Fees	82-2005	169,538	0	0	0	0	0%
General Equipment	82-2268	0	9,154	0	0	0	0%
PC Equipment	82-2455	80,200	0	0	0	0	0%
Contractual Services	82-2471	37,446	81,550	116,000	318,600	202,600	174%
PPE Grant Expense	82-2490	0	0	0	0	0	0%
COVID Business Support Grant	82-2528	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	24,600	44,000	32,100	56,700	24,600	76%
<b>Materials &amp; Services Totals:</b>		<b>315,758</b>	<b>146,481</b>	<b>148,100</b>	<b>375,300</b>	<b>227,200</b>	<b>153%</b>
<b>Capital Outlay</b>							
Land	82-4000	0	0	0	0	0	0%
800 Exchange Remodel	82-4095	7,900	0	0	0	0	0%
Jail (CCSO) Remodel	82-4096	261,746	2,374,708	20,050,000	19,594,000	(456,000)	- 2%
Sheriff's Office Remodel	82-4097	0	0	0	0	0	0%
Structures & Improvements	82-4100	186,506	248,084	404,520	2,815,170	2,410,650	595%
HHW Facility	82-4102	555,889	700,182	0	0	0	0%
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	34,786	0	0	0	0	0%
County Vehicle Purchase	82-4201	54,030	61,029	46,200	37,000	(9,200)	- 19%
Sheriff Automobiles	82-4216	30,504	49,685	82,000	92,500	10,500	12%
Office Equipment	82-4300	17,900	19,136	22,000	10,500	(11,500)	- 52%
Misc Equipment Sheriff	82-4895	21,933	0	52,480	16,000	(36,480)	- 69%
Miscellaneous Equipment	82-4900	0	21,800	0	0	0	0%
Computer Equipment	82-4907	110,362	245,823	129,000	146,250	17,250	13%
<b>Capital Outlay Totals:</b>		<b>1,281,554</b>	<b>3,720,446</b>	<b>20,786,200</b>	<b>22,711,420</b>	<b>1,925,220</b>	<b>9%</b>
<b>Transfers Out</b>							
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	178,010	174,130	170,300	166,350	(3,950)	- 2%
Transfer to Bond & UAL Reserve	82-8436	300,000	300,000	300,000	0	(300,000)	- 100%
<b>Transfers Out Totals:</b>		<b>478,010</b>	<b>474,130</b>	<b>470,300</b>	<b>166,350</b>	<b>(303,950)</b>	<b>- 64%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	750,000	500,000	(250,000)	- 33%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>750,000</b>	<b>500,000</b>	<b>(250,000)</b>	<b>- 33%</b>
<b>Total Expenditures:</b>		<b>2,075,323</b>	<b>4,341,056</b>	<b>22,154,600</b>	<b>23,753,070</b>	<b>1,598,470</b>	<b>7%</b>

**CLATSOP COUNTY  
SPECIAL PROJECTS REQUESTS  
FISCAL YEAR 2021-22**

	<b>Account Number</b>	<b>2021-22 Requested</b>	<b>2021-22 Proposed</b>	<b>2021-22 Approved</b>	<b>2021-22 Adopted</b>	<b>2022-23 2023</b>	<b>2023-24 2024</b>	<b>2024-25 2025</b>	<b>2025-26 2026</b>	<b>2026-27 2027</b>
<b>County Manager</b>										
Strategic Plan- Space Feasibility Study	82-2471	80,000	80,000	80,000	80,000	-	-	-	-	-
Strategic Plan- Performance Measures/ Benchmarking Consultant	82-2471	50,000	50,000	50,000	50,000	-	-	-	-	-
Strategic Plan- Affordable Housing Development Study	82-2471	50,000	50,000	50,000	50,000	-	-	-	-	-
Strategic Plan - Internet Strategy/Broadband Expansion	82-2471	25,000	25,000	25,000	25,000	-	-	-	-	-
Strategic Planning- Coastal Emergency Communications	82-2471	15,100	15,100	15,100	15,100	-	-	-	-	-
Courthouse Security	82-4100	-	-	-	-	525,000	1,500,000	-	-	-
<b>Subtotal County Manager</b>		<b>220,100</b>	<b>220,100</b>	<b>220,100</b>	<b>220,100</b>	<b>525,000</b>	<b>1,500,000</b>	-	-	-
<b>Assessment &amp; Taxation</b>										
County Vehicle (Fleet Replacement)	82-4201	-	-	-	-	35,000	-	-	-	-
<b>Subtotal Assessment &amp; Taxation</b>		-	-	-	-	<b>35,000</b>	-	-	-	-
<b>Information Systems- 1650</b>										
Phone System Upgrade	82-4907	146,250	146,250	146,250	146,250	-	-	-	-	-
Fiber Test Equipment	82-4907	35,000	-	-	-	35,000	-	-	-	-
<b>Subtotal Information Systems</b>		<b>181,250</b>	<b>146,250</b>	<b>146,250</b>	<b>146,250</b>	<b>35,000</b>	-	-	-	-
<b>Juvenile Department- 2340</b>										
Juvenile Department Transportation Vehicle	82-4201	37,000	37,000	37,000	37,000	-	-	-	-	-
<b>Subtotal Juvenile Department</b>		<b>37,000</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>	-	-	-	-	-
<b>Planning Division- 2700</b>										
Code Modernization and Comp Plan Update:services	82-2471	48,500	48,500	48,500	48,500	-	-	-	-	-
Strategic Plan- Environmental Quality Action Team	82-2471	50,000	50,000	50,000	50,000	-	-	-	-	-
Strategic Plan- Water Assessment	82-2471	-	-	-	-	150,000	-	-	-	-
Contract Surveyor Services	82-2471	-	-	-	-	50,000	-	-	-	-
Wetland Delineation	82-2471	-	-	-	-	100,000	-	-	-	-
<b>Subtotal Planning Division</b>		<b>98,500</b>	<b>98,500</b>	<b>98,500</b>	<b>98,500</b>	<b>300,000</b>	-	-	-	-
<b>Building and Grounds- 1790</b>										
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
Community Development- Security Upgrade	82-4100	200,000	200,000	200,000	200,000	-	-	-	-	-
Public Health- Security Upgrade	82-4100	50,000	50,000	50,000	50,000	-	-	-	-	-
DA- Security Upgrade	82-4100	90,000	90,000	90,000	90,000	-	-	-	-	-
Waterproofing Concrete Buildings	82-4100	50,000	50,000	50,000	50,000	-	-	-	-	-
Courthouse Window Replacement (1st floor)	82-4100	37,170	37,170	37,170	37,170	-	-	-	-	-
Courthouse Window Replacement (2nd Floor)	82-4100	-	-	-	-	43,370	-	-	-	-
Carpet Replacement 800 Exchange/4th Floor	82-4100	36,000	-	-	-	36,000	-	-	-	-
ADA Restroom Upgrade Courtroom 300	82-4100	40,000	-	-	-	40,000	-	-	-	-
Railing Replacement Courthouse	82-4100	24,000	-	-	-	24,000	-	-	-	-
Roof Replacement Animal Shelter	82-4100	-	-	-	-	-	36,000	-	-	-
HVAC Replacement 800 Exchange	82-4100	28,000	28,000	28,000	28,000	-	-	114,500	-	-
Genie Self-Propelled Scissor Lift	82-4900	20,610	-	-	-	20,610	-	-	-	-
Flatbed Trailer with Ramps	82-4900	5,300	-	-	-	5,300	-	-	-	-
800 Exchange Elevator Replacement	82-4100	-	-	-	-	-	-	-	-	247,920
Used Chevy Colorado to Replace S10 shop truck	82-4201	-	-	-	-	25,000	-	-	-	-
Sheriff's Office Data Fiber Connection	82-4100	-	-	-	50,000	-	-	-	-	-
<b>Subtotal Building and Grounds</b>		<b>631,080</b>	<b>505,170</b>	<b>505,170</b>	<b>555,170</b>	<b>244,280</b>	<b>86,000</b>	<b>50,000</b>	<b>164,500</b>	<b>297,920</b>
<b>Parks Maintenance- 1795</b>										
Westport Park Development	82-4100	-	-	-	-	150,000	-	-	-	-
Park Development - Westport Boat Ramp Construction	82-4100	2,250,000	2,250,000	2,250,000	2,250,000	-	-	-	-	-
Kloutchy Creek Restroom Project	82-4100	60,000	60,000	60,000	60,000	-	-	-	-	-
Park Planning- Consultant	82-2471	-	-	-	-	100,000	-	-	-	-
<b>Subtotal Parks Maintenance</b>		<b>2,310,000</b>	<b>2,310,000</b>	<b>2,310,000</b>	<b>2,310,000</b>	<b>250,000</b>	-	-	-	-
<b>Sheriff Support Division- 2190</b>										
CHL Card Printer	82-4300	10,500	10,500	10,500	10,500	-	-	-	-	-
<b>Sheriff Enforcement Division- 2200</b>										
Sheriff Vehicle- 4 x 4 SUV	82-4216	48,500	48,500	48,500	48,500	-	-	-	-	-
Search & Rescue Trailer	82-4895	16,000	16,000	16,000	16,000	-	-	-	-	-
Patrol Pickup	82-4216	-	-	-	-	176,220	45,000	45,000	45,000	45,000

**Sheriff Corrections Division- 2300**

Medium Duty Transport Vehicle	82-4216	44,000	44,000	44,000	44,000					
Heavy /Duty transport Vehicle	82-4216	-	-	-	-	90,000				
Jail Relocation - Remodel/Addition	82-4096	19,544,000	19,544,000	19,544,000	19,544,000					
<b>Total Sheriff</b>		<b>19,663,000</b>	<b>19,663,000</b>	<b>19,663,000</b>	<b>19,663,000</b>	<b>266,220</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
		<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2026</u>
<b>Indirect Costs</b>	82-3210	56,700	56,700	56,700	56,700	45,000	45,000	45,000	45,000	45,000
<b>Transfer to Debt Service Fund</b>	82-8435	166,350	166,350	166,350	166,350	162,500	158,600	155,100	151,000	151,000
<b>PERS Reserve Transfer</b>	82-8436	-	-	-	-	300,000	300,000	300,000	300,000	300,000
<b>Appropriation For Contin.</b>	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		<b>23,863,980</b>	<b>23,703,070</b>	<b>23,703,070</b>	<b>23,753,070</b>	<b>2,663,000</b>	<b>2,634,600</b>	<b>1,095,100</b>	<b>1,205,500</b>	<b>1,338,920</b>
Fleet Replacement 100/2002 Total		-	-	-	-	-	-	-	-	-
<b>GRAND TOTALS</b>		<b>23,863,980</b>	<b>23,703,070</b>	<b>23,703,070</b>	<b>23,753,070</b>	<b>2,663,000</b>	<b>2,634,600</b>	<b>1,095,100</b>	<b>1,205,500</b>	<b>1,338,920</b>

	<u>Account Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2026</u>
<b>Summary by line item:</b>										
	(Office Equipment) 82-2454	-	-	-	-	-	-	-	-	-
	(PC Equipment) 82-2455	-	-	-	-	-	-	-	-	-
	(Contractual Services) 82-2471	318,600	318,600	318,600	318,600	400,000	-	-	-	-
	(Indirect Cost Allocation) 82-3210	56,700	56,700	56,700	56,700	45,000	45,000	45,000	45,000	45,000
	(Jail (CCSO) Remodel) 82-4096	19,544,000	19,544,000	19,544,000	19,544,000	-	-	-	-	-
	(Structures & Improvements) 82-4100	2,915,170	2,815,170	2,815,170	2,865,170	868,370	1,586,000	50,000	164,500	297,920
	(Household Hazardous Waste Facility) 82-4102	-	-	-	-	-	-	-	-	-
	(Automotive Equipment) 82-4200	-	-	-	-	-	-	-	-	-
	(County Vehicle Purchase) 82-4201	37,000	37,000	37,000	37,000	60,000	-	-	-	-
	(Sheriff Automobiles) 82-4216	92,500	92,500	92,500	92,500	266,220	45,000	45,000	45,000	45,000
	(Office Equipment) 82-4300	10,500	10,500	10,500	10,500	-	-	-	-	-
	(Misc Equipment Sheriff) 82-4895	16,000	16,000	16,000	16,000	-	-	-	-	-
	(Misc Equipment) 82-4900	25,910	-	-	-	25,910	-	-	-	-
	(Computer Equipment) 82-4907	181,250	146,250	146,250	146,250	35,000	-	-	-	-
	(Debt Service) 82-8435	166,350	166,350	166,350	166,350	162,500	158,600	155,100	151,000	151,000
	(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	500,000	500,000	500,000	500,000	500,000
		<b>23,863,980</b>	<b>23,703,070</b>	<b>23,703,070</b>	<b>23,753,070</b>	<b>2,663,000</b>	<b>2,634,600</b>	<b>1,095,100</b>	<b>1,205,500</b>	<b>1,338,920</b>



### Affordable Housing Development Study

Department Priority:	3										
Location:											
Link to Other Project(s):	Strategic Plan Goal - I1										
Description:	Based on current work that has been completed around a county-wide housing study county staff have identified the need to hire a consultant to work on drafting an RFQ to work with an affordable housing developer to evaluate the county owned land inventory and the feasibility of developing those lands for various types of affordable housing options.										
Justification:	Clatsop County has a shortage of affordable housing options.										
Alternatives:	Post pone to future years										
Operating Impact:	N/A										
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 <hr/> <b>Net Cost:</b> <b>50,000</b>	<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: 1px solid black;">50,000</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;"><b>50,000</b></td> <td style="border-bottom: 1px solid black; border-top: 1px solid black;"><b>50,000</b></td> </tr> </table>	Total	50,000	0	0	0	0	<b>50,000</b>	<b>50,000</b>
Total	50,000										
0	0										
0	0										
<b>50,000</b>	<b>50,000</b>										

### Coastal Emergency Communications

Department Priority:	4										
Location:	Outside Request										
Link to Other Project(s):	County-wide Emergency Communication										
Description:	Project goal is to: a) Provide Medical Reserve Corps (MRC) communications to the Cannon Beach Emergency Operations Center (EOC). b) Enhance the communication capability to Arch Cape and Falcon Cove from Cannon Beach. c) Secure a permanent location for the Cannon Beach MRC repeater. Arch Cape is approximately 4 miles south of Cannon Beach. Communication to Arch Cape and Falcon Cove is critical to supporting those residents and tourists with medical response in an emergency.										
Justification:	Arch Cape communication is needed to assure that Arch Cape/Falcon Cove residents and MRC members have a method to communicate on Public Safety radios that will also be in communication with Providence Seaside. Currently the reception to Arch Cape, even with the repeater functioning is spotty when using portable radios.										
Alternatives:	Require Cannon Beach Medical Reserve Corps Coordinator to find funding support elsewhere.										
Operating Impact:	N/A										
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:                         15,100 Installation Fee:                 0 Trade in Credit:                   0 <hr/> <b>Net Cost:</b> <b>15,100</b>	<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: 1px solid black;">15,100</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;"><b>15,100</b></td> <td style="border-bottom: 1px solid black; border-top: 1px solid black;"><b>15,100</b></td> </tr> </table>	Total	15,100	0	0	0	0	<b>15,100</b>	<b>15,100</b>
Total	15,100										
0	0										
0	0										
<b>15,100</b>	<b>15,100</b>										

### Internet Strategy - Broadband Expansion

Department Priority:	5							
Location:								
Link to Other Project(s):	Strategic Plan Goal - I1b							
Description:	Hiring a consultant to continue to expand upon a developed template within the rural Elsie/Jewell areas of Clatsop County to incorporate a larger geographic area.							
Justification:	The COVID-19 pandemic further brought to light the ever present need for broadband capabilities in the more rural areas of Clatsop County. There are significant barriers for Clatsop County residents trying to do online education as well as be able to work from home when the infrastructure isn't available. Staff would like to continue to work with a consultant to expand on pilot projects that were implemented in the 2020/21 FY.							
Alternatives:	Postpone to future years.							
Operating Impact:	N/A							
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:                            25,000 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>25,000</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; border-bottom: 1px solid black;">25,000</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;"><b>25,000</b></td> </tr> </tbody> </table>	Total	25,000	0	0	<b>25,000</b>
Total								
25,000								
0								
0								
<b>25,000</b>								

## Phone System Upgrade

Department Priority:	1							
Location:	Countywide							
Link to Other Project(s):								
Description:	We would like to replace the phone system servers and handsets in this fiscal year to alleviate potential service disruptions due to equipment failure. The phone system the County currently uses was installed in 2013-2014. The projected lifespan for this electronic equipment is 5 to 7 years. When replaced, we will have received 8+ years of service life out of the existing equipment.							
Justification:	The current equipment has exceeded it's recommended service life and has been very reliable. We would like to proactively update the equipment before any hardware failures would force us into a reactive position.							
Alternatives:	1. Continue with the current system and replace hardware as needed. 2. Replace the current phone system with a different vendor/brand of system.							
Operating Impact:	The single largest potential impact would be service interruptions, due to aged equipment. The financial impact for the replacement is as follows: Panasonic phone servers for 800 Exchange building, CCSO building and the EOC building: 3 * 5,000 = \$15,000 Panasonic handsets for employee and department workstations: 325 * 250 = \$81,250 Panasonic licenses and equipment registration: \$50,000							
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:                            146,250 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>146,250</b>	<table style="margin-left: auto; margin-right: 0;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">146,250</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;"><b>146,250</b></td> </tr> </tbody> </table>	Total	146,250	0	0	<b>146,250</b>
Total								
146,250								
0								
0								
<b>146,250</b>								

### Emergency Repairs

Department Priority:	1										
Location:	General Fund Buildings										
Link to Other Project(s):											
Description:	Funds set aside for emergency or urgent repairs on County Facilities.										
Justification:	Every year there are unanticipated repairs and projects on County Facilities.										
Alternatives:	Do a budget adjustment when we have an emergency situation arise.										
Operating Impact:	This is important to fund, the various unanticipated expenses allows 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 <hr/> <b>Net Cost:</b> <b>50,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">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;"><b>50,000</b></td> <td style="border-bottom: 3px double black;"><b>50,000</b></td> </tr> </table>	Total	50,000	0	0	0	0	<b>50,000</b>	<b>50,000</b>
Total	50,000										
0	0										
0	0										
<b>50,000</b>	<b>50,000</b>										

### 800 Exchange - HVAC Replacement

Department Priority:	3										
Location:	800 Exchange Street Astoria, OR 97103										
Link to Other Project(s):											
Description:	There are 5 zones in the 800 Exchange Building. Replaced 3 outdoor units in 2020-2021. Request to replace two units at \$14,000 per unit for a total of \$28,000.										
Justification:	HVAC Units are failing. We have had to replace (2) this year and another one had a valve fail, this unit is obsolete it took a month to get a valve.										
Alternatives:	Replace out of Emergency Repairs if units fail.										
Operating Impact:	Some disruption when air-handler equipment is installed.										
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:                    2 Unit Cost:                         14,000 Installation Fee:                 0 Trade in Credit:                   0 <hr/> <b>Net Cost:</b> <b>14,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">28,000</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;"><b>14,000</b></td> <td style="border-bottom: 3px double black;"><b>28,000</b></td> </tr> </table>	Total	28,000	0	0	0	0	<b>14,000</b>	<b>28,000</b>
Total	28,000										
0	0										
0	0										
<b>14,000</b>	<b>28,000</b>										

### Security Upgrade - DA, Public Health, Comm. Dev.

Department Priority:	4			
Location:	District Attorney, Public Health, Comm. Development			
Link to Other Project(s):				
Description:	Community Development - provide and install ballistic glass, doors and reception counters. District Attorney's Office - provide and install (3) ballistic resistant doors and glass with custom woodwork to match existing historic trim. Public Health - provide and install ballistic resistant windows, doors and reception counters.			
Justification:	In response to current events including virus transmission and security concerns. To add security measures to allow staff to continue to provide customer service in a safe environment . (Community Development - \$200,000) - (Public Health - \$50,000) - (DA - \$90,000),			
Alternatives:	Modify operations to limit the public access to all departments.			
Operating Impact:	Some disruptions during the construction activity.			
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 <u>        </u> <b>Total</b> Unit Cost:                            340,000                    340,000 Installation Fee:                    0                                0 Trade in Credit:                    0                                0 <hr/> <b>Net Cost:</b> <b>340,000</b> <b>340,000</b>		

### Waterproofing Concrete Buildings - Multi Buildings

Department Priority:	5			
Location:	800/820 Exchange Street and Courthouse			
Link to Other Project(s):				
Description:	Cleaning, sealing, and repairing of brick, concrete and terracotta exteriors to required standards to prevent water intrusion.			
Justification:	Exterior of buildings need to be waterproofed and adequately maintained due to type of building, weather and age. This adds to the preservation of the buildings. Current water intrusion at 820 Exchange Street.			
Alternatives:	820 Exchange Street has current water intrusion. Repair 820 Exchange Street now and wait until next budget year for 800 Exchange Street and the Courthouse.			
Operating Impact:	Some disruptions during the construction completion.			
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 <u>        </u> <b>Total</b> Unit Cost:                            50,000                    50,000 Installation Fee:                    0                                0 Trade in Credit:                    0                                0 <hr/> <b>Net Cost:</b> <b>50,000</b> <b>50,000</b>		

### Courthouse Window Replacement - 1st Floor

Department Priority:	6										
Location:	Courthouse - 749 Commercial Street Astoria OR										
Link to Other Project(s):											
Description:	Replace windows with wood to match existing windows.										
Justification:	Original 1905 windows are failing. Several windows are no longer able to open.										
Alternatives:	Wait an additional year and replace only the failed windows out of SIG Budget.										
Operating Impact:	New windows can substantially reduce the costs associated with heating and cooling. Some disruptions during the construction completion.										
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:            18 Unit Cost:                    2,065 Installation Fee:            0 Trade in Credit:              0 <hr/> <b>Net Cost:</b> <b>2,065</b>	<table style="margin-left: auto; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">37,170</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;"><b>37,170</b></td> <td style="border-bottom: 3px double black;"><b>37,170</b></td> </tr> </table>	Total	37,170	0	0	0	0	<b>37,170</b>	<b>37,170</b>
Total	37,170										
0	0										
0	0										
<b>37,170</b>	<b>37,170</b>										

### Sheriff's Office - Data Fiber Connection

Department Priority:	7										
Location:	Sheriff's Office - 1190 SE 19th Street, Warrenton										
Link to Other Project(s):	Clatsop County Jail Relocation										
Description:	Data/Fiber connection required to connect the Sheriff's Office to the new Jail.										
Justification:	Sheriff's office and the new jail will need data/fiber connection to transmit data and phone services.										
Alternatives:	None										
Operating Impact:	None, costs are already incurred at current location										
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:                    50,000 Installation Fee:            0 Trade in Credit:              0 <hr/> <b>Net Cost:</b> <b>50,000</b>	<table style="margin-left: auto; border-collapse: collapse;"> <tr> <td style="text-align: right;">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;"><b>50,000</b></td> <td style="border-bottom: 3px double black;"><b>50,000</b></td> </tr> </table>	Total	50,000	0	0	0	0	<b>50,000</b>	<b>50,000</b>
Total	50,000										
0	0										
0	0										
<b>50,000</b>	<b>50,000</b>										

### CHL Card Printer

Department Priority:	1							
Location:	Sheriff's Office							
Link to Other Project(s):								
Description:	Double sided Card Printer and Laminator							
Justification:	The current printer has experienced numerous failures and significant funds have been expended to replace components. The current printer will not be supported in 2022. The card printer is critical in carrying out our mandated function of issuing Concealed Handgun Licenses.							
Alternatives:	Continue to use current card printer until it fails and then have to complete an unplanned replacement.							
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 type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity:                    1 Unit Cost:                            10,500 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>10,500</b>	<table style="margin-left: auto; margin-right: 0;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; border-bottom: 1px solid black;">10,500</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;"><b>10,500</b></td> </tr> </tbody> </table>	Total	10,500	0	0	<b>10,500</b>
Total								
10,500								
0								
0								
<b>10,500</b>								

### Westport Boat Ramp Construction

Department Priority:	1								
Location:									
Link to Other Project(s):									
Description:	<p>Since 2014 the Parks Department has worked to secure the needed permits and supplies to construct a new boating facility at this site. This budget request will complete the final construction phase of this boating facility during the in-water work period of July 15, 2021 to September 30, 2021. Over the past year the Parks Department has been purchasing major components of the project such as docks and gangways with grant funds from the Oregon State Marine Board and cash matches from the County. The Oregon State Marine Board has committed to fund this construction project during its next grant cycle which begins July 1, 2021. The total project cost is \$2,250,000, of this amount the County's match will be \$562,500. The rest of the project cost will be funded by way of grants from the Oregon State Marine Board, consisting of State and Federal funds.</p>								
Justification:	<p>The boat ramp is at the end of its useful life and is in very poor condition. Launching boats at low water is very dangerous and difficult due to a large hole in the ramp and exposed re-bar from the old concrete sections of the ramp. The boarding docks are also failing and falling apart. The site needs to be replaced or the site needs to be closed for all public access. This project is listed as a high priority in the Clatsop County Parks Master Plan and with the Oregon State Marine Board in their Statewide Boating Facility Plan.</p>								
Alternatives:	<p>Close the boating facility to all public access due to the condition of the boat ramp and docks, or fund the entire project with just County funds.</p>								
Operating Impact:	<p>The operating impact is the public boaters that currently try to use this boat ramp and day-use area. The site has many safety issues with the docks and boat ramp surface. The site needs to be improved or closed to all use. This is a popular access site for the spring Chinook fishery and fall fishery, so the public would be affected by closure of this recreation site.</p>								
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:                         2,250,000 Installation Fee:                 0 Trade in Credit:                    0 <hr/> <b>Net Cost:                            2,250,000</b>	<table style="margin-left: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; border-bottom: 1px solid black;">2,250,000</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: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;"><b>2,250,000</b></td> </tr> </tbody> </table>	Total	2,250,000	0	0	0	<b>2,250,000</b>
Total									
2,250,000									
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0									
<b>2,250,000</b>									

### Kloutchy Creek Restroom Project

Department Priority:	2										
Location:											
Link to Other Project(s):											
Description:	<p>Last year for the FY20-21 budget the Parks Department had requested \$60,000 in funding for the installation of a new permanent restroom and day-use area improvements at Kloutchy Creek County Park. This budget request was approved and adopted into the FY 20-21 County Budget. Due to COVID-19 restrictions and funding concerns from Oregon State Parks the grant cycle was delayed. In February of 2021 the Parks Department had received notice it was awarded a grant from the Oregon State Parks Local Government Grant program for the Kloutchy Creek project. The grant agreement will not be received until April or May of 2021 leaving us only one month to complete the project in the FY20-21 budget. The Parks Department is requesting that the adopted budget funding from last year's budget be carried forward to the FY21-22 County budget. The Grant is \$36,000 and the County's match is \$24,000 for a total project cost of \$60,000.</p>										
Justification:	<p>This project would help to provide a more usable restroom system for visitors to Clatsop County and the Kloutchy Creek Park site. The current system struggles to keep up with the current use and quickly becomes very unsanitary for park visitors; the system needs to be upgraded.</p>										
Alternatives:	<p>To look for other funding sources, fund the entire project from County funds or continue to use the porta-potty system we currently have in place.</p>										
Operating Impact:	<p>Currently the Parks Department spends a total of \$7,800 a year for the rental and cleaning service of the portable toilet units at Kloutchy Creek. The estimated operating cost of the new restroom unit is \$3,200, this is based on pumping, cleaning and toilet paper. There will also be an increase of \$800 a year to cover fuel cost to cover extra trips for cleaning of the restroom.</p>										
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:                            60,000 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>60,000</b>	<table style="margin-left: auto; margin-right: 0;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">60,000</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;"><b>60,000</b></td> <td style="border-bottom: 3px double black;"><b>60,000</b></td> </tr> </table>	Total	60,000	0	0	0	0	<b>60,000</b>	<b>60,000</b>
Total	60,000										
0	0										
0	0										
<b>60,000</b>	<b>60,000</b>										

### Sheriff Vehicle

Department Priority:	1			
Location:	1190 SE 19th St, Warrenton			
Link to Other Project(s):				
Description:	4x4 SUV			
Justification:	Replace current Sheriff's vehicle 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 this vehicle and RLED will purchase two additional vehicles.			
Alternatives:	Continue to operate current vehicle with the foreknowledge that maintenance costs will increase and the likelihood of an expensive repair (such as a transmission) is higher.			
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 <u>          </u> <b>Total</b> Unit Cost:                            40,000                    40,000 Installation Fee:                    8,500                    8,500 Trade in Credit:                      0                            0 <hr/> <b>Net Cost:</b> <b>48,500</b> <b>48,500</b>		

### Search and Rescue Trailer

Department Priority:	2			
Location:	Sheriff's Office			
Link to Other Project(s):				
Description:	Sheriff's office search and rescue enclosed trailer. Trailer is self contained and used for operating base on search and rescue missions.			
Justification:	Current trailer has significant floor and side pillar rot. Back door hinge was broken previously and a temporary fix was used but a permanent repair needs to be done. Some money was placed into current year budget for this but was not used. I would expect that close to 8,000 will be saved in current year search and rescue budget.			
Alternatives:	Keep current trailer. We would need to replace the floor, rebuild the rear door and replace the side pillars all the way around			
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 <u>          </u> <b>Total</b> Unit Cost:                            12,000                    12,000 Installation Fee:                    4,000                    4,000 Trade in Credit:                      0                            0 <hr/> <b>Net Cost:</b> <b>16,000</b> <b>16,000</b>		

### Medium Duty Transport Vehicle

Department Priority:	1			
Location:	Jail			
Link to Other Project(s):				
Description:	Medium Duty 4x4 Transport Vehicle (SUV)			
Justification:	Current transport vehicle will be at end of life at time of replacement with approximately 175,000 miles. Current vehicle is limited to in-county transports only due to mechanical/reliability issues.			
Alternatives:	Continue to use the current vehicle with the understanding that maintenance costs will increase exponentially. The current vehicle's transmission has already been replaced once.			
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 <u>        </u> <b>Total</b> Unit Cost:                            34,000                    34,000 Installation Fee:                    10,000                    10,000 Trade in Credit:                      0                            0 <hr/> <b>Net Cost:</b> <b>44,000</b> <b>44,000</b>		

### Clatsop County Jail Relocation

Department Priority:	1			
Location:	SE 19th Street, Warrenton OR			
Link to Other Project(s):				
Description:	<p>In November of 2018 voters approved a \$20M bond to relocate the County Jail Facilities to the current OYA facility in Warrenton. The relocation would consist of remodeling a portion of the existing OYA facility as well as adding on additional pods that would increase overall county jail bed capacity to a minimum of 148 beds and providing seven classifications.</p> <p>The overall construction costs associated with the project is approx. \$28M, however some costs are incurred in prior and future fiscal years as this is a multi-year project. In addition to the \$20M bond revenue there is also approximately \$3.4M in bond premium revenue, \$2M from the County Special Projects Fund, and \$2M from the state for deferred maintenance cost of the building when it was under their ownership.</p>			
Justification:	The county has outgrown the existing 60 bed jail and has to regularly release inmates due to overcrowding. The voters approved this bond to see the larger facility be built.			
Alternatives:	N/A			
Operating Impact:	The potential increase to the annual operations budget is approximately \$2M per year as a result of increased staff, inmate food and medical, as well as utility costs.			
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 <u>        </u> <b>Total</b> Unit Cost:                            19,544,000                    19,544,000 Installation Fee:                    0                            0 Trade in Credit:                      0                            0 <hr/> <b>Net Cost:</b> <b>19,544,000</b> <b>19,544,000</b>		

### Juvenile Department Transport Vehicle

Department Priority:	1												
Location:	Juvenile Department												
Link to Other Project(s):	N/A												
Description:	Secure Transport vehicle for the Juvenile Department.												
Justification:	<p>The current secure transport vehicle is nearing 100k miles. It is a sedan and the space for those transported is limited for larger individuals, it also lacks cargo space for transporting youth's belongings alongside necessary vehicle cargo i.e. emergency supplies. We are now using Yamhill Co. Detention in McMinnville which increases the travel mileage and time often in rural areas and a mountain pass. The current transport vehicle is front wheel drive and all wheel drive would be safer alternative while traveling in poor weather conditions. We are currently limited to one secure transport vehicle and this would add to our current fleet.</p>												
Alternatives:	<p>Retain current vehicle and continue to add to the total mileage. Risk waiting for secure vehicle to return so it could be used to transport another youth. Continue to travel long distances with a vehicle that lacks all wheel drive, space and overall driver comfort.</p>												
Operating Impact:	<p>The fuel cost would increase due to a drop in miles per gallon, however it isn't a significant decrease in miles per gallon.</p>												
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:                            37,000 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>37,000</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black;">Unit Cost:</td> <td style="text-align: right; border-top: 1px solid black;">37,000</td> </tr> <tr> <td>Installation Fee:</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Trade in Credit:</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black;"><b>Net Cost:</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>37,000</b></td> </tr> </tbody> </table>		Total	Unit Cost:	37,000	Installation Fee:	0	Trade in Credit:	0	<b>Net Cost:</b>	<b>37,000</b>
	Total												
Unit Cost:	37,000												
Installation Fee:	0												
Trade in Credit:	0												
<b>Net Cost:</b>	<b>37,000</b>												

## Comprehensive Plan Update

Department Priority:	1			
Location:	Community Development - Land Use Planning			
Link to Other Project(s):	Comprehensive Plan Update; Strategic Plan			
Description:	<p>CONTRACTUAL SERVICES: \$15,000. As-needed technical assistance associated with the comprehensive plan update. This funding would be used to supplement the 60 hours the County receives from CREST through its IGA. This additional funding would also include costs to digitize the coastal shoreland maps, which were originally created in 1983. In FY 20/21, CREST completed work associated with identifying significant wetlands and riparian corridors.</p> <p>MEETINGS/HOSTING: \$500. Because of the pandemic, it is unknown when in-person meetings will again occur. While the majority of meeting spaces staff was utilizing prior to the pandemic were free of charge, some venues, such as the Pacific Grange, charged minimal user fees.</p> <p>ADVERTISING: \$15,000. This funding includes monies for radio advertisements, printed flyers, published notices and newspaper display ads with upcoming meeting and open house dates.</p> <p>POSTAGE/PRINTING: \$15,000. Prior to the pandemic, staff had anticipated mailing out quarterly postcards within each of the planning areas with upcoming meetings dates, times and locations. Following the pandemic onset, several citizen advisory committees took several months to re-establish a regular meeting date and time and cards were never prepared. Anticipating a gradual resumption of normal activities in the future, staff is again requesting postage and printing funds for this activity. Postage would also continue to be used to mail agendas to committee members and the public for those who cannot or choose not to access the agenda electronically.</p> <p>COPIER PAPER/TONER/MAINTENANCE: \$3,000. With the increased use of virtual meetings and a shift towards electronic agendas during the pandemic, staff has realized a significant decrease in paper usage and associated copier maintenance costs. Staff is proposing to continue utilizing virtual meetings and electronic agendas whenever possible following the pandemic.</p>			
Justification:	<p>The County's comprehensive plan dates back to the late 1970s. While the plan has been amended in a piecemeal fashion over the years, much of the information is out-of-date. Because periodic review of the plan is no longer required by the state, the County has chosen to undertake a comprehensive review of all the policies in the plan, working with the assistance of over 30 citizen advisory committee volunteers. The process began in February 2019 with the announcement requesting applications for citizen volunteers. Open houses were held in each of the planning areas during June-July 2019. In addition to monthly Citizen Advisory Committee meetings in each of the planning areas, public workshops led by subject matter experts on each of the goals covered to-date have also been held.</p> <p>Following a planned hiatus during the months of January, February and March 2020, staff had prepared to reconvene the process in April 2020. However, because of the pandemic, this restart was delayed until June 2020 when the committees began meeting virtually to begin their review of Goal 5. The complexity of Goal 5 has required significantly more time than originally anticipated, with the committees completing their initial Goal 5 reviews in February 2021. During this transition period, staff has continued to refine and streamline the process as much as possible to ensure that volunteers remain focused and engaged. Work to be completed during FY 21/22 includes committee review of the policies in Goals 6-19 and the community plans. Two open houses, either virtual or in-person are also planned during FY 21/22.</p>			
Alternatives:	Discontinue the comprehensive plan update process and continue to use the documents in their current form, regardless of whether the now-40-year-old goals and policies continue to reflect the desires of the residents, property owners, and business owners in the county and actual conditions within the County.			
Operating Impact:	Updating out-of-date policies and codes will assist staff in implementing the community's desired goals and outcomes. Modernizing and updating documents results in better ease of use for residents, the development community and staff.			
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 <u>          </u> Unit Cost:                              48,500 <u>          </u> Installation Fee:                      0                              0 Trade in Credit:                      0                              0 <hr/> <b>Net Cost:</b> <b>48,500</b> <b>48,500</b>		

### Environmental Quality Action Team

Department Priority:	2										
Location:	Community Development - Land Use Planning										
Link to Other Project(s):	Strategic Plan - Environmental Quality Tier 1										
Description:	Consultant costs, postage and printing, and advertising costs associated with created an Environmental Quality Action Team that would inventory and review existing studies in order to identify where further analysis and studies may be needed. This item will integrate with work in Action Item 2A: Water Assessment.										
Justification:	Since the adoption of the Clatsop County Comprehensive Plan and Land and Water Development and Use Ordinance (LWDUO) in 1980, minimal monitoring, review, or analysis has occurred to track development capacity, particularly within the Clatsop Plains planning area. Over the past several years, a number of issues have arisen and are beginning to converge, including water capacity, impacts of septic systems on groundwater, conflicts between humans and wildlife, and traffic congestion. While these issues are especially prominent in the Clatsop Plains area, which the county has identified as the location for increased density and development, similar concerns are present throughout all planning areas in unincorporated county.										
Alternatives:	(1) Do not create an Environmental Quality Action Team . (2) Do not hire a consultant and utilize staff time to lead the Environmental Quality Action Team . This would require reprioritization of other staff work items and no space is physically available to place additional staff at this time .										
Operating Impact:	Some reprioritization of staff assignments will be required in order to oversee the consultant 's work and act as a staff liaison to the Environmental Quality Action Team . At this time, due to existing workload and physical space constraints, land use planning staff could not facilitate this project using only existing staff and the department does not currently have the physical space to accommodate an additional employee.										
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 <hr/> <b>Net Cost:                                50,000</b>	<table style="margin-left: auto; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Total</td> <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> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>50,000</b></td> <td style="border-bottom: 1px solid black;"><b>50,000</b></td> </tr> </table>	Total	50,000	0	0	0	0	<b>50,000</b>	<b>50,000</b>
Total	50,000										
0	0										
0	0										
<b>50,000</b>	<b>50,000</b>										

# 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 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	84,730	114,810	30,080	35%
Transfer from A&T	0	0	0	0	0	0%
Transfer from Building Codes	32,900	22,000	30,080	0	(30,080)	- 100%
<b>Total Revenue:</b>	<b>32,900</b>	<b>22,000</b>	<b>114,810</b>	<b>114,810</b>	<b>0</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>4,949</b>	<b>22,000</b>	<b>0</b>	<b>114,810</b>	<b>114,810</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>27,951</b>	<b>0</b>	<b>114,810</b>	<b>0</b>	<b>(114,810)</b>	<b>- 100%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	27,951	0	27,500	0	(27,500)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	87,310	0	(87,310)	- 100%
<b>Total Expenditures:</b>	<b>27,951</b>	<b>0</b>	<b>114,810</b>	<b>0</b>	<b>(114,810)</b>	<b>- 100%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	27,951	0	27,500	0	(27,500)	- 100%
Sheriff Automobiles	82-4216	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>27,951</b>	<b>0</b>	<b>27,500</b>	<b>0</b>	<b>(27,500)</b>	<b>- 100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	87,310	0	(87,310)	- 100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>87,310</b>	<b>0</b>	<b>(87,310)</b>	<b>- 100%</b>
<b>Total Expenditures:</b>		<b>27,951</b>	<b>0</b>	<b>114,810</b>	<b>0</b>	<b>(114,810)</b>	<b>- 100%</b>

# Equipment Replacement

## Mission Statement

A separate fund for the purposes of budgeting and purchasing Public Works Road Division equipment.

## 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.

## Major Accomplishments

Purchased a Dump Truck, a Loader/Brush Cutter and an F150 Crew Cab Pickup. An F350 and an F550 with a dump body were also purchased but were carry overs from the previous budget year.

## Budget Highlights

This budget includes the purchase of a 1 Ton Flatbed to replace a 2000 truck has has high operational hours, an additional 1 Ton Extra Cab Flatbed to replace a 2006 3/4 ton machine that has met it's service life and will require higher maintenance in the future, a Wheel Loader to replace a 1989 loader with 4,900 hours, and a New 3 axle trailer with paver ramp to replace a 1988 equipment trailer that has met it's service life. We will be adding an 80 class Mini Excavator to the fleet which is better suited for working on our smaller County roadways and can be towed by our mid-size dump trucks on smaller projects. This will also help to limit hours on our existing mini excavator which gets extensive use. This year's expenditures are 37% lower than last year.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	36,064	55,865	163,240	165,670	2,430	1%
Interest On Investments	3,411	7,347	3,000	1,500	(1,500)	- 50%
Equip. Auction-Sales-Rental	0	40,100	0	0	0	0%
Transfer from Gen Roads	474,040	551,900	628,530	326,830	(301,700)	- 48%
<b>Total Revenue:</b>	<b>513,515</b>	<b>655,212</b>	<b>794,770</b>	<b>494,000</b>	<b>(300,770)</b>	<b>- 37%</b>
<b>Total Unappropriated Budget:</b>	<b>55,865</b>	<b>213,735</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>457,650</b>	<b>441,477</b>	<b>794,770</b>	<b>494,000</b>	<b>(300,770)</b>	<b>- 37%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	800	900	800	1,000	200	25%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	456,850	440,577	793,970	493,000	(300,970)	- 37%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>457,650</b>	<b>441,477</b>	<b>794,770</b>	<b>494,000</b>	<b>(300,770)</b>	<b>- 37%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Indirect Cost Allocation	82-3210	800	900	800	1,000	200	25%
<b>Materials &amp; Services Totals:</b>		<b>800</b>	<b>900</b>	<b>800</b>	<b>1,000</b>	<b>200</b>	<b>25%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	456,850	440,577	793,970	493,000	(300,970)	- 37%
<b>Capital Outlay Totals:</b>		<b>456,850</b>	<b>440,577</b>	<b>793,970</b>	<b>493,000</b>	<b>(300,970)</b>	<b>- 37%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>457,650</b>	<b>441,477</b>	<b>794,770</b>	<b>494,000</b>	<b>(300,770)</b>	<b>- 37%</b>

**CLATSOP COUNTY  
EQUIPMENT REPLACEMENT REQUESTS  
FISCAL YEAR 2021-22**

	<u>Account Number</u>	<u>2021-22 Requested</u>	<u>2021-22 Proposed</u>	<u>2021-22 Approved</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
<b><u>Equipment Replacement Fund</u></b>									
Wheel Loader	82-4200	210,000	210,000	210,000					
Mini Excavator	82-4200	155,000	155,000	155,000					
Flat Bed P/U Truck	82-4200	34,000	34,000	34,000					
F350 Flatbed P/U Truck	82-4200	34,000	34,000	34,000					
3 Axle Trailer	82-4200	60,000	60,000	60,000					
10-12 Yard Dump Truck	82-4200								
Vactor Truck	82-4200							300,000	
Hook Lift	82-4200						250,000		
IT Loader	82-4200							265,000	
Full Size Plow Sander Truck	82-4200				175,000				
Bridge Truck	82-4200				260,000				
1 Ton Pickup	82-4200				35,000				
1 Ton Pickup	82-4200				35,000		40,000		
Double Drum Roller	82-4200				30,000				
Grader	82-4200					340,000			
Chopper	82-4200					75,000			
Lowboy Trailer	82-4200					75,000			
Pick-up	82-4200					35,000			
D4 Cat	82-4200						360,000		
Mag Truck	82-4200						40,000		
Mini Excavator	82-4200							85,000	
9 Wheel Roller	82-4200							80,000	
<b>Subtotal Equipment Replacement</b>		<b>493,000</b>	<b>493,000</b>	<b>493,000</b>	<b>535,000</b>	<b>525,000</b>	<b>690,000</b>	<b>730,000</b>	<b>-</b>
<b>GRAND TOTALS</b>		<b>493,000</b>	<b>493,000</b>	<b>493,000</b>	<b>535,000</b>	<b>525,000</b>	<b>690,000</b>	<b>730,000</b>	<b>-</b>

### Wheel Loader

Department Priority:	1			
Location:	Public Works			
Link to Other Project(s):				
Description:	Purchase of a Wheel Loader			
Justification:	This Loader will replace a 1989 926 loader with 4,900 hours. This loader's primary location is based in the Svensen/Knappa area. This loader is essential to supporting our material handling of aggregates, and storm debris cleanup. The new machine will be upgrading to the new emission standards.			
Alternatives:	Continue to use current loader			
Operating Impact:	Net Zero. Replacement of current machine.			
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 <u>        </u> <b>Total</b> Unit Cost:                                217,000                    217,000 Installation Fee:                                0                                0 Trade in Credit:                                7,000                                7,000 <hr/> <b>Net Cost:</b> <b>210,000</b> <b>210,000</b>		

### Mini Excavator

Department Priority:	2			
Location:	Public Works			
Link to Other Project(s):				
Description:	Purchase of a Class 80 Excavator			
Justification:	With the addition to adding a mid-sized excavator to our fleet we will be better suited for working on our smaller County, and public roadways. This Class excavator will assist in our larger pipe installs, and help utilize our mid-size dump trucks on smaller projects. The addition will also help to limit hours on our existing mini excavator which gets extensive use.			
Alternatives:	Continue sharing a single mini excavator between the three crews			
Operating Impact:	Will result in increased efficiency due to the availability of 2 mini excavators for 3 crews.			
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 <u>        </u> <b>Total</b> Unit Cost:                                155,000                    155,000 Installation Fee:                                0                                0 Trade in Credit:                                0                                0 <hr/> <b>Net Cost:</b> <b>155,000</b> <b>155,000</b>		

### Flatbed Pickup

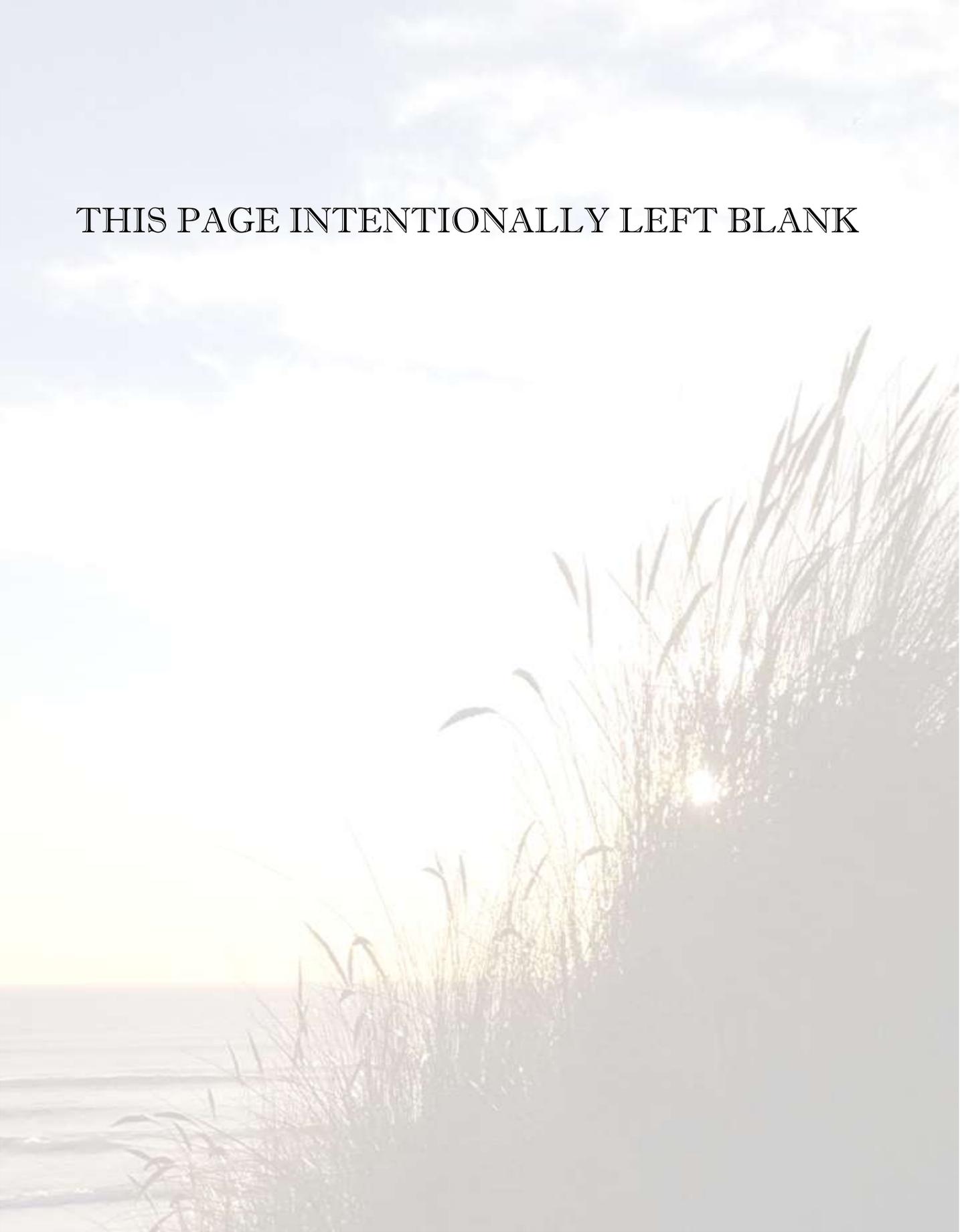
Department Priority:	3		
Location:	Public Works		
Link to Other Project(s):			
Description:	Purchase of a new Flatbed Pickup		
Justification:	This pickup will replace a 2000 1 ton #262. This truck is used to haul crew, materials, and tools to and from the jobsites year-round. The current pickup has 133,690 miles, and has met its service life, and will require higher maintenance cost in the future. Addition to the chassis purchase is the 4,000 for the flatbed, box, and aux fuel tank setup.		
Alternatives:	Continue to use the current pickup		
Operating Impact:	Net Zero. Replacement of current machine		
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 <u>          </u> <b>Total</b> Unit Cost:                            34,000                    34,000 Installation Fee:                    0                            0 Trade in Credit:                    0                            0 <hr/> <b>Net Cost:</b> <b>34,000</b> <b>34,000</b>	

### Flatbed Pickup

Department Priority:	4		
Location:	Public Works		
Link to Other Project(s):			
Description:	Purchase of a 1 Ton Extra Cab Flatbed Pickup		
Justification:	This pickup will replace a 2006 3/4 Ton with 123,672 miles. This truck is used to haul crew, materials, and tools to and from the jobsites year-round. This pickup has met its service life, and will require higher maintenance cost in the future.		
Alternatives:			
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 <u>          </u> <b>Total</b> Unit Cost:                            34,000                    34,000 Installation Fee:                    0                            0 Trade in Credit:                    0                            0 <hr/> <b>Net Cost:</b> <b>34,000</b> <b>34,000</b>	

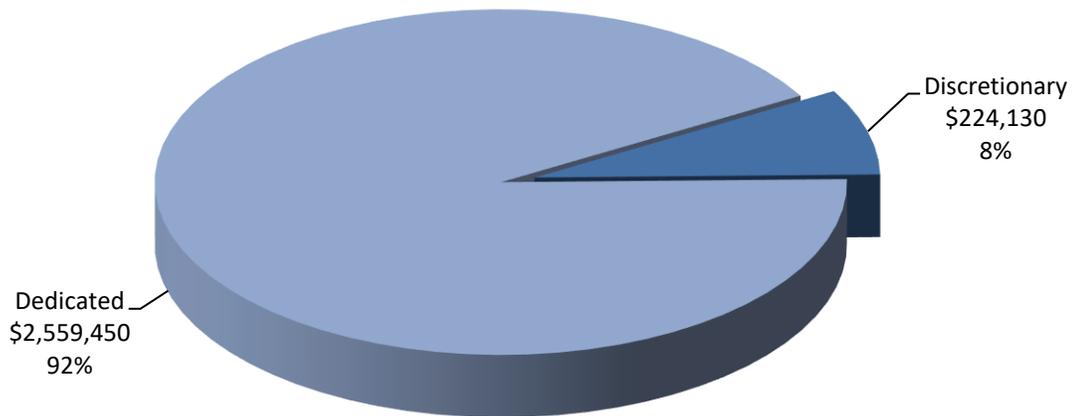
### 3 Axle Trailer

Department Priority:	5							
Location:	Public Works							
Link to Other Project(s):								
Description:	Purchase of new 3 Axle Trailer with Paver Ramp							
Justification:	This trailer replaces a 1998 equipment trailer. This trailer has been used at all times to move our fleet around the county. #237 trailer has met its service life.							
Alternatives:	Continue using existing trailer							
Operating Impact:	Net Zero. Replacement of current trailer							
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:                            60,000 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>60,000</b>	<table style="margin-left: auto; margin-right: 0;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">60,000</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;"><b>60,000</b></td> </tr> </tbody> </table>	Total	60,000	0	0	<b>60,000</b>
Total								
60,000								
0								
0								
<b>60,000</b>								

A background image of a sunset over the ocean with tall grasses in the foreground. The sun is low on the horizon, creating a warm, golden glow. The sky is filled with soft, white clouds. The grasses are silhouetted against the bright light, and the ocean waves are visible in the distance.

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**Clatsop County Functions/Programs Budget  
Culture & Recreation 2021-2022  
Total \$2,783,580**



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

- Fair General Operation
- 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.

# 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

Painted the Dairy Barn from white to a traditional red.  
 Improved over all safety of footbridge with safer hand railing as we as replaced retaining wall.  
 Finished off the inside of our newest building, to make it much more desirable to rent as well as installed heaters & ceiling fan.  
 Replaced all bathroom faucets & toilet fixtures to touchless systems.

## Performance Measures

Even during a global pandemic we have :

- \* Provided training area for local law enforcement.
- \* Provided emergency shelter for animals & people during fire season.
- \* Provided training area for the ARMY.
- \* We have provided space for one of the vaccination centers.
- \* Provided space for local food & clothing drives for those in need.

## Budget Highlights

We had a new tax levy pass with a .02 cent increase which will increase our operating budget by \$145,000 per year. We were able to still obtain \$53,000 in state lottery funds to help with the cost of the fair. Despite the fact we were unable to have fair this year.  
 The fair was reimbursed over \$21,000 through the CARES ACT that help pay for restroom upgrades as well as finishing our newest building for extra meeting space without having to heat the large exhibit hall.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	720,397	835,428	716,090	621,450	(94,640)	- 13%
Property Taxes Current Yr	293,135	301,219	310,700	478,280	167,580	53%
Property Taxes Prior Year	9,436	12,312	10,000	10,000	0	0%
GP Reserve Revenue	1,041	1,003	1,000	1,000	0	0%
Land Sales	0	0	0	0	0	0%
Interest On Investments	19,822	16,294	13,000	5,000	(8,000)	- 61%
Property Rents	0	0	0	0	0	0%
Land Sales/County Share	0	0	0	0	0	0%
Timber Sales	85,394	74,236	55,140	66,960	11,820	21%
CARES Act Reimbursement	0	5,256	0	0	0	0%
Disc Golf Donations from Trust	0	0	0	0	0	0%
Rev. Refunds & Reim.	6,637	4,070	0	0	0	0%
Tourism Funding	0	10,000	0	0	0	0%
ATM Fee Revenue	3,151	1,751	2,000	2,000	0	0%
4-H Revenue	5	0	1,800	1,800	0	0%
Donations	25	0	0	0	0	0%
OR State Fair Dist.	53,167	53,167	53,000	53,000	0	0%
Catering/Kitchen Fees	3,742	8,552	10,000	10,000	0	0%
NSF Check Fee	0	25	0	0	0	0%
Vending Machine Revenue	654	578	750	750	0	0%
Ticket/Gate Fees	122,623	67,971	100,000	110,000	10,000	10%
Carnival Revenue	21,421	21,260	20,000	20,000	0	0%
Fair Booth Rental Fees	8,600	8,800	8,000	8,000	0	0%
Fair Booster Buttons	1,485	3,505	2,000	2,000	0	0%
Concert Ticket Revenue	0	0	0	0	0	0%
Parking Fees	8,135	895	7,000	0	(7,000)	- 100%
Camping Fees	14,085	8,415	10,000	10,000	0	0%
Fair Sponsors	3,400	600	3,000	3,000	0	0%
Concert Sponsors	30,000	40,000	40,000	55,000	15,000	37%
Food Vendor %	9,178	16,071	15,000	15,000	0	0%
Fair Facility Rental	71,412	24,735	60,000	60,000	0	0%
Fair Arena Signs	5,850	6,400	5,000	5,000	0	0%
Merchandise	0	0	0	0	0	0%
Donations from Trust Fund	635	1,537	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	900	12	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from County Tourism	0	0	0	2,500	2,500	100%
<b>Total Revenue:</b>	<b>1,494,329</b>	<b>1,524,091</b>	<b>1,443,480</b>	<b>1,540,740</b>	<b>97,260</b>	<b>6%</b>
<b>Total Unappropriated Budget:</b>	<b>835,428</b>	<b>734,793</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>658,901</b>	<b>789,299</b>	<b>1,443,480</b>	<b>1,540,740</b>	<b>97,260</b>	<b>6%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	147,808	158,979	167,640	185,250	17,610	10%
Personnel Benefits	96,264	124,660	149,930	154,430	4,500	3%
Materials & Services	414,829	471,305	511,650	564,860	53,210	10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	34,355	50,000	35,000	(15,000)	- 30%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	564,260	601,200	36,940	6%
<b>Total Expenditures:</b>	<b>658,901</b>	<b>789,299</b>	<b>1,443,480</b>	<b>1,540,740</b>	<b>97,260</b>	<b>6%</b>

### Staffing Summary

Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Fair Maintenance Tech	1.00	1.00	1.00	1.00	0.00	0%
Admin Coordinator - Fair & Exp	1.00	1.00	1.00	1.00	0.00	0%
Maintenance Supervisor - Fair	1.00	0.00	0.00	0.00	0.00	0%
General Manager	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

### Measures

Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Event Days	169	242	242	235	0	240

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Fair Maintenance Tech	82-1768	37,173	39,332	41,860	45,290	3,430	8%
Admin Coordinator - Fair & Exp	82-1769	47,635	48,052	51,220	55,210	3,990	7%
Maintenance Supervisor - Fair	82-1770	0	0	0	0	0	0%
General Manager	82-1771	63,000	71,594	74,560	84,750	10,190	13%
Extra Help	82-1941	9,994	7,309	10,000	10,000	0	0%
Overtime	82-1945	3,700	4,186	6,000	6,000	0	0%
F.I.C.A.	82-1950	11,769	12,136	14,050	15,400	1,350	9%
Retirement	82-1955	14,021	24,241	31,430	38,580	7,150	22%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	43,911	61,107	71,430	66,280	(5,150)	- 7%
Dental Insurance	82-1965	3,848	5,278	5,970	7,290	1,320	22%
HSA/HRA Contribution	82-1966	5,167	6,833	6,000	6,000	0	0%
Benefits Admin Fees	82-1967	50	89	90	90	0	0%
Life/AD&D Insurance	82-1970	334	334	300	300	0	0%
Salary Continuation Insur	82-1972	435	461	500	520	20	4%
S.A.I.F.	82-1975	2,835	2,538	3,980	3,770	(210)	- 5%
Unemployment	82-1980	201	150	180	200	20	11%
<b>Personnel Services Totals:</b>		<b>244,073</b>	<b>283,639</b>	<b>317,570</b>	<b>339,680</b>	<b>22,110</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	0	1,098	1,000	1,000	0	0%
Telephones	82-2070	940	1,207	3,000	2,000	(1,000)	- 33%
ATM Annual Fees	82-2120	0	75	100	100	0	0%
Custodial Supplies	82-2160	6,669	6,280	6,000	7,000	1,000	16%
Transient Room Tax	82-2167	1,025	1,007	1,500	1,500	0	0%
Insurance	82-2200	17,821	18,990	23,740	25,770	2,030	8%
License And Permit Fees	82-2240	453	470	1,000	1,000	0	0%
Maintenance Supplies	82-2259	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	14,661	15,990	15,000	20,000	5,000	33%
General Equipment	82-2268	20,068	24,326	35,000	35,000	0	0%
Maintenance S.I.G.	82-2300	55,498	43,220	40,000	50,000	10,000	25%
Membership Fees And Dues	82-2370	2,722	1,423	2,470	2,470	0	0%
Office Supplies	82-2410	1,926	1,812	1,500	1,500	0	0%
Postage And Freight	82-2419	15	57	250	250	0	0%
Printing And Reproduction	82-2425	527	328	1,500	1,000	(500)	- 33%
Prof And Spec Services	82-2450	0	3,718	0	0	0	0%
PC Equipment	82-2455	707	2,109	2,000	580	(1,420)	- 71%
Tents and Frames	82-2458	0	0	0	0	0	0%
Auditing And Accounting	82-2462	0	0	0	0	0	0%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Contractual Services	82-2471	12,091	46,776	25,000	30,000	5,000	20%
Fair Judges	82-2472	821	600	1,000	1,000	0	0%
Concession Sales	82-2481	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	2,063	1,831	2,000	2,000	0	0%
Publi. And Legal Notices	82-2600	300	0	500	500	0	0%
Advertising - Fair & Concerts	82-2604	10,640	12,956	10,000	10,000	0	0%
Advertising	82-2605	9,530	9,090	20,000	10,000	(10,000)	- 50%
Disc Golf Course	82-2610	0	0	0	0	0	0%
Rents And Leases - Equip.	82-2630	7,006	2,153	5,000	5,000	0	0%
Meetings/ Hosting	82-2750	303	942	500	500	0	0%
Fuel - Equipment	82-2851	322	21	2,000	2,000	0	0%
Fuel - Vehicles	82-2852	2,039	794	1,000	1,000	0	0%
Signs	82-2856	480	302	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	231	0	500	500	0	0%
Education And Training	82-2928	3,455	2,372	2,360	2,360	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	943	1,186	3,630	3,630	0	0%
Towing	82-2940	0	0	0	0	0	0%
Utilities	82-2960	56,823	48,966	65,000	65,000	0	0%
Unallocated Donations	82-3141	635	1,537	0	0	0	0%
Fair Awards & Ribbons	82-3182	510	0	500	0	(500)	- 100%
Fair Premiums	82-3183	2,189	2,163	3,000	3,000	0	0%
General Entertainment	82-3185	1,819	1,910	20,000	25,000	5,000	25%
Fair Entertainment	82-3186	94,351	124,730	125,000	150,000	25,000	20%
Refunds and Returns	82-3204	1,138	0	1,000	500	(500)	- 50%
County Fair Expense	82-3205	33,706	44,668	45,000	45,000	0	0%
Indirect Cost Allocation	82-3210	50,400	46,200	43,600	57,700	14,100	32%
<b>Materials &amp; Services Totals:</b>		<b>414,829</b>	<b>471,305</b>	<b>511,650</b>	<b>564,860</b>	<b>53,210</b>	<b>10%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	34,355	0	35,000	35,000	100%
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	50,000	0	(50,000)	- 100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>34,355</b>	<b>50,000</b>	<b>35,000</b>	<b>(15,000)</b>	<b>- 30%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	564,260	601,200	36,940	6%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>564,260</b>	<b>601,200</b>	<b>36,940</b>	<b>6%</b>
<b>Total Expenditures:</b>		<b>658,901</b>	<b>789,299</b>	<b>1,443,480</b>	<b>1,540,740</b>	<b>97,260</b>	<b>6%</b>

### Connect Generator To Main Building

Department Priority:	1			
Location:	Fairgrounds Main Building			
Link to Other Project(s):				
Description:	We have a 35 KW generator that we received from the Sheriffs office . We would like to get this wired into the main building to have as emergency backup power. This would supply power to the exhibit hall & the kitchen.			
Justification:	This would allow the fairgrounds to be more readily used in the event of an emergency, wind storm or cascadia type event			
Alternatives:	Leave the building with no backup power.			
Operating Impact:	There would be additional maintenace to the generator to make sure it is kept in good working order.			
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 <u>        </u> <b>Total</b> Unit Cost:                                0                    0 Installation Fee:                    10,000                    10,000 Trade in Credit:                    0                    0 <hr/> <b>Net Cost:</b> <u>        </u> <b>10,000</b> <u>        </u> <b>10,000</b>		

### Replace East & West Roll Up Doors Indoor Arena

Department Priority:	2			
Location:	Fairgrounds Indoor Arena			
Link to Other Project(s):				
Description:	Replace both the east & west roll up doors in the indoor arena, with power roll up doors.			
Justification:	Both doors have been severely damaged over the years and no longer hang strait and have become increasingly difficult to open . They both require quite a lot of upper body strength to open. Most people give up before the doors are fully open which is part of the reason they have been damaged so many times. They have also become harder to control when lowering the doors with the manual chain system that is in place.			
Alternatives:	Leave doors as they are.			
Operating Impact:	Minimal power use when raising or lowering the doors.			
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:                    2 <u>        </u> <b>Total</b> Unit Cost:                                12,500                    25,000 Installation Fee:                    0                    0 Trade in Credit:                    0                    0 <hr/> <b>Net Cost:</b> <u>        </u> <b>12,500</b> <u>        </u> <b>25,000</b>		

# 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 Cullaby Lake 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

Over the past year the Parks Department has received two grants from the Oregon State Marine Board for the boating facility improvements at Westport County Park. The new boating facility will provide a new boat ramp surface, boarding floats, over 250 feet of transient mooring dock space, 38 single car parking spaces, 49 boat trailer parking spaces, restroom, and a park host site. We received a \$37,500 grant for the final engineering of the utilities for the site and a \$640,000 grant for the purchasing of docks, gangways and boarding floats for the project. The total project cost for these two grant projects with the County's cash match is \$940,000. The Parks Department has applied for another grant with the Oregon State Marine Board for the final construction phase of the project. The project is slated to start in July of 2021 and complete in October of 2021. Since 2004 the Parks Department has been working on the Westport County Park property donation from Georgia Pacific, permitting with Corps of Engineers and Division of State Lands and final construction of this site. The new boating facility will be a great attraction for the residents and visitors to Clatsop County. The Parks Department has also received a \$36,000 grant from the Oregon State Parks for the installation of a restroom facility in Klootchey Creek County Park. In cooperation with North Coast Trails Alliance and Greenwood Resources this park site has become the trail head for the newly formed mountain bike trail system. This grant will provide the funds to install a new restroom for this increasingly popular site and the new attraction of the mountain bike trail system. With the County's match the total project cost will be \$60,000.

## Performance Measures

We anticipate the number of daily-park passes sold in FY 21/22 to be around 7,000. In FY 20-21 even though we dealt with the COVID-19 pandemic we still had near normal to slightly above normal numbers of visitors to the County parks. The John Day County park pass numbers will remain low for another year due to the closure of the sturgeon season on the Columbia River. The Shelter reservations have been a popular attraction at Cullaby Lake Park, but due to COVID-19 and the restrictions to social gathering sizes the shelter reservations have crashed and we are unable to allow large gatherings. We are still getting great attendance in the parks, just small individual family size groups.

### Budget Highlights

The proposed FY 21/22 Personnel Services budget reflects an increase of \$7,930 over last year's budget due to step increases, retirement and medical rate increases, as well as a 3.0% COLA as of July 1, 2021. In the requested FY 21/22 budget, the Parks Department is requesting the addition of one (1.0) full time Park Ranger Position to help assist with the growing maintenance needs and park amenities growth. With the addition of the new Ranger position we are also proposing that the current Park Ranger receive a 10% increase in pay and designated as the Lead Park Ranger. The total cost increase to payroll will be \$89,139.70. This includes promoting the current Park Ranger to Lead Ranger (\$3,342.86) and adding a new Park Ranger (\$85,796.84). The addition of this new Ranger position will also help alleviate the safety concerns with having the Park Ranger working and operating motorized equipment in the field by himself on a daily basis.

The Materials and Supplies section of the proposed budget has been flat funded at a level of \$59,160. There are several changes in amounts between line items but the total amount for the Materials and Supplies is the same as last year. In the requested budget we are asking for an increase of \$11,000 for the utilities cost for the Westport County Park boating facility. Currently there are no utility cost for this site. With the planned site we will have electric, water, sewage and garbage service cost.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Other Permit Fees	0	0	0	0	0	0%
RV Parks Fees	37,597	34,733	37,500	37,500	0	0%
St. - Marine Gas Tax	6,750	6,750	6,750	6,750	0	0%
Parks Reservations & Special E	3,515	1,840	3,500	1,000	(2,500)	- 71%
Carnahan Park Fees	603	765	1,500	1,300	(200)	- 13%
Cullaby Lake Fees	25,010	15,741	25,000	25,000	0	0%
John Day Boat Ramp Fees	12,510	6,770	11,000	11,000	0	0%
Annual Parks Pass Fees	8,437	6,043	7,500	7,500	0	0%
Rev. Refunds & Reim.	582	234	0	0	0	0%
Tourism Funding	0	1,000	0	0	0	0%
NSF Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from County Tourism	0	0	0	2,500	2,500	100%
Transfer from Parks & Land Acq	45,000	45,000	45,000	50,000	5,000	11%
General Fund Support	88,068	111,764	120,820	224,130	103,310	85%
<b>Total Revenue:</b>	<b>228,097</b>	<b>230,639</b>	<b>258,570</b>	<b>366,680</b>	<b>108,110</b>	<b>41%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	102,036	104,345	112,800	160,800	48,000	42%
Personnel Benefits	63,845	70,557	85,970	135,080	49,110	57%
Materials & Services	61,702	55,223	59,160	70,160	11,000	18%
Special Payments	514	514	640	640	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%
<b>Total Expenditures:</b>	<b>228,097</b>	<b>230,639</b>	<b>258,570</b>	<b>366,680</b>	<b>108,110</b>	<b>41%</b>

### Staffing Summary

Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.05	0.03	(0.03)	- 50%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
Park Ranger	1.00	1.00	1.00	2.00	1.00	100%
<b>Total Personnel:</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>2.68</b>	<b>0.98</b>	<b>57%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Daily Park passes sold	Count	6,281	7,480	7,500	4,430	7,000	7,000
Picnic Shelter reservations	Count	82	88	90	60	35	50
Hours in participation of park volunteers	Count	90	125	100	24	30	50

**Summary**

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Public Works Director	82-1088	5,319	5,643	6,100	3,280	(2,820)	- 46%
Staff Assistant	82-1191	6,111	6,730	7,230	7,780	550	7%
Natural Resource Mgr	82-1620	43,455	43,455	47,000	50,200	3,200	6%
Park Ranger	82-1898	47,150	48,518	52,470	99,540	47,070	89%
Extra Help	82-1941	14,791	15,744	24,250	25,180	930	3%
Overtime	82-1945	0	100	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	8,646	8,883	10,500	14,240	3,740	35%
Retirement	82-1955	14,819	19,411	20,970	35,290	14,320	68%
Medical Waiver	82-1963	179	180	180	180	0	0%
Medical Insurance	82-1964	18,206	19,293	21,500	46,040	24,540	114%
Dental Insurance	82-1965	2,233	2,298	2,280	5,690	3,410	149%
HSA/HRA Contribution	82-1966	2,100	2,100	2,100	4,050	1,950	92%
Benefits Admin Fees	82-1967	35	39	40	40	0	0%
Life/AD&D Insurance	82-1970	150	151	150	220	70	46%
Salary Continuation Insur	82-1972	205	204	200	270	70	35%
S.A.I.F.	82-1975	2,350	2,016	3,660	3,690	30	0%
Unemployment	82-1980	132	139	140	190	50	35%
<b>Personnel Services Totals:</b>		<b>165,881</b>	<b>174,902</b>	<b>198,770</b>	<b>295,880</b>	<b>97,110</b>	<b>48%</b>
<b>Materials &amp; Services</b>							
Uniform Cleaning	82-2041	993	0	500	500	0	0%
Telephones	82-2070	1,659	1,410	1,050	1,100	50	4%
Custodial Supplies-Parks	82-2159	1,959	1,596	1,800	2,000	200	11%
Credit Card Fees	82-2220	1,102	822	1,400	1,400	0	0%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance Supplies	82-2259	250	97	0	0	0	0%
Maintenance - Equipment	82-2260	2,134	2,249	2,200	2,200	0	0%
Maint Equip - John Day	82-2282	0	24	0	0	0	0%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Parks Maint. S.I.G.	82-2323	1,325	1,997	1,500	1,500	0	0%
Maint SIG-Cullaby	82-2325	5,650	2,423	2,000	2,000	0	0%
Maint SIG-John Day	82-2326	1,961	751	1,500	1,500	0	0%
Maint SIG-Westport	82-2327	33	1,032	660	660	0	0%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Office Supplies	82-2410	304	99	200	200	0	0%
Postage And Freight	82-2419	142	113	200	200	0	0%
Printing And Reproduction	82-2425	306	952	200	0	(200)	- 100%
Contractual Services	82-2471	0	0	0	0	0	0%

**Summary Cont.**

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Contractual Serv-Cullaby	82-2488	6,900	7,200	7,200	7,200	0	0%
COVID19 Emerg Prep	82-2489	0	0	0	0	0	0%
PPE Grant Expense	82-2490	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	132	0	200	100	(100)	- 50%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Equipment	82-2851	809	1,004	800	800	0	0%
Fuel - Vehicles	82-2852	6,050	3,812	6,000	4,500	(1,500)	- 25%
Garden Supplies	82-2860	0	0	0	0	0	0%
Safety Program	82-2862	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	2,698	2,580	2,900	2,900	0	0%
Education And Training	82-2928	14	105	250	200	(50)	- 20%
Reimbursed Travel Expense	82-2930	0	15	0	0	0	0%
Sani-cans Westport	82-2954	1,114	963	1,200	1,200	0	0%
Pumping Sani-cans	82-2956	8,300	8,248	7,200	8,300	1,100	15%
Road Department Services	82-2959	400	400	0	0	0	0%
Utilities - Westport Co. Park	82-2973	0	0	0	11,000	11,000	100%
Utilities-Cullaby	82-2974	11,099	11,780	12,500	12,500	0	0%
Utilities-John Day	82-2975	6,309	3,889	5,600	5,600	0	0%
Utilities-Kloutchy Creek	82-2976	0	1,422	2,000	2,500	500	25%
Refunds and Returns	82-3204	60	240	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>61,702</b>	<b>55,223</b>	<b>59,160</b>	<b>70,160</b>	<b>11,000</b>	<b>18%</b>
<b>Special Payments</b>							
Property Taxes	82-3800	514	514	640	640	0	0%
<b>Special Payments Totals:</b>		<b>514</b>	<b>514</b>	<b>640</b>	<b>640</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>228,097</b>	<b>230,639</b>	<b>258,570</b>	<b>366,680</b>	<b>108,110</b>	<b>41%</b>

## 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

Parks accomplishments and performances measure are tracked in the General Fund Parks Budget 001-1795

### Performance Measures

No performance measures for this fund account

### Budget Highlights

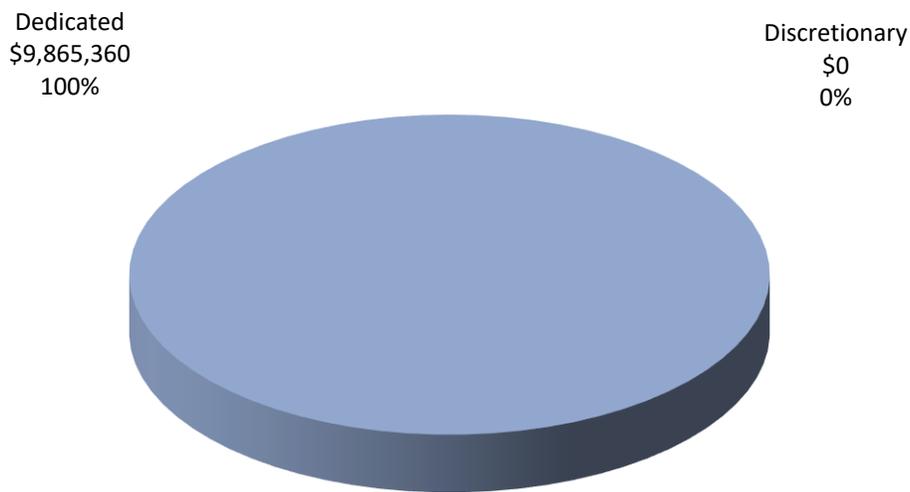
In the requested FY 21/22 budget we have allocated \$20,000 in line item 82-2129 for unallocated projects. These funds will be used for any potential grant or improvement projects that are identified in our Parks Master Plan that may present potential during the year. These funds will also help fund any equipment failures or replacements that we may need for maintenance in the parks system. We have also budgeted \$1,300 in direct cost allocation for the management of this project fund site. This budget also has the annual transfer of \$45,000 to the 1795 Park Maintenance fund to help support the parks operational budget.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	995,704	956,071	911,820	868,160	(43,660)	- 4%
Interest On Investments	24,483	19,817	18,000	8,000	(10,000)	- 55%
State Support	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	1,000	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>1,020,188</b>	<b>976,888</b>	<b>929,820</b>	<b>876,160</b>	<b>(53,660)</b>	<b>- 5%</b>
<b>Total Unappropriated Budget:</b>	<b>956,071</b>	<b>913,265</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>64,117</b>	<b>63,623</b>	<b>929,820</b>	<b>876,160</b>	<b>(53,660)</b>	<b>- 5%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	19,117	18,623	21,100	21,300	200	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	45,000	45,000	45,000	50,000	5,000	11%
Contingency	0	0	863,720	804,860	(58,860)	- 6%
<b>Total Expenditures:</b>	<b>64,117</b>	<b>63,623</b>	<b>929,820</b>	<b>876,160</b>	<b>(53,660)</b>	<b>- 5%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Unapportioned Projects	82-2129	18,017	17,623	20,000	20,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,100	1,000	1,100	1,300	200	18%
<b>Materials &amp; Services Totals:</b>		<b>19,117</b>	<b>18,623</b>	<b>21,100</b>	<b>21,300</b>	<b>200</b>	<b>0%</b>
<b>Special Payments</b>							
Unallocated Projects	82-3129	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to General Fund	82-8001	45,000	45,000	45,000	50,000	5,000	11%
<b>Transfers Out Totals:</b>		<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>50,000</b>	<b>5,000</b>	<b>11%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	863,720	804,860	(58,860)	- 6%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>863,720</b>	<b>804,860</b>	<b>(58,860)</b>	<b>- 6%</b>
<b>Total Expenditures:</b>		<b>64,117</b>	<b>63,623</b>	<b>929,820</b>	<b>876,160</b>	<b>(53,660)</b>	<b>- 5%</b>

**Clatsop County Functions/Programs Budget  
Clatsop County Service Districts 2021-2022  
Total \$10,691,730**



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

- |                                |                          |
|--------------------------------|--------------------------|
| Rural Law Enforcement District | Westport Sewer Equipment |
| Road District No. 1            | 4-H & Extension          |
| Westport Sewer Service         |                          |

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.

# 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

Overall revenue realizes a \$163,390 reduction, primarily due to a reduction of \$348,800 in the Beginning Fund Balance (this is reduced to \$294,100 when the actual 2020-21 Beginning Fund is used). Property taxes increase by 5.1% to \$1,567,640 and we anticipate an increase in Timber of \$159,540 to \$952,440. There is a significant reduction of \$56,000 in interest earned due to exceptionally low interest on our investments.

There is a reduction in Personnel Services in the amount of \$109,520, this is due to a significant decrease in the cost of health insurance and a revision in the cost share between the Rural Law Enforcement District and the General Fund for Support Division's costs. Material and Services realizes a modest increase of \$8,210 primarily due portable radio and vehicle computer replacements in the Enforcement Division budget. Overall contingency is reduced by approximately \$44,150 when compared to 2020-21.

### Funding Sources

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	2,910,674	2,959,869	2,746,240	2,397,440	(348,800)	- 12%
Property Taxes Current Yr	1,429,495	1,463,749	1,490,940	1,567,640	76,700	5%
Property Taxes Prior Year	38,479	36,971	38,000	38,000	0	0%
GP Reserve Revenue	5,079	4,846	4,600	4,600	0	0%
SIP-06-02 Taxes	109,356	110,028	90,500	90,500	0	0%
Land Sales	0	766	0	0	0	0%
Interest On Investments	88,972	71,186	80,000	24,000	(56,000)	- 70%
Timber Sales	1,225,953	1,067,173	792,900	952,440	159,540	20%
BVP Grant	0	0	0	600	600	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	11,881	0	4,000	4,000	100%
Insurance Loss Proceeds	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>5,808,007</b>	<b>5,726,470</b>	<b>5,243,180</b>	<b>5,079,220</b>	<b>(163,960)</b>	<b>- 3%</b>
<b>Total Unappropriated Budget:</b>	<b>2,959,869</b>	<b>2,796,856</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>2,848,138</b>	<b>2,929,614</b>	<b>5,243,180</b>	<b>5,079,220</b>	<b>(163,960)</b>	<b>- 3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	1,436,690	1,416,840	(19,850)	- 1%
Personnel Benefits	1,990,509	2,201,055	1,085,720	996,050	(89,670)	- 8%
Materials & Services	715,805	663,414	771,520	776,730	5,210	0%
Special Payments	26,000	26,000	26,000	26,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	115,824	39,145	128,500	113,000	(15,500)	- 12%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	1,794,750	1,750,600	(44,150)	- 2%
<b>Total Expenditures:</b>	<b>2,848,138</b>	<b>2,929,614</b>	<b>5,243,180</b>	<b>5,079,220</b>	<b>(163,960)</b>	<b>- 3%</b>

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Undersheriff	82-1110	0	0	38,510	41,450	2,940	7%
Lieutenant	82-1113	0	0	69,620	72,520	2,900	4%
Sergeant	82-1116	0	0	292,250	312,760	20,510	7%
Support Div Supervisor	82-1117	0	0	31,930	25,770	(6,160)	- 19%
Special Detective	82-1177	0	0	175,920	93,240	(82,680)	- 47%
Staff Assistant	82-1191	0	0	111,250	108,570	(2,680)	- 2%
Deputy Sheriff Senior II	82-1515	0	0	130,240	175,190	44,950	34%
Deputy Sheriff Senior I	82-1516	0	0	136,300	156,800	20,500	15%
Deputy Sheriff	82-1520	0	0	218,310	193,130	(25,180)	- 11%
Resident Deputy	82-1521	0	0	220,210	230,870	10,660	4%
Accountant II	82-1848	0	0	0	6,540	6,540	100%
Accountant I	82-1850	0	0	12,150	0	(12,150)	- 100%
Extra Help - Dep. Sheriff	82-1915	0	0	29,400	17,500	(11,900)	- 40%
Overtime	82-1945	0	0	96,160	92,840	(3,320)	- 3%
Remuneration	82-1947	0	0	25,870	25,050	(820)	- 3%
F.I.C.A.	82-1950	0	0	121,800	118,660	(3,140)	- 2%
Retirement	82-1955	0	0	372,970	373,190	220	0%
Medical Waiver	82-1963	0	0	0	690	690	100%
Medical Insurance	82-1964	0	0	330,980	267,460	(63,520)	- 19%
Dental Insurance	82-1965	0	0	34,210	34,380	170	0%
HSA/HRA Contribution	82-1966	0	0	28,740	22,030	(6,710)	- 23%
Benefits Admin Fees	82-1967	0	0	420	440	20	4%
Life/AD&D Insurance	82-1970	0	0	1,220	1,130	(90)	- 7%
Salary Continuation Insur	82-1972	0	0	1,820	1,700	(120)	- 6%
S.A.I.F.	82-1975	0	0	40,530	39,430	(1,100)	- 2%
Unemployment	82-1980	0	0	1,600	1,550	(50)	- 3%
Personnel Services	82-1985	1,990,509	2,201,055	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>1,990,509</b>	<b>2,201,055</b>	<b>2,522,410</b>	<b>2,412,890</b>	<b>(109,520)</b>	<b>- 4%</b>
<b>Materials &amp; Services</b>							
Insurance	82-2200	99,701	120,820	151,030	146,360	(4,670)	- 3%
General Equipment	82-2268	47,552	585	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	2,807	5,821	10,000	10,000	0	0%
Membership Fees And Dues	82-2370	475	549	500	600	100	20%
Office Furniture & Equipment	82-2454	0	0	1,000	1,000	0	0%
PC Equipment	82-2455	1,560	2,286	7,500	870	(6,630)	- 88%
Auditing And Accounting	82-2462	2,350	2,350	2,500	2,350	(150)	- 6%
Contractual Services	82-2471	9,592	9,982	10,000	10,800	800	8%
RLED Discretionary Programs	82-2482	12,501	9,376	12,500	12,500	0	0%

## Summary Cont.

Account Name	Account #	Actual	Actual	Adopted	Adopted	\$ Change	% Change
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2021-2022
Ballistics Vests - RLED	82-2690	10,534	6,301	8,000	3,000	(5,000)	- 62%
Flash And Seed Money	82-2774	0	0	5,000	2,000	(3,000)	- 60%
Vehicle Maintenance & Use	82-2923	144	0	0	0	0	0%
Materials & Services	82-2967	443,188	416,344	452,790	478,550	25,760	5%
Indirect Cost Allocation	82-3210	85,400	89,000	100,700	98,700	(2,000)	- 1%
<b>Materials &amp; Services Totals:</b>		<b>715,805</b>	<b>663,414</b>	<b>771,520</b>	<b>776,730</b>	<b>5,210</b>	<b>0%</b>
<b>Special Payments</b>							
Special Payment to Marine Patr	82-3820	26,000	26,000	26,000	26,000	0	0%
<b>Special Payments Totals:</b>		<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	115,824	39,145	128,500	113,000	(15,500)	- 12%
<b>Capital Outlay Totals:</b>		<b>115,824</b>	<b>39,145</b>	<b>128,500</b>	<b>113,000</b>	<b>(15,500)</b>	<b>- 12%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	1,794,750	1,750,600	(44,150)	- 2%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,794,750</b>	<b>1,750,600</b>	<b>(44,150)</b>	<b>- 2%</b>
<b>Total Expenditures:</b>		<b>2,848,138</b>	<b>2,929,614</b>	<b>5,243,180</b>	<b>5,079,220</b>	<b>(163,960)</b>	<b>- 3%</b>

### Sheriff's office patrol vehicle

Department Priority:	1							
Location:	1190 SE 19th street Warrenton, OR							
Link to Other Project(s):								
Description:	Marked Sheriff's office patrol vehicle							
Justification:	Replace current vehicles that will have over 160,000 miles at time of replacement. This is in accordance with RLED vehicle replacement schedules. RLED is replacing two patrol vehicles and Special Projects is replacing one.							
Alternatives:	Continue to operate current vehicles knowing maintenance costs will increase and the greater likelihood that an expensive repair will be needed.							
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:                    2 Unit Cost:                            34,000 Installation Fee:                22,500 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>56,500</b>	<table style="margin-left: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; border-bottom: 1px solid black;">68,000</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">45,000</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;"><b>113,000</b></td> </tr> </tbody> </table>	Total	68,000	45,000	0	<b>113,000</b>
Total								
68,000								
45,000								
0								
<b>113,000</b>								

# 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 \$3,623,610 to support the Road Administration, Road Maintenance and Road Contingency organization units.

## Budget Highlights

The Road District Fund is projecting a 27% increase in revenues due to higher estimated beginning balance, property taxes and timber revenues. This fund will transfer \$4,633,200 to support the Road Administration, Road Maintenance and Road Contingency organization units.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	988,230	676,208	195,550	876,360	680,810	348%
Property Taxes Current Yr	2,021,598	2,070,261	2,108,460	2,216,930	108,470	5%
Property Taxes Prior Year	54,408	52,025	54,000	54,000	0	0%
GP Reserve Revenue	7,182	6,853	6,500	6,500	0	0%
SIP-06-02 Taxes	154,669	155,620	128,000	128,000	0	0%
Land Sales	0	1,083	0	0	0	0%
Interest On Investments	15,108	11,174	15,000	7,500	(7,500)	- 50%
Timber Sales	1,733,714	1,509,172	1,121,300	1,346,810	225,510	20%
<b>Total Revenue:</b>	<b>4,974,908</b>	<b>4,482,397</b>	<b>3,628,810</b>	<b>4,636,100</b>	<b>1,007,290</b>	<b>27%</b>
<b>Total Unappropriated Budget:</b>	<b>676,208</b>	<b>551,047</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>4,298,700</b>	<b>3,931,350</b>	<b>3,628,810</b>	<b>4,636,100</b>	<b>1,007,290</b>	<b>27%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	4,550	4,450	5,200	2,900	(2,300)	- 44%
Special Payments	4,294,150	3,926,900	3,623,610	4,633,200	1,009,590	27%
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%
<b>Total Expenditures:</b>	<b>4,298,700</b>	<b>3,931,350</b>	<b>3,628,810</b>	<b>4,636,100</b>	<b>1,007,290</b>	<b>27%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Auditing And Accounting	82-2462	2,350	2,350	2,700	2,700	0	0%
Indirect Cost Allocation	82-3210	2,200	2,100	2,500	200	(2,300)	- 92%
<b>Materials &amp; Services Totals:</b>		<b>4,550</b>	<b>4,450</b>	<b>5,200</b>	<b>2,900</b>	<b>(2,300)</b>	<b>- 44%</b>
<b>Special Payments</b>							
Special Payment to General Roa	82-3802	4,294,150	3,926,900	3,623,610	4,633,200	1,009,590	27%
<b>Special Payments Totals:</b>		<b>4,294,150</b>	<b>3,926,900</b>	<b>3,623,610</b>	<b>4,633,200</b>	<b>1,009,590</b>	<b>27%</b>
<b>Transfers Out</b>							
Transfer to General Road	82-8002	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>4,298,700</b>	<b>3,931,350</b>	<b>3,628,810</b>	<b>4,636,100</b>	<b>1,007,290</b>	<b>27%</b>

# 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 the installation of a dry chemical feeder to address the Ph issue, and the purchase of UV bulbs and parts which are paid from the equipment replacement fund. A process was started to secure grant funding for the improvements that will needed to be made to the sewer infrastructure, treatment plant and outfall. The District obtained a \$20,000 technical assistance grant to prepare a Facilities Plan. This Facilities Plan is the first step needed to secure additional Grant funding. Sewer rates were increased to ensure funding to meet DEQ requirements and complete needed improvements.

## Budget Highlights

Revenues are higher due to a 19% higher beginning balance, a request for Community Plan Funds and a \$20,000 grant from Business Oregon for facility plan development. Contingency is also slightly increased by 3%. This transfer out to Westport Equipment was doubled to \$4,000 to adjust for that funds lower beginning balance. The Materials & Services have increases in insurance (\$220), Indirect Costs (\$2,140), Materials and Services which includes contracting for the facilities plan and Septic Tank Pumping (\$4,000). The Septic Tank Pumping was increased by 33% to be able to pump tanks that are overdue on the pumping schedule. This in turn should reduce the amount of emergency pumping incidents that the district deals with. The District has 6 years remaining on a DEQ loan of \$ 112,500 that was part of the cost of the plant upgrade to UV. Sewer rates will increase by \$2.00 per month to \$58.00 per month.

In January of 2020 staff proposed to the Board of Commissioners modifications to the Westport Corridor and Community Plan. The plan itself was developed as a result of a payback from an enterprise zone company not being able to fulfill their commitment to employment/training goals per the enterprise zone requirements.

At that time staff had proposed revisions to the community plan for use of the remaining \$177K in funds which still met the criteria of being for the benefit of the community. A portion of these were allocated as follows: 1. The Westport Sewer District staff wanted to allocate \$70,000: \$20K to develop a facility plan which is required in order to receive possible grant funding for further projects; and \$50K to purchase a PH Dry Chemical Feeder and influent flow meter which is being required by DEQ. 2. A traffic impact study in the amount of \$17K was requested to continue to evaluate access off of HWY 30 as well as make safety improvements for the community.

Staff budgeted \$65,800 for the Westport Sewer items in 2020-21. The lowest bid for the chemical feeder came out above estimates and above the \$65,800 that was transferred from the Enterprise Zone Fund leaving no additional funds for the proposed Facilities Plan. Staff had also proposed \$17K for a traffic impact study which was completed but the money was not requested from the Enterprise Zone Fund.

Staff would now like to request the remaining \$4,200 allocated for Westport Sewer along with the \$17K from the traffic impact study requested funds that were not allocated to be used to complete the proposed Facilities Plan for the Westport Sewer Treatment plant and collection system. This \$21,200 would be combined with a \$20,000 Business Oregon Technical Assistance Grant that the District received to complete the facilities plan. The completion of this facilities plan is necessary to apply for additional grants for improvements to the treatment plant and collection system.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	65,929	57,604	71,090	85,010	13,920	19%
Community Plan Funding	0	0	0	21,200	21,200	100%
Interest On Investments	1,364	1,257	1,100	650	(450)	- 40%
State Support	0	0	0	20,000	20,000	100%
Users Fees	77,038	95,422	105,000	105,000	0	0%
S.A.I.F. Reimbursement	183	238	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%
<b>Total Revenue:</b>	<b>144,514</b>	<b>154,521</b>	<b>177,190</b>	<b>231,860</b>	<b>54,670</b>	<b>30%</b>
<b>Total Unappropriated Budget:</b>	<b>57,604</b>	<b>70,757</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>86,910</b>	<b>83,764</b>	<b>177,190</b>	<b>231,860</b>	<b>54,670</b>	<b>30%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	4,252	0	0	0	0	0%
Personnel Benefits	894	(1)	0	0	0	0%
Materials & Services	72,209	74,210	88,570	138,760	50,190	56%
Special Payments	1,668	1,501	1,400	1,210	(190)	- 13%
Debt Service	5,887	6,054	6,300	6,400	100	1%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	2,000	2,000	2,000	4,000	2,000	100%
Contingency	0	0	78,920	81,490	2,570	3%
<b>Total Expenditures:</b>	<b>86,910</b>	<b>83,764</b>	<b>177,190</b>	<b>231,860</b>	<b>54,670</b>	<b>30%</b>

Staffing Summary						
Authorized Personnel	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	FTE Change Adopted	% Change Adopted
Sewer System Opr	0.26	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>0.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of septic tanks	Count	91	91	91	91	91	91
Number of requests for pumping full tanks	Count	1	1	5	5	6	6
Monthly residential sewer rate	Count	39	39	39	53	56	56
Percent of tanks that are checked annually	Percent	6%	11%	2%	6%	6%	10%
Ratio of sewer bills 60 days past due to total	Percent	13%	7%	6%	6%	12%	10%

## Summary

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Personnel Services</b>							
Sewer System Opr	82-1710	4,252	0	0	0	0	0%
F.I.C.A.	82-1950	325	0	0	0	0	0%
Retirement	82-1955	30	0	0	0	0	0%
S.A.I.F.	82-1975	539	(1)	0	0	0	0%
Unemployment	82-1980	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>5,147</b>	<b>(1)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Insurance	82-2200	2,607	2,652	3,320	3,540	220	6%
License And Permit Fees	82-2240	3,168	3,512	3,540	3,980	440	12%
Maintenance - Equipment	82-2260	116	25	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	1,487	646	4,000	5,800	1,800	45%
Membership Fees And Dues	82-2370	0	500	500	500	0	0%
Office Supplies	82-2410	27	202	100	300	200	200%
Postage And Freight	82-2419	401	476	400	500	100	25%
Prof And Spec Services	82-2450	22,493	34,281	35,260	76,390	41,130	116%
Auditing And Accounting	82-2462	2,250	2,250	2,250	2,250	0	0%
Administrative Costs	82-2473	9,289	5,000	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	0	470	300	300	0	0%
Chemicals	82-2844	781	643	1,300	1,500	200	15%
Septic Tank Pumping	82-2955	12,000	8,850	12,000	16,000	4,000	33%
Road Department Services	82-2959	8,511	5,623	8,000	8,000	0	0%
Utilities	82-2960	4,179	4,380	4,900	4,900	0	0%
Indirect Cost Allocation	82-3210	4,900	4,700	6,700	8,800	2,100	31%
<b>Materials &amp; Services Totals:</b>		<b>72,209</b>	<b>74,210</b>	<b>88,570</b>	<b>138,760</b>	<b>50,190</b>	<b>56%</b>
<b>Special Payments</b>							
Interest Expense	82-2648	1,629	1,462	1,300	1,110	(190)	- 14%
Property Taxes	82-3800	39	39	100	100	0	0%
Special Payment to Trust Accou	82-3822	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>1,668</b>	<b>1,501</b>	<b>1,400</b>	<b>1,210</b>	<b>(190)</b>	<b>- 13%</b>
<b>Debt Service</b>							
Loan Paydown	82-2646	5,887	6,054	6,300	6,400	100	1%
<b>Debt Service Totals:</b>		<b>5,887</b>	<b>6,054</b>	<b>6,300</b>	<b>6,400</b>	<b>100</b>	<b>1%</b>
<b>Transfers Out</b>							
Transfer to Westport Equip	82-8386	2,000	2,000	2,000	4,000	2,000	100%
<b>Transfers Out Totals:</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>4,000</b>	<b>2,000</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	78,920	81,490	2,570	3%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>78,920</b>	<b>81,490</b>	<b>2,570</b>	<b>3%</b>

Total Expenditures:		86,910	83,764	177,190	231,860	54,670	30%
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# 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 repairs and upgrades to the system and plant including a dry chemical feeder and an additional valve used for isolating systems for maintenance. It also included general maintenance on pumping systems and UV tubes.

## Budget Highlights

This year's beginning balance is 52% (\$13,410) lower than last year due to the dry chemical feeder and valve installation. Upon completion of a facilities plan in the current fiscal year the District will be pursuing Grant money to help with the expense of upgrading the treatment plant as needed, upgrading the collection system to eliminate rainfall inflow and infiltration and plan from the relocation of the outfall away from the proposed new boat ramp.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	43,760	38,681	25,310	11,900	(13,410)	- 52%
Community Plan Funding	0	0	65,800	0	(65,800)	- 100%
Interest On Investments	1,059	821	800	400	(400)	- 50%
State Support	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from Westport Sewer	2,000	2,000	2,000	4,000	2,000	100%
<b>Total Revenue:</b>	<b>46,819</b>	<b>41,502</b>	<b>93,910</b>	<b>16,300</b>	<b>(77,610)</b>	<b>- 82%</b>
<b>Total Unappropriated Budget:</b>	<b>38,681</b>	<b>27,395</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>8,138</b>	<b>14,107</b>	<b>93,910</b>	<b>16,300</b>	<b>(77,610)</b>	<b>- 82%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	8,138	14,107	11,700	12,500	800	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	80,000	0	(80,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,210	3,800	1,590	71%
<b>Total Expenditures:</b>	<b>8,138</b>	<b>14,107</b>	<b>93,910</b>	<b>16,300</b>	<b>(77,610)</b>	<b>- 82%</b>

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Maintenance - Equipment	82-2260	7,538	5,130	6,200	6,200	0	0%
Prof And Spec Services	82-2450	0	377	0	500	500	100%
Contractual Services	82-2471	0	8,100	5,000	5,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	600	500	500	800	300	60%
<b>Materials &amp; Services Totals:</b>		<b>8,138</b>	<b>14,107</b>	<b>11,700</b>	<b>12,500</b>	<b>800</b>	<b>6%</b>
<b>Capital Outlay</b>							
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	80,000	0	(80,000)	- 100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>(80,000)</b>	<b>- 100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	2,210	3,800	1,590	71%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>2,210</b>	<b>3,800</b>	<b>1,590</b>	<b>71%</b>
<b>Total Expenditures:</b>		<b>8,138</b>	<b>14,107</b>	<b>93,910</b>	<b>16,300</b>	<b>(77,610)</b>	<b>- 82%</b>

## 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.

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 Extension develops programs to transfer knowledge of the latest techniques in natural resource management, forest owners, and foresters and other natural resource managers, Christmas tree growers, loggers and forest workers, etc.

Forestry Fire Specialist is a new position in the local office providing research, outreach and education in forest fire prevention

Agriculture Extension designs and delivers programs on Community Horticulture and Farming. This includes the OSU Master Gardener program that provides horticultural education to the public. Applied research and educational assistance is also provided for Dairy farms and small farms.

Coastal Fisheries develops programs that promote sustainable fishery resources, strengthen the long-term health and viability of the fishing industry, and improve the utilization and value of harvested species.

## Major Accomplishments

4-H had 850 youth registered, but with COVID they did not all participate. The program had 151 4-H volunteer leaders. After COVID, we transferred to virtual learning. We did a virtual fair with 400 entries. Even though multiple events were planned and cancelled due to Covid restrictions, we offered 83 classes, meetings, projects, and events during COVID including but not limited to: virtual fair, 7 virtual summer contests, State-wide and local babysitting classes, cooking classes, and journal writing. 4-H also helped with the wildfire animal relief program throughout the state, and with the Mask Makers helping coordinate 2750 masks being made and delivered within the county at the beginning of the Pandemic.

FCH/Clatsop SNAP-Ed continues to make progress expanding the Food Hero social marketing campaign in the county. Organizations like the CCA Regional Food Bank and Meals on Wheels have been key in helping us continue to reach out to our community. We were able to distribute over 1200 resources through their food boxes and meal delivery services.

Forestry: Coordinated the 30th Annual Forestry Tour for Community Leaders, hosted by the Clatsop Forest and Wood Products Economic Development Committee with 54 participants. Co-developed and taught the virtual 7-course "Coastal Counties Woodland Management Webinar Series" to 141 class participants. Co-developed and provided technological assistance for the six-course "Introduction to Woodland Management" webinar series for 60 class participants. Taught reforestation basics ("So You Want To Plant Some Trees?") tailored for woodland owners to an online class of 90, as an Instructor for Tree School Online. Coordinated 38 volunteers in a collaborative effort to assist the Oregon Department of Agriculture with the placement, monitoring, and collection of traps to detect the invasive gypsy moth. 95 traps were placed throughout Clatsop County.

Agriculture staff trained 12 new Master Gardeners and maintained 61 Veteran Master Gardeners for a total of 80 active members. Due to COVID restrictions, and most of our participants being in a higher risk category, we pivoted all continuing education programming to online

Coastal Fisheries: Gladics successfully pivoted several key local and regional efforts to a remote delivery mode in fiscal year 2020-2021. Gladics redirected her efforts on Shop at the Dock to preparing and recording a series of 10 videos in Spring 2020, which by February 2021 had been liked or shared over 1000 times and reached over 18,500 people. She worked with collaborators within Oregon Sea Grant and Oregon Department of Agriculture on the highly successful #EatOregonSeafood initiative, which recruited nationally known chefs and food writers to develop and post recipes featuring Oregon seafood and developed a website (EatOregonSeafood.org) that provided resources to connect community members with local seafood. She was a Co-PI on a \$100,000 grant from the National Sea Grant program to support the effort. She collaborated with Arlene Soto to co-host the twelve part FishBiz webinar series focused on COVID-19 support and relief resources for commercial fishing businesses, viewed nearly 500 times on Youtube.

## Budget Highlights

As outlined in the previous budget, the payment to OSU for 4-H & Extension Services is budgeted in the Contractual Services account. 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 \$561,340
- An operating contingency of \$166,910
- Revenues totaling \$728,250

Oregon State University funds 6.8 FTE Extension faculty (4-H, Fire Specialist, Coastal Fisheries, Family Community Health, Forestry & Natural Resources and Horticulture/Small Farms).

The local budget requested of \$561,340 funds personnel expenses for 3.98 FTE support staff (both program & admin), .20 FTE for FCH Faculty locally focused on mental health, operational funds (facilities, utilities, other administrative costs) and local programming supply funds and travel to deliver Extension programs, research and education throughout Clatsop County.

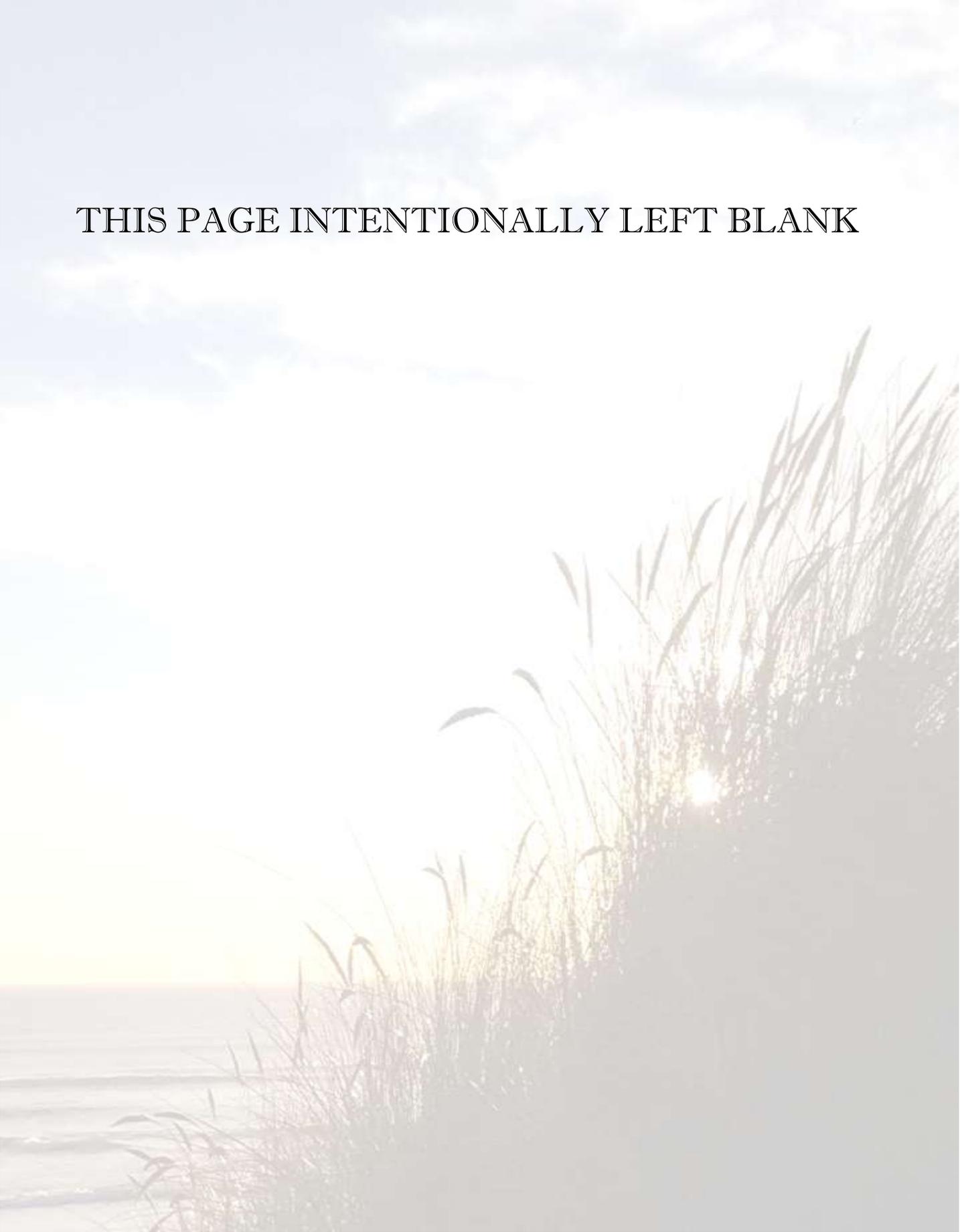
The OSU Extension office houses a total of 7 program faculty, 1 program assistant and 4 support staff delivering Extension programming in 4-H, Home Horticulture/Small Farms, Forestry, Coastal Fisheries, Family Community Health and Forest Fire Prevention/Preparedness.

Funding Sources						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change Adopted	% Change Adopted
Beginning Balance	357,614	327,597	291,480	269,400	(22,080)	- 7%
Property Taxes Current Yr	311,287	319,783	327,390	343,670	16,280	4%
Property Taxes Prior Year	7,985	7,938	7,000	7,000	0	0%
GP Reserve Revenue	1,106	1,059	1,000	1,000	0	0%
SIP-06-02 Taxes	7,854	7,903	6,500	6,500	0	0%
Land Sales	0	167	0	0	0	0%
Interest On Investments	11,947	9,401	5,000	5,000	0	0%
Timber Sales	91,185	79,278	58,900	70,680	11,780	20%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Workshop	0	0	0	0	0	0%
Misc. Grants, etc.	0	25,000	25,000	25,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>788,978</b>	<b>778,126</b>	<b>722,270</b>	<b>728,250</b>	<b>5,980</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>327,597</b>	<b>268,848</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>461,381</b>	<b>509,278</b>	<b>722,270</b>	<b>728,250</b>	<b>5,980</b>	<b>0%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2018-2019	Actual 2019-2020	Budget 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	461,381	509,278	536,110	561,340	25,230	4%
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	186,160	166,910	(19,250)	- 10%
<b>Total Expenditures:</b>	<b>461,381</b>	<b>509,278</b>	<b>722,270</b>	<b>728,250</b>	<b>5,980</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Projected 2020-2021	Budget 2021-2022
Number of Programs, workshops, client meetings	1,618	1,701	1,785	1,803	1,850	500
Number of clientele contacts	58,210	61,102	68,663	69,126	51,839	60,000
Newsletter distributed	13,092	13,118	13,568	13,618	16,996	15,000
Number of volunteers managed	483	498	563	582	189	350
Number of 4-H Club members	974	419	431	428	389	400
Extension volunteer service hours generated	25,339	26,142	27,319	27,819	7,719	25,000
Number of in-school enrichment & other program participation 4-H/non-4-H members	6,039	6,418	6,664	6,723	1,412	2,000
New publications produced	10	5	7	6	14	18
Total value of 4-H livestock auctioned at fair	\$354,422	\$341,475	\$364,744	\$409,035	274,486	325,000
4-H Projects exhibited at fair	1,511	2,020	2,099	2,312	400	1,800
Average teaching effectiveness from evaluations (scale of 1-6; 6 being best)	5.9	5.8	5.9	5.9	5.8	5.9
Percentage of program participants adopting practices taught	87%	88%	88%	88%	79%	85%

Summary							
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Adopted 2021-2022	\$ Change 2021-2022	% Change 2021-2022
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	461,381	509,278	529,910	557,040	27,130	5%
Indirect Cost Allocation	82-3210	0	0	6,200	4,300	(1,900)	- 30%
<b>Materials &amp; Services Totals:</b>		<b>461,381</b>	<b>509,278</b>	<b>536,110</b>	<b>561,340</b>	<b>25,230</b>	<b>4%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Office Equipment	82-4300	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	186,160	166,910	(19,250)	- 10%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>186,160</b>	<b>166,910</b>	<b>(19,250)</b>	<b>- 10%</b>
<b>Total Expenditures:</b>		<b>461,381</b>	<b>509,278</b>	<b>722,270</b>	<b>728,250</b>	<b>5,980</b>	<b>0%</b>

A background image of a sunset over the ocean with tall grasses in the foreground. The sun is low on the horizon, creating a warm, golden glow. The sky is filled with soft, white clouds. The grasses are silhouetted against the bright light, and the ocean waves are visible in the distance.

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### Line Item Budget Detail

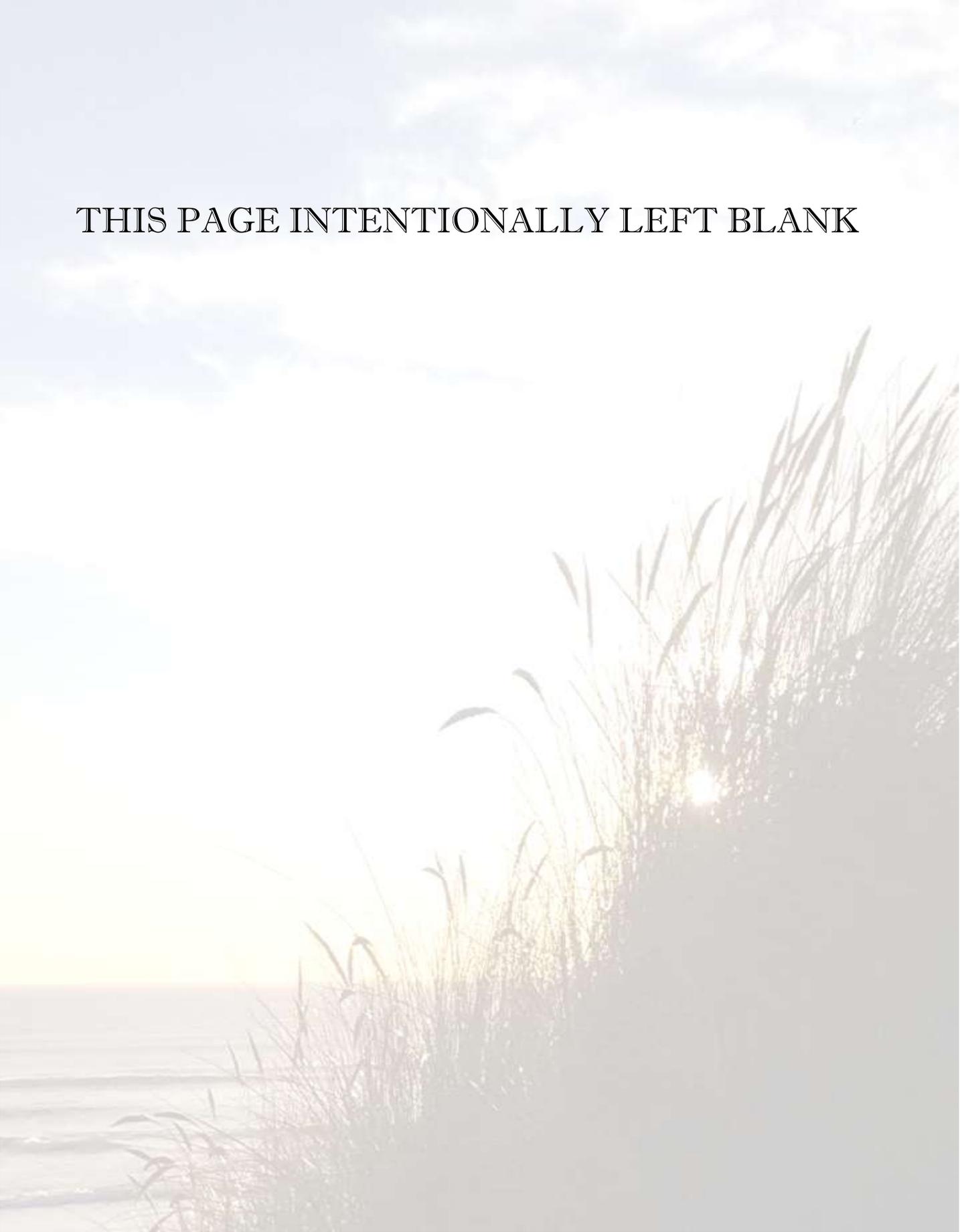
Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>Personnel Services</b>								
Deputy Sheriff Senior II	82-1515	0	0	0	0	0	0	0
Deputy Sheriff Senior I	82-1516	0	0	0	0	0	0	0
Deputy Sheriff	82-1520	67,784	0	0	0	0	0	0
Overtime	82-1945	2,981	0	0	0	0	0	0
Remuneration	82-1947	300	0	0	0	0	0	0
F.I.C.A.	82-1950	5,405	0	0	0	0	0	0
Retirement	82-1955	13,237	0	0	0	0	0	0
Medical Waiver	82-1963	0	0	0	0	0	0	0
Medical Insurance	82-1964	6,845	0	0	0	0	0	0
Dental Insurance	82-1965	664	0	0	0	0	0	0
HSA/HRA Contribution	82-1966	1,000	0	0	0	0	0	0
Benefits Admin Fees	82-1967	55	0	0	0	0	0	0
Life/AD&D Insurance	82-1970	50	0	0	0	0	0	0
Salary Continuation Insur	82-1972	78	0	0	0	0	0	0
S.A.I.F.	82-1975	1,673	0	0	0	0	0	0
Unemployment	82-1980	68	0	0	0	0	0	0
<b>Personnel Services Totals:</b>		<b>100,140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Materials &amp; Services</b>								
Equipment Reimbursement	82-2039	0	0	0	0	0	0	0
Clothing And Uniform Exp.	82-2040	0	0	0	0	0	0	0
Uniform Cleaning	82-2041	0	0	0	0	0	0	0
Telephones	82-2070	112	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
Maintenance S.I.G.	82-2300	861	0	0	0	0	0	0
Work Crew Supplies	82-2769	97	0	0	0	0	0	0
Fuel - Equipment	82-2851	0	0	0	0	0	0	0
Fuel - Vehicles	82-2852	8,211	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
<b>Materials &amp; Services Totals:</b>		<b>9,282</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>109,422</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Line Item Budget Detail

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>Personnel Services</b>								
Public Health Director	82-1086	0	0	0	0	0	0	0
Staff Assistant	82-1191	10	0	0	0	0	0	0
Public Health Nurse II	82-1209	40,995	0	0	0	0	0	0
Extra Help-Clinical	82-1905	0	0	0	0	0	0	0
Overtime	82-1945	110	0	0	0	0	0	0
F.I.C.A.	82-1950	2,778	0	0	0	0	0	0
Retirement	82-1955	456	0	0	0	0	0	0
Medical Waiver	82-1963	0	0	0	0	0	0	0
Medical Insurance	82-1964	3,951	0	0	0	0	0	0
Dental Insurance	82-1965	667	0	0	0	0	0	0
HSA/HRA Contribution	82-1966	400	0	0	0	0	0	0
Benefits Admin Fees	82-1967	26	0	0	0	0	0	0
Life/AD&D Insurance	82-1970	46	0	0	0	0	0	0
Salary Continuation Insur	82-1972	57	0	0	0	0	0	0
S.A.I.F.	82-1975	115	0	0	0	0	0	0
Unemployment	82-1980	50	0	0	0	0	0	0
<b>Personnel Services Totals:</b>		<b>49,661</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Materials &amp; Services</b>								
Telephones	82-2070	101	0	0	0	0	0	0
Unapportioned Projects	82-2129	0	0	0	0	0	0	0
Insurance	82-2200	0	0	0	0	0	0	0
Medical Supplies	82-2345	27	0	0	0	0	0	0
Membership Fees And Dues	82-2370	0	0	0	0	0	0	0
Office Supplies	82-2410	86	0	0	0	0	0	0
Postage And Freight	82-2419	286	0	0	0	0	0	0
Printing And Reproduction	82-2425	141	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Advertising	82-2605	0	0	0	0	0	0	0
Educational Materials	82-2777	0	0	0	0	0	0	0
Fuel - Vehicles	82-2852	62	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	660	0	0	0	0	0	0
Miscellaneous Expense	82-2929	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
Community Connections	82-3085	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	6,100	0	0	0	0	0	0
<b>Materials &amp; Services Totals:</b>		<b>7,463</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>								
Office Equipment	82-4300	0	0	0	0	0	0	0
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>57,124</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Line Item Budget Detail

Account Name	Account #	Actual 2018-2019	Actual 2019-2020	Adopted 2020-2021	Requested 2021-2022	Proposed 2021-2022	Approved 2021-2022	Adopted 2021-2022
<b>Special Payments</b>								
SE#151 Supp Svc - Long Term Ca	82-3114	0	695	0	0	0	0	0
SE#257 Ancillary Services	82-3116	120	7,545	0	0	0	0	0
SE#150 Self directed Supp.	82-3121	0	0	0	0	0	0	0
SE#48 DD Case Mgmnt	82-3124	544,248	40,313	0	0	0	0	0
SE#157 Regional Crisis & Backu	82-3126	0	0	0	0	0	0	0
SE#49 Comprehensive Care	82-3127	1,045	0	0	0	0	0	0
SE#55 Abuse Investigation Svc	82-3151	59,775	0	0	0	0	0	0
SE#2 Clatsop DD Local Admin	82-3156	79,524	0	0	0	0	0	0
SE#57 DD-Special Projects	82-3159	8,550	1,100	25,000	0	0	0	0
<b>Special Payments Totals:</b>		<b>693,262</b>	<b>49,653</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>693,262</b>	<b>49,653</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

A background image of a sunset over the ocean with tall grasses in the foreground. The sun is low on the horizon, creating a warm, golden glow. The sky is filled with soft, white clouds. The grasses are silhouetted against the bright light, and the ocean waves are visible in the distance.

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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.

**“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.

**“Unappropriated ending fund balance”** is the amount set asides 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.

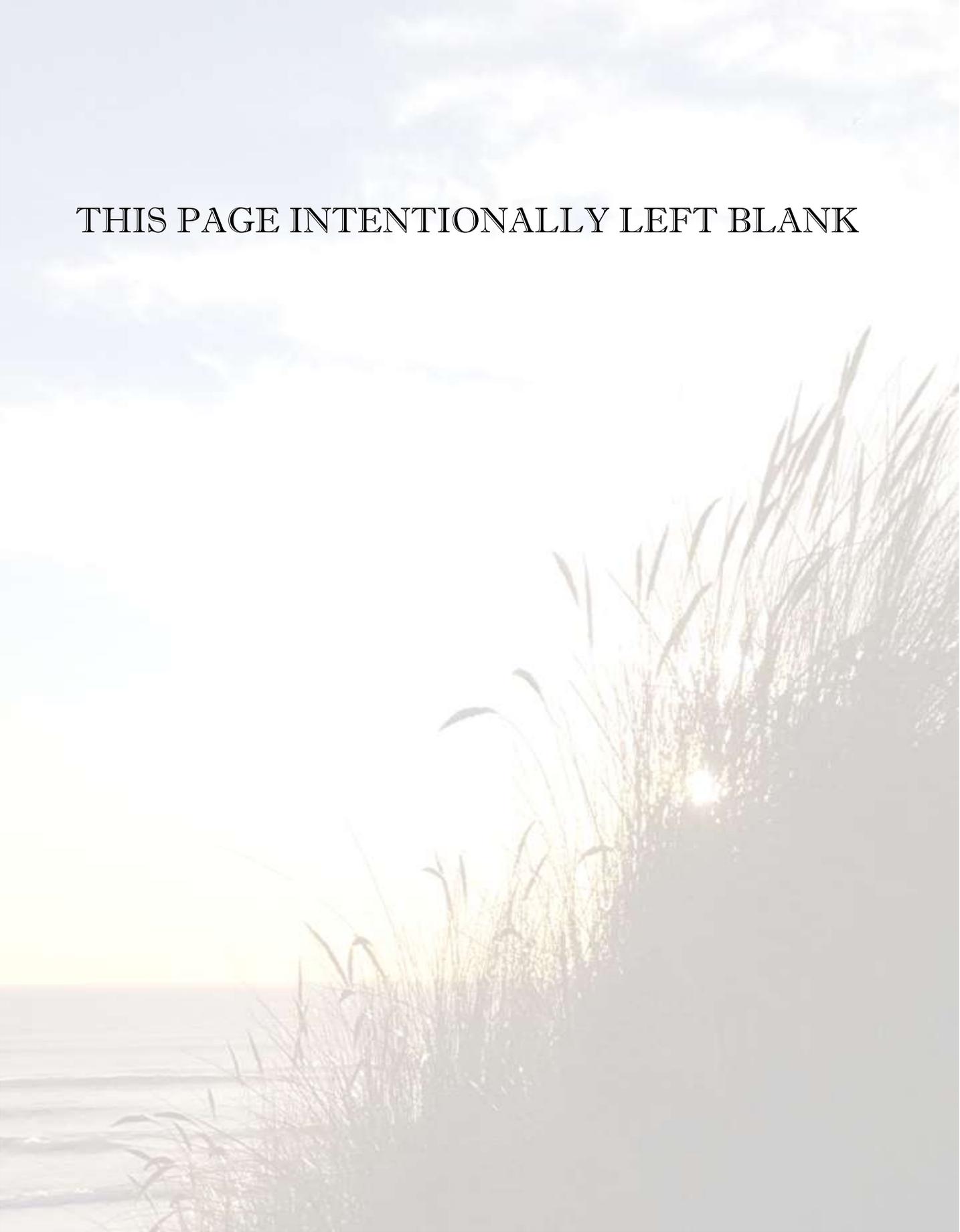
Appropriation in most activities is reported in four major standard categories: Personal Services, Material and Supplies, Special Payments, and Capital Outlay.

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
AD .....	Alcohol & Drug
AD&D.....	Accidental Death & Dismemberment
AFSCME .....	American Federation State County Municipal Employees
A&T .....	Assessment and Taxation
B&F .....	Budget & Finance
B&G .....	Buildings & Grounds
BF .....	Breast Feeding
BOCC .....	Board of County Commissioners
BOPTA .....	Board of Property Tax Appeals
BPA .....	Bonneville Power Administration
B/T .....	Bioterrorism
CAFR.....	Comprehensive Annual Financial Report
CC .....	Clatsop County
CCare.....	Contraceptive Care
CCHA .....	Clatsop County Housing Authority
CCF .....	Commission on Children & Families
CCSO.....	Clatsop County Sheriff Office
CEDR .....	Clatsop Economic Development Resources
CIP .....	Capital Improvement Plan
CLHO .....	Coalition of Local Health Officials
DA .....	District Attorney
DEQ.....	Department of Environmental Quality
DD .....	Developmental Disabilities
DHS .....	Department of Human Services
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
HDHP .....	High Deductible Health Plan
HHS .....	Health and Human Services
HHW.....	Household Hazardous Waste
HSA .....	Health Savings Account
IT .....	Information Technology
JLUS .....	Joint Land Use Study
LAN.....	Local Area Network
LCDC.....	Land Conservation & Development Commission
LEPC .....	Local Emergency Planning Committee
LNG .....	Liquefied Natural Gas
LTFP.....	Long Term Financial Plan
M.....	Million
MCH.....	Maternal and Child Health
MCM .....	Maternal Case Management
MHS.....	Mental Health Services
NC.....	North Coast
NCBP.....	North Coast Business Park
NSF.....	Non-Sufficient Funds
NW.....	North West
ODF&W .....	Oregon Department of Fish & Wildlife
ODOT .....	Oregon Department of Transportation
OHP .....	Oregon Health Plan
OHV.....	Off Highway Vehicles
ONA.....	Oregon Nurse's Association
OWW.....	Onsite Sewage Systems
PHEP .....	Public Health Emergency Preparedness
P&P .....	Parole & Probation
PERS.....	Public Employees Retirement System
PW .....	Public Works
RLED.....	Rural Law Enforcement District
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
TX.....	Treatment
UAL.....	Unfunded Actuarial Liability
VOCA.....	Victims of Crime Act
WIC .....	Women, Infants, & Children

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