



AGENDA: REGULAR SESSION

WEDNESDAY, JUNE 3, 2020

WASCO COUNTY BOARD OF COMMISSIONERS

<https://meet.google.com/joo-mudn-vpm?hs=122> OR 1-502-382-4610 PIN: 321 403 268#

**PUBLIC COMMENT:** Individuals wishing to address the Commission on items not already listed on the Agenda may do so during the first half-hour and at other times throughout the meeting; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments from three to five minutes, unless extended by the Chair.

**DEPARTMENTS:** Are encouraged to have their issue added to the Agenda in advance. When that is not possible the Commission will attempt to make time to fit you in during the first half-hour or between listed Agenda items.

**NOTE:** With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. Meetings are ADA accessible. For special accommodations please contact the Commission Office in advance, (541) 506-2520. TDD 1-800-735-2900. If you require an interpreter, please contact the Commission Office at least 7 days in advance.

Las reuniones son ADA accesibles. Por tipo de alojamiento especiales, por favor póngase en contacto con la Oficina de la Comisión de antemano, (541) 506-2520. TDD 1-800-735-2900. Si necesita un intérprete por favor, póngase en contacto con la Oficina de la Comisión por lo menos siete días de antelación.

In light of the current COVID-19 crisis, the Board will be meeting electronically. You can join the meeting at <https://meet.google.com/joo-mudn-vpm?hs=122> or call in to [1-502-382-4610](tel:1-502-382-4610) PIN: 321 403 268#

We appreciate your patience as we continue to try to serve the public during this time. Please use the chat function to submit real-time questions or comments. You can also submit comments/questions to the Board anytime on our webpage: [Your County, Your Voice](#)

9:00 a.m.	<b>CALL TO ORDER</b> Items without a designated appointment may be rearranged to make the best use of time. Other matters may be discussed as deemed appropriate by the Board. <b>Corrections or Additions to the Agenda</b> <b>Discussion Items</b> (Items of general Commission discussion, not otherwise listed on the Agenda) <a href="#">NCPHD COVID-19 Updates</a> ; <a href="#">Subdivision Plat</a> ; <a href="#">Drought Declaration</a> ; <a href="#">OYA Lease Amendment</a> ; <a href="#">RRED Zone Designation</a> ; <a href="#">NACo Annual Business Meeting</a> ; <a href="#">AOC Federal Lands Sub-Committee</a> ; <a href="#">Cyber Security</a> <b>Consent Agenda:</b> <a href="#">Minutes: 5.14.2020 Special Session</a> ; <a href="#">5.20.2020 Regular Session</a> (Items of a routine nature: minutes, documents, items previously discussed.)
9:30 a.m.	<a href="#">Recess to District Budget Hearings</a>
9:50 a.m.	<a href="#">Recess to Wasco County Budget Hearing</a> – Mike Middleton
10:00 a.m.	<a href="#">QLife Budget</a> – Mike Middleton/Tyler Stone/Matthew Klebes
10:10 a.m.	<a href="#">Tyler Technologies – MUNIS Software Agreement</a> – Kayla Nelson
10:20 a.m.	<a href="#">CGCC Skills Center Update</a> – Marta Cronin
10:35 a.m.	<a href="#">Columbia River Gorge National Scenic Area Engagement</a> – Andrea Klaas
10:50 a.m.	<a href="#">Transportation Advisory Committees Reorganization</a> – Jessica Metta
11:00 a.m.	<a href="#">COVID-19 Response - Emergency Funding</a> – Carrie Pipinich
11:15 a.m.	<a href="#">Recess to Executive Session</a> – Pursuant to ORS 192.660 (2)(h) Conferring with Legal Counsel
	<b>COMMISSION CALL</b>
	<b>NEW/OLD BUSINESS</b>
	<b>ADJOURN</b>

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(m) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations



**WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION**

**JUNE 3, 2020**

This meeting was held on Google Hangout Meet

Meeting ID: <https://meet.google.com/joo-mudn-vpm?hs=122>

or call in at [1-502-382-4610](tel:1-502-382-4610) PIN: 321 403 268#

**PRESENT:** Scott Hege, Chair  
Kathy Schwartz, Vice-Chair  
Steve Kramer, County Commissioner

**STAFF:** Kathy Clark, Executive Assistant  
Tyler Stone, Administrative Officer

Chair Hege opened the session at 9:00 a.m.

Chair Hege added Sherman County Building Codes to the Discussion List.

**Discussion Item – COVID-19 Updates**

North Central Public Health District Executive Director Teri Thalhofer announced that she is retiring at the end of the month. She stated that Shellie Campbell will be acting as Interim Administrator until the position is filled; they are working toward a smooth transition. Ms. Campbell has been working in Unified Command and getting the community ready for harvest.

Ms. Thalhofer reported that as of today there have been 26 cases in Wasco County, 1 case in Sherman County and no cases in Gilliam County. She said they continue to work with partners to prepare for harvest. They are currently concentrating on packing houses. There will be a virtual meeting on Friday for that sector to connect them with the help they will need to be prepared. In Hood River, Duckwall Fruit Company has had an outbreak at their packing facility; NCPHD is working with them to address that as some of their workers live in Wasco County.

Ms. Thalhofer went on to say that the biggest challenge they face today is lack of hotel space for isolation and quarantine. She said they believed they had verbal agreements in place to be followed up with written agreements; but, when they tried to use the space there was resistance. The brief that came out from BOLI

WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
JUNE 3, 2020  
PAGE 2

states that it is discriminatory to not allow positive cases or those who have been exposed to use a hotel room. Ms. Campbell will be taking this back to Unified Command and those working on infrastructure to help with this issue.

Chair Hege asked if we are still in pretty good shape for harvest readiness. Ms. Campbell replied that the team working on that has done a lot in conjunction with Dr. Ashley Thompson, with OSU Extension. A webinar is available that helps to answer questions. They recently conducted a needs survey for the orchardists and determined they need cloth and disposable masks as well as cleaning supplies. They also need additional beds; the team is looking into that along with porta potties and hand sanitizing stations.

Ms. Campbell went on to say that another challenge is caring for the children. In the past OCDC and Migrant Education have helped with that but it will look different this year. OCDC is taking fewer children and doing less transportation. Migrant Education usually interacts with the children aged 6-12 and used to transport them and conduct all-day classes. They cannot do that this year; instead, they are going to the camps to provide education which creates another challenge. They cannot do that all day so workers have to leave the field to care for children. The team is working to address that issue with the goal of keeping the kids safe.

Ms. Campbell continued by saying that they are working with Google to set up hot spots and provide tablets to orchardists so they can access the hotlines and telehealth. One Community Health is taking on half of the orchardists and Mid-Columbia Medical Center is taking the other half for hotlines and telehealth related to COVID-19 issues. If someone does have symptoms, there will be a process for testing, isolation and quarantine. Some orchardists can do that on site; others cannot.

Ms. Thalhofer said the work we are doing here is being used by Oregon Health Authority as a model across the state. She said she is very proud of the work our community has done. She added that Nate Stice with Regional Solutions is trying to bring in mobile laundry trucks so people do not have to congregate at laundromats.

Ms. Campbell stated that communication is such a huge piece of the effort; it is important to keep everyone updated. There are webpages in both Spanish and English. They are working with the Next Door and others to push information out

WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
JUNE 3, 2020  
PAGE 3

to the entire community and allay fears regarding the presence of the seasonal workforce.

Mr. Thalhofer said she is asking the Board for their help with the hotel situation; Phase 2 is in jeopardy if we cannot solve this problem.

Vice-Chair Schwartz asked if the Balch Hotel in Dufur is still available. Ms. Thalhofer responded that she would talk to them but it is not an ideal set-up. The Balch has shared bathrooms, no television, phones or microwaves in the room. That makes it very difficult to manage patients who are being isolated or quarantined.

Commissioner Kramer said that he agrees in concept that the Board may be able to help but this is a legal question and we will need advice from counsel on how to move forward. He said that we can do that today at Executive Session.

Chair Hege commented that it is clear that we need a place to house these folks.

Forest Service Area Manager Lynn Burditt announced that restrictions have been eased at 70 sites in Washington and Oregon. Overall, the easing went better than expected although there were some problems at Dog Mountain. The group will continue to meet and evaluate circumstances. Klickitat County is in Phase 2 and will be opening campgrounds starting Friday. Memaloose will open on June 9<sup>th</sup> and two sites in Hood River County will open on June 15<sup>th</sup>. The Ready Set Gorge website will try to keep an integrated, comprehensive list updated for the public.

Commissioner Kramer said that Mt. Hood will be opening soon. Chair Hege added that almost everything on the Lower Deschutes is open.

Vice-Chair Schwartz asked what had been the issue at Dog Mountain. Ms. Burditt replied that the decision had been made to keep that area closed due to its potential for congestion. Sunday had a number of people ignoring the closure. It will stay closed at least until mid-June. She said they will likely see that same issue for places that are closed. It is almost impossible for state parks to meet the guidelines.

Vice-Chair Schwartz said that as we talk about everything opening up, she wants to remind everyone that the virus has not changed. Our success in managing the spread really depends on the behavior of individuals. The virus is still there. It is



critical to follow the guidelines. She said that she is seeing people not masked and not observing social distancing – it is very concerning. The reopening is not a return to “normal.”

Ms. Burditt agreed, saying that we are in transition with a focus on locals following guidance. That is the message we want to share – it is not that the gorge is open; it is that the gorge is in transition.

The Board thanked everyone for all the efforts they have made and are making to address the pandemic.

Chair Hege recessed the session at 9:29 a.m. to open meetings of the Library Service District and the 4H & Extension Service District.

The Session was reconvened at 9:51 a.m.

<b>Agenda Item – Budget Hearing</b>
-------------------------------------

Chair Hege opened a public hearing for the adoption of the Wasco County Fiscal Year 2020-2021 Budget.

Finance Director and Budget Officer Mike Middleton explained that the memo in the packet was the wrong memo. The Board was provided a new memo (attached) which Mr. Middleton reviewed. He noted that the pandemic was taken into consideration when budgeting as it has already impacted the fair, park and museum funds; however, it is very difficult to know what the long term costs will be across most of the funds.

Chair Hege opened the floor to public comment/questions. There were none.

Chair Hege asked if the Commissioners had any questions. There were none.

Chair Hege closed the hearing at 9:58 a.m.

**{{{Commissioner Kramer moved to approve Resolution 20-007 adopting the Fiscal Year 2021 Budget, Tax Levy and Appropriations for Wasco County with changes as presented and outlined in the budget detail. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

The Board thanked Mr. Middleton for all the work on the budget.

**Agenda Item – QLife Budget**

Mr. Middleton, QLife Budget Officer, stated that this budget has already been approved by the QLife Budget Committee; QLife will hold a hearing to adopt the budget later this month. The middle step is to bring the budget to both Wasco County and the City of The Dalles for approval. The organization is steadily moving forward. The Budget has had no major changes over last year with the exception of the Maupin fund as that project has been completed and is starting to earn a little money back. The hope is that it will pay for itself going forward.

Chair Hege reported that there are two projects QLife is currently working on. One is to connect the Water's Edge facility and Lone Pine. The other is working on the initial phases of helping with a fiber-to-the-home test project with Gorge Net – QLife provides the middle mile fiber.

Mr. Stone said that the QLife Budget is solid. Mr. Middleton said he would be taking the budget to the City of The Dalles on Monday.

**{{{Commissioner Kramer moved to approve the 2020-2021 Quality Life Intergovernmental Agency Fiscal Year Budget as presented. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

**Agenda Item – Tyler Technologies – MUNIS Software Agreement**

Finance Manager Kayla Nelson said that this project was been presented to the Board in December of 2019. Since that time, negotiations have been ongoing with Tyler Technologies. She reviewed the memo included in the Board Packet, commenting that Mr. Stone negotiated some deep discounts. She explained that she does not expect to have to use all the money listed in the agreement for travel. She said that they have talked to others who have signed on for the program and only needed one site visit. That will reduce costs.

Chair Hege observed that this is not a small expenditure but EDEN, the current financial software program, has become an issue as it is not moving forward into the future. MUNIS will be able to move us forward.

Ms. Nelson stated that the Finance Department will kick off the transition process immediately but it will be approximately 12 months before they go live with another 6 months for payroll to go live.

Chair Hege pointed out that our Finance Department has done some work for Public Health; if they are not moving to MUNIS that could be an issue. Vice-Chair Schwartz said that Public Health has been talking to our staff around those challenges and the expense of transitioning. They will be able to stay with us for a year. Ms. Nelson added that we have made it clear that we cannot migrate them with us but we intend to support them through the EDEN program for as long as possible. That will give Public Health some time to sort it out.

Vice-Chair Schwartz said that this is not the first time the Board has heard about this program; this has been going on for about a year. It is a huge expense, but the Board has been aware that it was coming.

Chair Hege commented that all county governments operate on a huge system of software and there are always challenges. Ms. Nelson said that they have negotiated pricing for additional modules that will allow us to bring it in-house if we find that our Information Systems Department has that capacity.

Mr. Middleton said that the \$140,000 is billed as we use it. It is our goal to stay under that. We have implemented 3 modules in EDEN to make the transition easier. In those implementations, we came in under what was budgeted for consultation. Finance staff is ready and eager to get started. Ms. Nelson added that so far, staff has not identified a need to have them on-site at all.

**{{Vice-Chair Schwartz moved to approve the Tyler Technologies Software as a Service Agreement. Commissioner Kramer seconded the motion which passed unanimously.}}**

<b>Agenda Item – CGCC Skills Center Update</b>
------------------------------------------------

Columbia Gorge Community College President, Dr. Marta Cronin, reviewed the presentation included in the Board Packet. She said that the dormitory will have 2-bedroom suites with 4 beds in each unit.

Chair Hege asked what impact COVID-19 will have on the use of the rooms. Dr. Cronin replied that it will change only in terms of how many people will be assigned to a room; the facility is designed for flexibility. They started with a design from Central Oregon Community College.

Dr. Cronin went on to say that they will expand the welding program in the new facility. The other programs will include electrical, plumbing and HVAC along

with a CAD lab.

Chair Hege commented that it looked like there is a lot of carpet; he thought it would be a little more industrial. Dr. Cronin responded that the carpet is mostly in the dormitory; the Skills Center is predominantly concrete flooring.

The Board thanked Dr. Cronin for the update.

#### **Agenda Item – Columbia River Gorge National Scenic Area**

Mr. Stone explained that Ms. Klaas is unable to be here today. Chair Hege said that this is something the Board has asked for from the partners. They have provided the memo included in the Board Packet.

Commissioner Kramer commented that it is a good outline and starting point. We will need to be flexible and this allows for that.

#### **Discussion List – Subdivision Plat**

County Surveyor Bradley Cross explained that this plat is a private project he worked on. The subdivision is between East 12<sup>th</sup> and 15<sup>th</sup> Streets and is very small. Typically, it would have been a partition plat, but because they wanted to create four units it became a subdivision. It was one lot before. He said that it has already been approved through the City of The Dalles planning process. For a subdivision, Board signatures are required.

County Assessor/Tax Collector Jill Amery said that she has already signed the plat which is being held in the Clerk's office for the Board to stop by and sign.

#### **Discussion List – Drought Declaration**

Commissioner Kramer said that we touched on this topic at the last regular Board session. There is information in the packet to support this action; the Department of Agriculture has already issued a declaration. The Governor's committee will be meeting on June 10<sup>th</sup> to consider declarations for areas throughout the State of Oregon. We request a review and they move forward with a declaration so that local growers and producers can access relief funds. We are approaching level D3 – extreme drought. The local Extension Agent says that we are at 64% of normal.

Chair Hege asked what happens after we pass the declaration. Commissioner Kramer replied that if they agree, the Governor will declare a disaster for us and

then all the federal and state programs become accessible. The local growers understand how it works; this is just one step in the process.

**{{{Vice-Chair Schwartz moved to approve Order 20-035 declaring a state of drought emergency and requesting a State declaration for Wasco County, Oregon. Commissioner Kramer seconded the motion which passed unanimously.}}}**

#### Discussion List – OYA Lease

Administrative Services Director Matthew Klebes said that we have had a lease for a number of years with Oregon Youth Authority for the use of one of the county-owned houses on Court Street. This amendment extends the lease for two years with cost-of-living increases.

**{{{Commissioner Kramer moved to approve the 2020 Amendment to the lease agreement between Wasco County and the State of Oregon by and through the Oregon Youth Authority. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

#### Discussion List – RRED Zone

Mr. Klebes said that he has learned that Wasco County had a Rural Renewable Energy Development Zone established in 2006; it ended in 2017. The letter in the Board Packet is the formal approval of a new RRED Zone.

#### Agenda Item – Columbia River Gorge National Scenic Area

Port of The Dalles Executive Director Andrea Klaas said that the region has 30 days to respond to the updates to the Columbia River Gorge Commission's update to their Management Plan. The Port feels it is important to keep that effort moving forward. We have been working with Elaine Albrich along with The City of The Dalles and the County partners to respond to edits. This will keep us moving forward and getting our comments in. These next 30 days will be important.

Chair Hege commented that because everything is happening so quickly, there is not always time for everyone to be aware and to gain feedback and provide comment. Ms. Klaas agreed saying that one of the comments they have submitted is that sometimes the turnaround is only 2-3 days which does not allow us to be thoughtful and diligent in our response. We need all of our organizations be involved thoughtfully.

Chair Hege said that one main push is to disconnect the urban growth boundary from the rest of the plan. They are way behind on updating the plan so they do not welcome any delays; that is why we suggest they pull this out as it is very contentious.

**Discussion Item – NACo Annual Business Meeting**

Chair Hege said that the National Association of Counties has two annual national events. One is usually in late winter in D.C. where commissioners from all over meet around federal legislation and do outreach. The other is the annual conference in summer. It will be virtual this year. Part of the meeting is voting for the 2<sup>nd</sup> Vice President who usually becomes 1<sup>st</sup> Vice President the following year and then President. It is a big deal and can be very political. He said that he attended last summer and even within the Oregon AOC members, there was political wrangling. He said that he has signed up for the virtual meeting as can the other commissioners but we will need to have one credentialed to vote. Only one can vote on behalf of each county. He wanted to bring this to the Board to see if anyone has an interest.

Brief discussion ensued after which it was determined Chair Hege would represent Wasco County as the credentialed voter at the NACo annual business meeting.

**Agenda Item – Transportation Advisory Committees**

Mid-Columbia Economic Development District Executive Director Jessica Metta reviewed the memo included in the Board Packet.

Chair Hege asked if there isn't a third transportation committee. Ms. Metta replied that these two committees are specifically intended to advise on the expenditures and programs supported by two state funding sources. The third committee is the MCEDD Transportation Committee – Mr. Stone and Vice-Chair Schwartz are both members of that committee.

**{{{Commissioner Kramer moved to approve Order 20-031 in The matter of Dissolving the Wasco County Special Transportation Fund Advisory Committee, reorganizing and renaming the Wasco County Statewide Transportation Improvement Fund Advisory Committee and Adopting Amended and Restated Bylaws for the Wasco County Public Transportation Advisory Committee. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

**{{{Commissioner Kramer moved to approve the Revised and Restated Bylaws of the Wasco County Public Transportation Advisory Committee. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

**Agenda Item – COVID-19 Response: Emergency Funding**

MCEDD Special Projects Manager Carrie Pipinich said they have been keeping an eye on funding pools coming through from the state and federal government for businesses dealing with impacts of the pandemic. She said that the first Emergency Business Assistance Grant Fund through Business Oregon Focused on businesses not able to access the federal system. They also focused on sole proprietorship and small business. MCEDD has submitted an application for \$250,000 - \$100,000 each for Wasco and Hood River Counties; \$50,000 for Sherman County. She said there is an option for rolling up unused funds to the next in line.

Ms. Pipinich went on to say there is a \$2.5 million fund with RFP responses due sometime in June; this program has a 1:1 local match requirement. She reported that she has been talking to the City of The Dalles for matching funds; they have some identified in their budget. The Small Business Center and The Dalles Chamber are also part of that discussion. She said she would like to know if there is any interest from the County to participate in this or apply for their own. She noted that no one in the first round got the full amount of funding they requested. Based on that, she commented that if we see \$100,000 from this program it would be a good outcome. However, there are fewer applications from our region and there is a requirement for geographic distribution which may give us a better chance. If the County joins, it will make for a stronger application as it will cover a broader area.

Chair Hege asked what we would have to do. Ms. Pipinich responded that that is part of the conversations with the City – what are the actual logistics? We will have to talk to Business Oregon to see if we can have separate pools for each partner in the application or would it all go through one entity.

Chair Hege asked if the funds going out would be a grant or a loan. Ms. Pipinich replied that the program would be for grants between \$2,500 - \$25,000 dependent upon the number of employees they had in February. It may be a fixed amount or could be calculated based on 60 days of fixed expenses; it will depend on the application.

Vice-Chair Schwartz said that those who have not received federal funding are the ones that will be eligible. Part of the reason some did not apply for funding was the onerous process – they just did not have the capacity. MCEDD is offering assistance to businesses for the application process. In addition, seasonal work is not eligible for federal assistance. This program will leverage state dollars which is an opportunity she would not want to miss. She said that we have heard from our eastern Oregon partners that small businesses need help. It could be an advantage to partner with the City if we can work out the logistics. Ms. Pipinich added that 50% of the funds are targeted to small sole proprietorships.

Commissioner Kramer pointed out that there is a priority for those not receiving CARES Act funds. He asked if that references CARES funds that came directly from the federal government or does it include CARES funds that funneled through the State first. Ms. Pipinich responded that she believes it means those who did not get money directly from the federal program. Commissioner Kramer said he would like to be sure we get that clarified. If the State does not move quickly, it will complicate things and could mean that if we get CARES Act funding, we may have to pay this money back. Ms. Pipinich said she will follow up on that with Business Oregon.

Vice-Chair Schwartz commented that if we participate she would want to know if we can focus our funding to areas outside of the City. Ms. Pipinich said that she would definitely want to include that in a system design for the application. Vice-Chair Schwartz pointed out that if we don't spend all the money, we don't lose it – we can keep writing checks.

Chair Hege asked what is needed from the Board today. Ms. Pipinich replied that she is looking for an indication of the Board's interest in participating. There is a very short turnaround and we don't have a date yet – we may have to move quickly. She added that there are also CDBG funds available, although they already have enough applications to use all the funds available. It is for businesses with low and moderate income employees. It is a more resource-intensive program.

Mr. Stone said that what he needs is a number for matching funds.

Ms. Pipinich recommended approximately \$50,000.

Vice-Chair Schwartz asked where that would come from. Mr. Stone said that it



WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
JUNE 3, 2020  
PAGE 12

would come from General Fund – contingency or reserves. There is money in the budget.

Vice-Chair Schwartz said this is a good opportunity for us to help and makes a statement from the County that we want to help our struggling businesses.

{{{Vice-Chair Schwartz moved to participated in the program and allocate \$50,000,

DISCUSSION

Chair Hege suggested that the Board might move this to Tyler with authority to work with MCEDD and be flexible with our commitment of funds.

Mr. Stone said that these opportunities are coming up on a daily/weekly basis and we need to be positioned to move – if it is for this program and the Board wants to do \$50,000 that will give him the authority. We already have \$25,000 set aside for COVID response; that is not all used yet. We do not know what will be available. He said he would not recommend participating in a CDBG program for these low numbers – the cost for administration is too high for the low return.

Commissioner Kramer noted that this is round two with a potential for round three of funding. Ms. Pipinich confirmed saying that there will be another \$2.5 million sometime in June.

Chair Hege said that he would want to make sure that we can be certain that rural Wasco County is represented. Mr. Stone said he would be representing that in the discussions around the application. Ms. Pipinich said that we can make that part of the application but we will need to work with all applicants to agree on the language and logistics.

Mr. Stone said that other incorporated cities will need to be included in this conversation. We are talking about three different programs and we don't know what will be available in the future. These are general fund dollars; if the Board sets an amount for him to work within, he can manage how those funds are used for this response. The other thing is that if you look at the information – there are a lot of requirements to access. We can't know how many people will want to participate and how many will qualify. The most efficient way is to allot funds and allow him to manage them.

Vice-Chair Schwartz pointed out that this particular program will double our funds with the State match. Ms. Pipinich said that this will be due before the next Board of Commissioners meeting. The turnaround time for the last round was one week. Chair Hege said that he thinks we can hand this to Tyler to be flexible and maximize our funds. Ms. Pipinich stated that MCEDD is prepared and she can work with Mr. Stone on the logistics. Mr. Stone observed that the County might work with the other municipalities for contributions to the match.

Chair Hege agreed that this is a good opportunity and that it would be most efficient to have Tyler manage the process.

Vice-Chair Schwartz withdrew her motion.

Mr. Stone said that he needs a dollar amount and suggested that \$100,000 would be a good starting point.

{{{Vice-Chair Schwartz moved to allocate \$50,000 and authorize the Administrative Officer to pursue opportunities for grant funding.

Discussion ensued regarding the wording of the motion and the dollar amount. The motion died for lack of a second.

**{{{Vice-Chair Schwartz moved to allocate \$50,000 for the Administrative Officer to find the best program that will leverage the most benefit for citizens. Commissioner Kramer seconded the motion which passed unanimously.}}}**

Agenda Item – Executive Session Pursuant to ORS 192.660(2)(h)  
Conferring with Legal Counsel

At 11:43 a.m., Chair Hege instructed the group as to the process for the Executive Session, excusing all from the discussion except counsel, required staff and press.

The Regular Session reconvened at 1:21 p.m.

**{{{Commissioner Kramer moved to uphold the Sheriff's Office recommendation to deny the WCLEA grievance. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

**Discussion Item – Cybersecurity Policy**

Ms. Clark explained that this policy was worked on by Information Systems Director Paul Ferguson but was not completed before his death. Staff was unable to find the draft document and therefore, Human Resources Director Nichole Biechler has been working with CIS and Program Analyst Andrew Burke to develop this policy. CIS requires a policy to be in place to allow for a discount in County premiums.

**{{Vice-Chair Schwartz moved to approve the Wasco County Cybersecurity Policy. Commissioner Kramer seconded the motion which passed unanimously.}}**

**Discussion Item – Sherman County Building Codes**

Chair Hege said that Sherman County wants Wasco County to act as their service provider for their Building Codes program. They got a distribution from the reserve fund to for their program which the State is temporarily managing. Our Building Official thinks we can do it but is not overly excited about it. We would be a service provider and this is not a forever circumstance; we can evaluate it as we move through. He said he would like to have staff look at it a bring back a plan.

Commissioner Kramer said that he can support it as long as it does not cost Wasco County any money. Chair Hege agreed; we cannot subsidize Sherman County. He said that he has spoken to Mr. Middleton and our accounting system is set up for this. Information Systems thinks that as long as they are on Acela, we can do it.

Commissioner Kramer asked if this would be a service contract rather than an Intergovernmental Agreement. Chair Hege said that he sees it as being similar to what we have with Hood River to help with their electrical inspections. He said that Mr. Stone supports the idea.

Vice-Chair Schwartz asked if our Building Codes has been doing more virtual inspections in response to COVID-19. Chair Hege replied that they have – some have gone well but they still have some kinks to work out. He said it is amazing how all of our departments have learned and adjusted to changing circumstances.

Vice-Chair Schwartz said that she supports staff coming back to the Board with a plan for us to provide Building Codes services to Sherman County.

Consent Agenda – 5.14.20 Special Session Minutes/5.20.20 Regular Session Minutes

**{{{Commissioner Kramer moved to approve the consent agenda. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

Public Comment

Kate Wilson of The Dalles said she would like to express her gratitude for all the hard work the County has done to take care of the community. It is very clear that the County does a lot for our community – it is an overwhelming amount of work. She said that as the Board moves forward, she would like to ask that they ease current fears or anger regarding the ongoing civil unrest. She said that looking at the Sheriff's Facebook page there is some of that circulating. Comments, serious or in jest, need a response by the Sheriff. The concerns need to be addressed for safety. She said the question is what kind of law enforcement practices go on in our county – that is a question, not an accusation. She urged the Board to be proactive in communicating with the community.

Chair Hege said that he is not familiar with the post but we can look into it.

Ms. Wilson said that is just an example – the only tangible thing she can point to. Chair Hege said he thinks that our Sheriff's department does a good job and that is his expectation. Vice-Chair Schwartz said that we can look into it.

Commissioner Kramer said that we have to be very careful with what we read into Facebook Posts. Through all this turmoil, we have been divided too long and placed too many labels. We need to be the human race and treat people fairly and like people.

Vice-Chair Schwartz said she has heard rumors about something happening this weekend.

Ms. Wilson said that what she is looking for is a resolution.

Chair Hege thanked Ms. Wilson for her comments.

Commission Call

Commissioner Kramer said that when the Forest Collaborative started 5 ½ years ago there was a focus on forest health and public safety for Rock Creek. Through

the first couple of years, no money was identified to do the project. The Forest Service, along with partners, decided there was a potential sale through the Crystal Clear project. There was an environmental assessment and they went forward with the project without running it through the Forest Collaborative. The project was taken to court and it has been remanded to Circuit Court and the Forest Service. Within that process, there is a deadline at the end of June for filing. Three environmental groups are named in the suit. He said he was contacted by the Western Resources Center of Lewis and Clark College. They are a training organization doing pro bono work for new attorneys entering the field. They find this to be an interesting case and want to know where we stand. The 9<sup>th</sup> Circuit Court has 29 members; this case was heard by only 3. They recommend a process in which the case would be heard by at least 10 members. He said he is asking for authority to do some investigating and bring it to the next session to see if the Board would like to sign on to the process. He said it is a good project that provides management and monies that would come into our county for roads and education.

Chair Hege said he is willing to have that longer discussion. Vice-Chair Schwartz agreed.

Vice- Chair Schwartz asked if the Board will be holding a Special Session for COVID updates next week. The Board agreed that they would.

Chair Hege adjourned the session at 1:51 p.m.

Summary of Actions
--------------------

**MOTIONS**

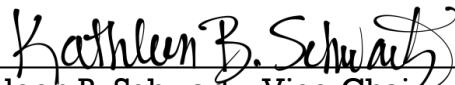
- **To approve Resolution 20-007 adopting the Fiscal Year 2021 Budget, Tax Levy and Appropriations for Wasco County with changes as presented and outlined in the budget detail. To approve the 2020/2021 Intergovernmental Agreement between Wasco County and Mid-Columbia Economic Development District for the provision of leadership and staff support for economic development activities in Wasco County.**
- **To approve the 2020-2021 Quality Life Intergovernmental Agency Fiscal Year Budget as presented.**
- **To approve the Tyler Technologies Software as a Service Agreement.**
- **To approve Order 20-035 declaring a state of drought emergency and**

- requesting a State declaration for Wasco County, Oregon.**
- **To approve the 2020 Amendment to the lease agreement between Wasco County and the State of Oregon by and through the Oregon Youth Authority.**
  - **To approve Order 20-031 in The matter of Dissolving the Wasco County Special Transportation Fund Advisory Committee, reorganizing and renaming the Wasco County Statewide Transportation Improvement Fund Advisory Committee and Adopting Amended and Restated Bylaws for the Wasco County Public Transportation Advisory Committee.**
  - **To approve the Revised and Restated Bylaws of the Wasco County Public Transportation Advisory Committee.**
  - **To allocate \$50,000 for the Administrative Officer to find the best program that will leverage the most benefit for citizens.**
  - **To uphold the Sheriff's Office recommendation to deny the WCLEA grievance.**
  - **To approve the Wasco County Cybersecurity Policy.**
  - **To approve the consent agenda: 5.14.2020 Special Session Minutes; 5.20.2020 Regular Session Minutes.**

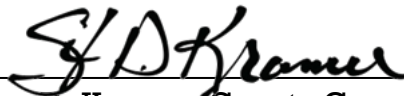
Wasco County  
Board of Commissioners



\_\_\_\_\_  
Scott C. Hege, Commission Chair



\_\_\_\_\_  
Kathleen B. Schwartz, Vice-Chair



\_\_\_\_\_  
Steven D. Kramer, County Commissioner



## DISCUSSION LIST

---

[NCPHD COVID-19 UPDATES](#) – Mimi McDonnell/Teri Thalhofer

---

[SUBDIVISION PLAT](#) – Brad Cross/Jill Amery/Adam Fourcade

---

[DROUGHT DECLARATION](#) – Shilah Olson

---

[OYA LEASE AMENDMENT](#) – Matthew Klebes

---

[RRED ZONE DESIGNATION](#) – Matthew Klebes

---

[NACO ANNUAL BUSINESS MEETING](#) – Scott Hege

---

[AOC FEDERAL LANDS SUBCOMMITTEE](#) – Steve Kramer

---

[CYBER SECURITY](#) – Nichole Biechler

---



## DISCUSSION ITEM

### NCPHD COVID-19 Updates

---

[NO DOCUMENTS HAVE BEEN SUBMITTED FOR THIS ITEM – RETURN TO AGENDA](#)

---





## DISCUSSION ITEM

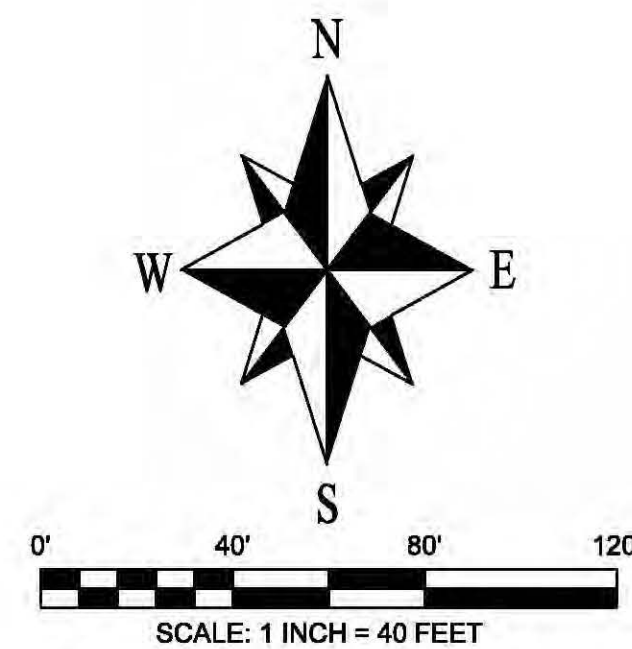
### Subdivision Plat

---

[PLAT MAPS](#)

---

<b>WASCO COUNTY SURVEYOR'S OFFICE</b>	<b>RECORDING INFORMATION</b>
Survey No. _____	
Filed _____	
By _____	
Document No. _____	
Slide No. _____	



**BASIS OF BEARINGS:**

N.A.D.83 (2011) (EPOCH 2010) OREGON STATE PLANE, NORTH ZONE, GRID BEARINGS BY G.P.S. OBSERVATIONS BETWEEN THE COPPER MONUMENTS FOUND IN THE CENTERLINE OF THOMPSON STREET AT THE INTERSECTIONS WITH EAST 14TH AND EAST 16TH STREETS.

**SYMBOL LEGEND:**

- 5/8" BY 30" IRON ROD WITH BLUE PLASTIC CAP INSCRIBED "CROSS PLS 60051" SET DECEMBER 13, 2019.
- ⊗ FOUND BERNTSEN BP2 1-5/32" COPPER MONUMENT INSCRIBED "WASCO COUNTY SURV" FROM C.S.#19-097.
- ⊙ FOUND 5/8" IRON ROD WITH YELLOW PLASTIC CAP INSCRIBED "HUFFMON LS2786" FROM UNRECORDED SURVEY.
- FOUND MONUMENT AS NOTED
- CALCULATED CORNER - NOT FOUND OR SET

(xx.xx') PLAT, DEED DISTANCE OR PREVIOUS SURVEY DISTANCE AS NOTED

— x — x — x FENCE

**OWNER:**  
TEVIN TAYLOR  
2820 EAST 16TH STREET  
THE DALLES, OR 97058

**TEVIN'S SUBDIVISION**  
**PORTION OF LOT 1, BLOCK 8,**  
**THOMPSON'S ADDITION TO DALLES CITY**  
**LOCATED IN THE SE1/4 OF SECTION 2,**  
**TOWNSHIP 1 NORTH, RANGE 13 EAST W.M.,**  
**TAX LOT 5000, 1N-13E-02DC, CITY OF THE**  
**DALLES, WASCO COUNTY, OREGON.**


Sheet 1 of 2

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JANUARY 15, 2002  
BRADLEY J. CROSS  
60051

RENEW: 12/31/2021

PROJECT NUMBER: 2019009  
DATE OF MAP: DECEMBER 14, 2019

**COLUMBIA RIVER  
SURVEYING  
& MAPPING** 

1767 12th STREET, #191  
HOOD RIVER, OREGON, 97031  
PHONE: 541-386-9002  
EMAIL: [INFO@COLUMBIASURVEYING.COM](mailto:INFO@COLUMBIASURVEYING.COM)

**NARRATIVE:**

THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE THE PROPERTY CONVEYED TO TEVIN TAYLOR, BY STATUTORY WARRANTY DEED DOCUMENT NUMBER 2018-001766 INTO 4 LOTS AS SHOWN. THE SUBJECT PROPERTY IS DESCRIBED AS THE EAST HALF OF LOT 1, BLOCK 8, THOMPSON'S ADDITION, EXCEPTING THE SOUTH 8 FEET RESERVED FOR AN ALLEY.

I HELD THE COPPER CENTERLINE MONUMENTS FROM C.S.#19-097 FOUND IN THOMPSON STREET AND OFFSET 30 FEET EAST TO ESTABLISH THE WEST LINE OF BLOCK 8 OF THOMPSON'S ADDITION. THE SW CORNER OF LOT 1 WAS CALCULATED MIDPOINT BETWEEN THE NW AND SW CORNER OF BLOCK 8. I HELD THE MONUMENT FOUND AT THE NE CORNER OF PARCEL 1 OF PARTITION PLAT 97-0037, C.S.#10-115, BEING ON THE EAST LINE OF LOT 20 OF THOMPSON'S ADDITION. I THEN HELD THE MONUMENT FOUND TO THE NORTH ALONG THE EAST LINE OF LOT 1 FROM AN UNRECORDED SURVEY AND APPLIED THE 25 FOOT WIDE RIGHT OF WAY WIDTH FOR EAST 13TH STREET TO ESTABLISH THE SE CORNER OF LOT 1 AS PER C.S.#10-115. I HELD THE MONUMENT FOUND AT THE NE CORNER OF THE SUBJECT TRACT, BEING THE NE CORNER OF LOT 1 OF THOMPSON'S ADDITION AS ESTABLISHED BY PARTITION PLAT 92-0016, C.S.#8-013. I HELD THE MONUMENTS FOUND AT THE NW AND SW CORNERS OF THE SUBJECT TRACT, ESTABLISHED BY AN UNRECORDED SURVEY AS THEY FALL VERY CLOSE TO THE CALCULATED POSITIONS. ADDITIONAL MONUMENTS WERE FOUND AND ACCEPTED AS BEING ON THE WEST AND EAST LINES FROM THE SAID UNRECORDED SURVEY AND C.S.#8-013. WITH THE PERIMETER OF THE SUBJECT TRACT ESTABLISHED THE PROPERTY WAS DIVIDED INTO 4 EQUAL SIZED LOTS AS SHOWN.

**SURVEYOR'S CERTIFICATE:**

I Bradley J. Cross, registered land surveyor #60051 in the State of Oregon, being first duly sworn, depose and say that I have correctly surveyed and marked with proper monuments, according to O.R.S. Chapter 92, this subdivision plat upon the lands described by Wasco County Statutory Warranty Deed document No. 2018-001766, conveyed to Tevin Taylor, the initial point being a 5/8" iron rod wit yellow plastic cap inscribed "LS872" found at the Northeast corner of Lot 1, Block 8 of THOMPSON'S ADDITION TO DALLES CITY, in the SE1/4 of Section 2, Township 1 North, Range 13 East of the Willamette Meridian and described as follows:

East half of Lot 1, Block 8, THOMPSON'S ADDITION TO DALLES CITY, according to the recorded plat thereof; SAVE AND EXCEPT 8 feet of South side, reserved for alley common to adjacent land, City of The Dalles, Wasco County, State of Oregon.

**NOTES:**

1. CITY OF THE DALLES GEOLOGIC HAZARD ZONE: EAST CITY INACTIVE LANDSLIDE DEPOSIT.
2. ZONING: "RH" HIGH DENSITY RESIDENTIAL.
3. DOMESTIC WATER: CITY WATER AVAILABLE IN EAST 12TH AND EAST 13TH STREETS, EXISTING LINE SERVES LOT 1.
4. SANITARY SEWER: CITY SANITARY SEWER AVAILABLE IN EAST 12TH AND EAST 13TH STREETS, EXISTING LINE SERVES LOT 1.
5. STORM: OPEN DITCH AND CULVERTS ON SOUTH SIDE OF EAST 12TH STREET.
6. THERE ARE NO SIGNIFICANT PHYSICAL OR ENVIRONMENTAL CONSTRAINTS SUCH AS LAND SLOPES GREATER THAN 20%, EROSION CONTROL, FLOOD WAYS, FLOOD PLAINS, NATURAL DRAINAGE WAYS, OR GEOLOGIC HAZARD AREAS ASSOCIATED WITH THIS LOT.
7. THERE ARE NO SIGNIFICANT NATURAL FEATURES SUCH AS ROCK OUTCROPPINGS, STREAMS, PONDS, OR RIPARIAN AREAS ASSOCIATED WITH THIS PROPERTY.

**REFERENCES:**

WASCO COUNTY SURVEYORS OFFICE:  
SUBDIVISION PLAT OF THOMPSON'S ADDITION TO DALLES CITY BY E. SHARP, COUNTY SURVEYOR, RECORDED APRIL 8, 1889, DEED VOLUME O, PAGE 125.  
C.S.#08-013 - PARTITION PLAT 92-016, SLIDE B074, FOR RUSSELL W. & ANN BELLE SMITH BY DAVID TUTTLE, P.L.S. 872, RECORDED JUNE 8, 1992.  
C.S.#10-115 - PARTITION PLAT 97-037, SLIDE C-67B, FOR CREASEY FAMILY TRUST BY DONALD BRANTON, P.L.S. 385, RECORDED SEPTEMBER 24, 1997.  
C.S.#11-072 - PARTITION PLAT 99-007, SLIDE C-111B, FOR KENT HEIGHTON BY ROY GAYLORD, P.L.S. 1815, RECORDED JUNE 28, 1999.  
C.S.#19-057 - PARTITION PLAT 2017-0007, SLIDE D-150B, FOR ROGER & NANCY LARSON BY BRADLEY HUFFMON, P.L.S. 2786, FILED MAY 19, 2017.  
C.S.#19-097 - SURVEY FOR WASCO COUNTY BY BRADLEY CROSS, P.L.S.60051, FILED MARCH 13, 2018.

WASCO COUNTY ASSESSORS MAP:  
01N-13E-02DC, REVISED FEBRUARY 20, 2018.

**OWNER:**

TEVIN TAYLOR  
2820 EAST 16TH STREET  
THE DALLES, OR 97058

**DECLARATION:**

I, TEVIN TAYLOR, OWNER OF THE LAND SHOWN ON THE PLAT HEREUNTO ATTACHED AND MORE PARTICULARLY DESCRIBED IN THE SURVEYOR'S CERTIFICATE ALSO HEREUNTO ATTACHED, DECLARE THE PLAT OF "TEVIN'S SUBDIVISION" TO BE A CORRECT PLAT AS LOCATED IN THE SE1/4 OF SECTION 2, TOWNSHIP 1 NORTH, RANGE 13 EAST, WILLAMETTE MERIDIAN, CITY OF THE DALLES, WASCO COUNTY OREGON.

TEVIN TAYLOR

**ACKNOWLEDGMENT:**

THIS INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020, BY TEVIN TAYLOR.

Notary Signature

NOTARY PUBLIC - OREGON (Print Name)

STATE OF OREGON.

COUNTY OF \_\_\_\_\_

COMMISSION No. \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

**APPROVALS:**

I HEREBY CERTIFY THAT I HAVE EXAMINED THE SURVEY DATA, LAYOUT OF ROADS, MONUMENTS AND EASEMENTS AND THAT THE PLAT CONFORMS TO THE APPROVED PRELIMINARY PLAN OF "TEVIN'S SUBDIVISION" IN THE CITY OF THE DALLES, WASCO COUNTY, OREGON, AND I HEREBY APPROVE SAID PLAT.

SHERMAN COUNTY SURVEYOR \_\_\_\_\_ DATE \_\_\_\_\_  
AS PER ORS 92.100(4)

I HEREBY CERTIFY THAT THE PLAT OF "TEVIN'S SUBDIVISION" IN THE CITY OF THE DALLES, WASCO COUNTY, OREGON, CONFORMS TO THE APPROVED PRELIMINARY PLAN AND, BY DIRECTION OF THE PLANNING COMMISSION, I HEREBY APPROVE THIS FINAL PLAT.

THE DALLES PLANNING COMMISSION \_\_\_\_\_ DATE \_\_\_\_\_  
CHAIRMAN

**APPROVALS:**

I HEREBY CERTIFY THAT I HAVE EXAMINED THE PLAT OF "TEVIN'S SUBDIVISION" IN THE CITY OF THE DALLES, WASCO COUNTY, OREGON, AND THAT THE NAME ADOPTED FOR SAID PLAT IS A PROPER NAME AND NOT INCLUDED IN ANY OTHER SUBDIVISION IN WASCO COUNTY AND FURTHER CERTIFY THAT ALL TAXES AND ASSESSMENTS DUE OR WILL BECOME DUE THEREON DURING THE CALENDAR YEAR HAVE BEEN FULLY PAID AS REQUIRED BY LAW AND I HEREBY APPROVE SAID PLAT.

WASCO COUNTY ASSESSOR \_\_\_\_\_ DATE \_\_\_\_\_

WASCO COUNTY TAX COLLECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**WASCO COUNTY  
SURVEYOR'S OFFICE**

Survey No. \_\_\_\_\_

Filed \_\_\_\_\_

By \_\_\_\_\_

Document No. \_\_\_\_\_

Slide No. \_\_\_\_\_

**RECORDING INFORMATION**

**APPROVALS:**

THIS PLAT OF "TEVIN'S SUBDIVISION" IN THE CITY OF THE DALLES, WASCO COUNTY, OREGON, WAS EXAMINED AND APPROVED BY:

WASCO COUNTY COMMISSIONER \_\_\_\_\_ DATE \_\_\_\_\_

WASCO COUNTY COMMISSIONER \_\_\_\_\_ DATE \_\_\_\_\_

WASCO COUNTY COMMISSIONER \_\_\_\_\_ DATE \_\_\_\_\_

THE DALLES CITY COUNCIL \_\_\_\_\_ DATE \_\_\_\_\_

THE DALLES CITY ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

THE DALLES PLANNING DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**TEVIN'S SUBDIVISION**  
**PORTION OF LOT 1, BLOCK 8,**  
**THOMPSON'S ADDITION TO DALLES CITY**  
**LOCATED IN THE SE1/4 OF SECTION 2,**  
**TOWNSHIP 1 NORTH, RANGE 13 EAST W.M.,**  
**TAX LOT 5000, 1N-13E-02DC, CITY OF THE**  
**DALLES, WASCO COUNTY, OREGON.**  
**Sheet 2 of 2**

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JANUARY 15, 2002  
BRADLEY J. CROSS  
60051

RENEWES: 12/31/2021

PROJECT NUMBER: 2019009  
DATE OF MAP: DECEMBER 14, 2019

**COLUMBIA RIVER**  
**SURVEYING**  
**& MAPPING**

1767 12th STREET, #191  
HOOD RIVER, OREGON, 97031  
PHONE: 541-386-9002  
EMAIL: INFO@COLUMBIASURVEYING.COM



## DISCUSSION ITEM

### Drought Declaration

---

[ORDER 20-035 DECLARING AN EMERGENCY IN WASCO COUNTY](#)

---

[USDA OREGON DROUGHT MAP](#)

---

[NOAA SEASONAL DROUGHT OUTLOOK MAP](#)

---

[MOTION LANGUAGE](#)

---



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF A DECLARATION AND REQUEST TO DECLARE A STATE DROUGHT EMERGENCY FOR WASCO COUNTY, OREGON

**ORDER #20-035**

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: That on May 5, 2020 the U.S. Secretary of Agriculture issued Drought Disaster Declarations for Wasco County with a D3 Extreme Drought status; and

IT FURTHER APPEARING TO THE BOARD: That the National Oceanic and Atmospheric Administration is predicting persistent drought, above average temperatures and below average precipitation in Wasco County through at least August 31, 2020; and

IT FURTHER APPEARING TO THE BOARD: That the water supply outlook released by the Natural Resources Conservation Service in May 2020, indicates that we should prepare for a well-below-normal water year; and

IT FURTHER APPEARING TO THE BOARD: That as of May 27, 2020, the snowpack snow water equivalent reported by the Natural Resources Conservation Service for the Hood Deschutes basin is 68% of normal for the northern portion of Wasco County and 41% in the Upper Deschutes for the southern portion of Wasco County; and

IT FURTHER APPEARING TO THE BOARD: That soil moisture is below average and the irrigation season has started early; and

IT FURTHER APPEARING TO THE BOARD: That the Wasco County Soil and Water Conservation District anticipates the above conditions will result in loss of economic stability, pasture shortages, decrease in feed production, shortened growing season and decreased water supplies for Wasco County agricultural and livestock producers as well as a higher likelihood of wildfire conditions; and

IT FURTHER APPEARING TO THE BOARD: that extraordinary measures must be taken to alleviate suffering of people and livestock and to mitigate economic loss and to be responsive to the threat of wildfires.

NOW, THEREFORE, BE IT DECLARED by the Wasco County Board of Commissioners that:

1. A local disaster is declared within Wasco County.
2. The Wasco County drought Emergency Management Plan has been implemented.

3. Pursuant to ORS 401.165, we find that appropriate response is beyond the capability of Wasco County. We are declaring a state of emergency for the purpose of assessment, evaluation and acquiring the ability to provide appropriate available resources.
4. Request: The Honorable Kate Brown, Governor of Oregon, declare a Drought Emergency for all of Wasco County under the provisions of ORS 401.165 due to severe and continuing drought conditions beginning at this time and continuing for an unknown period of time; and direct the Oregon Department of Water Resources to make available in Wasco County: Temporary Transfers of Water Rights, and Emergency Water Use Permits, and Use of Existing Right Option/Agreement; and other federal and state drought assistance and programs as needed.
5. This proclamation shall take effect immediately from and after its issuance.

DATED this 3<sup>RD</sup> Day of June, 2020.

**APPROVED AS TO FORM:**

---

Kristen Campbell, County Counsel

**WASCO COUNTY BOARD OF COMMISSIONERS:**

---

Scott C. Hege, Commission Chair

---

Kathleen B. Schwartz, Vice-Chair

---

Steven D. Kramer, County Commissioner

# U.S. Drought Monitor

## Oregon

**May 19, 2020**

(Released Thursday, May. 21, 2020)

Valid 8 a.m. EDT

*Drought Conditions (Percent Area)*

	None	D0-D4	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	2.63	97.37	83.61	37.20	8.17	0.00
<b>Last Week</b> <i>05-12-2020</i>	2.63	97.37	82.11	37.67	8.69	0.00
<b>3 Months Ago</b> <i>02-18-2020</i>	20.86	79.14	24.28	0.00	0.00	0.00
<b>Start of Calendar Year</b> <i>12-31-2019</i>	2.40	97.60	24.46	0.00	0.00	0.00
<b>Start of Water Year</b> <i>10-01-2019</i>	88.54	11.46	0.00	0.00	0.00	0.00
<b>One Year Ago</b> <i>05-21-2019</i>	84.58	15.42	1.80	0.00	0.00	0.00

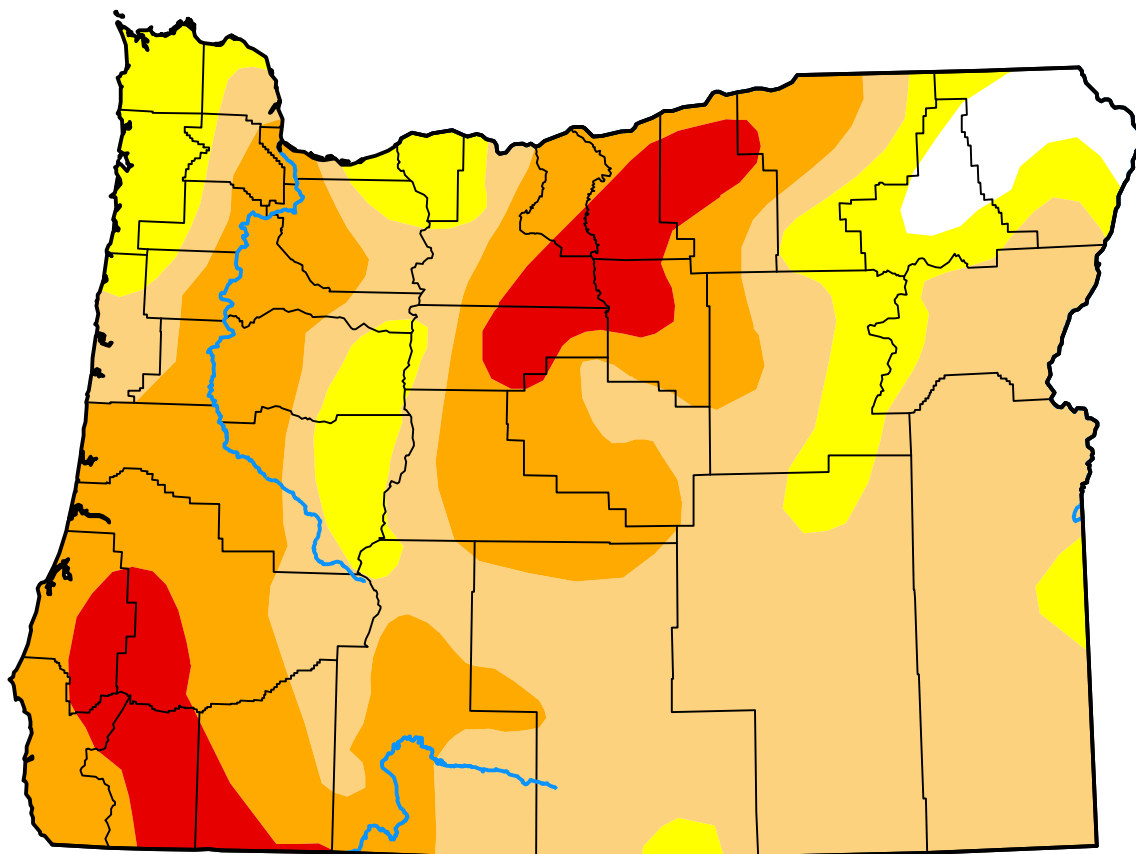
### Intensity:

 None	 D2 Severe Drought
 D0 Abnormally Dry	 D3 Extreme Drought
 D1 Moderate Drought	 D4 Exceptional Drought

*The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>*

### Author:

Brian Fuchs  
National Drought Mitigation Center



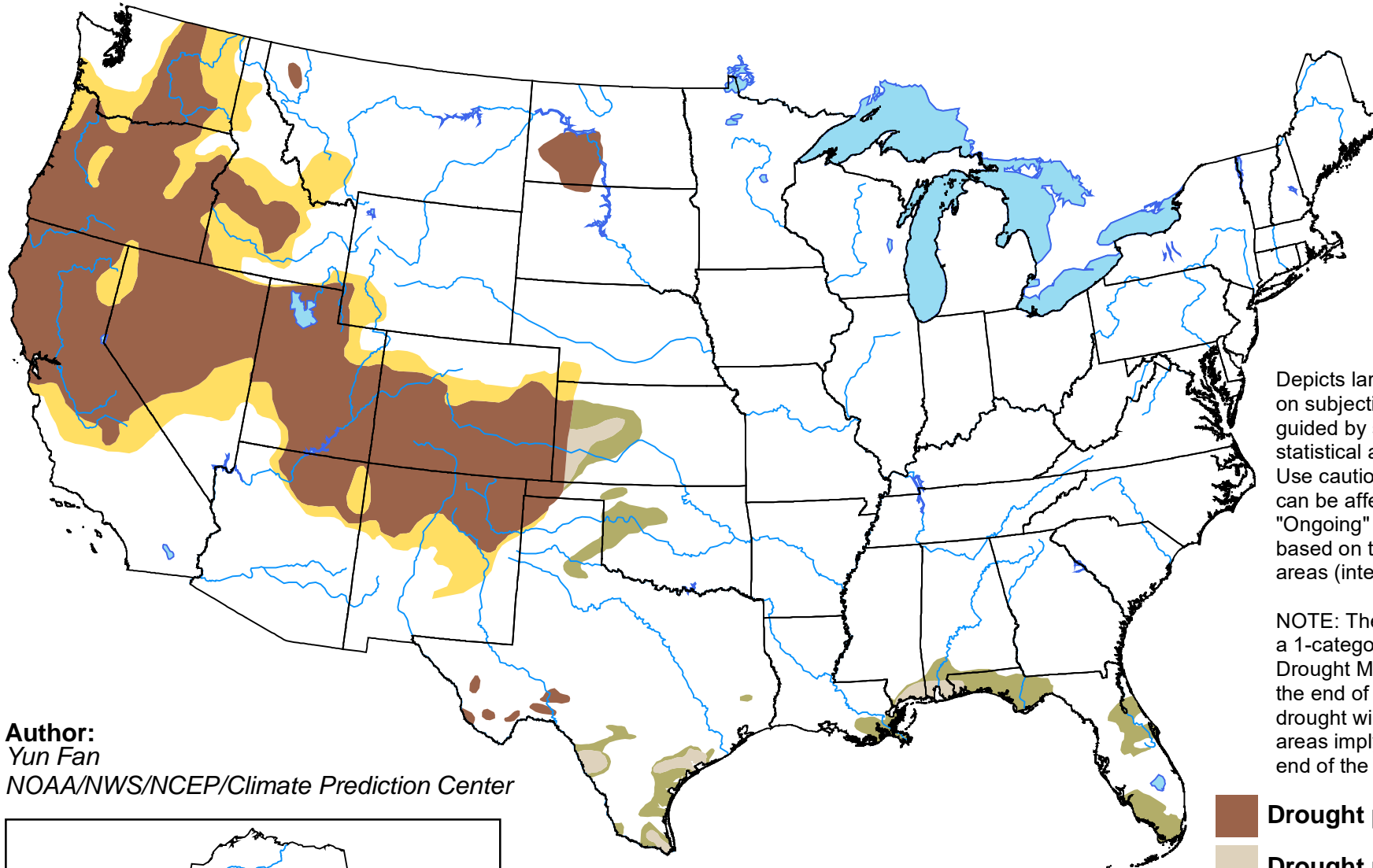
**droughtmonitor.unl.edu**



# U.S. Seasonal Drought Outlook

## Drought Tendency During the Valid Period





Valid for May 21 - August 31, 2020  
Released May 21

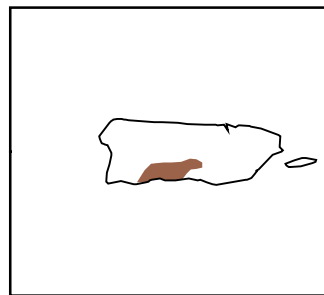
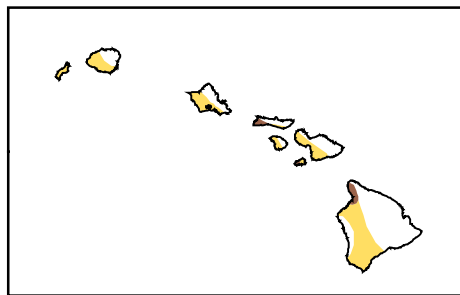
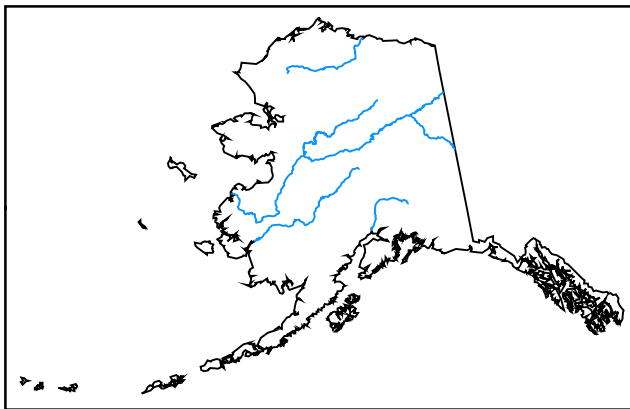


Depicts large-scale trends based on subjectively derived probabilities guided by short- and long-range statistical and dynamical forecasts. Use caution for applications that can be affected by short lived events. "Ongoing" drought areas are based on the U.S. Drought Monitor areas (intensities of D1 to D4).

NOTE: The tan areas imply at least a 1-category improvement in the Drought Monitor intensity levels by the end of the period, although drought will remain. The green areas imply drought removal by the end of the period (D0 or none).

**Author:**  
Yun Fan  
NOAA/NWS/NCEP/Climate Prediction Center

-  **Drought persists**
-  **Drought remains but improves**
-  **Drought removal likely**
-  **Drought development likely**



<http://go.usa.gov/3eZ73>





## MOTION

**SUBJECT:** Drought Declaration

---

I move to approve Order 20-035 declaring a state of drought emergency and requesting a State declaration for Wasco County, Oregon.



## DISCUSSION ITEM

### OYA Lease Amendment

---

[STAFF MEMO](#)

---

[2016 OYA LEASE](#)

---

[2018 OYA LEASE AMENDMENT](#)

---

[2020 OYA LEASE AMENDMENT](#)

---

[MOTION LANGUAGE](#)

---



## MEMORANDUM

**SUBJECT: Oregon Youth Authority/Wasco County Lease Amendment**

---

**TO: BOARD OF COUNTY COMMISSIONERS**

---

**FROM: KATHY CLARK**

---

**DATE: 5.12.2020**

### **BACKGROUND INFORMATION:**

The Oregon Youth Authority has rented space from Wasco County for a local office since 2004 with extension amendments being executed every 2-3 years. A new lease agreement was signed in 2016 and amended in 2018 – both are included in this packet. This amendment extends the term of the lease and outlines the rate increase.

FILED  
WASCO COUNTY  
STATE OF OREGON  
INTERGOVERNMENTAL OFFICE SPACE LEASE AGREEMENT

2016 MAY 17 PM 3 26

THIS LEASE AGREEMENT, dated March 7, 2016, is made by and between WASCO COUNTY, a political subdivision of the STATE OF OREGON (Lessor), and the STATE OF OREGON, acting by and through its Oregon Youth Authority (Lessee).

NSA CAMPBELL  
COUNTY CLERK

Lessee has been leasing a portion of the Premises (as defined below) since May 22, 1995, pursuant to a prior lease dated July 1, 2004, which was initially amended on May 1, 2007; was later amended on January 9, 2009, May 10, 2010, June 14, 2012 and April 4, 2014; expires on June 30, 2016. The parties acknowledge and agree that they are entering into this new Lease in order to update the documentation of their agreements concerning the Premises going forward. The provisions of this Lease are effective as of July 1, 2016.

1. **Premises:** Approximately 1,032 rentable square feet of office space located at 606 Court Street, The Dalles, Wasco County, Oregon 97058.

2. **Term.** The original term of this Lease shall commence **July 1, 2016** and continue through **June 30, 2018**.

3. **Rent.** Lessee shall pay Base Rent in arrears by the 10th day of each month for the preceding month or partial month. The Base Rent for any partial month shall be prorated on a per diem basis. The monthly Base Rent shall be per the following Rent Schedule:

LEASE PERIOD	BASE RENT*
07/01/16 – 06/30/17	\$1,112.17
07/01/17 – 06/30/18	\$1,145.54

\***Tax Exemption.** It is hereby agreed between the parties that the Rent to be paid by Lessee, has been established to reflect the savings below market rent resulting from the exemption from taxation.

4. **Option to Extend.** If Lessee is not in default, Lessee shall have the option to extend this Lease for two (2) additional extension terms of two (2) years each. Each extension term shall commence on the day following the expiration of the immediately preceding term. Notice exercising the extension option shall be delivered to Lessor in writing not less than ninety (90) days prior to the expiration of the then current term. Unless otherwise agreed in writing, if such notice is given, all terms and conditions of this Lease, other than the rent, shall apply during the extension term. Rent for the extension terms shall be negotiated with the goal of establishing a mutually agreed fair market rate. In the event the parties are unable to agree on a fair market rental rate for the extension term this Lease may be cancelled with no further obligation to the other. In the event the Lease is cancelled pursuant to the provisions of the previous sentence, the termination date for the then current term shall be the later of i) the natural expiration of such term or ii) a date six (6) months after written notice is given by either party to the other that a fair market rental rate for the option term cannot be agreed upon. If the natural expiration of the then current term is extended pursuant to sub clause (ii) of the previous sentence, the rental rate for the extended term period shall not be increased during such extended period.

5. **Use of Premises.** Lessee may use the Premises for business offices, storage, and other lawful purposes including but not limited to functions related to the conduct of its business as a state agency.

6. **Parking.** Lessee, its employees, and clientele shall have the non-exclusive right to park adjacent to the Premises. Parking for the disabled will always be provided in compliance with the Oregon Revised Statutes (ORS) 447.233.

**7. Lessor Covenants.**

(a) Lessor covenants that it has the right to make this Lease and to lease the Premises to Lessee; that possession of the Premises will be delivered to Lessee free of other tenants and of conflicting claims; that the use of the Premises by Lessee for the specific uses set forth in the Section above titled "Use of Premises" is not in violation of any federal, state or local statute, regulation or ordinance, including the acknowledged comprehensive land use plans and regulations of the city or county in which Premises are located, and that on paying the rent and performing its covenants of this Lease, Lessee may enjoy the rights granted by this Lease free from rightful interference by any third party.

(b) Lessor covenants that the Premises, including any common areas in the building to be used by Lessee, comply with all applicable regulatory and building codes requirements for occupancy by Lessee, and meet the requirements of the Americans with Disabilities Act (ADA) for accessibility in accordance with the standards provided in the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG), to the extent, at the minimum, the Premises including the common areas have: (1) an accessible entrance and an accessible route therefrom to those areas in which the principal activities of Lessee as a state agency will be conducted; (2) accessible restroom facilities; and (3) accessible parking for the disabled in compliance with Oregon Revised Statutes (ORS) 447.233, if parking is provided within the Lease.

(c) Lessor hereby discloses that the building was constructed prior to January 1, 1978, when the building industry had not generally refrained from using materials containing asbestos containing materials (ACM), and covenants that all ACM in the Premises have been removed or abated and the Premises have been inspected by a competent inspector qualified to perform such inspection under applicable law and regulations and certified as safe from all friable ACM.

**8. Improvements and Alterations.** Lessee may place fixtures, partitions, personal property, and the like in the Premises and may make nonstructural improvements and alterations to the Premises at its own expense, subject to Lessor's written consent, which shall not be unreasonably withheld. Lessee agrees that any such improvements and alterations made by Lessee with Lessor's consent shall become the property of the Lessor. At Lessor's written request, Lessee may be required to remove such items at the end of the Lease term. In the event such Lessor's request is received, Lessee agrees to restore the Premises to its original condition, subject to reasonable wear and tear.

**9. Maintenance and Repair.** Lessor shall maintain in good condition the structure, roofs, outside walls, doors and windows, sidewalks and parking areas. Lessor shall also promptly repair or replace all structural defects, defective heating, plumbing, or light fixtures, equipment and facilities; and shall at all times maintain the demised premises and grounds in good repair. Should structural repair of the Leased Premises exceed the value of this Lease Agreement, the Lessor reserves the right to terminate this Lease with ninety (90) days written notice to the Lessee.

Lessee shall maintain in good condition the interior walls of the Lessee occupied space. Lessee shall promptly repair, at Lessee's cost, any damages caused by the Lessee's employees, agents or invitees.

**10. Heating, Ventilating and Air Conditioning (HVAC) Standards.**

(a) The HVAC system shall operate so as to satisfy all of the factors contributing to the comfortable conditions with respect to cooling, heating and fresh air intakes, per the applicable building codes and the standards applicable to similar office buildings in the area. Normally the amount of outside air per person should not be less than 20 cfm.

(b) Temperature range for occupied temperatures shall be as follows: (1) Heating: 72°F +/- 2°; (2) Cooling: 74°F +/- 2°. At no time may indoor temperatures drop below 55° or rise above 85°. At the

beginning of each workday, the building must be at the occupied temperature. Operating hours are Monday through Friday, holidays excepted, starting at 7:00 a.m. and ending at 6:00 p.m.

(c) **System Maintenance:** Lessor shall be responsible for maintaining the system in proper operating condition to the standards set forth above. Maintenance shall be performed as frequently as may be required by the local conditions in keeping the system in proper operating condition, but shall not be less than: Every three (3) months a preventative maintenance check, every six (6) months complete filter changes, once every two years clean the coils on all units. On request by Lessee, Lessor shall provide Lessee with copies of work orders signed by the maintenance person who performed the work. Should Lessor fail to maintain the system in accordance with above standards, and after written notification to the Lessor, Lessee may contract for necessary labor, equipment and material to bring system within those standards and may deduct related costs plus reasonable administrative costs from future rent payments.

**11. Utilities and Services.** The Lessor shall provide the following utilities and services: natural gas, electric, water, sewer, air conditioning, trash removal, exterior window washing and premises security. Lessee shall be responsible for television services, janitorial services and supplies, interior window washing and the future installation, current maintenance and repair of any Lessee required telephone and data services.

**12. Lessor's Liability Insurance.**

(a) Lessor shall obtain and keep in effect during the term of this Lease, a Comprehensive General Liability policy or a Commercial General Liability policy for the Premises, covering bodily injury and property damage from an insurance company authorized to do business in the State of Oregon. Insurance coverage shall include bodily injury coverage, contractual liability coverage for the indemnity provided under this Lease. Coverage limits shall not be less than \$1,000,000 combined single limit per occurrence, \$2,000,000 aggregate for all claims per occurrence. Should the terms and conditions of Lessor's insurance coverage change during the term of this Lease, the State reserves the right to require that Lessor replace any coverage omitted or deleted by the change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s) without thirty (30) days' prior written notice to Lessee from Lessor.

(b) Lessor shall indemnify and hold harmless the Lessee as named in this Lease, including its officers, divisions, agents and employees, from all claims, suits, or actions of any nature resulting from the acts or omissions of the Lessor, its officers, contractors, employees or agents under this Lease.

(c) As evidence of the insurance coverage required by this Lease and prior to commencement date of this Lease, Lessor shall furnish to Lessee an original certificate of insurance. Valid certificates of insurance shall be provided to Lessee as changes occur or annually throughout the term of the Lease. Insurance coverage required under this Lease shall be obtained from insurance companies acceptable to Lessee. The Lessor shall be financially responsible for all deductibles, self-insured retentions and/or self-insurance included hereunder.

**13. Statement of Self Insurance.** The State of Oregon is self-insured for its property and liability exposures, as subject to the Oregon Tort Claims Act, ORS 30.260 through 30.300. A Certificate of Self Insurance will be provided, upon request of the Lessor.

**14. Waiver of Subrogation.** Neither Lessor nor Lessee shall be liable to the other for any loss arising out of damage to or destruction of the Premises or the building or the contents thereof, when such loss is caused by any of the perils which are or could be included within or insured against by a standard form of fire insurance with extended coverage, including sprinkler leakage insurance, if any. All such claims against one another for any and all loss, however caused, hereby are waived. Said absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either Lessor or Lessee or by any of its respective agents, servants or employees. Each party shall fully provide its own property damage insurance protection at

its own expense, and each party shall look to its respective insurance carriers for reimbursement of any such loss, and further, the insurance carriers involved shall not be entitled to subrogation under any circumstance.

**15. Casualty Damage.** If the Premises or improvements thereon are damaged or destroyed by fire or other casualty to such a degree that the Premises are unsuitable for the purpose leased, and if repairs cannot reasonably be made within ninety (90) days, Lessee may elect to cancel this Lease. Lessor shall in all cases promptly repair the damage or ascertain whether repairs can be made within ninety (90) days, and shall promptly notify Lessee of the time required to complete the necessary repairs or reconstruction. If Lessor's estimate for repair is greater than ninety (90) days, then Lessee, upon receiving said estimate will have twenty (20) days to determine if it wishes to cancel this Lease. Following damage, and including any period of repair, Lessee's rental obligation shall be reduced to the extent the Premises cannot reasonably be used by Lessee.

**16. Assignment and Subletting.** Lessee shall have the right to assign this Lease or sublet any part of the Premises to another State agency, or sublet any parking spaces to state employees, without express approval of Lessor; and Lessee may assign this Lease or sublet any portion of the Premises to other parties with Lessor's written consent, which consent shall not be unreasonably withheld.

**17. Funding.** The parties understand that rental and other charges to Lessee under this Lease are to be paid only from funds derived by legislative appropriation or budget limitation. The parties mutually understand that this Lease is made by the Lessee in its official capacity as a state agency and not by its officers as individuals.

**18. Termination.** At any time during the lease term, either party may terminate this Lease without further obligation or liability to the other, with not less than ninety (90) days prior notice to the other party.

**19. Default.** Neither party shall be in default under this Lease until written notice of the unperformed obligation has been given and that obligation remains unperformed after notice for fifteen (15) days in the case of a payment or for thirty (30) days in the case of other obligations. If the obligation cannot be performed within the thirty-day period, there shall be no default if the responsible party commences a good faith effort to perform the obligation within such period and continues diligently to complete the performance. In case of a default the nondefaulting party may terminate this Lease with thirty (30) days prior written notice to the defaulting party, and it shall be entitled to recover damages or any other remedy provided by applicable law, or it may elect to perform the defaulting party's obligation and recover from the defaulting party the costs plus interest at the legal rate for judgment. If Lessee makes such expenditures as the nondefaulting party, those expenditures may be deducted from the rent.

**20. Notices.** Notices between the parties shall be in writing, effective when personally delivered to the address specified herein, or if mailed, effective seventy two (72) hours following mailing to the address for such party specified below or such other address as either party may specify by notice to the other:

LESSOR:                   Wasco County  
                                Facilities Operations Manager, Facilities Services Department  
                                511 Washington Street, Suite #101  
                                The Dalles, Oregon 97058  
                                Attn: Tyler Stone, or successor  
                                Phone: (541) 506-2552; Fax: (541) 506-2551  
                                Email: tylers@co.wasco.or.us

LESSEE:                   Oregon Youth Authority  
                                530 Center Street NE Suite  
                                Salem, Oregon 97301

Attn: Brandi Potterf, or successor  
Phone: (503) 373-7371; Fax: (503) 373-7921  
Email: brandi.potterf@state.or.us

**21. Holdover.** With thirty (30) days prior written notice to Lessor Lessee may hold over this Lease for a period not to exceed two (2) months after the end of the lease term without obtaining prior consent of Lessor. If Lessee holds over the lease term, a tenancy from month to month shall be created at the same rental rate as the immediately preceding months, and the holdover shall not be construed as an exercise of any renewal option contained herein. Lessee holding over the Lease longer than the first two (2) months shall be subject to Lessor's consent.

**22. Counterparts.** This Lease, and any subsequent amendments, may be executed in two or more counterparts, by facsimile or otherwise, each of which is an original, and all of which together are deemed one and the same Lease, notwithstanding that all parties are not signatories to the same counterpart.

**37. Cancellation of Prior Lease.** This Lease supersedes and cancels the prior Lease between WASCO COUNTY (Lessor) and the STATE OF OREGON, acting by and through its Oregon Youth Authority (Lessee) dated July 1, 2004, as amended.

**24. Merger.** THIS LEASE CONSTITUTES THE ENTIRE LEASE BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS LEASE SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS LEASE. THE PARTIES, BY THE SIGNATURE BELOW OF THEIR RESPECTIVE AUTHORIZED REPRESENTATIVES, HEREBY ACKNOWLEDGES THAT THE PARTIES HAVE READ THIS LEASE, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

*Remainder of this page left blank*



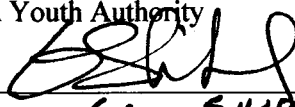
This Lease shall not become effective and shall not be binding upon the State of Oregon or any agency thereof until it has been executed, in the signature spaces provided below, by all parties to this Agreement, including those whose approval is required.

LESSOR: WASCO COUNTY, a political subdivision of the STATE OF OREGON

By   
Rod L. Runyon, Chair Wasco County Board of Commissioners

Date May 4, 2016

LESSEE: STATE OF OREGON, acting by and through its  
Oregon Youth Authority

By   
GAN SHIBLEY, Asst. Dir.

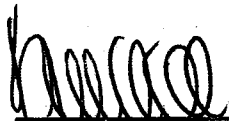
Date 5/11/16

APPROVAL: STATE OF OREGON, acting by and through its  
Department of Administrative Services

By   
Real Estate Services

Date 5-12-16

APPROVED AS TO FORM

  
Kristen Campbell, County Counsel

1770 OYA The Dalles  
3/7/16 LB

**STATE OF OREGON  
INTERGOVERNMENTAL LEASE AMENDMENT**

THIS LEASE AMENDMENT, dated 7-24, 2018, is made by and between WASCO COUNTY, a political subdivision of the STATE OF OREGON (Lessor), and the STATE OF OREGON, acting by and through its Oregon Youth Authority (Lessee).

Lessor and Lessee are parties to a Lease dated March 7, 2016, (herein referred to as the Lease), covering Premises described as approximately 1,032 rentable square feet of office space located at 606 Court Street, The Dalles, Wasco County, Oregon 97058.

In consideration of the mutual agreements contained herein, Lessor and Lessee agree that the Lease shall be amended as follows, effective as of July 1, 2018, unless otherwise specified below:

1. **Term.** Section 2 of the Lease is hereby amended as follows:

2. **Term.** Lessee has provided timely notice to Lessor of Lessee's election to exercise its first and second option to extend the Lease as provided in Section 4 – Option to Extend. Accordingly, the Lease is hereby extended for a period of two (2) years commencing July 1, 2018, and continuing through June 30, 2020.

2. **Rent.** Section 3 of the Lease is hereby amended as follows:

3. **Rent.** Lessee shall pay Base Rent in arrears by the 10th day of each month for the preceding month or partial month. The Base Rent for any partial month shall be prorated on a per diem basis. The monthly Base Rent shall be per the following Rent Schedule:

<u>LEASE PERIOD</u>	<u>BASE RENT*</u>
07/01/18 – 06/30/19	\$1,179.91
07/01/19 – 06/30/20	\$1,215.30

\***Tax Exemption.** It is hereby agreed between the parties that the Rent to be paid by Lessee, has been established to reflect the savings below market rent resulting from the exemption from taxation.

4. **Termination.** Section 18 of the Lease is hereby deleted in its entirety and replaced with the following:

18. **Termination.** At any time during the lease term, Lessee or Lessor may terminate this Lease without further obligations or liability to the other, with not less than thirty (30) days prior notice to each other.

Except as expressly amended hereby, all other terms and conditions of the Lease shall remain in full force and effect.

*[remainder of page intentionally left blank]*

FILED  
WASCO COUNTY  
2018 JUL 25 PM 2:27  
LISA GAMBER  
COUNTY CLERK

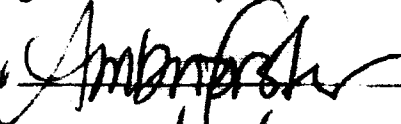
This Lease Amendment shall not become effective nor be binding on the State of Oregon or the Lessee agency until it has been executed, in the signature spaces provided below, by all parties to the Amendment.

LESSOR: WASCO COUNTY, a political subdivision of the STATE OF OREGON

By 

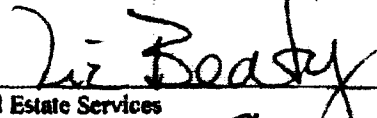
Date July 11, 2018

LESSEE: STATE OF OREGON, acting by and through its Oregon Youth Authority

By 

Date 7/24/18

APPROVAL: STATE OF OREGON, acting by and through its Department of Administrative Services

By   
Real Estate Services

Date 7-24-18

APPROVED AS TO FORM:



Kristen Campbell, County Counsel

1770\_OYA\_TheDallies IAAmend v3Cen03/30/18  
Rev 10 18.2017

**STATE OF OREGON**  
**LEASE AMENDMENT**

THIS LEASE AMENDMENT, dated \_\_\_\_\_, 2020 ("Effective Date"), is made by and between WASCO COUNTY, a political subdivision of the State of Oregon ("Lessor") and the STATE OF OREGON, acting by and through its Oregon Youth Authority ("Lessee").

Lessor and Lessee are parties to a lease dated March 6, 2016, as amended on July 24, 2018 (herein referred to as the "Lease"), covering "Premises" described as approximately 1,032 rentable square feet of government office use and client services space located at 606 Court Street, The Dalles, Wasco County, Oregon 97058.

In consideration of the mutual agreements contained herein, Lessor and Lessee agree that the Lease shall be amended as of the Effective Date, unless otherwise specified below:

1. **Term.** Section 2 of the Lease, as previously amended, is hereby amended as follows:
  2. **Term.** The term of this Lease is hereby extended for a period of **two (2) years** commencing on **July 1, 2020**, and continuing through **June 30, 2022**.
2. **Rent.** Section 3 of the Lease, as previously amended, is hereby amended to include the following:
  3. **Rent.** Lessee shall pay Base Rent in arrears by the 10<sup>th</sup> day of each month for the preceding month or partial month. The Base Rent for any partial month shall be prorated on a per diem basis. The monthly Base Rent shall be per the following Rent Schedule:

<u>LEASE PERIOD</u>	<u>BASE RENT</u>
07/01/2020 - 06/30/2021	\$1,251.76
07/01/2021 - 06/30/2022	\$1,289.31

3. **Option to Extend.** Section 4 of the Lease is hereby deleted and replaced with the following:
  4. **Option to Extend.** If Lessee is not in default, Lessee shall have two (2) options to extend this Lease for consecutive terms of two (2) years each. Each extension term shall commence on the day following the expiration of the immediately preceding term. Notice exercising the extension option shall be delivered to Lessor in writing not less than one hundred eighty (180) days prior to the expiration of the then current term. Unless otherwise agreed in writing, if such notice is given, all terms and conditions of this Lease, other than the rent, shall apply during the extension term. Rent for the extension terms shall be negotiated with the goal of establishing a mutually agreed fair market rate. In the event the parties are unable to agree on a fair market rental rate for the extension term this Lease may be cancelled with no further obligation to the other. In the event the Lease is cancelled pursuant to the provisions of the previous sentence, the termination date for the then current term shall be the later of i) the natural expiration of such term or ii) a date six (6) months after written notice is given by either party to the other that a fair market rental rate for the option term cannot be agreed upon. If the natural expiration of the then current term is extended pursuant to sub clause (ii) of the previous sentence, the rental rate for the extended term period shall not be increased during such extended period.
4. **Notices.** Section 20 of the Lease is hereby deleted in its entirety and replaced with the following:
  20. **Notices.** Notices between the parties shall be in writing, effective when personally delivered to the address for such party specified below; if emailed or faxed, effective the day sent (unless sent after 5:00 p.m., P.T., in which case the email or fax shall be deemed sent the following business day); or if mailed,

effective seventy-two (72) hours following mailing to the address for such party specified below, or such other address as either party may specify by notice to the other:

Lessor: Wasco County  
Facilities Division  
511 Washington Street, Suite 101  
The Dalles, Oregon 97058  
Attn: Matthew Klebes  
Phone: 541-296-5481  
Email: matthewk@co.wasco.or.us

Oregon Youth Authority  
530 Center Street NE  
Salem, Oregon 97301  
Attn: Brandi Potterf, or successor  
Phone: 503-373-7371  
Email: OYA.Leases@oya.state.or.us

Except as expressly amended hereby, all other terms and conditions of the Lease shall remain in full force and effect.

*[remainder of page intentionally left blank]*

This Lease Amendment shall not become effective nor be binding on the State of Oregon or the Lessee agency until it has been executed, in the signature spaces provided below, by all parties to the Lease Amendment.

**LESSOR:**

Wasco County, a political subdivision of the State of Oregon

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_, 2020

Date

**LESSEE:**

State of Oregon, by and through its Oregon Youth Authority

Signature \_\_\_\_\_, 2020  
Name \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

*APPROVED BY OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES*

Signature \_\_\_\_\_, 2020  
Name Brady Ricks \_\_\_\_\_ Date \_\_\_\_\_  
Title Real Estate Services Manager

AmendHD1770OYAThe Dalles606 Court StreetJBjp04/27/20\_JBlake\_V2



## MOTION

**SUBJECT:** Oregon Health Authority Lease Agreement

---

I move to approve the 2020 Amendment to the lease agreement between Wasco County and the State of Oregon by and through the Oregon Youth Authority.





## DISCUSSION ITEM

### Rural Renewable Energy Development Zone

---

[RESOLUTION 20-004](#)

---

[BUSINESS OREGON APPROVAL MEMO](#)

---



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE WASCO COUNTY

IN THE MATTER OF REQUESTING STATE DESIGNATION OF THE WASCO COUNTY RURAL RENEWABLE ENERGY DEVELOPMENT ZONE

**RESOLUTION 20-004**

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

WHEREAS: ORS 285C.350 to 285C.370 provide for the designation of “Rural Renewable Energy Development Zones” (hereinafter RRED Zones) by request of a single city, a single county or multiple counties, to encompass the entire rural area of the jurisdiction(s), for purposes of offering the standard property tax abatement of an enterprise zone to the qualified property of renewable energy projects locating therein.

WHEREAS, The Wasco County is seeking designation of an RRED Zone by the Director of the Oregon Business Development Department to encourage new business investment, job creation, and expansion of renewable energy type developments within the County; and

WHEREAS, the proposed RRED Zone will include all eligible territory (whether incorporated or not) encompassed by the county line of Wasco County; and

WHEREAS, The designation of an RRED Zone does not grant or imply permission to develop land within the County without complying with prevailing zoning, regulatory and permitting processes and restrictions for the applicable jurisdiction; nor does it indicate any intent to modify those processes or restrictions, except as otherwise in accordance with Comprehensive Plans; and

WHEREAS, Wasco County appreciates the impacts that a designated RRED Zone would have and the property tax exemptions that eligible business firms might receive therein, as governed by Oregon Revised Statutes (ORS) Chapter 285C and other provisions of Oregon Law, including but not limited to what is described in Oregon Administrative Rules (OAR Chapter 123); and

WHEREAS, All of the municipal corporations, special service districts and so forth, other than the county government, that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of Wasco County have been informed and asked to comment on this request for designation; and

WHEREAS, Wasco County does not and has not previously sponsored a RRED Zone.

NOW, THERE, BE IT RESOLVED BY THE COUNTY COMMISSION AS FOLLOWS:

Section 1. Wasco County applies for an RRED Zone and requests that the Director of the Oregon Business Development Department order the designation thereof.

Section 2. Matthew Klebes, Administrative Services Director is authorized to submit the request for the aforementioned RRED Zone designation and to make any substantive or technical change to the application materials, as necessary, after adoption of this resolution.

Section 3. Wasco County appoints Matthew Klebes, Administrative Services Director, to serve in the capacity of the local zone manager for the RRED Zone. Wasco County will comply with the equivalent requirements and provisions of ORS 285C.105 respective to zone sponsor duties under ORS 285C.050 to 285C.250, as they would apply to the implementation of an RRED Zone under ORS 285C.350 to 285C.370.

Section 4. Effective Date. This Resolution shall be effective as of the 6<sup>th</sup> of May, 2020

DATED this 6<sup>th</sup> of May, 2020

APPROVED AS TO FORM

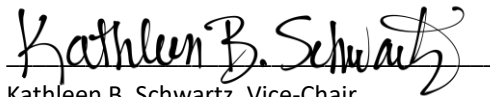


Kristen Campbell, County Counsel

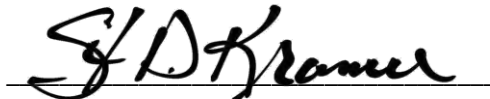
Wasco County Board of Commissioners



Scott C. Hege, Chair



Kathleen B. Schwartz, Vice-Chair





Steven D. Kramer, County Commissioner

# MEMORANDUM



May 19, 2020

**TO:** Chris Cummings, Interim Director  
**FROM:** Art Fish, Business Incentives Coordinator   
**THROUGH:** Ed Tabor, Program and Incentives Manager   
**C:** Regional BDO  
**SUBJ:** Designation of Rural Renewable Energy Development Zone

## Background

The sponsor of a rural renewable energy development zone has applied to designate a new Wasco County RRED Zone. See table below for further details.

### RURAL RENEWABLE ENERGY DEVELOPMENT ZONE APPLICATION UNDER ORS 285C.353

Received Complete	May 7, 2020, from Wasco County
Zone Sponsor	Wasco County
Area	Designation covers the entire county.
Other	<ul style="list-style-type: none"><li>• There are no economic or other criteria for these zones, which offer the same 3 to 5-year exemption on property as an enterprise zone.</li><li>• By rule, notice must go out to all local taxing districts in advance of governing body's adopting a resolution. The county did this and received helpful feedback, including an exchange with Mid-Columbia Fire District regarding land-use regulations for access and safety issues.</li><li>• This will be currently the 15<sup>th</sup> Oregon RRED Zone and the 14<sup>th</sup> that is county based.</li><li>• Wasco County had a previous RRED Zone designation that terminated 4 years ago.</li></ul>

## Findings & Recommendation

This RRED Zone designation complies with relevant parts of OAR 123-680, as well as ORS 285C.350 to 285C.370, in terms of local processes and adoption of governing body resolution.

Please approve this designation with your signature below. In contrast to an agency determination for local designation of an enterprise zone, current law still requires that the

director formally approve them, but it need not be a director's order as was done previously in common with enterprise zones under prior law.

## **Statement of Designation**

Under ORS 285C.353 (2019), the applicable territory of a county may be designated as a rural renewable energy development zone by approval of the Director of the Oregon Business Development Department. Wasco County has sponsored such a designation. Business Oregon staff has reviewed the application for designation and concluded that its approval meets the requirements of Oregon Laws. Therefore:

1. Effective May 6, 2020, a Rural Renewable Energy Development Zone is designated to encompass the entire territory of Wasco County city limits, with a limitation of \$250,000,000 on exemptions beginning in 2021 or later based on the first-year real market value of qualified property.
2. The Wasco County Rural Renewable Energy Development Zone designated here is not affected by ORS 285C.255, such that it would terminate at the latest by operation of law (consistent with ORS 285C.245) on June 30, 2030.

## **Approval of Designation**

A handwritten signature in black ink, appearing to read "Chris Cummings", with a stylized flourish at the end.

Chris Cummings  
Interim Director  
Business Oregon

C: Local zone manager  
County assessor's office  
Department of Revenue



## DISCUSSION ITEM

**National Association of Counties Annual Business Meeting**

---

[MEETING ANNOUNCEMENT](#)

---

# NACo ANNUAL BUSINESS MEETING

**MONDAY, JULY 20 | 2 P.M. EDT**

The 2020 NACo Annual Business Meeting will be held on Monday, July 20 at 2:00 p.m. EDT on a secure online platform with the ability of our members to vote in accordance with our bylaws. Participation will be completely free for all NACo members.

*If you had already registered for the NACo Annual Conference, your registration will roll over, and no action is needed on your part – you will still receive a full refund of your conference registration.*

**REGISTER <[HTTPS://MEMBERS.NACO.ORG/EWEB/DYNAMICPAGE.ASPX?SITE=NACO\\_NEW&WEBCODE=EVENTREGNACO&REG\\_EVT\\_KEY=5410319C-2BB1-413E-B4A4-64E24FDB90D5](https://members.naco.org/eweb/dynamicpage.aspx?site=naco_new&webcode=eventregnac&reg_evt_key=5410319c-2bb1-413e-b4a4-64e24fdb90d5)>**

**FAQS**

**CANCEL MY REGISTRATION**

**We will hold the 2020 NACo Annual Business Meeting on Monday, July 20 at 2:00 p.m. EDT** on a secure online platform with the ability of our members to vote in accordance with our bylaws.

Participation in the virtual Annual Business Meeting will be completely free for all NACo members. If you had already registered for the conference, your registration and any voting credentials information you provided will automatically roll over to the virtual Annual Business Meeting. You will still receive a full refund of your conference registration fee. If you had not registered for the conference, click here <[https://members.naco.org/eweb/DynamicPage.aspx?site=naco\\_new&webcode=eventregnac&Reg\\_evt\\_key=5410319c-2bb1-413e-b4a4-64e24fdb90d5](https://members.naco.org/eweb/DynamicPage.aspx?site=naco_new&webcode=eventregnac&Reg_evt_key=5410319c-2bb1-413e-b4a4-64e24fdb90d5)> to register for the virtual Annual Business Meeting.

We are also planning to host a **virtual membership town hall meeting on Monday, July 13, at 4 p.m. EDT** that will include:

- 2nd Vice President candidates forum
- Overview of proposed bylaws amendments
- Status report on voting delegate credentials totals
- Federal policy update

*Registration for the virtual town hall event will be available in the coming weeks.*



## **Q Do I need to cancel my registration to receive a refund?**

---

**A** No. You will automatically receive a refund of your Annual Conference registration fee.

## **Q How will I receive my refund?**

---

**A** If your registration fee was paid by credit card, the refund will go back to the card used for payment. If you originally paid via check, a refund check will be issued automatically and mailed to the address on file. For questions about this process please email [nacomeetings@naco.org](mailto:nacomeetings@naco.org).

## **Q When will I receive my refund?**

---

**A** Credit card refunds will begin processing this week and should post to your account in 5-7 business days. We expect check refunds to be completed within 15-20 business days due to the current stay at home orders issued for Washington D.C.

## **Q Do I need to cancel my hotel reservation?**

---

**A** If you made your reservation through our housing services, ConferenceDirect, no action is needed. Any hotel reservations made in this fashion will be canceled automatically. If you made your reservation directly with the hotel, you will need to cancel your reservation with them directly. If you mailed a check to the hotel for your deposit, please let us know at [nacomeetings@naco.org](mailto:nacomeetings@naco.org) so we may contact the hotel on your behalf.

## **Q Who can attend the virtual Annual Business Meeting?**

---

**A** The Annual Business Meeting is open to anyone who wishes to register <[https://members.naco.org/eweb/DynamicPage.aspx?site=naco\\_new&webcode=eventregnaco&Reg\\_evt\\_key=5410319c-2bb1-413e-b4a4-64e24fdb90d5](https://members.naco.org/eweb/DynamicPage.aspx?site=naco_new&webcode=eventregnaco&Reg_evt_key=5410319c-2bb1-413e-b4a4-64e24fdb90d5)> , though voting is restricted to designated delegates.

## **Q How do I register for the virtual Annual Business Meeting?**

---

**A** If you were already registered for the in-person NACo Annual Conference, your registration will roll over and no further action is needed on your part – you will still receive a full refund of your conference registration. If you had not previously registered for the Annual Conference, click here <[https://members.naco.org/eweb/DynamicPage.aspx?site=naco\\_new&webcode=eventregnaco&Reg\\_evt\\_key=5410319c-2bb1-413e-b4a4-64e24fdb90d5](https://members.naco.org/eweb/DynamicPage.aspx?site=naco_new&webcode=eventregnaco&Reg_evt_key=5410319c-2bb1-413e-b4a4-64e24fdb90d5)> to register.

## **Q Will elections and voting on NACo bylaws amendments still take place?**

---

**A** Yes. Voting will take place during the virtual Annual Business Meeting.

## **Q I'm an exhibitor, what does this event cancellation mean to me?**

---

**A** All exhibitor deposits will be refunded automatically. If you previously canceled and we kept a portion of your deposit, that will also be refunded. For questions, please contact Laura Dann <<http://laura@corcexpo.com>> at Corcoran Expositions.

## **Q I'm a sponsor, what does this event cancellation mean to me?**

**A**

We appreciate the willingness of our sponsors to dedicate their support to future NACo events and to help defray costs associated with the cancelled conference. Please contact Jack Peterson to discuss options.

## ADDITIONAL QUESTIONS

**Conference:** [nacomeetings@naco.org](mailto:nacomeetings@naco.org) | (202) 942-4292

**Exhibitors:** [laura@corcexpo.com](mailto:laura@corcexpo.com)

**Sponsors:** [msummerside@naco.org](mailto:msummerside@naco.org) | (202) 661-8872

**Media Inquiries:** [pguequierre@naco.org](mailto:pguequierre@naco.org) | (202) 942-4271

## Proposed Bylaws Changes

On May 12, 2020, the NACo Bylaws Committee held a meeting to review the proposed changes that had been approved by the Finance Committee, the Executive Committee and the Board of Directors in December 2019 at the Fall Board Meeting in Douglas County, Neb. These changes to the bylaws allowed for NACo to provide for the organization in the event of sudden financial need. Further changes were minor in nature, added to provide clarification with regard to credentials and virtual voting, given the shelter-in-place requirements due to the COVID-19 pandemic.

**LEARN MORE <[HTTPS://WWW.NACO.ORG/RESOURCES/PROPOSED-BYLAWS-CHANGES](https://www.naco.org/resources/proposed-bylaws-changes)>**



## DISCUSSION ITEM

### AOC Federal Lands Subcommittee

---

[AOC COMMUNICATION](#)

---

[LETTER SUPPORTING DISSOLUTION OF FEDERAL LANDS SUBCOMMITTEE](#)

---

Hello Members of the Federal Lands Sub-Committee,

The Tri-Chairs recently met by conference call to discuss the future of the Federal Lands Sub-Committee. Frustration was expressed by all Tri-Chairs about the lack of progress that the Sub Committee has made over the last few years, culminating in the failure to agree on a lobbyist based in Washington, D.C.

The Tri-Chairs noted that the by-laws were re-written in 2017 to engage more counties in the work of the sub-committee. In 2018, the decision was made to have the sub-committee meet on AOC Days, on the same schedule as the Natural Resources Policy Steering Committee, rather than only at the AOC Annual Conference. Involvement has increased, but it has not led to progress on USFS lands issues in Congress.

The Tri-Chairs also noted that all decisions that were made in the sub-committee must be ratified by the Natural Resources Steering Committee.

The Tri-Chairs are proposing to disband the Federal Lands Sub-Committee, pursue the USFS lands work through the Natural Resources Policy Steering Committee at AOC, and discontinue the use of a federal lobbyist. They are seeking your input and thoughts on the proposal.

You are receiving this email because you have been designated as the voting member for your county on the Federal Lands Sub-Com. Would you kindly take a few moments to reach out to the other members of your BOC and discuss the proposal with them and take another few moments to email the outcome of that discussion to Susan at AOC.

We greatly look forward to hearing back from you.

Best regards,

Donnie Boyd  
Tim Freeman  
John Sweet

Tri Chairs, Federal Lands Sub-Committee

**Susan Morgan**  
Policy Manager - Natural Resources & Revenue  
**Association of Oregon Counties**  
[smorgan@oregoncounties.org](mailto:smorgan@oregoncounties.org)  
541-430-0004 - cell



**BOARD OF COUNTY COMMISSIONERS**

511 Washington St, Ste. 101 • The Dalles, OR 97058  
p: [541] 506-2520 • f: [541] 506-2551 • [www.co.wasco.or.us](http://www.co.wasco.or.us)

***Pioneering pathways to prosperity.***

To: Federal Lands Sub-Committee Tri-Chairs Donnie Boyd, Tim Freeman and John Sweet  
Cc Susan Morgan, AOC Policy Manager for Natural Resources & Revenue

Re: The Dissolution of the AOC Federal Lands Subcommittee

Dear Tri-Chairs Boyd, Freeman and Sweet-

Your recent communication outlined the challenges faced by the Federal Lands Sub-Committee members over the last few years. In addition, any action taken by the Sub-committee must first be ratified by the Natural Resources Steering Committee, adding another layer which slows progress. It seems apparent that the important work that needs to be done would be better served and more efficiently accomplished by moving it up to the Steering Committee.

Therefore, the Wasco County Board of Commissioners would like to express their support for your proposal to disband the Federal Lands Subcommittee and pursue that work through the Natural Resources Policy Steering Committee at AOC.

Sincerely,  
Wasco County Board of Commissioners

---

Scott C. Hege, Chair

---

Kathleen B. Schwartz, Vice-Chair

---

Steven D. Kramer, County Commissioner



## DISCUSSION ITEM

### Cyber Security Policy

---

[STAFF MEMO](#)

---

[WASCO COUNTY CYBER SECURITY POLICY](#)

---

[MOTION LANGUAGE](#)

---



## MEMORANDUM

**SUBJECT: Cyber Security Policy**

---

TO: BOARD OF COUNTY COMMISSIONERS

---

FROM: NICHOLE BIECHLER

---

DATE: 06/01/2020

### BACKGROUND INFORMATION:

On May 11, 2020, I was contacted by Breanna Wimber at Stratton Insurance. She had inquired about the Wasco County Cyber Security Policy. She stated that she had been working with Paul Ferguson on this policy. After extensive searching, I was unable to locate the document she was looking for. This document was to have been put in place last year as part of the CIS Best Practices Survey, which rates our risk analysis for our annual premium. This document had to be reconstructed in order to be considered for this year's premium. I worked with Andrew Burke (I.S.) and to the best of our ability we present the following document.



Wasco County

## **Cybersecurity Policy**

## **Table of Contents**

Roles and Responsibilities .....	3
IDENTIFY (ID) .....	4
Asset Management .....	4
PROTECT (PR) .....	5
Identity Management, Authentication and Access Control .....	5
Awareness and Training .....	6
Data Security .....	7
Data Classification .....	7
Data Storage .....	8
Data Transmission .....	8
Data Destruction .....	8
Data Storage .....	8
Information Protection Processes and Procedures .....	9
Secure Software Development .....	9
Contingency Planning .....	10
Network Infrastructure .....	10
Network Servers .....	11
Protective Technology .....	11
Email Filtering .....	11
Network Vulnerability Assessments .....	12
DETECT (DE) .....	12
Anomalies and Events .....	12
Security Continuous Monitoring .....	13
Anti-Malware Tools .....	13
Patch management .....	13
Protocol and Firewall management .....	13
RESPOND (RS) .....	13
Response Planning .....	13
Electronic Incidents .....	13
Physical Incidents .....	14
Notification .....	14
RECOVER (RC) .....	14
Appendix A – Acceptable Use Policy .....	16
Appendix B – Confidentiality and Non-Disclosure Agreement .....	20

## **Objective**

The focus of this policy is to help Wasco County meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizen's information. This Cybersecurity Policy is designed to establish a foundation for an organizational culture of security. This policy will be reviewed annually and approved by the Board of Directors.

The purpose of this policy is to clearly communicate Wasco County's security objectives and guidelines to minimize the risk of internal and external threats while taking advantage of opportunities that promote our objectives.

This policy applies, to all Wasco County elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by Wasco County. Additionally, leadership must ensure that all contracts and similar agreements with business partners and service providers incorporate appropriate elements of this policy.

## **Compliance**

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

<https://www.doj.state.or.us/consumer-protection/id-theft-data-breaches/data-breaches/>

## ***Roles and Responsibilities***

Wasco County has appointed the following roles and responsibilities to execute and monitor the policies described in this document to the Information Services Director.

- Ensure that a written Cybersecurity Policy is developed and implemented.
- Confirm identification, acquisition, and implementation of information system software and hardware.
- Identify all Personally Identifiable Information.
- Ensure implementation, enforcement, and effectiveness of IT Security policies and procedures.
- Facilitate an understanding and awareness that security requires participation and support at all organizational levels.

- Oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

#### Employees and Contractors

- See Appendix A - Acceptable Use Policy

### ***Identify, Protect, Detect, Respond, and Recover***

The following sections outline Wasco County's requirements and minimum standards to facilitate the secure use of organizational information systems. The information presented in this policy follows the format of the control families outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework (NIST CSF): ***Identify, Protect, Detect, Respond, and Recover***.

The scope of security controls addressed in this policy focus on the activities most relevant to Wasco County as defined by the Center for Internet Security (CIS) and industry best practices. Questions related to the interpretation and implementation of the requirements outlined in this policy should be directed to the Information Services Director.

### **IDENTIFY (ID)**

Objective: To develop the organization's understanding that's necessary to manage cybersecurity risk to systems, people, assets, data, and capabilities.

#### ***Asset Management***

An inventory of all approved hardware and software on Wasco County's network and systems will be maintained in a computer program or spreadsheet that documents the following:

- The employee in possession of the hardware or software.
- Date of purchase.
- Amount of purchase.
- Serial number.
- Type of device and description.
- A listing of software or devices that have been restricted.

#### ***Personally Identifiable Information (PII)***

An inventory of all PII information by type and location will be taken. The following table may be useful to inventory PII.

Location	PII by type	Essential	Location	Owner
Website				
Contractors				
File in staff office				
File in building				

File offsite				
Desk top				
HR System				
Financial System				
Laptop				
Flash drive				
Cell phones				
Tablets				
Other				

Each manager will determine if PII is essential. If PII is not essential, it will either not be collected, or (if collected) will be destroyed. Do not collect sensitive information, such as a Social Security numbers, if there is no legitimate business need. If this information does serve a need, apply your entity's record retention plan that outlines what information must be kept, and dispose of it securely once it is no longer required to maintain.

All PII no longer needed shall be shredded if in paper form or destroyed by IT if in electronic form.

The Oregon Identity Theft Protection Act prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public, for use for internal verification or administrative processes, or for enforcing a judgment or court order.

## **PROTECT (PR)**

Objective: To develop and implement appropriate safeguards to ensure the delivery of critical services.

### ***Identity Management, Authentication and Access Control***

The Information Services Director is responsible for ensuring that access to the organization's systems and data is appropriately controlled. All systems housing Wasco County data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to Wasco County's systems and data are not to share passwords with anyone.

Wasco County has established following password configuration requirements for all systems and applications (where applicable):

- Minimum password length: 8 characters
- Password complexity: requires alphanumeric and special characters
- Prohibited reuse for seven (7) iterations
- Changed periodically every 90 days
- Invalid login attempts set to six (6)
- Account lockout expires after sixty (60) minutes
- Automatic logout due to inactivity = 8 minutes

Other potential safeguards include:

- PII will only be allowed on mobile storage media that is encrypted and requires a password to gain access
- Locking file cabinets
- PII left on desktops
- Encrypting sensitive files on computers
- Requiring password protection
- Implementing the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the organization's systems.

- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day to day activities.
- All user access requests must be approved by Human Resources and the Information Services Department.
- It is the responsibility of Human Resources and the Information Services Department to ensure that all employees and contractors who separate from the organization have all system access removed within 24 hours.

On an annual basis, a review of user access will be conducted under the direction of the Information Services Director and the Administrative Officer to confirm compliance with the access control policies outlined above.

### ***Awareness and Training***

Wasco County personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before receiving login credentials.
2. Formal security awareness refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Upon completion of training, participants will review and sign the ***Acceptable Use Policy*** included in Appendix A.

Two online classes are available through the CIS Learning Center at [learn.cisoregon.org](https://learn.cisoregon.org): “*Cyber Threats and Best Practices to Confront Them*” and “*Cyber Security Basics*.”

On an annual basis, Wasco County will conduct email phishing exercises of its users. The purpose of these tests is to help educate users on common phishing scenarios. It will assess their level of awareness and comprehension of phishing, understanding and compliance with policy around safe handling of e-mails containing links and/or attachments, and their ability to recognize a questionable or fraudulent message.

## ***Data Security***

### Data Classification

Each department will adhere to their relevant Records Retention Policy regarding the storage and destruction of data. Data residing on corporate systems must be continually evaluated and classified into the following categories:

- **Employees Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy excludes an employee's personal information, so no further guidelines apply.
- **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. There are no requirements for public information.
- **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
  - Employee or customer Social Security numbers or personally identifiable information (PII)
  - Personnel files
  - Medical and healthcare information
  - Protected Health Information (PHI)
  - Network diagrams and security configurations
  - Communications regarding legal matters
  - Passwords/passphrases
  - Bank account information and routing numbers
  - Payroll information
  - Credit card information
  - Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)

### Data Storage

The following guidelines apply to storage of the different types of organizational data.

- **Operational:** Operational data should be stored on a server that gets the most frequent backups (refer to the Backup Policy for additional information). Some type of system- or disk-level redundancy that ensures fault-tolerance shall be configured for servers storing operational data.
- **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured. Confidential data stored on systems shall be protected with strong encryption.

### Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- **Confidential:** Confidential data must not be 1) transmitted outside the organization's network without the use of strong encryption, 2) left on voicemail systems, either inside or outside the organization's network.

### Data Destruction

Each department must follow their records retention policy before destroying data (paper or electronic).

- **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply:
  - Paper/documents: Cross-cut shredding is required.
  - Storage media (CD's, DVD's): Physical destruction is required.
  - Hard drives/systems/mobile storage media: At a minimum, data wiping must be used. Data wiping refers to 1) reformatting of persistent storage devices and 2) performing an overwrite of all addressable locations at least three times or degauss the digital media. Alternatively, the organization has the option of physically destroy the storage media. Written documentation shall be maintained regarding the witness and destruction of storage media prior to its disposal or re-allocation within the organization.

### Data Storage

Stored Data includes any data located on organization-owned or organization-provided systems, devices, media, etc. Examples of encryption options for stored data include:

- Whole disk encryption
- Encryption of partitions/files
- Encryption of disk drives



- Encryption of personal storage media/USB drives
- Encryption of backups
- Encryption of data generated by applications

Data while transmitted includes any data sent across the organization network or any data sent to or from an organization-owned or organization-provided system. Types of transmitted data that shall be encrypted include:

- VPN tunnels
- Remote access sessions
- Web applications
- Email and email attachments
- Remote desktop access
- Communications with applications/databases

### ***Information Protection Processes and Procedures***

#### Secure Software Development

Where applicable, all software development activities performed by Wasco County or by vendors on behalf of the organization shall employ secure coding practices including those outlined below.

A minimum of three software environments for the development of software systems should be available – development, quality assurance, and a production environment. Software developers or programmers are required to develop in the development environment and promote objects into the quality assurance and production environments. The quality assurance environment is used for assurance testing by the end user and the developer. The production environment should be used solely by the end user for production data and applications. Compiling objects and the source code is not allowed in the production environment. The information services director or an independent peer review will be required for promotion objects into the production environment.

- All production changes must be approved before being promoted to production.
- Developers should not have the ability to move their own code.
- All production changes must have a corresponding help desk change request number.
- All production changes must be developed in the development environment and tested in the quality assurance environment.
- All emergency changes must be adequately documented and approved.

Software code approved for promotion will be uploaded by an Information Services Department designee to the production environment from the quality assurance environment once the change request is approved. The Information Services Department designee may work with the developer to ensure proper placement of objects into production.

## Contingency Planning

Wasco County's business contingency capability is based upon local backups of all critical business data and is stored in hot, warm, and cold storage. Hot and warm storage shall be readily accessible over the organization network and be the first two layers of the archival method. Cold storage shall be drives rotated from the warm storage environment on a monthly basis and stored off site and off network from the backup system. This critical data is defined as both operational and confidential data necessary for Wasco County to continue serving its citizens as defined and regulated by ORS and OAR.

Full data backups will be performed on a nightly and weekly basis. Confirmation that backups were performed successfully will be conducted every week. If failures occur, each failure shall be investigated within 24 hours to ensure any issues are resolved to ensure the backup schedule is remains successful. Testing and validation that backups can be successfully restored shall be conducted every three (3) months.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the Information Services Director.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of Wasco County's systems or applications are deemed corrupted or inaccessible, the Information Services Director and department will work with the respective vendor(s) to restore data from the most local backup and, if necessary, acquire replacement hardware.
- In the event that the location housing Wasco County's systems are no longer accessible, the Information Services Department designee will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the organization's other sites, and restore data from the most recent local backup.

*As an important reminder, CIS covers data reproduction (subject to a deductible) for only one week.*

## Network Infrastructure

The organization will protect the corporate electronic communications network from the Internet by utilizing a firewall. For maximum protection, the corporate network devices shall meet the following configuration standards:

- Vendor recommended, and industry standard configurations will be used.
- Changes to firewall and router configuration will be approved by the Information Services Director.
- Both router and firewall passwords must be secured and difficult to guess.
- The default policy for the firewall for handling inbound traffic should be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- Inbound traffic containing ICMP (Internet Control Message Protocol) traffic should not be passed in from the Internet, or from any un-trusted external network.

- All web services running on routers must be disabled.
- Simple Network Management Protocol (SNMP) Community Strings must be changed from the default “public” and “private”.

### Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers. The following statements apply to the organization's use of network servers:

- Unnecessary files, services, and ports should be removed or blocked. If possible, follow a server-hardening guide, which is available from the leading operating system manufacturers.
- Network servers, even those meant to accept public connections, must be protected by a firewall or access control list.
- If possible, a standard installation process should be developed for the organization's network servers. A standard process will provide consistency across servers no matter what employee or contractor handles the installation.
- Clocks on network servers should be synchronized with the organization's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

### Network Segmentation

Network segmentation is used to limit access to data within the Wasco County network based upon data sensitivity. Wasco County maintains multiple wireless networks. A *guest* wireless network is provided with no connection password. The *guest* wireless network shall employ industry techniques in preventing devices connected to the *guest* network from finding other network-connected devices and only permit traffic directly from that device out the internet. Additionally devices connected to the *guest* wireless network shall be restricted to a controlled public network segment. Access to the *secure* wireless network is password protected and limited to Wasco County personnel and provides the user access to the intranet.

### ***Protective Technology***

#### Email Filtering

A good way to mitigate email related risk is to filter it before it reaches the user so that the user receives only safe, business-related messages. Wasco County uses third-party services to host and maintain its email system. Wasco County will ensure the vendor uses industry standard email filtering protocols to ensure the reduction of spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the organization's IT security.

Additionally, the email vendor shall implement virus-scanning software to identify and quarantine emails deemed suspicious. This functionality may or may not be used at the discretion of the Information Services Director.

## Network Vulnerability Assessments

On an annual basis, Wasco County will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of the Information Services Director to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

As a rule, "penetration testing," which is the active exploitation of organization vulnerabilities, is discouraged. If penetration testing is performed, it must not negatively impact organization systems or data.

Wasco County employs both intrusion prevention and detection tools with events reported to a log aggregator, which performs both correlation and analysis of network events. The Information Services Department shall review logs on a weekly basis and the log aggregator shall automatically report suspicious events to the Information Services Director or designee within the department.

In the event that Wasco County maintains an in-house web server that the public can access from the outside, the web server shall be separated in a DMZ segment from any internal network segments. All access to this web server shall be controlled through a firewall, both internally and externally.

## **DETECT (DE)**

Definition: Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.

### ***Anomalies and Events***

The following logging activities are conducted by the Information Services department designee under the direction of the Information Services Director:

- Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, and login failures.
- Application Servers - Logs from application servers (e.g., web, email, database servers) will be configured to log the following events: errors, faults, and login failures.
- Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, and login failures.
- All logs shall be compiled into a log aggregate

Passwords should not be contained in logs.

Logs of the above events shall be reviewed by the Information Services Director at least once per month and a designee at least once per week. Event logs will be configured to maintain record of the above events for at six months.

## ***Security Continuous Monitoring***

### Anti-Malware Tools

All organization servers and workstations will utilize MacAfee Endpoint Protection or similar commercial product to protect systems from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed. A monthly review of the endpoint protection dashboard shall be conducted by the Information Services Director or designee to confirm the status of virus definition updates and scans.

Wasco County utilizes Mobile Device Management to protect mobile devices from malware and viruses through controlled content access and monitoring.

### Patch management

All software updates and patches will be distributed to all Wasco County system's as follows:

- Workstations will be configured to install software updates every week automatically.
- Server software updates will be manually installed at least monthly.
- Any exceptions shall be documented.

### Protocol and Firewall management

Where possible, Wasco County Information Services shall enable firewalls on all network connected devices and only open or allow incoming connections for those applications or ports that are necessary for business use.

## **RESPOND (RS)**

Definition: Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

### ***Response Planning***

The organization's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the Wasco County's information assets, can be defined as either an Electronic or Physical Incident. In addition, the Information Services Director shall alert users to identified trends in suspicious emails or behaviors that may increase vulnerability on an ongoing basis.

The Information Services Director is responsible for coordinating all activities during a significant incident, including notification and communication activities. They are also responsible for the chain of escalation and deciding if/when outside agencies, such as law enforcement, need to be contacted.

### Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.

1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the Information Services Director and Administrative Officer
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

**The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.**

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.
8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

### Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain organization information. All instances of a suspected physical security incident should be reported immediately to Human Resources and the Information Services Director.

### Notification

If an electronic or physical security incident is suspected of having resulted in the loss of third-party/customer data, notification of the public or affected entities should occur.

1. Contact CIS Claims at [claims@cisoregon.org](mailto:claims@cisoregon.org).
2. Inform your attorney
3. Complete this form if the breach involves more than 250 records.  
<https://justice.oregon.gov/consumer/DataBreach/Home/Submit>

### **RECOVER (RC)**

Recovery processes and procedures are executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

CIS will help with the recovery process. CIS may provide forensics services, breach coaching services, legal services, media services and assist in paying for notification expenses. The CIS claims adjuster will discuss with you the coverages and services offered by CIS.

The Information Services Director is responsible for managing and directing activities during an incident, including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities.

Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of the Administrative Officer with collaboration from the Information Services Director and Human Resources. Recovery activities are communicated to internal stakeholders, executives, and management teams.

## **Appendix A – Acceptable Use Policy**

The intention of this Acceptable Use Policy is not to impose restrictions that are contrary to Wasco County's established culture of openness, trustworthiness, and uprightness. Understanding and adhering the organization's IT security policies is necessary to protect our employees and organization from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective security is a team effort involving the participation and support of every employee. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

### ***Purpose***

The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at all locations. These rules are in place to protect the employee and the organization. Inappropriate use exposes the organization to risks including virus attacks, compromises of network systems and services, and legal liability.

### ***Scope***

This policy applies to both permanent and temporary employees of the organization. This policy applies to all equipment that is owned or leased by the organization. This policy is a supplement to the *Wasco County's Cybersecurity Policy*.

### ***1.0 Policy***

The following actions shall constitute unacceptable use of the corporate network. The list also provides a frame of reference for types of activities that are deemed unacceptable. The user may not use the corporate network and/or systems to:

1. Engage in an activity that is illegal under local, state, federal, or international law.
2. Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the organization.
3. Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, threatening, obscene or otherwise inappropriate messages or media.
4. Engage in activities that cause an invasion of privacy.
5. Engage in activities that cause disruption to the workplace environment or create a hostile workplace based on a legally protected class.
6. Make fraudulent offers for products or services.
7. Install, download or distribute unlicensed or "pirated" software.
8. Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

### ***Email***

The following activities are strictly prohibited:

1. Using the email system to send or forward pornographic material.



2. Using the email system for any form of harassment whether through language, content, frequency or size of the message.
3. Sending unsolicited bulk email messages, including the sending of “junk mail” or other advertising materials to individuals who did not specifically request such material (email spam).
4. Sending or forwarding emails of a non-business nature to the “All Employee” list.
5. Sending or forwarding emails of a non-business nature with either an excessive number of attachments or attachments of excessive size (examples would be emails with numerous photos, video clips, or large PowerPoint presentations).
6. Creating or forwarding “chain letters,” “Ponzi” schemes or other get rich quick “pyramid” schemes of any type.
7. Using the email system in a manner that would violate the Wasco County’s Cybersecurity Policy.
8. Opening file attachments with file extensions such as .vbs, .exe, .com, or .sys.

### *Social Networking/Blogging*

The following applies to social networking/blogging:

1. Employees are discouraged from using employer-owned equipment, including computers, organizationally licensed software or other electronic equipment, **or organization time to conduct personal blogging. Social networking activities are discouraged.**
2. Employees are expected to protect the privacy of the organization and its employees and are prohibited **from** disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which the employees have access.
3. Management strongly urges employees to report any violations or possible violations or perceived violations to supervisors or managers. Management investigates and responds to all reports of violations of the social networking policy and other related policies.
4. Only executive management are authorized to remove any content that does not meet the rules and guidelines of the policy or that may be illegal or offensive.
5. Views of the individual employee are not ever attributed to Wasco County.
6. Posts must comply with existing policies re harassment and discrimination.
7. Posts must comply with existing policies re confidentiality and improper disclosures.
8. Online activities must not interfere or negatively affect work tasks of Wasco County, except for “Concerted Activities.”
9. Employees must not reference Wasco County or its services in the employee’s social medial posts, except for “Concerted Activities.”
10. Wasco County logos should not be used in the employee’s social media posts, except for “Concerted Activities.”
11. Posts must not violate copyright laws.
12. Consult the Employee Personnel Handbook for further clarification.

### *Clean Desk*

A significant amount of confidential customer information is maintained in paper-based form. All staff members are responsible for ensuring that this information is properly safeguarded and is not improperly disclosed to unapproved third parties. In order to accomplish this, all employees are responsible for:

1. Ensuring that paper-based information is appropriately monitored and protected.
2. Ensuring that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
3. Maintaining a “clean desk” or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period. This will help to ensure that confidential customer information is not inadvertently disclosed.

### *Computer Usage (Password)*

The following password criteria will be used to access Windows workstations:

- Minimum password length: 8 characters
- Password complexity: requires alphanumeric and special characters
- Prohibited reuse for seven (7) iterations
- Changed periodically every 90 days
- Invalid login attempts set to six (6)
- Account lockout expires after sixty (60) minutes
- Automatic logout due to inactivity = 8 minutes

### *Portable Devices*

The following Portable Devices are allowed for organization use only:

1. Cell phones
2. Laptops
3. Digital cameras
4. Any type of USB memory device or USB mass storage device

## **2.0 Monitoring**

Employees should have no expectation of privacy for any information they store, send, receive, or access via the organization’s network. Content monitoring of email by management may occur without prior notice. All other monitoring, including but not limited to, internet activity, email volume or size, and other forms of electronic data exchange may occur without prior notice by management.

Monitoring may occur without prior notice of a suspected violation, either in part or in whole, of the Acceptable Use Policy or Wasco County's *Cybersecurity Policy* is detected or reported.

### **3.0 Reporting**

Employees must report to Human Resources and the Information Services Director when they learn of a suspected breach of information or have lost a laptop, telephone, or USB memory with Wasco County information.

### **4.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

### **Signature**

I have received a copy of the organization's Acceptable Use Policy as revised and approved by the management. I have read and understood the policy.

---

(Print your name)

---

(Signature)

---

(Date)

## **Appendix B – Confidentiality and Non-Disclosure Agreement**

This Confidentiality and Nondisclosure Agreement (the "Agreement") is entered into by and between **Wasco County** ("Disclosing Party") and \_\_\_\_\_ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. Examples of Confidential Information include the following:
  - Employee or customer Social Security numbers or personal information
  - Customer data
  - Entity financial data
  - Product and/or service plans, details, and schematics,
  - Network diagrams and security configurations
  - Communications about entity legal matters
  - Passwords
  - Bank account information and routing numbers
  - Payroll information
  - Credit card information
  - Any confidential data held for a third party
2. **Exclusions from Confidential Information.** Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.
3. **Obligations of Receiving Party.** Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions that are at least as protective as those in this Agreement. Receiving Party shall not, without the prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.
4. **Time Periods.** The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret

or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.
6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

**Disclosing Party**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**Receiving Party**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_



## **MOTION**

**SUBJECT:** Drought Declaration

---

I move to approve the Wasco County Cybersecurity Policy.



## **CONSENT AGENDA**

---

[MINUTES: 4.14.2020 SPECIAL SESSION](#)

[5.20.2020 REGULAR SESSION](#)

---



**WASCO COUNTY BOARD OF COMMISSIONERS  
SPECIAL SESSION  
MAY 14, 2020**

This meeting was held on Google Hangout Meet  
Meeting ID: <https://meet.google.com/joo-mudn-vpm?hs=122>  
or call in to [1-502-382-4610](tel:1-502-382-4610) PIN: 321 403 268#

**PRESENT:** Scott Hege, Chair  
Kathy Schwartz, Vice-Chair  
Steve Kramer, County Commissioner

**STAFF:** Kathy Clark, Executive Assistant  
Tyler Stone, Administrative Officer

**Agenda Item – COVID-19 in Wasco County – Phase 1 Reopening**

Chair Hege opened the session at 11:02 a.m. He announced that last night the County received a letter from the State of Oregon approving Wasco County for Phase 1 of the Governor's plan to reopen Oregon. He recognized all those in Unified Command for the work they have done to get us to this point. He expressed concern that we are moving back to a state where people will be opening. He said that while it is great and what we want, we need to be sure to do so safely so that we do not go back to where we have been. This reopening is not a return to normal; we need to continue to be good citizens. He noted that our community has taken the social distancing and wearing of masks seriously and need to continue to do so in order to keep the virus at bay. We need to look to the professionals for advice on what Phase 1 means.

Mr. Stone echoed the Chair's comments, saying that it has been a pleasure to work alongside the other members of Unified Command. All the work has been done by over 60 people from organizations throughout the three counties. That work is what has gotten us to where we are today. He said he hopes that the citizens appreciate the amount of time and effort that has been invested and be mindful that we need their help to make sure we continue to stem the spread of the virus.

Public Health Officer Dr. Mimi McDonell reviewed a slide presentation (attached) that outlined the requirements and suggested guidelines under Phase 1 of the Governor's plan to reopen Oregon. She said we can expect a slight increase in cases; things that will keep us from progressing are if our health care system becomes overwhelmed or if we cannot do contact tracing.



WASCO COUNTY BOARD OF COMMISSIONERS  
SPECIAL SESSION  
APRIL 29, 2020  
PAGE 2

Vice-Chair Schwartz noted that the minimum time in Phase 1 before progressing to Phase 2 is 21 days. She asked if 3 weeks is enough time to know if we can safely move into Phase 2. Dr. McDonell replied affirmatively saying that the 14-day window from exposure to symptoms is the longest period it takes; the average is 5-6 days.

Chair Hege opened the meeting to the public for comments or questions.

Mike Albrich of Moro County expressed concerns about out-of-state workers staffing renewable energy projects in Oregon. He said that it puts us at a great risk and is a slap in the face to workers who are out of work as a result of the COVID-19 pandemic. He stated that it also hurts the apprentice programs supporting the trades in our state. We want to be able to pass the benefits on to other Oregonians.

Dr. McDonell said that we are going to have a lot of people coming in from California to help with the harvest. California has been keeping their numbers low and we welcome the workers but we have to make sure that our businesses are ready, can serve them safely and that they know how to be safe. She encouraged Mr. Albrich to speak with Moro County's Health Department to make sure that they are as safe as possible.

Jodi Guetzloe-Parker introduced herself as a representative of a local union based out of Portland with 3,000 union workers throughout the state. She said she wants to encourage counties that when they bring these projects into the community, to ask for local hires. That benefits everyone in the community through increased tax revenues, support of local economies and higher traffic at retail businesses. There has to be a way to capture and keep some of these funds in the community. She noted that she sent a letter previously outlining this request. She commended the group on achieving Phase 1 status and thanked the Board for their time.

Chair Hege asked that Ms. Guetzloe-Parker resend the letter.

Vice-Chair Schwartz thanked the public for joining the meeting. She said that we are really looking at maintaining our new life skills through Phase 1; skills such as not shaking hands, using elbows to open doors and using face masks which is more important now than ever. She said that there are resources to help people comply. She noted that we are surrounded by counties not able to reopen which lends itself to people coming to our county to visit; we will need to keep an eye on that activity. We will continue to do our best to protect the health and safety of our citizens.

Commissioner Kramer agreed saying that this is a team sport – we all need to follow the rules.

Forest Service Area Manager Lynn Burditt said that she is working with partners on both sides of the river to create strategies for public lands in the scenic area. They

WASCO COUNTY BOARD OF COMMISSIONERS  
SPECIAL SESSION  
APRIL 29, 2020  
PAGE 3

are hoping to reopen, in some fashion, the Tuesday or Wednesday following Memorial Day. They are coordinating with Skamaia County which has some hiking restrictions in place; they have asked their Sheriff to work with other area Sheriffs as to how they might approach things in a reopening scenario. She noted that a meeting is scheduled for tomorrow to continue the conversation. She said that they want to be in alignment with Wasco County and are looking for an endorsement for how they are approaching it as a group. They are working on messaging to share.

A member of the public asked if retail stores need to require masks and one-way aisle traffic. Dr. McDonell replied that retail stores are required to have masks for employees; one-way traffic is a recommendation but not a requirement.

Mr. Stone said that he wants to address how Wasco County as an organization will move forward doing business so the public knows what to expect. He stated that it will be business as it has been over the last two months; all department directors have put forward a plan for how they will conduct business – there is a common theme throughout the organization with nuances depending on the services each department provides.

Human Resources Director Nichole Biechler said that in light of the Governor's guidance, our recommendation is to keep County staff and public safety the top priority. Staff that is currently working from home will continue to work from home. We are encouraging the public to do business by phone, email and video conferencing. If an in-person meeting is necessary, we ask that the public make an appointment and wear personal protective equipment. We have set benchmarks for office space sanitation; customer-facing departments will need to clean after each public visit.

Mr. Stone said we encourage citizens to pick up the phone or use email. All of the contact information is available on our website; all staff has the ability to video conference for face to face interactions. He added that today is the last day to mail in ballots to be assured that they arrive in time to be counted – please take advantage of that option.

Chair Hege said that what he is hearing is that people are being well-served and staff is even more productive in some cases.

Commissioner Kramer added that common sense will play a role; we need to be flexible and our team is doing a great job in helping citizens.

Vice-Chair Schwartz stated that she is very pleased that the County will continue to do business as we have been – not necessarily opening the building. She said we need to define the term PPE when we use it so that people understand exactly what we are referencing. She asked if signage will be posted for operations.

WASCO COUNTY BOARD OF COMMISSIONERS  
SPECIAL SESSION  
APRIL 29, 2020  
PAGE 4

Mr. Stone replied that doors have been open but we are trying to manage how we interface with the public. If we do need to do face to face meetings, we want to schedule those to minimize exposure for both staff and citizens. Each department will have guidance on how to interface with people who come in. When we talk about PPE, face masks is what we mean and if anyone is showing symptoms, they should definitely stay home and call.

Chair Hege noted that the Sheriff's Department is largely the same as it was previously, however the front office counter looks different. He pointed out that there is a ballot drop box on Fifth Street outside the Courthouse and another in Maupin.

Chair Hege thanked everyone for their participation and adjourned the meeting at noon.

Wasco County  
Board of Commissioners

---

Scott C. Hege, Board Chair

---

Kathleen B. Schwartz, Vice-Chair

---

Steven D. Kramer, County Commissioner



**WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MAY 20, 2020**

This meeting was held on Google Hangout Meet  
Meeting ID: <https://meet.google.com/joo-mudn-vpm?hs=122>  
or call in at [1-502-382-4610](tel:1-502-382-4610) PIN: 321 403 268#

**PRESENT:** Scott Hege, Chair  
Kathy Schwartz, Vice-Chair  
Steve Kramer, County Commissioner

**STAFF:** Kathy Clark, Executive Assistant  
Tyler Stone, Administrative Officer

Chair Hege opened the session at 9:00 a.m.

**Discussion Item – COVID-19 Updates**

Public Health Officer Dr. Mimi McDonell reported that, to date, there have been 18 cases in Wasco County with 1 death; 14 cases in Hood River County, 1 case in Sherman County and no cases in Gilliam County. She said that a large testing event occurred last week in The Dalles; 60 were tested with no positive results. She went on to say that the things they are currently talking about in addition to the reopening guidelines is what will happen when the Columbia River Gorge is open for recreation and we will have out-of-area visitors here along with the seasonal work force. The State appears to be on the cusp of promoting more long-term-care testing; North Central Public Health District (NCPHD) is working with the Oregon Health Authority and the Oregon Veterans Home to get that going. The details have not been determined but it could be something like everyone at the facility will be tested every 3 weeks.

NCPHD Executive Director Teri Thalhoffer announced that Wasco County enters Phase 1 on Friday. Public Health is fielding a lot of questions regarding hotels, motels, pools and restaurants. Environmental Health is working with restaurants to help them meet the guidelines. Cases are low in our counties so contact tracing is not overwhelming; we want to add a couple of temporary positions to expand capacity and allow staff to spend more time on their regular duties. Staff is training on contact tracing and wants to increase the capacity for bilingual contacts.

Ms. Thalhofers expressed gratitude to the Balch Hotel for providing a site for isolation and quarantine – they have really come through as community partners. Holiday Inn is also supporting those efforts and they are working on a plan for what that will look like. She said NCPHD is working on how to support those who go into quarantine; right now there is some capacity but they want to tighten up the process and make it easy to follow. NCPHD is working with health equity partners.

Ms. Thalhofers went on to say that a tremendous amount of work has been done with orchardists to be ready for the seasonal workers. Some of that work has been with OCDC and Migrant Education for safe places for the children. She concluded by saying that she is very proud of the Public Health staff – they have stepped up strongly to meet the needs for the community.

Chair Hege asked if there are any concerns going forward. Ms. Thalhofers replied that there are not enough people wearing masks in public. Wearing masks is about protecting your neighbors; you could be asymptomatic or early in the course of the illness – you don't want to pass it on to others. She added that while she believes we are as ready as we can be for the seasonal work force, we are among the first to have that population coming in.

Dr. McDonell agreed, saying that there is more evidence coming out about how the virus is spread and it is not spread evenly. Looking at where the majority of cases occur – it is when people are speaking or singing. The risk for the seasonal workers is not when they are outdoors but when they are in close spaces. She said they are developing guidance and looking for guidance from OHA. The public needs to understand the levels of risk – it is greater at a bar where you might hang out for a while than in a grocery store where you are moving through.

Chair Hege said he tries to wear a mask whenever he feels he needs to but doesn't when he walks down the street. Dr. McDonell stated that you need to where it when you cannot stay 6 feet away from others. You need to where it when you cannot avoid being close to people.

Vice-Chair Schwartz asked if there has been a plan for migrant education set up. Dr. McDonell said she was on a call yesterday where they talked about it. It appears that OCDC will have a physical space for kids aged 0-5 at St. Mary's. Migrant educators will go out to the camps but not every day; possibly 3 times a week. They do not think they can make it to every camp. Children cannot be left

unattended in the orchards; growers are being made aware of that.

Vice-Chair Schwartz asked about sleeping arrangements in light of the concerns about close spaces; pointing out that seasonal workers' housing is small. Dr. McDonell responded that family groups/travel groups can be together in a cabin. Ideally, you would not house people from different places in the same cabin. Growers are aware and doing as much as they can to distance people. It is better to separate, especially when sleeping; they are still working on that.

Ms. Thalhofersaid she wants to make it clear that the orchardists have really leaned into this work and are trying their best to make sure that their workers are safe and healthy and that harvest is safe for everyone. They have reached out for resources and taken the guidance given them – it has been a great partnership. She added that the Economic Resiliency team has also been incredible in helping to carry the message forward and working with the business community to educate and support.

Vice-Chair Schwartz expressed appreciation for all the work being done. She said that there is a lot of public concern around the harvest and the workers coming in. She said this has been great information and she is not sure it is getting out to people. We need to figure out how we can spread the information further.

Ms. Thalhofersaid that this is great feedback to know that you are hearing those questions. Media on the call can help with that and Shellie Campbell can go on the radio to help get that message out. She observed that the people who are not getting the information might be using more traditional means of information gathering; NCPHD will reach out to the paper.

Dr. McDonell noted that at last evening's Dufur City Council meeting, she learned that people are looking for information on paper. We have resources available and will be distributing. She said she would love to hear from the Commissioners about where we can have the biggest impact. The State will help with printing costs. She added that she would be open to having a Public Health Town Hall if that would be useful.

Vice-Chair Schwartz commented that the County has a role in that as well.

Forest Service Area Manager Lynn Burditt said she has been working with Nate Stice to facilitate a dialog on how we ease restrictions on recreation in the gorge

area. Working toward alignment, current strategy is to remain restricted through Memorial Day weekend; there is not enough time to be ready before then. Boat ramps and most day use areas will ease restrictions next Wednesday. Visitor Centers will be delayed. She went on to outline the various areas opening or not opening. Places that have popular gathering points, such as Multnomah Falls, will remain closed. Camping will be restricted at least until June 8<sup>th</sup>. Washington State restrictions are somewhat different.

Ms. Burditt continued, saying that the two rivers have working groups and will continue to meet; we are working to prepare protocols. The recreational group wants to know who they need to talk to before making changes and who needs to be notified afterward. There will be an easing of restrictions or we may have to put restrictions back in place.

Ms. Burditt explained that all of the agencies will have some type of bathroom facilities available. Most natural resource sites are a different environment. Oregon Parks and Recreation will do twice daily cleanings on the high visitation areas; lower visitation sites will be cleaned once a day with postings for when each was last cleaned. That aligns with OHA guidelines. There is not staff to do more cleanings – there is less than 25% of usual staffing for that work. There won't be any sites that have bathrooms that don't have them open.

Vice-Chair Schwartz observed that we have bathrooms but no way for people to wash their hands. Ms. Burditt said that is the difference with natural environments; many do not have running water. She said there will be hand sanitizer and they are encouraging locals only and messaging that they should bring their own.

#### **Agenda Item – Fee Schedule Public Hearing**

Chair Hege stated that he has some proposed changes to the Fee Schedule; he has talked with staff but this is his first opportunity to talk to the other commissioners. He said that he is asking to pull the Building Codes fee increases from the schedule. He said that the proposed 15% increase is reasonable and makes sense in light of how long it has been since they have increased. The main reason he wants to remove them is related to the reserve fund which has approximately \$3.25 million. Some of that money might be used to address the space issues; the current budget for that is \$600,000 which still leaves \$2.7 million. The cost of running the program is roughly \$700,000 for general inspections and \$350,000 for electrical. The reserves are intended to help address the challenges of the cyclical nature of construction; funds are needed to support the program through the slow

times. However, what we have is somewhere in the neighborhood of 3 full years of reserve funds even if we had zero permits – that is excessive. It does not make a lot of sense to have that much money on hand and still raise fees. He said it is important to remember that this is a State function and is an independent operational unit that we operate on behalf of the State.

Chair Hege went on to say that we really don't know how things will pan out – it is a new department for us. Our Finance Director and Building Official have told us that we will lose money but we need to use some of those reserves before raising fees and we need another year to learn more about the program. He said that we are in an unusual time in our history with concerns about our economy. By not raising the fees, it will help a little – it won't make or break the economy, but it will help. He noted that our current increase is under appeal and that will go away if the fees are not increased at this time.

Chair Hege concluded by saying that ultimately we will need fees that meet costs and we need a reasonable reserve. He noted that some fees were added that do not currently exist; we may need to keep those.

Commissioner Kramer asked what the plan is for when we need to start looking at the increases; we need to treat this like a business.

Chair Hege said that he would suggest that we look at it in the fall when we review all other County fees. We do that regularly. The Building Codes fee process is more onerous than our own so we may not want to do it annually but we shouldn't wait too long.

Vice-Chair Schwartz thanked Chair Hege for his work on this. She said that for her the most important point is the uncertainty of the economy that was not in effect when we started this process. If we don't have to raise the fees right now, it makes sense to wait. We really don't have a good sense of how the current circumstances will impact the construction industry. She said she is in agreement with holding off on the Building Codes fee increases.

Chair Hege said that he is only talking about the Building Codes fees, not Planning. The recapture rate on Planning is much less than our full cost and is subsidized by General Fund. Those ends need to meet in the Building Codes program; we do not want to subsidize them. We believe we will be losing money in Building Codes but that is okay while we bring down the reserves. He asked if



WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MAY 20, 2020  
PAGE 6

there are any new fees that are necessary or can we just pull the entire new Building Codes fee chart.

Mr. Stone replied that if the Building Codes fee schedule is changed, we have to start the State process over again.

Chair Hege asked if there are any of them that are problematic. Mr. Stone responded that if the goal is to burn the reserves, it probably does not matter. He said that there are things on there that we would want on there going forward but nothing that has to be included statutorily. Building Official John Rodriguez concurred saying that there is nothing pressing.

Chair Hege observed that in that case it is more straightforward to address it as a unit.

Associate Planner Brent Bybee said he wants to make it clear that the Planning changes are not fee increases with the exception of the fee for work commenced without review. Most of the changes are updates based on the Clerk's fees and language corrections.

Chair Hege opened the public hearing at 9:57 a.m. He opened the floor to public comment; there was none. He asked Mr. Bybee if there have been any changes since the first hearing. Mr. Bybee replied that there have been no changes.

Chair Hege re-opened the floor to public comment; there was none.

County Surveyor Bradley Cross said that on page 6 of Appendix A in the Ordinance the word "recorded" should be removed from Single-Parcel Partition Plat, or Single Parcel Replat; Multiple-Parcel Partition Plat or Replat Review; and Condominium Plat Review. Recording is not part of the Surveyor's fee; the Clerk records and charges those fees.

Chair Hege asked if there are any fee changes that correspond to the change in words. Mr. Cross replied that there are none.

He asked for questions from the Board. There were none.

Chair Hege closed the hearing at 10:05 a.m.

**{{{Vice-Chair Schwartz moved to approve Ordinance 20-002 in the matter of amending Wasco County's Uniform Fee Schedule for Various County Departments with the removal of the Building Codes fee increase and striking the word "recorded" in certain places as requested by the County Surveyor. Commissioner Kramer seconded the motion which passed unanimously.}}}**

Chair Hege congratulated Commissioner Kramer on his re-election.

#### **Agenda Item – Annual MCEDD IGA**

Mid-Columbia Economic Development District Senior Project Manager Carrie Pipinich said that the Intergovernmental Agreement should look familiar. It is an annual agreement and looks very much like it did last year. The scope of work is the same; the funding is in the amount that was agreed upon during the budget process.

**{{{Vice-Chair Schwartz moved to approve the 2020/2021 Intergovernmental Agreement between Wasco County and Mid-Columbia Economic Development District for the provision of leadership and staff support for economic development activities in Wasco County. Commissioner Kramer seconded the motion which passed unanimously.}}}**

Chair Hege asked who the current Chair of the Economic Development Commission (EDC) is. Ms. Pipinich replied that Joan Silver stepped back into that position when Kathy Ursprung moved away. There will be officer elections at the next meeting of the EDC.

Mr. Stone pointed out that although the amount of the agreement is \$75,000, our normal base is \$50,000 and we have paid extra for them to do additional project work. He said he has not yet had the opportunity to meet with them this year on what the additional project will be, but those conversations will occur.

Chair Hege asked if the \$75,000 is in the Budget. Mr. Stone replied that it is.

#### **Agenda Item – 4H & Extension Service District Meeting**

Chair Hege recessed the Board Session at 10:10 a.m. to open a meeting of the 4H & Extension Service District.

The Board session resumed at 10:14 a.m.

**Agenda Item – Labor Counsel Agreement**

Human Resources Director Nichole Biechler said that this is a follow up from the recommendation made at an earlier Board Session to engage Barran Liebman LLC as labor counsel. The agreement included in the Board Packet was drafted by County Counsel and formalizes the relationship for services and costs. Barran Liebman has already signed.

County Counsel Kristen Campbell commented that this is an invaluable and very specialized area of law; it is a standard agreement and outlines the agreed upon terms.

**{{Vice-Chair Schwartz moved to approve the Personal/Professional Services Agreement between Wasco County and Barran Liebman LLC for legal advice and counsel on matters relating to collective bargaining practices and organization of unions. Commissioner Kramer seconded the motion which passed unanimously.}}**

**Agenda Item – Waste Connections Franchise**

Ms. Clark explained that Commissioner Schwartz has asked some questions which revealed inadequacies in the maps and legal descriptions used in the franchise agreement. With some additional time, the County Surveyor Bradley Cross and GIS Coordinator Tycho Granville will be able to perfect those documents. Since the current franchise agreements do not expire until the end of June, we have time to make those improvements.

Mr. Cross said that one of the descriptions duplicated the other rather than accurately describing the area. The maps were created with very old technology. We can work with Waste Connections to be more accurate and create updated maps.

Commissioner Kramer stated that the map was produced by the two haulers many years ago. It is good to get it cleaned up. He noted that Antelope, Shaniko and Young Life are serviced by Madras Sanitary because of the distance. He assumes that that will continue.

Chair Hege asked if we have or should have a franchise agreement with Madras Sanitary. Ms. Campbell said that she would review and report back.

Vice-Chair Schwartz thanked everyone for the work to make this a better agreement – we need a clear sense of where this service area is and is not. She said she also has a question about the language saying that the agreement is reviewed and approved by the Solid Waste Advisory Council. Apparently it doesn't need to and has not gone through the SWAC. We need to remove that language. She added that the associated Ordinance is very old and should be updated.

Commissioner Kramer agreed, saying that work on the Ordinance began 4 years ago however a variety of circumstances got in the way. It is still on the list and will get updated.

#### Department Updates

Chair Hege congratulated County Assessor Jill Amery on her election win with 98% of the vote. He also congratulated Commissioner Kramer on his win of four more years as County Commissioner.

County Clerk Lisa Gambie said that the elections went smoothly – the team did a great job. There were some new elections workers who she paired with more seasoned workers – all did fabulous work. The Clerk's office was open all day but quieter than expected. She predicted that it would not be so quiet for the November election. She reported that 15% or more of the votes came in the day of the election through the rotary collection site. Despite having prepaid postage, people still procrastinated.

Chair Hege asked if the return numbers were high. Ms. Gambie replied that returns this year were 48.25% compared to 51% 4 years ago. However, we have more voters this time so there were more ballots to count – 8,351 ballots were accepted. Three ballots were rejected – two arrived in one envelope and another contained a ballot from last May.

#### Discussion Item – Road Project Closeout

Public Works Director Arthur Smith explained that in 2017 the Western Federal Lands Highway Division put out a call for projects; Wasco County successfully applied to do portions of Wamic Market Road and Rock Creek. The projects were completed in late summer 2018. The federal government allows themselves 2 or 3 years to close out project but this agreement expired at the end of 2019 without having the project closed out. They recently asked for an extension to allow them to complete that work.

Vice-Chair Schwartz asked if Public Works has been paid. Mr. Smith responded that we do not get paid. The agreement requires the County to invest matching funds in the amount of \$101,000; the rest of the project was funded and the work done by the federal agency.

**{{{Commissioner Kramer moved to approve Amendment #2 for the extension of the Wamic Market Road and Ramsey Creek Overlay Project from December 31, 2019 to December 31, 2022. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

Chair Hege said that a couple of years ago the Wamic Grade Project has some issues with cracking or movement. He asked if that has been completely addressed. Mr. Smith replied that that work was done in a separate FLAP (Federal Lands Access Program) agreement. There was settling of some of the fill which is not unusual in these large projects. It was fixed a couple of years ago.

#### Discussion Item – Burn Ban

Commissioner Kramer reported that our partner counties to the east started their burn ban on May 1<sup>st</sup>. He said that he has talked with the Oregon Department of Forestry (ODF) and Mid-Columbia Fire and Rescue (MCFR); they wanted to wait a little longer to finish clean-up in the south end of the county. ODF is recommending moving it from July 1<sup>st</sup> to June 1<sup>st</sup> and asking that we get that in place.

Commissioner Kramer went on to say that we are quickly approaching our drought season; in some areas of the county we have already gone into extreme drought status. Our federal partners have offered a livestock forage program. The snow pack is well below normal. We will work with the Soil and Water Conservation district to bring forward a drought declaration for the growers and producers to get a little help.

Chair Hege said that he has never seen more rain in May on Seven Mile than this year but he knows it is not true of other parts of the county.

**{{{Commissioner Kramer moved to approve Order 20-29 declaring a ban on residential burning in Wasco County, Oregon. Vice-Chair Schwartz seconded the motion which passed unanimously.}}}**

### Discussion Item – Finance Report

Finance Director Mike Middleton reviewed the reports included in the Board Packet. He noted that interest is dropping for investments so we will likely see a decrease in interest revenues.

County Treasurer Elijah Preston thanked Mr. Middleton for all the extra work he has done lately. He is doing a great job for the County.

### Consent Agenda – 4.29.2020 Special Session Minutes/5.6.2020 Minutes

**{{Vice-Chair Schwartz moved to approve the Consent Agenda.  
Commissioner Kramer seconded the motion which passed unanimously.}}**

### Commission Call

Vice-Chair Schwartz commented that she enjoys watching the recordings of the Management Team Meetings; it is the highlight of the week in this time when we cannot get together. The meetings are always very informative and helpful.

Vice-Chair Schwartz went on to say that she attended a business re-opening webinar put on by the resiliency team with an outdoor recreation breakout session where they heard from outfitters and guides as to how they plan to move forward. There is frustration about opening timelines. She stated that it is confusing as to where people can go to recreate.

Vice-Chair Schwartz announced that the NORCOR Board meets tomorrow from 10 a.m. to noon. She asked if Mid-Columbia Center for Living (MCCFL) is laying off staff.

Chair Hege replied that MCCFL has been converted to a fee for service operation by the CCO. With the COVID-19 pandemic, far fewer people are coming in for services. The MCCFL Board has decided to scale back to 80% for everyone – some are very unhappy but we felt it was better than layoffs. As things start loosening up and people become more comfortable, they will come in for service. MCCFL has been doing virtual visits but that does not work for everyone.

Vice-Chair Schwartz congratulated Commissioner Kramer and Ms. Amery on their election wins.

Chair Hege announced that the Lower Deschutes River Management Team meets

WASCO COUNTY BOARD OF COMMISSIONERS  
REGULAR SESSION  
MAY 20, 2020  
PAGE 12

next Friday. There was a BLM (Bureau of Land Management) call this Monday; by next Wednesday a majority of the launch sites will be open. The tribal sites are still in question. We are hoping it will go well.

Commissioner Kramer said he is working with other eastern counties trying to get more clarity from Salem. The Emergency Board confirmed that some of the CARES Act funds will be shipped out to counties for expenses we have incurred. Working with AOC regarding dues paid for the Federal Land Subcommittee. It appears that we will disband that subcommittee and so will not be paying those fees next year. The work will be done through the Natural Resources Committee.

Chair Hege said that QLife is considering a proposal that came to them from Gorge Net and another consortium proposing to do a substantial fiber to the home project in The Dalles. They have been asking if QLife wants to participate and QLife has agreed to do that. Administrative Services Director Matthew Klebes and Mr. Stone will be negotiating the details. QLife will build out some infrastructure and Gorge Net will deploy fiber to the home – similar to what was done in Maupin. This will be a trial to see if can work here. He said the QLife Board decided to be proactive in facilitating this phase of broadband development in The Dalles.

Mr. Stone said that the test project is west of the high school. We are currently in negotiation as to how we will work together. Hopefully it will bring more affordable, high-speed broadband to that area.

Chair Hege said that he has been fairly active in participating in the Columbia River Gorge Commission process. The body has been challenging in the last few months as they address urban growth boundary (UGB) issues. What is coming is a proposal to allow for a one-time, 20-acre expansion allowance – forever. That is very limiting and we are actively working in that process trying to stop it. The Commission is trying to finish their 2020 Plan and we are hoping to separate the UGB from that process. We are working with the State to engage them to enter this in a more proactive way. They are charged with monitoring the growth of communities and we are not being treated fairly. We have to prove that to the Commission which has a different view. We have a group working on that and drafting a letter to the Governor.

Commissioner Kramer reported that yesterday the Windy River Gleaners gave out food to 187 families – 699 boxes of dairy and produce in a 3-hour span. Oregon Food Bank was part of that. They will be doing that every Tuesday through June at

their facility on the east end of town. Volunteers are doing a great job in getting food to our families in need.

Mr. Stone said that now that we are starting to open with people out and about, the Unified Command is watching to see the results. It is hard for the businesses to maintain the Governor's guidelines. The UC does not want to be the restaurant and bar police; it is not effective. What they are working on is contact tracing in those establishments where people congregate without infringing on their rights to privacy. These are new challenges and we need to educate around this. Overall, things are working pretty well; there is not a perfect answer for everyone.

Vice-Chair Schwartz said that one thing we can be assured of is that the virus will help us determine our response. It will help with the messaging and behavior changes. We know there will be an uptick in cases – we will have to see what happens here. We need to model the behavior we want to see when we are out in public – 6 foot distance and masks . . . people are watching.

Ms. Clark asked if the Board wants a special session for next week. Following a brief discussion, the Board was in consensus to hold a special session next week to update the public on COVID-19 in Wasco County.

Chair Hege adjourned the session at 11:13 a.m.

#### Summary of Actions

#### MOTIONS

- **To approve Ordinance 20-002 in the matter of amending Wasco County's Uniform Fee Schedule for Various County Departments with the removal of the Building Codes fee increase and striking the word "recorded" in certain places as requested by the County Surveyor. To approve the 2020 Wasco County Amended Vacation Policy to supersede all previous vacation policies applying to non-represented Wasco County employees.**
- **To approve the 2020/2021 Intergovernmental Agreement between Wasco County and Mid-Columbia Economic Development District for the provision of leadership and staff support for economic development activities in Wasco County.**
- **To approve the Personal/Professional Services Agreement between Wasco County and Barran Liebman LLC for legal advice and counsel on matters relating to collective bargaining practices and organization**



**of unions.**

- **To approve Amendment #2 for the extension of the Wamic Market Road and Ramsey Creek Overlay Project from December 31, 2019 to December 31, 2022.**
- **To approve the Consent Agenda: 4/15/2020 Regular Session Minutes.**
- **To approve Amendment #2 for the extension of the Wamic Market Road and Ramsey Creek Overlay Project from December 31, 2019 to December 31, 2022.**
- **To approve Order 20-29 declaring a ban on residential burning in Wasco County, Oregon.**
- **To approve the Consent Agenda: 4.29.2020 Special Session Minutes, 5.6.2020 Regular Session Minutes.**

Wasco County  
Board of Commissioners

---

Scott C. Hege, Commission Chair

---

Kathleen B. Schwartz, Vice-Chair

---

Steven D. Kramer, County Commissioner



## AGENDA ITEM

### Districts Budget Hearings

---

[WASCO COUNTY LIBRARY SERVICE DISTRICT](#)

---

[WASCO COUNTY 4H & EXTENSION SERVICE DISTRICT](#)

---



## AGENDA ITEM

### 2020/2021 Wasco County Budget Hearing

---

[BUDGET MEMO](#)

---

[APPROVED BUDGET BOOK](#)

---

[RESOLUTION 20-007 ADOPTING BUDGET WITH RECOMMENDED CHANGES](#)

---

[BUDGET SUMMARY WITH RECOMMENDED CHANGES](#)

---

[RESOLUTION 20-008 ADOPTING BUDGET WITHOUT RECOMMENDED CHANGES](#)

---

[BUDGET SUMMARY WITHOUT RECOMMENDED CHANGES](#)

---

[MOTION LANGUAGE](#)

---



511 Washington St., Ste. 207 • The Dalles, OR 97058  
p: [541] 506-2770 • f: [541] 506-2771 • [www.co.wasco.or.us](http://www.co.wasco.or.us)

***Pioneering pathways to prosperity.***

6/3/2020

To: Board of County Commissioners

From: Mike Middleton – Finance Director

Re: Wasco County Fiscal Year 2019-2020 Budget Adoption

The Budget Committee has reviewed, deliberated and approved the Wasco County Budget presented for Adoption. The total for the entire budget is \$69,862,991 total appropriation. Of this, \$7,899,704 is for future fiscal periods' expenditures.

The majority of the growth is due to taking on a new department – Building Codes – with two funds. Additionally, the funding of the PERS Side Accounts did cause an overall increase.

At this point, I am recommending two changes to the budget regarding delayed vehicle procurements. These are detailed in a separate memo. There is an agreement with The Dalles for legal services which will result in \$80,000 in revenue for the District Attorney's Office in FY20. This is not included in the Approved Budget. This revenue will be offset by an increase in expenditures – which I believe will be greater than the revenue provided. The expense side has not been vetted at this time. When the cost is reasonably estimable, a budget change will be brought forward at that time. It will be an increase to expense, revenue and a decrease to contingency in the General Fund.

The tax rate for the General Fund will remain at \$4,2523/\$1,000 . This is unchanged from prior fiscal years.

A proposed resolution is included in the packet.

# Proposed Budget

FY 2021



*Pioneering pathways  
to prosperity.*

# TABLE OF CONTENTS

<b>WASCO COUNTY OVERVIEW .....</b>	<b>1</b>
<b>ORGANIZATIONAL CHART &amp; CONTACTS.....</b>	<b>2</b>
<b>FY 2020 BUDGET MESSAGE .....</b>	<b>5</b>
<b>BUDGET EXPANSIONS (ASK-ADD) .....</b>	<b>16</b>
<b>DEPARTMENT BUDGETS</b>	
<b>Department 12: Assessment and Taxation .....</b>	<b>32</b>
<b>Department 15: Clerk .....</b>	<b>35</b>
<b>Department 16: Sheriff .....</b>	<b>41</b>
<b>Department 17: Employee and Administrative Services .....</b>	<b>55</b>
<b>Other Administration Budget .....</b>	<b>66</b>
<b>Department 18: Administration Other .....</b>	<b>79</b>
<b>Museum .....</b>	<b>83</b>
<b>Fair &amp; Parks .....</b>	<b>86</b>
<b>Department 19: District Attorney .....</b>	<b>91</b>
<b>Department 21 &amp; 23: Planning .....</b>	<b>97</b>
<b>Department 22: Public Works .....</b>	<b>103</b>
<b>Department 24: Youth Services .....</b>	<b>113</b>
<b>Department 25: Building Codes .....</b>	<b>117</b>
<b>Capital and Reserve Funds Budget .....</b>	<b>123</b>

# WELCOME TO 100% LOVE

## (LIVING OUR VALUES EVERYDAY)

Welcome to Wasco County and to our culture. We recognize that each person on the county team has unique skills to contribute to the success of our efforts. We are part of a team that is creating excitement for building a culture where employees, vendors and constituents become partners in building a prosperous Wasco County by living our values everyday (LOVE).

## VISION

Pioneering Pathways to Prosperity

## MISSION

Partner with our citizens to proactively meet their needs and create opportunities

## CORE VALUES

- Embody the 100% Love culture
- Relationships are primary
- Do the right thing, even when no one is watching

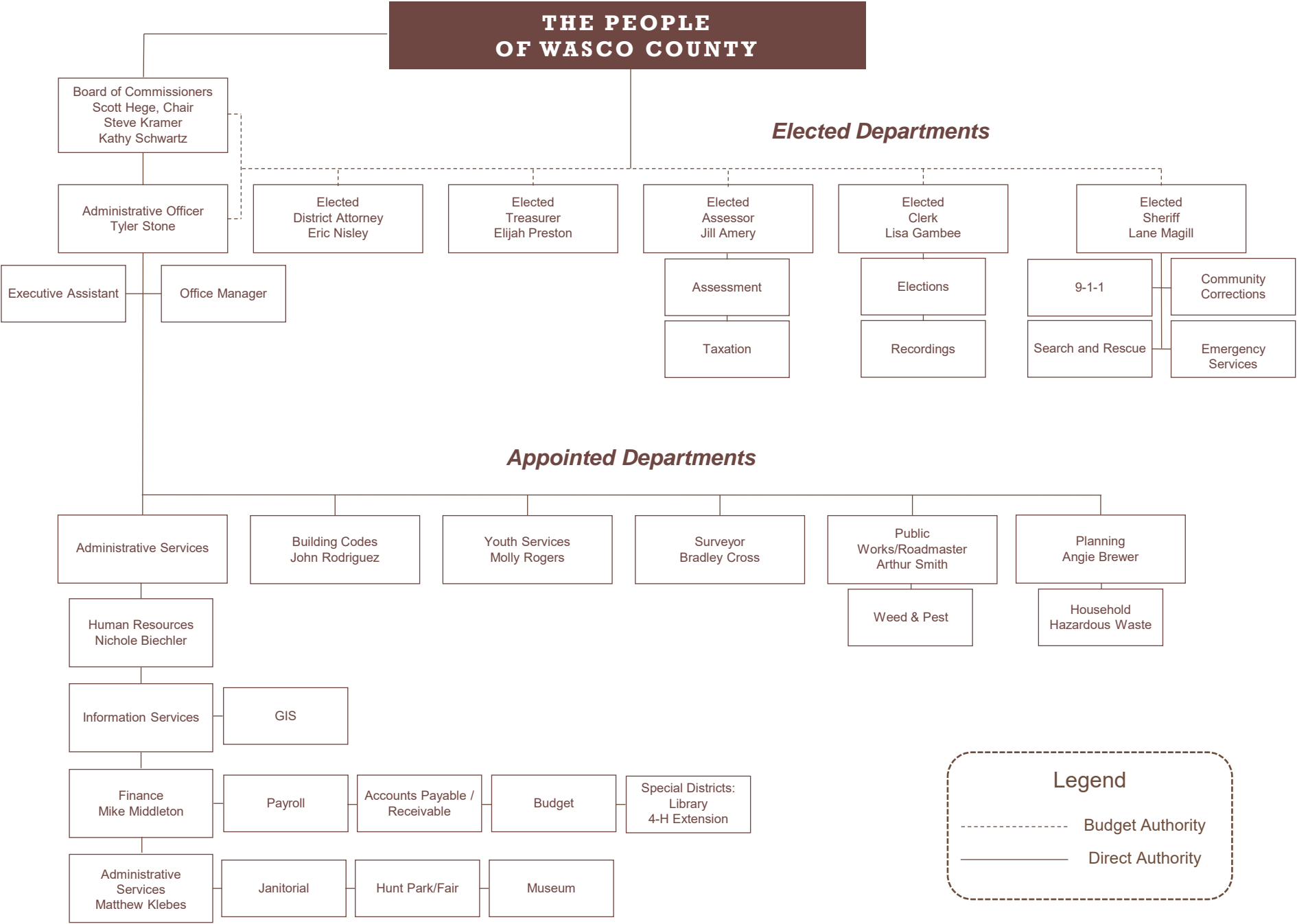
## WHAT'S THE STORY BEHIND 100% LOVE?

Following a particularly negative interaction with another entity on a project, the County Clerk and the County Administrator were reviewing the meeting and how difficult it had been. For the Clerk, new to the public sector, it was the first project where it became apparent that some citizens don't like county government, no matter how hard we try to help. The Administrator jokingly said, "Welcome to county government. 50% of the people love you, and 50% of the people love to hate you." To which the Clerk replied "Yes, but that's still 100% LOVE!"

That tongue-in-cheek remark, upon further reflection, began to emerge as a concept with much deeper meaning; a way of thinking about all aspects of what we do. We looked for examples of 100% LOVE on which we could build and grow the culture which now permeates our organization and is reflected in our actions, our approach to doing business and our overall being . . . it is the guiding principle for everything at Wasco County.

As individuals we provide the extra effort to make sure those who we are dealing with walk away from the interaction feeling good about the service they have received; we recognize the efforts of others and share examples of 100% LOVE—we tell the story! As a team we make sure our teammates are successful; we pitch in to help; we hire for culture and welcome new employees to that culture. We identify, share and celebrate examples of 100% LOVE—we tell the story! As an organization, we ensure that our system and processes support the culture; we work to cross-train, we support organizational initiatives; we celebrate our successes and unflinchingly examine our failures; we seek out partnerships in the community and promote the County whenever possible.

# ORGANIZATIONAL CHART





# WASCO COUNTY CONTACTS

A full list of contacts is available on the Wasco County website at [www.co.wasco.or.us](http://www.co.wasco.or.us).

DEPARTMENT	NAME	EMAIL	PHONE
COUNTY COMMISSIONERS	Kathy Schwartz	<a href="mailto:kathys@co.wasco.or.us">kathys@co.wasco.or.us</a>	506-2523
	Scott Hege	<a href="mailto:scotth@co.wasco.or.us">scotth@co.wasco.or.us</a>	506-2522
	Steve Kramer	<a href="mailto:stevek@co.wasco.or.us">stevek@co.wasco.or.us</a>	506-2524
ADMINISTRATIVE OFFICER	Tyler Stone	<a href="mailto:tylers@co.wasco.or.us">tylers@co.wasco.or.us</a>	506-2552
ASSESSMENT & TAXATION	Jill Amery	<a href="mailto:jilla@co.wasco.or.us">jilla@co.wasco.or.us</a>	506-2512
CLERK	Lisa Gambee	<a href="mailto:lisag@co.wasco.or.us">lisag@co.wasco.or.us</a>	506-2535
SHERIFF	Lane Magill	<a href="mailto:lanem@co.wasco.or.us">lanem@co.wasco.or.us</a>	506-2592
FACILITIES	Matthew Klebes	<a href="mailto:matthewk@co.wasco.or.us">matthewk@co.wasco.or.us</a>	506-2553
INFORMATION SERVICES	Andrew Burke	<a href="mailto:andrewb@co.wasco.or.us">andrewb@co.wasco.or.us</a>	506-2537
FINANCE	Mike Middleton	<a href="mailto:mikem@co.wasco.or.us">mikem@co.wasco.or.us</a>	506-2770
DISTRICT ATTORNEY	Eric Nisley	<a href="mailto:erich@co.wasco.or.us">erich@co.wasco.or.us</a>	506-2682
PLANNING	Angie Brewer	<a href="mailto:angieb@co.wasco.or.us">angieb@co.wasco.or.us</a>	506-2566
PUBLIC WORKS	Arthur Smith	<a href="mailto:arthurs@co.wasco.or.us">arthurs@co.wasco.or.us</a>	506-2645
YOUTH SERVICES	Molly Rogers	<a href="mailto:mollyr@co.wasco.or.us">mollyr@co.wasco.or.us</a>	506-2667

## WASCO COUNTY FISCAL YEAR 2021 BUDGET CALENDAR

Start Date	Complete By Date	Task	Relevant Parties
1/01/20	2/07/20	Cleanup of system, get ready for Dept Entry	Finance
1/01/20	1/31/20	Cleanup of system and Position Budgets Built	Finance
<b>1/27/20</b>	<b>1/29/20</b>	<b>Strategic Planning Retreat</b>	<b>All</b>
2/03/19	2/07/19	Budget Classes on entry and changes in process	Dept Budget Staff
2/10/20	2/14/20	Vehicle Committee Meets at some point this week	Vehicle Committee
2/10/20	2/21/20	Eden opens for Department budget entry	Dept Budget Staff
2/10/20	2/21/20	Capital Plan Developed and entered	Facilities
2/10/20	2/21/20	IT Plan Developed and entered	Information Services
2/24/20	2/28/20	1 <sup>st</sup> Draft of the Budget compiled	Finance
3/09/20	3/20/20	Individual Dept meetings with Budget Team Specific Department schedules to follow	Dept Directors, Budget Team
3/23/20	3/27/20	Complete 2 <sup>nd</sup> Budget Draft	Finance
3/30/20	4/03/20	Department Budget additional docs due <ul style="list-style-type: none"> <li>• Organization charts with current FTE</li> <li>• Impact sheets</li> <li>• Capital Improvement Plan</li> </ul>	Dept Budget Staff
4/06/20	4/10/20	Management Team Budget Meeting <ul style="list-style-type: none"> <li>• Should be one meeting – more may be scheduled</li> <li>• Planning on using Management Team Meeting 4/09</li> </ul>	Dept Directors
4/13/20	4/17/20	Complete Proposed Budget Document	Finance
4/20/20	4/24/20	Compile Budget Document with Budget Message	Finance
4/28/20	4/20/20	Distribute Budget Document to Budget Committee <ul style="list-style-type: none"> <li>• May distribute sooner if done sooner</li> </ul>	Finance Budget Committee
5/01/20	5/01/20	Publish Notice of Budget Committee Meeting <ul style="list-style-type: none"> <li>• In paper not more than 30 days before nor less than 5</li> <li>• On website at least 10 days before – keep screen print for audit</li> </ul>	Finance
5/12/20	5/13/20	Budget Committee Session 9am – 4pm <ul style="list-style-type: none"> <li>• Work with Kathy to set location – think CGCC</li> </ul>	Budget Committee
5/13/20	5/13/20	Publish Legal Notice of Budget Hearing <ul style="list-style-type: none"> <li>• In paper not more than 30 days before nor less than 5</li> <li>• On website at least 10 days before – keep screen print for audit</li> </ul>	Finance
6/03/20	6/03/20	Public Hearing on Budget Adoption & Adoption	Board of Commissioners
6/17/20	6/17/20	2 <sup>nd</sup> Day of Public Hearing & Adoption if needed	Board of Commissioners

# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

From: Mike Middleton, Wasco County Finance Director, Budget Officer

4/28/2020

I am pleased to present to the Budget Committee the Proposed Budget for Fiscal Year 2021 (FY21). This covers the period of July 1<sup>st</sup>, 2020 to June 30<sup>th</sup>, 2021.

The budget has been prepared to satisfy the legal requirements of Wasco County and the State of Oregon Local Budget Laws. The value and purpose of the budget is to provide a financial plan for the next year, authorize local government spending, justify the property tax levy and as a tool to communicate and inform any interested party.

The primary purpose of the budget is to recognize the cost of service approach to develop and implement a fiscally sound and sustainable plan to accomplish the goals of the County in the next fiscal period and beyond. Additionally, the budget must meet the principal objectives of maintaining a responsive local government, comparatively low taxes and fees, high service levels and a strong financial position. I am confident the Proposed Budget built by the Management Team meets these purposes.

Going into this budget cycle, the Management Team was directed to adhere to the following budgetary principles:

1. Same level of service – No new programs without being fully funded by new revenue.
2. No New FTE (Positions) – can be considered on a project basis for Non-General Revenue Funded positions but must have no negative impact on the General Fund. Additionally, project based positions can be considered if revenues and timeline are clearly defined.
3. Focus on Sustainability – All expenditures must be sustainable, meaning costs cannot increase faster than revenues.
4. Budget Expansion – Increases on an ongoing or one-time basis can be considered, but are not part of the base budget and will be reviewed separately as a Budget Expansion.
5. Capital Requests – Expenses necessary to provide ongoing support for programs/processes at the current service level.

## NOTABLE BUDGET ITEMS

The Proposed Budget has 25 funds totaling \$69,476,161. This is \$1,345,230 less than the FY20 Revised Budget. The fund count decreased by one (1) from FY20 due to closing out the Youth Think Fund and making that a part of the General Fund in the FY20 budget. In the FY21 budget, the CDBG Fund will be closing out as the project to complete the building for the Center For Living has been completed. A comparison of the total appropriation by fund is in table #1 below.

# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

**Table #1 – Comparison of Year to Year Appropriation**

<b>Fund/Description</b>	<b>2020 Revised Budget</b>	<b>2021 Proposed</b>	<b>\$ Increase/ (Decrease)</b>	<b>Change %</b>
101 - General Fund <i>The main operating fund for Wasco County</i>	23,948,492	24,489,830	541,338	2.3%
150 - Building Codes - General <i>The fund for Building Codes - General</i>	5,213,050	5,058,226	(154,824)	-3.0%
160 - Building Codes - Electrical <i>The fund for Building Codes - Electrical</i>	1,134,666	1,124,162	(10,504)	-0.9%
202 - Public Works <i>The fund for Road and Weed &amp; Pest Control</i>	7,223,492	6,578,295	(645,197)	-8.9%
203 - Fair Fund <i>County Fair operating fund</i>	322,316	358,255	35,939	11.2%
204 - County School Fund <i>Tax in lieu payments flow through</i>	424,440	424,440	-	0.0%
205 - Land Corner Preservation <i>Dedicated to locating and remarking of land</i>	103,957	110,830	6,873	6.6%
206 - Forest Health Program <i>Federal dollars to fund search and rescue operations on Federal land</i>	374,117	417,084	42,967	11.5%
207 - Household Hazardous Waste <i>Fee paid as part of garbage collection bill dedicated to recycling and hazardous waste</i>	885,927	968,021	82,094	9.3%
208 - Special Economic Development <i>Revenue committed to economic development</i>	2,397,924	4,022,754	1,624,830	67.8%
209 - Law Library <i>Dedicated revenue from citations that goes to maintain law libraries</i>	174,025	174,195	170	0.1%
210 - District Attorney <i>Forfeiture dollars and donations to victims of crimes</i>	15,323	12,100	(3,223)	-21.0%
211 - Musuem <i>Operations and donations for Wasco County Historical Museum</i>	343,976	330,112	(13,864)	-4.0%
220 - 911 Communications <i>Operations fund for 911 Services</i>	1,272,885	1,491,718	218,833	17.2%
223 - Park <i>Operations for Hunt Park</i>	362,389	339,620	(22,769)	-6.3%
227 - Community Corrections <i>Operations for parole and probation services</i>	2,924,650	2,596,237	(328,413)	-11.2%
229 - Court Facilities <i>State funded to provide courthouse security</i>	178,562	202,000	23,438	13.1%
232 - Youth Think <i>Merged into the General Fund in FY20 - not in FY21 budget</i>	120,000	-	(120,000)	-100.0%
233 - Kramer Field <i>Private donations to upgrade Kramer Field</i>	34,484	35,750	1,266	3.7%
237 - Clerk Records <i>Funded by recording fees to cover archival costs</i>	46,203	48,350	2,147	4.6%
321 - Road Reserve <i>Reserve funds for Public Works</i>	5,972,857	5,336,217	(636,640)	-10.7%
322 - Capital Acquisitions	3,852,873	4,771,646	918,773	23.8%

# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

## *Main Capital fund for Wasco County*

324 - 911 Equipment	62,435	95,172	32,737	52.4%
---------------------	--------	--------	--------	-------

## *Reserve fund for 911 Communications primarily intended for equipment purchases*

326 - Facility Capital Reserve	4,633,223	3,827,294	(805,929)	-17.4%
--------------------------------	-----------	-----------	-----------	--------

## *Fund to save for large capital projects*

327 - General Operating Reserve	8,239,125	6,061,853	(2,177,272)	-26.4%
---------------------------------	-----------	-----------	-------------	--------

## *Fund to save for revenue shortfalls and/or planned operating costs of an unusual nature*

330 - CDBG Fund	560,000	602,000	42,000	7.5%
-----------------	---------	---------	--------	------

*Capital project for Center For Living completed in FY20 will close fund in FY21*

<b>Totals</b>	<b><u>70,821,391</u></b>	<b><u>69,476,161</u></b>	<b><u>(1,345,230)</u></b>	<b><u>-1.9%</u></b>
---------------	--------------------------	--------------------------	---------------------------	---------------------

As the table above shows, the overall budget has decreased by \$1.3 million or 1.9%. This is driven by reducing unnecessary transfers and reducing fund balances (with the PERS Side Account created in FY20). The PERS Side Account was \$3.8 million, if this is removed from consideration – or added back in for another Budget Expansion to create another Side Account – the increase in budget is \$2,494,770 or a 3.5% increase. The majority of the increase is in the Special Economic Development Fund with an increase of \$1.6 million due to another phase started on an enterprise zone project. These funds are not entirely County discretion as half will go to The Dalles, additionally; Wasco County has pledged \$1.75 million of the County's share of the enterprise zone funds to Columbia Gorge Community College to meet the match for a major grant. (The Dalles has pledged an equal \$1.75 million from their share of funds.) Expenses are being managed and revenues watched.

When revenues are compared government wide – without considering transfers and beginning fund balances – increase by \$1,397,069 from the projected FY20 ending balances. This is an increase of 5.0%. The following tables (tables 2 – 4) summarize the revenue by source and provide year to year comparison and percentage of the total. The driving revenue source for the County is property taxes followed by state funding. These two categories together are 62% of operating revenues.

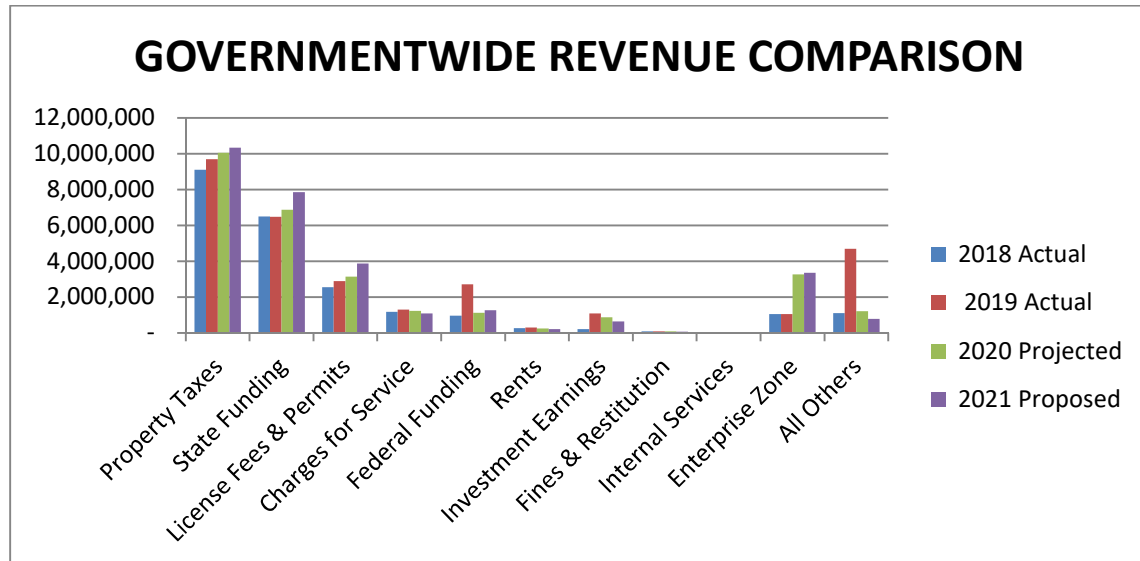
**Table #2**

Revenue Type	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed
Property Taxes	9,105,789	9,687,432	10,046,221	9,973,636	10,331,863
State Funding	6,501,783	6,470,343	6,860,555	7,114,928	7,845,867
License Fees & Permits	2,538,571	2,883,098	3,134,487	4,796,510	3,866,193
Charges for Service	1,177,361	1,296,244	1,218,394	1,200,304	1,074,280
Federal Funding	949,105	2,708,729	1,109,252	1,043,856	1,254,244
Rents	253,978	300,412	245,041	220,227	206,979
Investment Earnings	201,800	1,077,324	859,240	464,206	642,669
Fines & Restitution	80,607	80,259	80,661	67,000	65,000
Internal Services	11,928	11,572	7,189	8,180	5,000
Enterprise Zone	1,050,000	1,050,000	3,258,055	2,139,225	3,357,363
All Others	1,104,150	4,687,595	1,210,603	1,008,013	777,309
<b>Grand Total</b>	<b>22,975,072</b>	<b>30,253,008</b>	<b>28,029,698</b>	<b>28,036,085</b>	<b>29,426,767</b>

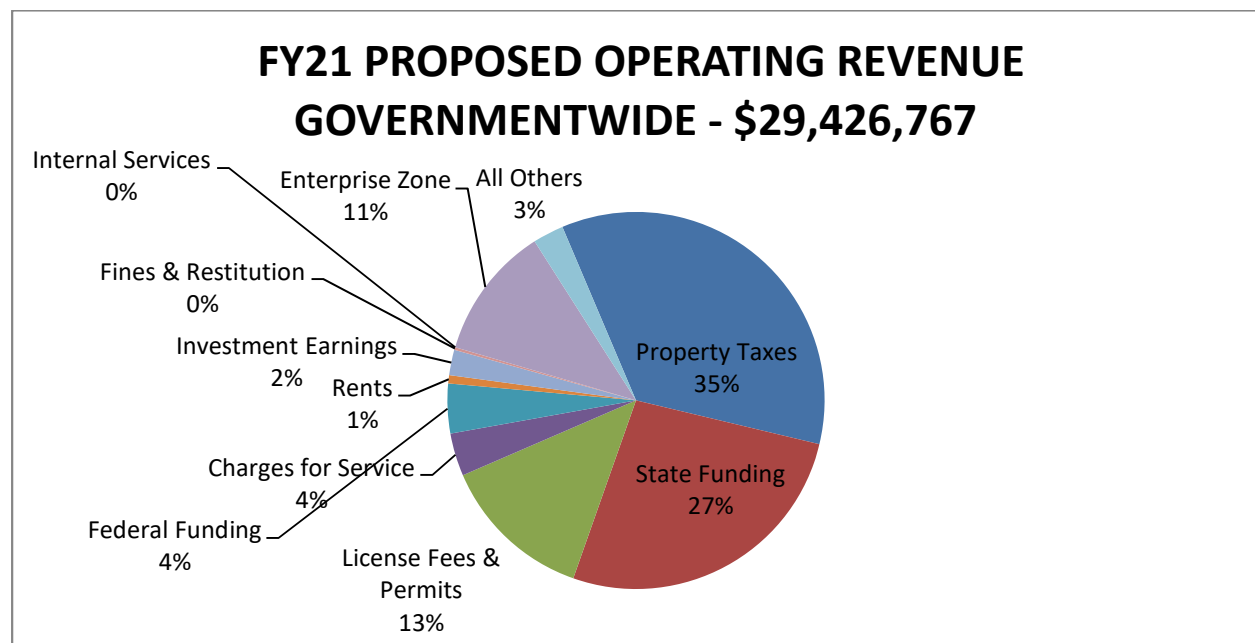
# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

The information summarize in Table #2 above is shown in graph form below.

**Table #3**



**Table #4**

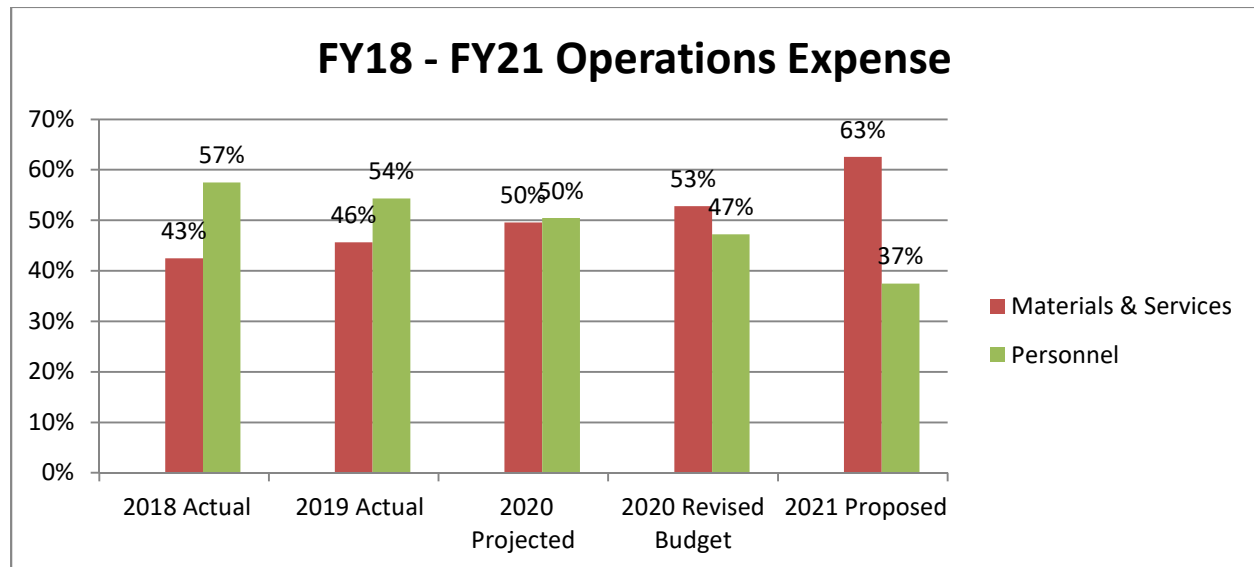


The expenses are driven by the operations cost – personnel and materials & services. While the budget is being held as level as possible, the change in percentage between personnel vs materials & services moves to a larger percentage going to materials and services offset by a smaller percentage to personnel. This is due to the policies of limiting growth of the number of positions (FTE – Full Time Equivalent). Funding for positions must be stable and ongoing. There is a large change with the FY21

# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

proposed budget – this is due to the PERS Side Account included in the FY20 budget. This is a reduction of personnel vs the FY21 Proposed budget but it is also double counted as the funds are now budgeted in FY21 as materials & services. If a similar additional PERS Side Account is set up in the FY21 budget, the percentages move to 51% Materials & Service vs 49% Personnel.

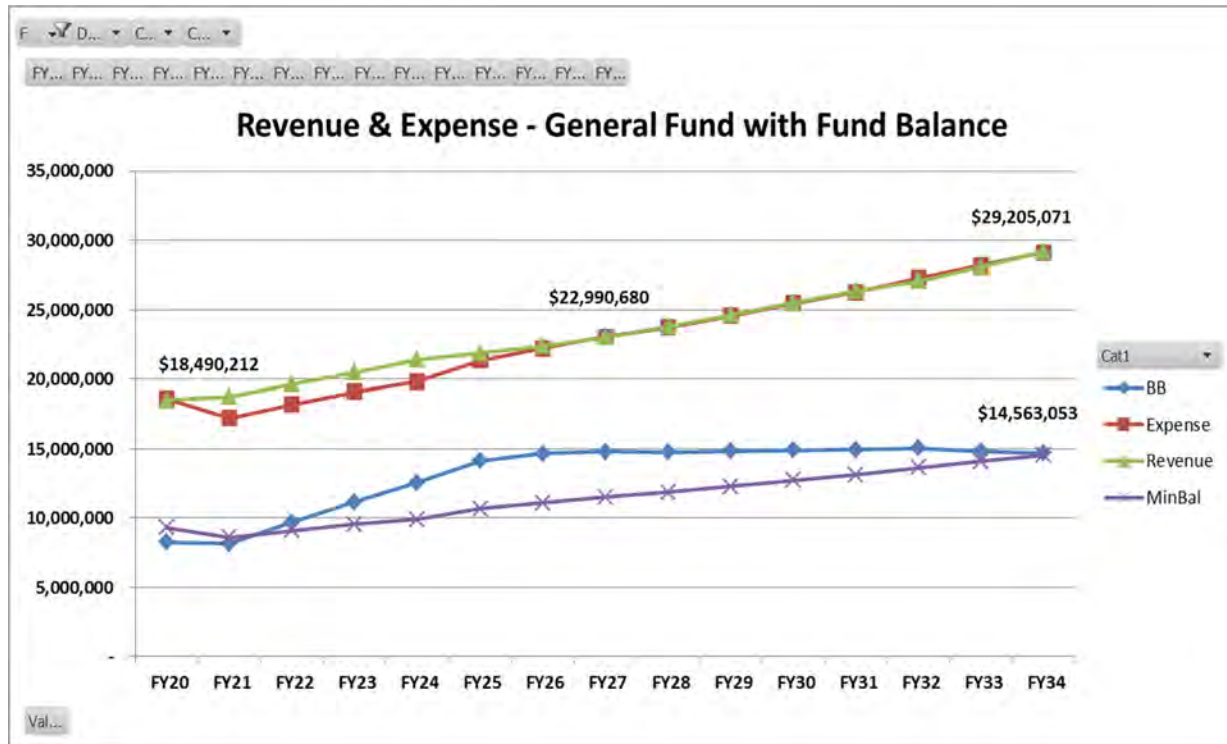
**Table #6**



As part of the budget planning process, Wasco County projects out 15 years. The reason is analyze trends to see at what point expenses exceed revenues. At this point for the General Fund Wasco County is on a very positive path. Revenues and expense are projected to meet in FY26 but remain very close – like twisted wire – on out to FY34. The graph also shows the fund balance progress for projected fund balance vs the targeted minimum fund balance. This too is favorable with the minimum fund balance not meeting the projected fund balance until FY34. This graph is below. The only problem is unknown factors that could not be planned for beforehand. We do have this situation as the COVID-19 came up after the projections and most of the budget has been built. It is still too early to have an accurate idea of the impact COVID-19 will have on the revenues, but there will be something. Wasco is in a good position as for years FY21-FY25 as revenues are projected to exceed expenses. Combine that with the fund balances and the County is in a good place. One of the driving costs in the past has been the PERS contribution increase every 2<sup>nd</sup> year. This has been slowed by the creation of a PERS Side Account.

# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

Table #7



## STAFF CHANGES

**Administration** – Administration includes the Facilities Department and the Facilities Manager retired in FY20. This position was redefined as the Director of Administrative Services and covers additional duties. In FY20 this caused an increase in payroll due to overlap time.

**Elected Officials** – The elected officials will be moving on the pay matrix to the next step based on the recommendation from the Compensation Committee.

**Planning** – The Department has a long-term employee retire which had some succession planning in place which results in a decrease for FY21. However, Planning has a Budget Expansion request to bring a part-time temporary position to prepare old physical files for scanning.

**Sheriff's Office** – In FY20, an additional Deputy was added to the budget. This position has not been filled yet but is expected to be in FY21.

**Building Codes** – In FY20, Building Codes was added as a new department with eight (8) budgeted positions. This was determined to be overstated and the department is staffed with six (6) budgeted position in the FY21 budget. The extra two positions were never filled.



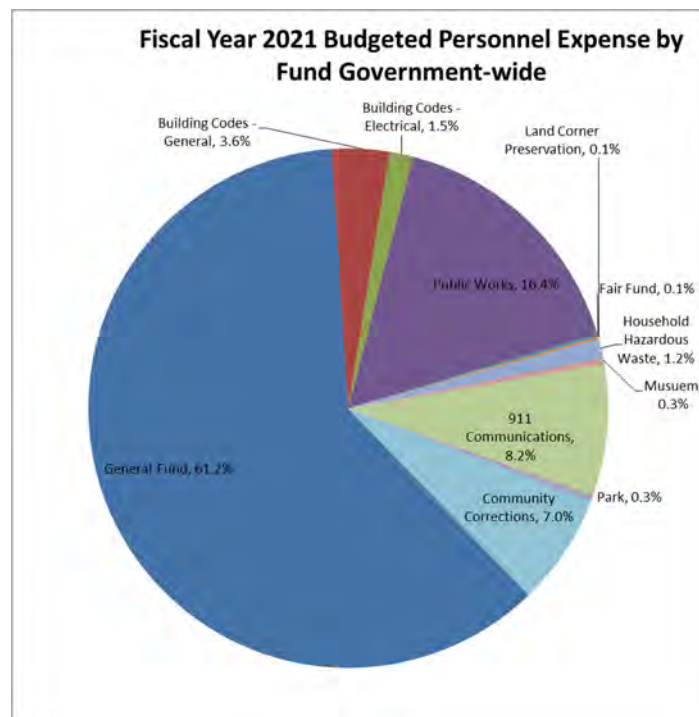
# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

For personnel, when the cost of setting the PER Side Account is removed from being a factor, the budgeted personnel costs have increases \$86,165 or 0.7% entity-wide for FY21. This is due to retirements, succession planning and elimination of overstated positions. If the impact of the Building Codes excess positions is removed, then personnel would have an increase of \$264,383 or 2.1% entity-wide. See the tables #8 & 9 below for a fund by fund breakdown.

**Table #8**

<b>Fund</b>	<b>2020 Revised Budget</b>	<b>2021 Proposed</b>	<b>Change \$</b>	<b>Change %</b>
101 - General Fund	7,602,074	7,671,762	69,688	0.9%
150 - Building Codes - General	594,637	448,828	(145,809)	-24.5%
160 - Building Codes - Electrical	215,906	183,497	(32,409)	-15.0%
202 - Public Works	1,994,060	2,055,520	61,460	3.1%
203 - Fair Fund	19,171	18,766	(405)	-2.1%
205 - Land Corner Preservation	19,013	18,298	(715)	-3.8%
207 - Household Hazardous Waste	166,007	152,362	(13,645)	-8.2%
211 - Musuem	42,773	42,392	(381)	-0.9%
220 - 911 Communications	890,232	1,024,997	134,765	15.1%
223 - Park	44,734	43,788	(946)	-2.1%
227 - Community Corrections	860,560	875,122	14,562	1.7%
<b>Governmentwide Total</b>	<b>12,449,167</b>	<b>12,535,332</b>	<b>86,165</b>	<b>0.7%</b>

**Table #9**



# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

## TRANSFERS

The following transfers between funds have been budgeted to serve one of two purposes: 1) supporting operations, or 2) supporting reserve commitments.

**Table #10**

From Fund	To Fund	Amount	Reason
General Fund	911 Communications	193,145	Operations
General Fund	Capital Acquisitions	800,000	Fund reserves for future expenditures
General Fund	Facilities Capital Reserve	800,000	Fund reserves for future expenditures
General Fund	General Operating Reserve	800,000	Fund reserves for future expenditures
General Fund	Fair	29,000	Operations - Insurance
General Fund	Museum	17,500	Operations
Special Economic Development	General Fund	400,000	Maintain current support of economic development
Special Economic Development	Museum	5,000	Maintain current support of economic development
Building Codes - General	Building Codes - Electrical	200,000	Possible adjustments - Not expected to use
Building Codes - Electrical	Building Codes - General	200,000	Possible adjustments - Not expected to use
911 Communications	General Operating Reserve	43,333	Repayment for equipment purchased
911 Communications	911 Equipment	30,000	Fund future equipment purchases
Forest Health Program	General Fund	162,426	Reimburse for search and rescue on Federal land
CDBG Fund	Facilities Capital Reserve	602,000	Close out the CDBG fund to reserve fund
Total Transfers Budgeted		<u>4,282,404</u>	

Most of the transfers are part of the normal course of business, but a few warrant additional attention. The CDBG Fund has completed the project and the balances will be closed out to the Facilities Capital Reserve which made the loan to the Center For Living to fund the creation of the building. This will simplify the tracking going forward.

The Building Codes funds have transfers between the funds. These are not planned to be used, but are in place if a change needs to be made after FY20 ends due to fund balances. The funds will be receiving a distribution from the remaining balance after MCCOG closed down. If there is a need to adjust this allocation after FY20 is closed, this will provide the tool to do so.

The Forest Health Program transfer is only used if there is a search and rescue operation on Federal land. This would be to reimburse expenses incurred by the General Fund in the event of a qualifying search and rescue operation.

The 911 Communication fund receives an operation transfer from the General Fund that is Wasco County's share of operation costs. Then the fund transfers out for a repayment of the consoles purchased with an annual payment and then will put funds into the 911 Equipment fund for future equipment needs.

The transfers from the Special Economic Development are in support of operations. These are from the first and second Enterprise Zone Abatements and are used to support the cost of economic development in the General Fund. This includes supporting the Planning Department, Museum, Fair and

# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

the supporting infrastructure of administering the County. The funds are not tracked at a detailed level after transferred in and are treated as general revenues of the General Fund. The second smaller transfer is to support economic development of the Museum directly.

The remaining transfers from the General Fund are to fund reserves for future expenditures and support the operations of the Fair and Museum. These are normal operating transfers for the County.

## CAPITAL OUTLAY

Table #11 below summarizes the budgeted amounts for capital outlay. Amounts are based on possible expenditures for both Capital Projects and Equipment purchases. In some instances, the estimate is still early in the process and could move or be deleted depending on need, bandwidth and changing priorities. Additionally, funds where the purpose shows as "Reserved" indicates the amount is budgeted but there are no specific projects identified for this Reserve Fund. Total capital outlay budgeted government-wide is \$14,879,582.

**Table #11**

Fund	Purpose	Amount
General Fund	Software connection for GIS, Assessing & Planning	90,000
General Fund	Annex A sewer work & Courthouse stair repair	750,000
General Fund	Vehicle Purchase	136,000
General Fund	Equipment - VOCA grant & General	14,842
Building Codes - General	Building Remodel - "Leasehold improvement"	600,000
Public Works	Three (3) Dump Trucks	495,000
Forest Health Program	Reserved for any equipment necessary	50,000
Household Hazardous Waste	Shed Roof	50,000
Park	Replace tractor	30,000
Clerk Records	Plat Cabinet	4,800
Road Reserve	Reserve for operations and equipment	4,000,000
Capital Acquisitions Fund	Assessing Software	500,000
Capital Acquisitions Fund	Finance Software	500,000
Capital Acquisitions Fund	Building Improvements	2,500,000
Capital Acquisitions Fund	Capital Equipment Reserve	1,271,646
911 Reserve	Equipment Reserve	60,000
Facility Capital Reserve	Reserve	3,827,294
<b>Total Capital Outlay Budgeted</b>		<b><u>14,879,582</u></b>

## PERSONNEL

Personnel costs are significant for the County. Government-wide Personnel costs are 37% of the operations budget. When the full budget is considered – Personnel, Materials & Services, Capital Outlay, Transfers, Contingency, and Unappropriated – Personnel costs are 18.0% of the entire government-wide requirements budget. This is slightly up from the percentage in FY20 if the impact of the PERS Side

# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

Account is removed (17.9% of total budget). This is a result of holding expenditure budgets in line with revenues as the budget is created.

## PERS

PERS rates are set every two years. The current PERS rates increased on June 30<sup>th</sup>, 2019 – so the next increase will be June 30<sup>th</sup>, 2021. In FY20, the PERS Side Account was set up and this resulted in a rate credit of 4.3% in FY20 and FY21. The rate credit is recalculated every two years as the amount is amortized over a twenty (20) year period. Table #12 below summarizes the rate history. The table shows the impact of the rate credit in regards to the percentage increase.

**Table #12**

Rate Type	FY20 & FY21	FY18 & FY19	FY16 & FY17	FY14 & FY15	FY12- & FY13	FY10 & FY11
<b>Tier 1/2</b>	<b>25.18%</b>	<b>19.80%</b>	<b>15.87%</b>	<b>12.64%</b>	<b>12.81%</b>	<b>8.65%</b>
Rate Credit	-4.30%					
<b>Net Rate</b>	<b>20.88%</b>	<b>19.80%</b>	<b>15.87%</b>	<b>12.64%</b>	<b>12.81%</b>	<b>8.65%</b>
<i>Increase before credit</i>	<i>27.17%</i>	<i>24.76%</i>	<i>25.55%</i>	<i>-1.33%</i>	<i>48.09%</i>	
<i>Increase after credit</i>	<i>5.45%</i>	<i>24.76%</i>	<i>25.55%</i>	<i>-1.33%</i>	<i>48.09%</i>	
<b>OPSRP - General</b>	<b>17.20%</b>	<b>11.52%</b>	<b>8.86%</b>	<b>9.80%</b>	<b>9.50%</b>	<b>7.34%</b>
Rate Credit	-4.30%					
<b>Net Rate</b>	<b>12.90%</b>	<b>11.52%</b>	<b>8.86%</b>	<b>9.80%</b>	<b>9.50%</b>	<b>7.34%</b>
<i>Increase before credit</i>	<i>49.31%</i>	<i>30.02%</i>	<i>-9.59%</i>	<i>3.16%</i>	<i>29.43%</i>	
<i>Increase after credit</i>	<i>11.98%</i>	<i>30.02%</i>	<i>-9.59%</i>	<i>3.16%</i>	<i>29.43%</i>	
<b>OPSRP - Police &amp; Fire</b>	<b>21.93%</b>	<b>16.29%</b>	<b>12.97%</b>	<b>12.53%</b>	<b>12.21%</b>	<b>10.05%</b>
Rate Credit	-4.30%					
<b>Net Rate</b>	<b>17.63%</b>	<b>16.29%</b>	<b>12.97%</b>	<b>12.53%</b>	<b>12.21%</b>	<b>10.05%</b>
<i>Increase before credit</i>	<i>34.62%</i>	<i>25.60%</i>	<i>3.51%</i>	<i>2.62%</i>	<i>21.49%</i>	
<i>Increase after credit</i>	<i>8.23%</i>	<i>25.60%</i>	<i>3.51%</i>	<i>2.62%</i>	<i>21.49%</i>	
Represented - IAP	+6%	+6%	+6%	+6%	+6%	+6%

It is important to note, raising the rate from 11.52% to 17.20% (OPSRP – General) appears to only be a 5.68% increase. However, the FY20-21 rate is actually an increase of 49.31% over the prior rate. The impact of the PERS Side Account decreased the net rate change to +1.38% which is an increase of 11.98% over the FY18-19 rates. The PERS Side Account rate credit is doing a significant effort at mitigating the PERS rate increases.

The 6% contribution to the IAP is over and above the required percentage and is paid by the County for represented employees as a part of the collective bargaining agreement.

## Insurance

The health insurance rate is expected to increase by 8% on January 1<sup>st</sup>, 2021 based on historical trends. This has been included in the proposed budgeted personnel expenses.

# WASCO COUNTY FISCAL YEAR 2021 BUDGET MESSAGE

## RESERVE FUNDS

Currently, Wasco County has three (3) unrestricted reserve funds and two (2) restricted reserve funds. The difference derives from the source of the revenue used in the funds.

### **Facilities Capital Reserve – unrestricted**

The purpose of this reserve is to save for facility capital improvements and/or replacements that due to the inherently high cost of development cannot normally be achieved in a single budget year. Additionally, this fund can be used for infrastructure improvements or replacements to enhance efficiency and/or effectiveness of county operations. Examples of projects may include building remodels, replacement of plumbing or electrical systems, construction of a new building or even purchase of major software systems supporting County functions.

### **Capital Acquisition – unrestricted**

This reserve fund is created to allow Wasco County to fund a reserve specifically for capital acquisitions and capital development activities. This fund will be built over time with the goal of having a pool of funds available to acquire and/or develop real property or other capital assets needed for the operation of the County.

### **Operating Reserve Fund – unrestricted**

This fund is created to offset future operating shortfalls as part of long term forecasting. It can be used to smooth out funding shortfalls that may occur, or used proactively as in this fiscal budget, to decrease future costs. This example is the PERS Side Accounts being paid out of this fund.

### **Road Reserve Fund – restricted**

This fund is necessary to help protect the county if a natural disaster destroys any function or component of the county road infrastructure. It may also be used to replace or repair major road equipment essential in maintaining the infrastructure and/or be used to continue operations in any of the five districts. The focus is large, nonrecurring expenditures not able to be covered by normal fiscal year operations. This fund was used in FY20 as the primary funding source for the PERS Side Account.

### **911 Equipment Reserve Fund – restricted**

This fund was created in anticipation of replacing any equipment related to the operations of the 911 Communication Center.

Reserves will increase in FY21. This is making contributions and interest earnings. Interest earnings growth may be limited by declining interest rates. The 911 Equipment Reserve should grow by \$30,000. Overall, all the reserve funds are in a strong budget position.

## Budget Expansion Requests – Fiscal Cost Summary

### Request #1 – Planning Department – Temporary staffing to sort and prepare records for scanning

Anticipated to be a two year project – Cost ends with project

#### Justification

See the attached request from the Department.

#### Fiscal impact

A part-time office assistant – 0.5 FTE at Salary Grade “F” step 1 – will cost \$21,792 per year. See the cost breakdown below:

Grade F - Step 1 - 0.5 FTE	\$ 1,419	Monthly
PERS	281	Using Tier 1/2 rate
FICA	109	
Fringes	7	
Montly Total	1,816	
<b>Annual Total Cost</b>	<b>\$21,792</b>	<b>per year</b>

Any step increases past Step 1 would cost an additional 3.2% (\$697 to move to step 2.) It is anticipated the position is hired with an experienced employee who has recently retired.

To accommodate this in the budget – if approved – the budget would decrease the funds to Contingency and increase the Personnel budgeted in the General Fund – Planning Department.

The project is anticipated to take two years. The position would not continue past the end of the project.



## Budget Expansion Request FY 20/21

To: Mike Middleton, Finance Director  
Tyler Stone, Administrative Officer  
Steve Kramer, County Commissioner

From: Angie Brewer, Planning Director

Date: Revised March 18, 2020

Subject: Resources to sort, digitize and digitally archive all land use records

---

### Request:

- (1) Part-time Office Assistant (0.5 FTE at Salary Scale Grade "F")
- (2) Contract with third party scanning company to digitize records efficiently

### Duration:

Request is for FY 20/21; progress and project needs will be reevaluated for FY 21/22. Based on feedback from Deschutes and Crook County Planning Departments who recently underwent the same process, this project will likely take two years.

### Needs:

- (1) The Planning Department does not have a digital archive of its required records;
- (2) The Planning Department is not prepared to participate in the Magic Button geo-referenced inventory without developing a digital archive; and
- (3) Efficient research tool; the Planning Department lost two key staff with a collective 54 years of service over the course of the last twelve months. As result, we need a better tool to conduct accurate research, efficiently. There is no more "asking Dawn" or "asking Brenda".

Hard copies of all land use decisions and other binding program materials have been retained in-house, stored in the loft space of the Public Works Department and every available space on the main floor of the department. We are nearing one million pages of paper – and need to evaluate the situation.

Our shared computer drive contains *partial electronic records* of current cases, but is not an archival tool and is not backed up by Information Services for anything other than short-term disaster recovery needs. As well, the Magic Button project does not replace the Planning

Department's obligations to digitize its own records in a comprehensive manner. This was new information for me in mid-January of 2019. Had I better understood these circumstances, I would have prioritized staff efforts differently over the last three years.

Since 2018, the Planning Department has been working through a migration from Eden to Accela database platforms. Data migration is mostly complete, but code compliance files are still waiting for transfer. This is beyond the control of the Planning Department.

Unfortunately, the prior database in Eden was never maintained as an archival tool, and did not contain complete case records. This department has relied on paper copies to meet state archival requirements. Application materials and the final land use decision documents are captured in Accela, dating back the early 2000's. Land use decisions issued before 1998 are not logged accurately in any system because the property identification numbering system implemented by the Assessor changed in 1997 – disconnecting 27+ years of land use decisions from the current parcel map.

The amount of time it takes current staff to prepare comprehensive parcel research is not effective. It costs the applicant entering our permitting process, and it costs the county in staff time not recouped by permit fees<sup>1</sup>.

**Unique Staffing Opportunity:**

With Brenda Coleman's recent retirement, there is a unique opportunity to bring her back as a part-time employee that is uniquely qualified to make significant progress on this need. Current staffing capacity levels could not tackle this need in a reasonable amount of time. With her years of experience in exactly this information, she requires very little oversight or management. A new employee in this role would require extensive training and oversight.

Brenda would be tasked with preparing the files – beginning with the 1998 and older cases. Once completed, she would then work from 2019 backwards. Planners will work forwards with 2020 and all new cases.

File preparation includes the following steps:

- Confirming the current parcel identification numbers
- Confirming other identification information important for future research tools (zoning, owner information, permit types, etc.)
- Pulling any confidential materials into a separate folder to be scanned separately
- Purging any redundant or unnecessary materials
- Sorting the file materials into a specific order (e.g. permit on top for efficient research)
- Boxing sorted materials in a manner that can be shipped out for efficient scanning

If she has time after this task, she will upload each record into Accela and attach it to the parcel. Once this is complete, it is available for public viewing and can be connected to the Magic Button tool (for future connections the web based parcel map).

<sup>1</sup> Permit fees cover approximately 25% of staff time necessary to process them. Fee schedule updates and opportunities to streamline rules and permitting procedures are currently being evaluated.



**Scanning needs:**

Staff has identified there are at least 1,965,000 scans that will need to be completed as a result of this task<sup>2</sup> The District Attorney's Office uses a local service for part-time assistance, but it has been a long-term commitment of funds at a low rate. To ensure a predictable timeline, we are recommending an offsite scanning service. Quotes have been requested from Scanning America, Inc.<sup>3</sup>, RipCord<sup>4</sup>, Naegeli<sup>5</sup>, and Iron Mountain<sup>6</sup>. It is presumed that the scanning work would be most cost effective and timely to ship out to an third party but the cost difference is not yet clear.

By comparison, Crook County and Deschutes County both opted to retain a dedicated half-time office assistant that did nothing but scanning and a dedicated half time consultant on site for Acella tool coordination, as well as uploading and attaching for two years. They've shared that their two-year costs were approximately \$75,000.

**Funding Source:** With the planned retirement of one Planning Coordinator and the vacant seat of the Assistant Planner – there are significant salary savings this year that could be carried forward. The Office Assistant position is compensated at a lesser rate, and at half-time it would be covered by current salary savings.

<sup>2</sup> There are approximately 2,500 sheets per banker box and 1.5 to 2 boxes per filing cabinet drawer depending on the cabinet. Staff counted 321 boxes at the 1.5 box/drawer rate and 393 boxes at the 2 box/ drawer rate. This equates to 982,500 sheets of papers. Scanning both sides of each document results in 1,965,000 scans. This does not include materials currently housed on the P-drive that have not been printed and added to paper files (e.g. substantive email correspondence that is part of an official record). Given this information, this is the minimum number of scans necessary to complete a digital archiving effort.

<sup>3</sup> <https://www.scanningamerica.com/>

<sup>4</sup> <https://www.ripcord.com/>

<sup>5</sup> <https://www.naegeliusa.com/>

<sup>6</sup> <https://www.ironmountain.com/>

## **Budget Expansion Requests – Fiscal Cost Summary**

### **Request #2 – Planning Department – Contracting for scanning services**

**Cost is one-time and not ongoing**

#### **Justification**

See the attached request from the Department.

#### **Fiscal impact**

This request is dependent on Request #1 – if Request #1 is not approved this request is will not be appropriate for fiscal year 2021.

When the Budget Expansion was first put forward, a “place-holder” value of \$30,000 was assumed to be a reasonable estimate. This was apparently too optimistic. An estimate from a contractor company would require more details to make a bid, but it could “easily exceed \$200,000”. See excerpt from the vendor below:

*Is it correct to assume that you would have to go out to bid for a scanning project of close to 2 million images and that you are just looking for estimated pricing? A project of this size would easily exceed \$200,000.00.*

*In order to issue formal pricing for a project of this size, we would have to collect a lot more information about the documents, discussing indexing and things of that nature.*

*I can tell you that from experience, and we’ve been at this for 30 years, that a project like this would likely end up being in the \$0.10 to \$0.13 per image price range, all-in. That would including: document prep, scanning, QA, some level of indexing at the folder level, PDF creation, OCR to make PDF files searchable and final delivery on encrypted hard drive.*

Based on Department estimates, there are 1,9650,000 items to be scanned. This puts the estimate from \$196,500 to \$255,450. The conservative approach is to request an expansion of \$255,450 for this request. The recommended change to the budget – if this request is approved – is an increase in the General Fund - Planning Department Materials & Services with an offsetting decrease to the General Fund Contingency. This project would be spread over two fiscal years.



## Budget Expansion Request FY 20/21

To: Mike Middleton, Finance Director  
Tyler Stone, Administrative Officer  
Steve Kramer, County Commissioner

From: Angie Brewer, Planning Director

Date: Revised March 18, 2020

Subject: Resources to sort, digitize and digitally archive all land use records

---

### Request:

- (1) Part-time Office Assistant (0.5 FTE at Salary Scale Grade "F")
- (2) Contract with third party scanning company to digitize records efficiently

### Duration:

Request is for FY 20/21; progress and project needs will be reevaluated for FY 21/22. Based on feedback from Deschutes and Crook County Planning Departments who recently underwent the same process, this project will likely take two years.

### Needs:

- (1) The Planning Department does not have a digital archive of its required records;
- (2) The Planning Department is not prepared to participate in the Magic Button geo-referenced inventory without developing a digital archive; and
- (3) Efficient research tool; the Planning Department lost two key staff with a collective 54 years of service over the course of the last twelve months. As result, we need a better tool to conduct accurate research, efficiently. There is no more "asking Dawn" or "asking Brenda".

Hard copies of all land use decisions and other binding program materials have been retained in-house, stored in the loft space of the Public Works Department and every available space on the main floor of the department. We are nearing one million pages of paper – and need to evaluate the situation.

Our shared computer drive contains *partial electronic records* of current cases, but is not an archival tool and is not backed up by Information Services for anything other than short-term disaster recovery needs. As well, the Magic Button project does not replace the Planning

Department's obligations to digitize its own records in a comprehensive manner. This was new information for me in mid-January of 2019. Had I better understood these circumstances, I would have prioritized staff efforts differently over the last three years.

Since 2018, the Planning Department has been working through a migration from Eden to Accela database platforms. Data migration is mostly complete, but code compliance files are still waiting for transfer. This is beyond the control of the Planning Department.

Unfortunately, the prior database in Eden was never maintained as an archival tool, and did not contain complete case records. This department has relied on paper copies to meet state archival requirements. Application materials and the final land use decision documents are captured in Accela, dating back the early 2000's. Land use decisions issued before 1998 are not logged accurately in any system because the property identification numbering system implemented by the Assessor changed in 1997 – disconnecting 27+ years of land use decisions from the current parcel map.

The amount of time it takes current staff to prepare comprehensive parcel research is not effective. It costs the applicant entering our permitting process, and it costs the county in staff time not recouped by permit fees<sup>1</sup>.

**Unique Staffing Opportunity:**

With Brenda Coleman's recent retirement, there is a unique opportunity to bring her back as a part-time employee that is uniquely qualified to make significant progress on this need. Current staffing capacity levels could not tackle this need in a reasonable amount of time. With her years of experience in exactly this information, she requires very little oversight or management. A new employee in this role would require extensive training and oversight.

Brenda would be tasked with preparing the files – beginning with the 1998 and older cases. Once completed, she would then work from 2019 backwards. Planners will work forwards with 2020 and all new cases.

File preparation includes the following steps:

- Confirming the current parcel identification numbers
- Confirming other identification information important for future research tools (zoning, owner information, permit types, etc.)
- Pulling any confidential materials into a separate folder to be scanned separately
- Purging any redundant or unnecessary materials
- Sorting the file materials into a specific order (e.g. permit on top for efficient research)
- Boxing sorted materials in a manner that can be shipped out for efficient scanning

If she has time after this task, she will upload each record into Accela and attach it to the parcel. Once this is complete, it is available for public viewing and can be connected to the Magic Button tool (for future connections the web based parcel map).

<sup>1</sup> Permit fees cover approximately 25% of staff time necessary to process them. Fee schedule updates and opportunities to streamline rules and permitting procedures are currently being evaluated.

**Scanning needs:**

Staff has identified there are at least 1,965,000 scans that will need to be completed as a result of this task<sup>2</sup> The District Attorney's Office uses a local service for part-time assistance, but it has been a long-term commitment of funds at a low rate. To ensure a predictable timeline, we are recommending an offsite scanning service. Quotes have been requested from Scanning America, Inc.<sup>3</sup>, RipCord<sup>4</sup>, Naegeli<sup>5</sup>, and Iron Mountain<sup>6</sup>. It is presumed that the scanning work would be most cost effective and timely to ship out to an third party but the cost difference is not yet clear.

By comparison, Crook County and Deschutes County both opted to retain a dedicated half-time office assistant that did nothing but scanning and a dedicated half time consultant on site for Acella tool coordination, as well as uploading and attaching for two years. They've shared that their two-year costs were approximately \$75,000.

**Funding Source:** With the planned retirement of one Planning Coordinator and the vacant seat of the Assistant Planner – there are significant salary savings this year that could be carried forward. The Office Assistant position is compensated at a lesser rate, and at half-time it would be covered by current salary savings.

<sup>2</sup> There are approximately 2,500 sheets per banker box and 1.5 to 2 boxes per filing cabinet drawer depending on the cabinet. Staff counted 321 boxes at the 1.5 box/drawer rate and 393 boxes at the 2 box/ drawer rate. This equates to 982,500 sheets of papers. Scanning both sides of each document results in 1,965,000 scans. This does not include materials currently housed on the P-drive that have not been printed and added to paper files (e.g. substantive email correspondence that is part of an official record). Given this information, this is the minimum number of scans necessary to complete a digital archiving effort.

<sup>3</sup> <https://www.scanningamerica.com/>

<sup>4</sup> <https://www.ripcord.com/>

<sup>5</sup> <https://www.naegeliusa.com/>

<sup>6</sup> <https://www.ironmountain.com/>

## **Budget Expansion Requests – Fiscal Cost Summary**

### **Request #3 – Finance Department – PERS Side Account**

**Cost is one-time and not ongoing**

#### **Fiscal impact**

To set the plan up, an actuarial study will have to be done. This will be \$1,000 and could be paid out in the current fiscal year. The later the study is done, the later the Side Account can be set up.

This would be a decrease to the fund balances for all the funds – except General Fund. General Fund currently has \$2,400,000 in the FY21 Proposed Budget to be moved to Reserve Funds. This would all be transferred to the Operating Reserve Fund instead and the full amount of the General Fund share paid out of this fund. This would lower the fund balance in this fund by \$600,000.

The projected Beginning Fund Balance for the Reserve Operations Fund is \$5,160,883 and is fully able to absorb the cost. This will generate \$5,156,250 in benefit for the covered wages over the amortization period.

The Road Reserve Fund will have a projected Beginning Fund Balance of \$5,278,157 and is fully able to absorb the cost. This will generate \$1,377,000 in benefit for the covered wages in the Public Works Fund over the 20 year amortization period.

Building Codes General will have a Beginning Fund Balance of \$3,468,549 and is fully able to absorb the cost. This is allowable for this fund as this is in proportion to the payroll of the Funds/Departments and is specifically to decrease payroll costs for the Building Codes General staff. This will generate \$41,250 in benefit for the covered wages in the Building Codes - General Fund over the 20 year amortization period.

Building Codes Electrical will have a Beginning Fund Balance of \$790,162 and is fully able to absorb the cost. This is allowable for this fund as this is in proportion to the payroll of the Funds/Departments and is specifically to decrease payroll costs for the Building Codes General staff. This will generate \$25,800 in benefit for the covered wages in the Building Codes - Electrical Fund over the 20 year amortization period.

The projected benefit should be a 3.97% rate credit on the PERS rates paid by the County. The projection tool projects the expected rate credit while the actuarial study calculates it. This is the same projected rate credit as the last Side Account – the actuarial rate study should be similar also. The \$3.84M investment is projected to provide \$6.6M in reduced PERS costs over the next 20 years.



From: Mike Middleton  
Finance Director, Wasco County  
To: Wasco County Budget Committee  
Re: Budget Expansion – PERS Side Account

**Request:**

Fund an additional PERS Side Account to offset PERS costs in future periods.

**Duration:**

The funding would be a one-time expense and the benefits would amortize over a twenty (20) year period.

**Purpose:**

This would be a second PERS Side Account set up to match the account already set up on FY20. The purpose is to lower the net Unfunded Actuarial Liability (UAL) which results in a PERS rate credit. This has a better benefit than holding the funds in Wasco County's accounts and just investing. PERS has more staff examining the investing market and different rules regarding allowable investments.

The current LGIP rate is 2.08% and falling. As the returns fall, less will be earned. This unprecedented economic upheaval currently going on will end. It may seem counter-intuitive, but with the market down, this is the time to invest – as long as the investor has the staff, skills and ability to do due diligence and make smart investments. PERS currently is targeting 7.25% but this may decrease.

Wasco does not have the staff, skills, time and permissible investment regulations to allow us to compete with the return earned by the PERS investment.

The investment at this time is possible due to fund balances. The funds are available in the fund balances. The current Side Account was set up for \$3,840,000 across four (4) funds. This earned a 4.3% rate credit which will result in a savings of \$286K in FY20. This current account will generate \$6.6M toward PERS costs over the 20 year amortization.

The request is for an account of the same size to be set up in the next fiscal year. This would be broken out the same way as in the prior Side Account \$3,840,000

(\$3,000,000 from the General Fund; \$801,000 from Public Works Reserve; \$24,000 from Building Code – General; and \$15,000 from Building Codes – Electrical).

**Funding Plan:**

This would be a decrease to the fund balances for all the funds – except General Fund. General Fund currently has \$2,400,000 in the FY21 Proposed Budget to be moved to Reserve Funds. This would all be transferred to the Operating Reserve Fund instead and the full amount of the General Fund share paid out of this fund. This would lower the fund balance in this fund by \$600,000. The projected Beginning Fund Balance for the Reserve Operations Fund is \$5,160,883.

To set the plan up, an actuarial study will have to be done. This will be \$1,000 and could be paid out in the current fiscal year. The later the study is done, the later the Side Account can be set up.



## **Budget Expansion Requests – Fiscal Cost Summary**

### **Request #4 – River trail**

**Cost is one-time and not ongoing**

#### **Justification**

See the attached request.

#### **Fiscal impact**

\$50,000 in one-time costs. This is an appropriate expense to use the Special Economic Development Fund for. The difficulty here is Wasco County has pledged \$1.75 million to Columbia Gorge Community College to use as matching funds for a grant. The fund does not have the fund balance to meet this request yet, but the target was to have the funds in three years. The fund is ahead on this schedule so the use of the funds will not impede Wasco County from keeping the pledge to CCGC.



From: Mike Middleton  
Finance Director, Wasco County  
To: Wasco County Budget Committee  
Re: Budget Expansion – River Trail

**Request:**

Fund \$50,000 to the Riverfront Trail non-profit to assist with necessary repairs. This is being run through either The Dalles or the North Wasco Park and Recreation District. This was not decided as of the time this request was submitted.

**Duration:**

One-time funding.

**Purpose:**

The River Trail is in need of an estimated \$300,000 in repairs. The River Front Trail Board has been raising funds for maintenance but it is insufficient to meet the needs of the repairs. The organization raises approximately \$16,000 per year. The funds would be put with the funds utilized by other sponsoring organizations to perform the needed repairs.

**Justification:**

The River Trail is not owned by any one organization. The benefit is to the whole community. This would be an appropriate use of the Enterprise Zone funds. See the attached “Riverfront Trail Repair and Maintenance Efforts and Current Needs” white paper attached to this request.

## **Riverfront Trail Repair and Maintenance Efforts and Current Needs**

June 2019

### **Riverfront Trail Construction; a Brief History**

The Riverfront Master Plan was completed in 1989. An advisory committee totaling about 20 people was immediately formed following the completion of the Master Plan. This initial committee was ad hoc, began meeting monthly, and consisted of most of the landowners and major interested parties along the river as well as private citizens. The Dalles Riverfront Trail, Inc. was formed in 1994 and replaced the ad hoc committee and continued to meet monthly ever since. The Master Plan suggested that the trail, a major component of the plan, would take about five years to complete. It has now been 30 years with about 1.5 miles of the planned 10 miles total still to complete. The first section of trail was built in 1993.

#### **Construction history and Costs:**

1993 – Railroad tracks to Taylor Lakes Section (0.7 miles). \$156,000

1994 – Taylor Lakes bridge. \$67,000

1995 – Discovery Center to Railroad tracks section (0.6 miles). \$132,000

1996 – Marina to Union Street section (0.6 miles). \$461,000

1997 – Engineering for remainder of trail. \$100,000

2000 – Army Corps of Engineers section (Dam area). \$50,000

2001 – Railroad Underpass. \$1,100,000

2006 – Riverfront park to Lone Pine section. \$ ? Much of it was done as a practice project for the Army Corps of Engineers construction group.

2003 – Port Area section. \$\*. (Land Area Donation value \$500,000)

2005 – Kiwanis Park to Chenoweth Bridge section. \$\*

2006 – Mt. Fir section. \$\*

2007 – PUD section. \$\*

2008 – ODFW to PUD section. \$\*

2012 – Bargeway to Union Street section. \$\*

\*The individual totals for these projects are indeterminate but total approx. \$2,500,000.

The total construction cost since 1993 is well over \$5,000,000.

### **Local Fundraising for Riverfront Trail Repair and Maintenance 2010 – 2018**

The Dalles Riverfront Trail, Inc. (TDRfT) a non-profit corporation, carried out five local fundraising efforts for Trail repair projects since 2010, and we are in the process of putting together a sixth one this summer (2019).

During that time we've raised \$52,600 from local individuals, businesses, and, one major contractor/corporation - Whiting-Turner/Google (\$18,750).

In addition, our fundraising has been augmented by additional funding, materials, labor, equipment and staff support from the Parks and Recreation District (P&RD), our super volunteer and donor Dave (& Juanita) Neitling, the City of The Dalles, Meadow Outdoor Advertising, and major in-kind discounts from Crestline Construction and Tenneson Engineering.

We've spent \$72,450 of Riverfront Trail funds raised for Trail repair and maintenance projects and set aside \$3,000 of the \$10,000 needed for a 30-year Trail Repair Reserve Study. This would essentially be a 30-year plan that forecasts our annual trail repair and maintenance costs (2020 - 2050) and the identification, prioritization and timing of the individual trail repair and maintenance needed on an annual basis.

So, the above numbers show that the TDRfT has been providing roughly two of every three dollars in funding of trail repair and maintenance projects to date. This does not take into account the likely labor and materials contribution of Dave Neitling and his asphalt crack sealing work over the past nine years. It is estimated that total is over \$25,000 with P&RD supplying some of the crack sealing material as well - amount/Cost unknown at this point.

Of the 12 Trail repair projects we've identified since 2010 (excluding the Reserve Study), we've completed repairs (or there is on-going work - i.e crack sealing) on 10 of those projects. In addition, one of those projects is no longer considered in need of repair, the Taylor Lake dike passage. The Parks and Recreation District's temporary fix has been holding up for eight years now. One project is likely to be taken care of with just the addition of signage, rolled curb being changed to regular curbing by the Fish & Wildlife shop. The last of those projects, crack repair, has been worked on for the past nine years by David Neitling and the P&RD as noted above.

Also, for the past two years we have funded a Wasco County Youth Authority Summer Community Service work crew to do Trail maintenance work under the guidance of the Parks and Recreation District.

### **Proposed for 2019**

**Discovery Center to RR Underpass Trail Repair Project.** This project consists of sub-base, fill, retaining wall, asphaltting and seal coat work for a distance of 2,600 feet. The latest cost estimate for this work was provided in May by Tenneson Engineering totaling \$110,184. We are proposing to have Crestline Construction do the construction work, Tenneson Engineering do the engineering and construction oversight work, and SealKote do the Seal Coat work - all local companies. We have raised and set aside from our 2018 fundraiser \$9,500 for this project. We also have a pledge of an \$8,200 discount on Tenneson Engineering's overall \$16,400 estimated charge for their work. So, we are currently \$86,000 short of funding this overall project. We are currently putting together a 2019 summer fundraising effort which we anticipate could raise an additional \$10,000 - \$15,000

Given our shortage in funding, we asked Tenneson to break down this project into four segments, with the idea of funding and carrying out these parts one at a time. The highest priority piece that Tenneson recommended we do first has an estimated price tag of \$29,100.

With a 2019 community fundraising effort of \$10,000, we will still be short of the amount to do the first phase project by about \$7,000.

**Summer 2019 Trail Maintenance - Wasco County Youth Authority Community Service Work Crew.**

We are proposing, for the third year in a row to provide funding for a Community Service Work Crew to do trail maintenance work on the Riverfront Park section of the Trail. This would be under the guidance of the P&RD. The TDRfT is planning to contribute \$3,750 for this work (if we can raise sufficient funds), the same amount that was spent last year for the crew.

**Slurry Seal Maintenance Estimate.**

Two estimates have been determined to seal coat the entire 8.5 miles of trail and average approximately \$100,000. As with most estimates at the preliminary engineering stage, a contingency of 20 percent should be added.

**Some Other Trail Sections Needing Repair in the Near Future include:**

1. Google tank section of the trail; the trail in the section is not on solid ground and seems to be sinking. This could be costly as the trail will need to be reconstructed through this section.
2. Chenoweth Creek by the new vet office and osprey nest; trail base layer needs to be replaced.
3. Poplar tree line section on the north side of Chenoweth Creek; roots are lifting the trail slightly.

Total cost could be \$40,000 to \$50,000.

**The total repair and maintenance costs include:**

1. Discovery Center to RR Underpass Trail Repair Project = \$110,184
  2. Slurry Seal = \$100,000
  3. Additional trail sections = \$50,000
  4. Contingency = \$52,000 (20 percent)
- Total = \$312,000**

**NOTE:** If any of these projects fall under prevailing wage requirements, the total could be somewhat higher.

# ASSESSMENT AND TAXATION

## GENERAL FUND (101) ASSESSMENT & TAXATION (12) ASSESSMENT & TAXATION (5112)

The Assessment and Taxation department is responsible for property identification and tax lot mapping, valuation, assessment, and tax collection.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	12	\$764,985	\$757,201	\$7,784	1%
18/19	12	\$791,428	\$771,202	\$20,226	3%
19/20	12	\$895,396	\$805,096	\$90,300	10%
20/21	12	\$875,646			

### SIGNIFICANT BUDGET CHANGES

None this year.

### OPPORTUNITIES

Seeking efficiencies in reappraisal with technology enhancements. Looking for opportunities to provide citizens access to more data on line.

### CAPITAL NEEDS

Assessment & Tax Software and Technology purchases.

### EXTRAORDINARY ISSUES

We have a significant vacancy left by the move of our Chief Appraiser early in 2020. Our Chief Tax Deputy will be retiring June 30, 2020. Changes in business practices as a result of COVID 19.

Fund Name	101 - General Fund
Dept Name	12 - Assessment & Taxation
Division (Subdept) Name	5112 - Assessment & Taxation

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>37,281</b>	<b>42,567</b>	<b>45,687</b>	<b>28,500</b>	<b>30,550</b>	<b>30,550</b>	<b>-</b>
101.12.5112.411.111 PUB/REDEMP FEE	9,638	-	13,943	6,000	8,000	8,000	-
101.12.5112.411.115 ASSESSOR PLAT FEES	15,650	25,520	20,853	15,000	15,000	15,000	-
101.12.5112.411.156 LATE EXEMPT FILING FEE	737	828	5,205	700	700	700	-
101.12.5112.411.161 MAPPING/FARM & FOREST DQ FEES	248	80	40	200	200	200	-
101.12.5112.415.351 WARRANT REC/REL FEES	7,493	5,631	4,009	5,000	5,000	5,000	-
101.12.5112.420.452 PUB/REDEMP FEE	1,039	8,256	-	-	-	-	-
101.12.5112.421.241 MISC RECEIPTS	460	440	6	-	50	50	-
101.12.5112.421.242 PHOTO/DIGITAL COPY FEES	670	434	303	300	300	300	-
101.12.5112.421.245 PAYROLL REIMBURSEMENT	1,346	1,378	1,328	1,300	1,300	1,300	-
<b>Requirement</b>							
<b>Personnel</b>	<b>677,944</b>	<b>695,092</b>	<b>707,044</b>	<b>783,899</b>	<b>758,049</b>	<b>758,049</b>	<b>-</b>
101.12.5112.51106 OFFICE MANAGER	46,870	48,294	49,888	52,080	50,801	50,801	-
101.12.5112.51400 ASSESSOR	80,361	83,173	88,551	88,560	90,765	90,765	-
101.12.5112.51403 APPRAISER II	132,794	139,423	146,532	144,960	150,208	150,208	-
101.12.5112.51404 CHIEF APPRAISER	58,863	58,863	44,072	62,273	56,354	56,354	-
101.12.5112.51405 OFFICE SPECIALIST II	14,625	-	-	-	-	-	-
101.12.5112.51406 OFFICE SPECIALIST II	36,456	37,157	37,508	38,364	39,489	39,489	-
101.12.5112.51412 APPRAISER I	24,713	29,091	39,589	39,272	40,579	40,579	-
101.12.5112.51413 TAX COLLECTION DEPUTY	40,791	40,791	40,791	43,779	40,791	40,791	-
101.12.5112.51457 OFFICE SPECIALIST I	28,663	28,959	27,259	32,760	35,783	35,783	-
101.12.5112.51602 OVERTIME	14	-	-	216	200	200	-
101.12.5112.51680 VACATION CASH OUT	9	2,047	-	-	-	-	-
101.12.5112.51681 COMP/HOLIDAY BANK CASHOUT	48	-	-	-	-	-	-
101.12.5112.51701 FICA	34,185	33,975	34,270	36,275	36,878	36,878	-
101.12.5112.51705 WORKERS' COMPENSATION	2,856	2,896	2,205	3,460	3,319	3,319	-
101.12.5112.51721 PERS	69,068	68,468	73,584	103,392	71,411	71,411	-
101.12.5112.51729 HEALTH INSURANCE	98,261	112,909	114,375	129,208	132,671	132,671	-
101.12.5112.51730 DENTAL INSURANCE	6,614	6,311	5,755	6,368	6,215	6,215	-
101.12.5112.51732 LONG TERM DISABILITY	2,482	2,472	2,418	2,662	2,315	2,315	-
101.12.5112.51733 LIFE INSURANCE	271	263	247	270	270	270	-
<b>Materials &amp; Services</b>	<b>74,386</b>	<b>85,166</b>	<b>98,052</b>	<b>111,497</b>	<b>117,597</b>	<b>117,597</b>	<b>-</b>
101.12.5112.52111 DUES & SUBSCRIPTIONS	2,078	1,847	3,264	2,819	3,444	3,444	-
101.12.5112.52115 LEGAL NOTICES & PUBLISHING	1,412	958	1,154	1,300	1,300	1,300	-
101.12.5112.52116 POSTAGE	-	2,186	3,236	50	5,000	5,000	-
101.12.5112.52122 TELEPHONE	351	466	377	500	500	500	-
101.12.5112.52383 TITLE SEARCH FEES	2,275	2,040	2,051	3,000	3,000	3,000	-
101.12.5112.52401 CONTRACTED SERVICES	30,236	25,750	48,931	47,950	47,950	47,950	-

Fund Name	101 - General Fund
Dept Name	12 - Assessment & Taxation
Division (Subdept) Name	5112 - Assessment & Taxation

Row Labels		Data						
		2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.12.5112.52410	CONTR SRVCS - MAPPING	15,820	23,500	9,600	15,000	15,000	15,000	-
101.12.5112.52425	CONTR SRVCS - TAX	10,154	16,668	15,063	16,495	16,495	16,495	-
101.12.5112.52656	GAS & OIL	2,076	1,532	1,453	2,000	2,000	2,000	-
101.12.5112.52657	VEHICLE - REPAIR & MAINTENANCE	157	374	367	1,000	1,000	1,000	-
101.12.5112.52701	TRAINING & EDUCATION	2,175	4,216	4,715	13,178	13,628	13,628	-
101.12.5112.52711	MEALS LODGING & REGISTRATION	-	-	2,105	1,205	1,280	1,280	-
101.12.5112.52910	SUPPLIES - OFFICE	7,652	5,629	5,501	7,000	7,000	7,000	-
101.12.5112.52932	SUPPLIES - OFFICE - TAX	-	-	235	-	-	-	-



# COUNTY CLERK

## GENERAL FUND (101) COUNTY CLERK (15) COUNTY CLERK (5115)

The County Clerk performs the following areas of responsibility:

- Maintain the County Lien Record, record and preserve all deeds and mortgages and other interests affecting title to real property
- Issue and maintain marriage records, solemnize marriages
- Handle Records Management (Archives) and assist with use of the Oregon Records Management Solution
- Serve as clerk for the Board of Property Tax Appeals
- House and maintain postage machine

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	3	\$219,022	\$227,273	\$(8,251)	(4)%
18/19	3	\$236,970	\$231,426	\$5,544	2%
19/20	3	\$255,245	\$242,033	\$13,212	5%
20/21	3	\$257,845			

### SIGNIFICANT BUDGET CHANGES

Recording numbers have returned to normal from the prior year and are holding steady despite current economic issues. Marriage license revenue is up slightly due to our office still issuing marriage licenses using Google Meet. We continue to upload required archive documents to ORMS which may require an increase in storage space costs in 2021.

### OPPORTUNITIES

Revenue primarily comes from recording of deeds and image subscriptions from local title companies, and because this fluctuates, projected revenue is a conservative estimate.

### CAPITAL NEEDS

None at this time.

### EXTRAORDINARY ISSUES

Back indexing of recorded documents continues to be a major effort for our team. This effort continues as time permits.

Fund Name	101 - General Fund
Dept Name	15 - County Clerk
Division (Subdept) Name	5115 - County Clerk

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>165,019</b>	<b>146,773</b>	<b>156,199</b>	<b>136,150</b>	<b>168,220</b>	<b>168,220</b>	-
101.15.5115.411.119 COPY/CERTIFICATION FEES	24,492	26,806	27,079	23,400	26,400	26,400	-
101.15.5115.411.121 CLERK LIEN FEES	2,710	2,750	1,965	3,000	2,500	2,500	-
101.15.5115.411.124 COUNTY CLERK FEES	6,111	4,640	1,946	4,500	4,500	4,500	-
101.15.5115.411.127 DEPT OF REV ASSESSMENT	2,479	2,162	2,183	2,250	2,250	2,250	-
101.15.5115.411.162 MARRIAGE LICENSES	4,377	4,225	3,644	5,000	4,000	4,000	-
101.15.5115.411.165 RECORDING FEES	124,850	106,190	119,382	98,000	128,570	128,570	-
<b>Requirement</b>							
<b>Personnel</b>	<b>222,114</b>	<b>231,988</b>	<b>234,520</b>	<b>247,815</b>	<b>238,695</b>	<b>238,695</b>	-
101.15.5115.51020 CLERK	58,863	60,923	77,019	75,144	78,944	78,944	-
101.15.5115.51021 CHIEF DEPUTY CLERK	46,613	43,841	44,901	44,536	46,020	46,020	-
101.15.5115.51023 OFFICE SPECIALIST II	34,135	34,989	36,814	37,584	38,526	38,526	-
101.15.5115.51269 SEASONAL/TEMPORARY	1,710	1,500	-	-	-	-	-
101.15.5115.51602 OVERTIME	-	185	-	108	100	100	-
101.15.5115.51622 STIPEND	15,000	15,000	-	-	-	-	-
101.15.5115.51681 COMP/HOLIDAY BANK CASHOUT	-	11	-	-	-	-	-
101.15.5115.51701 FICA	11,174	10,804	11,109	9,592	11,770	11,770	-
101.15.5115.51705 WORKERS' COMPENSATION	208	871	144	257	197	197	-
101.15.5115.51721 PERS	17,811	18,147	19,683	27,062	19,532	19,532	-
101.15.5115.51729 HEALTH INSURANCE	33,743	43,031	42,194	50,706	40,838	40,838	-
101.15.5115.51730 DENTAL INSURANCE	2,022	1,888	1,785	1,911	1,851	1,851	-
101.15.5115.51732 LONG TERM DISABILITY	752	719	794	834	836	836	-
101.15.5115.51733 LIFE INSURANCE	83	79	77	81	81	81	-
<b>Materials &amp; Services</b>	<b>5,158</b>	<b>5,099</b>	<b>7,513</b>	<b>7,430</b>	<b>9,150</b>	<b>9,150</b>	-
101.15.5115.52116 POSTAGE	-	107	452	-	500	500	-
101.15.5115.52122 TELEPHONE	517	743	596	500	720	720	-
101.15.5115.52360 BOPTA BOARD	-	748	336	1,500	1,750	1,750	-
101.15.5115.52604 EQUIPMENT - OFFICE	-	446	676	300	1,000	1,000	-
101.15.5115.52651 EQUIPMENT - REPAIR & MAINTENANCE	-	-	-	300	300	300	-
101.15.5115.52711 MEALS LODGING & REGISTRATION	2,273	1,834	3,449	3,150	3,080	3,080	-
101.15.5115.52731 TRAVEL & MILEAGE	376	115	327	100	200	200	-
101.15.5115.52910 SUPPLIES - OFFICE	1,221	1,020	1,403	1,430	1,450	1,450	-
101.15.5115.52911 SUPPLIES - PRINTED	771	86	274	150	150	150	-

# ELECTIONS

## GENERAL FUND (101) COUNTY CLERK (15) ELECTIONS (5125)

The Elections staff provides the following services:

- Conducts elections for Federal, State, County, City and Special Districts
- Maintains Election Management and reporting of Federal, State, County, City and Special Districts
- Maintains the voter files on Oregon Centralized Voter Registration System

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	1+ pt	\$102,999	\$83,364	\$19,635	22%
18/19	1+ pt	\$101,438	\$82,776	\$18,662	23%
19/20	1+ pt	\$108,636	\$81,025	\$27,611	25%
20/21	1+ pt	\$121,012			

### SIGNIFICANT BUDGET CHANGES

The FY21 Budget cycle will include two major elections: the General Election in November 2020 and the Special District Election in May 2021. Voter registration continues to increase due to automatic voter registration, which means election costs will continue to rise.

With a focus on cyber security when elections were deemed critical infrastructure, there will be some funding from the federal government with a State match that will help pay for infrastructure upgrades. It has not been determined what amount each county will receive.

### OPPORTUNITIES

There are no significant opportunities to enhance revenue at this time.

### CAPITAL NEEDS

Capital need will be determined after a site visit from the Department of Homeland Security, but would be paid with funding from the federal and state government,

### EXTRAORDINARY ISSUES

In FY2021, there will likely be impacts due to the 2020 Census and subsequent re-districting updates to voter files. We will need assistance from the GIS team to update boundaries and re-draw districts.

Fund Name	101 - General Fund
Dept Name	15 - County Clerk
Division (Subdept) Name	5125 - Elections

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>20,289</b>	<b>32,446</b>	<b>21,119</b>	<b>18,350</b>	<b>30,170</b>	<b>30,170</b>	-
101.15.5125.411.117 CANDIDATE FILING FEES	200	760	300	250	670	670	-
101.15.5125.414.304 COMPUTER & DATA SERVICES	297	587	240	300	500	500	-
101.15.5125.414.356 STATE ELECTION REIMBURSEMENTS	19,583	2,185	2,779	-	-	-	-
101.15.5125.414.357 SPECIAL DISTRICT REIMBURSEMENTS	209	28,914	17,800	17,800	29,000	29,000	-
<b>Requirement</b>							
<b>Personnel</b>	<b>52,044</b>	<b>39,190</b>	<b>50,658</b>	<b>60,629</b>	<b>62,566</b>	<b>62,566</b>	-
101.15.5125.51040 ELECTION WORKERS	1,720	3,212	-	3,912	8,443	8,443	-
101.15.5125.51043 OFFICE SPECIALIST II	34,488	26,123	34,626	34,441	35,783	35,783	-
101.15.5125.51269 SEASONAL/TEMPORARY	-	-	27	2,940	-	-	-
101.15.5125.51602 OVERTIME	-	-	-	420	100	100	-
101.15.5125.51681 COMP/HOLIDAY BANK CASHOUT	45	-	-	-	-	-	-
101.15.5125.51701 FICA	2,720	2,033	2,649	2,892	3,204	3,204	-
101.15.5125.51705 WORKERS' COMPENSATION	61	37	38	101	60	60	-
101.15.5125.51721 PERS	3,973	1,341	3,680	5,484	4,284	4,284	-
101.15.5125.51729 HEALTH INSURANCE	8,156	5,873	8,845	9,592	9,858	9,858	-
101.15.5125.51730 DENTAL INSURANCE	667	433	595	637	617	617	-
101.15.5125.51732 LONG TERM DISABILITY	186	120	172	183	190	190	-
101.15.5125.51733 LIFE INSURANCE	28	18	26	27	27	27	-
<b>Materials &amp; Services</b>	<b>31,324</b>	<b>36,903</b>	<b>30,367</b>	<b>51,172</b>	<b>52,450</b>	<b>52,450</b>	-
101.15.5125.52115 LEGAL NOTICES & PUBLISHING	75	489	-	780	500	500	-
101.15.5125.52117 POSTAGE - VOTE BY MAIL	5,424	6,933	5,732	11,070	11,245	11,245	-
101.15.5125.52122 TELEPHONE	258	366	293	400	400	400	-
101.15.5125.52401 CONTRACTED SERVICES	4,883	5,020	713	6,225	6,500	6,500	-
101.15.5125.52601 EQUIPMENT - NON CAPITAL	577	-	1,444	2,900	1,750	1,750	-
101.15.5125.52651 EQUIPMENT - REPAIR & MAINTENANCE	440	440	539	500	500	500	-
101.15.5125.52665 OCVR R&M	3,358	3,358	4,112	3,844	3,500	3,500	-
101.15.5125.52711 MEALS LODGING & REGISTRATION	2,317	1,109	2,389	2,195	2,500	2,500	-
101.15.5125.52731 TRAVEL & MILEAGE	526	216	248	150	325	325	-
101.15.5125.52909 SUPPLIES	1,497	1,347	1,239	730	730	730	-
101.15.5125.52911 SUPPLIES - PRINTED	2,610	4,127	5,799	7,983	9,000	9,000	-
101.15.5125.52970 BALLOT PRINTING	9,359	13,498	7,859	14,395	15,500	15,500	-

# CLERK RECORDS

## CLERK RECORDS FUND (237) COUNTY CLERK (15) CLERK RECORDS (5237)

This is a dedicated fund expended for restoration of historical document and support of the Records Management Program.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	0	\$50,825	\$8,697	\$42,127	83%
18/19	0	\$18,500	\$11,488	\$7,011	38%
19/20	0	\$46,203	\$5,342	\$40,861	88%
20/21	0	\$48,350			

### SIGNIFICANT BUDGET CHANGES

We continue book preservation each year for 1-2 books that are exhibiting the most significant deterioration.

There will be a slight downward adjustment in revenue due to a fee review that showed some fees should have been going to the Surveyor instead of the Clerk’s Record Fund. We continue to work on back-indexing records so they can be available in our Digital Research Room, and are considering hiring an outside vendor to do some of this work.

### OPPORTUNITIES

Because of the dedicated fee revenue structure for this fund, there are no opportunities to enhance revenue.

### CAPITAL NEEDS

It’s highly likely we will need to purchase a new plat cabinet by the end of FY2021.

### EXTRAORDINARY ISSUES

None foreseeable.

Fund Name	237 - Clerk Records
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>44,247</b>	<b>42,354</b>	<b>44,665</b>	<b>46,203</b>	<b>48,350</b>	<b>48,350</b>	<b>-</b>
237.00.1237.400.000 BEGINNING FUND BALANCE	-	-	36,149	37,203	39,000	39,000	-
237.00.1237.400.237 BEGINNING FUND BALANCE	33,983	32,758	-	-	-	-	-
237.00.1237.417.104 INTEREST EARNED	437	655	787	-	600	600	-
237.00.1237.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	-	365	77	-	-	-	-
237.15.5237.411.112 A&T FEES (\$.50)	2,479	2,162	2,183	2,000	2,250	2,250	-
237.15.5237.411.153 LAND CORNER FEES(\$1)	4,199	3,665	2,548	4,000	3,500	3,500	-
237.15.5237.411.192 GIS FEES	3,149	2,749	2,921	3,000	3,000	3,000	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>6,489</b>	<b>6,204</b>	<b>5,342</b>	<b>6,750</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
237.15.5237.52401 CONTRACTED SERVICES	4,076	6,204	5,342	6,750	8,000	8,000	-
237.15.5237.52601 EQUIPMENT - NON CAPITAL	2,413	-	-	-	-	-	-
<b>Capital</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>4,800</b>	<b>4,800</b>	<b>4,800</b>	<b>-</b>
237.15.5237.53301 EQUIPMENT - CAPITAL	5,000	-	-	4,800	4,800	4,800	-
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,653</b>	<b>35,550</b>	<b>35,550</b>	<b>-</b>
237.99.9237.57229 CONTINGENCY	-	-	-	34,653	35,550	35,550	-

# EMERGENCY MANAGEMENT

## GENERAL FUND (101) SHERIFF (16) EMERGENCY MANAGEMENT (5126)

The purpose of Emergency Management is to Plan, Prepare, Mitigate, and Restore for any major emergency for the citizens of Wasco County.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	1	\$137,115	\$89,770	\$47,345	35%
18/19	1	\$96,702	\$50,638	\$46,064	48%
19/20	1	\$102,092	\$92,305	\$9,787	10%
20/21	1	\$98,311			

### SIGNIFICANT BUDGET CHANGES

There are significant cost savings on health insurance premiums for this department. This will free up additional dollars for the 20/21 fiscal year for the purchase of additional equipment, supplies, training, etc. The estimated amount will be approximately \$17K

### OPPORTUNITIES

This department is a 50/50 match utilizing Federal and State dollars appropriated from the Department of Emergency Management. The health of the fund depends directly on the allocated amount from the State.

### CAPITAL NEEDS

None.

### EXTRAORDINARY ISSUES

Due to the COVID-19 outbreak Emergency Management has been the lead for Unified Command beginning in March of 2020. It is anticipated the Emergency Manager will be coordinating this effort into the 20/21 budget year. There may be unanticipated funding issues as this incident expands or contracts during the year.

Fund Name	101 - General Fund
Dept Name	16 - Sheriff's Office
Division (Subdept) Name	5126 - Emergency Management

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>62,692</b>	<b>33,222</b>	<b>58,965</b>	<b>58,965</b>	<b>60,656</b>	-	-
101.16.5126.412.681 STATE GRANT/REIMBURSEMENT	493	-	-	-	-	-	-
101.16.5126.413.862 STATE FOR EM SERVICES - #97.042	50,699	21,722	47,465	47,465	49,156	-	-
101.16.5126.414.305 CITY OF DUFUR	1,500	1,500	1,500	1,500	1,500	-	-
101.16.5126.414.306 CITY OF MAUPIN	1,000	1,000	1,000	1,000	1,000	-	-
101.16.5126.414.308 CITY OF THE DALLES	9,000	9,000	9,000	9,000	9,000	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>79,099</b>	<b>47,477</b>	<b>73,408</b>	<b>88,392</b>	<b>76,911</b>	-	-
101.16.5126.51108 EMERG MGMT COORDINATOR	58,583	35,940	62,844	58,560	63,919	-	-
101.16.5126.51602 OVERTIME	-	-	2,869	-	-	-	-
101.16.5126.51701 FICA	4,482	2,749	5,027	4,480	4,890	-	-
101.16.5126.51705 WORKERS' COMPENSATION	125	55	96	25	121	-	-
101.16.5126.51721 PERS	6,749	3,966	2,271	6,746	7,632	-	-
101.16.5126.51729 HEALTH INSURANCE	8,156	4,266	-	17,429	-	-	-
101.16.5126.51730 DENTAL INSURANCE	667	329	-	693	-	-	-
101.16.5126.51731 LONG TERM DISABILITY - SHERIFF	-	-	-	108	-	-	-
101.16.5126.51732 LONG TERM DISABILITY	309	158	278	324	322	-	-
101.16.5126.51733 LIFE INSURANCE	28	14	23	27	27	-	-
<b>Materials &amp; Services</b>	<b>10,671</b>	<b>5,021</b>	<b>18,897</b>	<b>13,700</b>	<b>21,400</b>	-	-
101.16.5126.52122 TELEPHONE	1,001	955	1,025	1,200	2,400	-	-
101.16.5126.52401 CONTRACTED SERVICES	-	384	-	-	-	-	-
101.16.5126.52604 EQUIPMENT - OFFICE	745	-	685	1,500	5,000	-	-
101.16.5126.52651 EQUIPMENT - REPAIR & MAINTENANCE	371	388	1,749	1,500	1,500	-	-
101.16.5126.52656 GAS & OIL	1,146	265	1,647	1,200	2,000	-	-
101.16.5126.52657 VEHICLE - REPAIR & MAINTENANCE	391	404	223	1,000	1,000	-	-
101.16.5126.52701 TRAINING & EDUCATION	416	-	126	1,000	2,000	-	-
101.16.5126.52711 MEALS LODGING & REGISTRATION	295	41	1,203	1,300	2,500	-	-
101.16.5126.52919 SUPPLIES - EQUIPMENT	6,306	2,584	12,239	5,000	5,000	-	-



# MARINE PATROL

## GENERAL FUND (101) SHERIFF (16) MARINE PATROL (5130)

The Wasco County Sheriff’s Office provides waterway safety enforcement for all waterways inside the County. This is conducted utilizing funding the from Oregon State Marine Board (SOMB) on an annual basis. This division of the Sheriff’s Office also provides emergency Search and Rescue response for all waterways.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	0.5	\$56,694	\$53,186	\$3,507	6%
18/19	0.5	\$56,154	\$56,351	\$(197)	0%
19/20	0.5	\$52,536	\$9,991	\$42,545	81%
20/21	0.5	\$65,462			

### SIGNIFICANT BUDGET CHANGES

The Sheriff’s Office will be assisting the Hood River County Sheriff’s Office during the 20/21 fiscal year, like they assisted us last year. An IGA with Hood River County Sheriff’s Office will be completed for the FY 2020/21 season. This agreement will not impact any general fund dollars and only the allocated OSMB funding will be used for payment from HRSO.

### OPPORTUNITIES

None.

### CAPITAL NEEDS

None.

### EXTRAORDINARY ISSUES

None at this time.

Fund Name	101 - General Fund
Dept Name	16 - Sheriff's Office
Division (Subdept) Name	5126 - Emergency Management

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>62,692</b>	<b>33,222</b>	<b>58,965</b>	<b>58,965</b>	<b>60,656</b>	<b>60,656</b>	<b>-</b>
101.16.5126.412.681 STATE GRANT/REIMBURSEMENT	493	-	-	-	-	-	-
101.16.5126.413.862 STATE FOR EM SERVICES - #97.042	50,699	21,722	47,465	47,465	49,156	49,156	-
101.16.5126.414.305 CITY OF DUFUR	1,500	1,500	1,500	1,500	1,500	1,500	-
101.16.5126.414.306 CITY OF MAUPIN	1,000	1,000	1,000	1,000	1,000	1,000	-
101.16.5126.414.308 CITY OF THE DALLES	9,000	9,000	9,000	9,000	9,000	9,000	-
<b>Requirement</b>							
<b>Personnel</b>	<b>79,099</b>	<b>47,477</b>	<b>73,408</b>	<b>88,392</b>	<b>76,911</b>	<b>76,911</b>	<b>-</b>
101.16.5126.51108 EMERG MGMT COORDINATOR	58,583	35,940	62,844	58,560	63,919	63,919	-
101.16.5126.51602 OVERTIME	-	-	2,869	-	-	-	-
101.16.5126.51701 FICA	4,482	2,749	5,027	4,480	4,890	4,890	-
101.16.5126.51705 WORKERS' COMPENSATION	125	55	96	25	121	121	-
101.16.5126.51721 PERS	6,749	3,966	2,271	6,746	7,632	7,632	-
101.16.5126.51729 HEALTH INSURANCE	8,156	4,266	-	17,429	-	-	-
101.16.5126.51730 DENTAL INSURANCE	667	329	-	693	-	-	-
101.16.5126.51731 LONG TERM DISABILITY - SHERIFF	-	-	-	108	-	-	-
101.16.5126.51732 LONG TERM DISABILITY	309	158	278	324	322	322	-
101.16.5126.51733 LIFE INSURANCE	28	14	23	27	27	27	-
<b>Materials &amp; Services</b>	<b>10,671</b>	<b>5,021</b>	<b>18,897</b>	<b>13,700</b>	<b>21,400</b>	<b>21,400</b>	<b>-</b>
101.16.5126.52122 TELEPHONE	1,001	955	1,025	1,200	2,400	2,400	-
101.16.5126.52401 CONTRACTED SERVICES	-	384	-	-	-	-	-
101.16.5126.52604 EQUIPMENT - OFFICE	745	-	685	1,500	5,000	5,000	-
101.16.5126.52651 EQUIPMENT - REPAIR & MAINTENANCE	371	388	1,749	1,500	1,500	1,500	-
101.16.5126.52656 GAS & OIL	1,146	265	1,647	1,200	2,000	2,000	-
101.16.5126.52657 VEHICLE - REPAIR & MAINTENANCE	391	404	223	1,000	1,000	1,000	-
101.16.5126.52701 TRAINING & EDUCATION	416	-	126	1,000	2,000	2,000	-
101.16.5126.52711 MEALS LODGING & REGISTRATION	295	41	1,203	1,300	2,500	2,500	-
101.16.5126.52919 SUPPLIES - EQUIPMENT	6,306	2,584	12,239	5,000	5,000	5,000	-

Fund Name	101 - General Fund
Dept Name	16 - Sheriff's Office
Division (Subdept) Name	5130 - Marine Patrol

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>56,462</b>	<b>62,763</b>	<b>52,536</b>	<b>52,536</b>	<b>56,142</b>	<b>56,142</b>	<b>-</b>
101.16.5130.412.681 STATE GRANT/REIMBURSEMENT	56,462	62,763	52,536	52,536	56,142	56,142	-
<b>Requirement</b>							
<b>Personnel</b>	<b>48,825</b>	<b>25,722</b>	<b>3,130</b>	<b>-</b>	<b>59,788</b>	<b>59,788</b>	<b>-</b>
101.16.5130.51109 MARINE DEPUTY (6 MO)	28,705	13,989	2,306	-	29,193	29,193	-
101.16.5130.51110 PART TIME - MARINE PATROL	49	197	-	-	8,162	8,162	-
101.16.5130.51602 OVERTIME	2,039	2,352	247	-	-	-	-
101.16.5130.51681 COMP/HOLIDAY BANK CASHOUT	525	-	-	-	-	-	-
101.16.5130.51701 FICA	2,354	1,193	181	-	2,654	2,654	-
101.16.5130.51705 WORKERS' COMPENSATION	99	340	(185)	-	834	834	-
101.16.5130.51721 PERS	7,248	3,642	576	-	6,589	6,589	-
101.16.5130.51729 HEALTH INSURANCE	7,446	3,853	-	-	11,969	11,969	-
101.16.5130.51730 DENTAL INSURANCE	294	125	-	-	308	308	-
101.16.5130.51731 LONG TERM DISABILITY - SHERIFF	48	21	5	-	52	52	-
101.16.5130.51733 LIFE INSURANCE	18	10	-	-	27	27	-
<b>Materials &amp; Services</b>	<b>4,364</b>	<b>8,397</b>	<b>6,861</b>	<b>52,536</b>	<b>5,674</b>	<b>5,674</b>	<b>-</b>
101.16.5130.52401 CONTRACTED SERVICES	-	-	6,695	48,786	-	-	-
101.16.5130.52655 BOAT - OPERATION & MAINTENANCE	5	983	-	450	1,550	1,550	-
101.16.5130.52656 GAS & OIL	2,968	2,734	126	2,925	2,974	2,974	-
101.16.5130.52701 TRAINING & EDUCATION	715	323	-	-	1,000	1,000	-
101.16.5130.52909 SUPPLIES	676	4,357	40	375	150	150	-

# LAW ENFORCEMENT

## GENERAL FUND (101) SHERIFF (16) LAW ENFORCEMENT (5131)

The Wasco County Sheriff's Office provides the citizens of the County the protections of persons and property within the County.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	20	\$2,190,964	\$2,125,719	\$65,245	3%
18/19	20	\$2,161,418	\$1,987,729	\$173,689	9%
19/20	20	\$2,331,364	\$2,029,560	\$301,804	13%
20/21	21	\$2,389,588			

### SIGNIFICANT BUDGET CHANGES

In Oct. 2019 the BOC approved an additional deputy position for the Sheriff's Office, bringing the agency to 18 sworn positions. This position was added to the 20/21 budget.

### OPPORTUNITIES

All funding is received directly from the general fund, therefore direct opportunity to increase revenue for this department specifically is limited.

### CAPITAL NEEDS

None.

### EXTRAORDINARY ISSUES

Due to COVID-19 there will potentially need to be adjustments in the overtime budget. Additionally, there will be a potential loss in revenue due to the reduction of gun permits and traffic fines. Some loss in the civil division as the courts have slowed down.

Fund Name	101 - General Fund
Dept Name	16 - Sheriff's Office
Division (Subdept) Name	5131 - Law Enforcement

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>243,238</b>	<b>198,251</b>	<b>195,241</b>	<b>213,160</b>	<b>223,632</b>	<b>223,632</b>	-
101.16.5131.411.146 SHERIFF GUN PERMITS	35,775	35,550	28,622	36,000	35,000	35,000	-
101.16.5131.411.168 SHERIFFS FEES	40,427	38,020	27,493	35,000	20,000	20,000	-
101.16.5131.412.636 FOREST PATROL	23,153	11,757	18,260	18,260	21,322	21,322	-
101.16.5131.412.682 OREGON STATE PARKS	66,368	36,884	60,000	60,000	90,000	90,000	-
101.16.5131.412.695 BLM PATROL	5,568	3,869	10,000	10,000	10,000	10,000	-
101.16.5131.413.867 BULLETPROOF VEST PARTNERSHIP - #16.607	1,694	2,513	-	1,800	1,810	1,810	-
101.16.5131.414.347 SHERIFF TRANSPORT M H	2,543	5,272	2,500	2,500	2,500	2,500	-
101.16.5131.416.371 TRAFFIC FINES	53,070	54,490	40,000	40,000	35,000	35,000	-
101.16.5131.421.241 MISC RECEIPTS	11,232	5,590	3,956	5,500	5,000	5,000	-
101.16.5131.421.242 PHOTO/DIGITAL COPY FEES	645	751	1,060	750	750	750	-
101.16.5131.421.245 PAYROLL REIMBURSEMENT	273	360	250	250	250	250	-
101.16.5131.422.120 PASS THRU TO OREGON STATE	2,490	3,195	3,100	3,100	2,000	2,000	-
<b>Requirement</b>							
<b>Personnel</b>	<b>1,879,558</b>	<b>1,726,943</b>	<b>1,800,952</b>	<b>2,107,664</b>	<b>2,168,398</b>	<b>2,168,398</b>	-
101.16.5131.51100 SHERIFF	86,101	89,115	94,308	94,320	96,665	96,665	-
101.16.5131.51101 CHIEF DEPUTY SHERIFF	77,721	78,206	82,241	84,192	84,187	84,187	-
101.16.5131.51102 CIVIL TECHNICIAN	43,451	45,982	47,979	45,912	47,445	47,445	-
101.16.5131.51103 SERGEANTS	308,063	213,554	186,329	285,767	349,162	349,162	-
101.16.5131.51104 DEPUTY SHERIFFS	505,725	516,677	568,229	621,214	605,862	605,862	-
101.16.5131.51105 OFFICE ASSISTANT - SHERIFF	33,218	34,275	36,483	36,696	37,586	37,586	-
101.16.5131.51106 OFFICE MANAGER	50,506	50,506	57,330	52,782	50,801	50,801	-
101.16.5131.51107 PART TIME - SHERIFF	20,600	34,166	14,476	62,433	93,292	93,292	-
101.16.5131.51111 FOREST CONTRACT DEPUTY	14,022	6,933	6,410	-	-	-	-
101.16.5131.51124 OFF HIGHWAY VEHICLE ENFORCEMENT	416	-	-	-	-	-	-
101.16.5131.51125 BLM CONTRACT PATROL	4,383	3,425	700	-	-	-	-
101.16.5131.51269 SEASONAL/TEMPORARY	431	4,712	-	-	-	-	-
101.16.5131.51602 OVERTIME	86,665	69,989	76,994	56,712	45,000	45,000	-
101.16.5131.51624 TRAINING STIPEND	-	580	1,779	-	-	-	-
101.16.5131.51680 VACATION CASH OUT	8,356	1,982	16,791	5,160	5,000	5,000	-
101.16.5131.51681 COMP/HOLIDAY BANK CASHOUT	8,143	8,641	3,853	3,096	3,000	3,000	-
101.16.5131.51682 HOLIDAY BANK CASHOUT	3,754	2,263	2,928	3,096	3,000	3,000	-
101.16.5131.51701 FICA	89,765	84,044	86,957	98,827	104,050	104,050	-
101.16.5131.51705 WORKERS' COMPENSATION	15,993	16,202	20,190	24,209	24,762	24,762	-
101.16.5131.51721 PERS	249,667	215,346	249,393	315,131	284,978	284,978	-
101.16.5131.51729 HEALTH INSURANCE	255,837	235,487	233,712	300,751	316,582	316,582	-
101.16.5131.51730 DENTAL INSURANCE	12,151	10,709	10,252	12,904	12,874	12,874	-
101.16.5131.51731 LONG TERM DISABILITY - SHERIFF	1,155	1,113	1,373	1,571	1,727	1,727	-
101.16.5131.51732 LONG TERM DISABILITY	2,735	2,229	1,440	2,000	1,480	1,480	-
101.16.5131.51733 LIFE INSURANCE	700	807	805	891	945	945	-

Fund Name	101 - General Fund
Dept Name	16 - Sheriff's Office
Division (Subdept) Name	5131 - Law Enforcement

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Materials &amp; Services</b>	<b>246,164</b>	<b>197,992</b>	<b>228,608</b>	<b>223,700</b>	<b>221,190</b>	<b>221,190</b>	-
101.16.5131.52115 LEGAL NOTICES & PUBLISHING	-	-	-	500	-	-	-
101.16.5131.52116 POSTAGE	-	397	1,488	-	500	500	-
101.16.5131.52122 TELEPHONE	8,030	5,152	9,805	4,500	4,500	4,500	-
101.16.5131.52129 VESTS	2,735	5,567	5,019	3,600	5,140	5,140	-
101.16.5131.52320 INMATE & MENTAL TRANSPORTS	277	210	233	250	250	250	-
101.16.5131.52331 MEDICAL CARE/ASSESSMENT	866	301	-	500	-	-	-
101.16.5131.52340 REFUNDS	81	-	-	100	-	-	-
101.16.5131.52347 SPECIAL INVESTIGATIONS	4,303	6,511	5,734	5,000	5,000	5,000	-
101.16.5131.52376 MENT/PHY EXAMS - NEW HIRES	385	3,077	1,195	1,200	1,200	1,200	-
101.16.5131.52389 LAW ENFORCEMENT PAYMENTS	2,715	3,270	2,186	3,100	2,000	2,000	-
101.16.5131.52401 CONTRACTED SERVICES	11,428	7,078	14,646	12,000	16,000	16,000	-
101.16.5131.52602 EQUIPMENT - ELECTRONIC	5,943	11,737	16,187	12,000	12,000	12,000	-
101.16.5131.52604 EQUIPMENT - OFFICE	5,743	510	643	500	600	600	-
101.16.5131.52606 EQUIPMENT - RESERVES	2,192	1,154	-	-	2,000	2,000	-
101.16.5131.52607 EQUIPMENT - UNIFORM	7,028	5,430	5,315	10,000	8,000	8,000	-
101.16.5131.52651 EQUIPMENT - REPAIR & MAINTENANCE	1,212	426	847	400	500	500	-
101.16.5131.52653 RADIO MAINTENANCE & REPAIR	4,086	3,134	17,551	10,400	13,000	13,000	-
101.16.5131.52656 GAS & OIL	67,236	56,751	50,982	60,000	60,000	60,000	-
101.16.5131.52657 VEHICLE - REPAIR & MAINTENANCE	20,000	19,149	19,034	13,000	12,000	12,000	-
101.16.5131.52661 TIRES	12,146	11,937	9,448	13,500	12,000	12,000	-
101.16.5131.52663 VEHICLE - SET-UP	27,009	-	20,560	16,000	16,000	16,000	-
101.16.5131.52702 TRAINING & EDUCATION - S & R	5,101	5,108	4,489	6,000	6,000	6,000	-
101.16.5131.52711 MEALS LODGING & REGISTRATION	19,291	17,161	15,321	24,000	20,000	20,000	-
101.16.5131.52879 UTILITIES - SPECIAL	6,404	9,455	-	-	-	-	-
101.16.5131.52909 SUPPLIES	13,607	6,219	8,110	8,000	7,000	7,000	-
101.16.5131.52910 SUPPLIES - OFFICE	6,519	5,060	7,383	6,000	5,000	5,000	-
101.16.5131.52930 SUPPLIES - NEIGHBOR WATCH	463	622	-	650	-	-	-
101.16.5131.52941 SUPPLIES - FIREARMS	11,364	12,576	12,432	12,500	12,500	12,500	-

# 911 COMMUNICATIONS

## 911 COMMUNICATIONS FUND (220) SHERIFF (16) 911 (5220)

The 911 communications department provides dispatch services for 2 law enforcement agencies, 4 EMS agencies, and 11 fire agencies. They also provide emergent and non-emergent phone answering service for the entire Wasco County.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	11.2	\$1,054,325	\$1,016,519	\$37,806	4%
18/19	11.2	\$1,220,712	\$1,123,468	\$97,244	9%
19/20	11.2	\$1,272,885	\$1,213,996	\$58,889	5%
20/21	11.2	\$1,491,718			

### SIGNIFICANT BUDGET CHANGES

Increase in state cell phone tax.

### OPPORTUNITIES

With completion of a 6 county interoperability study, this fulfills a necessary requirement in seeking communication grants.

### CAPITAL NEEDS

Equipment upgrades at 911 backup center. Two new dispatch chairs.

### EXTRAORDINARY ISSUES

Possible addition of one or more counties to provide dispatch services to. Increase from 10 to 11 FTE. Personnel retirements, which will increase overtime expenses.

Fund Name	220 - 911 Communications
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>1,084,651</b>	<b>1,283,308</b>	<b>1,408,987</b>	<b>1,272,885</b>	<b>1,491,718</b>	<b>1,491,718</b>	-
220.00.1220.400.000 BEGINNING FUND BALANCE	-	-	188,708	-	216,521	216,521	-
220.00.1220.400.022 BEGINNING FUND BALANCE	28,888	67,954	-	55,795	-	-	-
220.00.1220.417.104 INTEREST EARNED	847	1,713	3,694	900	3,000	3,000	-
220.00.1220.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	-	1,633	395	-	-	-	-
220.00.1220.450.101 TRANSFER FROM GENERAL FUND	183,987	248,918	253,129	253,129	193,145	193,145	-
220.00.1220.450.324 TRANSFER FROM 911 RESERVE	62,042	-	-	-	-	-	-
220.16.5220.412.602 PHONE TAX-DUFUR	3,095	3,146	3,113	3,113	5,457	5,457	-
220.16.5220.412.603 PHONE TAX-MAUPIN	2,174	2,208	2,230	2,230	3,868	3,868	-
220.16.5220.412.604 PHONE TAX-MOSIER	2,309	2,357	2,291	2,291	4,025	4,025	-
220.16.5220.412.605 PHONE TAX-THE DALLES	74,820	75,890	74,690	74,690	130,877	130,877	-
220.16.5220.412.606 PHONE TAX-WASCO COUNTY	262,815	270,171	258,907	258,907	459,854	459,854	-
220.16.5220.414.301 CONTRACT-THE DALLES 911 SHARE	383,773	514,855	523,715	523,715	399,609	399,609	-
220.16.5220.414.302 CONTRACT-MCFR 911 SHARE	77,856	94,448	96,015	96,015	73,262	73,262	-
220.16.5220.414.354 911 SERVICES - DALLESPORT RFD	2,000	-	2,000	2,000	2,000	2,000	-
220.16.5220.421.241 MISC RECEIPTS	-	-	100	100	100	100	-
220.16.5220.421.242 PHOTO/DIGITAL COPY FEES	45	15	-	-	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>850,109</b>	<b>840,151</b>	<b>908,442</b>	<b>890,232</b>	<b>1,024,997</b>	<b>1,024,997</b>	-
220.16.5220.51116 911 MANAGER	55,731	57,124	64,011	60,696	65,354	65,354	-
220.16.5220.51117 911 COMMUNICATIONS OPERATORS	448,853	444,051	452,481	438,672	494,874	494,874	-
220.16.5220.51118 PART TIME - 911	24,023	26,699	28,188	25,296	50,606	50,606	-
220.16.5220.51602 OVERTIME	34,117	33,228	49,765	36,096	41,132	41,132	-
220.16.5220.51622 STIPEND	5,000	5,000	5,000	4,992	5,000	5,000	-
220.16.5220.51624 TRAINING STIPEND	325	5	220	-	500	500	-
220.16.5220.51680 VACATION CASH OUT	-	-	3,227	2,568	2,500	2,500	-
220.16.5220.51681 COMP/HOLIDAY BANK CASHOUT	2,107	2,532	17,813	10,320	10,000	10,000	-
220.16.5220.51682 HOLIDAY BANK CASHOUT	1,603	694	2,711	1,032	1,000	1,000	-
220.16.5220.51701 FICA	41,269	41,489	45,605	42,237	48,617	48,617	-
220.16.5220.51705 WORKERS' COMPENSATION	(129)	1,035	521	845	794	794	-
220.16.5220.51721 PERS	111,962	115,474	129,232	145,037	134,038	134,038	-
220.16.5220.51729 HEALTH INSURANCE	117,299	105,660	103,366	115,659	162,486	162,486	-
220.16.5220.51730 DENTAL INSURANCE	6,124	5,331	4,587	5,121	6,291	6,291	-
220.16.5220.51731 LONG TERM DISABILITY - SHERIFF	971	956	957	935	1,043	1,043	-
220.16.5220.51732 LONG TERM DISABILITY	530	551	468	402	411	411	-
220.16.5220.51733 LIFE INSURANCE	324	322	290	324	351	351	-
<b>Materials &amp; Services</b>	<b>166,412</b>	<b>181,119</b>	<b>232,221</b>	<b>246,414</b>	<b>249,218</b>	<b>249,218</b>	-
220.16.5220.52111 DUES & SUBSCRIPTIONS	99	-	67	100	100	100	-
220.16.5220.52113 INSURANCE & BONDS	1,295	1,205	1,432	1,450	1,450	1,450	-
220.16.5220.52115 LEGAL NOTICES & PUBLISHING	-	-	-	50	50	50	-
220.16.5220.52116 POSTAGE	-	-	-	50	50	50	-



Fund Name	220 - 911 Communications
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
220.16.5220.52122 TELEPHONE	12,467	12,950	11,896	13,000	13,000	13,000	-
220.16.5220.52306 EMPLOYEE MEALS	3,198	5,312	4,403	4,800	4,800	4,800	-
220.16.5220.52337 PRE-EMPLOYMENT TESTING	643	224	1,323	2,200	2,500	2,500	-
220.16.5220.52370 MISC EXPENDITURES	84	280	24	500	1,000	1,000	-
220.16.5220.52398 ADMINISTRATIVE COST	51,590	62,354	78,261	63,913	70,304	70,304	-
220.16.5220.52401 CONTRACTED SERVICES	2,013	1,008	5,047	7,000	7,000	7,000	-
220.16.5220.52413 CONTR SRVCS - COMPUTER TECHNOLOGY	36,186	39,718	49,850	40,711	40,711	40,711	-
220.16.5220.52601 EQUIPMENT - NON CAPITAL	5,406	2,974	14,370	13,500	8,500	8,500	-
220.16.5220.52651 EQUIPMENT - REPAIR & MAINTENANCE	609	688	379	1,000	1,000	1,000	-
220.16.5220.52701 TRAINING & EDUCATION	5,142	5,723	3,065	6,000	6,000	6,000	-
220.16.5220.52711 MEALS LODGING & REGISTRATION	3,891	4,232	6,060	5,000	6,000	6,000	-
220.16.5220.52731 TRAVEL & MILEAGE	593	805	707	1,500	1,500	1,500	-
220.16.5220.52801 BLDG REPAIR & MAINT	-	65	-	-	-	-	-
220.16.5220.52830 BUILDING - LEASE	15,106	15,363	19,127	15,620	15,886	15,886	-
220.16.5220.52862 MAINTENANCE AGREEMENTS	21,873	20,998	28,052	63,286	63,000	63,000	-
220.16.5220.52910 SUPPLIES - OFFICE	4,935	1,353	2,527	2,000	2,500	2,500	-
220.16.5220.52928 SUPPLIES - KITCHEN/JANITOR	413	436	808	1,500	1,500	1,500	-
220.16.5220.52937 SUPPLIES - PUBLIC ED	869	1,505	897	1,500	1,500	1,500	-
220.16.5220.54307 INTEREST	-	3,926	3,926	1,734	867	867	-
<b>Transfer</b>	-	<b>73,333</b>	<b>73,333</b>	<b>73,333</b>	<b>73,333</b>	<b>73,333</b>	-
220.99.9220.55324 TRANSFER TO 911 EQUIPMENT RESERVE FUND	-	30,000	30,000	30,000	30,000	30,000	-
220.99.9220.55327 TRANSFER TO OPERATING RESERVE	-	43,333	43,333	43,333	43,333	43,333	-
<b>Contingency</b>	-	-	-	<b>62,906</b>	<b>144,170</b>	<b>144,170</b>	-
220.99.9220.57220 CONTINGENCY	-	-	-	62,906	144,170	144,170	-

Fund Name	324 - 911 Equipment
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>243,408</b>	<b>32,792</b>	<b>64,090</b>	<b>62,435</b>	<b>95,172</b>	<b>95,172</b>	-
324.00.1324.400.000 BEGINNING FUND BALANCE	-	-	32,792	-	63,988	63,988	-
324.00.1324.400.324 BEGINNING FUND BALANCE	241,793	1,613	-	31,645	-	-	-
324.00.1324.417.104 INTEREST EARNED	1,615	397	1,204	790	1,184	1,184	-
324.00.1324.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	-	782	94	-	-	-	-
324.00.1324.450.220 TRANSFER FROM 911 COMMUNICATIONS FUND	-	30,000	30,000	30,000	30,000	30,000	-
<b>Requirement</b>							
<b>Capital</b>	<b>179,753</b>	-	-	<b>30,000</b>	<b>60,000</b>	<b>60,000</b>	-
324.16.5324.53111 CAPITAL EXPENDITURES	179,753	-	-	-	-	-	-
324.16.5324.53308 EQUIPMENT - 911	-	-	-	30,000	60,000	60,000	-
<b>Contingency</b>	-	-	-	<b>32,435</b>	<b>35,172</b>	<b>35,172</b>	-
324.99.9324.57324 CONTINGENCY	-	-	-	32,435	35,172	35,172	-
<b>Transfer</b>	<b>62,042</b>	-	-	-	-	-	-
324.99.5324.55220 TRANSFER TO 911 COMMUNICATIONS FUND	62,042	-	-	-	-	-	-

# COMMUNITY CORRECTIONS

## COMMUNITY CORRECTIONS (227) SHERIFF (16) COMMUNITY CORRECTIONS (5227)

The Community Corrections department provides supervision and accountability to offenders sentenced to probation and parole. The department focuses on enhancing rehabilitation of offenders by addressing their criminogenic needs, thereby reducing criminality, substance abuse, and recidivism. In addition Community Corrections enhances community safety through crime prevention.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	9	\$1,813,324	\$1,813,233	\$91	0%
18/19	9	\$3,045,419	\$2,170,228	\$875,191	40%
19/20	9	\$2,834,338	\$2,097,174	\$737,164	26%
20/21	9	\$2,475,911			

### SIGNIFICANT BUDGET CHANGES

The budget passed for the 2019/2021 biennium was a baseline budget which cut our allocation amount from previous biennium's. Additionally, through successful practices Wasco County caseloads have reduced from 348 to 256 over the past 3 years, which affects the proportion of funding received from the State. On April 24<sup>th</sup>, 2020 the Governor proposed an additional 8% cut to all department allocations in preparation for a potentially negative May Revenue Forecast.

### OPPORTUNITIES

Pursuing new grants to support transitional housing. Our primary contractor for housing and mentors is seeking a contract with PacificSource to bill mentor time, passing the savings on to Community Corrections. We also increased many fees on the fee schedule for the first time in many years.

### CAPITAL NEEDS

None at this time.

### EXTRAORDINARY ISSUES

In February our office lost our treatment counselor staff who had the credentials for our office to become certified by the Oregon Health Authority. This certification would have allowed us to bill for our treatment services. Because of this loss we do not expect to become certified or be able to generate added revenue for some time, well into next fiscal year at best. Additionally, the significant budget cuts we are facing will likely require cuts to our transitional housing and peer mentors (contract staff). New grant money would alleviate some cuts but a contraction of some kind will be necessary.

Fund Name	227 - Community Corrections
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>3,323,090</b>	<b>3,064,994</b>	<b>2,675,741</b>	<b>2,924,650</b>	<b>2,596,237</b>	<b>2,596,237</b>	-
227.00.1227.400.000 BEGINNING FUND BALANCE	-	-	882,125	1,149,650	695,799	695,799	-
227.00.1227.400.227 BEGINNING FUND BALANCE	1,203,944	1,509,858	-	-	-	-	-
227.00.1227.417.104 INTEREST EARNED	14,576	21,925	20,560	10,000	20,000	20,000	-
227.00.1227.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(15,108)	8,986	2,039	-	-	-	-
227.16.5227.411.122 CLIENT FEES-COMM SERVICE	2,695	1,470	1,880	2,000	2,000	2,000	-
227.16.5227.411.123 CLIENT FEES-SERVICES	7,813	15,920	6,976	8,000	8,000	8,000	-
227.16.5227.411.174 CLIENT FEES-SUPERVISION	102,339	98,680	88,442	85,000	100,000	100,000	-
227.16.5227.412.610 TREATMENT GRANTS	123,105	-	70,952	55,000	57,944	57,944	-
227.16.5227.412.630 JUSTICE REINVEST PRGM HB3194	222,324	222,324	187,767	200,000	306,686	306,686	-
227.16.5227.412.633 DOC-GRANT IN AID - 1145 40% TO NORCOR	1,661,361	1,182,896	1,415,000	1,415,000	1,405,808	1,405,808	-
227.16.5227.421.241 MISC RECEIPTS	-	2,935	-	-	-	-	-
227.16.5227.421.245 PAYROLL REIMBURSEMENT	41	-	-	-	-	-	-
<b>Requirement</b>							
<b>Capital</b>	<b>70,112</b>	-	-	-	-	-	-
227.16.5227.53201 VEHICLES	70,112	-	-	-	-	-	-
<b>Contingency</b>	-	-	-	<b>550,340</b>	<b>550,340</b>	<b>550,340</b>	-
227.99.9227.57227 CONTINGENCY	-	-	-	550,340	550,340	550,340	-
<b>Personnel</b>	<b>712,470</b>	<b>730,171</b>	<b>781,134</b>	<b>860,560</b>	<b>875,122</b>	<b>875,122</b>	-
227.16.5227.51119 COMMUNITY CORRECTIONS MANAGER	62,772	64,341	72,178	68,064	75,140	75,140	-
227.16.5227.51121 PROBATION OFFICERS	264,210	256,869	264,942	272,592	283,469	283,469	-
227.16.5227.51122 OFFICE SPECIALIST II	37,979	47,805	59,581	66,678	70,688	70,688	-
227.16.5227.51123 PART TIME - COMMUNITY CORRECTIONS	8,994	-	-	-	-	-	-
227.16.5227.51127 CORRECTIONS SPECIALIST II	24,974	38,085	40,160	40,584	41,591	41,591	-
227.16.5227.51129 TREATMENT COUNSELOR	44,213	42,796	44,105	51,988	51,936	51,936	-
227.16.5227.51602 OVERTIME	7,522	1,492	1,626	4,992	5,000	5,000	-
227.16.5227.51622 STIPEND	5,550	5,000	5,410	4,992	5,600	5,600	-
227.16.5227.51640 LONGEVITY	1,550	1,375	1,453	1,224	1,500	1,500	-
227.16.5227.51641 CERTIFICATE	6,954	7,093	7,234	7,080	7,234	7,234	-
227.16.5227.51660 LEAD PAY	3,616	3,688	3,762	3,696	3,762	3,762	-
227.16.5227.51680 VACATION CASH OUT	-	3,173	4,570	3,096	3,000	3,000	-
227.16.5227.51681 COMP/HOLIDAY BANK CASHOUT	5,160	5,087	489	12,192	12,000	12,000	-
227.16.5227.51682 HOLIDAY BANK CASHOUT	7	4,446	1,125	-	-	-	-
227.16.5227.51701 FICA	33,418	33,688	35,462	37,796	39,180	39,180	-
227.16.5227.51703 UNEMPLOYMENT INSURANCE	-	-	4,962	-	-	-	-
227.16.5227.51705 WORKERS' COMPENSATION	8,053	6,330	5,259	8,843	9,051	9,051	-
227.16.5227.51721 PERS	86,826	86,993	96,885	120,176	106,639	106,639	-
227.16.5227.51729 HEALTH INSURANCE	102,466	113,856	124,057	147,535	150,429	150,429	-
227.16.5227.51730 DENTAL INSURANCE	5,681	5,484	5,241	6,421	6,215	6,215	-
227.16.5227.51731 LONG TERM DISABILITY - SHERIFF	-	-	-	108	-	-	-
227.16.5227.51732 LONG TERM DISABILITY	2,291	2,333	2,395	2,233	2,418	2,418	-

Fund Name	227 - Community Corrections
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
227.16.5227.51733 LIFE INSURANCE	234	237	238	270	270	270	-
<b>Materials &amp; Services</b>	<b>1,030,657</b>	<b>1,452,749</b>	<b>1,316,040</b>	<b>1,423,438</b>	<b>1,050,449</b>	<b>1,050,449</b>	-
227.16.5227.52113 INSURANCE & BONDS	3,580	1,965	1,818	4,000	4,000	4,000	-
227.16.5227.52115 LEGAL NOTICES & PUBLISHING	-	40	100	100	100	100	-
227.16.5227.52116 POSTAGE	20	168	1,005	700	700	700	-
227.16.5227.52119 RENT	50,000	68,328	68,328	68,328	68,328	68,328	-
227.16.5227.52122 TELEPHONE	7,413	7,161	5,465	7,000	7,000	7,000	-
227.16.5227.52209 NORCOR - ADULT FACILITY	472,000	629,158	629,158	629,158	566,242	566,242	-
227.16.5227.52337 PRE-EMPLOYMENT TESTING	50	10	871	-	-	-	-
227.16.5227.52344 SEX OFFENDER TX	25,890	23,825	14,696	25,000	20,000	20,000	-
227.16.5227.52351 TRANSITIONAL SERVICES	278,867	539,045	405,763	515,000	199,488	199,488	-
227.16.5227.52353 DRUG TESTING	4,047	4,254	4,330	4,000	5,000	5,000	-
227.16.5227.52365 DOMESTIC TREATMENT	18,270	11,785	3,096	16,000	10,000	10,000	-
227.16.5227.52401 CONTRACTED SERVICES	4,163	7,471	7,169	6,000	7,000	7,000	-
227.16.5227.52415 CONTR SRVCS - JANITORIAL	4,413	5,638	5,186	5,200	5,200	5,200	-
227.16.5227.52427 CONTR SRVCS - OUTPATIENT A/D	4,884	11,394	945	4,000	2,000	2,000	-
227.16.5227.52430 CONTR SRVCS - GRANTS	34,698	27,488	21,549	35,000	30,000	30,000	-
227.16.5227.52447 CONTR SRVCS - JUSTICE REINVEST DISTRIBUT	76,465	74,120	100,377	64,452	87,391	87,391	-
227.16.5227.52601 EQUIPMENT - NON CAPITAL	13,682	6,989	14,846	7,500	7,500	7,500	-
227.16.5227.52656 GAS & OIL	1,782	7,934	7,635	8,000	8,000	8,000	-
227.16.5227.52657 VEHICLE - REPAIR & MAINTENANCE	7,813	1,535	2,488	6,000	5,000	5,000	-
227.16.5227.52711 MEALS LODGING & REGISTRATION	12,790	14,895	10,866	10,000	10,000	10,000	-
227.16.5227.52801 BLDG REPAIR & MAINT	1,000	302	61	1,000	500	500	-
227.16.5227.52910 SUPPLIES - OFFICE	8,830	9,244	10,288	7,000	7,000	7,000	-
<b>Unappropriated</b>	-	-	-	<b>90,312</b>	<b>120,326</b>	<b>120,326</b>	-
227.99.9227.59227 COMM CORR - UNAPPROPRIATED	-	-	-	90,312	120,326	120,326	-

# EMPLOYEE AND ADMIN SERVICES

## GENERAL FUND (101) ADMIN SERVICES (17) EMPLOYEE AND ADMIN SERVICES (5118)

This department includes the County Commissioners, their administrative staff, human resources and the finance department. Strong community involvement is a priority for County Commissioners, and administrative staff strives to offer outstanding customer service and transparency while utilizing technology to ease work load.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	9.1	\$892,779	\$847,326	\$45,453	5%
18/19	9.1	\$950,953	\$910,777	\$40,176	4%
19/20	9.1	\$1,018,325	\$991,028	\$27,297	3%
20/21	9.1	\$1,048,499			

### SIGNIFICANT BUDGET CHANGES

No significant changes within the department specifically, however, with the plan to purchase and implement a new financial software system in FY21, the department will be looking for opportunities to improve processes and efficiencies.

### OPPORTUNITIES

Pursue grant writing, enhancements from state funding, engage in advocacy at the state level, implementation of new financial software.

### CAPITAL NEEDS

Potential remodel of County Commission board room  
New financial software.

### EXTRAORDINARY ISSUES

Armory site property development. COVID-19 has an indirect impact with nearly all staff working remotely and managing the financial challenges for the County as the shutdown continues.

Fund Name	101 - General Fund
Dept Name	17 - Administrative Services
Division (Subdept) Name	5118 - Employee & Administrative Services

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>7,085</b>	<b>2,673</b>	<b>8,595</b>	<b>1,150</b>	<b>1,150</b>	<b>1,150</b>	-
101.17.5118.411.158 LE TEST FEES	75	138	100	-	-	-	-
101.17.5118.419.439 CIS GRANT	750	1,200	-	-	-	-	-
101.17.5118.421.241 MISC RECEIPTS	20	106	8,495	100	100	100	-
101.17.5118.421.242 PHOTO/DIGITAL COPY FEES	17	10	-	50	50	50	-
101.17.5118.421.245 PAYROLL REIMBURSEMENT	3,863	-	-	-	-	-	-
101.17.5118.421.268 MISC REIMBURSEMENT	2,360	1,219	-	1,000	1,000	1,000	-
<b>Requirement</b>							
<b>Personnel</b>	<b>763,481</b>	<b>828,922</b>	<b>899,009</b>	<b>918,507</b>	<b>935,681</b>	<b>935,681</b>	-
101.17.5118.51004 ADMIN ASSISTANT	48,730	51,196	54,103	54,096	54,103	54,103	-
101.17.5118.51024 OFFICE SPECIALIST II	11,115	-	-	-	-	-	-
101.17.5118.51050 FINANCE DIRECTOR	94,835	96,731	101,724	101,736	103,758	103,758	-
101.17.5118.51051 TREASURER	6,288	6,509	25,665	5,448	33,630	33,630	-
101.17.5118.51053 ACCOUNTING CLERK	58,983	73,320	77,918	78,144	76,183	76,183	-
101.17.5118.51106 OFFICE MANAGER	37,741	35,347	40,413	39,216	41,593	41,593	-
101.17.5118.51321 HUMAN RESOURCE MANAGER	62,725	78,876	83,354	83,352	85,438	85,438	-
101.17.5118.51325 ADMINISTRATIVE OFFICER	137,295	140,815	147,018	147,024	150,788	150,788	-
101.17.5118.51326 PAYROLL/HR GENERALIST	45,619	43,282	46,148	46,032	47,171	47,171	-
101.17.5118.51337 FINANCE MANAGER	56,112	67,627	68,121	72,504	75,140	75,140	-
101.17.5118.51620 VEHICLE ALLOWANCE	6,480	6,750	6,935	6,960	6,900	6,900	-
101.17.5118.51621 CELL PHONE ALLOWANCE	600	600	600	600	600	600	-
101.17.5118.51622 STIPEND	11	499	-	-	-	-	-
101.17.5118.51680 VACATION CASH OUT	948	-	-	-	-	-	-
101.17.5118.51681 COMP/HOLIDAY BANK CASHOUT	439	821	-	-	-	-	-
101.17.5118.51701 FICA	43,905	43,617	46,933	46,032	48,712	48,712	-
101.17.5118.51705 WORKERS' COMPENSATION	1,976	2,027	1,543	2,291	2,263	2,263	-
101.17.5118.51721 PERS	58,775	68,829	82,776	109,675	83,265	83,265	-
101.17.5118.51729 HEALTH INSURANCE	83,208	103,546	107,401	116,489	117,592	117,592	-
101.17.5118.51730 DENTAL INSURANCE	4,900	5,500	5,354	5,732	5,491	5,491	-
101.17.5118.51732 LONG TERM DISABILITY	2,567	2,791	2,773	2,933	2,814	2,814	-
101.17.5118.51733 LIFE INSURANCE	229	239	230	243	240	240	-
<b>Materials &amp; Services</b>	<b>83,310</b>	<b>81,855</b>	<b>92,019</b>	<b>99,818</b>	<b>112,818</b>	<b>112,818</b>	-
101.17.5118.52105 COPYING & PRINTING	45	204	-	50	50	50	-
101.17.5118.52111 DUES & SUBSCRIPTIONS	3,905	3,647	3,392	4,198	4,198	4,198	-
101.17.5118.52115 LEGAL NOTICES & PUBLISHING	4,942	2,331	2,165	5,000	4,000	4,000	-
101.17.5118.52116 POSTAGE	24	454	1,654	-	-	-	-
101.17.5118.52122 TELEPHONE	2,059	2,556	2,119	2,700	2,700	2,700	-
101.17.5118.52307 HEALTH PROGRAMS	824	631	757	2,000	2,000	2,000	-
101.17.5118.52329 LE TESTS	332	-	-	-	-	-	-
101.17.5118.52337 PRE-EMPLOYMENT TESTING	884	1,148	902	800	800	800	-
101.17.5118.52363 TESTING & CERTIFICATIONS	695	1,202	799	720	720	720	-

Fund Name	101 - General Fund
Dept Name	17 - Administrative Services
Division (Subdept) Name	5118 - Employee & Administrative Services

Row Labels		Data						
		2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.17.5118.52401	CONTRACTED SERVICES	23,792	5,664	2,543	30,000	30,000	30,000	-
101.17.5118.52651	EQUIPMENT - REPAIR & MAINTENANCE	-	-	323	450	450	450	-
101.17.5118.52701	TRAINING & EDUCATION	2,909	2,142	18,189	10,000	15,300	15,300	-
101.17.5118.52711	MEALS LODGING & REGISTRATION	31,546	49,392	48,865	33,200	41,900	41,900	-
101.17.5118.52731	TRAVEL & MILEAGE	1,605	2,704	3,773	5,000	5,000	5,000	-
101.17.5118.52910	SUPPLIES - OFFICE	9,667	9,312	6,168	5,500	5,500	5,500	-
101.17.5118.52911	SUPPLIES - PRINTED	81	475	370	200	200	200	-
101.17.5118.52914	SUPPLIES - COMPUTER	-	24	-	-	-	-	-
101.17.5118.52999	CASH OVER/SHORT	-	(31)	-	-	-	-	-



Fund Name	101 - General Fund
Dept Name	17 - Administrative Services
Division (Subdept) Name	5116 - County Commission

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Requirement</b>							
<b>Personnel</b>	<b>207,681</b>	<b>213,894</b>	<b>229,070</b>	<b>233,643</b>	<b>239,128</b>	<b>239,128</b>	<b>-</b>
101.17.5116.51001 COMMISSIONER	42,182	43,659	47,680	47,688	47,680	47,680	-
101.17.5116.51002 COMMISSIONER	42,182	44,320	47,680	47,688	47,680	47,680	-
101.17.5116.51003 COMMISSIONER	42,182	43,659	47,680	47,688	47,680	47,680	-
101.17.5116.51620 VEHICLE ALLOWANCE	19,440	20,355	20,804	20,880	20,700	20,700	-
101.17.5116.51621 CELL PHONE ALLOWANCE	1,800	1,809	1,800	1,800	1,800	1,800	-
101.17.5116.51622 STIPEND	-	998	-	-	-	-	-
101.17.5116.51701 FICA	11,272	11,808	12,633	12,641	12,626	12,626	-
101.17.5116.51705 WORKERS' COMPENSATION	288	283	220	318	298	298	-
101.17.5116.51721 PERS	21,104	19,341	21,457	23,414	28,407	28,407	-
101.17.5116.51729 HEALTH INSURANCE	24,444	25,096	26,536	28,776	29,574	29,574	-
101.17.5116.51730 DENTAL INSURANCE	2,022	1,837	1,785	1,911	1,851	1,851	-
101.17.5116.51732 LONG TERM DISABILITY	682	652	718	758	751	751	-
101.17.5116.51733 LIFE INSURANCE	83	77	77	81	81	81	-

# FACILITIES

## GENERAL FUND (101) ADMINISTRATIVE SERVICES (17) FACILITIES (5121)

Facilities supports the operation of every service provider occupying County buildings, providing remedial and preventative upkeep of grounds, buildings, and systems.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	4	\$914,088	\$670,240	\$243,848	37%
18/19	4	\$1,639,338	\$633,900	\$1,005,438	61%
19/20	4	\$2,132,849	\$651,430	\$1,481,419	69%
20/21	4	\$1,452,606			

### SIGNIFICANT BUDGET CHANGES

The courthouse entrance stairways on both Washington and 5<sup>th</sup> St., will be renovated.

Expected forward progress on design/remodel of Public Works/Planning/Bldg. Codes Facility

Evaluation of Courthouse 1<sup>st</sup> floor remodel ongoing

### OPPORTUNITIES

The facilities department is exploring opportunities involving rental antenna space as well as for vacant Annex A and Annex C space.

### CAPITAL NEEDS

Ongoing Capital Improvement Plan development to identify and plan for preventative maintenance and equipment replacement

### EXTRAORDINARY ISSUES

Covid-19 Impacts

Fund Name	101 - General Fund
Dept Name	17 - Administrative Services
Division (Subdept) Name	5121 - Facilities

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>252,808</b>	<b>301,987</b>	<b>255,431</b>	<b>222,525</b>	<b>209,201</b>	<b>209,201</b>	<b>-</b>
101.17.5121.414.325 VOIP PHONE SYST REIMB	10,800	10,800	17,844	17,844	17,844	17,844	-
101.17.5121.415.353 JANITORIAL-ROAD DEPT	1,255	2,761	-	-	-	-	-
101.17.5121.418.400 RENT-911 COMMUNICATIONS	15,106	15,363	15,363	15,363	15,886	15,886	-
101.17.5121.418.401 RENT	-	12,500	17,613	-	-	-	-
101.17.5121.418.406 RENT-OR YOUTH AUTHORITY	13,747	14,125	15,764	11,662	15,021	15,021	-
101.17.5121.418.407 CELL TOWER LEASE	61,238	63,387	67,017	62,118	68,222	68,222	-
101.17.5121.418.408 RENT-CENTER FOR LIVING	54,589	54,589	14,139	14,139	-	-	-
101.17.5121.418.410 RENT-COMMUNITY CORRECTIONS	50,000	68,328	68,328	68,328	68,328	68,328	-
101.17.5121.418.411 RENT-CFL ANNEX C	35,303	36,683	9,171	9,171	-	-	-
101.17.5121.418.413 BUILDING CODES SPACE	4,995	16,390	20,400	20,400	20,400	20,400	-
101.17.5121.421.241 MISC RECEIPTS	635	90	6,380	-	-	-	-
101.17.5121.421.252 CIR CT LONG DIST REIMB	5,140	6,971	3,412	3,500	3,500	3,500	-
<b>Requirement</b>							
<b>Personnel</b>	<b>287,843</b>	<b>294,253</b>	<b>317,065</b>	<b>319,549</b>	<b>327,701</b>	<b>327,701</b>	<b>-</b>
101.17.5121.51329 FACILITIES OP MGR	65,135	66,492	82,957	70,272	84,657	84,657	-
101.17.5121.51330 FACILITIES TECH III	49,446	49,446	52,190	50,976	49,446	49,446	-
101.17.5121.51336 FACILITIES TECH II	43,442	43,442	44,789	44,784	44,789	44,789	-
101.17.5121.51338 TECH I	28,025	28,667	31,541	30,024	32,330	32,330	-
101.17.5121.51602 OVERTIME	-	357	-	360	350	350	-
101.17.5121.51621 CELL PHONE ALLOWANCE	600	600	379	600	-	-	-
101.17.5121.51680 VACATION CASH OUT	-	-	223	-	-	-	-
101.17.5121.51681 COMP/HOLIDAY BANK CASHOUT	78	-	-	-	-	-	-
101.17.5121.51701 FICA	12,787	12,973	14,532	13,541	14,242	14,242	-
101.17.5121.51705 WORKERS' COMPENSATION	3,627	3,651	2,869	4,245	4,487	4,487	-
101.17.5121.51721 PERS	30,557	31,293	28,456	43,096	28,767	28,767	-
101.17.5121.51729 HEALTH INSURANCE	50,321	53,636	55,637	57,957	64,977	64,977	-
101.17.5121.51730 DENTAL INSURANCE	2,712	2,591	2,380	2,547	2,468	2,468	-
101.17.5121.51732 LONG TERM DISABILITY	1,002	997	1,010	1,039	1,080	1,080	-
101.17.5121.51733 LIFE INSURANCE	111	108	102	108	108	108	-
<b>Materials &amp; Services</b>	<b>362,500</b>	<b>350,336</b>	<b>324,449</b>	<b>401,300</b>	<b>362,905</b>	<b>362,905</b>	<b>-</b>
101.17.5121.52122 TELEPHONE	43	25	75	-	-	-	-
101.17.5121.52124 UNIFORMS	486	233	214	500	1,200	1,200	-
101.17.5121.52305 ELEVATOR EXPENSES	4,329	4,165	4,989	4,400	4,400	4,400	-
101.17.5121.52330 LONG DISTANCE - CIRCUIT COURT	4,202	4,519	3,919	3,500	3,500	3,500	-
101.17.5121.52348 SPECIAL PROJECTS	11,902	3,792	16,405	20,000	20,000	20,000	-
101.17.5121.52401 CONTRACTED SERVICES	78,144	87,731	76,397	83,000	85,490	85,490	-
101.17.5121.52601 EQUIPMENT - NON CAPITAL	2,821	2,601	5,539	3,000	3,000	3,000	-

Fund Name	101 - General Fund
Dept Name	17 - Administrative Services
Division (Subdept) Name	5121 - Facilities

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.17.5121.52611 FURNITURE - NON CAPITAL	5,120	1,790	147	2,000	2,000	2,000	-
101.17.5121.52631 SAFETY EQUIPMENT & SUPPLIES	586	1,096	2,205	600	1,000	1,000	-
101.17.5121.52651 EQUIPMENT - REPAIR & MAINTENANCE	797	427	611	500	500	500	-
101.17.5121.52656 GAS & OIL	4,333	5,699	4,251	4,000	4,000	4,000	-
101.17.5121.52657 VEHICLE - REPAIR & MAINTENANCE	3,192	3,395	2,859	1,500	2,200	2,200	-
101.17.5121.52711 MEALS LODGING & REGISTRATION	942	581	-	800	5,480	5,480	-
101.17.5121.52813 BLDG REPAIR & MAINT - ANNEX B	8,062	2,000	1,993	2,000	2,000	2,000	-
101.17.5121.52814 BLDG REPAIR & MAINT - MUSEUM	-	-	49	-	-	-	-
101.17.5121.52815 BLDG REPAIR & MAINT - ANNEX A	10,200	43,855	6,427	10,000	10,000	10,000	-
101.17.5121.52816 BLDG REPAIR & MAINT - YOUTH SERV	2,312	753	2,726	2,000	2,000	2,000	-
101.17.5121.52817 BLDG REPAIR & MAINT - COURTHOUSE	31,471	25,213	39,687	106,500	53,000	53,000	-
101.17.5121.52819 BUILDING R&M - WALNUT ST	8,877	-	-	-	-	-	-
101.17.5121.52820 BLDG REPAIR & MAINT - OLD SHOPS	35	1,305	-	2,000	2,000	2,000	-
101.17.5121.52821 BUILDING R&M - 911	-	189	12	-	-	-	-
101.17.5121.52824 BUILDING R&M - 610 COURT ST	30	339	6,621	4,000	2,000	2,000	-
101.17.5121.52825 BLDG REPAIR & MAINT - 606 COURT ST	440	442	389	500	1,700	1,700	-
101.17.5121.52828 BLDG REPAIR & MAINT - ANNEX C	3,361	4,502	5,791	4,000	5,000	5,000	-
101.17.5121.52829 BLDG REPAIR & MAINT - HARDING HOUSE	38,129	4,980	6,057	3,500	4,860	4,860	-
101.17.5121.52834 BLDG REPAIR & MAINT - PUBLIC WORKS	8,266	12,308	10,330	25,600	18,000	18,000	-
101.17.5121.52851 JANITORIAL - CARPETS	877	360	447	1,500	1,500	1,500	-
101.17.5121.52861 MAINTENANCE - GROUNDS	1,250	1,215	642	1,500	2,225	2,225	-
101.17.5121.52871 UTILITIES - ANNEX A & B	27,091	27,536	24,264	25,000	27,000	27,000	-
101.17.5121.52872 UTILITIES - COURTHOUSE	42,928	45,078	43,061	35,000	40,000	40,000	-
101.17.5121.52874 UTILITIES - ANNEX C	13,065	14,746	13,091	12,000	12,000	12,000	-
101.17.5121.52875 UTILITIES - OBARR	7,184	7,659	5,936	6,250	7,000	7,000	-
101.17.5121.52876 UTILITIES - OLD SHOPS	5,779	6,680	4,652	4,800	4,800	4,800	-
101.17.5121.52880 UTILITIES - TELEPHONE	24,771	24,198	23,412	21,500	24,000	24,000	-
101.17.5121.52881 UTILITIES - WALNUT ST	960	12	-	-	-	-	-
101.17.5121.52884 UTILITIES - HARDING HOUSE	2,648	4,438	4,049	2,800	3,500	3,500	-
101.17.5121.52919 SUPPLIES - EQUIPMENT	773	1,253	963	1,100	1,100	1,100	-
101.17.5121.52925 SUPPLIES - JANITORIAL - ANNEX	2,421	2,013	1,749	2,500	2,500	2,500	-
101.17.5121.52926 SUPPLIES - JANITORIAL - CITY BLDGS	40	129	-	-	-	-	-
101.17.5121.52927 SUPPLIES - JANITORIAL - COURTHOUSE	2,655	2,291	2,522	2,000	2,500	2,500	-
101.17.5121.52934 SUPPLIES - ADMINISTRATION	1,285	351	258	450	450	450	-
101.17.5121.52939 SUPPLIES - SECURITY	693	437	1,710	1,000	1,000	1,000	-
<b>Capital</b>	<b>19,900</b>	<b>12,465</b>	<b>9,916</b>	<b>1,412,000</b>	<b>762,000</b>	<b>762,000</b>	-
101.17.5121.53101 BUILDINGS	19,900	12,465	-	1,400,000	750,000	750,000	-
101.17.5121.53301 EQUIPMENT - CAPITAL	-	-	9,916	12,000	12,000	12,000	-

# INFORMATION SERVICES

## GENERAL FUND (101) ADMIN SERVICES (17) INFORMATION SERVICES (5113)

Information Services supports the internal electronic operational needs of the County. Additionally, services are provided to North Central Health District.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	6	\$998,708	\$841,591	\$157,117	16%
18/19	6	\$1,044,918	\$974,870	\$70,048	7%
19/20	5	\$1,024,526	\$915,416	\$109,110	11%
20/21	5	\$1,040,351			

### SIGNIFICANT BUDGET CHANGES

None.

### OPPORTUNITIES

Two new systems are planned to be implemented in FY21 – this will provide an opportunity to improve processes, security and flexibility of the systems.

### CAPITAL NEEDS

Two new systems are planned to be implement – Assessing & Finance

### EXTRAORDINARY ISSUES

COVID-19 has impacted the use of technology in the County and may have brought some permanent changes. The implementation of new Financial and Assessing software will use much of the bandwidth of the department.

Fund Name	101 - General Fund
Dept Name	17 - Administrative Services
Division (Subdept) Name	5113 - Information Services

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>123,246</b>	<b>102,874</b>	<b>100,921</b>	<b>99,250</b>	<b>99,250</b>	<b>99,250</b>	<b>-</b>
101.17.5113.411.159 MAP PRODUCTION FEES	5,563	5,057	4,521	4,000	4,000	4,000	-
101.17.5113.411.163 MAP PRODUCTION FEES-SHERMAN COUNTY	5,995	363	4,686	750	750	750	-
101.17.5113.411.165 RECORDING FEES	72,099	63,473	56,816	56,000	56,000	56,000	-
101.17.5113.411.197 RECORDING FEES - SHERMAN COUNTY	4,589	4,731	3,662	3,500	3,500	3,500	-
101.17.5113.414.304 COMPUTER & DATA SERVICES	5,000	-	2,461	5,000	5,000	5,000	-
101.17.5113.414.312 CITY OF THE DALLES	12,000	12,000	12,000	12,000	12,000	12,000	-
101.17.5113.414.313 N WASCO PUD	6,000	6,000	6,000	6,000	6,000	6,000	-
101.17.5113.414.315 WASCO FIRE & RESCUE	6,000	6,000	6,000	6,000	6,000	6,000	-
101.17.5113.414.346 REMOTE ACCESS SERVICES	6,000	5,250	4,775	6,000	6,000	6,000	-
<b>Requirement</b>							
<b>Personnel</b>	<b>467,336</b>	<b>499,894</b>	<b>453,923</b>	<b>505,083</b>	<b>475,467</b>	<b>475,467</b>	<b>-</b>
101.17.5113.51270 GIS COORDINATOR	63,389	63,389	65,354	65,352	65,354	65,354	-
101.17.5113.51271 GIS ANALYST	46,709	47,876	57,324	56,300	57,620	57,620	-
101.17.5113.51322 INFORMATION SYSTEMS DIRECTOR	80,848	82,869	87,606	87,576	89,763	89,763	-
101.17.5113.51323 DATABASE ADMINISTRATOR/PROGRAMMER	55,457	57,681	64,568	61,512	67,904	67,904	-
101.17.5113.51328 INFORMATION SERVICES TECH	77,503	82,696	45,050	51,504	47,619	47,619	-
101.17.5113.51602 OVERTIME	152	588	-	312	300	300	-
101.17.5113.51621 CELL PHONE ALLOWANCE	950	1,200	1,168	1,200	1,200	1,200	-
101.17.5113.51680 VACATION CASH OUT	-	5,985	-	-	-	-	-
101.17.5113.51681 COMP/HOLIDAY BANK CASHOUT	25	265	-	-	-	-	-
101.17.5113.51701 FICA	23,157	24,193	23,219	23,085	23,917	23,917	-
101.17.5113.51705 WORKERS' COMPENSATION	1,441	1,289	998	1,621	1,541	1,541	-
101.17.5113.51721 PERS	44,470	48,515	45,827	65,376	49,001	49,001	-
101.17.5113.51729 HEALTH INSURANCE	67,580	77,640	58,381	85,554	66,380	66,380	-
101.17.5113.51730 DENTAL INSURANCE	3,788	3,780	2,774	3,821	3,085	3,085	-
101.17.5113.51732 LONG TERM DISABILITY	1,710	1,770	1,535	1,708	1,648	1,648	-
101.17.5113.51733 LIFE INSURANCE	157	158	119	162	135	135	-
<b>Materials &amp; Services</b>	<b>341,359</b>	<b>345,947</b>	<b>425,779</b>	<b>416,443</b>	<b>474,884</b>	<b>474,884</b>	<b>-</b>
101.17.5113.52111 DUES & SUBSCRIPTIONS	-	700	900	600	600	600	-
101.17.5113.52115 LEGAL NOTICES & PUBLISHING	397	-	-	-	-	-	-
101.17.5113.52122 TELEPHONE	1,776	1,812	2,063	2,700	2,700	2,700	-
101.17.5113.52401 CONTRACTED SERVICES	39,942	38,475	79,397	44,138	93,901	93,901	-
101.17.5113.52501 COMPUTER REPLACEMENTS	43,851	45,238	87,279	77,300	63,400	63,400	-
101.17.5113.52502 NETWORK COMPONENTS	7,421	55	3,391	6,000	6,000	6,000	-
101.17.5113.52503 NETWORK CONNECTIVITY	30,487	33,288	33,823	35,400	40,560	40,560	-
101.17.5113.52504 PC EQUIPMENT/TOOLS	173	62	-	250	250	250	-
101.17.5113.52505 PRINTERS	-	470	-	1,500	1,500	1,500	-
101.17.5113.52506 COMPUTER COMPONENTS	1,453	316	1,165	1,500	1,500	1,500	-

Fund Name	101 - General Fund
Dept Name	17 - Administrative Services
Division (Subdept) Name	5113 - Information Services

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.17.5113.52510 COMPUTER SOFTWARE	21,434	26,816	6,334	27,500	38,500	38,500	-
101.17.5113.52512 COMPUTER SOFTWARE - GIS	250	250	-	575	575	575	-
101.17.5113.52518 COMPUTER SUPPORT	140,045	147,780	149,871	163,750	167,818	167,818	-
101.17.5113.52527 COMPUTER MAINT POOL	816	4,349	661	500	500	500	-
101.17.5113.52541 ELECTRONIC EQUIP DISPOSAL	14	7	-	100	100	100	-
101.17.5113.52601 EQUIPMENT - NON CAPITAL	8,557	4,212	19,969	4,950	4,950	4,950	-
101.17.5113.52656 GAS & OIL	647	788	661	750	750	750	-
101.17.5113.52658 COPIER - LEASE & MAINTENANCE	30,363	27,675	27,686	32,880	32,880	32,880	-
101.17.5113.52701 TRAINING & EDUCATION	7,193	2,696	1,233	5,000	5,000	5,000	-
101.17.5113.52711 MEALS LODGING & REGISTRATION	4,391	7,233	7,951	7,750	9,300	9,300	-
101.17.5113.52731 TRAVEL & MILEAGE	1,106	1,801	1,861	1,900	2,700	2,700	-
101.17.5113.52910 SUPPLIES - OFFICE	1,043	1,640	1,534	1,400	1,400	1,400	-
101.17.5113.52933 SUPPLIES - OFFICE - PLOTTING	-	284	-	-	-	-	-
<b>Capital</b>	<b>32,896</b>	<b>129,029</b>	<b>35,714</b>	<b>103,000</b>	<b>90,000</b>	<b>90,000</b>	-
101.17.5113.53307 EQUIPMENT - COMPUTER	32,896	71,518	15,122	13,000	-	-	-
101.17.5113.53502 SOFTWARE	-	57,511	20,592	90,000	90,000	90,000	-

Fund Name	101 - General Fund
Dept Name	(Multiple Items)
Division (Subdept) Name	(All)

Row Labels		Data						
		2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>								
<b>Revenue</b>		<b>19,050,128</b>	<b>20,496,323</b>	<b>21,814,011</b>	<b>21,522,922</b>	<b>21,920,156</b>	<b>21,920,156</b>	<b>-</b>
101.00.1101.400.000	BEGINNING FUND BALANCE	-	-	8,268,204	7,878,296	8,171,431	8,171,431	-
101.00.1101.400.101	BEGINNING FUND BALANCE	7,200,343	7,628,451	-	-	-	-	-
101.00.1101.410.102	CURRENT TAXES	8,680,798	9,182,912	9,663,636	9,663,636	10,001,863	10,001,863	-
101.00.1101.410.103	PRIOR YEARS TAXES	315,227	395,771	280,000	280,000	280,000	280,000	-
101.00.1101.410.116	PILT	109,764	108,749	102,585	30,000	50,000	50,000	-
101.00.1101.411.155	LANDFILL LICENSE FEE	111,346	114,365	95,384	118,021	119,920	119,920	-
101.00.1101.411.171	SOLID WASTE HOST FEE	1,096,132	1,175,784	1,181,802	1,128,000	1,296,000	1,296,000	-
101.00.1101.411.194	FRANCHISE FEES	30,504	32,910	32,259	32,259	33,645	33,645	-
101.00.1101.412.609	AD VAL (RR CAR) TAX	12,821	18,473	14,480	13,000	14,000	14,000	-
101.00.1101.412.611	AMUSEMENT TAX	2,015	6,042	6,795	4,000	6,000	6,000	-
101.00.1101.412.612	ASSESS/TAX FUNDING	195,925	170,316	192,740	192,740	197,224	197,224	-
101.00.1101.412.622	CIGARETTE TAX	22,907	21,522	23,426	23,426	21,612	21,612	-
101.00.1101.412.623	FR CO-OPS IN LIEU OF TAX	123,777	132,453	132,315	136,427	132,315	132,315	-
101.00.1101.412.646	LIQUOR TAX	147,893	140,856	174,224	158,328	167,352	167,352	-
101.00.1101.412.667	TIMBER SEVERANCE OFFSET	631	-	1,010	150	1,000	1,000	-
101.00.1101.412.672	VIDEO POKER-ECONOMIC DEV	-	3,586	231,528	200,000	255,372	255,372	-
101.00.1101.412.701	MARIJUANA TAX DISTRIBUTION	187,982	92,059	113,133	88,240	111,840	111,840	-
101.00.1101.413.885	TAYLOR GRAZING FUNDS - #15.227	3,262	2,936	3,200	3,200	3,200	3,200	-
101.00.1101.417.104	INTEREST EARNED	129,092	290,151	237,432	197,856	225,000	225,000	-
101.00.1101.417.105	UNSEG TAX INTEREST EARNED	52	203	72	200	200	200	-
101.00.1101.417.107	MARK TO MARKET - UNREALIZED GAIN/LOSS	(80,895)	84,682	18,651	-	-	-	-
101.00.1101.418.404	RENT - OFFICE	8,800	8,800	8,800	8,800	8,800	8,800	-
101.00.1101.418.409	BN RR LEASE	3,000	3,047	3,046	3,046	3,122	3,122	-
101.00.1101.421.241	MISC RECEIPTS	59,065	53,521	19,846	2,000	2,000	2,000	-
101.00.1101.421.244	RETURNED CHECK CHARGE	645	500	525	525	525	525	-
101.00.1101.421.263	MISC REVENUE	6,414	14,087	1,201	-	-	-	-
101.00.1101.421.273	COLUMBIA BASIN NURSING HOME PAYMENTS	40,000	40,000	40,000	40,000	40,000	40,000	-
101.00.1101.421.276	ADMINISTRATIVE SERVICES	137,652	184,147	210,058	105,501	215,309	215,309	-
101.00.1101.450.150	TRANSFER IN FROM BUILDING CODES GENERAL	-	-	132,398	250,000	-	-	-
101.00.1101.450.160	TRANSFER IN FROM BUILDING CODES ELECTRIC	-	-	37,679	250,000	-	-	-
101.00.1101.450.205	TRANSFER FROM LAND CORNER FUND	2,500	-	-	-	-	-	-
101.00.1101.450.206	TRANSFER FROM FOREST HEALTH FUND	-	-	-	119,459	162,426	162,426	-
101.00.1101.450.208	TRANSFER FROM ECONOMIC DEVELOPMENT FUND	500,676	590,000	475,812	475,812	400,000	400,000	-
101.00.1101.450.210	TRANSFER FROM DISTRICT ATTORNEY FUND	1,800	-	-	-	-	-	-
101.00.1101.450.232	TRANSFER FROM CHILDREN & FAMILY FUND	-	-	111,770	120,000	-	-	-
<b>Requirement</b>								
<b>Transfer</b>		<b>2,456,354</b>	<b>3,445,918</b>	<b>3,624,162</b>	<b>3,624,162</b>	<b>2,639,645</b>	<b>2,639,645</b>	<b>-</b>
101.99.9101.55203	TRANSFER TO COUNTY FAIR FUND	29,000	29,000	29,000	29,000	29,000	29,000	-
101.99.9101.55211	TRANSFER TO MUSEUM FUND	17,500	17,500	17,500	17,500	17,500	17,500	-
101.99.9101.55220	TRANSFER TO 911 COMMUNICATIONS FUND	183,987	248,918	253,129	253,129	193,145	193,145	-



Fund Name	101 - General Fund
Dept Name	(Multiple Items)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.99.9101.55322 TRANSFER TO CAP ACQUISITION FUND	700,000	850,000	-	-	-	-	-
101.99.9101.55326 TRANSFER TO FACILITIES CAPITAL REPLACEME	700,000	1,150,000	-	-	-	-	-
101.99.9101.55327 TRANSFER TO OPERATING RESERVE	825,867	1,150,500	3,324,533	3,324,533	2,400,000	2,400,000	-
<b>Contingency</b>	-	-	-	<b>1,315,341</b>	<b>1,438,918</b>	<b>1,438,918</b>	-
101.99.9101.57101 CONTINGENCY	-	-	-	1,315,341	1,438,918	1,438,918	-
<b>Unappropriated</b>	-	-	-	<b>4,487,544</b>	<b>6,413,200</b>	<b>6,413,200</b>	-
101.99.9101.59101 UNAPPROPRIATED	-	-	-	4,487,544	6,413,200	6,413,200	-

Fund Name	101 - General Fund
Dept Name	18 - Administration
Division (Subdept) Name	5117 - Administration

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>25,912</b>	<b>17,822</b>	<b>19,693</b>	<b>25,200</b>	<b>22,000</b>	<b>22,000</b>	-
101.18.5117.420.451 VEHICLES SOLD	1,190	-	-	4,000	4,000	4,000	-
101.18.5117.421.240 CBNH REIMBURSEMENT	16,065	14,257	17,200	17,200	15,000	15,000	-
101.18.5117.421.246 POSTAGE REIMBURSEMENT	1,497	1,965	2,493	3,000	2,000	2,000	-
101.18.5117.421.267 LEGAL FEE REIMBURSEMENT	6,620	820	-	1,000	1,000	1,000	-
101.18.5117.421.268 MISC REIMBURSEMENT	540	780	-	-	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>3,576</b>	<b>2,193</b>	-	-	-	-	-
101.18.5117.51703 UNEMPLOYMENT INSURANCE	-	1,964	-	-	-	-	-
101.18.5117.51721 PERS	3,576	229	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>438,225</b>	<b>450,851</b>	<b>534,824</b>	<b>534,520</b>	<b>552,660</b>	<b>552,660</b>	-
101.18.5117.52104 BANK CHARGES	(985)	3,869	22,924	4,000	25,895	25,895	-
101.18.5117.52112 INSURANCE - NURSING HOME	16,065	14,257	13,620	17,500	15,000	15,000	-
101.18.5117.52113 INSURANCE & BONDS	93,830	113,665	109,493	123,665	115,000	115,000	-
101.18.5117.52115 LEGAL NOTICES & PUBLISHING	5,017	775	1,990	9,000	5,000	5,000	-
101.18.5117.52116 POSTAGE	16,291	11,708	2,316	20,000	7,000	7,000	-
101.18.5117.52118 POSTAL PERMITS	-	235	294	235	245	245	-
101.18.5117.52125 BUDGET WORKSHOPS	-	-	-	600	-	-	-
101.18.5117.52325 LABOR/LEGAL COUNSEL	154,459	206,990	241,210	175,000	200,000	200,000	-
101.18.5117.52338 PRE-TAX CHECK FEES	1,275	1,249	502	1,300	1,300	1,300	-
101.18.5117.52348 SPECIAL PROJECTS	40,091	34,032	17,080	40,000	40,000	40,000	-
101.18.5117.52350 TAXES/PERMITS/ASSESSMENTS	665	665	-	800	800	800	-
101.18.5117.52360 BOPTA BOARD	628	-	1,206	-	-	-	-
101.18.5117.52370 MISC EXPENDITURES	1,520	545	869	-	-	-	-
101.18.5117.52374 SALARY PROVISIONS	36,379	-	19,505	38,000	38,000	38,000	-
101.18.5117.52401 CONTRACTED SERVICES	13,318	5,706	36,361	50,000	50,000	50,000	-
101.18.5117.52412 CONTR SRVCS - AUDIT CONTRACT	47,750	42,850	43,000	42,350	42,350	42,350	-
101.18.5117.52422 CONTR SRVCS - SHREDDING CONTRACT	1,785	2,016	2,029	3,000	3,000	3,000	-
101.18.5117.52652 MAIL MACHINE - LEASE & MAINT	3,381	3,829	4,689	4,070	4,070	4,070	-
101.18.5117.52663 VEHICLE - SET-UP	1,100	4,558	-	-	-	-	-
101.18.5117.52803 CO PROP-TAX/ASSMNT/EXP	5,167	3,422	17,180	5,000	5,000	5,000	-
101.18.5117.52999 CASH OVER/SHORT	489	480	556	-	-	-	-
<b>Capital</b>	<b>199,226</b>	<b>29</b>	<b>256,000</b>	<b>256,000</b>	<b>136,000</b>	<b>136,000</b>	-
101.18.5117.53201 VEHICLES	199,226	29	256,000	256,000	136,000	136,000	-

# PASS THROUGH GRANTS

## GENERAL FUND (101) ADMINISTRATION (18) PASS-THROUGH GRANTS (5128)

Wasco County serves as the fiscal agent for several pass-through grants. This allows other agencies to provide additional services, such as The Link and Dial-A-Ride. These services are provided primarily via Mid Columbia Economic Development District and Mid Columbia Center for Living.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	0	\$171,885	\$190,930	\$(19,045)	(11)%
18/19	0	\$321,885	\$386,536	\$(64,651)	(20)%
19/20	0	\$825,594	\$825,594	\$0	0%
20/21	0	\$825,594			

### SIGNIFICANT BUDGET CHANGES

The budget is the same as the prior budget as no changes are planned currently.

### OPPORTUNITIES

N/A – all grants are purely pass through. Additional funding from the state, hence the total budget increase.

### CAPITAL NEEDS

None.

### EXTRAORDINARY ISSUES

COVID-19 could impact state funding – if it does this will decrease the flow through grand funding.

Fund Name	101 - General Fund
Dept Name	18 - Administration
Division (Subdept) Name	5128 - Pass-Through Grants

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>174,595</b>	<b>376,681</b>	<b>825,153</b>	<b>825,594</b>	<b>825,594</b>	<b>825,594</b>	<b>-</b>
101.18.5128.412.619 CFL ALCOHOL/DRUG	23,220	22,501	24,559	25,000	25,000	25,000	-
101.18.5128.412.645 STATE TRANSPORTATION BILL	-	-	639,925	639,925	639,925	639,925	-
101.18.5128.412.663 SPEC TRANSP TAX(MCEDD)	111,804	259,517	67,700	67,700	67,700	67,700	-
101.18.5128.413.927 ODOT-PUBLIC TRANSIT DIV. GRANT - #20.513	39,571	94,663	92,969	92,969	92,969	92,969	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>190,930</b>	<b>386,536</b>	<b>825,594</b>	<b>825,594</b>	<b>825,594</b>	<b>825,594</b>	<b>-</b>
101.18.5128.52201 CENTER FOR LIVING	25,380	24,508	25,000	25,000	25,000	25,000	-
101.18.5128.52208 MCEDD - LINK	98,495	85,761	92,969	92,969	92,969	92,969	-
101.18.5128.52216 MCEDD SPEC TRANSP TAX	67,000	276,267	67,700	67,700	67,700	67,700	-
101.18.5128.52371 STATE TRANSPORTATION BILL	-	-	639,925	639,925	639,925	639,925	-
101.18.5128.52910 SUPPLIES - OFFICE	55	-	-	-	-	-	-

Fund Name	101 - General Fund
Dept Name	18 - Administration
Division (Subdept) Name	5135 - Norcor

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>34,250</b>	<b>34,573</b>	<b>34,572</b>	<b>34,572</b>	<b>34,572</b>	<b>34,572</b>	<b>-</b>
101.18.5135.413.876 JUVENILE CRIME PREV - #16.540	34,250	34,573	34,572	34,572	34,572	34,572	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>1,044,684</b>	<b>924,530</b>	<b>1,526,092</b>	<b>1,499,390</b>	<b>1,646,908</b>	<b>1,646,908</b>	<b>-</b>
101.18.5135.52209 NORCOR - ADULT FACILITY	1,021,676	904,518	978,973	978,973	1,139,013	1,139,013	-
101.18.5135.52211 MEDICAL CARE - NORCOR	23,008	20,012	41,591	25,000	25,000	25,000	-
101.18.5135.52324 JUVENILE DETENTION	-	-	505,528	495,417	482,895	482,895	-

Fund Name	101 - General Fund
Dept Name	18 - Administration
Division (Subdept) Name	5159 - Special Payment

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>415,610</b>	<b>486,521</b>	<b>491,695</b>	<b>501,993</b>	<b>521,181</b>	<b>521,181</b>	-
101.18.5159.52106 DUES - ASSOC OREGON COUNTIES	14,957	24,577	20,396	30,000	30,000	30,000	-
101.18.5159.52107 DUES - CHAMBER	768	738	588	775	775	775	-
101.18.5159.52108 DUES - MCEDD	5,028	5,531	6,134	6,031	6,734	6,734	-
101.18.5159.52110 DUES - NACO	504	504	-	550	550	550	-
101.18.5159.52201 CENTER FOR LIVING	27,100	27,200	27,240	27,300	27,400	27,400	-
101.18.5159.52214 SIX RIVERS MEDIATION	5,000	5,000	5,000	5,000	5,000	5,000	-
101.18.5159.52215 WILDLIFE CONTROL	5,893	8,081	5,000	5,000	10,565	10,565	-
101.18.5159.52229 NORTH CENTRAL PUBLIC HEALTH DEPARTMENT	356,360	414,890	427,337	427,337	440,157	440,157	-

Fund Name	101 - General Fund
Dept Name	18 - Administration
Division (Subdept) Name	5153 - Veterans

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>92,644</b>	<b>89,039</b>	<b>90,944</b>	<b>87,944</b>	<b>90,944</b>	<b>90,944</b>	-
101.18.5153.412.653 ODVA - BASE	10,440	10,440	69,678	69,678	69,678	69,678	-
101.18.5153.412.678 ODVA - SB 5629 (EXPANSION)	77,504	78,599	18,266	18,266	18,266	18,266	-
101.18.5153.412.681 STATE GRANT/REIMBURSEMENT	-	-	-	-	3,000	3,000	-
101.18.5153.421.241 MISC RECEIPTS	4,700	-	3,000	-	-	-	-
101.18.5153.421.300 COUNTY BASE VET FUNDING	-	-	17,736	17,736	17,736	17,736	-
101.18.5153.421.301 COUNTY BASE CONTRA ACCOUNT	-	-	(17,736)	(17,736)	(17,736)	(17,736)	-
101.18.5153.421.302 OTHER COUNTY FUNDING VETS	-	-	36,919	36,919	50,236	50,236	-
101.18.5153.421.303 OTHER COUNTY FUND VETS CONTRA	-	-	(36,919)	(36,919)	(50,236)	(50,236)	-
<b>Requirement</b>							
<b>Personnel</b>	<b>127,321</b>	<b>124,030</b>	<b>129,184</b>	<b>136,037</b>	<b>132,028</b>	<b>132,028</b>	-
101.18.5153.51570 VETERANS SERVICE OFFICER	100,344	102,852	107,044	108,336	109,776	109,776	-
101.18.5153.51602 OVERTIME	76	448	-	-	-	-	-
101.18.5153.51701 FICA	7,682	7,903	8,189	8,288	8,398	8,398	-
101.18.5153.51705 WORKERS' COMPENSATION	137	123	94	151	128	128	-
101.18.5153.51721 PERS	11,568	12,106	13,269	18,634	13,107	13,107	-
101.18.5153.51729 HEALTH INSURANCE	6,358	-	-	-	-	-	-
101.18.5153.51730 DENTAL INSURANCE	560	-	-	-	-	-	-
101.18.5153.51732 LONG TERM DISABILITY	540	544	537	574	565	565	-
101.18.5153.51733 LIFE INSURANCE	56	54	51	54	54	54	-
<b>Materials &amp; Services</b>	<b>15,887</b>	<b>16,389</b>	<b>17,496</b>	<b>21,648</b>	<b>26,888</b>	<b>26,888</b>	-
101.18.5153.52111 DUES & SUBSCRIPTIONS	1,488	2,106	2,132	2,087	1,797	1,797	-
101.18.5153.52116 POSTAGE	-	76	347	-	500	500	-
101.18.5153.52122 TELEPHONE	585	705	689	700	700	700	-
101.18.5153.52126 RENT - VETERANS SERVICES	-	-	-	1	1	1	-
101.18.5153.52348 SPECIAL PROJECTS	-	1,042	230	1,550	3,500	3,500	-
101.18.5153.52415 CONTR SRVCS - JANITORIAL	2,295	2,550	2,690	3,060	3,060	3,060	-
101.18.5153.52601 EQUIPMENT - NON CAPITAL	2,411	320	220	600	600	600	-
101.18.5153.52701 TRAINING & EDUCATION	-	144	-	800	480	480	-
101.18.5153.52711 MEALS LODGING & REGISTRATION	1,871	1,572	2,537	4,500	7,500	7,500	-
101.18.5153.52731 TRAVEL & MILEAGE	207	322	2,275	1,600	2,000	2,000	-
101.18.5153.52801 BLDG REPAIR & MAINT	1,088	455	105	750	750	750	-
101.18.5153.52870 UTILITIES	3,822	3,975	3,469	3,500	3,500	3,500	-
101.18.5153.52910 SUPPLIES - OFFICE	2,120	3,122	2,802	2,500	2,500	2,500	-

Fund Name	204 - County School Fund
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>241,768</b>	<b>301,506</b>	<b>248,975</b>	<b>424,440</b>	<b>424,440</b>	<b>424,440</b>	<b>-</b>
204.00.1204.400.000 BEGINNING FUND BALANCE	-	-	85	200	200	200	-
204.00.1204.400.204 BEGINNING FUND BALANCE	-	7	-	-	-	-	-
204.00.1204.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	-	1,480	79	-	-	-	-
204.18.5270.412.609 AD VAL RR CAR TAX	7,413	11,243	9,662	8,500	8,500	8,500	-
204.18.5270.412.634 ELECTRIC CO-OP TAX	61,889	66,127	66,058	70,000	70,000	70,000	-
204.18.5270.413.868 FEDERAL FOREST RECEIPTS - #10.665	171,216	221,297	171,783	345,365	345,365	345,365	-
204.18.5270.413.905 FLOOD CONTROL LEASES - #12.112	174	175	176	175	175	175	-
204.18.5270.417.104 INTEREST EARNED	1,076	1,177	1,132	200	200	200	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>230,490</b>	<b>301,420</b>	<b>424,440</b>	<b>424,440</b>	<b>424,440</b>	<b>424,440</b>	<b>-</b>
204.18.5270.52203 DISTRIBUTE TO SCHOOLS	230,490	301,420	424,440	424,440	424,440	424,440	-



Fund Name	208 - Special Economic Development
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>1,586,710</b>	<b>1,606,666</b>	<b>3,507,609</b>	<b>2,397,924</b>	<b>4,022,754</b>	<b>4,022,754</b>	-
208.00.1208.400.000 BEGINNING FUND BALANCE	-	-	238,666	254,699	659,391	659,391	-
208.00.1208.400.208 BEGINNING FUND BALANCE	379,953	343,694	-	-	-	-	-
208.00.1208.417.104 INTEREST EARNED	4,882	9,520	9,429	4,000	6,000	6,000	-
208.00.1208.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(3,957)	3,452	1,459	-	-	-	-
208.18.5207.412.672 VIDEO POKER-ECONOMIC DEV	155,832	200,000	-	-	-	-	-
208.18.5208.419.455 2005 TAX ABATEMENT DEC 2007 - 2022	250,000	250,000	250,000	250,000	250,000	250,000	-
208.18.5208.419.456 2013 TAX ABATEMENT DEC 2016 - 2031	800,000	800,000	800,000	800,000	800,000	800,000	-
208.18.5208.419.457 2015 TAX ABATEMENT (START - END TBD)	-	-	1,190,454	1,089,225	1,289,762	1,289,762	-
208.18.5208.419.458 INITIAL PAYMENT ABATEMENT AGREEMENT	-	-	1,017,601	-	1,017,601	1,017,601	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>698,642</b>	<b>773,000</b>	<b>1,917,112</b>	<b>1,917,112</b>	<b>3,617,754</b>	<b>3,617,754</b>	-
208.18.5207.52232 DISTRIBUTED TO WASCO	-	-	(719,030)	(719,030)	(1,153,682)	(1,153,682)	-
208.18.5207.52348 SPECIAL PROJECTS	-	-	719,015	719,015	1,881,356	1,881,356	-
208.18.5208.52225 CITY OF THE DALLES	405,000	405,000	954,113	954,113	1,558,682	1,558,682	-
208.18.5208.52230 SCHOOL DISTRICT	240,000	240,000	240,000	240,000	240,000	240,000	-
208.18.5208.52232 DISTRIBUTED TO WASCO	-	-	719,015	719,015	1,153,682	1,153,682	-
208.18.5208.52348 SPECIAL PROJECTS	53,642	128,000	3,999	3,999	(62,284)	(62,284)	-
<b>Transfer</b>	<b>505,676</b>	<b>595,000</b>	<b>480,812</b>	<b>480,812</b>	<b>405,000</b>	<b>405,000</b>	-
208.18.5207.55101 TRANSFER TO GENERAL FUND	105,676	200,000	75,812	75,812	-	-	-
208.18.5208.55101 TRANSFER TO GENERAL FUND	395,000	390,000	400,000	400,000	400,000	400,000	-
208.18.5208.55211 TRANSFERS TO MUSEUM FUND	5,000	5,000	5,000	5,000	5,000	5,000	-

Fund Name	330 - CDBG Fund
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>788,282</b>	<b>5,827,152</b>	<b>502,519</b>	<b>560,000</b>	<b>602,000</b>	<b>602,000</b>	<b>-</b>
330.00.1330.400.000 BEGINNING FUND BALANCE	-	-	26,896	-	602,000	602,000	-
330.00.1330.400.322 BEGINNING FUND BALANCE	82,711	52,107	-	-	-	-	-
330.00.1330.417.104 INTEREST EARNED	731	931	-	300	-	-	-
330.18.5330.413.931 CDBG GRANT	10,067	1,659,747	19,117	142,438	-	-	-
330.18.5330.419.454 CENTER FOR LIVING CONTRIBUTION	694,773	1,970,078	456,506	-	-	-	-
330.18.5330.490.490 LOAN PROCEEDS	-	2,144,289	-	417,262	-	-	-
<b>Requirement</b>							
<b>Transfer</b>	-	-	-	-	<b>602,000</b>	<b>602,000</b>	-
330.99.5330.55326 TRANSFER TO FACILITIES CAPITAL REPLACEME	-	-	-	-	602,000	602,000	-
<b>Capital</b>	<b>769,576</b>	<b>5,766,854</b>	<b>418,351</b>	<b>560,000</b>	-	-	-
330.18.5330.53111 CAPITAL EXPENDITURES	769,576	5,766,854	418,351	560,000	-	-	-

Fund Name	229 - Court Facilities
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>157,551</b>	<b>175,920</b>	<b>202,796</b>	<b>178,562</b>	<b>202,000</b>	<b>202,000</b>	-
229.00.1229.400.000 BEGINNING FUND BALANCE	-	-	158,299	149,562	170,000	170,000	-
229.00.1229.400.229 BEGINNING FUND BALANCE	128,560	145,873	-	-	-	-	-
229.00.1229.417.104 INTEREST EARNED	1,634	2,826	3,468	2,000	2,000	2,000	-
229.00.1229.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(180)	1,452	368	-	-	-	-
229.18.5229.416.375 COURT SECURITY FINES - OR JUDICIAL	27,537	25,769	27,194	27,000	27,000	27,000	-
229.18.5229.416.377 COURT SECURITY FINES - CITY THE DALLES	-	-	13,467	-	3,000	3,000	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>11,677</b>	<b>17,621</b>	<b>(23)</b>	<b>43,000</b>	<b>51,000</b>	<b>51,000</b>	-
229.18.5229.52401 CONTRACTED SERVICES	2,182	3,681	-	25,000	30,000	30,000	-
229.18.5229.52601 EQUIPMENT - NON CAPITAL	9,495	13,940	(23)	18,000	21,000	21,000	-
<b>Contingency</b>	-	-	-	<b>135,562</b>	<b>151,000</b>	<b>151,000</b>	-
229.99.9229.57229 CONTINGENCY	-	-	-	135,562	151,000	151,000	-

Fund Name	206 - Forest Health Program
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>315,423</b>	<b>326,633</b>	<b>374,442</b>	<b>374,117</b>	<b>417,084</b>	<b>417,084</b>	-
206.00.1206.400.000 BEGINNING FUND BALANCE	-	-	326,633	331,150	374,117	374,117	-
206.00.1206.400.206 BEGINNING FUND BALANCE	274,889	315,422	-	-	-	-	-
206.00.1206.417.104 INTEREST EARNED	3,325	5,504	6,593	2,700	2,700	2,700	-
206.00.1206.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(3,058)	3,106	796	-	-	-	-
206.18.5206.413.866 FEDERAL TITLE III INCOME - #10.665	40,267	2,601	40,420	40,267	40,267	40,267	-
<b>Requirement</b>							
<b>Transfer</b>	-	-	-	<b>119,459</b>	<b>162,426</b>	<b>162,426</b>	-
206.99.9206.55101 TRANSFER TO GENERAL FUND	-	-	-	119,459	162,426	162,426	-
<b>Contingency</b>	-	-	-	<b>204,658</b>	<b>204,658</b>	<b>204,658</b>	-
206.99.9206.57206 CONTINGENCY	-	-	-	204,658	204,658	204,658	-
<b>Capital</b>	-	-	-	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	-
206.18.5206.53301 EQUIPMENT - CAPITAL	-	-	-	50,000	50,000	50,000	-

# KRAMER FIELD

## KRAMER FIELD FUND (233) ADMINISTRATION (18) KRAMER FIELD (5233)

This fund serves to provide a funding source for Kramer Field repairs and improvements.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	0	\$33,434	0	\$33,434	100%
18/19	0	\$33,851	0	\$33,851	100%
19/20	0	\$34,484	0	\$34,484	100%
20/21	0	\$37,750			

### SIGNIFICANT BUDGET CHANGES

None this year.

### OPPORTUNITIES

None, this fund is funded solely by interest accrued.

### CAPITAL NEEDS

None.

### EXTRAORDINARY ISSUES

None.

Fund Name	233 - Kramer Field
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>33,693</b>	<b>34,667</b>	<b>35,444</b>	<b>34,484</b>	<b>35,750</b>	<b>35,750</b>	-
233.00.1233.400.000 BEGINNING FUND BALANCE	-	-	34,667	34,184	35,300	35,300	-
233.00.1233.400.233 BEGINNING FUND BALANCE	33,303	33,694	-	-	-	-	-
233.00.1233.417.104 INTEREST EARNED	390	608	700	300	450	450	-
233.00.1233.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	-	365	77	-	-	-	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	-	-	-	<b>34,484</b>	<b>35,750</b>	<b>35,750</b>	-
233.18.5233.52401 CONTRACTED SERVICES	-	-	-	34,484	35,750	35,750	-

# FORT DALLES MUSEUM

## FORT DALLES MUSEUM FUND (211) ADMINISTRATION (18) MUSEUM (5211)

This fund maintains the Fort Dalles Museum and Anderson Homestead located in The Dalles. The grounds also serve as rental space for events, concerts, and other community happenings.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	1	\$106,229	\$75,288	\$30,941	29%
18/19	1	\$317,589	\$106,209	\$211,380	67%
19/20	1	\$343,976	\$76,721	\$267,255	78%
19/20	1	\$330,112			

### SIGNIFICANT BUDGET CHANGES

Improvements to the grounds and buildings, primarily the vehicle building, are generating new interest and should drive growth as reflected in the budget.

The COVID-19 shutdown has impacted the Museum as it has not open up as of April.

This is lost revenue and the cruise ship season has essentially been cancelled. The fund is in a position where the fund balance can make up for the lost revenue for the year/season, but expenses will need to be watched and controlled.

### OPPORTUNITIES

A new ship will be bringing visitors to the Museum when stopped in The Dalles, a fundraiser is planned for the fall.

### CAPITAL NEEDS

None.

### EXTRAORDINARY ISSUES

The COVID-19 is drastically impacting revenues and the longer the shutdown continues, the more difficult and steeper the lost revenue will be.

Fund Name	211 - Musuem
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>317,909</b>	<b>334,181</b>	<b>320,163</b>	<b>343,976</b>	<b>330,112</b>	<b>330,112</b>	<b>-</b>
211.00.1211.400.000 BEGINNING FUND BALANCE	-	-	83,145	86,483	107,287	107,287	-
211.00.1211.400.211 BEGINNING FUND BALANCE	80,742	99,845	-	-	-	-	-
211.00.1211.400.900 RESERVED BEGINNING FUND BALANCE	142,775	142,775	144,828	144,828	143,133	143,133	-
211.00.1211.417.104 INTEREST EARNED	2,937	4,315	5,252	3,600	4,992	4,992	-
211.00.1211.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(1,439)	2,241	566	-	-	-	-
211.00.1211.450.101 TRANSFER FROM GENERAL FUND	17,500	17,500	17,500	17,500	17,500	17,500	-
211.00.1211.450.208 TRANSFER FROM ECONOMIC DEVELOPMENT FUND	5,000	5,000	5,000	5,000	5,000	5,000	-
211.18.5211.411.129 ADMISSIONS	22,827	26,548	24,544	28,000	13,000	13,000	-
211.18.5211.411.136 MERCHANDISE SALES	2,400	3,340	2,381	3,000	1,200	1,200	-
211.18.5211.411.191 MEMBERSHIPS	8,301	8,558	8,470	8,000	9,000	9,000	-
211.18.5211.412.676 DALLES CITY-MUSEUMS	24,375	18,750	22,500	22,500	22,500	22,500	-
211.18.5211.414.313 N WASCO PUD	-	-	-	18,565	-	-	-
211.18.5211.419.436 DONATIONS	12,491	2,787	4,965	6,500	6,500	6,500	-
211.18.5211.421.241 MISC RECEIPTS	-	2,522	1,012	-	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>35,469</b>	<b>35,500</b>	<b>37,005</b>	<b>42,773</b>	<b>42,392</b>	<b>42,392</b>	<b>-</b>
211.18.5211.51571 MUSEUM STAFF	22,155	21,604	22,807	25,488	26,111	26,111	-
211.18.5211.51602 OVERTIME	37	-	-	408	400	400	-
211.18.5211.51701 FICA	1,698	1,653	1,745	1,981	2,028	2,028	-
211.18.5211.51705 WORKERS' COMPENSATION	54	32	30	74	49	49	-
211.18.5211.51721 PERS	2,557	2,530	2,829	4,431	3,164	3,164	-
211.18.5211.51729 HEALTH INSURANCE	8,156	8,878	8,845	9,592	9,858	9,858	-
211.18.5211.51730 DENTAL INSURANCE	667	648	595	637	617	617	-
211.18.5211.51732 LONG TERM DISABILITY	117	128	128	135	138	138	-
211.18.5211.51733 LIFE INSURANCE	28	27	26	27	27	27	-
<b>Materials &amp; Services</b>	<b>37,083</b>	<b>70,709</b>	<b>39,621</b>	<b>58,065</b>	<b>48,632</b>	<b>48,632</b>	<b>-</b>
211.18.5211.52101 ADVERTISING & PROMOTIONS	6,292	11,091	5,910	5,000	5,000	5,000	-
211.18.5211.52111 DUES & SUBSCRIPTIONS	390	100	-	350	-	-	-
211.18.5211.52116 POSTAGE	319	310	440	500	500	500	-
211.18.5211.52122 TELEPHONE	1,239	1,247	1,202	1,250	1,250	1,250	-
211.18.5211.52141 SPECIAL EVENTS	38	525	919	500	500	500	-
211.18.5211.52333 MUSEUM EXPENSES	3,328	2,284	3,068	1,500	1,500	1,500	-
211.18.5211.52401 CONTRACTED SERVICES	2,140	240	1,592	19,565	10,000	10,000	-
211.18.5211.52651 EQUIPMENT - REPAIR & MAINTENANCE	-	-	-	500	500	500	-
211.18.5211.52658 COPIER - LEASE & MAINTENANCE	389	1,174	976	500	1,032	1,032	-
211.18.5211.52701 TRAINING & EDUCATION	-	100	-	1,000	500	500	-
211.18.5211.52801 BLDG REPAIR & MAINT	1,085	31,314	8,273	6,000	8,000	8,000	-



Fund Name	211 - Musuem
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
211.18.5211.52808 RENTALS	-	-	(49)	500	250	250	-
211.18.5211.52861 MAINTENANCE - GROUNDS	8,001	8,627	8,664	7,500	7,500	7,500	-
211.18.5211.52870 UTILITIES	10,170	8,903	6,406	10,000	10,000	10,000	-
211.18.5211.52942 SUPPLIES - MERCHANDISE	310	608	126	100	100	100	-
211.18.5211.52952 SUPPLIES - MUSEUM	1,865	2,578	1,435	2,000	2,000	2,000	-
211.18.5211.52971 BOOKS	1,517	1,608	659	1,300	-	-	-
<b>Capital</b>	<b>2,739</b>	<b>-</b>	<b>95</b>	<b>6,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
211.18.5211.53111 CAPITAL EXPENDITURES	-	-	-	6,500	-	-	-
211.18.5211.53520 ANDERSON HOUSE ROOF	2,739	-	95	-	-	-	-
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>177,904</b>	<b>196,209</b>	<b>196,209</b>	<b>-</b>
211.99.9211.57211 CONTINGENCY	-	-	-	177,904	196,209	196,209	-
<b>Unappropriated</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>58,734</b>	<b>42,879</b>	<b>42,879</b>	<b>-</b>
211.99.9211.59211 UNAPPROPRIATED	-	-	-	58,734	42,879	42,879	-

# COUNTY FAIR

## COUNTY FAIR FUND (203) ADMINISTRATION (18) COUNTY FAIR (5260)

The annual Wasco County Fair is managed via this fund, hosted at the Wasco County Fairgrounds.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	0.5	\$197,313	\$186,939	\$374	0%
18/19	0.3	\$251,042	\$179,111	\$71,931	29%
19/20	0.3	\$322,316	\$173,408	\$148,908	46%
20/21	0.3	\$358,255			

### SIGNIFICANT BUDGET CHANGES

While the fair is budgeted to happen, that is not a given with the current COVID-19 shutdown. Several fairs in the state have already cancelled and others are considering it. If this happens, most of the expense and revenue will not happen. The fund balance will be able to keep the fair functional and able to continue in the following fiscal periods.

### OPPORTUNITIES

Selling online tickets, looking for a way to ensure attendees pay to enter (better control of entrances), and increasing online presence via social media.

### CAPITAL NEEDS

Work is needed on the water and electrical systems, a generator to be wired in, additional bleachers/seating for the rodeo.

### EXTRAORDINARY ISSUES

The COVID-19 shutdown could cancel the Fair and cause significant lost revenue and expense. There are 11 different electric accounts for the Fair/Park complex with a \$50/month charge each. Minimizing these costs would take a redesign of the power distribution. Currently, there is not enough capital to support this effort.

Fund Name	203 - Fair Fund
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>283,973</b>	<b>317,795</b>	<b>329,059</b>	<b>322,316</b>	<b>358,255</b>	<b>358,255</b>	-
203.00.1203.400.000 BEGINNING FUND BALANCE	-	-	139,217	104,106	131,648	131,648	-
203.00.1203.400.203 BEGINNING FUND BALANCE	82,577	97,383	-	-	-	-	-
203.00.1203.417.104 INTEREST EARNED	1,115	1,789	3,165	900	1,500	1,500	-
203.00.1203.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(1,079)	2,104	319	-	-	-	-
203.00.1203.450.101 TRANSFER FROM GENERAL FUND	29,000	29,000	29,000	29,000	29,000	29,000	-
203.18.5260.411.129 ADMISSIONS	25,722	28,218	34,474	29,000	34,000	34,000	-
203.18.5260.411.131 FAIR-CAMPING FEES	6,413	14,157	4,245	19,000	4,500	4,500	-
203.18.5260.411.132 FAIR REVENUE	43,836	31,952	21,018	36,368	22,000	22,000	-
203.18.5260.411.133 FAIR-COMMERCIAL BOOTHS	7,688	13,781	8,453	7,200	14,000	14,000	-
203.18.5260.411.137 FAIR-STALL RENTALS	246	1,129	991	1,000	1,000	1,000	-
203.18.5260.411.140 Ranch Sorting	-	3,252	920	-	-	-	-
203.18.5260.411.141 GROUNDS-CAMPING FEES	-	12,305	13,372	1,500	25,000	25,000	-
203.18.5260.411.142 GROUNDS-BLDG/ARENA RENTALS	5,400	17,372	9,940	11,865	15,000	15,000	-
203.18.5260.411.143 GROUNDS-RV DUMP	228	378	106	240	240	240	-
203.18.5260.411.144 GROUNDS-SHOWERS	-	1,259	1,758	270	2,000	2,000	-
203.18.5260.411.182 FAIR-CARNIVAL	3,476	3,349	3,514	3,500	-	-	-
203.18.5260.412.647 LOTTERY DISTRIBUTION	53,167	53,167	53,167	53,167	53,167	53,167	-
203.18.5260.418.405 RENT-FAIR HOUSE	7,200	7,200	5,400	7,200	7,200	7,200	-
203.18.5260.419.436 DONATIONS	18,984	-	-	18,000	18,000	18,000	-
<b>Requirement</b>							
<b>Personnel</b>	<b>21,230</b>	<b>17,090</b>	<b>17,885</b>	<b>19,171</b>	<b>18,766</b>	<b>18,766</b>	-
203.18.5260.51573 FACILITIES OPERATOR	14,240	9,641	10,044	10,188	10,191	10,191	-
203.18.5260.51701 FICA	1,089	649	602	628	595	595	-
203.18.5260.51705 WORKERS' COMPENSATION	195	911	70	183	179	179	-
203.18.5260.51721 PERS	1,640	1,128	1,247	1,752	1,217	1,217	-
203.18.5260.51729 HEALTH INSURANCE	3,677	4,508	5,686	6,167	6,337	6,337	-
203.18.5260.51730 DENTAL INSURANCE	300	194	178	191	185	185	-
203.18.5260.51732 LONG TERM DISABILITY	77	51	50	54	54	54	-
203.18.5260.51733 LIFE INSURANCE	12	8	8	8	8	8	-
<b>Materials &amp; Services</b>	<b>165,709</b>	<b>162,021</b>	<b>155,523</b>	<b>176,080</b>	<b>182,180</b>	<b>182,180</b>	-
203.18.5260.52101 ADVERTISING & PROMOTIONS	14,747	8,626	9,000	9,000	9,000	9,000	-
203.18.5260.52111 DUES & SUBSCRIPTIONS	1,005	1,101	1,000	1,000	1,100	1,100	-
203.18.5260.52113 INSURANCE & BONDS	-	-	30,444	33,000	31,000	31,000	-
203.18.5260.52114 INSURANCE & BONDS - FAIR	30,393	31,251	-	-	-	-	-
203.18.5260.52122 TELEPHONE	1,286	1,257	1,028	1,280	1,280	1,280	-

Fund Name	203 - Fair Fund
Dept Name	(All)
Division (Subdept) Name	(All)

		Data						
203.18.5260.52135	QUEEN SCHOLARSHIPS	-	-	-	500	500	500	-
203.18.5260.52147	AMBASSADOR FUND	2,346	-	-	2,500	2,500	2,500	-
203.18.5260.52316	GROUNDS	282	2,162	1,440	4,000	6,000	6,000	-
203.18.5260.52386	FAIR	76,989	69,841	71,792	70,000	72,000	72,000	-
203.18.5260.52401	CONTRACTED SERVICES	3,750	10,338	10,000	10,000	12,000	12,000	-
203.18.5260.52601	EQUIPMENT - NON CAPITAL	-	147	2,349	6,000	6,000	6,000	-
203.18.5260.52651	EQUIPMENT - REPAIR & MAINTENANCE	983	1,106	291	4,500	4,500	4,500	-
203.18.5260.52656	GAS & OIL	212	1,773	183	1,300	1,300	1,300	-
203.18.5260.52711	MEALS LODGING & REGISTRATION	5,274	4,835	3,085	5,500	6,000	6,000	-
203.18.5260.52731	TRAVEL & MILEAGE	1,388	1,837	2,524	2,000	2,000	2,000	-
203.18.5260.52801	BLDG REPAIR & MAINT	7,201	1,238	3,572	2,000	3,500	3,500	-
203.18.5260.52870	UTILITIES	19,359	23,323	15,232	20,000	20,000	20,000	-
203.18.5260.52909	SUPPLIES	494	3,186	3,583	3,500	3,500	3,500	-
<b>Contingency</b>		-	-	-	<b>33,000</b>	<b>63,244</b>	<b>63,244</b>	-
203.99.9203.57203	CONTINGENCY	-	-	-	33,000	63,244	63,244	-
<b>Unappropriated</b>		-	-	-	<b>94,065</b>	<b>94,065</b>	<b>94,065</b>	-
203.99.9203.59203	UNAPPROPRIATED	-	-	-	94,065	94,065	94,065	-

Fund Name	223 - Park
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>322,690</b>	<b>359,574</b>	<b>371,406</b>	<b>362,389</b>	<b>339,620</b>	<b>339,620</b>	-
223.00.1223.400.000 BEGINNING FUND BALANCE	-	-	285,122	268,670	240,320	240,320	-
223.00.1223.400.223 BEGINNING FUND BALANCE	227,490	256,637	-	-	-	-	-
223.00.1223.417.104 INTEREST EARNED	2,836	4,805	5,886	2,000	4,800	4,800	-
223.00.1223.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(1,439)	2,669	635	-	-	-	-
223.18.5223.411.141 GROUNDS-CAMPING FEES	31,571	26,943	13,286	25,000	25,000	25,000	-
223.18.5223.411.144 GROUNDS-SHOWERS	2,719	2,522	1,758	2,000	2,500	2,500	-
223.18.5223.412.658 STATE RV ALLOCATION	59,381	65,746	64,719	64,719	67,000	67,000	-
223.18.5223.421.241 MISC RECEIPTS	132	252	-	-	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>26,019</b>	<b>38,163</b>	<b>41,864</b>	<b>44,734</b>	<b>43,788</b>	<b>43,788</b>	-
223.18.5223.51573 HUNT PARK MANAGER (5MO)	17,404	22,495	23,436	23,772	23,779	23,779	-
223.18.5223.51701 FICA	1,331	1,515	1,403	1,466	1,389	1,389	-
223.18.5223.51705 WORKERS' COMPENSATION	324	409	297	426	418	418	-
223.18.5223.51721 PERS	2,005	2,633	2,910	4,089	2,839	2,839	-
223.18.5223.51729 HEALTH INSURANCE	4,479	10,520	13,268	14,390	14,786	14,786	-
223.18.5223.51730 DENTAL INSURANCE	367	453	416	446	432	432	-
223.18.5223.51732 LONG TERM DISABILITY	94	119	116	126	126	126	-
223.18.5223.51733 LIFE INSURANCE	15	19	18	19	19	19	-
<b>Materials &amp; Services</b>	<b>40,035</b>	<b>36,289</b>	<b>42,841</b>	<b>69,970</b>	<b>75,970</b>	<b>75,970</b>	-
223.18.5223.52122 TELEPHONE	1,077	1,765	1,551	1,920	1,920	1,920	-
223.18.5223.52316 GROUNDS	518	2,003	1,234	5,000	5,000	5,000	-
223.18.5223.52401 CONTRACTED SERVICES	5,779	8,525	13,334	19,500	19,500	19,500	-
223.18.5223.52601 EQUIPMENT - NON CAPITAL	4,752	245	467	8,000	8,000	8,000	-
223.18.5223.52651 EQUIPMENT - REPAIR & MAINTENANCE	1,609	561	193	2,500	2,500	2,500	-
223.18.5223.52656 GAS & OIL	213	1,112	183	1,050	1,050	1,050	-
223.18.5223.52731 TRAVEL & MILEAGE	1,000	-	367	1,000	1,000	1,000	-
223.18.5223.52801 BLDG REPAIR & MAINT	5,907	714	3,701	5,000	11,000	11,000	-
223.18.5223.52861 MAINTENANCE - GROUNDS	55	247	2,334	3,000	3,000	3,000	-
223.18.5223.52870 UTILITIES	15,148	18,766	17,967	18,000	18,000	18,000	-
223.18.5223.52909 SUPPLIES	3,977	2,351	1,510	5,000	5,000	5,000	-
<b>Capital</b>	-	-	-	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	-
223.18.5223.53111 CAPITAL EXPENDITURES	-	-	-	30,000	30,000	30,000	-
<b>Contingency</b>	-	-	-	<b>60,000</b>	<b>116,965</b>	<b>116,965</b>	-
223.99.9223.57223 CONTINGENCY	-	-	-	60,000	116,965	116,965	-

Fund Name	223 - Park
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
Unappropriated	-	-	-	157,685	72,897	72,897	-
223.99.9223.59223 UNAPPROPRIATED	-	-	-	157,685	72,897	72,897	-

# DISTRICT ATTORNEY

## GENERAL FUND (101) DISTRICT ATTORNEY (19) DISTRICT ATTORNEY (5133)

The District Attorney’s office prosecutes crimes in Wasco County. In 2019, the office received approximately 1,757 Law Enforcement referrals, 955 of which resulted in misdemeanor and felony charges. This excludes the 252 probation violation and 149 violation cases filed as well. The department also assists Oregon State Police, the Wasco County Sheriff’s Office, the City of The Dalles Police, Inter-Tribe, Warm Springs, and Federal Law Enforcement with investigation of crimes within Wasco County.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	7.4	\$700,904	\$624,999	\$75,905	11%
18/19	7.7	\$680,795	\$638,393	\$42,402	6%
19/20	7.7	\$707,147	\$695,878	\$11,269	2%
20/21	7.7	\$744,169			

### SIGNIFICANT BUDGET CHANGES

As of this publishing, there are plans to assume responsibility for municipal criminal cases from the City of The Dalles. The intention is for the City to fund this activity, and in turn, Wasco County will likely hire a paralegal to manage the caseload.

### OPPORTUNITIES

With potential funding from the City of The Dalles, and ongoing grant revenue, the DA’s office is sufficiently funded.

### CAPITAL NEEDS

None.

### EXTRAORDINARY ISSUES

None.

Fund Name	101 - General Fund
Dept Name	19 - District Attorney
Division (Subdept) Name	5133 - District Attorney

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>180,150</b>	<b>189,927</b>	<b>319,961</b>	<b>221,484</b>	<b>156,507</b>	<b>156,507</b>	<b>-</b>
101.19.5133.412.102 CRIMINAL FINES AND ASSESSMENT (CFA)	25,194	25,160	46,009	28,609	-	-	-
101.19.5133.412.617 CAMI GRANT-WASCO	52,616	54,099	56,507	56,507	56,507	56,507	-
101.19.5133.413.892 VOCA BASIC - #16.575	56,826	54,444	56,365	56,365	-	-	-
101.19.5133.413.931 VOCA EXPANSION #16.575	18,652	30,222	34,023	34,023	-	-	-
101.19.5133.413.932 VOCA SST #16.757	-	4,659	18,480	18,480	-	-	-
101.19.5133.413.933 VOCA ONE TIME #16.575	4,604	2,610	7,500	7,500	-	-	-
101.19.5133.421.241 MISC RECEIPTS	-	-	81,396	-	80,000	80,000	-
101.19.5133.421.242 PHOTO/DIGITAL COPY FEES	22,258	18,709	19,681	20,000	20,000	20,000	-
101.19.5133.421.245 PAYROLL REIMBURSEMENT	-	24	-	-	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>532,646</b>	<b>554,248</b>	<b>612,987</b>	<b>608,041</b>	<b>522,177</b>	<b>522,177</b>	<b>-</b>
101.19.5133.51269 SEASONAL/TEMPORARY	3,372	4,078	6,097	10,800	10,969	10,969	-
101.19.5133.51451 DEPUTY DA I	67,646	67,509	69,602	69,600	69,602	69,602	-
101.19.5133.51452 CHIEF LEGAL SECRETARY	44,549	45,662	48,229	48,360	48,571	48,571	-
101.19.5133.51454 LEGAL SECRETARY	36,880	37,802	38,088	40,032	37,167	37,167	-
101.19.5133.51455 OFFICE SPECIALIST II	31,346	31,262	41,238	31,584	27,695	27,695	-
101.19.5133.51456 VICTIM ASSISTANCE	40,791	40,791	42,056	42,048	-	-	-
101.19.5133.51457 OFFICE SPECIALIST I	31,528	32,498	20,516	34,440	34,262	34,262	-
101.19.5133.51458 DEPUTY DA II	78,588	79,559	82,846	82,032	82,025	82,025	-
101.19.5133.51459 VICTIM ADVOCATE GRANT POSITION	22,168	24,960	28,311	27,336	-	-	-
101.19.5133.51460 PARALEGAL	-	-	38,402	-	58,490	58,490	-
101.19.5133.51621 CELL PHONE ALLOWANCE	-	-	537	-	600	600	-
101.19.5133.51681 COMP/HOLIDAY BANK CASHOUT	442	418	-	-	-	-	-
101.19.5133.51701 FICA	25,463	25,730	29,662	27,355	27,590	27,590	-
101.19.5133.51703 UNEMPLOYMENT INSURANCE	861	-	-	-	-	-	-
101.19.5133.51705 WORKERS' COMPENSATION	485	438	(159)	563	426	426	-
101.19.5133.51721 PERS	52,150	54,775	60,688	76,996	48,248	48,248	-
101.19.5133.51729 HEALTH INSURANCE	88,928	101,465	99,887	109,631	70,214	70,214	-
101.19.5133.51730 DENTAL INSURANCE	5,311	5,181	4,824	5,095	4,306	4,306	-
101.19.5133.51732 LONG TERM DISABILITY	1,918	1,904	1,956	1,953	1,823	1,823	-
101.19.5133.51733 LIFE INSURANCE	220	216	207	216	189	189	-
<b>Materials &amp; Services</b>	<b>92,355</b>	<b>91,196</b>	<b>82,891</b>	<b>99,106</b>	<b>83,995</b>	<b>83,995</b>	<b>-</b>
101.19.5133.52111 DUES & SUBSCRIPTIONS	5,413	5,216	8,273	5,470	5,800	5,800	-
101.19.5133.52116 POSTAGE	-	145	559	-	300	300	-
101.19.5133.52122 TELEPHONE	1,238	1,295	2,332	1,296	1,200	1,200	-
101.19.5133.52302 DA LAW LIBRARY	3,381	3,600	3,306	3,620	-	-	-
101.19.5133.52303 DA WITNESS FEES	-	-	318	300	300	300	-



Fund Name	101 - General Fund
Dept Name	19 - District Attorney
Division (Subdept) Name	5133 - District Attorney

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.19.5133.52331 MEDICAL CARE/ASSESSMENT	1,299	(1,122)	-	2,500	2,500	2,500	-
101.19.5133.52332 MEDICAL EXAMINER	9,564	16,453	18,808	12,000	10,000	10,000	-
101.19.5133.52347 SPECIAL INVESTIGATIONS	5,413	1,798	3,147	8,000	8,000	8,000	-
101.19.5133.52349 ELECTRONIC DISCOVERY FEE	2,325	2,763	2,578	2,880	3,000	3,000	-
101.19.5133.52356 VICTIM SERVICES	-	-	1,406	4,294	2,287	2,287	-
101.19.5133.52409 CONTR SRVCS - OTHER	-	11,528	-	-	-	-	-
101.19.5133.52446 CONTR SRVCS - CAMI	31,901	31,000	21,429	35,000	35,000	35,000	-
101.19.5133.52604 EQUIPMENT - OFFICE	10,657	1,081	1,581	5,000	2,158	2,158	-
101.19.5133.52651 EQUIPMENT - REPAIR & MAINTENANCE	289	175	2,979	500	2,500	2,500	-
101.19.5133.52703 TRAINING & EDUCATION - CAMI	5,466	5,663	429	6,000	6,000	6,000	-
101.19.5133.52711 MEALS LODGING & REGISTRATION	8,740	6,691	9,336	6,000	900	900	-
101.19.5133.52731 TRAVEL & MILEAGE	1,576	1,687	2,081	1,750	1,750	1,750	-
101.19.5133.52910 SUPPLIES - OFFICE	5,093	3,223	4,329	3,996	1,800	1,800	-
101.19.5133.52912 SUPPLIES - CAMI	-	-	-	500	500	500	-

Fund Name	101 - General Fund
Dept Name	19 - District Attorney
Division (Subdept) Name	5143 - District Attorney - Grant

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	-	-	-	-	<b>155,221</b>	<b>155,221</b>	-
101.19.5143.412.102 CRIMINAL FINES AND ASSESSMENT (CFA)	-	-	-	-	26,428	26,428	-
101.19.5143.413.892 VOCA BASIC - #16.575	-	-	-	-	118,793	118,793	-
101.19.5143.413.932 VOCA SST #16.757	-	-	-	-	10,000	10,000	-
<b>Requirement</b>							
<b>Personnel</b>	-	-	-	-	<b>125,448</b>	<b>125,448</b>	-
101.19.5143.51452 CHIEF LEGAL SECRETARY	-	-	-	-	991	991	-
101.19.5143.51456 VICTIM ASSISTANCE	-	-	-	-	42,056	42,056	-
101.19.5143.51459 VICTIM ADVOCATE GRANT POSITION	-	-	-	-	27,924	27,924	-
101.19.5143.51701 FICA	-	-	-	-	3,969	3,969	-
101.19.5143.51705 WORKERS' COMPENSATION	-	-	-	-	89	89	-
101.19.5143.51721 PERS	-	-	-	-	11,767	11,767	-
101.19.5143.51729 HEALTH INSURANCE	-	-	-	-	37,004	37,004	-
101.19.5143.51730 DENTAL INSURANCE	-	-	-	-	1,246	1,246	-
101.19.5143.51732 LONG TERM DISABILITY	-	-	-	-	347	347	-
101.19.5143.51733 LIFE INSURANCE	-	-	-	-	55	55	-
<b>Materials &amp; Services</b>	-	-	-	-	<b>9,707</b>	<b>9,707</b>	-
101.19.5143.52122 TELEPHONE	-	-	-	-	600	600	-
101.19.5143.52356 VICTIM SERVICES	-	-	-	-	2,007	2,007	-
101.19.5143.52711 MEALS LODGING & REGISTRATION	-	-	-	-	5,100	5,100	-
101.19.5143.52910 SUPPLIES - OFFICE	-	-	-	-	2,000	2,000	-
<b>Capital</b>	-	-	-	-	<b>2,842</b>	<b>2,842</b>	-
101.19.5143.53111 CAPITAL EXPENDITURES	-	-	-	-	2,842	2,842	-

Fund Name	209 - Law Library
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>159,122</b>	<b>163,583</b>	<b>172,974</b>	<b>174,025</b>	<b>174,195</b>	<b>174,195</b>	<b>-</b>
209.00.1209.400.000 BEGINNING FUND BALANCE	-	-	139,025	142,625	142,625	142,625	-
209.00.1209.400.209 BEGINNING FUND BALANCE	134,515	135,585	-	-	-	-	-
209.00.1209.417.104 INTEREST EARNED	1,694	2,551	3,031	1,400	1,570	1,570	-
209.00.1209.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(1,079)	1,455	353	-	-	-	-
209.19.5850.411.157 LIBRARY FEES	23,992	23,992	30,565	30,000	30,000	30,000	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>23,536</b>	<b>24,559</b>	<b>46,229</b>	<b>46,229</b>	<b>49,829</b>	<b>49,829</b>	<b>-</b>
209.19.5850.52111 DUES & SUBSCRIPTIONS	-	-	-	-	3,600	3,600	-
209.19.5850.52119 RENT	8,800	8,800	8,800	8,800	8,800	8,800	-
209.19.5850.52601 EQUIPMENT - NON CAPITAL	-	-	2,500	2,500	2,500	2,500	-
209.19.5850.52971 BOOKS	14,736	15,759	34,929	34,929	34,929	34,929	-
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>110,300</b>	<b>110,300</b>	<b>110,300</b>	<b>-</b>
209.99.9209.57209 CONTINGENCY	-	-	-	110,300	110,300	110,300	-
<b>Unappropriated</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,496</b>	<b>14,066</b>	<b>14,066</b>	<b>-</b>
209.99.9209.59209 UNAPPROPRIATED	-	-	-	17,496	14,066	14,066	-

Fund Name	210 - District Attorney
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>21,626</b>	<b>16,902</b>	<b>13,109</b>	<b>15,323</b>	<b>12,100</b>	<b>12,100</b>	-
210.00.1210.400.000 BEGINNING FUND BALANCE	-	-	9,763	11,163	9,000	9,000	-
210.00.1210.400.210 BEGINNING FUND BALANCE	17,334	13,243	-	-	-	-	-
210.00.1210.417.104 INTEREST EARNED	166	213	193	160	100	100	-
210.00.1210.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	-	(22)	-	-	-	-	-
210.19.5210.419.431 VICTIM DONATION	3,193	2,165	3,000	3,000	3,000	3,000	-
210.19.5210.419.432 DRUG COURT DONATIONS	933	1,303	153	1,000	-	-	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>6,585</b>	<b>7,139</b>	<b>13,439</b>	<b>15,323</b>	<b>12,100</b>	<b>12,100</b>	-
210.19.5210.52353 DRUG TESTING	606	660	900	900	900	900	-
210.19.5210.52356 VICTIM SERVICES	5,790	4,424	9,198	9,198	5,975	5,975	-
210.19.5210.52390 TREATMENT	-	-	1,000	1,000	1,000	1,000	-
210.19.5210.52391 INCENTIVES	-	206	500	500	500	500	-
210.19.5210.52398 ADMINISTRATIVE COST	-	1,800	1,800	1,800	1,800	1,800	-
210.19.5210.52711 MEALS LODGING & REGISTRATION	76	-	-	1,900	1,900	1,900	-
210.19.5210.52731 TRAVEL & MILEAGE	34	49	41	25	25	25	-
210.19.5210.52910 SUPPLIES - OFFICE	79	-	-	-	-	-	-

# PLANNING

## GENERAL FUND (101) PLANNING (21) PLANNING & DEVELOPMENT (5124)

The Planning Department provides customer service (to landowners, realtors, applicants, partner agencies, and others), development review, long-range planning, special project planning, code compliance, inter-jurisdictional coordination, Hazardous Waste and Recycling Program, and addressing.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	9.4	\$752,362	\$692,864	\$59,498	8%
18/19	9.8	\$993,905	\$932,683	\$61,222	6%
19/20	9.8	\$899,045	\$785,266	\$113,779	13%
20/21	8.8	\$842,640			

### SIGNIFICANT BUDGET CHANGES

We are unaware of any large-scale permit requests that may be coming in this year. CET charges are now collected directly by Building Codes Services. Measure 56 notices for comprehensive plan, LUDO updates, and the Community Wildfire Protection Planning efforts will be consolidated where possible. Conferences are budgeted for but will likely be affected by COVID 19. DEQ abatement grant has expired. Department archival needs must be addressed; budget expansion requested.

### OPPORTUNITIES

Complete evaluation and update of fee schedule will be completed this fiscal year. Code Compliance citation tool may offer a new mechanism to offset program costs. Applied for two FEMA grants and seeking several others for Plan and LUDO updates.

### CAPITAL NEEDS

None at this time, pending remodel discussion and decisions of the Board.

### EXTRAORDINARY ISSUES

Retirement of long-tenured employees resulting in staffing changes. The formal completion of Wasco County 2040 and initiation of subsequent ordinance updates will be highly publicized and labor intensive. The Gorge Commission's Gorge 2020 project will also require significant participation, especially as we near policy making for urban area boundaries. Ongoing participation in the City of The Dalles assessments related to housing and economic development. This fall will include an update to the County Joint Management Agreements with our incorporated cities. COVID 19 will continue to pose challenges and opportunities.

Fund Name	101 - General Fund
Dept Name	21 - Planning
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>169,419</b>	<b>371,123</b>	<b>166,960</b>	<b>166,600</b>	<b>168,100</b>	<b>168,100</b>	<b>-</b>
101.21.5124.411.154 LAND USE PERMITS	151,467	144,323	106,843	102,000	112,000	112,000	-
101.21.5124.411.165 RECORDING FEES	11,547	12,127	9,943	10,000	10,000	10,000	-
101.21.5124.411.198 CODE COMPLIANCE	-	-	122	1,000	1,000	1,000	-
101.21.5124.412.681 STATE GRANT/REIMBURSEMENT	-	35,046	4,959	8,500	-	-	-
101.21.5124.413.851 NATL SCENIC AREA GRANT - #10.670	-	45,000	45,000	45,000	45,000	45,000	-
101.21.5124.421.241 MISC RECEIPTS	108	1,537	-	50	50	50	-
101.21.5124.421.242 PHOTO/DIGITAL COPY FEES	721	-	18	50	50	50	-
101.21.5124.421.245 PAYROLL REIMBURSEMENT	-	31	75	-	-	-	-
101.21.5124.421.276 CONSTRUCTION EXCISE TAX (CET)	5,576	133,059	-	-	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>642,653</b>	<b>692,469</b>	<b>715,583</b>	<b>810,869</b>	<b>776,459</b>	<b>776,459</b>	<b>-</b>
101.21.5124.51550 PLANNING DIR	67,143	73,218	76,995	76,896	78,817	78,817	-
101.21.5124.51551 ASSOC PLANNERS	198,419	196,108	207,447	223,114	159,215	159,215	-
101.21.5124.51552 PLANNING COORDINATOR	48,125	75,623	75,499	81,309	43,214	43,214	-
101.21.5124.51553 PLANNING ASSISTANT	57,680	27,759	9,518	45,468	-	-	-
101.21.5124.51554 SENIOR PLANNER	65,420	65,624	69,238	69,768	71,520	71,520	-
101.21.5124.51555 CODE ENFORCEMENT OFFICER	23,870	44,038	50,862	51,417	51,794	51,794	-
101.21.5124.51556 LONG RANGE & SPECIAL PROJECTS PLANNER	-	-	14,491	-	70,554	70,554	-
101.21.5124.51557 ASSISTANT PLANNER	-	-	3,192	-	45,464	45,464	-
101.21.5124.51602 OVERTIME	48	-	-	-	-	-	-
101.21.5124.51680 VACATION CASH OUT	-	2	100	-	-	-	-
101.21.5124.51681 COMP/HOLIDAY BANK CASHOUT	54	2,001	-	-	-	-	-
101.21.5124.51701 FICA	34,256	37,250	37,419	40,411	38,196	38,196	-
101.21.5124.51703 UNEMPLOYMENT INSURANCE	-	4,063	-	-	-	-	-
101.21.5124.51705 WORKERS' COMPENSATION	4,578	4,738	3,420	5,647	5,596	5,596	-
101.21.5124.51721 PERS	58,209	54,722	61,768	86,632	66,021	66,021	-
101.21.5124.51729 HEALTH INSURANCE	76,719	98,771	95,649	121,061	116,072	116,072	-
101.21.5124.51730 DENTAL INSURANCE	5,508	5,752	5,063	6,194	5,527	5,527	-
101.21.5124.51732 LONG TERM DISABILITY	2,391	2,538	2,483	2,664	2,410	2,410	-
101.21.5124.51733 LIFE INSURANCE	233	262	246	288	267	267	-
101.21.5124.51269 SEASONAL/TEMPORARY	-	-	2,193	-	21,792	21,792	-
<b>Materials &amp; Services</b>	<b>50,214</b>	<b>212,299</b>	<b>71,876</b>	<b>88,176</b>	<b>87,973</b>	<b>87,973</b>	<b>-</b>
101.21.5124.52105 COPYING & PRINTING	205	916	1,321	1,000	1,000	1,000	-
101.21.5124.52111 DUES & SUBSCRIPTIONS	1,149	2,467	2,363	5,246	4,343	4,343	-
101.21.5124.52115 LEGAL NOTICES & PUBLISHING	1,996	4,514	3,712	9,850	9,600	9,600	-
101.21.5124.52116 POSTAGE	269	577	1,076	750	750	750	-

Fund Name	101 - General Fund
Dept Name	21 - Planning
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.21.5124.52122 TELEPHONE	287	311	2,293	1,650	1,650	1,650	-
101.21.5124.52231 CONSTRUCTION EXCISE TAX (CET) PAYOUT	5,353	148,136	-	-	-	-	-
101.21.5124.52339 RECORDING FEES	8,540	10,440	9,569	7,000	7,000	7,000	-
101.21.5124.52340 REFUNDS	3,998	4,388	3,917	4,000	4,000	4,000	-
101.21.5124.52387 CODE ENFORCEMENT PROJECTS & LIENS	472	373	2,351	3,500	1,000	1,000	-
101.21.5124.52401 CONTRACTED SERVICES	2,335	184	768	10,000	13,000	13,000	-
101.21.5124.52411 CONTR SRVCS - CITY UGB	11,698	11,972	14,792	12,380	12,380	12,380	-
101.21.5124.52656 GAS & OIL	1,464	2,349	2,427	2,500	2,500	2,500	-
101.21.5124.52657 VEHICLE - REPAIR & MAINTENANCE	287	5,748	1,202	4,500	4,500	4,500	-
101.21.5124.52701 TRAINING & EDUCATION	585	1,975	779	500	500	500	-
101.21.5124.52711 MEALS LODGING & REGISTRATION	4,893	8,208	18,566	15,250	15,250	15,250	-
101.21.5124.52731 TRAVEL & MILEAGE	253	976	2,037	50	500	500	-
101.21.5124.52910 SUPPLIES - OFFICE	6,430	8,765	4,703	10,000	10,000	10,000	-

# HOUSEHOLD HAZARDOUS WASTE

## HOUSEHOLD HAZARDOUS WASTE (207) PH (23) HHW (7207)

The Tri-County Hazardous Waste & Recycling Program provides hazardous waste disposal and education and outreach to the residents of Wasco, Sherman, and Hood River counties. Hazardous Waste is an issue that is hard to address in individual communities, particularly in rural areas. Pooling these resources across several municipalities allows for more cost effective and proficient services. HHW staff serves as the coordinator for the Steering Committee and host of collection events throughout the region.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	1.6	\$519,910	\$327,843	\$192,067	37%
18/19	2.2	\$640,495	\$340,305	\$300,190	47%
19/20	2.2	\$885,927	\$323,458	\$562,469	63%
20/21	2.2	\$968,021			

### SIGNIFICANT BUDGET CHANGES

\$10,000 increase to advertising and promotions.

\$30,000 increase in contracted services for third-party study to look at obstacles and opportunities in regional recycling.

### OPPORTUNITIES

Annual automatic adjustment to CPI; updating existing contracts and agreements; cost avoidance and expanded service offerings by leveraging EPR Programs.

### CAPITAL NEEDS

Addition of shed roof to improve safety at HHR facility in Hood River (\$50,000)

### EXTRAORDINARY ISSUES

Covid-19 presents challenges not yet fully understood. Importantly, our core hazardous waste collections may be either postponed, cancelled or altered. HB 2065 established a statewide manufacturer-funded drug take-back program that is required to implement July 1<sup>st</sup>, 2021. EPR laws may likely be proposed for mattresses, hazardous waste, and recyclables (paper and packaging) during Oregon's 2021 Session.



Fund Name	207 - Household Hazardous Waste
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>674,006</b>	<b>807,179</b>	<b>912,078</b>	<b>886,527</b>	<b>968,021</b>	<b>968,021</b>	-
207.00.1207.400.000 BEGINNING FUND BALANCE	-	-	459,288	441,227	518,221	518,221	-
207.00.1207.400.207 BEGINNING FUND BALANCE	245,341	346,163	-	-	-	-	-
207.00.1207.417.104 INTEREST EARNED	3,649	7,290	10,043	5,000	9,000	9,000	-
207.00.1207.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(3,058)	5,148	1,041	-	-	-	-
207.23.7207.411.148 HHW SURCHARGE	405,807	427,422	420,000	420,000	420,000	420,000	-
207.23.7207.414.323 SHERMAN COUNTY	12,200	12,200	12,200	12,200	12,200	12,200	-
207.23.7207.421.241 MISC RECEIPTS	6,800	2,650	2,850	1,500	2,000	2,000	-
207.23.7207.421.246 POSTAGE REIMBURSEMENT	3,267	6,306	6,656	6,600	6,600	6,600	-
<b>Requirement</b>							
<b>Personnel</b>	<b>106,037</b>	<b>89,161</b>	<b>89,231</b>	<b>166,607</b>	<b>152,362</b>	<b>152,362</b>	-
207.23.7207.51053 ACCOUNTING CLERK	-	-	12	-	3,968	3,968	-
207.23.7207.51189 SOLID WASTE COORDINATOR	46,960	46,960	47,700	48,408	47,701	47,701	-
207.23.7207.51201 SOLID WASTE SPECIALIST	23,326	7,260	6,614	48,040	40,164	40,164	-
207.23.7207.51550 PLANNING DIR	7,460	8,135	8,555	8,544	8,757	8,757	-
207.23.7207.51555 CODE ENFORCEMENT OFFICER	364	671	775	783	789	789	-
207.23.7207.51602 OVERTIME	-	-	-	4,008	-	-	-
207.23.7207.51681 COMP/HOLIDAY BANK CASHOUT	199	411	-	-	-	-	-
207.23.7207.51701 FICA	6,021	4,891	4,860	8,129	7,665	7,665	-
207.23.7207.51705 WORKERS' COMPENSATION	425	605	358	1,898	670	670	-
207.23.7207.51721 PERS	9,046	7,379	7,850	15,910	11,990	11,990	-
207.23.7207.51729 HEALTH INSURANCE	10,887	11,639	11,398	28,373	28,868	28,868	-
207.23.7207.51730 DENTAL INSURANCE	880	841	757	1,500	1,412	1,412	-
207.23.7207.51732 LONG TERM DISABILITY	421	334	319	351	318	318	-
207.23.7207.51733 LIFE INSURANCE	48	35	33	63	60	60	-
207.23.7207.51621 CELL PHONE ALLOWANCE	-	-	-	600	-	-	-
<b>Materials &amp; Services</b>	<b>209,705</b>	<b>258,129</b>	<b>201,396</b>	<b>320,421</b>	<b>359,921</b>	<b>359,921</b>	-
207.23.7207.52101 ADVERTISING & PROMOTIONS	23,343	38,535	39,037	45,000	55,000	55,000	-
207.23.7207.52103 AGENCY LICENSES/ASSESS/PERMITS	1,627	1,578	2,036	4,000	2,500	2,500	-
207.23.7207.52113 INSURANCE & BONDS	513	1,036	849	600	600	600	-
207.23.7207.52116 POSTAGE	4,422	8,658	11,006	9,000	10,000	10,000	-
207.23.7207.52148 GENERAL GRANTS	-	23,822	-	50,000	50,000	50,000	-
207.23.7207.52149 MINI GRANTS	-	1,048	6,122	15,000	15,000	15,000	-
207.23.7207.52327 LAND LEASE	8,971	10,000	9,694	10,000	10,000	10,000	-
207.23.7207.52398 ADMINISTRATIVE COST	13,459	13,425	16,924	13,821	13,821	13,821	-
207.23.7207.52401 CONTRACTED SERVICES	136,912	142,002	101,043	150,000	180,000	180,000	-
207.23.7207.52656 GAS & OIL	688	708	964	1,000	1,000	1,000	-
207.23.7207.52657 VEHICLE - REPAIR & MAINTENANCE	403	131	150	1,500	1,500	1,500	-
207.23.7207.52711 MEALS LODGING & REGISTRATION	3,937	3,522	4,222	4,000	4,000	4,000	-
207.23.7207.52731 TRAVEL & MILEAGE	30	370	696	500	500	500	-
207.23.7207.52801 BLDG REPAIR & MAINT	6,234	6,000	5,510	6,000	6,000	6,000	-

Fund Name	207 - Household Hazardous Waste
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
207.23.7207.52910 SUPPLIES - OFFICE	9,166	7,294	3,143	10,000	10,000	10,000	-
<b>Capital</b>	<b>11,500</b>	-	<b>32,831</b>	<b>40,000</b>	<b>50,000</b>	<b>50,000</b>	-
207.23.7207.53111 CAPITAL EXPENDITURES	11,500	-	4,095	10,000	50,000	50,000	-
207.23.7207.53201 VEHICLES	-	-	28,736	30,000	-	-	-
<b>Contingency</b>	-	-	-	<b>159,499</b>	<b>205,738</b>	<b>205,738</b>	-
207.23.7207.57207 CONTINGENCY	-	-	-	159,499	205,738	205,738	-
<b>Unappropriated</b>	-	-	-	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	-
207.23.7207.59207 UNAPPROPRIATED	-	-	-	200,000	200,000	200,000	-

# PUBLIC WORKS

## PUBLIC WORKS FUND (202) PUBLIC WORKS (22) PUBLIC WORKS (5281)

This department provides the following services:

- Maintenance and safety improvements for 657 miles of County roads, 125 bridges, hundreds of culverts, and many other road features such as ditches, guardrails, signs, and traffic paint.
- Manage and preserve the County road system in compliance with ORS 386
- Provide 24 hour snow and emergency response
- Provide comprehensive information on weed control issues as well as enforcement

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	1	\$3,356,669	\$3,097,756	\$258,912	8%
18/19	1	\$5,990,762	\$3,350,163	\$2,640,599	44%
19/20	1	\$7,223,492	\$4,425,694	\$2,797,798	39%
20/21	1	\$6,578,295			

### SIGNIFICANT BUDGET CHANGES

Another two year extension of Secure Rural Schools (SRS) funding has been approved. The first payment was received this FY 20 - \$515,349 with another payment due in FY 21 - \$482,737 estimated.

Weed and Pest has been moved to within the Public Works fund.

### OPPORTUNITIES

In addition to agreements for services, contract work for local municipalities and applying for grants, Public Works continues to work with federal partners and other groups to promote the implementation of a permanent funding package for rural roads in lieu of SRS funding.

### CAPITAL NEEDS

PW is requesting to implement its Equipment Replacement Program in FY 21. Request is for three Dump Trucks - \$495k estimated cost. Program was discussed with Finance Director, AO and Steve Kramer.

### EXTRAORDINARY ISSUES

Three retirement eligible staff members within the next 18 to 36 months will create staffing gaps to be addressed – Weed Superintendent, Road Maint Supervisor & Road Specialist position

Fund Name 202 - Public Works  
 Dept Name (All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>8,188,812</b>	<b>7,354,222</b>	<b>6,961,814</b>	<b>7,223,492</b>	<b>6,578,295</b>	<b>6,578,295</b>	<b>-</b>
1202 - General Resouces							
202.00.1202.400.000 BEGINNING FUND BALANCE	-	-	3,322,416	3,690,206	2,431,010	2,431,010	-
202.00.1202.400.202 BEGINNING FUND BALANCE	4,383,719	3,294,143	-	-	-	-	-
202.00.1202.415.356 RENT-E 2ND ST	3,180	3,180	3,180	3,180	-	-	-
202.00.1202.417.104 INTEREST EARNED	28,919	58,082	67,258	40,000	45,000	45,000	-
202.00.1202.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(30,396)	33,826	6,646	-	-	-	-
202.00.1202.450.219 TRANSFER FROM WEED FUND	195,153	-	-	-	-	-	-
5182 - Weed & Pest							
202.22.5182.414.327 B P A CONTRACT	34,000	-	12,000	12,000	12,000	12,000	-
202.22.5182.414.332 FROM CITIES/AGENCIES	18,305	39,322	26,438	20,000	20,000	20,000	-
202.22.5182.414.335 STATE HWY CONTRACT	143,464	114,092	96,216	100,000	80,000	80,000	-
202.22.5182.414.336 STATE SUB CONTRACT	86,574	80,820	-	50,000	55,000	55,000	-
202.22.5182.414.338 WARM SPRINGS CONTRACT	24,000	40,000	40,000	30,000	40,000	40,000	-
202.22.5182.414.352 W&P - OTHER GOVERNMENTS	21,674	15,554	49,936	20,000	20,000	20,000	-
5281 - Public Works							
202.22.5281.411.185 PERMITS & FEES	14,208	15,987	13,672	12,000	12,000	12,000	-
202.22.5281.412.620 STATE PERMITS	1,232	838	500	500	-	-	-
202.22.5281.412.648 MOTOR VEHICLE FUNDS	2,087,010	2,461,047	2,193,861	2,506,144	2,750,000	2,750,000	-
202.22.5281.412.665 STP FUND EXCHANGE	269,349	266,106	284,938	283,225	280,848	280,848	-
202.22.5281.412.681 STATE GRANT/REIMBURSEMENT	84,790	101,820	75,000	75,000	80,000	80,000	-
202.22.5281.413.865 FEDERAL FOREST RECEIPTS - #10.665	513,649	531,238	515,349	151,537	482,737	482,737	-
202.22.5281.413.878 MINERAL LEASES - #15.214	-	154	157	100	100	100	-
202.22.5281.413.905 FLOOD CONTROL LEASES - #12.112	174	175	176	100	100	100	-
202.22.5281.414.321 PETROLEUM PRODUCTS SOLD	157,278	174,212	135,324	130,000	140,000	140,000	-
202.22.5281.414.342 CONT WORK-OTHER GOVT	119,220	93,523	97,238	75,000	75,000	75,000	-
202.22.5281.414.358 PETROLEUM PRODUCTS - 21 CENTS	15,220	14,845	11,548	12,000	12,000	12,000	-
202.22.5281.420.453 EQUIPMENT SOLD	4,283	5,000	-	10,000	40,000	40,000	-
202.22.5281.421.241 MISC RECEIPTS	2,145	9,606	7,275	2,000	2,000	2,000	-
202.22.5281.421.256 MISC SUPPLIES AND EQUIP SOLD	51	-	-	-	-	-	-
202.22.5281.421.257 MISCELLANEOUS REFUNDS	134	169	-	-	-	-	-
202.22.5281.421.265 DAMAGE PAYMENTS	11,477	483	2,686	500	500	500	-
<b>Requirement</b>							
<b>Personnel</b>	<b>1,796,731</b>	<b>1,859,458</b>	<b>1,890,352</b>	<b>1,994,060</b>	<b>2,055,520</b>	<b>2,055,520</b>	<b>-</b>
5182 - Weed & Pest							
202.22.5182.51273 WEED SUPERINTENDENT	59,649	59,821	63,191	61,368	61,365	61,365	-
202.22.5182.51602 OVERTIME	8,178	9,852	8,440	5,160	5,000	5,000	-
202.22.5182.51701 FICA	4,533	4,763	4,927	4,544	4,509	4,509	-
202.22.5182.51705 WORKERS' COMPENSATION	1,213	2,041	1,245	2,188	2,166	2,166	-

Fund Name 202 - Public Works  
 Dept Name (All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
202.22.5182.51721 PERS	13,430	13,902	14,557	16,047	12,708	12,708	-
202.22.5182.51729 HEALTH INSURANCE	15,135	13,667	12,318	13,362	13,723	13,723	-
202.22.5182.51730 DENTAL INSURANCE	667	648	595	637	617	617	-
202.22.5182.51732 LONG TERM DISABILITY	321	316	308	325	311	311	-
202.22.5182.51733 LIFE INSURANCE	28	27	26	27	27	27	-
5281 - Public Works							
202.22.5281.51249 ROADMASTER	78,297	80,255	84,396	84,288	86,392	86,392	-
202.22.5281.51251 SURVEYOR	39,543	43,138	44,476	45,827	44,476	44,476	-
202.22.5281.51254 ROAD SUPERINTENDENT	70,874	71,166	74,126	77,090	74,126	74,126	-
202.22.5281.51255 GENERAL SUPERVISOR	58,892	57,621	60,728	61,512	63,056	63,056	-
202.22.5281.51256 SHOP SUPERVISOR	54,081	55,433	59,254	59,064	61,365	61,365	-
202.22.5281.51258 ROAD MAINT SUPERVISOR	231,585	252,657	259,381	218,328	266,511	266,511	-
202.22.5281.51260 SURVEY & ENGINEERING TECH	33,128	37,182	39,212	39,206	40,192	40,192	-
202.22.5281.51261 OFFICE MANAGER	46,570	46,570	46,570	48,024	46,570	46,570	-
202.22.5281.51262 ROAD SURVEYOR	3,401	-	-	-	-	-	-
202.22.5281.51263 ROAD SPECIALIST	172,078	166,942	204,717	189,886	322,040	322,040	-
202.22.5281.51264 ROAD TECH II	167,469	232,171	241,873	264,984	156,645	156,645	-
202.22.5281.51265 MECHANICS	46,117	47,346	51,417	50,808	52,790	52,790	-
202.22.5281.51269 SEASONAL/TEMPORARY	57,038	15,752	26,327	19,377	20,041	20,041	-
202.22.5281.51339 ROAD LABORERS	83,366	15,616	-	33,168	32,815	32,815	-
202.22.5281.51602 OVERTIME	17,937	48,562	17,899	31,344	30,400	30,400	-
202.22.5281.51621 CELL PHONE ALLOWANCE	1,155	960	960	960	960	960	-
202.22.5281.51680 VACATION CASH OUT	6,245	2,623	1,362	-	-	-	-
202.22.5281.51681 COMP/HOLIDAY BANK CASHOUT	1,564	12,375	5,954	4,128	4,000	4,000	-
202.22.5281.51701 FICA	83,680	88,072	90,119	91,357	96,484	96,484	-
202.22.5281.51703 UNEMPLOYMENT INSURANCE	-	2,715	-	-	-	-	-
202.22.5281.51705 WORKERS' COMPENSATION	37,393	45,952	30,939	50,738	54,150	54,150	-
202.22.5281.51721 PERS	163,350	176,875	184,627	240,547	191,301	191,301	-
202.22.5281.51729 HEALTH INSURANCE	218,324	233,764	240,687	258,823	289,582	289,582	-
202.22.5281.51730 DENTAL INSURANCE	15,134	14,293	13,329	14,291	14,528	14,528	-
202.22.5281.51732 LONG TERM DISABILITY	5,735	5,772	5,805	6,020	6,011	6,011	-
202.22.5281.51733 LIFE INSURANCE	621	609	587	632	659	659	-
<b>Materials &amp; Services</b>	<b>1,471,806</b>	<b>1,571,508</b>	<b>1,517,842</b>	<b>1,595,250</b>	<b>1,486,100</b>	<b>1,486,100</b>	<b>-</b>
5182 - Weed & Pest							
202.22.5182.52113 INSURANCE & BONDS	1,100	-	1,200	1,200	1,200	1,200	-
202.22.5182.52122 TELEPHONE	2,649	1,665	2,195	2,200	2,200	2,200	-
202.22.5182.52631 SAFETY EQUIPMENT & SUPPLIES	626	784	1,960	1,200	1,200	1,200	-
202.22.5182.52651 EQUIPMENT - REPAIR & MAINTENANCE	3,126	-	-	-	-	-	-
202.22.5182.52656 GAS & OIL	6,300	6,081	6,515	7,500	7,500	7,500	-
202.22.5182.52657 VEHICLE - REPAIR & MAINTENANCE	6,111	-	-	-	-	-	-

Fund Name 202 - Public Works  
 Dept Name (All)

Row Labels		Data						
		2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
202.22.5182.52701	TRAINING & EDUCATION	591	901	206	2,000	2,000	2,000	-
202.22.5182.52731	TRAVEL & MILEAGE	-	-	780	100	100	100	-
202.22.5182.52801	BLDG REPAIR & MAINT	-	-	116	-	-	-	-
202.22.5182.52870	UTILITIES	1,374	627	-	600	600	600	-
202.22.5182.52910	SUPPLIES - OFFICE	1,059	416	141	1,000	1,000	1,000	-
202.22.5182.52972	CHEMICALS & MATERIALS	112,934	119,563	119,593	120,000	120,000	120,000	-
5281 - Public Works								
202.22.5281.52111	DUES & SUBSCRIPTIONS	1,030	3,435	4,714	4,000	4,000	4,000	-
202.22.5281.52113	INSURANCE & BONDS	56,367	59,859	64,429	55,000	55,000	55,000	-
202.22.5281.52115	LEGAL NOTICES & PUBLISHING	-	200	168	500	500	500	-
202.22.5281.52116	POSTAGE	90	161	349	500	500	500	-
202.22.5281.52122	TELEPHONE	9,196	10,209	10,018	9,200	9,300	9,300	-
202.22.5281.52142	FUEL SYSTEM R&M (FUNDED BY 16 CENTS)	5,475	5,402	1,532	5,000	5,000	5,000	-
202.22.5281.52350	TAXES/PERMITS/ASSESSMENTS	1,978	2,105	3,014	3,500	3,500	3,500	-
202.22.5281.52363	TESTING & CERTIFICATIONS	1,751	4,251	3,494	4,000	4,000	4,000	-
202.22.5281.52426	CONTR SRVCS - WORK	192,080	127,357	171,788	190,000	65,000	65,000	-
202.22.5281.52605	EQUIPMENT - OFFICE/ENG/RADIO	2,432	1,077	1,274	10,000	10,000	10,000	-
202.22.5281.52631	SAFETY EQUIPMENT & SUPPLIES	7,634	7,592	6,777	10,000	10,000	10,000	-
202.22.5281.52651	EQUIPMENT - REPAIR & MAINTENANCE	200,696	237,332	280,846	200,000	230,000	230,000	-
202.22.5281.52701	TRAINING & EDUCATION	500	343	1,078	3,000	5,000	5,000	-
202.22.5281.52711	MEALS LODGING & REGISTRATION	1,824	1,311	644	5,000	8,000	8,000	-
202.22.5281.52731	TRAVEL & MILEAGE	1,011	75	297	250	500	500	-
202.22.5281.52834	BLDG REPAIR & MAINT - PUBLIC WORKS	5,042	6,195	6,282	5,000	5,000	5,000	-
202.22.5281.52835	SHOP & YARD - MAINT & REPAIR	3,929	770	641	10,000	10,000	10,000	-
202.22.5281.52877	UTILITIES - PW & POP	37,352	39,368	31,624	36,000	38,000	38,000	-
202.22.5281.52878	UTILITIES - RENTALS	14,965	12,183	13,214	16,000	17,000	17,000	-
202.22.5281.52909	SUPPLIES	31,545	68,795	21,391	50,000	40,000	40,000	-
202.22.5281.52948	SUPPLIES - SIGNS	3,152	6,754	5,036	5,000	5,000	5,000	-
202.22.5281.52949	SUPPLIES - HOT MIX	48,012	48,752	52,196	60,000	50,000	50,000	-
202.22.5281.52950	SUPPLIES - PAINT & BEADS	72,674	73,225	49,730	75,000	60,000	60,000	-
202.22.5281.52972	CHEMICALS & MATERIALS	65,478	48,190	38,015	50,000	50,000	50,000	-
202.22.5281.52973	PETROLEUM PRODUCTS	307,543	351,310	289,085	325,000	355,000	355,000	-
202.22.5281.52974	EMULSIFIED ASPHALT	264,180	325,220	327,500	327,500	310,000	310,000	-
<b>Transfer</b>		<b>2,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
9202 - General Requirments								
202.99.9202.55321	TRANSFER TO ROAD RESERVE FUND	2,000,000	-	1,000,000	1,000,000	-	-	-
<b>Capital</b>		<b>81,135</b>	<b>26,588</b>	<b>17,500</b>	<b>17,500</b>	<b>495,000</b>	<b>495,000</b>	<b>-</b>
5182 - Weed & Pest								
202.22.5182.53301	EQUIPMENT - CAPITAL	12,890	-	-	-	-	-	-
5281 - Public Works								

Fund Name202 - Public Works

Dept Name(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
202.22.5281.53302 EQUIPMENT - ROAD	8,245	-	17,500	17,500	495,000	495,000	-
202.22.5281.53406 PRESERVATION PROJECT	60,000	26,588	-	-	-	-	-
Contingency	-	-	-	1,729,630	2,018,310	2,018,310	-
9202 - General Requirments							
202.99.9202.57202 CONTINGENCY	-	-	-	1,729,630	2,018,310	2,018,310	-
Unappropriated	-	-	-	887,052	523,365	523,365	-
9202 - General Requirments							
202.99.9202.59202 UNAPPROPRIATED	-	-	-	887,052	523,365	523,365	-

Fund Name	101 - General Fund
Dept Name	22 - Public Works
Division (Subdept) Name	5122 - Surveyor

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>57,765</b>	<b>60,640</b>	<b>19,150</b>	<b>16,200</b>	<b>18,675</b>	<b>18,675</b>	-
101.22.5122.411.175 SURVEY FILING FEES	6,145	10,845	7,640	5,500	6,475	6,475	-
101.22.5122.411.176 SURVEYOR PLAT CHECK	12,120	10,795	9,510	8,500	10,000	10,000	-
101.22.5122.412.681 STATE GRANT/REIMBURSEMENT	39,500	39,000	2,000	2,000	2,000	2,000	-
101.22.5122.421.241 MISC RECEIPTS	-	-	-	100	100	100	-
101.22.5122.421.242 PHOTO/DIGITAL COPY FEES	-	-	-	100	100	100	-
<b>Requirement</b>							
<b>Personnel</b>	<b>36,222</b>	<b>37,353</b>	<b>39,744</b>	<b>42,588</b>	<b>40,617</b>	<b>40,617</b>	-
101.22.5122.51251 SURVEYOR	22,767	21,569	22,238	22,914	22,238	22,238	-
101.22.5122.51260 SURVEY & ENGINEERING TECH	4,141	4,648	4,902	4,901	5,024	5,024	-
101.22.5122.51621 CELL PHONE ALLOWANCE	190	180	180	180	180	180	-
101.22.5122.51701 FICA	2,073	1,902	1,884	1,938	1,892	1,892	-
101.22.5122.51705 WORKERS' COMPENSATION	357	236	198	300	289	289	-
101.22.5122.51721 PERS	2,950	3,093	3,387	4,815	3,277	3,277	-
101.22.5122.51729 HEALTH INSURANCE	3,316	5,316	6,571	7,126	7,323	7,323	-
101.22.5122.51730 DENTAL INSURANCE	272	259	238	255	247	247	-
101.22.5122.51732 LONG TERM DISABILITY	145	139	136	148	136	136	-
101.22.5122.51733 LIFE INSURANCE	11	11	10	11	11	11	-
<b>Materials &amp; Services</b>	<b>5,596</b>	<b>6,652</b>	<b>15,730</b>	<b>9,700</b>	<b>14,000</b>	<b>14,000</b>	-
101.22.5122.52111 DUES & SUBSCRIPTIONS	580	1,491	1,971	600	700	700	-
101.22.5122.52122 TELEPHONE	-	-	-	900	900	900	-
101.22.5122.52510 COMPUTER SOFTWARE	1,965	300	7,198	1,000	3,000	3,000	-
101.22.5122.52603 EQUIPMENT - FIELD	-	23	-	500	500	500	-
101.22.5122.52604 EQUIPMENT - OFFICE	-	-	-	300	300	300	-
101.22.5122.52651 EQUIPMENT - REPAIR & MAINTENANCE	-	-	62	500	500	500	-
101.22.5122.52656 GAS & OIL	-	1,794	2,601	500	2,500	2,500	-
101.22.5122.52701 TRAINING & EDUCATION	439	-	893	1,000	1,000	1,000	-
101.22.5122.52711 MEALS LODGING & REGISTRATION	1,180	1,877	2,135	2,000	2,000	2,000	-
101.22.5122.52731 TRAVEL & MILEAGE	27	-	179	100	100	100	-
101.22.5122.52910 SUPPLIES - OFFICE	660	1,167	691	300	500	500	-
101.22.5122.52921 SUPPLIES - FIELD	745	-	-	2,000	2,000	2,000	-



# WATERMASTER

## GENERAL FUND (101) PUBLIC WORKS (22) WATERMASTER (5123)

This department provides the following services:

- Regulation of water use so that senior water rights get the amount they are entitled to under Oregon Law. This includes responding to water use complaints from the public and the conducting of dam safety inspections to prevent lost of life and property
- Maintaining accurate water right and well records, researching water rights for new and prospective land owners, providing copies of water rights and well logs, and maps showing diversion locations
- Collecting stream flow and well water level data

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	0	\$2,415	\$3,340	\$(925)	(38)%
18/19	0	\$3,730	\$3,802	\$(72)	(2)%
19/20	0	\$3,730	\$336	\$3,394	91%
20/21	0	\$3,730			

### SIGNIFICANT BUDGET CHANGES

None.

Note – The current Watermaster is retiring in a few years and will be training a replacement for his position. A computer terminal was added to facilitate this training – no additional cost to the county.

### OPPORTUNITIES

None.

### CAPITAL NEEDS

None.

### EXTRAORDINARY ISSUES

None, this work is governed by state statute. If water laws change, then work and services will adjust to comply with those changes.

Fund Name	101 - General Fund
Dept Name	22 - Public Works
Division (Subdept) Name	5123 - Watermaster

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>1,865</b>	<b>1,865</b>	<b>1,865</b>	<b>1,865</b>	<b>1,865</b>	<b>1,865</b>	-
101.22.5123.414.339 HOOD RIVER COUNTY - WATERMASTER	1,865	1,865	1,865	1,865	1,865	1,865	-
<b>Requirement</b>							
<b>Materials &amp; Services</b>	<b>3,340</b>	<b>3,718</b>	<b>336</b>	<b>3,730</b>	<b>3,730</b>	<b>3,730</b>	-
101.22.5123.52119 RENT	3,180	3,180	-	3,180	3,180	3,180	-
101.22.5123.52122 TELEPHONE	145	80	71	150	150	150	-
101.22.5123.52910 SUPPLIES - OFFICE	15	458	265	400	400	400	-

Fund Name 205 - Land Corner Preservation  
 Dept Name (All)  
 Division (Subdept) Name (All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>83,816</b>	<b>94,185</b>	<b>110,902</b>	<b>103,957</b>	<b>110,830</b>	<b>110,830</b>	<b>-</b>
205.00.0000.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	-	730	153	-	-	-	-
205.00.1205.400.000 BEGINNING FUND BALANCE	-	-	73,913	75,057	79,930	79,930	-
205.00.1205.400.205 BEGINNING FUND BALANCE	49,528	62,877	-	-	-	-	-
205.00.1205.417.104 INTEREST EARNED	696	1,258	1,634	900	900	900	-
205.22.5222.411.177 SURVEYOR FEES	33,592	29,320	35,202	28,000	30,000	30,000	-
<b>Requirement</b>							
<b>Personnel</b>	<b>18,438</b>	<b>16,873</b>	<b>17,838</b>	<b>19,013</b>	<b>18,298</b>	<b>18,298</b>	<b>-</b>
205.22.5222.51251 SURVEYOR	9,586	7,190	7,413	7,638	7,413	7,413	-
205.22.5222.51260 SURVEY & ENGINEERING TECH	4,141	4,648	4,902	4,901	5,024	5,024	-
205.22.5222.51621 CELL PHONE ALLOWANCE	80	60	60	60	60	60	-
205.22.5222.51701 FICA	1,056	870	878	896	887	887	-
205.22.5222.51705 WORKERS' COMPENSATION	112	122	85	136	132	132	-
205.22.5222.51721 PERS	1,419	1,394	1,534	2,167	1,492	1,492	-
205.22.5222.51729 HEALTH INSURANCE	1,814	2,391	2,780	3,015	3,098	3,098	-
205.22.5222.51730 DENTAL INSURANCE	150	130	119	127	123	123	-
205.22.5222.51732 LONG TERM DISABILITY	74	63	62	67	63	63	-
205.22.5222.51733 LIFE INSURANCE	6	5	5	6	6	6	-
<b>Materials &amp; Services</b>	<b>-</b>	<b>3,400</b>	<b>5,500</b>	<b>5,500</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
205.22.5222.52398 ADMINISTRATIVE COST	-	2,500	2,500	2,500	3,000	3,000	-
205.22.5222.52401 CONTRACTED SERVICES	-	900	3,000	3,000	3,000	3,000	-
<b>Transfer</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
205.99.9205.55101 TRANSFER TO GENERAL FUND	2,500	-	-	-	-	-	-
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,940</b>	<b>39,940</b>	<b>39,940</b>	<b>-</b>
205.99.9205.57205 CONTINGENCY	-	-	-	39,940	39,940	39,940	-
<b>Unappropriated</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,504</b>	<b>46,592</b>	<b>46,592</b>	<b>-</b>
205.99.9205.59205 UNAPPROPRIATED	-	-	-	39,504	46,592	46,592	-

Fund Name	321 - Road Reserve
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>4,863,014</b>	<b>4,999,311</b>	<b>6,100,660</b>	<b>5,972,857</b>	<b>5,336,217</b>	<b>5,336,217</b>	-
321.00.1321.400.000 BEGINNING FUND BALANCE	-	-	4,999,311	4,930,857	5,278,157	5,278,157	-
321.00.1321.400.321 BEGINNING FUND BALANCE	2,836,374	4,863,014	-	-	-	-	-
321.00.1321.417.104 INTEREST EARNED	54,518	85,964	91,535	42,000	58,060	58,060	-
321.00.1321.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	(27,878)	50,333	9,814	-	-	-	-
321.00.1321.450.202 TRANSFER FROM PUBLIC WORKS FUND	2,000,000	-	1,000,000	1,000,000	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	-	-	<b>801,000</b>	<b>801,000</b>	<b>801,000</b>	<b>801,000</b>	-
321.22.5321.51723 PERS SIDE ACCOUNT	-	-	801,000	801,000	801,000	801,000	-
<b>Materials &amp; Services</b>	-	-	-	<b>1,171,857</b>	<b>535,217</b>	<b>535,217</b>	-
321.22.5321.52401 CONTRACTED SERVICES	-	-	-	1,171,857	535,217	535,217	-
<b>Capital</b>	-	-	-	<b>4,000,000</b>	<b>4,000,000</b>	<b>4,000,000</b>	-
321.22.5321.53108 OPERATING RESERVE	-	-	-	2,000,000	2,000,000	2,000,000	-
321.22.5321.53302 EQUIPMENT - ROAD	-	-	-	2,000,000	2,000,000	2,000,000	-

# YOUTH SERVICES

## GENERAL FUND (101) YOUTH (24) YOUTH SERVICES (5134) & YOUTHTHINK (5232)

Juvenile Justice Division: “Enhancing community safety and reducing recidivism of youthful offenders”. The Department of Youth Services supervises youth referred by law enforcement for acts that are considered to be violations of law. The Department works with community agencies to create services to prevent youth and families from entering into the juvenile justice system. Wasco County maximizes regional and state partnerships to offset local general fund obligations. Services within Youth Services include supervision, skill building and reparation to the community through supervised community work service.

YouthThink: Community focused prevention and promotion division focusing on reducing risky and destructive behavior by addressing the “WHY” behind the behavior. Strategies include education and awareness of emotional literacy as a resiliency tool for all ages to discover the real reasons behind destructive behavior. YouthThink partners with local non-profits, schools, and health care entities to outreach across Wasco County and regionally. As policies are created across the continuum, YouthThink brings the question, “What about the children?” to every table. With the legalization of recreational marijuana in 2016, YouthThink expands the work with businesses and community.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18	7.0	\$618,723	\$614,678	\$4,045	1%
18/19	7.0	\$635,997	\$635,770	\$227	0%
19/20	8.0	\$926,276	\$842,809	\$83,467	9%
20/21	8.0	\$917,408			

### OPPORTUNITIES

During the 2019-2020 fiscal year the Department of Youth Services was able to receive the full grant funding available through the Oregon Youth Authority and Oregon Department of Education.

The Department of Youth Services also experienced turn over during 2019-2020 fiscal year and will be completing a personnel planning session.

### BUDGET CHANGES

During the 2019-2020 fiscal year the prevention division of Youth Services has been integrated. This change will continue to take shape over the next fiscal year. The integration has increased the communication throughout the Department. With COVID-19, Youth Services has two staff working closely with Unified Command.

### CAPITAL NEEDS

None

### EXTRAORDINARY ISSUES

The Department of Youth Services was impacted by the COVID-19 and the Executive Orders that occurred during the Spring of 2020. These impacts will be understood and realized during the 2020-2021 fiscal year.

Fund Name	101 - General Fund
Dept Name	24 - Prevention Division
Division (Subdept) Name	5134 - Youth Services

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>58,208</b>	<b>99,972</b>	<b>63,817</b>	<b>87,025</b>	<b>58,225</b>	<b>58,225</b>	-
101.24.5134.411.152 JUVENILE DRUG SCREEN	-	90	15	100	100	100	-
101.24.5134.411.169 SKILL GROUP FEES	2,050	2,034	1,500	1,500	1,000	1,000	-
101.24.5134.411.174 CLIENT FEES-SUPERVISION	145	70	147	600	300	300	-
101.24.5134.412.601 1065 CORRECTIONS ASSESS	31,001	62,513	40,000	40,000	40,000	40,000	-
101.24.5134.412.696 COMM WORK SERVICE - CITY OF TD	13,650	13,650	13,650	13,650	13,650	13,650	-
101.24.5134.419.436 DONATIONS	7,475	925	5,600	-	-	-	-
101.24.5134.421.241 MISC RECEIPTS	3,352	1,225	2,388	2,875	2,875	2,875	-
101.24.5134.421.242 PHOTO/DIGITAL COPY FEES	535	412	517	300	300	300	-
101.24.5134.421.245 PAYROLL REIMBURSEMENT	-	19,053	-	28,000	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>581,721</b>	<b>589,470</b>	<b>618,127</b>	<b>648,322</b>	<b>658,558</b>	<b>658,558</b>	-
101.24.5134.51500 YOUTH SERVICES DIRECTOR	78,743	76,571	78,944	78,936	78,944	78,944	-
101.24.5134.51503 SECRETARY II	40,640	40,791	40,791	42,048	40,791	40,791	-
101.24.5134.51505 JUV COURT COUNSELOR ASSISTANT	44,496	40,155	41,186	47,712	47,701	47,701	-
101.24.5134.51506 TITLE III COUNSELOR	42,863	44,304	47,125	47,184	48,360	48,360	-
101.24.5134.51507 JUV COURT COUNSELORS	182,954	185,943	203,229	194,868	222,199	222,199	-
101.24.5134.51602 OVERTIME	55	-	157	48	50	50	-
101.24.5134.51621 CELL PHONE ALLOWANCE	600	600	600	600	600	600	-
101.24.5134.51622 STIPEND	3,715	3,876	3,996	4,008	3,997	3,997	-
101.24.5134.51681 COMP/HOLIDAY BANK CASHOUT	4,350	2,286	408	-	-	-	-
101.24.5134.51701 FICA	29,045	28,447	29,943	29,815	31,914	31,914	-
101.24.5134.51705 WORKERS' COMPENSATION	5,072	4,301	3,569	5,310	5,789	5,789	-
101.24.5134.51721 PERS	67,422	67,939	72,067	93,664	71,623	71,623	-
101.24.5134.51729 HEALTH INSURANCE	74,922	87,432	89,724	97,305	99,989	99,989	-
101.24.5134.51730 DENTAL INSURANCE	4,562	4,534	4,165	4,458	4,318	4,318	-
101.24.5134.51732 LONG TERM DISABILITY	2,088	2,100	2,044	2,177	2,094	2,094	-
101.24.5134.51733 LIFE INSURANCE	194	191	179	189	189	189	-
<b>Materials &amp; Services</b>	<b>32,957</b>	<b>46,300</b>	<b>39,773</b>	<b>35,919</b>	<b>36,070</b>	<b>36,070</b>	-
101.24.5134.52111 DUES & SUBSCRIPTIONS	1,798	1,751	924	1,700	1,700	1,700	-
101.24.5134.52122 TELEPHONE	790	436	553	1,000	1,000	1,000	-
101.24.5134.52304 ELECTRONIC MONITORING	1,369	2,057	718	4,650	2,500	2,500	-
101.24.5134.52323 JUVENILE AID	1,725	6,530	2,870	3,000	3,000	3,000	-
101.24.5134.52324 JUVENILE DETENTION	2,831	-	-	1,424	900	900	-
101.24.5134.52342 RESTITUTION-TITLE II	-	-	-	1,500	1,200	1,200	-
101.24.5134.52345 SHELTER CARE	4,150	-	15,000	6,000	8,000	8,000	-

Fund Name	101 - General Fund
Dept Name	24 - Prevention Division
Division (Subdept) Name	5134 - Youth Services

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.24.5134.52358 WITNESS FEES	-	-	227	1,000	500	500	-
101.24.5134.52368 DRUG SCREENS	443	151	190	500	225	225	-
101.24.5134.52401 CONTRACTED SERVICES	-	18,080	-	-	-	-	-
101.24.5134.52460 FAMILY RESOURCE HOME	-	815	3,478	-	-	-	-
101.24.5134.52656 GAS & OIL	3,429	3,062	2,560	3,000	3,000	3,000	-
101.24.5134.52657 VEHICLE - REPAIR & MAINTENANCE	393	1,309	2,969	1,500	1,500	1,500	-
101.24.5134.52663 VEHICLE - SET-UP	-	-	-	-	1,200	1,200	-
101.24.5134.52701 TRAINING & EDUCATION	3,030	1,578	1,897	1,945	2,145	2,145	-
101.24.5134.52711 MEALS LODGING & REGISTRATION	2,382	785	1,969	2,750	2,750	2,750	-
101.24.5134.52731 TRAVEL & MILEAGE	1,771	90	116	1,250	1,250	1,250	-
101.24.5134.52910 SUPPLIES - OFFICE	3,866	4,747	4,193	3,000	3,000	3,000	-
101.24.5134.52940 TITLE III WORK CREW	4,973	4,909	2,109	1,000	1,500	1,500	-
101.24.5134.52946 SUPPLIES - SKILL GROUP	7	-	-	700	700	700	-

Fund Name	(Multiple Items)
Dept Name	24 - Prevention Division
Division (Subdept) Name	5232 - Youth Think

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	<b>118,466</b>	<b>177,902</b>	<b>119,613</b>	<b>128,500</b>	<b>159,000</b>	<b>159,000</b>	<b>-</b>
101.24.5232.412.608 STATE AD70 GRANT	-	-	61,500	61,500	61,500	61,500	-
101.24.5232.412.639 OREGON HEALTH AUTHORITY	-	-	-	31,500	31,500	31,500	-
101.24.5232.413.876 JUVENILE CRIME PREV - #16.540	-	-	22,500	22,500	30,000	30,000	-
101.24.5232.414.312 CITY OF THE DALLES	-	-	30,000	12,000	35,000	35,000	-
101.24.5232.419.436 DONATIONS	-	-	1,231	-	-	-	-
101.24.5232.419.450 DONATIONS - COMMISSION	-	-	2,000	1,000	1,000	1,000	-
101.24.5232.421.268 MISC REIMBURSEMENT	-	-	2,382	-	-	-	-
232.24.5232.412.608 STATE AD70 GRANT	51,418	46,312	-	-	-	-	-
232.24.5232.412.639 OREGON HEALTH AUTHORITY	59,500	29,750	-	-	-	-	-
232.24.5232.412.642 JCP - PREVENTION	3,500	45,000	-	-	-	-	-
232.24.5232.412.674 STATE GRANT	-	44,340	-	-	-	-	-
232.24.5232.413.858 YOUTH SUICIDE PREVENTION - #93.243	4,000	-	-	-	-	-	-
232.24.5232.414.312 CITY OF THE DALLES	-	12,000	-	-	-	-	-
232.24.5232.419.436 DONATIONS	10	500	-	-	-	-	-
232.24.5232.419.450 DONATIONS - COMMISSION	38	-	-	-	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	<b>81,017</b>	<b>83,339</b>	<b>87,162</b>	<b>91,036</b>	<b>89,887</b>	<b>89,887</b>	<b>-</b>
101.24.5232.51513 PREVENTION COORDINATOR	-	-	59,868	59,880	61,365	61,365	-
101.24.5232.51621 CELL PHONE ALLOWANCE	-	-	600	600	600	600	-
101.24.5232.51701 FICA	-	-	4,626	4,627	4,741	4,741	-
101.24.5232.51705 WORKERS' COMPENSATION	-	-	71	127	117	117	-
101.24.5232.51721 PERS	-	-	12,230	15,229	12,251	12,251	-
101.24.5232.51729 HEALTH INSURANCE	-	-	8,845	9,592	9,858	9,858	-
101.24.5232.51730 DENTAL INSURANCE	-	-	595	637	617	617	-
101.24.5232.51732 LONG TERM DISABILITY	-	-	301	317	311	311	-
101.24.5232.51733 LIFE INSURANCE	-	-	26	27	27	27	-
232.24.5232.51513 PREVENTION COORDINATOR	55,725	56,888	-	-	-	-	-
232.24.5232.51621 CELL PHONE ALLOWANCE	600	600	-	-	-	-	-
232.24.5232.51701 FICA	4,311	4,398	-	-	-	-	-
232.24.5232.51705 WORKERS' COMPENSATION	83	110	-	-	-	-	-
232.24.5232.51721 PERS	11,152	11,488	-	-	-	-	-
232.24.5232.51729 HEALTH INSURANCE	8,156	8,878	-	-	-	-	-
232.24.5232.51730 DENTAL INSURANCE	667	648	-	-	-	-	-
232.24.5232.51732 LONG TERM DISABILITY	295	302	-	-	-	-	-
232.24.5232.51733 LIFE INSURANCE	28	27	-	-	-	-	-
<b>Materials &amp; Services</b>	<b>34,388</b>	<b>65,269</b>	<b>97,747</b>	<b>150,999</b>	<b>132,893</b>	<b>132,893</b>	<b>-</b>



Fund Name	(Multiple Items)
Dept Name	24 - Prevention Division
Division (Subdept) Name	5232 - Youth Think

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
101.24.5232.52101 ADVERTISING & PROMOTIONS	-	-	796	11,000	11,000	11,000	-
101.24.5232.52111 DUES & SUBSCRIPTIONS	-	-	1,256	243	243	243	-
101.24.5232.52113 INSURANCE & BONDS	-	-	1,471	650	-	-	-
101.24.5232.52116 POSTAGE	-	-	796	500	500	500	-
101.24.5232.52122 TELEPHONE	-	-	872	700	700	700	-
101.24.5232.52409 CONTR SRVCS - OTHER	-	-	82,290	78,756	68,800	68,800	-
101.24.5232.52711 MEALS LODGING & REGISTRATION	-	-	4,255	6,500	6,500	6,500	-
101.24.5232.52731 TRAVEL & MILEAGE	-	-	2,872	4,500	4,000	4,000	-
101.24.5232.52910 SUPPLIES - OFFICE	-	-	360	8,400	8,400	8,400	-
101.24.5232.52935 SUPPLIES - PROGRAM ACTIVITY	-	-	2,779	39,750	32,750	32,750	-
232.24.5232.52101 ADVERTISING & PROMOTIONS	2,095	89	-	-	-	-	-
232.24.5232.52111 DUES & SUBSCRIPTIONS	339	349	-	-	-	-	-
232.24.5232.52113 INSURANCE & BONDS	589	814	-	-	-	-	-
232.24.5232.52116 POSTAGE	-	1,051	-	-	-	-	-
232.24.5232.52122 TELEPHONE	925	1,120	-	-	-	-	-
232.24.5232.52409 CONTR SRVCS - OTHER	22,429	26,408	-	-	-	-	-
232.24.5232.52435 CONTR SRVCS - YOUTH INVESTMENT	-	500	-	-	-	-	-
232.24.5232.52458 CONTR SRVCS - JCP BASIC GRANT	-	3,724	-	-	-	-	-
232.24.5232.52711 MEALS LODGING & REGISTRATION	1,632	4,136	-	-	-	-	-
232.24.5232.52731 TRAVEL & MILEAGE	437	1,318	-	-	-	-	-
232.24.5232.52910 SUPPLIES - OFFICE	1,546	542	-	-	-	-	-
232.24.5232.52935 SUPPLIES - PROGRAM ACTIVITY	4,396	25,218	-	-	-	-	-

# BUILDING CODES

## NEW FUNDS: BUILDING CODES GENERAL (150) & BUILDING CODES ELECTRICAL (160)

The Building Codes department will serve to provide building codes services to residents and businesses in Wasco County. To provide inspections and plan reviews for projects in Wasco County. Provide building code enforcement of the State building codes in Wasco County.

### FUND BALANCE / FISCAL HEALTH

YEAR	FTE	BUDGET	ACTUAL	VARIANCE	VARIANCE %
17/18			N/A – New Fund		
18/19					
19/20	8	\$6,347,716	\$1,208,873	\$5,138,843	81%
20/21	8	\$6,182,388			

### SIGNIFICANT BUDGET CHANGES

A 15% increase in the General and Electrical Programs for new fiscal year.  
Wasco County Building Codes Ordinance to be Amended to show new changes to fee schedule.

### OPPORTUNITIES

Reviewing certain commercial plans for permits.

### CAPITAL NEEDS

Several new chairs for the office.

### EXTRAORDINARY ISSUES

No new issues are foreseen in the new fiscal year. Do not foresee taking over other counties for Building Codes.

Fund Name	150 - Building Codes - General
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	-	247,355	2,203,518	5,213,050	5,058,226	5,058,226	-
150.00.5500.400.000 BEGINNING FUND BALANCE	-	-	1,412,371	2,621,743	3,468,549	3,468,549	-
150.00.5500.417.104 INTEREST EARNED	-	-	29,726	25,000	38,154	38,154	-
150.00.5500.417.107 MARK TO MARKET - UNREALIZED GAIN/LOSS	-	-	3,083	-	-	-	-
150.00.5500.450.160 TRANSFER IN FROM BUILDING CODES ELECTRIC	-	-	-	200,000	200,000	200,000	-
150.25.5500.411.550 MANUFACTURED DWELLING PLACEMENT	-	-	-	196,631	-	-	-
150.25.5500.411.600 STRUCTURAL PERMIT	-	-	-	589,892	-	-	-
150.25.5500.411.650 MECHANICAL PERMIT	-	-	-	589,892	-	-	-
150.25.5500.411.700 PLUMBING PERMIT	-	-	(283)	589,892	-	-	-
150.25.5500.411.900 STATE 12% SURCHARGE COLLECTION	-	13,774	39,291	100,000	100,000	100,000	-
150.25.5500.421.245 PAYROLL REIMBURSEMENT	-	-	208	-	-	-	-
150.25.5500.421.276 CONSTRUCTION EXCISE TAX (CET)	-	21,483	232,725	300,000	300,000	300,000	-
150.25.5600.411.550 MANUFACTURED DWELLING PLACEMENT	-	444	4,621	-	196,631	196,631	-
150.25.5600.411.600 STRUCTURAL PERMIT	-	147,279	367,844	-	589,892	589,892	-
150.25.5600.411.650 MECHANICAL PERMIT	-	61,914	48,851	-	70,000	70,000	-
150.25.5600.411.700 PLUMBING PERMIT	-	1,946	65,081	-	95,000	95,000	-
150.25.5600.411.900 STATE 12% SURCHARGE COLLECTION	-	515	-	-	-	-	-
<b>Requirement</b>							
<b>Personnel</b>	-	-	471,881	618,637	448,828	448,828	-
150.25.5500.51000 PERSONAL SERVICES	-	-	335,599	390,160	304,600	304,600	-
150.25.5500.51602 OVERTIME	-	-	137	16,493	16,000	16,000	-
150.25.5500.51701 FICA	-	-	24,778	31,109	23,365	23,365	-
150.25.5500.51705 WORKERS' COMPENSATION	-	-	3,190	14,218	3,708	3,708	-
150.25.5500.51721 PERS	-	-	26,694	44,946	36,369	36,369	-
150.25.5500.51723 PERS SIDE ACCOUNT	-	-	30,316	24,000	-	-	-
150.25.5500.51729 HEALTH INSURANCE	-	-	47,302	93,571	60,465	60,465	-
150.25.5500.51730 DENTAL INSURANCE	-	-	2,410	3,978	2,715	2,715	-
150.25.5500.51732 LONG TERM DISABILITY	-	-	1,351	-	1,487	1,487	-
150.25.5500.51733 LIFE INSURANCE	-	-	104	162	119	119	-
<b>Materials &amp; Services</b>	-	-	381,121	480,301	501,810	501,810	-
150.25.5500.52111 DUES & SUBSCRIPTIONS	-	-	-	1,200	-	-	-
150.25.5500.52115 LEGAL NOTICES & PUBLISHING	-	-	-	900	900	900	-
150.25.5500.52116 POSTAGE	-	-	-	300	300	300	-
150.25.5500.52119 RENT	-	-	14,988	12,240	14,076	14,076	-
150.25.5500.52122 TELEPHONE	-	-	-	300	3,880	3,880	-
150.25.5500.52231 CONSTRUCTION EXCISE TAX (CET) PAYOUT	-	-	159,366	300,000	300,000	300,000	-
150.25.5500.52398 ADMINISTRATIVE COST	-	-	19,329	19,329	29,329	29,329	-
150.25.5500.52400 STATE 12% SURCHARGE REMIT	-	-	52,084	100,000	100,000	100,000	-
150.25.5500.52401 CONTRACTED SERVICES	-	-	-	12,000	-	-	-
150.25.5500.52651 EQUIPMENT - REPAIR & MAINTENANCE	-	-	-	12,000	-	-	-
150.25.5500.52656 GAS & OIL	-	-	2,270	10,800	10,800	10,800	-
150.25.5500.52657 VEHICLE - REPAIR & MAINTENANCE	-	-	-	3,552	-	-	-

Fund Name	150 - Building Codes - General
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels		Data						
		2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
150.25.5500.52711	MEALS LODGING & REGISTRATION	-	-	-	7,200	-	-	-
150.25.5500.52731	TRAVEL & MILEAGE	-	-	-	240	-	-	-
150.25.5500.52910	SUPPLIES - OFFICE	-	-	-	240	-	-	-
150.25.5600.52111	DUES & SUBSCRIPTIONS	-	-	2,525	-	2,500	2,500	-
150.25.5600.52116	POSTAGE	-	-	8	-	-	-	-
150.25.5600.52122	TELEPHONE	-	-	2,384	-	-	-	-
150.25.5600.52398	ADMINISTRATIVE COST	-	-	1,430	-	-	-	-
150.25.5600.52401	CONTRACTED SERVICES	-	-	94,415	-	12,000	12,000	-
150.25.5600.52651	EQUIPMENT - REPAIR & MAINTENANCE	-	-	1,051	-	2,000	2,000	-
150.25.5600.52657	VEHICLE - REPAIR & MAINTENANCE	-	-	4,005	-	3,000	3,000	-
150.25.5600.52711	MEALS LODGING & REGISTRATION	-	-	17,377	-	18,750	18,750	-
150.25.5600.52731	TRAVEL & MILEAGE	-	-	319	-	275	275	-
150.25.5600.52910	SUPPLIES - OFFICE	-	-	9,570	-	4,000	4,000	-
<b>Transfer</b>		-	-	<b>132,398</b>	<b>450,000</b>	<b>200,000</b>	<b>200,000</b>	-
150.99.5500.55101	TRANSFER TO GENERAL FUND	-	-	132,398	250,000	-	-	-
150.99.5500.55160	TRANSFER OUT TO BUILD CODES-ELECTRICAL	-	-	-	200,000	200,000	200,000	-
<b>Capital</b>		-	-	-	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	-
150.25.5500.53102	BLDG IMPROVEMENT	-	-	-	600,000	600,000	600,000	-
<b>Contingency</b>		-	-	-	<b>1,381,800</b>	<b>129,220</b>	<b>129,220</b>	-
150.99.5500.57101	CONTINGENCY	-	-	-	1,381,800	129,220	129,220	-
<b>Unappropriated</b>		-	-	-	<b>1,682,312</b>	<b>3,178,368</b>	<b>3,178,368</b>	-
150.99.5500.59101	UNAPPROPRIATED	-	-	-	1,682,312	3,178,368	3,178,368	-

Fund Name	160 - Building Codes - Electrical
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>Resource</b>							
<b>Revenue</b>	-	16,160	106,425	1,134,666	1,124,162	1,124,162	-
160.00.5500.400.000 BEGINNING FUND BALANCE	-	-	16,160	655,436	790,162	790,162	-
160.00.5500.417.104 INTEREST EARNED	-	-	10	20,000	1,000	1,000	-
160.00.5500.450.150 TRANSFER IN FROM BUILDING CODES GENERAL	-	-	-	200,000	200,000	200,000	-
160.25.5500.411.800 ELECTRICAL PERMIT	-	-	-	247,230	-	-	-
160.25.5500.411.900 STATE 12% SURCHARGE COLLECTION	-	1,444	8,838	12,000	12,000	12,000	-
160.25.5500.421.245 PAYROLL REIMBURSEMENT	-	-	2,397	-	-	-	-
160.25.5600.411.500 RENEWABLE ELECTRICAL ENERGY	-	-	1,292	-	1,000	1,000	-
160.25.5600.411.800 ELECTRICAL PERMIT	-	14,716	77,728	-	120,000	120,000	-
<b>Requirement</b>							
<b>Personnel</b>	-	-	155,143	231,906	183,497	183,497	-
160.25.5500.51000 PERSONAL SERVICES	-	-	97,405	145,532	129,541	129,541	-
160.25.5500.51602 OVERTIME	-	-	41	4,123	4,000	4,000	-
160.25.5500.51701 FICA	-	-	7,055	11,449	9,764	9,764	-
160.25.5500.51705 WORKERS' COMPENSATION	-	-	1,328	6,467	1,486	1,486	-
160.25.5500.51721 PERS	-	-	11,904	16,765	15,467	15,467	-
160.25.5500.51723 PERS SIDE ACCOUNT	-	-	18,947	15,000	-	-	-
160.25.5500.51729 HEALTH INSURANCE	-	-	17,091	31,190	21,599	21,599	-
160.25.5500.51730 DENTAL INSURANCE	-	-	824	1,325	987	987	-
160.25.5500.51732 LONG TERM DISABILITY	-	-	512	-	610	610	-
160.25.5500.51733 LIFE INSURANCE	-	-	36	55	43	43	-
<b>Materials &amp; Services</b>	-	-	30,651	61,921	51,213	51,213	-
160.25.5500.52111 DUES & SUBSCRIPTIONS	-	-	-	800	-	-	-
160.25.5500.52115 LEGAL NOTICES & PUBLISHING	-	-	-	600	-	-	-
160.25.5500.52116 POSTAGE	-	-	-	200	-	-	-
160.25.5500.52119 RENT	-	-	9,992	8,160	9,384	9,384	-
160.25.5500.52122 TELEPHONE	-	-	-	200	-	-	-
160.25.5500.52398 ADMINISTRATIVE COST	-	-	9,273	9,273	14,273	14,273	-
160.25.5500.52400 STATE 12% SURCHARGE REMIT	-	-	6,895	12,000	12,000	12,000	-
160.25.5500.52401 CONTRACTED SERVICES	-	-	-	8,000	-	-	-
160.25.5500.52651 EQUIPMENT - REPAIR & MAINTENANCE	-	-	-	8,000	-	-	-
160.25.5500.52656 GAS & OIL	-	-	1,487	7,200	7,475	7,475	-
160.25.5500.52657 VEHICLE - REPAIR & MAINTENANCE	-	-	-	2,368	-	-	-
160.25.5500.52711 MEALS LODGING & REGISTRATION	-	-	-	4,800	2,000	2,000	-
160.25.5500.52731 TRAVEL & MILEAGE	-	-	-	160	196	196	-
160.25.5500.52910 SUPPLIES - OFFICE	-	-	-	160	560	560	-
160.25.5600.52111 DUES & SUBSCRIPTIONS	-	-	-	-	800	800	-
160.25.5600.52115 LEGAL NOTICES & PUBLISHING	-	-	-	-	600	600	-
160.25.5600.52116 POSTAGE	-	-	-	-	175	175	-
160.25.5600.52122 TELEPHONE	-	-	746	-	1,250	1,250	-
160.25.5600.52401 CONTRACTED SERVICES	-	-	-	-	1,000	1,000	-
160.25.5600.52651 EQUIPMENT - REPAIR & MAINTENANCE	-	-	-	-	1,000	1,000	-

Fund Name	160 - Building Codes - Electrical
Dept Name	(All)
Division (Subdept) Name	(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
160.25.5600.52657 VEHICLE - REPAIR & MAINTENANCE	-	-	1,362	-	500	500	-
160.25.5600.52910 SUPPLIES - OFFICE	-	-	896	-	-	-	-
<b>Transfer</b>	-	-	<b>37,679</b>	<b>450,000</b>	<b>200,000</b>	<b>200,000</b>	-
160.99.5500.55101 TRANSFER TO GENERAL FUND	-	-	37,679	250,000	-	-	-
160.99.5500.55150 TRANSFER OUT TO BUILDING CODES	-	-	-	200,000	200,000	200,000	-
<b>Contingency</b>	-	-	-	<b>205,839</b>	<b>117,356</b>	<b>117,356</b>	-
160.99.5500.57101 CONTINGENCY	-	-	-	205,839	117,356	117,356	-
<b>Unappropriated</b>	-	-	-	<b>185,000</b>	<b>572,096</b>	<b>572,096</b>	-
160.99.5500.59101 UNAPPROPRIATED	-	-	-	185,000	572,096	572,096	-

Dept Name (All)  
Division (Subdept) Name (All)

Row Labels			Data	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
<b>322 - Captial Acquisitions</b>										
<b>Resource</b>										
Revenue				3,419,966	4,084,476	3,988,174	3,852,873	3,971,646	3,971,646	-
322.00.1322.400.000	BEGINNING FUND BALANCE			-	-	3,902,888	3,823,873	3,928,433	3,928,433	-
322.00.1322.400.322	BEGINNING FUND BALANCE			2,683,721	3,130,129	-	-	-	-	-
322.00.1322.417.104	INTEREST EARNED			36,245	64,649	78,093	29,000	43,213	43,213	-
322.00.1322.417.107	MARK TO MARKET - UNREALIZED GAIN/LOSS			-	39,698	7,193	-	-	-	-
322.00.1322.450.101	TRANSFER FROM GENERAL FUND			700,000	850,000	-	-	-	-	-
<b>Requirement</b>										
Capital				289,837	181,589	555,960	3,852,873	3,971,646	3,971,646	-
322.18.6122.53102	BLDG IMPROVEMENT			273,838	-	20,247	2,000,000	1,700,000	1,700,000	-
322.18.6122.53301	EQUIPMENT - CAPITAL			15,999	181,456	35,713	1,352,873	1,271,646	1,271,646	-
322.18.6122.53504	COMPUTER SYSTEM - ASSESSMENT & TAXATION			-	133	500,000	500,000	1,000,000	1,000,000	-
<b>326 - Faciliy Captial Reserve</b>										
<b>Resource</b>										
Revenue				3,392,713	4,681,392	2,540,707	4,633,223	3,027,294	3,027,294	-
326.00.1326.400.000	BEGINNING FUND BALANCE			-	-	2,336,517	4,583,223	2,309,885	2,309,885	-
326.00.1326.400.326	BEGINNING FUND BALANCE			2,654,154	3,392,712	-	-	-	-	-
326.00.1326.417.104	INTEREST EARNED			38,559	106,393	147,117	50,000	115,409	115,409	-
326.00.1326.417.107	MARK TO MARKET - UNREALIZED GAIN/LOSS			-	32,287	4,904	-	-	-	-
326.00.1326.450.101	TRANSFER FROM GENERAL FUND			700,000	1,150,000	-	-	-	-	-
326.00.1326.450.330	TRANSFER IN FROM CDBG			-	-	-	-	602,000	602,000	-
326.18.5326.490.500	LOAN PRINCIPAL RETURN			-	-	52,169	-	-	-	-
<b>Requirement</b>										
Capital				-	2,344,875	-	4,633,223	3,027,294	3,027,294	-
326.18.5326.53111	CAPITAL EXPENDITURES			-	2,344,875	-	4,633,223	3,027,294	3,027,294	-
<b>327 - General Operating Reserve</b>										
<b>Resource</b>										
Revenue				3,764,231	4,956,018	8,496,379	8,239,125	7,661,853	7,661,853	-
327.00.1327.400.000	BEGINNING FUND BALANCE			-	-	5,056,029	4,846,259	5,160,883	5,160,883	-
327.00.1327.400.327	BEGINNING FUND BALANCE			2,898,195	3,635,596	-	-	-	-	-
327.00.1327.417.104	INTEREST EARNED			40,169	78,794	64,173	25,000	57,637	57,637	-
327.00.1327.417.107	MARK TO MARKET - UNREALIZED GAIN/LOSS			-	47,795	8,311	-	-	-	-
327.00.1327.450.101	TRANSFER FROM GENERAL FUND			825,867	1,150,500	3,324,533	3,324,533	2,400,000	2,400,000	-
327.00.1327.450.220	TRANSFER FROM 911 COMMUNICATIONS FUND			-	43,333	43,333	43,333	43,333	43,333	-
<b>Requirement</b>										
Personnel				-	-	3,124,533	3,124,533	3,000,000	3,000,000	-
327.18.5327.51723	PERS SIDE ACCOUNT			-	-	3,124,533	3,124,533	3,000,000	3,000,000	-
Materials & Services				-	-	-	5,114,592	4,661,853	4,661,853	-

Dept Name

Division (Subdept) Name

(All)

(All)

Row Labels	Data						
	2018 Actual	2019 Actual	2020 Projected	2020 Revised Budget	2021 Proposed	2021 Approved Budget	2021 Adopted Budget
327.18.5327.52401 CONTRACTED SERVICES	-	-	-	5,114,592	4,661,853	4,661,853	-
Capital	128,635	-	-	-	-	-	-
327.18.5327.53108 OPERATING RESERVE	128,635	-	-	-	-	-	-





IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF ADOPTING THE FISCAL YEAR 2020-2021 BUDGET, TAX LEVY AND  
APPROPRIATIONS FOR WASCO COUNTY

**RESOLUTION #20-007**

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

BE IT HEREBY RESOLVED that the Wasco County Board of Commissioners hereby adopts the Fiscal Year 2020-2021 Budget approved by the Budget Committee of the County on June 3<sup>rd</sup>, 2020, with changes Adopted by the Board of Commissioners and now on file in the Finance Office for the amount of \$67,952,893.

BE IT FURTHER RESOLVED that the Board of Commissioners of Wasco County, Oregon hereby imposes the taxes provided for in the adopted budget at the rate of \$4.2523 per \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2020-2021 upon the assessed value of all taxable property within the district as follows:

	Subject to the	Excluded
	General Government	From
	<u>Limitation</u>	<u>Limitation</u>
General Fund	\$4.2523/\$1,000	

BE IT FURTHER RESOLVED that the amounts and the purposes shown in the attached detail for the Fiscal Year beginning July 1<sup>st</sup>, 2020, be and hereby are as follows: the total appropriated amount is \$56,675,039, the total amount reserved for future expenditure is \$11,277,854 for a total budget of \$67,952,893.

BE IT FURTHER RESOLVED that the County Clerk certify to the assessor of Wasco County, Oregon the tax levy made by this Resolution.

The above Resolution Statements were approved and declared adopted on this 3<sup>rd</sup> day of June, 2020.

ATTEST

---

Kathy White  
Executive Assistant

APPROVED AS TO FORM:

---

Kristen Campbell, County Counsel

WASCO COUNTY BOARD  
OF COMMISSIONERS

---

Scott C. Hege, Commission Chair

---

Kathleen B. Schwartz, Vice-Chair

---

Steven D. Kramer, County Commissioner

<b>Fund</b>	<b>Department/Classification</b>	<b>Budget Revenue</b>	<b>Budget Expense</b>
GENERAL	GENERAL	21,482,730	-
	ASSESSMENT & TAXATION	30,550	875,646
	COUNTY CLERK	198,390	362,861
	SHERIFF	340,430	2,553,361
	ADMINISTRATIVE SERVICES	309,601	3,780,584
	ADMINISTRATION	973,110	3,966,259
	DISTRICT ATTORNEY	311,728	744,169
	PLANNING	168,100	864,432
	PUBLIC WORKS	20,540	58,347
	YOUTH SERVICES	217,225	917,408
	TRANSFERS	562,426	2,639,645
	CONTINGENCY	-	1,438,918
	UNAPPROPRIATED	-	6,413,200
<b>TOTAL GENERAL</b>		<b>24,614,830</b>	<b>24,614,830</b>
BUILDING CODES GENERAL	BUILDING CODES GENERAL	4,858,226	1,550,638
	TRANSFERS	200,000	200,000
	CONTINGENCY	-	129,220
	UNAPPROPRIATED	-	3,178,368
<b>TOTAL PUBLIC WORKS</b>		<b>5,058,226</b>	<b>5,058,226</b>
BUILDING CODES ELECTRICAL	BUILDING CODES ELECTRICAL	924,162	234,710
	TRANSFERS	200,000	200,000
	CONTINGENCY	-	117,356
	UNAPPROPRIATED	-	572,096
<b>TOTAL PUBLIC WORKS</b>		<b>1,124,162</b>	<b>1,124,162</b>
PUBLIC WORKS	PUBLIC WORKS	6,578,295	4,036,620
	CONTINGENCY	-	2,018,310
	UNAPPROPRIATED	-	523,365
<b>TOTAL PUBLIC WORKS</b>		<b>6,578,295</b>	<b>6,578,295</b>
COUNTY FAIR	ADMINISTRATION	329,255	200,946
	TRANSFERS	29,000	-
	CONTINGENCY	-	63,244
	UNAPPROPRIATED	-	94,065
<b>TOTAL COUNTY FAIR</b>		<b>358,255</b>	<b>358,255</b>
COUNTY SCHOOL FUND	ADMINISTRATION	424,440	424,440
<b>TOTAL COUNTY SCHOOL FUND</b>		<b>424,440</b>	<b>424,440</b>
LAND CORNER PRESERVATION	PUBLIC WORKS	110,830	24,298
	CONTINGENCY	-	39,940
	UNAPPROPRIATED	-	46,592

Fund	Department/Classification	Budget Revenue	Budget Expense
<b>TOTAL LAND CORNER PRESERVATION</b>		<b>110,830</b>	<b>110,830</b>
FOREST HEALTH PROGRAM	FOREST HEALTH	417,084	50,000
	TRANSFERS	-	162,426
	CONTINGENCY	-	204,658
<b>TOTAL FOREST HEALTH PROGRAM</b>		<b>417,084</b>	<b>417,084</b>
HOUSEHOLD HAZARDOUS WASTE	HHW	968,021	562,283
	CONTINGENCY	-	205,738
	UNAPPROPRIATED	-	200,000
<b>TOTAL HOUSEHOLD HAZARDOUS WASTE</b>		<b>968,021</b>	<b>968,021</b>
SPECIAL ECONOMIC DEVELOPMENT	ADMINISTRATION	2,397,924	1,917,112
	TRANSFERS	-	480,812
<b>TOTAL SPECIAL ECONOMIC DEVELOPMENT</b>		<b>2,397,924</b>	<b>2,397,924</b>
LAW LIBRARY	DISTRICT ATTORNEY	174,195	49,829
	CONTINGENCY	-	110,300
	UNAPPROPRIATED	-	14,066
<b>TOTAL LAW LIBRARY</b>		<b>174,195</b>	<b>174,195</b>
DISTRICT ATTORNEY	DISTRICT ATTORNEY	12,100	12,100
<b>TOTAL DISTRICT ATTORNEY</b>		<b>12,100</b>	<b>12,100</b>
MUSEUM	ADMINISTRATION	307,612	91,024
	TRANSFERS	22,500	-
	CONTINGENCY	-	196,209
	UNAPPROPRIATED	-	42,879
<b>TOTAL MUSEUM</b>		<b>330,112</b>	<b>330,112</b>
911 COMMUNICATIONS	SHERIFF	1,298,573	1,274,215
	TRANSFERS	193,145	73,333
	CONTINGENCY	-	144,170
<b>TOTAL 911 COMMUNICATIONS</b>		<b>1,491,718</b>	<b>1,491,718</b>
PARKS	ADMINISTRATION	339,620	149,758
	CONTINGENCY	-	116,965
	UNAPPROPRIATED	-	72,897
<b>TOTAL PARKS</b>		<b>339,620</b>	<b>339,620</b>
COMMUNITY CORRECTIONS	SHERIFF	2,596,237	1,925,571
	CONTINGENCY	-	550,340
	UNAPPROPRIATED	-	120,326
<b>TOTAL COMMUNITY CORRECTIONS</b>		<b>2,596,237</b>	<b>2,596,237</b>

<b>Fund</b>	<b>Department/Classification</b>	<b>Budget Revenue</b>	<b>Budget Expense</b>
COURT FACILITIES SECURITY	ADMINISTRATION	178,562	43,000
	CONTINGENCY	-	135,562
<b>TOTAL COURT FACILITIES SECURITY</b>		<b>178,562</b>	<b>178,562</b>
KRAMER FIELD	ADMINISTRATION	35,750	35,750
<b>TOTAL KRAMER FIELD</b>		<b>35,750</b>	<b>35,750</b>
CLERK RECORDS	COUNTY CLERK	48,350	12,800
	CONTINGENCY		35,550
<b>TOTAL CLERK RECORDS</b>		<b>48,350</b>	<b>48,350</b>
ROAD RESERVE	PUBLIC WORKS	5,336,217	5,336,217
<b>TOTAL ROAD RESERVE</b>		<b>5,336,217</b>	<b>5,336,217</b>
CAPITAL ACQUISITIONS	ADMINISTRATION	3,971,646	3,971,646
<b>TOTAL CAPITAL ACQUISITIONS</b>		<b>3,971,646</b>	<b>3,971,646</b>
911 EQUIPMENT RESERVE	SHERIFF	65,172	60,000
	TRANSFERS	30,000	-
	CONTINGENCY	-	35,172
<b>TOTAL 911 EQUIPMENT RESERVE</b>		<b>95,172</b>	<b>95,172</b>
FACILITY CAPITAL RESERVE	ADMINISTRATION	3,027,294	3,027,294
<b>TOTAL FACILITY CAPITAL RESERVE</b>		<b>3,027,294</b>	<b>3,027,294</b>
GENERAL OPERATING RESERVE	ADMINISTRATION	5,218,520	7,661,853
	TRANSFERS	2,443,333	-
<b>TOTAL GENERAL OPERATING RESERVE</b>		<b>7,661,853</b>	<b>7,661,853</b>
CDBG GRANT	ADMINISTRATION	602,000	-
	TRANSFERS	-	602,000
<b>TOTAL CDBG GRANT</b>		<b>602,000</b>	<b>602,000</b>
<b>Total Appropriation</b>		<b>67,952,893</b>	<b>67,952,893</b>
<b>Reserve for Future Expenditure</b>			<b>11,277,854</b>
<b>Fiscal Year 2021 Appropriation</b>			<b>56,675,039</b>



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

IN AND FOR THE COUNTY OF WASCO

IN THE MATTER OF ADOPTING THE FISCAL YEAR 2020-2021 BUDGET, TAX LEVY AND  
APPROPRIATIONS FOR WASCO COUNTY

**RESOLUTION #20-008**

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

BE IT HEREBY RESOLVED that the Wasco County Board of Commissioners hereby adopts the Fiscal Year 2020-2021 Budget approved by the Budget Committee of the County on June 3<sup>rd</sup>, 2020, with changes Adopted by the Board of Commissioners and now on file in the Finance Office for the amount of \$67,827,893.

BE IT FURTHER RESOLVED that the Board of Commissioners of Wasco County, Oregon hereby imposes the taxes provided for in the adopted budget at the rate of \$4.2523 per \$1,000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2020-2021 upon the assessed value of all taxable property within the district as follows:

	Subject to the General Government <u>Limitation</u>	Excluded From <u>Limitation</u>
General Fund	\$4.2523/\$1,000	

BE IT FURTHER RESOLVED that the amounts and the purposes shown in the attached detail for the Fiscal Year beginning July 1<sup>st</sup>, 2020, be and hereby are as follows: the total appropriated amount is \$56,550,039, the total amount reserved for future expenditure is \$11,277,854 for a total budget of \$67,827,893.

BE IT FURTHER RESOLVED that the County Clerk certify to the assessor of Wasco County, Oregon the tax levy made by this Resolution.

The above Resolution Statements were approved and declared adopted on this 3<sup>rd</sup> day of June, 2020.

ATTEST

---

Kathy White  
Executive Assistant

APPROVED AS TO FORM:

---

Kristen Campbell, County Counsel

WASCO COUNTY BOARD  
OF COMMISSIONERS

---

Scott C. Hege, Commission Chair

---

Kathleen B. Schwartz, Vice-Chair

---

Steven D. Kramer, County Commissioner

<b>Fund</b>	<b>Department/Classification</b>	<b>Budget Revenue</b>	<b>Budget Expense</b>
GENERAL	GENERAL	21,357,730	-
	ASSESSMENT & TAXATION	30,550	875,646
	COUNTY CLERK	198,390	362,861
	SHERIFF	340,430	2,553,361
	ADMINISTRATIVE SERVICES	309,601	3,780,584
	ADMINISTRATION	973,110	3,841,259
	DISTRICT ATTORNEY	311,728	744,169
	PLANNING	168,100	864,432
	PUBLIC WORKS	20,540	58,347
	YOUTH SERVICES	217,225	917,408
	TRANSFERS	562,426	2,639,645
	CONTINGENCY	-	1,438,918
	UNAPPROPRIATED	-	6,413,200
<b>TOTAL GENERAL</b>		<b>24,489,830</b>	<b>24,489,830</b>
BUILDING CODES GENERAL	BUILDING CODES GENERAL	4,858,226	1,550,638
	TRANSFERS	200,000	200,000
	CONTINGENCY	-	129,220
	UNAPPROPRIATED	-	3,178,368
<b>TOTAL PUBLIC WORKS</b>		<b>5,058,226</b>	<b>5,058,226</b>
BUILDING CODES ELECTRICAL	BUILDING CODES ELECTRICAL	924,162	234,710
	TRANSFERS	200,000	200,000
	CONTINGENCY	-	117,356
	UNAPPROPRIATED	-	572,096
<b>TOTAL PUBLIC WORKS</b>		<b>1,124,162</b>	<b>1,124,162</b>
PUBLIC WORKS	PUBLIC WORKS	6,578,295	4,036,620
	CONTINGENCY	-	2,018,310
	UNAPPROPRIATED	-	523,365
<b>TOTAL PUBLIC WORKS</b>		<b>6,578,295</b>	<b>6,578,295</b>
COUNTY FAIR	ADMINISTRATION	329,255	200,946
	TRANSFERS	29,000	-
	CONTINGENCY	-	63,244
	UNAPPROPRIATED	-	94,065
<b>TOTAL COUNTY FAIR</b>		<b>358,255</b>	<b>358,255</b>
COUNTY SCHOOL FUND	ADMINISTRATION	424,440	424,440
<b>TOTAL COUNTY SCHOOL FUND</b>		<b>424,440</b>	<b>424,440</b>
LAND CORNER PRESERVATION	PUBLIC WORKS	110,830	24,298
	CONTINGENCY	-	39,940



<b>Fund</b>	<b>Department/Classification</b>	<b>Budget Revenue</b>	<b>Budget Expense</b>
	UNAPPROPRIATED	-	46,592
<b>TOTAL LAND CORNER PRESERVATION</b>		<b>110,830</b>	<b>110,830</b>
FOREST HEALTH PROGRAM	FOREST HEALTH	417,084	50,000
	TRANSFERS	-	162,426
	CONTINGENCY	-	204,658
<b>TOTAL FOREST HEALTH PROGRAM</b>		<b>417,084</b>	<b>417,084</b>
HOUSEHOLD HAZARDOUS WASTE	HHW	968,021	562,283
	CONTINGENCY	-	205,738
	UNAPPROPRIATED	-	200,000
<b>TOTAL HOUSEHOLD HAZARDOUS WASTE</b>		<b>968,021</b>	<b>968,021</b>
SPECIAL ECONOMIC DEVELOPMENT	ADMINISTRATION	2,397,924	1,917,112
	TRANSFERS	-	480,812
<b>TOTAL SPECIAL ECONOMIC DEVELOPMENT</b>		<b>2,397,924</b>	<b>2,397,924</b>
LAW LIBRARY	DISTRICT ATTORNEY	174,195	49,829
	CONTINGENCY	-	110,300
	UNAPPROPRIATED	-	14,066
<b>TOTAL LAW LIBRARY</b>		<b>174,195</b>	<b>174,195</b>
DISTRICT ATTORNEY	DISTRICT ATTORNEY	12,100	12,100
<b>TOTAL DISTRICT ATTORNEY</b>		<b>12,100</b>	<b>12,100</b>
MUSEUM	ADMINISTRATION	307,612	91,024
	TRANSFERS	22,500	-
	CONTINGENCY	-	196,209
	UNAPPROPRIATED	-	42,879
<b>TOTAL MUSEUM</b>		<b>330,112</b>	<b>330,112</b>
911 COMMUNICATIONS	SHERIFF	1,298,573	1,274,215
	TRANSFERS	193,145	73,333
	CONTINGENCY	-	144,170
<b>TOTAL 911 COMMUNICATIONS</b>		<b>1,491,718</b>	<b>1,491,718</b>
PARKS	ADMINISTRATION	339,620	149,758
	CONTINGENCY	-	116,965
	UNAPPROPRIATED	-	72,897
<b>TOTAL PARKS</b>		<b>339,620</b>	<b>339,620</b>
COMMUNITY CORRECTIONS	SHERIFF	2,596,237	1,925,571
	CONTINGENCY	-	550,340

<b>Fund</b>	<b>Department/Classification</b>	<b>Budget Revenue</b>	<b>Budget Expense</b>
	UNAPPROPRIATED	-	120,326
<b>TOTAL COMMUNITY CORRECTIONS</b>		<b>2,596,237</b>	<b>2,596,237</b>
COURT FACILITIES SECURITY	ADMINISTRATION	178,562	43,000
	CONTINGENCY	-	135,562
<b>TOTAL COURT FACILITIES SECURITY</b>		<b>178,562</b>	<b>178,562</b>
KRAMER FIELD	ADMINISTRATION	35,750	35,750
<b>TOTAL KRAMER FIELD</b>		<b>35,750</b>	<b>35,750</b>
CLERK RECORDS	COUNTY CLERK	48,350	12,800
	CONTINGENCY		35,550
<b>TOTAL CLERK RECORDS</b>		<b>48,350</b>	<b>48,350</b>
ROAD RESERVE	PUBLIC WORKS	5,336,217	5,336,217
<b>TOTAL ROAD RESERVE</b>		<b>5,336,217</b>	<b>5,336,217</b>
CAPITAL ACQUISITIONS	ADMINISTRATION	3,971,646	3,971,646
<b>TOTAL CAPITAL ACQUISITIONS</b>		<b>3,971,646</b>	<b>3,971,646</b>
911 EQUIPMENT RESERVE	SHERIFF	65,172	60,000
	TRANSFERS	30,000	-
	CONTINGENCY	-	35,172
<b>TOTAL 911 EQUIPMENT RESERVE</b>		<b>95,172</b>	<b>95,172</b>
FACILITY CAPITAL RESERVE	ADMINISTRATION	3,027,294	3,027,294
<b>TOTAL FACILITY CAPITAL RESERVE</b>		<b>3,027,294</b>	<b>3,027,294</b>
GENERAL OPERATING RESERVE	ADMINISTRATION	5,218,520	7,661,853
	TRANSFERS	2,443,333	-
<b>TOTAL GENERAL OPERATING RESERVE</b>		<b>7,661,853</b>	<b>7,661,853</b>
CDBG GRANT	ADMINISTRATION	602,000	-
	TRANSFERS	-	602,000
<b>TOTAL CDBG GRANT</b>		<b>602,000</b>	<b>602,000</b>
<b>Total Appropriation</b>		<b>67,827,893</b>	<b>67,827,893</b>
<b>Reserve for Future Expenditure</b>			<b>11,277,854</b>
<b>Fiscal Year 2021 Appropriation</b>			<b>56,550,039</b>



## MOTION

**SUBJECT: Wasco County Budget Resolution Motions**

---

**Motion to adopt budget with changes as recommended:** I move to approve Resolution 20-007 adopting the Fiscal Year 2021 Budget, Tax Levy and Appropriations for Wasco County with changes as presented and outlined in the budget detail.

**Motion to adopt budget without changes:** I move to approve Resolution 20-008 adopting the fiscal year 2021 Budget, Tax Levy and appropriations for Wasco County.



## AGENDA ITEM

### 2020/2021 QLife Budget

---

[QLIFE BUDGET](#)

---

[MOTION LANGUAGE](#)

---

# **QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY**

## **PROPOSED BUDGET FISCAL YEAR 2021**

### **TABLE OF CONTENTS**

<b>1. Budget Message .....</b>	<b>1</b>
<b>2. Budget Summary .....</b>	<b>6</b>
<b>3. Q-Life General (Operating) Fund Budget Detail (600) .....</b>	<b>7</b>
<b>4. Q-Life Capital Fund Budget Detail (601) .....</b>	<b>8</b>
<b>5. Q-Life Maupin Fund Budget Detail (602) .....</b>	<b>9</b>
<b>6. Budget Worksheets by Account (Fund 600) .....</b>	<b>10</b>
<b>7. Budget Worksheets by Account (Fund 601) .....</b>	<b>48</b>
<b>8. Budget Worksheets by Account (Fund 602) .....</b>	<b>61</b>

# QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

## BUDGET MESSAGE

### FISCAL YEAR 2021

I am pleased to present to you the QLife Proposed Budget for the Fiscal Year 2021 (FY21). This budget covers the period of July 1<sup>st</sup>, 2020 to Jun 30<sup>th</sup> 2021.

The QualityLife Intergovernmental Agency (QLife) is a partnership between the City of The Dalles and Wasco County. QLife is an intergovernmental agency consisting of the City of The Dalles and Wasco County, governed by a Board of Directors and run by an Administrator. QLife is a transport and dark fiber service provider that facilitates broadband, Ethernet, wide area networks, internet access, and virtual private networks through local internet service providers. QLife has been operational since December of 2003. The original mission and purpose of QLife was to bring a middle mile fiber solution to the City of The Dalles in an effort to meet certain needs of critical agencies for reliable high speed data services and to provide and promote an environment for successful economic development. Recently QLife has embarked on a project to bring fiber to the home in Maupin, OR. This project was nearly fully completed in fiscal year 2019 (FY19), making fiscal year 2020 (FY20) the first full year of operating off of revenues generated by the system. The Maupin project is still coming up to speed as of the creation of this budget.

This narrative explains the proposed QLife budget for FY21. The budget encompasses three (3) funds: The Operating (General) Fund, the Capital Fund and the Maupin Fund. The Maupin Fund is for operations and capital bringing and building QLife services in the Maupin area. The intent is for the Maupin Fund to function without subsidy from the Operating fund serving The Dalles. FY20 was the first fiscal year of operations.

Fund	FY20 Budget	FY21 Budget	Difference	%
General Fund	764,260	861,314	97,054	12.7%
<i>The operations fund is primarily for operation in The Dalles area</i>				
Capital Fund	2,036,392	2,324,147	287,755	14.1%
<i>The capital fund is used for system expansion in The Dalles area</i>				
Maupin Fund	54,530	177,516	122,986	225.5%
<i>The Maupin fund is used to provide service in the Maupin area</i>				
Grand Total	2,855,182	3,362,977	507,795	17.8%

### Financial Health

The General (Operations) Fund for The Dalles area is in good shape. The projected resources are \$861,314 for FY21. This includes a Beginning Fund Balance of \$191,714. Normal operations are \$317,891 with an additional \$20,000 set aside each year for capital equipment. This fund is stable at

this point. Part of the stability has been by building a budget basing the planned transfers to the Capital Fund base on expected revenue. For FY21, this amount will increase \$49,200 – which is slightly more than in FY19. This transfer is \$376,220 in FY12 and represents 56.3% of all the Utility Service Charges collected. This is while still maintaining a healthy fund balance totaling 43.5% of the operating and capital costs of the fund. The expected fund balance is held in contingency and unappropriated.

The Capital Fund starts FY21 with \$1,853,727 in Beginning Fund Balance. Another \$376,220 will be transferred in from the General (Operations) Fund. This puts the total resources of the fund at \$2,324,147. There is a small transfer budgeted to receive \$50,000 from the Maupin Fund. This is the start of the repayment of the \$156,000 loaned from the Capital Fund to the Maupin Fund. The Capital Fund has budgeted \$1,258,003 in capital outlay for equipment, primary system improvement/repair/expansion, and secondary line extensions. The remaining \$1,066,108 is split between Contingency and Reserve for System Improvements – the same as last fiscal year. (Both of these are effectively “Contingency” budgets, the reserved funds are just serving a more focused purpose.) The fund remains healthy and continues to grow.

This is the second full fiscal year for the Maupin Fund of functioning on self-generated revenues. Total resources are \$177,516 and this includes the \$144,765 flow through grant received through the City of Maupin. This increased the beginning fund balance and has provided additional resources to meet the requirements and resulted in a budget change. (Budget change: Revenue +\$144,765, Expense +\$15,000, and Contingency +\$129,765.) The primary project has been completed and is now in maintenance mode. Additional work may need to be done but should be minimal. In prior fiscal periods, the Maupin Fund received \$156,655 from the Capital Fund. With the increased fund balance due to the flow through grant received through the City of Maupin, repayment can be started to the Capital Fund - \$50,000 is budgeted in the FY21 budget. The intent is to hold off on making the payment/transfer until June 2021 so that there is time to not perform the transfer of business needs dictate a change. The grant requirement for maintaining the Wifi are budgeted at \$14,160 for FY21 with \$13,800 reserved for the last period of the grant requirement. Total operating & capital outlay budgeted are \$68,710 for the fund. The contingency is set at \$45,006 for the fund.

## **Transfers**

Transfers are used to move funds from one fund to another – this is not an exchange of funds for value but rather a reallocation of resources. The General (Operations) Fund is budgeted to transfer \$376,220 to the Capital Fund. This is to set resources aside for current and future capital needs. This allows the General Fund to operate with fewer spikes and smooths out the business cycle. The transfer budgeted for the Maupin Fund to the Capital Fund serves a different purpose. This transfer will be executed near the end of the fiscal period to start repayment of the fund loan by the Capital Fund to the Maupin Fund and will be for \$50,000 of the \$156,655 owed. A summary is shown below.

From Fund	To Fund	Amount	Purpose
General	Capital	\$ 376,220	Fund capital expenses of the system
Maupin	Capital	\$ 50,000.00	Partial payment of the \$156,665 transferred in since inception. Will be paid near the end of the fiscal year.

### Contingency and Reserves

Contingency amounts are appropriations included in the budget but cannot be spent – it is available to be transferred to an appropriate expense line by the governing body. The Qlife budget also uses Reserves which are an additional contingency amount but with a more focused intent. For Oregon Local Budget Law application these funds are Contingency also. It is not a problem to have more than one Contingency line in a fund budget.

The General (Operating) Fund has a contingency of \$95,853 – an increase over FY20 of \$45,853. This is 30.1% of the budgeted operating cost of the fund. This is nearly four (4) months of expenses. This is considered a healthy level by management. Contingency funds were not utilized in FY20.

The Capital Fund has a contingency of \$391,019 and a reservation for \$675,125 – the total is \$1,066,144. The reservation is dedicated to system improvements. This is a minor increase over FY20 - \$36 – meaning it is essentially flat. Contingency funds were not utilized in FY20.

The Maupin Fund contingency is \$45,006 and a reservation for \$13,800 – the total is \$58,806. The reservation is dedicated to providing WIFI service. The private grant accepted is intended to offset providing WIFI service for three years. One year is in the budgeted expenses of the fund, one (1) is in the reservation and one year will be completed on 6/30/2020. The contingency did not have to be utilized in FY20 due to the unplanned revenue that came in and a budget change was done with it. This allowed enough budget to pay the final invoice for the project (\$10K) that arrived well into FY20 past when the audit and financial statements for FY19 had been issued.

### Capital Outlay

The General (Operations) Fund has budgeted \$20,000 for capital outlay. This is to meet Item #3 of the agencies Financial Priorities Policy – specifically to have \$20,000 available for expansion and replacement of electronics in the system.

The Capital Fund has budgeted \$1,258,003 for capital outlay in FY21. This starts with \$80,000 for a generator replacement – this was budgeted in FY20 but did not happen. The primary system has \$878,003 budgeted to address a list of potential projects with estimated costs below. Secondary line extension is the third category of capital outlay for the fund – this is \$300,000 and will be used for new connections requiring a line extension which increases the value of the system. No specific extensions are identified at this time.

<u>Project Title</u>	<u>Estimated Cost</u>
Pon Beta	\$50,000
East Bisector	\$186,000



Downtown Bypass	\$150,000
Co-location Space – Big Eddy	\$232,000
Downtown Metro Loop	\$150,000
<u>Cascadia Event Resiliency</u>	<u>\$110,003</u>
Total Primary System	<u>\$878,003</u>

Not all the primary system projects will be executed in FY21 and the costs at this point are preliminary estimates meant to function as a consideration in prioritization. There are funds available to complete the entire list, with additional funds budgeted in contingency and reservation lines. History has shown that constraints of the time available and system /customer needs prevent all projects identified from being executed in the same fiscal period.

The Maupin Fund has \$51,000 budgeted for capital outlay in FY21. There are funds in contingency and reservation to transfer in if necessary, but it is not expected. The \$51,000 is not dedicated to any specific item but rather for needs of the primary system. The project is completed in FY20 so the capital outlay needs of the fund decrease significantly.

Capital Outlay		
Fund	Purpose	Amount
General (Operating)	Telcom Equipment	\$ 20,000
Capital Fund	Equipment	80,000
	Primary System Maintenance	878,003
	Secondary Line Extension	300,000
Total Capital Fund		1,258,003
Maupin Fund	Primary System	51,000
Total Capital Outlay		<u>1,329,003.00</u>

### Budget Appropriation

The Proposed Budget contains line item detail; however the legal level of control for the budget is at the Fund/Department level. This means for each fund, amounts will be appropriated at the legal level of control by Beginning Balance, Operations (materials & services plus capital), Pass-Through, Transfer In/Out, Reserve, Contingency and Unappropriated.

### Future Economic Considerations

The Proposed Budget was created before the COVID-19 lockdown occurred. It was designed to be very conservative with no increase in customer base. The event will only have an impact if customers/clients start to close down businesses. The converse of this is more organizations are having staff work remotely from home – which increases the internet load. The full impact of the COVID-19 lockdown

can't be quantified for QLife at this point – it will depend on the duration and the response of clients. However, fund balance as sufficient to weather this event.

QLife FY21 Budget Summary for Resolution  
Budget by Fund-Department

<b>Fund</b>	<b>Department/Classification</b>	<b>Budget Revenue/ Resources</b>	<b>Budget Expense/ Requirements</b>
GENERAL (OPERATIONS)	OPERATIONS	861,314	337,891
	TRANSFERS	-	376,220
	CONTINGENCY	-	95,853
	UNAPPROPRIATED	-	51,350
<b>TOTAL GENERAL</b>		<b>861,314</b>	<b>861,314</b>
CAPITAL	OPERATIONS	1,897,927	1,258,003
	TRANSFERS	426,220	-
	CONTINGENCY	-	1,066,144
	UNAPPROPRIATED	-	-
<b>TOTAL CAPITAL</b>		<b>2,324,147</b>	<b>2,324,147</b>
MAUPIN	OPERATIONS	177,516	68,710
	TRANSFERS	-	50,000
	CONTINGENCY	-	45,006
	UNAPPROPRIATED	-	13,800
<b>TOTAL MAUPIN</b>		<b>177,516</b>	<b>177,516</b>
<b>Total Appropriation</b>		<b>3,362,977</b>	<b>3,362,977</b>
<b>Unappropriated - for us in Future fiscal periods</b>		<b>-</b>	<b>65,150</b>
<b>Appropriated For FY21 Use</b>		<b>3,362,977</b>	<b>3,297,827</b>

QualityLife Intergovernmental (QLife)  
Budget for the Fiscal Period 7/1/2020 - 6/30/2021 (FY21)  
General Operations Fund

Fund	General
------	---------

Row Labels		Data							
		2018 Actuals	2019 Actuals	2020 Projected	2020 Revised Budget	2021 Dept Request	2021 Proposed	2021 Approved	2021 Adopted
Revenue		776,999	756,327	778,827	764,260	861,314	861,314		
600.60.6000.400.000	BEGINNING FUND BALANCE	108,640	94,036	76,265	96,652	191,714	191,714		
600.60.6000.414.500	UTILITY SERVICE CHARGES	661,043	659,632	699,771	665,460	667,200	667,200		
600.60.6000.414.501	CONNECT CHARGES	1,700	100	-	1,000	1,000	1,000		
600.60.6000.417.104	INTEREST EARNED	1,613	973	1,591	948	1,200	1,200		
600.60.6000.421.241	MISC RECEIPTS	4,003	1,586	1,200	200	200	200		
Expense		683,164	752,325	587,114	764,260	861,314	861,314		
600.60.6000.52101	ADVERTISING & PROMOTIONS	2,837	1,240	-	1,500	1,500	1,500		
600.60.6000.52111	DUES & SUBSCRIPTIONS	3,525	1,626	800	3,000	2,000	2,000		
600.60.6000.52113	INSURANCE & BONDS	15,242	16,087	17,581	21,000	20,000	20,000		
600.60.6000.52115	LEGAL NOTICES & PUBLISHING	36	469	291	400	400	400		
600.60.6000.52116	POSTAGE	359	198	141	200	200	200		
600.60.6000.52120	RENT - OFFICE	7,752	7,079	7,752	7,752	7,752	7,752		
600.60.6000.52122	TELEPHONE	450	465	500	500	500	500		
600.60.6000.52148	GENERAL GRANTS	3,000	4,000	-	2,000	2,000	2,000		
600.60.6000.52151	SCHOLARSHIP	2,000	-	2,000	2,000	2,000	2,000		
600.60.6000.52350	TAXES/PERMITS/ASSESSMENTS	415	785	800	800	800	800		
600.60.6000.52370	MISC EXPENDITURES	832	1,907	10	1,000	1,000	1,000		
600.60.6000.52398	ADMINISTRATIVE COST	54,500	55,350	58,671	58,671	60,431	60,431		
600.60.6000.52406	CONTR SRVCS - LEGAL COUNSEL CONTR	9,162	7,812	6,000	6,000	6,000	6,000		
600.60.6000.52409	CONTR SRVCS - OTHER	7,998	2,110	9,868	15,100	15,100	15,100		
600.60.6000.52412	CONTR SRVCS - AUDIT CONTRACT	3,650	6,000	6,300	4,200	6,500	6,500		
600.60.6000.52477	CONTRACTED SVCS - ENGINEERING	37,174	72,396	43,946	50,000	50,000	50,000		
600.60.6000.52479	CONTRACTED SVCS - NETWORK SYSTEM MGMT	55,870	83,772	71,000	71,000	71,000	71,000		
600.60.6000.52480	POLE CONNECTION FEES	15,088	12,392	11,062	12,392	12,392	12,392		
600.60.6000.52481	RIGHT OF WAY FEES	23,730	20,461	20,993	20,075	20,016	20,016		
600.60.6000.52502	NETWORK COMPONENTS	730	-	-	5,000	5,000	5,000		
600.60.6000.52601	EQUIPMENT - NON CAPITAL	1,504	-	-	5,000	5,000	5,000		
600.60.6000.52608	EASEMENTS - NON CAPITAL	-	-	-	-	-	-		
600.60.6000.52701	TRAINING & EDUCATION	514	-	-	700	700	700		
600.60.6000.52711	MEALS LODGING & REGISTRATION	1,546	2,434	941	5,000	5,000	5,000		
600.60.6000.52801	BLDG REPAIR & MAINT	-	-	426	1,600	1,600	1,600		
600.60.6000.52808	OUTSIDE PLANT MAINTENANCE	23,255	6,701	304	20,000	20,000	20,000		
600.60.6000.52882	UTILITIES - ELECTRICITY	737	625	709	800	800	800		
600.60.6000.52910	SUPPLIES - OFFICE	361	129	-	200	200	200		
600.60.6000.53301	EQUIPMENT - CAPITAL	-	3,225	-	20,000	20,000	20,000		
600.60.6000.53403	EASMENTS	18,000	72,262	-	-	-	-		
600.60.6000.55601	TRANSFER TO QLIFE CAPITAL	392,898	372,800	327,020	327,020	376,220	376,220		
600.60.6000.57600	CONTINGENCY	-	-	-	50,000	95,853	95,853		
600.60.6000.59000	UNAPPROPRIATED	-	-	-	51,350	51,350	51,350		

QualityLife Intergovernmental (QLife)  
Budget for the Fiscal Period 7/1/2020 - 6/30/2021 (FY21)

Capital Fund

Fund	Capital
------	---------

Row Labels		Data							
		2018 Actuals	2019 Actuals	2020 Projected	2020 Revised Budget	2021 Dept Request	2021 Proposed	2021 Approved	2021 Adopted
Revenue		1,421,750	1,918,402	2,250,268	2,036,392	2,324,147	2,324,147		
601.60.6000.400.000	BEGINNING FUND BALANCE	1,011,310	1,391,871	1,906,099	1,665,172	1,853,727	1,853,727		
601.60.6000.414.501	CONNECT CHARGES	-	124,000	-	19,000	19,000	19,000		
601.60.6000.417.104	INTEREST EARNED	17,542	29,731	17,149	25,200	25,200	25,200		
601.60.6000.450.600	TRANSFER FROM QLIFE OPERATING FUND	392,898	372,800	327,020	327,020	376,220	376,220		
601.60.6000.450.602	TRANSFER FROM QLIFE MAUPIN FUND	-	-	-	-	50,000	50,000		
Expense		29,879	259,520	396,541	2,036,392	2,324,147	2,324,147		
601.60.6000.52477	CONTRACTED SVCS - ENGINEERING	4,068	9,722	-	-	-	-		
601.60.6000.53301	EQUIPMENT - CAPITAL	-	-	-	80,000	80,000	80,000		
601.60.6000.53313	PRIMARY SYSTEM	22,055	244,056	334,709	660,284	878,003	878,003		
601.60.6000.53314	SECONDARY LINE EXTENSION	3,756	5,742	52,831	200,000	300,000	300,000		
601.60.6000.53315	POLE MAKE READY	-	-	9,000	-	-	-		
601.60.6000.55602	TRANSFER TO QLIFE MAUPIN	-	-	-	30,000	-	-		
601.60.6000.57601	CONTINGENCY	-	-	-	390,983	391,019	391,019		
601.60.6000.58001	RESERVE FOR SYSTEM IMPROVEMENTS	-	-	-	675,125	675,125	675,125		

QualityLife Intergovernmental (QLife)  
Budget for the Fiscal Period 7/1/2020 - 6/30/2021 (FY21)  
Maupin Fund

Fund	Maupin
------	--------

Row Labels		Data							
		2018 Actuals	2019 Actuals	2020 Projected	2020 Revised Budget	2021 Dept Request	2021 Proposed	2021 Approved	2021 Adopted
<b>Revenue</b>		<b>327,591</b>	<b>593,807</b>	<b>189,911</b>	<b>54,530</b>	<b>177,516</b>	<b>177,516</b>		
602.60.6000.400.000	BEGINNING FUND BALANCE	139,176	117,048	40,728	17,110	169,456	169,456		
602.60.6000.412.674	STATE GRANT	186,227	475,223	-	-	-	-		
602.60.6000.414.306	CITY OF MAUPIN	-	-	144,765	-	-	-		
602.60.6000.414.505	CITY OF MAUPIN - GORGE.NET RECEIPTS	-	-	2,669	3,360	3,360	3,360		
602.60.6000.414.506	CITY OF MAUPIN - LSN RECEIPTS	-	-	-	4,000	4,000	4,000		
602.60.6000.417.104	INTEREST EARNED	2,188	1,536	1,749	60	700	700		
602.60.6000.450.601	TRANSFER FROM QLIFE CAPITAL FUND	-	-	-	30,000	-	-		
<b>Expense</b>		<b>210,543</b>	<b>552,800</b>	<b>20,454</b>	<b>54,530</b>	<b>177,516</b>	<b>177,516</b>		
602.60.6000.52398	ADMINISTRATIVE COST	-	494	-	-	-	-		
602.60.6000.52406	CONTR SRVCS - LEGAL COUNSEL CONTR	648	2,250	172	2,500	2,500	2,500		
602.60.6000.52476	CONTRACTED SVCS - WIFI	11,909	625	9,677	14,160	14,160	14,160		
602.60.6000.52477	CONTRACTED SVCS - ENGINEERING	19,125	1,848	-	-	-	-		
602.60.6000.52480	POLE CONNECTION FEES	-	-	-	1,050	1,050	1,050		
602.60.6000.53301	EQUIPMENT - CAPITAL	3,148	-	-	-	-	-		
602.60.6000.53313	PRIMARY SYSTEM	175,281	547,583	10,605	1,000	51,000	51,000		
602.60.6000.53314	SECONDARY LINE EXTENSION	433	-	-	-	-	-		
602.60.6000.55601	TRANSFER TO QLIFE CAPITAL	-	-	-	-	50,000	50,000		
602.60.6000.57602	CONTINGENCY	-	-	-	7,500	45,006	45,006		
602.60.6000.58004	RESERVE FOR WIFI	-	-	-	28,320	13,800	13,800		

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.400.000 BEGINNING FUND BALANCE

---

#### Account Definition:

Resources carried over from the prior fiscal period

---

FY18 Actual: 108,640

FY19 Actual: 94,036

FY20 Budgeted: 96,652

FY20 Projected: 76,265

FY21 Proposed: 191,714

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Projected FY20 Ending Fund Balance as of 3/26/20

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.414.500 UTILITY SERVICE CHARGES

---

#### Account Definition:

Charges for service

---

FY18 Actual: 661,043

FY19 Actual: 659,632

FY20 Budgeted: 665,460

FY20 Projected: 699,771

FY21 Proposed: 667,200

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

March 2020 = \$55,600; set as base 12\*55,600= \$667,200



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.414.501 CONNECT CHARGES

---

#### Account Definition:

When a customer is billed for service being added, the one-time revenue for connecting is recorded here

---

FY18 Actual: 1,700

FY19 Actual: 100

FY20 Budgeted: 1,000

FY20 Projected:

FY21 Proposed: 1,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Estimated at just over 2 service added; Estimated connection fees are \$6,450; \$450 for Turn up fee, \$1,000 for Electronic Switch and \$5,000 for service line

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.417.104 INTEREST EARNED

---

#### Account Definition:

Interest on bank accounts

---

FY18 Actual: 1,613

FY19 Actual: 973

FY20 Budgeted: 948

FY20 Projected: 1,591

FY21 Proposed: 1,200

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Estimate based on principal

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.421.241 MISC RECEIPTS

---

#### Account Definition:

Receipts that are not service charges, connection charges or interest. This should be minimal and if a revenue source is significant and/or recurring, a specific account line should be considered

---

FY18 Actual: 4,003

FY19 Actual: 1,586

FY20 Budgeted: 200

FY20 Projected: 1,200

FY21 Proposed: 200

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

As title implies. Not known - this is used for 1 time receipts that are not appropriate in a different revenue line.

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52101 ADVERTISING & PROMOTIONS

---

#### Account Definition:

Advertising and promotional spending

---

FY18 Actual: 2,837

FY19 Actual: 1,240

FY20 Budgeted: 1,500

FY20 Projected:

FY21 Proposed: 1,500

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Keep the budget the same

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52111 DUES & SUBSCRIPTIONS**

---

#### Account Definition:

Dues for memberships in groups and associations and subscriptions. Specifically, Special Districts Associations of Oregon & Oregon Joint Use Association

---

FY18 Actual: 3,525

FY19 Actual: 1,626

FY20 Budgeted: 3,000

FY20 Projected: 800

FY21 Proposed: 2,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Based on trending

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52113 INSURANCE & BONDS**

---

#### Account Definition:

Insurance costs for insuring the agency property

---

FY18 Actual: 15,242

FY19 Actual: 16,087

FY20 Budgeted: 21,000

FY20 Projected: 17,581

FY21 Proposed: 20,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Based on trending

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52115 LEGAL NOTICES & PUBLISHING**

---

#### Account Definition:

Publishing required documents, specifically meeting notices and notice of bids/proposal requests

---

FY18 Actual:	36
FY19 Actual:	469
FY20 Budgeted:	400
FY20 Projected:	291
FY21 Proposed:	400
FY21 Approved:	
FY21 Adopted:	

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52116 POSTAGE

---

#### Account Definition:

For all mailing costs - this is not restricted to USPS as at times other services are required to send a package. Not intended for Freight charges.

---

FY18 Actual:	359
FY19 Actual:	198
FY20 Budgeted:	200
FY20 Projected:	141
FY21 Proposed:	200
FY21 Approved:	
FY21 Adopted:	

---

#### Budget Notes:

Same as last fiscal year



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52120 RENT - OFFICE

---

#### Account Definition:

Rent for space

---

FY18 Actual: 7,752

FY19 Actual: 7,079

FY20 Budgeted: 7,752

FY20 Projected: 7,752

FY21 Proposed: 7,752

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Space rent of City Hall space; one room \$141/mth; second room \$121/mth; third addition \$176/mth; covered storage at City PW facility \$209/mth = \$646/mth

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52122 TELEPHONE

---

#### Account Definition:

Telephone service

---

FY18 Actual: 450

FY19 Actual: 465

FY20 Budgeted: 500

FY20 Projected: 500

FY21 Proposed: 500

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Based on trending

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52148 GENERAL GRANTS

---

#### Account Definition:

Grant for the Northern Wasco County School District for the robotics program

---

FY18 Actual: 3,000

FY19 Actual: 4,000

FY20 Budgeted: 2,000

FY20 Projected:

FY21 Proposed: 2,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

School Robotics program

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52151 SCHOLARSHIP

---

#### Account Definition:

Two scholarships to the CGCC Foundation to award

---

FY18 Actual: 2,000

FY19 Actual:

FY20 Budgeted: 2,000

FY20 Projected: 2,000

FY21 Proposed: 2,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Scholarship paid to CGCC Foundation - two at \$1,000

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52350 TAXES/PERMITS/ASSESSMENTS

---

#### Account Definition:

Permits & assements tied to projects and property

---

FY18 Actual: 415

FY19 Actual: 785

FY20 Budgeted: 800

FY20 Projected: 800

FY21 Proposed: 800

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

St. Mary's - trending

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52370 MISC EXPENDITURES**

---

#### Account Definition:

Expense costs not appropriate for other expense lines - should be one-time and minimal. An ongoing cost should look to have a line added depending on size.

---

FY18 Actual:	832
FY19 Actual:	1,907
FY20 Budgeted:	1,000
FY20 Projected:	10
FY21 Proposed:	1,000
FY21 Approved:	
FY21 Adopted:	

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52398 ADMINISTRATIVE COST**

---

#### Account Definition:

Wasco County fee for administering the Qlife program

---

FY18 Actual: 54,500

FY19 Actual: 55,350

FY20 Budgeted: 58,671

FY20 Projected: 58,671

FY21 Proposed: 60,431

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Includes cost of Administrative services, Financial services, provided by the County

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52406 CONTR SRVCS - LEGAL COUNSEL CONTR

---

#### Account Definition:

Legal services

---

FY18 Actual: 9,162

FY19 Actual: 7,812

FY20 Budgeted: 6,000

FY20 Projected: 6,000

FY21 Proposed: 6,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Based on trending



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52409 CONTR SRVCS - OTHER

---

#### Account Definition:

Contracts for service that are not legal, audit, engineering, network management or intended for "Contracted Services - Other" (see Budget note for planned contracts.)

---

FY18 Actual: 7,998

FY19 Actual: 2,110

FY20 Budgeted: 15,100

FY20 Projected: 9,868

FY21 Proposed: 15,100

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Tree trimming to clear hazard lines; OSP Insight; Joe Flannel

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52412 CONTR SRVCS - AUDIT CONTRACT

---

#### Account Definition:

Annual audit

---

FY18 Actual: 3,650

FY19 Actual: 6,000

FY20 Budgeted: 4,200

FY20 Projected: 6,300

FY21 Proposed: 6,500

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Expected audit fees

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52477 CONTRACTED SVCS - ENGINEERING**

---

#### Account Definition:

Engineering services not tied to a project

---

FY18 Actual: 37,174

FY19 Actual: 72,396

FY20 Budgeted: 50,000

FY20 Projected: 43,946

FY21 Proposed: 50,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52479 CONTRACTED SVCS - NETWORK SYSTEM MGMT

---

#### Account Definition:

Network System Management not tied to a project. Also includes the base monthly fee system management

---

FY18 Actual: 55,870

FY19 Actual: 83,772

FY20 Budgeted: 71,000

FY20 Projected: 71,000

FY21 Proposed: 71,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52480 POLE CONNECTION FEES

---

#### Account Definition:

Cost paid to attach to poles

---

FY18 Actual: 15,088

FY19 Actual: 12,392

FY20 Budgeted: 12,392

FY20 Projected: 11,062

FY21 Proposed: 12,392

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Based on trending

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52481 RIGHT OF WAY FEES

---

#### Account Definition:

Paid to The Dalles due to operating within the city limits. The amount is 3% of the Utility Service charge

---

FY18 Actual: 23,730

FY19 Actual: 20,461

FY20 Budgeted: 20,075

FY20 Projected: 20,993

FY21 Proposed: 20,016

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Fee of 3% of customer revenues

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52502 NETWORK COMPONENTS**

---

#### Account Definition:

Noncapital network components (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual:	730
FY19 Actual:	
FY20 Budgeted:	5,000
FY20 Projected:	
FY21 Proposed:	5,000
FY21 Approved:	
FY21 Adopted:	

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52601 EQUIPMENT - NON CAPITAL

---

#### Account Definition:

Noncapital equipment (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual: 1,504

FY19 Actual:

FY20 Budgeted: 5,000

FY20 Projected:

FY21 Proposed: 5,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52608 EASEMENTS - NON CAPITAL

---

#### Account Definition:

Easements - right to access an area for a specific purpose. Is not ownership and is less than \$5,000 and/or shorter than 3 years

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Not planned in FY21 budget

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52701 TRAINING & EDUCATION**

---

#### Account Definition:

Cost for training and education not covered in meals, lodging and registration

---

FY18 Actual: 514

FY19 Actual:

FY20 Budgeted: 700

FY20 Projected:

FY21 Proposed: 700

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52711 MEALS LODGING & REGISTRATION**

---

#### Account Definition:

Meals, lodging and registration for conferences, training and education

---

FY18 Actual: 1,546

FY19 Actual: 2,434

FY20 Budgeted: 5,000

FY20 Projected: 941

FY21 Proposed: 5,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52801 BLDG REPAIR & MAINT

---

#### Account Definition:

Noncapital repairs and maintenance on structures (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 1,600

FY20 Projected: 426

FY21 Proposed: 1,600

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.52808 OUTSIDE PLANT MAINTENANCE**

---

#### Account Definition:

Noncapital repairs and maintenance for the fiber. If it is new (not a repair) or will be reimbursed by others - it should be in the capital fund

---

FY18 Actual: 23,255

FY19 Actual: 6,701

FY20 Budgeted: 20,000

FY20 Projected: 304

FY21 Proposed: 20,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Repair of fiber optic lines; placing fiber on poles and repairing breaks. If new work or reimburseable by others it is in the capital fund

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52882 UTILITIES - ELECTRICITY

---

#### Account Definition:

Electricity bill

---

FY18 Actual: 737

FY19 Actual: 625

FY20 Budgeted: 800

FY20 Projected: 709

FY21 Proposed: 800

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.52910 SUPPLIES - OFFICE

---

#### Account Definition:

Office supplies such as paper, toner, binders, etc

---

FY18 Actual: 361

FY19 Actual: 129

FY20 Budgeted: 200

FY20 Projected:

FY21 Proposed: 200

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.53301 EQUIPMENT - CAPITAL**

---

#### Account Definition:

Capital equipment (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual:

FY19 Actual: 3,225

FY20 Budgeted: 20,000

FY20 Projected:

FY21 Proposed: 20,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Item #3 of the agency's Financial Priorities Policy is to reserve \$20,000 for expansion and replacement of the electronics of the system.



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.53403 EASMENTS**

---

#### Account Definition:

Easements that exceed \$5,000 and are for longer than 3 years.

---

FY18 Actual: 18,000

FY19 Actual: 72,262

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

No easments due in FY21

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**600.60.6000.55601 TRANSFER TO QLIFE CAPITAL**

---

#### Account Definition:

Monthly shift of resources from the General Fund to the Capital Fund to fund future capital projects

---

FY18 Actual: 392,898

FY19 Actual: 372,800

FY20 Budgeted: 327,020

FY20 Projected: 327,020

FY21 Proposed: 376,220

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

FY21 Monthly transfer to Capital from Operations

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.57600 CONTINGENCY

---

#### Account Definition:

Funds budgeted for unplanned costs that arise

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 50,000

FY20 Projected:

FY21 Proposed: 95,853

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Set at 13% of operation expense

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

600.60.6000.59000 UNAPPROPRIATED

---

#### Account Definition:

Funds set aside to provide resources in a future fiscal period.

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 51,350

FY20 Projected:

FY21 Proposed: 51,350

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Remaining balance to ensure funds are available to start a future fiscal period

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

601.60.6000.400.000 BEGINNING FUND BALANCE

---

#### Account Definition:

Resources carried over from the prior fiscal period

---

FY18 Actual: 1,011,310

FY19 Actual: 1,391,871

FY20 Budgeted: 1,665,172

FY20 Projected: 1,906,099

FY21 Proposed: 1,853,727

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Projected ending fund balance for FY20 as of 3/26/20

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.414.501 CONNECT CHARGES**

---

#### Account Definition:

When a customer is billed for service being added, the one-time revenue for connecting is recorded here if part of a project.

---

FY18 Actual:

FY19 Actual: 124,000

FY20 Budgeted: 19,000

FY20 Projected:

FY21 Proposed: 19,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Based on trending - should be \$6,000 per new customer. This is just slightly more than 3 new customers - none in FY19 of FY20

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.417.104 INTEREST EARNED**

---

#### Account Definition:

Interest on bank accounts

---

FY18 Actual: 17,542

FY19 Actual: 29,731

FY20 Budgeted: 25,200

FY20 Projected: 17,149

FY21 Proposed: 25,200

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

keep flat as FY21 is uncertain

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.450.600 TRANSFER FROM QLIFE OPERATING FUND**

---

#### Account Definition:

Monthly shift of resources from the General Fund to the Capital Fund to fund future capital projects

---

FY18 Actual: 392,898

FY19 Actual: 372,800

FY20 Budgeted: 327,020

FY20 Projected: 327,020

FY21 Proposed: 376,220

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

FY21 Monthly transfer to Capital from Operations



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

601.60.6000.450.602 TRANSFER FROM QLIFE MAUPIN FUND

---

#### Account Definition:

Transfers from the Maupin Fund - this will be intended to repay the fund used to partially fund the Maupin project

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed: 50,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Maupin Fund owes Capital Fund \$156K, this is a partial payment. It is only possible because of the \$144,765 received from Maupin on the flow-through grant. Not taking all at this time as giving the fund time to grow and have capacity for the fund to mee

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.52477 CONTRACTED SVCS - ENGINEERING**

---

#### Account Definition:

Noncapital engineering services - in the capital fund all expenses should be out of the capital lines - started budgeting \$0 in FY20

---

FY18 Actual: 4,068

FY19 Actual: 9,722

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Not planned in FY21 budget

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.53301 EQUIPMENT - CAPITAL**

---

#### Account Definition:

Capital outlay for equipment

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 80,000

FY20 Projected:

FY21 Proposed: 80,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Same as last fiscal year

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.53313 PRIMARY SYSTEM**

---

#### Account Definition:

Projects to either extend/expand the primary system or capital repairs

---

FY18 Actual:	22,055
FY19 Actual:	244,056
FY20 Budgeted:	660,284
FY20 Projected:	334,709
FY21 Proposed:	878,003
FY21 Approved:	
FY21 Adopted:	

---

#### Budget Notes:

Funding available for capital projects in FY21 related to the Primary system

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.53314 SECONDARY LINE EXTENSION**

---

#### Account Definition:

Projects to either extend/expand secondary lines or capital repairs to secondary lines

---

FY18 Actual:	3,756
FY19 Actual:	5,742
FY20 Budgeted:	200,000
FY20 Projected:	52,831
FY21 Proposed:	300,000
FY21 Approved:	
FY21 Adopted:	

---

#### Budget Notes:

Funding available for capital projects in FY21 related to the secondary line extensions

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

601.60.6000.53315 POLE MAKE READY

---

#### Account Definition:

Costs to "make poles ready" - should actually be part of the Project cost so was \$0 budgeted starting in FY19

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected: 9,000

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Not planned in FY21 budget

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

601.60.6000.55602 TRANSFER TO QLIFE MAUPIN

---

#### Account Definition:

Transfer of resources to Maupin Fund

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 30,000

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Not planned in FY21 budget

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.57601 CONTINGENCY**

---

#### Account Definition:

Funds budgeted for unplanned costs that arise

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 390,983

FY20 Projected:

FY21 Proposed: 391,019

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Small growth from prior fiscal year



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**601.60.6000.58001 RESERVE FOR SYSTEM IMPROVEMENTS**

---

#### Account Definition:

Funds set aside to provide resources in a future fiscal period.

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 675,125

FY20 Projected:

FY21 Proposed: 675,125

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Board priority #9: Create a reserve for future expansion, modernization or replacement of systems.

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.400.000 BEGINNING FUND BALANCE**

---

#### Account Definition:

Resources carried over from the prior fiscal period

---

FY18 Actual: 139,176

FY19 Actual: 117,048

FY20 Budgeted: 17,110

FY20 Projected: 40,728

FY21 Proposed: 169,456

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

This is large due to the additional unplanned funds contributed by the flow-through grant that came through Maupin

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

602.60.6000.412.674 STATE GRANT

---

#### Account Definition:

Grants and legislative appropriations

---

FY18 Actual: 186,227

FY19 Actual: 475,223

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

-

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

602.60.6000.414.306 CITY OF MAUPIN

---

#### Account Definition:

Grants received by the City of Maupin that flow thorough to the Maupin Fund in Qlife

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected: 144,765

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

-

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

602.60.6000.414.505 CITY OF MAUPIN - GORGE.NET RECEIPTS

---

#### Account Definition:

Revenues due from Gorge.net agreement flows through City of Maupin to Qlife

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 3,360

FY20 Projected: 2,669

FY21 Proposed: 3,360

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Keep flat as the same as FY20

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

602.60.6000.414.506 CITY OF MAUPIN - LSN RECEIPTS

---

#### Account Definition:

Revenues due from LSN

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 4,000

FY20 Projected:

FY21 Proposed: 4,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Keep flat as the same as FY20

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.417.104 INTEREST EARNED**

---

#### Account Definition:

Interest on bank accounts

---

FY18 Actual: 2,188

FY19 Actual: 1,536

FY20 Budgeted: 60

FY20 Projected: 1,749

FY21 Proposed: 700

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Estimate on interest

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

602.60.6000.450.601 TRANSFER FROM QLIFE CAPITAL FUND

---

#### Account Definition:

Transfer of resources from the Capital Fund to the Maupin Fund

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 30,000

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

-



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.52398 ADMINISTRATIVE COST**

---

#### Account Definition:

Wasco County fee for administering the Qlife program

---

FY18 Actual:

FY19 Actual: 494

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Administrative fees should be paid out of this fund for the County services. However, due to a lack of resources, this is not being budgeted in FY20

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

602.60.6000.52406 CONTR SRVCS - LEGAL COUNSEL CONTR

---

#### Account Definition:

Legal services

---

FY18 Actual:	648
FY19 Actual:	2,250
FY20 Budgeted:	2,500
FY20 Projected:	172
FY21 Proposed:	2,500
FY21 Approved:	
FY21 Adopted:	

---

#### Budget Notes:

Legal Counsel contracted service

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.52476 CONTRACTED SVCS - WIFI**

---

#### Account Definition:

Maintain the WIFI service in Maupin

---

FY18 Actual: 11,909

FY19 Actual: 625

FY20 Budgeted: 14,160

FY20 Projected: 9,677

FY21 Proposed: 14,160

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Estimated cost to maintain wireless service in compliance with the Google grant

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.52477 CONTRACTED SVCS - ENGINEERING**

---

#### Account Definition:

Engineering services not tied to a project

---

FY18 Actual: 19,125

FY19 Actual: 1,848

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

No engineering budgeted as system maintenance is up to LSN

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

602.60.6000.52480 POLE CONNECTION FEES

---

#### Account Definition:

Cost paid to attach to poles

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 1,050

FY20 Projected:

FY21 Proposed: 1,050

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Expected costs for connections to poles

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.53301 EQUIPMENT - CAPITAL**

---

#### Account Definition:

Capital equipment (Capital is typically over \$5,000 and useful life exceeds 3 years.)

---

FY18 Actual: 3,148

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Not planned in FY21 budget

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.53313 PRIMARY SYSTEM**

---

#### Account Definition:

Capital outlay for the Primary sytem to extend/expand

---

FY18 Actual: 175,281

FY19 Actual: 547,583

FY20 Budgeted: 1,000

FY20 Projected: 10,605

FY21 Proposed: 51,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

For work on the Primary system

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.53314 SECONDARY LINE EXTENSION**

---

#### Account Definition:

Capital outlay for the Secondary Line(s) to be extended

---

FY18 Actual: 433

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed:

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Not planned in FY21 budget



## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.55601 TRANSFER TO QLIFE CAPITAL**

---

#### Account Definition:

Transfer of resouces to Capital Fund

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted:

FY20 Projected:

FY21 Proposed: 50,000

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

The Capital Fund loaned \$156K to the Maoupin Fund. This needs to be repaid. This is possible due to a flow-through grant that arrived in FY20 and was unplanned. Most of the grant is being left in Fund Balance while the fund works to become self-suffici

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.57602 CONTINGENCY**

---

#### Account Definition:

Funds budgeted for unplanned costs that arise

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 7,500

FY20 Projected:

FY21 Proposed: 45,006

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

Base Contingency for unanticipated costs

## QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

### BUDGET WORKSHEETS FISCAL YEAR 2021 (FY21)

#### Account Number & Title

**602.60.6000.58004 RESERVE FOR WIFI**

---

#### Account Definition:

Funds budgeted for WIFI costs not expected to be expended in the current FY

---

FY18 Actual:

FY19 Actual:

FY20 Budgeted: 28,320

FY20 Projected:

FY21 Proposed: 13,800

FY21 Approved:

FY21 Adopted:

---

#### Budget Notes:

One year of support for the WIFI service based on the 3 year grant requirement - 1 year is budgeted in the expenses. FY21 will be the 3rd year of the agreement.



## **MOTION**

**SUBJECT: QLife Budget**

---

I move to approve the 2020-2021 Quality Life Intergovernmental Agency Fiscal Year Budget as presented.



## AGENDA ITEM

### Tyler Technologies MUNIS Software Agreement

---

[STAFF MEMO](#)

---

[AGREEMENT](#)

---

[MOTION LANGUAGE](#)

---



## MEMORANDUM

**SUBJECT: TYLER TECHNOLOGIES' MUNIS SOFTWARE CONTRACT**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MIKE MIDDLETON & KAYLA NELSON, FINANCE DEPARTMENT

DATE: 6/3/2020

### BACKGROUND INFORMATION:

The finance team presented a memo to the board in December of 2019 requesting a sole source exemption from the contracting policy, which was granted at the December 18<sup>th</sup> BOCC meeting. Since that time, the following actions have been taken:

#### Financial and Technical Review

Review and negotiation of terms with the IS Director and Finance Director resulted in minor changes to the initial contract. The hosted solution will require minimal effort from the IS staff. This effort is primarily setting up a VPN device and ensuring connection to Tyler Technologies' servers. The hosted solution can be converted to on premise at any time.

Finance staff has completed a workload analysis and identified roles and responsibilities for the implementation project. The implementation timeline is in line with the proposal from Tyler Technologies as well as comparable municipalities that have completed this implementation in the past 5 years.

#### Legal Review

Wasco County Counsel, at Campbell Phillips, reviewed the initial contract draft in January, a second draft in March, and the final draft in May. There were no major revisions.

#### Pricing Negotiation & Bundling with Assessment and Tax Software

In most recent months, Tyler Stone negotiated deeply discounted pricing from the original quote that was shared with the BOCC in December. The updated pricing reflects discounts on the Munis software as well as Tyler Technology's A&T software "Orion." The purchase of the Orion software is being led by the Assessment and Tax team and will be taking place in FY 2021. A summary of updated pricing is below:

Munis Summary of Fees	Negotiated Fees	Original Fees	Billing Schedule
Annual Hosting Fee	\$46,844.00	\$59,836.00	annual fee /3 year term
One Time Software License Fees	\$23,250.00	\$44,275.00	due after contract execution
One Time Services (Implementation and Services)	\$140,101.00	\$197,140.00	billed as incurred
OneTime Hardware Fees	\$1,650.00	\$4,000.00	due after contract execution
Estimated Travel Expenses	\$38,360.00	\$47,950.00	billed as incurred
<b>TOTAL</b>	<b>\$250,205.00</b>	<b>\$353,201.00</b>	<b>Estimated Savings = \$102,996</b>

**Additional Due Diligence**

Interviews with other Oregon municipalities that have completed this same migration: There are currently 12 other municipalities (10 cities, 2 counties) that use Munis.

Data cleanup across all Eden modules: Finance staff cleaned data from over 13 years of Eden use

General Ledger clean up: Finance staff eliminated over 10,000 GL accounts that were no longer in use

**CONTRACT HIGHLIGHTS:**

Term: 3 years following go-live

Cost: Approximately \$350,000 (see schedule above, plus further years of hosting fees)

Content: Implementation services and expenses, software license fees (only for modules not currently owned in Eden), hardware, hosting

Payment Terms: Net 45

**TENTATIVE IMPLEMENTATION TIMELINE:**

June 3, 2020 (Board Meeting): Execute contract, purchase required software

July 1, 2020: Project kickoff

July 1, 2021: Financials Go-Live

Jan 1, 2022: Payroll Go-Live



## SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. ("Tyler") and Wasco County, Oregon ("Client").

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

### SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Services Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 2 to Exhibit B.
- **"Client"** means Wasco County, Oregon.
- **"Data"** means your data necessary to utilize the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to Third Party Software.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **"Invoicing and Payment Policy"** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.





- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Software, as applicable and attached as Exhibit D.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

## SECTION B – LICENSE GRANT AND SAAS SERVICES

### 1. Rights Granted.

- 1.1 We grant to you a license to use the Tyler Software, if and listed in the Investment Summary, for your internal business purposes only, in the scope of the internal business purposes disclosed to us as of the Effective Date. You may make copies of the Tyler Software for backup and testing purposes, so long as such copies are not used in production and the testing is for internal use only. Your rights to use the Tyler Software are perpetual but may be revoked if you do not comply with the terms of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.
- 1.2 We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9).

2. Fees. You agree to pay us the license fees and SaaS Fees in the amounts set forth in the Investmentn Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).
3. Ownership.
  - 3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
  - 3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
  - 3.3 You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.
6. SaaS Services.
  - 6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 18. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information.
  - 6.2 You will be hosted on shared hardware in a Tyler data center or in a third-party data center. In either event, databases containing your Data will be dedicated to you and inaccessible to our

other customers.

- 6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event any of your Data has been lost or damaged due to an act or omission of Tyler or its subcontractors or due to a defect in Tyler's software, we will use best commercial efforts to restore all the Data on servers in accordance with the architectural design's capabilities and with the goal of minimizing any Data loss as greatly as possible. In no case shall the recovery point objective ("RPO") exceed a maximum of twenty-four (24) hours from declaration of disaster. For purposes of this subsection, RPO represents the maximum tolerable period during which your Data may be lost, measured in relation to a disaster we declare, said declaration will not be unreasonably withheld.
- 6.4 In the event we declare a disaster, our Recovery Time Objective ("RTO") is twenty-four (24) hours. For purposes of this subsection, RTO represents the amount of time, after we declare a disaster, within which your access to the Tyler Software must be restored.
- 6.5 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 6.6 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.7 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 6.8 We provide secure Data transmission paths between each of your workstations and our servers.
- 6.9 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.
- 6.10 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the

Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.

7. License Rights Terminate Upon Migration. When Tyler makes Tyler Software discounted 100% in the Investment Summary (the “Evergreen Modules”) licensed pursuant to this Agreement available to the Client for use in live production, the license to the Tyler software listed in Exhibit A, Schedule 1 (hereafter, “Migration Modules”) terminates, as do Tyler’s maintenance, support, and/or update obligations for such software.

## **SECTION C – OTHER PROFESSIONAL SERVICES**

1. Other Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in our industry standard implementation plan. We will finalize that documentation with you upon execution of this Agreement.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.
3. Additional Services. The Investment Summary contains the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If travel is required, we will make all reasonable efforts to schedule travel for our personnel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide

implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.
8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).
9. Maintenance and Support. For so long as you timely pay your SaaS Fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:
  - 9.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (limited to the then-current version and the immediately prior version);
  - 9.2 provide telephone support during our established support hours;
  - 9.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
  - 9.4 make available to you all major and minor releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
  - 9.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with our then-current release life cycle policy.

We will use all reasonable efforts to perform support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no

charge to us. We strongly recommend that you also maintain your VPN for backup connectivity purposes.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (b) application design; (c) other consulting services; or (d) support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

10. Support of Migration Modules. Beginning on the commencement of the initial term as set forth in Section F (1) of this Agreement, and contingent upon Client's timely payment of SaaS Fees for Tyler Evergreen Modules, Client is entitled to receive, at no additional charge, maintenance and support for the Migration Modules until Tyler makes the Tyler Evergreen Modules available for use in live production.

#### **SECTION D – THIRD PARTY PRODUCTS**

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.
3. Third Party Products Warranties.
  - 3.1 We are authorized by each Developer to grant access to the Third Party Software.
  - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.
  - 3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.
4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

#### **SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES**

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per our Invoicing and Payment Policy, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the

warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within thirty (30) days of notice of our intent to do so.

## **SECTION F – TERM AND TERMINATION**

1. **Term.** This Agreement is effective as of the Effective Date. The initial term of this Agreement for the Tyler Software in Phase 1 is three (3) years from January 1, 2021. Phase designations are set forth in the Invoicing and Payment Policy. The initial term for Phase 2 Tyler Software shall commence on July 1, 2021 and end coterminous with the term for Phase 1. The initial term for Phase 3 Tyler Software shall commence on January 1, 2022 and end coterminous with the term for Phase 1. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. **Termination.** This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
  - 2.1 **Failure to Pay SaaS Fees.** You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
  - 2.2 **For Cause.** If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within ninety (90) days from the date of your notice to invoke the Dispute Resolution clause.
  - 2.3 **Force Majeure.** Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
  - 2.4 **Lack of Appropriations.** If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty



(30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

3. Transition Services. In connection with the termination of this Agreement, and only upon the execution of a mutually agreed change order or addendum, Tyler shall use commercially reasonable efforts to accomplish an adequate and timely transition from Tyler to the Client, or to any replacement providers designated by the Client. The parties shall reasonably cooperate to determine the scope of the transition services to be provided by Tyler. Client shall reimburse Tyler for the mutually agreed transition services provided by Tyler at Tyler's then-current rates, plus reasonable costs and expenses, as set forth in the parties' executed change order or addendum. Tyler reserves the right to require a non-disclosure agreement or similar protection before granting access to a third-party to the Tyler Software and/or Documentation, or any other proprietary and/or confidential information reasonably required for the performance of the transition services.

## **SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE**

### **1. Intellectual Property Infringement Indemnification.**

- 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.
- 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.
- 1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

### **2. General Indemnification.**

- 2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including



reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
4. **LIMITATION OF LIABILITY.** EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) DURING THE INITIAL TERM, AS SET FORTH IN SECTION F(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (B) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).
5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. **Insurance.** During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$2,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

## SECTION H – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.

8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
- (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
  - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
  - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
  - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.
18. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
19. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.
20. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
21. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

22. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Policy
	Schedule 1: Fee Summary
	Schedule 2: Business Travel Policy
Exhibit C	Service Level Agreement
	Schedule 1: Support Call Process
Exhibit D	Third Party Terms

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Wasco County, Oregon

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address for Notices:

Tyler Technologies, Inc.  
One Tyler Drive  
Yarmouth, ME 04096  
Attention: Chief Legal Officer

Address for Notices:

Wasco County  
511 Washington Street, Suite 207  
The Dalles, OR 97058  
Attention: Finance Director



## **Exhibit A**

### **Investment Summary**

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK



Quoted By: Jason Cloutier  
 Date: 5/20/2020  
 Quote Expiration: 12/22/2019  
 Quote Name: Wasco County-ERP-Munis  
 Quote Number: 2019-88216-4  
 Quote Description: Munis Tyler Hosted (Updated 4/10/2020)

**Sales Quotation For**

Wasco County  
 511 Washington St Ste 207  
 The Dalles, OR 97058-2237  
 Phone +1 (541) 506-2777

**SaaS**

Description	Annual Fee Net	# Years	Total SaaS Fee	Impl. Hours
<b>Additional:</b>				
Accounting/GL	\$8,625.00	3.0	\$25,875.00	0
Accounts Payable	\$2,536.00	3.0	\$7,608.00	0
Budgeting	\$2,536.00	3.0	\$7,608.00	0
Contract Management	\$930.00	3.0	\$2,790.00	0
Project and Grant Accounting	\$1,691.00	3.0	\$5,073.00	0
Purchasing	\$3,579.00	3.0	\$10,737.00	0
Human Resource and Talent Management	\$4,059.00	3.0	\$12,177.00	0
Payroll w/ESS	\$4,876.00	3.0	\$14,628.00	0
Recruiting	\$775.00	3.0	\$2,325.00	0
Accounts Receivable	\$1,860.00	3.0	\$5,580.00	0
General Billing	\$1,268.00	3.0	\$3,804.00	0
Tyler Ready Forms Processing	\$2,349.00	3.0	\$7,047.00	0
Tyler Content Manager SE	\$3,946.00	3.0	\$11,838.00	0
Munis Analytics and Reporting	\$2,649.00	3.0	\$7,947.00	0
CAFR Statement Builder	\$2,995.00	3.0	\$8,985.00	0
Capital Assets	\$2,170.00	3.0	\$6,510.00	0
<b>TOTAL:</b>	<b>\$46,844.00</b>		<b>\$140,532.00</b>	<b>0</b>

**Tyler Software and Related Services**

Description	License	Impl. Hours	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
-------------	---------	-------------	------------	-----------------	--------------	----------------------

**Financials:**

Accounting/GL	\$14,100.00	96	\$15,360.00	\$10,200.00	\$39,660.00	\$0.00
Accounts Payable	\$4,850.00	24	\$3,840.00	\$0.00	\$8,690.00	\$0.00
Budgeting	\$4,850.00	32	\$5,120.00	\$0.00	\$9,970.00	\$0.00
Capital Assets	\$4,125.00	16	\$2,560.00	\$2,000.00	\$8,685.00	\$0.00
Contract Management	\$1,725.00	16	\$2,560.00	\$3,000.00	\$7,285.00	\$0.00
Project & Grant Accounting	\$3,150.00	16	\$2,560.00	\$4,000.00	\$9,710.00	\$0.00
Purchasing	\$6,750.00	40	\$6,400.00	\$1,800.00	\$14,950.00	\$0.00

**Human Capital Management:**

Human Resources & Talent Management	\$14,400.00	88	\$14,080.00	\$0.00	\$28,480.00	\$0.00
Payroll w/ESS	\$17,300.00	168	\$26,880.00	\$18,800.00	\$62,980.00	\$0.00
Recruiting	\$2,750.00	16	\$2,560.00	\$0.00	\$5,310.00	\$0.00

**Revenue:**

Accounts Receivable	\$3,575.00	40	\$6,400.00	\$0.00	\$9,975.00	\$0.00
General Billing	\$2,550.00	16	\$2,560.00	\$6,180.00	\$11,290.00	\$0.00

**Productivity:**

Tyler ReadyForms Processing (including Common Form Set)	\$7,500.00	0	\$0.00	\$0.00	\$7,500.00	\$0.00
Tyler Content Manager SE	\$8,000.00	32	\$5,120.00	\$0.00	\$13,120.00	\$0.00
Munis Analytics & Reporting	\$5,000.00	48	\$7,680.00	\$0.00	\$12,680.00	\$0.00

**Additional:**

CAFR Statement Builder	\$6,720.00	24	\$3,840.00	\$0.00	\$10,560.00	\$0.00
Sub-Total:	\$107,345.00		\$107,520.00	\$45,980.00	\$260,845.00	\$0.00
<u>Less Discount:</u>	<u>\$84,095.00</u>		<u>\$0.00</u>	<u>\$22,990.00</u>	<u>\$107,085.00</u>	<u>\$0.00</u>
<b>TOTAL:</b>	<b>\$23,250.00</b>	<b>672</b>	<b>\$107,520.00</b>	<b>\$22,990.00</b>	<b>\$153,760.00</b>	<b>\$0.00</b>

**Other Services**

Description	Quantity	Unit Price	Unit Discount	Extended Price
Project Planning Services	1	\$4,000.00	\$0.00	\$4,000.00
Tyler ReadyForms Processing Configuration	1	\$1,500.00	\$0.00	\$1,500.00



Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
VPN Device	1	\$4,000.00	\$0.00	\$4,000.00
<b>TOTAL:</b>				<b>\$9,500.00</b>

3rd Party Hardware, Software and Services

Description	Quantity	Unit Price	Unit Discount	Total Price	Unit Maintenance	Unit Maintenance Discount	Total Year One Maintenance
Tyler Secure Signature System with 2 Keys	1	\$1,650.00	\$0.00	\$1,650.00	\$0.00	\$0.00	\$0.00
<i>3rd Party Hardware Sub-Total:</i>			<i>\$0.00</i>	<i>\$1,650.00</i>			<i>\$0.00</i>
<b>TOTAL:</b>				<b>\$1,650.00</b>			<b>\$0.00</b>

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$23,250.00	\$0.00
Total SaaS	\$0.00	\$46,844.00
Total Tyler Services	\$140,010.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$1,650.00	\$0.00
<b>Summary Total</b>	<b>\$164,910.00</b>	<b>\$46,844.00</b>
<b>Contract Total</b>	<b>\$305,442.00</b>	
<b>(Excluding Estimated Travel Expenses)</b>		
<b>Estimated Travel Expenses</b>	<b>\$38,360.00</b>	

**Detailed Breakdown of Conversions (included in Contract Total)**

Description	Unit Price	Unit Discount	Extended Price
Accounting - Actuals up to 3 years	\$1,000.00	\$500.00	\$500.00
Accounting - Budgets up to 3 years	\$1,000.00	\$500.00	\$500.00
Accounting Standard COA	\$2,000.00	\$1,000.00	\$1,000.00
Accounts Payable - Checks up to 5 years	\$2,200.00	\$1,100.00	\$1,100.00
Accounts Payable - Invoice up to 5 years	\$2,800.00	\$1,400.00	\$1,400.00
Accounts Payable Standard Master	\$1,200.00	\$600.00	\$600.00
Capital Assets Std Master	\$2,000.00	\$1,000.00	\$1,000.00
Contracts	\$3,000.00	\$1,500.00	\$1,500.00
General Billing - Bills up to 5 years	\$3,500.00	\$1,750.00	\$1,750.00
General Billing - Recurring Invoices	\$1,680.00	\$840.00	\$840.00
General Billing Std CID	\$1,000.00	\$500.00	\$500.00
Payroll - Accrual Balances	\$1,500.00	\$750.00	\$750.00
Payroll - Accumulators up to 5 years	\$1,400.00	\$700.00	\$700.00
Payroll - Certifications	\$1,400.00	\$700.00	\$700.00
Payroll - Check History up to 5 years	\$1,200.00	\$600.00	\$600.00
Payroll - Deductions	\$1,800.00	\$900.00	\$900.00
Payroll - Earning/Deduction Hist up to 5 years	\$2,500.00	\$1,250.00	\$1,250.00
Payroll - Education	\$1,400.00	\$700.00	\$700.00
Payroll - PM Action History up to 5 years	\$1,400.00	\$700.00	\$700.00
Payroll - Position Control	\$1,400.00	\$700.00	\$700.00
Payroll - Recruiting	\$1,400.00	\$700.00	\$700.00
Payroll - Standard	\$2,000.00	\$1,000.00	\$1,000.00
Payroll - State Retirement Tables	\$1,400.00	\$700.00	\$700.00
Project Grant Accounting - Actuals up to 3 years	\$1,000.00	\$500.00	\$500.00
Project Grant Accounting - Budgets up to 3 years	\$1,000.00	\$500.00	\$500.00
Project Grant Accounting Standard	\$2,000.00	\$1,000.00	\$1,000.00
Purchasing - Purchase Orders - Standard Open PO's only	\$1,800.00	\$900.00	\$900.00
<b>TOTAL:</b>			<b>\$22,990.00</b>

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ P.O. #: \_\_\_\_\_

All primary values quoted in US Dollars

#### Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
-------------	---------	------------------	-------------	-------------------	-------------------------	--------------------

#### Financials:

Accounting/GL	\$14,100.00	\$14,100.00	\$0.00	\$0.00	\$0.00	\$0.00
Accounts Payable	\$4,850.00	\$4,850.00	\$0.00	\$0.00	\$0.00	\$0.00
Budgeting	\$4,850.00	\$4,850.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Assets	\$4,125.00	\$4,125.00	\$0.00	\$0.00	\$0.00	\$0.00
Contract Management	\$1,725.00	\$1,725.00	\$0.00	\$0.00	\$0.00	\$0.00
Project & Grant Accounting	\$3,150.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00
Purchasing	\$6,750.00	\$6,750.00	\$0.00	\$0.00	\$0.00	\$0.00

#### Payroll/HR:

Human Resources & Talent Management	\$14,400.00	\$14,400.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll w/ESS	\$17,300.00	\$17,300.00	\$0.00	\$0.00	\$0.00	\$0.00
Recruiting	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$0.00	\$0.00

#### Revenue:

Accounts Receivable	\$3,575.00	\$3,575.00	\$0.00	\$0.00	\$0.00	\$0.00
General Billing	\$2,550.00	\$2,550.00	\$0.00	\$0.00	\$0.00	\$0.00

#### Productivity:

Munis Analytics & Reporting	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
Tyler Content Manager SE	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$0.00
Tyler ReadyForms Processing (including Common Form Set)	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Additional:						
CAFR Statement Builder	\$6,720.00	\$6,720.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:	\$107,345.00	\$84,095.00	\$23,250.00	\$0.00	\$0.00	\$0.00

**Comments**

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely, but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Implementation hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

The Tyler Software Product Tyler ReadyForms Processing must be used in conjunction with a Hewlett Packard printer supported by Tyler for printing checks.

Any forms included in this quote are based on the standard form templates provided. Custom forms, additional forms and any custom programming are subject to additional fees not included in this quote. The additional fees would be quoted at the time of request, generally during the implementation of the forms. Please note that the form solution provided requires the use of approved printers. You may contact Tyler's support team for the most current list of approved printers.

In the event Client acquires from Tyler any edition of Tyler Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Tyler Content Manager software with non-Tyler applications, Client must purchase or upgrade to Tyler Content Manager Enterprise Edition.

Payroll library includes: 1 PR check, 1 direct deposit, 1 vendor from payroll check, 1 vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

General Billing library includes: 1 invoice, 1 statement, 1 general billing receipt and 1 miscellaneous receipt.

Includes digitizing two signatures, additional charges will apply for additional signatures.

Project Management includes project planning, kickoff meeting, status calls, task monitoring, verification and transition to support.

Personnel Actions Forms Library includes: 1 Personnel Action form - New and 1 Personnel Action Form - Change.

Tyler's pricing is based on the scope of proposed products and services being obtained from Tyler. Should portions of the scope of products or services be removed by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

**Comments**

Tyler Content Manager SE includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

Financial library includes: 1 A/P check, 1 EFT/ACH, 1 Purchase order, 1099M, 1099INT, 1099S, and 1099G.

The Munis SaaS fees are based on 32 concurrent users. Should the number of concurrent users be exceeded, Tyler reserves the right to re-negotiate the SaaS fees based upon any resulting changes in the pricing categories.

Development modifications, interfaces and services, where applicable, shall be invoiced to the client in the following manner: 50% of total upon authorized signature to proceed on program specifications and the remaining 50% of total upon delivery of modifications, interface and services.



**Exhibit A**  
**Schedule 1**  
**Migration Modules**

General Ledger/Purchasing/AP Support  
Fixed Assets Support  
Contract Management Support  
Project Accounting Support  
Accounts Receivable Support  
Budget Preparation Support  
Forms Citizen Services Support  
Data Dictionaries/Menu Support  
Forms Support  
GL/AP/PG Support  
Human Resources Support  
Parcel Manager Support  
Payroll Support  
Permits & Inspections Support  
Position Budgeting Support  
Requisitions Support  
State Package Support  
Map Objects Support



## Exhibit B

### Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

**Invoicing:** We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. **License Fees.** License fees are invoiced on or before July 1, 2020.
2. **SaaS Fees.** SaaS Fees are invoiced on an annual basis, as follows:
  - On or before January 1, 2021, Tyler will invoice Client for the annual SaaS Fees for Phase 1 Tyler Software.
  - On or before July 1, 2021, Tyler will invoice Client for the annual SaaS Fees for Phase 2 Tyler Software, prorated for a term ending coterminous with the term for Phase 1 Tyler Software.
  - Beginning on or before January 1, 2022, and annually thereafter, Tyler will invoice Client for the annual SaaS Fees for all Tyler Software. For the avoidance of doubt, this invoicing will include annual SaaS Fees for Phases 1, 2 and 3.

For the Client's internal business purposes only, the payment terms set forth herein correspond to the Fee Summary attached to this Exhibit B at Schedule 1. The parties acknowledge and agree that the Fee Summary is attached to this Agreement for informational purposes only and that, in the event of a conflict between the terms of this Agreement and the Fee Summary, the terms of the Agreement shall govern.

Annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates. The foregoing notwithstanding, we agree to cap increases to the annual SaaS Fees for the first two (2) one (1) year renewals (Years 4 and 5) to 5% over the prior year's annual fees.

Beginning on January 1, 2021, Client shall no longer be required to pay annual support fees for the Migration Modules.

3. **Project Phases.** For purposes of the payment milestones set forth in paragraph 2 above, and the Term set forth in Section F (1) of this Agreement, the project phases shall be comprised of the following Tyler Software modules:

Phase 1:  
Accounting /GL





Accounts Payable  
 Budgeting  
 Contract Management  
 Project & Grant Accounting  
 Purchasing

Phase 2:  
 Accounts Receivable  
 General Billing  
 Tyler ReadyForms Processing  
 Tyler Content Manager SE  
 Munis Analytics and Reporting  
 CAFR Statement Builder  
 Capital Assets

Phase 3:  
 Human Resource and Talent Management  
 Payroll w/ESS  
 Recruiting

The parties acknowledge and agree that the project phases may be revised as mutually agreed to in the project plan but any such changes shall not affect the payment milestones set forth herein unless agreed to in writing by the parties.

4. Other Tyler Software and Services.

4.1 *VPN Device*: The fee for the VPN device will be invoiced upon installation of the VPN.

4.2 *Implementation and Other Professional Services (including training)*: Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

4.3 *Consulting Services*: If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.

4.4 *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

4.5 *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed

to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.

4.6 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

5. Third Party Products.

5.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

5.2 *Third Party Software Maintenance*: The first year maintenance for the Third Party Software is invoiced when we make it available to you for downloading.

5.3 *Third Party Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.

5.4 *Third Party Services*: Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.

6. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy. Our current Business Travel Policy is attached to this Exhibit B at Schedule 2. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

7. Credit for Prepaid Maintenance and Support Fees for Migration Modules. To the extent applicable, Client will receive a credit for the maintenance and support fees prepaid for the Migration Modules for the time period commencing on January 1, 2021. Migration Modules are listed at Exhibit A, Schedule 1.

**Payment.** Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is:

Bank:	Wells Fargo Bank, N.A. 420 Montgomery San Francisco, CA 94104
ABA:	121000248
Account:	4124302472
Beneficiary:	Tyler Technologies, Inc. – Operating

**Exhibit B**  
**Schedule 1**  
**Fee Summary**

**Munis Summary of Fees****Fees**

Annual Hosting Fee	\$46,844.00	annual fee /3 year term
One Time Software License Fees	\$23,250.00	due after contract execution
One Time Services (Implementation and Services)	\$140,101.00	billed as incurred
OneTime Hardware Fees	\$1,650.00	due after contract execution
Estimated Travel Expenses	\$38,360.00	billed as incurred

**Munis Annual SaaS Payments**

1/1/2020		Eden Support Paid (1/1/20-12/31/20) No Munis SaaS fees this year.
1/1/2021	\$19,897.00	\$19,897 – Munis SaaS Replaces Eden Support fee.
7/1/2021	\$8,618.00	\$17,237 – Munis Support for Additional Modules added. This amount to be prorated for the remainder of the calendar year. Amount due on 7/1/2021 is \$8618. The expectation is that Wasco will be live on Financial modules live at this time
1/1/2022	\$46,844.00	All Munis Modules live
1/1/2023	\$46,844.00	All Munis Modules live



**Exhibit B  
Schedule 2  
Business Travel Policy**

**1. Air Travel**

**A. Reservations & Tickets**

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

**B. Baggage Fees**

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.



## 2. Ground Transportation

### A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

### B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

### C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

### D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

## 3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

#### 4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

##### A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

###### Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

###### Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

\*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

##### B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.\*

\*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



## Exhibit C

### SERVICE LEVEL AGREEMENT

#### I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process.

**II. Definitions.** Except as defined below, all defined terms have the meaning set forth in the Agreement.

*Attainment:* The percentage of time the Tyler Software is available during a calendar quarter, with percentages rounded to the nearest whole number.

*Client Error Incident:* Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

*Downtime:* Those minutes during which the Tyler Software is not available for your use. Downtime does not include those instances in which only a Defect is present.

*Service Availability:* The total number of minutes in a calendar quarter that the Tyler Software is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure.

#### III. Service Availability

The Service Availability of the Tyler Software is intended to be 24/7/365. We set Service Availability goals and measures whether we have met those goals by tracking Attainment.

##### a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support incident number.

You must document, in writing, all Downtime that you have experienced during a calendar quarter. You must deliver such documentation to us within 30 days of a quarter's end.

The documentation you provide must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

##### b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of a Client





Error Incident or Force Majeure). We will also work with you to resume normal operations.

Upon timely receipt of your Downtime report, we will compare that report to our own outage logs and support tickets to confirm that Downtime for which we were responsible indeed occurred.

We will respond to your Downtime report within 30 day(s) of receipt. To the extent we have confirmed Downtime for which we are responsible, we will provide you with the relief set forth below.

c. Client Relief

When a Service Availability goal is not met due to confirmed Downtime, we will provide you with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Client Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA per quarter will not exceed 5% of one quarter of the then-current SaaS Fee. The total credits confirmed by us in one or more quarters of a billing cycle will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Every quarter, we will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following Client relief will apply, on a quarterly basis:

Targeted Attainment	Actual Attainment	Client Relief
100%	98-99%	Remedial action will be taken.
100%	95-97%	4% credit of fee for affected calendar quarter will be posted to next billing cycle
100%	<95%	5% credit of fee for affected calendar quarter will be posted to next billing cycle

You may request a report from us that documents the preceding quarter's Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

#### IV. **Applicability**

The commitments set forth in this SLA do not apply during maintenance windows, Client Error Incidents, and Force Majeure.

We perform maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

#### V. **Force Majeure**

You will not hold us responsible for not meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, we will file with you a signed request that said failure be excused. That writing will at least include the essential details and circumstances supporting our request for relief pursuant to this Section. You will not unreasonably withhold its acceptance of such a request.



## **Exhibit C Schedule 1 Support Call Process**

### **Support Channels**

Tyler Technologies, Inc. provides the following channels of software support:

- (1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
- (3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
- (4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

### *Support Resources*

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – [www.tylertech.com](http://www.tylertech.com) – for accessing client tools and other information including support contact information.
- (2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
- (3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
- (4) Program Updates – where development activity is made available for client consumption

### **Support Availability**

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

## Issue Handling

### *Incident Tracking*

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler’s website or by calling software support directly.

### *Incident Priority*

Each incident is assigned a priority number, which corresponds to the client’s needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted Data is limited to assisting the client in restoring its last available database.
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of Data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler’s responsibility for loss or corrupted Data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler’s responsibility for lost or corrupted Data is limited to assisting the client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

### *Incident Escalation*

Tyler Technology's software support consists of four levels of personnel:

- (1) Level 1: front-line representatives
- (2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
- (3) Level 3: assist in incident escalations and specialized client issues
- (4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client's needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

- (1) Telephone – for immediate response, call toll-free to either escalate an incident's priority or to escalate an issue through management channels as described above.
- (2) Email – clients can send an email to software support in order to escalate the priority of an issue
- (3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

### *Remote Support Tool*

Some support calls require further analysis of the client's database, process or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client's desktop and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



**Exhibit D**  
**End User License Agreement**

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

ATTENTION: THE SOFTWARE PROVIDED UNDER THIS AGREEMENT IS BEING LICENSED TO YOU BY **ECLIPSE CORPORATION WSL, INC. (Eclipse Corporation)** AND IS NOT BEING SOLD. THIS SOFTWARE IS PROVIDED UNDER THE FOLLOWING AGREEMENT THAT SPECIFIES WHAT YOU MAY DO WITH THE SOFTWARE AND CONTAINS IMPORTANT LIMITATIONS ON REPRESENTATIONS, WARRANTIES, CONDITIONS, REMEDIES, AND LIABILITIES.

### DocOrigin

## SOFTWARE LICENSE

**IMPORTANT-READ CAREFULLY:** This End-User License Agreement ("**Agreement**" or "**EULA**") is a legal agreement between you (either an individual person or a single legal entity, who will be referred to in this EULA as "**You**") and Eclipse Corporation WSL, Inc. referred to in this EULA as Eclipse Corporation, for the DocOrigin software product that accompanies this EULA, including any associated media, printed materials and electronic documentation (the "**Software**"). The Software also encompasses any software updates, add-on components, web services and/or supplements that may be provided to you or made available to you after the date you obtain the initial copy of the Software to the extent that such items are not accompanied by a separate license agreement or terms of use. If you receive the Software under separate terms from your distributor, those terms will take precedence over any conflicting terms of this EULA.

By installing, copying, downloading, accessing or otherwise using the Software, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install, access or use the Software; instead, you should remove the Software from all systems and receive a full refund.

IF YOU ARE AN AGENT OR EMPLOYEE OF ANOTHER ENTITY YOU REPRESENT AND WARRANT THAT (I) THE INDIVIDUAL ACCEPTING THIS AGREEMENT IS DULY AUTHORIZED TO ACCEPT THIS AGREEMENT ON SUCH ENTITY'S BEHALF AND TO BIND SUCH ENTITY, AND (II) SUCH ENTITY HAS FULL POWER, CORPORATE OR OTHERWISE, TO ENTER INTO THIS AGREEMENT AND PERFORM ITS OBLIGATIONS HEREUNDER.

## **1. LICENSE TERMS**

- 1.1 In this Agreement a "**License Key**" means any license key, activation code, or similar installation, access or usage control codes, including serial numbers digitally created and or provided by Eclipse Corporation ,designed to provide unlocked access to the Software and its functionality.
- 1.2 **Evaluation License.** Subject to all of the terms and conditions of this Agreement, Eclipse Corporation grants You a limited, royalty-free, non-exclusive, non-transferable license to download and install a copy of the Software from [www.docorigin.com](http://www.docorigin.com) on a single machine and use it on a royalty-free basis for no more than 120 days from the date of installation (the "**Evaluation Period**"). You may use the Software during the Evaluation Period solely for the purpose of testing and evaluating it to determine if You wish to obtain a commercial, production license for the Software. This evaluation license grant will automatically end on expiry of the Evaluation Period and you acknowledge and agree that Eclipse Corporation will be under no obligation to renew or extend the Evaluation Period. If you wish to continue using the Software You may, on payment of the applicable fees, upgrade to a full license (as further described in section 1.3 below) on the terms of this Agreement and will be issued with a License Key for the same. If you do not wish to continue to license the Software after expiry of the Evaluation Period, then You agree to comply with the termination obligations set out in section [7.3] of this Agreement. For greater certainty, any document generated by you under an evaluation license will have a 'spoiler' or watermark on the output document. Documents generated by DocOrigin software that has a valid license key file also installed will not have the 'spoiler' produced. You are not permitted to remove the watermark or 'spoiler' from documents generated using the software under an evaluation license.
- 1.3 **Development and Testing Licenses.** Development and testing licenses are available for purchase through authorized distributors and resellers of Eclipse Corporation only. Subject to all of the terms and conditions of this Agreement, Eclipse Corporation grants You, a perpetual (subject to termination by Eclipse Corporation due to your breach of the terms of this Agreement), non-exclusive, non-transferable, worldwide

non-sub license able license to download and install a copy of the Software from [www.docorigin.com](http://www.docorigin.com) on a single machine and use for development and testing to create collateral deployable to Your production system(s). You are not entitled to use a development and testing license for live production purposes.

- 1.4 Production Licenses.** Production licenses are available for purchase through authorized distributors and resellers of Eclipse Corporation only. Subject to all of the terms and conditions of this Agreement, Eclipse Corporation grants You, a perpetual (subject to termination by Eclipse Corporation due to your breach of the terms of this Agreement), non-exclusive, non-transferable, worldwide non-sub license able license to use the Software in accordance with the license type purchased by you as set out on your purchase order as further described below. For greater certainty, unless otherwise agreed in a purchase order concluded with an approved distributor of the Software, and approved by Eclipse Corporation, the default license to the Software is a per-CPU license as described in A. below:
- A. Per-CPU.** The total number of CPUs on a computer used to operate the Software may not exceed the licensed quantity of CPUs. For purposes of this license metric: (a) CPUs may contain more than one processing core, each group of two (2) processing cores is consider one (1) CPU., and any remaining unpaired processing core, will be deemed a CPU. (b) all CPUs on a computer on which the Software is installed shall be deemed to operate the Software unless You configure that computer (using a reliable and verifiable means of hardware or software partitioning) such that the total number of CPUs that actually operate the Software is less than the total number on that computer. Virtual Machines ("VM's") are considered as a server. Installing and configuring the software on multiple VM's requires one license per VM server. An enterprise license is available upon request. Pricing varies based on the size of the company.
  - B. Per-Document.** This is defined as a fee per document based on the total number of documents generated annually by merging data with a template created by the Software. The combined data and template produce documents of one or more pages. A document may contain 1 or more pages. For instance, a batch of invoices for 250 customers may contain 1,000 pages, this will be counted as 250 documents which should correspond to 250 invoices.
  - C. Per-Surface.** This is defined as a fee per surface based on the total number of surfaces generated annually by merging data with a template created by the Software. The combined data and template produce documents of one or more pages, the pages may be printed one side (one surface) or duplexed (2 surfaces). The documents may be rendered to a computer file (i.e. PDF), each page placed in the file is considered a surface. A document may contain 1 or more surfaces. For instance, a batch of invoices for 250 customers may contain 500 pages duplexed, this will be counted as 1000 surfaces.
- 1.5 Disaster Recovery License.** You may request a Disaster Recovery license of the Software for each production license You have purchased as a failover in the event of loss of use of the production server(s). This license is for disaster recovery purposes only and under no circumstance may the disaster recovery license be used for production simultaneously with a production license with which it is paired.
- 1.6 Backup Copies.** After installation of the Software pursuant to this EULA, you may store a copy of the installation files for the Software solely for backup or archival purposes. Except as expressly provided in this EULA, you may not otherwise make copies of the Software or the printed materials accompanying the Software.
- 1.7 Third-Party Software License Rights.** If a separate license agreement pertaining to an item of third-party software is: delivered to You with the Software, included in the Software download package, or referenced in any material that is provided with the Software, then such separate license agreement shall govern Your use of that item or version of Third-Party Software. Your rights in respect to any third-party software, third-party data, third-party software or other third-party content provided with the Software shall be limited to those rights necessary to operate the Software as permitted by this Agreement. No other rights in the Software or third-party software are granted to You.

## **2. LICENSE RESTRICTIONS**

Any copies of the Software shall include all trademarks, copyright notices, restricted rights legends, proprietary markings and the like exactly as they appear on the copy of the Software originally provided to You. You may not remove or alter any copyright, trademark and/or proprietary notices marked on any part of the Software or related documentation and must reproduce all such notices on all authorized copies of the Software and related documentation. You shall not sublicense, distribute or otherwise make the Software available to any third party (including, without limitation, any contractor, franchisee, agent or dealer) without first obtaining the written agreement of (a) Eclipse Corporation to that use, and (b) such third party to comply with this Agreement. You further agree not to (i) rent, lease, sell, sublicense, assign, or otherwise transfer the Software to anyone else; (ii) directly or indirectly use the Software or any information about the Software in the development of any software that is competitive with the Software, or (iii) use the Software to operate or as a part of a time-sharing service, outsourcing service, service bureau, application service provider or managed service provider offering. You further agree not to reverse engineer, decompile, or disassemble the Software.

## **3. UPDATES, MAINTENANCE AND SUPPORT**

- 3.1 During the validity period of Your License Key, You will be entitled to download the latest version of the Software from the DocOrigin website [www.docorigin.com](http://www.docorigin.com). Use of any updates provided to You shall be governed by the terms and conditions of this Agreement. Eclipse Corporation reserves the right at any time to not release or to discontinue release of any Software and to alter prices, features, specifications, capabilities, functions, licensing terms, release dates, general availability or other characteristics of the Software.
- 3.2 On expiry of your maintenance and support contract, you will have the right to continue using the current version(s) of the Software which you downloaded prior to the date of expiry of your License Key. However, you will need to renew maintenance and support in order to receive a new License Key that will unlock the more current version(s) of the Software. For greater certainty, if you attempt to use an expired License Key to download the latest version of the Software, the Software will revert to being a locked, evaluation copy of that version of the Software.

## **4. INTELLECTUAL PROPERTY RIGHTS.**

This EULA does not grant you any rights in connection with any trademarks or service marks of Eclipse Corporation or DocOrigin. All title and intellectual property rights in and to the Software, the accompanying printed materials, and any copies of the Software are owned by Eclipse Corporation or its suppliers. All title and intellectual property rights in and to the content that is not contained in the Software, but may be accessed through use of the Software, is the property of the respective content owners and may be protected by applicable copyright or other intellectual property laws and treaties. This EULA grants you no rights to use such content. If this Software contains documentation that is provided only in electronic form, you may print one copy of such electronic documentation.

## **5. DISCLAIMER OF WARRANTIES.**

TO THE GREATEST EXTENT PERMITTED BY LAW, THE LICENSED SOFTWARE AND TECHNICAL SUPPORT PROVIDED BY ECLIPSE CORPORATION HEREUNDER ARE PROVIDED ON AN "AS IS" BASIS AND THERE ARE NO WARRANTIES, REPRESENTATIONS OR CONDITIONS, EXPRESS OR IMPLIED, WRITTEN OR ORAL, ARISING BY STATUTE, OPERATION OF LAW, COURSE OF DEALING, USAGE OF TRADE OR OTHERWISE, REGARDING THEM OR ANY OTHER PRODUCT OR SERVICE PROVIDED UNDER THIS AGREEMENT OR IN CONNECTION WITH THIS AGREEMENT BY ECLIPSE CORPORATION. ECLIPSE CORPORATION DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF QUALITY, MERCHANTABILITY, MERCHANTABLE QUALITY, DURABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. ECLIPSE CORPORATION DOES NOT REPRESENT OR WARRANT THAT THE SOFTWARE SHALL MEET ANY OR ALL OF YOUR PARTICULAR REQUIREMENTS, THAT THE SOFTWARE WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR THAT ALL ERRORS OR DEFECTS IN THE SOFTWARE CAN BE FOUND OR CORRECTED.

In certain jurisdictions, some or all of the provisions in this Section may not be effective or the applicable law may mandate a more extensive warranty in which case the applicable law will prevail over this Agreement.



## 6. INDEMNIFICATION & LIMITATIONS OF LIABILITY.

6.1 Eclipse Corporation shall defend and/or settle at its expense, any claims, actions, allegations or proceedings against You to the extent arising out of or relating to misappropriation or infringement by the Software of any third party's proprietary or intellectual property right ("**Claims**"), and Eclipse Corporation shall pay all damages finally awarded by a court of competent jurisdiction to such third party against You, or any settlement amounts agreed by Eclipse Corporation; subject to the conditions that, You shall notify Eclipse Corporation promptly of any You Claims, permit Eclipse Corporation to control the defense and settlement of such Claims and assist Eclipse Corporation, at Eclipse Corporation's expense, in defending or settling such Claims. Eclipse Corporation shall not be liable for any settlement amounts entered into by You without Eclipse Corporation's prior written approval. If Eclipse Corporation has reason to believe that it would be subject to an injunction or continuing damages based on the Software, then Eclipse Corporation may (and if Eclipse Corporation or any of its customers or third party software suppliers is subject to an injunction or continuing damages based on the Software), then notwithstanding any other provision in this Agreement, Eclipse Corporation shall be entitled to either modify the Software to make it non-infringing and/or remove the misappropriated material, replace the Software or portion thereof with a service or materials that provide substantially the same functionality or information, or, if neither of the foregoing is commercially practicable, require You to cease using the Software and refund to You (a) a pro rata portion of any one (1) time fees (based on a three (3) year, straight-line depreciation schedule from the date of payment), and (b) any fees that have been pre-paid by You but are unused. The foregoing notwithstanding, Eclipse Corporation shall have no liability for a claim of infringement or misappropriation to the extent caused by (i) the combination of the Software with any other service, software, data or products not provided or approved by Eclipse Corporation; or (ii) the use of any material provided by You or any end users, (iii) any breach by You of this Agreement. THE FOREGOING IS ECLIPSE CORPORATION'S SOLE AND EXCLUSIVE LIABILITY, AND YOUR SOLE AND EXCLUSIVE REMEDY FOR ANY INFRINGEMENT OR MISAPPROPRIATION OF ANY THIRD-PARTY INTELLECTUAL PROPERTY RIGHTS.

TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL ECLIPSE CORPORATION BE LIABLE TO YOU OR ANY OTHER PERSON FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING WITHOUT LIMITATION, LEGAL EXPENSES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOST OR DAMAGED DATA, LOSS OF COMPUTER TIME, COST OF SUBSTITUTE GOODS OR SERVICES, OR FAILURE TO REALIZE EXPECTED SAVINGS OR ANY OTHER COMMERCIAL OR ECONOMIC LOSSES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF ECLIPSE CORPORATION HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES, OR SUCH LOSSES OR DAMAGES ARE FORESEEABLE.

6.2 THE ENTIRE LIABILITY OF ECLIPSE CORPORATION AND YOUR EXCLUSIVE REMEDY WITH RESPECT TO THE SOFTWARE AND TECHNICAL SUPPORT AND ANY OTHER PRODUCTS OR SERVICES SUPPLIED BY ECLIPSE CORPORATION IN CONNECTION WITH THIS AGREEMENT FOR DAMAGES FOR ANY CAUSE AND REGARDLESS OF THE CAUSE OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING FUNDAMENTAL BREACH OR NEGLIGENCE, WILL BE LIMITED IN THE AGGREGATE TO THE AMOUNTS PAID BY YOU FOR THE SOFTWARE, TECHNICAL SUPPORT OR SERVICES GIVING RISE TO THE CLAIM.

6.3 THE DISCLAIMER OF REPRESENTATIONS, WARRANTIES AND CONDITIONS AND LIMITATION OF LIABILITY CONSTITUTE AN ESSENTIAL PART OF THIS AGREEMENT. YOU ACKNOWLEDGE THAT BUT FOR THE DISCLAIMER OF REPRESENTATIONS, WARRANTIES AND CONDITIONS AND LIMITATION OF LIABILITY, NEITHER ECLIPSE CORPORATION NOR ANY OF ITS LICENSORS OR SUPPLIERS WOULD GRANT THE RIGHTS GRANTED IN THIS AGREEMENT.

## 7. TERM AND TERMINATION

7.1 The term of this Agreement will begin on download of the Software and, in respect of an Evaluation License, shall continue for the Evaluation Period, and in respect of all other license types defined in Section 1, shall continue for as long as You use the Software, unless earlier terminated sooner under this section 7.

7.2 Eclipse Corporation may terminate this Agreement in the event of any breach by You if such breach has not been cured within thirty (30) days of notice to You. No termination of this Agreement will entitle You to a refund of any amounts paid by You to Eclipse Corporation or its applicable distributor or reseller or affect any obligations You may have to pay any outstanding amounts owing to Eclipse Corporation or its distributor.

- 7.3** Your rights to use the Software will immediately terminate upon termination or expiration of this Agreement. Within thirty (30) days of termination or expiration of this Agreement, You shall purge all Software and all copies thereof from all computer systems and storage devices on which it was stored, and certify such to Eclipse Corporation

## **8. GENERAL PROVISIONS**

- 8.1 No Waiver.** No delay or failure in exercising any right under this Agreement, or any partial or single exercise of any right, will constitute a waiver of that right or any other rights under this Agreement. No consent to a breach of any express or implied term set out in this Agreement constitutes consent to any subsequent breach, whether of the same or any other provision.
- 8.2 Severability.** If any provision of this Agreement is, or becomes, unenforceable, it will be severed from this Agreement and the remainder of this Agreement will remain in full force and effect.
- 8.3 Assignment.** You may not transfer or assign this Agreement (whether voluntarily, by operation of law, or otherwise) without Eclipse Corporation's prior written consent. Eclipse Corporation may assign this Agreement at any time without notice. This Agreement is binding upon and will inure to the benefit of both parties, and their respective successors and permitted assigns.
- 8.4 Governing Law and Venue if You are located in the USA.** This Agreement shall be governed by the laws of the State of Texas if You are located in the USA. No choice of laws rules of any jurisdiction shall apply to this Agreement. You consent and agree that the courts of the State of Texas shall have jurisdiction over any legal action or proceeding brought by You arising out of or relating to this Agreement, and You consent to the jurisdiction of such courts for any such action or proceeding.
- 8.5 Governing Law and Venue if You are not located in the USA.** This Agreement shall be governed by the laws of the Province of Ontario in Canada if You are not located in the USA . No choice of laws rules of any jurisdiction shall apply to this Agreement. You consent and agree that the courts of the Province of Ontario in Canada shall have jurisdiction over any legal action or proceeding brought by You arising out of or relating to this Agreement, and You consent to the jurisdiction of such courts for any such action or proceeding.
- 8.6 Entire Agreement.** This Agreement is the entire understanding and agreement between You and Eclipse Corporation with respect to the subject matter hereof, and it supersedes all prior negotiations, commitments and understandings, verbal or written, and purchase order issued by You. This Agreement may be amended or otherwise modified by Eclipse Corporation from time to time and the most recent version of the Agreement will be available on the Eclipse Corporation website [www.docorigin.com](http://www.docorigin.com).

**Last Updated: July 22, 2017**



## **MOTION**

**SUBJECT: Tyler Technologies MUNIS Software Agreement**

---

I move to approve the Tyler Technologies Software as a Service Agreement.



## AGENDA ITEM

### Columbia Gorge Community College Skills Center Update

---

[DRAFT PUBLIC SERVICE ANNOUNCEMENT](#)

---

[CGCC PRESENTATION](#)

---



## Skills center, student housing construction to start

**MEDIA RELEASE – May 29, 2020**

Contact: Dan Spatz  
Telephone: (541) 506-6034  
Email: [dspatz@cgcc.edu](mailto:dspatz@cgcc.edu)

When Columbia Gorge Community College requested Oregon Legislative support to build a skills training center back in 2013, it didn't expect to be launching construction amid the worst economic downturn since the Great Depression. Yet that's turning out to be the case, and if history is any indication, the new facility – scheduled for groundbreaking this summer – will be opening just in time to help displaced workers rebuild their lives.

Meanwhile, a second facility will help address the critical need for affordable student housing.

The skills center, to be located on The Dalles Campus, will expand the college's welding program into a state-of-the-art metal fabrication program. The new building, made possible through state legislative funding and the financial commitment of community partners, will also support a construction trades program and aviation maintenance training.

"The expansion is designed to meet two longstanding unmet needs," said college president Dr. Marta Yera Cronin. "The first is a skills gap in our Mid-Columbia region, where employers have been unable to hire and retain employees with the right skills to help their companies grow in a competitive marketplace. The second need was the college's own lack of suitable instructional space for industrial arts, carpentry and other trades of high demand in our region. The skills center will help us address both of these shortfalls."

Likewise, the 2020-21 capital construction program will help address another critical shortage in the region, for affordable housing. Students seeking to enroll at the college have struggled with this challenge for years, as many live with friends and family – some even sleeping in their cars, according to a demand study the college completed in 2018.

In response, the college sought and received permission from Oregon Department of Justice to use a portion of construction funding on student housing. This will comprise approximately 50 beds in a new, two-story structure on The Dalles Campus.

Construction of the skills center and residential hall will proceed simultaneously starting in July. Completion is scheduled for the summer of 2021. The skills center will be located just west of the Ft.

Dalles Readiness Center, adjacent to the campus access road. The residential hall will be downslope in the center of campus, overlooking the outdoor amphitheater.

The Oregon Legislature allocated \$7.3 million for the project, contingent on dollar-for-dollar match through non-state funding. The college achieved that match in February 2019, thanks to commitments of \$3.5 million from Wasco County and City of The Dalles, together with the college's own full faith and credit bond. No new tax measure was required. The city and county share are made possible through an enterprise fund derived from the Google data center development at Port of The Dalles.

"We are excited for the opportunities this new facility will provide to both our youth as well as our adults," said Wasco County Commission Chair Scott Hege. "Providing training for a career in the trades is essential and a great path for many in our region. We look forward to this facility being open to serve this need."

"The City of The Dalles is pleased to partner with Columbia Gorge Community College in an endeavor that will provide high-quality education and meaningful workforce training for our citizens," said city manager Julie Krueger. "Supporting this project, which will so positively impact our community, is an excellent use of enterprise zone funds. The skills center and housing projects are well aligned with the city council's goals of partnering with entities to improve coordination of services, promote economic development opportunities and enhance community livability."

The port district is another key supporter, providing a \$1.5 million low-interest loan to support construction pending enrollment in the new training programs.

Other critical support came from North Wasco County School District, which is designated as a formal partner by the Oregon Legislature to foster the transition of high school students into community college, and Mid-Columbia Fire & Rescue District, where an apprenticeship program will benefit from the campus housing project. Both the school and fire districts supported college access to the enterprise fund, ahead of their own priority projects.

Now, other partners outside the college's tax district are also stepping forward. The aviation training program – the first new program of its kind in Oregon and Washington – requires access to an airfield and training hangar. The college is partnering with Columbia Gorge Regional Airport, City of The Dalles and Klickitat County in a federal funding proposal to build a training hangar at the airport in Dallesport; if approved, these federal funds would also be used to extend utilities to several unserved parcels at the airport business park, allowing new job creation at the airport, which is owned jointly by

City of The Dalles and Klickitat County. The goal is to have the hangar completed in 2021, coinciding with skills center and residential hall completion on The Dalles Campus.

A single project team is responsible for developing the skill center and residential housing: In addition to college leadership, these are project manager PlanB Consultancy of Lake Oswego; architect Opsis LLC of Portland; and construction manager / general contractor Bremik Construction, also of Portland.

“The design team here at Opsis, along with our partners at NAC Architecture, are excited to be involved with such an impactful project here in the Gorge” said Steven Nelsen, an associate principal at Opsis LLC, which has designed career-technical training facilities for community colleges and school districts across Oregon and Washington. “The Treaty Oak Skills Center will create much-needed space allowing the college to expand important educational opportunities for the regional community. The new student housing will help ease a very different demand for affordable housing while enhancing student life on campus.”

Project team members completed design development on both facilities in February and are now completing the construction documents. College staff are working with community partners to establish a ground-breaking date for early July.

As it did with its previous major capital construction project in 2008, the college will be posting a live webcam link to its website once construction begins.

Meanwhile, Columbia Gorge Community College continues to offer all regular instructional programming, albeit almost entirely through distance education because of COVID-19 restrictions. The college plans a phased return to in-person classes later this year, in accordance with state directives.

# Columbia Gorge Community College

- ▶ Treaty Oak Regional Skills Center
- ▶ Student Residential Hall
  - ▶ April 2020 – 100% Design Development
  - ▶ Groundbreaking: July 2020
  - ▶ Completion: Fall Term 2021



# Capital Construction Program 2020-21

## ▶ **Community Partners:**

- ▶ Wasco County
- ▶ City of The Dalles
- ▶ Port of The Dalles
- ▶ North Wasco County School District
- ▶ Mid-Columbia Fire & Rescue District

## ▶ **Project Team:**

- ▶ Columbia Gorge Community College
- ▶ PlanB Consultancy – Project Manager and Owner's Representative
- ▶ Opsis LLC - Architect
- ▶ Bremik Construction – Construction Manager / General Contractor
- ▶ Tenneson Engineering – Site surveying, planning

## ▶ **State and Regional Partners:**

- ▶ Oregon Legislature
- ▶ Higher Education Coordinating Commission
- ▶ Mid-Columbia Economic Development District



# CGCC Student Residential Hall





# Residential Hall – Ground floor



# Residential Hall – Second floor



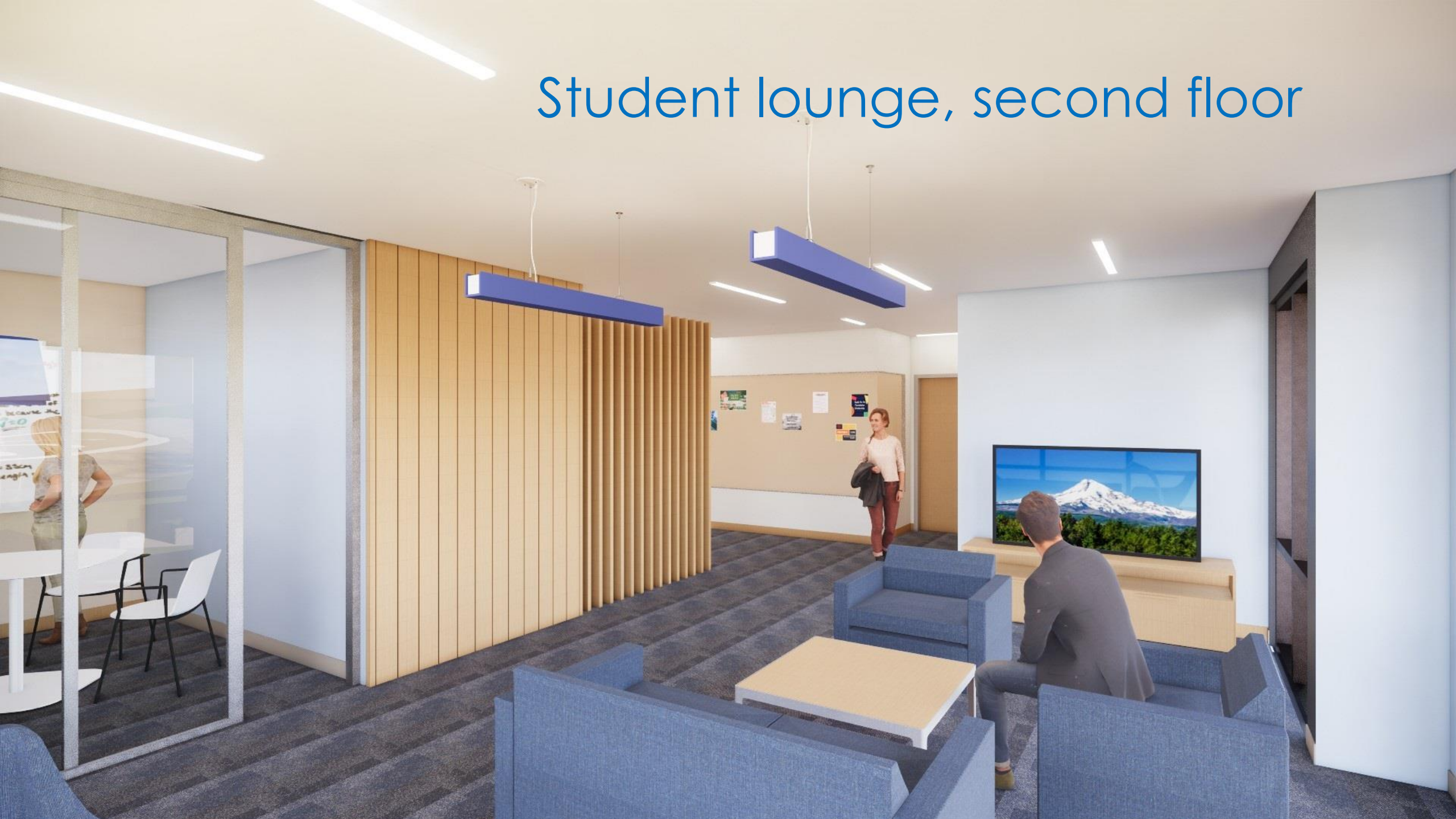




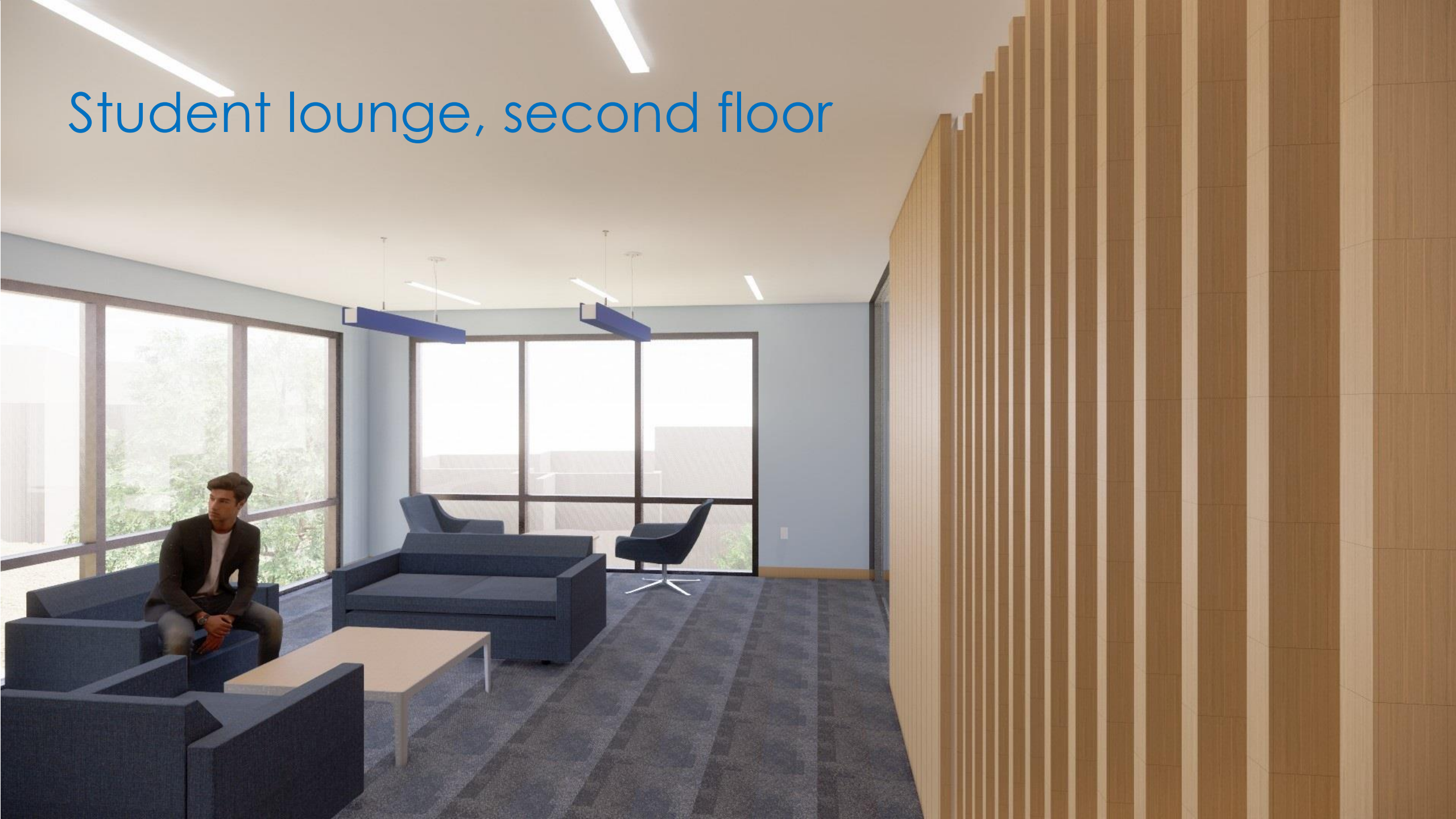
Lobby, ground floor



# Student lounge, second floor



# Student lounge, second floor





# Kitchen Commons, first floor





# Suite kitchenette



# Suite study area



# Bedroom





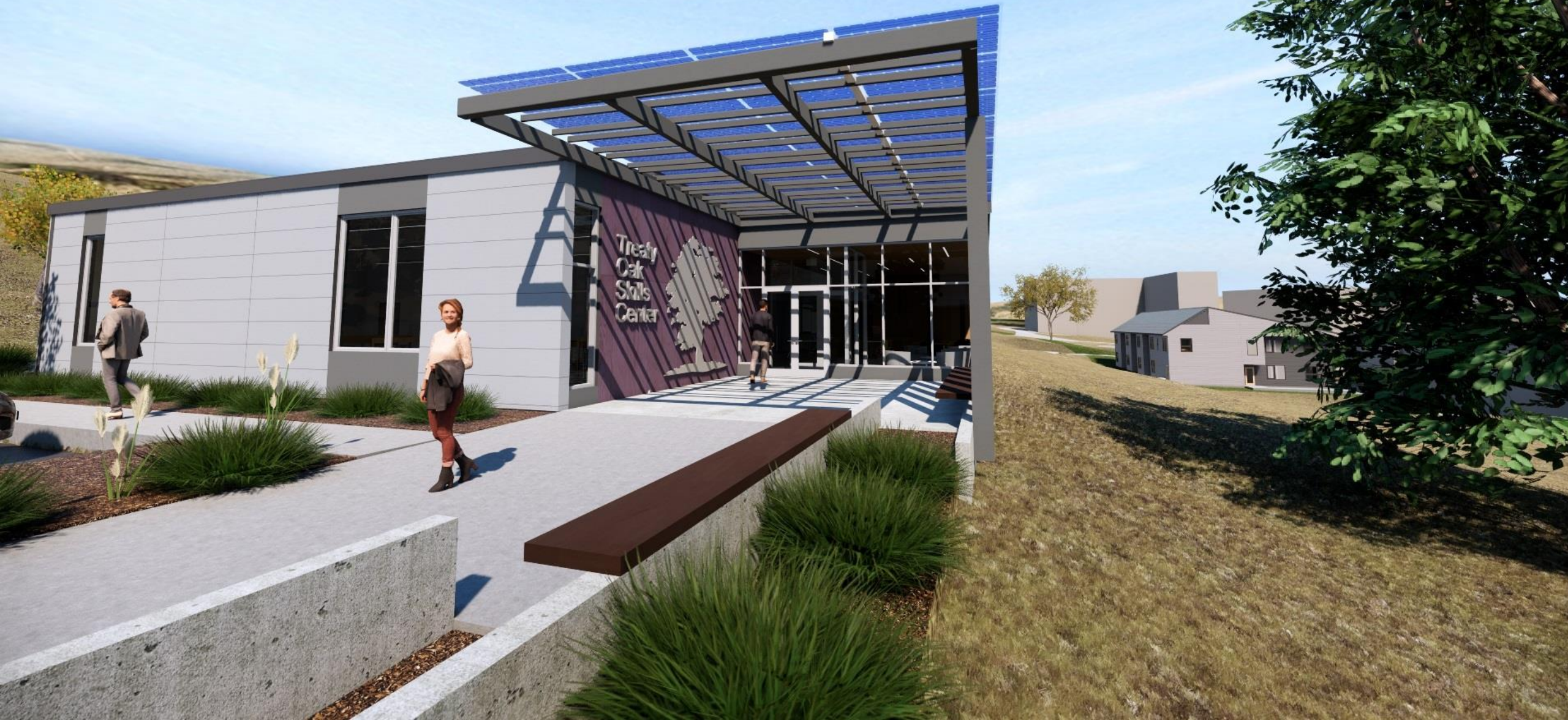
# Bedroom, bunk option



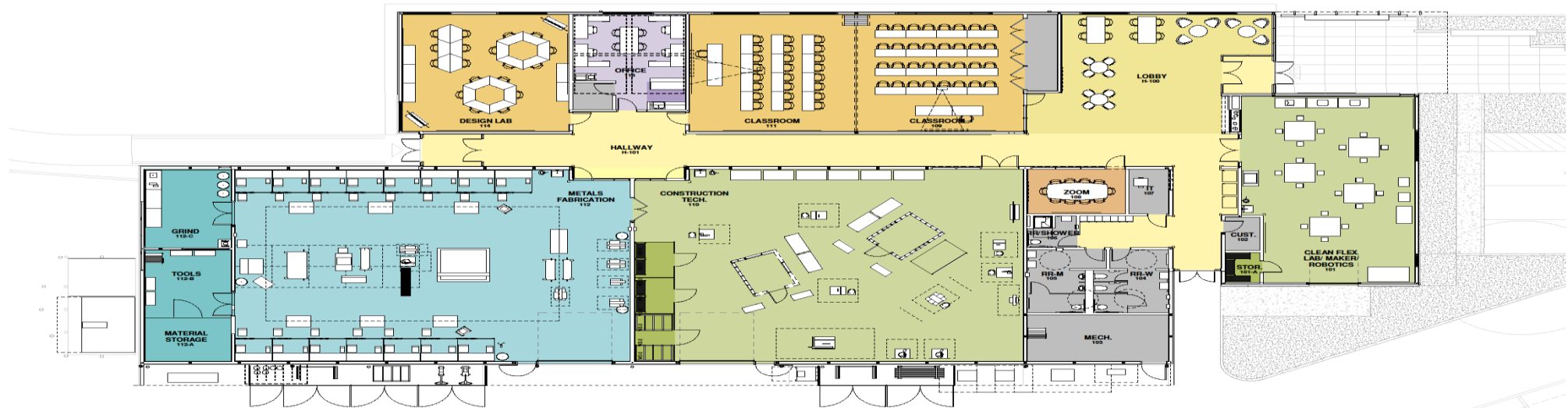


# Treaty Oak Regional Skills Center

*Main entrance*







1 | LEVEL 01 - PRESENTATION - DONOR PRES.  
X1.10 1/8" = 1'-0"



## FLOOR PLAN - SKILLS

Columbia Gorge Community College 05/12/20

# Main classroom

- Can be divided with movable panel
- Secondary use as conference space





Lobby, showing donor wall







Lobby, looking toward entrance



# Clean Room / Flex Space







Metals fabrication lab





Construction technologies lab



# Design lab



# In appreciation

- ▶ Columbia Gorge Community College extends its appreciation to the Oregon Legislature, City of The Dalles, Wasco County, Port of The Dalles, North Wasco County School District, Mid-Columbia Fire & Rescue, and Mid-Columbia Economic Development District for their support of the 2020-21 Capital Construction Program.
- ▶ We also extend our gratitude for the expertise of our project team: Opsis LLC, PlanB Consultancy and Bremik Construction for their guidance and vital contributions to this construction program.
- ▶ Finally, we are thankful for the guidance provided by public and industry partners, and the students of Columbia Gorge Community College, in helping design these facilities.



## AGENDA ITEM

**Columbia River Gorge National Scenic Area Engagement**

---

[PARTNERSHIP SCOPE OF WORK](#)

---



26 May 2020

TO: Wasco County Commissioners

RE: Columbia River Gorge National Scenic Area Engagement partnership

Dear Commissioners:

I am bringing back to you a scope of work around legal engagement regarding the Columbia River Gorge National Scenic Area Gorge Commission and the update to the 2020 Management plan.

The Port has contracted with Davis, Wright, Tremaine attorney Elaine Albrich and set up two matters for her to assist with - matter 1 is the Gorge 2020 Plan Amendment Proceedings, and Matter 2 is Gorge 2020 Future Planning. These are issues that have been discussed between the Port, City, and County over the years, but are coming to a head at the Gorge Commission with the adoption of the new 2020 Management plan. Following are the tasks that we have engaged Ms. Albrich to assist with. As mentioned at the previous Commission meeting, these can be modified to fit the needs of this partnership.

*Task 1: Prepare Legal Analysis to Frame Advocacy Work and Litigation Strategy*

The first task would be to conduct a legal analysis that (a) looks at the applicable federal, interstate, individual state, and CRGC and (b) maps the legal authority of the CRGC with respect to revising/amending/interpretation the urban area boundary provisions in the Columbia River Gorge Management Plan (Plan). We need to make sure we have a solid understanding of what the law intended and what the law allows.

*Task 2: Develop Short-Term and Long-Term Legal Strategy*

Using the legal analysis developed under Task 1, develop a legal strategy for participating in the CRGC planning process, including developing legal and policy positions to argue before the CRGC. The legal strategy will also address (a) pursuing an application for an urban area boundary revision before the CRGC and (b) planning for future challenges to the CRGC's decision on an urban boundary revision or Plan amendment.

*Task 3: Implement Legal Strategy and Participate in Gorge 2020 Process*





This work involves developing talking points, written testimony, and legal arguments for CGRC work sessions and meetings; preparing the Port leadership to comment on the record before CGRC; meeting with individual CGRC commissioners and other influencers; and attending CGRC work sessions and meetings with, or on behalf of the Port. During this time, we would also be evaluating offensive and defensive litigation strategies to prepare for litigation (if desired).

Work has been proceeding under Task 1 and Task 3 because of the immediate urgency of responses needed for Gorge Commission meetings. Task 2 was delayed partly due to COVID-19 and the focus shift to COVID response by the Port, City, and County. Now that we all have a bit more capacity I will schedule time for the three agencies and Ms. Albrich to meet and dedicate time to Task 2. Entering into this partnership will allow Ms. Albrich and Ms. Campbell to coordinate on legal strategies and issues on this topic.

Thank you for your willingness to join in this partnership.

Sincerely,

A handwritten signature in blue ink that reads "Andrea Klaas". The signature is fluid and cursive, with the first name "Andrea" and last name "Klaas" clearly legible.

Andrea Klaas, executive Director  
Port of The Dalles



## AGENDA ITEM

### Transportation Advisory Committees Reorganization

---

[STAFF MEMO](#)

---

[PROPOSED BYLAWS](#)

---

[ORDER RENAMING STIF](#)

---

[MOTION LANGUAGE](#)

---

**To: Wasco County Board of County Commissioners**  
**From: Jessica Metta, MCEDD Executive Director**  
**Date: May 26, 2020**  
**Re: Wasco County Public Transportation Advisory Committee**

---

### **Background**

Currently, Wasco County has two public transportation-related advisory committees set up as directed by the State of Oregon to inform how the County spends specific funds from the Special Transportation Fund (STF) and the Statewide Transportation Improvement Fund (STIF). The STF Committee has been a longer-standing entity and the STIF Committee was set up in 2018 as the new revenue source came into play. The two committees at present are composed mostly of the same people and have expressed the desire to reform into one committee that would meet the purposes of both the STF and STIF funds.

In Fall 2019, Oregon began a process consider consolidating the STF and STIF funds at the state level. We had put this Wasco County process on hold to see what would result from the state. Unfortunately, the legislature was not able to move forward the consolidation committee's recommendations. Wasco County could consider moving forward on its own consolidation of the committees at this time. Other Oregon counties have already done so.

Attached to this memo are suggested bylaws for a consolidated committee. The bylaws were developed based on review of consolidated bylaws from other Oregon counties and close review of state requirements for the STF and STIF Advisory Committees. These were also reviewed by our ODOT Public Transportation Division Region 4 Transit Coordinator, and have been reviewed and recommended for approval by the Wasco County STF Advisory Committee and Wasco County STIF Advisory Committee.

### **Request**

In reviewing the process for repurposing the existing committees to meet the requirements of the various funding sources, and reviewing the process with Wasco County Executive Assistant as well as legal counsel, we request the following steps at the June 3, 2020 meeting:

1. Dissolve the current Wasco STF Advisory Committee;
2. Assign STF duties to Wasco County STIF Advisory Committee;
3. Adopt new name for Wasco County STIF Advisory Committee to be the Wasco County Public Transportation Advisory Committee;
4. Approve bylaws for the Wasco County Public Transportation Advisory Committee.

**REVISED AND RESTATED BYLAWS OF THE  
WASCO COUNTY  
PUBLIC TRANSPORTATION ADVISORY COMMITTEE  
(FORMERLY KNOWN AS Statewide Transportation Improvement Fund Committee)**

**ARTICLE I - NAME**

The name of this Advisory Committee shall be Wasco County Public Transportation Advisory Committee.

**ARTICLE II - PURPOSE**

This Advisory Committee and these Bylaws are established to provide recommendations to Wasco County on funding priorities consistent with the state or federal program guidance for each public transportation fund source and in the best interest of the citizens of Wasco County.

The Committee also specifically advises and assists Wasco County in carrying out the program requirements of the Statewide Transportation Improvement Fund (STIF), Special Transportation Fund (STF), and Federal Transit Administration (FTA) Section 5310. This includes carrying out the statutory requirements for all state and federal regulations related to STIF, STF and FTA Section 5310 funding. As such, this Advisory Committee serves as the STF Advisory Committee and the STIF Advisory Committee for Wasco County and the Wasco County Board of Commissioners.

**ARTICLE III - DEFINITIONS**

The following definitions shall apply to the terms used in these Bylaws:

**Administrator:** An individual designated or assigned by the Wasco County Board of Commissioners to be responsible for day-to-day tasks required to implement the Special Transportation Fund and Statewide Transportation Improvement Fund Programs.

**Areas of High Percentage of Low-Income Households:** Geographic areas within Wasco County which are determined to have a high percentage of low income households. It shall be the responsibility of the Advisory Committee to gather data and seek public input and to make a determination as to the areas of Wasco County in which there exist high percentages of low income households and to publish said determination in its Committee minutes.

**Commissioners:** The Wasco County Board of Commissioners.

**Committee:** The Wasco County Public Transportation Advisory Committee.

**Elderly:** Individuals 60 years of age or older.

**High Percentage of Low-Income Households:** Higher than the Oregon state average.

**Low Income Household:** A household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia.

**Person(s) with Disabilities:** Individuals with disabilities which limit or constrain any aspect of their daily life, and may include, but is not necessarily limited to, physical, intellectual, cognitive, developmental, and/or emotional disabilities.

**Public Transportation Services:** Any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.

**Representative of Low Income Individuals:** A person representing the needs of low income transportation system users, and who is familiar through association with groups or individuals with special transportation needs of low income users.

**Representative of Persons with Disabilities:** Someone representing the needs of disabled transportation system users, and who, through association with groups or individuals, or facilities serving persons with disabilities, is familiar with the special transportation needs of disabled users.

**Representative of Seniors:** Someone who may also be a senior, representing the needs of elderly transportation system users, and who is familiar through association with groups or individuals, or facilities serving seniors, with the special transportation needs of elderly users.

## **ARTICLE IV – FUNCTION**

**Section 1 - Advisory Committee role related to STF and FTA Section 5310:** The Advisory Committee will perform the following:

- (a) Advise the Wasco County Board of Commissioners regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services to avoid duplication and gaps in service.
- (b) Review the proposed distribution of Formula Program moneys and make recommendations to the Wasco County Board of Commissioners.
- (c) Review Discretionary Grant proposals and make recommendations to the Wasco County Board of Commissioners.
- (d) Participate in developing and updating the Wasco County Coordinated Transportation Coordinated Plan.
- (e) As necessary to perform these tasks, the Advisory Committee will develop processes and procedures to identify projects for potential funding. The Advisory Committee will review the

projects proposed for funding, including the proposed recipient, project purpose, intended user of the service, and the proposed funding level.

- (f) The Advisory Committee may recommend to the Wasco County Board of Commissioners any changes to the proposed distribution of Formula Program moneys or Discretionary Grant applications it considers necessary.

**Section 2 – Advisory Committee role related to STIF:** The Advisory Committee will perform the following:

- (a) Advise the Wasco County Board of Commissioners on the development process of the STIF Plan, which will serve as an application for STIF Formula funds.
- (b) Advise on the development of a definition for “high percentage of low-income households.
- (c) Review and prioritize projects proposed for inclusion in the STIF Plan and recommend a funding amount for each project to the Wasco County Board of Commissioners.
- (d) Review and recommend projects to receive STIF Discretionary Funds within Wasco County
- (e) Review and recommend projects to receive STIF Intercommunity Discretionary Funds within Wasco County.
- (f) Advise Wasco County regarding opportunities to coordinate STIF funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.
- (g) Developing a process for monitoring and evaluating projects to ensure that Public Transportation Providers that have received funds are applying the funds in accordance with and for the purposes described within their project proposal.
- (h) When reviewing projects proposed for STIF Formula Funds, the Advisory Committee must consider the following criteria:
  - a. Whether the proposed project would:
    - i. increase the frequency of bus service to communities with a high percentage of Low-Income Households;
    - ii. expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
    - iii. reduce fares for public transportation in communities with a high percentage of Low- Income Households;
    - iv. result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
    - v. improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity’s service area;
    - vi. increase Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service;
    - vii. expand student transit services for students in grades 9 through 12;
  - b. Whether the Project would maintain an existing, productive service;
  - c. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
  - d. Other factors as determined by Wasco County or the Advisory Committee such as geographic equity.

### **Section 3- Additional responsibilities**

- (a) The Advisory Committee may be assigned additional tasks by the Board of Commissioners, such as reviewing reports; inspecting equipment and facilities, or participating in planning and public engagement processes as appropriate to the functioning of the committee.
- (b) The Advisory Committee will not lobby.

## **ARTICLE V - MEMBERSHIP**

**Section 1 - Membership Qualifications:** To be qualified to serve on the Advisory Committee, an individual must:

- (a) Reside within Wasco County;
- (b) Be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from Wasco County; and

**Section 2 – Advisory Committee Composition:** The Advisory Committee shall reflect the county's diverse interests, perspectives, geography, and the demographics. The committee must include at least one member each who is a member of or represents the following three groups:

- (a) Low income individuals;
- (b) Seniors or people with disabilities;
- (c) Public Transportation Service Providers or non-profit entities which provide public transportation service. Provider representatives must be in the minority.

Up to four (4) additional members may be representatives from any of the following groups:

1. local governments, including land use planners
2. non-profit public transportation service providers,
3. neighboring public transportation service providers,
4. employers,
5. social and human service providers,
6. transit dependent users,
7. social equity advocates,
8. environmental advocates,
9. bicycle and pedestrian advocates,
10. people with limited-English proficiency,
11. educational institutions,
12. major destinations

**Section 3 - Appointment of Members:** The Wasco County Board of Commissioners shall appoint members to the Advisory Committee.

**Section 4- Ex-Officio Members:** The Committee may additionally consist of any ex-officio members, appointed by the Board of Commissioners which the Board of Commissioners deems appropriate.

**Section 5 - Advisory Committee Size and Compensation:** The Advisory Committee shall have up to nine (9), but not fewer than five (5) members. Members of the Advisory Committee may be reimbursed for expenses incurred relative to business of the organization.

**Section 6 -Terms of Membership:** Terms shall be three (3) years. Any member may serve two (2)

successive terms if reappointed by the Board of Commissioners. Terms begin on July 1 and end on June 30. Terms shall be staggered, with either two or three members' terms expiring each year.

**Section 7 -Member Responsibilities:** All Committee members shall regularly attend meetings of the Committee and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

**Section 8 -Termination of Membership:**

- A. The Board of Commissioners may remove Committee members as follows:
- a) Failure to attend three or more consecutive regular Committee meetings. The Board of Commissioners may declare a member's position vacant when the member has had three (3) unexcused absences in one year or no longer meets the residency requirement;
  - b) For cause following public hearing, for reasons including, but not limited to commission of a felony, corruption, intentional violation of open meetings law, failure to declare conflict of interest, or incompetence.
- B. Committee members who choose to resign should submit a letter of resignation to the Wasco County Board of Commissioners.

**Section 8- Vacancies:** The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

**Section 9- Officers:** The following officers shall be elected from the Committee membership during the first meeting of each calendar year:

- a) Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The chair represents the advisory committee at meetings and communications with Wasco County Board of Commissioners. The Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.
- b) Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

## **ARTICLE VI - SUBCOMMITTEES**

**Section 1 - Creation of Subcommittees:** The Committee shall have the power to create subcommittees with such responsibilities as the Committee directs.

**Section 2 -Naming of Subcommittees:** The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Committee concerning the work of the subcommittee.

## **ARTICLE VII - MEETINGS**

**Section 1 - Regular Meetings:** Meetings shall be held a minimum of two times per year, as required by



statute, but may be held more frequently to carry out the purposes of the Committee. Unless held by telecommunication as noted in Section 3 below, these meetings shall be held in publically accessible facilities, and shall take place during transit operating hours, to facilitate attendance of interested individuals.

**Section 2 -Special Meetings:** Special meetings may be called by the Chair or by the Board of Commissioners by giving the members and the press written or verbal notice at least 24 hours before the meeting.

**Section 3 - Meeting by Telecommunication:** Any regular or special meeting of the Committee may be held by telephone, telecommunications, or digital transmission.

**Section 3 - Quorum:** A simple majority of the appointed, and filled, voting membership shall constitute a quorum. All business conducted with a majority vote of the quorum shall stand as the official action of the Committee. Members may vote in person or by teleconference.

**Section 4 - Voting:** Each Committee member, except ex-officio members, shall have one vote. In the event the Chair's vote shall create a tie vote, the Chair shall refrain from voting. A Committee member shall not vote on any funding decision in which they are an applicant for funds or in which a conflict of interest exists.

**Section 5 - Notice:** All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Committee meeting, and written or verbal notice one (1) day before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than one (1) day actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

**Section 6 - Minutes:** Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be posted in a reasonable and timely manner following all meetings as required under existing County policy.

## **ARTICLE VIII– PUBLIC RECORDS AND MEETING LAW AND PUBLIC ENGAGEMENT**

**Section 1 - Public Records and Meeting Law:** The Committee is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to Oregon public records and meetings.

**Section 2 - Public Engagement:** The Committee shall strive to seek public engagement in all its deliberative processes. The Advisory Committee will work with the Administrator to ensure public access to information and public participation in priority-setting exercises and development of project funding recommendations. This will include publicizing meetings, holding public comment periods during Advisory Committee meetings, and holding public forums as appropriate.

## ARTICLE IX – PARLIAMENTARY PROCEDURE

The current edition of Robert's Rules of Order shall govern the Committee where not inconsistent with these Bylaws or any special rules of order the Committee shall adopt.

## ARTICLE X – CONFLICTS OF INTEREST

A potential or actual conflict of interest shall be declared by any member who has or may have a conflict of interest as defined by Oregon law (ORS 244.020), prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of an actual conflict of interest.

## ARTICLE XI – BYLAWS AND AMENDMENTS

**Section 1 - Amendments:** Committee Bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Committee which may recommend changes at any regular meeting of the Committee by a two-thirds vote of the appointed and filled membership, provided that the recommended amendment has been submitted in writing to the Committee members no later than three days before the regular meeting.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2020.

WASCO COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
, Chair

APPROVED AS TO FORM:

\_\_\_\_\_  
, Commissioner

\_\_\_\_\_  
, County Counsel

\_\_\_\_\_  
, Commissioner



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

---

IN AND FOR THE COUNTY OF WASCO

---

IN THE MATTER OF DISSOLVING THE WASCO COUNTY SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE, REORGANIZING AND RENAMING THE WASCO COUNTY STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE AND ADOPTING AMENDED AND RESTATED BYLAWS FOR THE WASCO COUNTY PUBLIC TRANSPORTATION ADVISORY COMMITTEE

---

**ORDER #20-036**

NOW ON THIS DAY, the above-entitled matter having come on regularly for consideration, said day being one duly set in term for the transaction of public business and a majority of the Board of Commissioners being present; and

IT APPEARING TO THE BOARD: that Wasco County currently has two public transportation-related advisory committees to inform how the County spends specific funds from the Special Transportation Fund(STF) and the Statewide Transportation Improvement Fund (STIF); and

IT FURTHER APPEARING TO THE BOARD: that the functions of these two committees are essentially the same; and

IT FUTHUR APPEARING TO THE BOARD: that consolidating said committees would facilitate efficiencies and provide consistency for transportation programs in Wasco County.

THEREFORE BE IT ORDERED: STF shall be merge with the STIF, along with all duties and obligations of the STF, and that the STIF be renamed the "Wasco County Public Transportation Advisory Committee;" and

BE IT FURTHER ORDERED: that all other aspects of the committee formerly known as STIF shall remain unchanged; and

BE IT FURTHER ORDERED: That the Wasco County Special Transportation Fund Advisory Committee is hereby dissolved.

Approved on this 3<sup>rd</sup> day of June, 2020.

**APPROVED AS TO FORM:**

**WASCO COUNTY BOARD OF  
COMMISSIONERS:**

---

Kristen Campbell, County Counsel

---

Scott C. Hege, Commission Chair

---

Kathleen B. Schwartz, Vice-Chair

---

Steven D. Kramer, County Commissioner



## MOTION

**SUBJECT: Transportation Committees Reorganization**

---

**REORGANIZATION ORDER:** I move to approve Order 20-031 in The matter of Dissolving the Wasco County Special Transportation Fund Advisory Committee, reorganizing and renaming the Wasco County Statewide Transportation Improvement Fund Advisory Committee and Adopting Amended and Restated Bylaws for the Wasco County Public Transportation Advisory Committee.

**BYLAWS:** I move to approve the Revised and Restated Bylaws of the Wasco County Public Transportation Advisory Committee.



## AGENDA ITEM

### COVID-19 Response – Emergency Funding

---

[STATE OF OREGON EMERGENCY FUND](#)

---

[CDBG EMERGENCY RESPONSE ASSISTANCE](#)

---

[SMALL BUSINESS ASSISTANCE & MICROENTERPRISE PROJECTS](#)

---

## **State of Oregon COVID-19 Emergency Business Assistance Matching Fund Request for Proposals**

### **ANNOUNCEMENT**

The Oregon Legislature, in partnership with the Governor, allocated \$5 million from the State General Fund, which will be combined with \$5 million redirected from existing programs at the Oregon Business Development Department (Business Oregon), for the purpose of providing financial assistance to small businesses adversely affected by economic conditions associated with the COVID-19 pandemic that have not received federal emergency assistance under the federal CARES Act or other federal program for emergency pandemic funding.

Many small businesses in Oregon face cash flow shortfalls due to the economic conditions arising from efforts to reduce the number and severity of COVID-19 infections. Some businesses have been closed by executive emergency orders, while others have voluntarily closed or reduced operations to address health and economic concerns.

Many communities throughout Oregon are providing local assistance to small businesses, and this announcement provides up to a 1:1 match to augment these community-level assistance programs.

To fill gaps not reached by other programs, these state funds are directed to adversely affected businesses with 25 or fewer employees, and only those that have been unable to receive federal CARES Act funding, including the Small Business Administration's Paycheck Protection Program, Economic Injury Disaster Loan Emergency Advance program, or other federal programs for emergency pandemic funding to date. Businesses may use the proceeds for any business related operating expenses, particularly to support businesses that were closed as they move into the first phase of statewide reopening.

This announcement is for the first of three rounds of funding tied to this program, this round consists of \$2,500,000, available up to a 1:1 match to funds in community programs to provide emergency economic assistance to local small businesses. Awards will be made to public entities (cities, counties, economic development districts, council of governments) that have or will develop a community business assistance program in response to the COVID-19 crisis and are able to meet the parameters of this program.

Program awards made to public entities will be structured as forgivable loans. Forgiveness will be based upon a recipient's ability to meet the program values and priorities outlined below and in contract. Public entities will be required to make sub-awards from this program to eligible individual businesses as grants.

Awards for this round of funds will be based on a community program's ability to achieve the parameters, values, and goals of the program. If you have such a program that meets the State's program parameters, please submit a funding proposal.

**Proposals for this round of funding are due Monday, May 18, 2020 by 5:00 PM.**

## **Program Values**

- Ensure that historically disadvantaged individuals that own businesses have access to these funds.
- Ensure these funds are supporting the small businesses unable to access or apply for federal funds.
- Ensure that these funds are reaching every corner of Oregon.
- Ensure that these funds are keeping businesses operational.

## **Eligible Applicants**

Public entities (cities, counties, economic development districts, council of governments) that have or will develop a local business assistance loan or grant fund and are able to meet the parameters of this program as described below. Priority will be given to those public entities that were not allocated direct funding through the CARES Act.

## **Local Program Funding Priorities**

Local assistance programs are expected to make one-time-only awards to businesses as follows:

- Businesses that have been adversely affected economically in one of the following two categories:
  - Those for-profit and non-profit (limited to 501(c)(3) corporations) businesses that were prohibited from operation as directed by Executive Order 20-12.
  - Those eligible for-profit businesses that can demonstrate a one month decline in revenue greater than 50% in the month of March 2020 or April 2020 as compared against sales in the month of January 2020 or February 2020. Those non-profit businesses (limited to 501(c)(3) corporations) that can demonstrate a decline in revenue greater than 50% across the months of March 2020 and April 2020 as compared against the same period of time in 2019.
- Businesses with 25 or fewer employees.
- Businesses that have been unable to access federal CARES Act funds including:
  - Small Business Administration's Paycheck Protection Program (PPP);
  - Economic Injury Disaster Loan Emergency Advance program (EIDL); or
  - Other federal programs to date for emergency pandemic funding.

## **Ineligibility Factors**

- Passive real estate holding companies and others holding passive investments.
- Non-profit entities that do not have federal 501(c)(3) status.
- Businesses that are delinquent on federal, state or local taxes that were due before April 1, 2020.
- Businesses that do not comply with all federal, state and local laws and regulations. Businesses not headquartered and with principal operations in Oregon.



- Businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.

## **Program Design**

Awards to eligible businesses will be made as a grant. The amount of the grant will be the greater of two figures based on an applicant's ability and desire to submit support documentation: the first based on the number of employees before the COVID-19 crisis (as of February 29, 2020); or the second based on the documented amount of fixed operating expenses for the 60 day period of January 1 through February 29, 2020:

- 0-5 employees
  - \$2,500, or
  - 60-day fixed expenses up to a maximum of \$5,000.
- 6-10 employees
  - \$5,000, or
  - 60-day fixed expenses up to a maximum of \$10,000.
- 11-15 employees
  - \$7,500, or
  - 60-day fixed expenses up to a maximum of \$15,000.
- 16-20 employees
  - \$10,000, or
  - 60-day fixed expenses up to a maximum of \$20,000.
- 20-25 employees
  - \$12,500, or
  - 60-day fixed expenses up to a maximum of \$25,000.

## **Program Award Targets**

The State will make awards to various local assistance programs designed to achieve geographical delivery across the state, with a target of at least 60% of awards reaching those in rural areas outside of the largest urban growth areas (see Award Process below). The State has set a target of 50% of these funds to be awarded to sole proprietors, where possible, by the local assistance program. The State will encourage outreach to historically disadvantaged population groups. The funds must be rapidly deployed to meet immediate business needs and applicants will be required to fully deploy the proceeds within 45 days of receipt.

## **Business Applications and Support Documentation**

- Businesses must:
- Self-certify they have not received CARES Act PPP or SBA EIDL assistance as of the date of application.
- Demonstrate:
  - That they were prohibited from operation as directed by Executive Order 20-12; or

- That they had a sales or revenue decrease of 50% or more in the month of March or April 2020, as compared against the sales or revenues of January or February 2020, or as compared against the same period in 2019.
- Demonstrate they are headquartered and with principal operations in Oregon.
- Self-certify they are not subject to any of the ineligibility criteria.
- Self-certify that the business and its operations are, and will, remain compliant with all local, state and federal laws.
- Provide business, financial and ownership information necessary to determine and verify eligibility.

## **Other program details and next steps**

Local entities administering COVID-19 business assistance programs (loan or grant programs, new or existing) may apply to receive an award under this announcement. If approved, the applicant will enter into a contract with Business Oregon in short order. During the contract process, Business Oregon will consult on the detailed operational steps proposed by the local assistance programs, and the basic reporting needed by the State.

## **Program Access**

It is intended that these state funds are equally accessible to all Oregonians, so a robust marketing program that reaches out locally to businesses owned by members of historically disadvantaged population groups (Asian, Black, Hispanic, Native American, and Women Owned Businesses) is a requirement of this program. Only those applicants that can demonstrate such a marketing program and fair access procedures will be considered for funding. Local community program awardees will be required to:

- Have program marketing materials available in languages that are representative of the local population.
- Develop a stepped marketing program that reaches out and markets to members of historically disadvantaged population groups in advance of marketing to the general public.
- Deploy the awarded funds to eligible businesses within 45 days of the receipt of funds.
- Demonstrate, for loan forgiveness, that all agreed Program Access activities as described in the application and agreed upon in contract have been fulfilled.

## **Application Process**

Local assistance programs should submit a written Proposal that describes the following:

- Amount of award requested to match new or existing local funds (state funds up to, but will not exceed, local funds).
- Description of your established or proposed small business support program responding to the COVID-19 crisis.

- For matching funds being requested for a new program, describe how the program will be operational no later than May 30, 2020, and how the local assistance program eligibility requirements comply with the requirements in this State of Oregon COVID-19 Emergency Business Assistance announcement.
- For matching funds for an established program, describe when the program was formed and how the local assistance program eligibility requirements comply with the requirements of the State of Oregon COVID-19 Emergency Business Assistance.
- For either, describe amount and source(s) of capitalization, the eligible applicants, the type(s) of awards made, award ranges, number of awards, amount deployed to date, and the amount remaining to be deployed.
- Describe marketing activities and outreach to encourage participation of businesses owned by members of historically disadvantaged populations groups in the applicant's jurisdiction(s). Describe any procedures to ensure equitable awards are made to those businesses owned by members of historically disadvantaged populations groups. (See Program Access above.)
- Describe the plans to market the grant program, including partnerships and marketing strategies with chambers, business associations, Small Business Development Centers, etc.
- Description of your grant/loan announcement and application process.
- Description of your grant/loan review and award process.
- Estimate geographic distribution of awards (list all municipalities and/or counties served):
  - The percent of allocation awarded to urban (cities with populations greater than 30,000) businesses, and
  - The percent of allocation awarded to rural (cities with populations of 30,000 or less, or unincorporated areas) businesses.
- Estimate the percent of allocation awarded to sole proprietors.
- Briefly describe the background of the executive in charge of the program, and description of any other key team members if desired, and description of any audit or oversight measures if desired. Provide contact information for a designated lead contact.

There is no minimum or maximum page limit for Proposals or other format requirements, except that the Proposal must be delivered electronically in a Microsoft Office compatible file type, less than 20 megabytes.

**Proposals for this round of funding are due May 18, 2020 by 5:00 PM.**

Please deliver your Proposal by email to:

Melisa Drugge, Regional Development Manager

[melisa.drugge@oregon.gov](mailto:melisa.drugge@oregon.gov)

(503) 508-3147 for any questions

**A GoToMeeting teleconference for questions and answers regarding this announcement will be held Monday, May 11 from 3:00-4:30 PM.**

**From your computer, tablet or smartphone:** <https://global.gotomeeting.com/join/441110725>

**From dialing in with your phone:** : [+1 \(872\) 240-3412](tel:+18722403412) **Access Code:** 441-110-725

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/441110725>

## **Award Process**

Business Oregon will coordinate an expeditious review process and may contact any proposer for further clarification or negotiation. Decisions will be made in the State's sole discretion, endeavoring to meet the objectives and targets described above and below:

- No less than 50% of the awards to be made to Sole Proprietors.
- No less than 60% of awards to be deployed in rural communities with population fewer than 30,000 per the last decennial census (2010) data including all areas outside of the following urban growth boundaries:
  - Albany
  - Bend
  - Corvallis
  - Eugene/Springfield
  - Grants Pass
  - McMinnville
  - Medford
  - Portland Metro (City of Portland, Multnomah and Washington County and communities in Clackamas County with populations of 30,000 or more)
  - Salem/Keizer
- To the extent possible, evenly balanced allocations to the following regions:
  - Central Region
    - Crook, Deschutes, Hood, Jefferson, Sherman and Wasco County
  - Coastal Region
    - Clatsop, Coos, Curry, Lincoln and Tillamook County, Lane and Douglas County west of Coastal Range
  - Eastern Oregon Region
    - Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa, and Wheeler County
  - Metro Region
    - Multnomah, Clackamas, and Washington County
  - Southern Oregon Region
    - Jackson, Josephine, Klamath and Lake County and Douglas County east of Coastal Range
  - Valley Region
    - Benton, Clackamas, Columbia, Linn, Marion, Polk and Yamhill County and Lane County east of the Coastal Range

## **Grant fund deployment deadlines and reporting requirements**

A final report is due the sooner of:

- 30 days from when the capital is deployed by the local assistance program to eligible businesses, or
- July 15, 2020.

Any proceeds not deployed by June 30, 2020 are to be repaid to Business Oregon on or before July 1, 2020, unless waived in writing by the department.

In the final report, the local assistance program will be required to report program and recipient information on a form prescribed by Business Oregon, including but not limited to:

- Number of applications received
- Number of awards made
  - Awards as #, \$ and % of allocation by voluntary reported demographic information
  - Award as #, \$, and % of allocation by region
  - Award as #, \$, and % of allocation by company size
  - Award as #, \$ and % of allocation to sole proprietors
- Sub recipient data
  - Name of company
  - Employer Identification Number (EIN)
  - Oregon Business Identification Number (BIN)
  - Business Owner(s) Social Security Number
  - Address of company
  - Industry/NAICS
  - Amount of award
  - Legal business structure
  - # of employees as of February 29, 2020

# Emergency Response Assistance

Funding for emergency response assistance are for projects that prevent, prepare for, and respond to the COVID-19.

## Who Can Apply

The state CDBG program is only available to non-entitlement cities or counties (cities or counties that don't have a direct allocation of CDBG funds from HUD).

## Availability of Funds

\$1,750,000 set aside for combined activities under [Special Economic Development Assistance](#), [Buildings \(including Public Facilities\) and Improvements](#), and [Public Services](#).

## Applications Process

COVID 19 Emergency Assistance applications for these three criteria are accepted year-round until all set-aside funds are exhausted. Contact a [Regional Development Officer](#) (RDO) for assistance and more information. Complete applications for emergency projects must be received by the department within 18 months of either the Governor's declaration or a Presidential disaster declaration of emergency for the event creating the emergency.

### Step 1—Initial Contact/Project Concept

The project proponent must complete a [pre-application form](#) prior to submitting an application. One of the department's RDOs will be assigned to work with the project proponent to develop and review the proposed concept.

The RDO will work with the proponent and the department's program and policy coordinators to provide project development and to determine if the proposed project will meet the CDBG funding criteria and is ready to proceed with a well-defined statement and scope of work and able to satisfy the appropriate National Objectives.

For projects that will satisfy Urgent Need, the applicant must be able to document the following:

- The project is eligible under 105(a) of the HCDA;
- The project will meet the urgent need national objective;
- The activities and costs are eligible under the Emergency COVID-19 response assistance;
- The applicant is unable to finance the activity on its own;
- Other sources of funds are not available to carry-out the activity; and
- The project meets the readiness to proceed criteria contained in Chapter 5.

### Step 2—Invite Application

The RDO will inform the proponent and the unit of general local government (city or county) about the department's review of the Project Notification and Intake Form. If the proposed project is determined to qualify for CDBG funding by the program services manager, the applicant will be invited in writing to submit a complete application for CDBG funding.

### Step 3—Application

A completed application must be received by Business Oregon no later than 18 months after the disaster declaration by the President or Governor. The applicant's highest elected official must sign the application.

### Step 4—Review

The RDO will review applications for completeness and prepare the initial staff report. The CDBG program and policy coordinator will evaluate the initial staff report for final recommendation.

### Step 5—Decision

The final recommendation prepared by the CDBG program and policy coordinator will be forwarded to Business Oregon program services manager and the assistant director for review and approval. Ineligible, improperly developed, untimely, or not ready-to-proceed applications will not be funded. All funding decisions made by the department director are final.

### Step 6—Notification

The department shall notify applicants, in writing, of their funding status approximately 60 days after receipt of a complete application.

## National Objective

Prior to awarding an emergency project grant, the state must determine that the proposed use of grant funds will meet either:

- Benefiting low- and moderate-income persons, or
- Urgent need national objective as defined by 24 CFR Part 570.483(d). Refer to Chapter 3 for more information. The Housing and Community Development Act of 1974, as amended and promulgated, further assists in determining eligible activities.

## Federal Requirements

The Community Development Block Grant (CDBG) Program is subject to many federal requirements that cover a wide range of activities. Some of the requirements are briefly summarized within Chapter 7 of the [Method of Distribution](#). More detailed information can be found in the [Grant/Project Management Handbook](#) and other resources available from Business Oregon. Potential applicants are encouraged to review the *Grant Management Handbook* prior to committing to submit an application in order to familiarize themselves with the wide array of program requirements.

**Note:** An applicant for a CDBG award is considered a recipient under the Environmental Review and URA requirements starting with the date of submission of a CDBG application. An "Applicant" is one who submits an application, request, plan, or statement required to be approved by an official as a condition of eligibility for federal financial assistance.

# Notice of Funding Availability

## Small Business Assistance & Microenterprise Projects

Business Oregon is seeking applications from non-entitlement cities and counties for grant assistance program for small businesses and microenterprises hit hardest due to the impact of COVID-19. The focus of this funding is low- and moderate-income job retention/creation and businesses remaining solvent during the COVID-19 crisis.

### Funds Available

\$2,000,000

### Maximum Grant Per Application


\$150,000

### Eligible Applicants

Non-entitlement cities and counties

### Due date

Until funds are exhausted

Interested applicants must meet the requirements set forth in the [application guide](#)  of this NOFA and must submit a complete application through the established system described in the guide.

The department looks forward to receiving your completed application. Should you have any related questions, please contact your [Regional Development Officer](#) (RDO).





## AGENDA ITEM

### Executive Session

---

[PURSUANT TO ORS 192.660\(2\)\(H\) CONFERRING WITH LEGAL COUNSEL](#)

---

[NO DOCUMENTS HAVE BEEN SUBMITTED FOR THIS ITEM – RETURN TO AGENDA](#)

---