



## BOARD OF COMMISSIONERS

### BOARD OF COUNTY COMMISSIONERS MEETING

1:00 PM, MONDAY, SEPTEMBER 27, 2021

Barnes Sawyer Rooms - Deschutes Services Bldg - 1300 NW Wall St – Bend

(541) 388-6570 | [www.deschutes.org](http://www.deschutes.org)

## AGENDA

### MEETING FORMAT

In response to the COVID-19 public health emergency, Oregon Governor Kate Brown issued Executive Order 20-16 (later enacted as part of HB 4212) directing government entities to utilize virtual meetings whenever possible and to take necessary measures to facilitate public participation in these virtual meetings. Since May 4, 2020, meetings and hearings of the Deschutes County Board of Commissioners have been conducted primarily in a virtual format. Effective June 30, 2021, COVID-based restrictions have been discontinued.

**Attendance/Participation** options include: A) In Person Attendance and B) Live Stream Video: Members of the public may still view the BOCC meetings/hearings in real time via the Public Meeting Portal at [www.deschutes.org/meetings](http://www.deschutes.org/meetings).

**Citizen Input:** Citizen Input is invited in order to provide the public with an opportunity to comment on any meeting topic that is not on the current agenda. Citizen Input is provided by submitting an email to: [citizeninput@deschutes.org](mailto:citizeninput@deschutes.org) or by leaving a voice message at 541-385-1734, or through in-person attendance at the meeting. Email or Voice Mail citizen input received by 8:00 a.m. before the start of the meeting will be included in the meeting record.

**Zoom Meeting Information:** Staff and citizens that are presenting agenda items to the Board for consideration or who are planning to testify in a scheduled public hearing may participate via Zoom meeting. The Zoom meeting id and password will be included in either the public hearing materials or through a meeting invite once your agenda item has been included on the agenda. Upon entering the Zoom meeting, you will automatically be placed on hold and in the waiting room. Once you are ready to present your agenda item, you will be unmuted and placed in the spotlight for your presentation. If you are providing testimony during a hearing, you will be placed in the waiting room until the time of testimony, staff will announce your name and unmute your connection to be invited for testimony. Detailed instructions will be included in the public hearing materials and will be announced at the outset of the public hearing.

**For Public Hearings**, the link to the Zoom meeting will be posted in the Public Hearing Notice as well as posted on the Deschutes County website at <https://www.deschutes.org/bcc/page/public-hearing-notices>.

## CALL TO ORDER

## PLEDGE OF ALLEGIANCE

## ACTION ITEMS

- [1.](#) **1:00 PM** PUBLIC HEARING: Consideration of Resolution No. 2021-068 Amending the Deschutes County Sheriff's Office 2021-2022 Fee Schedule.
- [2.](#) **1:10 PM** Board Order establishing overnight parking prohibition on Spring River Road
- [3.](#) **1:25PM** Applications for the Federal Lands Access Program (FLAP) 2021 Call for Projects
- [4.](#) **1:35 PM** Letter of Support for ODOT FLAP Projects
- [5.](#) **1:40 PM** Consideration of How to Apply Funds Received in Repayment of Small Business Assistance Loans

## RECESS: 2:00 PM

- [6.](#) **2:30PM** County Treasurer and Finance Report as of August 31, 2021.
- [7.](#) **2:50 PM** Discussion of increasing FTE in the Health Services Fund for Behavioral Health
- [8.](#) **3:00 PM** Reallocation of existing Facilities Department FTE from Maintenance Specialist II to Maintenance Specialist III
- [9.](#) **3:10 PM** House Bill 3295 / Marijuana Tax Revenue / Cannabis Advisory Panel
- [10.](#) **3:25 PM** DLCD 2021-2023 Technical Assistance Grant Application Discussion
- [11.](#) **3:40 PM** Discussion of Possible Update of Resolution Establishing Policy on Undocumented Structures
- [12.](#) **4:00 PM** American Rescue Plan Funding Update - Redmond Bethlehem Inn

## OTHER ITEMS

*These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.*

## EXECUTIVE SESSION

*At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.*

*Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.*

13. Executive Session under ORS 192.660 (2) (e) Real Property Negotiations
14. Executive Session under ORS 192.660 (2) (d) Labor Negotiations

## **ADJOURN**



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, please call (541) 617-4747.

---



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** 9/27/2021

**SUBJECT:** Public Meeting: Consideration of Resolution No. 2021-068 Amending the Deschutes County Sheriff's Office 2021-2022 Fee Schedule.

**RECOMMENDED MOTION:**

*Move approval of Resolution 2021-068 Amending the Deschutes County Sheriff's Office 2021-2022 Fee Schedule.*

**BACKGROUND AND POLICY IMPLICATIONS:**

*Oregon Senate Bill 554 was passed 5/5/2021 and enacts fees related to concealed handgun licenses. This bill increases new concealed weapons permits by \$50.00 and renewal of concealed weapons permits by \$15.00. This resolution also recognizes the concealed weapons class held on Saturday's at a fee of \$25.00.*

**BUDGET IMPACTS:** This resolution will increase the Deschutes County Sheriff's fees for concealed weapons permits and may marginally increase fee revenue within the Department.

**ATTENDANCE:**

*Joe Brundage, Business Manager, Sheriff's Office, Dan Emerson, Budget Manager.*

REVIEWED  
\_\_\_\_\_  
LEGAL COUNSEL

09/27/2021 Item #1.

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Amending and Continuing Fees \*  
And Charges for Services and Providing an \* RESOLUTION NO. 2021-068  
Effective Date. \*

WHEREAS, various departments of Deschutes County charge fees for services and permits; and

WHEREAS, it is necessary to amend the fee schedule of the Deschutes County Sheriff’s Office due to increased fees with regards to Concealed Weapons Permits in accordance with Oregon Senate Bill 554, and

WHEREAS, The Board of County Commissioners held a public hearing on this day of September 27th, 2021, on the amended Sheriff’s fees and charges for services and permits and finds that the fees and charges for services and permits as set forth in Exhibit “A” reflect the actual cost of providing services and permits; now, therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. That the fees set forth in Exhibit “A”, attached hereto and, by this reference, incorporated herein, is hereby amended as the fees and charges of Deschutes County Sheriff’s Office, Oregon.

Section 2. The fees and charges for services and permits adopted in Section 1 of this Resolution are effective September 27<sup>th</sup>, 2021.

Section 3. All fees and charges for services and permits in effect prior to July 1, 2021, are hereby continued or superseded as provided herein.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_

BOARD OF COUNTY COMMISSIONERS  
OF DESCHUTES COUNTY, OREGON

09/27/2021 Item #1.
---------------------

\_\_\_\_\_  
ANTHONY DeBONE, Chair

\_\_\_\_\_  
PHIL CHANG, Vice Chair

ATTEST:

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
PATTI ADAIR, Commissioner



ITEM NO.	DESCRIPTION	FY 2022 Fee	UNIT	ENACTMENT AUTHORITY	CHANGE
<b>Sheriff Department</b>					
<b>Civil</b>					
SH 1	Service of Civil papers including notice of restitution, directed to not more than two parties at the same address	45.00		ORS 21.300(1)(a)	
SH 2	Service of Civil papers for more than two parties at the same address	25.00	for each party	ORS 21.300(1)(a)	
SH 3	Service of Writ of Garnishment	25.00	\$15.00 bank search fee	ORS 18.652(5)	
			Some writs may include a service fee. Deposit may be required for specific enforcements.		
SH 4	Enforcement of any Writ	80.00	Additional expenses may be charged @ACS	ORS 21.300(1)(a)	
SH 5	Rental of MAC - for each four hour period	50.00			
SH 6	Rental of MAC - per day	100.00			
SH 7	Computer Forensic Services	100.00	per hour		
SH 8	Sheriff property sale	3.00	per 100 words	Folio Fee Structure	ORS 18.930(4) and ORS 21.300
	Concealed Weapons Permit (includes 15.00 to the State)				
SH 9	Concealed Weapons Permit - New	115.00		Oregon Senate Bill 554	+50.00
SH 10	Concealed Weapons Permit - Renewal	65.00		Oregon Senate Bill 554	+15.00
SH 11	Concealed Weapons Permit - Duplicate	15.00		ORS 166.291(5)	
SH 12	Concealed Weapons Saturday Class	25.00		Oregon Senate Bill 554	New Fee +25.00
SH 13	Sheriff's Deed	50.00		ORS 21.300(1)(c)	
SH 14	Certificate of Sale	50.00		ORS 21.300(1)(c)	
SH 15	Copies to Complete Civil Service	3.00	per folio (100 words)	ORS 21.300(1)	
SH 16	Voice verification long distance fee	20.00		ORS 21.410(1)(c)	
SH 17	Civil service mileage fee (travel over 75 miles round trip from court to serve civil)	45.00		ORS 21.300(4)	
SH 18	Applicant Post Test	15.00			
SH 19	D recopying fee	15.00	+ cost		
SH 20	Look-up fee	10.00			
SH 21	Photographs	25.00	+ cost		
SH 22	Copies	0.25			
SH 23	Vehicle impound fee (storage)	15.00	per day	ORS 809.720	
SH 24	Vehicle impound yard release fee	100.00		ORS 809.721	
	(Fee on vehicles released from Sheriff's impound lot - forfeitures/evidence cases.)				
SH 25	Administrative release fee for forfeited vehicles	150.00			
SH 26	2nd Forfeiture	300.00			
SH 27	3rd and each subsequent forfeiture	500.00			
SH 28	Vehicle impound fee	100.00			
SH 29	Impound vehicle hearing fee (Hearing Officer can waive the fee)	100.00	per hearing - only if requestor loses appeal		
SH 30	Fingerprinting: First Card	15.00			
SH 31	Additional cards	5.00			
<b>Sheriff Department (continued)</b>					
<b>Criminal -Records</b>					
	Copies of police officer's reports (Accident & Criminal)				



SH 32	First 10 pages of each case report	20.00	ORS 192324(3)
SH 33	Each additional page of same case report	1.00	ORS 192324(3)
SH 34	Individual log entries	5.00	
SH 35	Each additional log entry	1.00	
SH 36	Local Records Check Letter	20.00	
SH 37	Copy of photo CD	30.00	
SH 38	Additional CD	5.00	
SH 39	Computer Forensic Services	100.00 per hour	
SH 40	Voice verification long distance fee	20.00	
SH 41	Look up fee (record check taking more than 10 minutes)	10.00	
<b>Criminal - Evidence Unit</b>			
SH 42	Copies of VHS tapes	25.00 each	
SH 43	Copies of audio cassettes	25.00 each	
SH 44	Copies of photographs	25.00 plus cost of prints	
<b>Other</b>			
SH 45	Concealed Weapons Class	25.00	
SH 46	Seat Belt Class	35.00	
SH 47	County Employee ID Cards	15.00	
SH 48	False Alarm Response (3) in 12 month period	100.00	
SH 49	False Alarm Response (4) in 12 month period	200.00	
SH 50	False Alarm Response (5) in 12 month period	300.00	
SH 51	Applicant Post Test	15.00	
<b>Public Information Requests</b>			
SH 52	File search - general	10.00 look-up fee	
SH 53	File search - professional	18.00 per 1/2 hour	
SH 54	Estimated cost for legal counsel to review request	150.00 per hour (1/4 hour min)	
SH 55	Copies	0.25 per copy	
SH 56	Postage to mail records	ACS	
SH 57	Processing distraint warrants for state agencies	6.25	ORS 21.300(1)(e)
SH 58	Copies of Video Recording (per incident) - first copy	15.00	
SH 59	Copies of Video Recording (per incident) - each additional copy	5.00	
<b>Sheriff Department (continued)</b>			
<b>Corrections</b>			
Lodging Rate/Other:			
SH 60	All other prisoners	103.00 per day	
SH 61	Transporting of inmates per court order (Federal rate per mile plus hourly rate of officer and meals - straight time or time and a half)	ACS	
SH 62	Inmate mugshots	25.00 per photograph	
<b>Health Care Charges</b>			
SH 63	Medical cost for out-of-county or municipal prisoners	ACS	
SH 64	Hygiene welcome pack	2.35	
SH 65	Facility Physician visit	13.00 per visit	
SH 66	Nurse Practitioner Visit	11.00 per visit	

SH 67 Facility Nurse Visit (sick call)	8.00 per visit
SH 68 Lab work	11.00
SH 69 Special supplies	ACS
SH 70 Medical Imaging	21.00
SH 71 Private physician visit	21.00
SH 72 Dentist visit	21.00
SH 73 Emergency room/hospital visit	21.00
SH 74 Prescription handling fee	11.00
SH 75 Inmate Medical Kit Fee	1.00
SH 76 Chronic Wound Care	21.00
<b>Over-the-counter medications</b>	
SH 77 Acetaminophen (generic for Tylenol)	1.00 dose
SH 78 Antacid	1.00 dose
SH 79 Bismuth (generic for Pepto Bismol)	1.00 dose
SH 80 Diamode anti-diarrhea	1.00 dose
SH 81 Dulcolax laxative	1.00 dose
SH 82 Fixodent	4.00 dose
SH 83 Hydrocortisone Packet (1%)	1.00 each
SH 84 Ibuprofen Packet (generic for Advil)	1.00 each
SH 85 Metamucil Packet	1.00 each
SH 86 Preparation H	4.00
SH 87 Milk of Magnesia	1.00 dose
SH 88 Triamcinolone cream	1.00 dose
SH 89 Triple antibiotic cream/ointment	1.00 dose
SH 90 Valutears (generic of Visine)	4.00 bottle
SH 91 Vitamin A & D ointment	2.00 dose



BOARD OF  
COMMISSIONERS

**AGENDA REQUEST AND STAFF REPORT**

**MEETING DATE:** September 27, 2021

**SUBJECT:** Board Order establishing overnight parking prohibition on Spring River Road

**RECOMMENDED MOTION:**

*I recommend approval of Board Order 2021-042 which prohibits overnight parking on the improved parking spaces east of Harper Bridge.*

**BACKGROUND AND POLICY IMPLICATIONS:**

In 2019 the County improved Spring River Road, east of Harper Bridge, to include parallel parking spaces and buffered bike lanes to improve safety associated with recreational access to the Deschutes River. The parking was not intended to support overnight use, however the area has the potential to attract overnight camping, as recently observed.

County code relating to the prohibition of overnight parking in County owned parking lots does not apply to parking spaces within the right-of-way and no other county code or state statute provides a measure in which to prohibit parking or cite offenders unless so ordered by the Board.

Board Order 2021-042 provides the legal mechanism required to establish an overnight parking prohibition, with associated penalties for violation.

**BUDGET IMPACTS:**

Less than \$2,000 for additional signs to inform of the restriction.

**ATTENDANCE:**

Chris Doty, Road Department

REVIEWED  
LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

An Order Establishing Overnight Parking  
Restrictions on portions of Spring River  
Road, east of Harper Bridge.

\*  
\*  
\*  
\*  
\*  
\*  
\*  
\*

ORDER NO 2021-042

WHEREAS, in 2019 paved parking improvements on Spring River Road, east of Harper Bridge were constructed to accommodate recreational use of the boat launch at Harper Bridge within Deschutes County, Oregon; and

WHEREAS, the paved parking area is not designed or intended to accommodate overnight use; and

WHEREAS, ORS 368.016 provides Deschutes County with authority to exercise governmental powers over county roads; Spring River Road is a county road; and.

WHEREAS, ORS 810.160 provides Deschutes County authority to regulate, control or prohibit the parking of vehicles upon public roads under their jurisdiction; now, therefore,

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON HEREBY ORDERS as follows:

Section 1. That a *No Overnight Parking Zone* be established for the public right-of-way on Spring River Road adjacent to the improved and paved parallel parking areas east of Harper Bridge on both sides of the road, approximately 1300 feet east of the bridge; and,

Section 2. That the Road Department shall install appropriate signs giving notice of the *No Overnight Parking Zone* per ORS 810.160 (4), designating the prohibited period from dusk to dawn; and,

Section 3. That the signs installed pursuant to this Order comply with the provisions of ORS 810.160; and,

Section 4. That this *No Overnight Parking Zone* will be in effect upon signature of this Order by the Board of County Commissioners.

Section 5. Violation of this order is a Class D violation as provided in ORS and DCC 1.16. In addition to any penalties provided for in this Order, vehicles that constitute a hazard or obstruction to motor vehicle traffic using the road may be taken into immediate custody and removed pursuant to the provisions of ORS 819.120.

Section 6. That this Order shall be recorded with the Deschutes County Clerk, and copies shall be filed with the Deschutes County Surveyor and County Assessor.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

ATTEST:	_____
	ANTHONY DEBONE, CHAIR
	_____
	PHIL CHANG, VICE CHAIR
_____	_____
Recording Secretary	PATTI ADAIR, COMMISSIONER



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: Monday, September 27, 2021

SUBJECT: Applications for the Federal Lands Access Program (FLAP) 2021 Call for Projects

RECOMMENDED MOTION:

Move approval of Chair signature and Road Department submittal of FLAP applications for the Buckhorn Rd: OR126 to MP 1.6 and Three Creeks Rd: Sisters City Limits to FS Boundary projects.

BACKGROUND AND POLICY IMPLICATIONS:

The Federal Highway Administration (FHWA) through its Western Federal Lands Highway Division (WFLHD) is soliciting for projects to receive funding through the Oregon Federal Lands Access Program (FLAP) in federal fiscal years 2024 and 2025. FLAP provides funding for projects on state, local government, and tribal roads that provide access to federal lands.

The Road Department is preparing two proposals in response to the Call for Projects:

Buckhorn Rd: OR126 to MP 1.6

The Buckhorn Road: OR 126 to milepoint (MP) 1.6 road improvement project (Project) is an approximately 1.6-mile-long segment of Buckhorn Road which is a two-lane, two-way roadway surfaced with aggregate. The scope of work for the Project includes widening the existing roadway to a paved width of 30 feet with 2-foot aggregate shoulders, and constructing new asphalt concrete (AC) pavement and crushed rock base within the roadbed, consistent with Deschutes County Road Standards. The Project is Phase 1 of a larger road improvement for the entire length of Buckhorn Road from OR 126 to NW Lower Bridge Way.

Buckhorn Road serves as a critical access point for the Cline Buttes Off-Highway Vehicle (OHV) Trail System, Buckhorn Staging Area, Sisters-Smith Rock Scenic Bikeway, Borden Beck Wildlife Preserve, Steamboat Rock, Steelhead Falls Trailhead, Alder Springs Trailhead, Whychus Creek Canyon, Deschutes River, and the Faith, Hope, and Charity Vineyards. The

Project is also a principal link for recreational users of the Crooked River National Grasslands, particularly those traveling eastbound on the McKenzie Highway from the Willamette Valley.

The project is identified in Deschutes County's 2010-2030 Transportation System Plan and the Department's 2022-2026 Capital Improvement Plan (CIP). BLM Prineville District will endorse the application as the federal land managers. The total estimated project cost is \$2,121,103.21. Road Department is requesting \$1,484,772.25 (70% of total estimate) in FLAP funding with this proposal while contributing \$636,330.96 (30% of total estimate) in County Road CIP funds towards the project. If the project is awarded funding, a match agreement specifying the final terms of the project funding will be executed.

Three Creeks Road: Sisters City Limits to FS Boundary

Three Creeks Road: Sisters City Limits to FS Boundary road improvement project (Project) is an approximately 3.7-mile-long segment of Three Creeks Road which provides access to the Deschutes National Forest and the Three Sisters Wilderness from Sisters, OR and the McKenzie Highway. The two-lane, two-way roadway is currently surfaced with asphalt concrete (AC) and has historically been maintained via chip seal. The scope of work for the Project includes widening the existing roadbed to a width of 30 feet to accommodate paved bikeways in both directions, rehabilitating the existing AC pavement with a 3-inch AC overlay coupled with localized full-depth repairs, and performing safety improvements including pavement markings, delineation and signage. The Project will also include removal of the Three Sisters Canal Bridge (BR #16060). All proposed improvements will conform to Deschutes County Road Standards.

The area accessed by Three Creeks Road is home to recreational opportunities including hiking, mountain biking, camping, snowshoeing, snowmobiling and horseback riding, among many others. Key attractions in the Central Oregon area use this route for their primary access, including Three Creeks Lake, Broken Top, and the Three Sisters.

The project is identified in the Department's 2022-2026 Capital Improvement Plan (CIP). Deschutes National Forest will endorse the application as the federal land managers. The total estimated project cost is \$2,897,064.83. Road Department is requesting \$2,599,536.27 (89.73% of total estimate) in FLAP funding with this proposal while contributing \$297,528.56 (10.27% of total estimate) in County Road CIP funds towards the project. If the project is awarded funding, a match agreement specifying the final terms of the project funding will be executed.

At this time, Road Department is requesting Board support for the proposals and Board Chair signature of the proposal endorsement forms.

**BUDGET IMPACTS:**

No budget impacts at this time. If the projects are awarded funding, the Department will budget for the required local funding matches in the appropriate fiscal years.

**ATTENDANCE:**

Chris Doty, Road Department Director; Cody Smith, County Engineer



## 2021 Oregon Federal Lands Access Program

 Proposal ID #: **OR-FY21-**  
 (For WFL Use Only)

**(To be completed jointly by Federal Land Manager and State/County/Local/Tribal Government)**

<b>Project Name</b>	Buckhorn Road: OR 126 to MP 1.6
<b>Route Name/Number</b>	Buckhorn Road, County Road #02193
<b>Federal Land(s) Accessed (Show on Map)</b>	Cline Buttes Recreation Area (BLM Prineville District)
<b>Agency (ies) with Title to Road, Bridge, Trail or Transit System</b>	Deschutes County
<b>Agency (ies) with Title to Enhancement Facility</b>	N/A
<b>Agency (ies) with Maintenance Responsibility for Road, Bridge, Trail or Transit System</b>	Deschutes County
<b>Agency (ies) with Maintenance Responsibility for Enhancement Facility</b>	N/A
<b>Type of Proposal</b>	<input checked="" type="checkbox"/> Capital Improvements <input type="checkbox"/> Transit <input type="checkbox"/> Safety Only <input type="checkbox"/> Enhancement <input type="checkbox"/> Planning <input type="checkbox"/> Surface Preservation <input type="checkbox"/> Research
<b>Key Items of Work (check all that apply)</b>	<input checked="" type="checkbox"/> Paving <input type="checkbox"/> Earthwork <input type="checkbox"/> Major Concrete Structures <input type="checkbox"/> Bridges <input type="checkbox"/> Major Culverts <input checked="" type="checkbox"/> Road Base or Surface Course <input checked="" type="checkbox"/> Roadside Safety Structures <input type="checkbox"/> Planning Study <input checked="" type="checkbox"/> Bicycle/Pedestrian Facilities <input type="checkbox"/> Safety Enhancements <input type="checkbox"/> Chip Seal <input type="checkbox"/> Transit Facilities or Operations <input type="checkbox"/> Ancillary Parking Areas, Pullouts/Interpretive Sites <input type="checkbox"/> Major Drainage Improvements <input type="checkbox"/> Other ( <b>specify</b> ) _____
<b>Proposed Work Summary</b>	<p>The Buckhorn Road: OR 126 to milepoint (MP) 1.6 road improvement project (Project) is an approximately 1.6-mile-long segment of Buckhorn Road which is a two-lane, two-way roadway surfaced with aggregate. The scope of work for the Project includes widening the existing roadway to a paved width of 30 feet with 2-foot aggregate shoulders, and constructing new asphalt concrete (AC) pavement and crushed rock base within the roadbed, consistent with Deschutes County Road Standards. The Project is Phase 1 of a larger road improvement for the entire length of Buckhorn Road from OR 126 to NW Lower Bridge Way.</p>
<b>Primary Visitor Destinations (Show on Map)</b>	<p>The Project serves as a critical access point for the Cline Buttes Off-Highway Vehicle (OHV) Trail System, Buckhorn Staging Area, Sisters-Smith Rock Scenic Bikeway, Borden Beck Wildlife Preserve, Steamboat Rock, Steelhead Falls Trailhead, Alder Springs Trailhead, Whychus Creek Canyon, Deschutes River, and the Faith, Hope, and Charity Vineyards. The Project is also a principal link for recreational users of the Crooked River National Grasslands, particularly those traveling eastbound on the McKenzie Highway from the Willamette Valley. Please see the attached Vicinity Map (Figure 1) for a graphical depiction of these attractions.</p>
<b>High Use Federal Recreation Sites and/or Federal Economic Generators (Show on Map)</b>	<p>The Cline Buttes Recreation Area is directly accessed by the Project segment, which provides recreational opportunities such as OHV trails, hiking and mountain biking. The primary access to the newly constructed Buckhorn OHV Staging Area is within the Project limits. Also, the Crooked River National Grasslands are situated approximately 6 miles north of the proposed Project site. This site attracts recreational users year-round for unique experiences including hiking, horseback riding and birdwatching, among others. These sites generate revenue in the form of mandatory day use passes and/or recreation permits, forest products permits, and permits for commercial and event uses. Figure 1 shows the proximity of federal recreation sites to the Project.</p>

Project Termini (Location)	Mile Posts		Latitude (Decimal Degrees)	Longitude (Decimal Degrees)
	Begin	0	44.291871°	-121.331784°
	End	1.6	44.314378°	-121.325075°
	Nearest Town	Redmond, OR	Fed Congressional District	2

**Estimated Total Project Costs** \$2,121,103.21

**Funds Requested from Federal Lands Access Program** \$1,484,772.25

**Project Length (miles)** 1.6      **County** Deschutes

**Required Local Match (10.27%)** \$217,837.30      **From** Deschutes County

**Other Funding Contributions to Project** \$418,493.66      **From** Deschutes County

**Required Local Contribution to Project:** Describe the type of match (cash, in-kind or other) and source of funds (local agency funds or eligible federal funds) to provide the required 10.27% local match. Include any limitations on the timing/availability of proposed match funds. Any proposed in-kind match must be concurred upon by FHWA in coordination with the PDC before programming the project. Use the in-kind match spreadsheet to document the type of items anticipated for in-kind match and submit with the application. In-kind contributions are defined as donated funds, right-of-way, labor, services, materials or equipment that are donated for use in the project by the LPA or a third party. Please note applications proposing cash as match may rate higher in the evaluation criteria under "readiness" than those with proposed force account work.

FHWA's statutes for Federal-aid construction projects require Federal-aid highway projects to be performed by contracts awarded by competitive bidding, therefore, force account work is typically not allowed as a match activity. Force account work is defined as the direct performance of highway construction work by a State transportation department, local government, or other government agencies, by use of labor, equipment, materials, and supplies furnished by them and used under their direct control (23 U.S. Code 635.203(c)). If proposing any force account work, then fill out the attached force account form and include with the application.

**The Agency contribution to the Project will be in the form of a cash match in the amount of 30% of the estimated total project cost, which is proportional to the approximate percentage of the average daily traffic (ADT) related to federal recreation site use (approx. 72%) versus resident trips and truck traffic (approx. 28%), based on traffic count data collected in July 2021. There are no limitations on the availability of the Agency cash match. This project is also scalable if the level of FLAP funds available does**

**Does the applicant providing the match intend to use a tapered match on this project?**     Yes     No

**If Yes, then identify one or more of the reasons listed below:**

- The use of tapered match, when compared to the use of traditional match procedures, would result in an earlier project completion.
- The project costs would be reduced by using a tapered match.
- Tapered match would provide for additional non-Federal funds to be leveraged for the project.

**Other Contributions to the Project:** Describe any additional contributions secured or being sought to implement the project proposal. Does this opportunity leverage other funds?

N/A

**Acres of Federal Land Accessed by the Project**

Cline Buttes Recreation Area = 32,000 acres (BLM); Crooked River National Grassland = 111,379 acres (USFS)

<b>Functional Classification of the Roadway</b> (Show official designations of route)	<input type="checkbox"/> National Highway System	<input type="checkbox"/> Major Collector	<input type="checkbox"/> Local Road
	<input type="checkbox"/> Arterial	<input checked="" type="checkbox"/> Minor Collector	

Traffic Volumes	Current				20 Year Projections		Basis for Projections? (e.g. Transportation Plan, population growth rate...)
	Actual Counts		Estimated		Start of Project	End of Project	
	Start of Project	End of Project	Start of Project	End of Project	Start of Project	End of Project	

Average Daily Traffic (ADT) on Highway	303	-	317	317	408	-	Estimated counts assume compound annual growth rate of 1.5%, construction in 2024 and Project completion in 2025.
Seasonal Average Daily Traffic (peak season) (SADT) on Highway	318	-	333	333	429	-	Assuming monthly seasonal factor of 1.05
% Trucks	5.9	-	6.2	6.2	7.9	-	Assuming compound annual traffic growth rate of 1.5%
% Federal Land Related	71	-	72	72	75	-	Excluding resident & truck traffic

**Comments** Based on traffic count data from July 2021 at start of project (MP 0.03). No traffic count data available for end of project.

	NBI Structure Number	Dimensions (Overall Length x Width)	Bridge Type	No. of Spans	NBIS Sufficiently Rating (1-100)
+ -					

**Problem Statement:** What purpose does this transportation facility serve? What is the need for this project? Who will this project serve (such as skiers, communities, hikers...)? What are the conditions requiring relief? Describe the consequences if these conditions are not addressed. Describe physical and functional deficiencies, anticipated changes in use, safety problems, capacity issues, bridge deficiencies, pavement or surface conditions, etc.

Buckhorn Road is a Rural Minor Collector that links OR 126 to NW Lower Bridge Way. This roadway currently lacks features that allow for safe and equitable access to recreational opportunities within the Cline Buttes Recreational Area, the Deschutes River and the Crooked River National Grasslands. With an ever-increasing influx of recreation tourism in Central Oregon, an increase in vehicle traffic on this roadway is expected, which warrants safety upgrades and roadbed improvements for this corridor. Presently, Buckhorn Road is unfit to accommodate an increase in recreational traffic without roadway reconstruction and implementation of modern safety features. An increase in traffic will pose greater safety hazards to recreational users who may be unfamiliar with vehicular handling characteristics on unpaved roadways. If the Buckhorn Road corridor is improved, roadway users will benefit from improved safety, expectancy and comfort as they access their favorite recreational opportunities. Deschutes County intends to modernize the roadway corridor through roadway widening and addition of paved bikeways, construction of AC pavement and aggregate base, and addition of retroreflective striping, signage, roadway delineation and fencing, which will improve the safety and level of service for all roadway users.

**Detailed Description of Proposed Capital Improvement, Enhancement, or Surface Preservation:** Describe how the proposed project will address the problem. Describe the overall design concept, scope of work, any unusual design elements, design or operational standards, and any work affecting structures (bridges and major culverts). Include widths, surfacing type, surfacing depth, earthwork needs, roadside safety features, ancillary parking areas, signing improvements, bridge work, guardrail improvements, etc. Include optimum year work should be done and year work needs to be done no later than.

The proposed Project will resolve the current mobility and safety issues for recreational users of the 1.6-mile corridor. The Project includes roadbed reconstruction and widening from 20 to 30 feet, including 4 inches of new AC pavement, 8 inches of aggregate base and 2-foot aggregate shoulders, as well as retroreflective pavement markings, signage, delineation, fencing and drainage improvements. Excavation of the current roadbed to a depth of 6 inches is planned to accommodate the new pavement section. Rehabilitation of the existing pavement at the OR 126 approach via AC inlay is included in the Project scope. The proposed work within the approximately 1.6-mile segment is not expected to conflict with any existing structures. The existing 12-inch diameter culvert at the intersection of Buckhorn Road with OR 126 will be retained or replaced as part of the proposed Project, depending on its existing condition. The Project is currently slated for construction starting in FY 2024.

**Detailed Description of Proposed Transit Service:** Provide operational details of the proposed service. What are specific destinations the route will serve? Is the service year-round or seasonal? What are the operating dates/service hours/day of week? Describe transit route details, including miles, number of stops, and variability in service operations. Describe any marketing, way finding, or other information that will be disseminated to promote service.

N/A

**Detailed Description of Proposed Planning:** Describe the details of this planning and the final product that will be developed. Would this planning effort support projects that could be submitted under future Federal Lands Access Program requests for proposals?

N/A

**Detailed Description of Proposed Research:** Describe the type of research and the final product for this effort. Describe the need for the research and how this research enhances safety, access or stainability.

N/A

**Right-of-Way Acquisition:** Describe which agency (agencies) has title for the project and how that title is documented. Describe which agency (agencies) has maintenance responsibilities for the project. Does new ROW need to be acquired? If so, how much, how many owners, and what is the anticipated time (months) to acquire all needed ROW? How does the applicant plan to acquire the ROW? Will coordination with any railroads be needed? What is your agency's experience acquiring ROW for federally-funded or assisted projects? Include supporting documentations which clearly shows which agency has title or maintenance responsibility of the facilities.

The existing Buckhorn Road right-of-way (ROW), which is 60 feet in width, is under Deschutes County jurisdiction. All proposed roadway improvements and appurtenances will be encompassed by the existing ROW. Although Deschutes County has significant experience with acquiring ROW on federally-funded projects, no ROW acquisition is anticipated for this project. The Project is not in the vicinity of any railroads.

**Utilities:** Identify utilities in the roadway corridor or project site. Would relocation be needed? What agreements exist and who pays for relocation costs?

No underground utilities currently exist within the Project limits, based on Deschutes County's understanding at the time of this application. Overhead utilities cross the Buckhorn Road ROW approximately 200 feet north of OR 126. No utility relocations are anticipated for this project. If utility conflicts arise, Deschutes County will coordinate directly with the utility owner to relocate the utilities as appropriate.

**Project is identified within the following** (Check all that apply and show plan name)

- System Transportation Plan
- Federal Land Management Plan
- Regional Transportation Plan
- County Transportation System Plan      Transportation System Plan 2010-2030
- Tribal Transportation Plan

Would the proposal require modification or amendments to any of these plans?      No, the proposed Project is included in the current TSP.

**Which of the following environmental and social issues are within the project area?**

	Yes	No	Unknown	Comments
Wetlands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A wetland recognized by the Oregon Department of Fish & Wildlife is located near the Project site.
Threatened & endangered Species	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Fish & Wildlife Habitat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Social-Economics Issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wildlife Movement Corridors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Project is located near the Metolius Winter Deer Range.
Wild & Scenic River	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Non-Attainment Air Quality Areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cultural/Archeological/Historic Sites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Public Parks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wildlife Refuge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hazardous Materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stream Encroachments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Describe any other environmental or social issues that should be considered that are within the project area:** Is the route included in an area receiving special management considerations for water quality, wildlife security, connectivity?

The Project site is located near the Metolius Winter Deer Range. A historic golden eagle nest is located within 1/4 mile of the Project, although the nest has not been active for several years. The introduction of invasive plant species is a concern. Invasive plant mitigation for temporary construction activities would be included as part of the Project.

**Describe the range of attitudes, both support and opposition, that this proposed project may receive from organizations, the public and within your own agency:** State the basis for this supposition and include coordination efforts and public involvement efforts completed to date.

The Project has been identified in the current Deschutes County Transportation System Plan (TSP) as a medium-priority roadway reconstruction project. Accordingly, Deschutes County has added this project to the Road Capital Improvement Plan (CIP) for Fiscal Years 2022-2026, with a target construction year of FY 2024. To date, there has been no opposition to the Project from the public or other organizations. Deschutes County expects to have support for the Project from resident and non-resident users of Buckhorn Road, since the proposed improvements will make the corridor safer and more pleasant to travel.

**The lead agency for project delivery:** The lead agency for project delivery will usually be WFLHD. Project delivery consists of planning activities, federal environmental compliance, design, construction contract advertisement, and construction contract administration. However, the lead agency and participating agencies roles will be considered during proposal evaluations. Decisions regarding lead and participating agency roles will be based on the type of project, project complexity, capabilities assessment and how the work is proposed to be delivered. The delivery agency will be mutually agreed to by a coordinated effort with ODOT, FHWA, and PDC. The delivery agency shall meet regulations, delivery standards, procedures, and capabilities identified by ODOT and FHWA. If the delivery agency is not able to meet the capabilities identified, then that agency will not be able to deliver the FLAP funded project. If proposing to deliver a project, the attached capabilities assessment must be completed and submitted with this application. The Technical Advisory Group (TAG) may approach the project applicants during proposal evaluation to discuss project delivery. FHWA will continue to be responsible for stewardship and oversight of the project to assure compliance with federal requirements.

WFLHD is the proposed agency for project delivery.

**\*\*Transit Supplemental Questions:** *For Transit Proposals only, please answer the following: If transit service is currently being provided to this Federal Land Management Agency unit or service has been provided in the past, please provide details about service parameters, ridership, cost per passenger, and any other pertinent information. What revenue will be collected to support the service? Describe fare pricing, discounts, pass programs, etc. Provide number, type, and age of current fleet. What is the daily number of riders estimated currently and/or at project completion? Describe how the proposed transit service will be financially sustainable with current and future sources of funding.*

N/A

**\*\*Research Supplemental Questions:** *For Research Proposals only, please answer the following: Please provide details on how this research is broad-based and not narrowly focused on a localized problem. Provide specific examples showing how this research product can be used across multiple agencies.*

N/A

<b>Cost Estimate for Capital Improvement, Enhancement, and Surface Preservation Projects</b> Fill-in estimates for appropriate items. Add items as needed. <b>Use Current Unit Prices.</b>				
Quantity	Item	Unit Price	Unit	Total
6.2	Clearing and Grubbing	\$7,850.00	Acres	\$48,670.00
5,100	Roadway Excavation	\$20.14	Cubic Yards	\$102,714.00
	Imported Borrow		Cubic Yards	
	Sub-Excavation		Cubic Yards	
	Water / Dust Abatement		Gallons	
500	Recycled Asphalt (milling, pulverizing, ripping)	\$2.96	Square Yards	\$1,480.00
6,200	Asphalt concrete pavement	\$73.00	Tons	\$452,600.00
9,568	Aggregate Base (may include stabilization)	\$34.02	Cubic Yards	\$325,503.36
	Aggregate Sub-Base		Cubic Yards	
1	Major Culverts	\$4,500.00	Each	\$4,500.00
	Minor Culverts		Each	
	Retaining Walls		Square Feet	
	Rip Rap & Slope Protection		Cubic Yards	
	Revegetation		Acres	
400	Signing	\$25.00	Square Feet	\$10,000.00
35,500	Pavement Marking	\$1.25	Linear Feet	\$44,375.00
	Roadside Safety (barriers, guardrail)		Linear Feet	
	Bridges		Lump Sum	
1	Traffic Control	\$74,885.00	Lump Sum	\$74,885.00
	Utility Relocation		Lump Sum	
<b>Use table on the next page for additional items.</b>				
			<b>Sub-Total</b>	\$1,081,092.36
	Mobilization (As percentage of Sub-Total) Typically 10%, input estimated percentage in decimal form. For example: 0.10	0.1	Lump Sum	\$108,109.24
	Contingencies(As percentage of Sub-Total) Costs to cover undefined items. Typically 30%, input estimated percentage in decimal form. For example: 0.30	0.3	Lump Sum	\$324,327.71
<b>Total Estimated Construction Cost</b>				\$1,513,529.30
<b>Estimated Scoping Costs</b>				\$0.00
<b>Estimated Preliminary Engineering Costs</b> (As a percentage of the Total Estimated Construction Cost) <i>Typically 5 to 25 percent, depending upon project scope and complexity. Input estimated percentage in decimal form. For example: 0.15</i>				0.18
<b>Estimated Right of Way Costs</b>				\$0.00
<b>Total Estimated Preliminary Engineering Costs</b>				\$272,435.27
<b>Estimated Construction Engineering Costs</b> (As a percentage of the Total Estimated Construction Cost) <i>Typically 5 to 20 percent, depending upon project scope and complexity. Input estimated percentage in decimal form. For example: 0.10</i>				0.15
<b>Estimated Construction Engineering Costs</b>				\$227,029.40
	<b>Construction Modifications (CM)</b> Cost to cover changes during construction, typically 10% of construction cost. Input in decimal form. For example: 0.10	0.1	Lump Sum	\$108,109.24
<b>Total Project Costs</b>				\$2,121,103.21

**Cost Estimate for Capital Improvement, Enhancement, and Surface Preservation Projects (Cont.)**  
 Add items as needed. Use Current Unit Prices.

		Quantity	Item	Unit Price	Unit	Total
+	-	425.8	Subgrade Stabilization	\$25.00	Square Yard	\$10,645.00
+	-	4.1	Emulsified Asphalt Tack Coat	\$400.00	Ton	\$1,640.00
+	-	85	Delineators	\$48.00	Each	\$4,080.00
<b>Sub-Total</b>						<b>\$16,365.00</b>

**Comments:**

**Cost Estimate for Transit Projects**  
 Add items as needed. Use Current Unit Prices.

		Quantity	Item	Unit Price	Unit	Total
+	-					
<b>Total Project Costs</b>						

**Comments:**

**Cost Estimate for Planning and Research Projects**  
 Add items as needed. Use Current Unit Prices.

		Quantity	Item	Unit Price	Unit	Total
+	-					
<b>Total Project Costs</b>						

**Comments:**

**How does the project relate to the following evaluation criteria?**

- 1. SAFETY**
- Improvement of the Transportation Network for the safety of its users.**
- a) How would the proposed project improve unsafe conditions such as crash sites, inadequate sight distance, roadside hazards, poor vertical/horizontal alignment, hazardous intersections, inadequate lane and shoulders widths, etc?  
 In the response include how many and what type of crashes have occurred on the project site in the last five years, describe the basis for your information, include reported accidents and anecdotal information. Provide maps showing accidents locations.
  - b) How does the proposed project address potentially unsafe locations other than crash sites identified above, such as locations where recreational use may create traffic conflicts?
  - c) How does the project address safety for a wide range of users (freight, destination motorists, touring motorists, bicyclists, pedestrians, public transportation)?

a) According to the Oregon Department of Transportation (ODOT) Crash Data System, within the Project limits, there have been two crashes in the last 5 years, one of which was a property damage only (PDO) crash and the other which was a non-fatal injury crash. Both crashes occurred during daylight hours and involved a roadway departure. The non-fatal injury crash resulted in the vehicle being overturned. The approximate locations of these crashes are shown on the attached map, Figure 2. Modernizing this roadway to meet Deschutes County standards would reduce the occurrence of crashes on this roadway segment. The Project includes roadway widening, pavement markings and delineation that will contribute to enhanced safety for the corridor. The



proposed roadway improvements would help mitigate potential single-vehicle crashes, such as roadway/lane departures, and improve driver expectancy.

b) Buckhorn Road intersects several off-highway vehicle (OHV) trail crossings within the Project limits. Presently, these OHV trail crossings do not provide roadway users with adequate indication of potential OHV conflicts, contributing to poor driver expectancy. The Project will include permanent signs and pavement markings to delineate these OHV trail crossings, such that roadway users can anticipate the presence of OHVs crossing the Buckhorn Road right-of-way, thereby improving safety for roadway users and users of the Cline Buttes Recreation Area. Signage at three OHV crossings is included in the Project scope.

c) The proposed roadway widening would provide appropriate lane widths (11 feet) for all vehicular traffic, and 4-foot paved bikeways will provide adequate space for active transportation users, such as bicyclists and pedestrians.

**2. PRESERVATION**

**Improvement of the transportation infrastructure for economy of operation and maintenance.**

- a) If the proposal includes a bridge, what is the National Bridge Inventory System (NBIS) bridge rating? How will the project extend the service life of the bridge and/or improve the NBIS bridge rating? Would the proposal increase the NBIS rating above Poor (a "Poor" rating is equivalent to "Structurally Deficient" rating starting in 2018).
- b) What is the current condition of the existing surfacing? If the surfacing is pavement, what is the Pavement Condition Index (PCI)? If the surface is gravel, what is the PASER rating? How would the project improve the surface condition?
- c) Is the road included in a surface management system?
- d) How will this project reduce maintenance or operating costs?

a) The proposed project does not include any bridges.

b) The Project segment is currently surfaced with aggregate. The current PASER rating of the segment is Poor (2). Figure 3 shows an aerial view of the roadway condition. The proposed roadway improvement would include construction of new AC surfacing, resulting in a PCI rating of 100.

c) The road is included in the Deschutes County Road Department's gravel road maintenance program, which provides grading and dust control maintenance on an as-needed basis. Upon completion of the proposed roadway improvements, the Project segment would be integrated into Deschutes County's Pavement Management System (PMS) and regular PCI inspection program.

d) The proposed AC surfacing is expected to have a design life of approximately 20 years. Preventive maintenance treatments such as crack sealing and chip seal may be implemented within the pavement design life, depending on PCI-related maintenance targets. Seasonal maintenance such as plowing and sanding may also be required for the Project segment.

**3. RECREATION AND ECONOMIC**

**Development and utilization of the Federal Land and its resources. (Show on map)**

- a) Describe any high use Federal recreation sites or Federal economic generators (as determined by the Federal Land Manager) that are accessed by this project. How many visitors access/use the site annually? How does the project enhance access to these sites?
- b) Which Federal Lands are accessed by this project? How many acres of Federal Land are accessed by the project? If multiple Federal Lands are accessed, itemize acreage by agency
- c) How will the proposed project improve the transportation network to support the community's economic goals/needs or to meet the needs identified in the National Scenic Byway management plan?

Figures 1 and 4 show the proximity of the Project to Federal recreation sites.

a) The Project segment provides direct access to the Buckhorn OHV Staging Area, which was constructed in 2016 by the Bureau of Land Management (BLM). There is no information on visitorship to this site at this time.

b) The Project segment links traffic on OR 126 to the Crooked River National Grasslands, which is open to recreational users year-round. The Grasslands make up over 173,000 acres of land, of which approximately 111,379 are under the United States Forest Service (USFS) administration.

c) The Project segment is not part of any National Scenic Byway routes.

**4. MOBILITY**

**Continuity of the transportation network serving the Federal Land and its dependent communities.  
Mobility of the users of the transportation network and the goods and services provided**

- a) Identify and list the planning documents directedly related to this project. What is the local or regional priority (high, medium, low) of the project considering the Federal Land, State or County network? How does this proposal fit within these plans and what are the consequences to the transportation system of not addressing these needs?
- b) Does the proposed project connect to a designated route on the Federal Land Management Agency's FLTP inventory? Are there any future improvements planned on the designated route?
- c) How would the proposed project address travel impediments on the route (e.g. missing links, travel restrictions, bottlenecks, size/load limits) to improve the continuity of the transportation network? What work has been completed on adjacent sections to create route continuity? Is the road the sole access to the area?
- d) How would the proposed improvements reduce travel time and congestion, increase comfort, and convenience for the federal land user?
- e) How would the proposed project improve the choices for alternative modes of travel (pedestrian, bike, bus, or rail)? Would the proposed project make any ADA improvements?

a) The Project is identified in following plans:

- Deschutes County Road Department 5-year Road Capital Improvement Plan (2022-2026) – identified for completion in 2025
- Deschutes County Transportation System Plan (2010-2030) – Medium-priority Project
- Upper Deschutes Resource Management Plan (2005) and Cline Buttes Recreation Area Plan (2009) - Access management portions of this proposal are a high priority as they contribute to BLM's travel management efforts.

The proposed Project is consistent with the goals of the current Deschutes County Transportation System Plan and the Upper Deschutes Resource Management plan, in that the Project will improve mobility and meet expected transportation demands, while maintaining a minimal impact on the environment. Failure to execute this Project could have detrimental effects on future recreational mobility and growth accommodation.

b) The Project segment does not intersect any designated FLTP routes, according to information available from the USFS.

c) The proposed Project will provide a much-needed improvement for access to the Cline Buttes Recreation Area north of OR 126. New pavement surfacing, combined with roadside safety improvements, will sustain an increase in visitorship to this area. The proposed Project is also Phase 1 of a larger-scale improvement project for Buckhorn Road between MP 1.6 and NW Lower Bridge Way, which Deschutes County has identified in the most recent Road CIP Plan for completion in FY 2027. When complete, the improved Buckhorn Road corridor will provide a critical westerly link between OR 126 and the Crooked River area. NW Lower Bridge Way is currently the only route to the Crooked River area.

d) Presently, Buckhorn Road is prone to surface distress such as washboarding, potholes and dust, and lacks modern safety features that road users expect (see Figure 3). The proposed Project would modernize the corridor to current Deschutes County standards, providing a smooth AC wearing surface, pavement markings, and roadside safety features such as delineation and signage, as well as wildlife-friendly fencing where appropriate. These improvements will improve user expectancy and reduce the likelihood of crashes occurring due to road surface condition or vehicle-animal conflicts, thereby creating a safer and more comfortable link to nearby Federal Lands for users. Additionally, the Project will provide more convenient access to the Crooked River area for users who are traveling from OR 126 to access the Federal Lands.

e) The proposed Project is not host to many alternative modes of transportation, and no pedestrian facilities are present in the vicinity of the Project. However, the Project will render the Buckhorn Road corridor more inviting to bicyclists with the additional of paved bikeways. The Project will also improve access to Old Highway 126/ NW Kingwood Drive and includes the addition of an Interpretative Kiosk to promote the history of the area.

**5. SUSTAINABILITY AND ENVIRONMENTAL QUALITY**

**Protection and enhancement of the rural environment associated with the Federal Lands and its resources.**

**Note:** It is assumed all projects will be constructed in accordance with all environmental regulations. This scoring is for projects which enhance environmental goals.

If applicable, describe how the project:

- a) Contributes to the environmental goals and objectives of the Federal Land Management Agency and/or other applicable land management plans.
- b) Enhances wildlife connectivity, wildlife habitat and/or aquatic organism passage.
- c) Enhances water quality, riparian and/or wetland function.
- d) Uses design, materials or techniques that would exceed the minimum environmental requirements and/or mitigates an existing environmental problem.
- e) Contributes to improved environmental quality and promotes sustainable practices (i.e. sustainability, resiliency, reduces greenhouse gas or vehicle miles traveled).

a) The proposed Project is consistent with the environmental goals of the Bureau of Land Management (BLM) under the Upper Deschutes Resource Management Plan of 2005 (Management Plan), in that the Project will promote ecosystem sustainability and health while managing expected increases in public lands use. The Project is not expected to have any adverse effects on upland, riparian or aquatic ecosystems within the vicinity of the Project site. The Project also promotes the Management Plan's goal of enhancing the productivity and use of the public lands accessed by the Project.

b) The Project location is near the Metolius Winter Deer Range. As such, the Project includes features that will promote safe migration of wildlife through the roadway corridor where improvements are proposed, including wildlife-friendly fencing and designated wildlife crossing locations.

c) The Project is not in the immediate vicinity of any riparian areas. A small seasonal wetland recognized by the Oregon Department of Fish and Wildlife is adjacent to the Project site. The Project will promote preservation of this sensitive area through drainage improvements that will mitigate potentially harmful runoff from entering this area. Water quality and sediment control measures consistent with ODOT specifications will also be implemented during construction.

d) Deschutes County specifies the use of reclaimed asphalt pavement (RAP) in asphalt mixtures. This Project will use 30% RAP (by weight) in the new AC pavement, which is the maximum allowable percentage per ODOT specifications, thereby reducing cradle-to-gate energy consumption and the need for virgin aggregate materials and asphalt binder.

e) The Project would serve as a principal link for users who wish to access the nearby Federal lands from OR 126. Currently, most visitors accessing the Crooked River National Grasslands and Deschutes River areas from OR 126 gain access from NW Lower Bridge Way via US 97 in Terrebonne, OR (an approximately 15 mile detour). This unnecessary detour results in excess vehicle miles traveled and greenhouse gas emissions, as well as a reduction in the level-of-service and increased pavement deterioration for NW Lower Bridge Way.

**6. READINESS AND SUPPORT**

**Project readiness, local support, financial support, capacity and project delivery**

- a) List project support, describe how funding this proposal fits with agency priorities and describe the previous federal investment, if known.
- b) Describe the applicant's share of project costs, type of funds, availability of funds and certainty of funds.
- c) Describe the project readiness, and the preferred project delivery schedule (with the knowledge that construction funding for project will be programmed for 2024 and 2025).

a) As mentioned previously, the proposed Project is part of Deschutes County's 2022-2026 Road CIP Plan and has also been identified in the County's 2010-2030 TSP as a medium-priority roadway reconstruction project. There is currently no Federal investment into this project.

b) The County is prepared to match 30% of the total Project costs as a cash match, and has already secured these funds for exclusive use on this project.

c) The Project scope has been developed and is ready for the preliminary engineering stage. As outlined in Deschutes County's Road CIP Plan, the Project is anticipated for construction starting in FY 2024.

## 2021 Oregon Federal Lands Access Program

 Proposal ID #: **OR-FY21-**  
 (For WFL Use Only)

**(To be completed jointly by Federal Land Manager and State/County/Local/Tribal Government)**

<b>Project Name</b>	Paving of Three Creeks Rd: Sisters City Limits to FS Boundary		
<b>Route Name/Number</b>	Three Creeks Road, County Road #01110		
<b>Federal Land(s) Accessed (Show on Map)</b>	Deschutes National Forest, Three Sisters Wilderness		
<b>Agency (ies) with Title to Road, Bridge, Trail or Transit System</b>	Deschutes County		
<b>Agency (ies) with Title to Enhancement Facility</b>	N/A		
<b>Agency (ies) with Maintenance Responsibility for Road, Bridge, Trail or Transit System</b>	Deschutes County		
<b>Agency (ies) with Maintenance Responsibility for Enhancement Facility</b>	N/A		
<b>Type of Proposal</b>	<input checked="" type="checkbox"/> Capital Improvements <input type="checkbox"/> Enhancement <input type="checkbox"/> Surface Preservation	<input type="checkbox"/> Transit <input type="checkbox"/> Planning <input type="checkbox"/> Research	<input type="checkbox"/> Safety Only
<b>Key Items of Work (check all that apply)</b>	<input checked="" type="checkbox"/> Paving <input type="checkbox"/> Bridges <input type="checkbox"/> Roadside Safety Structures <input checked="" type="checkbox"/> Safety Enhancements <input type="checkbox"/> Ancillary Parking Areas, Pullouts/Interpretive Sites <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Earthwork <input type="checkbox"/> Major Culverts <input type="checkbox"/> Planning Study <input type="checkbox"/> Chip Seal	<input type="checkbox"/> Major Concrete Structures <input checked="" type="checkbox"/> Road Base or Surface Course <input checked="" type="checkbox"/> Bicycle/Pedestrian Facilities <input type="checkbox"/> Transit Facilities or Operations <input type="checkbox"/> Major Drainage Improvements
<b>Proposed Work Summary</b>	<p>Three Creeks Road: Sisters City Limits to FS Boundary road improvement project (Project) is an approximately 3.7-mile-long segment of Three Creeks Road which provides access to the Deschutes National Forest and the Three Sisters Wilderness from Sisters, OR and the McKenzie Highway. The two-lane, two-way roadway is currently surfaced with asphalt concrete (AC) and has historically been maintained via chip seal.</p> <p>The scope of work for the Project includes widening the existing roadbed to a width of 30 feet to accommodate paved bikeways in both directions, rehabilitating the existing AC pavement with a 3-inch AC overlay coupled with localized full-depth repairs, and performing safety improvements including pavement markings, delineation and signage. The Project will also include removal of the Three Sisters Canal Bridge (BR #16060). All proposed improvements will conform to Deschutes County Road Standards.</p>		
<b>Primary Visitor Destinations (Show on Map)</b>	<p>The area accessed by Three Creeks Road is home to recreational opportunities including hiking, mountain biking, camping, snowshoeing, snowmobiling and horseback riding, among many others. Key attractions in the Central Oregon area use this route for their primary access, including Three Creeks Lake, Broken Top, and the Three Sisters. Visitor destinations accessed by the Project segment are shown on Figure 1.</p>		
<b>High Use Federal Recreation Sites and/or Federal Economic Generators (Show on Map)</b>	<p>The roadway provides year-round access to a host of recreational opportunities within the Deschutes National Forest. More than 200 miles of USFS-managed trails are accessed by the Project segment. Approximately 93% of the traffic on the Project segment is directly related to visitors of United States Forest Service (USFS) recreation sites, based on a recent traffic count conducted within the Project limits in August 2021. Key recreation sites frequented by the public are the Whychus Creek Scenic Overlook Trailhead, Three Creek Sno-Park, Three Creeks Lake &amp; Campground, Three Creek Meadow Horse Camp, and the Tam McArthur Rim Trailhead. Also within the Project</p>		

limits is the newly-constructed and highly popular Peterson Ridge Trailhead, which provides access to 143 miles of mountain bike trails. These sites generate revenue primarily in the form of mandatory day use passes, recreation permits, and camp site fees. See Figure 1 for a graphical depiction of these locations.

Project Termini (Location)	Mile Posts		Latitude (Decimal Degrees)	Longitude (Decimal Degrees)
	Begin	0.50	44.284127	-121.549998
	End	4.20	44.235175	-121.561550
	Nearest Town	Sisters, OR	Fed Congressional District	2

**Estimated Total Project Costs** \$2,897,064.83

**Funds Requested from Federal Lands Access Program** \$2,599,536.27

**Project Length (miles)** 3.7 **County** Deschutes

**Required Local Match (10.27%)** \$297,528.56 **From** Deschutes County

**Other Funding Contributions to Project** **From**

**Required Local Contribution to Project:** Describe the type of match (cash, in-kind or other) and source of funds (local agency funds or eligible federal funds) to provide the required 10.27% local match. Include any limitations on the timing/availability of proposed match funds. Any proposed in-kind match must be concurred upon by FHWA in coordination with the PDC before programming the project. Use the in-kind match spreadsheet to document the type of items anticipated for in-kind match and submit with the application. In-kind contributions are defined as donated funds, right-of-way, labor, services, materials or equipment that are donated for use in the project by the LPA or a third party. Please note applications proposing cash as match may rate higher in the evaluation criteria under "readiness" than those with proposed force account work.

FHWA's statutes for Federal-aid construction projects require Federal-aid highway projects to be performed by contracts awarded by competitive bidding, therefore, force account work is typically not allowed as a match activity. Force account work is defined as the direct performance of highway construction work by a State transportation department, local government, or other government agencies, by use of labor, equipment, materials, and supplies furnished by them and used under their direct control (23 U.S. Code 635.203(c)). If proposing any force account work, then fill out the attached force account form and include with the application.

**The Agency contribution to the Project will be in the form of a cash match in the amount of 10.27% of the estimated total project cost. This contribution is based on the percentage of traffic attributed to Federal recreation site use (93%).**

**Does the applicant providing the match intend to use a tapered match on this project?**  Yes  No

**If Yes, then identify one or more of the reasons listed below:**

- The use of tapered match, when compared to the use of traditional match procedures, would result in an earlier project completion.
- The project costs would be reduced by using a tapered match.
- Tapered match would provide for additional non-Federal funds to be leveraged for the project.

**Other Contributions to the Project:** Describe any additional contributions secured or being sought to implement the project proposal. Does this opportunity leverage other funds?

N/A

**Acres of Federal Land Accessed by the Project**

The Project is the primary gateway to the Three Sisters Wilderness and the Deschutes National Forest, which are comprised of over 283,000

<b>Functional Classification of the Roadway</b> (Show official designations of route)	<input type="checkbox"/> National Highway System	<input type="checkbox"/> Major Collector	<input type="checkbox"/> Local Road
	<input type="checkbox"/> Arterial	<input checked="" type="checkbox"/> Minor Collector	

Traffic Volumes	Current				20 Year Projections		Basis for Projections? (e.g. Transportation Plan, population growth rate...)
	Actual Counts		Estimated		Start of Project	End of Project	
	Start of Project	End of Project	Start of Project	End of Project	Start of Project	End of Project	
Average Daily Traffic (ADT) on Highway	827	-	857	867	1050	-	Compound annual traffic growth rate of 1.2% based on 2016 and 2020 traffic counts
Seasonal Average Daily Traffic (peak season) (SADT) on Highway	868	-	900	911	1103	-	Assuming monthly seasonal factor of 1.05
% Trucks	1.3	-	1.3	1.4	1.7	-	Compound annual traffic growth rate of 1.2% based on 2016 and 2020 traffic counts
% Federal Land Related	93	-	93	93	94	-	Excluding resident & truck traffic

**Comments** Based on traffic count data from July 2021 at start of project (MP 0.51). No traffic count data available for end of project.

	NBI Structure Number	Dimensions (Overall Length x Width)	Bridge Type	No. of Spans	NBIS Sufficiently Rating (1-100)
+ -	16060	41 feet x 36 feet	Prestressed Concrete Slab	1	87.4

**Problem Statement:** What purpose does this transportation facility serve? What is the need for this project? Who will this project serve (such as skiers, communities, hikers...)? What are the conditions requiring relief? Describe the consequences if these conditions are not addressed. Describe physical and functional deficiencies, anticipated changes in use, safety problems, capacity issues, bridge deficiencies, pavement or surface conditions, etc.

Three Creeks Road is a Rural Minor Collector that provides access to the Deschutes National Forest from Sisters, OR and OR 126. The roadway provides mobility for recreational users to access the Three Sisters Wilderness. The Project corridor currently lacks features that promote mobility for active transportation users. To date, the facility has existed primarily to serve vehicle traffic, but an increase in recreational tourism in Central Oregon has resulted in increased bicycle traffic on the roadway. Without designated paved bikeways within the roadway cross-section, the Project corridor lacks safety and equity for cyclist users, which could potentially results in future vehicle-cyclist conflicts if not addressed.

**Detailed Description of Proposed Capital Improvement, Enhancement, or Surface Preservation:** Describe how the proposed project will address the problem. Describe the overall design concept, scope of work, any unusual design elements, design or operational standards, and any work affecting structures (bridges and major culverts). Include widths, surfacing type, surfacing depth, earthwork needs, roadside safety features, ancillary parking areas, signing improvements, bridge work, guardrail improvements, etc. Include optimum year work should be done and year work needs to be done no later than.

The proposed Project scope covers pavement rehabilitation and safety improvements for the Three Creeks Road corridor. The Project will improve safety for vehicular and active transportation users, as well as address out-of-date roadside safety features and appurtenances. The proposed roadway widening will provide adequate space for cyclists along the paved bikeways, and vehicle traffic will benefit from improved ride quality and roadway delineation.

Specifically, the roadway currently suffers from swelling soils in localized areas throughout the alignment, resulting in poor ride quality and potential safety hazards for vehicles. Full-depth pavement repairs will restore the surface profile before a 3-inch AC overlay is performed. Roadway widening from a paved width of 24 feet to 30 feet will provide an additional 3 feet on each shoulder for bikeways, allowing more space for active transportation users and reducing the propensity for vehicle-cyclist conflicts.

The Three Sisters Canal bridge (BR#16060), constructed in 1972, is no longer needed after the Three Sisters Canal pipeline was installed in 2010. Also, the Three Sisters Canal bridge rail and guardrail appurtenances were deemed Substandard in the most recent National Bridge Index (NBI) Bridge Inspection Report (February 2021). Accordingly, removal of the Three Sisters Creek bridge is included as part of the Project, in order to accommodate the roadway widening and meet current design standards.

**Detailed Description of Proposed Transit Service:** Provide operational details of the proposed service. What are specific destinations the route will serve? Is the service year-round or seasonal? What are the operating dates/service hours/day of week? Describe transit route details, including miles, number of stops, and variability in service operations. Describe any marketing, way finding, or other information that will be disseminated to promote service.

N/A

**Detailed Description of Proposed Planning:** Describe the details of this planning and the final product that will be developed. Would this planning effort support projects that could be submitted under future Federal Lands Access Program requests for proposals?

N/A

**Detailed Description of Proposed Research:** Describe the type of research and the final product for this effort. Describe the need for the research and how this research enhances safety, access or stainability.

N/A

**Right-of-Way Acquisition:** Describe which agency (agencies) has title for the project and how that title is documented. Describe which agency (agencies) has maintenance responsibilities for the project. Does new ROW need to be acquired? If so, how much, how many owners, and what is the anticipated time (months) to acquire all needed ROW? How does the applicant plan to acquire the ROW? Will coordination with any railroads be needed? What is your agency's experience acquiring ROW for federally-funded or assisted projects? Include supporting documentations which clearly shows which agency has title or maintenance responsibility of the facilities.

The existing 60-foot right-of-way (ROW) is under Deschutes County jurisdiction. All proposed roadway improvements and appurtenances will be encompassed by the existing ROW. Although Deschutes County has significant experience with acquiring ROW on federally-funded projects, no ROW acquisition is anticipated for this project. The Project is not in the vicinity of any railroads.

**Utilities:** Identify utilities in the roadway corridor or project site. Would relocation be needed? What agreements exist and who pays for relocation costs?

Presently, overhead and underground utilities exist within the Three Creeks Road ROW. Based on a preliminary site evaluation, utility relocation is not anticipated. If utility encroachments become an issue, Deschutes County will coordinate directly with the utility owner to relocate the utilities as appropriate.

**Project is identified within the following** (Check all that apply and show plan name)

<input type="checkbox"/> System Transportation Plan	
<input type="checkbox"/> Federal Land Management Plan	
<input type="checkbox"/> Regional Transportation Plan	
<input checked="" type="checkbox"/> County Transportation System Plan	Transportation System Plan 2010-2030
<input type="checkbox"/> Tribal Transportation Plan	

Would the proposal require modification or amendments to any of these plans? No, the proposed Project is included in the current TSP.

**Which of the following environmental and social issues are within the project area?**

	Yes	No	Unknown	Comments
Wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Threatened & endangered Species	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Fish & Wildlife Habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Social-Economics Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Wildlife Movement Corridors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Wild & Scenic River	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Whychus Creek parallels the Project alignment and is 100 feet or more away from the roadway.
Non-Attainment Air Quality Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cultural/Archeological/Historic Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Public Parks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wildlife Refuge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stream Encroachments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**Describe any other environmental or social issues that should be considered that are within the project area:** Is the route included in an area receiving special management considerations for water quality, wildlife security, connectivity?

The introduction of invasive plant species and water quality preservation are of concern. Invasive plant mitigation and sediment control for temporary construction activities would be included as part of the Project.

**Describe the range of attitudes, both support and opposition, that this proposed project may receive from organizations, the public and within your own agency:** State the basis for this supposition and include coordination efforts and public involvement efforts completed to date.

The Project has been identified in the current Deschutes County Transportation System Plan (TSP) as a medium-priority roadway rehabilitation project. Accordingly, Deschutes County has added this project to the Road Capital Improvement Plan (CIP) for Fiscal Years 2022-2026, with a target construction year of FY 2023-2024. To date, there has been no opposition to the Project from the public or other organizations. Deschutes County expects to have support for the Project from resident and non-resident users of Three Creeks Road, since the proposed improvements will improve safety, ride quality and mobility for all road users.

**The lead agency for project delivery:** The lead agency for project delivery will usually be WFLHD. Project delivery consists of planning activities, federal environmental compliance, design, construction contract advertisement, and construction contract administration. However, the lead agency and participating agencies roles will be considered during proposal evaluations. Decisions regarding lead and participating agency roles will be based on the type of project, project complexity, capabilities assessment and how the work is proposed to be delivered. The delivery agency will be mutually agreed to by a coordinated effort with ODOT, FHWA, and PDC. The delivery agency shall meet regulations, delivery standards, procedures, and capabilities identified by ODOT and FHWA. If the delivery agency is not able to meet the capabilities identified, then that agency will not be able to deliver the FLAP funded project. If proposing to deliver a project, the attached capabilities assessment must be completed and submitted with this application. The Technical Advisory Group (TAG) may approach the project applicants during proposal evaluation to discuss project delivery. FHWA will continue to be responsible for stewardship and oversight of the project to assure compliance with federal requirements.

WFLHD is the proposed agency for project delivery.



**\*\*Transit Supplemental Questions:** *For Transit Proposals only, please answer the following: If transit service is currently being provided to this Federal Land Management Agency unit or service has been provided in the past, please provide details about service parameters, ridership, cost per passenger, and any other pertinent information. What revenue will be collected to support the service? Describe fare pricing, discounts, pass programs, etc. Provide number, type, and age of current fleet. What is the daily number of riders estimated currently and/or at project completion? Describe how the proposed transit service will be financially sustainable with current and future sources of funding.*

N/A

**\*\*Research Supplemental Questions:** *For Research Proposals only, please answer the following: Please provide details on how this research is broad-based and not narrowly focused on a localized problem. Provide specific examples showing how this research product can be used across multiple agencies.*

N/A

<b>Cost Estimate for Capital Improvement, Enhancement, and Surface Preservation Projects</b>				
Fill-in estimates for appropriate items. Add items as needed. Use Current Unit Prices.				
Quantity	Item	Unit Price	Unit	Total
1.1	Clearing and Grubbing	\$6,000.00	Acres	\$6,600.00
2,894.2	Roadway Excavation	\$46.58	Cubic Yards	\$134,811.84
	Imported Borrow		Cubic Yards	
	Sub-Excavation		Cubic Yards	
	Water / Dust Abatement		Gallons	
	Recycled Asphalt (milling, pulverizing, ripping)		Square Yards	
11,200	Asphalt concrete pavement	\$75.00	Tons	\$840,000.00
4,568	Aggregate Base (may include stabilization)	\$47.83	Cubic Yards	\$218,487.44
	Aggregate Sub-Base		Cubic Yards	
	Major Culverts		Each	
	Minor Culverts		Each	
	Retaining Walls		Square Feet	
	Rip Rap & Slope Protection		Cubic Yards	
	Revegetation		Acres	
	Signing		Square Feet	
72,000	Pavement Marking	\$0.37	Linear Feet	\$26,640.00
	Roadside Safety (barriers, guardrail)		Linear Feet	
	Bridges		Lump Sum	
	Traffic Control		Lump Sum	
	Utility Relocation		Lump Sum	
<b>Use table on the next page for additional items.</b>				
			<b>Sub-Total</b>	\$1,555,888.74
	Mobilization (As percentage of Sub-Total) Typically 10%, input estimated percentage in decimal form. For example: 0.10	0.1	Lump Sum	\$155,588.87
	Contingencies(As percentage of Sub-Total) Costs to cover undefined items. Typically 30%, input estimated percentage in decimal form. For example: 0.30	0.3	Lump Sum	\$466,766.62
<b>Total Estimated Construction Cost</b>				\$2,178,244.23
<b>Estimated Scoping Costs</b>				\$0.00
<b>Estimated Preliminary Engineering Costs</b> (As a percentage of the Total Estimated Construction Cost) Typically 5 to 25 percent, depending upon project scope and complexity. Input estimated percentage in decimal form. For example: 0.15				0.18
<b>Estimated Right of Way Costs</b>				\$0.00
<b>Total Estimated Preliminary Engineering Costs</b>				\$392,083.96
<b>Estimated Construction Engineering Costs</b> (As a percentage of the Total Estimated Construction Cost) Typically 5 to 20 percent, depending upon project scope and complexity. Input estimated percentage in decimal form. For example: 0.10				0.15
<b>Estimated Construction Engineering Costs</b>				\$326,736.63
	<b>Construction Modifications (CM)</b> Cost to cover changes during construction, typically 10% of construction cost. Input in decimal form. For example: 0.10		Lump Sum	\$0.00
<b>Total Project Costs</b>				\$2,897,064.83

**Cost Estimate for Capital Improvement, Enhancement, and Surface Preservation Projects (Cont.)**  
 Add items as needed. Use Current Unit Prices.

		Quantity	Item	Unit Price	Unit	Total
+	-	9.6	Emulsified Asphalt Tack Coat	\$800.00	Ton	\$7,680.00
+	-	11	Asphalt Approaches	\$1,200.00	Each	\$13,200.00
+	-	490	Recessed Pavement Markers	\$11.00	Each	\$5,390.00
+	-	110	Delineators	\$55.00	Each	\$6,050.00
+	-	1,476	Bridge Removal Work	\$21.71	Square Feet	\$32,043.96
+	-	13,589	ACP Widening & Full-Depth Repair	\$19.50	Square Yards	\$264,985.50
<b>Sub-Total</b>						<b>\$329,349.46</b>

**Comments:**

**Cost Estimate for Transit Projects**  
 Add items as needed. Use Current Unit Prices.

		Quantity	Item	Unit Price	Unit	Total
+	-					
<b>Total Project Costs</b>						

**Comments:**

**Cost Estimate for Planning and Research Projects**  
 Add items as needed. Use Current Unit Prices.

		Quantity	Item	Unit Price	Unit	Total
+	-					
<b>Total Project Costs</b>						

**Comments:**

**How does the project relate to the following evaluation criteria?**

- 1. SAFETY**
- Improvement of the Transportation Network for the safety of its users.**
- a) How would the proposed project improve unsafe conditions such as crash sites, inadequate sight distance, roadside hazards, poor vertical/horizontal alignment, hazardous intersections, inadequate lane and shoulders widths, etc?  
 In the response include how many and what type of crashes have occurred on the project site in the last five years, describe the basis for your information, include reported accidents and anecdotal information. Provide maps showing accidents locations.
  - b) How does the proposed project address potentially unsafe locations other than crash sites identified above, such as locations where recreational use may create traffic conflicts?
  - c) How does the project address safety for a wide range of users (freight, destination motorists, touring motorists, bicyclists, pedestrians, public transportation)?

a) According to the Oregon Department of Transportation (ODOT) Crash Data System, within the Project limits, one crash has occurred in

the last 5 years, which involved a roadway departure and resulted in the vehicle being overturned. The approximate locations of the crash is shown on the attached map, Figure 2.

The proposed roadway improvements would help mitigate potential single-vehicle crashes, such as roadway/lane departures. Currently, the uneven surface profile causes poor ride quality and negatively impacts vehicle handling characteristics, which could potentially increase the probability of crashes on the roadway. Rehabilitation of the existing pavement via overlay, coupled with full-depth repairs in areas of surface irregularity, will improve ride quality and the pavement condition index (PCI) of the roadway. Additionally, roadway delineation throughout the Project length will provide users with supplemental guidance during the winter months.

b) Multiple trailhead parking areas are accessed by the Project segment. The Project will include signage upgrades to provide users with advance warning of these trailhead parking areas, including the newly-constructed Peterson Ridge Trailhead, which provides users up to 25 vehicle parking spaces and access to miles of multi-use trails. The newly-relocated Whychus Creek Scenic Overlook Trailhead is also within the project limits. Both of these sites generate significant visitorship, and the proposed roadway improvements will help to delineate these trailheads to users in order to reduce the propensity for vehicle conflicts at the trailhead intersections.

c) Bicyclists frequently use the Project corridor. Daily bicycle traffic can be as high as 30 cyclists per day during peak season. Currently, bicyclists are currently forced to share the travel lane with vehicles due to the lack of dedicated bikeways, which puts cyclists and vehicles at risk of conflict with one another. The proposed widening of the roadway to 30 feet would create ample space for paved bikeways on both sides within the roadway cross-section. Figure 3 shows a concept drawing for the new roadway cross-section.

**2. PRESERVATION**

**Improvement of the transportation infrastructure for economy of operation and maintenance.**

- a) If the proposal includes a bridge, what is the National Bridge Inventory System (NBIS) bridge rating? How will the project extend the service life of the bridge and/or improve the NBIS bridge rating? Would the proposal increase the NBIS rating above Poor (a "Poor" rating is equivalent to "Structurally Deficient" rating starting in 2018).
- b) What is the current condition of the existing surfacing? If the surfacing is pavement, what is the Pavement Condition Index (PCI)? If the surface is gravel, what is the PASER rating? How would the project improve the surface condition?
- c) Is the road included in a surface management system?
- d) How will this project reduce maintenance or operating costs?

a) The roadway crosses Three Sisters Canal Bridge (BR #16060), which is a relatively narrow two-lane bridge. The bridge is no longer needed following the installation of the McKenzie Pipeline in 2010, which eliminated the Three Sisters Canal. Also, the bridge rail, guardrail and guardrail terminals have all been identified as Substandard in the most recent 2021 NBI Inspection Report. In light of these facts, removal of the Three Sisters Canal Bridge has been incorporated into the Project scope.

b) The Project segment currently has a PCI ranging from 76 to 87 as of September 2021. The roadway has historically been maintained via chip seal, but compounding environmental factors have caused medium- to high-severity transverse (thermal) cracking and pavement surface distortions, which necessitate a more thorough rehabilitation in order to restore ride quality. The proposed improvements would restore the PCI of the roadway to 100.

c) The Project segment is part of Deschutes County's pavement management system (PMS) and is inspected on a regular basis (every 2 years).

d) The proposed AC surfacing is expected to have a design life of approximately 20 years. Seasonal maintenance such as plowing and sanding would be required for the Project segment. Other surface preservation treatments, such as chip seal, may be prudent within the design life, depending on pavement deterioration due to traffic and environmental factors.

**3. RECREATION AND ECONOMIC**

**Development and utilization of the Federal Land and its resources. (Show on map)**

- a) Describe any high use Federal recreation sites or Federal economic generators (as determined by the Federal Land Manager) that are accessed by this project. How many visitors access/use the site annually? How does the project enhance access to these sites?
- b) Which Federal Lands are accessed by this project? How many acres of Federal Land are accessed by the project? If multiple Federal Lands are accessed, itemize acreage by agency
- c) How will the proposed project improve the transportation network to support the community's economic goals/needs or to meet the needs identified in the National Scenic Byway management plan?

Figures 1 and 4 show the proximity of the Project site to recreation opportunities on Federal land.

a) The Project segment serves as primary access to at least 7 recreation sites for which visitorship information is available. The available usage data for these sites, provided by the USFS, is summarized below:

- Peterson Ridge Trailhead: No data collection system currently installed, but consistent use observed since opening in Spring 2021.
- Whychus Creek Scenic Overlook Trailhead: Average Daily Visitorship = 35 to 45 people per day (July 2020 to May 2021)
- Three Creek Meadow Horse Camp: Annual Visitorship ranges from 1,900 to 3,000 people per year (2019 and 2020)
- Driftwood Campground: Annual Visitorship ranges from 3,300 to 3,800 people per year (2019 and 2020)
- Three Creek Lake Campground: Annual Visitorship ranges from 2,100 to 2,700 people per year (2019 and 2020)

- Tam McArthur Rim Trailhead: Most recent daily visitorship = 105 people per day (July 2019 to September 2019)
- Upper & Lower Three Creek Sno-Parks: No data collection system currently installed, but frequently used during winter months.

The proposed Project would improve mobility and safety for users of these recreation sites year-round by providing a safer, more modern roadway corridor to access these sites.

b) The Deschutes National Forest and the Three Sisters Wilderness are directly accessed by the Project segment. The Deschutes National Forest is comprised of over 1,800,000 acres of Federal land, and the Three Sisters Wilderness is made up of approximately 283,000 acres of Federal land.

c) The Project segment is not part of any National Scenic Byway routes.

**4. MOBILITY**

**Continuity of the transportation network serving the Federal Land and its dependent communities.**

**Mobility of the users of the transportation network and the goods and services provided**

- a) Identify and list the planning documents directly related to this project. What is the local or regional priority (high, medium, low) of the project considering the Federal Land, State or County network? How does this proposal fit within these plans and what are the consequences to the transportation system of not addressing these needs?
- b) Does the proposed project connect to a designated route on the Federal Land Management Agency's FLTP inventory? Are there any future improvements planned on the designated route?
- c) How would the proposed project address travel impediments on the route (e.g. missing links, travel restrictions, bottlenecks, size/load limits) to improve the continuity of the transportation network? What work has been completed on adjacent sections to create route continuity? Is the road the sole access to the area?
- d) How would the proposed improvements reduce travel time and congestion, increase comfort, and convenience for the federal land user?
- e) How would the proposed project improve the choices for alternative modes of travel (pedestrian, bike, bus, or rail)? Would the proposed project make any ADA improvements?

a) The Project is identified in following plans:

- Deschutes County Road Department 5-year Road Capital Improvement Plan (2022-2026) – identified for completion in 2024
- Deschutes County Transportation System Plan (2010-2030) - Medium priority project

b) The Project directly connects with a USFS-managed roadway segment identified in the FLTP Road Network inventory. The FLTP adjoins the Project at the southern Project limit at approximately MP 4.2. Figure 1 illustrates the proximity of the Project segment to the FLTP road network. There are no known improvement plans for the adjacent FLTP route.

c) The proposed Project will serve to promote continued access to the previously-mentioned recreational opportunities in the vicinity of the Project site. Aside from addressing functional deficiencies on the roadway segment, the proposed improvements will encourage additional recreational use from potential visitors who may have previously chosen not to visit the area due to mobility or seasonal road safety concerns, by providing a more inviting roadway environment for cyclists and additional roadside safety features which aid visual route acuity in winter weather conditions. Particularly for bicyclists, the roadway improvements will conform to what cyclist users would expect from a modern recreational route. Presently, no other roadway improvement plans for adjacent road sections are known.

d) Three Creeks Road is a minor collector which serves primarily recreational traffic. Although congestion is not a direct concern with the Project segment, the proposed roadway widening will help to alleviate any potential vehicle-cyclist conflicts, by providing a wider roadway cross-section that vehicles can use to give cyclists ample space as they pass. This adds comfort and convenience for both modes, as cyclists will feel less-threatened by passing vehicle traffic, and vehicles will not be impeded by bicyclists sharing the travel lane.

e) The Three Creeks Road corridor hosts primarily vehicle and bicycle traffic. As mentioned previously, the proposed improvements put an emphasis on improving the safety of cyclists. The proposed roadway rehabilitation will also provide an adequate pavement structure to accommodate bus traffic, if transit routes happen to be established later on in the Project life-cycle. Pedestrians do not frequently use the route, and as such, no ADA facilities are planned as part of the proposed Project.

**5. SUSTAINABILITY AND ENVIRONMENTAL QUALITY**

**Protection and enhancement of the rural environment associated with the Federal Lands and its resources.**

**Note:** It is assumed all projects will be constructed in accordance with all environmental regulations. This scoring is for projects which enhance environmental goals.

If applicable, describe how the project:

- a) Contributes to the environmental goals and objectives of the Federal Land Management Agency and/or other applicable land management plans.
- b) Enhances wildlife connectivity, wildlife habitat and/or aquatic organism passage.
- c) Enhances water quality, riparian and/or wetland function.
- d) Uses design, materials or techniques that would exceed the minimum environmental requirements and/or mitigates an existing environmental problem.
- e) Contributes to improved environmental quality and promotes sustainable practices (i.e. sustainability, resiliency, reduces greenhouse gas or vehicle miles traveled).

a) The proposed Project is consistent with the environmental goals of the USFS. The addition of paved bikeways will also promote more users to choose an active mode of transportation (e.g. bicycling) in lieu of driving a vehicle.

b) The Project, as proposed, will not impinge upon wildlife habitats. The Three Sisters Canal Bridge crosses over a recently-piped canal, so the bridge removal work is not expected to conflict with any wildlife or riparian habitats.

c) The Project is not in the immediate vicinity of any riparian or wetland areas. The Whychus Creek parallels the Project alignment for several miles, and erosion and sediment control measures are incorporated into the Project scope in order to mitigate any potential impacts to water quality or riparian habitat.

d) The Project will improve pavement ride quality, thereby reducing excess vehicle emissions from energy dissipation in the vehicle suspension caused by pavement roughness.

e) Deschutes County specifies the use of reclaimed asphalt pavement (RAP) in asphalt mixtures. This Project will use up to 30% RAP (by weight) in the new AC pavement, thereby reducing the need for virgin aggregate materials.

**6. READINESS AND SUPPORT**

**Project readiness, local support, financial support, capacity and project delivery**

- a) List project support, describe how funding this proposal fits with agency priorities and describe the previous federal investment, if known.
- b) Describe the applicant's share of project costs, type of funds, availability of funds and certainty of funds.
- c) Describe the project readiness, and the preferred project delivery schedule (with the knowledge that construction funding for project will be programmed for 2024 and 2025).

a) As mentioned previously, the proposed Project is part of Deschutes County's 2022-2026 Road CIP Plan and has also been identified in the County's 2010-2030 TSP as a medium-priority roadway reconstruction project. There is no known Federal investment into this project.

b) The County is prepared to match 10.27% of the total Project costs as a cash match, and has already secured these funds for exclusive use on this project.

c) The Project scope has been developed and is ready for the preliminary engineering stage. As outlined in Deschutes County's Road CIP Plan, the Project is slated for construction in FY 2023/2024.

**2021 Oregon Federal Lands Access Program**  
**JOINT ENDORSEMENT - This project is supported and endorsed by**  
 (add agency endorsements as needed)

<b>Project Name</b>	Buckhorn Road: OR 126 to MP 1.6
<b>Federal Land Agency (ies)</b>	Bureau of Land Management, Prineville District
<b>Federal Land Unit Manager's Name</b>	Jeff Kitchens
<b>Title</b>	Field Manager
<b>Electronic or Ink Signature</b>	
<b>Date</b>	
<b>Email Address</b>	
<b>Telephone</b>	
<b>Point of Contact</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Telephone</b>	
<b>State, County, Local, or Tribal Government</b>	Deschutes County, Oregon
<b>Agency Official's Name</b>	Anthony DeBone
<b>Title</b>	Chair, Board of County Commissioners
<b>Electronic or Ink Signature</b>	
<b>Date</b>	
<b>Email Address</b>	
<b>Telephone</b>	
<b>Point of Contact</b>	Cody Smith
<b>Title</b>	County Engineer
<b>Email Address</b>	Cody.Smith@deschutes.org
<b>Telephone</b>	541-322-7113

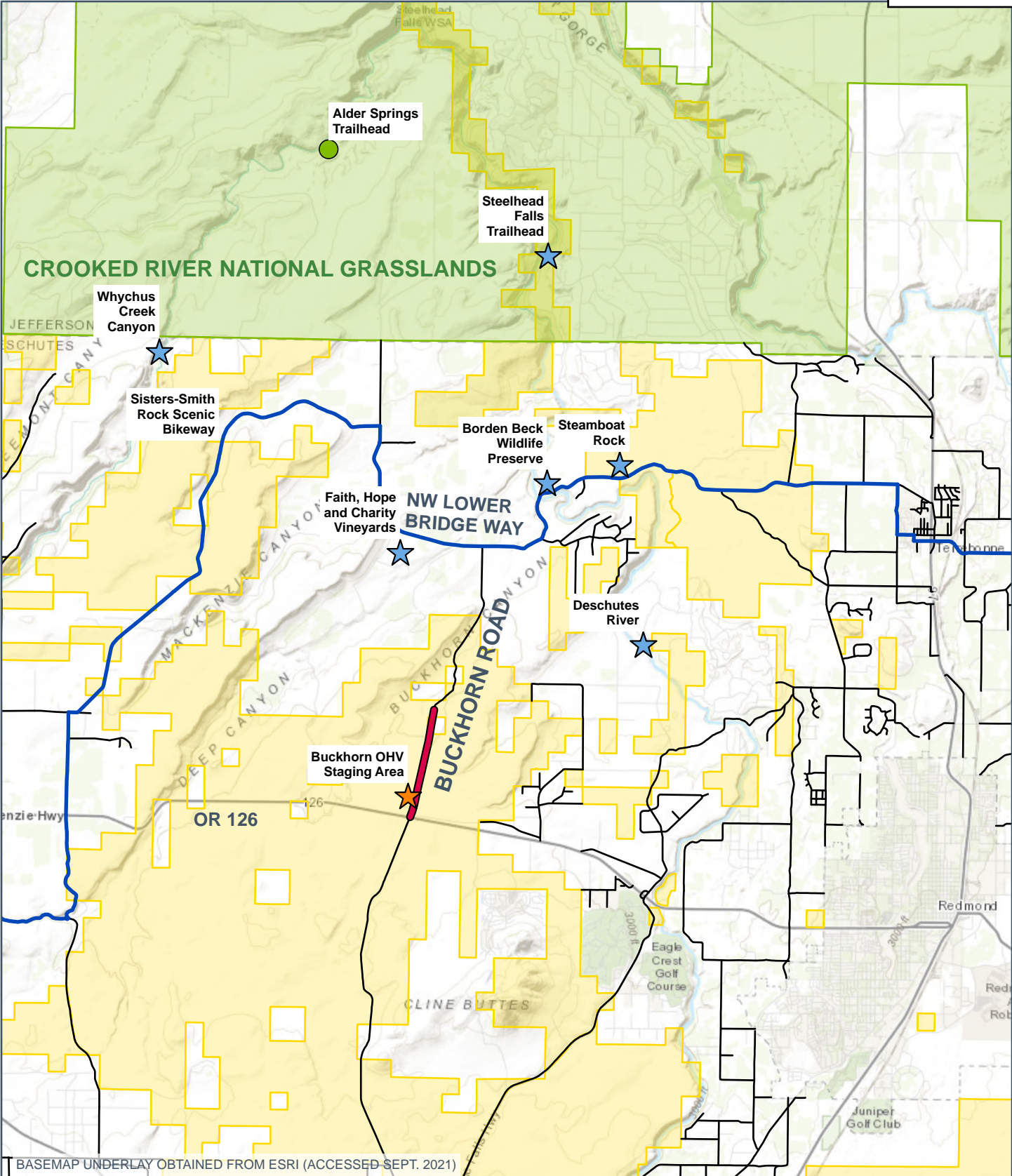
\*\*\*Signatures (electronic signatures are acceptable) are required for BOTH the Federal Land Management Agency being accessed and the State, County, Local or Tribal Government.

**2021 Oregon Federal Lands Access Program**  
**JOINT ENDORSEMENT - This project is supported and endorsed by**  
 (add agency endorsements as needed)

<b>Project Name</b>	Paving of Three Creeks Rd: Sisters City Limits to FS Boundary
<b>Federal Land Agency (ies)</b>	United States Forest Service (USFS)
<b>Federal Land Unit Manager's Name</b>	
<b>Title</b>	
<b>Electronic or Ink Signature</b>	
<b>Date</b>	
<b>Email Address</b>	
<b>Telephone</b>	
<b>Point of Contact</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Telephone</b>	
<b>State, County, Local, or Tribal Government</b>	Deschutes County, Oregon
<b>Agency Official's Name</b>	Anthony DeBone
<b>Title</b>	Chair, Board of County Commissioners
<b>Electronic or Ink Signature</b>	
<b>Date</b>	
<b>Email Address</b>	
<b>Telephone</b>	
<b>Point of Contact</b>	Cody Smith
<b>Title</b>	County Engineer
<b>Email Address</b>	Cody.Smith@deschutes.org
<b>Telephone</b>	541-322-7113

\*\*\*Signatures (electronic signatures are acceptable) are required for BOTH the Federal Land Management Agency being accessed and the State, County, Local or Tribal Government.





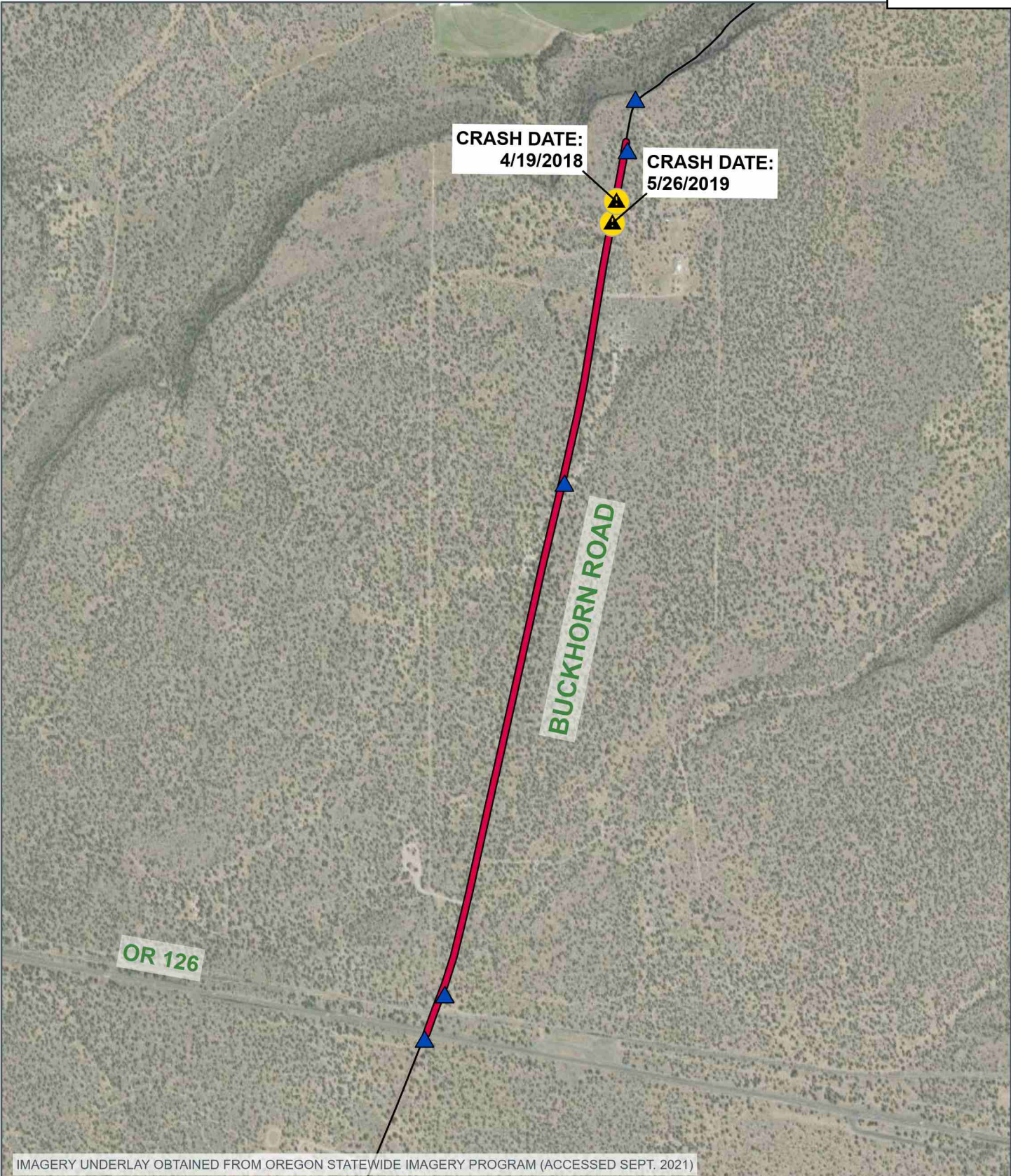
**LEGEND**

- █ PROJECT SEGMENT
- █ DESCHUTES COUNTY ROADS
- █ BLM OHV AREAS
- ★ BLM RECREATION SITES
- █ NATIONAL GRASSLANDS
- USFS RECREATION SITES
- ★ OTHER RECREATION SITES
- SCENIC BIKEWAY








N

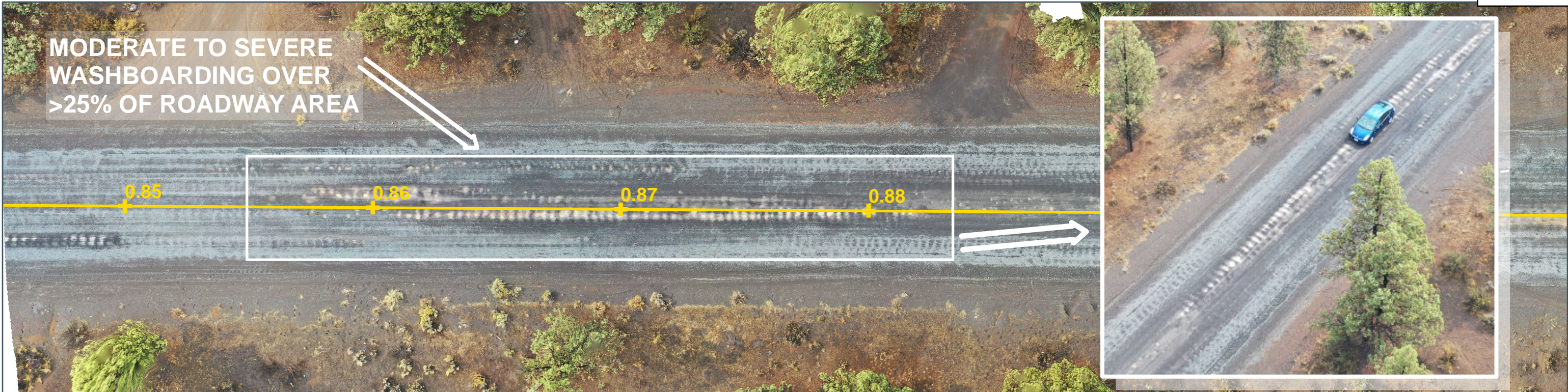
0 0.5 1 2  
Miles

	ROAD DEPARTMENT
<b>VICINITY MAP</b> FIGURE 1	<b>BUCKHORN RD:</b> OR 126 TO MP 1.6
FLAP 2021	SEPT. 2021
SHT. 1 OF 1	

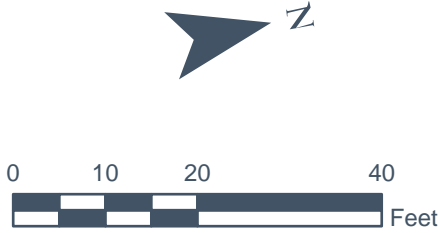


IMAGERY UNDERLAY OBTAINED FROM OREGON STATEWIDE IMAGERY PROGRAM (ACCESSED SEPT. 2021)

<p><b>LEGEND</b></p> <ul style="list-style-type: none"> <li> CRASHES</li> <li> SIGNS</li> <li> PROJECT SEGMENT</li> <li> DESCHUTES COUNTY ROADS</li> </ul>	<p>N</p>   <p>0 475 950 1,900 Feet</p>	 <p>ROAD DEPARTMENT</p> <hr/> <p>CRASH LOCATIONS FIGURE 2</p> <p>BUCKHORN RD: OR 126 TO MP 1.6</p> <hr/> <p>FLAP 2021      SEPT. 2021      SHT. 1 OF 1</p>
--	---	---

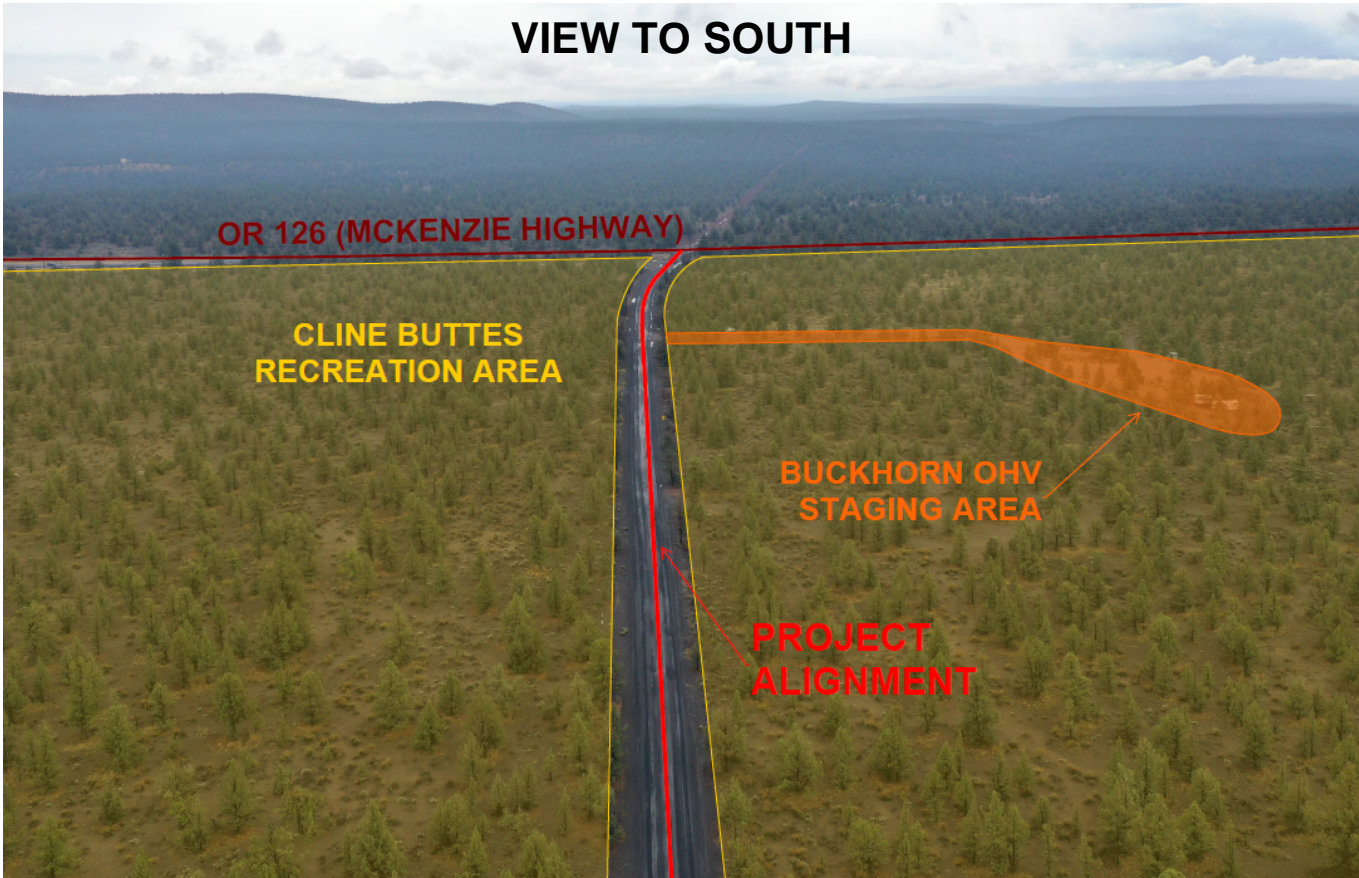
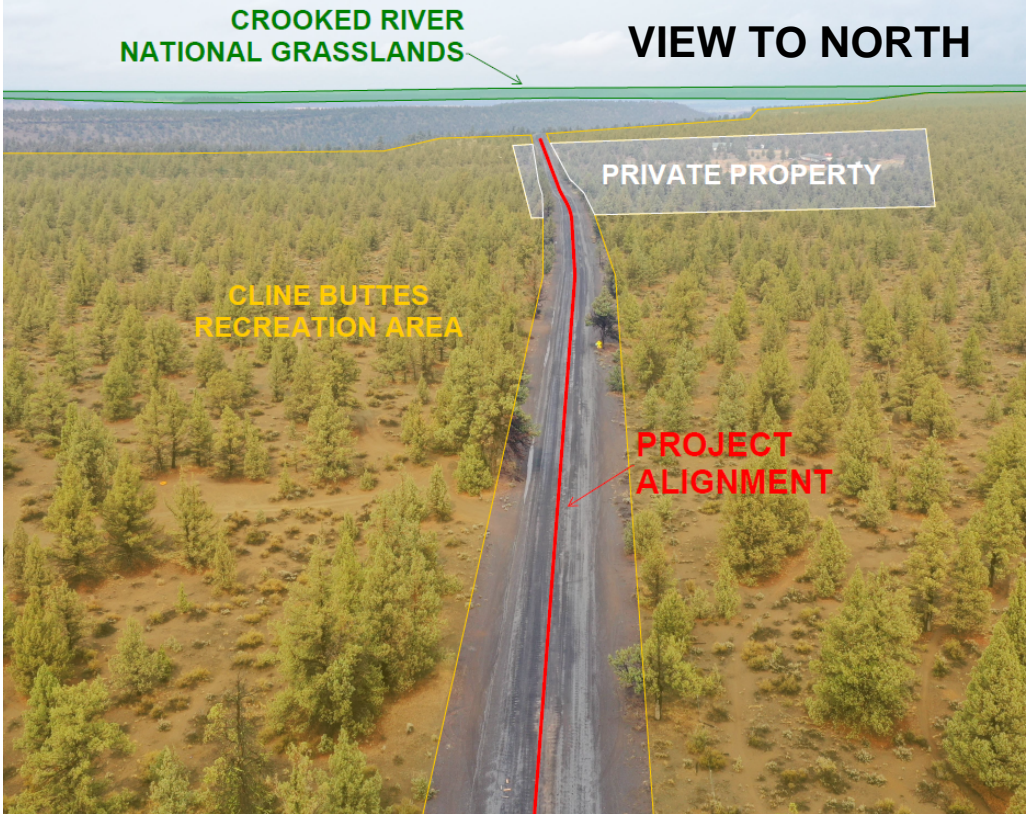


**LEGEND**  
 + MILEPOINT  
 — PROJECT SEGMENT



**ROADWAY DISTRESS**  
 FIGURE 3  
 BUCKHORN RD:  
 OR 126 TO MP 1.6  
 SEPT. 2021 SHT. 1 OF 1





**ROAD DEPARTMENT**

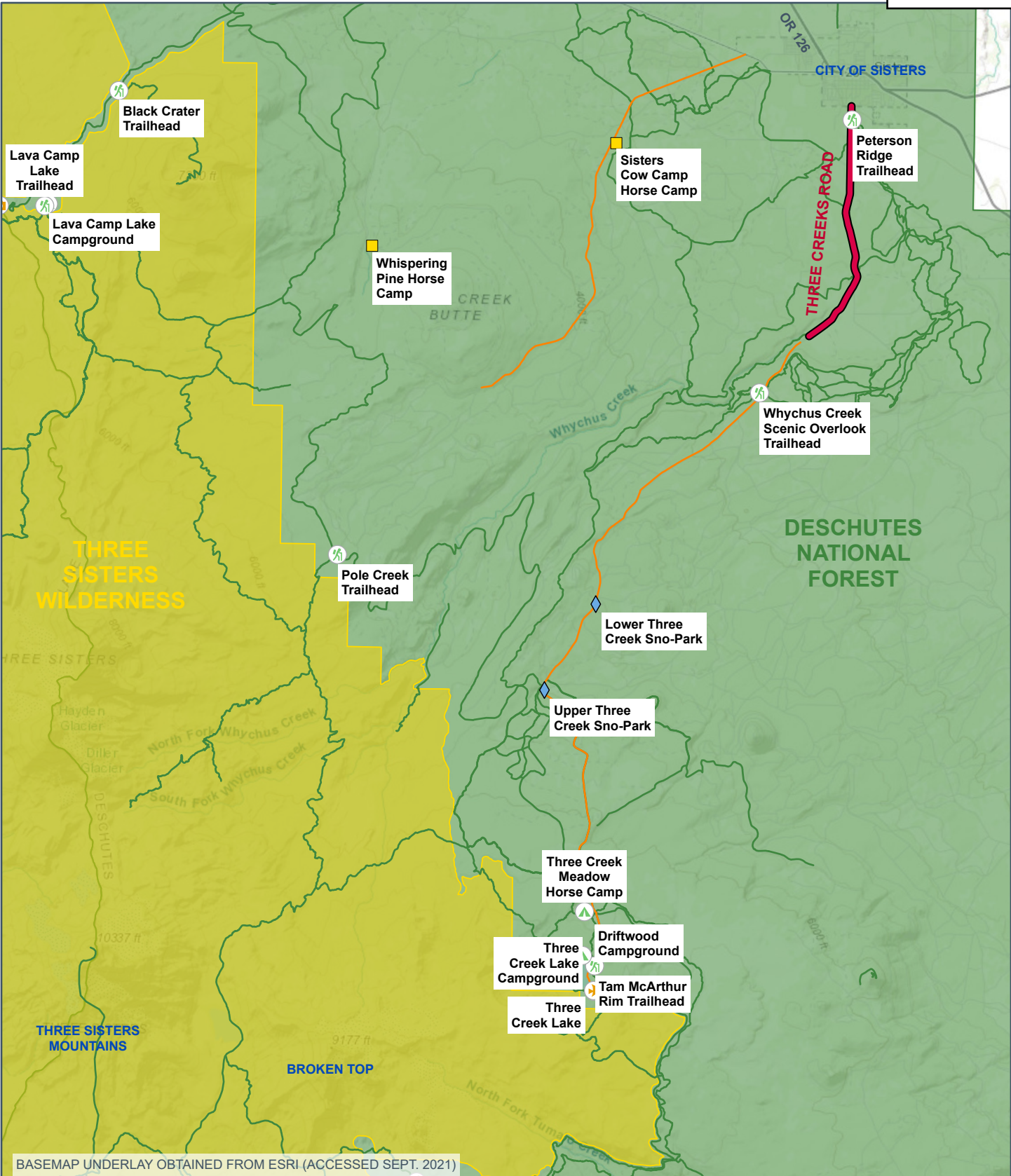
**SITE PHOTOS  
FIGURE 4**

**BUCKHORN RD:  
OR 126 TO MP 1.6**

FLAP 2021

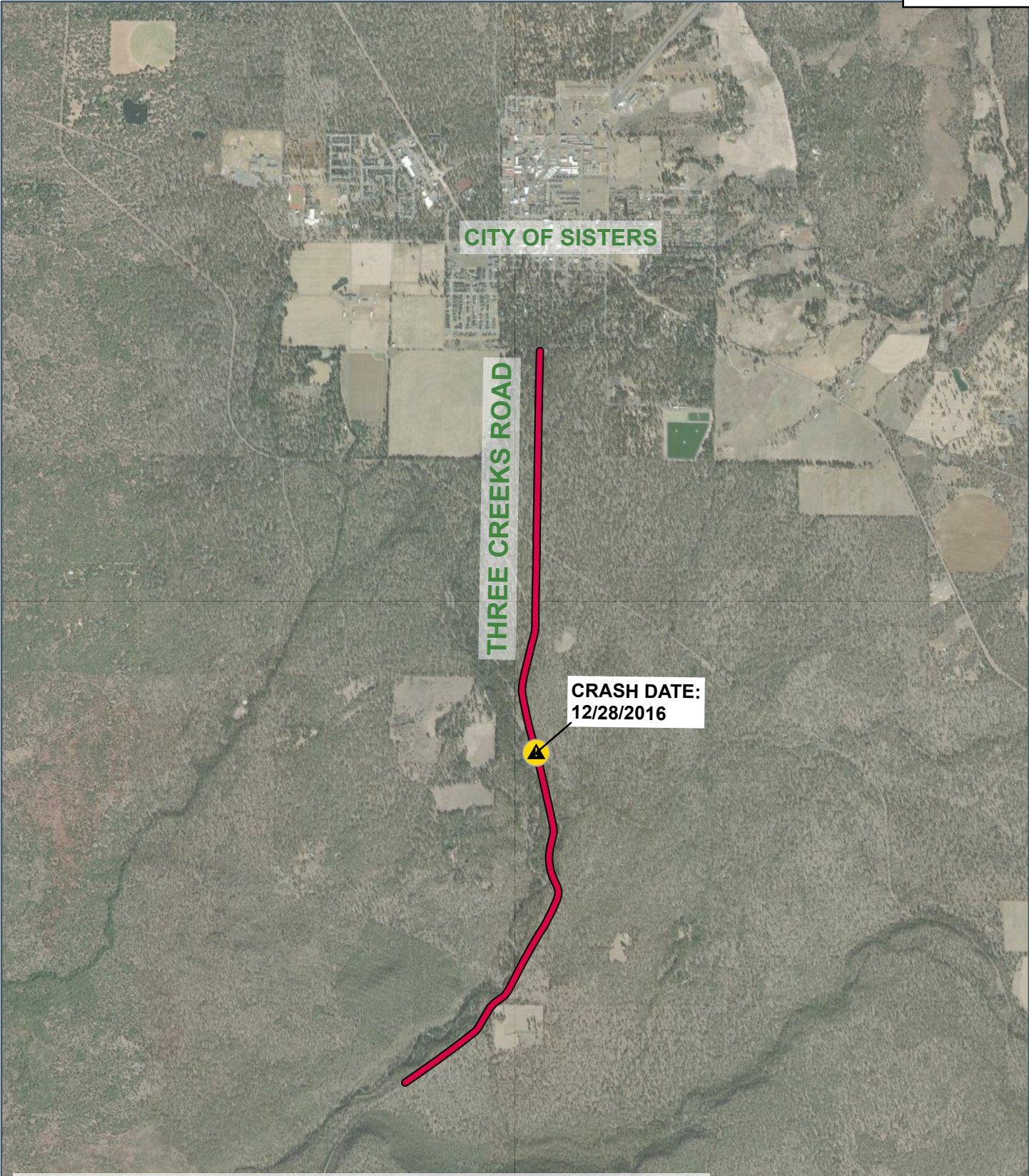
SEPT. 2021

SHT. 1 OF 1



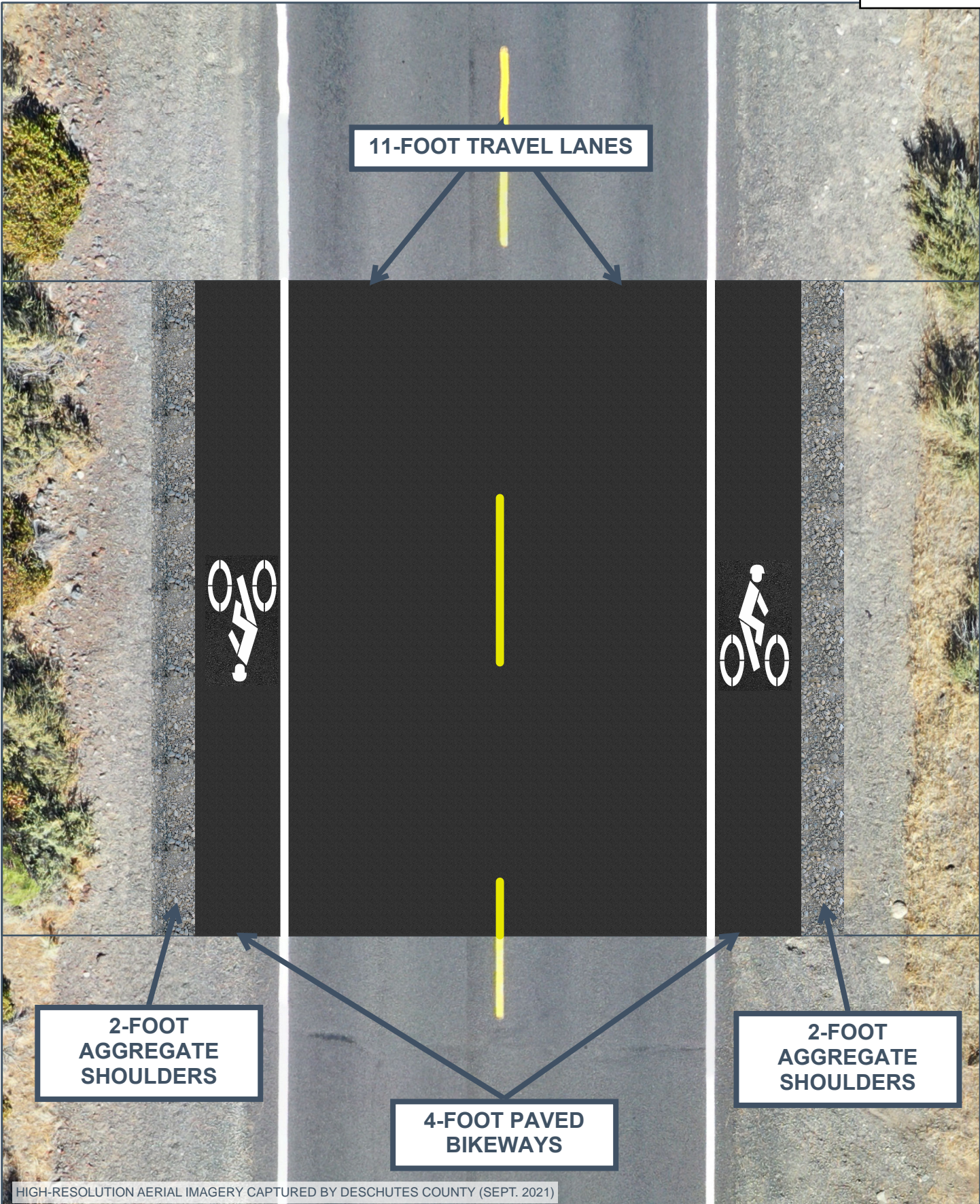
BASEMAP UNDERLAY OBTAINED FROM ESRI (ACCESSED SEPT. 2021)

<b>LEGEND</b> PROJECT SEGMENT FLTP ROUTES USFS TRAILS NATIONAL FORESTS NATIONAL WILDERNESS AREAS	<b>USFS RECREATION SITES</b> Camping & Cabins Horse Riding & Camping Nature Viewing Trailhead Water Activities Winter Sports	 	 ROAD DEPARTMENT	<b>VICINITY MAP</b> FIGURE 1		THREE CREEKS RD: SISTERS CITY LIMITS TO FS BOUNDARY
				FLAP 2021	SEPT. 2021	SHT. 1 OF 1



IMAGERY UNDERLAY OBTAINED FROM OREGON STATEWIDE IMAGERY PROGRAM (ACCESSED SEPT. 2021)

<p><b>LEGEND</b></p> <p> CRASHES</p> <p> PROJECT SEGMENT</p>	<p>N</p> <p>0 1,250 2,500 5,000</p> <p>Feet</p>	<p> ROAD DEPARTMENT</p> <p><b>CRASH LOCATIONS</b> <b>FIGURE 2</b></p> <p>THREE CREEKS RD: SISTERS CITY LIMITS TO FS BOUNDARY</p> <p>FLAP 2021      SEPT. 2021      SHT. 1 OF 1</p>
--	---	--



HIGH-RESOLUTION AERIAL IMAGERY CAPTURED BY DESCHUTES COUNTY (SEPT. 2021)



ROAD DEPARTMENT



ROADWAY CONCEPT  
FIGURE 3

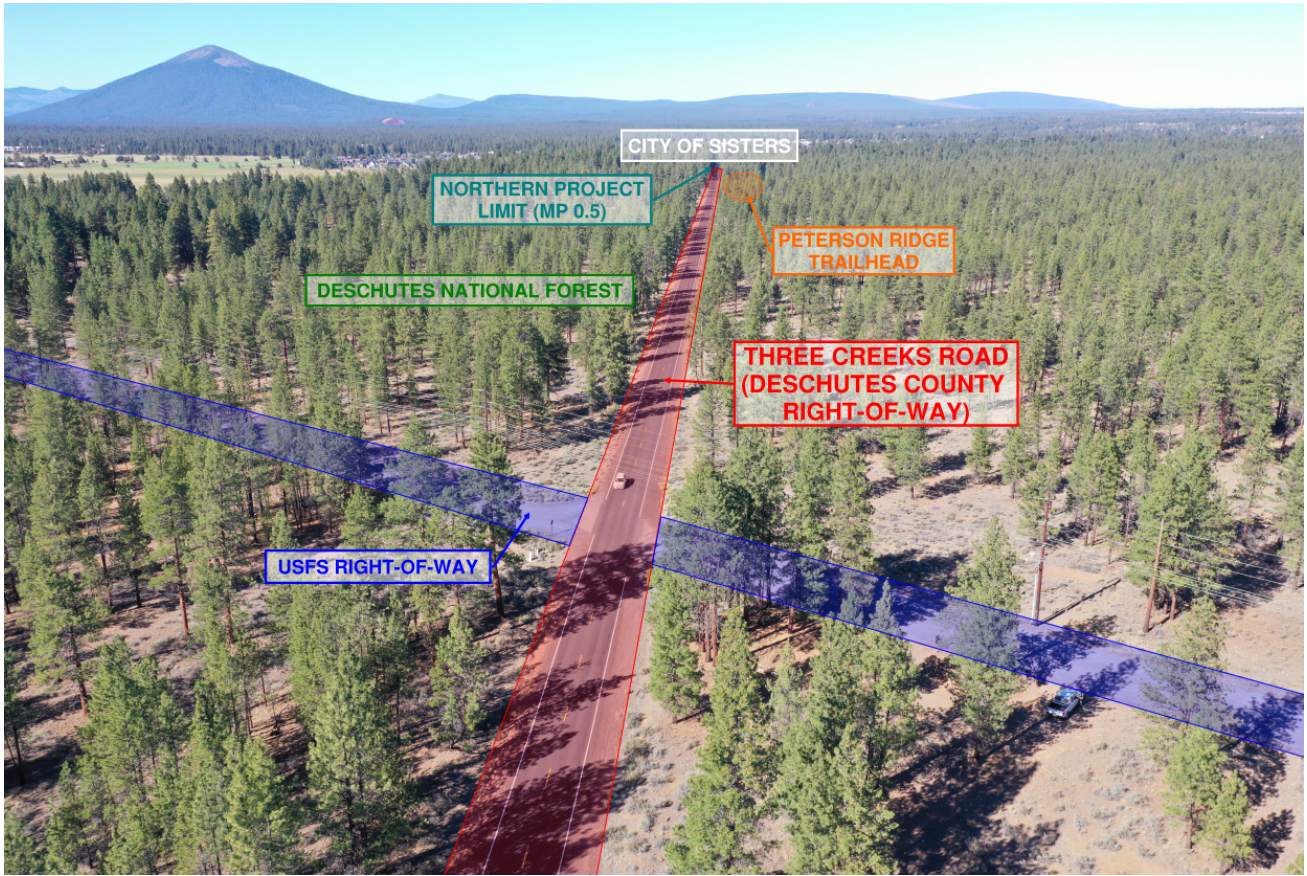
THREE CREEKS RD:  
SISTERS CITY LIMITS  
TO FS BOUNDARY

FLAP 2021

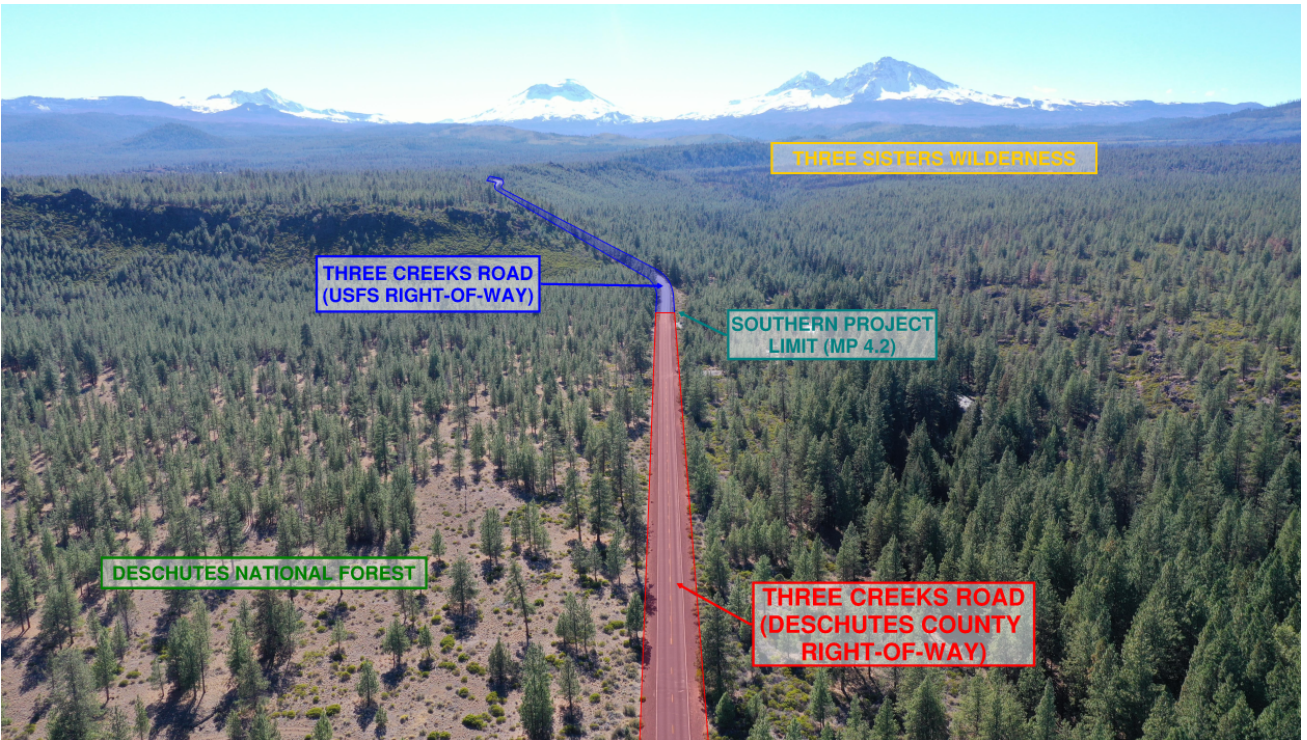
SEPT. 2021

SHT. 1 OF 1

# VIEW LOOKING NORTH



# VIEW LOOKING SOUTH



ROAD  
DEPARTMENT

SITE PHOTOS  
FIGURE 4

THREE CREEKS RD:  
SISTERS CITY LIMITS  
TO FS BOUNDARY

FLAP 2021

SEPT. 2021

SHT. 1 OF 1





BOARD OF COMMISSIONERS

AGENDA REQUEST AND STAFF REPORT

MEETING DATE: September 27, 2021

SUBJECT: Letter of Support for ODOT FLAP Projects

RECOMMENDED MOTION:

Recommendation at discretion of the Board

BACKGROUND AND POLICY IMPLICATIONS:

The Oregon Department of Transportation has requested a BOCC letter of support for two Federal Lands Access Program (FLAP) projects proposed within Deschutes County. A draft letter of support is attached (chair signature).

The Bend Lava Trailhead Improvement Project would construct a trailhead facility (with parking) and an undercrossing of Knott Road in partnership with a future Bend Parks and Recreation trail connection and in association with the previous FLAP funded Bend to Lava Butte Trail Project. The project cost is \$3.5M of which ODOT is proposing the minimum match amount of 10.27%. See attached project synopsis and map.

The US 97 - Century Drive to USFS Project would extend the existing multi-lane separated highway project (currently under construction) an additional three miles from Vandevent to the USFS boundary. The project would include an additional two wildlife undercrossing structures and associated fencing. The project cost is \$15.0M of which ODOT is proposing the minimum match amount of 10.27%. See attached project synopsis and map.

Regarding the Federal Lands Access Program:

The Federal Lands Access Program (FLAP) was established in 23 U.S.C. 204 to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. FLAP supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators.

Projects are selected by a Programming Decision Committee (PDC) established in each State. The PDCs request project applications through a call for projects. FLAP is funded via the Highway Trust Fund; Oregon's FLAP allocation is approximately \$35M annually.

**BUDGET IMPACTS:**

No impact to Deschutes County. The Road Department is submitting FLAP applications for two projects in the County system that will compete with these projects for funding.

**ATTENDANCE:**

Chris Doty, Road Department

# Project Information

## Bend Lava Trailhead Improvements

Updated: September 2021

### What is planned

This project includes design and construction of a formal trailhead facility in partnership with Bend Parks and Recreation District for the Bend Lava. The trailhead will serve dual purpose in providing access to the Bend Lava Trail and future expansion of Bend Parks and Recreation District Arnold Canal Trail as well as potential Cascade East Transit service stop.

Given the identified trailhead location, this application also includes a pedestrian undercrossing of Knott Road to facilitate safe bike/pedestrian movement from the Bend Lava Trail to the proposed trailhead under this busy county facility.

### Why the project is needed

US 97 is the main north-south transportation corridor through central Oregon and is an important route for freight, local and destination traffic.

The Bend Lava Trail (formerly referred to as the US 97: Baker/Knott Road - Lava Butte Multi-Use Path) is primarily located in the Deschutes National Forest boundary and will provide access from the city of Bend, communities of Sunriver and Deschutes River Woods to popular destinations including the High Desert Museum, Lava Lands Visitor Center and Newberry Crater National Volcanic Monument. Construction of the trail is anticipated to be complete in 2025. The trail will provide a safe, accessible route to pedestrians and bicyclists travel between Bend and Sunriver access to the federal lands along the US 97 corridor.

While the trail will provide a safe and separated non-motorized transportation facility, the existing project will lack trailhead amenities on the north end of the project at the Baker/Knott Road Interchange near the Bend southern city limits. A dedicated parking facility is necessary to avoid trail users parking on Knott Road or on a neighboring private access. Given the constrained area of the interchange, the preferred trailhead is located on the north side of Knott Road, a busy county arterial. Introducing an at grade crossing of the trail at Knott Road would pose significant safety concerns due to speeds and sight distance issues.

#### *Timeline*

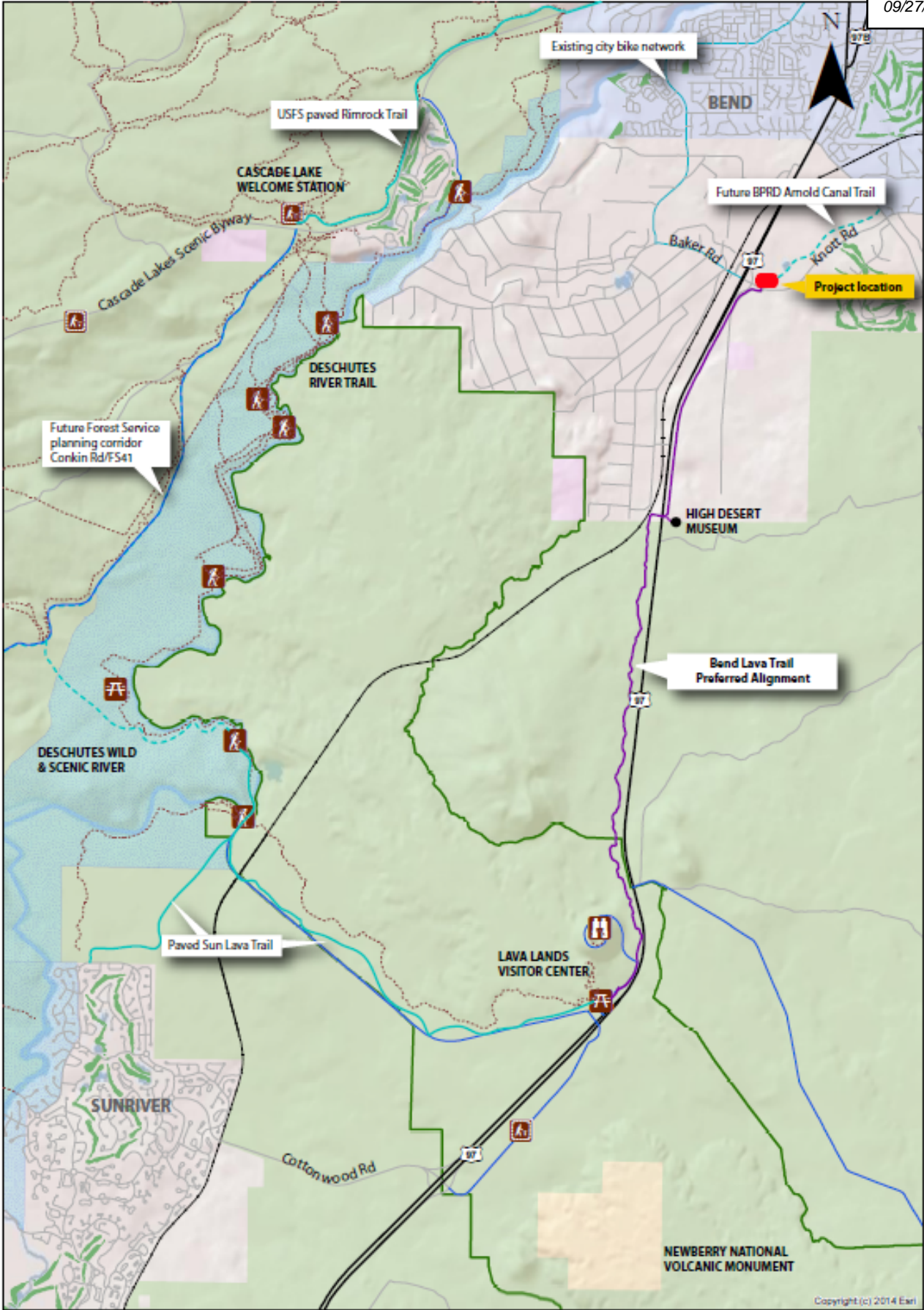
Project Development	2023-2024
Construction	2025

#### *Estimated Cost*

Approximately \$3.5 million

### Contacts

Abbey Driscoll, Project Manager | 541-410-5906 | [Abbey.Driscoll@odot.state.or.us](mailto:Abbey.Driscoll@odot.state.or.us)



**LEGEND**

- █ Project Location
- █ Deschutes National Forest
- █ Upper Deschutes Wild & Scenic River Corridor
- █ Newberry National Volcanic Monument Boundary
- Federal Recreation Site
- █ FLTIP Designated Route

### Bend Lava Trail Trailhead Improvements Vicinity Map



# Project Information

## US 97: S Century Drive to USFS Boundary

Updated: September 2021

### Project goals

- Develop a solution to increase the capacity of US 97 that reduces congestion, maintains free flowing traffic, improves travel time reliability and increases overall roadway safety throughout this highway corridor.
- Develop crossing improvements to decrease vehicle/animal collisions and allow safer wildlife migration through the area.
- Develop solutions that have the support of the many stakeholders that use this section of US 97.

### Why the project is needed

US 97 is a critical part of the state’s transportation system and is the main north-south transportation corridor through Central Oregon. Overall demand continues to increase along US 97, with average traffic rates of over 12,000 vehicles per day. Safety is affected by limited passing opportunities, leading to lengthy following times that sometimes result in drivers making passing maneuvers with high speeds and limited sight distances.

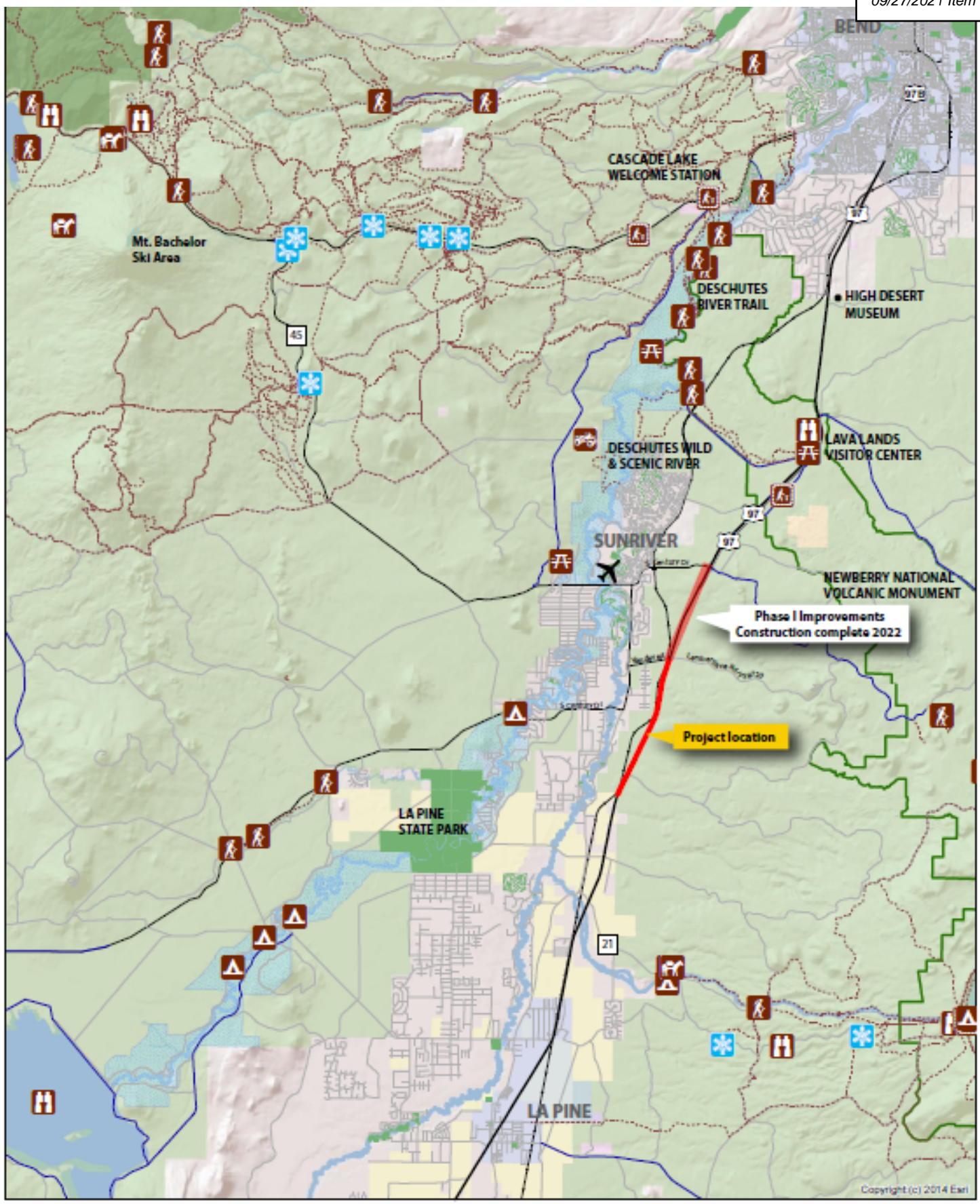
This project aims to improve the overall safety and mobility for the freight industry, local commuters and through traffic on the east side of the Cascade Mountain Range. This project will tie into 23 miles of other recently constructed highway improvements to the north and south of the project estimated at \$40 million, creating a more efficient and reliable transportation system on US 97. As overall demand continues to increase on US 97 and the Deschutes National Forest, these improvements are critical to ensure the economic viability of the services and amenities the forest offers for central Oregon communities.

### What is proposed

- Expand an approximately three-mile section of roadway between Vandever Road and the national forest boundary from a two-lane facility to a four-lane divided travel corridor with forested median.
- Complete improvements to the US97/Vandever Rd./Lambertiana Rd. intersection to restrict left-hand turning movement onto the highway by constructing a median u-turn to the south of the US 97/Vandever Road intersection.
- Construct two grade-separated wildlife crossings and fence boarding both sides of the highway for the three mile project length.
- Implement Active Traffic Management solutions throughout the corridor to improve freight operations, increase travel time reliability and reduce crashes by building on or enhancing the area infrastructure

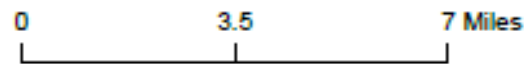
### Timeline & Cost

Project Development	2023-2024
Construction	2025/2026
Estimated cost	\$15M



- LEGEND**
- Project Location
  - Deschutes National Forest
  - Upper Deschutes Wild & Scenic River Corridor
  - Newberry National Volcanic Monument Boundary
  - Federal Recreation Site
  - FLTP Designated Route

## US97: S Century Drive - USFS Boundary Phase II Vicinity Map





**September 27, 2021**

Western Federal Lands Highway Division  
610 E. Fifth Street  
Vancouver, WA 98661

**RE: Letter of Support for US 97: S Century Drive – USFS Boundary Phase II and Bend Lava Trail Trailhead Improvements Projects**

To Whom It May Concern:

*Deschutes County* is pleased to submit this letter in support of two joint Forest Service-ODOT proposals for Federal Lands Access Program (FLAP) funding:

- US 97: S Century Drive – USFS Boundary Phase II
- Bend Lava Trail Trailhead Improvements

The proposed projects are located along US 97, the primary commuter route for many residents of Deschutes County and key travel corridor for visitors to the area. South of Sunriver, the existing two-lane section of US 97 provides limited passing opportunities which lead to lengthy follow times that sometimes result in drivers making passing maneuvers at high speeds with limited sight distance. Completion of the final three miles of the US 97: S Century Drive – USFS Boundary will add needed capacity to the highway and improve safety for all users.

The Bend Lava Trail project is an integral element of the Lava Lands Regional Trail System Concept and both will significantly improve bicycle and pedestrian access to the Deschutes National Forest. Residents and visitors will also be able to access popular destinations in the area, including the High Desert Museum, Cascade Lakes Welcome Station, Lava Lands Visitor Center, Newberry National Volcanic Monument and numerous trailheads and outdoor recreation sites.

These projects will tie into 23 miles of other recently constructed highway improvements to the north and south of the project estimated at \$40 million, creating a more efficient and reliable transportation system on US 97. As overall demand continues to increase on US 97 and the Deschutes National Forest, these improvements are critical to ensure the economic viability of the services and amenities the forest offers for central Oregon communities.

*Deschutes County* is pleased to support these projects, and would strongly urge your consideration of their applications.

Sincerely,

*Anthony DeBone, Chair*  
*Deschutes County Board of County Commissioners*

CC:

Gary Farnsworth, ODOT Region 4 Manager  
Holly Jewkes, US Forest Service, Deschutes National Forest Supervisor  
Kevin Larkin, US Forest Service, Deschutes National Forest Bend/Ft. Rock District Ranger





BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: September 27, 2021

SUBJECT: Consideration of How to Apply Funds Received in Repayment of Small Business Assistance Loans

RECOMMENDED MOTION:

Approve formally granting previously contributed CARES Act funds, plus any accrued interest, to Central Oregon Intergovernmental Council for the establishment of a sustainable and revolving small business assistance loan program in Deschutes County.

BACKGROUND AND POLICY IMPLICATIONS:

On February 3, 2021 the Board met to consider how to address early repayment of business assistance loan funds made with CARES Act dollars through the Central Oregon Intergovernmental Council (COIC). See the attached staff report for reference.

The Board decided to leave the funds with COIC for the time being and revisit the question at a later time when it was known whether additional state or federal funds would be received for the purpose of business assistance. The Board also asked for a recommendation from COIC.

At the time of this staff report there has been no additional state or federal funding received by the County or approved by the Board for the purpose of making business assistance loans.

A recommendation from COIC is included as an attachment to this staff report.

As discussed at the February 2, 2021 Board meeting, there are three options for the Board's consideration, including an analysis of each:

- 1. Grant the funds to COIC to manage as an ongoing revolving loan fund to support economic development in Deschutes County.

This option would formally grant the funds to COIC for the purpose of funding a

continuing business assistance loan fund that would be administered by COIC in a manner similar to the existing Deschutes loan fund. See the attached proposal letter from COIC. This is staff's recommended option.

- 2. **Return funds to Deschutes County to be repurposed at Board discretion.**  
This option would require the County to set up and manage an ongoing revolving loan fund or grant the funds per requirements of the CARES Act. This is possible but not something we currently have in place as we have relied on COIC as a partner agency with the specific expertise in this area.
  
- 3. **Forgive the loan(s) and convert agreement(s) to grants.**  
Since the funds from Deschutes County were part of a larger loan program with funds contributed separately by COIC (but granted to businesses under the same guidelines) a forgiveness of loans in the Deschutes County portfolio would create "winners and losers" since COIC is not in a position to forgive loans made in their portfolio.

**BUDGET IMPACTS:**

N/A.

**ATTENDANCE:**

Greg Munn, County Treasurer and Chief Financial Officer

**BOARD MEMBERS**

Crook County Commissioner  
Jerry Brummer,  
Chair

City of Bend Councilor  
Bruce Abernethy,  
Vice Chair

Confederated Tribes of  
Warm Springs,  
Tribal Council Member  
Brigitte McConville

Deschutes County  
Commissioner  
Patti Adair

Jefferson County  
Commissioner  
Wayne Fording

City of Culver Councilor  
Andy Byrd

City of La Pine Councilor  
Connie Briese

City of Madras Councilor  
Bartt Brick,  
Finance Committee, Chair

City of Metolius Councilor  
Denise Keeton

City of Prineville  
Councilor Jeff Papke

City of Redmond Councilor  
Jay Patrick

City of Sisters Councilor  
Nancy Connolly

**APPOINTED MEMBERS**

Agribusiness & Agriculture –  
Vacant

Business & Industry –  
Katy Brooks, Bend Chamber

Timber & Wood Products –  
Tim Deboodt, Crook County

Tourism & Recreation –  
Thomas O’Shea,  
Sunriver Resort

Under & Unemployed –  
Vacant

April 6, 2021

Greg Munn  
Treasurer and CFO  
Deschutes County Administration  
1300 NE Wall Street  
Bend, OR 97701

Dear Mr. Munn,

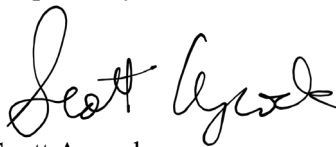
COIC is currently servicing \$73,000 of County CARES Act funding for the Covid-19 Emergency Loans that COIC initiated in May and June 2020. At our conference call on March 26 to review the current status and ongoing servicing of this program, we discussed the issue of how to manage loan payoffs as well as ongoing loan payment receivables. The IGA between COIC and Deschutes County states the following:

“County and COIC loans will be made on their behalf and indicate them as makers of the loans. Loan interest and principal payments received will be split on a pro rata basis based on the origination of funds (73/140) or 52.142286% and 47.85714%, respectively to County and COIC. These payments should occur quarterly. Either party may choose to contribute these monies (or a portion thereof) back to the program, but those would be governed by a separate agreement.”

As we discussed on our call, these funds are subject to CARES Act guidelines, and therefore must be moved off the County’s books by December 31, 2021. Therefore, COIC proposes that Deschutes County grant the loan funds to COIC to manage as an ongoing revolving loan fund to support economic development in Deschutes County. COIC would then retain principal and interest payments in order to a) continue to revolve the loan fund as loans are paid off, and b) use the interest to help cover our administrative costs. In addition to moving the funds off the County’s books, this proposal also has the advantages of leveraging COIC’s capacity and expertise in lending and maintaining continuity with the current borrowers, as we have contact with them frequently.

If the County chooses to employ this option, we would suggest that a county employee be identified to work with the COIC Loan Officer in the evaluation process for new loans proposed to be made from this fund.

Respectfully,



Scott Aycock  
Community and Economic Development Director  
Central Oregon Intergovernmental Council  
334 NE Hawthorne Ave,  
Bend, OR 97701



BOARD OF  
COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** September 27, 2021

**SUBJECT:** County Treasurer and Finance Report as of August 31, 2021.

**RECOMMENDED MOTION:**

N/A.

**BACKGROUND AND POLICY IMPLICATIONS:**

See attached Treasury and Finance Report.

**BUDGET IMPACTS:**

N/A.

**ATTENDANCE:**

Greg Munn, County Treasurer and Chief Financial Officer



**MEMORANDUM**

**DATE:** September 22, 2021  
**TO:** Board of County Commissioners  
**FROM:** Greg Munn, Treasurer and Chief Financial Officer  
**SUBJECT:** Treasury and Finance Report for August 2021

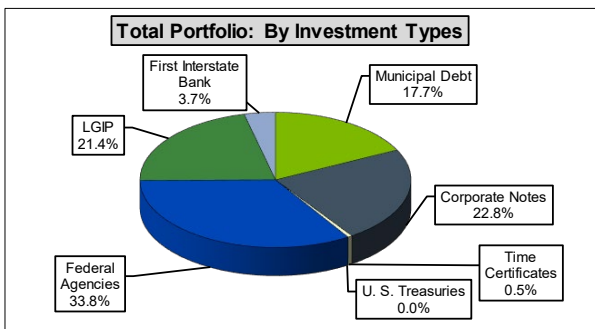
Following is the unaudited monthly finance report for fiscal year to date August 31, 2021.

**Treasury and Investments**

- The portfolio balance at the end of July was \$234 million, a decrease of \$2 million from July but an increase of \$43 million from last year (August 2020).
- Net investment income for the month is \$130,814, approximately \$14,000 less than last month and \$227,000 less than last July. YTD earnings of \$274,587 are \$463,000 less than the YTD earnings last year.
- All portfolio category balances are within policy limits.
- The LGIP interest rate remained at 0.55%. Benchmark rates for 24 and 36 month treasuries are up 1 and 5 basis points, respectively.
- Average portfolio yield is 0.69% down from 0.71% last month.
- The portfolio’s weighted average time to maturity is at 1.88 years (compared to 1.86 last month).

Portfolio Breakdown: Par Value by Investment Type		
Municipal Debt	\$ 41,545,000	17.7%
Corporate Notes	53,481,000	22.8%
Time Certificates	1,245,000	0.5%
U.S. Treasuries	-	0.0%
Federal Agencies	79,385,000	33.8%
LGIP	50,261,141	21.4%
First Interstate Bank	8,765,536	3.7%
<b>Total Investments</b>	<b>\$ 234,682,677</b>	<b>100.0%</b>

Investment Income			
	Aug-21	Y-T-D	
<b>Total Investment Income</b>	135,814	284,587	
Less Fee: \$5,000 per month	(5,000)	(10,000)	
<b>Investment Income - Net</b>	<b>130,814</b>	<b>274,587</b>	
<b>Prior Year Comparison</b>	<b>Aug-20</b>	<b>358,368</b>	<b>738,320</b>

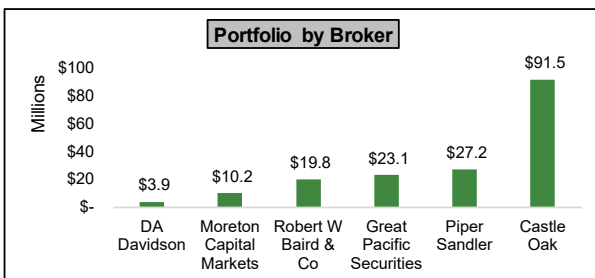


Category Maximums:	
U.S. Treasuries	100%
LGIP (\$52,713,000)	100%
Federal Agencies	100%
Banker's Acceptances	25%
Time Certificates	50%
Municipal Debt	25%
Corporate Debt	25%

	Yield Percentages	
	Current Month	Prior Month
FIB/ LGIP	0.55%	0.55%
Investments	1.02%	1.07%
<b>Average</b>	<b>0.69%</b>	<b>0.71%</b>

Maturity (Years)	
Max	Weighted Average
4.789	1.88

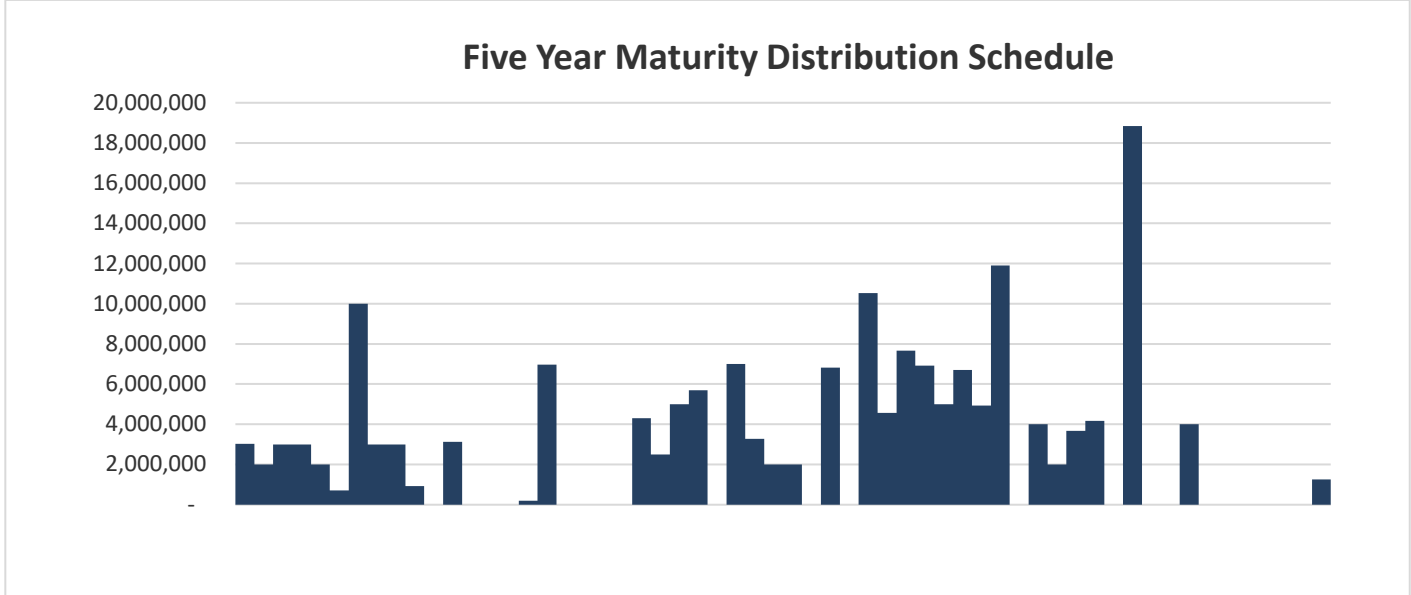
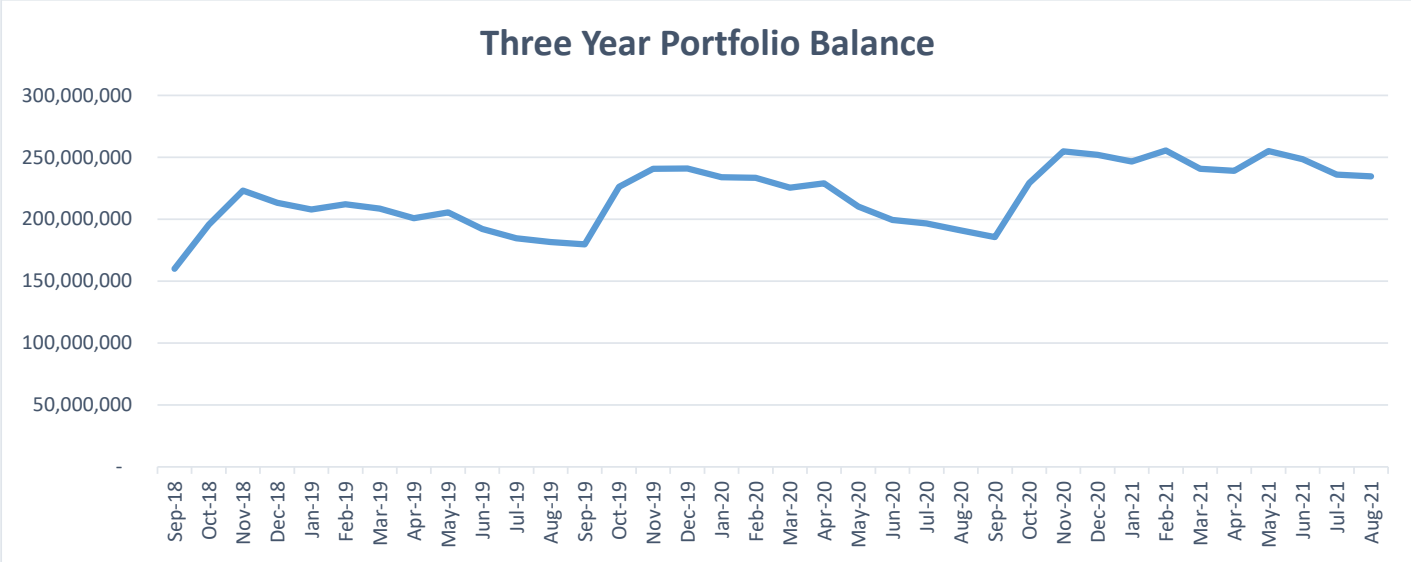
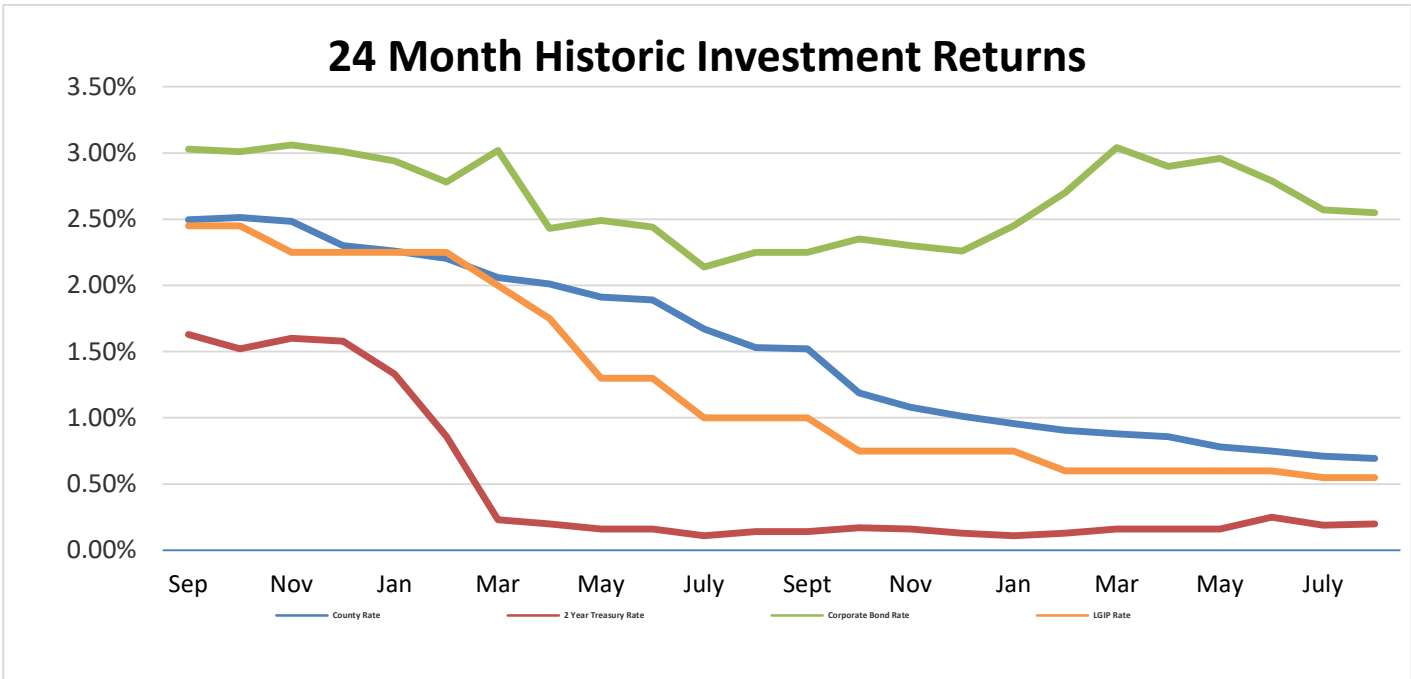
Benchmarks	
24 Month Treasury	0.20%
LGIP Rate	0.55%
36 Month Treasury	0.40%



Term	Minimum	Actual
0 to 30 Days	10%	26.4%
Under 1 Year	25%	39.5%
Under 5 Years	100%	100.0%

Other	Policy	Actual
Corp Issuer	5%	3.8%
Callable	25%	21.6%
Credit W/A	AA2	AA1

Investment Activity	
Purchases in Month	\$ 6,686,000
Sales/Redemptions in Month	\$ 2,000,000



Deschutes County Investments  
Portfolio Management  
Portfolio Details - Investments  
August 31, 2021

Purchases made in August 2020  
Purchases made in August 2021

Table with columns: Inv #, Inv Tr, CUSIP, Security, Broke, Purchase Date, Maturity Date, Days To Matur, Ratings, Coupon, YTM 365, Par Value, Market Value, Book Value. Contains 1000 rows of investment data.

**American Rescue Plan Act**

State and Local Fiscal Recovery Funds. The next Board update will be on September 29. In addition to an opportunity to review and discuss the proposed project list, the following items will be included on the agenda for discussion:

- 1. Request to formalize the \$82,000 funding of the Mobile Cold Storage Unit (morgue)  
Following the Board’s individual approval of the purchase on September 3, St. Charles was able to expedite the purchase of a 17 foot trailer early last week. We are working on an asset transfer agreement that will transfer the ownership to the County.
- 2. Update on the Small Business Assistance project  
The Deschutes County Chambers of Commerce have completed a survey seeking input from negatively impacted businesses due to the COVID-19 pandemic. Seventy-nine (79) responses were received and 60% of those businesses indicated they have been negatively impacted and would apply for funds. We are meeting with COIC next week to discuss an application/distribution plan and will present the proposal to the Board for consideration on the 29th.

On October 13 the Childcare Expansion Committee, comprised of representatives from NeighborImpact, OSU, COCC and the High Desert ESD, will present a strategic concept to expand high quality childcare slots in the county. The proposal will have two components: identification of short-term actions that would increase slots immediately and longer term activities to ramp up slot numbers over time.

Staff will provide an ARPA update to the BOCC and City of Sisters at the joint meeting on October 13.

Local Assistance Funds. With most of the discussion on ARPA centering around the State and Local Fiscal Recovery Funds there has not been much attention paid to another component of ARPA, the Local Assistance and Tribal Consistency Fund. This fund provides an additional \$1.5 billion, split evenly over FY22 and FY23, for eligible revenue share counties (public land counties) as well as \$500 million for tribal governments. Treasury is developing a distribution formula but early estimates show that Deschutes County could receive up to \$4.3 million in each of the two fiscal years. Eligible counties may use these funds for any government purpose other than lobbying activity.

**Biomass Project**

Staff met with representatives from the Biomass project to review development project funding options. County code limits participation in development projects to non-tax revenues and the project does not appear to be eligible for ARPA. Mt. Bachelor and Wisewood are working with other funding partners including the USFS and expect to know more about funding options and commitments later this fall. Expecting an update to the Board by the end of December.



**Position Control Summary**

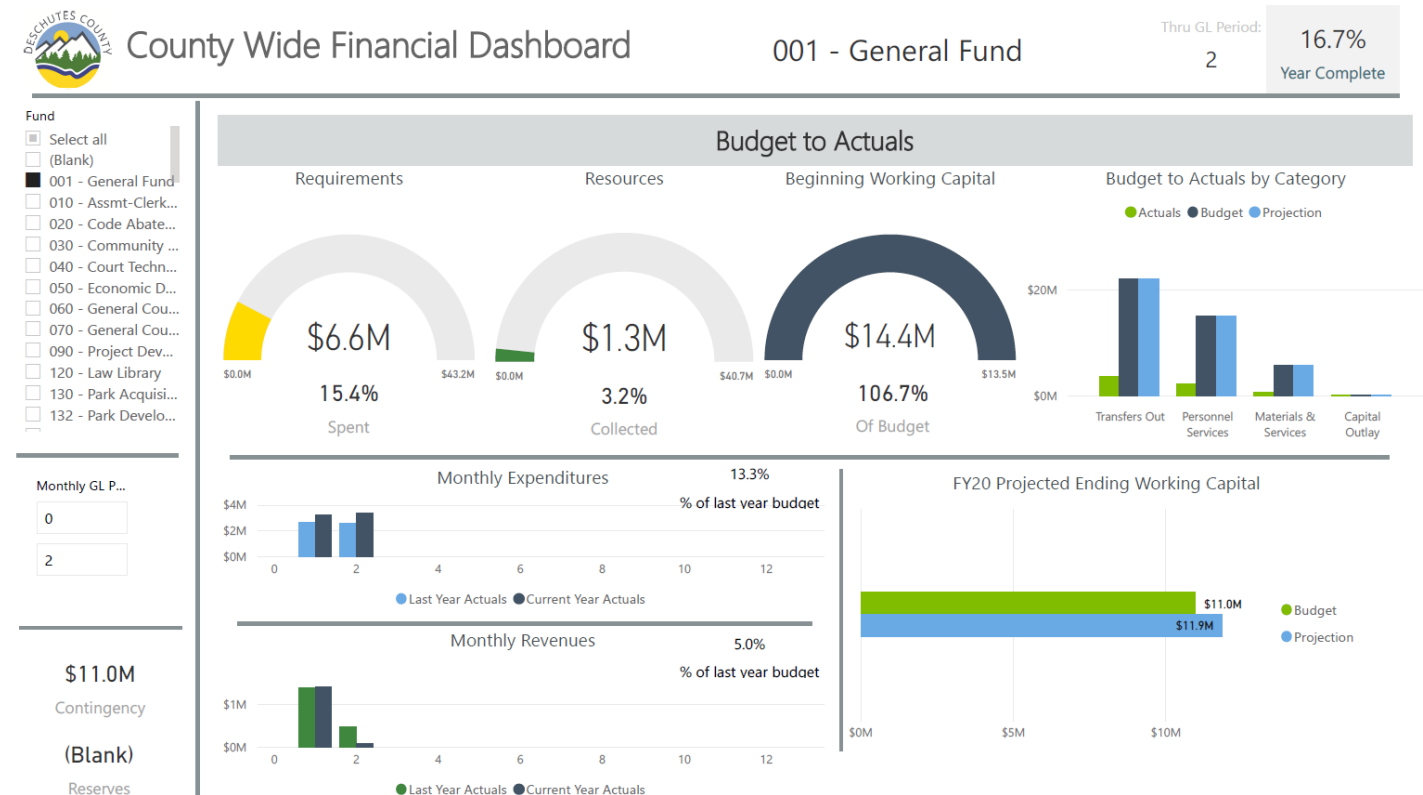
Org		Jul	Aug	July - June Percent Unfilled
Assessor	Filled	33.26	33.26	
	Unfilled	2.00	2.00	5.67%
Clerk	Filled	8.58	8.48	
	Unfilled	0.90	1.00	10.02%
BOPTA	Filled	0.42	0.52	
	Unfilled	0.10	-	9.62%
DA	Filled	51.70	54.50	
	Unfilled	6.30	3.50	8.45%
Tax	Filled	5.50	5.50	
	Unfilled	-	-	0.00%
Veterans'	Filled	5.00	5.00	
	Unfilled	-	-	0.00%
Property Mngt	Filled	2.00	2.00	
	Unfilled	-	-	0.00%
Total General Fund	Filled	106.46	109.26	
	Unfilled	9.30	6.50	6.82%
Justice Court	Filled	4.60	4.60	
	Unfilled	-	-	0.00%
Community Justice	Filled	45.90	45.90	
	Unfilled	2.00	2.00	4.18%
Sheriff	Filled	229.75	235.75	
	Unfilled	27.25	21.25	9.44%
Health Svcs	Filled	320.33	319.85	
	Unfilled	55.47	57.95	15.05%
CDD	Filled	61.00	61.00	
	Unfilled	4.00	6.00	7.58%
Road	Filled	57.00	57.00	
	Unfilled	-	-	0.00%
Adult P&P	Filled	37.60	37.60	
	Unfilled	3.25	3.25	7.96%
Solid Waste	Filled	23.00	24.00	
	Unfilled	2.00	4.00	11.32%
9-1-1	Filled	57.00	54.00	
	Unfilled	3.00	6.00	7.50%
Victims Assistance	Filled	8.00	8.00	
	Unfilled	-	-	0.00%
GIS Dedicated	Filled	2.30	2.30	
	Unfilled	-	-	0.00%
Fair & Expo	Filled	9.00	9.00	
	Unfilled	3.50	3.50	28.00%
Natural Resource	Filled	2.00	2.00	
	Unfilled	-	-	0.00%
ISF - Facilities	Filled	21.60	19.60	
	Unfilled	2.40	3.40	12.34%
ISF - Admin	Filled	7.75	7.75	
	Unfilled	1.00	1.00	11.43%
ISF - BOCC	Filled	3.00	3.00	
	Unfilled	-	-	0.00%
ISF - Finance	Filled	9.00	9.00	
	Unfilled	2.00	2.00	18.18%
ISF - Legal	Filled	7.00	7.00	
	Unfilled	-	-	0.00%
ISF - HR	Filled	8.00	8.00	
	Unfilled	1.00	1.00	11.11%
ISF - IT	Filled	15.70	15.70	
	Unfilled	-	-	0.00%
ISF - Risk	Filled	2.25	2.25	
	Unfilled	-	-	0.00%
<b>Total:</b>				
	<b>Filled</b>	1,038.24	1,042.56	
	<b>Unfilled</b>	116.17	117.85	
	<b>% Unfilled</b>	<b>10.06%</b>	<b>10.16%</b>	<b>10.11%</b>

## Budget to Actuals Report

### General Fund

Revenue YTD in the General Fund is \$1.3 million or 3.2% of budget. Last year revenue YTD was \$1.9M and 5% of budget. The difference is due to the timing of revenue received in the Assessor’s office (earlier last year), a slight reductions in revenue received in the Clerk’s office (less recordings) and less revenue in the Tax Office (staffing expenses are recouped through a direct charged instead of funds transfer).

Expenses YTD are \$6.6 million and 15.4% of budget compared to \$5.2 million and 13.3% of budget last year. Overall expenses are higher and represent a larger portion of the budget this year due to an increase in the approved budget transfers this year which are made on a regular monthly basis.



### All Major Funds

On the attached pages you will find the Budget to Actuals Report for the County’s major funds with actual revenue and expense data compared to budget through August 31, 2021.



# Budget to Actuals - Countywide Summary

## All Departments

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%
	Budget	Actuals	%	Budget	Actuals	%		
001 - General Fund	45,149,632	47,632,688	105%	40,404,160	1,277,020	3%	40,404,160	100%
030 - Juvenile	975,090	975,868	100%	901,143	24,666	3%	901,143	100%
160/170 - TRT	10,669,865	11,229,510	105%	11,659,435	3,727,412	32%	11,659,435	100%
200 - American Rescue Fund	19,000,000	46,273	0%	19,000,000	19,189,358	101%	38,140,000	201%
220 - Justice Court	489,850	501,563	102%	550,832	83,244	15%	550,832	100%
255 - Sheriff's Office	43,449,298	44,938,851	103%	44,724,355	792,451	2%	44,724,355	100%
274 - Health Services	43,207,563	45,866,032	106%	45,456,746	8,278,858	18%	47,671,194	105%
295 - CDD	8,251,726	9,687,451	117%	9,580,316	1,860,890	19%	10,064,166	105%
325 - Road	20,681,110	23,538,925	114%	22,629,649	5,174,548	23%	22,728,816	100%
355 - Adult P&P	5,995,287	6,040,170	101%	5,840,250	1,172,436	20%	6,280,619	108%
465 - Road CIP	2,467,800	2,942,827	119%	2,471,190	26,186	1%	2,471,190	100%
610 - Solid Waste	12,077,592	13,463,285	111%	13,350,600	2,521,395	19%	13,375,600	100%
615 - Fair & Expo	1,466,050	1,791,835	122%	1,395,724	216,176	15%	1,403,250	101%
616 - Annual County Fair	52,000	115,496	222%	1,560,500	1,775,411	114%	1,829,220	117%
617 - Fair & Expo Capital Reserve	14,000	8,532	61%	8,544	1,246	15%	8,544	100%
618 - RV Park	436,050	654,204	150%	497,524	101,557	20%	504,524	101%
619 - RV Park Reserve	1,100	7,787	708%	7,546	1,168	15%	7,546	100%
670 - Risk Management	3,263,646	3,239,580	99%	3,146,973	642,060	20%	4,322,173	137%
675 - Health Benefits	21,884,538	22,761,820	104%	23,027,177	3,588,197	16%	23,027,177	100%
705 - 911	11,064,698	12,080,426	109%	12,019,306	99,059	1%	12,019,306	100%
999 - Other	34,434,902	36,062,790	105%	50,071,852	6,149,847	12%	50,071,852	100%
<b>TOTAL RESOURCES</b>	<b>285,031,797</b>	<b>283,585,913</b>	<b>99%</b>	<b>308,303,822</b>	<b>56,703,186</b>	<b>18%</b>	<b>332,165,102</b>	<b>108%</b>

REQUIREMENTS	Fiscal Year 2021			Fiscal Year 2022			Projection	%
	Budget	Actuals	%	Budget	Actuals	%		
001 - General Fund	27,262,513	26,227,198	96%	20,994,801	3,041,068	14%	20,994,801	100%
030 - Juvenile	7,390,349	7,038,067	95%	7,522,365	1,078,695	14%	7,522,365	100%
160/170 - TRT	3,619,872	3,566,960	99%	3,358,388	448,022	13%	3,359,888	100%
200 - American Rescue Fund	19,000,000	32,136	0%	38,000,000	319,432	1%	38,000,000	100%
220 - Justice Court	683,508	650,926	95%	701,142	123,247	18%	701,142	100%



# Budget to Actuals - Countywide Summary

## All Departments

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**

Year Complete

	Fiscal Year 2021			Fiscal Year 2022					
	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
<b>255 - Sheriff's Office</b>	51,263,220	49,624,989	97%	54,162,360	8,288,697	15%	54,162,360	100%	
<b>274 - Health Services</b>	52,285,174	49,991,839	96%	55,965,360	7,736,314	14%	56,279,357	101%	
<b>295 - CDD</b>	8,474,142	8,086,137	95%	9,861,889	1,501,519	15%	9,724,779	99%	
<b>325 - Road</b>	14,513,205	12,505,687	86%	15,024,128	2,720,423	18%	15,024,128	100%	
<b>355 - Adult P&amp;P</b>	7,081,268	6,365,182	90%	7,079,915	1,003,187	14%	7,079,915	100%	
<b>465 - Road CIP</b>	20,036,050	11,742,022	59%	29,722,691	1,653,276	6%	29,480,115	99%	
<b>610 - Solid Waste</b>	8,853,213	8,107,298	92%	9,709,991	868,429	9%	9,709,991	100%	
<b>615 - Fair &amp; Expo</b>	2,070,371	2,011,341	97%	2,504,877	295,343	12%	2,504,877	100%	
<b>616 - Annual County Fair</b>	127,000	189,599	149%	1,468,131	1,015,629	69%	1,439,096	98%	
<b>617 - Fair &amp; Expo Capital Reserve</b>	401,940	90,523	23%	568,000	188	0%	568,000	100%	
<b>618 - RV Park</b>	543,902	512,967	94%	496,188	38,066	8%	458,203	92%	
<b>619 - RV Park Reserve</b>	100,000	-	0%	100,000	-	0%	100,000	100%	
<b>670 - Risk Management</b>	3,794,344	2,386,920	63%	4,027,292	784,243	19%	5,677,047	141%	
<b>675 - Health Benefits</b>	23,620,173	23,267,554	99%	23,924,393	2,201,610	9%	23,924,393	100%	
<b>705 - 911</b>	12,576,839	10,534,248	84%	14,563,007	1,822,843	13%	14,563,007	100%	
<b>999 - Other</b>	59,118,720	32,834,768	56%	86,294,153	7,931,750	9%	86,294,153	100%	
<b>TOTAL REQUIREMENTS</b>	<b>322,815,803</b>	<b>255,766,360</b>	<b>79%</b>	<b>386,049,071</b>	<b>42,871,982</b>	<b>11%</b>	<b>387,567,617</b>	<b>100%</b>	



# Budget to Actuals - Countywide Summary

## All Departments

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

TRANSFERS	Fiscal Year 2021			Fiscal Year 2022			Projection	
	Budget	Actuals	%	Budget	Actuals	%		%
001 - General Fund	(20,308,890)	(19,944,154)	98%	(21,927,604)	(3,564,908)	16%	(21,927,604)	100%
030 - Juvenile	5,957,854	5,957,854	100%	6,249,397	1,041,564	17%	6,249,397	100%
160/170 - TRT	(5,278,036)	(4,963,905)	94%	(5,757,574)	(959,588)	17%	(5,757,574)	100%
220 - Justice Court	107,235	111,521	104%	205,956	34,326	17%	205,956	100%
255 - Sheriff's Office	3,119,077	3,119,949	100%	3,500,737	628,954	18%	3,500,737	100%
274 - Health Services	8,026,313	6,945,413	87%	6,122,830	1,020,460	17%	6,122,830	100%
295 - CDD	(55,480)	(1,104,998)	999%	(270,622)	(51,762)	19%	(667,336)	247%
325 - Road	(6,683,218)	(6,683,218)	100%	(11,757,547)	(2,213,525)	19%	(11,757,547)	100%
355 - Adult P&P	187,496	187,496	100%	652,046	98,794	15%	472,046	72%
465 - Road CIP	7,517,657	6,819,612	91%	12,193,917	-	0%	12,193,917	100%
610 - Solid Waste	(3,684,280)	(3,684,280)	100%	(6,029,323)	(2,326)	0%	(6,029,323)	100%
615 - Fair & Expo	894,967	1,144,277	128%	800,736	108,454	14%	800,736	100%
616 - Annual County Fair	75,000	75,000	100%	(75,000)	12,500	-17%	(75,000)	100%
617 - Fair & Expo Capital Reserve	453,158	385,418	85%	728,901	121,482	17%	728,901	100%
618 - RV Park	(436,628)	(369,173)	85%	47,958	(18,674)	-39%	47,958	100%
619 - RV Park Reserve	621,628	549,173	88%	132,042	22,006	17%	132,042	100%
670 - Risk Management	(3,500)	(3,500)	100%	(3,500)	(582)	17%	(3,500)	100%
705 - 911	-	-	-	-	-	0%	-	100%
999 - Other	9,078,924	11,341,115	125%	15,272,030	3,722,825	24%	15,763,365	103%
<b>TOTAL TRANSFERS</b>	<b>(410,723)</b>	<b>(116,400)</b>	<b>0%</b>	<b>85,379</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>0%</b>



# Budget to Actuals - Countywide Summary

## All Departments

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

ENDING FUND BALANCE	Fiscal Year 2021			Fiscal Year 2022			
	Budget	Actuals	%	Budget	Actuals	Projection	%
001 - General Fund	9,678,629	14,990,849	155%	10,952,375	9,042,183	11,852,893	108%
030 - Juvenile	616,595	965,374	157%	596,681	741,574	592,071	99%
160/170 - TRT	5,484,351	6,189,395	113%	8,433,816	8,462,142	8,684,313	103%
200 - American Rescue Fund	-	14,137	999%	-	18,884,063	154,137	999%
220 - Justice Court	57,804	-	0%	55,646	(5,677)	55,646	100%
255 - Sheriff's Office	13,981,322	17,266,778	123%	11,937,243	10,470,655	11,402,716	96%
274 - Health Services	5,727,266	10,636,771	186%	5,833,206	8,770,854	8,171,411	140%
295 - CDD	734,798	1,749,673	238%	880,172	2,059,236	1,423,678	162%
325 - Road	2,180,473	8,567,091	393%	2,231,806	8,827,680	4,534,221	203%
355 - Adult P&P	1,816,329	2,982,473	164%	2,152,156	3,233,003	2,637,711	123%
465 - Road CIP	13,103,814	23,533,004	180%	5,316,460	20,604,528	7,416,610	140%
610 - Solid Waste	719,918	3,957,273	550%	583,520	5,634,810	1,620,457	278%
615 - Fair & Expo	655,550	923,571	141%	442,256	972,447	642,269	145%
616 - Annual County Fair	-	(46,564)		17,369	756,965	299,807	999%
617 - Fair & Expo Capital Reserve	1,208,442	1,029,596	85%	1,271,108	1,152,137	1,199,041	94%
618 - RV Park	43,512	-	0%	49,294	44,816	94,279	191%
619 - RV Park Reserve	1,012,728	1,054,426	104%	824,054	1,032,052	1,048,466	127%
670 - Risk Management	6,465,802	9,525,910	147%	7,445,296	9,383,468	8,167,858	110%
675 - Health Benefits	13,588,094	15,596,100	115%	13,875,402	17,254,652	14,970,849	108%
705 - 911	6,829,277	10,709,072	157%	9,307,082	8,558,716	7,738,800	83%
999 - Other	50,123,088	83,781,685	167%	55,725,866	87,627,149	56,216,117	101%
<b>TOTAL FUND BALANCE</b>	<b>134,027,792</b>	<b>213,426,617</b>	<b>159%</b>	<b>137,930,808</b>	<b>223,507,453</b>	<b>148,923,351</b>	<b>108%</b>



# Budget to Actuals Report

## General Fund - Fund 001

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Property Taxes - Current	30,105,307	30,896,789	103%	32,410,716	68,318	0%	32,410,716	100%	- A
Property Taxes - Prior	358,000	683,563	191%	460,000	68,841	15%	460,000	100%	-
Other General Revenues	10,450,871	10,355,456	99%	2,689,926	647,910	24%	2,689,926	100%	- B
Assessor	836,713	1,291,220	154%	987,411	7,166	1%	987,411	100%	-
Clerk	2,153,741	3,168,198	147%	2,741,215	440,283	16%	2,741,215	100%	-
BOPTA	12,220	19,236	157%	14,588	-	0%	14,588	100%	-
District Attorney	467,138	426,613	91%	434,221	3,128	1%	434,221	100%	-
Tax Office	419,927	510,878	122%	341,004	33,042	10%	341,004	100%	-
Veterans	223,715	158,931	71%	173,079	-	0%	173,079	100%	- C
Property Management	122,000	121,804	100%	152,000	8,333	5%	152,000	100%	- D
<b>TOTAL RESOURCES</b>	<b>45,149,632</b>	<b>47,632,688</b>	<b>105%</b>	<b>40,404,160</b>	<b>1,277,020</b>	<b>3%</b>	<b>40,404,160</b>	<b>100%</b>	-

REQUIREMENTS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Assessor	5,237,507	4,897,265	94%	5,454,784	795,150	15%	5,454,784	100%	-
Clerk	2,051,015	1,882,617	92%	2,080,739	230,513	11%	2,080,739	100%	-
BOPTA	79,945	76,037	95%	82,911	17,703	21%	82,911	100%	-
District Attorney	8,234,075	8,157,238	99%	9,701,727	1,363,426	14%	9,701,727	100%	-
Medical Examiner	236,358	220,618	93%	242,652	26,266	11%	242,652	100%	-
Tax Office	1,016,608	989,331	97%	932,570	172,743	19%	932,570	100%	-
Veterans	687,678	610,652	89%	709,161	122,629	17%	709,161	100%	-
Property Management	332,533	312,595	94%	376,061	57,253	15%	376,061	100%	-
Non-Departmental	9,386,794	9,080,846	97%	1,414,196	255,385	18%	1,414,196	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>27,262,513</b>	<b>26,227,198</b>	<b>96%</b>	<b>20,994,801</b>	<b>3,041,068</b>	<b>14%</b>	<b>20,994,801</b>	<b>100%</b>	-

TRANSFERS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Transfers In	260,000	260,000	100%	260,000	43,332	17%	260,000	100%	- E
Transfers Out	(20,568,890)	(20,204,154)	98%	(22,187,604)	(3,608,240)	16%	(22,187,604)	100%	-
<b>TOTAL TRANSFERS</b>	<b>(20,308,890)</b>	<b>(19,944,154)</b>	<b>98%</b>	<b>(21,927,604)</b>	<b>(3,564,908)</b>	<b>16%</b>	<b>(21,927,604)</b>	<b>100%</b>	-

FUND BALANCE	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Beginning Fund Balance	12,100,400	13,529,514	112%	13,470,620	14,371,138	107%	14,371,138	107%	900,518 F
Resources over Requirements	17,887,119	21,405,490		19,409,359	(1,764,048)		19,409,359		0
Net Transfers - In (Out)	(20,308,890)	(19,944,154)		(21,927,604)	(3,564,908)		(21,927,604)		-
<b>TOTAL FUND BALANCE</b>	<b>\$ 9,678,629</b>	<b>\$ 14,990,849</b>	<b>155%</b>	<b>\$ 10,952,375</b>	<b>\$ 9,042,183</b>	<b>83%</b>	<b>\$ 11,852,893</b>	<b>108%</b>	<b>\$900,518</b>

- A** Current year taxes received primarily in November, February and May
- B** PILT payment of \$500,000 received in July 2021
- C** Oregon Dept. of Veteran's Affairs grant reimbursed quarterly
- D** Interfund land-sale management revenue recorded at year-end
- E** Repayment to General Fund from Finance Reserves for ERP Implementation
- F** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Juvenile - Fund 030

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
OYA Basic & Diversion	472,401	497,387	105%	432,044	-	0%	432,044	100%	- A
ODE Juvenile Crime Prev	109,000	118,909	109%	100,517	-	0%	100,517	100%	-
Gen Fund-Crime Prevention	89,500	89,500	100%	89,500	-	0%	89,500	100%	-
Leases	88,000	82,522	94%	88,000	15,303	17%	88,000	100%	-
Inmate/Prisoner Housing	90,000	64,350	72%	80,000	4,800	6%	80,000	100%	-
DOC Unif Crime Fee/HB2712	49,339	49,339	100%	49,339	-	0%	49,339	100%	- A
OJD Court Fac/Sec SB 1065	26,000	13,503	52%	20,000	2,187	11%	20,000	100%	-
Interest on Investments	17,300	13,796	80%	14,243	678	5%	14,243	100%	-
Food Subsidy	12,000	13,028	109%	12,000	-	0%	12,000	100%	-
Contract Payments	8,000	2,795	35%	8,000	1,164	15%	8,000	100%	-
Miscellaneous	7,550	28,312	375%	7,500	534	7%	7,500	100%	-
Case Supervision Fee	6,000	2,427	40%	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>975,090</b>	<b>975,868</b>	<b>100%</b>	<b>901,143</b>	<b>24,666</b>	<b>3%</b>	<b>901,143</b>	<b>100%</b>	<b>-</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Personnel Services	5,970,797	5,762,391	97%	6,108,905	894,856	15%	6,108,905	100%
Materials and Services	1,372,016	1,233,684	90%	1,363,409	183,839	13%	1,363,409	100%	-
Capital Outlay	47,536	41,992	88%	50,051	-	0%	50,051	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>7,390,349</b>	<b>7,038,067</b>	<b>95%</b>	<b>7,522,365</b>	<b>1,078,695</b>	<b>14%</b>	<b>7,522,365</b>	<b>100%</b>	<b>-</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers In- General Funds	6,034,966	6,034,966	100%	6,304,397	1,050,730	17%	6,304,397	100%
Transfers Out-Veh Reserve	(77,112)	(77,112)	100%	(55,000)	(9,166)	17%	(55,000)	100%	-
<b>TOTAL TRANSFERS</b>	<b>5,957,854</b>	<b>5,957,854</b>	<b>100%</b>	<b>6,249,397</b>	<b>1,041,564</b>	<b>17%</b>	<b>6,249,397</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	1,074,000	1,069,720	100%	968,506	754,040	78%	963,896	100%
Resources over Requirements	(6,415,259)	(6,062,199)		(6,621,222)	(1,054,029)		(6,621,222)		0
Net Transfers - In (Out)	5,957,854	5,957,854		6,249,397	1,041,564		6,249,397		-
<b>TOTAL FUND BALANCE</b>	<b>\$ 616,595</b>	<b>\$ 965,374</b>	<b>157%</b>	<b>\$ 596,681</b>	<b>\$ 741,574</b>	<b>124%</b>	<b>\$ 592,071</b>	<b>99%</b>	<b>(\$4,610)</b>

**A** Quarterly reimbursement of biennial award based on actuals

**C** Final Beginning Fund Balance will be determined after the final close of FY21; projection includes revenue received in FY22 that will be accrued back to FY21





# Budget to Actuals Report

## TRT - Fund 160/170

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Room Taxes	10,615,965	11,068,364	104%	11,600,987	3,718,248	32%	11,600,987	100%	-
Interest	53,900	61,146	113%	58,448	9,164	16%	58,448	100%	-
State Miscellaneous	-	100,000		-	-		-		-
<b>TOTAL RESOURCES</b>	<b>10,669,865</b>	<b>11,229,510</b>	<b>105%</b>	<b>11,659,435</b>	<b>3,727,412</b>	<b>32%</b>	<b>11,659,435</b>	<b>100%</b>	<b>-</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	COVA	3,038,805	2,998,091	99%	3,136,659	385,371	12%	3,136,659	100%
Interfund Contract	114,481	114,481	100%	121,817	20,303	17%	121,817	100%	- B
Software	11,500	-	0%	45,000	31,008	69%	45,000	100%	-
Interfund Charges	35,861	35,861	100%	39,709	6,618	17%	39,709	100%	-
Administrative	15,225	4,526	30%	15,203	4,723	31%	16,703	110%	(1,500)
Grants & Contributions	404,000	414,000	102%	-	-		-		-
<b>TOTAL REQUIREMENTS</b>	<b>3,619,872</b>	<b>3,566,960</b>	<b>99%</b>	<b>3,358,388</b>	<b>448,022</b>	<b>13%</b>	<b>3,359,888</b>	<b>100%</b>	<b>(1,500)</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfer Out - RV Park	(20,000)	(20,000)	100%	(20,000)	(3,332)	17%	(20,000)	100%
Transfer Out - F&E (as needed)	(275,744)	(25,744)	9%	(25,744)	(4,290)	17%	(25,744)	100%	-
Transfer Out - Annual Fair	(75,000)	(75,000)	100%	(75,000)	(12,500)	17%	(75,000)	100%	-
Transfers Out	-	-		(205,956)	(34,326)	17%	(205,956)	100%	-
Transfer Out - F&E Reserve	(453,158)	(385,418)	85%	(428,901)	(71,482)	17%	(428,901)	100%	- C
Transfer Out - Health	(406,646)	(406,646)	100%	(444,417)	(74,068)	17%	(444,417)	100%	-
Transfer Out - F&E	(895,701)	(899,310)	100%	(905,769)	(150,960)	17%	(905,769)	100%	-
Transfer Out - Sheriff	(3,151,787)	(3,151,787)	100%	(3,651,787)	(608,630)	17%	(3,651,787)	100%	-
<b>TOTAL TRANSFERS</b>	<b>(5,278,036)</b>	<b>(4,963,905)</b>	<b>94%</b>	<b>(5,757,574)</b>	<b>(959,588)</b>	<b>17%</b>	<b>(5,757,574)</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	3,712,394	3,490,749	94%	5,890,343	6,142,340	104%	6,142,340	104%
Resources over Requirements	7,049,993	7,662,551		8,301,047	3,279,390		8,299,547		(1,500)
Net Transfers - In (Out)	(5,278,036)	(4,963,905)		(5,757,574)	(959,588)		(5,757,574)		-
<b>TOTAL FUND BALANCE</b>	<b>\$ 5,484,351</b>	<b>\$ 6,189,395</b>	<b>113%</b>	<b>\$ 8,433,816</b>	<b>\$ 8,462,142</b>	<b>100%</b>	<b>\$ 8,684,313</b>	<b>103%</b>	<b>\$250,497</b>

- A** Payments to COVA based on a percent of TRT collections
- B** Contracted services with the Finance Department for operating TRT program
- C** The balance of the 1% F&E TRT is transferred to F&E reserves
- D** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## ARPA – Fund 200

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
State & Local Coronavirus Fiscal Recovery Funds	19,000,000	32,136	0%	19,000,000	19,167,541	101%	38,000,000	200%	19,000,000 <b>A</b>
Interest	-	14,137		-	21,818		140,000		140,000
<b>TOTAL RESOURCES</b>	<b>19,000,000</b>	<b>46,273</b>	<b>0%</b>	<b>19,000,000</b>	<b>19,189,358</b>	<b>101%</b>	<b>38,140,000</b>	<b>201%</b>	<b>19,140,000</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Administrative	19,000,000	-	0%	33,426,816	10,935	0%	33,426,816	100%
Services to Disproportionately Impacted Communities	-	-		2,300,000	-	0%	2,300,000	100%	- <b>C</b>
Infrastructure	-	-		1,450,000	-	0%	1,450,000	100%	- <b>D</b>
Public Health	-	32,136	999%	723,184	308,498	43%	723,184	100%	- <b>E</b>
Negative Economic Impacts	-	-		100,000	-	0%	100,000	100%	- <b>F</b>
<b>TOTAL REQUIREMENTS</b>	<b>19,000,000</b>	<b>32,136</b>	<b>0%</b>	<b>38,000,000</b>	<b>319,432</b>	<b>1%</b>	<b>38,000,000</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	-	-		19,000,000	14,137	0%	14,137	0%
Resources over Requirements	-	14,137		(19,000,000)	18,869,926		140,000		19,140,000
Net Transfers - In (Out)	-	-		-	-		-		-
<b>TOTAL FUND BALANCE</b>	<b>-</b>	<b>\$ 14,137</b>	<b>999%</b>	<b>-</b>	<b>\$ 18,884,063</b>	<b>999%</b>	<b>\$ 154,137</b>	<b>999%</b>	<b>\$ 154,137</b>

- A** The revenue received in FY21, but unspent at 06.30.21, was recorded as Deferred Revenue and recognized in FY22
- B** Administration holds the balance of the ARPA funds, as well as an approved budget analyst for ARPA reporting and administration
- C** Includes funding for phase 1 of the Little Kits Early Learning & Child Care Center, Bend Heroes Vets Village, The Bethlehem Inn Expansion in Redmond and a Managed City Camp through the City of Bend.
- D** Consists of upgrading and modernizing irrigation systems throughout the region.
- E** Approved ARPA funding consists of Isolation Motel Liability Insurance, COVID-19 testing done by Dr. Young, UV sanitizer for the jail to prevent COVID-19 in congregate settings, and various Health Services expenses such as temporary staffing costs to support the COVID-19 response
- F** Includes funding for the Ronald McDonald House
- G** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Justice Court - Fund 220

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Court Fines & Fees	488,750	500,818	102%	550,000	83,262	15%	550,000	100%	-
Miscellaneous	-	736		737	-	0%	737	100%	-
Interest on Investments	1,100	9	1%	95	(17)	-18%	95	100%	-
<b>TOTAL RESOURCES</b>	<b>489,850</b>	<b>501,563</b>	<b>102%</b>	<b>550,832</b>	<b>83,244</b>	<b>15%</b>	<b>550,832</b>	<b>100%</b>	<b>-</b>

REQUIREMENTS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Personnel Services	531,006	519,650	98%	542,209	89,626	17%	542,209	100%	-
Materials and Services	152,502	131,276	86%	158,933	33,621	21%	158,933	100%	- <sup>A</sup>
<b>TOTAL REQUIREMENTS</b>	<b>683,508</b>	<b>650,926</b>	<b>95%</b>	<b>701,142</b>	<b>123,247</b>	<b>18%</b>	<b>701,142</b>	<b>100%</b>	<b>-</b>

TRANSFERS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Transfers In - Justice Court	-	-		205,956	34,326	17%	205,956	100%	-
Transfers In- General Fund	107,235	111,521	104%	-	-		-		-
<b>TOTAL TRANSFERS</b>	<b>107,235</b>	<b>111,521</b>	<b>104%</b>	<b>205,956</b>	<b>34,326</b>	<b>17%</b>	<b>205,956</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Beginning Fund Balance	144,227	37,842	26%	-	-		-		0 <sup>B</sup>
Resources over Requirements	(193,658)	(149,363)		(150,310)	(40,003)		(150,310)		0
Net Transfers - In (Out)	107,235	111,521		205,956	34,326		205,956		-
<b>TOTAL FUND BALANCE</b>	<b>\$ 57,804</b>	<b>-</b>	<b>0%</b>	<b>\$ 55,646</b>	<b>(\$ 5,677)</b>	<b>-10%</b>	<b>\$ 55,646</b>	<b>100%</b>	<b>\$0</b>

- A** One time yearly software maintenance fee paid in July for entire fiscal year
- B** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Sheriff's Office - Fund 255

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
LED #1 Property Tax Current	27,476,763	27,912,029	102%	28,448,529	60,872	0%	28,448,529	100%	- A
LED #2 Property Tax Current	11,092,307	11,269,119	102%	11,813,562	24,576	0%	11,813,562	100%	- A
Sheriff's Office Revenues	4,259,128	4,693,854	110%	3,770,574	607,927	16%	3,770,574	100%	-
LED #1 Property Tax Prior	280,000	579,513	207%	330,000	57,062	17%	330,000	100%	-
LED #1 Interest	101,100	170,066	168%	147,416	14,474	10%	147,416	100%	-
LED #2 Property Tax Prior	120,000	194,726	162%	145,000	23,756	16%	145,000	100%	-
LED #2 Interest	120,000	72,488	60%	69,274	3,784	5%	69,274	100%	-
LED #1 Foreclosed Properties	-	33,522	-	-	-	-	-	-	-
LED #2 Foreclosed Properties	-	13,534	-	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>43,449,298</b>	<b>44,938,851</b>	<b>103%</b>	<b>44,724,355</b>	<b>792,451</b>	<b>2%</b>	<b>44,724,355</b>	<b>100%</b>	-

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Sheriff's Services	3,864,843	4,435,367	115%	4,002,499	608,602	15%	4,002,499	100%
Civil/Special Units	1,232,618	1,083,411	88%	1,154,204	174,401	15%	1,154,204	100%	-
Automotive/Communications	3,312,477	3,184,547	96%	3,576,342	374,900	10%	3,576,342	100%	-
Detective	2,515,536	2,546,467	101%	3,029,130	528,399	17%	3,029,130	100%	-
Patrol	13,284,465	13,388,793	101%	14,015,461	2,337,990	17%	14,015,461	100%	-
Records	1,038,130	954,506	92%	1,025,023	142,785	14%	1,025,023	100%	-
Adult Jail	20,347,342	18,424,567	91%	21,033,697	3,024,000	14%	21,033,697	100%	-
Court Security	490,401	413,143	84%	444,617	54,548	12%	444,617	100%	-
Emergency Services	543,565	886,331	163%	789,912	153,207	19%	789,912	100%	-
Special Services	2,052,586	1,787,984	87%	1,775,588	335,479	19%	1,775,588	100%	-
Training	1,156,993	1,186,921	103%	1,626,207	282,070	17%	1,626,207	100%	-
Other Law Enforcement	1,328,675	1,331,363	100%	1,389,684	272,317	20%	1,389,684	100%	-
Non - Departmental	95,589	1,589	2%	299,998	-	0%	299,998	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>51,263,220</b>	<b>49,624,989</b>	<b>97%</b>	<b>54,162,360</b>	<b>8,288,697</b>	<b>15%</b>	<b>54,162,360</b>	<b>100%</b>	-

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfer In - TRT	3,151,787	3,151,787	100%	3,651,787	608,630	17%	3,651,787	100%
Transfer In - General Fund	240,290	240,290	100%	121,950	20,324	17%	121,950	100%	-
Transfers Out - Debt Service	(273,000)	(272,128)	100%	(273,000)	-	0%	(273,000)	100%	-
<b>TOTAL TRANSFERS</b>	<b>3,119,077</b>	<b>3,119,949</b>	<b>100%</b>	<b>3,500,737</b>	<b>628,954</b>	<b>18%</b>	<b>3,500,737</b>	<b>100%</b>	-

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	18,676,167	18,832,967	101%	17,874,511	17,337,947	97%	17,339,984	97%
Resources over Requirements	(7,813,922)	(4,686,138)	-	(9,438,005)	(7,496,247)	-	(9,438,005)	-	0
Net Transfers - In (Out)	3,119,077	3,119,949	-	3,500,737	628,954	-	3,500,737	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 13,981,322</b>	<b>\$ 17,266,778</b>	<b>123%</b>	<b>\$ 11,937,243</b>	<b>\$ 10,470,655</b>	<b>88%</b>	<b>\$ 11,402,716</b>	<b>96%</b>	<b>(\$534,527)</b>

- A** Current year taxes received primarily in November, February and May
- B** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Health Services - Fund 274

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
State Grant	15,156,802	14,869,697	98%	15,976,925	2,836,617	18%	16,491,571	103%	514,646
OHP Capitation	8,279,406	8,403,083	101%	8,947,837	1,870,597	21%	8,947,837	100%	-
Federal Grants	4,833,096	5,641,391	117%	3,633,483	-	0%	3,812,754	105%	179,271
OHP Fee for Service	3,265,627	3,877,425	119%	3,627,151	564,197	16%	3,385,185	93%	(241,966)
State Miscellaneous	2,850,731	3,493,477	123%	3,193,188	632,292	20%	4,735,016	148%	1,541,828
CCBHC Grant	-	-	-	2,627,291	-	0%	2,627,291	100%	-
Local Grants	3,639,059	3,829,781	105%	1,936,838	1,471,822	76%	2,139,500	110%	202,662
Environmental Health Fees	1,091,652	1,106,707	101%	1,086,019	36,099	3%	1,096,411	101%	10,392
Medicaid	350,491	922,854	263%	1,014,100	125,547	12%	753,281	74%	(260,819)
Other	965,971	1,106,718	115%	884,036	223,556	25%	879,411	99%	(4,625)
State - Medicaid/Medicare	952,220	845,576	89%	843,050	142,232	17%	856,015	102%	12,965
Patient Fees	672,995	481,431	72%	468,415	99,324	21%	597,896	128%	129,481
Vital Records	237,296	317,189	134%	280,000	25,493	9%	279,676	100%	(324)
Divorce Filing Fees	173,030	173,030	100%	173,030	173,030	100%	173,030	100%	-
State - Medicare	210,287	212,197	101%	172,200	54,969	32%	303,137	176%	130,937
Liquor Revenue	99,500	158,977	160%	157,000	-	0%	157,000	100%	-
Interest on Investments	147,400	153,426	104%	156,549	15,424	10%	156,549	100%	-
State Shared- Family Planning	155,000	146,074	94%	152,634	7,658	5%	152,634	100%	-
Interfund Contract- Gen Fund	127,000	127,000	100%	127,000	-	0%	127,000	100%	-
<b>TOTAL RESOURCES</b>	<b>43,207,563</b>	<b>45,866,032</b>	<b>106%</b>	<b>45,456,746</b>	<b>8,278,858</b>	<b>18%</b>	<b>47,671,194</b>	<b>105%</b>	<b>2,214,448</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Administration Allocation	-	-	-	-	-	-	-	-
Personnel Services	37,622,192	35,975,598	96%	42,721,955	6,236,091	15%	41,785,363	98%	936,592
Materials and Services	14,523,515	13,884,577	96%	13,163,405	1,500,223	11%	14,363,994	109%	(1,200,589)
Capital Outlay	139,467	131,664	94%	80,000	-	0%	130,000	163%	(50,000)
<b>TOTAL REQUIREMENTS</b>	<b>52,285,174</b>	<b>49,991,839</b>	<b>96%</b>	<b>55,965,360</b>	<b>7,736,314</b>	<b>14%</b>	<b>56,279,357</b>	<b>101%</b>	<b>(313,997)</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers In- General Fund	5,472,710	5,472,710	100%	5,909,168	984,850	17%	5,909,168	100%
Transfers In - TRT	406,646	406,646	100%	444,417	74,068	17%	444,417	100%	-
Transfers In- OHP Mental Health	2,379,865	1,298,965	55%	-	-	-	-	-	-
Transfers Out	(232,908)	(232,908)	100%	(230,755)	(38,458)	17%	(230,755)	100%	-
<b>TOTAL TRANSFERS</b>	<b>8,026,313</b>	<b>6,945,413</b>	<b>87%</b>	<b>6,122,830</b>	<b>1,020,460</b>	<b>17%</b>	<b>6,122,830</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	6,778,564	7,817,166	115%	10,218,990	7,207,850	71%	10,656,744	104%
Resources over Requirements	(9,077,611)	(4,125,807)	-	(10,508,614)	542,544	-	(8,608,163)	-	1,900,451
Net Transfers - In (Out)	8,026,313	6,945,413	87%	6,122,830	1,020,460	17%	6,122,830	100%	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 5,727,266</b>	<b>\$ 10,636,771</b>	<b>186%</b>	<b>\$ 5,833,206</b>	<b>\$ 8,770,854</b>	<b>150%</b>	<b>\$ 8,171,411</b>	<b>140%</b>	<b>\$2,338,205</b>



# Budget to Actuals Report

## Health Services - Admin - Fund 274

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Federal Grants	1,237,245	2,636,157	213%	768,843	-	0%	907,221	118%	138,378 <b>A</b>
State Grant	-	-	-	637,740	-	0%	698,351	110%	60,611
CCBHC Grant	-	-	-	486,804	-	0%	472,404	97%	(14,400)
Interest on Investments	147,400	153,426	104%	156,549	15,424	10%	156,549	100%	-
Other	14,391	12,622	88%	9,200	5,256	57%	9,200	100%	-
State Miscellaneous	-	347,105	-	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>1,399,036</b>	<b>3,149,311</b>	<b>225%</b>	<b>2,059,136</b>	<b>20,680</b>	<b>1%</b>	<b>2,243,725</b>	<b>109%</b>	<b>184,589</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Personnel Services	5,914,729	5,679,486	96%	6,810,635	986,051	14%	6,771,949	99%
Materials and Services	4,991,353	6,433,193	129%	5,905,826	947,447	16%	6,058,881	103%	(153,055) <b>B</b>
Administration Allocation	(9,645,743)	(9,645,743)	100%	(10,233,030)	-	0%	(10,233,030)	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>1,260,339</b>	<b>2,466,936</b>	<b>196%</b>	<b>2,483,431</b>	<b>1,933,498</b>	<b>78%</b>	<b>2,597,800</b>	<b>105%</b>	<b>(114,369)</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers Out	(232,908)	(232,908)	100%	(230,755)	(38,458)	17%	(230,755)	100%
<b>TOTAL TRANSFERS</b>	<b>(232,908)</b>	<b>(232,908)</b>	<b>100%</b>	<b>(230,755)</b>	<b>(38,458)</b>	<b>17%</b>	<b>(230,755)</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	2,772,840	3,322,793	120%	3,552,000	(628,553)	-18%	3,777,729	106%
Resources over Requirements	138,696	682,374	-	(424,295)	(1,912,818)	-	(354,075)	-	70,220
Net Transfers - In (Out)	(232,908)	(232,908)	-	(230,755)	(38,458)	-	(230,755)	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 2,678,628</b>	<b>\$ 3,772,260</b>	<b>141%</b>	<b>\$ 2,896,950</b>	<b>(\$ 2,579,829)</b>	<b>-89%</b>	<b>\$ 3,192,899</b>	<b>110%</b>	<b>\$295,949</b>

- A** Federal grants are reimbursed on a quarterly basis. Revenue over budget related to OHA/FEMA reimbursement for COVID-19 vaccine distribution.
- B** Expenditures over budget related to expenses supporting COVID-19 vaccine distribution
- C** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Health Services - Behavioral Health - Fund 274

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
State Grant	10,348,047	9,920,554	96%	10,914,239	2,762,295	25%	11,063,467	101%	149,228 A
OHP Capitation	8,279,406	8,403,083	101%	8,947,837	1,870,597	21%	8,947,837	100%	-
OHP Fee for Service	3,265,627	3,877,425	119%	3,627,151	564,197	16%	3,385,185	93%	(241,966)
Federal Grants	3,298,243	2,715,411	82%	2,725,623	-	0%	2,725,037	100%	(586)
State Miscellaneous	1,544,455	1,285,829	83%	2,181,992	528,675	24%	2,558,494	117%	376,502 B
CCBHC Grant	-	-	-	2,140,487	-	0%	2,154,887	101%	14,400
Local Grants	1,897,762	1,717,173	90%	1,093,055	829,762	76%	1,256,039	115%	162,984 C
Medicaid	350,491	922,854	263%	1,014,100	125,547	12%	753,281	74%	(260,819) D
Other	927,605	1,076,144	116%	682,180	111,720	16%	691,255	101%	9,075
Patient Fees	522,300	380,798	73%	372,115	81,970	22%	493,769	133%	121,654
Divorce Filing Fees	173,030	173,030	100%	173,030	173,030	100%	173,030	100%	-
State - Medicare	210,287	212,197	101%	172,200	54,969	32%	303,137	176%	130,937 E
Liquor Revenue	99,500	158,977	160%	157,000	-	0%	157,000	100%	-
Interfund Contract- Gen Fund	127,000	127,000	100%	127,000	-	0%	127,000	100%	-
<b>TOTAL RESOURCES</b>	<b>31,043,753</b>	<b>30,970,475</b>	<b>100%</b>	<b>34,328,009</b>	<b>7,102,760</b>	<b>21%</b>	<b>34,789,418</b>	<b>101%</b>	<b>461,409</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Administration Allocation	7,434,938	7,434,938	100%	7,619,040	-	0%	7,619,040	100%
Personnel Services	23,060,066	22,131,010	96%	25,927,326	3,814,438	15%	25,292,596	98%	634,730 F
Materials and Services	5,998,817	4,097,273	68%	4,849,788	304,034	6%	5,109,713	105%	(259,925) G
Capital Outlay	125,267	106,122	85%	54,000	-	0%	54,000	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>36,619,088</b>	<b>33,769,343</b>	<b>92%</b>	<b>38,450,154</b>	<b>4,118,472</b>	<b>11%</b>	<b>38,075,349</b>	<b>99%</b>	<b>374,805</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers In- General Fund	2,036,117	2,036,117	100%	2,278,087	379,674	17%	2,278,087	100%
Transfers Out	-	-	0%	-	-	-	-	-	-
Transfers In- OHP Mental Health	2,298,179	1,217,279	53%	-	-	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>4,334,296</b>	<b>3,253,396</b>	<b>75%</b>	<b>2,278,087</b>	<b>379,674</b>	<b>17%</b>	<b>2,278,087</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	3,008,705	3,397,853	113%	3,703,750	4,946,057	134%	3,853,944	104%
Resources over Requirements	(5,575,335)	(2,798,868)	-	(4,122,145)	2,984,289	-	(3,285,931)	-	836,214
Net Transfers - In (Out)	4,334,296	3,253,396	-	2,278,087	379,674	-	2,278,087	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 1,767,666</b>	<b>\$ 3,852,381</b>	<b>218%</b>	<b>\$ 1,859,692</b>	<b>\$ 8,310,019</b>	<b>447%</b>	<b>\$ 2,846,100</b>	<b>153%</b>	<b>\$986,408</b>

- A** Approximately \$117K additional received for Aid & Assist. Budget adjustment forthcoming.
- B** Additional funds anticipated for Measure 110 Harm Reduction Grant (\$148K) and Rental Assistance (\$176K)
- C** Carryforward of unspent FY21 COHC Crisis Services Grant and Choice Model funds
- D** Medicaid services tracking lower than budget
- E** Medicare services tracking higher than budgeted
- F** Additional expenditures projected for Crisis Services signing bonus and shift differential
- G** Additional expenditures over budget related to footnote B
- H** Final Beginning Fund Balance will be determined after the final close of FY21; higher than anticipated primarily due to payment of 2020 PacificSource withhold and carryforward from various unspent grant funds.



# Budget to Actuals Report

## Health Services - Public Health - Fund 274

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
State Grant	4,808,755	4,949,143	103%	4,424,946	74,322	2%	4,729,753	107%	304,807 <b>A</b>
Environmental Health Fees	1,091,652	1,106,707	101%	1,086,019	36,099	3%	1,096,411	101%	10,392
State Miscellaneous	1,306,276	1,860,543	142%	1,011,196	103,618	10%	2,176,522	215%	1,165,326 <b>B</b>
Local Grants	1,741,297	2,112,608	121%	843,783	642,060	76%	883,461	105%	39,678
State - Medicaid/Medicare	952,220	845,576	89%	843,050	142,232	17%	856,015	102%	12,965 <b>C</b>
Vital Records	237,296	317,189	134%	280,000	25,493	9%	279,676	100%	(324)
Other	23,975	17,952	75%	192,656	106,580	55%	178,956	93%	(13,700)
State Shared- Family Planning	155,000	146,074	94%	152,634	7,658	5%	152,634	100%	-
Federal Grants	297,609	289,822	97%	139,017	-	0%	180,496	130%	41,479
Patient Fees	150,695	100,632	67%	96,300	17,354	18%	104,127	108%	7,827
OHP Fee for Service	-	-	-	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>10,764,775</b>	<b>11,746,247</b>	<b>109%</b>	<b>9,069,601</b>	<b>1,155,418</b>	<b>13%</b>	<b>10,638,051</b>	<b>117%</b>	<b>1,568,450</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Administration Allocation	2,210,805	2,210,805	100%	2,613,990	-	0%	2,613,990	100%
Personnel Services	8,647,397	8,165,103	94%	9,983,994	1,435,602	14%	9,720,818	97%	263,176
Materials and Services	3,533,345	3,354,111	95%	2,407,791	248,743	10%	3,195,400	133%	(787,609) <b>D</b>
Capital Outlay	14,200	25,542	180%	26,000	-	0%	76,000	292%	(50,000) <b>E</b>
<b>TOTAL REQUIREMENTS</b>	<b>14,405,747</b>	<b>13,755,560</b>	<b>95%</b>	<b>15,031,775</b>	<b>1,684,344</b>	<b>11%</b>	<b>15,606,208</b>	<b>104%</b>	<b>(574,433)</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers In- General Fund	3,436,593	3,436,593	100%	3,631,081	605,176	17%	3,631,081	100%
Transfers In - TRT	406,646	406,646	100%	444,417	74,068	17%	444,417	100%	-
Transfers In- OHP Mental Health	81,686	81,686	100%	-	-	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>3,924,925</b>	<b>3,924,925</b>	<b>100%</b>	<b>4,075,498</b>	<b>679,244</b>	<b>17%</b>	<b>4,075,498</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	997,019	1,096,520	110%	2,963,240	2,890,347	98%	3,025,071	102%
Resources over Requirements	(3,640,972)	(2,009,314)	-	(5,962,174)	(528,927)	-	(4,968,157)	-	994,017
Net Transfers - In (Out)	3,924,925	3,924,925	-	4,075,498	679,244	-	4,075,498	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 1,280,972</b>	<b>\$ 3,012,131</b>	<b>235%</b>	<b>\$ 1,076,564</b>	<b>\$ 3,040,664</b>	<b>282%</b>	<b>\$ 2,132,412</b>	<b>198%</b>	<b>\$ 1,055,848</b>

- A** Revenue over budget primarily due to additional state funds in Tobacco Prevention (\$117K). Oregon Mothers Care (\$86K) and WIC (\$63K), as well as carryforward of unspent funds from Emergency Preparedness (\$36K)
- B** Includes ~\$1M from Equity and Incentives Grant funds (budget adjustment forthcoming) and \$150K Measure 110 Harm Reduction grant
- C** Medicare services tracking lower than budgeted
- D** Expenditures over budget related to footnote B
- E** Van for Measure 110 Harm Reduction grant; budget adjustment forthcoming
- F** Final Beginning Fund Balance will be determined after the final close of FY21





# Budget to Actuals Report

## Community Development - Fund 295

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance	
	Budget	Actuals	%	Budget	Actuals	%				
Admin - Operations	137,450	152,710	111%	138,716	30,157	22%	144,716	104%	6,000	A
Code Compliance	722,028	783,094	108%	842,906	176,944	21%	898,906	107%	56,000	A
Building Safety	3,362,450	3,921,591	117%	3,819,940	780,922	20%	4,103,940	107%	284,000	A
Electrical	720,600	915,357	127%	914,750	178,551	20%	952,600	104%	37,850	A
Environmental On-Site	867,700	1,118,994	129%	1,056,678	167,011	16%	1,056,678	100%	-	
Current Planning	1,738,304	2,054,192	118%	1,980,521	350,819	18%	2,055,521	104%	75,000	A
Long Range Planning	703,194	741,514	105%	826,806	176,487	21%	851,806	103%	25,000	A
<b>TOTAL RESOURCES</b>	<b>8,251,726</b>	<b>9,687,451</b>	<b>117%</b>	<b>9,580,316</b>	<b>1,860,890</b>	<b>19%</b>	<b>10,064,166</b>	<b>105%</b>	<b>483,850</b>	

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance	
	Code Compliance	568,320	539,584	95%	617,012	95,335	15%	622,012	101%	(5,000)
Admin - Operations	2,818,748	2,740,077	97%	3,137,795	503,483	16%	3,167,785	101%	(29,990)	B
Building Safety	1,867,662	1,768,376	95%	2,284,444	357,407	16%	2,186,744	96%	97,700	C
Electrical	524,979	487,253	93%	556,531	93,001	17%	549,631	99%	6,900	C
Environmental On-Site	634,452	639,025	101%	765,935	100,063	13%	677,435	88%	88,500	C
Current Planning	1,479,294	1,465,772	99%	1,769,333	261,333	15%	1,784,333	101%	(15,000)	B
Long Range Planning	580,687	446,049	77%	730,839	90,896	12%	736,839	101%	(6,000)	B
<b>TOTAL REQUIREMENTS</b>	<b>8,474,142</b>	<b>8,086,137</b>	<b>95%</b>	<b>9,861,889</b>	<b>1,501,519</b>	<b>15%</b>	<b>9,724,779</b>	<b>99%</b>	<b>137,110</b>	

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers In - General Fund	100,000	-	0%	290,000	41,666	14%	290,000	100%
Transfers In - CDD Electrical Reserve	93,264	-	0%	-	-	-	-	-	-
Transfers Out	(100,518)	(100,518)	100%	(99,360)	(16,554)	17%	(99,360)	100%	-
Transfers Out - CDD Reserve	(148,226)	(1,004,480)	678%	(461,262)	(76,874)	17%	(857,976)	186%	(396,714)
<b>TOTAL TRANSFERS</b>	<b>(55,480)</b>	<b>(1,104,998)</b>	<b>999%</b>	<b>(270,622)</b>	<b>(51,762)</b>	<b>19%</b>	<b>(667,336)</b>	<b>247%</b>	<b>(396,714)</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance	
	Beginning Fund Balance	1,012,694	1,253,356	124%	1,432,367	1,751,627	122%	1,751,627	122%	319,260
Resources over Requirements	(222,416)	1,601,315		(281,573)	359,371		339,387		620,960	
Net Transfers - In (Out)	(55,480)	(1,104,998)		(270,622)	(51,762)		(667,336)		(396,714)	
<b>TOTAL FUND BALANCE</b>	<b>\$ 734,798</b>	<b>\$ 1,749,673</b>	<b>238%</b>	<b>\$ 880,172</b>	<b>\$ 2,059,236</b>	<b>234%</b>	<b>\$ 1,423,678</b>	<b>162%</b>	<b>\$543,506</b>	

- A** YTD revenue collection is higher than anticipated
- B** Expenditures are anticipated to be higher than budgeted
- C** Projections reflect unfilled FTE
- D** Transfer out projection increased as Building Safety and Electrical revenues are anticipated to be higher than budget
- E** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Road - Fund 325

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Motor Vehicle Revenue	14,810,507	17,342,054	117%	17,485,000	2,903,455	17%	17,485,000	100%	-
Federal - PILT Payment	1,690,574	2,061,977	122%	2,096,751	2,195,918	105%	2,195,918	105%	99,167 <sup>A</sup>
Other Inter-fund Services	1,114,070	1,198,004	108%	1,221,632	48,744	4%	1,221,632	100%	-
Forest Receipts	723,085	660,298	91%	627,207	-	0%	627,207	100%	-
Cities-Bend/Red/Sis/La Pine	385,000	627,694	163%	560,000	-	0%	560,000	100%	-
Sale of Equip & Material	396,000	333,109	84%	449,150	5,741	1%	449,150	100%	-
Miscellaneous	54,000	73,562	136%	67,340	9,758	14%	67,340	100%	-
Mineral Lease Royalties	60,000	51,642	86%	60,000	-	0%	60,000	100%	-
Interest on Investments	114,000	65,094	57%	59,109	9,971	17%	59,109	100%	-
Assessment Payments (P&I)	8,000	24,578	307%	3,460	962	28%	3,460	100%	-
Federal Reimbursements	1,325,874	1,093,866	83%	-	-	-	-	-	-
State Miscellaneous	-	7,048	-	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>20,681,110</b>	<b>23,538,925</b>	<b>114%</b>	<b>22,629,649</b>	<b>5,174,548</b>	<b>23%</b>	<b>22,728,816</b>	<b>100%</b>	<b>99,167</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Personnel Services	6,709,180	6,422,847	96%	6,916,229	1,123,952	16%	6,916,229	100%
Materials and Services	7,753,525	6,064,896	78%	7,843,400	1,596,471	20%	7,843,400	100%	-
Capital Outlay	50,500	17,944	36%	264,500	-	0%	264,500	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>14,513,205</b>	<b>12,505,687</b>	<b>86%</b>	<b>15,024,128</b>	<b>2,720,423</b>	<b>18%</b>	<b>15,024,128</b>	<b>100%</b>	<b>-</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers Out	(6,683,218)	(6,683,218)	100%	(11,757,547)	(2,213,525)	19%	(11,757,547)	100%
<b>TOTAL TRANSFERS</b>	<b>(6,683,218)</b>	<b>(6,683,218)</b>	<b>100%</b>	<b>(11,757,547)</b>	<b>(2,213,525)</b>	<b>19%</b>	<b>(11,757,547)</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	2,695,786	4,217,071	156%	6,383,832	8,587,080	135%	8,587,080	135%
Resources over Requirements	6,167,905	11,033,239	-	7,605,521	2,454,125	-	7,704,688	-	99,167
Net Transfers - In (Out)	(6,683,218)	(6,683,218)	-	(11,757,547)	(2,213,525)	-	(11,757,547)	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 2,180,473</b>	<b>\$ 8,567,091</b>	<b>393%</b>	<b>\$ 2,231,806</b>	<b>\$ 8,827,680</b>	<b>396%</b>	<b>\$ 4,534,221</b>	<b>203%</b>	<b>\$2,302,415</b>

<sup>A</sup> Actual payment higher than budget

<sup>B</sup> Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Adult P&P - Fund 355

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
DOC Grant in Aid SB 1145	4,621,780	4,621,782	100%	4,202,885	1,155,445	27%	4,734,453	113%	531,568
CJC Justice Reinvestment	797,504	793,044	99%	781,597	-	0%	871,753	112%	90,156
DOC Measure 57	239,005	264,005	110%	255,545	-	0%	244,606	96%	(10,939)
Probation Supervision Fees	170,000	189,458	111%	170,000	3,606	2%	3,607	2%	(166,393)
State Miscellaneous	-	17,988	-	138,000	-	0%	138,000	100%	-
DOC-Family Sentence Alt	-	-	-	118,250	-	0%	117,996	100%	(254)
Interfund- Sheriff	50,000	55,000	110%	50,000	9,167	18%	50,000	100%	-
Gen Fund/Crime Prevention	50,000	50,000	100%	50,000	-	0%	50,000	100%	-
Interest on Investments	37,700	43,276	115%	45,193	3,963	9%	45,193	100%	-
Oregon BOPPPS	-	-	-	24,281	-	0%	24,281	100%	-
Electronic Monitoring Fee	10,000	3,973	40%	2,500	231	9%	231	9%	(2,269)
Probation Work Crew Fees	2,000	600	30%	1,500	-	0%	-	0%	(1,500)
Miscellaneous	1,000	1,044	104%	500	25	5%	500	100%	-
State Subsidy	16,298	-	0%	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>5,995,287</b>	<b>6,040,170</b>	<b>101%</b>	<b>5,840,250</b>	<b>1,172,436</b>	<b>20%</b>	<b>6,280,619</b>	<b>108%</b>	<b>440,369</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
Personnel Services	5,157,473	4,950,715	96%	5,379,503	823,207	15%	5,379,503	100%	-
Materials and Services	1,923,795	1,414,468	74%	1,700,412	179,980	11%	1,700,412	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>7,081,268</b>	<b>6,365,182</b>	<b>90%</b>	<b>7,079,915</b>	<b>1,003,187</b>	<b>14%</b>	<b>7,079,915</b>	<b>100%</b>	<b>-</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
Transfers In- General Funds	285,189	285,189	100%	662,046	110,340	17%	662,046	100%	-
Transfer to Vehicle Maint	(97,693)	(97,693)	100%	(10,000)	(11,546)	115%	(190,000)	999%	(180,000)
<b>TOTAL TRANSFERS</b>	<b>187,496</b>	<b>187,496</b>	<b>100%</b>	<b>652,046</b>	<b>98,794</b>	<b>15%</b>	<b>472,046</b>	<b>72%</b>	<b>(180,000)</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
Beginning Fund Balance	2,714,814	3,119,990	115%	2,739,775	2,964,960	108%	2,964,960	108%	225,185
Resources over Requirements	(1,085,981)	(325,013)	-	(1,239,665)	169,249	-	(799,296)	-	440,369
Net Transfers - In (Out)	187,496	187,496	-	652,046	98,794	-	472,046	-	(180,000)
<b>TOTAL FUND BALANCE</b>	<b>\$ 1,816,329</b>	<b>\$ 2,982,473</b>	<b>164%</b>	<b>\$ 2,152,156</b>	<b>\$ 3,233,003</b>	<b>150%</b>	<b>\$ 2,637,711</b>	<b>123%</b>	<b>\$485,555</b>

- A** State Dept. of Corrections and related allocations were approved at higher levels than budgeted
- B** State Dept. of Corrections and related allocations were approved at lower levels than budgeted
- C** State law terminates probation supervision related fees as of 1/1/22. The department ceased collection on 7/1/21 and Dept of Revenue has closed any preexisting garnished accounts.
- D** Final payments from electronic monitoring clients prior to when the division shifted to a contract program received and Dept of Revenue has closed any garnished accounts
- E** Division under-budgeted vehicle replacement fund expenses and has requested an increase in appropriations to meet fund policy requirements
- F** Final Beginning Fund Balance will be determined after the final close of FY21; FY21 had greater ending working capital than anticipated.



# Budget to Actuals Report

## Road CIP - Fund 465

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
State Miscellaneous	2,258,100	2,670,996	118%	2,191,461	-	0%	2,191,461	100%	-
Interest on Investments	209,700	271,831	130%	279,729	26,186	9%	279,729	100%	-
<b>TOTAL RESOURCES</b>	<b>2,467,800</b>	<b>2,942,827</b>	<b>119%</b>	<b>2,471,190</b>	<b>26,186</b>	<b>1%</b>	<b>2,471,190</b>	<b>100%</b>	<b>-</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Materials and Services	158,465	158,465	100%	109,870	18,312	17%	109,870	100%
Capital Outlay	19,877,585	11,583,557	58%	29,612,821	1,634,964	6%	29,370,245	99%	242,576 <sup>A</sup>
<b>TOTAL REQUIREMENTS</b>	<b>20,036,050</b>	<b>11,742,022</b>	<b>59%</b>	<b>29,722,691</b>	<b>1,653,276</b>	<b>6%</b>	<b>29,480,115</b>	<b>99%</b>	<b>242,576</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers In	7,517,657	6,819,612	91%	12,193,917	-	0%	12,193,917	100%
<b>TOTAL TRANSFERS</b>	<b>7,517,657</b>	<b>6,819,612</b>	<b>91%</b>	<b>12,193,917</b>	<b>-</b>	<b>0%</b>	<b>12,193,917</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	23,154,407	25,512,586	110%	20,374,044	22,231,618	109%	22,231,618	109%
Resources over Requirements	(17,568,250)	(8,799,195)		(27,251,501)	(1,627,090)		(27,008,925)		242,576
Net Transfers - In (Out)	7,517,657	6,819,612		12,193,917	-		12,193,917		-
<b>TOTAL FUND BALANCE</b>	<b>\$ 13,103,814</b>	<b>\$ 23,533,004</b>	<b>180%</b>	<b>\$ 5,316,460</b>	<b>\$ 20,604,528</b>	<b>388%</b>	<b>\$ 7,416,610</b>	<b>140%</b>	<b>\$2,100,150</b>

- A** Updated to reflect refund to Skyliners Road project for prior year activity
- B** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Road CIP (Fund 465) - Capital Outlay Summary by Project

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Completed

	Fiscal Year 2021			Fiscal Year 2022					
	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
Tumalo Res Rd: OB Riley to Bailey Rd	\$ -	\$ -		\$ -	\$ -		\$ -		\$ -
Skyliers Road	-	(58,232)		-	-		-		-
Sisemore Bridge	404,245	598,081	148%	-	-		-		-
ARTS Project	-	(66,618)		-	-		-		-
Terrebonne Refinement Plan	5,000,000	-		10,000,000	-	0%	10,000,000	100%	
S. Canal / Helmholtz Way	-	7,376		-	-		-		-
Tumalo Road / Tumalo Place	1,517,345	1,092,426	72%	-	64,593		-		-
Old Bend Rdm/Tumalo Rd Inter	1,350,782	1,200,636	89%	-	-		-		-
NE Negus and 17TH	788,684	339,647	43%	2,363,532	187,134	8%	2,301,847	97%	61,685
Hunnel Rd: Loco Rd to Tumalo Rd	794,229	240,723	30%	2,168,940	-	0%	2,168,940	100%	
Cascade Lakes Hwy Bike Facilities	-	32,740		-	-		-		-
Transportation System Plan Update	170,000	82,053	48%	108,510	3,216	3%	108,510	100%	
US 97 Bend North Corridor	5,000,000	5,000,000	100%	-	-		-		-
Gribbling Rd Bridge	222,000	-	0%	279,575	-	0%	279,575	100%	
Paving Fyrear Rd	1,564,000	1,521,324	97%	-	-		-		-
Paving of S. Century Dr	100,000	447,416	447%	-	-		-		-
Terrebonne Wastewater Feasibility St.	50,000	63,646	127%	-	-		-		-
Rickard Rd: Groff Rd to US 20	605,300	497,920	82%	1,716,142	59,392	3%	1,716,142	100%	
Paving Powell Butte Hwy	651,000	38,085	6%	931,140	1,319,374	142%	1,108,531	119%	(177,391)
Smith Rock Way Bridge Replace	85,000	-	0%	505,000	-	0%	505,000	100%	
Deschutes Mkt Rd/Hamehook Round	150,000	10,277	7%	671,000	-	0%	371,000	55%	300,000
US 97: S. Century Dr to USFS Boundry	-	70,090		-	-		-		-
Johnson Rd Curve Warning Signs	100,000	59,710	60%	-	-		-		-
Speed Feedback Sign Installation	50,000	76,314	153%	-	-		-		-
Paving Cottonwood: Us 97 To BSNF RR	-	-		618,144	1,255	0%	618,144	100%	
Paving Desch Mkt Rd: Yeoman Hamehook	-	-		310,838	-	0%	310,838	100%	
Paving Alfalfa Mkt Rd: Mp 4 Dodds	-	-		265,000	-	0%	265,000	100%	
Paving Of Hamby Rd: Us 20 To Butler	-	-		200,000	-	0%	200,000	100%	
Powell Butte Hwy/Butler Market RB	-	-		150,000	-	0%	150,000	100%	
Wilcox Ave Bridge #2171-03 Replacem	-	-		100,000	-	0%	100,000	100%	
US 20: Cook Ave/OB Riley Rd (Tumalo	-	-		6,700,000	-	0%	6,700,000	100%	
Slurry Seal 2021	-	246,628		-	-		-		-
US 20: Tumalo Multi-Use Path Crossing	-	-		1,250,000	-		1,250,000	100%	
Guardrail Improvements	100,000	83,367	83%	100,000	-	0%	100,000	100%	
Redmond District Local Roads	-	-		500,000	-		500,000	100%	
Bend District Local Roads	500,000	-	0%	500,000	-	0%	500,000	100%	
City of LaPine Local Roads	500,000	-	0%	-	-		-		-
Sidewalk Ramp Improvements	75,000	-	0%	75,000	-	0%	75,000	100%	
Signage Improvements	100,000	-	0%	100,000	-	0%	100,000	100%	
<b>TOTAL CAPITAL</b>	<b>\$ 19,877,585</b>	<b>\$ 11,583,607</b>	<b>58%</b>	<b>\$ 29,612,821</b>	<b>1,634,964</b>	<b>6%</b>	<b>\$ 29,428,527</b>	<b>99%</b>	<b>\$ 184,294</b>



# Budget to Actuals Report

## Solid Waste - Fund 610

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Franchise Disposal Fees	6,630,625	6,764,888	102%	7,124,000	1,230,592	17%	7,124,000	100%	- A
Private Disposal Fees	2,491,617	2,985,124	120%	2,827,000	653,066	23%	2,827,000	100%	- A
Commercial Disp. Fee	2,319,792	2,830,984	122%	2,686,000	482,924	18%	2,686,000	100%	- A
Yard Debris	216,761	301,824	139%	300,000	59,172	20%	300,000	100%	- B
Franchise 3% Fees	280,000	389,402	139%	290,000	43,933	15%	290,000	100%	-
Miscellaneous	88,096	102,595	116%	55,000	12,745	23%	55,000	100%	-
Interest	23,700	42,794	181%	41,599	6,400	15%	41,599	100%	-
Special Waste	15,000	34,292	229%	15,000	30,554	204%	40,000	267%	25,000 C
Recyclables	12,000	11,180	93%	12,000	2,009	17%	12,000	100%	-
Leases	1	1	100%	1	-	0%	1	100%	-
Equip & Material	-	200		-	-		-		-
<b>TOTAL RESOURCES</b>	<b>12,077,592</b>	<b>13,463,285</b>	<b>111%</b>	<b>13,350,600</b>	<b>2,521,395</b>	<b>19%</b>	<b>13,375,600</b>	<b>100%</b>	<b>25,000</b>

REQUIREMENTS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Personnel Services	2,518,594	2,510,986	100%	2,754,132	411,257	15%	2,754,132	100%	-
Materials and Services	5,227,119	4,705,435	90%	5,651,103	457,172	8%	5,651,103	100%	-
Capital Outlay	162,500	29,523	18%	53,141	-	0%	53,141	100%	-
Debt Service	945,000	861,354	91%	1,251,615	-	0%	1,251,615	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>8,853,213</b>	<b>8,107,298</b>	<b>92%</b>	<b>9,709,991</b>	<b>868,429</b>	<b>9%</b>	<b>9,709,991</b>	<b>100%</b>	<b>-</b>

TRANSFERS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
SW Capital & Equipment Reserve	(3,684,280)	(3,684,280)	100%	(6,029,323)	(2,326)	0%	(6,029,323)	100%	-
<b>TOTAL TRANSFERS</b>	<b>(3,684,280)</b>	<b>(3,684,280)</b>	<b>100%</b>	<b>(6,029,323)</b>	<b>(2,326)</b>	<b>0%</b>	<b>(6,029,323)</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Beginning Fund Balance	1,179,819	2,285,566	194%	2,972,234	3,984,171	134%	3,984,171	134%	1,011,937 D
Resources over Requirements	3,224,379	5,355,987		3,640,609	1,652,965		3,665,609		25,000
Net Transfers - In (Out)	(3,684,280)	(3,684,280)		(6,029,323)	(2,326)		(6,029,323)		-
<b>TOTAL FUND BALANCE</b>	<b>\$ 719,918</b>	<b>\$ 3,957,273</b>	<b>550%</b>	<b>\$ 583,520</b>	<b>\$ 5,634,810</b>	<b>966%</b>	<b>\$ 1,620,457</b>	<b>278%</b>	<b>\$1,036,937</b>

- A** Fiscal YTD actual volumes are running just over the budgeted 10% increase in disposal fees
- B** Revenue is seasonal with higher utilization in summer months
- C** Revenue source is unpredictable and dependent on special clean-up projects; recent large contaminated soil projects from remediation of a gas station and illegal dumping site
- D** Final Beginning Fund Balance will be determined after the final close of FY21; an influx of disposal volume and postponement of costs in FY21 positively impacted the beginning fund balance



# Budget to Actuals Report

## Fair & Expo - Fund 615

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Events Revenue	625,000	1,194,701	191%	578,000	150,363	26%	578,000	100%	-
Food & Beverage	548,500	209,297	38%	513,500	58,556	11%	513,500	100%	-
Rights & Signage	125,000	62,500	50%	105,000	-	0%	105,000	100%	-
Storage	75,000	77,897	104%	77,500	-	0%	77,500	100%	-
Horse Stall Rental	52,000	11,378	22%	71,500	50	0%	71,500	100%	-
Interfund Payment	30,000	226,786	756%	30,000	5,000	17%	30,000	100%	-
Camping Fee	12,500	5,630	45%	19,500	-	0%	19,500	100%	-
Interest	(2,200)	1,051	-48%	474	975	206%	6,000	999%	5,526
Miscellaneous	250	2,596	999%	250	1,233	493%	2,250	900%	2,000
<b>TOTAL RESOURCES</b>	<b>1,466,050</b>	<b>1,791,835</b>	<b>122%</b>	<b>1,395,724</b>	<b>216,176</b>	<b>15%</b>	<b>1,403,250</b>	<b>101%</b>	<b>7,526</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Personnel Services	840,704	1,031,160	123%	1,118,980	189,146	17%	1,118,980	100%
Personnel Services - F&B	165,518	165,801	100%	181,593	27,212	15%	181,593	100%	-
Materials and Services	702,149	576,429	82%	818,804	63,326	8%	818,804	100%	-
Materials and Services - F&B	257,600	134,431	52%	282,500	15,660	6%	282,500	100%	-
Debt Service	104,400	103,519	99%	103,000	-	0%	103,000	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>2,070,371</b>	<b>2,011,341</b>	<b>97%</b>	<b>2,504,877</b>	<b>295,343</b>	<b>12%</b>	<b>2,504,877</b>	<b>100%</b>	<b>-</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers In - Room Tax	650,000	899,310	138%	905,769	150,960	17%	905,769	100%
Transfers In - County Fair	-	-	-	150,000	-	0%	150,000	100%	-
Transfers In - Park Fund	30,000	30,000	100%	30,000	5,000	17%	30,000	100%	-
Transfers In - Room Tax (as needed)	25,744	25,744	100%	25,744	4,290	17%	25,744	100%	-
Transfers In - General Fund	200,000	200,000	100%	-	-	-	-	-	-
Transfers Out	(10,777)	(10,777)	100%	(310,777)	(51,796)	17%	(310,777)	100%	-
<b>TOTAL TRANSFERS</b>	<b>894,967</b>	<b>1,144,277</b>	<b>128%</b>	<b>800,736</b>	<b>108,454</b>	<b>14%</b>	<b>800,736</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	364,904	(1,199)	0%	750,673	943,160	126%	943,160	126%
Resources over Requirements	(604,321)	(219,506)	-	(1,109,153)	(79,167)	-	(1,101,627)	-	7,526
Net Transfers - In (Out)	894,967	1,144,277	-	800,736	108,454	-	800,736	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 655,550</b>	<b>\$ 923,571</b>	<b>141%</b>	<b>\$ 442,256</b>	<b>\$ 972,447</b>	<b>220%</b>	<b>\$ 642,269</b>	<b>145%</b>	<b>\$200,013</b>

- A** Up to \$150K will be transferred from Fair in September
- B** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Annual County Fair - Fund 616

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Gate Receipts	-	-		550,000	738,029	134%	738,029	134%	188,029
Concessions and Catering	-	4,600		385,000	511,924	133%	511,925	133%	126,925
Carnival	-	-		330,000	415,716	126%	415,717	126%	85,717
Commercial Exhibitors	-	26,375		110,000	58,725	53%	58,725	53%	(51,275)
State Grant	52,000	53,167	102%	52,000	-	0%	52,000	100%	-
Concert	-	-		48,000	17,000	35%	17,000	35%	(31,000)
Fair Sponsorship	-	2,750		35,500	12,400	35%	12,775	36%	(22,725)
R/V Camping/Horse Stall Rental	-	18,083		25,500	1,860	7%	1,860	7%	(23,640)
Rodeo	-	10,650		20,000	13,950	70%	13,950	70%	(6,050)
Livestock Entry Fees	-	-		4,500	-	0%	-	0%	(4,500)
Merchandise Sales	-	-		-	5,239		5,239		5,239
Interest on Investments	-	(129)	999%	-	567		2,000		2,000
<b>TOTAL RESOURCES</b>	<b>52,000</b>	<b>115,496</b>	<b>222%</b>	<b>1,560,500</b>	<b>1,775,411</b>	<b>114%</b>	<b>1,829,220</b>	<b>117%</b>	<b>268,720</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
Personnel Services	110,000	163,282	148%	155,959	4,454	3%	126,924	81%	29,035 <sup>A</sup>
Materials and Services	17,000	26,317	155%	1,312,172	1,011,175	77%	1,312,172	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>127,000</b>	<b>189,599</b>	<b>149%</b>	<b>1,468,131</b>	<b>1,015,629</b>	<b>69%</b>	<b>1,439,096</b>	<b>98%</b>	<b>29,035</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
Transfer In - TRT 1%	75,000	75,000	100%	75,000	12,500	17%	75,000	100%	-
Transfer Out - Fair & Expo	-	-		(150,000)	-	0%	(150,000)	100%	- <sup>B</sup>
<b>TOTAL TRANSFERS</b>	<b>75,000</b>	<b>75,000</b>	<b>100%</b>	<b>(75,000)</b>	<b>12,500</b>	<b>-17%</b>	<b>(75,000)</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
Beginning Fund Balance	-	(47,461)	999%	-	(15,317)		(15,317)		(15,317) <sup>C</sup>
Resources over Requirements	(75,000)	(74,103)		92,369	759,782		390,124		297,755
Net Transfers - In (Out)	75,000	75,000		(75,000)	12,500		(75,000)		-
<b>TOTAL FUND BALANCE</b>	<b>-</b>	<b>(\$ 46,564)</b>		<b>\$ 17,369</b>	<b>\$ 756,965</b>	<b>999%</b>	<b>\$ 299,807</b>	<b>999%</b>	<b>\$282,438</b>

- <sup>A</sup> Projection reflects vacancy savings
- <sup>B</sup> Up to \$150K will be transferred to Fair & Expo in September
- <sup>C</sup> Final Beginning Fund Balance will be determined after the final close of FY21





# Budget to Actuals Report

## Annual County Fair - Fund 616

CY21 YTD August 31, 2021 (unaudited)

	Fair 2020	Fair 2021 Actuals to Date	2021 Projection
<b>RESOURCES</b>			
Gate Receipts	\$ -	\$ 738,029	\$ 738,029
Carnival	-	415,716	415,716
Commercial Exhibitors	(5,800)	315,899	315,899
Livestock Entry Fees	-	-	-
R/V Camping/Horse Stall Rental	-	19,944	19,944
Merchandise Sales	-	5,239	5,239
Concessions and Catering	-	283,499	283,499
Fair Sponsorship	(22,250)	56,375	56,375
<b>TOTAL FAIR REVENUES</b>	<b>\$ (28,050)</b>	<b>\$ 1,834,701</b>	<b>\$ 1,834,701</b>
<b>OTHER RESOURCES</b>			
State Grant	53,167	-	53,167
Interest	11	519	1,558
Miscellaneous	-	-	-
<b>TOTAL RESOURCES</b>	<b>\$ 25,127</b>	<b>\$ 1,835,220</b>	<b>\$ 1,889,426</b>
<b>REQUIREMENTS</b>			
Personnel	154,640	94,272	127,087
Materials & Services	85,216	867,128	1,243,954
<b>TOTAL REQUIREMENTS</b>	<b>\$ 239,856</b>	<b>\$ 961,400</b>	<b>\$ 1,371,041</b>
<b>TRANSFERS</b>			
Transfer In - TRT 1%	162,750	43,500	75,000
Transfer Out - Fair & Expo	-	-	(150,000)
<b>TOTAL TRANSFERS</b>	<b>\$ 162,750</b>	<b>\$ 43,500</b>	<b>\$ (75,000)</b>
<b>Net Fair</b>	<b>\$ (51,979)</b>	<b>\$ 917,321</b>	<b>\$ 443,386</b>
<b>Beginning Fund Balance on Jan 1</b>	<b>\$ 3,285</b>	<b>\$ (48,694)</b>	<b>\$ (48,694)</b>
<b>Ending Balance</b>	<b>\$ (48,694)</b>	<b>\$ 868,627</b>	<b>\$ 394,692</b>

**A** Personnel reflects furlough plan that was in place in Jan 2021



# Budget to Actuals Report

## Fair & Expo Capital Reserve - Fund 617

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Interest on Investments	14,000	8,532	61%	8,544	1,246	15%	8,544	100%	-
<b>TOTAL RESOURCES</b>	<b>14,000</b>	<b>8,532</b>	<b>61%</b>	<b>8,544</b>	<b>1,246</b>	<b>15%</b>	<b>8,544</b>	<b>100%</b>	<b>-</b>

REQUIREMENTS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Materials and Services	235,000	16,910	7%	180,000	188	0%	180,000	100%	-
Capital Outlay	166,940	73,613	44%	388,000	-	0%	388,000	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>401,940</b>	<b>90,523</b>	<b>23%</b>	<b>568,000</b>	<b>188</b>	<b>0%</b>	<b>568,000</b>	<b>100%</b>	<b>-</b>

TRANSFERS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Transfers In - TRT 1%	453,158	385,418	85%	428,901	71,482	17%	428,901	100%	-
Transfers In - Fair & Expo	-	-	-	300,000	50,000	17%	300,000	100%	-
<b>TOTAL TRANSFERS</b>	<b>453,158</b>	<b>385,418</b>	<b>85%</b>	<b>728,901</b>	<b>121,482</b>	<b>17%</b>	<b>728,901</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Beginning Fund Balance	1,143,224	726,169	64%	1,101,663	1,029,596	93%	1,029,596	93%	(72,067) <b>A</b>
Resources over Requirements	(387,940)	(81,991)	-	(559,456)	1,059	-	(559,456)	-	0
Net Transfers - In (Out)	453,158	385,418	-	728,901	121,482	-	728,901	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 1,208,442</b>	<b>\$ 1,029,596</b>	<b>85%</b>	<b>\$ 1,271,108</b>	<b>\$ 1,152,137</b>	<b>91%</b>	<b>\$ 1,199,041</b>	<b>94%</b>	<b>(\$72,067)</b>

**A** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## RV Park - Fund 618

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
RV Park Fees < 31 Days	400,200	620,655	155%	475,000	95,675	20%	475,000	100%	-
RV Park Fees > 30 Days	12,000	13,886	116%	10,500	7	0%	10,500	100%	-
Washer / Dryer	4,000	5,295	132%	5,000	1,166	23%	5,000	100%	-
Miscellaneous	2,250	2,679	119%	2,500	627	25%	2,500	100%	-
Vending Machines	3,000	1,229	41%	2,500	671	27%	2,500	100%	-
Interest on Investments	7,600	1,636	22%	2,024	92	5%	2,024	100%	-
Cancellation Fees	5,500	8,825	160%	-	3,318	-	7,000	-	7,000
Good Sam Membership Fee	1,500	-	0%	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>436,050</b>	<b>654,204</b>	<b>150%</b>	<b>497,524</b>	<b>101,557</b>	<b>20%</b>	<b>504,524</b>	<b>101%</b>	<b>7,000</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Personnel Services	-	-	-	113,956	17	0%	75,971	67%
Materials and Services	321,402	291,093	91%	216,305	38,050	18%	216,305	100%	-
Debt Service	222,500	221,874	100%	165,927	-	0%	165,927	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>543,902</b>	<b>512,967</b>	<b>94%</b>	<b>496,188</b>	<b>38,066</b>	<b>8%</b>	<b>458,203</b>	<b>92%</b>	<b>37,985</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers In - Park Fund	160,000	160,000	100%	160,000	-	0%	160,000	100%
Transfers In - TRT Fund	25,000	20,000	80%	20,000	3,332	17%	20,000	100%	-
Transfer Out - RV Reserve	(621,628)	(549,173)	88%	(132,042)	(22,006)	17%	(132,042)	100%	-
<b>TOTAL TRANSFERS</b>	<b>(436,628)</b>	<b>(369,173)</b>	<b>85%</b>	<b>47,958</b>	<b>(18,674)</b>	<b>-39%</b>	<b>47,958</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	587,992	227,936	39%	-	-	-	-	-
Resources over Requirements	(107,852)	141,237	-	1,336	63,490	-	46,321	-	44,985
Net Transfers - In (Out)	(436,628)	(369,173)	-	47,958	(18,674)	-	47,958	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 43,512</b>	<b>-</b>	<b>0%</b>	<b>\$ 49,294</b>	<b>\$ 44,816</b>	<b>91%</b>	<b>\$ 94,279</b>	<b>191%</b>	<b>\$44,985</b>

- A** New FTE added to the FY22 budget, which has not been filled
- B** Transfer occurs in November
- C** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## RV Park Reserve - Fund 619

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Interest on Investments	1,100	7,787	708%	7,546	1,168	15%	7,546	100%	-
<b>TOTAL RESOURCES</b>	<b>1,100</b>	<b>7,787</b>	<b>708%</b>	<b>7,546</b>	<b>1,168</b>	<b>15%</b>	<b>7,546</b>	<b>100%</b>	<b>-</b>

REQUIREMENTS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Capital Outlay	100,000	-	0%	100,000	-	0%	100,000	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>100,000</b>	<b>-</b>	<b>0%</b>	<b>100,000</b>	<b>-</b>	<b>0%</b>	<b>100,000</b>	<b>100%</b>	<b>-</b>

TRANSFERS	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Transfer In - RV Park Ops	621,628	549,173	88%	132,042	22,006	17%	132,042	100%	-
<b>TOTAL TRANSFERS</b>	<b>621,628</b>	<b>549,173</b>	<b>88%</b>	<b>132,042</b>	<b>22,006</b>	<b>17%</b>	<b>132,042</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Beginning Fund Balance	490,000	497,466	102%	784,466	1,008,878	129%	1,008,878	129%	224,412 <sup>A</sup>
Resources over Requirements	(98,900)	7,787		(92,454)	1,168		(92,454)		0
Net Transfers - In (Out)	621,628	549,173		132,042	22,006		132,042		-
<b>TOTAL FUND BALANCE</b>	<b>\$ 1,012,728</b>	<b>\$ 1,054,426</b>	<b>104%</b>	<b>\$ 824,054</b>	<b>\$ 1,032,052</b>	<b>125%</b>	<b>\$ 1,048,466</b>	<b>127%</b>	<b>\$224,412</b>

<sup>A</sup> Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Risk Management - Fund 670

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Workers' Compensation	1,188,848	1,224,408	103%	1,120,766	203,676	18%	1,120,766	100%	-
General Liability	990,628	963,201	97%	944,278	156,796	17%	944,278	100%	-
Property Damage	373,698	373,548	100%	393,546	68,265	17%	393,546	100%	-
Unemployment	323,572	315,619	98%	323,572	160,663	50%	323,572	100%	A
Vehicle	218,185	222,266	102%	227,700	37,950	17%	227,700	100%	-
Interest on Investments	87,200	100,030	115%	101,111	10,780	11%	101,111	100%	-
Claims Reimbursement	50,000	39,428	79%	25,000	3,300	13%	1,200,000	999%	1,175,000 B
Skid Car Training	30,000	270	1%	10,000	-	0%	10,000	100%	-
Process Fee- Events/ Parades	1,500	810	54%	1,000	450	45%	1,000	100%	-
Miscellaneous	5	-	0%	-	180	-	200	-	200
Loss Prevention	10	-	0%	-	-	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>3,263,646</b>	<b>3,239,580</b>	<b>99%</b>	<b>3,146,973</b>	<b>642,060</b>	<b>20%</b>	<b>4,322,173</b>	<b>137%</b>	<b>1,175,200</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Workers' Compensation	1,560,000	912,395	58%	1,580,000	88,862	6%	1,580,000	100%
General Liability	1,100,000	462,099	42%	1,200,000	264,799	22%	2,700,000	225%	(1,500,000) C
Insurance Administration	584,104	408,654	70%	547,047	90,036	16%	547,047	100%	-
Property Damage	200,240	330,869	165%	300,245	263,472	88%	450,000	150%	(149,755) D
Unemployment	200,000	98,978	49%	200,000	21,011	11%	200,000	100%	-
Vehicle	150,000	173,925	116%	200,000	56,064	28%	200,000	100%	-
<b>TOTAL REQUIREMENTS</b>	<b>3,794,344</b>	<b>2,386,920</b>	<b>63%</b>	<b>4,027,292</b>	<b>784,243</b>	<b>19%</b>	<b>5,677,047</b>	<b>141%</b>	<b>(1,649,755)</b>

TRANSFERS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Transfers Out - Vehicle Replace	(3,500)	(3,500)	100%	(3,500)	(582)	17%	(3,500)	100%
<b>TOTAL TRANSFERS</b>	<b>(3,500)</b>	<b>(3,500)</b>	<b>100%</b>	<b>(3,500)</b>	<b>(582)</b>	<b>17%</b>	<b>(3,500)</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	7,000,000	8,676,750	124%	8,329,115	9,526,232	114%	9,526,232	114%
Resources over Requirements	(530,698)	852,661	-	(880,319)	(142,182)	-	(1,354,874)	-	(474,555)
Net Transfers - In (Out)	(3,500)	(3,500)	-	(3,500)	(582)	-	(3,500)	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,465,802</b>	<b>\$ 9,525,910</b>	<b>147%</b>	<b>\$ 7,445,296</b>	<b>\$ 9,383,468</b>	<b>126%</b>	<b>\$ 8,167,858</b>	<b>110%</b>	<b>\$ 722,562</b>

- A** Unemployment collected on first \$25K of employee's salary in fiscal year
- B** Reimbursement from excess carrier for Kozoswki lawsuit payout
- C** General Liability claims paid includes the Kozoswki lawsuit payout -- part will be reimbursed by excess carrier
- D** Projection is based on YTD actuals which are high due to several vehicle crashes
- E** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## Health Benefits - Fund 675

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Internal Premium Charges	17,831,938	18,580,799	104%	18,767,900	3,125,591	17%	18,767,900	100%	-
COIC Premiums	1,600,000	1,642,789	103%	1,589,000	141,233	9%	1,589,000	100%	-
Employee Co-Pay	1,031,400	1,205,713	117%	1,200,000	206,474	17%	1,200,000	100%	-
Retiree / COBRA Premiums	1,035,000	958,664	93%	1,060,000	94,590	9%	1,060,000	100%	-
Interest	216,200	193,598	90%	200,277	20,309	10%	200,277	100%	-
Prescription Rebates	90,000	179,184	199%	128,000	-	0%	128,000	100%	-
Claims Reimbursement & Other	80,000	1,073	1%	82,000	-	0%	82,000	100%	-
<b>TOTAL RESOURCES</b>	<b>21,884,538</b>	<b>22,761,820</b>	<b>104%</b>	<b>23,027,177</b>	<b>3,588,197</b>	<b>16%</b>	<b>23,027,177</b>	<b>100%</b>	<b>-</b>

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Health Benefits	19,937,274	19,057,842	96%	19,640,847	2,073,253	11%	19,640,847	100%
Deschutes On-Site Pharmacy	2,417,092	2,972,758	123%	2,970,575	5,901	0%	2,970,575	100%	- A
Deschutes On-Site Clinic	1,101,467	1,087,809	99%	1,141,829	97,852	9%	1,141,829	100%	- A
Wellness	164,340	149,145	91%	171,142	24,604	14%	171,142	100%	- A
<b>TOTAL REQUIREMENTS</b>	<b>23,620,173</b>	<b>23,267,554</b>	<b>99%</b>	<b>23,924,393</b>	<b>2,201,610</b>	<b>9%</b>	<b>23,924,393</b>	<b>100%</b>	<b>-</b>

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	15,323,729	16,101,833	105%	14,772,618	15,868,065	107%	15,868,065	107%
Resources over Requirements	(1,735,635)	(505,733)		(897,216)	1,386,587		(897,216)		0
Net Transfers - In (Out)	-	-		-	-		-		-
<b>TOTAL FUND BALANCE</b>	<b>\$ 13,588,094</b>	<b>\$ 15,596,100</b>	<b>115%</b>	<b>\$ 13,875,402</b>	<b>\$ 17,254,652</b>	<b>124%</b>	<b>\$ 14,970,849</b>	<b>108%</b>	<b>\$1,095,447</b>

**A** Amounts are paid 1 month in arrears

**B** Final Beginning Fund Balance will be determined after the final close of FY21



# Budget to Actuals Report

## 911 - Fund 705 and 710

FY22 YTD August 31, 2021 (unaudited)

09/27/2021 Item #6.

**16.7%**  
Year Complete

RESOURCES	Fiscal Year 2021			Fiscal Year 2022			Projection	%	\$ Variance
	Budget	Actuals	%	Budget	Actuals	%			
Property Taxes - Current Yr	9,113,459	9,350,147	103%	9,803,579	20,050	0%	9,803,579	100%	A
Telephone User Tax	1,106,750	1,441,364	130%	1,106,750	-	0%	1,106,750	100%	
Police RMS User Fees	250,000	390,879	156%	236,576	-	0%	236,576	100%	
User Fee	73,000	110,978	152%	233,576	2,156	1%	233,576	100%	
Data Network Reimbursement	55,000	96,896	176%	162,000	41,984	26%	162,000	100%	
Contract Payments	157,252	136,638	87%	147,956	4,000	3%	147,956	100%	
Property Taxes - Prior Yr	90,000	152,893	170%	115,000	18,456	16%	115,000	100%	
Interest	90,400	110,233	122%	96,867	10,590	11%	96,867	100%	
State Reimbursement	83,000	131,881	159%	60,000	-	0%	60,000	100%	B
Property Taxes - Jefferson Co.	33,637	36,598	109%	38,344	393	1%	38,344	100%	
Miscellaneous	12,200	121,920	999%	18,658	1,430	8%	18,658	100%	
<b>TOTAL RESOURCES</b>	<b>11,064,698</b>	<b>12,080,426</b>	<b>109%</b>	<b>12,019,306</b>	<b>99,059</b>	<b>1%</b>	<b>12,019,306</b>	<b>100%</b>	

REQUIREMENTS	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Personnel Services	7,620,458	7,190,545	94%	8,005,795	1,278,323	16%	8,005,795	100%
Materials and Services	3,476,381	2,912,246	84%	3,557,212	528,789	15%	3,557,212	100%	
Capital Outlay	1,480,000	431,457	29%	3,000,000	15,731	1%	3,000,000	100%	
<b>TOTAL REQUIREMENTS</b>	<b>12,576,839</b>	<b>10,534,248</b>	<b>84%</b>	<b>14,563,007</b>	<b>1,822,843</b>	<b>13%</b>	<b>14,563,007</b>	<b>100%</b>	

FUND BALANCE	Budget	Actuals	%	Budget	Actuals	%	Projection	%	\$ Variance
	Beginning Fund Balance	8,341,418	9,162,894	110%	11,850,783	10,282,501	87%	10,282,501	87%
Resources over Requirements	(1,512,141)	1,546,177		(2,543,701)	(1,723,784)		(2,543,701)		0
Net Transfers - In (Out)	-	-		-	-		-		
<b>TOTAL FUND BALANCE</b>	<b>\$ 6,829,277</b>	<b>\$ 10,709,072</b>	<b>157%</b>	<b>\$ 9,307,082</b>	<b>\$ 8,558,716</b>	<b>92%</b>	<b>\$ 7,738,800</b>	<b>83%</b>	<b>(\$1,568,282)</b>

- A** Current year taxes received primarily in November, February and May
- B** State GIS reimbursements are received quarterly
- C** Final Beginning Fund Balance will be determined after the final close of FY21



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: September 27, 2021

SUBJECT: Discussion of increasing FTE in the Health Services Fund for Behavioral Health

RECOMMENDED MOTION:

No motion at this time.

BACKGROUND AND POLICY IMPLICATIONS:

To better align services to operational and client needs, Behavioral Health seeks an increase in staffing and classification conversion. See below for further discussion.

Increase of 0.4 FTE Behavioral Health Specialist II in Crisis Program

Currently, the Deschutes County Stabilization Center (DCSC) has two 0.6 full-time equivalent (FTE) assigned to work weekend dayshift (Saturday and Sunday 12-hour shifts). One of those positions is vacant and recruitment for that position has been extremely challenging. The DCSC is taking this opportunity to adjust the current model for weekend day shift staffing to provide better coverage and allow for improved recruitment. The schedule for this position will be moving to a schedule that is three days a week, 12-hours each day. This is ultimately a more sustainable and appealing schedule for recruiting individuals working those alternative days. Adding 0.4 FTE to the vacant 0.6 FTE (position #2715) will support this staffing model.

COST: See exhibit below. The vacant 0.6 FTE BHS II is paid for through IMPACT grant funds and the increase to 1.0 FTE will be covered with vacancy savings (savings for this position in FY22 is estimated at \$20,107; the additional FY22 position cost at 1.0 FTE is \$5,487).

Subsequent years will be covered through a combination of capitation and CCBHC PPS, and will be considered as part of the budget process.

	FTE	FY22	FY23	FY24	FY25	FY26
BHS II (as budgeted)	0.6	60,322	64,440	69,009	73,159	77,625
BHS II (start 11/1/21)	1.0	65,809	104,688	112,153	118,929	126,221
Additional Cost (Savings)		5,487	40,248	43,144	45,770	48,596



**Convert 1.0 FTE Peer Support Specialist to 1.0 FTE Behavioral Health Specialist I for Access Team**

As part of the Fiscal Year 2022 budget process, a Peer Support Specialist (position #2921) was approved for the Access team. After further consideration, a Behavioral Health Specialist (BHS I) I is requested for the following reasons:

- In order to improve client engagement, the Access team identified a number of needs including a combination of outreach, identifying/addressing barriers to treatment, and providing linkages to resources, which is more aligned with the work of a BHS I rather than peer support services;
- We should preserve peer support roles for what they are intended for, not to provide case management services;
- A BHS I can provide the engagement that was envisioned for the peer role, while also providing additional services, including: helping with OHP applications, setting up transportation, building skills, and/or identifying shelter and food resources. In addition, they can help set a person up peer support services, if that is needed. This is how the team would prefer to design this role.
- Our intention remains to recruit for a Bilingual staff member who can improve communication and coordination of care with some of our community partners who serve minority and under resourced populations.

COST: Position will be paid for with vacancy savings in FY22 (in fact, personnel expense will be \$7,374 less than budgeted with a start date of November 1, 2021).

	FTE	FY22	FY23	FY24	FY25	FY26
Peer Support Specialist (as budgeted)	1.0	65,950	70,320	75,169	79,587	84,352
BHS I (start 11/1/21)	1.0	58,576	93,156	99,744	105,728	112,172
Additional Cost (Savings)		(7,374)	22,836	24,575	26,141	27,820

**BUDGET IMPACTS:**

No increased appropriation required to Health Services budget for FY22. Increase of FTE by 0.4 and convert a Peer Support Specialist to Behavioral Health Specialist I. Resolution will be placed on next Board meeting’s consent agenda.

**ATTENDANCE:**

Janice Garceau, Behavioral Health Director; Molly Wells-Darling, Access and Integration Program Manager; Holly Harris, Crisis Program Manager



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: September 27, 2021

SUBJECT: Reallocation of existing Facilities Department FTE from Maintenance Specialist II to Maintenance Specialist III

RECOMMENDED MOTION:

Move approval of reallocation of a Facilities Department Maintenance Specialist II position to a Maintenance Specialist III.

BACKGROUND AND POLICY IMPLICATIONS:

Until June of 2019, the Facilities Department had two positions dedicated to HVAC maintenance. With the resignation of the incumbent in 2019, the department chose to reduce to one position focused on HVAC maintenance and utilize contractors to address the remaining workload.

At this time, the department seeks to add back a Maintenance Specialist III position by reallocating the recently vacant Maintenance Specialist II position to a Specialist III. The additional HVAC repair and maintenance capacity is needed for the following reasons:

- Added square footage: Sisters Services Building (Larch Street), new North County Services campus, Adult P&P Expansion, future Courthouse Expansion, Stabilization Center (24 hour facility)
- Increased work load due to wildfire smoke: opening and closing of outside air dampers, distribution of air scrubbers, additional filter changes
- Increased work load due to Covid-19 precautions: ongoing requests for air flow inspections and HVAC system reviews, filter upgrades due to virus transmission concerns, equipment upgrades due to air exchange concerns
- HVAC staff redundancy: having a second HVAC specialist for weekend on call duties, and vacation and sick time coverage

Finally, as the amount of space managed by the Facilities Department increases, the additional Maintenance Specialist III position will ensure that the department maintains acceptable response times for building HVAC and mechanical related issues.

Specific job duties outside of the current classification include technical HVAC equipment and low voltage electrical repairs: fan motor repairs, control system trouble-shooting, roof-top-unit replacements, control board replacements, cooling coil and condenser replacements. Hydronic system maintenance and repair including boilers, pumps, and valves. Other mechanical equipment repair and maintenance: sewage pump control troubleshooting and pump replacements, electronic door hardware.

**BUDGET IMPACTS:**

The position would be funded in the Facilities Department Fund 620. The existing position was budgeted at Step 7 for FY 2022. Step 1 of the reallocated position is the same wage rate, so no budget increase is required for FY 2022. There are current YTD savings due to the position being vacant. Future wage increases will be funded by Internal Service Fund charges.

**ATTENDANCE:**

Brian Hayward, Maintenance Supervisor, and Lee Randall, Facilities Director.



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: September 27, 2021

SUBJECT: House Bill 3295 / Marijuana Tax Revenue / Cannabis Advisory Panel

RECOMMENDED MOTION:

N/A.

BACKGROUND AND POLICY IMPLICATIONS:

The purpose of this agenda item is to consider appointing members to the Cannabis Advisory Panel (CAP), reviewing a draft order and charter, and selecting a CAP meeting date in October. Based on Board input, staff can, if directed, return on September 29 under other Agenda items, to finalize the order and charter.

BUDGET IMPACTS:

None.

ATTENDANCE:

Peter Gutowsky, Planning Manager



MEMORANDUM

**TO:** Deschutes County Board of Commissioners

**FROM:** Peter Gutowsky, AICP, Planning Manager

**DATE:** September 16, 2021

**SUBJECT:** House Bill 3295 / Marijuana Tax Revenue / Cannabis Advisory Panel

The purpose of this memorandum is to consider appointing members to the Cannabis Advisory Panel (CAP), reviewing a draft order and charter, and selecting a CAP meeting date in October.

**I. CAP Appointments**

On July 14, 2021, the Board of County Commissioners (Board) agreed to convene a CAP as authorized under House Bill (HB) 3295.<sup>1</sup> On August 14, 2021, the Board directed staff to initiate a recruitment for a member of the public.<sup>2</sup> The recruitment period opened on August 23 and closed on September 13. Six candidates applied (Attachment 1). They as well as other individuals listed in Table 1 expressed interest in being appointed.

**Table 1 – CAP / Consideration of Appointment**

Name	Representation	Board Selections
Hunter Neubauer	A person who holds a license issued under ORS 475B.070 for a premises located in the county (i.e. marijuana production license).	
Matt Hurt Joseph Stapleton <sup>3</sup>	A person who holds a license issued under ORS 475B.105 for a premises located in the county (i.e. marijuana retail license).	
Dustin Miller, Detective	A designee of the county sheriff.	
Tony DeBone, Chair Phil Chang, Vice Chair Patti Adair, Commissioner	A designee of the county commission.	

<sup>1</sup> <https://olis.oregonlegislature.gov/liz/2021R1/Downloads/MeasureDocument/HB3295>. Section 3

<sup>2</sup> Ibid. See 1(e).

<sup>3</sup> Matt Hurt and Joe Stapleton both expressed interest. They represent the two marijuana dispensaries operating in rural Deschutes County.

Name	Representation	Board Selections
Andrew Aasen Jeremy Dickman Mary Fleischmann Dustin Kallberg Liz Lotochinski Haley Rose Stinson	A member of the public.	
Kyle Gorman (or designee from Oregon Water Resources Department)	A watermaster, as described in ORS 540.020, who is appointed for a water district in, partially in or near the county.	
Gary Bracelin <sup>4</sup>	A representative of the county who is knowledgeable about economic development in the county.	

**II. Draft Order and Charter**

A draft order and charter are attached for the Board’s consideration (Attachments 2 and 3). The order lists the panelists, while the charter defines their roles and responsibilities, as well as the mission, composition, and standard protocols. Based on Board input, staff can, if directed, return on September 29 under other Agenda items, to finalize both documents.

**III. First Meeting Date**

Based on the Board’s October calendar, the following dates and times are available:<sup>5</sup>

- Monday, October 18 from 6:00 to 8:00 p.m.
- Tuesday, October 19 from 6:00 to 8:00 p.m.
- Wednesday, October 20 from 6:00 to 8:00 p.m.

These dates have been relayed to State Representatives Jason Kropf and Jack Zika, both who expressed interested in attending. Finalizing a date and time will allow staff to alert the CAP and prepare a meeting packet well in advance of the first meeting.

Attachments:

1. CAP Member of the Public Candidates
2. Draft Order No. 2021-045
3. Draft CAP Charter

<sup>4</sup> The Bend Chamber of Commerce in coordination with Economic Development of Central Oregon (EDCO) recommended Gary Bracelin. Mr. Bracelin is affiliated with Tokyo Starfish, a marijuana dispensary in Bend.

<sup>5</sup> The meeting will take place at the Deschutes Services Building, 1300 NW Wall Street, Barnes and Sawyer rooms, and are proposed to be conducted in-person and electronically.

# Attachment 2

REVIEWED  
LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

An Order Approving the Appointment of a Cannabis Advisory Panel \* ORDER NO. 2021-045 \*

WHEREAS, the Oregon Legislature on June 26, 2021, adopted House Bill (“HB”) 3295 to ensure that counties that participate in Oregon’s marijuana economy receive a share of marijuana revenue; and

WHEREAS, Marijuana tax revenue has not been paid to Deschutes County by the Oregon Department of Revenue since 2019, when the Board of County Commissioners (“Board”) passed Ordinance 2019-014, prohibiting the establishment of future (new) marijuana production and processing businesses in unincorporated Deschutes County (commonly referred to as an Opt Out); and

WHEREAS, HB 3295 requires the Board to appoint a Cannabis Advisory Panel as a precondition to receive marijuana tax revenue; now, therefore,

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, HEREBY ORDERS as follows:

Section 1. The following persons are appointed to the County’s Cannabis Advisory Panel:

- |                     |                              |
|---------------------|------------------------------|
| 1. Hunter Neubauer  | 5. TBD, County Commissioner  |
| 2. Matt Hurt        | 6. TBD, Member of the public |
| 3. Joseph Stapleton | 7. Kyle Gorman               |
| 4. Dustin Miller    | 8. Gary Bracelin             |

Section 2. This Order is effective upon signing.

Dated this \_\_\_\_\_ of September, 2021

BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

ANTHONY DeBONE, Chair

PHIL CHANG, Vice Chair

ATTEST:

Recording Secretary

PATTI ADAIR, Commissioner

# Attachment 3

## CANNIBIS ADVISORY PANEL

September 2021

### Background

Introduced by Representative Jason Kropf (D, Bend), sponsored by Representative Jack Zika (R, Redmond), and ultimately adopted by the Oregon Legislature on June 26, 2021, House Bill (HB) 3295 ensures that counties that participate in Oregon marijuana economy receive a share of marijuana revenue. For Deschutes County, to receive marijuana tax revenue, the Board of County Commissioners (Board) must appoint a Cannabis Advisory Panel (CAP).

Marijuana tax revenue has not been paid to Deschutes County by the Oregon Department of Revenue since 2019, when the Board passed Ordinance 2019-014, prohibiting the establishment of future (new) marijuana production and processing businesses in unincorporated Deschutes County (commonly referred to as an Opt Out). Ordinance No. 2019-015, adopted on October 16, 2019, further clarified that Ordinance No. 2019-014 has no impact on the County's past marijuana production land use decisions and does not preclude those applicants from moving forward in the licensure process with the Oregon Liquor Control Commission (OLCC). On November 3, 2020, Ballot Measure 9-134 asked voters if they wanted to repeal the opt-out ordinances—a "yes" vote would once again allow new marijuana production and processing businesses in Deschutes County, and a "no" vote would continue to prohibit new marijuana production and processing businesses in Deschutes County. Ultimately, Deschutes County residents voted "no" to Measure 9-134, thereby upholding the opt-out and prohibiting future/new recreational marijuana production and processing businesses from being established in the unincorporated county.

### Purpose

The Board appointed the CAP in August 2021 to meet quarterly and provide at least three recommendations:

1. The use of moneys transferred to the county under ORS 475B.759;
2. Increases in public safety measures related to marijuana use and marijuana entitles in the county; and
3. Issues presented by the production, processing, wholesaling and distribution of marijuana in the unincorporated area subject to the jurisdiction of the county.

### Structure and Membership

The CAP consists of 5 voting members appointed by the Board. A Project Management Team consisting of county staff will support the CAP in the following areas:

Commented [PG1]: Confirm #



- Meeting agendas
- Meeting facilitation and communications
- Website updates and maintenance
- Provide an overview of public meeting laws and ethics, education (i.e., applicable laws and rules), technical information and memorandums, and options for decision making
- Meeting minutes

### Record Keeping and Transparency

As an official public body, meeting minutes will be taken and posted on a designated website. Meeting minutes will be shared via email with all members prior to the meeting for review, and will be approved as drafted or modified by the CAP at a subsequent meeting. All opinions, perspectives, and views will be captured in meeting minutes and project management teams reports to the Board. This Charter will be posted to the project website and remain a publically available document.

### Membership

The CAP is comprised of members listed in the table below.

Commented [PG2]: Confirm

Name	Organization / Background
Hunter Neubauer	A person who holds a license issued under ORS 475B.070 for a premises located in the county (i.e. MJ production license)
Matt Hurt Joseph Stapleton	A person who holds a license issued under ORS 475B.105 for a premises located in the county (i.e. MJ retail license)
Dustin Miller, Detective	A designee of the county sheriff
<b>TBD</b> Tony DeBone, Chair Phil Chang, Vice Chair Patti Adair, Commissioner	A designee of the county commission
<b>TBD</b> Andrew Aasen Jeremy Dickman Mary Fleischmann Dustin Kallberg Liz Lotochinski Haley Rose Stinson	A member of the public
Kyle Gorman or designee from Oregon Water Resources Department	A watermaster, as described in ORS 540.020, who is appointed for a water district in, partially in or near the county
Gary Bracelin	A representative of the county who is knowledgeable about economic development in the county

### Ground Rules and Expectations

1. Attendance. The CAP strives for full attendance at every meeting.

- 2. Inclusivity and Civility. CAP members are expected to create space for diverse or contradictory opinions, and support collaboration in all meetings.

**IV. Meeting Times, Quorum, Participation, Tentative Schedule**

CAP meetings will be scheduled quarterly starting on October from 6:00 to 8:00 p.m. at the Deschutes Services Building, 1300 NW Wall Street, Barnes and Sawyer rooms, Bend, OR. Meetings will be conducted in-person and electronically. Meeting agendas will be posted on the project website and provided to CAP members via email approximately one (1) week prior to each meeting.

Commented [PG3]: Confirm

Regular check-ins with the Board may occur monthly or more frequently if necessary. A quorum (majority) of the members shall be required to make recommendations.

**SCHEDULE**

Date	Topics of Discussion
October TBD	Orientation, Introductions, Purpose/Charter, Ground Rules, Quarterly Meeting Dates, HB 3295 recommendations
January TBD	HB 3295 recommendations, other issues
April TBD	TBD
July TBD	TBD
The CAP will meet continue to meet quarterly in October, January, April and July.	

Commented [PG4]: Confirm date



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** Monday, September 27, 2021

**SUBJECT:** DLCD 2021-2023 Technical Assistance Grant Application Discussion

**RECOMMENDED MOTION:**

*Move approval of staff's request to apply for the DLCD 2021-2023 Technical Assistance Grant.*

**BACKGROUND AND POLICY IMPLICATIONS:**

*The Community Development Department seeks Board of County Commissioners approval to submit an Oregon Department of Land Conservation and Development Technical Assistance Grant application, including a letter of support from the Board.*

**BUDGET IMPACTS:**

*The proposed grant application requests a total of \$100,000 from DLCD. The County will contribute \$150,000 direct matching costs, and \$200,000 in-kind costs. The \$150,000 direct cost to the County has been previously approved in the County budget as part of the County's Comprehensive Plan Update.*

**ATTENDANCE:**

*Tarik Rawlings, Associate Planner*



## COMMUNITY DEVELOPMENT

### MEMORANDUM

**TO:** Deschutes County Board of Commissioners

**FROM:** Tarik Rawlings, Associate Planner  
Peter Gutowsky, AICP, Planning Manager/Interim Planning Director

**DATE:** September 23, 2021

**SUBJECT:** Department of Land Conservation and Development / Technical Assistance Grant Application

The Community Development Department (CDD) seeks Board of County Commissioners (Board) approval to submit an Oregon Department of Land Conservation and Development (DLCD) Technical Assistance (TA) Grant application, including a letter of support from the Board, consistent with Administrative Policy No. GA-20<sup>1</sup> (Attachments 1 and 2). The deadline for submitting the grant application is October 1. If awarded, the grant duration is expected to be from January 2022 to June 2023.

#### I. Background

On August 11, 2021 CDD staff presented a Planning Division Work Plan Update to the Board.<sup>2</sup> Based on high priority and ongoing long range planning projects, staff indicated that the Comprehensive Plan Update would likely be delayed until the spring of 2022. One benefit of the delay, however, is the opportunity to apply for a DLCD TA Grant to leverage additional resources, supplementing the County's financial and in-kind contributions to update the Comprehensive Plan, *Deschutes 2040*. The grant would also provide financial resources to update to the Terrebonne Community Plan.<sup>3</sup> During this meeting, the Board expressed general support to pursue the grant opportunity.

#### II. TA Grant Contributions and Tasks

A DLCD TA Grant will leverage in-kind and reserve funds to elevate the following projects/deliverables summarized in Table 1 and described in more detail below.

<sup>1</sup> The Department Director must inform the County Administrator and receive approval from the Board to proceed with any proposed grant application.

<sup>2</sup> <https://mccmeetings.blob.core.usgovcloudapi.net/deschutes-pubu/MEET-Packet-9cad3580ace1416c92b379b56e4cb10e.pdf>. See Action Item #6.

<sup>3</sup> The Terrebonne Community Plan is recognized in the Comprehensive Plan, Chapter 4, Urban Growth Management, Section 4.9. [https://www.deschutes.org/sites/default/files/fileattachments/community\\_development/page/11797/terrebonne\\_community\\_plan.pdf](https://www.deschutes.org/sites/default/files/fileattachments/community_development/page/11797/terrebonne_community_plan.pdf)

**Table 1 – Grant Contributions**

<b>Project</b>	<b>TA Grant Request</b>	<b>County Match</b>	<b>Total Budget</b>
Comprehensive Plan Update	\$50,000	\$150,000 (direct) \$100,000 (in-kind)	\$300,000
Terrebonne Community Plan Update	\$50,000	\$100,000 (in-kind)	\$150,000
<b>Total</b>	<b>\$100,000</b>	<b>\$350,000</b>	<b>\$450,000</b>

***Comprehensive Plan Update***

Over the last ten years, the Comprehensive Plan has been amended in a piecemeal manner with various applicant- and staff-initiated legislative amendments. Although many of the goals and policies of the current Plan still hold value, the fundamental data, trends, and land use issues are becoming outdated. The updated Plan, which serves as the guiding document for land use in Deschutes County, needs to incorporate community input to craft new goals and policies regarding agriculture, forestry, housing, recreation, natural resources, natural hazards, economic development, and transportation. An updated community vision will carefully discuss and balance these values.

A TA grant will complement Deschutes County’s direct and in-kind resources to update the Comprehensive Plan, a multi-year process that will span beyond the grant timeline. It will contribute to a community engagement plan, revised population and community profile based on US Census 2020 data, an extensive review of current conditions, and existing goals and policies focusing on agricultural lands, forest lands, economic development, natural hazards, natural resources, public facilities, transportation, and rural housing. While legislative amendments are not expected until FY 2024-2025, the community conversations that will occur with the assistance of a consultant will ensure that Deschutes County’s Comprehensive Plan provides a land use policy framework to address growth and development into 2040.

***Terrebonne Community Plan Update***

Over the past several years, Deschutes County has observed an increased interest in economic development opportunities in the Terrebonne community. The interest is evident through the popularity of nearby Smith Rock State Park, one of the seven wonders of Oregon, the increased number of commercial land use proposals within Terrebonne’s commercial zoning districts, the Terrebonne Wastewater Feasibility Study, and the U.S. 97 Terrebonne/Lower Bridge Way improvements designed and funded for construction in 2023-2024. As the community of Terrebonne continues to grow and attract more diverse populations, Deschutes County has a responsibility and commitment to provide for the needs of these populations based on their own feedback concerning needs, desires, challenges, and opportunities.

A TA grant will enable the County to update the Terrebonne Community Plan’s current conditions, vision, goals and policies. It also will build upon the efforts undertaken related to the Terrebonne Sewer Feasibility Study. In coordination with the County Environmental Soils Division, County Road Department, City of Redmond Public Works, and consultant engineers, the County will coordinate with the community to identify a preferred sewer alternative, and research options for creating a Sanitary District. Staff

anticipates legislative amendments for the Terrebonne Community Plan to be initiated in the winter of 2023.

### ***Deschutes County Outreach and Community Participation Plan***

As the Central Oregon community continues to grow and attract more diverse populations, Deschutes County embraces an ongoing responsibility and commitment to provide for the needs of all its residents based on their own desires, challenges, and opportunities. Deschutes County upholds a commitment to inclusionary goals and policies as informed by robust community engagement and outreach activities. A key objective for both components of this grant application is to identify the most effective methods for engaging minority groups (and others). Specifically, the County seeks to develop an Outreach and Public Engagement Guide with the assistance of DLCD to maximize equity and inclusion. The County also seeks to create a post-project evaluation of the representation of priority populations and the nature and extent of their participation in citizen and technical advisory groups once the Comprehensive Plan and Terrebonne Community Plan updates are underway. Staff anticipates working with a DLCD-recommended equity and inclusion consultant for initial public outreach efforts in 2022 and 2023.

### **III. Next Steps**

As noted above, staff seeks Board approval to submit a TA Grant application to DLCD.

#### Attachments

1. TA Grant Application
2. BOCC Letter of Support



## Department of Land Conservation and Development

### 2021-23 TECHNICAL ASSISTANCE GRANT APPLICATION

Please complete each section in the form below. Type or write requested information in the spaces provided. **Submit completed applications by October 1, 2021.**

**Date of Application:** September 30, 2021

**Applicant:** Deschutes County

(If council of governments, please also include the recipient jurisdiction name if applicable)

**Street Address:** **Community Development Department**

117 NW Lafayette Ave

**City:** Bend

**Zip:** 97703

**Contact name and title:** Tarik Rawlings, Associate Planner

**Contact e-mail address:** tarik.rawlings@deschutes.org

**Contact phone number:** 541-317-3148

**Grant request amount** (in whole dollars): \$100,000

**Local Contribution** (recommended but not required): \$150,000 (direct); \$200,000 (in-kind)

**Project Title:**

Deschutes County Comprehensive Plan and Terrebonne Community Plan Updates

**Project summary:** (Summarize the project and products in 50 words or fewer)

The first component, updating the Comprehensive Plan, enables the County to facilitate robust community involvement and integrate keystone projects, including but not limited to hazard mitigation, climate change, and water conservation. The second component updates the Terrebonne Community Plan, a related but stand-alone section of the Comprehensive Plan.

**Project Description & Work Program**

Please describe the proposed project, addressing each of the following in an attachment.

**A. Goals and Objectives.** State the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

**B. Products and Outcomes.** Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

**C. Equity and Inclusion Considerations.** Using the [TA Grant Equity Guidance](#), identify priority populations in the project planning area. Describe the anticipated impact of your proposed project on priority populations. Describe a preliminary outreach and engagement plan with specific goals and outcomes for participation of priority populations in the project. Include specific tasks and products related to the outreach and engagement plan in sections D and E.

**D. Work Program, Timeline & Payment.**

**1. Tasks and Products:** List and describe the major tasks and subtasks, with:

- The title of the task
- Steps to complete task
- The interim and final products for each task

**2. Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, and project completion date. If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed.

**3. Payment Schedule:** Develop a requested payment schedule showing amount of interim and final payments. Include the products that will be provided with each payment request. The payment schedule should generally include no more than two payments – an interim and final payment.

**E. Evaluation Criteria.** Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

**F. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.).

**G. Advisory Committees.** List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program. Include specific goals for participation by priority populations in advisory committees.

**I. Cost-Sharing and Local Contribution.** DLCDC funds are only a part of overall project costs; please identify sources and amounts of other funds or services that will contribute to the project’s success. Cost-sharing (match) is not required but could be a contributing factor to the success of the application.



Will a consultant be retained to assist in completing grant products? Yes  No

For cities with populations under 10,000 that are requesting a comprehensive plan update, do you have interest in using a DLCD-provided consultant to complete your project? Yes  No

Does the applicant intend to seek technical assistance from DLCD's equity and inclusion consultant? Yes  No  ([See TA Grant Equity Guidance](#))

**Local Official Support**

The application ***must include a resolution or letter from the governing body*** of the city, county, district, or tribe demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.* The letter of support may be received by DLCD after the application submittal deadline, but it must be received before a grant is awarded.

**Product Request Summary**

<b>Product</b>	<b>Grant Request</b>	<b>Local Contribution</b>	<b>Total Budget</b>
Comprehensive Plan Update	\$ <u>50,000</u>	\$ <u>250,000</u>	\$ <u>300,000</u>
Terrebonne Community Plan Update	\$ <u>50,000</u>	\$ <u>100,000</u>	\$ <u>150,000</u>
<b>TOTAL</b>	\$ <u>100,000</u>	\$ <u>350,000</u>	\$ <u>450,000</u>

Submit your application with all supplemental information to:

Gordon Howard, Community Services Division Manager

E-mail (preferred): [DLCD.GFGrant@dlcd.oregon.gov](mailto:DLCD.GFGrant@dlcd.oregon.gov)

Mail: Department of Land Conservation and Development  
635 Capitol Street N.E., Suite 150  
Salem, OR 97301

Phone: 503-503-856-6935

**APPLICATION DEADLINE: October 1, 2021**

## 2021-2023 Technical Assistance Grant Application

### Project Title

Deschutes County Comprehensive Plan and Terrebonne Community Plan Updates

### Project Summary

This project represents two components: updating the Deschutes County Comprehensive Plan, (*Deschutes 2040*) and updating the Terrebonne Community Plan, which is a component of the Comprehensive Plan, but has historically been updated through a separate process. Support through a Technical Assistance (TA) Grant will enable the county to facilitate robust community involvement efforts and integrate keystone projects into both plans, including but not limited to: natural hazard mitigation, climate change, and water conservation. It will also facilitate infrastructure planning to address the next steps associated with a recently completed sewer feasibility study in Terrebonne.

Deschutes County serves as a leading example for other Oregon jurisdictions in terms of Comprehensive Planning, community engagement, natural hazard mitigation, and wildlife planning, among other considerations. Deschutes County has a demonstrated capacity of managing DLCD grant-funded projects and completing the associated scopes of work in a timely manner. These projects have been consistently overseen by dedicated senior-level staff. Deschutes County anticipates the updates of the Comprehensive Plan and Terrebonne Community Plan to serve as a template for other counties in Oregon should they undertake similar projects.

### Deschutes County Profile

Deschutes County last updated its Comprehensive Plan in 2011. Since then, the county's growth rate has continued to greatly exceed the statewide growth rate for Oregon as a whole. Deschutes County's 2020 census population was 198,253, an increase of 40,520 residents since 2010. This represents a growth rate of 25.7% for the decade, compared to the state's growth rate of 10.6%.<sup>1</sup> Recent projections from the Portland State University, Oregon Population Forecast Project, estimate Deschutes County's population will be 301,999 by 2043.<sup>2</sup>

The following keystone projects identified in the Community Development Department FY 2021-22 work plan provide a foundation for updating Deschutes County's Comprehensive Plan:

- Update Transportation System Plan
- Update Tumalo Community Plan
- Develop Sisters Country Trails Plan
- Update up to three wildlife inventories
- Implement Senate Bill 391 (Rural Accessory Dwelling Units)
- Monitor and implement Senate Bill 762 (Wildfire Mitigation)
- Update Dark Sky Ordinance

<sup>1</sup> <https://www.census.gov/library/visualizations/interactive/2020-population-and-housing-state-data.html>

<sup>2</sup> Deschutes County's rural population projection for 2043 is 79,248.

- Collaborate with Central Oregon Intergovernmental Council (COIC) to provide input and coordination for Natural Hazard Mitigation Plan Update and Natural Hazard Planning
- Revisit Rural Economic Development policies and regulations

Deschutes County's planning challenge is to reinforce and strengthen the livability of the rural county in coordination with its four cities in the face of rapid growth. A related challenge is the desire by some citizens for more rural economic development opportunities in a state system which directs housing, commercial and industrial uses inside urban growth boundaries (UGBs). An updated Comprehensive Plan and associated land use goals and policies therefore is necessary to guide and coordinate development in the region for at least the next twenty years.

Since 2011, the Comprehensive Plan has been amended in a piecemeal manner with various applicant- and staff-initiated legislative amendments. Although many of the goals and policies of the current Plan still hold value, the fundamental data, trends, and land use issues are becoming outdated. The updated Plan needs to incorporate community input to craft new goals and policies regarding agriculture, forestry, housing, recreation, natural resources, natural hazards, economic development, and transportation. An updated community vision will carefully discuss and balance these values.

## Terrebonne Community Profile

The Terrebonne Community Plan was last updated in 2010. Terrebonne is a small, rural, unincorporated community at the northern edge of Deschutes County. Founded as a railroad town in 1909, Terrebonne contains residential neighborhoods, a community school, a commercial expansion area, and two commercial business districts, one fronting U.S. 97 and the other abutting 11<sup>th</sup> Street. Deschutes County is involved in several projects in Terrebonne. They include:

- Improve U.S. 97: Terrebonne/Lower Bridge Way transportation system (Oregon Department of Transportation)
- Update Transportation System Plan
- Initiate Recommendations from Terrebonne Wastewater Feasibility Study (County Road Department)
- Update Dark Sky Ordinance
- Monitor and implement SB 762 (Wildfire Mitigation)

Over the past several years, Deschutes County has observed increased interest in economic development opportunities in the Terrebonne community. This interest is evidenced through the popularity of nearby Smith Rock State Park, one of the Seven Wonders of Oregon, the increased number of commercial land use proposals within Terrebonne's commercial zoning districts, the Terrebonne Wastewater Feasibility Study, and the U.S. 97 Terrebonne/Lower Bridge Way improvements designed and funded for construction in 2023-2024.<sup>3</sup> Additionally, staff fields a steady stream of inquiries at the public planning counter and the department website regarding potential development proposals.

<sup>3</sup> <https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=21162>

## Equity and Inclusion

As the Central Oregon community continues to grow and attract more diverse populations, Deschutes County embraces an ongoing responsibility and commitment to provide for the needs of all its residents based on their own desires, challenges, and opportunities. Deschutes County upholds a commitment to inclusionary goals and policies as informed by robust community engagement and outreach activities. Based on Census data, the county jurisdiction, including the Terrebonne community, has seen a significant population increase since 2010 including persons of color. A key objective for both components of this grant is to identify the most effective methods for engaging these minority groups (and others). Specifically, the County seeks to develop an Outreach and Public Engagement Guide with the assistance of DLCDC to maximize equity and inclusion. The County also seeks to create a post-project evaluation of the representation of priority populations and the nature and extent of their participation in citizen and technical advisory groups once the Comprehensive Plan and Terrebonne Community Plan updates are underway.

## Comprehensive Plan Goals and Objectives

### Goal 1 – Initiate Deschutes County Comprehensive Plan Update (*Deschutes 2040*)

Objective 1: Utilize a consultant to update the Comprehensive Plan.

Tasks:

- Draft a Request for Proposal for a Comprehensive Plan update.
- Hire a consultant to oversee the update.

Objective 2: Incorporate 2020 U.S. Census data into County population and community profile information in the *Deschutes 2040* Comprehensive Plan update.

Tasks:

- Prepare the County's population and community profile plan sections for the Comprehensive Plan update based on 2020 U.S. Census data.

Objective 3: Continue researching rural economic development challenges and opportunities to further inform the Economy section of Deschutes County's Comprehensive Plan Chapter 3 – Rural Growth.

Tasks:

- Evaluate Oregon county economic development policy and plan structure (i.e., Multnomah, Clackamas).
- Evaluate rural economic conditions, needs, and opportunities.
- Conduct community meetings in Bend, La Pine, Sisters, Redmond, and rural Deschutes County to present and gather community input on rural economic conditions, needs, and opportunities.
- Draft rural economic development goals and policies with other TA Grant deliverables and Board priorities.
- Conduct Planning Commission and Board work sessions and hearings.

Expected products/outcomes:

- Updated existing conditions
- Draft Comprehensive Plan, including updated goals and policies
- Planning Commission and Board of County Commissioners (Board) work sessions and preparations for public hearings in 2024.

**Goal 2 – Update Terrebonne Community Plan**

Objective 1: Utilize a consultant to update the Terrebonne Community Plan.

Tasks:

- Draft a Request for Proposal for a Terrebonne Community Plan update.
- Hire a consultant to oversee the update.

Objective 2: Incorporate 2020 U.S. Census data into Terrebonne population and community profile information Terrebonne Community Plan update.

Tasks:

- Prepare Terrebonne population and community profile based on 2020 U.S. Census data.

Objective 3: Initiate a community involvement plan to engage Terrebonne residents for input related to the Terrebonne Community Plan vision, and existing goals and policies to address the challenges and opportunities associated with population growth, public facilities, transportation, and land use within the unincorporated rural community.

Tasks:

- Create a staff project management team to oversee the project.
- Conduct community engagement meetings in the Terrebonne area to gather public input.
- Evaluate draft goals and policies with other TA Grant deliverables and Board priorities and how they relate to the Terrebonne Community.
- Draft Terrebonne Community Plan.
- Conduct Planning Commission and Board of County Commissioners (Board) work sessions and hearings.

Objective 4: Integrate central information and findings from the Terrebonne Sewer Feasibility study into the Terrebonne Community Plan update.<sup>4</sup>

Tasks:

- Monitor the continued development and finalization of Terrebonne Sewer Feasibility Study implementation guide.

<sup>4</sup> [https://www.deschutes.org/sites/default/files/fileattachments/road/page/13901/20210630-terrebonne\\_wwfs-phasea-feasibility-memo.pdf](https://www.deschutes.org/sites/default/files/fileattachments/road/page/13901/20210630-terrebonne_wwfs-phasea-feasibility-memo.pdf)

- Develop preliminary designs and cost estimates for wastewater treatment and disposal preferred alternatives in conjunction with project engineers, County Road Department, and County Environmental Soils Division.
- Conduct outreach efforts to prioritize sewer implementation options.
- Identify preferred alternatives and a roadmap for creating a sewer authority/sanitation district.

Expected products/outcomes:

- Preliminary designs and cost estimates for wastewater treatment and disposal preferred alternatives
- Preferred alternative for creating a sewer authority/sanitary district

**Goal 3 – Create Deschutes County Outreach and Community Participation Plan**

Objective 1: Utilize a DLCD-recommended equity and inclusion consultant for technical assistance in preparing a Deschutes County Outreach and Community Participation Plan.

Tasks:

- Draft a Deschutes County Outreach and Community Participation Plan
- Solicit and receive preliminary public input to inform the draft Plan

Objective 2: Initiate a community involvement plan to identify priority populations within rural Deschutes County and Terrebonne and gather information addressing their issues. This information will ultimately be included in the final *Deschutes 2040* Comprehensive Plan Update and Terrebonne Community Plan update.

Tasks:

- Review census and regional population data to highlight priority populations and key areas and community locations throughout the county.
- Create a varied schedule of community engagement events and meetings to gather public input.
- Create a staff project management team to oversee the project.
- Draft County Outreach and Community Participation Plan.
- Conduct Planning Commission and Board of County Commissioners (Board) work sessions and hearings to finalize and execute the Outreach and Community Participation Plan.

**Products and Outcomes**

Provided above.

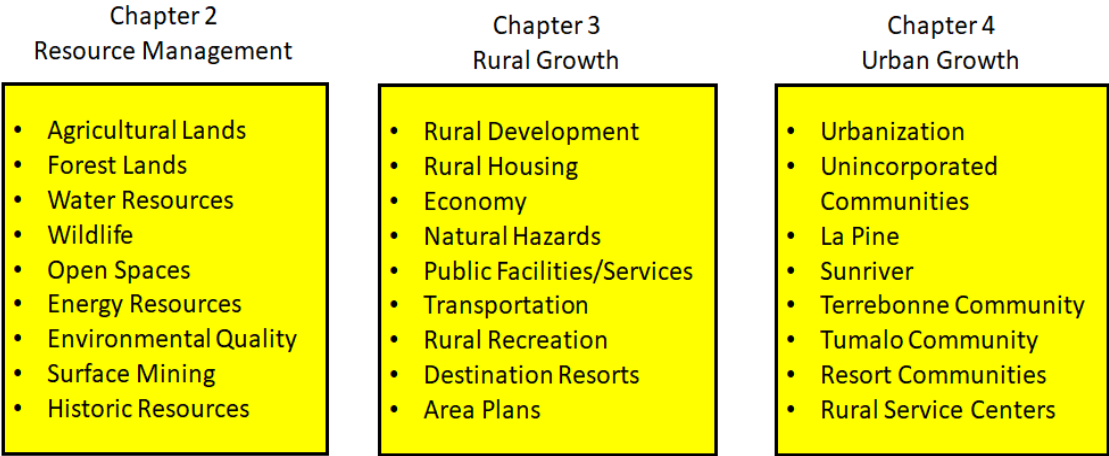
**Work Program, Timeline and Payment**

As noted above, Deschutes County is undertaking several keystone projects that provide the foundation to update the Comprehensive Plan and Terrebonne Community Plan. A TA grant will leverage in-kind and reserve funds to develop a range of deliverables noted above (see Goals and

Objectives) that provide the basis for engaging the community. Deschutes County has a proven record of success in implementing DLCD Technical Assistance Grant-funded projects.

The County will update the Comprehensive Plan sections identified in **Figure 1**, below, starting in the spring of 2022 and continuing beyond the 2021-2023 DLCD grant funding timeline. It is incumbent that the County evaluate rural growth and development through a multi-faceted lens, taking into consideration effects on resource lands, natural hazards, economic development, public facilities, and rural communities.

**Figure 1 – Deschutes County Comprehensive Plan Chapters**



As shown in the following illustration, the Terrebonne Community Plan contains five central chapters, divided into sections. The sections identified in red in **Figure 2** below, will be revisited in the spring of 2022, some as part of the TA grant with others evaluated separately but concurrently. The TA grant gives Deschutes County additional means to evaluate land use interrelationships under a regional and multi-jurisdictional approach to inform land use coordination between the County and the unique characteristics of the unincorporated rural community of Terrebonne.



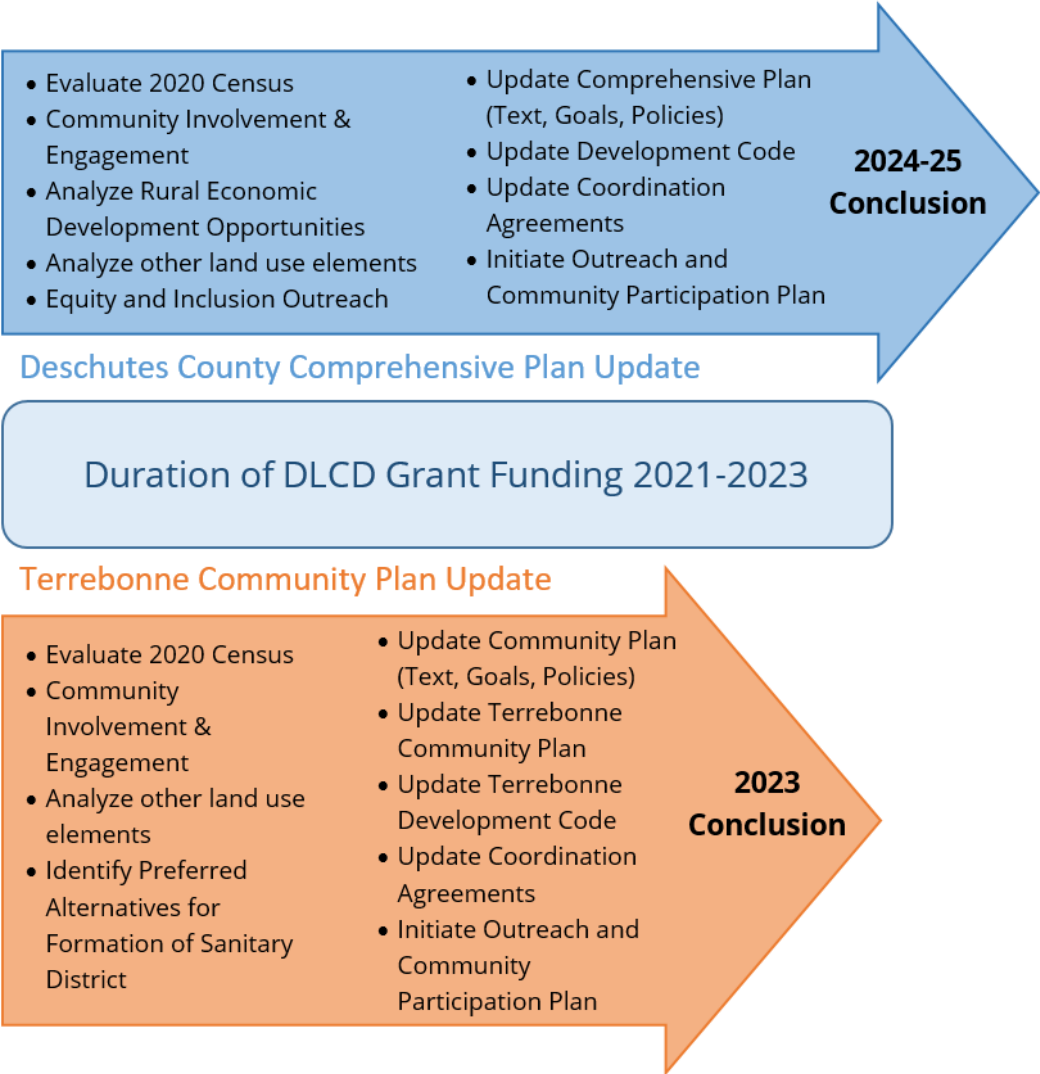
**Figure 2 – Terrebonne Community Plan Chapters**



The overall process of updating the Terrebonne Community Plan will include revisiting other noteworthy issues like economic development, public infrastructure needs outside of the ongoing sewer study, domestic water usage and availability, and transportation. For the TA Grant, Deschutes County is committed to a robust public engagement process for each project. Recommendations from stakeholders and representatives of the County’s locally identified priority populations will be discussed throughout the County via work groups, open houses, work sessions, public hearings, press releases, and dedicated webpages. The proposed payment structure and timeline for the components of the TA grant is provided below.

<b>Product</b>	<b>Grant Request</b>	<b>Local Contribution</b>	<b>Total Budget</b>
Comprehensive Plan Update	\$ <u>50,000</u>	\$ <u>250,000</u>	\$ <u>300,000</u>
Terrebonne Community Plan Update	\$ <u>50,000</u>	\$ <u>100,000</u>	\$ <u>150,000</u>
<b>TOTAL</b>	\$ <u>100,000</u>	\$ <u>350,000</u>	\$ <u>450,000</u>

### Project Timeline



### Evaluation Criteria

The proposed project meets several TA Grant program priorities and evaluation criteria as described below.

#### Provide Infrastructure Financing Plans for Urbanizing Areas

- The current Terrebonne Sewer Feasibility Study examines the different sewer system alternatives available to address septic system issues, support commerce, and protect water sources in the rural community.
- The next phase of the Terrebonne Sewer Feasibility Study involves working with the County Road Department, Environmental Soils Division, and utilizing feasibility data previously produced by project engineers to explore specific action items.
- Terrebonne’s wastewater feasibility study can serve as a template for other unincorporated areas of Deschutes County such as Tumalo and Newberry Country (South County).

## **Plan for Resilience to Natural Hazards and Climate Change**

- Community and agency information collected from the Terrebonne Domestic Water District, Terrebonne Sewer Feasibility Study, and residents will help inform the Terrebonne community on the challenges posed by drought and climate change while identifying opportunities for strengthening the community's resiliency.
- Working collaboratively with local and regional stakeholders, the County will continue to utilize current demographic and hazard-related data to offer informed goals and policies related to Goal 7, Natural Hazard compliance for the Terrebonne community as informed by targeted community outreach efforts.
- In line with the State of Oregon's process surrounding Senate Bill (SB) 762 adoption and implementation, the County will frame Goal 7 Wildfire goals and policies to reflect the resource conservation and recovery measures included in SB 762 as part of the Comprehensive Plan Update.

## **Multi-Jurisdictional and Regional Solutions – Central Oregon Priorities**

- As stated above, the previously-completed Terrebonne wastewater feasibility study identifies opportunities for wastewater infrastructure in Terrebonne and potentially informs other unincorporated areas of the county.
- Coordination between the County, unincorporated community of Terrebonne, and the City of Redmond (in the case of Terrebonne sewer feasibility) is a multi-jurisdictional approach to regional land use planning and coordination that provides example direction and guidance to similar county jurisdictions and unincorporated communities in Oregon for similar update processes.

## **Equity and Inclusion**

- Deschutes County upholds a commitment to promote diversity and equity best practices in an effort to provide excellent quality of life for all residents of the Deschutes County community. Creating an Outreach and Public Engagement Plan for the county jurisdiction will facilitate more direct public input from priority populations including persons of color, rural residents living outside of a city jurisdiction, and low income community members.
- Public meetings held in support of the Outreach and Public Engagement Plan will aid the county in identifying specific benefits to and burdens on priority populations within the county. These meetings will also help to identify other locally-identified underserved priority populations.
- Working with the DLCD Equity and Inclusion Consultant, a post-project evaluation (conducted within the final phases of the *Deschutes 2040* Comprehensive Plan Update and the Terrebonne Community Plan Update) highlighting representation of priority populations and their participation in the updates will underscore the needs and challenges of such populations to better inform future public efforts undertaken by the County.

## Project Partners

Deschutes County will lead the aforementioned projects that will eventually update the Comprehensive Plan and Terrebonne Community Plan. Agencies such as DLCD, Oregon Department of Agriculture (ODA), Oregon Department of Environmental Quality (DEQ), Oregon Department of Transportation (ODOT), Oregon Department of Fish and Wildlife (ODFW), Oregon Water Resources Department (OWRD) and the Terrebonne Domestic Water District will contribute valuable information. County staff will seek feedback throughout the process from local organizations like the Deschutes River Conservancy, the Central Oregon Association of Realtors, the Central Oregon Builders Association, Central Oregon LandWatch, the Farmers Conservation Alliance, Deschutes Basin Board of Control, and many other organizations and community members.

## Advisory Committees

- Deschutes County Planning Commission
- Terrebonne Wastewater Feasibility Study – Technical Advisory Committee

## Cost-sharing and Local Contribution

Please see Attachment B for details on how Deschutes County plans to fund the components of the Continued Multi-Phase Comprehensive Plan update and Terrebonne Community Plan update.



BOARD OF COUNTY COMMISSIONERS

September 22, 2021

Gordon Howard, Community Services Division Manager  
Department of Land Conservation and Development ("DLCD")  
635 Capitol St. NE Suite 150  
Salem, OR 97301

**Re: 2021-2023 Technical Assistance (TA) Grant Application**

Dear Selecting Committee,

The Deschutes County Board of Commissioners appreciates the opportunity to offer this letter of support for DLCD 2021-2023 TA Grant funding. The Community Development Department (CDD) is initiating a Comprehensive Plan update in 2022, which will address growth and development, protect natural resources, mitigate natural hazards, and facilitate cost-effective infrastructure. CDD also proposes to update the Terrebonne Community Plan component of the County Comprehensive Plan. Lastly, CDD seeks to implement an Outreach and Community Participation Plan for the purpose of engaging priority populations of the county for transparent public input and involvement in a manner guided by equity and inclusion best practices.

Deschutes County last updated its Comprehensive Plan and Terrebonne Community Plan in 2011. Since then, its growth rate has continued to greatly exceed the statewide growth rate for Oregon as a whole. Deschutes County's 2020 census population was 198,253, an increase of 40,520 residents since 2010. This represents a growth rate of 25.7% for the decade, compared to the state's growth rate of 10.6%. Recent projections from the Portland State University, Oregon Population Forecast Project, estimate Deschutes County's population will be 301,999 by 2043. The County is currently investing in several projects that provide the foundation for both plans, including wastewater feasibility study recommendations, wildfire mitigation strategies, and a transportation system plan update. Lastly, the proposed Outreach and Community Participation Plan will be the first implemented by the County. The TA grant will leverage these investments to evaluate land use interrelationships while also engaging residents and stakeholders into 2040.

Thank you for considering this grant request.

Sincerely,

THE DESCHUTES COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Anthony DeBone, Chair

\_\_\_\_\_  
Phil Chang, Vice-Chair

\_\_\_\_\_  
Patti Adair, Commissioner

**DESCHUTES COUNTY DOCUMENT SUMMARY**

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections **above** the Official Review line.

**Date:**

**Department:**

**Contractor/Supplier/Consultant Name:**

**Contractor Contact:**

**Contractor Phone #:**

**Type of Document:** Document 2021-785, DLCD Technical Assistance Grant

**Goods and/or Services:** Financial assistance to: 1) Initiate a County Comprehensive Plan Update; 2) Update the Terrebonne Community Plan component of the County Comprehensive Plan; and 3) Initiating an Outreach and Community Participation Plan to reflect community input related to priority populations located in the County.

**Background & History:** Deschutes County is undertaking several keystone projects that provide the foundation to update the Comprehensive Plan and Terrebonne Community Plan. A TA grant will leverage in-kind and reserve funds to develop a range of deliverables that provide the basis for engaging the community.

**Agreement Starting Date:**  **Ending Date:**

**Annual Value or Total Payment:**

Insurance Certificate Received (check box)  
Insurance Expiration Date:

Check all that apply:

- RFP, Solicitation or Bid Process
- Informal quotes (<\$150K)
- Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

**Funding Source:** (Included in current budget?  Yes  No

If **No**, has budget amendment been submitted?  Yes  No

**Is this a Grant Agreement providing revenue to the County?**  Yes  No

Special conditions attached to this grant: None

Deadlines for reporting to the grantor: Quarterly updates and final report by May 2023

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter:  Yes  No

Contact information for the person responsible for grant compliance:

Name: Tarik Rawlings, Associate Planner

Phone #: 541-317-3148

**Departmental Contact and Title:** Tarik Rawlings, Associate Planner **Phone #:** 541-317-3148

**Department Director Approval:** \_\_\_\_\_  
Signature Date

**Distribution of Document:** Who gets the original document and/or copies after it has been signed? Include complete information if the document is to be mailed.

Please provide original documents to Tarik Rawlings, CDD Associate Planner.

**Official Review:**

County Signature Required (check one):

- BOCC (if \$150,000 or more) – BOARD AGENDA Item
- County Administrator (if \$25,000 but under \$150,000)
- Department Director - Health (if under \$50,000)
- Department Head/Director (if under \$25,000)

Legal Review \_\_\_\_\_ Date \_\_\_\_\_

Document Number 2021-785



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** September 27, 2021

**SUBJECT:** Update of Resolution 93-112- Policy on Undocumented Structures

**RECOMMENDED MOTION:**

*Move approval of \_Resolution 2021-069*

**BACKGROUND AND POLICY IMPLICATIONS:**

**Purpose**

The purposes of this work session are to:

1. Provide historical information to the Board of County Commissioners (Board) regarding Resolution No. 93-112 (Policy of Undocumented Structures)
2. Present and answer questions on the updated draft Resolution 2021-069. (Revised Policy of Undocumented Structures)
3. Seek adoption of updated Resolution 2021-069. (Updated Policy of Undocumented Structures)

This project implements the Board's Service Delivery Goal and is part of the 2021-22 Work Plan Project for Code Compliance.

**Summary**

CDD Building Safety, initiated a review of Resolution 93-112 in January of 2021.

This Building Safety project began with a comprehensive review of Resolution 93-112. Key topics covered in the review have included the following:



1. Discussion with COBA and COAR for input. Both were supportive of the updates.
2. Sought input from City of Bend to see what their current process is. We learned that they do not provide individual site visits for undocumented structures. We adopted their process for electrical work covered without permit and/or inspection. See attached Electrical Inspection/Testing Report.
3. Coordinated with County Legal for input and revisions.

### **Board Discussion**

Staff will summarize the changes to the draft Resolution 2021-069, the updated version is attached for the Board's review. The following changes were made:

1. Format to be consistent with current County documents
2. Clarified requirements for submittal documentation
3. Streamlined process and created user friendly tracking document
4. Created internal process to track inquiries and communication with property owner and CDD staff to include Code Compliance.

Staff seeks Board approval to the draft Resolution 2021-069.

### **BUDGET IMPACTS:**

*None*

### **ATTENDANCE:**

Chris Gracia, Assistant Building Official  
Angela Havniar, Coordinated Services Manager  
David Doyle, Legal Counsel

LEGAL COUNSEL

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

-447-1051-

A Resolution Establishing A \*  
 Policy on Undocumented Structures. \*

RESOLUTION NO. 93-112

WHEREAS, the Board finds that an unknown but potentially significant number of existing structures in the County, built or remodeled since County adoption of building codes in 1974, do not have documentation in official County records of required plan review, building permits and inspections; and

WHEREAS, the Board finds that some of these undocumented structures were never permitted, and that others may have been permitted but that some County permit records prior to January 1, 1988, are missing or incomplete, and it therefore may not always be possible to determine why the structure is undocumented; and

WHEREAS, the Board finds that it is in the interest of the citizens of the County that the status of undocumented structures be established, and that any fire/life safety code violations in such structures be identified and corrected; and

WHEREAS, the Board finds that it is not in the interest of the citizens of the County that all undocumented structures built before January 1, 1988, be brought into compliance with all provisions of applicable construction codes; and

WHEREAS, the Board finds that the County lacks the resources to undertake a comprehensive, County-wide program to physically identify and inspect all undocumented structures to determine their permit status and code compliance; and

WHEREAS, the Board finds that it is in the interest of the citizens of the County to establish a process for determining the status of undocumented structures, and for correcting fire/life safety code violations in such structures, within available County resources; now, therefore,,

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON AS FOLLOWS:

Section 1. The procedure set forth in Exhibit "A," attached hereto and incorporated by reference herein, is hereby adopted as the policy of Deschutes County for resolution of the status of undocumented structures and correction of fire/life safety code violations in such structures.

Section 2. This resolution takes effect on January 1, 1994.

DATED this 15 day of December, 1993.

BOARD OF COUNTY COMMISSIONERS  
OF DESCHUTES COUNTY, OREGON

*Tom Throop*  
TOM THROOP, Chair

*Nancy Pope Schlagen*  
NANCY POPE SCHLANGEN, Commissioner

*Barry H. Slaughter*  
BARRY H. SLAUGHTER, Commissioner

ATTEST:

*Christa Mutchie*  
Recording Secretary

## EXHIBIT "A"

DESCHUTES COUNTY PROCEDURE FOR UNDOCUMENTED STRUCTURESI. INITIAL STATUS DETERMINATION

Upon request, the Community Development Department (CDD) will research the permit history and status of an existing structure. CDD computer records will be searched first. If computer records do not show required permits and inspections, or show incomplete permits or inspections, additional research of other available county records will be done. A minimum fee of \$25.00 will be charged for such additional research. A written report of CDD's research will be provided to the customer, and a record of the research and results will be entered in CDD's computer database.

II. DOCUMENTING UNDOCUMENTED STRUCTURES

If CDD record research shows no permits or inspections, or incomplete permits or inspections, for an existing structure, the owner or owner's legal representative may submit any available evidence that required permits and inspections were obtained, or that the existing structure was built before permits and inspections were required. Such evidence could include items such as electrical permit stickers, building inspection cards from the job site, builder's records, lender's records, etc. If submitted information is deemed by the county to be credible evidence that required permits and inspections were obtained for an existing structure, or that the structure pre-dates permit and inspection requirements, the information will be entered in CDD's computer database and included in any research report for the structure.

III. LEGITIMIZING UNDOCUMENTED STRUCTURESA. Structures Built On Or After January 1, 1988

1. If an existing structure was built, remodeled, or altered on or after January 1, 1988, and CDD's record research does not show that required permits and inspections were obtained, the owner or owner's legal representative may legitimize the existing structure by obtaining all required permits and inspections for the construction, remodeling and/or alteration.

2. If an existing structure has no record of permits, construction code provisions applicable to the new permits and inspections will be the codes in effect at the time the permits are obtained.

3. If an existing structure has a record of permits and inspections up to, but not including framing, the construction code provisions applicable to the permits and inspections will be the codes in effect at the time new permits are obtained.

4. If an existing structure has a record of permits and inspections through framing, insulation or drywall, but no record of a final inspection, the structure may be legitimized by obtaining a special investigation for a final approval. The special investigation and final will be performed under the code provisions which applied at the time the applicable permit of record was obtained.

5. The Building Official may allow exceptions as authorized under Section R-108.3 of the Oregon One and Two Family Dwelling Specialty (CABO) code, or Section 106 of the Oregon Structural Specialty Code (UBC), whichever is applicable. (See attached)

**B. Structures Built Before January 1, 1988.**

If an existing structure was built, remodeled or altered before January 1, 1988, the owner or owner's legal representative may legitimize the existing structure, after a research fee has been paid, by the following procedure:

1. The owner or owner's legal representative may submit to CDD a written report from a private building inspector identifying potential structural and fire/life safety violations found in the existing structure. (The private building inspector's inspection and report are not intended to be a code compliance inspection.)

2. The Building Official will review the private inspector's written report, and will identify in writing any fire/life safety issues under One and Two Family Dwelling Structural Specialty code or the UBC, whichever is applicable, that the county would require to be resolved, and any permits and inspections required to resolve them under the applicable code. The Building Official may choose to conduct a special

investigation of the existing structure before completing the identification of fire/life safety issues. If such a special investigation is deemed required, special investigation fees will be charged.

3. a) After the Building Official has identified any fire/life safety issues that must be resolved and what permits are required, the owner or owner's representative may apply for the permits, inspections and approvals required to resolve those issues.
- b) If an existing structure has no record of permits, the structural and fire/life safety code provisions applicable to the permits and inspections for the existing structure will be the codes in effect at the time the permits are obtained.
- c) If an existing structure has a record of permits and inspections up to, but not including framing, the structural and fire/life safety code provisions applicable to the permits and inspections will be the codes in effect at the time new permits are obtained.
- d) If an existing structure has a record of permits and inspections through framing, insulation or drywall, but no record of a final inspection, the structure may be legitimized by obtaining a special investigation for a final approval. The special investigation and final will be performed under the code provisions which applied at the time the permit of record was obtained.
- e) The Building Official may allow exceptions as authorized under Section R-108.3 of the CABO code, or Section 106 of the UBC, whichever is applicable. (See attached)

#### IV. Code Enforcement

- A. If a research request for an existing structure reveals that required permits and inspections may not have been obtained, the results of the research will not be referred to code enforcement, and no enforcement action will be taken by the county based on the research request.
- B. If a private building inspector's report submitted under this procedure, or the Building Official's review or special investigation of it, reveal fire/life safety code violations in an existing structure, the report and the Building Official's review of it will be referred to code enforcement.

However, no enforcement action will be taken for such violations as long as the owner or owner's legal representative makes diligent and good faith efforts necessary to correct fire/life safety violations in the existing structure.

V. Land Use and Septic Issues

This procedure applies only to existing structures for which county records indicate permits and inspections required under applicable building, mechanical, plumbing and electrical codes may not have been obtained. Existing structures that are in violation of the county's comprehensive land use plan or regulations may not be legitimized under this procedure. Existing structures for which there is no record of required septic system approval must obtain approval through the procedures set forth in Department of Environmental Quality's on-site septic system administrative rules.



**LEGITIMIZING UNDOCUMENTED RESIDENTIAL STRUCTURES PLAN (APPENDIX "A")**

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Agent's Name (if applicable): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

The subject property has an unpermitted structure(s), unpermitted Change of Use of a structure(s) and/or unpermitted plumbing, mechanical, or electrical installations. This process provides a path to obtain the required permits and approvals for the unpermitted work. **The specific required actions will be determined based upon pictures submitted by customer (i.e. foundation, all interior walls/ceilings, all exterior walls, attic space, underfloor space, electrical panels, County inspection records, etc.).**

**No Assurance: The County cannot guarantee that permits will be issued. Issuance is based on structure-specific status and information and application of applicable code provisions. The County will endeavor to work with owners and owner's legal representatives towards compliance and permit issuance.**

**Action Required (To be filled out by County staff)**

**Structure:** \_\_\_\_\_

**Proposed Action:**  Remove       Demolish       Conversion to an allowable use

Obtain required permits

For "conversion to an allowable use" please describe in detail the proposed new use and actions proposed to convert the structure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Site Plan Required?** Is the proposed site plan identifying the structure to be documented attached to this plan?

YES       NO      If no, explain: \_\_\_\_\_



**Required Permits and Other Actions**

The proposed action is subject to the following additional permit(s) and actions:

**Planning Division**

Planner Name: \_\_\_\_\_

- Removal of Cooking Facilities and 220V Wiring (Note: See "Definition of a Kitchen" memo)
- Restrictive Covenant – Required *Prior* to Building Permit Issuance (or timing specified below)
- Land Use Permit File No. \_\_\_\_\_

Notes- \_\_\_\_\_

**Building Division**

The following documents must be submitted to the County for review to determine whether the unpermitted structure/work can be permitted and approved:

- Inspection report from an Oregon licensed engineer verifying the structure is structurally sound and safe for the intended use (or list deficiencies and remedies). Report must specifically state the intended use and Risk Category of structure.

Notes- \_\_\_\_\_

- As-built construction plans

Full Set of Construction Plans/Floor Plan/Elevations/Other **(Circle One)**

Notes- \_\_\_\_\_

- Inspection report from an Oregon licensed home inspector.

Fire/Life Safety Items Only (*Before 1/88*)/Complete Home Inspection Report (*After 1/88*) **(Circle One)**

Notes- \_\_\_\_\_

- Inspection/testing report from an Oregon licensed electrical contractor verifying the system complies with the Oregon Electrical Specialty Code. See attached electrical inspection report that must be completed by electrical contractor.

Notes- \_\_\_\_\_

- Inspection report from an Oregon licensed plumbing contractor verifying the system complies with the Oregon Plumbing Specialty Code. Report must specifically state whether the system complies or it does not comply (list deficiencies) with the OPSC.

Notes- \_\_\_\_\_

**Environmental Soils Division**

Septic system approval must be obtained through procedures set forth in Oregon Department of Environmental Quality's on-site septic system administrative rules.

- Change of Use Permit (AN)                      Permit No. \_\_\_\_\_
- \_\_\_\_\_    Permit No. \_\_\_\_\_

Notes-\_\_\_\_\_

**Code Compliance**

A. General: If an inquiry pursuant to the provisions of Appendix "A" to Resolution No. 2021-xxx reveals that the required permits and inspections may not have been obtained, the results of the County's research will not be referred to the Code Compliance Division.

B. Special: If an inquiry pursuant to Appendix "A" to Resolution No. 2021-xxx reveals the required permits and inspections may not have been obtained and the Building Official determines that the existing condition of the structure(s) is such as to constitute an immediate and serious fire/life safety code violation, the results of the County's research will be referred to the Code Compliance Division, however, monetary sanctions will not be requested.

C. If documentation submitted pursuant to Appendix "A" to Resolution No. 2021-xxx or the Building Official's review of it disclose an immediate and serious fire/life safety code violation, the documentation and the Building Official's review of it will be referred to the Code Compliance Division, however, monetary sanctions will not be requested. In such case, enforcement action may be suspended upon good faith due diligence by the owner or owner's legal representative to promptly correct the fire/life safety violations in the existing structure.

**D. If an inquiry originates from a pending Code Compliance case**, an investigative fee will be charged on applicable building, mechanical, plumbing and electrical permits. *Note: Additional sanctions may apply.* Where voluntary compliance cannot be obtained within a reasonable timeframe, Code Compliance staff may cause a citation to issue or may issue a Notice of Violation and Proposed Civil Penalty and initiate administrative enforcement hearings proceedings in accordance with Deschutes County Code. **All permitting requirements identified herein must be completed by the following date:**\_\_\_\_\_

**Owner/Agent Signature and Acknowledgements**

09/27/2021 Item #11.

By signing this LEGITIMIZING UNDOCUMENTED RESIDENTIAL STRUCTURES PLAN, I acknowledge that Deschutes County Community Development staff may make one or more site visits to the address listed on this application in order to evaluate compliance with the Deschutes County Code criteria applicable to this plan. Please describe any special circumstances regarding a potential site visit:

---

---

---

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Agent's Signature (if applicable)\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*If this application is not signed by the property owner, a letter authorizing signature by the agent must be attached.

***Guideline: Dwelling Unit and Definition of a Kitchen***

Deschutes County Title 18 limits the number of dwelling units that can be established on a property. "Dwelling Unit" is defined as:

"Dwelling unit" means one or more rooms in a building designed for occupancy by one family and having not more than one cooking area or kitchen.

Most rural properties are limited to a single dwelling unit. A structure will be presumed to have additional dwelling units where additional kitchens are proposed.

At the discretion of Deschutes County, structures that appear to be designed for multi-family or multi-kitchen use may be denied, required to obtain land use approval(s), and/or record a restrictive covenant, acknowledging the lawful use of the property.

**DEFINITION**

**A. Kitchen.** A kitchen means an area within a structure that contains either of the following:

1. Cooking appliances<sup>a</sup>; or
2. Rough-in facilities (including electrical wiring and/or gas lines) for cooking appliances.

**NOTES**

An approved kitchen may have more than one sink, stove, oven or refrigerator in the same room.

Additional kitchens may be allowed as part of other lawfully established uses, such as commercial kitchens associated with a permitted home occupation.

Sinks, not in association with a lawful kitchen or bathroom, may be denied, required to obtain land use approval(s), and/or record a restrictive covenant, acknowledging the lawful use of the property, at the discretion of Deschutes County.

---

<sup>a</sup> Including, but not limited to, ovens, convection ovens, stoves, stove tops, grills, microwave ovens or similar appliances.

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

A Resolution Reaffirming and Revising the Policy On Undocumented Residential Structures \* \* RESOLUTION NO. 2021-069

WHEREAS, the Board of County Commissioners (“Board”) previously found (Resolution No. 93-112) that an unknown but potentially significant number of existing residential structures in areas of the County that are regulated under the County’s building inspection program, built or remodeled since Deschutes County (“County”) adopted State of Oregon building codes in 1974, do not have documentation in official County records of required plan review, building permits or inspections; and

WHEREAS, the Board previously found that some undocumented residential structures were never permitted, and that others may have been permitted but County permit records prior to January 1, 1988, are missing or incomplete, and it therefore may not always be possible to determine why the residential structure was undocumented; and

WHEREAS, the Board previously found that it is in the best interest of the citizens of the County that the status of undocumented residential structures be established, and that any fire or life safety code violations in such structures be identified and corrected; and

WHEREAS, the Board previously found that it is not in the interest of the citizens of the County that all undocumented residential structures built before January 1, 1988, be brought into compliance with all provisions of applicable building codes; and

WHEREAS, the Board previously found that the County lacks the resources to undertake a comprehensive, County-wide program to physically identify and inspect all undocumented residential structures to determine their permit status and code compliance; and

WHEREAS, the Board previously found that it is in the interest of the citizens of the County to establish a process for determining the status of undocumented residential structures, and for correcting fire and life safety code violations in such structures, within available County resources; now, therefore,

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. The findings in Resolution 93-112 are reaffirmed, and the procedure set forth in Exhibit “A,” attached hereto and incorporated by reference herein, is hereby adopted as the policy of Deschutes County for resolution of the status of undocumented residential structures and correction of fire and life safety code violations in such structures. Exhibit “A” attached hereto replaces Exhibit “A” attached to Resolution 93-112.

Section 2. This Resolution takes effect on October 1, 2021

Dated this \_\_\_\_\_ of \_\_\_\_\_, 2021

BOARD OF COUNTY COMMISSIONERS  
OF DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
ANTHONY DeBONE, Chair

\_\_\_\_\_  
PHIL CHANG, Vice Chair

ATTEST:

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
PATTI ADAIR, Commissioner



## Topic: Electrical Work Covered Prior to Inspection

### I. Purpose:

Electrical installations require inspection prior to being covered. Building Safety, on a case by case basis, may consider alternate methods to demonstrate code compliance. Consideration is by special permission only and may not be assumed allowable in any other circumstance.

### II. Process:

The following list indicates the minimum evidence that must be provided, and will be utilized to consider the request. This list is not intended to be all inclusive and in no way a guarantee of approval.

1. Name and contact information of person requesting consideration
2. Supervising Signing Electrician providing test (individual and/or company name), must **differ** from individual and/or company who installed work without inspection.
3. Permit number(s) & addresses of structure where work is located.
4. Date of original installation.
5. Detailed description of work.
6. Specific reasons and/or justifications as to why an inspection was not completed prior to cover.
7. Provide comprehensive reports for the following tests:

#### a. Megger Test:

Submit written test results. Identify make and model of test equipment, test voltage used, and specific result(s) obtained. Include name, signature, and license number of person that conducted test.







**Electrical Work Covered Prior To Inspection**

**COMPLETE THIS FORM IF YOU ARE REQUESTING TO DEMONSTRATE CODE COMPLIANCE FOR ELECTRICAL WORK THAT WAS COVERED PRIOR TO INSPECTIONS USING ALTERNATE METHODS.**

Submit completed form with permit application and we will contact you after review.

Please provide a letter on company letterhead from a licensed electrician stating they take responsibility for the work and have inspected it to the current code standards. They will need to attach test reports for the Megger Test, Voltage Drop Test, and Equipment Ground Conductor Continuity Test.

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property owner name: \_\_\_\_\_

Permit #: \_\_\_\_\_

Site Address: \_\_\_\_\_

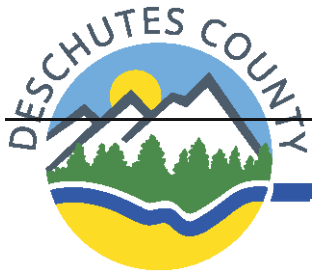
Date of original installation: \_\_\_\_\_

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contractor(s) performing new work: \_\_\_\_\_

Name of signing supervisor: \_\_\_\_\_

Reason for electrical work being covered prior to inspections: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



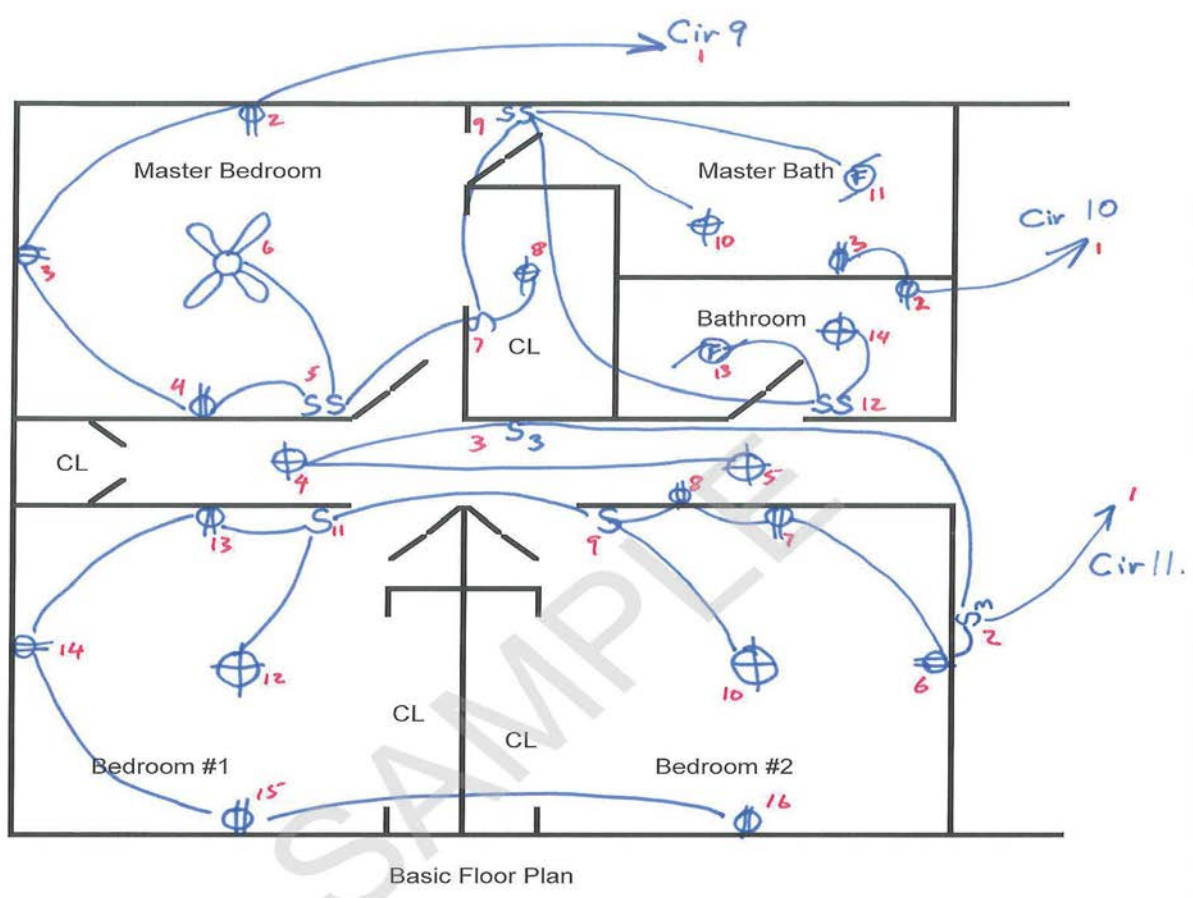
---

**COMMUNITY DEVELOPMENT**

---



COMMUNITY DEVELOPMENT





COMMUNITY DEVELOPMENT

Sample Megger Test Report

Cir. Sect	Device	cable type	H1 to H2	H1 to N	H1 to G	H2 to N	H2 to G	N to G
Circuit 9	15a Brkr							
"1 - 2"	P-R	14/2/G	Not Used	INF	INF	Not Used	Not Used	INF
"2 - 3"	R-R	14/2/G	Not Used	INF	INF	Not Used	Not Used	INF
"5-6"	S-F	14/3/G	INF	INF	INF	INF	INF	INF
etc								
Circuit 11	15a Brkr							
"1 - 2"	P-s3	14/2/G	Not Used	INF	INF	Not Used	Not Used	INF
"2 - 3"	s3-s3	14/3/G	INF	INF	INF	INF	INF	INF
etc								
Circuit 10	20a Brkr							
"1 - 2"	P-R	12/2/1G	Not Used	INF	INF	Not Used	Not Used	INF
"2 - 3"	R-R	12/2/1G	Not Used	INF	INF	Not Used	Not Used	INF
etc								

Legend

- R- Receptacle
- S- Switch
- s3- 3way
- P - Panel
- L - Light