

Yamhill County



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OFFICE OF COUNTY ADMINISTRATOR

January 12, 2021

KEN HUFFER
COUNTY ADMINISTRATOR

JUSTIN HOGUE
BUSINESS SERVICES DIRECTOR

MEMORANDUM

TO: ELECTED OFFICIALS, DEPARTMENT HEADS, OFFICE MANAGERS & BUSINESS MANAGERS

FROM: KEN HUFFER, COUNTY ADMINISTRATOR/BUDGET OFFICER

SUBJECT: BUDGET INSTRUCTIONS FOR THE 2021-22 FISCAL YEAR

The Commissioners have set initial 2021-22 discretionary allocations for departments. See Table 1. The initial discretionary allocation includes an across the board increase of three percent to department allocations. These budget instructions were also considered and approved by the Board of Commissioners on January 7, 2021 (Board Order 21-02). Due to current pandemic and process refinements, the budget adoption process and calendar will be different than previous years. Please be sure to carefully review these instructions and the attached tables. If there are questions, please reach out to the Budget Officer.

As always, departments must develop balanced budgets with the allotted discretionary allocation plus all other resources (including appropriate reserves and carryover funds) that are anticipated for next fiscal year. If cuts must be made to enter a balanced budget, prepare an explanation of the cut(s) made and submit it when you meet with budget staff in February. If a department is unable to balance their budget with the allocated resources, the first step is to meet with your service team to see if team resources can be reallocated to meet the shortfall. If this is unsuccessful, the next step is to request an add-back during the budget process. Should there need to be cuts in expenditures, it is the expectation of the Board of Commissioners that any proposed cuts should not be applied to core services or positions, unless necessary or a last resort. This means any cuts being considered should be a prioritized by operational priorities. If department proposes cuts to expenditures to balance, department will need to provide explanation of where expenditures were cut and why. For any cuts that result in layoffs, departments need to review the applicable collective bargaining agreement or policies and contact Human Resources for guidance on process.

If you will be asking for an add-back, provide the following information when meeting with budget staff in February. The information will be compiled and provided to the Commissioners and Budget Committee members during the May Budget Committee meetings. When preparing add-back requests, include an explanation of what is being requested, a justification of the request and how much additional funding will be needed. Also, provide a budget sheet that outlines the budget change request:

<u>Account Code</u>	<u>Initial Budget Amount</u>	<u>Request</u>	<u>Change to Budget</u>
10-10-xxx.xx	45,000	+10,000	55,000
10-10-xxx.xx	0	+5,000	5,000
TOTAL			60,000

As in the past, prepare your budget in accordance with year-to-date expenditures. Budgets will be reviewed with this in mind during the February, April and May budget meetings. If the proposed 2021-22 budget does not follow this pattern, be prepared to offer an explanation.

Departmental budgets must be balanced at the point of entry into the finance system. If your budget does not balance, you will be required to re-enter your budget.

NEW - Budgeting for Materials and Service and Capital Projects – Fiscal Year 2021-22 is anticipated to have a lot of needs throughout the budget, predominately due to pandemic and legislative revenue impacts and increased personnel costs. As a result, any proposed additional costs associated to Materials and Services and Capital lines will be subject to careful review and justification. **Departments will not be allowed to budget more than a 5% overall increase in Materials and Services lines or Capital lines without a memorandum to the Budget Committee, justifying the expense.** If you have sufficient revenue resources to cover the expense, you can include these increased costs in your proposed budget. Please submit your memorandum to budget staff during your administrative review appointment.

Requests for new positions and reclassifications – For ease of budget development, if you will be asking for a new position or a reclassification and you have sufficient resources to cover the expense, include these in your proposed budget. If the request is denied, you will be asked to back the expenses out of the initial budget. Follow the following steps:

1. **Reclassifications**: Meet with HR Manager Andrea Paola in advance to ensure the proposed reclassification meets the criteria. All requests must include all the following:
 - a. A rationale for changing the classification, to include the manner in which the duties and responsibilities have changed.
 - b. A copy of the existing classification description.
 - c. A copy of the proposed classification description.
2. **New Positions**: Meet with Andrea in advance to find out if the job classification exists or needs to be developed. For new positions, requests must include all the following:
 - a. A written statement demonstrating that no existing classification is appropriate.
 - b. A copy of the proposed classification description.
 - c. A list of existing classifications which perform work of similar complexity.
 - d. A proposed salary range (and justification).
 - e. A salary survey. The survey is to contain information on compensation paid to similar positions in comparable counties.
3. Andrea will work with you to ensure that all of the necessary documents are prepared - whether for a reclassification or a new position. You must meet with Andrea before you include reclassifications and new positions in your budget.
4. If you have sufficient resources to cover the expense for a new position (includes either a brand-new position or reclassifying an employee to an existing county classification that does not currently exist within your budget); you will need to contact Finance Manager Mike Barnhart to have the position created in the Finance System.
5. If you are unable to balance your budget with the desired reclassifications or new positions with existing resources, then **do not** enter these positions into your budget. First meet with your service team to see if discretionary resources can be reallocated within the team. If they cannot, wait until the May Budget Committee meetings and make the request at that time.
6. Regardless of your approach, you **must** include the cost (salary and roll up costs) and justification on a separate handout to budget staff in February so that the information can be compiled and shared with the Budget Committee during the May budget review. **New for 2021, please also include a 5-year cost projection.** Use the same format described above to explain the justification and dollar change to the budget.
7. Due to the short turn-around time for preparing and entering your budget and the limited staff at HR and Finance, be sure to contact Andrea and Mike early in the process.

Remember:

1. Deadline for budget entry is 5:00 p.m. Friday, February 19th.
2. Budget staff will meet with departments prior to the Budget Committee Presentations – see Table 16.
3. All positions tied to potential grant applications must be footnoted.
4. Video Lottery allocations will be limited to Parks and the Fair. **A narrative describing the economic development impact that these two organizations have in the county must be completed and turned in to budget staff at the February budget review.** This information will be given to the budget committee in May. While the exact Video Lottery allocation has not been determined at this time, budget using the amount received in the current fiscal year.
5. The budget will be prepared and entered directly into the financial system. Spreadsheets will not be used for entry although you may use them for purposes of making your budget calculations. Each department must designate one or more persons who will be responsible for entering the budget. If that person is not trained to do the entry, they need to receive training from the Finance Manager or I.T. in using the online budget system. If you do not have access to the financial system on your computer, please contact the Help Desk to make arrangements to have your computer updated.
6. The original entry will be the only entry the department must make. Budget Officer and Budget Committee approved modifications will be entered by budget staff.
7. If you need to establish new accounts, you must contact Mike (ext. 4119) in Accounting. Do not attempt to establish a new account on your own as the financial system will not accept it and your budget will be out of balance.

Budget Meetings

1. **Service Teams:** Your service team allocation is shown on **Table 1**. It is advisable that the service teams meet as soon as possible to determine how to allocate discretionary revenues within the team if there are shortages. Be sure to advise the Commissioner's Office (Keri) by e-mail of the date and time of all service team meetings so that the County Administrator and your liaison commissioner(s) may attend. All teams must produce balanced, viable budgets within the dollars that have been allocated.
2. **Budget Review Meetings:** The Administrator and budget staff will meet with departments to attempt to catch errors and make corrections prior to the start of the formal budget meetings with the Board and Budget Committee. This review will begin in February. Therefore, enter all financial information into the budget system **no later than 5:00 pm Friday, February 19th.** The Administrative Review Schedule is **Table 16**. **Please note your scheduled time and contact Justin Hogue if there is a conflict.** Due to ongoing COVID-19 restrictions, it is anticipated that these meetings will be conducted via Teams.
3. **Board and Budget Committee Presentations:** **In prior years, budgets were presented to the Board during the first week of April. This practice is being discontinued. Budgets will be reviewed by the Budget Officer and then presented to the Budget Committee in May.**
 - a) The Budget Committee will meet **May 3 – 5**. Formal team presentations will be made to the budget committee by each service team. The presentation will be made by the department head. Business or division managers may be available to answer questions from the committee. **It is still to be determined whether these meetings will occur via a virtual meeting platform (Zoom or MS Teams) or in person. Instructions will be provided later, but at this time, it is anticipated that the meetings will be virtual.** A draft schedule is included on Table 17.
 - b) Since the budget document will be prepared in the order of presentation it is important that you hold to the schedule assigned to you. Remember that all budget committee meetings are public meetings and any

person may attend. **Do not bring handouts to the budget committee meeting** unless specifically requested to do so. Any written material that you wish the budget committee to have **must be submitted to Keri no later than April 9th** and will be included in the budget committee packet.

- c) Due to the amount of time consumed by formal presentations, **any slide or power point presentation must be reviewed and approved by Ken prior to the budget committee meeting.** Please rehearse and time your presentation so that your service team can remain on schedule. Service teams should allocate their time among the departments within the team. Be sure to allow time for questions. Remember that the total time allowed for budget presentations is about 14 hours. If you use more than your share, another department gets less.
- d) The budget message will include comments from each department. These are due to Keri on Friday, **April 2nd**. In this narrative describe the changes in your department's budget from this year to next and impart any other information that you wish the budget committee and the public to be aware of. You may include some concise statistical information in your message (a few graphics are ok as well). Ken reserves the right to edit the budget message. This is the appropriate place to include performance or workload information in your verbal presentation to the budget committee this year. The budget committee is also interested in following up on the achievement of goals or performance indicators that you may have introduced last year. Ken reserves the right to edit any and all submissions.
- e) **The rules for addressing the budget committee are the same as in previous years. The Board and the budget committee reserve the right to make any changes or modifications in any budget as they see fit during the budget process. If the Board chooses to exercise this option, they will advise the appropriate department(s) of the change and the reasons for the change.**

Notes on Revenue

1. **Budgeted amounts for interest and bond earnings.** Look at year to date actuals to project end of year amounts for fiscal year 2020-21. **Mike and Justin will be sending out follow up instructions on what projected percentage to budget.**
2. Actual beginning balances for the current fiscal year are shown on **Table 2**. Use these to assist in projecting your resources for the current fiscal year.
3. When budgeting revenue, be sure that all federal grant dollars are shown in revenue lines 331.00 to 332.99. This is essential as the auditors must track and report all federal funds.
4. There are no **intra fund** transfers (movement of dollars between departments in a single fund) in the budget. In lieu of these transfers, discretionary dollar amounts will be adjusted. These will be memorialized through written agreements between the departments involved in the transfer.
5. Revenue from inter fund payments is deposited to a 380 account. A chart of accounts for inter fund revenue and expense is shown in **Table 7**.
6. Our auditors now insist that internal expenses and revenue balance. If you are a department or fund that receives internal income, your income must balance with the corresponding expenses budgeted to be paid to your department. **If you receive payments from another department it is your responsibility to work directly with the departments purchasing your services to ensure that internal expenses and revenue balance.** You should advise all departments the exact amount to budget as payment to your department. If this is not possible, do not budget your internal income until all departments purchasing services from you have advised you how much expense they have budgeted. **Do not budget an internal expense unless the department receiving the revenue is aware of the amount you are budgeting.** Document what you budget by e-mail and copy budget staff on these transactions.
7. Unless you are budgeting internal income and expense in line items that clearly describe the source or destination, please footnote the revenue and/or expense.

Notes on Expenditures

1. Personnel

- a) **Table 3** shows the standard costs for personnel and other services.
- b) Be sure to review collective bargaining agreements for any changes or new incentives that might not be included on the standard cost schedule but utilized within the department.
- c) Be sure to carefully review both prior year and proposed FTE's to ensure system is correct. Contact budget team with questions and to correct errors.

2. Materials and Services

- a) **Departments will not be allowed to budget more than a 5% overall increase in Materials and Services lines or Capital lines without a memorandum to the Budget Committee, justifying the expense.**
- b) Budgeting for materials and services lines should be based on prior year actuals and projections.
- c) Be sure to review Tables 8 – 14 for internal service charges and budget accordingly.
- d) If you have a placeholder for budgeting expenses for an anticipated grant award, be sure to provide a footnote.
- e) **Internal Liability and Property Insurance** - You will be given actual dollar amounts to budget for liability and property insurance instead of a percentage increase. See Tables 13 & 14.

3. Capital Expenditures

- a) Departments wishing to nominate projects for the capital improvement fund should complete the Capital Projects form included with your budget materials. **Table 18** shows the form. It will be available via E-mail. All projects submitted will be considered and prioritized by the Board at a later date. Priority will be given to projects needed to protect the health and safety of the employees and the public. Priority will also be given to projects that enhance the useful life of existing county buildings. **Deadline for Capital Project nominations is March 1, 2021.**
- b) Do not budget any capital outlay items (**including software**) in an 800 account unless the item **costs more than \$5,000 and has a useful life of more than one year**. Unless you plan to purchase capital software, equipment or other assets meeting these criteria in cooperation with another budget unit, you should never have a capital line item of less than \$5,000. If you wish to make a purchase of a durable item with a cost of less than \$5,000 use the line "Department Equipment" (543.01).
- c) Departments with capital leases should use 791.00 for interest and 793.00 for principal. For other debt service use 792.00 for interest, and 794.00 for principal. The 800 account is only for the actual purchase of the item. If you are planning a lease purchase for the coming year budget the full cost of the purchase, the full amount borrowed as revenue, and any debt service payment that comes due in 2020-21. If you have any questions or need help with debt service or lease purchases, call Mike (x4119) before entering your budget.
- d) If you have a new capital construction project, use Capital Professional Services (821.01) for expenses relating to design and engineering costs directly related to capital construction.

- e) Capital Contract Services (811.02) (which includes construction contracts, and trade services such as plumbing, electrical, HVAC, etc.) directly related to a capital project. **Do not budget capital construction, design or engineering out of a 500 or 600 series account.**
 - f) Any proposed capital IT software or hardware projects must be coordinated with and approved by the IT Manager. This is to ensure IT will have sufficient resources available to support the project. Please use attached IT project form to notify IT Manager.
4. All payments made to other county departments or funds must be paid out of a 780 line.
 5. The Commissioners wish to remind all departments that service club memberships and expenses will **not** be paid with county funds. Departments must refrain from budgeting service club memberships and other service club expenses. Any service club items presented for payment will be denied and become the personal responsibility of the person incurring the expense. Please inform your managers and staff. There are no exceptions to this rule.
 6. Some departments have a practice of holding lunch meetings and charging the meal cost to the County. Meal purchases and reimbursements will be monitored and justification is required. **Additionally, no County funds are to be used for department parties, gatherings or social events. One annual recognition event may be allowed – but you must contact Ken for approval of the event and expenditure authorization.**
 7. Purchasing flowers or gifts for volunteers, employees or employee's family members using County funds **is not** allowed. Please take donations from fellow employees for these types of purchases.

Notes on Balances and Reserves

1. If you wish to budget an unappropriated **ending fund balance**, show this in an ending balance line (990.01). Ending fund balances are not appropriated and therefore cannot be spend during the fiscal year.
2. (NEW) If you wish to set up a reserve fund for financing the cost of a future project or purchase, show this in a **Reserve for the Future** line (990.03). All requested Reserves for the Future lines are to be footnoted in the budget stating the purpose for the reserve funds. New requests for budgeting a reserve for the future may require a memorandum supporting the request. Reserves for the Future are intended solely for the purpose of future expenditures and cannot be spent during the fiscal year.

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Table 1 2021-22 Discretionary Allocation

Department / Team	2020-21	Percent	Initial Allocation 2021-22	Initial Allocation Adjustment (+/-)	Additional Initial Allocation Adjustment (+/-)	Allocation 2021-22	\$\$ Change	% Change	Total Team	% Total
Department / Team										
Criminal Justice										
21 Community Corrections	220,992	0.80%	220,992	6,630		227,622	6,630	3.00%		
10-18 District Attorney	2,039,183	7.34%	2,039,183	61,175		2,100,358	61,175	3.00%		
10-41 Jail	6,424,179	23.13%	6,424,179	192,725		6,616,904	192,725	3.00%		
10-48 Dispatch	713,042	2.57%	713,042	21,391		734,433	21,391	3.00%		
10-74 Juvenile Probation	1,164,350	4.19%	1,164,350	34,931		1,199,281	34,931	3.00%		
10-77 Juvenile Detention	1,469,616	5.29%	1,469,616	44,088		1,513,704	44,088	3.00%		
10-42 Marine Patrol	39,342	0.14%	39,342	1,180		40,522	1,180	3.00%		
10-43 Sheriff	5,836,430	21.02%	5,836,430	175,093		6,011,523	175,093	3.00%		
10-86 Courthouse Campus Security	531,096	1.91%	531,096	15,933		547,029	15,933	3.00%		
10-22 Support Enforcement	174,998	0.63%	174,998	5,250		180,248	5,250	3.00%		
40-116 Jail Maintenance	296,991	1.07%	296,991	8,910		305,901	8,910	3.00%		
Total Criminal Justice	18,910,219	68.09%	18,910,219	567,307		19,477,526	567,307	3.00%	19,477,526	68.14%
Health & Human Services										
16 H&HS	1,915,186	6.90%	1,915,186	57,456		1,972,642	57,456	3.00%	1,972,642	6.90%
General Government										
10-10 Administrative Services	514,372	1.85%	514,372	15,431		529,803	15,431	3.00%		
10-13 Commissioners	387,382	1.39%	387,382	11,621		399,003	11,621	3.00%		
10-12 Assessor	1,616,371	5.82%	1,616,371	48,491		1,664,862	48,491	3.00%		
10-40 Eng Management	227,277	0.82%	227,277	6,818		234,095	6,818	3.00%		
10-15 Clerk	78,307	0.28%	78,307	2,349		80,656	2,349	3.00%		
40-16 Maintenance	431,536	1.55%	431,536	12,946		444,482	12,946	3.00%		
10-17 Information Systems	951,264	3.43%	951,264	28,538		979,802	28,538	3.00%		
10-25 County Counsel	361,934	1.30%	361,934	10,858		372,792	10,858	3.00%		
10-23 Treasurer	38,958	0.14%	38,958	1,169		40,127	1,169	3.00%		
Total General Government	4,607,401	16.59%	4,607,401	138,222		4,745,623	138,222	3.00%	4,745,623	16.60%
Culture & Recreation										
10-81 Parks	134,621	0.48%	134,621	4,039		138,660	4,039	3.00%	138,660	0.49%
Land Use										
10-21 Surveyor	99,765	0.36%	99,765	2,993		102,758	2,993	3.00%		
10-20 Planning	45,977	0.17%	45,977	1,379		47,356	1,379	3.00%		
Total Land Use	145,742		145,742			150,114	4,372		150,114	0.53%
Community Services										
10-33 Transportation	488,052	1.76%	488,052	14,642		502,694	14,642	3.00%	502,694	1.76%
Non Departmental										
10-39 Non Departmental	737,254	2.65%	737,254	22,118		759,372	22,118	3.00%		
80 Transfer to Insurance Res (CONT)	0	0.00%	0			0		#DIV/0!		
40 Transfer to Capital Improvement	83,766	0.30%	83,766	2,513		86,279	2,513	3.00%		
10-92 Contingency	500,000	1.80%	500,000			500,000		0.00%		
Total Non Departmental	1,321,020	4.76%	1,321,020			1,345,651	24,631		1,345,651	4.71%
Transfer to										
Transfer to										
40 Transfer to Software Res	250,000	0.90%	250,000			250,000			250,000	0.87%
Grand Total	27,772,241	100.00%	27,772,241	810,667	-	28,582,908	810,667		28,582,908	100.00%

Table 2
BEGINNING BALANCES 2020-2021

fund-dept	GENERAL FUND DEPARTMENT BALANCES		FUND BALANCE - OTHER FUNDS		
010-02	Discretionary	6,715,078	Fund 11-001	North Valley Chehelam Reserve	143,750
010-10	Administration	102,478	Fund 11-060	Public Works Roads	3,121,294
010-12	Assessor	463,103	Fund 12	Clerk	76,666
010-13	Commissioners	257,075	Fund 13	Dog Control	301,924
010-15	Clerk	465,660	Fund 14	Law Library	35,024
010-17	Information Systems	512,597	Fund 15	County School Fund	133
010-18	District Attorney	523,121	Fund 16	HHS	7,726,298
010-20	Planning	1,990,490	Fund 17	Solid Waste	2,952,084
010-21	Surveyor	98,209	Fund 20	County Fair	133,745
010-22	Support Enforcement	70,225	Fund 21	Community Corrections	1,861,667
010-23	Treasurer	3,698	Fund 26	Economic Development	490,045
010-25	County Counsel	47,354	Fund 27	Corner Restoration	258,113
010-33	Transit	1,460,684	Fund 30	Title 3	81,154
010-39	Non-Departmental	5,763	Fund 38	Landfill License Agreeemt Reserve	716,084
010-40	Emergency Mangement	42,212	Fund 41	Bicycle/Footpath Fund	167,495
010-41	Jail	860,596	Fund 45	Motor Vehicle Reserve	1,425,004
010-42	Marine	58,749	Fund 48	Telecommunications	764,009
010-43	Sheriff	401,051	Fund 50	O&C Reserve	723,689
010-48	Dispatch	2,743	Fund 52	Habitat Conservation Fund	26,688
010-59	Mediation	16,981	Fund 80	Insurance Reserve	6,880,734
010-69	Narcotics Investigation	45,647			
010-74	Juvenile	337,285		OTHER FUNDS - MULTI-DEPARTMENT	
010-77	Juvenile Corrections	372,537	Fund 40	Capital Improvement (FUND 40)	
010-81	Parks	276,651	40-15	Clerk	88,831
010-86	Courthouse Campus Security	127,188	40-16	Facilities Maintenance	410,426
010-90	Transfers	0	40-17	Information Systems	613,156
010-92	Contingency	0	40-27	Capital Improvement	828,879
010-163	Radio Fund	817,975	40-41	Jail Improvement	667,942
			40-83	Maintenance Reserve	35,000
			40-116	Jail Maintenance	271
			40-117	Software Reserve	1,863,986
			40-161	Capital Projects	(571,280)
				System Development (FUND 29)	
			29-39	Non-Departmental	7,666
			29-80	Fair	591
			29-81	Chehalem Park	(5,502)
			29-181	County Park System	143,133

Table 3
2021-2022 Standard Cost Table
FOR BUDGETING PURPOSES ONLY

SALARIES	STEPS	COLA
YCEA	YES	2.00%
		Market Adjustment
		1.00%
		Longevity
	10 yrs & Topped Out	\$300
	15 yrs & Topped Out	\$600
	20 yrs & Topped Out	\$900
	25 yrs & Topped Out	\$1,200
TEAMSTERS	STEPS	COLA
	YES	2.50%
		Market Adjustment
		6.00%
		Longevity
	10 years continuous service	1%
	15 years continuous service	1.50%
	20 years continuous service	2.00%
FOPPO	STEPS	COLA
	YES	2.00%
		Longevity
	15 years continuous service	\$58.33/mo
	20 years continuous service	\$116.67/mo
YCJDWA	STEPS	COLA
	YES	2.00%
		Longevity
	10 yrs & Topped Out	\$300
	15 yrs & Topped Out	\$600
	20 yrs & Topped Out	\$900
	25 yrs & Topped Out	\$1,200
YCDDA	STEPS	COLA
	YES	2.00%
		Market Adjustment
	DA 1	1.00%
	DA 2	Drop last and add new step (Approx. 3.6% increase)
		Longevity
	15 yrs & Topped Out	\$600
	20 yrs & Topped Out	\$900
MANAGEMENT	Same as the bargaining unit employees of department	
ELECTED OFFICIALS	Budget what will be requested from Compensation Committee	

FRINGE BENEFITS

MEDICARE (490.00)	1.45%
SOCIAL SECURITY (491.00)	6.20%

RETIREMENT

PERS (Tier 1 and 2 Employees working 12+ hrs/wk - Table 6)	26.22%
OPSRP (Hired after 8/29/03 and not already on PERS -YCEA,FOPPO & Teamsters non-sworn)	20.11%
SWORN TEAMSTERS/FOPPO (Hired after 8/29/03)	24.47%

DISABILITY INSURANCE

YCEA, FOPPO & Management (493.31)	1.5% on the first \$3,250/mo
Teamsters Bargaining Unit (492.32)	.598% on the first \$4,500/mo

MEDICAL & OTHER BENEFITS

YCEA, FOPPO, YCDDA MEDICAL (493.10)	20,763
YCEA, FOPPO, YCDDA VISION (493.25)	155
YCEA, FOPPO, YCDDA DENTAL (493.20)	1,526
YCEA VEBA (493.15)	1,200
YCDDA VEBA (493.15)	1,500
YCEA, YCDDA, YCDDA, YCJDDA Life Insurance (493.40)	26
YCJDDA MEDICAL (493.10)	20,339
YCJDDA VISION (493.25)	152
YCJDDA DENTAL (493.20)	1,495
Teamsters Trust - Medical (493.10)	18,657
Teamsters Trust - Dental	Part of Medical
Teamsters Trust - VEBA (493.15)	1,500
Teamsters, FOPPO - Life Insurance (493.40)	44

ACCIDENT INSURANCE (Workers Comp - 494.00)	Table 9
WORKERS COMP ASSESSMENT (496.00)	\$26 PER FTE (1.25 Cents/hr)
TIME LOSS RESERVE (494.90)	0.1% (.001)
UNEMPLOYMENT (495.00)	0.1% (.001)

ADMINISTRATIVE COSTS

General I.S & BOC	Table 4
County Counsel	Table 5
Data Processing	\$70/hr. for non General Fund Depts.
Rent	Table 8
Building Maintenance	Table 8
Telephone	Table 10
Computer Equipment	Table 11
Network Charges	Table 11
Motor Pool	Table 12
Liability Insurance	Table 13
Property Insurance	Table 14
Private Vehicles	\$.545 per mile
Volunteer Mileage	\$.14 per mile
Postage	\$0.2766

Table 4
Allocation of Administrative Charges for Fiscal Year 2021-2022

		Adjusted Admin Svs			Adjusted Software			Adjusted BOC			Total
		10-10-380.10	10-17-380.10	10-13-380.10	10-10-380.10	10-17-380.10	10-13-380.10	10-10-380.10	10-17-380.10	10-13-380.10	
Clerk	10-15-780.03	\$ 13,353.92	\$ 4,079.52	\$ 2,810.34	\$ 20,243.78						
Planning	10-20-780.03	\$ 34,678.54	\$ 9,216.69	\$ 6,349.27	\$ 50,244.50						
Mediation Services	10-59-780.03	\$ 826.59	\$ 368.28	\$ 253.71	\$ 1,448.59						
Motor Vehicle	11-29-780.03	\$ 17,608.53	\$ 5,351.73	\$ 3,686.75	\$ 26,647.01						
Engineering	11-55-780.03	\$ 5,445.01	\$ 867.46	\$ 597.58	\$ 6,910.05						
Road Fund	11-60-780.03	\$ 96,834.90	\$ 36,598.41	\$ 25,212.23	\$ 158,645.54						
Clerk's Records Fund	12-15-780.03	\$ 154.91	\$ 69.02	\$ 47.55	\$ 271.48						
Dog Control	13-47-780.03	\$ 1,083.57	\$ 482.78	\$ 332.58	\$ 1,898.93						
Law Library	14-26-780.03	\$ 770.35	\$ 187.37	\$ 129.08	\$ 1,086.80						
Public Health	16-70-780.03	\$ 52,143.99	\$ 14,640.61	\$ 10,085.75	\$ 76,870.35						
Veterans & Disability Services	16-71-780.03	\$ 61,866.07	\$ 13,550.21	\$ 9,334.59	\$ 84,750.86						
Community Support Services	16-73-780.03	\$ 92,844.20	\$ 26,253.78	\$ 18,085.94	\$ 137,183.91						
Family & Youth	16-75-780.03	\$ 91,087.96	\$ 25,981.60	\$ 17,898.43	\$ 134,967.99						
HHS Central Services	16-79-780.03	\$ 75,355.41	\$ 31,807.59	\$ 21,911.89	\$ 129,074.89						
Enhanced Residential/Outreach	16-172-780.03	\$ 35,368.62	\$ 9,587.87	\$ 6,604.98	\$ 51,561.46						
Adult Behavioral Health	16-174-780.03	\$ 200,767.21	\$ 56,195.89	\$ 38,712.73	\$ 295,675.83						
Solid Waste	17-28-780.03	\$ 8,268.82	\$ 3,060.72	\$ 2,108.49	\$ 13,438.03						
County Fair	20-80-780.03	\$ 1,356.06	\$ 604.19	\$ 416.22	\$ 2,376.46						
Fair Event Center	20-82-780.03	\$ 3,908.89	\$ 962.32	\$ 662.93	\$ 5,534.13						
Community Corrections (Jail)	21-41-780.03	\$ 10,108.41	\$ 3,568.62	\$ 2,458.39	\$ 16,135.42						
State Enhancement	21-45-780.03	\$ 46,007.83	\$ 13,640.98	\$ 9,397.12	\$ 69,045.93						
Work Release	21-63-780.03	\$ 7,303.86	\$ 1,695.66	\$ 1,168.12	\$ 10,167.64						
Senate Bill 1145	21-67-780.03	\$ 4,916.02	\$ 1,566.89	\$ 1,079.41	\$ 7,562.33						
Economic Development	26-34-780.03	\$ 5,522.74	\$ 2,460.63	\$ 1,695.10	\$ 9,678.46						
Corner Restoration	27-37-780.03	\$ 701.42	\$ 312.51	\$ 215.29	\$ 1,229.22						
Systems Development	29-39-780.03	\$ 3.68	\$ 1.64	\$ 1.13	\$ 6.45						
Federal Title III	30-52-780.03	\$ -	\$ -	\$ -	\$ -						
Landfill License Agreement Reserve	38-56-780.03	\$ 4.79	\$ 2.13	\$ 1.47	\$ 8.39						
Capital Improvements	40-27-780.03	\$ 17,099.47	\$ 7,618.58	\$ 5,248.35	\$ 29,966.40						
Jail Facilities Maintenance	40-116-780.03	\$ 6,034.57	\$ 2,065.25	\$ 1,422.73	\$ 9,522.55						
Bicycle/Footpath	41-30-780.03	\$ 534.30	\$ 238.06	\$ 163.99	\$ 936.36						
Telecommunications	48-14-780.03	\$ 7,386.38	\$ 2,979.25	\$ 2,052.38	\$ 12,418.01						
Habitat Conservation	52-62-780.03	\$ 565.38	\$ 251.90	\$ 173.53	\$ 990.82						
Insurance Reserve	80-38-780.03	\$ 7,700.92	\$ 3,119.40	\$ 2,148.92	\$ 12,969.24						

Table 5
2021-2022 County Counsel
Fee Schedule

Special Fund Assessments	\$157,366
Non-general fund assessments	\$90,833
Total:	\$248,199

Special Fund Assessments

Charge to Solid Waste Fund	\$66,470
Charge to Self-Insurance Fund	\$87,908
Charge to Cove Orchard Fund	\$2,988
SubTotal:	\$157,366

Non-General Fund Assessments

Public Works	\$25,089
Health & Human Services	\$29,559
Community Corrections	\$17,517
OTIA III Fund	\$3,977
County Fair	\$3,206
Dog Control	\$2,005
Corner Restoration	\$1,671
Bicycle Footpath	\$1,170
Economic Development	\$668
Parks Systems Development	\$668
Capital Improvements Fund	\$4,635
Motor Vehicle Fund	\$668
SubTotal:	\$90,833

Table 6

2021-2022 Budget General Services Employees as of December 4, 2020

Department	Employee Name	PERS Classification
10010	BARNHART, MICHAEL J	General - Tier I and II
	ELKINS, JENNIFER L	General - Tier I and II
	HEATH, NORMA L	General - Tier I and II
10012	BEATON, WILLIAM A	General - Tier I and II
	DEBOLT, SUSAN K	General - Tier I and II
	HANSBERRY, BRIAN P	General - Tier I and II
	SLATER, EILEEN A	General - Tier I and II
10013	HUFFER, KENNETH A	General - Tier I and II
10015	JENSEN, GAYLE M	General - Tier I and II
	MILLS, ANITA S	General - Tier I and II
10017	NELSON, DAN S	General - Tier I and II
10018	BERRY, BRADLEY C	General - Tier I and II
	CONNORS, KARLA J	General - Tier I and II
	GRABNER-KNORR, SARAH N	General - Tier I and II
	LYNCH, KATHRYN A	General - Tier I and II
10020	CURRAN, STEPHANIE M	General - Tier I and II
	FRIDAY, KENNETH P	General - Tier I and II
	GLASS, MARTIN D	General - Tier I and II
	LISLE, PATRICIA E	General - Tier I and II
10025	BOENISCH, CHRISTIAN F	General - Tier I and II
	SADLO, TIMOTHY S	General - Tier I and II
10041	BLIVEN, BOBBY A	Police and Fire - Tier I and II
	BROOKS, MICHAEL H	Police and Fire - Tier I and II
	DONAHOO, JEFFREY A	Police and Fire - Tier I and II
	GEIST, RICHARD E	Police and Fire - Tier I and II
	HART, TAMARA E	Police and Fire - Tier I and II
	LUX, DAVID D	Police and Fire - Tier I and II
	MCNEIL, TINA K	General - Tier I and II
	MOSIMAN, JASON J	Police and Fire - Tier I and II
	REID, STEVE A	Police and Fire - Tier I and II
	ROGERS, KAREN R	General - Tier I and II
	SAUNDERS, MICHAEL D	Police and Fire - Tier I and II
	SHIPLEY, BARBARA J	Police and Fire - Tier I and II
	WEBSTER, DORIS E	General - Tier I and II

10043	BOWDLE, BRANDON J	Police and Fire - Tier I and II
	BROYLES, RICHARD	Police and Fire - Tier I and II
	ELLIOTT, SAMUEL J	Police and Fire - Tier I and II
	EUBANKS, ROBERT L	Police and Fire - Tier I and II
	HARLAN, CAROL A	General - Tier I and II
	HARRELL JR, ROY E	Police and Fire - Tier I and II
	RAY, CHRISTOPHER T	Police and Fire - Tier I and II
	RUNYON, TAMMY J	General - Tier I and II
	STEELE, TODD A	Police and Fire - Tier I and II
	SVENSON, TIM J	Police and Fire - Tier I and II
	TWITCHELL, MATTHEW W	Police and Fire - Tier I and II
	VANDEWETTERING, RUSSELL K	Police and Fire - Tier I and II
	WHITLOW, TODD E	Police and Fire - Tier I and II
YOUNG, BRIAN K	Police and Fire - Tier I and II	
10074	CARELLE, DANA V	General - Tier I and II
	HANES, LISA A	General - Tier I and II
	LEE, JACQUELINE L	General - Tier I and II
	LYNCH, JOHN D	General - Tier I and II
	MADDEN, BARBARA J	General - Tier I and II
	TAYLOR, LAURIE S	General - Tier I and II
10077	AKIMO III, PETER A	General - Tier I and II
	EZELL, MELISSA A	General - Tier I and II
	KEMPER, AMY M	General - Tier I and II
	PAASCH, FREDERICK S	General - Tier I and II
	SATTERGREN, LORI L	General - Tier I and II
	TONEY JR, CLIFFORD L	General - Tier I and II
11060	ANDERSON, WILLIAM S	General - Tier I and II
	BURNHAM, BRYAN W	General - Tier I and II
	GARVEY, TAMARA L	General - Tier I and II
	HEATH, RUSSEL E	General - Tier I and II
	KINDEL, STEPHEN L	General - Tier I and II
	LAGO, MARK A	General - Tier I and II
	PANSCHOW, ROY N	General - Tier I and II
	RAMIREZ, FRANCISCO	General - Tier I and II
	READY, ROBERT M	General - Tier I and II
	REID, JOHN B	General - Tier I and II
	TJADEN, GORDON H	General - Tier I and II
16070	AGUIRRE, MARIA	General - Tier I and II
	DEMARCO, KARA L	General - Tier I and II
16071	CARPENTER-BRENNA, JENNIFER L	General - Tier I and II
	GOODWIN, JULIE D	General - Tier I and II

16073	BLAIR, CHELENE M JOUBERT, MOLLY M KOENIG, THERESA A RODGERS, MARK A	General - Tier I and II General - Tier I and II General - Tier I and II General - Tier I and II
16075	EMMINGHAM, CHRISTIAN W IMLAH, ERIC S PEARSON, ZOE A SMITH, BARBARA E	General - Tier I and II General - Tier I and II General - Tier I and II General - Tier I and II
16076	BERNARDS, MICHELLE L BOGGAN, JAMIE D MATAMALA-OST, JULIO A SCHUYTEMA, SANDRA Y STEPHENS, KEVIN C	General - Tier I and II General - Tier I and II
16079	CISNEROS, JANA E C MARQUEZ, BLANCA E MERCADO, ROSALBA	General - Tier I and II General - Tier I and II General - Tier I and II
16172	FERNANDEZ-MADRID, ANNETTE M JUDD, PAMELA LEE, MATTHEW E PENDLETON, KRISAN L	General - Tier I and II General - Tier I and II General - Tier I and II General - Tier I and II
16174	PALEN, TAMMY K STOUT, STEWART R	General - Tier I and II General - Tier I and II
17028	KEMPER, MICHAEL S	General - Tier I and II
21045	BANNISTER, PEGGY L BEACH, JESSICA L DONAHO, ANGELA M EVENSON JR, LAWRENCE EVERETT, SARAH L MARCOM, BERNADINE S ROSE, KEVIN A RUCKER, BRIAN M SPENCER, BETTI D TAYLOR, AMY L WOOD, VICKI L	Police and Fire - Tier I and II Police and Fire - Tier I and II Police and Fire - Tier I and II Police and Fire - Tier I and II General - Tier I and II General - Tier I and II General - Tier I and II Police and Fire - Tier I and II Police and Fire - Tier I and II Police and Fire - Tier I and II General - Tier I and II
21063	JONES, RONALD D	General - Tier I and II
40016	BENJAMIN, RICHARD W MOORE, JOSEPH L	General - Tier I and II General - Tier I and II

Table 7
Internal Payment Transfer Account Codes

Revenue Accounts	Expenditure Accounts
380.01 CO INT TRNSFR FR	493.20 DENTAL INSURANCE
380.03 CO INT TRNSFR FR FAIR	494.00 ACCIDENT INSURANCE
380.06 CO INT VIDEO LOTTERY	494.80 TIME LOSS RESERVE
380.09 CO INT TRNSFR FR FAIR INMATE WORKCREW	692.16 AMBASSADOR SCHOLARSHIP
380.10 CO INT ADMIN OVERHEAD REVENUE	780.01 BUILDING RESERVE
380.11 INT VEHICLE MAINT	780.02 INTERNAL PROPERTY INSURANCE
380.12 CO INT TRNSFR	780.03 ADMIN OVERHEAD
380.13 INT CONTRACT REVENUE	780.04 INTERNAL TELECOMMUNICATIONS
380.14 CO INT BUILDING RESERVE REVENUE	780.05 MOTOR POOL
380.16 INT TRANSPORTATION	780.06 EQUIPMENT REPLACEMENT
380.18 INT UST-MP	780.07 CO INT TRNSFR TO GIS
380.19 CO INT INTERFUND LOAN PRINCIPAL	780.08 INTERNAL COLLISION PROPERTY DAMAGE MPOOL
380.20 CO INT INTERFUND LOAN INTEREST	780.09 MANUAL CHECK CHARGE
380.21 CO INT COMPUTER REPLACEMENT	780.10 CO INT TRNSFR TO JAIL
380.22 INT POSTAGE MACHINE	780.15 COMPUTER SERVICES BY I.S.
380.23 CO INT TRNSFR FR BOC	780.16 CO INT TRNSFR TO PW
380.31 CO INT TRNSFR FRM JUV DET	780.17 INTERNAL POSTAGE CHARGES
380.33 INT WORKER COMP INSURANCE	780.18 CO INT EXPENSE
380.35 INT PEL RESERVE	780.20 CO INT INTERFUND LOAN INTEREST
380.40 CO INT DENTAL INSURANCE REVENUE	780.27 INTERNAL LIABILITY INSURANCE
380.41 CO INT LIABILITY INSURANCE	780.31 INT VIDEO LTRY FAIR/EVENT CENTER
380.43 INT PROJECT RESERVE UST	780.34 CO INT INTERFUND LOAN PRINCIPAL
380.44 INT COLLISION INSURANCE	780.43 CO INT TRNSFR TO SHERIFF
380.45 CO INT PROPERTY INSURANCE	780.44 CO INT PEL RESERVES
380.50 INT TIME LOSS RESERVE	780.45 CO INT TRNSFR TO JAIL MAINT
380.51 INT TRANSFER FROM PW PROJECT RESERVE	780.46 CO INT NETWORK CHARGES
380.52 TFR FROM O&C FUND	780.52 INTERNAL TFR TO HHS
380.54 INT LEGAL SERVICES	780.54 TELECOMM PER CALL AND TOLL CHARGES
380.60 CO INT TRNSFR FR PW	780.55 INT LEGAL SERVICES
380.63 CO INT TRNSFR FR COMM CORR	780.56 CO INT TRNSFR TO JAIL CAPITAL
380.64 INT TRNSFR FR O&C RESERVE	780.63 CO INT TRNSFR TO CAPITAL FUND
380.65 CO INT TRNSFR FR SURV/CORN/RESTORE/GIS	780.66 TRANSFER TO HABITAT CONSERV
380.67 TRANSFER FROM TRANSIT	780.68 CO INT TRNSFR TO COMM CORR
380.69 INT TRANS FROM YCINT	780.81 CO INT PARKS
380.80 CO INT TRANSFER FROM RISK	900.00 TRANSFER TO GENERAL FUND
380.91 CO INT TRNSFR FR GENERAL FUND	900.03 CO INT TRNSFR TO COMM CORR
390.01 CO INT TRNSFR FR GENERAL FUND	900.04 CO INT TRNSFR TO CAP IMP
390.06 TRANSFER FROM SOLID WASTE	900.07 TRF TO HHS
	900.57 CO INT RISK TRANSFERS TO DEPTS
	900.80 TRF TO SELF INSURANCE

Specific Account Codes by Transfer Type

<u>Transfer Category</u>	<u>Account</u>	<u>Account Description</u>
Admin Overhead	380.10	CO INT ADMIN OVERHEAD REVENUE
Admin Overhead	780.03	ADMIN OVERHEAD
Aerial Mapping Project	380.65	CO INT TRNSFR FR SURV/CORN/RESTORE/GIS
Aerial Mapping Project	780.07	CO INT TRNSFR TO GIS
Ambassador Scholarship	380.23	CO INT TRNSFR FR BOC
Ambassador Scholarship	692.16	AMBASSADOR SCHOLARSHIP
Bicycle/Footpath	380.12	CO INT TRNSFR FR BICYCLE/FOOTPATH
Bicycle/Footpath	780.16	CO INT TRNSFR TO PW

Building Reserve	380.10	CO INT ADMIN OVERHEAD REVENUE
Building Reserve	380.14	CO INT BUILDING RESERVE REVENUE
Building Reserve	780.01	BUILDING RESERVE
Clerk Capital	380.01	CO INT TRNSFR FR GENERAL FUND
Clerk Capital	780.63	CO INT TRNSFR TO CAPITAL FUND
Community Corrections to Jail Capital	380.63	CO INT TRNSFR FR COMM CORR
Community Corrections to Jail Capital	780.56	CO INT TRNSFR TO JAIL CAPITAL
Community Corrections to Jail Maintenance	380.63	CO INT TRNSFR FR COMM CORR
Community Corrections to Jail Maintenance	780.45	CO INT TRNSFR TO JAIL MAINT
Dental Self-insurance	380.40	CO INT DENTAL INSURANCE REVENUE
Dental Self-insurance	493.20	DENTAL INSURANCE
Fair to Comm Corrections	380.03	CO INT TRNSFR FR FAIR
Fair to Comm Corrections	380.09	CO INT TRNSFR FR FAIR INMATE WORKCREW
Fair to Comm Corrections	780.16	CO INT TRNSFR TO COMM CORR
Gen Fund to Comm Corrections	380.91	CO INT TRNSFR FR GENERAL FUND
Gen Fund to Comm Corrections	900.03	CO INT TRNSFR TO COMM CORR
GF Transfers to Capital	380.91	CO INT TRNSFR FR GENERAL FUND
GF Transfers to Capital	390.01	CO INT TRNSFR FR GENERAL FUND
GF Transfers to Capital	900.04	CO INT TRNSFR TO CAP IMP
HHS Transfers	380.13	INT CONTRACT REVENUE
HHS Transfers	380.64	INT TRNSFR FR O&C RESERVE
HHS Transfers	380.91	INT TRNSFR FR GENERAL
HHS Transfers	780.52	INTERNAL TFR TO HHS
HHS Transfers	900.07	TRF TO HHS
Information Services	380.01	CO INT REVENUE
Information Services	380.21	CO INT COMPUTER REPLACEMENT
Information Services	780.06	EQUIPMENT REPLACEMENT
Information Services	780.15	COMPUTER SERVICES BY I.S.
Information Services	780.46	CO INT NETWORK CHARGES
Interfund Loan	380.19	CO INT INTERFUND LOAN PRINCIPAL
Interfund Loan	380.20	CO INT INTERFUND LOAN INTEREST
Interfund Loan	780.20	CO INT INTERFUND LOAN INTEREST
Interfund Loan	780.34	CO INT INTERFUND LOAN PRINCIPAL
Internal Contract Services	380.01	CO INT CONTRACT SERVICES REVENUE
Internal Contract Services	780.03	INTERNAL CONTRACT SERVICES
Internal Contract Services	780.09	MANUAL CHECK CHARGE
Internal Contract Services	780.16	INTERNAL CONTRACT SERVICES
Internal Liability	380.41	CO INT LIABILITY INSURANCE
Internal Liability	780.27	INTERNAL LIABILITY INSURANCE
Internal Property Insurance	380.45	CO INT PROPERTY INSURANCE
Internal Property Insurance	780.02	INTERNAL PROPERTY INSURANCE
Jail Recordings	380.12	CO INT TRNSFR FR DA
Jail Recordings	780.43	CO INT TRNSFR TO SHERIFF
Juvenile Detention to Jail	380.31	CO INT TRNSFR FRM JUV DET
Juvenile Detention to Jail	780.10	CO INT TRNSFR TO JAIL
Juvenile to Comm Corrections	380.31	CO INT TRNSFR FRM JUV DET
Juvenile to Comm Corrections	780.68	CO INT TRNSFR TO COMM CORR

Legal	380.54	INT LEGAL SERVICES
Legal	780.55	INT LEGAL SERVICES
Motor Pool	380.11	INT VEHICLE MAINT
Motor Pool	380.18	INT UST-MP
Motor Pool	380.43	INT PROJECT RESERVE UST
Motor Pool	380.44	INT COLLISION INSURANCE
Motor Pool	380.51	INT TRANFER FROM PW PROJECT RESERVE
Motor Pool	780.05	MOTOR POOL
Motor Pool	780.08	INTERNAL COLLISION PROPERTY DAMAGE MPOOL
O&C Reserve to Habitat Preservation	380.52	TFR FROM O&C FUND
O&C Reserve to Habitat Preservation	780.66	TRANSFER TO HABITAT CONSERV
PEL Reserves	380.35	INT PEL RESERVE
PEL Reserves	780.44	CO INT PEL RESERVES
Postage	380.22	INT POSTAGE MACHINE
Postage	780.17	INTERNAL POSTAGE CHARGES
PW Services to Habitat Preservation	380.13	INT CONTRACT REVENUE
PW Services to Habitat Preservation	780.16	INTERNAL CONTRACT SERVICES
PW to Community Corrections	380.60	CO INT TRNSFR FR PW
PW to Community Corrections	780.68	CO INT TRNSFR TO COMM CORR
Restaurant Inspections	380.01	CO INT REVENUE
Restaurant Inspections	780.18	CO INT EXPENSE
Risk Transfer to General Fund	380.80	CO INT TRANSFER FROM RISK
Risk Transfer to General Fund	900.00	TRANSFER TO GENERAL FUND
	900.57	CO INT RISK TRANSFERS TO DEPTS
Self Insurance	380.91	INT TRANSFER FR GENERAL
Self Insurance	900.80	TRF TO SELF INSURANCE
Solid Waste	390.06	TRANSFER FROM SOLID WASTE
Solid Waste	900.00	TRANSFER TO GENERAL FUND
Solid Waste to Comm Corrections	380.01	CO INT REVENUE
Solid Waste to Comm Corrections	780.16	INTERNAL CONTRACT SERVICES
Telecommunications	380.01	CO INT REVENUE
Telecommunications	780.04	INTERNAL TELECOMMUNICATIONS
Telecommunications	780.54	TELECOMM PER CALL AND TOLL CHARGES
Time Loss Reserve	380.50	INT TIME LOSS RESERVE
Time Loss Reserve	494.80	TIME LOSS RESERVE
Transit Services	380.16	INT TRANSPORTATION
Transit Services	380.67	TRANSFER FROM TRANSIT
Transit Services	780.18	INTERNAL EXPENSE
Video Lottery	380.06	CO INT VIDEO LOTTERY
Video Lottery	780.31	INT VIDEO LTRY FAIR/EVENT CENTER
Video Lottery	780.81	CO INT PARKS
W/C Insurance	380.33	INT WORKER COMP INSURANCE
W/C Insurance	494.00	ACCIDENT INSURANCE
YCINT	380.69	INT TRANS FROM YCINT
YCINT	780.18	INTERNAL EXPENSE

TABLE 8
RENTAL INCOME AND EXPENSE
 Effective 7/1/21 to 6/30/22

DEPARTMENT	LOCATION	Sq. FEET	RENTAL CHARGES		MAINTENANCE CHARGES	
			RATE	ANNUAL	RATE	ANNUAL
ADMIN SERVICES	FENTON/SPENCE HOUSES	3,511	\$8.74	\$30,686		\$0
ASSESSOR	COURTHOUSE	2,975	\$8.74	\$26,001		\$0
COMMISSIONERS	FENTON HOUSE	1,759	\$8.74	\$15,373		\$0
CLERK	STERN BUILDING	6,287	\$5.70	\$35,836	\$4.10	\$25,777
PLANNING	PLANNING BUILDING	4,152	\$4.36	\$18,102	\$8.20	\$34,046
SURVEYOR	PLANNING BUILDING	336	\$4.36	\$1,465		\$0
SOLID WASTE	PLANNING BUILDING	1,300	\$4.36	\$5,668	\$8.20	\$10,660
DISTRICT ATTY	COURTHOUSE	8,078	\$8.74	\$70,602		\$0
SUPPORT ENFORCEMENT	COURTHOUSE	1,077	\$8.74	\$9,413		\$0
TREASURER	SPENCE HOUSE	120	\$8.74	\$1,049		\$0
COUNTY COUNSEL	FENTON HOUSE	895	\$8.74	\$7,822		\$0
TRANSIT	SPENCEHOUSE/ TRANSIT MALL	170	\$8.74	\$1,486		\$0
TRANSIT MALL	800 NE 2ND ST.	913	\$8.62	\$7,870	\$8.09	\$7,386
EMERGENCY MGT	2050 NE Lafayette Ave.	1848	\$8.74	\$16,151		\$0
SHERIFF	COURTHOUSE	5,452	\$8.74	\$47,650		\$0
JUVENILE	COURTHOUSE	3,906	\$8.74	\$34,138		\$0
JUVENILE	DETENTION CENTER	5,418	\$8.74	\$47,353		\$0
SECURITY	COURTHOUSE	364	\$8.74	\$3,181		\$0
COMMUNITY CORRECTIONS	ANNEX	5,715	\$8.74	\$49,949	\$8.20	\$46,863
COMMUNITY CORRECTIONS	RESTITUTION CENTER	12,768	\$8.74	\$111,592		\$0
DAY REPORTING	707 FORD ST.	800	\$8.74	\$6,992		\$0
PARKS	ANNEX	251	\$8.74	\$2,193		\$0
INFORMATION SYSTEMS	VARIOUS 7TH ST.	2,000	\$8.74	\$17,480		\$0
LAW LIBRARY	LAW LIBRARY	284	\$8.74	\$2,482		\$0
TELECOMM	COURTHOUSE	280	\$8.74	\$2,447	\$8.20	\$2,296
HHS	BLANCO HOUSE	1,301	\$8.74	\$11,371	\$8.20	\$10,668
HHS	COMMUNITY HEALTH	6,314	\$8.74	\$55,184	\$8.20	\$51,775
HHS	ROMAIN	4,648	\$8.74	\$40,624	\$8.20	\$38,114
HHS	TICOR	1,834	\$8.74	\$16,029	\$8.20	\$15,039
HHS	ABACUS	7,557	\$8.74	\$66,048	\$8.20	\$61,967
HHS	MOORE	9,587	\$8.74	\$83,790	\$8.20	\$78,613
HHS	ADMINISTRATION	1,531	\$8.74	\$13,381	\$8.20	\$12,554
HHS	HHS EVANS WEST	8,375	\$8.74	\$73,198	\$8.20	\$68,675
HHS	KIRBY	10,000	\$8.74	\$87,400	\$8.20	\$82,000
HHS TTRS	1461 NE 27TH ST.	2,634			\$8.20	\$21,599
HHS TTRS	1437 & 1427 NE 27TH ST.	3,270			\$8.20	\$26,814
HHS TTRS	2732 NE Newby ST.	3,050			\$8.20	\$25,010
HHS TTRS	1420 Johnstone Ct	2,622			\$8.20	\$21,500
HHS	BIERLY BUILDING	7,100	\$8.74	\$62,054	\$8.20	\$58,220
COUNTY SHOPS/OFFICES	PUBLIC WORKS	-				

Table 9
Worker Comp Table 2021-2022 Budget Rates

DESCRIPTION	CLASS CODE	BASE RATE	2020-21 Budget Rate	2021-22 Budget Rate	\$ Change
Street/Rd Const-Fnl Grad/Pve/Rep/Dr	5506 11	4.32	5.03	4.13	(0.91)
Vessel Operations (Marine Patrol)	7024 03 M	2.67	2.80	2.55	(0.25)
Law Enforcement	7720 11	2.62	2.93	2.50	(0.43)
Volunteer CERT	7720 ED	2.62	2.93	2.50	(0.43)
Volunteer Search and Rescue	7720 EW	2.62	2.93	2.50	(0.43)
Garage/Shop	8380 05	1.86	2.19	1.78	(0.41)
Volunteer Boards/Committees	8742 BX	0.19	0.20	0.18	(0.02)
Office/Clerical Employees	8810 03	0.10	0.11	0.10	(0.01)
Attorney/Judges/Baliffs/Court Clerks	8820 01	0.10	0.12	0.10	(0.03)
Health Clinic	8832 03	0.24	0.30	0.23	(0.07)
Nurse-Home Health/Public-Trvl-Al Emp	8835 03	1.69	2.07	1.61	(0.45)
Building Maintenance	9015 33	2.35	2.77	2.24	(0.53)
Fairgrounds	9016 01	1.82	2.03	1.74	(0.30)
Parks Maintenance	9102 01	2.53	2.88	2.42	(0.46)
Building Inspectors	9410 03	1.10	1.34	1.05	(0.29)
Street/Rd Const-Fnl Grad/Pve/Rep/Dr	5507 01	3.09	3.51	2.95	(0.55)

Table 10
Telecom Extension Fees and Call Costs

Department	Account	Extension Count	Total Ext Fees/Yr	Call Costs/Yr (est)
			780.04	780.54
Accounting	10-10	10	3888	299
Admin	10-10	5	1932	576
Human Resources	10-10	4	1871	748
Transit	10-10	3	1331	60
Assessment/Tax	10-12	22	8793	1045
Commissioners	10-13	10	3983	813
County Clerk	10-15	15	5027	761
Information Technology	10-17	14	5963	644
District Attorney	10-18	31	13707	4709
Planning	10-20	27	10572	5139
SED	10-22	9	3922	3008
Treasurer	10-23	1	396	5
County Counsel	10-25	4	1727	715
Emergency Mgmt	10-40	5	2075	386
Jail	10-41	33	12300	2913
Sheriff's Office	10-43	36	13919	3629
Juvenile	10-74	21	8507	1558
OYA	10-74	0	0	0
Juvenile Detention	10-77	13	5279	1149
Security	10-86	1	396	9
Public Works	11-60	12	4704	851
PW Shops	11-60	8	3263	137
Dog Control	13-47	0	0	0
Law Library	14	1	396	42
Adult Services	16-174	177	69366	17850
Public Health	16-70	38	17828	8354
DD Program	16-71	36	14962	9872
Abacus	16-73	43	16500	526
Family & Youth	16-75	72	28988	8283
HHS Business Svcs	16-79	30	11927	2768
Fair	20.-80	4	1584	367
Corrections	21-44	41	16092	7158
Maintenance	40-16	2	1164	194

Table 11
IT Computer Replacement and Network Charges

Department	Account Number	Computer Count (11/2/2020) for Replacement Fund	Computer Count (11/2/2020) for Network Charge	Computer Replacement Fund Charge, acct 780.06	Computer Network Charge, acct 780.46
Admin Services - Desktop	010-010	15	0	\$5,565	\$0
Admin Services - Laptop	010-010	6	0	\$3,480	\$0
Assessor - Desktop	010-012	19	0	\$7,049	\$0
Assessor - Laptop	010-012	2	0	\$1,160	\$0
Commissioners - Desktop	010-013	3	0	\$1,113	\$0
Commissioners - Laptop	010-013	4	0	\$2,320	\$0
Corrections - Desktop	021	33	38	\$12,243	\$33,516
Corrections - Laptop	021	20	20	\$11,600	\$17,640
Corrections > Parks - Desktop	010-081	1	0	\$371	\$0
Corrections > Parks - Laptop	010-081	1	0	\$580	\$0
County Clerk - Desktop	010-015	8	15	\$2,968	\$13,230
County Clerk - Laptop	010-015	3	3	\$1,740	\$2,646
County Counsel - Desktop	010-025	4	0	\$1,484	\$0
County Counsel - Laptop	010-025	2	0	\$1,160	\$0
County Fair - Desktop	020	2	3	\$742	\$2,646
Courthouse Security - Desktop	010-086	3	0	\$1,113	\$0
District Attorney - Desktop	010-018	15	0	\$5,565	\$0
District Attorney - Laptop	010-018	17	0	\$9,860	\$0
Dog Control - Desktop	013	1	1	\$371	\$882
Emergency Mgmt - Desktop	010-040	5	0	\$1,855	\$0
Emergency Mgmt - Laptop	010-040	4	0	\$2,320	\$0
HHS - Desktop	016	192	195	\$71,232	\$171,990
HHS - Laptop	016	274	245	\$158,920	\$216,090
IT - Desktop	010-017	7	0	\$2,597	\$0
IT - Laptop	010-017	11	0	\$6,380	\$0
Jail - Desktop	010-041	28	0	\$10,388	\$0
Jail - Laptop	010-041	5	0	\$2,900	\$0
Jail Maintenance - Desktop	040-116	0	0	\$0	\$0
Juvenile - Desktop	010-074	18	0	\$6,678	\$0
Juvenile - Laptop	010-074	5	0	\$2,900	\$0
Juvenile Detention - Desktop	010-077	9	0	\$3,339	\$0
Juvenile Detention - Laptop	010-077	1	0	\$580	\$0
Law Library - Desktop	014	2	2	\$742	\$1,764
Maintenance - Desktop	040-016	5	0	\$1,855	\$0
Maintenance - Laptop	040-016	1	0	\$580	\$0
Planning - Desktop	010-020	25	25	\$9,275	\$22,050
Planning - Laptop	010-020	1	1	\$580	\$882
Public Works - Desktop	011	15	15	\$5,565	\$13,230
Public Works - Laptop	011	3	3	\$1,740	\$2,646
Sheriff - Desktop	010-043	43	0	\$15,953	\$0
Sheriff - Laptop	010-043	8	0	\$4,640	\$0
Sheriff - MDT	010-043	32	0	\$32,000	\$0
Telecom - Desktop	048	0	0	\$0	\$0
Transit - Desktop	010-033	2	0	\$742	\$0
Transit - Laptop	010-033	1	0	\$580	\$0
Treasurer - Desktop	010-023	1	0	\$371	\$0
SED - Desktop	010-022	0	0	\$0	\$0
YCINT - Desktop	010-069	1	0	\$371	\$0
YCINT - Laptop	010-069	1	0	\$580	\$0

Note: Desktop and laptop systems are separated due to the difference in replacement costs. If you have both types of systems, make certain to combine the expenses together in

Table 12
Fleet Services

Department		2021 / 2022	Estimated
Admin Services	010-010-780.05	Motor Pool	\$ 668.00
Assessor	010-012-780.05	Motor Pool	\$ 18,250.00
District Attorney	010-018-780.05	Motor Pool	\$ 500.00
Planning	010-020-780.05	Motor Pool	\$ 85,000.00
Surveyor	010-021-780.05	Motor Pool	\$ 2,750.00
Transportation YCTA	010-033-780.05	Motor Pool	\$ 3,000.00
Emergency	010-040-780.05	Motor Pool	\$ 7,650.00
Jail	010-041-780.05	Motor Pool	\$ 20,880.00
Marine	010-042-780.05	Motor Pool	\$ 24,167.00
Sheriff SAR	010-043-780.05	Motor Pool	\$ 3,750.00
Sheriff ATV	010-043-780.05	Motor Pool	\$ 12,888.00
Sheriff	010-043-780.05	Motor Pool	\$ 485,000.00
Narcotics Investigation	010-069-780.05	Motor Pool	\$ 6,500.00
Juvenile	010-074-780.05	Motor Pool	\$ 12,350.00
Juvenile Detention	010-077-780.05	Motor Pool	\$ 19,333.00
Parks	010-081-780.05	Motor Pool	\$ 33,000.00
Engineering	011-055-780.05	Motor Pool	\$ 4,850.00
Road	011-060-780.05	Motor Pool	\$ 450,000.00
Community Health	016-070-780.05	Motor Pool	\$ 6,500.00
Developmentally Disable	016-071-780.05	Motor Pool	\$ 7,000.00
Abacus	016-073-780.05	Motor Pool	\$ 55,000.00
Family & Youth	016-075-780.05	Motor Pool	\$ 17,150.00
Enhanced Care Facility	016-172-780.05	Motor Pool	\$ 17,150.00
Adult Behavioral Health	016-174-780.05	Motor Pool	\$ 14,500.00
Solid Waste	017-028-780.05	Motor Pool	\$ 8,100.00
Fairgrounds	020-082-780.05	Motor Pool	\$ 6,250.00
Corrections	021-044-780.05	Motor Pool	\$ 2,650.00
State Enhancement (Jail)	021-045-780.05	Motor Pool	\$ 16,125.00
Work Release	021-063-780.05	Motor Pool	\$ 24,000.00
Corner Restoration	027-037-780.05	Motor Pool	\$ 2,685.00
Facilities Maintenance	040-016-780.05	Motor Pool	\$ 14,500.00
Jail Facilities Maintenance	040-116-780.05	Motor Pool	\$ -
Motor Pool	045-029-780.05	Motor Pool	\$ 27,500.00

If you plan to add or reduce the number of vehicles in your fleet please contact me. \$ 1,409,646.00

Adjustmentments can be made to fit actual vehicle needs. Russ

Note: Fuel Surcharges may be applied as needed.

Russel Heath Ext. 3604

Table 13
2020-2021 Property Insurance Table
FOR BUDGETING PURPOSES ONLY

<u>Fund</u>	<u>Dept</u>	<u>Acct</u>	<u>Description</u>	<u>2020-21</u>	<u>2021-22</u>
010	039	780.02	INTERNAL PROPERTY INSURANCE	151,759	166,012
011	029	780.02	INTERNAL PROPERTY INSURANCE	2,724	2,979
011	055	780.02	INTERNAL PROPERTY INSURANCE	1,011	1,105
011	060	780.02	INTERNAL PROPERTY INSURANCE	7,106	7,773
014	026	780.02	INTERNAL PROPERTY INSURANCE	2,168	2,372
016	070	780.02	INTERNAL PROPERTY INSURANCE	2,814	3,079
016	071	780.02	INTERNAL PROPERTY INSURANCE	2,393	2,617
016	073	780.02	INTERNAL PROPERTY INSURANCE	5,621	6,149
016	075	780.02	INTERNAL PROPERTY INSURANCE	5,657	6,188
016	079	780.02	INTERNAL PROPERTY INSURANCE	1,370	1,499
016	172	780.02	INTERNAL PROPERTY INSURANCE	2,249	2,460
016	174	780.02	INTERNAL PROPERTY INSURANCE	10,248	11,211
020	082	780.02	INTERNAL PROPERTY INSURANCE	17,344	18,973
021	044	780.02	INSURANCE	194	212
021	045	780.02	INSURANCE	3,509	3,839
021	063	780.02	INSURANCE	382	418
021	067	780.02	INSURANCE	250	274

Table 14
2021-2022 General Liability Insurance Table
FOR BUDGETING PURPOSES ONLY

<u>Fund</u>	<u>Dept</u>	<u>Acct</u>	<u>Description</u>	<u>2020-21</u>	<u>2021-22</u>
010	039	780.27	INTERNAL LIABILITY INSURANCE	462,121	462,121
011	029	780.27	INTERNAL LIABILITY INSURANCE	14,364	14,364
011	060	780.27	INTERNAL LIABILITY INSURANCE	35,482	35,482
014	026	780.27	INTERNAL LIABILITY INSURANCE	497	497
016	070	780.27	INTERNAL LIABILITY INSURANCE	8,568	8,568
016	071	780.27	INTERNAL LIABILITY INSURANCE	7,281	7,281
016	073	780.27	INTERNAL LIABILITY INSURANCE	17,106	17,106
016	075	780.27	INTERNAL LIABILITY INSURANCE	17,213	17,213
016	079	780.27	INTERNAL LIABILITY INSURANCE	4,170	4,170
016	172	780.27	INTERNAL LIABILITY INSURANCE	6,846	6,846
016	174	780.27	INTERNAL LIABILITY INSURANCE	31,190	31,190
017	028	780.27	INTERNAL LIABILITY INSURANCE	9,404	9,404
020	082	780.27	INTERNAL LIABILITY INSURANCE	2,895	2,895
021	044	780.27	INTERNAL LIABILITY INSURANCE	656	656
021	045	780.27	INTERNAL LIABILITY INSURANCE	11,806	11,806
021	063	780.27	INTERNAL LIABILITY INSURANCE	1,286	1,286
021	067	780.27	INTERNAL LIABILITY INSURANCE	845	845
027	037	780.27	INTERNAL LIABILITY INSURANCE	731	731
040	116	780.27	INTERNAL LIABILITY INSURANCE	2,546	2,546
040	027	780.27	INTERNAL LIABILITY INSURANCE	5,392	5,392
041	030	780.27	INTERNAL LIABILITY INSURANCE	1,008	1,008

Table 15
Budget Calendar
Fiscal Year 2021-2022

January 7	Board consideration and approval of discretionary allocations.
January 12	Management Round Table Budget kick off, 8:00 a.m., (Virtual via MS Teams)
February 19	Budgets must be entered in the financial system by 5 p.m.
Feb. 23 – Mar. 12	Budget Staff meets with individual departments.
April 2	Department budget message due to Keri Hinton by 5 p.m.
April 2	Budget revisions due to Mike Barnhart by 5 p.m.
April 6	Publication of Notice of Budget Meeting by Carolina Rook (N-R and website).
April 9	Supplemental information and org charts (<u>one copy</u>) due to Keri Hinton by 5 p.m.
May 3 - 5	Budget Committee Meetings begin, (Rm. 32 or Virtual; refer to Table 18 for date and time).
May 5	Budget Committee approves budget and sets tax rate, (Rm. 32 or Virtual)
May 7	Tabloid narratives due to Keri Hinton by 5 p.m.
May 7	Budget revisions due to Mike Barnhart by 5 p.m.
June 2-4	Publication of Budget Tabloid.
June 17	Budget Hearing held by the Board, (Rm. 32 or Virtual)
June 24	Budget adopted by the Board, (Rm. 32 or Virtual)
July 9	Budget filed with Assessor's office and Clerk's office.
July 26 - 30	Bound budget distributed by Keri Hinton .

Table 16
Administrative Review of
Department Budgets

Administrative budget staff will be reviewing department budgets. This is an effort to make the budget process more efficient. Budget staff will be reviewing specifically the following questions:

1. Does the department budget balance?
2. Do all internal transfers balance?
3. Do revenue and charges balance?
4. Is the FTE count correct?
5. Are all account codes accurate?
6. Are beginning and ending balances within Budget Committee guidelines?
7. Does the budget reflect year to date actual expenditures?
8. Are footnotes utilized fully?
9. Are anticipated new grant positions footnoted?
10. Did the department provide an explanation of cuts made to balance?
11. Are add-back requests and/or new positions justified and explained per budget instructions?

The schedule for review is as follows. The review location is the Oval Office.

<u>Date</u>	<u>Time</u>	<u>Department</u>
February 23	9:30-10:30	Fair
February 23	10:30-11:00	County Counsel
February 23	11:30-12:00	Treasurer
February 24	10:00-11:00	Clerk
February 24	1:00-2:00	Assessor
February 24	2:00-2:30	Transit
February 26	9:00-10:00	Information Technology
February 26	10:00-12:00	HHS
March 3	9:40-10:00	Law Library
March 3	10:00-12:00	Community Justice
March 3	1:00-3:00	Sheriff's Office
March 10	1:30-2:30	Planning
March 10	2:30-4:00	Public Works
March 12	9:00-10:00	District Attorney
March 12	10:00-11:00	Administration*

*includes the following budgets: Facilities and Commissioners.

Table 17
Yamhill County Budget Committee Meeting Schedule
Fiscal Year 2021 – 2022
May 3 – 5, 2021
Location: Room 32, Courthouse

Guidelines:

- Department/Office attendance is limited to essential team members.
- No overhead or power point presentations.
- Remarks are limited to changes in your budget from this year to the next year and the implications of those changes.

Monday, May 3

9:00 – 9:45 a.m.	<p>Election of Officers Adoption of Budget Committee Minutes, May 4 – 6, 2020 Briefing, Ken Huffer, County Administrator/Budget Officer</p>
10:00 – 12:00 p.m.	<p>Health & Human Services Team Lindsey Manfrin, HHS Director</p>
12:00 p.m.	Lunch
1:30 - 2:00 p.m.	<p>Culture & Recreation Team Gary Wertz, Fair Manager Benjamin Much, Parks Division Manager Justin Hogue, Systems Development Fund</p>
2:00 - 2:30 p.m.	<p>Land Use Team Ken Friday, Planning and Development Director Planning and Development Surveyor's office and Corner Restoration</p>
2:30 p.m.	Break
2:45 – 3:30 p.m.	<p>Public Works Team Mark Lago, Road Department Director</p>
3:30 – 4:45 p.m.	<p>General Administration Ken Huffer and Justin Hogue Board of Commissioners Administrative Services Internal Services</p>
5:00 p.m.	Dinner
7:00 p.m.	Public Hearing

Table 17
Yamhill County Budget Committee Meeting Schedule
Fiscal Year 2021 – 2022
May 3 – 5, 2021
Location: Room 32, Courthouse

Tuesday, May 4

9:00 a.m. – 12:00 p.m.

Criminal Justice Team

Brad Berry, District Attorney
Jessica Beach, Community Justice Director
Tim Svenson, Sheriff
Ken Huffer, 911 + Dispatch Dues

12:00 p.m.

Lunch

1:30 - 2:00 p.m.

Community Services Team

Cynthia Thompson, Transit Manager
Mary Bonta, Law Librarian
Ken Huffer, Economic Development
Justin Hogue, Mediation Services
Mike Barnhart, County Schools

2:00 - 5:00 p.m.

General Government Team

Christian Boenisch, County Counsel
Kris Bledsoe, Treasurer
Brian Van Bergen, Clerk
Derrick Wharff, Assessor
Joe Moore, Facilities Manager
Shane Hoffman, IT Manager
Justin Hogue, Capital Reserve

Wednesday, May 5

9:00 - 10:30 a.m.

Compensation Committee

10:30 a.m. – 12:00 p.m.

Deliberation and Budget Approval

12:00 p.m.

Lunch (if needed)

1:30 p.m.

Deliberation continued (if needed)

Table 18
CAPITAL PROJECT REQUEST FORM

Requesting Department: _____

Fiscal Year: _____

Describe the nature of the project including the building(s) and the office(s) affected by the project:

Will this project involve office space currently used by another department?

YES NO

Will this project use resources from another department?

YES NO

If the answer to either question is yes, is the department head agreeable?

YES NO

(Please have the department head countersign below)

Estimated project cost: \$ _____

Who will provide the labor needed to complete this project?

County Maintenance Crew _____%

Inmate Labor Crew _____%

Outside Contractor _____%

Other (Describe) _____%

Project reviewed by Joe Moore? YES NO

Project reviewed by Ben Much? YES NO

Is this project necessary to protect the health or safety of county employees or the public?
(If YES, please describe the health or safety issues and how the project will address them.)

YES NO

Is this project necessary to preserve the integrity of a county building or structure?
(If YES, please describe how the project will prevent building deterioration.)

YES NO

What resources can the requesting department offer to assist in completing this project?

\$ _____

How much money is requested from the Capital Improvement Fund?

\$ _____

Who will serve as the project manager? _____

Contact Person(s)? _____

DEPARTMENT HEAD APPROVAL: _____

COUNTERSIGNED (if another department is involved): _____

Reviewed by Facilities Maintenance: _____

**NOTE: This form is required for all capital improvement projects in excess of \$5,000
Submit Completed Forms to Deputy County Administrator**

Approved by BOC for funding: YES NO

BO # _____

Initials _____

Information Technology Project Request Form

*This form is for projects/capital projects that are outside of the scope of the help desk (break/fix requests)
Projects usually involve new IT functionality and generally requires a financial and/or time commitment.
Please submit well in advance of project commencement date.*

Please email completed form to YCITProjects@co.yamhill.or.us

Project Name	
Department	
Project Requester	
Project Manager	
Project Sponsor	
Estimated Project Cost	
Estimated IT Hours (to be completed by IT)	
Desired Project Timing (Please allow for project planning time)	
Start Date:	End Date:

Why is this project needed?		
Safety <input type="checkbox"/>	Legal <input type="checkbox"/>	Environmental <input type="checkbox"/>
Contractual <input type="checkbox"/>	Quality <input type="checkbox"/>	Business Flow <input type="checkbox"/>
Other:		

Which departments will be impacted?	
Submitting Department <input type="checkbox"/>	All Departments <input type="checkbox"/>
Other:	

Current state of system			
Near end of life <input type="checkbox"/>	End of life <input type="checkbox"/>	Non-functional <input type="checkbox"/>	New <input type="checkbox"/>
Other:			

Project priority:		
High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
If high priority, please explain:		

Project description/justification (attach SOW, quote, or project plan; please include hardware/software/personnel requirements, and include project goals and benefits)

(This area is intentionally left blank for project description/justification.)

Authorization	Signature	Printed Name	Date
Department Head			
IT Manager			
Business Services Director			

Approved by BOC for funding (if applicable):	YES <input type="checkbox"/> NO <input type="checkbox"/>
BO#	Initials

Accepted by Yamhill County
 Board of Commissioners on
1/7/2021 by Board Order
 # 21-02