



WASCO COUNTY BOARD OF COMMISSIONERS
WORK SESSION
JANUARY 12, 2017

PRESENT: Scott Hege, County Commissioner
Steve Kramer, County Commissioner
Rod Runyon, Commission Chair
STAFF: Tyler Stone, Administrative Officer
Kathy White, Executive Assistant

At 11:24 a.m. Chair Runyon opened the Work Session for the Board of Commissioners with the Pledge of Allegiance.

Wasco County Investment Policy

Wasco County Finance Director Mike Middleton reviewed his monthly finance report (attached). He explained that because Interim Finance Director Debbie Smith-Wagar could not be in the office on a daily basis, she had been making monthly property tax entries. He explained that his staff is now making weekly entries but the long term goal is daily entries.

Commissioner Hege asked how the entries are processed through the Tax Collector's office. Mr. Middleton replied that the payments are made through the Tax Collector's office and are entered into their system; that information is transmitted to the Finance Office where they are posted to that system. He stated that he wants to reduce manual entries to reduce the opportunity for error.

Mr. Middleton went on to report that the audit is nearly complete; the auditor has all the information and should be able to provide an audit report by the end of January. Chair Runyon observed that there will probably still be a few issues from prior circumstances. Mr. Middleton replied that there will be a few findings but it is a good

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audit – unqualified. He went on to say that based on this year's audit process his team is creating an audit guide to help them better prepare for next year's audit.

Mr. Middleton reviewed a proposed investment policy (attached) saying that the current policy follows the basic statute requirements but nothing more. He explained that he based the proposed policy on the Oregon Short-Term Fund Board Investment template; the changes are his recommendations.

Commissioner Hege asked how many other counties are using something other than the state policy. County Treasurer Elijah Preston replied that most use something other than the basic State policy. He noted that there are a couple of counties that are doing this so well, other counties are having them invest on their behalf. He stated that it does not make sense for us as we are limited by the amount we have to invest. He also pointed out that there would be a cost to having another County invest for us. He said that he and Mr. Middleton will be meeting with staff from those counties to learn how they are investing.

Mr. Middleton continued by saying that some brokers require minimum investments for good returns; the larger the investment, the more incentive the broker has. He said that they are evaluating a couple of larger firms with government experience.

Commissioner Kramer asked what happens to the interest if we invest the Charter Reserve account funds – does the interest remain in that fund? Mr. Middleton replied that it would which is true for any investment that is made – the interest earned would remain in that fund. Any moneys not used once the Charter appeal is settled would be distributed to the County and taxing districts.

Mr. Middleton explained that he is not asking for a decision today but is seeking feedback on his recommendations in order to complete the policy before bringing to the Board for a decision. He reviewed each recommended revision individually (see below).

Commissioner Hege left at 11:55 a.m. to attend another meeting.

Chair Runyon asked why the County cannot invest in silver. Mr. Middleton replied that it would be speculating with no guaranteed return.

For Section VI, Mr. Middleton recommended a change to 2 ½ years to give us more flexibility. Mr. Stone asked if there is a safeguard. Mr. Middleton replied that the policy forces us into a ladder investment. Mr. Stone commented that he would want to know

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that there is a limit to the percentage of funds that can be invested. Mr. Middleton agreed, saying that it would be reported out to the investment committee.

Recommendations:

- Page 2 Section III Scope – Apply to all funds.
- Page 4 Section VI(1)iv) – Annual Review
- Page 3 Section V(3)(i) - Designated oversight: BOCC
- Page 3 Section V(3)(ii) Delegation of Authority – Finance Director and/or Treasurer
- Page 4 Section (3)(iii) Investment Committee – Treasurer as Committee Chair, Commissioner and public representative.
- Page 4 Section V(3)(iv) Remove this section
- Page 10 Section IX(1)(ii) Rate by two to allow for comparisons
- Page 11 Section IX(2)(i) Liquidity risk – 25% with 60 days maturity
- Page 11 Section IX(2)(ii) Portfolio Maturity – Under 60 days 25% or 3 months of total portfolio; Under 1 year 75% or 9 months of total portfolio; Under 3 years 100% of total portfolio
- Page 12 Section IX(3)(v) Maximum callable – 50%; maximum securities to 5 years
- Page 12 Section IX(3)(vi) 2 ½ years
- Page 13 Section XII(1) Guideline Measurement – Market
- Page 13 Section XIII(1) Quarterly reports to Investment Committee and Board of Commissioners
- Page 14 Section XIII(3) Quarterly

*****The Board was in consensus to accept all Finance Director recommended change to the proposed investment policy.*****

Mr. Preston added that with the new procurement card system, the County will be using those cards to process more payments which will make us eligible for the rebate program. Mr. Middleton stated that we hope to get about 100 basis points as a rebate.

Weather Closures

Mr. Stone stated that he wants to have a process in place for weather closures. Planning Director Angie Brewer noted that she has staff that live a considerable distance from work and need to know earlier when there is a closure. Mr. Stone added that the radio

stations need to have the information early in order to include it in their public service announcements. He asked if the entire Board wants to be part of that decision or just the Chair or if they want to delegate that authority to the Administrative Officer.

Chair Runyon stated that while he would be comfortable delegating that to the Administrative Officer, he does not think that the Administrative Officer should carry that responsibility alone. Commissioner Kramer proposed that the decision be made jointly by the Administrative Officer and Board Chair.

Chair Runyon noted that the Chair may not always be available and suggested that a Vice-Chair might be appointed or perhaps just the Administrative Officer and the Chair or other member of the Board.

{{{Commissioner Kramer moved to place authority for County closures with the Administrative Officer and a member of the Board of County Commissioners, starting with the Board Chair. Chair Runyon seconded the motion which passed unanimously.}}}

Planning Updates

Planning Director Angie Brewer reported that there is progress on the Comprehensive Plan update; in February they will be ready to share a timeline for the public process – there will be meetings starting in April. She stated that Long Range Planner Kelly Howsley-Glover has done an audit of the current plan to identify items that are out of sync with the State plan. Chair Runyon asked that those items be made part of the public process.

Ms. Brewer went on to say that she is working with Information Services Director Paul Ferguson to make best use of the new website for a transparent process. She noted that Ms. Howsley-Glover's background in communication will be an asset for this process.

Ms. Brewer stated that it is starting to look like the Land Conservation and Development Commission (LCDC) will sponsor us for Voluntary Periodic Review. Mr. Stone asked how we might encourage them, suggesting that he could contact Policy Advisor Kate Sinner. Ms. Brewer replied that letters of support do not hurt.

Ms. Brewer said that LCDC staff will draft a recommendation and are leaning toward approval. She stated that we are in a good position to create the process and help our partners to improve along with us – LCDC staff like that message. They understand that with their focus on urban areas, they have neglected the rural counties. The hope is

that we can create documents that are ready to go, with a little tailoring, to meet local needs.

Ms. Brewer announced that the Gorge Commission has a listening session scheduled for January 17th at the Readiness Center. She asked if the Board wanted her to speak at that session. Further discussion ensued regarding representation at that session; it was determined that Chair Runyon would accompany Ms. Brewer to the session.

Ms. Brewer explained that the original letter regarding the DEQ grant for our abatement program states a \$75,000 request; that request was revised to \$42,000 to be in line with actual costs.

Ms. Brewer stated that FEMA maps are being updated with LIDAR data; those updates could change the location of the flood plains which will impact insurance. She said that her department wants to review their methodology and data to be able to prepare challenges and work with landowners. She said that we want to make sure citizens have the opportunity to be heard.

Ms. Brewer went on to say that FEMA was successfully sued by the Audubon Society which will likely result in new rules that could have significant implications for development in and near flood plains. She added that the Farm Bureau and builders are urging opposition and plan to challenge it. She expressed concern about the impact on roads and bridges.

Chair Runyon stated that FEMA should not make rules without consulting with stakeholders. Ms. Brewer said that FEMA's position is that it is a federal process and they did federal consultations; she added that Governor Brown wrote a strong letter on the issue.

Executive Session

Mr. Stone reported that he just got off the phone with County Counsel on an urgent matter related to litigation.

At 12:56 p.m. Chair Runyon moved the Board into Executive Session per ORS 192.660 2(h) – to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 1:08 p.m. Chair Runyon closed the Executive Session.

{{{Commissioner Kramer moved to follow County Counsel's recommendation to

accept to enter into a joint defense agreement as part of our response to the Union Pacific Railroad litigation. Chair Runyon seconded the motion which passed unanimously.}}}

Commissioner Kramer commented that he would like to have a future conversation around the purpose of various county advisory committees and when it would be appropriate to give them direction for the County positions.

Chair Runyon adjourned the session at 1:15 p.m.

Summary of Actions

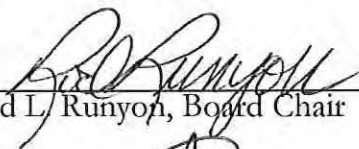
Motions Passed

- To place authority for County closures with the Administrative Officer and a member of the Board of County Commissioners, starting with the Board Chair.
- To follow County Counsel's recommendation to accept to enter into a joint defense agreement as part of our response to the Union Pacific Railroad litigation.

Consensus

- To accept all Finance Director recommended change to the proposed investment policy.

Wasco County
Board of Commissioners



Rod L. Runyon, Board Chair



Scott C. Hege, County Commissioner



Steven D. Kramer, County Commissioner



Wasco County Monthly Report

General Fund Revenue - December 2016

Filters

| | |
|-----|------------------|
| Fd | (Multiple Items) |
| Cat | (Multiple Items) |

| Data | | | | | | | |
|---|----------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
| Revenue | | | | | | | |
| GENERAL FUND | | | | | | | |
| NON-DEPARTMENTAL RESOURCES-R | | | | | | | |
| GENERAL FUND RESOURCES-R | | | | | | | |
| PROPERTY TAXES-R | 8,596,285 | 7,849,308 | 7,497,123 | 91.3% | 90.9% | 4.7% | 352,185.27 |
| LICENSES FEES & PERMITS-R | 876,500 | 542,404 | 402,972 | 61.9% | 67.5% | 34.6% | 139,432.97 |
| INTERGOV'T REV - NON SINGLE AUDIT-R | | | | | | | |
| AD VAL RR CAR TAX | 16,500 | 12,945 | 17,411 | 78.5% | 105.5% | -25.6% | (4,465.84) |
| AMUSEMENT TAX | 2,100 | 361 | 4,553 | 17.2% | 227.7% | -92.1% | (4,192.34) |
| ASSESS/TAX FUNDING | 181,280 | 117,532 | 112,937 | 64.8% | 64.2% | 4.1% | 4,595.43 |
| BLM IN LIEU OF TAX | 70,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| CIGARETTE TAX | 23,500 | 12,140 | 12,760 | 51.7% | 51.0% | -4.9% | (620.22) |
| FR CO-OPS IN LIEU OF TAX | 105,000 | 113,903 | 87,935 | 108.5% | 83.7% | 29.5% | 25,968.42 |
| LIQUOR TAX | 130,000 | 44,112 | 65,855 | 33.9% | 57.3% | -33.0% | (21,742.70) |
| TIMBER SEVERANCE OFFSET | 100 | 207 | 171 | 207.0% | 171.0% | 21.0% | 35.98 |
| INTERGOV'T REV - NON SINGLE AUDIT-R Total | 528,480 | 301,199 | 301,620 | 57.0% | 59.2% | -0.1% | (421.27) |
| INTERGOV'T REV - SINGLE AUDIT-R | 3,200 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| INVESTMENT EARNINGS-R | 32,200 | 25,620 | 16,939 | 79.6% | 60.1% | 51.2% | 8,680.70 |
| RENTS-R | 1,335 | 1,344 | - | 100.7% | 0.0% | #DIV/0! | 1,343.68 |
| MISCELLANEOUS-R | 134,277 | 103,238 | 106,567 | 76.9% | 69.2% | -3.1% | (3,329.80) |
| TRANSFERS IN-R | 1,482,882 | 741,441 | 377,814 | 50.0% | 48.4% | 96.2% | 363,626.94 |
| GENERAL FUND RESOURCES-R Total | 11,655,159 | 9,564,554 | 8,703,035 | 82.1% | 84.3% | 9.9% | 861,518.49 |
| NON-DEPARTMENTAL RESOURCES-R Total | 11,655,159 | 9,564,554 | 8,703,035 | 82.1% | 84.3% | 9.9% | 861,518.49 |
| ASSESSMENT & TAXATION-R | | | | | | | |
| ASSESSMENT & TAXATION-R | 17,550 | 23,529 | 23,530 | 134.1% | 110.5% | 0.0% | (1.31) |



Wasco County Monthly Report

General Fund Revenue - December 2016

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
|--------------------------------------|-------------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| ASSESSMENT & TAXATION-R Total | 17,550 | 23,529 | 23,530 | 134.1% | 110.5% | 0.0% | (1.31) |
| COUNTY CLERK-R | | | | | | | |
| COUNTY CLERK-R | 125,600 | 84,978 | 79,323 | 67.7% | 69.1% | 7.1% | 5,654.75 |
| ELECTIONS-R | 9,100 | 470 | 9,821 | 5.2% | 95.8% | -95.2% | (9,350.46) |
| COUNTY CLERK-R Total | 134,700 | 85,448 | 89,143 | 63.4% | 71.3% | -4.1% | (3,695.71) |
| SHERIFF-R | | | | | | | |
| EMERGENCY MANAGEMENT-R | 110,487 | 24,134 | 24,932 | 21.8% | 25.5% | -3.2% | (798.21) |
| MARINE PATROL-R | 52,145 | 26,226 | 43,308 | 50.3% | 83.1% | -39.4% | (17,082.06) |
| LAW ENFORCEMENT-R | 283,460 | 118,254 | 127,755 | 41.7% | 44.0% | -7.4% | (9,501.32) |
| SHERIFF-R Total | 446,092 | 168,614 | 195,996 | 37.8% | 44.5% | -14.0% | (27,381.59) |
| ADMINISTRATIVE SERVICES-R | | | | | | | |
| INFORMATION TECHNOLOGY-R | 106,250 | 63,920 | 37,692 | 60.2% | 36.2% | 69.6% | 26,228.55 |
| EMPLOYEE & ADMINISTRATIVE SERVICES-R | 2,650 | 4,016 | 592 | 151.5% | 22.8% | 578.3% | 3,423.70 |
| FACILITIES-R | 289,476 | 79,173 | 80,738 | 27.4% | 40.5% | -1.9% | (1,565.74) |
| ADMINISTRATIVE SERVICES-R Total | 398,376 | 147,109 | 119,022 | 36.9% | 38.9% | 23.6% | 28,086.51 |
| ADMINISTRATION-R | 294,220 | 133,778 | 125,255 | 45.5% | 41.1% | 6.8% | 8,522.93 |
| DISTRICT ATTORNEY-R | 174,326 | 55,758 | 67,255 | 32.0% | 41.2% | -17.1% | (11,497.53) |
| PLANNING-R | 146,150 | 100,504 | 98,142 | 68.8% | 68.1% | 2.4% | 2,362.50 |
| PUBLIC WORKS-R | 16,065 | 5,380 | 7,350 | 33.5% | 56.3% | -26.8% | (1,970.00) |
| YOUTH SERVICES-R | 43,300 | 22,565 | 19,099 | 52.1% | 62.8% | 18.2% | 3,466.57 |
| GENERAL FUND Total | 13,325,938 | 10,307,238 | 9,447,827 | 77.3% | 79.6% | 9.1% | 859,410.86 |
| Revenue Total | 13,325,938 | 10,307,238 | 9,447,827 | 77.3% | 79.6% | 9.1% | 859,410.86 |



Wasco County Monthly Report

General Fund - Expenditures - December 2016

Filters

| | |
|-----|------------------|
| Fd | (Multiple Items) |
| Cat | (Multiple Items) |

Data

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
|--------------------------------------|----------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Expense | | | | | | | |
| GENERAL FUND | | | | | | | |
| ASSESSMENT & TAXATION-E | 853,087 | 360,185 | 355,264 | 42.2% | 41.4% | 1.4% | 4,920.93 |
| COUNTY CLERK-E | | | | | | | |
| COUNTY CLERK-E | 227,352 | 107,900 | 114,236 | 47.5% | 56.1% | -5.5% | (6,336.89) |
| ELECTIONS-E | 117,484 | 71,624 | 34,161 | 61.0% | 30.8% | 109.7% | 37,463.61 |
| COUNTY CLERK-E Total | 344,836 | 179,524 | 148,397 | 52.1% | 47.2% | 21.0% | 31,126.72 |
| SHERIFF-E | | | | | | | |
| EMERGENCY MANAGEMENT-E | 139,861 | 38,833 | 36,378 | 27.8% | 29.5% | 6.7% | 2,455.19 |
| MARINE PATROL-E | 50,370 | 26,374 | 21,669 | 52.4% | 41.4% | 21.7% | 4,704.89 |
| LAW ENFORCEMENT-E | 2,142,314 | 981,911 | 992,800 | 45.8% | 49.0% | -1.1% | (10,888.77) |
| SHERIFF-E Total | 2,332,545 | 1,047,118 | 1,050,847 | 44.9% | 47.7% | -0.4% | (3,728.69) |
| ADMINISTRATIVE SERVICES-E | | | | | | | |
| INFORMATION TECHNOLOGY-E | 875,077 | 411,920 | 370,408 | 47.1% | 45.0% | 11.2% | 41,511.77 |
| COUNTY COMMISSION-E | 198,042 | 96,922 | 96,162 | 48.9% | 49.8% | 0.8% | 760.36 |
| EMPLOYEE & ADMINISTRATIVE SERVICES-E | 904,631 | 388,126 | 250,419 | 42.9% | 39.4% | 55.0% | 137,707.26 |
| FACILITIES-E | 952,396 | 368,176 | 257,204 | 38.7% | 35.5% | 43.1% | 110,971.54 |
| ADMINISTRATIVE SERVICES-E Total | 2,930,145 | 1,265,144 | 974,193 | 43.2% | 41.0% | 29.9% | 290,950.93 |
| ADMINISTRATION-E | | | | | | | |
| ADMINISTRATION-E | 900,550 | 311,853 | 399,886 | 34.6% | 46.9% | -22.0% | (88,032.74) |
| PASS-THROUGH GRANTS-E | 186,092 | 92,676 | 70,551 | 49.8% | 36.8% | 31.4% | 22,125.45 |
| NORCOR-E | 1,943,848 | 966,208 | 1,197,874 | 49.7% | 57.7% | -19.3% | (231,665.72) |
| VETERANS-E | 145,251 | 72,139 | 62,149 | 49.7% | 47.3% | 16.1% | 9,990.16 |
| SPECIAL PAYMENTS-E | 407,525 | 223,427 | 177,935 | 54.8% | 46.9% | 25.6% | 45,491.98 |
| ADMINISTRATION-E Total | 3,583,266 | 1,666,303 | 1,908,394 | 46.5% | 52.5% | -12.7% | (242,090.87) |



Wasco County Monthly Report

General Fund - Expenditures - December 2016

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current | Prior Year | Year to | Current Year - Prior Year |
|---------------------------------------|----------------|-----------------------|--------------------------|----------------------------|--------------------|------------------|------------------------------|
| | | | | Year Budget Executed | Budget Executed | Year % Change | |
| DISTRICT ATTORNEY-E | 576,865 | 273,113 | 268,551 | 47.3% | 49.8% | 1.7% | 4,562.56 |
| PLANNING-E | 759,017 | 318,684 | 229,221 | 42.0% | 33.7% | 39.0% | 89,463.21 |
| PUBLIC WORKS-E | 67,614 | 28,463 | 29,278 | 42.1% | 44.2% | -2.8% | (814.75) |
| YOUTH SERVICES-E | 534,020 | 266,808 | 235,878 | 50.0% | 47.7% | 13.1% | 30,929.16 |
| NON-DEPARTMENTAL EXPENDITURES-E | | | | | | | |
| GENERAL FUND EXPENDITURES-E | | | | | | | |
| TRANSFERS OUT-E | 2,907,500 | 1,443,831 | 1,117,980 | 49.7% | 49.4% | 29.1% | 325,850.58 |
| GENERAL FUND EXPENDITURES-E Total | 2,907,500 | 1,443,831 | 1,117,980 | 49.7% | 49.4% | 29.1% | 325,850.58 |
| NON-DEPARTMENTAL EXPENDITURES-E Total | 2,907,500 | 1,443,831 | 1,117,980 | 49.7% | 49.4% | 29.1% | 325,850.58 |
| GENERAL FUND Total | 14,888,894 | 6,849,173 | 6,318,003 | 46.0% | 47.0% | 8.4% | 531,169.78 |
| Expense Total | 14,888,894 | 6,849,173 | 6,318,003 | 46.0% | 47.0% | 8.4% | 531,169.78 |



Wasco County Monthly Report

Public Works - Revenue Expense - December 2016

Filters

| | |
|-----|------------------|
| Fd | (Multiple Items) |
| Cat | (Multiple Items) |

| Data | | | | | | | |
|---------------------------------------|------------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
| Revenue | | | | | | | |
| PUBLIC WORKS FUND | | | | | | | |
| NON-DEPARTMENTAL RESOURCES-R | | | | | | | |
| PUBLIC WORKS RESOURCES-R | | | | | | | |
| INVESTMENT EARNINGS-R | 23,600 | 18,001 | 11,034 | 76.3% | 61.0% | 63.1% | 6,966.68 |
| INTERNAL SERVICES-R | 3,180 | - | 1,590 | 0.0% | 50.0% | -100.0% | (1,590.00) |
| PUBLIC WORKS RESOURCES-R Total | 26,780 | 18,001 | 12,624 | 67.2% | 59.3% | 42.6% | 5,376.68 |
| NON-DEPARTMENTAL RESOURCES-R Total | 26,780 | 18,001 | 12,624 | 67.2% | 59.3% | 42.6% | 5,376.68 |
| PUBLIC WORKS-R | | | | | | | |
| PUBLIC WORKS-R | | | | | | | |
| LICENSES FEES & PERMITS-R | 10,000 | 3,698 | - | 37.0% | 0.0% | #DIV/0! | 3,697.50 |
| INTERGOV'T REV - NON SINGLE AUDIT-R | 2,371,200 | 816,935 | 778,378 | 34.5% | 37.6% | 5.0% | 38,557.11 |
| INTERGOV'T REV - SINGLE AUDIT-R | 100,200 | 550 | - | 0.5% | 0.0% | #DIV/0! | 549.70 |
| MISCELLANEOUS-R | 1,000 | 4,557 | 6,412 | 455.7% | 1282.3% | -28.9% | (1,854.72) |
| SALE OF FIXED ASSETS-R | 10,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| CHARGES FOR SERVICES-R | | | | | | | |
| CONT WORK-OTHER GOVT | 25,000 | 38,878 | 33,408 | 155.5% | 133.6% | 16.4% | 5,470.07 |
| PETROLEUM PRODUCTS - 21 CENTS | 6,000 | 4,014 | 12,773 | 66.9% | 212.9% | -68.6% | (8,759.21) |
| PETROLEUM PRODUCTS SOLD | 165,000 | 33,432 | 75,048 | 20.3% | 45.5% | -55.5% | (41,615.56) |
| CHARGES FOR SERVICES-R Total | 196,000 | 76,324 | 121,229 | 38.9% | 61.9% | -37.0% | (44,904.70) |
| PUBLIC WORKS-R Total | 2,688,400 | 902,063 | 906,018 | 33.6% | 32.2% | -0.4% | (3,955.11) |
| PUBLIC WORKS-R Total | 2,688,400 | 902,063 | 906,018 | 33.6% | 32.2% | -0.4% | (3,955.11) |
| PUBLIC WORKS FUND Total | 2,715,180 | 920,064 | 918,642 | 33.9% | 32.4% | 0.2% | 1,421.57 |
| Revenue Total | 2,715,180 | 920,064 | 918,642 | 33.9% | 32.4% | 0.2% | 1,421.57 |
| Expense | | | | | | | |



Wasco County Monthly Report

Public Works - Revenue Expense - December 2016

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current | Prior Year | Year to | Current Year - Prior Year |
|-------------------------|----------------|-----------------------|--------------------------|----------------------------|--------------------|------------------|------------------------------|
| | | | | Year Budget Executed | Budget Executed | Year % Change | |
| PUBLIC WORKS FUND | | | | | | | |
| PUBLIC WORKS-E | | | | | | | |
| PUBLIC WORKS-E | | | | | | | |
| PERSONAL SERVICES-E | 1,624,939 | 783,953 | 670,547 | 48.2% | 47.4% | 16.9% | 113,406.15 |
| MATERIALS & SERVICES-E | 1,332,400 | 616,241 | 315,738 | 46.3% | 29.8% | 95.2% | 300,503.81 |
| CAPITAL OUTLAY-E | 230,000 | - | 10,000 | 0.0% | 13.3% | -100.0% | (10,000.00) |
| PUBLIC WORKS-E Total | 3,187,339 | 1,400,195 | 996,285 | 43.9% | 39.1% | 40.5% | 403,909.96 |
| PUBLIC WORKS-E Total | 3,187,339 | 1,400,195 | 996,285 | 43.9% | 39.1% | 40.5% | 403,909.96 |
| PUBLIC WORKS FUND Total | 3,187,339 | 1,400,195 | 996,285 | 43.9% | 39.1% | 40.5% | 403,909.96 |
| Expense Total | 3,187,339 | 1,400,195 | 996,285 | 43.9% | 39.1% | 40.5% | 403,909.96 |



Wasco County Monthly Report

All Funds Revenue Expense Summary - December 2016

Filters

| | |
|-----|------------------|
| Fd | (Multiple Items) |
| Cat | (Multiple Items) |

| Data | | | | | | | |
|----------------------------------|-------------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
| Revenue | | | | | | | |
| 911 COMMUNICATIONS FUND | 994,687 | 666,975 | 348,520 | 67.1% | 37.7% | 91.4% | 318,455.27 |
| 911 EQUIPMENT RESERVE | 1,200 | 842 | 554 | 70.1% | 46.2% | 51.9% | 287.72 |
| CAPITAL ACQUISITIONS FUND | 912,650 | 457,762 | 353,185 | 50.2% | 50.1% | 29.6% | 104,576.76 |
| CDBG GRANT FUND | 5,478,670 | 145,063 | - | 2.6% | 0.0% | #DIV/0! | 145,062.92 |
| CLERK RECORDS FUND | 7,425 | 5,189 | 5,087 | 69.9% | 77.7% | 2.0% | 102.82 |
| COMM ON CHILDREN & FAMILIES FUND | 147,600 | 31,901 | 89,601 | 21.6% | 85.4% | -64.4% | (57,699.47) |
| COMMUNITY CORRECTIONS FUND | 1,506,382 | 849,603 | 771,908 | 56.4% | 70.3% | 10.1% | 77,694.55 |
| COUNTY FAIR FUND | 169,550 | 105,090 | 81,124 | 62.0% | 46.3% | 29.5% | 23,965.78 |
| COUNTY SCHOOL FUND | 280,200 | 64,427 | 98,282 | 23.0% | 34.0% | -34.4% | (33,854.72) |
| COURT FACILITIES SECURITY FUND | 3,855 | 12,624 | 13,760 | 327.5% | 44.7% | -8.3% | (1,135.91) |
| DISTRICT ATTORNEY | 2,600 | 2,654 | 1,173 | 102.1% | 71.1% | 126.2% | 1,480.72 |
| FACILITY CAPITAL RESERVE | 912,000 | 456,858 | 352,208 | 50.1% | 50.2% | 29.7% | 104,650.04 |
| FOREST HEALTH PROGRAM FUND | 380 | 231 | 409 | 60.8% | 0.7% | -43.5% | (178.10) |
| GENERAL FUND | 13,325,938 | 10,307,238 | 9,447,827 | 77.3% | 79.6% | 9.1% | 859,410.86 |
| GENERAL OPERATING RESERVE | 812,000 | 407,703 | 303,408 | 50.2% | 50.2% | 34.4% | 104,295.12 |
| HOUSEHOLD HAZARDOUS WASTE FUND | 331,250 | 144,715 | 143,510 | 43.7% | 45.3% | 0.8% | 1,205.36 |
| KRAMER FIELD FUND | 165 | 116 | 76 | 70.2% | 50.9% | 52.0% | 39.63 |
| LAND CORNER PRESERVATION FUND | 32,470 | 17,393 | 17,250 | 53.6% | 62.3% | 0.8% | 142.54 |
| LAW LIBRARY FUND | 25,700 | 26,046 | 25,866 | 101.3% | 125.6% | 0.7% | 180.57 |
| MUSEUM | 112,475 | 74,703 | 43,031 | 66.4% | 49.5% | 73.6% | 31,672.34 |
| PARKS FUND | 70,360 | 52,760 | 43,794 | 75.0% | 55.2% | 20.5% | 8,966.22 |
| PUBLIC WORKS FUND | 2,715,180 | 920,064 | 918,642 | 33.9% | 32.4% | 0.2% | 1,421.57 |
| ROAD RESERVE FUND | 15,000 | 9,872 | 6,497 | 65.8% | 50.0% | 51.9% | 3,375.16 |
| SPECIAL ECON DEV PAYMENTS FUND | 1,242,000 | 1,100,452 | 299,703 | 88.6% | 23.2% | 267.2% | 800,749.76 |



Wasco County Monthly Report

All Funds Revenue Expense Summary - December 2016

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current | Prior Year | Year to | Current Year - Prior Year |
|----------------------------------|-------------------|-----------------------|--------------------------|----------------------------|--------------------|------------------|------------------------------|
| | | | | Year Budget Executed | Budget Executed | Year % Change | |
| WEED & PEST CONTROL FUND | 214,100 | 61,990 | 119,642 | 29.0% | 53.8% | -48.2% | (57,652.05) |
| Revenue Total | 29,313,837 | 15,922,273 | 13,485,058 | 54.3% | 49.9% | 18.1% | 2,437,215.46 |
| Expense | | | | | | | |
| 911 COMMUNICATIONS FUND | 1,000,111 | 494,051 | 492,110 | 49.4% | 50.4% | 0.4% | 1,941.18 |
| 911 EQUIPMENT RESERVE | 240,600 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| CAPITAL ACQUISITIONS FUND | 2,802,650 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| CDBG GRANT FUND | 5,508,670 | 53,446 | - | 1.0% | 0.0% | #DIV/0! | 53,446.43 |
| CLERK RECORDS FUND | 50,825 | - | 731 | 0.0% | 1.8% | -100.0% | (731.12) |
| COMM ON CHILDREN & FAMILIES FUND | 209,846 | 72,104 | 88,821 | 34.4% | 51.7% | -18.8% | (16,716.64) |
| COMMUNITY CORRECTIONS FUND | 1,899,882 | 565,710 | 490,142 | 29.8% | 40.6% | 15.4% | 75,567.50 |
| COUNTY FAIR FUND | 223,653 | 128,899 | 144,626 | 57.6% | 71.4% | -10.9% | (15,727.55) |
| COUNTY SCHOOL FUND | 290,000 | - | 61,872 | 0.0% | 16.5% | -100.0% | (61,872.06) |
| COURT FACILITIES SECURITY FUND | 36,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| DISTRICT ATTORNEY | 21,325 | 4,001 | 4,344 | 18.8% | 15.8% | -7.9% | (343.53) |
| FACILITY CAPITAL RESERVE | 2,734,000 | 12,500 | - | 0.5% | 0.0% | #DIV/0! | 12,499.98 |
| FOREST HEALTH PROGRAM FUND | 77,219 | 37,500 | 50,000 | 48.6% | 21.6% | -25.0% | (12,499.98) |
| GENERAL FUND | 14,888,894 | 6,849,173 | 6,318,003 | 46.0% | 47.0% | 8.4% | 531,169.78 |
| GENERAL OPERATING RESERVE | 2,812,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| HOUSEHOLD HAZARDOUS WASTE FUND | 397,506 | 132,143 | 126,354 | 33.2% | 36.7% | 4.6% | 5,788.87 |
| KRAMER FIELD FUND | 33,145 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| LAND CORNER PRESERVATION FUND | 69,539 | 31,660 | 34,407 | 45.5% | 51.6% | -8.0% | (2,747.73) |
| LAW LIBRARY FUND | 48,000 | 10,389 | 10,689 | 21.6% | 22.3% | -2.8% | (300.60) |
| MUSEUM | 275,149 | 37,053 | 50,784 | 13.5% | 20.4% | -27.0% | (13,731.20) |
| PARKS FUND | 85,263 | 22,160 | 23,690 | 26.0% | 27.7% | -6.5% | (1,530.73) |
| PUBLIC WORKS FUND | 3,187,339 | 1,400,195 | 996,285 | 43.9% | 39.1% | 40.5% | 403,909.96 |
| ROAD RESERVE FUND | 2,815,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| SPECIAL ECON DEV PAYMENTS FUND | 2,130,800 | 781,225 | 140,000 | 36.7% | 10.8% | 458.0% | 641,224.98 |
| WEED & PEST CONTROL FUND | 252,338 | 108,759 | 118,342 | 43.1% | 47.2% | -8.1% | (9,582.54) |
| Expense Total | 42,089,754 | 10,740,966 | 9,151,201 | 25.5% | 24.9% | 17.4% | 1,589,765.00 |



Wasco County Monthly Report

Personnel - All Funds - December 2016

Filters

| | |
|-----|------------------|
| Fd | (All) |
| Cat | (Multiple Items) |

Data

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
|---|------------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Expense | | | | | | | |
| GENERAL FUND | | | | | | | |
| ASSESSMENT & TAXATION-E | 765,243 | 321,820 | 317,123 | 42.1% | 40.6% | 1.5% | 4,697.49 |
| COUNTY CLERK-E | 278,066 | 136,808 | 134,585 | 49.2% | 52.7% | 1.7% | 2,222.95 |
| SHERIFF-E | 1,996,421 | 947,099 | 935,734 | 47.4% | 49.4% | 1.2% | 11,364.93 |
| ADMINISTRATIVE SERVICES-E | 1,695,202 | 762,865 | 628,236 | 45.0% | 41.6% | 21.4% | 134,629.10 |
| ADMINISTRATION-E | 152,351 | 65,180 | 58,884 | 42.8% | 42.3% | 10.7% | 6,296.51 |
| DISTRICT ATTORNEY-E | 518,265 | 250,457 | 244,179 | 48.3% | 50.7% | 2.6% | 6,278.01 |
| PLANNING-E | 710,991 | 299,293 | 208,538 | 42.1% | 32.7% | 43.5% | 90,755.01 |
| PUBLIC WORKS-E | 56,699 | 27,158 | 26,685 | 47.9% | 50.1% | 1.8% | 473.07 |
| YOUTH SERVICES-E | 502,248 | 253,068 | 225,665 | 50.4% | 49.8% | 12.1% | 27,403.62 |
| GENERAL FUND Total | 6,675,485 | 3,063,750 | 2,779,629 | 45.9% | 44.8% | 10.2% | 284,120.69 |
| PUBLIC WORKS FUND | | | | | | | |
| PUBLIC WORKS-E | 1,624,939 | 783,953 | 670,547 | 48.2% | 47.4% | 16.9% | 113,406.15 |
| PUBLIC WORKS FUND Total | 1,624,939 | 783,953 | 670,547 | 48.2% | 47.4% | 16.9% | 113,406.15 |
| 911 COMMUNICATIONS FUND | | | | | | | |
| SHERIFF-E | 825,122 | 410,222 | 408,651 | 49.7% | 50.7% | 0.4% | 1,570.72 |
| 911 COMMUNICATIONS FUND Total | 825,122 | 410,222 | 408,651 | 49.7% | 50.7% | 0.4% | 1,570.72 |
| COMM ON CHILDREN & FAMILIES FUND | | | | | | | |
| YOUTH SERVICES-E | 73,971 | 37,747 | 35,759 | 51.0% | 49.8% | 5.6% | 1,987.69 |
| COMM ON CHILDREN & FAMILIES FUND Total | 73,971 | 37,747 | 35,759 | 51.0% | 49.8% | 5.6% | 1,987.69 |
| COMMUNITY CORRECTIONS FUND | | | | | | | |
| SHERIFF-E | 675,870 | 298,747 | 220,822 | 44.2% | 41.2% | 35.3% | 77,924.67 |
| COMMUNITY CORRECTIONS FUND Total | 675,870 | 298,747 | 220,822 | 44.2% | 41.2% | 35.3% | 77,924.67 |
| COUNTY FAIR FUND | | | | | | | |



Wasco County Monthly Report

Personnel - All Funds - December 2016

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current | Prior Year | Year to | Current Year - Prior Year |
|--------------------------------|-------------------|-----------------------|--------------------------|----------------------------|--------------------|------------------|------------------------------|
| | | | | Year Budget Executed | Budget Executed | Year % Change | |
| ADMINISTRATION-E | 44,103 | 10,240 | 12,217 | 23.2% | 29.9% | -16.2% | (1,977.03) |
| COUNTY FAIR FUND Total | 44,103 | 10,240 | 12,217 | 23.2% | 29.9% | -16.2% | (1,977.03) |
| HOUSEHOLD HAZARDOUS WASTE FUND | 117,584 | 54,706 | 38,889 | 46.5% | 34.1% | 40.7% | 15,816.93 |
| LAND CORNER PRESERVATION FUND | 56,039 | 30,260 | 26,700 | 54.0% | 50.2% | 13.3% | 3,559.27 |
| MUSEUM | 44,669 | 14,345 | 19,396 | 32.1% | 38.8% | -26.0% | (5,051.48) |
| PARKS FUND | 36,343 | 6,826 | 8,145 | 18.8% | 24.8% | -16.2% | (1,318.10) |
| WEED & PEST CONTROL FUND | 93,588 | 54,543 | 44,848 | 58.3% | 48.7% | 21.6% | 9,694.66 |
| Expense Total | 10,267,713 | 4,765,338 | 4,265,604 | 46.4% | 45.3% | 11.7% | 499,734.17 |



Wasco County Monthly Report

Materials and Services All Funds - December 2016

Filters

| | |
|-----|------------------|
| Fd | (Multiple Items) |
| Cat | (Multiple Items) |

Data

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
|--------------------------------------|------------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Expense | | | | | | | |
| GENERAL FUND | | | | | | | |
| ASSESSMENT & TAXATION-E | 87,844 | 38,365 | 38,141 | 43.7% | 50.3% | 0.6% | 223.44 |
| COUNTY CLERK-E | 66,770 | 42,715 | 13,812 | 64.0% | 23.4% | 209.3% | 28,903.77 |
| SHERIFF-E | 262,322 | 93,644 | 113,888 | 35.7% | 44.3% | -17.8% | (20,243.87) |
| ADMINISTRATIVE SERVICES-E | | | | | | | |
| INFORMATION TECHNOLOGY-E | 395,223 | 208,766 | 210,170 | 52.8% | 57.6% | -0.7% | (1,404.72) |
| EMPLOYEE & ADMINISTRATIVE SERVICES-E | 130,750 | 25,581 | 40,885 | 19.6% | 84.9% | -37.4% | (15,304.71) |
| FACILITIES-E | 357,970 | 111,827 | 87,507 | 31.2% | 32.0% | 27.8% | 24,320.58 |
| ADMINISTRATION-E | | | | | | | |
| ADMINISTRATION-E | 767,450 | 311,606 | 293,354 | 40.6% | 40.4% | 6.2% | 18,252.65 |
| PASS-THROUGH GRANTS-E | 186,092 | 92,676 | 70,551 | 49.8% | 36.8% | 31.4% | 22,125.45 |
| NORCOR-E | | | | | | | |
| MATERIALS & SERVICES-E | 1,943,848 | 966,208 | 1,197,874 | 49.7% | 57.7% | -19.3% | (231,665.72) |
| VETERANS-E | 15,500 | 7,206 | 4,220 | 46.5% | 28.9% | 70.8% | 2,986.10 |
| SPECIAL PAYMENTS-E | 407,525 | 223,427 | 177,935 | 54.8% | 46.9% | 25.6% | 45,491.98 |
| DISTRICT ATTORNEY-E | 58,600 | 22,656 | 24,371 | 38.7% | 41.9% | -7.0% | (1,715.45) |
| PLANNING-E | 48,026 | 19,391 | 20,683 | 40.4% | 48.5% | -6.2% | (1,291.80) |
| PUBLIC WORKS-E | | | | | | | |
| SURVEYOR-E | 8,500 | 1,253 | 909 | 14.7% | 9.8% | 37.9% | 344.47 |
| WATERMASTER-E | 2,415 | 52 | 1,684 | 2.1% | 45.1% | -96.9% | (1,632.29) |
| YOUTH SERVICES-E | 31,772 | 13,739 | 10,214 | 43.2% | 25.0% | 34.5% | 3,525.54 |
| GENERAL FUND Total | 4,770,607 | 2,179,111 | 2,306,196 | 45.7% | 49.9% | -5.5% | (127,084.58) |
| PUBLIC WORKS FUND | | | | | | | |
| PUBLIC WORKS-E | | | | | | | |



Wasco County Monthly Report

Materials and Services All Funds - December 2016

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
|---|------------------|-----------------------|--------------------------|---------------------------------------|----------------------------------|-----------------------------|------------------------------|
| PUBLIC WORKS-E | | | | | | | |
| MATERIALS & SERVICES-E | 1,332,400 | 616,241 | 315,738 | 46.3% | 29.8% | 95.2% | 300,503.81 |
| PUBLIC WORKS FUND Total | 1,332,400 | 616,241 | 315,738 | 46.3% | 29.8% | 95.2% | 300,503.81 |
| 911 COMMUNICATIONS FUND | | | | | | | |
| SHERIFF-E | 174,989 | 83,829 | 83,459 | 47.9% | 49.4% | 0.4% | 370.46 |
| 911 COMMUNICATIONS FUND Total | 174,989 | 83,829 | 83,459 | 47.9% | 49.4% | 0.4% | 370.46 |
| CLERK RECORDS FUND | | | | | | | |
| COUNTY CLERK-E | 30,825 | - | 731 | 0.0% | 4.7% | -100.0% | (731.12) |
| CLERK RECORDS FUND Total | 30,825 | - | 731 | 0.0% | 4.7% | -100.0% | (731.12) |
| COMM ON CHILDREN & FAMILIES FUND | | | | | | | |
| YOUTH SERVICES-E | 135,875 | 34,357 | 53,061 | 25.3% | 53.1% | -35.3% | (18,704.33) |
| COMM ON CHILDREN & FAMILIES FUND Total | 135,875 | 34,357 | 53,061 | 25.3% | 53.1% | -35.3% | (18,704.33) |
| COMMUNITY CORRECTIONS FUND | | | | | | | |
| SHERIFF-E | 853,080 | 81,497 | 89,256 | 9.6% | 28.8% | -8.7% | (7,759.15) |
| COMMUNITY CORRECTIONS FUND Total | 853,080 | 81,497 | 89,256 | 9.6% | 28.8% | -8.7% | (7,759.15) |
| COUNTY FAIR FUND | | | | | | | |
| ADMINISTRATION-E | | | | | | | |
| COUNTY FAIR-E | 179,550 | 118,659 | 132,410 | 66.1% | 82.0% | -10.4% | (13,750.52) |
| COUNTY FAIR FUND Total | 179,550 | 118,659 | 132,410 | 66.1% | 82.0% | -10.4% | (13,750.52) |
| COUNTY SCHOOL FUND | | | | | | | |
| ADMINISTRATION-E | | | | | | | |
| COUNTY SCHOOL-E | 290,000 | - | 61,872 | 0.0% | 16.5% | -100.0% | (61,872.06) |
| COUNTY SCHOOL FUND Total | 290,000 | - | 61,872 | 0.0% | 16.5% | -100.0% | (61,872.06) |
| COURT FACILITIES SECURITY FUND | | | | | | | |
| ADMINISTRATION-E | | | | | | | |
| COURT FACILITIES-E | 36,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| COURT FACILITIES SECURITY FUND Total | 36,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| DISTRICT ATTORNEY | | | | | | | |
| DISTRICT ATTORNEY-E | 19,525 | 3,101 | 1,844 | 15.9% | 8.2% | 68.1% | 1,256.49 |
| DISTRICT ATTORNEY Total | 19,525 | 3,101 | 1,844 | 15.9% | 8.2% | 68.1% | 1,256.49 |
| FOREST HEALTH PROGRAM FUND | | | | | | | |



Wasco County Monthly Report

Materials and Services All Funds - December 2016

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
|---|------------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| ADMINISTRATION-E | | | | | | | |
| FOREST HEALTH-E | 2,219 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| FOREST HEALTH PROGRAM FUND Total | 2,219 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| HOUSEHOLD HAZARDOUS WASTE FUND | | | | | | | |
| PUBLIC HEALTH-E | 251,829 | 77,437 | 87,465 | 30.7% | 39.3% | -11.5% | (10,028.06) |
| HOUSEHOLD HAZARDOUS WASTE FUND Total | 251,829 | 77,437 | 87,465 | 30.7% | 39.3% | -11.5% | (10,028.06) |
| KRAMER FIELD FUND | 33,145 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| LAND CORNER PRESERVATION FUND | 3,000 | 150 | 300 | 5.0% | 10.0% | -50.0% | (150.00) |
| LAW LIBRARY FUND | 40,000 | 6,389 | 6,689 | 16.0% | 16.7% | -4.5% | (300.60) |
| MUSEUM | 62,700 | 22,708 | 31,388 | 36.2% | 62.2% | -27.7% | (8,679.72) |
| PARKS FUND | 48,920 | 15,333 | 15,546 | 31.3% | 29.5% | -1.4% | (212.63) |
| SPECIAL ECON DEV PAYMENTS FUND | | | | | | | |
| ADMINISTRATION-E | | | | | | | |
| DESIGN LLC-E | 1,131,150 | 281,400 | - | 24.9% | 0.0% | #DIV/0! | 281,400.00 |
| SPECIAL ECON DEV PAYMENTS FUND Total | 1,131,150 | 281,400 | - | 24.9% | 0.0% | #DIV/0! | 281,400.00 |
| WEED & PEST CONTROL FUND | 158,750 | 54,216 | 73,493 | 34.2% | 46.3% | -26.2% | (19,277.20) |
| Expense Total | 9,554,564 | 3,574,428 | 3,259,448 | 37.4% | 38.0% | 9.7% | 314,980.79 |



Wasco County Monthly Report

Capital All Funds - December 2016

Filters

| | |
|-----|------------------|
| Fd | (Multiple Items) |
| Cat | (Multiple Items) |

| Data | | | | | | | |
|--------------------------------|-------------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|
| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
| Expense | | | | | | | |
| GENERAL FUND | 535,302 | 162,481 | 114,198 | 30.4% | 34.0% | 42.3% | 48,283.09 |
| PUBLIC WORKS FUND | 230,000 | - | 10,000 | 0.0% | 13.3% | -100.0% | (10,000.00) |
| 911 EQUIPMENT RESERVE | 240,600 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| CAPITAL ACQUISITIONS FUND | 2,802,650 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| CDBG GRANT FUND | 5,508,670 | 53,446 | - | 1.0% | 0.0% | #DIV/0! | 53,446.43 |
| CLERK RECORDS FUND | 20,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| FACILITY CAPITAL RESERVE | 2,709,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| GENERAL OPERATING RESERVE | 2,812,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| HOUSEHOLD HAZARDOUS WASTE FUND | 28,093 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| LAND CORNER PRESERVATION FUND | 8,000 | - | 6,157 | 0.0% | 77.0% | -100.0% | (6,157.00) |
| MUSEUM | 167,780 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| ROAD RESERVE FUND | 2,815,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| Expense Total | 17,877,095 | 215,927 | 130,355 | 1.2% | 0.8% | 65.6% | 85,572.52 |



Wasco County Monthly Report Reserve Funds - December 2016

Filters

| | |
|-----|------------------|
| Fd | (Multiple Items) |
| Cat | (Multiple Items) |

Data

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year |
|---------------------------|------------------|-----------------------|--------------------------|---------------------------------------|----------------------------------|-----------------------------|------------------------------|
| Revenue | | | | | | | |
| FACILITY CAPITAL RESERVE | 912,000 | 456,858 | 352,208 | 50.1% | 50.2% | 29.7% | 104,650.04 |
| GENERAL OPERATING RESERVE | 812,000 | 407,703 | 303,408 | 50.2% | 50.2% | 34.4% | 104,295.12 |
| ROAD RESERVE FUND | 15,000 | 9,872 | 6,497 | 65.8% | 50.0% | 51.9% | 3,375.16 |
| Revenue Total | 1,739,000 | 874,434 | 662,113 | 50.3% | 50.2% | 32.1% | 212,320.32 |
| Expense | | | | | | | |
| FACILITY CAPITAL RESERVE | 2,734,000 | 12,500 | - | 0.5% | 0.0% | #DIV/0! | 12,499.98 |
| GENERAL OPERATING RESERVE | 2,812,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| ROAD RESERVE FUND | 2,815,000 | - | - | 0.0% | 0.0% | #DIV/0! | - |
| Expense Total | 8,361,000 | 12,500 | - | 0.1% | 0.0% | #DIV/0! | 12,499.98 |



Wasco County Monthly Report

Investment/Interest All Funds - December 2016

Filters

| | |
|-----|------------------|
| Fd | (Multiple Items) |
| Cat | (Multiple Items) |

| Data | | | | | | | | |
|----------------------------------|----------------|--------------------|-----------------------|------------------------------|----------------------------|-----------------------|---------------------------|--|
| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current Year Budget Executed | Prior Year Budget Executed | Year to Year % Change | Current Year - Prior Year | |
| Revenue | | | | | | | | |
| INTEREST EARNED | | | | | | | | |
| 911 COMMUNICATIONS FUND | 150 | 137 | - | 91.6% | 0.0% | #DIV/0! | 137.40 | |
| 911 EQUIPMENT RESERVE | 1,200 | 842 | 554 | 70.1% | 46.2% | 51.9% | 287.72 | |
| CAPITAL ACQUISITIONS FUND | 12,650 | 7,762 | 3,185 | 61.4% | 63.7% | 143.7% | 4,576.74 | |
| CDBG GRANT FUND | 200 | 166 | - | 83.0% | #DIV/0! | #DIV/0! | 166.08 | |
| CLERK RECORDS FUND | 175 | 126 | 87 | 72.1% | 87.1% | 44.9% | 39.07 | |
| COMM ON CHILDREN & FAMILIES FUND | 600 | 348 | 263 | 58.0% | 52.6% | 32.4% | 85.04 | |
| COMMUNITY CORRECTIONS FUND | 2,000 | 3,565 | 950 | 178.3% | 47.5% | 275.4% | 2,615.46 | |
| COUNTY FAIR FUND | 470 | 190 | 212 | 40.4% | 42.3% | -10.2% | (21.62) | |
| COUNTY SCHOOL FUND | 200 | 125 | 534 | 62.4% | 133.5% | -76.6% | (409.37) | |
| COURT FACILITIES SECURITY FUND | 355 | 351 | 161 | 98.9% | 64.4% | 118.3% | 190.29 | |
| DISTRICT ATTORNEY | 100 | 68 | 68 | 67.8% | 45.4% | -0.4% | (0.26) | |
| FACILITY CAPITAL RESERVE | 12,000 | 6,858 | 2,597 | 57.2% | 86.6% | 164.1% | 4,261.52 | |
| FOREST HEALTH PROGRAM FUND | 380 | 231 | 409 | 60.8% | 40.9% | -43.5% | (178.10) | |
| GENERAL FUND | 32,000 | 21,275 | 16,888 | 66.5% | 60.3% | 26.0% | 4,387.18 | |
| GENERAL OPERATING RESERVE | 12,000 | 7,703 | 3,408 | 64.2% | 68.2% | 126.0% | 4,295.10 | |
| HOUSEHOLD HAZARDOUS WASTE FUND | 450 | 834 | 418 | 185.2% | 93.0% | 99.3% | 415.29 | |
| KRAMER FIELD FUND | 165 | 116 | 76 | 70.2% | 50.9% | 52.0% | 39.63 | |
| LAND CORNER PRESERVATION FUND | 470 | 249 | 234 | 52.9% | 33.4% | 6.2% | 14.54 | |
| LAW LIBRARY FUND | 700 | 515 | 335 | 73.6% | 55.8% | 54.0% | 180.57 | |
| MUSEUM | 975 | 686 | 473 | 70.3% | 47.3% | 44.9% | 212.32 | |
| PARKS FUND | 575 | 640 | 321 | 111.3% | 80.3% | 99.3% | 318.87 | |
| PUBLIC WORKS FUND | 23,500 | 18,001 | 10,934 | 76.6% | 60.7% | 64.6% | 7,066.68 | |
| ROAD RESERVE FUND | 15,000 | 9,872 | 6,497 | 65.8% | 50.0% | 51.9% | 3,375.16 | |



Wasco County Monthly Report

Investment/Interest All Funds - December 2016

| Account | Current Budget | Current Actual YTD | Prior Year Actual YTD | Current | Prior Year | Year to | Current Year - Prior Year |
|--|----------------|-----------------------|--------------------------|----------------------------|--------------------|------------------|------------------------------|
| | | | | Year Budget Executed | Budget Executed | Year % Change | |
| SPECIAL ECON DEV PAYMENTS FUND | 2,000 | 2,412 | 239 | 120.6% | #DIV/0! | 910.8% | 2,173.76 |
| WEED & PEST CONTROL FUND | 600 | 768 | 425 | 128.0% | 70.9% | 80.6% | 342.78 |
| INTEREST EARNED Total | 118,915 | 83,840 | 49,268 | 70.5% | 59.9% | 70.2% | 34,571.85 |
| LID INTEREST | | | | | | | |
| PUBLIC WORKS FUND | 100 | - | 100 | 0.0% | 100.0% | -100.0% | (100.00) |
| LID INTEREST Total | 100 | - | 100 | 0.0% | 100.0% | -100.0% | (100.00) |
| UNSEG TAX INTEREST EARNED | | | | | | | |
| GENERAL FUND | 200 | 4,345 | 52 | 2172.5% | 25.8% | 8327.2% | 4,293.52 |
| UNSEG TAX INTEREST EARNED Total | 200 | 4,345 | 52 | 2172.5% | 25.8% | 8327.2% | 4,293.52 |
| Revenue Total | 119,215 | 88,185 | 49,420 | 74.0% | 59.8% | 78.4% | 38,765.37 |

This Sample Investment Policy is a template from which Local Governments may draw in formulating a comprehensive investment policy. The investment parameters in this Policy are generally more restrictive than Oregon Law and may not represent the full range of legally allowable investments for local governments in the state of Oregon. It is recommended that local governments adjust this template policy to conform to unique investment needs and consult legal counsel when creating or altering their investment policy to ensure compliance with applicable Oregon Law.

Key Elements of an Investment Policy should consist of the following:

- **Purpose:** Outlines the purpose for the policy document
- **Authority:** Identifies the authoritative guidance under which investing takes place
- **Scope:** Identifies funds under the authority of the policy
- **Objectives:** (Prioritized)
 - Safety
 - Liquidity
 - Return
- **Standards of Care:**
 - Prudence (Prudent Person Standard)
 - Ethics and Conflicts of Interest
 - Indemnification for investment decisions
 - Delegation of Authority
 - Internal controls
 - Separation of Investment decisions and recordkeeping
- **Safekeeping & Custody:**
 - Delivery vs. Payment protocol
 - Safekeeping/Custody by 3rd Party
- **Authorized investments:** Specific authorized investment types should be listed
- **Risk Parameters:**
 - Credit Risk:
 - Ratings requirements
 - Exposure limitations
 - Interest Rate Risk:
 - Maximum investment maturity
 - Maximum average maturity
 - Concentration Risk:
 - Diversification requirements
 - Liquidity Risk:
 - Minimum liquidity guidance
 - Maturity buckets
- **Transaction Counterparties:**
 - Minimum requirements to approve broker/dealers
 - Minimum requirements to approve Investment advisers
- **Policy Compliance:**
 - Reporting requirements:
 - Required data
 - Periodicity of reporting
 - Recipients of reports
 - Guideline violation resolution
- **Policy Maintenance:**
 - Periodic Policy Review

Sample Investment Policy for Local Governments

I. Purpose

This Investment Policy defines the parameters within which funds are to be invested by [Local Government]. The [Local Government] is a [Type of Local Government] whose purpose is to [Function of Local Government]. This policy also formalizes the framework, pursuant to ORS 294.135, for the [Local Government]'s investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

[Local Government]'s investment program shall be operated in conformance with Oregon Revised Statutes and applicable federal law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to laws established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

III. Scope

This policy applies to activities of [Local Government] with regard to investing the financial assets of [operating funds / capital funds / bond proceeds / bond reserve funds]. Funds managed by [Local Government] that are governed by other investment policies are excluded from this policy; however, all funds are subject to Oregon Law. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$xxx million and \$xxx million.

IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. Preservation of Invested Capital

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.

3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity

V. Standards of Care**1. Prudence**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

The "prudent person" standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the [\[Local Government\]](#). Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

3. Delegation of Authority and Responsibilities**i. Governing Body**

The [\[Designated Oversight Body or Position\]](#) will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.

ii. Delegation of Authority

Authority to manage investments within the scope of this policy and operate the investment program in accordance with established written procedures and internal controls is granted to [\[Designated Position\]](#), hereinafter referred to as Investment

Officer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

iii. Investment Committee

The [Designated Oversight Body or Position] may seek to establish an investment committee to provide guidance to the Investment Officer(s) and monitor investment policy compliance.

iv. Investment Municipal Adviser

The [Designated Oversight Body or Position] may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a non-discretionary basis. All investment transactions by approved investment advisers must be pre-approved in writing by the Investment Officer and compliant with this Investment Policy. If [Local Government] hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of [Local Government].

Note: Oregon Revised Statutes (ORS) do not restrict hiring investment advisers on a discretionary basis. However, the OSTF Board cautions against hiring investment advisers on a fully discretionary basis. Therefore this sample policy only allows for non-discretionary investment advisers.

VI. Transaction Counterparties, Investment Advisers and Depositories

1. Broker/Dealers

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:
 - A. Be registered with the Securities and Exchange Commission (SEC)
 - B. Be registered with the Financial Industry Regulatory Authority (FINRA)
 - C. Provide most recent audited financials
 - D. Provide FINRA Focus Report filings

- ii. Approved broker/dealer employees who execute transactions with [Local Government] must meet the following minimum criteria:
 - A. Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
 - B. Be licensed by the state of Oregon;
 - C. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.
- iii. The Investment Officer may want to establish policy for engaging broker/dealer firms and registered representatives that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
 - A. Positive references from at least three other local government clients.
 - B. As part of the periodic due diligence review, inquiries with other local government clients with regard to their recent experiences with broker/dealer firms or registered representatives and any change in relationship status.
 - C. Requirement that approved registered representatives provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
 - D. Requirement that prospective registered representatives have an established history of advising local governments with similar amounts of assets under management.
- iv. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider would be:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital
 - C. Pending customer arbitration cases
 - D. Regulatory enforcement actions

Professional conduct; regulatory filing history; and registration status for any registered broker/dealer firm or for an individual registered representative can be researched at the FINRA website using the FINRA BrokerCheck® service.

- www.finra.org/Investors/ToolsCalculators/BrokerCheck/

Additional information (including state issued Enforcement Orders) on brokers and registered representatives licensed by the state of Oregon may also be obtained from the Oregon Department of Consumer and Business Services Division of Finance and Corporate Securities.

- www.cbs.state.or.us/external/dfcs/

2. Direct Issuers

Obligations that are permitted for purchase by this policy may be purchased directly from the issuer.

3. Investment Advisers

A list will be maintained of approved advisers selected by conducting a process of due diligence.

- i. The following items are required for all approved Investment Advisers:
 - A. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon (*Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon*).
 - B. All investment adviser firm representatives conducting investment transactions on behalf of [Local Government] must be registered representatives with FINRA.
 - C. All investment adviser firm representatives conducting investment transactions on behalf of [Local Government] must be licensed by the state of Oregon.
 - D. Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
- ii. A periodic (at least annual) review of all investment advisers under contract will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:
 - A. Pending investigations by securities regulators
 - B. Significant changes in net capital
 - C. Pending customer arbitration cases
 - D. Regulatory enforcement actions

Professional conduct and regulatory filing history for any registered investment adviser or for individual adviser representatives can be researched on the Securities and Exchange Commission's (SEC) Investment Adviser Public Disclosure website.

The SEC's Investment Adviser Public Disclosure website provides access to the registration form ("Form ADV") that the adviser filed. Form ADV contains information about an investment adviser and its business operations. Additionally, it contains disclosure about certain disciplinary events involving the adviser and its key personnel.

The website also allows users to search for an individual investment adviser representative and view that individual's professional background and conduct, including current registrations, employment history, and disclosures about certain disciplinary events involving the individual.

- www.adviserinfo.sec.gov/IAPD/Content/Search/iapd_Search.aspx

- iii. The Investment Officer may want to establish guidelines or policy for engaging investment advisers' services that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
 - A. Positive references from at least three other local government clients of a prospective investment adviser firm.
 - B. As part of the periodic due diligence review, inquiries with other local government clients of approved investment advisers with regard to their recent experiences with the adviser and any change in the relationship status.

- C. Requirement that approved investment advisers provide notification within 30 days of a relationship termination by an Oregon based local government.
- D. Requirement that approved investment adviser provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
- E. Requirement that prospective investment advisers have an established history of advising local governments with similar amounts of assets under management.

4. Depositories

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

5. Competitive Transactions

- i. The Investment Officer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- ii. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.
- iii. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price. However, the Investment Officer is encouraged to document quotations on comparable securities.
- iv. If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide upon request.

VII. Administration and Operations**1. Delivery vs. Payment**

All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in the [Local Government]'s safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the [Local Government]. All securities will be evidenced by safekeeping receipts in the [Local Government] name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

3. Internal Controls

The investment officer and [Designated Oversight Body or Position] are jointly responsible for establishing and maintaining an adequate internal control structure designed to

reasonably assure that invested funds are invested within the parameters of this Investment policy and, protected from loss, theft or misuse. Specifics for the internal controls shall be documented in writing. The established control structure shall be reviewed and updated periodically by the [Designated Oversight Body or Position].

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
 - ii. Control of collusion
 - iii. Separation of transaction authority from accounting and record keeping
 - iv. Custodial safekeeping
 - v. Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary
 - vi. Clear delegation of authority to subordinate staff members
 - vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form
 - viii. Dual authorizations of wire and automated clearing house (ACH) transfers
 - ix. Staff training
 - x. Review, maintenance and monitoring of security procedures both manual and automated
4. An external auditor shall provide an annual independent review to assure compliance with Oregon state law and [Local Government] policies and procedures.

VIII. Suitable and Authorized Investments

1. Permitted Investments

The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810. *(Note: Permitted investments may be more restrictive than ORS 294.035 and 294.810).*

- *US Treasury Obligations: U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.*
- *US Agency Obligations: Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).*
- *Oregon Short Term Fund*
- *Corporate Indebtedness*
 1. *Commercial Paper issued under the authority of section 3(a)2 or 3(a)3 of the Securities Act of 1933.*
 2. *Corporate Bonds*
- *Repurchase Agreements*
- *Municipal Debt*
- *Bankers Acceptances*
- *Qualified Institution Time Deposits/Savings Accounts/Certificates of Deposit*

A list of Investments allowed under ORS 294.035, 294.040 and 294.810 may be found on the Oregon State Treasury website at the following links:

- www.ost.state.or.us/Services/LocalGov/Summary.of.Liquid.Investments.asp
- www.ost.state.or.us/Services/SampleInvestment/link_V.1.asp

2. Approval of Permitted Investments

If additional types of securities are considered for investment, per Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by [Local Government].

3. Prohibited Investments**i. Private Placement or “144A” Securities**

Private placement or “144A” securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.

ii. US Agency Mortgage-backed Securities

US agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.

iii. Securities Lending

The [Local Government] shall not lend securities nor directly participate in a securities lending program.

4. Demand Deposits and Time Deposits

- i. All demand deposits and time deposits (Examples of time deposits are: certificates of deposit and savings accounts) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.
- ii. Demand deposits in qualified depository institutions are considered cash vehicles and not investments and are therefore outside the scope and restrictions of this policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this policy.

5. Repurchase Agreements

- i. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short Term Fund Board.
- ii. ORS 294.135 (2) limits the maximum term of any repurchase agreement to 90 days.
- iii. The OSTF Board has adopted the following margins:

- A. US Treasury Securities: 102%
- B. US Agency Discount and Coupon Securities: 102%
- C. Mortgage Backed and Other*: 103%

*Limited to those securities described in ORS 294.035(1)

IX. Investment Parameters**1. Credit Risk**

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

i. Diversification

It is the policy of [Local Government] to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance, issuer, and security type. Allowed security types and Investment exposure limitations are detailed in the table below.

ii. Recognized Credit Ratings

Investments must have a rating from at least [one/two] of the following nationally recognized statistical ratings organizations (NRSRO): Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.

iii. Portfolio Average Credit Rating

The minimum weighted average credit rating of the portfolio's rated investments shall be Aa/AA/AA by Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service respectively.

iv. Exposure Constraints and Minimum Investment Credit Ratings

The following table limits exposures among investments permitted by this policy.

(This table contains sample restraints. Local Governments should also consult applicable State Statutes and legal guidelines):

| Issue Type | Maximum % Holdings | Minimum Ratings Moody's / S&P / Fitch |
|--|------------------------------------|--|
| US Treasury Obligations | 100% | None |
| US Agency Securities | 100% | - |
| Per Agency (Senior Obligations Only) | 33% | - |
| Oregon Short Term Fund | Maximum allowed per ORS 294.810 | - |
| Bankers' Acceptances | 25% ⁽¹⁾ | A1+/P1/F1+ |
| Time Deposits/Savings Accounts/Certificates of Deposit ⁽²⁾ | 50% | - |
| Per Institution | 25% | |
| Repurchase Agreements | 5% | - |
| Corporate Debt (Total) | 15% ⁽³⁾ | - |
| Corporate Commercial Paper | 15% ⁽³⁾ | |
| Per Issuer | 2.5% ⁽⁴⁾ | A1/P1/F1 |
| Corporate Bonds | 10% ⁽³⁾ | |
| Per Issuer | 2.5% ⁽⁴⁾ | Aa/AA/AA |
| Municipal Debt (Total) | 10% | - |
| Municipal Commercial Paper | 10% | A1/P1/F1 |
| Municipal Bonds | 10% | Aa/AA/AA |

- (1) 25% Maximum per ORS 294.035(D)
- (2) As authorized by ORS 294.035(3)(d)
- (3) 35% Maximum per ORS 294.035(D)
- (4) 5% Maximum per ORS 294.035(D)

v. Determining a Security's Rating

A single rating will be determined for each investment by utilizing the lowest security level rating available for the security from Standard and Poor's, Moody's Investor Services and Fitch Ratings respectively.

vi. Restriction on Issuers With Prior Default History

Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may be purchased only if there has been no default in payment of either the principal or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

2. Liquidity Risk

Liquidity risk is the risk that an investment may not be easily marketable or redeemable. The following strategies will be employed to mitigate liquidity risks:

- i. The value of at least 25% of funds available for investing or [three/six/twelve] months of budgeted operating expenditures will be invested in the Oregon Short Term Fund, with a qualified depository institution, or investments maturing in less than [30/60/90] days to provide sufficient liquidity for expected disbursements.
- ii. Funds in excess of liquidity requirements are allowed for investments maturing in greater than one year. However, longer-term investments tend to be less liquid than shorter term investments. Portfolio investment maturities will be limited as follows:

Total Portfolio Maturity Constraints:

| Maturity Constraints | Minimum % of Total Portfolio |
|-----------------------|--|
| Under [30/60/90] days | 25% or [three/six/twelve] months Estimated Operating Expenditures |
| Under 1 year | 50% |
| Under 3 years | 100% |

- iii. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- iv. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.
- v. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

| Issue Type | Maximum % of Issuance* (Par) |
|----------------------------|------------------------------|
| US Agency Securities | 50% |
| Corporate Debt (Total) | - |
| Corporate Commercial Paper | 100% |
| Corporate Bonds | 25% |
| Municipal Bonds | 25% |

*The par amount issued under a single CUSIP.

3. Interest Rate Risk

Longer-term investments have the potential to achieve higher returns but are also likely to exhibit higher market value volatility due to the changes in the general level of interest rates over the life of the investment(s). Interest rate risk will be mitigated by providing adequate liquidity for short term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. Certain types of securities, including variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the interest rate risk profile of the portfolio differently in different interest rate environments. The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:

- i. Where feasible and prudent, investment maturities should be matched with expected cash outflows to mitigate market risk.
- ii. To the extent feasible, investment maturities not matched with cash outflows, including liquidity investments under one year, should be staggered to mitigate re-investment risk.
- iii. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.
- iv. The maximum percent of callable securities in the portfolio shall be **xx%**;
- v. The maximum stated final maturity of individual securities in the portfolio shall be **three years**, except as otherwise stated in this policy.
- vi. The maximum portfolio average maturity (measured with stated final maturity) shall be **1.5 years**.

X. Investment of Proceeds from Debt Issuance

1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
2. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not

invested for resale and are maturity matched with outflows. Consequently, funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section IX (2).

XI. Investment of Reserve or Capital Improvement Funds

1. Pursuant to ORS 294.135(1)(b), reserve or capital Improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment or investments made with the funds may occur when the funds are expected to be used.

XII. Guideline Measurement and Adherence**1. Guideline Measurement**

Guideline measurements will use [par/market] value of investments.

2. Guideline Compliance

- i. If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- ii. Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the [Designated Oversight Body or Position].
- iii. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

XIII. Reporting and Disclosure**1. Compliance**

The Investment Officer shall prepare a report at least [monthly/quarterly] that allows the [Designated Oversight Body or Position] to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment oversight body. The report will include, at a minimum, the following:

- i. A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
- ii. Average maturity of the portfolio at period-end
- iii. Maturity distribution of the portfolio at period-end

- iv. Average portfolio credit quality of the portfolio at period-end
- v. Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio
- vi. Distribution by type of investment
- vii. Transactions since last report
- viii. Distribution of transactions among financial counterparties such as broker/dealers
- ix. Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.

2. Performance Standards/ Evaluation

At least annually, the Investment Officer shall report comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as available certificates of deposit; the Oregon Short Term Fund; US Treasury rates; or against one or bond indices with a similar risk profile (e.g., Bond indexes comprised high grade investments and maximum maturities of three years).

When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

3. Marking to Market

The market value of the portfolio shall be calculated at least [monthly/quarterly] and a statement of the market value of the portfolio shall be issued at least [monthly/quarterly].

4. Audits

Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

XIV. Policy Maintenance and Considerations**1. Review**

The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

The annual report should also serve as a venue to suggest policies and improvements to the investment program, and shall include an investment plan for the coming year.

2. Exemptions

Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

3. Policy Adoption and Amendments

This investment policy and any modifications to this policy must be formally approved in writing by the [Designated Oversight Body or Position] of [Local Government].

This policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if:

- i. This policy allows maturities beyond 18 months unless the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the [Designated Oversight Body or Position], the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b) and 294.135(3)).

And either:

- A. This policy has never been submitted to the OSTF Board for comment;

Or

- B. Material changes have been made since the last review by the OSTF Board.

Regardless of whether this policy is submitted to the OSTF Board for comment, this policy shall be re-submitted not less than annually to the [Designated Oversight Body or Position] for approval.