

Budget Committee
April 2021
Three Year Terms

Chair Don Russell
P.O. Box 788
Heppner, OR 97836
(541) 676-5613

Commissioner Jim Doherty
P.O. Box 788
Heppner, OR 97836
(541) 676-5613

Commissioner Melissa Lindsay
P.O. Box 788
Heppner, OR 97836
(541) 676-5613

Position #1

Kim Cutsforth
P.O. Box 570
Heppner, OR 97836

July 1, 2019 – June 30, 2022

Position #2

Linda LaRue
P.O. Box 367
Ione, OR 97843

Feb. 4, 2018 – June 30, 2021

Position #3

Jeff Wenholz
Irrigon Motors
290 West California
Irrigon, OR 97844

Feb. 5, 2020 - June 30, 2023

AGENDA
MORROW COUNTY BUDGET COMMITTEE MEETING
ON THE FISCAL YEAR 2021 – 2022 BUDGET
Tuesday, April 13, 2021 at 9:00 a.m.
Bartholomew Building Upper Conference Room
110 N. Court St., Heppner, OR

9:00 A.M.	*Election of Chairperson and Secretary *Approval of 2020-21 Meeting Minutes	
9:05 A.M.	*Budget message	1
9:15 A.M.	*Explanation of the Budget Process and Documents	
9:30 A.M.	*Presentation of Revenue by Kate Knop & Mike Gorman *Property Taxes *SIP & Long Range Planning	1
10:00 A.M.	*Compensation & Benefits Update by Lindsay Grogan *Personnel Budget Review *COLA's *Explanation of Health Benefits Changes *Compensation Committee Review *Budget Requests (Decision Packages) by Kate Knop	1
10:30 A.M.	*Break	
10:45 A.M.	*Board of Commissioners *Building Reserve Fund *Equity Fund *Resiliency Fund *Computer Department *Computer Reserve *Programming Reserve *Safety Committee	2
11:00 A.M.	*Administration (Finance & Human Resources)	3
11:15 A.M.	*Assessor/Tax Collector	3
11:30 A.M.	*Treasurer *County School, Ione School	4
11:40 A.M.	*County Clerk *Board of Property Tax Appeals (B.O.P.T.A.) *Clerks Records Fund	5
11:55 A.M.	*Public Comment	
12:00 P.M.	*Lunch	
1:00 P.M.	*District Attorney *Alcohol Enforcement *Victim Witness Fund *CAMI Fund *Law Library *DUII Impact *Liquor Control *Court Security Fund	6

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CONTINUED

1:30 P.M.	*Sheriff Department *911 Emergency *Community Corrections *Emergency Management *Sheriff’s Reserve Fund	7
2:00 P.M.	*Justice Court *Bails & Fines	8
2:15 P.M.	*Juvenile	9
2:30 P.M.	*Break	
2:45 P.M.	*Health Department	10
3:00 P.M.	*Veterans Department	11
3:15 P.M.	*Community Development *Planning *Heritage Trail *Building Permit *Water Planning	12
3:45 P.M.	*Public Comment *Recess until Wednesday, April 14, 2021, at 9:00 a.m.	

Zoom Meeting Information

Join Zoom Meeting:

<https://us02web.zoom.us/j/5416762546?pwd=K1QvNC9RQVJLbEhKL3JtUkJOVG1rdz09>

Passcode: 97836

Meeting ID: 541-676-2546

Call-In Numbers

1-669-900-6833

1-253-215-8782

1-346-248-7799

This is a public meeting. This meeting is scheduled to span three days: April 13, 2021 at 9:00 a.m. to April 15, 2021. This meeting will begin or resume at 9:00 a.m. each day. The presentation times listed above are approximate.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutcher at (541) 676-5613.

AGENDA
MORROW COUNTY BUDGET COMMITTEE MEETING
ON THE FISCAL YEAR 2021 – 2022 BUDGET
Wednesday, April 14, 2021 at 9:00 a.m.
Bartholomew Building Upper Conference Room
110 N. Court St., Heppner, OR

9:00 A.M.	*Budget Update	
9:15 A.M.	*Public Comment	
9:30 A.M.	*Road Fund	13
	*Equipment Reserve	
	*Finley Buttes Road Fund	
	*Parks Fund	
	*Airport Fund	
	*Public Works - General Maintenance	14
	*Public Works - Administration	
	*Public Works - Transfer Station North	
	*Public Works – Transfer Station South	
	*Weed Department & Reserve	
10:30 A.M	*Break	
10:45 A.M.	*Fair Fund	15
	*Fair Roof Reserve	
	*Fair Improvement	
11:00 A.M.	*Rodeo Fund	15
	*Bleacher Reserve Fund	
11:15 A.M.	*STF Fund	16
	*STF Vehicle Reserve	
	*5310 Grant Fund	
	*5311 Grant Fund	
11:30 A.M.	*Surveyor Department	17
	*Surveyor Preservation Fund	
11:45 A.M.	*Public Comment	
12:00 P.M.	*Lunch	
<u><i>Request for Morrow County Funds</i></u>		
1:00 P.M.	*Cities – “Grants to Cities”	18
1:30 P.M.	*OSU Extension	19
1:45 P.M.	*Willow Creek Valley Economic Development	20
	*Morrow County Tourism	
2:00 P.M.	*Video Lottery	21

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CONTINUED

2:15 P.M.	*Wildlife Service's	22
2:30 P.M.	*Break	
2:45 P.M.	*Soil & Water Conservation	23
3:00 P.M.	*Watermaster	24
3:15 P.M.	*Irrigon/Boardman Emergency Center	25
	*South Morrow Neighborhood Center	25
	*Boardman Food Pantry	25
3:45 P.M.	*Museum	26
4:00 P.M.	*Public Comment	
	*Recess until Thursday, April 15, 2021, at 9:00 a.m.	

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ON THE FISCAL YEAR 2021 – 2022 BUDGET
Thursday, April 15, 2021 at 9:00 a.m.
Bartholomew Building Upper Conference Room
110 N. Court St., Heppner, OR

9:00 A.M.	*Budget Update	
9:15 A.M.	*Public Comment	
9:30 A.M.	*Willow Creek Wind Fees Fund	27
	*Echo Winds Fees Fund	
	*Shepherds Flat Fee Fund	
	*PGE – Carty Fund	
	*Wheatridge Wind Fund	
9:45 A.M.	*Break	
10:00 A.M.	*Finley Buttes License Fee Fund	28
10:15 A.M.	*Capital Improvement Fund	29
10:30 A.M.	*Forest Service Fund	30
10:45 A.M.	*Transfer to Other Funds	31
	*Non-Departmental Revenues & Expenditures	
11:00 A.M.	*Revisit Miscellaneous Issues if Necessary	
	*Approval of Tax Rate	
	*Public Comment	
12:00 P.M.	*Adjourn/Lunch	

THE MORROW COUNTY BUDGET COMMITTEE APPROVES THE BUDGET AND TAXES FOR THE 2021 - 2022 FISCAL YEAR AT THE RATE OF \$4.1347 PER \$1,000 OF ASSESSED VALUE FOR OPERATING PURPOSES.

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Morrow County Budget Committee Meeting Minutes
Tuesday, April 14, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Commissioner Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Linda LaRue, Budget Committee
Kim Cutsforth, Budget Committee
Darrell J. Green, Administrator
Kate Knop, Finance Director
Deanne Irving, Staff Accountant
SaBrina Bailey Cave, Accounting Clerk

Gayle Gutierrez, Treasurer
Roberta Lutcher, Executive Asstistant

Present Via Electronic Means

Karmen Carlson, Bobbi Childers, Ronda Fox, Mike Gorman, Justin Nelson, Sandi Pointer, Matt Scrivner, Gregg Zody, Karen Wolff

Excused

Jeff Wenholz, Budget Committee

Call to Order & Pledge of Allegiance: 9:06 a.m.

Election of Chairperson & Secretary

Commissioner Russell nominated Linda LaRue as Chair. Commissioner Lindsay seconded. Motion carried.

Chair LaRue nominated Kim Cutsforth as Secretary. Commissioner Russell seconded. Motion carried. Ms. Cutsforth appointed those duties to Executive Assistant, Roberta Lutcher.

Budget Message

Kate Knop, Finance Director

Ms. Knop said the total proposed budget for Fiscal Year 2020-2021, including all funds, was \$49,654,298. This represented an increase of \$6,035,937 over last year, or 13.84%. She then went on to review her six-page report.

Commissioner Russell asked if the potential reduction in state funds due to COVID-19 was taken into consideration in the various budgets.

Ms. Knop said no adjustments were made in proposed budgets but the possibility had been discussed with Department Directors/Elected Officials. She said she anticipated it to impact The Loop and the Road Department because of reduced gas tax revenue. There was the potential for future budget changes, if the impact was more than 10%, she said. Discussion continued on the potential impact to the Video Lottery Fund, the Fair, Non-Professional Services, Oregon State University Extension, Veterans Services, non-profit organizations, etc.

Presentation of Revenue

Kate Knop, Finance Director

Mike Gorman, Assessor/Tax Collector

Ms. Knop discussed some of the changes to the Budget Committee Meeting structure since last year, most notably the ability to participate electronically. She reviewed the Budget Process,

which included the County's Organizational Chart and an explanation of the County's Fund Structure, with Descriptions. She also guided the group through a separate PowerPoint presentation.

Mr. Gorman also reviewed his PowerPoint presentation, "Morrow County Values and Taxes 2016-2020." He covered multiple topics including Real Market Values and Assessed Values over the years, the Certified Tax, both Standard and Long-Term Rural Enterprise agreements, and Strategic Investment Program agreements on wind projects.

Compensation & Benefits Update

Karmen Carlson, Human Resources Director

Ms. Carlson reviewed:

- The recommendations of the Compensation Board
- History of Cost of Living Adjustment (COLA) Compensation for Teamsters, Road, General and Management

Minutes

Commissioner Russell moved to approve the minutes of the 2019 Budget Committee Meetings, as presented. Commissioner Doherty seconded. Motion carried.

Budget Requests – Decision Packages

Ms. Knop explained the Budget Requests/Decision Packages spreadsheet and said the requests totaled \$2,830,406.00:

- Human Resources/Payroll: \$11,299 for a payroll software program
- Finance: \$36,000 for a County-wide records management system
- Assessor/Tax Collector: \$15,500 for a contracted appraiser for dairy valuations
- Clerk's Office: \$13,157 for camera equipment, security-related
- Justice Court: \$9,000 for continuing education for the Judge
- Justice Court: \$8,000 for a PolyCom Video Conferencing system
- District Attorney: \$10,000 for a paid legal intern
- General Fund: \$159,596 for a County Surveyor Department
- Public Works General Maintenance: \$15,000 for two 40-yard garbage roll-off containers
- Weed Department: \$700 for an education trailer
- General Fund: \$249,500 for Sheriff's Office storage facility
- General Fund: \$20,000 for temporary help for long-term employee absence(s)
- General Fund: \$125,000 for succession planning
- General Fund: \$50,000 for a Courthouse space analysis
- General Fund: \$16,160 for U.S.D.A. Wildlife Services
- General Fund: \$2,000 increase for the Irrigon-Boardman Emergency Assistance Center
- General Fund: \$21,684 for the Hermiston Agricultural & Research Center (HAREC)
- Airport Fund: \$10,000 for a grant match
- Airport Fund: \$5,000 for a courtesy car at the Airport
- Airport Fund: \$75,000 for airport feasibility infrastructure study for additional hangars

- Airport Fund: \$1,017,283 grant for Airport runway and taxi seal coat, and runway end identifier light (REIL) installation
- Programming Reserve: \$20,000 for OpenGov Software Program for the Finance Department
- Video Lottery/Economic Development: \$5,000 increase for Morrow County Tourism
- Video Lottery/Economic Development: \$5,827 increase for Oregon State University
- Parks Fund: \$187,000 for a new backhoe and portable sawmill
- Equity Fund: \$500,000 to expand economic development
- Forest Service Fund: \$40,000 for a Polaris Ranger for the Sheriff's Office
- Shepherds Flat Fund: \$200,000 for Grants to Cities Program

Break

Prior to reviewing the first budget, a discussion took place between the Finance Director, Chair LaRue and Commissioner Lindsay that in the future, when Department Directors/Elected Officials prepare their budget documents, they need to indicate which budget lines have increased or decreased by 10% or more.

Board of Commissioners

Darrell Green, Administrator

Mr. Green discussed changes of significance to this budget.

Commissioner Russell moved tentative approval of the budget for the Board of Commissioners in the amount of \$635,980. Commissioner Lindsay seconded. Motion carried.

Building Reserve Fund

Ms. Knop explained \$500,000 was moved into this Reserve Fund last year with the anticipation it would be used as a grant match for Courthouse improvements but the grant application was unsuccessful. She said this fund might be a good place to reserve dollars for a north end facility, or toward the debt service fund for the same facility.

Commissioner Lindsay asked if there were still funds available for other improvements/repairs at the Courthouse.

Ms. Knop replied, yes, and this could be a resource to transfer to the loan but it was currently a Reserve Fund. She added the Board still had the flexibility to designate its use.

Commissioner Lindsay moved tentative approval of the Building Reserve Fund in the amount of \$1,240,699. Commissioner Russell seconded. Motion carried.

Equity Fund

Commissioner Lindsay said the Board already had limited conversations about the recovery phase of COVID because the impacts to main street businesses were just beginning. She suggested something be set aside to support the recovery effort but was not sure whether that would be in the form of a grant, a loan or a combination of the two. She explained GEODC

(Greater Eastern Oregon Development Corporation) currently services the County's Equity Fund and they were willing to assist but it would need to be a separate structure from the Equity Fund.

Ms. Knop talked about the \$679,000 the County received as its portion of CREZ (Columbia River Enterprise Zone) dollars and those funds could be considered as requests were reviewed. It was decided to discuss this again after reviewing the other requests.

Commissioner Lindsay moved tentative approval of the Equity Fund budget with the addition of \$500,000 from General Fund, Contingency, bringing it to \$1,190,192, with the caveat the \$500,000 was for recovery. Commissioner Doherty seconded. Motion carried.

Computer Department

Commissioner Doherty moved tentative approval of the Computer Department budget in the amount of \$190,267. Ms. Cutsforth seconded. Motion carried.

Computer Reserve

Commissioner Russell moved tentative approval of the Computer Reserve budget in the amount of \$67,071. Commissioner Lindsay seconded. Motion carried.

Programming Reserve

Ms. Knop said there were three Decision Package requests in this budget. They were the \$11,299 request from HR for a payroll program; \$36,700 for a County-wide records management/storage system; and \$20,00 for OpenGov Software Program in the Finance Department.

ORMS Records Management Request

Mr. Green talked about the need throughout the County to free-up space taken up by records storage. He proposed using ORMS (Oregon Records Management Solution), which would also mean a part-time temporary employee would be needed, as well as equipment, such as high-speed scanner(s). During the discussion, Clerk Bobbi Childers offered to work with County Admin to coordinate efforts already undertaken by her Department for records storage.

Chair LaRue said the approval action would be tentative and allow time for staff to work through the questions that were just brought up.

Commissioner Lindsay moved tentative approval of the \$36,700 ORMS request. Commissioner Russell seconded. Motion carried.

HR Request for Payroll Program

Ms. Carlson outlined the advantages of the program. The initial cost would be \$11,299 with annual fees in the amount of \$6,600. The Committee preferred to have staff make contact with another entity using the program and report back, time permitting.

Commissioner Doherty moved to table the request. Commissioner Lindsay seconded. Motion carried.

OpenGov Software Program

Ms. Knop discussed the advantages of the program. Chair LaRue asked her to contact someone already using it and Ms. Knop said she would contact the City of Umatilla, where it was just being installed.

Commissioner Lindsay moved to table the OpenGov request for further conversation. Commissioner Doherty seconded. Motion carried.

Safety Committee

Ms. Carlson discussed the activities of the Safety Committee and how it's funded.

Commissioner Lindsay moved tentative approval of the Safety Committee budget in the amount of \$22,356. Commissioner Russell seconded. Motion carried.

Administration (Finance & Human Resources)

Ms. Cutsforth moved tentative approval of the Administration budget in the amount of \$574,536. Commissioner Russell seconded. Motion carried.

Assessor/Tax Collector

Mr. Gorman said the most significant change in his budget was the increase under Professional Services to bring in someone for one year to help develop the value of the former Lost Valley Dairy on Homestead Lane. He outlined the problematic history with the previous owner, and the plans of the new owner, Easterday Farms.

Commissioner Lindsay discussed the "substantial" increase in pay for the Assessor and said the Compensation Board recommended it be increased because of workload, etc. She noted past decisions to make the salaries of the Elected Officials equal and this was not keeping them equal. Decisions are to be made for the job and not the person, and we tend more toward the person, she said. To be clear, she said she wanted to not set a precedent to now change the other Elected Officials to the same salary because that decision was made individually.

Commissioner Russell moved tentative approval of the Assessor/Tax Collector budget in the amount of \$877,540. Commissioner Doherty seconded. Motion carried.

Clerk

Ms. Childers briefly reviewed her budget and asked to remove the request for cameras as she planned to apply for a grant instead.

Commissioner Doherty moved tentative approval of the Clerk's budget at \$347,147. Ms. Cutsforth seconded. Motion carried.

Board of Property Tax Appeals (BOPTA)

Commissioner Russell moved tentative approval of the BOPTA budget in the amount of \$2,887. Ms. Cutsforth seconded. Motion carried.

Clerk's Records Fund

Commissioner Lindsay moved tentative approval of the Clerk's Records Fund budget in the amount of \$23,257. Ms. Cutsforth seconded. Motion carried.

Public Comment: None received

Lunch Break: 12:00-1:07 p.m.

Treasurer

Gayle Gutierrez, Treasurer

Ms. Gutierrez reviewed the changes, primarily in Material & Services for the incoming Treasurer to order new stationery, business cards, signature stamp and other office supplies. She said she hoped the new Treasurer would go to trainings, so she increased those associated categories.

Commissioner Russell moved tentative approval of the Treasurer budget in the amount of \$132,625. Commissioner Doherty seconded. Motion carried.

County School Funds

Commissioner Russell moved tentative approval of the County School Fund (Morrow County Schools) in the amount of \$201,060. Ms. Cutsforth seconded. Motion carried.

Commissioner Lindsay moved tentative approval of the County School Fund (Ione Schools) in the amount of \$20,240. Commissioner Doherty seconded. Motion carried.

District Attorney

Justin Nelson, D.A., via Zoom

Commissioner Lindsay commented on the decrease over the last four years in Non-Support grant revenue and said she wanted to make sure grant funding was maintained as much as possible.

Mr. Nelson explained this particular grant was reimbursed according to submitted timesheets at 50% or 66% and not a set amount, and grant opportunities were not being turned down.

Commissioner Lindsay said the D.A.'s stipend was now at \$11,000 and according to the Budget Committee minutes, in 2016/2017 it was \$6,000. The minutes indicated a clear conversation that Mr. Nelson should not expect increases every year. She said the \$6,000 almost doubled since then and she wanted that to be reflected in the minutes. She went on to say the stipend should not be considered at Compensation Board meetings since the D.A. was a State employee. Instead, there should be a contract between the D.A. and the County for the stipend, she said; Chair LaRue agreed.

Commissioner Lindsay moved to do the research to see if the consideration of a stipend for the D.A. should be before the Compensation Board or not. Commissioner Russell said he wasn't sure this was the place for the motion, suggesting it should be handled at the Board of Commissioners. Ms. Knop said a resolution could be done July 1st to move things, if needed. Motion died for lack of a second.

The Committee then heard Mr. Nelson's request for a paid legal intern at \$10,000.

Commissioner Russell said he would contact Kaylie Davis to see if payment could be made using enterprise zone funding and report back.

Commissioner Lindsay moved tentative approval of the District Attorney budget in the amount of \$430,875 and to review the internship request at the end of the meetings on Thursday. Commissioner Doherty seconded. Motion carried.

Alcohol Enforcement Fund - 218

Commissioner Lindsay moved tentative approval of the Alcohol Enforcement Fund budget in the amount of \$24,403. Ms. Cutsforth seconded. Motion carried.

Law Library - 206

Commissioner Russell moved tentative approval of the Law Library budget in the amount of \$41,565. Ms. Cutsforth seconded. Motion carried.

Victim/Witness Fund

Commissioner Russell moved tentative approval of the Victim/Witness Fund budget in the amount of \$108,876. Commissioner Doherty seconded. Motion carried.

CAMI (Child Abuse Multidisciplinary Intervention) Fund

Mr. Nelson said there will be an excess in this fund of about \$10,000-12,000 due to the COVID cancellation of training events. He said they would explore other options to use these funds. Ms. Knop reminded him this was the first year of the biennium, so the funds should carryover.

Commissioner Russell moved tentative approval of the CAMI Fund budget in the amount of \$36,920. Commissioner Lindsay seconded. Motion carried.

DUII Impact Fund

Commissioner Doherty moved tentative approval of the DUII Impact Fund budget in the amount of \$30,174. Commissioner Lindsay seconded. Motion carried.

Liquor Control Fund

Chair Lindsay said one use for these funds could be education of bar and restaurant owners, in regards to COVID.

Commissioner Russell moved tentative approval of the Liquor Control Fund budget in the amount of \$883. Commissioner Lindsay seconded. Motion carried.

Court Security Fund

Commissioner Lindsay moved tentative approval of the Court Security Fund budget in the amount of \$127,682. Ms. Cutsforth seconded. Motion carried.

Sheriff's Department – General Fund

Sheriff Ken Matlack

Undersheriff John Bowles

After discussing several line items, the conversation turned to the K-9 Program. Ms. Knop said it was an oversight that a Special Revenue Fund had not been created for this and she asked if it could be presented on Wednesday; there were no objections.

Commissioner Russell moved tentative approval of the Sheriff's Department – General Fund budget in the amount of \$4,620,014. Ms. Cutsforth seconded. Motion carried.

911 Emergency

Sheriff Matlack talked about how funding is calculated for different counties and a proposal from one city in Umatilla County that Morrow County take on its dispatching services.

Ms. Cutsforth moved tentative approval of the 911 Emergency budget in the amount of \$869,224. Commissioner Lindsay seconded. Motion carried.

Community Corrections

Several options were discussed for use of these funds and Undersheriff Bowles requested time to add those in for consideration when he returned on Wednesday.

Commissioner Lindsay moved to table to Community Corrections budget. Commissioner Russell seconded. Motion carried.

Emergency Management

Ms. Cutsforth moved tentative approval of the Emergency Management budget in the amount of \$44,539. Commissioner Russell seconded. Motion carried.

Justice Court

Judge Glen Diehl

Judge Diehl discussed the minor changes to his budget and the request for a PolyCom Video Conferencing System estimated to be \$8,000.

Ms. Knop said the \$9,000 for Judge's training at the National Judges Conference was already budgeted but the PolyCom was not.

Chair Lindsay listed multiple line items where the request was greater than what was spent in recent years and said she could find the \$8,000 in the budget by reducing those line items.

Ms. Knop said unless there was a document or policy she could reference, it was a challenge for her to tell those submitting budgets that something might need to be changed. When she's done that in the past, people have complained to Commissioners that she was "outside her wheelhouse." She also explained the process she and her staff would go through tonight to accommodate the requested changes since the budget document was already generated for these meetings.

Chair LaRue said budgeting has to come with training for Department Directors/Elected Officials and reminders from the Board that they need to look at their budgets more carefully. They might fear they won't have enough, or it's easy to do it this way, but at this point, it's very difficult to fix it, she said, and others are in the same situation.

Judge Diehl said the latest information he had was the National Judges Conference was not taking place this year.

Chair LaRue said there was the \$8,000 for the PolyCom. She said, in general, more discussions have to take place before this point in the process.

Ms. Knop suggested there be a policy to build budgets in a certain way.

Chair LaRue said policy needed to relate more to the Budget Committee's findings...It's tough because one change in this (budget document) creates a ripple effect.

Commissioner Lindsay moved tentative approval of the Justice Court budget in the amount of \$335,656 with an adjustment of \$8,000 from Legal Education into Capital Outlay for cameras. Discussion: Judge Diehl said he would need the funds for the next Judges Conference. Commissioner Russell said if it's needed and the Committee has shorted him, come back and, we'll find the money somewhere. Commissioner Doherty seconded. Motion carried.

Bails & Fines – 231

Commissioner Lindsay moved tentative approval of the Bails & Fines budget in the amount of \$593,253. Commissioner Russell seconded. Discussion took place on the company doing collections for the County. Motion carried. (See note after the next item – Juvenile Department budget.)

Juvenile Department

Christy Kenny, Juvenile Department Director

Ms. Kenny discussed the \$30,000 received for the first year of a two-year Juvenile Crime Prevention (JCP) grant. She said the majority went to the Made to Thrive program to serve youth in Morrow County and some went for juvenile crime prevention services training. The goal is to keep youth out of the system to begin with, she said.

Commissioner Russell moved tentative approval of the Juvenile Department budget in the amount of \$409,868. Commissioner Doherty seconded. Motion carried.

Clarification of Vote

Commissioner Doherty said he wanted to clarify that he withheld his vote on the Justice Court budgets because his wife was running for the Justice of the Peace position.

Break: 3:09-3:19 p.m.

Health Department

Diane Kilkenny, Interim Public Health Department Director

In acknowledging Ms. Kilkenny as Interim Director, Commissioner Doherty said the County was thrilled to have her step in, but "we're equally missing our Public Health Director, Sheree Smith."

Ms. Kilkenny agreed, adding Ms. Smith has done an extraordinary amount of work for Public Health. She then reviewed several aspects of the budget but said the majority of it was prepared by Ms. Smith before her extended leave. When asked about mileage reimbursements to staff,

Ms. Kilkenny said there was now an internal policy that if a County car was available, personal vehicles were not to be used.

Commissioner Lindsay moved tentative approval of the Health Department budget in the amount of \$1,519,637. Commissioner Russell seconded. Motion carried.

Veterans Department

Linda Skendzel, Veterans Services Officer (via Zoom)

Commissioner Russell moved tentative approval of the Veterans Department budget in the amount of \$108,941. Ms. Cutsforth seconded. Motion carried.

Community Development Department

Gregg Zody, Community Development Director

Ms. Knop noted this was a newly created department and the numbers reflected six months rather than a full year.

Commissioner Lindsay moved tentative approval of the Community Development Department budget in the amount of \$155,546. Ms. Cutsforth seconded. Motion carried.

Planning Department

Darrell Green

Stephanie Case, Interim Planning Director, via Zoom

A brief discussion took place on the change in the application fee payment process. Ms. Case said checks will be processed at the point of application instead of being held until the entire application process has been completed. If an application is withdrawn, the unused portion of the fee will be refunded, she said.

Commissioner Lindsay moved tentative approval of the Planning Department budget of \$366,772. Ms. Cutsforth seconded. Motion carried.

Heritage Trail

Commissioner Lindsay moved tentative approval of the Heritage Trail budget in the amount of \$18,095. Commissioner Russell seconded. Motion carried.

Building Permit Fund

Ms. Knop explained this fund had a large carryover balance with the Beginning Fund Balance estimated to be \$877,499 and another \$100,000 anticipated. She said there has not been a lot spent from this fund.

Commissioner Russell asked if any of these funds could be used on the new building in Irrigon and Mr. Green said that was being explored. Commissioner Russell added he thought the City of Boardman purchased the former Blue Mountain Community College building using its Building Permit funds and located the building official there.

Commissioner Russell moved tentative approval of the Building Permit Fund budget in the amount of \$989,499. Ms. Cutsforth seconded. Motion carried.

Commissioner Lindsay said the work to assess housing needs in the County might be a use for these funds, with Commissioner Russell saying there could be a follow-up to the Buildable Lands Inventory.

Water Planning

Ms. Knop said the annual fees for NOWA (Northeast Oregon Water Association) historically have been paid from this fund, but she hadn't seen those yet.

Commissioner Russell moved tentative approval of the Water Planning budget in the amount of \$6,258. Commissioner Lindsay seconded. Motion carried.

Commissioner Doherty said in the past, the previous Planning Director worked on signage for the Heritage Trail, Wells Springs and possibly others. He then asked Ms. Case to send him the information so he could start pulling it together to see what he could do.

Public comment: No comments

Recessed: 3:55 p.m.

Morrow County Budget Committee Meeting Minutes
Wednesday, April 15, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Commissioner Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Linda LaRue, Budget Committee
Kim Cutsforth, Budget Committee
Jeff Wenholz, Budget Committee
Darrell J. Green, Administrator

Kate Knop, Finance Director
Deanne Irving, Staff Accountant
SaBrina Bailey Cave, Accounting Clerk
Roberta Lutcher, Executive Assistant

Present Via Electronic Means

Bobbi Childers, Ronda Fox, Mike Gorman,
Gayle Gutierrez, Ann Jones, Sandi Pointer,
Gregg Zody,

Call to Order & Pledge of Allegiance: 9:01 a.m.

Budget Update

Finance Director, Kate Knop, summarized the proposed changes to the budget that were made the previous day.

Public Comment: No comments

Road Fund

Matt Scrivner, Public Works Director

Mr. Scrivner reviewed his budget requests, line by line. When it came to the impact of COVID-19 on gas tax revenue, he estimated a decrease of almost \$37,000 for this fiscal year, and \$84,000 for the next fiscal year. Multiple discussion topics.

202 Road Fund

Commissioner Lindsay moved tentative approval of the 202 Road Fund budget in the amount of \$8,860,421, with the following change: \$20,000 in Capital transfers down to Road Equipment Reserve. Commissioner Russell seconded. Motion carried.

201 Road Equipment Reserve Fund

Commissioner Russell moved tentative approval of the 201 Road Equipment Reserve Fund budget in the amount of \$1,340,000. Ms. Cutsforth second. Motion carried.

203 Finley Buttes Trust Fund

Commissioner Russell moved tentative approval of the 203 Finley Buttes Trust Fund budget of \$1,273,337. Ms. Cutsforth seconded. Motion carried.

238 Park Fund

Mr. Scrivner said there were no changes for Cutsforth and Anson Wright Parks, however, he anticipated a significant negative impact from COVID to the OHV Park. Discussion.

Ms. Cutsforth moved tentative approval of the 238 Park Fund budget in the amount of \$1,067,442. Mr. Wenholz seconded. Motion carried.

205 Airport Fund

Mr. Scrivner said there was grant revenue anticipated from the Federal Aviation Administration (FAA) of \$915,555. An Oregon Department of Aviation grant of \$91,000 will assist with the required match, leaving \$10,173 to come from the County. That amount was not reflected in the budget and was listed as one of the Decision Packages.

Commissioner Russell moved tentative approval of the 205 Airport Fund budget with \$10,173 to be transferred from the General Fund, contingency, to the Airport as a match for the taxiway project. Commissioner Lindsay seconded. Motion carried.

Ms. Knop said there were two other Decision Packages in this fund: \$5,000 for an airport courtesy car and \$75,000 for an airport feasibility study to look at potentially building more hangar buildings. Commissioner Lindsay talked about finding the funds for the courtesy car within areas of the budget that remained unspent. Commissioner Doherty asked what percentage of the County budget was allocated to this department, to which Ms. Knop replied, "About one-third." Discussion.

Commissioner Lindsay moved to incorporate the \$75,000 request for an airport feasibility study into the Airport budget, later clarifying that it be from the General Fund. Ms. Cutsforth seconded. Motion carried.

Commissioner Russell moved tentative approval of the Airport Fund budget in the amount of \$1,187,846. Commissioner Lindsay seconded. Motion carried.

Public Works Administration

Commissioner Russell moved tentative approval of the Public Works Administration fund budget in the amount of \$548,555. Ms. Cutsforth seconded. Motion carried.

Commissioner Russell said the wrong figures were used for the above motion.

Commissioner Russell moved tentative approval of the Public Works Administration fund budget in the amount of \$573,959. Ms. Cutsforth seconded. Motion carried.

Public Works General Maintenance

Ms. Cutsforth moved tentative approval of the Public Work General Maintenance budget in the amount of \$590,555. Mr. Wenholz seconded. Motion carried.

Transfer Station North

Discussion took place that Personnel Services, for the attendants at both the north and south Transfer Stations appeared to be only coming out from the Transfer Station North, Personnel Services, Attendant line 1001. Ms. Knop said she contacted Payroll and determined it should be split 50/50, so she made that correction.

Commissioner Russell moved tentative approval of the General Fund, Transfer Station North budget in the amount of \$37,670. Mr. Wenholz seconded. Motion carried.

Transfer Station South

Ms. Knop said Public Works requested \$15,000 for new dumpsters and she proposed the purchase come from this fund.

Commissioner Russell moved tentative approval of the Transfer Station South budget in the amount of \$65,221. Mr. Wenholz seconded. Motion carried.

Weed Department

Mr. Scrivner said there was a Decision Package request listed in the Publication line for \$700. Commissioner Lindsay said there were funds available within Miscellaneous Supplies, line 2375 to do that.

Commissioner Russell moved tentative approval of the Weed Department fund budget in the amount of \$156,326. Commissioner Doherty seconded. Motion carried.

Weed Equipment Reserve

Commissioner Russell moved tentative approval of the Weed Equipment Reserve fund budget in the amount of \$20,640. Mr. Wenholz seconded. Motion carried.

Break: 10:52-11:07 a.m.

Fair Fund

Ann Jones, Fair Secretary

Cody High & Shelby Krebs, Fair Board Members

Among the various discussions, Ms. Jones talked about the planning that was beginning to take place in the event the Fair was cancelled, due to COVID.

Ms. Cutsforth moved tentative approval of the Fair Fund budget in the amount of \$314,071. Commissioner Russell seconded. Motion carried.

Ms. Knop said the Fair included other departments, totaling \$409,390.

Ms. Cutsforth amended her previous motion to tentatively approve the Fair Fund budget in the amount of \$409,390. Commissioner Russell seconded. Discussion: Mr. High asked to change the "St. Pat's Motocross" line to "Fair, Other Event" fund. Commissioner Russell said the BOC ought to have the opportunity to raise its hand on it. Motion carried.

Barn Roof Reserve

Commissioner Russell moved tentative approval of the Fair Roof Reserve Fund budget in the amount of \$24,830. Ms. Cutsforth seconded. Motion carried.

Fair Improvement Fund

Commissioner Russell moved tentative approval of the Fair Improvement Fund budget in the amount of \$21,097. Mr. Wenholz seconded. Motion carried.

Rodeo Fund

Judy Healy, Rodeo Board Member

Ms. Healy said, once again, the Rodeo Board requested \$10,000 from Video Lottery funds to help cover expenses. She said the Rodeo Board currently planned to hold the rodeo, however, if it didn't take place, she assumed the funds could possibly transfer to the Rodeo's reserve fund. Commissioner Doherty suggested the funds be used for facility upgrades, but Commissioner Lindsay said if the rodeo doesn't happen, it should come back to the Board of Commissioners because a rodeo that doesn't complement the Fair, should be a conversation.

Ms. Cutsforth moved tentative approval of the Rodeo Fund request of \$10,000. Commissioner Doherty seconded. Motion carried.

Bleacher Reserve Fund

Commissioner Lindsay moved tentative approval of the Bleacher Reserve Fund budget of \$25,724. Commissioner Doherty seconded. Motion carried.

Special Transportation Fund (STF)

Gregg Zody, Community Development Director

Katie Imes, Coordinator, The Loop

Ms. Knop said some of the figures in the budget were estimates and for that reason, Mr. Zody and Ms. Imes will be working on a plan and communicate it to the Board of Commissioners.

Commissioner Russell moved tentative approval of the 216 STF budget in the amount of \$2,128,060. Mr. Wenholz seconded. Motion carried.

Vehicle Reserve Fund

Ms. Cutsforth moved tentative approval of the Vehicle Reserve Fund budget in the amount of \$146,250. Commissioner Russell seconded. Motion carried.

FTA (Federal Transit Administration) Grant Fund

Ms. Knop said the Dispatcher position was approved last year using these funds but she needed to confirm it will continue for the entire fiscal year. The dollars don't appear to be there after this year to support 50% or all of personnel, but the carryover keeps it whole. Moving forward, she said, we'll have to look at the personnel allocation on that.

Commissioner Lindsay moved to approve the FTA Grant Fund budget in the amount of \$116,754. Commissioner Doherty seconded. Motion carried.

Surveyor

Stephen Haddock, Surveyor

Ms. Knop said, effective January 1, 2021, the Surveyor position will be an appointed rather than an elected position. The Decision Request within this budget was for personnel dollars, pro-

rated for six months (\$56,796), \$40,000 for a vehicle and \$50,000 for specialized office equipment. Discussion.

Ms. Cutsforth moved tentative approval of the Surveyor Budget in the amount of \$179,226. Commissioner Russell seconded. Commissioner Lindsay offered a friendly amendment that there was a spreadsheet that breaks it out. Ms. Cutsforth accepted the friendly amendment and Commissioner Russell seconded it. Motion carried.

Surveyor Preservation Fund

Ms. Knop said the beginning fund balance was \$238,876 and \$11,000 was anticipated again this year. Mr. Haddock talked about the purpose of the fund.

Commissioner Lindsay moved tentative approval of the Surveyor Preservation Fund budget in the amount of \$253,876. Commissioner Doherty seconded. Motion carried.

Public Comment: No comments

Lunch Break: 12:08-1:03 p.m.

Requests for County Funds

Grants to Cities

Commissioner Lindsay tabled the discussion until the end of the meeting on Thursday to see how much funding might be available. Commissioner Doherty seconded. Motion carried.

Willow Creek Valley Economic Development

Sheryll Bates, Executive Director, Heppner Chamber of Commerce

Ms. Bates said the request was for the same amount - \$25,000.

Commissioner Russell moved tentative approval of the WCVEDG request of \$25,000.

Commissioner Lindsay seconded. Motion carried.

Morrow County Tourism

Ms. Bates explained the request increased by \$5,000 to \$15,000 because the group now encompassed the Boardman, Heppner and Irrigon Chambers of Commerce, as well as the community of Ione. Discussion.

Commissioner Russell moved tentative approval of \$10,000 for the Morrow County Tourism request, with the understanding it will be reviewed at the end of the meeting on Thursday to see if extra money is available. Commissioner Lindsay seconded. Motion carried.

Oregon State University (OSU) Extension

Julie Baker, Administrative Office Manager

Ms. Baker reviewed her memo, "2019-2020 Highlights" for the Morrow County/OSU Extension Office. She also explained the reason for the increase in this year's request. Ms. Knop provided an overview of the County's funding to OSU – 2017-2018 and 2018-2019 fiscal years: \$165,197; 2019-2020: \$190,745; and the 2020-2021 request: \$196,572. Discussion.

Commissioner Doherty moved tentative approval of the OSU Extension budget, suspending the \$5,827 for consideration at the end of the meeting on Thursday. Ms. Knop explained to Ms. Baker that \$197,045 would be kept whole between the General Fund and Video Lottery, but the \$5,827 was being tabled. Commissioner Lindsay seconded. Motion carried.

Museum

Commissioner Lindsay moved tentative approval of the Museum budget request of \$11,000. Commissioner Russell seconded. Motion carried.

Hermiston Agricultural Research and Extension Center (HAREC) Request

Commissioner Russell said the State continues to reduce funding to agencies, such as HAREC, in order to have local governments to pick up the difference. He talked about an analysis HAREC provided on what each County should pay. It was decided to suspend consideration until the end of the meeting on Thursday.

Break: 1:45-2:15 p.m.

USDA Wildlife Services

Chris Lulay, Morrow County Wildlife Specialist, via Zoom

Brian Thomas, District Supervisor, via Zoom

Last year, Wildlife Services received \$60,000 from the County and this year's request was for \$76,195.85. Mr. Lulay discussed his job duties in the County, such as trapping activities, and coyote and scavenger control. When asked why his salary needed to be backfilled, Mr. Thomas said it didn't involve a salary increase, but was a way to keep Mr. Lulay operational in the County. Discussion.

Commissioner Doherty moved tentative approval of the Wildlife Services request of \$60,000 with the option of reviewing it at the end of the meeting on Thursday. Commissioner Lindsay seconded. Motion carried.

Succession Planning

Mr. Green said there were two requests – Succession Planning and Miscellaneous Professional Services. He said quite a few retirements were anticipated in the next two or three years and the County needed to plan for the exchange of institutional knowledge. Discussion.

Commissioner Russell moved tentative approval of \$125,000 for Succession Planning. Commissioner Lindsay seconded. Motion carried.

Soil & Water Conservation District

Kevin Payne, District Manager, via telephone

Mr. Payne noted there were no changes compared to last year's request.

Commissioner Lindsay moved tentative approval of the SWCD request of \$55,000. Ms. Cutsforth seconded. Motion carried.

Oregon Water Resources Department

Greg Silbernagel, Watermaster, District 5
Chris Kowitz, North Central Region Manager

The Committee learned how billing is broken out for Morrow and Umatilla Counties and what the status of Easterday Farms to obtain a CAFO (confined animal feeding operation) permit.

Commissioner Russell moved tentative approval of the Oregon Water Resources Department request of \$12,200. Commissioner Lindsay seconded. Motion carried.

Irrigon Boardman Emergency Assistance Center

Ina Abercrombie, Coordinator
Shirley David

After Ms. Abercrombie and Ms. David provided overviews of the services provided and the increase in activity due to COVID, Commissioner Russell requested to postpone a decision until after hearing from the Neighborhood Center of South Morrow County. He said the Committee might grant both organizations more than they requested.

101-199-5-20-3140 – Miscellaneous Professional Services

Mr. Green said this line was increased by \$20,000, from \$28,000 to \$48,000. He said the County has been contracting with an employment agency for some hiring needs, which then covers the benefits aspect.

Neighborhood Center of South Morrow County

Lisa Patton, Director

Ms. Patton also provided an overview of services and talked about the increase in activities due to COVID. She asked the Committee to consider more than the \$18,000 granted last year.
Discussion.

Commissioner Russell moved to increase the base amount to \$20,000 this year for both the Irrigon Boardman Emergency Assistance Center and the Neighborhood Center of South Morrow County, and also one-time additional funding of \$7,500, which brings it to \$27,500 for each Center. Mr. Wenholz seconded. Discussion: Commissioner Lindsay requested the checks go out separately. Ms. Knop said \$7,500 would be identified as a one-time distribution for emergency service, and the base amount of \$20,000. Motion carried.

Public Comment: No comments

As a reminder, staff listed the items the Committee opted to review again at the end of tomorrow's meeting.

Recessed: 3:56 p.m.

Morrow County Budget Committee Meeting Minutes
Thursday, April 16, 2020
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present In-Person

Commissioner Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Linda LaRue, Budget Committee
Kim Cutsforth, Budget Committee
Jeff Wenholz, Budget Committee
Darrell J. Green, Administrator

Kate Knop, Finance Director
Deanne Irving, Staff Accountant
SaBrina Bailey Cave, Accounting Clerk
Roberta Lutcher, Executive Assistant

Present Via Electronic Means

Karmen Carlson, Ronda Fox, Mike Gorman,
Gayle Gutierrez, Matt Scrivner, Gregg Zody

Call to Order & Pledge of Allegiance: 9:01 a.m.

Budget Update

Finance Director, Kate Knop, summarized the proposed changes to the budget that were made the previous day.

Public Comment: No comments

Willow Creek Wind Fees Fund

Commissioner Lindsay moved tentative approval of the Willow Creek Wind Fees Fund budget in the amount of \$123,167. Commissioner Russell seconded. Motion carried.

Echo Winds Fees Fund

Commissioner Russell moved tentative approval of the Echo Winds Fees Fund budget in the amount of \$97,310. Ms. Cutsforth seconded. Motion carried.

Shepherds Flat Fee Fund

After discussion, Ms. Kop requested a break to review one of the items within this budget.

Commissioner Lindsay moved to table the Shepherds Flat Fee Fund. Commissioner Doherty seconded. Motion carried.

PGE Carty Fund

Commissioner Lindsay moved tentative approval of the PGE Carty Fund budget in the amount of \$2,374,677. Commissioner Russell seconded. Motion carried.

Break: 9:53-10:21 a.m.

Shepherds Flat Fee Fund, continued

Ms. Knop said the Community Service Fee line had an error that needed to transfer over. She said she had \$140,000 as the Morrow County portion but didn't include the \$359,000, which was

the estimated portion the County needed to turn over. It brings it down to \$280,000, she explained. She asked where it should be appropriated and Chair LaRue said tentative approval still allowed it to be reviewed later.

Ms. Cutsforth moved tentative approval of the Shepherds Flat Fee Fund budget in the amount of \$1,822,490. Commissioner Russell seconded. Motion carried.

Finley Buttes License Fee Fund

Commissioner Lindsay moved tentative approval of the Finley Buttes License Fee Fund budget in the amount of \$1,904,478. Ms. Cutsforth seconded. Motion carried.

Heppner Administration Building Fund

Commissioner Lindsay moved tentative approval of the Heppner Administration Building Fund budget in the amount of \$424,049. Commissioner Doherty seconded. Motion carried.

Forest Service Fund (Title III)

Sheriff Ken Matlack

Undersheriff John Bowles

Ms. Knop said there was a \$40,000 Decision Package Request from the Sheriff's Office for a Polaris Ranger (with tracks, snow plow and trailer) for search and rescue operations. Various discussions.

Commissioner Doherty moved tentative approval to move forward with the purchase of a Polaris Ranger through the Title III Program in the amount of \$71,237. Commissioner Russell seconded. Motion carried.

Sheriff's Reserve Fund

Ms. Knop said a discussion was needed on the new Sheriff's Reserve Fund. Last night, Undersheriff Bowles sent through a proposed budget and she then created a new Sheriff Reserve Fund. Undersheriff Bowles provided three different departments – Sheriff's Account, Department 200; Reserve Department, Department 300; and K-9 Program, Department 400. She then reviewed each department. Discussion took place on the past history of these accounts that were held within the Sheriff's Office and how it will work moving forward now that the accounts will be encompassed within the County's budget.

Ms. Cutsforth moved tentative approval of the Sheriff's Reserve Fund budget in the amount of \$27,600. Commissioner Russell seconded. Discussion: Commissioner Doherty said there was one caveat – BOC Chair Lindsay will convene a work session with Ms. Knop, Mr. Green, the Treasurer and the Sheriff to get all parties on the same page. Motion carried.

Transfer to Other Funds, Department 124

Commissioner Russell moved tentative approval of the General Fund Transfer to Other Funds budget in the amount of \$944,000. Ms. Cutsforth seconded. Motion carried.

Non-Departmental Revenue & Expenditures – 199

Ms. Knop reviewed the budget and changes made within it.

Commissioner Doherty said he visited with OSU's Anna Browne about the Juntos program and she said if the budget was reduced by \$5,000, it would impact her program. He asked the Committee to consider allocating the \$5,000 removed from Temporary Help to this program. The Committee instructed Ms. Knop to create a separate line item for the Juntos Program and clearly communicate to OSU that the Committee wanted it for that particular outreach program.

Commissioner Doherty moved to take the \$5,000 Mr. Green previously had in this fund (Non-Departmental 199) and move it to the Juntos Program and have Ms. Knop section out a new line item for it. Commissioner Lindsay seconded. Motion carried with Commissioner Russell voting nay. Discussion: Commissioner Russell said he didn't want to micromanage the money. Commissioner Lindsay asked Mr. Wenholz if he voted. Mr. Wenholz replied, no, because he didn't know enough about the program. Ms. Cutsforth said the motion was for \$5,000 but the "ask" was \$5,827. Commissioner Doherty moved to add the full amount, another \$827. Commissioner Lindsay seconded. Motion carried with Commissioner Russell voting nay.

Sheriff's Building

Mr. Green explained the building used by the Sheriff's Office at the former Kinzua Mill site, could come to an end if the Port of Morrow opted to lease or sell it to someone else. Various discussions.

Commissioner Lindsay moved to put \$250,000 into this budget for getting the traction started, at a minimum, to build the proposed building, but we may have to look at additional as we get actual proposals. Ms. Cutsforth seconded. Discussion: Commissioner Doherty wanted to know the plans for the Surveyor Records and the Law Library. Mr. Green said the intent was to bring the Surveyor records to the new building in Irrigon. Vote: Aye: Chair LaRue, Ms. Cutsforth, Commissioner Lindsay, Commissioner Doherty; Nay: Commissioner Russell, Mr. Wenholz. Motion carried.

Miscellaneous

Ms. Knop said she would update the totals over the lunch hour, and she then provided a summary of recent activity.

Lunch Break: 12:00-1:40 p.m.

Revisit Miscellaneous Issues

Ms. Knop presented her revised budget numbers for multiple funds. The Committee reviewed the requests that were tentatively approved without the increases requested (Wildlife Services, HAREC, Morrow County Tourism, D.A.).

Wildlife Services & HAREC

Commissioner Russell moved to decline the additional \$16,160 increase for Wildlife Services this year over last year, making it revenue neutral. Ms. Cutsforth seconded. Motion carried.

Commissioner Russell moved to decline the request from HAREC for \$20,000. Commissioner Lindsay seconded. Motion carried.

Morrow County Tourism

Commissioner Lindsay moved to put \$5,000 that usually goes to the Fair Fund into Morrow County Tourism this year because of the situation we're in and the amount of money in that fund already, noting this is not to become permanent and is only this year to help with COVID-19. Commissioner Russell seconded. Motion carried.

Grants to Cities

Ms. Knop noted the money available in the General Fund: \$179,000 in CREZ dollars; contingency dollars of \$898,000. Discussion.

Ms. Cutsforth moved to use the balance of CREZ Funds, \$179,000, for Grants to Cities and the balance in unappropriated funds, \$898,000 to contingency. Commissioner Russell seconded. Motion carried.

Community Corrections

Ms. Cutsforth moved tentative approval of the Community Corrections budget of \$1,057,608. Commissioner Russell seconded. Motion carried.

Approval of Tax Rate

Ms. Knop said the totals for the major funds were:

- General Fund: \$20,511,158
- Road Fund: \$8,860,421
- Grand Total: \$50,299,189

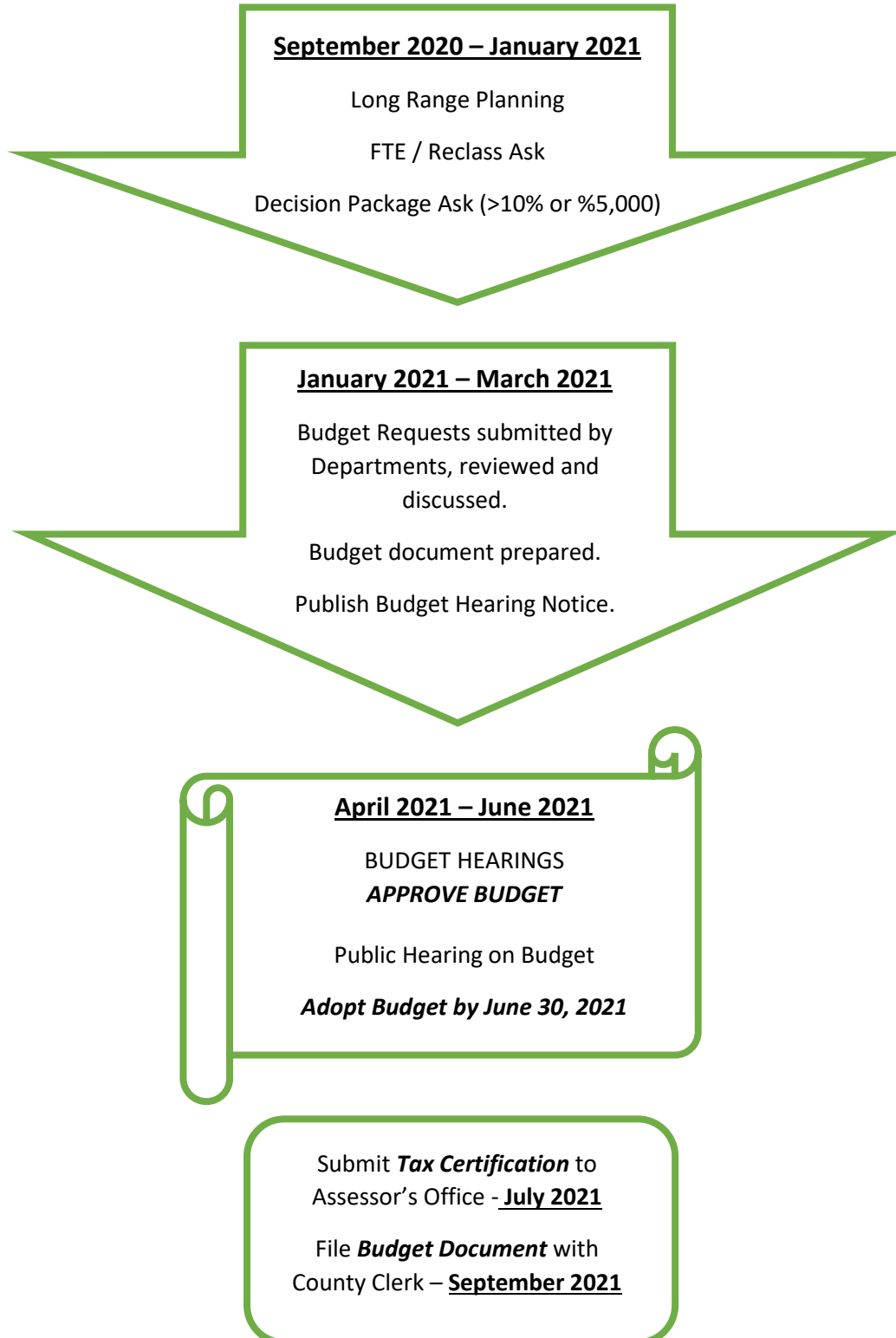
Commissioner Russell moved that the Morrow County Budget Committee approves the Budget and Taxes for the 2020-2021 Fiscal Year at the rate of \$4.1347 per \$1,000 of Assessed Value for Operating Purposes. Ms. Cutsforth seconded. Motion carried.

Public Comment: No comments

Adjourned: 2:31 p.m.

MORROW COUNTY, OREGON
Budget Process

The Budget Process followed by Morrow County complies with Oregon Local Budget Law which was established by the State of Oregon under Oregon Revised Statutes. The process and calendar of events leading to the adoption of the budget are generally as follows for the Fiscal Year 2021-2022:



MORROW COUNTY, OREGON
Organization Chart



Organizational Chart Legend

Morrow County
Citizens

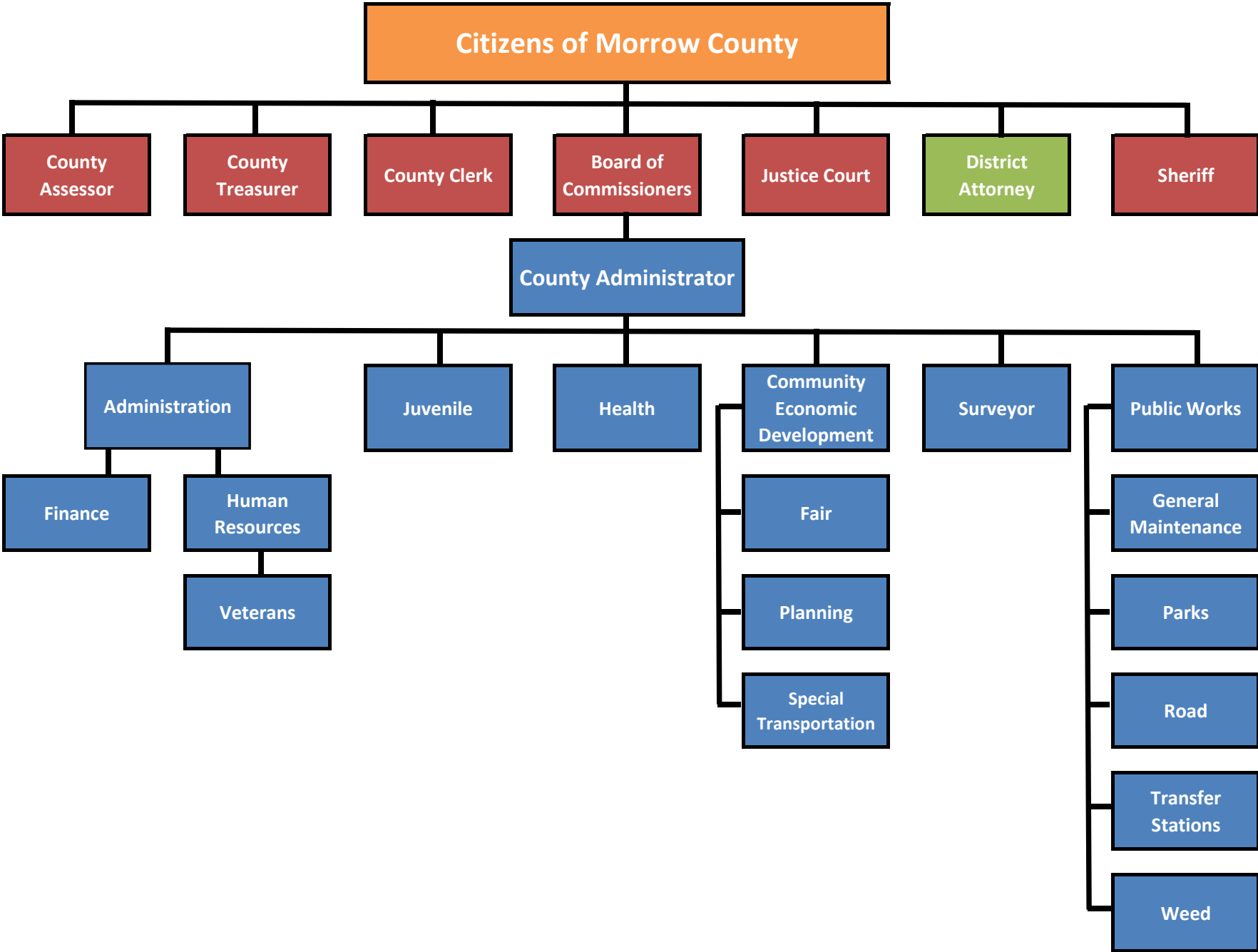
Elected County
Officials

Transitional
Position

County
Employees

Elected State
Officials

MORROW COUNTY, OREGON
Organization Chart



MORROW COUNTY, OREGON
Fund Structure and Descriptions

Morrow County operates with three fund types that are listed and described below. Each category has a specific purpose and funds associated under it as approved by GAAP (Generally Accepted Accounting Principles).

GENERAL FUND (101 – 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, called Departments, included in the General Fund are:

- (101) Board of Commissioners
- (102) Administration
- (103) Assessor / Tax Collector
- (104) Treasurer
- (105) County Clerk
- (106) Clerks Records
- (107) Board of Property Tax Appeal
- (109) Justice Court
- (111) District Attorney
- (112) Juvenile
- (113) Sheriff
- (114) Health
- (115) Planning
- (116) Community Economic Development
- (117) Emergency Management
- (118) Surveyor
- (119) Museum
- (120) Public Works Administration
- (121) Public Works-General Maintenance
- (122) North Transfer Station
- (123) Solid Waste Transfer Station (South)
- (124) Transfer to Other Funds
- (125) Computer
- (128) Weed
- (199) Non-Departmental

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.

- (200) Heritage Trail
- (202 – **major**) Road
- (203) Finley Buttes Trust
- (205) Airport
- (206) Law Library
- (207) 911 Emergency
- (208) Surveyor Preservation
- (210) Finley Buttes License Fees
- (211) Morrow County School
- (212) Ione School
- (214) Fair
- (216) Special Transportation
- (218) Enforcement
- (219) Video Lottery
- (220) Victim/Witness Advocate
- (222) Willow Creek Wind
- (223) CAMI Grant
- (228) Safety Committee
- (230) Rodeo
- (231) Justice Court Bails / Fines
- (233) Clerk's Records
- (234) DUII Impact
- (237) Building Permit
- (238) Parks
- (240) Equity
- (243) Liquor Control
- (245) Water Planning
- (321) Forest Service Title III

MORROW COUNTY, OREGON
Fund Structure and Descriptions

- (322) Court Security
- (500) Echo Wind
- (501) Shepherds Flat Wind Fees
- (504) 5310 – FTA Grant
- (510) Community Corrections
- (521) PGE – Carty
- (522) Sheriff’s Reserve Fund
- (523) Wheatridge Wind Fund
- (540) Resiliency Fund

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.

- (201) Road Equipment Reserve
- (215) Computer Reserve
- (224) Weed Equipment Reserve
- (225) STF Vehicle Reserve
- (226) Fair Roof Reserve
- (227) Capital Improvement Project Fund
- (229) Bleacher Reserve
- (236) Fair Improvement Reserve
- (241) Building Maintenance Reserve

**MORROW COUNTY
BUDGET REQUESTS (Decision Packages)
FISCAL YEAR 2021 - 2022**

Tab	Fund	General Ledger	Amount	Included*	Comments	Dept Head	
101	General Fund	101 - Board of Commissioners	101-101-5-40-4401 Office Equipment	15,000	N	Audio Visual Upgrade	Darrell
101	General Fund	101 - Board of Commissioners	101-101-5-40-4401 Office Equipment	15,000	N	Commissioner benches	Darrell
			Board of Commissioners	15,000			
101	General Fund	103 - Assessment & Tax	101-103-5-20-3140 Professional Services	45,000	N	Digitize land class soils maps.	Mike
			Assessor/Tax Collector	45,000			
101	General Fund	115 - Planning Department	101-115-5-20-3140 Professional Services	10,270	N	TGM Grant - TSP federal, local match is 10.27%.	Tamra
101	General Fund	115 - Planning Department	101-115-5-20-3140 Professional Services	50,000	N	OE A Planning Grant - DISCUSSION	Tamra
101	General Fund	115 - Planning Department	101-115-5-40-4402 Office Equipment	6,600	N	GIS, GNSS Receiver, DJI Phantom 4 Pro	Tamra
			Planning Department	66,870			
101	General Fund	118-Surveyor Department	101-118-5-20-2110 Office Supplies	500	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-2251 Fuel	4,000	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3314 OACES Dues & Expenses	330	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3240 Cell phone	1,200	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3710 Auto Repair & Maint	5,000	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3719 Equip Repair & Maint	1,500	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3719 GNSS & Software Maint	1,200	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3311 Lodging & Meals	2,000	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3540 Survey Supplies	2,500	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3541 Operational Fees	500	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3542 Monument Materials	3,000	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3543 PLS Notice Materials	500	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3544 Books & Periodicals	500	Y	New full-time department expenditures.	Matt K
101	General Fund	118-Surveyor Department	101-118-5-20-3545 Legal Notices	200	Y	New full-time department expenditures.	Matt K
			County Surveyor Department	22,930			
101	General Fund	121 - PW Gen Maint	101-121-5-40-4423 Pickup Replacement	45,000	N	Pickup Replacement	Matt/Tony
			Public Works - General Maint.	45,000			
101	General Fund	123 - South Transfer Station	101-123-5-40-4402 Equipment	11,000	N	40 Yard Container	Matt/Sandi
			Transfer Station - South	11,000			
101	General Fund	125 - Computer	101-125-5-40-4402 Replacement Equipment	26,000	N		Darrell
			Computer Department	26,000			
101	General Fund	199 - Non-departmental	101-199-5-40-4108 Courthouse Upgrades	50,000	Y	Feasibility study for courthouse	Darrell
101	General Fund	199 - Non-departmental	101-199-5-50-5002 Neighborhood Center	1,700	N	Total ask, \$20,000, increase of \$1,700 over 2019-20	Lisa Patton
101	General Fund	199 - Non-departmental	101-199-5-50-5115 Wildlife Services	9,000	N	Total ask, \$69,000, increase of \$9,000 over 2020-21	Shane Koyle
101	General Fund	199 - Non-departmental	101-199-5-50-5170 Irrigon Boardman E.A.C.	7,000	N	Total ask, \$25,000, increase of \$7,000 over 2019-20	Ina Abercrombie
			Non-Departmental	67,700			
			General Fund Total	299,500			
205	Airport Fund	250 - Airport	250-5-40-4304 AWOS Project	31,175	N	Ceillometer - Automated Weather Observation System (AWOS)	Matt/Sandi
			Airport Fund	31,175			
214	Fair Fund	100 - Fair	214-100-5-50-5999 Operating Contingency	50,000	Y	Fair events	Ann
			Fair Fund	50,000			
216	Special Transportation	320-Special Transportation	216-320-5-40-4402 Equipment	38,000	Y	Technology Purchase	Katie
			Special Transportation	38,000			
217	Programming Reserve	125 - Computer	217-125-5-40-4401 Programming	57,422	N	OpenGov Software & Implementation	Darrell / Kate
217	Programming Reserve	125 - Computer	217-125-5-40-4403 Programming	20,833	N	Ascensis HRIS System & Implementation	Darrell/Lindsay
			Programming Reserve Fund	78,255			
225	STF Vehicle Reserve	320 - Special Transportation	225-320-5-40-4402 Equipment	12,000	Y	Additional Equip; Graphics, Wheelchair Security, Storage Equipment, etc.	Katie
225	STF Vehicle Reserve	320 - Special Transportation	225-320-5-40-4403 Category C	134,029	Y	1 each - 30 Passenger Bus	Katie
225	STF Vehicle Reserve	320 - Special Transportation	225-320-5-40-4404 Category D	281,745	Y	3 each - 14 Passenger Bus	Katie
225	STF Vehicle Reserve	320 - Special Transportation	225-320-5-40-4405 Category E	49,100	Y	1 each - 5 Passenger Minivan	Katie
			STF Vehicle Reserve	476,874			
227	Capital Improvement Fund	227-Capital Improvement Fund	227-100-5-40-4402 Courthouse	1,000,000	N	Courthouse upgrades and remodel	Darrell
227	Capital Improvement Fund	227-Capital Improvement Fund	227-100-5-40-4403 Building Improvement	250,000	N	Additional work space	Darrell
227	Capital Improvement Fund	227-Capital Improvement Fund	227-100-5-40-4403 Building Improvement	50,000	N	Docken Building Improvements	Darrell
227	Capital Improvement Fund	227-Capital Improvement Fund	227-100-5-40-4404 Public Works Facility	500,000	N	Boardman Public Works Facility	Darrell
			Capital Improvement Fund	1,800,000			
238	Parks Fund	200 - Cutsforth Park	238-200-5-40-4108 Improvement	274,861	N	New Cutsforth building.	Greg/Matt
			Parks Fund - Cutsforth	274,861			
245	Water Planning Fund	245 - Water Planning Fund	245-115-5-20-3815 NOWA	6,000	N	No resources available in #245	Tamra
245	Water Planning Fund	245 - Water Planning Fund	245-115-5-20-3815 OSU Research Foundation	4,000	N	No resources available in #245	Tamra
			Water Planning Fund	10,000			
504	5310 FTA Grant	504 - 5310 FTA Grant	504-504-5-40-4404 Office Software	50,000	Y	Dispatching Software	Katie
			Special Transportation	50,000			
501	Shepherds Flat	501 - Shepherds Flat Fees	501-501-5-50-5171 Grants to Cities			Grants to Cities	
			Shepherds Flat	-			
				3,108,665			

*Included in the Fund budget proposal. (Y = included in the proposal, N = not included in proposal, P = partial included in the proposal.)

Included	687,804
Not-included	2,420,861



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Bartholomew Audio Visual Upgrade Life (years): 7

Project Originator (Name): Darrell Green Phone: _____

Department: Administration Location: Bartholomew Upper Conf Room

Desired project timing: Start Date: July 1, 2021 Completion Date: June 30, 2022

- 2. Project Description/Justification** Include a detailed description of the project and justification. Attach add'l documentation as necessary.
 I have been actively working on this project during this past fiscal year. It has been challenging to get quotes from vendors. The vendors have been booked due to COVID. Due to the scope of work to install Audio and Video equipment, this will likely move into FY 2021-22

- 3. Project Cost Estimate** Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	101-101-5-40-4401	Amount: \$	\$15,000.00
General Ledger/Account Number		Amount: \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	N/A	
Energy Costs:	N/A	
Salary Costs:	N/A	
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Commissioner Benches

Life (years): 10

Project Originator (Name): Darrell Green

Phone: _____

Department: Administration

Location: _____

Desired project timing: Start Date: Aug 2021

Completion Date: Nov 2021

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

Build three Commissioner 'benches', that could be potentially stored in the closet in the Bartholomew Upper Conference Room.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO

Amount: \$15,000

We obtained a rough budget of \$10-12,000 in 2019.

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text" value="15,000.00"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:	0	
Energy Costs:	0	
Salary Costs:	0	
Other:	0	
Other:	0	
Total:	0	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)			

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** Assessment & Tax

2. **Department Goals and Objectives for Fiscal Year 2021-2022:**
 1. To continue to administer the Oregon State Property Assessment and Tax function in a fair and equitable manner while ensuring the field appraisers and office staff have the tools they need to be successful and have a safe working environment.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

The decrease in the CAFFA Grant is due to a reporting issue at the DOR level. The total amount of the CAFFA fund is less than what was estimated. The increase in Dept. of Revenue Mapping is due to the increased number of partitions, subdivisions, property line adjustments and other segregations that have been occurring.

Last year I had requested an additional \$15,500 for professional services to contract with an outside appraiser, specializing in dairy valuation to establish a value for what was the Greg Te Velde Dairy on Homestead Ln, which is now owned by Easterday Farms. This dairy was never fully completed and has not had a complete valuation. I estimate this dairy will end up having a \$50-\$75 million dollar value and I have not expended this money yet and this is a one time expense.

I also wish to request \$45,000 to have our land class soils maps digitized and incorporate the digitized land class layer into our GIS tax lot system. Our current soils maps were created in the 1950's. We only have the one set. Having these digitized will create much needed efficiencies for farm deferral qualifications and disqualifications. Currently, we have to make copies of the current soils maps and estimate acreages. For example, we will be processing up to 100 disqualifications this year, due to wind projects. This will also be a one time request.

5. Department Decision Package Number 1

a. Proposal Title:

Assessment & Tax Budget

b. Total Cost of Decision Package:

Materials & Services: \$196,200 an increase of \$47,000 from 2020-21.

c. Proposal Description and Justification:

See above explanations.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii.

6. Department Decision Package Number 2

a. Proposal Title:

b. Total Cost of Decision Package:

c. Proposal Description and Justification:

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii.

101.115 Planning
200 Heritage Trail

Amended March 31, 2021

**Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)**

1. Department/Office Name:

Planning

2. Department Goals and Objectives for Fiscal Year 2021-2022

1. Streamline current planning permit reviews including internal process, updating and posting all application forms and guidelines on department website.
2. Long Range Planning goal is to update one chapter of the Comprehensive Plan and assist cities with adoption of 2019 Housing Study recommendations into the city Comprehensive Plans.
3. Approval of a Compliance Planner position would mov

3. Department/Fund Budget Worksheets. (Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)

See attached.

4. Notes to the Department Budget Requests: Discuss significant changes. How do these help the Department to meet its goals and objectives?

Recently the Board of Commissioners directed staff (County Administrator, Human Resources Manager and Planning Director) to develop a position description and recommendation for transferring code enforcement to the Planning Department. The position would be funded in part (50-75%?) with Building Permit revenues which would be allowed under relevant ORS. Building Revenue could also offset portion of Planning Director salary. The position would ideally be a “compliance planner,” an entry level professional position that would provide assistance to the public on current planning matters. This fte change would make the code enforcement more effective and streamlined, especially where many code violations are zoning code violations and not solid waste violations. County is proposing changes to the IGA with City of Boardman which will likely increase the amount of revenue collected.

Staff is pursuing grant funds from US Office of Economic Adjustment to do work on renewable energy compatibility such as GIS mapping and convening the MEAC group. This funding, if approved, could offset GF salary costs for GIS Planner which in turn could fund the new Compliance Planner.

Natural Hazard Mitigation Plan Update 2021 will be carried out under the technical assistance of the Hazard Team at the Department of Land Conservation Development. No direct cost. In kind only.

Board of Commissioners has approved a Compliance Planner position which will move Code Enforcement to the Planning Department from the Sheriff's Office. This position will assist the Planning Department with other current planning and project work.

Planning requests \$10,000 be added to the Water Fund. Request is to add \$4,000 as Morrow County's estimated contribution for a new OSU Extension research project to study groundwater flows and nitrate contamination in the Lower Umatilla Basin Groundwater Management Area (LUBGWMA). Majority of the funding will come from outside sources, include State of Oregon, private sector and other city and county jurisdictions. The remaining \$6,000 is intended for support of the Northeast Oregon Water Association (NOWA) and work related to restoring groundwater aquifers and river flows. Morrow County has supported NOWA in the past but funds have been depleted.

5. Department Decision Package Number 1

a. Proposal Title:

Local Match for TGM Grant

b. Total Cost of Decision Package:

Local match is 10.27% of approximately \$100,000 or \$10,270

c. Proposal Description and Justification:

Planning will submit a TGM grant application to update the Transportation System Plan (TSP) to include a transit element. This work will be carried out in collaboration with Transportation Planner and community members.

Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i.
- ii.

6. Department Decision Package Number 2

a. Proposal Title: Office of Economic Adjustment (OEA) Planning Grant

b. Total Cost of Decision Package: \$50,000

c. Proposal Description and Justification:

Enhance coordination with UAS Naval Air Station and local land use development, including coordination of renewable energy projects and other development that may impact air space and other activities at the Naval Bombing Range. Funds would also be used to coordinate with Oregon Military Department (OMD) relating to development and planning at the Umatilla Army Depot.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i.
- ii.

7. Department Decision Package Number 2

a. Proposal Title: Heritage Trail Plan Update

b. Total Cost of Decision Package: \$14,000

c. Proposal Description and Justification:

Use funds as local match for a Planning Grant to update the Heritage Trail Plan or use the funds to retain a consulting firm to update the Plan.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i. 200-220-5-20-2504 – Bike & Trail Planning



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: GIS, GNSS Receiver, DJI Phantom 4 Pro Life (years): 5 (estimate)

Project Originator (Name): Tamra Mabbott/Stephen Wreccsics Phone: 922-4624

Department: Planning Location: Irrigon

Desired project timing: Start Date: July 2021 Completion Date: ongoing

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

1. Additional ArcGIS extension. **ArcGIS Spatial Analyst Extension ~\$600/yr.**

- Base user license does not grant access to analytical tools, i.e., terrain modeling, slope and aspect analysis.
- Current ArcGIS License (includes PW's ArcGIS online account \$350/yr.) is split between Planning and Public Works @ \$1800/yr.
- Extension allows use of more advanced portions of the software.

2. Arrow 100 GNSS Receiver. **~\$3,000**

- Sub-meter resolution GNSS receiver for data collection, iPad integrated for Collector App.
- Stock iPad GNSS Receiver accuracy is 1m-40m depending on how many satellites are being tracked, the Arrow is reliably <1m accuracy.

3. DJI Phantom 4 Pro V2.0 **~\$1,500** (FAA Part 107 License \$150; Training online/book ~\$300)

- Real time ortho imagery almost anywhere in the county (can't fly in restricted airspace around airports and military areas).
- Improve the accuracy of site surveys.
- Code Enforcement compliance? (verify legalities on this)
- Monitor construction process.
- Property review to confirm structures, setbacks, lot coverages.
- Continuing costs: insurance; maintenance; training.
- NOT** survey grade.

4. ArcGIS Drone2Map

- Mission Planning and image processing software package. **~\$1,500/yr.**

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

6,600

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	Tamra Mabbott	2-16-21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** County Surveyor

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Continue to build the County Surveyor program and fine tune budget needs.

2. Start building long term goals by analyzing expectations and other department needs based on workload over the course of the next year.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

See Attached.

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

The County Surveyor is now a full-time position and the following budget overhaul reflects former needs no longer necessary and many new needs that come with a full service operation. This has been prepared after analysis of other department budgets and a personal knowledge of items required to complete the duties of this position. I feel this will continue to be fine tuned over the course of the next few years.

5. **Department Decision Package Number 1**

a. **Proposal Title:** M&S OFFICE SUPPLIES INCREASE

b. **Total Cost of Decision Package:** \$500

c. **Proposal Description and Justification:**

Current office supply budget is \$50. This will not cover anticipated cost to cover a full-service County Surveyor office. The ask of \$500 would cover anticipated purchases such as plotter paper, mylar paper, ink, stationery, postage, etc.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

101-118-5-20-2110 Office Supplies

6. Department Decision Package Number 2

a. Proposal Title: M&S addition for FUEL

b. Total Cost of Decision Package: \$4,000

c. Proposal Description and Justification:

Fuel costs need to be added to the budget now that the Surveyor has a vehicle. The ask of 4k would cover 1 tank of fuel per week and is a worst-case scenario.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

7. Department Decision Package Number 3

a. Proposal Title: M&S addition for PROFESSIONAL LICENSE FEES

b. Total Cost of Decision Package: \$200

c. Proposal Description and Justification:

Professional Land Surveyors are required to pay license fees to keep an active state license. A license is a requirement of this position. The cost covers the anticipated fee for upcoming June 2021 renewal.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

8. Department Decision Package Number 4

a. Proposal Title: M&S addition for CELL PHONE

b. Total Cost of Decision Package: \$1,200

c. Proposal Description and Justification:

Cell phone costs need to be added to the budget now that the Surveyor has a mobile phone. The ask would cover anticipated annual cost of cell phone use.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

9. Department Decision Package Number 5

a. Proposal Title: M&S addition for AUTO REPAIR AND MAINTENANCE

b. Total Cost of Decision Package: \$5,000

c. Proposal Description and Justification:

Auto repair and maintenance costs need to be added to the budget now that the Surveyor has a vehicle. The ask of 5k would cover all vehicle related maintenance costs and also provide funding for new tires to replace the stock highway tires.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

10. Department Decision Package Number 6

a. Proposal Title: M&S addition for EQUIPMENT REPAIR AND MAINTENANCE

b. Total Cost of Decision Package: \$1,500

c. Proposal Description and Justification:

Equipment repair and maintenance costs need to be added to the budget now that the Surveyor has survey equipment. The ask would cover anticipated costs related to maintaining equipment calibration, firmware, etc., and replacing damaged or malfunctioning parts no longer covered under warranty.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

11. Department Decision Package Number 7

a. Proposal Title: M&S addition for GNSS & SOFTWARE MAINTENANCE FEES

b. Total Cost of Decision Package: \$1,200

c. Proposal Description and Justification:

Survey GNSS units and software packages require annual maintenance fees be paid in order to received the latest updates/upgraded. This would include new software patches or version upgrades. This is recommended to keep all software and equipment up to date and working properly.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

12. Department Decision Package Number 8

a. Proposal Title: M&S addition for MILEAGE AND MEALS

b. Total Cost of Decision Package: \$1,000

c. Proposal Description and Justification:

Mileage and meals would provide the surveyor a budget item to cover costs incurred when required to travel for conferences, meetings, etc. I will be regularly be taking part in OACES and PLSO agendas which often require distant travel and lodging. The ask amount is consistent with that of other budgets.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

13. Department Decision Package Number 9

a. Proposal Title: M&S addition for LODGING

b. Total Cost of Decision Package: \$1,000

c. Proposal Description and Justification:

Lodging would provide the surveyor a budget item to cover costs incurred when required to stay overnight for conferences, meetings, etc. I will be regularly be taking part in OACES and PLSO agendas which often require distant travel and lodging. The ask amount is consistent with that of other budgets.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

14. Department Decision Package Number 10

a. Proposal Title: M&S addition for SURVEY EXPENDABLES

b. Total Cost of Decision Package: \$2,500

c. Proposal Description and Justification:

Survey expendables include lath, hubs, tacks, nails, ribbon, paint, whiskers, markers, pencils, field books, etc. They are everyday use items that will need to be replaced regularly. This ask would cover the anticipated amount needed to cover these purchases.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

15. Department Decision Package Number 11

a. Proposal Title: M&S addition for OPERATIONAL FEES

b. Total Cost of Decision Package: \$500

c. Proposal Description and Justification:

Operational fees would cover any/all fees associated with the operation of the Surveyor office. Currently that includes post office box, vehicle licensing fees, and any additional offset I need to provide to Public Works for my office space and internet/energy use.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

16. Department Decision Package Number 12

a. Proposal Title: M&S addition for MONUMENT MATERIALS

b. Total Cost of Decision Package: \$3,000

c. Proposal Description and Justification:

Monument materials include brass caps, aluminum caps, plastic caps, pipe, rebar, monument boxes, signs, posts, etc. This ask would cover the costs of materials needed to satisfy statutory requirements for durable and properly marked survey markers. These would be utilized for remonumentation of PLSS corners and for official work done by the County Surveyor that requires monumentation.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

17. Department Decision Package Number 13

a. Proposal Title: M&S addition for PLS NOTICE MATERIAL

b. Total Cost of Decision Package: \$500

c. Proposal Description and Justification:

Per Oregon Statute, the County Surveyor must provide adequate notice to landowners before entering upon their land. This item would cover cost of official letterhead and door hangers published by the PLSO. This will provide the material necessary to easily stay compliant with notice laws.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

18. Department Decision Package Number 14

a. Proposal Title: M&S addition for BOOKS & PUBLICATIONS

b. Total Cost of Decision Package: \$500

c. Proposal Description and Justification:

This ask would assist with continuing professional development while keeping the most current publications on hand for use and reference. Updating reference material is essential for the surveying profession.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

19. Department Decision Package Number 15

a. Proposal Title: M&S addition for LEGAL NOTICES

b. Total Cost of Decision Package: \$200

c. Proposal Description and Justification:

Legal notices are a requirement of various processes like legalizations, vacations, and transfers. Publications charge fees to post these ads. In addition, special paper, lamination, and postage will also be required. This addition would cover those anticipated costs, most of which will be related to road department tasks.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

20. Department Decision Package Number 16

a. Proposal Title: Revenue addition for PROPERTY LINE ADJUSTMENT FEES

b. Total Cost of Decision Package: \$200

c. Proposal Description and Justification:

Property Line Adjustment fees have been added to the County Surveyor fee schedule to cover the cost of added time and resources to review these requests.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under revenue.

21. Department Decision Package Number 17

a. Proposal Title: M&S addition for AFFIDAVIT FEES

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

Affidavits have been added to the County Surveyor Fee Schedule to cover the cost of review and filing. I do not expect to see many of these come through so the estimated amount is \$0.

Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under revenue.

22. Department Decision Package Number 18

a. Proposal Title: GL removal of Professional Surveyor

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

The professional surveyor line item is no longer needed.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

Recommending 101-118-5-20-3121 for removal.

23. Department Decision Package Number 19

a. Proposal Title: GL removal of Subdivision Plat Check

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

The subdivision plat check line item is no longer needed as this service is covered by having a full time County Surveyor.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

Recommending 101-118-5-20-3420 for removal.

24. Department Decision Package Number 20

a. Proposal Title: GL removal of Plat Checks

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

The plat checks line item is no longer needed as this service is covered by having a full time County Surveyor.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

Recommending 101-118-5-20-3421 for removal

25. Department Decision Package Number 21

a. Proposal Title: GL removal of Surveyor Contract

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

The surveyor contract item is no longer needed as this service is covered by having a full time County Surveyor and will be reflected in personnel services.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

Recommending 101-118-5-20-3425 for removal



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: General Maintenance Supervisor P. in Pa. ^{ment} Life (years): _____
 Project Originator (Name): Anthony Clement Phone: 541-240-1991
 Department: Public Works Location: _____
 Desired project timing: _____ Start Date: _____ Completion Date: _____

2. Project Description/Justification Include a detailed description of the project and justification. Attach add'l documentation as necessary.

An Increase in maintenance issues/costs with the 2008 Ford F550 driven by the General Maintenance Supervisor has prompted this request. There will also be a need for increased trips between North and South County. This need arises with the construction of the new County Administrative Facility in North County. The General Maintenance Supervisor will be making a minimum of weekly trips to ensure the Counties needs are being adhered to during the construction phase of this project.

I will be securing a comparable chassis that will enable snow plow, sander, and flat bed(w/boxes) to be reused and cut costs.

3. Project Cost Estimate Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget:

YES NO

Amount: \$

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** Public Works / GENERAL MAINTENANCE

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Replace General Maintenance Supervisors pick up due to increasing mechanical costs/repairs. Pick up currently has 157,000 miles.
 - 2.

3. **Department/Fund Budget Worksheets.** (Found on the Shared Drive (S:) – Shared Documents – Budget Preparation.)

4. **Notes to the Department Budget Requests:** Discuss significant changes. How do these help the Department to meet its goals and objectives?

Due to the construction of new County facilities in North County, there will be an increased need for travel between North + South County to ensure the counties need are being met during construction.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:** Pick up replacement

 - b. **Total Cost of Decision Package:**

 - c. **Proposal Description and Justification:**

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i.
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** Public Works, South Transfer

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

Goal: Create a safe and secure way to dispose of waste products.

Objectives: Giving additional space for this waste. Purchasing one and owning 40 yard garbage container.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

Included

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Inadequacy has been accumulating to much in time for need of waste dumpster containers, amongst the County properties. The south franchisee does not have enough to supply the demand and if it does it is at weekly rental cost.

Parks are often left without a 40-yard garbage container due to a fire event, large recreationalist or a hunting weekend.

Fairgrounds is often left without the same 40-yard garbage container, shuffling between weekends (when transfers stations are open) and on none working days to supply the fairgrounds with the unit.

South end Transfer Stations are in dire need of repair for the four that are owned and are over 20 years old and rust and everyday misuse is taking its toll on these units. They need to be swapped out for a repair and refurbishing of the rusted-out bottoms and repaired of the caged tops.

5. **Department Decision Package Number 1**

a. Proposal Title: *One 40 Yard Container for waste*

b. Total Cost of Decision Package: \$11,000. is the ask for additional 40 yard container, with the increase of steel prices this will be a help for the cost.

c. Proposal Description and Justification:

The most important reason for waste collection is the protection of the environment and the health of the population. Rubbish and waste can cause air and water pollution. If we can't provide this for the County we are at risk to be fined by the department of environmental quality.

Inefficiency has been apparent with the Parks, Fairgrounds and both transfer stations due to the shortage of the roll off containers.

This isn't a Transfer Stations issue this is a County Government wide issue with inefficiency of containers for the waste produced from the services we provide.

Including to help with neighboring agency's assistance with waste collection when needed.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii. 101.123.5.40.4402

#101-125

PrintForm



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: 3/1/2021

1. Project Details

Project Name: Computer Replacements and New Computers Life (years): Est 5years

Project Originator (Name): Darrell Green Phone: _____

Department: Administration Location: _____

Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

Scheduled replacement of 11 computers/laptops and purchasing an additional 20 computers for the new Irrigon building.
Commissioner Offices- 2
Loop- 3
Surveyor drop in-1
Compliance Planner-1
Emergency Manager-1
Kiosk-2
Victim Assistant- 1
Sheriff's Office-9

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text" value="101-125-5-40-4312"/>	Amount: \$	<input type="text" value="\$60,000.00"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)			

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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Morrow Co Gov PC Inventory

Last Updated 2-10-2020

Average Cost Estimate: Desktop - \$2600, Laptop \$2000 (\$2400 with dock/

- To be replaced budget cycle (17-18) Est. 30 computers
- To be replaced in budget cycle (18-19) Est. 35 computers
- To be replaced in budget cycle (19-20) Est. 24 computers
- To be replaced in budget cycle (20-21) Est. 7 computers
- To be replaced in budget cycle (21-22) Est. 11 computers
- To be replaced in budget cycle (22-23) Est. 24 computers
- To be replaced in budget cycle (23-24) Est. 25 computers
- To be replaced in budget cycle (24-25)
- To always be replaced with good used (never)

Network	Release date	Serial number	Model	OS	Manufacturer	Notes
MC-COMP	10-Jul-08	10047061	OptiPlex 955	19	Dell Inc.	Computer Dept PC
PW-SOFT	22-Sep-08	9852291	OptiPlex 960	10	Dell Inc.	Public Works Shop PC, SSD HDD
CRK-WOL	20-Nov-08	6550VFL	Latitude E6400	7	Dell Inc.	Karen Laptop (not primary PC)
MCJUVENI	10-May-09	HYW93CJ	Latitude E6400	XP	Dell Inc.	Juvenile Dept Laptop (not primary PC)
POW-GOV	13-Feb-10	930X1H1	OptiPlex 700	7	Dell Inc.	OHV Park Host PC, SSD HDD
OWILLIAM	4-May-10	D3851M1	Latitude E6410	XP	Dell Inc.	Kristen Bowles Laptop (not primary PC)
PW-CHIEF	20-Apr-10	2501011	OptiPlex 760	7	Dell Inc.	OHV Park Public Access PC, SSD HDD
MC-SO-SNY	8-Aug-10	5PL5W11	Latitude E6410	10	Dell Inc.	Brian Snyder Laptop (not primary PC)
WH-FURTH	13-Jul-10	1401101	Latitude E6410	7	Dell Inc.	Health Laptop, Youngs open station
SO-INDIAN	19-Nov-10	0208191	Latitude E6410	10	Dell Inc.	Sherrill Office Training Laptop 2
MOHO-GOV	08-Nov-11	6017011	Latitude E2210	7	Dell Inc.	Health Laptop, Multiple Chances, needs 10 key, HD will pay cost difference between standard laptop and 10-key laptop. Post pone until 11
MOHO-SWE	21-Feb-12	6FWLCT1	Dell System Work 37	7	Dell Inc.	Health Laptop, Shelby, spare laptop - emailed Shelly 10-17-19
CRK-CLERK	13-Feb-12	0000001	OptiPlex 7010	10	Dell Inc.	Health Laptop, Shelby, spare laptop - emailed Shelly 10-17-19
BARTH-AM	18-Sep-12	1392R91	OptiPlex 7010	10	Dell Inc.	Bartolomew Upper Conf, SSD HDD
SO-DELEB	23-Dec-12	1000001	OptiPlex 7010	10	Dell Inc.	10, Judge/Exec Assistant, Reception, Sherrill Office, SSD HDD
MCDA-JANE	29-Apr-13	9TX1311	Latitude E6430	10	Dell Inc.	J.A. Medical Examiner
CLERK-LPT	6-May-13	40074X1	Latitude E5430 non-	10	Dell Inc.	Bobbi Childers Laptop (not primary PC)
HO-BOBBI	2-Sep-13	F0K1V21	Latitude E6440	10	Dell Inc.	Health Dept, Debra B Green (not primary PC)
PW-DEAN	12-Feb-14	8100701	OptiPlex 7010	10	Dell Inc.	OHV Park Work Unit PC
PW-SCAMP	17-Jul-14	1007021	OptiPlex 7010	10	Dell Inc.	Public Works, Bill Grayson, SSD
MC-COUSI	14-Feb-15	6525G37	OptiPlex 7010	7	Dell Inc.	Outstation Work Host
PW-CHIEF	14-Feb-15	0521007	OptiPlex 7010	10	Dell Inc.	Gov, Criminal, Training pc
SO-INSUR	2-Apr-15	7955N62	OptiPlex 7010	10	Dell Inc.	Parale and Probation, Glen Dreibl
SO-TRAIN	8-Apr-15	6700X72	Latitude E6440	10	Dell Inc.	Sherrill Office Training Laptop 1
MCVETS-LI	19-Apr-14	42H2Y21	Latitude E5440	10	Dell Inc.	Linda Skendzel (not primary PC)
PW-DELEB	21-Apr-14	8W16L02	OptiPlex 7010	10	Dell Inc.	Public Works, Keenan
CLERK-DEB	21-Apr-14	0970L02	OptiPlex 7010	10	Dell Inc.	Clerks Reception Public PC
CLERK-BOB	21-Apr-14	1401102	OptiPlex 7010	10	Dell Inc.	Clerks Ingen Public PC
PW-AM-93	5-Jun-14	2002V12	OptiPlex 7010	10	Dell Inc.	Amson Winth Park, SSD HDD
PW-SHERRI	9-Jun-14	1925V12	OptiPlex 7010	10	Dell Inc.	Red Millar, SSD
PL-COURT	9-Jun-14	1000012	OptiPlex 7010	10	Dell Inc.	Courier Computer
DA-DELEC	8-Apr-16	3890W12	OptiPlex 7010	10	Dell Inc.	DA Office, Debbie Peck, secondary PC for checking email (not primary PC)
HO-BOBBI	9-Jun-16	3890W12	OptiPlex 7010	10	Dell Inc.	Health Dept, Boardman Conf Room (not primary PC)
HO-SPANI	25-Jul-16	3000002	Latitude E5440	10	Dell Inc.	Health Laptop, Spare in Reception used for training?
HO-VTURK	27-Jun-15	1100012	Latitude E5440	10	Dell Inc.	Health Laptop - Vickie, not primary
PL-DELEB	30-Jul-15	3000002	OptiPlex 7010	10	Dell Inc.	Dana Strain
SO-THOMAS	11-Aug-15	3000002	OptiPlex 7010	10	Dell Inc.	Tommy Hester
SO-DELEB	26-Aug-15	3000002	OptiPlex 7010	10	Dell Inc.	Bartolomew Lower Conf
PL-DELEB	5-Nov-15	0100002	OptiPlex 7010	10	Dell Inc.	Douglas B. Hall, not a PC
PW-BOBBI	25-Oct-15	1000012	Latitude E5440	10	Dell Inc.	PW Conf Room Laptop
HO-POWELL	12-Jan-16	1000012	Latitude E5440	10	Dell Inc.	Health Laptop, Primary
COURT-SD	23-Jan-16	1000012	OptiPlex 7010	10	Dell Inc.	Health Laptop
CLERK-SCA	19-Feb-16	4000002	OptiPlex 7010	10	Dell Inc.	Task Statement PC
DA-MEDON	13-Apr-16	0521002	OptiPlex 7010	10	Dell Inc.	D.A. Office
MC-BOBBI	27-Apr-16	4000002	OptiPlex 7010	10	Dell Inc.	LeAnn Wright
SO-MROSS	18-May-16	01641021053	Surface Pro 4	10	Microsoft Co	Melissa Ross, Tablet (not primary PC)
HO-JUDGE	27-Jul-16	0007002	Latitude E7470	10	Dell Inc.	Ann Spicer, Heppner, laptop, dock, monitors
SO-LIVESC	6-Sep-16	2102802	OptiPlex 7040	10	Dell Inc.	MCSD Fingerprint, Hepp
SO-LIVESC	8-Sep-16	2106802	OptiPlex 7040	10	Dell Inc.	MCSD Fingerprint, King
DA-CHIEF	20-Nov-16	5K3P72	Latitude E5470	10	Dell Inc.	Cindy Greenawald, Laptop (not primary PC)
COURT-CO	25-Nov-16	4Q7R02	OptiPlex 7040	10	Dell Inc.	Commissioners Office
PL-CHIEF	8-Dec-16	1000002	Latitude E7470	10	Dell Inc.	KyMBERLE Eriev
PW-SCASO	19-Dec-16	25136470553	Surface Pro 4	10	Microsoft Co	Kristi Casson, Surface (not primary PC)
PW-GREG	1-Jan-17	39137531853	Surface Pro 4	10	Microsoft Co	Greg Close, Surface
CRK-BOBBI	1-Feb-17	4180W72	Latitude E7470	10	Dell Inc.	Commissioner Doherty
SO-KIMATH	1-Feb-17	4180W72	Latitude E5470	10	Dell Inc.	Ken Mastack, Laptop (not primary PC)
DA-CORRE	21-Mar-17	8092002	Precision Tower 362	10	Dell Inc.	Cindy Greenawald
PL-STEPHE	21-Mar-17	8092002	OptiPlex 7040	10	Dell Inc.	Stephen Wreccles (est \$2000 for being GIS PC)
PW-SPOW	30-Mar-17	70877621353	Surface Pro	10	Microsoft Co	Sandi Polster, Surface (not primary PC)
ASSESSOR-	28-Apr-17	21812665353	Surface Pro 4	10	Microsoft Co	Assessors Office, Field Tablet (not primary PC)
ASSESSOR-	28-Apr-17	Surface Pro 4	10	Microsoft Co	Assessors Office, Field Tablet (not primary PC)	
ASSESSOR-	28-Apr-17	Surface Pro 4	10	Microsoft Co	Assessors Office, Field Tablet (not primary PC)	
ASSESSOR-	28-Apr-17	Surface Pro 4	10	Microsoft Co	Assessors Office, Field Tablet (not primary PC)	
SO-BRYNDE	1-May-17	4115502	OptiPlex 7050	10	Dell Inc.	Brian Snyder
SO-RECON	1-Jun-17	35X1LH2	OptiPlex 7050	10	Dell Inc.	Melissa Ross
FAIR-SURF	15-Aug-17	34404672153	Surface Pro	10	Microsoft Co	Fairgrounds (not primary PC)
ACCT-KATE	15-Feb-18	01D7M12	Latitude 5580	10	Dell Inc.	Kate Knopp, Laptop, Not Primary

Morrow Co Server Inventory

Last Updated 3-4-21

Network name	Ship date	Serial numb	Model	End of Life	Notes
MCG-VHOST02	3/28/2018	85F0MN2	PE T630	3/28/2025	Helion Server for Assessor and Clerks office Replacement estimate: \$20,000
MCG-SYNOLOGY-1	1-Aug-17		DS1517+	8/1/2025	Backup Storage Repository for Veeam - repl est: \$3,000
MCG-VHOST03	4/29/2019	15CCDW2	PE T640	4/28/2026	Host server for File, Email, Finance, DC, RD Gateway Replacement estimate: \$20,000
Server Software	Purch Date	Version	Renewal	End of Life	Notes
Exchange	11/13/2015	2016		FY 24/25	Replacement Estimate: \$15,000 around the year 2024
Veeam	10/16/2015	Current	10/13/2024		Maintenance Cost: \$4500 for 5 year term. Currently 2 servers
Vipre	7/1/2009	Current			Maintenance Cost: \$1000 annually
Helion		Current			Assessors and Clerks software
Incode		Current			Accounting Software
ArcGIS		Current			Assessors, Planning and Public Works Software
RiMS		Current			Sheriffs Office Software

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Department Budget Request Worksheet
Fiscal Year 2020-2021
(July 1, 2020 through June 30, 2021)

1. Department/Office Name: 101-199 Non Departmental

2. Department Goals and Objectives for Fiscal Year 2020-2021:

1.

2.

3. Department/Fund Budget Worksheets. (Found on the Shared Drive (S:) – Shared Documents – Budget Preparation.)

4. Notes to the Department Budget Requests: Discuss significant changes. How do these help the Department to meet its goals and objectives?

Contract an architect/engineering firm to conduct a space analysis of the ~~historic~~ Morrow County historic Courthouse. Plan for future growth and additional space for Circuit Court. ~~Due to~~ The Courthouse is a

5. Department Decision Package Number 1

a. Proposal Title: Courthouse Space Analysis

Nationally registered historic building. A professional analysis would help the County meet the requests of SITPO

b. Total Cost of Decision Package: \$50,000

c. Proposal Description and Justification: ←

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii.

Building Fund? or Courthouse upgrades

NEIGHBORHOOD CENTER OF SOUTH MORROW COUNTY

Non-Profit
Organization

P.O. Box 895
Heppner, OR 97836

Phone:
(541) 676-5024

March 12, 2021
Kate Knop
Finance Director
PO BOX 867
Heppner, OR 97836

Dear Kate Knop and the Morrow County Budget Committee,

The Neighborhood Center of South Morrow County would like to formally request the amount of \$20,000.00 for the 2021-2022 fiscal year. We are asking for this amount because of the increase in our monthly food boxes, utility and rent assistance programs.

The Neighborhood Center is the only food pantry for South Morrow County residents. In 2020, the Center distributed 899 food boxes. Many residents, including our elderly population, live on a fixed income and rely upon the groceries and toiletries we distribute every month.

The Neighborhood Center is a resource where community members can get help applying for SNAP benefits and CAPECO Energy Assistance Programs, in addition to the assistance the Center provides. Community members can volunteer at the Center, and for those seeking employment, can learn important job skills through their act of service.

I've enclosed a copy of our 2020 report showcasing the needs we met in our community. Thank you for your time and consideration.

Sincerely,



Lisa Patton, Coordinator
Neighborhood Center of South Morrow County

NEIGHBORHOOD CENTER OF SOUTH MORROW COUNTY

Non-Profit Organization
(541) 676-5024
nhcenter97836@yahoo.com

PO BOX 895 Heppner, OR 97836
441 N Main Street Heppner, OR 97836
www.facebook.com/nhcenter97836

Calendar Year 2020

The Neighborhood Center serves the low income residents of Heppner, Lexington, Ione and Hardman.

We met these needs within our community:

<u>Emergency Item of Assistance</u>	<u>Locals Assisted</u>
Food Boxes Served	899 food boxes
Emergency Gas Assistance	4 families
Housing Assistance	10 families
Utility Assistance	26 families
Prescription Assistance	3 families
Wood Assistance	8 families
Clothing Assistance	31 families (<i>worth \$439.00</i>)
Household items	34 families (<i>worth \$481.00</i>)
Clients we helped with applying for CAPECO and SNAP (food stamps) benefits. This total also includes referrals to Veteran and Domestic Violence Services	690 individual community members
Christmas "Giving Tree" Recipients	26 families

Donations from Community members:

Food donations collected	2,744 lbs
Volunteer hours contributed	3,863 hours
Clothing and household donations valued at	\$57,238.45

We received financial assistance from:

Private Donations	Community Churches
Morrow County	WCVED
United Way	Network For Good
Howard & Beth Bryant Foundation	Oregon Community Foundation



United States
Department of
Agriculture

Wildlife Services

6035 NE 78th Ct.
Suite 100
Portland, OR 97218

Date March 11th, 2021

Morrow County Commissioners
C/O Kate Knop
P.O. Box 867
Heppner, OR 97836

Subject: FY 2021-2022 Wildlife Services Budget Request

Dear Commissioners,

USDA-APHIS-Wildlife Services (WS) appreciates the support of Morrow County and the opportunity to provide service to individuals in the County. WS is grateful for the collective support of the Association of Oregon Counties (AOC), our individual county partners, cooperators, and many stakeholders who have made their support of our services known as we start this budget session. Our assistance with wildlife conflicts is primarily focused on livestock and other agricultural resource protection but also includes wildlife threats to human health and safety, protection of public and private property and assisting agencies with natural resource protection. The intent of this letter is to convey information that will assist with the County's budget planning process for the upcoming county fiscal year.

Based upon our preliminary discussion with you, our proposed budget request (see attachment) for July 1, 2021 – June 30, 2022 is **\$69,000**. This funding request indicates the amount needed to maintain the current level of service you are receiving. We do want you to know that this amount, though an increase, continues to be short with keeping Chris Lulay fully funded by the county. Once the county commission confirms your approved budgeted amount, please let us know and we will send you a final agreement for signature. We do need a commitment or letter of intent by June 30th, to ensure we can continue services beyond June 30th.

The attached budget sheet identifies the amount of state and federal funds anticipated to offset the costs to the county. The amount of state and federal funds will be confirmed when the respective budgets are finalized and approved. The state and federal funds are distributed equitably to the participating counties. The equitable distribution of the state and federal funds ("Shares") is proportional to the amount of funding provided by each county. Counties that pay more for service, receive more in shares.

WS is keenly aware of the funding challenges County Officials are faced with and are committed to respond to your requests for assistance. We continue to work with

federal and state agencies to ensure we provide sound wildlife damage management actions that are consistent with applicable federal and state laws, including the Endangered Species Act. We will collaborate with you on the budget process and make reasonable adjustments, if needed, to continue our long-standing relationship with Morrow County and provide the best level of service we can with such adjustments.

I want to thank your county for the continued support of the USDA-APHIS-Wildlife Services program. That support is vital to our combined ability to provide services to individuals throughout the state. WS looks forward to continuing to serve the County to the best of our ability. Please note, Dave Williams, who served as the WS State Director for 23+ years, retired in December. In the interim, contact the USDA-WS Oregon State Office, Assistant State Director Kevin Christensen at (503) 329-9819 or District Supervisor Shane Koyle at (541-963-7947) should you have any questions.

Sincerely,

Shane Koyle
District Supervisor

Attachments: Financial Plan Morrow County

CC: Lauren Smith, AOC Legislative Manager

FINANCIAL PLAN

For the dispersement of funds from

Morrow - County

to

USDA APHIS Wildlife Services

for

Predator Management: coyote, bear, cougar etc.

from

7/1/2021

to

6/30/2022

Cost Element	Cost to Cooperator	Cost Share (Paid by Federal and State)	Full Cost
Personnel Compensation	\$ 41,400.32	\$ 25,052.16	\$ 66,452.48
Travel	\$ -	\$ -	\$ -
Vehicles	\$ 5,586.47	\$ 2,783.57	\$ 8,370.04
Other Services	\$ 4,260.00	\$ -	\$ 4,260.00
Supplies and Materials	\$ 3,019.82	\$ -	\$ 3,019.82
Equipment	\$ -	\$ -	\$ -

Subtotal (Direct Charges)	\$ 54,266.61	\$ 27,835.73	\$ 82,102.34
----------------------------------	---------------------	---------------------	---------------------

Pooled Job Costs	11.00%	\$ 5,969.33		\$ 5,969.33
Indirect Costs	16.15%	\$ 8,764.06		\$ 8,764.06
Aviation Flat Rate Collection		\$ -		\$ -
Agreement Total		\$ 69,000.00	\$ 27,835.73	\$ 96,835.73

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$69,000.00. The Cost Share amount is \$27,835.73. This is an estimate based on available State and Federal funding and may be adjusted accordingly.

Irrigon Boardman Emergency Assistance Center, Inc.
290 N. Main – PO Box 506 Irrigon, OR 97844

March 12, 2021

Kate Knop, Finance Director
Morrow County
PO Box 867
Heppner, OR 97836

Dear Ms. Knop,

Irrigon Boardman Emergency Assistance Center is requesting funding from the Morrow County Budget Committee, \$25,000.00 for the coming fiscal year, 2021-2022. As you will read below client housing and utility needs increased with the COVID -19 pandemic almost doubling from the previous year. With that said we are anticipating an increase in client needs, both through food and the growing upsurge of living expenses.

IBEAC provides assistance to families, who need help with payment of rent, electricity, utilities and occasional help with gas for medical transportation to doctors and hospitals. We are also a food pantry, providing 3 -5 days of meals each month, as well as providing 1-2 nights lodging for individuals and homeless traveling through our jurisdiction, being Irrigon and Boardman, seeking temporary housing as they transition to a more stable living environment.

Recap of last six months' worth of spending:

1. Rent for our clients: \$5,215
2. Water/sewer: \$1,346
3. CAPECO, misc. food: \$1,673
4. Electric, gas, propane \$3,322
5. Wages: 1 paid employee: \$3,000
6. Operation: telephone, \$5,692
Computer, water/sewer,
Electricity, natural gas

We have six (6) volunteers that assist with the pantry and bookkeeping. In the last six (6) months' time, September 2020– February 2021, opened only on Tuesday, we have helped a total of 584 families consisting of 1,752 individuals. (These numbers specifically reflect food given per family, with a higher-than-average number of first-time families needing help with housing and utilities.) We are anticipating these numbers to grow as the year progresses.

Thank you for your consideration. We look forward to reviewing this information with the Commissioners.

Sincerely,
Ina Abercrombie, Coordinator

Office: 541-922-4563 ibeac506@hotmail.com; ibeac290@gmail.com 501(c) 3

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. Department/Office Name:

Public Works, Lexington Airport

2. Department Goals and Objectives for Fiscal Year 2021-2022:

1.

Goal: To create an economic impact for a small airport. Easier access to the pilot/visitor. Also, to bring in business and commerce.

Objectives: Infrastructure and air connectivity has a positive correlation with economic growth. Courtesy car availability and future infrastructure feasibility study for development.

3. Department/Fund Budget Worksheets. (Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)

4. Notes to the Department Budget Requests: Discuss significant changes. How do these help the Department to meet its goals and objectives?

In the past year the Lexington airport staff had established an Airport Advisory committee which develops recommendations for airport staff by providing an ongoing citizen perspective and review of airport capital improvement projects, environmental issues, air service development and changes to airport administration policy.

A courtesy car was implemented to help with economic visits in the area, the car allows business to be conducted.

Federal Aviation funds are available for seal coat of the runway and taxiways, and replacement of each runway lighting which are out dated. This 2021 year are the planning stage of the project and 2022 will be the work done through a contractor.

Feasibility study conducted which was a huge help in helping of the development of hangers, UAS activity and Mechanic and technical ability or access. Economic growth is important and to conduct a study on this process was a vast influence on getting the correct development for the area.

Losing our Automated Weather Observation technician to retirement in the summer of 2020. Internal staff took on the role and are working with All weather incorporated, We are able to conduct the necessary certifications required.

5. Department Decision Package Number 1

a. Proposal Title:

Ceilometer purchase for Automated Weather Observation System.

b. Total Cost of Decision Package:

Quote on 07/2020 \$31,175.00

c. Proposal Description and Justification:

In 2003 a grant was used to purchase the elite unit of the Automated Weather observing system (AWOS) Automated weather stations offer the convenience of unattended, long-term monitoring at multiple remote locations, thereby reducing the time and cost associated with frequent measurements. In addition, the possibility of human error in data collection is minimized. This is important to the pilot. sensor suites which are designed to serve aviation and meteorological operations, weather forecasting and climatology. Automated airport weather stations have become part of the backbone of weather observing in the United States and Canada and are becoming increasingly more dominant worldwide due to their efficiency and cost-savings. Units continue to be serviced and maintained greatly. Inspectors come on a quarterly basis and Morrow County has one of the best elite / pristine units and impressed many who visit the site. Many components are important and right now one is on the obsolete radar and parts are no longer available. This component is the Ceilometer and this is a device that uses a laser or other light source to determine the height of a cloud ceiling or cloud base. Ceilometers can also be used to measure the aerosol concentration within the atmosphere. When based on laser, it is a type of atmospheric lidar. Visiting with several pilots it is an important piece to the pilot. For the VFR (visual flight rules) and IFR (instrument flight rules) pilots knowing the cloud height will be a go or no-go decision. The VFR pilot needs to know what the ceiling is and if its broken or overcast and what the height of the cloud base is above the ground. The IFR pilot also needs this information to decide on even starting an approach into the airport, if the cloud height is to low you could not land at this airport or if its reported above minimums they could use this airport for landing or for the required alternate if required. This is all in the interest of safety. Which is priority for the facility.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i. *Capital improvement 205.250.540.4304 AWOS Project*

Lexington Airport Project Budget Estimate (2/3/21)

Project Name	FAA Grant Amount	County Share	Total Project Cost	Plan Year	Notes
Seal Coat & REIL Construction (Design)	\$159,031.00	\$0.00	\$159,031.00	2020-2021	100% FAA share through CARES Act
Seal Coat & REIL Construction (Construction)	\$756,524.00	\$84,058.00	\$840,582.00	2021-2022, 2022-2023	COAR grant may fund 90% of County share (\$75,652).
Taxiway D (Design)	\$150,000.00	\$16,667.00	\$166,667.00	2022-2023	
Taxiway D (Construction)	\$850,000.00	\$94,444.00	\$944,444.00	2023-2024	Estimate construction in Summer 2023.

Fiscal Year	Seal Coat & REIL Project			Taxiway D Reconstruction		
	FAA Share	County Share	Total	FAA Share	County Share	Total
July 1 2020-June 30 2021	\$159,031.00	\$0.00	\$159,031.00	\$0.00	\$0.00	\$0.00
July 1 2021-June 30 2022	\$36,524.00	\$4,058.00	\$40,582.00	\$0.00	\$0.00	\$0.00
July 1 2022-June 30 2023	\$720,000.00	\$80,000.00	\$800,000.00	\$150,000.00	\$16,667.00	\$166,667.00
July 1 2023-June 30 2024	\$0.00	\$0.00	\$0.00	\$850,000.00	\$94,444.00	\$944,444.00

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** Fair

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. To hold 2-3 events on top of fair during the next fiscal year.

2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Transfer from 214-100-5-50-5999 (operating contingency) \$50,000 into 214-303 (Fair Events). With this transfer it gives the board available funds to host different events throughout the year.

Some of the ideas that we are looking at:

Hold an event in October or possibly November/December

March event broncs/bulls event, with entertainment after

June/July summer type fest (food trucks, music)

5. **Department Decision Package Number 1**

a. **Proposal Title:** contingency transfer

b. **Total Cost of Decision Package:** \$50,000

c. **Proposal Description and Justification:** these gives the funds available to hold more events for the communities.

- d. Line Item(s) to Which Expenses Would Be Recorded if Approved:
 - i. See attached budget sheet
 - ii.

6. **Department Decision Package Number 2**

- a. Proposal Title: zero out 214-302

- b. Total Cost of Decision Package:

- c. Proposal Description and Justification: there has not been a queen or court since
• 2015. It has been advertised in the premium book every year and we have not had an interest. The rodeo is not interested in having a queen or court either. If we were continue this we would need to see a large increase in the funds for this.

- d. Line Item(s) to Which Expenses Would Be Recorded if Approved:
 - i. 214-100-5-20-3210 = \$1000.
 - ii. 214-300-50-20-3210 = \$1500.



THE LOOP - MORROW CO. TRANSPORTATION

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

Budget 216 Special Transportation Fund
2021/2022

1. Capital/Decision Ask Worksheet

- a. Capital Outlay - Vehicles \$464,874 -20% Match from STIF Formula
- b. Capital Outlay – Equipment \$38,000
- c. Decision Ask – Contracted Services - \$25,000
- d. Decision Ask – Contracted Services - \$98,540 – 20% Match from STIF Formula
- e. Decision Ask – Drug and Alcohol Testing - \$1,750
- f. Decision Ask – Telephone/*Data* - \$6,720
- g. Decision Ask – Operating Maintenance - \$3,000
- h. Decision Ask – Lodging and Meals - \$2,000
- i. Decision Ask – Office Expense - \$1,000
- j. Decision Ask – Training/Mileage – \$2,000
- k. Decision Ask – CareVan - \$6,500



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Technology Purchase Life (years): Unknown
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has a Capital Project in our Statewide Transportation Improvement Fund FY 21-23, to purchase technology enhancements for our expanding services (*fixed route/deviated route*) These enhancements would include real-time passenger data allowing the passenger to see where the bus is at and estimated time of arrival. This information would be delivered by kiosks at shelters and through a mobile device application.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

The project includes:

1. System Configuration and Project Management (hardware, installation, travel, and training) \$25,980
2. Morrow County – The Loop Branded App (Android and iOS) \$10,000

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$38,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text" value="216-320-3-30-3146"/>	Amount: \$	<input type="text" value="38,000"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZOY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216- Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Strategic Planning, for strategic investments

2. Expansion of Public Transportation Services

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Morrow County Coordinated Human Services Public Transportation Plan is required a reassessment/rewrite every five years. This plan prepares the Loop for strategic investments based on our communities Transportation needs.

The Loop has identified two funding sources for planning STIF formula and Section 5304.

5. **Department Decision Package Number 1**

a. **Proposal Title:**
Professional Planning Services

b. **Total Cost of Decision Package:**

\$25,000

c. **Proposal Description and Justification:**
Reassessment/Rewrite of Morrow County Coordinated Human Resources Transportation Plan. Expired.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
i. Contracted Services

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 – Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Strategic Planning, for strategic investments

2. Expansion of Public Transportation Services

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

As the Loop prepares for expanded services (fixed routes or deviated routes) we have identified the need for right-sizing our bus barn facilities and possibly a transit hub. The planning phase will prepare us for the construction phase. The Loop has identified two funding sources for this planning; STIF Discretionary and Section 5304.

Our goal is to strategically plan for a bus barn/transit hub as we expand our services.

5. **Department Decision Package Number 1**

a. **Proposal Title:**
Feasibility Study/Planning

b. **Total Cost of Decision Package:**

\$98,540

c. **Proposal Description and Justification:**
Bus Barn/Transit Hub Planning.– Siting, Engineering, Architectural drawings, Federal Process. Our Goal is to strategically plan for a bus barn/transit hub as we expand our services.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
i. Contracted Services

**Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)**

- 1. Department/Office Name:** The Loop – Morrow County Transportation
216 – Special Transportation Fund

- 2. Department Goals and Objectives for Fiscal Year 2021-2022**
1 Public Safety/Driver Accountability

2. Maintain eligibility for Section 5311 Funding

- 3. Department/Fund Budget Worksheets. (*Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.*)**

- 4. Notes to the Department Budget Requests: *Discuss significant changes. How do these help the Department to meet its goals and objectives?***
The Loop implemented a Drug and Alcohol Policy in 2020, which made us eligible for Section 5311 Funding. Section 5311 is for operating, capital, and planning expenses. Our goal is to maintain driver accountability and safety.

- 5. Department Decision Package Number 1**

 - a. Proposal Title:**
Drug and Alcohol Testing

 - b. Total Cost of Decision Package:**
1,750

 - c. Proposal Description and Justification:**
Drug and Alcohol Testing for pre-employment, random, reasonable suspicion, and post accident. This testing complies with our Drug and Alcohol Policy.

 - d. Line Item(s) to Which Expenses Would Be Recorded if Approved:**

 - i. Drug and Alcohol Testing
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 – Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Program Communications – Cell Phones and Data are required as we plan to implement a Dispatching System.

 2. Driver Communication, Payroll input. Program Reporting

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

In June of 2020 the Loop brought on part-time drivers for the first time in the program's history. With the Loop Drivers living in Heppner, Boardman and Irrigon we have provided a tablet for each location for drivers to input their hours. This enables the driver to report their hours daily and for management to process this information in a timely manner.

Additional data is required as we prepare to implement a Dispatching System.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:**
Program Communications

 - b. **Total Cost of Decision Package:**

6,720

 - c. **Proposal Description and Justification:**
Continue Phone Cell Service for the Loop staff and drivers. Continue providing data for driver payroll input. Prepare to implement Dispatching System that requires cell phones and data.

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Telephones/Data

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
 216 - Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Define Maintenance Expenses
 2. ODOT Compliance requesting reimbursement

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Historically all maintenance has been compiled in one GL line – “Maintenance”. Our department needs to define maintenance by; Vehicle and Non-Vehicle Maintenance. Examples of non-vehicle maintenance: *facility repairs/supplies, annual fire extinguisher inspections, vehicle cleaning supplies, first aid, emergency roadside supplies.* Our goal is to keep our operating expenditures organized.

5. **Department Decision Package Number 1**

- a. **Proposal Title:**
Non- Vehicle Maintenance

- b. **Total Cost of Decision Package:**
\$3,000

- c. **Proposal Description and Justification:**
Operating Maintenance.
Clearly define vehicle and non-vehicle maintenance.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Operating Maintenance
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 - Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Ongoing staff training
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*
Insufficient funds appropriated (Zero Dollars) to Lodging and Meals. Travel for training is expected to maintain and grow the program.

Department Decision Package Number 1

- a. **Proposal Title:**
Lodging and Meals

- b. **Total Cost of Decision Package:**
\$2,000

- c. **Proposal Description and Justification:**
Increase Lodging and Meals budget to allow sufficient appropriation. Lodging and meals are needed for travel to trainings.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Lodging and Meals
 - ii.

6. Department Decision Package Number 2

a. Proposal Title:

b. Total Cost of Decision Package:

c. Proposal Description and Justification:

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 - Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Ongoing staff training
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*
Insufficient funds appropriated (Zero Dollars) to Training/Mileage. Travel for training is expected to maintain and grow the program.

Department Decision Package Number 1

- a. **Proposal Title:**
Increase budget for Training/Mileage

- b. **Total Cost of Decision Package:**
\$2,000

- c. **Proposal Description and Justification:**
Increase Training/Mileage budget to allow sufficient appropriation.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Training/Mileage \$2,000
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 - Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Maintain Contracted Services to Boardman and Irrigon Good Shepard Patients through CareVan Transportation Program.
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

CareVan’s cost agreement with the Loop has not been reassessed since 2013. CareVan’s ridership from our Boardman and Irrigon communities has continued to grow year after year. Our goal is to maintain this service for the residents of Boardman and Irrigon.

Department Decision Package Number 1

- a. **Proposal Title:**
Contracted Services – CareVan- Good Shepard Transportation Provider

- b. **Total Cost of Decision Package:**
\$6,500

- c. **Proposal Description and Justification:**
Increase CareVan budget up to date. This service is funded through the Special Transportation Fund. The cost of providing service has increased due to increased rider demand.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. CareVan
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. Department/Office Name:

ADMINISTRATIVE - FINANCE DEPARTMENT

2. Department Goals and Objectives for Fiscal Year 2021-2022

1. *Increase efficiencies within the Finance Department in order to provide more robust and meaningful reports to all internal stakeholders.*
2. *Incorporate accessibility of real-time financial data to all Departments within the County.*

3. Department/Fund Budget Worksheets. *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. Notes to the Department Budget Requests: *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Morrow County's budget has grown by 78% over the last 5 years straining the manual processes that are in place to provide timely reporting to other Departments. Managers and directors are currently monitoring their budgets through weekly stagnant reports. The current budget document is a cumbersome 200-page document that is difficult to navigate, manually produced and is utilitarian in appearance.

Granting this request would allow for multiple users throughout the county with authorized levels of access to be able to retrieve real-time financial data, create department specific reports, and monitor their budgets. At the same time, freeing up Finance Department staff from these manual processes, allowing more attention to the growing needs of the county.

5. Department Decision Package Number 1

a. Proposal Title:

OpenGov / Budgeting and Planning Software

b. Total Cost of Decision Package:

\$57,422

c. Proposal Description and Justification:

The OpenGov software package has the potential to alleviate up to 80% of manual spreadsheets that are being used for source documents for various reporting needs throughout the county. OpenGov's budget preparation would not only reduce staff time in preparing the unwieldy document, but create a more comprehensive, user-friendly modern package.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i. 217-125-5-40-4401; Programming



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: OpenGov – Budget, and Planning Suite

Life (years): Indefinite

Project Originator (Name): Kate Knop

Phone: (541) 676-5615

Department: FINANCE

Location: BARTHOLOMEW

Desired project timing: Start Date: OCTOBER 1, 2021

Completion Date: JANUARY 31, 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

OpenGov – Budget and Planning Suite is a modern, full-featured budgeting software designed to overlay Morrow County's current financial program and provide real-time financial information to every department within the county. It provides an integrated cloud solution for budget development, capital and workforce planning, and online budget book creation.

Morrow County's budget has grown by 78% in the past five years, with strong potential for continued growth. This growth is managed by many manual processes that prove to be time-consuming and cumbersome. With OpenGov, Department Heads are able to track their budgets and monitor department performance independently by creating and saving custom reports on a personalized dashboard. This same feature can provide more concise financial reports to assist with the wide array of reporting requirements by each department.

For the Finance Department, this software is expected to delay the need for future FTE while reducing budget prep time for current staff while providing meaningful reports to support departments throughout the county. The budget document produced by OpenGov will give a more meaningful, comprehensive budget document with the potential to earn the Distinguished Budget Presentation Award from the Government Finance Officers Association.

Other municipalities, after implementation, found cost savings of 1 – 2% of overall budget, 50% reduction in time for budget compilation, and 50 – 75% reduction in reporting, as well as a reduction in Freedom of Information Act requests.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

4. Project Funding Sources If the project is funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number Amount: \$

General Ledger/Account Number Amount: \$

5. Annual Operating Cost Impact Provide cost estimates relating to this project's annual impact on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including fees for increased staff. Estimate the annual savings to the operating budget, such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also, estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	\$32,672	Estimated 1 – 2 % overall Budget Saving.
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in the operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



P.O. Box 867 • Heppner OR 97836
(541) 676-5615

Finance

Kate Knop
Finance Director
kknop@co.morrow.or.us

TO: Board of Commissioners
Interested Parties

FROM: Kate Knop, Finance Director

DATE: November 4, 2020

RE: Long Range Planning – OpenGov Feedback

The Board of Commissioners viewed the OpenGov presentation on July 15, 2020 and requested feedback from the directors and other government entities using the program.

On Thursday, October 29, 2020 a select group of elected officials, directors, and managers with budget authority were invited to attend an OpenGov presentation lasting approximately thirty minutes.

The feedback received was positive and below are excerpts from the October 29, 2020 presentation:

1. I like the idea of automating our processes. I think it would be very beneficial to have the budget more accessible to the public. I also really like how you can drill down and see reports on expenditures, such as “how much did I spend on Overtime last month?”. It would also be nice to be able to automate the budget process by doing it through the portal like the demonstration showed.
2. I like web based.
3. I like the idea of customizing department reports and running the reports in the software.
4. I think it would be a great addition.
5. For starters, it seemed to be very well structured and very user-friendly. The live feature was a big plus for me. Hate doing budgets working off of old monthly summaries without knowing the true YTD expenditures. I also like having past budget totals for the budgets all on one screen without having to flip back and forth through the summary print-outs.

6. I like it but it would take some training for me. I love the visual aspect and the transparency part.
7. As with any, might take some time but would be beneficial.
8. The budget model would streamline and be transparent.

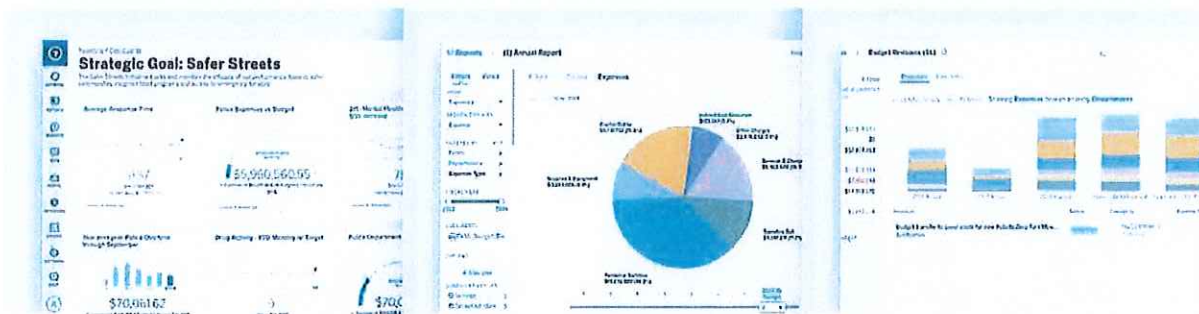
Additionally, I spoke with Melissa Ince, Finance and Administrative Director, at the City of Umatilla and she provided valuable feedback on the value, efficiency, and professionalism of the OpenGov product.

Ms. Ince indicated the process is efficient and likely delayed her hiring an additional FTE for another year or two. She was implementing the city's budget book for fiscal year 2020-2021 and it is online, transparent, and available to the public.

Budgeting and Performance

Budget Effectively and Collaboratively | Align Budget to Performance Outcomes

Budgeting and performance are intrinsically connected. Today's governments must optimize budgets to drive performance outcomes. With OpenGov, leaders can now streamline and transform their end-to-end budgeting process, seamlessly tie budget dollars to key organizational initiatives, and draw actionable insights that maximize performance outcomes.



Integrated Budgeting and Performance

Leverage OpenGov's integrated online solution to aggregate and synchronize financial and non-financial data. Streamline and transform your budget process from the initial stages of strategic planning and personnel forecasting on through final publication while enabling collaboration throughout. Plan and manage your strategic initiatives by capturing priorities, tying budgets to initiatives, identifying key outcomes, and engaging stakeholders.

Collaborate More Effectively

Save time and build a better budget by collaborating across departments with an integrated cloud-based solution. Comment on proposals and engage with colleagues in logged online conversations that won't get lost in your inbox.



Track performance collaboratively and efficiently across your entire government. Comment on key reports and engage with colleagues across multiple teams.

Improve Decision-Making

Visualize trends and model the impact of proposed budget changes, providing the needed context for budget decisions.



Transform complex financial and performance data into actionable insights and have the answers you need at your fingertips.

Save Time

Easily seed the budget by importing last year's actuals. Enable finance staff and budget owners to adjust or add proposal line items in real time on their own with a simple and intuitive user interface.



Quickly create dashboards that are printer-friendly by default for beautiful reports that streamline meetings and reduce cumbersome manual extracts.

Act on Analysis

Gain at-a-glance insights with dashboards, take action with customized alerts, or dive into the details for deeper analysis. Mirror and explore your organization's financial structure and chart of accounts. Add geographic context with integrated GIS reporting and maps.

Tie your budget to performance

Establish goals for departments, programs, or initiatives, then track relevant KPIs to keep stakeholders updated on spending, performance, and progress.

Simplify budget book publication and workforce planning

Establish a framework for building your budget book faster and more accurately, making the process repeatable and scalable for future cycles. Easily add new positions and their associated costs with pre-configured templates.

Bring it all together

Synchronize your financial and non-financial data with an efficient, reliable, and automated solution for connecting your ERP, Excel, HRIS, public safety, 311, and other data sources to the OpenGov Cloud™.

Use Cases

- Budget Development
- Multi-Year CIP Planning
- Budget Book Publication
- Workforce Planning
- Budgetary Reporting
- Budget Adjustments
- Performance Dashboards
- What-If Scenario Analysis
- Strategic Initiative Tagging

**50% less time
to create your budget**

**1% typical re-allocation of total
budget to higher priorities**

**80% less time
spent on budget reporting**

Why OpenGov?

- Over 1,000 governments are powered by OpenGov.
- OpenGov's mission is to Power More Effective and Accountable Government.
- OpenGov Employees have served in public sector positions for over 200 years collectively.
- Current customers spend 50% less time on budget development, achieve 80% time savings on reporting, spend 20% less time on information requests, and have re-allocated up to 1% of their budgets for more strategic outcomes.
- OpenGov has analyzed over \$10 Trillion in expenses and revenues through its online platform.
- OpenGov's multi-tenant architecture provides maintenance-free updates so users can always leverage the most modern technology, including every new feature and product release, regardless of underlying IT infrastructure.
- OpenGov is made in America. Our expert U.S.-based Product and Go-to-Market professionals envision, build, and deploy this market-leading solution, leveraging the best technology available.

"Our budget completion time has gone from a six month process down to four months (>30% time savings!) in our first year, and we anticipate that we'll see even more time savings and process efficiencies as we continue to use OpenGov."

Klarryse Murphy
CFO, County of Ravalli, MT



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MINNEAPOLIS



CITY OF
RICHMOND



STATE OF
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P.O. Box 593
Heppner, Oregon 97836-0412
(541) 676-5620

HUMAN RESOURCES

Lindsay Grogan
Manager
lgrogan@co.morrow.or.us

Date: February 12, 2021
To: Budget Committee and Morrow County Constituents
From: Lindsay Grogan
Re: FY 2021-2022 Budget Request

General Fund (101) Administrative Services (102) Human Resources

The Human Resource department aspires to build partnerships at all levels of the County to create a culture that values and unifies all employees and empowers excellence.

Goals & Objectives for Upcoming Year

- ✓ Attain efficiency to maximize fiscal responsibility. A Human Resource Information System HRIS helps HR recruit, hire, and train new employees as quickly as possible so that they can effectively fill their new roles. By managing forms and other paperwork in the cloud and storing documents digitally, an HRIS can ensure governmental compliance, improve management oversight, and ultimately boost the bottom line by eliminating waste.
- ✓ Administer HR policies and programs effectively. Updating policies and County resources ensure that all employees are knowledgeable and vested in the success of the County.
- ✓ Strive to attain a sense of team spirit, innovation, and collaboration throughout the County. An empowering culture can be measured by increasing the percentage of employees who give positive feedback in engagement studies.

Significant Budget Changes

The only request to add to the current budget is the purchase of a new Human Resource Information Systems HRIS. The department is looking for opportunities to eliminate manual processes and reduce unnecessary paper and postage. The proposed cloud-based software system, Ascentis, is an extension to the already existing timekeeping system operated by the County. Ascentis would add an interactive webpage design, show total compensation for individual employees, allow for information sharing of important dates and documents and processes payroll, offer employee self-service, file tax documents, and maintain payroll reports.



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: 11/18/2020

1. Project Details

Project Name: Purchase of HRIS System

Life (years): Indefinitely

Project Originator (Name): Lindsay Grogan

Phone: 541-676-5620

Department: Human Resources

Location: Bartholomew Building, Heppner

Desired project timing:

Start Date: July 01, 2021

Completion Date: January 01, 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

HR is asking for an additional \$15,073 annually for a Human Resource Information System HRIS, which includes payroll, timekeeping, HR, performance evaluations, employee engagement, benefits, recruiting, and onboarding. By purchasing a cloud-based system it would greatly improve processes automation and improve efficiencies. Not only in Human Resources, but throughout the County. Ease of access to information and data will increase Manager and Employee satisfaction. By eliminating paper, manual processes we can focus on other tasks such as building partnerships across the County.

Payroll Function: \$3.00 per employee per month PEPM

HRIS/Benefits/ACA/Self Service Function - \$5.40 PEPM

Recruiting and Onboarding Function - \$2.75 PEPM

Performance Management/Analytics/Employee Engagement - \$1.85 PEPM

Time & Attendance Function (NovaTime)- \$5.00 PEPM **Current expense**

=Additional Difference \$15,073 for 126 employees

One time Implementation Fee- \$5,760

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-
2022 Budget:

YES

NO

Amount: \$ 15,073 annually and \$5,760 one time cost

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	\$15,073	\$10,000 in Time, Postage, Manual Processes, Paper, etc
Energy Costs:		
Salary Costs:		
Other: Implementation Fee	\$5,760	
Other:		
Total:		

Additional Estimated Revenue to be Generated \$ NONE

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		Lindsay Grogan	11/18/2020
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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THE LOOP - MORROW CO. TRANSPORTATION

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

Budget 225 – STF Vehicle Reserve Fund
FY 2021/2022

1. Capital Outlay Ask

- a. Vehicle Category C: \$134,029
- b. Vehicle Category D: \$281,745
- c. Vehicle Category E: \$49,100
- d. Equipment – \$12,000 (New Vehicle add-ons)

225 . 320 . 3 . 90 . 3823 TRANS FROM 5311
5 . 40 . 4403 Cat C
4404 Cat D
4405 Cat E
4402 EQUIP



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase one 30 passenger bus.

Bus Length: less than 30ft.

Make/Model: Champion Defender F550

ADA Seats: 2

Seats w/ADA deployed: 28

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021, with a possible order date by September 2021. The delivery of the bus is unknown. This bus will prepare the Loop for expanding program services. Example: fixed route/deviated route service

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price: \$ 134,029

Include in Fiscal Year 2021-2022 Budget:

YES

NO

Amount: \$134,029

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	225-Vehicle Category C	Amount: \$	134,029
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$ N/A

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZUDY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase three 14 passenger buses.

Bus Length: less than 30ft.

Make/Model: Champion Challenger F450

ADA Seats: 2

Seats w/ADA deployed: 12

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021. with a possible order date by September 2021. Delivery of the buses is unknown. These buses will prepare the Loop for expanding program services. (*fixed route/deviated route service*) These buses will also be used for backup buses in the event of a bus break down/repairs.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price \$93,915

Include in Fiscal Year 2021-2022 Budget:

YES

NO

Amount: \$281,745

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number Amount: \$

General Ledger/Account Number Amount: \$


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZUBY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase one 5 passenger ADA minivan.

Make/Model: Dodge/Braun Ability Rear Entry

ADA Seats: 1

Seats w/ADA deployed: 5

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021. with a possible order date by September 2021. The delivery of the van is unknown. Currently, we have two ADA vans, one in Boardman and one in Heppner. This purchase will allow all three of our locations to have access to an ADA van.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price: \$49,100

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$49,100

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	225-Vehicle Category E	Amount: \$	49,100
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$ N/A

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6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZOOG	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Equipment Purchase Life (years): 5-10

Project Originator (Name): Katie Imes Phone: 541-676-5667

Department: The Loop – Morrow County Transportation Location: Heppner

Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

This project will allow for additional equipment for our bus and van purchases. Examples: Vehicle graphics, Wheelchair Securement equipment, storage equipment, etc.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Add-on's: \$12,000

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$12,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	Equipment	Amount: \$	38,000
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

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6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		Katie Imes	2/19/2021
County Administrator			
Finance Director			
Public Works/			
Maintenance (if required)			

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



THE LOOP - MORROW CO. TRANSPORTATION

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

Budget 225 – STF Vehicle Reserve Fund
FY 2021/2022

1. Capital Outlay Ask

- a. Vehicle Category C: \$134,029
- b. Vehicle Category D: \$281,745
- c. Vehicle Category E: \$49,100
- d. Equipment – \$12,000 (New Vehicle add-ons)

225 - 320 - 3 - 90 - 3823 TRANS FROM 5311
5 - 40 - 4403 Cat C
4404 Cat D
4405 Cat E
4402 EQUIP



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase one 30 passenger bus.

Bus Length: less than 30ft.

Make/Model: Champion Defender F550

ADA Seats: 2

Seats w/ADA deployed: 28

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021, with a possible order date by September 2021. The delivery of the bus is unknown. This bus will prepare the Loop for expanding program services. Example: fixed route/deviated route service

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price: \$ 134,029

Include in Fiscal Year 2021-2022 Budget:

YES

NO

Amount: \$134,029

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	225-Vehicle Category C	Amount: \$	134,029
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$ N/A

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6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZUDY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase three 14 passenger buses.

Bus Length: less than 30ft.

Make/Model: Champion Challenger F450

ADA Seats: 2

Seats w/ADA deployed: 12

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021. with a possible order date by September 2021. Delivery of the buses is unknown. These buses will prepare the Loop for expanding program services. (*fixed route/deviated route service*) These buses will also be used for backup buses in the event of a bus break down/repairs.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price \$93,915

Include in Fiscal Year 2021-2022 Budget:

YES

NO

Amount: \$281,745

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number Amount: \$

General Ledger/Account Number Amount: \$


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZUBY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase one 5 passenger ADA minivan.

Make/Model: Dodge/Braun Ability Rear Entry

ADA Seats: 1

Seats w/ADA deployed: 5

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021. with a possible order date by September 2021. The delivery of the van is unknown. Currently, we have two ADA vans, one in Boardman and one in Heppner. This purchase will allow all three of our locations to have access to an ADA van.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price: \$49,100

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$49,100

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	225-Vehicle Category E	Amount: \$	49,100
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$ N/A

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZOOG	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Equipment Purchase Life (years): 5-10

Project Originator (Name): Katie Imes Phone: 541-676-5667

Department: The Loop – Morrow County Transportation Location: Heppner

Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

This project will allow for additional equipment for our bus and van purchases. Examples: Vehicle graphics, Wheelchair Securement equipment, storage equipment, etc.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Add-on's: \$12,000

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$12,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	Equipment	Amount: \$	38,000
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		Katie Imes	2/19/2021
County Administrator			
Finance Director			
Public Works/			
Maintenance (if required)			

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Courthouse upgrades and remodel

Life (years): 10

Project Originator (Name): Darrell Green

Phone: _____

Department: Administration

Location: Heppner

Desired project timing: Start Date: August 2021

Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The County has made a few attempts to receive a grant from the State of Oregon to assist with remodeling and upgrading the County Courthouse, but has not been selected. It is necessary to start the process of upgrading and maintaining the courthouse and remodel to create some additional space. We are looking to do this in phases, so this request will help us begin the process.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-
2022 Budget:

YES NO

Amount: \$

\$1,000,000.00

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number Amount: \$

General Ledger/Account Number Amount: \$

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	0	0
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Additional Work Space

Life (years): _____

Project Originator (Name): Darrell Green

Phone: _____

Department: Administration

Location: _____

Desired project timing: Start Date: July 1, 2021

Completion Date: June 30, 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary. Morrow County continues to grow and finding adequate space for employees is necessary. This project will focus on finding a current building for this need.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget:

YES NO

Amount: \$

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	CIP GL	Amount: \$	
General Ledger/Account Number		Amount: \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		\$250
Energy Costs:		\$150
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$ \$400/month \$4800/year estimate

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6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	Amount: \$	Approved in Form
_____	_____	_____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Boardman Public Health- Docken building remodel/upgrades Life (years): 10

Project Originator (Name): Darrell Green Phone: _____

Department: Administration Location: Boardman

Desired project timing: Start Date: January 2022 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.
After the Juvenile Dept and ADA move out of the Docken building, we need to review necessary upgrades and remodel of the offices to meet the needs of Public Health

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	101-199-5-40-	Amount: \$	
General Ledger/Account Number	or CIP GL?	Amount: \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	0	0
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: 4/7/2021

1. Project Details

Project Name: Morrow County Trail Maintenance Shed – RPT Grant # 6918

Life (years): _____

Project Originator (Name): Four Corners Snowmobile Club

Phone: MCPW 541-989-9500

Department: Morrow County Parks Department

Location: Cutsforth Park

Desired project timing:

Start Date: July 1st 2021

Completion Date: June 30th 2023 or sooner

2. Project Description/Justification

Morrow County Parks was approached by Four Corners Snowmobile Club a while back about building a shed to store their snow groomer in at Cutsforth Park. Discussion ensued that a larger building that would incorporate the storage of the snow groomer, Parks equipment, Search and Rescue equipment, Sheriff equipment, EMS equipment and an area for emergency staging and treating of patients needing medical treatment. A (RPT) Recreational Trails Program grant through Oregon State Parks was applied for and during the application process Oregon State Parks explained that there were things in the application that was not eligible for storage in the building. The application was modified for the eligible things that could be stored in the building. The grant was approved as follows: A 40' x 48' building that 1,440 square feet that will be for storage and maintenance of the Four Corners Snowmobile club snow groomer. 480 square feet will be used for Emergency Services Staging area. The total grant application was for \$ 274,861.05. A match portion of that grant will come from the Morrow County Parks fund in in-kind work as follows: Labor \$ 21,833.35, Equipment costs \$ 22,987.70 and Materials and services of \$ 15,040.00 for a total match amount of \$ 59,861.05. Oregon State Parks will contribute the remaining \$ 215,000.00 to complete the project.

The \$ 59,861.05 will come from Contingency and Ending Fund Balance of the Parks fund and be used in the Cutsforth Park budget to complete the project.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-
2022 Budget:

YES

NO

Amount:

\$ 274,861.05

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	Oregon State Parks RTP grant	Amount: \$	\$ 215,000.00
General Ledger/Account Number	Cutsforth park budget	Amount: \$	\$ 59,861.05


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs: Minimal as new building		
Energy Costs: Unknown		
Salary Costs: None		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$ None

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6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		Greg Close	4-7-2021
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



THE LOOP - MORROW CO. TRANSPORTATION

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

Budget 504 - FTA Grant Funds
FY 2021/2022

1. Capital/Decision Ask Worksheets

- a. Capital Outlay – Equipment – New Vehicle Add-on's \$12,000
- b. Capital Outlay– Office Software- Dispatching - \$50,000
- c. Decision Ask – Contracted Services – Planning - \$25,000
- d. Decision Ask – Contract Volunteer Driver - \$5,000
- e. Decision Ask – Drug and Alcohol Testing - \$1,750
- f. Decision Ask – Lodging & Meals - \$2,000
- g. Decision Ask – Office Expense - \$1,000
- h. Decision Ask – Operating Maintenance \$3,000
- i. Decision Ask – Software \$4,000
- j. Decision Ask – Surrviellance - \$1,500
- k. Decision Ask – Telephone/Data - \$ 6,720
- l. Decision Ask – Training & Mileage - \$2,000
- m. Decision Ask – Vehicle Maintenance - \$23,600



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Equipment Purchase Life (years): 5-10

Project Originator (Name): Katie Imes Phone: 541-676-5667

Department: The Loop – Morrow County Transportation Location: Heppner

Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop is currently in a planning phase for expanding services, this planning is for fixed-route/deviated route service. Program expansion brings demand for program efficiency and data reports. Our goal is to implement Dispatching Software specifically designed for Public Transportation Providers. This software will improve dispatcher and driver communication, driver accountability, custom program reporting and statistics, vehicle maintenance reporting, and a reduction in current paper processes. This software will require annual subscription fees. The purchase will be funded through Section 5311.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Dispatching Software Estimate: \$50,000

Includes the initial purchase with the option to roll the subscription fee into upfront cost.

Include in Fiscal Year 2021-
2022 Budget: YES NO Amount: \$50,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	504-504-3-30-3146	Amount: \$	48,865
General Ledger/Account Number	216-320-3-30-3142	Amount: \$	5,135


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$ N/A

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG BOY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Strategic Planning, for strategic investments
2. Expansion of Public Transportation Services

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Morrow County Coordinated Human Services Public Transportation Plan has required a reassessment and rewrites every five years. This plan prepares the Loop for strategic investments based on our communities Transportation needs.

The Loop has identified two funding sources for planning STIF Formula and Section 5304.

5. **Department Decision Package Number 1**

a. **Proposal Title:**

Professional Planning Services

b. **Total Cost of Decision Package:**

\$25,000

c. **Proposal Description and Justification:**

Reassessment/Rewrite of Morrow County Coordinated Human Resources Transportation Plan. Expired.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

- i. Contracted Services

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Maintain Volunteer Driver Position

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311. Our goal is to maintain our Volunteer Driver position.

5. **Department Decision Package Number 1**

a. **Proposal Title:**
Volunteer Driver

b. **Total Cost of Decision Package:**

5,000

c. **Proposal Description and Justification:**
Volunteer Driver Position.
Maintain Volunteer Driver Position.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

- i. Contract Vol. Drivers
- ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 - 1 Public Safety/Driver Accountability

 2. Maintain eligibility for Section 5311 Funding

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

The Loop implemented a Drug and Alcohol Policy in 2020, which made us eligible for Section 5311 Funding. Section 5311 is for operating, capital, and planning expenses. Our goal is to maintain driver accountability and safety.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:**
Drug and Alcohol Testing

 - b. **Total Cost of Decision Package:**
1,750

 - c. **Proposal Description and Justification:**
Drug and Alcohol Testing for pre-employment, random, reasonable suspicion, and post-accident. This testing complies with our Drug and Alcohol Policy.

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Drug and Alcohol Testing
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Ongoing staff training
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311. Insufficient funds appropriated (Zero Dollars) to Lodging and Meals. Travel for training is expected to maintain and grow the program.

Department Decision Package Number 1

- a. **Proposal Title:**
Lodging and Meals

- b. **Total Cost of Decision Package:**
\$2,000

- c. **Proposal Description and Justification:**
Increase Lodging and Meals budget to allow sufficient appropriation. Lodging and meals are needed for travel to training.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Lodging and Meals
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 –FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Maintain Office Supplies

2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311.

Insufficient funds appropriated (Zero dollars) to office expenses. Examples: USPS dues, postage, mailing supplies, etc.

5. **Department Decision Package Number 1**

a. **Proposal Title:**
Office Supplies

b. **Total Cost of Decision Package:**

1,000

c. **Proposal Description and Justification:**
Maintain office supplies and procedures

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

i. Office Expense

ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Define Maintenance Expenses
 2. ODOT Compliance

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Historically all maintenance has been compiled in one GL line – “Maintenance”. Our department needs to define maintenance by; Vehicle and Non-Vehicle Maintenance. Examples of non-vehicle maintenance: *facility repairs/supplies, annual fire extinguisher inspections, vehicle cleaning supplies, first aid, emergency roadside supplies.* Our goal is to keep our operating expenditures organized.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:**
Non- Vehicle Maintenance

 - b. **Total Cost of Decision Package:**
\$3,000

 - c. **Proposal Description and Justification:**
Operating Maintenance.
Clearly define non-vehicle maintenance.

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Operating Maintenance
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

Maintain Software Subscriptions

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311.

The Loop Video Surveillance System requires software for data retrieval and storage. The Loop Dispatching software requires an annual subscription to operate. Our goal is to maintain the annual subscription fees to operate our video surveillance system and dispatching system.

5. **Department Decision Package Number 1**

a. **Proposal Title:**

Software Subscriptions

b. **Total Cost of Decision Package:**

\$4,000

c. **Proposal Description and Justification:**

Annual software subscription renewals. Maintain operations of video surveillance and dispatching software.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

i. Software

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Public Safety and Confidence
 2. Driver Accountability

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

The Loop received funding through Section 5310 Discretionary grant for a Video Surveillance System for our fleet. This system will provide public confidence when riding the Loop and provide Driver accountability. Annual software fees apply.

Department Decision Package Number 1

- a. **Proposal Title:**
Video Surveillance

- b. **Total Cost of Decision Package:**
\$1,500

- c. **Proposal Description and Justification:**
Maintain Video Surveillance System. This system requires annual fees to maintain service.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Surveillance
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Program Communications – Cell Phones and Data are required as we plan to implement a Dispatching System.

 2. Driver Communication, Payroll input. Program reporting

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

In June of 2020, the Loop brought on part-time drivers for the first time in the program's history. With the Loop Drivers living in Heppner, Boardman, and Irrigon we have provided a tablet for each location for drivers to input their hours. This enables the driver to report their hours daily and for management to process this information promptly. Additional data is required as we prepare to implement a Dispatching System.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:**
Program Communications

 - b. **Total Cost of Decision Package:**

6,720

 - c. **Proposal Description and Justification:**
Continue Phone Cell Service for the Loop staff and drivers. Continue providing data for driver payroll input. Prepare to implement Dispatching System that requires cell phones and data.

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Telephones/Data

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 - Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Ongoing staff training
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311.
Insufficient funds appropriated (Zero Dollars) to Training/Mileage. Travel for training is expected to maintain and grow the program.

Department Decision Package Number 1

- a. **Proposal Title:**
Increase budget for Training/Mileage

- b. **Total Cost of Decision Package:**
\$2,000

- c. **Proposal Description and Justification:**
Increase Training/Mileage budget to allow sufficient appropriation.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Training \$1,000
 - ii. Mileage \$1,000

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Vehicle Maintenance
 2. Keep our fleet in good operating condition and compliance with the Oregon Dept. of Transportation.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Vehicle Maintenance includes Fluid changes, Annual inspections(DOT), Vehicle repairs, Tires, and Carwashes.

Department Decision Package Number 1

- a. **Proposal Title:**
Vehicle Maintenance

- b. **Total Cost of Decision Package:**

\$23,600

- c. **Proposal Description and Justification:**

Increase Vehicle Maintenance to maintain our fleet.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Vehicle Maintenance \$11,800
 - ii. Tires \$11,800



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Bartholomew Audio Visual Upgrade Life (years): 7

Project Originator (Name): Darrell Green Phone: _____

Department: Administration Location: Bartholomew Upper Conf Room

Desired project timing: Start Date: July 1, 2021 Completion Date: June 30, 2022

2. Project Description/Justification Include a detailed description of the project and justification. Attach add'l documentation as necessary.
I have been actively working on this project during this past fiscal year. It has been challenging to get quotes from vendors. The vendors have been booked due to COVID. Due to the scope of work to install Audio and Video equipment, this will likely move into FY 2021-22

3. Project Cost Estimate Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	101-101-5-40-4401	Amount: \$	\$15,000.00
General Ledger/Account Number		Amount: \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	N/A	
Energy Costs:	N/A	
Salary Costs:	N/A	
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Commissioner Benches

Life (years): 10

Project Originator (Name): Darrell Green

Phone: _____

Department: Administration

Location: _____

Desired project timing: Start Date: Aug 2021

Completion Date: Nov 2021

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

Build three Commissioner 'benches', that could be potentially stored in the closet in the Bartholomew Upper Conference Room.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO

Amount: \$15,000

We obtained a rough budget of \$10-12,000 in 2019.

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text" value="15,000.00"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:	0	
Energy Costs:	0	
Salary Costs:	0	
Other:	0	
Other:	0	
Total:	0	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)			

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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101-GENERAL FUND
 BOARD OF COMMISSIONERS

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-101-3-30-3427 ODEQ GRANT	0	0	0	0	0	_____
101-101-3-30-3428 HOUSING REHAB GRANT	0	0	0	0	0	_____
101-101-3-30-3429 WOLF DEPREDATION GRANT	2,600	9,650	8,650	8,000	14,260	_____
TOTAL GRANT REVENUE	2,600	9,650	8,650	8,000	14,260	_____
<u>MISCELLANEOUS REVENUE</u>						
101-101-3-60-4187 MISC REVENUE	0	7,469	0	0	0	_____
TOTAL MISCELLANEOUS REVENUE	0	7,469	0	0	0	_____
<u>REIMBURSEMENTS</u>						
101-101-3-80-7075 REIMBURSED ITEMS	4,236	19,261	0	9,228	0	_____
TOTAL REIMBURSEMENTS	4,236	19,261	0	9,228	0	_____
<hr/>						
TOTAL REVENUES	6,836	36,380	8,650	17,228	14,260	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-101-5-10-1001 COMMISSIONER	51,000	52,934	53,843	43,024	55,459	_____
101-101-5-10-1002 COMMISSIONER	51,000	52,934	53,843	43,024	55,459	_____
101-101-5-10-1003 PERSONEL DIR./ EXEC. S	0	0	0	0	0	_____
101-101-5-10-1004 SECRETARY	44,512	47,348	49,342	39,406	51,840	_____
101-101-5-10-1005 COUNTY ADMINISTRATOR	100,322	105,890	110,849	87,951	115,920	_____
101-101-5-10-1006 COMMISSIONER	51,000	52,934	53,843	43,024	55,459	_____
101-101-5-10-1169 EXTRA HELP	0	0	1,000	0	1,000	_____
101-101-5-10-1301 FICA	18,817	18,921	20,009	15,673	20,779	_____
101-101-5-10-1302 WORKERS COMP	548	6,929	1,778	944	2,223	_____
101-101-5-10-1303 PACIFIC MUTUAL	77,913	77,419	79,787	64,191	82,866	_____
101-101-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	_____
101-101-5-10-1305 AOC - MEDICAL	87,049	86,610	88,870	66,631	91,057	_____
101-101-5-10-1306 DENTAL INSURANCE	5,796	5,781	5,778	4,233	5,516	_____
101-101-5-10-1309 UNEMPLOYMENT INSURANCE	1,147	1,049	1,022	705	1,152	_____
101-101-5-10-1316 PRINCIPAL FINANCIAL GR	317	312	312	234	312	_____
101-101-5-10-1317 UNITED HERITAGE LIFE	263	259	259	194	259	_____
101-101-5-10-1320 VACATION ACCRUALS	4,571	4,696	1,486	0	1,530	_____
101-101-5-10-1321 MANDATED MEDICARE	4,401	4,425	4,679	3,666	4,860	_____
TOTAL PERSONNEL SERVICES	498,654	518,442	526,700	412,899	545,691	_____

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 BOARD OF COMMISSIONERS

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
101-101-5-20-2110 STATIONERY OFFICE FORM	194	180	400	0	400	
101-101-5-20-2130 OTHER OFFICE SUPPLIES	539	279	1,300	249	1,300	
101-101-5-20-2210 BOOKS PERIODICALS	0	0	0	0	0	
101-101-5-20-2251 GASOLINE	3,625	4,285	4,500	1,328	4,500	
101-101-5-20-2411 STATE DUES AOC	19,407	11,283	12,500	11,595	16,000	
101-101-5-20-2412 FEDERAL DUES NACO	450	450	500	450	500	
101-101-5-20-2415 OTHER PROFESSIONAL ORG	12,358	8,268	18,000	3,468	18,000	
101-101-5-20-2418 OUT OF STATE TRAVEL	1,455	302	3,000	0	3,000	
101-101-5-20-3230 PUBLISHING	0	0	1,000	0	1,000	
101-101-5-20-3240 TELEPHONE	0	0	0	0	0	
101-101-5-20-3311 LODGING AND MEALS	11,106	8,760	15,000	0	15,000	
101-101-5-20-3314 REGISTRATION & DUES	5,443	2,531	6,500	275	6,500	
101-101-5-20-3323 MILEAGE	1,181	157	3,000	0	3,000	
101-101-5-20-3461 CONTRACT SERVICES	0	0	0	0	0	
101-101-5-20-3710 REPAIR & MAINT AUTO OU	1,377	1,129	1,500	133	1,500	
101-101-5-20-3711 ECONOMIC DEVELOPMENT P	0	0	0	0	0	
101-101-5-20-3712 ADMINISTRATOR TRAINING	0	0	2,000	0	2,000	
101-101-5-20-3713 ODEQ GRANT	0	0	0	0	0	
101-101-5-20-3717 HOUSING REHAB GRANT	0	0	0	0	0	
101-101-5-20-3718 WOLF DEPREDATION	3,650	2,040	8,000	16,000	14,260	
101-101-5-20-3720 COURT AWARDS - DISCRET	10,612	8,653	15,000	2,874	15,000	
TOTAL MATERIALS & SERVICES	71,397	48,316	92,200	36,373	101,960	
<u>CAPITAL OUTLAY</u>						
101-101-5-40-4401 OFFICE EQUIPMENT	0	0	15,000	0	0	
TOTAL CAPITAL OUTLAY	0	0	15,000	0	0	
<hr/>						
TOTAL EXPENDITURES	570,051	566,758	633,900	449,272	647,651	
REVENUE OVER/(UNDER) EXPENDITURES (563,215)	(530,378)	(625,250)	(432,044)	(633,391)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

241-BUILDING RESERVE FUND
 NON-DEPARTMENTAL

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
INVESTMENT EARNINGS						
241-100-3-65-0105 INVESTMENT EARNINGS	0	0	0	0	0	0
TOTAL INVESTMENT EARNINGS	0	0	0	0	0	0
<hr/>						
TOTAL REVENUES	0	0	0	0	0	0
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

241-BUILDING RESERVE FUND
 BUILDING RESERVE FUND

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
INVESTMENT EARNINGS						
241-241-3-65-0105 INVESTMENT EARNINGS	6,074	10,603	1,000	5,161	1,000	
TOTAL INVESTMENT EARNINGS	6,074	10,603	1,000	5,161	1,000	
TRANSFER FROM OTHER FUND						
241-241-3-90-3810 TRANS FROM SHEPHERDS F	0	500,000	280,119	250,000	0	
241-241-3-90-3815 TRANSFER FROM GENERAL	50,000	50,000	50,000	50,000	50,000	
241-241-3-90-3816 TRANS FROM F.B. LIC FE	0	0	0	0	250,000	
TOTAL TRANSFER FROM OTHER FUND	50,000	550,000	330,119	300,000	300,000	
TOTAL REVENUES	56,074	560,603	331,119	305,161	301,000	
EXPENDITURES						
CAPITAL OUTLAY						
241-241-5-40-4401 BUILDING	0	42,970	500,000	0	500,000	
TOTAL CAPITAL OUTLAY	0	42,970	500,000	0	500,000	
RESERVED FOR FUTURE EXP.						
241-241-5-80-8102 RESERVE FOR FUTURE EXP	0	0	300,000	0	500,000	
TOTAL RESERVED FOR FUTURE EXP.	0	0	300,000	0	500,000	
ENDING FUND BALANCE						
241-241-5-90-9001 UNAPPROPRIATED ENDING	0	0	270,818	0	398,762	
TOTAL ENDING FUND BALANCE	0	0	270,818	0	398,762	
TOTAL EXPENDITURES	0	42,970	1,070,818	0	1,398,762	
REVENUE OVER/(UNDER) EXPENDITURES	56,074	517,634	(739,699)	305,161	(1,097,762)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

241-BUILDING RESERVE FUND
 BUILDING RESERVE FUND

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
241-100-3-01-0101 BEGINNING FUND BALANCE			0	0	0	
241-100-3-01-0102 BEGINNING FUND BALANCE-BUD			739,699	0	1,097,762	
241-241-3-01-0101 BEGINNING FUND BALANCE			0	792,601	0	
241-241-3-01-0102 BEGINNING FUND BAL-BUD			0	0	0	
TOTAL BEGINNING FUND BALANCE			739,699	792,601	1,097,762	
FUND TOTAL REVENUES	56,074	560,603	331,119	305,161	301,000	
TOTAL AVAILABLE RESOURCES			1,070,818	1,097,762	1,398,762	
FUND TOTAL EXPENDITURES	0	42,970	1,070,818	0	1,398,762	
REVENUE OVER/(UNDER) EXPENDITURES	56,074	517,634	(739,699)	305,161	(1,097,762)	
PROJECTED ENDING FUND EQUITY			0	1,097,762	0	

*** END OF REPORT ***

240-EQUITY FUND
 EQUITY FUND

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								
<u>INVESTMENT EARNINGS</u>								
240-100-3-65-0105 INVESTMENT EARNINGS	<u>4,104</u>	<u>4,675</u>	<u>4,000</u>	<u>1,876</u>	<u>2,000</u>			
TOTAL INVESTMENT EARNINGS	4,104	4,675	4,000	1,876	2,000			
<hr/>								
TOTAL REVENUES	4,104	4,675	4,000	1,876	2,000			
REVENUE OVER/ (UNDER) EXPENDITURES	4,104	4,675	4,000	1,876	2,000			

240-EQUITY FUND
 EQUITY FUND

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
240-240-3-30-3575 GRANTS	0	0	0	0	0	
TOTAL GRANT REVENUE	0	0	0	0	0	
<u>CHARGES FOR SERVICES</u>						
240-240-3-40-4045 INTEREST INCOME-LOANS	9,911	12,039	9,000	64,701	9,000	
TOTAL CHARGES FOR SERVICES	9,911	12,039	9,000	64,701	9,000	
<u>TRANSFER FROM OTHER FUND</u>						
240-240-3-90-3821 TRANSFER FROM GENERAL	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
<hr/>						
TOTAL REVENUES	9,911	12,039	9,000	64,701	9,000	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
240-240-5-10-1001 SALARY	0	0	0	0	0	
240-240-5-10-1301 FICA	0	0	0	0	0	
240-240-5-10-1302 WORKERS COMP	0	0	0	0	0	
240-240-5-10-1309 UNEMPLOYMENT INS	0	0	0	0	0	
240-240-5-10-1320 VACATION ACCRUAL	0	0	0	0	0	
240-240-5-10-1321 MANDATED MEDICARE	0	0	0	0	0	
TOTAL PERSONNEL SERVICES	0	0	0	0	0	
<u>MATERIALS & SERVICES</u>						
240-240-5-20-2110 MATERIALS AND SUPPLIES	0	0	0	0	0	
240-240-5-20-2115 ADMINISTRATION FEE	2,000	2,000	2,000	2,000	2,000	
240-240-5-20-2410 OTHER EXPENSES	7,247	6,015	21,000	0	19,000	
TOTAL MATERIALS & SERVICES	9,247	8,015	23,000	2,000	21,000	
<u>CAPITAL OUTLAY</u>						
240-240-5-40-4105 OFFICE EQUIPMENT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	9,247	8,015	23,000	2,000	21,000	
REVENUE OVER/(UNDER) EXPENDITURES	664	4,025	(14,000)	62,701	(12,000)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

240-EQUITY FUND
 EQUITY FUND

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
240-100-3-01-0101 BEGINNING FUND BALANCE			0	618,483	0	
240-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>10,000</u>	<u>0</u>	<u>10,000</u>	
TOTAL BEGINNING FUND BALANCE			10,000	618,483	10,000	
FUND TOTAL REVENUES	14,015	16,714	13,000	66,577	11,000	
TOTAL AVAILABLE RESOURCES			23,000	685,060	21,000	
FUND TOTAL EXPENDITURES	9,247	8,015	23,000	2,000	21,000	
REVENUE OVER/(UNDER) EXPENDITURES	4,768	8,700	(10,000)	64,577	(10,000)	
PROJECTED ENDING FUND EQUITY			0	683,060	0	

*** END OF REPORT ***

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

540-RESILIENCY FUND
 EQUITY FUND

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						
=====						
<u>INVESTMENT EARNINGS</u>						
540-100-3-65-0105 INVESTMENT EARNINGS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL INVESTMENT EARNINGS	0	0	0	0	0	0
<hr/>						
TOTAL REVENUES	0	0	0	0	0	0
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0

540-RESILIENCY FUND
 EQUITY FUND

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
540-540-3-30-3575 GRANTS	<u>0</u>	<u>0</u>	<u>250,000</u>	<u>851,787</u>	<u>0</u>	<u>0</u>
TOTAL GRANT REVENUE	0	0	250,000	851,787	0	0
<u>CHARGES FOR SERVICES</u>						
540-540-3-40-4045 INTEREST INCOME - LOAN	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CHARGES FOR SERVICES	0	0	0	0	0	0
<u>TRANSFER FROM OTHER FUND</u>						
540-540-3-90-3821 TRANSFER FROM GENERAL	<u>0</u>	<u>0</u>	<u>500,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFER FROM OTHER FUND	0	0	500,000	500,000	0	0
<hr/>						
TOTAL REVENUES	0	0	750,000	1,351,787	0	0
EXPENDITURES						

<u>MATERIALS & SERVICES</u>						
540-540-5-20-2110 MATERIALS & SERVICES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
540-540-5-20-2115 ADMINISTRATION FEE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
540-540-5-20-2410 GRANTS - TILLAMOOK/OR	<u>0</u>	<u>0</u>	<u>750,000</u>	<u>165,000</u>	<u>0</u>	<u>0</u>
540-540-5-20-2412 GRANTS - RESILIENCY	<u>0</u>	<u>0</u>	<u>0</u>	<u>381,835</u>	<u>0</u>	<u>0</u>
540-540-5-20-2413 GRANTS - CARES ACT	<u>0</u>	<u>0</u>	<u>0</u>	<u>601,778</u>	<u>0</u>	<u>0</u>
TOTAL MATERIALS & SERVICES	0	0	750,000	1,148,613	0	0
<hr/>						
TOTAL EXPENDITURES	0	0	750,000	1,148,613	0	0
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	203,174	0	0

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

540-RESILIENCY FUND
 EQUITY FUND

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
540-100-3-01-0101 FUND BALANCE			0	0	0	0
TOTAL BEGINNING FUND BALANCE			0	0	0	0
FUND TOTAL REVENUES	0	0	750,000	1,351,787	0	
TOTAL AVAILABLE RESOURCES			750,000	1,351,787	0	
FUND TOTAL EXPENDITURES	0	0	750,000	1,148,613	0	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	203,174	0	
PROJECTED ENDING FUND EQUITY			0	203,174	0	

*** END OF REPORT ***

#101-125

PrintForm



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: 3/1/2021

1. Project Details

Project Name: Computer Replacements and New Computers Life (years): Est 5years

Project Originator (Name): Darrell Green Phone: _____

Department: Administration Location: _____

Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

Scheduled replacement of 11 computers/laptops and purchasing an additional 20 computers for the new Irrigon building.
Commissioner Offices- 2
Loop- 3
Surveyor drop in-1
Compliance Planner-1
Emergency Manager-1
Kiosk-2
Victim Assistant- 1
Sheriff's Office-9

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text" value="101-125-5-40-4312"/>	Amount: \$	<input type="text" value="\$60,000.00"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)			

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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Morrow Co Gov PC Inventory

Last Updated 2-10-2020

Average Cost Estimate: Desktop - \$2600, Laptop \$2000 (\$2400 with dock/)

- To be replaced budget cycle (17-18) Est. 30 computers
- To be replaced in budget cycle (18-19) Est. 35 computers
- To be replaced in budget cycle (19-20) Est. 24 computers
- To be replaced in budget cycle (20-21) Est. 7 computers
- To be replaced in budget cycle (21-22) Est. 11 computers
- To be replaced in budget cycle (22-23) Est. 24 computers
- To be replaced in budget cycle (23-24) Est. 25 computers
- To be replaced in budget cycle (24-25)
- To always be replaced with good used (never)

Network	Release date	Serial number	Model	OS	Manufacturer	Notes
MC-COMP	10-Jul-08	10047061	OptiPlex 950	19	Dell Inc.	Computer Dept PC
PW-SOJER	22-Sep-08	9852291	OptiPlex 960	10	Dell Inc.	Public Works Shop PC, SSD HDD
CRK-KWOL	20-Nov-08	6550VFL	Latitude E6400	7	Dell Inc.	Karen Laptop (not primary PC)
MCJUVENI	10-May-09	HYW93KJ	Latitude E6400	XP	Dell Inc.	Juvenile Dept Laptop (not primary PC)
POW-GOV-1	13-Feb-10	930K1H1	OptiPlex 700	7	Dell Inc.	OHV Park Host PC, SSD HDD
OWILLIAM	4-May-10	D3851M1	Latitude E6410	XP	Dell Inc.	Kristen Bowles Laptop (not primary PC)
PW-CHV-1	20-Apr-10	2501011	OptiPlex 760	7	Dell Inc.	OHV Park Public Access PC, SSD HDD
MC-SO-SNY	8-Aug-10	5PL5W11	Latitude E6410	10	Dell Inc.	Brian Snyder Laptop (not primary PC)
WH-FURTH	13-Jul-10	1401101	Latitude E6410	7	Dell Inc.	Health Laptop, Youngs open station
SO-IND-1	19-Nov-10	0208191	Latitude E6410	10	Dell Inc.	Sherrill Office Training Laptop 2
MOHO-QUA	08-Nov-11	6017011	Latitude E2210	7	Dell Inc.	Health Laptop, Multiple Chances, needs 10 key, HD will pay cost difference between standard laptop and 10-key laptop. Post pone until 11
MOHO-SWE	21-Feb-12	6FWLCT1	Dell System Vostro 37	7	Dell Inc.	Health Laptop, Shelby, spare laptop - emailed Shelly 10-17-19
CRK-CL	13-Feb-12	0000001	OptiPlex 7010	10	Dell Inc.	Public Works Shop PC, SSD HDD
BARTH-409	18-Sep-12	1392R01	OptiPlex 7010	10	Dell Inc.	Bartolomew Upper Conf, SSD HDD
SO-TRILBY	23-Dec-12	1000001	OptiPlex 7010	10	Dell Inc.	10-Judith Ann Eganist, Reception, Sherrill Office, SSD HDD
MCDA-JNE	29-Apr-13	9TX7311	Latitude E6330	10	Dell Inc.	D.A. Medical Examiner
CLERK-LPT	6-May-13	40074X1	Latitude E5430 non-	10	Dell Inc.	Bobbi Childers Laptop (not primary PC)
HO-BRIGH	2-Sep-13	F0K1V21	Latitude E6440	10	Dell Inc.	Health Dept, Debra B Green (not primary PC)
PW-DEAL	12-Feb-14	8100701	OptiPlex 7010	10	Dell Inc.	OHV Park Work Unit PC
PW-SCAMP	17-Feb-14	8100701	OptiPlex 7010	10	Dell Inc.	Public Works, Bill Grayson, SSD
MC-COISE	14-Feb-14	6525G01	OptiPlex 7010	7	Dell Inc.	Outstation Work Host
PW-ACKER	14-Feb-14	8521001	OptiPlex 7010	10	Dell Inc.	van, Criminal, Training pc
SO-INS-1	2-Apr-14	7955N01	OptiPlex 7010	10	Dell Inc.	Parale and Probation, Glen Dreibl
SO-TRAIN1	8-Apr-14	6200X21	Latitude E6440	10	Dell Inc.	Sherrill Office Training Laptop 1
MCVETS-U	19-Apr-14	42H2Y21	Latitude E5440	10	Dell Inc.	Linda Skendzel (not primary PC)
PW-DOREL	21-Apr-14	8W16L01	OptiPlex 7010	10	Dell Inc.	Public Works, Roseman
CLERK-REP	21-Apr-14	6970L01	OptiPlex 7010	10	Dell Inc.	Carly Hesperon Public PC
CLERK-BRI	21-Apr-14	8201001	OptiPlex 7010	10	Dell Inc.	Carly Ingen Public PC
PW-AN-91	5-Jun-14	7002Y11	OptiPlex 7010	10	Dell Inc.	Amson Winth Park, SSD HDD
PW-SH-1	9-Jun-14	1925G11	OptiPlex 7010	10	Dell Inc.	Red Millar, SSD
PL-COURT	9-Jun-14	1000001	OptiPlex 7010	10	Dell Inc.	Courier Computer
DA-DEPCC	8-Jun-14	3890W11	OptiPlex 7010	10	Dell Inc.	DA Office, Debbie Peck, secondary PC for checking email (not primary PC)
HO-BDAMI	9-Jun-14	3890W11	OptiPlex 7010	10	Dell Inc.	Health Dept, Boardman Conf Room (not primary PC)
HO-SPANI	25-Jul-14	9000001	Latitude E5440	10	Dell Inc.	Health Laptop, Spare in Hesperon used for training?
HO-VTURK	27-Jul-14	1000001	Latitude E5440	10	Dell Inc.	Health Laptop - Vickie, not primary
PL-DSMCC	30-Jul-14	3000001	OptiPlex 7010	10	Dell Inc.	Dana Strain
SO-THURB	11-Aug-14	8000001	OptiPlex 7010	10	Dell Inc.	Tommy Houser
SO-CH-LW	26-Aug-14	3000001	OptiPlex 7010	10	Dell Inc.	Bartolomew Lower Conf
PL-CH-1	5-Sep-14	8100701	OptiPlex 7010	10	Dell Inc.	Douglass II, host, not SSD
PW-BOBBI	29-Oct-14	1000001	Latitude E5440	10	Dell Inc.	PW Conf Room Laptop
HO-PORTR	12-Nov-14	1000001	Latitude E5440	10	Dell Inc.	Health Laptop, Primary
COURT-SD	23-Nov-14	1000001	OptiPlex 7010	10	Dell Inc.	Health Laptop
CLERK-SCA	19-Dec-14	4000001	OptiPlex 7010	10	Dell Inc.	Task Statement PC
DA-MEDUN	13-Apr-15	1021101	OptiPlex 9070M	10	Dell Inc.	D.A. Office
MC-REY-1	27-Apr-15	4000001	OptiPlex 7010	10	Dell Inc.	LeAnn Wright
SO-MROSS	18-May-15	01641021053	Surface Pro 4	10	Microsoft Co	Melissa Ross, Tablet (not primary PC)
HO-JUDGE	27-May-15	0072001	Latitude E7470	10	Dell Inc.	Ann Spicer, Hesperon, laptop, dock, monitors
SO-LIVESC	6-Sep-15	2102801	OptiPlex 7040	10	Dell Inc.	MCSD Fingerprint, Hepp
SO-LIVESC	8-Sep-15	2106801	OptiPlex 7040	10	Dell Inc.	MCSD Fingerprint, King
DA-CHIDY	20-Nov-15	5K3P72	Latitude E5470	10	Dell Inc.	Cindy Greenaw, Laptop (not primary PC)
COURT-CO	25-Nov-15	4Q7R02	OptiPlex 7040	10	Dell Inc.	Commissioners Office
PL-KREVV	8-Dec-15	1000M01	Latitude E7470	10	Dell Inc.	KyMBERL Eriev
PW-RCASO	19-Dec-15	25136470553	Surface Pro 4	10	Microsoft Co	Kristi Casson, Surface (not primary PC)
PW-GREG	1-Jan-17	39137561883	Surface Pro 4	10	Microsoft Co	Greg Close, Surface
CRK-DOHRY	1-Feb-17	4181W01	Latitude E7470	10	Dell Inc.	Commissioner Doherty
SO-KMATH	1-Feb-17	4181W01	Latitude E5470	10	Dell Inc.	Ken Mastack, Laptop (not primary PC)
DA-CORRE	21-Mar-17	8092001	Precision Tower 362	10	Dell Inc.	Cindy Greenaw
PL-STEPHE	21-Mar-17	8092001	OptiPlex 7040	10	Dell Inc.	Stephen Wreccles (est \$2000 for being GIS PC)
PW-SPOIW	30-Mar-17	70877671353	Surface Pro	10	Microsoft Co	Sandi Polster, Surface (not primary PC)
ASSESSOR-	28-Apr-17	21812660353	Surface Pro 4	10	Microsoft Co	Assessors Office, Field Tablet (not primary PC)
ASSESSOR-	28-Apr-17	Surface Pro 4	Surface Pro 4	10	Microsoft Co	Assessors Office, Field Tablet (not primary PC)
ASSESSOR-	28-Apr-17	Surface Pro 4	Surface Pro 4	10	Microsoft Co	Assessors Office, Field Tablet (not primary PC)
ASSESSOR-	28-Apr-17	Surface Pro 4	Surface Pro 4	10	Microsoft Co	Assessors Office, Field Tablet (not primary PC)
SO-BRYNDI	1-May-17	4115501	OptiPlex 7050	10	Dell Inc.	Brian Snyder
SO-RECON	1-Jun-17	35K1L01	OptiPlex 7050	10	Dell Inc.	Melissa Ross
FAIR-SURF	15-Aug-17	34404671353	Surface Pro	10	Microsoft Co	Fairgrounds (not primary PC)
ACCT-KATE	15-Feb-18	01D7M1	Latitude 5580	10	Dell Inc.	Kate Knopp, Laptop, Not Primary

Morrow Co Server Inventory

Last Updated 3-4-21

Network name	Ship date	Serial numb	Model	End of Life	Notes
MCG-VHOST02	3/28/2018	85F0MN2	PE T630	3/28/2025	Helion Server for Assessor and Clerks office Replacement estimate: \$20,000
MCG-SYNOLOGY-1	1-Aug-17		DS1517+	8/1/2025	Backup Storage Repository for Veeam - repl est: \$3,000
MCG-VHOST03	4/29/2019	15CCDW2	PE T640	4/28/2026	Host server for File, Email, Finance, DC, RD Gateway Replacement estimate: \$20,000
Server Software	Purch Date	Version	Renewal	End of Life	Notes
Exchange	11/13/2015	2016		FY 24/25	Replacement Estimate: \$15,000 around the year 2024
Veeam	10/16/2015	Current	10/13/2024		Maintenance Cost: \$4500 for 5 year term. Currently 2 servers
Vipre	7/1/2009	Current			Maintenance Cost: \$1000 annually
Helion		Current			Assessors and Clerks software
Incode		Current			Accounting Software
ArcGIS		Current			Assessors, Planning and Public Works Software
RiMS		Current			Sheriffs Office Software

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217

125 -

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 COMPUTER

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								

<u>MISCELLANEOUS REVENUE</u>								
101-125-3-60-4187 MISC. REVENUES	0	0	0	16	0			
TOTAL MISCELLANEOUS REVENUE	0	0	0	16	0			
<u>REIMBURSEMENTS</u>								
101-125-3-80-7076 TAX & ASSESSMENT GRANT	4,392	2,795	2,000	3,048	2,000			
TOTAL REIMBURSEMENTS	4,392	2,795	2,000	3,048	2,000			
<u>TRANSFER FROM OTHER FUND</u>								
101-125-3-90-3821 TRANSFER FROM VIDEO LO	0	0	0	0	0			
101-125-3-90-3822 TRANSFER FROM ROAD COM	0	0	0	0	0			
101-125-3-90-3823 TRANSFER FROM FINLEY B	0	0	0	0	0			
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0			
<hr/>								
TOTAL REVENUES	4,392	2,795	2,000	3,064	2,000			
EXPENDITURES								

<u>MATERIALS & SERVICES</u>								
101-125-5-20-3140 CONTRACT SERVICES	93,136	95,930	99,767	74,106	103,259			
101-125-5-20-3240 TELEPHONE-COMPUTER EXP	3,222	10,891	10,000	6,507	12,000			
101-125-5-20-3531 SOFTWARE	2,517	3,552	3,500	1,397	3,500			
101-125-5-20-3725 REPAIR & MAINT - EQUIP	2,187	383	3,500	0	3,500			
101-125-5-20-3726 WEB FEES	3,000	3,750	4,500	3,000	4,500			
101-125-5-20-3727 WEBSITE DEVELOPMENT	0	0	0	0	0			
101-125-5-20-3732 PROGRAM MAINTENANCE	30,017	31,541	35,000	24,546	35,000			
TOTAL MATERIALS & SERVICES	134,081	146,046	156,267	109,555	161,759			
<u>CAPITAL OUTLAY</u>								
101-125-5-40-4312 REPLACEMENT EQUIPMENT	50,158	44,761	34,000	11,208	34,000			
101-125-5-40-4401 OFFICE FURNITURE	0	0	0	0	0			
101-125-5-40-4408 ELECTRONIC EQUIPMENT	0	0	0	0	0			
101-125-5-40-4414 TELEPHONE EQUIPMENT	0	0	0	0	0			
TOTAL CAPITAL OUTLAY	50,158	44,761	34,000	11,208	34,000			
<hr/>								
TOTAL EXPENDITURES	184,239	190,807	190,267	120,763	195,759			
REVENUE OVER/(UNDER) EXPENDITURES (179,847)	(188,011)	(188,267)	(117,699)	(193,759)			

215-COMPUTER EQUIP RESERVE
 NON-DEPARTMENTAL

(----- 2020-2021 -----) (----- 2021-2022 -----)

2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

REVENUES

INVESTMENT EARNINGS

215-100-3-65-0105 INVESTMENT EARNINGS	858	701	800	331	400
TOTAL INVESTMENT EARNINGS	858	701	800	331	400

TOTAL REVENUES	858	701	800	331	400
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REVENUE OVER/ (UNDER) EXPENDITURES	858	701	800	331	400
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215-COMPUTER EQUIP RESERVE
 COMPUTER

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>TRANSFER FROM OTHER FUND</u>						
215-125-3-90-3815 TRANSFER FROM GEN FUND	15,000	20,000	20,000	20,000	10,000	_____
215-125-3-90-3816 TRANSFER FROM SHEPHERD	0	0	0	0	0	_____
TOTAL TRANSFER FROM OTHER FUND	15,000	20,000	20,000	20,000	10,000	_____
<hr/>						
TOTAL REVENUES	15,000	20,000	20,000	20,000	10,000	
EXPENDITURES						

<u>CAPITAL OUTLAY</u>						
215-125-5-40-4401 UPGRADE FOR MAINFRAME	0	0	0	0	0	_____
215-125-5-40-4405 COMPUTER UPGRADE	19,841	0	67,071	0	77,006	_____
TOTAL CAPITAL OUTLAY	19,841	0	67,071	0	77,006	_____
<u>OTHER REQUIREMENTS</u>						
215-125-5-50-5357 TRANSFER TO PROG RES	0	0	0	0	0	_____
TO OTHER REQUIREMENTS	0	0	0	0	0	_____
<u>RESERVED FOR FUTURE EXP.</u>						
215-125-5-80-8102 RESERVE FOR FUTURE EXP	0	0	0	0	0	_____
TOTAL RESERVED FOR FUTURE EXP.	0	0	0	0	0	_____
<u>ENDING FUND BALANCE</u>						
215-125-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	_____
TOTAL ENDING FUND BALANCE	0	0	0	0	0	_____
<hr/>						
TOTAL EXPENDITURES	19,841	0	67,071	0	77,006	
REVENUE OVER/(UNDER) EXPENDITURES (4,841)	20,000	(47,071)	20,000	(67,006)	

215-COMPUTER EQUIP RESERVE
 COMPUTER

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>BEGINNING FUND BALANCE</u>						
215-100-3-01-0101 BEGINNING FUND BALANCE			0	46,274	0	
215-100-3-01-0102 BEGINNING FUND BALANCE-BUD			46,271	0	66,606	
TOTAL BEGINNING FUND BALANCE			46,271	46,274	66,606	
FUND TOTAL REVENUES	15,858	20,701	20,800	20,331	10,400	
TOTAL AVAILABLE RESOURCES			67,071	66,606	77,006	
FUND TOTAL EXPENDITURES	19,841	0	67,071	0	77,006	
REVENUE OVER/(UNDER) EXPENDITURES	(3,983)	20,701	(46,271)	20,331	(66,606)	
PROJECTED ENDING FUND EQUITY			0	66,606	0	

*** END OF REPORT ***

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. Department/Office Name:

ADMINISTRATIVE - FINANCE DEPARTMENT

2. Department Goals and Objectives for Fiscal Year 2021-2022

1. *Increase efficiencies within the Finance Department in order to provide more robust and meaningful reports to all internal stakeholders.*
2. *Incorporate accessibility of real-time financial data to all Departments within the County.*

3. Department/Fund Budget Worksheets. *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. Notes to the Department Budget Requests: *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Morrow County's budget has grown by 78% over the last 5 years straining the manual processes that are in place to provide timely reporting to other Departments. Managers and directors are currently monitoring their budgets through weekly stagnant reports. The current budget document is a cumbersome 200-page document that is difficult to navigate, manually produced and is utilitarian in appearance.

Granting this request would allow for multiple users throughout the county with authorized levels of access to be able to retrieve real-time financial data, create department specific reports, and monitor their budgets. At the same time, freeing up Finance Department staff from these manual processes, allowing more attention to the growing needs of the county.

5. Department Decision Package Number 1

a. Proposal Title:

OpenGov / Budgeting and Planning Software

b. Total Cost of Decision Package:

\$57,422

c. Proposal Description and Justification:

The OpenGov software package has the potential to alleviate up to 80% of manual spreadsheets that are being used for source documents for various reporting needs throughout the county. OpenGov's budget preparation would not only reduce staff time in preparing the unwieldy document, but create a more comprehensive, user-friendly modern package.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i. 217-125-5-40-4401; Programming



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: OpenGov – Budget, and Planning Suite

Life (years): Indefinite

Project Originator (Name): Kate Knop

Phone: (541) 676-5615

Department: FINANCE

Location: BARTHOLOMEW

Desired project timing: Start Date: OCTOBER 1, 2021

Completion Date: JANUARY 31, 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

OpenGov – Budget and Planning Suite is a modern, full-featured budgeting software designed to overlay Morrow County's current financial program and provide real-time financial information to every department within the county. It provides an integrated cloud solution for budget development, capital and workforce planning, and online budget book creation.

Morrow County's budget has grown by 78% in the past five years, with strong potential for continued growth. This growth is managed by many manual processes that prove to be time-consuming and cumbersome. With OpenGov, Department Heads are able to track their budgets and monitor department performance independently by creating and saving custom reports on a personalized dashboard. This same feature can provide more concise financial reports to assist with the wide array of reporting requirements by each department.

For the Finance Department, this software is expected to delay the need for future FTE while reducing budget prep time for current staff while providing meaningful reports to support departments throughout the county. The budget document produced by OpenGov will give a more meaningful, comprehensive budget document with the potential to earn the Distinguished Budget Presentation Award from the Government Finance Officers Association.

Other municipalities, after implementation, found cost savings of 1 – 2% of overall budget, 50% reduction in time for budget compilation, and 50 – 75% reduction in reporting, as well as a reduction in Freedom of Information Act requests.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

4. Project Funding Sources If the project is funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number Amount: \$

General Ledger/Account Number Amount: \$

5. Annual Operating Cost Impact Provide cost estimates relating to this project's annual impact on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including fees for increased staff. Estimate the annual savings to the operating budget, such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also, estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	\$32,672	Estimated 1 – 2 % overall Budget Saving.
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in the operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



P.O. Box 867 • Heppner OR 97836
(541) 676-5615

Finance

Kate Knop
Finance Director
kknop@co.morrow.or.us

TO: Board of Commissioners
Interested Parties

FROM: Kate Knop, Finance Director

DATE: November 4, 2020

RE: Long Range Planning – OpenGov Feedback

The Board of Commissioners viewed the OpenGov presentation on July 15, 2020 and requested feedback from the directors and other government entities using the program.

On Thursday, October 29, 2020 a select group of elected officials, directors, and managers with budget authority were invited to attend an OpenGov presentation lasting approximately thirty minutes.

The feedback received was positive and below are excerpts from the October 29, 2020 presentation:

1. I like the idea of automating our processes. I think it would be very beneficial to have the budget more accessible to the public. I also really like how you can drill down and see reports on expenditures, such as “how much did I spend on Overtime last month?”. It would also be nice to be able to automate the budget process by doing it through the portal like the demonstration showed.
2. I like web based.
3. I like the idea of customizing department reports and running the reports in the software.
4. I think it would be a great addition.
5. For starters, it seemed to be very well structured and very user-friendly. The live feature was a big plus for me. Hate doing budgets working off of old monthly summaries without knowing the true YTD expenditures. I also like having past budget totals for the budgets all on one screen without having to flip back and forth through the summary print-outs.

6. I like it but it would take some training for me. I love the visual aspect and the transparency part.
7. As with any, might take some time but would be beneficial.
8. The budget model would streamline and be transparent.

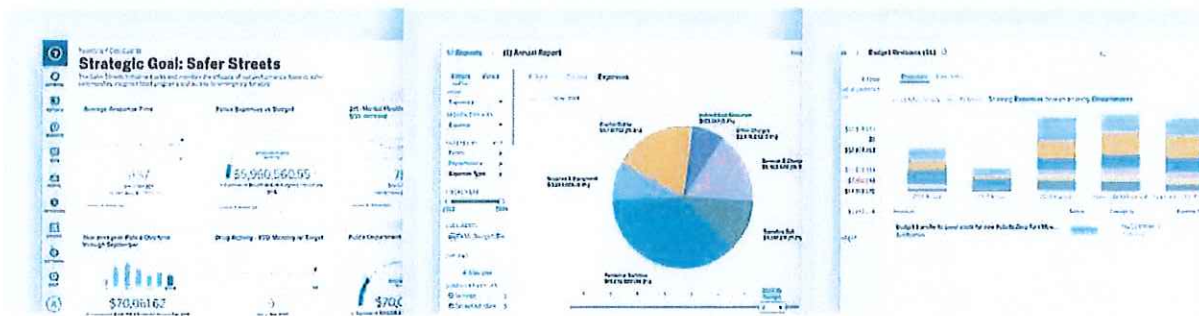
Additionally, I spoke with Melissa Ince, Finance and Administrative Director, at the City of Umatilla and she provided valuable feedback on the value, efficiency, and professionalism of the OpenGov product.

Ms. Ince indicated the process is efficient and likely delayed her hiring an additional FTE for another year or two. She was implementing the city's budget book for fiscal year 2020-2021 and it is online, transparent, and available to the public.

Budgeting and Performance

Budget Effectively and Collaboratively | Align Budget to Performance Outcomes

Budgeting and performance are intrinsically connected. Today's governments must optimize budgets to drive performance outcomes. With OpenGov, leaders can now streamline and transform their end-to-end budgeting process, seamlessly tie budget dollars to key organizational initiatives, and draw actionable insights that maximize performance outcomes.



Integrated Budgeting and Performance

Leverage OpenGov's integrated online solution to aggregate and synchronize financial and non-financial data. Streamline and transform your budget process from the initial stages of strategic planning and personnel forecasting on through final publication while enabling collaboration throughout. Plan and manage your strategic initiatives by capturing priorities, tying budgets to initiatives, identifying key outcomes, and engaging stakeholders.

Collaborate More Effectively

Save time and build a better budget by collaborating across departments with an integrated cloud-based solution. Comment on proposals and engage with colleagues in logged online conversations that won't get lost in your inbox.



Track performance collaboratively and efficiently across your entire government. Comment on key reports and engage with colleagues across multiple teams.

Improve Decision-Making

Visualize trends and model the impact of proposed budget changes, providing the needed context for budget decisions.



Transform complex financial and performance data into actionable insights and have the answers you need at your fingertips.

Save Time

Easily seed the budget by importing last year's actuals. Enable finance staff and budget owners to adjust or add proposal line items in real time on their own with a simple and intuitive user interface.



Quickly create dashboards that are printer-friendly by default for beautiful reports that streamline meetings and reduce cumbersome manual extracts.

Act on Analysis

Gain at-a-glance insights with dashboards, take action with customized alerts, or dive into the details for deeper analysis. Mirror and explore your organization's financial structure and chart of accounts. Add geographic context with integrated GIS reporting and maps.

Tie your budget to performance

Establish goals for departments, programs, or initiatives, then track relevant KPIs to keep stakeholders updated on spending, performance, and progress.

Simplify budget book publication and workforce planning

Establish a framework for building your budget book faster and more accurately, making the process repeatable and scalable for future cycles. Easily add new positions and their associated costs with pre-configured templates.

Bring it all together

Synchronize your financial and non-financial data with an efficient, reliable, and automated solution for connecting your ERP, Excel, HRIS, public safety, 311, and other data sources to the OpenGov Cloud™.

Use Cases

- Budget Development
- Multi-Year CIP Planning
- Budget Book Publication
- Workforce Planning
- Budgetary Reporting
- Budget Adjustments
- Performance Dashboards
- What-If Scenario Analysis
- Strategic Initiative Tagging

**50% less time
to create your budget**

**1% typical re-allocation of total
budget to higher priorities**

**80% less time
spent on budget reporting**

Why OpenGov?

- Over 1,000 governments are powered by OpenGov.
- OpenGov's mission is to Power More Effective and Accountable Government.
- OpenGov Employees have served in public sector positions for over 200 years collectively.
- Current customers spend 50% less time on budget development, achieve 80% time savings on reporting, spend 20% less time on information requests, and have re-allocated up to 1% of their budgets for more strategic outcomes.
- OpenGov has analyzed over \$10 Trillion in expenses and revenues through its online platform.
- OpenGov's multi-tenant architecture provides maintenance-free updates so users can always leverage the most modern technology, including every new feature and product release, regardless of underlying IT infrastructure.
- OpenGov is made in America. Our expert U.S.-based Product and Go-to-Market professionals envision, build, and deploy this market-leading solution, leveraging the best technology available.

"Our budget completion time has gone from a six month process down to four months (>30% time savings!) in our first year, and we anticipate that we'll see even more time savings and process efficiencies as we continue to use OpenGov."

Klarryse Murphy
CFO, County of Ravalli, MT



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HUMAN RESOURCES

Lindsay Grogan
Manager
lgrogan@co.morrow.or.us

Date: February 12, 2021
To: Budget Committee and Morrow County Constituents
From: Lindsay Grogan
Re: FY 2021-2022 Budget Request

General Fund (101) Administrative Services (102) Human Resources

The Human Resource department aspires to build partnerships at all levels of the County to create a culture that values and unifies all employees and empowers excellence.

Goals & Objectives for Upcoming Year

- ✓ Attain efficiency to maximize fiscal responsibility. A Human Resource Information System HRIS helps HR recruit, hire, and train new employees as quickly as possible so that they can effectively fill their new roles. By managing forms and other paperwork in the cloud and storing documents digitally, an HRIS can ensure governmental compliance, improve management oversight, and ultimately boost the bottom line by eliminating waste.
- ✓ Administer HR policies and programs effectively. Updating policies and County resources ensure that all employees are knowledgeable and vested in the success of the County.
- ✓ Strive to attain a sense of team spirit, innovation, and collaboration throughout the County. An empowering culture can be measured by increasing the percentage of employees who give positive feedback in engagement studies.

Significant Budget Changes

The only request to add to the current budget is the purchase of a new Human Resource Information Systems HRIS. The department is looking for opportunities to eliminate manual processes and reduce unnecessary paper and postage. The proposed cloud-based software system, Ascentis, is an extension to the already existing timekeeping system operated by the County. Ascentis would add an interactive webpage design, show total compensation for individual employees, allow for information sharing of important dates and documents and processes payroll, offer employee self-service, file tax documents, and maintain payroll reports.



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: 11/18/2020

1. Project Details

Project Name: Purchase of HRIS System

Life (years): Indefinitely

Project Originator (Name): Lindsay Grogan

Phone: 541-676-5620

Department: Human Resources

Location: Bartholomew Building, Heppner

Desired project timing:

Start Date: July 01, 2021

Completion Date: January 01, 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

HR is asking for an additional \$15,073 annually for a Human Resource Information System HRIS, which includes payroll, timekeeping, HR, performance evaluations, employee engagement, benefits, recruiting, and onboarding. By purchasing a cloud-based system it would greatly improve processes automation and improve efficiencies. Not only in Human Resources, but throughout the County. Ease of access to information and data will increase Manager and Employee satisfaction. By eliminating paper, manual processes we can focus on other tasks such as building partnerships across the County.

Payroll Function: \$3.00 per employee per month PEPM

HRIS/Benefits/ACA/Self Service Function - \$5.40 PEPM

Recruiting and Onboarding Function - \$2.75 PEPM

Performance Management/Analytics/Employee Engagement - \$1.85 PEPM

Time & Attendance Function (NovaTime)- \$5.00 PEPM ****Current expense****

=Additional Difference \$15,073 for 126 employees

One time Implementation Fee- \$5,760

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-
2022 Budget:

YES

NO

Amount: \$ 15,073 annually and \$5,760 one time cost

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	\$15,073	\$10,000 in Time, Postage, Manual Processes, Paper, etc
Energy Costs:		
Salary Costs:		
Other: Implementation Fee	\$5,760	
Other:		
Total:		

Additional Estimated Revenue to be Generated \$ NONE

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		Lindsay Grogan	11/18/2020
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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217-PROGRAMMING RESERVE
NON-DEPARTMENTAL

(----- 2020-2021 -----) (----- 2021-2022 -----)

2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

REVENUES

INVESTMENT EARNINGS

217-100-3-65-0105 INVESTMENT EARNINGS	<u>1,783</u>	<u>1,193</u>	<u>1,400</u>	<u>43</u>	<u>100</u>
TOTAL INVESTMENT EARNINGS	1,783	1,193	1,400	43	100

TOTAL REVENUES	1,783	1,193	1,400	43	100
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REVENUE OVER/(UNDER) EXPENDITURES	1,783	1,193	1,400	43	100
-----------------------------------	-------	-------	-------	----	-----

217-PROGRAMMING RESERVE
 COMPUTER

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
TRANSFER FROM OTHER FUND						
217-125-3-90-3815 TRANSFER FROM GENERAL	0	30,000	30,000	30,000	30,000	
217-125-3-90-3817 TRANSFER FROM SHEPHERD	0	0	0	0	0	
217-125-3-90-3828 TRANSFER FROM COMP EQ	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	30,000	30,000	30,000	30,000	
TOTAL REVENUES						
	0	30,000	30,000	30,000	30,000	
EXPENDITURES						
CAPITAL OUTLAY						
217-125-5-40-4401 PROGRAMMING	0	101,880	92,773	0	61,154	
TOTAL CAPITAL OUTLAY	0	101,880	92,773	0	61,154	
RESERVED FOR FUTURE EXP.						
217-125-5-80-8102 RESERVE FOR FUTURE EXP	0	0	0	0	0	
TOT RESERVED FOR FUTURE EXP.	0	0	0	0	0	
ENDING FUND BALANCE						
217-125-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
TOTAL EXPENDITURES						
	0	101,880	92,773	0	61,154	
REVENUE OVER/(UNDER) EXPENDITURES						
	0	(71,880)	(62,773)	30,000	(31,154)	

217-PROGRAMMING RESERVE
 COMPUTER

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>BEGINNING FUND BALANCE</u>						
217-100-3-01-0101 BEGINNING FUND BALANCE			0	1,011	0	
217-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>61,373</u>	<u>0</u>	<u>31,054</u>	
TOTAL BEGINNING FUND BALANCE			61,373	1,011	31,054	
FUND TOTAL REVENUES	<u>1,783</u>	<u>31,193</u>	<u>31,400</u>	<u>30,043</u>	<u>30,100</u>	
TOTAL AVAILABLE RESOURCES			92,773	31,054	61,154	
FUND TOTAL EXPENDITURES	<u>0</u>	<u>101,880</u>	<u>92,773</u>	<u>0</u>	<u>61,154</u>	
REVENUE OVER/(UNDER) EXPENDITURES	<u>1,783</u>	<u>(70,687)</u>	<u>(61,373)</u>	<u>30,043</u>	<u>(31,054)</u>	
PROJECTED ENDING FUND EQUITY			<u>0</u>	<u>31,054</u>	<u>0</u>	

*** END OF REPORT ***

228-SAFETY COMMITTEE FUND
 NON-DEPARTMENTAL

	----- 2020-2021 -----			----- 2021-2022 -----		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>MISCELLANEOUS REVENUE</u>						
228-100-3-60-4195 SAIF DIVIDEND	4,265	8,832	3,000	3,465	3,000	
TOTAL MISCELLANEOUS REVENUE	4,265	8,832	3,000	3,465	3,000	
<u>INVESTMENT EARNINGS</u>						
228-100-3-65-0105 INVESTMENT EARNINGS	573	410	100	92	100	
TOTAL INVESTMENT EARNINGS	573	410	100	92	100	
<u>DONATIONS</u>						
228-100-3-67-6931 DONATIONS	0	0	0	0	0	
TOTAL DONATIONS	0	0	0	0	0	
<u>REIMBURSEMENTS</u>						
228-100-3-80-7075 REIMBURSEMENT	0	0	21,363	30,514	0	
TOTAL REIMBURSEMENTS	0	0	21,363	30,514	0	
<u>TRANSFER FROM OTHER FUND</u>						
228-100-3-90-3815 TRANSFER FROM GEN FUND	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
<hr/>						
TOTAL REVENUES	4,838	9,243	24,463	34,071	3,100	
EXPENDITURES						

<u>MATERIALS & SERVICES</u>						
228-100-5-20-2378 SAFETY SUPPLIES	7,723	9,950	43,719	34,231	18,892	
TOTAL MATERIALS & SERVICES	7,723	9,950	43,719	34,231	18,892	
<u>CAPITAL OUTLAY</u>						
228-100-5-40-4401 CAPITAL OUTLAY	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
<u>OTHER REQUIREMENTS</u>						
228-100-5-50-5001 TRANSFER TO GENERAL FU	0	0	0	0	0	
TOTAL OTHER REQUIREMENTS	0	0	0	0	0	
<u>ENDING FUND BALANCE</u>						
228-100-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	7,723	9,950	43,719	34,231	18,892	
REVENUE OVER/(UNDER) EXPENDITURES (2,885)	(708)	(19,256)	(160)	(15,792)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

228-SAFETY COMMITTEE FUND
 NON-DEPARTMENTAL

			({----- 2020-2021 -----})		({----- 2021-2022 -----})	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
228-100-3-01-0101 BEGINNING FUND BALANCE			0	16,952	0	
228-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>19,256</u>	<u>0</u>	<u>15,792</u>	
TOTAL BEGINNING FUND BALANCE			19,256	16,952	15,792	
FUND TOTAL REVENUES	4,838	9,243	24,463	34,071	3,100	
TOTAL AVAILABLE RESOURCES			43,719	51,023	18,892	
FUND TOTAL EXPENDITURES	7,723	9,950	43,719	34,231	18,892	
REVENUE OVER/(UNDER) EXPENDITURES	(2,885)	(708)	(19,256)	(160)	(15,792)	
PROJECTED ENDING FUND EQUITY			0	16,792	0	

*** END OF REPORT ***

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 ADMINISTRATION

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
REIMBURSEMENTS						
101-102-3-80-7075 REIMBURSED ITEMS	0	141	0	5,319	0	
101-102-3-80-7076 STATE GRANT-TAX & ASSE	14,128	16,755	10,000	8,477	10,000	
TOTAL REIMBURSEMENTS	14,128	16,896	10,000	13,796	10,000	
TOTAL REVENUES	14,128	16,896	10,000	13,796	10,000	
EXPENDITURES						
PERSONNEL SERVICES						
101-102-5-10-1001 FINANCE DIRECTOR	83,948	91,472	93,042	74,347	100,136	
101-102-5-10-1002 PAYROLL & BENEFIT ADMI	69,052	71,671	72,901	58,252	74,723	
101-102-5-10-1003 FINANCIAL ANALYST	38,963	51,291	54,502	43,313	58,548	
101-102-5-10-1004 HUMAN RESOURCE DIRECTO	77,093	75,384	84,391	45,444	82,382	
101-102-5-10-1170 ACCOUNTING TECHNICIAN	32,809	31,990	36,963	29,426	38,190	
101-102-5-10-1301 FICA	17,233	19,618	21,192	15,184	21,947	
101-102-5-10-1302 WORKERS COMP	401	6,943	1,778	584	2,223	
101-102-5-10-1303 PACIFIC MUTUAL	71,741	80,499	84,766	62,723	87,787	
101-102-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
101-102-5-10-1305 AOC - MEDICAL	76,183	84,882	90,571	76,090	101,140	
101-102-5-10-1306 DENTAL INSURANCE	4,846	5,241	5,737	4,942	6,260	
101-102-5-10-1309 UNEMPLOYMENT INSURANCE	3,071	2,442	2,464	1,823	2,774	
101-102-5-10-1316 PRINCIPAL FINANCIAL GR	302	296	312	234	312	
101-102-5-10-1317 UNITED HERITAGE LIFE	243	246	259	194	259	
101-102-5-10-1320 VACATION ACCRUALS	3,718	1,178	1,486	0	1,530	
101-102-5-10-1321 MANDATED MEDICARE	4,030	4,588	4,956	3,551	5,133	
TOTAL PERSONNEL SERVICES	483,634	527,740	555,320	416,105	583,344	
MATERIALS & SERVICES						
101-102-5-20-2130 OTHER OFFICE SUPPLIES	5,266	6,664	4,300	5,068	4,600	
101-102-5-20-3311 LODGING AND MEALS	2,875	2,845	4,100	42	4,000	
101-102-5-20-3314 REGISTRATION & DUES	1,234	1,249	5,300	360	5,300	
101-102-5-20-3318 SCHOOL EXPENSE	627	780	1,300	554	1,300	
101-102-5-20-3323 MILEAGE/FUEL	771	902	2,000	52	1,800	
101-102-5-20-3505 BONDS	100	100	600	100	600	
TOTAL MATERIALS & SERVICES	10,874	12,540	17,600	6,177	17,600	
CAPITAL OUTLAY						
101-102-5-40-4401 OFFICE FURNITURE	0	6,670	0	0	0	
TOTAL CAPITAL OUTLAY	0	6,670	0	0	0	
TOTAL EXPENDITURES	494,508	546,951	572,920	422,282	600,944	
REVENUE OVER/(UNDER) EXPENDITURES (480,380)	(530,054)	(562,920)	(408,486)	(590,944)	

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** Assessment & Tax

2. **Department Goals and Objectives for Fiscal Year 2021-2022:**
 1. To continue to administer the Oregon State Property Assessment and Tax function in a fair and equitable manner while ensuring the field appraisers and office staff have the tools they need to be successful and have a safe working environment.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

The decrease in the CAFFA Grant is due to a reporting issue at the DOR level. The total amount of the CAFFA fund is less than what was estimated. The increase in Dept. of Revenue Mapping is due to the increased number of partitions, subdivisions, property line adjustments and other segregations that have been occurring.

Last year I had requested an additional \$15,500 for professional services to contract with an outside appraiser, specializing in dairy valuation to establish a value for what was the Greg Te Velde Dairy on Homestead Ln, which is now owned by Easterday Farms. This dairy was never fully completed and has not had a complete valuation. I estimate this dairy will end up having a \$50-\$75 million dollar value and I have not expended this money yet and this is a one time expense.

I also wish to request \$45,000 to have our land class soils maps digitized and incorporate the digitized land class layer into our GIS tax lot system. Our current soils maps were created in the 1950's. We only have the one set. Having these digitized will create much needed efficiencies for farm deferral qualifications and disqualifications. Currently, we have to make copies of the current soils maps and estimate acreages. For example, we will be processing up to 100 disqualifications this year, due to wind projects. This will also be a one time request.

5. Department Decision Package Number 1

a. Proposal Title:

Assessment & Tax Budget

b. Total Cost of Decision Package:

Materials & Services: \$196,200 an increase of \$47,000 from 2020-21.

c. Proposal Description and Justification:

See above explanations.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii.

6. Department Decision Package Number 2

a. Proposal Title:

b. Total Cost of Decision Package:

c. Proposal Description and Justification:

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii.

101-GENERAL FUND
 ASSESSOR/TAX COLLECTOR

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-103-3-30-3165 ORMAP GRANT	0	0	0	0	0	
TOTAL GRANT REVENUE	0	0	0	0	0	
<u>CHARGES FOR SERVICES</u>						
101-103-3-40-4150 FORECLOSURE FEES	1,370	2,611	4,000	2,616	4,000	
101-103-3-40-4151 DCBS FEES	4,686	4,960	2,500	2,685	2,500	
101-103-3-40-4155 APPRAISER FEES	0	0	500	0	500	
101-103-3-40-4156 PLAT FEES	1,300	2,000	1,200	2,010	1,200	
101-103-3-40-4184 SALE OF MAPS	517	916	300	802	300	
101-103-3-40-4185 SHERIFF FEES	0	0	300	0	300	
101-103-3-40-4186 PHOTO COPY FEES	4	147	100	4	100	
101-103-3-40-4187 GARNISHMENT FEES	0	0	300	0	300	
101-103-3-40-4188 WARRANT FEES	4,216	3,943	7,000	2,360	7,000	
101-103-3-40-4189 CERTIFICATION OF FEES	0	0	0	0	0	
101-103-3-40-4199 NSF CHECK FEES	60	45	100	15	100	
101-103-3-40-4365 COMPUTER PRINTOUTS	3,298	3,322	2,000	2,825	2,000	
TOTAL CHARGES FOR SERVICES	15,452	17,943	18,300	13,317	18,300	
<u>MISCELLANEOUS REVENUE</u>						
101-103-3-60-4187 MISC REVENUE	1,257	1,028	1,200	1,021	1,200	
TOTAL MISCELLANEOUS REVENUE	1,257	1,028	1,200	1,021	1,200	
<u>REIMBURSEMENTS</u>						
101-103-3-80-7075 REIMBURSED ITEMS	0	3,106	100	2,023	100	
101-103-3-80-7076 STATE GRANT-TAX & ASSE	141,850	91,368	110,000	108,588	95,000	
TOTAL REIMBURSEMENTS	141,850	94,474	110,100	110,612	95,100	
<u>TRANSFER FROM OTHER FUND</u>						
101-103-3-90-5355 TRANS. FROM BLDG PERMI	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
<hr/>						
TOTAL REVENUES	158,558	113,445	129,600	124,949	114,600	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-103-5-10-1001 ASSESSOR	83,050	86,196	93,662	74,617	96,470	
101-103-5-10-1002 APPRAISER	48,820	51,291	54,393	43,204	56,424	
101-103-5-10-1003 ASSESS/TAX CLERK	0	0	0	0	0	
101-103-5-10-1004 LEAD APPRAISER	63,070	66,249	70,257	56,126	72,914	
101-103-5-10-1005 APPRAISER 1	48,537	51,273	54,284	40,924	56,424	
101-103-5-10-1006 DATA ANALYST	65,093	70,930	73,770	58,933	75,614	

PROPOSED BUDGET WORKSHEET

AS OF: APRIL 30TH, 2021

101-GENERAL FUND
ASSESSOR/TAX COLLECTOR

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-103-5-10-1015 AESSOR/TAX CLERK	36,876	39,931	41,078	34,294	40,100	_____
101-103-5-10-1016 ASSESS/TAX CLERK	57,756	64,656	63,725	50,909	65,318	_____
101-103-5-10-1301 FICA	24,335	25,735	27,972	21,752	28,722	_____
101-103-5-10-1302 WORKERS COMP	2,244	9,322	4,308	3,284	5,386	_____
101-103-5-10-1303 PACIFIC MUTUAL	101,553	106,202	111,890	87,047	114,890	_____
101-103-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	_____
101-103-5-10-1305 AOC - MEDICAL	105,789	114,584	113,985	83,943	104,504	_____
101-103-5-10-1306 DENTAL INSURANCE	7,381	7,830	8,061	5,805	6,837	_____
101-103-5-10-1309 UNEMPLOYMENT INSURANCE	3,468	3,149	3,019	2,072	3,368	_____
101-103-5-10-1316 PRINCIPAL FINANCIAL GR	437	436	434	330	434	_____
101-103-5-10-1317 UNITED HERITAGE LIFE	346	339	364	258	364	_____
101-103-5-10-1320 VACATION ACCRUALS (3,473)	10,079	1,096	0	1,129	_____
101-103-5-10-1321 MANDATED MEDICARE	5,691	6,018	5,472	5,087	6,717	_____
TOTAL PERSONNEL SERVICES	650,975	714,220	727,770	568,586	735,615	_____

MATERIALS & SERVICES

101-103-5-20-2110 STATIONERY OFFICE FORM	3,270	3,392	5,000	3,183	5,000	_____
101-103-5-20-2210 BOOKS PERIODICALS PUBL	680	1,607	2,500	656	2,500	_____
101-103-5-20-2251 GASOLINE	1,399	953	3,500	140	3,500	_____
101-103-5-20-2255 LEGAL FEES	4,306	0	2,000	0	2,000	_____
101-103-5-20-2256 SHORT PAYMENTS	15	21	50	0	50	_____
101-103-5-20-2464 REFUND OF FEES	0	0	0	91	0	_____
101-103-5-20-3140 PROFESSIONAL SERVICES	205	1,800	17,500	1,200	17,500	_____
101-103-5-20-3230 PUBLISHING	314	333	650	379	650	_____
101-103-5-20-3240 TELEPHONE	0	0	0	0	0	_____
101-103-5-20-3311 LODGING AND MEALS (TRNI	5,911	3,479	10,000	0	10,000	_____
101-103-5-20-3314 REGISTRATION & DUES	3,260	5,789	5,500	3,573	5,500	_____
101-103-5-20-3323 MILEAGE	0	0	500	0	500	_____
101-103-5-20-3420 DEPT OF REVENUE MAPPIN	18,000	17,975	20,000	8,745	22,000	_____
101-103-5-20-3441 GOVERNMENTAL FEES	5,351	5,174	7,000	2,369	7,000	_____
101-103-5-20-3505 BONDS	500	500	500	500	500	_____
101-103-5-20-3710 REPAIR & MAINT AUTO OU	1,277	984	2,500	0	2,500	_____
101-103-5-20-3711 GIS DATA BASE CONTRACT	0	0	0	0	0	_____
101-103-5-20-3718 A & T PROGRAM MAINTENA	46,098	49,071	70,000	51,855	70,000	_____
101-103-5-20-3719 GIS PROGRAM MAINTENANC	1,500	1,500	2,000	1,500	2,000	_____
TOTAL MATERIALS & SERVICES	92,087	92,579	149,200	74,192	151,200	_____

CAPITAL OUTLAY

101-103-5-40-4151	0	0	0	0	0	_____
101-103-5-40-4401 OFFICE FURNITURE	0	0	0	0	0	_____
101-103-5-40-4402 OFFICE EQUIPMENT	0	0	0	0	0	_____
101-103-5-40-4426 REPLACEMENT VEHICLE	0	23,353	0	0	0	_____
TOTAL CAPITAL OUTLAY	0	23,353	0	0	0	_____

TOTAL EXPENDITURES 743,062 830,151 876,970 642,778 886,815

REVENUE OVER/(UNDER) EXPENDITURES (584,504) (716,706) (747,370) (517,828) (772,215)

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 TREASURER

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>CHARGES FOR SERVICES</u>						
101-104-3-40-4199 NSF CHECK FEES	125	60	150	40	150	
TOTAL CHARGES FOR SERVICES	125	60	150	40	150	
<u>REIMBURSEMENTS</u>						
101-104-3-80-7075 REIMBURSED ITEMS - CSE	0	0	0	0	0	
101-104-3-80-7076 STATE GRANT-TAX & ASSE	7,539	4,918	4,000	5,519	4,000	
TOTAL REIMBURSEMENTS	7,539	4,918	4,000	5,519	4,000	
<hr/>						
TOTAL REVENUES	7,664	4,978	4,150	5,559	4,150	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-104-5-10-1001 TREASURER	72,644	75,395	76,691	62,755	76,692	
101-104-5-10-1002 EXTRA HELP	1,260	1,550	3,500	0	3,500	
101-104-5-10-1301 FICA	4,415	4,604	4,972	3,790	4,972	
101-104-5-10-1302 WORKERS COMP	167	1,733	278	144	347	
101-104-5-10-1303 PACIFIC MUTUAL	18,204	18,712	19,019	15,706	19,020	
101-104-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
101-104-5-10-1305 AOC - MEDICAL	16,850	17,240	23,185	13,265	20,596	
101-104-5-10-1306 DENTAL INSURANCE	959	956	1,661	788	1,376	
101-104-5-10-1309 UNEMPLOYMENT INS	21	20	42	19	46	
101-104-5-10-1316 PRINCIPAL FINANCIAL GR	62	62	62	46	62	
101-104-5-10-1317 UNITED HERITAGE LIFE	52	52	52	32	52	
101-104-5-10-1321 MANDATED MEDICARE	1,033	1,077	1,163	886	1,163	
TOTAL PERSONNEL SERVICES	115,667	121,400	130,625	97,432	127,826	
<u>MATERIALS & SERVICES</u>						
101-104-5-20-2110 STATIONERY OFFICE SUPP	1,977	1,722	3,500	929	2,500	
101-104-5-20-3311 LODGING AND MEALS	885	418	1,500	0	1,500	
101-104-5-20-3314 REGISTRATION & DUES	945	515	1,500	250	1,500	
101-104-5-20-3323 MILEAGE	143	564	1,200	0	1,200	
101-104-5-20-3505 BONDS	500	500	500	500	500	
TOTAL MATERIALS & SERVICES	4,450	3,719	8,200	1,679	7,200	
<hr/>						
TOTAL EXPENDITURES	120,117	125,119	138,825	99,111	135,026	
REVENUE OVER/(UNDER) EXPENDITURES (112,453)	(120,142)	(134,675)	(93,552)	(130,876)	

MORROW COUNTY, OREGON
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2021

211-COUNTY SCHOOL FUND
NON-DEPARTMENTAL

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
=====						
INVESTMENT EARNINGS						
211-100-3-65-0105 INVESTMENT EARNINGS	0	0	0	0	0	<u>0</u>
TOTAL INVESTMENT EARNINGS	0	0	0	0	0	0
<hr/>						
TOTAL REVENUES	0	0	0	0	0	0
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	0	0	0	0

211-COUNTY SCHOOL FUND
 COUNTY SCHOOL FUND

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						
=====						
TAX REVENUE						
211-270-3-10-0104 PREVIOUSLY LEVIED TAXE	581	392	200	257	200	_____
211-270-3-10-1001 EASTERN OR SEVERANCE T	0	0	0	0	0	_____
211-270-3-10-9002 TAXES NECESSARY TO BAL	26,454	29,223	28,500	27,891	28,500	_____
211-270-3-10-9003 TAXES COLLECTED IN YR	0	0	0	0	0	_____
TOTAL TAX REVENUE	27,036	29,615	28,700	28,147	28,700	
GRANT REVENUE						
211-270-3-30-3231 FEDERAL FOREST FEES 25	40,745	44,937	9,000	0	9,000	_____
211-270-3-30-3241 FEDERAL FLOOD CONTROL	0	283	0	0	0	_____
211-270-3-30-3582 COMMON SCHOOL FUND	0	0	0	0	0	_____
211-270-3-30-3612 UTILITIES IN LIEU OF T	170,698	159,148	160,000	180,708	160,000	_____
211-270-3-30-3614 RAILROAD IN LIEU OF	3,196	2,974	3,000	0	3,000	_____
211-270-3-30-3615 FISH & WILDLIFE	0	0	0	0	0	_____
TOTAL GRANT REVENUE	214,638	207,342	172,000	180,708	172,000	
SALES OF ASSETS						
211-270-3-64-6911 SALE OF COUNTY LAND	43	0	0	0	0	_____
TOTAL SALES OF ASSETS	43	0	0	0	0	
INVESTMENT EARNINGS						
211-270-3-65-0105 INVESTMENT EARNINGS	373	403	300	158	300	_____
TOTAL INVESTMENT EARNINGS	373	403	300	158	300	
<hr/>						
TOTAL REVENUES	242,090	237,359	201,000	209,013	201,000	
EXPENDITURES						
=====						
MATERIALS & SERVICES						
211-270-5-20-4500 TAX TURNOVER	0	0	0	0	0	_____
211-270-5-20-4501 STATE SPECIAL EDUCATIO	0	0	0	0	0	_____
TOTAL MATERIALS & SERVICES	0	0	0	0	0	
OTHER REQUIREMENTS						
211-270-5-50-5131 TAX TURNOVER	242,232	237,001	201,060	209,230	201,350	_____
TOTAL OTHER REQUIREMENTS	242,232	237,001	201,060	209,230	201,350	
ENDING FUND BALANCE						
211-270-5-90-9002 UNAPPROPRIATED ENDING	0	0	0	0	0	_____
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	242,232	237,001	201,060	209,230	201,350	
REVENUE OVER/(UNDER) EXPENDITURES (142)	358	(60)	(217)	(350)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

211-COUNTY SCHOOL FUND
 COUNTY SCHOOL FUND

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

BEGINNING FUND BALANCE						
211-100-3-01-0101 BEGINNING FUND BALANCE			0	471	0	_____
211-100-3-01-0102 BEGINNING FUND BALANCE-BUD			60	0	350	_____
TOTAL BEGINNING FUND BALANCE			60	471	350	
FUND TOTAL REVENUES	242,090	237,359	201,000	209,013	201,000	
	=====	=====	=====	=====	=====	=====
TOTAL AVAILABLE RESOURCES			201,060	209,484	201,350	
FUND TOTAL EXPENDITURES	242,232	237,001	201,060	209,230	201,350	
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	(142)	358	(60)	(217)	(350)	
	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND EQUITY			0	254	0	
			=====	=====	=====	=====

*** END OF REPORT ***

212-IONE SCHOOL FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
=====						
INVESTMENT EARNINGS						
212-100-3-65-0105 INVESTMENT EARNINGS	0	0	0	0	0	<u>0</u>
TOTAL INVESTMENT EARNINGS	0	0	0	0	0	<u>0</u>
<hr/>						
TOTAL REVENUES	0	0	0	0	0	
EXPENDITURES						
=====						
OTHER REQUIREMENTS						
212-100-5-50-5355 TRANS TO FINLEY BUTTES	0	0	0	0	0	<u>0</u>
TOTAL OTHER REQUIREMENTS	0	0	0	0	0	<u>0</u>
<hr/>						
TOTAL EXPENDITURES	0	0	0	0	0	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	

212-IONE SCHOOL FUND

IONE SCHOOL FUND

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
=====						
TAX REVENUE						
212-280-3-10-0104 PREVIOUSLY LEVIED TAXE	57	38	0	25	0	_____
212-280-3-10-1001 EASTERN OR SEVERANCE T	0	0	0	0	0	_____
212-280-3-10-9002 TAXES NECESSARY TO BAL	2,576	2,845	3,200	3,129	3,200	_____
TOTAL TAX REVENUE	2,632	2,883	3,200	3,154	3,200	
GRANT REVENUE						
212-280-3-30-3231 FEDERAL FOREST FEES	3,663	4,041	500	0	500	_____
212-280-3-30-3241 FEDERAL FLOOD CONTROL	0	25	0	0	0	_____
212-280-3-30-3582 COMMON SCHOOL FUND	0	0	0	0	0	_____
212-280-3-30-3612 UTILITIES IN LIEU OF T	15,346	16,489	16,500	14,125	16,500	_____
212-280-3-30-3614 RAILROAD IN LIEU OF TA	287	0	0	392	0	_____
212-280-3-30-3615 FISH & WILDLIFE	0	0	0	0	0	_____
TOTAL GRANT REVENUE	19,296	20,555	17,000	14,517	17,000	
SALES OF ASSETS						
212-280-3-64-6911 SALE OF COUNTY LAND	4	0	0	0	0	_____
TOTAL SALES OF ASSETS	4	0	0	0	0	
INVESTMENT EARNINGS						
212-280-3-65-0105 INVESTMENT EARNINGS	34	40	30	13	30	_____
TOTAL INVESTMENT EARNINGS	34	40	30	13	30	
<hr/>						
TOTAL REVENUES	21,966	23,479	20,230	17,684	20,230	
EXPENDITURES						
=====						
OTHER REQUIREMENTS						
212-280-5-50-5131 TAX TURNOVER	21,980	23,444	20,240	17,705	20,265	_____
TOTAL OTHER REQUIREMENTS	21,980	23,444	20,240	17,705	20,265	
ENDING FUND BALANCE						
212-280-5-90-9002 UNAPPROPRIATED ENDING	0	0	0	0	0	_____
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	21,980	23,444	20,240	17,705	20,265	
REVENUE OVER/(UNDER) EXPENDITURES (14)	35	(10)	(21)	(35)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

212-IONE SCHOOL FUND
 IONE SCHOOL FUND

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

BEGINNING FUND BALANCE						
212-100-3-01-0101 BEGINNING FUND BALANCE			0	46	0	_____
212-100-3-01-0102 BEGINNING FUND BALANCE-BUD			10	0	35	_____
TOTAL BEGINNING FUND BALANCE			10	46	35	
FUND TOTAL REVENUES	21,966	23,479	20,230	17,684	20,230	
	=====	=====	=====	=====	=====	=====
TOTAL AVAILABLE RESOURCES			20,240	17,730	20,265	
FUND TOTAL EXPENDITURES	21,980	23,444	20,240	17,705	20,265	
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	(14)	35	(10)	(21)	(35)	
	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND EQUITY			0	25	0	
			=====	=====	=====	=====

*** END OF REPORT ***

PROPOSED BUDGET WORKSHEET

AS OF: APRIL 30TH, 2021

101-GENERAL FUND
COUNTY CLERK

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
=====						
<u>GRANT REVENUE</u>						
101-105-3-30-3411 CENTER FOR TECH CIVIC	0	0	0	6,565	0	
TOTAL GRANT REVENUE	0	0	0	6,565	0	
<u>CHARGES FOR SERVICES</u>						
101-105-3-40-4021 MARRIAGE LICENSE	975	925	900	975	900	
101-105-3-40-4022 PERFORM MARRIAGES	770	702	351	1,638	351	
101-105-3-40-4023 OLIS STATE MAPPING FEE	1,857	2,097	1,900	1,844	1,900	
101-105-3-40-4024 D.V. MARRIAGE LICENSES	975	925	900	975	900	
101-105-3-40-4025 ATTORNEY GENERAL FEE	0	0	0	0	0	
101-105-3-40-4180 IMAGE FEES	0	0	0	5	0	
101-105-3-40-4181 RECORDING FEES	45,170	59,745	45,000	53,270	45,000	
101-105-3-40-4185 CERTIFICATION FEES	376	433	425	536	425	
101-105-3-40-4186 PHOTOCOPY FEES	12,548	16,308	12,000	14,797	12,000	
101-105-3-40-4187 MISC. REVENUE	0	0	0	16,587	0	
101-105-3-40-4188 LOCATION FEES	1,605	1,787	2,500	2,655	2,500	
101-105-3-40-4191 CANDIDATES FILING FEES	470	600	300	650	300	
101-105-3-40-4192 SPECIAL ELECTION FEES	7,021	2,614	2,500	272	2,500	
101-105-3-40-4193 TAX & ASSESSMENT FEE	929	1,050	1,000	921	1,000	
101-105-3-40-4195 SERVICE FEES	2,450	3,620	4,000	1,495	4,000	
101-105-3-40-4196 PICTURES/PASSPORTS	1,056	1,594	1,700	378	1,700	
101-105-3-40-4365 COMPUTER PRINTOUTS	0	15	0	25	0	
101-105-3-40-4671 BIRTH CERTIFICATES	0	0	0	0	0	
101-105-3-40-4672 DEATH CERTIFICATES	5,750	5,350	4,500	4,255	4,500	
101-105-3-40-4673 ROAD VACATION FEE	0	0	100	0	100	
TOTAL CHARGES FOR SERVICES	81,952	97,765	78,076	101,276	78,076	
<u>MISCELLANEOUS REVENUE</u>						
101-105-3-60-4185 OR MOTOR VOTER REIMB	0	1,023	0	2,700	0	
101-105-3-60-4187 MISC REVENUE	805	0	30,050	0	50	
101-105-3-60-4189 OVERPAYMENTS	24	66	50	292	50	
TOTAL MISCELLANEOUS REVENUE	829	1,089	30,100	2,992	100	

TOTAL REVENUES 82,780 98,854 108,176 110,833 78,176

EXPENDITURES

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PERSONNEL SERVICES

101-105-5-10-1001 CLERK - 99%	71,918	74,641	75,924	60,667	78,203	
101-105-5-10-1002 CHIEF DEPUTY - 99%	46,414	48,361	49,431	39,490	50,667	
101-105-5-10-1004 DEPUTY CLERK	47,064	48,849	49,930	39,888	51,179	
101-105-5-10-1155 ELECTION WORKERS	2,124	360	5,000	1,906	5,000	
101-105-5-10-1170 EXTRA HELP	32	644	700	1,323	700	

PROPOSED BUDGET WORKSHEET

AS OF: APRIL 30TH, 2021

101-GENERAL FUND
COUNTY CLERK

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-105-5-10-1301 FICA	9,922	10,394	10,911	8,549	11,206	
101-105-5-10-1302 WORKERS COMP	390	3,808	648	325	809	
101-105-5-10-1303 PACIFIC MUTUAL	41,406	42,650	43,471	35,057	44,652	
101-105-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
101-105-5-10-1305 AOC - MEDICAL	56,053	57,357	57,171	43,047	58,578	
101-105-5-10-1306 DENTAL INSURANCE	3,564	3,554	3,546	2,603	3,385	
101-105-5-10-1309 UNEMPLOYMENT INSURANCE	1,180	1,061	1,070	725	1,204	
101-105-5-10-1316 PRINCIPAL FINANCIAL GR	186	186	185	140	185	
101-105-5-10-1317 UNITED HERITAGE LIFE	154	154	155	116	155	
101-105-5-10-1320 VACATION ACCRUALS (86)	(86)	1,574	1,411	0	1,454	
101-105-5-10-1321 MANDATED MEDICARE	2,320	2,431	2,552	1,999	2,621	
TOTAL PERSONNEL SERVICES	282,642	296,026	302,105	235,833	309,998	
MATERIALS & SERVICES						
101-105-5-20-2110 STATIONERY OFFICE FORM	969	823	1,000	385	1,000	
101-105-5-20-2210 BOOKS PERIODICALS ORS'	0	760	125	21	125	
101-105-5-20-2240 ELECTIONS	12,382	9,811	15,000	12,297	15,000	
101-105-5-20-2270 CENTER FOR TECH CIVIC	0	0	0	7,227	0	
101-105-5-20-3135 MICROFICHE SERVICES/I	0	949	2,500	0	2,500	
101-105-5-20-3314 REGISTRATION & DUES	1,406	939	3,500	450	3,500	
101-105-5-20-3318 SCHOOL EXPENSE	1,602	1,752	2,500	0	2,500	
101-105-5-20-3323 MILEAGE & MEALS	1,532	1,668	3,500	1,039	3,500	
101-105-5-20-3324 MAINTENANCE CONTRACTS	8,109	11,927	13,527	6,557	13,527	
101-105-5-20-3325 OLIS MAPPING FEE REIMB	1,895	2,144	2,000	2,253	2,000	
101-105-5-20-3326 D.V. MARRIAGE LICENSES	950	925	900	850	900	
TOTAL MATERIALS & SERVICES	28,846	31,699	44,552	31,078	44,552	
CAPITAL OUTLAY						
101-105-5-40-4400 VOTE COUNTER	53,081	0	0	0	0	
101-105-5-40-4402 OFFICE EQUIPMENT	0	0	0	0	0	
101-105-5-40-4403 STORAGE/DROP SITE BOXE	0	0	0	0	0	
101-105-5-40-4405 SECURITY	0	0	30,000	13,040	0	
TOTAL CAPITAL OUTLAY	53,081	0	30,000	13,040	0	
TOTAL EXPENDITURES	364,569	327,726	376,657	279,951	354,550	
REVENUE OVER/(UNDER) EXPENDITURES (281,789)	(228,872)	(268,481)	(169,118)	(276,374)	

101-GENERAL FUND
 BD OF PROPERTY TAX APPEAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>REIMBURSEMENTS</u>						
101-107-3-80-7076 TAX & ASSESSMENT GRANT	693	434	300	478	300	
TOTAL REIMBURSEMENTS	693	434	300	478	300	
<hr/>						
TOTAL REVENUES	693	434	300	478	300	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-107-5-10-1001 CLERK - 1%	726	754	767	613	790	
101-107-5-10-1002 DEPUTY CLERK - 1%	469	488	499	399	512	
101-107-5-10-1301 FICA	72	76	79	62	81	
101-107-5-10-1302 WORKERS COMP	1	1	4	0	6	
101-107-5-10-1303 PACIFIC MUTUAL	299	308	314	253	323	
101-107-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
101-107-5-10-1305 AOC - MEDICAL	337	345	404	258	414	
101-107-5-10-1306 DENTAL INSURANCE	19	19	26	14	25	
101-107-5-10-1308 HRA DED. CONTRIBUTION	0	0	0	0	0	
101-107-5-10-1309 UNEMPLOYMENT INSURANCE	6	5	6	4	7	
101-107-5-10-1316 PRINCIPAL FINANCIAL GR	1	1	1	1	1	
101-107-5-10-1317 UNITED HERITAGE LIFE	1	1	1	1	1	
101-107-5-10-1320 VACATION ACCRUALS	0	0	13	0	13	
101-107-5-10-1321 MANDATED MEDICARE	17	18	18	14	19	
TOTAL PERSONNEL SERVICES	1,948	2,016	2,132	1,619	2,192	
<hr/>						
<u>MATERIALS & SERVICES</u>						
101-107-5-20-2110 STATIONERY OFFICE FORM	0	0	50	0	50	
101-107-5-20-3230 PUBLISHING	0	0	0	0	0	
101-107-5-20-3323 MILEAGE & MEALS	0	173	400	0	400	
101-107-5-20-3440 STIPENDS	0	150	300	0	300	
TOTAL MATERIALS & SERVICES	0	323	750	0	750	
<hr/>						
TOTAL EXPENDITURES	1,948	2,339	2,882	1,619	2,942	
REVENUE OVER/(UNDER) EXPENDITURES (1,256)	(1,904)	(2,582)	(1,141)	(2,642)	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

233-CLERKS RECORDS FUND
 CLERKS RECORDS

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						
=====						
<u>INVESTMENT EARNINGS</u>						
233-100-3-65-0105 INVESTMENT EARNINGS	<u>473</u>	<u>443</u>	<u>200</u>	<u>122</u>	<u>200</u>	<u> </u>
TOTAL INVESTMENT EARNINGS	473	443	200	122	200	
<hr/>						
TOTAL REVENUES	473	443	200	122	200	
REVENUE OVER/(UNDER) EXPENDITURES	473	443	200	122	200	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

233-CLERKS RECORDS FUND
 CLERKS RECORDS

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
233-105-3-40-4181 RECORDS FEES	1,647	1,880	1,500	1,714	1,500	
233-105-3-40-4182 LIEN RECORDS FEES	0	0	0	0	0	
TOTAL CHARGES FOR SERVICES	1,647	1,880	1,500	1,714	1,500	
TOTAL REVENUES						
	1,647	1,880	1,500	1,714	1,500	
EXPENDITURES						
MATERIALS & SERVICES						
233-105-5-20-2110 OFFICE SUPPLIES	0	0	0	0	0	
233-105-5-20-2205 OTHER EXPENSES	0	0	23,357	2,717	23,503	
233-105-5-20-3314 RESTORATION EXPENSE	0	0	0	0	0	
233-105-5-20-3315 STATE REIMBURSEMENT	0	0	0	0	0	
TOTAL MATERIALS & SERVICES	0	0	23,357	2,717	23,503	
CAPITAL OUTLAY						
233-105-5-40-4401 EQUIPMENT - STORAGE &	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL EXPENDITURES						
	0	0	23,357	2,717	23,503	
REVENUE OVER/(UNDER) EXPENDITURES						
	1,647	1,880	(21,857)	(1,003)	(22,003)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

233-CLERKS RECORDS FUND
 CLERKS RECORDS

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
<u>BEGINNING FUND BALANCE</u>								
233-100-3-01-0101 BEGINNING FUND BALANCE			0	22,132	0			
233-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>21,657</u>	<u>0</u>	<u>21,803</u>			
TOTAL BEGINNING FUND BALANCE			21,657	22,132	21,803			
FUND TOTAL REVENUES	2,120	2,323	1,700	1,835	1,700			
TOTAL AVAILABLE RESOURCES			23,357	23,967	23,503			
FUND TOTAL EXPENDITURES	0	0	23,357	2,717	23,503			
REVENUE OVER/(UNDER) EXPENDITURES	2,120	2,323	(21,657)	(882)	(21,803)			
PROJECTED ENDING FUND EQUITY			0	21,250	0			

*** END OF REPORT ***

101-GENERAL FUND
 DISTRICT ATTORNEY

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-111-3-30-3570 NON-SUPPORT	50,877	94,547	40,000	39,232	40,000	_____
101-111-3-30-3571 CHILD SUPPORT INCENTIV	8,307	7,728	0	5,258	0	_____
101-111-3-30-3572 FFY06 RESERVE PMTS	0	0	0	0	0	_____
101-111-3-30-3573 ANNUAL FEE PAYMENTS	0	0	0	0	0	_____
101-111-3-30-3574 CHLD SUPP INCEN CARRYO	0	0	0	0	0	_____
TOTAL GRANT REVENUE	59,184	102,275	40,000	44,490	40,000	
<u>CHARGES FOR SERVICES</u>						
101-111-3-40-4140 D. A. INVESTIGATION	0	0	0	0	0	_____
101-111-3-40-4142 JUVENILE IGA	0	0	0	0	0	_____
101-111-3-40-4187 DISCOVERY REIMBURSEMEN	140	3,586	500	2,758	500	_____
101-111-3-40-4188 DISCOVERY FEES	0	0	0	0	0	_____
TOTAL CHARGES FOR SERVICES	140	3,586	500	2,758	500	
<u>MISCELLANEOUS REVENUE</u>						
101-111-3-60-4187 MISC REVENUE	0	0	0	0	0	_____
TOTAL MISCELLANEOUS REVENUE	0	0	0	0	0	
<u>REIMBURSEMENTS</u>						
101-111-3-80-7075 REIMBURSED ITEMS	1,216	3,785	0	3,700	0	_____
101-111-3-80-7077 WITNESS EXPENSE REIMBU	0	0	0	0	0	_____
TOTAL REIMBURSEMENTS	1,216	3,785	0	3,700	0	
<hr/>						
TOTAL REVENUES	60,540	109,646	40,500	50,949	40,500	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-111-5-10-1002 SECRETARY I	47,897	35,356	55,048	43,978	56,424	_____
101-111-5-10-1003 SECRETARY II - NON-SUP	57,206	59,375	60,691	48,484	62,208	_____
101-111-5-10-1004 DEPUTY DA	101,408	108,385	112,419	89,483	115,920	_____
101-111-5-10-1010 COUNTY COUNSEL	0	0	0	0	0	_____
101-111-5-10-1015 DA STIPEND	8,000	11,423	11,000	8,461	11,000	_____
101-111-5-10-1301 FICA	13,082	12,725	14,828	11,622	15,224	_____
101-111-5-10-1302 WORKERS COMP	280	5,587	444	525	554	_____
101-111-5-10-1303 PACIFIC MUTUAL	52,063	49,299	57,947	45,537	58,169	_____
101-111-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	_____
101-111-5-10-1305 AOC - MEDICAL	52,495	48,128	57,575	40,601	58,992	_____
101-111-5-10-1306 DENTAL INSURANCE	3,297	2,952	3,572	2,429	3,410	_____
101-111-5-10-1309 UNEMPLOYMENT INSURANCE	1,696	1,260	1,516	1,023	1,708	_____
101-111-5-10-1316 PRINCIPAL FINANCIAL GR	181	165	186	134	186	_____
101-111-5-10-1317 UNITED HERITAGE LIFE	142	139	156	111	156	_____

PROPOSED BUDGET WORKSHEET

AS OF: APRIL 30TH, 2021

101-GENERAL FUND
DISTRICT ATTORNEY

			2020-2021		2021-2022	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
101-111-5-10-1320 VACATION ACCRUALS	(2,292)	7,380	4,548	0	4,684	
101-111-5-10-1321 MANDATED MEDICARE	3,059	2,976	3,468	2,718	3,561	
TOTAL PERSONNEL SERVICES	338,514	345,149	383,398	295,106	392,196	
<u>MATERIALS & SERVICES</u>						
101-111-5-20-2110 STATIONERY OFFICE FORM	785	883	1,000	15	1,000	
101-111-5-20-2130 OTHER OFFICE SUPPLIES	3,092	4,182	5,500	5,678	5,500	
101-111-5-20-2210 BOOKS PERIODICALS PUBL	743	211	500	105	500	
101-111-5-20-2221 INVESTIGATIONS	634	631	2,000	493	2,000	
101-111-5-20-2223 NON SUPPORT	1,948	847	2,000	370	2,000	
101-111-5-20-2251 GASOLINE	2,455	3,104	5,000	1,176	5,000	
101-111-5-20-2411 STATE DUES	1,540	3,220	4,000	1,314	4,000	
101-111-5-20-2448 JUROR AND WITNESS FEES	1,554	51	2,500	11	2,500	
101-111-5-20-2469 MEDICAL EXAMINER	0	0	0	0	0	
101-111-5-20-2470 MEDICAL EXAMINER EXPEN	1,350	499	3,000	0	3,000	
101-111-5-20-2474 PRINTING	0	10	500	0	500	
101-111-5-20-2475 SUBSCRIPTIONS	160	0	200	120	200	
101-111-5-20-2476 OTHER EXPENSES	2,020	438	2,000	76	2,000	
101-111-5-20-3240 TELEPHONE	4,362	5,061	3,000	3,091	3,000	
101-111-5-20-3311 LODGING AND MEALS	3,181	3,741	4,000	(221)	4,000	
101-111-5-20-3314 REGISTRATION & DUES	2,339	2,414	1,500	972	1,500	
101-111-5-20-3318 TRAINING	2,093	1,962	3,000	400	3,000	
101-111-5-20-3324 MILEAGE	337	0	750	0	750	
101-111-5-20-3440 CONTRACT SERVICES	0	0	0	0	0	
101-111-5-20-3710 REPAIR & MAINT. AUTO O	900	4,009	750	113	750	
101-111-5-20-3711 CIVIL COMMITMENT EXMR	2,461	0	2,000	1,680	2,000	
101-111-5-20-3712 CHILD SUPPORT INCENTIV	0	0	1,000	0	1,000	
101-111-5-20-3713 CHLD SUPP INCEN. CARRY	0	0	0	0	0	
101-111-5-20-3714 CASE MANAGEMENT SYSTEM	2,550	2,750	2,550	2,750	2,750	
TOTAL MATERIALS & SERVICES	34,504	34,012	46,750	18,143	46,950	
<u>CAPITAL OUTLAY</u>						
101-111-5-40-4105 COUNTY VEHICLE	0	26,990	0	0	0	
101-111-5-40-4401 CASE MANAGEMENT SYSTEM	0	0	0	0	0	
101-111-5-40-4405 OFFICE EQUIPMENT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	26,990	0	0	0	
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TOTAL EXPENDITURES	373,017	406,151	430,148	313,249	439,146	
REVENUE OVER/(UNDER) EXPENDITURES	(312,478)	(296,505)	(389,648)	(262,300)	(398,646)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

218-ENFORCEMENT FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						

<u>INVESTMENT EARNINGS</u>						
218-100-3-65-0105 INVESTMENT EARNINGS	<u>579</u>	<u>499</u>	<u>500</u>	<u>150</u>	<u>500</u>	
TOTAL INVESTMENT EARNINGS	579	499	500	150	500	
<hr/>						
TOTAL REVENUES	579	499	500	150	500	
REVENUE OVER/(UNDER) EXPENDITURES	579	499	500	150	500	

218-ENFORCEMENT FUND
 DISTRICT ATTORNEY

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
218-111-3-40-4144 LIQUOR CONTROL	0	0	0	0	0	
TOTAL CHARGES FOR SERVICES	0	0	0	0	0	
FEES, FINES						
218-111-3-50-4138 CIRCUIT COURT FINES	0	0	0	0	0	
218-111-3-50-4139 JUSTICE COURT FINES	0	120	0	0	0	
TOTAL FEES, FINES	0	120	0	0	0	
TOTAL REVENUES	0	120	0	0	0	
EXPENDITURES						
MATERIALS & SERVICES						
218-111-5-20-2130 OTHER OFFICE SUPPLIES	0	0	18,403	1,821	21,721	
218-111-5-20-3318 TRAINING	0	0	1,000	0	1,000	
TOTAL MATERIALS & SERVICES	0	0	19,403	1,821	22,721	
CAPITAL OUTLAY						
218-111-5-40-4402 OFFICE EQUIPMENT	0	0	5,000	0	0	
218-111-5-40-4406 ELECTRONIC EQUIPMENT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	5,000	0	0	
OTHER REQUIREMENTS						
218-111-5-50-5351 TRANSFER TO GENERAL FU	0	0	0	0	0	
TOTAL OTHER REQUIREMENTS	0	0	0	0	0	
ENDING FUND BALANCE						
218-111-5-90-9002 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
TOTAL EXPENDITURES	0	0	24,403	1,821	22,721	
REVENUE OVER/(UNDER) EXPENDITURES	0	120	(24,403)	(1,821)	(22,721)	

218-ENFORCEMENT FUND
 DISTRICT ATTORNEY

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>BEGINNING FUND BALANCE</u>						
218-100-3-01-0101 BEGINNING FUND BALANCE			0	23,892	0	
218-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>23,903</u>	<u>0</u>	<u>22,221</u>	
TOTAL BEGINNING FUND BALANCE			23,903	23,892	22,221	
FUND TOTAL REVENUES	<u>579</u>	<u>619</u>	<u>500</u>	<u>150</u>	<u>500</u>	
TOTAL AVAILABLE RESOURCES			24,403	24,042	22,721	
FUND TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>24,403</u>	<u>1,821</u>	<u>22,721</u>	
REVENUE OVER/(UNDER) EXPENDITURES	<u>579</u>	<u>619</u>	(<u>23,903</u>)	(<u>1,671</u>)	(<u>22,221</u>)	
PROJECTED ENDING FUND EQUITY			<u>0</u>	<u>22,221</u>	<u>0</u>	

*** END OF REPORT ***

220-VICTIM/WITNESS ASSISTANCE
NON-DEPARTMENTAL

(----- 2020-2021 -----) (----- 2021-2022 -----)

2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

REVENUES

INVESTMENT EARNINGS

220-100-3-65-0105 INVESTMENT EARNINGS	0	0	0	0	0
TOTAL INVESTMENT EARNINGS	0	0	0	0	0

TOTAL REVENUES	0	0	0	0	0
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REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0
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220-VICTIM/WITNESS ASSISTANCE
 DISTRICT ATTORNEY

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						
<u>GRANT REVENUE</u>						
220-111-3-30-3569 VICTIM/WITNESS-UA	10,693	15,454	15,853	3,963	15,853	
220-111-3-30-3615 VICTIM/WITNESS GRANT	63,882	66,864	90,116	50,657	90,116	
220-111-3-30-3616 VOCA ONE TIME PROJ. GR	0	0	0	0	0	
TOTAL GRANT REVENUE	74,575	82,318	105,969	54,620	105,969	
<u>MISCELLANEOUS REVENUE</u>						
220-111-3-60-4187 MISC. REVENUE	0	27,425	0	0	0	
TOTAL MISCELLANEOUS REVENUE	0	27,425	0	0	0	
<u>REIMBURSEMENTS</u>						
220-111-3-80-7075 REIMBURSED ITEMS	485	95	0	0	0	
TOTAL REIMBURSEMENTS	485	95	0	0	0	
<u>TRANSFER FROM OTHER FUND</u>						
220-111-3-90-3815 TRANSFER FROM GEN FUND	24,000	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	24,000	0	0	0	0	
TOTAL REVENUES	99,061	109,838	105,969	54,620	105,969	

EXPENDITURES

PERSONNEL SERVICES

220-111-5-10-1001 VICTIM/WITNESS ADVOCAT	52,237	48,322	45,571	34,745	48,741	
220-111-5-10-1301 FICA	3,041	2,841	2,825	2,082	3,022	
220-111-5-10-1302 WORKERS COMP	134	1,051	192	105	198	
220-111-5-10-1303 PACIFIC MUTUAL	13,071	11,964	11,302	8,701	12,088	
220-111-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
220-111-5-10-1305 AOC - MEDICAL	16,850	21,985	23,185	17,445	23,755	
220-111-5-10-1306 DENTAL INSURANCE	959	1,466	1,661	1,216	1,584	
220-111-5-10-1308 HRA DED. CONTRIBUTION	0	0	0	0	0	
220-111-5-10-1309 UNEMPLOYMENT INSURANCE	578	534	505	386	569	
220-111-5-10-1316 DISABILITY INSURANCE	62	62	62	47	62	
220-111-5-10-1317 UNITED HERITAGE LIFE	52	52	52	39	52	
220-111-5-10-1320 VACATION ACCRUALS	2,562	4,951	3,333	0	3,433	
220-111-5-10-1321 MANDATED MEDICARE	711	664	661	487	707	
TOTAL PERSONNEL SERVICES	90,256	83,990	89,349	65,252	94,211	

220-VICTIM/WITNESS ASSISTANCE
 DISTRICT ATTORNEY

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
220-111-5-20-2131 SUPPLIES	380	0	0	0	0	
220-111-5-20-2230 COPY MACHINE SUPPLIES	0	0	0	0	0	
220-111-5-20-2474 PRINTING	0	0	0	0	0	
220-111-5-20-3105 AUDIT	0	0	0	0	0	
220-111-5-20-3220 POSTAGE	0	0	0	0	0	
220-111-5-20-3240 TELEPHONE	450	0	900	0	900	
220-111-5-20-3321 TRAINING AIDS/CLASSES	1,759	1,507	6,627	0	6,627	
220-111-5-20-3440 CONTRACT & GRANTS	0	0	0	0	0	
220-111-5-20-3713 INTERPRETERS FEES	2,029	1,382	2,000	349	2,000	
220-111-5-20-3832 VICTIM SUPPORT	1,531	2,077	10,000	7,746	10,000	
220-111-5-20-3833 EMERGENCY SERVICES GRA	0	36	0	140	0	
TOTAL MATERIALS & SERVICES	6,150	5,002	19,527	8,235	19,527	
<u>CAPITAL OUTLAY</u>						
220-111-5-40-4401 OFFICE FURNITURE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
<u>ENDING FUND BALANCE</u>						
220-111-5-90-9002 UNAPPROPRIATED ENDING	0	0	0	0	30,031	
TOTAL ENDING FUND BALANCE	0	0	0	0	30,031	
<hr/>						
TOTAL EXPENDITURES	96,406	88,992	108,876	73,487	143,769	
REVENUE OVER/(UNDER) EXPENDITURES	2,654	20,847	(2,907)	(18,866)	(37,800)	

220-VICTIM/WITNESS ASSISTANCE
 DISTRICT ATTORNEY

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
220-100-3-01-0101 BEGINNING FUND BALANCE			0	40,706	0	
220 3-01-0102 BEGINNING FUND BALANCE-BUD			<u>2,907</u>	<u>0</u>	<u>37,800</u>	
TOTAL BEGINNING FUND BALANCE			2,907	40,706	37,800	
FUND TOTAL REVENUES	99,061	109,838	105,969	54,620	105,969	
TOTAL AVAILABLE RESOURCES			108,876	95,327	143,769	
FUND TOTAL EXPENDITURES	96,406	88,992	108,876	73,487	143,769	
REVENUE OVER/(UNDER) EXPENDITURES	2,654	20,847	(2,907)	(18,866)	(37,800)	
PROJECTED ENDING FUND EQUITY			0	21,840	0	

*** END OF REPORT ***

223-CAMI GRANT
 NON-DEPARTMENTAL

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>						
REVENUES						
<hr/>						
<u>INVESTMENT EARNINGS</u>						
223-100-3-65-0105 INVESTMENT EARNINGS	<u>1,395</u>	<u>672</u>	<u>0</u>	<u>239</u>	<u>250</u>	<u> </u>
TOTAL INVESTMENT EARNINGS	1,395	672	0	239	250	
<hr/>						
TOTAL REVENUES	1,395	672	0	239	250	
REVENUE OVER/(UNDER) EXPENDITURES	1,395	672	0	239	250	

223-CAMI GRANT
 DISTRICT ATTORNEY

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
GRANT REVENUE						
223-111-3-30-3569 CAMI GRANT	58,614	37,534	29,160	14,580	29,160	
TOTAL GRANT REVENUE	58,614	37,534	29,160	14,580	29,160	
REIMBURSEMENTS						
223-111-3-80-7075 REIMBURSED ITEMS	0	1,500	0	0	0	
TOTAL REIMBURSEMENTS	0	1,500	0	0	0	
TOTAL REVENUES						
	58,614	39,034	29,160	14,580	29,160	
EXPENDITURES						
MATERIALS & SERVICES						
223-111-5-20-2110 OTHER EXPENSES	275	300	1,175	258	1,175	
223-111-5-20-2130 INVESTIGATIVE EXPENSES	21,563	13,281	17,709	17,709	17,709	
223-111-5-20-2210 TRAINING	11,699	770	18,036	300	18,036	
223-111-5-20-3440 CONTRACTS & GRANTS	0	0	0	0	0	
TOTAL MATERIALS & SERVICES	33,537	14,351	36,920	18,267	36,920	
CAPITAL OUTLAY						
223-111-5-40-4401 EQUIPMENT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
OTHER REQUIREMENTS						
223-111-5-50-5354 TRANSFER TO GENERAL FU	0	0	0	0	0	
TOTAL OTHER REQUIREMENTS	0	0	0	0	0	
ENDING FUND BALANCE						
223-111-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	28,408	
TOTAL ENDING FUND BALANCE	0	0	0	0	28,408	
TOTAL EXPENDITURES						
	33,537	14,351	36,920	18,267	65,328	
REVENUE OVER/(UNDER) EXPENDITURES						
	25,076	24,683	(7,760)	(3,687)	(36,168)	
REVENUE OVER/(UNDER) EXPENDITURES						
	0	0	0	0	0	

223-CAMI GRANT
 DISTRICT ATTORNEY

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>BEGINNING FUND BALANCE</u>						
223-100-3-01-0101 BEGINNING FUND BALANCE			0	43,439	0	<u> </u>
223-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>7,760</u>	<u>0</u>	<u>35,918</u>	<u> </u>
TOTAL BEGINNING FUND BALANCE			7,760	43,439	35,918	
FUND TOTAL REVENUES	60,008	39,706	29,160	14,819	29,410	<u> </u>
TOTAL AVAILABLE RESOURCES			36,920	58,258	65,328	
FUND TOTAL EXPENDITURES	33,537	14,351	36,920	18,267	65,328	<u> </u>
REVENUE OVER/(UNDER) EXPENDITURES	26,471	25,355	(7,760)	(3,448)	(35,918)	<u> </u>
PROJECTED ENDING FUND EQUITY			0	39,991	0	<u> </u>

*** END OF REPORT ***

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

206-LAW LIBRARY
 NON-DEPARTMENTAL

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						
<hr/>						
<u>INVESTMENT EARNINGS</u>						
206-100-3-65-0105 INVESTMENT EARNINGS	<u>915</u>	<u>736</u>	<u>800</u>	<u>208</u>	<u>800</u>	
TOTAL INVESTMENT EARNINGS	915	736	800	208	800	
<hr/>						
TOTAL REVENUES	915	736	800	208	800	
REVENUE OVER/(UNDER) EXPENDITURES	915	736	800	208	800	

206-LAW LIBRARY
 LAW LIBRARY

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								
CHARGES FOR SERVICES								
206-105-3-40-4130 CIRCUIT & DISTRICT COU	6,832	5,976	7,000	4,479	7,000			
TOTAL CHARGES FOR SERVICES	6,832	5,976	7,000	4,479	7,000			
MISCELLANEOUS REVENUE								
206-105-3-60-4187 REIMBURSED ITEMS	0	0	0	0	0			
TOTAL MISCELLANEOUS REVENUE	0	0	0	0	0			
REIMBURSEMENTS								
206-105-3-80-7075 REIMBURSED ITEMS	0	0	0	0	0			
TOTAL REIMBURSEMENTS	0	0	0	0	0			
TOTAL REVENUES	6,832	5,976	7,000	4,479	7,000			
EXPENDITURES								
MATERIALS & SERVICES								
206-105-5-20-2210 BOOKS	8,989	7,079	39,565	2,734	40,506			
206-105-5-20-2211 OTHER SERVICES	0	0	2,000	0	2,000			
TOTAL MATERIALS & SERVICES	8,989	7,079	41,565	2,734	42,506			
ENDING FUND BALANCE								
206-105-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0			
TOTAL ENDING FUND BALANCE	0	0	0	0	0			
TOTAL EXPENDITURES	8,989	7,079	41,565	2,734	42,506			
REVENUE OVER/(UNDER) EXPENDITURES (2,158)	(1,103)	(34,565)	1,744	(35,506)			

206-LAW LIBRARY
 LAW LIBRARY

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
206-100-3-01-0101 BEGINNING FUND BALANCE			0	30,253	0	
206-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>33,765</u>	<u>0</u>	<u>34,706</u>	
TOTAL BEGINNING FUND BALANCE			33,765	30,253	34,706	
FUND TOTAL REVENUES	<u>7,747</u>	<u>6,712</u>	<u>7,800</u>	<u>4,687</u>	<u>7,800</u>	
TOTAL AVAILABLE RESOURCES			41,565	34,940	42,506	
FUND TOTAL EXPENDITURES	<u>8,989</u>	<u>7,079</u>	<u>41,565</u>	<u>2,734</u>	<u>42,506</u>	
REVENUE OVER/(UNDER) EXPENDITURES	<u>(1,242)</u>	<u>(368)</u>	<u>(33,765)</u>	<u>1,953</u>	<u>(34,706)</u>	
PROJECTED ENDING FUND EQUITY			<u>0</u>	<u>32,206</u>	<u>0</u>	

*** END OF REPORT ***

234-DUII IMPACT FUND
 DUII IMPACT

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						
<u>INVESTMENT EARNINGS</u>						
234-100-3-65-0105 INVESTMENT EARNINGS	<u>700</u>	<u>629</u>	<u>400</u>	<u>189</u>	<u>400</u>	<u>400</u>
TOTAL INVESTMENT EARNINGS	700	629	400	189	400	400
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TOTAL REVENUES	700	629	400	189	400	400
REVENUE OVER/(UNDER) EXPENDITURES	700	629	400	189	400	400

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

234-DUII IMPACT FUND
 DUII IMPACT

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>CHARGES FOR SERVICES</u>						
234-111-3-40-4729 COURT ORDERED FEES	1,400	0	0	0	0	
TOTAL CHARGES FOR SERVICES	1,400	0	0	0	0	
<u>REIMBURSEMENTS</u>						
234-111-3-80-7075 REIMBURSED ITEMS	0	0	0	0	0	
TOTAL REIMBURSEMENTS	0	0	0	0	0	
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TOTAL REVENUES	1,400	0	0	0	0	
EXPENDITURES						

<u>MATERIALS & SERVICES</u>						
234-111-5-20-2110 OFFICE SUPPLIES	0	0	23,647	0	23,480	
234-111-5-20-3240 TELEPHONE	0	0	1,727	0	1,727	
234-111-5-20-3311 LODGING & MEALS	27	0	3,000	0	3,000	
234-111-5-20-3321 PRINTING/COPYING	0	629	300	0	300	
234-111-5-20-3323 MILEAGE	0	0	500	0	500	
234-111-5-20-3832 VICTIM SUPPORT	0	0	500	0	500	
234-111-5-20-3833 INTERPRETER	50	0	500	0	500	
TOTAL MATERIALS & SERVICES	77	629	30,174	0	30,007	
<hr/>						
TOTAL EXPENDITURES	77	629	30,174	0	30,007	
REVENUE OVER/(UNDER) EXPENDITURES	1,323	(629)	(30,174)	0	(30,007)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

234-DUII IMPACT FUND
 DUII IMPACT

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
234-100-3-01-0101 BEGINNING FUND BALANCE			0	29,418	0	
234-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>29,774</u>	<u>0</u>	<u>29,607</u>	
TOTAL BEGINNING FUND BALANCE			29,774	29,418	29,607	
FUND TOTAL REVENUES	2,100	629	400	189	400	
TOTAL AVAILABLE RESOURCES			30,174	29,607	30,007	
FUND TOTAL EXPENDITURES	77	629	30,174	0	30,007	
REVENUE OVER/(UNDER) EXPENDITURES	2,023	0	(29,774)	189	(29,607)	
PROJECTED ENDING FUND EQUITY			0	29,607	0	

*** END OF REPORT ***

243-LIQUOR CONTROL FUND
NON-DEPARTMENTAL

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

REVENUES

INVESTMENT EARNINGS

243-100-3-65-0105 INVESTMENT EARNINGS	<u>21</u>	<u>18</u>	<u>15</u>	<u>6</u>	<u>15</u>	<u>15</u>
TOTAL INVESTMENT EARNINGS	21	18	15	6	15	15

TOTAL REVENUES	21	18	15	6	15	15
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REVENUE OVER/(UNDER) EXPENDITURES	21	18	15	6	15	15
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MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

243-LIQUOR CONTROL FUND
 DISTRICT ATTORNEY

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
243-111-3-30-3600 LIQUOR CONTROL REVENUE	0	0	0	0	0	0
TOTAL GRANT REVENUE	0	0	0	0	0	0
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TOTAL REVENUES	0	0	0	0	0	0
EXPENDITURES						

<u>MATERIALS & SERVICES</u>						
243-111-5-20-2476 OTHER EXPENSES	0	0	883	0	887	887
TOTAL MATERIALS & SERVICES	0	0	883	0	887	887
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TOTAL EXPENDITURES	0	0	883	0	887	887
REVENUE OVER/(UNDER) EXPENDITURES	0	0	(883)	0	(887)	(887)

243-LIQUOR CONTROL FUND
 DISTRICT ATTORNEY

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
243-100-3-01-0101 FUND BALANCE			0	867	0	
243-100-3-01-0102 BEGINNING FUND BAL-BUD			<u>868</u>	<u>0</u>	<u>872</u>	
TOTAL BEGINNING FUND BALANCE			868	867	872	
FUND TOTAL REVENUES	21	18	15	6	15	
TOTAL AVAILABLE RESOURCES			883	872	887	
FUND TOTAL EXPENDITURES	0	0	883	0	887	
REVENUE OVER/(UNDER) EXPENDITURES	21	18	(868)	6	(872)	
PROJECTED ENDING FUND EQUITY			<u>0</u>	<u>872</u>	<u>0</u>	

*** END OF REPORT ***

322-COURT SECURITY FUND
NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
322-100-3-40-4729 FINE ASSESSMENTS - 40	9,989	10,714	11,000	7,457	11,000	
TOTAL CHARGES FOR SERVICES	9,989	10,714	11,000	7,457	11,000	
INVESTMENT EARNINGS						
322-100-3-65-0105 INVESTMENT EARNINGS	3,937	2,685	3,000	625	3,000	
TOTAL INVESTMENT EARNINGS	3,937	2,685	3,000	625	3,000	
TOTAL REVENUES	13,926	13,399	14,000	8,082	14,000	
EXPENDITURES						
MATERIALS & SERVICES						
322-100-5-20-2205 OTHER EXPENSES	0	145	8,000	0	3,851	
322-100-5-20-2227 COURT SECURITY	20,420	20,468	50,000	14,376	50,000	
322-100-5-20-3240 TELEPHONE	472	490	500	295	500	
TOTAL MATERIALS & SERVICES	20,891	21,103	58,500	14,671	54,351	
CAPITAL OUTLAY						
322-100-5-40-4438 SECURITY EQUIPMENT	0	30,751	35,000	0	35,000	
322-100-5-40-4439 OFFICE FURNITURE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	30,751	35,000	0	35,000	
ENDING FUND BALANCE						
322-100-5-90-9001 UNAPPROPRIATED ENDING	0	0	34,182	0	0	
TOTAL ENDING FUND BALANCE	0	0	34,182	0	0	
TOTAL EXPENDITURES	20,891	51,854	127,682	14,671	89,351	
REVENUE OVER/(UNDER) EXPENDITURES (6,965)	(38,455)	(113,682)	(6,590)	(75,351)	

322-COURT SECURITY FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
322-100-3-01-0101 BEGINNING FUND BALANCE			0	94,490	0	
322-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>113,682</u>	<u>0</u>	<u>75,351</u>	
TOTAL BEGINNING FUND BALANCE			113,682	94,490	75,351	
FUND TOTAL REVENUES	13,926	13,399	14,000	8,082	14,000	
TOTAL AVAILABLE RESOURCES			127,682	102,572	89,351	
FUND TOTAL EXPENDITURES	20,891	51,854	127,682	14,671	89,351	
REVENUE OVER/(UNDER) EXPENDITURES	(6,965)	(38,455)	(113,682)	(6,590)	(75,351)	
PROJECTED ENDING FUND EQUITY			0	87,901	0	

*** END OF REPORT ***

101-GENERAL FUND
 SHERIFF'S DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-113-3-30-3530 STATE MARINE BOARD	26,067	35,092	35,839	25,793	36,355	_____
101-113-3-30-3531 USDA-F.S. PATROL	1,908	3,080	3,080	3,080	3,080	_____
101-113-3-30-3532 ARMY CORPS OF ENGINEER	0	22,171	12,000	3,429	0	_____
101-113-3-30-3533 M.C. SHERIFF RESERVES	0	0	0	0	0	_____
101-113-3-30-3551 STATE COURT SECURITY	0	0	0	0	0	_____
101-113-3-30-3569 CITY OF HEPPNER CONTRA	116,526	260,327	219,846	123,842	216,150	_____
101-113-3-30-3570 CITY OF IRRIGON CONTRA	76,000	114,511	94,923	71,193	96,822	_____
101-113-3-30-3571 FED/ST FORFEITURE PAYM	0	0	0	0	0	_____
101-113-3-30-3572 ATV LAW ENFORCEMENT GR	33,461	70,829	56,978	64,928	0	_____
101-113-3-30-3574 UNDERAGE DRINKING GRAN	0	0	0	0	0	_____
101-113-3-30-3583 TRAFFIC SAFETY COMM	0	0	0	0	0	_____
101-113-3-30-3584 N. MCDONALD FOUND. GRA	0	0	0	0	0	_____
101-113-3-30-3585 HIDTA GRANT	0	3,617	0	0	0	_____
101-113-3-30-3586 1145 REIMBURSEMENT	0	0	0	0	0	_____
101-113-3-30-3592 COPS GRANT	0	0	0	0	0	_____
101-113-3-30-3593 BURNS JAG GRANT	0	0	0	0	0	_____
101-113-3-30-3595 CREZ II PUBLIC SAFETY	0	0	0	0	0	_____
101-113-3-30-3598 LLE BLK GRANT-HOMELAND	0	0	0	0	0	_____
TOTAL GRANT REVENUE	253,963	509,628	422,666	292,264	352,407	_____
<u>CHARGES FOR SERVICES</u>						
101-113-3-40-4091 GUN PERMITS	10,890	14,345	15,000	17,920	15,000	_____
101-113-3-40-4143 LAW ENFORCEMENT MED. L	0	0	0	0	0	_____
101-113-3-40-4144 LAW LIBRARY JAIL FUNDS	0	0	0	0	0	_____
101-113-3-40-4145 TOW ORDINANCE	0	0	0	0	0	_____
101-113-3-40-4147 ALARM SYSTEM PENALTIES	250	100	100	100	100	_____
101-113-3-40-4148 IMPOUND ADMIN FEES	4,050	6,180	4,000	3,600	4,000	_____
101-113-3-40-4149 FINGERPRINTING	745	945	1,000	785	1,000	_____
101-113-3-40-4186 PHOTOCOPY FEES	1,115	2,780	3,000	920	3,000	_____
101-113-3-40-4210 SHERIFFS FEES	16,579	13,600	20,000	10,745	15,000	_____
101-113-3-40-4212 SHERIFF SALES	2,080	1,015	5,000	0	5,000	_____
101-113-3-40-4717 CITY OF BOARDMAN TELET	0	0	0	0	0	_____
101-113-3-40-4718 CITY OF HEPPNER TELETY	0	0	0	0	0	_____
101-113-3-40-4719 BIKE PROGRAM	0	0	0	0	0	_____
101-113-3-40-4720 DUII ENFORCEMENT GRANT	5,882	5,416	5,000	1,144	5,000	_____
101-113-3-40-4721 SAFETY BELT GRANT	3,609	0	7,500	2,269	5,000	_____
101-113-3-40-4727 USDA-F.S. DISPATCH	0	0	0	0	0	_____
101-113-3-40-4729 FINE ASSESSMENTS	8,566	4,476	8,000	3,426	6,000	_____
101-113-3-40-4733 MORROW COUNTY DISPATCH	0	0	0	0	0	_____
101-113-3-40-4734 BOARDMAN POLICE DEPT	48,675	51,198	51,198	0	55,390	_____
101-113-3-40-4735 MORROW CO HLTH DIST DI	17,246	12,934	15,996	11,997	20,771	_____
101-113-3-40-4736 HEPPNER FD DISP FEE	2,640	0	3,200	3,200	3,461	_____
101-113-3-40-4737 IONE FD DISP FEE	605	320	319	0	1,384	_____

101-GENERAL FUND
 SHERIFF'S DEPARTMENT

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-113-3-40-4738 LEXINGTON FD DISP FEE	236	320	319	0	346	
101-113-3-40-4739 IRRIGON FD DISP FEE	2,126	2,126	3,200	0	3,461	
101-113-3-40-4740 BOARDMAN FD DISP FEE	3,522	0	6,400	6,400	10,385	
101-113-3-40-4745 MOCO SCHOOL DIST. SCHO	87,500	112,500	100,000	50,000	100,000	
TOTAL CHARGES FOR SERVICES	216,316	228,256	249,232	112,504	254,298	
<u>MISCELLANEOUS REVENUE</u>						
101-113-3-60-4187 MISC REVENUE	0	28,083	1,000	7,171	1,000	
101-113-3-60-4190 SALE OF EQUIPMENT	19,629	23,406	20,000	7,472	20,000	
101-113-3-60-4191 K-9 PROGRAM	0	0	0	0	0	
101-113-3-60-4193 COMMUNITY SOLUTIONS	0	14,000	24,000	0	24,000	
TOTAL MISCELLANEOUS REVENUE	19,629	65,489	45,000	14,643	45,000	
<u>EXTRADITION</u>						
101-113-3-70-7010 EXTRADITION EXPENSE	0	0	0	0	0	
TOTAL EXTRADITION	0	0	0	0	0	
<u>REIMBURSEMENTS</u>						
101-113-3-80-7075 REIMBURSED ITEMS	4,903	61,007	1,000	124,071	25,000	
101-113-3-80-7076 OT REIMBURSEMENTS	6,976	10,830	24,000	13,011	24,000	
101-113-3-80-7082 COURT SECURITY	0	39,620	32,000	14,376	40,000	
TOTAL REIMBURSEMENTS	11,879	111,456	57,000	151,458	89,000	
<u>TRANSFER FROM OTHER FUND</u>						
101-113-3-90-3823 TRANSFER FROM B/H	0	0	0	0	0	
101-113-3-90-3824 TRANS FROM FOREST FND	0	0	0	0	0	
101-113-3-90-3825 TRANSFER FROM 911 FUND	0	0	0	0	0	
101-113-3-90-3826 TRANSFER FROM CAMI FUN	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
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TOTAL REVENUES	501,788	914,828	773,898	570,869	740,705	
<u>EXPENDITURES</u>						
<u>PERSONNEL SERVICES</u>						
101-113-5-10-1001 SHERIFF	104,112	112,097	113,197	87,054	113,196	
101-113-5-10-1002 UNDERSHERIFF	80,917	86,605	89,756	70,878	105,143	
101-113-5-10-1003 PATROL SERGEANT	74,864	73,230	76,547	66,135	75,969	
101-113-5-10-1004 DEPUTY	66,483	65,670	66,543	55,220	68,206	
101-113-5-10-1005 OPERATIONS LIEUTENANT	102,020	107,075	113,093	100,377	76,281	
101-113-5-10-1006 DEPUTY	61,595	67,094	64,903	51,434	48,321	
101-113-5-10-1009 DEPUTY	44,138	53,060	52,092	44,994	56,064	
101-113-5-10-1010 CRIMINAL DET. SERGEANT	76,130	79,884	84,393	65,962	91,583	
101-113-5-10-1011 DEPUTY	40,905	51,177	52,960	11,718	48,321	
101-113-5-10-1012 PATORL DEPUTY	45,625	49,354	51,562	42,604	53,617	
101-113-5-10-1013 PATROL DEPUTY	46,231	52,738	54,697	43,474	48,321	
101-113-5-10-1014 ADMINISTRATIVE LT.	62,627	65,723	69,433	55,347	71,762	

101-GENERAL FUND
 SHERIFF'S DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-113-5-10-1015 PATROL SARGEANT	69,317	75,398	76,866	61,018	82,383	_____
101-113-5-10-1016 PATROL DEPUTY	42,868	63,161	64,388	54,974	48,321	_____
101-113-5-10-1017 PATROL DEPUTY	35,828	47,057	55,398	41,136	48,321	_____
101-113-5-10-1018 ATV LAW ENFORCEMENT GR	29,430	40,810	34,000	41,470	34,000	_____
101-113-5-10-1020 CIVIL SERGEANT	59,652	60,912	66,126	52,713	68,344	_____
101-113-5-10-1021 DISPATCHER	53,608	55,469	53,901	45,322	55,249	_____
101-113-5-10-1022 DISPATCHER	29,721	29,094	52,611	32,570	53,927	_____
101-113-5-10-1023 DISPATCHER	35,206	29,115	38,668	27,929	41,274	_____
101-113-5-10-1025 COMM. LIEUTENANT 50%	39,968	41,939	44,306	35,318	45,792	_____
101-113-5-10-1026 COMM SERGEANT 50%	34,234	35,785	31,288	30,155	39,232	_____
101-113-5-10-1027 DISPATCHER	18,351	33,435	49,692	24,287	52,605	_____
101-113-5-10-1028 DISPATCHER	25,565	25,791	43,806	23,878	47,335	_____
101-113-5-10-1029 DISPATCHER	13,511	18,886	26,951	10,346	27,624	_____
101-113-5-10-1030 DISPATCHER	18,770	22,272	40,685	13,194	46,104	_____
101-113-5-10-1031 DISPATCHER	18,387	22,175	23,954	19,695	25,780	_____
101-113-5-10-1032 DISPATCHER	14,484	22,651	23,372	14,424	25,206	_____
101-113-5-10-1033 PATROL DEPUTY	61,154	66,746	64,903	42,715	48,321	_____
101-113-5-10-1034 SCHOOL RESOURCE OFFICE	58,495	62,004	63,192	52,082	64,901	_____
101-113-5-10-1035 SCHOOL RESOURCE OFFICE	47,937	32,546	54,063	12,160	59,656	_____
101-113-5-10-1169 EXTRA HELP	10,332	6,718	2,534	1,822	2,610	_____
101-113-5-10-1170 PATROL DEPUTY	43,880	57,817	62,564	47,154	48,321	_____
101-113-5-10-1171 STATE MARINE BOARD	18,900	20,145	24,250	14,798	24,250	_____
101-113-5-10-1172 USDA-F.S. PATROL	0	0	2,000	0	2,000	_____
101-113-5-10-1173 PATROL DEPUTY	42,013	52,914	54,371	45,199	60,341	_____
101-113-5-10-1174 COURT SECURITY	17,879	14,719	32,000	18,855	32,000	_____
101-113-5-10-1175 CRIMINAL DEPUTY	69,493	72,229	69,870	58,768	69,852	_____
101-113-5-10-1210 OVERTIME	90,091	105,280	80,000	81,214	80,000	_____
101-113-5-10-1301 FICA	117,878	125,331	135,859	103,145	133,808	_____
101-113-5-10-1302 WORKERS COMP	31,520	47,460	53,526	65,353	66,908	_____
101-113-5-10-1303 PACIFIC MUTUAL	470,034	496,674	520,425	404,912	512,204	_____
101-113-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	_____
101-113-5-10-1305 AOC - MEDICAL	465,638	523,789	507,803	369,525	530,829	_____
101-113-5-10-1306 DENTAL INSURANCE	10,315	10,474	35,493	7,486	36,694	_____
101-113-5-10-1307 HRA/VEBA CONTRIBUTION	29,831	32,747	32,250	24,158	32,250	_____
101-113-5-10-1308 HRA DED. CONTRIBUTION	0	0	0	0	0	_____
101-113-5-10-1309 UNEMPLOYMENT INSURANCE	18,830	16,452	16,441	10,241	18,675	_____
101-113-5-10-1316 PRINCIPAL FINANCIAL GR	1,849	1,864	1,897	1,338	1,897	_____
101-113-5-10-1317 UNITED HERITAGE LIFE	1,697	1,706	1,763	1,216	1,763	_____
101-113-5-10-1320 VACATION ACCRUALS	9,411	8,794	16,365	0	16,856	_____
101-113-5-10-1321 MANDATED MEDICARE	27,568	29,311	31,773	24,123	31,294	_____
101-113-5-10-1323 HOLIDAY PAY	0	0	44,337	0	45,667	_____
101-113-5-10-1324 SHIFT DIFFERENTIAL	82,577	89,953	2,000	70,460	2,000	_____
101-113-5-10-1325 TRAINING INCENTIVE	83,445	23,663	20,000	27,786	20,000	_____
TOTAL PERSONNEL SERVICES	3,155,313	3,386,992	3,544,867	2,708,139	3,541,378	_____

PROPOSED BUDGET WORKSHEET

AS OF: APRIL 30TH, 2021

101-GENERAL FUND
SHERIFF'S DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
101-113-5-20-2110 OFFICE SUPPLIES	9,251	12,573	17,000	10,645	17,000	
101-113-5-20-2205 AMMUNITION	9,981	2,858	12,000	3,974	12,000	
101-113-5-20-2220 CRIMINAL	329	21	2,000	0	2,000	
101-113-5-20-2221 INVESTIGATIONS	3,049	5,073	8,000	2,949	8,000	
101-113-5-20-2251 GASOLINE	102,250	102,287	90,000	60,578	100,000	
101-113-5-20-2357 TIRES	12,969	10,113	14,000	12,984	14,000	
101-113-5-20-2415 OTHER PROFESSIONAL ORG	5,373	11,082	5,000	7,075	5,000	
101-113-5-20-2416 OSP	1,530	1,545	2,000	2,055	2,000	
101-113-5-20-2417 SALE FEES	1,088	687	3,000	0	1,000	
101-113-5-20-2431 JAIL - BOARD AND ROOM	252,949	289,824	356,240	182,219	362,080	
101-113-5-20-2432 JAIL - MEDICAL EXPENSE	4,369	11,023	10,000	14,549	10,000	
101-113-5-20-2475 SUBSCRIPTIONS	0	513	500	135	500	
101-113-5-20-2477 EMERGENCY SERVICES	3,933	4,183	5,000	0	5,000	
101-113-5-20-2478 UNIFORM EXPENSE	70,824	67,314	65,000	9,097	70,000	
101-113-5-20-3111 MORROW CO RESERVES	0	0	0	0	0	
101-113-5-20-3112 MARINE PATROL TRAINING	0	0	1,000	0	1,000	
101-113-5-20-3113 MARINE PATROL FUEL	4,160	2,410	6,500	2,331	6,500	
101-113-5-20-3114 MARINE PATROL OTHER	1,462	1,187	1,000	3,991	1,000	
101-113-5-20-3115 MARINE PATROL INSURANC	965	0	1,000	0	1,000	
101-113-5-20-3116 MARINE PATROL FLEET SE	0	0	0	0	0	
101-113-5-20-3117 MARINE PATROL UNIFORMS	0	0	500	1,605	500	
101-113-5-20-3134 EVALUATIONS	0	2,307	3,000	1,100	3,000	
101-113-5-20-3210 ADVERTISING	1,336	447	2,000	124	1,000	
101-113-5-20-3211 CELL PHONE CHARGES	28,249	29,308	20,000	23,777	20,000	
101-113-5-20-3250 TELETYPE	928	928	0	0	2,000	
101-113-5-20-3311 LODGING AND MEALS	16,340	16,553	18,000	1,449	18,000	
101-113-5-20-3318 SCHOOL EXPENSE	10,258	6,178	12,000	5,151	12,000	
101-113-5-20-3323 MILEAGE	45	792	500	0	500	
101-113-5-20-3510 CITY OF HEPPNER CONTRA	0	0	0	0	0	
101-113-5-20-3531 SOFTWARE	0	99	2,000	6,289	5,500	
101-113-5-20-3610 ELECTRICITY	0	2,049	0	487	0	
101-113-5-20-3710 REPAIR & MAINT - AUTO	21,005	42,274	21,000	26,623	25,000	
101-113-5-20-3711 VEHICLE SUPPLIES	23,877	23,968	20,000	4,878	20,000	
101-113-5-20-3727 REPAIR & MAINT - RADIO	1,900	4,607	3,000	1,050	2,000	
101-113-5-20-3811 BOARDMAN OFFICE RENT	4,500	4,200	4,200	3,500	3,000	
101-113-5-20-3812 BLACK MOUNTAIN LEASE	2,275	2,343	2,400	2,414	2,400	
101-113-5-20-3813 EXTRADITION EXPENSE	4,428	0	5,000	0	5,000	
101-113-5-20-3814 REIMB ITEMS	0	0	0	0	0	
101-113-5-20-3815 COPY MAINTENANCE	8,418	8,211	5,000	1,914	1,600	
101-113-5-20-3816 FRIDAY NIGHT LIVE GRAN	0	0	0	0	0	
101-113-5-20-3817 BIKE PROGRAM	0	0	2,000	0	2,000	
101-113-5-20-3818 SEARCH & RESCUE SB 160	519	627	2,000	174	2,000	
101-113-5-20-3819 ATV GRANT	2,440	9,328	5,000	6,857	5,000	
101-113-5-20-3820 ANIMAL RESCUE	1,470	2,695	2,000	1,150	2,000	
101-113-5-20-3822 K-9 EXPENDITURES	0	1,036	0	0	0	
TOTAL MATERIALS & SERVICES	612,471	680,642	728,840	401,124	750,580	

101-GENERAL FUND
 SHERIFF'S DEPARTMENT

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>CAPITAL OUTLAY</u>						
101-113-5-40-4103 BUILDING IMPROVEMENTS	0	0	0	0	0	
101-113-5-40-4401 OFFICE FURNITURE	0	0	0	0	0	
101-113-5-40-4402 OFFICE EQUIPMENT	0	0	0	0	0	
101-113-5-40-4403 ATV LAW ENFORCE	0	31,138	25,000	11,378	0	
101-113-5-40-4406 RADIO EQUIPMENT	0	0	0	0	0	
101-113-5-40-4407 EQUIPMENT FOR VEHICLES	0	0	0	0	0	
101-113-5-40-4408 EQUIPMENT	0	0	0	0	0	
101-113-5-40-4413 NEW VEHICLES	301,762	254,486	57,000	43,367	315,000	
101-113-5-40-4415 MARINE PATROL VEHICLE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	301,762	285,624	82,000	54,745	315,000	
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TOTAL EXPENDITURES	4,069,546	4,353,258	4,355,707	3,164,008	4,606,958	
REVENUE OVER/(UNDER) EXPENDITURES	(3,567,759)	(3,438,430)	(3,581,809)	(2,593,140)	(3,866,253)	

Exhibit B: Pricing Detail

Software and Servers	Comments	Unit	Qty	Price	Total
Zuercher Suite Production Server (Physical Server, OS, DBMS, Installation & Testing)	Includes up to 4TB of disk.		1	\$ 12,700	\$ 12,700
Zuercher Suite Training/Testing Server (Physical Server, OS, DBMS, Installation & Testing)	Includes up to 4TB of disk.		1	\$ 7,800	\$ 7,800
Civil Core			1	\$ 5,000	\$ 5,000
Civil Core (Agency Site License)			1	\$ 1,620	\$ 1,620
Civil Advanced (Agency Site License)			1	\$ 540	\$ 540
Financial Core			1	Included	Included
Financial Core (Agency Site License)			1	Included	Included
Personnel Core			1	Included	Included
Personnel Core (Agency Site License)			1	Included	Included
Reporting Core			1	Included	Included
Reporting Universal Interface Engine			1	Included	Included
Zuercher Suite - Time Synchronization Interface			1	Included	Included
Software and Servers Total					\$ 27,660
Peripheral Hardware	Comments	Unit	Qty	Price	Total
Civil - Electronic Signature Pad (Topaz)			1	\$ 403	\$ 403
Peripheral Hardware Total					\$ 403
Services	Comments	Unit	Qty	Price	Total
Project Manager		Per Project	1	\$ 2,213	\$ 2,213
Configuration and Business Process Review (BPR) <i>1 round-trip anticipated</i>		Per Project	1	\$ 4,105	\$ 4,105
Training - Civil - Refresher <i>1 round-trip anticipated</i>		Per Project	1	\$ 4,900	\$ 4,900
Go-live Support <i>1 round-trip anticipated</i>		Per Project	1	\$ 2,515	\$ 2,515
Services Total					\$ 13,733
TOTALS					
Software and Servers Total					\$ 27,660
Peripheral Hardware Total					\$ 403
Services Total					\$ 13,733
TOTAL					\$ 41,796
Recurring (Subscriptions & Maintenance)					
Maintenance & Support (Year 1)			1		Included
Maintenance & Support (Year 2)			1	\$	5,174
Maintenance & Support (Year 3)			1	\$	5,433
Maintenance & Support (Year 4)			1	\$	5,704
Maintenance & Support (Year 5)			1	\$	5,990
Taxes are not included in the pricing.					

MORROW COUNTY, OREGON
PROPOSED BUDGET WORKSHEET
AS OF: APRIL 30TH, 2021

207-911 EMERGENCY FUND
NON-DEPARTMENTAL

			(----- 2020-2021 -----)	(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
					PROPOSED
					BUDGET
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REVENUES					

<u>INVESTMENT EARNINGS</u>					
207-100-3-65-0105 INVESTMENT EARNINGS	<u>4,968</u>	<u>5,425</u>	<u>4,000</u>	<u>1,932</u>	<u>2,500</u>
TOTAL INVESTMENT EARNINGS	4,968	5,425	4,000	1,932	2,500
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TOTAL REVENUES	4,968	5,425	4,000	1,932	2,500
REVENUE OVER/(UNDER) EXPENDITURES	4,968	5,425	4,000	1,932	2,500

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

207-911 EMERGENCY FUND
 SHERIFF'S DEPARTMENT

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
207-113-3-30-3575 EMERGENCY COMM-COUNTY	269,730	293,039	356,665	185,351	445,800	
207-113-3-30-3576 EMERGENCY COMM-BOARDMA	18,897	22,892	25,014	15,695	31,268	
207-113-3-30-3577 EMERGENCY COMM-HEPPNER	6,707	7,169	8,776	4,512	10,972	
207-113-3-30-3578 EMERGENCY COMM-IONE	1,709	1,827	2,237	1,150	2,796	
207-113-3-30-3579 EMERGENCY COMM-LEXINGT	1,333	1,467	1,796	923	2,244	
207-113-3-30-3583 EMERGENCY COMM IRRIGON	10,248	11,137	13,490	7,072	4,215	
TOTAL GRANT REVENUE	308,626	337,530	407,978	214,702	497,295	
<u>REIMBURSEMENTS</u>						
207-113-3-80-7075 REIMBURSED ITEMS	750	2,146	0	150	0	
TOTAL REIMBURSEMENTS	750	2,146	0	150	0	
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TOTAL REVENUES	309,376	339,676	407,978	214,852	497,295	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
207-113-5-10-1006 DISPATCHER #1	18,387	22,175	23,954	18,755	25,780	
207-113-5-10-1008 COMM. LT. 50%	39,968	41,939	44,306	33,614	45,792	
207-113-5-10-1009 DISPATCHER #6	14,484	22,651	23,372	13,529	25,206	
207-113-5-10-1026 COMM. SGT. 50%	34,234	35,785	31,288	28,682	39,232	
207-113-5-10-1027 DISPATCHER	0	0	0	0	0	
207-113-5-10-1029 DISPATCHER	13,511	18,886	26,951	9,699	27,624	
207-113-5-10-1210 OVERTIME	2,302	996	1,900	753	1,957	
207-113-5-10-1301 FICA	7,236	8,404	10,047	6,266	10,921	
207-113-5-10-1302 WORKERS COMP	236	50	8,179	32	10,223	
207-113-5-10-1303 PACIFIC MUTUAL	30,782	35,286	40,187	26,200	43,684	
207-113-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
207-113-5-10-1305 AOC - MEDICAL	39,898	44,086	45,798	28,549	44,715	
207-113-5-10-1306 DENTAL INSURANCE	1,666	1,588	3,154	906	2,990	
207-113-5-10-1307 HRA/VEBA CONTRIBUTION	1,544	1,941	2,250	1,303	2,250	
207-113-5-10-1309 UNEMPLOYMENT INSURANCE	1,265	1,248	1,772	675	2,101	
207-113-5-10-1316 PRINCIPAL FINANCIAL GR	131	144	205	98	205	
207-113-5-10-1317 UNITED HERITAGE LIFE	108	119	142	81	142	
207-113-5-10-1320 VACATION ACCRUALS	1,573	1,569	6,591	0	6,789	
207-113-5-10-1321 MANDATED MEDICARE	1,692	1,965	2,350	1,465	2,554	
207-113-5-10-1323 HOLIDAY PAY	0	0	9,274	0	9,552	
207-113-5-10-1324 SHIFT DIFFERENTIAL	0	0	1,000	0	1,000	
207-113-5-10-1325 TRAINING INCENTIVE	0	0	0	0	0	
TOTAL PERSONNEL SERVICES	209,019	238,831	282,720	170,605	302,717	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

207-911 EMERGENCY FUND
 SHERIFF'S DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
207-113-5-20-2110 OFFICE SUPPLIES	4,099	4,389	10,000	8,870	10,000	
207-113-5-20-2114 OTHER SERVICES	0	0	1,000	226	1,000	
207-113-5-20-2251 GASOLINE	287	155	1,000	219	0	
207-113-5-20-2478 UNIFORM EXPENSE	3,657	2,697	4,000	855	4,000	
207-113-5-20-3134 EVALUATIONS	0	0	1,000	0	0	
207-113-5-20-3210 EDUCA/PROMO MAT	1,789	81	2,500	0	3,500	
207-113-5-20-3211 RURAL ADDR CONTRACT (1,500)	16	1,500	0	0	
207-113-5-20-3212 ADVERTISING	95	0	1,000	0	0	
207-113-5-20-3240 TELEPHONE - CURRENT LI	3,673	3,684	2,500	1,690	3,600	
207-113-5-20-3242 MOBILE MODEMS	1,408	2,471	10,000	0	10,000	
207-113-5-20-3250 SCHOOL EXPENSE	1,667	683	2,000	0	3,000	
207-113-5-20-3311 LODGING & MEALS	1,308	1,228	3,000	0	2,000	
207-113-5-20-3317 TRAINING-OTHER	209	0	1,500	535	1,000	
207-113-5-20-3323 MILEAGE	128	0	200	0	200	
207-113-5-20-3457 MAINTENANCE AGREEMENT	0	0	10,000	0	12,000	
207-113-5-20-3473 ENHANCED 911	0	0	0	0	0	
207-113-5-20-3475 REPAIR & MTN PHONE EQU	0	374	1,500	0	1,500	
207-113-5-20-3476 CAD MAINTENANCE FEES	7,143	7,319	8,000	7,465	8,000	
207-113-5-20-3531 UTILITIES EXPENSE	0	0	0	0	0	
207-113-5-20-3711 VEHICLE MAINTENANCE	160	0	1,000	0	1,000	
TOTAL MATERIALS & SERVICES	24,123	23,097	61,700	19,861	60,800	
<u>CAPITAL OUTLAY</u>						
207-113-5-40-4411 MISC EQUIPMENT & INSTA	0	50,807	50,000	0	50,000	
207-113-5-40-4412 EQUIPMENT REPLACEMENT	0	0	50,000	19,929	50,000	
TOTAL CAPITAL OUTLAY	0	50,807	100,000	19,929	100,000	
<u>OTHER REQUIREMENTS</u>						
207-113-5-50-5354 TRANS TO GF-INDIRECT C	0	0	0	0	0	
207-113-5-50-5999 OPERATING CONTINGENCY	0	0	224,804	0	618,263	
TOTAL OTHER REQUIREMENTS	0	0	224,804	0	618,263	
<u>ENDING FUND BALANCE</u>						
207-113-5-90-9002 UNAPPROPRIATED ENDING	0	0	200,000	0	200,000	
TOTAL ENDING FUND BALANCE	0	0	200,000	0	200,000	
<hr/>						
TOTAL EXPENDITURES	233,142	312,735	869,224	210,395	1,281,780	
REVENUE OVER/(UNDER) EXPENDITURES	76,234	26,941	(461,246)	4,457	(784,485)	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

207-911 EMERGENCY FUND
 SHERIFF'S DEPARTMENT

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
207-100-3-01-0101 BEGINNING FUND BALANCE			0	311,649	0	
207-100-3-01-0102 BEGINNING FUND BALANCE-BUD			457,246	0	781,985	
TOTAL BEGINNING FUND BALANCE			457,246	311,649	781,985	
FUND TOTAL REVENUES	314,345	345,101	411,978	216,784	499,795	
TOTAL AVAILABLE RESOURCES			869,224	528,433	1,281,780	
FUND TOTAL EXPENDITURES	233,142	312,735	869,224	210,395	1,281,780	
REVENUE OVER/(UNDER) EXPENDITURES	81,203	32,366	(457,246)	6,389	(781,985)	
PROJECTED ENDING FUND EQUITY			0	318,038	0	

*** END OF REPORT ***

510-COMMUNITY CORRECTIONS
 COMMUNITY CORRECTIONS

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								
<u>GRANT REVENUE</u>								
510-113-3-30-3593 MEASURE 57	0	0	0	0	0			
510-113-3-30-3595 JUSTICE REINVESTMENT G	67,664	70,040	63,240	35,020	63,240			
510-113-3-30-3599 STATE P & P FUNDS	482,703	478,562	515,678	235,698	515,678			
TOTAL GRANT REVENUE	550,367	548,602	578,918	270,718	578,918			
<u>CHARGES FOR SERVICES</u>								
510-113-3-40-4214 GPS TRACKING FEES	0	375	500	0	0			
510-113-3-40-4215 SUPERVISION FEES	20,414	15,950	20,000	13,960	20,000			
TOTAL CHARGES FOR SERVICES	20,414	16,325	20,500	13,960	20,000			
<u>MISCELLANEOUS REVENUE</u>								
510-113-3-60-4189 OTHER FEES	10,000	0	10,000	0	0			
510-113-3-60-4190 COMMUNITY SERVICE FEES	26,200	17,500	27,000	7,800	27,000			
TOTAL MISCELLANEOUS REVENUE	36,200	17,500	37,000	7,800	27,000			
<u>INVESTMENT EARNINGS</u>								
510-113-3-65-0105 INVESTMENT EARNINGS	2,722	8,325	6,000	2,277	6,000			
TOTAL INVESTMENT EARNINGS	2,722	8,325	6,000	2,277	6,000			
<u>REIMBURSEMENTS</u>								
510-113-3-80-7075 REIMBURSED ITEMS	0	207	0	188	0			
TOTAL REIMBURSEMENTS	0	207	0	188	0			
<u>TRANSFER FROM OTHER FUND</u>								
510-113-3-90-3822 TRANS FROM GEN FUND	0	0	0	0	0			
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0			
<hr/>								
TOTAL REVENUES	609,703	590,959	642,418	294,944	631,918			
EXPENDITURES								
<u>PERSONNEL SERVICES</u>								
510-113-5-10-1001 CORRECTIONS LIEUTENANT	92,535	101,037	102,578	81,770	109,962			
510-113-5-10-1002 DEPUTY	49,480	50,570	54,573	43,205	58,734			
510-113-5-10-1003 WORK CREW SUPERVISOR	52,286	56,272	55,608	46,830	62,841			
510-113-5-10-1004 DEPUTY	42,329	50,596	50,943	44,154	57,699			
510-113-5-10-1169 PART TIME HELP	16,110	0	0	0	0			
510-113-5-10-1210 OVERTIME	0	731	5,067	37	5,219			
510-113-5-10-1301 FICA	15,962	15,594	17,025	13,086	18,628			
510-113-5-10-1302 WORKER'S COMP	1,424	5,595	3,077	10,918	3,846			
510-113-5-10-1303 RETIREMENT	55,541	64,149	68,100	54,121	74,513			
510-113-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0			

510-COMMUNITY CORRECTIONS
 COMMUNITY CORRECTIONS

	(------ 2020-2021 -----)		(------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
510-113-5-10-1305 MEDICAL	59,309	65,609	68,411	50,806	68,834	
510-113-5-10-1306 DENTAL	959	956	4,647	700	4,604	
510-113-5-10-1307 HRA/VEBA CONTRIBUTION	3,875	4,437	4,500	3,750	4,500	
510-113-5-10-1308 HRA DED. CONTRIBUTION	0	0	0	0	0	
510-113-5-10-1309 UNEMPLOYMENT	2,421	2,100	2,217	1,346	2,409	
510-113-5-10-1316 DISABILITY	229	243	250	187	250	
510-113-5-10-1317 LIFE INSURANCE	210	235	245	177	245	
510-113-5-10-1320 VACATION ACCRUALS	8,299	1,982	3,971	0	4,090	
510-113-5-10-1321 MANDATED MEDICARE	3,733	3,647	3,982	3,060	4,357	
510-113-5-10-1323 HOLIDAY PAY	0	0	5,827	0	6,002	
510-113-5-10-1324 SHIFT DIFFERENTIAL	0	0	0	0	0	
510-113-5-10-1325 TRAINING INCENTIVE	0	0	0	0	0	
TOTAL PERSONNEL SERVICES	404,700	419,789	451,021	354,147	486,733	

MATERIALS & SERVICES

510-113-5-20-2110 STATIONARY OFFICE SUP	4,504	10,429	8,000	2,356	8,000	
510-113-5-20-2205 AMMUNITION	0	0	500	0	0	
510-113-5-20-2251 GASOLINE	16,625	11,527	15,000	5,834	15,000	
510-113-5-20-2357 TIRES	4,220	0	5,000	1,385	5,000	
510-113-5-20-2375 WORK CREW MISC. SUPPLI	897	1,485	2,500	1,152	2,500	
510-113-5-20-2431 JAIL-ROOM AND BOARD	64,707	72,456	89,060	45,555	90,520	
510-113-5-20-2434 LAB FEES	2,801	1,590	3,000	25	3,000	
510-113-5-20-2435 MENTAL HEALTH SERVICES	6,766	31,244	31,000	12,000	31,000	
510-113-5-20-2436 MENTAL HEALTH START UP	0	0	0	0	0	
510-113-5-20-2437 SEX OFFENDER EVALUATIO	0	0	2,000	0	2,000	
510-113-5-20-2438 GPS TRACKING	645	121	10,000	47	5,000	
510-113-5-20-2439 POLYGRAPHS	0	0	1,000	0	1,000	
510-113-5-20-2440 TRANSITIONAL HOUSING	3,809	4,702	5,000	2,413	5,000	
510-113-5-20-2478 UNIFORM EXPENSE	983	2,387	4,000	2,880	5,000	
510-113-5-20-3134 EVALUATIONS	0	0	1,000	0	1,000	
510-113-5-20-3211 CELL PHONE CHARGES	0	0	2,000	160	2,000	
510-113-5-20-3240 TELEPHONE	0	0	0	85	0	
510-113-5-20-3311 LODGING AND MEALS	643	22	2,000	0	2,000	
510-113-5-20-3318 SCHOOL/TRAINING EXP.	659	36	2,500	48	2,500	
510-113-5-20-3440 CONTRACT SERVICES	0	12,030	0	12,030	13,000	
510-113-5-20-3535 AUTO INSURANCE	0	0	0	0	2,200	
510-113-5-20-3710 REP & MAINT. AUTO	3,925	1,196	5,000	691	5,000	
510-113-5-20-3821 TOOL REPAIR	70	16	2,500	0	2,500	
TOTAL MATERIALS & SERVICES	111,254	149,240	191,060	86,662	203,220	

CAPITAL OUTLAY

510-113-5-40-4406 RADIO EQUIPMENT	0	0	0	0	0	
510-113-5-40-4408 TOOLS & EQUIPMENT	0	0	0	0	0	
510-113-5-40-4413 NEW VEHICLES	62,979	41,339	45,000	42,480	0	
TOTAL CAPITAL OUTLAY	62,979	41,339	45,000	42,480	0	

510-COMMUNITY CORRECTIONS
 COMMUNITY CORRECTIONS

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>OTHER REQUIREMENTS</u>						
510-113-5-50-5999 OPERATING CONTINGENCY	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>100,000</u>	
TOTAL OTHER REQUIREMENTS	0	0	100,000	0	100,000	
<u>ENDING FUND BALANCE</u>						
510-113-5-90-9002 UNAPPROPRIATED ENDING	<u>0</u>	<u>0</u>	<u>270,527</u>	<u>0</u>	<u>143,871</u>	
TOTAL ENDING FUND BALANCE	0	0	270,527	0	143,871	
<hr/>						
TOTAL EXPENDITURES	578,934	610,368	1,057,608	483,288	933,824	
REVENUE OVER/(UNDER) EXPENDITURES	30,769	(19,409)	(415,190)	(188,345)	(301,906)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

510-COMMUNITY CORRECTIONS
 COMMUNITY CORRECTIONS

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
510-100-3-01-0101 BEGINNING FUND BALANCE			0	414,249	0	
510-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>415,190</u>	<u>0</u>	<u>301,906</u>	
TOTAL BEGINNING FUND BALANCE			415,190	414,249	301,906	
FUND TOTAL REVENUES	609,703	590,959	642,418	294,944	631,918	
TOTAL AVAILABLE RESOURCES			1,057,608	709,193	933,824	
FUND TOTAL EXPENDITURES	578,934	610,368	1,057,608	483,288	933,824	
REVENUE OVER/(UNDER) EXPENDITURES	30,769	(19,409)	(415,190)	(188,345)	(301,906)	
PROJECTED ENDING FUND EQUITY			0	225,905	0	

*** END OF REPORT ***

101-GENERAL FUND
 EMERGENCY MANAGEMENT

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								

<u>GRANT REVENUE</u>								
101-117-3-30-3162 ODOE WNP-2/HANFORD	5,600	0	13,600	13,600	13,600			
101-117-3-30-3163 EM. MGT. PERF. GRANT	2,374	56,265	50,000	17,397	50,000			
101-117-3-30-3164 HOMELAND SECURITY GRAN	0	0	0	0	0			
TOTAL GRANT REVENUE	7,974	56,265	63,600	30,997	63,600			
<u>MISCELLANEOUS REVENUE</u>								
101-117-3-60-4187 MISC REVENUES	0	0	0	0	0			
TOTAL MISCELLANEOUS REVENUE	0	0	0	0	0			
<u>REIMBURSEMENTS</u>								
101-117-3-80-7075 REIMBURSED ITEMS	1,598	22,292	0	0	0			
TOTAL REIMBURSEMENTS	1,598	22,292	0	0	0			
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TOTAL REVENUES	9,572	78,557	63,600	30,997	63,600			
EXPENDITURES								

<u>PERSONNEL SERVICES</u>								
101-117-5-10-1001 M.C. EMER.MANAGER	8,991	9,623	9,973	7,875	58,550			
101-117-5-10-1002 PROGRAM MANAGER	0	0	0	0	0			
101-117-5-10-1301 FICA	544	586	618	487	3,630			
101-117-5-10-1302 WORKERS COMP	3	2	290	2	362			
101-117-5-10-1303 PACIFIC MUTUAL	2,250	2,385	2,473	1,976	14,520			
101-117-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0			
101-117-5-10-1305 AOC-MEDICAL	2,269	2,197	1,720	1,292	23,755			
101-117-5-10-1306 DENTAL INSURANCE	167	151	96	70	1,584			
101-117-5-10-1308 HRA DED. CONTRIBUTION	0	0	0	0	0			
101-117-5-10-1309 UNEMPLOYMENT INSURANCE	57	51	70	30	569			
101-117-5-10-1316 PRINCIPAL FINANCIAL GR	6	6	6	5	62			
101-117-5-10-1317 UNITED HERITAGE LIFE	6	6	5	5	52			
101-117-5-10-1320 VACATION ACCRUAL	0	0	911	0	0			
101-117-5-10-1321 MANDATED MEDICARE	127	137	145	114	849			
TOTAL PERSONNEL SERVICES	14,420	15,145	16,307	11,855	103,933			
<u>MATERIALS & SERVICES</u>								
101-117-5-20-2283 OTHER OPERATING SUPPLI	2,151	3,580	5,500	3,350	5,500			
101-117-5-20-3134 EVALUATIONS	0	0	1,000	0	1,000			
101-117-5-20-3240 TELEPHONE	1,500	0	1,500	0	1,500			
101-117-5-20-3311 LODGING/MEALS IN/OUT S	2,180	542	3,000	0	3,000			
101-117-5-20-3315 MILEAGE/FUEL	1,000	0	500	0	500			
101-117-5-20-3318 TRAINING & EXERCISE	149	500	5,000	0	5,000			
101-117-5-20-3710 REPAIR & MAINT	6,710	1,968	5,500	442	5,500			

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 EMERGENCY MANAGEMENT

			2020-2021		2021-2022	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
101-117-5-20-3770 KINZUA BLDG LEASE	22,000	5,500	5,500	0	0	
TOTAL MATERIALS & SERVICES	35,689	12,090	27,500	3,792	22,000	
<u>CAPITAL OUTLAY</u>						
101-117-5-40-4402 OFFICE EQUIPMENT	0	0	0	0	0	
101-117-5-40-4413 NEW VEHICLE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL EXPENDITURES	50,109	27,234	43,807	15,646	125,933	
REVENUE OVER/(UNDER) EXPENDITURES (40,538)	51,323	19,793	15,351	(62,333)	

522-SHERIFF'S RESERVE FUND
NON-DEPARTMENTAL

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
<u>INVESTMENT EARNINGS</u>						
522-100-3-65-0105 INVESTMENT EARNINGS	0	5	0	106	0	
TOTAL INVESTMENT EARNINGS	0	5	0	106	0	
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TOTAL REVENUES	0	5	0	106	0	
REVENUE OVER/(UNDER) EXPENDITURES	0	5	0	106	0	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MAY 31ST, 2021

522-SHERIFF'S RESERVE FUND
 SHERIFF ACCOUNT

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
MISCELLANEOUS REVENUE						
522-200-3-60-4191 SHERIFF DONATIONS	0	278	5,000	100	2,000	
TOTAL MISCELLANEOUS REVENUE	0	278	5,000	100	2,000	
TOTAL REVENUES	0	278	5,000	100	2,000	
EXPENDITURES						
MATERIALS & SERVICES						
522-200-5-20-3210 ADVERTISING/PUBLIC REL	0	0	2,500	986	2,000	
522-200-5-20-3822 ANIMAL EXPENDITURES	0	0	1,500	0	1,500	
TOTAL MATERIALS & SERVICES	0	0	4,000	986	3,500	
OTHER REQUIREMENTS						
522-200-5-50-5999 CONTINGENCY	0	0	17,400	0	13,560	
TOTAL OTHER REQUIREMENTS	0	0	17,400	0	13,560	
TOTAL EXPENDITURES	0	0	21,400	986	17,060	
REVENUE OVER/(UNDER) EXPENDITURES	0	278	(16,400)	(886)	(15,060)	

522-SHERIFF'S RESERVE FUND

			2020-2021		2021-2022	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
RESERVES						
REVENUES						
<u>CHARGES FOR SERVICES</u>						
522-300-3-40-4210 RESERVE FEES	0	1,719	1,000	5,321	2,000	
TOTAL CHARGES FOR SERVICES	0	1,719	1,000	5,321	2,000	
<u>MISCELLANEOUS REVENUE</u>						
522-300-3-60-4187 MISC. REVENUE	0	0	5,000	0	0	
TOTAL MISCELLANEOUS REVENUE	0	0	5,000	0	0	
TOTAL REVENUES	0	1,719	6,000	5,321	2,000	
EXPENDITURES						
<u>MATERIALS & SERVICES</u>						
522-300-5-20-2478 UNIFORM/EQUIPMENT EXPE	0	0	2,000	0	3,000	
522-300-5-20-3318 TRAINING/SCHOOL EXPENS	0	0	1,000	0	500	
TOTAL MATERIALS & SERVICES	0	0	3,000	0	3,500	
TOTAL EXPENDITURES	0	0	3,000	0	3,500	
REVENUE OVER/(UNDER) EXPENDITURES	0	1,719	3,000	5,321	(1,500)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MAY 31ST, 2021

522-SHERIFF'S RESERVE FUND
 K-9 PROGRAM

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
MISCELLANEOUS REVENUE						
522-400-3-60-4191 K-9 DONATION	0	12,832	2,000	0	1,000	
TOTAL MISCELLANEOUS REVENUE	0	12,832	2,000	0	1,000	
TOTAL REVENUES	0	12,832	2,000	0	1,000	
EXPENDITURES						
MATERIALS & SERVICES						
522-400-5-20-2110 SUPPLIES	0	0	500	0	500	
522-400-5-20-2475 SUBSCRIPTIONS/MEMBERSH	0	0	200	200	200	
522-400-5-20-3311 FOOD	0	0	900	0	900	
522-400-5-20-3318 SCHOOL EXPENSE	0	0	600	0	600	
522-400-5-20-3822 K-9 MEDICAL	0	0	1,000	405	1,000	
TOTAL MATERIALS & SERVICES	0	0	3,200	605	3,200	
TOTAL EXPENDITURES	0	0	3,200	605	3,200	
REVENUE OVER/(UNDER) EXPENDITURES	0	12,832	(1,200)	(605)	(2,200)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MAY 31ST, 2021

522-SHERIFF'S RESERVE FUND
 K-9 PROGRAM

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
522-100-3-01-0101 BEGINNING FUND BALANCE			0	14,834	0	
522-100-3-01-0102 BEGINNING FUND BALANCE			14,600	0	18,760	
TOTAL BEGINNING FUND BALANCE			14,600	14,834	18,760	
FUND TOTAL REVENUES	0	14,834	13,000	5,527	5,000	
TOTAL AVAILABLE RESOURCES			27,600	20,360	23,760	
FUND TOTAL EXPENDITURES	0	0	27,600	1,591	23,760	
REVENUE OVER/(UNDER) EXPENDITURES	0	14,834	(14,600)	3,936	(18,760)	
PROJECTED ENDING FUND EQUITY			0	18,769	0	

*** END OF REPORT ***

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 JUSTICE COURT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>CHARGES FOR SERVICES</u>						
101-109-3-40-4139 FEES	9,076	8,326	8,000	3,467	8,000	_____
101-109-3-40-4146 CONT. LEGAL EDUCATION	<u>3,260</u>	<u>2,856</u>	<u>0</u>	<u>1,858</u>	<u>0</u>	_____
TOTAL CHARGES FOR SERVICES	12,336	11,182	8,000	5,325	8,000	_____
<u>FEES, FINES</u>						
101-109-3-50-5012 FINES	<u>321,619</u>	<u>303,157</u>	<u>250,000</u>	<u>215,918</u>	<u>250,000</u>	_____
TOTAL FEES, FINES	321,619	303,157	250,000	215,918	250,000	_____
<u>MISCELLANEOUS REVENUE</u>						
101-109-3-60-4187 MISC REVENUE	<u>22,927</u>	<u>26,855</u>	<u>15,000</u>	<u>15,708</u>	<u>15,000</u>	_____
TOTAL MISCELLANEOUS REVENUE	22,927	26,855	15,000	15,708	15,000	_____
<u>REIMBURSEMENTS</u>						
101-109-3-80-7075 REIMBURSED ITEMS	<u>200</u>	<u>18</u>	<u>0</u>	<u>742</u>	<u>0</u>	_____
TOTAL REIMBURSEMENTS	200	18	0	742	0	_____
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TOTAL REVENUES	357,083	341,212	273,000	237,694	273,000	_____
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-109-5-10-1001 JUSTICE OF THE PEACE	75,001	85,294	76,691	61,280	78,993	_____
101-109-5-10-1002 COURT CLERK	40,358	42,277	44,929	30,163	46,420	_____
101-109-5-10-1003 COURT SECURITY	0	0	0	0	0	_____
101-109-5-10-1170 CLERK	19,949	21,848	22,355	22,057	23,964	_____
101-109-5-10-1301 FICA	7,696	8,456	8,926	6,574	9,261	_____
101-109-5-10-1302 WORKERS COMP	352	3,235	761	276	952	_____
101-109-5-10-1303 PACIFIC MUTUAL	33,785	37,111	35,706	28,390	37,046	_____
101-109-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	_____
101-109-5-10-1305 AOC - MEDICAL	45,143	51,439	53,603	42,848	54,922	_____
101-109-5-10-1306 DENTAL INSURANCE	2,897	3,325	3,676	2,802	3,508	_____
101-109-5-10-1309 UNEMPLOYMENT INSURANCE	872	819	773	599	881	_____
101-109-5-10-1316 PRINCIPAL FINANCIAL GR	186	192	186	140	186	_____
101-109-5-10-1317 UNITED HERITAGE LIFE	138	150	156	116	156	_____
101-109-5-10-1320 VACATION ACCRUALS	4,283	923	1,811	0	1,866	_____
101-109-5-10-1321 MANDATED MEDICARE	<u>1,800</u>	<u>1,978</u>	<u>2,088</u>	<u>1,538</u>	<u>2,166</u>	_____
TOTAL PERSONNEL SERVICES	232,459	257,047	251,661	196,782	260,321	_____

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 JUSTICE COURT

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
101-109-5-20-2110 STATIONERY OFFICE FORM	310	703	1,800	0	1,800	
101-109-5-20-2130 OTHER OFFICE SUPPLIES	2,669	624	0	21)	0	
101-109-5-20-2210 BOOKS PERIODICALS PUBL	0	760	0	0	0	
101-109-5-20-2251 GASOLINE	611	563	1,300	137	1,300	
101-109-5-20-2283 OPERATING SUPPLIES	0	747	5,300	1,932	5,300	
101-109-5-20-2411 STATE DUES	250	250	1,000	0	1,000	
101-109-5-20-2415 OTHER PROFESSIONAL ORG	572	0	0	0	0	
101-109-5-20-2441 COURT APPOINTED ATTORN	27,681	21,194	45,000	19,102	45,000	
101-109-5-20-2448 JURORS AND WITNESS FEE	0	0	2,000	11)	2,000	
101-109-5-20-3311 LODGING AND MEALS	909	1,898	2,200	0	2,400	
101-109-5-20-3319 CONT. LEGAL EDUCATION	1,006	905	2,200	1,984	2,400	
101-109-5-20-3323 MILEAGE	599	837	1,100	0	1,100	
101-109-5-20-3710 REPAIR & MAINT AUTO -	146	80	500	58	550	
101-109-5-20-3713 INTERPRETERS FEES	4,549	3,948	6,600	5,256	6,600	
101-109-5-20-3714 COMPUTER PROGRAM MAINT	6,084	4,711	6,500	4,753	6,500	
TOTAL MATERIALS & SERVICES	45,387	37,221	75,500	33,190	75,950	
<u>CAPITAL OUTLAY</u>						
101-109-5-40-4402 OFFICE EQUIPMENT	0	0	8,000	2,218	0	
TOTAL CAPITAL OUTLAY	0	0	8,000	2,218	0	
TOTAL EXPENDITURES	277,846	294,268	335,161	232,190	336,271	
REVENUE OVER/(UNDER) EXPENDITURES	79,236	46,944	(62,161)	5,504	(63,271)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

231-JUSTICE COURT BAILS/FINES
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
231-100-3-40-4091 FINES HEPPNER	12,330	0	0	100	0	
231-100-3-40-4143 FINES IRRIGON	605,038	421,717	525,000	388,880	500,000	
231-100-3-40-4145 FINES BOARDMAN	0	0	0	0	0	
TOTAL CHARGES FOR SERVICES	617,368	421,717	525,000	388,980	500,000	
INVESTMENT EARNINGS						
231-100-3-65-0105 INVESTMENT EARNINGS	0	0	0	0	0	
TOTAL INVESTMENT EARNINGS	0	0	0	0	0	
TRANSFER FROM OTHER FUND						
231-100-3-90-3815 TRANSFER FROM GENERAL	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
TOTAL REVENUES	617,368	421,717	525,000	388,980	500,000	
EXPENDITURES						
MATERIALS & SERVICES						
231-100-5-20-3811 STATE - IRRIGON	168,160	0	0	0	0	
231-100-5-20-3812 STATE - HEPPNER	1,988	90,392	234,580	89,165	234,580	
231-100-5-20-3813 FINES IRRIGON	416,616	0	0	0	0	
231-100-5-20-3814 FINES HEPPNER	6,110	322,656	348,673	251,476	284,610	
231-100-5-20-3815 RESTITUTION - IRRIGON	8,864	0	0	0	0	
231-100-5-20-3816 RESTITUTION - HEPPNER (8)		9,787	10,000	5,551	10,000	
TOTAL MATERIALS & SERVICES	601,730	422,835	593,253	346,192	529,190	
ENDING FUND BALANCE						
231-100-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
TOTAL EXPENDITURES	601,730	422,835	593,253	346,192	529,190	
REVENUE OVER/(UNDER) EXPENDITURES	15,639	(1,118)	(68,253)	42,788	(29,190)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

231-JUSTICE COURT BAILS/FINES
 NON-DEPARTMENTAL

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
231-100-3-01-0101 BEGINNING FUND BALANCE			0	29,497	0	
231-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>68,253</u>	<u>0</u>	<u>29,190</u>	
TOTAL BEGINNING FUND BALANCE			68,253	29,497	29,190	
FUND TOTAL REVENUES	617,368	421,717	525,000	388,980	500,000	
TOTAL AVAILABLE RESOURCES			593,253	418,478	529,190	
FUND TOTAL EXPENDITURES	601,730	422,835	593,253	346,192	529,190	
REVENUE OVER/(UNDER) EXPENDITURES	15,639	(1,118)	(68,253)	42,788	(29,190)	
PROJECTED ENDING FUND EQUITY			0	72,286	0	

*** END OF REPORT ***

101-GENERAL FUND
 JUVENILE DEPARTMENT

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-112-3-30-3412 OYA/BASIC	3,884	5,982	17,950	990	17,950	_____
101-112-3-30-3421 JUVENILE GRANT-COURT S	0	0	0	0	0	_____
101-112-3-30-3422 CASA	0	0	0	0	0	_____
101-112-3-30-3423 DIVERSION PROGRAM	0	0	0	0	0	_____
101-112-3-30-3425 JCP-JUVENILE CRIME PRE	0	1,675	30,000	3,300	30,000	_____
TOTAL GRANT REVENUE	3,884	7,657	47,950	4,290	47,950	_____
<u>CHARGES FOR SERVICES</u>						
101-112-3-40-4682 YOUTH INVESTMENT	0	0	0	0	0	_____
101-112-3-40-4729 FINE ASSESSMENTS	10,621	9,293	5,000	5,819	5,000	_____
TOTAL CHARGES FOR SERVICES	10,621	9,293	5,000	5,819	5,000	_____
<u>MISCELLANEOUS REVENUE</u>						
101-112-3-60-4187 MISC REVENUE	65	0	0	0	0	_____
101-112-3-60-4188 ASSISTANT GRANT	0	0	0	0	0	_____
101-112-3-60-4189 RESTITUTION	22	100	0	8	0	_____
TOTAL MISCELLANEOUS REVENUE	87	100	0	8	0	_____
<u>REIMBURSEMENTS</u>						
101-112-3-80-7075 REIMBURSED ITEMS	0	375	0	970	0	_____
TOTAL REIMBURSEMENTS	0	375	0	970	0	_____
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TOTAL REVENUES	14,592	17,425	52,950	11,086	52,950	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-112-5-10-1001 JUVENILE COUNSELOR	83,236	62,042	76,547	61,165	81,729	_____
101-112-5-10-1002 OFFICE SECRETARY	44,824	47,740	49,930	35,681	40,100	_____
101-112-5-10-1170 JUVENILE ASSISTANT	45,546	48,818	50,762	39,994	53,737	_____
101-112-5-10-1172 ON CALL	0	3,976	0	0	0	_____
101-112-5-10-1210 EXTRA HELP	0	0	0	0	0	_____
101-112-5-10-1301 FICA	10,614	9,582	10,989	8,272	10,885	_____
101-112-5-10-1302 WORKERS COMP	3,435	6,633	6,921	4,854	8,651	_____
101-112-5-10-1303 PACIFIC MUTUAL	44,088	39,619	43,955	34,287	43,541	_____
101-112-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	_____
101-112-5-10-1305 AOC - MEDICAL	59,367	53,185	54,479	37,144	55,820	_____
101-112-5-10-1306 DENTAL INSURANCE	4,131	3,774	3,867	2,570	3,690	_____
101-112-5-10-1309 UNEMPLOYMENT INSURANCE	1,804	1,826	1,516	987	1,660	_____
101-112-5-10-1316 PRINCIPAL FINANCIAL GR	182	176	186	135	186	_____
101-112-5-10-1317 UNITED HERITAGE LIFE	151	146	156	112	156	_____
101-112-5-10-1320 VACATION ACCRUALS (5,054)	1,356	2,596	0	2,673	_____

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 JUVENILE DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-112-5-10-1321 MANDATED MEDICARE	<u>2,482</u>	<u>2,241</u>	<u>2,570</u>	<u>1,935</u>	<u>2,546</u>	
TOTAL PERSONNEL SERVICES	294,806	281,113	304,474	227,136	305,374	
<u>MATERIALS & SERVICES</u>						
101-112-5-20-2110 STATIONERY OFFICE FORM	162	0	500	17	500	
101-112-5-20-2130 OTHER OFFICE SUPPLIES	510	1,272	2,000	400	2,000	
101-112-5-20-2251 GASOLINE	1,172	777	2,000	465	2,000	
101-112-5-20-2283 OTHER OPERATING SUPPLI	77	225	250	0	250	
101-112-5-20-2417 JUVENILE ASSOC DUES	751	742	750	754	750	
101-112-5-20-2418 CEOJJC DUES	500	500	500	500	500	
101-112-5-20-2441 COURT APPOINTED ATTORN	0	0	0	0	0	
101-112-5-20-2448 JURORS AND WITNESS FEE	0	0	0	0	0	
101-112-5-20-2465 OYA/BASIC EXPENSE	8,595	6,478	17,950	6,660	17,950	
101-112-5-20-3125 DIVERSION PROGRAM	0	0	0	0	0	
101-112-5-20-3134 PSYCHOLOGICAL EVALUATI	0	0	1,000	0	1,000	
101-112-5-20-3136 EMERGENCY MEDICAL	0	0	200	0	200	
101-112-5-20-3240 TELEPHONE	0	679	1,000	754	1,000	
101-112-5-20-3311 LODGING AND MEALS	667	640	1,750	47	1,750	
101-112-5-20-3314 REGISTRATION & DUES	0	0	0	0	0	
101-112-5-20-3318 TRAINING	1,053	0	2,500	420	2,500	
101-112-5-20-3323 MILEAGE	216	213	250	0	250	
101-112-5-20-3440 CONTRACT SERVICES	0	3,023	26,000	1,500	26,000	
101-112-5-20-3446 JUVENILE DETENTION - C	0	0	20,000	0	20,000	
101-112-5-20-3447 ELECTRONIC MONITORING/	0	0	0	0	0	
101-112-5-20-3608 CASA-CT APPT SP ADVOCA	0	0	0	0	0	
101-112-5-20-3710 REPAIR & MAINT - AUTO	165	338	1,500	239	1,500	
101-112-5-20-3713 INTERPRETERS FEES	325	100	1,250	0	1,250	
101-112-5-20-3715 MEASURE 11	0	0	25,000	0	25,000	
101-112-5-20-3900 TRANSPORT	0	0	0	0	0	
101-112-5-20-3901 RESTITUTION	<u>22</u>	<u>0</u>	<u>500</u>	<u>8</u>	<u>500</u>	
TOTAL MATERIALS & SERVICES	14,215	14,987	104,900	11,763	104,900	
<u>CAPITAL OUTLAY</u>						
101-112-5-40-4401 OFFICE FURNITURE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
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TOTAL EXPENDITURES	309,021	296,100	409,374	238,899	410,274	
REVENUE OVER/(UNDER) EXPENDITURES (294,429)	(278,675)	(356,424)	(227,813)	(357,324)	

101-GENERAL FUND
 HEALTH DEPARTMENT

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
GRANT REVENUE						
101-114-3-30-3423 SAFETY SEAT PROGRAM	170	120	250	60	250	
101-114-3-30-3440 MAC-MEDICAID ADMIN. BI	36,688	60,287	50,000	46,806	25,000	
101-114-3-30-3445 MCH TITLE V-FLEX FUNDS	10,200	0	18,547	13	18,547	
101-114-3-30-3446 MCH TITLE V-CHILD/AD	5,523	18,319	0	10,942	0	
101-114-3-30-3447 MIECHV	0	0	0	0	0	
101-114-3-30-3450 BIOTERRISM GRANT	100,678	176,102	90,757	183,934	90,757	
101-114-3-30-3451 IMMUNIZATION GRANT CHI	8,365	8,620	8,619	11,218	8,619	
101-114-3-30-3453 BIOTERRISM-PAN FLU	0	0	0	0	0	
101-114-3-30-3455 STUDENT BASED HEALTH C	81,028	96,432	100,000	77,978	100,000	
101-114-3-30-3457 PERINATAL	1,890	1,908	1,908	828	1,908	
101-114-3-30-3462 CHILD/AD HEALTH	25,689	18,246	3,582	10,259	3,582	
101-114-3-30-3463 FAMILY PLANNING GRANT	11,150	14,383	12,470	8,338	12,470	
101-114-3-30-3464 BABIES FIRST	12,263	6,104	6,103	2,825	6,103	
101-114-3-30-3468 HEALTHY START	0	0	0	0	0	
101-114-3-30-3469 TB GRANT	615	0	100	0	100	
101-114-3-30-3470 TOBACCO GRANT	37,733	22,877	7,500	2,712	7,500	
101-114-3-30-3471 TRANSFORMATION GRANT	27,500	38,535	30,000	22,326	54,160	
101-114-3-30-3496 ST AID PER CAPITA-ST S	15,372	15,087	14,354	10,764	14,354	
101-114-3-30-3499 OREGON MOTHERS CARE	2,885	2,681	3,091	2,975	3,091	
101-114-3-30-3500 WILDHORSE FOUNDATION G	10,000	0	0	0	0	
101-114-3-30-3501 MO. CO. SCHOOL DIST	77,608	74,772	80,000	0	80,000	
101-114-3-30-3502 LCAC GRANT	54,625	12,416	10,000	10,000	10,000	
TOTAL GRANT REVENUE	519,981	566,888	437,281	401,977	436,441	
CHARGES FOR SERVICES						
101-114-3-40-4134 FPEP	23,741	17,097	10,000	16,482	10,000	
101-114-3-40-4135 PERINATAL MCM OMAP	19,525	10,966	0	0	0	
101-114-3-40-4136 FAMILY PLANNING FEES S	5	37	150	15	150	
101-114-3-40-4137 FAMILY PLANNING FEES I	4,287	4,219	1,500	1,106	1,500	
101-114-3-40-4138 FAMILY PLANNING FEES O	7,513	3,933	2,500	2,388	2,500	
101-114-3-40-4140 BABIES FIRST FEES	29,053	26,535	8,500	0	8,500	
101-114-3-40-4626 IMM FLU INS	41,043	48,009	35,000	49,793	35,000	
101-114-3-40-4627 IMM FLU FEES SELF	114	528	750	108	750	
101-114-3-40-4628 IMM FLU FEES OMAP	3,780	5,122	4,000	7,140	4,000	
101-114-3-40-4631 IMM OTHER FEES SELF	987	505	500	42	500	
101-114-3-40-4632 IMM OTHER FEES OMAP	14,721	8,524	7,000	5,620	7,000	
101-114-3-40-4633 IMM OTHER FEES INS	83,392	55,047	60,000	28,664	60,000	
101-114-3-40-4681 CACoon	31,553	42,255	17,000	16,465	17,000	
TOTAL CHARGES FOR SERVICES	259,714	222,775	146,900	127,823	146,900	

101-GENERAL FUND
 HEALTH DEPARTMENT

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>REIMBURSEMENTS</u>						
101-114-3-80-7075 REIMBURSED ITEMS	13,665	133,875	0	631,957	0	
TOTAL REIMBURSEMENTS	13,665	133,875	0	631,957	0	
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TOTAL REVENUES	793,360	923,538	584,181	1,161,758	583,341	
<u>EXPENDITURES</u>						
<u>PERSONNEL SERVICES</u>						
101-114-5-10-1001 PUBLIC HEALTH DIRECTOR	97,161	105,888	107,707	33,137	84,442	
101-114-5-10-1002 OFFICE MANAGER	51,507	53,518	55,048	47,342	56,424	
101-114-5-10-1003 PUBLIC HEALTH NURSE SU	0	0	0	0	71,165	
101-114-5-10-1004 CLERK	29,113	36,748	37,259	34,663	39,304	
101-114-5-10-1005 TEMPORARY TRANSLATORS	0	0	500	0	500	
101-114-5-10-1006 RN - PART TIME	57,205	32,518	59,005	0	59,246	
101-114-5-10-1007 LAY HEALTH PROMOTER	0	0	0	0	0	
101-114-5-10-1008 COMM HLTH EDUC/CD COOR	60,182	67,533	63,725	55,367	53,204	
101-114-5-10-1009 LAY HEALTH PROMOTER	43,724	47,277	47,553	47,325	48,741	
101-114-5-10-1010 R.N.	36,494	40,136	40,147	34,415	43,037	
101-114-5-10-1011 R.N.	31,606	0	59,607	32,381	61,591	
101-114-5-10-1014 P/T TEMP RN	3,097	6,365	40,151	12,641	33,530	
101-114-5-10-1169 R.N.	63,070	71,256	70,257	56,354	72,764	
101-114-5-10-1170 R.N.	0	0	0	0	0	
101-114-5-10-1171 TRANSLATOR 48%	1,522	481	12,499	11,128	12,696	
101-114-5-10-1172 ON CALL	12,161	12,721	13,430	4,286	13,430	
101-114-5-10-1173 PART TIME R.N.	47,227	66,671	50,348	42,056	0	
101-114-5-10-1174 OFFICE ASSISTANT BILIN	31,575	34,243	38,966	19,503	0	
101-114-5-10-1175 CONTACT TRACER	0	0	0	12,132	38,560	
101-114-5-10-1210 OVERTIME	0	0	0	0	42,000	
101-114-5-10-1301 FICA	32,689	32,165	43,164	27,463	45,299	
101-114-5-10-1302 WORKERS COMP	5,727	11,602	11,295	2,593	14,118	
101-114-5-10-1303 PACIFIC MUTUAL	141,010	136,091	169,434	82,844	168,361	
101-114-5-10-1304 DEFINED CONTRIBUTION	0	0	0	453	0	
101-114-5-10-1305 AOC - MEDICAL	145,994	155,356	170,643	102,314	165,938	
101-114-5-10-1306 DENTAL INSURANCE	9,818	9,397	10,685	6,512	10,555	
101-114-5-10-1309 UNEMPLOYMENT INSURANCE	5,974	4,899	6,076	3,876	6,734	
101-114-5-10-1316 PRINCIPAL FINANCIAL GR	650	588	811	374	811	
101-114-5-10-1317 UNITED HERITAGE LIFE	539	487	672	310	672	
101-114-5-10-1320 VACATION ACCRUALS	11,007	(18,061)	9,212	0	9,488	
101-114-5-10-1321 MANDATED MEDICARE	7,645	7,523	10,095	6,423	10,594	
TOTAL PERSONNEL SERVICES	926,696	915,399	1,128,289	675,895	1,163,204	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 HEALTH DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
101-114-5-20-2130 OTHER OFFICE SUPPLIES	5,782	2,921	4,500	3,188	4,500	
101-114-5-20-2210 BOOKS PERIODICALS PUBL	205	247	500	151	500	
101-114-5-20-2251 GASOLINE	4,054	2,049	5,500	374	5,500	
101-114-5-20-2275 DHS VACCINE	74,423	67,336	60,000	9,657	60,000	
101-114-5-20-2276 FLU VACCINE	17,179	25,286	25,000	31,824	25,000	
101-114-5-20-2277 IMMUNIZATION CLINIC SU	6,774	5,318	7,000	1,109	7,000	
101-114-5-20-2278 FAMILY PLANNING SUPPLI	29,390	21,524	37,800	19,102	37,800	
101-114-5-20-2279 BABIES FIRST	35,395	32,146	25,000	10,893	25,000	
101-114-5-20-2280 HEALTHY START EXPENSE	0	0	0	0	0	
101-114-5-20-2281 PHARMACY FEE	205	200	200	200	200	
101-114-5-20-2282 HIV	0	0	0	0	0	
101-114-5-20-2283 HEALTH ADV NETWORK HAN	0	0	0	0	0	
101-114-5-20-2284 SCIENTIFIC SUPPLIES TB	2,639	2,043	2,000	37,381	2,000	
101-114-5-20-2287 TOBACCO GRANT	3,184	2,302	3,000	144	3,000	
101-114-5-20-2289 MCH SUPPLIES & EXPENSE	9,829	5,430	10,000	1,203	10,000	
101-114-5-20-2290 LCAC SUPPLIES	9,747	11,546	10,000	4,165	10,000	
101-114-5-20-2291 PUBLIC HEALTH SUPPLIES	0	0	1,000	0	1,000	
101-114-5-20-2293 INDIGENT BURIALS	0	0	2,200	0	2,200	
101-114-5-20-3117 HEALTH OFFICER CONTRAC	4,283	5,516	5,000	3,340	5,000	
101-114-5-20-3240 TELEPHONE	1,235	1,243	2,000	928	2,000	
101-114-5-20-3311 LODGING AND MEALS	1,491	1,193	1,200	0	1,200	
101-114-5-20-3323 MILEAGE	234	0	1,500	0	1,500	
101-114-5-20-3440 CONTRACT SERVICES	3,671	15,840	20,000	0	25,520	
101-114-5-20-3445 CARE COORDINATOR	0	10,000	10,000	0	10,000	
101-114-5-20-3471 STUDENT BASED HEALTH C	85,174	86,594	100,000	58,264	100,000	
101-114-5-20-3710 REPAIR & MAINT - AUTO	3,018	1,214	4,000	975	4,000	
101-114-5-20-3811 BUILDING RENT & UTILIT	7,103	3,757	8,000	940	8,000	
101-114-5-20-3815 BIOTERRISM GRANT	47,187	25,028	19,000	16,143	19,000	
101-114-5-20-3817 SAFETY SEAT PROGRAM	170	0	250	0	250	
101-114-5-20-3818 BIOTERRISM-PAN FLU	0	0	0	0	0	
101-114-5-20-3828 MAC-MATCHING	19,374	31,423	26,000	10,800	26,000	
TOTAL MATERIALS & SERVICES	371,744	360,154	390,650	210,780	396,170	
<u>CAPITAL OUTLAY</u>						
101-114-5-40-4402 OFFICE EQUIPMENT	42,278	0	0	30,688	0	
101-114-5-40-4404 VEHICLE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	42,278	0	0	30,688	0	
TOTAL EXPENDITURES	1,340,718	1,275,553	1,518,939	917,363	1,559,374	
REVENUE OVER/(UNDER) EXPENDITURES (547,359)	(352,015)	(934,758)	244,394	(976,033)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 VETERANS

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-106-3-30-3511 AID TO COUNTIES	96,164	58,541	78,054	55,447	78,054	_____
101-106-3-30-3512 SB1100	0	0	0	0	0	_____
101-106-3-30-3513 VETS EXTENDED OUTREACH	0	0	0	0	0	_____
101-106-3-30-3514 OUTREACH DISCRETIONARY	0	0	0	0	0	_____
TOTAL GRANT REVENUE	96,164	58,541	78,054	55,447	78,054	_____
<u>MISCELLANEOUS REVENUE</u>						
101-106-3-60-4187 MISC REVENUE	0	3,000	3,000	1,583	3,000	_____
TOTAL MISCELLANEOUS REVENUE	0	3,000	3,000	1,583	3,000	_____
<u>REIMBURSEMENTS</u>						
101-106-3-80-7075 REIMBURSED ITEMS	0	298	0	0	0	_____
TOTAL REIMBURSEMENTS	0	298	0	0	0	_____
<hr/>						
TOTAL REVENUES	96,164	61,838	81,054	57,030	81,054	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-106-5-10-1001 VETERANS OFFICER	51,888	53,857	55,048	43,978	56,424	_____
101-106-5-10-1002 OFFICE ASSISTANT	10,857	13,396	14,924	10,433	15,670	_____
101-106-5-10-1301 FICA	3,994	4,029	4,338	3,406	4,470	_____
101-106-5-10-1302 WORKERS COMP	62	1,483	65	200	81	_____
101-106-5-10-1303 PACIFIC MUTUAL	13,284	12,871	13,652	11,009	13,993	_____
101-106-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	_____
101-106-5-10-1305 AOC-MEDICAL	50	50	0	59	0	_____
101-106-5-10-1306 DENTAL	0	0	0	0	0	_____
101-106-5-10-1309 UNEMPLOYMENT INSURANCE	807	699	684	473	773	_____
101-106-5-10-1316 PRINCIPAL FINANCIAL GR	62	61	62	47	62	_____
101-106-5-10-1317 UNITED HERITAGE LIFE	52	39	52	27	52	_____
101-106-5-10-1320 VACATION ACCRUALS	1,861	1,460	1,437	0	1,480	_____
101-106-5-10-1321 MANDATED MEDICARE	934	942	1,015	797	1,045	_____
TOTAL PERSONNEL SERVICES	83,851	88,888	91,277	70,428	94,050	_____
<u>MATERIALS & SERVICES</u>						
101-106-5-20-2110 OFFICE SUPPLIES	2,108	782	740	578	750	_____
101-106-5-20-2111 STATIONERY OFFICE	0	0	0	0	0	_____
101-106-5-20-2282 OPERATING SUPPLIES-O&E	12,908	15,500	8,544	2,341	7,000	_____
101-106-5-20-2283 OPERATING SUPPLIES	0	0	0	0	0	_____
101-106-5-20-2284 SB1100 CARRYOVER FUNDS	0	0	0	0	0	_____
101-106-5-20-3240 TELEPHONE-BUSINESS EXP	3,539	3,993	3,800	2,856	4,800	_____
101-106-5-20-3247 OFFICE RENT-E&E	1,517	1,500	1,680	1,125	1,680	_____

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 VETERANS

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-106-5-20-3311 LODGING & MEALS-E&E	1,517	960	1,300	11	1,300	
101-106-5-20-3314 REGISTRATION DUES-E&E	200	585	300	425	300	
101-106-5-20-3323 MILEAGE-E&E	732	724	800	27	800	
101-106-5-20-3710 REPAIR & MAINT. AUTO	199	0	500	55	500	
TOTAL MATERIALS & SERVICES	22,719	24,043	17,664	7,418	17,130	
<u>CAPITAL OUTLAY</u>						
101-106-5-40-4404 OFFICE EQUIPMENT	0	0	0	0	0	
101-106-5-40-4413 NEW VEHICLES	23,353	0	0	0	0	
TOTAL CAPITAL OUTLAY	23,353	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	129,922	112,931	108,941	77,846	111,180	
REVENUE OVER/(UNDER) EXPENDITURES (33,758)	(51,092)	(27,887)	(20,816)	(30,126)	

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. Department/Office Name:

Community Development

2. Department Goals and Objectives for Fiscal Year 2021-2022

1. To continue developing an ambitious economic development program that provides services complementing what local chambers and development organizations currently provide, as well as taking the lead on projects the serve all County residents, such as a broadband initiative.
2. To provide supervision and guidance to the Fair, the Loop, and Planning by remaining engaged with the Department Directors/Managers and supporting their current and long-range goals through coordination, collaboration, and communication.

3. Department/Fund Budget Worksheets. (Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)

+ 150,507 (revised)

Total request: \$167,205.00 (Personnel Services, Materials and Services, Capital Outlay, Heritage Trail Fund)

4. Notes to the Department Budget Requests: Discuss significant changes. How do these help the Department to meet its goals and objectives?

Because the Department of Community Development is literally in its infancy as an umbrella agency for four departments (Economic Development, Transportation, Fair and Planning), it is difficult to ascertain the Department's needs in terms of budgeting beyond office supplies after its first operational year (FY20-21). If the need arises for furniture, etc., then the existing Capital Outlay line sufficiently covers any reasonable need.

The Economic Development program, like Community Development, is new, and under the broad restrictions of COVID 19, it is difficult to estimate in person conference opportunities and the related costs for this fiscal cycle. To be on the safe side, funding for conferences and lodging under Materials and Services are Ask#1.

What the Economic Development Department definitely needs are memberships in the Oregon Economic Development Association (OEDA) and Eastern Oregon Visitors Association (EOVA). It is impossible to sustain an economic development program in rural Eastern Oregon without investing in economic development memberships, such as travel and tourism membership(s) and establishing a peer network amongst our local, regional, and State partners.

Total ask for conference and lodging/meals = \$4,000.00

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i. 101-116-5-20-2415 (Professional Org and Dues) = \$2,250.00
 - ii. 101-116-5-20-3311 (Lodging and Meals) = \$4,000.00
- \$6,250.00

~~6.~~ Department Decision Package Number 2

a. Proposal Title:
Heritage Trail Fund for Wildlife Area Improvements

b. Total Cost of Decision Package:
\$4,000.00

Revised

c. Proposal Description and Justification:

This ask will be used as matching funds with the Oregon Department of Fish and Wildlife (ODFW) to provide maintenance and upkeep in the Wildlife Area east of Irrigon. ODFW is the land manager under contract with the Army Corps of Engineers (ACOE) who provides a 3 to 1 match for every dollar ODFW is able to spend. County funds would go a long way to support the good work of the ODFW in this area.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i. 200-220-5-20-3440

~~7.~~ Department Decision Package Number 3

a. Proposal Title:
Heritage Trail Fund to provide matching funds for Heritage Trail if awarded grant

b. Total Cost of Decision Package:
\$7,702.50

Revised

c. Proposal Description and Justification:

Community Development submitted a grant application to Oregon Department of Transportation (via Community Paths) on February 1, 2021 for a total of \$75,000.00 to engage a consultant to update the 2000 Heritage River Trail Concept Plan and to replace worn signage and trail markers on the existing trail segments (with the exception of the Trail segments traversing the Wildlife Area.

If the grant is awarded, it would trigger a 10.27% match since the selected funding source is Federal, which requires said local match. If State funding was sought, that would have required a 30% local match. To the best of my knowledge, in-

101-GENERAL FUND
 COMMUNITY DEVELOPMENT

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								
MISCELLANEOUS REVENUE								
101-116-3-60-4187 MISC REVENUE	0	0	0	0	0	0		
TOTAL MISCELLANEOUS REVENUE	0	0	0	0	0	0		
REIMBURSEMENTS								
101-116-3-80-7076 REIMBURSEMENTS	0	0	0	0	0	0		
TOTAL REIMBURSEMENTS	0	0	0	0	0	0		
TRANSFER FROM OTHER FUND								
101-116-3-90-3816 TRANS FROM VIDEO LOTTE	0	0	0	0	0	0		
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	0		
TOTAL REVENUES	0	0	0	0	0	0		
EXPENDITURES								
PERSONNEL SERVICES								
101-116-5-10-1001 COMMUNITY DEV DIRECTOR	0	22,277	86,150	72,526	91,962			
101-116-5-10-1301 FICA	0	1,167	5,341	4,509	5,702			
101-116-5-10-1302 WORKERS COMP	0	406	182	46	182			
101-116-5-10-1303 PACIFIC MUTUAL RETIREM	0	4,672	21,365	18,151	22,806			
101-116-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0			
101-116-5-10-1305 AOC - MEDICAL	0	2,724	23,185	5,448	23,755			
101-116-5-10-1306 DENTAL INSURANCE	0	182	1,661	357	1,584			
101-116-5-10-1309 UNEMPLOYMENT INSURANCE	0	215	505	618	569			
101-116-5-10-1316 PRINCIPAL FINANCIAL GR	0	16	62	47	62			
101-116-5-10-1317 UNITED HERITAGE LIFE	0	13	52	39	52			
101-116-5-10-1320 VACATION ACCRUALS	0	1,441	1,249	0	0			
101-116-5-10-1321 MANDATED MEDICARE	0	273	0	1,054	1,333			
TOTAL PERSONNEL SERVICES	0	33,386	139,752	102,795	148,007			
MATERIALS & SERVICES								
101-116-5-20-2130 OFFICE SUPPLIES	0	169	500	391	500			
101-116-5-20-2251 GASOLINE	0	0	500	0	0			
101-116-5-20-2415 PROFESSIONAL ORG & DUE	0	0	0	789	1,000			
101-116-5-20-3210 ADVERTISING	0	0	0	0	0			
101-116-5-20-3240 TELEPHONE	0	0	0	0	0			
101-116-5-20-3311 LODGING AND MEALS	0	0	0	0	0			
101-116-5-20-3323 MILEAGE	0	0	1,000	28	1,000			
101-116-5-20-3710 REPAIR & MAINT - AUTO	0	0	300	0	0			
TOTAL MATERIALS & SERVICES	0	169	2,300	1,208	2,500			

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 COMMUNITY DEVELOPMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>CAPITAL OUTLAY</u>						
101-116-5-40-4402 OFFICE EQUIPMENT	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	0	0	8,000	0	0	0
<hr/>						
TOTAL EXPENDITURES	0	33,555	150,052	104,003	150,507	
REVENUE OVER/(UNDER) EXPENDITURES	0	(33,555)	(150,052)	(104,003)	(150,507)	

101.115 Planning
200 Heritage Trail

Amended March 31, 2021

**Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)**

1. Department/Office Name:

Planning

2. Department Goals and Objectives for Fiscal Year 2021-2022

1. Streamline current planning permit reviews including internal process, updating and posting all application forms and guidelines on department website.
2. Long Range Planning goal is to update one chapter of the Comprehensive Plan and assist cities with adoption of 2019 Housing Study recommendations into the city Comprehensive Plans.
3. Approval of a Compliance Planner position would mov

3. Department/Fund Budget Worksheets. (Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)

See attached.

4. Notes to the Department Budget Requests: Discuss significant changes. How do these help the Department to meet its goals and objectives?

Recently the Board of Commissioners directed staff (County Administrator, Human Resources Manager and Planning Director) to develop a position description and recommendation for transferring code enforcement to the Planning Department. The position would be funded in part (50-75%?) with Building Permit revenues which would be allowed under relevant ORS. Building Revenue could also offset portion of Planning Director salary. The position would ideally be a “compliance planner,” an entry level professional position that would provide assistance to the public on current planning matters. This fte change would make the code enforcement more effective and streamlined, especially where many code violations are zoning code violations and not solid waste violations. County is proposing changes to the IGA with City of Boardman which will likely increase the amount of revenue collected.

Staff is pursuing grant funds from US Office of Economic Adjustment to do work on renewable energy compatibility such as GIS mapping and convening the MEAC group. This funding, if approved, could offset GF salary costs for GIS Planner which in turn could fund the new Compliance Planner.

Natural Hazard Mitigation Plan Update 2021 will be carried out under the technical assistance of the Hazard Team at the Department of Land Conservation Development. No direct cost. In kind only.

Board of Commissioners has approved a Compliance Planner position which will move Code Enforcement to the Planning Department from the Sheriff's Office. This position will assist the Planning Department with other current planning and project work.

Planning requests \$10,000 be added to the Water Fund. Request is to add \$4,000 as Morrow County's estimated contribution for a new OSU Extension research project to study groundwater flows and nitrate contamination in the Lower Umatilla Basin Groundwater Management Area (LUBGWMA). Majority of the funding will come from outside sources, include State of Oregon, private sector and other city and county jurisdictions. The remaining \$6,000 is intended for support of the Northeast Oregon Water Association (NOWA) and work related to restoring groundwater aquifers and river flows. Morrow County has supported NOWA in the past but funds have been depleted.

5. Department Decision Package Number 1

a. Proposal Title:

Local Match for TGM Grant

b. Total Cost of Decision Package:

Local match is 10.27% of approximately \$100,000 or \$10,270

c. Proposal Description and Justification:

Planning will submit a TGM grant application to update the Transportation System Plan (TSP) to include a transit element. This work will be carried out in collaboration with Transportation Planner and community members.

Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i.
- ii.

6. Department Decision Package Number 2

a. Proposal Title: Office of Economic Adjustment (OEA) Planning Grant

b. Total Cost of Decision Package: \$50,000

c. Proposal Description and Justification:

Enhance coordination with UAS Naval Air Station and local land use development, including coordination of renewable energy projects and other development that may impact air space and other activities at the Naval Bombing Range. Funds would also be used to coordinate with Oregon Military Department (OMD) relating to development and planning at the Umatilla Army Depot.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i.
- ii.

7. Department Decision Package Number 2

a. Proposal Title: Heritage Trail Plan Update

b. Total Cost of Decision Package: \$14,000

c. Proposal Description and Justification:

Use funds as local match for a Planning Grant to update the Heritage Trail Plan or use the funds to retain a consulting firm to update the Plan.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

- i. 200-220-5-20-2504 – Bike & Trail Planning



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: GIS, GNSS Receiver, DJI Phantom 4 Pro Life (years): 5 (estimate)

Project Originator (Name): Tamra Mabbott/Stephen Wreccsics Phone: 922-4624

Department: Planning Location: Irrigon

Desired project timing: Start Date: July 2021 Completion Date: ongoing

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

1. Additional ArcGIS extension. **ArcGIS Spatial Analyst Extension ~\$600/yr.**

- Base user license does not grant access to analytical tools, i.e., terrain modeling, slope and aspect analysis.
- Current ArcGIS License (includes PW's ArcGIS online account \$350/yr.) is split between Planning and Public Works @ \$1800/yr.
- Extension allows use of more advanced portions of the software.

2. Arrow 100 GNSS Receiver. **~\$3,000**

- Sub-meter resolution GNSS receiver for data collection, iPad integrated for Collector App.
- Stock iPad GNSS Receiver accuracy is 1m-40m depending on how many satellites are being tracked, the Arrow is reliably <1m accuracy.

3. DJI Phantom 4 Pro V2.0 **~\$1,500** (FAA Part 107 License \$150; Training online/book ~\$300)

- Real time ortho imagery almost anywhere in the county (can't fly in restricted airspace around airports and military areas).
- Improve the accuracy of site surveys.
- Code Enforcement compliance? (verify legalities on this)
- Monitor construction process.
- Property review to confirm structures, setbacks, lot coverages.
- Continuing costs: insurance; maintenance; training.
- NOT** survey grade.

4. ArcGIS Drone2Map

- Mission Planning and image processing software package. **~\$1,500/yr.**

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

6,600

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	<hr/>	Tamra Mabbott	2-16-21
County Administrator	<hr/>		
Finance Director	<hr/>		
Public Works/	<hr/>		
Maintenance (if required)	<hr/>		

7. Finance Use Only

Date Received	Amount: \$	Approved in Form
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MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 PLANNING DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-115-3-30-3516 STATE ADMN CONTRACT FE	0	0	0	0	0	_____
101-115-3-30-3550 COMP PLAN AND ORDINANC	0	0	0	0	0	_____
101-115-3-30-3552 PERIODIC REVIEW GRANT	0	0	0	0	0	_____
101-115-3-30-3554 DLCD SMALL JURISDICTIO	0	4,000	4,000	0	4,000	_____
TOTAL GRANT REVENUE	0	4,000	4,000	0	4,000	_____
<u>CHARGES FOR SERVICES</u>						
101-115-3-40-4184 SALE OF MAPS & GIS PRO	87	95	1,000	192	200	_____
101-115-3-40-4186 PHOTOCOPY & FAX FEES	80	20	100	60	50	_____
101-115-3-40-4194 LAND USE COMPATIBILITY	1,450	1,875	2,000	1,175	1,500	_____
101-115-3-40-4309 AMENDMENTS	5,000	3,000	4,500	0	3,000	_____
101-115-3-40-4312 APPEALS & REMANDS	0	0	0	500	500	_____
101-115-3-40-4315 FARM AG EXEMPT	450	1,050	600	900	1,000	_____
101-115-3-40-4319 CONDITIONAL USE REQUES	1,950	3,950	3,000	14,550	10,000	_____
101-115-3-40-4320 LAND PARTITIONING & SU	8,000	6,600	4,500	10,050	8,000	_____
101-115-3-40-4322 ZONING FEE & SITE PLAN	8,450	11,650	8,000	11,450	10,000	_____
101-115-3-40-4324 ROAD RURAL ADDRESSES	2,000	3,400	1,500	1,650	1,500	_____
101-115-3-40-4325 VARIANCES & DIMENSIONA	1,225	2,000	1,000	900	1,500	_____
101-115-3-40-4326 LAND USE DECISIONS	1,700	1,800	1,600	1,800	1,200	_____
101-115-3-40-4327 RENEWABLE ENERGY SURCH	0	0	0	0	10,000	_____
TOTAL CHARGES FOR SERVICES	30,392	35,440	27,800	43,227	48,450	_____
<u>MISCELLANEOUS REVENUE</u>						
101-115-3-60-4187 MISC REVENUE	1,972	0	0	6,083	200	_____
TOTAL MISCELLANEOUS REVENUE	1,972	0	0	6,083	200	_____
<u>REIMBURSEMENTS</u>						
101-115-3-80-7076 ODE REIMBURSEMENTS	0	377	0	2,230	4,000	_____
TOTAL REIMBURSEMENTS	0	377	0	2,230	4,000	_____
<u>TRANSFER FROM OTHER FUND</u>						
101-115-3-90-3816 TRANS FROM VIDEO LOTTE	0	0	0	0	0	_____
101-115-3-90-3823 TRNSFR FROM BLDG PERMI	0	0	0	0	50,000	_____
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	50,000	_____
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TOTAL REVENUES	32,364	39,817	31,800	51,540	106,650	_____

101-GENERAL FUND
 PLANNING DEPARTMENT

	----- 2020-2021 -----		----- 2021-2022 -----			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES						
PERSONNEL SERVICES						
101-115-5-10-1001 PLANNING DIRECTOR	90,418	43,106	69,429	49,327	97,375	
101-115-5-10-1002 PLANNER I	57,206	61,743	61,196	51,642	68,584	
101-115-5-10-1004 OFFICE ASSISTANT	17,496	22,154	19,473	21,544	40,100	
101-115-5-10-1005 GIS PLANNING TECH.	49,417	52,939	55,048	44,137	58,423	
101-115-5-10-1169 EXTRA HELP	0	0	0	0	0	
101-115-5-10-1170 OUTREACH COORDINATOR	17,043	21,932	20,081	14,258	0	
101-115-5-10-1171 COMPLIANCE PLANNER	0	0	0	0	48,741	
101-115-5-10-1301 FICA	13,956	12,428	13,964	10,953	19,420	
101-115-5-10-1302 WORKERS COMP	376	4,314	563	369	704	
101-115-5-10-1303 PACIFIC MUTUAL	49,342	39,956	46,047	23,980	77,679	
101-115-5-10-1304 DEFINED CONTRIBUTION	0	0	0	329	0	
101-115-5-10-1305 AOC - MEDICAL	47,804	37,154	54,479	37,067	103,330	
101-115-5-10-1306 DENTAL INSURANCE	3,136	2,526	3,867	2,555	6,859	
101-115-5-10-1309 UNEMPLOYMENT INSURANCE	2,233	1,657	1,990	1,670	2,799	
101-115-5-10-1316 PRINCIPAL FINANCIAL GR	187	146	186	125	310	
101-115-5-10-1317 UNINTED HERITAGE LIFE	155	121	156	103	260	
101-115-5-10-1320 VACATION ACCRUALS	5,847	(5,272)	3,778	0	3,891	
101-115-5-10-1321 MANDATED MEDICARE	3,264	2,907	3,266	2,562	4,542	
TOTAL PERSONNEL SERVICES	357,879	297,809	353,523	260,620	533,017	
MATERIALS & SERVICES						
101-115-5-20-2130 OFFICE SUPPLIES	844	1,198	1,200	877	1,200	
101-115-5-20-2131 OFFICE EQUIPMENT	0	0	0	0	1,700	
101-115-5-20-2251 GASOLINE	1,501	557	1,600	234	1,600	
101-115-5-20-2280 MAPPING & GIS SUPPLIES	1,325	1,605	2,500	1,285	2,800	
101-115-5-20-2415 PROFESSIONAL ORG. & DU	538	483	500	628	1,500	
101-115-5-20-2464 REFUND OF FEES	200	1,843	50	1,400	1,000	
101-115-5-20-2474 PRINTING STATIONARY OF	485	299	250	480	250	
101-115-5-20-2475 SUBSCRIPTIONS	253	89	450	94	450	
101-115-5-20-3140 PROFESSIONAL SERVICES	0	0	0	0	0	
101-115-5-20-3210 ADVERTISING	0	0	0	0	0	
101-115-5-20-3230 PUBLISHING	5,825	4,575	6,000	2,948	6,000	
101-115-5-20-3240 TELEPHONE	382	480	500	360	500	
101-115-5-20-3311 LODGING AND MEALS	1,768	452	2,500	0	3,000	
101-115-5-20-3314 REGISTRATION	1,178	204	1,500	480	3,000	
101-115-5-20-3318 SCHOOL EXPENSE	0	0	0	0	0	
101-115-5-20-3323 MILEAGE	1,291	114	1,000	0	500	
101-115-5-20-3325 PLANNING COMMISSION	1,293	387	1,500	46	1,200	
101-115-5-20-3710 REPAIR & MAINT - AUTO	352	80	250	849	1,000	
101-115-5-20-3717 OLCO SMALL JURISDICTIO	542	0	4,000	0	4,000	
TOTAL MATERIALS & SERVICES	17,777	12,365	23,800	9,681	29,700	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 PLANNING DEPARTMENT

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>CAPITAL OUTLAY</u>						
101-115-5-40-4402 OFFICE EQUIPMENT	0	0	0	0	0	
101-115-5-40-4405 GIS SOFTWARE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
TOTAL EXPENDITURES	375,656	310,174	377,323	270,301	562,717	
REVENUE OVER/(UNDER) EXPENDITURES (343,292)	(270,357)	(345,523)	(218,762)	(456,067)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

200-HERITAGE TRAIL FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
=====						
INVESTMENT EARNINGS						
200-100-3-65-0105 INVESTMENT EARNINGS	440	374	300	105	100	<u> </u>
TOTAL INVESTMENT EARNINGS	440	374	300	105	100	
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TOTAL REVENUES	440	374	300	105	100	
REVENUE OVER/ (UNDER) EXPENDITURES	440	374	300	105	100	

200-HERITAGE TRAIL FUND
 HERITAGE TRAIL

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
=====						
GRANT REVENUE						
200-220-3-30-3555 GRANTS/DONATIONS	0	0	0	0	0	_____
200-220-3-30-3559 CULTURAL TRUST GRANT	0	0	0	0	0	_____
TOTAL GRANT REVENUE	0	0	0	0	0	
<hr/>						
TOTAL REVENUES	0	0	0	0	0	
EXPENDITURES						
=====						
MATERIALS & SERVICES						
200-220-5-20-2504 BIKE & TRAIL PLANNING	0	0	10,000	0	10,000	_____
200-220-5-20-2506 BIKE & TRAIL EXPENSES	216	0	0	0	0	_____
200-220-5-20-2539 CULTURAL TRUST EXPENSE	0	0	0	0	0	_____
200-220-5-20-3440 CONTRACTED SERVICES	0	0	8,095	0	8,063	_____
TOTAL MATERIALS & SERVICES	216	0	18,095	0	18,063	
<hr/>						
ENDING FUND BALANCE						
200-220-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	_____
200-220-5-90-9002 EFB-CULTURAL TRUST	0	0	0	0	0	_____
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
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TOTAL EXPENDITURES	216	0	18,095	0	18,063	
REVENUE OVER/(UNDER) EXPENDITURES (216)	0	(18,095)	0	(18,063)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

200-HERITAGE TRAIL FUND
 HERITAGE TRAIL

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

BEGINNING FUND BALANCE						
200-100-3-01-0101 BEGINNING FUND BALANCE			0	17,866	0	_____
200-100-3-01-0102 BEGINNING FUND BALANCE-BUD			17,795	0	17,963	_____
200-100-3-01-0103 BFB-CULTURAL TRUST			0	0	0	_____
TOTAL BEGINNING FUND BALANCE			17,795	17,866	17,963	_____
FUND TOTAL REVENUES	440	374	300	105	100	
	=====	=====	=====	=====	=====	=====
TOTAL AVAILABLE RESOURCES			18,095	17,971	18,063	
FUND TOTAL EXPENDITURES	216	0	18,095	0	18,063	
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	224	374	(17,795)	105	(17,963)	
	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND EQUITY			0	17,971	0	
			=====	=====	=====	=====

*** END OF REPORT ***

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

237-BUILDING PERMIT FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
=====						
INVESTMENT EARNINGS						
237-100-3-65-0105 INVESTMENT EARNINGS	17,875	17,267	12,000	5,712	8,000	<u> </u>
TOTAL INVESTMENT EARNINGS	17,875	17,267	12,000	5,712	8,000	
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TOTAL REVENUES	17,875	17,267	12,000	5,712	8,000	
REVENUE OVER/ (UNDER) EXPENDITURES	17,875	17,267	12,000	5,712	8,000	

237-BUILDING PERMIT FUND
 PLANNING DEPARTMENT

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						
=====						
GRANT REVENUE						
237-115-3-30-3515 BUILDING PERMIT FEES	150,698	136,949	100,000	134,245	175,000	_____
TOTAL GRANT REVENUE	150,698	136,949	100,000	134,245	175,000	
REIMBURSEMENTS						
237-115-3-80-7075 REIMBURSED ITEMS	26,400	219	0	0	0	_____
TOTAL REIMBURSEMENTS	26,400	219	0	0	0	
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TOTAL REVENUES	177,098	137,168	100,000	134,245	175,000	
EXPENDITURES						
=====						
MATERIALS & SERVICES						
237-115-5-20-2110 STATIONARY OFFICE FORM	0	0	0	0	0	_____
237-115-5-20-2130 SUPPLIES	536	96	2,000	1,526	2,000	_____
237-115-5-20-2474 PRINTING	0	0	0	0	0	_____
237-115-5-20-2475 SUBSCRIPTIONS	0	0	0	0	0	_____
237-115-5-20-3230 PUBLISHING	0	0	0	0	0	_____
237-115-5-20-3231 BUILDING PERMIT CONTRA	51,761	6,068	250,000	0	0	_____
TOTAL MATERIALS & SERVICES	52,297	6,163	252,000	1,526	2,000	
CAPITAL OUTLAY						
237-115-5-40-4402 OFFICE EQUIPMENT	0	3,275	0	0	0	_____
237-115-5-40-4405 GIS EQUIPMENT	0	0	0	0	0	_____
237-115-5-40-4406 COMPREHENSIVE PLAN	0	0	0	0	0	_____
237-115-5-40-4413 VEHICLE	49,052	0	28,000	0	0	_____
TOTAL CAPITAL OUTLAY	49,052	3,275	28,000	0	0	
OTHER REQUIREMENTS						
237-115-5-50-5354 TRANS TO PLANNING	0	0	0	0	50,000	_____
237-115-5-50-5355 TRANSFER TO ASSESSOR	0	0	0	0	0	_____
TOTAL OTHER REQUIREMENTS	0	0	0	0	50,000	
ENDING FUND BALANCE						
237-115-5-90-9001 UNAPPROPRIATED ENDING	0	0	709,499	0	1,230,736	_____
TOTAL ENDING FUND BALANCE	0	0	709,499	0	1,230,736	
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TOTAL EXPENDITURES	101,350	9,438	989,499	1,526	1,282,736	
REVENUE OVER/(UNDER) EXPENDITURES	75,748	127,730	(889,499)	132,719	(1,107,736)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

237-BUILDING PERMIT FUND
 PLANNING DEPARTMENT

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

BEGINNING FUND BALANCE						
237-100-3-01-0101 BEGINNING FUND BALANCE			0	914,558	0	-----
237-100-3-01-0102 BEGINNING FUND BALANCE-BUD			877,499	0	1,099,736	-----
TOTAL BEGINNING FUND BALANCE			877,499	914,558	1,099,736	
FUND TOTAL REVENUES	194,973	154,435	112,000	139,957	183,000	
	=====	=====	=====	=====	=====	=====
TOTAL AVAILABLE RESOURCES			989,499	1,054,515	1,282,736	
FUND TOTAL EXPENDITURES	101,350	9,438	989,499	1,526	1,282,736	
	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	93,623	144,997	(877,499)	138,431	(1,099,736)	
	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND EQUITY			0	1,052,989	0	
			=====	=====	=====	=====

*** END OF REPORT ***

245-WATER PLANNING FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						

<u>INVESTMENT EARNINGS</u>						
245-100-3-65-0105 INVESTMENT EARNINGS	0	0	0	0	0	0
TOTAL INVESTMENT EARNINGS	0	0	0	0	0	0
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TOTAL REVENUES	0	0	0	0	0	0
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0

245-WATER PLANNING FUND
 PLANNING DEPARTMENT

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
<u>GRANT REVENUE</u>						
245-115-3-30-3551 STATE WATER RESOURCES	0	0	0	0	0	
245-115-3-30-3599 INTERGOVERNMENTAL REV	0	0	0	0	0	
TOTAL GRANT REVENUE	0	0	0	0	0	
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TOTAL REVENUES	0	0	0	0	0	
EXPENDITURES						
<u>MATERIALS & SERVICES</u>						
245-115-5-20-3813 OTHER EXPENSES	0	0	1,258	0	258	
245-115-5-20-3815 NOWA	5,000	0	5,000	6,000	0	
TOTAL MATERIALS & SERVICES	5,000	0	6,258	6,000	258	
<u>OTHER REQUIREMENTS</u>						
245-115-5-50-5300 UMATILLA BASIN WATER C	0	0	0	0	0	
TOTAL OTHER REQUIREMENTS	0	0	0	0	0	
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TOTAL EXPENDITURES	5,000	0	6,258	6,000	258	
REVENUE OVER/(UNDER) EXPENDITURES (5,000)	0	(6,258)	(6,000)	(258)	

245-WATER PLANNING FUND
 PLANNING DEPARTMENT

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
245-100-3-01-0101 BEGINNING FUND BALANCE			0	6,258	0	
245-100-3-01-0102 BEG FUND BALANCE-BUD			<u>6,258</u>	<u>0</u>	<u>258</u>	
TOTAL BEGINNING FUND BALANCE			6,258	6,258	258	
FUND TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL AVAILABLE RESOURCES			6,258	6,258	258	
FUND TOTAL EXPENDITURES	<u>5,000</u>	<u>0</u>	<u>6,258</u>	<u>6,000</u>	<u>258</u>	
REVENUE OVER/(UNDER) EXPENDITURES	<u>(5,000)</u>	<u>0</u>	<u>(6,258)</u>	<u>(6,000)</u>	<u>(258)</u>	
PROJECTED ENDING FUND EQUITY			<u>0</u>	<u>258</u>	<u>0</u>	

*** END OF REPORT ***

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

202-ROAD FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)	(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
					PROPOSED
					BUDGET
<hr/>					
REVENUES					

<u>INVESTMENT EARNINGS</u>					
202-100-3-65-0105 INVESTMENT EARNINGS	<u>48,132</u>	<u>37,035</u>	<u>4,000</u>	<u>9,118</u>	<u>4,000</u>
TOTAL INVESTMENT EARNINGS	48,132	37,035	4,000	9,118	4,000
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TOTAL REVENUES	48,132	37,035	4,000	9,118	4,000
REVENUE OVER/ (UNDER) EXPENDITURES	48,132	37,035	4,000	9,118	4,000

202-ROAD FUND
ROAD DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

GRANT REVENUE						
202-220-3-30-3231 FEDERAL FOREST FEES 75	133,224	146,934	120,235	0	133,198	
202-220-3-30-3241 FEDERAL FLOOD CONTROL	2,348	924	0	0	0	
202-220-3-30-3251 FEDERAL MINERAL LEASE	802	818	0	791	0	
202-220-3-30-3541 BIKE & TRAIL GAS TAX R	10,458	10,368	8,000	8,577	8,000	
202-220-3-30-3542 GAS TAX/VEH LIC FEES	1,268,795	1,026,419	1,394,236	849,122	1,358,427	
202-220-3-30-3544 SPECIAL CO RD FUNDS	437,395	408,092	319,740	324,471	327,193	
202-220-3-30-3555 FUND EXCHANGE AGREEMEN	293,885	307,160	322,243	0	303,806	
TOTAL GRANT REVENUE	2,146,907	1,900,716	2,164,454	1,182,961	2,130,624	
CHARGES FOR SERVICES						
202-220-3-40-4043 CO RD ACCESS PERMIT FE	21,237	31,366	13,000	24,831	15,000	
202-220-3-40-4044 APPROACH PERMIT FEES	1,275	6,500	1,275	725	1,000	
202-220-3-40-4045 RURAL ADDRESSING FEES	1,900	3,300	1,000	1,500	1,200	
TOTAL CHARGES FOR SERVICES	24,412	41,166	15,275	27,056	17,200	
MISCELLANEOUS REVENUE						
202-220-3-60-4187 MISC REVENUES	268,931	100,777	10,000	3,760	10,000	
202-220-3-60-4188 SHERIFF FUEL	0	0	0	0	0	
TOTAL MISCELLANEOUS REVENUE	268,931	100,777	10,000	3,760	10,000	
SALES OF ASSETS						
202-220-3-64-6909 SALE OF MATERIAL	0	0	0	4,559	0	
202-220-3-64-6912 SURPLUS EQUIP AND SUPP	0	0	0	0	0	
TOTAL SALES OF ASSETS	0	0	0	4,559	0	
REIMBURSEMENTS						
202-220-3-80-7075 REIMBURSED ITEMS	91,653	1,281,948	110,000	954,738	40,000	
202-220-3-80-7078 I.G.A.-CITIES	0	0	0	0	250,000	
202-220-3-80-7079 ROAD USE AGREEMENTS	0	0	3,618,040	2,491,632	0	
TOTAL REIMBURSEMENTS	91,653	1,281,948	3,728,040	3,446,370	290,000	
TRANSFER FROM OTHER FUND						
202-220-3-90-3821 TRANSFER FROM GF	50,150	0	0	0	0	
202-220-3-90-3822 TRANSFER FROM FINLEY B	739,638	1,636,000	1,636,000	818,000	1,636,000	
202-220-3-90-3824 TRANS FROM SHEPHERDS F	1,129,500	528,700	785,990	785,990	785,990	
202-220-3-90-3825 FINLEY BUTTES ROAD IMP	100,000	0	0	0	0	
202-220-3-90-3826 TRANS FROM PGE - CARTY	1,597,594	1,676,294	1,824,677	912,339	1,824,677	
TOTAL TRANSFER FROM OTHER FUND	3,616,882	3,840,994	4,246,667	2,516,329	4,246,667	
TOTAL REVENUES	6,148,783	7,165,601	10,164,436	7,181,034	6,694,491	

202-ROAD FUND
 ROAD DEPARTMENT

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES						
PERSONNEL SERVICES						
202-220-5-10-1001 DIRECTOR 90%	74,138	78,552	82,242	61,809	85,831	
202-220-5-10-1003 ADMINISTRATIVE ASST-40	19,767	20,937	20,971	16,042	21,495	
202-220-5-10-1004 SHOP LABOR- 1505	56,726	59,047	60,181	45,473	48,332	
202-220-5-10-1005 LEAD MECHANIC - 1218	58,502	60,837	62,065	46,837	40,883	
202-220-5-10-1006 TANDEM EQUIPMENT - 166	53,937	54,679	55,133	44,700	56,511	
202-220-5-10-1007 HEAVY EQUIP OP- 0050	57,306	60,655	60,784	0	62,303	
202-220-5-10-1008 OFFICE SPECIALIST	0	0	0	0	0	
202-220-5-10-1011 TANDEM OP- 0721	57,336	65,730	60,784	46,104	62,303	
202-220-5-10-1013 MAINT. SPEC.- 1408	40,661	54,427	57,889	43,129	61,809	
202-220-5-10-1014 WORKING FOREMAN	62,270	48,206	58,949	43,900	61,397	
202-220-5-10-1016 HEAVY EQUIP OP- 0203	48,632	51,469	54,258	40,834	56,511	
202-220-5-10-1020 WORKING FOREMAN - 0617	67,882	71,822	60,784	56,015	48,816	
202-220-5-10-1021 TANDEM EQUIP OP-0859	57,325	59,581	60,784	46,104	62,303	
202-220-5-10-1022 TANDEM OP-1063	45,371	50,587	55,133	22,972	61,397	
202-220-5-10-1023 TANDEM OP-	57,018	61,640	60,784	46,104	62,303	
202-220-5-10-1024 TANDEM DRIVER - 1642	58,450	61,613	60,784	48,384	62,303	
202-220-5-10-1025 HEAVY EQUIP OP-0069	48,633	51,469	54,258	40,787	56,511	
202-220-5-10-1026 TANDEM OP- 0573	47,144	37,654	48,618	38,550	51,257	
202-220-5-10-1027 HEAVY EQUIP OP - 0240	57,308	59,581	60,784	46,104	62,303	
202-220-5-10-1035 TANDEM OP - 1626	38,751	34,639	48,618	37,852	51,257	
202-220-5-10-1036 TANDEM EQUIP OP	0	0	0	0	0	
202-220-5-10-1037 ASST ROADMASTER	67,250	71,807	74,571	55,939	78,459	
202-220-5-10-1038 SENIOR MAINTENANCE	45,782	49,824	51,674	39,571	53,820	
202-220-5-10-1040 MANAGEMENT ASSISTANT	54,558	57,446	60,507	45,592	62,767	
202-220-5-10-1170 EXTRA HELP	21,075	27,890	19,002	20,472	19,572	
202-220-5-10-1210 OVERTIME	28,484	15,771	39,143	16,550	40,317	
202-220-5-10-1301 FICA	72,349	74,961	82,379	57,089	83,127	
202-220-5-10-1302 WORKERS COMP	41,463	26,447	71,095	57,487	88,868	
202-220-5-10-1303 PACIFIC MUTUAL	301,724	306,346	324,804	231,680	327,655	
202-220-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
202-220-5-10-1305 AOC - MEDICAL	433,128	411,058	430,046	289,335	422,011	
202-220-5-10-1306 DENTAL INSURANCE	28,021	27,307	28,874	19,115	26,773	
202-220-5-10-1309 UNEMPLOYMENT INSURANCE	12,828	11,054	11,089	7,077	12,491	
202-220-5-10-1316 PRINCIPAL FINANCIAL GR	1,315	1,282	1,184	915	1,184	
202-220-5-10-1317 UNITED HERITAGE LIFE	1,093	1,057	993	758	993	
202-220-5-10-1320 VACATION ACCRUALS	26,377	(13,114)	13,079	0	13,472	
202-220-5-10-1321 MANDATED MEDICARE	<u>16,921</u>	<u>17,531</u>	<u>19,266</u>	<u>13,352</u>	<u>19,441</u>	
TOTAL PERSONNEL SERVICES	2,159,524	2,129,794	2,311,509	1,626,630	2,326,775	

202-ROAD FUND
 ROAD DEPARTMENT

	(------ 2020-2021 -----)		(------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
202-220-5-20-2110 OFFICE SUPPLIES/POSTAG	8,945	10,182	7,000	542	3,000	
202-220-5-20-2251 GASOLINE/PROPANE	19,393	23,258	30,000	13,577	30,000	
202-220-5-20-2254 DIESEL/STOVE OIL	194,682	141,147	200,000	83,905	175,000	
202-220-5-20-2256 FILTERS & SERVICE SUPP	15,112	17,051	8,500	8,672	8,500	
202-220-5-20-2257 LUBRICANTS - OIL & GRE	11,534	12,246	10,000	8,026	10,000	
202-220-5-20-2282 BATTERIES	1,461	3,574	3,500	3,153	3,500	
202-220-5-20-2285 SMALL TOOLS	9,826	11,212	9,000	6,278	8,000	
202-220-5-20-2320 PAINTS & PAINTING SUPL	99,601	28,350	103,803	55,540	50,000	
202-220-5-20-2353 EQUIPMENT REPAIR	143,847	119,045	175,000	76,905	125,000	
202-220-5-20-2357 MOTOR VEHICLES - TIRES	85,402	69,154	75,000	29,854	70,000	
202-220-5-20-2377 MISC MATERIALS & SUPPL	39,765	23,209	28,000	19,580	20,000	
202-220-5-20-2378 SAFETY SUPPLIES	5,876	5,077	6,000	4,073	5,000	
202-220-5-20-2380 MAINT. SUPPLIES	0	739	0	1,808	0	
202-220-5-20-2381 EQUIPMENT SUPPLIES	0	48,010	35,000	32,714	40,000	
202-220-5-20-2392 CLOTHING SUPPLIES	23,289	20,584	15,000	15,101	12,000	
202-220-5-20-2400 GUARDRAILS	10,005	36,912	15,000	474	12,000	
202-220-5-20-2410 PROFESSIONAL DUES	0	0	0	0	0	
202-220-5-20-2473 PERMITS	0	0	0	0	0	
202-220-5-20-2476 SANITARY SERVICES	2,697	2,719	3,500	3,121	3,000	
202-220-5-20-2504 ASPHALT & FREIGHT - LI	1,697,074	1,286,551	1,919,229	656,790	1,731,289	
202-220-5-20-2505 PROJECT DRILLING & BLA	0	0	0	0	0	
202-220-5-20-2506 BRIDGE DECKING	9,709	1,977	50,000	43,104	20,000	
202-220-5-20-2509 SOIL STABILIZER MATERI	47,136	9,943	75,000	422	20,000	
202-220-5-20-2510 DEICER MATERIAL	5,683	5,940	12,000	12,406	10,000	
202-220-5-20-2512 CONCRETE & FREIGHT	3,440	2,244	5,000	2,865	5,000	
202-220-5-20-2520 CULVERT	0	33,923	30,000	30,000	9,000	
202-220-5-20-2521 MECHANICS REPLACEMENTS	0	0	0	0	0	
202-220-5-20-2522 ENVIRONMENTAL COMPLIAN	0	0	0	0	0	
202-220-5-20-2539 SIGN MATERIALS & SUPPL	43,955	22,950	15,000	10,757	15,000	
202-220-5-20-3119 CONTRACT TRUCK & EQUIP	62,404	103,744	60,000	50,969	80,000	
202-220-5-20-3120 ENGINEERING & SURVEYIN	51,240	183,299	50,000	42,942	50,000	
202-220-5-20-3140 MISC PROFESSIONAL SERV	27,794	17,172	0	3,778	0	
202-220-5-20-3210 PUBLISHING	6,017	4,659	1,500	1,456	1,500	
202-220-5-20-3240 TELEPHONE	7,256	7,688	9,000	6,759	8,000	
202-220-5-20-3241 DATA LINE	0	0	0	0	0	
202-220-5-20-3311 LODGING AND MEALS	4,766	1,829	4,000	53	1,200	
202-220-5-20-3314 REGISTRATION & DUES	3,448	2,014	3,500	1,573	2,500	
202-220-5-20-3318 SCHOOL EXPENSE/LODGING	1,713	400	2,000	58	500	
202-220-5-20-3323 MILEAGE	0	0	0	0	0	
202-220-5-20-3440 CONTRACT SERVICES & CH	952,035	1,763,620	2,436,014	633,463	952,036	
202-220-5-20-3530 LIABILITY INSURANCE	59,357	37,134	62,300	63,539	44,000	
202-220-5-20-3531 FENCE MATERIAL	1,978	4,492	4,000	542	1,000	
202-220-5-20-3535 AUTO INSURANCE	30,351	36,228	31,000	16,318	49,000	
202-220-5-20-3610 ELECTRICITY	16,820	15,803	14,000	10,273	14,000	
202-220-5-20-3650 WATER & SEWER	4,524	2,836	4,000	1,504	3,500	
202-220-5-20-3715 REPAIR & MAINT - BLDG	0	9,598	10,000	5,167	8,000	

202-ROAD FUND
 ROAD DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
202-220-5-20-3727 RADIO REPAIR & MAINT	4,798	4,220	2,000	5,128	2,000	
202-220-5-20-3812 EQUIPMENT RENTAL	84,129	104,050	90,000	67,984	90,000	
202-220-5-20-3815 CRUSHER ROYALTY	1,400	1,600	10,000	1,400	2,500	
202-220-5-20-3816 DRUG TESTING	1,600	1,745	1,200	925	1,500	
202-220-5-20-3830 SPRAYING SERVICES-WEED	16,936	23,668	16,000	8,441	25,000	
202-220-5-20-3831 OTHER EXPENSES - WEEDS	43,843	65,644	65,000	64,316	70,000	
TOTAL MATERIALS & SERVICES	3,860,839	4,327,441	5,706,046	2,106,250	3,791,525	
<u>CAPITAL OUTLAY</u>						
202-220-5-40-4103 BUILDING IMPROVEMENTS-	12,302	0	50,000	0	50,000	
202-220-5-40-4104 BUILDING IMPROVEMENTS	0	0	0	0	0	
202-220-5-40-4105 BOARDMAN PW FAC.	0	0	0	0	0	
202-220-5-40-4106 SANDER BUILDING	0	0	0	0	0	
202-220-5-40-4301 FENCES R/W IMPROVE & A	0	0	0	0	0	
202-220-5-40-4401 OFFICE FURNITURE	0	0	0	0	0	
202-220-5-40-4402 EQUIPMENT	99,721	5,109	0	0	0	
202-220-5-40-4503 BRIDGE REPLACEMENT	225,302	0	0	0	0	
202-220-5-40-4507 PIT PURCHASE	0	0	0	0	0	
202-220-5-40-4508 OFFICE EQUIPMENT/TECHN	0	0	0	0	0	
202-220-5-40-4509 SHOP EQUIPMENT	15,292	0	20,000	15,045	30,000	
202-220-5-40-4510 BOMBING RANGE ROAD	2,003	0	0	0	0	
202-220-5-40-4511 KUNZE ROAD CONSTRUCTIO	0	0	0	0	0	
202-220-5-40-4512 SPRING HOLLOW BRIDGE	0	0	0	0	0	
202-220-5-40-4513 WILSON-OLSON PROJECT	0	0	2,000,000	1,079,150	0	
TOTAL CAPITAL OUTLAY	354,620	5,109	2,070,000	1,094,195	80,000	
<u>OTHER REQUIREMENTS</u>						
202-220-5-50-5355 TRANSFER TO WEED	0	0	0	0	0	
202-220-5-50-5357 TRANSFER TO EQUIPMENT	0	730,000	730,000	730,000	1,055,000	
202-220-5-50-5999 OPERATING CONTINGENCY	0	0	660,906	0	316,495	
TOTAL OTHER REQUIREMENTS	0	730,000	1,390,906	730,000	1,371,495	
<u>ENDING FUND BALANCE</u>						
202-220-5-90-9001 UNAPPROPRIATED ENDING	0	0	1,000,000	0	1,000,000	
TOTAL ENDING FUND BALANCE	0	0	1,000,000	0	1,000,000	
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TOTAL EXPENDITURES	6,374,983	7,192,344	12,478,461	5,557,075	8,569,795	
REVENUE OVER/(UNDER) EXPENDITURES (226,200)	(26,742)	(2,314,025)	1,623,959	(1,875,304)	

202-ROAD FUND
 CAPITAL EQUIPMENT

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
EXPENDITURES						
=====						
<u>CAPITAL OUTLAY</u>						
202-221-5-40-4423 ROLLER	0	0	0	0	0	<u>0</u>
202-221-5-40-4424 PICK-UP	0	0	0	0	0	<u>0</u>
202-221-5-40-4426 REPLACEMENTS	0	0	0	0	0	<u>0</u>
202-221-5-40-4431 GRADER LEASE (3)	26,987	0	0	0	0	<u>0</u>
202-221-5-40-4432 DOZER LEASE	0	0	0	0	0	<u>0</u>
202-221-5-40-4439 PAVER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL OUTLAY	26,987	0	0	0	0	<u>0</u>
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TOTAL EXPENDITURES	26,987	0	0	0	0	0
REVENUE OVER/(UNDER) EXPENDITURES (26,987)	0	0	0	0	0
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0

202-ROAD FUND
 CAPITAL EQUIPMENT

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
202-100-3-01-0101 BEGINNING FUND BALANCE			0	1,647,317	0	
202-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>2,310,025</u>	<u>0</u>	<u>1,871,304</u>	
TOTAL BEGINNING FUND BALANCE			2,310,025	1,647,317	1,871,304	
FUND TOTAL REVENUES	6,196,915	7,202,636	10,168,436	7,190,152	6,698,491	
TOTAL AVAILABLE RESOURCES			12,478,461	8,837,469	8,569,795	
FUND TOTAL EXPENDITURES	6,401,970	7,192,344	12,478,461	5,557,075	8,569,795	
REVENUE OVER/(UNDER) EXPENDITURES	(205,055)	10,292	(2,310,025)	1,633,077	(1,871,304)	
PROJECTED ENDING FUND EQUITY			0	3,280,394	0	

*** END OF REPORT ***

MORROW COUNTY, OREGON
PROPOSED BUDGET WORKSHEET
AS OF: MARCH 31ST, 2021

201-ROAD FUND EQUIP RES
NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						

<u>INVESTMENT EARNINGS</u>						
201-100-3-65-0105 INVESTMENT EARNINGS	8,835	14,970	6,000	4,952	6,000	
TOTAL INVESTMENT EARNINGS	8,835	14,970	6,000	4,952	6,000	
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TOTAL REVENUES	8,835	14,970	6,000	4,952	6,000	
REVENUE OVER/(UNDER) EXPENDITURES	8,835	14,970	6,000	4,952	6,000	

201-ROAD FUND EQUIP RES
 ROAD DEPARTMENT

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
201-220-3-30-3450 ATV GRANT	0	0	0	0	0	
TOTAL GRANT REVENUE	0	0	0	0	0	
<u>SALES OF ASSETS</u>						
201-220-3-64-6910 SALE OF EQUIPMENT	0	0	25,000	92,769	0	
TOTAL SALES OF ASSETS	0	0	25,000	92,769	0	
<u>TRANSFER FROM OTHER FUND</u>						
201-220-3-90-3815 TRANSFER FROM ROAD FUN	0	730,000	750,000	730,000	1,055,000	
201-220-3-90-3816 TRANSFER FROM WEED DEP	0	0	0	0	0	
201-220-3-90-3817 TRANSFER FROM SHEPHERD	175,000	175,000	175,000	175,000	175,000	
TOTAL TRANSFER FROM OTHER FUND	175,000	905,000	925,000	905,000	1,230,000	
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TOTAL REVENUES	175,000	905,000	950,000	997,769	1,230,000	
EXPENDITURES						

<u>CAPITAL OUTLAY</u>						
201-220-5-40-4401 EQUIPMENT REPLACEMENT	123,809	247,973	1,332,841	1,021,242	2,237,911	
201-220-5-40-4436 EQUIP REPL. WEED	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	123,809	247,973	1,332,841	1,021,242	2,237,911	
<u>RESERVED FOR FUTURE EXP.</u>						
201-220-5-80-8102 RESERVE FOR FUTURE EXP	0	0	0	0	0	
TOTAL RESERVED FOR FUTURE EXP.	0	0	0	0	0	
<u>ENDING FUND BALANCE</u>						
201-220-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
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TOTAL EXPENDITURES	123,809	247,973	1,332,841	1,021,242	2,237,911	
REVENUE OVER/(UNDER) EXPENDITURES	51,191	657,027	(382,841)	(23,473)	(1,007,911)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

201-ROAD FUND EQUIP RES
 ROAD DEPARTMENT

	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----)		(----- 2021-2022 -----)	
			CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>BEGINNING FUND BALANCE</u>						
201-100-3-01-0101 BEGINNING FUND BALANCE			0	1,014,664	0	
201-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>376,841</u>	<u>0</u>	<u>1,001,911</u>	
TOTAL BEGINNING FUND BALANCE			376,841	1,014,664	1,001,911	
FUND TOTAL REVENUES	183,835	919,970	956,000	1,002,721	1,236,000	
TOTAL AVAILABLE RESOURCES			1,332,841	2,017,385	2,237,911	
FUND TOTAL EXPENDITURES	123,809	247,973	1,332,841	1,021,242	2,237,911	
REVENUE OVER/(UNDER) EXPENDITURES	60,026	671,998	(376,841)	(18,521)	(1,001,911)	
PROJECTED ENDING FUND EQUITY			0	996,143	0	

*** END OF REPORT ***

203-FINLEY BUTTES TRUST FUND
 NON-DEPARTMENTAL

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						
<hr/>						
<u>INVESTMENT EARNINGS</u>						
203-100-3-65-0105 INVESTMENT EARNINGS	<u>9,210</u>	<u>15,115</u>	<u>11,000</u>	<u>6,924</u>	<u>9,000</u>	<u>9,000</u>
TOTAL INVESTMENT EARNINGS	9,210	15,115	11,000	6,924	9,000	9,000
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TOTAL REVENUES	9,210	15,115	11,000	6,924	9,000	9,000
REVENUE OVER/(UNDER) EXPENDITURES	9,210	15,115	11,000	6,924	9,000	9,000

203-FINLEY BUTTES TRUST FUND
 FINLEY BUTTES TRUST FUND

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>CHARGES FOR SERVICES</u>						
203-230-3-40-4372 LANDFILL FEES	<u>400,709</u>	<u>392,365</u>	<u>340,000</u>	<u>311,764</u>	<u>415,000</u>	
TOTAL CHARGES FOR SERVICES	400,709	392,365	340,000	311,764	415,000	
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TOTAL REVENUES	400,709	392,365	340,000	311,764	415,000	
EXPENDITURES						

<u>MATERIALS & SERVICES</u>						
203-230-5-20-3440 CONTRACTED SERVICES	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>100,000</u>	
TOTAL MATERIALS & SERVICES	0	0	100,000	0	100,000	
<u>OTHER REQUIREMENTS</u>						
203-230-5-50-5353 TRANSFER TO TRUST FUND	0	0	0	0	0	
203-230-5-50-5354 TRANSF TO ROAD FUND	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL OTHER REQUIREMENTS	100,000	0	0	0	0	
<u>ENDING FUND BALANCE</u>						
203-230-5-90-9001 UNAPPROPRIATED ENDING	<u>0</u>	<u>0</u>	<u>1,173,337</u>	<u>0</u>	<u>1,724,613</u>	
TOTAL ENDING FUND BALANCE	0	0	1,173,337	0	1,724,613	
<hr/>						
TOTAL EXPENDITURES	100,000	0	1,273,337	0	1,824,613	
REVENUE OVER/(UNDER) EXPENDITURES	300,709	392,365	(933,337)	311,764	(1,409,613)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

203-FINLEY BUTTES TRUST FUND
 FINLEY BUTTES TRUST FUND

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
203-100-3-01-0101 BEGINNING FUND BALANCE			0	977,003	0	
203-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>922,337</u>	<u>0</u>	<u>1,400,613</u>	
TOTAL BEGINNING FUND BALANCE			922,337	977,003	1,400,613	
FUND TOTAL REVENUES	409,919	407,479	351,000	318,688	424,000	
=====						
TOTAL AVAILABLE RESOURCES			1,273,337	1,295,692	1,824,613	
FUND TOTAL EXPENDITURES	100,000	0	1,273,337	0	1,824,613	
=====						
REVENUE OVER/(UNDER) EXPENDITURES	309,919	407,479	(922,337)	318,688	(1,400,613)	
=====						
PROJECTED ENDING FUND EQUITY			0	1,295,692	0	
=====						

*** END OF REPORT ***



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: 4/7/2021

1. Project Details

Project Name: Morrow County Trail Maintenance Shed – RPT Grant # 6918

Life (years): _____

Project Originator (Name): Four Corners Snowmobile Club

Phone: MCPW 541-989-9500

Department: Morrow County Parks Department

Location: Cutsforth Park

Desired project timing:

Start Date: July 1st 2021

Completion Date: June 30th 2023 or sooner

2. Project Description/Justification

Morrow County Parks was approached by Four Corners Snowmobile Club a while back about building a shed to store their snow groomer in at Cutsforth Park. Discussion ensued that a larger building that would incorporate the storage of the snow groomer, Parks equipment, Search and Rescue equipment, Sheriff equipment, EMS equipment and an area for emergency staging and treating of patients needing medical treatment. A (RPT) Recreational Trails Program grant through Oregon State Parks was applied for and during the application process Oregon State Parks explained that there were things in the application that was not eligible for storage in the building. The application was modified for the eligible things that could be stored in the building. The grant was approved as follows: A 40' x 48' building that 1,440 square feet that will be for storage and maintenance of the Four Corners Snowmobile club snow groomer. 480 square feet will be used for Emergency Services Staging area. The total grant application was for \$ 274,861.05. A match portion of that grant will come from the Morrow County Parks fund in in-kind work as follows: Labor \$ 21,833.35, Equipment costs \$ 22,987.70 and Materials and services of \$ 15,040.00 for a total match amount of \$ 59,861.05. Oregon State Parks will contribute the remaining \$ 215,000.00 to complete the project.

The \$ 59,861.05 will come from Contingency and Ending Fund Balance of the Parks fund and be used in the Cutsforth Park budget to complete the project.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-
2022 Budget:

YES

NO

Amount:

\$ 274,861.05

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	Oregon State Parks RTP grant	Amount: \$	\$ 215,000.00
General Ledger/Account Number	Cutsforth park budget	Amount: \$	\$ 59,861.05


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs: Minimal as new building		
Energy Costs: Unknown		
Salary Costs: None		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$ None

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		Greg Close	4-7-2021
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____

238-PARK FUND
 PARK FUND

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						

<u>INVESTMENT EARNINGS</u>						
238-100-3-65-0105 INVESTMENT EARNINGS	<u>8,625</u>	<u>6,065</u>	<u>2,000</u>	<u>1,806</u>	<u>2,000</u>	
TOTAL INVESTMENT EARNINGS	8,625	6,065	2,000	1,806	2,000	
<hr/>						
TOTAL REVENUES	8,625	6,065	2,000	1,806	2,000	
REVENUE OVER/(UNDER) EXPENDITURES	8,625	6,065	2,000	1,806	2,000	

238-PARK FUND
 CUTSFORTH PARK

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						
GRANT REVENUE						
238-200-3-30-3440 COUNTY OPPORTUNITY GRA	37,295	0	0	0	0	
238-200-3-30-3450 COMPANY GRANT	0	0	0	0	0	
238-200-3-30-3451 LOCAL GOVT. GRANT	0	0	0	0	0	
238-200-3-30-3453 ODOT GRANT-RESTROOMS	0	0	0	0	0	
238-200-3-30-3596 STATE R.V. TAX	58,422	46,370	50,000	36,283	50,000	
238-200-3-30-3597 4-H BUILDING REVENUE	<u>1,772</u>	<u>450</u>	<u>1,000</u>	<u>150</u>	<u>1,000</u>	
TOTAL GRANT REVENUE	97,489	46,820	51,000	36,433	51,000	
CHARGES FOR SERVICES						
238-200-3-40-4310 RESERVATION PROC. FEE	4,387	1,817	0	0	0	
238-200-3-40-4312 CAMPING FEES	55,599	32,802	27,000	49,933	30,000	
238-200-3-40-4313 SHOWERS	0	0	0	0	0	
238-200-3-40-4314 POP MACHINES	293	346	300	345	300	
238-200-3-40-4315 HORSE PEN RENTALS	26	15	50	24	50	
238-200-3-40-4316 RV DUMP FEES	310	290	200	300	200	
238-200-3-40-4319 WOOD SALES	1,040	1,165	800	1,490	1,000	
238-200-3-40-4326 CABIN RENTAL	5,175	3,293	3,500	4,033	3,500	
238-200-3-40-4327 CONCESSIONS	<u>2,609</u>	<u>2,982</u>	<u>2,500</u>	<u>3,842</u>	<u>2,500</u>	
TOTAL CHARGES FOR SERVICES	69,439	42,710	34,350	59,967	37,550	
MISCELLANEOUS REVENUE						
238-200-3-60-4187 MISC REVENUES	<u>4,329</u>	<u>3,764</u>	<u>3,000</u>	<u>4,428</u>	<u>3,000</u>	
TOTAL MISCELLANEOUS REVENUE	4,329	3,764	3,000	4,428	3,000	
TOTAL REVENUES	171,256	93,294	88,350	100,828	91,550	
EXPENDITURES						
PERSONNEL SERVICES						
238-200-5-10-1001 PARK HOST	0	0	0	0	0	
238-200-5-10-1002 OYCC CREW LEADER	0	0	0	0	0	
238-200-5-10-1004 PARK RANGER - 20%	0	4,821	4,699	3,837	5,058	
238-200-5-10-1005 OFFICE CLERK-33%	5,814	6,125	6,361	5,718	6,600	
238-200-5-10-1006 ADMIN. ASST.-10%	4,942	5,234	5,243	4,212	5,374	
238-200-5-10-1007 PARKS GMO - 33%	18,056	8,861	9,109	7,171	9,685	
238-200-5-10-1301 FICA	1,685	1,468	1,576	1,239	1,656	
238-200-5-10-1302 WORKERS COMP	234	11	200	8	200	
238-200-5-10-1303 RETIREMENT	1,227	2,516	2,466	2,008	2,587	
238-200-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
238-200-5-10-1305 MEDICAL INSURANCE	7,830	6,756	6,617	4,971	6,780	
238-200-5-10-1306 DENTAL INSURANCE	483	412	405	297	387	
238-200-5-10-1309 SUTA	333	278	305	190	347	

238-PARK FUND
 CUTSFORTH PARK

	2018-2019		2019-2020		CURRENT		Y-T-D		REQUESTED		PROPOSED	
	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
238-200-5-10-1316 DISABILITY INS	27	22	0		0	16		0				
238-200-5-10-1317 LIFE INSURANCE	22	18	0		0	13		0				
238-200-5-10-1321 MEDICARE	394	343	368		368	290		387				
TOTAL PERSONNEL SERVICES	41,048	36,866	37,349		37,349	29,970		39,061				
<u>MATERIALS & SERVICES</u>												
238-200-5-20-2214 OTHER SERVICES	581	916	2,000		2,000	1,670		2,000				
238-200-5-20-2251 GASOLINE	258	150	150		150	0		150				
238-200-5-20-2255 PROPANE	1,761	3,279	3,500		3,500	1,645		3,500				
238-200-5-20-2265 JANITORIAL SUPPLIES	1,000	1,613	1,500		1,500	1,500		2,000				
238-200-5-20-2375 MISC SUPPLIES	1,406	438	1,203		1,203	194		1,870				
238-200-5-20-2464 REFUND OF FEES	813	550	2,300		2,300	0		0				
238-200-5-20-2492 OREGON LODGING TAX	1,301	501	2,700		2,700	950		2,000				
238-200-5-20-2510 RESERVATION PROC. FEE	2,744	2,683	0		0	3,322		3,500				
238-200-5-20-3140 MISC PROFESSIONAL SERV	3,556	2,396	2,000		2,000	1,053		2,000				
238-200-5-20-3230 ADVERTISING	1,936	1,276	1,000		1,000	1,137		1,000				
238-200-5-20-3240 TELEPHONE	1,021	962	1,000		1,000	810		1,000				
238-200-5-20-3311 LODGING & MEALS	0	0	500		500	0		500				
238-200-5-20-3440 CONTRACT PARK HOST	8,790	8,055	8,950		8,950	6,345		9,950				
238-200-5-20-3441 CABIN CONTRACTOR	0	0	0		0	0		0				
238-200-5-20-3442 INTERNET	1,422	1,422	1,000		1,000	948		1,000				
238-200-5-20-3530 INSURANCE	1,127	544	1,500		1,500	1,858		2,000				
238-200-5-20-3610 ELECTRICITY	5,322	5,383	5,000		5,000	4,676		5,500				
238-200-5-20-3715 REPAIRS & MTN BLDGS	1,255	4,411	4,500		4,500	137		5,500				
238-200-5-20-3728 REPAIRS & MTN GROUNDS	485	3,150	1,500		1,500	428		1,500				
238-200-5-20-3812 EQUIPMENT & RENTAL	0	36	1,500		1,500	50		1,500				
238-200-5-20-3814 CONCESSIONS	1,617	835	2,000		2,000	641		2,000				
238-200-5-20-3815 SANITARY SERVICES	2,743	4,566	2,500		2,500	3,475		3,500				
238-200-5-20-3817 REFUNDS	4,955	6,330	4,500		4,500	58		100				
TOTAL MATERIALS & SERVICES	44,093	49,495	50,803		50,803	30,780		52,070				
<u>CAPITAL OUTLAY</u>												
238-200-5-40-4108 IMPROVEMENTS	1,010	0	0		0	0		0				
238-200-5-40-4401 4-H BUILDING IMPS	0	0	0		0	0		0				
238-200-5-40-4402 4-H BUILDING MTN	0	0	0		0	0		0				
238-200-5-40-4436 DEQ PERMITS	0	0	0		0	0		0				
238-200-5-40-4437 GAZEBO PROJECT	0	0	0		0	0		0				
TOTAL CAPITAL OUTLAY	1,010	0	0		0	0		0				
<u>RESERVED FOR FUTURE EXP.</u>												
238-200-5-80-8102 4-H RESERVE FOR FUTURE	0	0	0		0	0		0				
TOTAL RESERVED FOR FUTURE EXP.	0	0	0		0	0		0				
TOTAL EXPENDITURES	86,150	86,360	88,152		88,152	60,750		91,131				
REVENUE OVER/(UNDER) EXPENDITURES	85,106	6,933	198		198	40,078		419				

238-PARK FUND
 ANSON WRIGHT PARK

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						
GRANT REVENUE						
238-238-3-30-3428 ODOT REVENUE	0	0	0	0	0	
238-238-3-30-3440 THINNING PROJECT	0	0	0	0	0	
238-238-3-30-3451 GRANTS	0	0	0	0	0	
238-238-3-30-3596 STATE R.V. TAX	58,422	46,370	52,000	36,283	52,000	
TOTAL GRANT REVENUE	58,422	46,370	52,000	36,283	52,000	
CHARGES FOR SERVICES						
238-238-3-40-4308 SHOWER FEES	4	11	0	0	0	
238-238-3-40-4310 RESERVATION PROC. FEE	1,249	670	0	0	0	
238-238-3-40-4312 CAMPING FEES	16,537	11,743	7,500	18,371	11,000	
238-238-3-40-4313 CONCESSIONS	140	243	150	297	150	
238-238-3-40-4314 POP MACHINES	57	145	100	227	150	
238-238-3-40-4316 RV DUMP FEES	40	50	50	110	50	
238-238-3-40-4319 WOOD SALES	439	645	200	435	250	
238-238-3-40-4326 CABIN RENTAL	1,463	499	700	882	700	
TOTAL CHARGES FOR SERVICES	19,929	14,006	8,700	20,321	12,300	
MISCELLANEOUS REVENUE						
238-238-3-60-4187 MISC REVENUES	370	360	200	364	200	
TOTAL MISCELLANEOUS REVENUE	370	360	200	364	200	
REIMBURSEMENTS						
238-238-3-80-7075 REIMBURSED ITEMS	0	0	0	0	0	
TOTAL REIMBURSEMENTS	0	0	0	0	0	
TOTAL REVENUES	78,720	60,737	60,900	56,969	64,500	
EXPENDITURES						
PERSONNEL SERVICES						
238-238-5-10-1001 PARK HOSTS	0	0	0	0	0	
238-238-5-10-1002 OYCC CREW LEADER	0	0	0	0	0	
238-238-5-10-1003 MAINTENANCE	0	0	0	0	0	
238-238-5-10-1004 PARK RANGER 20%	0	4,821	4,699	3,837	5,058	
238-238-5-10-1005 OFFICE CLERK-33%	5,814	6,125	6,361	5,718	6,600	
238-238-5-10-1006 ADMIN. ASST.-10%	4,942	5,234	5,243	4,212	5,374	
238-238-5-10-1007 PARKS GMO - 33%	18,056	8,861	9,109	7,171	9,682	
238-238-5-10-1301 FICA	1,685	1,468	1,576	1,239	1,656	
238-238-5-10-1302 WORKERS COMP	234	11	200	8	200	
238-238-5-10-1303 RETIREMENT	1,227	2,516	2,466	2,008	2,587	
238-238-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
238-238-5-10-1305 MEDICAL INSURANCE	7,830	6,756	6,617	4,971	6,780	

238-PARK FUND
 ANSON WRIGHT PARK

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
238-238-5-10-1306 DENTAL INSURANCE	483	412	405	297	387			
238-238-5-10-1309 SUTA	333	278	305	190	347			
238-238-5-10-1316 DISABILITY INS	27	22	0	16	0			
238-238-5-10-1317 LIFE INSURANCE	22	18	0	13	0			
238-238-5-10-1321 MEDICARE	394	343	368	290	387			
TOTAL PERSONNEL SERVICES	41,048	36,866	37,349	29,970	39,058			
MATERIALS & SERVICES								
238-238-5-20-2214 OTHER SERVICES	461	480	2,123	1,129	1,200			
238-238-5-20-2251 GASOLINE	0	0	0	0	0			
238-238-5-20-2255 PROPANE	1,772	1,212	1,500	758	1,500			
238-238-5-20-2265 JANITORIAL SERVICES	490	1,029	1,000	1,136	1,200			
238-238-5-20-2375 MISC SUPPLIES	546	273	500	162	500			
238-238-5-20-2492 OREGON LODGING TAX	422	147	500	366	500			
238-238-5-20-2510 RESERVATION PROC. FEE	888	1,613	0	1,751	1,600			
238-238-5-20-3140 PROFESSIONAL SVCS	2,605	2,296	1,000	863	1,000			
238-238-5-20-3230 ADVERTISING	1,547	849	500	986	500			
238-238-5-20-3240 TELEPHONE	1,066	998	1,000	837	1,000			
238-238-5-20-3241 INTERNET SERVICE	1,422	1,422	1,000	948	1,000			
238-238-5-20-3311 LODGING & MEALS	0	0	100	0	100			
238-238-5-20-3440 CONTRACT PARK HOST	4,165	4,550	5,455	3,605	7,280			
238-238-5-20-3530 INSURANCE	710	2,402	1,000	240	1,000			
238-238-5-20-3610 ELECTRICITY	3,325	3,137	3,500	2,812	4,000			
238-238-5-20-3715 REPAIR & MTN BLDS	227	0	1,000	107	1,000			
238-238-5-20-3728 REPAIR & MTN GROUNDS	348	2,039	1,000	80	1,590			
238-238-5-20-3812 EQUIPMENTAL & RENTAL	508	0	0	0	0			
238-238-5-20-3814 CONCESSIONS	176	150	150	44	150			
238-238-5-20-3815 SANITARY SERVICES	1,177	340	1,000	0	1,000			
238-238-5-20-3817 REFUNDS	2,568	973	1,000	242	100			
TOTAL MATERIALS & SERVICES	24,423	23,910	23,328	16,065	26,220			
CAPITAL OUTLAY								
238-238-5-40-4105 THINNING PROJECT	0	0	0	0	0			
238-238-5-40-4108 IMPROVEMENTS	0	0	0	0	0			
238-238-5-40-4109 ODOT PROJECT	0	0	0	0	0			
TOTAL CAPITAL OUTLAY	0	0	0	0	0			
TOTAL EXPENDITURES	65,470	60,776	60,677	46,035	65,278			
REVENUE OVER/(UNDER) EXPENDITURES	13,249	(40)	223	10,933	(778)			

238-PARK FUND
 ATV PARK

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
238-300-3-30-3440 COUNTY OPPORTUNITY GRA	0	83,946	0	0	0	_____
238-300-3-30-3441 POLARIS 07	0	0	0	0	0	_____
238-300-3-30-3442 ATV SAFETY 07	0	0	0	0	0	_____
238-300-3-30-3443 ATV DEVELOPMENT 07	0	0	0	0	0	_____
238-300-3-30-3444 RTP GRANT 07	0	0	0	0	0	_____
238-300-3-30-3445 OPERATION/MAINT GRANT	0	561,586	333,900	0	375,250	_____
238-300-3-30-3446 LOCAL GOVERNMENT GRANT	0	0	0	0	0	_____
238-300-3-30-3447 O&M 07-18.2	0	0	0	0	0	_____
238-300-3-30-3450 ATV GRANT	0	0	0	0	0	_____
238-300-3-30-3451 GRANTS	0	0	149,600	0	0	_____
238-300-3-30-3452 RTP GRANT	0	0	0	0	0	_____
238-300-3-30-3453 RV DEVELOPMENT GRANT A	0	0	0	0	0	_____
238-300-3-30-3454 OWEB GRANT	0	0	0	0	0	_____
238-300-3-30-3455 RTP A	0	0	0	0	0	_____
238-300-3-30-3456 RTP B	0	0	0	0	0	_____
238-300-3-30-3457 YAMAHA GRANT	0	0	0	0	0	_____
238-300-3-30-3458 LAND & WATER CONS. GRA	0	0	0	0	0	_____
238-300-3-30-3459 OYCC GRANT	0	0	0	0	0	_____
238-300-3-30-3596 STATE R.V. TAX	<u>36,482</u>	<u>30,914</u>	<u>45,000</u>	<u>24,189</u>	<u>50,000</u>	_____
TOTAL GRANT REVENUE	36,482	676,445	528,500	24,189	425,250	_____
<u>CHARGES FOR SERVICES</u>						
238-300-3-40-3440 THINNING PROJECT	69,401	0	0	0	0	_____
238-300-3-40-4305 ATV LICENSE FEES	0	0	0	11	0	_____
238-300-3-40-4308 SHOWER FEES	0	0	0	0	0	_____
238-300-3-40-4309 RESERVATION PROC. FEE	7,561	2,423	0	0	0	_____
238-300-3-40-4310 FACILITY RENTAL	209	0	0	0	0	_____
238-300-3-40-4311 TRAILHEAD FEES	0	0	0	0	0	_____
238-300-3-40-4312 CAMPING FEES	84,241	56,256	45,000	69,250	45,000	_____
238-300-3-40-4313 CONCESSIONS	3,827	2,585	3,000	2,888	3,000	_____
238-300-3-40-4314 POP MACHINES	392	313	200	257	200	_____
238-300-3-40-4315 GRAZING LEASES	4,347	8,680	8,700	8,680	8,700	_____
238-300-3-40-4316 RV DUMP FEES	2,290	1,810	1,000	2,120	1,500	_____
238-300-3-40-4317 ATV PERMITS	1,964	2,580	1,000	1,880	1,200	_____
238-300-3-40-4318 PROPANE SALES	1,735	2,003	2,000	2,824	2,000	_____
238-300-3-40-4319 WOOD SALES	4,200	4,225	2,000	2,315	2,000	_____
238-300-3-40-4325 ATV WASH DOWN	531	385	300	196	300	_____
238-300-3-40-4326 CABIN RENTAL	27,278	13,742	11,000	12,098	11,000	_____
238-300-3-40-4327 ADVERTISING CHARGES	0	0	0	0	0	_____
238-300-3-40-4328 BLDG RENTAL/OFFICE SPA	0	0	0	0	0	_____
238-300-3-40-4329 CABIN RENTAL-M. CO.	0	0	0	0	0	_____
238-300-3-40-4330 RESTAURANT - LANDING	<u>3,169</u>	<u>0</u>	<u>42,000</u>	<u>0</u>	<u>42,000</u>	_____
TOTAL CHARGES FOR SERVICES	211,144	95,001	116,200	102,516	116,900	_____

238-PARK FUND
 ATV PARK

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MISCELLANEOUS REVENUE</u>						
238-300-3-60-4187 MISC REVENUES	27,236	3,206	2,500	10,906	3,000	
238-300-3-60-4191 SOUVENIER SALES	753	0	1,000	0	1,000	
TOTAL MISCELLANEOUS REVENUE	27,989	3,206	3,500	10,906	4,000	
<u>REIMBURSEMENTS</u>						
238-300-3-80-8010 OPERATING LOAN	0	0	0	0	0	
TOTAL REIMBURSEMENTS	0	0	0	0	0	
<hr/>						
TOTAL REVENUES	275,616	774,651	648,200	137,611	546,150	
<u>EXPENDITURES</u>						
<u>PERSONNEL SERVICES</u>						
238-300-5-10-1001 PARK HOSTS	0	0	0	0	0	
238-300-5-10-1002 MAINTENANCE	0	0	0	0	0	
238-300-5-10-1003 OYCC CREW	0	11,769	12,000	6,312	12,000	
238-300-5-10-1004 PARK RANGER	0	38,567	37,594	30,695	40,460	
238-300-5-10-1005 OFFICE CLERK-34%	5,990	6,311	6,553	5,891	6,800	
238-300-5-10-1006 ADMIN. ASST. -10%	4,942	5,234	5,243	4,212	5,374	
238-300-5-10-1007 PARKS GMO - 34%	18,603	41,353	42,508	33,466	45,184	
238-300-5-10-1170 TEMPORARY HELP	51,647	33,184	42,645	12,828	15,000	
238-300-5-10-1301 FICA	4,922	8,214	7,372	5,690	7,739	
238-300-5-10-1302 WORKERS COMP	1,051	3,841	2,951	6,004	3,040	
238-300-5-10-1303 PACIFIC MUTUAL	1,227	10,810	10,623	8,669	11,367	
238-300-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
238-300-5-10-1305 MEDICAL INSURANCE	7,998	27,884	28,111	21,106	28,803	
238-300-5-10-1306 DENTAL INSURANCE	492	1,586	1,600	1,172	1,528	
238-300-5-10-1308 HRA DED. CONTRIBUTION	0	0	0	0	0	
238-300-5-10-1309 SUTA	1,090	1,595	1,422	866	1,605	
238-300-5-10-1316 DISABILITY INS	27	100	140	75	140	
238-300-5-10-1317 LIFE INSURANCE	23	83	117	54	117	
238-300-5-10-1320 VACATION ACCRUAL	900	5,288	4,464	0	4,598	
238-300-5-10-1321 MEDICARE	1,151	1,921	1,724	1,331	1,810	
TOTAL PERSONNEL SERVICES	100,063	197,740	205,067	138,370	185,565	
<u>MATERIALS & SERVICES</u>						
238-300-5-20-2214 OTHER SERVICES	2,014	1,319	1,000	2,057	1,000	
238-300-5-20-2251 GASOLINE	15,065	13,868	7,000	5,891	9,000	
238-300-5-20-2254 DIESEL	10,692	9,225	7,500	4,697	10,000	
238-300-5-20-2255 PROPANE	10,574	8,975	7,500	7,865	9,000	
238-300-5-20-2265 JANITORIAL SUPPLIES	1,676	1,769	2,000	782	2,000	
238-300-5-20-2285 SMALL TOOLS	6,402	6,842	7,000	1,300	12,000	
238-300-5-20-2353 EQUIPMENT REPAIR	21,489	15,622	15,000	9,649	15,000	
238-300-5-20-2375 MISC SUPPLIES	11,395	3,877	4,500	1,973	15,000	
238-300-5-20-2464 REFUND OF FEES CONT. C	0	0	0	0	0	

238-PARK FUND
 ATV PARK

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
238-300-5-20-2486 OPERATING LOAN REPAYME	0	0	0	0	0	
238-300-5-20-2490 PROPERTY TAXES	3,309	3,409	4,500	3,656	4,500	
238-300-5-20-2492 OREGON LODGING TAX	2,282	686	1,200	1,779	1,500	
238-300-5-20-2505 CONTRACT SERVICES OTHE	151,472	27,761	55,000	10,461	47,292	
238-300-5-20-2510 RESERVATION PROC. FEE	4,599	5,222	0	5,966	5,250	
238-300-5-20-2539 SIGNS	3,668	223	3,000	778	4,000	
238-300-5-20-3120 ENGINEERING & SURVEYIN	1,844	0	1,500	0	500	
238-300-5-20-3140 MISC PROFESSIONAL SVCS	42,959	40,756	42,000	41,493	42,000	
238-300-5-20-3210 PROJECT MANAGER	0	0	0	0	0	
238-300-5-20-3230 ADVERTISING	6,682	4,071	4,000	4,019	4,000	
238-300-5-20-3240 TELEPHONE	2,150	3,356	2,500	2,777	2,500	
238-300-5-20-3241 INTERNET SERVICE	3,144	4,478	3,000	2,378	3,000	
238-300-5-20-3311 LODGING & MEALS	1,506	264	2,000	(208)	2,000	
238-300-5-20-3440 CONTRACT PARK HOST	12,735	11,870	14,000	9,600	19,800	
238-300-5-20-3441 CABIN CONTRACTOR	2,842	0	0	0	0	
238-300-5-20-3442 CABIN CLEANING	0	0	0	0	0	
238-300-5-20-3530 INSURANCE	9,745	9,097	10,000	9,767	10,000	
238-300-5-20-3610 ELECTRICITY	13,996	13,465	17,000	12,817	17,000	
238-300-5-20-3715 REPAIR & MTN BLDGS	4,207	1,566	3,000	4,430	3,000	
238-300-5-20-3717 BUILDING MAINTENANCE	1,453	5,504	3,000	3,683	3,000	
238-300-5-20-3728 REPAIR & MTN GROUNDS	5,180	6,034	3,000	4,200	5,500	
238-300-5-20-3812 EQUIPMENT & RENTAL	410	4,647	10,000	4,650	10,000	
238-300-5-20-3814 CONCESSIONS	2,683	2,576	18,000	3,157	18,000	
238-300-5-20-3815 SANITARY SERVICES	7,012	7,036	7,000	5,658	8,000	
238-300-5-20-3816 ATV PERMIT STATE T/O	1,870	2,380	1,300	1,880	2,000	
238-300-5-20-3817 REFUNDS	12,150	6,099	7,000	520	500	
238-300-5-20-3818 SOUVENIERS	2,745	2,215	3,000	0	3,000	
238-300-5-20-3819 REFUNDS CONT. CABINS	0	0	0	0	0	
TOTAL MATERIALS & SERVICES	379,950	224,213	266,500	167,674	289,342	
<u>CAPITAL OUTLAY</u>						
238-300-5-40-4103 EQUIPMENT PURCHASES	95,808	123,803	259,600	255,489	162,000	
238-300-5-40-4104 FENCE & CATTLEGAURDS	0	0	0	0	0	
238-300-5-40-4105 TRAIL DEVELOPMENT	0	0	0	0	0	
238-300-5-40-4106 RV PARK DEVEL/ ACQUISI	0	0	0	0	0	
238-300-5-40-4107 MAINTENANCE FACILITY D	0	0	0	0	0	
238-300-5-40-4108 IMPROVEMENTS	0	85,391	0	0	0	
238-300-5-40-4109 CONTRACTED SERVICES F	11,838	0	10,000	0	0	
238-300-5-40-4110 LAGOON SYSTEM	0	0	0	0	0	
238-300-5-40-4111 WASHDOWN FACILITY	0	0	0	0	0	
238-300-5-40-4112 EQUIPMENT BUILDING	0	0	0	0	0	
238-300-5-40-4113 RESTROOMS	0	0	0	0	0	
238-300-5-40-4114 THINNING PROJECT	0	0	0	0	0	
238-300-5-40-4115 WELCOME CENTER BLDG	0	0	0	0	0	
238-300-5-40-4116 SAFETY BLDG	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	107,646	209,194	269,600	255,489	162,000	

238-PARK FUND
 ATV PARK

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>OTHER REQUIREMENTS</u>						
238-300-5-50-5357 TRANSFER TO OTHER FUND	0	0	0	0	0	
238-300-5-50-5999 CONTINGENCY	0	0	175,505	0	167,793	
TOTAL OTHER REQUIREMENTS	0	0	175,505	0	167,793	
<hr/>						
TOTAL EXPENDITURES	587,659	631,147	916,672	561,533	804,700	
REVENUE OVER/(UNDER) EXPENDITURES (312,044)	143,505	(268,472)	(423,922)	(258,550)	

238-PARK FUND
 FAIR PARK

	(------ 2020-2021 -----)		(------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
238-400-3-30-3451 LOCAL - GOVT. GRANT	0	0	0	0	0	
TOTAL GRANT REVENUE	0	0	0	0	0	
<u>CHARGES FOR SERVICES</u>						
238-400-3-40-4310 RESERVATION PROC. FEE	0	0	0	0	0	
238-400-3-40-4312 CAMPING FEES	0	5,517	2,900	14,021	2,900	
238-400-3-40-4316 RV DUMP FEE	0	0	100	0	100	
TOTAL CHARGES FOR SERVICES	0	5,517	3,000	14,021	3,000	
<u>MISCELLANEOUS REVENUE</u>						
238-400-3-60-4187 MISC REVENUES	0	0	0	0	0	
TOTAL MISCELLANEOUS REVENUE	0	0	0	0	0	
<u>REIMBURSEMENTS</u>						
238-400-3-80-7075 REIMBURSED ITEMS	0	0	0	0	0	
TOTAL REIMBURSEMENTS	0	0	0	0	0	
<hr/>						
TOTAL REVENUES	0	5,517	3,000	14,021	3,000	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
238-400-5-10-1004 PARK RANGER	0	0	0	0	0	
238-400-5-10-1005 OFFICE CLERK	0	0	0	0	0	
238-400-5-10-1006 ADMIN ASST.	0	0	0	0	0	
238-400-5-10-1007 PARKS GMO	0	0	0	0	0	
238-400-5-10-1301 FICA	0	0	0	0	0	
238-400-5-10-1302 WORKERS COMP	0	0	0	0	0	
238-400-5-10-1303 RETIREMENT	0	0	0	0	0	
238-400-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
238-400-5-10-1305 MEDICAL INSURANCE	0	0	0	0	0	
238-400-5-10-1306 DENTAL INSURANCE	0	0	0	0	0	
238-400-5-10-1309 SUTA	0	0	0	0	0	
238-400-5-10-1316 DISABILITY INSURANCE	0	0	0	0	0	
238-400-5-10-1317 LIFE INSURANCE	0	0	0	0	0	
238-400-5-10-1321 MEDICARE	0	0	0	0	0	
TOTAL PERSONNEL SERVICES	0	0	0	0	0	

238-PARK FUND
 FAIR PARK

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
238-400-5-20-2214 OTHER SERVICES	0	0	261	0	261	
238-400-5-20-2251 GASOLINE	0	0	0	0	0	
238-400-5-20-2255 PROPANE	0	0	0	0	0	
238-400-5-20-2265 JANITORIAL SERVICES	0	0	0	0	0	
238-400-5-20-2285 SMALL TOOLS	0	0	0	0	0	
238-400-5-20-2353 EQUIPMENT REPAIR	0	0	0	0	0	
238-400-5-20-2375 MISC SUPPLIES	0	0	0	0	0	
238-400-5-20-2490 PROPERTY TAX	0	0	0	0	0	
238-400-5-20-2492 OREGON LODGING TAX	0	0	290	2	290	
238-400-5-20-2505 CONTRACT SERVICES - OT	0	0	130	0	130	
238-400-5-20-2510 RESERVATION PROC. FEE	0	184	100	724	100	
238-400-5-20-2539 SIGNS	0	0	100	0	100	
238-400-5-20-3230 ADVERTISING	0	0	0	487	0	
238-400-5-20-3240 TELEPHONE	0	0	0	0	0	
238-400-5-20-3241 INTERNET	0	0	0	0	0	
238-400-5-20-3311 LODGING & MEALS	0	0	0	0	0	
238-400-5-20-3440 PARK HOST	0	0	0	0	0	
238-400-5-20-3530 INSURANCE	0	0	100	0	100	
238-400-5-20-3610 ELECTRICITY	0	759	330	1,017	330	
238-400-5-20-3661 WATER/SEWER	0	254	0	0	0	
238-400-5-20-3728 REPAIR & MTN GROUNDS	0	144	100	0	0	
238-400-5-20-3812 EQUIPMENT & RENTAL	0	0	0	0	100	
238-400-5-20-3815 SANITARY SERVICES	0	550	480	1,500	480	
238-400-5-20-3817 REFUNDS	0	0	50	0	50	
TOTAL MATERIALS & SERVICES	0	1,890	1,941	3,730	1,941	
<u>CAPITAL OUTLAY</u>						
238-400-5-40-4108 IMPROVEMENTS	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	0	1,890	1,941	3,730	1,941	
REVENUE OVER/(UNDER) EXPENDITURES	0	3,627	1,059	10,291	1,059	

238-PARK FUND
 FAIR PARK

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
238-100-3-01-0101 BEGINNING FUND BALANCE			0	389,949	0	
238-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>264,992</u>	<u>0</u>	<u>255,850</u>	
TOTAL BEGINNING FUND BALANCE			264,992	389,949	255,850	
FUND TOTAL REVENUES	534,216	940,264	802,450	311,234	707,200	
TOTAL AVAILABLE RESOURCES			1,067,442	701,183	963,050	
FUND TOTAL EXPENDITURES	739,280	780,173	1,067,442	672,048	963,050	
REVENUE OVER/(UNDER) EXPENDITURES	(205,064)	160,090	(264,992)	(360,814)	(255,850)	
PROJECTED ENDING FUND EQUITY			0	29,135	0	

*** END OF REPORT ***

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. Department/Office Name:

Public Works, Lexington Airport

2. Department Goals and Objectives for Fiscal Year 2021-2022:

1.

Goal: To create an economic impact for a small airport. Easier access to the pilot/visitor. Also, to bring in business and commerce.

Objectives: Infrastructure and air connectivity has a positive correlation with economic growth. Courtesy car availability and future infrastructure feasibility study for development.

3. Department/Fund Budget Worksheets. (Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)

4. Notes to the Department Budget Requests: Discuss significant changes. How do these help the Department to meet its goals and objectives?

In the past year the Lexington airport staff had established an Airport Advisory committee which develops recommendations for airport staff by providing an ongoing citizen perspective and review of airport capital improvement projects, environmental issues, air service development and changes to airport administration policy.

A courtesy car was implemented to help with economic visits in the area, the car allows business to be conducted.

Federal Aviation funds are available for seal coat of the runway and taxiways, and replacement of each runway lighting which are out dated. This 2021 year are the planning stage of the project and 2022 will be the work done through a contractor.

Feasibility study conducted which was a huge help in helping of the development of hangers, UAS activity and Mechanic and technical ability or access. Economic growth is important and to conduct a study on this process was a vast influence on getting the correct development for the area.

Losing our Automated Weather Observation technician to retirement in the summer of 2020. Internal staff took on the role and are working with All weather incorporated, We are able to conduct the necessary certifications required.

5. Department Decision Package Number 1

a. Proposal Title:

Ceilometer purchase for Automated Weather Observation System.

b. Total Cost of Decision Package:

Quote on 07/2020 \$31,175.00

c. Proposal Description and Justification:

In 2003 a grant was used to purchase the elite unit of the Automated Weather observing system (AWOS) Automated weather stations offer the convenience of unattended, long-term monitoring at multiple remote locations, thereby reducing the time and cost associated with frequent measurements. In addition, the possibility of human error in data collection is minimized. This is important to the pilot. sensor suites which are designed to serve aviation and meteorological operations, weather forecasting and climatology. Automated airport weather stations have become part of the backbone of weather observing in the United States and Canada and are becoming increasingly more dominant worldwide due to their efficiency and cost-savings. Units continue to be serviced and maintained greatly. Inspectors come on a quarterly basis and Morrow County has one of the best elite / pristine units and impressed many who visit the site. Many components are important and right now one is on the obsolete radar and parts are no longer available. This component is the Ceilometer and this is a device that uses a laser or other light source to determine the height of a cloud ceiling or cloud base. Ceilometers can also be used to measure the aerosol concentration within the atmosphere. When based on laser, it is a type of atmospheric lidar. Visiting with several pilots it is an important piece to the pilot. For the VFR (visual flight rules) and IFR (instrument flight rules) pilots knowing the cloud height will be a go or no-go decision. The VFR pilot needs to know what the ceiling is and if its broken or overcast and what the height of the cloud base is above the ground. The IFR pilot also needs this information to decide on even starting an approach into the airport, if the cloud height is to low you could not land at this airport or if its reported above minimums they could use this airport for landing or for the required alternate if required. This is all in the interest of safety. Which is priority for the facility.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i. *Capital improvement 205.250.540.4304 AWOS Project*

Lexington Airport Project Budget Estimate (2/3/21)

Project Name	FAA Grant Amount	County Share	Total Project Cost	Plan Year	Notes
Seal Coat & REIL Construction (Design)	\$159,031.00	\$0.00	\$159,031.00	2020-2021	100% FAA share through CARES Act
Seal Coat & REIL Construction (Construction)	\$756,524.00	\$84,058.00	\$840,582.00	2021-2022, 2022-2023	COAR grant may fund 90% of County share (\$75,652).
Taxiway D (Design)	\$150,000.00	\$16,667.00	\$166,667.00	2022-2023	
Taxiway D (Construction)	\$850,000.00	\$94,444.00	\$944,444.00	2023-2024	Estimate construction in Summer 2023.

Fiscal Year	Seal Coat & REIL Project			Taxiway D Reconstruction		
	FAA Share	County Share	Total	FAA Share	County Share	Total
July 1 2020-June 30 2021	\$159,031.00	\$0.00	\$159,031.00	\$0.00	\$0.00	\$0.00
July 1 2021-June 30 2022	\$36,524.00	\$4,058.00	\$40,582.00	\$0.00	\$0.00	\$0.00
July 1 2022-June 30 2023	\$720,000.00	\$80,000.00	\$800,000.00	\$150,000.00	\$16,667.00	\$166,667.00
July 1 2023-June 30 2024	\$0.00	\$0.00	\$0.00	\$850,000.00	\$94,444.00	\$944,444.00

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021

205-AIRPORT FUND
 NON-DEPARTMENTAL

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
=====						
INVESTMENT EARNINGS						
205-100-3-65-0105 INVESTMENT EARNINGS	2,458	951	100	0	200	<u> </u>
TOTAL INVESTMENT EARNINGS	2,458	951	100	0	200	
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TOTAL REVENUES	2,458	951	100	0	200	
REVENUE OVER/ (UNDER) EXPENDITURES	2,458	951	100	0	200	

205-AIRPORT FUND

AIRPORT

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						
=====						
GRANT REVENUE						
205-250-3-30-3614 AWOS REVENUE	0	0	0	0	0	_____
205-250-3-30-3615 AWOS FUNDING	0	0	0	0	0	_____
205-250-3-30-3616 CRP LAND PAYMENT	1,172	0	0	0	0	_____
205-250-3-30-3618 FAM GRANT	309,232	0	915,555	0	756,524	_____
205-250-3-30-3619 CONNECT OREGON GRANT	0	0	0	0	0	_____
205-250-3-30-3620 ODA FUNDS	2,581	0	91,556	0	75,652	_____
TOTAL GRANT REVENUE	312,984	0	1,007,111	0	832,176	
CHARGES FOR SERVICES						
205-250-3-40-4350 THROUGH FENCE AGREEMEN	0	900	900	0	900	_____
205-250-3-40-4355 AIRPORT LEASE	2,000	2,000	2,000	0	2,000	_____
205-250-3-40-4356 OFFICE RENT	0	0	0	0	0	_____
205-250-3-40-4360 FAM GRANT	0	0	0	0	0	_____
205-250-3-40-4361 AVIATION FUEL SALES	16,768	25,738	15,000	0	25,000	_____
205-250-3-40-4363 HANGAR RENT	10,680	7,770	17,400	0	18,731	_____
205-250-3-40-4364 INSURANCE REIMBURSEMEN	0	0	0	0	0	_____
205-250-3-40-4365 HANGER FOUNDATION GRAN	0	0	0	0	0	_____
205-250-3-40-4366 FACILITY USAGE CHARGE	0	0	0	0	0	_____
205-250-3-40-4367 UTILITY LEASE	0	0	0	0	0	_____
205-250-3-40-4380 ENTERPRISE ZONE FEE	0	0	0	0	0	_____
TOTAL CHARGES FOR SERVICES	29,448	36,408	35,300	0	46,631	
MISCELLANEOUS REVENUE						
205-250-3-60-4187 MISC. REVENUE	813	250	2,400	0	2,400	_____
TOTAL MISCELLANEOUS REVENUE	813	250	2,400	0	2,400	
DONATIONS						
205-250-3-67-6932 SPECIFIC PURPOSE DONAT	0	0	0	0	0	_____
TOTAL DONATIONS	0	0	0	0	0	
REIMBURSEMENTS						
205-250-3-80-7075 MISC REVENUE	0	0	0	0	0	_____
TOTAL REIMBURSEMENTS	0	0	0	0	0	
TRANSFER FROM OTHER FUND						
205-250-3-90-3815 TRANS FROM GEN FUND	0	0	86,172	0	8,406	_____
205-250-3-90-3820 TRANS FROM SHEPHERDS F	0	0	0	0	0	_____
205-250-3-90-3827 TRANS FROM VID LOTTERY	16,000	30,000	30,000	0	30,000	_____
TOTAL TRANSFER FROM OTHER FUND	16,000	30,000	116,172	0	38,406	
<hr/>						
TOTAL REVENUES	359,244	66,658	1,160,983	0	919,613	

205-AIRPORT FUND

AIRPORT

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES						
=====						
PERSONNEL SERVICES						
205-250-5-10-1001 AWOS MAINTENANCE	0	0	0	0	0	_____
205-250-5-10-1301 FICA	0	0	0	0	0	_____
205-250-5-10-1302 WORKERS COMP	0	0	0	0	0	_____
205-250-5-10-1303 RETIREMENT	0	0	0	0	0	_____
205-250-5-10-1309 UNEMPLOYMENT INSURANCE	0	0	0	0	0	_____
205-250-5-10-1321 MANDATED MEDICARE	0	0	0	0	0	_____
TOTAL PERSONNEL SERVICES	0	0	0	0	0	_____
MATERIALS & SERVICES						
205-250-5-20-2210 AWOS MAINTENANCE	3,500	6,260	3,500	0	3,500	_____
205-250-5-20-2211 AWOS LEASE	0	0	0	0	0	_____
205-250-5-20-2214 REGISTRATION & DUES	0	0	0	0	0	_____
205-250-5-20-2215 AWOS MAINT PERSON	0	3,000	9,560	0	0	_____
205-250-5-20-2370 PILOT LOUNGE SUPPLIES	0	0	0	0	0	_____
205-250-5-20-3240 AWOS PHONE	1,409	1,509	1,200	0	1,200	_____
205-250-5-20-3241 TELEPHONE	509	596	540	0	540	_____
205-250-5-20-3311 LODGING AND MEALS	0	0	0	0	0	_____
205-250-5-20-3440 CONTRACT SERVICES	0	0	0	0	9,700	_____
205-250-5-20-3538 LIABILITY/PROP INSURAN	4,808	5,163	5,200	0	5,200	_____
205-250-5-20-3610 ELECTRICITY	4,435	4,917	4,200	0	4,200	_____
205-250-5-20-3650 WATER & SEWER	0	0	0	0	0	_____
205-250-5-20-3710 REPAIR & MAINT. AUTO	0	0	5,000	0	5,000	_____
205-250-5-20-3730 REPAIR & MAINT MISC	1,142	6,627	2,500	0	2,500	_____
205-250-5-20-3812 EQUIPMENT RENTAL	0	0	0	0	0	_____
205-250-5-20-3813 CONTRACT MANAGER	0	0	0	0	0	_____
205-250-5-20-3814 GROUNDS MAINTENANCE	564	6,562	16,000	0	16,000	_____
205-250-5-20-3815 AVIATION FUEL	31,362	25,438	20,000	0	20,000	_____
TOTAL MATERIALS & SERVICES	47,728	60,072	67,700	0	67,840	_____
CAPITAL OUTLAY						
205-250-5-40-4303 IMPROVEMENTS	0	0	0	0	0	_____
205-250-5-40-4304 AWOS PROJECT	0	0	0	0	0	_____
205-250-5-40-4305 HANGERS	0	0	75,000	0	0	_____
205-250-5-40-4306 RENOVATION PROJECT	0	0	0	0	0	_____
205-250-5-40-4307 HANGER FOUNDATION	0	0	0	0	0	_____
205-250-5-40-4308 AG OPERATIONS UPGRADE	0	0	0	0	0	_____
205-250-5-40-4309 TARMACK	37,191	0	0	0	0	_____
205-250-5-40-4310 FUEL SERVICE UPGRADE	33,758	0	0	0	0	_____
205-250-5-40-4311 TAXI WAY PAVING IMPROV	0	0	1,017,283	0	840,582	_____
205-250-5-40-4312 PILOT LOUNGE RENOVATIO	0	0	0	0	0	_____
205-250-5-40-4313 PAVEMENT UPGRADES	0	0	0	0	0	_____
205-250-5-40-4402 EQUIPMENT	0	0	0	0	0	_____
TOTAL CAPITAL OUTLAY	70,949	0	1,092,283	0	840,582	_____

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021

205-AIRPORT FUND
 AIRPORT

			((----- 2020-2021 -----))		((----- 2021-2022 -----))	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
OTHER REQUIREMENTS						
205-250-5-50-5100 REPAY GEN FUND LOAN	0	0	0	0	0	<u> </u>
205-250-5-50-5999 CONTINGENCY	0	0	16,691	0	41,955	<u> </u>
TOTAL OTHER REQUIREMENTS	0	0	16,691	0	41,955	
ENDING FUND BALANCE						
205-250-5-90-9002 UNAPPROPRIATED ENDING	0	0	11,172	0	0	<u> </u>
TOTAL ENDING FUND BALANCE	0	0	11,172	0	0	
<hr/>						
TOTAL EXPENDITURES	118,677	60,072	1,187,846	0	950,377	
REVENUE OVER/(UNDER) EXPENDITURES	240,567	6,586	(26,863)	0	(30,764)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021

205-AIRPORT FUND
 AIRPORT

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

BEGINNING FUND BALANCE						
205-100-3-01-0101 BEGINNING FUND BALANCE			0	29,497	0	-----
205-100-3-01-0102 BEGINNING FUND BALANCE-BUD			26,763	0	30,564	-----
TOTAL BEGINNING FUND BALANCE			26,763	29,497	30,564	
FUND TOTAL REVENUES	361,703	67,609	1,161,083	0	919,813	
	=====	=====	=====	=====	=====	=====
TOTAL AVAILABLE RESOURCES			1,187,846	29,497	950,377	
FUND TOTAL EXPENDITURES	118,677	60,072	1,187,846	0	950,377	
	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	243,025	7,537	(26,763)	0	(30,564)	
	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND EQUITY			0	29,497	0	
			=====	=====	=====	=====

*** END OF REPORT ***



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: General Maintenance Supervisor P. in Pa. ^{ment} Life (years): _____
 Project Originator (Name): Anthony Clement Phone: 541-240-1991
 Department: Public Works Location: _____
 Desired project timing: _____ Start Date: _____ Completion Date: _____

2. Project Description/Justification Include a detailed description of the project and justification. Attach add'l documentation as necessary.

An Increase in maintenance issues/costs with the 2008 Ford F550 driven by the General Maintenance Supervisor has prompted this request. There will also be a need for increased trips between North and South County. This need arises with the construction of the new County Administrative Facility in North County. The General Maintenance Supervisor will be making a minimum of weekly trips to ensure the Counties needs are being addressed to during the construction phase of this project.

I will be securing a comparable chassis that will enable snow plow, sander, and flat bed(w/boxes) to be reused and cut costs.

3. Project Cost Estimate Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget:

YES NO

Amount: \$

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** Public Works / GENERAL MAINTENANCE

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Replace General Maintenance Supervisors pick up due to increasing mechanical costs/repairs. Pick up currently has 157,000 miles.
 - 2.

3. **Department/Fund Budget Worksheets.** (Found on the Shared Drive (S:) – Shared Documents – Budget Preparation.)

4. **Notes to the Department Budget Requests:** Discuss significant changes. How do these help the Department to meet its goals and objectives?

Due to the construction of new County facilities in North County, there will be an increased need for travel between North + South County to ensure the counties need are being met during construction.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:** Pick up replacement

 - b. **Total Cost of Decision Package:**

 - c. **Proposal Description and Justification:**

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i.
 - ii.

101-GENERAL FUND
 PUBLIC WORKS-GEN MAINT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-121-3-30-3558 HISTORIC PRESERVATION	0	0	0	0	0	
TOTAL GRANT REVENUE	0	0	0	0	0	
<u>MISCELLANEOUS REVENUE</u>						
101-121-3-60-4187 MISC REVENUE	3,919	8,634	1,500	10,343	1,500	
TOTAL MISCELLANEOUS REVENUE	3,919	8,634	1,500	10,343	1,500	
<u>REIMBURSEMENTS</u>						
101-121-3-80-7075 TRANSFER FROM ROAD FUN	0	400	0	0	0	
101-121-3-80-7082 REIMB. FAIR	0	0	0	1,524	0	
TOTAL REIMBURSEMENTS	0	400	0	1,524	0	
<u>TRANSFER FROM OTHER FUND</u>						
101-121-3-90-3814 TRANSFER FROM FAIR FUN	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
<hr/>						
TOTAL REVENUES	3,919	9,034	1,500	11,867	1,500	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-121-5-10-1001 MAINT ASSOC	43,197	42,616	47,458	38,231	48,741	
101-121-5-10-1002 GENERAL MAINTENANCE	71,107	77,420	76,868	62,567	82,386	
101-121-5-10-1003 GENERAL MTN.	43,002	44,397	47,175	37,803	48,741	
101-121-5-10-1169 TEMPORARY HELP	147	0	0	0	0	
101-121-5-10-1210 OVERTIME	0	0	2,652	0	2,652	
101-121-5-10-1301 FICA	9,485	10,064	10,798	8,469	11,316	
101-121-5-10-1302 WORKERS COMP	2,455	344	4,879	875	6,099	
101-121-5-10-1303 PACIFIC MUTUAL	39,343	41,222	43,190	34,708	45,265	
101-121-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
101-121-5-10-1305 AOC - MEDICAL	38,626	39,532	39,405	29,661	40,375	
101-121-5-10-1306 DENTAL INSURANCE	2,761	2,754	2,752	2,016	2,626	
101-121-5-10-1309 UNEMPLOYMENT INSURANCE	1,786	1,571	1,516	1,063	1,708	
101-121-5-10-1316 PRINCIPAL FINANCIAL GR	187	187	124	140	186	
101-121-5-10-1317 UNITED HERITAGE LIFE I	155	155	104	116	156	
101-121-5-10-1320 VACATION ACCRUALS	384	(779)	3,462	0	3,566	
101-121-5-10-1321 MANDATED MEDICARE	2,218	2,354	2,525	1,981	2,647	
TOTAL PERSONNEL SERVICES	254,854	261,839	282,908	217,631	296,464	

101-GENERAL FUND
 PUBLIC WORKS-GEN MAINT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
MATERIALS & SERVICES						
101-121-5-20-2214 OTHER SERVICES	1,727	2,733	2,000	1,309	2,000	
101-121-5-20-2219 GARBAGE-GEN. MAINT.	0	0	1,000	0	500	
101-121-5-20-2220 GARBAGE DISPSL FAIRGRD	2,886	0	0	0	0	
101-121-5-20-2221 GARBAGE DISP CRTHSE	840	890	1,500	640	1,500	
101-121-5-20-2222 OSU/EXT. GARBAGE	0	0	0	0	0	
101-121-5-20-2223 GARBAGE DISPOSAL E. MG	0	0	0	0	0	
101-121-5-20-2224 GARBAGE DISPOSAL SHERI	840	915	1,000	640	1,000	
101-121-5-20-2225 GARBAGE BARTHOLOMEW BL	865	890	1,500	640	1,500	
101-121-5-20-2241 PROPANE BARTHOLOMEW BL	5,772	5,994	7,500	4,187	7,500	
101-121-5-20-2244 PROPANE-KINZUA BLDG	0	274	0	0	0	
101-121-5-20-2245 PROPANE-MUSEUM	2,752	3,593	2,500	1,700	2,750	
101-121-5-20-2246 EOC PROPANE	8,118	8,417	7,000	5,670	7,000	
101-121-5-20-2247 HEATING PROPANE GEN MT	4,441	4,031	3,500	3,118	3,500	
101-121-5-20-2248 HEATING PROPANE GILLIA	0	336	0	0	0	
101-121-5-20-2250 HEATING PROPANE COURTH	3,948	1,648	4,500	1,795	4,500	
101-121-5-20-2251 GASOLINE	3,979	4,949	6,500	3,010	6,500	
101-121-5-20-2252 TIRES	31	2,560	3,000	2,456	3,000	
101-121-5-20-2254 DIESEL	4,943	2,846	3,000	2,954	3,000	
101-121-5-20-2264 SAFETY SUPPLIES	963	1,106	1,500	720	1,500	
101-121-5-20-2265 JANITORIAL SUPPLIES	4,177	5,321	5,000	4,705	7,500	
101-121-5-20-2285 SMALL TOOLS	1,295	1,374	3,000	401	3,000	
101-121-5-20-3240 TELEPHONE	2,628	2,570	2,500	1,963	2,750	
101-121-5-20-3311 LODGING AND MEALS	0	82	750	0	750	
101-121-5-20-3318 TRAINING EXPENSE	0	600	1,500	275	1,500	
101-121-5-20-3323 MILEAGE	0	0	750	0	750	
101-121-5-20-3453 CONTRACT SERVICES - GR	0	0	0	0	0	
101-121-5-20-3456 CONTRACT SERVICES-OTHE	1,747	199	8,000	1,720	8,000	
101-121-5-20-3463 JANITORIAL CONTRACT-GE	0	0	0	0	0	
101-121-5-20-3464 JANITORIAL CONTR-COURT	86,932	86,391	90,000	74,639	120,000	
101-121-5-20-3465 JANITORIAL OSU/EXT.	0	0	0	0	0	
101-121-5-20-3609 ELECTRICITY CTHSE ANNE	0	0	0	0	0	
101-121-5-20-3610 ELECTRICITY-COURTHOUSE	9,347	9,456	10,000	7,376	10,000	
101-121-5-20-3611 ELECTRICITY GILLIAM BL	2,371	0	0	0	0	
101-121-5-20-3612 ELECTRICITY/GEN MTN	1,531	1,400	1,500	1,024	1,500	
101-121-5-20-3613 ELECTRICITY/MUSEUM	2,542	2,244	3,000	1,490	3,000	
101-121-5-20-3614 ELECTRICITY/IRRIGON ANN	1,851	1,693	4,000	1,644	6,000	
101-121-5-20-3615 ELECTRICITY/EOC BLDG	11,659	11,984	14,000	10,436	14,000	
101-121-5-20-3616 ELECTRICITY/AG MUSEUM	1,810	1,597	1,500	1,313	1,500	
101-121-5-20-3617 ELECTRICITY/BOARDMAN	1,531	1,569	2,000	1,185	2,000	
101-121-5-20-3618 ELECTRICITY KINZUA BLD	0	0	0	0	0	
101-121-5-20-3619 ELECTRICITY BARTHOLOME	4,887	5,107	6,000	4,230	6,000	
101-121-5-20-3650 WATER & SEWER CTHSE AN	0	0	0	0	0	
101-121-5-20-3651 WATER AND SEWER-CTHSE	1,912	1,702	2,500	1,396	2,500	
101-121-5-20-3652 WATER & SEWER GILLIAM	720	0	0	0	0	
101-121-5-20-3653 WATER/SEWER GEN MTN	10	0	0	0	0	
101-121-5-20-3654 WATER/SEWER MUSEUM	324	748	600	570	800	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 PUBLIC WORKS-GEN MAINT

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
101-121-5-20-3655 WATER/SEWER IRRIGON AN	2,849	2,894	3,000	2,010	5,000	
101-121-5-20-3656 WATER/SEWER EOC BLDG	2,449	2,600	2,800	2,189	3,000	
101-121-5-20-3657 WATER/SEWER AG MUSEUM	1,104	829	1,250	806	1,250	
101-121-5-20-3658 WATER/SEWER BOARDMAN	490	485	500	347	500	
101-121-5-20-3659 WATER/SEWER BARTHOLOME	2,325	2,437	2,500	1,660	2,750	
101-121-5-20-3660 ELECTRICITY FAIRGROUND	7,426	0	0	0	0	
101-121-5-20-3661 WATER/SEWER FAIRGROUND	3,232	0	0	0	0	
101-121-5-20-3662 HEATING PROPANE FAIRGR	8,063	0	0	0	0	
101-121-5-20-3709 LANDSCAPING	374	1,017	3,000	0	3,000	
101-121-5-20-3715 REPAIR & MAINT - BUILD	36,107	13,790	27,500	13,039	30,000	
101-121-5-20-3728 REPAIR & MAINT - GROUN	6,246	2,286	6,500	1,329	6,500	
101-121-5-20-3729 REPAIR & MAINT - MOTOR	5,859	2,422	5,000	3,139	5,000	
101-121-5-20-3731 PICKUP REPAIR/MAINT	0	0	0	0	0	
101-121-5-20-3732 ELEVATOR MTN COURTHSE	2,826	369	2,750	0	3,000	
101-121-5-20-3733 CHAIRLIFT MTN GILLIAM	1,157	0	0	0	0	
101-121-5-20-3734 ELEVATOR MAINT - BARTH	4,315	6,505	2,750	4,666	3,000	
101-121-5-20-3812 EQUIPMENT RENTAL	1,173	2,459	5,000	0	5,000	
TOTAL MATERIALS & SERVICES	265,374	213,309	265,150	172,390	305,300	
<u>CAPITAL OUTLAY</u>						
101-121-5-40-4410 MUSEUM ROOF	0	0	0	0	0	
101-121-5-40-4411 EQUIPMENT	2,590	0	42,000	0	0	
101-121-5-40-4412 G.B. BUILDING ROOF	0	0	0	0	0	
101-121-5-40-4423 PICKUP REPLACEMENT	20,154	17,580	0	0	0	
101-121-5-40-4424 BUILDING MAINTENANCE	19,911	6,599	0	0	0	
101-121-5-40-4426 COURTHOUSE MASON GRANT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	42,655	24,179	42,000	0	0	
<hr/>						
TOTAL EXPENDITURES	562,883	499,327	590,058	390,021	601,764	
REVENUE OVER/(UNDER) EXPENDITURES (558,964)	(490,293)	(588,558)	(378,154)	(600,264)	

101-GENERAL FUND
 PUBLIC WORKS ADMIN

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
SALES OF ASSETS						
101-120-3-64-6910 SALE OF EQUIPMENT	0	0	0	0	0	
TOTAL SALES OF ASSETS	0	0	0	0	0	
REIMBURSEMENTS						
101-120-3-80-7075 REIMBURSED ITEMS	423	70	400	876	400	
TOTAL REIMBURSEMENTS	423	70	400	876	400	
TOTAL REVENUES	423	70	400	876	400	
EXPENDITURES						
PERSONNEL SERVICES						
101-120-5-10-1001 PUBLIC WRKS DIR. - 10%	8,238	11,187	9,138	7,226	9,537	
101-120-5-10-1004 PW MGT. ASSISTANT-20%	13,640	14,362	15,127	11,987	15,692	
101-120-5-10-1005 OFFICE CLERK	14,825	0	15,728	0	0	
101-120-5-10-1006 ADMINISTRATIVE ASST.	587	15,116	0	12,637	16,121	
101-120-5-10-1301 FICA	2,122	2,252	2,480	1,871	2,564	
101-120-5-10-1302 WORKERS COMP	88	1,120	513	91	641	
101-120-5-10-1303 PACIFIC MUTUAL	9,189	9,613	9,918	7,989	10,255	
101-120-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
101-120-5-10-1305 AOC - MEDICAL	13,614	13,933	13,312	10,447	13,639	
101-120-5-10-1306 DENTAL INSURANCE	1,000	997	926	730	884	
101-120-5-10-1309 UNEMPLOYMENT INSURANCE	349	313	480	195	538	
101-120-5-10-1316 PRINCIPAL FINANCIAL GR	37	37	40	28	40	
101-120-5-10-1317 UNITED HERITAGE LIFE	31	31	34	23	34	
101-120-5-10-1320 VACATION ACCRUALS	124	874	524	0	540	
101-120-5-10-1321 MANDATED MEDICARE	496	527	580	438	600	
TOTAL PERSONNEL SERVICES	64,341	70,362	68,800	53,662	71,085	
MATERIALS & SERVICES						
101-120-5-20-2110 OFFICE SUPPLIES STATIO	5,550	7,061	5,000	6,014	5,000	
101-120-5-20-2115 DUES & SUBSCRIPTIONS	0	0	0	0	0	
TOTAL MATERIALS & SERVICES	5,550	7,061	5,000	6,014	5,000	
CAPITAL OUTLAY						
101-120-5-40-4101 BOARDMAN PW FAC.	43,882	41,951	500,000	0	0	
101-120-5-40-4402 SANDER BLDG	199,286	135,924	0	184,805	0	
TOTAL CAPITAL OUTLAY	243,171	177,875	500,000	184,805	0	
TOTAL EXPENDITURES	313,062	255,297	573,800	244,481	76,085	
REVENUE OVER/(UNDER) EXPENDITURES (312,638)	(255,227)	(573,400)	(243,605)	(75,685)	

101-GENERAL FUND
TRANSFER STATION-NORTH

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-122-3-30-3451 GRANTS	0	0	0	0	0	
101-122-3-30-3596 STATE R.V. TAX	0	0	0	0	0	
TOTAL GRANT REVENUE	0	0	0	0	0	
<u>CHARGES FOR SERVICES</u>						
101-122-3-40-4378 TRANSFER STATION FEES	19,258	13,951	13,500	17,120	14,000	
TOTAL CHARGES FOR SERVICES	19,258	13,951	13,500	17,120	14,000	
<u>MISCELLANEOUS REVENUE</u>						
101-122-3-60-4187 MISC REVENUE	1,291	561	500	2,141	2,750	
TOTAL MISCELLANEOUS REVENUE	1,291	561	500	2,141	2,750	
<u>REIMBURSEMENTS</u>						
101-122-3-80-7075 REIMBURSED ITEMS	9,776	20,090	6,500	14,043	20,000	
TOTAL REIMBURSEMENTS	9,776	20,090	6,500	14,043	20,000	
<u>TRANSFER FROM OTHER FUND</u>						
101-122-3-90-3817 TRANS FROM FB LIC FEE	225	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	225	0	0	0	0	
<hr/>						
TOTAL REVENUES	30,549	34,602	20,500	33,304	36,750	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-122-5-10-1001 ATTENDANT	17,542	15,407	7,280	7,872	7,280	
101-122-5-10-1002 OVERTIME	0	0	0	0	0	
101-122-5-10-1301 FICA	1,060	1,015	451	917	451	
101-122-5-10-1302 WORKERS COMP	411	377	797	515	274	
101-122-5-10-1309 UNEMPLOYMENT INS	245	214	87	177	95	
101-122-5-10-1320 VACATION ACCRUALS	0	0	0	0	0	
101-122-5-10-1321 MEDICARE	248	238	106	214	106	
TOTAL PERSONNEL SERVICES	19,505	17,252	8,721	9,695	8,206	
<u>MATERIALS & SERVICES</u>						
101-122-5-20-2215 SANITARY DISPOSAL	18,496	33,275	19,000	24,375	25,000	
101-122-5-20-2216 SANITARY SERVICE	3,773	790	4,000	1,170	4,000	
101-122-5-20-2251 GASOLINE	0	0	0	0	0	
101-122-5-20-2255 PROPANE-BUTANE	0	0	0	0	0	
101-122-5-20-2265 JANITORIAL SUPPLIES	0	0	100	0	200	
101-122-5-20-2285 SMALL TOOLS	0	0	0	0	0	
101-122-5-20-2375 MISC SUPPLIES	160	213	300	705	620	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 TRANSFER STATION-NORTH

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-122-5-20-2464 REFUND OF FEES	0	0	0	9	0	
101-122-5-20-2510 RESERVATION PROC. FEES	0	1,254	1,030	848	1,030	
101-122-5-20-3140 MISC PROFESSIONAL SERV	0	60	0	80	0	
101-122-5-20-3230 ADVERTISING	100	3,618	0	45	50	
101-122-5-20-3235 HHW EVENT	0	0	0	0	0	
101-122-5-20-3240 TELEPHONE	809	654	700	470	700	
101-122-5-20-3311 LODGING & MEALS	0	0	0	0	0	
101-122-5-20-3312 SCHOOL EXPENSE	283	0	200	58	200	
101-122-5-20-3323 MILEAGE-PICKUP RENTAL	0	0	0	0	0	
101-122-5-20-3530 SUPPLIES	201	0	0	0	0	
101-122-5-20-3531 PROPERTY INSURANCE	34	0	0	0	0	
101-122-5-20-3610 ELECTRICITY	577	605	600	453	600	
101-122-5-20-3715 REPAIR & MAINT - BUILD	0	0	0	230	0	
101-122-5-20-3727 MAINTENANCE	1,391	0	0	1	0	
101-122-5-20-3728 REPAIR & MAINT - GROUN	0	0	0	4,346	800	
101-122-5-20-3812 EQUIPMENT & RENTAL	0	3,270	3,019	1,086	3,019	
TOTAL MATERIALS & SERVICES	25,824	43,740	28,949	33,876	36,219	
<u>CAPITAL OUTLAY</u>						
101-122-5-40-4402 EQUIPMENT	46,584	0	0	0	0	
101-122-5-40-4405 TRANSFER STATION-NORTH	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	46,584	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	91,913	60,991	37,670	43,571	44,425	
REVENUE OVER/(UNDER) EXPENDITURES (61,364)	(26,390)	(17,170)	(10,267)	(7,675)	

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** Public Works, South Transfer

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

Goal: Create a safe and secure way to dispose of waste products.

Objectives: Giving additional space for this waste. Purchasing one and owning 40 yard garbage container.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

Included

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Inadequacy has been accumulating to much in time for need of waste dumpster containers, amongst the County properties. The south franchisee does not have enough to supply the demand and if it does it is at weekly rental cost.

Parks are often left without a 40-yard garbage container due to a fire event, large recreationalist or a hunting weekend.

Fairgrounds is often left without the same 40-yard garbage container, shuffling between weekends (when transfers stations are open) and on none working days to supply the fairgrounds with the unit.

South end Transfer Stations are in dire need of repair for the four that are owned and are over 20 years old and rust and everyday misuse is taking its toll on these units. They need to be swapped out for a repair and refurbishing of the rusted-out bottoms and repaired of the caged tops.

5. **Department Decision Package Number 1**

a. Proposal Title: *One 40 Yard Container for waste*

b. Total Cost of Decision Package: \$11,000. is the ask for additional 40 yard container, with the increase of steel prices this will be a help for the cost.

c. Proposal Description and Justification:

The most important reason for waste collection is the protection of the environment and the health of the population. Rubbish and waste can cause air and water pollution. If we can't provide this for the County we are at risk to be fined by the department of environmental quality.

Inefficiency has been apparent with the Parks, Fairgrounds and both transfer stations due to the shortage of the roll off containers.

This isn't a Transfer Stations issue this is a County Government wide issue with inefficiency of containers for the waste produced from the services we provide.

Including to help with neighboring agency's assistance with waste collection when needed.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii. 101.123.5.40.4402

101-GENERAL FUND
 TRANSFER STATION-SOUTH

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>CHARGES FOR SERVICES</u>						
101-123-3-40-4378 TRANSFER STATION FEES	29,630	25,206	30,000	27,215	30,000	
TOTAL CHARGES FOR SERVICES	29,630	25,206	30,000	27,215	30,000	
<u>MISCELLANEOUS REVENUE</u>						
101-123-3-60-4187 MISC REVENUES	2,176	1,642	1,000	3,672	1,500	
TOTAL MISCELLANEOUS REVENUE	2,176	1,642	1,000	3,672	1,500	
<u>REIMBURSEMENTS</u>						
101-123-3-80-7075 REIMBURSED ITEMS	7,518	10,521	8,000	6,365	8,000	
TOTAL REIMBURSEMENTS	7,518	10,521	8,000	6,365	8,000	
<u>TRANSFER FROM OTHER FUND</u>						
101-123-3-90-3817 TRANS FROM FB LIC FEE	0	0	0	667	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	667	0	
<hr/>						
TOTAL REVENUES	39,323	37,369	39,000	37,919	39,500	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-123-5-10-1001 ATTENDANT	3,696	228	7,280	8,064	7,280	
101-123-5-10-1301 FICA	247	14	451	71	451	
101-123-5-10-1302 WORKERS COMP	398	6	797	503	274	
101-123-5-10-1309 UNEMPLOYMENT INSURANCE	60	3	87	10	95	
101-123-5-10-1320 VACATION ACCRUAL	0	0	0	0	0	
101-123-5-10-1321 MANDATED MEDICARE	58	3	106	17	106	
TOTAL PERSONNEL SERVICES	4,459	254	8,721	8,665	8,206	
<u>MATERIALS & SERVICES</u>						
101-123-5-20-2214 OTHER SERVICES	228	627	400	651	400	
101-123-5-20-2215 FINLEY BUTTES FEES	44,376	60,631	34,000	35,381	34,000	
101-123-5-20-2216 SANITARY SERVICE	1,511	620	1,000	870	1,000	
101-123-5-20-2510 RESERVATION PROC. FEES	0	1,214	3,000	736	3,000	
101-123-5-20-3140 MISC PROFESSIONAL SERV	0	0	0	0	0	
101-123-5-20-3212 ADVERTISING	100	3,644	200	45	200	
101-123-5-20-3235 HHW EVENT	0	0	0	0	0	
101-123-5-20-3240 TELEPHONE	704	733	900	532	900	
101-123-5-20-3311 LODGING AND MEALS	0	0	0	0	0	
101-123-5-20-3312 SCHOOL EXPENSE	283	200	100	58	100	
101-123-5-20-3530 SUPPLIES	563	670	300	714	300	
101-123-5-20-3531 PROPERTY INSURANCE	5	0	0	0	0	
101-123-5-20-3610 ELECTRICITY	642	773	600	653	600	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 TRANSFER STATION-SOUTH

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-123-5-20-3727 MAINTENANCE	38	386	0	1	0	
101-123-5-20-3812 EQUIPMENT & RENTAL	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	
TOTAL MATERIALS & SERVICES	48,450	69,499	41,500	39,641	41,500	
<u>CAPITAL OUTLAY</u>						
101-123-5-40-4402 EQUIPMENT	0	0	15,000	0	0	
101-123-5-40-4405 NORTH END TRANSFER STA	0	0	0	0	0	
101-123-5-40-4427 UPGRADE SITE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	0	0	15,000	0	0	
<hr/>						
TOTAL EXPENDITURES	52,909	69,754	65,221	48,306	49,706	
REVENUE OVER/(UNDER) EXPENDITURES (13,586)	(32,384)	(26,221)	(10,387)	(10,206)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 WEED DEPT.

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
101-128-3-30-3542 WEED GRANT	6,326	0	0	0	0	
101-128-3-30-3543 OMD OREGON MILITARY DE	0	6,478	0	522	0	
101-128-3-30-3544 ARMY CORP OF ENGINEER	<u>2,545</u>	<u>1,623</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	
TOTAL GRANT REVENUE	8,871	8,101	2,500	522	2,500	
<u>CHARGES FOR SERVICES</u>						
101-128-3-40-4823 WEED REVENUE	<u>20,007</u>	<u>24,402</u>	<u>16,000</u>	<u>8,958</u>	<u>25,000</u>	
TOTAL CHARGES FOR SERVICES	20,007	24,402	16,000	8,958	25,000	
<u>REIMBURSEMENTS</u>						
101-128-3-80-7075 REIMBURSED ITEMS - WEE	<u>1,880</u>	<u>4,877</u>	<u>2,000</u>	<u>8,005</u>	<u>9,000</u>	
TOTAL REIMBURSEMENTS	1,880	4,877	2,000	8,005	9,000	
<u>TRANSFER FROM OTHER FUND</u>						
101-128-3-90-3823 TRANSFER FROM ROAD	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
TOTAL REVENUES	30,758	37,380	20,500	17,485	36,500	
EXPENDITURES						

<u>PERSONNEL SERVICES</u>						
101-128-5-10-1001 WEED MANAGER	62,199	64,806	66,114	52,691	67,767	
101-128-5-10-1210 OVERTIME	180	0	2,534	0	2,610	
101-128-5-10-1301 FICA	3,742	3,895	4,256	3,203	4,363	
101-128-5-10-1302 WOKERS COMP	25	1,337	18,116	1,597	3,389	
101-128-5-10-1303 PACIFIC MUTUAL	15,632	16,059	17,025	13,220	17,453	
101-128-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
101-128-5-10-1305 MEDICAL INSURANCE	16,850	17,240	17,195	12,953	17,618	
101-128-5-10-1306 DENTAL INSURANCE	959	956	956	700	913	
101-128-5-10-1309 UNEMPLOYMENT INSURANCE	572	517	505	318	569	
101-128-5-10-1316 DISABILITY INSURANCE	62	62	62	47	62	
101-128-5-10-1317 LIFE INSURANCE	52	52	52	39	52	
101-128-5-10-1320 VACATION ACCRUAL	4	(182)	4,516	0	4,652	
101-128-5-10-1321 MANDATED MEDICARE	<u>875</u>	<u>911</u>	<u>995</u>	<u>749</u>	<u>1,020</u>	
TOTAL PERSONNEL SERVICES	101,151	105,653	132,326	85,518	120,468	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 WEED DEPT.

	2018-2019	2019-2020	(----- 2020-2021 -----) (----- 2021-2022 -----)			
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>MATERIALS & SERVICES</u>						
101-128-5-20-2110 OFFICE SUPPLIES	23	263	250	49	250	
101-128-5-20-2251 GASOLINE	919	1,322	1,000	103	1,000	
101-128-5-20-2254 DIESEL	1,831	1,242	2,000	365	2,000	
101-128-5-20-2320 SPRAYER PARTS	604	1,383	1,000	7	1,000	
101-128-5-20-2375 MISC. SUPPLIES	566	449	2,700	16	2,500	
101-128-5-20-2475 PUBLICATIONS	0	0	0	0	0	
101-128-5-20-3140 CONTRACT SERVICES	300	190	2,000	150	1,000	
101-128-5-20-3230 PUBLISHING	0	0	0	0	0	
101-128-5-20-3240 TELEPHONE	836	1,017	1,200	704	1,200	
101-128-5-20-3311 LODGING AND MEALS	1,678	646	1,500	0	1,000	
101-128-5-20-3314 REGISTRATION & LICENSE	463	353	750	113	750	
101-128-5-20-3318 TRAINING EXPENSE	0	152	0	0	0	
101-128-5-20-3324 TRUCK MAINTENANCE-SPRA	614	1,779	2,000	983	2,000	
101-128-5-20-3531 WEED INSURANCE	1,955	2,697	1,600	1,401	1,500	
101-128-5-20-3831 CHEMICALS	<u>1,326</u>	<u>3,290</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	
TOTAL MATERIALS & SERVICES	11,115	14,783	19,000	3,891	17,200	
<u>CAPITAL OUTLAY</u>						
101-128-5-40-4103 EQUIPMENT REPLACEMENT	0	0	0	0	0	
101-128-5-40-4401 OFFICE EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
<u>OTHER REQUIREMENTS</u>						
101-128-5-50-5375 TRANSFER TO WEED EQUIP	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	
TOTAL OTHER REQUIREMENTS	5,000	5,000	5,000	5,000	5,000	
<hr/>						
TOTAL EXPENDITURES	117,266	125,436	156,326	94,409	142,668	
REVENUE OVER/(UNDER) EXPENDITURES (86,509)	(88,056)	(135,826)	(76,924)	(106,168)	

224-WEED EQUIP. RESERVE
 NON-DEPARTMENTAL

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019 ACTUAL	2019-2020 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						

<u>INVESTMENT EARNINGS</u>						
224-100-3-65-0105 INVESTMENT EARNINGS	146	269	50	98	50	
TOTAL INVESTMENT EARNINGS	146	269	50	98	50	
<u>TRANSFER FROM OTHER FUND</u>						
224-100-3-90-3815 TRANS. FROM WEED DEPT.	5,000	5,000	5,000	5,000	5,000	
TOTAL TRANSFER FROM OTHER FUND	5,000	5,000	5,000	5,000	5,000	
<hr/>						
TOTAL REVENUES	5,146	5,269	5,050	5,098	5,050	
EXPENDITURES						

<u>CAPITAL OUTLAY</u>						
224-100-5-40-4401 EQUIPMENT	0	0	20,640	0	25,797	
TOTAL CAPITAL OUTLAY	0	0	20,640	0	25,797	
<u>OTHER REQUIREMENTS</u>						
224-100-5-50-5354 TRANSFER TO GENERAL FU	0	0	0	0	0	
TOTAL OTHER REQUIREMENTS	0	0	0	0	0	
<u>RESERVED FOR FUTURE EXP.</u>						
224-100-5-80-8102 RESERVE FOR WEED EQUIP	0	0	0	0	0	
TOTAL RESERVED FOR FUTURE EXP.	0	0	0	0	0	
<u>ENDING FUND BALANCE</u>						
224-100-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	0	0	20,640	0	25,797	
REVENUE OVER/(UNDER) EXPENDITURES	5,146	5,269	(15,590)	5,098	(20,747)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

224-WEED EQUIP. RESERVE
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>BEGINNING FUND BALANCE</u>						
224-100-3-01-0101 BEGINNING FUND BALANCE			0	15,649	0	
224-100-3-01-0102 BEGINNING FUND BALANCE-BUD			15,590	0	20,747	
TOTAL BEGINNING FUND BALANCE			15,590	15,649	20,747	
<hr/>						
FUND TOTAL REVENUES	5,146	5,269	5,050	5,098	5,050	
<hr/>						
TOTAL AVAILABLE RESOURCES			20,640	20,747	25,797	
<hr/>						
FUND TOTAL EXPENDITURES	0	0	20,640	0	25,797	
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	5,146	5,269	(15,590)	5,098	(20,747)	
<hr/>						
PROJECTED ENDING FUND EQUITY			0	20,747	0	
<hr/>						

*** END OF REPORT ***

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** Fair

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. To hold 2-3 events on top of fair during the next fiscal year.

2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Transfer from 214-100-5-50-5999 (operating contingency) \$50,000 into 214-303 (Fair Events). With this transfer it gives the board available funds to host different events throughout the year.

Some of the ideas that we are looking at:

Hold an event in October or possibly November/December

March event broncs/bulls event, with entertainment after

June/July summer type fest (food trucks, music)

5. **Department Decision Package Number 1**

a. **Proposal Title:** contingency transfer

b. **Total Cost of Decision Package:** \$50,000

c. **Proposal Description and Justification:** these gives the funds available to hold more events for the communities.

- d. Line Item(s) to Which Expenses Would Be Recorded if Approved:
 - i. See attached budget sheet
 - ii.

6. Department Decision Package Number 2

- a. Proposal Title: zero out 214-302

- b. Total Cost of Decision Package:

- c. Proposal Description and Justification: there has not been a queen or court since
• 2015. It has been advertised in the premium book every year and we have not had an interest. The rodeo is not interested in having a queen or court either. If we were continue this we would need to see a large increase in the funds for this.

- d. Line Item(s) to Which Expenses Would Be Recorded if Approved:
 - i. 214-100-5-20-3210 = \$1000.
 - ii. 214-300-50-20-3210 = \$1500.

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

214-FAIR
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
TAX REVENUE						
214-100-3-10-0104 PREVIOUSLY LEVIED TAXE	1,581	1,066	1,000	737	1,000	
214-100-3-10-1001 EASTERN OR SEVERANCE T	0	0	0	0	0	
214-100-3-10-9002 TAXES NECESSARY TO BAL	68,897	79,830	72,674	71,381	72,674	
214-100-3-10-9003 TAXES COLLECTED IN YR	0	0	0	0	0	
TOTAL TAX REVENUE	70,478	80,895	73,674	72,118	73,674	
GRANT REVENUE						
214-100-3-30-3584 VIDEO LOTTERY	53,167	53,167	53,166	53,167	53,166	
214-100-3-30-3614 FISH AND WILDLIFE	0	8	0	0	0	
214-100-3-30-3615 FED CARES - CULT TRUST	0	0	0	0	0	
TOTAL GRANT REVENUE	53,167	53,174	53,166	53,167	53,166	
CHARGES FOR SERVICES						
214-100-3-40-4351 GROUNDS RENTAL-OTHER T	2,883	1,333	1,500	450	1,500	
214-100-3-40-4760 RENT TABLES & CHAIRS	210	130	200	0	200	
214-100-3-40-4763 ARENA RENTAL	0	0	0	0	0	
214-100-3-40-4764 LIGHT REVENUE	0	0	0	0	0	
TOTAL CHARGES FOR SERVICES	3,093	1,463	1,700	450	1,700	
MISCELLANEOUS REVENUE						
214-100-3-60-4187 MISC REVENUE	880	785	0	751	0	
TOTAL MISCELLANEOUS REVENUE	880	785	0	751	0	
SALES OF ASSETS						
214-100-3-64-6911 SALE OF COUNTY LAND	116	0	0	0	0	
TOTAL SALES OF ASSETS	116	0	0	0	0	
INVESTMENT EARNINGS						
214-100-3-65-0105 INVESTMENT EARNINGS	4,519	4,965	2,000	1,887	2,000	
TOTAL INVESTMENT EARNINGS	4,519	4,965	2,000	1,887	2,000	
REIMBURSEMENTS						
214-100-3-80-7075 REIMBURSED ITEMS	0	0	100	0	100	
TOTAL REIMBURSEMENTS	0	0	100	0	100	
TRANSFER FROM OTHER FUND						
214-100-3-90-3821 TRANS FROM SHEPHERDS F	0	0	0	0	0	
214-100-3-90-3822 TRANSFER FROM TIPPAGE	0	0	0	0	0	
214-100-3-90-3823 TRANSFER FROM ASPHALT	0	0	0	0	0	
214-100-3-90-3824 TRANSFER FROM GEN. FUN	0	0	33,165	33,165	0	
214-100-3-90-3827 TRANS FROM VIDEO LOTTE	5,000	5,000	5,000	0	5,000	
TOTAL TRANSFER FROM OTHER FUND	5,000	5,000	38,165	33,165	5,000	
TOTAL REVENUES	137,252	146,283	168,805	161,537	135,640	

214-FAIR
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES						
MATERIALS & SERVICES						
214-100-5-20-2110 OFFICE SUPPLIES	2,042	2,002	2,000	1,502	2,000	
214-100-5-20-2220 GARBAGE DISPOSAL	0	4,072	4,000	640	4,000	
214-100-5-20-2251 FUEL - VEHICLES	245	0	0	0	0	
214-100-5-20-2255 HEATING OIL- BUTANE	0	6,574	8,500	3,775	8,500	
214-100-5-20-2414 ADMINISTRATIVE EXPENSE	1,106	1,324	5,000	0	5,000	
214-100-5-20-2415 OFA DUES	800	800	2,000	2,000	2,000	
214-100-5-20-2473 PERMITS	0	0	0	0	0	
214-100-5-20-2538 GENERAL SUPPLIES	0	80	2,500	0	2,500	
214-100-5-20-3210 ADVERTISING	627	439	1,000	80	2,000	
214-100-5-20-3240 TELEPHONE	2,971	2,679	3,100	2,236	3,100	
214-100-5-20-3323 MILEAGE - TRAVEL	2,541	550	2,000	0	2,000	
214-100-5-20-3530 INSURANCE AND BONDS	16,569	18,098	18,073	17,183	20,000	
214-100-5-20-3615 UTILITIES	0	0	0	0	0	
214-100-5-20-3660 ELECTRICITY	0	7,719	7,500	4,732	7,500	
214-100-5-20-3661 WATER/SEWER	0	2,298	3,500	2,444	3,500	
214-100-5-20-3730 REPAIR & MAINT MISC	<u>1,398</u>	<u>1,279</u>	<u>9,000</u>	<u>4,022</u>	<u>9,000</u>	
TOTAL MATERIALS & SERVICES	28,298	47,916	68,173	38,613	71,100	
CAPITAL OUTLAY						
214-100-5-40-4203 PA SYSTEM	0	0	0	0	0	
214-100-5-40-4314 BLEACHERS	0	0	0	0	0	
214-100-5-40-4402 OFFICE EQUIPMENT	0	0	0	0	0	
214-100-5-40-4406 EQUIPMENT-GROUNDS	0	0	0	0	0	
214-100-5-40-4408 TRACTOR	0	0	0	0	0	
214-100-5-40-4409 BUILDING - GROUNDS	<u>0</u>	<u>0</u>	<u>33,165</u>	<u>33,233</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	0	0	33,165	33,233	0	
OTHER REQUIREMENTS						
214-100-5-50-5002 TRANSFER TO ROOF RESER	2,000	2,000	2,000	2,000	2,000	
214-100-5-50-5005 TRANSFER TO FAIR IMPRO	5,000	5,000	5,000	5,000	5,000	
214-100-5-50-5351 TRANSFER TO GEN FUND-P	0	0	0	0	0	
214-100-5-50-5999 OPERATING CONTINGENCY	<u>0</u>	<u>0</u>	<u>238,898</u>	<u>0</u>	<u>188,418</u>	
TOTAL OTHER REQUIREMENTS	7,000	7,000	245,898	7,000	195,418	
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TOTAL EXPENDITURES	35,298	54,916	347,236	78,846	266,518	
REVENUE OVER/(UNDER) EXPENDITURES	101,955	91,367	(178,431)	82,691	(130,878)	

214-FAIR
 FAIR

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
214-300-3-40-4353 FAIR RENTAL	1,570	1,538	0	0	1,000	
214-300-3-40-4741 GATE RECEIPTS-FAIR	13,221	0	10,500	0	10,500	
214-300-3-40-4745 CONCESSIONS	1,210	1,000	1,000	0	1,000	
214-300-3-40-4746 ENTERTAINMENT SPONSORS	14,450	9,300	10,000	4,500	10,000	
214-300-3-40-4761 KICK OFF DANCE	0	0	1,500	0	1,500	
214-300-3-40-4762 PREMIUM BOOK ADS	1,180	80	900	0	900	
TOTAL CHARGES FOR SERVICES	31,631	11,918	23,900	4,500	24,900	
MISCELLANEOUS REVENUE						
214-300-3-60-4187 MISC REVENUE - FAIR	2,685	3,498	1,500	0	1,500	
TOTAL MISCELLANEOUS REVENUE	2,685	3,498	1,500	0	1,500	
DONATIONS						
214-300-3-67-6934 DONATIONS-FAIR	100	0	100	0	0	
TOTAL DONATIONS	100	0	100	0	0	
REIMBURSEMENTS						
214-300-3-80-7075 REIMBURSED ITEMS	0	1,690	1,500	0	1,500	
214-300-3-80-7076 GATE REIMB-CHANGE	500	500	500	0	500	
TOTAL REIMBURSEMENTS	500	2,190	2,000	0	2,000	
TOTAL REVENUES	34,916	17,606	27,500	4,500	28,400	

EXPENDITURES

PERSONNEL SERVICES						
214-300-5-10-1001 SECRETARY	19,905	22,318	18,625	18,347	20,000	
214-300-5-10-1002 CARETAKER - 50%	0	0	0	0	0	
214-300-5-10-1170 EXTRA HELP	0	0	0	0	0	
214-300-5-10-1210 OVERTIME	0	0	1,422	0	1,422	
214-300-5-10-1301 FICA	1,234	1,384	1,243	1,148	1,328	
214-300-5-10-1302 WORKERS COMP	637	485	978	44	125	
214-300-5-10-1303 PACIFIC MUTUAL	0	0	0	0	0	
214-300-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	
214-300-5-10-1305 MEDICAL INSURANCE	0	0	0	0	0	
214-300-5-10-1306 DENTAL INSURANCE	0	0	0	0	0	
214-300-5-10-1308 HRA DED. CONTRIBUTION	0	0	0	0	0	
214-300-5-10-1309 UNEMPLOYMENT INSURANCE	289	291	224	218	260	
214-300-5-10-1316 PRINCIPAL FINANCIAL GR	0	0	0	0	0	
214-300-5-10-1317 UNITED HERITAGE LIFE	0	0	0	0	0	
214-300-5-10-1320 VACATION ACCRUAL	(6,673)	8,812	2,326	0	2,396	
214-300-5-10-1321 MANDATED MEDICARE	289	324	291	269	311	
TOTAL PERSONNEL SERVICES	15,681	33,614	25,109	20,026	25,842	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

214-FAIR
 FAIR

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>MATERIALS & SERVICES</u>						
214-300-5-20-2110 OFFICE SUPPLIES	784	543	750	0	750	_____
214-300-5-20-2601 PREMIUMS & PARADE	6,606	7,606	9,500	4,484	9,500	_____
214-300-5-20-2602 RIBBONS & BUTTONS	399	950	2,500	0	2,500	_____
214-300-5-20-2603 ENTERTAINMENT EXPENSE	16,754	16,284	20,000	0	20,000	_____
214-300-5-20-2607 MISC.	6,100	4,897	5,500	1,671	5,500	_____
214-300-5-20-2615 BUYERS LUNCHEON	901	1,800	2,500	0	2,500	_____
214-300-5-20-2625 CONTESTS	415	0	500	0	500	_____
214-300-5-20-3143 PROF. SERVICE - JUDGES	6,250	5,800	7,000	3,300	7,000	_____
214-300-5-20-3210 ADVERTISING & PUBLICIT	2,501	4,764	3,500	0	5,050	_____
214-300-5-20-3214 PREMIUM BOOK EXPENSE	1,821	0	2,000	0	2,000	_____
214-300-5-20-3450 BLEACHER RENTAL	2,500	2,500	2,500	0	2,500	_____
214-300-5-20-3452 CONTRACT SERVICES - SE	0	0	2,000	200	2,000	_____
214-300-5-20-3454 CONTRACT SERVICES - GA	1,000	1,000	1,000	0	1,000	_____
214-300-5-20-3831 CONTRACTED SVCS LITTER	700	700	700	0	700	_____
214-300-5-20-3832 CHANGE ACCOUNT	500	500	500	0	500	_____
214-300-5-20-3833 CONTRACTED SVCS GEN MT	<u>1,610</u>	<u>1,575</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	_____
TOTAL MATERIALS & SERVICES	48,841	48,919	62,950	9,655	64,500	_____
<u>CAPITAL OUTLAY</u>						
214-300-5-40-4304 PICNIC TABLES	0	0	0	0	0	_____
214-300-5-40-4406 EQ FOLDING TABLES/CHAI	0	0	0	0	0	_____
214-300-5-40-4410 EXHIBITOR SOFTWARE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____
TOTAL CAPITAL OUTLAY	0	0	0	0	0	_____
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TOTAL EXPENDITURES	64,522	82,532	88,059	29,681	90,342	
REVENUE OVER/(UNDER) EXPENDITURES (29,607)	(64,926)	(60,559)	(25,181)	(61,942)	

214-FAIR
 INDOOR/OUTDOOR ARENA

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								
CHARGES FOR SERVICES								
214-301-3-40-4763 ARENA RENTAL	382	0	150	825	300			
214-301-3-40-4764 TOKENS-LIGHTS	1,210	690	300	715	300			
TOTAL CHARGES FOR SERVICES	1,592	690	450	1,540	600			
DONATIONS								
214-301-3-67-6934 DONATIONS	0	0	0	0	0			
TOTAL DONATIONS	0	0	0	0	0			
TOTAL REVENUES	1,592	690	450	1,540	600			
EXPENDITURES								
MATERIALS & SERVICES								
214-301-5-20-2538 SUPPLIES	0	0	700	0	700			
214-301-5-20-2607 MISCELLANEOUS	0	0	100	0	100			
214-301-5-20-2620 CONTRACT SERVICES/SECU	137	648	650	486	650			
214-301-5-20-3210 DEPOSIT REFUNDS	357	0	0	0	0			
214-301-5-20-3615 UTILITIES	0	0	0	0	0			
214-301-5-20-3730 REPAIR & MAINTENANCE	765	1,210	1,000	87	1,000			
TOTAL MATERIALS & SERVICES	1,259	1,858	2,450	573	2,450			
TOTAL EXPENDITURES	1,259	1,858	2,450	573	2,450			
REVENUE OVER/(UNDER) EXPENDITURES	334	(1,168)	(2,000)	967	(1,850)			

214-FAIR
 QUEEN & COURT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
DONATIONS						
214-302-3-67-6930 COURT DONATIONS	0	0	0	0	0	
214-302-3-67-6931 GENERAL DONATIONS	0	0	0	0	0	
TOTAL DONATIONS	0	0	0	0	0	
TOTAL REVENUES						
	0	0	0	0	0	
EXPENDITURES						
MATERIALS & SERVICES						
214-302-5-20-2538 GENERAL SUPPLIES & MI	0	0	1,000	0	0	
214-302-5-20-2607 MISC-PICTURES	0	0	150	0	0	
214-302-5-20-2610 UNIFORMS AND TIERRA	0	0	500	0	0	
214-302-5-20-3312 LUNCHEON	0	0	900	0	0	
214-302-5-20-3455 CONTRACT SERVICES - CH	0	0	0	0	0	
TOTAL MATERIALS & SERVICES	0	0	2,550	0	0	
TOTAL EXPENDITURES						
	0	0	2,550	0	0	
REVENUE OVER/ (UNDER) EXPENDITURES						
	0	0	(2,550)	0	0	

214-FAIR
 SPECIAL EVENT

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								
CHARGES FOR SERVICES								
214-303-3-40-4741 TICKET SALES	0	0	0	0	7,500			
214-303-3-40-4751 CONCESSIONS	0	0	0	0	500			
TOTAL CHARGES FOR SERVICES	0	0	0	0	8,000			
DONATIONS								
214-303-3-67-6931 GENERAL DONATIONS	0	0	0	0	2,000			
TOTAL DONATIONS	0	0	0	0	2,000			
REIMBURSEMENTS								
214-303-3-80-7076 GATE REIMBURSEMENT-CHA	0	0	0	0	500			
TOTAL REIMBURSEMENTS	0	0	0	0	500			
TOTAL REVENUES	0	0	0	0	10,500			
EXPENDITURES								
MATERIALS & SERVICES								
214-303-5-20-2110 OFFICE SUPPLIES	0	0	250	0	3,375			
214-303-5-20-2602 AWARDS	0	0	100	0	0			
214-303-5-20-2603 ENTERTAINMENT	0	0	0	0	5,385			
214-303-5-20-2607 OTHER SERVICES	0	0	10	0	23,000			
214-303-5-20-3210 ADVERTISING	0	0	500	0	4,190			
214-303-5-20-3311 LODGING	0	0	0	0	3,470			
214-303-5-20-3313 JUDGES EXPENSE	0	0	50	0	0			
214-303-5-20-3452 CONTRACT SVS - SECURIT	0	0	0	0	6,400			
214-303-5-20-3472 CHEMICAL TOILETS	0	0	300	0	3,680			
214-303-5-20-3530 INSURANCE	0	0	800	0	0			
214-303-5-20-3832 GATE CHANGE	0	0	250	0	500			
TOTAL MATERIALS & SERVICES	0	0	2,260	0	50,000			
TOTAL EXPENDITURES	0	0	2,260	0	50,000			
REVENUE OVER/(UNDER) EXPENDITURES	0	0	(2,260)	0	(39,500)			

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

214-FAIR
 FAIR FUND ENDING FUND

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
EXPENDITURES						

<u>ENDING FUND BALANCE</u>						
214-999-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	0
TOTAL ENDING FUND BALANCE	0	0	0	0	0	0
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TOTAL EXPENDITURES	0	0	0	0	0	0
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

214-FAIR
 FAIR FUND ENDING FUND

	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
<u>BEGINNING FUND BALANCE</u>						
214-100-3-01-0101 BEG FUND BAL			0	260,367	0	
214-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>245,800</u>	<u>0</u>	<u>234,170</u>	
TOTAL BEGINNING FUND BALANCE			245,800	260,367	234,170	
FUND TOTAL REVENUES	173,760	164,579	196,755	167,577	175,140	
TOTAL AVAILABLE RESOURCES			442,555	427,944	409,310	
FUND TOTAL EXPENDITURES	101,078	139,306	442,555	109,100	409,310	
REVENUE OVER/(UNDER) EXPENDITURES	72,681	25,273	(245,800)	58,477	(234,170)	
PROJECTED ENDING FUND EQUITY			0	318,844	0	

*** END OF REPORT ***

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

226-FAIR ROOF RESERVE
 NON-DEPARTMENTAL

	2020-2021		2021-2022			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
INVESTMENT EARNINGS						
226-100-3-65-0105 INVESTMENT EARNINGS	463	446	200	136	200	
TOTAL INVESTMENT EARNINGS	463	446	200	136	200	
TRANSFER FROM OTHER FUND						
226-100-3-90-3815 TRANSFER FROM FAIR FUN	2,000	2,000	2,000	2,000	2,000	
226-100-3-90-3824 TRANS FR TRACTOR RES	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	2,000	2,000	2,000	2,000	2,000	
TOTAL REVENUES	2,463	2,446	2,200	2,136	2,200	
EXPENDITURES						
MATERIALS & SERVICES						
226-100-5-20-3710 REPAIR & MAINT	0	0	2,000	0	0	
TOTAL MATERIALS & SERVICES	0	0	2,000	0	0	
CAPITAL OUTLAY						
226-100-5-40-4401 ROOFING REPAIRS	0	0	20,335	0	27,052	
TOTAL CAPITAL OUTLAY	0	0	20,335	0	27,052	
RESERVED FOR FUTURE EXP.						
226-100-5-80-8102 RESERVE FOR ROOF	0	0	0	0	0	
TOTAL RESERVED FOR FUTURE EXP.	0	0	0	0	0	
ENDING FUND BALANCE						
226-100-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
TOTAL EXPENDITURES	0	0	22,335	0	27,052	
REVENUE OVER/(UNDER) EXPENDITURES	2,463	2,446	(20,135)	2,136	(24,852)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

226-FAIR ROOF RESERVE
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>BEGINNING FUND BALANCE</u>						
226-100-3-01-0101 BEGINNING FUND BALANCE			0	22,715	0	
226-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>20,135</u>	<u>0</u>	<u>24,852</u>	
TOTAL BEGINNING FUND BALANCE			20,135	22,715	24,852	
FUND TOTAL REVENUES	2,463	2,446	2,200	2,136	2,200	
TOTAL AVAILABLE RESOURCES			22,335	24,852	27,052	
FUND TOTAL EXPENDITURES	0	0	22,335	0	27,052	
REVENUE OVER/(UNDER) EXPENDITURES	2,463	2,446	(20,135)	2,136	(24,852)	
PROJECTED ENDING FUND EQUITY			0	24,852	0	
*** END OF REPORT ***						
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	

236-FAIR IMPROVEMENT FUND
 FAIR IMPROVEMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
INVESTMENT EARNINGS						
236-236-3-65-0105 INVESTMENT EARNINGS	167	262	100	101	100	
TOTAL INVESTMENT EARNINGS	167	262	100	101	100	
DONATIONS						
236-236-3-67-6932 SPECIFIC PURPOSE DONAT	0	0	0	0	0	
TOTAL DONATIONS	0	0	0	0	0	
REIMBURSEMENTS						
236-236-3-80-7075 REIMBURSED ITEMS	0	0	0	0	0	
TOTAL REIMBURSEMENTS	0	0	0	0	0	
TRANSFER FROM OTHER FUND						
236-236-3-90-3815 TRANSFER FROM FAIR FUN	5,000	5,000	5,000	5,000	5,000	
236-236-3-90-3816 TRANS FROM BARN RES FU	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	5,000	5,000	5,000	5,000	5,000	
TOTAL REVENUES	5,167	5,262	5,100	5,101	5,100	
EXPENDITURES						
CAPITAL OUTLAY						
236-236-5-40-4401 FAIR IMPROVEMENTS	0	0	21,097	0	26,258	
236-236-5-40-4415 DORM-ARCHITECT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	21,097	0	26,258	
TOTAL EXPENDITURES	0	0	21,097	0	26,258	
REVENUE OVER/(UNDER) EXPENDITURES	5,167	5,262	(15,997)	5,101	(21,158)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

236-FAIR IMPROVEMENT FUND
 FAIR IMPROVEMENT

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
236-100-3-01-0101 BEGINNING FUND BALANCE			0	16,057	0	
236-100-3-01-0102 BEGINNING FUND BALANCE-BUD			15,997	0	21,158	
236-236-3-01-0101 BEGINNING FUND BALANCE			0	0	0	
TOTAL BEGINNING FUND BALANCE			15,997	16,057	21,158	
FUND TOTAL REVENUES	5,167	5,262	5,100	5,101	5,100	
TOTAL AVAILABLE RESOURCES			21,097	21,158	26,258	
FUND TOTAL EXPENDITURES	0	0	21,097	0	26,258	
REVENUE OVER/(UNDER) EXPENDITURES	5,167	5,262	(15,997)	5,101	(21,158)	
PROJECTED ENDING FUND EQUITY			0	21,158	0	

*** FUND REPORT ***

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

230-RODEO FUND
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
TAX REVENUE						
230-100-3-10-0104 PREV LEVIED TAXES	0	0	0	0	0	
TOTAL TAX REVENUE	0	0	0	0	0	
INVESTMENT EARNINGS						
230-100-3-65-0105 INVESTMENT EARNINGS	523	334	0	0	0	
TOTAL INVESTMENT EARNINGS	523	334	0	0	0	
TRANSFER FROM OTHER FUND						
230-100-3-90-3815 TRANSFER FROM VIDEO LO	10,000	10,000	10,000	10,000	10,000	
TOTAL TRANSFER FROM OTHER FUND	10,000	10,000	10,000	10,000	10,000	
TOTAL REVENUES	10,523	10,334	10,000	10,000	10,000	
REVENUE OVER/(UNDER) EXPENDITURES	10,523	10,334	10,000	10,000	10,000	

230-RODEO FUND

RODEO

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
230-301-3-40-4741 VIP SEATS	0	0	0	0	0	_____
230-301-3-40-4742 GATE RECEIPTS MOCO	0	0	0	0	0	_____
230-301-3-40-4743 GATE RECEIPTS - NPRA	0	0	0	0	0	_____
230-301-3-40-4745 CONCESSIONS/FOOD	0	0	0	0	0	_____
230-301-3-40-4746 CONCESSIONS/BEER	0	0	0	0	0	_____
230-301-3-40-4747 M.C. JACKPOT FEES	0	0	0	0	0	_____
230-301-3-40-4753 OFFICE FEES	0	0	0	0	0	_____
230-301-3-40-4756 M.C. STOCK FEES	0	0	0	0	0	_____
TOTAL CHARGES FOR SERVICES	0	0	0	0	0	_____
MISCELLANEOUS REVENUE						
230-301-3-60-4186 ROPING CHUTE SIGN REV	0	0	0	0	0	_____
230-301-3-60-4187 MISC REVENUE	0	0	0	0	0	_____
230-301-3-60-4188 BUCKLE	0	0	0	0	0	_____
230-301-3-60-4189 SCOREBOARD SIGN REV.	0	0	0	0	0	_____
230-301-3-60-4190 BUCKING CHUTE SIGN REV	0	0	0	0	0	_____
230-301-3-60-4195 ALL AROUND SADDLE DONA	0	0	0	0	0	_____
TOTAL MISCELLANEOUS REVENUE	0	0	0	0	0	_____
DONATIONS						
230-301-3-67-6932 SPECIFIC PURPOSE DONAT	0	0	0	0	0	_____
230-301-3-67-6933 DONATIONS - MOCO	0	0	0	0	0	_____
230-301-3-67-6934 DONATIONS - NPRA	0	0	0	0	0	_____
TOTAL DONATIONS	0	0	0	0	0	_____
REIMBURSEMENTS						
230-301-3-80-7076 REIMBURSED CHANGE ACCO	0	0	0	0	0	_____
230-301-3-80-7077 RPDEP ARENA RENTAL	0	0	0	0	0	_____
TOTAL REIMBURSEMENTS	0	0	0	0	0	_____
TOTAL REVENUES	0	0	0	0	0	_____

EXPENDITURES

MATERIALS & SERVICES						
230-301-5-20-2463 AMBULANCE EXPENSE	0	0	0	0	0	_____
230-301-5-20-2465 ENTERTAINMENT/CLOWN EX	4,676	0	0	0	0	_____
230-301-5-20-2602 AWARDS - MOCO	2,048	0	0	0	0	_____
230-301-5-20-2605 STOCK CONTRACTS	7,050	0	0	0	0	_____
230-301-5-20-2606 PURSES - AWARDS	1,049	0	0	0	0	_____
230-301-5-20-2607 MISCELLANEOUS	5,238	0	0	0	0	_____
230-301-5-20-2608 SOUND-CONTRACT SERVICE	1,837	0	0	0	0	_____

230-RODEO FUND

RODEO

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
230-301-5-20-2609 CONCESSIONS/BEER	508	0	0	0	0	
230-301-5-20-2620 M.C. JACKPOT PAYOUT	0	0	0	0	0	
230-301-5-20-2622 M.C. STOCK PAYOUT	0	0	0	0	0	
230-301-5-20-3210 ADVERTISING/POSTERS	2,005	0	0	0	0	
230-301-5-20-3213 RODEO - SPONSOR	0	0	0	0	0	
230-301-5-20-3216 CHUTES/PANEL MATERIAL	0	0	0	0	0	
230-301-5-20-3300 ASSOCIATION FEES	0	0	0	0	0	
230-301-5-20-3460 CONTRACT SERVICES	1,617	10,000	10,000	0	20,000	
230-301-5-20-3461 RODEO SECRETARY	500	0	0	0	0	
230-301-5-20-3462 BULLFIGHTERS	0	0	0	0	0	
230-301-5-20-3463 JUDGE/CHUTE BOSS	500	0	0	0	0	
230-301-5-20-3464 TIMERS	500	0	0	0	0	
230-301-5-20-3466 MAINTENANCE/MATERIALS	5,275	0	0	0	0	
230-301-5-20-3467 TICKETS - GATES	500	0	0	0	0	
230-301-5-20-3469 ADMIN. EXPENSE	219	0	0	0	0	
230-301-5-20-3470 USHERS/VIP SEATING	250	0	0	0	0	
230-301-5-20-3471 CONTRACT SERVICE SECUR	1,000	0	0	0	0	
230-301-5-20-3472 CHEMICAL TOILETS	2,031	0	0	0	0	
230-301-5-20-3832 CHANGE ACCOUNT	0	0	0	0	0	
230-301-5-20-3833 CONT SVCS SPECTATOR PR	0	0	0	0	0	
230-301-5-20-3834 CONT SVCS GRBG/CLEANUP	750	0	0	0	0	
230-301-5-20-3835 CONT SVCS GATE/STAMP H	0	0	0	0	0	
230-301-5-20-3836 CONTRACT/MUSIC COPYRIG	240	0	0	0	0	
230-301-5-20-3837 ALL AROUND SADDLE	0	0	0	0	0	
TOTAL MATERIALS & SERVICES	37,794	10,000	10,000	0	20,000	
<u>CAPITAL OUTLAY</u>						
230-301-5-40-4405 ARENA IMPROVEMENTS	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
<u>OTHER REQUIREMENTS</u>						
230-301-5-50-5001 TRANSFER TO BLEACHER R	0	19,269	0	0	0	
230-301-5-50-5999 CONTINGENCY	0	0	0	0	0	
TOTAL OTHER REQUIREMENTS	0	19,269	0	0	0	
<u>ENDING FUND BALANCE</u>						
230-301-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	37,794	29,269	10,000	0	20,000	
REVENUE OVER/(UNDER) EXPENDITURES (37,794)	(29,269)	(10,000)	0	(20,000)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

230-RODEO FUND
 RODEO

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
230-100-3-01-0101 BEGINNING FUND BALANCE			0	0	0	
230-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>0</u>	<u>0</u>	<u>10,000</u>	
TOTAL BEGINNING FUND BALANCE			0	0	10,000	
FUND TOTAL REVENUES	10,523	10,334	10,000	10,000	10,000	
TOTAL AVAILABLE RESOURCES			10,000	10,000	20,000	
FUND TOTAL EXPENDITURES	37,794	29,269	10,000	0	20,000	
REVENUE OVER/(UNDER) EXPENDITURES	(27,270)	(18,935)	0	10,000	(10,000)	
PROJECTED ENDING FUND EQUITY			0	10,000	0	

*** END OF REPORT ***

229-BLEACHER/CIP RESERVE
 NON-DEPARTMENTAL

	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						
GRANT REVENUE						
229-100-3-30-3452 GRANTS AND/OR DONATION	6,000	0	0	0	0	
TOTAL GRANT REVENUE	6,000	0	0	0	0	
INVESTMENT EARNINGS						
229-100-3-65-0105 INVESTMENT EARNINGS	270	229	200	164	200	
TOTAL INVESTMENT EARNINGS	270	229	200	164	200	
TRANSFER FROM OTHER FUND						
229-100-3-90-3815 TRANSFER FROM RODEO FU	0	19,269	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	19,269	0	0	0	
<hr/>						
TOTAL REVENUES	6,270	19,499	200	164	200	
EXPENDITURES						
CAPITAL OUTLAY						
229-100-5-40-4401 CAPITAL OUTLAY	2,000	4,150	25,724	0	25,985	
TOTAL CAPITAL OUTLAY	2,000	4,150	25,724	0	25,985	
ENDING FUND BALANCE						
229-100-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	2,000	4,150	25,724	0	25,985	
REVENUE OVER/(UNDER) EXPENDITURES	4,270	15,349	(25,524)	164	(25,785)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

229-BLEACHER/CIP RESERVE
 NON-DEPARTMENTAL

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
<u>BEGINNING FUND BALANCE</u>								
229-100-3-01-0101 BEGINNING FUND BALANCE			0	25,621	0			
229-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>25,524</u>	<u>0</u>	<u>25,785</u>			
TOTAL BEGINNING FUND BALANCE			25,524	25,621	25,785			
FUND TOTAL REVENUES	6,270	19,499	200	164	200			
TOTAL AVAILABLE RESOURCES			25,724	25,785	25,985			
FUND TOTAL EXPENDITURES	2,000	4,150	25,724	0	25,985			
REVENUE OVER/(UNDER) EXPENDITURES	4,270	15,349	(25,524)	164	(25,785)			
PROJECTED ENDING FUND EQUITY			0	25,785	0			

*** END OF REPORT ***



THE LOOP - MORROW CO. TRANSPORTATION

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

Budget 216 Special Transportation Fund
2021/2022

1. Capital/Decision Ask Worksheet

- a. Capital Outlay - Vehicles \$464,874 -20% Match from STIF Formula
- b. Capital Outlay – Equipment \$38,000
- c. Decision Ask – Contracted Services - \$25,000
- d. Decision Ask – Contracted Services - \$98,540 – 20% Match from STIF Formula
- e. Decision Ask – Drug and Alcohol Testing - \$1,750
- f. Decision Ask – Telephone/*Data* - \$6,720
- g. Decision Ask – Operating Maintenance - \$3,000
- h. Decision Ask – Lodging and Meals - \$2,000
- i. Decision Ask – Office Expense - \$1,000
- j. Decision Ask – Training/Mileage – \$2,000
- k. Decision Ask – CareVan - \$6,500



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Technology Purchase Life (years): Unknown
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has a Capital Project in our Statewide Transportation Improvement Fund FY 21-23, to purchase technology enhancements for our expanding services (*fixed route/deviated route*) These enhancements would include real-time passenger data allowing the passenger to see where the bus is at and estimated time of arrival. This information would be delivered by kiosks at shelters and through a mobile device application.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

The project includes:

1. System Configuration and Project Management (hardware, installation, travel, and training) \$25,980
2. Morrow County – The Loop Branded App (Android and iOS) \$10,000

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$38,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	<input type="text" value="216-320-3-30-3146"/>	Amount: \$	<input type="text" value="38,000"/>
General Ledger/Account Number	<input type="text"/>	Amount: \$	<input type="text"/>


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZOOY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216- Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Strategic Planning, for strategic investments

2. Expansion of Public Transportation Services

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Morrow County Coordinated Human Services Public Transportation Plan is required a reassessment/rewrite every five years. This plan prepares the Loop for strategic investments based on our communities Transportation needs.

The Loop has identified two funding sources for planning STIF formula and Section 5304.

5. **Department Decision Package Number 1**

a. **Proposal Title:**
Professional Planning Services

b. **Total Cost of Decision Package:**

\$25,000

c. **Proposal Description and Justification:**
Reassessment/Rewrite of Morrow County Coordinated Human Resources Transportation Plan. Expired.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
i. Contracted Services

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 – Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Strategic Planning, for strategic investments

2. Expansion of Public Transportation Services

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

As the Loop prepares for expanded services (fixed routes or deviated routes) we have identified the need for right-sizing our bus barn facilities and possibly a transit hub. The planning phase will prepare us for the construction phase. The Loop has identified two funding sources for this planning; STIF Discretionary and Section 5304.

Our goal is to strategically plan for a bus barn/transit hub as we expand our services.

5. **Department Decision Package Number 1**

a. **Proposal Title:**
Feasibility Study/Planning

b. **Total Cost of Decision Package:**

\$98,540

c. **Proposal Description and Justification:**
Bus Barn/Transit Hub Planning.– Siting, Engineering, Architectural drawings, Federal Process. Our Goal is to strategically plan for a bus barn/transit hub as we expand our services.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

i. Contracted Services

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 – Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Program Communications – Cell Phones and Data are required as we plan to implement a Dispatching System.

 2. Driver Communication, Payroll input. Program Reporting

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

In June of 2020 the Loop brought on part-time drivers for the first time in the program's history. With the Loop Drivers living in Heppner, Boardman and Irrigon we have provided a tablet for each location for drivers to input their hours. This enables the driver to report their hours daily and for management to process this information in a timely manner.

Additional data is required as we prepare to implement a Dispatching System.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:**
Program Communications

 - b. **Total Cost of Decision Package:**

6,720

 - c. **Proposal Description and Justification:**
Continue Phone Cell Service for the Loop staff and drivers. Continue providing data for driver payroll input. Prepare to implement Dispatching System that requires cell phones and data.

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Telephones/Data

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 - Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Ongoing staff training
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*
Insufficient funds appropriated (Zero Dollars) to Lodging and Meals. Travel for training is expected to maintain and grow the program.

Department Decision Package Number 1

- a. **Proposal Title:**
Lodging and Meals

- b. **Total Cost of Decision Package:**
\$2,000

- c. **Proposal Description and Justification:**
Increase Lodging and Meals budget to allow sufficient appropriation. Lodging and meals are needed for travel to trainings.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Lodging and Meals
 - ii.

6. Department Decision Package Number 2

a. Proposal Title:

b. Total Cost of Decision Package:

c. Proposal Description and Justification:

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

i.

ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
216 - Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Ongoing staff training
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*
Insufficient funds appropriated (Zero Dollars) to Training/Mileage. Travel for training is expected to maintain and grow the program.

Department Decision Package Number 1

- a. **Proposal Title:**
Increase budget for Training/Mileage

- b. **Total Cost of Decision Package:**
\$2,000

- c. **Proposal Description and Justification:**
Increase Training/Mileage budget to allow sufficient appropriation.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Training/Mileage \$2,000
 - ii.

216-SPEC TRANSPORTATION FUND
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						
=====						
<u>INVESTMENT EARNINGS</u>						
216-100-3-65-0105 INVESTMENT EARNINGS	<u>934</u>	<u>4,750</u>	<u>3,000</u>	<u>3,269</u>	<u>3,000</u>	<u>3,000</u>
TOTAL INVESTMENT EARNINGS	934	4,750	3,000	3,269	3,000	3,000
<hr/>						
TOTAL REVENUES	934	4,750	3,000	3,269	3,000	
REVENUE OVER/(UNDER) EXPENDITURES	934	4,750	3,000	3,269	3,000	

216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

REVENUES
 =====

GRANT REVENUE

216-320-3-30-3142 STATE STF FUNDS	69,119	70,360	67,700	50,775	67,700	
216-320-3-30-3143 MAINTENANCE GRANT	0	0	0	0	0	
216-320-3-30-3144 STF DISCRETIONARY	0	0	66,736	0	0	
216-320-3-30-3145 HRTG - VETS	45,344	45,006	45,000	35,792	0	
216-320-3-30-3146 STIF Funds	0	385,334	670,600	225,456	269,786	
216-320-3-30-3147 STIF DISCRETIONARY GRA	0	0	0	13,627	450,731	
TOTAL GRANT REVENUE	114,463	500,700	850,036	325,650	788,217	

CHARGES FOR SERVICES

216-320-3-40-4139 BUS RECEIPTS	6,046	5,070	500	684	500	
216-320-3-40-4140 MEDICAID REIMBURSEMENT	0	0	0	5,425	3,000	
TOTAL CHARGES FOR SERVICES	6,046	5,070	500	6,109	3,500	

REIMBURSEMENTS

216-320-3-80-7075 REIMBURSED ITEMS	681	67	0	980	0	
TOTAL REIMBURSEMENTS	681	67	0	980	0	

TRANSFER FROM OTHER FUND

216-320-3-90-3827 TRANS FROM BUS SHED	0	0	0	0	0	
216-320-3-90-3828 TRANSFER FROM STO	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	

TOTAL REVENUES	121,189	505,837	850,536	332,738	791,717	
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EXPENDITURES
 =====

PERSONNEL SERVICES

216-320-5-10-1001 COORDINATOR	28,404	26,399	21,312	17,107	0	
216-320-5-10-1002 DISPATCHER	0	16,428	33,795	19,453	32,990	
216-320-5-10-1005 DRIVER	0	0	184,851	33,338	83,262	
216-320-5-10-1006 DRIVERS 3-PART TIME	0	0	0	0	0	
216-320-5-10-1007 TEMP DISPATCHER	0	0	0	0	0	
216-320-5-10-1169 EXTRA HELP	0	0	1,500	0	1,500	
216-320-5-10-1301 FICA	1,736	2,532	14,970	4,249	5,879	
216-320-5-10-1302 WORKERS COMP	77	1,650	10,857	3,591	2,175	
216-320-5-10-1303 DB - PACIFIC MUTUAL	7,172	10,612	15,921	4,282	2,493	
216-320-5-10-1304 DEFINED CONTRIBUTION	0	0	0	318	0	
216-320-5-10-1305 AOC-MEDICAL	0	15,104	69,554	14,066	9,460	
216-320-5-10-1306 DENTAL INSURANCE	0	935	4,982	962	496	
216-320-5-10-1308 HRA DED. CONTRIBUTION	0	0	0	0	0	
216-320-5-10-1309 UNEMPLOYMENT INSURANCE	312	442	2,897	808	1,324	
216-320-5-10-1316 DISABILITY INSURANCE	31	59	186	65	186	

216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
216-320-5-10-1317 LIFE INSURANCE	26	49	156	54	156	
216-320-5-10-1320 VACATION ACCRUAL	712	(9,014)	2,319	0	2,388	
216-320-5-10-1321 MANDATED MEDICARE	406	592	1,244	994	1,375	
TOTAL PERSONNEL SERVICES	38,877	65,787	364,544	99,288	143,684	

MATERIALS & SERVICES

216-320-5-20-2251 FUEL	21,483	17,872	20,000	8,133	20,000	
216-320-5-20-2252 TIRES	0	0	0	0	0	
216-320-5-20-2282 OPERATING - OUTREACH S	0	89	10,000	306	7,500	
216-320-5-20-2381 MAINTENANCE	1,514	397	500	1,405	0	
216-320-5-20-3230 PUBLISHING	31	0	0	0	0	
216-320-5-20-3240 TELEPHONE	2,706	2,760	3,000	2,536	6,720	
216-320-5-20-3311 LODGING AND MEALS	821	1,268	0	0	2,000	
216-320-5-20-3314 REGISTRATION & DUES	1,620	1,500	1,000	1,200	1,000	
216-320-5-20-3323 MILEAGE	2	116	0	0	0	
216-320-5-20-3440 CONTRACTED SERVICES	0	0	0	0	123,540	
216-320-5-20-3461 CONTRACT SVCS - HLTH &	0	0	0	0	0	
216-320-5-20-3530 BUS LIABILITY INSURANC	5,311	14,874	13,500	14,224	15,000	
216-320-5-20-3531 SOFTWARE	2,078	2,155	1,800	1,320	1,800	
216-320-5-20-3610 ELECTRICITY	491	502	500	386	500	
216-320-5-20-3710 RSVP	0	0	0	0	0	
216-320-5-20-3712 OFFICE EXPENSE	1,861	215	0	681	1,000	
216-320-5-20-3713 DRIVER EXPENSE	155	204	500	0	500	
216-320-5-20-3714 TRAINING/MILEAGE	0	0	0	0	2,000	
216-320-5-20-3715 BUS SHED RENT	450	1,800	1,800	1,800	1,800	
216-320-5-20-3716 MAINT - OPERATING	0	0	0	0	3,000	
216-320-5-20-3717 MAINT - VEHICLE	0	0	0	0	0	
216-320-5-20-3725 MISCELLANEOUS	478	586	500	645	500	
216-320-5-20-3726 TELEPHONE & DATA	0	0	0	366	0	
216-320-5-20-3745 CONTRACT VOL. DRIVERS	26,404	23,725	26,500	3,125	5,000	
216-320-5-20-3746 CAREVAN	5,500	5,500	5,500	2,750	6,500	
216-320-5-20-3747 FIXED ROUTE	0	0	210,000	0	210,000	
216-320-5-20-3749 MDT'S	0	3,208	25,000	1,295	2,000	
216-320-5-20-3750 SURVEILLANCE	0	0	0	0	0	
216-320-5-20-3816 DRUG & ALCOHOL TESTING	0	0	0	0	1,750	
TOTAL MATERIALS & SERVICES	70,905	76,771	320,100	40,172	412,110	

CAPITAL OUTLAY

216-320-5-40-4402 EQUIPMENT	0	0	0	0	38,000	
216-320-5-40-4404 COPIER/DESK & OTHER	0	0	0	0	0	
216-320-5-40-4405 VEHICLE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	38,000	

216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>OTHER REQUIREMENTS</u>						
216-320-5-50-5353 TRANS TO GF INDIRECT C	0	0	0	0	0	_____
216-320-5-50-5354 TRANSFER TO VEHICLE RE	0	0	0	15,804	464,874	_____
216-320-5-50-5355 TRANS. TO 5310-MATCH F	9,848	0	6,282	12,731	6,370	_____
216-320-5-50-5356 TRANSFER TO 5311-MATCH	0	0	0	0	20,540	_____
216-320-5-50-5999 CONTINGENCY	<u>0</u>	<u>0</u>	<u>1,437,134</u>	<u>0</u>	<u>252,556</u>	_____
TOTAL OTHER REQUIREMENTS	9,848	0	1,443,416	28,535	744,340	_____
<hr/>						
TOTAL EXPENDITURES	119,630	142,558	2,128,060	167,996	1,338,134	
REVENUE OVER/(UNDER) EXPENDITURES	1,560	363,279	(1,277,524)	164,742	(546,417)	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	

216-SPEC TRANSPORTATION FUND
 SPECIAL TRANSPORTATION

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
216-100-3-01-0101 BEGINNING FUND BALANCE			0	389,569	0	
216-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>1,274,524</u>	<u>0</u>	<u>543,417</u>	
TOTAL BEGINNING FUND BALANCE			1,274,524	389,569	543,417	
FUND TOTAL REVENUES	122,123	510,587	853,536	336,007	794,717	
TOTAL AVAILABLE RESOURCES			2,128,060	725,576	1,338,134	
FUND TOTAL EXPENDITURES	119,630	142,558	2,128,060	167,996	1,338,134	
REVENUE OVER/(UNDER) EXPENDITURES	2,493	368,029	(1,274,524)	168,011	(543,417)	
PROJECTED ENDING FUND EQUITY			0	557,581	0	

*** END OF REPORT ***



THE LOOP - MORROW CO. TRANSPORTATION

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

Budget 225 – STF Vehicle Reserve Fund
FY 2021/2022

1. Capital Outlay Ask

- a. Vehicle Category C: \$134,029
- b. Vehicle Category D: \$281,745
- c. Vehicle Category E: \$49,100
- d. Equipment – \$12,000 (New Vehicle add-ons)

225 - 320 - 3 - 90 - 3823 TRANS FROM 5311
5 - 40 - 4403 Cat C
4404 Cat D
4405 Cat E
4402 EQUIP



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase one 30 passenger bus.

Bus Length: less than 30ft.

Make/Model: Champion Defender F550

ADA Seats: 2

Seats w/ADA deployed: 28

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021, with a possible order date by September 2021. The delivery of the bus is unknown. This bus will prepare the Loop for expanding program services. Example: fixed route/deviated route service

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price: \$ 134,029

Include in Fiscal Year 2021-2022 Budget:

YES

NO

Amount: \$134,029

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	225-Vehicle Category C	Amount: \$	134,029
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$ N/A

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZUDY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase three 14 passenger buses.

Bus Length: less than 30ft.

Make/Model: Champion Challenger F450

ADA Seats: 2

Seats w/ADA deployed: 12

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021. with a possible order date by September 2021. Delivery of the buses is unknown. These buses will prepare the Loop for expanding program services. (*fixed route/deviated route service*) These buses will also be used for backup buses in the event of a bus break down/repairs.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price \$93,915

Include in Fiscal Year 2021-2022 Budget:

YES

NO

Amount: \$281,745

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number Amount: \$

General Ledger/Account Number Amount: \$


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZUBY	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Vehicle Purchase Life (years): 5-10 years
 Project Originator (Name): Katie Imes Phone: 541-676-5667
 Department: The Loop – Morrow County Transportation Location: Heppner
 Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop has applied for a Statewide Transportation Discretionary Grant to purchase one 5 passenger ADA minivan.

Make/Model: Dodge/Braun Ability Rear Entry

ADA Seats: 1

Seats w/ADA deployed: 5

Fuel System: Gas

If the Loop is awarded, we anticipate a Request for Purchase to go out in July 2021. with a possible order date by September 2021. The delivery of the van is unknown. Currently, we have two ADA vans, one in Boardman and one in Heppner. This purchase will allow all three of our locations to have access to an ADA van.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Base Price: \$49,100

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$49,100

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	225-Vehicle Category E	Amount: \$	49,100
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$ N/A

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG ZOOG	2/19/21
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/	_____	_____	_____
Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Equipment Purchase Life (years): 5-10

Project Originator (Name): Katie Imes Phone: 541-676-5667

Department: The Loop – Morrow County Transportation Location: Heppner

Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

This project will allow for additional equipment for our bus and van purchases. Examples: Vehicle graphics, Wheelchair Securement equipment, storage equipment, etc.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Vehicle Add-on's: \$12,000

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$12,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	Equipment	Amount: \$	38,000
General Ledger/Account Number		Amount: \$	


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		Katie Imes	2/19/2021
County Administrator			
Finance Director			
Public Works/			
Maintenance (if required)			

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

225-STF VEHICLE RESERVE FUND
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES						

<u>INVESTMENT EARNINGS</u>						
225-100-3-65-0105 INVESTMENT EARNINGS	3,525	2,662	2,000	426	2,000	
TOTAL INVESTMENT EARNINGS	3,525	2,662	2,000	426	2,000	
<hr/>						
TOTAL REVENUES	3,525	2,662	2,000	426	2,000	
REVENUE OVER/ (UNDER) EXPENDITURES	3,525	2,662	2,000	426	2,000	

225-STF VEHICLE RESERVE FUND
 SPECIAL TRANSPORTATION

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>GRANT REVENUE</u>						
225-320-3-30-3145 HRTG - VETS GRANT	0	0	0	0	0	
225-320-3-30-3587 STATE STF GRANT	0	0	0	0	0	
TOTAL GRANT REVENUE	0	0	0	0	0	
<u>MISCELLANEOUS REVENUE</u>						
225-320-3-60-4190 SALE OF EQUIPMENT	0	0	0	5,575	0	
TOTAL MISCELLANEOUS REVENUE	0	0	0	5,575	0	
<u>REIMBURSEMENTS</u>						
225-320-3-80-7075 REIMBURSED ITEMS	0	71,120	0	0	0	
TOTAL REIMBURSEMENTS	0	71,120	0	0	0	
<u>TRANSFER FROM OTHER FUND</u>						
225-320-3-90-3821 TRANSFER FROM STF FUND	0	0	0	15,804	464,874	
225-320-3-90-3822 TRANS FR STF BUS SHED	0	0	0	0	0	
225-320-3-90-3823 TRANS FROM 5311	0	0	0	0	12,000	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	15,804	476,874	
<hr/>						
TOTAL REVENUES	0	71,120	0	21,379	476,874	
EXPENDITURES						

<u>CAPITAL OUTLAY</u>						
225-320-5-40-4402 EQUIPMENT	0	0	0	0	12,000	
225-320-5-40-4403 VEHICLE - CAT C	0	0	0	0	134,029	
225-320-5-40-4404 VEHICLE - CAT D	0	0	0	0	281,745	
225-320-5-40-4405 VEHICLE - CAT E	0	0	0	0	49,100	
225-320-5-40-4407 VEHICLE REPLACEMENT	0	121,968	146,250	0	0	
TOTAL CAPITAL OUTLAY	0	121,968	146,250	0	476,874	
<u>RESERVED FOR FUTURE EXP.</u>						
225-320-5-80-8102 RESERVE FOR FUTURE EXP	0	0	0	0	101,575	
TOTAL RESERVED FOR FUTURE EXP.	0	0	0	0	101,575	
<u>ENDING FUND BALANCE</u>						
225-320-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
<hr/>						
TOTAL EXPENDITURES	0	121,968	146,250	0	578,449	
REVENUE OVER/(UNDER) EXPENDITURES	0	(50,848)	(146,250)	21,379	(101,575)	

225-STF VEHICLE RESERVE FUND
 SPECIAL TRANSPORTATION

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
225-100-3-01-0101 BEGINNING FUND BALANCE			0	93,574	0	
225-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>144,250</u>	<u>0</u>	<u>99,575</u>	
TOTAL BEGINNING FUND BALANCE			144,250	93,574	99,575	
FUND TOTAL REVENUES	3,525	73,782	2,000	21,805	478,874	
TOTAL AVAILABLE RESOURCES			146,250	115,379	578,449	
FUND TOTAL EXPENDITURES	0	121,968	146,250	0	578,449	
REVENUE OVER/(UNDER) EXPENDITURES	3,525	(48,185)	(144,250)	21,805	(99,575)	
PROJECTED ENDING FUND EQUITY			0	115,379	0	

*** END OF REPORT ***



THE LOOP - MORROW CO. TRANSPORTATION

P.O. Box 495 · Heppner, Oregon 97836 · (541) 676-5667 · 1-855-644-4560

Budget 504 - FTA Grant Funds
FY 2021/2022

1. Capital/Decision Ask Worksheets

- a. Capital Outlay – Equipment – New Vehicle Add-on's \$12,000
- b. Capital Outlay– Office Software- Dispatching - \$50,000
- c. Decision Ask – Contracted Services – Planning - \$25,000
- d. Decision Ask – Contract Volunteer Driver - \$5,000
- e. Decision Ask – Drug and Alcohol Testing - \$1,750
- f. Decision Ask – Lodging & Meals - \$2,000
- g. Decision Ask – Office Expense - \$1,000
- h. Decision Ask – Operating Maintenance \$3,000
- i. Decision Ask – Software \$4,000
- j. Decision Ask – Surrviellance - \$1,500
- k. Decision Ask – Telephone/Data - \$ 6,720
- l. Decision Ask – Training & Mileage - \$2,000
- m. Decision Ask – Vehicle Maintenance - \$23,600



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: February 19th, 2021

1. Project Details

Project Name: Equipment Purchase Life (years): 5-10

Project Originator (Name): Katie Imes Phone: 541-676-5667

Department: The Loop – Morrow County Transportation Location: Heppner

Desired project timing: Start Date: July 2021 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The Loop is currently in a planning phase for expanding services, this planning is for fixed-route/deviated route service. Program expansion brings demand for program efficiency and data reports. Our goal is to implement Dispatching Software specifically designed for Public Transportation Providers. This software will improve dispatcher and driver communication, driver accountability, custom program reporting and statistics, vehicle maintenance reporting, and a reduction in current t paper processes. This software will require annual subscription fees. The purchase will be funded through Section 5311.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Dispatching Software Estimate: \$50,000

Includes the intial purchase with the option to roll the subscribtion fee into upfront cost.

Include in Fiscal Year 2021-
2022 Budget: YES NO Amount: \$50,000

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	504-504-3-30-3146	Amount: \$	48,865
General Ledger/Account Number	216-320-3-30-3142	Amount: \$	5,135


5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	Annual Increase In Operating Costs	Annual Operating Savings
Maintenance Costs:		
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:	N/A	

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director		GREGG BOY	2/19/21
County Administrator			
Finance Director			
Public Works/			
Maintenance (if required)			

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Strategic Planning, for strategic investments
2. Expansion of Public Transportation Services

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Morrow County Coordinated Human Services Public Transportation Plan has required a reassessment and rewrites every five years. This plan prepares the Loop for strategic investments based on our communities Transportation needs.

The Loop has identified two funding sources for planning STIF Formula and Section 5304.

5. **Department Decision Package Number 1**

a. **Proposal Title:**

Professional Planning Services

b. **Total Cost of Decision Package:**

\$25,000

c. **Proposal Description and Justification:**

Reassessment/Rewrite of Morrow County Coordinated Human Resources Transportation Plan. Expired.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

- i. Contracted Services

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Maintain Volunteer Driver Position

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311. Our goal is to maintain our Volunteer Driver position.

5. **Department Decision Package Number 1**

a. **Proposal Title:**
Volunteer Driver

b. **Total Cost of Decision Package:**

5,000

c. **Proposal Description and Justification:**
Volunteer Driver Position.
Maintain Volunteer Driver Position.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

- i. Contract Vol. Drivers
- ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 - 1 Public Safety/Driver Accountability

 2. Maintain eligibility for Section 5311 Funding

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

The Loop implemented a Drug and Alcohol Policy in 2020, which made us eligible for Section 5311 Funding. Section 5311 is for operating, capital, and planning expenses. Our goal is to maintain driver accountability and safety.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:**
Drug and Alcohol Testing

 - b. **Total Cost of Decision Package:**
1,750

 - c. **Proposal Description and Justification:**
Drug and Alcohol Testing for pre-employment, random, reasonable suspicion, and post-accident. This testing complies with our Drug and Alcohol Policy.

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Drug and Alcohol Testing
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Ongoing staff training
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311. Insufficient funds appropriated (Zero Dollars) to Lodging and Meals. Travel for training is expected to maintain and grow the program.

Department Decision Package Number 1

- a. **Proposal Title:**
Lodging and Meals

- b. **Total Cost of Decision Package:**
\$2,000

- c. **Proposal Description and Justification:**
Increase Lodging and Meals budget to allow sufficient appropriation. Lodging and meals are needed for travel to training.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Lodging and Meals
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 –FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Maintain Office Supplies

2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311.

Insufficient funds appropriated (Zero dollars) to office expenses. Examples: USPS dues, postage, mailing supplies, etc.

5. **Department Decision Package Number 1**

a. **Proposal Title:**
Office Supplies

b. **Total Cost of Decision Package:**

1,000

c. **Proposal Description and Justification:**
Maintain office supplies and procedures

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

i. Office Expense

ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Define Maintenance Expenses
 2. ODOT Compliance

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Historically all maintenance has been compiled in one GL line – “Maintenance”. Our department needs to define maintenance by; Vehicle and Non-Vehicle Maintenance. Examples of non-vehicle maintenance: *facility repairs/supplies, annual fire extinguisher inspections, vehicle cleaning supplies, first aid, emergency roadside supplies.* Our goal is to keep our operating expenditures organized.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:**
Non- Vehicle Maintenance

 - b. **Total Cost of Decision Package:**
\$3,000

 - c. **Proposal Description and Justification:**
Operating Maintenance.
Clearly define non-vehicle maintenance.

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Operating Maintenance
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

Maintain Software Subscriptions

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311.

The Loop Video Surveillance System requires software for data retrieval and storage. The Loop Dispatching software requires an annual subscription to operate. Our goal is to maintain the annual subscription fees to operate our video surveillance system and dispatching system.

5. **Department Decision Package Number 1**

a. **Proposal Title:**

Software Subscriptions

b. **Total Cost of Decision Package:**

\$4,000

c. **Proposal Description and Justification:**

Annual software subscription renewals. Maintain operations of video surveillance and dispatching software.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

i. Software

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Public Safety and Confidence
 2. Driver Accountability

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

The Loop received funding through Section 5310 Discretionary grant for a Video Surveillance System for our fleet. This system will provide public confidence when riding the Loop and provide Driver accountability. Annual software fees apply.

Department Decision Package Number 1

- a. **Proposal Title:**
Video Surveillance

- b. **Total Cost of Decision Package:**
\$1,500

- c. **Proposal Description and Justification:**
Maintain Video Surveillance System. This system requires annual fees to maintain service.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Surveillance
 - ii.

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Program Communications – Cell Phones and Data are required as we plan to implement a Dispatching System.

 2. Driver Communication, Payroll input. Program reporting

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

In June of 2020, the Loop brought on part-time drivers for the first time in the program's history. With the Loop Drivers living in Heppner, Boardman, and Irrigon we have provided a tablet for each location for drivers to input their hours. This enables the driver to report their hours daily and for management to process this information promptly. Additional data is required as we prepare to implement a Dispatching System.

5. **Department Decision Package Number 1**
 - a. **Proposal Title:**
Program Communications

 - b. **Total Cost of Decision Package:**

6,720

 - c. **Proposal Description and Justification:**
Continue Phone Cell Service for the Loop staff and drivers. Continue providing data for driver payroll input. Prepare to implement Dispatching System that requires cell phones and data.

 - d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Telephones/Data

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 - Special Transportation Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Ongoing staff training
 - 2.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Section 5311 is for operating, capital, and planning expenses. The Loop would like to transition our operating expenses from Special Trans. Fund to 5311.
Insufficient funds appropriated (Zero Dollars) to Training/Mileage. Travel for training is expected to maintain and grow the program.

Department Decision Package Number 1

- a. **Proposal Title:**
Increase budget for Training/Mileage

- b. **Total Cost of Decision Package:**
\$2,000

- c. **Proposal Description and Justification:**
Increase Training/Mileage budget to allow sufficient appropriation.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Training \$1,000
 - ii. Mileage \$1,000

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** The Loop – Morrow County Transportation
504 – FTA Grant Fund

2. **Department Goals and Objectives for Fiscal Year 2021-2022**
 1. Vehicle Maintenance
 2. Keep our fleet in good operating condition and compliance with the Oregon Dept. of Transportation.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

Vehicle Maintenance includes Fluid changes, Annual inspections(DOT), Vehicle repairs, Tires, and Carwashes.

Department Decision Package Number 1

- a. **Proposal Title:**
Vehicle Maintenance

- b. **Total Cost of Decision Package:**

\$23,600

- c. **Proposal Description and Justification:**

Increase Vehicle Maintenance to maintain our fleet.

- d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**
 - i. Vehicle Maintenance \$11,800
 - ii. Tires \$11,800

504-5310 - FTA GRANT FUND
 5310 FTA GRANT

	2018-2019		2019-2020		CURRENT		Y-T-D		REQUESTED		PROPOSED	
	ACTUAL		ACTUAL		BUDGET		ACTUAL		BUDGET		BUDGET	
REVENUES												

<u>GRANT REVENUE</u>												
504-504-3-30-3144 STO OPERATING GRANT	0		0		0		0		0		0	
504-504-3-30-3145 5310 - FTA GRANT	39,226		85,220		68,172		27,651		62,021			
504-504-3-30-3146 5311 - GRANT	0		0		0		0		200,000			
504-504-3-30-3147 5310 - DISPATCH GRANT	1,552		0		0		0		0			
504-504-3-30-3148 HB 2017 GRANT	0		0		0		0		0			
504-504-3-30-3149 5304 - GRANT	0		0		0		0		25,000			
504-504-3-30-3150 HRTG - VETS	0		0		0		0		40,500			
TOTAL GRANT REVENUE	40,778		85,220		68,172		27,651		327,521			
<u>CHARGES FOR SERVICES</u>												
504-504-3-40-4139 BUS RECEIPTS	0		0		0		0		0			
TOTAL CHARGES FOR SERVICES	0		0		0		0		0			
<u>INVESTMENT EARNINGS</u>												
504-504-3-65-0105 INVESTMENT EARNINGS	1,102		1,228		1,000		254		1,000			
TOTAL INVESTMENT EARNINGS	1,102		1,228		1,000		254		1,000			
<u>REIMBURSEMENTS</u>												
504-504-3-80-7075 REIMBURSED ITEMS	24,583		(11,509)		0		0		0			
TOTAL REIMBURSEMENTS	24,583		(11,509)		0		0		0			
<u>TRANSFER FROM OTHER FUND</u>												
504-504-3-90-3828 TRANS. FROM STF-MATCH	9,848		0		6,282		12,731		6,370			
504-504-3-90-3829 TRANS FROM STF MATCH-5	0		0		0		0		20,540			
TOTAL TRANSFER FROM OTHER FUND	9,848		0		6,282		12,731		26,910			

TOTAL REVENUES	76,310		74,939		75,454		40,636		355,431			
EXPENDITURES												

<u>PERSONNEL SERVICES</u>												
504-504-5-10-1001 COORDINATOR	28,405		26,399		21,312		17,107		45,874			
504-504-5-10-1002 DISPATCHER	11,697		14,864		0		0		0			
504-504-5-10-1301 FICA	2,461		2,443		1,321		1,021		2,844			
504-504-5-10-1302 WORKERS COMP	22		19		115		8		115			
504-504-5-10-1303 DB RETIREMENT	7,044		10,224		5,285		4,282		11,377			
504-504-5-10-1304 DEFINED CONTRIBUTION	0		0		0		0		0			
504-504-5-10-1305 AOC-MEDICAL	0		12,069		11,592		8,660		22,605			
504-504-5-10-1306 DENTAL INSURANCE	0		865		830		608		1,619			
504-504-5-10-1308 HRA DED. CONTRIBUTION	0		0		0		0		0			
504-504-5-10-1309 UNEMPLOYMENT INSURANCE	440		429		256		202		505			
504-504-5-10-1316 DISABILITY INSURANCE	31		56		0		23		0			

504-5310 - FTA GRANT FUND
 5310 FTA GRANT

	(------ 2020-2021 -----)		(------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
504-504-5-10-1317 LIFE INSURANCE	26	46	0	19	0	
504-504-5-10-1320 VACATION ACCRUALS	0	0	0	0	0	
504-504-5-10-1321 MANDATED MEDICARE	575	571	309	239	665	
TOTAL PERSONNEL SERVICES	50,702	67,986	41,020	32,171	85,604	
<u>MATERIALS & SERVICES</u>						
504-504-5-20-2251 FUEL	0	0	14,668	0	14,668	
504-504-5-20-2252 TIRES	2,110	2,178	8,500	3,575	11,800	
504-504-5-20-2381 MAINTENANCE	4,105	10,347	7,172	3,047	0	
504-504-5-20-3230 PUBLISHING	0	0	0	0	0	
504-504-5-20-3240 TELEPHONE/DATA	0	0	0	0	6,720	
504-504-5-20-3311 LODGING AND MEALS	0	0	0	0	2,000	
504-504-5-20-3314 REGISTRATION & DUES	0	0	0	0	0	
504-504-5-20-3323 MILEAGE	0	0	0	0	1,000	
504-504-5-20-3440 CONTRACT SERVICES	0	0	0	0	25,000	
504-504-5-20-3530 INSURANCE	0	0	0	0	0	
504-504-5-20-3531 SOFTWARE	0	0	0	0	4,000	
504-504-5-20-3710 RSVP	0	0	0	0	0	
504-504-5-20-3712 OFFICE EXPENSE	0	0	0	0	0	
504-504-5-20-3713 DRIVER EXPENSE	0	0	0	0	1,000	
504-504-5-20-3714 TRAINING	0	0	0	0	1,000	
504-504-5-20-3715 MAINT - OPERATING	0	0	0	0	3,000	
504-504-5-20-3717 MAINT - VEHICLE	0	0	0	0	11,800	
504-504-5-20-3725 MISCELLANEOUS	0	0	0	0	0	
504-504-5-20-3745 CONTR SERV - VOL DRIVE	0	0	0	0	5,000	
504-504-5-20-3746 CAREVAN/CTUIR	12,000	9,000	12,000	3,000	12,000	
504-504-5-20-3747 5311 GRANT	0	0	0	0	0	
504-504-5-20-3748 OUTREACH SUPPLIES	0	0	0	0	0	
504-504-5-20-3749 MDT'S	0	0	0	0	0	
504-504-5-20-3750 SURVEILLANCE	0	0	0	0	1,500	
504-504-5-20-3816 DRUG & ALCOHOL TESTING	0	0	0	0	1,750	
TOTAL MATERIALS & SERVICES	18,215	21,524	42,340	9,622	102,238	
<u>CAPITAL OUTLAY</u>						
504-504-5-40-4402 EQUIPMENT	0	0	0	0	0	
504-504-5-40-4404 OFFICE SOFTWARE	0	0	0	0	50,000	
504-504-5-40-4405 STF VEHICLE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	50,000	
<u>OTHER REQUIREMENTS</u>						
504-504-5-50-5353 TRANSFER TO GF-IND CO	0	0	0	0	0	
504-504-5-50-5354 TRANSFER TO STF	0	0	0	0	0	
504-504-5-50-5355 TRANS TO STF RESERVE	0	0	0	0	12,000	
504-504-5-50-5999 CONTINGENCY	0	0	33,396	0	153,238	
TOTAL OTHER REQUIREMENTS	0	0	33,396	0	165,238	
<hr/>						
TOTAL EXPENDITURES	68,917	89,511	116,756	41,792	403,080	
REVENUE OVER/(UNDER) EXPENDITURES	7,393	(14,572)	(41,302)	(1,157)	(47,649)	

504-5310 - FTA GRANT FUND
 5310 FTA GRANT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
504-100-3-01-0101			0	23,208	0	
504-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>41,302</u>	<u>0</u>	<u>47,649</u>	
TOTAL BEGINNING FUND BALANCE			41,302	23,208	47,649	
FUND TOTAL REVENUES	76,310	74,939	75,454	40,636	355,431	
TOTAL AVAILABLE RESOURCES			116,756	63,844	403,080	
FUND TOTAL EXPENDITURES	68,917	89,511	116,756	41,792	403,080	
REVENUE OVER/(UNDER) EXPENDITURES	7,393	(14,572)	(41,302)	(1,157)	(47,649)	
PROJECTED ENDING FUND EQUITY			<u>0</u>	<u>22,051</u>	<u>0</u>	

*** END OF REPORT ***

Department Budget Request Worksheet
Fiscal Year 2021-2022
(July 1, 2021 through June 30, 2022)

1. **Department/Office Name:** County Surveyor

2. **Department Goals and Objectives for Fiscal Year 2021-2022**

1. Continue to build the County Surveyor program and fine tune budget needs.

2. Start building long term goals by analyzing expectations and other department needs based on workload over the course of the next year.

3. **Department/Fund Budget Worksheets.** *(Found on the Shared Drive (S :) – Shared Documents – Budget Preparation.)*

See Attached.

4. **Notes to the Department Budget Requests:** *Discuss significant changes. How do these help the Department to meet its goals and objectives?*

The County Surveyor is now a full-time position and the following budget overhaul reflects former needs no longer necessary and many new needs that come with a full service operation. This has been prepared after analysis of other department budgets and a personal knowledge of items required to complete the duties of this position. I feel this will continue to be fine tuned over the course of the next few years.

5. **Department Decision Package Number 1**

a. **Proposal Title:** M&S OFFICE SUPPLIES INCREASE

b. **Total Cost of Decision Package:** \$500

c. **Proposal Description and Justification:**

Current office supply budget is \$50. This will not cover anticipated cost to cover a full-service County Surveyor office. The ask of \$500 would cover anticipated purchases such as plotter paper, mylar paper, ink, stationery, postage, etc.

d. **Line Item(s) to Which Expenses Would Be Recorded if Approved:**

101-118-5-20-2110 Office Supplies

6. Department Decision Package Number 2

a. Proposal Title: M&S addition for FUEL

b. Total Cost of Decision Package: \$4,000

c. Proposal Description and Justification:

Fuel costs need to be added to the budget now that the Surveyor has a vehicle. The ask of 4k would cover 1 tank of fuel per week and is a worst-case scenario.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

7. Department Decision Package Number 3

a. Proposal Title: M&S addition for PROFESSIONAL LICENSE FEES

b. Total Cost of Decision Package: \$200

c. Proposal Description and Justification:

Professional Land Surveyors are required to pay license fees to keep an active state license. A license is a requirement of this position. The cost covers the anticipated fee for upcoming June 2021 renewal.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

8. Department Decision Package Number 4

a. Proposal Title: M&S addition for CELL PHONE

b. Total Cost of Decision Package: \$1,200

c. Proposal Description and Justification:

Cell phone costs need to be added to the budget now that the Surveyor has a mobile phone. The ask would cover anticipated annual cost of cell phone use.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

9. Department Decision Package Number 5

a. Proposal Title: M&S addition for AUTO REPAIR AND MAINTENANCE

b. Total Cost of Decision Package: \$5,000

c. Proposal Description and Justification:

Auto repair and maintenance costs need to be added to the budget now that the Surveyor has a vehicle. The ask of 5k would cover all vehicle related maintenance costs and also provide funding for new tires to replace the stock highway tires.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

10. Department Decision Package Number 6

a. Proposal Title: M&S addition for EQUIPMENT REPAIR AND MAINTENANCE

b. Total Cost of Decision Package: \$1,500

c. Proposal Description and Justification:

Equipment repair and maintenance costs need to be added to the budget now that the Surveyor has survey equipment. The ask would cover anticipated costs related to maintaining equipment calibration, firmware, etc., and replacing damaged or malfunctioning parts no longer covered under warranty.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

11. Department Decision Package Number 7

a. Proposal Title: M&S addition for GNSS & SOFTWARE MAINTENANCE FEES

b. Total Cost of Decision Package: \$1,200

c. Proposal Description and Justification:

Survey GNSS units and software packages require annual maintenance fees be paid in order to received the latest updates/upgraded. This would include new software patches or version upgrades. This is recommended to keep all software and equipment up to date and working properly.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

12. Department Decision Package Number 8

a. Proposal Title: M&S addition for MILEAGE AND MEALS

b. Total Cost of Decision Package: \$1,000

c. Proposal Description and Justification:

Mileage and meals would provide the surveyor a budget item to cover costs incurred when required to travel for conferences, meetings, etc. I will be regularly be taking part in OACES and PLSO agendas which often require distant travel and lodging. The ask amount is consistent with that of other budgets.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

13. Department Decision Package Number 9

a. Proposal Title: M&S addition for LODGING

b. Total Cost of Decision Package: \$1,000

c. Proposal Description and Justification:

Lodging would provide the surveyor a budget item to cover costs incurred when required to stay overnight for conferences, meetings, etc. I will be regularly be taking part in OACES and PLSO agendas which often require distant travel and lodging. The ask amount is consistent with that of other budgets.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

14. Department Decision Package Number 10

a. Proposal Title: M&S addition for SURVEY EXPENDABLES

b. Total Cost of Decision Package: \$2,500

c. Proposal Description and Justification:

Survey expendables include lath, hubs, tacks, nails, ribbon, paint, whiskers, markers, pencils, field books, etc. They are everyday use items that will need to be replaced regularly. This ask would cover the anticipated amount needed to cover these purchases.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

15. Department Decision Package Number 11

a. Proposal Title: M&S addition for OPERATIONAL FEES

b. Total Cost of Decision Package: \$500

c. Proposal Description and Justification:

Operational fees would cover any/all fees associated with the operation of the Surveyor office. Currently that includes post office box, vehicle licensing fees, and any additional offset I need to provide to Public Works for my office space and internet/energy use.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

16. Department Decision Package Number 12

a. Proposal Title: M&S addition for MONUMENT MATERIALS

b. Total Cost of Decision Package: \$3,000

c. Proposal Description and Justification:

Monument materials include brass caps, aluminum caps, plastic caps, pipe, rebar, monument boxes, signs, posts, etc. This ask would cover the costs of materials needed to satisfy statutory requirements for durable and properly marked survey markers. These would be utilized for remonumentation of PLSS corners and for official work done by the County Surveyor that requires monumentation.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

17. Department Decision Package Number 13

a. Proposal Title: M&S addition for PLS NOTICE MATERIAL

b. Total Cost of Decision Package: \$500

c. Proposal Description and Justification:

Per Oregon Statute, the County Surveyor must provide adequate notice to landowners before entering upon their land. This item would cover cost of official letterhead and door hangers published by the PLSO. This will provide the material necessary to easily stay compliant with notice laws.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

18. Department Decision Package Number 14

a. Proposal Title: M&S addition for BOOKS & PUBLICATIONS

b. Total Cost of Decision Package: \$500

c. Proposal Description and Justification:

This ask would assist with continuing professional development while keeping the most current publications on hand for use and reference. Updating reference material is essential for the surveying profession.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

19. Department Decision Package Number 15

a. Proposal Title: M&S addition for LEGAL NOTICES

b. Total Cost of Decision Package: \$200

c. Proposal Description and Justification:

Legal notices are a requirement of various processes like legalizations, vacations, and transfers. Publications charge fees to post these ads. In addition, special paper, lamination, and postage will also be required. This addition would cover those anticipated costs, most of which will be related to road department tasks.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under materials & services.

20. Department Decision Package Number 16

a. Proposal Title: Revenue addition for PROPERTY LINE ADJUSTMENT FEES

b. Total Cost of Decision Package: \$200

c. Proposal Description and Justification:

Property Line Adjustment fees have been added to the County Surveyor fee schedule to cover the cost of added time and resources to review these requests.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under revenue.

21. Department Decision Package Number 17

a. Proposal Title: M&S addition for AFFIDAVIT FEES

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

Affidavits have been added to the County Surveyor Fee Schedule to cover the cost of review and filing. I do not expect to see many of these come through so the estimated amount is \$0.

Line Item(s) to Which Expenses Would Be Recorded if Approved:

This will require a new line item be added under revenue.

22. Department Decision Package Number 18

a. Proposal Title: GL removal of Professional Surveyor

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

The professional surveyor line item is no longer needed.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

Recommending 101-118-5-20-3121 for removal.

23. Department Decision Package Number 19

a. Proposal Title: GL removal of Subdivision Plat Check

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

The subdivision plat check line item is no longer needed as this service is covered by having a full time County Surveyor.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

Recommending 101-118-5-20-3420 for removal.

24. Department Decision Package Number 20

a. Proposal Title: GL removal of Plat Checks

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

The plat checks line item is no longer needed as this service is covered by having a full time County Surveyor.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

Recommending 101-118-5-20-3421 for removal

25. Department Decision Package Number 21

a. Proposal Title: GL removal of Surveyor Contract

b. Total Cost of Decision Package: \$0

c. Proposal Description and Justification:

The surveyor contract item is no longer needed as this service is covered by having a full time County Surveyor and will be reflected in personnel services.

d. Line Item(s) to Which Expenses Would Be Recorded if Approved:

Recommending 101-118-5-20-3425 for removal

101-GENERAL FUND
 SURVEYOR'S DEPARTMENT

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								

<u>CHARGES FOR SERVICES</u>								
101-118-3-40-4014 PART. PLAT CHECK	0	1,600	1,500	3,800	2,000			
101-118-3-40-4044 SURVEYOR FILING FEES	325	100	300	375	300			
101-118-3-40-4186 PHOTO COPY FEES	0	0	0	21	0			
101-118-3-40-4187 SUBDIVISION PLAT CHECK	0	360	1,000	660	500			
101-118-3-40-4194 VACATION FEES	0	0	0	0	0			
101-118-3-40-4195 PROPERTY LINE ADJ FEES	0	0	0	0	200			
101-118-3-40-4196 AFFIDAVIT FEES	0	0	0	0	0			
TOTAL CHARGES FOR SERVICES	325	2,060	2,800	4,856	3,000			
<u>MISCELLANEOUS REVENUE</u>								
101-118-3-60-4187 MISC REVENUE	0	0	0	8	0			
TOTAL MISCELLANEOUS REVENUE	0	0	0	8	0			
<hr/>								
TOTAL REVENUES	325	2,060	2,800	4,864	3,000			

EXPENDITURES

PERSONNEL SERVICES

101-118-5-10-1001 SURVEYOR	0	0	33,223	27,512	82,382			
101-118-5-10-1301 FICA	0	0	2,060	1,660	5,108			
101-118-5-10-1302 WORKERS' COMP	0	0	58	7	115			
101-118-5-10-1303 PACIFIC MUTUAL	0	0	8,239	0	20,431			
101-118-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0			
101-118-5-10-1305 MEDICAL INSURANCE	0	0	11,593	7,705	23,755			
101-118-5-10-1306 DENTAL INSURANCE	0	0	831	524	1,584			
101-118-5-10-1309 UNEMPLOYMENT INSURANCE	0	0	253	312	569			
101-118-5-10-1316 DISABILITY INSURANCE	0	0	31	21	62			
101-118-5-10-1317 LIFE INSURANCE	0	0	26	17	52			
101-118-5-10-1320 VACATION ACCRUAL	0	0	0	0	0			
101-118-5-10-1321 MANDATED MEDICARE	0	0	482	388	1,195			
TOTAL PERSONNEL SERVICES	0	0	56,796	38,145	135,253			

MATERIALS & SERVICES

101-118-5-20-2110 OFFICE SUPPLIES	0	0	50	0	500			
101-118-5-20-2251 FUEL	0	0	0	0	4,000			
101-118-5-20-2285 SMALL TOOLS	0	0	1,000	499	1,000			
101-118-5-20-2375 MISC SUPPLIES	0	0	2,000	2,006	2,000			
101-118-5-20-3121 PROFESSIONAL SURVEYOR	3,000	3,000	1,500	1,500	0			
101-118-5-20-3135 MICROFILM SERVICE	146	144	200	54	200			
101-118-5-20-3240 CELL PHONE	0	0	0	0	1,200			
101-118-5-20-3311 LODGING & MEALS	0	0	0	0	2,000			
101-118-5-20-3314 OACES DUES & EXPENSES	0	0	130	130	330			

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 SURVEYOR'S DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
101-118-5-20-3318 TRAINING	0	0	5,000	375	5,000	_____
101-118-5-20-3420 SUBDIVISION PLAT CHECK	0	360	500	0	0	_____
101-118-5-20-3421 PLAT CHECKS	0	1,600	750	1,000	0	_____
101-118-5-20-3425 SURVEYOR CONTRACT	33,000	33,000	16,500	16,500	0	_____
101-118-5-20-3531 SOFTWARE	0	0	4,800	2,150	4,800	_____
101-118-5-20-3540 SURVEY SUPPLIES	0	0	0	0	2,500	_____
101-118-5-20-3541 OPERATIONAL FEES	0	0	0	0	500	_____
101-118-5-20-3542 MONUMENT MATERIALS	0	0	0	0	3,000	_____
101-118-5-20-3543 PLS NOTICE MATERIALS	0	0	0	0	500	_____
101-118-5-20-3544 BOOKS & PUBLICATIONS	0	0	0	0	500	_____
101-118-5-20-3545 LEGAL NOTICES	0	0	0	0	200	_____
101-118-5-20-3710 REPAIR & MAINT - AUTO	0	0	0	0	5,000	_____
101-118-5-20-3719 GNSS & SOFT MAINT FEES	0	0	0	0	1,200	_____
101-118-5-20-3725 REPAIR & MAINT - EQUIP	0	0	0	0	1,500	_____
TOTAL MATERIALS & SERVICES	36,146	38,104	32,430	24,215	35,930	
<u>CAPITAL OUTLAY</u>						
101-118-5-40-4105 COUNTY VEHICLES	0	0	40,000	40,783	0	_____
101-118-5-40-4401 OFFICE FURNITURE	0	0	0	0	0	_____
101-118-5-40-4402 OFFICE EQUIPMENT	0	0	50,000	48,442	0	_____
TOTAL CAPITAL OUTLAY	0	0	90,000	89,224	0	
<hr/>						
TOTAL EXPENDITURES	36,146	38,104	179,226	151,585	171,183	
REVENUE OVER/(UNDER) EXPENDITURES (35,821)	(36,044)	(176,426)	(146,720)	(168,183)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

208-SURVEYOR PRESERVATION
 NON-DEPARTMENTAL

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
<u>INVESTMENT EARNINGS</u>						
208-100-3-65-0105 INVESTMENT EARNINGS	5,407	4,905	4,000	1,460	4,000	
TOTAL INVESTMENT EARNINGS	5,407	4,905	4,000	1,460	4,000	
<hr/>						
TOTAL REVENUES	5,407	4,905	4,000	1,460	4,000	
REVENUE OVER/(UNDER) EXPENDITURES	5,407	4,905	4,000	1,460	4,000	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

208-SURVEYOR PRESERVATION
 SURVEYOR'S DEPARTMENT

			(----- 2020-2021 -----) (----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
208-118-3-40-4323 PRESERVATION ACCOUNT	13,652	15,789	11,000	13,937	11,000	
TOTAL CHARGES FOR SERVICES	13,652	15,789	11,000	13,937	11,000	
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TOTAL REVENUES	13,652	15,789	11,000	13,937	11,000	
EXPENDITURES						
MATERIALS & SERVICES						
208-118-5-20-3123 MONUMENTING	2,000	800	253,876	0	253,876	
TOTAL MATERIALS & SERVICES	2,000	800	253,876	0	253,876	
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ENDING FUND BALANCE						
208-118-5-90-9002 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
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TOTAL EXPENDITURES	2,000	800	253,876	0	253,876	
REVENUE OVER/(UNDER) EXPENDITURES	11,652	14,989	(242,876)	13,937	(242,876)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: MARCH 31ST, 2021

208-SURVEYOR PRESERVATION
 SURVEYOR'S DEPARTMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
208-100-3-01-0101 BEGINNING FUND BALANCE			0	242,387	0	
208-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>238,876</u>	<u>0</u>	<u>238,876</u>	
TOTAL BEGINNING FUND BALANCE			238,876	242,387	238,876	
FUND TOTAL REVENUES	19,059	20,694	15,000	15,397	15,000	
TOTAL AVAILABLE RESOURCES			253,876	257,783	253,876	
FUND TOTAL EXPENDITURES	2,000	800	253,876	0	253,876	
REVENUE OVER/(UNDER) EXPENDITURES	17,059	19,894	(238,876)	15,397	(238,876)	
PROJECTED ENDING FUND EQUITY			0	257,783	0	

*** END OF REPORT ***

“Grants to Cities”

Discussion



- To: Commissioner Doherty, Commissioner Lindsay, and Commissioner Russell
- From: Julie Baker, Administrative Office Manager, Local Liaison
Nicole Strong, Central Regional Director
- Date: 03/12/2021
- Re: 2021-2022 Proposed Budget Needs and Narrative

Morrow County Extension Service continues to have a strong and steady outlook for the 2021-2022 fiscal year. OSU appreciates our partnership with Morrow County that allows us high caliber research and educational opportunities to a wide array of our citizens. Our ongoing research efforts in agriculture, as well as educational opportunities for future generations, contribute to new economic development in the county and help sustain and improve the viability of existing agribusiness.

A few highlights include:

- **Larry Lutcher**
 - **Outreach:** Larry Lutcher made five presentations in 2020. Four informal presentations occurred in-the-field. One formal and invited “talk” occurred during a regional, tri-state (Oregon, Washington, and Idaho) conference in Kennewick, Washington. The tri-state conference was attended by more than 400 of the region’s wheat producers. He organized four Morrow County crop tours. Three traditional-type tours occurred late in February of 2020. A fourth tour used a virtual, video-based format. He “made” 35 farm visits to help with a variety of production-related problems. Several of his dryland customers also rely on irrigation and the infrequent production of alternative crops such as canola, winter peas, and/or sunflowers. Larry provided recommendations or insight about how to earn a profit in these more diverse food-producing systems. His relationship with the region’s farmers continues to be a “two-way street.” He listens to them and learns much from their valuable experience. He is grateful for their cooperation. Cooperation this past year was provided by Paul and Jason Proudfoot, Mark and Corey Miller, Eric and Brandi Orem, Brent Martin, Todd and Melissa Lindsay, Bill, Nancy, and Dan Jepsen, Colin Anderson, Mike Jones, Keith Morter, and Chris and Cathy Rauch.
 - **Research:** Larry was principle investigator of research that dealt with winter wheat variety performance, zinc-and-disease plant interactions, and critically-needed alternative weed control strategies. Research experiments were accomplished using scientifically-valid trials on seven local farms. One additional trial was conducted at the Research and Extension Center (station) in Sherman County. Larry was successful in acquiring \$49,900 of outside funding for his 2020 agricultural research program. He “loaned-out” a recently-acquired

planter to three of his cooperators. Cooperators used the planter for large-scale, on-farm experiments with corn and sorghum.

- **Office and Shop Activities:** Larry's office work was conducted remotely (at home) in accordance with mandated OSU COVID-19 policy. Specific activities included routine zoom meetings with governmental partners, professional organizations, colleagues, and stakeholders. It also included required report writing, publication of research outcomes in two peer-reviewed journals, crafting of new grant proposals, and the summary and statistical evaluation of collected data. Larry spent considerable time processing plant, soil, and grain samples in his shop. He "escaped" to the field whenever it was possible to do so.
- Please feel free to contact Larry on his cell phone (541-571-4454) if you have questions or require additional information.
- **Erin Heideman**, the 4-H Outreach Coordinator, continues to grow the 4-H program despite the limited in-person time that members get to participate in. Enrollment for leaders and members has remained the same. Our county fair, while virtual, was quite successful with an average 12% price increase per exhibitor. Presently, we are moving forward with a more normal fair schedule for 2021. Heideman strives to build relationships that will help serve the 4-H members of our county.
 - Heideman developed a county Board of Directors cohort to act as a checks and balances to our Leaders' Association. These were new guidelines set forth by the state 4-H office and will meet annually to review budgets and offer some strategic planning.
 - Heideman reached new audiences through several virtual class series hosting a WE COOK cooking class out of her kitchen, an Outdoor Cooking class from her backyard and a virtual Babysitting Class. Class participation ranges from 11-19 per class and over 40 presentations. She has also partnered with community members to do a Pampered Chef Pretzel Making class and a leather earring making class (sponsored supply kits are delivered to kids).
 - Heideman facilitated the development of a dog 4-H program (which we see at fair), has an ATV leaders training course planned in Morrow County so that our county can have a club and will be working with the Riverside FFA Advisor to host a tractor driving course for our county this spring.
 - Heideman continues to serve as the Morrow County Livestock Growers Secretary, Morrow County Wheat Growers President and was recently appointed to the Department of Environmental Quality Rules Advisory Committee for Cap & Reduce. These relationships help propel the 4-H program forward with connections and relationships.
- **Anna Browne**
 - With the onset of the COVID-19 pandemic, a local community church established an emergency food pantry with the intention to provide emergency food resources during the lockdown. With the impending need for further resources and funds, a group previously working on a FEAST grant from the Oregon Food Bank, rallied to appropriate funds to be used for the pantry purpose. Extension employees **Anna Browne** and **Angie Treadwell** quickly organized virtual community meetings, recruited partners and soon a committee was formed. The new committee worked across a variety of partnerships to establish a non-profit business, board members, bylaws, and a mission, vision and values. Between March and December of 2020, the newly formed Boardman Food Pantry amassed nearly \$300,000 in grants and donations. The food pantry was able to purchase in cash, a new building and furnish the building with shelving, refrigerators and freezers. In addition, the pantry has been providing food boxes to approximately 60 households and nearly 200 people per week. Due to COVID-19 restrictions, the Oregon Food Bank was unable to certify

the space to receive distributions from the state agency, as such, volunteers have been shopping and sorting donations for all the pantry food supplies. For 2021, the food pantry will receive certification from the Oregon Food Bank to provide food distributions on a larger level and serve more members of our community.

- Before the lock downs in March, Anna was able to be a lead in holding an annual job fair/leadership event for high school youth. This event was previously known as the Attitudes for Success conference, gifted to Anna by a retired colleague. In 2020, she was able to partner with several local groups to rename the event, find a new location and host more students. Despite the first positive case of COVID-19 being identified 2 days before the event, we were able to work with the local health department to have minimal safety protocols in place to hold the event. 385 high school students participated. Highlights of the event include:
 - Job fair for JR/SR high school students in Umatilla and Morrow counties with more than 30 employers from local businesses
 - College talk and Q&A sessions with 8 regional colleges
 - Motivational speaker presentation from Danny and David Diaz, who's story was featured in the Disney feature film, McFarland, USA.
- SNAP-Ed Coordinator, **Angie Treadwell**, leveraged almost **\$250,000 in grants and gifts to support healthy lifestyle practices in Morrow and Umatilla County schools** through Eastern Oregon Coordinated Care Organization's Umatilla County Community Benefit Investment funds for the Fruits and Veggies for Families, Moore Family Center, while partnering for some services with Umatilla-Morrow Head Start, Familias en Acción.
 - **Treadwell** served as the Farm to School Regional Procurement Hub lead for Umatilla/Morrow counties through partnership with the Oregon Farm to School and School Garden Network. Funding is provided through an ODA Community Development block grant and a USDA Farm to School grant. This project has resulted in a measured increase in the number of local producers working with schools and in the volume and variety of local foods served at school meals
 - **Treadwell** was the first in the state to offer the Cooking Matters curriculum in a remote format and took a lead role in assisting SNAP-Ed staff throughout the state in doing the same. Food Hero Cooking Show videos produced by the Umatilla Morrow unit have received thousands of views and continue to be utilized in remote nutrition education by partners and the public at large. Including being featured in OSU Today and Extension Connections.
 - **Treadwell is known for her strong community and partner relationships** facilitated considerable media coverage for OSU Extension/SNAP-Ed programming in Umatilla/Morrow counties in 2020. This, in turn, provided opportunities for program partnership and funding
 - SNAP-Ed Coordinator, **Angie Treadwell**, leveraged almost **\$250,000 in grants and gifts to support healthy lifestyle practices in Morrow and Umatilla County schools** through Eastern Oregon Coordinated Care Organization's Umatilla County Community Benefit Investment funds for the Fruits and Veggies for Families, Moore Family Center, while partnering for some services with Umatilla-Morrow Head Start, Familias en Acción
- **Chris Schachtschneider** livestock and rangeland programs are working to assist producers with local issues. Schachtschneider collaborated with other faculty as well as ODFW on a wolf manuscript to be a comprehensive resource on wolf-livestock mitigation. The GIS/GEP project will be finalized this spring/summer which will be an entirely online course to learn how to use Google Earth Pro in landscape management. He awarded almost \$6,000 from the county Wolf Depreciation Committee to continue efforts working with local producers on wolf conflicts.

- Irrigated agriculture in the county is served by the research and extension faculty of the Hermiston Agriculture Extension and Research Center. **Ray Qin's** agronomy program is leading research efforts to identify right fertilizer rates and timings for new potato varieties being grown in Morrow County. He is also working on mitigating lodging problems for Kentucky bluegrass and wheat by using plant growth regulators and evaluating new rotational crops to increase the crop diversity. His work includes collaborations with peers from universities, governmental agencies, environmental organizations, and other industries; he is striving on better understanding the groundwater nitrate issues that continue to raise concerns on the north end of Morrow County for growers and city residents alike.
- **Julie Baker** continues to work as a liaison to stakeholders and the community. **Baker's role is to strengthen the connection with Extension and the community.** She looks for creative ways to meet the needs not being filled in the community, as well as outside funding to maintain a conservative budget.

DETAILED EXPENDITURES
OSU Extension Service
ORGANIZATIONAL UNIT-FUND

	HISTORICAL DATA		ADOPTED BUDGET	EXPENDITURE DESCRIPTION	PROPOSED BUDGET	CHANGE IN REQUEST	
	1ST PRECEDING	2ND PRECEDING	THIS YEAR		NEXT YEAR		
	18-19	19-20	20-21		21-22		
1	\$4,750	\$4,750	\$5,000	Gen. Oper. Supplies & Office/Admin Supplies	\$5,000	\$0	1
2	\$2,300	\$2,300	\$2,300	Telephone	\$1,500	-\$800	2
3	\$5,520	\$1,200	\$1,200	Contract Maintenance & Repair	\$1,200	\$0	3
4	\$800	\$800	\$800	Publications, Subscriptions, Publishing	\$800	\$0	4
5	\$3,500	\$1,800	\$1,800	Postage	\$1,200	-\$600	5
6	\$7,810	\$7,810	\$8,000	Agent Travel Costs	\$8,000	\$0	6
7	\$3,600	\$3,600	\$3,600	Vehicle/ATV Maintenance/Fuel	\$3,600	\$0	7
8	\$5,452	\$8,520	\$9,000	Network T1 line	\$8,136	-\$864	8
9	\$1,320	\$1,320	\$1,320	Fees, Dues & Services, Conf Reg	\$1,320	\$0	9
10	\$900	\$900	\$2,000	Minor Equipment	\$3,000	\$1,000	10
11	\$1,560	\$2,100	\$2,100	Cellular Expense	\$2,100	\$0	11
12	\$2,500	\$2,400	\$2,400	Copier	\$2,400	\$0	12
13	\$40,012	\$37,500	\$39,520	SERVICE & SUPPLY EXPENSE	\$38,256	-\$1,264	13
14							14
15	\$19,814			0.40 FTE 4-H Agent (Erin Heideman) OSU funds 1.0 FTE		\$0	15
16		\$12,441		0.20 FTE 4-H (Anna Browne)		\$0	16
17			\$15,914	0.30 FTE 4-H (Anna Browne) increased FTE in FY21	\$15,003		17
18	\$12,626	\$7,745	\$11,813	OPE 4-H (Anna Browne)	\$12,603	\$790	18
19	\$1,000	\$1,000	\$1,000	Additional Support Services	\$1,000	\$0	19
20	\$24,586	\$40,003	\$40,603	0.80 FTE Administrative Office Manager (Julie Baker)	\$40,603	\$0	20
21	\$20,787	\$30,904	\$31,936	OPE Administrative Office Manager (Julie Baker)	\$33,453	\$1,517	21
22	\$78,813	\$92,093	\$101,266	PERSONAL SERVICES EXPENSE	\$102,662	\$1,396	22
23							23
24				Area Agent (Irrigated agronomy) Ray Qin			24
25				Area Agent (Livestock) Chris Schatchschneider			25
26				Area Agent (Latino Outreach) Anna Browne			26
27				Snap-Ed Maria-Ximena Williams			27
28				Office Supplies	2,200.00		28
29				Maintenance/Repair	2,299.50		29
30				Non-Capital Equip	225.00		30
31				Telephone	1,087.50		31
32				Internet Services	2,118.00		32
33				Postage	222.50		33
34				Utilities	69.00		34
35				Rent/Facility	2,091.50		35
36				Rent/Office Equip	314.50		36
37				Travel	8,855.00		37
38				Printing/Publications/Subscrip	400.00		38
38				Office Support (.50 FTE of an OS1)	32,105.00		38
40	\$58,240	\$61,152	\$55,786	TRANSFERS OUT TO UMATILLA COUNTY	\$51,988	-\$3,799	40
41							41
42	\$177,065	\$190,745	\$196,572	TOTAL EXPENDITURES	\$192,906	-\$3,667	42

Lines 1-13: Service and Supply ExpenseLine 2: Telephone **dropped by \$800**, changing phone systems to save, and provide more benefit for remote accessLine 5: Postage **dropped by \$600**, email and online systems have significantly dropped postage expenses over the past few yearsLine 8: Network costs **dropped by \$864**, as quoted by OSU Campus IT

TO: Board of Commissioners

RE: 2022 Budget Request for \$25,000

FROM: Willow Creek Valley Economic Development Group Board (WCVEDG)

The Willow Creek Valley Economic Development Group board (WCVEDG) appreciates the funding that has been received from allocation of Lottery Funds within the Morrow County budget. WCVEDG serves all of South Morrow County communities and the board consists of members from every community. These members are very involved stakeholders and assist the group in making decisions that will benefit all South Morrow County service area residents and communities.

These funds allow WCVEDG to contract with the Heppner Chamber to serve as Project Manager for any Economic Development in South Morrow County. The chamber director works under WCVEDG's direction, handling the facilitation and distribution on any projects or special assignments, including any active local grants and those funds awarded by the Columbia River Enterprize Zone.

WCVEDG's ability to manage these funds has allowed us to take the awarded CREZ funds and develop different projects available to all communities in South Morrow County:

- Workforce Housing:
 - Heppner: WCVEDG has completed the construction of two duplex units (four 3-bedroom, 2 bath units) in Heppner and they were filled immediately after completion.
 - Ione: WCVEDG is currently building a duplex (two 3-bedroom, 2 bath units) on Lot #19 in the Emert Addition in Ione. We are anticipating the duplex to be completed by late spring, early summer 2021, at an estimated cost of \$450,000.
- Housing Rehab Grant Program: This grant program continues to be popular and every community has benefited from the funding. We have funded \$214,515.00 (17 homes completed; 7 current; committed \$319,405.37). WCVEDG will be continuing to fund this program in 2021-2022.
- Community and Public Enhancement Grant Program: This grant is designed for use by local non-profit organizations, club, special district, or governmental entity. WCVEDG has a budget of \$80,000 for 2021. This grant is funded in April of each year.
- Business Enhancement Grant Program: The Business Enhancement Grant program has been successful in the past, but the board decided to phase out this grant since our other grant (Business Investment Grant) offers greater funding and extended the opportunity to do more improvements within their businesses.
- Business Incentive Grant Program: This program offers up to \$25,000 match for existing business expansion or new businesses established in South Morrow County communities. We have funded \$394,944.21 (total project cost is \$3,472,467.91) and have assisted 22 businesses. This program will continue as long as funds are available and businesses can apply year-round.

In addition to the management of these programs, the county funding has allowed WCVEDG to do the following:

WCVEDG has representation at Oregon Economic Development Association meetings and conferences and is represented on the Morrow County Economic Development Group.

WCVEDG has the opportunity for business retention and enhancement through representation on the Eastern Oregon Workforce Investment Board: The Chamber Director continues to serve this board as an Economic Development/Chamber representative. This board is responsible for oversight of the Workforce funding dollars that come into Eastern Oregon for distribution by a selected State and/or Federal agency or agencies. Workforce issues, solutions and funding have and will always be an emphasis for WCVEDG, both for incumbent workers and new workforce in Morrow County and specifically for South Morrow County.

WCVEDG hosts a community luncheon each year that provides information and updates on activities and projects and brings speakers to talk about economic development.

WCVEDG feels that without assistance from the County, South Morrow County communities would miss many opportunities for economic growth. WCVEDG very much appreciates the funding that has been awarded in the past and we hope funding will be awarded again this year. WCVEDG feels that we have been a good steward of these funds and will continue to work with all South Morrow Communities so there are benefits for all!

Morrow County Tourism
c/o Heppner Chamber of Commerce
PO Box 1232
Heppner, OR 97836

March 9, 2021

Kate Knop
Morrow County Finance Director
PO Box 867
Heppner, OR 97836

Dear Kate:

On behalf of the chambers in Boardman, Heppner and Irrigon Chambers and the Fourth of July Lone Fireworks event, we would like to request \$15,000 again this year from the county "Lottery funds" budget for tourism promotion. This funding is pooled to support tourism in each community, increasing visibility for Morrow County, and will pay for the Morrow County membership dues for Eastern Oregon Visitor's Association. This funding helps each community to focus on their specific tourism, while still promoting the great county that we live in.

We do appreciate the funding we receive from Morrow County and will make sure whatever funds we receive will go a long way in promoting Morrow County Communities!

I will be there on Wednesday, April 14th to represent this request for tourism dollars.

Sincerely,

Sheryll Bates
Interim Executive Director
Heppner Chamber of Commerce

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

219-VIDEO LOTTERY ECON DEV
 NON-DEPARTMENTAL

	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						

<u>INVESTMENT EARNINGS</u>						
219-100-3-65-0105 INVESTMENT EARNINGS	1,385	1,077	900	309	900	
TOTAL INVESTMENT EARNINGS	1,385	1,077	900	309	900	
<hr/>						
TOTAL REVENUES	1,385	1,077	900	309	900	
REVENUE OVER/(UNDER) EXPENDITURES	1,385	1,077	900	309	900	

219-VIDEO LOTTERY ECON DEV
 ECONOMIC DEVELOPMENT

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
GRANT REVENUE						
219-219-3-30-3584 VIDEO LOTTERY ECON. DE	81,341	86,269	87,000	87,848	87,000	
TOTAL GRANT REVENUE	81,341	86,269	87,000	87,848	87,000	
REIMBURSEMENTS						
219-219-3-80-7075 REIMBURSED ITEMS	0	0	0	0	0	
TOTAL REIMBURSEMENTS	0	0	0	0	0	
TOTAL REVENUES	81,341	86,269	87,000	87,848	87,000	
EXPENDITURES						
MATERIALS & SERVICES						
219-219-5-20-3143 PROFESSIONAL SERVICES	0	213	0	213	0	
219-219-5-20-3811 PARKS WEBSITE/BROCHUR	0	0	0	0	0	
219-219-5-20-3813 OTHER EXPENSES	0	0	27,213	0	17,865	
219-219-5-20-3815 IMPACT FEES	0	0	0	0	0	
219-219-5-20-3819 M C TOURISM	10,000	10,000	15,000	15,000	15,000	
219-219-5-20-3828 EXTENSION AGENT	10,000	23,680	23,680	5,920	23,680	
TOTAL MATERIALS & SERVICES	20,000	33,893	65,893	21,133	56,545	
CAPITAL OUTLAY						
219-219-5-40-4403 LARGE FORMAT SCANNER	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
OTHER REQUIREMENTS						
219-219-5-50-5001 TRANSFER TO G.F. PLANN	0	0	0	0	0	
219-219-5-50-5002 TRANSFER TO GF	0	0	0	0	0	
219-219-5-50-5003 TRANSFER TO RODEO FUND	10,000	10,000	10,000	10,000	10,000	
219-219-5-50-5004 TRANSFER TO MUSEUM	11,000	11,000	11,000	11,000	11,000	
219-219-5-50-5006 TRANSFER TO FAIR FUND	5,000	5,000	0	0	0	
219-219-5-50-5007 TRANS TO WCV EC DEVEL	25,000	25,000	25,000	25,000	25,000	
219-219-5-50-5008 TRANS TO AIRPORT FUND	16,000	30,000	30,000	22,500	30,000	
TOTAL OTHER REQUIREMENTS	67,000	81,000	76,000	68,500	76,000	
ENDING FUND BALANCE						
219-219-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0	
TOTAL ENDING FUND BALANCE	0	0	0	0	0	
TOTAL EXPENDITURES	87,000	114,893	141,893	89,633	132,545	
REVENUE OVER/(UNDER) EXPENDITURES (5,659)	(28,625)	(54,893)	(1,785)	(45,545)	

219-VIDEO LOTTERY ECON DEV
 ECONOMIC DEVELOPMENT

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
219-100-3-01-0101 BEGINNING FUND BALANCE			0	34,599	0	
219-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>53,993</u>	<u>0</u>	<u>44,645</u>	
TOTAL BEGINNING FUND BALANCE			53,993	34,599	44,645	
FUND TOTAL REVENUES	82,725	87,346	87,900	88,158	87,900	
TOTAL AVAILABLE RESOURCES			141,893	122,757	132,545	
FUND TOTAL EXPENDITURES	87,000	114,893	141,893	89,633	132,545	
REVENUE OVER/(UNDER) EXPENDITURES	(4,275)	(27,547)	(53,993)	(1,476)	(44,645)	
PROJECTED ENDING FUND EQUITY			0	33,123	0	

*** END OF REPORT ***



United States
Department of
Agriculture

Wildlife Services

6035 NE 78th Ct.
Suite 100
Portland, OR 97218

Date March 11th, 2021

Morrow County Commissioners
C/O Kate Knop
P.O. Box 867
Heppner, OR 97836

Subject: FY 2021-2022 Wildlife Services Budget Request

Dear Commissioners,

USDA-APHIS-Wildlife Services (WS) appreciates the support of Morrow County and the opportunity to provide service to individuals in the County. WS is grateful for the collective support of the Association of Oregon Counties (AOC), our individual county partners, cooperators, and many stakeholders who have made their support of our services known as we start this budget session. Our assistance with wildlife conflicts is primarily focused on livestock and other agricultural resource protection but also includes wildlife threats to human health and safety, protection of public and private property and assisting agencies with natural resource protection. The intent of this letter is to convey information that will assist with the County's budget planning process for the upcoming county fiscal year.

Based upon our preliminary discussion with you, our proposed budget request (see attachment) for July 1, 2021 – June 30, 2022 is **\$69,000**. This funding request indicates the amount needed to maintain the current level of service you are receiving. We do want you to know that this amount, though an increase, continues to be short with keeping Chris Lulay fully funded by the county. Once the county commission confirms your approved budgeted amount, please let us know and we will send you a final agreement for signature. We do need a commitment or letter of intent by June 30th, to ensure we can continue services beyond June 30th.

The attached budget sheet identifies the amount of state and federal funds anticipated to offset the costs to the county. The amount of state and federal funds will be confirmed when the respective budgets are finalized and approved. The state and federal funds are distributed equitably to the participating counties. The equitable distribution of the state and federal funds ("Shares") is proportional to the amount of funding provided by each county. Counties that pay more for service, receive more in shares.

WS is keenly aware of the funding challenges County Officials are faced with and are committed to respond to your requests for assistance. We continue to work with

federal and state agencies to ensure we provide sound wildlife damage management actions that are consistent with applicable federal and state laws, including the Endangered Species Act. We will collaborate with you on the budget process and make reasonable adjustments, if needed, to continue our long-standing relationship with Morrow County and provide the best level of service we can with such adjustments.

I want to thank your county for the continued support of the USDA-APHIS-Wildlife Services program. That support is vital to our combined ability to provide services to individuals throughout the state. WS looks forward to continuing to serve the County to the best of our ability. Please note, Dave Williams, who served as the WS State Director for 23+ years, retired in December. In the interim, contact the USDA-WS Oregon State Office, Assistant State Director Kevin Christensen at (503) 329-9819 or District Supervisor Shane Koyle at (541-963-7947) should you have any questions.

Sincerely,

Shane Koyle
District Supervisor

Attachments: Financial Plan Morrow County

CC: Lauren Smith, AOC Legislative Manager

FINANCIAL PLAN

For the dispersement of funds from

Morrow - County

to

USDA APHIS Wildlife Services

for

Predator Management: coyote, bear, cougar etc.

from

7/1/2021

to

6/30/2022

Cost Element	Cost to Cooperator	Cost Share (Paid by Federal and State)	Full Cost
Personnel Compensation	\$ 41,400.32	\$ 25,052.16	\$ 66,452.48
Travel	\$ -	\$ -	\$ -
Vehicles	\$ 5,586.47	\$ 2,783.57	\$ 8,370.04
Other Services	\$ 4,260.00	\$ -	\$ 4,260.00
Supplies and Materials	\$ 3,019.82	\$ -	\$ 3,019.82
Equipment	\$ -	\$ -	\$ -

Subtotal (Direct Charges)	\$ 54,266.61	\$ 27,835.73	\$ 82,102.34
----------------------------------	---------------------	---------------------	---------------------

Pooled Job Costs	11.00%	\$ 5,969.33		\$ 5,969.33
Indirect Costs	16.15%	\$ 8,764.06		\$ 8,764.06
Aviation Flat Rate Collection		\$ -		\$ -
Agreement Total		\$ 69,000.00	\$ 27,835.73	\$ 96,835.73

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$69,000.00. The Cost Share amount is \$27,835.73. This is an estimate based on available State and Federal funding and may be adjusted accordingly.

Kate Knop

From: Payne, Kevin - NRCS-CD, Heppner, OR <kevin.payne@or.nacdnet.net>
Sent: Friday, March 12, 2021 8:01 AM
To: Kate Knop
Subject: Morrow SWCD 2021-2022 Budget
Attachments: MorrowSWCD_21-22_income.xls; MorrowSWCD_21-22_personnel.xls; MorrowSWCD_21-22_expenses.xls

STOP and VERIFY - This message came from **outside** of Morrow County Government.

Hello Kate,
Please see attached Morrow SWCD 2021-2022 budget (got the right ones this time, too many files!?!?!). Please let me know if you have any questions, comments or concerns.
Thank you!

Kevin D. Payne
District Manager -
Natural Resource Specialist
Morrow SWCD
430 W. Linden Way
PO Box 127
Heppner, OR 97836
541-676-5452 x111
Cell: 541-256-6160



www.morrowswcd.org

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**FORM
LB-20**

**RESOURCES
GENERAL FUND**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2021/2022			
	Actual		Adopted Budget This Year 2020/2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018/2019	First Preceding Year 2019/2020						
				Beginning Fund Balance:				
1	184,507	175,500	175,500	1. Available cash on hand (cash basis) or	170,500			1
2			0	2. Net working capital (accrual basis)	0			2
3			0	3. Previously levied taxes estimated to be received	0			3
4	5,858	3,000	3,000	4. Interest	3,000			4
5				5. OTHER RESOURCES				5
6	0	4,000	0	6 ADMINISTRATION	0			6
7	0	0	2,500	7 OWEB LARGE GRANTS	2,500			7
8	0	3,000	150,000	8 OWEB Large Grant-Kingery Wetland				8
9	1,886	3,000	3,000	9 Oregon State Weed Board Grant	3,000			9
10	11,646	15,000	15,000	10 OWEB CREP	15,000			10
11	7,261	20,000	20,000	11 OWEB SMALL GRANTS	12,500			11
12	18,417	20,000	20,000	12 ODFW ACCESS & HABITAT sup/materials	20,000			14
13	28,683	30,000	30,000	13 ODFW HABITAT POSITION/OPE	30,000			15
14	0	10,000	10,000	14 Rocky Mountain Elk	10,000			16
15	41,250	55,000	55,000	15 MORROW COUNTY	55,000			17
16	78,488	70,000	70,000	16 ODA -LMA AGREEMENT/District Operations	70,000			18
17	51,571	51,571	51,571	17 LEASE INCOME-OFFICE BUILDING	51,571			19
18	13,879	1,000	3,576	18 HABITAT PROJECTS Landowner	3,500			20
19	0	0	0	19 EDUCATION CONTRIBUTIONS	0			21
20	14,034	0	0	20 SALES (guzzler/roofs)	0			22
21	0		0	21	0			23
22	312,641	0	0	22 Hinton/Willow Fire	0			24
23	16,882	15,000	15,000	23 CBASS	17,500			25
24	0	7,500	7,500	24 ODA-SIA	7,500			26
25	0			25				27
26	7,263	1,000	1,000	26 Miscellaneous income	1,000			28
27	794,266	484,571	632,647	27. Total resources, except taxes to be levied	472,571			29
28			0	28. Taxes necessary to balance				30
29	0	0		29. Taxes collected in year levied				31
30	794266.21	484,571	632,647	30. TOTAL RESOURCES	472,571	0	0	32

*Includes Unappropriated Balance Budgeted Last Year

DETAILED EXPENDITURES

**FORM
LB-31**

GENERAL

Morrow Soil & Water Conservation District

#	Historical Data			EXPENDITURE DESCRIPTION	Number of Employees 3	Range*	Budget for Next Year 2021/2022			#
	Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018/2019	First Preceding Year 2019/2020	This Year 2020/2021							
1				1 PERSONAL SERVICES 3% COL						1
2				2						2
3	58,732	66,672	68,672	3 DISTRICT MANAGER			70,732			3
4	9,212	10,001	10,301	4 OPE/RETIREMENT			10,610			4
5				5						5
6	47,568	40,800	42,024	6 NATURAL RESOURCE Technician			43,285			6
7	7,093	9,792	10,086	7 OPE/RETIREMENT			6,430			7
8				8						8
9	21,832	40,800	42,024	9 HABITAT TECHNICIAN			43,285			9
10	4,898	9,792	10,086	10 OPE/RETIREMENT			6,430			10
11				11						11
12	37,669	33,336	34,336	12 ADMINISTRATIVE SPECIALIST			35,366			12
13	11,224	8,001	8,241	13 OPE/RETIREMENT			5,253			13
14	0			14						14
15	0			15						15
16	565	1,000	1,000	16 Worker Compensation Policy			1,000			16
17	0		0	17 TEMPORARY SUMMER POSITION			0			17
18	0		0	18 OPE			0			18
19				19						19
20				20						20
21				21						21
22	32,189	20,000	20,000	22 Payroll liabilities			20,000			22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30						30
31	230,982	240,194	246,770	31 TOTAL EXPENDITURES			242,391	0	0	31
32				32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	230,982	240,194	246,770	33 TOTAL			242,391	0	0	33

*Include schedule of pay ranges

DETAILED EXPENDITURES

**FORM
LB-31**

GENERAL
Morrow Soil & Water Conservation District

	Historical Data			EXPENDITURE DESCRIPTION	Number of Employees	Range*	Budget for Next Year 2021/2022			
	Actual		Adopted Budget				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2018/2019	First Preceding Year 2019/2020	This Year 2020/2021							
1	16,584	16,500	16,500	1 DISTRICT OPERATIONS: office, crime cov., dues, SWCD veh			16,500			1
2	2,624	7,000	7,000	2 MEETING/TRAINING			7,000			2
3	1,361	1,500	1,500	3 TRAVEL			1,500			3
4				4						4
5	0	500	3,000	5 Oregon State Weed Board			3,000			5
6	0	3,000	150,000	6 OWEB Large Grant-Kingery			0			6
7	565	10,000	10,000	7 Rocky Mt Elk Foundation			10,000			7
8	7,624	19,000	19,000	8 OWEB SMALL GRANTS			19,000			8
9	963	1,000	1,000	9 EDUCATION			1,000			9
10	14,701	15,000	15,000	10 CAPITOL OUTLAY/EQUIPMENT			15,000			10
11	3,439	12,000	12,000	11 BUILDING OPERATIONS-maintenance/repair			12,000			11
12	19,697	31,000	31,000	12 BUILDING OPERATIONS: utilities, janitorial, supplies, ins			31,000			12
13				13						13
14			0	14 OWEB Large Grant-CREP travel			0			14
15				15						15
16			0	16 COST OF GOODS SOLD: Wildlife guzzlers/roofs			0			16
17	18,835	31,000	25,000	17 ACCESS & HABITAT ODFW: Supplies & materials			25,000			17
18				18 HABITAT PROJECTS-grants						18
19	6,240	0	0	19 HABITAT PROJECTS						19
20				20						20
21				21						21
22				22 Confederated Tribes of the Warm Springs Reservation						22
23				23						23
24	6,424	6,000	6,000	24 OFFICE BLDG MORTGAGE PAYMENT						24
25		7,500	5,500	25 Private Land Surveys			5,500			25
26	288	2,500	2,500	26 CBASS			2,500			26
27		7,500	7,500	27 SIA-ODA			7,500			27
28	312,641			28 Hinton/Willow Fire						28
29	230,982	240,194	246,770	29 Personnel			242,391			29
30				30						30
31	642,968	411,194	559,270	31 TOTAL EXPENDITURES			398,891	0	0	31
32			73,377	32 UNAPPROPRIATED ENDING FUND BALANCE			73,680			32
33	642,968	411,194	632,647	33 TOTAL			472,571	0	0	33

*Include schedule of pay ranges



Oregon

Kate Brown, Governor

Water Resources Department

North Central Region
116 S.E. Dorion Avenue
Pendleton, OR 97801
Phone (541) 278-5456
Fax (541) 278-0287
www.wrd.state.or.us

March 12, 2021

Morrow County Board of Commissioners
Don Russell, Chair
PO Box 867
Heppner, OR 97836

RE: Umatilla Basin Watermasters Office Intergovernmental Agreement Contract Summary Report

Dear Chairman Russell,

Thank you for the opportunity to submit a budget request for fiscal year 2021-2022. The Department greatly appreciated the \$12,200 contributed to the Assistant Watermaster program during the 2020-2021 fiscal year. Per the contract agreement, this summary report documents efforts put forth by the District 5 Watermasters office from March 1, 2020 – February 28, 2021. This information will also be presented at an upcoming budget hearing.

Primary duties completed within Morrow County by the Watermasters office have included continued work on transitional tasks as part of Easterday Farms, LLC development of their dairy and agricultural lands, working with the CID as they built a new pipeline and retrofitted the existing canal, operated and maintained the Ordnance and Butter Creek gaging stations, monitored the Ordnance/Hansel Well recharge site, and collected data from groundwater wells within the County. These funds help cover costs of time, materials, and travel for an Assistant Watermaster to complete these tasks.

Our office has historically estimated that for the remainder of the current contract, our primary responsibility will be to implement the Butter Creek Management Plan. It is highly weather dependent, making it challenging to identify a firm time commitment as it often varies from year to year; however, last spring staff spent several months managing water in the basin. These tasks include working with Butter Creek landowners on a daily basis, multiple visits per week to inspect flowmeters, water use accounting, and estimating the longevity of the irrigation season. The Assistant Watermaster will also continue to read the gage stations and wells on a monthly basis in addition to managing Butter Creek per the Management Plan.

We look forward to meeting with you next month to discuss our budget request. If you have any questions before then, please don't hesitate to reach out. I can be reached at (971) 600-6137 or chris.c.kowitz@oregon.gov.

Sincerely,



Chris Kowitz

North Central Region Manager



Attachment: Morrow County Time Spreadsheet for 3/1/2020 – 2/28/2021

Cc: Greg Silbernagel, District 5 Watermaster
Jasmine Loupe, District 5 Assistant Watermaster

**Morrow County Time
2020/2021**

Party	Area	Date	Start Time	End Time	Total hrs.	Lunch	Miles	Activities	
Jasmine/Curtis	Butter Creek	3/2/2020	10:00	15:30	5.5		40	Drive Butter Creek w/ Curtis Cooley, meeting landowners	
Jasmine	Pendleton Office	3/3/2020	8:00	14:00	5.5	0.5	0	Posted Butter Creek startup letters, called users to inform Accumulation starting on Thursday. Prepped iPad and files for Butter Creek startup tomorrow.	
Jasmine	Pendleton Office	3/4/2020	8:00	16:30	8		0.5	0	Called users to inform Accumulation starting Thursday Reading flowmeters and meeting with landowners
Jasmine	Butter Creek	3/5/2020	4:00	17:00	1		40		
Jasmine	Butter Creek	3/6/2020	9:30	16:00	6.5		40	Reading flowmeters and meeting with landowners	
Jasmine	Butter Creek	3/9/2020	1:00	15:30	3.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	
Jasmine	Pendleton Office	3/10/2020	8:00	12:00	3		0	Updated Butter Cr. spreadsheets, imported plat maps to my iPad. Talked with Butter Creek users	
Jasmine	Butter Creek	3/11/2020	9:30	12:00	2.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	
Jasmine	Pendleton Office	3/12/2020	1:00	16:30	3.5		0	Coordinated water use on Butter Creek, updated spreadsheets	
Jasmine	Butter Creek	3/13/2020	1:00	16:30	3.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	
Jasmine	Butter Creek	3/16/2020	1:00	15:30	3.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	
Jasmine	Pendleton Office	3/17/2020	8:00	12:00	3		0	Coordinated water use on Butter Creek, updated spreadsheets	
Jasmine	Teleworking	3/18/2020	9:30	12:00	2.5		40	Coordinated water use on Butter Creek while teleworking	
Jasmine	Pendleton Office	3/19/2020	1:00	16:30	3.5		0	Coordinated water use on Butter Creek, updated spreadsheets	
Jasmine	Butter Creek	3/20/2020	1:00	16:30	3.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	
Jasmine	Butter Creek	3/21/2020	9:00	13:00	4		40	Coordinated water use on Butter Creek/read flowmeters, mad	
Jasmine	Butter Creek	3/23/2020	1:00	15:30	3.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	
Jasmine	Teleworking	3/24/2020	8:00	12:00	3		0	Coordinated water use on Butter Creek, updated spreadsheets	
Jasmine	Butter Creek	3/25/2020	9:30	12:00	2.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	
Jasmine	Teleworking	3/26/2020	1:00	16:30	3.5		0	Coordinated water use on Butter Creek, updated spreadsheets	
Jasmine	Butter Creek	3/27/2020	1:00	16:30	3.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	
Jasmine	Butter Creek	3/30/2020	1:00	15:30	3.5		40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.	

**Morrow County Time
2020/2021**

Jasmine	Teleworking	3/31/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	4/1/2020	9:30	12:00	2.5	40	Monthly measurement at Butter Creek gage. Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Five Mile Creek	4/2/2020	8:00	16:00	8	130	Opened Five Mile Canal headgate, too much ice to reinstall gaging equipment or measure
Jasmine	Butter Creek	4/3/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	4/6/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	4/7/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	4/8/2020	9:30	12:00	2.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Five Mile Creek	4/9/2020	7:00	17:00	8	130	Reinstalled gaging equipment, measured at Five Mile gage
Jasmine	Butter Creek	4/10/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek, Ordnance, OR	4/13/2020	1:00	15:30	3.5	40	Measured at Ordnance Recharge Canal gage, coordinated water use on Butter Creek/read flowmeters, made
Jasmine	Teleworking	4/14/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	4/15/2020	9:30	12:00	2.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	4/16/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	4/17/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	4/20/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	4/21/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	4/22/2020	9:30	12:00	2.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	4/23/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	4/24/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	4/27/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	4/28/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	4/29/2020	9:30	12:00	2.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.

**Morrow County Time
2020/2021**

Jasmine	Teleworking	4/30/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	5/1/2020	1:00	16:30	3.5	40	Monthly measurement at Butter Creek gage. Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	5/4/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Five Mile Creek	5/5/2020	8:00	16:00	8	130	Monthly measurement at Five Mile gage
Jasmine	Butter Creek	5/6/2020	9:30	12:00	2.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	5/7/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	5/8/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	5/11/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	5/12/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	5/13/2020	9:30	12:00	2.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	5/14/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	5/15/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	5/18/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	5/19/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	5/20/2020	9:30	12:00	2.5	40	Inspected Butter Creek gage. Read flowmeters, Butter Cr. accumulation declared off. Informed landowners of flooding and that accumulation is no longer in effect.
Jasmine	Butter Creek	5/29/2020	9:30	13:00	3.5	40	Measurement at Butter Creek gage.
Jasmine	Butter Creek	6/4/2020	1:00	16:30	3.5	40	Made measurement at Butter Creek gage. Butter Cr. accumulation declared on, informed landowners, read flowmeters
Jasmine	Butter Creek	6/5/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	6/8/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	6/9/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	6/10/2020	9:30	12:00	2.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.

**Morrow County Time
2020/2021**

Jasmine	Teleworking	6/11/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	6/12/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	6/15/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	6/16/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	6/17/2020	9:30	12:00	2.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	6/18/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	6/19/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	6/22/2020	1:00	15:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	6/23/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	6/24/2020	9:30	12:00	2.5	40	Measurement at Butter Creek gage. Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Teleworking	6/25/2020	8:00	12:00	3	0	Coordinated water use on Butter Creek, updated spreadsheets
Jasmine	Butter Creek	6/26/2020	1:00	16:30	3.5	40	Coordinated water use on Butter Creek/read flowmeters, made miscellaneous measurements.
Jasmine	Butter Creek	6/29/2020	1:00	15:30	3.5	40	Butter Creek accumulation declared off, read flowmeters
Jasmine	Butter Creek	6/29/2020	1:00	15:30	3.5	40	Read flowmeters
Jasmine	Five Mile Creek	7/6/2020	8:00	16:00	8	130	Measured at Five Mile Gage, removed gaging equipment, shut down station until next year.
Jasmine	Butter Creek	7/7/2020	9:00	12:30	3.5	40	Monthly measurement at Butter Creek gage
Jasmine	Butter Creek	8/18/2020	9:00	12:30	3.5	40	Monthly measurement at Butter Creek gage
Jasmine	Ordnance, OR	8/20/2020	14:00	15:00	1	80	Stream flow measurement
Jasmine	Ordnance, OR	9/3/2020	12:00	16:00	4	80	Stream flow measurement at Ordnance Recharge Canal
Jasmine	Butter Creek	9/29/2020	9:00	12:30	3.5	40	Monthly measurement at Butter Creek gage
Jasmine/Greg/(Easterday Farms Dairy	10/5/2020	10:00	15:00	5	90	Tour/inspection of groundwater monitoring points
Jasmine	Butter Creek	10/22/2020	9:00	12:30	3.5	40	Monthly measurement at Butter Creek gage
Jasmine/Greg	Butter Creek	11/9/2020	8:30	11:00	2.5	80	Inspected Butter Creek site for installation of new staff gage
Jasmine/Greg/l	Butter Creek	11/12/2020	8:30	13:00	4.5	80	Installed metal backing for staff plate at Butter Creek
Jasmine	Teleworking	11/16/2020	14:00	16:30	2.5	0	Prepared to run levels at Butter Creek

**Morrow County Time
2020/2021**

Jasmine/Greg		11/17/2020	8:30	16:30	8	80	Installed plate backing and lower plates at Butter Creek. Ran levels.
Jasmine	Teleworking	11/18/2020	8:00	12:00	4	0	Processed Butter creek levels
Jasmine	Butter Creek	12/2/2020	8:00	12:30	4.5	80	Monthly measurement at Butter Creek gage
Jasmine	Teleworking	12/7/2020	8:00	16:30	8.5	0	Created form for Easterday Dairy groundwater pumping report, checked Willow Creek spreadsheets
Jasmine	Butter Creek	1/15/2021	8:00	12:30	4.5	80	Monthly measurement at Butter Creek gage, reset staff plates and recorder
Jasmine/Ken Tl	Willow Creek	1/27/2021	7:00	15:30	8.5	250	Read well flowmeters on Willow Creek
Jasmine	Teleworking	1/29/2021	13:00	16:30	3.5	0	Made georeferenced map of Critical Groundwater Areas near Ordnance
Jasmine/Curtis	Butter Creek	2/22/2021	12:30	16:30	4	80	Monthly measurement at Butter Creek gage
						Total Hours	Total Miles
						362	3660

**Morrow County Time
2020/2021**

**Morrow County Time
2020/2021**

	Total hrs.	Total Miles
	0	0

**Morrow County Time
2020/2021**

le miscellaneous measurements.

Irrigon Boardman Emergency Assistance Center, Inc.
290 N. Main – PO Box 506 Irrigon, OR 97844

March 12, 2021

Kate Knop, Finance Director
Morrow County
PO Box 867
Heppner, OR 97836

Dear Ms. Knop,

Irrigon Boardman Emergency Assistance Center is requesting funding from the Morrow County Budget Committee, \$25,000.00 for the coming fiscal year, 2021-2022. As you will read below client housing and utility needs increased with the COVID -19 pandemic almost doubling from the previous year. With that said we are anticipating an increase in client needs, both through food and the growing upsurge of living expenses.

IBEAC provides assistance to families, who need help with payment of rent, electricity, utilities and occasional help with gas for medical transportation to doctors and hospitals. We are also a food pantry, providing 3 -5 days of meals each month, as well as providing 1-2 nights lodging for individuals and homeless traveling through our jurisdiction, being Irrigon and Boardman, seeking temporary housing as they transition to a more stable living environment.

Recap of last six months' worth of spending:

1. Rent for our clients: \$5,215
2. Water/sewer: \$1,346
3. CAPECO, misc. food: \$1,673
4. Electric, gas, propane \$3,322
5. Wages: 1 paid employee: \$3,000
6. Operation: telephone, \$5,692
Computer, water/sewer,
Electricity, natural gas

We have six (6) volunteers that assist with the pantry and bookkeeping. In the last six (6) months' time, September 2020– February 2021, opened only on Tuesday, we have helped a total of 584 families consisting of 1,752 individuals. (These numbers specifically reflect food given per family, with a higher-than-average number of first-time families needing help with housing and utilities.) We are anticipating these numbers to grow as the year progresses.

Thank you for your consideration. We look forward to reviewing this information with the Commissioners.

Sincerely,
Ina Abercrombie, Coordinator

Office: 541-922-4563 ibeac506@hotmail.com; ibeac290@gmail.com 501(c) 3

NEIGHBORHOOD CENTER OF SOUTH MORROW COUNTY

Non-Profit
Organization

P.O. Box 895
Heppner, OR 97836

Phone:
(541) 676-5024

March 12, 2021
Kate Knop
Finance Director
PO BOX 867
Heppner, OR 97836

Dear Kate Knop and the Morrow County Budget Committee,

The Neighborhood Center of South Morrow County would like to formally request the amount of \$20,000.00 for the 2021-2022 fiscal year. We are asking for this amount because of the increase in our monthly food boxes, utility and rent assistance programs.

The Neighborhood Center is the only food pantry for South Morrow County residents. In 2020, the Center distributed 899 food boxes. Many residents, including our elderly population, live on a fixed income and rely upon the groceries and toiletries we distribute every month.

The Neighborhood Center is a resource where community members can get help applying for SNAP benefits and CAPECO Energy Assistance Programs, in addition to the assistance the Center provides. Community members can volunteer at the Center, and for those seeking employment, can learn important job skills through their act of service.

I've enclosed a copy of our 2020 report showcasing the needs we met in our community. Thank you for your time and consideration.

Sincerely,



Lisa Patton, Coordinator
Neighborhood Center of South Morrow County

NEIGHBORHOOD CENTER OF SOUTH MORROW COUNTY

Non-Profit Organization
(541) 676-5024
nhcenter97836@yahoo.com

PO BOX 895 Heppner, OR 97836
441 N Main Street Heppner, OR 97836
www.facebook.com/nhcenter97836

Calendar Year 2020

The Neighborhood Center serves the low income residents of Heppner, Lexington, Ione and Hardman.

We met these needs within our community:

<u>Emergency Item of Assistance</u>	<u>Locals Assisted</u>
Food Boxes Served	899 food boxes
Emergency Gas Assistance	4 families
Housing Assistance	10 families
Utility Assistance	26 families
Prescription Assistance	3 families
Wood Assistance	8 families
Clothing Assistance	31 families (<i>worth \$439.00</i>)
Household items	34 families (<i>worth \$481.00</i>)
Clients we helped with applying for CAPECO and SNAP (food stamps) benefits. This total also includes referrals to Veteran and Domestic Violence Services	690 individual community members
Christmas "Giving Tree" Recipients	26 families

Donations from Community members:

Food donations collected	2,744 lbs
Volunteer hours contributed	3,863 hours
Clothing and household donations valued at	\$57,238.45

We received financial assistance from:

Private Donations	Community Churches
Morrow County	WCVED
United Way	Network For Good
Howard & Beth Bryant Foundation	Oregon Community Foundation

“Boardman Food Pantry”

Discussion

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 MUSEUM

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>TRANSFER FROM OTHER FUND</u>						
101-119-3-90-3821 TRANSFER FROM VIDEO LT	11,000	11,000	11,000	11,000	11,000	
TOTAL TRANSFER FROM OTHER FUND	11,000	11,000	11,000	11,000	11,000	
<hr/>						
TOTAL REVENUES	11,000	11,000	11,000	11,000	11,000	
EXPENDITURES						

<u>MATERIALS & SERVICES</u>						
101-119-5-20-3240 FARM FOUNDTN CONTRACT	11,000	11,000	11,000	11,000	11,000	
TOTAL MATERIALS & SERVICES	11,000	11,000	11,000	11,000	11,000	
<hr/>						
TOTAL EXPENDITURES	11,000	11,000	11,000	11,000	11,000	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	0

222-WILLOW CREEK WIND FEES
 NON-DEPARTMENTAL

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
222-100-3-40-4430 WILLOW CR-LOCAL IMPR F	0	0	0	0	0	
222-100-3-40-4431 WILLOW CR-COMM SERV FE	113,966	0	90,000	101,524	90,000	
222-100-3-40-4432 WILLOW CR-ADDL FEES	<u>10,205</u>	<u>91,987</u>	<u>0</u>	<u>5,778</u>	<u>0</u>	
TOTAL CHARGES FOR SERVICES	124,171	91,987	90,000	107,302	90,000	
INVESTMENT EARNINGS						
222-100-3-65-0105 INVESTMENT EARNINGS	<u>1,298</u>	<u>1,076</u>	<u>1,000</u>	<u>356</u>	<u>1,000</u>	
TOTAL INVESTMENT EARNINGS	1,298	1,076	1,000	356	1,000	
TOTAL REVENUES	125,469	93,063	91,000	107,658	91,000	
EXPENDITURES						
OTHER REQUIREMENTS						
222-100-5-50-5230 WILLOW CR-LOC IMP FEE	0	0	0	0	0	
222-100-5-50-5231 WILLOW CR-COMM S FEE D	81,373	68,386	90,000	76,315	90,000	
222-100-5-50-5232 WILLOW CR-ADDL FEES DI	3,840	0	0	0	0	
222-100-5-50-5351 TRANS TO GEN FUND	<u>30,100</u>	<u>22,000</u>	<u>33,167</u>	<u>33,167</u>	<u>46,885</u>	
TOTAL OTHER REQUIREMENTS	115,313	90,386	123,167	109,482	136,885	
TOTAL EXPENDITURES	115,313	90,386	123,167	109,482	136,885	
REVENUE OVER/(UNDER) EXPENDITURES	10,156	2,677	(32,167)	(1,825)	(45,885)	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	

222-WILLOW CREEK WIND FEES
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
222-100-3-01-0101 BEGINNING FUND BALANCE			0	47,710	0	
222-100-3-01-0102 BEGINNING FUND BALANCE-BUD			32,167	0	45,885	
TOTAL BEGINNING FUND BALANCE			32,167	47,710	45,885	
FUND TOTAL REVENUES	125,469	93,063	91,000	107,658	91,000	
TOTAL AVAILABLE RESOURCES			123,167	155,368	136,885	
FUND TOTAL EXPENDITURES	115,313	90,386	123,167	109,482	136,885	
REVENUE OVER/(UNDER) EXPENDITURES	10,156	2,677	(32,167)	(1,825)	(45,885)	
PROJECTED ENDING FUND EQUITY			0	45,885	0	

*** END OF REPORT ***

500-ECHO WINDS FEES FUND
 ECHO WINDS FEES

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						

<u>CHARGES FOR SERVICES</u>						
500-500-3-40-4420 ECHO-LOC IMPR FEES	0	0	0	0	0	
500-500-3-40-4421 ECHO-COMM SERV FEES	66,737	57,550	62,100	33,198	62,100	
500-500-3-40-4432 ECHO - ADDL FEES	<u>38,843</u>	<u>30,437</u>	<u>28,000</u>	<u>53,573</u>	<u>22,000</u>	
TOTAL CHARGES FOR SERVICES	105,580	87,986	90,100	86,771	84,100	
<u>INVESTMENT EARNINGS</u>						
500-500-3-65-0105 INVESTMENT EARNINGS	<u>208</u>	<u>233</u>	<u>100</u>	<u>110</u>	<u>100</u>	
TOTAL INVESTMENT EARNINGS	208	233	100	110	100	
<u>TRANSFER FROM OTHER FUND</u>						
500-500-3-90-3821 TRANSFER FROM GF	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
<hr/>						
TOTAL REVENUES	105,788	88,219	90,200	86,881	84,200	
EXPENDITURES						

<u>OTHER REQUIREMENTS</u>						
500-500-5-50-5220 ECHO-LOC IMP FEE DIST.	7,757	0	0	0	0	
500-500-5-50-5221 ECHO-COMM SERV FEE DIS	66,737	63,889	62,100	41,123	62,100	
500-500-5-50-5351 TRANS TO GEN FUND	<u>20,050</u>	<u>30,437</u>	<u>35,210</u>	<u>35,210</u>	<u>39,785</u>	
TOTAL OTHER REQUIREMENTS	94,544	94,325	97,310	76,333	101,885	
<hr/>						
TOTAL EXPENDITURES	94,544	94,325	97,310	76,333	101,885	
REVENUE OVER/(UNDER) EXPENDITURES	11,245	(6,106)	(7,110)	10,548	(17,685)	

500-ECHO WINDS FEES FUND
 ECHO WINDS FEES

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
500-100-3-01-0101			0	7,137	0	
500-100-3-01-0102 BEGINNING FUND BALANCE-BUD			7,110	0	17,685	
500-500-3-01-0101 BEGINNING FUND BALANCE			<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL BEGINNING FUND BALANCE			7,110	7,137	17,685	
FUND TOTAL REVENUES	105,788	88,219	90,200	86,881	84,200	
TOTAL AVAILABLE RESOURCES			97,310	94,018	101,885	
FUND TOTAL EXPENDITURES	94,544	94,325	97,310	76,333	101,885	
REVENUE OVER/(UNDER) EXPENDITURES	11,245	(6,106)	(7,110)	10,548	(17,685)	
PROJECTED ENDING FUND EQUITY			0	17,685	0	

*** END OF REPORT ***

501-SHEPHERDS FLAT FEES
SHEPHERDS FLAT FEES

	2018-2019		2019-2020		CURRENT		Y-T-D		REQUESTED		PROPOSED	
	ACTUAL		ACTUAL		BUDGET		ACTUAL	BUDGET	BUDGET	BUDGET		
REVENUES												
<u>CHARGES FOR SERVICES</u>												
501-501-3-40-4440 SHEPHERDS FLT-LOC IMPR	0		0		0		0		0			
501-501-3-40-4441 SHEPHERDS FLT-COMM SER	500,000		500,000		500,000		500,000		500,000			
501-501-3-40-4445 ADDITIONAL MONIES	1,241,613		1,185,916		1,290,000		1,202,262		1,160,000			
501-501-3-40-4450 C.R.E.A.	0		0		0		0		0			
TOTAL CHARGES FOR SERVICES	1,741,613		1,685,916		1,790,000		1,702,262		1,660,000			
<u>INVESTMENT EARNINGS</u>												
501-501-3-65-0105 INVESTMENT EARNINGS	1,983		2,450		1,000		2,696		1,000			
TOTAL INVESTMENT EARNINGS	1,983		2,450		1,000		2,696		1,000			
TOTAL REVENUES	1,743,596		1,688,366		1,791,000		1,704,958		1,661,000			
EXPENDITURES												
<u>MATERIALS & SERVICES</u>												
501-501-5-20-3999 LONG TERM GOALS	0		0		0		0		0			
501-501-5-20-5241 SHEPHERDS FLT-COMM S F	380,296		0		0		0		0			
TOTAL MATERIALS & SERVICES	380,296		0		0		0		0			
<u>OTHER REQUIREMENTS</u>												
501-501-5-50-5171 GRANTS TO CITIES	0		0		0		0		0			
501-501-5-50-5221 SHEPHERDS FLT - CSF	0		381,466		359,882		380,397		500,000			
501-501-5-50-5240 SHEPHERDS FLT-LOC IMPR	0		0		0		0		0			
501-501-5-50-5241 C.R.E.A.	21,500		21,500		21,500		21,500		21,500			
501-501-5-50-5350 TRANSFER TO ROAD	1,129,500		528,700		785,990		785,990		785,990			
501-501-5-50-5351 TRANS TO BUILDING RES	0		500,000		280,118		250,000		0			
501-501-5-50-5352 TRANSFER TO AIRPORT	0		0		0		0		0			
501-501-5-50-5353 TRANSFER TO FAIR	0		0		0		0		0			
501-501-5-50-5354 TRANSFER TO ROAD EQUIP	175,000		175,000		175,000		175,000		175,000			
501-501-5-50-5355 TRANS TO GEN FUND	0		0		200,000		200,000		0			
501-501-5-50-5356 TRANSFER TO COMPUTER RE	0		0		0		0		0			
501-501-5-50-5357 TRANSFER TO PROGRAMMIN	0		0		0		0		0			
501-501-5-50-5358 TRANS TO HEPPIER ADMIN	0		0		0		0		0			
501-501-5-50-5999 OTHER EXPENSES	0		0		0		0		189,861			
TOTAL OTHER REQUIREMENTS	1,326,000		1,606,666		1,822,490		1,812,887		1,672,351			
TOTAL EXPENDITURES	1,706,296		1,606,666		1,822,490		1,812,887		1,672,351			
REVENUE OVER/(UNDER) EXPENDITURES	37,300		81,700		(31,490)		(107,929)		(11,351)			

501-SHEPHERDS FLAT FEES
 SHEPHERDS FLAT FEES

			(------ 2020-2021 -----)		(------ 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
501-100-3-01-0101			0	119,280	0	
501-100-3-01-0102 BEGINNING FUND BALANCE-BUD			31,490	0	11,351	
501-501-3-01-0101 BEGINNING FUND BALANCE			0	0	0	
TOTAL BEGINNING FUND BALANCE			31,490	119,280	11,351	
FUND TOTAL REVENUES	1,743,596	1,688,366	1,791,000	1,704,958	1,661,000	
TOTAL AVAILABLE RESOURCES			1,822,490	1,824,238	1,672,351	
FUND TOTAL EXPENDITURES	1,706,296	1,606,666	1,822,490	1,812,887	1,672,351	
REVENUE OVER/(UNDER) EXPENDITURES	37,300	81,700	(31,490)	(107,929)	(11,351)	
PROJECTED ENDING FUND EQUITY			0	11,351	0	

*** END OF REPORT ***

521-PGE - CARTY
 PGE - CARTY

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>REVENUES</u>						
<u>CHARGES FOR SERVICES</u>						
521-521-3-40-4441 PGE - CARTY COMM SERV	500,000	500,000	500,000	500,000	500,000	
521-521-3-40-4445 ADDITIONAL MONIES	<u>1,750,756</u>	<u>1,724,294</u>	<u>1,806,877</u>	<u>1,919,503</u>	<u>1,895,330</u>	
TOTAL CHARGES FOR SERVICES	2,250,756	2,224,294	2,306,877	2,419,503	2,395,330	
<u>INVESTMENT EARNINGS</u>						
521-521-3-65-0105 INVESTMENT EARNINGS	<u>14,906</u>	<u>2,796</u>	<u>2,000</u>	<u>3,616</u>	<u>3,500</u>	
TOTAL INVESTMENT EARNINGS	14,906	2,796	2,000	3,616	3,500	
TOTAL REVENUES	2,265,661	2,227,090	2,308,877	2,423,120	2,398,830	
<u>EXPENDITURES</u>						
<u>CAPITAL OUTLAY</u>						
521-521-5-40-4404 NORTH END CAPITAL PROJ	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	0	0	0	0	0	
<u>OTHER REQUIREMENTS</u>						
521-521-5-50-5221 PGE - CSF	0	603,562	500,000	612,626	500,000	
521-521-5-50-5241 C.R.E.A.	50,000	0	0	0	0	
521-521-5-50-5242 LONG TERM GOALS	500,000	0	50,000	0	126,017	
521-521-5-50-5350 TRANSFER TO ROAD	1,597,594	1,676,294	1,824,677	912,339	1,824,677	
521-521-5-50-5355 TRANSFER TO GEN FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL OTHER REQUIREMENTS	2,147,594	2,279,856	2,374,677	1,524,965	2,450,694	
TOTAL EXPENDITURES	2,147,594	2,279,856	2,374,677	1,524,965	2,450,694	
REVENUE OVER/(UNDER) EXPENDITURES	118,067	(52,765)	(65,800)	898,155	(51,864)	

521-PGE - CARTY
 PGE - CARTY

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
521-100-3-01-0101 BEGINNING FUND BALANCE			0	66,047	0	
521-100-3-01-0102 BEGINNING FUND BALANCE			65,800	0	51,864	
TOTAL BEGINNING FUND BALANCE			65,800	66,047	51,864	
FUND TOTAL REVENUES	2,265,661	2,227,090	2,308,877	2,423,120	2,398,830	
TOTAL AVAILABLE RESOURCES			2,374,677	2,489,167	2,450,694	
FUND TOTAL EXPENDITURES	2,147,594	2,279,856	2,374,677	1,524,965	2,450,694	
REVENUE OVER/(UNDER) EXPENDITURES	118,067	(52,765)	(65,800)	898,155	(51,864)	
PROJECTED ENDING FUND EQUITY			0	964,202	0	

*** END OF REPORT ***

523-WHEATRIDGE WIND FUND
 WHEATRIDGE

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
CHARGES FOR SERVICES						
523-523-3-40-4440 WHEATRIDGE - LOCAL IMP	0	0	0	0	1,500,000	
523-523-3-40-4445 ADDITIONAL MONIES	0	0	0	0	0	
TOTAL CHARGES FOR SERVICES	0	0	0	0	1,500,000	
TOTAL REVENUES						
	0	0	0	0	1,500,000	
EXPENDITURES						
OTHER REQUIREMENTS						
523-523-5-50-5130 SCHOOLS - STEM	0	0	0	0	600,000	
523-523-5-50-5131 SCHOOLS - STEAM	0	0	0	0	400,000	
523-523-5-50-5240 WHEATRIDGE LOC IMPROVE	0	0	0	0	500,000	
523-523-5-50-5355 TRANSFER TO GEN FUND	0	0	0	0	0	
523-523-5-50-5358 TRANSFER TO CIP	0	0	0	0	0	
523-523-5-50-5999 OPERATING CONTINGENCY	0	0	0	0	0	
TOTAL OTHER REQUIREMENTS	0	0	0	0	1,500,000	
TOTAL EXPENDITURES						
	0	0	0	0	1,500,000	
REVENUE OVER/(UNDER) EXPENDITURES						
	0	0	0	0	0	

523-WHEATRIDGE WIND FUND
 WHEATRIDGE

			(------ 2020-2021 -----) (------ 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
BEGINNING FUND BALANCE						
TOTAL BEGINNING FUND BALANCE			0	0	0	
FUND TOTAL REVENUES	0	0	0	0	1,500,000	
TOTAL AVAILABLE RESOURCES			0	0	1,500,000	
FUND TOTAL EXPENDITURES	0	0	0	0	1,500,000	
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0	
PROJECTED ENDING FUND EQUITY			0	0	0	

*** END OF REPORT ***

210-FINLEY BUTTES LICENSE FEE
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
REVENUES	-----					
<u>INVESTMENT EARNINGS</u>						
210-100-3-65-0105 INVESTMENT EARNINGS	<u>16,718</u>	<u>30,331</u>	<u>5,000</u>	<u>6,969</u>	<u>6,000</u>	<u>6,000</u>
TOTAL INVESTMENT EARNINGS	16,718	30,331	5,000	6,969	6,000	6,000
<hr/>						
TOTAL REVENUES	16,718	30,331	5,000	6,969	6,000	6,000
REVENUE OVER/(UNDER) EXPENDITURES	16,718	30,331	5,000	6,969	6,000	6,000

210-FINLEY BUTTES LICENSE FEE
 LICENSE FEE

(----- 2020-2021 -----) (----- 2021-2022 -----)

	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET

REVENUES

CHARGES FOR SERVICES

210-260-3-40-4379 FINLEY BUTTES LICENSE	1,598,451	1,576,547	1,370,000	1,267,999	1,690,665	
TOTAL CHARGES FOR SERVICES	1,598,451	1,576,547	1,370,000	1,267,999	1,690,665	

TRANSFER FROM OTHER FUND

210-260-3-90-3815 TRANS FROM IMPACT FEES	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	

TOTAL REVENUES	1,598,451	1,576,547	1,370,000	1,267,999	1,690,665	
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EXPENDITURES

OTHER REQUIREMENTS

210-260-5-50-5001 NEIGHBORHOOD CENTER SO	0	0	0	0	0	
210-260-5-50-5002 COURT AWARDS - DISCRTN	0	0	0	0	0	
210-260-5-50-5003 COMM/SCERT AWARDS 01/0	0	0	0	0	0	
210-260-5-50-5004 TRANSFER TO ROAD FUND	739,638	1,636,000	1,636,000	818,000	1,636,000	
210-260-5-50-5005 COMM/SCERT AWARDS 03/0	0	0	0	0	0	
210-260-5-50-5006 COMM/SCERT AWARDS 02/0	0	0	0	0	0	
210-260-5-50-5007 TRANSFER TO FAIR FUND	0	0	0	0	0	
210-260-5-50-5008 NEEDS & ISSUES 06/07	0	0	0	0	0	
210-260-5-50-5009 NEEDS & ISSUES 07/08	0	0	0	0	0	
210-260-5-50-5010 NEEDS & ISSUES 08/09	0	0	0	0	0	
210-260-5-50-5011 NEEDS & ISSUES 09/10	0	0	0	0	0	
210-260-5-50-5012 NEEDS & ISSUES 10-11	0	0	0	0	0	
210-260-5-50-5115 WILDLIFE SERVICES	0	0	0	0	0	
210-260-5-50-5165 UMATILLA BASIN WATER C	0	0	0	0	0	
210-260-5-50-5166 WATERMASTER	0	0	0	0	0	
210-260-5-50-5167 SOIL & WATER CONSERVAT	0	0	0	0	0	
210-260-5-50-5168 EXTENSION SERVICE	0	0	0	0	0	
210-260-5-50-5170 IRRIGON BOARDMAN EMERG	0	0	0	0	0	
210-260-5-50-5370 TRANSFER TO GENERAL FU	0	210,000	210,000	210,000	0	
210-260-5-50-5371 TRANS TO BUILDING RES.	0	0	0	0	250,000	
210-260-5-50-5375 TRANSFER TO G/F EM MGT	0	0	0	0	0	
210-260-5-50-5376 TRAN TO G/F TRANS STA-	0	0	0	0	0	
210-260-5-50-5377 TRANS TO WCV EC DEVEL	0	0	0	0	0	
210-260-5-50-5380 RETIREMENT PLAN CONTRI	0	0	0	0	0	
210-260-5-50-5999 OTHER EXPENSES	24,294	22,651	58,478	17,492	293,368	
TOTAL OTHER REQUIREMENTS	763,931	1,868,651	1,904,478	1,045,492	2,179,368	

210-FINLEY BUTTES LICENSE FEE
 LICENSE FEE

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>ENDING FUND BALANCE</u>						
210-260-5-90-9002 UNAPPROPRIATED ENDING	0	0	0	0	0	0
TOTAL ENDING FUND BALANCE	0	0	0	0	0	0
<hr/>						
TOTAL EXPENDITURES	763,931	1,868,651	1,904,478	1,045,492	2,179,368	
REVENUE OVER/(UNDER) EXPENDITURES	834,520	(292,104)	(534,478)	222,506	(488,703)	

210-FINLEY BUTTES LICENSE FEE
 LICENSE FEE

			----- 2020-2021 -----		----- 2021-2022 -----	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
210-100-3-01-0101 BEGINNING FUND BALANCE			0	1,071,228	0	
210-100-3-01-0102 BEGINNING FUND BALANCE-BUD			529,478	0	482,703	
TOTAL BEGINNING FUND BALANCE			529,478	1,071,228	482,703	
FUND TOTAL REVENUES	1,615,169	1,606,878	1,375,000	1,274,968	1,696,665	
TOTAL AVAILABLE RESOURCES			1,904,478	2,346,196	2,179,368	
FUND TOTAL EXPENDITURES	763,931	1,868,651	1,904,478	1,045,492	2,179,368	
REVENUE OVER/(UNDER) EXPENDITURES	851,238	(261,773)	(529,478)	229,476	(482,703)	
PROJECTED ENDING FUND EQUITY			0	1,300,703	0	

*** END OF REPORT ***



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Courthouse upgrades and remodel

Life (years): 10

Project Originator (Name): Darrell Green

Phone: _____

Department: Administration

Location: Heppner

Desired project timing: Start Date: August 2021

Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

The County has made a few attempts to receive a grant from the State of Oregon to assist with remodeling and upgrading the County Courthouse, but has not been selected. It is necessary to start the process of upgrading and maintaining the courthouse and remodel to create some additional space. We are looking to do this in phases, so this request will help us begin the process.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-
2022 Budget:

YES NO

Amount: \$

\$1,000,000.00

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number Amount: \$

General Ledger/Account Number Amount: \$

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	0	0
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received _____ Amount: \$ _____ Approved in Form _____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Additional Work Space

Life (years): _____

Project Originator (Name): Darrell Green

Phone: _____

Department: Administration

Location: _____

Desired project timing: Start Date: July 1, 2021

Completion Date: June 30, 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary. Morrow County continues to grow and finding adequate space for employees is necessary. This project will focus on finding a current building for this need.

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget:

YES NO

Amount: \$

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	CIP GL	Amount: \$	
General Ledger/Account Number		Amount: \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:		\$250
Energy Costs:		\$150
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$ \$400/month \$4800/year estimate

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	Amount: \$	Approved in Form
_____	_____	_____



Capital Outlay Budget Request Form

(To be completed for all individual expenditures/projects > \$5,000)

Date Submitted: _____

1. Project Details

Project Name: Boardman Public Health- Docken building remodel/upgrades Life (years): 10

Project Originator (Name): Darrell Green Phone: _____

Department: Administration Location: Boardman

Desired project timing: Start Date: January 2022 Completion Date: June 2022

2. Project Description/Justification

Include a detailed description of the project and justification. Attach add'l documentation as necessary.

After the Juvenile Dept and ADA move out of the Docken building, we need to review necessary upgrades and remodel of the offices to meet the needs of Public Health

3. Project Cost Estimate

Attach detailed breakdown of costs. If the project relates to construction/remodeling, please attach a Public Works/Maintenance Cost Estimate.

Include in Fiscal Year 2021-2022 Budget: YES NO Amount: \$

4. Project Funding Sources If the project is going to be funded/partially funded by a specific grant/contract account rather than the general operating fund, please specify the account number and amount of funding below.

General Ledger/Account Number	101-199-5-40-	Amount: \$	
General Ledger/Account Number	or CIP GL?	Amount: \$	

5. Annual Operating Cost Impact Provide cost estimates relating to the annual impact of this project on the operating budget. For example, estimate increased maintenance or energy costs associated with new facilities. If this project is related to a new or expanded program, provide cost data, including costs for increased staff. Estimate the annual savings to the operating budget such as reduced energy costs associated with an energy conservation project or reduced staff associated with an IT project. Also estimate the increased revenue to be generated, if any.

	<u>Annual Increase In Operating Costs</u>	<u>Annual Operating Savings</u>
Maintenance Costs:	0	0
Energy Costs:		
Salary Costs:		
Other:		
Other:		
Total:		

Additional Estimated Revenue to be Generated \$

*Approval of this form does not indicate approval of increases to any department's operating budget. Any increase in operating budget must be approved through the normal budgeting process.

6. Authorization (Indicates request will be presented to the Budget Committee)

	Signature	Printed Name	Date
Department Director	_____	_____	_____
County Administrator	_____	_____	_____
Finance Director	_____	_____	_____
Public Works/ Maintenance (if required)	_____	_____	_____

7. Finance Use Only

Date Received	_____	Amount: \$	_____	Approved in Form	_____
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227-CAPITAL IMPROVEMENT PROJ.
 NON-DEPARTMENTAL

	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET
REVENUES						

INVESTMENT EARNINGS						
227-100-3-65-0105 INVESTMENT EARNINGS	979	786	0	334	0	
TOTAL INVESTMENT EARNINGS	979	786	0	334	0	
DONATIONS						
227-100-3-67-6931 GRANTS/DONATIONS BUILD	0	0	0	0	0	
TOTAL DONATIONS	0	0	0	0	0	
REIMBURSEMENTS						
227-100-3-80-8010 LOAN PROCEEDS - BUILDI	0	0	6,900,000	0	0	
TOTAL REIMBURSEMENTS	0	0	6,900,000	0	0	
TRANSFER FROM OTHER FUND						
227-100-3-90-3815 TRANSFER FROM GENERAL	337,700	394,000	394,000	394,000	588,388	
227-100-3-90-3816 TRANSFER FROM SHEPHERD	0	0	0	0	0	
TOTAL TRANSFER FROM OTHER FUND	337,700	394,000	394,000	394,000	588,388	

TOTAL REVENUES	338,679	394,786	7,294,000	394,334	588,388	
EXPENDITURES						

MATERIALS & SERVICES						
227-100-5-20-2486 LOAN REPAYMENT - ADMIN	352,832	351,946	380,000	178,428	380,000	
227-100-5-20-2487 CREDIT BOND - ADMIN	0	0	0	0	40,000	
227-100-5-20-2494 INTEREST EXPENSE	27,163	20,676	14,000	11,570	14,000	
227-100-5-20-2495 INTEREST EXPENSE - BON	0	0	0	0	154,388	
TOTAL MATERIALS & SERVICES	379,995	372,622	394,000	189,998	588,388	
CAPITAL OUTLAY						
227-100-5-40-4401 ADMIN BLDG	0	0	4,753,186	0	2,176,863	
227-100-5-40-4402 COURTHOUSE	0	0	0	0	0	
227-100-5-40-4403 BUILDING IMPROVEMENT	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	4,753,186	0	2,176,863	
ENDING FUND BALANCE						
227-100-5-90-9001 UNAPPROPRIATED ENDING	0	0	2,176,863	0	52,071	
TOTAL ENDING FUND BALANCE	0	0	2,176,863	0	52,071	

TOTAL EXPENDITURES	379,995	372,622	7,324,049	189,998	2,817,322	
REVENUE OVER/(UNDER) EXPENDITURES (41,316)	22,164	(30,049)	204,336	(2,228,934)	

227-CAPITAL IMPROVEMENT PROJ.
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
227-100-3-01-0101 BEGINNING FUND BALANCE			0	37,755	0	
227-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>30,049</u>	<u>0</u>	<u>2,228,934</u>	
TOTAL BEGINNING FUND BALANCE			30,049	37,755	2,228,934	
FUND TOTAL REVENUES	338,679	394,786	7,294,000	394,334	588,388	
TOTAL AVAILABLE RESOURCES			7,324,049	432,089	2,817,322	
FUND TOTAL EXPENDITURES	379,995	372,622	7,324,049	189,998	2,817,322	
REVENUE OVER/(UNDER) EXPENDITURES	(41,316)	22,164	(30,049)	204,336	(2,228,934)	
PROJECTED ENDING FUND EQUITY			0	242,092	0	

*** END OF REPORT ***

**THE
COMMERCE
BANK
OF OREGON**

EXHIBIT A

**Morrow County
FULL FAITH AND CREDIT AGREEMENT AND NOTE, SERIES 2021
ESTIMATED DEBT SERVICE SCHEDULE
True Interest Cost (TIC) = 1.79%¹**

¹ The interest rates quoted are fixed from 60 calendar days of the bid date.

Date	Principal	Coupon	Interest	Total P+	Fiscal Total
03/01/2021	-	-	-	-	-
12/01/2021	-	-	92,632.50	92,632.50	-
06/01/2022	40,000.00	1.790%	61,755.00	101,755.00	194,387.50
12/01/2022	-	-	61,397.00	61,397.00	-
06/01/2023	90,000.00	1.790%	61,397.00	151,397.00	212,794.00
12/01/2023	-	-	60,591.50	60,591.50	-
06/01/2024	465,000.00	1.790%	60,591.50	525,591.50	586,183.00
12/01/2024	-	-	56,429.75	56,429.75	-
06/01/2025	475,000.00	1.790%	56,429.75	531,429.75	587,859.50
12/01/2025	-	-	52,178.50	52,178.50	-
06/01/2026	485,000.00	1.790%	52,178.50	537,178.50	589,357.00
12/01/2026	-	-	47,837.75	47,837.75	-
06/01/2027	490,000.00	1.790%	47,837.75	537,837.75	585,675.50
12/01/2027	-	-	43,452.25	43,452.25	-
06/01/2028	500,000.00	1.790%	43,452.25	543,452.25	586,904.50
12/01/2028	-	-	38,977.25	38,977.25	-
06/01/2029	510,000.00	1.790%	38,977.25	548,977.25	587,954.50
12/01/2029	-	-	34,412.75	34,412.75	-
06/01/2030	520,000.00	1.790%	34,412.75	554,412.75	588,825.50
12/01/2030	-	-	29,758.75	29,758.75	-
06/01/2031	530,000.00	1.790%	29,758.75	559,758.75	589,517.50
12/01/2031	-	-	25,015.25	25,015.25	-
06/01/2032	540,000.00	1.790%	25,015.25	565,015.25	590,030.50
12/01/2032	-	-	20,182.25	20,182.25	-
06/01/2033	550,000.00	1.790%	20,182.25	570,182.25	590,364.50
12/01/2033	-	-	15,259.75	15,259.75	-
06/01/2034	560,000.00	1.790%	15,259.75	575,259.75	590,519.50
12/01/2034	-	-	10,247.75	10,247.75	-
06/01/2035	565,000.00	1.790%	10,247.75	575,247.75	585,495.50
12/01/2035	-	-	5,191.00	5,191.00	-
02/15/2036	580,000.00	1.790%	2,134.08	582,134.08	-
06/01/2036	-	-	-	-	587,325.08
Total	\$6,900,000.00	-	\$1,153,193.58	\$8,053,193.58	-

Yield Statistics

Bond Year Dollars	\$64,450.00
Average Life	9.341 Years
Average Coupon	1.7892841%
Net Interest Cost (NIC)	1.7892841%
True Interest Cost (TIC)	1.7896574%

MORROW COUNTY
Fund # 321 – Forest Service Fund

Title III – County Funds

The Secure Rural Schools Act (SRS Act) was reauthorized by P.L. 115-141 and signed into law by the President on March 23, 2018. This reauthorization extended the date by which title III **projects must be initiated to September 30, 2022**, and the date by which title III **funds must be obligated to September 30, 2023**. These deadlines apply to all unobligated title III funds, including title III funds under the current reauthorization of the SRS Act and title III funds received under the previous authorization.

Authorized uses of title III funds

1. To carry out activities under the Firewise Communities program.
2. To reimburse the participating county for search and rescue and other emergency services, including firefighting *and law enforcement patrols*.
3. *To cover training costs and equipment purchases directly related to the emergency service described in paragraph (2); and*
4. To develop *and carry out* community wildfire protection plans.

(P.L. 115-141 added the *italicized* items above.)

Publishing and Notification of Proposed Uses of Title III Funds – section 302(b)

A participating county may use title III funds for authorized uses only after providing for a 45-day public comment period. The comment period is initiated by the county's publication of a description of the proposed use in a publication of local record.

If there is a Secure Rural Schools Act resource advisory committee established under title II of the Act with jurisdiction in the county, the county must also submit the proposal to the committee at the beginning of the comment period.

[John Day-Snake Resource Advisory Committee has jurisdiction in Morrow County.]

How does the county initiate a title III project?

The county's initiation of a title III project must be documented. For the purposes of title III, a project may be considered to be initiated at a point in time before the county publishes its intention to use title III funds for an authorized project in a publication of local record as required in section 302(b). The Forest Service recommends that the county document its initiation of title III projects in the meeting minutes of its county governing body (e.g. board of commissioners) which reflect the county's agreement to use the funds for the authorized uses in title III.

321-FOREST SERVICE FUND
 NON-DEPARTMENTAL

	2018-2019		2019-2020		2020-2021		2021-2022	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	REQUESTED BUDGET	PROPOSED BUDGET		
REVENUES								
CHARGES FOR SERVICES								
321-100-3-40-4729 TITLE III REVENUE	6,269	6,922	0	0	0			
321-100-3-40-4730 TITLE II REVENUE	0	0	0	0	0			
TOTAL CHARGES FOR SERVICES	6,269	6,922	0	0	0			
INVESTMENT EARNINGS								
321-100-3-65-0105 INVESTMENT EARNINGS	1,363	1,489	1,200	492	1,200			
TOTAL INVESTMENT EARNINGS	1,363	1,489	1,200	492	1,200			
TOTAL REVENUES	7,632	8,411	1,200	492	1,200			
EXPENDITURES								
MATERIALS & SERVICES								
321-100-5-20-2205 FOREST PROJECTS	0	0	0	0	0			
321-100-5-20-2230 TITLE III PROGRAMS	0	0	31,237	0	38,538			
321-100-5-20-2250 SEARCH & RESCUE	0	0	40,000	0	40,000			
TOTAL MATERIALS & SERVICES	0	0	71,237	0	78,538			
CAPITAL OUTLAY								
321-100-5-40-4407 TITLE III VEHICLES	0	0	0	0	0			
TOTAL CAPITAL OUTLAY	0	0	0	0	0			
OTHER REQUIREMENTS								
321-100-5-50-5354 TRANS TO G/F SEARCH &	0	0	0	0	0			
TOTAL OTHER REQUIREMENTS	0	0	0	0	0			
ENDING FUND BALANCE								
321-100-5-90-9001 UNAPPROPRIATED ENDING	0	0	0	0	0			
TOTAL ENDING FUND BALANCE	0	0	0	0	0			
TOTAL EXPENDITURES	0	0	71,237	0	78,538			
REVENUE OVER/(UNDER) EXPENDITURES	7,632	8,411	(70,037)	492	(77,338)			
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0	0	0			

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

321-FOREST SERVICE FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)	(----- 2021-2022 -----)		
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<hr/>						
<u>BEGINNING FUND BALANCE</u>						
321-100-3-01-0101 BEGINNING FUND BALANCE			0	76,846	0	
321-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>70,037</u>	<u>0</u>	<u>77,338</u>	
TOTAL BEGINNING FUND BALANCE			70,037	76,846	77,338	
FUND TOTAL REVENUES	7,632	8,411	1,200	492	1,200	
	-----	-----	-----	-----	-----	-----
TOTAL AVAILABLE RESOURCES			71,237	77,338	78,538	
FUND TOTAL EXPENDITURES	0	0	71,237	0	78,538	
	-----	-----	-----	-----	-----	-----
REVENUE OVER/(UNDER) EXPENDITURES	7,632	8,411	(70,037)	492	(77,338)	
	-----	-----	-----	-----	-----	-----
PROJECTED ENDING FUND EQUITY			0	77,338	0	
			-----	-----	-----	-----

*** END OF REPORT ***

101-GENERAL FUND
 TRANSFER TO OTHER FUNDS

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES						
OTHER REQUIREMENTS						
101-124-5-50-5353 TRANSFER TO FAIR	0	0	33,165	33,165	0	
101-124-5-50-5354 TRANS TO COMPUTER RESE	15,000	20,000	20,000	20,000	20,000	
101-124-5-50-5355 TRANSFER TO BUILDING R	50,000	50,000	50,000	50,000	50,000	
101-124-5-50-5357 TRANSFER TO PROGRAM. R	0	30,000	30,000	30,000	30,000	
101-124-5-50-5358 TRANSFER TO VIC/WIT FU	24,000	0	0	0	0	
101-124-5-50-5359 TRANSFER TO ROAD FUND	50,150	0	0	0	0	
101-124-5-50-5360 TRANS TO AIRPORT FUND	0	0	86,172	43,086	0	
101-124-5-50-5361 TRANSFER TO SAFETY FUN	0	0	0	0	0	
101-124-5-50-5362 TRANSFER TO CIP FUND	337,700	394,000	394,000	394,000	588,388	
101-124-5-50-5363 TRANS TO ECHO WIND	0	0	0	0	0	
101-124-5-50-5364 TRANSFER TO EQUITY FUN	0	0	0	0	0	
101-124-5-50-5365 TRANSFER TO RESILIENCY	0	0	500,000	500,000	0	
TOTAL OTHER REQUIREMENTS	476,850	494,000	1,113,337	1,070,251	688,388	
TOTAL EXPENDITURES	476,850	494,000	1,113,337	1,070,251	688,388	
REVENUE OVER/(UNDER) EXPENDITURES (476,850)	(494,000)	(1,113,337)	(1,070,251)	(688,388)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
TAX REVENUE						
101-100-3-10-0104 PREVIOUSLY LEVIED TAXE	189,935	128,020	95,000	88,576	95,000	
101-100-3-10-1001 EASTERN OR SEVERANCE T	0	0	0	0	0	
101-100-3-10-9002 TAXES NECESSARY TO BAL	8,643,172	9,552,422	10,405,044	10,218,818	11,067,640	
101-100-3-10-9003 TAXES COLLECTED IN YR	0	0	0	0	0	
TOTAL TAX REVENUE	8,833,107	9,680,442	10,500,044	10,307,394	11,162,640	
GRANT REVENUE						
101-100-3-30-3331 TAYLOR GRAZING	53	51	50	0	50	
101-100-3-30-3614 FISH AND WILDLIFE	0	907	500	0	500	
TOTAL GRANT REVENUE	53	958	550	0	550	
CHARGES FOR SERVICES						
101-100-3-40-4440 SHEPHERDS FLAT FEES	0	0	0	0	0	
TOTAL CHARGES FOR SERVICES	0	0	0	0	0	
SALES OF ASSETS						
101-100-3-64-6911 SALE OF COUNTY LAND	13,979	0	0	0	0	
TOTAL SALES OF ASSETS	13,979	0	0	0	0	
INVESTMENT EARNINGS						
101-100-3-65-0105 INVESTMENT EARNINGS	150,232	140,235	100,000	58,385	100,000	
TOTAL INVESTMENT EARNINGS	150,232	140,235	100,000	58,385	100,000	
TRANSFER FROM OTHER FUND						
101-100-3-90-3822 TRANS. FROM FINLEY BUT	0	210,000	210,000	210,000	0	
101-100-3-90-3823 TRNSFR FOR INDIRECT CO	0	0	0	0	0	
101-100-3-90-3827 TRANS FROM WC WIND	30,100	22,000	33,167	33,167	46,885	
101-100-3-90-3828 TRANS FROM ECHO WIND	20,050	30,437	35,210	35,210	39,785	
101-100-3-90-3829 TRANS FROM AIRPORT REP	0	0	0	0	0	
101-100-3-90-3830 TRANS. FROM SHEP.FLAT	0	0	200,000	200,000	0	
TOTAL TRANSFER FROM OTHER FUND	50,150	262,437	478,377	478,377	86,670	
TOTAL REVENUES	9,047,521	10,084,071	11,078,971	10,844,156	11,349,860	
REVENUE OVER/ (UNDER) EXPENDITURES	9,047,521	10,084,071	11,078,971	10,844,156	11,349,860	

101-GENERAL FUND
 NON-DEPARTMENTAL

			2020-2021		2021-2022	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES						
GRANT REVENUE						
101-199-3-30-3559 CULTURAL TRUST GRANT	7,645	7,421	41,165	49,459	8,000	
101-199-3-30-3591 ALCOHOL BEVERAGE TAX-S	68,006	76,087	50,000	58,032	50,000	
101-199-3-30-3595 CIGARETTE TAX	9,425	8,377	10,000	6,661	10,000	
101-199-3-30-3596 AMUSEMENT DEVICE TAX	909	2,872	0	1,791	0	
101-199-3-30-3612 UTILITIES IN LIEU OF T	372,646	351,266	250,000	380,485	250,000	
101-199-3-30-3613 FEDERAL IN LIEU OF TAX	388,374	294,669	250,000	0	250,000	
101-199-3-30-3614 RAILROAD IN LIEU OF	6,026	5,632	0	8,820	0	
101-199-3-30-3615 IN LIEU OF TAX	0	110,965	150,000	0	150,000	
101-199-3-30-3616 COLUMBIA RIVER PROCESS	0	0	0	0	0	
101-199-3-30-3621 CCO-COMMUNITY ADVISORY	0	0	0	0	0	
101-199-3-30-3625 OHA RBASE PASS THRU -	<u>2,052,357</u>	<u>1,304,304</u>	<u>1,500,000</u>	<u>700,969</u>	<u>1,500,000</u>	
TOTAL GRANT REVENUE	2,905,387	2,161,592	2,251,165	1,206,216	2,218,000	
CHARGES FOR SERVICES						
101-199-3-40-4199 RENT INCOME GILLIAM BL	900	0	0	0	0	
101-199-3-40-4378 SANITARY DISPOSAL FRAN	16,725	18,537	10,000	16,488	10,000	
101-199-3-40-4380 ENTERPRISE ZONE FEE	10,000	0	0	0	0	
101-199-3-40-4382 MEDIATION	<u>12,296</u>	<u>12,379</u>	<u>12,000</u>	<u>12,379</u>	<u>12,000</u>	
TOTAL CHARGES FOR SERVICES	39,921	30,915	22,000	28,867	22,000	
MISCELLANEOUS REVENUE						
101-199-3-60-4187 MISC REVENUE	<u>57,110</u>	<u>707,615</u>	<u>50,000</u>	<u>8,067,291</u>	<u>50,000</u>	
TOTAL MISCELLANEOUS REVENUE	57,110	707,615	50,000	8,067,291	50,000	
REIMBURSEMENTS						
101-199-3-80-7075 REIMBURSED ITEMS	<u>1,574</u>	<u>791</u>	<u>0</u>	<u>132,827</u>	<u>0</u>	
TOTAL REIMBURSEMENTS	1,574	791	0	132,827	0	
TRANSFER FROM OTHER FUND						
101-199-3-90-3815 TRANSFER FROM ENFORCEM	0	0	0	0	0	
101-199-3-90-3820 TRANSFER FROM SHEPHERD	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL TRANSFER FROM OTHER FUND	0	0	0	0	0	
TOTAL REVENUES	3,003,992	2,900,914	2,323,165	9,435,201	2,290,000	
EXPENDITURES						

101-GENERAL FUND
 NON-DEPARTMENTAL

	(----- 2020-2021 -----)		(----- 2021-2022 -----)			
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>PERSONNEL SERVICES</u>						
101-199-5-10-1001 RECLASSIFICATION	0	0	15,000	0	15,000	_____
101-199-5-10-1002 EXTRA HELP	0	0	0	0	0	_____
101-199-5-10-1010 COUNTY COUNSEL	48,386	50,247	58,080	37,220	58,080	_____
101-199-5-10-1301 FCIA	2,983	3,006	4,097	2,408	4,097	_____
101-199-5-10-1302 WORKERS COMP	3,080	2	0	92	0	_____
101-199-5-10-1303 PACIFIC MUTUAL	5,501	5,481	8,194	4,392	8,194	_____
101-199-5-10-1304 DEFINED CONTRIBUTION	0	0	0	0	0	_____
101-199-5-10-1305 MEDICAL INSURANCE	3,896	4,645	0	2,685	0	_____
101-199-5-10-1306 DENTAL INSURANCE	287	332	0	188	0	_____
101-199-5-10-1309 UNEMPLOYMENT INSURANCE	518	136	0	70	0	_____
101-199-5-10-1316 PRINCIPAL FINANCIAL GR	10	11	0	7	0	_____
101-199-5-10-1317 PRINCIPAL FINANCIAL GR	9	9	0	6	0	_____
101-199-5-10-1321 MANDATED MEDICARE	698	703	800	563	800	_____
TOTAL PERSONNEL SERVICES	65,367	64,572	86,171	47,631	86,171	_____
<u>MATERIALS & SERVICES</u>						
101-199-5-20-2110 STATIONARY OFFICE FORM	90	0	250	0	250	_____
101-199-5-20-2130 OFFICE SUPPLIES	1,138	536	1,700	225	1,700	_____
101-199-5-20-2230 COPY MACHINE SUPPLIES	5,885	5,248	8,500	4,165	8,500	_____
101-199-5-20-2248 COPIER LEASE	12,659	11,579	14,000	13,517	16,500	_____
101-199-5-20-2488 ADMINISTRATIVE EXPENSE	323	54	1,000	2,975	1,000	_____
101-199-5-20-2490 PROPERTY TAXES	636	0	700	0	700	_____
101-199-5-20-2494 INTEREST	122	1,337	1,200	124	1,200	_____
101-199-5-20-2539 CULTURAL TRUST EXPENSE	6,740	7,535	8,000	8,575	9,000	_____
101-199-5-20-3105 AUDIT	34,773	36,752	45,000	36,050	45,000	_____
101-199-5-20-3140 MISC PROFESSIONAL SERV	23,595	45,595	48,000	60,949	60,000	_____
101-199-5-20-3141 SUCCESSION PLANNING	0	0	125,000	1,955	125,000	_____
101-199-5-20-3220 POSTAGE	14,096	19,165	29,000	15,987	29,000	_____
101-199-5-20-3230 PUBLISHING	7,175	4,758	12,000	12,399	12,000	_____
101-199-5-20-3240 TELEPHONE	40,222	42,371	46,500	33,862	46,500	_____
101-199-5-20-3241 DATA LINE	36,761	36,691	41,000	27,454	41,000	_____
101-199-5-20-3457 MAINT CONTRACT - OFFIC	11,589	9,725	6,000	5,203	6,000	_____
101-199-5-20-3505 BONDS	410	410	500	0	500	_____
101-199-5-20-3530 LIAB/PROPERTY INSURANC	97,174	167,248	180,000	133,868	143,000	_____
101-199-5-20-3537 AUTO INSURANCE PAYMENT	27,071	0	36,500	53,846	58,000	_____
101-199-5-20-3538 INSURANCE DEDUCTIBLE	28,321	20	20,000	0	5,000	_____
101-199-5-20-3812 EQUIPMENT LEASE	180	476	0	296	0	_____
101-199-5-20-3815 DRUG TESTING	130	0	1,000	0	1,000	_____
101-199-5-20-3817 LEASE/MTN CNTRCTS (POS	1,226	2,161	1,500	2,043	0	_____
101-199-5-20-3818 CONTRACT - NOVATIME	12,294	7,679	12,000	5,352	12,000	_____
101-199-5-20-3819 CONTRACT - NEOGOV	1,500	1,575	0	0	0	_____
TOTAL MATERIALS & SERVICES	364,110	400,913	639,350	418,845	622,850	_____

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 NON-DEPARTMENTAL

			(----- 2020-2021 -----)		(----- 2021-2022 -----)	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>CAPITAL OUTLAY</u>						
101-199-5-40-4103 BUILDING MAINTENANCE	0	0	0	0	0	
101-199-5-40-4105 COUNTY VEHICLES	0	0	30,000	0	30,000	
101-199-5-40-4108 COURTHOUSE UPGRADES	0	0	50,000	0	50,000	
101-199-5-40-4401 NORTH END BUILDING	22,609	239,806	550,000	1,037,315	0	
101-199-5-40-4407 LEASE PURCH GILLIAM/BI	236,591	0	0	0	0	
101-199-5-40-4408 DOCKEN BLDG PAYMENT	9,600	4,160	0	0	0	
101-199-5-40-4411 BARTHOLOMEW UPGRADES	3,487	88,052	0	0	0	
101-199-5-40-4412 SHERIFF'S BUILDING	0	0	600,000	7,449	250,000	
TOTAL CAPITAL OUTLAY	272,287	332,017	1,230,000	1,044,765	330,000	
<u>OTHER REQUIREMENTS</u>						
101-199-5-50-5002 NEIGHBORHOOD CENTER	18,000	18,300	27,500	24,167	27,500	
101-199-5-50-5003 BOARDMAN FOOD PANTRY	0	0	100,000	100,000	0	
101-199-5-50-5115 WILDLIFE SERVICES	51,673	55,448	60,000	33,153	60,000	
101-199-5-50-5166 WATERMASTER	12,217	12,220	12,200	3,055	12,200	
101-199-5-50-5167 SOIL & WATER CONSERVAT	55,000	55,000	55,000	41,250	55,000	
101-199-5-50-5168 EXTENSION SERVICE	118,825	118,825	111,279	27,820	117,238	
101-199-5-50-5169 EXTENSION AGENT	48,240	48,240	55,786	13,947	51,988	
101-199-5-50-5170 IRRIGON-BOARDMAN E.A.C	18,000	18,000	27,500	24,167	27,500	
101-199-5-50-5171 GRANTS TO CITIES	400,001	400,001	379,000	379,000	379,000	
101-199-5-50-5173 EXTENSION - JUNTOS	0	0	5,827	1,457	0	
101-199-5-50-5500 PNFP-MORROW WHEELER B.	2,180,350	1,254,067	1,500,000	707,846	1,500,000	
101-199-5-50-5615 IN LIEU OF TAX	0	0	0	0	0	
101-199-5-50-5999 OPERATING CONTINGENCY	0	0	0	0	3,378,221	
TOTAL OTHER REQUIREMENTS	2,902,305	1,980,101	2,334,092	1,355,860	5,608,647	
<u>ENDING FUND BALANCE</u>						
101-199-5-90-9001 UNAPPROPRIATED ENDING	0	0	3,236,199	0	3,258,616	
TOTAL ENDING FUND BALANCE	0	0	3,236,199	0	3,258,616	
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TOTAL EXPENDITURES	3,604,069	2,777,603	7,525,812	2,867,101	9,906,284	
REVENUE OVER/(UNDER) EXPENDITURES (600,077)	123,311	(5,202,647)	6,568,100	(7,616,284)	

MORROW COUNTY, OREGON
 PROPOSED BUDGET WORKSHEET
 AS OF: APRIL 30TH, 2021

101-GENERAL FUND
 NON-DEPARTMENTAL

			({----- 2020-2021 -----})		({----- 2021-2022 -----})	
	2018-2019	2019-2020	CURRENT	Y-T-D	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
<u>BEGINNING FUND BALANCE</u>						
101-100-3-01-0101 BEG FUND BAL			0	6,408,497	0	
101-100-3-01-0102 BEGINNING FUND BALANCE-BUD			<u>5,112,628</u>	<u>0</u>	<u>6,883,754</u>	
TOTAL BEGINNING FUND BALANCE			5,112,628	6,408,497	6,883,754	
FUND TOTAL REVENUES	14,308,321	15,877,144	15,661,695	22,845,105	15,933,796	
TOTAL AVAILABLE RESOURCES			20,774,323	29,253,602	22,817,550	
FUND TOTAL EXPENDITURES	14,670,427	14,030,586	20,774,323	12,270,006	22,817,550	
REVENUE OVER/(UNDER) EXPENDITURES	(362,106)	1,846,558	(5,112,628)	10,575,100	(6,883,754)	
PROJECTED ENDING FUND EQUITY			0	16,983,596	0	

*** END OF REPORT ***