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# Clatsop County, OR

**Fiscal Year 2022-2023**

**Adopted Budget**



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**CLATSOP COUNTY, OREGON  
ADOPTED BUDGET  
FY 2022-23**

**Board of Commissioners**

**Mark Kujala, Chairperson**

**Lianne Thompson, Vice Chair**

**John Toyooka, Commissioner**

**Pamela Wev, Commissioner**

**Courtney Bangs, Commissioner**

**Citizen Budget  
Committee Members**

**Dannell Davis**

**Norman Brown**

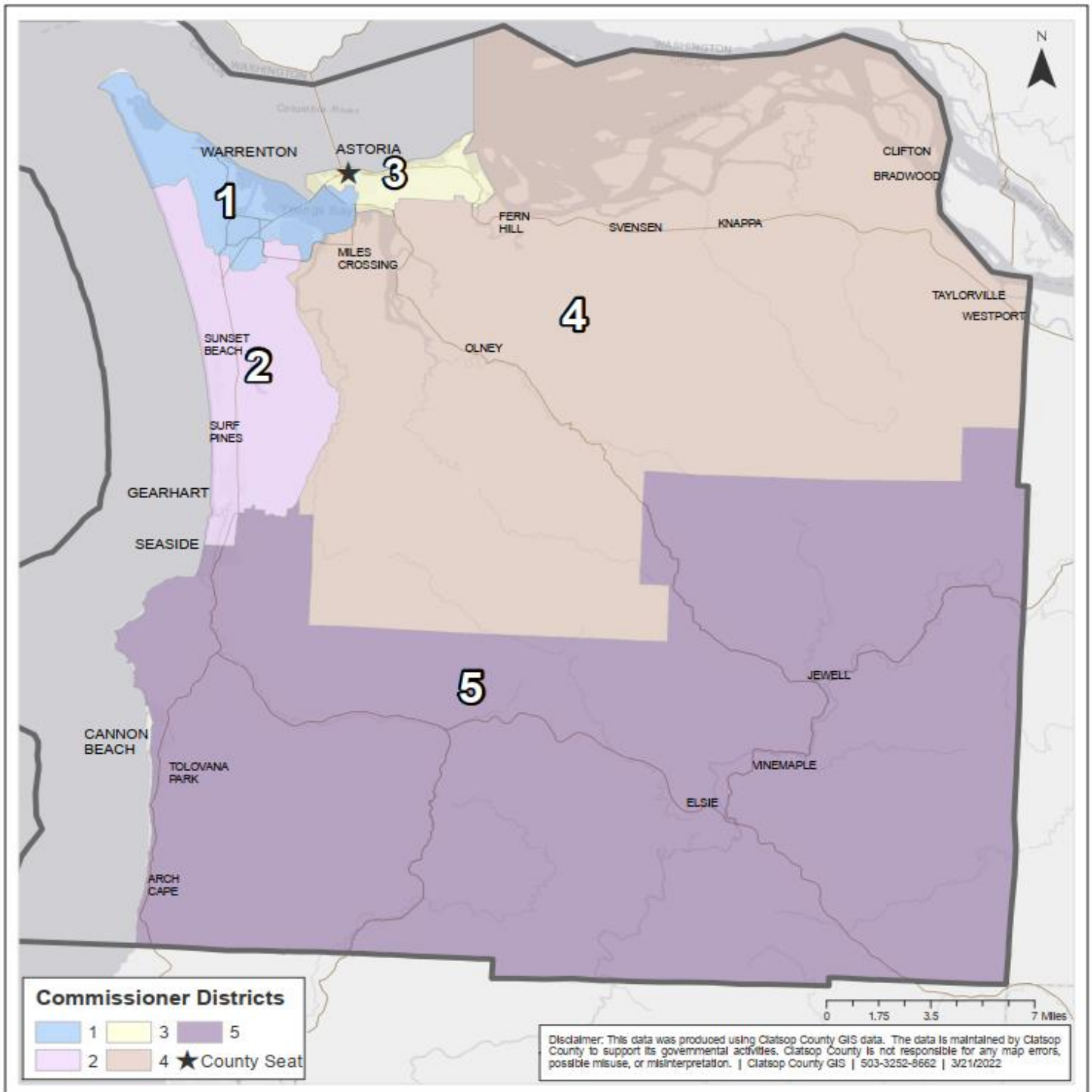
**Tita Montero**

**David Oser**

**Gretchen Allen**

**Submitted By:**

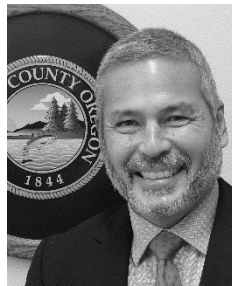
**Don Bohn, County Manager  
Monica Steele, Assistant County Manager/Budget Officer  
Jennifer Carlson, Budget & Finance Manager**



**Mark Kujala**  
Chair  
District 1



**Lianne Thompson**  
Vice Chair  
District 5



**John Toyooka**  
District 2



**Pamela Wev**  
District 3



**Courtney Bangs**  
District 4



### **ADMINISTRATIVE STAFF**

<b>Don Bohn</b>	<b>County Manger</b>
<b>Monica Steele</b>	<b>Assistant County Manager/ Budget Officer</b>
<b>Tammy Olds</b>	<b>4-H &amp; Extension Office Manager</b>
<b>Suzanne Johnson</b>	<b>Assessment and Taxation Director</b>
<b>Jennifer Carlson</b>	<b>Budget &amp; Finance Manager</b>
<b>Gail Henrikson</b>	<b>Community Development Director</b>
<b>Tracie Krevanko</b>	<b>County Clerk</b>
<b>Joanna Lyons-Antley</b>	<b>County Counsel</b>
<b>Tiffany Brown</b>	<b>Emergency Manager</b>
<b>John Lewis</b>	<b>Fair Operations Manager</b>
<b>Kelly Stiles</b>	<b>Human Resource Director</b>
<b>Jim Gardner</b>	<b>Information Systems Manager</b>
<b>Kelly Braaten</b>	<b>Juvenile Director</b>
<b>Patty Jo Angelini</b>	<b>Public Affairs Officer</b>
<b>Margo Lalich</b>	<b>Interim Public Health Director</b>
<b>Ted Mclean</b>	<b>Public Works Director</b>

### **ELECTED OFFICIALS**

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Clatsop County  
Oregon**

For the Fiscal Year Beginning

**July 01, 2021**

*Christopher P. Morill*

**Executive Director**

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

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

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

Clatsop County is one of many organizations contributing to the programs, services, and infrastructure that makes our community thrive. We recognize that healthy, peaceful, safe and sustainable communities are built, maintained, and improved through partnerships, forward planning, innovation and prudent fiscal management. Every resource and asset outlined in this adopted budget is intended to support this mission and with continued prudent fiscal management, staff is confident that Clatsop County remains in a position to proactively, effectively and responsibly plan and prepare for the future, and will continue providing the services our citizens expect and rely upon.

## INTRODUCTION

I am pleased to present the adopted fiscal year (FY) 2022-23 annual budget for Clatsop County, Oregon totaling \$110,216,520 a decrease of \$10,400,240 or -8.6% from the previous year's adopted budget. This \$10.4M decrease is largely attributed to the substantial completion of the \$24M jail construction. Included in the \$110,216,520 adopted budget amount is a General Fund budget of \$34,819,360, an increase from the previous year of \$2,908,390 or 9.1%. This General Fund increase is attributed primarily to increases in operational costs associated with the opening of the new jail, negotiated personnel costs, costs associated with PERS rate increases, and a adopted addition of 5.7 FTE to the General Fund. The adopted budget submitted reflects the County's commitment to providing valuable government services to the community at-large in a cost-effective and efficient manner, while still being aware that we continue to navigate through uncertain times in light of the current economic environment and the ongoing impacts of the COVID-19 Pandemic. The budget serves as the County's financial and operational plan for maintaining County operations for the fiscal year beginning July 1, 2022 and ending June 30, 2023. The adopted budget has been prepared in accordance with Oregon local budget law, the Board of County Commissioners' Budget Policies, Clatsop County's Long-Term Financial Plan (LTFP) and generally accepted accounting principles. The adopted budget is balanced and stays within all statutory property tax limitations. It would be appropriate to view the budget as the intersection of strategic planning, public policy, community needs, and available resources.

The Clatsop County Budget includes the following legally separate entities:

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

While these are legally separate districts, the Board of County Commissioners is ultimately responsible for final approval of these budgets. The four Service District's budgets total \$9,890,540 for fiscal year 2022-23 which is \$801,190, or 7.5%, less than the current year. This is attributed to a decrease in contingency in the Rural Law Enforcement District and a decrease in special payments to the General Road Fund within the county-wide budget as a result of the decreased beginning balance within the Road District.

The organization has been actively managed for both results and overall financial sustainability. The Board of County Commissioners deserve credit for having the wisdom and forethought to adopt and implement the County's Long-Term Financial Plan (LTFP), which has put Clatsop County at the forefront of short- and long-term financial planning. The LTFP identifies areas where Clatsop County could preserve and strengthen the County's fiscal health by updating financial policies and establishing greater reserves. The 2022-2023 Budget Policies reflect implementation of the Long-Term Financial Plan's policies, goals and targets. Some of the key provisions of the Budget Policies include:

- No new staff or programs unless specifically approved by the Board of Commissioners.
- Seek staff and expenditure reductions wherever possible.
- Utilize the County's Indirect Cost Allocation Plan in an effort to appropriately recover the full cost of the County's overhead functions and to identify the impact of all programs on overhead services.
- Pursue revenue sources to the fullest extent possible for all services as well as total cost identification for fee setting purposes.
- General Fund discretionary dollars shall not be used to back-fill any loss in state-shared or federal revenues or increase the County share of programs funded primarily from non-General Fund sources.
- Maintain at least 10 percent of the General Fund's appropriation in contingency, but no less than \$2 million.
- Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund to support the current level of General Fund services; transfer timber monies in excess of the fifteen year low to the Special Projects Fund for budgeted capital projects and other one-time expenditures.
- Maintain a General Fund Stabilization Account of at least \$2M by setting aside timber revenue to provide a resource for General Fund operations in the event timber revenues received are less than projected.



## THE ADOPTED FY 2022-2023 BUDGET

In consideration of the budget policies and the current economic climate as a result of the ongoing COVID-19 pandemic, and that staff have continued to respond to through heroic mobilization efforts over the past two years, the total adopted budget, excluding the four Service Districts, is \$100,325,980 compared to last year's adopted budget of \$109,925,030 (please see table below). This represents a decrease of \$9,599,050 or -8.7% from the previous year which is primarily a result of decreased capital outlay costs in the amount of approximately \$12.7M and decreased in transfers of \$760k; these decreases are offset slightly by increased personnel services by approximately \$2.8M, and increased special payments by approximately \$950k.

Clatsop County Adopted 2021-22 Budget vs. Adopted 2022-23 Budget			
Resources	2021-2022 Adopted	2022-2023 Adopted	Increase/(Decrease)
Beginning Balance	\$67,526,390	\$57,740,490	(\$9,785,900)
Revenue	56,905,670	\$51,467,020	(\$5,438,650)
<b>Total County Resources Available</b>	<b>\$124,432,060</b>	<b>\$109,207,510</b>	<b>(\$15,224,550)</b>
<i>Less: Unappropriated Beg. Balance</i>	<i>(14,507,030)</i>	<i>(8,881,530)</i>	
<b>County Resources</b>	<b>\$109,925,030</b>	<b>\$100,325,980</b>	<b>(\$9,599,050)</b>
Expenditures			
Personnel Services	31,327,950	34,170,650	2,842,700
Materials & Services	16,316,780	16,023,720	(293,060)
Special Payments	4,025,380	4,982,640	957,260
Capital	26,154,420	13,412,560	(12,741,860)
Debt Service	1,614,980	1,627,750	12,770
Transfers	4,894,130	4,129,880	(764,250)
Contingency	25,591,390	25,978,780	387,390
<b>County Expenditures</b>	<b>\$109,925,030</b>	<b>\$100,325,980</b>	<b>(\$9,599,050)</b>

In terms of the overall approach to the budget, the Board of Commissioners, through the [strategic planning](#) process, identified 17 goals that helped guide staff recommendations that address areas of concern in the county, they fall in the five following focus areas:

**Governance:** This includes ongoing evaluation and improvements of the governance process through a county-wide internal/external communication and engagement plan to the public; a county operations sustainability plan; improved relationships with other entities (NACo, AOC, Cities, Special Districts etc.); and an equity plan for access to services. The Adopted Budget has increased FTE for communications staff as well consultants to help develop a county operations sustainability plan.

**Infrastructure:** This focus area includes development of strategies to address consolidating emergency communications throughout Clatsop County, conducting an analysis to increase the carrying capacity of county owned land and facilities; and identifying tide gates and levees in need of repair or replacement to ensure land drainage and flood protection for county residents. In

addition to budgeted staff time, the Adopted Budget has American Rescue Plan Act monies allocated to address these goals by hiring consultants to help staff in facilitating this work.

**Economic Development:** In an effort to create a diverse and resilient economy the Board identified economic development as one of the five focus areas. This includes working with community partners such as CEDR and COL-PAC to conduct economic development strategies; working with community partners to increase the workforce housing inventory throughout the County; and providing economic development training opportunities for the Board of Commissioners. These efforts are funded through the Adopted Budget utilizing existing FTE as well as budgeted contractual services.

**Environmental Quality:** With an ever-changing environment and an ecosystem composed of intertwined resources the Board recognizes the importance of environmental quality when establishing goals through the strategic planning process. The Adopted Budget includes the allocation of resources in the Special Projects Fund to hire a consultant to assist in conducting a water quality & needs assessment in the Clatsop Plains area. Funds have also been budgeted for the completion of a feasibility study for the potential siting of an anaerobic biodigester in Clatsop County to address high strength organic waste that is unable to be processed through local municipality wastewater treatment facilities; as well as grant funds to provide assistance for private septic upgrades to ensure the proper disposal of septage. In addition, recognizing the ongoing need for resiliency and preparation for a subduction event, the budget includes additional FTE in the Emergency Management budget for the hiring of an Emergency Management Director to provide direct oversight of this department.

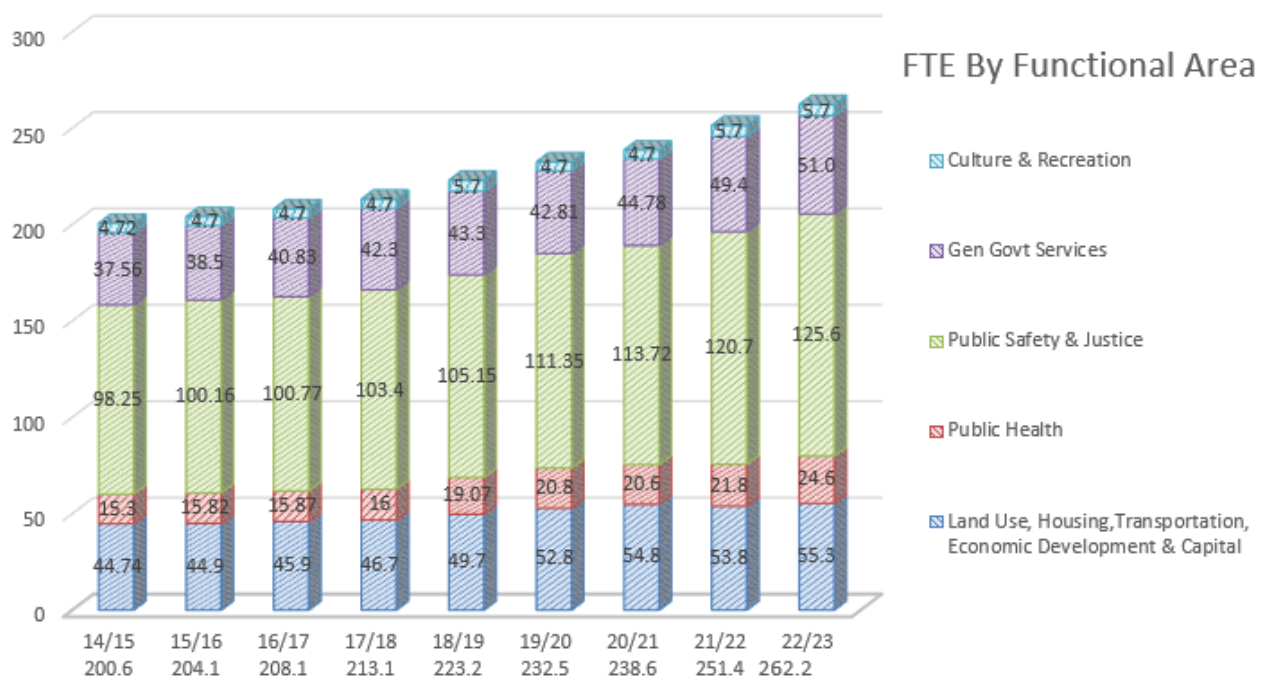
**Social Services:** From a social services perspective there are a variety of issues county-wide that intersect with work being done by the county as well as other agencies. This work leads to an ongoing need for increased services around child care, mental health, addiction and treatment services, homelessness, and housing. Some of the areas identified within this focus area are also being addressed within the infrastructure and economic development goals in regards to the need for various types of housing including affordable and workforce housing, permanent supportive housing, transitional housing and emergency shelters. The Adopted Budget includes allocating resources from the American Rescue Plan revenues to provide funding to focus on the development of affordable housing in Clatsop County. In regards to the mental health crisis, the Adopted Budget includes resources to continue to develop and grow the mental health crisis response team, including the ability to provide crisis stabilization throughout the County, as well as addressing the mental health needs of the adult in custody (AIC) population of the County jail. Resources are also allocated from the American Rescue Plan funds to support the community efforts of local non-profits addressing the needs of our unhoused population through Drop-in Navigation Centers to allow those who are experiencing homelessness, mental illness, or in need of various types of social services to go to a single place to receive assistance. Staff have also allocated American Rescue Plan revenues to address the ongoing community interests regarding the lack of childcare throughout the county.

The total adopted budget includes operating expenditures, capital outlay, contingency and special payments and holds \$8,881,530 aside as unappropriated fund balances. The adopted budget includes a decrease in current year revenue for all funds of approximately \$5.4M. This decrease in revenue is mainly attributable to projected decreases in Federal revenue (\$4.7M) which includes American

Rescue Plan Act and CARES monies in response to the COVID pandemic. The final disbursement of these funds came in the 2021-2022 FY. Intergovernmental State revenue also shows a decrease of approximately \$574K. This is the result of the completion of the Westport boat ramp and dock project that received \$1.6M in funding from the State Marine Board. This decrease is offset by increases in state public health funding.

<b>County Revenue by Category</b>	<b>2021-2022 Adopted</b>	<b>2022-2023 Adopted</b>	<b>Dollar Variance</b>	<b>Percent Change</b>
Taxes	12,247,420	12,692,150	444,730	3.6%
Licenses & Permits	2,265,000	2,857,500	592,500	26.2%
Fines/Forfeits	65,880	68,080	2,200	3.3%
Interest / Property	572,630	249,730	(322,900)	-56.4%
State Revenue	18,966,970	18,393,070	(573,900)	-3.0%
Federal Revenue	5,970,900	1,200,750	(4,770,150)	-79.9%
Other Intergovernmental	7,841,090	7,423,870	(417,220)	-5.3%
Charges for Service	2,029,880	2,111,860	81,980	4.0%
Other Revenue	2,051,770	2,340,130	288,360	14.1%
Transfers-In	4,894,130	4,129,880	(764,250)	-15.6%
<b>Subtotal Revenue</b>	<b>56,905,670</b>	<b>51,467,020</b>	<b>(5,438,650)</b>	<b>-9.6%</b>
Use of Fund Balance - Operations	27,427,970	22,880,180	(4,547,790)	-16.6%
Fund Balance for Contingency	25,591,390	25,978,780	387,390	1.5%
<b>Total Revenue Budget</b>	<b>109,925,030</b>	<b>100,325,980</b>	<b>(9,599,050)</b>	<b>-8.7%</b>

Personnel Services increased in total across all funds by \$2,842,700 or 9.1% from the 2021-22 adopted budget. The adopted budget for personnel services, which include salaries and benefits is \$34,170,650 and represents 46 % of the total county-wide budget, excluding contingency. This is comparable to 37.3% from last year's budget. Changes in personnel services include an increase of 10.8 full-time equivalent (FTE) positions, not including Service Districts, from 251.4 in 2021-22 to a adopted FTE count of 262.2 for 2022-23. Other changes to personnel services include increases due to an anticipated cost of living adjustment to employee wages by 4.5% in accordance with bargaining unit contracts based on the anticipated CPI-West, as well as budgeted increases for the costs of retirement. Within the county organization there are five union groups: American Federation of State, County and Municipal Employees (AFSCME) – Courthouse Roads, AFSCME – District Attorneys, Clatsop County Law Enforcement Association (CCLEA), Federation of Oregon Parole and Probation Officers (FOPPO), and Oregon Nurses Association (ONA); in addition to the unrepresented and management groups. Represented employees make up approximately 77% of the FTE with management and unrepresented at approximately 23%.



Materials and Services for all funds decreased by \$293,060 or -1.8% over the fiscal year 2021-22 adopted budget. This decrease is primarily due to a \$1.1M decrease in contractual services that were primarily associated with design and construction services for the possible construction of a new Public Works facility.

The Adopted Special Payments budget increases by \$957k or 23.8% as compared to the 2021-22 adopted budget; this is primarily a result of a \$500K payment towards the County's portion of the PER's Unfunded Actuarial Liability (UAL). Decreasing the UAL helps stables the ever-increasing increased Employer contribution rates the county is responsible for. The adopted budget also reflects American Rescue Act pass through funding for outside agencies associated with providing various social service needs identified through the strategic planning process to address the ongoing mental health, housing and emergency shelter crisis.

The Capital Outlay budget decreases by \$12.8M or -48.7% over the prior year budget. This decrease is a result of the completion of construction on the new County jail. This project has been carried under construction for the last two fiscal years with an anticipated substantial completion date of August 2022 and a move in date of October 2022.

Contingency increases by approximately \$387,390k or 1.5%. Contingency reserves play a significant role in the budget process and have contributed to the adopted budget moving forward without making detrimental cuts in light of the COVID crisis. Contingency reserves are a result GFOA best practices as well as the Board Budget Policy that requires the General Fund maintain a 10% contingency of total fund expenditures. While this policy only pertains to the General Fund all funds, when practical, strive to maintain the GFOA best practice.



## General Fund Overview

The General Fund appropriations increase from \$31,910,970 in FY 21-22 to a adopted \$34,819,360 for FY 22-23, a total increase of \$2,908,390 or 9%; while at the same time General Fund revenue is expected to see a slight increase by approximately \$1,523,510. This is primarily due to increases in Property Taxes in the amount of \$610K and Licenses and Permits associated with transient room tax revenues by approximately \$480K. The transient room tax revenues are utilized for the following purposes: 1) discretionary allocation for general government activity, 2) county tourism promotion, 3) public road and drainage improvements, and 4) jail operations. The American Rescue Plan Act monies that will be transferred in from this Special Revenue Fund are offset by an increased Transfer-out expense from the General Fund to the Public Health Fund to provide increased infrastructure support in the way of staffing.

<b>General Fund Revenue by Category</b>	<b>2021-2022 Adopted</b>	<b>2022-23 Adopted</b>	<b>Dollar Variance</b>	<b>Percent Change</b>
Taxes	10,423,440	11,034,070	610,630	5.9%
Licenses & Permits	1,515,000	1,995,000	480,000	31.7%
Fines/Forfeits	20,300	22,500	2,200	10.8%
Interest / Property	126,750	75,000	(51,750)	-40.8%
State Revenue	4,785,930	5,548,140	762,210	15.9%
Federal Revenue	198,250	242,880	44,630	22.5%
Other Intergovernmental	3,333,720	3,298,550	(35,170)	-1.1%
Charges for Service	807,760	921,030	113,270	14.0%
Other Revenue	1,418,210	1,578,850	160,640	11.3%
Transfers-In	1,222,900	659,750	(563,150)	-46.1%
<b>Subtotal Revenue</b>	<b>23,852,260</b>	<b>25,375,770</b>	<b>1,523,510</b>	<b>6.4%</b>
Use of Fund Balance - Operations	5,176,490	6,357,020	1,180,530	22.8%
Fund Balance for Contingency	2,882,220	3,086,570	204,350	7.1%
<b>Total Revenue Budget</b>	<b>31,910,970</b>	<b>34,819,360</b>	<b>2,908,390</b>	<b>9.1%</b>

Personnel services, which include salaries and benefits, are increasing in the General Fund from the current year by approximately \$1.6M. This increase is related to an increase of 5.7 in FTE; a cost of living adjustment to employee wages by 4.5% in accordance with bargaining unit contracts based on the anticipated CPI-West, as well as budgeted rate increases associated with retirement costs. There is an increase in the materials and services budget of \$924K, which is primarily associated with the new jail and the increased operational capacity of more adults in custody and the services provided. Special Payments decrease \$14,200 or -3.8%, which is a result of shifting a portion of the qualified Social Services support dollars from the General Fund to be covered by American Rescue Act monies. Transfers increase in the amount of \$182,090 or 6.9% which for transparency purposes is the result of budgeting all discretionary timber revenues in the General Fund and transferring out the revenues that are in excess of the 15 year low to the Special Projects Fund and the GF Stabilization Fund.

The \$204,350 or 7.1% increase in contingency is based on a Board policy that 10% of the General Fund expenditures be reserved in contingency, therefore increased expenditures results in an increased contingency amount.

<b>Clatsop County General Fund</b>			<b>Adopted</b>
<b>2021-22 Budget vs. 2022-23 Budget</b>			
<b>Resources</b>	<b>2021-2022 Adopted</b>	<b>2022-2023 Adopted</b>	<b>Increase/(Decrease)</b>
Beginning Balance	\$13,818,260	\$10,316,330	(\$3,501,930)
GF Stabilization	\$2,198,950	\$5,084,710	\$2,885,760
Revenue	23,852,260	25,375,770	1,523,510
<b>Total County Resources Available</b>	<b>\$39,869,470</b>	<b>\$40,776,810</b>	<b>\$907,340</b>
<i>Less: Unappropriated Beg. Balance + GF Stabilization</i>	<i>(5,759,550)</i>	<i>(5,957,450)</i>	
<b>County Resources</b>	<b>\$34,109,920</b>	<b>\$34,819,360</b>	<b>\$709,440</b>
<b>Expenditures</b>			
Personnel Services	21,046,980	22,658,930	1,611,950
Materials & Services	4,975,170	5,899,370	924,200
Special Payments	372,750	358,550	(14,200)
Capital	0	0	0
Transfers	2,633,850	2,815,940	182,090
Contingency	2,882,220	3,086,570	204,350
<b>County Expenditures</b>	<b>\$31,910,970</b>	<b>\$34,819,360</b>	<b>\$2,908,390</b>

The 2022-23 General Fund Adopted budget includes use of unassigned General Fund balance in the amount of \$6,357,020, excluding contingency. A cornerstone to maintaining the County's financial stability over the years has been the Board policy establishing the General Fund unappropriated reserves in the amount of 20% of expenditures with a goal of 25%.

When utilizing unappropriated General Fund balance reserves alone to meet this policy for the 2022-2023 FY, the 20% Board policy amount is unable to be met. By including contingency reserves set aside in the General Fund Stabilization Fund (\$5.1M), along with the General Fund contingency (\$3.1M) and the General Fund unappropriated fund balance (\$870K), the projected forecast for the Adopted budget maintains an overall reserve balance of 28%. As previously stated, the 2022-23 Adopted Budget has significant adopted increases in personnel services. Despite these additions, management took a balanced approach to maintain sustainable growth and will continue to work with the Board and staff to develop strategies to address alternative revenue streams, while being cognizant of the spending down of reserves and contingency funds that could impact long-term sustainability, recognizing as previously mentioned, that these reserve balances play a critical role in maintaining service levels in light of on-going economic uncertainties.

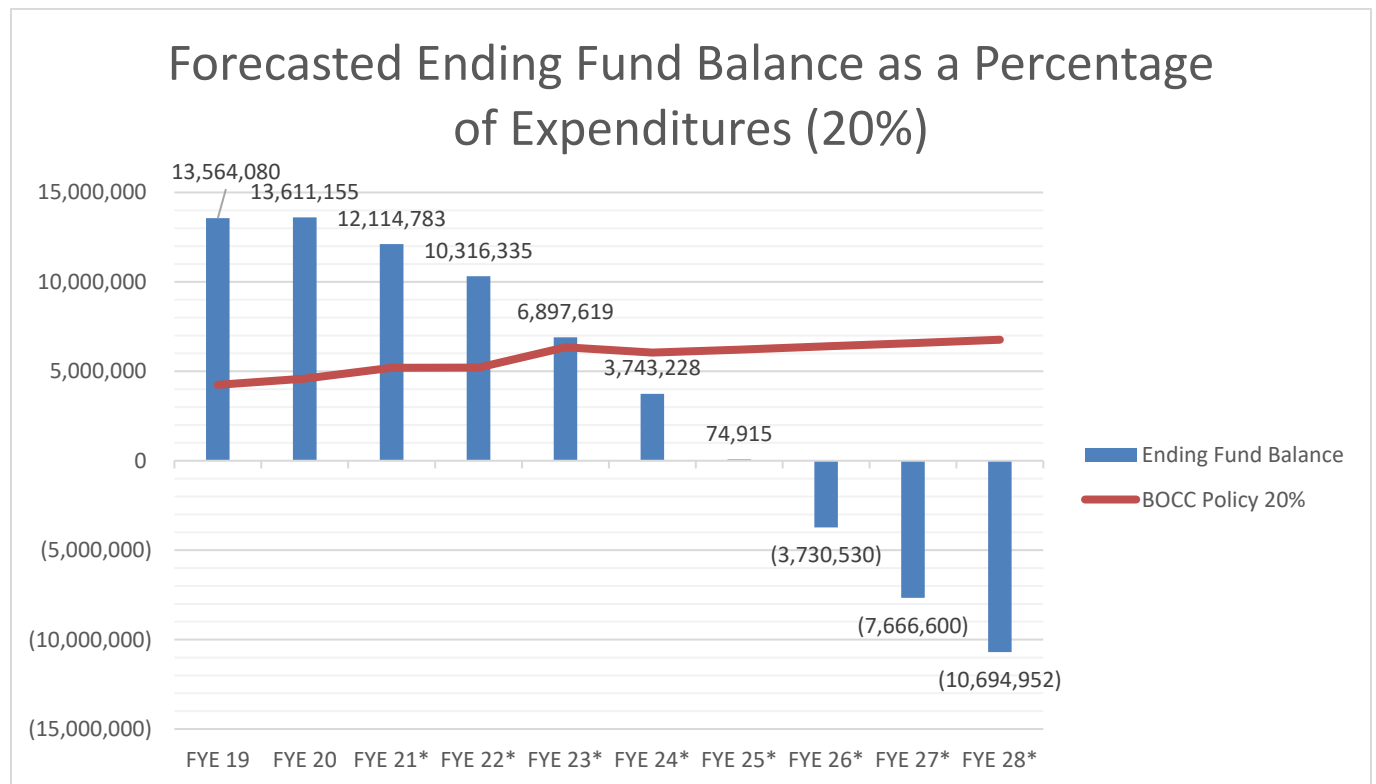
Organizational Unit Name	2021-2022 Adopted	2022-2023 Adopted	Dollar Variance	Percentage Change
Board Of Commissioners	148,660	139,340	-9,320	-6.27%
Board of Property Tax Appeal	39,000	43,480	4,480	11.49%
County Tourism	521,900	619,720	97,820	18.74%
County Manager	1,090,630	1,224,500	133,870	12.27%
Human Resources	550,110	604,590	54,480	9.90%
Assessment & Taxation	1,815,720	1,929,820	114,100	6.28%
Property Management	76,840	86,520	9,680	12.60%
County Counsel	242,760	150,000	-92,760	-38.21%
Clerk - Admin. & Elections	475,490	491,620	16,130	3.39%
Clerk - Records	201,230	203,860	2,630	1.31%
Budget & Finance	618,320	619,110	790	0.13%
Information Systems	1,494,830	1,520,200	25,370	1.70%
Building And Grounds	1,246,900	1,445,880	198,980	15.96%
Parks Maintenance	366,680	378,990	12,310	3.36%
Surveyor	261,550	278,720	17,170	6.56%
Dues & Special Assessments	845,710	851,680	5,970	0.71%
District Attorney	2,107,860	2,312,660	204,800	9.72%
Medical Examiner	181,310	194,100	12,790	7.05%
Sheriff Support Division	757,940	853,960	96,020	12.67%
Sheriff Enforcement Division	4,724,080	5,234,540	510,460	10.81%
Sheriff Corrections Division	5,220,630	5,354,190	133,560	2.56%
Jail Medical	511,810	1,223,790	711,980	139.11%
Juvenile Department	929,430	969,520	40,090	4.31%
Planning Division	758,670	786,440	27,770	3.66%
Code Compliance	311,090	347,920	36,830	0.00%
Emergency Management	456,840	515,620	58,780	12.87%
Animal Control	535,910	541,080	5,170	0.96%
General Fund Stabilization	0	0	0	0.00%
Transfers To Other Funds	2,536,850	2,810,940	274,090	10.80%
Approp. For Contingency 1	<u>2,882,220</u>	<u>3,086,570</u>	<u>204,350</u>	7.09%
<b>Total</b>	<b>31,910,970</b>	<b>34,819,360</b>	<b>2,908,390</b>	<b>9.11%</b>

The following slide is a forecast projection for the General Fund going five years past the adopted 2022-23 FY if revenues and expenditures continued as projected based on historical data. This projection is based on the following key assumptions and that staffing levels within the General Fund are being maintained at the 2022-23 Adopted level.

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

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

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



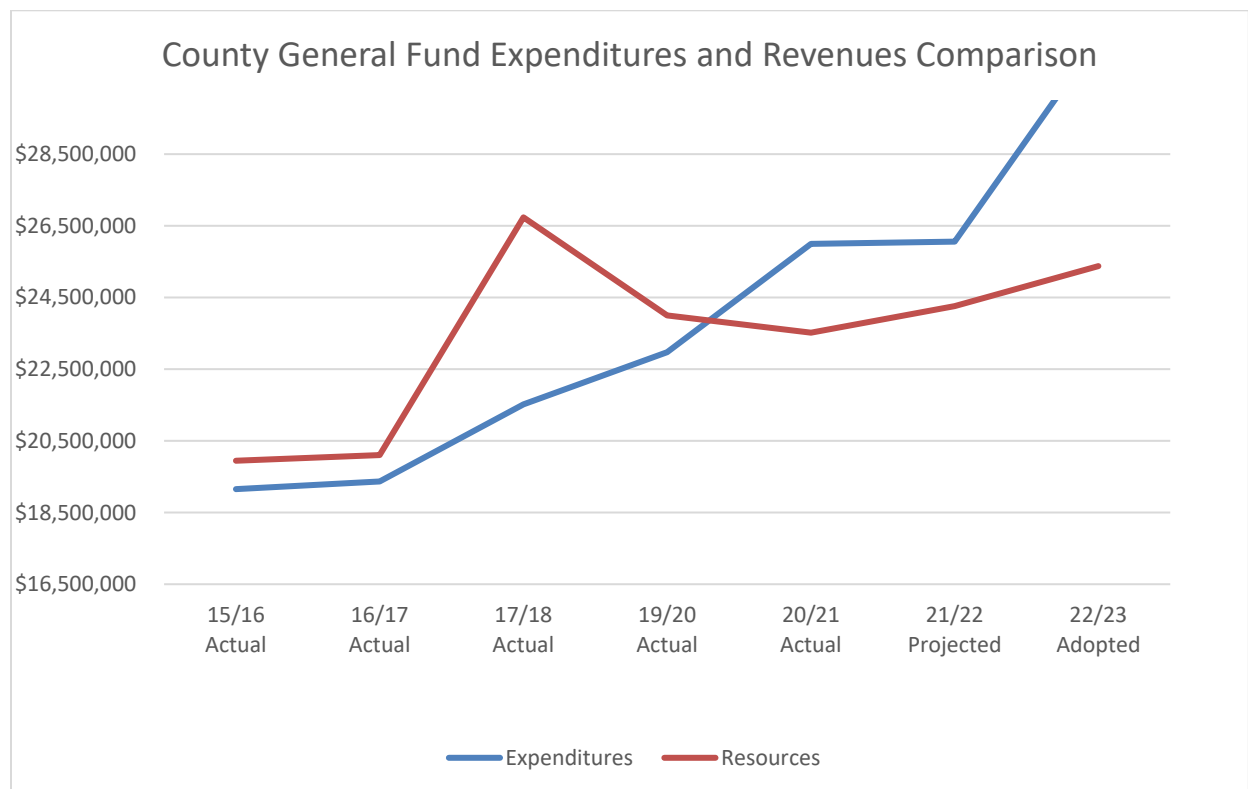
On an annual basis, County Staff, the Budget Committee, and the Board of Commissioners work diligently at balancing the budget, in particular, the General Fund. The following chart illustrates how volatile revenues in the General Fund continue to be and how reserves have played a significant role in meeting the difference between revenues and expenditures. Unfortunately, increases in personnel costs and inflationary costs associated with materials and services continue to be ongoing challenges to the General Fund. The 2021-22 adopted budget included the best assumptions available at the time and projected expenditures were expected to exceed new revenues and was



adopted assuming the use of \$5.2M in fund balance. However, current estimates for the adopted fiscal year 2021-22 budget indicate that General Fund revenues will come in slightly higher and expenditures significantly less than budgeted and will assume an approximate use of \$1.8M in fund balance.

The 2022-23 budgeted expenditure level in the General Fund was built using a base budget calculation for all General Fund departments, the calculation included estimated inflationary increases for salaries and benefits for current staff. Additional expenditure requests above this base budget level were submitted separately for consideration and were included in the adopted budget based on available resources, County priority, and immediate need. This includes an increase of 5.7 FTE in the General Fund.

The Adopted 2022-23 GF budget assumes a \$6.3M use of fund balance, including contingency, as demonstrated in the below chart. Of the adopted expenditures \$3.08M is set aside for the General Fund Contingency, in accordance with Board policy. Based on this information, as well as prior year history, the forecasted use of fund balance for the 2022-23 fiscal year is estimated to be closer to \$1.3M.



*The chart above represents the County's General Fund expenditures as compared to revenues over the last four years of actuals as well as projections for the most recent adopted and the current adopted, the variance demonstrates the use of fund balance (\$6.3M)*

As a measure of fiscal health, local governments often look at fund balance levels, which include unappropriated fund balance, contingency and any reserves as a percentage of the total expenditures. The Government Finance Officers Association (GFOA) recommends, at a minimum, that general

purpose governments maintain an unrestricted fund balance of no less than two months operating expenditures. The Board of County Commissioners has set a policy that unrestricted General Fund balance be 20% of the current year appropriation less contingency, with a longer-term goal of 25%. The reasons for maintaining a sufficient reserve include: being better able to plan for contingencies; maintain credit worthiness with banks and rating agencies; ability to fund smaller capital projects without incurring debt; generate investment income, and; ensure cash availability and liquidity.

### **Expenditures by Functional Area**

The adopted County budget is categorized into five functional areas: Culture and Recreation; Land Use, Housing, Transportation, Economic Development and Capital; General Government; Public Health, and Public Safety and Justice. A functional area can be defined as a logical grouping of activities or processes of an organization representing similar business goals or functions. Each functional area includes the adopted budgets that comprise the functional area and greater detailed information of the County's individual budgets can be found under each of the functional area tabs. The total adopted County budget, which excludes County Service Districts, is \$100,325,980 this represents a decrease of \$9,599,050 or -8.7% from the previous year.

While overall the budget decreased from the previous year the majority of the decrease consists of capital expenses associated with the construction of the new jail (\$12.5M) with the substantial completion occurring in FY 2021-22. This decrease is offset by increased costs in Public Safety & Justice (\$1.9M) for the hiring of additional staff for the transition to the new jail, as well as increased materials and services within the jail; and increased costs in Public Health (\$752K) to address infrastructure needs to better serve the County residents.

While there are decreases seen within other functional areas of the budget, Board goals that have been identified through the [strategic planning](#) process are still being addressed, including an improved county-wide communication and engagement plan, increasing workforce housing inventory, mental health, childcare, and homelessness. While some of these strategic planning items will be addressed through existing staff in various functional areas, utilization of American Rescue Plan funding and Special Projects funding will address those projects require additional resources.

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

Functional Area	2021-2022 Adopted	2022-2023 Adopted	Dollar Variance	Percent Change
Public Safety & Justice	22,675,320	24,626,260	\$ 1,950,940	8.6%
Public Health	7,041,940	7,794,190	\$ 752,250	10.7%
General Government	28,492,630	29,620,270	\$ 1,127,640	4.0%
Land Use, Hsg., Trans., Econ. Dev. & Capital	48,931,560	35,519,360	\$ (13,412,200)	-27.4%
Culture & Recreation	\$ 2,783,580	\$ 2,765,900	\$ (17,680)	-0.6%
<b>Subtotal Adopted County Budget</b>	<b>109,925,030</b>	<b>100,325,980</b>	<b>\$ (9,599,050)</b>	<b>-8.7%</b>
County Service Districts	10,691,730	9,890,540	\$ (801,190)	-7.5%
<b>Total Adopted Budget</b>	<b>120,616,760</b>	<b>110,216,520</b>	<b>(10,400,240)</b>	<b>-8.6%</b>

**Culture & Recreation** includes Fair General Operation, Parks Maintenance, and Parks & Land Acquisition and is almost entirely funded through dedicated resources with only \$233,040 or 8% of expenditures being covered by discretionary funding sources. The adopted expenditure budget reflects a decrease of \$-17,680 or -0.6% from the current year, attributable mainly to a decrease in contingency in the Parks & Land Acquisition fund.

**Land Use, Housing, Transportation, Economic Development & Capital** includes Surveyor, Roads, Bike Paths, Planning, Building Codes, Fisheries, Video Lottery, Industrial Development Revolving Fund, Special Projects, General Roads Equipment Replacement Fund, and County Tourism. The functional area is funded 97% by dedicated resources and 3% by discretionary resources. The discretionary revenues are a portion of Timber Sales, which the Board of Commissioners Budget Policies requires to be budgeted in Special Projects in order to fund limited duration General Fund expenditures for capital or other special projects. The dedicated resources include Video Lottery dollars that are to be used specifically for Economic Development within Clatsop County as well as tax monies that are dedicated to county roads. Overall, this functional area is decreasing by \$-13.4M or -27.4% from the current year, primarily as a result of a \$12.4M decrease in the Special Projects Fund for the capital construction of the new jail. Most of the remaining funds that make up this functional area maintain a status quo budget. There is an overall adopted increase of 1.5 FTE within this functional area. This increase is for an additional .5FTE for administrative support within the Public Works Road Administration department, as well as an additional 1FTE for a Fleet Manager within the Equipment Replacement Fund in Public Works. This Fleet Manager position will provide support not only to the Public Works Department but for the county-wide fleet. Overall within this functional area there is an increase from 53.8 FTE in the current year to a budgeted 55.3 FTE.

The **General Government** functional area includes the budgets for the Board of Commissioners and the County Manager as well as the budgets of county organization units whose activities are of a general government nature. The resources used to pay for the expenses in this functional area are 53% discretionary with the remaining 47% of resources being dedicated. The adopted budget for General Government has increased by \$1.1M or 4%. Most budgets in this area are status quo, with the increase primarily being a result of increases in Transfers to Other Funds which includes a new transfer to the GF Stabilization fund for the timber revenues received in excess of the 15 year low. Funds transferred to Public Health in FY 2021-22 were to help address the immediate community

need associated with the ongoing response to the pandemic. While there are still funds being allocated for this continued response future transfers will be more focused on overall improved Public Health infrastructure and long-term viability of programs. This functional area also includes an overall increase of 1.7 FTE, as departments and the programs offered continue to grow to meet the service needs of our citizens the organizational needs of staff grow as well. These additional positions include additional staff in Buildings and Grounds, Assessment & Taxation, as well as additional staff in the County Manager's office to help support increased community engagement which is a governance goal identified by the Board through the [strategic planning](#) process. While the overall FTE increase is 3.2 it is offset by a 1.5 FTE decrease. As seen by the reduction in the County Counsel expense, staff is proposing this position be filled for the 2022-23 FY by contracted counsel. The remaining .5 FTE decrease is within the Budget & Finance staff, restructuring staff at an organizational level identified that it was not necessary to have 5 fulltime positions.

The **Public Health** functional area consists of both the mental health aspect as well as community public health, and is mostly funded, 94%, through dedicated state and federal grant sources and fee revenues, and 6% through a transfer-in of discretionary General Fund resources. This budget reflects an increase in expenditures of \$752,250 or 10.7% from the current year which is a primarily a result of an additional 2.75 FTE for the Public Health Department and increases in contractual services for various programs including a new County Health Officer and programming at the new School Based Health Center in Jewell. The 2022-23 Adopted Budget includes the addition of a Health Equity position and additional Staff Assistants for building capacity as part of Public Health Modernization and additional nursing staff for the School Based Health Center. This functional area also reflects the addition of a Deputy Public Health Director which is offset by the elimination of the Prevention Program Coordinator. The budget for this grouping is based on best estimates of available grant monies and estimated beginning fund balances. Depending on actual grant awards, these budgets can fluctuate from their adopted levels.

The **Public Safety & Justice** functional area presents the adopted budgets for the funds and organizational units that are responsible for or related to community safety and security within the law and justice system and emergency response. The adopted budgets for the next fiscal year reflect an increase of \$1,950,940 or 8.6% from the 21-22 fiscal year appropriations. The resources that fund these services are split 50% dedicated and 50% discretionary. The adopted budgets reflect an increase in personnel services due to an increase of 4.26 FTE. This adopted FTE increase reflects adding an additional 1 FTE for the Sheriff's Enforcement Division staff in order to provide sufficient 24/7 coverage and improve more rural (Knappa/Svenson, Jewell/Elsie, Hamlet/Arch Cape) response times. There is also an increase of 1 FTE in the Community Corrections Division to add an additional Sergeant in an effort to allow for greater oversight of staff, programs, and contractors. The Jail Medical reflects an additional 2 FTE for nursing staff. With the new jail facility opening up in Warrenton additional nursing staff as well as increased costs associated with materials and services for pharmacy, medical services, and a contracted Medical Officer are necessary to serve the increased number of Adult's-In-Custody (AIC's) that will need these services. The District Attorney's Office is requesting an additional 1 FTE for a Deputy District Attorney position and a part-time regular .53 FTE Staff Assistant position to better address case loads and impacts from recent legislation requiring case review of prior convictions. While there are no additional FTE being requested there has been an organizational change within the Emergency Management



department which will increase personnel services to account for an Emergency Management Director.

## **SERVICE DISTRICTS**

**Rural Law Enforcement District** The budget for FY 22-23 provides funding for Sheriff's Office services for rural areas of the County. It is supported by a property tax levy with a rate of \$0.7195 and timber revenue. This budget reflects a decrease of \$306,340, or 6% from the 2021-22 budget. The personnel costs within this budget support the Sheriff's Office Criminal, Administrative Support, and Marine Patrol Division's. Personnel services saw a slight increase of \$17,740 due to a change in the cost share between RLED and the General Fund which offset by increases in salaries and benefits; materials and services saw a slight decrease of \$23,430 decrease due to the change in the cost share as well. Budgeted contingency saw a 16% decrease primarily a result of decreased beginning fund balance.

**Road District No. 1** The budget for FY 22-23 allocates resources to the County for road maintenance and construction as discussed in the Road Maintenance & Construction (002/3120) section of this budget. This Fund receives revenues from two main sources: (1) a property tax levy with a rate of \$1.0175/\$1,000; and (2) timber revenue. The overall Adopted budget decreases by \$593,880 or 12.8% and represents the amount being allocated to the Roads Maintenance & Construction organizational unit (002/3120). This decrease is a result of projected decreases in beginning balance.

**Westport Sewer District** The budget for FY 22-23 reflects an increase of approximately \$123,410 or 49.7% in expenditures due to an increase in contractual services in anticipation of upgrading the treatment plant. During the 20-21 FY the Board approved the distribution of American Rescue Plan Act (ARPA) funds for sewer infrastructure upgrades in the Westport Community. These ARPA funds in addition to the redistribution of Westport Community funds during the 19-20 FY has allowed staff to continue completing significant maintenance projects on aging infrastructure. During the 2022-23 FY staff will be working on upgrading the collection system to eliminate infiltration as well as relocating the outflow from the new location of the Westport Boat ramp. In addition to grant funds this District is supported 100% by User Fees.

**4-H and Extension Service Special District** Clatsop County contracts with Oregon State University to provide 4-H and Extension program services throughout the county. Their focus is to provide research-based knowledge and education that is focused on strengthening communities and economies, sustaining natural resources, and promoting healthy families and individuals. The FY 22-23 budget reflects a decrease in total expenditures of \$24,380, this decrease is primarily a result of personnel costs as a result of new staff filling tenured vacancies; this overall decrease also includes a decrease in contingency of \$8,950.

Clatsop County Service Districts Adopted 2021-22 Budget vs. Adopted 2022-23 Budget			
Resources	2021-2022 Adopted	2022-2023 Adopted	Increase/(Decrease)
Beginning Balance	\$3,640,110	\$2,252,330	(\$1,387,780)
Revenue	7,051,620	7,638,210	586,590
<b>Total County Resources Available</b>	<b>\$10,691,730</b>	<b>\$9,890,540</b>	<b>(\$801,190)</b>
<i>Less: Unappropriated Beg. Balance</i>	<i>0</i>	<i>0</i>	
<b>County Resources</b>	<b>\$10,691,730</b>	<b>\$9,890,540</b>	<b>(\$801,190)</b>
Expenditures			
Personnel Services	2,412,890	2,395,150	(17,740)
Materials & Services	1,492,230	1,572,410	80,180
Special Payments	4,660,410	4,066,360	(594,050)
Capital	113,000	128,400	15,400
Debt Service	6,400	6,590	190
Transfers	4,000	9,000	5,000
Contingency	2,002,800	1,712,630	(290,170)
<b>County Expenditures</b>	<b>\$10,691,730</b>	<b>\$9,890,540</b>	<b>(\$801,190)</b>

## DISCRETIONARY RESOURCES

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

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

## CLOSING

The Clatsop County organization, the Board of Commissioners, its employees and the elected and appointed leaders of our departments and offices have continued to be responsive to the critical needs of our community during the ongoing COVID pandemic environment.

Clatsop County provides vital public services to a growing population of approximately 41,810 maintaining a ratio of approximately 1 staff position to every 160 citizens, demonstrating how we strive to provide vital services while being cognizant of limited resources. The ongoing volatility of the current economic environment and the associated impacts of inflationary costs continues to require

County staff to look for opportunities where departments/offices can push for efficiencies in operations, while keeping our staff to citizen ratio at a manageable number. Staff continue to work towards addressing ongoing concerns surrounding increased operational costs and how these costs can be managed without reducing services. The County continues to look for fiscally responsible opportunities to update processes, combine resources, and improve service delivery; while at the same time focusing on providing excellent customer service.

The adopted budget submitted today seeks to balance meeting urgent needs now as well as meeting enduring service needs more sustainably in the future. Finding this balance will depend on how well we distinguish and carefully use one-time resources along with those constrained revenues produced over time. Continuing to recognize the value and purpose of the Commissioners' Budget Policies in coordination with their Board goal priorities has guided this budget process and will continue help provide the afore mentioned balanced and sustainable future.

It is important to recognize that this budget process is a team effort and reflects many hours of hard work on the part of County staff, Budget Committee members, and the Board of Commissioners. I would like to extend special thanks for the hard work of County staff and the County management team, their skill, expertise, commitment, and responsible use of resources are the foundation upon which the fiscal year 2022-23 adopted budget is based.

Respectfully submitted,



Monica Steele  
Assistant County Manager/ Budget Officer



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## **ORGANIZATION OF THE BUDGET DOCUMENT**

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

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

- Functional Area
- Fund
- Organizational Unit
- Program

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

### ***Table of Contents***

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

### ***Budget Message***

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

### ***Reader’s Guide***

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

### ***Statistical & Supporting Data***

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

### ***Financial Summary***

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



### ***Operating & Non-Operating Budget***

The operating section includes those functional areas that provide services directly to the community or to another part of the County organization. These functional areas cover Public Safety & Justice; Public Health; General Government; Land Use, Housing & Transportation; Culture & Recreation; and Economic Development & Capital. Summary tables are included for each organization unit. All County employees are accounted for in the operating budget. The non-operating section which is listed under General Government includes: Transfers to Other Funds; Appropriation for Contingency; Insurance Reserve; Debt Service; and the Bond & UAL Reserve Fund. Summary tables are included for each organization unit. This budget accounts for those activities that provide internal support to the entire County organization.

### ***County Service Districts***

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

### ***Inactive Budgets***

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

### ***Glossary and Line Item Detail***

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

## **BUDGET PROCESS**

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

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

### ***Budget Calendar***

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

Feb – Mar	Budget & Finance Director along with the Budget Officer, meets with each department to review and analyze requested budgets.
April-May	Proposed budget documents are compiled and printed and the Budget Committee convenes for public meetings.
June	Board of County Commissioners holds a public hearing and considers adoption of approved budget. At the final Board meeting in June the Board adopts the new FY budget.
July	Adopted budget becomes effective.

### **2022-23 BUDGET CALENDAR**

#### **December:**

Budget materials prepared

#### **January:**

- 5 Salary & Benefit Cost Sheets distributed to individual departments.  
Indirect Cost Charges provided to departments.
- 26 County Board reviews and adopts Budget Policies
- 27 2022-23 Budget Manual available
- 27-28 Departmental budget trainings. Due date for any requests for cost sheet revisions

#### **February:**

- 3 Budget Module opens to departments.
- 18 Departments submit current budget year (2021-22) expenditures & revenue projections to the Budget & Finance office.  
General Fund Capital Outlay proposals & Future Capital Outlay proposals for 2022-23 (submitted by General Fund Departments only).

#### **March:**

- 4 Submission deadline for all departments to submit line item budget proposals (*Budget Summary*) and supporting schedules.  
Lay Budget Committee members receive budget calendar and policies
- 7-15 Budget & Finance review meetings with departments and County Manager
- 16-18 Additional budget review meetings if necessary
- 18 Deadline for submission of proposed budget revisions to County Manager  
Final decisions by County Manager

#### **April:**

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

#### **May:**

- 4 Second Budget Lay-Committee Meeting / District Budget meeting (10am-11am)  
County-wide Budget - (11am-12pm)

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

**June:**

- 8 Public Hearing on Approved Budget and 2022-2023 Adoption by Board of Commissioners

***Budget Committee***

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

**BUDGET BASIS**

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

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

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

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

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

### ***Budget Adjustments***

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

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

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

### ***Adopted and Modified Budget***

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

## **GASB STATEMENT 54 – FUND BALANCE REPORTING**

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

### ***Fund Balance Reporting - What is Fund Balance?***

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

### ***Governmental Fund Balance Type Definitions:***

- Non-spendable: Cannot be spent; the funds are either legally restricted or are in an unspendable form
- Restricted: The portion of fund balance on which constraints have been placed by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions, or enabling legislation.

- Committed: The portion of fund balance that can only be used for specific purposes based on constraints approved by the Board of Commissioners.
- Assigned: The portion of fund balance that is intended to be used for specific purposes but is neither restricted nor committed.
- Unassigned: Available to spend, unrestricted



# Child Support

## 2 Mission Statement

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

## 3 Department Overview

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

## 4 Major Accomplishments

Opened 78 new cases for calendar year 2021.

Continued to increase skills and knowledge of child support enforcement by attending conferences, meetings and presentations to further professional development including WICSEC and ERICSA virtual conferences, Origin Knowledge Shares and monthly ODAA oversight Webex meetings that focus on program updates and training and problem solving sessions.

Attended 2 virtual conferences, and multiple virtual training sessions given by WICSEC, ERICSA and the Oregon Child Support Program. The majority of sessions attended by both staff were for professional development, CLE credits or included in-depth high-end case scenarios, laws and analysis.

Consistently complied with federal title IV-D requirements.

Continued to appear in SED Court hearings for delinquent parents.

Provided support enforcement services to more than 600 families.

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

Staff was involved in a combined DOJ/DA Enhanced Payment Options Workgroup, which is an ongoing special project that researches what products, services and technology may be available to customers to make payments. This group has vetted three vendors. Recommendations from this workgroup will be submitted to the Director's Office at a future time for implementation for the Child Support Program.

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

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

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

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

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

In the summer of 2021 the child support division identified a need for a local paternity testing site. This need arose from clients reporting transportation barriers and travel time to get to the testing sites. The closest site is in Long Beach, WA, but during our last communication with our testing provider (LabCorp) they advised this site was unavailable and could not say if or when it would be available again. The next closest sites are in Tillamook and Cathlamet, WA. We have obtained testing kits, have developed procedures for testing and have performed in-office paternity testing, and we are in the process of purchasing a camera for this process.

Continued to issue bail intercepts and garnishments for cases that qualified for these actions.

## 5 Budget Highlights

Continued to guide customers through pandemic related child support issues such as stimulus payments, expanded unemployment benefits, receivable payments received back from the child support program and recovery of these overpayments, vaccine mandates and voluntary unemployment due to vaccine mandates and change in circumstances modifications.

The Child Support division is requesting an increase of \$400 in line item 82-2928 (Education and Training) and an increase of \$1,700 in line item 82-2930 (Reimbursed Travel Expense) to allow the child support agents to attend the ERICSA Conference in Georgia in May 2023. This conference provides a great learning experience with other child support professionals. The professional development and networking are invaluable tools to enable the child support agents to perform their jobs at current levels. The child support division budget receives a 66% federal reimbursement for all expenses incurred.

## 6 Performance Measures

The attached performance measures report from the Child Support Program indicate that on the four Federal Key Performance Measures and percentages the Clatsop County District Attorney's Office, Support Enforcement Division performed as follows:

- Collections Distributed to Families = 98.9% in the amount of \$2,093,922;
- Percentage of Collections/Current Support = 72.10%;
- Percentage of Cases paying towards arrears = 64.97%; and
- Percentage of cases with orders = 96.86%.

## 7 Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Child Support Collected	2,354,060	2,292,201	2,125,457	2,354,421	2,239,939	2,297,180
Overall County Arrearages Collected	73.46%	78.36%	67%	81%	74%	78%
Overall State Arrearages Collected	52.84%	58.12%	56%	68%	62%	65%

**8 Funding Sources**

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance <b>9</b>	34,180	43,122	45,820	51,060	5,240	11%
Interest On Investments	989	419	0	0	0	0%
Child Support Incentives	18,765	28,859	18,480	20,110	1,630	8%
State GF Reimburse	13,019	12,461	12,920	13,740	820	6%
Annual Fee pmts	2,958	2,849	3,160	2,660	(500)	- 15%
Child Support	132,955	127,764	146,860	158,420	11,560	7%
CARES Act Reimbursement	2,148	952	0	0	0	0%
Franchise Fees	0	0	0	230	230	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General <b>10</b>	58,570	58,570	58,570	58,570	0	0%
<b>Total Revenue:</b>	<b>263,583</b>	<b>274,996</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>
<b>Total Unappropriated Budget: <b>11</b></b>	<b>43,122</b>	<b>49,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>220,461</b>	<b>225,196</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>

**12 Expenditures**

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	124,832	128,435	132,700	145,540	12,840	9%
Personnel Benefits	63,121	66,428	71,990	75,540	3,550	4%
Materials & Services	32,508	30,333	36,830	42,210	5,380	14%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency <b>13</b>	0	0	44,290	41,500	(2,790)	- 6%
<b>Total Expenditures:</b>	<b>220,461</b>	<b>225,196</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>

**14 Staffing Summary**

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.03	0.06	0.06	0.06	0.00	0%
Deputy DA III	0.03	0.00	0.00	0.00	0.00	0%
Staff Assistant	0.00	0.06	0.00	0.00	0.00	0%
Child Support Agent I	1.00	1.00	1.00	0.00	(1.00)	- 100%
Child Support Agent II	1.00	1.00	1.00	2.00	1.00	100%
<b>Total Personnel:</b>	<b>2.11</b>	<b>2.17</b>	<b>2.11</b>	<b>2.11</b>	<b>0.00</b>	<b>0%</b>

		Summary					
		15	16	17	18	19	
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Senior Admin Supervisor	82-1119	4,330	4,660	5,020	5,320	300	5%
Deputy District Attorney	82-1172	4,259	4,625	4,960	5,660	700	14%
Deputy DA I	82-1173	0	0	0	0	0	0%
Deputy DA II	82-1174	0	0	0	0	0	0%
Deputy DA III	82-1175	0	0	0	0	0	0%
Staff Assistant	82-1191	0	0	0	0	0	0%
Child Support Agent I	82-1855	55,288	56,670	58,370	0	(58,370)	- 100%
Child Support Agent II	82-1856	60,955	62,479	64,350	134,560	70,210	109%
Temporary - Admin Help	82-1940	1,022	2,797	4,500	4,500	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,478	9,877	10,680	11,660	980	9%
Retirement	82-1955	28,882	29,952	31,450	34,300	2,850	9%
Medical Waiver	82-1963	2,400	2,448	2,400	2,400	0	0%
Medical Insurance	82-1964	17,049	16,932	18,110	17,510	(600)	- 3%
Dental Insurance	82-1965	1,508	1,541	1,740	1,740	0	0%
HSA/HRA Contribution	82-1966	2,137	2,160	2,160	2,380	220	10%
Benefits Admin Fees	82-1967	39	40	40	40	0	0%
Life/AD&D Insurance	82-1970	166	170	160	210	50	31%
Salary Continuation Insur	82-1972	170	174	170	160	(10)	- 5%
S.A.I.F.	82-1975	142	197	230	250	20	8%
Unemployment	82-1980	127	141	140	150	10	7%
Compensable Leave Buyback	82-1986	0	0	210	240	30	14%
<b>Personnel Services Totals:</b>		<b>187,953</b>	<b>194,863</b>	<b>204,690</b>	<b>221,080</b>	<b>16,390</b>	<b>8%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	313	1,031	1,260	1,260	0	0%
Insurance	82-2200	1,146	1,131	1,360	1,700	340	25%
Software Maintenance	82-2265	0	1,100	550	550	0	0%
Office Supplies	82-2410	510	841	700	700	0	0%
Postage And Freight	82-2419	1,709	949	2,800	2,800	0	0%
Printing And Reproduction	82-2425	635	291	800	800	0	0%
Office Furniture & Equipment	82-2454	0	0	380	0	(380)	- 100%
PC Equipment	82-2455	1,825	780	780	1,000	220	28%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	65	460	600	600	0	0%
Fuel - Vehicles	82-2852	265	0	0	0	0	0%
Education And Training	82-2928	830	350	500	900	400	80%
Reimbursed Travel Expense	82-2930	1,710	0	1,100	2,800	1,700	154%
Indirect Cost Allocation	82-3210	23,500	23,400	26,000	29,100	3,100	11%
<b>Materials &amp; Services Totals:</b>		<b>32,508</b>	<b>30,333</b>	<b>36,830</b>	<b>42,210</b>	<b>5,380</b>	<b>14%</b>
<b>Capital Outlay</b>							

Summary Cont.							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	44,290	41,500	(2,790)	- 6%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>44,290</b>	<b>41,500</b>	<b>(2,790)</b>	<b>- 6%</b>
<b>Total Expenditures:</b>		<b>220,461</b>	<b>225,196</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>

1. This is the department name, fund type and organizational unit number.
2. The mission of each department will be listed in this section.
3. This is a brief overview of the services provided by the department.
4. Departmental accomplishments for the prior fiscal year will be listed in this section.
5. This section is utilized to outline any major changes to the budget from the previous year.
6. This is a brief overview of the departments performance measures.
7. The measures table provides a look at the specific workload measures for each department.
8. The Funding Sources table summarizes revenue data specific to each department.
9. Some Funds have a beginning balance. This is the money not spent at the end of the prior fiscal year and is rolled into the new fiscal year.
10. Some Funds receive a transfer from the General Fund. Essentially, this is the same as a General Fund subsidy.
11. Some Funds contain an unappropriated ending fund balance. This is money that cannot be spent during the fiscal year.
12. The expenditures table summarizes appropriation authority specific to each department.
13. Contingency funds are for emergencies or unforeseen expenses. Use of contingency funds requires approval from the Board of County Commissioners.
14. The Staffing Summary provides a look at the FTE for each department over a period of four years.
15. Actual expenditures from fiscal year 2019-20.
16. Actual expenditures from fiscal year 2020-21.
17. Adopted budget for fiscal year 2021-22.
18. Adopted budget for fiscal year 2022-23
19. This column reflects the monetary change from the 2022-23 adopted budget and the 2021-22 adopted budget.

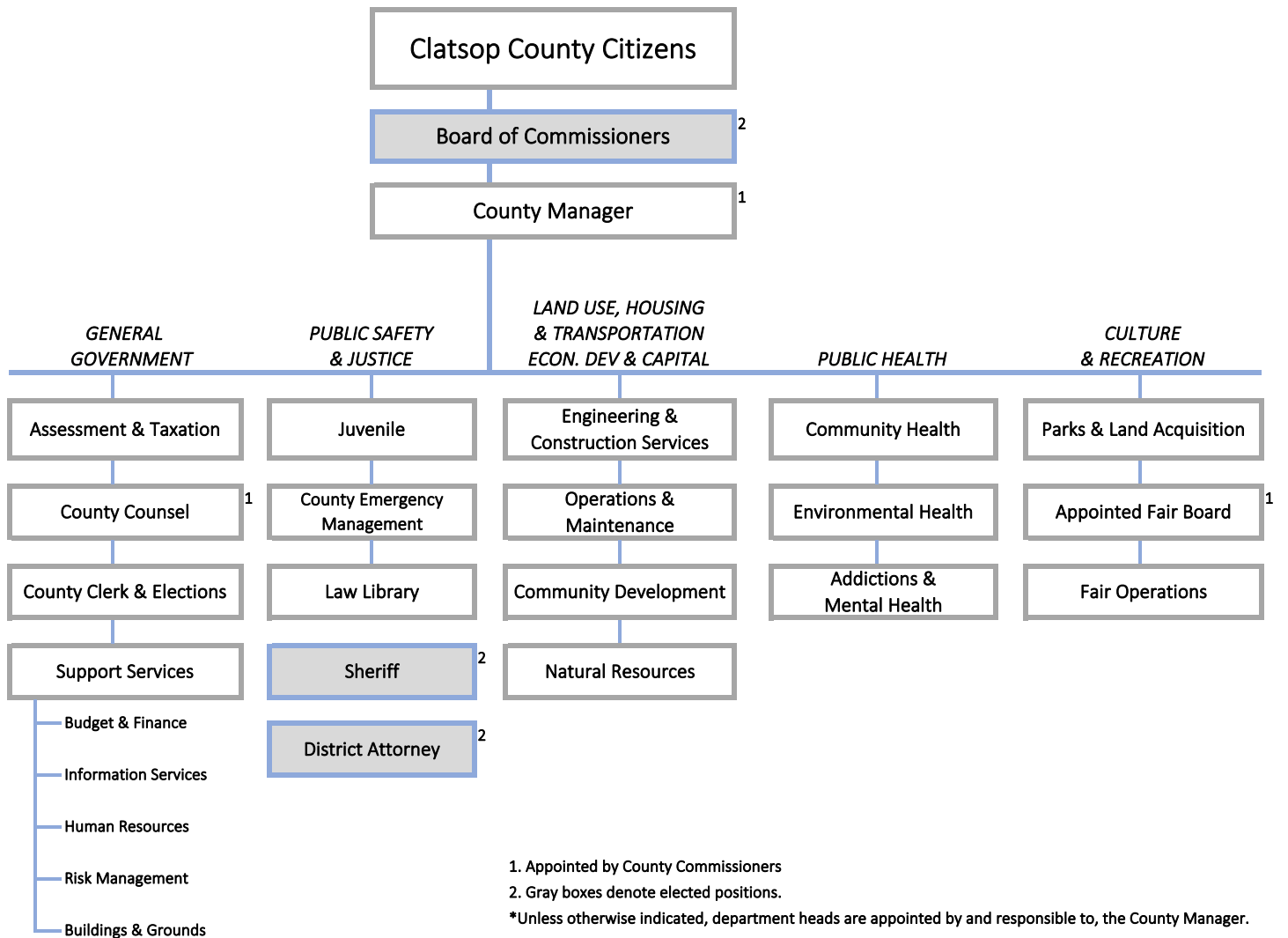


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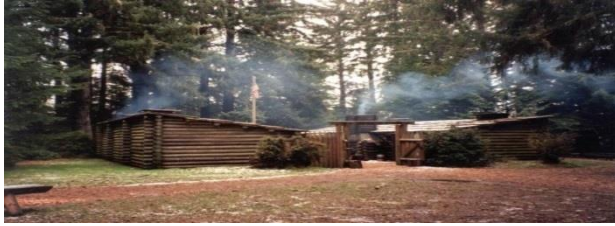


# CLATSOP COUNTY, OREGON

## Organizational Chart

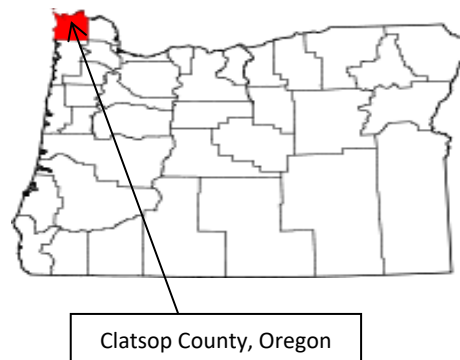


Clatsop County is located in Oregon's rugged and beautiful northwest coast. Named for the Clatsop People, Clatsop County is rich in history, scenery, and opportunity. Lewis & Clark's Corp of Discovery spent the winter of 1805-06 here before starting their journey back east.



Clatsop County was created from the northern and western portions of the original Twality District and was founded in 1844. Before 1850 most of Clatsop County's government activity occurred in Lexington, which is now known as the city of Warrenton. However, commercial and social activities came to center on Astoria as that city grew, and by election in 1854 Astoria came to be the County seat. Astoria is Oregon's oldest city and the oldest American settlement west of the Rockies. This area was established as a fur trading post in 1811 by a party commissioned by John Jacob Astor.

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



\*Data Source: city-data.com

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

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



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



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

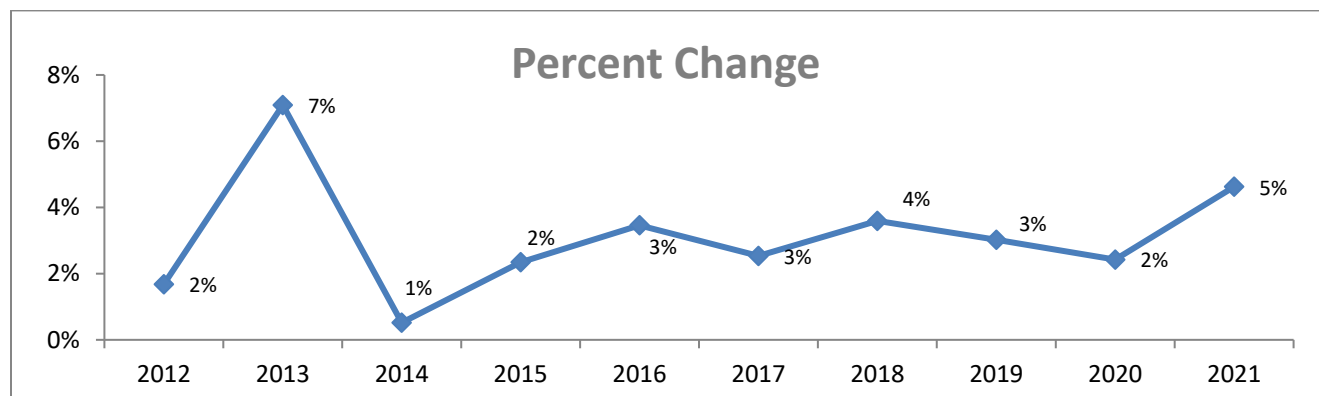
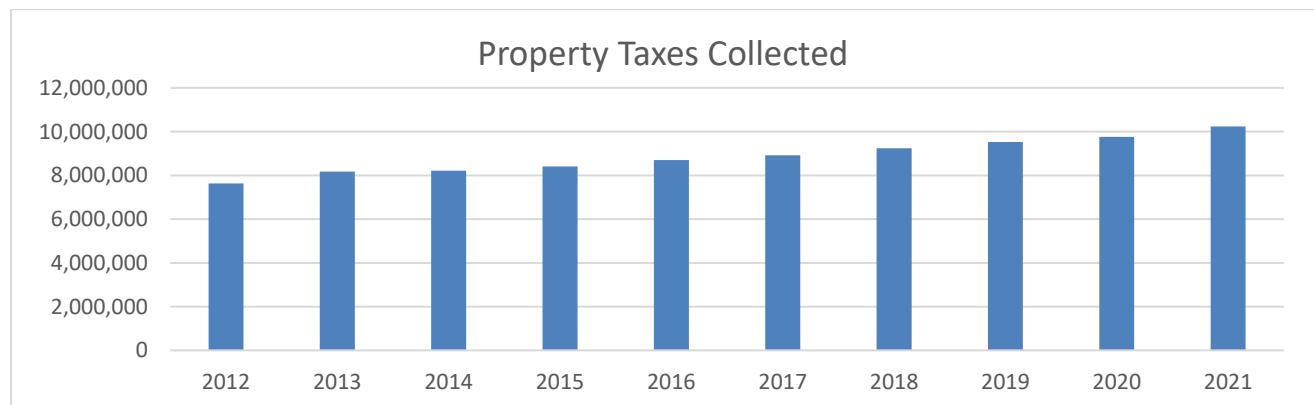
The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

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



## PROPERTY TAXES

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



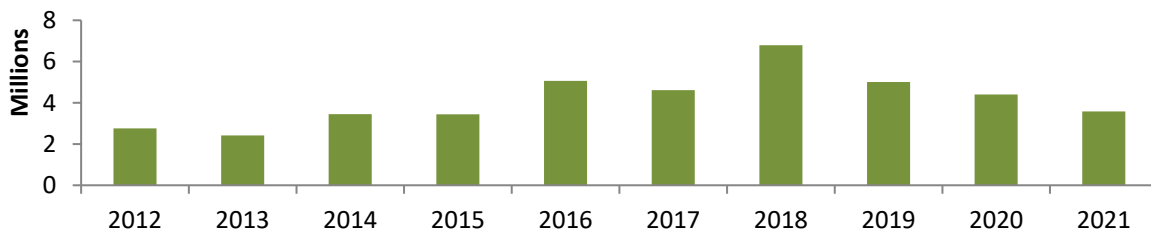
## TIMBER REVENUE

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



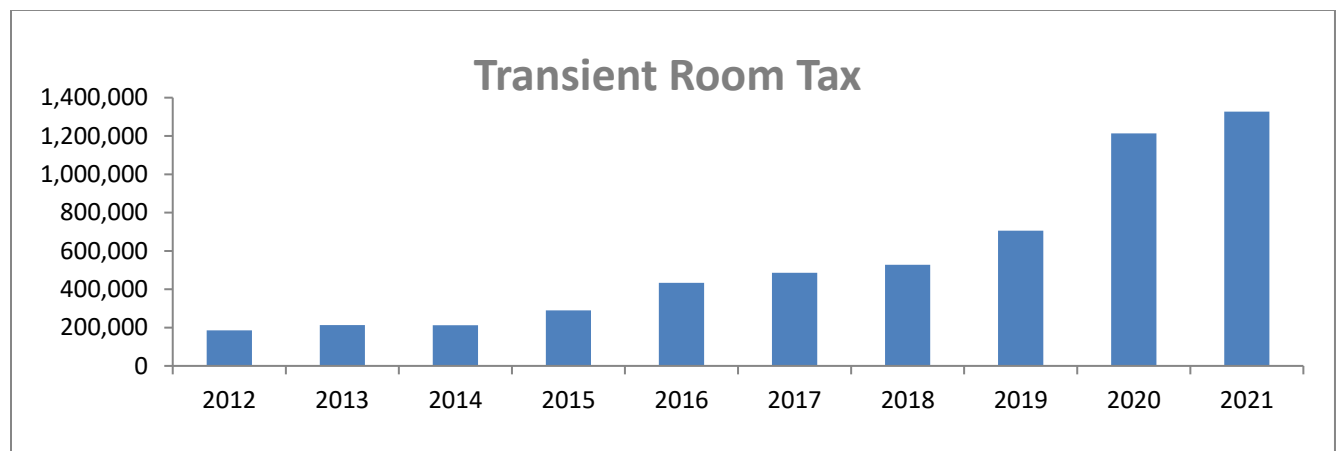
capital projects and other one-time expenditures. Beyond what is necessary to meet the needs of the Special Projects fund any additional timber revenues received will be transferred to the General Fund Stabilization Fund.

### Timber Revenues



### TRANSIENT ROOM TAX

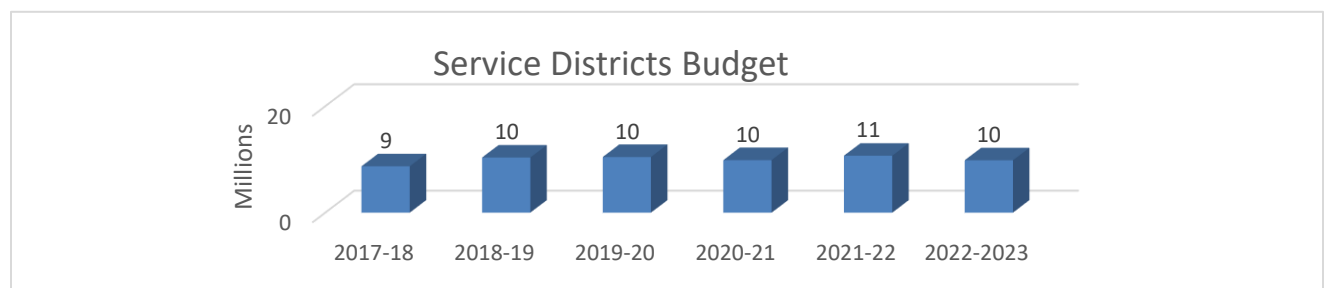
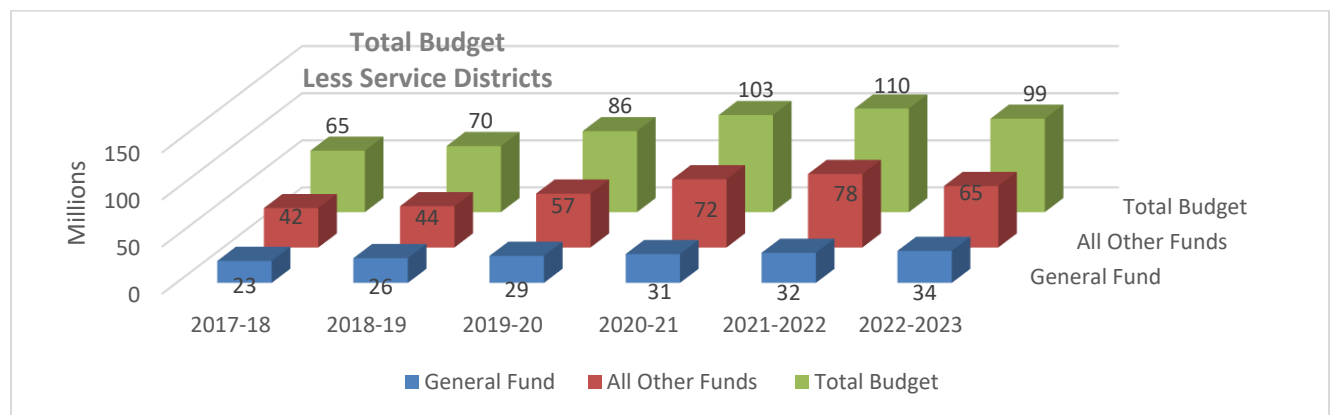
In 2014 Clatsop County amended Ordinance 90-7 which allowed the County to increase the County Transient Room Tax collected in unincorporated Clatsop County from 7% to 9.5%, per ORS 320.350 this 2.5% increase allows for 30% of the 2.5% collected to be discretionary and the remaining 70% is to be dedicated to tourism promotion. At the time of this increase the Board chose to dedicate the discretionary 30% to Public Road and Drainage Improvements primarily in the Arch Cape area. The below chart reflects this increase beginning in 2015 collections. In 2018 Ordinance 2018-07 allowed for a 1% county-wide transient room tax to be collected in both the incorporated and unincorporated areas of Clatsop County. Of the additional 1% collected the 30% discretionary portion was then dedicated by the Board to be used for jail operations. The portion dedicated to tourism promotion is returned to the cities it is collected within, and the counties portion is used to promote tourism county-wide. This increase is reflected collections beginning in 2019. Despite restrictions in place from the COVID-19 pandemic both 2020 and 2021 saw historical revenue collections.



## BUDGET HISTORY

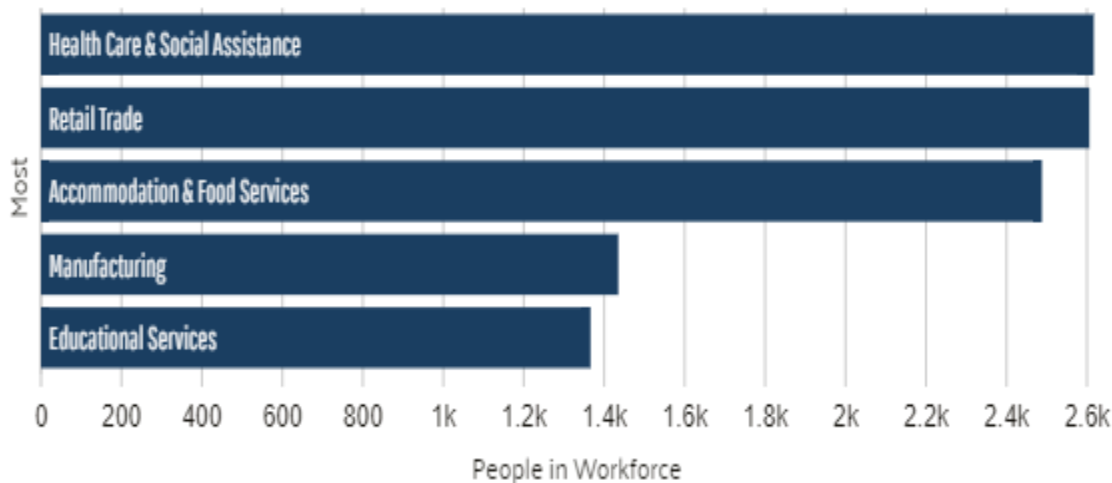
Clatsop County's budget history over the past six years, for both the General Fund and the Total County, are shown in the accompanying table below. While staff continue to try to maintain a fiscally conservative budget, the General Fund continues to see increases as seen in the table below. These increases are a combination of responding to the ongoing county-wide needs for increased services which require additional staffing, as well as increases in costs outside the county's control, such as those associated with retirement. Within the Total County budget, upward trends are a reflection of a major construction project that was made possible through a voter approved bond in November of 2018 associated with relocating the County Jail, as well as funding to address the economic recovery of the COVID-19 pandemic. In addition, over the last several years, there have been significant increases in budgeted contingencies in an effort to follow GFOA best practices for reserves.

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



## EMPLOYMENT

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

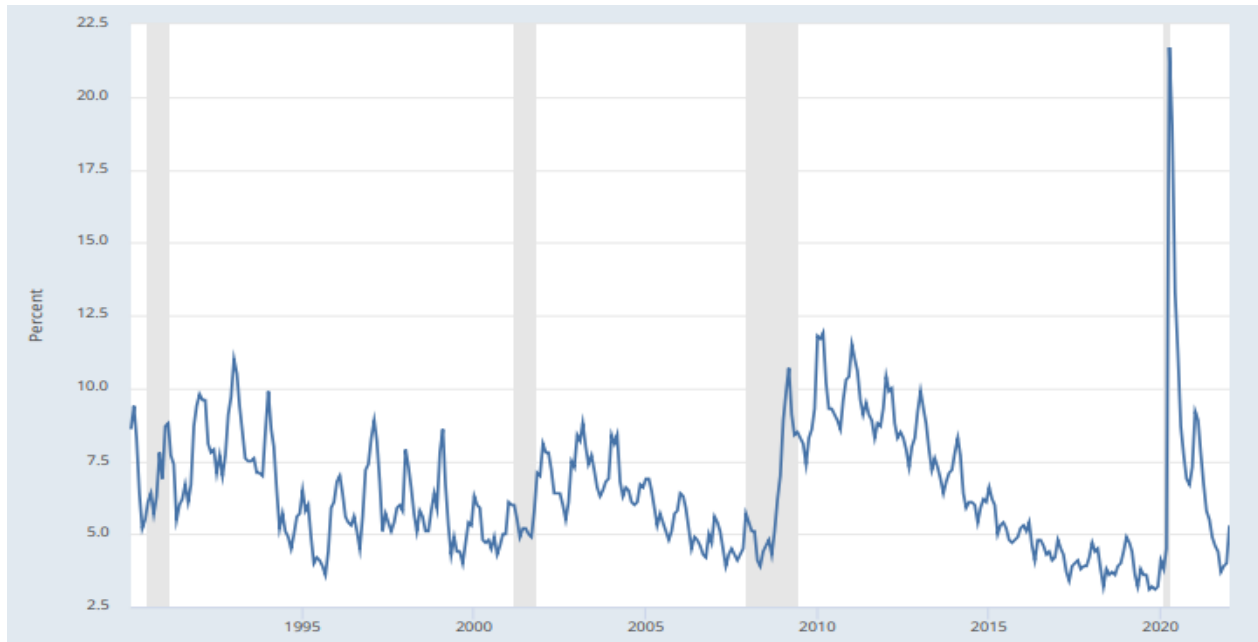


\*Data Source: city-data.com

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

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

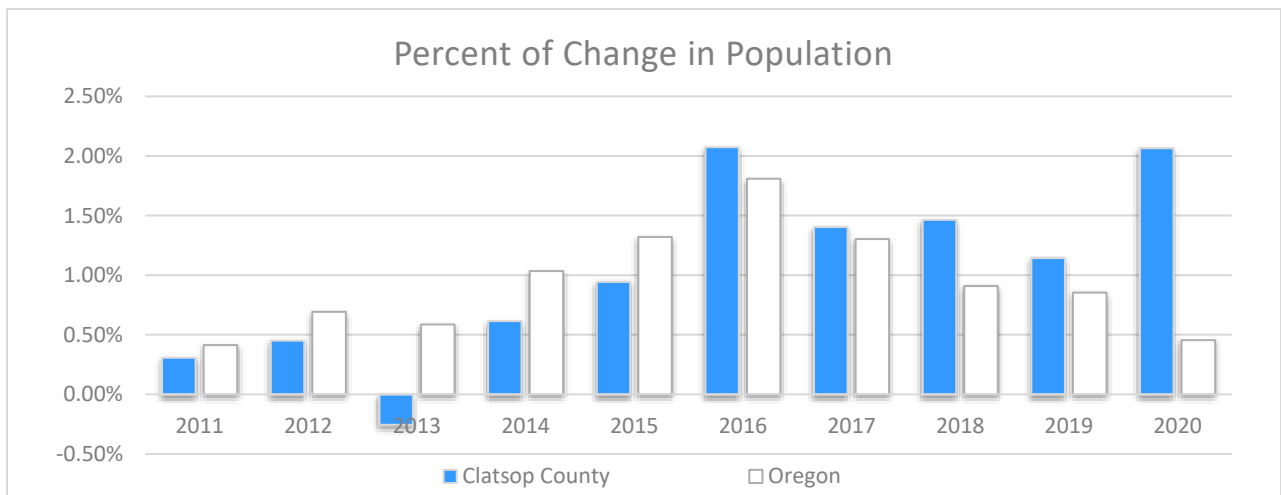
The following chart shows how Clatsop County, much like the rest of the nation, saw a significant surge in unemployment claims as a result of the COVID-19 Pandemic that shut down the economy of Clatsop County. The most recent data from January 2022 shows Clatsop County currently at 5.3% which is 3.9% less than what we saw last year at this time. In April of 2020 Clatsop County had a record high unemployment rate of 21.7%. As seen in the previous chart reflecting the industries of Clatsop County, the accommodation and food service industry employs a significant number of county residents that were impacted by closures.



\*Data Source: Federal Reserve Economic Data - FRED

### POPULATION

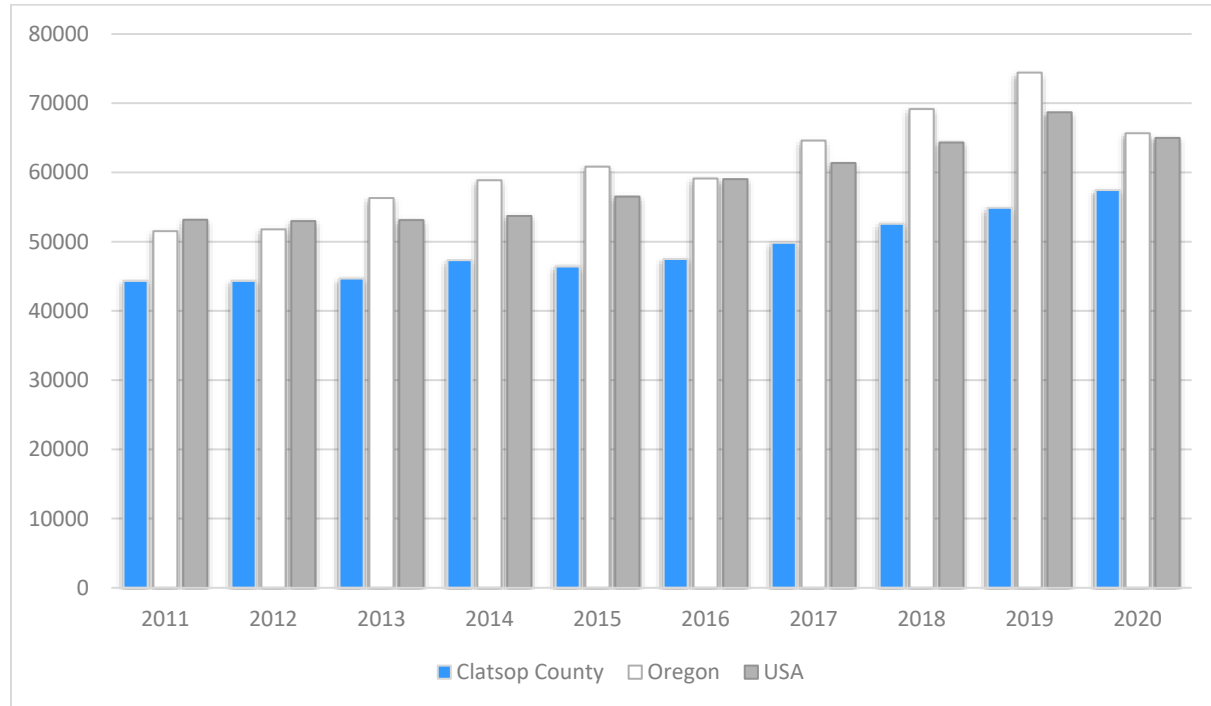
According to the most recent census, Clatsop County is home to a population of approximately 41,072 with approximately 60% living in urban areas and 40% living in rural areas. County population has increased by approximately 10.44% over the past 10 years. As shown in the following graph, the population growth of the county is similar to the rest of the state of Oregon seeing growth in the years leading up to the recession, followed by a declining population which coincides with increases in unemployment statistics. In 2020 Clatsop County saw 2.06% in population growth over 2019 statistics and saw more growth than its seen in four years.



\*Data Source: US Census Bureau

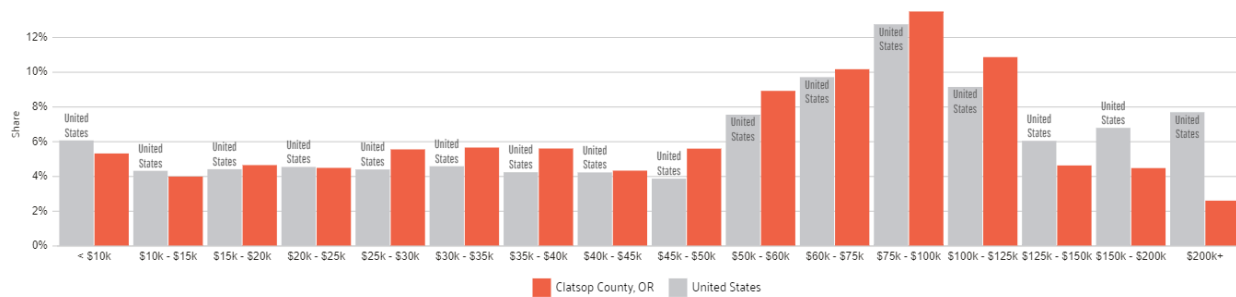
### HOUSEHOLD INCOME

Current data shows the County's median household income is \$57,4670, which is roughly \$8,200 less than the median income for the state of Oregon, and \$7,530 less than the U.S. average.



\*Data Source: US Census Bureau

The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 22% earn a household income greater than one-hundred thousand, 13% earn a household income between seventy-five and one-hundred thousand and 10% earn an income between sixty and seventy-five thousand, while approximately 54% earn a household income of less than sixty thousand.

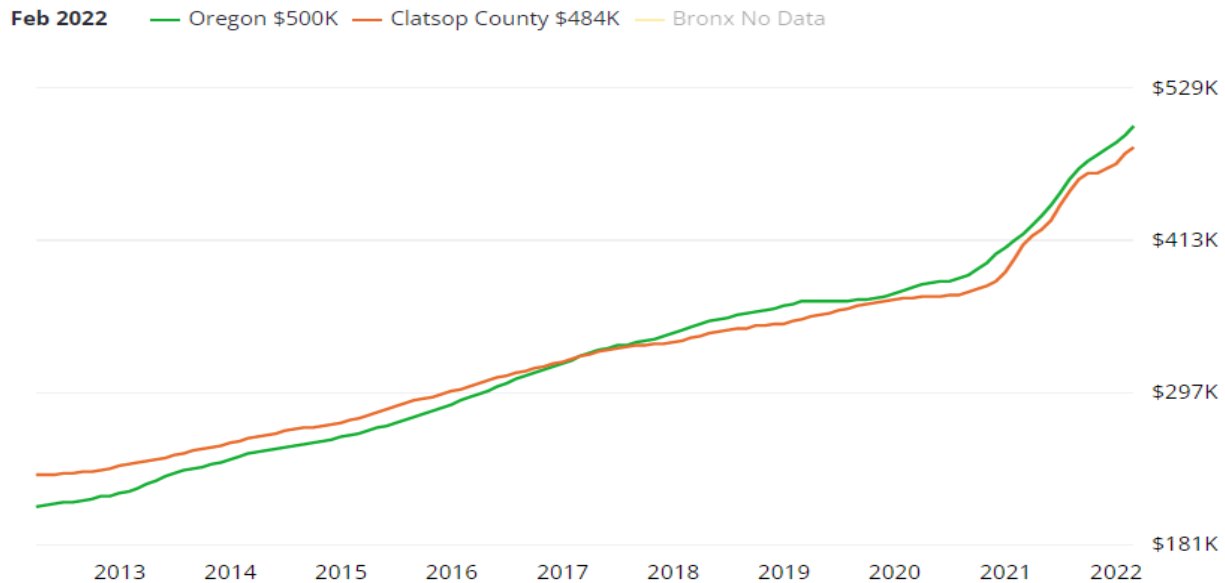


\*Data Source: Datausa.io



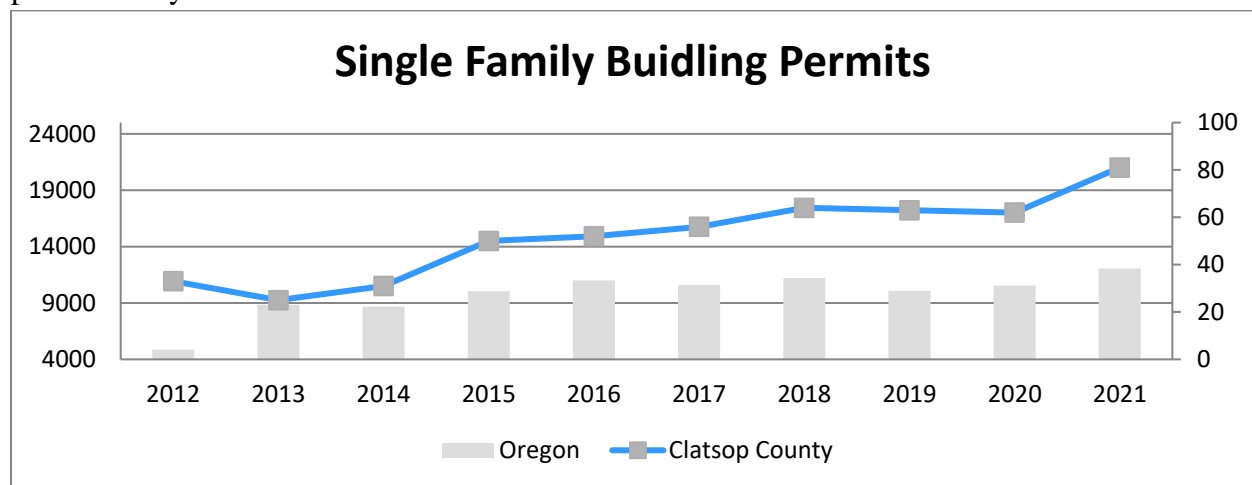
## HOUSING AND REAL ESTATE

Based on the most recent data, the median real market value for a home in Clatsop County is \$484,000 versus \$500,000 for the state of Oregon and \$331,000 nationwide. In the past year home values in Clatsop County have gone up approximately 18%.



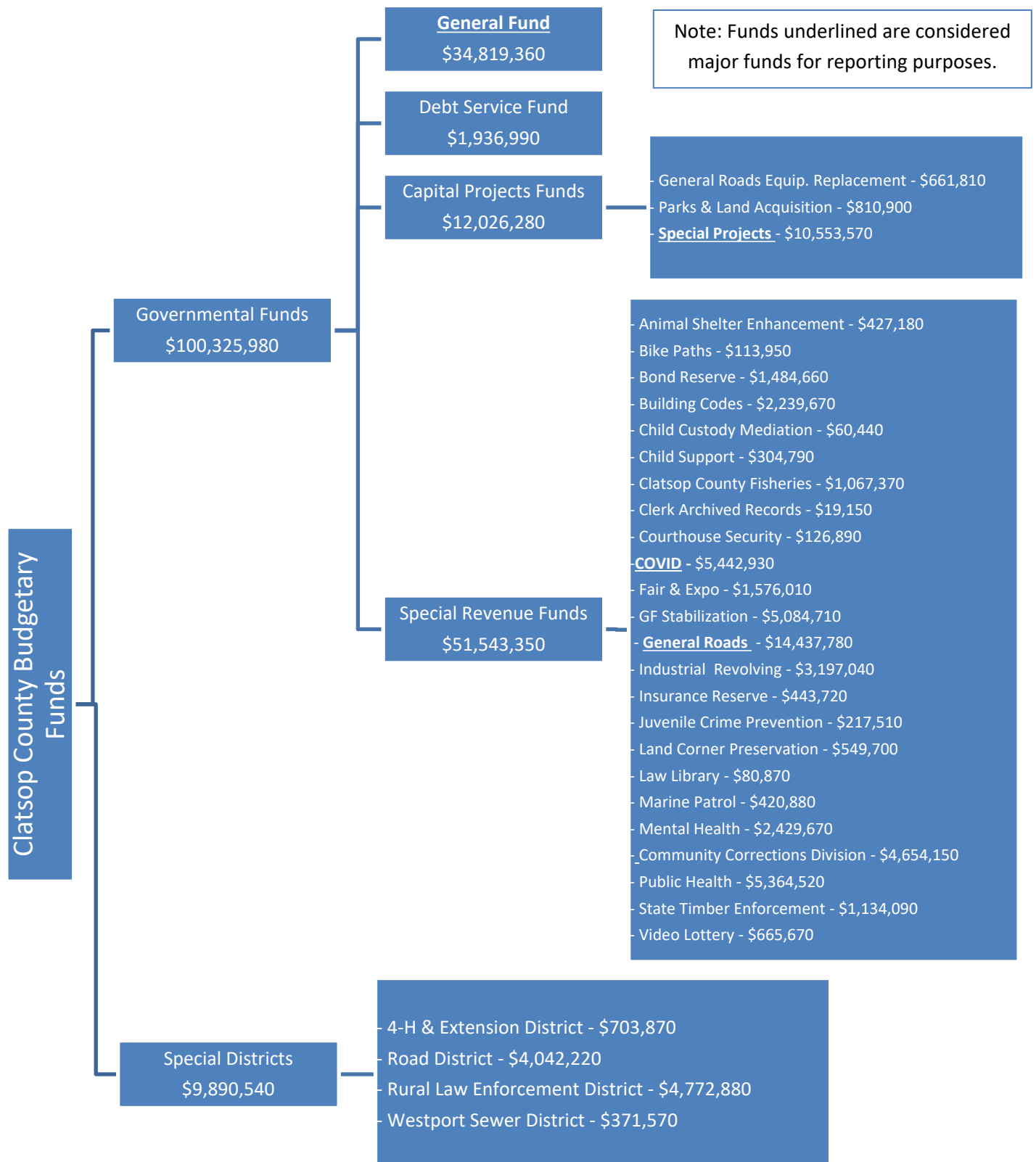
\*Data Source: Zillow

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



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

## BUDGET FUND STRUCTURE



## DESCRIPTION OF FUNDS SUBJECT TO APPROPRIATION

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

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

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

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

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

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

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

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

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

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

## Functional Areas

### Public Safety & Justice

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

### Public Health

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

### General Government

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

### Land Use, Housing, Transportation, Economic Development & Capital

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

### Culture & Recreation

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

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

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

The Board adopted budget policy requires the County to maintain an ending fund balance that is at a minimum 20% of operational expenses within the General Fund with a goal of 25%. These fund balance reserves are an important part of the County's financial strategy to preserve long-term financial stability.

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

Current fiscal year **2021-22** projections:

- 3% increase in assessed value
- 96.0% property tax collection rate
- 4.5% cost of living adjustment (COLA) using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 22.79%

Projections for the **2022-23** fiscal year:

- 3% increase in assessed value
- 96.0% property tax collection rate
- 4.5% COLA using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 22.79%

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

- 3.5% increase in assessed value
- 96.0% property tax collection rate
- 2.5% COLA using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 24.05%

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



## **TAXES**

**Property Taxes Current Year** are revenues generated by a \$1.5338 permanent fixed rate levied against a property owner's taxable assessed value on land and structures. As a result of the voters approving ballot measures 47 and 50, in 1996 and 1997, respectively, the state has a property tax rate system; prior to 1996 the state had a property tax base system. A permanent tax rate was determined for each taxing jurisdiction and then applied to a taxable assessed value that is limited to a 3% annual increase plus any exceptions allowed by state statute. The FY 2021-22 taxable assessed values in Clatsop County were approximately 61% of real market value. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

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

- 001/0000 – General Fund Discretionary Revenue

**SIP Taxes** the Strategic Investment Program (SIP) offers a 15-year property tax exemption for large capital investments. In the case of Georgia Pacific, in 2006 the SIP was authorized by Clatsop County to limit taxation of a new Wauna paper machine to \$25,000,000 and exempt the balance of value from taxation for 15 years ending with tax year 2022/23. In lieu of paying the exempted property taxes, GP agreed to contribute 25% of the tax as the Community Service Fee that is distributed annually to 7 taxing districts. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

## **LICENSES & PERMITS**

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

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

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

## **INTERGOVERNMENTAL REVENUES**

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

- 001/0000– General Fund Discretionary Revenue

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

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

- 001/0000 – General Fund Discretionary Revenue

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

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

- 001/0000 – General Fund Discretionary Revenue

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

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

- 001/0000 – General Fund Discretionary Revenue
- 001/2200 – Sheriff Enforcement Division

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

units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

**Revenue from RLED** are payments made from the taxes collected by the Rural Law Enforcement District and paid to the General Fund for personnel services provided throughout the unincorporated areas of Clatsop County for law enforcement services. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

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

### **CHARGE FOR SERVICES**

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

- 001/0000 – General Fund Discretionary Revenue

### **MISCELLANEOUS REVENUES**

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

- 001/0000 – General Fund Discretionary Revenue

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

- 001/0000 – General Fund Discretionary Revenue

### **TRANSFER REVENUES**

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

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

**Transfer from Fund 100** (Special Projects Fund). Special Projects revenue is from timber revenues that exceed the budgeted amount per the Long-Term Financial Plan. The county transfers a portion of these revenues to the debt service fund to pay for costs associated with the remodel of the Sheriff's Office located in Warrenton as well as a

portion to the UAL Reserve Fund to help reduce the county's unfunded actuarial liability to PERS. These discretionary revenues are received in the Special Projects Fund and transferred to the following Special Funds:

- Fund 400 – Debt Service

**Transfer from Fund 003 (GF Stabilization).** General Fund Stabilization revenue is from timber revenues that exceed the budgeted amount per the Long-Term Financial Plan. The county transfers a portion of these revenues to the GF Stabilization Fund to pay for costs associated with the county's unfunded actuarial liability to PERS. These discretionary revenues are received in the GF Stabilization Fund and transferred to the following Special Funds:

- Fund 405 – Bond & UAL Reserve Fund

### **DISCRETIONARY REVENUE:**

<b>General Fund Revenue by Category</b>	<b>2021-2022 Adopted</b>	<b>2022-2023 Adopted</b>	<b>Dollar Variance</b>	<b>Percent Change</b>
Property Taxes Current Yr	9,929,940	10,536,870	606,930	5.8%
Property Taxes Prior Yr	240,000	240,000	-	0.0%
SIP Taxes	203,500	244,200	40,700	16.7%
Room Tax	1,365,000	1,840,000	475,000	25.8%
Marijuana Tax	115,000	55,000	(60,000)	-109.1%
Cigarette Tax	30,500	30,500	-	0.0%
Interest on Investments	100,000	45,000	(55,000)	-122.2%
Franchise Fees	90,000	90,000	-	0.0%
Indirect Cost Revenue	1,307,700	1,460,400	152,700	10.5%
Transfers-In	1,222,900	659,750	(563,150)	-85.4%
Timber Revenue	2,341,980	4,528,590	2,186,610	48.3%
Other Revenue	6,905,740	5,645,460	(1,260,280)	-22.3%
<b>Total Discretionary Revenue</b>	<b>23,852,260</b>	<b>25,375,770</b>	<b>1,523,510</b>	<b>6.4%</b>

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

- Current year property taxes are projected to increase by approximately 4% in accordance with the state property tax system as well as increases in property values and increases construction.
- Room tax revenues are projected to increase; the county is projecting higher than budgeted revenues in the 21-22 fiscal year.
- Marijuana tax revenues are projected to decrease; marijuana retailers in the unincorporated areas have dropped from having three operating in 20-21 to only one operating 21-22.
- Interests on investments were projected to decrease based on interest rates.
- Indirect cost revenues are projected to increase slightly due to increased overhead costs.
- Transfers-In are projected to decrease. In the 21-22 fiscal year, the general fund budgeted

to receive \$700k in ARPA funding. The transfer of Video Lottery monies are budgeted to increase in 22-23 due to additional funds received in 21-22.

## **SERVICES APPROPRIATELY FUNDED BY DISCRETIONARY RESOURCES**

### Public Safety & Justice

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

Emergency Management

Juvenile Department (Juvenile Counseling)

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

### Public Health

Community Health

Family Planning

WIC Program

### Land Use, Housing, Transportation, Economic Development & Capital

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

Fleet Replacement

Public Works (Surveyor)

Special Projects

### Culture & Recreation

County Parks Maintenance

### General Government

Assessment & Taxation

Board of Commissioners

Budget & Finance

Building & Grounds

County Manager (Human Resources, Information Systems)

County Counsel

Clerk & Elections

Dues & Special Assessments



## **SERVICES APPROPRIATELY FUNDED BY DEDICATED RESOURCES**

### Public Safety & Justice

Courthouse Security

Child Custody Mediation

District Attorney (Child Support Enforcement)

Juvenile Crime Prevention

Law Library

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

### Public Health

Health Department (all)

Drug & Alcohol Prevention

Mental Health

### Land Use, Housing, Transportation, Economic Development & Capital

Clatsop County Fisheries

Community Development (Regional Planning, Building Codes)

County Tourism

Industrial Development Revolving

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

Video Lottery

### Culture & Recreation

County Fair

Parks & Land Acquisition

### General Government

COVID

## **CLATSOP COUNTY IMPLEMENTING DIRECTIONS & ADOPTED 2022-2023 BOCC BUDGET POLICIES**

### **I. Clatsop County Budget Process:**

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

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

### **II. Budgets Supported by the General Fund:**

- A. General Fund Emphasis: The highest priority shall be to conserve General Fund discretionary resources to fund priority programs. The goal shall be to prepare a budget that maintains existing higher priority programs supported by the General Fund while at the same time seeking savings wherever possible.
- B. Cost Efficiency: Management will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- C. Base Budget Calculation: General Fund Departments will be provided a base budget amount. The base allocation is calculated using departments adopted 2021-22 budgets and includes any known adjustments, either increases or decreases, in expenses for the coming budget cycle.
  - 1. Staffing Levels: The base budget includes a "status quo" position type and FTE (Full-Time Equivalent) count.
  - 2. Materials & Services: The base budget does not include an increase for materials and supplies above the current 2021-22 budgeted levels. Departments should critically examine past spending patterns to see if possible increases or decreases are necessary.
  - 3. Personnel and Work Program Justification: Personnel or program expenditure changes that departments cannot fit within their base budget allocation must be submitted along with their budget submittal using the provided Personnel and Work Program Justification form. Each request will be evaluated by the Budget and Finance Department and the County Manager for inclusion in the 2022-23 budget submittals to the Board.
- D. Revenue Estimates: Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the Budget Officer on a

timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.

- E. Pursuit of New Departmental Revenues: Departments shall pursue revenue sources to the fullest extent possible for all services using activity-based costing to determine all cost drivers, both direct and indirect, for fee setting purposes. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered.
- F. Expenditure Reductions: In the event that reductions in revenues require expenditure reductions from the base budget level the Budget Officer will be guided by the Board's adopted Resource Management Strategy.
- G. New Discretionary Programs: New discretionary programs should be included in the department's budget submittal using the Personnel and Work Program Justification form (see C3 above). The impact of new or expanded programs on overhead services (information system services, financial services, building/grounds maintenance, human resource services, budget services, etc.) shall be evaluated to determine if overhead services need to be increased due to the addition of new programs. The costs of increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs. Should outside funding for a program expire, the program may be terminated by the Board of Commissioners.
- H. Full Cost Recovery: County staff shall make every effort to assign costs in the department where they occur through the use of interdepartmental/interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the County provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs and from County Service Districts, through the use of the County's Indirect Cost Allocation Plan.
- I. Unexpected Budget Savings During the Year: Should a General Fund supported department experience savings during the year (due to position vacancies, changes in program needs, etc.) to the extent possible that savings should not be spent and instead used to augment fund balance.

### **III. Non-General Fund Budgets:**

- A. General Fund Contributions: For activities or programs funded primarily from non-General Fund sources, Departments are to prepare budgets holding any General Fund contribution to no more than the amount provided in the current (2021-22) fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be identified.
- B. Revenue Reductions: Non-General Fund departments experiencing reductions in State-shared or federal revenues or other earned revenues should not include a General Fund contribution offsetting the reduction (for further information, see the Resource Reduction Strategy).

- B. Revenue Estimates: Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the Budget Officer on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.
- D. Overhead Cost Allocation Charges: All non-General Fund departments should budget the amount allocated to that department in the County's Indirect Cost Allocation Plan.
- E. Cost Efficiency: As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- F. General Fund Transfer Savings: Budget and Finance will monitor and work with departments on the necessity of making all or some of the budgeted General Fund transfers to non-General Fund departments.

**IV. Reserves and Contingencies:**

- A. Funding of Contingencies: At least 10% of the General Fund's appropriation, but not less than \$2million, shall be placed into the operating contingency with the expectation that most will not be spent and will become part of the 2022-23 beginning fund balance. The General Fund operating contingency for 2022-23 shall be increased if carryover resources are available in accordance with recommendations provided in the County's long-term financial plan. In addition, all non-general fund departments should have a minimum contingency target of at least 10% of total expenditures.
- B. Use of Contingency: In all funds, no expenditure can be made using budgeted contingency prior to approval from the Board of County Commissioners. With the approval, the expenditure authority budgeted as contingency will be reduced and the appropriate expense account(s) will be increased by the same amount. Prior to requesting Board approval any request made by a department for use of contingency must first be approved by the County Manager or designee, and must address the following considerations:
  - 1. Need: reason the expenditure is necessary in the current fiscal year.
  - 2. Planning: reason this expenditure could not have been anticipated during the budget process.
  - 3. Alternatives: besides contingency, how can the organization realistically fund this request and what are the impacts.
- C. Unassigned Fund Balance: Maintain a minimum target of 20%, or equal to three (3) months of operations in the unassigned fund balance within the General Fund. This

target fund balance shall be funded through excess revenues over expenditures, or one-time revenues.

1. The county will avoid the appropriation of fund balance for recurring operating expenditures. If at any time the utilization of fund balance to pay for operating expenditures is necessary to maintain the quality or level of current services, an explanation of the circumstances of the utilization of fund balance and the strategy to avoid the future use of fund balance will be included in the transmittal letter.
  2. The use of unassigned fund balance may be used at the discretion of the Board of Commissioners to:
    - a. Provide temporary resources in the event of an economic downturn while expenditure reductions are implemented.
    - b. Provide resources to meet emergency expenditures in the instance of earthquake, fire, flood, landslides, or other natural disasters.
- D. Special Projects Fund: Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services. Additional timber monies shall be transferred to the Special Projects Fund, only in an amount necessary to meet the anticipated capital requirements for the 2022-23 FY, where the monies will be used to fund General Fund capital projects and other one-time expenditures. Ongoing operating expenditures will not be funded using the Special Projects Fund.
- E. General Fund Resource Stabilization Account: Maintain a Fund to set aside timber revenue resources that are in excess of the fifteen (15) year low and once Special Projects needs have been identified, to provide a long-term resource for General Fund operations in the event timber revenues received are insufficient in the future. The General Fund Stabilization Account will be used to meet General Fund financial commitments in any year when the County's timber revenue projection is less than the total amount of current year commitments including the amount provided to the General Fund for operations as set forth in Section IV D., above and any debt payment obligations. In order to be fiscally responsible as well as fiscally responsive to potential decreases in timber sales, the County's target for the General Fund Stabilization account with carryover fund balance resources is \$2 million. Should resources in the General Fund be insufficient to meet budgeted needs and use of funds within the Stabilization Account cause the account to drop below the \$2 million-dollar threshold expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners.

**V. Matching Funds:**

- A. County Share: If State funding is reduced, there should be no increased County share for programs funded primarily from non-General Fund sources, unless otherwise approved by the Board of Commissioners. The exceptions would be for high priority programs identified in the Resource Management Strategy or any mandated increases in the County share. Staff shall consider the effect of reducing the existing General Fund match to the lowest allowed by State/Federal mandates.

- B. In-kind Contribution: In-kind resources already allocated by the county will be used first as matching funds for grant purposes. Hard dollar match resources will be used last.

**VI. Lobbying and Grant Applications:**

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

**VII. New Positions and Programs:**

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

**VIII. Mid-Year Budget Reductions:**

- A. Revised Revenue or Expense Estimates: If additional information concerning revenue reductions or significant expense increases becomes available after the start of the 2022-23 fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the Board's adopted Resource Management Strategy.

**IX. Mid-Year Requests, General Fund Contingency:**

- A. Non-Emergency Requests: In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency may be made to cover unanticipated costs that could not be absorbed through the year.
- B. Emergency Requests: Emergency requests during the fiscal year will be submitted to the Budget and Finance Department for recommendation and forwarded to the County Manager and Board of Commissioners for consideration.

**X. Employee Salary Adjustments:**

- A. Cost of Living Adjustment: Budgeted personnel services expenditures will include an amount to account for a cost of living adjustment for all employees. The amount



budgeted for this purpose will consider the most recent consumer price index information available at the time the budget is prepared, existing collective bargaining agreements, and other relevant information.

- B. Step Adjustments: Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee adjustments will be in accordance with union contracts as well as applicable salary schedules.

**XI. Budget Controls:**

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

**XII. Contribution(s) to Outside Agencies:**

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

**XIII. Discretionary Resources:**

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

**XIV. Dedicated Resources:**

- A. Room Tax Revenues: 7% of the 9.5% room tax monies are not legally dedicated to fund particular programs or services and would fall under discretionary resources. The additional 2.5% is to be distributed as directed by HB 2267 which allows 70% of the new revenue to be used to fund tourism promotion or tourism-related facilities. The remaining 30% of the increase can be used in a discretionary manner and under the Board's direction is intended to be used to fund storm water drainage and improvements to public roads primarily in Arch Cape, or any legal costs associated with legal action taken by citizens of unincorporated Clatsop County against the county on land use issues.

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

- B. Video Lottery Revenues: Video Lottery monies must be used to further economic development, as defined by the Board. The Board recognizes that a wide variety of County programs and services further economic development, by helping to create climate that makes economic development possible. The first priority for use of video lottery monies will be those existing or new high priority County programs, services, or

projects that the Board finds are supporting economic development in the County.

C. Parks Land and Acquisition Maintenance Fund: Spending priorities for the Parks Land and Acquisition Maintenance Fund are as follows:

1. Matching funds for grants for new or existing Parks facilities that generate revenue;
2. Urgently needed maintenance of existing parks facilities; and
3. Recognition that a portion of the fund be used to support parks operating expenses.

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

D. Industrial Revolving Fund: These monies are to be spent pursuant to ORS 275.318(3) which includes:

1. Engineering, improvement, rehabilitation, construction, operation or maintenance,
2. including pre-project planning costs, of any Industrial Facility as defined in ORS 271.510 and specifically including off-site transportation or utility infrastructure that is necessary or appropriate to serve a development project.

E. Use of Dedicated Funding Sources: Whenever legally possible, the funding responsibility for dedicated programs or activities to appropriate dedicated funding sources should be used. Thus, freeing up scarce discretionary resources to fund Board priorities.

**XV. Unappropriated Ending Fund Balances:**

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

**XVI. Performance Based Budgeting:**

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

## **CLATSOP COUNTY RESOURCE MANAGEMENT STRATEGY**

### **STRATEGIC PLAN**

#### **Guiding Policies & Principles**

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

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

#### **Functional Area**

Public Safety and Justice

Public Health

Community Development, Land Use, Transportation, Housing, Economic Development, and Capital

Culture and Recreation

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

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

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

## RESOURCE MANAGEMENT STRATEGY

### General Policies and Principles

1. When faced with a potential reduction in resources, the County's goal is to continue to provide high priority services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided. Reductions will be made on a case-by-case basis, focusing on each individual program or service.
2. Expenditure reductions will attempt to preserve the higher priority functional areas as much as possible; however, all functional areas may have to share in the overall need for reductions. Wherever possible, it will also be the County's goal to reduce the quantity of a service being provided, rather than the quality of service (e.g., limit the number of recipients of a service, rather than the quality of service provided to the remaining recipients).
3. For purposes of the 2022-23 fiscal year budget, the County will not consider seeking voter approval for a new or increased broad-based discretionary revenue source (such as a new property tax base, sales tax or real estate tax) to offset any reduction in revenues.
4. Recognizing that it is not prudent to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the County's long-term needs.

### Resource Management Priorities

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

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

Functional Area

Public Safety and Justice

Public Health

General Government Direct Services

Community Development, Land Use, Transportation, Housing, Economic Development, and Capital

Culture and Recreation

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

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

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



## Amendment 1

# Strategic Plan

Update (FY 2022-23 Priorities)



**Clatsop County**

Adopted June 8, 2022



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# County Manager's Message



As more people discover and move to Clatsop County, and state and federal laws shape what counties can or must do, our communities will change. The way we can make sure that this change is for the better is through thoughtful planning and action.

In January 2021, the Clatsop County Board of Commissioners adopted a strategic plan which sets a direction for our future and holds our County government accountable for turning vision and values into reality. The Strategic Plan reflects our commitment to transparency. It describes our priorities and sets important benchmarks and the results we hope to attain.

A good strategic plan also unifies communities, which only happens when the public and stakeholders are involved in envisioning the future for Clatsop County. We'd like to thank all those who have contributed to this important process and helped us get to where we are today in achieving what we set out to do.

Now, one and a half years into our Strategic Plan and emerging from a pandemic, we have some accomplishments we would like to highlight:

## Internet/Broadband Expansion

- Developed a strategy to improve internet connectivity to the most under-served communities in the County's unincorporated areas
  - Currently partnering with Jewell School District to improve internet connectivity strategies in Jewell, Elsie, and Vinemaple area
  - Currently supporting the development of a strategic plan to improve hard fiber infrastructure as a member of the COL-Pac Broadband Team (Clatsop, Columbia, Tillamook, and western Washington counties)

## Housing/Development

- Released a Request for Expression of Interest for surplus County-owned land for cities and nonprofits to use to address housing and other public service needs and currently reviewing submissions
- Released a Request for Proposal for the development of North Coast Business Park and currently reviewing submissions

## Water Quality

- Currently participating in a Water Needs Analysis by the Association of Oregon Counties (AOC)

## Wildfire Prevention

- Formed a group of stakeholders with representatives from Clatsop County Fire Defense Board, OSU Extension, ODF, State Fire Marshall Office, and Western States Fire Chiefs Association that is developing local wildfire education, regulatory framework, enforcement, and resiliency efforts

## Child Care

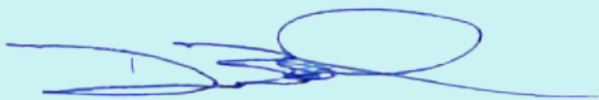
- Formed a Child Care Strategy Work Group that is developing a strategy and design for local child care services and will lead implementation

## Mobile Crisis Intervention

- Contributed \$80,000 of our federal American Rescue Plan Act funds to strengthen Clatsop Behavioral Healthcare's Mobile Crisis Team

Earlier this year, the County Board of Commissioners dedicated additional time to review the Plan. Amendment 1 to the Strategic Plan, is the result of this work— it explains how far we have come and where we go from here.

We have an exciting future ahead of us in Clatsop County. We value and appreciate all who gave their time, energy and passion to creating this roadmap that will lead us into the future Clatsop County we want and deserve.



Don Bohn  
Clatsop County Manager

# Introduction

## Our Strategic Plan

Strategic plans are important tools that are built from public input. They help people understand the County's vision, the direction being taken, and reasons why. Clatsop County began its year-long strategic planning process in January 2020.

This collaborative effort engaged elected officials, County employees, stakeholder groups, and the general public and was conducted in partnership with the Center for Public Service at Portland State University. The result is the County's current Strategic Plan (also referred to as the Plan), adopted by the Board of County Commissioners in January 2021.

## Amendment 1

This document is the first amendment to the Strategic Plan. Its purpose is to update the Plan with our new FY 2022-23 priorities (effective July 1, 2022). You will find that some FY 2021-22 priorities (or certain parts of them) will carry over into FY 2022-23.

Amendment 1 is made up of three parts.

**Part 1:** Strategic Plan Components

**Part 2:** FY 2021-22 Progress Report

**Part 3:** FY 2022-23 Priorities



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### Notes:

1. *FY is an acronym for fiscal year (i.e. FY 2021-22 refers to fiscal year 2021-2022)*
2. *Clatsop County's fiscal year is from July 1st to June 30th each year (i.e. FY 2021-22 refers to July 1, 2021 through June 30, 2022)*

# Strategic Plan Components

## Overview

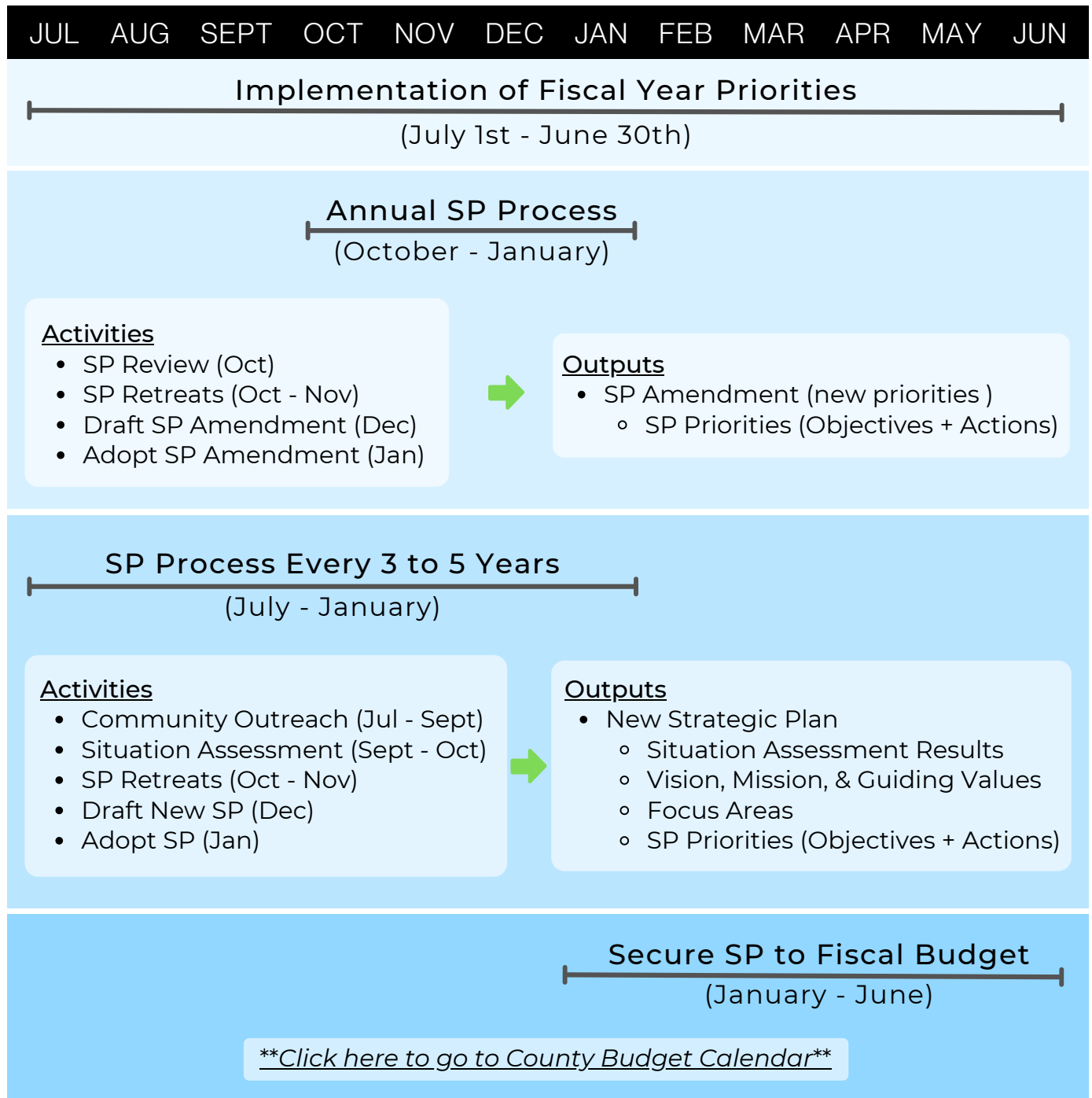
The following illustration and accompanying sections provide a general overview for each part of the Plan.




## **Strategic Plan Outline**

# Strategic Planning Process

The illustration below provides a general outline of the strategic planning process.







**Strategic Plan Review:** County employees give a presentation to the Board on progress made towards completing the adopted Strategic Plan priorities, as well as an outline of that fiscal year's strategic planning process.

**Strategic Planning Retreats:** The Board meets for a facilitated discussion of strategic plan components under review that fiscal year.

**Community Outreach:** County employees engage with the community, listening to and gathering public feedback. The information received guides the situation assessment.

## Our Vision, Mission, & Guiding Values

Overall, the Plan aids the County in earning its reputation, holding it accountable to its **vision**. The Plan provides a means for the County to carry out its **mission**, while honoring its **values**. As we approach FY 2022-23, these components of the Plan (adopted in January 2021) remain unchanged.

### VISION



In a world of change and uncertainty, people trust Clatsop County to provide public services and facilities in an effective, efficient, and equitable manner. These essential elements of a high quality of life, including economic prosperity, ecosystem integrity, health, safety, and social connection are provided by working collaboratively and in partnership with other public, non-profit, and private sector service providers.

### MISSION



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

### GUIDING VALUES



#### Engagement and Collaboration

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

#### Effectiveness and Efficiency

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

#### Equity

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

#### Transparency and Accountability

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

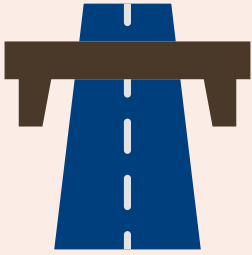
## Focus Areas

The Plan identifies five areas the County will focus on to carry out its mission. The focus areas (listed below) were adopted in January 2021 and remain the same for FY 2022-23.



### **GOVERNANCE**

...roles, relationships, and processes that allow the County to effectively, efficiently, and transparently choose and deliver valued services that are consistent with the County's vision, mission, and values.



### **INFRASTRUCTURE**

...public spaces and utilities provided/maintained by the County, such as roads, water and wastewater treatment plants, and pipes.



### **ECONOMIC DEVELOPMENT**

...actions that help create and sustain a strong, diverse, and resilient economy, such as job creation and retention, supporting livable wages, expanding public transportation, comprehensive community planning, and removal of regulatory barriers where feasible and appropriate.



### **ENVIRONMENTAL QUALITY**

...natural resources that provide life and sustenance to the County, such as the ocean, rivers, streams, the immense forest, local wildlife, and the actions that conserve, protect, and promote the sustainability of our intertwined ecosystem.



### **SOCIAL SERVICES**

...issues and services that impact the ability of individuals, families, and communities to thrive and must be addressed in collaboration with state, regional, and community partners, such as mental health, addiction, houselessness, child care, and trauma.

## Strategic Plan Priorities (Objectives & Actions)

During the County's annual strategic planning process, the Board of County Commissioners establishes new and/or continued priorities to carry out the County's mission in the upcoming fiscal year. These priorities are transformed into **objectives** (goals) and organized by focus area. Each objective is then ranked by level of priority (tier 1, 2, or 3):

### **Tier 1:** (highest priority)

- A key issue of **primary importance**
- **Likely to complete** the assigned action by the end of the fiscal year

### **Tier 2:** (medium priority)

- A key issue of **secondary importance**
- The assigned action **may be completed** by the end of the fiscal year

### **Tier 3:** (lowest priority)

- An issue of **general importance**
- **May or may not begin** that fiscal year
- **Likely to carry-over** into the next fiscal year's priorities

An **action** is assigned to each objective. It explains how the County will achieve that objective. Together, the objective and its action serve as strategic plan strategy.

# FY 2021-22 Progress Report

GOVERNANCE				
Tier	Objective	Action	Current Progress	Estimated Completion
1	Improve Governance Processes	Document and initiate implementation and training to integrate annual planning, budgeting, performance benchmarks, and reporting to the public.	90%	June 2022
2	Community Engagement Plan	Develop community engagement plan and enhance capabilities to execute.	75%	June 2022
3A	Internal Communication Plan	Develop an internal communication plan for employees and Board communications.	50%	June 2022
3B	Equity/Inclusion Program for County Services	<i>(reflected in FY 2022-23 priorities)</i>		
3C	Youth Advisory Board	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3D	Review and Update Board Rules	Review and update Board rules.	75%	June 2022

# INFRASTRUCTURE

Tier	Objective	Action	Current Progress	Estimated Completion
1A	Housing Strategies (Part 1, Overview)	Form a working group to develop strategies for the County to be an active and strategic partner in the development of public, private, and non-profit affordable housing units.	50%	June 2022
		Identify County-owned property potentially suitable for affordable housing and initiate a process to engage public, private, and non-profit partners in site-specific development options/strategies.	100%	May 2022
1B	Internet Strategy	Develop and implement a geographic specific strategy to improve internet connectivity to the most under-served communities in the short/medium term.	50%	June 2022
		Begin with the Jewell/Elsie/Vinemaple area based on the highest percentage of families without internet service.  Develop a process that can be replicated in other communities in future phases.		
2A	Housing Strategies (Part 2, Specific)	Form a working group to identify barriers and gaps to affordable housing and to identify what types of housing are missing.	50%	June 2022
		Create a dashboard of all housing units in the development pipeline, including location, type, number of units/bedrooms, affordability, and development timeline and identify a variety of housing options that allow individuals to be able to transition from one environment to the next as their situation allows or warrants a change.	75%	June 2022
2B	COL-PAC Broadband Action Team	Participate in the COL-PAC Broadband Action Team (BAT) process to develop a strategic plan to improve the hard fiber infrastructure in Columbia, Clatsop, Tillamook, and western Washington County.	90%	June 2022



# ECONOMIC DEVELOPMENT

Tier	Objective	Action	Current Progress	Estimated Completion
1	North Coast Business Park	Formalize plan to market/sell North Coast Business Park for development purposes that includes an assessment of private/public partnership opportunities.	90%	June 2022
2	Evaluation of Regulatory Barriers/Gaps	<p>Initiate a process to review local regulatory barriers to economic development. This will include an evaluation of opportunities to reduce cost of development such as, but not limited to:</p> <p>1) Conduct wetland delineations in particular geographic areas where wetlands are prevalent; and/or</p> <p>2) Assist with surveying costs or preparation of elevation certificates for properties within Special Flood Hazard Areas.</p>	25%	December 2022
3A	Toolkit of Business Incentives	<i>(reflected in FY 2022-23 priorities)</i>		
3B	Use of State Video Lottery Funds	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3C	Partner on Evaluation of Economic Development Agencies' Activity	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3D	Expand Transit Options for Tourist Traffic	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3E	Continue Support of Clatsop County Arts Council	Continue support of the Clatsop County Arts Council and annual "Arts Summit" as an integral and growing element of a diverse economy.	100%	July 2021
3F	Economic Development Training for County Commissioners	<i>(reflected in FY 2022-23 priorities)</i>		
3G	Evaluation of Economic Development Opportunities in Jewell and Westport	<i>(reflected in FY 2022-23 priorities)</i>		

# ENVIRONMENTAL QUALITY

Tier	Objective	Action	Current Progress	Estimated Completion
1	Environmental Quality Action Team	Create an Environmental Quality Action Team that will assess existing studies and State and local initiatives on climate conditions and natural climate solutions that apply to Clatsop County.	0%	To be determined
		Initiate, oversee, and review studies of natural resource conditions where information is lacking. Priority should be given to freshwater sources.	50%	June 2022
		Review the mapping of "resilient lands" completed for Oregon to ensure those systems and places remain resilient.	0%	To be determined
2A	Water Assessment (focus on Clatsop Plains)	Initiate a moratorium on building homes with septic systems on less than one acre in the Clatsop Plains area.	0%	To be determined
		Complete a water assessment study to analyze groundwater quality and quantity and prepare projections for future use. This study should also include surface water.	50%	June 2022
2B	Fire Protection Education	Partner with the Clatsop County Fire Defense Board and Oregon State University (OSU) Extension employees to prepare education and preparedness exercises related to defensible fire space. These may include webinars and a program to promote smarter development (use of appropriate building materials in forested areas).	50%	June 2022
2C	Visitor Education	Work with the Tourist Studio to develop an education program for visitors/tourists to promote "leave no trace" tourism.	90%	June 2022
3A	Adopt the Tsunami Overlay Zone	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3B	County-wide Salmon Recovery Plan	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		

# SOCIAL SERVICES

Tier	Objective	Action	Current Progress	Estimated Completion
1A	Navigation/Drop-in Center (multiple services)	In collaboration with community partners, develop a nation/drop-in center that would be a single location that an individual can drop into throughout the day to be able to access or be directed to a variety of services (e.g. showers, laundry facilities, meals, public health services, mental health services, foot care, art therapy, Social Security, IDs, housing, veteran services, employment services, and more).	75%	June 2022
1B	Child Care Strategy	Form, participate, and support a group of stakeholders that will identify and implement a broad range of strategies to expand and retain quality, diverse, and sustainable child care resources. This process will include a literature review of best practices deployed in other communities and strategies to leverage public, private, and non-profit expertise and resources.	50%	June 2022
3A	Resource Development Team for Trauma Services	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3B	Sober-Housing Options	<i>(not likely to begin this year and does not carry over to FY 2022-23 priorities)</i>		
3C	Strengthen Mobile Crisis Intervention	Strengthen the Clatsop Behavioral Healthcare mobile crisis intervention team's ability to respond to mental health crises.	75%	June 2022

# FY 2022-23 Priorities

The remaining pages detail the Strategic Plan priorities for FY 2022-23 and how the County and its employees will address them.

**KEY**



## **FOCUS AREA**

**(Tier) Objective**  
Action

## **GOVERNANCE**

### **(1A) County-wide Communications and Engagement Plan (Internal/External)**

Create a County-wide plan with processes/procedures that address how the County, in a timely manner:

1. Engages with and communicates information to employees,
2. Engages with and communicates information to the public and stakeholders, and
3. Develops processes to receive feedback from the public.

### **(1B) County Operations Sustainability Plan**

Create a plan for sustainable County operations that addresses:

1. How and what the County procures,
2. Feasible energy efficiency goals for County facilities and equipment, and
3. Fiscal sustainability.

### **(3) Equity Plan for Access to Services**

Create a plan to ensure and support equitable access to County services.

## **INFRASTRUCTURE**

### **(1A) Consolidated Emergency Communications**

Continue collaboration with city partners to develop a feasible plan for integrated/consolidated emergency communications (9-1-1).

### **(1B) Tide Gates & Levees**

Continue County efforts in the development of the 2021 Multi-Jurisdictional Natural Hazards Mitigation Plan, establishing a strategy to repair and improve capacity of damaged and overburdened tide gates and levees and apply for eligible federal/state funding opportunities.

### **(2) Carrying Capacity Analysis**

Conduct an analysis of the County's carrying capacity and cost of needed expansion to accommodate growth, as it relates to infrastructure, economic development, and environmental quality.

## **ECONOMIC DEVELOPMENT**

### **(1) Economic Development Strategies**

Develop a plan to:

1. Evaluate regulatory barriers and gaps,
2. Work with regional partners/agencies to develop an economic development plan for each sector, and
3. Create a toolkit of business incentives.

### **(2) Increase Workforce Housing Inventory**

Utilize County-owned land to increase local inventory of workforce housing.

### **(3) Economic Development Training for Board of Commissioners**

Identify economic development training for Clatsop County Board Commissioners.

## **ENVIRONMENTAL QUALITY**

### **(1) Water Quality and Needs Assessments**

Continue work with:

1. Association of Oregon Counties' (AOC) water team to champion local water needs in future regional and statewide water funding and planning efforts and
2. North Coast Watershed Association (NCWA) to enhance stream flow monitoring.

### **(2A) Proper Dumping of Septage**

Continue collaboration with city partners to:

1. Accept septage and
2. Develop plans for anaerobic digester.

### **(2B) County Wetland Bank Creation**

Evaluate the feasibility of creating a publicly-owned wetland bank.

### **(3) Subduction Event Preparation**

Assess County's current Emergency Operations Plan as it relates to emergency procedures for during and after a subduction event and create a plan to implement feasible recommendations.

## **SOCIAL SERVICES**

### **(1A) Child Care**

In coordination with the Child Care Strategy Advisory Group, evaluate local feasibility of Michigan (Muskegon) model of child care.

### **(1B) Homelessness Initiatives/Actions**

Develop:

1. Time, place, and manner ordinance for HB 3115 compliance and
2. Plan for a local micro housing project in collaboration with city and community partners.

### **(1C) Crisis Stabilization Center**

Facilitate/coordinate round table discussions with community providers about next steps for expanding County's crisis stabilization capacity.



# Long-range Financial Plan Development

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## What is a “Long -range Financial Plan?”

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

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

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

## Who benefits from having a Long-range Financial Plan?

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

## How was the Long-range Financial Plan Developed?

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

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

# LRFP Implementation

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

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

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

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

# Overview

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

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

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

## Forecast Methodology

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

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

The forecast focuses on the County's General Fund and uses the adopted budget for the fiscal year (FY) 2021-22 as the base year of the forecast. The adopted budget for FY 2021-22 is then adjusted for various known items that have occurred since the Commission adopted the budget in June of 2021, and projections for 2021-22 are developed. The five-year forecast is then grounded by Commission intent and levels of service as reflected in the adopted budget, adjusted for updates to revenues and expenses as the fiscal year unfolds.

# Common Assumptions

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## Fund Description

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

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

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

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

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

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

## Revenues

In general, this forecast reviews the revenue sources to the General Fund. Per Board Policy timber revenues are to be budgeted at the 15 year low and any excess revenues received are transferred to the Capital Projects fund. In addition, Oregon property tax limitation statute only allows for the growth of 3% per year for existing structures. The five-year forecast assumes an increase of 3.5% per year to account for increase in new construction and remodels, while still taking into consideration the 3%

discount of payment in full as well as a historical 6% uncollected tax rate; License and Permit revenues which include transient room taxes are forecasted with an increase of 16%; Fines, Use of Money, Charges for Service, and Miscellaneous have a forecasted average increase of 5%.

## Expenditures

The business of county government is labor intensive; therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. This forecast assumes the County continues its current wage and benefit package. The forecast predict staffing salaries and wages will grow in general at a 4.5% rate. This is based on labor contracts, merit and step increases for staff, as well as maintaining the current staffing levels. Benefits and other costs such as F.I.C.A, workers compensation, retirement and unemployment are assumed to increase approximately 9%. Annual inflation for materials and services is assumed to be approximately 1% per year.

Based on historical expenditure levels the forecast assumes an expenditure rate of 93% for total personnel expenses and 90% for total Materials and Services expenditures.

**Clatsop County**  
**General Fund - Five Year Forecast (preliminary)**  
**FY 2023 - 2027**

	Actual 2020/21	Projected 2021/22	Adopted 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27
BEG. FUND BALANCE	14,594,020	12,114,780	10,316,334	4,543,546	1,322,446	-2,345,866	-6,151,311
REVENUE:							
CURRENT YR PROP TX	9,616,368	10,330,270	10,536,870	10,958,300	11,396,600	11,852,500	12,326,600
PRIOR YR PROP TX	358,422	240,000	240,000	250,000	250,000	250,000	250,000
OTHER REVENUE	9,463,504	9,428,930	9,410,560	9,943,740	10,546,815	11,218,357	11,968,275
TRANSFERS IN	373,640	522,900	659,750	853,500	680,585	507,732	509,944
GF TIMBER REVENUE	3,705,820	3,736,260	4,528,590	5,014,714	4,528,988	4,372,354	4,409,471
<b>TOTAL REVENUES</b>	<b>23,517,754</b>	<b>24,258,360</b>	<b>25,375,770</b>	<b>27,020,254</b>	<b>27,402,987</b>	<b>28,200,943</b>	<b>29,464,290</b>
EXPENDITURE:							
PERSONAL SERVICES	18,000,484	19,195,357	22,079,700	22,435,900	23,144,500	23,956,100	24,724,100
MATERIAL & SUPPLY	3,785,667	4,350,861	5,899,367	4,562,102	4,607,798	4,653,798	4,700,398
SPECIAL PAYMENTS	295,833	226,736	358,549	362,134	365,760	369,417	373,112
TRANSFERS	3,915,010	2,283,852	2,810,942	2,881,219	2,953,242	3,027,073	3,102,750
CONTINGENCY	2,676,190	2,877,222	3,086,568	2,982,632	3,064,912	3,157,852	3,246,552
<b>TOTAL EXPENDITURE</b>	<b>28,673,184</b>	<b>28,934,028</b>	<b>34,235,126</b>	<b>33,223,986</b>	<b>34,136,211</b>	<b>35,164,239</b>	<b>36,146,910</b>
LESS:							
CONTINGENCY	2,676,190	2,877,222	3,086,568	2,982,632	3,064,912	3,157,852	3,246,552
NET EXPENDITURE	25,996,994	26,056,806	31,148,558	30,241,354	31,071,299	32,006,387	32,900,358
<b>NET INCR. (DECR.) YEAR</b>	<b>(2,479,240)</b>	<b>(1,798,446)</b>	<b>(5,772,788)</b>	<b>(3,221,100)</b>	<b>(3,668,311)</b>	<b>(3,805,444)</b>	<b>(3,436,069)</b>
END. FUND BALANCE	12,114,780	10,316,334	4,543,546	1,322,446	(2,345,866)	(6,151,311)	(9,587,381)
GF Stabilization	0	0	5,084,710	3,000,000	3,000,000	3,000,000	3,000,000
	=====	=====	=====	=====	=====	=====	=====
<b>Surplus/(Deficit)</b>	<b>9,438,590</b>	<b>7,439,112</b>	<b>6,541,688</b>	<b>1,339,814</b>	<b>(2,410,778)</b>	<b>(6,309,163)</b>	<b>(9,833,933)</b>

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

### **REVENUE POLICIES**

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

### **EXPENDITURE POLICIES**

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



## **CLATSOP COUNTY DEBT POLICY**

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

## **HOW RATING AGENCIES VIEW A DEBT POLICY**

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

## **DEBT MANAGEMENT**

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

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

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

### **LONG-TERM DEBT**

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

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

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

### **SHORT-TERM DEBT**

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

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

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

### **INTERIM DEBT**

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

### **STATUTORY LIMITATIONS ON DEBT**

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

### **CURRENT LONG-TERM DEBT OBLIGATIONS**

*Loan – Capital Lease with Dell:* The County currently opts to lease computers through Dell Financial Services; a new lease will be for 3 years beginning FY 2022-2023. The amount of this lease is projected to be approximately \$371,400. This budget represents the 1<sup>st</sup> of 3 annual payments of interest and principal in the amount of \$123,800. These costs are paid out of the following fund/org units/expense lines:

- 001/1650/82-2455: \$77,500
- 002/3110/82-2455: \$10,200
- 005/2191/82-2455: \$1,500
- 007/4110/82-2455: \$13,100
- 007/4112/82-2455: \$2,000
- 007/4168/82-2455: \$2,000
- 033/7156/82-2455: \$2,000
- 036/7165/82-2455: \$3,500
- 039/8500/82-2455: \$1,500
- 024/2385/82-2455: \$8,000
- 009/2165/82-2455: \$1,000
- 150/9300/82-2455: \$1,500

*Loan – Oregon Department of Environmental Equality:* During fiscal year 2007-2008 Westport Sewer Service District took out a 20 year loan with the Oregon Department of Environmental Quality to upgrade the filtration system. The original amount of the loan was \$112,250 with an interest rate of 2.81 percent. This budget represents the 16<sup>th</sup> payment of interest and principal in the amount of \$7,530. These costs are paid out of Westport Sewer Service District Fund 385/5845.

*Loan – Columbia State Bank:* During fiscal year 2014-2015 the County incurred debt with Columbia State Bank over a 15 year period to remodel an existing facility so that it will be able to house the Sheriff's Office administration, evidence locker, and the Parole & Probation staff. The original amount of the loan was \$2,000,000 with an interest rate of 2.87 percent. This budget represents the 9<sup>th</sup> interest payment and the 8<sup>th</sup> principal payment in the amount of \$163,350. These costs are paid out of the Debt Service Fund 400/5855.

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

## **CURRENT SHORT-TERM DEBT OBLIGATIONS**

*Internal Service Loan – Clatsop County Special Projects Fund:* During fiscal year 2018-2019 the Household Hazardous Waste Program within the Public Health Fund incurred debt with a County Internal Service Fund over a 5-year period to construct a Household Hazardous Waste (HHW) facility. The facility is available for residential and commercial use. The facility charges a tipping fee to commercial users to pay for the annual operation of the facility as well as costs incurred for construction. The cost of construction for the HHW facility was \$1,302,270 and construction was completed during fiscal year 2019-20. It was agreed upon between County Management and Public Health that for the benefit of all county residents the Special Projects Fund would loan these monies for construction with zero percent interest to be re-paid over a period of five years and the remaining balance on this loan is \$700,180.

# Capital Improvement Plan

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

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

The CIP has the following benefits to the community:

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

Capital outlays are budgeted by individual funds in support of the CIP. As part of the budget process, all FY 2022-2023 capital requests have been approved by the Budget Committee and adopted by the Board of County Commissioners. The following table includes the projects/items with a value of \$5,000 or more.

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



## Summary of Significant Non-recurring Projects in FY 2022-2023

Project	Type of Project	FY 2022-23 Funding	Total Project Cost
Full Size Plow Sander Truck	Automotive	220,000	220,000
1 Ton Pickup	Automotive	45,000	45,000
1 Ton Pickup	Automotive	50,000	50,000
Slip in Water Tank	Automotive	30,000	30,000
Mid-Sized Loader with Tool Carrier	Automotive	180,000	180,000
Sheriff's Office Patrol Vehicle	Automotive	128,400	128,400
Bridge Replacement	Replacement	2,600,000	2,600,000
Land Purchase	Addition	600,000	600,000
Public Health Vehicle	Automotive	40,000	40,000
Mobile Medical Clinic Vehicle	Automotive	87,500	87,500
Building Codes Division Fleet Vehicle	Automotive	69,000	69,000
Auction Ring	Replacement	30,000	30,000
County Manager Copier	Office Equipment	20,000	20,000
Facilities Renovations	Building	1,000,000	1,000,000
County Branding	Other	30,000	30,000
Anaerobic Biodigester Feasibility Study	Other	75,000	75,000
Assessment & Taxation Color Copier	Office Equipment	12,000	12,000
Jail Networking Equipment	Office Equipment	30,000	30,000
Network Switches	Office Equipment	40,000	40,000
Emergency repairs to County Facilities	Building	50,000	50,000
Courthouse Security Entry & Holding Cells	Building	605,000	605,000
Courthouse Elevator Modernization	Building	229,500	229,500
Enclosed Entrance- Boyington	Building	22,000	22,000
Animal Shelter Roof Replacement	Building	53,760	53,760
Riding Lawnmower	Other	7,000	7,000
B&G Pick-up Truck	Automotive	5,000	5,000
Westport Park Development	Structures & Improvements	200,000	200,000
Park Planning	Other	50,000	50,000
Response Vehicle	Automotive	46,000	46,000
Patrol Vehicle	Automotive	64,200	64,200
10' Enclosed Trailer	Automotive	6,000	6,000
Heavy Duty Transport Truck	Automotive	138,600	138,600
Jail Copier	Office Equipment	6,500	6,500
Jail Medical Copier	Office Equipment	6,500	6,500
Comprehensive Plan Update- Goals 16 & 17	Other	25,000	25,000
Comprehensive Plan Update- Goal 18	Other	50,000	50,000
Animal Shelter Copier	Office Equipment	7,000	7,000
Jail Relocation Remodel/Addition	Building	6,530,000	29,163,980
Debt/Indirects		243,050	243,050
<b>TOTAL</b>		<b>\$13,452,010</b>	<b>\$36,085,990</b>

## Estimated Impact on the Operating Budget

Project	Type of Project	Estimated Operating Impact
Full Size Plow Sander Truck	Automotive	Slight decrease in annual maintenance
1 Ton Pickup	Automotive	Slight decrease in annual maintenance
1 Ton Pickup	Automotive	Slight decrease in annual maintenance
Slip in Water Tank	Automotive	None
Mid-Sized Loader with Tool Carrier	Automotive	None
Sheriff's Office Patrol Vehicle	Automotive	Slight decrease in annual maintenance
Bridge Replacement	Replacement	None
Land Purchase	Addition	None
Public Health Vehicle	Automotive	None
Mobile Medical Clinic Vehicle	Automotive	None
Building Codes Division Fleet Vehicle	Automotive	Slight decrease in annual maintenance
Auction Ring	Replacement	None
County Manager Copier	Office Equipment	None
Facilities Renovations	Building	None
County Branding	Other	None
Anaerobic Biodigester Feasibility Study	Other	None
Assessment & Taxation Color Copier	Office Equipment	None
Jail Networking Equipment	Office Equipment	None
Network Switches	Office Equipment	None
Emergency repairs to County Facilities	Building	None
Courthouse Security Entry & Holding Cells	Building	None
Courthouse Elevator Modernization	Building	None
Enclosed Entrance- Boyington	Building	None
Animal Shelter Roof Replacement	Building	None
Riding Lawnmower	Other	None
B&G Pick-up Truck	Automotive	Slight decrease in annual maintenance
Westport Park Development	Structures & Improvements	None
Park Planning	Other	None
Response Vehicle	Automotive	Slight decrease in annual maintenance
Patrol Vehicle	Automotive	Slight decrease in annual maintenance
10' Enclosed Trailer	Automotive	None
Heavy Duty Transport Truck	Automotive	None
Jail Copier	Office Equipment	None
Jail Medical Copier	Office Equipment	None
Comprehensive Plan Update- Goals 16 & 17	Other	None
Comprehensive Plan Update- Goal 18	Other	None
Animal Shelter Copier	Office Equipment	None
Jail Relocation Remodel/Addition	Building	Projected \$2.5M increase for personnel and M&S

The list of all projects is prioritized by the County Management and then proposed to the Board and Budget Committee. All projects are prioritized using specific criterion pertinent to each system. These projects are ranked based on criteria ranging from public health and safety to funding partnerships. Each criterion is rated on

a scale from 0 – 5 (see table on the following page). Projects are ranked on their individual scores and funding is applied to those with the highest scores. Those projects that are already under construction are not ranked generally it is assumed they are funded, unless annual capital expenditures are required.

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

## CIP – General Principles and Coordination with County Policy

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

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

## Vehicle and Equipment Replacement/Maintenance Guidelines

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

Clatsop County shall replace vehicles and equipment when they meet the established replacement criteria. The replacement of equipment and vehicles will be determined based upon recommended guidelines for the vehicle's age, mileage type, use and budgetary considerations. Vehicle replacement may also be determined on a case-by-

case basis and/or usefulness of the vehicle in the fleet. Replacement will be planned and approved through the budgetary process each year.

#### **SUGGESTED CRITERIA AND GUIDELINES FOR VEHICLE AND EQUIPMENT REPLACEMENTS:**

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

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

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

Mowing Equipment: Replace after six (6) years

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

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

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

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

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

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

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

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

#### **SUGGESTED CRITERIA FOR VEHICLE AND EQUIPMENT MAINTENANCE:**

##### **1. Preventative Maintenance:**

- Departments must follow the manufacturer's manual and establish maintenance schedules (within warranty guidelines) for each vehicle in their motor pool.
- Maintenance schedules must include the following minimum requirements (which departments may voluntarily exceed): Chassis lubrication; oil change; filter replacement; and any other manufacturer-recommended replacement schedule.
- Departments must maintain records on each vehicle under their control; those records should include complete and accurate maintenance information including work performed, replacement parts, and associated costs.
- Departments must obtain vehicle services and replacement parts at the lowest possible cost or value to the county. Purchases and record keeping must comply with state laws and Generally Accepted Accounting Principles.
- Departments may service county-owned passenger vehicles at the Public Works Shop or any authorized vendors.

## 2. Day-to-Day Maintenance Guidelines:

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

### Summary

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



## Capital Improvement Plan - 5 Yr. Projection

### Special Revenue Fund

Org ID/Name	Project Name	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	5 Yr Total
2001 - Equipment Replacement							
	Bridge Truck	275,000	0	0	0	0	275,000
	10 Yard Truck and Pup	0	250,000	0	0	0	250,000
	Vactor Truck	0	0	400,000	0	0	400,000
	IT 14 Tool Carrier	0	0	0	240,000	0	240,000
	9 Wheel Roller	0	0	0	0	100,000	100,000
	Spray Truck	0	0	0	0	175,000	175,000
	Used Low Boy Trailer	0	0	0	75,000	0	75,000
	Mini Excavator	0	0	90,000	0	0	90,000
	Pickup	0	40,000	0	0	0	40,000
	Chopper/Mower	120,000	0	0	0	0	120,000
	1 Ton Pickup	50,000	0	0	0	0	50,000
	Dodge Pickup-Mag truck	0	50,000	0	0	0	50,000
	Loader	0	0	265,000	0	0	265,000
	D4 Crawler	0	0	0	360,000	0	360,000
	Sweep Vac	0	0	0	0	180,000	180,000
	Pickup	0	0	0	50,000	0	50,000
	9 Wheel Roller	0	0	80,000	0	0	80,000
	Interstate Trailer 40T	0	50,000	0	0	0	50,000
	3/4 Ton Extra cab-A 2k pickup	50,000	0	0	0	0	50,000
	Jewell Sander	25,000	0	0	0	0	25,000
	Chipper	0	75,000	0	0	0	75,000
	Pickup	0	0	50,000	0	0	50,000
	Pickup	0	0	0	50,000	0	50,000
	Cat Grader 140G	0	340,000	0	0	0	340,000
	Power Broom	75,000	0	0	0	0	75,000
Equipment Replacement Total:		595,000	805,000	885,000	775,000	455,000	3,515,000
2245 - Marine Patrol							
	Marine Patrol Truck	63,000	0	0	0	0	63,000
Marine Patrol Total:		63,000	0	0	0	0	63,000

### Capital Improvement Plan - 5 Yr. Projection

2385 - Community Corrections Divi:						
Purchase/build reentry housing for Justice Involv	350,000	0	0	0	0	<b>350,000</b>
Replace vehicle	35,000	0	0	0	0	<b>35,000</b>
mmunity Corrections Division Total:	<b>385,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>385,000</b>
7165 - Building Codes						
Building Codes Division Fleet Vehicle	70,000	0	0	0	0	<b>70,000</b>
Building Codes Total:	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>
Special Revenue Fund Total:	<b>1,113,000</b>	<b>805,000</b>	<b>885,000</b>	<b>775,000</b>	<b>455,000</b>	<b>4,033,000</b>

## Capital Improvement Plan - 5 Yr. Projection

General Fund							
Org ID/Name	Project Name	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	5 Yr Total
1120 - County Manager							
	Courthouse Security	1,500,000	0	0	0	0	1,500,000
	County Manager Total:	1,500,000	0	0	0	0	1,500,000
1150 - Assessment & Taxation							
	A&T Fleet Vehicle	35,000	0	0	0	0	35,000
	Assessment & Taxation Total:	35,000	0	0	0	0	35,000
1790 - Building & Grounds							
	Elevator Replacement	0	470,500	0	0	0	470,500
	800 Exchange - Fan Coil Units	0	0	114,500	0	0	114,500
	Courthouse Railing Replacement	0	25,000	0	0	0	25,000
	HVAC Unit Replacement	162,400	0	0	0	0	162,400
	Carpet Replacement	46,064	0	0	0	0	46,064
	Carpet Replacement	19,520	0	0	0	0	19,520
	Carpet Replacement	46,000	0	0	0	0	46,000
	Genie Scissor Lift	21,000	0	0	0	0	21,000
	Flat Bed Trailer with Ramps	6,260	0	0	0	0	6,260
	Building & Grounds Total:	301,244	495,500	114,500	0	0	911,244
2190 - Sheriff Support Division							
	Fingerprint Machine and Software	25,000	0	0	0	0	25,000
	Sheriff Support Division Total:	25,000	0	0	0	0	25,000
2200 - Sheriff Enforcement Division							
	Patrol Vehicles	260,000	0	0	0	0	260,000
	Sheriff Enforcement Division Total:	260,000	0	0	0	0	260,000
2300 - Sheriff Corrections Division							
	Administrative Vehicle	36,000	0	0	0	0	36,000
	Sheriff Corrections Division Total:	36,000	0	0	0	0	36,000
2700 - Planning Division							
	Comprehensive Plan Update Goals 16 and 17	125,000	0	0	0	0	125,000
	Planning Division Total:	125,000	0	0	0	0	125,000

Capital Improvement Plan - 5 Yr. Projection

General Fund Total:	2,282,244	495,500	114,500	0	0	2,892,244
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County Total:	3,395,244	1,300,500	999,500	775,000	455,000	6,925,244
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## 2022-2023 Capital Improvement Plan

### Special Revenue Fund

Org ID	Project Name	Type	Category	Cost
2001	Full Size Plow Sander Truck	Replacement	Automotive	220,000
2001	1 Ton Pickup	Replacement	Automotive	45,000
2001	1 Ton Pickup	Replacement	Automotive	50,000
2001	Slip in water tank	Addition	Automotive	30,000
2001	Knappa Mid Size Loader with tool carrier	Replacement	Automotive	180,000
2191	Sheriff Office Patrol Vehicle	Replacement	Automotive	128,400
3120	Bridge Replacement	Replacement	Miscellaneous	2,600,000
3120	Land Purchase	Addition	Land	600,000
4170	PHEP Vehicle	Addition	Automotive	40,000
4170	Mobile Medical Clinic Vehicle	Addition	Automotive	87,500
7165	Building Codes Division Fleet Vehicle	Replacement	Automotive	69,000
9300	Auction Ring	Replacement	Miscellaneous	30,000

Special Revenue Fund Total: 4,079,900

### General Fund

Org ID	Project Name	Type	Category	Cost
1120	County Manager Copier	Addition	Office Equipment	20,000
1120	Facility Renovations	Replacement	Building	1,000,000
1120	County Brand	Addition	Miscellaneous	30,000
1120	Anaerobic Biodigester Feasibility Study	Addition	Miscellaneous	75,000
1150	Assessment & Taxation Color Copier	Replacement	Office Equipment	12,000
1650	New Jail Networking equipment	Addition	Computer	30,000
1650	Network Switches	Replacement	Computer	40,000
1790	Emergency Repairs	Replacement	Building	50,000
1790	Courthouse Security Entry & Holding Cells	Addition	Building	605,000
1790	Courthouse Elevator Modernization	Replacement	Building	229,500
1790	Enclose Entrance	Addition	Building	22,000
1790	Animal Shelter Roof Replacement	Replacement	Building	53,760
1790	Riding Lawnmower	Replacement	Miscellaneous	7,000
1790	Pickup Truck	Replacement	Automotive	5,000
1795	Westport Park Development	Addition	Miscellaneous	200,000
1795	Park Planning	Addition	Miscellaneous	50,000
2180	Response Vehicle	Replacement	Automotive	46,000
2200	Patrol Vehicle	Addition	Automotive	64,200
2200	10' Enclosed Trailer	Addition	Automotive	6,000

## 2022-2023 Capital Improvement Plan

2300	Heavy Duty 4x4 1 ton Transport Truck	Addition	Automotive	<b>138,600</b>
2300	Jail Copier	Replacement	Office Equipment	<b>6,500</b>
2325	Jail Medical Copier	Addition	Office Equipment	<b>6,500</b>
2700	Comprehensive Plan Update - Goals 16 and 17	Addition	Miscellaneous	<b>25,000</b>
2700	Comprehensive Plan Update - Goal 18	Addition	Miscellaneous	<b>50,000</b>
2800	Animal Shelter Copier	Replacement	Office Equipment	<b>7,000</b>
General Fund Total:				<b>2,779,060</b>



## TAX PAYMENT BREAKDOWN

### HOW IS YOUR TAX DOLLAR SPENT?

When you write your property tax check to Clatsop County, only some of the money goes to the county. We collect the taxes and distribute the money to 66 taxing districts providing a variety of public services. On average, out of every **\$1** you pay, **just 12.77** cents goes to Clatsop County government. This illustration shows how an average tax dollar is distributed

#### Where your property tax dollar goes:



#### WHAT YOUR 12.77 CENTS TO CLATSOP COUNTY PROVIDES:

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

#### The top 10 taxpayers in Clatsop County for 2021 are as follows:

1. Georgia Pacific Consumer Products \$1,587,877.17
2. L&C Tree Farms LLC \$1,035,690.29
3. Dulcich Realty LLC \$885,620.67
4. Pacificorp \$880,520.95
5. Hampton Lumber Mills Inc. \$694,350.88
6. WorldMark The Club \$619,261.92
7. Northwest Natural Gas \$577,672.35
8. Charter Communications \$483,225.00
9. Weyerhaeuser Company \$416,787.94
10. Lumen Technologies \$345,765.89

**CLATSOP COUNTY**  
**TEN-YEAR MARKET VALUE AND TAX RATE HISTORY**

			Tax Rate/\$1,000 Value			
Fiscal Year	Total Property Value	% Annual Change	General	Road #1	4-H	Rural Law
2011-12 AV M5 RMV	4,974,848,967 7,704,823,561	2.4 <5.2>	1.5338 .0700*	1.0175	.0534	.7195
2012-13 AV M5 RMV	5,077,663,892 7,254,191,848	2.5 <5.5>	1.5338 .0700*	1.0175	.0534	.7195
2013-14 AV M5 RMV	5,215,879,408 7,279,208,446	2.7 .34	1.5338 .0700*	1.0175	.0534	.7195
2014-15 AV M5 RMV	5,355,056,224 7,281,392,025	2.7 .03	1.5338 .0700*	1.0175	.0534	.7195
2015-16 AV M5 RMV	5,705,270,411 7,516,835,617	6.6 3.2	1.5338 .0700*	1.0175	.0534	.7195
2016-17 AV M5 RMV	5,875,464,334 7,933,131,303	2.9 5.2	1.5338 .0500*	1.0175	.0534	.7195
2017-18 AV M5 RMV	6,060,271,955 8,326,584,223	3.0 4.7	1.5338 .0500*	1.0175	.0534	.7195
2018-19 AV M5 RMV	6,298,872,930 8,953,187,193	3.9 7.5	1.5338 .0500*	1.0175	.0534	.7195
2019-20 AV M5 RMV	6,535,963,525 9,514,701,054	3.6 5.9	1.5338 .0500*	1.0175	.0534	.7195
2020-21 AV M5 RMV	6,832,654,797 10,126,148,069	4.5 6.4	1.5338 .0500*	1.0175	.0534	.7195
2021-22 AV M5 RMV	7,084,305,859 11,197,660,897	3.7 10.6	1.5338 .0700*	1.0175	.0534	.7195

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

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

<b>2002-03</b>	<b>5,480,758</b>
<b>2003-04</b>	<b>4,056,315</b>
<b>2004-05</b>	<b>3,124,003</b>
<b>2005-06</b>	<b>3,898,818</b>
<b>2006--07</b>	<b>3,810,400</b>
<b>2007--08</b>	<b>3,685,175</b>
<b>2008--09</b>	<b>3,387,555</b>
<b>2009-10</b>	<b>2,465,893</b>
<b>2010-11</b>	<b>2,183,649</b>
<b>2011-12</b>	<b>2,758,246</b>
<b>2012-13</b>	<b>2,414,065</b>
<b>2013-14</b>	<b>3,448,047</b>
<b>2014-15</b>	<b>3,443,116</b>
<b>2015-16</b>	<b>5,065,495</b>
<b>2016-17</b>	<b>4,612,283</b>
<b>2017-18</b>	<b>6,866,286</b>
<b>2018-19</b>	<b>5,102,322</b>
<b>2019-20</b>	<b>4,532,704</b>
<b>2020-21</b>	<b>4,658,037</b>
<b>2021-22</b>	<b>4,699,901**</b>
<b>2022-23</b>	<b>3,897,204***</b>

\*\* Total estimated to be received as of ODF Projection from 2/1/2022.  
Total received as of 3/21/22 \$3,603,407.

\*\*\*Estimate from ODF Projection dated 2/1/22.

## GENERAL GOVERNMENT VEHICLE & EQUIPMENT LIST

Department		Make / Year		Model	Last Odometer Reading	Current Odometer Reading	Current Year Miles
Animal Control	E263064	Chev	2015	Silverado	48,138	79,357.00	31,219
	E278862	Chev	2019	Silverado	6,061	7,738.00	1,677
Assessor	E263616	Ford	2014	Explorer 4x4	30,859	34,003.00	3,144
	E225079	Toyota	2015	Rav 4	23,019	23,591.00	572
	E222402	Toyota	2015	Rav 4	15,643	19,379.00	3,736
	E273562	Toyota	2017	Rav 4	7,258	10,634.00	3,376
	E269000	Toyota	2017	Rav 4	10,372	12,529.00	2,157
Building & Grounds	E184022	Chev	1992	S10 Pickup	87,391	87,958.00	567
	E219275	Chev	2001	Lumina	66,639	66,827.00	188
	E169219	Chev	2002	1/2 Ton Van	69,890	72,788.00	2,898
	E287736	Ford	2020	Transit Van	2,118	7,738.00	5,620
Building Codes	E271854	Ford	2016	F150	44,545	58,200.00	13,655
	E269964	Ford	2016	Escape	78,704	80,060.00	1,356
	E269965	Ford	2016	Escape	48,211	51,840.00	3,629
	E275135	Ford	2018	F150	9,196	30,100.00	20,904
County Manager	E273561	Toyota	2020	Rav 4	720	1,876.00	1,156
District Attorney	E248729	Dodge	2009	Charger	158,956	162,872.00	3,916
Emergency Mgmt	E278871	Ford	2014	Explorer 4x4	60,528	61,672.00	1,144
Fair & Expo	E205621	Dodge	1998	Pickup	169,526	169,630.00	104
	E227618	Ford	2004	F350	143,330	144,587.00	1,257
Fisheries	E222770	Ford	2003	Pickup F350	141,367	142,398	1,031
	G42-6543X	Dodge	2020	Ram	4,895	15,010	10,115
	G42-2615X	Dodge	2020	Ram	4,620	8456	3,836
Information Systems	E222401	Chev	2001	Lumina	78,636	79,573.00	937
Juvenile	E205624	Ford	1998	Crew Van	51,813	56,535.00	4,722
	E257098	Chev	2014	Impala	92,250	100,065.00	7,815
	E269776	Ford	2017	Escape	24,276	28,231.00	3,955
	E281802	Toyota	2019	Highlander	13,353	20,265.00	6,912
	E286643	Ford	2021	Explorer	0	3,292.00	3,292
Parks	E250663	Ford	2010	Pickup F250	144,772	150,390	5,618
	E271767	Ford	2017	Pickup F250	78,125	99,404	21,279
	E283210	Ford	2020	Pickup F150	9,496	21,111	11,615
Parole & Probation	E229944	Chev	2004	Tahoe	132,233	134,866.00	2,633
	E263072	Dodge	2014	Charger	67,503	74,032.00	6,529
	E263087	Dodge	2014	Charger	40,566	46,102.00	5,536
	E263088	Dodge	2014	Charger	50,952	59,835.00	8,883
	E253271	Chev	2014	Tahoe	46,147	51,906.00	5,759
	E273565	Chev	2016	Tahoe	16,546	21,005.00	4,459
	E273566	Chev	2017	Equinox	29,277	31,579.00	2,302
Code Compliance	E272167	Ford	2017	Escape	37,730	51,422.00	13,692
	E282002	Ford	2020	Escape	8,524	18,735.00	10,211
Public Health	E263073	Chev	2012	Equinox	69,869	74,295.00	4,426
	E273568	Chev	2016	Trax	29,338	32,324.00	2,986
	E227614	Dodge	2016	Wagon	50,376	51,989.00	1,613
	E278852	Chevrolet	2018	Trax	15,653	20,284.00	4,631
	E281307	Chevrolet	2018	Equinox	5,111	7,214.00	2,103
	E288147	Ford	2021	Transit	0	4,475.00	4,475
	E290421	Chev	2021	Equinox	0	1,843.00	1,843
Surveyor	E184013	Dodge	1992	Pickup	55,291	56,216.00	925

## PUBLIC WORKS VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E007	Bors Retort 1952	Circulator	n/a	n/a	n/a	n/a
E105	Beall 1964	Asphalt Tank	n/a	n/a	n/a	n/a
E144	Gard 1977	Rotary Comp	347	361	14	H
E191	BMC 1978	Hydra Hammer	2,111	2111	0	H
E192	Inger Rand 1989	PneuRoller	3,054	3110	56	H
E200	Brush Bandit 1990	Chopper	3,173	3217	44	H
E205	CAT 1992	D4H	4,492	4,552	60	H
E206	Chevrolet 1992	Spray Truck	79,425	81,000	1,575	M
E210	Dodge 1992	Pickup (Mag Truck)	55,291	56,216	925	M
E211	1992	Bridge Truck	55,326	56,423	1,097	M
E214	CAT 1993	Vibratory Compactor	2,725	2,752	27	H
E216	Vanraden 1993	10 YD Trailer	n/a	n/a	n/a	n/a
E223	CAT 1994	Tool Carrier Loader	4,164	4360	196	H
E225	PB GMC 1994	6 yd Dumptruck	118,657	120,733	2,076	M
E227	CAT 1996	140G Grader	9,906	10,047	141	H
E228	PB 1998	10 Yd Dumptruck	9,832	9,832	0	H
E229	Vanraden 1998	10 YD Trailer	144,197	147,802	3,605	M
E231	Vanraden 1998	10 YD Trailer	139,663	143,394	3,731	M
E233	Vanraden 1998	10 YD Trailer	169,301	175,299	5,998	M
E237	DynaWeld 1998	Flatbed Trailer	n/a	n/a	n/a	n/a
E241	John Deere 1998	624H Loader	3,551	3,714	163	H
E242	GMC 1999	6 yd Dumptruck	73,502	75,858	2,356	M
E244	GMC 1999	Aerial Lift	30,456	32,027	1,571	H
E245	Dodge 2001	Pickup	133,948	140,408	6,460	M
E246	Ford 2000	Pickup	128,970	136,541	7,571	M
E249	Ford 2002	Crew Cab Pickup	76,258	79,693	3,435	M
E250	GMC 2002	6 YD Dump Truck	81,364	83,161	1,797	M
E251	GMC 2002	6 YD Dump Truck	66,694	68,145	1,451	M
E252	Case 2002	Brush Chopper	5,251	5,438	187	H
E254	Bowie 2002	Hay Mulcher	606	650	44	H
E255	Ingersoll 2002	10 Ton Compactor/Roller	1,549	1,610	61	H
E256	Johnston 2002	Vac Sweeper	22,095	24,882	2,787	H
E257	Vactor 1998	Catch Basin Truck	5,835	5,871	36	H
E259	HTC 2002	Shoulder Machine	969	971	2	H
E261	Ford 2003	Flatbed Pickup	119,510	123,266	3,756	M
E262	Ford 2003	Flatbed Pickup	133,329	144,301	10,972	M
E264	Tow Master 2004	Ramp Trailer	n/a	n/a	n/a	n/a
E268	Ford 2005	F750 Shop Truck	73,606	75,444	1,838	M
E270	Chevrolet 2006	3/4 Ton Pickup	123,672	131,727	8,055	M
E273	IT 14 2006	Scoop	4,969	5,085	116	H
E274	Chevrolet 2007	1/2 ton Pickup	83,675	96,000	12,325	M
E275	Ford 2008	1Ton PU	104,293	116,487	12,194	M
E276	Trailer 2008	Flatbed Trailer	n/a	n/a	n/a	n/a
E277	Forklift 2001	9,000 LB	1,463	1,563	100	H
E278	Ford 2009	1 Ton x cab	135,734	138,054	2,320	M
E279	Chevrolet 2009	Colorado PU	42,875	44,300	1,425	M

## PUBLIC WORKS VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E007	Bors Retort 1952	Circulator	n/a	n/a	n/a	n/a
E281	Etnyre 2000	Low Boy	n/a	n/a	n/a	n/a
E282	International 2007	Tractor	149,012	156,235	7,223	M
E283	Rway 2000	Belly Dump Trailer	n/a	n/a	n/a	n/a
E284	FreightLiner 2006	Bear Cat Distributor	242,311	243,700	1,389	M
E285	Wilson 2004	Custom Build Trailer	n/a	n/a	n/a	n/a
E286	Ford 2012	F450 Dump	81,216	96,105	14,889	M
E287	John Deer 2011	Brush Chopper	4,053	4,416	363	H
E288	Ford 2012	HD Dump	80,749	91,600	10,851	M
E289	Ford 2012	Pickup	113,372	126,770	13,398	M
E290	Ford 2012	Pickup	110,897	121,654	10,757	M
E291	John Deere 2012	Loader	1,755	2,027	272	H
E292	Dynapac 2013	Compactor	1,403	1,573	170	H
E293	Ford 2013	F150 Pickup	42,962	47,500	4,538	M
E294	Ford 2014	F450 Sign Truck	79,583	94,114	14,531	M
E295	Ford 2014	F450 HD	60,456	67,497	7,041	M
E296	Bear Cat 2015	Distributor	13,705	15,178	1,473	M
E297	Great Northern 2014	Split Deck Trailer	n/a	n/a	n/a	n/a
E298	John Deer 2015	Grader	2,452	2,900	448	H
E299	Superior 2012	Broom	1,763	2,123	360	H
E300	Trailmax 2015	Trailer	n/a	n/a	n/a	n/a
E301	Kubota 2015	Excavator	2,472	3,015	543	H
E302	Wells 1993	Utility Trailer	n/a	n/a	n/a	n/a
E303	Cat 2015	Excavator	2,103	2,460	357	M
E304	Ford 2017	F350	70,128	86,137	16,009	M
E305	Kenworth 2018	Hooklift Truck	27,693	27,693	0	M
E306	Kenworth 2018	Dumptruck	43,380	59,139	15,759	M
E307	Ford 2018	F150 Pickup	24,144	28,500	4,356	M
E308	Peterbilt 2018	Dumptruck	46,007	60,806	14,799	M
E309	Peterbilt 2018	Dumptruck	39,800	54,000	14,200	M
E310	Kubota 2017	Tractor Mower	1,301	1,645	344	H
E312	Gradall 2018	Gradall	1,015	1,570	555	H
E313	Ford 2019	F350 4x4 Supercab	26,452	40,420	13,968	M
E314	GMC 1994	Paint Striper	117,353	119,632	2,279	H
E315	Etnyre 2020	Chip Spreader	84	189	105	H
E316	Caterpillar 2020	Vibratory Compactor	53	212	159	H
E317	Ford 2020	F350 Pickup	10,453	34,400	23,947	M
E318	Ford 2020	F550 Pickup w/dump	651	9,187	8,536	M
E319	Link Belt 2019	160 Excavator Link Belt	149	943	794	H
E320	Ford 2021	Ford F150 Pickup	1,000	12,135	11,135	M
E321	Cat 2021	930M Cat Loader/Chopper	0	605	605	H
E322	Western Star 2020	Dumptruck	0	16,548	16,548	M
E323	Link Belt 2021	Excavator	0	323	323	H
E324	Caterpillar 2022	Loader	0	0	0	H

### SHERIFF'S VEHICLE & EQUIPMENT LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
5	Bombardier	2003	ATV	NB54397	SAR	NA	N/A	NA
6	Can-Am	2010	Outlander ATV	n/a	Forest	NA	N/A	NA
7	GMC	1999	Pickup	E215069	SAR	34,626	35,275	649
9	Chevrolet	1998	Pickup	E213141	SAR	32,958	33,069	111
10	Ford	2008	F5D Crew Truck	E243307	Work Crew	94,318	94,344	26
12	Chevrolet	2011	AWD Van	E252901	Corrections	142,110	142,487	377
13	Bombardier	2002	ATV	n/a	SAR	NA	N/A	N/A
15	GMC	1992	Van	E268993	SAR	16,927	16,931	4
16	Chevrolet	1996	Suburban	E197843	SAR	32,894	33,188	294
17	Chevrolet	2004	Suburban	E228573	SAR	31,857	32,274	417
18	Mack	1989	Rescue Rig	E268994	SAR	105,939	105,974	35
23	North River	2008	RAIV	407XCX	Marine	NA	N/A	N/A
25	Smokercraft	2009	Alaskan DLX	408XCX	Marine	NA	N/A	N/A
26	Chevrolet	2014	K2500 Crew Cab	E257085	Marine	60,000	71,121	11,121
30	River Wild	2015	25" Boat	714CXC	Marine	NA	N/A	N/A
32	Chevrolet	2016	K2500 Crew Cab	E268979	Marine	60,070	68,935	8,865
33	Chevrolet	2016	Tahoe	E268978	Criminal	80,116	99,506	19,390
34	Dodge	2016	Charger	E268984	Criminal	59,481	75,990	16,509
35	Dodge	2016	Charger	E268983	Criminal	85,622	112,147	26,525
36	Dodge	2016	Charger	E268982	Criminal	73,000	91,500	18,500
37	Dodge	2018	Charger	E273578	Criminal	64,275	86,223	21,948
38	Dodge	2018	Charger	E273577	Criminal	62,208	91,827	29,619
39	Chevrolet	2019	Tahoe-PPV	E278856	Criminal	34,670	51,500	16,830
40	Chevrolet	2019	Tahoe-SUV	E278855	Criminal	37,301	59,317	22,016
41	Chevrolet	2021	2500 Crew Cab	E288261	Criminal	100	12,536	12,436
42	Dodge	2015	Charger	E263097	Criminal	118,042	140,500	22,458
44	Chevrolet	2021	2500 Crew Cab	E288270	Criminal	0	6,711	6,711
45	Dodge	2015	Charger	E263096	Criminal	80,736	102,527	21,791
46	Dodge	2021	Durango	E288136	Criminal	0	9,338	9,338
47	Dodge	2014	Charger	E263069	Criminal	140,780	167,040	26,260
48	Dodge	2014	Charger	E263068	Criminal	107,085	113,989	6,904
49	Chevrolet	2015	K2500 Crew Cab	E229938	Criminal	161,870	165,325	3,455
50	Dodge	2021	1500 Truck	E289142	Criminal	0	10	10
51	Dodge	2021	Durango	E289141	Criminal	0	10	10
53	Dodge	2019	Charger	002-BSJ	Criminal	12,228	17,431	5,203
59	Chevrolet	2020	Equinox		Criminal	5,431	9,245	3,814
61	Dodge	2018	Charger	E273579	Corrections	19,390	29,372	9,982
62	Chevrolet	2005	Tahoe	Classified	Detective	179,852	187,800	7,948
64	Chevrolet	2020	Traverse	Classified	Detective	9,286	19,006	9,720
65	Dodge	2021	Ram 1500 Silver	Classified	Detective	15	8,591	8,576
66	Dodge	2021	Ram 1500 Max Steel		Corrections	155	4,182	4,027
67	Chevrolet	2015	K-2500 pick-up	E263093	Criminal	87,234	110,993	23,759
70	Dodge	2015	Charger	E263095	Criminal	101,158	115,184	14,026
71	Dodge	2011	Charger	E252920	Criminal	133,029	135,655	2,626
72	Dodge	2015	Charger	E263094	Criminal	95,225	112,665	17,440
74	Dodge	2008	Durango	E234423	Criminal	130,000	136,415	6,415
82	Chevrolet	2006	K-2500 pick-up	002BSJ	Criminal	146,766	148,970	2,204
84	Chevrolet	2018	Equinox	Classified	DTF	27,562	35,880	8,318
85	Ford	2015	F350	E263080	Corrections	103,946	112,714	8,768



### SHERIFF'S VEHICLE & EQUIPMENT LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
87	Dodge	2014	Charger	E263089	Corrections	98,871	118,654	19,783
88	Chevrolet	2014	Tahoe	E257090	Criminal	152,550	167,905	15,355
89	Chevrolet	2011	Tahoe	895BRH	Sheriff	139,247	146,782	7,535
90	Chevrolet	2020	Equinox		Corrections	3,475	12,132	8,657
92	Dodge	2016	Caravan	860JAC	DTF	46,655	50,800	4,145
94	Nissan	2010	Altima	Classified	DTF	154,257	162,338	8,081
95	Dodge	2011	Charger	E252927	Criminal	119,350	142,106	22,756
97	Dodge	2011	Charger	E252929	Criminal	120,314	126,827	6,513

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>001</b>	<b>General</b>							
	Animal Control Division	4.50	4.50	4.68	4.50	4.50	4.50	4.50
	Approp. For Contingency 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	14.80	14.80	14.80	15.30	15.30	15.30	15.30
	Board of Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	4.10	4.93	4.93	4.50	4.50	4.50	4.50
	Building & Grounds	5.53	5.53	5.53	6.53	6.53	6.53	6.53
	Clerk - Admin. & Elections	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk Recordings	1.65	1.65	1.65	1.65	1.65	1.65	1.65
	Code Compliance	0.00	2.30	2.35	2.35	2.35	2.35	2.35
	Corrections Workcrew	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Counsel	0.00	1.00	1.00	1.00	0.00	0.00	0.00
	County Manager	3.73	3.95	5.55	7.20	7.25	7.25	7.25
	County Tourism	0.70	0.70	0.70	0.70	0.70	0.70	0.70
	Discretionary Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	16.42	16.78	16.69	17.95	17.95	17.95	17.95
	Dues & Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	2.00	3.00	3.00	3.00	3.00	3.00	3.00
	General Fund Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Human Resources	2.00	2.00	3.00	3.00	3.00	3.00	3.00
	Information Systems	7.08	7.07	9.08	9.00	9.00	9.00	9.00
	Jail Medical	2.00	2.00	2.00	4.00	4.00	4.00	4.00
	Juvenile Department	6.58	5.58	6.33	6.33	6.33	6.33	6.33
	Medical Examiner	0.86	0.86	1.40	1.31	1.31	1.31	1.31
	Parks Maintenance	1.70	1.70	2.68	2.68	2.68	2.68	2.68
	Planning Division	6.85	4.55	5.50	5.50	5.50	5.50	5.50
	Property Management	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Sheriff Corrections Division	29.00	31.00	37.00	37.00	37.00	37.00	37.00
	Sheriff Enforcement Division	23.90	24.40	24.40	25.40	25.40	25.40	25.40
	Sheriff Support Division	11.00	8.00	8.00	8.00	8.00	8.00	8.00
	Surveyor	1.95	1.95	1.95	1.95	1.95	1.95	1.95
	Transfers To Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
	<b>Total for Fund: 001</b>	<b>150.19</b>	<b>152.10</b>	<b>166.06</b>	<b>172.70</b>	<b>171.75</b>	<b>171.75</b>	<b>171.75</b>
<b>002</b>	<b>General Roads</b>							
	Approp. For Contingency 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road Admin. And Support	5.85	6.85	5.60	6.30	6.30	6.30	6.30
	Road Maint & Construction	24.85	26.85	26.15	25.95	25.95	25.95	25.95
	<b>Total for Fund: 002</b>	<b>30.70</b>	<b>33.70</b>	<b>31.75</b>	<b>32.25</b>	<b>32.25</b>	<b>32.25</b>	<b>32.25</b>
<b>003</b>	<b>General Fund Stabilization</b>							
	GF Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 003</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>004</b>	<b>Clerk Archived Records</b>							
	Clerk Archived Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 004</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>005</b>	<b>Rural Law Enforcement District</b>							
	Sheriff Rural Law Enf Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 005</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>007</b>	<b>Public Health</b>							
	Approp. For Contingency 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	2.30	2.15	1.15	1.50	1.50	1.50	1.50
	Community Health	4.50	5.60	7.50	7.15	7.15	7.15	7.15
	Emergency Preparedness	0.15	0.15	1.10	1.00	1.00	1.00	1.00
	Environmental Health	2.40	1.85	2.30	3.20	3.20	3.20	3.20
	Family Planning	1.10	1.10	1.10	1.30	1.30	1.30	1.30
	Harm Reduction/OD Prevention	0.60	1.55	1.40	1.58	1.58	1.58	1.58
	Household Hazardous Waste	0.30	0.20	0.15	0.30	0.30	0.30	0.30
	Immunization	0.10	0.15	0.15	0.50	0.50	0.50	0.50
	Onsite Sewage Systems	1.75	2.40	2.30	1.80	1.80	1.80	1.80
	School-Based Health Centers	0.00	0.00	0.00	0.65	0.65	0.65	0.65
	Tobacco Prevention	1.10	1.70	1.15	1.95	1.95	1.95	1.95
	W I C Program	2.45	2.10	2.10	2.28	2.28	2.28	2.28
	<b>Total for Fund: 007</b>	<b>16.75</b>	<b>18.95</b>	<b>20.40</b>	<b>23.22</b>	<b>23.22</b>	<b>23.22</b>	<b>23.22</b>
<b>009</b>	<b>Child Support</b>							
	Child Support	2.11	2.17	2.11	2.11	2.11	2.11	2.11
	<b>Total for Fund: 009</b>	<b>2.11</b>	<b>2.17</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>020 Juvenile Crime Prevention</b>								
	Juv Crime Prevention	0.58	0.58	0.20	0.20	0.34	0.34	0.34
	<b>Total for Fund: 020</b>	<b>0.58</b>	<b>0.58</b>	<b>0.20</b>	<b>0.20</b>	<b>0.34</b>	<b>0.34</b>	<b>0.34</b>
<b>024 Community Corrections Division</b>								
	Community Corrections Division	10.10	13.10	13.10	14.10	14.10	14.10	14.10
	<b>Total for Fund: 024</b>	<b>10.10</b>	<b>13.10</b>	<b>13.10</b>	<b>14.10</b>	<b>14.10</b>	<b>14.10</b>	<b>14.10</b>
<b>027 Marine Patrol</b>								
	Marine Patrol	2.00	1.50	1.50	1.50	1.50	1.50	1.50
	<b>Total for Fund: 027</b>	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>033 Mental Health Grants</b>								
	Approp. For Contingency 033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Developmental Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	2.00	0.85	1.00	1.13	1.13	1.13	1.13
	Mental Health	0.80	0.80	0.40	0.20	0.20	0.20	0.20
	<b>Total for Fund: 033</b>	<b>2.80</b>	<b>1.65</b>	<b>1.40</b>	<b>1.33</b>	<b>1.33</b>	<b>1.33</b>	<b>1.33</b>
<b>036 Building Codes</b>								
	Building Codes	5.15	5.15	5.15	5.15	5.15	5.15	5.15
	<b>Total for Fund: 036</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>
<b>039 Clatsop County Fisheries</b>								
	Clatsop County Fisheries	6.20	6.20	6.18	6.18	6.18	6.18	6.18
	<b>Total for Fund: 039</b>	<b>6.20</b>	<b>6.20</b>	<b>6.18</b>	<b>6.18</b>	<b>6.18</b>	<b>6.18</b>	<b>6.18</b>
<b>090 COVID</b>								
	American Rescue Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Approp. For Contingency 90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	PA COVID-19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 090</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>100 Capital Projects</b>								
	Fleet Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 100</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>102 General Roads Eq Replace</b>								
	Equipment Replacement	0.00	0.00	0.00	1.00	1.00	1.00	1.00
	<b>Total for Fund: 102</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>105 Insurance Reserve</b>								
	Insurance Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 105</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>120 Land Corner Preservation</b>								
	Surveyor - Land Corner 120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	<b>Total for Fund: 120</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
<b>150 Fair &amp; Expo</b>								
	Fair & Expo	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	<b>Total for Fund: 150</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>205 Child Custody Mediation &amp; Drug Pi</b>								
	Child Custody Mediation	0.00	0.05	0.05	0.10	0.05	0.05	0.05
	<b>Total for Fund: 205</b>	<b>0.00</b>	<b>0.05</b>	<b>0.05</b>	<b>0.10</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>
<b>206 Video Lottery Fund</b>								
	Video Lottery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 206</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>209 Courthouse Security</b>								
	Courthouse Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 209</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>225 Bike paths</b>								
	Bike Paths	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 225</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>230 Law Library</b>								
	Law Library	0.00	0.20	0.20	0.00	0.00	0.00	0.00
	<b>Total for Fund: 230</b>	<b>0.00</b>	<b>0.20</b>	<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>235 Animal Shelter Donations</b>								
	Animal Shelter Enhance.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 235</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>240 Park &amp; Land Acq. &amp; Maint</b>								
	Parks & Land Acq. Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 240</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>300 Road District #1</b>								
	Road District #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 300</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>305 State Timber Enforcement Fund</b>								
	State Timber Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 305</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>325 Industrial Development Revolving</b>								
	Industrial Develop.Revolving Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 325</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>385 Westport Sewer Serv Dist</b>								
	Westport Sewer Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 385</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>386 Westport Sewer Equip Rplc</b>								
	Westport Sewer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 386</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>395 4-H &amp; Ext Ser Spec Dist</b>								
	4-H & Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 395</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>400 Debt Service Fund</b>								
	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 400</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>405 Bond &amp; UAL Reserve Fund</b>								
	Bond & UAL Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 405</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>505 Diking District #5</b>								
	Diking District #5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 505</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>511 Diking District #11</b>								
	Diking District #11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 511</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>514 Diking District #14</b>								
	Diking District #14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 514</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Totals:</b>	<b>229.83</b>	<b>238.60</b>	<b>251.34</b>	<b>263.08</b>	<b>262.22</b>	<b>262.22</b>	<b>262.22</b>

## F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>County Service Districts</b>									
	4-H & Extension	395	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #11	511	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #14	514	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #5	505	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road District #1	300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sheriff Rural Law Enf Dis	005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Equipment	386	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Service	385	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total for: County Service Districts</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Culture &amp; Recreation</b>									
	Fair & Expo	150	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Parks & Land Acq. Maint	240	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Parks Maintenance	001	1.70	1.70	2.68	2.68	2.68	2.68	2.68
<b>Total for: Culture &amp; Recreation</b>			<b>4.70</b>	<b>4.70</b>	<b>5.68</b>	<b>5.68</b>	<b>5.68</b>	<b>5.68</b>	<b>5.68</b>
<b>General Government</b>									
	American Rescue Plan	090	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Approp. For Contingency 1	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Approp. For Contingency 90	090	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	001	14.80	14.80	14.80	15.30	15.30	15.30	15.30
	Board of Commissioners	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bond & UAL Reserve Fund	405	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	001	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	001	4.10	4.93	4.93	4.50	4.50	4.50	4.50
	Building & Grounds	001	5.53	5.53	5.53	6.53	6.53	6.53	6.53
	Clerk - Admin. & Elections	001	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk Archived Records	004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Clerk Recordings	001	1.65	1.65	1.65	1.65	1.65	1.65	1.65
	County Counsel	001	0.00	1.00	1.00	1.00	0.00	0.00	0.00
	County Manager	001	3.73	3.95	5.55	7.20	7.25	7.25	7.25
	Debt Service	400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Discretionary Revenue	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00



## F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
Dues & Special Assessments		001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Stabilization		001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GF Stabilization		003	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Human Resources		001	2.00	2.00	3.00	3.00	3.00	3.00	3.00
Information Systems		001	7.08	7.07	9.08	9.00	9.00	9.00	9.00
Insurance Reserve		105	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PA COVID-19		090	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Property Management		001	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Transfers To Other Funds		001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total for: General Government</b>			<b>42.73</b>	<b>44.78</b>	<b>49.38</b>	<b>52.03</b>	<b>51.08</b>	<b>51.08</b>	<b>51.08</b>
<b>Land Use, Hsg &amp; Trans / Econ. Dev. &amp; Capital</b>									
Approp. For Contingency 2		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bike Paths		225	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Codes		036	5.15	5.15	5.15	5.15	5.15	5.15	5.15
Clatsop County Fisheries		039	6.20	6.20	6.18	6.18	6.18	6.18	6.18
Code Compliance		001	0.00	2.30	2.35	2.35	2.35	2.35	2.35
County Tourism		001	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Equipment Replacement		102	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Fleet Replacement		100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Industrial Develop.Revolving F		325	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Planning Division		001	6.85	4.55	5.50	5.50	5.50	5.50	5.50
Road Admin. And Support		002	5.85	6.85	5.60	6.30	6.30	6.30	6.30
Road Maint & Construction		002	24.85	26.85	26.15	25.95	25.95	25.95	25.95
Special Projects		100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Surveyor		001	1.95	1.95	1.95	1.95	1.95	1.95	1.95
Surveyor - Land Corner 120		120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Video Lottery		206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total for: Land Use, Hsg &amp; Trans / Econ. Dev. &amp; Capital</b>			<b>51.80</b>	<b>54.80</b>	<b>53.83</b>	<b>55.33</b>	<b>55.33</b>	<b>55.33</b>	<b>55.33</b>
<b>Public Health</b>									
Approp. For Contingency 033		033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Approp. For Contingency 7		007	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
	Babies First	007	2.30	2.15	1.15	1.50	1.50	1.50	1.50
	Community Health	007	4.50	5.60	7.50	7.15	7.15	7.15	7.15
	Developmental Disabilities	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	033	2.00	0.85	1.00	1.13	1.13	1.13	1.13
	Emergency Preparedness	007	0.15	0.15	1.10	1.00	1.00	1.00	1.00
	Environmental Health	007	2.40	1.85	2.30	3.20	3.20	3.20	3.20
	Family Planning	007	1.10	1.10	1.10	1.30	1.30	1.30	1.30
	Harm Reduction/OD Preventio	007	0.60	1.55	1.40	1.58	1.58	1.58	1.58
	Household Hazardous Waste	007	0.30	0.20	0.15	0.30	0.30	0.30	0.30
	Immunization	007	0.10	0.15	0.15	0.50	0.50	0.50	0.50
	Mental Health	033	0.80	0.80	0.40	0.20	0.20	0.20	0.20
	Onsite Sewage Systems	007	1.75	2.40	2.30	1.80	1.80	1.80	1.80
	School-Based Health Centers	007	0.00	0.00	0.00	0.65	0.65	0.65	0.65
	Tobacco Prevention	007	1.10	1.70	1.15	1.95	1.95	1.95	1.95
	W I C Program	007	2.45	2.10	2.10	2.28	2.28	2.28	2.28
<b>Total for: Public Health</b>			<b>19.55</b>	<b>20.60</b>	<b>21.80</b>	<b>24.55</b>	<b>24.55</b>	<b>24.55</b>	<b>24.55</b>
<b>Public Safety &amp; Justice</b>									
	Animal Control Division	001	4.50	4.50	4.68	4.50	4.50	4.50	4.50
	Animal Shelter Enhance.	235	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Child Custody Mediation	205	0.00	0.05	0.05	0.10	0.05	0.05	0.05
	Child Support	009	2.11	2.17	2.11	2.11	2.11	2.11	2.11
	Community Corrections Divisic	024	10.10	13.10	13.10	14.10	14.10	14.10	14.10
	Corrections Workcrew	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Courthouse Security	209	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	001	16.42	16.78	16.69	17.95	17.95	17.95	17.95
	Emergency Management	001	2.00	3.00	3.00	3.00	3.00	3.00	3.00
	Jail Medical	001	2.00	2.00	2.00	4.00	4.00	4.00	4.00
	Juv Crime Prevention	020	0.58	0.58	0.20	0.20	0.34	0.34	0.34
	Juvenile Department	001	6.58	5.58	6.33	6.33	6.33	6.33	6.33
	Law Library	230	0.00	0.20	0.20	0.00	0.00	0.00	0.00
	Marine Patrol	027	2.00	1.50	1.50	1.50	1.50	1.50	1.50
	Medical Examiner	001	0.86	0.86	1.40	1.31	1.31	1.31	1.31

## F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
	Sheriff Corrections Division	001	29.00	31.00	37.00	37.00	37.00	37.00	37.00
	Sheriff Enforcement Division	001	23.90	24.40	24.40	25.40	25.40	25.40	25.40
	Sheriff Support Division	001	11.00	8.00	8.00	8.00	8.00	8.00	8.00
	State Timber Enforcement	305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total for: Public Safety &amp; Justice</b>			<b>111.05</b>	<b>113.72</b>	<b>120.66</b>	<b>125.50</b>	<b>125.59</b>	<b>125.59</b>	<b>125.59</b>
<b>Totals:</b>			<b>229.83</b>	<b>238.60</b>	<b>251.34</b>	<b>263.08</b>	<b>262.22</b>	<b>262.22</b>	<b>262.22</b>

APPENDIX A											
CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2022											
Revised as of	Range	Union	Hours/Week	O/T Eligible							
TITLE					MINIMUM		STEPS		MAXIMUM	HOURLY RATE	
					A	B	C	D	E	STEP A	TOP STEP
ACCOUNTANT I	13	A	3	Y	\$ 4,243.75	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 26.11	\$ 31.75
ACCOUNTANT I	13	A	4	Y	\$ 4,527.10	\$ 4,753.45	\$ 4,991.12	\$ 5,240.68	\$ 5,502.71	\$ 26.11	\$ 31.75
ACCOUNTANT II	14	A	3	Y	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 27.42	\$ 33.34
ACCOUNTANT II	14	A	4	Y	\$ 4,753.45	\$ 4,991.12	\$ 5,240.68	\$ 5,502.71	\$ 5,777.85	\$ 27.42	\$ 33.34
ACCOUNTANT III	16	A	4	Y	\$ 5,240.68	\$ 5,502.71	\$ 5,777.85	\$ 6,066.74	\$ 6,369.54	\$ 30.23	\$ 36.74
ANIMAL CONTROL OFFICER	12	A	3	Y	\$ 4,041.66	\$ 4,243.75	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 24.87	\$ 30.23
BUILDING INSPECTOR I	20	A	4	Y	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 7,742.21	\$ 36.74	\$ 44.66
CARTOGRAPHER	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
CARTOGRAPHER TRAINEE	10	A	3	Y	\$ 3,665.91	\$ 3,849.21	\$ 4,041.66	\$ 4,243.75	\$ 4,455.93	\$ 22.56	\$ 27.42
CARTOGRAPHER, SENIOR	17	A	3	Y	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 5,971.38	\$ 6,269.95	\$ 31.75	\$ 38.58
CHILD SUPPORT AGENT I	13	A	3	Y	\$ 4,243.75	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 26.11	\$ 31.75
CHILD SUPPORT AGENT II	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
CODE COMPLIANCE SPECIALIST	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
CODE COMPLIANCE SPECIALIST	15	A	4	Y	\$ 4,991.12	\$ 5,240.68	\$ 5,502.71	\$ 5,777.85	\$ 6,066.74	\$ 28.79	\$ 35.00
CUSTODIAN	7	A	4	Y	\$ 3,378.19	\$ 3,547.11	\$ 3,724.46	\$ 3,910.68	\$ 4,106.21	\$ 19.49	\$ 23.69
ELECTIONS TECHNICIAN	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
ELECTRICAL INSPECTOR	20	A	4	Y	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 7,742.21	\$ 36.74	\$ 44.66
ENGINEERING TECH - LEAD WORKER	21	A	4	Y	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 7,742.21	\$ 8,129.32	\$ 38.58	\$ 46.90
ENGINEERING TECHNICIAN I	17	A	4	Y	\$ 5,502.71	\$ 5,777.85	\$ 6,066.74	\$ 6,369.54	\$ 6,688.01	\$ 31.75	\$ 38.58
ENGINEERING TECHNICIAN II	18	A	4	Y	\$ 5,777.85	\$ 6,066.74	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 33.34	\$ 40.51
ENGINEERING TECHNICIAN III	20	A	4	Y	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 7,742.21	\$ 36.74	\$ 44.66
ENVIRONMENTAL HEALTH SPEC I	13	A	3	Y	\$ 4,243.75	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 26.11	\$ 31.75
ENVIRONMENTAL HEALTH SPEC II	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
FISH CULTURIST	13	A	3	Y	\$ 4,243.75	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 26.11	\$ 31.75
FISHERIES BIOLOGIST	14	A	3	Y	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 27.42	\$ 33.34
GIS PROGRAMMER ANALYST	21	A	4	Y	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 7,742.21	\$ 8,129.32	\$ 38.58	\$ 46.90
GIS PROJECT PLANNER	20	A	4	Y	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 7,742.21	\$ 36.74	\$ 44.66
GIS TECHNICIAN	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
HEALTH PROMOTION SPECIALIST I	14	A	3	Y	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 27.42	\$ 33.34
HEALTH PROMOTION SPECIALIST II	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
HELP DESK TECHNICIAN	14	A	3	Y	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 27.42	\$ 33.34
JUVENILE COUNSELOR ASSISTANT	13	A	3	Y	\$ 4,243.75	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 26.11	\$ 31.75
JUVENILE PROB. COUNSELOR, LEAD	20	A	3	Y	\$ 5,971.38	\$ 6,269.95	\$ 6,510.30	\$ 6,912.62	\$ 7,258.26	\$ 36.74	\$ 44.66
JUVENILE PROBATION COUNSELOR	18	A	3	Y	\$ 5,416.21	\$ 5,687.03	\$ 5,971.38	\$ 6,269.95	\$ 6,583.45	\$ 33.34	\$ 40.51
KENNEL WORKER	7	A	4	Y	\$ 3,378.19	\$ 3,547.11	\$ 3,724.46	\$ 3,910.68	\$ 4,106.21	\$ 19.49	\$ 23.69
MAINTENANCE ASSISTANT I	9	A	4	Y	\$ 3,724.46	\$ 3,910.68	\$ 4,106.21	\$ 4,311.52	\$ 4,527.10	\$ 21.49	\$ 26.11
MAINTENANCE ASSISTANT II	13	A	4	Y	\$ 4,527.10	\$ 4,753.45	\$ 4,991.12	\$ 5,240.68	\$ 5,502.71	\$ 26.11	\$ 31.75
MECHANIC	RD8	A	4	Y	\$ 28.31	\$ 29.72	\$ 31.20	\$ 32.76	\$ 34.40	---	---
MEDICAL ASSISTANT	9	A	3	Y	\$ 3,491.35	\$ 3,665.91	\$ 3,849.21	\$ 4,041.66	\$ 4,243.75	\$ 21.49	\$ 26.11
NETWORK ADMINISTRATOR	20	A	3	Y	\$ 5,971.38	\$ 6,269.95	\$ 6,510.30	\$ 6,912.62	\$ 7,258.26	\$ 36.74	\$ 44.66
PARK RANGER	9	A	4	Y	\$ 3,724.46	\$ 3,910.68	\$ 4,106.21	\$ 4,311.52	\$ 4,527.10	\$ 21.49	\$ 26.11
PERMIT TECHNICIAN I	13	A	4	Y	\$ 4,527.10	\$ 4,753.45	\$ 4,991.12	\$ 5,240.68	\$ 5,502.71	\$ 26.11	\$ 31.75
PERMIT TECHNICIAN II	15	A	4	Y	\$ 4,991.12	\$ 5,240.68	\$ 5,502.71	\$ 5,777.85	\$ 6,066.74	\$ 28.79	\$ 35.00
PERSONAL PROPERTY TAX AUDITOR	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
PLANNER	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
PLANNER	15	A	4	Y	\$ 4,991.12	\$ 5,240.68	\$ 5,502.71	\$ 5,777.85	\$ 6,066.74	\$ 28.79	\$ 35.00
PLANNER, SENIOR	20	A	4	Y	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 7,742.21	\$ 36.74	\$ 44.66
PLANNING TECHNICIAN	13	A	3	Y	\$ 4,243.75	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 26.11	\$ 31.75
PRE-TRIAL RELEASE SPECIALIST	13	A	4	Y	\$ 4,527.10	\$ 4,753.45	\$ 4,991.12	\$ 5,240.68	\$ 5,502.71	\$ 26.11	\$ 31.75
PREVENTION SPECIALIST	9	A	3	Y	\$ 3,491.35	\$ 3,665.91	\$ 3,849.21	\$ 4,041.66	\$ 4,243.75	\$ 21.49	\$ 26.11
PROGRAMMER ANALYST	20	A	3	Y	\$ 5,971.38	\$ 6,269.95	\$ 6,510.30	\$ 6,912.62	\$ 7,258.26	\$ 36.74	\$ 44.66
PROPERTY APPRAISER I	14	A	3	Y	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 27.42	\$ 33.34
PROPERTY APPRAISER II	17	A	3	Y	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 5,971.38	\$ 6,269.95	\$ 31.75	\$ 38.58
PROPERTY APPRAISER, SENIOR	19	A	3	Y	\$ 5,687.03	\$ 5,971.38	\$ 6,269.95	\$ 6,583.45	\$ 6,912.62	\$ 35.00	\$ 42.54
PUBLIC HEALTH EMERG. PREP. COORD.	19	A	4	Y	\$ 6,066.74	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 35.00	\$ 42.54
ROAD MAINT. WORKER	RD7	A	4	Y	\$ 26.96	\$ 28.31	\$ 29.72	\$ 31.20	\$ 32.76	---	---
ROAD MAINT. WORKER TRAINEE	RD5	A	4	Y	\$ 24.45	\$ 25.68	\$ 26.96	\$ 28.31	\$ 29.72	---	---
SHOP MAINTENANCE, ASST	9	A	4	Y	\$ 21.49	\$ 22.56	\$ 23.69	\$ 24.87	\$ 26.11	---	---
STAFF ASSISTANT	11	A	3	Y	\$ 3,849.21	\$ 4,041.66	\$ 4,243.75	\$ 4,455.93	\$ 4,678.73	\$ 23.69	\$ 28.79
STAFF ASSISTANT	11	A	4	Y	\$ 4,106.21	\$ 4,311.52	\$ 4,527.10	\$ 4,753.45	\$ 4,991.12	\$ 23.69	\$ 28.79
SURVEY TECHNICIAN I	17	A	4	Y	\$ 5,502.71	\$ 5,777.85	\$ 6,066.74	\$ 6,369.54	\$ 6,688.01	\$ 31.75	\$ 38.58
SURVEY TECHNICIAN II	18	A	4	Y	\$ 5,777.85	\$ 6,066.74	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 33.34	\$ 40.51
SURVEY TECHNICIAN III	20	A	4	Y	\$ 6,369.54	\$ 6,688.01	\$ 7,022.41	\$ 7,373.53	\$ 7,742.21	\$ 36.74	\$ 44.66
TAX TECHNICIAN	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00
VICTIM SERVICES COORDINATOR	14	A	3	Y	\$ 4,455.93	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 27.42	\$ 33.34
VICTIM SERVICES COORDINATOR-LEAD	15	A	3	Y	\$ 4,678.73	\$ 4,912.66	\$ 5,158.30	\$ 5,416.21	\$ 5,687.03	\$ 28.79	\$ 35.00

Revised as of	range	union	hours/week	O/T Eligible	MINIMUM	B	STEPS	D	MAXIMUM	HOURLY RATE	
TITLE					A		C		E	STEP A	TOP STEP
DEPUTY SHERIFF, ENF. RESERVE	12	C	4	Y	\$ 22.33	---	---	---	\$ 30.33	---	---
DISASTER ASSISTANCE WORKER	10	C	4	Y	\$ 13.79	---	---	---	\$ 45.32	---	---
ELECTION WORKER	11	C	4	Y	\$ 13.73	---	---	---	\$ 14.25	---	---
INTERN	13	C	4	Y	\$ 15.71	---	---	---	---	---	---
PARENT EDUCATOR	15	C	4	Y	\$ 25.05	---	---	---	---	---	---
Secured Custody Transport/Work Crew	10	C	4	Y	\$ 21.46	---	---	---	---	---	---
VICTIM SERVICES ASSISTANT	9	C	4	Y	\$ 17.89	---	---	---	---	---	---
PARK MAINT.HELPER CASUAL	RD1	C1	4	Y	\$ 16.09	\$ 16.91	\$ 17.73	\$ 18.62	\$ 19.55	---	---
ROAD MAINT. HELPER CASUAL	RD2	C1	4	Y	\$ 16.09	\$ 16.91	\$ 17.73	\$ 18.62	\$ 19.55	---	---
DISTRICT ATTORNEY, DEPUTY I	1DA	DA	4	N	\$ 6,593.08	---	---	---	\$ 8,013.93	\$ 38.04	\$ 46.23
DISTRICT ATTORNEY, DEPUTY II	2DA	DA	4	N	\$ 7,145.24	---	---	---	\$ 8,685.09	\$ 41.23	\$ 50.11
DISTRICT ATTORNEY, DEPUTY III	3DA	DA	4	N	\$ 9,341.05	---	---	---	\$ 11,354.10	\$ 53.89	\$ 65.50
COMMUNITY HEALTH PROJECT MGR	20	O	3	Y	\$ 45.81	\$ 48.10	\$ 50.50	\$ 53.03	\$ 55.69	---	---
REPRODUCTIVE HEALTH PROVIDER	20	O	3	Y	\$ 45.81	\$ 48.10	\$ 50.50	\$ 53.03	\$ 55.69	---	---
NURSE PRACTITIONER/CLINICIAN	20	O	3	Y	\$ 45.81	\$ 48.10	\$ 50.50	\$ 53.03	\$ 55.69	---	---
PUBLIC HEALTH NURSE I	16	O	3	Y	\$ 34.18	\$ 35.90	\$ 37.69	\$ 39.57	\$ 41.55	---	---
PUBLIC HEALTH NURSE I - Jail Nurse	16	O	3	Y	\$ 34.18	\$ 35.90	\$ 37.69	\$ 39.57	\$ 41.55	---	---
PUBLIC HEALTH NURSE II	17	O	3	Y	\$ 37.69	\$ 39.57	\$ 41.55	\$ 43.63	\$ 45.81	---	---
PUBLIC HEALTH NURSE II - Jail Nurse	17	O	3	Y	\$ 37.69	\$ 39.57	\$ 41.55	\$ 43.63	\$ 45.81	---	---
PUBLIC HEALTH NURSE III	18	O	3	Y	\$ 41.55	\$ 43.63	\$ 45.81	\$ 48.10	\$ 50.50	---	---
PUBLIC HEALTH NURSE III - Jail Nurse	18	O	3	Y	\$ 41.55	\$ 43.63	\$ 45.81	\$ 48.10	\$ 50.50	---	---
PUBLIC HEALTH NURSE II CASUAL	17II	O	3	Y	\$ 40.71	\$ 42.74	\$ 44.87	\$ 47.12	\$ 49.48	---	---

This Salary Appendix A is approved effective July 1, 2022:

Don Bohn, County Manager

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

Legend for Hours/Week Column:

3 - Standard Work Week is 37.5 Hours

4 - Standard Work Week is 40 Hours

Hourly Rate Formula:

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

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

RU SCHEDULE  
CLASS AND SALARY RATE TABLE EFFECTIVE JULY 1 2022

	Range	Union	Hours/Week	OT/Eligible	CLASS AND SALARY RATE TABLE EFFECTIVE JULY 1 2022									
Revised Title					MINIMUM			STEPS			MAXIMUM	HOURLY RATE		
					1	2	3	4	5	6	7	STEP 1	TOP STEP	
Administrative Assistant	RU10	U	40	Y	\$ 4,038.02	\$ 4,275.54	\$ 4,513.06	\$ 4,750.59	\$ 4,988.13	\$ 5,225.66	\$ 5,463.20	23.30	31.52	
Community Relations Coordinator	RU11	U	40	Y	\$ 4,288.82	\$ 4,541.11	\$ 4,793.39	\$ 5,045.66	\$ 5,297.95	\$ 5,550.22	\$ 5,802.33	24.74	33.47	
Control Room Technician	RU08	DS	40	Y	\$ 3,579.40	\$ 3,789.94	\$ 4,000.49	\$ 4,211.05	\$ 4,421.59	\$ 4,632.15	\$ 4,842.71	20.65	27.94	
Deputy Sheriff	RU13	DS	40	Y	\$ 4,838.80	\$ 5,123.44	\$ 5,408.08	\$ 5,692.71	\$ 5,977.34	\$ 6,261.97	\$ 6,546.61	27.92	37.77	
Emergency Services Coordinator	RU16	U	40	Y	\$ 5,798.86	\$ 6,140.16	\$ 6,481.28	\$ 6,822.41	\$ 7,163.52	\$ 7,504.65	\$ 7,845.76	33.45	45.26	
Executive Assistant	RU12	U	40	Y	\$ 4,555.74	\$ 4,823.74	\$ 5,091.72	\$ 5,359.70	\$ 5,627.68	\$ 5,895.68	\$ 6,163.65	26.28	35.56	
Human Resources Assistant	RU10	U	40	Y	\$ 4,038.02	\$ 4,275.54	\$ 4,513.06	\$ 4,750.59	\$ 4,988.13	\$ 5,225.66	\$ 5,463.20	23.30	31.52	
Information Systems Analyst	RU18	U	40	N	\$ 6,542.50	\$ 6,927.36	\$ 7,312.21	\$ 7,697.06	\$ 8,081.93	\$ 8,466.77	\$ 8,851.63	37.75	51.07	
Juvenile Services Coordinator	RU13	U	40	Y	\$ 4,838.80	\$ 5,123.44	\$ 5,408.08	\$ 5,692.71	\$ 5,977.34	\$ 6,261.97	\$ 6,546.61	27.92	37.77	
Management/ Policy Analyst	RU17	U	40	Y	\$ 5,893.89	\$ 6,240.60	\$ 6,587.30	\$ 6,934.00	\$ 7,280.70	\$ 7,627.40	\$ 7,974.11	34.00	46.00	
Medical Examiner	RU21	U	40	N	\$ 7,841.34	\$ 8,302.59	\$ 8,763.84	\$ 9,225.10	\$ 9,686.35	\$ 10,147.61	\$ 10,608.87	45.24	61.21	
Medicolegal Death Investigator	RU12	DS	40	Y	\$ 4,555.74	\$ 4,823.74	\$ 5,091.72	\$ 5,359.70	\$ 5,627.68	\$ 5,895.68	\$ 6,163.65	26.28	35.56	
Network Administrator, Senior	RU18	U	40	N	\$ 6,542.50	\$ 6,927.36	\$ 7,312.21	\$ 7,697.06	\$ 8,081.93	\$ 8,466.77	\$ 8,851.63	37.75	51.07	
Network Technician	RU18	U	40	N	\$ 6,542.50	\$ 6,927.36	\$ 7,312.21	\$ 7,697.06	\$ 8,081.93	\$ 8,466.77	\$ 8,851.63	37.75	51.07	
Parole & Probation Deputy I	RU14	PO	40	Y	\$ 5,139.78	\$ 5,442.12	\$ 5,744.45	\$ 6,046.78	\$ 6,349.13	\$ 6,651.47	\$ 6,953.81	29.65	40.12	
Parole & Probation Deputy II	RU16	PO	40	Y	\$ 5,798.86	\$ 6,140.16	\$ 6,481.28	\$ 6,822.41	\$ 7,163.52	\$ 7,504.65	\$ 7,845.76	33.45	45.26	
Senior Deputy Sheriff I	RU14	DS	40	Y	\$ 5,139.78	\$ 5,442.12	\$ 5,744.45	\$ 6,046.78	\$ 6,349.13	\$ 6,651.47	\$ 6,953.81	29.65	40.12	
Senior Deputy Sheriff II	RU16	DS	40	Y	\$ 5,798.86	\$ 6,140.16	\$ 6,481.28	\$ 6,822.41	\$ 7,163.52	\$ 7,504.65	\$ 7,845.76	33.45	45.26	
Social Services Coordinator	RU13	U	40	Y	\$ 4,838.80	\$ 5,123.44	\$ 5,408.08	\$ 5,692.71	\$ 5,977.34	\$ 6,261.97	\$ 6,546.61	27.92	37.77	

This Salary Schedule RU is approved effective July 1, 2022:

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

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

**Hourly Rate Formula:**

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

M Schedule CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2022											
	Range	Union	Hours/Week	O/T Eligible							
Revised:					MINIMUM		MARKET			MAXIMUM	
Title					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Animal Control Supervisor	4	M	4	Y	\$ 6,027.19	-	-	-	-	-	\$ 8,154.45
Assessor Tax Director	8	M	4	N	\$ 8,438.39	-	-	-	-	-	\$ 11,416.65
Assistant County Manager	10	M	4	N	\$ 9,984.62	-	-	-	-	-	\$ 13,598.17
Assistant Human Resources Director	6	M	4	N	\$ 7,131.61	-	-	-	-	-	\$ 9,648.65
Assistant Public Works Director	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
Budget & Finance Director	8	M	4	N	\$ 8,438.39	-	-	-	-	-	\$ 11,416.64
Budget & Finance Manager	6	M	4	N	\$ 7,131.61	-	-	-	-	-	\$ 9,648.65
Building Official	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
Capital Projects Manager	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
Chief Medicolegal Death Investigator	3	M	4	N	\$ 5,540.89	-	-	-	-	-	\$ 7,496.49
Clinical Manager/ Nursing Supervisor	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
Community Development Director	9	M	4	N	\$ 9,179.01	-	-	-	-	-	\$ 12,418.65
County Clerk	6	M	4	N	\$ 7,131.61	-	-	-	-	-	\$ 9,648.65
County Engineer	6	M	4	N	\$ 7,131.61	-	-	-	-	-	\$ 9,648.65
County Surveyor	6	M	4	N	\$ 7,131.61	-	-	-	-	-	\$ 9,648.65
Deputy Assessor and Tax Collector	4	M	4	N	\$ 6,027.20	-	-	-	-	-	\$ 8,154.45
Deputy Director of Public Health	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
District Attorney, Chief Deputy	10	M	4	N	\$ 9,984.62	-	-	-	-	-	\$ 13,598.17
Emergency Manager	5	M	4	N	\$ 6,556.19	-	-	-	-	-	\$ 8,870.14
Emergency Management Director	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
Environmental Health Supervisor	5	M	4	N	\$ 6,556.19	-	-	-	-	-	\$ 8,870.14
Environmental Health Supervisor-Casual	5	M	4	N	\$ -	-	-	-	-	-	\$100/hr Flat
Fisheries Project Supervisor	4	M	4	Y	\$ 6,027.20	-	-	-	-	-	\$ 8,154.45
GIS Cartographic Project Manager	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
Human Resources Director	8	M	4	N	\$ 8,438.39	-	-	-	-	-	\$ 11,416.64
Information Systems Manager	8	M	4	N	\$ 8,438.39	-	-	-	-	-	\$ 11,416.64
Juvenile Director	8	M	4	N	\$ 8,438.39	-	-	-	-	-	\$ 11,416.64
Lieutenant	8	M	4	N	\$ 8,438.39	-	-	-	-	-	\$ 11,416.64
Facility Operations Supervisor	4	M	4	Y	\$ 6,027.20	-	-	-	-	-	\$ 8,154.45
Natural Resource Manager	5	M	4	N	\$ 6,556.19	-	-	-	-	-	\$ 8,870.14
Planning Manager	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
Prevention Program Coordinator	5	M	4	N	\$ 6,556.19	-	-	-	-	-	\$ 8,870.14
Property Appraisal Supervisor	5	M	4	N	\$ 6,556.19	-	-	-	-	-	\$ 8,870.14
Public Affairs Officer	7	M	4	N	\$ 7,757.53	-	-	-	-	-	\$ 10,495.48
Public Health Director	9	M	4	N	\$ 9,179.00	-	-	-	-	-	\$ 12,418.65
Public Works Director	10	M	4	N	\$ 9,984.62	-	-	-	-	-	\$ 13,598.17
Road Foreman	4	M	4	Y	\$ 6,027.20	-	-	-	-	-	\$ 8,154.45
Senior Administrative Supervisor	5	M	4	N	\$ 6,556.19	-	-	-	-	-	\$ 8,870.14
Sergeant	6	M	4	Y	\$ 7,131.61	-	-	-	-	-	\$ 9,648.64
Undersheriff	10	M	4	N	\$ 9,984.62	-	-	-	-	-	\$ 13,598.18

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

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

\_\_\_\_\_  
Date



COMPENSATION APPENDIX FOR  
FAIR AND EXPO EMPLOYEES EFFECTIVE JULY 1, 2022

Management Scale

Title	Range	Union	Hours/Week	OT/Eligible	MINIMUM			STEPS			MAXIMUM
					1	2	3	4	5	6	7
Fair General Manager	6	Fair-M	40	N	\$ 7,131.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,648.64

Non-Management Scale

Title	Range	Union	Hours/Week	OT/Eligible	MINIMUM			STEPS		Hrly Rate	
					A	B	C	D	E	Step A	Top Step
Fair Maintenance Tech	15	Fair -U	40	Y	\$ 24.21	\$ 25.42	\$ 26.69	\$ 28.03	\$ 29.43	---	---
Administrative Coordinator	15	Fair -U	40	Y	\$ 4,196.57	\$ 4,406.41	\$ 4,626.73	\$ 4,858.06	\$ 5,100.97	\$ 24.21	\$ 29.43
Fair Main. Helper - Casual	C1	Fair-C	0	Y	\$ 16.09	\$ 16.91	\$ 17.73	\$ 18.62	\$ 19.55	---	---

**This Salary Schedule for Fair and Expo Employees is approved effective July 1, 2022:**

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

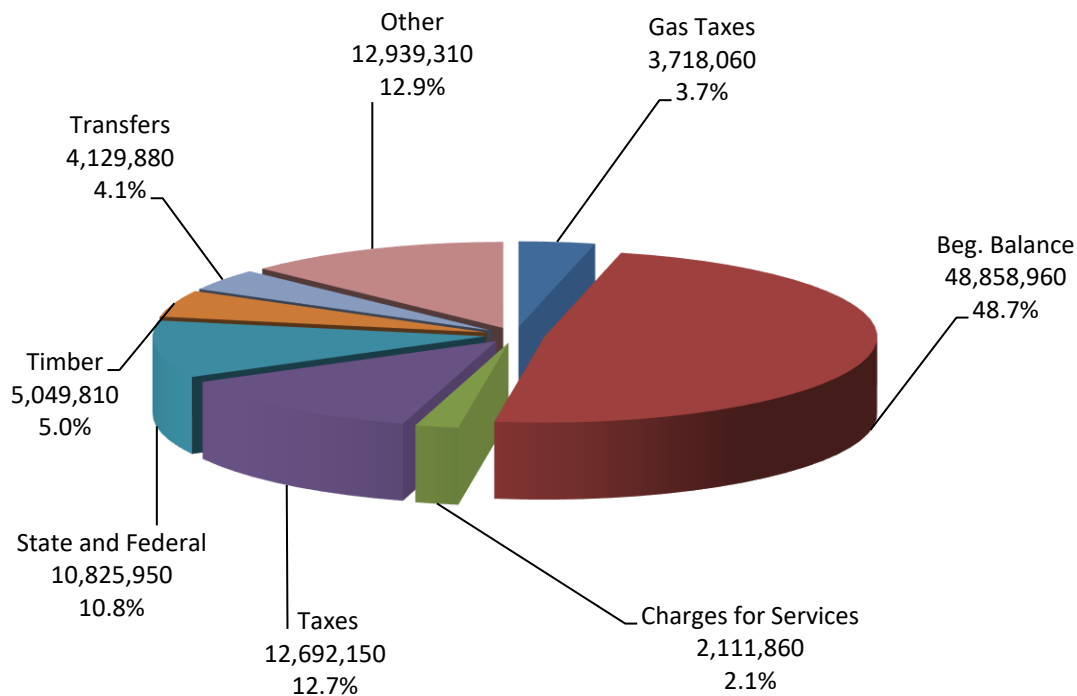
Legend for Union Column:	COLA
Fair-M - Management	1.0450
Fair-U - Unrepresented	1.0450
C-Casual Fairgrounds	1.0450
Legend for Hours/Week Column:	
3 - Standard Work Week is 37.5 Hours	
4 - Standard Work Week is 40 Hours	

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

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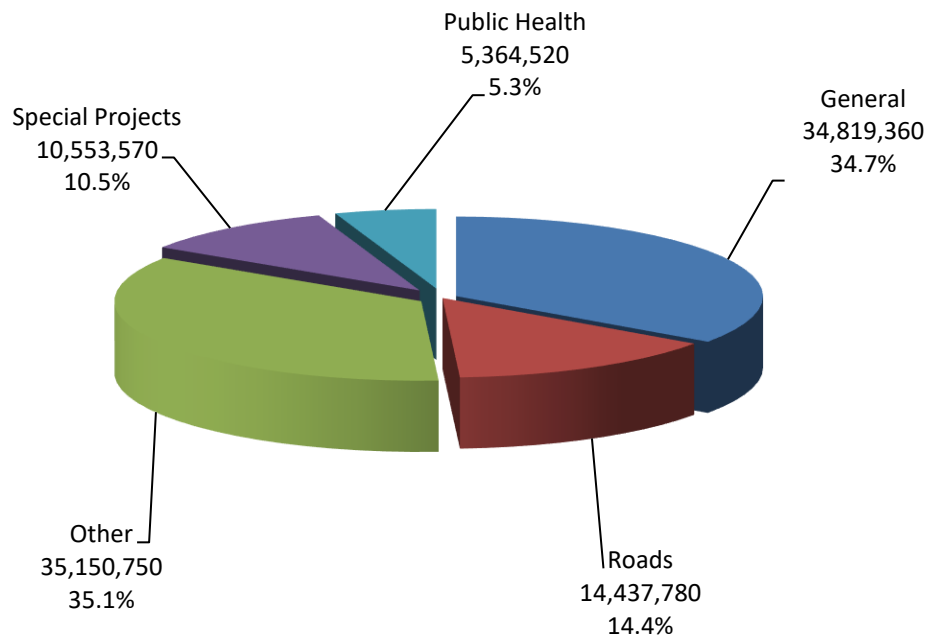
**Clatsop County Finances: 2022-2023**  
**County Resources: All Funds**  
**Total: \$100,325,980**



This chart demonstrates the revenue streams for all county resources. The Beginning Balance amount listed is less the unappropriated fund balance of \$8,881,530; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted expenditures for the 2022-23 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

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

**Clatsop County Finances: 2022-2023**  
**Appropriations by Fund**  
**Total: \$100,325,980**

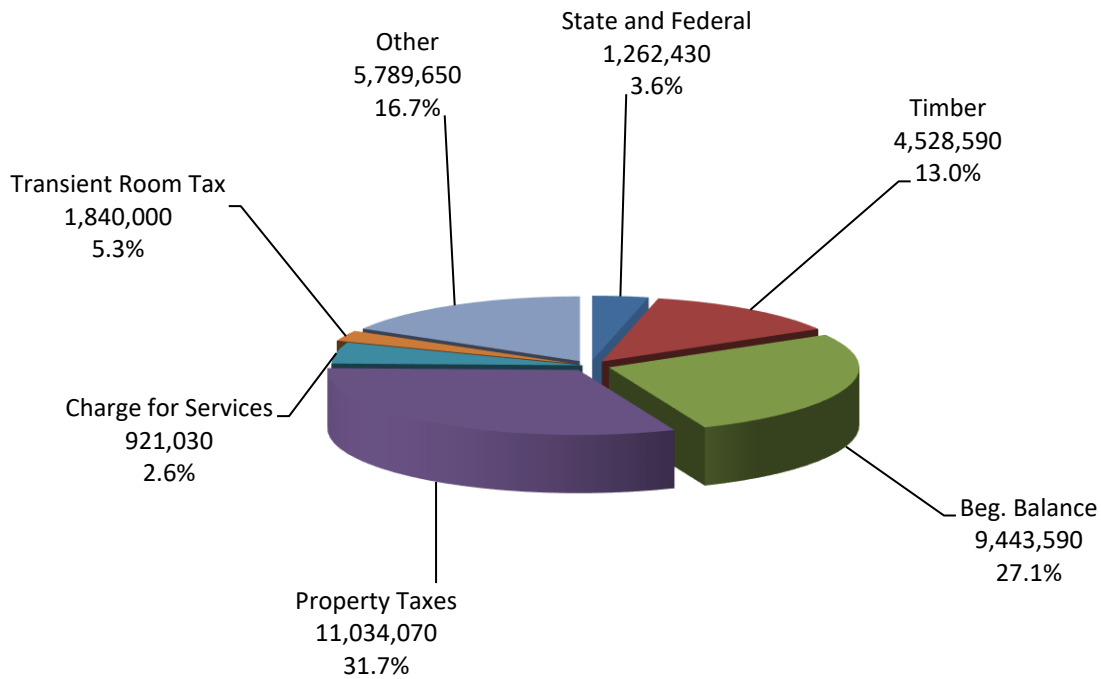


This chart represents total county appropriations less the County Service Districts which are Rural Law Enforcement District (RLED), Road District, Westport Sewer District, and 4-H & Extension District. The total County Service District appropriations are \$9,890,540.

## Clatsop County Finances: 2022-2023

### General Fund Resources

**Total: \$34,819,360**

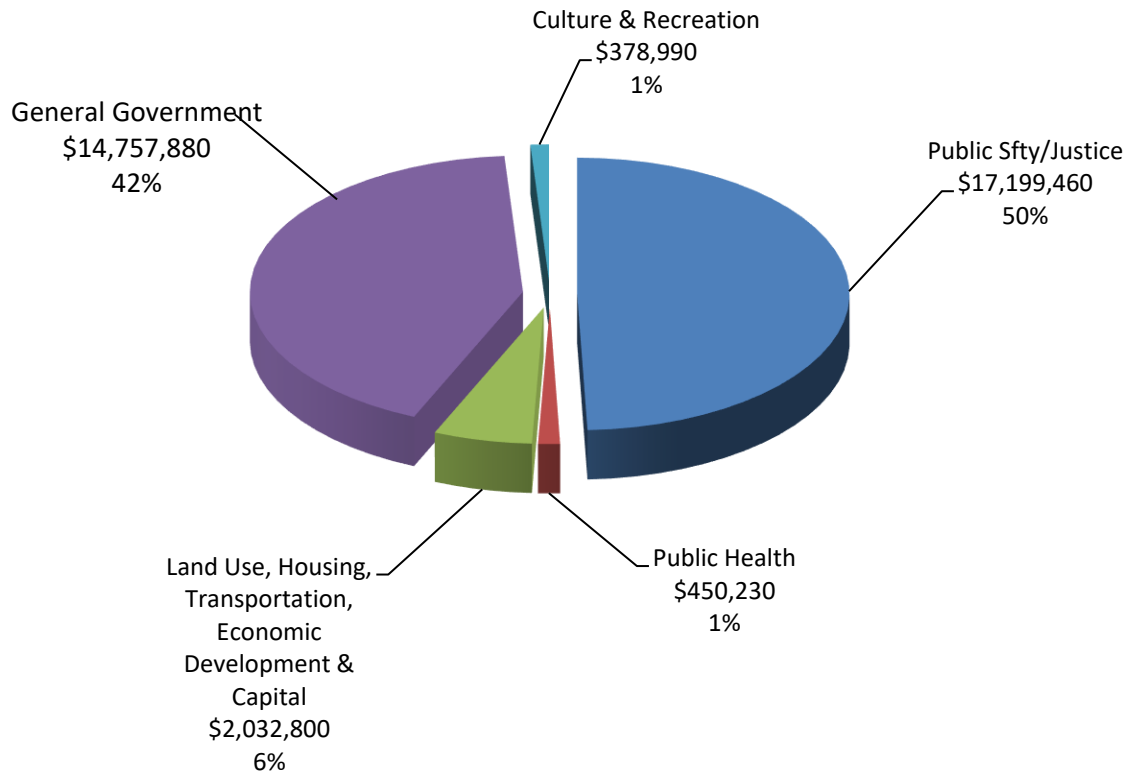


This chart demonstrates the revenue streams for the county general fund. The Beginning Balance amount listed does not include the unappropriated fund balance of \$872,740; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted General Fund expenditures for the 2022-23 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

## Clatsop County Finances 2022-2023

### General Fund Appropriations by Functional Area

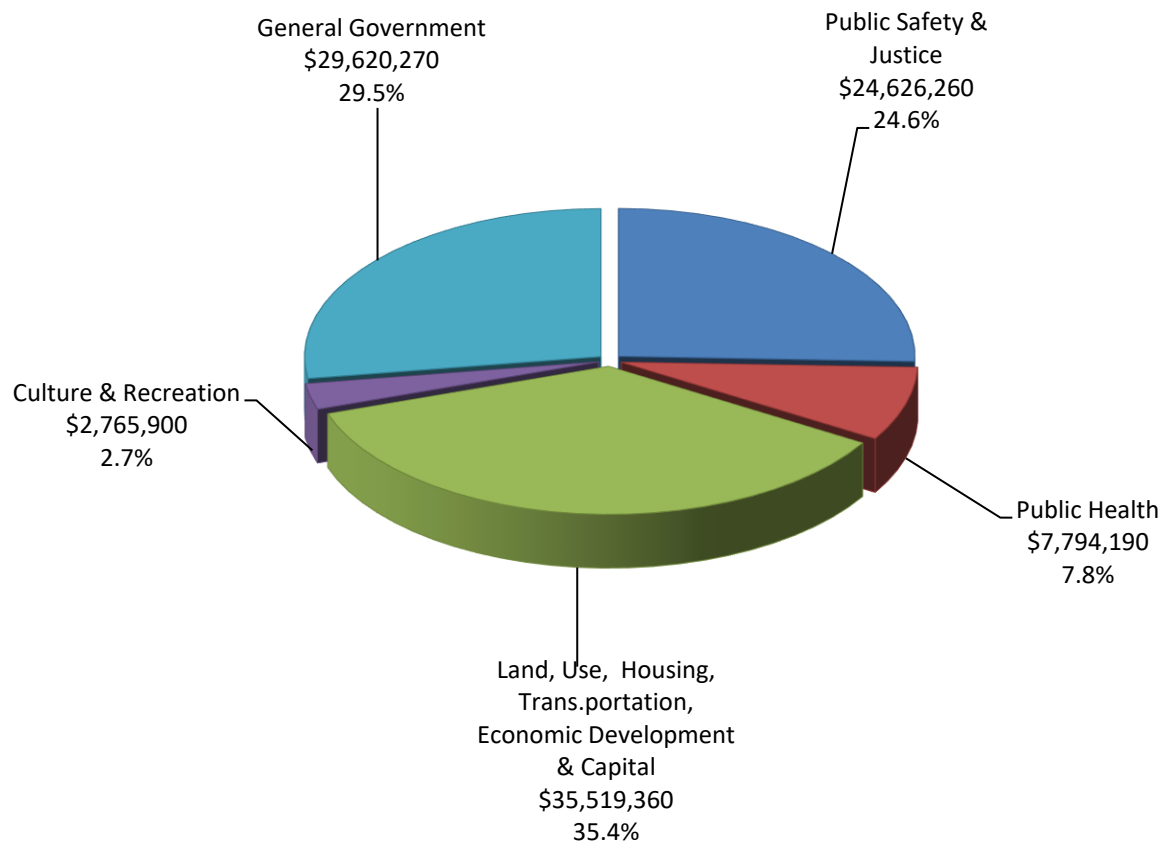
**Total \$34,819,360**



The chart above represents the total proposed General Fund expenditure appropriation by functional area for the next fiscal year. Approximately ninety percent (92%) of total general funds are allocated to Public Safety (50%) and general government activities (42%); which include both direct government services and indirect services. Examples of Public Safety services include, but are not limited to: Sheriff's Office, Corrections, District Attorney's Office,



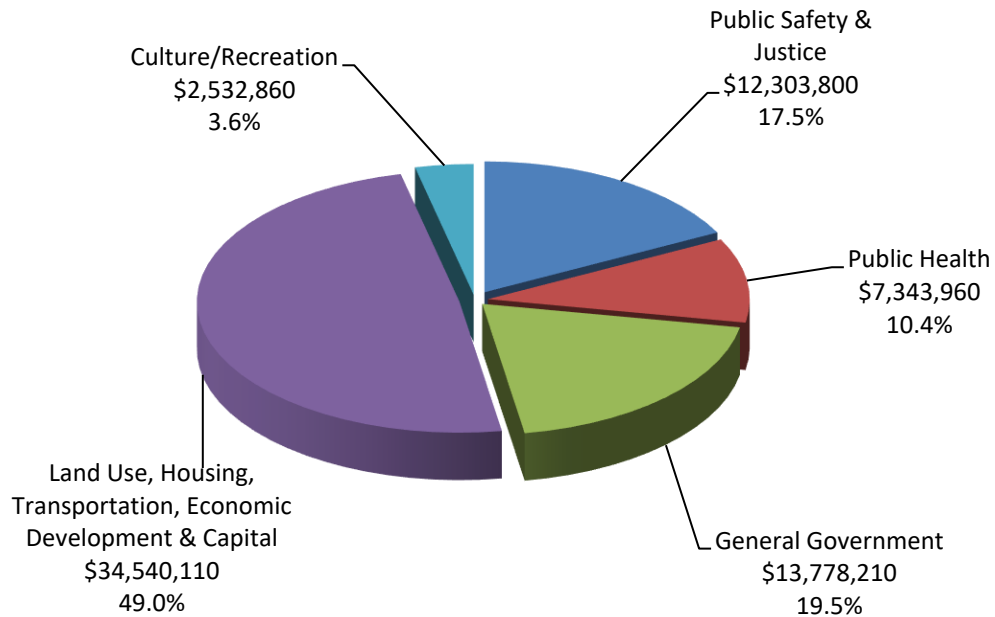
**Clatsop County Functions/Programs Budget**  
**Total Expenditures - 2022-2023**  
**Totals \$100,325,980**



This chart represents the County-wide appropriations by functional area less the County Service Districts appropriations of \$9,890,540. This chart also eliminates double counting of appropriations that are transferred to other funds in the amount of \$4,129,880 and shows those appropriations only in the functional area in which they are budgeted to be expended

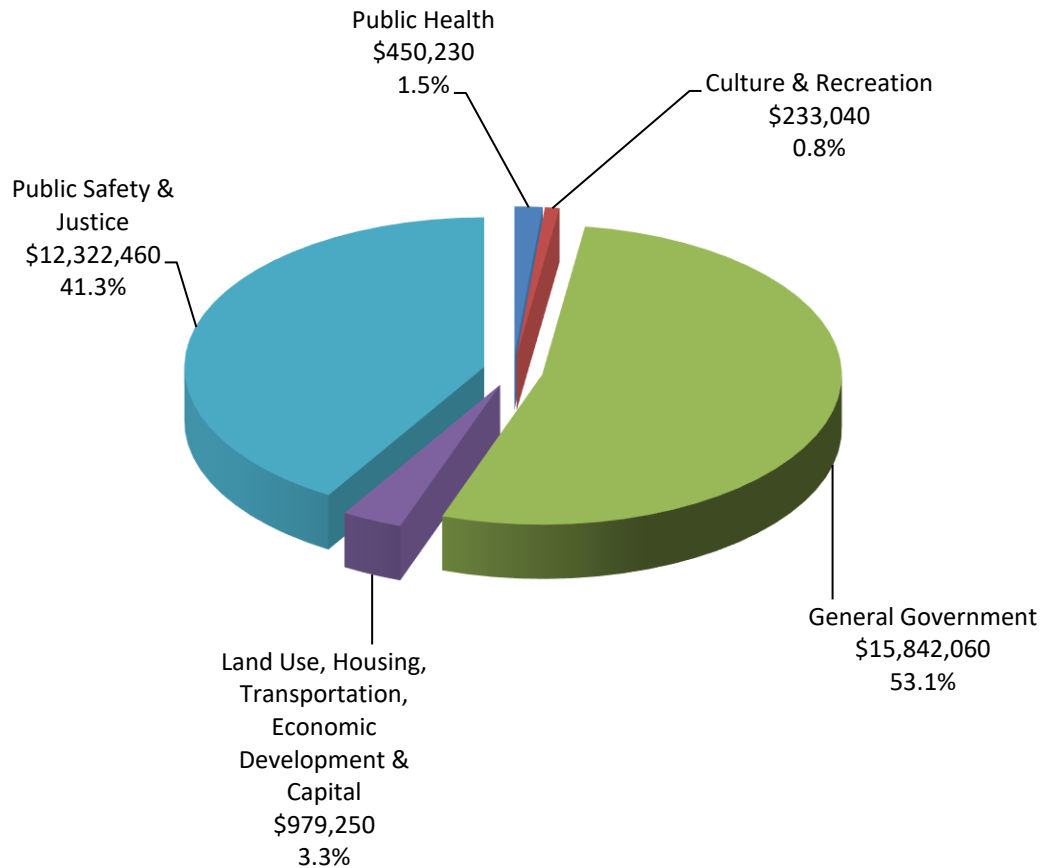


**Clatsop County Functions/Programs Budget  
Dedicated Funding 2022-2023  
\$70,498,940**



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

## Clatsop County Functions/Programs Budget Discretionary Funding 2022-2023 \$29,827,040

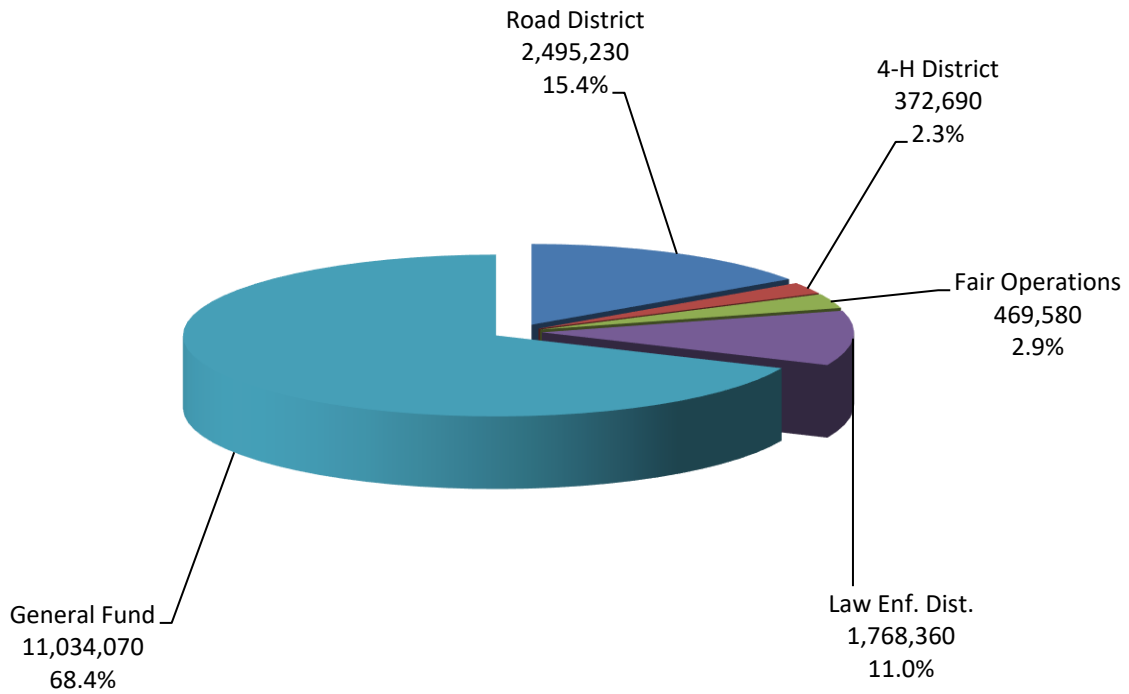


The chart above represents County expenditures by functional grouping budgeted for the next fiscal year. The chart eliminates double counting expenditures transferred to other funds and shows those expenses only in the functional area in which they

## Clatsop County Finances: 2022-2023

**Taxes: All Funds**

**Total: \$16,139,930**



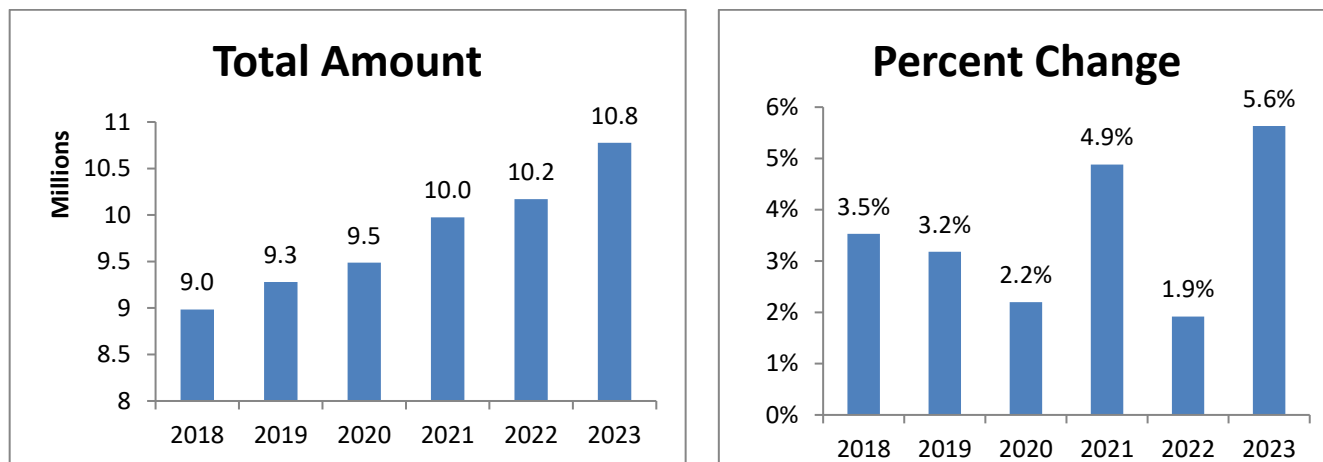
This chart represents the portion of taxes collected that are retained by the county government for services. Taxes collected include: Property taxes, strategic investment plan taxes (pertaining to Georgia Pacific), land sales on foreclosed tax properties, and federal payments made in-lieu of taxes.

## Historical Review of County General Fund Revenues

The following graphs and narrative present the historical changes in the County's General Fund revenue sources. The 2018 through 2021 are actuals, and the 2022 and 2023 figures are as budgeted.

### Property Taxes, 2018-2023

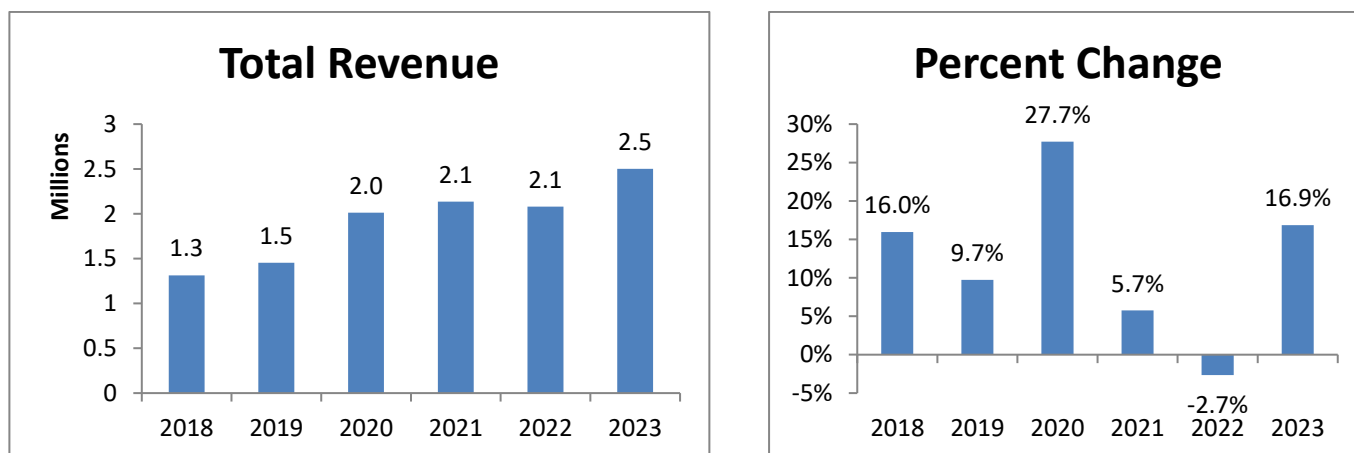
Total General Fund Revenues



Property Tax revenues are projected to increase by 5.6% in 2022. This is based upon growth in new construction, growth generated from existing property at the 3% limit, and an increase in prior year property tax payments. The county continues to see growth with improvements in the economy and new construction.

### Other Taxes, 2018-2023

Total General Fund Revenues

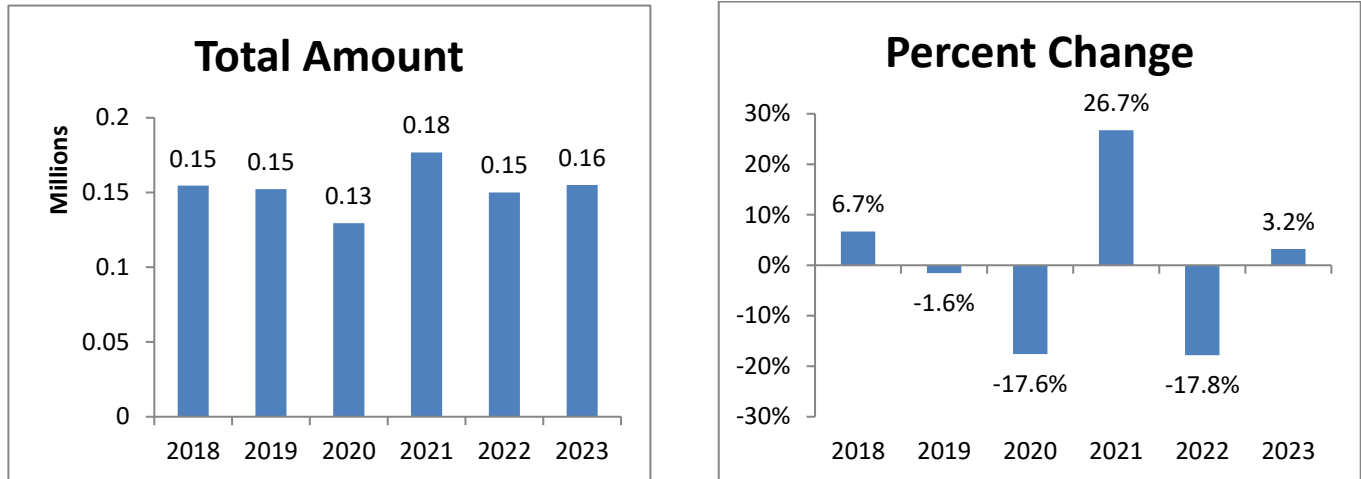


Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. The 2019-20 fiscal year is showing a 27% increase. This is due to Room Taxes increasing by \$500k from the prior year. The 2020-21 FY was budgeted to project a significant decrease due to the assumption that transient room tax to be collected would be down as a result of hotels and short-term rentals being prohibited from renting rooms out to non-essential personnel or Clatsop County residents as a result of the COVID 19

pandemic. We will see this was not the case and room taxes continue to increase as seen in the 2022-23 budgeted numbers.

### Licenses & Permits, 2018-2023

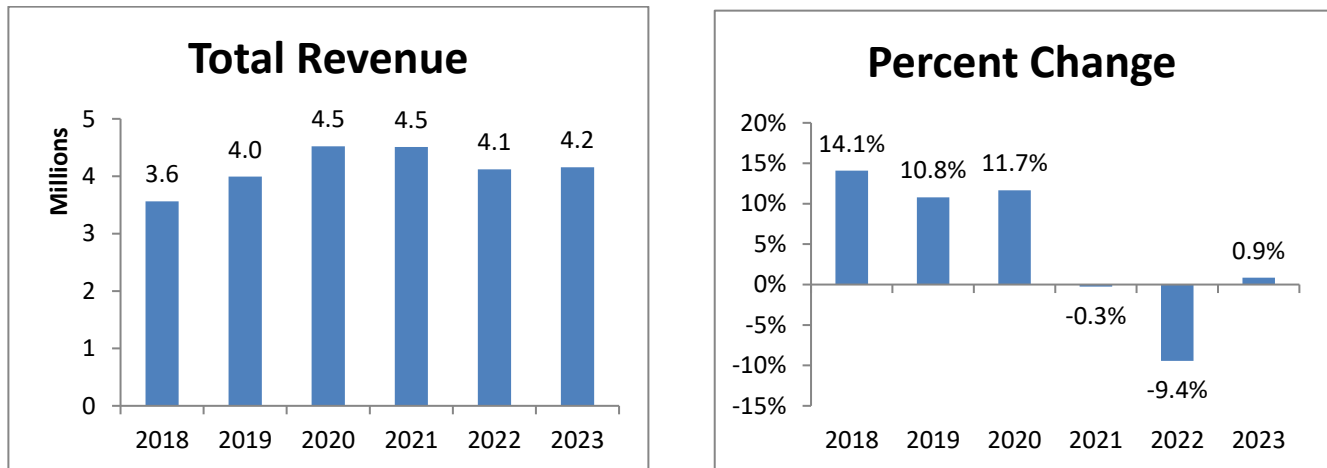
Total General Fund Revenues



Licenses and Permits typically remain relatively consistent with the exception of a decrease of \$20,000 in land use permits in 2020. During the 2022 budget process staff were still unsure how the pandemic would affect the number of land use permits and budgeted conservatively.

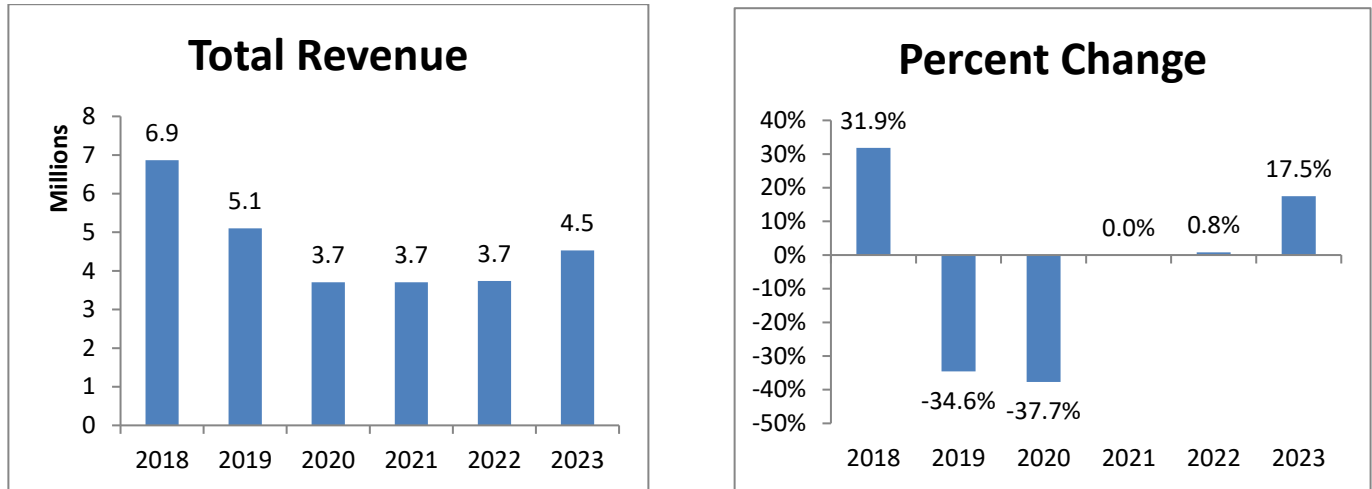
### Intergovernmental, 2018-2023

Total General Fund Revenues



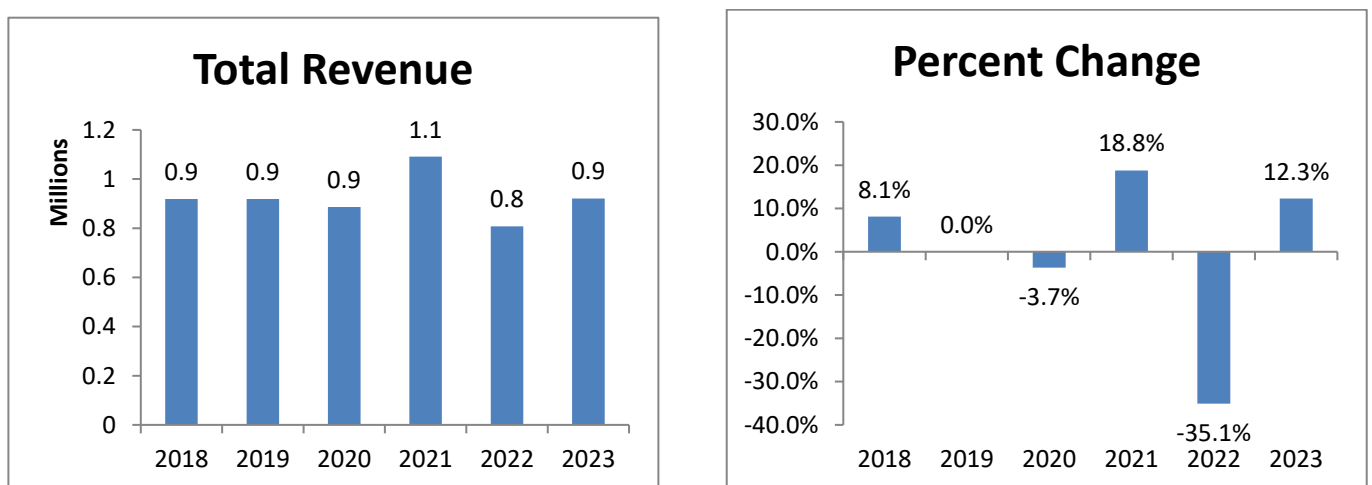
These revenues fluctuate greatly from year to year depending on grant funded activities. Due to the Covid-19 pandemic, the County received a large amount of reimbursement funding from the CARES Act, which drove up the funding in 2020 by over \$350,000. The County received the final CARES funding of \$480k in the General Fund in the 2021 fiscal year. Therefore you see a 9.4% decrease in the 2022 year.

**Timber Sales, 2018-2023**  
Total General Fund Revenues



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

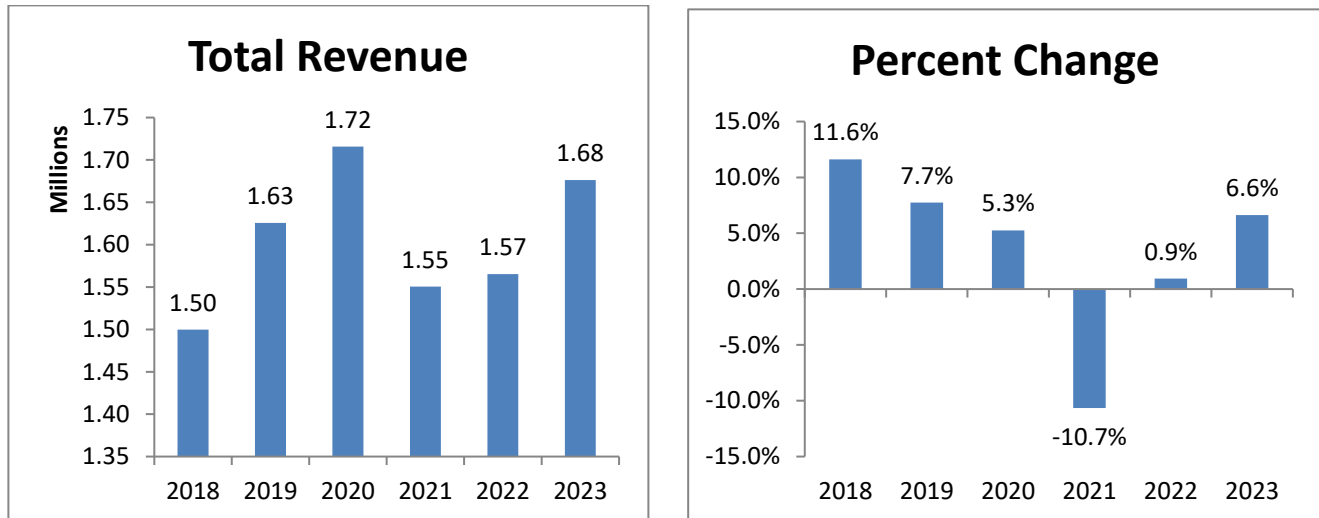
**Charges for Services, 2018-2023**  
Total General Fund Revenues



Many of the county's fees are collected from Recording fees, Surveyor & Mapping fees, and Subdivision and Partition Review fees. The county continues to see relatively stable revenues as a result of the upturn in the economy. The increase in 2022 decrease reflects conservative budgeting but is anticipated to come in higher.

### Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2018-2023

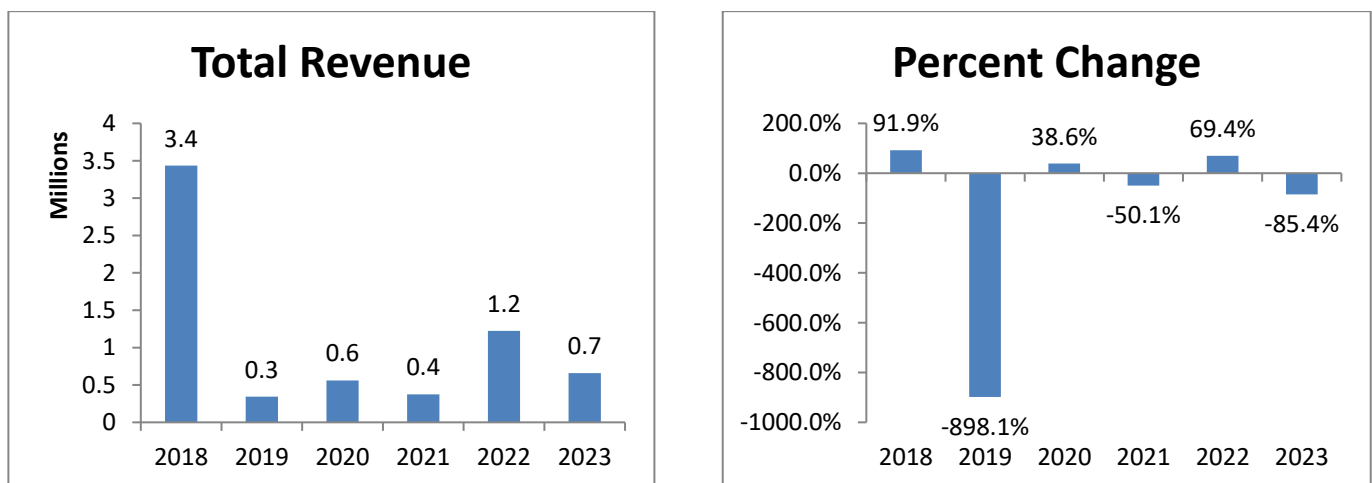
Total General Fund Revenues



Throughout the past several years the county has seen significant increases in earnings on investments as a result of the upturn in the state of the economy. However, in the 2021 fiscal year you will see this begin to decrease as rates begin to drop significantly. They are continuing to drop into the 2022 fiscal year.

### Other Financing Sources (Transfers), 2018-2023

Total General Fund Revenues



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

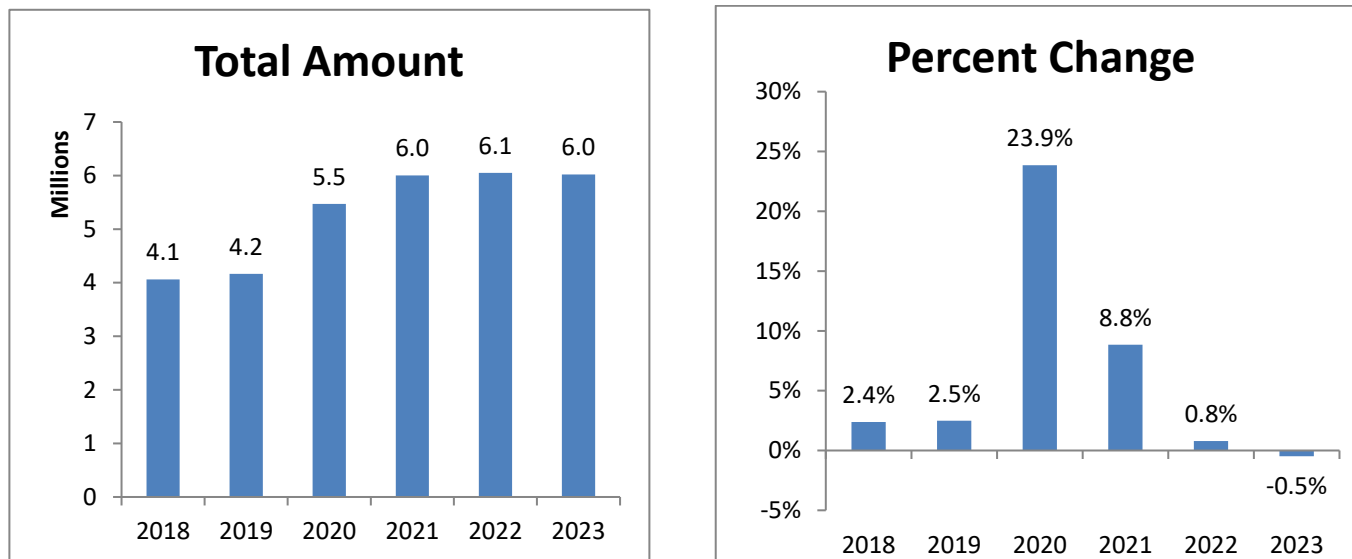


## Historical Review of Countywide Fund Revenues Excluding General Fund

The following graphs and narrative present the historical changes in all the County Funds revenue sources excluding the General Fund. The 2018 through 2021 are actuals, and the 2022 and 2023 figures are as budgeted.

### Property Taxes, 2018-2023

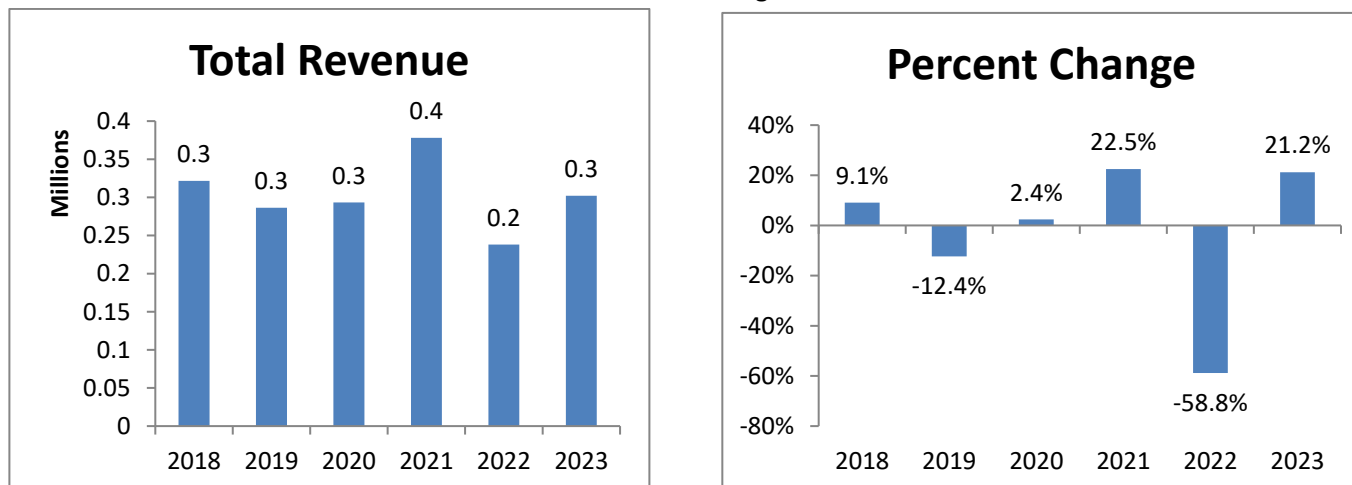
Total Revenues – Excluding General Fund



Property Tax revenues had an increase of 23.7% in 2020; this is based upon growth in new construction, growth generated from existing property, and most significantly from a \$20M jail bond that was passed by the voters in November of 2018. The projected 0.8% increase in 2022 is based on returning to the normal projected growth based on measure 50.

### Other Taxes, 2018-2023

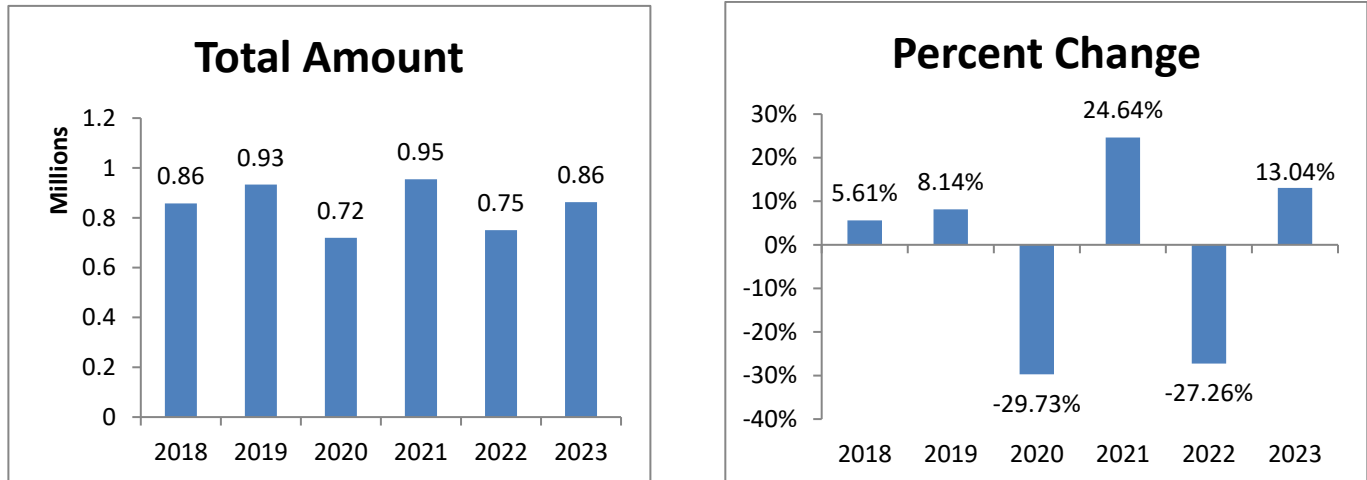
Total Revenues – Excluding General Fund



Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. The significant decrease you see in 2022 is a \$60k decrease in projected SIP tax received as well as Room

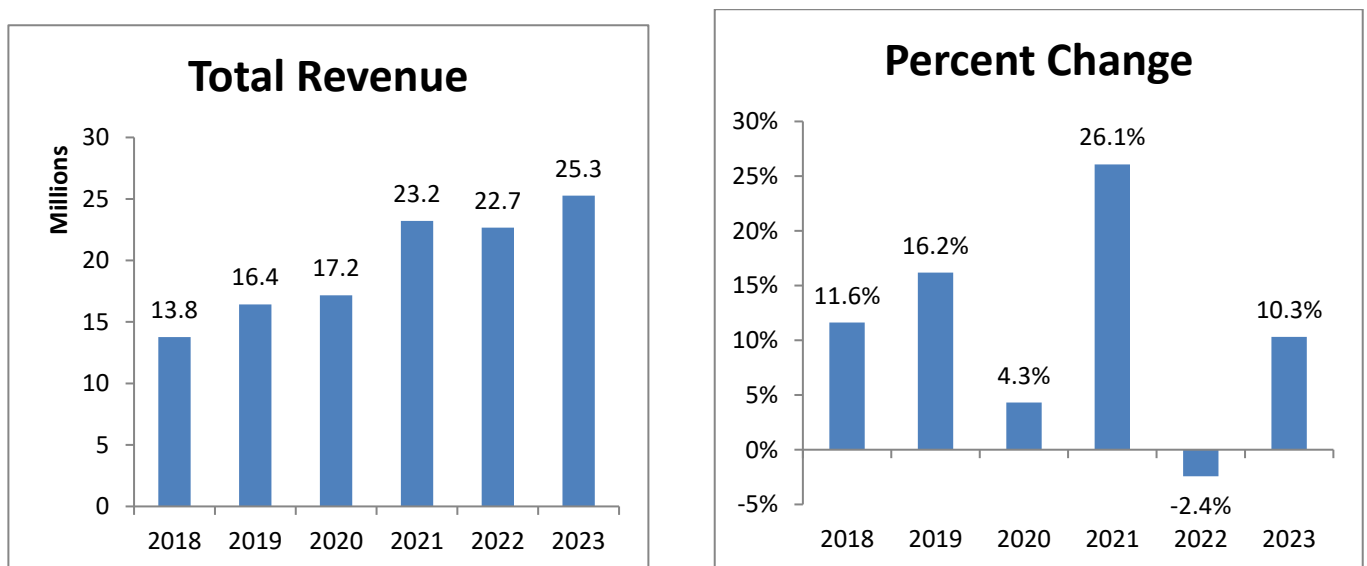
Taxes budgeted low in the 2022 year due to the unknown effects of the pandemic on room taxes during the budget process. The 2022-2023 budget is projecting these higher as we did not see a decline in room taxes.

**Licenses & Permits, 2018-2023**  
Total Revenues – Excluding General Fund



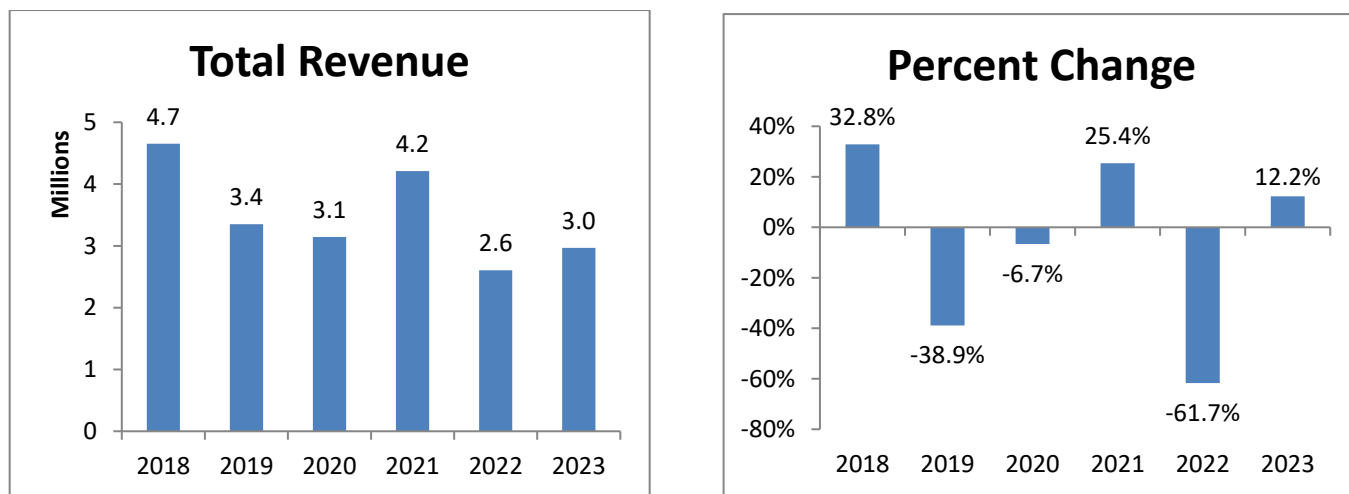
Licenses and Permits fluctuate with the economy, the county had continued to see growth in the area of new housing development until the recent COVID pandemic. The 2020 FY revenues saw a 30% decrease due to the current environment with the COVID-19 Pandemic. In addition, given that there were a lot of unknowns as to how the economy would recover and the length of time the recovery might take, staff projected further decreases for the 2022 FY. Though we saw in the 2021 fiscal year that the County actually saw an increase in licenses & permits and therefore staff are projecting an increase for the 2023 fiscal year.

**Intergovernmental, 2018-2023**  
Total Revenues – Excluding General Fund



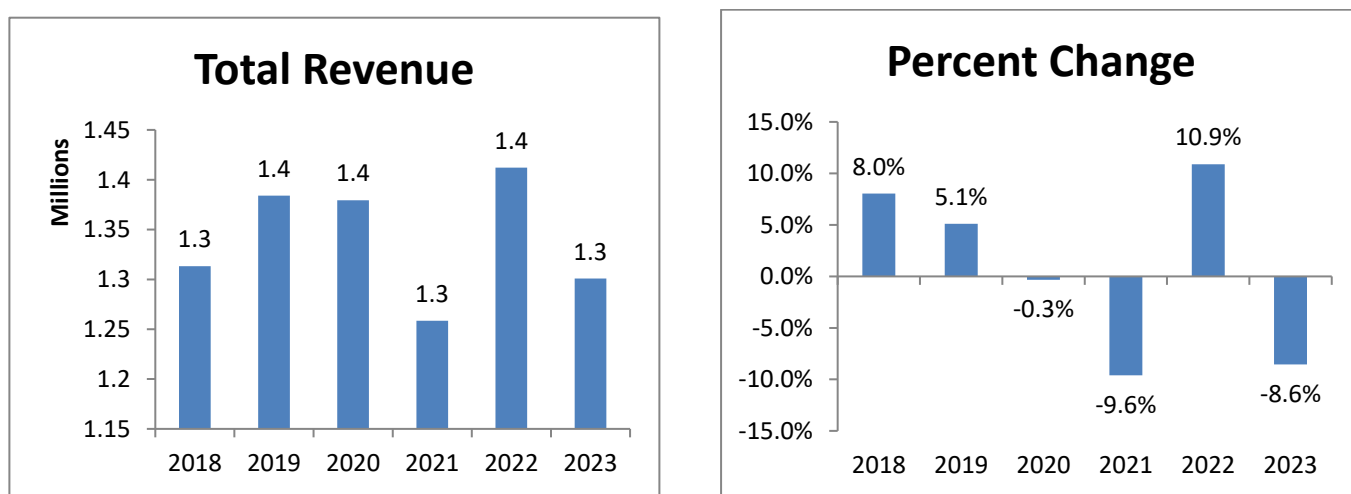
These revenues remain fairly consistent from year to year depending on grant funded activities. With the COVID pandemic, state and federal funding has seen a significant increase for public health and county wide.

**Timber Sales, 2018-2023**  
Total Revenues – Excluding General Fund



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. The 61.7% decrease is based on projected harvest amounts from the Oregon Department of Forestry.

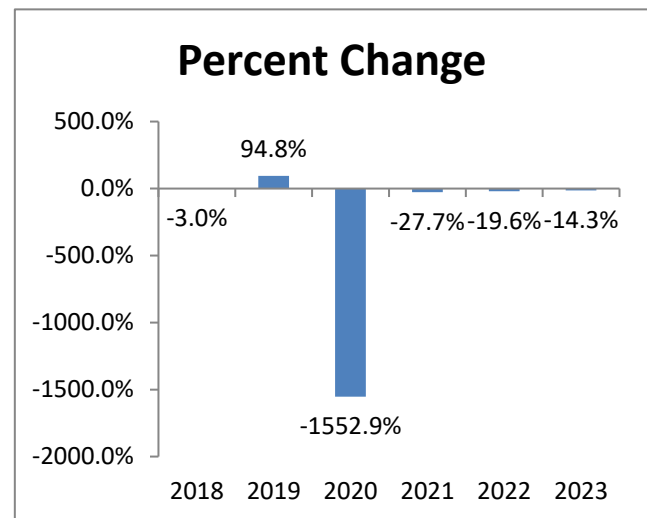
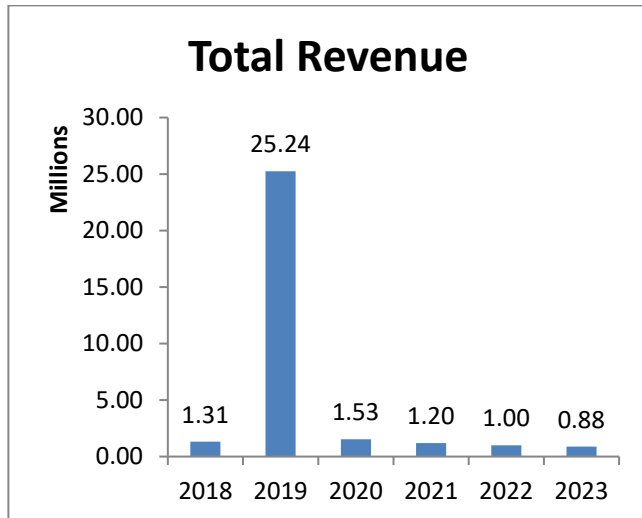
**Charges for Services, 2018-2023**  
Total Revenues – Excluding General Fund



Charges for services have remained fairly consistent since 2018. 2021 saw a slight decrease and this is due County efforts being focused on the pandemic.

### Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2018-2023

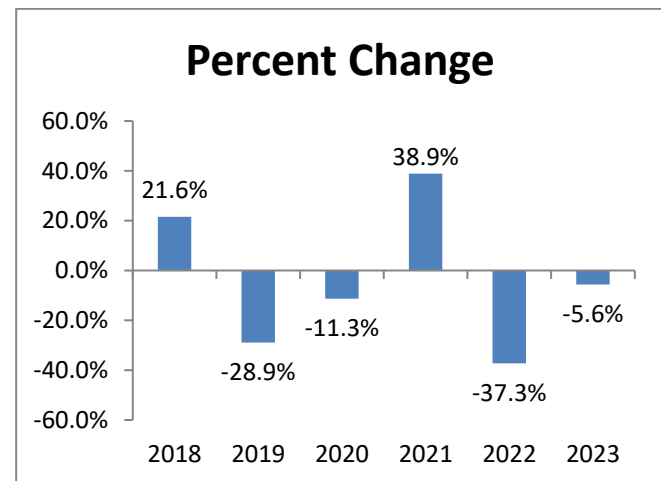
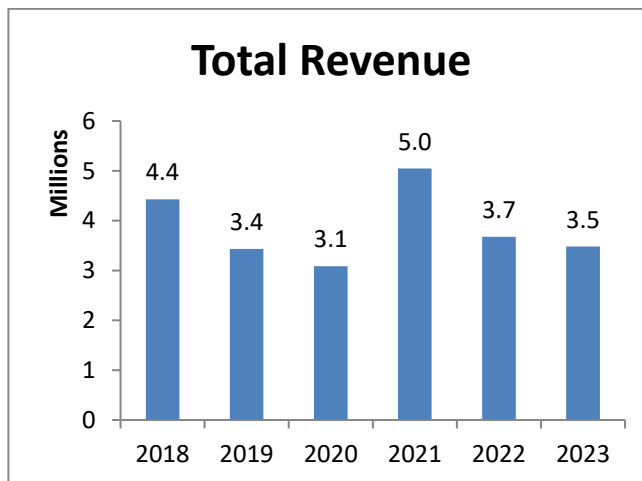
Total Revenues – Excluding General Fund



In 2019 the county sold bonds for the addition/remodel of the new county jail and received \$23.5M in revenues which also accounts for the significant decrease in 2020.

### Other Financing Sources (Transfers), 2018-2023

Total Revenues – Excluding General Fund



In 2018 there was a budgeted increase as a result of a onetime transfer of \$2M from the Special Projects Fund to the General Fund Stabilization account. In 2021 the \$2M that was transferred into the GF for the stabilization account will be set aside in a separate fund to be able to track independently and not assumed as a recurring GF expense. In 2022 the transfer from the General Roads to the Equipment Replacement Fund is down 48% due to a higher beginning balance in Equipment Replacement Fund.

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

Account Name	General			Roads		
	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023
<b>Resources</b>						
Beginning Net Working Capital	14,594,019	13,818,260	10,316,330	10,960,143	10,715,940	13,151,540
Taxes	10,289,556	10,423,440	11,034,070	0	0	0
Licenses & Permits	1,503,951	1,515,000	1,995,000	0	0	0
Fines	26,408	20,300	22,500	0	0	0
Use Of Money/Property	205,568	126,750	75,000	69,537	100,000	40,000
Intergov State	4,787,392	4,785,930	5,548,140	4,118,812	5,885,440	4,968,080
Intergov Federal	766,605	198,250	242,880	265,527	0	0
Intergov Other	3,154,914	3,333,720	3,298,550	3,623,610	4,306,370	4,039,320
Charges for Services	1,091,130	807,760	921,030	204,656	287,880	233,190
Other Revenue	1,318,589	1,418,210	1,578,850	35,936	14,500	14,440
Transfer Revenue	373,640	1,222,900	659,750	0	0	0
<b>Total Resources:</b>	<b>38,111,773</b>	<b>37,670,520</b>	<b>35,692,100</b>	<b>19,278,222</b>	<b>21,310,130</b>	<b>22,446,570</b>
<b>Expenditures</b>						
Personal Services	17,923,356	20,957,620	22,566,650	3,112,047	3,670,170	3,895,540
Materials & Services	3,785,907	4,975,170	5,899,370	3,652,364	4,744,210	4,431,030
Special Payments	295,593	372,750	358,550	752	42,000	42,250
Debt Service	77,129	89,360	92,280	0	0	0
Capital Outlay	0	0	0	32,126	2,890,000	3,200,000
Transfers Out	3,915,010	2,633,850	2,815,940	628,530	326,830	0
Contingency	0	2,882,220	3,086,570	0	3,653,960	2,868,960
<b>Total Expenditures:</b>	<b>25,996,995</b>	<b>31,910,970</b>	<b>34,819,360</b>	<b>7,425,819</b>	<b>15,327,170</b>	<b>14,437,780</b>
<b>Fund Balance</b>						
Ending Fund Balance:	12,114,778	5,759,550	872,740	11,852,403	5,982,960	8,008,790
Net Change in Fund Balance:	2,479,241	8,058,710	9,443,590	(892,260)	4,732,980	5,142,750
Percentage of Change:	488%	71%	9%	-1328%	126%	155%

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

Account Name	Parole & Probation			Industrial Revolve		
	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023
<b>Resources</b>						
Beginning Net Working Capital	2,252,515	2,193,550	2,154,240	3,338,362	3,224,720	3,192,040
Taxes	0	0	0	0	0	0
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	19,843	25,000	6,000	25,647	35,000	5,000
Intergov State	2,240,378	2,151,500	2,448,710	0	0	0
Intergov Federal	114,177	1,720	1,000	0	0	0
Intergov Other	108,087	100,000	0	0	0	0
Charges for Services	41,561	43,550	38,000	0	0	0
Other Revenue	2,954	2,500	6,200	0	0	0
Transfer Revenue	0	0	0	0	0	0
<b>Total Resources:</b>	<b>4,779,516</b>	<b>4,517,820</b>	<b>4,654,150</b>	<b>3,364,009</b>	<b>3,259,720</b>	<b>3,197,040</b>
<b>Expenditures</b>						
Personal Services	1,539,353	1,736,610	1,952,770	0	0	0
Materials & Services	690,972	883,220	883,710	104,503	104,400	201,800
Special Payments	175,373	366,000	440,910	0	0	0
Debt Service	15,340	16,920	19,720	0	0	0
Capital Outlay	0	15,000	0	44,188	0	0
Transfers Out	58,440	65,510	33,730	0	0	0
Contingency	0	1,434,560	1,323,310	0	3,155,320	2,995,240
<b>Total Expenditures:</b>	<b>2,479,478</b>	<b>4,517,820</b>	<b>4,654,150</b>	<b>148,690</b>	<b>3,259,720</b>	<b>3,197,040</b>
<b>Fund Balance</b>						
Ending Fund Balance:	2,300,038	0	0	3,215,319	0	0
Net Change in Fund Balance:	(47,522)	2,193,550	2,154,240	123,044	3,224,720	3,192,040
Percentage of Change:	-4839%	0%	0%	2613%	0%	0%

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

Account Name	Capital Projects			Non-Major Government		
	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023
<b>Resources</b>						
Beginning Net Working Capital	29,554,220	22,622,110	9,224,710	11,861,028	18,591,920	21,953,960
Taxes	0	0	0	6,317,671	6,288,320	6,294,360
Licenses & Permits	0	0	0	954,471	750,000	862,500
Fines	0	0	0	34,099	45,580	45,580
Use Of Money/Property	225,675	210,000	55,000	129,372	113,430	85,230
Intergov State	847,350	1,937,500	550,000	8,075,340	6,596,530	7,594,570
Intergov Federal	1,102,218	0	0	6,859,208	5,771,530	1,086,870
Intergov Other	0	0	0	137,583	101,000	86,000
Charges for Services	15,000	15,000	17,500	997,248	980,690	1,012,140
Other Revenue	32,198	0	150,900	681,392	666,760	609,740
Transfer Revenue	1,424,360	1,732,980	555,460	3,621,560	1,942,250	2,923,670
<b>Total Resources:</b>	<b>33,201,020</b>	<b>26,517,590</b>	<b>10,553,570</b>	<b>39,668,972</b>	<b>41,848,010</b>	<b>42,554,620</b>
<b>Expenditures</b>						
Personal Services	0	0	0	6,643,973	7,351,390	8,003,550
Materials & Services	1,284,222	375,300	309,700	3,583,033	6,782,710	5,870,520
Special Payments	0	0	0	5,416,517	7,849,040	8,207,290
Debt Service	0	0	0	1,482,335	1,540,150	1,669,630
Capital Outlay	5,589,486	22,711,420	9,508,060	1,004,780	651,000	832,900
Transfers Out	470,300	166,350	163,350	347,280	1,705,590	1,125,860
Contingency	0	500,000	572,460	0	15,968,130	16,844,870
<b>Total Expenditures:</b>	<b>7,344,008</b>	<b>23,753,070</b>	<b>10,553,570</b>	<b>18,477,918</b>	<b>41,848,010</b>	<b>42,554,620</b>
<b>Fund Balance</b>						
Ending Fund Balance:	25,857,012	2,764,520	0	21,191,055	0	0
Net Change in Fund Balance:	3,697,207	19,857,590	9,224,710	(9,330,027)	18,591,920	21,953,960
Percentage of Change:	699%	13%	0%	- 227%	0%	0%



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

Account Name	Totals		
	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023
<b>Resources</b>			
Beginning Net Working Capital	72,560,288	71,166,500	59,992,820
Taxes	16,607,227	16,711,760	17,328,430
Licenses & Permits	2,458,422	2,265,000	2,857,500
Fines	60,507	65,880	68,080
Use Of Money/Property	675,643	610,180	266,230
Intergov State	20,069,271	21,356,900	21,109,500
Intergov Federal	9,107,735	5,971,500	1,330,750
Intergov Other	7,024,195	7,841,090	7,423,870
Charges for Services	2,349,596	2,134,880	2,221,860
Other Revenue	2,071,070	2,101,970	2,360,130
Transfer Revenue	5,419,560	4,898,130	4,138,880
<b>Total Resources:</b>	<b>138,403,513</b>	<b>135,123,790</b>	<b>119,098,050</b>
<b>Expenditures</b>			
Personal Services	29,218,729	33,715,790	36,418,510
Materials & Services	13,101,000	17,865,010	17,596,130
Special Payments	5,888,236	8,629,790	9,049,000
Debt Service	1,574,804	1,646,430	1,781,630
Capital Outlay	6,670,580	26,267,420	13,540,960
Transfers Out	5,419,560	4,898,130	4,138,880
Contingency	0	27,594,190	27,691,410
<b>Total Expenditures:</b>	<b>61,872,908</b>	<b>120,616,760</b>	<b>110,216,520</b>
<b>Fund Balance</b>			
Ending Fund Balance:	11,852,403	14,507,030	8,881,530
Net Change in Fund Balance:	60,707,885	56,659,470	51,111,290
Percentage of Change:	19%	25%	17%

## Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>001 General</b>							
Personnel Services	16,801,869	18,000,485	21,046,980	22,991,440	22,672,510	22,658,930	22,658,930
Materials & Services	3,855,267	3,785,907	4,975,170	6,159,720	5,899,370	5,899,370	5,899,370
Special Payments	322,244	295,593	372,750	428,550	358,550	358,550	358,550
Capital	0	0	0	0	0	0	0
Transfers	1,993,340	3,915,010	2,633,850	1,970,280	1,935,280	1,935,280	2,815,940
Congingency	0	0	2,882,220	3,279,700	3,086,570	3,086,570	3,086,570
<b>001 Total:</b>	<b>22,972,720</b>	<b>25,996,995</b>	<b>31,910,970</b>	<b>34,829,690</b>	<b>33,952,280</b>	<b>33,938,700</b>	<b>34,819,360</b>
<b>002 General Roads</b>							
Personnel Services	3,148,716	3,112,047	3,670,170	3,895,540	3,895,540	3,895,540	3,895,540
Materials & Services	3,478,073	3,652,364	4,744,210	4,431,030	4,431,030	4,431,030	4,431,030
Special Payments	1,206	752	42,000	42,250	42,250	42,250	42,250
Capital	26,611	32,126	2,890,000	3,200,000	3,200,000	3,200,000	3,200,000
Transfers	551,900	628,530	326,830	0	0	0	0
Congingency	0	0	3,653,960	2,868,960	2,868,960	2,868,960	2,868,960
<b>002 Total:</b>	<b>7,206,507</b>	<b>7,425,819</b>	<b>15,327,170</b>	<b>14,437,780</b>	<b>14,437,780</b>	<b>14,437,780</b>	<b>14,437,780</b>
<b>003 General Fund Stabilization</b>							
Transfers	0	0	300,000	1,000,000	1,000,000	1,000,000	0
Congingency	0	0	2,198,950	2,933,300	2,933,300	2,933,300	5,084,710
<b>003 Total:</b>	<b>0</b>	<b>0</b>	<b>2,498,950</b>	<b>3,933,300</b>	<b>3,933,300</b>	<b>3,933,300</b>	<b>5,084,710</b>
<b>004 Clerk Archived Records</b>							
Materials & Services	8,364	9,085	9,100	10,200	10,200	10,200	10,200
Congingency	0	0	8,800	8,950	8,950	8,950	8,950
<b>004 Total:</b>	<b>8,364</b>	<b>9,085</b>	<b>17,900</b>	<b>19,150</b>	<b>19,150</b>	<b>19,150</b>	<b>19,150</b>
<b>005 Rural Law Enforcement District</b>							
Personnel Services	2,201,055	2,303,831	2,412,890	2,395,150	2,597,350	2,395,150	2,395,150
Materials & Services	663,414	747,614	776,730	753,300	753,300	753,300	753,300
Special Payments	26,000	26,000	26,000	26,000	26,000	26,000	26,000
Capital	39,145	134,038	113,000	128,400	128,400	128,400	128,400
Congingency	0	0	1,750,600	1,404,710	1,202,510	1,404,710	1,470,030
<b>005 Total:</b>	<b>2,929,614</b>	<b>3,211,483</b>	<b>5,079,220</b>	<b>4,707,560</b>	<b>4,707,560</b>	<b>4,707,560</b>	<b>4,772,880</b>
<b>007 Public Health</b>							
Personnel Services	1,756,982	1,948,245	2,292,090	2,829,260	2,829,260	2,829,260	2,829,260
Materials & Services	985,851	1,238,825	2,271,910	1,594,910	1,594,910	1,594,910	1,594,910
Debt Service	0	15,000	0	75,900	75,900	75,900	75,900
Capital	20,221	64,088	0	139,500	139,500	139,500	139,500
Transfers	40,889	0	0	0	0	0	0
Congingency	0	0	409,420	724,950	724,950	724,950	724,950
<b>007 Total:</b>	<b>2,803,943</b>	<b>3,266,158</b>	<b>4,973,420</b>	<b>5,364,520</b>	<b>5,364,520</b>	<b>5,364,520</b>	<b>5,364,520</b>

## Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>009 Child Support</b>							
Personnel Services	187,953	194,863	204,690	221,080	221,080	221,080	221,080
Materials & Services	32,508	30,333	36,830	42,210	42,210	42,210	42,210
Capital	0	0	0	0	0	0	0
Congingency	0	0	44,290	41,500	41,500	41,500	41,500
<b>009 Total:</b>	<b>220,461</b>	<b>225,196</b>	<b>285,810</b>	<b>304,790</b>	<b>304,790</b>	<b>304,790</b>	<b>304,790</b>
<b>020 Juvenile Crime Prevention</b>							
Personnel Services	56,568	60,525	21,550	22,830	34,540	34,540	34,540
Materials & Services	3,481	10,565	9,280	8,550	8,550	8,550	8,550
Congingency	0	0	198,200	186,130	174,420	174,420	174,420
<b>020 Total:</b>	<b>60,049</b>	<b>71,089</b>	<b>229,030</b>	<b>217,510</b>	<b>217,510</b>	<b>217,510</b>	<b>217,510</b>
<b>024 Community Corrections Division</b>							
Personnel Services	1,323,569	1,554,693	1,753,530	1,972,490	1,972,490	1,972,490	1,972,490
Materials & Services	547,327	690,972	883,220	883,710	883,710	883,710	883,710
Special Payments	296,281	175,373	366,000	440,910	440,910	440,910	440,910
Capital	0	0	15,000	0	0	0	0
Transfers	389,320	58,440	65,510	33,730	33,730	33,730	33,730
Congingency	0	0	1,434,560	1,323,310	1,323,310	1,323,310	1,323,310
<b>024 Total:</b>	<b>2,556,497</b>	<b>2,479,478</b>	<b>4,517,820</b>	<b>4,654,150</b>	<b>4,654,150</b>	<b>4,654,150</b>	<b>4,654,150</b>
<b>027 Marine Patrol</b>							
Personnel Services	213,838	221,156	247,890	263,630	263,630	263,630	263,630
Materials & Services	42,085	28,457	55,300	62,060	62,060	62,060	62,060
Capital	0	0	0	0	0	0	0
Congingency	0	0	109,060	95,190	95,190	95,190	95,190
<b>027 Total:</b>	<b>255,923</b>	<b>249,612</b>	<b>412,250</b>	<b>420,880</b>	<b>420,880</b>	<b>420,880</b>	<b>420,880</b>
<b>033 Mental Health Grants</b>							
Personnel Services	175,343	138,238	203,800	188,560	188,560	188,560	188,560
Materials & Services	64,164	73,210	271,700	53,300	53,300	53,300	53,300
Special Payments	1,757,203	1,695,579	1,438,630	1,775,930	1,775,930	1,775,930	1,775,930
Transfers	0	0	0	0	0	0	0
Congingency	0	0	154,390	411,880	411,880	411,880	411,880
<b>033 Total:</b>	<b>1,996,710</b>	<b>1,907,027</b>	<b>2,068,520</b>	<b>2,429,670</b>	<b>2,429,670</b>	<b>2,429,670</b>	<b>2,429,670</b>
<b>036 Building Codes</b>							
Personnel Services	690,300	689,057	738,620	767,660	767,660	767,660	767,660
Materials & Services	117,959	166,737	168,440	196,130	196,130	196,130	196,130
Capital	0	0	0	0	0	0	0
Transfers	22,000	30,080	66,700	93,340	93,340	93,340	93,340
Congingency	0	0	1,112,750	1,182,540	1,182,540	1,182,540	1,182,540
<b>036 Total:</b>	<b>830,260</b>	<b>885,875</b>	<b>2,086,510</b>	<b>2,239,670</b>	<b>2,239,670</b>	<b>2,239,670</b>	<b>2,239,670</b>

## Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>039 Clatsop County Fisheries</b>							
Personnel Services	586,353	540,383	622,760	597,080	597,080	597,080	597,080
Materials & Services	189,013	163,087	231,660	243,040	243,040	243,040	243,040
Congingency	0	0	221,860	227,250	227,250	227,250	227,250
<b>039 Total:</b>	<b>775,366</b>	<b>703,469</b>	<b>1,076,280</b>	<b>1,067,370</b>	<b>1,067,370</b>	<b>1,067,370</b>	<b>1,067,370</b>
<b>090 COVID</b>							
Materials & Services	0	0	950,000	645,100	645,100	645,100	645,100
Special Payments	0	0	1,645,000	1,695,000	1,695,000	1,695,000	1,695,000
Capital	0	0	0	0	0	0	0
Transfers	0	0	880,000	450,000	481,750	481,750	481,750
Congingency	0	0	4,325,000	2,652,830	2,621,080	2,621,080	2,621,080
<b>090 Total:</b>	<b>0</b>	<b>0</b>	<b>7,800,000</b>	<b>5,442,930</b>	<b>5,442,930</b>	<b>5,442,930</b>	<b>5,442,930</b>
<b>100 Capital Projects</b>							
Materials & Services	146,481	1,284,222	375,300	434,700	309,700	309,700	309,700
Capital	3,720,446	5,589,486	22,711,420	9,545,440	9,458,060	9,458,060	9,508,060
Transfers	474,130	470,300	166,350	163,350	163,350	163,350	163,350
Congingency	0	0	500,000	1,402,240	1,579,620	1,579,620	572,460
<b>100 Total:</b>	<b>4,341,056</b>	<b>7,344,008</b>	<b>23,753,070</b>	<b>11,545,730</b>	<b>11,510,730</b>	<b>11,510,730</b>	<b>10,553,570</b>
<b>102 General Roads Eq Replace</b>							
Personnel Services	0	0	0	135,310	135,310	135,310	135,310
Materials & Services	900	800	1,000	1,500	1,500	1,500	1,500
Capital	440,577	700,924	493,000	525,000	525,000	525,000	525,000
Congingency	0	0	0	0	0	0	0
<b>102 Total:</b>	<b>441,477</b>	<b>701,724</b>	<b>494,000</b>	<b>661,810</b>	<b>661,810</b>	<b>661,810</b>	<b>661,810</b>
<b>105 Insurance Reserve</b>							
Materials & Services	154,440	16,064	370,840	443,720	443,720	443,720	443,720
Transfers	0	0	0	0	0	0	0
<b>105 Total:</b>	<b>154,440</b>	<b>16,064</b>	<b>370,840</b>	<b>443,720</b>	<b>443,720</b>	<b>443,720</b>	<b>443,720</b>
<b>120 Land Corner Preservation</b>							
Personnel Services	41,743	43,086	49,930	52,290	52,290	52,290	52,290
Materials & Services	19,027	15,070	35,580	38,680	38,680	38,680	38,680
Congingency	0	0	338,460	458,730	458,730	458,730	458,730
<b>120 Total:</b>	<b>60,770</b>	<b>58,156</b>	<b>423,970</b>	<b>549,700</b>	<b>549,700</b>	<b>549,700</b>	<b>549,700</b>

## Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>150 Fair &amp; Expo</b>							
Personnel Services	283,639	294,496	339,680	356,370	356,370	356,370	356,370
Materials & Services	471,305	315,486	564,860	670,130	670,130	670,130	670,130
Capital	34,355	29,675	35,000	30,000	30,000	30,000	30,000
Congingency	0	0	601,200	519,510	519,510	519,510	519,510
<b>150 Total:</b>	<b>789,299</b>	<b>639,657</b>	<b>1,540,740</b>	<b>1,576,010</b>	<b>1,576,010</b>	<b>1,576,010</b>	<b>1,576,010</b>
<b>205 Child Custody Mediation &amp; Drug P</b>							
Personnel Services	6,226	5,426	5,830	5,990	5,990	5,990	5,990
Materials & Services	46,846	26,537	37,880	37,780	37,780	37,780	37,780
Congingency	0	0	0	16,670	16,670	16,670	16,670
<b>205 Total:</b>	<b>53,072</b>	<b>31,963</b>	<b>43,710</b>	<b>60,440</b>	<b>60,440</b>	<b>60,440</b>	<b>60,440</b>
<b>206 Video Lottery Fund</b>							
Materials & Services	11,346	9,795	22,500	17,900	17,900	17,900	17,900
Special Payments	70,000	70,000	70,000	170,000	170,000	170,000	170,000
Transfers	251,930	266,200	390,890	477,770	477,770	477,770	477,770
Congingency	0	0	0	0	0	0	0
<b>206 Total:</b>	<b>333,276</b>	<b>345,995</b>	<b>483,390</b>	<b>665,670</b>	<b>665,670</b>	<b>665,670</b>	<b>665,670</b>
<b>209 Courthouse Security</b>							
Personnel Services	67,810	71,920	71,920	71,920	71,920	71,920	71,920
Materials & Services	500	600	10,600	10,700	10,700	10,700	10,700
Capital	0	0	10,000	10,000	10,000	10,000	10,000
Transfers	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Congingency	0	0	47,880	30,270	30,270	30,270	30,270
<b>209 Total:</b>	<b>72,310</b>	<b>76,520</b>	<b>144,400</b>	<b>126,890</b>	<b>126,890</b>	<b>126,890</b>	<b>126,890</b>
<b>225 Bike paths</b>							
Materials & Services	188,905	55,689	91,600	75,600	75,600	75,600	75,600
Special Payments	0	0	35,000	0	0	0	0
Congingency	0	0	47,640	38,350	38,350	38,350	38,350
<b>225 Total:</b>	<b>188,905</b>	<b>55,689</b>	<b>174,240</b>	<b>113,950</b>	<b>113,950</b>	<b>113,950</b>	<b>113,950</b>
<b>230 Law Library</b>							
Personnel Services	11,863	12,852	14,110	0	0	0	0
Materials & Services	35,066	30,515	34,700	28,700	28,700	28,700	28,700
Congingency	0	0	17,560	52,170	52,170	52,170	52,170
<b>230 Total:</b>	<b>46,929</b>	<b>43,367</b>	<b>66,370</b>	<b>80,870</b>	<b>80,870</b>	<b>80,870</b>	<b>80,870</b>

## Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>235 Animal Shelter Donations</b>							
Materials & Services	39,519	35,472	65,000	65,000	65,000	65,000	65,000
Capital	0	0	0	0	0	0	0
Congingency	0	0	362,390	362,180	362,180	362,180	362,180
<b>235 Total:</b>	<b>39,519</b>	<b>35,472</b>	<b>427,390</b>	<b>427,180</b>	<b>427,180</b>	<b>427,180</b>	<b>427,180</b>
<b>240 Park &amp; Land Acq. &amp; Maint</b>							
Materials & Services	18,623	10,284	21,300	22,400	22,400	22,400	22,400
Capital	0	0	0	0	0	0	0
Transfers	45,000	45,000	50,000	50,000	50,000	50,000	50,000
Congingency	0	0	804,860	738,500	738,500	738,500	738,500
<b>240 Total:</b>	<b>63,623</b>	<b>55,284</b>	<b>876,160</b>	<b>810,900</b>	<b>810,900</b>	<b>810,900</b>	<b>810,900</b>
<b>300 Road District #1</b>							
Materials & Services	4,450	4,850	2,900	2,900	2,900	2,900	2,900
Special Payments	3,926,900	3,623,610	4,633,200	4,039,320	4,039,320	4,039,320	4,039,320
Transfers	0	0	0	0	0	0	0
<b>300 Total:</b>	<b>3,931,350</b>	<b>3,628,460</b>	<b>4,636,100</b>	<b>4,042,220</b>	<b>4,042,220</b>	<b>4,042,220</b>	<b>4,042,220</b>
<b>305 State Timber Enforcement Fund</b>							
Personnel Services	127,890	127,890	158,330	120,000	120,000	120,000	120,000
Materials & Services	12,600	12,900	30,400	30,500	30,500	30,500	30,500
Capital	0	0	0	0	0	0	0
Transfers	0	0	10,000	10,000	10,000	10,000	10,000
Congingency	0	0	924,000	973,590	973,590	973,590	973,590
<b>305 Total:</b>	<b>140,490</b>	<b>140,790</b>	<b>1,122,730</b>	<b>1,134,090</b>	<b>1,134,090</b>	<b>1,134,090</b>	<b>1,134,090</b>
<b>325 Industrial Development Revolving</b>							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	206,026	104,503	104,400	201,800	201,800	201,800	201,800
Special Payments	0	0	0	0	0	0	0
Capital	904,316	44,188	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	3,155,320	2,995,240	2,995,240	2,995,240	2,995,240
<b>325 Total:</b>	<b>1,110,341</b>	<b>148,690</b>	<b>3,259,720</b>	<b>3,197,040</b>	<b>3,197,040</b>	<b>3,197,040</b>	<b>3,197,040</b>
<b>385 Westport Sewer Serv Dist</b>							
Personnel Services	(1)	0	0	0	0	0	0
Materials & Services	74,210	79,286	138,760	124,800	124,800	124,800	124,800
Special Payments	1,501	1,329	1,210	1,040	1,040	1,040	1,040
Debt Service	6,054	6,226	6,400	6,590	6,590	6,590	6,590
Transfers	2,000	2,000	4,000	9,000	9,000	9,000	9,000
Congingency	0	0	81,490	83,010	83,010	83,010	83,010
<b>385 Total:</b>	<b>83,764</b>	<b>88,841</b>	<b>231,860</b>	<b>224,440</b>	<b>224,440</b>	<b>224,440</b>	<b>224,440</b>

## Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>386 Westport Sewer Equip Rplc</b>							
Materials & Services	14,107	4,062	12,500	145,500	145,500	145,500	145,500
Capital	0	76,054	0	0	0	0	0
Congingency	0	0	3,800	1,630	1,630	1,630	1,630
<b>386 Total:</b>	<b>14,107</b>	<b>80,116</b>	<b>16,300</b>	<b>147,130</b>	<b>147,130</b>	<b>147,130</b>	<b>147,130</b>
<b>395 4-H &amp; Ext Ser Spec Dist</b>							
Materials & Services	509,278	485,202	561,340	545,910	545,910	545,910	545,910
Congingency	0	0	166,910	157,960	157,960	157,960	157,960
<b>395 Total:</b>	<b>509,278</b>	<b>485,202</b>	<b>728,250</b>	<b>703,870</b>	<b>703,870</b>	<b>703,870</b>	<b>703,870</b>
<b>400 Debt Service Fund</b>							
Debt Service	1,373,749	1,453,114	1,501,050	1,551,850	1,551,850	1,551,850	1,551,850
Transfers	0	0	0	0	0	0	0
Congingency	0	0	550,680	385,140	385,140	385,140	385,140
<b>400 Total:</b>	<b>1,373,749</b>	<b>1,453,114</b>	<b>2,051,730</b>	<b>1,936,990</b>	<b>1,936,990</b>	<b>1,936,990</b>	<b>1,936,990</b>
<b>405 Bond &amp; UAL Reserve Fund</b>							
Special Payments	0	0	0	1,000,000	1,000,000	1,000,000	500,000
Transfers	0	0	0	0	0	0	0
Congingency	0	0	1,487,940	1,484,660	1,484,660	1,484,660	984,660
<b>405 Total:</b>	<b>0</b>	<b>0</b>	<b>1,487,940</b>	<b>2,484,660</b>	<b>2,484,660</b>	<b>2,484,660</b>	<b>1,484,660</b>
<b>Totals:</b>	<b>56,364,166</b>	<b>61,860,400</b>	<b>120,616,760</b>	<b>111,002,280</b>	<b>110,089,870</b>	<b>110,076,290</b>	<b>110,216,520</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
<b>Fund: 001 General</b>							
0000	Discretionary Revenue	(5,087)	(891)	0	0	0	0%
1100	Board of Commissioners	98,717	89,202	148,660	139,340	(9,320)	- 6%
1105	Brd of Property Tax Appeal	31,770	35,936	39,000	43,480	4,480	11%
1110	County Tourism	163,792	155,728	521,900	619,720	97,820	18%
1120	County Manager	588,193	795,376	1,090,630	1,224,500	133,870	12%
1125	Human Resources	339,471	412,423	550,110	604,590	54,480	9%
1150	Assessment & Taxation	1,621,549	1,701,564	1,815,720	1,929,820	114,100	6%
1155	Property Management	62,430	61,831	76,840	86,520	9,680	12%
1300	County Counsel	134,591	207,411	242,760	150,000	(92,760)	- 38%
1350	Clerk - Admin. & Elections	362,961	442,942	475,490	491,620	16,130	3%
1355	Clerk Recordings	179,744	192,497	201,230	203,860	2,630	1%
1625	Budget & Finance	476,986	566,815	618,320	619,110	790	0%
1650	Information Systems	1,105,815	1,163,185	1,494,830	1,520,200	25,370	1%
1790	Building & Grounds	1,105,081	1,164,012	1,246,900	1,445,880	198,980	15%
1795	Parks Maintenance	230,639	245,882	366,680	378,990	12,310	3%
1940	Surveyor	234,670	237,096	261,550	278,720	17,170	6%
1990	Dues & Special Assessments	1,053,498	721,152	845,710	851,680	5,970	0%
2160	District Attorney	1,874,004	1,899,950	2,107,860	2,312,660	204,800	9%
2180	Medical Examiner	145,195	104,792	181,310	194,100	12,790	7%
2190	Sheriff Support Division	770,201	684,712	757,940	853,960	96,020	12%
2200	Sheriff Enforcement Division	4,078,288	4,305,838	4,724,080	5,234,540	510,460	10%
2300	Sheriff Corrections Division	3,623,134	4,048,976	5,220,630	5,354,190	133,560	2%
2325	Jail Medical	404,304	395,464	511,810	1,223,790	711,980	139%
2340	Juvenile Department	741,025	769,973	929,430	969,520	40,090	4%
2350	Corrections Workcrew	0	0	0	0	0	0%
2700	Planning Division	711,510	502,224	758,670	786,440	27,770	3%
2710	Code Compliance	0	264,390	311,090	347,920	36,830	11%
2750	Emergency Management	412,135	460,687	456,840	515,620	58,780	12%
2800	Animal Control Division	434,761	452,817	535,910	541,080	5,170	0%
3110	Road Admin. And Support	0	0	0	0	0	0%
9700	General Fund Stabilization	0	2,000,000	0	0	0	0%
9800	Transfers To Other Funds	1,993,340	1,915,010	2,536,850	2,810,940	274,090	10%
9900	Approp. For Contingency 1	0	0	2,882,220	3,086,570	204,350	7%
<b>001 Totals:</b>		<b>22,972,720</b>	<b>25,996,995</b>	<b>31,910,970</b>	<b>34,819,360</b>	<b>2,908,390</b>	<b>9%</b>
<b>Fund: 002 General Roads</b>							
3110	Road Admin. And Support	850,230	771,211	981,120	1,172,550	191,430	19%
3120	Road Maint & Construction	6,356,277	6,654,608	10,692,090	10,396,270	(295,820)	- 2%
9905	Approp. For Contingency 2	0	0	3,653,960	2,868,960	(785,000)	- 21%
<b>002 Totals:</b>		<b>7,206,507</b>	<b>7,425,819</b>	<b>15,327,170</b>	<b>14,437,780</b>	<b>(889,390)</b>	<b>- 5%</b>



## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
<b>Fund: 003 General Fund Stabilization</b>							
1200	GF Stabilization	0	0	2,498,950	5,084,710	2,585,760	103%
<b>003 Totals:</b>		<b>0</b>	<b>0</b>	<b>2,498,950</b>	<b>5,084,710</b>	<b>2,585,760</b>	<b>103%</b>
<b>Fund: 004 Clerk Archived Records</b>							
1354	Clerk Archived Records	8,364	9,085	17,900	19,150	1,250	6%
4133	Babies First	0	0	0	0	0	0%
<b>004 Totals:</b>		<b>8,364</b>	<b>9,085</b>	<b>17,900</b>	<b>19,150</b>	<b>1,250</b>	<b>6%</b>
<b>Fund: 005 Rural Law Enforcement District</b>							
2191	Sheriff Rural Law Enf Dis	2,929,614	3,211,483	5,079,220	4,772,880	(306,340)	- 6%
<b>005 Totals:</b>		<b>2,929,614</b>	<b>3,211,483</b>	<b>5,079,220</b>	<b>4,772,880</b>	<b>(306,340)</b>	<b>- 6%</b>
<b>Fund: 007 Public Health</b>							
4110	Community Health	785,189	803,519	1,410,590	1,211,700	(198,890)	- 14%
4112	Tobacco Prevention	132,665	115,511	130,880	203,600	72,720	55%
4129	Immunization	24,766	67,650	226,950	280,620	53,670	23%
4133	Babies First	227,217	151,541	160,270	238,220	77,950	48%
4140	W I C Program	226,462	194,427	243,420	278,750	35,330	14%
4160	Family Planning	172,428	145,114	216,200	252,190	35,990	16%
4163	School-Based Health Centers	0	0	0	157,070	157,070	100%
4168	Harm Reduction/OD Prevention	175,570	222,224	211,710	343,940	132,230	62%
4169	Household Hazardous Waste	262,448	229,374	248,470	274,190	25,720	10%
4170	Emergency Preparedness	334,976	764,855	1,133,940	729,820	(404,120)	- 35%
4174	Onsite Sewage Systems	200,413	262,096	282,630	245,620	(37,010)	- 13%
4175	Environmental Health	261,809	309,849	298,940	423,850	124,910	41%
9915	Approp. For Contingency 7	0	0	409,420	724,950	315,530	77%
<b>007 Totals:</b>		<b>2,803,943</b>	<b>3,266,158</b>	<b>4,973,420</b>	<b>5,364,520</b>	<b>391,100</b>	<b>7%</b>
<b>Fund: 009 Child Support</b>							
2165	Child Support	220,461	225,196	285,810	304,790	18,980	6%
<b>009 Totals:</b>		<b>220,461</b>	<b>225,196</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>
<b>Fund: 020 Juvenile Crime Prevention</b>							
2170	Juv Crime Prevention	60,049	71,089	229,030	217,510	(11,520)	- 5%
<b>020 Totals:</b>		<b>60,049</b>	<b>71,089</b>	<b>229,030</b>	<b>217,510</b>	<b>(11,520)</b>	<b>- 5%</b>
<b>Fund: 024 Community Corrections Division</b>							
2385	Community Corrections Division	2,556,497	2,479,478	4,517,820	4,654,150	136,330	3%
<b>024 Totals:</b>		<b>2,556,497</b>	<b>2,479,478</b>	<b>4,517,820</b>	<b>4,654,150</b>	<b>136,330</b>	<b>3%</b>
<b>Fund: 027 Marine Patrol</b>							
2245	Marine Patrol	255,923	249,612	412,250	420,880	8,630	2%
<b>027 Totals:</b>		<b>255,923</b>	<b>249,612</b>	<b>412,250</b>	<b>420,880</b>	<b>8,630</b>	<b>2%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
<b>Fund: 033 Mental Health Grants</b>							
7150	Developmental Disabilities	49,653	0	0	0	0	0%
7152	Mental Health	1,751,361	1,734,012	1,646,520	1,803,210	156,690	9%
7156	Drug & Alcohol Prevention	195,695	173,014	422,000	214,580	(207,420)	- 49%
9920	Approp. For Contingency 033	0	0	0	411,880	411,880	100%
<b>033 Totals:</b>		<b>1,996,710</b>	<b>1,907,027</b>	<b>2,068,520</b>	<b>2,429,670</b>	<b>361,150</b>	<b>17%</b>
<b>Fund: 036 Building Codes</b>							
7165	Building Codes	830,260	885,875	2,086,510	2,239,670	153,160	7%
<b>036 Totals:</b>		<b>830,260</b>	<b>885,875</b>	<b>2,086,510</b>	<b>2,239,670</b>	<b>153,160</b>	<b>7%</b>
<b>Fund: 039 Clatsop County Fisheries</b>							
8500	Clatsop County Fisheries	775,366	703,469	1,076,280	1,067,370	(8,910)	- 0%
<b>039 Totals:</b>		<b>775,366</b>	<b>703,469</b>	<b>1,076,280</b>	<b>1,067,370</b>	<b>(8,910)</b>	<b>- 0%</b>
<b>Fund: 090 COVID</b>							
2006	American Rescue Plan	0	0	3,475,000	2,821,850	(653,150)	- 18%
2007	PA COVID-19	0	0	0	0	0	0%
9910	Approp. For Contingency 90	0	0	4,325,000	2,621,080	(1,703,920)	- 39%
<b>090 Totals:</b>		<b>0</b>	<b>0</b>	<b>7,800,000</b>	<b>5,442,930</b>	<b>(2,357,070)</b>	<b>- 30%</b>
<b>Fund: 100 Capital Projects</b>							
2000	Special Projects	4,341,056	7,344,008	23,753,070	10,412,110	(13,340,960)	- 56%
2002	Fleet Replacement	0	0	0	141,460	141,460	100%
<b>100 Totals:</b>		<b>4,341,056</b>	<b>7,344,008</b>	<b>23,753,070</b>	<b>10,553,570</b>	<b>(13,199,500)</b>	<b>- 55%</b>
<b>Fund: 102 General Roads Eq Replace</b>							
2001	Equipment Replacement	441,477	701,724	494,000	661,810	167,810	33%
<b>102 Totals:</b>		<b>441,477</b>	<b>701,724</b>	<b>494,000</b>	<b>661,810</b>	<b>167,810</b>	<b>33%</b>
<b>Fund: 105 Insurance Reserve</b>							
2105	Insurance Reserve	154,440	16,064	370,840	443,720	72,880	19%
<b>105 Totals:</b>		<b>154,440</b>	<b>16,064</b>	<b>370,840</b>	<b>443,720</b>	<b>72,880</b>	<b>19%</b>
<b>Fund: 120 Land Corner Preservation</b>							
1941	Surveyor - Land Corner 120	60,770	58,156	423,970	549,700	125,730	29%
<b>120 Totals:</b>		<b>60,770</b>	<b>58,156</b>	<b>423,970</b>	<b>549,700</b>	<b>125,730</b>	<b>29%</b>
<b>Fund: 150 Fair &amp; Expo</b>							
9300	Fair & Expo	789,299	639,657	1,540,740	1,576,010	35,270	2%
<b>150 Totals:</b>		<b>789,299</b>	<b>639,657</b>	<b>1,540,740</b>	<b>1,576,010</b>	<b>35,270</b>	<b>2%</b>
<b>Fund: 205 Child Custody Mediation &amp; Drug f</b>							
5705	Child Custody Mediation	53,072	31,963	43,710	60,440	16,730	38%
<b>205 Totals:</b>		<b>53,072</b>	<b>31,963</b>	<b>43,710</b>	<b>60,440</b>	<b>16,730</b>	<b>38%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
<b>Fund: 206 Video Lottery Fund</b>							
5710	Video Lottery	333,276	345,995	483,390	665,670	182,280	37%
<b>206 Totals:</b>		<b>333,276</b>	<b>345,995</b>	<b>483,390</b>	<b>665,670</b>	<b>182,280</b>	<b>37%</b>
<b>Fund: 209 Courthouse Security</b>							
5720	Courthouse Security	72,310	76,520	144,400	126,890	(17,510)	- 12%
<b>209 Totals:</b>		<b>72,310</b>	<b>76,520</b>	<b>144,400</b>	<b>126,890</b>	<b>(17,510)</b>	<b>- 12%</b>
<b>Fund: 225 Bike paths</b>							
5805	Bike Paths	188,905	55,689	174,240	113,950	(60,290)	- 34%
<b>225 Totals:</b>		<b>188,905</b>	<b>55,689</b>	<b>174,240</b>	<b>113,950</b>	<b>(60,290)</b>	<b>- 34%</b>
<b>Fund: 230 Law Library</b>							
5810	Law Library	46,929	43,367	66,370	80,870	14,500	21%
<b>230 Totals:</b>		<b>46,929</b>	<b>43,367</b>	<b>66,370</b>	<b>80,870</b>	<b>14,500</b>	<b>21%</b>
<b>Fund: 235 Animal Shelter Donations</b>							
2810	Animal Shelter Enhance.	39,519	35,472	427,390	427,180	(210)	- 0%
<b>235 Totals:</b>		<b>39,519</b>	<b>35,472</b>	<b>427,390</b>	<b>427,180</b>	<b>(210)</b>	<b>- 0%</b>
<b>Fund: 240 Park &amp; Land Acq. &amp; Maint</b>							
5815	Parks & Land Acq. Maint	63,623	55,284	876,160	810,900	(65,260)	- 7%
<b>240 Totals:</b>		<b>63,623</b>	<b>55,284</b>	<b>876,160</b>	<b>810,900</b>	<b>(65,260)</b>	<b>- 7%</b>
<b>Fund: 300 Road District #1</b>							
5825	Road District #1	3,931,350	3,628,460	4,636,100	4,042,220	(593,880)	- 12%
<b>300 Totals:</b>		<b>3,931,350</b>	<b>3,628,460</b>	<b>4,636,100</b>	<b>4,042,220</b>	<b>(593,880)</b>	<b>- 12%</b>
<b>Fund: 305 State Timber Enforcement Fund</b>							
5828	State Timber Enforcement	140,490	140,790	1,122,730	1,134,090	11,360	1%
<b>305 Totals:</b>		<b>140,490</b>	<b>140,790</b>	<b>1,122,730</b>	<b>1,134,090</b>	<b>11,360</b>	<b>1%</b>
<b>Fund: 325 Industrial Development Revolving</b>							
5836	Industrial Develop.Revolving Fund	1,110,341	148,690	3,259,720	3,197,040	(62,680)	- 1%
<b>325 Totals:</b>		<b>1,110,341</b>	<b>148,690</b>	<b>3,259,720</b>	<b>3,197,040</b>	<b>(62,680)</b>	<b>- 1%</b>
<b>Fund: 385 Westport Sewer Serv Dist</b>							
5845	Westport Sewer Service	83,764	88,841	231,860	224,440	(7,420)	- 3%
<b>385 Totals:</b>		<b>83,764</b>	<b>88,841</b>	<b>231,860</b>	<b>224,440</b>	<b>(7,420)</b>	<b>- 3%</b>
<b>Fund: 386 Westport Sewer Equip Rplc</b>							
5846	Westport Sewer Equipment	14,107	80,116	16,300	147,130	130,830	802%
<b>386 Totals:</b>		<b>14,107</b>	<b>80,116</b>	<b>16,300</b>	<b>147,130</b>	<b>130,830</b>	<b>802%</b>
<b>Fund: 395 4-H &amp; Ext Ser Spec Dist</b>							
5850	4-H & Extension	509,278	485,202	728,250	703,870	(24,380)	- 3%
<b>395 Totals:</b>		<b>509,278</b>	<b>485,202</b>	<b>728,250</b>	<b>703,870</b>	<b>(24,380)</b>	<b>- 3%</b>

### Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
<b>Fund: 400 Debt Service Fund</b>							
5855	Debt Service	1,373,749	1,453,114	2,051,730	1,936,990	(114,740)	- 5%
<b>400 Totals:</b>		<b>1,373,749</b>	<b>1,453,114</b>	<b>2,051,730</b>	<b>1,936,990</b>	<b>(114,740)</b>	<b>- 5%</b>
<b>Fund: 405 Bond &amp; UAL Reserve Fund</b>							
5860	Bond & UAL Reserve Fund	0	0	1,487,940	1,484,660	(3,280)	- 0%
<b>405 Totals:</b>		<b>0</b>	<b>0</b>	<b>1,487,940</b>	<b>1,484,660</b>	<b>(3,280)</b>	<b>- 0%</b>
<b>Fund: 505 Diking District #5</b>							
6305	Diking District #5	7,671	3,274	0	0	0	0%
<b>505 Totals:</b>		<b>7,671</b>	<b>3,274</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 511 Diking District #11</b>							
6311	Diking District #11	64	1,754	0	0	0	0%
<b>511 Totals:</b>		<b>64</b>	<b>1,754</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 514 Diking District #14</b>							
6314	Diking District #14	20	7,480	0	0	0	0%
<b>514 Totals:</b>		<b>20</b>	<b>7,480</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>56,371,921</b>	<b>61,872,908</b>	<b>120,616,760</b>	<b>110,216,520</b>	<b>(10,400,240)</b>	<b>- 8%</b>

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

Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
<b>Resources</b>						
Beginning Net Working Capital	66,863,088	68,845,384	67,526,390	57,740,490	(9,785,900)	- 14%
Taxes	11,790,901	12,075,152	12,247,420	12,692,150	444,730	3%
Licenses & Permits	2,062,470	2,458,422	2,265,000	2,857,500	592,500	26%
Fines	78,079	60,507	65,880	68,080	2,200	3%
Use Of Money/Property	1,723,526	638,490	572,630	249,730	(322,900)	- 56%
Intergov State	17,696,334	17,378,244	18,966,970	18,393,070	(573,900)	- 3%
Intergov Federal	1,570,755	9,107,735	5,970,900	1,200,750	(4,770,150)	- 79%
Intergov Other	7,128,483	7,024,195	7,841,090	7,423,870	(417,220)	- 5%
Charges for Services	2,185,225	2,240,034	2,029,880	2,111,860	81,980	4%
Other Revenue	2,043,184	1,964,355	2,051,770	2,340,130	288,360	14%
Transfer Revenue	3,643,009	5,417,560	4,894,130	4,129,880	(764,250)	- 15%
<b>Total Resources:</b>	<b>116,785,054</b>	<b>127,210,076</b>	<b>124,432,060</b>	<b>109,207,510</b>	<b>(15,224,550)</b>	<b>- 12%</b>
<b>Expenditures</b>						
Personal Services	25,480,661	27,355,362	31,846,880	34,645,650	2,798,770	8%
Materials & Services	10,675,674	11,767,476	16,372,780	16,023,720	(349,060)	- 2%
Special Payments	2,446,935	2,237,297	3,969,380	4,982,640	1,013,260	25%
Debt Service	1,373,749	1,128,114	1,096,050	1,152,750	56,700	5%
Capital Outlay	5,146,526	6,460,488	26,154,420	13,412,560	(12,741,860)	- 48%
Transfers Out	3,772,509	5,417,560	4,894,130	4,129,880	(764,250)	- 15%
Contingency	0	0	25,591,390	25,978,780	387,390	1%
<b>Total Expenditures:</b>	<b>48,896,054</b>	<b>54,366,297</b>	<b>109,925,030</b>	<b>100,325,980</b>	<b>(9,599,050)</b>	<b>- 8%</b>
<b>Fund Balance</b>						
Ending Fund Balance:	67,889,000	72,843,779	14,507,030	8,881,530	(5,625,500)	- 38%
Net Change in Fund Balance:	(1,025,911)	(3,998,395)	53,019,360	48,858,960	(4,160,400)	- 7%

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

Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
<b>Resources</b>						
Beginning Net Working Capital	70,923,047	72,560,288	71,166,500	59,992,820	(11,173,680)	- 15%
Taxes	16,061,537	16,607,227	16,711,760	17,328,430	616,670	3%
Licenses & Permits	2,062,470	2,458,422	2,265,000	2,857,500	592,500	26%
Fines	78,079	60,507	65,880	68,080	2,200	3%
Use Of Money/Property	1,820,091	675,643	610,180	266,230	(343,950)	- 56%
Intergov State	20,351,957	20,069,271	21,356,900	21,109,500	(247,400)	- 1%
Intergov Federal	1,570,755	9,107,735	5,971,500	1,330,750	(4,640,750)	- 77%
Intergov Other	7,128,483	7,024,195	7,841,090	7,423,870	(417,220)	- 5%
Charges for Services	2,280,647	2,349,596	2,134,880	2,221,860	86,980	4%
Other Revenue	2,080,302	2,071,070	2,101,970	2,360,130	258,160	12%
Transfer Revenue	3,645,009	5,419,560	4,898,130	4,138,880	(759,250)	- 15%
<b>Total Resources:</b>	<b>128,002,377</b>	<b>138,403,513</b>	<b>135,123,790</b>	<b>119,098,050</b>	<b>(16,025,740)</b>	<b>- 11%</b>
<b>Expenditures</b>						
Personal Services	27,592,740	29,218,729	33,715,790	36,418,510	2,702,720	8%
Materials & Services	11,948,887	13,101,000	17,865,010	17,596,130	(268,880)	- 1%
Special Payments	6,401,336	5,888,236	8,629,790	9,049,000	419,210	4%
Debt Service	1,468,778	1,574,804	1,646,430	1,781,630	135,200	8%
Capital Outlay	5,185,671	6,670,580	26,267,420	13,540,960	(12,726,460)	- 48%
Transfers Out	3,774,509	5,419,560	4,898,130	4,138,880	(759,250)	- 15%
Contingency	0	0	27,594,190	27,691,410	97,220	0%
<b>Total Expenditures:</b>	<b>56,371,921</b>	<b>61,872,908</b>	<b>120,616,760</b>	<b>110,216,520</b>	<b>(10,400,240)</b>	<b>- 8%</b>
<b>Fund Balance</b>						
Ending Fund Balance:	71,630,456	76,530,605	14,507,030	8,881,530	(5,625,500)	- 38%
Net Change in Fund Balance:	(707,409)	(3,970,317)	56,659,470	51,111,290	(5,548,180)	- 9%

### Overview by Functional Area - General Fund

REVENUES - Functional Area	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
Culture & Recreation	118,876	146,303	142,550	145,950	3,400	2%
General Government	31,357,302	32,562,658	31,593,670	29,336,380	(2,257,290)	- 7%
Land Use, Hsg & Trans / Econ. Dev. & Capital	665,558	865,137	1,055,250	1,247,000	191,750	18%
Public Safety & Justice	4,468,618	4,537,676	4,879,050	4,962,770	83,720	1%
<b>Total Revenues:</b>	<b>36,610,355</b>	<b>38,111,773</b>	<b>37,670,520</b>	<b>35,692,100</b>	<b>(1,978,420)</b>	<b>- 5%</b>

EXPENDITURES - Functional Area	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
Culture & Recreation	230,639	245,882	366,680	378,990	12,310	3%
General Government	8,635,770	11,033,505	13,208,470	14,757,880	1,549,410	11%
Land Use, Hsg & Trans / Econ. Dev. & Capital	1,109,973	1,159,438	1,853,210	2,032,800	179,590	9%
Public Health	513,290	434,960	1,056,800	450,230	(606,570)	- 57%
Public Safety & Justice	12,483,047	13,123,210	15,425,810	17,199,460	1,773,650	11%
<b>Total Expenditures:</b>	<b>22,972,720</b>	<b>25,996,995</b>	<b>31,910,970</b>	<b>34,819,360</b>	<b>2,908,390</b>	<b>9%</b>

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

REVENUES - Functional Area	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
Culture & Recreation	2,620,483	2,342,076	2,559,450	2,532,860	(26,590)	- 1%
General Government	34,520,908	43,037,618	45,821,030	43,748,540	(2,072,490)	- 4%
Land Use, Hsg & Trans / Econ. Dev. & Capital	62,135,212	62,130,156	56,881,080	42,742,350	(14,138,730)	- 24%
Public Health	5,618,473	7,600,826	7,041,940	7,794,190	752,250	10%
Public Safety & Justice	11,889,977	12,099,401	12,128,560	12,389,570	261,010	2%
<b>Total Revenues:</b>	<b>116,785,054</b>	<b>127,210,076</b>	<b>124,432,060</b>	<b>109,207,510</b>	<b>(15,224,550)</b>	<b>- 12%</b>

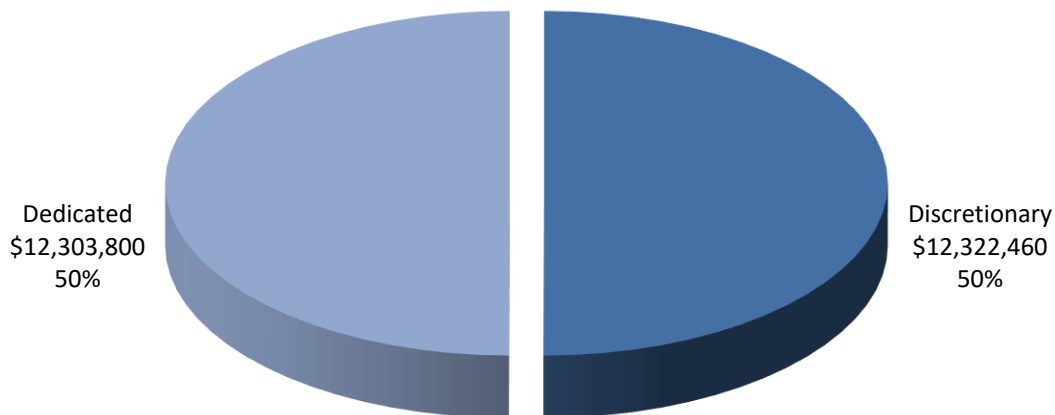
EXPENDITURES - Functional Area	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	Amount Change	Percent Change
Culture & Recreation	1,083,561	940,823	2,783,580	2,765,900	(17,680)	- 0%
General Government	10,685,614	12,946,728	28,492,630	29,620,270	1,127,640	3%
Land Use, Hsg & Trans / Econ. Dev. & Capital	16,397,931	18,828,863	48,931,560	35,519,360	(13,412,200)	- 27%
Public Health	4,800,652	5,173,185	7,041,940	7,794,190	752,250	10%
Public Safety & Justice	15,928,296	16,476,698	22,675,320	24,626,260	1,950,940	8%
<b>Total Expenditures:</b>	<b>48,896,054</b>	<b>54,366,297</b>	<b>109,925,030</b>	<b>100,325,980</b>	<b>(9,599,050)</b>	<b>- 8%</b>



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**Clatsop County Functions/Programs Budget  
Public Safety & Justice 2022-2023  
Total \$24,626,260**



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

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

Animal Shelter Enhancement  
Marine Patrol  
Juvenile Department  
Juvenile Crime Prevention  
Law Library  
Community Corrections Division  
Courthouse Security  
State Timber Enforcement  
Child Custody Mediation

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

# District Attorney

## Mission Statement

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

## Department Overview

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

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

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

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

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

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

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

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



## Major Accomplishments

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

District Attorney Ron Brown and Deputy District Attorney Scott McCracken resolved the St v. Savinskiy 2012 Attempted Murder case. The case involved the attempted murder of two local police officers and Conspiracy to Commit Murder with a shooting at a local motel and a lengthy high-speed car chase. Defendant was originally convicted in 2013 and sent to prison. In 2019 the convictions were reversed by the Court of Appeals and the case was returned to the District Attorney's Office for re-trial that resulted in conviction of two counts of Attempted Murder and two counts of Conspiracy to Commit Murder with the defendant being sentenced to 90 months in prison as well as a voluntary renunciation of defendant's U.S. citizenship.

Chief Deputy District Attorney Dawn Buzzard prosecuted the St v. York case wherein defendant was previously convicted of Encouraging Child Sexual Abuse, was convicted again of same type of charges in 2021 and was sent back to prison for 90 months.

Ms. Buzzard also handled the St v. Gobin case in which defendant followed a friend into their apartment and started swinging a machete, resulting in a conviction of Assault in the Second Degree, and a prison sentence of 70 months.

Deputy District Attorney Scott McCracken handled the multiple cases on St v. Ficken, including DUIIs, Attempt to Elude, Driving While Suspended, Contempts and others. It was almost two years with a terrified victim that he wouldn't leave alone. Mr. McCracken was able to resolve the cases with a long jail sentence and probation. This was a very difficult defendant who manipulated and absconded for long periods of time.

Mr. McCracken handled the St v. Erhardt case of a roommate defendant committing Aggravated Identity Theft on her best friend, opening multiple accounts and credit cards. Defendant was convicted and sentenced to a 48 month downward departure sentence with 19 months of prison time if her probation is revoked.

Deputy District Attorney Marissa Snyder was assigned the St v. McGaughey case, which was her first Measure 11 case she took to trial resulting in a conviction of Assault in the Second Degree and Tampering With Physical Evidence. At Sentencing, Ms. Snyder was able to successfully defeat the defendant's request to come out of the Measure 11 sentence. Defendant received a prison sentence of 70 months.

Ms. Snyder also was assigned to the St v. Bye felony assault case with Ms. Buzzard, resolving the case without having to go to trial with a vulnerable victim. He was sentenced to 60 months prison upfront and 70 months on the back end.

In January 2022 sentencing was held on the St v Garcia case of Manslaughter in the Second Degree, Assault in the Second Degree and DUII. The case involved a 2021 crash near Ecola State Park resulting in the death of a 3-month old passenger and injuries to another passenger. He was sentenced to 110 months in prison. The case was prosecuted by Deputy District Attorney Sarah Shepherd.

Ms. Shepherd and Ms. Snyder participated in a settlement conference with a visiting judge on St v. Crawford. Defendant was convicted of Attempted Arson in the First Degree and Coercion against his girlfriend and was sentenced to prison for 34 months for dousing his girlfriend with gasoline and threatening to set her on fire while waving a lighter in her face. The defendant also cut off his GPS bracelet and tried to flee prior to being arraigned on the indictment and was apprehended with the assistance of the US Marshals.

Deputy District Attorney Paul Charas handled the case of St v. Skinner who was convicted of Kidnapping in the Second Degree, Unlawful Use of a Weapon and Felon in Possession of a firearm, and was sentenced to 74 months in prison.

## Budget Highlights

During the last two fiscal years the department has navigated and made adjustments during the pandemic and lockdown. Victim's rights continue to be upheld and victims continue to have the opportunity to participate in and be advised of their case status. All along, procedures have been reviewed, reassessed and changed, when needed.

The District Attorney's Office is requesting an additional full-time 1 FTE Deputy District Attorney position and a part-time regular .53 Staff Assistant position. In April 2006 a Clatsop County District Attorney's Office Workload Study was conducted by Local Government Personnel Institute (LGPI) wherein it was noted that the District Attorney's Office handles up to twice the number of cases with the same number of personnel as other counties and it was recommended that 2 to 3 additional deputy district attorney positions be added and 3 to 4.5 new support staff positions be added to the district attorney's office. The findings of the study were provided to then Clatsop County Manager. The following fiscal year 07/08 one deputy district attorney position was added, two staff assistant positions were added, and the victim services coordinator positions were reduced by one position, from three to two. Since then, no additional deputy district attorney or staff assistant positions have been added. In fiscal year 18/19 the victim services coordinator positions increased by .5 FTE with the inclusion of a grant funded position, totaling 2.5 victim services coordinators.

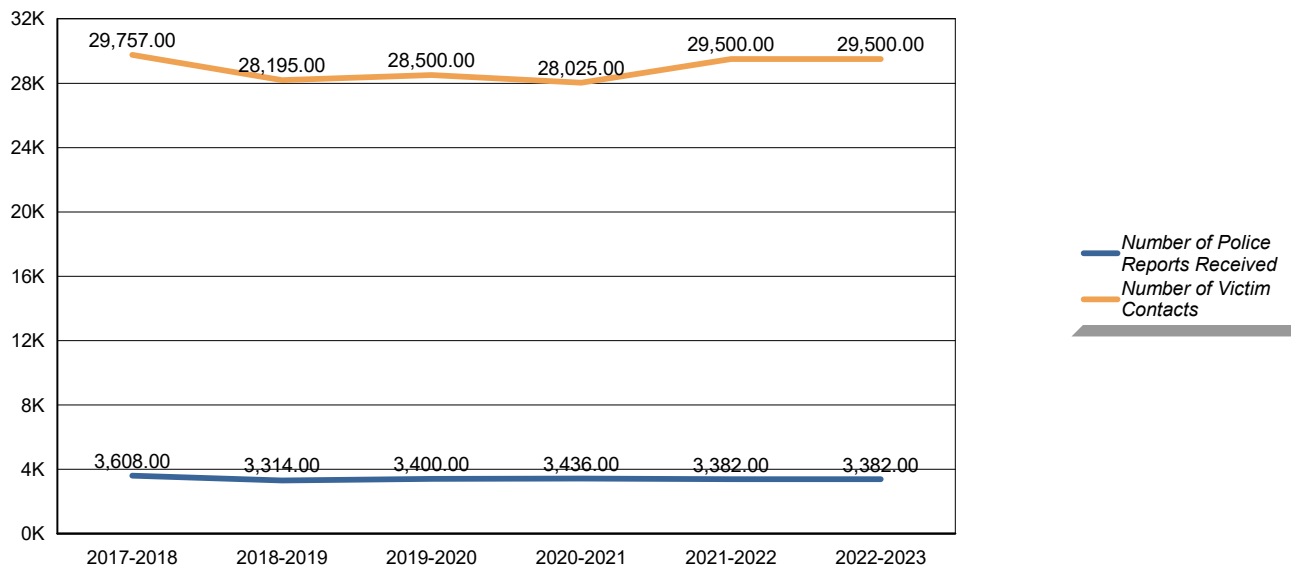
Recent United States Census data indicates that the population of Clatsop County has grown by 12.61% since 2010. Additionally, with Clatsop County being a tourist destination, many of the defendants prosecuted and victims served are from out of the area.

With the Oregon Governor and the State Department of Justice taking the position that the Governor has unlimited authority to pardon or commute the sentence and/or conviction of just about anyone without considering the effect on victims, it has become incumbent upon District Attorneys to fight back against this wave of anti-prosecution sentiment by responding to each and every request for commutation, some cases being literally decades old at the time of the attempt to pardon or commute. We feel that this burden as well as the additional burden we probably face over St v. Ramos (non-unanimous jury verdicts) legislation which makes all non-unanimous cases and many other cases at jeopardy because the courts have never kept any kind of records of the actual vote counts on non-murder cases. The question to the foreperson has always been, "Did 10 or more of your number agree on the verdict?" So we face potentially decades of old cases where defendants make some claim over non-unanimous verdicts and it is usually our burden of proof to show that it was and we probably can't. So we will spend considerable time searching for the victims and attempting to see if we can locate the witnesses and exhibits necessary to retry these cases.

Lastly, Senate Bill 819, which took effect on 1-1-22, requires the district attorneys's office to have policies and procedure to review cases where there is a manifest injustice and seek resentencing. With reconsideration of conviction and sentence, this will require the district attorney's office to resentence person on original conviction, vacate previous judgment of conviction, accept plea to new offense and impose sentence on new offense, and to notify victim or survivor of victim of reconsideration hearing and process. So far the district attorney's office has had several people apply and it will undoubtedly be more. With the time that will be required for commutations and Senate Bill 819, in addition to regular workloads, an additional deputy district attorney is needed in the department.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of Police Reports Received	Count	3608.00	3314.00	3400.00	3436.00	3382.00	3551.00
Number of Victim Contacts	Count	29757.00	28195.00	28500.00	28025.00	29500.00	30975.00
Number of Juvenile Court Appearances	Count	317.00	282.00	290.00	420.00	294.00	309.00
Felony Cases Filed	Count	409.00	334.00	350.00	264.00	274.00	288.00
Misdemeanor Cases Filed	Count	795.00	746.00	760.00	984.00	927.00	973.00
Total Court Appearances Attended	Count	NA	NA	NA	3750.00	3876.00	4069.00



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Child Support	0	0	0	0	0	0%
VOCA	110,666	119,008	116,410	113,100	(3,310)	- 2%
VOCA Expansion	11,637	0	0	0	0	0%
VOCA Supp Svcs & Trng	1,947	0	0	0	0	0%
VOCA 1x	0	0	0	0	0	0%
St.-Victim Assistance Pgm	34,811	34,811	34,800	37,020	2,220	6%
Copy Fees	44,523	47,104	43,000	43,000	0	0%
Rev. Refunds & Reim.	110	678	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Liquor Law Enfor	0	0	0	0	0	0%
General Fund Support	1,670,310	1,698,350	1,913,650	2,119,540	205,890	10%
<b>Total Revenue:</b>	<b>1,874,004</b>	<b>1,899,950</b>	<b>2,107,860</b>	<b>2,312,660</b>	<b>204,800</b>	<b>9%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	1,196,717	1,227,671	1,298,640	1,437,300	138,660	10%
Personnel Benefits	586,549	589,335	694,870	753,850	58,980	8%
Materials & Services	90,738	82,945	114,350	121,510	7,160	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,874,004</b>	<b>1,899,950</b>	<b>2,107,860</b>	<b>2,312,660</b>	<b>204,800</b>	<b>9%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
District Attorney Salary Supp.	1.00	1.00	1.00	1.00	0.00	0%
Senior Admin Supervisor	0.95	0.95	0.95	0.95	0.00	0%
Chief Deputy Dist. Atty.	1.00	1.00	1.00	1.00	0.00	0%
Deputy District Attorney	0.00	0.00	0.00	5.94	5.94	100%
Deputy DA III	4.94	4.94	4.94	0.00	(4.94)	- 100%
Staff Assistant	6.00	6.09	6.00	6.53	0.53	8%
Victims Services Coord.-Lead	0.00	0.00	0.00	1.00	1.00	100%
Victims Services Coord.	2.53	2.80	2.80	1.53	(1.27)	- 45%
<b>Total Personnel:</b>	<b>16.42</b>	<b>16.78</b>	<b>16.69</b>	<b>17.95</b>	<b>1.26</b>	<b>7%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
District Attorney Salary Supp.	82-1025	42,786	43,413	44,000	52,200	8,200	18%
Senior Admin Supervisor	82-1119	82,278	88,552	95,380	101,120	5,740	6%
Chief Deputy Dist. Atty.	82-1170	137,244	146,275	152,900	163,180	10,280	6%
Deputy District Attorney	82-1172	482,770	491,967	521,810	596,960	75,150	14%
Deputy DA I	82-1173	0	0	0	0	0	0%
Deputy DA III	82-1175	0	0	0	0	0	0%
Staff Assistant	82-1191	302,700	304,515	314,740	361,430	46,690	14%
Victims Services Coord.-Lead	82-1895	60,955	62,479	64,350	68,230	3,880	6%
Victims Services Coord.	82-1896	87,982	90,470	105,460	94,180	(11,280)	- 10%
Temporary - Admin Help	82-1940	3,309	5,725	18,000	18,000	0	0%
Temporary Help	82-1941	0	6,702	11,080	11,080	0	0%
Grant Overtime	82-1943	14,558	11,332	11,330	12,300	970	8%
Overtime	82-1945	2,889	5,655	4,000	4,000	0	0%
Remuneration	82-1947	0	5	0	0	0	0%
F.I.C.A.	82-1950	89,735	93,250	103,000	113,610	10,610	10%
Retirement	82-1955	257,555	261,410	291,710	323,790	32,080	11%
Medical Waiver	82-1963	2,719	2,471	3,360	3,040	(320)	- 9%
Medical Insurance	82-1964	165,564	155,202	185,680	192,950	7,270	3%
Dental Insurance	82-1965	20,315	18,078	23,530	24,340	810	3%
HSA/HRA Contribution	82-1966	20,933	18,557	19,390	20,940	1,550	7%
Benefits Admin Fees	82-1967	501	491	520	500	(20)	- 3%
Life/AD&D Insurance	82-1970	1,439	1,425	1,380	1,810	430	31%
Salary Continuation Insur	82-1972	2,098	2,093	2,120	2,390	270	12%
S.A.I.F.	82-1975	1,396	1,882	2,100	2,340	240	11%
Unemployment	82-1980	1,264	1,269	1,350	1,490	140	10%
Compensable Leave Buyback	82-1986	2,275	3,789	16,320	21,270	4,950	30%
<b>Personnel Services Totals:</b>		<b>1,783,266</b>	<b>1,817,006</b>	<b>1,993,510</b>	<b>2,191,150</b>	<b>197,640</b>	<b>9%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	3,229	2,646	3,100	3,100	0	0%
Witness Fees	82-2250	1,252	499	2,000	2,000	0	0%
Grand Jury Fees	82-2258	871	444	1,800	1,800	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	14,600	13,500	18,440	18,440	0	0%
Membership Fees And Dues	82-2370	6,575	7,919	8,050	8,210	160	1%
Office Supplies	82-2410	8,263	7,068	8,500	8,500	0	0%
Books And Periodicals	82-2413	9,294	10,335	9,960	9,960	0	0%
Postage And Freight	82-2419	5,039	5,231	5,000	5,000	0	0%
Printing And Reproduction	82-2425	6,570	6,003	13,000	13,000	0	0%



## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Office Furniture & Equipment	82-2454	2,575	2,246	0	1,000	1,000	100%
Contractual Services	82-2471	0	60	0	0	0	0%
Special Investigations	82-2474	12,932	11,656	23,000	23,000	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Special Victims Expense	82-2516	7,093	9,146	2,000	8,000	6,000	300%
VOCA 1x	82-2526	0	0	0	0	0	0%
VOCA Supplies	82-2531	0	1,853	0	0	0	0%
VOCA Training	82-2535	0	0	2,000	2,000	0	0%
Publi. And Legal Notices	82-2600	823	748	0	0	0	0%
Fuel - Vehicles	82-2852	1,227	1,452	1,500	1,500	0	0%
DA LAN/Software Equipment	82-2907	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	189	238	2,000	2,000	0	0%
Education And Training	82-2928	5,985	1,900	6,000	6,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	4,223	0	8,000	8,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>90,738</b>	<b>82,945</b>	<b>114,350</b>	<b>121,510</b>	<b>7,160</b>	<b>6%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>1,874,004</b>	<b>1,899,950</b>	<b>2,107,860</b>	<b>2,312,660</b>	<b>204,800</b>	<b>9%</b>

# Child Support

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

Opened 78 new cases for calendar year 2021.

Continued to increase skills and knowledge of child support enforcement by attending conferences, meetings and presentations to further professional development including WICSEC and ERICSA virtual conferences, Origin Knowledge Shares and monthly ODAA oversight Webex meetings that focus on program updates and training and problem solving sessions.

Attended 2 virtual conferences, and multiple virtual training sessions given by WICSEC, ERICSA and the Oregon Child Support Program. The majority of sessions attended by both staff were for professional development, CLE credits or included in-depth high-end case scenarios, laws and analysis.

Consistently complied with federal title IV-D requirements.

Continued to appear in SED Court hearings for delinquent parents.

Provided support enforcement services to more than 600 families.

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

Staff was involved in a combined DOJ/DA Enhanced Payment Options Workgroup, which is an ongoing special project that researches what products, services and technology may be available to customers to make payments. This group has vetted three vendors. Recommendations from this workgroup will be submitted to the Director's Office at a future time for implementation for the Child Support Program.

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

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

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

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

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

In the summer of 2021 the child support division identified a need for a local paternity testing site. This need arose from clients reporting transportation barriers and travel time to get to the testing sites. The closest site is in Long Beach, WA, but during our last communication with our testing provider (LabCorp) they advised this site was unavailable and could not say if or when it would be available again. The next closest sites are in Tillamook and Cathlamet, WA. We have obtained testing kits, have developed procedures for testing and have performed in-office paternity testing, and we are in the process of purchasing a camera for this process.

Continued to issue bail intercepts and garnishments for cases that qualified for these actions.

## Budget Highlights

Continued to guide customers through pandemic related child support issues such as stimulus payments, expanded unemployment benefits, receivable payments received back from the child support program and recovery of these overpayments, vaccine mandates and voluntary unemployment due to vaccine mandates and change in circumstances modifications.

The Child Support division is requesting an increase of \$400 in line item 82-2928 (Education and Training) and an increase of \$1,700 in line item 82-2930 (Reimbursed Travel Expense) to allow the child support agents to attend the ERICSA Conference in Georgia in May 2023. This conference provides a great learning experience with other child support professionals. The professional development and networking are invaluable tools to enable the child support agents to perform their jobs at current levels. The child support division budget receives a 66% federal reimbursement for all expenses incurred.

## Performance Measures

The attached performance measures report from the Child Support Program indicate that on the four Federal Key Performance Measures and percentages the Clatsop County District Attorney's Office, Support Enforcement Division performed as follows:

- Collections Distributed to Families = 98.9% in the amount of \$2,093,922;
- Percentage of Collections/Current Support = 72.10%;
- Percentage of Cases paying towards arrears = 64.97%; and
- Percentage of cases with orders = 96.86%.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Child Support Collected	2,354,060	2,292,201	2,125,457	2,354,421	2,239,939	2,297,180
Overall County Arrearages Collected	73.46%	78.36%	67%	81%	74%	78%
Overall State Arrearages Collected	52.84%	58.12%	56%	68%	62%	65%

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	34,180	43,122	45,820	51,060	5,240	11%
Interest On Investments	989	419	0	0	0	0%
Child Support Incentives	18,765	28,859	18,480	20,110	1,630	8%
State GF Reimburse	13,019	12,461	12,920	13,740	820	6%
Annual Fee pmts	2,958	2,849	3,160	2,660	(500)	- 15%
Child Support	132,955	127,764	146,860	158,420	11,560	7%
CARES Act Reimbursement	2,148	952	0	0	0	0%
Franchise Fees	0	0	0	230	230	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	58,570	58,570	58,570	58,570	0	0%
<b>Total Revenue:</b>	<b>263,583</b>	<b>274,996</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>
<b>Total Unappropriated Budget:</b>	<b>43,122</b>	<b>49,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>220,461</b>	<b>225,196</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	124,832	128,435	132,700	145,540	12,840	9%
Personnel Benefits	63,121	66,428	71,990	75,540	3,550	4%
Materials & Services	32,508	30,333	36,830	42,210	5,380	14%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	44,290	41,500	(2,790)	- 6%
<b>Total Expenditures:</b>	<b>220,461</b>	<b>225,196</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.03	0.06	0.06	0.06	0.00	0%
Deputy DA III	0.03	0.00	0.00	0.00	0.00	0%
Staff Assistant	0.00	0.06	0.00	0.00	0.00	0%
Child Support Agent I	1.00	1.00	1.00	0.00	(1.00)	- 100%
Child Support Agent II	1.00	1.00	1.00	2.00	1.00	100%
<b>Total Personnel:</b>	<b>2.11</b>	<b>2.17</b>	<b>2.11</b>	<b>2.11</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Senior Admin Supervisor	82-1119	4,330	4,660	5,020	5,320	300	5%
Deputy District Attorney	82-1172	4,259	4,625	4,960	5,660	700	14%
Deputy DA I	82-1173	0	0	0	0	0	0%
Deputy DA II	82-1174	0	0	0	0	0	0%
Deputy DA III	82-1175	0	0	0	0	0	0%
Staff Assistant	82-1191	0	0	0	0	0	0%
Child Support Agent I	82-1855	55,288	56,670	58,370	0	(58,370)	- 100%
Child Support Agent II	82-1856	60,955	62,479	64,350	134,560	70,210	109%
Temporary - Admin Help	82-1940	1,022	2,797	4,500	4,500	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,478	9,877	10,680	11,660	980	9%
Retirement	82-1955	28,882	29,952	31,450	34,300	2,850	9%
Medical Waiver	82-1963	2,400	2,448	2,400	2,400	0	0%
Medical Insurance	82-1964	17,049	16,932	18,110	17,510	(600)	- 3%
Dental Insurance	82-1965	1,508	1,541	1,740	1,740	0	0%
HSA/HRA Contribution	82-1966	2,137	2,160	2,160	2,380	220	10%
Benefits Admin Fees	82-1967	39	40	40	40	0	0%
Life/AD&D Insurance	82-1970	166	170	160	210	50	31%
Salary Continuation Insur	82-1972	170	174	170	160	(10)	- 5%
S.A.I.F.	82-1975	142	197	230	250	20	8%
Unemployment	82-1980	127	141	140	150	10	7%
Compensable Leave Buyback	82-1986	0	0	210	240	30	14%
<b>Personnel Services Totals:</b>		<b>187,953</b>	<b>194,863</b>	<b>204,690</b>	<b>221,080</b>	<b>16,390</b>	<b>8%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	313	1,031	1,260	1,260	0	0%
Insurance	82-2200	1,146	1,131	1,360	1,700	340	25%
Software Maintenance	82-2265	0	1,100	550	550	0	0%
Office Supplies	82-2410	510	841	700	700	0	0%
Postage And Freight	82-2419	1,709	949	2,800	2,800	0	0%
Printing And Reproduction	82-2425	635	291	800	800	0	0%
Office Furniture & Equipment	82-2454	0	0	380	0	(380)	- 100%
PC Equipment	82-2455	1,825	780	780	1,000	220	28%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	65	460	600	600	0	0%
Fuel - Vehicles	82-2852	265	0	0	0	0	0%
Education And Training	82-2928	830	350	500	900	400	80%
Reimbursed Travel Expense	82-2930	1,710	0	1,100	2,800	1,700	154%
Indirect Cost Allocation	82-3210	23,500	23,400	26,000	29,100	3,100	11%
<b>Materials &amp; Services Totals:</b>		<b>32,508</b>	<b>30,333</b>	<b>36,830</b>	<b>42,210</b>	<b>5,380</b>	<b>14%</b>
<b>Capital Outlay</b>							

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	44,290	41,500	(2,790)	- 6%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>44,290</b>	<b>41,500</b>	<b>(2,790)</b>	<b>- 6%</b>
<b>Total Expenditures:</b>		<b>220,461</b>	<b>225,196</b>	<b>285,810</b>	<b>304,790</b>	<b>18,980</b>	<b>6%</b>

# Medical Examiner

## Mission Statement

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

## Department Overview

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

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

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

## Major Accomplishments

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

The Chief MDI brought in an expert forensic photographer to help train the Major Crimes Team. The training will be disseminated to the rest of law enforcement in the county.

The Chief MDI and Relief MDI are training to be certified by the national accrediting body of death investigators.

## Budget Highlights

Membership Fees and Dues have increased due to the accreditation process. The Chief MDI and Relief MDI will each need to take an examination costing \$350 each with a \$50 application fee and \$50 annual dues. There is an additional \$100 annual cost for membership in the International Association of Coroners and Medical Examiners for both of the county's MDI's.

Due to COVID-19, there has been a cutback in the conferences related to death investigation. We expect that in-person conferences will resume for the next fiscal year. The Chief MDI and Relief MDI are expecting to attend one week-long conference annually.

Contractual Services increase due to negotiated Cost of Living increase. Donations line item has been added to revenue and expenditure with the intent of fundraising for the expense of the CSI Day Camp.

## Performance Measures

The county has an increased number of deaths requiring scene investigation. The Medical Examiner Division is increasing the quality of death scene investigations by doing the following:

Complete the required steps to obtain certification from ABMDI, the national accrediting body for death investigators;

Applying for and maintaining membership in the International Association of Coroners and Medical Examiners;

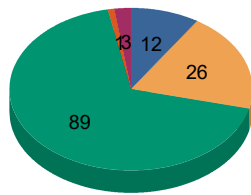
Train law enforcement personnel at the county and city levels on basic death investigation techniques and forensic photography standards.

Conduct the first annual CSI Forensics Science Day Camp for County Youth.

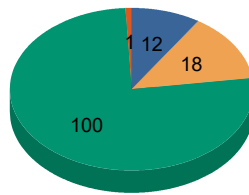
## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Medical Examiner Cases	Count	141.00	128.00	147.00	173.00	198.00	235.00
Suicides	Count	12.00	12.00	8.00	12.00	13.00	14.00
Accidents	Count	26.00	18.00	17.00	35.00	48.00	43.00
Natural Deaths	Count	89.00	100.00	119.00	118.00	130.00	166.00
Homicides	Count	1.00	1.00	1.00	1.00	1.00	2.00
Undetermined	Count	3.00	NA	2.00	7.00	6.00	10.00
% of cases investigated by MDI >80%	Percent	NA	NA	NA	NA	92.00%	90.00%
% of cases published within 5 days	Percent	NA	NA	NA	94.00%	95.00%	95.00%

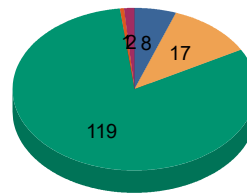




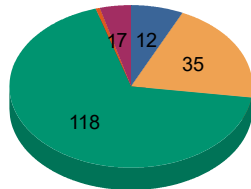
2017-2018



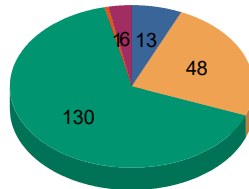
2018-2019



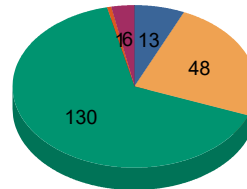
2019-2020



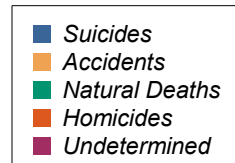
2020-2021



2021-2022



2022-2023



### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Donations from Trust Fund	0	0	0	200	200	100%
General Fund Support	145,195	104,792	181,310	193,900	12,590	6%
<b>Total Revenue:</b>	<b>145,195</b>	<b>104,792</b>	<b>181,310</b>	<b>194,100</b>	<b>12,790</b>	<b>7%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	108,584	52,881	90,370	94,800	4,430	4%
Personnel Benefits	34,775	24,078	49,220	53,250	4,030	8%
Materials & Services	1,836	27,832	41,720	46,050	4,330	10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>145,195</b>	<b>104,792</b>	<b>181,310</b>	<b>194,100</b>	<b>12,790</b>	<b>7%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Medical Examiner	0.86	0.86	0.00	0.00	0.00	0%
Chief Medicolegal Death Invest	0.00	0.00	1.00	1.00	0.00	0%
Medicolegal Death Investigator	0.00	0.00	0.40	0.31	(0.09)	- 22%
<b>Total Personnel:</b>	<b>0.86</b>	<b>0.86</b>	<b>1.40</b>	<b>1.31</b>	<b>(0.09)</b>	<b>- 6%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Medical Examiner	82-1202	108,432	0	0	0	0	0%
Chief Medicolegal Death Invest	82-1204	151	51,957	69,740	75,780	6,040	8%
Medicolegal Death Investigator	82-1205	0	924	20,630	19,020	(1,610)	- 7%
Temporary - Medical Examiner	82-1902	0	0	0	0	0	0%
Overtime	82-1945	0	4,173	5,000	5,000	0	0%
F.I.C.A.	82-1950	7,866	4,232	7,300	7,630	330	4%
Retirement	82-1955	19,667	935	16,580	20,130	3,550	21%
Medical Insurance	82-1964	5,366	11,229	16,020	15,960	(60)	- 0%
Dental Insurance	82-1965	508	984	1,570	1,570	0	0%
HSA/HRA Contribution	82-1966	800	2,000	2,000	2,200	200	10%
Benefits Admin Fees	82-1967	23	24	30	30	0	0%
Life/AD&D Insurance	82-1970	111	93	200	200	0	0%
Salary Continuation Insur	82-1972	216	163	270	270	0	0%
S.A.I.F.	82-1975	121	186	150	160	10	6%
Unemployment	82-1980	97	60	100	100	0	0%
<b>Personnel Services Totals:</b>		<b>143,359</b>	<b>76,959</b>	<b>139,590</b>	<b>148,050</b>	<b>8,460</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	0	0	900	900	0	0%
Telephones	82-2070	0	540	1,200	1,040	(160)	- 13%
Membership Fees And Dues	82-2370	0	0	200	1,000	800	400%
Office Supplies	82-2410	0	430	0	0	0	0%
Postage And Freight	82-2419	0	0	840	800	(40)	- 4%
Contractual Services	82-2471	0	23,615	27,180	29,110	1,930	7%
Body Transportation Costs	82-2508	1,511	2,100	3,000	3,000	0	0%
ORS 146.121 - Disposition Expe	82-2539	0	0	0	0	0	0%
Investigative Supplies	82-2770	0	0	1,000	1,300	300	30%
Fuel - Vehicles	82-2852	190	481	2,000	3,000	1,000	50%
Vehicle Maintenance & Use	82-2923	135	396	2,000	2,000	0	0%
Education And Training	82-2928	0	271	1,000	1,300	300	30%
Reimbursed Travel Expense	82-2930	0	0	2,400	2,400	0	0%
Unallocated Donations	82-3141	0	0	0	200	200	100%
<b>Materials &amp; Services Totals:</b>		<b>1,836</b>	<b>27,832</b>	<b>41,720</b>	<b>46,050</b>	<b>4,330</b>	<b>10%</b>
<b>Total Expenditures:</b>		<b>145,195</b>	<b>104,792</b>	<b>181,310</b>	<b>194,100</b>	<b>12,790</b>	<b>7%</b>

# Sheriff Support Division

## Mission Statement

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

## Department Overview

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

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

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

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

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

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

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

## Major Accomplishments

Transitioned to the new LEDS 20/20 system at no cost to us. This eliminated the annual fee of \$1,600.00 for WebLEDS. All staff were trained in its use.

Finalized Procedures manual for the Support Division and continue to cross-train as time allows for coverage during sick/vacation time use.

Moved to the use of Permitium for Concealed Handgun License processing allowing us to eliminate several redundancies. Almost all payments are handled through Permitium allowing for one monthly deposit eliminating daily deposit accounting errors and cuts down on the time staff assistants process payments. The increase in cost for processing through Permitium is offset by the statutory increase in fees for CHL's.

In support of the entire Sheriff's Office, we applied for and secured the COPS DOJ LEMHWA grant for \$100,000.00 to support mental health and wellness of our countywide law enforcement staff. These funds will be utilized for training and support that will assist in helping keep the staff we have healthy and give them tools they can utilize to make it to the retirement of their law enforcement career.

Onboarded one volunteer to assist with simple tasks such as scanning records and purging records ready for destruction as assigned by the Support Division Supervisor.

## Budget Highlights

One Staff Assistant position was reclassified to an Accountant 1 position, accounting for an increase in personnel services. Additionally we have planned for one added spouse/family to medical benefits. As for other expense increases, the bulk are in rising cost of supplies, postage, freight as well as public & legal notices for recruitment. No capital outlay anticipated this budget cycle. Contractual Services is increased for a \$300/month subscription with Scrib Holdings for Civil Process software. This will reduce time entry and improve timeliness and service delivery for our customers.

## Performance Measures

Goal: Initial reply to 80% of public records requests within 3 days instead of the 5-day requirement by law. This would give the citizens and our agency partners better customer service.

Goal: Complete 70% of concealed handgun license application process within 30 days instead of the 45 days allowed by law. This would also give our citizens better customer service.

Goal: Process 70% of paid civil papers such as small claims and summons within 2 days. There is currently no direct time limit for processing. Again, this would be better customer service.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Concealed handgun Permits Processed	845	976	900	1000	690	700
Alarm Permits Processed	113	113	110	125	100	100
Warrants Entered	1420	1250	1300	1100	1200	1300
Civil Papers Processed	1750	1656	1680	1350	1323	1400
% of public records responded to w/3 days Percent	NA	NA	NA	NA	NA	80.00%
% of CHL Apps processed w/30 daysPercent	NA	NA	NA	NA	NA	70.00%
% of paid civil papers processed w/2 days Percent	NA	NA	NA	NA	NA	70.00%

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Weapon Permits	41,215	59,746	45,000	50,000	5,000	11%
Towing Ordinance Fees	500	150	200	400	200	100%
Public Records Request	210	2,123	1,500	2,000	500	33%
Covid - ESF	0	5,000	0	0	0	0%
Revenue From RLED	228,699	242,504	206,930	220,560	13,630	6%
Sheriff Civil Fees	37,364	23,539	30,000	30,000	0	0%
Sheriff Alarm Fees	2,725	2,275	2,500	2,500	0	0%
Finger Prints	5,605	6,285	6,000	6,000	0	0%
Copy Fees	2,033	440	500	500	0	0%
Rev. Refunds & Reim.	306	156	100	200	100	100%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	25	0	0	0	0	0%
Transfer from Parole & Probati	259,820	58,440	65,510	33,730	(31,780)	- 48%
General Fund Support	191,699	284,055	399,700	508,070	108,370	27%
<b>Total Revenue:</b>	<b>770,201</b>	<b>684,712</b>	<b>757,940</b>	<b>853,960</b>	<b>96,020</b>	<b>12%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	463,265	422,110	452,870	496,020	43,150	9%
Personnel Benefits	255,106	214,978	247,620	294,490	46,870	18%
Materials & Services	51,831	47,623	57,450	63,450	6,000	10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>770,201</b>	<b>684,712</b>	<b>757,940</b>	<b>853,960</b>	<b>96,020</b>	<b>12%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Support Div Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	8.00	6.00	5.00	5.00	0.00	0%
Accountant II	1.00	0.00	2.00	1.00	(1.00)	- 50%
Accountant I	1.00	1.00	0.00	1.00	1.00	100%
<b>Total Personnel:</b>	<b>11.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Support Div Supervisor	82-1117	73,802	79,429	85,900	95,630	9,730	11%
Staff Assistant	82-1191	330,138	279,194	301,590	269,180	(32,410)	- 10%
Accountant II	82-1848	0	58,449	65,380	69,320	3,940	6%
Accountant I	82-1850	59,325	5,038	0	61,890	61,890	100%
Overtime	82-1945	1,173	526	3,000	3,000	0	0%
F.I.C.A.	82-1950	33,509	30,663	34,870	38,170	3,300	9%
Retirement	82-1955	84,503	79,899	98,550	107,980	9,430	9%
Medical Waiver	82-1963	400	0	0	0	0	0%
Medical Insurance	82-1964	109,475	83,782	89,520	119,490	29,970	33%
Dental Insurance	82-1965	13,012	9,678	11,170	12,960	1,790	16%
HSA/HRA Contribution	82-1966	10,292	7,833	7,750	9,800	2,050	26%
Benefits Admin Fees	82-1967	193	192	230	200	(30)	- 13%
Life/AD&D Insurance	82-1970	741	634	630	810	180	28%
Salary Continuation Insur	82-1972	816	714	720	720	0	0%
S.A.I.F.	82-1975	534	603	720	860	140	19%
Unemployment	82-1980	457	454	460	500	40	8%
<b>Personnel Services Totals:</b>		<b>718,370</b>	<b>637,089</b>	<b>700,490</b>	<b>790,510</b>	<b>90,020</b>	<b>12%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	0	0	0	800	800	100%
Maintenance - Equipment	82-2260	691	0	1,000	1,000	0	0%
General Equipment	82-2268	718	678	1,000	1,000	0	0%
Employee Drug Screen	82-2302	0	0	50	100	50	100%
Membership Fees And Dues	82-2370	100	644	700	500	(200)	- 28%
Office Supplies	82-2410	8,268	8,613	8,000	6,000	(2,000)	- 25%
Awards	82-2412	226	504	1,000	1,000	0	0%
Books And Periodicals	82-2413	106	26	100	100	0	0%
Postage And Freight	82-2419	5,261	6,012	7,000	8,000	1,000	14%
Records And Forms	82-2422	1,302	590	2,000	2,000	0	0%
Printing And Reproduction	82-2425	14,013	12,356	13,000	14,000	1,000	7%
Photographic Supplies	82-2427	1,459	48	1,000	1,000	0	0%
Office Furniture & Equipment	82-2454	2,133	821	1,000	1,000	0	0%
Contractual Services	82-2471	11,121	9,950	8,400	12,200	3,800	45%
Publ. And Legal Notices	82-2600	967	969	1,500	2,500	1,000	66%
Public Records Expense	82-2775	0	1,719	1,000	1,000	0	0%
Fuel - Vehicles	82-2852	38	0	0	50	50	100%
Education And Training	82-2928	1,354	2,600	3,000	3,200	200	6%
Reimbursed Travel Expense	82-2930	3,018	791	6,200	6,500	300	4%
Utilities	82-2960	829	836	1,000	1,000	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Refunds and Returns	82-3204	227	464	500	500	0	0%
<b>Materials &amp; Services Totals:</b>		<b>51,831</b>	<b>47,623</b>	<b>57,450</b>	<b>63,450</b>	<b>6,000</b>	<b>10%</b>
<b>Total Expenditures:</b>		<b>770,201</b>	<b>684,712</b>	<b>757,940</b>	<b>853,960</b>	<b>96,020</b>	<b>12%</b>



# Sheriff Enforcement Division

## Mission Statement

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

## Department Overview

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

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

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

## Major Accomplishments

Implemented COVID response plan while continuing to provide 24/7 coverage to citizens.  
Have continued to have an increased social media presence.  
Peer Support team is up and running and received a \$100,000 (over the course of 2 years) grant for the program.  
Completed mobile data terminal replacement program which allows for deputies to complete more work in the field instead of the office.

## Budget Highlights

There is a significant increase in Personal Services this year as we have requested the addition of one (1) Enforcement deputy. The additional deputy is needed so that the Sheriff's Office can provide sufficient staff for 24/7 operations. Historically, the enforcement division has been down at least 2 and at times 5 positions. The addition will work towards correcting the long term relief factor problem. Since 2018-19 the Sheriff's Office has seen an increase of 450 calls for service a year (telephone and 911). Furthermore, due to staffing shortages caused by long term injury/illness the response time has increased in our more rural districts (Knappa/Svensen, Jewell/Elsie, Hamlet/Arch Cape). The addition of a deputy will provide a more timely response increasing citizen perceptions of safety and competency.

Overtime line item is increased with the assumption that state courts will return to normal operations which will increase overtime pressures. In future years the intention is the addition of a deputy will stabilize overtime expenditures as we will not have to use overtime to maintain minimum shift staffing. There is an increase to salaries, step increases, health insurance and retirement due to cost of living increases.

Material and Services realize cost increases due to inflation across all segments of the economy including fuel, maintenance, ammunition and technology. Related line items have been increased to match the new reality. Furthermore the the Maintenance Comm Equipment line item is increased so that we can improve reliability of the system by conducting routine inspection and maintenance. The Peer Support line item has been increased to match the expected revenue in the two year grant. This includes providing training and wellness support to all Sheriff's Office members.

The Sheriff is proposing the addition of 1 deputy as described above with revising the cost share of the Enforcement Division to 50% between Rural Law Enforcement District (RLED) and the General Fund. There is no difference between maintaining current staffing and current cost share and the proposal for the addition of one deputy and the 50% share, both proposals will allow the RLED to operate through 24/25 and then face a significant deficit requiring the lay off of three deputies. The third option is to maintain current staffing with a 50% share which would allow the RLED to operate through 26/27 before significant revenues need to be realized or cuts would need to be made.

## Performance Measures

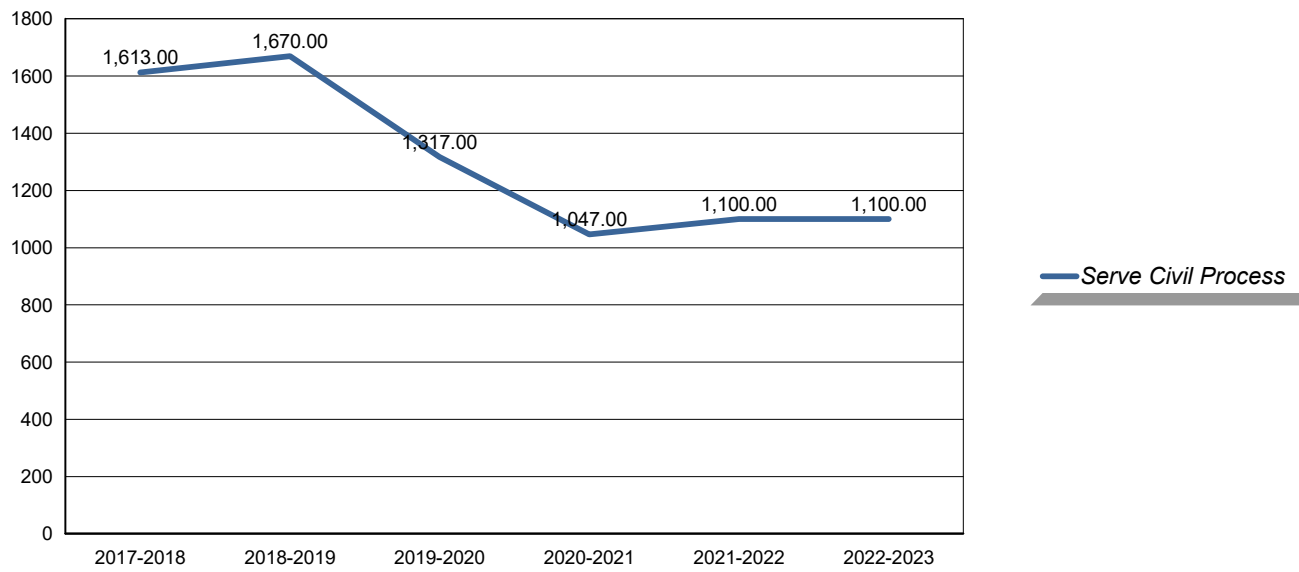
Continue to provide effective De-escalation training and practices so that Force Response incidents remain below .20% of overall contacts.

Increase professionalism and competency by providing an average of 25 annual hours of training per deputy.

Reduce the harm and improve investigatory outcomes by maintaining a response time under 30 minutes to all calls.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Serve Civil Process	Count	1613.00	1670.00	1317.00	1047.00	1100.00	1500.00
Conduct Traffic Stops	Count	3962.00	2946.00	507.00	1918.00	1200.00	1000.00
Respond to Calls For Service	Count	14469.00	13394.00	13675.00	13113.00	14800.00	15000.00
Annual Median training hours per deputy		NA	81	67	67	60	60
Average response times to calls for service		22.6	24.2	27.2	20.8	21.99	25.5
% of calls involving a Force Response	Percent	NA	NA	0.10%	0.20%	0.10%	0.10%



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Sheriff Fines & Fees	31,183	26,074	20,000	22,000	2,000	10%
Timber State Enfrmt Fund Reven	127,890	127,890	158,330	120,000	(38,330)	- 24%
Covid - ESF	0	20,000	0	0	0	0%
Peer Support Grant	0	0	0	50,000	50,000	100%
Revenue From RLED	2,388,699	2,535,107	2,667,090	2,617,390	(49,700)	- 1%
Fees for Services	6,651	0	6,000	6,000	0	0%
Forest Patrol	0	0	0	8,000	8,000	100%
Beach Patrol	4,036	16,651	12,000	10,000	(2,000)	- 16%
Anti Drug - Restitution	268	1,533	0	0	0	0%
Forfeiture - Anti-drug	221	1,850	0	0	0	0%
Rev. Refunds & Reim.	3,395	6,852	0	2,000	2,000	100%
Lease Revenue	5,436	5,452	5,720	6,040	320	5%
Donations from Trust Fund	2,426	1,329	8,000	4,000	(4,000)	- 50%
Equip. Auction-Sales-Rental	7,949	83	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from Other Funds	0	0	10,000	10,000	0	0%
General Fund Support	1,500,134	1,563,016	1,836,940	2,379,110	542,170	29%
<b>Total Revenue:</b>	<b>4,078,288</b>	<b>4,305,838</b>	<b>4,724,080</b>	<b>5,234,540</b>	<b>510,460</b>	<b>10%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	1,922,384	2,071,204	2,217,540	2,475,630	258,090	11%
Personnel Benefits	1,430,913	1,408,027	1,657,410	1,841,210	183,800	11%
Materials & Services	724,992	826,608	849,130	917,700	68,570	8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>4,078,288</b>	<b>4,305,838</b>	<b>4,724,080</b>	<b>5,234,540</b>	<b>510,460</b>	<b>10%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Sheriff	1.00	1.00	1.00	1.00	0.00	0%
Undersheriff	0.90	0.90	0.90	0.90	0.00	0%
Lieutenant	0.00	1.00	1.00	1.00	0.00	0%
Sergeant	4.00	4.00	4.00	4.00	0.00	0%
Special Detective	3.00	3.00	2.00	2.00	0.00	0%
Deputy Sheriff Senior II	5.00	3.00	4.00	6.50	2.50	62%
Deputy Sheriff Senior I	2.00	2.50	3.50	3.00	(0.50)	- 14%
Deputy Sheriff	6.00	6.00	5.00	4.00	(1.00)	- 20%
Resident Deputy	2.00	3.00	3.00	3.00	0.00	0%
<b>Total Personnel:</b>	<b>23.90</b>	<b>24.40</b>	<b>24.40</b>	<b>25.40</b>	<b>1.00</b>	<b>4%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Sheriff	82-1030	149,051	158,791	171,520	182,140	10,620	6%
Undersheriff	82-1110	118,709	143,742	138,170	146,860	8,690	6%
Lieutenant	82-1113	0	116,629	126,130	137,000	10,870	8%
Sergeant	82-1116	356,653	383,802	417,010	441,700	24,690	5%
Special Detective	82-1177	176,010	182,560	186,480	191,680	5,200	2%
Deputy Sheriff Senior II	82-1515	226,518	164,044	350,380	599,810	249,430	71%
Deputy Sheriff Senior I	82-1516	336,321	292,160	275,090	246,470	(28,620)	- 10%
Deputy Sheriff	82-1520	381,870	411,226	321,890	281,790	(40,100)	- 12%
Resident Deputy	82-1521	177,252	218,248	230,870	248,180	17,310	7%
Temporary - Dep. Sheriff	82-1915	10,762	7,394	70,000	70,000	0	0%
Overtime	82-1945	164,982	129,517	160,000	184,000	24,000	15%
Remuneration	82-1947	39,960	40,560	43,560	48,210	4,650	10%
F.I.C.A.	82-1950	156,462	163,238	190,660	212,500	21,840	11%
Retirement	82-1955	515,433	529,246	604,130	662,670	58,540	9%
Medical Waiver	82-1963	(100)	700	1,200	0	(1,200)	- 100%
Medical Insurance	82-1964	424,485	395,348	422,490	468,450	45,960	10%
Dental Insurance	82-1965	43,478	42,446	54,370	55,900	1,530	2%
HSA/HRA Contribution	82-1966	31,800	36,800	34,800	45,630	10,830	31%
Benefits Admin Fees	82-1967	743	722	760	730	(30)	- 3%
Life/AD&D Insurance	82-1970	1,625	1,867	2,110	2,210	100	4%
Salary Continuation Insur	82-1972	2,493	2,696	2,610	2,820	210	8%
S.A.I.F.	82-1975	36,601	55,308	68,230	85,310	17,080	25%
Unemployment	82-1980	2,187	2,185	2,490	2,780	290	11%
<b>Personnel Services Totals:</b>		<b>3,353,297</b>	<b>3,479,230</b>	<b>3,874,950</b>	<b>4,316,840</b>	<b>441,890</b>	<b>11%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	4,352	4,583	6,000	6,500	500	8%
Clothing And Uniform Exp.	82-2040	6,464	42,476	10,000	11,000	1,000	10%
Uniform Cleaning	82-2041	2,427	508	2,000	0	(2,000)	- 100%
Telephones	82-2070	51,912	49,560	57,500	61,000	3,500	6%
Canine Maintenance	82-2166	1,248	757	1,200	1,300	100	8%
Insurance	82-2200	2,245	1,087	1,100	0	(1,100)	- 100%
Maintenance - Equipment	82-2260	994	1,761	3,300	3,500	200	6%
Maint. - Comm. Equipment	82-2262	15,922	27,253	20,000	30,000	10,000	50%
General Equipment	82-2268	5,762	6,505	25,000	16,000	(9,000)	- 36%
Employee Drug Screen	82-2302	0	0	100	200	100	100%
Public Emergency Assistance	82-2310	327	0	0	0	0	0%
Membership Fees And Dues	82-2370	2,105	2,130	3,000	3,000	0	0%
Books And Periodicals	82-2413	1,328	255	1,200	1,200	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Prof And Spec Services	82-2450	140	13,245	140	600	460	328%
Office Furniture & Equipment	82-2454	0	234	0	0	0	0%
PC Equipment	82-2455	848	0	16,000	5,000	(11,000)	- 68%
Contractual Services	82-2471	381,125	380,741	406,900	375,000	(31,900)	- 7%
Peer Support Grant Reimburseme	82-2476	0	0	0	12,000	12,000	100%
Peer Support	82-2491	0	0	5,250	30,800	25,550	486%
Med., Dent., & Lab Ser.	82-2504	421	0	0	0	0	0%
Physical Exams	82-2505	1,926	3,263	3,500	3,500	0	0%
Publi. And Legal Notices	82-2600	0	150	300	500	200	66%
Rts. & Lea. - S., I. & G.	82-2670	30,539	30,416	33,640	35,320	1,680	4%
Investigative Supplies	82-2770	7,340	5,835	6,000	9,530	3,530	58%
Patrol Supplies	82-2771	10,039	11,169	8,000	9,000	1,000	12%
Search And Rescue	82-2772	11,442	10,727	12,000	13,000	1,000	8%
Ammunition	82-2773	13,920	18,792	25,000	30,000	5,000	20%
Reserves Expense	82-2781	1,669	2,057	3,000	3,500	500	16%
Fuel - Vehicles	82-2852	67,442	72,822	75,000	102,250	27,250	36%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	65,301	92,370	70,000	101,000	31,000	44%
Education And Training	82-2928	12,799	17,527	15,000	16,000	1,000	6%
Reimbursed Travel Expense	82-2930	11,150	7,712	19,000	20,000	1,000	5%
Towing	82-2940	11,226	7,792	12,000	13,000	1,000	8%
Unallocated Donations	82-3141	2,426	1,329	8,000	4,000	(4,000)	- 50%
Refunds and Returns	82-3204	156	13,551	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>724,992</b>	<b>826,608</b>	<b>849,130</b>	<b>917,700</b>	<b>68,570</b>	<b>8%</b>
<b>Total Expenditures:</b>		<b>4,078,288</b>	<b>4,305,838</b>	<b>4,724,080</b>	<b>5,234,540</b>	<b>510,460</b>	<b>10%</b>

# Sheriff Corrections Division

## Mission Statement

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

## Department Overview

The Corrections Division will transition to the new jail in this fiscal year. This will increase the bed count from 60 to 148 beds. Currently due to COVID protocols annual bookings have been reduced to 1,500 we foresee that number increasing to 2,700 as COVID restrictions are relaxed and the new jail becomes operational.

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

Staff are required to track AIC progress through the court system. We foresee a reduction in forced releases due to overcrowding. When the new jail becomes operational the Corrections Division will have a team that provides transport to and security of the courthouse. The division is responsible for confirming all warrant requests from outside agencies and monitors the Oregon Emergency Management Disaster Alert System.

## Major Accomplishments

We were successful in hiring 9 new staff members in preparation for moving to the new facility and replacing retired members.

We not only implemented the Police Training Officer (PTO) model of training, but were successful in getting the program certified through DPSST. We are the first jail in the state to accomplish this.

Successfully trained two staff members to be Oregon Health Plan Assistants. This will help reduce medical costs for the jail for AIC who have been hospitalized for more than 24 hours while in-custody.

Successfully implemented a "Soft Hand Off" program for Adults In Custody (AIC) with substance use disorder so they can be released to the Rapid Access Center instead of to the street where most AIC do not have resources to help them with their addictions.

Provided progressive risk management training to all Corrections staff by sending them through a comprehensive, 16 hour, suicide prevention class.



## Budget Highlights

Personnel costs increased to reflect the hiring of entry level deputies to replace retired staff. Current staff receive negotiated step increases and cost of living adjustments. Benefit costs for this year have gone down due to new deputies, however, they will grow in future years.

Materials and Services increased significantly to reflect the opening of the new jail. We will be moving from a 60 bed facility to a 148 bed facility that will require a higher operating cost. Jail Supplies and Food are the primary reasons for the increased costs as we will be serving more AIC. We also have added Office Supplies, Books, Postage, Records and Printing line items to this budget, which previously had been included in the Support Division budget. Contractual Services-Mental Health has been moved to the Jail Medical budget.

Revenue increased due to SB 395 income, which is funds received from the state for housing convicted Felony DUI's. We anticipate with increased bed count we will be able to hold more AIC's accountable.

## Performance Measures

Coordinate staff training in other county jails that have podular, indirect supervision to prepare for operating the new facility.

Provide educational and work force training programs to AIC to help them improve job opportunities upon release from custody.

Increase outdoor recreation time for AIC.

Provide a new professional meal service for AIC and staff.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Completed bookings	Count	2450.00	2400.00	2450.00	1600.00	1550.00	2700.00
Civilian Fingerprints	Count	50.00	22.00	25.00	NA	NA	NA
Cell Searches	Count	60.00	70.00	70.00	80.00	90.00	130.00
Program Hours	Count	300.00	390.00	430.00	61.00	100.00	175.00
Inmate to Inmate Assaults	Count	10.00	20.00	15.00	7.00	4.00	7.00
Escapes	Count	NA	NA	NA	NA	NA	NA
Inmate to Staff Assaults	Count	2.00	2.00	1.00	3.00	6.00	10.00
Matrix Releases	Count	450.00	327.00	250.00	210.00	340.00	250.00

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Rm Tax - Jail Operations	435,969	415,980	560,000	625,000	65,000	11%
Corrections Prog Sb1065	56,399	32,090	28,000	32,000	4,000	14%
St. - Prisoner Transport	1,171	659	500	500	0	0%
SB 395	29,022	10,094	10,000	20,000	10,000	100%
PPE Grant	0	0	0	0	0	0%
BVP Grant	0	0	0	340	340	100%
Office of Justice Programs	11,547	0	0	0	0	0%
Social Security Inmate Rebate	1,200	1,000	2,000	2,000	0	0%
Covid - ESF	0	30,000	0	0	0	0%
P&P Jail Bed Lease	200,000	363,600	401,500	401,500	0	0%
Co. Jail Inmate Fees	2,344	750	1,200	2,100	900	75%
Community Corrections Revenue	33,176	0	50,000	50,000	0	0%
Electronic Monitoring	7,709	6,423	1,500	6,000	4,500	300%
Finger Prints	250	0	250	0	(250)	- 100%
Rev. Refunds & Reim.	12,187	3,907	0	0	0	0%
Revenue From Courthouse Securi	67,810	71,920	71,920	71,920	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from American Rescue	0	0	0	0	0	0%
General Fund Support	2,764,350	3,112,552	4,093,760	4,142,830	49,070	1%
<b>Total Revenue:</b>	<b>3,623,134</b>	<b>4,048,976</b>	<b>5,220,630</b>	<b>5,354,190</b>	<b>133,560</b>	<b>2%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	1,992,018	2,264,410	2,779,300	2,829,760	50,460	1%
Personnel Benefits	1,368,717	1,502,167	2,011,320	1,970,380	(40,940)	- 2%
Materials & Services	262,399	282,399	430,010	554,050	124,040	28%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>3,623,134</b>	<b>4,048,976</b>	<b>5,220,630</b>	<b>5,354,190</b>	<b>133,560</b>	<b>2%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	4.00	4.00	5.00	5.00	0.00	0%
Deputy Sheriff Senior II	6.00	7.00	6.00	5.00	(1.00)	- 16%
Deputy Sheriff Senior I	2.00	8.00	7.00	4.00	(3.00)	- 42%
Deputy Sheriff	14.00	9.00	14.00	18.00	4.00	28%
Control Room Tech.	2.00	2.00	4.00	4.00	0.00	0%
<b>Total Personnel:</b>	<b>29.00</b>	<b>31.00</b>	<b>37.00</b>	<b>37.00</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Lieutenant	82-1113	118,385	116,629	127,680	137,000	9,320	7%
Sergeant	82-1116	332,449	361,395	485,230	537,160	51,930	10%
Deputy Sheriff Senior II	82-1515	513,822	641,729	588,040	456,500	(131,540)	- 22%
Deputy Sheriff Senior I	82-1516	189,859	294,339	466,530	331,340	(135,190)	- 28%
Deputy Sheriff	82-1520	748,270	754,666	925,140	1,162,450	237,310	25%
Control Room Tech.	82-1530	89,233	95,652	186,680	205,310	18,630	9%
Temporary - Dep. Sheriff	82-1915	6,652	2,208	10,000	10,000	0	0%
Overtime	82-1945	125,018	135,876	150,000	150,000	0	0%
Remuneration	82-1947	29,500	32,100	28,400	22,800	(5,600)	- 19%
F.I.C.A.	82-1950	156,653	177,569	227,030	230,550	3,520	1%
Retirement	82-1955	489,549	566,478	731,340	739,890	8,550	1%
Medical Waiver	82-1963	0	0	0	1,200	1,200	100%
Medical Insurance	82-1964	425,232	430,429	634,290	586,530	(47,760)	- 7%
Dental Insurance	82-1965	44,388	44,441	74,460	65,260	(9,200)	- 12%
HSA/HRA Contribution	82-1966	46,750	45,000	61,000	58,550	(2,450)	- 4%
Benefits Admin Fees	82-1967	721	741	730	740	10	1%
Life/AD&D Insurance	82-1970	1,798	2,132	3,330	3,130	(200)	- 6%
Salary Continuation Insur	82-1972	2,628	2,802	3,760	3,380	(380)	- 10%
S.A.I.F.	82-1975	37,658	59,949	84,020	95,340	11,320	13%
Unemployment	82-1980	2,171	2,442	2,960	3,010	50	1%
<b>Personnel Services Totals:</b>		<b>3,360,735</b>	<b>3,766,577</b>	<b>4,790,620</b>	<b>4,800,140</b>	<b>9,520</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	4,729	4,200	8,750	8,250	(500)	- 5%
Clothing And Uniform Exp.	82-2040	10,983	30,204	34,370	20,000	(14,370)	- 41%
Uniform Cleaning	82-2041	4,282	916	6,000	0	(6,000)	- 100%
Telephones	82-2070	5,865	6,239	7,320	8,500	1,180	16%
Jail Supplies	82-2162	12,105	17,914	14,980	30,000	15,020	100%
Maintenance - Equipment	82-2260	8,807	4,046	7,140	8,000	860	12%
General Equipment	82-2268	22,911	43,005	56,750	26,000	(30,750)	- 54%
Employee Drug Screen	82-2302	0	0	1,200	350	(850)	- 70%
Membership Fees And Dues	82-2370	5,762	1,200	3,050	4,000	950	31%
Office Supplies	82-2410	0	0	0	3,000	3,000	100%
Books And Periodicals	82-2413	135	191	500	500	0	0%
Postage And Freight	82-2419	0	0	0	3,000	3,000	100%
Records And Forms	82-2422	0	0	0	1,000	1,000	100%
Printing And Reproduction	82-2425	0	0	0	8,000	8,000	100%
Justice Benefits	82-2460	2,540	0	0	0	0	0%
Contractual Services	82-2471	9,145	18,591	22,000	25,000	3,000	13%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Contract Srvcs/Mental Health	82-2484	12,664	10,584	15,000	0	(15,000)	- 100%
Peer Support	82-2491	0	0	7,950	7,950	0	0%
Physical Exams	82-2505	365	731	6,000	5,000	(1,000)	- 16%
Food Service	82-2544	128,589	111,279	180,000	340,000	160,000	88%
Work Crew Supplies	82-2769	0	0	500	500	0	0%
Fuel - Equipment	82-2851	0	0	500	500	0	0%
Fuel - Vehicles	82-2852	6,867	6,204	11,000	11,000	0	0%
Vehicle Rental	82-2920	135	283	500	500	0	0%
Vehicle Maintenance & Use	82-2923	7,041	3,609	8,000	8,000	0	0%
Education And Training	82-2928	4,691	11,468	10,000	12,000	2,000	20%
Reimbursed Travel Expense	82-2930	6,485	4,654	13,500	18,000	4,500	33%
Electric Monitoring	82-3079	8,299	7,082	15,000	5,000	(10,000)	- 66%
<b>Materials &amp; Services Totals:</b>		<b>262,399</b>	<b>282,399</b>	<b>430,010</b>	<b>554,050</b>	<b>124,040</b>	<b>28%</b>
<b>Total Expenditures:</b>		<b>3,623,134</b>	<b>4,048,976</b>	<b>5,220,630</b>	<b>5,354,190</b>	<b>133,560</b>	<b>2%</b>

# Jail Medical

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

Trained Deputies to conduct robust intake medical screenings.

One nurse received Registered Nurse License.

Passed pharmacy audit by Columbia Memorial Hospital.

Assisted in rapid personnel recovery from COVID through in house testing.

## Budget Highlights

Personnel Services increase to provide an additional two (2) jail nurses so that at least 20 hours a day coverage is delivered. There is a need for two nurses on duty at a time due to the increased number of AIC's in the new jail.

Material Services increase due to opening the new jail. The most significant increases are in Pharmacy and Medical/Dental and Lab Services this is due to the increased number of AIC's that will need these outside services. Contract personnel includes treatment, nursing supervision, and medical director services increase to provide a .5 FTE LPN. Contractual Services increase to provide three times (3X) more Telehealth coverage. Contractual Services/Mental Health is increased to provide .75 FTE mental health/addiction counselor for the in-house treatment program.

There is an increase in revenue of \$81,750 which is a transfer of ARPA funds intended to provide a contracted .75 FTE Mental Health/Addiction Counselor.

## Performance Measures

Identify and contract with .5 FTE Supervising Licensed Nurse Practitioner to provide direct medical services and supervise Jail nurses.

Identify and contract with .75 FTE Mental Health/Addiction Counselor for jail mental health program.

Identify and contract TeleHealth program to assist in providing 24 hr medical coverage.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Reduce number of medical grievances	Count	1.00	3.00	3.00	5.00	5.00	5.00
Provide Mental Health Counseling	Count	100.00	160.00	200.00	175.00	150.00	530.00
Provide TB Tests	Count	240.00	288.00	250.00	60.00	55.00	100.00
Provide formalized medical screening	Count	84.00	170.00	150.00	65.00	66.00	115.00

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Covid - ESF	0	0	0	0	0	0%
Co. Jail Inmate Fees	8,892	12,863	7,000	7,000	0	0%
Rev. Refunds & Reim.	458	94	0	0	0	0%
Transfer from American Rescue	0	0	0	81,750	81,750	100%
General Fund Support	394,954	382,507	504,810	1,135,040	630,230	124%
<b>Total Revenue:</b>	<b>404,304</b>	<b>395,464</b>	<b>511,810</b>	<b>1,223,790</b>	<b>711,980</b>	<b>139%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	152,170	163,355	177,170	316,450	139,280	78%
Personnel Benefits	98,813	105,859	110,590	236,840	126,250	114%
Materials & Services	153,321	126,251	224,050	670,500	446,450	199%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>404,304</b>	<b>395,464</b>	<b>511,810</b>	<b>1,223,790</b>	<b>711,980</b>	<b>139%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Nurse II	2.00	2.00	2.00	4.00	2.00	100%
<b>Total Personnel:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>4.00</b>	<b>2.00</b>	<b>100%</b>



## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Nurse I	82-1207	0	0	0	0	0	0%
Public Health Nurse II	82-1209	152,170	163,355	84,300	151,870	67,570	80%
Public Health Nurse III	82-1210	0	0	92,870	164,580	71,710	77%
Temporary - Clinical Help	82-1905	0	0	0	10,000	10,000	100%
Overtime	82-1945	6,789	13,257	10,000	20,000	10,000	100%
F.I.C.A.	82-1950	11,234	12,732	14,320	26,500	12,180	85%
Retirement	82-1955	28,817	31,967	37,750	75,820	38,070	100%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	42,865	39,259	39,360	83,960	44,600	113%
Dental Insurance	82-1965	4,218	3,547	4,000	8,080	4,080	102%
HSA/HRA Contribution	82-1966	4,000	4,000	4,000	10,270	6,270	156%
Benefits Admin Fees	82-1967	51	54	50	60	10	20%
Life/AD&D Insurance	82-1970	222	222	200	400	200	100%
Salary Continuation Insur	82-1972	144	144	140	290	150	107%
S.A.I.F.	82-1975	323	498	580	1,110	530	91%
Unemployment	82-1980	150	179	190	350	160	84%
<b>Personnel Services Totals:</b>		<b>250,983</b>	<b>269,214</b>	<b>287,760</b>	<b>553,290</b>	<b>265,530</b>	<b>92%</b>
<b>Materials &amp; Services</b>							
License And Permit Fees	82-2240	1,016	380	1,000	2,000	1,000	100%
Medical Supplies	82-2345	5,297	4,469	5,000	15,000	10,000	200%
Pharmacy	82-2347	64,593	56,822	75,000	200,000	125,000	166%
Printing And Reproduction	82-2425	83	190	200	2,000	1,800	900%
Contract Personnel	82-2470	24,252	39,687	42,700	96,000	53,300	124%
Contractual Services	82-2471	0	0	15,000	33,750	18,750	125%
Contract Srvcs/Mental Health	82-2484	0	0	0	81,750	81,750	100%
Med., Dent., & Lab Ser.	82-2504	57,080	24,259	80,000	210,000	130,000	162%
Fuel - Vehicles	82-2852	0	0	150	0	(150)	- 100%
Education And Training	82-2928	390	444	2,000	12,000	10,000	500%
Reimbursed Travel Expense	82-2930	610	0	3,000	18,000	15,000	500%
<b>Materials &amp; Services Totals:</b>		<b>153,321</b>	<b>126,251</b>	<b>224,050</b>	<b>670,500</b>	<b>446,450</b>	<b>199%</b>
<b>Total Expenditures:</b>		<b>404,304</b>	<b>395,464</b>	<b>511,810</b>	<b>1,223,790</b>	<b>711,980</b>	<b>139%</b>

# Emergency Management

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

- Concluded Natural Hazards Mitigation Plan 5-year update (March 2021), newly incorporating 10 Special Districts.
- Facilitated monthly Community Emergency Response Team and amateur radio meetings with local volunteer leaders.
- Supported (4) cities and one non-profit organization to apply for State Homeland Security Program grants, resulting in \$130,000 project awards for emergency operations center development, amateur radio infrastructure, emergency response planning, and warning siren installation.
- Provided ongoing logistical (contract, facility and supplies) support for vaccination clinics, call center and testing sites.
- Maintained distribution system to provide personal protective and testing supplies to businesses, cooperators and public.
- Served as local government representative for the Oregon Seismic Safety Policy Advisory Commission (OSSPAC).
- Coordinated with (5) cities, hospital and regional partners to conduct Cascadia Rising Exercise 2022.
- Created internship opportunity to support student(s) of emergency management.

## Budget Highlights

In FY22-23, the agency will operate as a standalone department that funds a full-time director. The agency operated with limited staff during 2021-22, however, was able to take advantage of an opportunity to bring on a college intern as casual staff to assist. Last year, the County signed onto the OR-ALERT mutual aid agreement with the State of Oregon to receive regional mass notification support thus removing a significant and historic telephone notification system expense; the amount indicated in this account for FY22-23 is to provide local training for those who operate the Clatsop Alerts system. With respect to changes in revenue, this department has received compensation from Public Health in recent years for managing the Public Health Emergency Preparedness program, but the program moved back to public health at the end of FY21-22.

## Performance Measures

The pandemic has created significant barriers to providing outreach to the public and agency partners with whom we have historically engaged, however, the close of FY21-22 indicates movement toward resuming training, planning and educational opportunities more robustly than has been permitted in the last couple of years.

Measures						
Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Public Employees Trained	80	40	48	NA	130	150
Volunteers Trained	86	59	50	250	750	750
Outreach Programs Delivered	46	18	74	82	20	50
Volunteer Hours Contributed	738	1500	1660	3443	6900	7500
AuxComm Radio Tests & Exercises	21	18	15	128	540	540
Trainings Conducted	6	3	5	NA	20	25
Number of Exercises or Actual Occurences	8	15	16	5	10	5
Press Releases/Advertisements	18	15	22	23	5	10
Number of Facebook Posts	132	150	278	309	150	225
Plan Reviews Performed	4	8	4	5	5	5

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Homeland Security Grant	8,860	30,000	0	0	0	0%
FEMA Reimbursement	0	0	2,400	0	(2,400)	- 100%
PPE Grant	0	0	0	0	0	0%
LEPC Grant	0	0	0	0	0	0%
EMPG	78,371	73,432	74,440	74,440	0	0%
Revenue from Emerg. Preparedne	0	0	0	0	0	0%
National Tsunami Hazard Mitiga	0	0	0	0	0	0%
Fees for Services to other Dep	47,000	40,000	45,000	0	(45,000)	- 100%
Fees for Services	0	0	0	0	0	0%
Employee Go-Kits	3,180	0	5,000	5,000	0	0%
Rev. Refunds & Reim.	2,535	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	272,189	317,255	330,000	436,180	106,180	32%
<b>Total Revenue:</b>	<b>412,135</b>	<b>460,687</b>	<b>456,840</b>	<b>515,620</b>	<b>58,780</b>	<b>12%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	201,363	230,792	244,440	283,390	38,950	15%
Personnel Benefits	113,455	109,600	107,830	127,660	19,830	18%
Materials & Services	97,317	120,294	104,570	104,570	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>412,135</b>	<b>460,687</b>	<b>456,840</b>	<b>515,620</b>	<b>58,780</b>	<b>12%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Emergency Mgmt Director	0.00	0.00	0.00	1.00	1.00	100%
Emergency Manager	1.00	1.00	1.00	1.00	0.00	0%
Emergency Mgmt Coordinator	1.00	1.00	1.00	0.00	(1.00)	- 100%
Staff Assistant	0.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Emergency Mgmt Director	82-1080	0	0	0	117,090	117,090	100%
Emergency Manager	82-1124	90,517	96,491	100,400	106,440	6,040	6%
Emergency Mgmt Coordinator	82-1125	76,678	82,511	88,480	0	(88,480)	- 100%
Staff Assistant	82-1191	34,168	51,790	55,560	59,860	4,300	7%
Temporary Help	82-1941	0	3,711	0	0	0	0%
Overtime	82-1945	14,481	7,304	0	0	0	0%
F.I.C.A.	82-1950	16,308	18,520	18,970	21,950	2,980	15%
Retirement	82-1955	39,486	43,747	50,030	64,980	14,950	29%
Medical Waiver	82-1963	2,300	3,600	3,600	3,600	0	0%
Medical Insurance	82-1964	30,162	20,925	22,090	22,010	(80)	- 0%
Dental Insurance	82-1965	4,218	3,983	4,860	4,860	0	0%
HSA/HRA Contribution	82-1966	2,000	2,000	2,000	2,200	200	10%
Benefits Admin Fees	82-1967	53	63	60	70	10	16%
Life/AD&D Insurance	82-1970	279	298	280	300	20	7%
Salary Continuation Insur	82-1972	486	504	500	500	0	0%
S.A.I.F.	82-1975	3,469	4,690	5,190	6,900	1,710	32%
Unemployment	82-1980	211	255	250	290	40	16%
<b>Personnel Services Totals:</b>		<b>314,818</b>	<b>340,393</b>	<b>352,270</b>	<b>411,050</b>	<b>58,780</b>	<b>16%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	8,153	7,254	8,000	7,870	(130)	- 1%
Telephone Notification Support	82-2072	17,724	59	2,000	0	(2,000)	- 100%
EOC Utilities	82-2132	3,552	5,006	5,500	9,020	3,520	64%
Meals Volunteer Workers	82-2135	810	0	1,200	1,200	0	0%
Emerg Serv Supplies	82-2164	15,710	4,656	6,260	6,260	0	0%
Maintenance - Equipment	82-2260	606	0	2,500	2,000	(500)	- 20%
Amateur Radios	82-2264	4,757	144	3,000	3,000	0	0%
Software Maintenance	82-2265	320	0	900	2,070	1,170	130%
General Equipment	82-2268	10,964	5,535	18,030	21,250	3,220	17%
Membership Fees And Dues	82-2370	236	495	500	500	0	0%
Office Supplies	82-2410	2,952	2,052	1,600	1,500	(100)	- 6%
Books And Periodicals	82-2413	0	113	400	100	(300)	- 75%
Postage And Freight	82-2419	0	918	300	100	(200)	- 66%
Printing And Reproduction	82-2425	4,039	34,868	6,000	6,000	0	0%
Prof And Spec Services	82-2450	14,943	33,183	2,200	0	(2,200)	- 100%
PC Equipment	82-2455	12	0	0	0	0	0%
Contractual Services	82-2471	7,076	22,576	30,980	23,900	(7,080)	- 22%
Rts. & Lea. - S., I. & G.	82-2670	1,200	2,600	2,400	2,400	0	0%
Emerg Training Exercises	82-2779	0	0	2,400	7,000	4,600	191%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Fuel - Vehicles	82-2852	902	159	900	900	0	0%
Signs	82-2856	0	0	0	0	0	0%
Vehicle Rental	82-2920	0	0	500	500	0	0%
Vehicle Maintenance & Use	82-2923	521	140	1,000	1,000	0	0%
Education And Training	82-2928	360	0	3,000	3,000	0	0%
Reimbursed Travel Expense	82-2930	2,481	535	5,000	5,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>97,317</b>	<b>120,294</b>	<b>104,570</b>	<b>104,570</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>412,135</b>	<b>460,687</b>	<b>456,840</b>	<b>515,620</b>	<b>58,780</b>	<b>12%</b>

# Animal Control Division

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

Created new employee/volunteer training video.  
Successfully revised public operations during COVID to keep staff and volunteers safe.  
Created a second walking trail for the smaller dogs.

## Budget Highlights

Personnel Services realized a modest increase due to step increases, cost of living adjustments, and increased retirement costs. Material and Services will realize cost increases in vehicle fuel and utilities due to inflation. Building Maintenance will include three projects: parking lot resurface and paint, air conditioner replacements and the replacement of the third furnace.

Animal Control has experienced a significant challenge in addressing long-term cat detentions due to court cases not being resolved in a timely manner. This has resulted in reduced revenue for cat adoptions and spay/neuter and microchips. We are working with the District Attorney's Office to rectify this situation.

Through the generous donations of the local non-profit Clatsop County Animal Assistance (CCAA), the Animal Control Division is able to realize significant savings for the General Fund that are not a part of this over-all budget. In the prior year CCAA donated approximately \$90,000 in medical, boarding, and training costs to assist in the overall care for animals in custody. In addition there were approximately \$15,000 in advertising and administrative costs that CCAA donated to provide services that include flyers, radio ads, and newspaper publications to promote the adoption of these animals as well as volunteer opportunities. The Animal Control Division and Clatsop County are grateful for the ongoing support and care this non-profit organization demonstrates for this population of Clatsop County.

## Performance Measures

Return to pre-COVID levels regarding dog and cat adoptions.  
Establish procedure with the District Attorney's Office on forfeiture of impounded animals and more efficient charging time-lines.  
Conduct Animal Shelter Standard Operating Procedure Manual Review.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Animals Adopted	Count	503.00	505.00	500.00	410.00	285.00	450.00
Criminal cases investigated	Count	171.00	182.00	179.00	162.00	167.00	175.00
# of dog licenses per year	Count	1430.00	1440.00	1400.00	1000.00	1100.00	1400.00
Avg length of stay at shelter in days	Count	33.00	31.00	23.00	24.00	12.00	20.00
Avg response time in hours	Count	12.00	12.00	12.00	12.00	12.00	12.00
Avg # of animals euthanized/monthly	Count	1.50	1.65	1.30	1.00	1.00	1.00



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Dog Licenses	21,829	21,399	25,000	25,000	0	0%
Other Fines, Pen. & Forf.	896	184	100	100	0	0%
Public Records Request	129	10	30	30	0	0%
Animal Control - Cities	0	0	0	0	0	0%
Owner Release Fines	2,555	2,250	2,800	2,500	(300)	- 10%
City Impound Fees	30	30	60	30	(30)	- 50%
Dog Board/Impound	11,922	11,465	11,000	11,000	0	0%
Incinerator Revenue	34,500	36,079	30,000	30,000	0	0%
Cats	9,450	6,650	9,500	9,000	(500)	- 5%
Spay/Neuter/Microchip	0	75	0	0	0	0%
Cat penalties/boarding	340	330	200	200	0	0%
Dog Adoptions	9,255	8,570	10,000	10,500	500	5%
Trap Rental	125	70	100	100	0	0%
Intake Donations	0	0	0	0	0	0%
Shelter Food Donations	7,378	10,522	8,000	8,000	0	0%
Shelter Medical Donations	0	0	0	100	100	100%
Shelter Volunteers Donations	0	0	0	500	500	100%
Rev. Refunds & Reim.	266	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	336,085	355,184	439,120	444,020	4,900	1%
<b>Total Revenue:</b>	<b>434,761</b>	<b>452,817</b>	<b>535,910</b>	<b>541,080</b>	<b>5,170</b>	<b>0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	220,445	234,041	268,470	283,460	14,990	5%
Personnel Benefits	114,110	114,741	155,210	136,810	(18,400)	- 11%
Materials & Services	100,206	104,035	112,230	120,810	8,580	7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>434,761</b>	<b>452,817</b>	<b>535,910</b>	<b>541,080</b>	<b>5,170</b>	<b>0%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Animal Control Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.00	1.00	1.00	1.00	0.00	0%
Animal Control Officer	1.00	1.00	1.00	1.00	0.00	0%
Kennel Person	1.50	1.50	1.68	1.50	(0.18)	- 10%
<b>Total Personnel:</b>	<b>4.50</b>	<b>4.50</b>	<b>4.68</b>	<b>4.50</b>	<b>(0.18)</b>	<b>- 3%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Animal Control Supervisor	82-1160	75,430	81,299	87,800	97,740	9,940	11%
Staff Assistant	82-1191	50,148	51,408	52,940	56,130	3,190	6%
Animal Control Officer	82-1670	51,196	53,972	55,590	58,940	3,350	6%
Kennel Person	82-1680	43,671	47,362	72,140	70,650	(1,490)	- 2%
Overtime	82-1945	3,019	941	2,800	2,800	0	0%
F.I.C.A.	82-1950	15,899	16,709	20,750	21,900	1,150	5%
Retirement	82-1955	40,441	42,180	56,050	57,740	1,690	3%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	42,029	41,774	57,470	38,450	(19,020)	- 33%
Dental Insurance	82-1965	4,183	3,973	6,180	5,120	(1,060)	- 17%
HSA/HRA Contribution	82-1966	5,500	5,563	7,240	5,500	(1,740)	- 24%
Benefits Admin Fees	82-1967	71	71	70	70	0	0%
Life/AD&D Insurance	82-1970	414	414	480	610	130	27%
Salary Continuation Insur	82-1972	475	482	480	470	(10)	- 2%
S.A.I.F.	82-1975	1,859	2,390	3,420	3,860	440	12%
Unemployment	82-1980	218	247	270	290	20	7%
<b>Personnel Services Totals:</b>		<b>334,555</b>	<b>348,782</b>	<b>423,680</b>	<b>420,270</b>	<b>(3,410)</b>	<b>- 0%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	667	674	1,200	1,200	0	0%
Telephones	82-2070	3,859	4,483	4,320	4,320	0	0%
Custodial Services - Animal Sh	82-2155	7,350	4,375	8,000	8,500	500	6%
Custodial Supplies - Animal Sh	82-2156	1,080	810	800	800	0	0%
License And Permit Fees	82-2240	683	738	800	800	0	0%
Maintenance - Equipment	82-2260	357	3,117	1,000	1,000	0	0%
Software Maintenance	82-2265	2,395	2,395	2,400	2,400	0	0%
Alarm Monitoring	82-2272	405	539	700	700	0	0%
Animal Control Maint. S.I.G.	82-2303	2,783	7,386	21,000	18,000	(3,000)	- 14%
Membership Fees And Dues	82-2370	50	315	170	550	380	223%
Office Supplies	82-2410	480	501	500	500	0	0%
Books And Periodicals	82-2413	135	135	140	140	0	0%
Postage And Freight	82-2419	911	1,149	1,000	1,300	300	30%
Records And Forms	82-2422	0	0	200	200	0	0%
Printing And Reproduction	82-2425	2,612	2,026	3,000	3,000	0	0%
Contractual Services-Temp Help	82-2492	15,469	12,122	1,000	1,000	0	0%
Med., Dent., & Lab Ser.	82-2504	3,125	182	800	800	0	0%
Neuter/Spay/Microchip	82-2760	40	5	0	0	0	0%
Shelter Food	82-2765	7,378	10,522	8,000	8,000	0	0%
Shelter Medical (from Donation	82-2766	0	0	100	100	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Shelter Volunteers (from Donat	82-2767	0	0	0	500	500	100%
Shelter Supplies	82-2810	961	961	1,000	1,000	0	0%
Euthanasia Supplies	82-2811	0	0	200	200	0	0%
Fuel - Vehicles	82-2852	3,197	5,560	4,300	7,500	3,200	74%
Vehicle Maintenance & Use	82-2923	1,162	1,728	3,000	3,000	0	0%
Education And Training	82-2928	595	1,082	2,400	2,100	(300)	- 12%
Reimbursed Travel Expense	82-2930	3,894	0	5,200	5,200	0	0%
Utilities Animal Control	82-2963	40,621	43,155	41,000	48,000	7,000	17%
Refunds and Returns	82-3204	0	75	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>100,206</b>	<b>104,035</b>	<b>112,230</b>	<b>120,810</b>	<b>8,580</b>	<b>7%</b>
<b>Total Expenditures:</b>		<b>434,761</b>	<b>452,817</b>	<b>535,910</b>	<b>541,080</b>	<b>5,170</b>	<b>0%</b>

# Animal Shelter Enhance.

## Mission Statement

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

## Department Overview

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

## Budget Highlights

Budget is a status quo budget with no new staffing or programs.

Through the generous donations of the local non-profit Clatsop County Animal Assistance (CCAA), the Animal Control Division is able to realize significant savings for the General Fund that are not a part of this over-all budget. In the prior year CCAA donated approximately \$90,000 in medical, boarding, and training costs to assist in the overall care for animals in custody. In addition there were approximately \$15,000 in advertising and administrative costs that CCAA donated to provide services that include flyers, radio ads, and newspaper publications to promote the adoption of these animals as well as volunteer opportunities. The Animal Control Division and Clatsop County are grateful for the ongoing support and care this non-profit organization demonstrates for this population of Clatsop County.

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	343,656	375,725	391,290	394,880	3,590	0%
Interest On Investments	7,423	3,146	3,500	2,000	(1,500)	- 42%
PPE Grant	0	0	0	0	0	0%
CARES Act Reimbursement	0	836	0	0	0	0%
Spay/Neuter/Microchip	9,415	7,370	10,000	8,000	(2,000)	- 20%
Medication Administered	131	307	600	300	(300)	- 50%
Rev. Refunds & Reim.	650	0	0	0	0	0%
Donations	49,641	57,474	22,000	22,000	0	0%
Donations from Trust Fund	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	4,327	0	0	0	0	0%
<b>Total Revenue:</b>	<b>415,243</b>	<b>444,857</b>	<b>427,390</b>	<b>427,180</b>	<b>(210)</b>	<b>- 0%</b>
<b>Total Unappropriated Budget:</b>	<b>375,725</b>	<b>409,384</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>39,519</b>	<b>35,472</b>	<b>427,390</b>	<b>427,180</b>	<b>(210)</b>	<b>- 0%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	39,519	35,472	65,000	65,000	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	362,390	362,180	(210)	- 0%
<b>Total Expenditures:</b>	<b>39,519</b>	<b>35,472</b>	<b>427,390</b>	<b>427,180</b>	<b>(210)</b>	<b>- 0%</b>

Summary							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
General Equipment	82-2268	2,712	3,775	5,000	5,000	0	0%
Maintenance S.I.G.	82-2300	120	0	6,000	6,000	0	0%
Publi. And Legal Notices	82-2600	1,782	1,633	4,000	4,000	0	0%
Neuter/Spay/Microchip	82-2760	8,307	4,396	12,000	12,000	0	0%
Shelter Tests/Vaccinne	82-2762	18,990	21,369	28,000	28,000	0	0%
Shelter Supplies	82-2764	7,608	4,300	10,000	10,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>39,519</b>	<b>35,472</b>	<b>65,000</b>	<b>65,000</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	362,390	362,180	(210)	- 0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>362,390</b>	<b>362,180</b>	<b>(210)</b>	<b>- 0%</b>
<b>Total Expenditures:</b>		<b>39,519</b>	<b>35,472</b>	<b>427,390</b>	<b>427,180</b>	<b>(210)</b>	<b>- 0%</b>

# Marine Patrol

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

Maintained a cooperative working program with the US Coast Guard that allows for their personnel on our boats to conduct inspections in cooperation with the Sheriff's office.

Worked with the Oregon State Marine Board to resolve funding to re-power one of the Sheriff's office boats.

## Budget Highlights

Increase in Personnel costs are due to step and cost of living increases. This program maintains one full-time year around deputy and one part time deputy that works in the Marine division for half the year.

## Performance Measures

Provide two Sheriff vessels on the water on weekends during the peak fishing/boating season.

Single vessel coverage will be maintained 4 days a week.

Maintain a 60% on water patrol coverage.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Boating Inspection conducted	80	104	73	416	350	400
Citations/Warnings Issued	19	12	17	16	56	50
On-Water boating hours conducted	647	890	367	350	800	850
Education Programs conducted	3	2	2	2	2	2
% of patrol hours spent on water      Percent	NA	NA	NA	NA	NA	60.00%
% of warnings versus citation          Percent	NA	NA	NA	NA	NA	90.00%



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	116,579	71,217	134,470	143,500	9,030	6%
Interest On Investments	2,118	715	1,000	600	(400)	- 40%
Sheriff Marine Patrol	141,385	285,264	223,580	223,580	0	0%
CARES Act Reimbursement	0	1,945	0	0	0	0%
Revenue From RLED	26,000	26,000	26,000	26,000	0	0%
Rev. Refunds & Reim.	13,857	0	0	0	0	0%
Transfer from General	27,200	27,200	27,200	27,200	0	0%
<b>Total Revenue:</b>	<b>327,140</b>	<b>412,341</b>	<b>412,250</b>	<b>420,880</b>	<b>8,630</b>	<b>2%</b>
<b>Total Unappropriated Budget:</b>	<b>71,217</b>	<b>162,729</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>255,923</b>	<b>249,612</b>	<b>412,250</b>	<b>420,880</b>	<b>8,630</b>	<b>2%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	122,769	132,381	143,750	154,500	10,750	7%
Personnel Benefits	91,069	88,775	104,140	109,130	4,990	4%
Materials & Services	42,085	28,457	55,300	62,060	6,760	12%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	109,060	95,190	(13,870)	- 12%
<b>Total Expenditures:</b>	<b>255,923</b>	<b>249,612</b>	<b>412,250</b>	<b>420,880</b>	<b>8,630</b>	<b>2%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Deputy Sheriff Senior II	1.00	1.00	1.00	1.50	0.50	50%
Deputy Sheriff Senior I	0.00	0.50	0.50	0.00	(0.50)	- 100%
Deputy Sheriff	1.00	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Deputy Sheriff Senior II	82-1515	46,932	84,742	88,800	138,900	50,100	56%
Deputy Sheriff Senior I	82-1516	74,550	37,667	39,350	0	(39,350)	- 100%
Deputy Sheriff	82-1520	0	0	0	0	0	0%
Marine Patrol Asst	82-1892	1,287	9,972	15,600	15,600	0	0%
Temporary - Dep. Sheriff	82-1915	0	0	0	0	0	0%
Overtime	82-1945	6,151	5,875	10,000	10,000	0	0%
Remuneration	82-1947	2,600	3,000	3,000	3,550	550	18%
F.I.C.A.	82-1950	9,491	10,424	11,990	12,860	870	7%
Retirement	82-1955	29,603	29,784	34,630	37,400	2,770	8%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	34,135	30,773	31,670	31,550	(120)	- 0%
Dental Insurance	82-1965	3,340	3,069	3,650	3,650	0	0%
HSA/HRA Contribution	82-1966	4,000	2,000	3,000	2,450	(550)	- 18%
Benefits Admin Fees	82-1967	26	28	30	30	0	0%
Life/AD&D Insurance	82-1970	89	99	120	120	0	0%
Salary Continuation Insur	82-1972	114	108	110	110	0	0%
S.A.I.F.	82-1975	1,373	3,478	5,780	7,240	1,460	25%
Unemployment	82-1980	146	137	160	170	10	6%
<b>Personnel Services Totals:</b>		<b>213,838</b>	<b>221,156</b>	<b>247,890</b>	<b>263,630</b>	<b>15,740</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	156	151	500	500	0	0%
Clothing And Uniform Exp.	82-2040	713	0	700	700	0	0%
Telephones	82-2070	667	1,031	1,060	900	(160)	- 15%
Insurance	82-2200	1,774	2,362	2,840	3,140	300	10%
Maintenance - Equipment	82-2260	43	887	10,000	10,000	0	0%
Maintenance - Vessel	82-2266	15,574	1,782	6,000	6,000	0	0%
General Equipment	82-2268	2,392	584	2,000	2,000	0	0%
PC Equipment	82-2455	0	0	1,500	800	(700)	- 46%
Fuel - Vehicles	82-2852	4,060	6,053	6,000	6,000	0	0%
Fuel - Boats	82-2853	3,149	3,780	6,000	7,820	1,820	30%
Vehicle Maintenance & Use	82-2923	506	284	4,000	4,000	0	0%
Education And Training	82-2928	100	0	1,000	1,000	0	0%
Reimbursed Travel Expense	82-2930	188	7	2,000	2,000	0	0%
Utilities	82-2960	3,261	3,836	4,500	4,500	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	9,500	7,700	7,200	12,700	5,500	76%
<b>Materials &amp; Services Totals:</b>		<b>42,085</b>	<b>28,457</b>	<b>55,300</b>	<b>62,060</b>	<b>6,760</b>	<b>12%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%

<b>Capital Outlay Totals:</b>		0	0	0	0	0	0%
<b>Contingencies</b>							
<b>Summary Cont.</b>							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Appropriation for Contin.	82-9900	0	0	109,060	95,190	(13,870)	- 12%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>109,060</b>	<b>95,190</b>	<b>(13,870)</b>	<b>- 12%</b>
<b>Total Expenditures:</b>		<b>255,923</b>	<b>249,612</b>	<b>412,250</b>	<b>420,880</b>	<b>8,630</b>	<b>2%</b>

# Juvenile Department

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

Continued to adjust and operate at full capacity for the second year of the pandemic. Staff had a significant increase in youth contacts from 1000 to 1184, for both in person and by phone in the first two quarters of FY 21-22. A secure transport vehicle was added to our fleet that is both larger and safer for the longer transport to Yamhill Detention Center in McMinnville.

## Budget Highlights

There will be slight increases to revenue from the State of Oregon, Oregon Youth Authority for Basic and Diversion funding. For the 21-23 biennium staff can request reimbursement up to \$174,370.00, through the first two quarters of FY 21-22 staff have received reimbursement of \$59,499.58. This revenue is to offset costs associated with personnel, detention bed rental, sex offender treatment and online classes for youth.

There is a budget increase requested for funding sexual offender treatment services. Due to the passing of SB 817 that went into effect 1/1/2022 a youth can't be ordered to pay any costs associated with their case unless it is restitution to a victim. This means local County Juvenile Departments have to locate ways to fund certain treatment options that aren't covered by a youth's public or private insurance. Currently Oregon Youth Authority Diversion funds are used to offset the cost and the goal is to use those funds without using general funds. The requested amount of \$12,000 is based on recent needs and trends seen in Clatsop County.

This year requested funds for Detention Bed rental services was decreased from \$135,000 to \$120,000 as this should be a more accurate projection based on current trends of Detention Bed usage both locally and around the State. The requested increase for electronic monitoring is based on the increased usage by staff and The Courts to ensure a placement option that is the least restrictive option per statute.

## Performance Measures

Although we continue to be in a pandemic staff continue to provide necessary services to youth and families as well as work with stakeholders. During the first two quarters of FY 21-22 Juvenile Counselors have appeared in 69 court hearings, this is likely due to the increased numbers of informal handling of first time offending youth for low level offenses instead of using the formal court process. Youth have worked a total of 499 hours of community service during the first two quarters of FY 21-22. The last half of FY 20-21 and first half of FY 21-22 staff have seen an increased trend of sexual offending youth which accounts for the increased funding request for offense specific treatment.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
# of Police Reports received/processed	320	320	370	380	380	380
# of youth supervised (formal&informal)	165	170	220	220	220	240
# of petitions filed (includes PV's)	155	125	140	150	150	170
# of court appearances	370	300	240	260	250	260
# of risk assessments	40	35	70	70	70	80
Detention admissions	92	55	40	40	40	50
# of youth contacts (in-person&phone)	NA	NA	1147	2000	2400	2500

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
OYA Flex Fund	0	0	2,000	3,130	1,130	56%
PPE Grant	0	0	0	0	0	0%
JCP Basic/Diversion	0	0	78,460	87,190	8,730	11%
Probation Fees	0	90	0	0	0	0%
Work Crew	1,350	1,200	1,500	1,200	(300)	- 20%
Discovery Fees	0	473	0	0	0	0%
Rev. Refunds & Reim.	24	276	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	739,651	767,934	847,470	878,000	30,530	3%
<b>Total Revenue:</b>	<b>741,025</b>	<b>769,973</b>	<b>929,430</b>	<b>969,520</b>	<b>40,090</b>	<b>4%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	405,851	416,234	482,530	519,320	36,790	7%
Personnel Benefits	199,145	210,219	270,350	284,550	14,200	5%
Materials & Services	136,028	143,520	176,550	165,650	(10,900)	- 6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>741,025</b>	<b>769,973</b>	<b>929,430</b>	<b>969,520</b>	<b>40,090</b>	<b>4%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Juvenile Director	1.00	1.00	1.00	1.00	0.00	0%
Juvenile Services Coordinator	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.16	1.16	1.53	1.53	0.00	0%
Juvenile Probation Counselor	3.42	2.42	1.80	1.80	0.00	0%
Juvenile Probation Counselor -	0.00	0.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>6.58</b>	<b>5.58</b>	<b>6.33</b>	<b>6.33</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Juvenile Director	82-1074	102,064	101,826	110,130	122,590	12,460	11%
Juvenile Services Coordinator	82-1078	70,573	71,939	74,100	78,560	4,460	6%
Staff Assistant	82-1191	59,120	59,959	82,410	56,130	(26,280)	- 31%
Juvenile Probation Counselor	82-1460	174,095	109,822	134,090	142,170	8,080	6%
Juvenile Probation Counselor -	82-1465	0	72,688	81,800	87,070	5,270	6%
Juvenile Counselor Assistant	82-1475	0	0	0	32,800	32,800	100%
Temporary Help	82-1941	442	1,532	5,000	5,000	0	0%
Overtime	82-1945	96	0	15,000	15,000	0	0%
F.I.C.A.	82-1950	30,003	30,743	38,700	41,560	2,860	7%
Retirement	82-1955	81,883	87,665	112,280	120,810	8,530	7%
Medical Waiver	82-1963	2,904	3,065	3,360	4,000	640	19%
Medical Insurance	82-1964	62,015	62,629	66,440	65,480	(960)	- 1%
Dental Insurance	82-1965	8,738	8,840	10,970	10,970	0	0%
HSA/HRA Contribution	82-1966	5,000	5,000	5,000	5,500	500	10%
Benefits Admin Fees	82-1967	142	159	170	160	(10)	- 5%
Life/AD&D Insurance	82-1970	521	508	570	690	120	21%
Salary Continuation Insur	82-1972	720	699	740	740	0	0%
S.A.I.F.	82-1975	6,245	8,927	11,610	14,100	2,490	21%
Unemployment	82-1980	435	452	510	540	30	5%
<b>Personnel Services Totals:</b>		<b>604,996</b>	<b>626,453</b>	<b>752,880</b>	<b>803,870</b>	<b>50,990</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	3,171	3,468	2,200	2,500	300	13%
Maintenance - Equipment	82-2260	0	0	500	500	0	0%
Membership Fees And Dues	82-2370	1,176	1,124	1,300	1,300	0	0%
Office Supplies	82-2410	1,584	1,127	1,600	1,500	(100)	- 6%
Books And Periodicals	82-2413	420	0	400	400	0	0%
Postage And Freight	82-2419	380	374	500	500	0	0%
Printing And Reproduction	82-2425	731	742	1,300	1,300	0	0%
Office Furniture & Equipment	82-2454	0	2,664	500	500	0	0%
Shelter Bed Contractual Svcs	82-2456	0	3,154	0	0	0	0%
Contractual Services	82-2471	0	28	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	120,674	123,818	135,000	120,000	(15,000)	- 11%
Pysc. Evaluations	82-2494	1,269	0	6,000	6,000	0	0%
U.A. Testing	82-2506	312	1,128	1,000	1,200	200	20%
Youth Investment	82-2529	0	31	1,000	1,000	0	0%
Publi. And Legal Notices	82-2600	0	0	250	250	0	0%
Work Crew Supplies	82-2769	529	742	1,000	1,000	0	0%
Fuel - Vehicles	82-2852	1,502	2,571	3,000	3,000	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Supplemental Detention Costs	82-2910	1,177	1,033	2,000	2,000	0	0%
Detention Vehicle Maint & Use	82-2922	734	502	4,000	1,000	(3,000)	- 75%
Vehicle Maintenance & Use	82-2923	645	173	1,500	1,500	0	0%
Education And Training	82-2928	1,056	208	2,500	2,500	0	0%
Reimbursed Travel Expense	82-2930	669	150	4,500	4,500	0	0%
Electric Monitoring	82-3079	0	244	500	1,200	700	140%
Sex Offender Treatment	82-3083	0	240	6,000	12,000	6,000	100%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>136,028</b>	<b>143,520</b>	<b>176,550</b>	<b>165,650</b>	<b>(10,900)</b>	<b>- 6%</b>
<b>Special Payments</b>							
OCF Grant - B Ruppel	82-3055	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>741,025</b>	<b>769,973</b>	<b>929,430</b>	<b>969,520</b>	<b>40,090</b>	<b>4%</b>



# Juv Crime Prevention

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

Recently sent staff to Girls Circle training to increase our pool of group facilitators.

## Budget Highlights

There will be a slight increase in revenue from Oregon Department of Education, Youth Development Division in the amount of \$63,000 for the 21-23 biennium. For the first two quarters of 21-23 biennium staff can request reimbursement in the amount of \$10,916.55 to offset costs associated with personal, supplies, training and travel. Staff are requesting an additional 0.14 FTE for the Juvenile Probation Counselor. This is based on the current and future need. This .14 accounts for an additional 5 hours per week which will allow staff to prepare and co-facilitate our girls circle program in local schools. Girls Circle is a program we facilitate for at-risk youth and is funded by reimbursements from the State of Oregon via the Oregon Department of Education.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Skill Building Groups	30	18	20	30	20	30
JCP risk assessments&re-assessments	NA	72	32	40	40	40

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	98,264	163,474	199,030	186,010	(13,020)	- 6%
Interest On Investments	2,021	1,193	0	0	0	0%
OYA Flex Fund	110	3,860	0	0	0	0%
Juv Crime Prevent	20,377	21,864	30,000	31,500	1,500	5%
JCP Basic/Diversion	102,631	64,520	0	0	0	0%
Sex Offender Treatment	0	0	0	0	0	0%
Rev. Refunds & Reim.	120	120	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>223,523</b>	<b>255,030</b>	<b>229,030</b>	<b>217,510</b>	<b>(11,520)</b>	<b>- 5%</b>
<b>Total Unappropriated Budget:</b>	<b>163,474</b>	<b>183,941</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>60,049</b>	<b>71,089</b>	<b>229,030</b>	<b>217,510</b>	<b>(11,520)</b>	<b>- 5%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	40,383	43,456	14,900	24,460	9,560	64%
Personnel Benefits	16,185	17,068	6,650	10,080	3,430	51%
Materials & Services	3,481	10,565	9,280	8,550	(730)	- 7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	198,200	174,420	(23,780)	- 12%
<b>Total Expenditures:</b>	<b>60,049</b>	<b>71,089</b>	<b>229,030</b>	<b>217,510</b>	<b>(11,520)</b>	<b>- 5%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Juvenile Probation Counselor	0.58	0.58	0.20	0.34	0.14	70%
<b>Total Personnel:</b>	<b>0.58</b>	<b>0.58</b>	<b>0.20</b>	<b>0.34</b>	<b>0.14</b>	<b>70%</b>

Summary							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Juvenile Probation Counselor	82-1460	40,383	43,456	14,900	15,800	900	6%
Juvenile Probation Counselor -	82-1465	0	0	0	0	0	0%
Juvenile Counselor Assistant	82-1475	0	0	0	8,660	8,660	100%
Overtime	82-1945	0	0	600	600	0	0%
F.I.C.A.	82-1950	3,151	3,378	1,200	1,950	750	62%
Retirement	82-1955	10,996	11,781	4,130	6,150	2,020	48%
Medical Waiver	82-1963	696	696	240	410	170	70%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	0	0	0	340	340	100%
HSA/HRA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	8	9	10	10	0	0%
Life/AD&D Insurance	82-1970	45	44	20	40	20	100%
Salary Continuation Insur	82-1972	41	42	10	30	20	200%
S.A.I.F.	82-1975	1,205	1,086	420	520	100	23%
Unemployment	82-1980	44	32	20	30	10	50%
<b>Personnel Services Totals:</b>		<b>56,568</b>	<b>60,525</b>	<b>21,550</b>	<b>34,540</b>	<b>12,990</b>	<b>60%</b>
<b>Materials &amp; Services</b>							
Basic Services	82-2138	300	780	0	0	0	0%
Program Activity	82-2142	351	0	1,800	1,800	0	0%
Diversion Services	82-2146	0	0	0	0	0	0%
Insurance	82-2200	0	565	680	850	170	25%
Office Supplies	82-2410	0	0	500	500	0	0%
Postage And Freight	82-2419	0	0	50	50	0	0%
Printing And Reproduction	82-2425	9	5	50	50	0	0%
Shelter Bed Contractual Svcs	82-2456	0	0	0	0	0	0%
Sex Offender Treatment	82-2463	0	6,834	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	573	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	142	0	500	1,200	700	140%
Reimbursed Travel Expense	82-2930	0	0	500	1,800	1,300	260%
OYAFlex Fund	82-2966	306	180	2,500	0	(2,500)	- 100%
Indirect Cost Allocation	82-3210	1,800	2,200	2,700	2,300	(400)	- 14%
<b>Materials &amp; Services Totals:</b>		<b>3,481</b>	<b>10,565</b>	<b>9,280</b>	<b>8,550</b>	<b>(730)</b>	<b>- 7%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	198,200	174,420	(23,780)	- 12%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>198,200</b>	<b>174,420</b>	<b>(23,780)</b>	<b>- 12%</b>
<b>Total Expenditures:</b>		<b>60,049</b>	<b>71,089</b>	<b>229,030</b>	<b>217,510</b>	<b>(11,520)</b>	<b>- 5%</b>

# Law Library

## Mission Statement

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

## Department Overview

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

## Budget Highlights

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

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	21,639	21,093	20,540	35,280	14,740	71%
District Court Fine & Fee	45,500	34,099	45,580	45,580	0	0%
Interest On Investments	852	234	250	0	(250)	- 100%
Copy Fees	29	0	0	10	10	100%
Franchise Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>68,021</b>	<b>55,425</b>	<b>66,370</b>	<b>80,870</b>	<b>14,500</b>	<b>21%</b>
<b>Total Unappropriated Budget:</b>	<b>21,093</b>	<b>12,059</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>46,929</b>	<b>43,367</b>	<b>66,370</b>	<b>80,870</b>	<b>14,500</b>	<b>21%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	9,339	9,726	10,590	0	(10,590)	- 100%
Personnel Benefits	2,524	3,126	3,520	0	(3,520)	- 100%
Materials & Services	35,066	30,515	34,700	28,700	(6,000)	- 17%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	17,560	52,170	34,610	197%
<b>Total Expenditures:</b>	<b>46,929</b>	<b>43,367</b>	<b>66,370</b>	<b>80,870</b>	<b>14,500</b>	<b>21%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Staff Assistant	0.00	0.20	0.20	0.00	(0.20)	- 100%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.20</b>	<b>0.20</b>	<b>0.00</b>	<b>(0.20)</b>	<b>- 100%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Staff Assistant	82-1191	9,339	9,726	10,590	0	(10,590)	- 100%
F.I.C.A.	82-1950	725	731	810	0	(810)	- 100%
Retirement	82-1955	1,707	1,801	2,140	0	(2,140)	- 100%
Medical Waiver	82-1963	0	144	0	0	0	0%
Dental Insurance	82-1965	0	361	490	0	(490)	- 100%
Benefits Admin Fees	82-1967	4	4	10	0	(10)	- 100%
Life/AD&D Insurance	82-1970	30	26	30	0	(30)	- 100%
Salary Continuation Insur	82-1972	30	25	10	0	(10)	- 100%
S.A.I.F.	82-1975	17	25	20	0	(20)	- 100%
Unemployment	82-1980	10	10	10	0	(10)	- 100%
<b>Personnel Services Totals:</b>		<b>11,863</b>	<b>12,852</b>	<b>14,110</b>	<b>0</b>	<b>(14,110)</b>	<b>- 100%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	91	116	0	0	0	0%
Office Supplies	82-2410	100	51	0	0	0	0%
Books And Periodicals	82-2413	24,909	20,156	24,000	18,000	(6,000)	- 25%
Postage And Freight	82-2419	268	288	500	200	(300)	- 60%
Printing And Reproduction	82-2425	2	3	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Education And Training	82-2928	97	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	9,600	9,900	10,200	10,500	300	2%
<b>Materials &amp; Services Totals:</b>		<b>35,066</b>	<b>30,515</b>	<b>34,700</b>	<b>28,700</b>	<b>(6,000)</b>	<b>- 17%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	17,560	52,170	34,610	197%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>17,560</b>	<b>52,170</b>	<b>34,610</b>	<b>197%</b>
<b>Total Expenditures:</b>		<b>46,929</b>	<b>43,367</b>	<b>66,370</b>	<b>80,870</b>	<b>14,500</b>	<b>21%</b>

# Community Corrections Division

## Mission Statement

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

## Department Overview

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

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

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

## Major Accomplishments

200 individuals completed supervision successfully including 30 cases closed to Earned Discharge per 137.633.

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

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

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

Secured \$642,533 in Oregon Criminal Justice Commission Specialty Court Grants for the 2021-2023 biennium.

Completed hiring process for probation deputy.

### Budget Highlights

Fees for supervision - as a result of SB620, we no longer have the ability to collect monthly supervision fees resulting in a loss of approximately \$90,000 in revenue. Revenue received from debt collection by the Oregon Department of Revenue had been included in the supervision fee revenue line and now has its own revenue line. Transitional Funds- The 2021 Legislative session resulted in an allocation of \$1 million in Transitional Fund dollars to help offset loss of Inmate Welfare Fund subsidy dollars. Clatsop County allocation is based on 2019-2021 prison release numbers. The revenue is to be used to assist with transitional needs of individuals releasing from Oregon Department of Corrections institutions.

M57 treatment expense line has been increased due to unspent carryover from the previous biennium. M57 Treatment and Adult Drug Court Treatment expense lines will be used to pay for the new contract with Clatsop Behavioral Healthcare. CBH will provide Community Corrections with a Certified Drug and Alcohol counselor to work directly with our Drug Court participants. The CADC will work out of our office and provide individual and group therapy. Revenue increased by \$136,330 from FY 20/21 budget. This is primarily due to state grant awards increasing. 82-1116, increased from \$109,210 to 214,640 with proposed addition of second Sgt. Second Sgt will reduce overall work load of current sgt and allow for greater oversight of staff, programs, and contractors. 82-8104, Transfer to Support Division, decreased from 65,510 to 33,730. FY 21/22 amount included materials and services support that is already budgeted for in Community Corrections budget (office supplies, postage, etc). Reduction is also due to more equitable division of costs between ORG Units for Accountant position.

### Performance Measures

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

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

80% compliance with measurable contact standards- Measurable contacts are those contacts with Justice involved individuals that are demonstrative of compliance with Oregon Revised Rule; IGA, support public safety, and aim to provide opportunities to affect behavior change.

Supervise based on accurate risk and need assessments.

100% of certified staff complete DPSST annual training requirements.

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



Measures							
Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Total # of unique Justice Involved Individuals	Count	713.00	729.00	743.00	628.00	588.00	600.00
Total # of jail sanctions	Count	361.00	338.00	311.00	147.00	108.00	140.00
# of cases closed early to Earned Discharge per ORS 137.633	Count	28.00	25.00	37.00	25.00	36.00	36.00
# of probation revocations to Prison	Count	20.00	20.00	15.00	3.00	8.00	12.00
Daily Avg # of offenders on supervision		375	468	475	475	353	375
# of Completed LS/CMI Assessments		320	306	321	276	273	300
# of JII's who complete supervision successfully		168	168	175	209	200	225
% compliance with state mandates	Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Average monthly reconviction rate for justice involved individuals on supervision- Oregon Dashboards	Percent	6.00%	6.50%	5.80%	4.10%	1.30%	1.30%
% of Hi-Med risk justice involved individuals engaged in treatment services	Percent	45.00%	45.00%	45.00%	47.00%	55.00%	55.00%
LS/CMI &WARNA Assessments within 60 days of new admission	Percent	NA	NA	64.00%	63.00%	76.00%	80.00%

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	2,392,831	2,252,515	2,193,550	2,154,240	(39,310)	- 1%
Interest On Investments	46,907	19,843	25,000	6,000	(19,000)	- 76%
Drug Court Grant	121,906	102,499	100,000	194,610	94,610	94%
Justice Reinvestment Program	226,710	279,211	210,000	261,940	51,940	24%
Dept of Revenue	0	0	0	10,800	10,800	100%
Transitional Funds	0	0	0	6,000	6,000	100%
M 57 Treatment Funds	70,018	70,018	70,000	73,390	3,390	4%
CJC Mental Hlth Grant	100,402	88,577	87,500	126,650	39,150	44%
Comm. Correct. Act Reimb.	1,695,172	1,695,172	1,682,000	1,775,320	93,320	5%
Inmate Welfare Subsidy Revenue	4,901	4,901	2,000	0	(2,000)	- 100%
BVP Grant	0	0	1,720	1,000	(720)	- 41%
CARES Act Reimbursement	2,050	5,877	0	0	0	0%
Covid - ESF	0	108,300	0	0	0	0%
Fees For Supervision	104,186	108,087	100,000	0	(100,000)	- 100%
Drug Court	0	0	0	0	0	0%
DNA	300	275	350	300	(50)	- 14%
Compact Fee	2,600	2,375	3,000	3,000	0	0%
DV Treatment	215	780	500	2,000	1,500	300%
Urinalysis Fee	16,121	8,442	10,000	5,000	(5,000)	- 50%
Alcohol/Drug TX	925	3,288	3,000	0	(3,000)	- 100%
Community Service Fee	3,005	2,575	3,000	6,700	3,700	123%
Polygraph - Sex Offender	3,185	1,815	2,700	2,000	(700)	- 25%
Polygraph - DV Offender	1,120	1,195	1,500	1,000	(500)	- 33%
Sex Offender Treatment	9,602	16,254	13,000	15,000	2,000	15%
Electronic Monitoring	4,145	4,563	6,500	3,000	(3,500)	- 53%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Subsidy Reimbursement	1,080	2,164	2,000	6,000	4,000	200%
Rev. Refunds & Reim.	1,630	790	500	200	(300)	- 60%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>4,809,012</b>	<b>4,779,516</b>	<b>4,517,820</b>	<b>4,654,150</b>	<b>136,330</b>	<b>3%</b>
<b>Total Unappropriated Budget:</b>	<b>2,252,515</b>	<b>2,300,038</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>2,556,497</b>	<b>2,479,478</b>	<b>4,517,820</b>	<b>4,654,150</b>	<b>136,330</b>	<b>3%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	823,288	967,830	1,060,290	1,193,990	133,700	12%
Personnel Benefits	500,281	586,863	693,240	778,500	85,260	12%
Materials & Services	547,327	690,972	883,220	883,710	490	0%
Special Payments	296,281	175,373	366,000	440,910	74,910	20%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	15,000	0	(15,000)	- 100%
Transfer Out	389,320	58,440	65,510	33,730	(31,780)	- 48%
Contingency	0	0	1,434,560	1,323,310	(111,250)	- 7%
<b>Total Expenditures:</b>	<b>2,556,497</b>	<b>2,479,478</b>	<b>4,517,820</b>	<b>4,654,150</b>	<b>136,330</b>	<b>3%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Undersheriff	0.10	0.10	0.10	0.10	0.00	0%
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	1.00	1.00	1.00	2.00	1.00	100%
Staff Assistant	0.00	2.00	2.00	2.00	0.00	0%
Pre-Trial Release Specialist	1.00	2.00	2.00	2.00	0.00	0%
Parole & Probation Deputy I	2.00	1.00	1.00	4.00	3.00	300%
Parole & Probation Deputy II	5.00	6.00	6.00	3.00	(3.00)	- 50%
<b>Total Personnel:</b>	<b>10.10</b>	<b>13.10</b>	<b>13.10</b>	<b>14.10</b>	<b>1.00</b>	<b>7%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Undersheriff	82-1110	13,190	15,971	15,350	16,320	970	6%
Lieutenant	82-1113	131,694	123,810	129,220	137,000	7,780	6%
Sergeant	82-1116	99,971	106,348	109,210	214,640	105,430	96%
Staff Assistant	82-1191	0	91,441	98,640	103,020	4,380	4%
Pre-Trial Release Specialist	82-1429	54,626	89,437	116,300	126,160	9,860	8%
Parole & Probation Deputy I	82-1430	277,243	219,317	78,710	230,380	151,670	192%
Parole & Probation Deputy II	82-1431	246,564	321,506	512,860	366,470	(146,390)	- 28%
Overtime	82-1945	9,016	8,538	20,000	20,000	0	0%
Remuneration	82-1947	14,640	15,340	16,920	19,720	2,800	16%
F.I.C.A.	82-1950	61,692	71,376	83,940	94,380	10,440	12%
Retirement	82-1955	192,460	210,006	258,640	290,820	32,180	12%
Medical Waiver	82-1963	100	0	0	0	0	0%
Medical Insurance	82-1964	169,024	212,786	234,120	258,510	24,390	10%
Dental Insurance	82-1965	18,408	21,376	26,810	30,080	3,270	12%
HSA/HRA Contribution	82-1966	18,033	21,700	21,700	26,020	4,320	19%
Benefits Admin Fees	82-1967	257	304	350	300	(50)	- 14%
Life/AD&D Insurance	82-1970	704	958	1,090	1,270	180	16%
Salary Continuation Insur	82-1972	1,029	1,216	1,250	1,320	70	5%
S.A.I.F.	82-1975	14,071	22,271	27,320	34,850	7,530	27%
Unemployment	82-1980	848	993	1,100	1,230	130	11%
<b>Personnel Services Totals:</b>		<b>1,323,569</b>	<b>1,554,693</b>	<b>1,753,530</b>	<b>1,972,490</b>	<b>218,960</b>	<b>12%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	3,787	4,692	6,000	6,000	0	0%
Safety Equipment	82-2045	2,734	3,767	3,000	5,000	2,000	66%
Telephones	82-2070	13,125	16,454	20,000	18,000	(2,000)	- 10%
Program Supplies	82-2140	2,174	1,995	2,000	2,000	0	0%
Custodial Supplies	82-2160	90	20	250	250	0	0%
Insurance	82-2200	14,199	14,932	17,920	21,360	3,440	19%
Maintenance - Equipment	82-2260	998	1,339	1,500	1,500	0	0%
Maintenance S.I.G.	82-2300	1,318	871	15,000	5,000	(10,000)	- 66%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	1,068	2,154	3,000	3,100	100	3%
Office Supplies	82-2410	555	1,025	2,500	2,500	0	0%
Books And Periodicals	82-2413	0	0	1,500	1,000	(500)	- 33%
Postage And Freight	82-2419	2,426	1,984	2,500	2,500	0	0%
Records And Forms	82-2422	892	0	500	500	0	0%
Printing And Reproduction	82-2425	415	378	750	3,000	2,250	300%
Office Furniture & Equipment	82-2454	147	1,876	12,000	10,000	(2,000)	- 16%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
PC Equipment	82-2455	13,638	3,290	5,000	12,000	7,000	140%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	1,431	4,304	4,000	4,000	0	0%
Peer Support	82-2491	0	0	1,800	1,800	0	0%
Physical Exams	82-2505	0	0	800	800	0	0%
U.A. Testing	82-2506	12,278	2,347	12,000	8,000	(4,000)	- 33%
Psycho-Sexual Evaluations	82-2522	9,000	4,500	10,000	10,000	0	0%
Cognitive Treatment Svcs	82-2523	3,790	0	10,000	0	(10,000)	- 100%
Justice Reinvestment Programs	82-2524	38,677	49,047	50,000	45,000	(5,000)	- 10%
Offender Subsidy Expense	82-2525	6,410	2,300	8,000	6,000	(2,000)	- 25%
Publi. And Legal Notices	82-2600	0	0	500	500	0	0%
Jail Beds Lease	82-2635	200,000	363,600	401,500	401,500	0	0%
Fuel - Vehicles	82-2852	4,778	3,964	10,000	10,000	0	0%
Vehicle Rental	82-2920	0	0	500	500	0	0%
Vehicle Maintenance & Use	82-2923	3,856	2,030	10,000	15,000	5,000	50%
Education And Training	82-2928	5,746	3,004	12,500	12,500	0	0%
Reimbursed Travel Expense	82-2930	9,205	483	18,000	18,000	0	0%
Electric Monitoring	82-3079	6,522	13,066	15,000	12,000	(3,000)	- 20%
Sex Offender Treatment	82-3083	28,570	37,271	50,000	50,000	0	0%
Refunds and Returns	82-3204	0	280	100	0	(100)	- 100%
Indirect Cost Allocation	82-3210	159,500	150,000	174,900	194,200	19,300	11%
<b>Materials &amp; Services Totals:</b>		<b>547,327</b>	<b>690,972</b>	<b>883,220</b>	<b>883,710</b>	<b>490</b>	<b>0%</b>

## Special Payments

DV Polygraph	82-3002	0	1,400	8,000	10,000	2,000	25%
DV Indigent Treatment	82-3004	2,667	1,550	10,000	15,000	5,000	50%
M 57 Treatment	82-3010	9,592	0	15,000	60,000	45,000	300%
M 57 UA Testing	82-3011	210	0	4,000	5,000	1,000	25%
M 57 Sanctions	82-3012	33,176	0	50,000	60,000	10,000	20%
M 57 Supplies/Incentives	82-3013	762	340	4,000	10,000	6,000	150%
Inmate Welfare Subsidy Expense	82-3030	4,465	2,355	0	0	0	0%
Treatment/Transition Funds	82-3031	0	0	18,000	12,000	(6,000)	- 33%
Adult Drug Court Travel/Traini	82-3060	1,485	0	5,000	9,960	4,960	99%
Adult Drug Court Program Supp.	82-3061	410	383	2,000	640	(1,360)	- 68%
Adult Drug Court Incentives	82-3062	1,895	761	4,000	8,900	4,900	122%
Adult Drug Court UA Testing	82-3063	603	287	3,000	2,000	(1,000)	- 33%
Adult Drug Court UA Supplies	82-3064	8,150	105	15,000	15,000	0	0%
Adult Drug Court Sanctions	82-3066	0	0	0	15,000	15,000	100%
Treatment Court Travel/Trainin	82-3070	1,485	0	4,000	9,540	5,540	138%
Treatment Court Program Suppli	82-3071	91	257	1,000	370	(630)	- 63%
Treatment Court Incentives	82-3072	2,839	1,052	2,000	3,500	1,500	75%
Treatment Court UA Testing	82-3073	330	653	1,000	2,250	1,250	125%
Treatment Court UA Supplies	82-3074	1,000	105	2,000	4,800	2,800	140%
Treatment Court MH Treatment	82-3075	80,348	44,567	75,000	33,250	(41,750)	- 55%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Treatment Court Sanctions	82-3077	0	0	0	3,700	3,700	100%
Drug Court Treatment	82-3082	100,000	80,245	75,000	90,000	15,000	20%
Sex Offender Polygraph	82-3090	3,900	6,900	8,000	10,000	2,000	25%
Subsidy Housing	82-3095	42,874	34,413	60,000	60,000	0	0%
<b>Special Payments Totals:</b>		<b>296,281</b>	<b>175,373</b>	<b>366,000</b>	<b>440,910</b>	<b>74,910</b>	<b>20%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	15,000	0	(15,000)	- 100%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>(15,000)</b>	<b>- 100%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
Transfer to Corrections Divisi	82-8103	129,500	0	0	0	0	0%
Transfer to Support Division	82-8104	259,820	58,440	65,510	33,730	(31,780)	- 48%
<b>Transfers Out Totals:</b>		<b>389,320</b>	<b>58,440</b>	<b>65,510</b>	<b>33,730</b>	<b>(31,780)</b>	<b>- 48%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	1,434,560	1,323,310	(111,250)	- 7%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,434,560</b>	<b>1,323,310</b>	<b>(111,250)</b>	<b>- 7%</b>
<b>Total Expenditures:</b>		<b>2,556,497</b>	<b>2,479,478</b>	<b>4,517,820</b>	<b>4,654,150</b>	<b>136,330</b>	<b>3%</b>

# Courthouse Security

## Mission Statement

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

## Department Overview

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

## Budget Highlights

This continues to be a status quo budget. Personnel costs maintain prior year amounts based on this being a rotating staff position.

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	149,735	130,777	94,400	77,440	(16,960)	- 17%
Interest On Investments	3,022	954	1,000	450	(550)	- 55%
Corrections Prog Sb1065	50,330	49,280	49,000	49,000	0	0%
<b>Total Revenue:</b>	<b>203,087</b>	<b>181,011</b>	<b>144,400</b>	<b>126,890</b>	<b>(17,510)</b>	<b>- 12%</b>
<b>Total Unappropriated Budget:</b>	<b>130,777</b>	<b>104,491</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>72,310</b>	<b>76,520</b>	<b>144,400</b>	<b>126,890</b>	<b>(17,510)</b>	<b>- 12%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	67,810	71,920	71,920	71,920	0	0%
Materials & Services	500	600	10,600	10,700	100	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	10,000	10,000	0	0%
Transfer Out	4,000	4,000	4,000	4,000	0	0%
Contingency	0	0	47,880	30,270	(17,610)	- 36%
<b>Total Expenditures:</b>	<b>72,310</b>	<b>76,520</b>	<b>144,400</b>	<b>126,890</b>	<b>(17,510)</b>	<b>- 12%</b>



Summary							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Personnel Services	82-1985	67,810	71,920	71,920	71,920	0	0%
<b>Personnel Services Totals:</b>		<b>67,810</b>	<b>71,920</b>	<b>71,920</b>	<b>71,920</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
General Equipment	82-2268	0	0	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	500	600	600	700	100	16%
<b>Materials &amp; Services Totals:</b>		<b>500</b>	<b>600</b>	<b>10,600</b>	<b>10,700</b>	<b>100</b>	<b>0%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	10,000	10,000	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to B&G	82-8003	0	0	0	0	0	0%
Transfer to IT	82-8006	4,000	4,000	4,000	4,000	0	0%
<b>Transfers Out Totals:</b>		<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	47,880	30,270	(17,610)	- 36%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>47,880</b>	<b>30,270</b>	<b>(17,610)</b>	<b>- 36%</b>
<b>Total Expenditures:</b>		<b>72,310</b>	<b>76,520</b>	<b>144,400</b>	<b>126,890</b>	<b>(17,510)</b>	<b>- 12%</b>

# State Timber Enforcement

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

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

## Budget Highlights

Revenue continues to increase as a result of higher timber revenue receipts. The revenue expenditure levels continue to remain in the black, allowing for the sustained funding at a full FTE for forest patrol deputy; an additional .3 FTE to account for call response coverage when the assigned Deputy is off duty; and .1 FTE for Sergeant supervision of these employees. There is also an allocation of \$10,000 to account for Materials & Services for these Deputy's such as fuel, vehicle maintenance, PPE, etc.

At this time this fund is solely funded by timber revenues and given the volatility of this revenue stream, the increased contingency is necessary to help offset future increases in personnel costs associated with negotiated contracts, PERS, and health insurance.

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	819,699	888,320	950,330	935,750	(14,580)	- 1%
Interest On Investments	17,633	7,094	5,000	2,500	(2,500)	- 50%
Timber Sales	191,478	199,851	167,400	195,840	28,440	16%
<b>Total Revenue:</b>	<b>1,028,810</b>	<b>1,095,265</b>	<b>1,122,730</b>	<b>1,134,090</b>	<b>11,360</b>	<b>1%</b>
<b>Total Unappropriated Budget:</b>	<b>888,320</b>	<b>954,475</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>140,490</b>	<b>140,790</b>	<b>1,122,730</b>	<b>1,134,090</b>	<b>11,360</b>	<b>1%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	127,890	127,890	158,330	120,000	(38,330)	- 24%
Materials & Services	12,600	12,900	30,400	30,500	100	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	10,000	10,000	0	0%
Contingency	0	0	924,000	973,590	49,590	5%
<b>Total Expenditures:</b>	<b>140,490</b>	<b>140,790</b>	<b>1,122,730</b>	<b>1,134,090</b>	<b>11,360</b>	<b>1%</b>

Summary							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Personnel Services	82-1985	127,890	127,890	158,330	120,000	(38,330)	- 24%
<b>Personnel Services Totals:</b>		<b>127,890</b>	<b>127,890</b>	<b>158,330</b>	<b>120,000</b>	<b>(38,330)</b>	<b>- 24%</b>
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	0	0	10,000	10,000	0	0%
Forest Trust Assessment	82-2908	11,800	11,800	19,000	19,000	0	0%
Materials & Services	82-2967	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	800	1,100	1,400	1,500	100	7%
<b>Materials &amp; Services Totals:</b>		<b>12,600</b>	<b>12,900</b>	<b>30,400</b>	<b>30,500</b>	<b>100</b>	<b>0%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Enforcement Divisi	82-8105	0	0	10,000	10,000	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	924,000	973,590	49,590	5%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>924,000</b>	<b>973,590</b>	<b>49,590</b>	<b>5%</b>
<b>Total Expenditures:</b>		<b>140,490</b>	<b>140,790</b>	<b>1,122,730</b>	<b>1,134,090</b>	<b>11,360</b>	<b>1%</b>

## Child Custody Mediation

### Department Overview

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

### Budget Highlights

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

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	48,725	29,867	10,630	27,360	16,730	157%
Interest On Investments	1,135	337	0	0	0	0%
Child Custody	33,080	33,080	33,080	33,080	0	0%
Rev. Refunds & Reim.	0	1	0	0	0	0%
<b>Total Revenue:</b>	<b>82,939</b>	<b>63,284</b>	<b>43,710</b>	<b>60,440</b>	<b>16,730</b>	<b>38%</b>
<b>Total Unappropriated Budget:</b>	<b>29,867</b>	<b>31,321</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>53,072</b>	<b>31,963</b>	<b>43,710</b>	<b>60,440</b>	<b>16,730</b>	<b>38%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	4,417	3,865	4,180	3,420	(760)	- 18%
Personnel Benefits	1,809	1,562	1,650	2,570	920	55%
Materials & Services	46,846	26,537	37,880	37,780	(100)	- 0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	16,670	16,670	0%
<b>Total Expenditures:</b>	<b>53,072</b>	<b>31,963</b>	<b>43,710</b>	<b>60,440</b>	<b>16,730</b>	<b>38%</b>

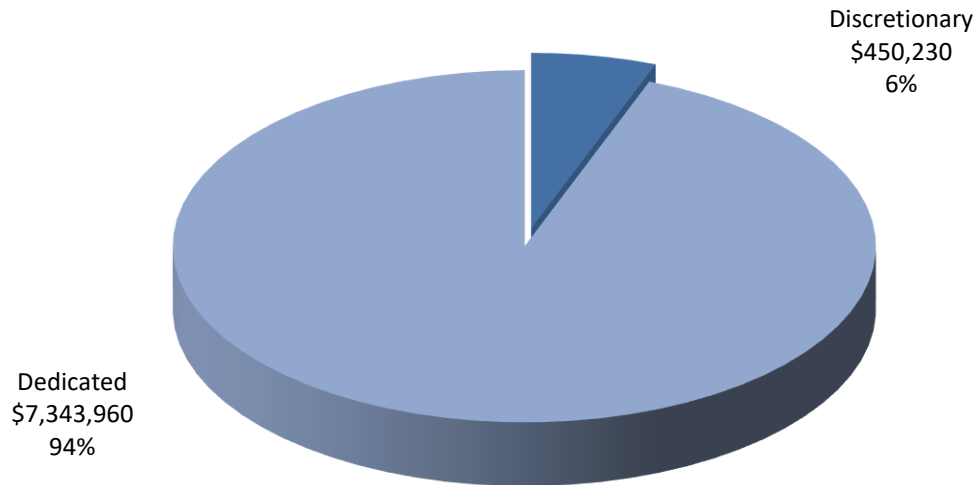
### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
None	0.00	0.00	0.00	0.05	0.05	100%
Senior Admin Supervisor	0.00	0.05	0.00	0.00	0.00	0%
Executive Assistant	0.00	0.00	0.05	0.00	(0.05)	- 100%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
None	82-1000	0	0	0	3,420	3,420	100%
Senior Admin Supervisor	82-1119	2,765	3,865	0	0	0	0%
Executive Assistant	82-1121	1,652	0	4,180	0	(4,180)	- 100%
F.I.C.A.	82-1950	343	300	320	260	(60)	- 18%
Retirement	82-1955	1,200	1,052	1,110	900	(210)	- 18%
Medical Waiver	82-1963	75	60	60	0	(60)	- 100%
Medical Insurance	82-1964	0	0	0	1,100	1,100	100%
Dental Insurance	82-1965	164	125	120	120	0	0%
HSA/HRA Contribution	82-1966	0	0	0	110	110	100%
Benefits Admin Fees	82-1967	2	2	10	10	0	0%
Life/AD&D Insurance	82-1970	6	5	10	60	50	500%
Salary Continuation Insur	82-1972	13	11	10	0	(10)	- 100%
S.A.I.F.	82-1975	4	5	10	10	0	0%
Unemployment	82-1980	3	2	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>6,226</b>	<b>5,426</b>	<b>5,830</b>	<b>5,990</b>	<b>160</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	45,446	25,037	36,080	36,080	0	0%
Indirect Cost Allocation	82-3210	1,400	1,500	1,800	1,700	(100)	- 5%
<b>Materials &amp; Services Totals:</b>		<b>46,846</b>	<b>26,537</b>	<b>37,880</b>	<b>37,780</b>	<b>(100)</b>	<b>- 0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	16,670	16,670	100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>16,670</b>	<b>16,670</b>	<b>100%</b>
<b>Total Expenditures:</b>		<b>53,072</b>	<b>31,963</b>	<b>43,710</b>	<b>60,440</b>	<b>16,730</b>	<b>38%</b>

## Clatsop County Functions/Programs Budget Public Health 2022-2023 Total \$7,794,190



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

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

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



# Community Health

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

Successful COVID-19 vaccination campaign and response  
 Continuity of routine clinic and CD operations during pandemic  
 Implementation and opening of the Jewell School Based Health Center  
 Hiring highly skilled public health nurse team  
 Expanded partnerships with community based organizations, schools, hospitals  
 Completed Regional Health Equity Assessment with Tillamook and Columbia Counties  
 Implemented leadership structure and administrative oversight in alignment with program requirements

## Budget Highlights

Significant changes from prior year budget:

- School-Based Health Center revenue & expenditures moved to org unit 4163.
- PE10-02 STD is new revenue that will pay for DIS position.
- MAC revenue moved from org unit 4160.
- Total clinic fees and vacc revenues within 1% of prior year budget.
- PH Director and Accountant II moved from 4110 into multiple org units.
- Deputy Director & Clinical Mgr/Nursing Supervisor are new positions.
- Clinical Provider is retiring in FY21/22.
- Prev Program Coordinator position eliminated due to promotion to Deputy Director.
- Health Equity position added for OMNI project.
- Additional PH Nurse III positions vs PH Nurse II.
- Additional Staff Assistants for building capacity in 4110 as part of PH Modernization.
- OCHIN billing fees increased due to lab interface with Oregon State Public Health Lab.
- Contract personnel expected to include new County Health Officer (\$100K) and Data Analyst (\$50K).
- Office Equipment to be added includes replacement copier/printer/scanner.

## Performance Measures

Due to COVID-19 current performance measures are not up-to-date and available. Performance measures are delineated in OHA Program Elements (PE), Triennial Review Tools. Results are published by OHA. The last Triennial Review was in 2018. The 2021 Triennial Review rescheduled for 2022. Publication of the results is pending at the time of budget approval.

Program Element 01- State Support for Public Health

<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/pe/PE-01-SSPH.pdf>

Program Element 10 – Sexually Transmitted Diseases

<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/pe/PE-10-STD-Case-Mgmt-Services.pdf>

Program Element 03 - Tuberculosis

<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/pe/PE-03-TB-Services.pdf>

Triennial Review 2018:

<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/pe/PE-03-TB-Services.pdf>

Community Health is PE 01-01, PE 51-01/02 - Local and Regional Public Health Modernization - Performance measures for PE 51-01-02 are prioritized by OHA each biennium.

<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/pe/PE-51-PH-Modernization-Implementation.pdf>

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Timeliness of First Reports from LHD to State (<10 days)	Percent	100.00%	100.00%	100.00%	NA	80.00%	100.00%
Case Completion of Select Interviewed Cases:	Percent	100.00%	100.00%	100.00%	NA	70.00%	100.00%
Timeliness of Completion (<14 days)	Percent	100.00%	100.00%	100.00%	NA	75.00%	100.00%
Timeliness of Interviewed Cases (<10days)	Percent	100.00%	100.00%	100.00%	NA	75.00%	100.00%

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	0	21,502	0	348,740	348,740	100%
Interest On Investments	10,617	8,289	9,000	10,230	1,230	13%
State Support PE01-01	47,343	47,342	47,340	46,840	(500)	- 1%
School Based Health Center PE4	15,000	105,000	60,000	0	(60,000)	- 100%
St. - T B Epi Program	60	0	0	0	0	0%
Fed. - TB Epi Program	0	0	0	0	0	0%
HIV & STD Prevention Special N	0	53	0	0	0	0%
PE51-01/PE51-02PH Modern Capac	123,062	164,737	250,000	250,000	0	0%
TB Case Mgmt/Investigation	3,965	0	1,500	0	(1,500)	- 100%
PE 10 STD Client Services	0	0	0	74,230	74,230	100%
Syphilis Case Mgmt/Investigati	2,250	0	0	0	0	0%
ARPA WF Funding PE51-03	0	0	0	0	0	0%
CARES Act Reimbursement	0	1,023	0	0	0	0%
Medicaid MAC	97,086	54,083	0	60,000	60,000	100%
Public Health Donations	91	27	50	70	20	40%
Knappa SBHC	30,000	0	0	0	0	0%
Clinic Fees	14,271	11,551	12,000	46,080	34,080	284%
Adult Immunizations	5,024	4,092	5,000	3,900	(1,100)	- 22%
Vaccines Fees	2,162	724	1,500	980	(520)	- 34%
Vaccine - OHP	1,563	92	1,000	0	(1,000)	- 100%
CCO Imms	11,135	5,096	12,000	0	(12,000)	- 100%
Vaccine - Ins.	25,892	15,349	20,000	0	(20,000)	- 100%
Vital Statistics	33,575	41,635	40,000	47,800	7,800	19%
Col Pacific CCO Grant	300	30,445	0	0	0	0%
CareOregon Stabilization Fund	3,500	0	0	0	0	0%
Copy Fees	10	0	0	0	0	0%
Franchise Fees	750	750	750	870	120	16%
Rev. Refunds & Reim.	1,727	60	500	2,570	2,070	414%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	377,310	389,770	949,950	69,390	(880,560)	- 92%
Transfer from Other Funds	0	0	0	0	0	0%
Transfer from American Rescue	0	0	0	250,000	250,000	100%
<b>Total Revenue:</b>	<b>806,691</b>	<b>901,620</b>	<b>1,410,590</b>	<b>1,211,700</b>	<b>(198,890)</b>	<b>- 14%</b>
<b>Total Unappropriated Budget:</b>	<b>21,502</b>	<b>98,102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>785,189</b>	<b>803,519</b>	<b>1,410,590</b>	<b>1,211,700</b>	<b>(198,890)</b>	<b>- 14%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	286,146	256,369	582,470	533,480	(48,990)	- 8%
Personnel Benefits	157,250	222,660	367,310	300,180	(67,130)	- 18%
Materials & Services	321,573	324,490	460,810	366,040	(94,770)	- 20%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	20,221	0	0	12,000	12,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>785,189</b>	<b>803,519</b>	<b>1,410,590</b>	<b>1,211,700</b>	<b>(198,890)</b>	<b>- 14%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
None	0.00	0.00	0.00	0.60	0.60	100%
Public Health Director	0.15	0.15	1.00	0.13	(0.88)	- 87%
Deputy Director of Public Heal	0.00	0.00	0.00	0.25	0.25	100%
Staff Assistant	1.35	1.70	2.70	3.60	0.90	33%
Clinical Provider	0.00	0.00	1.00	0.00	(1.00)	- 100%
Community Health Project Manag	0.20	1.00	0.00	0.00	0.00	0%
Clinical Mgr/Nursing Superviso	0.00	0.00	0.00	0.20	0.20	100%
Public Health Nurse II	2.25	2.05	2.10	0.70	(1.40)	- 66%
Public Health Nurse III	0.00	0.00	0.00	1.60	1.60	100%
Accountant II	0.50	0.65	0.65	0.08	(0.57)	- 88%
Prev Program Coordinator	0.05	0.05	0.05	0.00	(0.05)	- 100%
<b>Total Personnel:</b>	<b>4.50</b>	<b>5.60</b>	<b>7.50</b>	<b>7.15</b>	<b>(0.35)</b>	<b>- 4%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
None	82-1000	0	0	0	0	0	0%
Public Health Director	82-1086	12,999	51,531	140,570	18,630	(121,940)	- 86%
Deputy Director of Public Heal	82-1087	0	0	0	30,800	30,800	100%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Staff Assistant	82-1191	65,654	78,994	137,020	216,290	79,270	57%
Clinical Provider	82-1201	597	0	82,940	0	(82,940)	- 100%
Community Health Project Manag	82-1203	43,996	(9,826)	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	0	0	24,260	24,260	100%
Public Health Nurse II	82-1209	121,428	78,705	174,870	61,560	(113,310)	- 64%
Public Health Nurse III	82-1210	0	5,994	0	144,740	144,740	100%
Accountant II	82-1848	32,423	47,097	42,500	5,120	(37,380)	- 87%
Health Promotion Specialist II	82-1872	0	0	0	0	0	0%
Health Promotion Specialist I	82-1873	5,198	0	0	0	0	0%
Disease Intervention Specialis	82-1880	0	0	0	32,080	32,080	100%
Prev Program Coordinator	82-1882	3,852	3,874	4,570	0	(4,570)	- 100%
Temporary - SBHC Coordinator	82-1901	0	0	0	0	0	0%
Temporary - Health Equity	82-1903	0	0	0	13,710	13,710	100%
Temporary - Clinical Help	82-1905	4,442	3,881	12,000	4,830	(7,170)	- 59%
Temporary Help	82-1941	0	4,167	0	10,180	10,180	100%
Overtime	82-1945	13,597	62,394	0	0	0	0%
Remuneration	82-1947	0	2,350	1,920	4,870	2,950	153%
F.I.C.A.	82-1950	22,004	24,076	45,720	43,450	(2,270)	- 4%
Retirement	82-1955	47,197	56,873	135,550	112,630	(22,920)	- 16%
Medical Waiver	82-1963	1,257	1,099	1,320	960	(360)	- 27%
Medical Insurance	82-1964	54,061	52,178	138,590	86,970	(51,620)	- 37%
Dental Insurance	82-1965	6,358	5,274	15,290	9,160	(6,130)	- 40%
HSA/HRA Contribution	82-1966	6,342	8,053	12,800	9,460	(3,340)	- 26%
Benefits Admin Fees	82-1967	130	148	130	150	20	15%
Life/AD&D Insurance	82-1970	122	363	700	780	80	11%
Salary Continuation Insur	82-1972	663	410	840	610	(230)	- 27%
S.A.I.F.	82-1975	708	930	1,850	1,850	0	0%
Unemployment	82-1980	368	465	600	570	(30)	- 5%
<b>Personnel Services Totals:</b>		<b>443,396</b>	<b>479,029</b>	<b>949,780</b>	<b>833,660</b>	<b>(116,120)</b>	<b>- 12%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,681	1,614	1,500	1,820	320	21%
Insurance	82-2200	4,036	6,220	7,470	5,940	(1,530)	- 20%
OCHIN Billing Fees	82-2225	6,071	4,247	4,000	6,590	2,590	64%
OCHIN EMR Billing	82-2226	1,220	850	800	1,200	400	50%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Lockbox Fees	82-2230	1,071	984	1,000	990	(10)	- 1%
License And Permit Fees	82-2240	84	134	0	80	80	100%
Maintenance - Equipment	82-2260	895	365	500	1,000	500	100%
General Equipment	82-2268	0	642	0	0	0	0%
Medical Supplies	82-2345	1,910	2,771	2,500	5,160	2,660	106%
MAC Admin Fees	82-2350	280	240	400	190	(210)	- 52%
Membership Fees And Dues	82-2370	925	1,084	1,030	280	(750)	- 72%
Office Supplies	82-2410	389	1,220	1,000	2,410	1,410	141%
Books And Periodicals	82-2413	135	301	150	150	0	0%
Postage And Freight	82-2419	515	1,015	800	2,590	1,790	223%
Records And Forms	82-2422	3	490	500	840	340	68%
Printing And Reproduction	82-2425	2,014	2,186	1,500	3,130	1,630	108%
Prof And Spec Services	82-2450	175	55	0	0	0	0%
Office Furniture & Equipment	82-2454	2,009	725	1,500	2,080	580	38%
PC Equipment	82-2455	17,799	9,642	6,510	13,100	6,590	101%
Contract Personnel	82-2470	1,200	1,200	215,100	150,000	(65,100)	- 30%
Contractual Services	82-2471	79,972	84,080	0	0	0	0%
Knappa SBHC	82-2497	900	0	0	0	0	0%
CHART Expenses	82-2501	481	402	200	0	(200)	- 100%
Lab Services	82-2503	0	200	0	0	0	0%
State Vaccines	82-2509	27,855	14,542	25,000	25,000	0	0%
Locally Owned Vaccine	82-2511	2,146	2,166	5,000	3,860	(1,140)	- 22%
SBHC Expense	82-2536	60,405	72,214	60,000	0	(60,000)	- 100%
Publi. And Legal Notices	82-2600	0	334	0	0	0	0%
Advertising	82-2605	575	1,920	1,000	500	(500)	- 50%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	146	0	0	250	250	100%
Fuel - Vehicles	82-2852	532	417	500	500	0	0%
Recruitment Expense	82-2880	0	0	0	0	0	0%
Vehicle Rental	82-2920	101	0	250	0	(250)	- 100%
Vehicle Maintenance & Use	82-2923	0	137	500	1,200	700	140%
Education And Training	82-2928	955	473	1,100	200	(900)	- 81%
Miscellaneous Expense	82-2929	600	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,095	0	4,300	2,480	(1,820)	- 42%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	103,400	111,620	116,700	134,500	17,800	15%
<b>Materials &amp; Services Totals:</b>		<b>321,573</b>	<b>324,490</b>	<b>460,810</b>	<b>366,040</b>	<b>(94,770)</b>	<b>- 20%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	20,221	0	0	0	0	0%
Office Equipment	82-4300	0	0	0	12,000	12,000	100%
<b>Capital Outlay Totals:</b>		<b>20,221</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>100%</b>

Total Expenditures:		785,189	803,519	1,410,590	1,211,700	(198,890)	- 14%
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# Tobacco Prevention

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

Re-building relationships with local schools to collaborate with students/youth on tobacco prevention initiatives and positive youth development.

A new Tobacco Prevention and Education Program Coordinator (TPEP) was hired.

Held the annual Place Matters Conference with a focus on Climate Change and Health. This year's conference was held virtually over three days and included speakers and panelist from OHA, OHSU, UW and local food and agricultural workers.

Sustained CHART (Community Health Advocacy and Resource Team) meeting virtually every month.

TPEP staff performed an internal assessment for public health staff on their knowledge of Oregon Tobacco Quit Line and cessation services.

## Budget Highlights

There was savings in this org unit due to the TPEP position being vacated for a quarter, as well as staff being directed toward COVID-19 communications.

Significant changes from prior year budget:

- Accountant II moved from 4110 into multiple org units.
- Deputy Director is new position.
- Prev Program Coordinator position eliminated due to promotion to Deputy Director.
- Additional HP Spec II positions vs HP Spec I.
- Contractual Services includes Place Matters Conference speakers.



## Performance Measures

Performance measures are determined through Program Element #13. Standards are delineated in detail and evaluated by Oregon Health Authority (OHA).

PE 13 Tobacco Prevention and Education Program (TPEP)

Triennial Review 2018 – PE 13

[https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop\\_TR.pdf](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop_TR.pdf)

Triennial Review Performance Measures – PE 13

<https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd-trt.aspx>

Long term outcomes include:

Decrease in youth and adult tobacco use

Increase access to cessation

Increase smoke and tobacco-free areas

Increase in community collaboration for health related initiatives

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	181	13,516	5,280	102,230	96,950	1836%
Comm. Chronic Disease Prev. PE	0	15,000	0	0	0	0%
Tobacco Prevention PE13-01	122,342	114,997	157,680	202,280	44,600	28%
Franchise Fees	90	90	90	110	20	22%
Rev. Refunds & Reim.	28	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	23,540	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>146,181</b>	<b>143,603</b>	<b>163,050</b>	<b>304,620</b>	<b>141,570</b>	<b>86%</b>
<b>Total Unappropriated Budget:</b>	<b>13,516</b>	<b>28,092</b>	<b>32,170</b>	<b>101,020</b>	<b>68,850</b>	<b>214%</b>
<b>Total Budgeted Resources:</b>	<b>132,665</b>	<b>115,511</b>	<b>130,880</b>	<b>203,600</b>	<b>72,720</b>	<b>55%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	83,021	62,027	72,530	124,090	51,560	71%
Personnel Benefits	36,446	21,888	37,980	54,010	16,030	42%
Materials & Services	13,198	31,596	20,370	25,500	5,130	25%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>132,665</b>	<b>115,511</b>	<b>130,880</b>	<b>203,600</b>	<b>72,720</b>	<b>55%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.10	0.00	0.00	0.00	0.00	0%
Deputy Director of Public Heal	0.00	0.00	0.00	0.10	0.10	100%
Accountant II	0.10	0.00	0.00	0.08	0.08	100%
Health Promotion Specialist II	0.00	0.00	0.00	1.78	1.78	100%
Health Promotion Specialist I	0.80	1.60	1.05	0.00	(1.05)	- 100%
Prev Program Coordinator	0.10	0.10	0.10	0.00	(0.10)	- 100%
<b>Total Personnel:</b>	<b>1.10</b>	<b>1.70</b>	<b>1.15</b>	<b>1.95</b>	<b>0.80</b>	<b>69%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	10,932	0	0	0	0	0%
Deputy Director of Public Heal	82-1087	0	0	0	12,320	12,320	100%
Staff Assistant	82-1191	570	281	0	0	0	0%
Accountant II	82-1848	3,932	0	0	5,120	5,120	100%
Health Promotion Specialist II	82-1872	0	0	0	106,650	106,650	100%
Health Promotion Specialist I	82-1873	61,098	52,959	63,390	0	(63,390)	- 100%
Prev Program Coordinator	82-1882	6,489	8,786	9,140	0	(9,140)	- 100%
Temporary - Clinical Help	82-1905	0	0	10,000	0	(10,000)	- 100%
Overtime	82-1945	3,813	252	0	0	0	0%
Remuneration	82-1947	0	14	0	0	0	0%
F.I.C.A.	82-1950	6,523	4,676	6,310	9,490	3,180	50%
Retirement	82-1955	16,496	11,382	14,630	25,030	10,400	71%
Medical Insurance	82-1964	6,468	3,403	4,150	16,080	11,930	287%
Dental Insurance	82-1965	1,879	1,542	2,010	1,710	(300)	- 14%
HSA/HRA Contribution	82-1966	706	128	260	750	490	188%
Benefits Admin Fees	82-1967	46	60	70	60	(10)	- 14%
Life/AD&D Insurance	82-1970	119	81	110	200	90	81%
Salary Continuation Insur	82-1972	126	106	100	150	50	50%
S.A.I.F.	82-1975	195	181	260	420	160	61%
Unemployment	82-1980	75	64	80	120	40	50%
<b>Personnel Services Totals:</b>		<b>119,467</b>	<b>83,915</b>	<b>110,510</b>	<b>178,100</b>	<b>67,590</b>	<b>61%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,479	1,210	1,400	1,400	0	0%
Program Supplies	82-2140	0	300	0	1,500	1,500	100%
Facilities Rental	82-2143	0	0	0	0	0	0%
Insurance	82-2200	573	1,131	1,360	890	(470)	- 34%
Membership Fees And Dues	82-2370	155	210	210	350	140	66%
Office Supplies	82-2410	330	1,066	1,500	200	(1,300)	- 86%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	50	6	50	20	(30)	- 60%
Printing And Reproduction	82-2425	305	462	400	430	30	7%
Office Furniture & Equipment	82-2454	0	0	0	910	910	100%
PC Equipment	82-2455	0	0	0	2,000	2,000	100%
Contractual Services	82-2471	0	16,500	0	2,000	2,000	100%
Advertising	82-2605	0	0	0	1,000	1,000	100%
Meetings/ Hosting	82-2750	11	196	0	160	160	100%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	217	25	150	340	190	126%

Summary Cont.							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Education And Training	82-2928	0	1,190	0	500	500	100%
Reimbursed Travel Expense	82-2930	2,878	0	3,000	2,600	(400)	- 13%
Indirect Cost Allocation	82-3210	7,200	9,300	12,300	11,200	(1,100)	- 8%
<b>Materials &amp; Services Totals:</b>		<b>13,198</b>	<b>31,596</b>	<b>20,370</b>	<b>25,500</b>	<b>5,130</b>	<b>25%</b>
<b>Total Expenditures:</b>		<b>132,665</b>	<b>115,511</b>	<b>130,880</b>	<b>203,600</b>	<b>72,720</b>	<b>55%</b>

# Immunization

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

### COVID-19 Vaccination Campaign

Assistance to qualifying entities regarding immunization requirements and exclusion in schools and childcare  
 Extensive outreach to businesses, migrant workers, isolated communities, home visits, homeless connect  
 Partnership with Medical Teams International  
 Vaccine Task Force  
 Flu outreach  
 VFC site @ Jewell SBHC  
 Collaboration with community based organizations and local providers  
 Social media campaign

## Budget Highlights

PH Director and Accountant II equally distributed in all programs except in programs where Deputy Director has administrative oversight. Clinic Manager/Nursing Supervisor new position 21-22 budgeted in all clinical programs.

Significant changes from prior year budget:

- No additional revenue anticipated from OIP Cares (PE01-10).
- PH Director and Accountant II moved from 4110 into multiple org units.
- Clinical Mgr/Nursing Supervisor is new position.
- Previously awarded COVID funds can be expended until 6/30/2024.

## Performance Measures

Due to COVID-19 current performance measures are not up-to-date and available. Performance measures are delineated in OHA Program Elements (PE), Triennial Review Tools. Results are published annually or biannually by OHA and the LPHA. The last Triennial Review was in 2018. The 2021 Triennial Review rescheduled for 2022. Publication of the results is pending at the time of budget approval.

Program Element 43:

<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/pe/PE-43-Immunization.pdf>

Triennial Review 2018:

[https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop\\_TR.pdf](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop_TR.pdf)

Triennial Review Measures Immunizations 2019

<https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd-trt.aspx>

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of routine vaccinations provided	Count	1230.00	1550.00	1189.00	656.00	750.00	1500.00
Number of COVID outreach clinics	Count	15.00	30.00	12.00	NA	94.00	NA
Number of COVID vaccinations	Count	NA	NA	NA	NA	9130.00	NA

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	256,630	256,630	100%
Or Health Immun Project PE43-0	5,953	33,549	13,480	13,320	(160)	- 1%
St. - OR Health Immun Project	7,036	0	0	0	0	0%
OIP CARES Grant PE01-10	0	209,890	209,890	0	(209,890)	- 100%
NWRESD Vaccine Project	10,000	0	0	0	0	0%
CPCCO Vaccine Outreach	0	2,000	0	0	0	0%
Transfer from General	0	3,580	3,580	10,670	7,090	198%
<b>Total Revenue:</b>	<b>22,989</b>	<b>249,018</b>	<b>226,950</b>	<b>280,620</b>	<b>53,670</b>	<b>23%</b>
<b>Total Unappropriated Budget:</b>	<b>(1,778)</b>	<b>181,369</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>24,766</b>	<b>67,650</b>	<b>226,950</b>	<b>280,620</b>	<b>53,670</b>	<b>23%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	14,288	45,591	11,080	53,620	42,540	383%
Personnel Benefits	7,190	14,437	3,640	20,260	16,620	456%
Materials & Services	3,289	7,622	212,230	206,740	(5,490)	- 2%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>24,766</b>	<b>67,650</b>	<b>226,950</b>	<b>280,620</b>	<b>53,670</b>	<b>23%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.00	0.00	0.13	0.13	100%
Staff Assistant	0.00	0.05	0.05	0.10	0.05	100%
Clinical Mgr/Nursing Superviso	0.00	0.00	0.00	0.20	0.20	100%
Public Health Nurse II	0.10	0.10	0.10	0.00	(0.10)	- 100%
Accountant II	0.00	0.00	0.00	0.08	0.08	100%
<b>Total Personnel:</b>	<b>0.10</b>	<b>0.15</b>	<b>0.15</b>	<b>0.50</b>	<b>0.35</b>	<b>234%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	0	0	0	18,630	18,630	100%
Deputy Director of Public Heal	82-1087	0	0	0	0	0	0%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Staff Assistant	82-1191	2,361	1,955	2,650	5,610	2,960	111%
Environmental Health Specialis	82-1197	0	2,810	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	0	0	24,260	24,260	100%
Public Health Nurse II	82-1209	11,825	38,169	8,430	0	(8,430)	- 100%
Public Health Nurse III	82-1210	0	0	0	0	0	0%
Reproductive Health Provider	82-1215	0	0	0	0	0	0%
Accountant II	82-1848	0	0	0	5,120	5,120	100%
Health Promotion Specialist II	82-1872	0	0	0	0	0	0%
Health Promotion Specialist I	82-1873	103	625	0	0	0	0%
Prev Program Coordinator	82-1882	0	2,033	0	0	0	0%
Temporary - Clinical Help	82-1905	0	0	0	0	0	0%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Remuneration	82-1947	0	11	0	0	0	0%
F.I.C.A.	82-1950	1,048	3,515	860	4,110	3,250	377%
Retirement	82-1955	2,356	7,859	2,270	11,970	9,700	427%
Medical Waiver	82-1963	77	426	180	120	(60)	- 33%
Medical Insurance	82-1964	2,885	612	0	3,010	3,010	100%
Dental Insurance	82-1965	340	1,118	240	470	230	95%
HSA/HRA Contribution	82-1966	406	627	0	220	220	100%
Benefits Admin Fees	82-1967	0	0	10	10	0	0%
Life/AD&D Insurance	82-1970	36	82	20	50	30	150%
Salary Continuation Insur	82-1972	0	17	10	80	70	700%
S.A.I.F.	82-1975	32	131	40	170	130	325%
Unemployment	82-1980	8	38	10	50	40	400%
<b>Personnel Services Totals:</b>		<b>21,478</b>	<b>60,028</b>	<b>14,720</b>	<b>73,880</b>	<b>59,160</b>	<b>401%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	91	248	120	520	400	333%
Program Supplies	82-2140	221	0	300	0	(300)	- 100%
Maintenance - Equipment	82-2260	103	62	0	300	300	100%
General Equipment	82-2268	86	5,760	0	0	0	0%
Medical Supplies	82-2345	18	32	0	880	880	100%
Membership Fees And Dues	82-2370	150	150	150	220	70	46%
Office Supplies	82-2410	9	40	120	140	20	16%
Postage And Freight	82-2419	31	0	0	0	0	0%



## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Printing And Reproduction	82-2425	47	87	50	50	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
OIP CARES Expenses	82-2479	0	0	209,890	0	(209,890)	- 100%
COVID19 Emerg Prep	82-2489	0	0	0	198,470	198,470	100%
Educational Materials	82-2777	0	0	0	250	250	100%
Fuel - Vehicles	82-2852	62	44	0	500	500	100%
Vehicle Rental	82-2920	221	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	500	500	100%
Education And Training	82-2928	0	0	0	300	300	100%
Reimbursed Travel Expense	82-2930	1,150	0	0	2,010	2,010	100%
Indirect Cost Allocation	82-3210	1,100	1,200	1,600	2,600	1,000	62%
<b>Materials &amp; Services Totals:</b>		<b>3,289</b>	<b>7,622</b>	<b>212,230</b>	<b>206,740</b>	<b>(5,490)</b>	<b>- 2%</b>
<b>Total Expenditures:</b>		<b>24,766</b>	<b>67,650</b>	<b>226,950</b>	<b>280,620</b>	<b>53,670</b>	<b>23%</b>

# Babies First

## Mission Statement

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

## Department Overview

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

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

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

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

## Major Accomplishments

Maintaining virtual client services with existing and new families during the COVID-19 pandemic.

Increased efficiency and continuity of care from paper documentation to the EHR by implementing the Maternal Child Health Navigator within the existing OCHN/EPIC workspace.

Elevated lead levels are linked to adverse Neurological/Developmental outcomes. Implementing Lead Risk Assessment screening with local medical providers.

Collaboration with CPCCO Population health specialist to increase resources for the treatment of head lice.

Reconvene North Coast Breastfeeding Coalition

Participation in OMNI Institute's year long health equity training for the CCDPH

## Budget Highlights

Include PH Director and Accountant II in budget accurately reflecting program administrative support.

Significant changes from prior year budget:

- Universal Home Visiting/Family Connects (PE63) revenue not anticipated in FY22/23.
- Babies First Fees-TCM expected to be lower than prior year budget but higher than prior year projected.
- PH Director and Accountant II moved from 4110 into multiple org units.
- Clinical Mgr/Nursing Supervisor is new position.
- Additional PH Nurse III positions vs PH Nurse II.
- Additional Staff Assistants for building capacity as part of PH Modernization.
- Membership fees increasing due to multiple (4) anticipated memberships for MCH staff.

## Performance Measures

Due to COVID-19 current performance measures are not up-to-date and available. Performance measures are delineated in OHA Program Elements (PE), Triennial Review Tools. Results are published by OHA. The last review was in 2018. The 2021 Triennial Review rescheduled for 2022. Publication of the results is pending at the time of budget approval.

PE 42 Maternal, Child and Adolescent Health (MCAH) Services

Triennial Review 2018 – PE 42

[https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/Documents/Compliance/Clatsop\\_TR.pdf](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/Documents/Compliance/Clatsop_TR.pdf)

Triennial Review Performance Measures – PE 42

<https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd-trt.aspx>

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Clients seen	Count	NA	NA	NA	NA	98.00	100.00
Home visits completed	Count	NA	NA	NA	NA	138.00	150.00

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	15,720	26,247	38,300	22,710	(15,590)	- 40%
MCH-CAH - GF PE42-06	1,938	1,926	1,930	1,920	(10)	- 0%
St. - MCH-CAH-GF PE42-06	1,938	1,925	1,920	1,920	0	0%
MCH Title V - CAH PE42-11	5,231	20,803	20,800	20,680	(120)	- 0%
St. - MCH Prenatal - GF PE42-0	1,033	1,027	1,030	1,020	(10)	- 0%
MCH Title V - Flex Funds	15,693	(1)	0	0	0	0%
MCH Prenatal - GF PE42-03	1,033	1,027	1,020	1,020	0	0%
Universal Home Visiting PE63	2,253	44,796	50,000	0	(50,000)	- 100%
Babies 1st PE42-04	6,603	3,281	6,500	6,530	30	0%
Babies First Fees-TCM	90,951	72,504	90,000	75,000	(15,000)	- 16%
OCCSHYN CCN	18,000	0	0	0	0	0%
Cacoon-cdrc	22,512	5,767	29,700	24,710	(4,990)	- 16%
CPCCO HR Support	0	0	0	0	0	0%
NW Regional ESD - CCN	20,000	10,000	10,000	10,000	0	0%
Franchise Fees	0	0	0	110	110	100%
Rev. Refunds & Reim.	620	0	0	0	0	0%
Transfer from General	49,940	0	0	72,600	72,600	100%
<b>Total Revenue:</b>	<b>253,464</b>	<b>189,302</b>	<b>251,200</b>	<b>238,220</b>	<b>(12,980)</b>	<b>- 5%</b>
<b>Total Unappropriated Budget:</b>	<b>26,247</b>	<b>37,761</b>	<b>90,930</b>	<b>0</b>	<b>(90,930)</b>	<b>- 100%</b>
<b>Total Budgeted Resources:</b>	<b>227,217</b>	<b>151,541</b>	<b>160,270</b>	<b>238,220</b>	<b>77,950</b>	<b>48%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	140,740	85,552	92,860	154,390	61,530	66%
Personnel Benefits	60,719	39,784	45,690	66,670	20,980	45%
Materials & Services	25,758	26,205	21,720	17,160	(4,560)	- 20%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>227,217</b>	<b>151,541</b>	<b>160,270</b>	<b>238,220</b>	<b>77,950</b>	<b>48%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.00	0.00	0.13	0.13	100%
Staff Assistant	0.20	0.10	0.10	0.10	0.00	0%
Clinical Mgr/Nursing Superviso	0.00	0.00	0.00	0.20	0.20	100%
Public Health Nurse II	2.00	2.00	1.00	0.00	(1.00)	- 100%
Public Health Nurse III	0.00	0.00	0.00	1.00	1.00	100%
Accountant II	0.10	0.05	0.05	0.08	0.03	54%
<b>Total Personnel:</b>	<b>2.30</b>	<b>2.15</b>	<b>1.15</b>	<b>1.50</b>	<b>0.35</b>	<b>30%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	0	896	0	18,630	18,630	100%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Staff Assistant	82-1191	6,358	1,916	5,290	7,920	2,630	49%
Clinical Mgr/Nursing Superviso	82-1206	0	0	0	24,260	24,260	100%
Public Health Nurse II	82-1209	128,263	80,100	84,300	0	(84,300)	- 100%
Public Health Nurse III	82-1210	0	0	0	98,460	98,460	100%
Accountant II	82-1848	6,119	2,640	3,270	5,120	1,850	56%
Temporary - Clinical Help	82-1905	0	0	0	0	0	0%
Overtime	82-1945	0	456	0	0	0	0%
Remuneration	82-1947	0	11	0	0	0	0%
F.I.C.A.	82-1950	9,997	6,187	7,110	11,820	4,710	66%
Retirement	82-1955	25,812	15,543	18,750	31,830	13,080	69%
Medical Waiver	82-1963	125	25	120	120	0	0%
Medical Insurance	82-1964	19,296	13,949	15,300	17,430	2,130	13%
Dental Insurance	82-1965	2,397	1,265	1,670	2,070	400	23%
HSA/HRA Contribution	82-1966	2,239	1,782	2,100	2,420	320	15%
Benefits Admin Fees	82-1967	69	41	70	40	(30)	- 42%
Life/AD&D Insurance	82-1970	202	110	110	150	40	36%
Salary Continuation Insur	82-1972	139	80	80	150	70	87%
S.A.I.F.	82-1975	311	244	290	490	200	68%
Unemployment	82-1980	132	91	90	150	60	66%
<b>Personnel Services Totals:</b>		<b>201,459</b>	<b>125,336</b>	<b>138,550</b>	<b>221,060</b>	<b>82,510</b>	<b>59%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,772	635	700	830	130	18%
Program Supplies	82-2140	0	330	200	230	30	15%
Insurance	82-2200	2,233	2,314	2,780	1,610	(1,170)	- 42%
OCHIN EMR Cache	82-2227	2,700	0	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Medical Supplies	82-2345	24	29	50	0	(50)	- 100%
Membership Fees And Dues	82-2370	14	10	10	700	690	6900%
Office Supplies	82-2410	184	249	200	330	130	65%
Books And Periodicals	82-2413	200	53	100	0	(100)	- 100%
Postage And Freight	82-2419	352	245	200	130	(70)	- 35%
Printing And Reproduction	82-2425	726	314	300	400	100	33%
Prof And Spec Services	82-2450	56	75	80	0	(80)	- 100%
Office Furniture & Equipment	82-2454	162	0	0	0	0	0%
HSAC Grant Expense	82-2537	1,585	1,170	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Meetings/ Hosting	82-2750	121	0	0	80	80	100%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	401	39	150	250	100	66%
Vehicle Maintenance & Use	82-2923	911	51	200	0	(200)	- 100%
Education And Training	82-2928	825	45	750	800	50	6%
Reimbursed Travel Expense	82-2930	793	0	600	0	(600)	- 100%
Refunds and Returns	82-3204	0	5,147	0	0	0	0%
Indirect Cost Allocation	82-3210	12,700	15,500	15,400	11,800	(3,600)	- 23%
<b>Materials &amp; Services Totals:</b>		<b>25,758</b>	<b>26,205</b>	<b>21,720</b>	<b>17,160</b>	<b>(4,560)</b>	<b>- 20%</b>
<b>Total Expenditures:</b>		<b>227,217</b>	<b>151,541</b>	<b>160,270</b>	<b>238,220</b>	<b>77,950</b>	<b>48%</b>

# W I C Program

## Mission Statement

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

## Department Overview

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

## Major Accomplishments

No disruption in service delivery during COVID-19 pandemic  
 Provided nutrition group education at the Farmers Market in Seaside and Astoria Sunday Market in July, August and September  
 Continue Collaboration with the Clatsop Healthy Families program.  
 Continued partnership with OSU Extension to provide materials and recipes to WIC families that can be purchased with their eWIC card.  
 Continued community outreach via multimedia platforms  
 Continue implementation of principles of trauma-informed care.  
 Received one time funding for WIC infrastructure to help address COVID-19 challenges

## Budget Highlights

Funding is calculated on utilization decreased over the last three years due to federal policy changes deterring clients from accessing services. Due to the COVID pandemic and lower utilization, a funding increase is not expected for FY22-23. The deputy director was added to this org unit as oversight moved under this position and the accountant was added to distribute this position across all org units.

Significant changes from prior year budget:

- WIC Farmers Market revenues budgeted at amount awarded in FY21/22.
- Accountant II moved from 4110 into multiple org units.
- Deputy Director is new position.
- Education, Training & Travel includes multiple anticipated conferences in FY22/23.



## Performance Measures

Due to COVID-19 current performance measures are not up-to-date and available. Performance measures are delineated in OHA Program Elements (PE) and Biennial Review Tools. Results are published by OHA. The last review was in 2020. Publication of the last review is pending at the time of budget approval.

PE 40 Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Services

Biennial Review 2018 – 40

[https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop\\_TR.pdf](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop_TR.pdf)

Biennial Review Performance Measures – PE 40

<https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd-trt.aspx>

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Numbers of woman, infants, and children who participated in WIC	Count	1005.00	995.00	890.00	737.00	730.00	730.00
Number of outreach events	Count	NA	NA	NA	NA	8.00	11.00
Percentage of participants attending nutrition education classes	Percent	55.00%	60.00%	92.00%	80.00%	100.00%	100.00%

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	18,124	18,824	0	32,810	32,810	100%
WIC Farmers Market PE40-05	367	1,367	1,370	2,230	860	62%
WIC Grant PE40-01/PE40-02	159,707	166,398	161,400	177,250	15,850	9%
OHSU Nutrition OR	2,451	0	0	0	0	0%
Franchise Fees	380	380	380	440	60	15%
Rev. Refunds & Reim.	1,757	0	0	0	0	0%
Transfer from General	62,500	18,160	80,270	66,020	(14,250)	- 17%
<b>Total Revenue:</b>	<b>245,286</b>	<b>205,129</b>	<b>243,420</b>	<b>278,750</b>	<b>35,330</b>	<b>14%</b>
<b>Total Unappropriated Budget:</b>	<b>18,824</b>	<b>10,702</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>226,462</b>	<b>194,427</b>	<b>243,420</b>	<b>278,750</b>	<b>35,330</b>	<b>14%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	103,543	79,491	111,120	131,960	20,840	18%
Personnel Benefits	54,379	48,881	56,580	65,410	8,830	15%
Materials & Services	68,539	66,055	75,720	81,380	5,660	7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>226,462</b>	<b>194,427</b>	<b>243,420</b>	<b>278,750</b>	<b>35,330</b>	<b>14%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Deputy Director of Public Heal	0.00	0.00	0.00	0.05	0.05	100%
Staff Assistant	0.45	0.10	2.10	2.15	0.05	2%
Accountant II	0.00	0.00	0.00	0.08	0.08	100%
WIC Nutrition Aide	2.00	2.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.45</b>	<b>2.10</b>	<b>2.10</b>	<b>2.28</b>	<b>0.18</b>	<b>8%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	54	0	0	0	0	0%
Deputy Director of Public Heal	82-1087	0	0	0	6,160	6,160	100%
Staff Assistant	82-1191	28,874	79,491	111,120	120,680	9,560	8%
Accountant II	82-1848	118	0	0	5,120	5,120	100%
WIC Nutrition Aide	82-1871	74,498	0	0	0	0	0%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	2,768	9,242	0	0	0	0%
Remuneration	82-1947	0	1,129	2,520	2,520	0	0%
F.I.C.A.	82-1950	7,688	6,652	8,690	10,290	1,600	18%
Retirement	82-1955	19,577	16,313	23,080	27,470	4,390	19%
Medical Waiver	82-1963	13	0	0	0	0	0%
Medical Insurance	82-1964	19,033	12,374	17,520	19,370	1,850	10%
Dental Insurance	82-1965	1,754	1,098	1,740	2,010	270	15%
HSA/HRA Contribution	82-1966	2,831	1,428	2,200	2,720	520	23%
Benefits Admin Fees	82-1967	37	37	40	40	0	0%
Life/AD&D Insurance	82-1970	159	112	160	230	70	43%
Salary Continuation Insur	82-1972	165	130	150	170	20	13%
S.A.I.F.	82-1975	249	267	370	460	90	24%
Unemployment	82-1980	107	99	110	130	20	18%
<b>Personnel Services Totals:</b>		<b>157,923</b>	<b>128,372</b>	<b>167,700</b>	<b>197,370</b>	<b>29,670</b>	<b>17%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	890	796	900	720	(180)	- 20%
Insurance	82-2200	1,508	1,527	1,820	2,400	580	31%
Maintenance - Equipment	82-2260	115	202	200	200	0	0%
General Equipment	82-2268	0	467	0	0	0	0%
Medical Supplies	82-2345	225	12	250	250	0	0%
WIC Supplies	82-2348	2,242	843	1,500	1,000	(500)	- 33%
Membership Fees And Dues	82-2370	120	145	150	290	140	93%
Office Supplies	82-2410	90	517	350	490	140	40%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	2,891	4,692	2,500	3,500	1,000	40%
Records And Forms	82-2422	6	0	0	0	0	0%
Printing And Reproduction	82-2425	767	657	500	790	290	58%
Prof And Spec Services	82-2450	0	37	100	40	(60)	- 60%
Office Furniture & Equipment	82-2454	188	108	200	0	(200)	- 100%
Registered Dietician	82-2500	2,975	3,000	6,000	6,000	0	0%
OHSU Nutrition OR Exp	82-2538	293	0	0	0	0	0%
Educational Materials	82-2777	0	252	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Fuel - Vehicles	82-2852	226	0	300	300	0	0%
Vehicle Maintenance & Use	82-2923	398	0	500	500	0	0%
Fraudulent Procurement Charges	82-2925	0	0	0	0	0	0%
Education And Training	82-2928	105	0	200	200	0	0%
Reimbursed Travel Expense	82-2930	1,498	0	3,150	4,500	1,350	42%
Indirect Cost Allocation	82-3210	54,000	52,800	57,100	60,200	3,100	5%
<b>Materials &amp; Services Totals:</b>		<b>68,539</b>	<b>66,055</b>	<b>75,720</b>	<b>81,380</b>	<b>5,660</b>	<b>7%</b>
<b>Total Expenditures:</b>		<b>226,462</b>	<b>194,427</b>	<b>243,420</b>	<b>278,750</b>	<b>35,330</b>	<b>14%</b>

# Family Planning

## Mission Statement

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

## Department Overview

Reproductive Health Services offers no or low-cost reproductive health services and birth control. Clients are not denied care or subject to any variation in the quality of services based on their inability to pay. Reduction of unintended pregnancy is the primary goal, including prevention of adolescent pregnancies. The program is dedicated to providing access to high-quality, culturally-responsive reproductive and sexual health services.

Clinical Services include:

- a. A broad range of contraceptives
- b. Pregnancy testing and counseling on all pregnancy options, including parenting, abortion and adoption.
- c. Counseling and education to assist with achieving or preventing pregnancy.
- d. Basic infertility
- e. Sexually transmitted infection (STI) screening and treatment within the context of a reproductive health visit.
- f. Preconception health; and
- g. Breast and cervical cancer screening, within the context of a reproductive health visit.
- h. Staff participates in a variety of community planning and outreach activities.

## Major Accomplishments

Continuity of operations during the COVID-19 pandemic  
 Implementing telehealth services  
 Onboarding new RH provider

## Budget Highlights

Budget includes PH Director, Clinic Manager, and Accountant to accurately reflect program infrastructure.

Significant changes from prior year budget:

- MAC revenues moved to org unit 4110.
- Decrease noted in number of clients served during pandemic vs prior year budgeted amount.
- PH Director and Accountant II moved from 4110 into multiple org units.
- Clinical Mgr/Nursing Supervisor is new position.
- Clinical Provider is retiring in FY21/22.
- Reproductive Health Provider is new position replacing Clinical Provider.

## Performance Measures

Due to COVID-19 current performance measures are not up-to-date and available. Performance measures are delineated in OHA Program Elements (PE), Triennial Review Tools. Results are published by OHA. The last Triennial Review was in 2018. The 2021 Triennial Review rescheduled for 2022. Publication of the results is pending at the time of budget approval.

PE 46 Reproductive Health Community Participation & Assurance of Access

Triennial Review 2018 – 46

[https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/Documents/Compliance/Clatsop\\_TR.pdf](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCE/Documents/Compliance/Clatsop_TR.pdf)

Triennial Review Performance Measures – PE 46

<https://www.oregon.gov/oha/PH/HEALTHYPEOPLEFAMILIES/REPRODUCTIVESEXUALHEALTH/RESOURCE/Documents/Program-Monitoring/RHCareAgencyReviewTool.pdf>

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Total number of clients served	Count	400.00	400.00	526.00	392.00	246.00	275.00

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	55,449	13,687	0	3,430	3,430	100%
PE46-05 RH Community Participa	11,731	11,907	15,000	16,100	1,100	7%
RH Corrections Grant	577	0	0	0	0	0%
RH Community Participation - F	600	0	0	0	0	0%
Medicaid MAC	0	12,500	75,000	0	(75,000)	- 100%
Family Planning Fees	405	975	500	1,900	1,400	280%
Public Health Donations	1,178	1,262	1,000	1,940	940	94%
CCARE Fees	52,940	36,497	50,000	35,000	(15,000)	- 30%
CCARE Drugs	11,417	9,606	15,000	9,000	(6,000)	- 40%
CCARE Lab Tests	1,477	583	1,500	2,120	620	41%
Vasectomy Revenue	800	0	0	0	0	0%
Vasectomy Revenue OVP	150	0	0	0	0	0%
Insurance Fees-Private	10,896	7,207	10,000	7,500	(2,500)	- 25%
OMAP Fees	3,406	2,553	5,000	2,500	(2,500)	- 50%
CCO Fees	22,098	17,489	15,000	30,270	15,270	101%
DMAP/CCO Drugs	9,256	3,891	5,000	4,500	(500)	- 10%
Screenwise	33	0	0	0	0	0%
CareOregon Stabilization Fund	3,500	0	0	0	0	0%
Franchise Fees	200	200	200	240	40	20%
Rev. Refunds & Reim.	0	70	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	0	23,450	23,000	137,690	114,690	498%
<b>Total Revenue:</b>	<b>186,115</b>	<b>141,877</b>	<b>216,200</b>	<b>252,190</b>	<b>35,990</b>	<b>16%</b>
<b>Total Unappropriated Budget:</b>	<b>13,687</b>	<b>(3,237)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>172,428</b>	<b>145,114</b>	<b>216,200</b>	<b>252,190</b>	<b>35,990</b>	<b>16%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	55,851	43,246	84,250	119,540	35,290	41%
Personnel Benefits	20,125	16,817	41,020	50,370	9,350	22%
Materials & Services	96,452	85,051	90,930	82,280	(8,650)	- 9%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>172,428</b>	<b>145,114</b>	<b>216,200</b>	<b>252,190</b>	<b>35,990</b>	<b>16%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.00	0.00	0.13	0.13	100%
Staff Assistant	0.50	0.50	0.50	0.50	0.00	0%
Clinical Provider	0.60	0.40	0.40	0.00	(0.40)	- 100%
Clinical Mgr/Nursing Superviso	0.00	0.00	0.00	0.20	0.20	100%
Public Health Nurse II	0.00	0.20	0.20	0.00	(0.20)	- 100%
Reproductive Health Provider	0.00	0.00	0.00	0.40	0.40	100%
Accountant II	0.00	0.00	0.00	0.08	0.08	100%
<b>Total Personnel:</b>	<b>1.10</b>	<b>1.10</b>	<b>1.10</b>	<b>1.30</b>	<b>0.20</b>	<b>18%</b>



## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	0	0	0	18,630	18,630	100%
Deputy Director of Public Heal	82-1087	0	0	0	0	0	0%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Staff Assistant	82-1191	23,313	20,569	26,470	28,070	1,600	6%
Environmental Health Specialis	82-1195	0	0	0	0	0	0%
Environmental Health Specialis	82-1197	0	0	0	0	0	0%
Clinical Provider	82-1201	28,542	22,635	40,990	0	(40,990)	- 100%
Community Health Project Manag	82-1203	3,385	0	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	0	0	24,260	24,260	100%
Public Health Nurse II	82-1209	582	42	16,790	0	(16,790)	- 100%
Public Health Nurse III	82-1210	0	0	0	0	0	0%
Reproductive Health Provider	82-1215	0	0	0	43,460	43,460	100%
Permit Technician I	82-1729	0	0	0	0	0	0%
Accountant II	82-1848	28	0	0	5,120	5,120	100%
Health Promotion Specialist II	82-1872	0	0	0	0	0	0%
Remuneration	82-1947	0	35	0	0	0	0%
F.I.C.A.	82-1950	3,929	2,993	6,450	9,140	2,690	41%
Retirement	82-1955	5,906	5,421	18,600	26,940	8,340	44%
Medical Waiver	82-1963	11	1	0	0	0	0%
Medical Insurance	82-1964	8,172	6,923	12,830	10,990	(1,840)	- 14%
Dental Insurance	82-1965	723	577	1,270	1,260	(10)	- 0%
HSA/HRA Contribution	82-1966	1,098	608	1,400	1,320	(80)	- 5%
Benefits Admin Fees	82-1967	15	14	20	20	0	0%
Life/AD&D Insurance	82-1970	52	40	60	90	30	50%
Salary Continuation Insur	82-1972	37	37	50	110	60	120%
S.A.I.F.	82-1975	126	124	260	380	120	46%
Unemployment	82-1980	55	45	80	120	40	50%
<b>Personnel Services Totals:</b>		<b>75,976</b>	<b>60,063</b>	<b>125,270</b>	<b>169,910</b>	<b>44,640</b>	<b>35%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	177	165	200	180	(20)	- 10%
Food	82-2130	0	0	0	0	0	0%
Insurance	82-2200	573	1,131	1,360	890	(470)	- 34%
OCHIN Billing Fees	82-2225	9,697	6,891	7,000	6,140	(860)	- 12%
OCHIN EMR Billing	82-2226	1,220	850	800	1,200	400	50%
Lockbox Fees	82-2230	1,044	984	1,000	990	(10)	- 1%
License And Permit Fees	82-2240	84	34	0	80	80	100%
Maintenance - Equipment	82-2260	1,069	93	250	0	(250)	- 100%
Medicaid Reimbursement	82-2342	135	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Medical Supplies	82-2345	616	732	1,000	140	(860)	- 86%
Med Supplies Reimbursable	82-2346	22,680	18,360	20,000	17,920	(2,080)	- 10%
MAC Admin Fees	82-2350	280	240	400	190	(210)	- 52%
Membership Fees And Dues	82-2370	515	475	580	280	(300)	- 51%
Office Supplies	82-2410	227	118	200	750	550	275%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	56	48	50	20	(30)	- 60%
Records And Forms	82-2422	53	23	50	0	(50)	- 100%
Printing And Reproduction	82-2425	989	861	700	790	90	12%
Prof And Spec Services	82-2450	0	26	0	0	0	0%
Office Furniture & Equipment	82-2454	381	230	0	0	0	0%
PC Equipment	82-2455	0	0	0	180	180	100%
Lab Services	82-2503	5,869	4,515	5,000	4,560	(440)	- 8%
Vasectomy Services	82-2507	800	2,805	800	0	(800)	- 100%
Rep Health Outreach Grant Expe	82-2519	585	1,070	0	0	0	0%
RH Corrections Grant Expense	82-2547	1,566	0	0	0	0	0%
Publi. And Legal Notices	82-2600	235	240	240	210	(30)	- 12%
Advertising	82-2605	0	0	500	500	0	0%
Educational Materials	82-2777	0	61	100	250	150	150%
Fuel - Vehicles	82-2852	87	0	0	100	100	100%
Education And Training	82-2928	505	0	800	0	(800)	- 100%
Reimbursed Travel Expense	82-2930	134	0	1,200	2,010	810	67%
Patient Refunds	82-3007	76	0	0	0	0	0%
Indirect Cost Allocation	82-3210	46,800	45,100	48,700	44,900	(3,800)	- 7%
<b>Materials &amp; Services Totals:</b>		<b>96,452</b>	<b>85,051</b>	<b>90,930</b>	<b>82,280</b>	<b>(8,650)</b>	<b>- 9%</b>
<b>Total Expenditures:</b>		<b>172,428</b>	<b>145,114</b>	<b>216,200</b>	<b>252,190</b>	<b>35,990</b>	<b>16%</b>

# School-Based Health Centers

## Mission Statement

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

## Department Overview

School Based Health Centers (SBHC) are a vital community tool to increase access to health care. SBHCs are medical clinics located on school grounds that offer a full range of physical, behavioral and preventative health services regardless of ability to pay. Youth Advisory Councils (YAC) made up of students are integral to SBHC's youth-centered model.

## Major Accomplishments

The SBHC project was resurrected after a COVID-19 hiatus during the summer of 2021. Key internal and external project partners were identified and a Steering Committee was re-created. A robust Youth Advisory Council was formed and has driven trauma informed decisions about the SBHC space. A staffing workflow were identified including coordination, clinical and administrative oversight, nursing, and youth coordination. Provider contracts with Clatsop Behavioral Healthcare and Columbia Memorial Hospital were secured. A plan for opening and certification was created.

## Budget Highlights

The SBHC is supported by fees, grants, OHA SBHC and Mental Health Expansion Grants. ARPA provides additional funding to increase access to rural health care. Positions in this org unit are required per OHA certification standards for SBHCs in Oregon. The first review will occur after the centers open as part of the certification process.

Significant changes from prior year budget:

- 4163 is a new org unit in FY22/23 set up for the SBHC.

## Performance Measures

Performance measures are determined by OHA Program Element 44 for School Based Health Centers. Standards are delineated in detail and evaluated by Oregon Health Authority (OHA). A comprehensive review is conducted every two years. Once the SBHC is open, measures will be captured in the Triennial Review. Results are published annually or biannually by OHA.

PE 44 School Based Health Centers (SBHC)

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Mental Health Expansion Grant	0	0	0	50,000	50,000	100%
School Based Health Center PE4	0	0	0	60,000	60,000	100%
Public Health Donations	0	0	0	0	0	0%
Insurance Fees-Private	0	0	0	0	0	0%
OMAP Fees	0	0	0	0	0	0%
CCO Fees	0	0	0	0	0	0%
Clinic Fees	0	0	0	500	500	100%
Adult Immunizations	0	0	0	500	500	100%
Vaccines Fees	0	0	0	100	100	100%
Vaccine - OHP	0	0	0	0	0	0%
CCO Imms	0	0	0	100	100	100%
Vaccine - Ins.	0	0	0	0	0	0%
Col Pacific CCO Grant	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from American Rescue	0	0	0	125,000	125,000	100%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>236,200</b>	<b>236,200</b>	<b>100%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,130</b>	<b>79,130</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,070</b>	<b>157,070</b>	<b>0%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	60,440	60,440	0%
Personnel Benefits	0	0	0	26,680	26,680	0%
Materials & Services	0	0	0	69,950	69,950	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,070</b>	<b>157,070</b>	<b>0%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Deputy Director of Public Heal	0.00	0.00	0.00	0.10	0.10	100%
Clinical Mgr/Nursing Superviso	0.00	0.00	0.00	0.10	0.10	100%
Public Health Nurse II	0.00	0.00	0.00	0.30	0.30	100%
Accountant II	0.00	0.00	0.00	0.08	0.08	100%
Health Promotion Specialist II	0.00	0.00	0.00	0.08	0.08	100%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.65</b>	<b>0.65</b>	<b>100%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	0	0	0	0	0	0%
Deputy Director of Public Heal	82-1087	0	0	0	12,320	12,320	100%
Staff Assistant	82-1191	0	0	0	0	0	0%
Clinical Mgr/Nursing Superviso	82-1206	0	0	0	12,130	12,130	100%
Public Health Nurse II	82-1209	0	0	0	26,380	26,380	100%
Accountant II	82-1848	0	0	0	5,120	5,120	100%
Health Promotion Specialist II	82-1872	0	0	0	4,490	4,490	100%
Temporary - SBHC Coordinator	82-1901	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	0	4,620	4,620	100%
Retirement	82-1955	0	0	0	13,790	13,790	100%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	0	0	0	6,410	6,410	100%
Dental Insurance	82-1965	0	0	0	760	760	100%
HSA/HRA Contribution	82-1966	0	0	0	650	650	100%
Benefits Admin Fees	82-1967	0	0	0	50	50	100%
Life/AD&D Insurance	82-1970	0	0	0	70	70	100%
Salary Continuation Insur	82-1972	0	0	0	80	80	100%
S.A.I.F.	82-1975	0	0	0	190	190	100%
Unemployment	82-1980	0	0	0	60	60	100%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>87,120</b>	<b>87,120</b>	<b>100%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	0	0	0	0	0%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Insurance	82-2200	0	0	0	0	0	0%
OCHIN Billing Fees	82-2225	0	0	0	1,000	1,000	100%
OCHIN EMR Billing	82-2226	0	0	0	500	500	100%
License And Permit Fees	82-2240	0	0	0	100	100	100%
Maintenance S.I.G.	82-2300	0	0	0	2,500	2,500	100%
Medical Supplies	82-2345	0	0	0	7,500	7,500	100%
Membership Fees And Dues	82-2370	0	0	0	670	670	100%
Office Supplies	82-2410	0	0	0	1,000	1,000	100%
Books And Periodicals	82-2413	0	0	0	140	140	100%
Postage And Freight	82-2419	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	0	0	250	250	100%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	51,340	51,340	100%
Lab Services	82-2503	0	0	0	0	0	0%
State Vaccines	82-2509	0	0	0	100	100	100%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Locally Owned Vaccine	82-2511	0	0	0	500	500	100%
SBHC Expense	82-2536	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	840	840	100%
Vehicle Maintenance & Use	82-2923	0	0	0	750	750	100%
Education And Training	82-2928	0	0	0	500	500	100%
Reimbursed Travel Expense	82-2930	0	0	0	2,260	2,260	100%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>69,950</b>	<b>69,950</b>	<b>100%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>157,070</b>	<b>157,070</b>	<b>100%</b>

# Harm Reduction/OD Prevention

## Mission Statement

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

## Department Overview

The Overdose Prevention program implements strategies that prevent opioid overuse, misuse, substance use disorder, overdose, and opioid-related harms. Funds are targeting counties or regions with a high burden of drug opioid overdose deaths and hospitalizations.

## Major Accomplishments

### HARM REDUCTION:

Over 80 referrals to recovery programs, medical/dental providers, insurance, and recovery programs were provided at the weekly Syringe Service Program (SSP).

Over 130 overdoses reversed since July 2021 as reported by SSP participants

2,620 doses of naloxone distributed since July 2021.

### OVERDOSE PREVENTION:

Worked with Chambers of Commerce to provide training and distribute Narcan to lodging and other businesses where there is an elevated risk of overdose.

Collaborated with Drug Enforcement Administration's High Intensity Drug Trafficking Area (HIDA) to provide training to first responders and law enforcement on ODMAPS, a surveillance system to create unified overdose data collection.

## Budget Highlights

Significant changes from prior year budget:

- PE27-04 HR revenue is budgeted to match awarded amounts from FY21/22.
- CPCCO revenue is not anticipated in FY22/23.
- Accountant II moved from 4110 into multiple org units.
- Deputy Director & Clinical Mgr/Nursing Supervisor are new positions.
- Prev Program Coordinator position eliminated due to promotion to Deputy Director.
- Additional PH Nurse III positions vs PH Nurse II.
- Additional Staff Assistants for building capacity as part of PH Modernization.
- Additional HP Spec II positions vs HP Spec I.
- Program Supply expenditures expected to increase in place of CPCCO HR expenses in FY21/22.
- Contractual Services with Tillamook and Columbia County Health Depts not needed as they do not require further technical assistance.



## Performance Measures

Due to COVID-19, current performance measures are not up-to-date and available. Performance measures are delineated in the grant and program requirements. Oregon Health Authority (OHA) short and long term outcomes include:

Number of lives saved  
 Number of Naloxone kits distributed  
 Number of Naloxone trainings conducted  
 Increased community capacity to respond to and address drug overdose

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of harm reduction events	NA	NA	NA	NA	NA	52
Number of outreach and education events	NA	NA	NA	NA	NA	15

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	22,090	13,269	200	144,560	144,360	72180%
HIV & STD Prevention Special N	34,309	0	0	0	0	0%
PE62 Prescription Drug OD Prev	40,929	50,257	100,000	103,520	3,520	3%
PE 07 HIV Prevention	9,791	0	0	0	0	0%
Columbia Co PH	1,500	1,736	0	0	0	0%
PE27-04 Harm Reduction/Naloxon	50,000	123,466	65,000	184,630	119,630	184%
Columbia Health Services HR	5,216	0	0	0	0	0%
CPCCO CWIF Grant	25,000	0	0	0	0	0%
CPCCO HR Support	0	57,166	50,000	0	(50,000)	- 100%
Rev. Refunds & Reim.	3	108	0	300	300	100%
<b>Total Revenue:</b>	<b>188,838</b>	<b>246,001</b>	<b>215,200</b>	<b>433,010</b>	<b>217,810</b>	<b>101%</b>
<b>Total Unappropriated Budget:</b>	<b>13,269</b>	<b>23,777</b>	<b>3,490</b>	<b>89,070</b>	<b>85,580</b>	<b>2452%</b>
<b>Total Budgeted Resources:</b>	<b>175,570</b>	<b>222,224</b>	<b>211,710</b>	<b>343,940</b>	<b>132,230</b>	<b>62%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	57,600	82,909	116,870	161,120	44,250	37%
Personnel Benefits	25,344	35,350	48,430	94,350	45,920	94%
Materials & Services	92,625	65,975	46,410	88,470	42,060	90%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	37,991	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>175,570</b>	<b>222,224</b>	<b>211,710</b>	<b>343,940</b>	<b>132,230</b>	<b>62%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.10	0.10	0.00	0.00	0.00	0%
Deputy Director of Public Heal	0.00	0.00	0.00	0.30	0.30	100%
Staff Assistant	0.10	0.25	0.25	0.40	0.15	60%
Clinical Mgr/Nursing Superviso	0.00	0.00	0.00	0.10	0.10	100%
Public Health Nurse II	0.25	0.25	0.40	0.00	(0.40)	- 100%
Public Health Nurse III	0.00	0.00	0.00	0.20	0.20	100%
Accountant II	0.10	0.10	0.10	0.08	(0.02)	- 23%
Health Promotion Specialist II	0.00	0.00	0.00	0.50	0.50	100%
Health Promotion Specialist I	0.00	0.60	0.40	0.00	(0.40)	- 100%
Prev Program Coordinator	0.05	0.25	0.25	0.00	(0.25)	- 100%
<b>Total Personnel:</b>	<b>0.60</b>	<b>1.55</b>	<b>1.40</b>	<b>1.58</b>	<b>0.18</b>	<b>12%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	3,247	582	0	0	0	0%
Deputy Director of Public Heal	82-1087	0	0	0	36,960	36,960	100%
Staff Assistant	82-1191	6,183	24,601	31,240	56,910	25,670	82%
Clinical Mgr/Nursing Superviso	82-1206	0	0	0	12,130	12,130	100%
Public Health Nurse II	82-1209	34,570	17,080	33,250	0	(33,250)	- 100%
Public Health Nurse III	82-1210	0	0	0	17,510	17,510	100%
Accountant II	82-1848	6,119	5,281	6,540	5,120	(1,420)	- 21%
Health Promotion Specialist II	82-1872	0	0	0	32,490	32,490	100%
Health Promotion Specialist I	82-1873	193	16,126	22,980	0	(22,980)	- 100%
Prev Program Coordinator	82-1882	7,289	19,240	22,860	0	(22,860)	- 100%
Temporary - Clinical Help	82-1905	0	736	0	0	0	0%
Overtime	82-1945	40	49	0	0	0	0%
F.I.C.A.	82-1950	4,632	6,162	8,980	12,330	3,350	37%
Retirement	82-1955	9,473	12,542	20,050	31,010	10,960	54%
Medical Waiver	82-1963	354	145	540	0	(540)	- 100%
Medical Insurance	82-1964	8,215	12,167	14,850	41,470	26,620	179%
Dental Insurance	82-1965	1,642	1,123	2,050	4,410	2,360	115%
HSA/HRA Contribution	82-1966	624	1,907	1,200	3,950	2,750	229%
Benefits Admin Fees	82-1967	4	10	10	20	10	100%
Life/AD&D Insurance	82-1970	124	94	130	260	130	100%
Salary Continuation Insur	82-1972	48	98	140	230	90	64%
S.A.I.F.	82-1975	138	244	360	510	150	41%
Unemployment	82-1980	50	72	120	160	40	33%
<b>Personnel Services Totals:</b>		<b>82,944</b>	<b>118,258</b>	<b>165,300</b>	<b>255,470</b>	<b>90,170</b>	<b>54%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	34	116	120	600	480	400%
Program Supplies	82-2140	54,194	6,127	10,000	55,000	45,000	450%
Insurance	82-2200	471	1,070	1,290	2,400	1,110	86%
Maintenance - Equipment	82-2260	1,300	520	0	6,800	6,800	100%
Membership Fees And Dues	82-2370	0	0	0	350	350	100%
Office Supplies	82-2410	88	123	150	450	300	200%
Postage And Freight	82-2419	0	3	0	0	0	0%
Printing And Reproduction	82-2425	517	261	500	580	80	16%
Office Furniture & Equipment	82-2454	0	0	0	410	410	100%
PC Equipment	82-2455	0	0	0	2,000	2,000	100%
Contractual Services	82-2471	10,475	1,000	25,000	0	(25,000)	- 100%
CPCCO HR Expense	82-2530	0	50,622	0	0	0	0%
CPCCO CWIF Grant Expenses	82-2545	19,786	378	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Columbia Co PH HR	82-2546	1,500	0	0	0	0	0%
Advertising	82-2605	1,000	500	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	80	80	100%
Educational Materials	82-2777	0	0	0	2,000	2,000	100%
Fuel - Vehicles	82-2852	88	618	250	1,000	750	300%
Vehicle Maintenance & Use	82-2923	333	1,465	500	2,000	1,500	300%
Education And Training	82-2928	119	390	300	1,200	900	300%
Reimbursed Travel Expense	82-2930	18	0	1,500	2,500	1,000	66%
Indirect Cost Allocation	82-3210	2,700	2,780	6,800	11,100	4,300	63%
<b>Materials &amp; Services Totals:</b>		<b>92,625</b>	<b>65,975</b>	<b>46,410</b>	<b>88,470</b>	<b>42,060</b>	<b>90%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	37,991	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>37,991</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>175,570</b>	<b>222,224</b>	<b>211,710</b>	<b>343,940</b>	<b>132,230</b>	<b>62%</b>

# Household Hazardous Waste

## Mission Statement

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

## Department Overview

Household Hazardous Waste (HHW) includes everyday household products such as cleaning supplies, hobby chemicals, pesticides, paints, and motor fluids that can cause significant harm to human health or the environment. In partnership with cities, waste haulers, and other parties, the HHW Program offers to address the management of these household products and hazardous waste from certain County facilities and businesses that are conditionally exempt generators (CEGs). The goals of the program are to:

- Provide regular cost-effective service;
- Provide educational outreach and education;
- Reduce the risk to transfer stations;
- Offer a waste exchange program for appropriate items;
- Minimize environmental and health impacts associated with HHW;
- Reduce the amount of HHW disposed of in landfills, sewage systems, groundwater, waterways, the air, and illegally dumped;
- Reduce the risks of accidental poisonings and fires in homes;
- Focus efforts and resources on services that will achieve the most significant environmental and health benefit;
- Reduce regulatory liabilities for local governments.

## Major Accomplishments

Continuity of operations during the COVID pandemic  
Hosted eight HHW events

Top 5 waste streams for Clatsop County HHW 2021:

- Flammable liquids (thinners, solvents, gasoline) - 37,951 lbs. collected @ \$52,535 disposal cost = \$1.38/lb.
- Oil Based Paint (paint, resins, adhesives) - 27,502 lbs. collected @ \$20,081 disposal cost = \$0.73/lb.
- Pesticides (herbicide, fungicide, insecticide, fertilizer) - 5,197 lbs. collected @ \$5,233 disposal cost = \$1.01/lb.
- Antifreeze (coolants) - 3,161 lbs collected @ \$1,133 disposal cost = \$0.36/lb.
- Fluorescent Lamps (bulbs, tubes) - 2,512 lbs. collected @ \$1,676 disposal cost = \$0.67/lb.
- Total (Top 5) = 76,323 lbs. collected @ \$80,657 disposal cost = \$1.06/lb.

## Budget Highlights

PH Director and Accountant II equally distributed in all programs except in programs where Deputy Director has administrative oversight. Clean Harbors will manage paint collection during events resulting in a \$28,000 savings.

Significant changes from prior year budget:

- PH Director and Accountant II moved from 4110 into multiple org units.
- Contractual Services with Clean Harbors expected to decrease due to anticipated savings from Paintcare arrangement.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of events	Count	NA	NA	NA	8.00	8.00	8.00

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	51,268	26,215	78,670	82,120	3,450	4%
DEQ HHWP Grant	77,000	0	0	0	0	0%
HHW Revenue	160,395	190,141	180,000	192,070	12,070	6%
HHW Development Loan	0	75,000	0	0	0	0%
<b>Total Revenue:</b>	<b>288,663</b>	<b>291,356</b>	<b>258,670</b>	<b>274,190</b>	<b>15,520</b>	<b>6%</b>
<b>Total Unappropriated Budget:</b>	<b>26,215</b>	<b>61,982</b>	<b>10,200</b>	<b>0</b>	<b>(10,200)</b>	<b>- 100%</b>
<b>Total Budgeted Resources:</b>	<b>262,448</b>	<b>229,374</b>	<b>248,470</b>	<b>274,190</b>	<b>25,720</b>	<b>10%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	22,378	3,928	9,710	30,280	20,570	211%
Personnel Benefits	11,396	1,878	3,940	11,820	7,880	200%
Materials & Services	187,784	208,567	234,820	156,190	(78,630)	- 33%
Special Payments	0	0	0	0	0	0%
Debt Service	0	15,000	0	75,900	75,900	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	40,889	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>262,448</b>	<b>229,374</b>	<b>248,470</b>	<b>274,190</b>	<b>25,720</b>	<b>10%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.20	0.05	0.00	0.13	0.13	100%
Environmental Health Specialis	0.00	0.00	0.00	0.10	0.10	100%
Environmental Health Specialis	0.00	0.10	0.10	0.00	(0.10)	- 100%
Accountant II	0.10	0.05	0.05	0.08	0.03	54%
<b>Total Personnel:</b>	<b>0.30</b>	<b>0.20</b>	<b>0.15</b>	<b>0.30</b>	<b>0.15</b>	<b>101%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	14,813	524	0	18,630	18,630	100%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Environmental Health Specialis	82-1195	408	764	6,440	6,530	90	1%
Environmental Health Specialis	82-1197	1,039	0	0	0	0	0%
Accountant II	82-1848	6,119	2,640	3,270	5,120	1,850	56%
F.I.C.A.	82-1950	1,661	296	740	2,320	1,580	213%
Retirement	82-1955	4,069	702	1,960	7,240	5,280	269%
Medical Waiver	82-1963	1	0	0	0	0	0%
Medical Insurance	82-1964	4,368	675	830	1,510	680	81%
Dental Insurance	82-1965	457	80	240	320	80	33%
HSA/HRA Contribution	82-1966	720	100	100	220	120	120%
Benefits Admin Fees	82-1967	2	2	10	10	0	0%
Life/AD&D Insurance	82-1970	55	5	10	30	20	200%
Salary Continuation Insur	82-1972	8	4	10	40	30	300%
S.A.I.F.	82-1975	43	11	30	100	70	233%
Unemployment	82-1980	12	3	10	30	20	200%
<b>Personnel Services Totals:</b>		<b>33,774</b>	<b>5,806</b>	<b>13,650</b>	<b>42,100</b>	<b>28,450</b>	<b>208%</b>

## Materials &amp; Services

Telephones	82-2070	541	1,331	1,200	1,570	370	30%
Unapportioned Projects	82-2129	1,061	0	0	0	0	0%
Program Supplies	82-2140	188	112	0	100	100	100%
Insurance	82-2200	1,322	2,474	2,970	3,340	370	12%
License And Permit Fees	82-2240	50	166	200	50	(150)	- 75%
General Equipment	82-2268	100	100	0	0	0	0%
Maintenance S.I.G.	82-2300	3,436	639	1,000	1,000	0	0%
Membership Fees And Dues	82-2370	430	330	380	220	(160)	- 42%
Office Supplies	82-2410	27	80	120	130	10	8%
Printing And Reproduction	82-2425	102	52	250	600	350	140%
Office Furniture & Equipment	82-2454	1,003	0	0	0	0	0%
Facility Development	82-2461	1,828	8,718	0	0	0	0%
Contractual Services	82-2471	172,017	187,152	217,200	137,230	(79,970)	- 36%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	938	0	0	500	500	100%
Meetings/ Hosting	82-2750	100	0	0	0	0	0%
Education And Training	82-2928	300	40	1,500	0	(1,500)	- 100%
Utilities	82-2960	2,843	5,308	5,000	5,250	250	5%
Community Education	82-3190	0	64	0	0	0	0%
Indirect Cost Allocation	82-3210	1,500	2,000	5,000	6,200	1,200	24%
<b>Materials &amp; Services Totals:</b>		<b>187,784</b>	<b>208,567</b>	<b>234,820</b>	<b>156,190</b>	<b>(78,630)</b>	<b>- 33%</b>

## Debt Service



## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Loan Paydown	82-2646	0	15,000	0	0	0	0%
Loan Interest	82-2647	0	0	0	0	0	0%
Internal Service Fund Loan	82-2649	0	0	0	75,900	75,900	100%
<b>Debt Service Totals:</b>		<b>0</b>	<b>15,000</b>	<b>0</b>	<b>75,900</b>	<b>75,900</b>	<b>100%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	40,889	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>40,889</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>262,448</b>	<b>229,374</b>	<b>248,470</b>	<b>274,190</b>	<b>25,720</b>	<b>10%</b>

# Emergency Preparedness

## Mission Statement

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

## Department Overview

The PHEPR Program shall address prevention, protection, mitigation, response, and recovery phases for threats and emergencies that impact the health of people in its jurisdiction through plan development and revision, exercise, and response activities based on the 15 Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness and Response Capabilities.

## Major Accomplishments

Sustained COVID-19 response - PPE distribution, vax outreach, public information call center, testing, home test distribution, outbreak management, VFT Update, public information, antiviral/Mab distribution  
 COVID-19 vaccination campaign  
 Vaccine Task Force  
 Partnerships with Community Based Organizations (CBOs)

## Budget Highlights

Successful recruitment and hiring of PHEP Coordinator. Accountant II included in all program budgets. PH Director included in all program budget except in programs where Deputy Director has direct program oversight. Using COVID funding approved RFP to acquire a Mobile Public Health Clinic to provide access to care in underserved and isolated communities. Due to supply chain issues delivery is 12-16 months out. Balance will also fund vehicle for field operations. Public health will no longer contract with emergency management with the hiring of a dedicated Public Health Emergency Preparedness (PHEP) Coordinator.

Significant changes from prior year budget:

- No additional revenue anticipated from ELC Active Monitoring (PE01-09) in FY22/23.
- No additional revenue anticipated from CRF 2604 Grant in FY22/23.
- PH Director and Accountant II moved from 4110 into multiple org units.
- PHEP Coordinator is new position in 4170 for FY22/23. Program launched in 2002 after 9-11. Funding for the program decreased significantly since then. The current grant is insufficient to sustain the program/position. COVID-19 provides confounding evidence that the PHEP is a critical and essential program.
- Community Health Project Mgr not budgeted in FY22/23.
- Additional Temporary Help budgeted for PICC operations.
- PH no longer making payments to Emergency Mgmt in FY22/23.
- Previously awarded COVID funds can be expended until 6/30/2023.
- Vehicle purchases for PHEP Coordinator (\$40,000) and Mobile PH Clinic (balance of \$87,500) budgeted in FY22/23.

**Performance Measures**

Due to COVID-19 current performance measures are not up-to-date and available. Performance measures are delineated in OHA Program Elements (PE), Triennial Review Tools. Results are published by OHA. The last Triennial Review was in 2018. The 2021 Triennial Review is rescheduled for 2022. Publication of the results is pending at the time of budget approval. Guidance and KPI for COVID are delineated in PE 01-09/ CARES Act Reimbursement/FEMA.

PE 12 Public Health Emergency Preparedness Program (PHEP)

Triennial Review 2018 – PE 12

[https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop\\_TR.pdf](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop_TR.pdf)

Triennial Review Performance Measures – PE 12

<https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd-trt.aspx>

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	4,075	148,649	365,730	1,055,630	689,900	188%
COVID19 Response PE01-04	58,576	3,710	0	0	0	0%
ELC Active Monitoring Grant PE	0	789,067	789,070	0	(789,070)	- 100%
PHEP COVID19 Response	60,632	0	0	0	0	0%
COVID19 Local Active Monitorin	0	297,980	0	0	0	0%
COVID19 Regional Active Monito	0	94,657	0	0	0	0%
ELC ED Contact Tracing PE01-07	0	275,320	0	0	0	0%
COVID Wrap DCS PE01-08	0	20,000	0	0	0	0%
CRF 2604 Grant	0	149,337	149,340	0	(149,340)	- 100%
CARES Act Reimbursement	272,622	276,658	0	0	0	0%
B/T Preparedness PE12/PE12-01	73,716	77,341	72,360	77,450	5,090	7%
Franchise Fees	200	200	200	240	40	20%
Rev. Refunds & Reim.	12,703	698	0	0	0	0%
Donations from Trust Fund	1,100	2,871	0	0	0	0%
<b>Total Revenue:</b>	<b>483,624</b>	<b>2,136,488</b>	<b>1,376,700</b>	<b>1,133,320</b>	<b>(243,380)</b>	<b>- 17%</b>
<b>Total Unappropriated Budget:</b>	<b>148,649</b>	<b>1,371,633</b>	<b>242,760</b>	<b>403,500</b>	<b>160,740</b>	<b>66%</b>
<b>Total Budgeted Resources:</b>	<b>334,976</b>	<b>764,855</b>	<b>1,133,940</b>	<b>729,820</b>	<b>(404,120)</b>	<b>- 35%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	187,119	342,945	79,900	87,940	8,040	10%
Personnel Benefits	76,015	181,457	55,880	132,630	76,750	137%
Materials & Services	71,842	240,452	998,160	381,750	(616,410)	- 61%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	127,500	127,500	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>334,976</b>	<b>764,855</b>	<b>1,133,940</b>	<b>729,820</b>	<b>(404,120)</b>	<b>- 35%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.00	0.13	0.13	100%
PHEP Coordinator	0.00	0.00	0.00	0.80	0.80	100%
Community Health Project Manag	0.00	0.00	1.00	0.00	(1.00)	- 100%
Accountant II	0.10	0.10	0.10	0.08	(0.02)	- 23%
<b>Total Personnel:</b>	<b>0.15</b>	<b>0.15</b>	<b>1.10</b>	<b>1.00</b>	<b>(0.10)</b>	<b>- 8%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	27,403	46,718	0	18,630	18,630	100%
Deputy Director of Public Heal	82-1087	0	0	0	0	0	0%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Emergency Mgmt Coordinator	82-1125	0	0	0	0	0	0%
Staff Assistant	82-1191	28,041	95,847	0	0	0	0%
Environmental Health Specialis	82-1195	5,418	5,881	0	0	0	0%
Environmental Health Specialis	82-1197	15,469	15,781	0	0	0	0%
PHEP Coordinator	82-1199	0	0	0	64,190	64,190	100%
Clinical Provider	82-1201	647	348	0	0	0	0%
Community Health Project Manag	82-1203	20,602	72,524	73,360	0	(73,360)	- 100%
Clinical Mgr/Nursing Superviso	82-1206	0	0	0	0	0	0%
Public Health Nurse II	82-1209	43,451	72,038	0	0	0	0%
Public Health Nurse III	82-1210	0	0	0	0	0	0%
Reproductive Health Provider	82-1215	0	0	0	0	0	0%
Permit Technician I	82-1729	908	0	0	0	0	0%
Accountant II	82-1848	6,119	5,281	6,540	5,120	(1,420)	- 21%
WIC Nutrition Aide	82-1871	7,092	2,451	0	0	0	0%
Health Promotion Specialist II	82-1872	0	0	0	0	0	0%
Health Promotion Specialist I	82-1873	24,119	18,636	0	0	0	0%
Prev Program Coordinator	82-1882	2,965	7,439	0	0	0	0%
Social Services Coordinator	82-1887	4,886	0	0	0	0	0%
Temporary - Clinical Help	82-1905	0	4,125	0	34,620	34,620	100%
Temporary Help	82-1941	0	10,013	0	38,840	38,840	100%
Overtime	82-1945	0	20,637	0	0	0	0%
Remuneration	82-1947	0	1,392	0	0	0	0%
F.I.C.A.	82-1950	13,799	28,304	6,110	12,350	6,240	102%
Retirement	82-1955	30,886	63,443	20,560	22,760	2,200	10%
Medical Waiver	82-1963	519	615	0	0	0	0%
Medical Insurance	82-1964	26,556	42,716	23,750	19,120	(4,630)	- 19%
Dental Insurance	82-1965	2,970	4,040	2,590	2,110	(480)	- 18%
HSA/HRA Contribution	82-1966	202	3,718	2,200	1,980	(220)	- 10%
Benefits Admin Fees	82-1967	2	2	10	10	0	0%
Life/AD&D Insurance	82-1970	433	461	110	100	(10)	- 9%
Salary Continuation Insur	82-1972	22	225	220	90	(130)	- 59%
S.A.I.F.	82-1975	469	1,527	250	490	240	96%
Unemployment	82-1980	157	241	80	160	80	100%
<b>Personnel Services Totals:</b>		<b>263,134</b>	<b>524,402</b>	<b>135,780</b>	<b>220,570</b>	<b>84,790</b>	<b>62%</b>

## Materials &amp; Services

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Telephones	82-2070	6,751	6,003	6,200	5,040	(1,160)	- 18%
Insurance	82-2200	0	0	0	1,480	1,480	100%
CRF 2604 Vaccinations	82-2351	0	0	49,780	0	(49,780)	- 100%
CRF 2604 Marketing & Promo	82-2352	0	0	49,780	0	(49,780)	- 100%
CRF 2604 Transportation	82-2353	0	0	49,780	0	(49,780)	- 100%
Membership Fees And Dues	82-2370	280	293	300	220	(80)	- 26%
Office Supplies	82-2410	25	522	150	180	30	20%
Postage And Freight	82-2419	387	1,293	500	90	(410)	- 82%
Printing And Reproduction	82-2425	511	52	100	400	300	300%
Prof And Spec Services	82-2450	0	1,004	500	0	(500)	- 100%
Office Furniture & Equipment	82-2454	0	0	0	850	850	100%
Contractual Services	82-2471	0	28,344	0	690	690	100%
COVID19 Background Screening	82-2478	0	10,772	0	500	500	100%
PHEP Emerg Prep	82-2487	47,000	40,000	40,000	22,500	(17,500)	- 43%
COVID19 Emerg Prep	82-2489	9,576	141,847	0	328,650	328,650	100%
ELC Active Monitoring Expenses	82-2498	0	0	789,070	0	(789,070)	- 100%
Advertising	82-2605	250	0	0	0	0	0%
Fuel - Vehicles	82-2852	63	252	200	250	50	25%
Recruitment Expense	82-2880	0	200	0	0	0	0%
Education And Training	82-2928	0	0	300	0	(300)	- 100%
Reimbursed Travel Expense	82-2930	0	0	1,000	0	(1,000)	- 100%
Unallocated Donations	82-3141	0	2,871	0	0	0	0%
Indirect Cost Allocation	82-3210	7,000	7,000	10,500	20,900	10,400	99%
<b>Materials &amp; Services Totals:</b>		<b>71,842</b>	<b>240,452</b>	<b>998,160</b>	<b>381,750</b>	<b>(616,410)</b>	<b>- 61%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	0	0	127,500	127,500	100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>127,500</b>	<b>127,500</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>334,976</b>	<b>764,855</b>	<b>1,133,940</b>	<b>729,820</b>	<b>(404,120)</b>	<b>- 35%</b>

# Onsite Sewage Systems

## Mission Statement

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

## Department Overview

The Onsite Wastewater Management program is a public health protection measure assuring septic conditions for homes and small businesses meet Oregon Department of Environmental Quality (DEQ) standards for construction, installation, and ongoing waste management. Without regulatory oversight, onsite septic systems can fail or malfunction, polluting Clatsop County land and waterways with raw sewage and creating public health and environmental hazards. Program services also include inspection of septic tank pumpers, annual inspections of septic systems, response to complaints of failing systems and sewage ground contamination, and the provision of legal documents about septic systems in the County.

## Major Accomplishments

Updated all policies, procedures, and forms  
 Hired full-time onsite inspector  
 Scanning/uploading historical septic records providing access for all property owners to view septic records online using Webmaps  
 Obtaining 100% compliance with Operation & Maintenance contracts for property owners of pressurized systems.

## Budget Highlights

Budget includes PH Director and Accountant to accurately reflect program infrastructure. Cost savings because PH Director is not longer half-time inspector.

Significant changes from prior year budget:

- PH Director and Accountant II moved from 4110 into multiple org units.
- EH Supervisor added to budget for FY22/23.
- Permit Tech I split between 4174 & 4175 has been adjusted in FY22/23.

## Performance Measures

Updated performance measures under development based on audit of previous measures.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of site evaluations	Count	190.00	220.00	250.00	258.00	80.00	125.00
Number of construction permits	Count	185.00	189.00	195.00	258.00	100.00	125.00
Number of reinstatements, transfers and renewals	Count	5.00	3.00	2.00	NA	36.00	40.00
Number of authorization notices	Count	9.00	10.00	8.00	NA	20.00	25.00
Number of technical assistance requests	Count	28.00	20.00	15.00	NA	150.00	175.00
Number of major repairs	Count	NA	NA	NA	NA	90.00	90.00
Number of minor repairs	Count	NA	NA	NA	NA	30.00	30.00



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	149,561	148,926	93,540	83,780	(9,760)	- 10%
Public Records Request	1,312	254	500	0	(500)	- 100%
Short-Term Rental Application	2,800	2,200	2,500	2,500	0	0%
New Site Evaluation	33,498	41,336	37,000	37,500	500	1%
Commercial New Site Evaluation	2,283	2,878	2,100	2,500	400	19%
New Constr. Installation Permi	98,375	113,279	105,000	110,000	5,000	4%
Residential Repair & Alteratio	37,003	47,743	40,000	45,000	5,000	12%
Res Reinststate, Trans, Renewal	1,217	1,826	2,100	2,520	420	20%
Commercial New Construction	3,350	1,641	2,100	2,000	(100)	- 4%
Comm Repair, Alter, Author Per	4,634	982	500	3,500	3,000	600%
Annual Holding Tank Reports	330	30	500	800	300	60%
Annual O&M Reports	13,800	10,292	6,300	5,000	(1,300)	- 20%
Pumper Truck Inspection	100	810	500	250	(250)	- 50%
Authorization Notices	790	2,816	1,000	2,500	1,500	150%
Rev. Refunds & Reim.	285	0	0	0	0	0%
<b>Total Revenue:</b>	<b>349,338</b>	<b>375,013</b>	<b>293,640</b>	<b>297,850</b>	<b>4,210</b>	<b>1%</b>
<b>Total Unappropriated Budget:</b>	<b>148,926</b>	<b>112,917</b>	<b>11,010</b>	<b>52,230</b>	<b>41,220</b>	<b>374%</b>
<b>Total Budgeted Resources:</b>	<b>200,413</b>	<b>262,096</b>	<b>282,630</b>	<b>245,620</b>	<b>(37,010)</b>	<b>- 13%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	110,883	164,743	161,490	137,650	(23,840)	- 14%
Personnel Benefits	52,484	63,313	80,330	64,370	(15,960)	- 19%
Materials & Services	37,046	34,039	40,810	43,600	2,790	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>200,413</b>	<b>262,096</b>	<b>282,630</b>	<b>245,620</b>	<b>(37,010)</b>	<b>- 13%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.30	0.60	0.00	0.13	0.13	100%
Staff Assistant	0.05	0.00	0.00	0.00	0.00	0%
Environmental Health Superviso	0.00	0.00	0.50	0.20	(0.30)	- 60%
Environmental Health Specialis	1.00	1.20	1.20	1.00	(0.20)	- 16%
Permit Technician I	0.40	0.60	0.60	0.40	(0.20)	- 33%
Accountant II	0.00	0.00	0.00	0.08	0.08	100%
<b>Total Personnel:</b>	<b>1.75</b>	<b>2.40</b>	<b>2.30</b>	<b>1.80</b>	<b>(0.50)</b>	<b>- 21%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	36,131	34,523	0	18,630	18,630	100%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Staff Assistant	82-1191	18,704	2,529	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	40,910	17,350	(23,560)	- 57%
Environmental Health Specialis	82-1195	0	22,224	0	0	0	0%
Environmental Health Specialis	82-1197	25,090	66,777	81,350	61,890	(19,460)	- 23%
Permit Technician I	82-1729	30,915	38,689	39,230	34,660	(4,570)	- 11%
Permit Technician II	82-1730	0	0	0	0	0	0%
Accountant II	82-1848	44	0	0	5,120	5,120	100%
Temporary Help	82-1941	0	0	2,000	0	(2,000)	- 100%
Overtime	82-1945	87	1,970	0	0	0	0%
Remuneration	82-1947	0	53	0	0	0	0%
F.I.C.A.	82-1950	8,186	12,532	12,510	10,530	(1,980)	- 15%
Retirement	82-1955	20,613	27,822	32,630	28,280	(4,350)	- 13%
Medical Waiver	82-1963	239	364	0	0	0	0%
Medical Insurance	82-1964	19,102	16,215	25,640	19,800	(5,840)	- 22%
Dental Insurance	82-1965	1,805	2,302	3,580	2,070	(1,510)	- 42%
HSA/HRA Contribution	82-1966	1,809	995	2,800	2,640	(160)	- 5%
Benefits Admin Fees	82-1967	54	39	60	70	10	16%
Life/AD&D Insurance	82-1970	169	83	190	210	20	10%
Salary Continuation Insur	82-1972	88	247	240	180	(60)	- 25%
S.A.I.F.	82-1975	251	473	520	450	(70)	- 13%
Unemployment	82-1980	80	219	160	140	(20)	- 12%
<b>Personnel Services Totals:</b>		<b>163,367</b>	<b>228,056</b>	<b>241,820</b>	<b>202,020</b>	<b>(39,800)</b>	<b>- 16%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	641	410	400	350	(50)	- 12%
Program Supplies	82-2140	0	1,085	1,000	1,000	0	0%
Insurance	82-2200	1,087	2,752	3,310	2,350	(960)	- 29%
License And Permit Fees	82-2240	100	0	0	0	0	0%
General Equipment	82-2268	993	0	0	0	0	0%
Membership Fees And Dues	82-2370	0	0	200	440	240	120%
Office Supplies	82-2410	177	256	220	250	30	13%
Books And Periodicals	82-2413	236	(2)	150	200	50	33%
Postage And Freight	82-2419	576	234	250	250	0	0%
Printing And Reproduction	82-2425	555	717	500	850	350	70%
Prof And Spec Services	82-2450	0	0	500	0	(500)	- 100%
Office Furniture & Equipment	82-2454	119	0	0	0	0	0%
Meetings/ Hosting	82-2750	41	0	0	80	80	100%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Fuel - Vehicles	82-2852	38	378	150	400	250	166%
Vehicle Maintenance & Use	82-2923	46	391	500	1,500	1,000	200%
Education And Training	82-2928	1,482	1,667	1,530	880	(650)	- 42%
Reimbursed Travel Expense	82-2930	0	0	2,000	30	(1,970)	- 98%
Refunds and Returns	82-3204	655	2,050	500	1,220	720	144%
Indirect Cost Allocation	82-3210	30,300	24,100	29,600	33,800	4,200	14%
<b>Materials &amp; Services Totals:</b>		<b>37,046</b>	<b>34,039</b>	<b>40,810</b>	<b>43,600</b>	<b>2,790</b>	<b>6%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>200,413</b>	<b>262,096</b>	<b>282,630</b>	<b>245,620</b>	<b>(37,010)</b>	<b>- 13%</b>

# Environmental Health

## Mission Statement

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

## Department Overview

The Environmental Health (EH) program services fall into two categories, licensing and inspection. Annual licenses are issued for food service facilities, including full-service restaurants, mobile food units, bed and breakfast, and hotel breakfast service. Temporary food licenses are issued for a single day, seasonal and intermittent events. Additional licensing includes public swimming pools, spas, and travel accommodations, including hotels, motels, bed and breakfast, RV parks, campgrounds, and organizational camps. The most recent addition is the Tobacco Retail License (TRL) which began in 2020. Inspections are scheduled according to the Oregon Health Authority (OHA) Food, Pool, and Lodging program. Licensed tobacco retailers are inspected annually. EH personnel perform inspections of school food service, daycare facilities, correctional facilities, and Tongue Point Job Corps Center.

OHA Drinking Water Services oversee another program under the EH umbrella: Approximately two dozen small public drinking water systems depend on EH regulators for technical support, water testing follow-up, and sanitary system surveys.

## Major Accomplishments

Continuity of operations during COVID pandemic  
 Hired additional fulltime EH Specialist position  
 Resolved habitual drinking water violations in two rural systems  
 Maintained pool safety during pandemic closures and reopening  
 Outreach for respiratory protection and education and fit-testing during pandemic response  
 Consulted with hotels during isolation and quarantine for COVID case/contacts  
 Partnered with ODA and OHSA to increase worker safety at fish processing plants during the pandemic response  
 Implemented the licensing and inspections related to Tobacco Retail License program  
 Implemented Tobacco Retail License program (TRL)

## Budget Highlights

PH Director and Accountant II included in all program budget except in programs where Deputy Director has direct program oversight. Budget includes FTE for vacant EH Supervisor position. General fund request to support statutory program requirements. Audit of fee schedule for Food/Pool/Lodging and TRL to support sustainable program operations.

Significant changes from prior year budget:

- TRL Fee revenue is lower due to the actual number of licensed retail tobacco outlets.
- Food Handler Card revenue anticipated to increase due to the opening of new food establishments.
- PH Director and Accountant II moved from 4110 into multiple org units.
- EH Supervisor added to budget for FY22/23.
- Permit Tech I split between 4174 & 4175 has been adjusted in FY22/23.

## Performance Measures

Due to COVID-19 current performance measures are not up-to-date and available. Performance measures are delineated in OHA Program Elements (PE), Triennial Review Tools. Results are published by OHA. The last Triennial Review was in 2018. The 2021 Triennial Review is rescheduled for 2022. Publication of the results is pending at the time of budget approval.

PE 50 Safe Drinking Water (SDW) Program

Triennial Review 2018 – 50

[https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop\\_TR.pdf](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Compliance/Clatsop_TR.pdf)

Triennial Review Performance Measures – PE 50

<https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd-trt.aspx>

- Food, Pool and Lodging Health & Safety - Environmental Health
- Drinking-Water

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of food service inspections	Count	NA	NA	NA	NA	210.00	300.00
Number of temp licenses issued	Count	NA	NA	NA	NA	100.00	125.00
Number of pool/spa inspections	Count	NA	NA	NA	NA	60.00	60.00
Number of drinking water surveys completed	Count	NA	NA	NA	NA	15.00	6.00
Number of new plan reviews	Count	NA	NA	NA	NA	14.00	20.00

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	14,849	0	63,350	71,400	8,050	12%
Tobacco Retailers Licensing Fe	9,450	29,050	30,500	21,000	(9,500)	- 31%
NEHA/NEARS Grant	0	2,097	0	0	0	0%
CARES Act Reimbursement	634	77,685	0	0	0	0%
Short-Term Rental Application	0	0	0	0	0	0%
Bed & Breakfast	1,668	1,548	1,800	1,800	0	0%
Full Service License	159,977	169,478	150,000	162,500	12,500	8%
Food Handler Cards	8,105	7,524	7,000	10,740	3,740	53%
Limited License	2,378	1,738	2,500	1,680	(820)	- 32%
Mobile Units	5,835	6,440	7,000	8,000	1,000	14%
Temp License	3,892	2,245	5,500	4,400	(1,100)	- 20%
Food Warehouse	0	0	0	0	0	0%
Pools	6,535	6,615	7,000	6,540	(460)	- 6%
Spas	3,570	3,660	3,500	3,360	(140)	- 4%
Organizational Camps	90	95	250	100	(150)	- 60%
RV Parks	4,157	4,047	6,000	4,490	(1,510)	- 25%
Tourist-Bed & Breakfast	680	810	1,000	770	(230)	- 23%
Traveler (Hotels/Motels)	9,280	9,895	9,700	10,700	1,000	10%
Drinking Water PE50	4,592	8,027	13,000	13,440	440	3%
Day Cares	1,315	1,750	1,500	1,800	300	20%
Schools	1,731	1,380	1,500	1,400	(100)	- 6%
Plan Reviews	2,675	2,825	2,600	1,500	(1,100)	- 42%
Environmental Inspections	1,800	1,400	1,500	1,600	100	6%
Commissary Fees	1,680	1,475	1,500	2,100	600	40%
Franchise Fees	570	600	600	670	70	11%
Rev. Refunds & Reim.	0	0	500	0	(500)	- 100%
Insurance Loss Proceeds	0	29,000	0	0	0	0%
Transfer from General	0	0	0	93,860	93,860	100%
<b>Total Revenue:</b>	<b>245,462</b>	<b>369,382</b>	<b>317,800</b>	<b>423,850</b>	<b>106,050</b>	<b>33%</b>
<b>Total Unappropriated Budget:</b>	<b>(16,347)</b>	<b>59,533</b>	<b>18,860</b>	<b>0</b>	<b>(18,860)</b>	<b>- 100%</b>
<b>Total Budgeted Resources:</b>	<b>261,809</b>	<b>309,849</b>	<b>298,940</b>	<b>423,850</b>	<b>124,910</b>	<b>41%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	141,963	100,246	155,800	241,260	85,460	54%
Personnel Benefits	52,101	34,734	73,210	106,740	33,530	45%
Materials & Services	67,744	148,772	69,930	75,850	5,920	8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	26,098	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>261,809</b>	<b>309,849</b>	<b>298,940</b>	<b>423,850</b>	<b>124,910</b>	<b>41%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Health Director	0.10	0.05	0.00	0.13	0.13	100%
Environmental Health Superviso	0.00	0.00	0.50	0.80	0.30	60%
Environmental Health Specialis	0.00	0.70	0.70	0.70	0.00	0%
Environmental Health Specialis	1.80	0.80	0.80	1.00	0.20	25%
Permit Technician I	0.50	0.30	0.30	0.50	0.20	66%
Accountant II	0.00	0.00	0.00	0.08	0.08	100%
<b>Total Personnel:</b>	<b>2.40</b>	<b>1.85</b>	<b>2.30</b>	<b>3.20</b>	<b>0.90</b>	<b>39%</b>



## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Health Director	82-1086	6,987	1,312	0	18,630	18,630	100%
Public Health Director - Casua	82-1090	0	0	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	40,910	69,390	28,480	69%
Environmental Health Specialis	82-1195	28,964	42,891	45,050	45,700	650	1%
Environmental Health Specialis	82-1197	82,661	34,353	50,230	61,150	10,920	21%
Permit Technician I	82-1729	23,308	21,691	19,610	41,270	21,660	110%
Permit Technician II	82-1730	0	0	0	0	0	0%
Accountant II	82-1848	44	0	0	5,120	5,120	100%
Temporary Help	82-1941	0	0	2,000	0	(2,000)	- 100%
Overtime	82-1945	0	195	0	0	0	0%
F.I.C.A.	82-1950	10,244	7,349	12,070	18,460	6,390	52%
Retirement	82-1955	24,934	16,725	33,100	52,330	19,230	58%
Medical Waiver	82-1963	762	187	0	0	0	0%
Medical Insurance	82-1964	11,734	6,265	19,120	27,100	7,980	41%
Dental Insurance	82-1965	2,636	2,035	3,750	4,010	260	6%
HSA/HRA Contribution	82-1966	865	1,261	2,000	3,080	1,080	54%
Benefits Admin Fees	82-1967	63	53	70	50	(20)	- 28%
Life/AD&D Insurance	82-1970	178	132	200	320	120	60%
Salary Continuation Insur	82-1972	198	132	240	360	120	50%
S.A.I.F.	82-1975	320	288	500	790	290	58%
Unemployment	82-1980	168	113	160	240	80	50%
<b>Personnel Services Totals:</b>		<b>194,064</b>	<b>134,980</b>	<b>229,010</b>	<b>348,000</b>	<b>118,990</b>	<b>51%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	3,208	2,809	3,300	1,910	(1,390)	- 42%
Program Supplies	82-2140	1,076	307	250	850	600	240%
Insurance	82-2200	2,847	1,722	2,070	2,340	270	13%
Maintenance - Equipment	82-2260	15	316	0	300	300	100%
Medical Supplies	82-2345	51	0	0	0	0	0%
Membership Fees And Dues	82-2370	325	223	380	640	260	68%
Office Supplies	82-2410	282	370	500	500	0	0%
Books And Periodicals	82-2413	370	0	200	0	(200)	- 100%
Postage And Freight	82-2419	830	865	1,000	1,060	60	6%
Printing And Reproduction	82-2425	916	523	500	840	340	68%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	100	0	0	0	0	0%
State Consultation Fee	82-2520	25,326	31,568	25,000	25,180	180	0%
COVID Business Support Grant	82-2528	0	77,671	0	0	0	0%
Fuel - Vehicles	82-2852	436	233	500	500	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Vehicle Maintenance & Use	82-2923	130	315	500	500	0	0%
Education And Training	82-2928	839	0	630	130	(500)	- 79%
Reimbursed Travel Expense	82-2930	494	0	2,000	2,500	500	25%
Refunds and Returns	82-3204	0	350	500	0	(500)	- 100%
Indirect Cost Allocation	82-3210	30,500	31,500	32,600	38,600	6,000	18%
<b>Materials &amp; Services Totals:</b>		<b>67,744</b>	<b>148,772</b>	<b>69,930</b>	<b>75,850</b>	<b>5,920</b>	<b>8%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	26,098	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>26,098</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>261,809</b>	<b>309,849</b>	<b>298,940</b>	<b>423,850</b>	<b>124,910</b>	<b>41%</b>

Approp. For Contingency 7

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

Protect individuals and communities against the spread of disease, injuries, and environmental hazards.

Promote and encourage healthy behaviors.

Department Overview

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

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	35,187	17,062	0	0	0	0%
<b>Total Revenue:</b>	<b>35,187</b>	<b>17,062</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>35,187</b>	<b>17,062</b>	<b>(409,420)</b>	<b>(724,950)</b>	<b>(315,530)</b>	<b>77%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>409,420</b>	<b>724,950</b>	<b>315,530</b>	<b>77%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	409,420	724,950	315,530	77%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>409,420</b>	<b>724,950</b>	<b>315,530</b>	<b>77%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
None	82-1000	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
Appropriation for Contin.	82-9912	0	0	32,170	101,020	68,850	214%
Appropriation for Contin.	82-9933	0	0	90,930	0	(90,930)	- 100%
Appropriation for Contin.	82-9963	0	0	0	79,130	79,130	100%
Appropriation for Contin.	82-9968	0	0	3,490	89,070	85,580	2452%
Appropriation for Contin.	82-9969	0	0	10,200	0	(10,200)	- 100%
Appropriation for Contin.	82-9970	0	0	242,760	403,500	160,740	66%
Appropriation for Contin.	82-9974	0	0	11,010	52,230	41,220	374%
Appropriation for Contin.	82-9975	0	0	18,860	0	(18,860)	- 100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>409,420</b>	<b>724,950</b>	<b>315,530</b>	<b>77%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>409,420</b>	<b>724,950</b>	<b>315,530</b>	<b>77%</b>

# Mental Health

## Mission Statement

The mission of Clatsop County Mental Health is to promote and protect the health and well-being of individuals, families, and our community.

## Department Overview

Clatsop County contracts services for the treatment of mental illness and addiction to Clatsop Behavioral Healthcare. The County provides oversight to ensure effective management and stewardship of limited public resources.

## Budget Highlights

The County Manager's Office will be hiring a position that is specific to contract management which is what staff allocated to this org unit is responsible for, this new position will take over the mental health contract oversight within this org unit. The Management/Policy Analyst previously allocated to this organizational unit will have their time reallocated to be 100% in the 001/1120 budget to focus more on more specific management/policy work within the County Manager's Office. A projected savings in personnel costs of \$22,800 would be realized with this reallocation of FTE.

While the personnel services have decreased this is specific to administrative oversight of the mental health contract. Oversight of the services being provided by the CMHP are done by the County Manager or designee and personnel costs are absorbed within that budget.

The contingency within this fund is from the administrative portion of the state contract that has not been utilized for County administrative staff. These funds are being evaluated as to how they might be able to help provide a capital project support for mental health services.

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	106,312	130,521	151,620	157,150	5,530	3%
Interest On Investments	8,803	3,500	2,500	1,500	(1,000)	- 40%
Tort Liability Revenue	0	0	0	0	0	0%
SE#4 Aid & Assist Client Servi	7,287	75,717	7,290	166,390	159,100	2182%
SE#5 Assertive Comm Tx Svcs	57,500	57,500	57,500	57,500	0	0%
SE#13 School Based MH Svcs	203,983	203,983	203,980	203,980	0	0%
SE#65 Intoxicated Driver PF	0	9,787	24,000	24,000	0	0%
SE#63 Peer Delivered Services	26,053	26,052	26,050	26,050	0	0%
SE#66 Community BH & Add Svcs	412,536	196,229	103,000	103,000	0	0%
SE#17 Non-OHP Comm & RA	0	0	0	0	0	0%
SE#81 Problem Gambling Tx	12,000	11,000	12,000	12,000	0	0%
SE#20 NR Community MH Svcs	203,527	330,646	218,640	396,840	178,200	81%
SE#24 Acute/Intermed Psych IP S	56,787	56,787	56,790	56,790	0	0%
SE#26A EASA	84,395	84,395	84,400	84,400	0	0%
SE#26 NR CMH Svcs for Y/YAT	0	0	0	0	0	0%
SE#34 Adult Foster Care	0	0	0	0	0	0%
SE#35A Gero-Specialist	0	0	0	0	0	0%
SE#25 Comm MH Crisis-Adult/Chi	600,609	600,609	600,610	600,610	0	0%
SE#28 Residential Trmt Svcs	0	0	0	0	0	0%
SE#30 PSRB Trmt & Spvsn	0	0	0	0	0	0%
SE#35 Old/Dsbl Adult CMH Svcs	17,122	17,122	17,120	17,120	0	0%
SE#37 MHS Special Projects	0	0	0	0	0	0%
SE#36 PASARR	0	0	1,500	1,500	0	0%
SE#38 Supp Employment Svcs	25,750	25,750	25,750	25,750	0	0%
SE#37 ACTS	0	0	0	0	0	0%
SE#37 Mobile Crisis	0	0	0	0	0	0%
SE#60 IDPF	0	0	0	0	0	0%
SE#1 System Mgt & Coord-CMH	53,105	53,105	53,110	53,110	0	0%
SE#3 System Mgt & Coord-Add Sv	660	605	660	660	0	0%
CARES Act Reimbursement	5,452	468	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>1,881,882</b>	<b>1,883,777</b>	<b>1,646,520</b>	<b>1,988,350</b>	<b>341,830</b>	<b>20%</b>
<b>Total Unappropriated Budget:</b>	<b>130,521</b>	<b>149,765</b>	<b>0</b>	<b>185,140</b>	<b>185,140</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>1,751,361</b>	<b>1,734,012</b>	<b>1,646,520</b>	<b>1,803,210</b>	<b>156,690</b>	<b>9%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	32,051	27,376	33,630	13,660	(19,970)	- 59%
Personnel Benefits	8,460	7,321	12,900	10,070	(2,830)	- 21%
Materials & Services	3,301	3,737	6,970	3,550	(3,420)	- 49%
Special Payments	1,707,549	1,695,579	1,438,630	1,775,930	337,300	23%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	154,390	0	(154,390)	- 100%
<b>Total Expenditures:</b>	<b>1,751,361</b>	<b>1,734,012</b>	<b>1,646,520</b>	<b>1,803,210</b>	<b>156,690</b>	<b>9%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
None	0.00	0.00	0.00	0.20	0.20	100%
Management/Policy Analyst	0.00	0.00	0.40	0.00	(0.40)	- 100%
Social Services Coordinator	0.80	0.80	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>0.80</b>	<b>0.80</b>	<b>0.40</b>	<b>0.20</b>	<b>(0.20)</b>	<b>- 50%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
None	82-1000	0	0	0	13,660	13,660	100%
Management/Policy Analyst	82-1305	0	12,351	33,630	0	(33,630)	- 100%
Social Services Coordinator	82-1887	32,051	15,025	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	2,323	1,966	2,570	1,050	(1,520)	- 59%
Retirement	82-1955	1,381	2,367	6,780	3,580	(3,200)	- 47%
Medical Insurance	82-1964	3,392	2,591	3,010	4,400	1,390	46%
Dental Insurance	82-1965	316	210	320	490	170	53%
HSA/HRA Contribution	82-1966	800	0	0	440	440	100%
Benefits Admin Fees	82-1967	0	0	10	10	0	0%
Life/AD&D Insurance	82-1970	73	50	40	60	20	50%
Salary Continuation Insur	82-1972	96	75	90	10	(80)	- 88%
S.A.I.F.	82-1975	47	37	50	20	(30)	- 60%
Unemployment	82-1980	30	26	30	10	(20)	- 66%
<b>Personnel Services Totals:</b>		<b>40,510</b>	<b>34,697</b>	<b>46,530</b>	<b>23,730</b>	<b>(22,800)</b>	<b>- 49%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	301	71	520	250	(270)	- 51%
Program Supplies	82-2140	0	0	700	0	(700)	- 100%
Insurance	82-2200	0	565	0	0	0	0%
Printing And Reproduction	82-2425	0	0	100	0	(100)	- 100%
PC Equipment	82-2455	0	0	1,200	0	(1,200)	- 100%
Education And Training	82-2928	0	0	500	0	(500)	- 100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	750	0	(750)	- 100%
Indirect Cost Allocation	82-3210	3,000	3,100	3,200	3,300	100	3%
<b>Materials &amp; Services Totals:</b>		<b>3,301</b>	<b>3,737</b>	<b>6,970</b>	<b>3,550</b>	<b>(3,420)</b>	<b>- 49%</b>
<b>Special Payments</b>							
Tort Liability Expense	82-3101	0	0	0	0	0	0%
SE#4 Aid & Assist Client Servi	82-3103	7,287	75,717	7,290	166,390	159,100	2182%
SE#5 Assertive Community Tx Sv	82-3104	57,500	57,500	57,500	57,500	0	0%
SE#13 School Based MH Svcs	82-3105	203,983	203,983	203,980	203,980	0	0%
SE#65 Intoxicated Driver PF	82-3106	0	9,787	24,000	24,000	0	0%
SE#63 Peer Delivered Services	82-3107	26,053	26,052	26,050	26,050	0	0%
SE#66 ITRS Funds	82-3108	0	0	0	0	0	0%
SE#66 Community BH & Add Svc	82-3112	412,536	196,229	103,000	103,000	0	0%
SE#34 Adult Foster Care	82-3143	0	0	0	0	0	0%
SE#60 IDPF	82-3157	0	0	0	0	0	0%
SE#17 Non-OHP Comm & RA	82-3158	0	0	0	0	0	0%
SE#20 NR Community MH Svcs	82-3163	203,527	330,646	218,640	396,840	178,200	81%
SE#35A Gero-Specialist	82-3166	0	0	0	0	0	0%



## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
SE#38 Supp Employment Svcs	82-3167	25,750	25,750	25,750	25,750	0	0%
SE#26A EASA	82-3168	84,395	84,395	84,400	84,400	0	0%
SE#24 Acute/Intermed Psyc IP S	82-3170	56,787	56,787	56,790	56,790	0	0%
SE#26 NR CMH Svcs for Y/YAT	82-3171	0	0	0	0	0	0%
SE#25 Comm MH Crisis-Adult/CH	82-3172	600,609	600,609	600,610	600,610	0	0%
SE#28 Residential Trmt Svcs	82-3173	0	0	0	0	0	0%
SE#35 Older/Dsbl Adult CMH Svc	82-3175	17,122	17,122	17,120	17,120	0	0%
SE#37 MHS Special Projects	82-3176	0	0	0	0	0	0%
SE#36 PASARR	82-3177	0	0	1,500	1,500	0	0%
SE#81 Problem Gambling Tx	82-3181	12,000	11,000	12,000	12,000	0	0%
<b>Special Payments Totals:</b>		<b>1,707,549</b>	<b>1,695,579</b>	<b>1,438,630</b>	<b>1,775,930</b>	<b>337,300</b>	<b>23%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	154,390	0	(154,390)	- 100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>154,390</b>	<b>0</b>	<b>(154,390)</b>	<b>- 100%</b>
<b>Total Expenditures:</b>		<b>1,751,361</b>	<b>1,734,012</b>	<b>1,646,520</b>	<b>1,803,210</b>	<b>156,690</b>	<b>9%</b>

# Drug & Alcohol Prevention

## Mission Statement

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

## Department Overview

The function of the Prevention Unit is to reduce common risk factors for alcohol abuse, drug use, problem gambling, mental illness, while also increasing protective factors which build resistance and resiliency. Prevention services in Clatsop County include community mobilization, policy development, parenting education, youth skill building programs and community outreach and education.

## Major Accomplishments

My Future My Choice (MFMC), a comprehensive sexuality curriculum for 6th grade students, was re-implemented in three school districts after a COVID-19 hiatus.

New initiatives were created with schools to work with students on youth leadership within a prevention framework.

In an effort to address social norms, Alcohol and Drug Prevention and Education Program (ADPEP) coordinator worked with Chambers of Commerce and other event planners to guide best practices regarding cannabis and alcohol at events where youth are present.

## Budget Highlights

There is a cost savings in this org unit due to both staff turnover and staff deployment to COVID-19 responsibilities. These savings will be integral to the County's ability to sustain health promotion efforts beyond COVID. Health promotion and disease prevention are priorities of Public Health Modernization and support the State's Alcohol and Drug Policy Commission's Statewide Strategic Plan. The fiscal savings, in conjunction with marijuana and alcohol tax revenue, build a foundation for future sustained efforts for the County to respond to these two parallel processes by addressing health equity and the social determinants of health through Promotion and Prevention efforts.

This 2022-2023 budget also includes .20 of the new Public Health Emergency Preparedness Coordinator's FTE to work with Health Promotion staff and local stakeholders on a first ever county-wide Overdose Response Plan.

Significant changes from prior year budget:

- Accountant II moved from 4110 into multiple org units.
- Deputy Director is new position.
- Prev Program Coordinator position eliminated due to promotion to Deputy Director.
- Additional HP Spec II positions vs HP Spec I.
- PHEP Coordinator is new position added to develop overdose response plan for FY22/23.
- Phone expenses increasing due to added personnel.
- No Unapportioned Projects budgeted in FY22/23.
- Place Matters expenses moved to 4112.
- Education, Training & Travel includes multiple anticipated conferences in FY22/23.

**Performance Measures**

Due to COVID-19 current performance measures are not up-to-date and available. Performance measures are determined through Program Element #36, Service Element #80, and MFMC IGA. Standards are delineated in detail and evaluated by Oregon Health Authority (OHA) and Department of Human Services (DHS).

PE 62 Overdose Prevention

PE 36 Alcohol and Drug Prevention and Education Program (ADPEP)

PE 27 Prescription Drug Overdose Prevention (PDOP)

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	175,128	239,403	256,070	272,250	16,180	6%
St. - Marijuana Tax	32,809	62,392	29,000	29,000	0	0%
SE#70/PE36 Prev. Svcs - State	7,215	7,575	7,470	7,870	400	5%
SE#80 Problem Gambling Prevent	28,500	18,792	20,500	20,500	0	0%
OSU-DHS Grant	45,000	45,000	0	0	0	0%
Hub Contract	67,500	0	0	0	0	0%
My Future My Choice Grant	4,385	6,596	25,000	25,000	0	0%
SE#70/PE36 Prev. Svcs - Feder	54,035	51,371	50,680	53,380	2,700	5%
Alcohol/Drug TX	20,246	19,787	33,000	33,000	0	0%
Franchise Fees	280	280	280	320	40	14%
Place Matters	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>435,099</b>	<b>451,197</b>	<b>422,000</b>	<b>441,320</b>	<b>19,320</b>	<b>4%</b>
<b>Total Unappropriated Budget:</b>	<b>239,403</b>	<b>278,182</b>	<b>0</b>	<b>226,740</b>	<b>226,740</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>195,695</b>	<b>173,014</b>	<b>422,000</b>	<b>214,580</b>	<b>(207,420)</b>	<b>- 49%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	90,269	69,540	112,240	119,780	7,540	6%
Personnel Benefits	44,564	34,002	45,030	45,050	20	0%
Materials & Services	60,863	69,473	264,730	49,750	(214,980)	- 81%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>195,695</b>	<b>173,014</b>	<b>422,000</b>	<b>214,580</b>	<b>(207,420)</b>	<b>- 49%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Deputy Director of Public Heal	0.00	0.00	0.00	0.20	0.20	100%
PHEP Coordinator	0.00	0.00	0.00	0.20	0.20	100%
Accountant II	0.00	0.05	0.05	0.08	0.03	54%
Health Promotion Specialist II	0.00	0.00	0.00	0.65	0.65	100%
Health Promotion Specialist I	1.00	0.20	0.35	0.00	(0.35)	- 100%
Prev Program Coordinator	1.00	0.60	0.60	0.00	(0.60)	- 100%
<b>Total Personnel:</b>	<b>2.00</b>	<b>0.85</b>	<b>1.00</b>	<b>1.13</b>	<b>0.13</b>	<b>12%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Deputy Director of Public Heal	82-1087	0	0	0	24,640	24,640	100%
PHEP Coordinator	82-1199	0	0	0	16,050	16,050	100%
Accountant II	82-1848	0	2,640	3,270	5,120	1,850	56%
Health Promotion Specialist II	82-1872	0	0	0	39,970	39,970	100%
Health Promotion Specialist I	82-1873	31,642	23,266	54,110	34,000	(20,110)	- 37%
Prev Program Coordinator	82-1882	57,961	43,175	54,860	0	(54,860)	- 100%
Parent Educators	82-1884	666	459	0	0	0	0%
Overtime	82-1945	415	(92)	0	0	0	0%
F.I.C.A.	82-1950	6,726	5,049	8,590	9,160	570	6%
Retirement	82-1955	16,010	12,287	15,780	18,270	2,490	15%
Medical Insurance	82-1964	17,510	13,590	16,800	14,250	(2,550)	- 15%
Dental Insurance	82-1965	1,716	1,254	1,810	1,550	(260)	- 14%
HSA/HRA Contribution	82-1966	1,650	1,388	1,390	1,130	(260)	- 18%
Benefits Admin Fees	82-1967	20	23	20	30	10	50%
Life/AD&D Insurance	82-1970	85	67	90	110	20	22%
Salary Continuation Insur	82-1972	193	152	160	110	(50)	- 31%
S.A.I.F.	82-1975	142	198	280	320	40	14%
Unemployment	82-1980	95	86	110	120	10	9%
<b>Personnel Services Totals:</b>		<b>134,832</b>	<b>103,541</b>	<b>157,270</b>	<b>164,830</b>	<b>7,560</b>	<b>4%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,793	718	1,200	2,690	1,490	124%
Unapportioned Projects	82-2129	0	0	211,380	0	(211,380)	- 100%
Program Supplies	82-2140	258	300	1,000	500	(500)	- 50%
Program Activity	82-2142	0	0	5,000	0	(5,000)	- 100%
Place Matters Expense	82-2145	0	0	5,000	0	(5,000)	- 100%
HUB-OPEC Expenses	82-2149	4,086	0	0	0	0	0%
Insurance	82-2200	1,146	1,131	2,040	1,700	(340)	- 16%
Maintenance - Equipment	82-2260	46	0	0	0	0	0%
Membership Fees And Dues	82-2370	78	162	300	870	570	190%
Office Supplies	82-2410	28	238	230	1,330	1,100	478%
Postage And Freight	82-2419	6	135	0	0	0	0%
Printing And Reproduction	82-2425	209	267	500	400	(100)	- 20%
Office Furniture & Equipment	82-2454	1,595	0	0	910	910	100%
PC Equipment	82-2455	1,532	780	780	2,000	1,220	156%
Contractual Services	82-2471	24,442	43,256	5,000	5,000	0	0%
Advertising	82-2605	1,199	699	3,500	500	(3,000)	- 85%
Fuel - Vehicles	82-2852	640	0	300	0	(300)	- 100%
Education And Training	82-2928	1,055	386	1,200	2,150	950	79%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Reimbursed Travel Expense	82-2930	1,077	0	5,800	7,600	1,800	31%
OSU-DHS Grant Expense	82-2977	2,529	0	0	0	0	0%
My Future My Choice Expenses	82-2980	544	0	1,400	1,400	0	0%
Indirect Cost Allocation	82-3210	18,600	21,400	20,100	22,700	2,600	12%
<b>Materials &amp; Services Totals:</b>		<b>60,863</b>	<b>69,473</b>	<b>264,730</b>	<b>49,750</b>	<b>(214,980)</b>	<b>- 81%</b>
<b>Total Expenditures:</b>		<b>195,695</b>	<b>173,014</b>	<b>422,000</b>	<b>214,580</b>	<b>(207,420)</b>	<b>- 49%</b>

# Approp. For Contingency 033

## Department Overview

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

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(411,880)</b>	<b>(411,880)</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>411,880</b>	<b>411,880</b>	<b>0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	411,880	411,880	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>411,880</b>	<b>411,880</b>	<b>0%</b>

## Summary

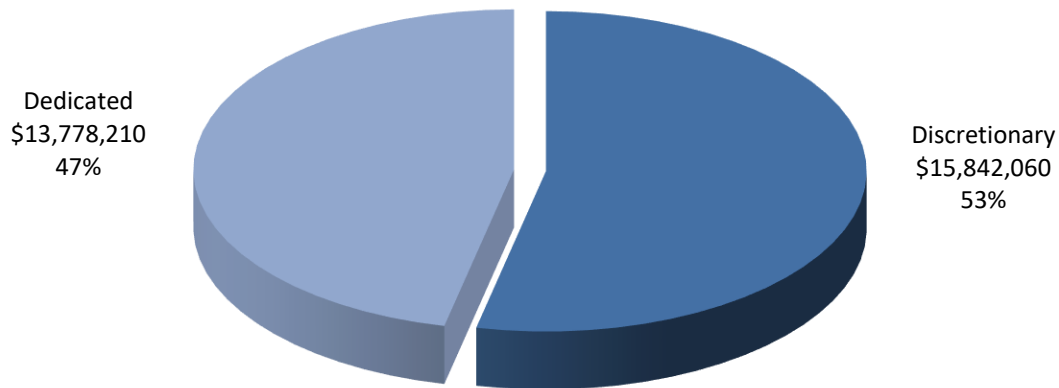
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Contingencies</b>							
Appropriation for Contin.	82-9952	0	0	0	185,140	185,140	100%
Appropriation for Contin.	82-9956	0	0	0	226,740	226,740	100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>411,880</b>	<b>411,880</b>	<b>100%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>411,880</b>	<b>411,880</b>	<b>100%</b>



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## Clatsop County Functions/Programs Budget General Government 2022-2023 Total \$29,620,270



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

Discretionary Revenue	Information Systems
Board of Commissioners	Buildings & Grounds
Board of Property Tax Appeals	Dues & Special Assessments
Assessment & Taxation	Transfers to Other Funds
Property Management	Approp. for Contingency 1
Clerk - Admin & Elections	GF Stabilization
Clerk - Recordings	American Rescue Plan
Clerk Archived Records	Approp. for Contingency 90
County Manager	Insurance Reserve
Human Resources	Debt Service
County Counsel	Bond & UAL Reserve Fund
Budget & Finance	

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

Discretionary Revenue

Department Overview

Discretionary Revenue's are the primary source of funds over which the Board has some options regarding the purposes/activities to which the funds are allocated. This organizational unit within the General Fund is where these discretionary revenues are received. The primary sources of discretionary revenue include: Property taxes, timber receipts, transient room tax collections, and indirect cost revenues.

Budget Highlights

Staff are proposing a 6% increase to property taxes compared to the 21-22 budget but based on projections this will be approximately a 4% increase.  
Room tax collections have continued to be strong despite covid restrictions.  
Indirect costs continue to rise each year due to General Fund overhead costs increasing. This is due to inflation, cost of living, costs associated with employee benefits and multiple other factors.

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	13,400,035	14,332,790	13,431,570	9,881,450	(3,550,120)	- 26%
Property Taxes Current Yr	9,271,798	9,616,368	9,929,940	10,536,870	606,930	6%
Property Taxes Prior Year	242,483	358,422	240,000	240,000	0	0%
GP Reserve Revenue	30,763	29,635	30,000	0	(30,000)	- 100%
SIP-06-02 Taxes	247,412	259,992	203,500	244,200	40,700	20%
WOST - Small Tract Forestland	8,711	6,508	5,000	5,000	0	0%
Room Tax	532,316	624,768	530,000	840,000	310,000	58%
Restitution	0	0	0	0	0	0%
Other Fines, Pen. & Forf.	0	0	0	0	0	0%
Interest On Investments	335,622	106,820	100,000	45,000	(55,000)	- 55%
Unrealized Gain/Loss	0	0	0	0	0	0%
Realized Gain on Investment	1,011	0	0	0	0	0%
St. - Liquor Tax	239,459	265,150	240,000	240,000	0	0%
St. - Marijuana Tax	145,548	119,061	115,000	55,000	(60,000)	- 52%
Cigarette Tax	29,570	26,115	30,500	30,500	0	0%
Timber Sales	0	0	0	2,224,940	2,224,940	100%
Timber Sales General Fund	2,183,650	2,183,650	2,183,650	2,183,650	0	0%
Cooperative Electric Tax	48,603	49,748	45,000	45,000	0	0%
Amusement Tax	8,721	7,100	6,500	6,500	0	0%
Railroad Car Tax	1,006	1,600	1,000	1,000	0	0%
Federal In-lieu Tax	4,322	4,301	3,000	3,000	0	0%
Taylor Grazing Proceeds	11	0	0	0	0	0%
CARES Act Reimbursement	353,962	483,864	0	0	0	0%
Franchise Fees	87,740	90,186	90,000	90,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Indirect Cost Revenue	1,104,100	1,170,400	1,307,700	1,460,400	152,700	11%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Special Projects	0	0	0	0	0	0%
Transfer from American Rescue	0	0	700,000	0	(700,000)	- 100%
General Fund Support	(28,281,928)	(29,737,368)	(29,192,360)	(28,132,510)	1,059,850	- 3%
<b>Total Revenue:</b>	<b>(5,087)</b>	<b>(891)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	(5,087)	(891)	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>(5,087)</b>	<b>(891)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Banking Svcs Fee	82-2002	4,200	0	15,000	0	(15,000)	- 100%
Banking Svcs Credit Adj.	82-2003	(5,954)	(891)	(15,000)	0	15,000	- 100%
Investment Premium	82-2004	(3,333)	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>(5,087)</b>	<b>(891)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>(5,087)</b>	<b>(891)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>



# Board Of Commissioners

## Mission Statement

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

## Department Overview

The five member Board of Commissioners is the elected governing body of the county government pursuant to the County Charter. The Board is responsible for adopting all local laws known as ordinances, determining county policy on a wide range of issues, adopting the annual budget, determining the amount of the property tax levy, establishing county goals, representing the county in state legislation and affairs with other governments agencies and employing a County Manager and County Counsel. The Board also serves as the governing body of four special service districts including: 4-H and Extension; Road District #1; Westport Sewer; and the Rural Law Enforcement Districts. The Board conducts its business in public meetings held on the second and fourth Wednesdays of each month in the county seat of Astoria at the Judge Guy Boyington Building.

## Major Accomplishments

The Board of Commissioners adopts a Strategic Plan on an annual basis which helps develop their priorities for the coming year.

- \* Emergency Management Realignment
- \* COVID-19 Response
- \* Short-term Rental Moratorium & Ordinance Update
- \* Redistricting
- \* Solid Waste Ordinance
- \* Jewell School District Broadband Initiative
- \* Child Care Task Force
- \* Comprehensive Plan Update
- \* Boards/Commissions Statement of Roles & Responsibilities
- \* Planning Commission Bylaws Update
- \* Strategic Plan Update
- \* Jewell School-based Health Center
- \* Mobile Mental Health Crisis Response Enhancements
- \* ARPA Funding Plan
- \* Wildfire Stakeholder Coordination
- \* Westport Boat Ramp

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Rev. Refunds & Reim.	374	0	0	0	0	0%
General Fund Support	98,343	89,202	148,660	139,340	(9,320)	- 6%
<b>Total Revenue:</b>	<b>98,717</b>	<b>89,202</b>	<b>148,660</b>	<b>139,340</b>	<b>(9,320)</b>	<b>- 6%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	4,327	3,668	13,630	0	(13,630)	- 100%
Materials & Services	94,390	85,534	135,030	139,340	4,310	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>98,717</b>	<b>89,202</b>	<b>148,660</b>	<b>139,340</b>	<b>(9,320)</b>	<b>- 6%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Medical Insurance	82-1964	4,327	3,668	13,630	0	(13,630)	- 100%
<b>Personnel Services Totals:</b>		<b>4,327</b>	<b>3,668</b>	<b>13,630</b>	<b>0</b>	<b>(13,630)</b>	<b>- 100%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	3,613	3,585	4,500	4,500	0	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	425	280	500	1,000	500	100%
Office Supplies	82-2410	74	528	1,450	1,950	500	34%
Books And Periodicals	82-2413	54	31	100	100	0	0%
Postage And Freight	82-2419	1,536	2,586	2,400	2,400	0	0%
Printing And Reproduction	82-2425	242	321	300	300	0	0%
Office Furniture & Equipment	82-2454	0	0	0	1,000	1,000	100%
Contractual Services	82-2471	2,025	300	2,000	0	(2,000)	- 100%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	1,336	30	4,500	4,500	0	0%
Fuel - Vehicles	82-2852	6,391	0	2,500	2,500	0	0%
Reimbursable Expense	82-2883	0	0	0	0	0	0%
Floral Arrangements	82-2909	169	0	0	0	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Education And Training	82-2928	3,475	1,922	6,000	6,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	4,094	178	15,000	15,000	0	0%
Commissioners - Stipend	82-2931	70,956	75,774	95,780	100,090	4,310	4%
<b>Materials &amp; Services Totals:</b>		<b>94,390</b>	<b>85,534</b>	<b>135,030</b>	<b>139,340</b>	<b>4,310</b>	<b>3%</b>
<b>Capital Outlay</b>							
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>98,717</b>	<b>89,202</b>	<b>148,660</b>	<b>139,340</b>	<b>(9,320)</b>	<b>- 6%</b>



# Brd of Property Tax Appeal

## Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

## Department Overview

The County Clerk handles all of the administrative duties of the Board of Property Tax Appeals (BoPTA), starting with the appointment of the BoPTA members, and serves as the liaison between the BoPTA Board members, taxpayers, and the Assessor. BoPTA is comprised of a three-person board (plus one alternate) that first convenes in February and adjourns no later than April 15. BoPTA hears petitions from taxpayers who disagree with their property value and are appealing for the reduction of the real market value of their property. The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer. The County Clerk is officially the Clerk of the Board of Property Tax Appeals; Clatsop County designates a member of the Clerk & Elections staff to serve as BoPTA Clerk. The BoPTA Clerk accepts petitions, schedules hearings, and provides administrative assistance to the Board of Property Tax Appeals process.

## Major Accomplishments

Three BoPTA board members were appointed by October 15, 2021. Six property tax petitions were received by January 3, 2022. No petitions were rejected or withdrawn. Three petitions were stipulated before the convening meeting. Three petition hearings will be held March 17, 2022.

## Budget Highlights

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

## Performance Measures

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

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

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

All requested hearings will be held prior to April 15.

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

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of petitions filed	Count	13.00	10.00	48.00	21.00	6.00	10.00
Number of petitions stipulated	Count	3.00	2.00	2.00	1.00	3.00	1.00
Number of petitions withdrawn by appellant	Count	1.00	1.00	29.00	NA	NA	NA
Number of orders prepared	Count	7.00	7.00	9.00	20.00	6.00	10.00
Number of orders amended	Count	NA	NA	NA	NA	NA	NA
Percent of orders prepared within 10 Percent days of last meeting		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Board of Property Tax filing f	1,400	735	700	300	(400)	- 57%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	30,370	35,201	38,300	43,180	4,880	12%
<b>Total Revenue:</b>	<b>31,770</b>	<b>35,936</b>	<b>39,000</b>	<b>43,480</b>	<b>4,480</b>	<b>11%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	20,531	20,857	20,550	24,680	4,130	20%
Personnel Benefits	10,396	14,394	16,470	16,870	400	2%
Materials & Services	843	685	1,980	1,930	(50)	- 2%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>31,770</b>	<b>35,936</b>	<b>39,000</b>	<b>43,480</b>	<b>4,480</b>	<b>11%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
County Clerk	0.10	0.10	0.10	0.10	0.00	0%
Staff Assistant	0.25	0.25	0.25	0.25	0.00	0%
<b>Total Personnel:</b>	<b>0.35</b>	<b>0.35</b>	<b>0.35</b>	<b>0.35</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
County Clerk	82-1021	9,384	10,021	10,780	11,580	800	7%
Staff Assistant	82-1191	11,147	10,836	9,770	13,100	3,330	34%
Overtime	82-1945	40	52	400	400	0	0%
F.I.C.A.	82-1950	1,506	1,460	1,600	1,920	320	20%
Retirement	82-1955	5,206	3,851	4,880	5,070	190	3%
Medical Waiver	82-1963	225	0	0	0	0	0%
Medical Insurance	82-1964	2,597	7,421	7,910	7,700	(210)	- 2%
Dental Insurance	82-1965	510	726	850	850	0	0%
HSA/HRA Contribution	82-1966	200	762	700	770	70	10%
Benefits Admin Fees	82-1967	7	7	10	10	0	0%
Life/AD&D Insurance	82-1970	30	30	30	40	10	33%
Salary Continuation Insur	82-1972	39	39	40	40	0	0%
S.A.I.F.	82-1975	23	29	30	40	10	33%
Unemployment	82-1980	14	15	20	30	10	50%
<b>Personnel Services Totals:</b>		<b>30,927</b>	<b>35,251</b>	<b>37,020</b>	<b>41,550</b>	<b>4,530</b>	<b>12%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	56	68	100	100	0	0%
Office Supplies	82-2410	0	16	50	50	0	0%
Postage And Freight	82-2419	15	24	50	50	0	0%
Printing And Reproduction	82-2425	0	9	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	24	80	80	0	0%
Fuel - Vehicles	82-2852	61	20	150	100	(50)	- 33%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	37	0	50	50	0	0%
Per Diem	82-2936	675	525	1,500	1,500	0	0%
<b>Materials &amp; Services Totals:</b>		<b>843</b>	<b>685</b>	<b>1,980</b>	<b>1,930</b>	<b>(50)</b>	<b>- 2%</b>
<b>Total Expenditures:</b>		<b>31,770</b>	<b>35,936</b>	<b>39,000</b>	<b>43,480</b>	<b>4,480</b>	<b>11%</b>

# Assessment & Taxation

## Mission Statement

The Clatsop County Assessment and Taxation mission is to fulfill all mandated functions with integrity and accountability while providing efficient, courteous and professional service to the public and prudently manage public resources.

## Department Overview

The responsibilities of the department encompass a wide variety of statutorily required duties and tasks including the appraisal and assessment of property and collection of property taxes for more than 60 taxing jurisdictions. In the 2021/22 fiscal year, Clatsop County's Real Market Roll value was \$11,702,910,802; which reflects an increase of 8% from the prior year. Clatsop County's Total Assessed Value in 2021/22 was \$7,084,305,859; which reflects an increase of just over 4% overall. The total taxes certified for collection were \$98,817,879.98.

**APPRAISAL:** Appraisal of all real property and manufactured structures; explanation and defense of appraisals; maintain personal property, commercial and industrial property records and values; preparation of ratio studies; maintain cyclical reappraisal program.

**ASSESSMENT & CARTOGRAPHY:** Aid public, administrative support, administer Veteran's exemption's, Senior Citizen's Deferral and Manufactured Structure records. Maintain County mapping of tax lots, ownership and legal descriptions, special assessments, annexations and tax code control.

**TAX COLLECTION:** Collection and distribution of property taxes; special assessments, tax accounting, preparation and control of refunds; foreclosure proceedings; and warrant processing and collection.

**TRANSIENT ROOM TAX:** Collection and distribution of Transient Room taxes, issuance of liens and management of delinquent collections, and oversee and facilitate Clatsop County Short Term Rental Permits.

## Major Accomplishments

Distributed 97.9% of 2020/21 tax collections to over 60 taxing districts per ORS 311.385 by end of 2020/21 fiscal year. The percentage of collections has remained steady despite COVID restrictions and effects on the economy.

- Certified the 2021/22 tax Roll of \$98,817,879.98.
- Tax statements successfully mailed on October 14, 2021 with 90% of taxes collected by mid- November.
- E-Statements enrollment increased two-fold, with 530 statements emailed.
- Online Credit/debit payments continue to increase in popularity with over 2600 payments processed.

During 2021/22 we lost a great deal of knowledge and experience with the retirement one of our Senior Appraisers (25 years), our Senior Cartographer (40 years) and our Personal Property/Property Management Specialist (25 years). We were fortunate to find and hire an Appraiser with 10 years of experience and promoted our Cartographer and a Staff Assistant to manage our cartography division. We hope to hire a Personal Property Specialist before the end of the fiscal year.

Surviving the COVID pandemic for another year and timely completing our tasks and maintaining our excellent customer service is a credit to the amazing and dedicated A&T staff we are fortunate to employ.

Short Term Rental/Transient Room Tax Collections:

- Staff processed 2,382 returns, received 21 permit applications and collected \$3,123,176.23 during the calendar year of 2021.

### Appraisal

The Appraisal staff completed reappraisal of the residential properties located on the east side of Hwy 101 in the city limits of Seaside, a total of 1,567 accounts. Furthermore, inspections of the 811 commercial/industrial accounts in the city limits of Seaside began along with in depth market analysis for reappraisal. In addition, 4,181 computer permits for building permits, segregations and other value adjustment operations were processed countywide for 2,498 accounts. After tax statements were mailed out in October of 2021, 31 accounts were reviewed prior to property owners filing BOPTA petitions and only 3 accounts filed petitions. 1 commercial property in Seaside had their 2020/2021 appeal to the Magistrate Division of the Oregon Tax Court carried over due to scheduling problems associated with COVID-19.

## Budget Highlights

Review of the half-time Personal Property Specialist that became vacant due to the retirement of Sirpa Duoos, resulted in the decision to fill the position as a fulltime FTE, Personal Property Tax Auditor which will better serve the duties assigned to the Personal Property tax roll.

Additionally, the halftime Property Manager, also vacated by Sirpa Duoos will be managed in the County Manager's office with assistance from A&T during the transition.

Fortunately, we were able to recruit and hire an experienced Oregon Registered Property Appraiser II for the vacancy created by retirement of one of our Senior Property Appraisers. Furthermore, we anticipate promotion of a Property Appraiser II to Senior Property Appraiser during the year.

Delinquent accounts that end up in foreclosure are expected to be less this next year, which affects not only the Other Taxes Revenue, which are fees allowed by statute to reimburse costs of publications and lien searches, but also the Contractual Services, which are the fees incurred by hiring a search of the liens on the properties.

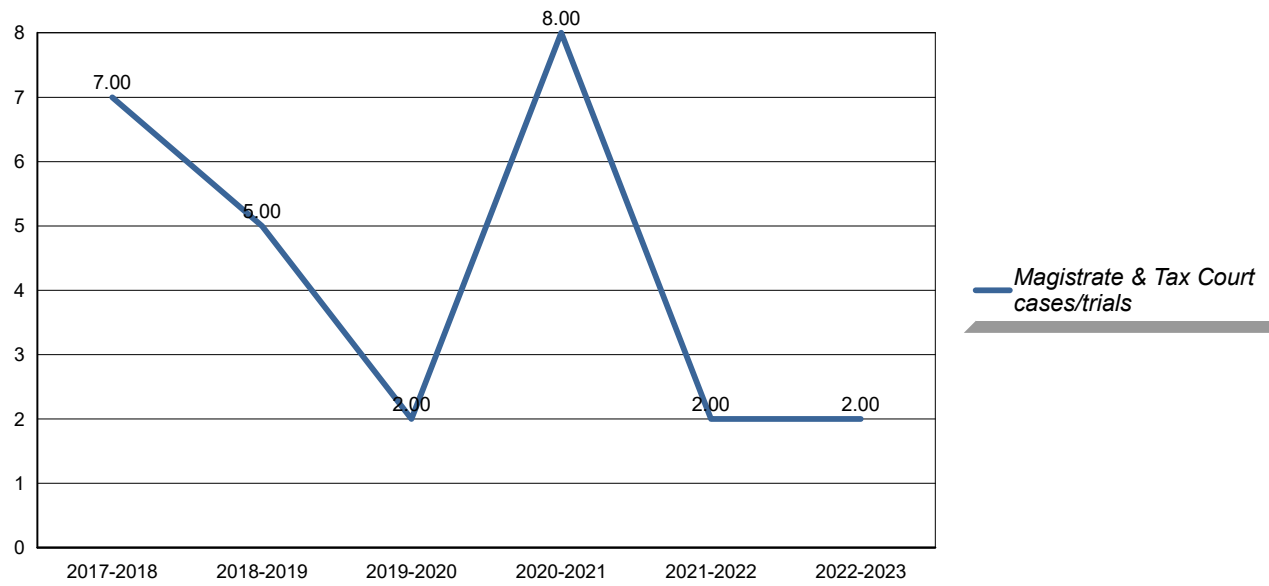
We will continue to analyze the Assessment & Taxation applications looking for improvements and efficiencies and most particularly exploration of smaller and lighter hardware platforms to use with our Mobile Application.

## Performance Measures

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

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Accounts certified to tax roll	Count	32853.00	32881.00	32982.00	33080.00	33199.00	33300.00
Business Personal Property returns processed	Count	1569.00	1725.00	2015.00	1820.00	1900.00	1900.00
Accounts Requiring Ownership, Address and Mapping changes	Count	9806.00	10490.00	7924.00	8000.00	10807.00	10000.00
Accounts Requiring roll corrections and/or refunds	Count	445.00	671.00	552.00	550.00	790.00	500.00
Delinquent Real Property Accounts Notified	Count	3238.00	2318.00	3305.00	4393.00	4000.00	4000.00
Foreclosure Accounts (Judgment)	Count	69.00	32.00	27.00	17.00	22.00	16.00
Cartographic partitions	Count	17.00	23.00	23.00	23.00	19.00	20.00
Re-Appraisal Residential Accounts	Count	791.00	2000.00	2140.00	7383.00	5000.00	5000.00
Re-appraisal Commercial/Industrial Accounts	Count	169.00	150.00	1311.00	1002.00	550.00	550.00
BOPTA Appeals and Requested Reviews	Count	380.00	300.00	332.00	287.00	248.00	200.00
Magistrate & Tax Court cases/trials	Count	7.00	5.00	2.00	8.00	2.00	2.00
Percent of taxes distributed to districts	Percent	96.80%	96.80%	97.00%	98.00%	98.00%	98.00%



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Other Taxes	14,213	18,631	15,000	8,000	(7,000)	- 46%
Land Sales/County Share	666	165	0	0	0	0%
St. - A & T Funding	393,020	378,263	300,000	300,000	0	0%
PPE Grant	0	0	0	0	0	0%
Short-Term Rental Application	250	0	0	0	0	0%
Room Tax Determination Fees	50	0	0	0	0	0%
Boundary Adjustment Fees	2,860	3,405	2,500	2,500	0	0%
A & T Research Fees	72	535	300	300	0	0%
Annexations	0	210	0	1,500	1,500	100%
Warrant Recording Fees	6,103	8,269	5,000	5,000	0	0%
Application Fees	2,382	1,400	500	500	0	0%
Data Processing Fees	10,629	13,998	9,000	10,000	1,000	11%
GIS Fees & Income	0	20	0	0	0	0%
LOIS Title/Reg & Trip Fees	500	875	500	500	0	0%
Fees for Services	0	0	0	0	0	0%
Maps And Microfische Fees	172	200	100	100	0	0%
Copy Fees	899	525	700	200	(500)	- 71%
Miscellaneous Services	0	0	0	0	0	0%
Rev. Refunds & Reim.	932	0	0	0	0	0%
A&T Garnishee Fee	180	30	150	150	0	0%
Room Tax Lien Recording Fees	0	0	0	0	0	0%
NSF Check Fee	972	785	1,000	1,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
General Fund Support	1,187,650	1,274,254	1,480,970	1,600,070	119,100	8%
<b>Total Revenue:</b>	<b>1,621,549</b>	<b>1,701,564</b>	<b>1,815,720</b>	<b>1,929,820</b>	<b>114,100</b>	<b>6%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	996,453	1,062,314	1,089,610	1,184,100	94,490	8%
Personnel Benefits	561,648	571,249	639,560	661,450	21,890	3%
Materials & Services	63,448	68,001	86,550	84,270	(2,280)	- 2%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,621,549</b>	<b>1,701,564</b>	<b>1,815,720</b>	<b>1,929,820</b>	<b>114,100</b>	<b>6%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Assessor Tax Director	1.00	1.00	1.00	1.00	0.00	0%
Property Appraisal Super.	1.00	1.00	1.00	1.00	0.00	0%
Deputy Assessor/Tax Collector	1.00	1.00	1.00	1.00	0.00	0%
Tax Technician - A&T	1.00	1.00	1.30	1.30	0.00	0%
Staff Assistant	1.30	1.30	1.00	1.00	0.00	0%
Senior Property Appraiser	3.00	2.00	3.00	2.00	(1.00)	- 33%
Property Appraiser II	3.00	4.00	4.00	5.00	1.00	25%
Property Appraiser I	1.00	1.00	0.00	0.00	0.00	0%
Senior Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Personal Property Tax Auditor	0.50	0.50	0.50	1.00	0.50	100%
<b>Total Personnel:</b>	<b>14.80</b>	<b>14.80</b>	<b>14.80</b>	<b>15.30</b>	<b>0.50</b>	<b>3%</b>



## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Assessor Tax Director	82-1005	121,067	125,455	129,220	137,000	7,780	6%
Property Appraisal Super.	82-1100	86,645	93,252	99,800	106,440	6,640	6%
Deputy Assessor/Tax Collector	82-1102	75,430	81,181	87,800	97,740	9,940	11%
Tax Technician - A&T	82-1103	58,778	78,670	81,860	86,790	4,930	6%
Staff Assistant	82-1191	65,882	51,402	44,650	49,090	4,440	9%
Senior Property Appraiser	82-1250	144,654	138,898	222,940	156,960	(65,980)	- 29%
Property Appraiser II	82-1260	205,788	267,731	264,620	354,730	90,110	34%
Property Appraiser I	82-1261	79,572	53,545	0	0	0	0%
Senior Cartographer	82-1310	67,203	140,941	70,950	75,220	4,270	6%
Cartographer	82-1320	60,955	0	55,590	61,890	6,300	11%
Personal Property Tax Auditor	82-1340	30,478	31,240	32,180	58,240	26,060	80%
Temporary Help	82-1941	1,653	0	3,500	3,500	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Remuneration	82-1947	0	405	540	0	(540)	- 100%
F.I.C.A.	82-1950	72,029	76,998	83,850	91,130	7,280	8%
Retirement	82-1955	217,794	230,734	247,140	265,570	18,430	7%
Medical Waiver	82-1963	2,400	2,600	2,400	3,600	1,200	50%
Medical Insurance	82-1964	207,051	199,834	233,920	223,550	(10,370)	- 4%
Dental Insurance	82-1965	24,443	22,948	28,970	31,000	2,030	7%
HSA/HRA Contribution	82-1966	24,100	24,100	24,100	25,960	1,860	7%
Benefits Admin Fees	82-1967	370	357	400	400	0	0%
Life/AD&D Insurance	82-1970	1,213	1,207	1,200	1,550	350	29%
Salary Continuation Insur	82-1972	1,486	1,480	1,500	1,530	30	2%
S.A.I.F.	82-1975	8,105	9,454	10,940	12,470	1,530	13%
Unemployment	82-1980	1,004	1,132	1,100	1,190	90	8%
<b>Personnel Services Totals:</b>		<b>1,558,101</b>	<b>1,633,563</b>	<b>1,729,170</b>	<b>1,845,550</b>	<b>116,380</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,325	2,835	3,000	2,600	(400)	- 13%
Lockbox Fees	82-2230	0	0	0	0	0	0%
A&T Garnishee Fee	82-2235	165	0	150	300	150	100%
Room Tax Lien Recording Fees	82-2236	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	2,011	600	600	600	0	0%
Software Maintenance	82-2265	7,046	8,356	8,500	8,900	400	4%
Membership Fees And Dues	82-2370	1,985	2,075	2,500	3,570	1,070	42%
Warrant Recording Fees	82-2375	3,713	5,046	5,000	4,000	(1,000)	- 20%
Office Supplies	82-2410	1,211	2,731	2,500	2,500	0	0%
Books And Periodicals	82-2413	240	251	1,000	1,000	0	0%
Postage And Freight	82-2419	18,928	23,997	25,800	25,800	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	10,773	8,351	12,000	12,000	0	0%
Microfilming	82-2440	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	605	3,000	2,000	(1,000)	- 33%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	6,500	6,510	7,500	5,500	(2,000)	- 26%
Contractual Technology Dev	82-2477	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	222	1,160	3,000	3,000	0	0%
Fuel - Vehicles	82-2852	993	836	1,500	2,000	500	33%
Vehicle Maintenance & Use	82-2923	284	723	2,500	2,500	0	0%
Education And Training	82-2928	3,660	3,849	5,000	5,000	0	0%
Miscellaneous Expense	82-2929	0	1	0	0	0	0%
Reimbursed Travel Expense	82-2930	3,393	0	3,000	3,000	0	0%
Refunds and Returns	82-3204	0	75	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>63,448</b>	<b>68,001</b>	<b>86,550</b>	<b>84,270</b>	<b>(2,280)</b>	<b>- 2%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Fleet Replacement	82-8101	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>1,621,549</b>	<b>1,701,564</b>	<b>1,815,720</b>	<b>1,929,820</b>	<b>114,100</b>	<b>6%</b>

# Property Management

## Mission Statement

Clatsop County Property Management maintains a complete and accurate inventory of County owned or tax foreclosed real estate and manages these properties in a fair and equitable manner.

## Department Overview

This departmental section operates according to the Board of Commissioners' Property Management Policy to manage, maintain, categorize and conduct disposition of county owned properties. This division provides for supervision of tax-foreclosed and non-foreclosed real property. The division contracts for fee appraisal and analysis for the disposition or retention of County real properties throughout Clatsop County; and prepares and negotiates all leases, easements, licenses for use and personal services contracts involved in the management of County properties. All surplus properties are inventoried and categorized as to the appropriate category for potential sale or future use. The division also evaluates tax-foreclosed property for potential of hazardous waste cleanup. Parcels of real property are prepared for auction and presented to the Board of Commissioners for approval. State law permits the disposition of the remaining unsold properties through negotiated or sealed bid sales. Additionally, the division works with county counsel on county reversionary issues, provides information to various groups, such as Recreational Lands Planning Advisory Committee, Parks Department and Community Development Department and is the manager of the Clatsop County Pioneer Cemetery.

## Budget Highlights

During the 2021/22 FY there was a retirement of a longtime employee in this position. Prior to filling this vacancy the organizational needs were evaluated and through this process it was determined to include contract management responsibilities within this position. The Property/Contract Management FTE is now split 50% within this property management organizational unit as well as 25% within the County Manager's organizational unit of 001/1120, 20% within the Mental Health Grants organizational unit of 033/7152, and 5% within the Child Custody Mediation organizational unit of 205/5705.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Categorization of foreclose properties	Count	23.00	11.00	9.00	10.00	17.00	10.00
Properties Sold	Count	27.00	4.00	5.00	12.00	16.00	10.00
Maintenance Properties	Count	9.00	5.00	5.00	5.00	7.00	5.00
Actual tax revenue on foreclosed land sale distribution	Count	552049.00	61341.00	127412.00	200600.00	11900.00	100000.00
Realized Revenue from other managed properties	Count	20910.00	23893.00	24000.00	16500.00	22000.00	22000.00

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Land Sales/County Share	87,591	82,882	20,000	30,000	10,000	50%
Non Foreclose Sales	0	0	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,543	649	700	0	(700)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(26,704)	(21,701)	56,140	56,520	380	0%
<b>Total Revenue:</b>	<b>62,430</b>	<b>61,831</b>	<b>76,840</b>	<b>86,520</b>	<b>9,680</b>	<b>12%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	30,477	31,374	32,180	34,160	1,980	6%
Personnel Benefits	15,307	15,984	16,940	25,110	8,170	48%
Materials & Services	16,356	14,268	27,400	26,950	(450)	- 1%
Special Payments	291	205	320	300	(20)	- 6%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>62,430</b>	<b>61,831</b>	<b>76,840</b>	<b>86,520</b>	<b>9,680</b>	<b>12%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Property Mgmt Specialist	0.50	0.50	0.50	0.50	0.00	0%
<b>Total Personnel:</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Property Mgmt Specialist	82-1345	30,477	31,374	32,180	34,160	1,980	6%
Remuneration	82-1947	0	270	540	0	(540)	- 100%
F.I.C.A.	82-1950	2,257	2,347	2,500	2,610	110	4%
Retirement	82-1955	8,132	8,443	8,580	8,960	380	4%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,650	3,630	3,890	11,010	7,120	183%
Dental Insurance	82-1965	344	325	400	1,220	820	205%
HSA/HRA Contribution	82-1966	500	500	500	1,100	600	120%
Benefits Admin Fees	82-1967	9	10	10	10	0	0%
Life/AD&D Insurance	82-1970	38	38	40	60	20	50%
Salary Continuation Insur	82-1972	36	36	40	50	10	25%
S.A.I.F.	82-1975	319	363	410	60	(350)	- 85%
Unemployment	82-1980	22	23	30	30	0	0%
<b>Personnel Services Totals:</b>		<b>45,784</b>	<b>47,358</b>	<b>49,120</b>	<b>59,270</b>	<b>10,150</b>	<b>20%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	91	111	150	150	0	0%
Membership Fees And Dues	82-2370	0	0	50	50	0	0%
Office Supplies	82-2410	10	10	50	50	0	0%
Postage And Freight	82-2419	50	212	200	200	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Fire Patrol Assessment	82-2534	2,350	2,164	2,600	2,000	(600)	- 23%
Recording Fees-Foreclosed	82-2562	1,557	2,238	1,500	1,500	0	0%
Recording Fees-Non Foreclosed	82-2563	0	0	0	0	0	0%
HOA Dues - Foreclosed	82-2567	1,433	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,521	1,688	2,000	2,000	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	50	200	150	300%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	0	300	300	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	500	500	0	0%
County Land Maintenance	82-2996	9,344	7,844	20,000	20,000	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>16,356</b>	<b>14,268</b>	<b>27,400</b>	<b>26,950</b>	<b>(450)</b>	<b>- 1%</b>
<b>Special Payments</b>							
Property Taxes	82-3800	291	205	320	300	(20)	- 6%
<b>Special Payments Totals:</b>		<b>291</b>	<b>205</b>	<b>320</b>	<b>300</b>	<b>(20)</b>	<b>- 6%</b>
<b>Total Expenditures:</b>		<b>62,430</b>	<b>61,831</b>	<b>76,840</b>	<b>86,520</b>	<b>9,680</b>	<b>12%</b>

## Clerk - Admin. & Elections

### Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

### Department Overview

The County Clerk is the chief election official for the County. The County Clerk coordinates and conducts all county, city, special district, state and federal elections. The County Clerk ensures elections are conducted according to Oregon Election Laws and Secretary of State Directives. Staff registers voters and maintains the statewide Oregon Centralized Voter Registration database (OCVR) for Clatsop County. Maintenance includes updating addresses and district data, verifying signatures, accepting county, city and special district initiatives, referendums and referrals, and candidate filings, issuing and mailing ballots, producing a voters' pamphlet, managing drop site locations, accepting and processing returned ballots, providing assistance to voters, tallying ballots, and releasing and certifying election results.

### Major Accomplishments

The County clerk conducted a November 2, 2021 Regular Election for the City of Cannon Beach and Knappa School District. Ballots were mailed to 4,030 registered voters. County Clerk staff processed 1,961 voted returned ballots. The measure for City of Cannon Beach was within automatic recount range and a recount was held. The measure passed with a difference of 6 votes.

With the completion of the US Census, the County was required to review the population densities of each Commissioner District and present to the Board a map detailing any necessary modifications of boundaries. The census numbers for Clatsop County were released on August 12, 2021. At that time the County reached out to Portland State University, Center for Public Service (CPS) for assistance in arriving at a recommendation to present to the Board. CPS provided an on-line survey and five public forums to provide a way for the public to provide input on values and issues. CPS worked with the county GIS department, management and the Clerk's office to prepare a recommendation of district boundary changes. The Clerk's office also renumbered and adjusted precinct boundaries to work within the new proposed commissioner boundaries.

The County Clerk staff is preparing for the May 17, 2022 Gubernatorial Primary Election and anticipates mailing approximately 31,000 ballots to registered voters countywide. The clerks staff is putting together a voters' pamphlet for this Primary Election and will be inserting in with the State's Voters' Pamphlet to save costs.

## Budget Highlights

The County Clerk is budgeting for the Countywide November 8, 2022 Gubernatorial General Election and the Countywide May 2023 Regular District Election and the possibility of a partial county August 2022 and/or March 2023 Regular Election.

The decrease in Maintenance - Equipment and Software Maintenance is that the ballot sorter fees are due every other fiscal year. They will become payable in FY 23/24.

The increase in Membership Fees and Dues and Education and Training are due to an increase in the Oregon Association of County Clerks yearly dues and conference fees. The Clerks office is also adding an additional associate member within the organization.

Postage and Freight will decrease minimally with the removal of the countywide mailing with redistricting last fiscal year.

Office Furniture & Equipment has an increase this year due to and upgrade of the Election Management Software laptop. Replacement is necessary to stay current with program upgrades for election management and reporting.

Printing and Reproduction, Publication and Legal Notices and Fuel-Vehicles has an increase due to inflation and rising costs being passed on from vendors due to supply and demand.

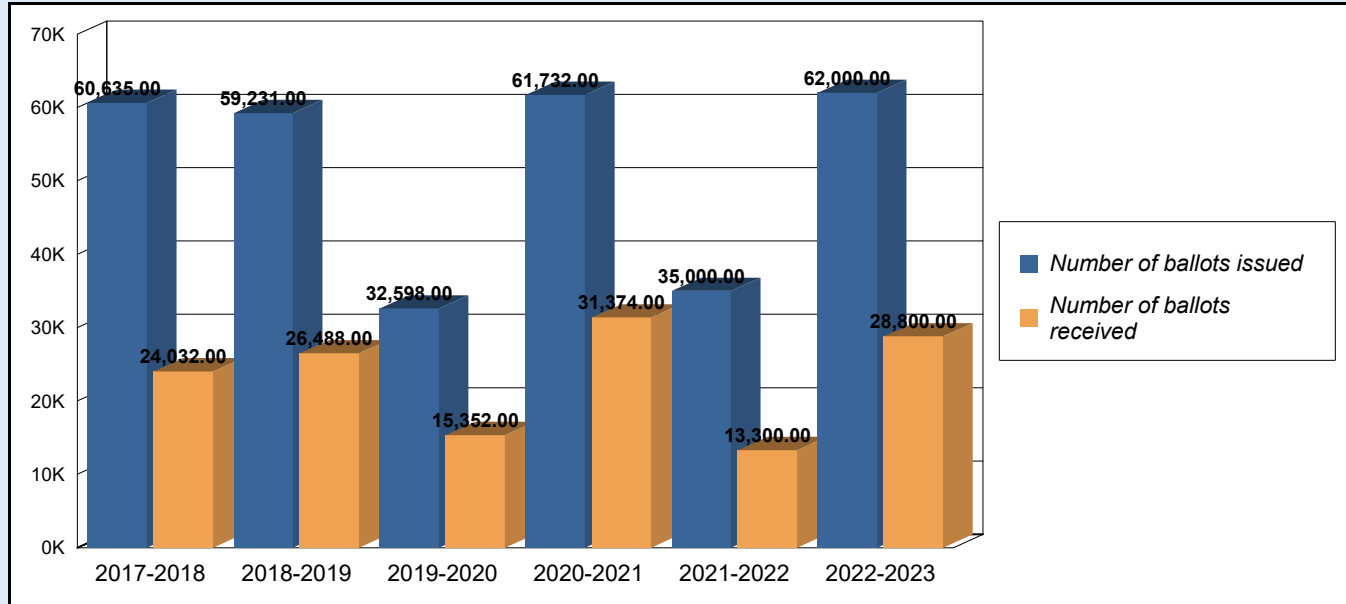
The decrease in Reimbursed Travel Expense is due to travel for Clerk's continued education with The Election Center for the Certified Elections/Registration Administrator (CERA) certification was taken in FY 21/22.

## Performance Measures

Conduct elections according to Oregon Election Laws, Administrative Rules, and Secretary of State Directives.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of new voters registered		1739	1718	1769	1838	1500	1500
Number of voter registrations updated		10407	7227	8809	7948	5500	5000
Number of candidates filed		51	128	88	132	50	80
Number of ballots issued		60,635	59,231	32,598	61,732	35,000	62,000
Number of ballots received		24,032	26,488	15,352	31,374	13,300	28,800
Number of research requests completed		14	27	28	26	15	20
Number of users accessing election information from web page		21,173	5359	10,965	31,000	25,000	30,000
Cost per ballot		6	4	3	5	5	6
Percent of time to complete an election report from date received within 5 business days	Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Percent of turnout of cities for election board training	Percent	80.00%	NA	NA	NA	80.00%	80.00%
Percent of ballots returned	Percent	39.63%	44.72%	47.00%	50.82%	38.00%	46.45%





### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Oregon Motor Voter	4,534	4,497	4,500	4,500	0	0%
Election Fees	12,019	34,680	12,000	20,000	8,000	66%
Administrative Service Fee	0	0	0	0	0	0%
Rev. Refunds & Reim.	2,808	36,456	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	343,600	367,310	458,990	467,120	8,130	1%
<b>Total Revenue:</b>	<b>362,961</b>	<b>442,942</b>	<b>475,490</b>	<b>491,620</b>	<b>16,130</b>	<b>3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	180,327	185,667	190,710	208,450	17,740	9%
Personnel Benefits	119,189	134,439	147,710	148,570	860	0%
Materials & Services	63,446	122,837	137,070	134,600	(2,470)	- 1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>362,961</b>	<b>442,942</b>	<b>475,490</b>	<b>491,620</b>	<b>16,130</b>	<b>3%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
County Clerk	0.50	0.50	0.50	0.50	0.00	0%
Election Technician	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.50	1.50	1.50	1.50	0.00	0%
<b>Total Personnel:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
County Clerk	82-1021	46,925	50,109	53,880	57,890	4,010	7%
Election Technician	82-1130	60,956	62,481	64,350	68,230	3,880	6%
Staff Assistant	82-1191	72,446	73,077	72,480	82,330	9,850	13%
Temporary - Staff Assist	82-1937	0	0	0	0	0	0%
Election Bd & Messengers	82-1944	1,029	8,671	10,000	10,000	0	0%
Overtime	82-1945	441	333	1,000	1,000	0	0%
F.I.C.A.	82-1950	12,729	12,962	15,430	16,790	1,360	8%
Retirement	82-1955	44,818	42,069	45,890	46,480	590	1%
Medical Waiver	82-1963	450	0	0	0	0	0%
Medical Insurance	82-1964	48,596	57,882	61,810	59,980	(1,830)	- 2%
Dental Insurance	82-1965	5,125	5,252	6,430	6,430	0	0%
HSA/HRA Contribution	82-1966	5,000	6,125	6,000	6,600	600	10%
Benefits Admin Fees	82-1967	61	110	120	120	0	0%
Life/AD&D Insurance	82-1970	246	246	240	300	60	25%
Salary Continuation Insur	82-1972	288	288	290	290	0	0%
S.A.I.F.	82-1975	198	276	300	360	60	20%
Unemployment	82-1980	207	225	200	220	20	10%
<b>Personnel Services Totals:</b>		<b>299,515</b>	<b>320,106</b>	<b>338,420</b>	<b>357,020</b>	<b>18,600</b>	<b>5%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	736	816	1,000	800	(200)	- 20%
Maintenance - Equipment	82-2260	4,573	34,349	9,350	8,520	(830)	- 8%
Software Maintenance	82-2265	9,601	13,255	19,750	15,000	(4,750)	- 24%
Membership Fees And Dues	82-2370	425	525	230	850	620	269%
Office Supplies	82-2410	536	875	1,200	1,000	(200)	- 16%
Election Supplies	82-2411	373	3,717	1,000	1,000	0	0%
Books And Periodicals	82-2413	135	135	140	190	50	35%
Postage And Freight	82-2419	11,022	15,990	25,900	22,530	(3,370)	- 13%
Printing And Reproduction	82-2425	27,633	50,000	68,000	72,500	4,500	6%
Office Furniture & Equipment	82-2454	2,959	86	750	3,820	3,070	409%
Contractual Services	82-2471	314	132	600	600	0	0%
Publi. And Legal Notices	82-2600	1,411	1,791	1,500	1,800	300	20%
Fuel - Vehicles	82-2852	306	1,166	940	1,020	80	8%
Vehicle Maintenance & Use	82-2923	0	0	20	0	(20)	- 100%
Education And Training	82-2928	1,259	0	2,130	2,370	240	11%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,162	0	4,560	2,600	(1,960)	- 42%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>63,446</b>	<b>122,837</b>	<b>137,070</b>	<b>134,600</b>	<b>(2,470)</b>	<b>- 1%</b>
<b>Capital Outlay</b>							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%

Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		362,961	442,942	475,490	491,620	16,130	3%

# Clerk Recordings

## Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

## Department Overview

The County Clerk is the official record keeper for Clatsop County. The County Clerk record functions are governed by Oregon Revised Statutes (ORS) Chapter 205, ORS 86, 97, 93, 100 regarding document recording, ORS 106, 107, 409, and 432 regarding marriage and domestic partnerships and Oregon Administrative Rules (OAR) Division 150 County and Special District Retention Schedule for records retention. The County Clerk's Office is an acceptance facility for US passports and adheres to US Department of State policy and procedure for accepting passports. County Administrative Policy A-26 sets forth the process for records storage at the Judge Guy Boyington Building.

The County Clerk is responsible for recording all real property transactions, deeds and mortgages, partition and subdivision plat maps, military discharges, marriage licenses and other documents as required by law. In accordance with applicable OARs, recorded documents are microfilmed annually for permanent retention.

## Major Accomplishments

For the first half of FY 2021-2022, the County Clerk's office has recorded and indexed 5995 records, accepted 302 passport applications, and issued 245 marriage licenses. This was done within the restrictions of COVID-19 protocols. Through the online appointment application we were able to accommodate clients without them feeling that they were being exposed to others.

## Budget Highlights

An increase in membership fees and dues is due to the Oregon Association of County Clerks raising yearly dues.

Rise in Postage and Freight is due to an increase in USPS raising fees and the rise in passport applications.

The decrease in Contractual Services is due to the SOS Archive Records Storage being paid in the fall of odd numbered years (Not this FY).

An increase in Education and Training is caused by an increase in the fees for the Oregon Association of County Clerks raising fees for conference.

An anticipated increase in hotel expenses is the reason for the increase in Reimbursed Travel Expenses.

## Performance Measures

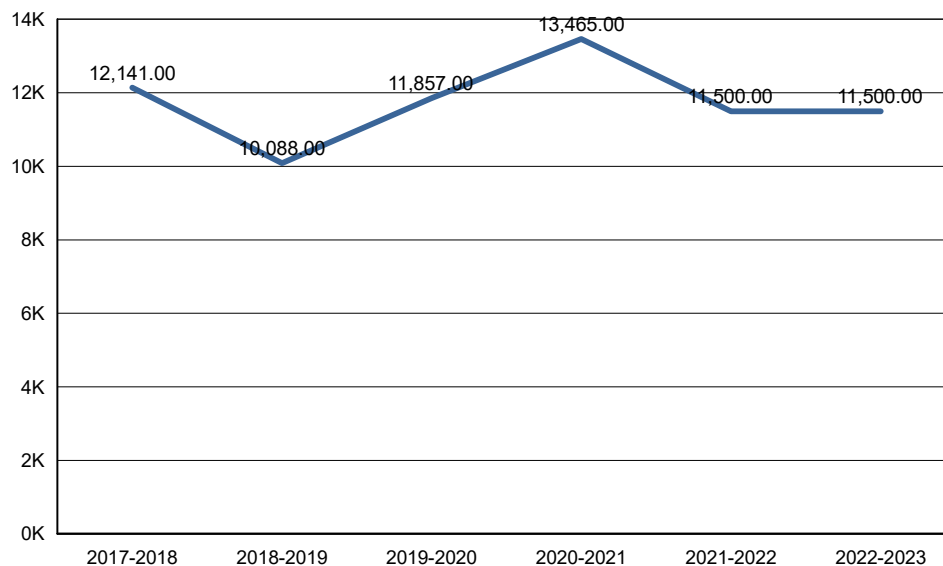
Adhere to Oregon Revised Statutes, Oregon Administrative Rules, US Department of State passport acceptance policy and procedure and County Administrative policy and procedure.

Index and return all recorded documents within 10 days.

Process requests for information or research within one day of receipt.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of documents recorded	Count	12141.00	10088.00	11857.00	13465.00	11500.00	10000.00
Number of research request completed	Count	47.00	72.00	220.00	284.00	220.00	200.00
Number of passports processed	Count	769.00	940.00	352.00	434.00	500.00	400.00
Number of marriage licenses issued	Count	338.00	372.00	368.00	459.00	450.00	400.00
Number of park passes issued	Count	94.00	112.00	65.00	90.00	80.00	60.00
Number of users accessing customer service forms on the web page	Count	4492.00	9452.00	9100.00	8200.00	8000.00	5000.00
Number of film rolls submitted to archives	Count	14.00	16.00	20.00	18.00	21.00	18.00
Cost per document recorded	Count	18.00	19.00	19.00	19.00	19.00	19.00
Percent of time that records are indexed within 10 business days of receipt	Percent	99.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Percent of time that a marriage license is indexed within 5 business days of receipt	Percent	95.00%	99.00%	99.00%	100.00%	100.00%	100.00%



Number of documents recorded

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Administrative Service Fee	9,845	12,777	8,500	9,000	500	5%
Marriage Fee	9,750	15,960	10,000	10,000	0	0%
Wedding Witness Service Fee	655	0	200	100	(100)	- 50%
Domestic Partnership Fees	0	25	0	0	0	0%
Passport Fees	27,855	19,946	20,000	20,000	0	0%
Wedding Ceremony	6,309	0	1,000	600	(400)	- 40%
Recording Fees	313,512	439,009	245,000	375,000	130,000	53%
Annexations	5	90	0	0	0	0%
Data Processing Fees	7,545	10,526	6,000	7,000	1,000	16%
GIS Fees & Income	0	0	0	0	0	0%
Rev. Overpayments	110	119	150	150	0	0%
Rev. Refunds & Reim.	89	0	0	0	0	0%
NSF Check Fee	50	0	30	0	(30)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(195,982)	(305,955)	(89,650)	(217,990)	(128,340)	143%
<b>Total Revenue:</b>	<b>179,744</b>	<b>192,497</b>	<b>201,230</b>	<b>203,860</b>	<b>2,630</b>	<b>1%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	98,834	102,333	105,820	115,540	9,720	9%
Personnel Benefits	70,785	75,613	81,900	75,530	(6,370)	- 7%
Materials & Services	10,125	14,550	13,510	12,790	(720)	- 5%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>179,744</b>	<b>192,497</b>	<b>201,230</b>	<b>203,860</b>	<b>2,630</b>	<b>1%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
County Clerk	0.40	0.40	0.40	0.40	0.00	0%
Staff Assistant	1.25	1.25	1.25	1.25	0.00	0%
<b>Total Personnel:</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
County Clerk	82-1021	37,539	40,086	43,110	46,310	3,200	7%
Staff Assistant	82-1191	61,295	62,248	62,710	69,230	6,520	10%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	225	351	1,000	1,000	0	0%
F.I.C.A.	82-1950	7,125	7,311	8,170	8,920	750	9%
Retirement	82-1955	26,162	25,685	27,430	27,000	(430)	- 1%
Medical Waiver	82-1963	225	0	0	0	0	0%
Medical Insurance	82-1964	30,459	35,011	37,360	30,270	(7,090)	- 18%
Dental Insurance	82-1965	3,252	3,315	4,010	4,010	0	0%
HSA/HRA Contribution	82-1966	2,800	3,362	3,300	3,630	330	10%
Benefits Admin Fees	82-1967	35	37	40	40	0	0%
Life/AD&D Insurance	82-1970	139	139	140	170	30	21%
Salary Continuation Insur	82-1972	176	176	180	180	0	0%
S.A.I.F.	82-1975	108	142	160	190	30	18%
Unemployment	82-1980	79	85	110	120	10	9%
<b>Personnel Services Totals:</b>		<b>169,618</b>	<b>177,946</b>	<b>187,720</b>	<b>191,070</b>	<b>3,350</b>	<b>1%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	736	612	800	500	(300)	- 37%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	125	125	130	250	120	92%
Office Supplies	82-2410	1,053	447	400	400	0	0%
Books And Periodicals	82-2413	30	32	30	30	0	0%
Postage And Freight	82-2419	3,187	9,634	6,500	8,100	1,600	24%
Records And Forms	82-2422	271	0	200	200	0	0%
Printing And Reproduction	82-2425	947	897	600	600	0	0%
Photographic Supplies	82-2427	242	220	1,100	1,100	0	0%
Microfilming	82-2440	0	0	100	100	0	0%
Office Furniture & Equipment	82-2454	0	2,243	0	0	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	2,778	341	2,800	340	(2,460)	- 87%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	289	0	310	570	260	83%
Reimbursed Travel Expense	82-2930	468	0	540	600	60	11%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>10,125</b>	<b>14,550</b>	<b>13,510</b>	<b>12,790</b>	<b>(720)</b>	<b>- 5%</b>
<b>Total Expenditures:</b>		<b>179,744</b>	<b>192,497</b>	<b>201,230</b>	<b>203,860</b>	<b>2,630</b>	<b>1%</b>

# Clerk Archived Records

## Mission Statement

Office of County Clerk staff is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

## Department Overview

Under ORS 205.320, the County Clerk is directed to deposit 5% of recording fees in a separate fund. The funds are used to digitize records for the County archives and public access.

## Major Accomplishments

County Clerk staff indexed 78,380 pages of 12,800 digitized documents for 2021.

## Budget Highlights

The revenue for this fund has remained steady generating approximately \$9,000. Staff continue to work on building reserves for future projects on a larger scale while continuing to accomplish smaller tasks on an annual basis. Have goal of building up contingency reserves to continue with microfilm projects.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Total number of older documents indexed and rescanned	Count	NA	1100.00	1000.00	10.00	NA	NA
Cost per older document indexed and/or rescanned and digitized	Count	NA	1.00	1.00	1.00	NA	NA
Number of Books Rescanned (# of Images)	Count	NA	16021.00	6807.00	NA	NA	NA
Number of documents recorded	Count	12141.00	10088.00	11857.00	11000.00	12800.00	10000.00



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	3,314	4,875	7,820	9,100	1,280	16%
Interest On Investments	75	50	80	50	(30)	- 37%
Recording Fees	9,849	12,668	10,000	10,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>13,239</b>	<b>17,592</b>	<b>17,900</b>	<b>19,150</b>	<b>1,250</b>	<b>6%</b>
<b>Total Unappropriated Budget:</b>	<b>4,875</b>	<b>8,507</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>8,364</b>	<b>9,085</b>	<b>17,900</b>	<b>19,150</b>	<b>1,250</b>	<b>6%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	8,364	9,085	9,100	10,200	1,100	12%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	8,800	8,950	150	1%
<b>Total Expenditures:</b>	<b>8,364</b>	<b>9,085</b>	<b>17,900</b>	<b>19,150</b>	<b>1,250</b>	<b>6%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Microfilming	82-2440	2,164	2,885	2,900	4,000	1,100	37%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	6,200	6,200	6,200	6,200	0	0%
<b>Materials &amp; Services Totals:</b>		<b>8,364</b>	<b>9,085</b>	<b>9,100</b>	<b>10,200</b>	<b>1,100</b>	<b>12%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	8,800	8,950	150	1%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>8,800</b>	<b>8,950</b>	<b>150</b>	<b>1%</b>
<b>Total Expenditures:</b>		<b>8,364</b>	<b>9,085</b>	<b>17,900</b>	<b>19,150</b>	<b>1,250</b>	<b>6%</b>

# County Manager

## Mission Statement

The mission of the County Manager is to provide leadership and direction to county staff and to facilitate and manage activities supporting the implementation, enforcement, and transparency of County policy as directed by the Board of County Commissioners.

## Department Overview

The County Manager is the administrative executive of the County government, responsible to the Board of Commissioners for the proper administration of the County, also responsible for ensuring that all affairs of the County are conducted in accordance with the County Home Rule Charter. In addition, the Manager is responsible for providing staff support and policy advice to the Board of Commissioners, for directing departments regarding matters of concern to other agencies and the public, for providing liaison between departments and the Board of Commissioners, for preparing Board of Commissioners meeting agendas, for performing organizational and other special studies and for providing information to the public. The Assistant County Manager acts as the County's budget officer and has the responsibility to prepare, implement and monitor the County's annual budget in accordance with the Board's Budget Policies and Oregon Local Budget Law and for carrying out the policies established by the Board.

## Major Accomplishments

The County Manager is responsible for effective and efficient administration and oversees a number of projects supporting the Board's Strategic Plan and other county priorities.

- \* Collective Bargaining
- \* COVID - 19 Response
- \* Public Affairs Team
- \* North Coast Business Park RFP
- \* Space Planning
- \* Deferred Compensation Program Review/Update
- \* Anerobic Digester Feasibility Study
- \* Jail Constuction
- \* Board Rules
- \* Initiate Consolidated 911 Feasibility Process
- \* Westport Road Design & Community Outreach
- \* Legislative Session/Legislative Guide
- \* Micro-housing Feasibility
- \* Recruitments - Public Health Director & Emergency Management Director
- \* Courthouse Security Plan
- \* Website Improvements
- \* Community Survey
- \* Performance Benchmarking Pilot

## Budget Highlights

The County Manager's Office will be adding an additional 2 FTE to meet the ongoing county-wide needs. One additional staff person will be a Public Affairs Officer who will focus on creating a communications plan that provides more coordinated communications both internally and externally for the Board, staff, and the public. There is also an additional staff person being proposed who will focus on county-wide contract and property management to provide more internal support county-wide to departments.

Performance Measures

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

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Public Records Request	30	0	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	104	60	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	588,059	795,316	1,090,630	1,224,500	133,870	12%
<b>Total Revenue:</b>	<b>588,193</b>	<b>795,376</b>	<b>1,090,630</b>	<b>1,224,500</b>	<b>133,870</b>	<b>12%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	385,482	470,738	584,210	797,430	213,220	36%
Personnel Benefits	175,757	234,743	279,570	346,460	66,890	23%
Materials & Services	26,954	89,896	226,850	80,610	(146,240)	- 64%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>588,193</b>	<b>795,376</b>	<b>1,090,630</b>	<b>1,224,500</b>	<b>133,870</b>	<b>12%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
None	0.00	0.00	0.00	0.25	0.25	100%
County Manager	1.00	1.00	1.00	1.00	0.00	0%
Assist. Co. Manager	0.90	1.00	1.00	1.00	0.00	0%
Administrative Assistant	0.83	0.00	1.00	1.00	0.00	0%
Senior Admin Supervisor	0.00	0.95	0.95	1.00	0.05	5%
Management/Policy Analyst	0.00	0.00	0.60	1.00	0.40	66%
Public Affairs Officer	0.00	0.00	0.00	1.00	1.00	100%
Community Relations Coordinato	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>3.73</b>	<b>3.95</b>	<b>5.55</b>	<b>7.25</b>	<b>1.70</b>	<b>30%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
None	82-1000	0	0	0	17,080	17,080	100%
County Manager	82-1002	134,127	173,000	182,000	188,090	6,090	3%
Assist. Co. Manager	82-1003	122,669	142,013	152,900	163,180	10,280	6%
Administrative Assistant	82-1118	0	0	53,770	51,310	(2,460)	- 4%
Senior Admin Supervisor	82-1119	52,537	73,433	79,420	93,060	13,640	17%
Executive Assistant	82-1121	13,629	0	0	0	0	0%
Management/Policy Analyst	82-1305	0	18,528	50,440	89,130	38,690	76%
Senior Communications Speciali	82-1893	0	0	0	0	0	0%
Public Affairs Officer	82-1897	0	1	0	125,950	125,950	100%
Community Relations Coordinato	82-1899	62,521	63,763	65,680	69,630	3,950	6%
Temporary Help	82-1941	1,143	26,988	0	0	0	0%
Overtime	82-1945	0	0	200	200	0	0%
F.I.C.A.	82-1950	28,937	35,149	44,790	61,020	16,230	36%
Retirement	82-1955	87,305	105,825	134,030	183,180	49,150	36%
Medical Waiver	82-1963	1,103	1,140	1,140	0	(1,140)	- 100%
Medical Insurance	82-1964	42,784	50,276	78,330	79,510	1,180	1%
Dental Insurance	82-1965	6,580	7,144	10,870	10,210	(660)	- 6%
HSA/HRA Contribution	82-1966	2,800	3,000	5,000	6,050	1,050	21%
Benefits Admin Fees	82-1967	95	127	120	130	10	8%
Life/AD&D Insurance	82-1970	955	1,127	560	730	170	30%
Salary Continuation Insur	82-1972	753	878	1,130	1,460	330	29%
S.A.I.F.	82-1975	408	642	810	1,170	360	44%
Unemployment	82-1980	395	448	590	800	210	35%
Deferred Compensation	82-1983	2,500	2,000	2,000	2,000	0	0%
<b>Personnel Services Totals:</b>		<b>561,239</b>	<b>705,481</b>	<b>863,780</b>	<b>1,143,890</b>	<b>280,110</b>	<b>32%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,189	2,817	2,400	3,500	1,100	45%
Software Maintenance	82-2265	0	240	0	80	80	100%
Membership Fees And Dues	82-2370	1,822	1,328	3,100	4,230	1,130	36%
Office Supplies	82-2410	1,841	3,666	2,500	2,500	0	0%
Books And Periodicals	82-2413	0	135	150	500	350	233%
Postage And Freight	82-2419	57	8,702	200	200	0	0%
Printing And Reproduction	82-2425	3,657	10,407	3,500	3,500	0	0%
Office Furniture & Equipment	82-2454	4,773	5,881	3,000	3,000	0	0%
Contractual Services	82-2471	9,772	54,818	205,200	52,200	(153,000)	- 74%
Publi. And Legal Notices	82-2600	177	155	200	200	0	0%
Social Media Advertising	82-2603	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	79	14	400	400	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Fuel - Vehicles	82-2852	163	0	500	500	0	0%
Recruitment Expense	82-2880	0	0	0	0	0	0%
Vehicle Rental	82-2920	240	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	65	0	200	100	(100)	- 50%
Education And Training	82-2928	1,058	1,733	2,500	5,020	2,520	100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,060	0	3,000	4,680	1,680	56%
<b>Materials &amp; Services Totals:</b>		<b>26,954</b>	<b>89,896</b>	<b>226,850</b>	<b>80,610</b>	<b>(146,240)</b>	<b>- 64%</b>
<b>Total Expenditures:</b>		<b>588,193</b>	<b>795,376</b>	<b>1,090,630</b>	<b>1,224,500</b>	<b>133,870</b>	<b>12%</b>

# Human Resources

## Mission Statement

Human Resources is committed to creating a respectful and equitable workplace, promoting high performance standards and a commitment to excellence amongst all employees while developing innovative and fiscally responsible programs to engage both current, and potential employees.

## Department Overview

The Human Resources Department provides a framework of personnel practices, as well as training and educational information which comply with local, state and federal laws for all county employees in the employee life cycle from recruitment to retirement. This includes best practices regarding recruitment and retention by ensuring positions are classified and compensated equitably both through external and internal review processes; conducting a thorough orientation and onboarding process; overseeing a comprehensive annual performance evaluation system, and administering an employee award/recognition program. The Human Resources Department also serves as the main point of contact, regarding the County's comprehensive benefits program, working with third party administrators, vendors and other key staff.

HR is also responsible for the interpretation, review, and application of the County's personnel policy through employee training and education, as well as adhering to applicable collective bargaining agreements through strong labor relations and collective bargaining negotiations.

HR is responsible for ensuring the County complies with laws such as: American with Disabilities Act (ADA), Occupation Safety and Health Administration (OSHA) regulations (in partnership with Risk Management), Equal Employment Opportunity Commission requirements (EEO/Affirmative Action plan compliance), Health Information Portability and Accountability Act (HIPAA), and Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA), and the Oregon Pay Equity Law.

The Volunteer Coordinator manages all aspects of the county's volunteer services program. The coordinator assists staff in developing new volunteer jobs, recruiting for open positions, conducting new volunteer orientations staff training related to volunteer management, and organizes an annual countywide volunteer recognition program.

## Major Accomplishments

**Recruitment:** HR assisted in the following key recruitment efforts: Public Affairs Office and Facilities Operations Supervisor.

Of important note, the newly established Deputy Public Health Director and Clinic Manager/Nursing Supervisor positions afforded two current employees the opportunity to advance their careers within the County. These promotional opportunities provided two tenured employees the opportunity to use their skills and experience to further support the critical programs of the County's Public Health Department.

While recruitment efforts for the Public Health Director, Emergency Management Director, and Assistant HR Director may continue into the next fiscal year, HR continues to partner with the County Manager's Office, creating unique recruitment approaches to attract quality candidates wanting to join a professional and compassionate team dedicated to serving the community.

**Volunteer Coordination:** HR continued maintaining an active and dedicated volunteer base for continued support of the COVID-19 response effort. Partnering with the Sheriff's Office and Public Health staff, volunteers were recognized at an event filled with food, games, and sharing at Cullaby Lake Park this past summer.

**Legal Compliance:** The County continued the COVID-19 response policy ensuring employees could continue to focus on the health, safety, and well-being of their family members, the community, and their coworkers.

An all staff "Civility in the Workplace" training was presented by the County's risk management and benefits insurer Citycounty Insurance Services (CIS); training sessions covered a wide variety of topics, providing employees different approaches to communicating with one another as well as with members of the public.

**Wellness:** As staff continued to navigate the pandemic, new employee wellness events were explored, including a County-wide trivia challenge, winter nutrition challenge, "Spring Cleaning" Contest, as well as continuing the popular programs: "Maintain Don't Gain" (a program designed to promote mindful eating over the holiday season) and "Summer Fitness Challenge" (a program promoting both indoor and outdoor physical activity). Currently the Wellness Team is looking at hosting bowling nights for employees and their families.

## Budget Highlights

**Contractual Services:** HR will continue to partner with Portland State University's Center for Public Service to assist in ongoing compensation and classification projects, as well as providing additional, HR generalist level support until an Assistant Human Resources Director has joined the HR staff.

**Contractual Services:** With a growing staff, HR must increase costs associated with the HRIS data base to ensure accurate record keeping of employee information and reporting.

## Performance Measures

HR is working to better utilize the HRIS platform, Dayforce, specifically integrating the pre-employment background check process through the onboarding platform we used currently for streamlining the new hire orientation process. By linking the pre-employment background check with the HRIS platform, HR is providing future employees a seamless method to complete the final phases of the recruitment process, and easily transition into the onboarding process. While some aspects of the onboarding process still require physical documents, this new process has reduced errors, and has improved information flow considerably.

HR is also building new processes to ensure hiring managers are receiving and reviewing complete and fully vetted application materials; while this process is ongoing, new features are already being implemented and utilized, both by HR staff, as well as hiring managers. With the current job market, an extra layer of review, and communication between HR and the hiring manager can make all the difference when making critical hiring decisions.



Measures							
Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Recruitments (Job Openings)	Count	48.00	35.00	37.00	47.00	65.00	50.00
New Hires	Count	50.00	36.00	39.00	30.00	55.00	40.00
Turnover	Count	26.00	18.00	11.00	17.00	23.00	15.00
Total FTE	Count	213.00	223.00	230.00	238.00	247.00	255.00
Volunteer Hours	Count	10877.00	11787.00	12499.00	23372.00	13200.00	11500.00
Days to Hire	Count	NA	NA	67.00	74.00	119.00	120.00
Male Employees 35 and Under		NA	21	19	15	25	26
Male Employees 35-50		NA	67	68	63	62	65
Male Employees 50 and Above		NA	123	34	46	41	38
Male Employees-White		NA	114	110	115	120	119
Male Employees-Black, Hispanic, Asian, Native American		NA	9	11	9	9	10
Female Employees 35 and Under		NA	19	20	18	24	20
Female Employees 35-50		NA	35	36	34	41	46
Female Employees 50 and Above		NA	48	52	53	53	49
Female Employees-White		NA	95	99	105	107	104
Female Employees-Black, Hispanic, Asian, Native American		NA	7	9	9	11	10
Turnover Percentages (Total Turnover/Total FTE)	Percent	12.20%	8.10%	4.80%	5.20%	8.90%	6.80%
Percentage Male FTE to Total FTE	Percent	NA	54.70%	52.80%	52.00%	53.20%	53.00%
Percentage Female FTE to Total FTE	Percent	NA	45.30%	47.20%	48.00%	46.40%	47.00%
Percentage White FTE to Total FTE	Percent	NA	92.90%	91.30%	92.00%	91.10%	91.00%
Percentage Black, Hispanic, Asian, Native American FTE to Total FTE	Percent	NA	7.10%	8.70%	8.00%	8.40%	9.00%

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Copy Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Wellness Grant Revenue	2,900	1,860	2,900	2,300	(600)	- 20%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	336,571	410,563	547,210	602,290	55,080	10%
<b>Total Revenue:</b>	<b>339,471</b>	<b>412,423</b>	<b>550,110</b>	<b>604,590</b>	<b>54,480</b>	<b>9%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	169,782	180,388	256,690	303,240	46,550	18%
Personnel Benefits	72,284	75,833	134,890	136,820	1,930	1%
Materials & Services	97,406	156,203	158,530	164,530	6,000	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>339,471</b>	<b>412,423</b>	<b>550,110</b>	<b>604,590</b>	<b>54,480</b>	<b>9%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
None	0.00	0.00	0.00	1.00	1.00	100%
Human Resources Director	1.00	1.00	1.00	1.00	0.00	0%
HR Analyst	0.00	0.00	1.00	0.00	(1.00)	- 100%
HR Assistant	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
None	82-1000	0	0	0	0	0	0%
Human Resources Director	82-1097	114,396	121,007	129,220	137,000	7,780	6%
Assist. HR Director	82-1098	0	0	0	100,680	100,680	100%
HR Analyst	82-1105	0	0	65,640	0	(65,640)	- 100%
HR Assistant	82-1120	55,386	59,381	61,830	65,560	3,730	6%
Temporary - Staff Assist	82-1937	0	0	0	0	0	0%
Overtime	82-1945	0	0	200	200	0	0%
F.I.C.A.	82-1950	12,479	13,185	19,650	23,210	3,560	18%
Retirement	82-1955	30,798	32,723	55,790	67,310	11,520	20%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	25,882	24,876	48,780	37,000	(11,780)	- 24%
Dental Insurance	82-1965	2,071	1,955	4,820	4,020	(800)	- 16%
HSA/HRA Contribution	82-1966	0	2,000	4,000	3,300	(700)	- 17%
Benefits Admin Fees	82-1967	95	73	100	100	0	0%
Life/AD&D Insurance	82-1970	222	222	300	300	0	0%
Salary Continuation Insur	82-1972	382	393	620	630	10	1%
S.A.I.F.	82-1975	179	236	370	450	80	21%
Unemployment	82-1980	175	168	260	300	40	15%
<b>Personnel Services Totals:</b>		<b>242,066</b>	<b>256,221</b>	<b>391,580</b>	<b>440,060</b>	<b>48,480</b>	<b>12%</b>
<b>Materials &amp; Services</b>							
Reference Checks	82-2010	0	0	0	0	0	0%
Telephones	82-2070	1,139	721	1,400	1,400	0	0%
Software Maintenance	82-2265	912	1,298	1,500	1,700	200	13%
Membership Fees And Dues	82-2370	2,899	219	1,100	1,100	0	0%
Office Supplies	82-2410	481	804	1,000	1,000	0	0%
Books And Periodicals	82-2413	31	0	0	0	0	0%
Postage And Freight	82-2419	43	147	200	200	0	0%
Printing And Reproduction	82-2425	422	1,672	300	1,000	700	233%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Payroll & HR Services	82-2453	35,156	33,408	36,200	43,000	6,800	18%
Office Furniture & Equipment	82-2454	3,942	0	2,000	2,000	0	0%
Legal Services	82-2469	185	75,595	35,000	35,000	0	0%
Contractual Services	82-2471	15,157	27,444	20,200	17,500	(2,700)	- 13%
U.A. Testing	82-2506	2,335	3,436	5,000	5,000	0	0%
Publ. And Legal Notices	82-2600	370	390	100	100	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	263	0	100	100	0	0%
Wellness Grant	82-2870	2,393	1,328	6,000	5,000	(1,000)	- 16%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Wellness Incentive	82-2875	7,795	5,520	10,000	10,000	0	0%
Recruitment Expense	82-2880	15,015	1,124	13,200	13,200	0	0%
Reimbursable Expense	82-2883	1,963	0	2,000	4,000	2,000	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Tuition Reimbursement Program	82-2926	0	0	10,000	10,000	0	0%
Employee Training	82-2927	279	180	3,000	3,000	0	0%
Education And Training	82-2928	996	0	1,530	1,530	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,592	0	1,700	1,700	0	0%
Volunteer Recognition	82-3136	0	1,041	2,000	2,000	0	0%
Employee Recognition	82-3137	4,038	1,875	5,000	5,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>97,406</b>	<b>156,203</b>	<b>158,530</b>	<b>164,530</b>	<b>6,000</b>	<b>3%</b>
<b>Total Expenditures:</b>		<b>339,471</b>	<b>412,423</b>	<b>550,110</b>	<b>604,590</b>	<b>54,480</b>	<b>9%</b>

# County Counsel

## Mission Statement

County Counsel's mission is to provide high quality, ethically sound legal counsel and strategic advice to Clatsop County.

## Department Overview

County Counsel is appointed by the Board of Commissioners as set forth by the Clatsop County Charter. County Counsel provides legal advice and representation to the Board of Commissioners, County Manager, county departments and offices. Enforces county ordinances. Services are provided in-house unless cost effective to seek outside counsel for specialized legal services, i.e. labor, eminent domain, litigation, land use, bond counsel, etc.

## Major Accomplishments

Successfully advised and defended two uninsured lawsuits against the County with no liability. Advised the Board of Commissioners and County staff on issues relating to county operations.

## Budget Highlights

The County will be utilizing outside counsel during fiscal year 2022-2023.

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Public Records Request	95	0	100	400	300	300%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	134,496	207,411	242,660	149,600	(93,060)	- 38%
<b>Total Revenue:</b>	<b>134,591</b>	<b>207,411</b>	<b>242,760</b>	<b>150,000</b>	<b>(92,760)</b>	<b>- 38%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	33,250	136,325	142,170	0	(142,170)	- 100%
Personnel Benefits	15,948	60,289	66,740	0	(66,740)	- 100%
Materials & Services	85,393	10,796	33,850	150,000	116,150	343%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>134,591</b>	<b>207,411</b>	<b>242,760</b>	<b>150,000</b>	<b>(92,760)</b>	<b>- 38%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
County Counsel	0.00	1.00	1.00	0.00	(1.00)	- 100%
<b>Total Personnel:</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>(1.00)</b>	<b>- 100%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
County Counsel	82-1010	33,250	136,325	142,170	0	(142,170)	- 100%
F.I.C.A.	82-1950	2,470	9,952	10,880	0	(10,880)	- 100%
Retirement	82-1955	6,018	24,686	28,680	0	(28,680)	- 100%
Medical Insurance	82-1964	5,444	20,925	22,090	0	(22,090)	- 100%
Dental Insurance	82-1965	527	2,109	2,430	0	(2,430)	- 100%
HSA/HRA Contribution	82-1966	1,333	2,000	2,000	0	(2,000)	- 100%
Benefits Admin Fees	82-1967	0	14	10	0	(10)	- 100%
Life/AD&D Insurance	82-1970	28	111	100	0	(100)	- 100%
Salary Continuation Insur	82-1972	54	216	220	0	(220)	- 100%
S.A.I.F.	82-1975	41	167	190	0	(190)	- 100%
Unemployment	82-1980	32	110	140	0	(140)	- 100%
<b>Personnel Services Totals:</b>		<b>49,198</b>	<b>196,615</b>	<b>208,910</b>	<b>0</b>	<b>(208,910)</b>	<b>- 100%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	526	605	1,400	0	(1,400)	- 100%
Membership Fees And Dues	82-2370	20	1,077	1,000	0	(1,000)	- 100%
Office Supplies	82-2410	595	61	1,000	0	(1,000)	- 100%
Books And Periodicals	82-2413	0	760	500	0	(500)	- 100%
Postage And Freight	82-2419	0	0	250	0	(250)	- 100%
Printing And Reproduction	82-2425	113	2	400	0	(400)	- 100%
Prof And Spec Services	82-2450	0	195	0	0	0	0%
Office Furniture & Equipment	82-2454	800	996	500	0	(500)	- 100%
Legal Services	82-2469	83,340	6,421	25,000	150,000	125,000	500%
Contractual Services	82-2471	0	525	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	100	0	(100)	- 100%
Fuel - Vehicles	82-2852	0	0	200	0	(200)	- 100%
Education And Training	82-2928	0	155	1,500	0	(1,500)	- 100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	2,000	0	(2,000)	- 100%
<b>Materials &amp; Services Totals:</b>		<b>85,393</b>	<b>10,796</b>	<b>33,850</b>	<b>150,000</b>	<b>116,150</b>	<b>343%</b>
<b>Total Expenditures:</b>		<b>134,591</b>	<b>207,411</b>	<b>242,760</b>	<b>150,000</b>	<b>(92,760)</b>	<b>- 38%</b>

# Budget & Finance

## Mission Statement

To maintain the County's financial stability and protection of County assets through sound financial planning and management. The Department is committed to providing accurate, timely and effective financial services to all customers, both public and internal, with honesty, integrity, fairness, and with a commitment to professionalism and accountability.

## Department Overview

Budget & Finance is responsible for the preparation of the County's annual budget, annual audit, long range financial planning, as well as providing financial advice to the Board and County Manager. In addition the Budget & Finance department manages operations which include: revenue receipt, accounts payable, payroll, general ledger, purchasing, fixed assets, grant accounting, investing County funds, and monitoring revenues and expenditures for all County funds.

## Major Accomplishments

- Successfully completed the 2020-21 fiscal year audit and received an unmodified opinion from the external auditing firm of Koontz & Blasquez.
- Successfully completed the production of the 2021-22 budget and received the Distinguished Budget Award for the 9th consecutive year.
- Timely and accurately processed County debt obligations, payroll processing and financial reports.
- Hired consultants, Hymas Group, to help the County issue an RFP for a single deferred compensation record keeper and consolidate the three county offered plans. The county received four responses to the RFP and ultimately choose Voya. This consolidation resulted in lower fees for participants. As a 457 Deferred Compensation Plan sponsor, the county must meet certain fiduciary responsibilities and Hymas Group will continue to monitor the county sponsored plans and will provide educational tools for county employees.
- Hired and worked with a consultant from PSU who educated staff on developing performance measures to begin incorporating into the budget process and providing more applicable data.

## Budget Highlights

This budget remains for the most part a status quo budget. The departments FTE will decrease by 0.425 as the Accountant I position has gone from a .925 FTE to a .5 FTE. Contractual service expense has increased due to the deferred compensation consultant, Hymas Group, who was hired in the 21-22 fiscal year.

## Performance Measures

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



### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Public Records Request	0	0	0	0	0	0%
Copy Fees	12	6	0	0	0	0%
Rev. Refunds & Reim.	663	93	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	200	0	0	0	0	0%
General Fund Support	476,110	566,716	618,320	619,110	790	0%
<b>Total Revenue:</b>	<b>476,986</b>	<b>566,815</b>	<b>618,320</b>	<b>619,110</b>	<b>790</b>	<b>0%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	267,186	335,403	339,320	330,690	(8,630)	- 2%
Personnel Benefits	131,838	155,908	181,600	172,920	(8,680)	- 4%
Materials & Services	77,962	75,504	97,400	115,500	18,100	18%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>476,986</b>	<b>566,815</b>	<b>618,320</b>	<b>619,110</b>	<b>790</b>	<b>0%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Assist. Co. Manager	0.10	0.00	0.00	0.00	0.00	0%
Budget & Finance Director	0.00	1.00	0.00	0.00	0.00	0%
Budget & Finance Manager	0.00	0.00	1.00	1.00	0.00	0%
Accountant III	2.00	2.00	1.00	1.00	0.00	0%
Accountant II	1.00	1.00	2.00	2.00	0.00	0%
Accountant I	1.00	0.93	0.93	0.50	(0.43)	- 45%
<b>Total Personnel:</b>	<b>4.10</b>	<b>4.93</b>	<b>4.93</b>	<b>4.50</b>	<b>(0.43)</b>	<b>- 8%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Assist. Co. Manager	82-1003	13,630	2,407	0	0	0	0%
Budget & Finance Director	82-1035	0	0	0	0	0	0%
Budget & Finance Manager	82-1040	0	65,606	84,470	93,140	8,670	10%
Accountant III	82-1846	143,433	141,586	72,080	76,420	4,340	6%
Accountant II	82-1848	58,141	70,040	125,170	131,190	6,020	4%
Accountant I	82-1850	51,982	55,764	57,600	29,940	(27,660)	- 48%
Temporary - Staff Assist	82-1937	0	0	0	0	0	0%
F.I.C.A.	82-1950	19,473	24,607	25,960	25,390	(570)	- 2%
Retirement	82-1955	60,718	64,391	76,430	71,570	(4,860)	- 6%
Medical Waiver	82-1963	0	0	0	1,200	1,200	100%
Medical Insurance	82-1964	39,663	51,525	62,570	59,980	(2,590)	- 4%
Dental Insurance	82-1965	5,622	5,918	7,870	8,000	130	1%
HSA/HRA Contribution	82-1966	5,125	7,717	6,930	4,900	(2,030)	- 29%
Benefits Admin Fees	82-1967	80	88	90	90	0	0%
Life/AD&D Insurance	82-1970	305	386	400	450	50	12%
Salary Continuation Insur	82-1972	300	461	500	470	(30)	- 6%
S.A.I.F.	82-1975	292	455	510	540	30	5%
Unemployment	82-1980	260	360	340	330	(10)	- 2%
<b>Personnel Services Totals:</b>		<b>399,023</b>	<b>491,311</b>	<b>520,920</b>	<b>503,610</b>	<b>(17,310)</b>	<b>- 3%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	578	679	700	700	0	0%
Maintenance - Equipment	82-2260	0	867	500	500	0	0%
Software Maintenance	82-2265	525	550	1,000	1,000	0	0%
Membership Fees And Dues	82-2370	1,050	1,585	780	780	0	0%
Office Supplies	82-2410	1,622	1,680	2,020	2,020	0	0%
Postage And Freight	82-2419	3,548	3,162	3,500	3,500	0	0%
Records And Forms	82-2422	105	85	500	500	0	0%
Budget Production	82-2424	1,809	1,854	1,500	1,500	0	0%
Printing And Reproduction	82-2425	5,401	2,010	4,500	4,500	0	0%
Microfilming	82-2440	164	0	600	600	0	0%
Payroll & HR Services	82-2453	44,296	42,524	50,600	55,000	4,400	8%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
Contractual Services	82-2471	15,532	16,684	26,200	40,750	14,550	55%
Publ. And Legal Notices	82-2600	788	425	600	600	0	0%
Fuel - Vehicles	82-2852	59	0	200	200	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Education And Training	82-2928	25	3,400	1,500	1,150	(350)	- 23%
Miscellaneous Expense	82-2929	200	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Reimbursed Travel Expense	82-2930	2,261	0	2,700	2,200	(500)	- 18%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>77,962</b>	<b>75,504</b>	<b>97,400</b>	<b>115,500</b>	<b>18,100</b>	<b>18%</b>
<b>Total Expenditures:</b>		<b>476,986</b>	<b>566,815</b>	<b>618,320</b>	<b>619,110</b>	<b>790</b>	<b>0%</b>

# Information Systems

## Mission Statement

The Clatsop County Department of Information Technology is dedicated to partnering with all county departments through professional customer service; to provide quality, reliable, and cost-effective technology solutions while supporting department specific technology needs.

## Department Overview

Information Systems (IS) is committed to providing integrated systems developed in a collaborative, solutions-oriented environment with a focus on customer service, operations efficiency, and fiscal accountability. IS is responsible for information technology, telecommunications, and office automation. IS supplies technical support for PC's, printers, servers, phone systems, and copiers including support for several remote locations. In coordination with the departments, IS develops and plans for information technology and communication needs for the County. The in-house software development team supports the core business client/server applications including Geographic Information Systems (GIS).

## Major Accomplishments

A web enabled digital CAAP card was completed to increase appraiser productivity and ease of use while in the field. Strengthened our network security by requiring multifactor authentication on all County work stations. Increased remote access password requirements to 20 characters.

Replaced our legacy antivirus product with a modern EDR (Endpoint Detection and Response) solution which provides better security and gives IT better visibility into network threats.

Security cameras were replaced at John Day County Park. This enabled park personnel to view cameras and archive footage remotely.

Installed Starlink Internet service at the Jewell substation to increase the speed and reliability of their Internet connection.

Implemented Miradore MDM (Mobile Device Management) software to securely manage the County's mobile assets.

Developed a web-based application to allow citizens to view and pay tax statements online.

Added a help desk position, which has increased customer satisfaction and decreased our average response time.

Developed an application for managing public records requests for the County Manager's Office and for the Sheriff's Office.

In partnership with CIS, implemented an MDBR (Malicious Domain Blocking and Reporting) server which helps keep our network more secure by blocking known phishing websites and malicious domains.

Created a web-based COVID-19 interactive hub to keep citizens better informed of local changes in COVID strategies, statistics, and recommendations with a focus on available vaccinations and testing locations.

GIS assisted Portland State University with the redistricting of the County's commissioner districts to be within 1% population difference between all five districts, allowing for more equal representation.

County precincts were redrawn utilizing GIS analysis and data from the 2020 Census. 18,000+ voter addresses were quality checked for location accuracy.

Hired a new GIS Technician which has allowed the GIS Division to provide additional public mapping support and GIS services to County departments.

Full County-wide road database has undergone quality assurance checks in collaboration with the local municipalities with the goal of providing an accurate road network for County Public Works and 911 dispatch.

Created maps with multiple layers displaying acreage calculations, geological hazards, wetlands, and other geographic factors for analysis in developing the County's comprehensive plan.

Maintained and improved 12 previously developed GIS web applications and created 7 new custom GIS web application products.

## Budget Highlights

The General Fund for Materials and Supplies has decreased as a result of not moving the County's Office Suite to Microsoft 365. With further research and analysis, a decision was made to continue using our existing solution for the time being.

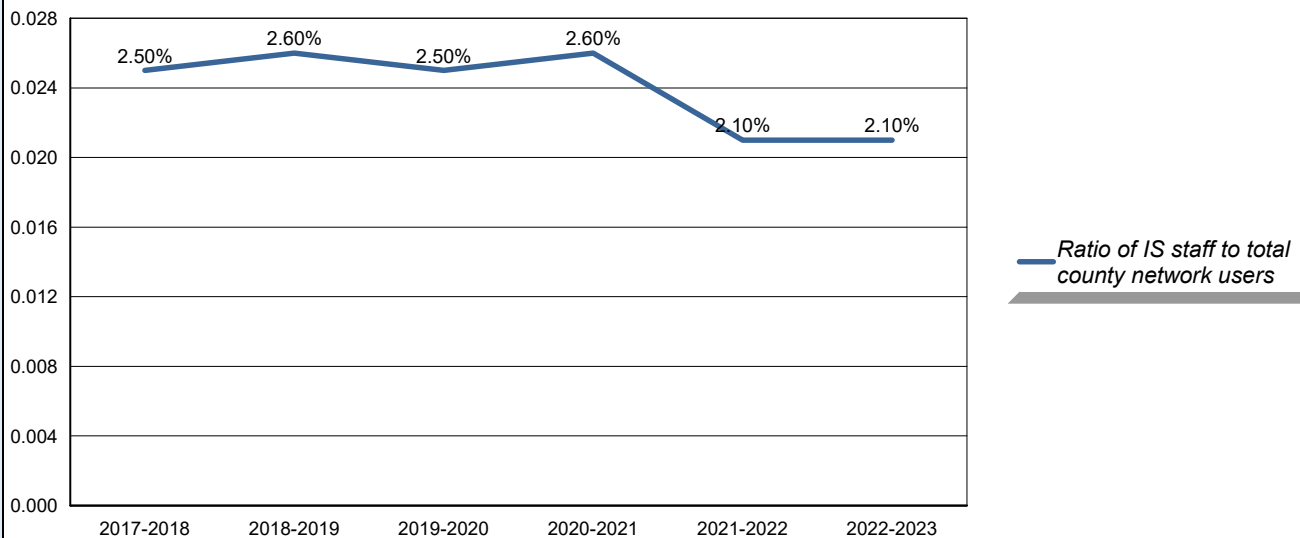
The General Fund subsidy for Personnel Services will have an estimated increase of 4%. This is a result of an internal promotion and personal step increases, insurance increases, and a potential cost of living increase.

The General Fund line item for PC Equipment will have an estimated increase of 30%. This is due to an increase in hardware costs due to a global chip shortage, and an increase in the County's total number of employees which need computer and phone equipment.

Staff continues to stay in front of the technology curve and maximize our technology dollars by maintaining up to date hardware and software, and leveraging the talent of full time staff, which limits the reliance on, and the cost of contract work.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of PC's supported	NA	NA	NA	NA	228	249
Number of Servers supported	NA	NA	NA	NA	39	57
Number of rejected SPAM emails	NA	NA	NA	NA	86664	122322
High Risk Malicious domains blocked	NA	NA	NA	NA	NA	10538
Number of public facing GIS applications	3	3	4	7	10	13
Number of internal department use GIS web applications	3	4	5	5	7	8
Public GIS web apps average daily views	NA	NA	NA	NA	585	600
Percent of network availability - 24/7 Percent	99.00%	99.00%	99.00%	99.00%	99.00%	99.00%
Percent of network availability - during work hours Percent	99.00%	99.00%	99.00%	99.00%	99.00%	99.00%
Ratio of IS staff to total county network users Percent	2.50%	2.60%	2.50%	2.60%	2.10%	2.10%



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
ORMAP Grant	27	0	0	0	0	0%
Public Records Request	665	0	500	800	300	60%
ID Card Replacement	90	0	100	100	0	0%
GIS Fees & Income	7,668	9,606	9,000	9,000	0	0%
GIS ORMAP Grant	0	0	0	0	0	0%
Fees for Services	0	0	0	0	0	0%
Rev. Refunds & Reim.	532	806	500	500	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from CH Security	4,000	4,000	4,000	4,000	0	0%
General Fund Support	1,092,834	1,148,772	1,480,730	1,505,800	25,070	1%
<b>Total Revenue:</b>	<b>1,105,815</b>	<b>1,163,185</b>	<b>1,494,830</b>	<b>1,520,200</b>	<b>25,370</b>	<b>1%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	609,724	675,448	792,830	874,150	81,320	10%
Personnel Benefits	290,766	311,203	426,680	403,230	(23,450)	- 5%
Materials & Services	205,326	176,534	275,320	242,820	(32,500)	- 11%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,105,815</b>	<b>1,163,185</b>	<b>1,494,830</b>	<b>1,520,200</b>	<b>25,370</b>	<b>1%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
None	0.00	0.00	0.00	1.00	1.00	100%
Information Systems Manager	1.00	1.00	1.00	1.00	0.00	0%
Information Systems Analyst	1.00	1.00	1.00	1.00	0.00	0%
SR Network Administrator	1.00	1.00	1.00	0.00	(1.00)	- 100%
PC Help Desk	0.00	0.00	1.00	1.00	0.00	0%
Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
Network Technician	1.00	1.00	1.00	1.00	0.00	0%
GIS Cartographic Program Manag	0.00	0.00	1.00	1.00	0.00	0%
GIS Coordinator/Analyst	1.00	1.00	0.00	0.00	0.00	0%
GIS Programmer Analyst	0.00	0.00	1.00	1.00	0.00	0%
GIS Technician	1.00	1.00	1.00	1.00	0.00	0%
Accountant I	0.08	0.07	0.08	0.00	(0.08)	- 100%
<b>Total Personnel:</b>	<b>7.08</b>	<b>7.07</b>	<b>9.08</b>	<b>9.00</b>	<b>(0.08)</b>	<b>- 0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
None	82-1000	0	0	0	117,110	117,110	100%
Information Systems Manager	82-1101	121,396	125,455	129,220	137,000	7,780	6%
Executive Assistant	82-1121	1,239	0	0	0	0	0%
Information Systems Analyst	82-1365	94,896	97,268	100,190	106,220	6,030	6%
SR Network Administrator	82-1370	94,896	97,268	100,190	0	(100,190)	- 100%
PC Help Desk	82-1385	0	0	51,680	64,980	13,300	25%
Network Administrator	82-1390	77,792	79,737	82,130	87,070	4,940	6%
Network Technician	82-1395	78,392	84,581	91,470	101,600	10,130	11%
GIS Cartographic Program Manag	82-1401	0	85,770	100,790	112,200	11,410	11%
GIS Coordinator/Analyst	82-1402	77,792	6,645	0	0	0	0%
GIS Project Planner	82-1403	0	18,242	0	0	0	0%
GIS Programmer Analyst	82-1404	0	0	78,220	87,070	8,850	11%
GIS Technician	82-1405	60,003	75,960	54,270	60,900	6,630	12%
Accountant I	82-1850	3,318	4,521	4,670	0	(4,670)	- 100%
F.I.C.A.	82-1950	44,344	49,364	60,740	66,970	6,230	10%
Retirement	82-1955	121,113	130,578	174,410	184,860	10,450	5%
Medical Waiver	82-1963	1,222	1,200	1,200	1,200	0	0%
Medical Insurance	82-1964	97,334	103,112	153,110	117,520	(35,590)	- 23%
Dental Insurance	82-1965	12,452	11,526	17,800	13,670	(4,130)	- 23%
HSA/HRA Contribution	82-1966	11,075	11,658	15,080	14,300	(780)	- 5%
Benefits Admin Fees	82-1967	212	211	230	230	0	0%
Life/AD&D Insurance	82-1970	677	747	810	910	100	12%
Salary Continuation Insur	82-1972	1,089	1,253	1,370	1,370	0	0%
S.A.I.F.	82-1975	636	877	1,140	1,320	180	15%
Unemployment	82-1980	612	677	790	880	90	11%
<b>Personnel Services Totals:</b>		<b>900,489</b>	<b>986,651</b>	<b>1,219,510</b>	<b>1,277,380</b>	<b>57,870</b>	<b>4%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,620	2,247	2,500	2,500	0	0%
Maintenance - Equipment	82-2260	26,223	23,075	22,000	22,000	0	0%
Software Maintenance	82-2265	69,986	42,549	138,820	68,520	(70,300)	- 50%
Membership Fees And Dues	82-2370	100	443	100	300	200	200%
Office Supplies	82-2410	247	926	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	453	586	500	500	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	730	468	500	500	0	0%
PC Equipment	82-2455	94,289	101,595	91,900	130,000	38,100	41%
Contractual Services	82-2471	7,826	0	5,000	5,000	0	0%



## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Contractual Technology Dev	82-2477	0	3,899	5,000	4,000	(1,000)	- 20%
Publi. And Legal Notices	82-2600	400	0	1,000	1,000	0	0%
Fuel - Vehicles	82-2852	72	551	0	500	500	100%
Education And Training	82-2928	458	208	4,500	4,500	0	0%
Reimbursed Travel Expense	82-2930	2,921	0	2,500	2,500	0	0%
Refunds and Returns	82-3204	0	(12)	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>205,326</b>	<b>176,534</b>	<b>275,320</b>	<b>242,820</b>	<b>(32,500)</b>	<b>- 11%</b>
<b>Total Expenditures:</b>		<b>1,105,815</b>	<b>1,163,185</b>	<b>1,494,830</b>	<b>1,520,200</b>	<b>25,370</b>	<b>1%</b>

# Building & Grounds

## Mission Statement

Building and Grounds supports public citizens, elected officials, county management, staff and the visitors to our facilities, with the responsive services required to achieve their public service goals and missions.

## Department Overview

Building & Grounds staff work with County departments and contractors to provide general renovations, scheduled and unscheduled maintenance, custodial services and emergency repairs to County buildings. We manage the Courthouse, Sheriff's Detention Center, Judge Guy Boyington Building, Animal Shelter, Sheriff's Office, Household Hazardous Waste Facility and 800 & 820 Exchange Buildings.

## Major Accomplishments

Our objective is to provide quality service to ensure a safe, accessible, and secure working environment for all County employees and visitors. The Building and Grounds staff first goal is to keep the lights and heat on and weather on the outside. Our staff has worked their normal shifts and respond many times after hours, weekends, etc. to urgent requests to make repairs that cannot wait until the next day.

We had another busy year dealing with Covid-19. It has been a priority to continue to practice proper cleaning procedures. We have also assisted the health department in implementation of the COVID vaccine and testing clinics. New HVAC systems have been installed at the Animal Shelter and 800 Exchange buildings. Our team has implemented new software for work orders and capital forecasting. We are currently working towards a security upgrade for the District Attorney's Office and Community Development. B & G staff continues to assist all of the General Fund departments on an ongoing daily basis, in addition to Special Projects as they arise. B & G is responsible for maintaining the security electronics and intercom systems at the jail and courthouse. Electronic door locks are also maintained with the assistance of the IT Department. Alarm systems are also maintained for fire and security monitoring and also to monitor the vaccine refrigerators at the Health Department.

The B & G manager is also on the management team for the new jail project; this project has consumed several days per week of coordination meetings, product review and over site of the contractor. The B&G manager along with the Assistant County Manager have implemented the Strategic Facility planning project. We have also transitioned to a new B&G Supervisor after the retirement of the supervisor after over 20 years at the County.

## Budget Highlights

There are many operational changes for the planned move of the jail to Warrenton. We have tried to predict the changes and then estimated the cost associated with the changes. These cost adjustments include utilities, cleaning services, and some reduced cost at the existing jail building in Astoria. We have also requested an additional staff member to allow us to maintain the new jail. We have created several new accounts within the Building & Grounds budget, that will be for the Jail building in Astoria. These accounts are listed as 355 7th St.

Custodial Supplies - Jail. 001, 1790, 82-2157

Cost was estimate based on the current cost per AIC (Adult In Custody), then multiplied by the additional beds at the new jail. These costs include cleaning chemicals, soap, paper towels, disposable gloves and laundry products.

Custodial Services - Jail - 001, 1790, 82-2158

The area that will require cleaning by a contracted company, will increase from \$12,500 per year to \$30,000. The majority of the jail is cleaned by inmates or AIC. The area cleaned by contractors will include the medical clinic, administrative offices, and the deputy locker rooms.

Custodial Services 001, 1790, 82-2161

In the previous year we had some extra cost for COVID cleaning, this year we are not budgeting for this extra cleaning service. The \$7,500 cost is reverting back to the pre-COVID cost.

Custodial Supplies, 355 7th St. 001, 1790, 82-2170

We have listed a minimal budget to cover supplies need for the Astoria Jail building after the jail moves to Warrenton.

Maintenance Supplies - Jail. 001, 1790, 82-2267

This is a new account to allow the tracking of maintenance supplies at the new jail.

Alarm Monitoring 001, 1790, 82-2270

This is extra cost to add Fire Alarm monitoring service to the Astoria jail building. Currently the Astoria jail building is not required to have the Fire Alarm monitored since it is a 24-hour occupied facility. The cost increase from \$1,800 to \$2,400 per year.

Jail Maint S.I.G. 001, 1790, 82-2304

This is the S.I.G. (Structures, Improvement & Grounds). We Increased the budget request by \$20,000 to cover the additional cost of operating the new jail.

Maint. S.I.G, - 355 7th St. 001, 1790, 82-2309

This is a new line item, with minimal budget for maintenance at the existing Astoria Jail after the move to the new jail in Warrenton.

Education & Training 001, 1790, 82-2928

We have requested an FTE increase; this cost increase is to cover the training for this new staff person. This will be used for the Level I, BOC (Building Operation Certificate).

Utilities - Jail 001, 1790, 82-2961

This is the estimated increased cost of utilities at the New Jail. Water \$9,770, Sewer \$13,000, Garbage \$6,190, Power \$49,900, Natural Gas \$31,870.

Utilities – 355 7th St. 001, 1790, 82-2968

This is an estimate for the cost of utilities at the Astoria jail building after the jail moves to Warrenton.

Property Taxes, 001, 1790, 82-3800

We added \$100 to this for expected property tax increase. Note that this for property taxes for a leased office to a private tenant.

Maintenance Assistant I. 001, 1790, 82-1720

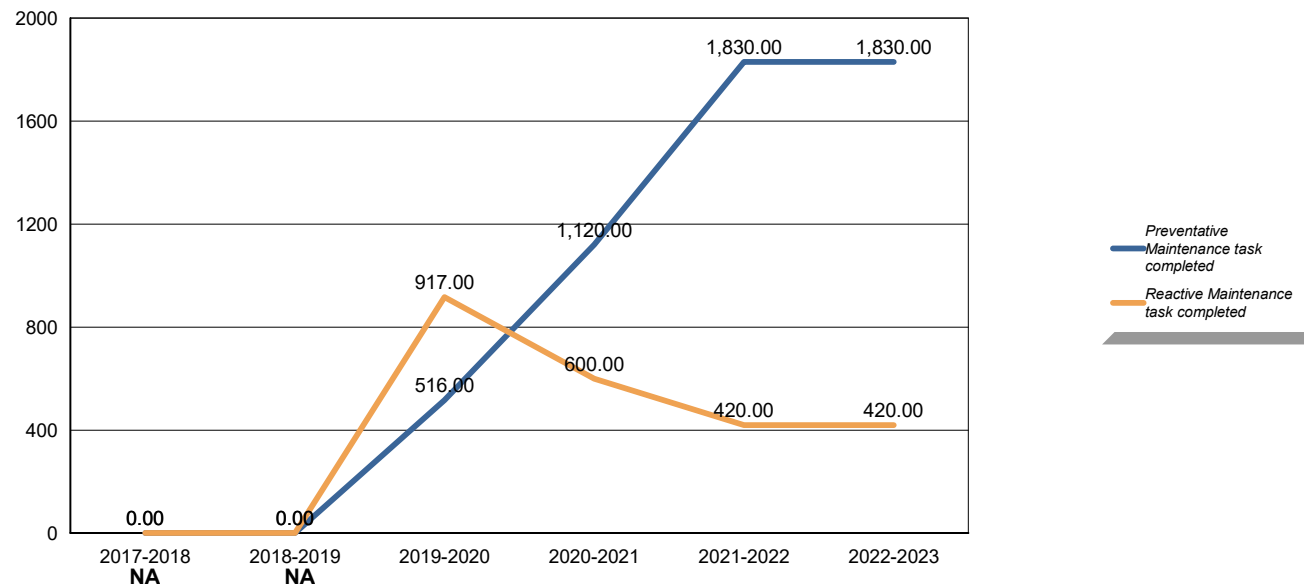
Our scope of work to maintain our buildings has increased due to the new jail. We plan to have an employee in Warrenton full time to work at the New Jail, Animal Shelter and Sheriff's Office.

## Performance Measures

The performance measures are based on the Work Order System we use to track maintenance requests. We have transitioned to a new system which aides us in planning preventative maintenance which will reduce reactive tasks. The new system will also assist in Capital Forecasting.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Preventative Maintenance task completed	Count	NA	NA	516.00	1120.00	1830.00	1800.00
Reactive Maintenance task completed	Count	NA	NA	917.00	600.00	420.00	500.00
% of task that are Reactive	Percent	NA	NA	36.00%	60.00%	70.00%	70.00%
% of task that are Preventative	Percent	NA	NA	64.00%	40.00%	30.00%	30.00%



### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Property Rents	17,340	15,700	6,750	0	(6,750)	- 100%
PPE Grant	0	0	0	0	0	0%
Capital Improvement Project	0	0	0	0	0	0%
B&G Work for Other Dept.	0	0	0	5,000	5,000	100%
Services Provided to Other Dep	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,277	2,291	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	7,452	0	0	0	0	0%
General Fund Support	1,079,012	1,146,021	1,240,150	1,440,880	200,730	16%
<b>Total Revenue:</b>	<b>1,105,081</b>	<b>1,164,012</b>	<b>1,246,900</b>	<b>1,445,880</b>	<b>198,980</b>	<b>15%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	342,459	371,040	391,590	450,930	59,340	15%
Personnel Benefits	210,929	226,121	245,430	300,560	55,130	22%
Materials & Services	550,945	566,089	609,080	693,490	84,410	13%
Special Payments	749	763	800	900	100	12%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,105,081</b>	<b>1,164,012</b>	<b>1,246,900</b>	<b>1,445,880</b>	<b>198,980</b>	<b>15%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Facility Operations Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Capital Projects Manager	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	0.53	0.53	0.53	0.53	0.00	0%
Maintenance Assistant I	1.00	1.00	1.00	2.00	1.00	100%
Maintenance Assistant II	1.00	1.00	1.00	1.00	0.00	0%
Custodian	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>5.53</b>	<b>5.53</b>	<b>5.53</b>	<b>6.53</b>	<b>1.00</b>	<b>18%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Works Director	82-1088	258	0	0	0	0	0%
Facility Operations Supervisor	82-1108	82,215	86,892	92,300	82,220	(10,080)	- 10%
Capital Projects Manager	82-1145	108,726	114,230	118,790	125,950	7,160	6%
Staff Assistant	82-1191	18,962	25,053	26,510	28,000	1,490	5%
Maintenance Assistant I	82-1720	32,787	44,836	48,200	99,460	51,260	106%
Maintenance Assistant II	82-1725	51,645	54,906	59,310	66,030	6,720	11%
Custodian	82-1780	44,180	45,122	46,480	49,270	2,790	6%
Accountant I	82-1850	3,687	0	0	0	0	0%
Overtime	82-1945	1,252	619	800	1,000	200	25%
F.I.C.A.	82-1950	24,657	26,808	30,110	34,620	4,510	14%
Retirement	82-1955	74,696	84,775	92,240	101,770	9,530	10%
Medical Waiver	82-1963	954	1,272	1,270	640	(630)	- 49%
Medical Insurance	82-1964	86,322	88,503	94,220	126,210	31,990	33%
Dental Insurance	82-1965	7,301	7,175	8,760	12,910	4,150	47%
HSA/HRA Contribution	82-1966	8,583	8,500	8,500	11,500	3,000	35%
Benefits Admin Fees	82-1967	99	109	110	110	0	0%
Life/AD&D Insurance	82-1970	503	525	510	710	200	39%
Salary Continuation Insur	82-1972	700	720	720	790	70	9%
S.A.I.F.	82-1975	5,522	6,743	7,800	9,850	2,050	26%
Unemployment	82-1980	339	372	390	450	60	15%
<b>Personnel Services Totals:</b>		<b>553,388</b>	<b>597,160</b>	<b>637,020</b>	<b>751,490</b>	<b>114,470</b>	<b>17%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	250	409	530	530	0	0%
Telephones	82-2070	4,400	4,159	4,000	4,000	0	0%
Custodial Services - Sheriff O	82-2150	22,501	22,800	23,650	23,650	0	0%
Custodial Supplies - Sheriff O	82-2151	1,078	2,970	2,000	3,000	1,000	50%
Custodial Services - EM-EOC	82-2152	0	0	1,600	1,600	0	0%
Custodial Supplies - EM-EOC	82-2153	0	0	300	300	0	0%
Custodial Supplies - Boy Mtg C	82-2154	235	23	200	200	0	0%
Custodial Services - Animal Sh	82-2155	0	95	0	0	0	0%
Custodial Supplies - Animal Sh	82-2156	0	0	0	0	0	0%
Custodial Supplies - Jail	82-2157	14,507	10,582	12,500	26,250	13,750	110%
Custodial Services - Jail	82-2158	19,887	20,396	22,050	30,000	7,950	36%
Custodial Supplies	82-2160	7,103	3,620	6,500	6,000	(500)	- 7%
Custodial Services	82-2161	3,116	31,401	16,600	7,500	(9,100)	- 54%
Custodial Supplies-800/820	82-2163	6,866	4,871	6,000	5,500	(500)	- 8%
Custodial Services-800/820	82-2168	57,950	62,420	64,780	62,000	(2,780)	- 4%
Custodial Supplies - 355 7th S	82-2170	0	0	0	1,000	1,000	100%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Custodial Services - 355 7th S	82-2171	0	0	0	1,000	1,000	100%
Utilities-800	82-2191	36,042	34,884	32,000	32,000	0	0%
Utilities-820	82-2192	20,595	21,721	24,000	22,000	(2,000)	- 8%
Maintenance Supplies	82-2259	8,658	9,621	8,500	8,500	0	0%
Maintenance - Equipment	82-2260	2,516	2,269	2,000	2,000	0	0%
Maintenance - Boilers	82-2261	629	1,693	3,000	3,000	0	0%
Software Maintenance	82-2265	0	10,860	12,500	13,000	500	4%
Maint. Supp. - Jail	82-2267	536	229	0	10,000	10,000	100%
Alarm Monitoring - 800/820/355	82-2270	1,797	1,797	1,800	2,400	600	33%
Alarm Monitoring - CCSO	82-2271	1,633	1,962	2,340	2,340	0	0%
Alarm Monitoring	82-2272	2,351	1,557	1,560	1,560	0	0%
Maintenance S.I.G.	82-2300	33,354	25,237	36,000	35,000	(1,000)	- 2%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Animal Control Maint. S.I.G.	82-2303	0	29	0	0	0	0%
Jail Maint S.I.G.	82-2304	34,714	24,787	40,000	60,000	20,000	50%
Maintenance - Elevators	82-2305	6,157	6,327	9,000	8,000	(1,000)	- 11%
Maint. Elevators-800/820	82-2306	5,620	6,758	6,000	6,000	0	0%
Maint. S.I.G. - Boy Mtg Ctr.	82-2307	6,001	2,573	2,500	2,500	0	0%
Maint. S.I.G. - OYA Facility	82-2308	1,624	2,581	0	0	0	0%
Maint. S.I.G. - 355 7th Street	82-2309	0	0	0	1,000	1,000	100%
Maint S.I.G. Boat House	82-2313	0	0	500	500	0	0%
Maint S.I.G. - CCSO	82-2314	4,900	11,420	15,400	15,000	(400)	- 2%
Maint S.I.G. - EM-EOC	82-2315	0	0	500	500	0	0%
800 Maint. S.I.G.	82-2321	15,841	21,787	10,000	8,000	(2,000)	- 20%
820 Maint. S.I.G.	82-2322	11,069	9,252	8,000	8,000	0	0%
B&G Shop SIG	82-2331	322	191	300	300	0	0%
Membership Fees And Dues	82-2370	50	50	350	450	100	28%
Office Supplies	82-2410	1,643	829	500	800	300	60%
Books And Periodicals	82-2413	0	0	200	200	0	0%
Postage And Freight	82-2419	151	82	200	200	0	0%
Printing And Reproduction	82-2425	109	69	600	400	(200)	- 33%
Contractual Services	82-2471	11,595	12,274	14,410	15,800	1,390	9%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	932	683	1,000	500	(500)	- 50%
Rents And Leases - Equip.	82-2630	250	150	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	12,000	12,000	12,000	12,000	0	0%
Small Tools And Instrum.	82-2710	1,926	1,430	8,000	8,000	0	0%
Fuel - Equipment	82-2851	83	220	300	400	100	33%
Fuel - Vehicles	82-2852	812	1,783	1,000	1,000	0	0%
Safety Program	82-2862	0	0	150	150	0	0%
Vehicle Maintenance & Use	82-2923	431	699	500	2,000	1,500	300%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Education And Training	82-2928	952	875	3,100	5,300	2,200	70%
Reimbursed Travel Expense	82-2930	611	513	2,460	2,460	0	0%
Road Department Services	82-2959	0	0	4,000	3,000	(1,000)	- 25%
Utilities	82-2960	32,240	31,378	33,000	33,000	0	0%
Utilities Jail	82-2961	90,837	89,513	96,000	138,000	42,000	43%
Utilities - Boy Mtg Ctr	82-2962	5,095	6,256	6,000	6,000	0	0%
Utilities B&G Shop	82-2964	5,273	4,477	4,500	4,500	0	0%
Utilities - CCSO	82-2965	25,610	26,554	24,000	24,000	0	0%
Utilities - 355 7th Street	82-2968	28,093	14,974	20,000	21,000	1,000	5%
<b>Materials &amp; Services Totals:</b>		<b>550,945</b>	<b>566,089</b>	<b>609,080</b>	<b>693,490</b>	<b>84,410</b>	<b>13%</b>
<b>Special Payments</b>							
Property Taxes	82-3800	749	763	800	900	100	12%
<b>Special Payments Totals:</b>		<b>749</b>	<b>763</b>	<b>800</b>	<b>900</b>	<b>100</b>	<b>12%</b>
<b>Total Expenditures:</b>		<b>1,105,081</b>	<b>1,164,012</b>	<b>1,246,900</b>	<b>1,445,880</b>	<b>198,980</b>	<b>15%</b>



## Dues & Special Assessments

### Department Overview

Appropriations are made in this budget when not logically assigned to another specific area. Appropriations to agencies not part of County government are also included here.

### Budget Highlights

This budget reflects an increase in general liability insurance costs, these costs can vary significantly based on prior year claims history as well as the insurance risk pool rates. Based on this information staff is budgeting for an approximate 15% increase over the actual 2021-22 fiscal year costs.

A total of \$30,000 has been budgeted in "Contributions To Outside Agencies"; \$30,000 for qualifying organizations to apply for through the Human Services Advisory Committee. The additional amount of \$20,000 budgeted in the 21-22 FY for Social Support Services has been budgeted in fund 090 to utilize the American Rescue Act funds that supports these social service efforts.

The Library Service agreement has been budgeted for \$20,000 which remains the same as what was budgeted in the 21-22 FY.

There is \$50,000 budgeted for Social Services for the county-wide Liaison position that is housed with Clasp Community Action, this amount remains the same as what was budgeted for the FY 2021-2022 and is proposed again to continue to support the work CCA is doing to address our homeless population and connecting them to the necessary resources for housing.

The \$266,210 budgeted for Public Road and Drainage improvements is based on the discretionary portion (30%) of the 2.5% increase in 2015 for transient room taxes collected in the unincorporated areas; this portion was dedicated by the Board at the time for Public Road and Drainage Improvements primarily in the Arch Cape Area. These funds are spent according to the Public Works road plan and funds public roads that are not the county's responsibility and are not eligible for county road funds.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	127,985	136,866	150,490	191,210	40,720	27%
Room Tax	57,075	66,988	60,000	75,000	15,000	25%
St. - Liquor 2145	13,498	13,191	13,500	13,500	0	0%
Veteran Services	73,976	92,771	95,660	95,660	0	0%
Columbia River Transitions Fun	0	0	0	0	0	0%
Economic Development	450,000	0	0	0	0	0%
Rev. Refunds & Reim.	700	2,001	0	0	0	0%
NW OR Kinder Ready Pilot	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	330,265	409,335	526,060	476,310	(49,750)	- 9%
<b>Total Revenue:</b>	<b>1,053,498</b>	<b>721,152</b>	<b>845,710</b>	<b>851,680</b>	<b>5,970</b>	<b>0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	833,807	430,953	478,720	498,970	20,250	4%
Special Payments	219,691	290,199	366,990	352,710	(14,280)	- 3%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,053,498</b>	<b>721,152</b>	<b>845,710</b>	<b>851,680</b>	<b>5,970</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Insurance	82-2200	199,972	213,903	255,600	275,850	20,250	7%
Pioneer Cemetery	82-2301	3,595	4,494	5,000	5,000	0	0%
Membership Fees And Dues	82-2370	27,385	28,086	31,000	31,000	0	0%
Auditing And Accounting	82-2462	53,350	53,400	60,000	60,000	0	0%
Veterans Service Contract	82-2468	97,676	127,484	119,120	119,120	0	0%
Contractual Services	82-2471	450,000	0	0	0	0	0%
Mentally Ill	82-2496	1,829	3,586	8,000	8,000	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>833,807</b>	<b>430,953</b>	<b>478,720</b>	<b>498,970</b>	<b>20,250</b>	<b>4%</b>
<b>Special Payments</b>							
Pub. Road & Drainage Improv.	82-3008	48,193	22,640	210,490	266,210	55,720	26%
Mental Health 2145	82-3100	13,498	13,191	13,500	13,500	0	0%
Soil Conservation Dist.	82-3110	6,000	6,000	6,000	6,000	0	0%
NW Senior & Disability Service	82-3148	17,000	17,000	17,000	17,000	0	0%
Library Services Agreement	82-3574	5,000	15,000	20,000	20,000	0	0%
Cont. To Outside Agencies	82-3575	80,000	50,000	50,000	30,000	(20,000)	- 40%
Crisis Respite Center	82-3576	0	0	0	0	0	0%
Social Services Support	82-3577	50,000	166,367	50,000	0	(50,000)	- 100%
Columbia River Transitions Fun	82-3579	0	0	0	0	0	0%
NW OR Kinder Ready Pilot	82-3580	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>219,691</b>	<b>290,199</b>	<b>366,990</b>	<b>352,710</b>	<b>(14,280)</b>	<b>- 3%</b>
<b>Total Expenditures:</b>		<b>1,053,498</b>	<b>721,152</b>	<b>845,710</b>	<b>851,680</b>	<b>5,970</b>	<b>0%</b>

# Transfers To Other Funds

## Department Overview

This fund functions to transfer discretionary General Fund revenues to other funds. The funds receiving General Fund support budget a corresponding transfer in.

## Budget Highlights

The transfer to Public Health has decreased as funding is now coming from the ARPA Fund. These funds will focus on overall improved Public Health infrastructure and long-term viability of programs.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Timber Sales	1,394,280	1,394,280	1,394,280	0	(1,394,280)	- 100%
General Fund Support	599,060	520,730	1,142,570	2,810,940	1,668,370	146%
<b>Total Revenue:</b>	<b>1,993,340</b>	<b>1,915,010</b>	<b>2,536,850</b>	<b>2,810,940</b>	<b>274,090</b>	<b>10%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	1,993,340	1,915,010	2,536,850	2,810,940	274,090	10%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,993,340</b>	<b>1,915,010</b>	<b>2,536,850</b>	<b>2,810,940</b>	<b>274,090</b>	<b>10%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Transfers Out</b>							
Transfer to Health Dept.	82-8005	513,290	434,960	1,056,800	450,230	(606,570)	- 57%
Transfer to Special Projects	82-8100	1,394,280	1,394,280	1,394,280	437,120	(957,160)	- 68%
Transfer to Marine Patrol	82-8120	27,200	27,200	27,200	27,200	0	0%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
Transfer to Drug & Alcohol Pre	82-8170	0	0	0	0	0	0%
Transfer to GF Stabilization	82-8180	0	0	0	1,837,820	1,837,820	100%
Transfer to Child Support	82-8400	58,570	58,570	58,570	58,570	0	0%
<b>Transfers Out Totals:</b>		<b>1,993,340</b>	<b>1,915,010</b>	<b>2,536,850</b>	<b>2,810,940</b>	<b>274,090</b>	<b>10%</b>
<b>Total Expenditures:</b>		<b>1,993,340</b>	<b>1,915,010</b>	<b>2,536,850</b>	<b>2,810,940</b>	<b>274,090</b>	<b>10%</b>

# Approp. For Contingency 1

## Department Overview

The General Fund Contingency is traditionally used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget is compiled or are not able to be absorbed during the year within existing departmental budget allocations. This amount reflects 10% of the General Fund operating budget minus contingency.

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Transfer from General	0	0	0	0	0	0%
General Fund Support	0	0	2,882,220	3,086,570	204,350	7%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>2,882,220</b>	<b>3,086,570</b>	<b>204,350</b>	<b>7%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,882,220	3,086,570	204,350	7%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>2,882,220</b>	<b>3,086,570</b>	<b>204,350</b>	<b>7%</b>

### Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Contingencies</b>							
Approp. for Contg. - Gen.	82-9901	0	0	2,882,220	3,086,570	204,350	7%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>2,882,220</b>	<b>3,086,570</b>	<b>204,350</b>	<b>7%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>2,882,220</b>	<b>3,086,570</b>	<b>204,350</b>	<b>7%</b>

# GF Stabilization

## Department Overview

In an effort to provide a long term resource for General Fund operations in the event that timber revenues received are insufficient in the future this fund has been established. Timber revenue resources that are in excess of the fifteen (15) year low, and less any Special Projects needs that have been identified, this Fund will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments including the amount provided in the Special Projects fund and any debt payment obligations.

## Major Accomplishments

The actual beginning fund balance for FY 2021-2022 was higher than budgeted as a result of timber revenues received in FY 2020-2021 being more than projected during the 2021-2022 budget process.

## Budget Highlights

Per Board budget policy, timber revenues in excess of the 15 year low are to be transferred from the General Fund to the GF Stabilization account. In the 22-23 fiscal year staff will receive all timber revenues in the general fund and through an internal transfer, transfer the excess timber revenues.



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	2,170,680	3,239,890	1,069,210	49%
Interest On Investments	0	15,422	9,000	7,000	(2,000)	- 22%
Timber Sales General Fund	0	952,217	319,270	0	(319,270)	- 100%
Transfer from General	0	2,000,000	0	1,837,820	1,837,820	100%
<b>Total Revenue:</b>	<b>0</b>	<b>2,967,639</b>	<b>2,498,950</b>	<b>5,084,710</b>	<b>2,585,760</b>	<b>103%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>2,967,639</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>2,498,950</b>	<b>5,084,710</b>	<b>2,585,760</b>	<b>103%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	300,000	0	(300,000)	- 100%
Contingency	0	0	2,198,950	5,084,710	2,885,760	131%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>2,498,950</b>	<b>5,084,710</b>	<b>2,585,760</b>	<b>103%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Transfers Out</b>							
Transfer to Bond & UAL Reserve	82-8436	0	0	300,000	0	(300,000)	- 100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>(300,000)</b>	<b>- 100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	2,198,950	5,084,710	2,885,760	131%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>2,198,950</b>	<b>5,084,710</b>	<b>2,885,760</b>	<b>131%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>2,498,950</b>	<b>5,084,710</b>	<b>2,585,760</b>	<b>103%</b>

# American Rescue Plan

## Mission Statement

To respond to the impacts of the COVID-19 pandemic in a transparent and equitable manner for the betterment of Clatsop County.

## Department Overview

Passage of the \$1.9 Trillion COVID relief package and more specifically the \$65 Billion direct allocation to Counties presents opportunities for Clatsop County to address the impacts of the Corona Virus as well as weaknesses that the pandemic has exposed within our community. It is important to identify the \$7.8 Million dollars that Clatsop County will receive for use through December of 2024. Through the budgeting process in coordination with the Board of Commissioners Strategic Plan the county can prioritize those efforts.

## Major Accomplishments

During the 2021-2022 the Board of Commissioners continued to evaluate the best use of the ARPA funds to meet the various needs of Clatsop County residents in alignment with the federal funding requirements as well as in coordination with the state's economic recovery plan and the Board of Commissioners strategic planning process. ARPA funding was invested back into Clatsop County for the following projects during the 2021-2022 FY with future year allocations to be made in accordance with the Board of Commissioners funding concept which serves as a living document based on community needs.

- Navigation Center – Helping Hands and LiFEBoat Services
- Emergency Shelter System Support – Astoria Warming Shelter and Helping Hands
- Clatsop Community Action – support services
- Mental Health Crisis Response – Clatsop Behavioral Healthcare
- Enhanced Mental Health Services- Clatsop County Jail
- Invest in Public Health infrastructure
- County Facility Space Planning to support county services and infrastructure needs
- Emergency Preparedness/ Resiliency
- Rural Internet Accessibility and Enhancement
- Water Assessment Clatsop Plains
- Anaerobic Biodegester Feasibility
- Westport Sewer District Improvements

## Budget Highlights

The 2022-2023 budgeting of ARPA funding includes ongoing support for the following projects:

- Enhanced mental health services for mobile crisis response as well as within the County jail
- Navigation Center
- Emergency Shelter System Support
- Non-profit support services
- Rural Internet Accessibility and Enhancement
- Investments in Public Health infrastructure and rural healthcare initiatives
- Ongoing water assessment studies
- Investments in private/public septage infrastructure
- Affordable housing
- Economic development

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	3,900,000	5,427,930	1,527,930	39%
Interest On Investments	0	2,433	0	15,000	15,000	100%
American Rescue Plan Revenue	0	3,906,520	3,900,000	0	(3,900,000)	- 100%
<b>Total Revenue:</b>	<b>0</b>	<b>3,908,953</b>	<b>7,800,000</b>	<b>5,442,930</b>	<b>(2,357,070)</b>	<b>- 30%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>3,908,953</b>	<b>4,325,000</b>	<b>2,621,080</b>	<b>(1,703,920)</b>	<b>- 39%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>3,475,000</b>	<b>2,821,850</b>	<b>(653,150)</b>	<b>- 18%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	950,000	645,100	(304,900)	- 32%
Special Payments	0	0	1,645,000	1,695,000	50,000	3%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	880,000	481,750	(398,250)	- 45%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>3,475,000</b>	<b>2,821,850</b>	<b>(653,150)</b>	<b>- 18%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	950,000	645,000	(305,000)	- 32%
Indirect Cost Allocation	82-3210	0	0	0	100	100	100%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>950,000</b>	<b>645,100</b>	<b>(304,900)</b>	<b>- 32%</b>
<b>Special Payments</b>							
Cont. To Outside Agencies	82-3575	0	0	1,645,000	1,695,000	50,000	3%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>1,645,000</b>	<b>1,695,000</b>	<b>50,000</b>	<b>3%</b>
<b>Capital Outlay</b>							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to General Fund	82-8001	0	0	700,000	81,750	(618,250)	- 88%
Transfer to Health Dept.	82-8005	0	0	0	375,000	375,000	100%
Transfer to Special Projects	82-8100	0	0	180,000	25,000	(155,000)	- 86%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>880,000</b>	<b>481,750</b>	<b>(398,250)</b>	<b>- 45%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9906	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>3,475,000</b>	<b>2,821,850</b>	<b>(653,150)</b>	<b>- 18%</b>

Approp. For Contingency 90

Mission Statement

To respond to the impacts of the COVID-19 pandemic in a transparent and equitable manner for the betterment of Clatsop County.

Department Overview

Passage of the \$1.9 Trillion COVID relief package and more specifically the \$65 Billion direct allocation to Counties presents opportunities for Clatsop County to address the impacts of the Corona Virus as well as weaknesses that the pandemic has exposed within our community. It is important to identify the \$7.8 Million dollars that Clatsop County will receive for use through December of 2024. Through the budgeting process in coordination with the Board of Commissioners Strategic Plan the county can prioritize those efforts.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>(4,325,000)</b>	<b>(2,621,080)</b>	<b>1,703,920</b>	<b>- 39%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>2,621,080</b>	<b>(1,703,920)</b>	<b>- 39%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	4,325,000	2,621,080	(1,703,920)	- 39%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>2,621,080</b>	<b>(1,703,920)</b>	<b>- 39%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Contingencies</b>							
Appropriation for Contin.	82-9990	0	0	4,325,000	2,621,080	(1,703,920)	- 39%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>2,621,080</b>	<b>(1,703,920)</b>	<b>- 39%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>4,325,000</b>	<b>2,621,080</b>	<b>(1,703,920)</b>	<b>- 39%</b>

# Insurance Reserve

## Department Overview

This fund was originally created to pay workers' compensation claims during the time that the County's workers' compensation plan required payment of minimum charges plus actual claims reimbursed. As the result of changes in the insurance program, the fund is now used to "buy out" responsibility for continued claims activities on prior years coverage, pay additional premiums in the event our previous year's experience is high and for expenses related to the County's Safety Program, i.e. Safety Committee training

## Major Accomplishments

In the 2021-2022 FY the SAIF Dividend received was just over \$100,000 and is based on how well the trust did in the prior year as well as premiums paid in the past.

## Budget Highlights

Despite receiving just over \$100,000 in dividend funds for the 2021-2022 FY, it is an advised best practice by SAIF not to anticipate significant returns on an annual basis. It is the practice of Clatsop County to not budget for these returns.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	433,629	335,553	368,040	441,720	73,680	20%
Interest On Investments	8,935	2,785	2,800	2,000	(800)	- 28%
S.A.I.F. Reimbursement	43,681	42,575	0	0	0	0%
Subsidy Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	3,747	235	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>489,993</b>	<b>381,148</b>	<b>370,840</b>	<b>443,720</b>	<b>72,880</b>	<b>19%</b>
<b>Total Unappropriated Budget:</b>	<b>335,553</b>	<b>365,084</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>154,440</b>	<b>16,064</b>	<b>370,840</b>	<b>443,720</b>	<b>72,880</b>	<b>19%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	154,440	16,064	370,840	443,720	72,880	19%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>154,440</b>	<b>16,064</b>	<b>370,840</b>	<b>443,720</b>	<b>72,880</b>	<b>19%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Safety Equipment	82-2045	0	0	0	0	0	0%
Insurance	82-2200	154,040	15,664	368,340	442,420	74,080	20%
Safety Program	82-2862	0	0	1,000	1,000	0	0%
Indirect Cost Allocation	82-3210	400	400	1,500	300	(1,200)	- 80%
<b>Materials &amp; Services Totals:</b>		<b>154,440</b>	<b>16,064</b>	<b>370,840</b>	<b>443,720</b>	<b>72,880</b>	<b>19%</b>
<b>Transfers Out</b>							
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>154,440</b>	<b>16,064</b>	<b>370,840</b>	<b>443,720</b>	<b>72,880</b>	<b>19%</b>



## Debt Service

### Mission Statement

Ensure fiscal prudence and responsibility of County debt obligations through timely repayment of outstanding principal and interest amounts on county borrowing.

### Department Overview

This fund is used to accumulate resources necessary to make annual interest and principal payments on County debt.

### Budget Highlights

This fiscal year will be the 9th payment on a 15 year loan for the remodel of the Sheriff's Office facility located in Warrenton. This facility is the Sheriff's Office headquarters and houses the Enforcement, Support, and Parole and Probation divisions as well as a dedicated evidence and property room.

This budget also reflects the 4th payment on a 20 year bond for the new county jail. This bond was approved by the voters in November of 2018 and is for the remodel/construction of the new facility located in Warrenton. Amount collected from the bond levy is less than prior years to utilize beginning balance that has built up from prior year revenue collections in excess of bond payment.

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	187,525	414,519	547,680	581,640	33,960	6%
Property Taxes Current Yr	1,195,300	1,405,401	1,334,700	1,188,500	(146,200)	- 10%
Property Taxes Prior Year	0	16,432	0	0	0	0%
GP Reserve Revenue	3,891	4,638	0	0	0	0%
Land Sales	0	2,242	0	0	0	0%
Interest On Investments	6,306	5,928	3,000	3,500	500	16%
Property Rents	0	0	0	0	0	0%
Land Sales/County Share	0	0	0	0	0	0%
Timber Sales	221,117	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Transfer from Special Projects	174,130	170,300	166,350	163,350	(3,000)	- 1%
<b>Total Revenue:</b>	<b>1,788,269</b>	<b>2,019,460</b>	<b>2,051,730</b>	<b>1,936,990</b>	<b>(114,740)</b>	<b>- 5%</b>
<b>Total Unappropriated Budget:</b>	<b>414,519</b>	<b>566,346</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>1,373,749</b>	<b>1,453,114</b>	<b>2,051,730</b>	<b>1,936,990</b>	<b>(114,740)</b>	<b>- 5%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	1,373,749	1,453,114	1,501,050	1,551,850	50,800	3%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	550,680	385,140	(165,540)	- 30%
<b>Total Expenditures:</b>	<b>1,373,749</b>	<b>1,453,114</b>	<b>2,051,730</b>	<b>1,936,990</b>	<b>(114,740)</b>	<b>- 5%</b>

Summary							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Debt Service</b>							
P & P Interest Expense	82-2644	40,329	36,481	33,000	30,000	(3,000)	- 9%
Loan Paydown	82-2645	133,333	133,333	133,350	133,350	0	0%
Jail Bond Expense	82-3240	0	340,000	405,000	475,000	70,000	17%
Interest On Bonds	82-3400	1,200,087	943,300	929,700	913,500	(16,200)	- 1%
<b>Debt Service Totals:</b>		<b>1,373,749</b>	<b>1,453,114</b>	<b>1,501,050</b>	<b>1,551,850</b>	<b>50,800</b>	<b>3%</b>
<b>Transfers Out</b>							
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	550,680	385,140	(165,540)	- 30%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>550,680</b>	<b>385,140</b>	<b>(165,540)</b>	<b>- 30%</b>
<b>Total Expenditures:</b>		<b>1,373,749</b>	<b>1,453,114</b>	<b>2,051,730</b>	<b>1,936,990</b>	<b>(114,740)</b>	<b>- 5%</b>

## Bond & UAL Reserve Fund

### Department Overview

The function of this fund is to establish a reserve fund of up to \$3,000,000 for either future PERS unfunded liabilities or resource shortfalls to make payments.

### Major Accomplishments

Reserves continue to be set aside for future one-time payments towards Clatsop County's portion of the PER'S unfunded accrued liability (UAL). By making separate payments to the UAL it is the county's intention to keep the liability percentage at a more manageable rate to help county-wide control personnel costs.

### Budget Highlights

Excess timber revenues were received in FY 2020-2021 that per the budget policy were transferred to the GF Stabilization account. In an effort to alleviate the burden on the General Fund and County-wide personnel costs as a result of increased PERS rates, the current FY 2022-2023 budget reflects an overall expense in the amount of \$500,000 to pay towards the County's unfunded PERS liability.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	556,738	872,106	1,180,940	1,482,660	301,720	25%
Interest On Investments	15,367	8,062	7,000	2,000	(5,000)	- 71%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from General	0	0	0	0	0	0%
Transfer from Other Funds	0	0	300,000	0	(300,000)	- 100%
Transfer from Special Projects	300,000	300,000	0	0	0	0%
<b>Total Revenue:</b>	<b>872,106</b>	<b>1,180,167</b>	<b>1,487,940</b>	<b>1,484,660</b>	<b>(3,280)</b>	<b>- 0%</b>
<b>Total Unappropriated Budget:</b>	<b>872,106</b>	<b>1,180,167</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>1,487,940</b>	<b>1,484,660</b>	<b>(3,280)</b>	<b>- 0%</b>

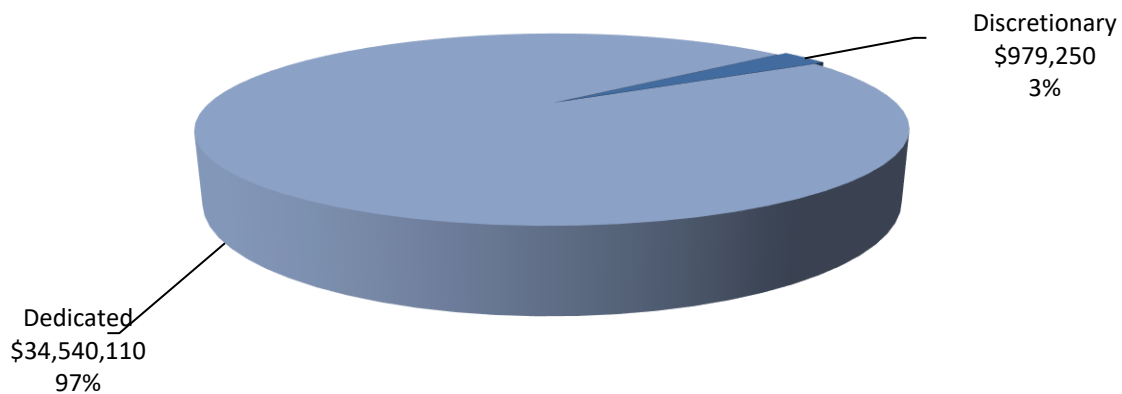
## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	500,000	500,000	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	1,487,940	984,660	(503,280)	- 33%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>1,487,940</b>	<b>1,484,660</b>	<b>(3,280)</b>	<b>- 0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Special Payments</b>							
Bond & UAL PERS Expense	82-3230	0	0	0	500,000	500,000	100%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	<b>100%</b>
<b>Transfers Out</b>							
Transfer to General Fund	82-8001	0	0	0	0	0	0%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	1,487,940	984,660	(503,280)	- 33%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,487,940</b>	<b>984,660</b>	<b>(503,280)</b>	<b>- 33%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>1,487,940</b>	<b>1,484,660</b>	<b>(3,280)</b>	<b>- 0%</b>

**Clatsop County Functions/Programs Budget  
Land Use, Housing, Transportation,  
Economic Development & Capital  
2022-2023  
Total \$35,519,360**



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

Surveyor  
Road Admin. & Support  
Road Maint. & Construction  
Approp. for Contingency 2  
Surveyor Land Corner  
Bike Paths  
Planning Division  
Code Compliance

Building Codes  
County Tourism  
Clatsop County Fisheries  
Video Lottery  
Industrial Develop. Revolving Fund  
Special Projects  
Fleet Replacement  
Equipment Replacement

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

# Surveyor

## Mission Statement

The Clatsop County Surveyor's office provides the surveying community and the public with the resources necessary to research and locate property boundaries.

## Department Overview

The office of the County Surveyor is responsible for checking subdivisions, condominiums, partition and recording surveys in compliance with Oregon Statutes. The office maintains all records of surveys and provides means by which the public can use these records. The Surveyor also surveys County-owned and County Roads. The Surveyor assists county staff, other agencies, and the general public with locating property surveys, historical research, general survey questions and interpreting and understanding legal descriptions.

## Major Accomplishments

Completed surveys on Dolphin Road, Ivy Station Road, Lillenas Road, Westport Ferry and Boat Ramp Roads. Continued control networks for various road projects. Processed Road Vacations. Reviewed and filed partitions, subdivisions and surveys. Assisted public and private surveyors with various boundary issues and projects.

## Budget Highlights

Revenues are the same as last year with the need for additional General Fund Support. The volume of Surveys, Partitions and Subdivisions along with the work for the Roads Division has made it difficult to allocate time to other work. Total Personnel costs are 6% higher due to COLA, step increases, HSA/HRA contributions, insurance cost increases and SAIF. There are no changes in Materials and supplies costs.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of plats submitted for filing	Count	26.00	28.00	25.00	25.00	25.00	25.00
Number of digitally indexed surveys verified	Count	300.00	300.00	300.00	300.00	300.00	300.00
Number of surveys submitted for filing	Count	135.00	150.00	150.00	175.00	200.00	200.00
Percent of surveys checked in 10 working days	Percent	84.00%	95.00%	95.00%	95.00%	95.00%	95.00%
Percent of survey rechecks filed in 10 working days	Percent	91.00%	100.00%	95.00%	100.00%	100.00%	100.00%
Percent of plats checked in 15 working days	Percent	81.00%	100.00%	100.00%	95.00%	95.00%	95.00%

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Surveyor Fees & Maps	54,942	68,835	61,120	61,120	0	0%
Maps And Microfische Fees	331	123	700	700	0	0%
Partition Review	25,450	23,100	20,500	20,500	0	0%
Subdivision Review	11,394	9,227	10,000	10,000	0	0%
Road Vacation Fees	0	0	5,790	5,790	0	0%
PLCPF Work	0	0	13,000	13,000	0	0%
Roads Work for Other Depts.	16,942	48,286	20,000	20,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	125,611	87,526	130,440	147,610	17,170	13%
<b>Total Revenue:</b>	<b>234,670</b>	<b>237,096</b>	<b>261,550</b>	<b>278,720</b>	<b>17,170</b>	<b>6%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	157,667	158,231	174,310	187,130	12,820	7%
Personnel Benefits	71,848	71,670	82,250	86,600	4,350	5%
Materials & Services	5,156	7,196	4,990	4,990	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>234,670</b>	<b>237,096</b>	<b>261,550</b>	<b>278,720</b>	<b>17,170</b>	<b>6%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
County Surveyor	0.75	0.75	0.75	0.75	0.00	0%
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Survey Tech II	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>	<b>1.95</b>	<b>0.00</b>	<b>0%</b>



## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
County Surveyor	82-1015	77,581	79,520	81,910	86,840	4,930	6%
Public Works Director	82-1088	5,643	6,048	6,570	7,620	1,050	15%
Staff Assistant	82-1191	7,525	643	7,940	8,420	480	6%
Survey Tech II	82-1308	66,918	72,020	77,890	84,250	6,360	8%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	11,799	11,831	13,330	14,320	990	7%
Retirement	82-1955	35,718	35,984	40,520	43,470	2,950	7%
Medical Waiver	82-1963	180	15	0	0	0	0%
Medical Insurance	82-1964	16,786	16,452	19,850	19,700	(150)	- 0%
Dental Insurance	82-1965	3,343	3,174	3,710	3,710	0	0%
HSA/HRA Contribution	82-1966	1,600	1,600	1,900	2,090	190	10%
Benefits Admin Fees	82-1967	46	46	50	50	0	0%
Life/AD&D Insurance	82-1970	176	166	170	200	30	17%
Salary Continuation Insur	82-1972	256	246	250	250	0	0%
S.A.I.F.	82-1975	1,763	1,984	2,300	2,620	320	13%
Unemployment	82-1980	181	171	170	190	20	11%
<b>Personnel Services Totals:</b>		<b>229,515</b>	<b>229,900</b>	<b>256,560</b>	<b>273,730</b>	<b>17,170</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	181	184	200	200	0	0%
Field Supplies	82-2165	136	551	200	200	0	0%
Maintenance - Equipment	82-2260	249	216	400	400	0	0%
Software Maintenance	82-2265	1,022	500	800	800	0	0%
Maintenance S.I.G.	82-2300	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	579	629	420	420	0	0%
Office Supplies	82-2410	436	105	200	200	0	0%
Books And Periodicals	82-2413	0	42	100	100	0	0%
Postage And Freight	82-2419	350	331	150	150	0	0%
Printing And Reproduction	82-2425	182	663	400	400	0	0%
Publi. And Legal Notices	82-2600	566	2,486	200	200	0	0%
Fuel - Vehicles	82-2852	36	0	150	150	0	0%
Education And Training	82-2928	440	550	300	300	0	0%
Reimbursed Travel Expense	82-2930	15	0	400	400	0	0%
Utilities	82-2960	964	939	870	870	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>5,156</b>	<b>7,196</b>	<b>4,990</b>	<b>4,990</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>234,670</b>	<b>237,096</b>	<b>261,550</b>	<b>278,720</b>	<b>17,170</b>	<b>6%</b>

# Road Admin. And Support

## Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

## Department Overview

The Road Administration division is responsible for the administration of the Road, Westport Sewer District and Survey divisions, and budget oversight and engineering services for the other divisions. The Director is responsible for the overall management of the department and reports to the County Manager. Engineering staff provide in-house engineering services as well as surveying, construction management, inspecting, staking, permitting, right-of-way acquisition, traffic counting, speed zone investigation and road design services.

## Major Accomplishments

Provided administrative support staff to meet Public Works objectives, budget preparation and oversight, contract services, cost accounting and payroll, accounts payable, construction management and engineering services and management of the Westport Sewer Service District. Engineering Technicians performed engineering, permitting, inspection and other services on numerous projects including Youngs River Road, Lillenas culverts, Barendse Road culverts, South County beach access points, Red Bluff road culverts, Green Mountain Road culverts, and various Youngs River Road culverts, Lyngstad Heights data collection, Lewis South drainage improvements, Westport Boat Ramp Road, Westport Community Plan data collection, and Youngs River Road - Fort Clatsop Road - Wahanna North paving inspections. Selected a contractor to start the demolition and reconstruction of the Klaskanine Bridge on Youngs River Road. Selected a contractor for the removal and installation of a pedestrian bridge on Asbury Creek in Arch Cape. Continued work on the Westport Community Plan and conducted a community meeting regarding the potential construction of a new road to remove heavy truck traffic from the residential neighborhood. Worked with County staff and the BOC in an attempt to relocate Public Works Department out of the inundation zone. Visited several different municipalities in an attempt to help determine building requirements for new location. Hired contractor to install 500 feet of guardrail over a portion of Lewis & Clark Road. Issued 75 Road Approach Permits and 95 Perform Operation Permit on a County or Public Road.

## Budget Highlights

Revenue for Road and Support is now entirely from the State Highway Fund and there is no longer any revenue from Road District 1. Personnel costs are 23% higher partly due to an increase in FTEs with the Public Works Director changing from 0.25 to 0.45 FTEs along with the addition of a part time staff assistant which is an increase from 0.85 to 1.35 FTEs for that position. The Public Works Director shift was to account for more oversight of the road administration staff. The additional 0.5 FTE for staff assistant is to assist in existing payroll entry and IRIS cost accounting duties from our Accountant II position which in turn will provide the Accountant II position more time to assist with procurement and contract writing needs. The higher Personnel costs are also due to COLA, step increases, HSA/HRA contributions, insurance costs and SAIF increases. Budget includes bringing a summer intern back who assists our engineering technicians in surveying and drafting work as well as scanning historic documents for both the Public works and surveying departments. Materials and Services have increased by 10%, including \$6,750 in Custodial Services as NW Community Alliance can no longer provide that service due to a staffing shortage resulting in a change in the contractor for that service, \$50 in membership fees and dues, \$5,550 in PC Equipment, \$200 in Publishing and legal notices, \$1,500 in small tools and instruments, \$1,490 in Utilities and \$23,300 in indirect costs (+21%). The overall budget has increased by 19%.

Measures							
Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of transactions in cost accounting	Count	32308.00	33690.00	34500.00	34500.00	33700.00	34000.00
Number of Tech hours on Road/Culvert/Eng/ROW	Count	1587.00	1758.00	1500.00	1500.00	2500.00	2500.00

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
St. - Highway Fund	0	0	0	1,170,360	1,170,360	100%
CARES Act Reimbursement	1,581	4,298	0	0	0	0%
Revenue from Road District #1	1,045,100	1,084,450	979,240	0	(979,240)	- 100%
Franchise Fees	1,880	1,880	1,880	2,190	310	16%
Rev. Refunds & Reim.	5	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>1,048,566</b>	<b>1,090,628</b>	<b>981,120</b>	<b>1,172,550</b>	<b>191,430</b>	<b>19%</b>
<b>Total Unappropriated Budget:</b>	<b>198,336</b>	<b>319,416</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>850,230</b>	<b>771,211</b>	<b>981,120</b>	<b>1,172,550</b>	<b>191,430</b>	<b>19%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	393,361	324,055	418,840	514,880	96,040	22%
Personnel Benefits	212,853	166,585	240,190	296,780	56,590	23%
Materials & Services	244,016	280,572	322,090	360,890	38,800	12%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>850,230</b>	<b>771,211</b>	<b>981,120</b>	<b>1,172,550</b>	<b>191,430</b>	<b>19%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Works Director	0.00	0.00	0.25	0.45	0.20	80%
County Engineer	0.00	0.00	0.50	0.50	0.00	0%
Staff Assistant	1.85	1.85	0.85	1.35	0.50	58%
Engineering Tech-Lead Worker	1.00	0.00	0.00	0.00	0.00	0%
Engineering Tech I	1.00	1.00	1.00	1.00	0.00	0%
Engineering Tech II	0.00	1.00	1.00	1.00	0.00	0%
Engineering Tech III	1.00	1.00	1.00	1.00	0.00	0%
GIS Project Planner	1.00	1.00	0.00	0.00	0.00	0%
Accountant II	0.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>5.85</b>	<b>6.85</b>	<b>5.60</b>	<b>6.30</b>	<b>0.70</b>	<b>12%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Works Director	82-1088	0	0	32,840	68,540	35,700	108%
Senior Admin Supervisor	82-1119	73,802	17,950	0	0	0	0%
County Engineer	82-1140	0	0	51,510	57,340	5,830	11%
Staff Assistant	82-1191	92,790	55,317	45,000	71,380	26,380	58%
Engineering Tech-Lead Worker	82-1309	0	0	0	0	0	0%
Engineering Tech I	82-1312	63,098	52,053	65,380	72,780	7,400	11%
Engineering Tech II	82-1314	0	46,653	74,480	82,910	8,430	11%
Engineering Tech III	82-1316	80,685	85,129	87,610	92,890	5,280	6%
GIS Project Planner	82-1403	82,986	14,177	0	0	0	0%
Accountant II	82-1848	0	52,776	62,020	69,040	7,020	11%
Temporary Help	82-1941	0	5,870	6,000	6,000	0	0%
Overtime	82-1945	4,702	649	6,500	6,500	0	0%
F.I.C.A.	82-1950	29,209	24,312	33,090	40,340	7,250	21%
Retirement	82-1955	76,730	55,099	88,020	110,750	22,730	25%
Medical Waiver	82-1963	1,020	994	1,200	0	(1,200)	- 100%
Medical Insurance	82-1964	81,244	64,078	82,520	101,780	19,260	23%
Dental Insurance	82-1965	7,630	5,728	8,600	10,920	2,320	26%
HSA/HRA Contribution	82-1966	9,000	6,375	7,450	10,810	3,360	45%
Benefits Admin Fees	82-1967	120	121	120	120	0	0%
Life/AD&D Insurance	82-1970	478	362	440	640	200	45%
Salary Continuation Insur	82-1972	565	354	510	590	80	15%
S.A.I.F.	82-1975	1,765	2,303	5,310	7,800	2,490	46%
Unemployment	82-1980	390	340	430	530	100	23%
Personnel Services	82-1985	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>606,214</b>	<b>490,639</b>	<b>659,030</b>	<b>811,660</b>	<b>152,630</b>	<b>23%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	9,792	9,682	14,650	14,650	0	0%
Custodial Services	82-2161	3,077	2,773	2,850	9,600	6,750	236%
Insurance	82-2200	87,367	93,747	112,500	112,460	(40)	- 0%
License And Permit Fees	82-2240	4,220	5,991	4,740	4,740	0	0%
Maintenance - Equipment	82-2260	291	1,633	2,000	2,000	0	0%
Software Maintenance	82-2265	8,868	4,546	9,100	9,100	0	0%
Maintenance S.I.G.	82-2300	0	1,290	3,300	3,300	0	0%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	0	344	490	540	50	10%
Office Supplies	82-2410	3,507	3,306	4,000	4,000	0	0%
Books And Periodicals	82-2413	117	200	400	400	0	0%
Postage And Freight	82-2419	808	2,746	3,000	3,000	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Printing And Reproduction	82-2425	1,457	19,318	1,800	1,800	0	0%
Office Furniture & Equipment	82-2454	0	4,084	1,200	1,200	0	0%
PC Equipment	82-2455	9,072	4,650	4,650	10,200	5,550	119%
Contractual Services	82-2471	290	422	400	400	0	0%
Publi. And Legal Notices	82-2600	1,638	1,329	1,900	2,100	200	10%
Small Tools And Instrum.	82-2710	69	1,200	2,000	3,500	1,500	75%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	735	275	5,360	5,360	0	0%
Reimbursed Travel Expense	82-2930	1,401	71	2,200	2,200	0	0%
Utilities	82-2960	36,407	37,766	36,950	38,440	1,490	4%
Indirect Cost Allocation	82-3210	74,900	85,200	108,400	131,700	23,300	21%
<b>Materials &amp; Services Totals:</b>		<b>244,016</b>	<b>280,572</b>	<b>322,090</b>	<b>360,890</b>	<b>38,800</b>	<b>12%</b>
<b>Total Expenditures:</b>		<b>850,230</b>	<b>771,211</b>	<b>981,120</b>	<b>1,172,550</b>	<b>191,430</b>	<b>19%</b>

# Road Maint & Construction

## Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

## Department Overview

There are currently 232 miles of roadway that have been accepted into the County road system for maintenance. Bridge maintenance and repairs of the County's 68 bridges are performed by county crews. Bridge inspections are performed by ODOT. The types of maintenance activities performed include pothole patching, crack sealing, grading gravel roads and road oiling operations. Road crews work to ensure the County's road system is properly maintained to meet daily traffic demands. Crews are on call 24 hours per day to remove fallen trees, clear slides, plow and sand roads and mitigate emergency hazards. Crews use integrated methods to control vegetation for safety and road preservation, such as chopping, mowing, tree trimming & removal, and application of herbicide with licensed operators. Maintenance and repairs of the drainage system include culvert and catch basin cleaning, culvert replacement and ditches. The Roads Division provides complete and consistent signage and traffic markings as outlined in the Federal Manual on Uniform Traffic Control Devices and the Sign Policy and Guidelines for the State Highway System. Modernization projects are defined as projects that widen, correct alignment and safety problems, correct structural deficiencies and pave the surface with asphalt concrete. Modernization projects bring roads up to current standards and are designed to have a minimum of a 20-year life. The Road shop mechanical services include diagnostic, electrical, full periodic maintenance, DOT inspecting, welding, fabrication and mobile service to field areas. The shop also provides cleaning and wash down facilities for all departments and a recycling location for fuel, oils, tires, metal, etc. to comply with environmental regulations.

## Major Accomplishments

Completed projects include 0.25 miles of road reconstruction and 9 culverts replaced on Youngs River Road, along with overlaying all 0.58 miles of Wahanna North and 0.81 miles of Fort Clatsop Road. Reconstructed and chipsealed Ivy Station and Stillwell roads after replacing 3 culverts. Chipsealed an additional 19 miles of existing oil mat roadways in all three road districts. For bridge work our crew performed the Dolphin Road Bridge superstructure replacement. Our contractor's performed pile and cap replacement on Svensen Island Bridge and Sunset Lake Bridge, and installation of the Asbury Creek pedestrian bridge in Arch Cape. Replaced two large culverts on Lillenas Road. Performed storm damage repairs, snow and ice removal countywide and slide repairs on Clifton and Aldrich Point roads. Conducted vegetation and minor road maintenance on various public roads. Our crews performed an emergency repair on a culvert on Hillcrest Road and will be hiring contractors to replace that culvert along with another culvert on Hillcrest Road.

## Budget Highlights

There is an 8% increase in this year's revenues due to a higher Beginning Balance. The revenue from the State Highway Fund is now paid into Road Admin. and Road Equipment Replacement with the remainder going to Road Maintenance. Road District 1 funding is now paid into Road Maintenance along with a portion going to Appropriation for Contingency. There was decreased interest, and decreased Road Work for other departments. We will be using less (STP) Surface Transportation Funds than the previous year as we reduced the carry over amount to zero because ODOT was changing the exchange rate from 94% to 90%. Personnel expenses were only slightly higher due to a shift in management responsibilities to Road Administration. This was to account for more oversight by the Public Works Director. Materials & Services are decreasing by 7% overall mostly due to a reduction in Contractual Services by \$729,900. This decrease was because the previous budget year had \$1,000,000 allocated to design and construction of a new public works facility. There are increases of \$6,140 in custodial services, \$5,130 in License and Permit Fees, \$3,000 in Maintenance-Equipment, \$10,000 in Maintenance – Automotive Parts, \$9,400 in General Equipment, \$300 in Membership Fees and Dues, \$45,000 in Oil Rock, \$32,000 in Road Oil, \$10,200 in Rents and Leases due to an \$8,000 payment due for the Westport Submersible Lands Lease, \$100,000 in Culverts, \$125,000 in fuel costs, \$70,300 in Rock, \$15,500 in Striping Materials, \$13,700 in Signs, \$4,850 in Road Supplies and \$27,900 in Indirect Costs. Some of the increases in material costs is due to the overall increase in the costs of goods. There is a large increase in Custodial Services as NW Community Alliance can no longer provide that service due to a staffing shortage resulting in a change in the contractor for that service. There is \$2,600,000 in Contractual Services for construction of the Klaskanine River Bridge which will be starting this summer after permitting delays forced the project into this next fiscal year. There was a slight increase of 6% for the purchase of equipment in the Equipment Replacement Fund. There was a \$100,000 reduction in Bridge Material as the previous budget included the purchase of the superstructure for the Dolphin Road Bridge.

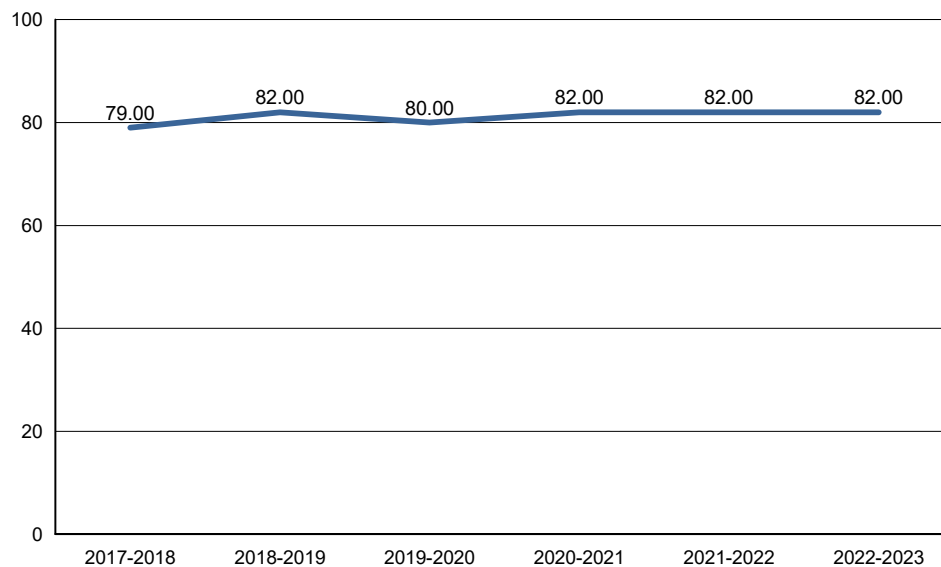
## Performance Measures

Public Works hires an inspection service to evaluate county road pavement conditions biannually. This service is used to help determine where to use our pavement preservation monies in order to best sustain our infrastructure. This service develops an overall Pavement Condition Index (PCI) for each of our roadways as well as the average of all of our roadways combined. The current average PCI of Clatsop County's roadways is 82 which is considered very good. A summary of past PCI results can be found at <https://www.co.clatsop.or.us/publicworks/page/road-maintenance-operations..> Public works maintains a schedule of current and future projects that can be found at <https://www.co.clatsop.or.us/publicworks/page/capital-improvement-schedule>. Also in that document is our upcoming road work for this summer. Both of these schedules are subject to change.



## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Miles of asphalt roadway resurfacing	Count	2.60	3.30	2.40	2.90	1.55	1.90
Miles of roadway chipsealed	Count	21.80	21.00	20.00	21.00	20.00	18.00
Road projects to be bid in budget year	Count	5.00	5.00	2.00	2.00	6.00	4.00
Automotive preventative maintenance routines done	Count	65.00	60.00	100.00	100.00	345.00	300.00
Cost per lane mile for mechanical mowing	Count	212.00	154.00	150.00	154.00	160.00	160.00
Cost per lane mile for brush chopping	Count	541.00	372.00	375.00	400.00	375.00	375.00
Bridge projects to be bid in budget year	Count	NA	NA	NA	NA	2.00	NA
Pavement Condition Index	Count	79.00	82.00	80.00	82.00	82.00	82.00
Percent of gravel roads graded every year	Percent	66.00%	52.00%	75.00%	75.00%	75.00%	75.00%
Percent of road miles resurfaced	Percent	8.00%	8.60%	9.00%	10.40%	9.00%	10.00%
Percent of lane miles mowed per year	Percent	70.00%	18.00%	80.00%	80.00%	80.00%	80.00%
Percent of lane miles chopped per year	Percent	41.00%	62.00%	70.00%	60.00%	65.00%	65.00%
Percent of mechanic work hours on billable repairs	Percent	72.00%	65.00%	76.00%	75.00%	65.00%	65.00%
Percent of road worker hours spent on bridge maintenance	Percent	NA	NA	NA	NA	3.00%	3.00%



**Pavement Condition Index**

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	9,799,439	10,960,143	10,715,940	13,151,540	2,435,600	22%
Interest On Investments	244,723	69,861	100,000	40,000	(60,000)	- 60%
Unrealized Gain/Loss	0	(324)	0	0	0	0%
St. - Highway Fund	3,034,664	3,350,888	3,442,180	1,967,580	(1,474,600)	- 42%
Small County Allotment	27,689	27,423	27,300	27,420	120	0%
State Funded Project Program	0	0	1,610,560	1,442,720	(167,840)	- 10%
St. - Fas Conversion	686,503	740,501	805,400	360,000	(445,400)	- 55%
Public Records Request	0	0	0	0	0	0%
PPE Grant	0	0	0	0	0	0%
CARES Act Reimbursement	16,243	261,230	0	0	0	0%
Revenue from Road District #1	0	0	0	1,170,360	1,170,360	100%
KOA Lease	5,400	2,840	2,700	2,840	140	5%
District Shop Lease	400	4,200	4,800	4,800	0	0%
Roads Work for Other Depts.	262,857	81,822	108,000	68,000	(40,000)	- 37%
Road Vacation Services	0	0	0	0	0	0%
Vehicle Fuel	105,043	118,965	175,000	160,000	(15,000)	- 8%
Vehicle Shop Service	2,781	1,990	3,000	3,000	0	0%
Material & Supplies Sales	1,391	446	600	400	(200)	- 33%
Rev. Refunds & Reim.	13,544	22,000	0	0	0	0%
Admin Services Fees	6,400	6,400	6,400	6,400	0	0%
Donations	0	50	0	0	0	0%
Lien Assessments	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	113	0	0	0	0	0%
Insurance Loss Proceeds	29,093	0	0	0	0	0%
<b>Total Revenue:</b>	<b>14,236,284</b>	<b>15,648,435</b>	<b>17,001,880</b>	<b>18,405,060</b>	<b>1,403,180</b>	<b>8%</b>
<b>Total Unappropriated Budget:</b>	<b>7,880,008</b>	<b>8,993,827</b>	<b>6,309,790</b>	<b>8,008,790</b>	<b>1,699,000</b>	<b>26%</b>
<b>Total Budgeted Resources:</b>	<b>6,356,277</b>	<b>6,654,608</b>	<b>10,692,090</b>	<b>10,396,270</b>	<b>(295,820)</b>	<b>- 2%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	1,547,436	1,597,622	1,748,220	1,870,320	122,100	6%
Personnel Benefits	995,067	1,023,786	1,262,920	1,213,560	(49,360)	- 3%
Materials & Services	3,234,056	3,371,792	4,422,120	4,070,140	(351,980)	- 7%
Special Payments	1,206	752	42,000	42,250	250	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	26,611	32,126	2,890,000	3,200,000	310,000	10%
Transfer Out	551,900	628,530	326,830	0	(326,830)	- 100%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>6,356,277</b>	<b>6,654,608</b>	<b>10,692,090</b>	<b>10,396,270</b>	<b>(295,820)</b>	<b>- 2%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Works Director	0.85	0.85	0.65	0.45	(0.20)	- 30%
Assist Public Works Direc.	1.00	1.00	1.00	1.00	0.00	0%
County Engineer	1.00	1.00	0.50	0.50	0.00	0%
Road Foreman	3.00	3.00	3.00	3.00	0.00	0%
Maintenance Assistant II	0.00	0.00	1.00	0.00	(1.00)	- 100%
Rd Maint Helper	0.00	2.00	0.00	0.00	0.00	0%
Rd Maint Worker Trainee	1.00	1.00	3.00	3.00	0.00	0%
Rd Maint Worker	15.00	15.00	15.00	15.00	0.00	0%
Mechanic	2.00	2.00	2.00	2.00	0.00	0%
Shop Maint. Assistant	1.00	1.00	0.00	1.00	1.00	100%
<b>Total Personnel:</b>	<b>24.85</b>	<b>26.85</b>	<b>26.15</b>	<b>25.95</b>	<b>(0.20)</b>	<b>- 0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Works Director	82-1088	95,934	108,869	85,390	68,540	(16,850)	- 19%
Assist Public Works Direc.	82-1089	99,471	106,612	115,590	125,950	10,360	8%
County Engineer	82-1140	86,125	95,256	51,510	57,340	5,830	11%
Road Foreman	82-1149	234,054	252,670	277,750	292,810	15,060	5%
Maintenance Assistant II	82-1725	0	0	52,510	0	(52,510)	- 100%
Rd Maint Helper	82-1734	0	0	64,750	0	(64,750)	- 100%
Rd Maint Worker Trainee	82-1735	184,333	116,388	160,850	281,510	120,660	75%
Rd Maint Worker	82-1740	682,199	786,190	798,260	855,390	57,130	7%
Mechanic	82-1750	132,222	131,637	141,610	142,980	1,370	0%
Shop Maint. Assistant	82-1751	33,098	0	0	45,800	45,800	100%
Equipment Servicer	82-1755	0	0	0	0	0	0%
Temporary - Road	82-1907	33,161	21,377	29,480	29,480	0	0%
Overtime	82-1945	20,638	25,616	20,000	20,000	0	0%
Above Classification	82-1946	0	0	22,800	22,800	0	0%
F.I.C.A.	82-1950	115,949	118,820	139,360	148,790	9,430	6%
Retirement	82-1955	301,771	331,474	398,130	411,620	13,490	3%
Medical Waiver	82-1963	1,900	1,900	1,200	2,400	1,200	100%
Medical Insurance	82-1964	377,304	382,112	473,670	394,130	(79,540)	- 16%
Dental Insurance	82-1965	37,655	35,397	49,610	41,220	(8,390)	- 16%
HSA/HRA Contribution	82-1966	39,117	37,133	42,800	44,890	2,090	4%
Benefits Admin Fees	82-1967	659	664	680	670	(10)	- 1%
Life/AD&D Insurance	82-1970	2,050	2,005	2,090	2,570	480	22%
Salary Continuation Insur	82-1972	2,595	2,559	2,480	2,580	100	4%
S.A.I.F.	82-1975	60,673	63,018	78,800	90,460	11,660	14%
Unemployment	82-1980	1,596	1,712	1,820	1,950	130	7%
Personnel Services	82-1985	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>2,542,503</b>	<b>2,621,408</b>	<b>3,011,140</b>	<b>3,083,880</b>	<b>72,740</b>	<b>2%</b>
<b>Materials &amp; Services</b>							
Investment Premium	82-2004	28,616	1,796	0	1,000	1,000	100%
Hiring Expenses	82-2015	592	120	0	0	0	0%
Uniform Cleaning	82-2041	3,732	3,752	4,000	3,000	(1,000)	- 25%
Custodial Services	82-2161	2,192	2,773	3,460	9,600	6,140	177%
License And Permit Fees	82-2240	5,561	9,140	7,520	12,650	5,130	68%
Maint. - Fleet Service	82-2255	62,498	20,768	65,000	65,000	0	0%
Maintenance Supplies	82-2259	14,358	8,782	10,500	10,500	0	0%
Maintenance - Equipment	82-2260	343	2,734	0	3,000	3,000	100%
Maint. - Comm. Equipment	82-2262	3,848	2,915	5,000	5,000	0	0%
Maint. - Automotive Parts	82-2263	93,411	70,245	80,000	90,000	10,000	12%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
General Equipment	82-2268	15,263	15,611	6,100	15,500	9,400	154%
Maintenance S.I.G.	82-2300	7,947	5,462	47,140	47,140	0	0%
Employee Drug Screen	82-2302	920	0	0	0	0	0%
Membership Fees And Dues	82-2370	1,828	1,895	2,390	2,690	300	12%
Contractual Services	82-2471	1,729,465	1,650,315	2,153,500	1,423,600	(729,900)	- 33%
Surveyor Services	82-2483	16,942	48,286	20,000	20,000	0	0%
GIS Services	82-2493	0	0	0	0	0	0%
Fire Patrol Assessment	82-2534	178	164	200	200	0	0%
Oil Rock	82-2620	4,487	202,179	165,000	210,000	45,000	27%
Road Oil	82-2625	225,830	297,750	453,000	485,000	32,000	7%
Rents And Leases - Equip.	82-2630	6,729	17,287	25,560	25,560	0	0%
Rts. & Lea. - S., I. & G.	82-2670	500	1,500	1,000	11,200	10,200	1020%
Small Tools And Instrum.	82-2710	1,242	3,275	2,000	2,000	0	0%
Crushing	82-2715	0	65,000	0	0	0	0%
Asphalt	82-2840	10,958	18,512	25,500	25,500	0	0%
Bridge Material	82-2842	31,888	40,886	135,000	35,000	(100,000)	- 74%
Chemicals	82-2844	0	15,666	22,000	22,000	0	0%
Culverts	82-2846	22,611	12,259	100,000	200,000	100,000	100%
Fuel - Equipment	82-2851	99,194	85,501	150,000	200,000	50,000	33%
Fuel - Vehicles	82-2852	154,162	134,027	200,000	275,000	75,000	37%
Rock	82-2854	387,316	276,855	340,300	410,600	70,300	20%
Striping Materials	82-2855	0	0	50,000	65,000	15,000	30%
Signs	82-2856	46,617	93,143	26,300	40,000	13,700	52%
Tires	82-2858	26,984	36,323	30,000	30,000	0	0%
Safety Program	82-2862	19,103	14,953	18,700	18,700	0	0%
Road Supplies	82-2863	19,660	13,083	15,150	20,000	4,850	32%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	1,056	736	5,600	5,600	0	0%
Reimbursed Travel Expense	82-2930	626	0	4,800	4,800	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	187,400	198,100	247,400	275,300	27,900	11%
<b>Materials &amp; Services Totals:</b>		<b>3,234,056</b>	<b>3,371,792</b>	<b>4,422,120</b>	<b>4,070,140</b>	<b>(351,980)</b>	<b>- 7%</b>
<b>Special Payments</b>							
Rt Of Way Acquisition	82-3554	1,042	732	40,000	40,000	0	0%
Rt Of Way Monumentation	82-3555	0	0	2,000	2,000	0	0%
Property Taxes	82-3800	165	19	0	250	250	100%
<b>Special Payments Totals:</b>		<b>1,206</b>	<b>752</b>	<b>42,000</b>	<b>42,250</b>	<b>250</b>	<b>0%</b>
<b>Capital Outlay</b>							
Land	82-4000	0	0	500,000	600,000	100,000	20%
Buildings	82-4108	0	22,568	0	0	0	0%
Bridges	82-4109	0	60	2,330,000	2,600,000	270,000	11%
Roads	82-4110	0	0	0	0	0	0%

## Special Fund 002 - Road Maint &amp; Construction (Org ID: 3120)

## Budget Summary

Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	26,611	9,498	60,000	0	(60,000)	- 100%
<b>Capital Outlay Totals:</b>		<b>26,611</b>	<b>32,126</b>	<b>2,890,000</b>	<b>3,200,000</b>	<b>310,000</b>	<b>10%</b>
<b>Transfers Out</b>							
Transfer to Gen Road Equip	82-8102	551,900	628,530	326,830	0	(326,830)	- 100%
<b>Transfers Out Totals:</b>		<b>551,900</b>	<b>628,530</b>	<b>326,830</b>	<b>0</b>	<b>(326,830)</b>	<b>- 100%</b>
<b>Contingencies</b>							
<b>Summary Cont.</b>							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Approp. for Contg. -Road	82-9902	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>6,356,277</b>	<b>6,654,608</b>	<b>10,692,090</b>	<b>10,396,270</b>	<b>(295,820)</b>	<b>- 2%</b>

## Bridge Replacement

Department Priority:	1							
Location:	Public Works							
Link to Other Project(s):								
Description:	Klaskanine River Bridge Replacement							
Justification:	The Klaskanine River Bridge replacement project will be going out for construction this summer due to a deteriorating substructure. The County will receive a total of \$1.6M in funds through the ODOT small bridge program to help offset the cost.							
Alternatives:	Continue to make repairs as they arise.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 2,600,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 2,600,000</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">2,600,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;"><b>2,600,000</b></td> </tr> </tbody> </table>	Total	2,600,000	0	0	<b>2,600,000</b>
Total								
2,600,000								
0								
0								
<b>2,600,000</b>								

## Land Purchase

Department Priority:	2							
Location:	Public Works							
Link to Other Project(s):								
Description:	Purchase of land for a bypass road to alleviate truck traffic in the residential areas of Westport							
Justification:	Truck traffic Westport from the Teevin barge operation currently travels down Westport Ferry Rd which is not constructed to support this traffic safely. The proposal is to create a bypass road West of Westport Ferry Road to eliminate the truck traffic in the residential areas.							
Alternatives:	Do not create an alternate route for truck traffic or improve Old Mill Town Rd which would provide an alternate roadway but would still have truck traffic driving through residential areas							
Operating Impact:								
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input checked="" type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 600,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 600,000</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">600,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;"><b>600,000</b></td> </tr> </tbody> </table>	Total	600,000	0	0	<b>600,000</b>
Total								
600,000								
0								
0								
<b>600,000</b>								

Approp. For Contingency 2

Department Overview

The Contingency holds the balance of funds from the Road District #1 after the transfers are made to the Road budgets.

Major Accomplishments

The Contingency holds funds for the Roads for future planned projects and contingency for emergencies. In the event of a declared disaster event, the Public Works Department will need at least 25% matching funds for restoration of road and bridge infrastructure.

Budget Highlights

For FY 22/23 there is approximately \$2.9M budgeted in contingency and \$8.0M is being left as unappropriated fund balance. The \$2.9M would be available for unanticipated expenses and the unappropriated funds would be available for projects in future budget years.



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Revenue from Road District #1	2,881,800	2,539,160	3,327,130	2,868,960	(458,170)	- 13%
<b>Total Revenue:</b>	<b>2,881,800</b>	<b>2,539,160</b>	<b>3,327,130</b>	<b>2,868,960</b>	<b>(458,170)</b>	<b>- 13%</b>
<b>Total Unappropriated Budget:</b>	<b>2,881,800</b>	<b>2,539,160</b>	<b>(326,830)</b>	<b>0</b>	<b>326,830</b>	<b>- 100%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>3,653,960</b>	<b>2,868,960</b>	<b>(785,000)</b>	<b>- 21%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	3,653,960	2,868,960	(785,000)	- 21%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>3,653,960</b>	<b>2,868,960</b>	<b>(785,000)</b>	<b>- 21%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Contingencies</b>							
Approp. for Contg. - Gen.	82-9901	0	0	0	0	0	0%
Approp. for Contg. -Road	82-9902	0	0	3,653,960	2,868,960	(785,000)	- 21%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>3,653,960</b>	<b>2,868,960</b>	<b>(785,000)</b>	<b>- 21%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>3,653,960</b>	<b>2,868,960</b>	<b>(785,000)</b>	<b>- 21%</b>

# Surveyor - Land Corner 120

## Mission Statement

Maintain and enhance the Public Land corner monumentation by finding and restoring positions of the Public Land Survey System.

## Department Overview

The Public Land Corner Preservation program maintains a comprehensive record of all surveys and records that may pertain to a particular corner from the time they were established in the 1800's to the present. Thorough investigative records research and field work is performed to identify obliterated corners and restore them to their original position whenever possible.

## Major Accomplishments

Restored various public land survey corners in the Warrenton and Pipeline areas.

## Budget Highlights

The Public Land Corner revenues are expected to be 30% higher next year due to higher beginning balance and higher anticipated Public Land Preservation funds. Personnel costs will be 4% higher than the previous year. There is money included for casual summer help to assist the Surveyor and Survey Tech in the field in the office during the summer busy season. The cost of Materials and Supplies is only 8% higher due to a 27% increase in Indirect Cost Allocation of \$3,100. Contingency is expected to be 36% higher than the previous year.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of Government land corners Count restored	4.00	5.00	4.00	4.00	4.00	4.00
Number of government corners Count located by GPS	5.00	7.00	4.00	4.00	6.00	6.00
Number of Bearing Tree reports by Count Surveyors	14.00	11.00	10.00	4.00	6.00	6.00
Percent of Bearing Tree reports Percent done in 10 days	100.00%	64.00%	50.00%	100.00%	100.00%	100.00%

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	313,218	344,838	340,030	438,170	98,140	28%
Interest On Investments	7,174	2,984	3,750	1,300	(2,450)	- 65%
Franchise Fees	190	190	190	230	40	21%
Public Land Preservation	85,026	117,658	80,000	110,000	30,000	37%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>405,608</b>	<b>465,670</b>	<b>423,970</b>	<b>549,700</b>	<b>125,730</b>	<b>29%</b>
<b>Total Unappropriated Budget:</b>	<b>344,838</b>	<b>407,514</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>60,770</b>	<b>58,156</b>	<b>423,970</b>	<b>549,700</b>	<b>125,730</b>	<b>29%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	25,860	26,506	27,300	28,950	1,650	6%
Personnel Benefits	15,884	16,580	22,630	23,340	710	3%
Materials & Services	19,027	15,070	35,580	38,680	3,100	8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	338,460	458,730	120,270	35%
<b>Total Expenditures:</b>	<b>60,770</b>	<b>58,156</b>	<b>423,970</b>	<b>549,700</b>	<b>125,730</b>	<b>29%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
County Surveyor	0.25	0.25	0.25	0.25	0.00	0%
<b>Total Personnel:</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
County Surveyor	82-1015	25,860	26,506	27,300	28,950	1,650	6%
Temporary Help	82-1941	575	863	5,780	5,860	80	1%
F.I.C.A.	82-1950	1,938	2,011	2,530	2,660	130	5%
Retirement	82-1955	6,900	7,072	7,160	7,590	430	6%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	5,358	5,231	5,520	5,500	(20)	- 0%
Dental Insurance	82-1965	527	498	610	610	0	0%
HSA/HRA Contribution	82-1966	500	500	500	550	50	10%
Benefits Admin Fees	82-1967	8	8	10	10	0	0%
Life/AD&D Insurance	82-1970	28	28	30	30	0	0%
Salary Continuation Insur	82-1972	54	54	50	50	0	0%
S.A.I.F.	82-1975	(17)	302	410	450	40	9%
Unemployment	82-1980	12	13	30	30	0	0%
<b>Personnel Services Totals:</b>		<b>41,743</b>	<b>43,086</b>	<b>49,930</b>	<b>52,290</b>	<b>2,360</b>	<b>4%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	147	116	200	200	0	0%
Field Supplies	82-2165	112	99	100	100	0	0%
Maintenance - Equipment	82-2260	462	216	400	400	0	0%
Software Maintenance	82-2265	1,022	500	2,710	2,710	0	0%
General Equipment	82-2268	0	0	1,500	1,500	0	0%
Maintenance S.I.G.	82-2300	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	319	369	590	590	0	0%
Office Supplies	82-2410	318	80	300	300	0	0%
Office Furniture & Equipment	82-2454	0	0	400	400	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Administrative Costs	82-2473	600	600	600	600	0	0%
Monumentation Supplies	82-2486	2,785	0	1,000	1,000	0	0%
Fuel - Vehicles	82-2852	213	500	100	100	0	0%
Vehicle Maintenance & Use	82-2923	0	0	1,000	1,000	0	0%
Education And Training	82-2928	260	0	400	400	0	0%
Reimbursed Travel Expense	82-2930	723	0	1,120	1,120	0	0%
PLCPF Work	82-2958	0	0	13,000	13,000	0	0%
Road Department Services	82-2959	603	1,494	0	0	0	0%
Utilities	82-2960	964	996	860	860	0	0%
Indirect Cost Allocation	82-3210	10,500	10,100	11,100	14,200	3,100	27%
<b>Materials &amp; Services Totals:</b>		<b>19,027</b>	<b>15,070</b>	<b>35,580</b>	<b>38,680</b>	<b>3,100</b>	<b>8%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	338,460	458,730	120,270	35%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>338,460</b>	<b>458,730</b>	<b>120,270</b>	<b>35%</b>

Total Expenditures:		60,770	58,156	423,970	549,700	125,730	29%
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Bike Paths

Mission Statement

To provide bike path projects in conjunction with road projects.

Department Overview

As required by ORS 366.514, the County must deposit at least 1% of the money received from the State Highway Fund into this fund for use on bike paths.

Major Accomplishments

By the end of the current fiscal year, a new aluminum pedestrian bridge will be installed on Pacific Road in Arch Cape over Asbury Creek. This bridge will replace a severely deteriorated single lane vehicle bridge that has been closed to vehicles for many years.

Budget Highlights

This year's beginning balance is 44% lower than last year. \$60,000 is budgeted in Contractual Services for potential pedestrian projects. An additional \$15,000 is budgeted for GIS services to assist in developing bike path maps. The plan is to develop a bike path plan similar to Lincoln County. The Contingency has decreased 19% from the previous year due to the construction of the pedestrian bridge in Arch Cape.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	315,106	161,259	137,970	76,260	(61,710)	- 44%
Interest On Investments	4,405	1,099	1,500	600	(900)	- 60%
St. - Highway Fund	30,653	33,847	34,770	37,090	2,320	6%
<b>Total Revenue:</b>	<b>350,165</b>	<b>196,205</b>	<b>174,240</b>	<b>113,950</b>	<b>(60,290)</b>	<b>- 34%</b>
<b>Total Unappropriated Budget:</b>	<b>161,259</b>	<b>140,516</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>188,905</b>	<b>55,689</b>	<b>174,240</b>	<b>113,950</b>	<b>(60,290)</b>	<b>- 34%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	188,905	55,689	91,600	75,600	(16,000)	- 17%
Special Payments	0	0	35,000	0	(35,000)	- 100%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	47,640	38,350	(9,290)	- 19%
<b>Total Expenditures:</b>	<b>188,905</b>	<b>55,689</b>	<b>174,240</b>	<b>113,950</b>	<b>(60,290)</b>	<b>- 34%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Maintenance Supplies	82-2259	0	36,902	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Contractual Services	82-2471	188,805	17,038	75,000	60,000	(15,000)	- 20%
GIS Services	82-2493	0	0	15,000	15,000	0	0%
Rents And Leases - Equip.	82-2630	0	250	0	0	0	0%
Indirect Cost Allocation	82-3210	100	1,500	1,600	600	(1,000)	- 62%
<b>Materials &amp; Services Totals:</b>		<b>188,905</b>	<b>55,689</b>	<b>91,600</b>	<b>75,600</b>	<b>(16,000)</b>	<b>- 17%</b>
<b>Special Payments</b>							
Unallocated Projects	82-3129	0	0	35,000	0	(35,000)	- 100%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0</b>	<b>(35,000)</b>	<b>- 100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	47,640	38,350	(9,290)	- 19%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>47,640</b>	<b>38,350</b>	<b>(9,290)</b>	<b>- 19%</b>
<b>Total Expenditures:</b>		<b>188,905</b>	<b>55,689</b>	<b>174,240</b>	<b>113,950</b>	<b>(60,290)</b>	<b>- 34%</b>

# Planning Division

## Mission Statement

Community Development is dedicated to the sustainable high-quality development of Clatsop County through job creation and retention; public and private partnerships; and safe, sanitary and affordable housing stock. This mission is accomplished within the Planning Division by working to implement Board of Commissioner policies and priority strategies; soliciting and encouraging public input; and utilizing best practices and current information to streamline processes and assist property owners.

## Department Overview

Land Use Planning is responsible for long-term land use and current planning activities. Staff provides information to property owners, developers and realtors regarding land use regulations and process. The Division also provides floodplain management services as required by FEMA. The Division works closely with Building Codes, Code Compliance, the Planning Commission, Board of Commissioners, ad hoc committees, local organizations and districts, and various rural communities and unincorporated areas to guide the development of the county. Division staff works with these entities to implement the goals and policies outlined in the Comprehensive Plan. The Planning Manager supervise the work of the planning staff and works on the more complex land use applications and long-range planning projects.

## Major Accomplishments

1. Adopted updates to the subdivision and partition regulations and road construction standards
2. Completed work on six community plans; plans now in legal review with County land use counsel
3. Completed updates and Planning Commission review of Goals 1-6, 8, 11, 12; drafts now in legal review with County land use counsel
4. Conducted a Goal 5 public workshop with CREST related to Goal 5 wetlands and riparian corridors
5. Continued work with ODOT to hire a consultant to implement the County's 2019 TGM Grant to prepare a Tsunami Evacuation Facilities Improvement Plan (TEFIP)
6. Continued to work with the Department of Land Conservation and Development to have County zoning regulations reviewed as part of a Daycare Audit to identify areas where county codes are out of sync of state statutes regarding home daycare facilities
7. Completed Phase 1 of the Clatsop Plains Elk Collaborative, resulting in the final signing of the Declaration of Cooperation by the Chair of the Board
8. Conducted 5 public town hall meetings related to short-term rentals
9. Instituted and implemented an orientation and training process in conjunction with County Counsel for Planning Commission members
10. Processed three land use decision appeals for Board consideration; one case is still pending final review and a decision from the State Land Use Board of Appeals (LUBA)
11. Increased advertising for citizen advisory committee and planning commission meetings
12. Participated in fire awareness education meetings with Oregon State University and County staff
13. Participated in "Leave No Trace" tourism discussions with Astoria-Warrenton Chamber, North Coast Tourism, and County staff
14. Began process of public discussion with the Planning Commission regarding zoning code changes in response to SB 391, which would allow accessory dwelling units on rural lands. Board discussion scheduled for a work session on April 20, 2022.
15. Prepared updates to the LAWDUC in response to state legislation adopted between 2018-2022; amendments to be reviewed by the Planning Commission on May 10, 2022.
16. Continued to update and expand information on the Land Use Planning webpages to increase transparency on process and projects
17. Prepared an annual Land Use Planning newsletter containing information regarding permitting statistics and ongoing and future projects; anticipated mailing date is May 2022.
18. As of January 31, 2022, processed 403 permit applications



## Budget Highlights

Account 82-2469 (Legal Services): Staff is requesting \$15,000 additional funding in FY 22-23. While staff utilizes County Counsel services whenever possible, staff also retains a separate contract for land use counsel with Beery Elsner. FY 21-22 saw an increase in legal challenges, including an appeal to LUBA. It is likely that this trend will continue into FY 22-23. Additionally, as the comprehensive plan update nears completion, additional legal review by land use counsel will likely be required.

Account 82-2471 (Contractual Services): With the addition of one FTE planning staff in FY 21-22, staff is reducing the amount requested in FY 22-23 from \$32,280 to \$10,000.

## Performance Measures

Community Development's FY 2022-23 performance measures are designed to align the department's operations and work plan with the Board of Commissioners Strategic Plan focus areas and action items. New performance measure were utilized in FY 21-22 to capture more qualitative outcomes. A new performance measure is proposed in FY 22-23 - Number of Incomplete Applications Submitted. This measure is intended to identify ways for staff to assist applicants in completing and submitting a complete application. Incomplete applications delay approval times and create frustration for the applicant. FY 21-22 performance measure results are shown below.

### Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Application Completeness Review Completed in Less than 30 Days: 100%	N/A	N/A	N/A	100	79	100%
Notices of Decision Issued in Less than 120 Days:	N/A	N/A	N/A	N/A	90	96%
Complete Type II Applications Within 90 Days From Notice of Completeness:	N/A	N/A	N/A	N/A	75	86%
Number of Incomplete Applications Received	N/A	N/A	N/A	N/A	N/A	25%

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Land Use Permits	66,432	95,593	80,000	80,000	0	0%
Code Enforcement Fines	1,198	151	0	0	0	0%
Floodplain Reviews	0	0	0	0	0	0%
Public Records Request	787	150	300	150	(150)	- 50%
Grant Young Memorial Grant	4,000	0	0	0	0	0%
TGM Grant	0	2,478	0	1,000	1,000	100%
Short-Term Rental Application	1,400	1,050	300	300	0	0%
Copy Fees	642	0	100	100	0	0%
Rev. Refunds & Reim.	6	1,213	50	0	(50)	- 100%
NSF Check Fee	0	25	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Video Lottery	251,930	266,200	390,890	477,770	86,880	22%
General Fund Support	385,114	135,364	287,030	227,120	(59,910)	- 20%
<b>Total Revenue:</b>	<b>711,510</b>	<b>502,224</b>	<b>758,670</b>	<b>786,440</b>	<b>27,770</b>	<b>3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	459,697	335,458	428,430	470,170	41,740	9%
Personnel Benefits	201,678	139,018	221,960	212,990	(8,970)	- 4%
Materials & Services	50,136	27,748	108,280	103,280	(5,000)	- 4%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>711,510</b>	<b>502,224</b>	<b>758,670</b>	<b>786,440</b>	<b>27,770</b>	<b>3%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Community Development Director	0.85	0.55	0.55	0.55	0.00	0%
Planning Manager	1.00	1.00	1.00	1.00	0.00	0%
Senior Planner	0.00	0.00	1.00	1.00	0.00	0%
Planner	2.00	2.00	2.00	2.00	0.00	0%
Code Compliance Specialist	2.00	0.00	0.00	0.00	0.00	0%
Permit Technician I	1.00	1.00	0.95	0.95	0.00	0%
<b>Total Personnel:</b>	<b>6.85</b>	<b>4.55</b>	<b>5.50</b>	<b>5.50</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Community Development Director	82-1082	99,722	69,446	75,110	77,690	2,580	3%
Planning Manager	82-1142	88,053	94,767	102,490	114,090	11,600	11%
Senior Planner	82-1627	0	41,405	74,480	84,950	10,470	14%
Planner	82-1630	117,298	69,379	117,190	130,720	13,530	11%
Code Compliance Specialist	82-1640	95,638	0	0	0	0	0%
Permit Technician I	82-1729	58,987	60,461	59,160	62,720	3,560	6%
Temporary Help	82-1941	0	0	6,000	6,000	0	0%
Overtime	82-1945	0	91	1,000	1,000	0	0%
F.I.C.A.	82-1950	34,412	25,070	33,310	36,500	3,190	9%
Retirement	82-1955	85,872	64,167	96,400	102,010	5,610	5%
Medical Waiver	82-1963	2,400	600	0	0	0	0%
Medical Insurance	82-1964	59,706	37,334	66,180	49,940	(16,240)	- 24%
Dental Insurance	82-1965	7,444	4,098	7,550	5,920	(1,630)	- 21%
HSA/HRA Contribution	82-1966	5,600	3,029	5,040	4,390	(650)	- 12%
Benefits Admin Fees	82-1967	143	85	170	90	(80)	- 47%
Life/AD&D Insurance	82-1970	559	311	460	530	70	15%
Salary Continuation Insur	82-1972	736	603	620	620	0	0%
S.A.I.F.	82-1975	4,324	3,241	4,790	5,510	720	15%
Unemployment	82-1980	482	390	440	480	40	9%
<b>Personnel Services Totals:</b>		<b>661,374</b>	<b>474,476</b>	<b>650,390</b>	<b>683,160</b>	<b>32,770</b>	<b>5%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,798	1,555	2,000	2,000	0	0%
Membership Fees And Dues	82-2370	2,630	2,080	2,850	3,910	1,060	37%
Office Supplies	82-2410	5,590	4,353	8,000	8,000	0	0%
Books And Periodicals	82-2413	390	1,967	1,500	500	(1,000)	- 66%
Postage And Freight	82-2419	5,313	2,603	5,000	5,000	0	0%
Printing And Reproduction	82-2425	6,875	3,492	11,000	10,670	(330)	- 3%
Legal Services	82-2469	5,219	2,699	10,000	25,000	15,000	150%
Contractual Services	82-2471	1,981	2,503	42,280	20,000	(22,280)	- 52%
Administrative Costs	82-2473	4,006	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,490	2,413	4,000	7,500	3,500	87%
Abatement	82-2730	328	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	1,083	0	500	0	(500)	- 100%
Vehicle Maintenance & Use	82-2923	103	0	0	0	0	0%
Education And Training	82-2928	2,481	900	5,700	8,090	2,390	41%
Reimbursed Travel Expense	82-2930	2,820	0	9,950	11,610	1,660	16%
Planning Comm. Expenses	82-2935	0	60	500	1,000	500	100%

Summary Cont.							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Refunds and Returns	82-3204	7,030	3,123	5,000	0	(5,000)	- 100%
<b>Materials &amp; Services Totals:</b>		<b>50,136</b>	<b>27,748</b>	<b>108,280</b>	<b>103,280</b>	<b>(5,000)</b>	<b>- 4%</b>
<b>Total Expenditures:</b>		<b>711,510</b>	<b>502,224</b>	<b>758,670</b>	<b>786,440</b>	<b>27,770</b>	<b>3%</b>

# Code Compliance

## Mission Statement

Working for our community through professional and accountable code compliance to enhance the quality of life, health and safety, and the economy of Clatsop County.

## Department Overview

Code Compliance is tasked with investigating complaints of possible violations of County land use codes or the Clatsop County Code. The Code Compliance Specialists meet with residents to develop schedules to achieve thresholds designed to bring properties into compliance. The role of Code Compliance is to put a human face on the regulatory side of government and to create a sense of trust and cooperation. While fines are sometimes imposed, code enforcement is not viewed as a revenue source as the emphasis is on compliance, not punishment.

The Community Development Director oversees the Code Compliance Division.

## Major Accomplishments

1. All code compliance staff completed certification training in the following: Property Maintenance and Housing Inspector; Zoning Inspector; Code Enforcement Officer
2. Completed 61 additional hours of training related to de-escalation; Code Official Safety Specialist certification; and code compliance topics
3. Completed FEMA ICS-700 and ICS-100 courses
4. Closed 48 open violations
5. Coordinated with community partners including, but not limited to, county departments, City of Seaside, Clatsop Community Action, ODOT, OPRD, OSP, DHS, DEQ, DSL, ODF, and Adult Protective Services
6. Drafted an initial ordinance for enforcement of failed septic systems
7. Prepared policies and procedures to implement the Solid Waste Abatement Program (SWAP)
8. Prepared initial ordinance revisions regarding noise, abatement, and use of the Hearings Officer
9. Instituted door hanger program to more clearly explain to property owners why they had been contacted by Code Compliance

## Budget Highlights

1. Account 82-2852: Unexpected increases in the cost of fuel impacted the FY 21-22 budget. An increase of \$1000 for the fuel budget is requested in FY 22-23.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Cases Resolved Through Voluntary Compliance	NA	NA	NA	NA	81%	85%
Cases Resolved Within 12 Months	NA	NA	NA	NA	69%	80%
Cases Opened	NA	45	50	92	50	75
Cases Closed	NA	44	49	75	55	50

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Code Enforcement Fines	0	0	0	500	500	100%
Nuisance Abatement Fees from T	0	0	500	10,000	9,500	1900%
Public Records Request	0	0	100	0	(100)	- 100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
General Fund Support	0	264,390	310,490	337,420	26,930	8%
<b>Total Revenue:</b>	<b>0</b>	<b>264,390</b>	<b>311,090</b>	<b>347,920</b>	<b>36,830</b>	<b>11%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	161,788	175,510	188,340	12,830	7%
Personnel Benefits	0	79,602	90,990	93,900	2,910	3%
Materials & Services	0	23,000	44,590	65,680	21,090	47%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>264,390</b>	<b>311,090</b>	<b>347,920</b>	<b>36,830</b>	<b>11%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Community Development Director	0.00	0.30	0.30	0.30	0.00	0%
Code Compliance Specialist	0.00	2.00	2.00	2.00	0.00	0%
Permit Technician I	0.00	0.00	0.05	0.05	0.00	0%
<b>Total Personnel:</b>	<b>0.00</b>	<b>2.30</b>	<b>2.35</b>	<b>2.35</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Community Development Director	82-1082	0	37,879	40,970	42,370	1,400	3%
Code Compliance Specialist	82-1640	0	123,908	131,430	142,670	11,240	8%
Permit Technician I	82-1729	0	0	3,110	3,300	190	6%
F.I.C.A.	82-1950	0	11,886	13,430	14,410	980	7%
Retirement	82-1955	0	29,285	35,400	37,990	2,590	7%
Medical Insurance	82-1964	0	30,712	33,240	32,130	(1,110)	- 3%
Dental Insurance	82-1965	0	3,472	4,280	4,280	0	0%
HSA/HRA Contribution	82-1966	0	1,800	1,810	1,940	130	7%
Benefits Admin Fees	82-1967	0	79	90	80	(10)	- 11%
Life/AD&D Insurance	82-1970	0	254	190	240	50	26%
Salary Continuation Insur	82-1972	0	139	210	210	0	0%
S.A.I.F.	82-1975	0	1,850	2,160	2,430	270	12%
Unemployment	82-1980	0	124	180	190	10	5%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>241,390</b>	<b>266,500</b>	<b>282,240</b>	<b>15,740</b>	<b>5%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	1,053	1,500	1,500	0	0%
Membership Fees And Dues	82-2370	0	125	230	230	0	0%
Office Supplies	82-2410	0	1,461	2,500	3,050	550	22%
Postage And Freight	82-2419	0	1,221	1,200	1,800	600	50%
Printing And Reproduction	82-2425	0	498	400	500	100	25%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	0	15,486	23,810	34,500	10,690	44%
Med., Dent., & Lab Ser.	82-2504	0	0	100	100	0	0%
Publi. And Legal Notices	82-2600	0	0	250	500	250	100%
Small Tools And Instrum.	82-2710	0	0	750	1,000	250	33%
Abatement	82-2730	0	1,198	8,650	2,000	(6,650)	- 76%
Nuisance Abatement - Trust Acc	82-2735	0	0	500	10,000	9,500	1900%
Fuel - Vehicles	82-2852	0	1,580	1,500	5,000	3,500	233%
Vehicle Maintenance & Use	82-2923	0	101	1,000	2,000	1,000	100%
Education And Training	82-2928	0	277	1,700	2,100	400	23%
Reimbursed Travel Expense	82-2930	0	0	500	1,400	900	180%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>23,000</b>	<b>44,590</b>	<b>65,680</b>	<b>21,090</b>	<b>47%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>264,390</b>	<b>311,090</b>	<b>347,920</b>	<b>36,830</b>	<b>11%</b>

# Building Codes

## Mission Statement

The Building Codes Division provides predictable and flexible services to industry partners and property owners in a professional and courteous manner, producing positive solutions to promote safety in our community and support local enterprise in the construction industry.

This has been the stated and guiding mission for the Building Codes Division since my appointment as Building Official in 2014.

## Department Overview

The State delegates authority to counties under ORS 455.150. The County is responsible for enforcing Federal, State and local building regulations. The Building Codes Division is responsible for all construction activity regulated by statute in the unincorporated portions of Clatsop County and all regulated electrical installations in both unincorporated and incorporated areas. In addition, the County Building Official is tasked with all Building Official responsibilities pertaining to the electrical program for the entire region including the incorporated areas. Fees are set through local ordinance to cover the cost of administering the program. All revenues collected by the Building Codes Division are set by statute as dedicated funds and can only be used to offset the cost of administering the program. The Building Codes Division is responsible for reviewing construction drawings, issuing permits, and conducting site inspections in accordance with state and local regulations. The Building Codes Division works closely with County Planning, Public Works Divisions, Environmental Health, and local Fire Department Agencies to assure all requirements are met prior to the issuance of the permit, during construction, and prior to the issuance of a Certificate of Occupancy.

## Major Accomplishments

The Covid-19 pandemic continued to cause disruptions to many areas of local enterprise. The needs of the building industry did not change, but the method of delivering services required on-going adjustments. The Building Codes Division successfully provided essential services by implementing remote inspection protocols as necessary, electronic plan submittal and review, and ePermitting processes. The Accela ePermitting program has proven successful by assisting the building industry and supporting local enterprise consistent with our stated mission. This program allows the user to access their permits, track inspection activity, and receive their construction documents electronically. The Building Codes Division staff completed approximately 110 hours of continuing education. The training was available on-line thereby reducing the over all cost. The on-line opportunities allow staff to attend training that would not typically be authorized due to the cost of travel and lodging. This resulted in a significant reduction in the cost of training by \$20k in the 2021/22 budget. All staff members obtained FEMA IS100 and IS700 certification and the Building Official also obtained the FEMA IS200 certification.



## Budget Highlights

81-1401/1403. Revenues. The proposed increase in fees equal 15% above the previous year revenues.

81-7073 Astoria. Reduced revenue reflects the city's hiring of a new Building Official.

81-8935 Enforcement Fees. It is expected that new cases will be assessed Administrative Penalties.

82-2040 Reflects increase for replacement uniforms.

82-2070 Telephones. Reflects the increasing costs of replacement and monthly charges.

82-2220 Credit Card Fees. Reflects the increased cost of fees. With the implementation of the Accela ePermitting program, it was unclear as to the extent of credit card usage. The program popularity and ease of use resulted in increased credit card fees. It is expected this amount is leveling out with this increase.

82-2455 PC Equipment. Reflects anticipated equipment upgrades and replacement costs associated with electronic plan review services, i.e. monitors and tablets, etc.

82-2469 Legal Services. Reflects an increase in fees associated with compliance activity and hearing officer costs.

82-2852 Fuel. Reflects increasing costs of fuel for the field inspection fleet.

82-2923 Vehicle Maintenance. The inspection fleet is accumulating higher mileages and will likely incur increased maintenance costs.

82-3204 Refunds. This is a placeholder for anticipated refund requests.

82-3210 Indirect Costs. Reflects the increases of costs associated with county overhead as directed by the Finance Department and the cost allocation system.

82-8100 Transfer to Special Projects. This reflects the cost of implementing safety measures to the public counter area. This project was budgeted in 21-22 however it will not begin until the 22-23 fiscal year.

82-8101 Fleet Replacement. Funds are transferred to the fleet replacement fund for future vehicle purchases. \$0.72 per 37,000 miles driven reflects the \$26,640.00 transfer.

## Performance Measures

The Building Codes Division is projected to complete over 5,000 individual inspections, log over 38k miles and review over 300 plan submittals for code compliance with current staffing levels. An approximate total of over 2,000 permits will be issued for construction activity. 99% of all inspection requests will be completed within one day of the request. 95% of plan reviews will meet the established ten-day requirement of OAR 918-020-0090 (3)(e). Two major codes will be adopted by the state, the Oregon Structural Specialty Code (OSSC) and the Oregon Mechanical Specialty Code (OMSC). All division inspectors are required to receive code change training to keep their certifications current. Additional code training will be completed by staff in the electrical and plumbing codes. The division will obtain approximately 120 hours of continuing education.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Permits Issued		2116	2157	2100	2150	2000	2000
Inspections		10523	9658	9500	5000	4800	5000
Plan Reviews		204	200	250	350	236	300
Requested Inspections Done by Next Business Day	Percent	99.00%	99.00%	99.00%	99.00%	99.00%	99.00%
Plan Reviews Completed within Required Timeframe	Percent	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
Permits Issued Within the Same Day	Percent	85.00%	85.00%	85.00%	85.00%	85.00%	85.00%

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	1,340,046	1,285,944	1,308,260	1,343,300	35,040	2%
Licenses & Permits	513,291	674,386	550,000	632,500	82,500	15%
Electrical Permits	206,035	280,085	200,000	230,000	30,000	15%
ASD Excise Tax Handling Fee	933	1,006	800	800	0	0%
Interest On Investments	27,612	10,348	10,000	10,000	0	0%
Public Records Request	924	270	200	200	0	0%
State Minor Label Program	3,150	3,525	3,000	3,000	0	0%
CARES Act Reimbursement	5,007	60	0	0	0	0%
Short-Term Rental Application	7,500	5,250	4,000	5,000	1,000	25%
Technology Fees	0	0	0	0	0	0%
City of Astoria IGA	6,973	6,819	7,000	0	(7,000)	- 100%
City of Warrenton IGA	3,874	2,156	2,000	2,500	500	25%
City of Seaside IGA	0	1,519	0	1,500	1,500	100%
City of Gearhart IGA	0	0	0	0	0	0%
City of Cannon Beach IGA	0	300	0	0	0	0%
Copy Fees	81	0	500	0	(500)	- 100%
Franchise Fees	750	750	750	870	120	16%
Rev. Refunds & Reim.	26	0	0	0	0	0%
Enforcement Fees	0	0	0	10,000	10,000	100%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>2,116,204</b>	<b>2,272,418</b>	<b>2,086,510</b>	<b>2,239,670</b>	<b>153,160</b>	<b>7%</b>
<b>Total Unappropriated Budget:</b>	<b>1,285,944</b>	<b>1,386,543</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>830,260</b>	<b>885,875</b>	<b>2,086,510</b>	<b>2,239,670</b>	<b>153,160</b>	<b>7%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	446,332	451,477	470,060	498,590	28,530	6%
Personnel Benefits	243,968	237,581	268,560	269,070	510	0%
Materials & Services	117,959	166,737	168,440	196,130	27,690	16%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	22,000	30,080	66,700	93,340	26,640	39%
Contingency	0	0	1,112,750	1,182,540	69,790	6%
<b>Total Expenditures:</b>	<b>830,260</b>	<b>885,875</b>	<b>2,086,510</b>	<b>2,239,670</b>	<b>153,160</b>	<b>7%</b>

Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Community Development Director	0.15	0.15	0.15	0.15	0.00	0%
Inspector	3.00	3.00	3.00	3.00	0.00	0%
Permit Technician I	1.00	0.00	0.00	0.00	0.00	0%
Permit Technician II	0.00	1.00	1.00	1.00	0.00	0%
Building Official	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>5.15</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Community Development Director	82-1082	17,597	18,940	20,480	21,190	710	3%
Code Compliance Specialist	82-1640	0	0	0	0	0	0%
Inspector	82-1728	239,858	250,557	262,140	278,670	16,530	6%
Permit Technician I	82-1729	24,578	0	0	0	0	0%
Permit Technician II	82-1730	51,780	66,648	68,650	72,780	4,130	6%
Building Official	82-1732	112,519	115,332	118,790	125,950	7,160	6%
Temporary - Inspectors	82-1925	7,387	5,882	15,000	15,000	0	0%
Overtime	82-1945	1,231	637	4,000	4,000	0	0%
F.I.C.A.	82-1950	33,469	33,615	37,410	39,590	2,180	5%
Retirement	82-1955	94,805	100,498	105,330	111,650	6,320	6%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	85,251	76,819	84,070	75,590	(8,480)	- 10%
Dental Insurance	82-1965	7,644	6,328	8,080	7,220	(860)	- 10%
HSA/HRA Contribution	82-1966	8,650	7,650	7,650	8,370	720	9%
Benefits Admin Fees	82-1967	226	183	230	180	(50)	- 21%
Life/AD&D Insurance	82-1970	430	430	420	520	100	23%
Salary Continuation Insur	82-1972	536	536	540	540	0	0%
S.A.I.F.	82-1975	3,906	4,550	5,340	5,890	550	10%
Unemployment	82-1980	432	452	490	520	30	6%
Personnel Services	82-1985	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>690,300</b>	<b>689,057</b>	<b>738,620</b>	<b>767,660</b>	<b>29,040</b>	<b>3%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	0	337	700	1,500	800	114%
Telephones	82-2070	5,533	8,556	6,000	7,000	1,000	16%
Insurance	82-2200	4,993	5,585	6,710	6,800	90	1%
Insurance Deductible	82-2201	0	0	0	0	0	0%
Credit Card Fees	82-2220	6,277	18,735	20,000	25,000	5,000	25%
Membership Fees And Dues	82-2370	1,275	835	1,630	1,630	0	0%
Office Supplies	82-2410	1,120	809	1,500	1,500	0	0%
Books And Periodicals	82-2413	2,975	451	5,000	5,000	0	0%
Postage And Freight	82-2419	401	191	1,000	500	(500)	- 50%
Printing And Reproduction	82-2425	1,515	695	2,000	2,000	0	0%
Office Furniture & Equipment	82-2454	4,780	2,153	5,000	5,000	0	0%
PC Equipment	82-2455	8,884	2,030	8,000	10,000	2,000	25%
Legal Services	82-2469	0	0	1,000	5,000	4,000	400%
Contractual Services	82-2471	0	0	0	0	0	0%
City of Astoria IGA	82-2540	0	0	0	0	0	0%
City of Gearhart IGA	82-2541	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
City of Seaside IGA	82-2542	0	0	0	0	0	0%
City of Warrenton IGA	82-2543	0	0	0	0	0	0%
City of Cannon Beach IGA	82-2548	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	500	0	3,000	3,000	0	0%
Small Tools And Instrum.	82-2710	631	344	600	600	0	0%
Fuel - Vehicles	82-2852	3,365	4,081	3,000	6,000	3,000	100%
Vehicle Maintenance & Use	82-2923	1,176	2,363	3,000	6,000	3,000	100%
Education And Training	82-2928	3,714	5,926	13,000	13,000	0	0%
Reimbursed Travel Expense	82-2930	2,080	0	10,000	10,000	0	0%
Refunds and Returns	82-3204	3,142	5,145	5,000	6,200	1,200	24%
Indirect Cost Allocation	82-3210	65,600	108,500	72,300	80,400	8,100	11%
<b>Materials &amp; Services Totals:</b>		<b>117,959</b>	<b>166,737</b>	<b>168,440</b>	<b>196,130</b>	<b>27,690</b>	<b>16%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	0	0	66,700	66,700	0	0%
Transfer to Fleet Replacement	82-8101	22,000	30,080	0	26,640	26,640	100%
<b>Transfers Out Totals:</b>		<b>22,000</b>	<b>30,080</b>	<b>66,700</b>	<b>93,340</b>	<b>26,640</b>	<b>39%</b>
<b>Contingencies</b>							
Approp. for Contg. - Gen.	82-9901	0	0	1,112,750	1,182,540	69,790	6%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,112,750</b>	<b>1,182,540</b>	<b>69,790</b>	<b>6%</b>
<b>Total Expenditures:</b>		<b>830,260</b>	<b>885,875</b>	<b>2,086,510</b>	<b>2,239,670</b>	<b>153,160</b>	<b>7%</b>

### Building Codes Division Fleet Vehicle

Department Priority:	1							
Location:	800 Exchange St.							
Link to Other Project(s):								
Description:	This request is to replace two inspection vehicles in the Building Codes Division fleet.							
Justification:	The vehicles are projected to exceed 80,000 miles by the end of the 2022/2023 budget year. Current GSA Fleet Minimum Vehicle Replacement Standards recommend replacement of gas fueled passenger vehicles at 5 years or 60,000 miles.							
Alternatives:	Continue to add additional mileage to each vehicle and realize increased maintenance costs.							
Operating Impact:	No impact on operating costs. Funds will be taken from the Fleet Replacement Fund.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 2 Unit Cost: 35,000 Installation Fee: 0 Trade in Credit: 500 <b>Net Cost:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-bottom: 1px solid black;">70,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">1,000</td> </tr> <tr> <td><b>69,000</b></td> </tr> </table>	Total	70,000	0	1,000	<b>69,000</b>
Total								
70,000								
0								
1,000								
<b>69,000</b>								

# County Tourism

## Mission Statement

To promote tourism throughout Clatsop County.

## Department Overview

This Org Unit was created as a result of County Ordinance 2014-14 which amends Clatsop County Code 3.16.020. Per Clatsop County Code 3.16.190, of the 9.5% room tax rate collected, 18.42% is distributed for promotion of tourism and at the direction of the Board of County Commissioner's.

## Major Accomplishments

The County contracted with the Lower Columbia Tourism Committee to provide tourism promotion throughout Clatsop County, this includes a visitor education component that the Board identified through the 2021-2022 strategic planning process to promote "leave no trace tourism" in Clatsop County.

There were two capital projects completed through the use of tourism promotion funds transferred to the Special Projects fund in the amount of \$92,000. This included the construction of two restrooms, one at the Westport Boat Ramp in the east part of the county off HWY 30 and the other at Klootchey Creek Park in the southern part of the County off HWY 26.

## Budget Highlights

The county continues to see some growth in the TRT revenues and will continue to contract with the Lower Columbia Tourism Committee. As a County with a tourism based economy there is a focus on sustainable tourism, understanding that tourism has a significant impact on our local economy but also has a significant impact on community livability and trying to find the balance of improving tourists' experiences while also addressing the needs of the host communities.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
New Accounts Registered	Count	25.00	977.00	74.00	88.00	30.00	50.00
Number of Quarterly Billings	Count	716.00	2601.00	2855.00	2382.00	2382.00	2500.00
Gross STR Revenue Collected Including monies turned over to the Citee	Count	628752.00	627693.00	2176036.00	3123669.00	3000000.00	3100000.00
Delinquent Notices	Count	165.00	344.00	639.00	333.00	300.00	300.00
Short Term Rental Applications Approved-County	Count	NA	119.00	25.00	20.00	50.00	50.00
Short Term Rentals Closed-County	Count	NA	29.00	5.00	8.00	5.00	5.00
Neighbor Notification Requests	Count	NA	9.00	25.00	31.00	20.00	20.00
Neighbors Notified	Count	NA	286.00	355.00	608.00	400.00	400.00

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	36,060	124,364	236,200	243,670	7,470	3%
Room Tax	188,307	219,477	215,000	300,000	85,000	39%
Short-Term Rental Application	4,900	4,600	500	2,200	1,700	340%
Room Tax Determination Fees	250	50	100	100	0	0%
Rm Tax Lien/Warrant Fees	586	215	100	100	0	0%
General Fund Support	(66,311)	(192,978)	70,000	73,650	3,650	5%
<b>Total Revenue:</b>	<b>163,792</b>	<b>155,728</b>	<b>521,900</b>	<b>619,720</b>	<b>97,820</b>	<b>18%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	36,713	37,781	40,860	43,320	2,460	6%
Personnel Benefits	21,310	21,510	24,240	24,730	490	2%
Materials & Services	4,770	92,438	355,800	542,670	186,870	52%
Special Payments	101,000	4,000	4,000	4,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	97,000	5,000	(92,000)	- 94%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>163,792</b>	<b>155,728</b>	<b>521,900</b>	<b>619,720</b>	<b>97,820</b>	<b>18%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Tax Technician - A&T	0.00	0.70	0.70	0.70	0.00	0%
Staff Assistant	0.70	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>	<b>0.00</b>	<b>0%</b>



## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Tax Technician - A&T	82-1103	0	37,781	40,860	43,320	2,460	6%
Staff Assistant	82-1191	36,713	0	0	0	0	0%
F.I.C.A.	82-1950	2,562	2,678	3,130	3,310	180	5%
Retirement	82-1955	6,661	6,854	8,240	8,740	500	6%
Medical Insurance	82-1964	9,517	9,462	10,130	9,770	(360)	- 3%
Dental Insurance	82-1965	968	914	1,120	1,120	0	0%
HSA/HRA Contribution	82-1966	1,400	1,400	1,400	1,540	140	10%
Benefits Admin Fees	82-1967	11	12	20	20	0	0%
Life/AD&D Insurance	82-1970	53	53	50	70	20	40%
Salary Continuation Insur	82-1972	51	50	50	50	0	0%
S.A.I.F.	82-1975	50	54	60	70	10	16%
Unemployment	82-1980	37	32	40	40	0	0%
<b>Personnel Services Totals:</b>		<b>58,023</b>	<b>59,290</b>	<b>65,100</b>	<b>68,050</b>	<b>2,950</b>	<b>4%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	0	0	0	0	0%
Room Tax Lien Recording Fees	82-2236	170	136	300	300	0	0%
Postage And Freight	82-2419	3,031	1,472	3,300	3,300	0	0%
Printing And Reproduction	82-2425	1,568	830	2,000	2,000	0	0%
Contractual Services	82-2471	0	90,000	350,200	537,070	186,870	53%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>4,770</b>	<b>92,438</b>	<b>355,800</b>	<b>542,670</b>	<b>186,870</b>	<b>52%</b>
<b>Special Payments</b>							
Historical Society	82-3202	4,000	4,000	4,000	4,000	0	0%
Cont. To Outside Agencies	82-3575	97,000	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>101,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Fair & Expo	82-8020	0	0	2,500	2,500	0	0%
Transfer to Parks	82-8021	0	0	2,500	2,500	0	0%
Transfer to Special Projects	82-8100	0	0	92,000	0	(92,000)	- 100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>97,000</b>	<b>5,000</b>	<b>(92,000)</b>	<b>- 94%</b>
<b>Total Expenditures:</b>		<b>163,792</b>	<b>155,728</b>	<b>521,900</b>	<b>619,720</b>	<b>97,820</b>	<b>18%</b>

# Clatsop County Fisheries

## Mission Statement

Clatsop County Fisheries Project rears and releases adult salmon in Select Area fishery sites as an enhancement to the Columbia River commercial and sport fisheries.

## Department Overview

Clatsop County Fisheries collaborates with state and federal agencies to rear and release salmon smolts for harvest of adults in the Select areas of Oregon and Washington, and in off-site locations where those fish migrate, such as ocean sport and commercial fisheries and Buoy 10. The department operates one hatchery and three net-pen sites to maintain the infrastructure and equipment to support its annual production programs. All programs are funded by grants and fishermen/processor contributions. This program does not receive any funding from Clatsop County.

## Major Accomplishments

In FY2021/2022, the department reared and released 2,119,000 Spring Chinook salmon smolts and 2,226,000 Coho smolts at the Blind Slough, South Fork Hatchery, Tongue Point and Youngs Bay locations. Recently, the department negotiated to receive and release 2,500,000 Tule fall Chinook at the Youngs Bay net pens. This is an addition to the normal annual production.

## Budget Highlights

The FY2022/2023 budget for Clatsop County Fisheries (CCF) is status quo as last fiscal year with minor changes within materials and services personnel costs. The approved funding is the total SAFE project which includes three entities (ODFW, WDFW and CCF). In June, these three entities will go through a budget exercise that determines each program's needs, and then divides the total SAFE funds among the three entities. Because CCF does not receive the amount estimate needed in this budget, the shortfall is covered with the fisheries contributions in the Special Projects line item. Specific changes are noted:

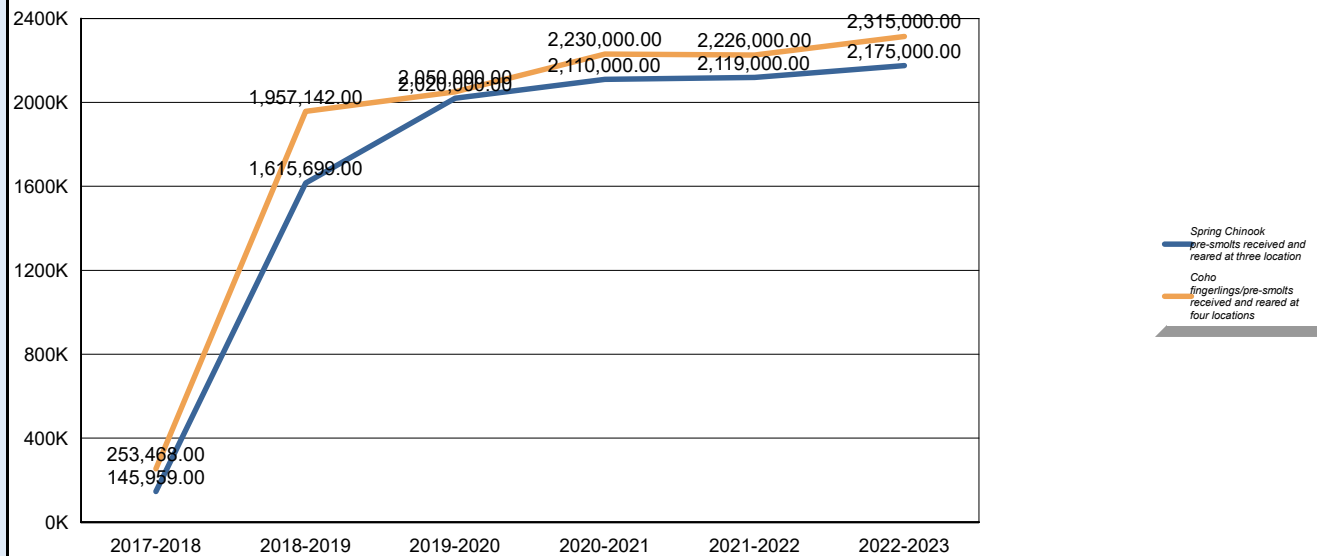
- 1) Personnel Services decreased \$25,680 from last fiscal year. The Fisheries Biologist retired after 30 years of service with Clatsop County. Due to project needs, a Fish Culturist was hired to replace the Fisheries Biologist position. Savings from this position change was primarily associated with retirement and medical. Future COLA, insurance and step increases, will have an impact on future budgets if revenues remain static. The savings seen in personnel costs was moved to materials/supplies.
- 2) The Fishermen's Assessment revenue continues to remain lower than historical amounts. The department has not received contributions from several major processors compared to in the past. However, the Coho return was successful September 2021 and an unexpected \$12,000 was given by the gillnet fisherman. Fisherman's Assessment participation is not factored into this budget or expected this year.
- 3) Fish food prices are subject to changes twice per year; January 1 and July 1.
- 4) An increase of \$5,100 in the Indirect Cost line item.
- 5) The Department will budget \$10,000 to Maintenance SIG and \$10,000 to Special Projects line items from contingencies for potential cost increase in fish food and materials/supplies.

## Performance Measures

The FY2022/2023 workload measure department goals are to receive and rear 2,175,000 spring Chinook at three locations and receive and rear 2,315,000 Coho at four locations. There is a possibility of a repeat of 2,500,000 Tule fall Chinook at the Youngs Bay net pens again. Clatsop County Fisheries North Fork Klaskanine Hatchery will continue to serve as a backup for Coho egg collection FY2022/2023; no collection planned at Clatsop County Fisheries this year.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Spring Chinook pre-smolts received and reared at three location	1,459,59	1,615,699	2,020,000	2,110,000	2,119,000	2,175,000
Coho fingerlings/pre-smolts received and reared at four locations	2,534,68	1,957,142	2,050,000	2,230,000	2,226,000	2,315,000
SAB fall Chinook eggs collected	61,600	NA	NA	NA	NA	NA
Coho eggs collected	180,000	106,336	292,000	NA	NA	NA
Tule fall Chinook pre-smolts received and reared at Youngs Bay	NA	NA	NA	NA	2,500,000	2,500,000



## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	255,930	259,011	305,950	263,290	(42,660)	- 13%
Interest On Investments	3,863	1,392	1,500	1,000	(500)	- 33%
St. - Fish And Wildlife	265,742	216,884	263,270	296,170	32,900	12%
St.- Restoration & Enhance	0	0	0	0	0	0%
BPA Safe	483,249	466,797	479,560	479,560	0	0%
ODF&W Sample Contract	22,967	23,521	24,620	25,970	1,350	5%
CARES Act Reimbursement	0	5,015	0	0	0	0%
Fisheries Contributions	929	2,238	1,000	1,000	0	0%
Rev. Refunds & Reim.	349	476	380	380	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	1,349	0	0	0	0	0%
<b>Total Revenue:</b>	<b>1,034,377</b>	<b>975,335</b>	<b>1,076,280</b>	<b>1,067,370</b>	<b>(8,910)</b>	<b>- 0%</b>
<b>Total Unappropriated Budget:</b>	<b>259,011</b>	<b>271,866</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>775,366</b>	<b>703,469</b>	<b>1,076,280</b>	<b>1,067,370</b>	<b>(8,910)</b>	<b>- 0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	372,035	358,008	388,740	411,330	22,590	5%
Personnel Benefits	214,318	182,375	234,020	185,750	(48,270)	- 20%
Materials & Services	189,013	163,087	231,660	243,040	11,380	4%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	221,860	227,250	5,390	2%
<b>Total Expenditures:</b>	<b>775,366</b>	<b>703,469</b>	<b>1,076,280</b>	<b>1,067,370</b>	<b>(8,910)</b>	<b>- 0%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.03	0.03	0.00	0%
Staff Assistant	0.65	0.65	0.65	0.65	0.00	0%
Fisheries Project Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Fisheries Biologist	1.00	1.00	1.00	0.00	(1.00)	- 100%
Fish Culturist	3.00	3.00	3.00	4.00	1.00	33%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
<b>Total Personnel:</b>	<b>6.20</b>	<b>6.20</b>	<b>6.18</b>	<b>6.18</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Works Director	82-1088	5,643	3,024	3,280	3,810	530	16%
Staff Assistant	82-1191	28,990	31,036	33,730	36,490	2,760	8%
Fisheries Project Supervisor	82-1601	70,108	75,454	81,600	90,840	9,240	11%
Fisheries Biologist	82-1610	58,052	59,511	61,290	0	(61,290)	- 100%
Fish Culturist	82-1612	165,787	141,620	158,640	226,970	68,330	43%
Natural Resource Mgr	82-1620	43,455	47,362	50,200	53,220	3,020	6%
Temporary Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	1,500	1,500	0	0%
F.I.C.A.	82-1950	27,065	26,181	29,910	31,920	2,010	6%
Retirement	82-1955	82,952	71,050	89,390	88,220	(1,170)	- 1%
Medical Waiver	82-1963	780	773	780	4,380	3,600	461%
Medical Insurance	82-1964	78,803	61,354	83,680	37,400	(46,280)	- 55%
Dental Insurance	82-1965	8,443	6,406	9,700	4,840	(4,860)	- 50%
HSA/HRA Contribution	82-1966	8,100	7,217	8,050	4,460	(3,590)	- 44%
Benefits Admin Fees	82-1967	117	118	120	120	0	0%
Life/AD&D Insurance	82-1970	536	495	520	580	60	11%
Salary Continuation Insur	82-1972	675	638	680	630	(50)	- 7%
S.A.I.F.	82-1975	6,494	7,781	9,300	11,280	1,980	21%
Unemployment	82-1980	354	362	390	420	30	7%
<b>Personnel Services Totals:</b>		<b>586,353</b>	<b>540,383</b>	<b>622,760</b>	<b>597,080</b>	<b>(25,680)</b>	<b>- 4%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	1,202	810	1,250	1,250	0	0%
Telephones	82-2070	1,642	976	1,200	1,200	0	0%
Food	82-2130	91,746	84,590	116,660	118,770	2,110	1%
Field Supplies	82-2165	5,280	1,378	2,000	2,000	0	0%
Insurance	82-2200	11,203	9,794	11,700	12,250	550	4%
License And Permit Fees	82-2240	3,863	4,292	4,420	4,800	380	8%
Maintenance - Equipment	82-2260	132	0	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	9,699	4,988	14,000	19,000	5,000	35%
Membership Fees And Dues	82-2370	120	25	130	30	(100)	- 76%
Office Supplies	82-2410	755	213	700	700	0	0%
Books And Periodicals	82-2413	0	0	100	0	(100)	- 100%
Postage And Freight	82-2419	316	205	600	600	0	0%
Printing And Reproduction	82-2425	146	80	800	800	0	0%
PC Equipment	82-2455	1,998	870	900	1,500	600	66%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	3,140	0	3,140	0	(3,140)	- 100%
Administrative Costs	82-2473	421	419	450	450	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Advertising	82-2605	0	0	100	100	0	0%
Rents And Leases - Equip.	82-2630	7,541	8,538	7,840	7,840	0	0%
Rts. & Lea. - S., I. & G.	82-2670	3,792	3,912	4,020	5,000	980	24%
Meetings/ Hosting	82-2750	21	0	300	300	0	0%
Fuel - Equipment	82-2851	547	721	800	800	0	0%
Fuel - Vehicles	82-2852	559	443	800	800	0	0%
Fuel - Boats	82-2853	54	34	200	200	0	0%
Safety Program	82-2862	0	0	500	500	0	0%
Special Projects	82-2881	3,188	0	10,000	10,000	0	0%
Vehicle Maintenance & Use	82-2923	4,634	3,798	3,950	3,950	0	0%
Moorage	82-2924	1,500	1,500	1,500	1,500	0	0%
Education And Training	82-2928	0	0	700	700	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	16	0	2,000	2,000	0	0%
Indirect Cost Allocation	82-3210	35,500	35,500	39,900	45,000	5,100	12%
<b>Materials &amp; Services Totals:</b>		<b>189,013</b>	<b>163,087</b>	<b>231,660</b>	<b>243,040</b>	<b>11,380</b>	<b>4%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	221,860	227,250	5,390	2%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>221,860</b>	<b>227,250</b>	<b>5,390</b>	<b>2%</b>
<b>Total Expenditures:</b>		<b>775,366</b>	<b>703,469</b>	<b>1,076,280</b>	<b>1,067,370</b>	<b>(8,910)</b>	<b>- 0%</b>

# Video Lottery

## Mission Statement

To support and promote high-quality sustainable economic development within Clatsop County.

## Department Overview

These funds are Clatsop County's share of the Oregon Lottery proceeds, which are to be used for economic development activities in accordance with ORS 461.547. Currently Clatsop County uses the monies to fund the development-related activities of the not-for-profit Clatsop Economic Development Resources (CEDR), the Community Development Department, and special projects that support economic development, such as the Clatsop County Arts Summit, which provided local artists with practical hands-on information related to establishing and operating their own arts-related business.

## Major Accomplishments

**ARTS COUNCIL:** In FY 21-22 the Arts Council transitioned to an independent 501(c)(3) organization and ceased operating as a County-sponsored entity. In order to support the newly-formed independent council, the County will continue to provide \$5,000 to the Arts Council to support and sustain the economic benefits generated by the arts in Clatsop County.

**CEDR:** The County continues to provide \$70,000 annually to Clatsop Economic Development Resources (CEDR) to support small business development. This funding has been especially important during the COVID-19 pandemic.

**SMALL BUSINESS AND HOME OCCUPATION ESTABLISHMENT:** Community Development staff continue to provide regular support to customers trying to find appropriate properties for their business or who are opening or building a business.

**PERMIT REVIEW AND STREAMLINING:** Community Development staff continue to review procedures in order to reduce unintended and unnecessary regulatory obstacles to commercial and industrial development within the county's development code.

## Budget Highlights

In FY 22-23 staff is requesting \$95,000 of the video lottery funds be used to conduct an Economic Opportunity Analysis (EOA). An EOA is a 20-year forecast of population and job growth and is used to help cities and counties better understand which industries and services will thrive in the region and how land within urban growth boundaries can best be used to support economic development goals.

The Strategic Plan initially approved by the Board in January 2021 identifies Economic Development as one of the five focus areas. Economic development includes actions related to creating and sustaining a strong, diverse, and resilient economy, including, programs that address job retention and creation, family wage incomes, infrastructure, land development and specific sectors such as the arts. Consistent with this stated purpose, the FY 22-23 budget proposes to continue support for the newly-independent Arts Council by providing \$5,000 in funding for activities that support the economic benefits of the arts in Clatsop County.

The Video Lottery Fund allocation is an estimate based on the expectation that the fund will at least remain constant based on video lottery sales within the county. During the start of the coronavirus pandemic, when restaurants and bars were closed or severely limited with regard to occupancy levels, video lottery proceeds were uncertain. Based on the payments received by the County during the first three quarters of FY 21-22, it appears that the FY 22-23 beginning balance will be significantly larger than in previous years.

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	25,625	64,182	129,890	311,670	181,780	139%
Interest On Investments	1,138	990	500	1,000	500	100%
St-Video Lottery Proceeds	368,985	575,096	350,000	350,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations from Trust Fund	1,710	0	3,000	3,000	0	0%
<b>Total Revenue:</b>	<b>397,458</b>	<b>640,269</b>	<b>483,390</b>	<b>665,670</b>	<b>182,280</b>	<b>37%</b>
<b>Total Unappropriated Budget:</b>	<b>64,182</b>	<b>294,274</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>333,276</b>	<b>345,995</b>	<b>483,390</b>	<b>665,670</b>	<b>182,280</b>	<b>37%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	11,346	9,795	22,500	17,900	(4,600)	- 20%
Special Payments	70,000	70,000	70,000	170,000	100,000	142%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	251,930	266,200	390,890	477,770	86,880	22%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>333,276</b>	<b>345,995</b>	<b>483,390</b>	<b>665,670</b>	<b>182,280</b>	<b>37%</b>



## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Arts Council	82-2256	1,119	1,000	5,000	0	(5,000)	- 100%
Maintenance Supplies	82-2259	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	7,624	7,995	8,500	9,000	500	5%
Office Supplies	82-2410	93	0	0	0	0	0%
Catering Services	82-2459	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	5,000	5,000	0	0%
Unallocated Donations	82-3141	1,710	0	3,000	3,000	0	0%
Indirect Cost Allocation	82-3210	800	800	1,000	900	(100)	- 10%
<b>Materials &amp; Services Totals:</b>		<b>11,346</b>	<b>9,795</b>	<b>22,500</b>	<b>17,900</b>	<b>(4,600)</b>	<b>- 20%</b>
<b>Special Payments</b>							
Economic Contribution- Arts Co	82-3005	0	0	0	5,000	5,000	100%
Economic Development	82-3009	70,000	70,000	70,000	70,000	0	0%
Economic Activities Opportunit	82-3015	0	0	0	95,000	95,000	100%
FEMA Flood Study Review	82-3194	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>170,000</b>	<b>100,000</b>	<b>142%</b>
<b>Transfers Out</b>							
Transfer to Planning	82-8004	251,930	266,200	390,890	477,770	86,880	22%
<b>Transfers Out Totals:</b>		<b>251,930</b>	<b>266,200</b>	<b>390,890</b>	<b>477,770</b>	<b>86,880</b>	<b>22%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>333,276</b>	<b>345,995</b>	<b>483,390</b>	<b>665,670</b>	<b>182,280</b>	<b>37%</b>

# Industrial Develop.Revolving Fund

## Mission Statement

The Industrial Development Revolving Fund exists to foster economic growth in the North Coast Business Park.

## Department Overview

The Industrial Development Revolving fund was established by the County Board of Commissioners in November 2000 in accordance with ORS 275.318, related to the County's North Coast Business Park property. This fund provides for the deposit of funds received by the County upon the sale or lease of county lands zoned for industrial use under the acknowledged comprehensive plan for the County. Pursuant to ORS 275.318, monies in this fund are disbursed only upon written order of the County Commission and are for engineering, improvement, rehabilitation, construction, operation or maintenance in whole or in part, including pre-project planning costs of any development project authorized by ORS 271.510 and 271.540 and 280.500 that is located in an industrially zoned area within the County and that could directly result in specific industrial and commercial activities and new technology or types of economic enterprise the County Commission determines are needed to diversify the economic base of the county pursuant to ORS 275.318.

## Major Accomplishments

A feasibility study on the North Coast Business Park was completed by the Architecture firm of Mackenzie and a Request for Proposals was advertised for the Development of the North Coast Business Park. A review committee of community stakeholders including representatives from the City of Warrenton, County, DLCD, Business Oregon, and CEDR will review the proposals and provide a recommendation to the Board of Commissioners based on the development proposals submitted. Should the Board choose to select a proposal, the County would then enter into an Exclusive Negotiating Agreement (ENA) to negotiate development conditions and price with the buyer.

## Budget Highlights

Development requirements for the new jail facility in Warrenton require the installation of street lights along SE 19th Street from Bugle Ln. to Chokeberry St. this cost is being budgeted for in the 2022-23 FY.  
Any revenues from future land sales will roll into future year beginning balances.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	3,904,615	3,338,362	3,224,720	3,192,040	(32,680)	- 1%
Land Sales	461,168	0	0	0	0	0%
Interest On Investments	82,920	25,647	35,000	5,000	(30,000)	- 85%
ODOT Immediate Opportunity Gra	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>4,448,704</b>	<b>3,364,009</b>	<b>3,259,720</b>	<b>3,197,040</b>	<b>(62,680)</b>	<b>- 1%</b>
<b>Total Unappropriated Budget:</b>	<b>3,338,362</b>	<b>3,215,319</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>1,110,341</b>	<b>148,690</b>	<b>3,259,720</b>	<b>3,197,040</b>	<b>(62,680)</b>	<b>- 1%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	206,026	104,503	104,400	201,800	97,400	93%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	904,316	44,188	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	3,155,320	2,995,240	(160,080)	- 5%
<b>Total Expenditures:</b>	<b>1,110,341</b>	<b>148,690</b>	<b>3,259,720</b>	<b>3,197,040</b>	<b>(62,680)</b>	<b>- 1%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Personnel Services	82-1985	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
License And Permit Fees	82-2240	0	0	0	0	0	0%
NC Business Park Development	82-2466	107,994	3,256	100,000	150,000	50,000	50%
NC Bus. Park Wetlands Mitig.	82-2467	39,497	46,746	0	0	0	0%
Contractual Services	82-2471	54,924	48,400	0	50,000	50,000	100%
Advertising	82-2605	111	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	3,500	6,100	4,400	1,800	(2,600)	- 59%
<b>Materials &amp; Services Totals:</b>		<b>206,026</b>	<b>104,503</b>	<b>104,400</b>	<b>201,800</b>	<b>97,400</b>	<b>93%</b>
<b>Special Payments</b>							
Economic Development	82-3009	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Land	82-4000	0	0	0	0	0	0%
SE Ensign Lane	82-4010	0	0	0	0	0	0%
Structures & Improvements	82-4100	904,316	44,188	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>904,316</b>	<b>44,188</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	3,155,320	2,995,240	(160,080)	- 5%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>3,155,320</b>	<b>2,995,240</b>	<b>(160,080)</b>	<b>- 5%</b>
<b>Total Expenditures:</b>		<b>1,110,341</b>	<b>148,690</b>	<b>3,259,720</b>	<b>3,197,040</b>	<b>(62,680)</b>	<b>- 1%</b>

# Special Projects

## Department Overview

The Special Projects Fund was established in 1992-93 in order to make limited duration General Fund expenditures for capital or special projects. The resources of the fund are largely the revenues from the Oregon Department of Forestry which result from the harvest of timber in the Clatsop State Forest.

In determining whether assets should be capitalized the following criteria are used:

1. Cost is more than \$5,000
2. Has a useful life of more than 1 year

## Major Accomplishments

During the 2021-22 FY the long awaited Westport Boat ramp and dock project was completed and has seen significant use since opening. In addition vault toilet restrooms have been installed at both the Westport boat ramp and the Kloothcy Creek Park.

Progress on the new jail in Warrenton continues with a substantial completion date of August 2022; the new jail will increase the existing jail capacity from 60 beds that has operated at a reduced rate of approximately 30 to 148 beds and having a total of 7 classifications in addition to significant programming and medical space.

A county-wide space feasibility study was also conducted and an immediate need of approximately 30,000 square feet was identified through this process. To help address some of these immediate space constraint issues identified through this study staff have proposed additional funds in the 2022-23 FY budget to hire consultants and contractors to begin this work.

There are a total of 18 goals in the Comprehensive Plan and at the completion of FY 2021-22 the Planning Commission is scheduled to have completed their review of Goals 1-14 and Goal 19. It is anticipated that these goals, along with the six community plans, will be scheduled for adoption at two public hearings in July 2022. County staff are currently working with Oregon's Kitchen Table to develop and implement outreach events in May and June 2022. Two in-person and one online event are currently being programmed.

## Budget Highlights

In FY 2022/23, staff has requested \$150,000 in special project funding related to the updating of Goals 16 (Estuarine Resources), Goal 17 (Coastal Shorelands) and Goal 18 (Beaches and Dunes). This funding would be used to consultant assistance to update these three highly technical goals.

This budget includes the remainder of the cost for the addition/remodel of the new jail currently under construction in Warrenton. This project has faced several delays due to the pandemic and various other factors but the County anticipates this project to be completed by October 2022.

There are a number of other significant projects included in the 22-23 FY budget:

- Purchase of replacement copiers for the County Manager's office, Assessment & Taxation office, Sheriff Corrections Division, Jail Medical Division and the Animal Control Division.
- Facility renovations to address the space needs of various departments.
- Hiring a consultant to update the County brand in an effort to improve the county's internal and external communications.
- Install new network switches.
- Security upgrades in the DA's office as well as Community Development departments. This was budgeted in the 21-22 FY but due to delays has been postponed to the 22-23 FY.
- Courthouse projects including entry security, holding cells, elevator modernization and replacement of windows.
- Enclosing the entrance of the Boyington.
- Westport Park Development.
- Hiring a consultant to help with park planning.
- Various capital improvements/ replacements of aging county facilities and fleet to increase overall longevity.

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	29,580,170	29,469,483	22,507,300	9,109,890	(13,397,410)	- 59%
Land Sales	0	0	0	0	0	0%
Interest On Investments	604,226	367,985	160,000	55,000	(105,000)	- 65%
Unrealized Gain/Loss	78,710	(252,941)	0	0	0	0%
Realized Gain on Investment	50,861	110,631	50,000	0	(50,000)	- 100%
Timber Sales - Jail Bond	0	292,946	250,000	250,000	0	0%
DEQ HHWP Grant	23,000	0	0	0	0	0%
PPE Grant	0	0	0	0	0	0%
State Support PE01-01	2,000,000	0	0	0	0	0%
OR DOJ- Courthouse Security	0	0	0	300,000	300,000	100%
OSMB State Grant	0	554,403	1,687,500	0	(1,687,500)	- 100%
Energy Trust Incentives	3,195	0	0	0	0	0%
CARES Act Reimbursement	0	1,061,864	0	0	0	0%
OSMB Federal Grant	0	40,354	0	0	0	0%
Revenue From RLED	0	0	0	0	0	0%
Housing Study	0	0	0	0	0	0%
Franchise Fees	15,000	15,000	15,000	17,500	2,500	16%
Rev. Refunds & Reim.	1,138	31,391	0	75,000	75,000	100%
Voting Machine Replacement Rev	0	0	0	0	0	0%
Donations	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	9,069	808	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Energy Rebates	10,000	0	0	0	0	0%
Jail Bond Proceeds	0	0	0	0	0	0%
Internal Svc Fund Loan Revenue	0	0	0	75,900	75,900	100%
Transfer from General	1,394,280	1,394,280	1,394,280	437,120	(957,160)	- 68%
Transfer from Other Funds	0	0	66,700	0	(66,700)	- 100%
Transfer from Public Health	40,889	0	0	0	0	0%
Transfer from County Tourism	0	0	92,000	0	(92,000)	- 100%
Transfer from American Rescue	0	0	180,000	25,000	(155,000)	- 86%
Transfer from Building Codes	0	0	0	66,700	66,700	100%
Transfer from RLED	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>33,810,540</b>	<b>33,086,204</b>	<b>26,402,780</b>	<b>10,412,110</b>	<b>(15,990,670)</b>	<b>- 60%</b>
<b>Total Unappropriated Budget:</b>	<b>29,469,483</b>	<b>25,742,196</b>	<b>2,649,710</b>	<b>0</b>	<b>(2,649,710)</b>	<b>- 100%</b>
<b>Total Budgeted Resources:</b>	<b>4,341,056</b>	<b>7,344,008</b>	<b>23,753,070</b>	<b>10,412,110</b>	<b>(13,340,960)</b>	<b>- 56%</b>

Expenditures						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	146,481	1,284,222	375,300	309,700	(65,600)	- 17%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	3,720,446	5,589,486	22,711,420	9,439,060	(13,272,360)	- 58%
Transfer Out	474,130	470,300	166,350	163,350	(3,000)	- 1%
Contingency	0	0	500,000	500,000	0	0%
<b>Total Expenditures:</b>	<b>4,341,056</b>	<b>7,344,008</b>	<b>23,753,070</b>	<b>10,412,110</b>	<b>(13,340,960)</b>	<b>- 56%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Investment Premium	82-2004	11,777	(8,758)	0	0	0	0%
Bond Fees	82-2005	0	0	0	0	0	0%
General Equipment	82-2268	9,154	0	0	0	0	0%
PC Equipment	82-2455	0	10,564	0	0	0	0%
Contractual Services	82-2471	81,550	1,200,315	318,600	230,000	(88,600)	- 27%
PPE Grant Expense	82-2490	0	0	0	0	0	0%
COVID Business Support Grant	82-2528	0	50,000	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	44,000	32,100	56,700	79,700	23,000	40%
<b>Materials &amp; Services Totals:</b>		<b>146,481</b>	<b>1,284,222</b>	<b>375,300</b>	<b>309,700</b>	<b>(65,600)</b>	<b>- 17%</b>
<b>Capital Outlay</b>							
Land	82-4000	0	0	0	0	0	0%
800 Exchange Remodel	82-4095	0	0	0	0	0	0%
Jail (CCSO) Remodel	82-4096	2,374,708	4,400,718	19,594,000	6,530,000	(13,064,000)	- 66%
Sheriff's Office Remodel	82-4097	0	0	0	0	0	0%
Structures & Improvements	82-4100	248,084	803,835	2,815,170	2,550,260	(264,910)	- 9%
HHW Facility	82-4102	700,182	0	0	0	0	0%
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	61,029	44,356	37,000	51,000	14,000	37%
Sheriff Automobiles	82-4216	49,685	79,767	92,500	202,800	110,300	119%
Office Equipment	82-4300	19,136	11,169	10,500	52,000	41,500	395%
Misc Equipment Sheriff	82-4895	0	193,350	16,000	6,000	(10,000)	- 62%
Miscellaneous Equipment	82-4900	21,800	0	0	7,000	7,000	100%
Computer Equipment	82-4907	245,823	56,291	146,250	40,000	(106,250)	- 72%
<b>Capital Outlay Totals:</b>		<b>3,720,446</b>	<b>5,589,486</b>	<b>22,711,420</b>	<b>9,439,060</b>	<b>(13,272,360)</b>	<b>- 58%</b>
<b>Transfers Out</b>							
Transfer to General Fund	82-8001	0	0	0	0	0	0%
Transfer to Other Funds	82-8165	0	0	0	0	0	0%
Transfer to Debt Service Fund	82-8435	174,130	170,300	166,350	163,350	(3,000)	- 1%
Transfer to Bond & UAL Reserve	82-8436	300,000	300,000	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>474,130</b>	<b>470,300</b>	<b>166,350</b>	<b>163,350</b>	<b>(3,000)</b>	<b>- 1%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	500,000	500,000	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>4,341,056</b>	<b>7,344,008</b>	<b>23,753,070</b>	<b>10,412,110</b>	<b>(13,340,960)</b>	<b>- 56%</b>



**CLATSOP COUNTY  
SPECIAL PROJECTS REQUESTS  
FISCAL YEAR 2022-23**

	<b>Account Number</b>	<b>2022-23 Requested</b>	<b>2022-23 Proposed</b>	<b>2022-23 Approved</b>	<b>2022-23 Adopted</b>	<b>2023-24 2024</b>	<b>2024-25 2025</b>	<b>2025-26 2026</b>	<b>2026-27 2027</b>	<b>2027-28 2028</b>
<b><u>County Manager-1120</u></b>										
County Manager Copier	82-2454	20,000	20,000	20,000	20,000					
Facility Renovations	82-4100	1,000,000	1,000,000	1,000,000	1,000,000					
County Rebranding	82-2471	30,000	30,000	30,000	30,000					
Anearobic Biodigester Feasability Study	82-2471	75,000	75,000	75,000	75,000					
<b>Subtotal County Manager</b>		<b>1,125,000</b>	<b>1,125,000</b>	<b>1,125,000</b>	<b>1,125,000</b>	-	-	-	-	-
<b><u>Assessment &amp; Taxation- 1150</u></b>										
Replacement Color Copier	82-2454	12,000	12,000	12,000	12,000					
<b>Subtotal Assessment &amp; Taxation</b>		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	-	-	-	-	-
<b><u>Information Systems- 1650</u></b>										
New Jail Networking Equipment	82-4096	30,000	30,000	30,000	30,000					
Network Switches	82-4907	40,000	40,000	40,000	40,000					
<b>Subtotal Information Systems</b>		<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	-	-	-	-	-
<b><u>Building and Grounds- 1790</u></b>										
Emergency repairs to County Facilities	82-4100	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Community Development- Security Upgrade	82-4100	200,000	200,000	200,000	200,000					
DA- Security Upgrade	82-4100	90,000	90,000	90,000	90,000					
Courthouse Window Replacement (1st Floor)	82-4100	50,000	50,000	50,000	50,000					
Courthouse Security Entry & Holding Cells	82-4100	605,000	605,000	605,000	605,000					
Courthouse Elevator Modernization	82-4100	229,500	229,500	229,500	229,500					
Enclosed Entrances- Boyington	82-4100	22,000	22,000	22,000	22,000					
Roof Replacement Animal Shelter	82-4100	53,760	53,760	53,760	53,760			-	-	-
Genie Self-Propelled Scissor Lift	82-4900	21,000	-	-	-					
Flatbed Trailer with Ramps	82-4900	6,260	-	-	-					
Riding Lawn Mower	82-4900	7,000	7,000	7,000	7,000					
Pick up truck	82-4201	30,120	5,000	5,000	5,000					
Sheriff's Office Data Fiber Connection	82-4100	-	-	-	50,000					
Carpet Replacement 800 Exchange/1st floor	82-4100					46,060				
Carpet Replacement/ Boyington	82-4100					19,520				
Carpet Replacement 800 Exchange/4th Floor	82-4100					46,000				
Sheriff's Office HVAC Replacement	82-4100					140,000				
Railing Replacement Courthouse	82-4100						25,000			
800 Exchange Elevator Replacement	82-4100						470,500			
HVAC Fan Coil Unit Replacement 800 Exchange	82-4100							114,500		
<b>Subtotal Building and Grounds</b>		<b>1,364,640</b>	<b>1,312,260</b>	<b>1,312,260</b>	<b>1,362,260</b>	<b>301,580</b>	<b>545,500</b>	<b>164,500</b>	<b>50,000</b>	<b>50,000</b>
<b><u>Parks Maintenance- 1795</u></b>										
Westport Park Development	82-4100	200,000	200,000	200,000	200,000					
Park Planning- Consultant	82-2471	50,000	50,000	50,000	50,000					
<b>Subtotal Parks Maintenance</b>		<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>					
<b><u>Planning Division- 2700</u></b>										
Comprehensive Plan Update- Goal 18	82-2471	50,000	50,000	50,000	50,000					
Comprehensive Plan Update- Goals 16 & 17	82-2471	150,000	25,000	25,000	25,000	125,000				
<b>Subtotal Planning Division</b>		<b>200,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>125,000</b>	-	-	-	-
<b><u>Medical Examiner- 2180</u></b>										
Medical Examiner Response Vehicle	82-4201	46,000	46,000	46,000	46,000					
<b><u>Sheriff Support Division- 2190</u></b>										
Fingerprint Machine	82-4895					25,000				
<b><u>Sheriff Enforcement Divison- 2200</u></b>										
Patrol Vehicle	82-4216	64,200	64,200	64,200	64,200					
10' Enclosed Trailer	82-4895	6,000	6,000	6,000	6,000					
Patrol Pickup	82-4216		-	-	-	45,000	45,000	45,000	45,000	45,000
			-	-	-					

<b><u>Sheriff Corrections Division- 2300</u></b>			-	-	-					
Jail Relocation - Remodel/Addition	82-4096	6,500,000	6,500,000	6,500,000	6,500,000					
Heavy /Duty transport Vehicle	82-4216	138,600	138,600	138,600	138,600					
Corrections Replacement Copier	82-2454	6,500	6,500	6,500	6,500					
			-	-	-					
<b><u>Jail Medical- 2325</u></b>			-	-	-					
New Copier	82-2454	6,500	6,500	6,500	6,500					
			-	-	-					
<b><u>Animal Control Division- 2800</u></b>			-	-	-					
Replacement Copier	82-2454	7,000	7,000	7,000	7,000					
			-	-	-					
<b>Total Sheriff</b>		<b>6,774,800</b>	<b>6,774,800</b>	<b>6,774,800</b>	<b>6,774,800</b>	<b>70,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
		<b><u>Requested</u></b>	<b><u>Proposed</u></b>	<b><u>Approved</u></b>	<b><u>Adopted</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>2026</u></b>	<b><u>2026</u></b>
<b>Requested</b>		<b>9,796,440</b>	<b>9,619,060</b>							
<b>Indirect Costs</b>	82-3210	79,700	79,700	79,700	79,700	79,700	79,700	79,700	79,700	79,700
<b>Transfer to Debt Service Fund</b>	82-8435	163,350	163,350	163,350	163,350	158,850	155,100	150,850	147,100	143,100
<b>PERS Reserve Transfer</b>	82-8436	-	-	-	-	300,000	300,000	300,000	300,000	300,000
<b>Appropriation For Contin.</b>	82-9900	1,329,780	1,507,160	1,507,160	500,000					
Special Projects 100/2000 Total		<b>11,369,270</b>	<b>9,862,110</b>	<b>9,862,110</b>	<b>9,912,110</b>	<b>1,035,130</b>	<b>1,125,300</b>	<b>740,050</b>	<b>621,800</b>	<b>617,800</b>
Fleet Replacement 100/2002 Total		-	-	-	-	-	-	-	-	-
<b>GRAND TOTALS</b>		<b>11,369,270</b>	<b>9,862,110</b>	<b>9,862,110</b>	<b>9,912,110</b>	<b>1,035,130</b>	<b>1,125,300</b>	<b>740,050</b>	<b>621,800</b>	<b>617,800</b>
	<b>Account</b>									
	<b>Number</b>	<b><u>2023</u></b>	<b><u>2023</u></b>	<b><u>2023</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>	<b><u>2026</u></b>	<b><u>2026</u></b>
<b>Summary by line item:</b>										
(Office Equipment)	82-2454	52,000	52,000	52,000	52,000	-	-	-	-	-
(PC Equipment)	82-2455	-	-	-	-	-	-	-	-	-
(Contractual Services)	82-2471	355,000	230,000	230,000	230,000	125,000	-	-	-	-
(Indirect Cost Allocation)	82-3210	79,700	79,700	79,700	79,700	79,700	79,700	79,700	79,700	79,700
(Jail (CCSO) Remodel)	82-4096	6,530,000	6,530,000	6,530,000	6,530,000	-	-	-	-	-
(Structures & Improvements)	82-4100	2,500,260	2,500,260	2,500,260	2,550,260	301,580	545,500	164,500	50,000	50,000
(Automotive Equipment)	82-4200	-	-	-	-	-	-	-	-	-
(County Vehicle Purchase)	82-4201	76,120	51,000	51,000	51,000	-	-	-	-	-
(Sheriff Automobiles)	82-4216	202,800	202,800	202,800	202,800	45,000	45,000	45,000	45,000	45,000
(Office Equipment)	82-4300	-	-	-	-	-	-	-	-	-
(Misc Equipment Sheriff)	82-4895	6,000	6,000	6,000	6,000	25,000	-	-	-	-
(Misc Equipment)	82-4900	34,260	7,000	7,000	7,000	-	-	-	-	-
(Computer Equipment)	82-4907	40,000	40,000	40,000	40,000	-	-	-	-	-
(Debt Service)	82-8435	163,350	163,350	163,350	163,350	158,850	155,100	150,850	147,100	143,100
(PERS Reserve)	82-8436	-	-	-	-	300,000	300,000	300,000	300,000	300,000
(Approp. For Conting.)	82-9900	1,329,780	1,507,160	1,507,160	500,000					
		<b>11,369,270</b>	<b>11,369,270</b>	<b>11,369,270</b>	<b>10,412,110</b>	<b>1,035,130</b>	<b>1,125,300</b>	<b>740,050</b>	<b>621,800</b>	<b>617,800</b>

## County Manager Copier

Department Priority:	1		
Location:	County Manager's Office		
Link to Other Project(s):	N/A		
Description:	Color copier/printer/scanner for the County Manager's office		
Justification:	The current machine requires frequent repairs. The County Manager's office print large volumes of documents for the Board of Commissioners meetings and we have added two new staff people which increases our volume of copying.		
Alternatives:	Retain current machine and continue to see a loss of productivity in staff time as we wait for the repairs.		
Operating Impact:	Critical for every day operations.		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 20,000 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 20,000</b>	Total 20,000 0 0 <hr/> <b>20,000</b>

## Facility Renovations

Department Priority:	2		
Location:	Various County Buildings		
Link to Other Project(s):	2021-2022 Space Feasibility Study		
Description:	Based on the outcome of the space feasibility study conducted during the 2021-2022 FY staff is requesting funds to address remodeling of various spaces as well as any necessary project planning for any potential site relocations if suggested.		
Justification:	Clatsop County has outgrown many of the departmental spaces due to staffing needs. Some of the space concerns can be addressed through slight modifications that allow for more efficient use of existing spaces. Based on the outcome of the study and the needs of the community it may also be determined that relocation of some services to a more central location will be necessary to better serve the county residents.		
Alternatives:	Continue to make due with the existing facilities which in some instances may have significant impacts on work efficiencies.		
Operating Impact:	N/A for existing buildings. Should additional facilities be added there would be an increase in utilities.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 1,000,000 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 1,000,000</b>	Total 1,000,000 0 0 <hr/> <b>1,000,000</b>

## County Brand

Department Priority:	3							
Location:	800 Exchange Suite 400							
Link to Other Project(s):	Communication Plan - Strategic Plan							
Description:	Hiring a consultant to update the County brand.							
Justification:	Rebranding is a marketing initiative in which a brand's identity ( i.e. its "look and feel") is changed, the County has not gone through a rebranding process and in an effort to improve the county's internal/external communications would like to hire a consultant to assist with this process for purposes of influencing how the County brand is perceived in the minds of its consumers and stakeholders.							
Alternatives:	Rely on staff to lead these efforts internally.							
Operating Impact:	Onetime expense.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 30,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">30,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">30,000</td> </tr> </table>	Total	30,000	0	0	30,000
Total								
30,000								
0								
0								
30,000								

## Anaerobic Biodigester Feasibility Study

Department Priority:	4							
Location:								
Link to Other Project(s):	Strategic Planning - Environmental Quality							
Description:	The County and a number of community stakeholders are participating in a feasibility study to determine the if an anaerobic biodigester sited in Clatsop County would benefit both the public and private sectors. To facilitate this process the County is acting as the lead and in January of the 2021-22 FY entered into a contract with Jacobs Engineering to conduct this study with an expected completion date of Sept. 2022.							
Justification:	High strength organic waste from brewery and distillery production, stik-water from seafood processing plants, and septage from domestic and commercial septic tanks have put significant strains on the various cities wastewater treatment facilities.							
Alternatives:								
Operating Impact:	This feasibility study is being paid by funds from local cities, private business, County ARPA monies, and grants.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 75,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 75,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">75,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">75,000</td> </tr> </table>	Total	75,000	0	0	75,000
Total								
75,000								
0								
0								
75,000								

## Assessment & Taxation Color Copier

Department Priority:	1							
Location:								
Link to Other Project(s):								
Description:	Replacement of Kyocera TASKalfa 6551ci Color Copier							
Justification:								
Alternatives:								
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 12,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 12,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right;">12,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">12,000</td> </tr> </table>	Total	12,000	0	0	12,000
Total								
12,000								
0								
0								
12,000								

## New Jail Networking equipment

Department Priority:	1		
Location:	1250 SE 19th Street Warrenton, OR 97146		
Link to Other Project(s):			
Description:	We need the following equipment to securely bring the new Jail online. 1x EX4400-48F (\$9,000) – Core Switch 3x EX4400-48P (\$16,500) – Network Access Switches 8x EX-SFP-10GE-T (\$1,600) – 10g Fiber Transceivers for Interconnect 10x Unifi U6 Pro AP (\$1,500) – Wireless Access Points		
Justification:	The new jail will require all new network equipment.		
Alternatives:			
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 30,000</b>	Total 30,000 0 0 <hr/> <b>30,000</b>

## Network Switches

Department Priority:	2		
Location:	Switch closets and remote locations		
Link to Other Project(s):			
Description:	The switches throughout the County are due for replacement and are approaching end of life. Updated switches are needed for security, stability and continuing operations.		
Justification:	Current switches have been in place between 5-8 years and are approaching end of life in the budget year after next which means they will no longer be supported.		
Alternatives:	Continue for another year before making the change.		
Operating Impact:	Should not affect operations whether we replace the switches this fiscal year or next.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 10 Unit Cost: 4,000 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 4,000</b>	Total 40,000 0 0 <hr/> <b>40,000</b>

## Emergency Repairs

Department Priority:	1							
Location:	General Fund Buildings							
Link to Other Project(s):								
Description:	Funds set aside for the emergency or urgent repair of County Facilities							
Justification:	Every year there are unanticipated repairs or projects in County Facilities.							
Alternatives:	Do a budget adjustment when we have an emergency event.							
Operating Impact:	This is an important fund, the various uncategorized expenses allow a quicker resolution to urgent items.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 50,000</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">50,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;"><b>50,000</b></td> </tr> </tbody> </table>	Total	50,000	0	0	<b>50,000</b>
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50,000								
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0								
<b>50,000</b>								

## Courthouse Security Entry & Holding Cells

Department Priority:	2							
Location:	Courthouse-749 Commercial St., Astoria							
Link to Other Project(s):								
Description:	<p>The Courthouse has a need to improve security to the user and staff. The plan is to require Courthouse entry to be at one location. To archive this a security screening location will be created at the lower level accessible entry.</p> <p>The completion of the new jail in Warrenton will require that the Sheriff have a place to securely house incarcerated defendants scheduled for a court hearing; the plan is to build two secure holding cells in the basement of the Courthouse.</p>							
Justification:	The single secure entry has been a priority of the Sheriff and the Court for many years. This will reduce the risk that an open Courthouse presents and will require all public that comes into the Courthouse to be screened. The building of the holding cells will reduce the staff and transportation cost and will be crucial to the operations of the Court and the new jail in Warrenton.							
Alternatives:	The alternatives are to delay these projects either individually or both. This would delay the increase in security and efficient operations of the Court and Sheriff's Office.							
Operating Impact:	<p>These additions will increase security at the Courthouse by changing how the public and court related activities access the Courthouse. There will be increased cost to provide the personnel to operate the screening station.</p> <p>The County has applied for matching funds for this project, this request will be Interim Committee on Court Facilities and the funds will come from the OJD.</p>							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 605,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 605,000</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">605,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;"><b>605,000</b></td> </tr> </tbody> </table>	Total	605,000	0	0	<b>605,000</b>
Total								
605,000								
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<b>605,000</b>								

## Courthouse Elevator Modernization

Department Priority:	3		
Location:	Courthouse-749 Commercial St., Astoria		
Link to Other Project(s):			
Description:	The project is to upgrade the elevator at the Courthouse, referred to as modernization. During the project all elevator equipment, controls and finishes of the elevator will be replaced.		
Justification:	The County initiated an elevator evaluation in 2021 for the (4) main buildings with elevators. To determine the current condition of the elevators and to recommend a time line to upgrade the elevators. The courthouse elevator was scored at 30 points, which indicated immediate upgrade recommended. With the change to all Courthouse visitors entering the basement of the Courthouse, the elevator use will increase and the reliance on the only elevator in the Courthouse will become even more critical.		
Alternatives:	This project could be delayed, however this elevator this elevator was installed in 1981, at 40 years of operations this elevator is 10 years past the recommended modernization.		
Operating Impact:	This project will increase the reliability of the Courthouse elevator. However during construction the elevator will be out of service for approximately 4-6 weeks.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 229,500 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 229,500</b>	<b>Total</b> 229,500 0 0 <b>229,500</b>

## Enclose Entrance

Department Priority:	4		
Location:	Boyington Bldg.-857 Commercial St., Astoria		
Link to Other Project(s):			
Description:	Enclose the East exterior lobby entrance at the Boyington Building. This project is to add a second set of doors to the buildings main entrances. This will increase security at the building and increase the efficiency of the building.		
Justification:	The building was reviewed by the U.S. Department Homeland Security with the purpose of increasing elections security. This upgrade has been planned by the County and the DHS concurred with our plan. We have requested matching funding from DHS. We will also be adding a gate in FY 21-22 on the 9th St. (East) entrance for added security. The owner of the 8th St. (West) entrance will also be enclosing that with a gate. This will limit access to the parking lot.		
Alternatives:	There may be other options to reduce the risk of allowing the use of the covered building entrances during hours the building is not in use. We are also trying move forward with a solution that will be in keeping with the historic requirements of the building and also create a vestibule to increase the energy efficiency in the building. Note that the current building code require a vestibule to meet energy efficiencies.		
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 22,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 22,000</b>	<b>Total</b> 22,000 0 0 <b>22,000</b>



## Animal Shelter Roof Replacement

Department Priority:	5		
Location:	Animal Shelter-1315 SE 19th St., Warrenton		
Link to Other Project(s):			
Description:	The roof needs replacing at the Animal Shelter.		
Justification:	The roof was installed when the building was new in 1997. The roof is not leaking at this point but is worn down to just the asphalt layer.		
Alternatives:			
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 6720 Unit Cost: 8 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost:</b> 8	Total <hr/> 53,760 0 0 <hr/> <b>53,760</b>

## Riding Lawnmower

Department Priority:	8		
Location:	Buildings & Grounds		
Link to Other Project(s):			
Description:	A new Toro 76601 riding lawn mower with zero turn riding		
Justification:	With the addition of the new jail and additional lawn areas, we are in need of more lawn mowing capacity.		
Alternatives:	Continue to use push mowers or contract out this work.		
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 7,000 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost:</b> 7,000	Total <hr/> 7,000 0 0 <hr/> <b>7,000</b>

## Pickup Truck

Department Priority:	9							
Location:	Building & Grounds							
Link to Other Project(s):								
Description:	Purchase truck from Public Works to replace 1992 Chevy S-10 Shop Truck.							
Justification:	Building and Grounds current shop truck is a 1992 Chevy S-10. Repair costs could exceed the vehicles value.							
Alternatives:								
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 5,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 5,000</b>	<table style="margin-left: auto;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black;">5,000</td> </tr> <tr> <td style="border-top: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">5,000</td> </tr> </table>	Total	5,000	0	0	5,000
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## Westport Park Development

Department Priority:	1		
Location:			
Link to Other Project(s):			
Description:	<p>These funds will be used as grant matches for the design and development of the Westport County Park day-use area. The Parks Department has recently completed a new boating facility at this park site. With these funds the Parks Department will complete the second piece of this project with the development of a day-use picnic area, covered picnic table area, playground, potential nature trail and wildlife viewing area in the park. This site will serve as a local recreation place for the community of Westport and for visitors to Clatsop County that use the boating facility. The Parks Department will pursue grants from the Oregon State Parks and other donations to help leverage the funds for the planning and completion of this improvement project. With grants from Oregon State Parks the local match for this type of project is 40%. With the current donation of \$20,000 from Georgia Pacific, the County's cash match would be \$60,000 for this estimated \$200,000-dollar project.</p>		
Justification:	<p>This project is listed as a high priority in the Clatsop County Parks Master Plan, as well as the Oregon State Marine Boards facility plan for the boating improvements. Georgia Pacific and the local Wauna Mill have already donated \$20,000 to the Clatsop County Parks Department for the development of a playground area to help provide a recreational area for the residents of Westport and visitors to Clatsop County. This site will help increase tourism to Clatsop County.</p>		
Alternatives:	Not to develop a day-use area at this site and just provide a boating facility.		
Operating Impact:	<p>There will be an increase in operational cost and an increase in maintenance at the site. With the completion of the new boating facility we included a new Park Host site in the park. The Park Host will complete the daily cleaning and help with site maintenance, which will help alleviate parks staff from going out there as often. As we develop the site we will start a \$5.00 day-use fee, as we currently do at three of our other parks to help cover some of the cost of the site.</p>		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity:                      1 Unit Cost:                              200,000 Installation Fee:                      0 Trade in Credit:                      0 <hr/> <b>Net Cost:</b> <b>200,000</b>	<div style="text-align: right;"> <b>Total</b>  <hr/> 200,000  0  0  <hr/> <b>200,000</b> </div>

## Park Planning

Department Priority:	2										
Location:											
Link to Other Project(s):											
Description:	<p>With several parks such as Klookchy Creek and Westport County parks expanding and providing more recreational uses the department is looking to hire a consultant to help with park planning. The Clatsop County Parks Recreational Lands Planning and Advisory Committee has discussed the need for hiring a professional park designer to help with the design and placement of park amenities such as trail locations, restrooms, information kiosk, picnic areas and other park items. The Clatsop County Parks Master Plan was last updated in 2006, this plan is also in need of updating to reflect the current uses and needs of the County Parks system. The funds from this request will be used for the updating of the master plan and site-specific plans for parks that are seeing expanded use, such as Klookchy Creek Park. The Parks Department will pursue grants to leverage the monies for the development of the park plans.</p>										
Justification:	<p>The Parks Department needs professional help to create specific site plans for park amenities to help address the increased usage of the county park sites. When applying for grants, such as the Oregon State Parks Grants, the grant packages ask about the planning involved and if it is reflected in a master plan. The updating of the Parks Master Plan and site-specific plans will increase our chances for award of these grant requests.</p>										
Alternatives:	To continue with limited resources the department has to create our own site plans.										
Operating Impact:	<p>Several of our park sites are being used heavily. If the County is going to provide a usable recreation site then the department will need some professional planning assistance to create a usable and functional site. The operational impact will be on visitors and users of the parks system.</p>										
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition										
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity:                      1 Unit Cost:                              50,000 Installation Fee:                      0 Trade in Credit:                      0 <hr/> <b>Net Cost:</b> <b>50,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">50,000</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;"><b>50,000</b></td> <td style="border-bottom: 3px double black; border-top: 1px solid black;"><b>50,000</b></td> </tr> </table>	Total	50,000	0	0	0	0	<b>50,000</b>	<b>50,000</b>
Total	50,000										
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0	0										
<b>50,000</b>	<b>50,000</b>										

## Comprehensive Plan Update - Goals 16 and 17

Department Priority:	1							
Location:	Complete update of Comprehensive Plan							
Link to Other Project(s):	Strategic Plan - Environmental Quality							
Description:	Funding for outside consultant(s) to update Comprehensive Plan Goals 16 (Estuarine Resources) and 17 (Coastal Shorelands)							
Justification:	<p>In order to update Goals 16 and 17, the estuary management plans for the Columbia and Necanicum Rivers will also need to be updated. These plans, which are the basis for the policies in Goals 16 and 17 have not been updated since the 1980s. The plans identify significant riparian vegetation, shoreland overlay areas, and dredged material sites which are then regulated by implementing ordinances in the LAWDUC. The current management plans and Goals 16 and 17 do not address issues of coastal erosion due to climate change, sea level rise or other changes to the estuaries and coastal shorelands that may have occurred over the past 35+ years or which may occur over the 20-year planning horizon.</p>							
Alternatives:	Continue to utilize the current estuary management plans and existing Goal 16 and 17 policies.							
Operating Impact:	Updating the estuary management plans and developing digitized maps will ensure that implementing policies are accurately reflecting current/future conditions and requirements. This will assist staff by allowing them to provide clearer answers and appropriate procedural processes when providing information to property owners.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 25,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 25,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">25,000</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;"><b>25,000</b></td> </tr> </table>	Total	25,000	0	0	<b>25,000</b>
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25,000								
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<b>25,000</b>								

## Comprehensive Plan Update - Goal 18

Department Priority:	2							
Location:	Community Development - Land Use Planning							
Link to Other Project(s):	Strategic Plan - Environmental Quality							
Description:	Funding for a consultant to update Goal 18 (Beaches and Dunes)							
Justification:	<p>When Goal 18 was originally adopted, the policies and subsequent implementing ordinances were based on information prepared by Martin Ross in his report entitled "A Field Inventory of Geologic Hazards from Silver Point to Cove Beach, Clatsop County, Oregon". This report, which was prepared in 1978, examined marine erosion, soils, landslides and geography. The plan however, has not been updated to analyze and identify new impacts due to coastal erosion, climate change, and sea level rise. The implementing policies regulate how close structures can be constructed to the oceanfront, control soils/sand removal within the beach and dune overlay, and dune grading. In order to have accurate information on which to base implementing legislation to protect life and safety and prevent or reduce property loss, it is imperative that a new study be conducted to document coastal changes since 1978 and to forecast conditions through the 20-year planning horizon.</p>							
Alternatives:	Continue to utilize the 1978 Martin Ross study and related comprehensive plan policies and implementing ordinances.							
Operating Impact:	Prepared a new report and developing digitized maps will ensure that implementing policies are accurately reflecting current/future conditions and requirements. This will assist staff by allowing them to provide clearer answers and appropriate procedural processes when providing information to property owners.							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 50,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right;">50,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">50,000</td> </tr> </table>	Total	50,000	0	0	50,000
Total								
50,000								
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50,000								

## Heavy Duty 4x4 1 ton Transport Truck

Department Priority:	1							
Location:	Jail							
Link to Other Project(s):								
Description:	With the opening of the new jail away from the court there is a need to be able to transport large number of AIC's to court and the current fleet does not support that need.							
Justification:	Due to the new jail opening there will be additional transports for out of county AIC's and transporting AIC's to the courthouse for court hearings.							
Alternatives:	Continue using the jails current and only multi-person transport vehicle which may lead to delayed or canceled court appearances/ inter-agency transports.							
Operating Impact:	None							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 138,600 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 138,600</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">138,600</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">138,600</td> </tr> </table>	Total	138,600	0	0	138,600
Total								
138,600								
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138,600								

## Jail Copier

Department Priority:	2							
Location:	Jail							
Link to Other Project(s):								
Description:	Kyocera TASKalfa 4551ci Color Copier							
Justification:	The current copier will reach it's end of life and is scheduled for replacement by I/T.							
Alternatives:	Use current copier which may result in reliability issues and higher maintenance fees.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 6,500 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 6,500</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">6,500</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">6,500</td> </tr> </table>	Total	6,500	0	0	6,500
Total								
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6,500								

## Response Vehicle

Department Priority:	1							
Location:	1190 SE 19th Warrenton, OR							
Link to Other Project(s):	N/A							
Description:	Medical Examiner Response Vehicle							
Justification:	Current vehicle is a retired Sheriff's Office vehicle which will have over 200,000 miles and experience demonstrates that expensive repairs will occur such as engine or transmission replacement							
Alternatives:	Continue to operate the current vehicle with the understanding that significant repair costs will occur.							
Operating Impact:	None.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 34,000 Installation Fee: 12,000 Trade in Credit: 0 <b>Net Cost: 46,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">34,000</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">12,000</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;"><b>46,000</b></td> </tr> </table>	Total	34,000	12,000	0	<b>46,000</b>
Total								
34,000								
12,000								
0								
<b>46,000</b>								



## Patrol Vehicle

Department Priority:	1							
Location:	1190 SE 19th							
Link to Other Project(s):								
Description:	AWD Patrol Vehicle							
Justification:	With the addition of two enforcement deputies we will need to purchase two more vehicles for them to use to patrol in.							
Alternatives:								
Operating Impact:	None							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 40,000 Installation Fee: 24,200 Trade in Credit: 0 <b>Net Cost: 64,200</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">40,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">24,200</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>64,200</b></td> </tr> </table>	Total	40,000	24,200	0	<b>64,200</b>
Total								
40,000								
24,200								
0								
<b>64,200</b>								

## 10' Enclosed Trailer

Department Priority:	2							
Location:	1190 SE 19th street Warrenton							
Link to Other Project(s):								
Description:	10' enclosed trailer for hauling training supplies (range targets, DT mats and supplies, etc)							
Justification:	Currently we use several training locations for Defensive Tactics, Consims, Firearms, etc. We have lots of equipment which is needed for each training, currently we make several trips in multiple vehicles to move all the equipment. The addition of a 10' enclosed trailer would make moving supplies quicker and more cost effective.							
Alternatives:	Continue to use the system we have in place knowing this costs us more in overtime and fuel costs.							
Operating Impact:	None							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 6,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 6,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">6,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>6,000</b></td> </tr> </table>	Total	6,000	0	0	<b>6,000</b>
Total								
6,000								
0								
0								
<b>6,000</b>								

## Jail Medical Copier

Department Priority:	1		
Location:	Jail Medical		
Link to Other Project(s):	None		
Description:	Copier/Scanner/Printer		
Justification:	Currently Jail Medical does not have a copier, they will need one for the new facility.		
Alternatives:	None		
Operating Impact:	None		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 6,500 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 6,500</b>	<div style="text-align: right;">Total</div> <hr/> 6,500 0 0 <hr/> <b>6,500</b>

## Animal Shelter Copier

Department Priority:	0							
Location:	Animal Shelter							
Link to Other Project(s):								
Description:	New color copier/printer							
Justification:	In accordance with the County Copier/Printer replacement schedule the printer is due for replacement to avoid significant repair costs.							
Alternatives:	None.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 7,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 7,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">7,000</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">7,000</td> </tr> </table>	Total	7,000	0	0	7,000
Total								
7,000								
0								
0								
7,000								

# Fleet Replacement

## Department Overview

County departments have aging fleet vehicles that are in need of replacing, this org unit was created so that departments may build up a reserve account for future fleet vehicle purchases. The goal of this org unit is to help alleviate some of the burden departments face with having to come up with the resources in a single year for a vehicle purchase.

## Budget Highlights

The Building Codes Department budgets a transfer into the Fleet Replacement fund on an annual basis on the mileage driven by the department in order to plan for future replacement vehicles. For the 2022-2023 fiscal year the Building Codes department is budgeting to purchase two inspection vehicles.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	62,736	84,736	114,810	114,820	10	0%
Transfer from A&T	0	0	0	0	0	0%
Transfer from Building Codes	22,000	30,080	0	26,640	26,640	100%
<b>Total Revenue:</b>	<b>84,736</b>	<b>114,816</b>	<b>114,810</b>	<b>141,460</b>	<b>26,650</b>	<b>23%</b>
<b>Total Unappropriated Budget:</b>	<b>84,736</b>	<b>114,816</b>	<b>114,810</b>	<b>0</b>	<b>(114,810)</b>	<b>- 100%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>141,460</b>	<b>141,460</b>	<b>0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	69,000	69,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	72,460	72,460	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>141,460</b>	<b>141,460</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	0	0	0	69,000	69,000	100%
Sheriff Automobiles	82-4216	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>69,000</b>	<b>69,000</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	72,460	72,460	100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>72,460</b>	<b>72,460</b>	<b>100%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>141,460</b>	<b>141,460</b>	<b>100%</b>

### Building Codes Division Fleet Vehicle

Department Priority:	1							
Location:	800 Exchange St.							
Link to Other Project(s):								
Description:	This request is to replace two inspection vehicles in the Building Codes Division fleet.							
Justification:	The vehicles are projected to exceed 80,000 miles by the end of the 2022/2023 budget year. Current GSA Fleet Minimum Vehicle Replacement Standards recommend replacement of gas fueled passenger vehicles at 5 years or 60,000 miles.							
Alternatives:	Continue to add additional mileage to each vehicle and realize increased maintenance costs.							
Operating Impact:	No impact on operating costs. Funds will be taken from the Fleet Replacement Fund.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 2 Unit Cost: 35,000 Installation Fee: 0 Trade in Credit: 500 <b>Net Cost:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-bottom: 1px solid black;">70,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">1,000</td> </tr> <tr> <td><b>69,000</b></td> </tr> </table>	Total	70,000	0	1,000	<b>69,000</b>
Total								
70,000								
0								
1,000								
<b>69,000</b>								

# Equipment Replacement

## Mission Statement

A separate fund for the purposes of budgeting and purchasing Public Works Road Division equipment.

## Department Overview

This fund was created to allow for replacement of equipment as necessary and scheduled under the Public Works equipment replacement schedule. This schedule was designed so that equipment will be replaced at the point in its cycle when it is most cost-effective.

## Major Accomplishments

Purchased a Wheel Loader, Mini Excavator and Three Axle Trailer. Ordered two flat bed pickups but due to supply chain backups they are anticipated to arrive after the end of the fiscal year.

## Budget Highlights

This budget includes the purchase of a full size plow and sander dump truck to replace a 1994 6 yard dump truck that is due for replacement. We will also be adding a 1 ton crew truck to replace a 21 year old crew truck. We will be adding an additional 1 ton shop pickup with a utility bed for tools. This will be replacing another 21 year old truck. This budget also includes a new 914 Wheel Loader to replace Knappa District's 1994 IT12. An additional slip in water tank will be added for use in our summer work. This year's equipment expenditures are 6% higher than last year. The overall budget is 33% higher due to the addition of a Fleet Manager.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	55,865	213,735	165,670	127,330	(38,340)	- 23%
Interest On Investments	7,347	2,230	1,500	1,000	(500)	- 33%
St. - Highway Fund	0	0	0	533,480	533,480	100%
Equip. Auction-Sales-Rental	40,100	27,376	0	0	0	0%
Transfer from Gen Roads	551,900	628,530	326,830	0	(326,830)	- 100%
<b>Total Revenue:</b>	<b>655,212</b>	<b>871,871</b>	<b>494,000</b>	<b>661,810</b>	<b>167,810</b>	<b>33%</b>
<b>Total Unappropriated Budget:</b>	<b>213,735</b>	<b>170,147</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>441,477</b>	<b>701,724</b>	<b>494,000</b>	<b>661,810</b>	<b>167,810</b>	<b>33%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	79,570	79,570	0%
Personnel Benefits	0	0	0	55,740	55,740	0%
Materials & Services	900	800	1,000	1,500	500	50%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	440,577	700,924	493,000	525,000	32,000	6%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>441,477</b>	<b>701,724</b>	<b>494,000</b>	<b>661,810</b>	<b>167,810</b>	<b>33%</b>

## Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
None	0.00	0.00	0.00	1.00	1.00	100%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>100%</b>



## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
None	82-1000	0	0	0	79,570	79,570	100%
Fleet Manager	82-1150	0	0	0	0	0	0%
Staff Assistant	82-1191	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	0	6,090	6,090	100%
Retirement	82-1955	0	0	0	20,870	20,870	100%
Medical Insurance	82-1964	0	0	0	22,010	22,010	100%
Dental Insurance	82-1965	0	0	0	2,430	2,430	100%
HSA/HRA Contribution	82-1966	0	0	0	2,200	2,200	100%
Benefits Admin Fees	82-1967	0	0	0	20	20	100%
Life/AD&D Insurance	82-1970	0	0	0	100	100	100%
Salary Continuation Insur	82-1972	0	0	0	220	220	100%
S.A.I.F.	82-1975	0	0	0	1,720	1,720	100%
Unemployment	82-1980	0	0	0	80	80	100%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>135,310</b>	<b>135,310</b>	<b>100%</b>
<b>Materials &amp; Services</b>							
Indirect Cost Allocation	82-3210	900	800	1,000	1,500	500	50%
<b>Materials &amp; Services Totals:</b>		<b>900</b>	<b>800</b>	<b>1,000</b>	<b>1,500</b>	<b>500</b>	<b>50%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	440,577	700,924	493,000	525,000	32,000	6%
<b>Capital Outlay Totals:</b>		<b>440,577</b>	<b>700,924</b>	<b>493,000</b>	<b>525,000</b>	<b>32,000</b>	<b>6%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>441,477</b>	<b>701,724</b>	<b>494,000</b>	<b>661,810</b>	<b>167,810</b>	<b>33%</b>

CLATSOP COUNTY  
EQUIPMENT REPLACEMENT REQUESTS  
FISCAL YEAR 2022-23

	<u>Account</u>	<u>2022-23</u>	<u>2022-23</u>	<u>2022-23</u>	<u>2022-23</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
	<u>Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>					
<b><u>Equipment Replacement Fund</u></b>										
Full Size Plow Sander Truck	82-4200	220,000	220,000	220,000	220,000					
1 Ton Pickup	82-4200	45,000	45,000	45,000	45,000					
1 Ton Pickup	82-4200	50,000	50,000	50,000	50,000					
Slip In Water Truck	82-4200	30,000	30,000	30,000	30,000					
Mid Size Loader with Tool Carrier	82-4200	180,000	180,000	180,000	180,000					
Double Drum Roller	82-4200									
Bridge Truck	82-4200					275,000				
Chopper	82-4200					120,000				
1 Ton Pickup	82-4200					50,000				
3/4 Ton Extra Cab Pickup	82-4200					50,000				
Sander	82-4200					25,000				
Power Broom	82-4200					75,000				
10 Yard Truck and Pup	82-4200						250,000			
Pick-up	82-4200						40,000			
Mag Truck	82-4200						50,000			
Interstate Trailer 40T	82-4200						50,000			
Chipper	82-4200						75,000			
Cat Grader	82-4200						340,000			
Vactor Truck	82-4200							400,000		
Mini Excavator	82-4200							90,000		
IT Loader	82-4200							265,000		
9 Wheel Roller	82-4200							80,000		
Pick-up	82-4200							50,000		
IT 14 Tool Carrier	82-4200								240,000	
Lowboy Trailer	82-4200								75,000	
D4 Crawler	82-4200								360,000	
Pick-up	82-4200								50,000	
Pick-up	82-4200								50,000	
9 Wheel Roller	82-4200									100,000
Spray Truck	82-4200									175,000
Sweep Vac	82-4200									180,000
<b>Subtotal Equipment Replacement</b>		<b>525,000</b>	<b>525,000</b>	<b>525,000</b>	<b>525,000</b>	<b>595,000</b>	<b>805,000</b>	<b>885,000</b>	<b>775,000</b>	<b>455,000</b>
<b>GRAND TOTALS</b>		<b>525,000</b>	<b>525,000</b>	<b>525,000</b>	<b>525,000</b>	<b>595,000</b>	<b>805,000</b>	<b>885,000</b>	<b>775,000</b>	<b>455,000</b>

### Full Size Plow Sander Truck

Department Priority:	1		
Location:	Public Works		
Link to Other Project(s):			
Description:	Replace #225 6 Yard Dump Truck with a full-size plow, sander truck		
Justification:	Replaces a 1994 dump truck that is due for replacement. It has 118,000 miles on it. New equipment will meet current emissions and help with plowing and sanding needs.		
Alternatives:	Continue to use current dump truck.		
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 220,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 220,000</b>	Total 220,000 0 0 <b>220,000</b>

### 1 Ton Pickup

Department Priority:	2		
Location:	Public Works		
Link to Other Project(s):			
Description:	1 Ton Crew Truck Replacement		
Justification:	Replacement of #246 1ton crew truck which is 21 years old with 130,000 miles. New pickup will be used to transport crew and tools to job sites and will meet current emissions.		
Alternatives:	Continue to use existing crew truck.		
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 45,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 45,000</b>	Total 45,000 0 0 <b>45,000</b>

### 1 Ton Pickup

Department Priority:	3		
Location:	Public Works		
Link to Other Project(s):			
Description:	1 Ton shop pickup with utility bed for tools		
Justification:	Replacement of #245 1ton crew truck which is 21 years old. Added utility bed to assist shop & crews.		
Alternatives:	Continue to use existing shop truck		
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 50,000</b>	Total 50,000 0 0 <b>50,000</b>

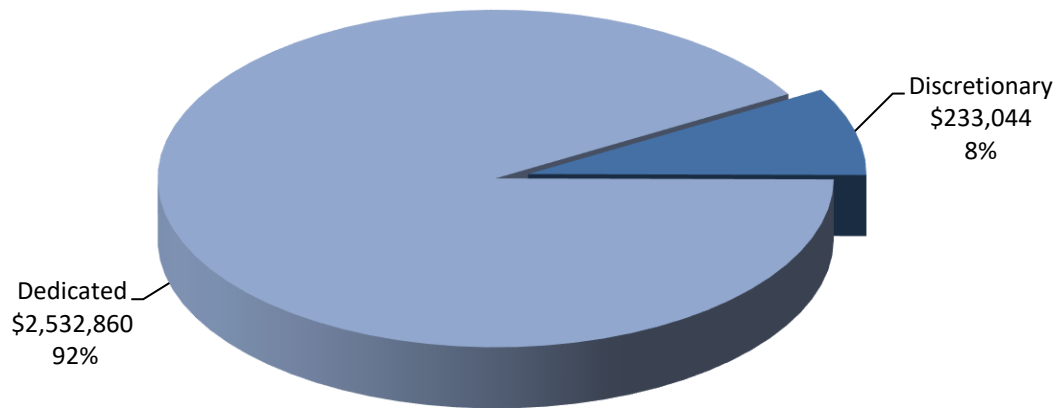
### Slip in water tank

Department Priority:	4		
Location:	Public Works		
Link to Other Project(s):			
Description:	Slip in water tank		
Justification:	The existing water tank gets a lot of usage and this will provide a 2nd water tank for summer usage for road work & fire requirements.		
Alternatives:	Rent a water truck which is hard to do during the construction season.		
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 30,000</b>	Total 30,000 0 0 <b>30,000</b>

### Knappa Mid Size Loader with tool carrier

Department Priority:	5							
Location:	Public Works							
Link to Other Project(s):								
Description:	Mid Size Loader & tool carrier							
Justification:	Replace Knappa District's 1994 #222 IT12 with a 914 wheel loader with attachments. #222 is 28 years old. New machine will have current emissions, new tool carrier with buckets, broom and forks							
Alternatives:	Continue to use existing machine.							
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity:                      1 Unit Cost:                              180,000 Installation Fee:                      0 Trade in Credit:                      0 <b>Net Cost:</b> <b>180,000</b>	<table style="margin-left: auto; margin-right: 0;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">180,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;"><b>180,000</b></td> </tr> </tbody> </table>	Total	180,000	0	0	<b>180,000</b>
Total								
180,000								
0								
0								
<b>180,000</b>								

**Clatsop County Functions/Programs Budget  
Culture & Recreation 2022-2023  
Total \$2,765,900**



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

Fair & Expo  
Parks Maintenance  
Parks & Land Acquisition Maintenance

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

# Fair & Expo

## Mission Statement

The Clatsop County Fair Board will provide a financially sound, well-managed facility. Providing the general public and the local community with the space, buildings and equipment needed to engage in events that promote fun, learning and social activity, especially where children can benefit.

## Department Overview

The Clatsop County Fair & Expo is a year-round facility that hosts the annual Clatsop County Fair as well as multiple other local and regional events. The 2 largest local annual events are the Astoria-Warrenton Crab, Seafood & Wine Festival and the Astoria Scandinavian Midsummer Festival. Other past and current events include the Civil War Reenactment; local organization fundraising events; weddings and receptions; memorial gatherings; equestrian events; trade shows; motorsports events and swap meets. The facility is also used multiple times per year by OSU Extension 4-H, Leadership Clubs and Master Gardeners, Clatsop County Sheriff's Office; and other groups such as those holding events for their High School Senior projects at a reduced fee or no charge. The Clatsop County Fair Board and staff recognize the support the community has generously provided by passing a special property tax bond measure which provides funding to our facility enabling the department to provide a venue for such organizations and groups.

## Major Accomplishments

This past year Fair & Expo was able to replace the power & water to the frontline where the food trucks are located during fair. Every food truck is now able to have its own 50 amp connection, where previously there were only two 50 amp connections.

The 16' X 16' roll up doors in the indoor arena were replaced with power roll up doors, which will make it easier and safer for the public to access & use these doors.

Installed a 35K generator to the main hall which will allow both the hall & kitchen at full capacity in response to a catastrophic event.

## Budget Highlights

FY 21/22 received new tax levy giving an increase of \$145,000

Received \$53,000 from state lottery funds.

Put on the largest attended concert in fair history with Josh Turner with 3000 people in attendance. Over \$60,000 in sponsorships were raised, and sold \$90,000 in ticket sales leaving a \$30,000 profit.

There is a \$70,000 reduction in Ticket / Gate Fees as a separate line item has been created for concert tickets only, which a \$95,000 revenue is expected.

There is a \$20,000 revenue reduction is expected as a carnival is not expected this year.

## Performance Measures

As a result of the pandemic eased up:

- \* Provided Training & meeting areas for law enforcement as well as local non profits.
- \* Partnered with Public Health to provide an area for vaccinations.
- \* Partnered with CMH to provide an area for one of the largest food , clothing , & toy drives in the area.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Event Days	242	242	235	200	242	250

Funding Sources						
Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	835,428	735,420	621,450	668,050	46,600	7%
Property Taxes Current Yr	301,847	346,253	478,280	458,580	(19,700)	- 4%
Property Taxes Prior Year	12,312	8,932	10,000	10,000	0	0%
GP Reserve Revenue	1,003	1,145	1,000	1,000	0	0%
Land Sales	0	553	0	0	0	0%
Interest On Investments	16,294	5,711	5,000	2,000	(3,000)	- 60%
Property Rents	0	0	0	0	0	0%
Land Sales/County Share	0	0	0	0	0	0%
Timber Sales	74,236	75,152	66,960	75,380	8,420	12%
PPE Grant	0	0	0	0	0	0%
CARES Act Reimbursement	5,256	23,778	0	0	0	0%
Disc Golf Donations from Trust	0	310	0	0	0	0%
Rev. Refunds & Reim.	4,070	59	0	0	0	0%
Tourism Funding	10,000	0	0	0	0	0%
ATM Fee Revenue	1,751	0	2,000	2,000	0	0%
4-H Revenue	0	0	1,800	1,500	(300)	- 16%
Donations	0	1,930	0	0	0	0%
OR State Fair Dist.	53,167	53,167	53,000	53,000	0	0%
Catering/Kitchen Fees	8,552	1,250	10,000	8,000	(2,000)	- 20%
NSF Check Fee	25	0	0	0	0	0%
Vending Machine Revenue	578	43	750	500	(250)	- 33%
Ticket/Gate Fees	67,971	0	110,000	40,000	(70,000)	- 63%
Carnival Revenue	21,260	0	20,000	0	(20,000)	- 100%
Fair Booth Rental Fees	8,800	450	8,000	2,000	(6,000)	- 75%
Fair Booster Buttons	3,505	0	2,000	1,500	(500)	- 25%
Concert Ticket Revenue	0	0	0	95,000	95,000	100%
Parking Fees	895	0	0	0	0	0%
Camping Fees	8,415	1,325	10,000	10,000	0	0%
Fair Sponsors	600	0	3,000	0	(3,000)	- 100%
Concert Sponsors	40,000	0	55,000	60,000	5,000	9%
Food Vendor %	16,071	0	15,000	20,000	5,000	33%
Fair Facility Rental	24,735	13,800	60,000	60,000	0	0%
Fair Arena Signs	6,400	5,200	5,000	5,000	0	0%
Merchandise	0	0	0	0	0	0%
Donations from Trust Fund	1,537	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	12	1,123	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from County Tourism	0	0	2,500	2,500	0	0%



<b>Total Revenue:</b>	<b>1,524,719</b>	<b>1,275,600</b>	<b>1,540,740</b>	<b>1,576,010</b>	<b>35,270</b>	<b>2%</b>
<b>Total Unappropriated Budget:</b>	<b>735,420</b>	<b>635,943</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>789,299</b>	<b>639,657</b>	<b>1,540,740</b>	<b>1,576,010</b>	<b>35,270</b>	<b>2%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	158,979	166,730	185,250	197,420	12,170	6%
Personnel Benefits	124,660	127,765	154,430	158,950	4,520	2%
Materials & Services	471,305	315,486	564,860	670,130	105,270	18%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	34,355	29,675	35,000	30,000	(5,000)	- 14%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	601,200	519,510	(81,690)	- 13%
<b>Total Expenditures:</b>	<b>789,299</b>	<b>639,657</b>	<b>1,540,740</b>	<b>1,576,010</b>	<b>35,270</b>	<b>2%</b>

### Staffing Summary

Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Fair Maintenance Tech	1.00	1.00	1.00	1.00	0.00	0%
Admin Coordinator - Fair & Exp	1.00	1.00	1.00	1.00	0.00	0%
General Manager	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Fair Maintenance Tech	82-1768	39,332	42,454	45,290	55,520	10,230	22%
Admin Coordinator - Fair & Exp	82-1769	48,052	45,909	55,210	52,040	(3,170)	- 5%
Maintenance Supervisor - Fair	82-1770	0	0	0	0	0	0%
General Manager	82-1771	71,594	78,368	84,750	89,860	5,110	6%
Temporary Help	82-1941	7,309	7,729	10,000	10,000	0	0%
Overtime	82-1945	4,186	403	6,000	6,000	0	0%
F.I.C.A.	82-1950	12,136	12,690	15,400	16,330	930	6%
Retirement	82-1955	24,241	30,251	38,580	41,030	2,450	6%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	61,107	61,082	66,280	66,030	(250)	- 0%
Dental Insurance	82-1965	5,278	5,529	7,290	7,290	0	0%
HSA/HRA Contribution	82-1966	6,833	6,000	6,000	6,600	600	10%
Benefits Admin Fees	82-1967	89	69	90	70	(20)	- 22%
Life/AD&D Insurance	82-1970	334	324	300	300	0	0%
Salary Continuation Insur	82-1972	461	480	520	540	20	3%
S.A.I.F.	82-1975	2,538	3,018	3,770	4,550	780	20%
Unemployment	82-1980	150	189	200	210	10	5%
Personnel Services	82-1985	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>283,639</b>	<b>294,496</b>	<b>339,680</b>	<b>356,370</b>	<b>16,690</b>	<b>4%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	1,098	599	1,000	1,000	0	0%
Telephones	82-2070	1,207	1,676	2,000	1,500	(500)	- 25%
ATM Annual Fees	82-2120	75	318	100	100	0	0%
Custodial Supplies	82-2160	6,280	2,181	7,000	7,000	0	0%
Transient Room Tax	82-2167	1,007	59	1,500	1,500	0	0%
Insurance	82-2200	18,990	21,474	25,770	25,720	(50)	- 0%
License And Permit Fees	82-2240	470	601	1,000	1,000	0	0%
Maintenance Supplies	82-2259	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	15,990	22,844	20,000	20,000	0	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
General Equipment	82-2268	24,326	39,371	35,000	35,000	0	0%
Maintenance S.I.G.	82-2300	43,220	48,656	50,000	50,000	0	0%
Membership Fees And Dues	82-2370	1,423	2,725	2,470	2,470	0	0%
Office Supplies	82-2410	1,812	764	1,500	1,500	0	0%
Postage And Freight	82-2419	57	110	250	250	0	0%
Printing And Reproduction	82-2425	328	630	1,000	1,000	0	0%
Prof And Spec Services	82-2450	3,718	1,411	0	0	0	0%
PC Equipment	82-2455	2,109	1,455	580	1,500	920	158%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Tents and Frames	82-2458	0	0	0	0	0	0%
Catering Services	82-2459	0	0	0	0	0	0%
Auditing And Accounting	82-2462	0	0	0	0	0	0%
Contractual Services	82-2471	46,776	31,137	30,000	40,000	10,000	33%
Fair Judges	82-2472	600	0	1,000	1,000	0	0%
Concession Sales	82-2481	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	1,831	0	2,000	0	(2,000)	- 100%
Publi. And Legal Notices	82-2600	0	0	500	500	0	0%
Advertising - Fair & Concerts	82-2604	12,956	1,372	10,000	10,000	0	0%
Advertising	82-2605	9,090	10,518	10,000	10,000	0	0%
Disc Golf Course	82-2610	0	310	0	0	0	0%
Rents And Leases - Equip.	82-2630	2,153	7,466	5,000	5,000	0	0%
Meetings/ Hosting	82-2750	942	0	500	500	0	0%
Fuel - Equipment	82-2851	21	0	2,000	2,000	0	0%
Fuel - Vehicles	82-2852	794	1,418	1,000	1,000	0	0%
Signs	82-2856	302	2,749	1,000	1,000	0	0%
Replacement Tools	82-2859	0	0	0	0	0	0%
Garden Supplies	82-2860	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	2,247	500	1,000	500	100%
Education And Training	82-2928	2,372	0	2,360	2,360	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,186	0	3,630	3,630	0	0%
Towing	82-2940	0	0	0	0	0	0%
Utilities	82-2960	48,966	54,955	65,000	65,000	0	0%
Unallocated Donations	82-3141	1,537	0	0	0	0	0%
Fair Awards & Ribbons	82-3182	0	160	0	0	0	0%
Fair Premiums	82-3183	2,163	0	3,000	3,000	0	0%
General Entertainment	82-3185	1,910	56	25,000	30,000	5,000	20%
Fair Entertainment	82-3186	124,730	250	150,000	220,000	70,000	46%
Refunds and Returns	82-3204	0	0	500	0	(500)	- 100%
County Fair Expense	82-3205	44,668	14,375	45,000	75,000	30,000	66%
Indirect Cost Allocation	82-3210	46,200	43,600	57,700	49,600	(8,100)	- 14%
<b>Materials &amp; Services Totals:</b>		<b>471,305</b>	<b>315,486</b>	<b>564,860</b>	<b>670,130</b>	<b>105,270</b>	<b>18%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	34,355	0	35,000	0	(35,000)	- 100%
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	29,675	0	30,000	30,000	100%
<b>Capital Outlay Totals:</b>		<b>34,355</b>	<b>29,675</b>	<b>35,000</b>	<b>30,000</b>	<b>(5,000)</b>	<b>- 14%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	601,200	519,510	(81,690)	- 13%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>601,200</b>	<b>519,510</b>	<b>(81,690)</b>	<b>- 13%</b>

Total Expenditures:		789,299	639,657	1,540,740	1,576,010	35,270	2%
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## Auction Ring

Department Priority:	1		
Location:	Fairgrounds		
Link to Other Project(s):			
Description:	We recommend replacing the existing auction ring as it is over over 30 years old. We want to replace this with the same style as the new goat & sheep pens that were purchased a few years ago.		
Justification:	Panels have some safety concerns with steele pins that stick up in the air, as well as structure integrity where the panels connect.		
Alternatives:	Continue to use existing auction ring.		
Operating Impact:	None		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 63 Unit Cost: 476 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 476</b>	<div style="text-align: right;">Total</div> <hr/> 30,000 0 0 <hr/> <b>30,000</b>

# Parks Maintenance

## Mission Statement

The Parks Department mission is to maintain, manage, and improve the county's parks and recreational resources at an acceptable level, and provide safe, quality service and an enjoyable park environment to users of the County Parks system.

## Department Overview

Parks Maintenance staff are responsible for Parks administration, maintenance, and planned improvements for twelve County parks or recreation sites, totaling 573 acres. These park sites provide access to an array of natural resources that range from fresh water access for fishing and water skiing to old growth forest sites. Year round park hosts are provided at Westport County Park and Cullaby Lake County Park for caretaker services and fee collection. We have an adopt-a-park program allowing community members to be involved in maintenance of their parks.

## Major Accomplishments

Over the past year the Parks Department has completed the construction and opening of the new boating facility at Westport County Park. The new boating facility provides a new 2 lane boat ramp surface, boarding floats, over 250 feet of transient mooring dock space, 38 single car parking spaces, 49 boat trailer parking spaces, restroom, and a park host site. The final project cost to permit and construct this new facility was \$3,031,638. The Oregon State Marine Board provided \$1,272,217 and Oregon Department of Fish and Wildlife provided \$934,376 in grant funds to complete this project. The Parks Department also received a \$36,000 grant from Oregon State Parks for the installation of a restroom facility in Klootchey Creek County Park. This restroom will be completed in May of 2022.

## Budget Highlights

The proposed FY 22/23 Personnel Services budget reflects an increase of \$9,810 over last year's budget. Of this \$7,100 is due to step increases, retirement and medical rate increases, as well as a 4.5 % COLA on July 1, 2022. The rest of the \$2,710 increase is due to the budget request to move one of the FTE Park Ranger Positions to a FTE Parks Foreman position. This request is covered in the Personnel Program Change of the budget package. There are no changes in FTE staffing levels with this request, just a change in job title and pay range for one Ranger.

The Materials and Supplies section of the proposed budget has been funded at a level of \$72,660. There are several changes in amounts between line items but the total amount for the Materials and Supplies is similar to last year's budget. With the addition of new restroom facilities at Westport County Park and Klootchey Creek County Park the money that was used for Sani-can services for these two sites has been moved to the custodial supplies, utilities, and vehicle fuel.

## Performance Measures

We anticipate the number of daily-park passes sold in FY 22/23 to be around 7,500. In FY 21-22 even though we dealt with the ongoing COVID-19 pandemic we still had near normal number of visitors to the County parks. The Shelter reservations have been a popular attraction for Cullaby Lake Park. We anticipate the number of shelters reservations to be 90 reservations for the year with COVID-19 restrictions easing.

**Measures**

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Daily Park passes sold	Count	7480.00	7500.00	4430.00	7000.00	7300.00	7500.00
Picnic Shelter reservations	Count	88.00	90.00	60.00	35.00	90.00	90.00
Hours in participation of park volunteers	Count	125.00	100.00	24.00	30.00	50.00	100.00

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Other Permit Fees	0	0	0	0	0	0%
RV Parks Fees	34,733	37,194	37,500	37,500	0	0%
St. - Marine Gas Tax	6,750	6,750	6,750	9,550	2,800	41%
Parks Reservations & Special E	1,840	2,375	1,000	1,500	500	50%
Carnahan Park Fees	765	1,365	1,300	1,300	0	0%
Cullaby Lake Fees	15,741	29,029	25,000	25,000	0	0%
John Day Boat Ramp Fees	6,770	14,130	11,000	11,000	0	0%
Annual Parks Pass Fees	6,043	10,080	7,500	7,500	0	0%
Rev. Refunds & Reim.	234	370	0	100	100	100%
Tourism Funding	1,000	0	0	0	0	0%
Donations	0	0	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	10	0	0	0	0%
Transfer from County Tourism	0	0	2,500	2,500	0	0%
Transfer from Parks & Land Acq	45,000	45,000	50,000	50,000	0	0%
General Fund Support	111,764	99,579	224,130	233,040	8,910	3%
<b>Total Revenue:</b>	<b>230,639</b>	<b>245,882</b>	<b>366,680</b>	<b>378,990</b>	<b>12,310</b>	<b>3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	104,345	107,594	160,800	174,760	13,960	8%
Personnel Benefits	70,557	74,802	135,080	130,930	(4,150)	- 3%
Materials & Services	55,223	63,060	70,160	72,660	2,500	3%
Special Payments	514	427	640	640	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>230,639</b>	<b>245,882</b>	<b>366,680</b>	<b>378,990</b>	<b>12,310</b>	<b>3%</b>



Staffing Summary						
Authorized Personnel	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.03	0.03	0.00	0%
Parks Foreman	0.00	0.00	0.00	1.00	1.00	100%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
Park Ranger	1.00	1.00	2.00	1.00	(1.00)	- 50%
<b>Total Personnel:</b>	<b>1.70</b>	<b>1.70</b>	<b>2.68</b>	<b>2.68</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Public Works Director	82-1088	5,643	3,024	3,280	3,810	530	16%
Parks Foreman	82-1152	0	0	0	61,810	61,810	100%
Staff Assistant	82-1191	6,730	7,161	7,780	8,420	640	8%
Natural Resource Mgr	82-1620	43,455	47,363	50,200	53,220	3,020	6%
Park Ranger	82-1898	48,518	50,046	99,540	47,500	(52,040)	- 52%
Temporary Help	82-1941	15,744	17,224	25,180	26,330	1,150	4%
Overtime	82-1945	100	441	0	0	0	0%
F.I.C.A.	82-1950	8,883	9,252	14,240	15,400	1,160	8%
Retirement	82-1955	19,411	19,772	35,290	35,520	230	0%
Medical Waiver	82-1963	180	178	180	180	0	0%
Medical Insurance	82-1964	19,293	20,485	46,040	38,370	(7,670)	- 16%
Dental Insurance	82-1965	2,298	2,570	5,690	4,830	(860)	- 15%
HSA/HRA Contribution	82-1966	2,100	2,050	4,050	4,460	410	10%
Benefits Admin Fees	82-1967	39	38	40	40	0	0%
Life/AD&D Insurance	82-1970	151	148	220	270	50	22%
Salary Continuation Insur	82-1972	204	199	270	270	0	0%
S.A.I.F.	82-1975	2,016	2,295	3,690	5,060	1,370	37%
Unemployment	82-1980	139	150	190	200	10	5%
<b>Personnel Services Totals:</b>		<b>174,902</b>	<b>182,396</b>	<b>295,880</b>	<b>305,690</b>	<b>9,810</b>	<b>3%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	0	0	0	900	900	100%
Uniform Cleaning	82-2041	0	1,142	500	0	(500)	- 100%
Telephones	82-2070	1,410	1,035	1,100	890	(210)	- 19%
Custodial Supplies-Parks	82-2159	1,596	2,683	2,000	3,500	1,500	75%
Credit Card Fees	82-2220	822	1,574	1,400	1,500	100	7%
Maintenance Supplies	82-2259	97	86	0	0	0	0%
Maintenance - Equipment	82-2260	2,249	3,214	2,200	3,900	1,700	77%
Maint Equip - John Day	82-2282	24	0	0	0	0	0%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Parks Maint. S.I.G.	82-2323	1,997	1,827	1,500	2,420	920	61%
Maint SIG-Cullaby	82-2325	2,423	3,029	2,000	2,000	0	0%
Maint SIG-John Day	82-2326	751	892	1,500	1,500	0	0%
Maint SIG-Westport	82-2327	1,032	379	660	1,500	840	127%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Office Supplies	82-2410	99	295	200	200	0	0%
Postage And Freight	82-2419	113	317	200	200	0	0%
Printing And Reproduction	82-2425	952	33	0	50	50	100%
Contractual Services	82-2471	0	0	0	0	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Contractual Serv-Cullaby	82-2488	7,200	7,200	7,200	7,200	0	0%
Publi. And Legal Notices	82-2600	0	239	100	100	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Equipment	82-2851	1,004	800	800	1,000	200	25%
Fuel - Vehicles	82-2852	3,812	4,763	4,500	7,500	3,000	66%
Vehicle Maintenance & Use	82-2923	2,580	805	2,900	2,900	0	0%
Education And Training	82-2928	105	0	200	200	0	0%
Reimbursed Travel Expense	82-2930	15	0	0	0	0	0%
Sani-cans Westport	82-2954	963	1,157	1,200	0	(1,200)	- 100%
Pumping Sani-cans	82-2956	8,248	8,978	8,300	1,700	(6,600)	- 79%
Road Department Services	82-2959	400	400	0	0	0	0%
Utilities - Westport Co. Park	82-2973	0	0	11,000	11,000	0	0%
Utilities-Cullaby	82-2974	11,780	12,515	12,500	12,600	100	0%
Utilities-John Day	82-2975	3,889	6,100	5,600	5,700	100	1%
Utilities-Kloutchy Creek	82-2976	1,422	3,388	2,500	4,000	1,500	60%
Refunds and Returns	82-3204	240	210	0	100	100	100%
<b>Materials &amp; Services Totals:</b>		<b>55,223</b>	<b>63,060</b>	<b>70,160</b>	<b>72,660</b>	<b>2,500</b>	<b>3%</b>
<b>Special Payments</b>							
Property Taxes	82-3800	514	427	640	640	0	0%
<b>Special Payments Totals:</b>		<b>514</b>	<b>427</b>	<b>640</b>	<b>640</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>230,639</b>	<b>245,882</b>	<b>366,680</b>	<b>378,990</b>	<b>12,310</b>	<b>3%</b>

## Parks & Land Acq. Maint

### Mission Statement

This fund serves as a caretaker for the proceeds from the sale of County park land and donations. This fund is used for capital improvements and grant projects within the County parks system.

### Department Overview

The resources of this fund at this time are entirely from the sale of Sunset Beach property and the Delaura Beach property to the State Parks Department. The Sunset Beach property is used for Lewis and Clark Fort to Sea Trail which starts at Fort Clatsop and ends at the Sunset Beach property. The Delaura beach property was sold to State Parks for expansion of Fort Stevens State Park. This money is dedicated to develop and operate the County Parks system.

### Major Accomplishments

Parks accomplishments and performance measures are tracked in the General Fund Parks Budget 001-1795

### Budget Highlights

In the requested FY 22/23 budget we have allocated \$20,000 in line item 82-2129 for unallocated projects. These funds will be used for any potential grant or improvement projects that are identified in our Parks Master Plan that may present potential during the year. These funds will also help fund any equipment failures or replacements that we may need for maintenance in the parks system. We have also budgeted \$2,400 indirect cost allocation for the management of this project fund site. This budget has an annual transfer of \$50,000 to the 1795 Park Maintenance fund to help support the parks operational budget.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	956,071	913,265	868,160	805,900	(62,260)	- 7%
Interest On Investments	19,817	6,907	8,000	5,000	(3,000)	- 37%
Sale of Park Land	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations	1,000	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>976,888</b>	<b>920,172</b>	<b>876,160</b>	<b>810,900</b>	<b>(65,260)</b>	<b>- 7%</b>
<b>Total Unappropriated Budget:</b>	<b>913,265</b>	<b>864,889</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>63,623</b>	<b>55,284</b>	<b>876,160</b>	<b>810,900</b>	<b>(65,260)</b>	<b>- 7%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	18,623	10,284	21,300	22,400	1,100	5%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	45,000	45,000	50,000	50,000	0	0%
Contingency	0	0	804,860	738,500	(66,360)	- 8%
<b>Total Expenditures:</b>	<b>63,623</b>	<b>55,284</b>	<b>876,160</b>	<b>810,900</b>	<b>(65,260)</b>	<b>- 7%</b>

## Summary

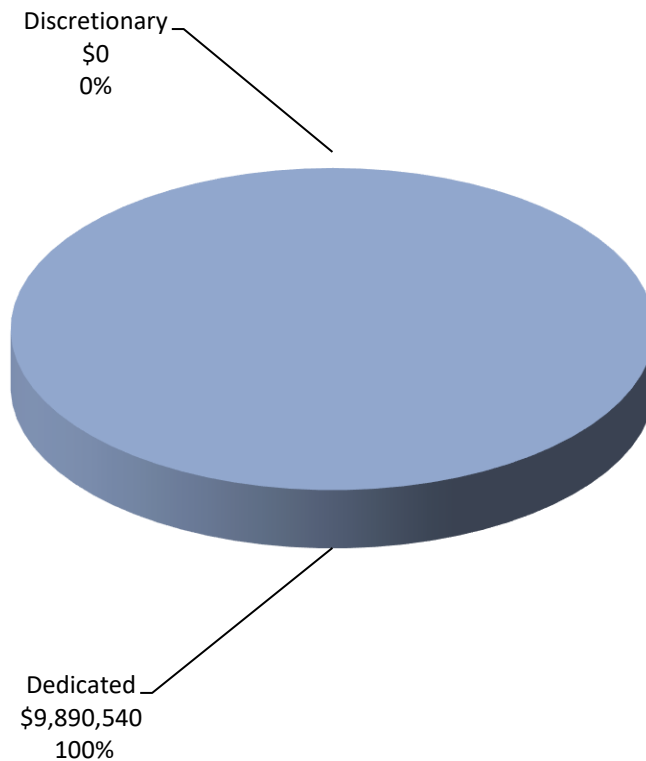
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Unapportioned Projects	82-2129	17,623	9,184	20,000	20,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,000	1,100	1,300	2,400	1,100	84%
<b>Materials &amp; Services Totals:</b>		<b>18,623</b>	<b>10,284</b>	<b>21,300</b>	<b>22,400</b>	<b>1,100</b>	<b>5%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to General Fund	82-8001	45,000	45,000	50,000	50,000	0	0%
<b>Transfers Out Totals:</b>		<b>45,000</b>	<b>45,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	804,860	738,500	(66,360)	- 8%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>804,860</b>	<b>738,500</b>	<b>(66,360)</b>	<b>- 8%</b>
<b>Total Expenditures:</b>		<b>63,623</b>	<b>55,284</b>	<b>876,160</b>	<b>810,900</b>	<b>(65,260)</b>	<b>- 7%</b>



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**Clatsop County Functions/Programs Budget**  
**Clatsop County Service Districts 2022-2023**  
**Total \$9,890,540**



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



# Sheriff Rural Law Enf Dis

## Mission Statement

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

## Department Overview

The Clatsop County Rural Law Enforcement District provides enhancements to the Sheriff's Office Criminal Division budget and a modest amount to the Sheriff's Support and Marine Patrol budgets. These funds are transferred to those budgets and accounted for in their respective individual line items. Included in the responsibility of the RLED is the cost for associated 911 dispatch services, cost of auditing, insurance and indirect cost allocation. Large capital expenses such as vehicles, buildings and equipment that become the responsibility of the RLED are paid directly from the RLED budget. Personnel expenses and materials and supplies expenses are transferred quarterly into the General Fund commensurate to total funds expended. The RLED has a five person elected Advisory Board that reviews and approves the requested budget and recommends this budget to the Clatsop County Budget Committee.

## Budget Highlights

On the revenue side the beginning fund balance has dropped by \$552,410, tax revenue is up by \$67,620, Interest is down by \$13,400, Timber revenue is up by \$131,130. Overall total revenue is down by \$371,660.

There is an increase to Personnel Services in the amount of \$184,460. This is due to cost of living and salary adjustments as well as the proposal of an additional one (1) deputy.

Material and services realize a \$23,430 decrease due to the change in the cost share between RLED and General Fund. Primarily this is due to inflationary pressures on the component budget expenses such as fuel, maintenance and equipment purchases. Ballistic vest purchases have been increased due to vests expiring and the cost of the vests have dramatically increased.

Capital purchase realize modest growth, however, the \$128,400 budgeted a few years ago would have purchased and outfitted three patrol vehicles, now it does the same for two patrol vehicles.

Overall budget minus contingency is \$3,505,050, which is an increase of \$176,430 over 2021/22.

The Sheriff's office provided four proposals (listed below) and the Budget Committee has approved the third option.

- 1) Current Staffing with Current cost share between RLED and the General Fund
- 2) Current Staffing with 50% cost share between RLED and the General Fund
- 3) Increase of 1 deputy to improve schedule and zone coverage due to multi-year, persistent long term absence of deputies and Current cost share between RLED and the General Fund
- 4) Increase of 1 deputy as described above and a 50% cost share between RLED and the General Fund.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	2,959,869	2,796,855	2,397,440	1,910,350	(487,090)	- 20%
Property Taxes Current Yr	1,463,749	1,539,350	1,567,640	1,617,640	50,000	3%
Property Taxes Prior Year	36,971	52,682	38,000	40,000	2,000	5%
GP Reserve Revenue	4,846	4,798	4,600	2,120	(2,480)	- 53%
SIP-06-02 Taxes	110,028	115,623	90,500	108,600	18,100	20%
Land Sales	766	2,669	0	0	0	0%
Interest On Investments	71,186	26,546	24,000	10,600	(13,400)	- 55%
Timber Sales	1,067,173	1,081,431	952,440	1,083,570	131,130	13%
BVP Grant	0	0	600	0	(600)	- 100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	11,881	13,155	4,000	0	(4,000)	- 100%
Insurance Loss Proceeds	0	24,098	0	0	0	0%
<b>Total Revenue:</b>	<b>5,726,469</b>	<b>5,657,207</b>	<b>5,079,220</b>	<b>4,772,880</b>	<b>(306,340)</b>	<b>- 6%</b>
<b>Total Unappropriated Budget:</b>	<b>2,796,856</b>	<b>2,445,724</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>2,929,614</b>	<b>3,211,483</b>	<b>5,079,220</b>	<b>4,772,880</b>	<b>(306,340)</b>	<b>- 6%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	1,416,840	1,397,970	(18,870)	- 1%
Personnel Benefits	2,201,055	2,303,831	996,050	997,180	1,130	0%
Materials & Services	663,414	747,614	776,730	753,300	(23,430)	- 3%
Special Payments	26,000	26,000	26,000	26,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	39,145	134,038	113,000	128,400	15,400	13%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	1,750,600	1,470,030	(280,570)	- 16%
<b>Total Expenditures:</b>	<b>2,929,614</b>	<b>3,211,483</b>	<b>5,079,220</b>	<b>4,772,880</b>	<b>(306,340)</b>	<b>- 6%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Undersheriff	82-1110	0	0	41,450	73,430	31,980	77%
Lieutenant	82-1113	0	0	72,520	68,500	(4,020)	- 5%
Sergeant	82-1116	0	0	312,760	220,850	(91,910)	- 29%
Support Div Supervisor	82-1117	0	0	25,770	28,690	2,920	11%
Special Detective	82-1177	0	0	93,240	95,840	2,600	2%
Staff Assistant	82-1191	0	0	108,570	91,520	(17,050)	- 15%
Deputy Sheriff Senior II	82-1515	0	0	175,190	299,900	124,710	71%
Deputy Sheriff Senior I	82-1516	0	0	156,800	123,240	(33,560)	- 21%
Deputy Sheriff	82-1520	0	0	193,130	140,890	(52,240)	- 27%
Resident Deputy	82-1521	0	0	230,870	248,180	17,310	7%
Accountant II	82-1848	0	0	6,540	6,930	390	5%
Accountant I	82-1850	0	0	0	0	0	0%
Temporary - Dep. Sheriff	82-1915	0	0	17,500	35,000	17,500	100%
Overtime	82-1945	0	0	92,840	92,780	(60)	- 0%
Remuneration	82-1947	0	0	25,050	24,110	(940)	- 3%
F.I.C.A.	82-1950	0	0	118,660	116,170	(2,490)	- 2%
Retirement	82-1955	0	0	373,190	359,410	(13,780)	- 3%
Medical Waiver	82-1963	0	0	690	0	(690)	- 100%
Medical Insurance	82-1964	0	0	267,460	265,290	(2,170)	- 0%
Dental Insurance	82-1965	0	0	34,380	31,320	(3,060)	- 8%
HSA/HRA Contribution	82-1966	0	0	22,030	25,360	3,330	15%
Benefits Admin Fees	82-1967	0	0	440	420	(20)	- 4%
Life/AD&D Insurance	82-1970	0	0	1,130	1,320	190	16%
Salary Continuation Insur	82-1972	0	0	1,700	1,600	(100)	- 5%
S.A.I.F.	82-1975	0	0	39,430	42,880	3,450	8%
Unemployment	82-1980	0	0	1,550	1,520	(30)	- 1%
Personnel Services	82-1985	2,201,055	2,303,831	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>2,201,055</b>	<b>2,303,831</b>	<b>2,412,890</b>	<b>2,395,150</b>	<b>(17,740)</b>	<b>- 0%</b>
<b>Materials &amp; Services</b>							
Insurance	82-2200	120,820	121,960	146,360	146,900	540	0%
General Equipment	82-2268	585	8,840	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	5,821	1,612	10,000	10,000	0	0%
Membership Fees And Dues	82-2370	549	549	600	650	50	8%
Office Furniture & Equipment	82-2454	0	73	1,000	1,000	0	0%
PC Equipment	82-2455	2,286	7,563	870	1,500	630	72%
Auditing And Accounting	82-2462	2,350	2,350	2,350	2,350	0	0%
Contractual Services	82-2471	9,982	10,281	10,800	9,800	(1,000)	- 9%
RLED Discretionary Programs	82-2482	9,376	12,067	12,500	12,500	0	0%

## Summary Cont.

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Ballistics Vests - RLED	82-2690	6,301	7,839	3,000	11,000	8,000	266%
Flash And Seed Money	82-2774	0	0	2,000	0	(2,000)	- 100%
Materials & Services	82-2967	416,344	473,780	478,550	442,800	(35,750)	- 7%
Indirect Cost Allocation	82-3210	89,000	100,700	98,700	104,800	6,100	6%
<b>Materials &amp; Services Totals:</b>		<b>663,414</b>	<b>747,614</b>	<b>776,730</b>	<b>753,300</b>	<b>(23,430)</b>	<b>- 3%</b>
<b>Special Payments</b>							
Special Payment to Marine Patr	82-3820	26,000	26,000	26,000	26,000	0	0%
Special Payment to Special Pro	82-3823	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	39,145	134,038	113,000	128,400	15,400	13%
<b>Capital Outlay Totals:</b>		<b>39,145</b>	<b>134,038</b>	<b>113,000</b>	<b>128,400</b>	<b>15,400</b>	<b>13%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	1,750,600	1,470,030	(280,570)	- 16%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,750,600</b>	<b>1,470,030</b>	<b>(280,570)</b>	<b>- 16%</b>
<b>Total Expenditures:</b>		<b>2,929,614</b>	<b>3,211,483</b>	<b>5,079,220</b>	<b>4,772,880</b>	<b>(306,340)</b>	<b>- 6%</b>

### Sheriff Office Patrol Vehicle

Department Priority:	1							
Location:	1190 SE 19th st. Warrenton							
Link to Other Project(s):								
Description:	Replacement of two (2) patrol vehicles							
Justification:	Replace current Sheriff's office patrol vehicles which will have over 160,000 miles at time of replacement. This is in accordance with the RLED vehicle replacement schedule.							
Alternatives:	Continue to operate this vehicle with foreknowledge that maintenance costs will increase and likelihood of expensive repair.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 2 Unit Cost: 40,000 Installation Fee: 24,200 Trade in Credit: 0 <b>Net Cost: 64,200</b>	<table style="margin-left: auto;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black;">80,000</td> </tr> <tr> <td style="border-top: 1px solid black;">48,400</td> </tr> <tr> <td style="border-top: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;"><b>128,400</b></td> </tr> </table>	Total	80,000	48,400	0	<b>128,400</b>
Total								
80,000								
48,400								
0								
<b>128,400</b>								

# Road District #1

## Mission Statement

The Road District receives property tax revenues which are used for the maintenance and improvement of County Roads.

## Department Overview

Road District No. 1 is an independent County road district governed by the Board of Commissioners. The District receives revenues from a permanent property tax base levy. The District also receives a portion of the timber revenue generated from sales from forest trust land within unincorporated Clatsop County through the Oregon Department of Forestry. These receipts are distributed to the Road Administration, Road Maintenance and Construction and Road Contingency funds.

## Major Accomplishments

Transferred \$4,636,100 to support the Road Administration, Road Maintenance and Road Contingency organization units.

## Budget Highlights

The Road District Fund is projecting a 12% decrease in revenues due to lower estimated beginning balance, GP Reserve Revenue and timber revenue. Property taxes are projected to be 3% higher. This fund will transfer \$4,034,720 to support the Road Maintenance and Road Contingency organization units.

## Performance Measures

Public Works hires an inspection service to evaluate county road pavement conditions biannually. This service is used to help determine where to use our pavement preservation monies in order to best sustain our infrastructure. This service develops an overall Pavement Condition Index (PCI) for each of our roadways as well as the average of all of our roadways combined. The current average PCI of Clatsop County's roadways is 82 which is considered very good. A summary of past PCI results can be found at <https://www.co.clatsop.or.us/publicworks/page/road-maintenance-operations..> Public works maintains a schedule of current and future projects that can be found at <https://www.co.clatsop.or.us/publicworks/page/capital-improvement-schedule>. Also in that document is our upcoming road work for this summer. Both of these schedules are subject to change.

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	676,208	551,047	876,360	11,630	(864,730)	- 98%
Property Taxes Current Yr	2,070,261	2,176,914	2,216,930	2,287,630	70,700	3%
Property Taxes Prior Year	52,025	74,504	54,000	54,000	0	0%
GP Reserve Revenue	6,853	6,786	6,500	0	(6,500)	- 100%
SIP-06-02 Taxes	155,620	163,533	128,000	153,600	25,600	20%
Land Sales	1,083	3,774	0	0	0	0%
Interest On Investments	11,174	5,689	7,500	3,000	(4,500)	- 60%
Timber Sales	1,509,172	1,529,334	1,346,810	1,532,360	185,550	13%
<b>Total Revenue:</b>	<b>4,482,397</b>	<b>4,511,581</b>	<b>4,636,100</b>	<b>4,042,220</b>	<b>(593,880)</b>	<b>- 12%</b>
<b>Total Unappropriated Budget:</b>	<b>551,047</b>	<b>883,121</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>3,931,350</b>	<b>3,628,460</b>	<b>4,636,100</b>	<b>4,042,220</b>	<b>(593,880)</b>	<b>- 12%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	4,450	4,850	2,900	2,900	0	0%
Special Payments	3,926,900	3,623,610	4,633,200	4,039,320	(593,880)	- 12%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>3,931,350</b>	<b>3,628,460</b>	<b>4,636,100</b>	<b>4,042,220</b>	<b>(593,880)</b>	<b>- 12%</b>

Summary							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Auditing And Accounting	82-2462	2,350	2,350	2,700	2,700	0	0%
Indirect Cost Allocation	82-3210	2,100	2,500	200	200	0	0%
<b>Materials &amp; Services Totals:</b>		<b>4,450</b>	<b>4,850</b>	<b>2,900</b>	<b>2,900</b>	<b>0</b>	<b>0%</b>
<b>Special Payments</b>							
Special Payment to General Roa	82-3802	3,926,900	3,623,610	4,633,200	4,039,320	(593,880)	- 12%
<b>Special Payments Totals:</b>		<b>3,926,900</b>	<b>3,623,610</b>	<b>4,633,200</b>	<b>4,039,320</b>	<b>(593,880)</b>	<b>- 12%</b>
<b>Transfers Out</b>							
Transfer to General Road	82-8002	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>3,931,350</b>	<b>3,628,460</b>	<b>4,636,100</b>	<b>4,042,220</b>	<b>(593,880)</b>	<b>- 12%</b>



# Westport Sewer Service

## Mission Statement

The District is responsible for the operation and maintenance of the sewer system in Westport.

## Department Overview

The Westport Sewer Service District is a Special District with oversight by the Board of County Commissioners. The district is responsible for the operation and maintenance of the sewer system in Westport, an unincorporated community, serving 91 connections. The system involves plant operations, sewer lines, manholes and individual septic tanks, including their pumping and repair. The administration and oversight of the District is provided by the County Roads Division and charged back to the District.

## Major Accomplishments

The sewer plant maintenance this year included purchase of UV bulbs and parts which are paid from the equipment replacement fund. The District hired an engineer to prepare a Facilities Plan for the sewer district. This Facilities Plan is the first step needed to secure additional Grant funding and should be completed midway through the fiscal year. Sewer rates were increased to ensure funding to meet DEQ requirements and complete needed improvements. Staff is planning to use American Rescue Plan Funds to catch up on past due septic tank pumping that has fallen behind because of the lack of local locations that will accept septage and the limitation of the amount that each septic hauler can dump at the Rainier treatment plant, the only local plant accepting septage.

## Budget Highlights

Revenues are slightly lower due to the removal of Community Plan Funds this cycle. Contingency is nearly identical to the previous year. This transfer out to Westport Equipment was nearly doubled to \$9,000 to account for anticipated septic tank work. The Materials & Services have decreased by 10%. The Septic Tank Pumping was maintained at \$16,000 in order to pump tanks that are overdue on the pumping schedule. This was not accomplished in the previous fiscal year due to the lack of locations that will accept the septage. The District has 5 years remaining on a DEQ loan of \$112,500 that was part of the cost of the plant upgrade to UV. Sewer rates will increase by \$2.00 per month to \$60.00 per month. Staff are currently working with an engineer to develop a peracetic acid injection system that works in conjunction with the UV treatment system to assist in times where the UV system can't adequately treat the outflow.

## Measures

Unit of Measure Description		Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of septic tanks	Count	91.00	91.00	91.00	91.00	91.00	91.00
Number of septic tanks pumped	Count	1.00	5.00	5.00	6.00	7.00	8.00
Percent of tanks that are checked annually	Percent	11.00%	2.00%	6.00%	6.00%	10.00%	10.00%
Ratio of sewer bills 60 days past due to total	Percent	7.00%	6.00%	6.00%	12.00%	5.00%	5.00%

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	57,604	70,757	85,010	94,140	9,130	10%
Community Plan Funding	0	0	21,200	0	(21,200)	- 100%
Interest On Investments	1,257	593	650	300	(350)	- 53%
State Support PE01-01	0	0	20,000	20,000	0	0%
ARPA Funding	0	0	0	0	0	0%
Users Fees	95,422	109,562	105,000	110,000	5,000	4%
S.A.I.F. Reimbursement	238	92	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
NSF Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>154,521</b>	<b>181,004</b>	<b>231,860</b>	<b>224,440</b>	<b>(7,420)</b>	<b>- 3%</b>
<b>Total Unappropriated Budget:</b>	<b>70,757</b>	<b>92,163</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>83,764</b>	<b>88,841</b>	<b>231,860</b>	<b>224,440</b>	<b>(7,420)</b>	<b>- 3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	(1)	0	0	0	0	0%
Materials & Services	74,210	79,286	138,760	124,800	(13,960)	- 10%
Special Payments	1,501	1,329	1,210	1,040	(170)	- 14%
Debt Service	6,054	6,226	6,400	6,590	190	2%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	2,000	2,000	4,000	9,000	5,000	125%
Contingency	0	0	81,490	83,010	1,520	1%
<b>Total Expenditures:</b>	<b>83,764</b>	<b>88,841</b>	<b>231,860</b>	<b>224,440</b>	<b>(7,420)</b>	<b>- 3%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Personnel Services</b>							
Sewer System Opr	82-1710	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	0	0	0	0%
Retirement	82-1955	0	0	0	0	0	0%
S.A.I.F.	82-1975	(1)	0	0	0	0	0%
Unemployment	82-1980	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>(1)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Insurance	82-2200	2,652	2,945	3,540	3,790	250	7%
License And Permit Fees	82-2240	3,512	3,853	3,980	4,280	300	7%
Maintenance - Equipment	82-2260	25	392	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	646	658	5,800	4,000	(1,800)	- 31%
Membership Fees And Dues	82-2370	500	500	500	500	0	0%
Office Supplies	82-2410	202	103	300	250	(50)	- 16%
Postage And Freight	82-2419	476	425	500	500	0	0%
Prof And Spec Services	82-2450	34,281	34,358	76,390	65,660	(10,730)	- 14%
Auditing And Accounting	82-2462	2,250	2,250	2,250	2,250	0	0%
Administrative Costs	82-2473	5,000	5,000	5,000	5,000	0	0%
Publ. And Legal Notices	82-2600	470	42	300	150	(150)	- 50%
Chemicals	82-2844	643	946	1,500	1,500	0	0%
Septic Tank Pumping	82-2955	8,850	12,751	16,000	16,000	0	0%
Road Department Services	82-2959	5,623	4,196	8,000	10,000	2,000	25%
Utilities	82-2960	4,380	4,169	4,900	4,920	20	0%
Indirect Cost Allocation	82-3210	4,700	6,700	8,800	5,000	(3,800)	- 43%
<b>Materials &amp; Services Totals:</b>		<b>74,210</b>	<b>79,286</b>	<b>138,760</b>	<b>124,800</b>	<b>(13,960)</b>	<b>- 10%</b>
<b>Special Payments</b>							
Interest Expense	82-2648	1,462	1,290	1,110	940	(170)	- 15%
Property Taxes	82-3800	39	39	100	100	0	0%
Special Payment to Trust Accou	82-3822	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>1,501</b>	<b>1,329</b>	<b>1,210</b>	<b>1,040</b>	<b>(170)</b>	<b>- 14%</b>
<b>Debt Service</b>							
Loan Paydown	82-2646	6,054	6,226	6,400	6,590	190	2%
<b>Debt Service Totals:</b>		<b>6,054</b>	<b>6,226</b>	<b>6,400</b>	<b>6,590</b>	<b>190</b>	<b>2%</b>
<b>Transfers Out</b>							
Transfer to Westport Equip	82-8386	2,000	2,000	4,000	9,000	5,000	125%
<b>Transfers Out Totals:</b>		<b>2,000</b>	<b>2,000</b>	<b>4,000</b>	<b>9,000</b>	<b>5,000</b>	<b>125%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	81,490	83,010	1,520	1%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>81,490</b>	<b>83,010</b>	<b>1,520</b>	<b>1%</b>

Total Expenditures:		83,764	88,841	231,860	224,440	(7,420)	- 3%
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# Westport Sewer Equipment

## Mission Statement

Provide funds to replace equipment necessary for the operation of the Westport Sewer Service District.

## Department Overview

This fund is for replacement of equipment required for the operation of the Westport Sewer District. It is funded by money transferred from the Westport Sewer Service District fees and any other available sources to provide for current and future equipment requirements.

## Major Accomplishments

This year included general maintenance on pumping systems and the UV and chemical feed systems. Staff is planning to use American Rescue Plan Funds to do a thorough cleaning of the plant and all of its tanks, manholes, vaults and filter pods this spring to remove sludge buildup that has occurred over time. This will coincide with the septic tank pumping proposed in Westport Sewer Service. In addition, staff will be using these same funds for the design and construction of a peracetic acid treatment system that will be used to supplement the existing UV disinfection system when the UV system is unable to effectively treat the effluent.

## Budget Highlights

This year's beginning balance is 32% (\$3,870) lower this year. Contractual Services was increased from \$5,000 to \$140,000 in anticipation of upgrading the treatment plant, upgrading the collection system to eliminate rainfall inflow and infiltration and plan for the relocation of the outfall away from the proposed new boat ramp. These are all contingent upon recommendations from the facilities plan that should be completed within this fiscal year. The District will be pursuing Grant money to help assist with the expense of any upgrades. The majority of funding for the increase in contractual services is \$130,000 from American Rescue Plan Funds.

## Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	38,681	27,396	11,900	8,030	(3,870)	- 32%
Community Plan Funding	0	65,800	0	0	0	0%
Interest On Investments	821	204	400	100	(300)	- 75%
State Support PE01-01	0	0	0	0	0	0%
ARPA Funding	0	0	0	130,000	130,000	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from Westport Sewer	2,000	2,000	4,000	9,000	5,000	125%
<b>Total Revenue:</b>	<b>41,502</b>	<b>95,399</b>	<b>16,300</b>	<b>147,130</b>	<b>130,830</b>	<b>802%</b>
<b>Total Unappropriated Budget:</b>	<b>27,396</b>	<b>15,283</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>14,107</b>	<b>80,116</b>	<b>16,300</b>	<b>147,130</b>	<b>130,830</b>	<b>802%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	14,107	4,062	12,500	145,500	133,000	1064%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	76,054	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	3,800	1,630	(2,170)	- 57%
<b>Total Expenditures:</b>	<b>14,107</b>	<b>80,116</b>	<b>16,300</b>	<b>147,130</b>	<b>130,830</b>	<b>802%</b>

## Summary

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Maintenance - Equipment	82-2260	5,130	3,562	6,200	4,900	(1,300)	- 20%
Prof And Spec Services	82-2450	377	0	500	500	0	0%
Contractual Services	82-2471	8,100	0	5,000	140,000	135,000	2700%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	500	500	800	100	(700)	- 87%
<b>Materials &amp; Services Totals:</b>		<b>14,107</b>	<b>4,062</b>	<b>12,500</b>	<b>145,500</b>	<b>133,000</b>	<b>1064%</b>
<b>Capital Outlay</b>							
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	76,054	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>76,054</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	3,800	1,630	(2,170)	- 57%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>3,800</b>	<b>1,630</b>	<b>(2,170)</b>	<b>- 57%</b>
<b>Total Expenditures:</b>		<b>14,107</b>	<b>80,116</b>	<b>16,300</b>	<b>147,130</b>	<b>130,830</b>	<b>802%</b>

## 4-H & Extension

### Mission Statement

Oregon State University Extension Service in Clatsop County engages the people of Clatsop County with research-based knowledge and education focused on strengthening communities and economies, sustaining natural resources and promoting healthy families and individuals.

### Department Overview

4-H Youth Development provides countywide educational activities that develop leadership and responsibility skills in youth and adults.

Family and Community Health programs focus on Nutrition Education funded by the Oregon Family Nutrition Program, educating Supplemental Nutrition Assistance Program participants on how to make better food choices, handle food safely, and management of food resources.

Forestry and Natural Resources Extension is a trusted partner for all Oregonians, providing knowledge, innovation and expertise to help communities, economies, and forest ecosystems thrive-today and into the future. FNR collaborates and partners with producers, stewards, advocates, learners and extends science-based education and information to the broader community of people interested in forestry and working landscapes.

Forestry and Natural Resources Extension Fire Program works to create fire-adapted infrastructure, communities, and landscapes across the state of Oregon through awareness, education, and outreach. The Fire Program was created by the Oregon State Legislature and the program's budget is allocated by the legislature. In 2021, a Regional Fire Specialist for the Coast region, serving Columbia, Clatsop, Tillamook, and Lincoln Counties in their entirety and 7 counties partially, joined the OSU Extension - Clatsop County Office.

Agriculture Extension designs and delivers programs on Community Horticulture and Farming, including the coordination of the OSU Master Gardener program which provides horticultural education to the public. Applied research and educational assistance is also provided for small farms and dairy producers. In 2020, Clatsop Co. was assigned a Master Gardener and Small Farms program coordinator, a position that is shared with Tillamook County.

Coastal Fisheries develops programs that promote safe and sustainable fisheries, strengthens the long-term health and viability of the fishing industry, facilitates community conversations and conducts original research about conflicts related to living marine resources, and provides education for seafood consumers.

Coastal Hazards is a position we are actively recruiting for in FY21-22.



## Major Accomplishments

4-H is anticipating 400 youth and 125 leaders enrolling in 2022. Fair July 2021 was our first in-person event for the year. We had 978 entries with 767 animal projects and 280 hall exhibits. Clatsop Co. 4-H initiated a state-wide babysitting program, and to date, the program has reached nearly 500 youth state-wide. Despite COVID, we still offered 61 workshops, contests, meetings, or educational events. We remained connected by sending weekly emails to our clients with over 19,000 emails distributed in 2021. The 4-H program had 1,731 client contacts and generated 7,700 volunteer service hours.

Family and Community Health - Clatsop SNAP-Ed successfully connected Consejo Hispano, the Clatsop Co. Public Health Department and 12 other local partners, to put on a Latinx Resource Fair this past November. This fair welcomed over 200 Spanish-speaking individuals and families, providing resources on community programs and education about COVID-19 vaccines. SNAP-Ed continued to advocate to address social determinants of health through the "Place Matters" conference planning committee for the 3rd year. Clatsop SNAP-Ed represents the Clatsop County Hub Leadership team as the Liaison for the Oregon Health and Science (OHSU) Nutrition Oregon Campaign here in Clatsop County.

Forestry and Natural Resources - Responded to the community needs of Clatsop County visiting one-on-one with home/landowners and community members, answering phone calls/emails, and as an expert for Ask Extension. Provided public service by participating in local meetings and presenting for civic groups, co-taught a four class virtual series "Manage for Forest Health in Western Oregon". Produced an OSU Extension publication titled, "Preventing Phytophthora infestations in restoration nurseries." This publication will help small woodland owners and others learn more about and take steps to minimize the introduction of potentially threatening pathogens in their woodlands and Clatsop's surrounding forests.

Forestry / Regional Fire Specialist (Coast) Built out collaborations and partnerships and tailored educational fire programming in response to invitations by the North Coast Watershed Association (NCWA) (River Council), Clatsop Co. Master Gardener Assoc. and North Coast Food Web. These events aimed to raise public awareness around the historic role of fire in the landscape, use of prescribed fire on the Coast, the home ignition zone, defensible space, and importance of preparedness at the individual, community, and landscape scales. Delivered 18 presentations, guest lectures, field tours, radio programs to benefit a variety of stakeholders and an additional 17 co-presented presentations, radio programs, and educational webinars. Served as an ex-officio member of CFEDC.

Agriculture staff registered 39 new Master Gardener Apprentices in the 2022 Training and maintained 32 active Hardy Master Gardeners for a total of 71 active members. The Master Gardeners put together a successful drive-through plant sale, and developed pop-up plant sales and education opportunities as conditions allowed. Master Gardeners returned to the Astoria Sunday Market, and maintained their Demo Garden at the Clatsop Co. Fairgrounds and the Alderbrook Learning Garden during the growing season. The Demo Garden hosted visitors at the Clatsop Co Fair; the Alderbrook Learning Garden produced 1,000+ pounds of food that was donated to local food pantries.

Coastal Fisheries – As part of the #EatOregonSeafood initiative, Gladics collaborated with tribal fishers to produce a video on how to purchase salmon directly from Columbia River tribal fishers, viewed over 1,100 times. She is a collaborator on a \$599,988 grant from the National Sea Grant program to expand the #EatOregonSeafood initiative across the PNW. She continues to expand marine safety programming with hybrid Fishermen's First Aid and Safety Trainings, and a new project to increase access to and education about lifejackets for PNW fishermen.

## Budget Highlights

As outlined in the previous budget, the payment to OSU for 4-H & Extension Services is budgeted in the Contractual Services account. An additional detailed line-item budget can be supplied by the 4-H & Extension office for interested parties, however the detail includes the following highlights:

- Total expenses requested is \$545,910 (the budget requested is lower than the prior year due to realized savings related to staffing turnover)
- An operating contingency of \$157,960
- Revenues totaling \$703,870

Our beginning balance is lower because the projected revenues were higher than what was actually received in 2021, as well as expenditures coming in higher than forecasted due to a cost share expense that was budgeted for but not included in our forecasted figures.

Oregon State University funds 8.0 FTE Extension faculty (4-H, Fire Specialist, Coastal Fisheries, Coastal Hazards, Family Community Health (2.0 FTE), Forestry and Horticulture.

The local budget requested of \$545,910 funds personnel expenses for 3.98 support staff (both program & admin), operational funds (facilities, utilities, other administrative costs) and local programming supply funds and travel to deliver Extension programs, research, and education throughout Clatsop County.

The OSU Extension office houses a total of 8 program faculty, 1 program assistant and 4 support staff delivering Extension programming in 4-H, Home Horticulture/Small Farms, Forestry, Coastal Fisheries, Coastal Hazards, Family Community Health and Forest Fire Prevention/Preparedness.

## Measures

Unit of Measure Description	Actual 2017-2018	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Budget 2022-2023
Number of Programs, workshops, client meetings	1,701	1,785	1,803	1,850	1,336	1,600
Number of clientele contacts	61,102	68,663	69,126	51,839	49,829	50,000
Newsletter distributed	13,118	13,568	13,618	16,996	9,308	10,000
Number of volunteers managed	498	563	582	189	236	250
Number of 4-H Club members	419	431	428	389	399	415
Extension volunteer service hours generated	26,142	27,319	27,819	7,719	11,700	12,000
Number of in-school enrichment & other program participation 4-H/non-4-H members	6,418	6,664	6,723	1,412	1,503	1,600
New publications produced	5	7	6	14	31	25
Total value of 4-H livestock auctioned at fair	\$341,475	\$364,744	\$409,035	274,486	560,883	500,000
4-H Projects exhibited at fair	2,020	2,099	2,312	400	978	1,300
Average teaching effectiveness from evaluations (scale of 1-6; 6 being best)	5.8	5.9	5.9	5.8	5.8	5.9
Percentage of program participants adopting practices taught	88%	88%	88%	79%	84%	85%

### Funding Sources

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change Adopted	% Change Adopted
Beginning Balance	327,597	268,849	269,400	228,180	(41,220)	- 15%
Property Taxes Current Yr	319,783	337,418	343,670	357,890	14,220	4%
Property Taxes Prior Year	7,938	11,431	7,000	7,000	0	0%
GP Reserve Revenue	1,059	1,052	1,000	0	(1,000)	- 100%
SIP-06-02 Taxes	7,903	8,304	6,500	7,800	1,300	20%
Land Sales	167	585	0	0	0	0%
Interest On Investments	9,401	2,947	5,000	2,500	(2,500)	- 50%
Timber Sales	79,278	80,262	70,680	80,500	9,820	13%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Workshop	0	0	0	0	0	0%
Misc. Grants, etc.	25,000	3,570	25,000	20,000	(5,000)	- 20%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>778,126</b>	<b>714,419</b>	<b>728,250</b>	<b>703,870</b>	<b>(24,380)</b>	<b>- 3%</b>
<b>Total Unappropriated Budget:</b>	<b>268,848</b>	<b>229,217</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>509,278</b>	<b>485,202</b>	<b>728,250</b>	<b>703,870</b>	<b>(24,380)</b>	<b>- 3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2019-2020	Actual 2020-2021	Budget 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	509,278	485,202	561,340	545,910	(15,430)	- 2%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	166,910	157,960	(8,950)	- 5%
<b>Total Expenditures:</b>	<b>509,278</b>	<b>485,202</b>	<b>728,250</b>	<b>703,870</b>	<b>(24,380)</b>	<b>- 3%</b>

Summary							
Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Adopted 2022-2023	\$ Change 2022-2023	% Change 2022-2023
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	509,278	485,202	557,040	539,810	(17,230)	- 3%
Indirect Cost Allocation	82-3210	0	0	4,300	6,100	1,800	41%
<b>Materials &amp; Services Totals:</b>		<b>509,278</b>	<b>485,202</b>	<b>561,340</b>	<b>545,910</b>	<b>(15,430)</b>	<b>- 2%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	166,910	157,960	(8,950)	- 5%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>166,910</b>	<b>157,960</b>	<b>(8,950)</b>	<b>- 5%</b>
<b>Total Expenditures:</b>		<b>509,278</b>	<b>485,202</b>	<b>728,250</b>	<b>703,870</b>	<b>(24,380)</b>	<b>- 3%</b>



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## Line Item Budget Detail

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>Special Payments</b>								
SE#151 Supp Svc - Long Term	82-3114	695	0	0	0	0	0	0
SE#257 Ancillary Services	82-3116	7,545	0	0	0	0	0	0
SE#150 Self directed Supp.	82-3121	0	0	0	0	0	0	0
SE#48 DD Case Mgmt	82-3124	40,313	0	0	0	0	0	0
SE#157 Regional Crisis & Backu	82-3126	0	0	0	0	0	0	0
SE#49 Comprehensive Care	82-3127	0	0	0	0	0	0	0
SE#55 Abuse Investigation Svc	82-3151	0	0	0	0	0	0	0
SE#2 Clatsop DD Local Admin	82-3156	0	0	0	0	0	0	0
SE#17 Non-OHP Comm & RA	82-3158	0	0	0	0	0	0	0
SE#57 DD-Special Projects	82-3159	1,100	0	0	0	0	0	0
<b>Special Payments Totals:</b>		<b>49,653</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>49,653</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Line Item Budget Detail

Account Name	Account #	Actual 2019-2020	Actual 2020-2021	Adopted 2021-2022	Requested 2022-2023	Proposed 2022-2023	Approved 2022-2023	Adopted 2022-2023
<b>Materials &amp; Services</b>								
Unapportioned Projects	82-2129	0	0	0	0	0	0	0
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers Out</b>								
Transfer to General Fund	82-8001	0	0	0	0	0	0	0
Transfer to Other Funds	82-8165	0	2,000,000	0	0	0	0	0
<b>Transfers Out Totals:</b>		<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## GLOSSARY OF BUDGET TERMS

***“Accrual Basis”*** is the method of accounting recognizing transactions when they occur without regard to cash flow timing.

***“Activity”*** is a specific and distinguishable service performed by one or more organizational components of a municipal corporation to accomplish a function for which the municipal corporation is responsible. (ORS 294.311)

***“Ad Valorem Tax”*** is a Tax based on the assessed value of a property.

***“Adopted Budget”*** is the financial plan adopted by the governing body, which forms a basis for appropriations. (Local Budgeting in Oregon 2012 Edition)

***“Appropriation”*** is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes, based on an adopted budget.

***“Assessed Valuation”*** is a valuation set upon real estate or other property by government as a basis for levying taxes.

***“Audit Report”*** is a report in a form that is prescribed by the state

***“Balanced Budget”*** is a budget in which the resources equal the requirements in every fund.

***“Base Budget”*** is a recurring set of funds provided to a department at the onset of each budget period. The base budget is used to keep the department functioning, and is derived from the previous year’s spending and adjustments such as inflation.

***“Beginning Balance”*** is unrestricted working capital (resources) on hand at the end of the fiscal year, available to fund the next year’s operations. Typically, the fund balance is derived from actual revenues received less actual expenditures.

***“Bond”*** is a written promise to pay a specified sum of money called face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specified rate.

***“Budget”*** is a plan of financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures. (ORS 294.311)

***Budget Committee*** is the fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district. (ORS 294.336)

***“Budget Documents”*** means the estimates of expenditures and budget resources as set forth on the estimate sheets, tax levy and the financial summary. (ORS 294.311)

***“Budget Officer”*** is the person appointed by the governing body to assemble budget material and information and to prepare the proposed budget. (Local Budgeting in Oregon 2012 Edition)

***“Budget Message”*** is a written explanation of the budget and the local government’s financial priorities.



**“Budget Resources”** are resources to which recourse can be had to meet obligations and expenditures during the fiscal year covered by the budget. (ORS 294.311)

**“Capital Improvement Plan (CIP)”** is a blueprint used for planning capital expenditures over the next five (5) years. The CIP is used to plan, budget, and finance the purchase and/or construction of large capital infrastructure, facilities, equipment, and other fixed assets.

**“Capital Outlay”** expenditures for the acquisition of capital assets. Capital Outlay are items that generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings; and a cost of more than \$5,000.

**“Capital Projects Fund”** is a governmental fund type used to account and report for financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

**“Contingency”** is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted; use of contingency requires Board approval.

**“Current Year”** means the fiscal year in progress. (ORS 294.311)

**“Debt Service Fund”** is a governmental fund type established to account and report financial resources that are restricted, committed, or assigned to the expenditure for to account for payment of general long-term debt principal and interest.

**“Dedicated Revenue”** also known as *Restricted Revenue* is funds that can only be spent for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

**“Department”** serves as a specific function as a distinct organizational unit within a given fund.

**“Depreciation”** the portion of the cost of a capital asset other than a wasting asset that is charged as an expense during a particular period.

**“Discretionary Revenue”** is the primary source of funds over which the governing body has some options regarding the activities/purposes to which they are allocated.

**“Encumbrance”** is the amount of money committed and set aside, but not yet expended, for the purchases of public goods or services.

**“Enterprise Fund”** is a proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

**“Expenditures”** means total amount incurred if accounts are kept on accrual basis; total amount paid if accounts are kept on a cash basis. (Local Budgeting in Oregon 2012 Edition)

**“Fees”** are charges for specific services levied by a local government in connection with providing a service, permitting an activity or imposing a fine or penalty.

***“Fiduciary Funds”*** is any fund held by a government in a fiduciary capacity for an external party, ordinarily as an agent or trustee.

***“Fiscal year”*** is the 12-month period beginning July 1 and closing on June 30. (ORS 294.311)

***“Fixed Asset”*** is an asset of a long-term character such as land, buildings, furniture, vehicles, and other equipment with a useful life of more than 1 year and a unit value of \$5,000 or more.

***“Full-Time Equivalent (FTE)”*** is the ratio of time expended in a part-time position to that of a full-time position. The ratio is derived by dividing the amount of employed time required in the part-time position by the amount of employed time required in a corresponding full-time position.

***“Functional Area”*** is the grouping of budgets related to the types of activities provided, i.e. “Public Safety and Justice” includes all law enforcement-related organizational unit budgets.

***“Fund”*** means a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes; all segregated for specific regulated activities and objectives. (Local Budgeting in Oregon 2012 Edition)

***“Fund Balance”*** means the fund equity of government funds. This is the assets minus the liabilities, leaving the dollars available to spend.

***“General Fund”*** is a fund used to account for most fiscal activities except for those activities required to be accounted for in another fund. (Local Budgeting in Oregon 2001 Edition)

***“General Fund Stabilization Account”*** an organizational unit used to set aside additional timber revenues received in an effort to provide a long term resource for General Fund operations in the event timber revenues received are insufficient in the future.

***“Governmental Fund”*** a generic classification used by GASB to refer to all funds other than proprietary and fiduciary funds.

***“Grant”*** is a contribution from one governmental unit to another, usually made for a specific purpose and time period.

***“Indirect Costs”*** are costs incurred that cannot be identified specifically with a cost objective but benefit multiple cost objectives; i.e. IT, HR, County Manager, BOCC, County Counsel, Buildings & Grounds, etc.

***“Intergovernmental Federal Revenues”*** are monies received from other governments; such as fiscal aids, shared taxes, and reimbursements for services.

***“Intergovernmental State Revenues”*** are monies received from other state governments; such as fiscal aids, shared taxes, timber revenues, and reimbursements for services.

***“Line-item Budget”*** is the traditional form of budgeting, in which proposed expenditures are based on individual objects of expense within a department or division. (Local Budgeting in Oregon 2001 Edition)

***“Local Budget Law”*** establishes standard procedures for preparing, presenting, and administering the budgets of Oregon’s local governments.

**“Local Option Tax”** is a voter-approved tax that is levied in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose, or capital project. They are limited to 5 years unless they are for a capital project, then they are limited to the useful life of the project or ten years, whichever is less.

**“Long-Term Financial Planning”** is the process of aligning financial capacity with long-term service objectives. It is a highly collaborative process that combines financial forecasting with strategizing.

**“Major Fund”** governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor’s report. Major fund types include: General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund.

**“Materials and Services”** is a category of accounts which establish expenditures for the operating expenses of County departments and programs.

**“Modified Accrual Basis”** is the method of accounting where revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

**“Non-Major Fund Types”** include the Enterprise Fund.

**“Ordinance”** is a written directive or act of a governing body that has full force and effect of law within the local government’s boundaries, provided it does not conflict with a State statute or constitutional provision.

**“Organizational unit”** is any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division). (Local Budgeting in Oregon 2012 Edition)

**“Permanent Rate”** is the maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate can be used for any purpose. No action of the local government can increase the permanent rate.

**“Personnel Service Expenses”** are those expenses related to the compensation of salaried employees such as, health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments.

**“Program”** is a group of related activities to accomplish a major service or function for which the government is responsible. (Local Budgeting in Oregon 2012 Edition)

**“Property Taxes”** Ad valorem tax or another tax on property certified to the county assessor by a local government unit.

**“Proposed budget”** is the financial and operating plan prepared by the budget officer and submitted to the public and budget committee for review. (Local Budgeting in Oregon 2001 Edition)

**“Proprietary Fund”** is also referred to as an *Enterprise Fund* is a fund established to account for operations that are financed and operated in a manner similar to private business enterprises; they are usually self-supporting.

***“Resolution”*** is an order of a governing body. This requires less legal formality and has lower legal status than an ordinance. Statutes or character will specify which actions must be by ordinance and which may be by resolution.

***“Resources”*** the estimated beginning fund balances on hand at the beginning of the fiscal year, plus all anticipated revenues. (Local Budgeting in Oregon 2012 Edition)

***“Revenues”*** are monies received or anticipated by a local government from either tax or nontax sources.

***“Special District”*** is an independent unit of local government generally organized to perform a single function. (i.e. sewer, roads, rural law enforcement, 4-H)

***“Special Payments”*** are payments that include taxes, fees, or charges collected by one entity and then made to another organization on a pass-through basis, grants made or distributed to others that will be expended by them, and other expenditures that do not fit into one of the other expenditure categories.

***“Special Revenue Fund”*** is a governmental fund type used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

***“Strategic Plan”*** is the organization’s process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy as well as extending to control mechanisms for guiding the implementation of the strategy.

***“Timber Revenue”*** the growing and harvesting of trees on both private and public forestland generates timber revenue. Local governments receive timber revenue from property taxes and severance taxes. Property taxes apply to the assessed value of privately owned forestland and severance taxes apply to the harvesting of timber on small tracts of forestland.

***“Transfers”*** are amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund, and as revenue in the receiving fund.

***“Unappropriated ending fund balance”*** is the amount set asides in the budget to be carried over to the next year’s budget. It provides the local government with cash until tax money or other revenues are received later in the year.

**BUDGET DETAIL FORMATTING**

Department sections are formatted in the following manner: Mission Statement (where applicable); Department Overview; Major Accomplishments for the current FY, Performance Measures (where applicable); Budget Highlights; Funding Sources; Expenditures; Staffing Summary; and Workload Measures; and followed up with an expenditure account detail. Appropriations are reported by activity or department and most funds consist of several activities.

Appropriation in most activities is reported in four major standard categories: Personal Services, Material and Supplies, Special Payments, and Capital Outlay.

State law proscribes the form of our budget and requires the actual expenditures be reported for the two prior years even if no appropriations are proposed for next year. In most cases these outdated activities are presented in the “In-active Budgets” section.

**ABBREVIATIONS FOUND IN LINE/ITEM BUDGET:**

2145 .....	House Bill 2145
ACA.....	Affordable Care Act
AD .....	Alcohol & Drug
AD&D.....	Accidental Death & Dismemberment
AFSCME .....	American Federation State County Municipal Employees
AIC .....	Adults in Custody
A&T .....	Assessment and Taxation
B&F .....	Budget & Finance
B&G .....	Buildings & Grounds
BF .....	Breast Feeding
BOCC .....	Board of County Commissioners
BOPTA .....	Board of Property Tax Appeals
BPA .....	Bonneville Power Administration
B/T .....	Bioterrorism
CBO .....	Community Based Organizations
CC .....	Clatsop County
CCare .....	Contraceptive Care
CCHA .....	Clatsop County Housing Authority
CCF .....	Commission on Children & Families
CCSO.....	Clatsop County Sheriff Office
CDC .....	Center for Disease Control & Prevention
CEDR .....	Clatsop Economic Development Resources
CEG .....	Conditionally Exempt Generators
CHART .....	Community Health Advocacy and Resource Team
CIP .....	Capital Improvement Plan
CLHO .....	Coalition of Local Health Officials
DA .....	District Attorney
DEQ .....	Department of Environmental Quality
DD .....	Developmental Disabilities
DHS .....	Department of Human Services
EH .....	Environmental Health

EMPG .....	Emergency Management Preparedness Grant
EOC .....	Emergency Operation Center
FEMA .....	Federal Emergency Management Agency
FICA .....	Social Security (County Share)
FOPPO .....	Federation of Oregon Parole & Probation Officers
FTE .....	Full Time Equivalent
GAAP .....	Generally Accepted Accounting Practices
GASB .....	Governmental Accounting Standards Board
GFOA .....	Government Finance Officers Association
GIS .....	Geographic Information System
GP .....	Georgia Pacific
HAVA .....	Help America Vote Act
HDHP .....	High Deductible Health Plan
HHS .....	Health and Human Services
HHW .....	Household Hazardous Waste
HIDA .....	High Intensity Drug Trafficking Area
HSA .....	Health Savings Account
IDD .....	Intellectually or Developmentally Delayed
IT .....	Information Technology
JLUS .....	Joint Land Use Study
LAN .....	Local Area Network
LCDC .....	Land Conservation & Development Commission
LEPC .....	Local Emergency Planning Committee
LNG .....	Liquefied Natural Gas
LTFP .....	Long Term Financial Plan
M .....	Million
MCH .....	Maternal and Child Health
MCM .....	Maternal Case Management
MHS .....	Mental Health Services
NC .....	North Coast
NCBP .....	North Coast Business Park
NSF .....	Non-Sufficient Funds
NW .....	North West
ODF&W .....	Oregon Department of Fish & Wildlife
ODOT .....	Oregon Department of Transportation
OHA .....	Oregon Health Authority
OHP .....	Oregon Health Plan
OHSU .....	Oregon Health and Sciences University
OHV .....	Off Highway Vehicles
ONA .....	Oregon Nurse's Association
OWW .....	Onsite Sewage Systems
PHEP .....	Public Health Emergency Preparedness
P&P .....	Parole & Probation
PERS .....	Public Employees Retirement System
PW .....	Public Works
PTO .....	Police Training Officer
RLED .....	Rural Law Enforcement District
RTS & LEA .....	Rents and Leases
SAIF .....	State Accident Insurance Fund

SB ..... Senate Bill  
 SBHC..... School Based Health Center  
 SE..... Service Element  
 S.I.G..... Structure, Improvements and Grounds  
 SIP ..... Strategic Investment Plan  
 SSP..... Syringe Service Program  
 STI ..... Sexually Transmitted Infection  
 TRL..... Tobacco Retail License  
 TX..... Treatment  
 UAL ..... Unfunded Actuarial Liability  
 VOCA..... Victims of Crime Act  
 WIC ..... Women, Infants, & Children