



CROOK COUNTY COURT AGENDA

Wednesday, June 21, 2023 at 9:00 am

Crook County Annex I 320 NE Court St. I Prineville OR

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 981 7361 2010; Passcode: 033745

PUBLIC COMMENT

CONSENT AGENDA

(Consent agenda items are routine matters - e.g. minutes, appropriations orders, contracts, agreements, completion of previously discussed matters and decisions requiring Court ratification which are not expected to generate discussion. Any member of the Court may request removal of an item for separate discussion or vote. All remaining items are approved in a single motion.)

- 1. Approve Amendment 3 of Contract w/ Multnomah Education Service District for Medicaid Administrative Claims Management**
- 2. Approve Amendment 1 to Contract w/ CCSD for Alcohol and Drug Prevention Funding**
- 3. Approve Amendment 8 to PSA for GIS and Other IT Services w/ City**
- 4. Approve Amendment 5 to IGA w/ City for GIS Support w/ OEM's Public Safety Answer Point**
- 5. Approve IGA Between Crook and Jefferson for Shared Services Provided by a Nurse Practitioner**
- 6. Approve Amendment #5 to Community Mental Health Program Services Agreement with BestCare**
- 7. OSU Extension Technology IGA**
- 8. Communication from Oregon Health Authority regarding the Crook County Single Audit for Fiscal Year 2021 - no finding**
- 9. Appointment of Sean Briscoe as Interim Museum Director**
- 10. Promotion of Katie McDonald to Senior Planner**
- 11. Promotion of Robert George to Fleet Superintendent**
- 12. Clock tower repair bid for County Court approval**
- 13. Education reimbursement request for Jamie Berger**
- 14. Six-month extension to current IGA for management of the Airport with the City**
- 15. Contract for Chief Information Officer (CIO) Advisory Services**
- 16. Requesting Court approval to renew existing service agreements due July 1**
- 17. Order 2023-36 – Closing the Crook County Agriculture Extension Service District Building Maintenance Reserve Fund and Crook County Agriculture Extension Service Vehicle Reserve**

Fund and consolidating the accounting into the Crook County Agriculture Extension Service District Fund

- 18. Order 2023-37 – Closing the Crook County Historical Building Reserve Fund and consolidating the accounting into the Crook County Historical Museum Fund**
- 19. Approve Repairs to HVAC at Redemption House - Parole and Probation**
- 20. Crook County Solid Waste Application for a Disposal Fee Credit**

DISCUSSION

- 21. Crook County 2023-2025 STIF Agreement for Review**

Requester: Andrea Breault

- 22. PUBLIC HEARING - FY 23-24 Crook County Ag Extension Service District Budget**

Requester: Kim Herber

- 23. PUBLIC HEARING - Order 2023-30 Ordering the fees to be collected by Crook County for fiscal year 2023-2024**

Requester: Jamie Berger

- 24. PUBLIC HEARING - Requested fee increase greater than the CPI by Republic Services**

Requester: Andy Parks

- 25. Order 2023-32 A Resolution Adopting a Supplemental Budget for Fiscal Year 2022-23**

Requester: Jamie Berger

- 26. Order 2023-33 A Budget Resolution Transfer for Fiscal Year 2022-23**

Requester: Jamie Berger

- 27. Order 2023-35 - Delegating contract signing authority to one commissioner (Judge Crawford is named, but any one commissioner can serve) to sign contracts, grants, and agreements on behalf of the County, regardless of dollar value, between June 21 and June 30, 2023.**

Requester: Eric Blaine/Andy Parks

ADMINISTRATOR REPORT

COURT MEMBER UPDATES

EXECUTIVE SESSION

NOTICE AND DISCLAIMER

The Crook County Court is the governing body of Crook County, Oregon, and holds public meetings (generally on the first and third Wednesday of each month) to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Court has published this PDF file. This file contains the material to be presented before the County Court for its next scheduled regular meeting.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the County Court meeting is held. The material contained herein may be changed at any time, with or without notice.

ANY WARRANTY OF MERCHANTABILITY, ACCURACY, FITNESS FOR A PARTICULAR PURPOSE, OR FOR ANY OTHER MATTER. THE COUNTY IS NOT RESPONSIBLE FOR POSSIBLE ERRORS, OMISSIONS, MISUSE, OR MISINTERPRETATION.

Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 06/16/2023 at 10:33 AM

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

**AMENDMENT #3 TO
INTERGOVERNMENTAL AGREEMENT
BETWEEN
MULTNOMAH EDUCATION SERVICE DISTRICT
AND
CROOK COUNTY HEALTH DEPARTMENT**

This is an amendment to the Intergovernmental Agreement between Multnomah Education Service District, hereinafter "MESD." and Crook County Health Dept hereinafter "Client," (collectively, "the Parties"), pursuant to the authority granted in ORS 190.010 and ORS Chapter 190.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Extension of Termination Date: The termination date of this contract shall be extended through June 30, 2024. The Parties shall continue to perform the work as described in the original Exhibit 1. (Scope of Work).

Pricing Change: The pricing methodology in Section 1, part D shall increase by 5.4%, which is based on COLA and other payroll costs.

CHANGE FROM: To pay an administrative fee to MESD of \$56,594, divided by four survey quarters, (which is \$14,149 per quarter: fall, winter, spring, summer.), distributed between all participating county health departments based upon % of Total Claim for the corresponding quarter.

CHANGE TO: To pay an administrative fee to MESD of \$59,396, divided by four survey quarters, (which is \$14,849 per quarter: fall, winter, spring, summer.), distributed between all participating county health departments based upon % of Total Claim for the corresponding quarter.

All other terms and conditions of the original agreement remain unchanged.

THIS AGREEMENT IS NOT VALID UNTIL ALL SIGNATORY APPROVALS ARE COMPLETED

I have read this Agreement, including any Attachment(s). I certify that I have the authority to sign and enter into this Agreement. I understand the Agreement and agree to be bound by its terms.



Signature of MESD's Authorized Signer,

Signature of Provider's Authorized Signer

Dr. Paul Coakley, MESD Superintendent

Name and title of MESD's Authorized Signer

Name and title of Provider's Authorized Signer

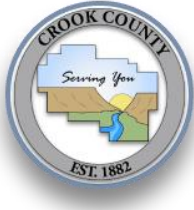
6/2/2023

Date

Date

Multnomah Education Service District prohibits discrimination and harassment on any basis protected by law, including but not limited to race, color, religion, sex, national or ethnic origin, sexual orientation, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, parental or marital status or age. For more information and detail on MESD's non-discrimination policies, including procedures and contact information for reporting discrimination, please visit the MESD Non-Discrimination, Harassment & Bullying Notice page at <https://www.multnomahesd.org/nondiscrimination.html>.

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

AGENDA ITEM REQUEST



Date:

6/14/2023

Meeting date desired:

6/21/2023

Subject:

Amendment #8 to Professional Services Agreement for GIS and Other IT Services w/ City

Background and policy implications:

This is a continuation of an existing contract with the City of Prineville. This amendment modifies the contract so that it will carry over each year.

Budget/fiscal impacts:

The City will pay the County \$34,442.09 for FY 2023-24.

Requested by:

Levi Roberts

GIS Manager

Levi.roberts@co.crook.or.us

Presenters:

N/A – Consent Agenda

Legal review (only if requested):

Legal drafted the amendment.

Elected official sponsor (if applicable):

n/a

**AMENDMENT NO. 8 TO PROFESSIONAL SERVICES AGREEMENT
(Crook County GIS Contract)**

This Amendment No. 8 is entered into by and between the City of Prineville, hereinafter referred to as “City,” and Crook County, hereinafter referred to as “County.”

RECITALS

WHEREAS, City and County are parties to that certain Professional Services Agreement (hereinafter “the Agreement”) effective July 1, 2014, for the provision of GIS services to City; and

WHEREAS, beginning May 7, 2015, and each successive year thereafter, the parties have entered into Amendments 1 through 7 of the Agreement to extend the services for an additional year and periodically adjust the compensation; and

WHEREAS, the Agreement terminates at 11:59 p.m. on June 30, 2022; and

WHEREAS, the parties wish to amend the duration of the Agreement to continue until terminated according to its own terms; and

WHEREAS, the parties agree to an annual three percent (3%) increase *plus* an additional \$5,000 for the following fiscal year.

AGREEMENT

NOW, THEREFORE, in exchange for the mutual covenants contained below, City and County agree as follows:

1. The recitals listed above are incorporated herein by reference.

2. Paragraph number 1 of the Agreement entitled “Effective Date and Duration” is modified to read as follows:

Effective Date and Duration: This Agreement is effective July 1, 2014. This Agreement will continue until terminated according to its own terms.

3. Paragraph 2 of the Agreement entitled “Contractor’s Services” is modified to read as follows:

“For every annual renewal, the rate will increase by 3% *plus* a flat fee of \$5,000.”

The total amount due for FY 2023-24 is **\$34,442.09** (3% increase from FY 2022-23 rate of \$28,584.55 plus \$5,000).

4. This Amendment may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in

the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

5. Except as amended by this Amendment No. 8, all other terms of the Agreement and any previous amendments remain in full force and effect.

CITY OF PRINEVILLE

CROOK COUNTY COURT



Steve Forrester, City Manager

Seth Crawford, County Judge

Date: 6/14/23

Jerry Brummer, County Commissioner

Brian Barney, County Commissioner

Date: _____

AGENDA ITEM REQUEST



Date:

6/14/2023

Meeting date desired:

6/21/2023

Subject:

IGA w/ City for GIS Support w/ OEM's Public Safety Answer Point (PSAP)

Background and policy implications:

This is a continuation of an existing contract. This amendment modifies the contract so that it will carry over each year.

Budget/fiscal impacts:

The County quarterly disbursements to the City will be as per OEM project funding in that fiscal year.

Requested by:

Levi Roberts

GIS Manager

Levi.roberts@co.crook.or.us

Presenters:

N/A – Consent Agenda

Legal review (only if requested):

Legal drafted the amendment.

Elected official sponsor (if applicable):

n/a

**AMENDMENT 5
To Intergovernmental Agreement for GIS Support**

This Amendment 5 is entered into by and between Crook County, a political subdivision of the State of Oregon, acting through its GIS/IT Department (hereinafter “County”), and the City of Prineville, a municipal corporation of the State of Oregon (hereinafter “City”); collectively, County and City may be referred to as “the Parties.”

RECITALS

WHEREAS, County and City are parties to that certain Intergovernmental Agreement for GIS Support (hereinafter “the Agreement”) effective July 1, 2017 through June 30, 2019, for the provision of services related to the acquisition, development, maintenance, updating, processing, and configuration of mapping data for the Prineville Public Safety Answer Point (PSAP); and

WHEREAS, Amendment 1 to the Agreement was previously executed effective July 1, 2019 to extend the Agreement through June 30, 2020; Amendment 2 extended the duration through June 30, 2021; Amendment 3 extended the duration through June 30, 2022; and Amendment 4 extended the duration through June 30, 2023; and

WHEREAS, and the Parties wish to continue the terms of the Agreement as modified by this Amendment 5.

AGREEMENT

NOW, THEREFORE, in exchange for the mutual covenants contained below, the Parties agree as follows:

Section One: The Recitals listed above are incorporated herein by reference.

Section Two: The duration of the Agreement is amended to continue until terminated according to its terms.

Section Three: The County’s quarterly disbursements to the City will be as per OEM project funding in that fiscal year (July 1 – June 30).

Section Four: Except as amended by this Amendment 5, all other terms of the Agreement remain in full force and effect.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, City and County have executed this Amendment 5 effective on July 1, 2023.

CITY OF PRINEVILLE

CROOK COUNTY

Signature

Signature

Print Name & Title

Print Name & Title

Date

Date

AGENDA ITEM REQUEST



Date:

June 13, 2023

Meeting date desired:

June 21, 2023

Subject:

IGA between Crook and Jefferson for shared services provided by a Nurse Practitioner.

Background and policy implications:

Crook and Jefferson were engaged in a similar IGA from 2018 – 2022 but terminated the agreement once staffing changed. Staffing has since changed again and the need for shared services has returned.

Crook County will provide the Nurse Practitioner reproductive health services.

Budget/fiscal impacts:

Jefferson will pay Crook on a fee-for-service basis at the rate of \$85/hr. plus vehicle mileage at the current rate designated by the IRS.

Requested by:

*Lindsay Azevedo, Paralegal II/Office Manager
541-416-3919
Lindsay.Azevedo@crookcountyor.gov*

Presenters:

*Katie Plumb – Health Director
Consent Agenda*

Legal review (only if requested):

Legal drafted the IGA.

Elected official sponsor (if applicable):

N/A

**INTERGOVERNMENTAL AGREEMENT BETWEEN
CROOK COUNTY AND JEFFERSON COUNTY**

This Agreement is made and entered into this ____ day of _____, 2023, by and between Jefferson County, a political subdivision of the State of Oregon, hereinafter referred to as "Jefferson", and Crook County, a political subdivision of the State of Oregon, hereinafter referred to as "Crook."

WITNESSETH:

WHEREAS, pursuant to ORS 190.003 through 190.110, Jefferson and Crook are authorized to enter into an Intergovernmental Agreement for the performance of any or all functions which a party to the Agreement has the authority to perform; and

WHEREAS, both Jefferson and Crook find it beneficial to enter into this Agreement in order for the parties to share the services provided by a Nurse Practitioner, to be hired and supervised by Crook County.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is mutually agreed as follows:

1. EFFECTIVE DATE/DURATION

1.1. This Agreement is effective upon full execution.

1.2. This Agreement shall remain in effect until terminated in accordance with Section 2 of this Agreement.

2. TERMINATION

This Agreement may be terminated by either party upon 30 days written notice to the other party. Termination under this section shall not affect any obligations or liabilities accrued prior to the effective date of termination.

3. STATEMENT OF WORK

3.1 Crook agrees to:

3.1.1. Provide Nurse Practitioner reproductive health services, including sexually transmitted disease examinations and such other services as the parties may agree upon on behalf of and for the benefit of Jefferson County.

- 3.1.2. Provide all services in accordance with a schedule approved by the parties: one 8-hour day per week.
- 3.1.3. Provide monthly invoices for all hours worked and mileage to be reimbursed.
- 3.2. Jefferson agrees to:
 - 3.2.1. Submit timely requests for services providing as much advance notice as reasonably possible.
 - 3.2.2. Pay invoices received within 30 days of their receipt.

4. CONSIDERATION

- 4.1. Jefferson shall pay Crook on a fee-for-service basis at the rate of \$85.00 per hour, plus vehicle mileage at the current rate designated by the Internal Revenue Service for tax purposes.
- 4.2. If the hours worked by a Crook employee for services performed under this Agreement exceeds 40 hours in a work week, Jefferson agrees to pay Crook for all hours worked by the employee in excess of 40 hours in a work week at the rate of 1 1/2 times the hourly rate being paid to Crook for the services of the employee performing the services.
- 4.3. For the work to be performed under this agreement, Jefferson's performance of its obligations hereunder is conditioned upon Crook's compliance with the provisions of the Oregon Health Authority Reproductive Health Program which are incorporated herein by this reference, as well as Crook's compliance with all applicable program rules.
- 4.4. Payment for hours worked plus reimbursement for mileage shall be the complete compensation to Crook for services performed under this Agreement.
- 4.5. Crook and Jefferson will conduct an annual rate review each March.

5. DELEGATION AND REPORTS

Neither Crook nor Jefferson shall delegate the responsibility for providing services hereunder to any other individual or agency without the written consent of the other party. Each party shall provide the other with periodic reports at the frequency and with the information prescribed to be reported by either party.

6. ASSIGNMENT

Neither this Agreement nor any of the rights granted by this Agreement may be assigned or transferred by either party.

7. BINDING EFFECT

The terms of this Agreement shall be binding upon and inure to the benefit of each of the parties and each of their respective administrators, agents, representatives, successors and assigns.

8. AGENCY AND PARTNERSHIP

8.1. It is agreed by and between the parties that Crook, upon request, is carrying out a function on behalf of Jefferson, and the requesting agency has the right of direction or control of the manner in which Crook delivers services under this Agreement and exercises control over the activities of the Nurse Practitioner when providing agreed upon services. The Nurse Practitioner will at all times be an employee of Crook. Crook will be responsible for all payroll taxes, employee benefits, and workers' compensation.

8.2. Neither party is, by virtue of this Agreement, a partner nor joint venture with the other party and neither party shall have any obligation with respect to the other party's debts or liabilities of whatever kind or nature.

9. INDEMNIFICATION

9.1. To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, Jefferson shall defend, save, hold harmless and indemnify Crook and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of Jefferson or its officers, employees, contractors, or agents under this Agreement.

9.2. To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, Crook shall defend, save, hold harmless and indemnify Jefferson and its officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of Crook or its officers, employees, contractors, or agents under this Agreement.

9.3. Neither party shall be liable to the other for any incidental or consequential damages arising out of or related to this Contract. Neither party shall be

liable for any damages of any sort arising solely from the termination of this contract or any part hereof in accordance with its terms.

10. NON-DISCRIMINATION

Each party agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, age or sexual orientation, suffer discrimination in the performance of this agreement when employed by either party. Each party agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Section V of the Rehabilitation Act of 1973 as amended, and all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Additionally, each party shall comply with the Americans with disabilities Act of 1990 as amended, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

11. ATTORNEY FEES

In the event an action, lawsuit or proceeding, including appeal therefrom is brought for failure to fulfill or comply with any of the terms of this Agreement, each party shall be responsible for its own attorney fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.

12. NO WAIVER OF CLAIMS

The failure by any party to enforce any provision of this agreement shall not constitute a waiver by that party of that provision or of any other provision of this Agreement.

13. SEVERABILITY

Should any provision or provisions of this Agreement be construed by a court of competent jurisdiction to be void, invalid or unenforceable, such construction shall affect only the provision or provisions so construed, and shall not affect, impair or invalidate any of the other provisions of this Agreement which shall remain in full force and effect.

14. HEADINGS

The headings of this Agreement are for convenience only and shall not be used to construe or interpret any provisions of this Agreement.

15. INCORPORATION OF RECITALS

The recitals set forth above are hereby incorporated into and made a part of this Agreement.

16. APPLICABLE LAW

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon.

17. ENTIRE AGREEMENT

17.1. This Agreement constitutes the entire Agreement between the parties concerning the subject matter hereof, and supersedes any and all prior or contemporaneous agreements or understandings between the parties, if any; whether written or oral, concerning the subject matter of this Agreement which are not fully expressed herein.

17.2. This Agreement may not be modified or amended except by a writing signed by both parties.

18 COUNTERPARTS

This Agreement may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

Approved:

JEFFERSON COUNTY BOARD OF COMMISSIONERS

Kelly Simmelink, County Commissioner
Date _____

Wayne Fording, County Commissioner
Date _____

Mark Wunsch, County Commissioner
Date _____

Approved:

CROOK COUNTY COURT

Seth Crawford, County Judge
Date: _____

Jerry Brummer, County Commissioner
Date: _____

Brian Barney, County Commissioner
Date: _____

AGENDA ITEM REQUEST



Date:

May 22, 2023

Meeting date desired:

June 21, 2023

Subject:

Amendment #5 to Community Mental Health Program Services Agreement

Background and policy implications:

The County entered into an agreement with the State of Oregon and BestCare Treatment Services for mental health programs in 2019. The original agreement expired and was succeeded by a new IGA. The current IGA is set to expire; however, no successor agreement has been issued or executed.

Amendment #5 will allow the duration of the agreement to continue for either the duration of any successor agreement or when the State stops funding the CMHP program under the current agreement.

Budget/fiscal impacts:

N/A

Requested by:

Eric Blaine, County Counsel

541.416.3919

Eric.Blaine@crookcountyor.gov

Presenters:

N/A – Consent Agenda

Legal review (only if requested):

Legal drafted the amendment.

Elected official sponsor (if applicable):

N/A

AMENDMENT 5
To Community Mental Health Program Services Agreement

This Amendment 5 amends that certain Community Mental Health Program Services Agreement (hereinafter “the Agreement”) dated December 1, 2019, by and between Crook County, a political subdivision of the State of Oregon (hereinafter “County”) and BestCare Treatment Services, Inc., a nonprofit corporation (hereafter “BestCare”). County and BestCare may individually be referred as “a party,” or may together be referred to as “the parties.”

RECITALS

WHEREAS, at the time the Agreement was executed, County received funding through, and obligations from, an intergovernmental agreement with the State of Oregon designated #159162, for the provision of services related to the Community Mental Health Program. That intergovernmental agreement has since expired by its own terms, and has been succeeded by an intergovernmental agreement designated #166039; and

WHEREAS, the current funding agreement is set to expire soon, but no successor agreement has been issued or executed; and

WHEREAS, the Agreement as previously amended is set to expire on June 30, 2023, unless sooner terminated or extended; and

WHEREAS, the Parties wish to extend the duration of the Agreement.

AGREEMENT

Now, therefore, in consideration of the mutual covenants made herein, the sufficiency of which is acknowledged, the parties agree as follows:

1. Adoption of Recitals. The above Recitals are incorporated into this Amendment 5, as terms of contract and not as mere recitals.
2. Effective Date/Duration. This Amendment 5 will become effective July 1, 2023, regardless of the date when executed by the parties. The duration of the Agreement will continue for the longer of either (a) the duration of any successor agreement as may hereafter be signed between the County and State, or (b) when the State stops funding the CMHP program under the current agreement, unless sooner terminated.

3. Except as modified by this Amendment 5, the terms of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, County and BestCare have caused this Amendment 5 to be executed effective as of the date described herein.

CONTRACTOR

By: _____



Signature

Rick Treleven

Name

Date: _____

May 22, 2023

COUNTY

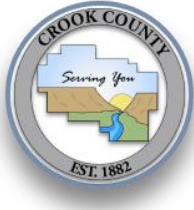
Seth Crawford, County Judge

Jerry Brummer, County Commissioner

Brian Barney, County Commissioner

Date: _____

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

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INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (the “Agreement”) is between CROOK COUNTY (“County”), a political subdivision of the State of Oregon; and OREGON STATE UNIVERSITY for its Extension Service (“OSU”).

RECITALS

- A. OSU’s outreach mission is to engage OSU with people and communities of Oregon to have positive impacts on community livability, economic vitality, natural resources sustainability, and the health and well-being of people and communities.
- B. County and OSU entered into an agreement dated April 19, 2013 by last signature under which OSU delivers extension-related services to County residents, and County provides office and technical support for OSU employees who work in extension education programs in County. County also, by separate agreement, provides office space for OSU faculty members and classified staff delivering extension-related services to the County (“OSU Employees”).
- C. In order for County to provide certain office and technical services to OSU Employees delivering extension-related services to the County, the parties agree that it is mutually beneficial for OSU to provide County employees limited access to certain portions of OSU’s central administrative financial database such as Banner FIS and online transaction systems to complete financial transactions and technological systems for collaboration including but not limited to video, file sharing, and productivity software for trainings and supporting educational efforts. County wishes to have such access, and OSU is willing to provide it, according to the terms and conditions of this Agreement, so that each party may continue to have the benefit of the services provided by the other.

THEREFORE, the parties agree as follows:

1. If needed, OSU will authorize 3 employees, designated, funded, and assigned by County to OSU for the purposes of this Agreement (“Designated Employees”), to have access to security classes or data determined by OSU to be necessary to complete financial transactions and/or provide office and technical support in the following systems or such other systems as OSU may use in the future (collectively, “Secured Systems”):
 - a. Financial:
 - OSU’s Banner FIS
 - Benny Buy
 - CORE
 - Credit Card Machine systems – Bluefin P2PE and PayConex P2PE
 - OSCAR
 - Touchnet Cashiering for Web Departmental Deposits
 - Concur system

b. General Information Technology:

- Adobe Creative Cloud (optional/paid license)
- Box
- Bridge
- Canvas
- Digital Measures
- DocuSign
- Duo
- Google Suite
- Office 365
- Salesforce
- Qualtrics
- Zoom and system required for zoom recording (Kaltura)

c. Website:

- Drupal/OSU-hosted web platforms

By the provision of access to security classes and data, as appropriate, will allow Designated Employees to conduct certain aspects of authorized transactions while not allowing access to restricted data and allow Designated Employees to provide office and technical support and receive necessary OSU training and to support extension educational delivery using OSU's technological systems. Designated Employees will not be authorized to have access to unauthorized Secure Systems. County will require that Designated Employees access only records or data related to, or in support of, OSU Employees who deliver extension-related services to County residents and for whom County provides office and technical support.

2. Upon completion of OSU provided training, OSU will provide Designated Employees access to the Secure Systems to be updated, supplemented or refreshed as OSU determines is appropriate. County will require Designated Employees to adhere to OSU's policies on Acceptable Use of Computing Resources, Acceptable Use of Information, OSU's Information Security Manual, and other current or future OSU policies related to access, use, and security of OSU information and data. County will require Designated Employees to adhere to these policies for the duration of the Designated Employees' access to Secure Systems, and to sign a document indicating each Designated Employee's understanding of such policies and the employee's commitment to adhere to such policies. OSU will provide County with copies of its current policies related to access, use and security of OSU information and data, and will provide County copies of any such policies adopted in the future.
3. County must notify OSU immediately upon receiving information that any Designated Employee may have, or has, accessed any portion of the Secure Systems to which the Designated Employee has not been authorized to access. County must notify OSU immediately upon receiving information that any Designated Employee may have, or has, violated OSU's policies related to access, use, and security of OSU information and data. OSU may refuse continued access at any time to any Designated Employee it determines may have accessed or utilized any information or data or portion of the Secure Systems beyond what is authorized by this Agreement.
4. It is understood that County may receive personnel record information from more than one source, including directly from OSU Employees, in the course of providing office and technical support to OSU. County understands and agrees under ORS 351.065(5), faculty

personnel records are not public records under Oregon Public Records Law. Faculty personnel records may not be disclosed without the faculty member's consent except in the limited circumstances set forth in OSU's Policies and Standards 580-022-0095. Some information from classified and temporary employee personnel records is not required to be disclosed under the Oregon Public Records Law, and access to personnel records of classified employees is also addressed in the OSU/SEIU collective bargaining agreement. County will not release a personnel record of any OSU Employee without first securing, in writing, the concurrence of OSU's Chief Human Resources Officer or designee. As used in this Agreement, "personnel record" means a record containing information kept by OSU or County concerning an employee and furnished by the employee or by others, including, but not limited to, information as to discipline, counseling, membership activity, other behavioral records, professional preparation and experience, professional performance (e.g. assignment and workload, quality of teaching, research and service to the institution), personnel data relating to such matters as promotions, tenure, leaves, retirement credits and the like and professional activities external to the institution, including, but not necessarily limited to, awards, recognition, research activities and travel.

5. County shall obtain and keep in effect during the term of this Agreement, Commercial General Liability Insurance with minimum limits of \$2,000,000 per occurrence and \$4,000,000 aggregate. OSU and its trustees, officers, employees, and agents shall be included as additional insured in said policy. County shall also obtain and keep in effect during the term of this Agreement, Crime Insurance, including employee dishonesty, forgery or alteration and computer fraud, with minimum limits of \$1,000,000 per loss. The policy shall include coverage for all directors, officers, agents, and employees of the County. The policy shall include coverage for extended theft or mysterious disappearance and shall not contain a condition requiring an arrest and conviction. County shall also obtain and keep in effect during the term of this Agreement, cyber liability or privacy and network liability. Coverage limits shall be a minimum of \$1,250,000 per claim with an insurance pool maximum of \$5,000,000 for the coverage program year for cyber liability or privacy and network liability. Such policy shall include coverage for losses arising from the breach of information security or cyber liability (including Member notification costs, Third-Party Liability (member's exposures only, not for contracted work), Penalties, Extortion (ransomware), and Impersonation Fraud Coverage).
6. Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 -.300), County shall save, hold harmless and indemnify OSU its trustees, officers, employees, and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of, or relating to the acts or omissions of County or its officers, employees or agents under this Agreement.
7. County is a subject employer under the Oregon Worker's Compensation Laws and shall either comply with ORS 656.017, which requires employers to provide workers' compensation coverage for all their subject workers, or shall meet the exemption requirement in ORS 656.126.

8. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.
9. The Parties agree they shall not discriminate based on race, color, national origin, religion, sex, gender identify (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, genetic information, veteran’s status, reprisal or retaliation for prior civil rights activity, or on any other basis protected by federal and/or state law.
10. The term of this Agreement shall begin on the date of last signature and shall end on June 30, 2025. This Agreement may be terminated at any time by mutual agreement of the parties, by either party on 60 days’ written notice to the other, or by OSU upon its determination that County has violated any term of this Agreement.

ACKNOWLEDGMENT

The parties to this Agreement, by the signatures below of their authorized representatives, acknowledge having read and understood the Agreement and agree to be bound by its terms and conditions.

BY COUNTY:

BY OREGON STATE UNIVERSITY:

_____ Date
 Seth Crawford
 Crook County Judge

_____ Date
 Ivory Lyles
 Vice Provost of Extension
 & Engagement Director
 OSU Extension Service

_____ Date
 Nicole Strong
 Central Regional Director
 OSU Extension Service

_____ Date
 Contracts Officer
 OSU Procurement & Contract Services | PCMM



Agenda Item Request

Date:

June 7, 2023

Meeting date desired:

June 21, 2023 – Court Session – Consent Agenda

Subject:

Communication from Oregon Health Authority regarding the Crook County Single Audit for Fiscal Year 2021 – no finding.

Background and policy implications:

OHA's auditors have reviewed Crook County "The Single Audit Report" prepared by Pauly Rogers and Co., P.C. and note no federal audit findings that would require contributing agencies to issue a management decision.

Budget/fiscal impacts:

NA

Requested by:

Christina Haron, CPA 541-416-3808 christinaharon@co.crook.or.us

Presenters:

Christina Haron, CPA Acting Finance Director

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA



FISCAL AND OPERATIONS DIVISION
Medicaid Provider Audit Unit

Tina Kotek, Governor

Oregon
Health
Authority

3406 Cherry Avenue NE
Salem, Oregon 97303-4924
Thomas.C.Briner@oha.oregon.gov

May 31, 2023

Crook County

Subject: Crook County Single Audit (2 CFR §200.331) for Fiscal year 2021

Dear Board Members:

The Statewide Accounting and Reporting Services Chief Financial Office of Administrative Services have assigned the Department of Human Services/Oregon Health Authority to be the audit agency for Crook County for fiscal year/calendar year ended date, 2021. An audit agency is required to ensure that a sub-recipient local government has met the Single Audit requirements of §200.331 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 CFR Part 200, as applicable, and Oregon Accounting Manual Policy No. 30.40.00. The audit agency's review is done on behalf of all Oregon State agencies that pass through Federal Awards to the sub-recipient local government during the year.

We have reviewed Crook County "The Single Audit Report" prepared by Pauly Rogers and Co., P.C. and note no federal audit findings that would require contributing agencies to issue a management decision.

Thank you for your cooperation in this matter. Please contact me if you have any questions.

Sincerely,

Thomas Briner, Research Analyst
Program Integrity Audit Unit, Oregon Health Authority

CC: Department of Administrative Services, Oregon Business Development Department, Department of Justice, Oregon Military Department, Department of Transportation, Department of Justice
Pauly Rogers and Co., P.C.
Dodge Kerr, CFO



FISCAL AND OPERATIONS DIVISION
Medicaid Provider Audit Unit

Tina Kotek, Governor



3406 Cherry Avenue NE
Salem, Oregon 97303-4924
Thomas.C.Briner@oha.oregon.gov

Date: May 31, 2023

To: Statewide Accounting and Reporting Services
Chief Financial Office
Department of Administrative Services

Subject: Pass-through agency's review of subrecipient single audit (2 CFR §200.331)

Crook County
Subrecipient Fiscal Year 2021

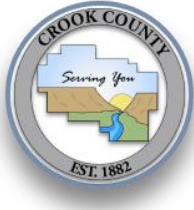
We have reviewed the single audit reports of the ***Crook County*** for the fiscal year ended June 30, 2021. We performed our review in accordance with the requirements of §200.332 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 CFR Part 200, as applicable, and Oregon Accounting Manual Policy No. 30.40.00.

The subrecipient had no federal program audit findings that require contributing agencies to issue a management decision.

Thomas Briner, Governmental Auditor
Program Integrity Audit Unit, Oregon Health Authority

CC: Emily.ROTHWEILER@oregon.gov, Patty.parsons@oregon.gov, deborah.l.martin@doj.state.or.us, Dania.OPHEIM@doj.state.or.us, natalie.day@mil.state.or.us, Inna.SMYTH@odot.state.or.us, deborah.l.martin@doj.state.or.us, Dania.OPHEIM@doj.state.or.us
Pauly Rogers and Co., P.C.
Dodge Kerr, CFO

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

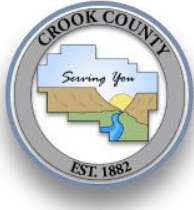
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PERSONNEL ACTION FORM

EMPLOYEE INFORMATION				
Employee Name: (Last, First Name MI):	Employment Type: Full Time (30+ Hrs.) <input type="checkbox"/> Part Time (<30 Hrs.) <input type="checkbox"/> On-Call <input type="checkbox"/>	Employment Status: Probationary <input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input type="checkbox"/> Elected Official <input type="checkbox"/>	Employment Action: New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion <input type="checkbox"/> Annual Increase <input type="checkbox"/> Increase Outside of Annual <input type="checkbox"/> Probationary Review <input type="checkbox"/> Termination <input type="checkbox"/> Refill: <input type="checkbox"/> YES <input type="checkbox"/> NO	Employment Classification: Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/>
Effective Date:	New Position <input type="checkbox"/> Budgeted/Vacant Position <input type="checkbox"/>		Replacement Position <input type="checkbox"/> Replaces:	
Position #:	Reason:			
DETAIL	FROM (present status)	TO (new status)		
FTE: (e.g. 1.0, .80)				
Hours Per Day/Scheduled Days:				
Dept./Office:				
Position - Job Title:				
Salary Grade/Step:				
Monthly & Annual Salary (Exempt): OR Hourly Rate (Non-Exempt):				
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Comments/Notes:				
_____ Human Resources Signature		_____ Finance Signature		_____ Date
_____ Department Head Signature		_____ Employee Signature (if applicable)		_____ Date
County Court Signatures Required For:				
Department Head <input type="checkbox"/> New Position <input type="checkbox"/> Termination/Demotion <input type="checkbox"/> Increase (2 steps or greater) <input type="checkbox"/>				
_____ County Judge		_____ County Commissioner		_____ Date
_____ County Commissioner		_____ Date		

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/



Crook County
Human Resources
 267 NE 2nd St, Ste 101
 Prineville, OR 97754
 541-416-3800

PERSONNEL ACTION FORM

EMPLOYEE INFORMATION				
Employee Name: (Last, First Name MI): McDonald, Katie	Employment Type: Full Time (30+ Hrs.) <input checked="" type="checkbox"/> Part Time (<30 Hrs.) <input type="checkbox"/> On-Call <input type="checkbox"/>	Employment Status: Probationary <input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Elected Official <input type="checkbox"/>	Employment Action: New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion <input checked="" type="checkbox"/> Annual Increase <input type="checkbox"/> Increase Outside of Annual <input type="checkbox"/> Probationary Review <input type="checkbox"/> Termination <input type="checkbox"/> Refill: <input type="checkbox"/> YES <input type="checkbox"/> NO	Employment Classification: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Effective Date: 6/1/2023	New Position <input type="checkbox"/> Budgeted/Vacant Position <input type="checkbox"/>	Replacement Position <input type="checkbox"/> Replaces:		
Position #:	Reason:			
DETAIL	FROM (present status)	TO (new status)		
FTE: (e.g. 1.0, .80)	1.0	1.0		
Hours Per Day/Scheduled Days:	M-F	M-F		
Dept./Office:	Community Development	Community Development		
Position - Job Title:	Planner	Senior Planner		
Salary Grade/Step:	123/11	123/13		
Monthly & Annual Salary (Exempt): OR Hourly Rate (Non-Exempt):	\$37.16 hr	\$38.66 hr		
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Comments/Notes:				
Human Resources Signature _____ Date _____		Finance Signature _____ Date _____		
Department Head Signature _____ Date 6/19/23		Employee Signature (if applicable) _____ Date 6-9-23		
County Court Signatures Required For: Department Head <input type="checkbox"/> New Position <input type="checkbox"/> Termination/Demotion <input type="checkbox"/> Increase (2 steps or greater) <input type="checkbox"/>				
County Judge _____ Date _____		County Commissioner _____ Date _____		
County Commissioner _____ Date _____				

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

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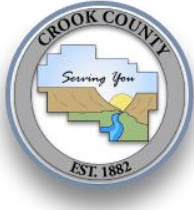


Crook County
Human Resources
 267 NE 2nd St, Ste 101
 Prineville, OR 97754
 541-416-3800

PERSONNEL ACTION FORM

EMPLOYEE INFORMATION				
Employee Name: (Last, First Name MI): George, Robert	Employment Type: Full Time (30+ Hrs.) <input checked="" type="checkbox"/> Part Time (<30 Hrs.) <input type="checkbox"/> On-Call <input type="checkbox"/>	Employment Status: Probationary <input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Elected Official <input type="checkbox"/>	Employment Action: New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion <input checked="" type="checkbox"/> Annual Increase <input type="checkbox"/> Increase Outside of Annual <input type="checkbox"/> Probationary Review <input type="checkbox"/> Termination <input type="checkbox"/> Refill: <input type="checkbox"/> YES <input type="checkbox"/> NO	Employment Classification: Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Effective Date: 6/8/2023	New Position <input type="checkbox"/> Budgeted/Vacant Position <input type="checkbox"/>	Replacement Position <input type="checkbox"/> Replaces:		
Position #:	Reason:			
DETAIL	FROM (present status)	TO (new status)		
FTE: (e.g. 1.0, .80)	1.0	1.0		
Hours Per Day/Scheduled Days:	M-TH	M-TH		
Dept./Office:	Road	Road		
Position - Job Title:	Mechanic	Fleet Superintendent		
Salary Grade/Step:	R3/12	R5/6		
Monthly & Annual Salary (Exempt): OR Hourly Rate (Non-Exempt):	\$33.02 hr	\$35.17 hr		
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
Comments/Notes:				
_____ Human Resources Signature		_____ Finance Signature		_____ Date
_____ Department Head Signature		_____ Employee Signature (if applicable)		_____ Date
County Court Signatures Required For: Department Head <input type="checkbox"/> New Position <input type="checkbox"/> Termination/Demotion <input type="checkbox"/> Increase (2 steps or greater) <input checked="" type="checkbox"/>				
_____ County Judge		_____ County Commissioner		_____ Date
_____ County Commissioner		_____ Date		

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

From: Joe Recksiek <joe@beachamsclockco.com>

Sent: Friday, June 2, 2023 8:54 PM

To: Sarah Beeler <SBeeler@crooklibraryor.gov>

Subject: Re: 4 Sided clock

Thank you for your email. I have been working out the details for the cost of installation. The Estimate I have come up with so far is:

(4) Clock Movements, hands and controller

4x HMR-20-EX6 Synchronous Clock Movement w/6"Extension

4x M07-HM-20 - Hands with minute hand at 20" center to tip - Black

1x MC3-X10-4SW - Automatic Clock controller with 4 switch and Daylight savings feature

Parts Sub-Total \$12,460

Equipment Rental \$1,200

Estimated Labor for Install \$2,400

Estimated Total for 4 Clocks \$16,060

Thank you so much

The Clock Man Bend

Clock System Bid

Matt Fitch
63528 Old Deschutes Rd., Bend, OR 97701
541.588.0836
theclockman@me.com

INVOICE # 1998
DATE: NOVEMBER 29, 2021
NET 30

TO Crook County Library

QTY	DESCRIPTION	LINE TOTAL
4	B28MI-G7 replacement movements for use with the existing WB10RA rear access wall boxes.	
1	Type CTRL-99BMI, Automatic Clock Controller with IP65 enclosure - Indoor & Outdoor Use. Automatically resets clock after power failures and for daylight savings time (if required). Precision Quartz Time base 4 minutes per year maximum drift. Optional GPS - no drift. Built in 100 year daylight savings time calendar. 2 Line 16 character back lighted LCD display. ETL listed to UL 863. Power Failure Event logging. Standard MI output - 4 clocks maximum standard. Standard 24VDC RP output -20 clocks maximum. Sweep Second hand output. Hour Strike Capability. RS-232 and RS-485 output ports 24 VAC hour strike output - configurable pulse output.	
4	Pairs of Style "WS-48" replacement minute and hour hands, bushed for B28MI movement, made of aluminum with a matte black polyurethane painted finish with a satin clear top coat.	
	TOTAL	\$14,800
	DEPOSIT DUE	\$5,920
	ALL WORK IS GUARANTEED FOR 1 YEAR!	
	A 40% Deposit is required upon acceptance of bid due to the fact that parts are specialized and made specifically for the job!	

THANK YOU FOR YOUR BUSINESS!



11460 Dorsett Road
Maryland Heights, MO 63043

www.americlock.com
Tel (636) 527-2277 Fax (636) 527-3322

Date: May 17, 2023

To: Joe Viola **Tel:** 541-480-7746 **Email:** joe.viola@crookcountyor.gov

From: The Americlock Sales Team

Re: Clock Tower Repair- Crook County Library

Following your request, we are sending you a proposal for clock movements for four clocks.

Quotation and Specifications:

The following are subject to our normal terms and conditions. They include costs relating to the clock system(s) and its components as specified in this quote, but exclude sales taxes, customs fees, import taxes, and freight unless otherwise noted. Our payment terms require 50% of the quoted price with a copy of the signed proposal, and the balance to be paid prior to shipping or net 30 days after installation by Americlock. This quotation is valid for sixty (60) days.

Americlock, Inc. will supply the following:

Four (4) type I261 self-starting electric movements which have stainless steel spindles, composite gears, and self-lubricating nylon bushings. These will come with hand fixings to fit the new clock movements. This will include mounting brackets and U bolts. Four sets of aluminum clock hands will be provided in the model of your choice that will be properly reinforced and appropriately balanced. The hands will be primed and painted in the color of your choice. These clock movements will be controlled by one Tempus master clock controller. This controller will regulate the clock movements with absolute accuracy, is maintenance free, has a 10-year lifetime built-in lithium battery and corrects the time automatically after power outages and for daylight saving time. The price for these parts will be \$11,200.00 including shipping.

_____ **As an option**, we can provide a climate controlled cooled NEMA fiberglass enclosure to house the clock controller in the event that the clock controller cannot be placed in a climate controlled and accessible area. The price for this lockable cabinet would be an additional \$950.00.

_____ **Installation by Americlock** can be provided on site. An Americlock installer will bring the proper installation hardware with him and ensure a proper installation and hook up. The clocks will be running by the time the installation is complete as well as training on the clock controller (if power is supplied). The installer will make final connections to Americlock supplied parts. This will be an additional \$3,100.00. This price excludes electrical wiring and a lift to access the clock level (if a lift is needed). This covers one mobilization unless otherwise noted by Americlock. Core drilling or X-raying of walls not included at any time.



Americlock, Inc.

11460 Dorsett Road
Maryland Heights, MO 63043

www.americlock.com
Tel (636) 527-2277 Fax (636) 527-3322

Client is required to provide electrical wiring from the Tempus controller to the clock movement locations. Americlock will make all final connections provided the wiring is in place at the time of installation. If delays arise due to delayed or incorrect wiring, a fee will apply if this causes significant delays. Client is also required to provide a lift to access clock level and provide any street, sidewalk, or any other permits required for this work.

Americlock can only provide remote advice on installation if client chooses to not have one of our trained clock technicians perform the installation. Americlock does not provide installation instructions on clock installations as every job is different. We are not responsible nor does our warranty cover any damage to the clock or parts supplied by Americlock during installation by purchaser. If purchaser has technical questions when installing, please call for assistance.

Shipping is included unless otherwise noted. A loading dock or forklift must be available to unload freight shipments. If liftgate service or appointment by delivery is required, please add \$175.00 for each delivery required. If shipping destination is residential or limited access, this will be an additional \$150.00. While call ahead can be requested, we make no guarantees that any delivery service will comply with this request. Client must make arrangements to accept shipments unless otherwise agreed upon. If Americlock is to make special arrangements to receive freight, an additional fee will apply. If client rejects the freight shipment for any reason except for damage and a redelivery is required, the redelivery fee from our chosen freight company will be passed onto the client unless otherwise agreed upon in writing.

Insurance: Americlock is a fully insured clock company. Upon acceptance of our proposal, we will work with you and supply you with our insurance certificate for you to review.

All our clock parts are guaranteed for two years against faulty workmanship or defective materials.

Please call us if you have additional questions or we can be of service. Thank you so much for considering Americlock!

Accepted by:

Signature

Date

Typed or Printed Name

Typed or Printed Title



Agenda Item Request

Date:

June 14, 2023

Meeting date desired:

June 21, 2023 – Court Session Consent Agenda

Subject:

Education reimbursement request for Jamie Berger

Background and policy implications:

Consider request for the County to reimburse Jamie Berger for the remaining 33 credits of tuition related to completing her master's program with repayment agreement terms as required in the County's tuition reimbursement agreement

Budget/fiscal impacts:

Total \$15,000 spread over three fiscal years in the Finance Department

FY23 - \$2,500 – within budget

FY24 - \$10,000 – within adopted budget

FY24 - \$2,500 – will be budgeted

Requested by:

Christina Haron, CPA Acting Finance Director 541-416-3808

christinaharon@co.crook.or.us

Presenters:

Christina Haron, CPA Acting Finance Director

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA



**TUITION / CONTINUING EDUCATION
REIMBURSEMENT REQUEST FORM**

This form should be used in compliance with the Education and Training section of the Crook County Policy Handbook

Employee Name: Jamie Berger
Job Title: Budget Analyst
Department: Finance
Phone Number: x167

Tuition / Continuing Education Details

Name of School: Southern Oregon University Course: See attached
Credit Hours: 33 left of 45 Tuition/Fees: \$430/credit hour (\$14k over several years)
Course Begins: Jun 2023 Course Ends: July 2025

How does the proposed course of study relate to your job assignment/position duties? As Budget Analyst, I deal in much of the planning for financial decisions in the county. This program will grow my knowledge and give me more tools for analyzing financials and long range plans, while also helping make best use of limited resources
How will the course provide knowledge/techniques to improve your performance and be useful to the County? limited resources

The program includes not only data analysis ~~but~~ but process improvement. I will grow my knowledge in helping make county processes more efficient and effective to maximize our limited resources and handle new resources when the county grows.

Jamie Berger
Employee Signature

4/3/2023
Date

[Signature]
Supervisor Signature

6/12/2023
Date

County Court Signature

Date

Christina Haron

From: Jamie Berger
Sent: Thursday, April 20, 2023 8:59 AM
To: Christina Haron
Subject: More back up for tuition assistance

Request for Tuition Assistance for MBA Program

When I started Southern Oregon University's MBA program in 2021, I got so much out of the classes – so much more than I would have if I had started the program straight out of undergrad 16 years ago. Adding what I was learning in the MBA classes to the years of professional experience enriched the foundation I already have and sparked so much creative thought on how to do my job better. Major changes in life circumstances caused me to need to pause the program temporarily, but I really would like to pick it up again – and I really think Crook County will benefit from it when I do.

As Budget Analyst, I have budget conversations with leadership in every department across Crook County. Conversations about budget don't just deal in the here and now spending, but also in strategic planning for future spending and sustainability of operations. The core classes for the MBA program will enhance what I already know about business and improve my interactions with department heads, who each provide services and operate in a way not too different from operating a business. When they come to me for help on their budgets, it is important for me to have a perspective that deals in all facets of business. The classes specific to the business analytics track are designed to help students think about data, analysis, and processes in new, creative, and more effective ways. My brain is wired for the work I do, but most of what I know is my own natural inclination and is primarily self-taught. Having formal classes in something that I'm already wired to do will give me tools in my toolbox to take my work and thought to the next level in ways that will improve budget and finance work, as well as reporting and planning at Crook County.

Jamie Berger
Budget Analyst | Crook County
200 NE Second Street, Prineville, OR 97754
(541) 447-6554 x167
Jamie.Berger@crookcountyor.gov

Program Overview

Get to know our MBA in Business Analytics online

\$19,350*

Total Tuition

As few as 16 months

Program Duration

45

Credit Hours

Become a data-savvy business leader or Data Analyst at any company with the online Master of Business Administration with a Concentration in Business Analytics. Learn to analyze business processes and make changes for improvement using statistical methods.

This process-focused, 100 percent online program will train you to analyze data sets and use analytical software in order to help your company make better business decisions. Utilize statistical analysis tools and concepts from Lean and Six Sigma methodologies to build continuous improvement and translate data into actionable insights.

Our supportive and highly connected faculty share expertise with real-world relevance. You can earn this innovative MBA online in as few as 16 months while you continue working and apply what you learn right away.

Tuition

Learn online and save with our affordable tuition

The SOU Master of Business Administration with a Concentration in Business Analytics online program features the same affordable, pay-by-the-course tuition whether you reside in Oregon or outside the state.

Tuition breakdown:

\$19,350*

Total Tuition

\$430

Per Credit Hour

Close additional tuition information –

Master of Business Administration with a Concentration in Business Analytics Program Tuition and Fees

The following is the tuition breakdown for the MBA Business Analytics degree program.

Program	Per Credit Hour	Per 3 Credit Hours	Per 4 Credit Hours	Per Program
MBA Business Analytics	\$430	\$1,290	\$1,720	\$19,350*

Note: SOU credit hours are quarter hours. 45 SOU hours = 30 semester credit hours.

Fees: There is a \$60 application fee, an \$85 graduation fee, and a \$65 course fee for the ETS Major Field Test in MBA 514. Proctoring fees, if required, are not included.

*Tuition and fees are subject to change.

Courses

MBA in Business Analytics online classes

Core Courses (33 credit hours)

MBA 512: Marketing Management and Strategies

Credit Hours: 3

Students learn how to plan and implement effective marketing strategies through case analysis and research in strategic applications. Emphasizes best practices to successfully address marketing challenges faced by actual businesses.

Course learning objectives:

- Write clear and concise summaries of topical information
- Demonstrate knowledge of triple bottom line and corporate responsibility trends
- Evaluate alternative marketing strategies and make recommendations for change based on research

MBA 514: Strategic Operations Management

Credit Hours: 4

Students apply contemporary operations management techniques and tools to realistic business situations. Case studies and computer-based models are utilized as decision-making tools. MBA 514 must be taken during the final two terms. The MBA ETS Major Field Test will be administered via this course. The Field Test is part of the program's accreditation and assessment process. An \$80 course fee will be assessed for this test.

MBA 515: Information Systems

Credit Hours: 3

Examines the role of information systems (IS) in contemporary business organizations. Provides an overview of key information systems and technologies. Emphasizes the management behavior, knowledge, and skills necessary to participate in making decisions about information systems. Also introduces current trends and drivers, including emerging technologies that affect the present and future of information systems.

MBA 516: Managerial Accounting for Decision Making

Credit Hours: 4

Explores the accounting function of an organization from a managerial perspective. Students gain an understanding of cost characteristics, cash flows, and reporting; the appropriate application of costs in decision-making; and the behavioral ramifications and interdependency of accounting within the organization as a whole.

Course learning objectives:

- Correctly apply concepts and vocabulary of the cost environment
- Organize accounting information properly for planning and control, decision-making, performance, evaluation, and reporting purposes
- Employ management accounting techniques and concepts to enhance organizational strategies

MBA 519: Graduate Research Project

Credit Hours: 3

Focuses on the roles and techniques of research in retail, service, community, and industry settings. Research methods and procedures such as design, data collection, analysis, and recommendations are applied to an actual organizational situation.

MBA 520: Economic Analysis

Credit Hours: 4

Explores fundamental concepts of microeconomics (market equilibrium, firm and consumer behavior, and industry structure and competition) as a means of understanding and analyzing business problems. Basic macroeconomic models are developed to help explain long-run trends and short-run fluctuations in key macroeconomic variables: GDP, inflation, interest rates, wage and profit rates, and budget deficits. Applies the basic principles of finance theory to decisions facing the corporate manager.

MBA 521: Legal and Ethical Issues in Business and Management

Credit Hours: 3

Acquaints students with fundamental legal concepts affecting organizations through case studies and guest speakers. Concepts are discussed within a general managerial framework with distinctions made for private, nonprofit, and governmental entities. Major topics covered include tort liability, contracts and legal agreements, intellectual property rights, administrative law, individual liability, and legal economics/ADR applications. Management law covered includes employment issues such as wrongful non-hiring and termination, discrimination, ADA (disabilities), sexual harassment, and similar issues. Introduces contemporary issues of ethics and corporate social responsibility (CSR) facing the business community.

Course learning objectives:

- Develop understanding and appreciation of current ethical and legal concepts/issues in business/management
- Effectively discuss the importance of ethics in the organizational decision-making process
- Become familiar with business law concepts/issues and be able to develop a proactive and preventive organizational culture and strategy
- Effectively express and support a socially responsible and ethical organizational structure

MBA 575: Advanced Organizational Behavior

Credit Hours: 3

Explores individual behavior, group behavior, and organizational systems. Topics covered (from theoretical and practical perspectives) include understanding people, motivation, group dynamics, communication, leadership, power, politics, conflict, diversity, culture, decision making, change, and organizational structure.

MBA 585: Financial Management Practices

Credit Hours: 3

Explores essential financial theory and develops applications in the areas of valuation of assets, financing decisions, risk assessment, and short-term asset and liability management. Develops the abilities to compare and value uncertain cash flows; evaluate the costs and risks of financing from stocks, bonds, and entrepreneurial sources; and manage short-term capital.

MBA 590: Capstone

Credit Hours: 3

The capstone course is intended to provide an experience that integrates the MBA coursework using intensive business cases and analysis. Prerequisite: Successful completion of all core courses. MBA 590 must be taken during the final two terms.

Concentration Courses (12 credit hours)

BA 597: Advanced Management Information Systems

Credit Hours: 4

Advanced course in management information systems with an emphasis on the use of business analytics to drive decisions and actions. Hands-on exercises and projects illustrate and promote further understanding of the topics. Includes SQL querying, data presentation, and data visualization techniques.

Course learning objectives:

- Understand and apply data visualization best practices
- Create Tableau data visualizations, including dashboards
- Extract and summarize data from a relational database using the SQL SELECT command
- Critique benefits and limits of descriptive and predictive analytics using readily available business data
- Assess the design and utility of static and interactive dashboard displays

BA 584: Process Improvement

Credit Hours: 4

Reviews the theory and practice of quality improvement, with an emphasis on modeling of business processes, development of decision support tools, and performance measurement.

Course learning objectives:

- Apply common elements of contemporary quality management frameworks to describe problems and identify possible improvements
- Implement management and analytic tools and techniques from the Six Sigma Body of Knowledge at an introductory level
- Demonstrate hands-on skills using statistical software to summarize quality improvement data
- Describe the interaction between the human side of change and analytic tools to achieve continual improvement

BA 550: Using GIS in Business

Credit Hours: 4

Explores Geographic Information Systems (GIS) as an emerging technology/science over the last three decades and how this technology can and has been used to improve business decision making. Primarily the course examines the marrying of geographic information to data and thus how that substantially changes and improves the ability to compile evidence, construct arguments and therefore improve decision making. While business is the primary focus, the course helps students understand how GIS has had and is having a profound impact in government and nonprofits as well.

Course learning objectives:

- Gain ability for marrying geographic information to data to identify opportunities, analyze data, explore issues, problem solve, and evaluate situations in a geographic and business context
- Develop knowledge of GIS and how it has had a profound impact in business, government, and nonprofits
- Explore mapped data and manage geodatabases



Interactive Course Scheduler Instructions:

1. Select Concentration
2. Select courses for each term below by typing a 1 beside selected course.
3. Enter courses taken prior to Fall 2022
4. Send plan to onlinemba@sou.edu

Use the Zoom control to help navigate.

45 total credits needed - MBA Degree
 33 credits - Core courses (10 courses)
 12 credits - Elective courses (3 courses) based on concentration

Plan on average 15 to 20 hours per week, per class in study time.

MBA Core Scheduled?	All ten core classes are in the schedule
Concentration 1 Select from dropdown list	Business Analytics - 3 courses All the electives for the selected concentration have been scheduled
Concentration 2 Select from dropdown list	Concentration List
Optional. No double-dipping. Each concentration must have 12 unique credits. You may choose any other elective to satisfy.	Not Scheduled

Notes:
DO NOT USE ENTER - Just type your notes.

Active Plan

Core Summary

MBA 521-Legal and Ethical Issues in Business and Management-4	Not Scheduled
MBA 575-Advanced Organizational Behavior-3	Scheduled
MBA 512-Marketing Management and Strategies-3	Scheduled
MBA 519-Graduate Research Project-3	Scheduled
MBA 515-Information Systems-3	Scheduled
MBA 516-Managerial Accounting for Decision Making-4	Not Scheduled
MBA 520-Economic Analysis-4	Not Scheduled
MBA 585-Financial Management Practices-3	Scheduled
MBA 514-Strategic Operations Management-3	Scheduled
MBA 590-Capstone-3	Scheduled

Not Scheduled
Scheduled
Scheduled
Scheduled
Scheduled
Not Scheduled
Not Scheduled
Scheduled
Scheduled
Scheduled

Enter Courses Taken Prior to Fall 2022

Core Course / Term	Core Grade	Elective / Term	Elective Grade
MBA 521 / W21	A		
MBA 516 / W21	A		
MBA 520 / Sp21	A		

Please verify that MBA 516, MBA 520, and MBA 585 are taken prior to MBA 514 and MBA 590.

Instruction: Type the number 1 beside a course to schedule in a given term.

Instruction: Type the number 1 beside a course to schedule in a given term.

Instruction: Type the number 1 beside a course to schedule in a given term.

# of Courses Scheduled in Term	0	0	0	1	1	1	1	0	1	1	1	1	0	1	1
	Fall 2022	Winter 2023	Spring 2023	Summer 1 2023	Summer 2 2023	Fall 2023	Winter 2024	Spring 2024	Summer 1 2024	Summer 2 2024	Fall 2024	Winter 2025	Spring 2025	Summer 1 2025	Summer 2 2025
Required Core for all concentrations 10 total courses	MBA 521-Legal and Ethical Issues in Business and Management-4	MBA 512-Marketing Management and Strategies-3	MBA 515-Information Systems-3	MBA 521-Legal and Ethical Issues in Business and Management-4	MBA 512-Marketing Management and Strategies-3	MBA 515-Information Systems-3	MBA 521-Legal and Ethical Issues in Business and Management-4	MBA 512-Marketing Management and Strategies-3	MBA 515-Information Systems-3	MBA 521-Legal and Ethical Issues in Business and Management-4	MBA 512-Marketing Management and Strategies-3	MBA 515-Information Systems-3	MBA 521-Legal and Ethical Issues in Business and Management-4	MBA 512-Marketing Management and Strategies-3	MBA 515-Information Systems-3
IMPORTANT NOTE:	MBA 575-Advanced Organizational Behavior-3	MBA 519-Graduate Research Project-3		MBA 575-Advanced Organizational Behavior-3	MBA 519-Graduate Research Project-3		MBA 575-Advanced Organizational Behavior-3	MBA 519-Graduate Research Project-3		MBA 575-Advanced Organizational Behavior-3	MBA 519-Graduate Research Project-3		MBA 575-Advanced Organizational Behavior-3	MBA 519-Graduate Research Project-3	
MBA 514 and MBA 590 must be taken during the final two terms of study.	MBA 516-Managerial Accounting for Decision Making-4	MBA 520-Economic Analysis-4	MBA 585-Financial Management Practices-3	MBA 516-Managerial Accounting for Decision Making-4	MBA 520-Economic Analysis-4	MBA 585-Financial Management Practices-3	MBA 516-Managerial Accounting for Decision Making-4	MBA 520-Economic Analysis-4	MBA 585-Financial Management Practices-3	MBA 516-Managerial Accounting for Decision Making-4	MBA 520-Economic Analysis-4	MBA 585-Financial Management Practices-3	MBA 516-Managerial Accounting for Decision Making-4	MBA 520-Economic Analysis-4	MBA 585-Financial Management Practices-3
MBA 519 should not be taken during first term	MBA 514-Strategic Operations Management-3	MBA 590-Capstone-3	MBA 514-Strategic Operations Management-3	MBA 514-Strategic Operations Management-3	MBA 590-Capstone-3	MBA 514-Strategic Operations Management-3	MBA 514-Strategic Operations Management-3	MBA 590-Capstone-3	MBA 514-Strategic Operations Management-3	MBA 590-Capstone-3	MBA 514-Strategic Operations Management-3	MBA 590-Capstone-3	MBA 514-Strategic Operations Management-3	MBA 590-Capstone-3	MBA 514-Strategic Operations Management-3
MBA 515 highly recommended before MBA 585															

Concentrations / Term	Fall 2022	Winter 2023	Spring 2023	Summer 1 2023	Summer 2 2023	Fall 2023	Winter 2024	Spring 2024	Summer 1 2024	Summer 2 2024	Fall 2024	Winter 2025	Spring 2025	Summer 1 2025	Summer 2 2025
Accounting - 3 courses	MBA 590-Business Valuation using Financial Statements-4 Prereq: MBA 516	BA 554-Accounting Information Systems-4 Prereq: MBA 516		MBA 559-Financial Statement Analysis-4 Prereq: MBA 516	MBA 590-Business Valuation using Financial Statements-4 Prereq: MBA 516	BA 554-Accounting Information Systems-4 Prereq: MBA 516		MBA 559-Financial Statement Analysis-4 Prereq: MBA 516	MBA 590-Business Valuation using Financial Statements-4 Prereq: MBA 516	BA 554-Accounting Information Systems-4 Prereq: MBA 516		MBA 559-Financial Statement Analysis-4 Prereq: MBA 516	MBA 590-Business Valuation using Financial Statements-4 Prereq: MBA 516	BA 554-Accounting Information Systems-4 Prereq: MBA 516	
Business Analytics - 3 courses	BA 584 Process Improvement-4	BA 550-GIS in Business-4	BA 597 Business Analytics 4		BA 584 Process Improvement-4	BA 550-GIS in Business-4	BA 597 Business Analytics 4		BA 584 Process Improvement-4	BA 550-GIS in Business-4	BA 597 Business Analytics 4		BA 584 Process Improvement-4	BA 550-GIS in Business-4	BA 597 Business Analytics 4
Marketing - 3 courses		BA 550-GIS in Business-4	BA 536-Internet Marketing/e-Commerce-4	BA 541-Marketing Channels/Pricing-4		BA 550-GIS in Business-4	BA 536-Internet Marketing/e-Commerce-4	BA 541-Marketing Channels/Pricing-4		BA 550-GIS in Business-4	BA 536-Internet Marketing/e-Commerce-4	BA 541-Marketing Channels/Pricing-4		BA 550-GIS in Business-4	BA 536-Internet Marketing/e-Commerce-4
Finance - 3 courses	BA 573 International Financial Management 4	BA 572 Investments-4		MBA 559-Financial Statement Analysis-4 Prereq: MBA 516	BA 573 International Financial Management-4	BA 572 Investments-4		MBA 559-Financial Statement Analysis-4 Prereq: MBA 516	BA 573 International Financial Management-4	BA 572 Investments-4		MBA 559-Financial Statement Analysis-4 Prereq: MBA 516	BA 573 International Financial Management-4	BA 572 Investments-4	
Healthcare Admin - 3 courses	BA 584 Process Improvement-4		MBA 546-HCA Advanced Health Comm-4	MBA 537-Healthcare in te US-4	BA 584 Process Improvement-4		MBA 546-HCA Advanced Health Comm-4	MBA 537-Healthcare in te US-4	BA 584 Process Improvement-4		MBA 546-HCA Advanced Health Comm-4	MBA 537-Healthcare in te US-4	BA 584 Process Improvement-4		MBA 546-HCA Advanced Health Comm-4
Info Analysis & Decision Mkg. - 3 courses		BA 550-GIS in Business-4	BA 597 Business Analytics 4	BA 596 Building Decision-making and Business Analysis Models Using Excel -		BA 550-GIS in Business-4	BA 597 Business Analytics 4	BA 596 Building Decision-making and Business Analysis Models Using Excel -		BA 550-GIS in Business-4	BA 597 Business Analytics 4	BA 596 Building Decision-making and Business Analysis Models Using Excel -		BA 550-GIS in Business-4	BA 597 Business Analytics 4
General - Choose 3 courses from any concentration	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above	Choose any above

\$430/credit hour

\$1290
FY23

1290 1290 1720
\$6020 in FY 24

1720 1720 1290 1290
\$5590 in FY25

1290 1290
FY26

AGENDA ITEM REQUEST



Date:

June 14, 2023

Meeting date desired:

June 21, 2023

Subject:

Six-month extension to current IGA for management of the Airport with the City.

Background and policy implications:

Maintains the status quo.

Budget/fiscal impacts:

N/A

Requested by:

Andy Parks

Presenters:

John Eisler; john.eisler@crookcountyor.gov; 541-416-3919

Legal review (only if requested):

Yes

Elected official sponsor (if applicable):

NA

**AMENDMENT 5 TO
INTERGOVERNMENTAL AGREEMENT BETWEEN
CROOK COUNTY AND THE CITY OF PRINEVILLE**

This Amendment 5 to Intergovernmental Agreement between Crook County and the City of Prineville (“Amendment 5”) is made and entered into the date last signed below and effective July 1, 2023, by and between the City of Prineville, a municipal corporation in the State of Oregon, hereinafter referred to as “City,” and Crook County, a political subdivision of the State of Oregon, hereinafter referred to as “County.”

RECITALS

WHEREAS, the parties hereto executed Intergovernmental Agreement between Crook County and the City of Prineville effective September 23, 2011 (“Agreement”), for City to provide services with respect to management of the Crook County/Prineville Airport; and

WHEREAS, the Agreement has been modified and extended pursuant to Intergovernmental Agreement Extension with Respect to Management of the Crook County/Prineville Airport; Amendment 2 to Intergovernmental Agreement for Management of the Crook County/Prineville Airport; Amendment 3 to Intergovernmental Agreement for Management of the Crook County/Prineville Airport; and Amendment 4 to Intergovernmental Agreement for Management of Crook County/Prineville Airport; and

WHEREAS, the Agreement, as modified, terminates on June 30, 2023; and

WHEREAS, the parties hereto desire to extend the term of the Agreement.

AMENDMENT TERMS

NOW, THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. Extended Term.

The term of the Agreement shall be extended through December 31, 2023, unless sooner terminated in accordance with Section 2 of the Agreement.

2. Reaffirmation of Intergovernmental Agreement.

Except as modified by this Amendment 5, all terms and conditions of the Agreement and any prior amendments are reaffirmed and remain unmodified and in full force and effect.

3. Counterparts.

This Amendment 5 may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together, shall constitute one in the same original. Facsimiles and electronic transmittals of signed documents shall be binding as though they were an original as such signed document.

The parties have executed this Amendment 5 as of the dates below, effective July 1, 2023, and agree that this Amendment 5 shall be attached to the Agreement.

CROOK COUNTY COURT

CITY OF PRINEVILLE

Seth Crawford, County Judge

Jason Beebe, Mayor

Jerry Brummer, County Commissioner

Date

Brian Barney, County Commissioner

Steve Forrester, City Manager

Date

Date



Agenda Item Request

Date:

June 7, 2023

Meeting date desired:

June 14, 2023, Work Session and June 21, 2023, Regular Meeting (consent)

Subject:

Contract for Chief Information Officer (CIO) advisory services

Background and policy implications:

The County Court adopted an Information Technology Strategic Roadmap in April 2023. Included in the roadmap was the addition of several key positions, including a CIO. The County's IT Director will be leaving the organization later this year. To ensure a smooth transition to a CIO, enhanced continuing operations, determine scope of services need to assist with logistics for the Justice Center project and make progress on the IT Strategic Roadmap we discussed advisory services with VIE consultants. The proposed scope of services is attached.

Budget/fiscal impacts:

The contractual fee is within the adopted monthly budget for the CIO position.

Requested by:

Andy Parks, Administration

Presenters:

Andy Parks

Sydney Chandler, IT Director

CIO ADVISORY SERVICES AGREEMENT

This CIO Advisory Services Agreement (hereinafter “the Agreement”) is made by and between Virtual Information Executives, LLC, an Oregon limited liability company (hereinafter VIE) and Crook County, a political subdivision of the State of Oregon (hereinafter County.) VIE and County may be referred to herein as “a Party” or collectively as “the Parties.”

RECITALS

A. WHEREAS, County is in need of advice and recommendations for the operation of its information technology resources such as would be provided by a Chief Information Officer (CIO) position, and is undertaking the process of determining how to structure that role. In the meanwhile, County is interested in engaging VIE to serve in a consulting role to provide strategic leadership recommendations as described herein; and

B. WHEREAS, County and VIE contemplate that this Agreement may be amended to include additional services related to the future operation of the Crook County Justice Center, a court, law enforcement, and public service building as yet being constructed.

AGREEMENT

Now, therefore, in consideration of the mutual covenants contained herein, the legal sufficiency of which is acknowledged, the Parties agree as follows:

1. **Adoption of Recitals:** The above Recitals are incorporated into this Agreement as terms of contract, and not mere recitals.
2. **Effective Date and Duration:** This Agreement becomes effective on the date when signed by both Parties (hereinafter “the Effective Date.”) Unless sooner terminated according to its terms, this Agreement will continue until twelve (12) weeks after the effective date.
3. **Payment:** Provided that VIE has provided to County a W-9 form, County will remit to VIE a fee as follows: Fees as described per the attached Exhibit 1, “Engagement Letter,” for the Phase 1 services.
4. **Scope of Services:** VIE will perform the Phase 1 services described on the attached Exhibit 1, by this reference incorporated herein. If the Parties wish to advance to the Phase 2 services, such additional services and fees will be as described on a written amendment signed by both Parties.
5. **County Point of Contact:** To help reduce the possibility of miscommunications, County will confer with VIE via a limited number of personnel. Unless altered by written

notice to VIE, the County's point of contact will be: The County IT Director, or, if that office is vacant, the County administrator, or other position as the County Court may designate.

6. Confidentiality: During the course of performance of work under this Agreement, VIE may receive information regarding organizations and County's business practices, employees, clients, etc. VIE agrees to maintain the confidentiality of such information and to safeguard such information against loss, theft or other inadvertent disclosure.

7. Independent Contractor: By its execution of this Agreement, VIE certifies its status as a "Contractor" as that term is used under the laws of the State of Oregon, and that all performance of any labor or services required to be performed by Contractor under the terms of this Agreement shall be performed in accordance with the standards set forth in ORS 670.600.

8. Authorized Signatures Required: Only those persons authorized by County may enter into a binding agreement or contract, including a purchase order, for the purchase or sale of goods or services on the part of County. All persons doing business with County shall be responsible for being familiar with the Crook County Purchasing Rules and Procedures and for ensuring that the person purporting to act for County has been duly authorized.

9. Compliance With the Laws: VIE agrees to comply with the provisions of this Agreement, Title VI of the Civil Rights Act of 1964, and with all applicable federal, state, county and local statutes and rules.

10. Protection of Personal Information: If VIE obtains any personal information as defined in ORS § 646A.602(11) related to this Agreement or concerning any County employee, VIE agrees to provide appropriate safeguards to protect the security of this information. VIE shall have provided appropriate safeguards by meeting or exceeding the requirements stated in ORS §646A.622.

11. Entire Agreement: This Agreement signed by both parties is the final and entire agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents and representatives.

12. Amendments: This Agreement may be supplemented, amended or revised only in writing signed by both Parties.

13. Assignment/Subcontracting: Neither party may assign or subcontract this Agreement, in whole or in part, without the prior written consent of the other Party.

14. Termination: Either Party may terminate this Agreement for reasonable cause upon thirty (30) days' prior written notice. As used herein, "reasonable cause" includes material violation of this Agreement or any act exposing the other party to liability to others for personal injury or property damage. Termination will not prejudice any right or claim which accrued prior to termination. Such notice will be sent to:

County:
Crook County
Attn: Legal Dept.
300 NE Third Street
Prineville, OR 97754

VIE:
Virtual Information Executives, LLC
Attn: Manoj Garg
12639 NW Waker Drive
Portland, OR 97229

15. No Authority to Bind County: VIE has no authority to enter into contracts on behalf of County. This Agreement does not create a partnership between the parties.

16. Governing Law and Venue: Any dispute under this Agreement shall be governed by Oregon law with venue being located in Prineville, Oregon.

17. Severability: If any part of this Agreement shall be held unenforceable, the rest of this Agreement will remain in full force and effect.

18. Conditions Concerning Payment, Contributions, Liens, Withholding. Pursuant to ORS 279B.220, VIE shall:

- a) Make payment promptly, as due, to all persons supplying to the VIE labor or material for the performance of the work provided for in the contract.
- b) Pay all contributions or amounts due the Industrial Accident Fund from the VIE or subcontractor incurred in the performance of the contract.
- c) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
- d) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.

19. Condition Concerning Payment for Medical Care and Providing Workers' Compensation. Pursuant to ORS 279B.230, VIE shall:

- a) Promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of Employee, of all sums that VIE agrees to pay for the services and all moneys and sums that VIE collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.
- b) Comply with ORS 656.017 or if not exempt under ORS 656.126.

20. Certification of Tax Compliance. By executing this Agreement, VIE represents and warrants that it has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318; VIE further covenants to continue with said compliance during the term of this Agreement. Noncompliance with this provision is a default for which County may terminate the Agreement, in whole or part, and seek damages under the terms of this Agreement or applicable law.

21. Attorney Fees: In the event an action, lawsuit or proceeding, including appeal therefrom, is brought for failure to observe any of the terms of this Agreement, each party shall bear its

own attorney fees, expenses, costs and disbursements for said action, lawsuit, proceeding or appeal.

22. Counterparts: This Agreement may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates below.


ACCEPTED FOR COUNTY:

ACCEPTED FOR VIE:

By: _____
Print: _____
Title: _____
Date: _____

By: _____
Print: _____
Title: _____
Date: _____

EXHIBIT 1
SCOPE OF SERVICES

	Engagement Letter	
	Crook County, Oregon	5/30/2023
	CIO Advisory Services	

County Court, Crook County
 Andy Parks, Consultant for Crook County
 300 NE 3rd Street
 Prineville, Oregon 97754

Dear Andy:

Thanks for the recent conversation over the past few weeks regarding your needs for CIO Advisory services for Crook County (CC). Per your request, I have prepared an engagement letter for CIO Advisory services. In this engagement, the VIE Consulting CIO will take on the role of CIO Advisor to CC and provide the leadership to make the necessary changes in the CC IT environment as agreed to at the end of the IT Strategic Roadmap engagement.

Sincerely,

Mark Wehrmeister
 Practice Director

Background

Crook County is located in Prineville, Oregon and provides a variety of services to the citizens of Crook County. CC recently engaged VIE to perform a comprehensive IT Assessment and create an IT Strategic Roadmap to help CC upgrade its IT capabilities and internal IT service processes.

The IT Assessment revealed that CC's Information Technology function is not playing as much of a strategic role as it should in supporting the effective operation and growth of county services. CC has decided to expand the role and job description for the County's IT leader to take a holistic approach to all areas of IT, not just focus on IT Infrastructure. CC wishes to engage the services of Virtual Information Executives (VIE). **Phase 1 of this engagement will include CIO Advisory Services including working with CC to determine scope of Phase 2 Justice Center project advisory services needed. Phase 2 services will be provided under an amendment to this engagement. VIE is pleased to offer Consulting CIO services and work with CC on this important initiative.**

Engagement Objectives

The VIE Consulting CIO will work on the tasks below. This list can be changed through a discussion and mutual agreement to achieve the best outcome for CC.

1. Effective IT Leadership – Guide appropriate investment of infrastructure funding. Review equipment standards against CC needs and guide IT staff implementing the standards. Advise team on IT service delivery.
2. Key IT projects – Assess current and planned key IT projects and priorities against adopted IT Strategic roadmap and course correct as needed. Oversee progress on IT Strategic Roadmap including assessing current state of key IT projects and advising project teams on resolving issues and challenges to ensure smooth completion and promised business outcomes.
3. IT Organization Structure – Implement changes in the IT organization structure and staff that more effectively leverage skill sets and teamwork. Assist CC with hiring IT staff members and external service providers if needed.
4. New CIO - Evaluate the CC environment and needs for a new IT leader. Create proper job description.
5. CIO Transition - Assist CC with the hiring of the permanent CIO and transition duties to enable a smooth transition.
6. Determine Scope for Phase 2 Advisory - Work with County staff to determine scope of additional services needed to assist with logistics for Justice Center Project
7. Any other strategic IT tasks and projects suitable and reasonably in scope.

Limitation of the consultant role

Role - Although the Consultant will provide professional CIO Advisory services, neither Consultant nor any other VIE consultants will represent themselves as the CIO of CC or use such a title during the term of this agreement. The Consultant is not authorized to act on behalf of CC or sign legal documents on behalf of CC.

Relationship with CC employees - The Consultant will be responsible for providing advice for leading the direction of the IT department, but will not have administrative authority over CC employees (i.e., evaluations, hiring, firing, grievance, etc.) CC agrees to indemnify VIE against employee related actions related to this engagement.

Methodology

VIE will provide an expert Lead CIO consultant who will work on the project objectives. The Initial period for the CIO Advisory Services engagement is 3 months. A joint assessment will be done by CC and VIE every four weeks to assess progress of the engagement.

Joint Accountabilities

1. Client will provide a point of contact to serve as the Client project coordinator and approve invoices for payment
2. Client will provide access to key personnel for gathering information
3. VIE will provide reports on progress regularly and on request
4. Each party agrees to inform the other about any intelligence or finding that would adversely impact the success of the project so that rapid action could be considered
5. Both CC and VIE will treat confidential information with sufficient care

Consultants, Pricing and Timeline

We will provide a qualified team of consultants for this engagement. Each consultant has previously served successfully in the role of the CIO and brings over 25 years of business and technology experience to this engagement. We will leverage our entire team for success on this engagement.

Mike Scheurman will lead this engagement and provide the CIO Advisory Services. Mike will be supported by Mark Wehrmeister. All our consultants have served as CIOs for other organizations and are capable of doing an excellent job in this role.

We can start this engagement in June 2023 or later. VIE's fees for this engagement will be:

Phase 1: \$17,500/month for CIO Advisory engagement objectives and tasks outlined above.

Phase 2: \$TBD (as contract addendum) for Justice Center project logistics advisory services scope determined under tasks above.

We will bill CC half the monthly fee twice a month on the 1st and the 16th for CIO Advisory services. The length of this engagement will be between 3-6 months based on mutual agreement between VIE and CC. We anticipate doing this engagement primarily remotely with occasional on-site visits. Travel for on-site work will be approved by Client and travel expenses will be billed at cost. We will minimize travel expenses.

Terms and Conditions

Expenses: VIE will present expenses to Client for approval prior to incurring them. For travel out of town, reasonable travel expenses will include personal car mileage reimbursement, full coach airfare, taxi or rental car, hotel, meals and tips. Travel time is billable at 50% of full billing rate.

Invoicing and Payment: Unless otherwise specified, payment is due in full on receipt. VIE may, at its option, discontinue services until all overdue amounts are paid. Any invoice thirty (30) days overdue shall bear a late payment charge of 1.5% per month after the due date or the highest rate allowed by law, whichever is less.

Termination: Once accepted, this agreement can be cancelled by either party with 30 days notice provided in writing to the signatories below. Upon receipt of cancellation all monies owed shall be immediately due and payable.

Solicitation of VIE Consultants: Should Client make an offer of employment to the VIE consultant during the course of the consultant's engagement with Client and up to six months after the engagement is concluded, Client agrees to pay VIE 15% of the total annual salary and benefits of the hired VIE consultant.


Referrals: Referrals are very important for VIE and the key enabler for our business. Upon the successful completion of key milestones in the project we will request referrals or a reference letter.

Signatures

Client signature below indicates acceptance of this statement of work and the terms and conditions herein.

For Virtual Information Executives:

For Crook County:

Signature:  _____

Signature: _____

Name: Manoj Garg _____

Name: _____

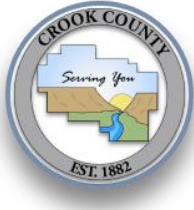
Title: Managing Partner _____

Title: _____

Date: May 30, 2023 _____

Date: _____

AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/



Pricing Proposal
Quotation #: 18935248
Created On: 5/27/2020
Valid Until: 6/30/2020

County of Crook

**Inside Account
Executive - SLE**

Troy Poncin
OR
United States
Phone: (541) 416-3930 ext. 110
Fax:
Email: Troy.Poncin@co.crook.or.us

Ryan Flynn
290 Davidson Ave.
Somerset, NJ 08873
Phone: 732-564-8505
Fax: 732-564-8224
Email: Ryan_Flynn@SHI.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Annual Price Darktrace - Part#: Enterprise Immune System Contract Name: NASPO Software VAR Contract #: ADSPO16-130651 Note: Term 60 Months (4-63)	5	\$60,000.00	\$300,000.00
		Total	\$300,000.00

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

THIS PURCHASE IS PLACED AGAINST THE STATE OF ARIZONA MASTER AGREEMENT NO. ADSPI16-130651 THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT AND THE PARTICIPATING ADDENDUM ENTERED INTO BY THE STATE OF OREGON, CONTRACT NO. 6454 AND THEIR TERMS AND CONDITIONS APPLY TO THIS PURCHASE AND SUPERSEDE ALL CONFLICTING TERMS AND CONDITIONS, EXPRESS OR IMPLIED.

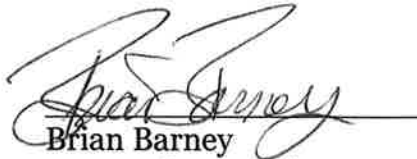
The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

Dated this 11th day of June 2020.

CROOK COUNTY COURT


Seth Crawford
County Judge


Jerry Brummer
County Commissioner


Brian Barney
County Commissioner



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

SYDNEY CHANDLER,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NGCW694	2/20/2023	MPSA ADD-ON	1212610	\$70,429.20

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
GOV MS MPSA WIN SVR DATCR CORE 16 SA Mfg. Part#: AAA-90058-CF6-3 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	6	5722913	\$3,448.35	\$20,690.10
Microsoft Office 365 (Plan G3) - subscription license - 1 user Mfg. Part#: AAA-11650-CCD-12MO UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: MARKET	185	3678993	\$268.86	\$49,739.10

SUBTOTAL	\$70,429.20
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$70,429.20

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CROOK COUNTY FINANCE DEPT 422 NW BEAVER ST PRINEVILLE, OR 97754-1838 Phone: (541) 447-4160 Payment Terms: NET 30-VERBAL	Shipping Address: CROOK COUNTY FINANCE DEPT 422 NW BEAVER ST PRINEVILLE, OR 97754-1838 Phone: (541) 447-4160 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Tyler Leedy | (877) 885-4399 | tyler.leedy@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$70,429.20	\$1,888.21/Month	\$70,429.20	\$2,181.19/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

© 2023 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



Agenda Item Request

Date:

June 12, 2023

Meeting date desired:

June 21, 2023 – Discussion Items for Court Session

Subject:

Order 2023-36 – Closing the Crook County Agriculture Extension Service District Building Maintenance Reserve Fund and Crook County Agriculture Extension Service Vehicle Reserve Fund and consolidating the accounting into the Crook County Agriculture Extension Service District Fund

Background and policy implications:

The Crook County Agriculture Extension Service District Building Maintenance Reserve fund is being utilized as an operating fund for building maintenance, not as a reserve fund, and it is desired to consolidate the accounting of the Crook County Agriculture Extension Service District Building Maintenance Reserve fund and the Crook County Agriculture Extension Service District Vehicle Reserve fund within the Crook County Agriculture Extension Service District Fund.

Budget/fiscal impacts:

NA

Requested by:

Christina Haron, CPA 541-416-3808 christinaharon@co.crook.or.us

Presenters:

Christina Haron, CPA Acting Finance Director

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

IN THE MATTER OF

ORDER # 2023-36

Closing the Crook County Agriculture Extension Service District's building maintenance and vehicle reserve funds and consolidating the accounting of those funds into the Crook County Agriculture Extension Service District fund.

WHERE AS the Crook County Agriculture Extension Service District created a reserve fund for building maintenance, and the Crook County Agriculture Extension Service District created a reserve fund for vehicle purchases, and

WHERE AS the Crook County Agriculture Extension Service District Building Maintenance Reserve fund is being utilized as an operating fund for building maintenance, not as a reserve fund, and it is desired to consolidate the accounting of the Crook County Agriculture Extension Service District Building Maintenance Reserve fund and the Crook County Agriculture Extension Service District Vehicle Reserve fund within the Crook County Agriculture Extension Service District Fund.

WHERE AS the building reserve fund is no longer needed for the purpose for which it was created and it is desired to consolidate the accounting of the building reserve fund and vehicle reserve fund to the Crook County Agriculture Extension Service District Fund,

BE IT ORDERED that the Crook County Court dissolve these funds and direct the building maintenance funds and vehicles reserve funds to be accounted for in the Crook County Agricultural Extension Service District fund.

The above Order is hereby approved on this 21st day of June 2023.

CROOK COUNTY COURT:

SETH CRAWFORD, County Judge

JERRY BRUMMER, County Commissioner

BRIAN BARNEY, County Commissioner



Agenda Item Request

Date:

June 12, 2023

Meeting date desired:

June 21, 2023 – Discussion Items for Court Session

Subject:

Order 2023-37 – Closing the Crook County Historical Building Reserve Fund and consolidating the accounting into the Crook County Historical Museum Fund

Background and policy implications:

It is desired to consolidate the accounting of the Building Reserve fund into the Historical Museum Fund

Budget/fiscal impacts:

NA

Requested by:

Christina Haron, CPA 541-416-3808 christinaharon@co.crook.or.us

Presenters:

Christina Haron, CPA Acting Finance Director

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

IN THE MATTER OF

ORDER # 2023-37

Closing the Crook County Historical Building Reserve Fund and consolidating it into the Crook County Historical Museum Fund.

WHERE AS the Crook County Historical Building Reserve Fund was created a reserve fund for building maintenance, and

WHERE AS it is desired to consolidate the accounting of the reserve funds within the Crook County Historical Museum Fund.

WHERE AS this fund is no longer needed for the purpose for which it was created and the reserve funds can be maintained in the Crook County Historical Museum Fund,

BE IT ORDERED that the Crook County Court dissolve this fund and direct the building maintenance reserve funds to be accounted for in the Crook County Historical Building Reserve Fund.

The above Order is hereby approved on this 21st day of June 2023.

CROOK COUNTY COURT:

SETH CRAWFORD, County Judge

JERRY BRUMMER, County Commissioner

BRIAN BARNEY, County Commissioner

AGENDA ITEM REQUEST



Date:

06/06/23

Meeting date desired:

Next available

Subject:

Repairs to HVAC at Redemption House - Parole and Probation

Background and policy implications:

Parole and Probation Justice Reinvestment (JRI) grant spending

Budget/fiscal impacts:

JRI grant spending has been approved by the state for the HVAC repairs of the Redemption House, funds are available to spend.

Requested by:

Stephanie Wilson, Crook County Sheriff's Office, Administrative Division Manager,
Stephanie.Wilson@crookcountysheriff.org, 541-447-6398

Presenters:

Parole and Probation Director Aaron Boyce, Admin.Div. Manager Stephanie
Wilson

Legal review (only if requested):

Elected official sponsor (if applicable):

/

ESTIMATE

Ben Cardwell Construction LLC bencardwellconstruction@gmail.com
CCB #227537 503-810-4672
1137 NE Bitterbrush Rd
Prineville, OR 97754

Prineville Church of the Nazarene

Bill to	Ship to	Estimate details
Prineville Church of the Nazarene 780 E. 1st St. Prineville, Oregon 97754	Prineville Church of the Nazarene 780 E. 1st St. Prineville, Oregon 97754	Estimate no.: 1022 Estimate date: 03/14/2023

Product or service	Amount
1. Swamp coolers 2 units for square footage	\$10,960.00
2. Installation Includes any additional plugs and potential ducting.	\$5,000.00
Total	\$15,960.00

Prineville Heating & Cooling, Inc.

2166 NE Third Street
Prineville, Oregon 97754

(541) 447-6160

CCB# 101738

Name: Redemption House	Date: 2-10-23
Address: 780 se 1st	Phone: 503-860-6433
City: Prineville	Location: Nazarene Church ATTN: Cindy

We hereby submit specifications and estimates for:

*** Add a 3.5 ton 13 SEER American Standard air conditioner to existing gas furnace and duct work. Includes outdoor pad, minor duct alterations, freon lines and mechanical permit.

\$6,325.00

Note: Above price does NOT include electrical or wall repair (where we have to take freon lines outside through wall). We will gladly seal with sheet metal and silicone but your earlier penetrations were fixed with sheet rock material that we do not work with.

You will need a licensed electrician to complete this project. We will be glad to work with any electrician you desire or will help arrange Cooper Electric if you desire.

Prineville Heating & Cooling, Inc. is a licensed contractor

1. All material is guaranteed to be specific and all work will be performed in a workmanship like manner according to specifications and industry standards. Any alteration in the scope, manner of work or specifications may result in an increase of the stated price proportionate to contractor's increased cost and expenses.
 2. Prineville Heating & Cooling, Inc. reserves lien rights, until payment is received.
 3. Payment shall be due upon completion of work. If work is to be done in stages, a portion will be due upon completion of rough-in with the remainder due upon job completion. Thirty (30) days after completion the unpaid balance shall bear interest at the rate of 1.5% per month (18% annum) until paid.
 4. If Prineville Heating & Cooling, Inc. is required to commence any legal action to recover against purchaser under this agreement, the non-prevailing party agrees to pay such a sum as the court may judge reasonable attorney's fees. Prineville Heating & Cooling, Inc. reserves the right to choose the county in which suit will be brought to enforce this agreement.
- Note: This proposal may be withdrawn if not accepted within 30 days.

Authorized Signature

NOTICE OF RIGHT TO LIEN By signing below, the Owner acknowledges that Owner has received the Consumer Notification form, Notice of Procedure form and Information Notice to Owner about Construction Liens.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

By signing I personally guarantee this contract.

Signature: _____

Date _____

Prineville Heating & Cooling, Inc.

2166 NE Third Street
Prineville, Oregon 97754

(541) 447-6160

CCB# 101738

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Address: 780 se 1st	Phone: 503-860-6433
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You are authorized to do the work specified. Payment will be made as outlined above.

By signing I personally guarantee this contract.

Signature: _____

Date _____



Crook County

300 N.E. 3rd Street • Prineville, Oregon 97754

Phone (541) 447-6555 • FAX (541) 416-3891

Crook County Solid Waste Application For A Disposal Fee Credit

Organization: The Humane Society of the Ochoco's

Contact Name: Heather Ford Phone: 541-903-0458

Address: 1280 S Tom McCaw Rd Prineville, OR 977

Physical Address of Place of Business In Crook County, if different from above:

1495 NW Murphy Ct. Prineville, OR 97754

To qualify for a fee credit an organization must be recognized as a non-profit and charitable under sections 501(c) 3 of the Internal Revenue Service Code and be registered as a non-profit corporation with the State of Oregon. A qualified organization must have a physical place of business in Crook County and must be engaged in an ongoing basis in the business of encouraging consumers to reuse and recycle consumer and durable goods in order to generate revenue to further the interests of one or more segments of society. No commercial hauler of municipal waste or any business unit thereof shall also be qualified as a "qualified non-profit organization" under this section. Certification is not valid until approved by the County Court or an official or body it may designate, and any certification and any unused credit shall expire on June 30. Recertification may be applied for starting in April. The credit if approved shall be used to facilitate the disposal of goods received by qualified non-profit organizations for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be returned to consumer use. This credit shall not be used to allow qualified non-profits to dispose of demolition or construction waste associated with facility demolition, construction or remodel, nor shall this credit be used to allow any person, organization or business to avoid the need to dispose of an ordinary volume of municipal waste usually and customarily generated by person, organization or business. Organizations using the credit shall physically segregate from the ordinary and customary wastestream those goods received for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be reused and shall clearly identify the same upon entering the landfill. Only those goods shall qualify for use of the credit. Qualified non-profit organizations using the credit shall comply with all requirements of the landfill related to source separation of recyclable and non-recyclable materials. The landfill manager is empowered to revoke the certification of any organization which shall fail to comply with the terms of this certification application.

Requested credit for this year: (may not exceed \$3,000) \$ 1,500.00

ATTACH TO THIS APPLICATION A COPY OF YOUR FEDERAL LETTER CERTIFYING YOUR NON-PROFIT STATUS (Form 501)

By my signature, I agree to abide by all the terms and conditions herein and the terms and conditions set forth in County Court Order 2006-69.

Nathan U. Ford Date: 5/10/23
Name, title Manager

<p>Office use only:</p> <p>Form 501 attached: <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Credit last year: \$ _____ Credit used last year: \$ _____</p> <p>Credit approved for current fiscal year: \$ _____</p>
--

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P O BOX 30224
LAGUNA NIGUEL, CA 92607-0224

Date: SEP 10 1996

HUMANE SOCIETY OF THE OCHOCOS
PO BOX 851
PRINEVILLE, OR 97754

DEPARTMENT OF THE TREASURY

Employer Identification Number:
93-1187879
Case Number:
956192023
Contact Person:
JACK FERGUSON
Contact Telephone Number:
(714) 360-2588
Accounting Period Ending:
December 31
Foundation Status Classification:
170(b)(1)(A)(vi)
Advance Ruling Period Begins:
September 5, 1995
Advance Ruling Period Ends:
December 31, 1999
Addendum Applies:
Yes

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (DO/CG)

HUMANE SOCIETY OF THE OCHOCOS

cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.



Crook County

300 N.E. 3rd Street • Prineville, Oregon 97754
Phone (541) 447-6555 • FAX (541) 416-3891

Crook County Solid Waste Application For A Disposal Fee Credit

Organization: Prineville Senior Center Char-Trust

Contact Name: Melody Kendall Phone: 541-447-6844

Address: P.O. Box 553 Prineville, OR 97754

Physical Address of Place of Business In Crook County, if different from above:

180 NE Belknap

To qualify for a fee credit an organization must be recognized as a non-profit and charitable under sections 501(c) 3 of the Internal Revenue Service Code and be registered as a non-profit corporation with the State of Oregon. A qualified organization must have a physical place of business in Crook County and must be engaged in an ongoing basis in the business of encouraging consumers to reuse and recycle consumer and durable goods in order to generate revenue to further the interests of one or more segments of society. No commercial hauler of municipal waste or any business unit thereof shall also be qualified as a "qualified non-profit organization" under this section. Certification is not valid until approved by the County Court or an official or body it may designate, and any certification and any unused credit shall expire on June 30. Recertification may be applied for starting in April. The credit if approved shall be used to facilitate the disposal of goods received by qualified non-profit organizations for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be returned to consumer use. This credit shall not be used to allow qualified non-profits to dispose of demolition or construction waste associated with facility demolition, construction or remodel, nor shall this credit be used to allow any person, organization or business to avoid the need to dispose of an ordinary volume of municipal waste usually and customarily generated by person, organization or business. Organizations using the credit shall physically segregate from the ordinary and customary wastestream those goods received for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be reused and shall clearly identify the same upon entering the landfill. Only those goods shall qualify for use of the credit. Qualified non-profit organizations using the credit shall comply with all requirements of the landfill related to source separation of recyclable and non-recyclable materials. The landfill manager is empowered to revoke the certification of any organization which shall fail to comply with the terms of this certification application.

Requested credit for this year: (may not exceed \$3,000) \$ 3,000⁰⁰

ATTACH TO THIS APPLICATION A COPY OF YOUR FEDERAL LETTER CERTIFYING YOUR NON-PROFIT STATUS (Form 501)

By my signature, I agree to abide by all the terms and conditions herein and the terms and conditions set forth in County Court Order 2006-69.

Melody Randall, Bookkeeper Date: 5/9/2023
Name, title

<p>Office use only:</p> <p>Form 501 attached: <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Credit last year: \$ _____ Credit used last year: \$ _____</p> <p>Credit approved for current fiscal year: \$ _____</p>
--

9/14/02 Copy to Or Dept of Justice

RECEIVED
3/18/02

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 14 2002

SOROPTIMIST INTERNATIONAL OF
PRINEVILLE CHARITABLE TRUST
PO BOX 553
PRINEVILLE, OR 97754

Employer Identification Number:
93-1326625
DLN:
17053306000021
Contact Person:
LISA M VAN DER SLUYS ID# 95264
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

SOROPTIMIST INTERNATIONAL OF

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

Letter 947 (DO/CG)

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You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

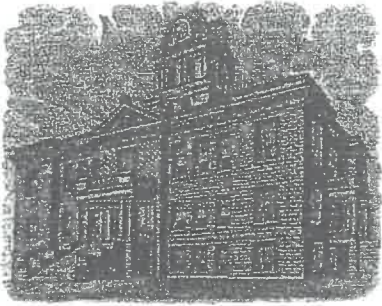
We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Steven T. Miller
Director, Exempt Organizations



Crook County

300 N.E. 3rd Street • Prineville, Oregon 97754
Phone (541) 447-6555 • FAX (541) 416-3891

Crook County Solid Waste Application For A Disposal Fee Credit

Organization: Redemption House ministries, Homeless Shelters

Contact Name: Cindy Burbach Phone: 503-860-6433

Address: 780 E. First street, Prineville, OR

Physical Address of Place of Business In Crook County, if different from above:

Same

To qualify for a fee credit an organization must be recognized as a non-profit and charitable under sections 501(c) 3 of the Internal Revenue Service Code and be registered as a non-profit corporation with the State of Oregon. A qualified organization must have a physical place of business in Crook County and must be engaged in an ongoing basis in the business of encouraging consumers to reuse and recycle consumer and durable goods in order to generate revenue to further the interests of one or more segments of society. No commercial hauler of municipal waste or any business unit thereof shall also be qualified as a "qualified non-profit organization" under this section. Certification is not valid until approved by the County Court or an official or body it may designate, and any certification and any unused credit shall expire on June 30. Recertification may be applied for starting in April. The credit if approved shall be used to facilitate the disposal of goods received by qualified non-profit organizations for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be returned to consumer use. This credit shall not be used to allow qualified non-profits to dispose of demolition or construction waste associated with facility demolition, construction or remodel, nor shall this credit be used to allow any person, organization or business to avoid the need to dispose of an ordinary volume of municipal waste usually and customarily generated by person, organization or business. Organizations using the credit shall physically segregate from the ordinary and customary wastestream those goods received for the purpose of reuse or resale, which by reason of defect or lack of market, cannot be reused and shall clearly identify the same upon entering the landfill. Only those goods shall qualify for use of the credit. Qualified non-profit organizations using the credit shall comply with all requirements of the landfill related to source separation of recyclable and non-recyclable materials. The landfill manager is empowered to revoke the certification of any organization which shall fail to comply with the terms of this certification application.

Requested credit for this year: (may not exceed \$3,000) \$ 2000.⁰⁰

ATTACH TO THIS APPLICATION A COPY OF YOUR FEDERAL LETTER CERTIFYING YOUR NON-PROFIT STATUS (Form 501)

By my signature, I agree to abide by all the terms and conditions herein and the terms and conditions set forth in County Court Order 2006-69.

Cy Bamber
Name, title

Date: May 28, 2023

Office use only:

Form 501 attached: _____ yes _____ no

Credit last year: \$ _____ Credit used last year: \$ _____

Credit approved for current fiscal year: \$ _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 26 2014

REDEMPTION HOUSE MINISTRIES
780 E 1ST STREET
PRINEVILLE, OR 97754

Employer Identification Number:
46-2175446
DLN:
17053326309003
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(2)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 4, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

**DRAFT CROOK COUNTY STATEWIDE TRANSPORTATION
IMPROVEMENT FUND SERVICES CONTRACT**

This Statewide Transportation Improvement Fund Services Contract ("Contract") is between Crook County, a political subdivision of the State of Oregon, acting by and through its County Court (hereinafter "County"), and Central Oregon Intergovernmental Council, (hereinafter "Contractor"). The parties agree as follows:

Effective Date and Termination Date. The effective date of this Contract shall be July 1, 202~~3~~⁴. Unless extended or terminated earlier in accordance with its terms, this Contract shall terminate when County accepts Contractor's completed performance as of June 30, 202~~3~~³. Termination of the Contract shall not extinguish or prejudice County's right to enforce this Contract with respect to any default by Contractor that has not been cured.

Statement of Work. Contractor shall perform the work described in Exhibit 1.

Compensation/Payment Terms. County agrees to pay Contractor in accordance with Exhibit 1.

Contract Documents. This Contract includes pages 1 through ~~2019~~, and Exhibits 1-4.

Contractor Date and Signature

Contractor Name and Address: Central Oregon Intergovernmental Council
334 NE Hawthorne Ave., Bend OR 97701

Federal Tax ID: 93-0620261 *A Federal Tax ID number or Social Security number is required to be provided by the Contractor and shall be used for the administration of state, federal, and local tax laws. Payment information shall be reported to the Internal Revenue Service under the name and Federal Tax ID number or Social Security number provided above.*

Is Contractor a nonresident alien: No

Business Designation: Council of Governments (ORS 190)

I have read this Contract including the attached Exhibits. I understand this Contract and agree to be bound by its terms.

CONTRACTOR

Signature

Tammy Baney
Printed Name

Executive Director
Title

Date

County Date and Signature

Seth Crawford, County Judge

Date: _____

Brian Barney, County Commissioner

Date: _____

Jerry Brummer, County Commissioner

Date: _____

DRAFT

STANDARD TERMS AND CONDITIONS

1. **Time Is of the Essence.** Contractor agrees that time is of the essence in the performance of this Contract.
2. **Compensation.** Payment for all work performed under this Contract shall be made in the amounts and manner set forth in Exhibit 1.
 - a. Payments shall be made to Contractor following County's review and approval of billings and deliverables submitted by Contractor.
 - b. All Contractor billings are subject to the maximum compensation amount of this Contract.
 - c. Contractor shall not submit billings for, and County shall not pay, any amount in excess of the maximum compensation amount of this Contract.
 - 1) If the maximum compensation amount is increased by amendment to this Contract, the amendment shall be signed by both parties and fully executed before Contractor performs work subject to the amendment.
 - 2) No payment shall be made for any services performed before the beginning date or after the expiration date of this Contract.
 - d. This Contract shall not be amended after the expiration date.
 - e. Contractor shall submit quarterly performance reports and invoices for work completed. These shall describe all work performed with particularity and by whom it was performed and shall itemize and explain all expenses incurred. Invoices must be legible and include a description of the service, the date(s) of the service, and the agency providing the service.
 - f. The invoices also shall include the total amount invoiced to date by Contractor prior to the current invoice.
 - g. Prior to approval or payment of any billing, County may require and Contractor shall provide any information which County deems necessary to verify work has been properly performed in accordance with the Contract.
3. **Delegation, Subcontracts and Assignment.** Contractor shall not delegate or subcontract any of the work required by this Contract or assign or transfer any of its interest in this Contract, without the prior written consent of County.
 - a. Any delegation, subcontract, assignment, or transfer without prior written consent of County shall constitute a material breach of this Contract.
 - b. Any such assignment or transfer, if approved, is subject to such conditions and provisions as the County may deem necessary.
 - c. No approval by the County of any assignment or transfer of interest shall be deemed to create any obligation of the County to increase rates of payment or maximum Contract consideration.
 - d. Prior written approval shall not be required for the purchase by the Contractor of articles, supplies and services which are incidental to the provision of services under this Contract that are necessary for the performance of the work.
 - e. Any subcontracts that the County may authorize shall contain all requirements of this Contract, and unless otherwise specified by the County, the Contractor shall be responsible for the performance of the subcontractor.
4. **No Third Party Beneficiaries.**
 - a. County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms.
 - b. Nothing in this Contract gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually

identified by name in this Contract and expressly described as beneficiaries of this Contract.

5. **Successors In Interest.** The provision of this Contract shall be binding upon and inure to the benefit of the parties and their successors and approved assigns, if any.
6. **Early Termination.** This Contract may be terminated as follows:
 - a. **Mutual Consent.** County and Contractor, by mutual written agreement, may terminate this Contract at any time.
 - b. **Party's Convenience.** County or Contractor may terminate this Contract for any reason upon 30 calendar days written notice to the other party.
 - c. **For Cause.** County may also terminate this Contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by the County, under any of the following conditions:
 - 1) If funding from the state government or other sources is not obtained and continued at levels sufficient to allow for the services as required in this Contract.
 - 2) At County's discretion, this Contract may be modified to accommodate the change in available funds.
 - 3) If state laws, regulations or guidelines are modified, changed or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
 - 4) In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Contract, and if County has no funds legally available for consideration from other sources.
 - 5) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this Contract is for any reason denied, revoked, suspended, not renewed or change in such a way that the Contractor no longer meets requirements for such license or certificate.
 - d. **Contractor Default or Breach.** The County, by written notice to the Contractor, may immediately terminate the whole or any part of this Contract under any of the following conditions.
 - 1) If the Contractor fails to provide services called for by this Contract within the time specified or any extension thereof.
 - 2) If the Contractor fails to perform any of the other requirements of this Contract or so fails to pursue the work so as to endanger performance of this Contract in accordance with Its terms, and after receipt of written notice from the County specifying such failure, the Contractor fails to correct such failure within 10 calendar days or such other period as the County may authorize.
 - 3) Contractor institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or cease doing business on a regular basis.
 - e. **County Default or Breach.**
 - 1) Contractor may terminate this Contract in the event of a breach of this Contract by the County. Prior to such termination, the Contractor shall give to the County written notice of the breach and intent to terminate.
 - 2) If the County has not entirely cured the breach within 15 calendar days of the date of the notice, then the Contractor may terminate this Contract at any time thereafter by giving notice of termination.

- 7. Payment on Early Termination.** Upon termination pursuant to paragraph 6, payment shall be made as follows:
- a. County shall pay Contractor for all outstanding capital purchase orders once the equipment has arrived.
 - b. If terminated under subparagraphs (6)(a)-(c) of this Contract, the County shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract. Provided however, County shall not pay Contractor for any obligations or liabilities incurred by Contractor after Contractor receives written notice of termination.
 - c. If this Contract is terminated under subparagraph (6)(d) of this Contract, County obligations shall be limited to payment for services provided in accordance with this Contract prior to the date of termination, less any damages suffered by the County.
 - d. If terminated under subparagraph (6)(e) of this Contract by the Contractor due to a breach by the County, then the County shall pay the Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.
 - 1) With respect to services compensable on an hourly basis, for unpaid invoices, hours worked within any limits set forth in this Contract but not yet billed, authorized expenses incurred if payable according to this Contract and interest within the limits set forth under ORS 293.462.
 - 2) With respect to deliverable-based work, the sum designated for completing the deliverable multiplied by the percentage of work completed and accepted by County, less previous amounts paid and any claim(s) that County has against Contractor, and
 - 3) Subject to the limitations under paragraph 8 of this Contract.
- 8. Remedies.** In the event of breach of this Contract the parties shall have the following remedies:
- a. Termination under subparagraphs (6)(a) through (c) of this Contract shall be without prejudice to any obligations or liabilities of either party already reasonably incurred prior to such termination.
 - 1) Contractor may not incur obligations or liabilities after Contractor receives written notice of termination.
 - 2) Additionally, neither party shall be liable for any indirect, incidental, consequential or special damages under this Contract or for any damages of any sort arising solely from the termination of this Contract in accordance with its terms.
 - b. If terminated under subparagraph (6)(d) of this Contract by the County due to a breach by the Contractor, County may pursue any remedies available at law or in equity.
 - 1) Such remedies may include, but are not limited to, termination of this Contract, return of all or a portion of this Contract amount, payment of interest earned on this Contract amount, and declaration of ineligibility for the receipt of future Contract awards.
 - 2) Additionally, County may complete the work either by itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall be liable to the County for the amount of the reasonable excess.

- c. If amounts previously paid to Contractor exceed the amount due to Contractor under this Contract, Contractor shall repay any excess to County upon demand.
 - d. Neither County nor Contractor shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, riot, acts of God, or war where such cause was beyond reasonable efforts to remove or eliminate performance of its obligations under this Contract. For any delay in performance as a result of the events described in this subparagraph, Contractor shall be entitled to additional reasonable time for performance that shall be set forth in an amendment to this Contract.
 - e. The passage of this Contract expiration date shall not extinguish or prejudice the County's or Contractor's right to enforce this Contract with respect to any default or defect in performance that has not been cured.
 - f. County's remedies are cumulative to the extent the remedies are not inconsistent, and County may pursue any remedy or remedies singly, collectively, successively or in an order whatsoever.
- 9. Contractor's Tender upon Termination.** Upon receiving a notice of termination of this Contract, Contractor shall immediately cease all activities under this Contract unless County expressly directs otherwise in such notice of termination.
- a. Upon termination of this Contract, Contractor shall deliver to County all documents, information, works-in-progress and other property that are or would be deliverables had this Contract been completed.
 - b. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the work.
- 10. Work Standard.**
- a. Contractor shall be solely responsible for and shall have control over the means, methods, techniques, sequences and procedures of performing the work, subject to the plans and specifications under this Contract and shall be solely responsible for the errors and omissions of its employees, subcontractors and agents.
 - b. For goods and services to be provided under this Contract, Contractor agrees to:
 - 1) Perform the work in a good, workmanlike, and timely manner using the schedule, materials, plans and specifications approved by County;
 - 2) Comply with all applicable legal requirements;
 - 3) Comply with all programs, directives and instructions of County relating to safety, storage of equipment or materials;
 - 4) Take all precautions necessary to protect the safety of all persons at or near County or Contractor's facilities and areas of service under this Contract, including employees of Contractor, County and any other Contractors or subcontractors and to protect the work and all other property against damage.
- 11. Drugs and Alcohol.** Contractor shall adhere to and enforce a zero-tolerance policy for the use of alcohol and the unlawful selling, possession or use of controlled substances while performing work under this Contract. Contractor shall adhere to FTA guidelines and requirements in accordance with Exhibit 4 attached hereto and incorporated by reference herein.
- 12. Insurance.** Contractor shall provide insurance in accordance with Exhibit 2 attached hereto and incorporated by reference herein.
- 13. Criminal Background Investigations.** Contractor understands that Contractor and Contractor's employees and agents are subject to periodic criminal background investigations by County and, if such investigations disclose criminal activity not disclosed by Contractor to County, such non-disclosure shall constitute a material breach of this Contract and County may terminate this Contract effective upon delivery of written

notice to the Contractor, or at such later date as may be established by the County.

14. **Confidentiality.** Contractor shall maintain confidentiality of information obtained pursuant to this Contract as follows:
 - a. Contractor shall not use, release or disclose any information concerning any employee, client, applicant or person doing business with the County for any purpose not directly connected with the administration of County's or the Contractor's responsibilities under this Contract except upon written consent of the County, and if applicable, the employee, client, applicant or person.
 - b. The Contractor shall ensure that its agents, employees, officers and subcontractors with access to County and Contractor records understand and comply with this confidentiality provision.
 - c. Contractor shall treat all information as to personal facts and circumstances obtained on Medicaid eligible individuals as privileged communication, shall hold such information confidential, and shall not disclose such information without the written consent of the individual, his or her attorney, the responsible parent of a minor child, or the child's guardian, except as required by other terms of this Contract.
 - d. Nothing prohibits the disclosure of information in summaries, statistical information, or other form that does not identify particular individuals.
 - e. Personally identifiable health information about applicants and Medicaid recipients will be subject to the transaction, security and privacy provisions of the Health Insurance Portability and Accountability Act ("HIPAA").
 - f. Contractor shall cooperate with County in the adoption of policies and procedures for maintaining the privacy and security of records and for conducting transactions pursuant to HIPAA requirements.
 - g. This Contract may be amended in writing in the future to incorporate additional requirements related to compliance with HIPAA.
 - h. If Contractor receives or transmits protected health information, Contractor shall enter into a Business Associate Agreement with County, which, if attached hereto, shall become a part of this Contract.
15. **Reports.** Contractor shall provide County with periodic performance reports on a quarterly basis. Further, at any time, County has the right to demand adequate assurances that the services provided by Contractor shall be in accordance with the Contract. Such assurances provided by Contractor shall be supported by documentation in Contractor's possession from third parties.
16. **Access to Records.** Contractor shall maintain fiscal records and all other records pertinent to this Contract.
 - a. All fiscal records shall be maintained pursuant to generally accepted accounting standards and other records shall be maintained to the extent necessary to clearly reflect actions taken.
 - 1) All records shall be retained and kept accessible for at least three years following the final payment made under this Contract or all pending matters are closed, whichever is later.
 - 2) If an audit, litigation or other action involving this Contract is started before the end of the three-year period, the records shall be retained until all issues arising out of the action are resolved or until the end of the three year period, whichever is later.
 - b. County and its authorized representatives shall have the right to direct access to all of Contractor's books, documents, papers and records related to this Contract for the purpose of conducting audits and examinations and making copies, excerpts and transcripts.

- 1) These records also include licensed software and any records in electronic form, including but not limited to computer hard drives, tape backups and other such storage devices. County shall reimburse Contractor for Contractor's cost of preparing copies.
 - 2) At Contractor's expense, the County, the Secretary of State's Office of the State of Oregon, and their duly authorized representatives, shall have license to enter upon Contractor's premises to access and inspect the books, documents, papers, computer software, electronic files and any other records of the Contractor which are directly pertinent to this Contract.
- 17. Ownership of Work.** All work of Contractor that results from this Contract (the "Work Product") is the exclusive property of the County.
- a. County and Contractor intend that such Work Product be deemed "work made for hire" of which County shall be deemed author.
 - b. If, for any reason, the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to County all of its right, title and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret or any other state or federal intellectual property law or doctrine.
 - c. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County.
 - d. Contractor forever waives any and all rights relating to Work Product, including without limitation, any and all rights arising under 17USC§ 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.
 - e. County shall have no rights in any pre-existing work product of Contractor provided to County by Contractor in the performance of this Contract except an irrevocable, non-exclusive, perpetual, royalty-free license to copy, use and re-use any such work product for County use only.
 - f. If this Contract is terminated prior to completion, and the County is not in default, County, in addition to any other rights provided by this Contract, may require Contractor to transfer and deliver all partially completed work products, reports or documentation that Contractor has specifically developed or specifically acquired for the performance of this Contract.
 - g. In the event that Work Product is deemed Contractor's Intellectual Property and not "work made for hire," Contractor hereby grants to County an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Contractor Intellectual Property, and to authorize others to do the same on the County's behalf.
 - h. In the event that Work Product is Third Party Intellectual Property, Contractor shall secure on the County's behalf and in the name of the County, an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Contractor Intellectual Property, and to authorize others to do the same on the County's behalf.
- 18. Partnership.** County is not, by virtue of this Contract, a partner or joint venture with Contractor in connection with activities carried out under this Contract and shall have no obligation with respect to Contractor's debts or any other liabilities of each and every nature.
- 19. Indemnity and Hold Harmless.**
- a. To the fullest extent authorized bylaw, Contractor shall defend, save, hold harmless and indemnify the County and its officers, employees and agents from and against all

claims, suites, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of, or relating to the activities of Contractor or its officers, employees, Contractors or agents under this Contract, including without limitation any claims that the work, the work product or any other tangible or intangible items delivered to County by Contractor that may be the subject of protection under any state or federal intellectual property law or doctrine, or the County's use thereof, infringes any patent, copyright, trade secret, trademark, trade dress, mask work utility design or other proprietary right of any third party.

- b. Contractor shall have control of the defense and settlement of any claim that is subject to subparagraph (a) of this paragraph; however, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of Crook County or any department or agency thereof, nor purport to act as legal representative of the County or any of its departments or agencies without first receiving from the County's legal counsel, in a form and manner determined appropriate by the County's legal counsel, authority to act as legal counsel for the County, nor shall Contractor settle any claim on behalf of the County without the approval of the County's legal counsel.
- c. To the extent permitted by Article XI, Section 10 of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, County shall defend, save, hold harmless and indemnify Contractor and its officers, employees and agents from and against all claims, suites, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of County or its officers, employees, contractors or agents under this Contract.

20. Waiver.

- a. County's delay in exercising, or failure to exercise any right, power or privilege under this Contract shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power or privilege under this Contract preclude any other or further exercise thereof or the exercise of any other such right, power or privilege.
- b. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

21. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.

- a. Any claim, action, suit or proceeding (collectively, "Claim") between County and Contractor that arises from or relates to this Contract shall be brought and conducted solely and exclusively within the circuit Court of Crook County for the State of Oregon; provide, however, if a Claim shall be brought in federal forum, then it shall be brought and conducted solely and exclusively, within the United States District Court for the District of Oregon.

22. Severability. If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if this Contract did not contain the particular term or provision held invalid.

23. Counterparts. This Contract may be executed in several counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Contract so executed shall constitute an original.

24. Notice. Except as otherwise expressly provided in this Contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing to Contractor or County at the address or number set forth below or to such other addresses

or numbers as either party may hereafter indicate in writing. Delivery may be by personal delivery, facsimile or mailing the same, postage prepaid.

- a. Any communication or notice by personal delivery shall be deemed delivered when actually given to the designated person or representative.
- b. Any communication or notice sent by facsimile shall be deemed delivered when the transmitting machine generates receipt of the transmission. To be effective against County, such facsimile transmission shall be confirmed by telephone notice to the County Administrative Officer.
- c. Any communication or notice mailed shall be deemed delivered five (5) days after mailing. Any notice under this Contract shall be mailed by first class postage or delivered as follows:

To Contractor: Tammy Baney, Executive Director 334 NE Hawthorne Avenue Bend, OR 97701 contracts@coic.org Fax: (541)923-3416	To County: Eric Blaine, County Counsel 300 NE Third Street Prineville, OR 97754 Eric.blaine@crookcountyor.gov Fax: (541) 447-6705
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- 25. **Merger Clause.** This Contract and the attached Exhibits constitute the entire agreement between the parties.
 - a. All understandings and agreements between the parties and representations by either party concerning this Contract are contained in this Contract.
 - b. No waiver, consent, modification or change in the terms of this Contract shall bind either party unless in writing signed by both parties.
 - c. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.
- 26. **Identity Theft Protection.** Contractor and subcontractors shall comply with the Oregon Consumer Identity Theft Protection Act. (ORS 646A.600 et seq.).
- 27. **Survival.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Sections 4, 5, 8, 9, 15, 17, 18, 20-27, 28 and 30.
- 28. **Representations and Warranties.**
 - a. Contractor's Representations and Warranties. Contractor represents and warrants to County that:
 - 1.) Contractor has the power and authority to enter into and perform this Contract;
 - 2.) This Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
 - 3.) Contractor has the skill and knowledge possessed by well-informed members of its industry, trade or profession and Contractor will apply that skill and knowledge with care and diligence to perform the Work in a professional manner and in accordance with standards prevalent in Contractor's industry;
 - 4.) Contractor shall, at all times during the term of this Contractor, be qualified, professionally competent, and duly licensed to perform the Work;
 - 5.) Contractor prepared its proposal related to this Contract, be qualified, professionally competent, and duly licensed to perform the Work;

6.) Contractor's making and performance of this Contract do not and will not violate any provision of any applicable law, rule or regulation or order of any court, regulatory commission, board or other administrative agency.

7.) Warranties Cumulative. The warranties set forth in this paragraph are in addition to and not in lieu of any other warranties provided.

29. **Non-Discrimination.** Contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted Contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedies deemed appropriate by County.

30. **SB 675 (2015) Representation and Covenant.**

a. Contractor represents and warrants that Contractor has complied with the tax laws of this state, and where applicable, the laws of Crook County, including but not limited to ORS 305.620 and ORS chapters 316,317 and 318.

b. Contractor covenants to continue to comply with the tax laws of this state, and where applicable, the laws of Crook County, during the term of this Contract.

c. Contractor acknowledges that failure by Contractor to comply with the tax laws of this state, and where applicable, the laws of Crook County, at any time before Contractor has executed the Contract or during the term of the Contract is and will be deemed a default for which Crook County may terminate the Contract and seek damages and/or other relief available under the terms of the Contract or under applicable law.

31. **Compliance with Provisions of Funding Source.** Starting July 1, 2023, The STIF and Special Transportation Fund (STF) programs are consolidated and referenced as the STIF Program. In addition to the conditions outlined in this Contract, Contractor must comply with all applicable STIF adopted rules (OAR 732-040 and OAR 732-042) as well as the state's recommended record and document management procedures, Civil Rights and Americans with Disabilities Act regulations. The parties acknowledge that this is a new program and the state may require changes to the Contract, including changes or additions to the insurance and indemnity provisions, and the parties further agree to amend this Contract into comport with state requirements.

31. A. STIF Procurements

1. Retain the net proceeds from a sale or other disposition of a capital asset to reinvest in a future STIF capital project or return the net proceeds to State. Net proceeds are the asset's original value less disposal proceeds, depreciation, and disposal costs. If non-STIF funds were used in the original purchase, only the proportion representing the STIF contribution to the purchase is subject to this rule.

2. Ensure that vehicles purchased in whole or in part with STIF funds are titled with the Oregon Department of Transportation Driver and Motor Vehicle Service Division pursuant to ORS 803.045 and supporting rules, with ODOT Public Transportation Division listed as the primary security interest holder, subject to the following additional requirements:

i. If the vehicle is registered in the name of a Sub-Recipient receiving the vehicle, and the Sub-Recipient is not a Qualified Entity (OAR 732-040-005(26)) or Public Transportation Service Provider (OAR 732-040- 005(25)), then the Qualified Entity or Public Transportation Service Provider must be listed on the vehicle title as the secondary security interest holder.

ii. If the vehicle was purchased with federal funds in addition to STIF funds, and the federal funding source requires the vehicle to be titled otherwise than provided in this rule, then the federal titling requirements prevail.

EXHIBIT 1
CROOK COUNTY SERVICES CONTRACT
STATEMENT OF WORK, COMPENSATION, PAYMENT TERMS AND
SCHEDULE

1. Contractor shall perform the following work:

- a. Implement the Crook County Statewide Transportation Improvement Fund Plan as adopted by Crook County, including administrative costs required to manage the plan and as included in the plan. Contractor shall implement priority projects identified by the County Court as referenced in Attachment Appendix A attached to this as part of Exhibit 1.
- b. This Contract includes in part operations and capitalized preventive maintenance, which are defined under 49 USC§ 5310 program, as described in Circular 9070, IF, Section 111-14-e. Generally accepted accounting principles and the Contractor's accounting system determine those costs that are to be accounted for as operating costs. Contractor may not count the same costs twice if they have multiple agreements for which these costs may be eligible. Contractor may use capital equipment funded under U.S. Department of Transportation or State-source agreements when performing services rendered through this Contract. Depreciation of capital equipment funded from U.S. Department of Transportation or State-source grants is not an eligible expense. As this agreement also includes funding through Statewide Transportation Improvement Fund (STIF), Contractor will comply with the guidelines established by Oregon Revised Statutes (ORS) 391.800 and 391.830 and Oregon Administrative Rules (OAR) Chapter 732. Contractor will receive and disburse STIF moneys from a separate governmental fund. Any interest accrued from the account must be added to the moneys and reported to the State. Contractor will subtract income from fares, tickets and passes, either pre-paid or post-paid, from the gross operating expenses of the service. All administrative and operating expenses incurred by Contractor are reimbursable as operating expenses. Contractor may not use assets acquired under this Contract to compete unfairly with the private sector.

2. County Services. County shall provide Contractor, at County's expense, with material and services described as follows: None.

3. Consideration.

- a. County shall pay Contractor an amount not to exceed the STIF payments from the State of Oregon as a pass-through to Central Oregon Intergovernmental Council for Cascades East Transit ~~expanded services~~ as identified in the Crook County STIF Plan. The total projected ~~revenue expenditures~~ for fiscal years 2023-2025 is ~~\$1,882,152~~ ~~\$834,933~~, of which the Central Oregon Intergovernmental Council anticipates an estimated ~~\$754,000~~ ~~\$368,962~~ in funds to be carried forward from the previous biennium. These yearly fund figures are estimates only, and neither authorize the Contractor to seek reimbursement for more STIF funds than the County has received, or restrict the reimbursement funds Contractor may receive in a given fiscal year. County shall provide Contractor a copy of the remittance advice from the State of Oregon and/or other information sufficient to inform Contractor of the amount of the payment and the relevant time period for which the payment is received no later than 20 days after receipt by the County.
- b. Contractor shall be entitled to reimbursement for expenses.

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4. The maximum compensation.

- a. The maximum compensation under this Contract, including allowable expenses, is an amount not to exceed the lesser of the STIF payments received from the State of Oregon or \$1,882,152, which includes \$754,000 in estimated carryover funds from the previous biennium. ~~\$834,933 based on the STIF Plan submitted and approved by the Oregon Transportation Commission.~~

Contractor shall not submit invoices for, and County shall not pay for any amount ~~i~~n excess of the maximum compensation amount set forth above.

- 1) If this maximum compensation amount is increased by amendment of this Contract, the amendment shall be fully effective before Contractor performs work subject to the amendment.
- 2) Contractor shall notify County in writing of the impending expiration of this Contract thirty (30) calendar days prior to the expiration date.

5. Schedule of Performance or Delivery.

County's obligation to pay depends upon Contractor's delivery or performance in accordance with the following: County will only pay for completed work that conforms to this schedule and only at such time as a complete STIF Periodic Report has been prepared within the ODOT Public Transit Divisions OPTIS system.

ATTACHMENT A APPENDIX A

List of Authorized Crook County 2023~~4~~-2025~~3~~ STIF Projects

Project 1 Carry Over Program Reserve Funds
Support continuing CET program administration and operations expenses described in previous Crook County STIF Plans
\$135,000
Project 2 STIF Program Administration
CET to continue to administer, supervise, plan, support, and market both CET and Crook County STIF programs.
\$130,172
Project 3 Continued Former STF Operations
Continuing to serve the public transportation needs of the Elderly and Disabled population thru CET's Prineville's Dial-A-Ride service and future expanded Prineville Dial-A-Ride boundary.
\$260,343
Project 4 Routes 26, 26/24 Interlined, Vanpools, & Veterans
Continued current CET's Route 26 service to increase frequency from Prineville, OR to Redmond, OR and RT 26/24 new interline service from Prineville to Redmond to Bend, as well as vanpools and veterans originating from Crook County.
\$681,230
Project 5 New Bus Stops in Prineville
Design and build ADA-compliant bus stops in Prineville's eastern and northern areas, as well as a potential new bus stop at the META employment campus.
\$56,407
STIF Plan Total \$1,263,152

EXHIBIT 2

CROOK COUNTY SERVICES CONTRACT INSURANCE REQUIREMENTS

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below and as required by the State of Oregon. Insurance coverage must apply on a primary or non-contributory basis. All insurance policies, except Professional liability, shall be written on an occurrence basis and be in effect for the term of this Contract. Policies written on a "claims made" basis must be approved and authorized by Crook County.

Contractor Name: Central Oregon Intergovernmental Council

Workers Compensation insurance in compliance with ORS 656.017, requiring Contractor and all subcontractors to provide workers' compensation coverage for all subject workers, or provide certification of exempt status. Worker's Compensation insurance to cover claims made under Worker's Compensation, disability benefit or any other employee benefit laws, including statutory limits in any state of operation with Coverage B Employer's liability coverage all at the statutory limits. In the absence of statutory limits, the limits of said Employers liability coverage shall be not less than \$1,000,000 each accident, disease and each employee. This insurance must be endorsed with waiver of subrogation endorsement, waiving the insured's right of subrogation against County.

Commercial General Liability insurance with combined single limit of not less than \$5,000,000 per occurrence. Commercial General Liability insurance includes coverage for personal injury, bodily injury, advertising injury, property damage, premises, operations, products, complete operations and Contractual liability. The insurance coverages provided for herein must be endorsed as primary and non-contributory to any insurance of County, its officers, employees or agents. Each such policy obtained by Contractor shall provide that the insurer shall defend any suit against the named insured and the additional insureds, their officers, agents, or employees, even if such suit is frivolous or fraudulent. Such insurance shall provide County with the right, but not the obligation, to engage its own attorney for the purpose of defending any legal action against County, its officers, agents, or employees, and that Contractor shall indemnify County for costs and expenses, including reasonable attorney's fees, incurred or arising out of the defense of such action.

The policy shall be endorsed to name *Crook County, State of Oregon, their officers, agents, employees and volunteers as an additional insured*. The additional insured endorsement shall not include declarations that reduce any per occurrence or aggregate insurance limit. The Contractor shall provide additional coverage based on any outstanding claim(s) made against policy limits to ensure that minimum insurance limits required by the County are maintained. Construction Contracts may include aggregate limits that apply on a "per location" or per project" basis. The additional insurance protection shall extend equal protection to County as to Contractor or subcontractors and shall not be limited to vicarious liability only or any similar limitation. To the extent any aspect of this Paragraph shall be deemed unenforceable, then the additional insurance protection to County shall be narrowed to the maximum amount of protection allowed by law.

Automobile Liability Insurance with a combined single limit of not less than \$5 million per occurrence. Automobile Liability insurance includes coverage for bodily injury and property damage resulting from operation of a motor vehicle. Commercial Automobile Liability Insurance shall

provide coverage for *any* motor vehicle (symbol on some insurance certificates) driven by or on behalf of Contractor during the course of providing services under this Contract. Commercial Automobile Liability is required for Contractors that own business vehicles registered to the business.

Additional Requirements. Contractor shall pay all deductibles and self-insured retentions. A cross liability clause or separation of insured's condition must be included in all commercial general liability policies required by this Contract. Contractor's coverage will be primary in the event of loss.

Certificate of Insurance Required. Contractor shall furnish a current Certificate of Insurance to the County with the signed Contract. Contractor shall notify the County in writing at least 30 days in advance of any cancellation, termination, material change or reduction of limits of the insurance coverage. The Certificate shall also state the deductible or, if applicable, the self-insured retention level. Contractor shall be responsible for any deductible or self-insured retention. If requested, complete copies of insurance policies shall be provided to the County.

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EXHIBIT 3

CROOK COUNTY SERVICES CONTRACT ADDITIONAL OVERSIGHT FOR STIF SUBRECIPIENTS

CONTRACTOR shall comply with all applicable STIF adopted rules (OAR 732-040 and OAR 732-042) as well as the federal regulations listed as follows. [ODOT guidance regarding procedures and auditing can be accessed at https://www.oregon.gov/odot/RPTD/Pages/STIF-Program-Overview.aspx](https://www.oregon.gov/odot/RPTD/Pages/STIF-Program-Overview.aspx)

Access to Records and Reports

The record keeping and access requirements apply to all Contracts funded in whole or in part with FTA funds. Under 49 U.S.C. § 5325(g), FTA has the right to examine and inspect all records, documents, and papers, including Contracts, related to any FTA project financed with Federal assistance authorized by 49 U.S.C. Chapter 53.

- 1) Record Retention. The Contractor will retain, and will require its subcontractors of all tiers to retain, complete and readily accessible records related in whole or in part to the Contract, including, but not limited to, data, documents, reports, statistics, sub-agreements, leases, subcontracts, arrangements, other third party agreements of any type, and supporting materials related to those records.
- 2) Retention Period. The Contractor agrees to comply with the record retention requirements in accordance with 2 C.F.R. § 200.333. The Contractor shall maintain all books, records, accounts and reports required under this Contract for a period of at not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records shall be maintained until the disposition of all such litigation, appeals, claims or exceptions related thereto.
- 3) Access to Records. The Contractor agrees to provide sufficient access to FTA and its Contractors to inspect and audit records and information related to performance of this Contract as reasonably may be required.
- 4) Access to the Sites of Performance. The Contractor agrees to permit FTA and its Contractors access to the sites of performance under this Contract as reasonably may be required.

Civil Rights and Equal Opportunity

The Oregon Department of Transportation (ODOT) is an Equal Opportunity Employer. As such, the ODOT agrees to comply with all applicable Federal civil rights laws and implementing regulations. Apart from inconsistent requirements imposed by Federal laws or regulations, the ODOT agrees to comply with the requirements of 49 U.S.C. § 5323(h) (3) by not using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications. Under this Agreement, the

Contractor shall at all times comply with the following requirements and shall include these requirements in each subcontract entered into as part thereof.

- a. **Nondiscrimination.** In accordance with Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, disability, or age. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- b. **Race, Color, Religion, National Origin, Sex.** In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e *et seq.*, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, or sex (including sexual orientation and gender identity). Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- c. **Age.** In accordance with the Age Discrimination in Employment Act, 29 U.S.C. §§ 621- 634, U.S. Equal Employment Opportunity Commission (U.S. EEOC) regulations, "Age Discrimination in Employment Act," 29 C.F.R. part 1625, the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101*et seq.*, U.S. Health and Human Services regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance," 45 C.F.R. part 90, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
- d. **Disabilities.** In accordance with section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Americans with Disabilities Act of 1990, as amended, 42 § 12101 *et seq.*, the Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 *et seq.*, and Federal transit law at 49 U.S.C. § 5332, the Contractor

agrees that it will not discriminate against individuals on the basis of disability. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

ADA Access

The Contract agrees that facilities to be used in public transportation service, or to be designed for use in public transportation service, must comply with 42 U.S.C. Sections 12101 *et seq.* and DOT regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR Part 37; and Joint ATBCB/DOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 36CFR Part 1192 and 49 CFR Part 38. USDOT incorporated by reference the ATBCB's "Americans with Disabilities Act Accessibility Guidelines" (ADAAG), revised September 2010, which include accessibility guidelines for buildings and facilities, and are incorporated into Appendix A to 49 CFR Part 37. USDOT also added specific provisions to Appendix A modifying the ADAAG, with the result that buildings and facilities must comply with both the ADAAG and amendments thereto in Appendix A to 49 CFR Part 37.

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**EXHIBIT 4
CROOK COUNTY SERVICES CONTRACT
ADOPTED CROOK COUNTY STATEWIDE
TRANSPORTATION IMPROVEMENT FUND PLAN
2023-2025**

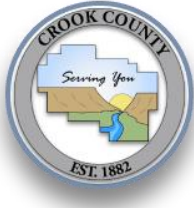
The entire 2023-2025 Crook County STIF Plan can be accessed at:

https://www.oregon.gov/odot/RPTD/STIFPlanSubmissions/CrookCo_STIF_Plan_v1_2023_01_09.pdf

~~https://www.oregon.gov/odot/RPTD/RPTD%20Committee%20Meeting%20Documents/STIF_Formula_Fund_Report_PTAC_Submitte_to_PTAC.pdf~~

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AGENDA ITEM REQUEST



Date:

Meeting date desired:

Subject:

Background and policy implications:

Budget/fiscal impacts:

Requested by:

Presenters:

Legal review (only if requested):

Elected official sponsor (if applicable):

/

Order Adopting Budget
Making Appropriation and Levying Taxes

BE IT ORDERED that the Crook County Court hereby adopts the budget for FY 2023-24 approved by the budget committee of Crook County Agricultural Extension Service District on May 16, 2023, now on file in the office of the County Court.

BE IT ORDERED that the Crook County Court hereby levies a tax rate provided for in the budget adopted in the amount of .1207/\$1,000 and that this tax rate is hereby levied upon all taxable property within the county for the tax year 2023-24.

BE IT ORDERED that the above tax rate levy is categorized as follows:

	General Governmental
General Fund	.1207/\$1,000

BE IT ORDERED that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below are hereby appropriated as follows:

CROOK COUNTY AGRICULTURAL EXTENSION SERVICE DISTRICT

General Fund	
Personnel Services	\$203,558
Materials & Supplies	217,800
Transfers	0
Contingencies	195,000
Capital Reserve-Vehicle	0
Vehicle purchase	0
Capital Reserve-Building	0
Repair and Maintenance	0
Extension Grants	0
Material & Supplies	0
 Total appropriations	 \$616,358
 Unappropriated Ending Fund General Funds	 \$183,642
 Total Budget	 \$800,000

IT IS HEREBY CONSIDERED, ORDERED AND JUDGED that the Secretary of this District make up and deliver to said County Assessor for this information in making up the Extension on the tax rolls, as foresaid, a certified copy of the Order.

SIGNED AND SEALED this 21st day of June, 2023

County Judge

County Commissioner

County Commissioner

Attest: _____
County Clerk



May 16, 2023

Minutes

Budget Review and Public Hearing
Crook County Agricultural Extension Service District
510 SE Lynn Blvd., Prineville, OR

Members who agreed to be on the Budget Committee: Janice Flegel, John Dehler, Mark Malott; Jerry Brummer, Crook County Commissioner. Janice Flegel agreed to be the Chair of the Committee. Unanimous decision that Kim Herber is secretary.

Other Crook County Extension Service District Board members present: Vicki Kemp, Ryan Kingsbury, and Lynne Breese.

OSU Extension Representatives present: Nicole Strong, Regional Director; Kim Herber, Crook County Extension Manager and Budget Officer; Lisa Cowan, Scott Duggan, Jeremiah Dung, Shawna Holland, Samara Worlein, Kelsea Luebbers.

There was no public representation.

The meeting was called to order by Budget Committee Chair, Janice Flegel at 6:15 pm. The budget message was read by Kim Herber, Budget Officer. Kim provided a review of the general fund and discussed the other funds that will be incorporated into the general fund.

Budget Message for 2023-2024:

Continued growth in the County's property tax valuation for 2023-24 will result in an estimated 3% growth in property tax revenue for the District. This year's budget includes assessing the full taxing value of \$ 0.1207/\$1000 of valuation. Tax revenue is only applied to expenses in the general fund (and accumulations in the Building Maintenance and Vehicle reserve funds).

Personnel costs are budgeted for 2023-24 year that reflect the continued position of a permanent 1.0 FTE Extension Program Coordinator, as well as the 1.0 FTE Extension Manager. The budget also reflects the 0.7 FTE office assistant that will remain in the budget due to the possibility of additional staffing needs. Budgeted salaries are up when compared to 2022-23 FY and our health insurance costs are up as well. Additional cost items in this budget category are in the contribution to full-time employee retirement accounts (401K), and FICA.

The Service District will be taking on ownership of both the Extension office building and the Clover Building beginning July 1, 2023, with leasing the land from the county for \$1.00 per year. This will cause the **Materials and Services** to look slightly different this upcoming fiscal year and in the future. This is a large category that includes everything from office supplies to travel expenses, as well as transfers to OSU for a portion of operational costs. This budget includes the **Intergovernmental Services** of \$84,000 which is a slight decrease from the FY22-23 budget. This decrease is due to the utilities being taken out of this line item and put into its own line under M&S. Intergovernmental Services covers 0.2 FTE for Crook County SNAP-Ed and 0.2 FTE for the tri-county Master Gardener Coordinator position, as well as the continuation of the Open Campus Coordinator position. The other components of this line item are IT support which includes fiber connection and enrollment costs for 4-H membership to the state. The transfer breakdown is: \$25,000 contribution for Open Campus; \$16,800 for the SNAP-Ed EPA position; \$19,200 for the Master Gardener position; \$13,300 for IT support; \$9,700 for 4-H youth enrollment membership fees. The **Contracted Service** line item of \$14,000 is an increase due to budgeting for small building and grounds repairs/maintenance as well as the regular landscaping and heat pump maintenance. The **Insurance** line will increase to \$6,900 as the Service District will begin paying the Property & Liability insurance on the buildings. The **Janitorial** line item will increase to \$12,900, a new contract with a new janitorial service that will start July 1, 2023. **Small Equipment** amount for this coming FY is kept at \$6,000 for purposes of unforeseen needs.

Transfers to the Building Maintenance and Vehicle funds will cease this FY2023-24. The county administration will combine those funds into to the general Ag Extension Service District fund. The Building and Vehicle funds will now become “departments” of the general Ag Extension Service District Fund. The funds appear on the general fund detailed requirements as “Vehicle and Building Contingency” in the amounts of \$80,000 for the Vehicle and \$50,000 for the Building. We do not anticipate any vehicle purchases this next year or large building repairs or upgrades. These department funds will continue to grow anticipating needs in the future.

County Administration Internal Service Fee is a new line in the budget. This fee covers the administrative services that the county does for the Ag Extension Service District. It is calculated by multiplying the total Operating Budget numbers for the Personnel category and the Materials & Services category by the following: County Admin 2.17%, Legal 1.10%, Finance 2.72%, and for Human Resources at \$2,225.00 per FTE. For the FY2023-24 the total is \$30,000. Every year this amount will change as the Operating Budget numbers change.

Chairman Flegel opened the budget discussion.

- Janice Flegel asked about the contingency funds and how they are divided up in the general fund. Kim explained that the separate funds will be transferred into the general fund and under the appropriate “department” and each department will continue to grow every year. They are now listed as contingency because we do not have specific plans to replace a vehicle or have any large building repairs or improvements done. Janice asked about the general contingency fund or \$65,000. Kim explained that this money is for any needs that are over and above the general expenses, if we are over for personnel, etc.

- Mark Malott asked about the vehicles and what the replacement plan is for them. Kim explained that as of now, there are 3 vehicles. We have no plan to replace any of them now. They all have fairly low miles on them. The Escape is the oldest being a 2013 and has about 60 some thousand miles currently. The other trucks have low miles as well. They are all currently getting used on a regular basis.
- John Dehler asked about the decrease in the Workshop line. Kim explained that the line item was increased over the previous year for the Needs Assessment that was planned over the past year was put on hold for now. John inquired as to why was put on hold. Nicole Strong explained that with coming out of COVID and staff turnover, was not an ideal time. Also, there is the assessment that COIC worked on and she will send the link to the Advisory Board if the link is still active.
- Mark Malott asked about full staff and the retirement line item. Kim explained that the staff that the District covers is the county staff – Kim and Kelsea. And the other 0.7 FTE that is on the budget it for a possible hire if the need is there in the year. As for the retirement, Kim explained that the county went to a more competitive benefit and is increasing the amount per year. This started at a flat rate for every employee of \$325 per month, then went to 8% of annual salary with minimum of the \$325 in 2022, increasing to 10% in 2023 and will increase to 12% in 2024.
- Lynne Breese asked if Commissioner Jerry Brummer is in agreement with the changes. Commissioner Brummer stated that he is in full support of the changes and this will be better for the Service District.

Chairman Flegel asked if there were any more questions or discussions. Asked for a motion to accept the budget as presented. John Dehler moved to accept the budget as presented and Mark Malott seconded the motion. Motion passed. Mark Malott made motion to accept the \$0.1207/\$1,000. Joh Dehler seconded the motion, motion passed.

Chairman Flegel asked for any additional comments. There was none.

John Dehler moved to close the budget committee meeting. Commissioner Brummer seconded. Motion passed.

Meeting adjourned at 6:40 pm.

Respectfully submitted,

Kim Herber

Kim Herber, Crook County Extension Manager and Budget Officer
 Crook county Agriculture Extension Service District
 OSU Crook County Extension Service

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

General Fund

(Fund)

Crook County Ag. Extension Service District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year __2023-24__			
	Actual		Adopted Budget This Year __2022-23__		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year __2020-21__	First Preceding Year __2021-22__						
				RESOURCES				
1	\$ 228,945.25	\$ 235,752.99	\$ 275,262.00	1. Cash on hand * (cash basis), or	\$ 318,000.00			1
2				2. Working Capital (accrual basis)				2
3	\$ 12,249.87	\$ 6,959.81	\$ 6,500.00	3. Previously levied taxes estimated to be received	\$ 6,500.00			3
4	\$ 2,561.02	\$ 1,345.82	\$ 6,775.00	4. Interest	\$ 6,000.00			4
5	\$ 3,616.79	\$ 3,446.09		5 Intergovernmental Income				5
6				6. Transferred IN, from other funds - vehicle & building	\$ 103,000.00			6
7	\$ 13,527.80	\$ 15,895.00	\$ 15,000.00	7. 4H building rent/Partner rent	\$ 14,000.00			7
8	\$ 10,554.55	\$ 13,206.57	\$ 9,000.00	8. Workshops/photocopy/publication/4H enrollment	\$ 15,000.00			8
9	\$ 8,064.73	\$ 8,439.36	\$ 8,000.00	9. Reimbursement/sale public land	\$ 8,000.00			9
10	\$ 279,520.01	\$ 285,045.64	\$ 320,537.00	10. Total Resources, except taxes to be levied	\$ 470,500.00			10
11			\$ 306,840.00	11. Taxes estimated to be received	\$ 329,500.00			11
12	\$ 288,635.50	\$ 306,627.69		12. Taxes collected in year levied				12
13	\$ 568,155.51	\$ 591,673.33	\$ 627,377.00	13. TOTAL RESOURCES	\$ 800,000.00			13
				REQUIREMENTS **				
14	\$ 164,575.77	\$ 147,414.87	\$ 193,295.00	14. Personnel	\$ 203,558.00			14
15	\$ 137,826.07	\$ 128,893.08	\$ 192,600.00	15. Materials and Supplies	\$ 187,800.00			15
16				16. Vehicle & Building Contingency	\$ 130,000.00			16
17			\$ 40,000.00	17. Contingency	\$ 65,000.00			17
18	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	18. Transfers	\$ -			18
19				19. County Administration ISF	\$ 30,000.00			19
20				20				20
21				21				21
22	\$ 235,753.67	\$ 285,365.38		22. Ending balance (prior years)				22
23			\$ 171,482.00	23. UNAPPROPRIATED ENDING FUND BALANCE	\$ 183,642.00			23
24	\$ 568,155.51	\$ 591,673.33	\$ 627,377.00	24. TOTAL REQUIREMENTS	\$ 800,000.00			24

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

page _____

DETAILED REQUIREMENTS

**FORM
LB-31**

General fund

Crook County Ag Extension Service District

#	Historical Data			REQUIREMENTS FOR: (Name of Org. Unit or Program)	Budget for Next Year <u>2023-24</u>			#
	Actual		Adopted Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>2020-21</u>	First Preceding Year <u>2021-22</u>	This Year 2022-23					
1	\$ 55,469.30	\$ 61,813.90	\$ 61,203.00	1 Office Manager 1 FTE	\$ 69,263.00			1
2	\$ 64,201.01	\$ 40,499.15	\$ 38,542.00	2 Extension Program Assistant 1 FTE	\$ 43,754.00			2
3			\$ 25,000.00	3 Office Assistanat 0.7 FTE	\$ 29,120.00			3
4	\$ 180.00	\$ 605.00	\$ 13,000.00	4 Extra Help	\$ 7,000.00			4
5	\$ 9,050.26	\$ 7,255.78	\$ 9,500.00	5 FICA	\$ 11,868.00			5
6	\$ 192.49	\$ 165.03	\$ 400.00	6 Worker Comp	\$ 202.00			6
7	\$ 27,260.96	\$ 30,863.03	\$ 35,000.00	7 Health Insurance	\$ 28,387.00			7
8	\$ 287.79	\$ 304.74	\$ 400.00	8 Life Insurance/LTD	\$ 439.00			8
9	\$ 119.85	\$ 102.84	\$ 750.00	9 Unemployment	\$ 465.00			9
10	\$ 7,800.00	\$ 5,805.40	\$ 9,500.00	10 Retirement (401K)	\$ 12,439.00			10
				11 Oregon Paid Leave	\$ 621.00			
11	\$ 1,530.49	\$ 892.70	\$ 2,000.00	12 Postage	\$ 1,200.00			11
12	\$ 7,503.07	\$ 7,684.53	\$ 10,000.00	13 Publishing (Copier/publishing expense)	\$ 7,800.00			12
13	\$ 17,707.54	\$ 8,701.75	\$ 8,000.00	14 Contracted Services	\$ 14,000.00			13
14	\$ 939.96	\$ 4,314.10	\$ 9,500.00	15 Fuel	\$ 8,500.00			14
15	\$ 4,025.00	\$ 4,200.00	\$ 4,300.00	16 Audit	\$ 6,000.00			15
16	\$ 55,687.30	\$ 65,116.23	\$ 97,200.00	17 Intergov. Services (OSU and County Transfers)	\$ 84,000.00			16
17	\$ 9,458.34	\$ 8,700.79	\$ 10,000.00	18 Janitorial Services	\$ 12,900.00			17
18	\$ 8,589.86			19 Utilities (electrical / gas/sewer/water/garbage/alarm)	\$ 14,000.00			18
19	\$ 5,222.77	\$ 5,199.44	\$ 5,500.00	20 Telephone	\$ 4,200.00			19
20	\$ 344.74	\$ 3,021.77	\$ 12,000.00	21 Lodging and Meals	\$ 7,000.00			20
21	\$ 3,254.00	\$ 3,793.24	\$ 5,000.00	22 Registrations and Dues	\$ 5,000.00			21
22	\$ -	\$ 976.46	\$ 10,000.00	23 Workshops	\$ 5,000.00			22
23	\$ 3,395.00	\$ 3,320.00	\$ 3,800.00	24 Insurance - vehicle, property & liability, building	\$ 6,900.00			23
24	\$ 15,504.38	\$ 2,467.26	\$ 6,000.00	25 Small Equipment	\$ 4,000.00			24
25			\$ 40,000.00	26 Contingency	\$ 65,000.00			25
26	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	27 Vehicle Contingency	\$ 80,000.00			26
27	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	28 Building Contingency	\$ 50,000.00			27
28	\$ 4,571.24	\$ 10,317.16	\$ 9,000.00	29 Office supplies	\$ 7,000.00			28
29	\$ 92.38	\$ 187.65	\$ 300.00	31 Credit Card Charges	\$ 300.00			29
30				32 County Administrative ISF	\$ 30,000.00			30
31				33				31
32				34				32
33	\$ 235,753.67	\$ 285,365.38		35 Ending balance (prior years)				33
34			\$ 171,482.00	36 UNAPPROPRIATED ENDING FUND BALANCE	\$ 183,642.00			34
35	\$ 568,141.40	\$ 591,673.33	\$ 627,377.00	37 TOTAL REQUIREMENTS	\$ 800,000.00		0	35

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
 ___2018-57___ on (date) 6/20/2018 for the following specified purpose:
 Building Maintenance_____

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
 Date can not be more than 10 years after establishment.
 Review Year: ___2028___

Building Maintenance
(Fund)

Crook County Ag. Extension Service District

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-24			
Actual		Adopted Budget This Year 2022-23	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2020-21	First Preceding Year 2021-22							
RESOURCES								
1	\$ 7,318.19	\$ 21,183.01	\$ 23,535.00	1. Cash on hand* (cash basis) or	\$ -		1	
2				2. Working Capital (accrual basis)			2	
3				3. Previously levied taxes estimated to be received			3	
4	\$ 133.08	\$ 47.14	\$ 250.00	4. Interest	\$ -		4	
5	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	5. Transferred IN, from other funds	\$ -		5	
6	\$ 7,387.00	\$ -		6. Reimbursed items			6	
7				7			7	
8				8			8	
9	\$ 29,838.27	\$ 41,230.15	\$ 43,785.00	9. Total Resources, except taxes to be levied	\$ -		9	
10				10. Taxes estimated to be received			10	
11				11. Taxes collected in year levied			11	
12	\$ 29,838.27	\$ 41,230.15	\$ 40,440.00	12. TOTAL RESOURCES	\$ -		0	12
REQUIREMENTS**								
13	\$ 8,655.26	\$ 17,698.88	\$ 40,440.00	1. Repair and Maintenance	\$ -			13
14				2				14
15				15				15
16				16				16
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27. Ending balance (prior years)				27
28	\$ 21,183.01	\$ 23,531.27		28. RESERVED FOR FUTURE EXPENDITURE				28
29	\$ 29,838.27	\$ 41,230.15	\$ 40,440.00	29. TOTAL REQUIREMENTS	\$ -		0	29

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Grant Fund

Crook County Ag. Extension Service District

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2023-24</u>			
	Actual		Adopted Budget This Year <u>2022-23</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year <u>2020-21</u>	First Preceding Year <u>2021-22</u>						
				RESOURCES				
1	1198.12	0	0	1. Cash on hand * (cash basis), or	0			1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4	7.88	0	0	4. Interest	0			4
5				5. Transferred IN, from other funds				5
6				6				6
7				7 Reimbursed items				7
8				8				8
9	1206	0	0	9. Total Resources, except taxes to be levied				9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	1206	0	0	12. TOTAL RESOURCES	0			12
				REQUIREMENTS **				
13				1. Personnel				13
14	1206	0	0	2. Materials and Supplies	0			14
15				3. Contracted Services				15
16				4. Capital expenditures				16
17				16				17
18				17				18
19				18				19
20				19				20
21				20				21
22				21				22
23				22				23
24				24				24
25				25				25
26				26				26
27	1206	0		27. Ending balance (prior years)				27
28				28. UNAPPROPRIATED ENDING FUND BALANCE				28
29	1206	0	0	29. TOTAL REQUIREMENTS	0			29

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number
 2015-36 on (date) _6/17/15_ for the following specified purpose:

 Vehicle Replacement _____

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
 Date can not be more than 10 years after establishment.
 Review Year: ___2025_____

**Vehicle Fund
(Fund)**

**Crook County Ag. Extension Service District
Budget for Next Year 2023-24**

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-24			
Actual		Adopted Budget This Year _2022-23_	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year _2020-21	First Preceding Year _2021-22							
RESOURCES								
1	35,975.17	51,293.74	\$ 61,400.00	1. Cash on hand* (cash basis) or	\$ -		1	
2				2. Working Capital (accrual basis)			2	
3				3. Previously levied taxes estimated to be received			3	
4	318.57	205.02	\$ 200.00	4. Interest	\$ -		4	
5	15,000.00	10,000.00	\$ 10,000.00	5. Transferred IN, from other funds	\$ -		5	
6				6 Sale of vehicle			6	
7				7			7	
8				8			8	
9	51,293.74	61,498.76	\$ 71,600.00	9. Total Resources, except taxes to be levied	\$ -		9	
10				10. Taxes estimated to be received			10	
11				11. Taxes collected in year levied			11	
12	51293.74	61,498.76	\$ 71,600.00	12. TOTAL RESOURCES	\$ -	\$ -	0	
REQUIREMENTS**								
13	0.00	0.00	\$ 71,600.00	13 Vehicle Purchase	\$ -		13	
14				14			14	
15				15			15	
16				16			16	
19				19			19	
20				20			20	
21				21			21	
22				22			22	
23				23			23	
24				24			24	
25				25			25	
26				26			26	
27				27. Ending balance (prior years)			27	
28	51,293.74	61,498.76		28. RESERVED FOR FUTURE EXPENDITURE			28	
29	\$ 51,293.74	\$ 61,498.76	\$ 71,600.00	29. TOTAL REQUIREMENTS	\$ -	\$ -	0	

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



Agenda Item Request

Date:

June 14, 2023

Meeting date desired:

June 21, 2023 – Court Session – Discussion Item

Subject:

Public Budget Hearing – Order 2023-30 Ordering the fees to be collected by Crook County for fiscal year 2023-2024

Background and policy implications:

Ordering the fees to be collected by Crook County for fiscal year 2023-2024, beginning July 1, 2023 for performing services, and to establish a uniform fee schedule.

Attached Exhibit A is fee schedule to be adopted in order; Exhibit B is informational and included to show mark ups and changes to fees over the prior fee schedule

Budget/fiscal impacts:

Revenue for fiscal year 2023-2024 budget is based on the updated fee amounts outlined in Order

Requested by:

Jamie Berger

541-416-3807

jamie.berger@co.crook.or.us

Presenters:

Andy Parks

Budget Officer

Christina Haron, CPA

Acting Finance Director

Jamie Berger

Budget Analyst

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

IN THE MATTER OF

ORDER # 2023-30

Ordering the fees to be collected by Crook County for fiscal year 2023-2024, beginning July 1, 2023 for performing services, and to establish a uniform fee schedule.

WHEREAS, this Order is enacted pursuant to the authority granted to general law Counties by ORS 203.035, ORS 203.065, and ORS 294.160 which requires the establishment of fees by county governing bodies by order or ordinance after providing the public an opportunity to comment; and

WHEREAS, this Order shall take effect on July 1, 2023, upon its adoption all previous orders, resolutions or ordinances setting fees conflicting with the provisions of this Order are hereby repealed and will be of no further force and effect; and

WHEREAS, except as expressly provided herein, this Order shall in no way be a substitute for or eliminate the necessity of conforming with any and all State and Federal laws, rules and regulations including but not limited to the payment of all other fees required by law and other Ordinances or Orders which are now or may be in the future in effect which relate to the requirements provided in the Order; and

WHEREAS, if any section, subsection, sentence, clause, phrase or portion of this Order is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portion of this order.

WHEREAS, this Order reflects changes to fees which have not been raised in the preceding six months.

NOW, THEREFORE, BE IT ORDERED BY THE CROOK COUNTY COURT that the fees outlined in the attached Exhibit A are set for the fiscal year 2023-2024 commencing upon the effective date of July 1, 2023, which shall continue in effect until amended by the Crook County Court or amended by operation of law:

BE IT FURTHER ORDERED that the Crook County Court adopts as part of the county fee schedule those fees authorized to be collected by local governments by Oregon Revised Statutes and Oregon Administrative Rules, and other applicable laws.

BE IT FURTHER ORDERED that County department heads may impose additional fees related to generating custom information and records searches requested by the general public not covered herein in an amount sufficient to recover the actual costs incurred in obtaining and preparing such information, including all wage and benefit costs related to production and supervision, transportation costs, duplications costs and any other costs which such search may require. In the event that a department head shall plan to charge such a fee, the department head shall give notice in advance, along with an estimated cost, and shall require payment in advance. In the event that final cost exceeds the estimated cost, the department head involved shall notify the requesting party that additional cost will be incurred and shall not deliver a final work product until full payment has been made. In the event that payment by the requesting party exceeds payment, refunds shall be made only after the requesting party has submitted a claims sheet to the county finance department through normal processes of reimbursement.

BE IT FURTHER ORDERED that fees shall be charged in accordance with the attached schedule unless waiver is authorized by the Crook County Court.

BE IT FURTHER ORDERED that these fees shall continue in effect until modified, amended, removed, or otherwise adjusted by the Crook County Court.

BE IT FURTHER ORDERED that County staff members are authorized to make formatting and pagination changes to improve readability, but which may not alter the fees described herein except for to correct a scrivener's error as described in the Crook County Code.

BE IT FURTHER ORDERED that no new fee shall be charged during the fiscal year unless first authorized by the County Court or established by regulation, rule, statute, or law of the State of Oregon.

The above Order is hereby approved on this 21st day of June 2023.

CROOK COUNTY COURT:

SETH CRAWFORD, County Judge

JERRY BRUMMER, County Commissioner

BRIAN BARNEY, County Commissioner

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
All Departments*	Photocopies, printing, scanning (made by staff)		
All Departments*	8½ x 11, black & white, per page, per side	0.25	
All Departments*	8½ x 11, color, per page, per side	0.75	
All Departments*	11 x 17, black & white, per page, per side	0.50	
All Departments*	11 x 17, color, per page, per side	1.50	
All Departments*	Fax transmittals (made by staff), up to 10 pages	2.50	Does not include microfilm fees, search fees, etc.
All Departments*	Research and collation fee, per hour	40.00	
All Departments	Returned Check fees/charges (Insufficient funds -- NSF)	35.00	ORS 30.701 (5)
All Departments	Mailing materials	Actual cost	Cost of materials, plus actual cost of postage
All Departments*	Media fee, per disk or storage device	10.00	
All Departments*	Digital (electronically distributed) media fee, per item requested	10.00	
All Departments	Electric vehicle charging, per KW	1.26	per KW
<i>*Unless otherwise specified in department sections</i>			
Assessor	Farm disqualification estimates, each	150.00	
Assessor	Laser print enlargements of tax lot, each	1.50	
Assessor	Research Fee, per hour – 1/2 hour minimum	45.00	
Assessor	Mapping Fee, per plat	35.00	
Assessor	Mobile Home Fees		
Assessor	Trip Permit, per section	25.00	
Assessor	Ownership/Situs Change/Title Transfer	80.00	
Community Development (CD)			
CD - Building Services	The International Code Council Building Valuation Table has been adopted by Crook County and is published in February of every year and adopted through the County Court effective April 1st of every year. The current valuation table is as follows:		
CD - Building Services	Building (Structural) Permits:		Plus applicable State Surcharge
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	80.14	Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$80.14
CD - Building Services	Each additional \$1,000 between \$5,001 to \$25,000	9.52	\$80.14 for the first \$5,000 plus \$9.52 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.13	\$270.54 for the first \$25,000 plus \$7.13 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.76	\$448.79 for the first \$50,000 plus \$4.76 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 over \$100,001	3.97	\$686.79 for the first \$100,000 plus \$3.97 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) 12% State Surcharge	12%	Required to be added to Building Permit Fees as per the State of Oregon, ORS 455.210(4) & (5) and 455.220(1)
CD - Building Services	2.) Structural Plan Review – % of Building Permit Fee	75%	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Building Services	3.) Code Compliance Fee for New Residential, Single Family Dwelling, and Manufactured Dwellings valuations will be 0.18% of building valuation	0.18%	Maximum fee of \$370.00; Supports code enforcement program
CD - Building Services	4.) Code Compliance Fee for New Accessory and Residential Addition Building valuations 0.18% of building valuation (Maximum fee of \$270.00)	0.18%	Maximum fee of \$270.00; Supports code enforcement program
CD - Building Services	5.) Compliance Fee for Commercial Structures Valuations 0.18% of building valuations (Maximum fee of \$525.00)	0.18%	Maximum fee of \$525.00; Supports code enforcement program
CD - Building Services	6.) Advanced Planning Fee – Calculated on the valuation of the building project to support long range planning projects that are not fee supported in the amount of 0.30% of the building valuation	0.30%	Maximum fee of \$20,000; Fee waived on projects with valuation under \$300,000; supports long range planning projects that are not fee supported
CD - Building Services	7.) Agricultural Building Exemption Review	65.00	
CD - Building Services	8.) Residential Demolition Permit Fee	95.00	
CD - Building Services	9.) Commercial Demolition Permit Fee	240.00	
CD - Building Services	10.) Additional Plan Review - Plan modifications, per hour – 2 hour minimum	95.00	per hour
CD - Building Services	11.) Refund processing fee	78.75	refunds must be requested within 180 days of application; refunds are not available for any work that has been performed
CD - Building Services	12.) Change of Occupancy Review	170.00	
CD - Building Services	13.) Complex/large project consultation or review fee, per hour – 2 hour minimum	170.00	per hour; may include charges for review from technical experts as ACS
CD - Building Services	14.) Re-Roofing, Residential	162.75	
CD - Building Services	15.) Re-Roofing, Commercial Only	Based on the Valuation of the Project	
CD - Building Services	16.) Fire Life Safety Plan Review – % of Building Permit Fee	40%	Required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official
CD - Building Services	17.) Re-Inspection Fee	110.00	
CD - Building Services	18.) Investigation fee, per hour	110.00	per hour
CD - Building Services	19.) Each additional inspection	110.00	
CD - Building Services	20.) Inspection outside normal business hours, per hour – 2 hour minimum	85.00	per hour
CD - Building Services	21.) Inspection for which no fee is indicated, per hour	110.00	per hour
CD - Building Services	22.) Permit Reinstatement due to expired permit (within a 6-month window)	50% of current fee for new permit	New Permit Fee thereafter
CD - Building Services	23.) Permit History Research Fee, per hour	80.00	
CD - Building Services	24.) Copies, per page	0.25	
CD - Building Services	25.) Oversize copies, per page	5.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Building Services	26.) Permit Shipping	10.00	
CD - Building Services	27.) Phased Plan Review "per phase" for Residential/Commercial	\$315 + 10% of total project building permit fee	Not to exceed \$1,500.00 for each phase
CD - Building Services	28.) Deferred Plan Review – 65% of permit fee on deferred portion valuation; \$300.00 minimum fee	65%	\$300.00 minimum fee
CD - Building Services	29.) Temporary Certificate of Occupancy – Commercial	415.00	
CD - Building Services	30.) Temporary Certificate of Occupancy – Residential	247.00	
CD - Building Services	31.) Temporary Gold Seal Job Trailer Placement Inspection		
CD - Building Services	a.) Single-wide unit	500.00	
CD - Building Services	b.) Double-wide unit	600.00	
CD - Building Services	c.) Triple-wide unit	710.00	
CD - Building Services	32.) Administrative/Clerical Fee	78.75	
CD - Building Services	33.) Residential Fire Sprinklers Standalone System:		
CD - Building Services	0 to 2,000 sq. ft.	159.00	
CD - Building Services	2,001 to 3,600 sq. ft.	165.50	
CD - Building Services	3,601 to 7,200 sq. ft.	210.50	
CD - Building Services	Over 7,200 sq. ft.	256.75	
CD - Building Services	Manufactured Home Park Fees:		
CD - Building Services	Valuation: Table 1		
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Building Services	Valuation: Table 2 – Spaces per Acre		Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue; Deduct 10% from the valuation of parks constructed east of the Cascade Summit
CD - Building Services	Park - Class A (contains paved streets, curbs, and no sidewalks):		"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,901.00	
CD - Building Services	5 spaces per acre, per space	5,517.00	
CD - Building Services	6 spaces per acre, per space	5,197.00	
CD - Building Services	7 spaces per acre, per space	4,941.00	
CD - Building Services	8 spaces per acre, per space	4,685.00	
CD - Building Services	9 spaces per acre, per space	4,493.00	
CD - Building Services	10 spaces per acre, per space	4,365.00	
CD - Building Services	11 spaces per acre, per space	4,301.00	
CD - Building Services	12 spaces per acre, per space	4,237.00	
CD - Building Services	Park - Class B (contains paved streets, no curbs, and no sidewalks):		"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,504.00	
CD - Building Services	5 spaces per acre, per space	5,120.00	
CD - Building Services	6 spaces per acre, per space	4,800.00	
CD - Building Services	7 spaces per acre, per space	4,544.00	
CD - Building Services	8 spaces per acre, per space	4,288.00	
CD - Building Services	9 spaces per acre, per space	4,096.00	
CD - Building Services	10 spaces per acre, per space	3,968.00	
CD - Building Services	11 spaces per acre, per space	3,904.00	
CD - Building Services	12 spaces per acre, per space	3,804.00	
CD - Building Services	Park - Class C (contains no paved streets, no curbs, but have a sidewalk on one side of each street):		"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	4 or fewer spaces per acre, per space	5,312.00	
CD - Building Services	5 spaces per acre, per space	5,028.00	
CD - Building Services	6 spaces per acre, per space	4,608.00	
CD - Building Services	7 spaces per acre, per space	4,352.00	
CD - Building Services	8 spaces per acre, per space	4,269.00	
CD - Building Services	9 spaces per acre, per space	3,904.00	
CD - Building Services	10 spaces per acre, per space	3,776.00	
CD - Building Services	11 spaces per acre, per space	3,712.00	
CD - Building Services	12 spaces per acre, per space	3,648.00	
CD - Building Services	Additional plan review, per hour – 1/2 hour minimum	85.00	Per hour; required when approved plan is added to, changed, or revised; minimum 1/2 hour
CD - Building Services	Consultation fee, per hour – 1 hour minimum	160.00	
CD - Building Services	Plan check fee for Manufactured Home Park - % of valuation	65%	% of Table 1 Valuation

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Building Services	Recreation Park Fees:		
CD - Building Services	Valuation: Table 1		
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof
CD - Building Services	Valuation: Table 2 – Spaces per Acre		
CD - Building Services	Park - Class A		"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,637.00	
CD - Building Services	8 spaces per acre, per space	2,470.00	
CD - Building Services	10 spaces per acre, per space	2,320.00	
CD - Building Services	12 spaces per acre, per space	2,189.00	
CD - Building Services	14 spaces per acre, per space	2,074.00	
CD - Building Services	16 spaces per acre, per space	1,978.00	
CD - Building Services	18 spaces per acre, per space	1,907.00	
CD - Building Services	20 spaces per acre, per space	1,849.00	
CD - Building Services	22 spaces per acre, per space	1,798.00	
CD - Building Services	Park - Class B		"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,483.00	
CD - Building Services	8 spaces per acre, per space	2,317.00	
CD - Building Services	10 spaces per acre, per space	2,176.00	
CD - Building Services	12 spaces per acre, per space	2,035.00	
CD - Building Services	14 spaces per acre, per space	1,920.00	
CD - Building Services	16 spaces per acre, per space	1,824.00	
CD - Building Services	18 spaces per acre, per space	1,754.00	
CD - Building Services	20 spaces per acre, per space	1,696.00	
CD - Building Services	22 spaces per acre, per space	1,645.00	
CD - Building Services	Park - Class C		"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	6 or fewer spaces per acre, per space	2,483.00	

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
CD - Building Services	8 spaces per acre, per space	1,317.00	
CD - Building Services	10 spaces per acre, per space	2,176.00	
CD - Building Services	12 spaces per acre, per space	2,035.00	
CD - Building Services	14 spaces per acre, per space	1,920.00	
CD - Building Services	16 spaces per acre, per space	1,824.00	
CD - Building Services	18 spaces per acre, per space	1,754.00	
CD - Building Services	20 spaces per acre, per space	1,696.00	
CD - Building Services	22 spaces per acre, per space	1,645.00	
CD - Building Services	Plan check fee for Recreation Park - % of valuation	65%	% of Table 1 Valuation
CD - Building Services	Solar Fees:		
CD - Building Services	1.) Solar Photo voltaic – prescriptive (roof-mounted)☒	173.25	
CD - Building Services	2.) Solar Photo voltaic – non-prescriptive	based on the	Fee is based on the valuation of the project – see Structural Permit valuation fee table for rates
CD - Building Services	Mechanical Permits:		All Mechanical Permits are subject to a State Surcharge of 12% of the total permit fee. Minimum mechanical permit application fee is \$110.25.
CD - Building Services	All mechanical Permits are subject to a state Surcharge of 12% of the total Permit fee. The minimum mechanical permit application fee is 110.25.		
CD - Building Services	The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.		
CD - Building Services	Commercial Mechanical Permits are based on the valuation of the project – see Building (Structural) Permit fee table for rates.		
CD - Building Services	1.) Air Conditioner	14.75	
CD - Building Services	2.) Air handling unit up to 10,000 cfm	14.75	
CD - Building Services	3.) Air handling unit 10,001 cfm and over	19.50	
CD - Building Services	4.) Appliance vent installation, relocation or replacement not included in an appliance	11.75	
CD - Building Services	5.) Attic/crawl space fans	8.50	
CD - Building Services	6.) Chimney /liner/flue/vent	12.25	
CD - Building Services	7.) Clothes dryer exhaust	12.25	
CD - Building Services	8.) Decorative gas fireplace	12.25	
CD - Building Services	9.) Evaporative cooler other than portable	8.50	
CD - Building Services	10.) Floor furnace, including vent	12.25	
CD - Building Services	11.) Flue Vent for water heater or gas fireplace	10.25	
CD - Building Services	12.) Furnace/burner including duct work/vent/liner	19.50	
CD - Building Services	13.) Gas or wood fireplace/insert	19.50	
CD - Building Services	14.) Gas Fuel piping outlets	12.25	
CD - Building Services	15.) Heat pump	18.25	

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
CD - Building Services	16.) Hood served by mechanical exhaust, including ducts for hood	8.50	
CD - Building Services	17.) Hydronic hot water system	78.25	
CD - Building Services	18.) Mini spit system	18.25	
CD - Building Services	19.) Oil tank/gas/diesel generators	18.25	
CD - Building Services	20.) Pool or spa heater, kiln	12.25	
CD - Building Services	21.) Propane or natural gas vented room heaters, gas fired appliances, includes vent	19.50	
CD - Building Services	22.) Range hood/other kitchen equipment	11.75	
CD - Building Services	23.) Suspended heater, recessed wall heater, or floor mounted floor heater	12.25	
CD - Building Services	24.) Ventilation fan connected to single duct	8.50	
CD - Building Services	25.) Ventilation system not a portion of heating or air-conditioning system	8.50	
CD - Building Services	26.) Water heater	49.00	
CD - Building Services	27.) Wood/pellet stove	19.50	
CD - Building Services	28.) Other heating/cooling	12.25	
CD - Building Services	29.) Other fuel appliance	12.25	
CD - Building Services	30.) Other environment exhaust/ventilation	8.50	
CD - Building Services	31.) Mechanical – Additional plan review, per hour – 2 hour minimum	95.00	Per hour
CD - Building Services	32.) Mechanical – Re-inspection fee	110.00	
CD - Building Services	33.) Mechanical – Inspections outside normal business hours, per hour – 2 hour minimum	85.00	Per hour
CD - Building Services	34.) Mechanical – Inspections for which no fee is specifically indicated, per hour – 2 hour minimum	85.00	Per hour
CD - Building Services	35.) Mechanical – Investigation fee, per hour – 2 hour minimum	110.00	Per hour
CD - Building Services	36.) Mechanical – Minimum fee	110.25	
CD - Building Services	Plumbing Permits:		All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee; The minimum Plumbing Permit Application Fee is \$100.00
CD - Building Services	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee		
CD - Building Services	The minimum Plumbing Permit Application Fee is \$110.25.		
CD - Building Services	The Plumbing Plan Review Fee is 75% of the Permit fee.		
CD - Building Services	1.) Sanitary Sewer – first 100 feet	81.75	Permit fee, where applicable
CD - Building Services	2.) Storm Sewer – first 100 feet	81.75	
CD - Building Services	3.) Water Service – first 100 feet	81.75	
CD - Building Services	4.) Backflow preventer	81.75	
CD - Building Services	5.) Each additional 100 feet of water, sewer, or storm sewer line	67.25	
CD - Building Services	6.) Water heater	49.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Building Services	7.) Reinspection fee, per inspection	110.00	
CD - Building Services	8.) Plumbing – additional inspection, per inspection	110.00	
CD - Building Services	9.) Plumbing – Inspections for which no fee is specifically indicated, per hour – 2 hour minimum	85.00	
CD - Building Services	10.) Plumbing – Inspections outside normal business hours, per hour – 2 hour minimum	85.00	
CD - Building Services	11.) Plumbing – Investigation fee, per hour – 2 hour minimum	110.00	
CD - Building Services	12.) Plumbing – Additional plan review, per hour – 2 hour minimum	95.00	
CD - Building Services	13.) Single Family Residence – additional bath/kitchen	210.00	
CD - Building Services	14.) First Kitchen & Bathroom	315.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	15.) First Kitchen & 2 Bathrooms	420.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	16.) First Kitchen & 3 Bathrooms	525.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	17.) Each fixture as marked on application	27.25	
CD - Building Services	18.) Re-piping of existing fixtures, per fixture	27.25	
CD - Building Services	19.) Residential Fire Sprinklers (connected to potable water) 13D:		
CD - Building Services	0 to 2,000 sq. ft.	159.00	
CD - Building Services	2,001 to 3,600 sq. ft.	165.50	
CD - Building Services	3,601 to 7,200 sq. ft.	210.50	
CD - Building Services	Over 7,200 sq. ft.	256.75	
CD - Building Services	Medical Gas Permits:		
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	122.25	Minimum Medical Gas Valuation is \$5,000, Minimum Medical Gas Fee is \$122.25
CD - Building Services	Each additional \$100 between \$5,001 to \$10,000	2.00	\$122.25 for the first \$5,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$10,000
CD - Building Services	Each additional \$1,000 between \$10,001 to \$100,000	12.50	\$222.25 for the first \$10,000 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 over \$100,001	8.50	\$1,347.25 for the first \$100,000 plus \$8.50 for each additional \$1,000 or fraction thereof
CD - Building Services	Manufactured Home Permits:		
CD - Building Services	1.) Manufactured Home permits are subject to a \$30.00 State Administration Fee	30.00	State Administration Fee
CD - Building Services	2.) Manufactured Home Placement Fee	609.00	Total of \$712.08 with 12% State Surcharge + \$30.00 State Administration Fee
CD - Building Services	3.) Manufactured Home Code Books	35.00	
CD - Building Services	4.) Manufactured Home – Inspections outside normal business hours, per hour – 2 hour minimum	85.00	Per hour, plus 12% State Surcharge
CD - Building Services	5.) Manufactured Home – Inspections for which no fee is specifically indicated, per hour – 2 hour minimum	85.00	Per hour, plus 12% State Surcharge
CD - Building Services	6.) Manufactured Home – Investigation fee, per hour – 2 hour minimum	110.00	Per hour, plus 12% State Surcharge

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
CD - Building Services	7.) Re-inspection fee, per inspection	110.00	Plus 12% State Surcharge
CD - Building Services	Electrical Permits:		Plus applicable State Surcharge; minimum permit fee is 110.25
CD - Building Services	1.) All electrical Permits are subject to a State Surcharge of 12% of the total permit fee	12%	
CD - Building Services	2.) Electrical Plan Review – % of Permit Fee when required	25%	
CD - Building Services	3.) Master Electrical Application Permit fee	100.00	
CD - Building Services	4.) Master Electrical inspection fee, per hour	100.00	per hour
CD - Building Services	5.) Residential, per unit, service included		Multi-family is based on largest unit using residential square footage with each additional unit at 50%
CD - Building Services	a.) 1,000 sq. ft. or less	183.25	
CD - Building Services	b.) Each additional 500 sq. ft. or portion thereof	30.50	
CD - Building Services	6.) Limited energy	42.75	
CD - Building Services	7.) Each manufactured home or modular dwelling service or feeder	110.25	
CD - Building Services	8.) Service or feeders:		installation, alteration, relocation
CD - Building Services	a.) 200 amps or less / 5KVA or less	118.00	
CD - Building Services	b.) 201 to 400 amps	139.25	
CD - Building Services	c.) 401 to 599 amps	234.00	
CD - Building Services	d.) 600 to 1,000 amps	306.75	
CD - Building Services	e.) Over 1,000 amps or volts	698.00	
CD - Building Services	f.) Reconnect only	110.25	
CD - Building Services	9.) Temporary service or feeders:		installation, alteration, relocation
CD - Building Services	a.) 200 amps or less	110.25	
CD - Building Services	b.) 201 to 400 amps	128.25	
CD - Building Services	c.) 401 to 599 amps	185.00	
CD - Building Services	d.) 600 to 1,000 amps	306.75	See services or feeders section above
CD - Building Services	e.) Over 1,000 amps or volts	698.00	See services or feeders section above
CD - Building Services	10.) Branch circuits:		New, alteration, extension per panel
CD - Building Services	a.) Fee for branch circuits with purchase of a service or feeder fee	8.75	
CD - Building Services	b.) Fee for branch circuits without purchase of a service or feeder fee		
CD - Building Services	i.) First branch circuit	81.75	
CD - Building Services	ii.) Each additional branch circuit	8.75	
CD - Building Services	11.) Miscellaneous (service or feeder not included):		service or feeder not included
CD - Building Services	a.) Each pump or irrigation circle	81.75	
CD - Building Services	b.) Each sign or outline lighting	81.75	
CD - Building Services	c.) Signal circuit(s) or a limited-energy panel, alteration or extension	81.75	
CD - Building Services	d.) Reinspection Fee, per inspection	110.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Building Services	e.) Inspection outside normal business hours, per hour – 2 hour minimum	85.00	
CD - Building Services	f.) Inspection for which no fee is specifically indicated, per hour – 2 hour minimum	85.00	
CD - Building Services	g.) Additional plan review, per hour	110.00	
CD - Building Services	h.) Investigation fee, per hour	110.00	
CD - Building Services	12. Commercial Electrical Multi-Family		
CD - Building Services	a.) Multi-family limited energy by floor	81.75	
CD - Building Services	b.) Multi-family protective signaling by floor	81.75	
CD - Building Services	13.) Renewable Energy – Solar		
CD - Building Services	a.) 5KVA or Less	110.25	
CD - Building Services	b.) 5KVA to 15KVA	138.75	
CD - Building Services	c.) 15.01KVA to 25KVA	185.00	
CD - Building Services	d.) Each additional KVA over 25KVA*	6.25	\$185 for the first 25KVA plus \$6.25 for each additional KVA; *maximum permit charge at calculation of 100KVA (\$653.75)
CD - Building Services	14.) Wind Energized Systems		
CD - Building Services	a.) 25.01 KVA through 50 KVA / 601 to 1000 amps	238.35	
CD - Building Services	b.) 50.01 KVA through 100 KVA / over 1,000 amps or volts	572.25	
CD - Code Enforcement	Code Enforcement:		
CD - Code Enforcement	Code Enforcement Hourly Rate, per hour	75.00	As Permitted by Crook County Code Title 1, cost recovery
CD - Code Enforcement	Site investigation, per hour – 2 hour minimum	75.00	
CD - Code Enforcement	Code compliance letter, research and investigation, per hour – 2 hour minimum	75.00	
CD - Code Enforcement	Code compliance hearing fee	250.00	
CD - On-Site	On-Site (Septic Systems) Permits:		On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.
CD - On-Site	State surcharge	100.00	Fee schedule for on-site septic program <i>includes the state surcharge of \$100.00 for all site evaluation, permits, and other activity</i> where an application is required: all state fee schedules are subject to change based on legislative action and may be revised throughout the year.
CD - On-Site	Code Compliance Fee	55.00	Added to all new construction permits, authorizations, and alterations
CD - On-Site	Site Evaluation Fee	830.00	
CD - On-Site	Septic Systems		
CD - On-Site	Standard system, first 1,000 gallons	1,000.00	
CD - On-Site	Capping fill, first 1,000 gallons	1,225.00	
CD - On-Site	Grey water sump, first 1,000 gallons	505.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - On-Site	Pressure distribution, first 1,000 gallons	1,455.00	
CD - On-Site	Redundant, first 1,000 gallons	765.00	
CD - On-Site	Sand filter, first 1,000 gallons	1,800.00	
CD - On-Site	Saprolite system, first 1,000 gallons	925.00	
CD - On-Site	Seepage trench, first 1,000 gallons	1,220.00	
CD - On-Site	Steep slope, first 1,000 gallons	1,220.00	
CD - On-Site	Tile dewatering, first 1,000 gallons	2,525.00	
CD - On-Site	Each additional 500 gallons above 1,000 gallons or part thereof ("commercial" septic systems)	180.00	\$2,525 for the first 1,000 gallons plus \$180 for each additional 500 gallons or part thereof
CD - On-Site	Plan Review		
CD - On-Site	Commercial facility system, 0 to 600 gallons		- Covered under the permit fee
CD - On-Site	Commercial facility system, 601 to 1,000 gallons	280.00	
CD - On-Site	Each additional 500 gallons or part thereof above 1,000 to 2,500 gallons	85.00	\$280 for the first 1,000 gallons plus \$85 for each additional 500 gallons or part thereof
CD - On-Site	Renewal/reinstatement/transfer permit	430.00	Within 1 year of expiration of original permit
CD - On-Site	Major septic system repair, single family dwelling	545.00	
CD - On-Site	Minor septic system repair, single family dwelling	360.00	
CD - On-Site	Major commercial septic system repair	590.00	
CD - On-Site	Minor commercial septic system repair	385.00	
CD - On-Site	Major septic system alteration/relocation (drain field)	880.00	
CD - On-Site	Minor septic system alteration/relocation (tank)	535.00	
CD - On-Site	ATT Annual Report Review – in-house	50.00	
CD - On-Site	ATT Systems Permit – with/without pressure distribution	1,515.00	
CD - On-Site	ATT Systems – O&M Inspection	420.00	
CD - On-Site	Holding tank Permit	940.00	
CD - On-Site	Holding tank inspection report – in-house	50.00	
CD - On-Site	Holding tank inspection annual – field	260.00	
CD - On-Site	Authorization, field visit required	675.00	Permit issued under the authorization will be without the repair fee
CD - On-Site	Authorization, no field visit required	325.00	
CD - On-Site	Evaluation/renewal of temporary/hardship authorization	300.00	
CD - On-Site	Existing system evaluation – field	665.00	
CD - On-Site	Sewage disposal service, pumper truck inspection, first truck	155.00	
CD - On-Site	Sewage disposal service, each additional truck	65.00	
CD - On-Site	Accela yearly O&M entry fee, each	5.00	
CD - On-Site	Re-inspection fee	200.00	When a pre-covered inspection correction requires a subsequent reinspection due to the previous corrections not being made. No further inspections until the reinspection fee is paid.

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - On-Site	Pump evaluation Fee	50.00	For all permits that specify the use of a pump or dosing system except for Sand Filter, ATT, Recirculating gravel filter and pressurized distribution systems
CD - On-Site	On-site specialist consultation fee, in-house, per hour – 1-hour minimum	105.00	
CD - On-Site	On-site specialist consultation fee, field, per hour – 1-hour minimum	210.00	
CD - On-Site	Refund/Administrative fee	50.00	
CD - On-Site	On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.		
CD - On-Site	Notice: A \$100.00 surcharge to offset DEQ administrative and oversight costs and are assessed by DEQ for each site evaluation, construction, repair, renewal		
CD - Planning	Planning Fees:		
CD - Planning	Unless otherwise stated in "Comments", all Planning fees will also have an additional Code Compliance fee per application, as calculated below.		Note: Code Compliance fees may double for violation cases
CD - Planning	1.) Code Compliance Fees for planning applications:		
CD - Planning	Planning Fees totaling \$0-200	-	
CD - Planning	Planning Fees totaling \$201-500	55.00	
CD - Planning	Planning Fees totaling \$501-1,000	105.00	
CD - Planning	Planning Fees totaling \$1,001-5,000	160.00	
CD - Planning	Planning Fees totaling \$5,001-Over	525.00	
CD - Planning	2.) Appeals - Remands		
CD - Planning	Appeal to Planning Commission	250.00	*\$250 or as set by statute
CD - Planning	Appeal to County Court	\$3,500 + 20%	Appellant must also provide transcripts of relevant meeting tapes at of original appellant's expense
CD - Planning	Remand from LUBA	\$2,000	Actual costs with deposit required at time of appeal submission - deposit + Covers costs for notices mailed, copy charges, staff time and other actual cost costs.
CD - Planning	CD/USB records, each	10.00	
CD - Planning	3.) Documents Purchased		
CD - Planning	Duplication fees, per page	0.25	No Code Compliance Fee
CD - Planning	Duplication of oversize exhibits, per page	5.00	
CD - Planning	Local Appeal Record on CD/USB, per CD/USB	10.00	
CD - Planning	4.) Land Partitions		
CD - Planning	Land partitions, 2 to 3 lots	1,800.00	Code Compliance Fee to be added
CD - Planning	Measure 49 Land Partition	2,090.00	
CD - Planning	Farm partition/forest partition, 2 to 3 lots	1,800.00	
CD - Planning	Non-farm partition, 2 to 3 lots, including Site Plan Reviews	3,535.00	
CD - Planning	Property Line Adjustment	970.00	
CD - Planning	Property Line Adjustment with notice	1,220.00	
CD - Planning	Lot Combining/Uncombining	680.00	

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
CD - Planning	Final Plat Review	180.00	
CD - Planning	Replat	1,800.00	
CD - Planning	Validation of a unit of land	1,800.00	
CD - Planning	5.) Conditional Use Permits		Code Compliance Fee to be added
CD - Planning	Administrative	1,800.00	e.g. dog kennels, home occupations
CD - Planning	With hearing	3,960.00	e.g. bed & breakfast; golf course, multi-family residential
CD - Planning	Modification of conditions, administrative	1,220.00	
CD - Planning	Modification of conditions, with hearing	3,385.00	
CD - Planning	Mineral aggregate	10,565.00	
CD - Planning	Commercial energy	11,490.00	Additional fee will apply if a goal exception is required
CD - Planning	Forest dwelling	2,810.00	
CD - Planning	6.) Amendments		Code Compliance Fee to be added
CD - Planning	Comprehensive plan amendment	5,230.00	
CD - Planning	Comprehensive plan amendment, required goal exception	6,680.00	
CD - Planning	Zone map change, Measure 56 notice required	5,230.00	
CD - Planning	Zone map change, if no Measure 56 notice required	4,255.00	
CD - Planning	Zone text change, Measure 56 notice required	5,230.00	
CD - Planning	Zone text change, if no Measure 56 notice required	4,255.00	
CD - Planning	7.) Site Plan Reviews		Code Compliance Fee to be added
CD - Planning	Residential	970.00	
CD - Planning	Accessory Structure	260.00	
CD - Planning	Accessory Structure – with verification of existing dwelling	335.00	
CD - Planning	Accessory Structure – under 200 sq. ft. with no plumbing, electrical or mechanical	85.00	
CD - Planning	Accessory Dwelling Unit	1,111.00	
CD - Planning	Accessory Farm Help Dwelling	1,510.00	
CD - Planning	Accessory Farm Family Dwelling	1,510.00	
CD - Planning	Administrative	1,510.00	
CD - Planning	Farm Dwelling	1,510.00	
CD - Planning	Non-Farm Dwelling on existing parcel	2,810.00	
CD - Planning	Accessory Forest-Family Dwelling	1,510.00	
CD - Planning	Lot of Record	1,510.00	ORS 215.705
CD - Planning	Commercial, Industrial	1,510.00	
CD - Planning	Utility Facilities, Cell Towers	3,535.00	
CD - Planning	Site Plan Modification	680.00	
CD - Planning	Renewal of expired site plan review (residential zone dwellings)		50% 50% of original fee
CD - Planning	8.) Subdivisions / Planned Unit Developments		Code Compliance Fee to be added
CD - Planning	Outline development / master plan	\$3,475 + \$220	Base fee of \$3,475, plus \$220 per lot
			per lot
CD - Planning	Subdivision name changes, per change	820.00	

Department	Fee Description	FY 23-24 Fee	Comments
		(\$) Effective 7/1/2023	
CD - Planning	Final plat review	2,025.00	
CD - Planning	Subdivision modification request by applicant with hearing	4,976.00	
CD - Planning	Public hearing extension request	820.00	
CD - Planning	Replat	1,800.00	
CD - Planning	9.) Destination Resort		Code Compliance Fee to be added
CD - Planning	Conditional Use Permit, Modification	17,882.00	
CD - Planning	Subdivision Phase	\$3,965.00 +	Base fee of \$3,965, plus \$220 per lot
		\$220 per lot	
CD - Planning	Site plan review – Residential	1,255.00	
CD - Planning	Site plan review – Commercial	1,400.00	
CD - Planning	Final development review	3,710.00	
CD - Planning	Final plat review	2,025.00	
CD - Planning	Replat	1,800.00	
CD - Planning	10.) Other Permit Fees		Code Compliance Fee to be added
CD - Planning	Legal parcel/lot determination		
CD - Planning	1 to 4 lots	1,220.00	
CD - Planning	5+ lots	1,800.00	
CD - Planning	Complex project fee	Actual costs,	Actual costs will be charged; \$1,100 deposit required
		\$1,100	
		deposit req'd	
CD - Planning	Variance		
CD - Planning	Without public hearing	970.00	
CD - Planning	With public hearing	3,385.00	
CD - Planning	Declaratory ruling	1,510.00	
CD - Planning	Declaratory ruling - Measure 49	1,510.00	
CD - Planning	Nonconforming Use Alteration	Actual costs,	Actual costs will be charged; \$1,500 deposit required
		\$1,500	
		deposit req'd	
CD - Planning	Sign Permit	530.00	
CD - Planning	Temporary Hardship		
CD - Planning	Dwelling	410.00	
CD - Planning	Renewal, every 2 years	35.00	
CD - Planning	Temporary Use Permit		
CD - Planning	Property owner RV on lot for up to 6 months	265.00	
CD - Planning	Property owner RV on lot renewal for next 6 months	35.00	
CD - Planning	Land Use Compatibility Statement	85.00	
CD - Planning	Planning Director Determination (Interpretation-Advisory Only)	1,255.00	
CD - Planning	Staff Research/Consultation, per hour – 1-hour minimum	80.00	
CD - Planning	All land use extension requests	275.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Planning	Amendments to applications after completeness has been determined	Actual costs, \$315 deposit req'd	Actual costs will be charged; \$315 deposit required
CD - Planning	Refund Requests		
CD - Planning	Within 30 days of acceptance	75%	
CD - Planning	After 30 days of acceptance	50%	
CD - Planning	Decision has been issued or incomplete for more than 180 days	no refund	
CD - Planning	Farm stand reviews	275.00	
CD - Planning	One mile study/soils report	220.00	
CD - Planning	Wildlife density analysis	85.00	
CD - Planning	Consultant fee*	Actual costs, \$5,000 deposit req'd	Actual costs will be charged; \$5,000 deposit required
CD - Planning	*Consultant fees are charged when in the judgment of the Planning Director, Planning Commission, or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed. In some cases, consultation is required by County ordinance. Examples include but are not limited to evaluation of a proposed energy-related facility and related impacts, evaluation of environmental impact of certain industries, evaluation of the impact of certain applications on airport operations or a traffic-impact study.		
CD - Planning	11.) Events		Code Compliance Fee to be added
CD - Planning	Agritourism in County Exclusive Farm Use Zones		
CD - Planning	1220	160.00	
CD - Planning	Single Event	Actual costs, \$580 deposit req'd	Actual costs will be charged; \$580 deposit required
CD - Planning	2 to 6 Events without Public Hearing	actual costs, \$790 deposit req'd	Actual costs will be charged; \$790 deposit required
CD - Planning	2 to 6 Events with Public Hearing	actual costs, \$1,215 deposit req'd	Actual costs will be charged; \$1,215 deposit required
CD - Planning	7 to 18 Events	actual costs, \$2,865 deposit req'd	Actual costs will be charged; \$2,865 deposit required
CD - Planning	Social Gatherings		As identified in Crook County Code 5.04 Article II
CD - Planning	101 to 250 participants	220.00	
CD - Planning	251 to 500	550.00	
CD - Planning	501 to 1,000	1,100.00	
CD - Planning	1,001 to 3,000	1,655.00	
CD - Planning	Mass Gatherings (As identified in Crook County Code 5.04 Article I)	5,510.00	As identified in Crook County Code 5.04 Article I

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Planning	12.) Road Approach		Code Compliance Fee to be added
CD - Planning	Road Approach Permits		Collected fees shared between CD-Planning and Road Department or CD-Planning and CD-Code Compliance
CD - Planning	Residential, new	285.00	For County-maintained roads or roads approaching County-maintained roads, \$142.50 to CD-Planning and \$142.50 to Road Department. For public and private roads that do not approach state, County, or City roads, \$142.50 to CD-Planning and \$142.50 to CD-Code Compliance.
CD - Planning	Residential, grandfathered	145.00	No fee for accesses created prior to 2000. Grandfathered Access permits are for existing single homes only. For County-maintained roads or roads approaching County-maintained roads, \$50 to CD-Planning and \$95 to Road Department. For public and private roads that do not approach state, County, or City roads, \$50 to CD-Planning and \$95 to CD-Code Compliance.
CD - Planning	Subdivision / PUD / Destination Resort	1,100.00	For County-maintained roads or roads approaching County-maintained roads, \$450 to CD-Planning and \$650 to Road Department. For public and private roads that do not approach state, County, or City roads, \$450 to CD-Planning and \$650 to CD-Code Compliance.
CD - Planning	Commercial/ industrial or institutional	555.00	For County-maintained roads or roads approaching County-maintained roads, \$277.50 to CD-Planning and \$277.50 to Road Department. For public and private roads that do not approach state, County, or City roads, \$277.50 to CD-Planning and \$277.50 to CD-Code Compliance.
CD - Planning	Re-Inspection fee, per inspection	55.00	
CD - Planning	13.) Addressing/Roads		
CD - Planning	Addressing		
CD - Planning	County (excluding inside city limits)	145.00	Includes \$115.00 Address Assignment + \$30.00 Fire Marker
CD - Planning	Inside City limits	115.00	
CD - Planning	Utility Address	115.00	(may be required for a permit where a utility is requested)
CD - Planning	Fire Marker Fee for Existing, Verified Address	30.00	
CD - Planning	Road Naming	1,960.00	Code Compliance Fee to be added
CD - Planning	New or replacement road name sign/stop/post	750.00	Installed by County Road Dept; within the County right of way on a private or public road and/or intersecting County-maintained road
CD - Planning	Road Vacation	1,500.00	Collected fees shared \$980 to County Counsel, \$520 to Road Department

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
CD - Planning	Road Development Inspection Fees		For Public and Private Roads; Road Inspection costs are paid to a third-party engineering firm. The fees listed reflect the actual costs.
CD - Planning	Traffic Review		
CD - Planning	0 to 20 potential average daily trips	1,650.00	
CD - Planning	21 to 99 potential average daily trips	1,650.00	
CD - Planning	100 to 200 potential average daily trips	5,000.00	
CD - Planning	Resorts	15,000.00	
CD - Planning	Plan Review		
CD - Planning	0 to 20 potential average daily trips	3,000.00	
CD - Planning	21 to 99 potential average daily trips	4,000.00	
CD - Planning	100 to 200 potential average daily trips	5,000.00	
CD - Planning	Resorts	15,000.00	
CD - Planning	Site Observations		Includes cost of storm water plan review
CD - Planning	0 to 20 potential average daily trips	2,460.00	
CD - Planning	21 to 99 potential average daily trips	2,460.00	
CD - Planning	100 to 200 potential average daily trips	2,460.00	
CD - Planning	Resorts	5,000.00	
CD - Planning	Note 1: Fees assume 3 reviews will be adequate. For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 2: Fees assume 4 site visits will be adequate. For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 3: Assumes 4 site visits (sub-base, ¾", ½" and paving). For projects requiring additional visits, additional fees will apply.		
CD - Planning	Note 4: Fees shown above are for subdivisions up to 200 potential average daily trips. For subdivisions in excess of 200 potential average daily trips,		
Community Corrections	DNA Collection Fee	10.00	
Community Corrections	Dirty Urinalysis Fee	20.00	
Community Corrections	Interstate Compact Fee	150.00	
Community Corrections	Work Crew Orientation Fee	40.00	
Community Corrections	Work crew hourly rate		Rural min. Rural minimum wage is \$13.20 as of 7/1/2023 wage
County Clerk	Board of Property Tax Appeals hearing USB copy	10.00	
County Clerk	Computer prints, per page, per side	0.25	
County Clerk	Electronic voter list (email or USB)	35.00	
County Clerk	Additional first page recording fee	5.00	in addition to statutory fee; supports computer replacement
County Clerk	Domestic Partnerships conciliation fee	10.00	
County Clerk	HB 2436 Implementation – (ORS 205.323), per document	1.00	
County Clerk	(includes the 2018 HB 4007 updates)		assessed the Housing Alliance Fee
County Clerk	HB 2339 & SB 618 Implementation, per document	2.00	Assessed the A&T Fee
County Clerk	Marriage License Amendments	25.00	

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
County Clerk	Research and Collation Fee, per hour	40.00	per hour
Administration	County Liquor License Application		
Administration	New	50.00	
Administration	Renewal	25.00	
County Counsel	Legal Counsel review, per hour	165.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
County Counsel	Paralegal staff time, per hour	115.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
County Counsel	Complex Project Fee	Actual cost, \$1,000 deposit req'd	Actual cost will be charged; \$1,000 deposit required
District Attorney	Traffic violations	15.00	
District Attorney	Diversion revocations	15.00	
District Attorney	Probation violations (misdemeanor and felony)	15.00	
District Attorney	Non-traffic violations and misdemeanor crimes	-	
District Attorney	First 30 pages	20.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Felony crimes	-	
District Attorney	First 30 pages	20.00	
District Attorney	per page after 30 pages	0.25	
District Attorney	Homicides	200.00	
District Attorney	Physical media storage device (CD, tape, zip drive, etc.)	10.00	
District Attorney	Digital media/digital evidence, per item	10.00	
District Attorney	Legal Counsel or District Attorney review, per hour	165.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Paralegal staff time, per hour	115.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Legal Assistant staff time, per hour	90.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Complex Project Fee	Actual costs, \$1,000 deposit req'd	Actual costs will be charged; \$1,000 deposit required
Facilities	<i>Fees not applicable for Crook County or City of Prineville Government</i>		
Finance	Monthly delinquent file listing for property taxes, per month	100.00	
Finance	Research Fee, per hour -- 1 hr minimum	65.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Finance	Special Check Run (outside regular schedule)	25.00	

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
GIS	Professional Services		
GIS	Standard labor rate, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Quick Maps – Small Format	10.00 + print costs	Basic layers with or w/o imagery
GIS	Quick Maps – Large Format	15.00 + print costs	Basic layers with or w/o imagery
GIS	Custom Mapping, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	GIS Database Analysis, per hour – 1-hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Printing (Small format) Cost Per sheet		
GIS	8.5 X 11 (B&W)	0.50	
GIS	8.5 X 11 (Color)	1.00	
GIS	11 X 17 (B&W)	1.00	
GIS	11 X 17 (Color)	2.00	
GIS	Printing (Large format)		
GIS	Plat Copy (B&W), Per sheet	5.00	
GIS	Maps/other (B&W), per sq. ft. – \$10 minimum	1.50	\$10 minimum
GIS	Maps/other (Color), per sq. ft. – \$10 minimum	2.00	\$10 minimum
GIS	Scanning		
GIS	Small Format (11 X 17 and smaller), per sheet – \$5 minimum	0.50	\$5 minimum
GIS	Large Format (larger than 11 X 17), per sq. ft. – \$15 minimum	1.50	\$15 minimum
GIS	Custom services		
GIS	1- mile study and report	170.00	
GIS	Soil survey 1	25.00	
GIS	Soil survey 2	75.00	
GIS	GIS Data		
GIS	Custom Data Request, per hour - 1 hour minimum	120.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Media fee, per disk or storage device	10.00	
GIS	GIS Mapping fee (included in planning fees)		
GIS	Conditional use Permit, non-farm partitioning/vacant/herbaceous forest, per lot	60.00	
GIS	Conditional use Permit, non-farm partitioning w/existing residence, per lot	60.00	
GIS	Conditional use Permit, non-farm dwelling on existing parcel	60.00	
GIS	Conditional use Permit, farm partitioning	60.00	
GIS	Conditional use Permit, non-residential	60.00	
GIS	Site plan review, residential or commercial	60.00	
GIS	Subdivision, PUD, condo, per unit, per lot	60.00	

Department	Fee Description	FY 23-24 Fee	Comments
		(\$) Effective 7/1/2023	
GIS	Final plat review, subdivision, Per lot	60.00	
GIS	Road Vacation	60.00	
Health Services	In most cases, the increases in immunizations are based on changes in the cost of supplies. The allowable Medicaid immunization reimbursement is \$21.96.		
Health Services	Certain fees shown are subject to adjustment on a sliding scale basis for qualifying individuals as determined by Federal guidelines.		
Health Services	Worksite & Community Wellness:		
Health Services	Health Education/Training/Promotion/Consultation (Non County Businesses)	50.00 - 75.00	
Health Services	Blood Borne Pathogen Training	50.00	
Health Services	Mental Health First Aid	519.00	
Health Services	QPR	80.00	
Health Services	Living Well with Chronic Conditions	600.00	
Health Services	Diabetes Prevention Program		
Health Services	Other Training (Businesses), hourly rate	50.00	
Health Services	Immunizations - Vaccine For Children (VFC and 317 Program): Vaccine from the State – No Charge for Cost of Vaccine, only the administration fee of \$21.96		
Health Services	DTaP (Infanrix)	21.96	
Health Services	DTaP/IPV/Hib (Pentacel)	21.96	
Health Services	DTap/Hep B/IPV (Pedarix)	21.96	
Health Services	DTap/IPV (Kinrix)	21.96	
Health Services	DTap/Hib (TriHiBit)	21.96	
Health Services	Hepatitis A Pediatric (Havrix)	21.96	
Health Services	Hepatitis B Pediatric (Engerix)	21.96	
Health Services	Hepatitis B/Hib (Comvax)	21.96	
Health Services	Hib (ActHib)	21.96	
Health Services	HPV (Gardasil)	21.96	
Health Services	IPV (IPOL)	21.96	
Health Services	Meningococcal –MCV4 (Menactra)	21.96	
Health Services	MMR (Measles, Mumps, Rubella)	21.96	
Health Services	MMRV (Measles, Mumps, Rubella, Varicella) (ProQuad)	21.96	
Health Services	PCV13 (Pneumovax)	21.96	
Health Services	Polio IPV	21.96	
Health Services	Rotavirus (RotaTeq & Rotarix)	21.96	
Health Services	Td Immunization (7 and older)	21.96	
Health Services	Tdap Immunization (10-18 years - Boostrix)	21.96	
Health Services	Varicella (Chickenpox – Varivax)	21.96	
Health Services	Special Programs** Admin. Fee only		
Health Services	Influenza (VFC and special population)	21.96	
Health Services	Flumist (VFC)	21.96	
Health Services	IG – only pay administration fee	21.96	
Health Services	COVID-19 Vaccine	40.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
Health Services	<u>Special Programs – No Fee</u>		
Health Services	<u>Vaccines Non VFC Program</u>		Administration Fee included in Price
Health Services	All vaccines	\$21.96 + actual cost	
Health Services	<u>Vital Statistics and Medical Records:</u>		
Health Services	Birth and Death Certificates (First)	25.00	
Health Services	Additional Birth and Death Certificates, each	25.00	
Health Services	Replacement Fee (Birth and Death), each	5.00	
Health Services	Record page copies – client chart (after ten pages), per page	0.25	
Health Services	Expedited Order Fee	7.00	
Health Services	<u>Miscellaneous:</u>		
Health Services	Shot Record Replacement	1.00	
Health Services	Head Lice Check	10.00	
Health Services	STI Exam	150.00	
Health Services	<u>Increases in fees for the Reproductive Health program are based on the Required Cost Analysis which demonstrated the following charges.</u>		
Health Services	<u>Lab Tests:</u>		
Health Services	Venipuncture/Court Ordered	15.00	
Health Services	Venipuncture/VDRL, Hepatitis	15.00	
Health Services	<u>In House Testing:</u>		
Health Services	Rapid Syphilis	-	
Health Services	Bacterial Vaginosis Point of Care	15.00	
Health Services	HCG Pregnancy Urine (Lab Test)	12.00	
Health Services	HIV C/T Rapid Test	50.00	
Health Services	HIV Rapid Test – State Program	no charge per state contract	
Health Services	Trichomonas Point of Care	15.00	
Health Services	UA w/o Micro	15.00	
Health Services	Wet Mount (Lab Test)	15.00	
Health Services	Rapid Hepatitis C Test	no charge per state contract	
Health Services	Rapid COVID Testing (pre-approved by clinic staff only)	150.00	
Health Services	<u>External Lab Testing:</u>		
Health Services	Chlamydia/GC	20.00	
Health Services	HIV C/T Test (Sliding Scale)	25.00	
Health Services	Thin Prep Pap with Co Testing	100.00	
Health Services	Thin Prep Pap Smear	65.00	
Health Services	Syphilis Serology + venipuncture fee	25.48	Amount listed does not include \$15.00 venipuncture fee

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
Health Services	Hepatitis C + venipuncture fee	20.00	Amount listed does not include \$15.00 venipuncture fee
Health Services	Hepatitis B + venipuncture fee	15.00	Amount listed does not include \$15.00 venipuncture fee
Health Services	Titer (, Hep B surface, Hep C + venipuncture fee)	20.00	Amount listed does not include \$15.00 venipuncture fee
Health Services	Quantiferon (Risk)	No Charge	
Health Services	Quantiferon	65.00	Amount listed does not include \$15.00 venipuncture fee
Health Services	(If more than one titer is being done, only charge 1 venipuncture fee)		
Health Services	*Lab Fees – actual flow- outside lab price – may change due to laboratory cost change.		
Health Services	<u>Injections</u>		
Health Services	Therapeutic/Antibiotic Injection Administration	15.00	
Health Services	<u>Dispensed Medications</u>		
Health Services	Azithromycin - State Supplied	0	
Health Services	Azithormycin - EPT, per pill	0.50	
Health Services	Imiquimod cream, per box	15.00	
Health Services	Cefixime, per pill	3.00	
Health Services	Condylox Gel 5% Packet, per pack	10.00	
Health Services	Doxycycline 100 mg, per pill	0.05	
Health Services	Rocephin (STD)	State Supplied	
Health Services	Rocephin 1 g	Actual cost	
Health Services	Metronidazole 500 mg, per pill	0.25	
Health Services	Metronidazone Gel, per package	5.00	
Health Services	Valtrex, per pill	1.50	
Health Services	Fluconazole, per pill	2.50	
Health Services	Penicillin injection	State supplied	
Health Services	*Reproductive Health Contraceptive Supplies: Sliding Fee Scale (Changes are based on our cost and changes in the cost of supplies)		
Health Services	Condoms – latex, pack of 12	5.00	
Health Services	Condoms – non-latex, per box	13.00	
Health Services	Condoms – Female, each	11.00	
Health Services	Depo-Provera IM Injection, per injection	12.00	
Health Services	Depo Provera Subcutaneous Injection, per injection device	25.00	
Health Services	Caya	65.00	
Health Services	ECP Pills (Plan B)	10.00	
Health Services	ECP (Ella)	30.00	
Health Services	ECP My Way	4.00	
Health Services	Implanon	475.00	
Health Services	IUD (Mirena)	350.00	
Health Services	IUD (Paraguard)	275.00	
Health Services	Oral Contraceptives, based on cost	Actual cost	Actual cost

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
Health Services	Slynd Oral Contraceptive, per pack	Actual cost	Actual cost, no generic available
Health Services	Spermicides	15.00	
Health Services	Sponge	15.00	
Health Services	Nuva Ring	10.00	
Health Services	Xulane, per patch	30.00	
Health Services	Annovera	1,300.00	
Health Services	Phexxi	20.00	
Health Services	<u>Reproductive Health New Patient Office Visit</u>		
Health Services	<u>Code</u>	<u>Billing Price</u>	
Health Services	99201 Problem Focused, per visit, 10 minutes face-to-face	100.00	
Health Services	99202 Expanded Problem Focused, 20 minutes face-to-face	185.00	
Health Services	99203 Detailed low, 30 minutes face-to-face	230.00	
Health Services	99204 Comprehensive Moderate, 45 minutes face-to-face	345.00	
Health Services	99205 Comprehensive High, 60 minutes face-to-face	406.00	
Health Services	<u>New Patients Preventive Visits</u>		
Health Services	<u>Code</u>	<u>Billing Price</u>	
Health Services	99384	221.00	
Health Services	99385	221.00	
Health Services	99386	221.00	
Health Services	<u>Reproductive Health Established Patient Office Visit</u>		
Health Services	<u>Code</u>	<u>Billing Price</u>	
Health Services	99211 RN Visit	79.00	
Health Services	99212 Problem Focused, 10 minutes face-to-face	79.00	
Health Services	99213 Expanded Problem Focused, 15 minutes face-to-face	125.00	
Health Services	99214 Detailed low, 25 minutes face-to-face	175.00	
Health Services	99215 Comprehensive Moderate, 40 minutes face-to-face	250.00	
Health Services	<u>Established Preventive Visits</u>		
Health Services	<u>Code</u>	<u>Billing Price</u>	
Health Services	99394	175.00	
Health Services	99395	75.00	
Health Services	99396	75.00	
Health Services	<u>Reproductive Health Program</u>		
Health Services	Contraceptive/Counseling Visit		
Health Services	Low Complexity	60.00	
Health Services	Moderate Complexity	167.00	
Health Services	High Complexity	260.00	
Health Services	DMAP Clients Only		
Health Services	All inclusive visit	135.00	
Health Services	Translator Services:		
Health Services	Supply Only Visit	6.47	
Health Services	Low Complexity	25.88	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
Health Services	Moderate Complexity	51.76	
Health Services	High Complexity	77.63	
Health Services	<u>Procedures</u>		
Health Services	Diaphragm Fit	135.00	
Health Services	IUD Insertion	150.00	
Health Services	IUD Removal	175.00	
Health Services	Wart Treatment (1-14 – cryotherapy)	188.00	Pay up front
Health Services	Wart Treatment (15 or more – cryotherapy)	225.00	Pay up front
Health Services	Implanon Insertion	100.00	
Health Services	Implanon Removal	100.00	
Health Services	Suture removal	10.00	
Health Services	<u>Maternal Child Health Programs*</u>		*Fees set by State OHA Program and may adjust as OHA adjusts fees. These fees are billed through Medicaid.
Health Services	Babies First Targeted Case Management	460.36	
Health Services	Expanded Babies First Targeted Case Management	460.36	
Health Services	CaCoon Targeted Case Management	460.36	
Health Services	Family Connects Single Newborn Case Rate	1,276.93	
Health Services	Family Connects Single Visit	293.69	
Health Services	Family Connect Multiple Infant Same Visit	204.31	
Health Services	<u>Tuberculosis Services – Medications (No Charge – State Supplied)</u>		
Health Services	PPD – TB Test	30.00	
Health Services	Vitamin B6	No Charge	
Health Services	Ethambutol	No Charge	
Health Services	Isoniazid	No Charge	
Health Services	Pyrazinamide	No Charge	
Health Services	Rifampin	No Charge	
Health Services	TB Test-IGRA (blood test)	0.00	+15.00 No Charge plus venipuncture fee
Health Services	<u>Food Service Inspection</u>		
Health Services	Food service inspection fees are those authorized by the Oregon DHS. In addition, the following fees and surcharges are authorized:		
Health Services	Full service restaurant/caterer fees based on seating criteria		
Health Services	0-15 seats	480.00	
Health Services	16-50 seats	545.00	
Health Services	51-150 seats	615.00	
Health Services	150+ seats	650.00	
Health Services	Bed and breakfast	210.00	
Health Services	Limited service restaurant	250.00	
Health Services	Commissary	365.00	
Health Services	Warehouse	210.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
Health Services	Mobile unit, licensed in-County		
Health Services	Class I	250.00	
Health Services	Class II	260.00	
Health Services	Class III	285.00	
Health Services	Class IV	300.00	
Health Services	Mobile unit, licensed out of County, inspected in Crook County, per event	25.00	
Health Services	Temporary restaurant license, one day event	65.00	
Health Services	Temporary restaurant license, two or more days	90.00	
Health Services	Intermittent temporary restaurant license no more than 30 days same food/location, more than one oversight organization	65.00	
Health Services	Seasonal temporary restaurant license no more than 90 days same location/food and under one oversight organization	65.00	
Health Services	Intermittent/Seasonal Operational Review- prior to either permit being issued (needs to be obtained at least 14 days prior to license application)	55.00	
Health Services	Temporary benevolent-license (good for up to 13 one to three day events)	No Charge	Must show valid IRS tax-exempt I.D. number to qualify
Health Services	(Intermittent and Seasonal for benevolent will require an Operational Review)	45.00	
Health Services	** Intermittent or seasonal temporaries requiring an additional inspection due		
Health Services	to a complaint or infraction will be charged at the daily rate	40.00	
Health Services	Penalty fee for late renewal of restaurant license, per month	100.00	"Late" means after the 31st or last day of the month during which license was required
Health Services	Vending machines inspection per company		
Health Services	1-10 machines	50.00	
Health Services	11-20 machines	50.00	
Health Services	21-30 machines	75.00	
Health Services	31-40 machines	100.00	
Health Services	41-50 machines	125.00	
Health Services	Tourist Facility inspection fees		
Health Services	Bed and breakfast (non-kitchen inspection)	100.00	
Health Services	Travelers accommodations	100.00	
Health Services	Recreation park, plus per space charge as follows:	100.00	
Health Services	1 to 50 RV spaces, per space	2.50	
Health Services	51 to 100 RV spaces, per space	1.50	
Health Services	101+ RV spaces, per space	1.00	
Health Services	Organizational camps	150.00	

Department	Fee Description	FY 23-24 Fee	Comments
		(\$) Effective 7/1/2023	
Health Services	Destination resort overnight lodging unit cluster license	175.00	
Health Services	Destination resort hot tub maintenance permit	175.00	
Health Services	Note: Any person licensed under ORS 446.310 to 446.350 to engage in the recreation park or traveler’s accommodations business who fails to renew a license on or before the expiration date is considered delinquent. If delinquency exceeds 15 days past the expiration date a penalty fee of 50% of the annual license fee shall be assessed. The penalty fee will increase by 50% of the license fee on the first day of each succeeding month of delinquency.		
Health Services	<u>Food Service Plan Review Fees/Initial/New Construction</u>		
Health Services	Full service restaurant	275.00	
Health Services	Bed and breakfast and restaurant (if required)	275.00	
Health Services	Commissary	200.00	
Health Services	Warehouse	50.00	
Health Services	Limited service	150.00	
Health Services	<u>Mobile units:</u>		
Health Services	Class I	145.00	
Health Services	Class II	175.00	
Health Services	Class III	225.00	
Health Services	Class IV	245.00	
Health Services	Mobile Unit w/previous plan review	50.00	
Health Services	Organizational Camp - w/o food kitchen building	200.00	
Health Services	Organizational Camp w/ food kitchen facility	275.00	
Health Services	<u>Remodeling</u>		
Health Services	Full service restaurant	150.00	
Health Services	All Others (turn-key/no construction)	150.00	
Health Services	<u>Other:</u>		
Health Services	Daycare inspection	100.00	
Health Services	School inspection	125.00	
Health Services	Public swimming pool and spa inspection fee, first pool/spa	350.00	
Health Services	Additional (year round) pools and spas each	250.00	
Health Services	Seasonal pool	250.00	
Health Services	Additional seasonal pool/spa	250.00	
Health Services	Loan inspections water	145.00	
Health Services	Food handler certificate	10.00	
Health Services	Food handler replacement certificate	5.00	
Health Services	Administrative fee non-specific to above listed fees, per 15 minutes -- 15 minute minimum	5.00	
Health Services	Environmental health specialist consultation fee, in-house, per hour - - 1 hour minimum	95.00	
Health Services	Environmental health specialist consultation fee, fieldper hour -- 1 hour minimum	145.00	
Health Services	Refund processing fee	25.00	
Health Services	Plan Review Packet	5.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
Health Services	Note: A supplementary inspection charge equal to 50% of the annual license fee shall be assessed for each complete inspection required because of failure to meet applicable standards when such complete inspection is performed during the license period in addition to the two semi-annual inspections normally performed. Charges accrued and not paid during the current license period will be added to the license fee for the next license period and will be subject to the late penalty fee of \$100 for each month fee remains unpaid.		
Health Services	New licensees will not be assessed any surcharges accrued by the previous license holder. Any facility opened in Oct/Nov/Dec will be charged 50% of the required		
Info Technology	IT – Professional Services		Fees not charged to other units of County government
Info Technology	Server and Desktop Labor, per hour (billed in ¼ hour increments)	85.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Network and Wireless Labor, per hour (billed in ¼ hour increments)	125.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Consulting and Training Labor, per hour (billed in ¼ hour increments)	150.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Landfill	All weight-based charges are subject to a minimum charge based on 20 lbs. Weights above 20 lbs. will be rounded up to the next 20 lbs. increment due to scale		
Landfill	“In-county” refers to debris which is being hauled by a resident of Crook County bearing a driver’s license showing a Crook County address or a Crook County landfill-issued resident I.D. card.		
Landfill	General services		
Landfill	Minimum disposal rate, any transaction, in-county residents with resident’s I.D. card	10.00	
Landfill	Minimum disposal rate, any transaction, out-of-county residents	12.00	
Landfill	Disposal rate, in-county residents with resident’s I.D. card, per ton	60.00	
Landfill	Disposal rate, out-of-county residents and residents without I.D. card, per ton	70.00	
Landfill	Mixed load disposal rate, in-county residents and commercial, per ton -- \$20 minimum	75.00	Order 2002-45 is of no further effect
Landfill	Mixed load disposal rate, out-of-county residents and commercial, per ton - - \$30 minimum	85.00	Order 2002-45 is of no further effect
Landfill	All other commercial haulers, per ton in-county	60.00	
Landfill	All other commercial haulers, per ton out-of-county	70.00	
Landfill	Fee for unsecured/untarped loads	10.00	
Landfill	Septage waste disposal, per gallon	0.125	
Landfill	Contaminated soil originating in-county, per ton + surcharge	\$35.00 per ton + \$50 surcharge	\$50 surcharge, plus additional charge per ton
Landfill	Contaminated soil originating out-of-county, per ton + surcharge	\$45.00 per ton + \$50 surcharge	\$50 surcharge, plus additional charge per ton
Landfill	Weight Ticket Only	5.00	
Landfill	Inert material/Construction debris		
Landfill	Concrete/cement, per ton	10.00	

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
Landfill	Dirt (clean) or Sod, per ton	10.00	
Landfill	Rocks or bricks, per ton	10.00	
Landfill	Asphalt, per ton	10.00	
Landfill	Waste Recovery Fees		
Landfill	Composted materials purchase per yard if purchased on-site	14.00	
Landfill	Wood chips per yard if purchased on site	5.00	
Landfill	Juniper chips per yard if purchased on site	7.00	
Landfill	Gypsum per ton if purchased on site	40.00	
Landfill	Burning barrel purchase, per barrel	10.00	
Landfill	Sweeper brush roller purchase, per sweeper	25.00	
Landfill	Appliance Disposal Fee		
Landfill	Stoves, washers, dryers, dishwashers	9.00	
Landfill	Water heater	5.00	
Landfill	Refrigerators / air conditioners / freezers / water coolers	15.00	
Landfill	Microwaves	3.00	
Landfill	Propane tanks	5.00	
Landfill	Tires		
Landfill	Tire fee, pick-up, up to 20 lbs. without rim	3.00	
Landfill	Tire fee, pick- up, to 40 lbs. with rim	6.00	
Landfill	Tire fee, semi-truck, up to 100 lbs. without rim	7.00	
Landfill	Tire fee, semi-truck, up to 160 lbs. with rim	12.00	
Landfill	Tire fee, giant & tractor, per ton	225.00	Giant and tractor tires not accepted at Crook County Landfill; however large loads of tires or partial tires (dump truck or dump trailers) can be dumped by weight; charge includes cost for Crook County Landfill to handle and transfer load to tire recycling location, as well as ODOT disposal fees
Landfill	Mobile Home Disposal Fees		No mobile homes or travel trailers accepted.
Landfill	No mobile homes or travel trailers accepted.		Not accepted
Landfill	Campers		
Landfill	In-county	60.00/ton + \$25 surcharge, plus additional charge per ton	
		25.00 surcharge	
Landfill	Out-of-county	70.00/ton + \$25 surcharge, plus additional charge per ton	
		25.00 surcharge	
Landfill	Dead Animals		
Landfill	Off-Load fee for dead animals	10.00	
Landfill	In-county, per ton	60.00	
Landfill	Out-of-county, per ton	70.00	

Department	Fee Description	FY 23-24 Fee	
		(\$)	Effective
		7/1/2023	Comments
Landfill	Butcher Waste		
Landfill	In-county, per ton	60.00	
Landfill	Out-of-county, per ton	70.00	
Landfill	Hazardous Waste		Hazardous Waste not accepted
Landfill	Paint		Latex and Oil based paint only; all other paints are not accepted. NOTE: Liquid latex or oil based paint is free for recycle.
Landfill	In-county, per ton	60.00	Solidified or frozen latex or oil based paint only; must be in original
Landfill	Out-of-county, per ton	70.00	container.
Landfill	Fluorescent Light Tubes , per foot	0.20	
Landfill	Electronics		
Landfill	Undamaged		
Landfill	Computers (Monitors and Towers)	No Charge	
Landfill	Keyboard and Mouse	No Charge	
Landfill	Printers	No Charge	
Landfill	Televisions	No Charge	
Landfill	Console televisions	No Charge	
Landfill	VCRs/DVDs	No Charge	
Landfill	Copy machines--large	25.00	
Landfill	Copy machines--small	No Charge	
Landfill	Fax machines	No Charge	
Landfill	Damaged		
Landfill	Computers (Monitors and Towers)	No Charge	
Landfill	Keyboard and Mouse	1.00	
Landfill	Printers	3.00	
Landfill	Televisions	No Charge	
Landfill	Console televisions	No Charge	
Landfill	VCRs/DVDs	3.00	
Landfill	Copy machines--large	25.00	
Landfill	Copy machines--small	3.00	
Landfill	Fax machines	3.00	
Landfill	Asbestos		*ASN4 form must be attached with at least one copy for the Landfill to keep
Landfill	0 to 2,000 lbs, plus:	100.00	Minimum charge is \$100
Landfill	Each additional lb. over 2,000 lbs.	0.05	\$100 for the first 2,000 lbs. plus \$0.05 for each additional lb. or fraction thereof
Landfill	Recyclable items		
Landfill	Latex, liquid paint (original container)	No Charge	
Landfill	Oil based liquid paint/stain (original container)	No Charge	
Landfill	Newspaper	No Charge	
Landfill	Corrugated cardboard	No Charge	
Landfill	Glass	No Charge	

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
Landfill	Magazines	No Charge	
Landfill	Tin cans	No Charge	
Landfill	Car/truck batteries	No Charge	
Landfill	Used automobile oil	No Charge	
Landfill	Antifreeze – Residential Customers	No Charge	
Landfill	Antifreeze – Commercial Customers (per gallon)	0.50	
Landfill	Other Landfill fees		
Landfill	Yard debris, per ton		
Landfill	In-county, per ton (minimum applies)	60.00	
Landfill	Out-of-county, per ton (minimum applies)	70.00	
Landfill	Wood debris only, per ton (minimum applies)	35.00	no metal except nails, no pressure treated, and no railroad ties
Landfill	Scrap metal (no wire)-Metal Load only (minimum applies)	25.00	
Library	Nonresident card fee		
Library	1 month	10.00	
Library	3 months	25.00	
Library	12 months	85.00	
Library	Interlibrary loan no-pickup fee	5.00	
Library	Collection fee, per account sent	10.00	
Library	Use of Library Meeting Rooms		Broughton Room and Juniper Room
Library	Non-Profit Organization, per hour	No Charge	Any damages will be billed to user
Library	Commercial (For-Profit) Organization, per hour	20.00	Any damages will be billed to user
Museum	Use of Museum Community Room		
Museum	Non-Profit Organization, per hour	No Charge	Any damages will be billed to user
Museum	Commercial (For-Profit) Organization, per hour	No Charge	Any damages will be billed to user
OSU Extension	4-H Clover Club Building Rental Rates		
OSU Extension	Griffin Classroom		
OSU Extension	Non-Profit Organization, per hour	30.00	
OSU Extension	Non-Profit Organization, entire day	150.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	45.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	200.00	
OSU Extension	Assembly Room		
OSU Extension	Non-Profit Organization, per hour	40.00	
OSU Extension	Non-Profit Organization, entire day	200.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	55.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	250.00	
OSU Extension	Entire Building		
OSU Extension	Non-Profit Organization, per hour	50.00	

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
OSU Extension	Non-Profit Organization, entire day	250.00	
OSU Extension	Commercial (For-Profit) Organization, per hour	75.00	
OSU Extension	Commercial (For-Profit) Organization, entire day	350.00	
OSU Extension	Cleaning/Damage Deposit	300.00	
OSU Extension	Key Deposit	10.00	
OSU Extension	Copies/Prints		
OSU Extension	B/W 8½x11 Copy Paper	0.10	
OSU Extension	Color 8½x11 Copy Paper	0.50	
OSU Extension	Double-sided copies	Price is Doubled	
OSU Extension	Faxes		
OSU Extension	Local - Up to 10 pages	1.50	
OSU Extension	Long Distance - Up to 10 pages	2.50	
OSU Extension	Additional pages over 10, cost Per page	0.50	
Road	County-Accepted and Maintained Roads		
Road	Traffic review related to County-accepted and maintained roads is typically performed by the Oregon Dept. of Transportation. If ODOT-review is not available, the below fees will be applied. If plan review and site observation cannot be performed by County or ODOT staff due to limitations of technical expertise or resources, the below fee-schedule will be applied.		
Road	Construction Plan Review, base charge + charge per linear foot of County road	350.00	Base charge of \$350 plus \$2.50 per linear foot of County Road
Road	Additional Reviews, base charge + charge per linear foot of County road	175.00	Base charge of \$175 plus \$2.50 per linear foot of County Road
Road	Inspection Fees, per visit	175.00	
Road	Cattle Guard Permit Fee	350.00	
Road	Consultant fee	Actual Cost	Consulting fees are charged when in the judgment of the Road Master or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed.) In some cases, consultation is required by County ordinance, State law, or Federal law.
Sheriff's Office	Administrative Research Fee, per hour	65.00	Includes video/audio redactions
Sheriff's Office	Criminal reports, printed, up to 10 pages	10.00	
Sheriff's Office	over 10 pages, per page	0.25	
Sheriff's Office	Electronic Fingerprinting, per card	15.00	
Sheriff's Office	Impounded auto processing fee	100.00	
Sheriff's Office	Electronic monitoring installation and set-up	50.00	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Electronic monitoring services, per day	15.00	Fee may be waived depending on ability to pay at the discretion of the supervisory authority

Department	Fee Description	FY 23-24 Fee	
		Effective 7/1/2023	Comments
Sheriff's Office	Real Property Foreclosure Sale	\$600	Includes \$89.00 statutory sheriff's fee, one hour sale preparation time minimum + at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of add'l actual sale at \$45.00, and \$50.00 after sale posting charge PLUS additional costs incurred for advertising, staff time for preparation, conduct of sale, certified mailing and postage and certification of sale.
Sheriff's Office	Personal Property Foreclosure Sale	\$475	Includes \$89.00 statutory sheriff's fee, one hour sale preparation time minimum + at \$32.00, pre-sale posting at \$45.00, one hour allotted for conduct of add'l actual sale at \$32.00, fees for publication as instructed (ORS 18.920(4)(5) costs PLUS additional costs incurred for preparation, conduct of sale, certified mailings and postage, folio fees, keeper fees, and other expenses incurred to conduct the sale.
Sheriff's Office	Sheriff staff time beyond 1st hour of standby, per deputy per hour	55.00	
Sheriff's Office	For Civil Fees, please refer to the Crook County Sheriff's Office website: https://co.crook.or.us/sheriff/page/civil		https://co.crook.or.us/sheriff/page/civil
Dog Licenses	Dog License Fees		Rabies vaccination must run concurrent with the license
Dog Licenses	Yearly		
Dog Licenses	Unaltered, per year	25.00	
Dog Licenses	Altered, per year	10.00	
Dog Licenses	Altered, owner senior citizen (62+ years old), per year	5.00	
Dog Licenses	Livestock dog License, per year	5.00	(see CCC 6.04.085)
Dog Licenses	3-Year		
Dog Licenses	Unaltered	75.00	
Dog Licenses	Altered	20.00	
Dog Licenses	Altered, owner senior citizen (62+ years old)	10.00	
Dog Licenses	Livestock dog License	10.00	(see CCC 6.04.085)
Dog Licenses	Replacement tag	2.00	
Dog Licenses	Kennel License Fee		
Dog Licenses	Yearly		
Dog Licenses	Up to 10 dogs, per year	50.00	
Dog Licenses	Each additional adult dog over 10, per year	3.00	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	3-Year		
Dog Licenses	Up to 10 dogs, for 3 years	100.00	
Dog Licenses	Each additional adult dog over 10, for 3 years	6.00	\$100.00 for the first 10 dogs plus \$6.00 for each add'l adult dog
Dog Licenses	Ranch License Fee		
Dog Licenses	Yearly		
Dog Licenses	1 to 3 ranch dogs, per dog per year	5.00	
Dog Licenses	4+ ranch dogs, per year	15.00	

Department	Fee Description	FY 23-24 Fee (\$) Effective 7/1/2023	Comments
Dog Licenses	3-Year		
Dog Licenses	1 to 3 ranch dogs, per dog for 3 years	10.00	
Dog Licenses	4+ ranch dogs, for 3 years	30.00	
Surveyor	<i>Fees do not include Clerk's recording and certification fees</i>		
Surveyor	Partition plat review and filing		
Surveyor	First 2 sheets	550.00	
Surveyor	Each additional sheet over 2	50.00	\$550.00 includes the first 2 sheets plus \$50.00 for each additional sheet
Surveyor	Record of survey review and filing		
Surveyor	First sheet	225.00	
Surveyor	Each additional additional sheet, boundary review	50.00	\$225.00 includes the first sheet plus \$50.00 for each additional
Surveyor	Monumented subdivision plat review and filing	\$900 base fee + \$85 per lot	Base fee of \$900 + \$85 per lot
Surveyor	Post monumented subdivision plat and filing	\$1,100 base fee + \$85 per lot	Base fee of \$1,100 + \$85 per lot
Surveyor	Post monumented subdivision	\$4500 + \$50 per post monument	\$4,500 cash deposit + \$50 per post monument
Surveyor	Condominium plat review and filing	\$900 base fee + \$85 per unit	Base fee of \$900 + \$85 per unit
Surveyor	Affidavit of correction	110.00	
Surveyor	Oregon Corner Restoration Record	25.00	
Surveyor	Affidavit of plat monument re-establishment and post monumentation affidavit	126.00	
Surveyor	Vacation review and filing	110.00	
Surveyor	Blueline copies, per sheet	4.00	
Surveyor	Photocopies, per sheet	0.50	
Surveyor	Property line adjustment review and filing	300.00	
Surveyor	First sheet	300.00	
Surveyor	Each additional additional sheet	50.00	\$300.00 includes the first sheet plus \$50.00 for each add'l sheet
Surveyor	Additional sheets	50.00	
Surveyor	Additional plat review caused by redesign, per hour	140.00	
Weed Control	Inspection and Weed-Free Certification for rock pits	100.00	This fee pertains to rock pits only

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
All Departments*	Photocopies, printing, scanning (made by staff)			-	
All Departments*	8½ x 11, black & white, per page, per side	0.25	0.25	-	
All Departments*	8½ x 11, color, per page, per side	0.75	0.75	-	
All Departments*	11 x 17, black & white, per page, per side		0.50	0.50	
All Departments*	11 x 17, color, per page, per side		1.50	1.50	
All Departments	Computer Prints			-	Combined/replaced with photocopies and scanning
All Departments	First 10 pages, per page	0.40	0.40	-	Combined/replaced with photocopies and scanning
All Departments	Next 100 pages, per page	0.20	0.20	-	Combined/replaced with photocopies and scanning
All Departments	Additional pages, per page	0.10	0.10	-	Combined/replaced with photocopies and scanning
All Departments*	Fax transmittals (made by staff), up to 10 pages	2.50	2.50	-	Does not include microfilm fees, search fees, etc.
All Departments*	Research and collation fee, per hour	25.00	40.00	15.00	
All Departments	Returned Check fees/charges (Insufficient funds -- NSF)	25.00	35.00	10.00	ORS 30.701 (5)
All Departments	Mailing materials	5.00	Actual cost		Cost of materials, plus actual cost of postage
All Departments*	Media fee, per disk or storage device	5.00	10.00	5.00	
All Departments*	Digital (electronically distributed) media fee, per item requested		10.00	10.00	
All Departments	Electric vehicle charging, per KW		1.26	1.26	per KW
<i>*Unless otherwise specified in department sections</i>					
Assessor	Farm disqualification estimates, each	150.00	150.00	-	
Assessor	Laser print enlargements of tax lot, each	1.50	1.50	-	
Assessor	Research Fee, per hour – 1/2 hour minimum	45.00	45.00	-	
Assessor	Mapping Fee, per plat	35.00	35.00	-	
Assessor	Mobile Home Fees			-	
Assessor	Trip Permit, per section	25.00	25.00	-	
Assessor	Ownership/Situs Change/Title Transfer	80.00	80.00	-	
Community Development (CD)					
CD - Building Services	The International Code Council Building Valuation Table has been adopted by Crook County and is published in February of every year and adopted through the County Court effective April 1st of every year. The current valuation table is as follows:				
CD - Building Services	Building (Structural) Permits:			-	Plus applicable State Surcharge
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	117.27	80.14	(37.13)	Minimum Building Valuation is \$5,000, Minimum Structural Permit Fee is \$80.14
CD - Building Services	Each additional \$1,000 between \$5,001 to \$25,000	9.07	9.52	0.45	\$80.14 for the first \$5,000 plus \$9.52 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	6.79	7.13	0.34	\$270.54 for the first \$25,000 plus \$7.13 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.53	4.76	0.23	\$448.79 for the first \$50,000 plus \$4.76 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 over \$100,001	3.78	3.97	0.19	\$686.79 for the first \$100,000 plus \$3.97 for each additional \$1,000 or fraction thereof
CD - Building Services	1.) 12% State Surcharge	12%	12%	0%	Required to be added to Building Permit Fees as per the State of Oregon, ORS 455.210(4) & (5) and 455.220(1)
CD - Building Services	2.) Structural Plan Review – % of Building Permit Fee	75%	75%	0%	
CD - Building Services	3.) Code Compliance Fee for New Residential, Single Family Dwelling, and Manufactured Dwellings valuations will be 0.18% of building valuation	0.16%	0.18%	0.02%	Maximum fee of \$370.00; Supports code enforcement program

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Building Services	4.) Code Compliance Fee for New Accessory and Residential Addition Building valuations 0.18% of building valuation (Maximum fee of \$270.00)	0.16%	0.18%	0.02%	Maximum fee of \$270.00; Supports code enforcement program
CD - Building Services	5.) Compliance Fee for Commercial Structures Valuations 0.18% of building valuations (Maximum fee of \$525.00)	0.16%	0.18%	0.02%	Maximum fee of \$525.00; Supports code enforcement program
CD - Building Services	6.) Advanced Planning Fee – Calculated on the valuation of the building project to support long range planning projects that are not fee supported in the amount of 0.30% of the building valuation		0.30%	0.30%	Maximum fee of \$20,000; Fee waived on projects with valuation under \$300,000; supports long range planning projects that are not fee supported
CD - Building Services	7.) Agricultural Building Exemption Review	60.00	65.00	5.00	
CD - Building Services	8.) Residential Demolition Permit Fee	90.00	95.00	5.00	
CD - Building Services	9.) Commercial Demolition Permit Fee	230.00	240.00	10.00	
CD - Building Services	10.) Additional Plan Review - Plan modifications, per hour – 2 hour minimum	90.00	95.00	5.00	per hour
CD - Building Services	11.) Refund processing fee	75.00	78.75	3.75	refunds must be requested within 180 days of application; refunds are not available for any work that has been performed
CD - Building Services	12.) Change of Occupancy Review	160.00	170.00	10.00	
CD - Building Services	13.) Complex/large project consultation or review fee, per hour – 2 hour minimum	160.00	170.00	10.00	per hour; may include charges for review from technical experts as ACS
CD - Building Services	14.) Re-Roofing, Residential	155.00	162.75	7.75	
CD - Building Services	15.) Re-Roofing, Commercial Only		Based on the Valuation of the Project		
CD - Building Services	16.) Fire Life Safety Plan Review – % of Building Permit Fee	40%	40%	-	Required on all structures over 4000 sq. ft. and/or any project deemed necessary by the Building Official
CD - Building Services	17.) Re-Inspection Fee	105.00	110.00	5.00	
CD - Building Services	18.) Investigation fee, per hour	105.00	110.00	5.00	per hour
CD - Building Services	19.) Each additional inspection	105.00	110.00	5.00	
CD - Building Services	20.) Inspection outside normal business hours, per hour – 2 hour minimum	80.00	85.00	5.00	per hour
CD - Building Services	21.) Inspection for which no fee is indicated, per hour	105.00	110.00	5.00	per hour
CD - Building Services	22.) Replacement copy provided by owner for Plan Review and Stamp	35.00	-	(35.00)	REMOVE
CD - Building Services	23.) Copying of Plans Reviewed, Stamped Plans	35.00	-	(35.00)	REMOVE
CD - Building Services	22.) Permit Reinstatement due to expired permit (within a 6-month window)	50% of current fee for new permit	50% of current fee for new permit		New Permit Fee thereafter
CD - Building Services	23.) Permit History Research Fee, per hour	25.00	80.00	55.00	
CD - Building Services	24.) Copies, per page	0.25	0.25	-	
CD - Building Services	25.) Oversize copies, per page		5.00	5.00	
CD - Building Services	26.) Permit Shipping	10.00	10.00	-	
CD - Building Services	27.) Phased Plan Review “per phase” for Residential/Commercial	\$300 + 10% of total project building permit fee	\$315 + 10% of total project building permit fee	15.00	Not to exceed \$1,500.00 for each phase

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Building Services	28.) Deferred Plan Review – 65% of permit fee on deferred portion valuation; \$300.00 minimum fee	65%	65%	-	\$300.00 minimum fee
CD - Building Services	29.) Temporary Certificate of Occupancy – Commercial	395.00	415.00	20.00	
CD - Building Services	30.) Temporary Certificate of Occupancy – Residential	235.00	247.00	12.00	
CD - Building Services	31.) Temporary Gold Seal Job Trailer Placement Inspection			-	
CD - Building Services	a.) Single-wide unit	475.00	500.00	25.00	
CD - Building Services	b.) Double-wide unit	575.00	600.00	25.00	
CD - Building Services	c.) Triple-wide unit	675.00	710.00	35.00	
CD - Building Services	32.) Administrative/Clerical Fee	75.00	78.75	3.75	
CD - Building Services	33.) Residential Fire Sprinklers Standalone System:			-	
CD - Building Services	0 to 2,000 sq. ft.		159.00	159.00	
CD - Building Services	2,001 to 3,600 sq. ft.		165.50	165.50	
CD - Building Services	3,601 to 7,200 sq. ft.		210.50	210.50	
CD - Building Services	Over 7,200 sq. ft.		256.75	256.75	
CD - Building Services	Manufactured Home Park Fees:			-	
CD - Building Services	Valuation: Table 1			-	
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	25.00	-	
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	2.20	-	\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	9.90	-	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	7.15	-	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	4.95	-	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	3.85	-	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	2.20	-	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	2.20	-	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof
CD - Building Services	Valuation: Table 2 – Spaces per Acre			-	Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue; Deduct 10% from the valuation of parks constructed east of the Cascade Summit
CD - Building Services	Park - Class A (contains paved streets, curbs, and no sidewalks):			-	"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,901.00	5,901.00	-	
CD - Building Services	5 spaces per acre, per space	5,517.00	5,517.00	-	
CD - Building Services	6 spaces per acre, per space	5,197.00	5,197.00	-	
CD - Building Services	7 spaces per acre, per space	4,941.00	4,941.00	-	
CD - Building Services	8 spaces per acre, per space	4,685.00	4,685.00	-	
CD - Building Services	9 spaces per acre, per space	4,493.00	4,493.00	-	
CD - Building Services	10 spaces per acre, per space	4,365.00	4,365.00	-	
CD - Building Services	11 spaces per acre, per space	4,301.00	4,301.00	-	
CD - Building Services	12 spaces per acre, per space	4,237.00	4,237.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		Updated 10/1/2022 (\$)	Effective 7/1/2023 (\$)		
CD - Building Services	Park - Class B (contains paved streets, no curbs, and no sidewalks):			-	"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	4 or fewer spaces per acre, per space	5,504.00	5,504.00	-	
CD - Building Services	5 spaces per acre, per space	5,120.00	5,120.00	-	
CD - Building Services	6 spaces per acre, per space	4,800.00	4,800.00	-	
CD - Building Services	7 spaces per acre, per space	4,544.00	4,544.00	-	
CD - Building Services	8 spaces per acre, per space	4,288.00	4,288.00	-	
CD - Building Services	9 spaces per acre, per space	4,096.00	4,096.00	-	
CD - Building Services	10 spaces per acre, per space	3,968.00	3,968.00	-	
CD - Building Services	11 spaces per acre, per space	3,904.00	3,904.00	-	
CD - Building Services	12 spaces per acre, per space	3,804.00	3,804.00	-	
CD - Building Services	Park - Class C (contains no paved streets, no curbs, but have a sidewalk on one side of each street):			-	"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	4 or fewer spaces per acre, per space	5,312.00	5,312.00	-	
CD - Building Services	5 spaces per acre, per space	5,028.00	5,028.00	-	
CD - Building Services	6 spaces per acre, per space	4,608.00	4,608.00	-	
CD - Building Services	7 spaces per acre, per space	4,352.00	4,352.00	-	
CD - Building Services	8 spaces per acre, per space	4,269.00	4,269.00	-	
CD - Building Services	9 spaces per acre, per space	3,904.00	3,904.00	-	
CD - Building Services	10 spaces per acre, per space	3,776.00	3,776.00	-	
CD - Building Services	11 spaces per acre, per space	3,712.00	3,712.00	-	
CD - Building Services	12 spaces per acre, per space	3,648.00	3,648.00	-	
CD - Building Services	1.) Table 2 is based on the 1990 evaluation of Mobile Home Parks published by Oregon Department of Revenue			-	REMOVE
CD - Building Services	2.) Deduct ten Percent from the valuation of parks constructed east of the Cascade Summit.			-	REMOVE
CD - Building Services	3.) "Class A" parks contains paved streets, curbs and no sidewalks.			-	REMOVE
CD - Building Services	4.) "Class B" Parks contains paved streets, no curbs and no sidewalks.			-	REMOVE
CD - Building Services	5.) "Class C" parks contain no paved streets, no curbs, but have a sidewalk on one side of each street.			-	REMOVE
CD - Building Services	Additional plan review, per hour – 1/2 hour minimum	85.00	85.00	-	Per hour; required when approved plan is added to, changed, or revised; minimum 1/2 hour
CD - Building Services	Consultation fee, per hour – 1 hour minimum	160.00	160.00	-	
CD - Building Services	Plan check fee for Manufactured Home Park - % of valuation	65%	65%	-	% of Table 1 Valuation
CD - Building Services	Prefabricated structural inspections				REMOVE
CD - Building Services	Manufactured Home Park Installation connection				REMOVE
CD - Building Services				-	
CD - Building Services	Recreation Park Fees:			-	
CD - Building Services	Valuation: Table 1			-	
CD - Building Services	Total Valuation \$1 to \$500, plus:	25.00	25.00	-	
CD - Building Services	Each additional \$100 between \$501 to \$2,000	2.20	2.20	-	\$25.00 for the first \$500 plus \$2.20 for each additional \$100 or fraction thereof, to and including \$2,000
CD - Building Services	Each additional \$1,000 between \$2,001 to \$25,000	9.90	9.90	-	\$58.00 for the first \$2,000 plus \$9.90 for each additional \$1,000 or fraction thereof, to and including \$25,000

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		Updated 10/1/2022 (\$)	Effective 7/1/2023 (\$)		
CD - Building Services	Each additional \$1,000 between \$25,001 to \$50,000	7.15	7.15	-	\$285.70 for the first \$25,000 plus \$7.15 for each additional \$1,000 or fraction thereof, to and including \$50,000
CD - Building Services	Each additional \$1,000 between \$50,001 to \$100,000	4.95	4.95	-	\$464.45 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 between \$100,001 to \$500,000	3.85	3.85	-	\$711.95 for the first \$100,000 plus \$3.85 for each additional \$1,000 or fraction thereof, to and including \$500,000
CD - Building Services	Each additional \$1,000 between \$500,001 to \$1,000,000	2.20	2.20	-	\$2,251.95 for the first \$500,000 plus \$2.20 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
CD - Building Services	Each additional \$100 over \$1,000,001	2.20	2.20	-	\$3,351.95 for the first \$1,000,000 plus \$2.20 for each additional \$100 or fraction thereof
CD - Building Services	Valuation: Table 2 – Spaces per Acre			-	
CD - Building Services	Park - Class A			-	"Class A" contains paved streets, curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,637.00	2,637.00	-	
CD - Building Services	8 spaces per acre, per space	2,470.00	2,470.00	-	
CD - Building Services	10 spaces per acre, per space	2,320.00	2,320.00	-	
CD - Building Services	12 spaces per acre, per space	2,189.00	2,189.00	-	
CD - Building Services	14 spaces per acre, per space	2,074.00	2,074.00	-	
CD - Building Services	16 spaces per acre, per space	1,978.00	1,978.00	-	
CD - Building Services	18 spaces per acre, per space	1,907.00	1,907.00	-	
CD - Building Services	20 spaces per acre, per space	1,849.00	1,849.00	-	
CD - Building Services	22 spaces per acre, per space	1,798.00	1,798.00	-	
CD - Building Services	Park - Class B			-	"Class B" contains paved streets, no curbs, and no sidewalks
CD - Building Services	6 or fewer spaces per acre, per space	2,483.00	2,483.00	-	
CD - Building Services	8 spaces per acre, per space	2,317.00	2,317.00	-	
CD - Building Services	10 spaces per acre, per space	2,176.00	2,176.00	-	
CD - Building Services	12 spaces per acre, per space	2,035.00	2,035.00	-	
CD - Building Services	14 spaces per acre, per space	1,920.00	1,920.00	-	
CD - Building Services	16 spaces per acre, per space	1,824.00	1,824.00	-	
CD - Building Services	18 spaces per acre, per space	1,754.00	1,754.00	-	
CD - Building Services	20 spaces per acre, per space	1,696.00	1,696.00	-	
CD - Building Services	22 spaces per acre, per space	1,645.00	1,645.00	-	
CD - Building Services	Park - Class C			-	"Class C" contains no paved streets, no curbs, but have a sidewalk on one side of each street
CD - Building Services	6 or fewer spaces per acre, per space	2,483.00	2,483.00	-	
CD - Building Services	8 spaces per acre, per space	1,317.00	1,317.00	-	
CD - Building Services	10 spaces per acre, per space	2,176.00	2,176.00	-	
CD - Building Services	12 spaces per acre, per space	2,035.00	2,035.00	-	
CD - Building Services	14 spaces per acre, per space	1,920.00	1,920.00	-	
CD - Building Services	16 spaces per acre, per space	1,824.00	1,824.00	-	
CD - Building Services	18 spaces per acre, per space	1,754.00	1,754.00	-	
CD - Building Services	20 spaces per acre, per space	1,696.00	1,696.00	-	
CD - Building Services	22 spaces per acre, per space	1,645.00	1,645.00	-	
CD - Building Services	Plan check fee for Recreation Park - % of valuation	65%	65%	-	% of Table 1 Valuation
CD - Building Services				-	
CD - Building Services	Solar Fees:			-	
CD - Building Services	1.) Solar Photo voltaic – prescriptive (roof-mounted)☒	165.00	173.25	8.25	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Building Services	2.) Solar Photo voltaic – non-prescriptive	based on the valuation	based on the valuation		Fee is based on the valuation of the project – see Structural Permit fee table for rates
CD - Building Services				-	
CD - Building Services	Mechanical Permits:			-	All Mechanical Permits are subject to a State Surcharge of 12% of the total permit fee. Minimum mechanical permit application fee is \$110.25.
CD - Building Services	All mechanical Permits are subject to a state Surcharge of 12% of the total Permit fee. The minimum mechanical permit application fee is 110.25.			-	
CD - Building Services	The Mechanical Plan Review Fee is based on valuation of 75% of the determined Permit Fee, where applicable.			-	
CD - Building Services	Commercial Mechanical Permits are based on the valuation of the project – see Building (Structural) Permit fee table for rates.			-	
CD - Building Services	1.) Air Conditioner	13.96	14.75	0.79	
CD - Building Services	2.) Air handling unit up to 10,000 cfm	13.96	14.75	0.79	
CD - Building Services	3.) Air handling unit 10,001 cfm and over	18.61	19.50	0.89	
CD - Building Services	4.) Appliance vent installation, relocation or replacement not included in an appliance	11.05	11.75	0.70	
CD - Building Services	5.) Attic/crawl space fans	8.15	8.50	0.35	
CD - Building Services	6.) Chimney /liner/flue/vent	11.63	12.25	0.62	
CD - Building Services	7.) Clothes dryer exhaust	11.63	12.25	0.62	
CD - Building Services	8.) Decorative gas fireplace	11.63	12.25	0.62	
CD - Building Services	9.) Evaporative cooler other than portable	8.14	8.50	0.36	
CD - Building Services	10.) Floor furnace, including vent	11.63	12.25	0.62	
CD - Building Services	11.) Flue Vent for water heater or gas fireplace	9.89	10.25	0.36	
CD - Building Services	12.) Furnace/burner including duct work/vent/liner	18.60	19.50	0.90	
CD - Building Services	13.) Gas or wood fireplace/insert	18.60	19.50	0.90	
CD - Building Services	14.) Gas Fuel piping outlets	11.63	12.25	0.62	
CD - Building Services	15.) Heat pump	17.45	18.25	0.80	
CD - Building Services	16.) Hood served by mechanical exhaust, including ducts for hood	8.14	8.50	0.36	
CD - Building Services	17.) Hydronic hot water system	74.44	78.25	3.81	
CD - Building Services	18.) Mini spit system	17.45	18.25	0.80	
CD - Building Services	19.) Oil tank/gas/diesel generators	17.45	18.25	0.80	
CD - Building Services	20.) Pool or spa heater, kiln	11.63	12.25	0.62	
CD - Building Services	21.) Propane or natural gas vented room heaters, gas fired appliances, includes vent	18.60	19.50	0.90	
CD - Building Services	22.) Range hood/other kitchen equipment	11.05	11.75	0.70	
CD - Building Services	23.) Suspended heater, recessed wall heater, or floor mounted floor heater	11.63	12.25	0.62	
CD - Building Services	24.) Ventilation fan connected to single duct	8.14	8.50	0.36	
CD - Building Services	25.) Ventilation system not a portion of heating or air-conditioning system	8.14	8.50	0.36	
CD - Building Services	26.) Water heater	46.53	49.00	2.47	
CD - Building Services	27.) Wood/pellet stove	18.60	19.50	0.90	
CD - Building Services	28.) Other heating/cooling	11.63	12.25	0.62	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Building Services	29.) Other fuel appliance	11.63	12.25	0.62	
CD - Building Services	30.) Other environment exhaust/ventilation	8.14	8.50	0.36	
CD - Building Services	31.) Mechanical – Additional plan review, per hour – 2 hour minimum	90.00	95.00	5.00	Per hour
CD - Building Services	32.) Mechanical – Re-inspection fee	105.00	110.00	5.00	
CD - Building Services	33.) Mechanical – Inspections outside normal business hours, per hour – 2 hour minimum	80.00	85.00	5.00	Per hour
CD - Building Services	34.) Mechanical – Inspections for which no fee is specifically indicated, per hour – 2 hour minimum	80.00	85.00	5.00	Per hour
CD - Building Services	35.) Mechanical – Investigation fee, per hour – 2 hour minimum	105.00	110.00	5.00	Per hour
CD - Building Services	36.) Mechanical – Minimum fee	105.00	110.25	5.25	
CD - Building Services				-	
CD - Building Services	Plumbing Permits:			-	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee; The minimum Plumbing Permit Application Fee is \$100.00
CD - Building Services	All Plumbing Permits are subject to a State Surcharge of 12% of the total Permit fee			-	
CD - Building Services	The minimum Plumbing Permit Application Fee is \$110.25.			-	
CD - Building Services	The Plumbing Plan Review Fee is 75% of the Permit fee.			-	
CD - Building Services	1.) Sanitary Sewer – first 100 feet	77.88	81.75	3.87	Permit fee, where applicable
CD - Building Services	2.) Storm Sewer – first 100 feet	77.88	81.75	3.87	
CD - Building Services	3.) Water Service – first 100 feet	77.88	81.75	3.87	
CD - Building Services	4.) Backflow preventer	77.88	81.75	3.87	
CD - Building Services	5.) Each additional 100 feet of water, sewer, or storm sewer line	63.97	67.25	3.28	
CD - Building Services	6.) Water heater	46.53	49.00	2.47	
CD - Building Services	7.) Reinspection fee, per inspection	105.00	110.00	5.00	
CD - Building Services	8.) Plumbing – additional inspection, per inspection	105.00	110.00	5.00	
CD - Building Services	9.) Plumbing – Inspections for which no fee is specifically indicated, per hour – 2 hour minimum	80.00	85.00	5.00	
CD - Building Services	10.) Plumbing – Inspections outside normal business hours, per hour – 2 hour minimum	80.00	85.00	5.00	
CD - Building Services	11.) Plumbing – Investigation fee, per hour – 2 hour minimum	105.00	110.00	5.00	
CD - Building Services	12.) Plumbing – Additional plan review, per hour – 2 hour minimum	90.00	95.00	5.00	
CD - Building Services	13.) Single Family Residence – additional bath/kitchen	200.00	210.00	10.00	
CD - Building Services	14.) First Kitchen & Bathroom	300.00	315.00	15.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	15.) First Kitchen & 2 Bathrooms	400.00	420.00	20.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	16.) First Kitchen & 3 Bathrooms	400.00	525.00	125.00	Includes 100 feet of water, sewer, and storm lines
CD - Building Services	17.) Each fixture as marked on application	25.96	27.25	1.29	
CD - Building Services	18.) Re-piping of existing fixtures, per fixture	25.96	27.25	1.29	
CD - Building Services	19.) Residential Fire Sprinklers (connected to potable water) 13D:			-	
CD - Building Services	0 to 2,000 sq. ft.	142.80	159.00	16.20	
CD - Building Services	2,001 to 3,600 sq. ft.	157.64	165.50	7.86	
CD - Building Services	3,601 to 7,200 sq. ft.	200.41	210.50	10.09	
CD - Building Services	Over 7,200 sq. ft.	244.41	256.75	12.34	
CD - Building Services				-	
CD - Building Services	Medical Gas Permits:			-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Building Services	Total Valuation \$1 to \$5,000, plus:	116.31	122.25	5.94	Minimum Medical Gas Valuation is \$5,000, Minimum Medical Gas Fee is \$122.25
CD - Building Services	Each additional \$100 between \$5,001 to \$10,000	1.74	2.00	0.26	\$122.25 for the first \$5,000 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$10,000
CD - Building Services	Each additional \$1,000 between \$10,001 to \$100,000	11.86	12.50	0.64	\$222.25 for the first \$10,000 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
CD - Building Services	Each additional \$1,000 over \$100,001	8.15	8.50	0.35	\$1,347.25 for the first \$100,000 plus \$8.50 for each additional \$1,000 or fraction thereof
CD - Building Services				-	
CD - Building Services	Manufactured Home Permits:				
CD - Building Services	1.) Manufactured Home permits are subject to a \$30.00 State Administration Fee	30.00	30.00	-	State Administration Fee
CD - Building Services	2.) Manufactured Home Placement Fee	580.00	609.00	29.00	Total of \$712.08 with 12% State Surcharge + \$30.00 State Administration Fee
CD - Building Services	3.) Manufactured Home Code Books	35.00	35.00	-	
CD - Building Services	4.) Manufactured Home – Inspections outside normal business hours, per hour – 2 hour minimum	80.00	85.00	5.00	Per hour, plus 12% State Surcharge
CD - Building Services	5.) Manufactured Home – Inspections for which no fee is specifically indicated, per hour – 2 hour minimum	80.00	85.00	5.00	Per hour, plus 12% State Surcharge
CD - Building Services	6.) Manufactured Home – Investigation fee, per hour – 2 hour minimum	105.00	110.00	5.00	Per hour, plus 12% State Surcharge
CD - Building Services	7.) Re-inspection fee, per inspection	105.00	110.00	5.00	Plus 12% State Surcharge
CD - Building Services					
CD - Building Services	Electrical Permits:				
CD - Building Services	1.) All electrical Permits are subject to a State Surcharge of 12% of the total permit fee	12%	12%	-	Plus applicable State Surcharge; minimum permit fee is 110.25
CD - Building Services	2.) Electrical Plan Review – % of Permit Fee when required	25%	25%	-	
CD - Building Services	3.) Master Electrical Application Permit fee	100.00	100.00	-	
CD - Building Services	4.) Master Electrical inspection fee, per hour	100.00	100.00	-	per hour
CD - Building Services	5.) Residential, per unit, service included				Multi-family is based on largest unit using residential square footage with each additional unit at 50%
CD - Building Services	a.) 1,000 sq. ft. or less	174.47	183.25	8.78	
CD - Building Services	b.) Each additional 500 sq. ft. or portion thereof	29.08	30.50	1.42	
CD - Building Services	6.) Limited energy	40.71	42.75	2.04	
CD - Building Services	7.) Each manufactured home or modular dwelling service or feeder	105.00	110.25	5.25	
CD - Building Services	8.) Service or feeders:				installation, alteration, relocation
CD - Building Services	a.) 200 amps or less / 5KVA or less	112.24	118.00	5.76	
CD - Building Services	b.) 201 to 400 amps	132.60	139.25	6.65	
CD - Building Services	c.) 401 to 599 amps	222.74	234.00	11.26	
CD - Building Services	d.) 600 to 1,000 amps	292.16	306.75	14.59	
CD - Building Services	e.) Over 1,000 amps or volts	664.80	698.00	33.20	
CD - Building Services	f.) Reconnect only	105.00	110.25	5.25	
CD - Building Services	9.) Temporary service or feeders:				installation, alteration, relocation
CD - Building Services	a.) 200 amps or less	105.00	110.25		
CD - Building Services	b.) 201 to 400 amps	122.13	128.25	6.12	
CD - Building Services	c.) 401 to 599 amps	176.22	185.00	8.78	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Building Services	d.) 600 to 1,000 amps	292.16	306.75	14.59	See services or feeders section above
CD - Building Services	e.) Over 1,000 amps or volts	664.80	698.00	33.20	See services or feeders section above
CD - Building Services	10.) Branch circuits:				New, alteration, extension per panel
CD - Building Services	a.) Fee for branch circuits with purchase of a service or feeder fee	8.37	8.75	0.38	
CD - Building Services	b.) Fee for branch circuits without purchase of a service or feeder fee				
CD - Building Services	i.) First branch circuit	77.88	81.75	3.87	
CD - Building Services	ii.) Each additional branch circuit	8.37	8.75	0.38	
CD - Building Services	11.) Miscellaneous (service or feeder not included):			-	service or feeder not included
CD - Building Services	a.) Each pump or irrigation circle	77.88	81.75	3.87	
CD - Building Services	b.) Each sign or outline lighting	77.88	81.75	3.87	
CD - Building Services	c.) Signal circuit(s) or a limited-energy panel, alteration or extension	77.88	81.75	3.87	
CD - Building Services	d.) Reinspection Fee, per inspection	105.00	110.00	5.00	
CD - Building Services	e.) Inspection outside normal business hours, per hour – 2 hour minimum	80.00	85.00	5.00	
CD - Building Services	f.) Inspection for which no fee is specifically indicated, per hour – 2 hour minimum	80.00	85.00	5.00	
CD - Building Services	g.) Additional plan review, per hour	105.00	110.00	5.00	
CD - Building Services	h.) Investigation fee, per hour	105.00	110.00	5.00	
CD - Building Services	12. Commercial Electrical Multi-Family			-	
CD - Building Services	a.) Multi-family limited energy by floor	77.88	81.75	3.87	
CD - Building Services	b.) Multi-family protective signaling by floor	77.88	81.75	3.87	
CD - Building Services	13.) Renewable Energy – Solar			-	
CD - Building Services	a.) 5KVA or Less	105.00	110.25	5.25	
CD - Building Services	b.) 5KVA to 15KVA	132.00	138.75	6.75	
CD - Building Services	c.) 15.01KVA to 25KVA	176.00	185.00	9.00	
CD - Building Services	d.) Each additional KVA over 25KVA*	545.00	6.25	(538.75)	\$185 for the first 25KVA plus \$6.25 for each additional KVA; *maximum permit charge at calculation of 100KVA (\$653.75)
CD - Building Services	14.) Wind Energized Systems			-	
CD - Building Services	a.) 25.01 KVA through 50 KVA / 601 to 1000 amps	227.00	238.35	11.35	
CD - Building Services	b.) 50.01 KVA through 100 KVA / over 1,000 amps or volts	545.00	572.25	27.25	
CD - Code Enforcement	Code Enforcement:				
CD - Code Enforcement	Code Enforcement Hourly Rate, per hour	75.00	75.00	-	As Permitted by Crook County Code Title 1, cost recovery
CD - Code Enforcement	Site investigation, per hour – 2 hour minimum	75.00	75.00	-	
CD - Code Enforcement	Code compliance letter, research and investigation, per hour – 2 hour minimum	75.00	75.00	-	
CD - Code Enforcement	Code compliance hearing fee	250.00	250.00	-	
CD - On-Site	On-Site (Septic Systems) Permits:				On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - On-Site	State surcharge	100.00	100.00		Fee schedule for on-site septic program <u>includes the state surcharge of \$100.00 for all site evaluation, permits, and other activity</u> where an application is required: all state fee schedules are subject to change based on legislative action and may be revised throughout the year.
CD - On-Site	Code Compliance Fee	50.00	55.00		Added to all new construction permits, authorizations, and alterations
CD - On-Site	Site Evaluation Fee	795.00	830.00	35.00	
CD - On-Site	Septic Systems				
CD - On-Site	Standard system, first 1,000 gallons	960.00	1,000.00	40.00	
CD - On-Site	Capping fill, first 1,000 gallons	1,175.00	1,225.00	50.00	
CD - On-Site	Grey water sump, first 1,000 gallons	485.00	505.00	20.00	
CD - On-Site	Pressure distribution, first 1,000 gallons	1,395.00	1,455.00	60.00	
CD - On-Site	Redundant, first 1,000 gallons	735.00	765.00	30.00	
CD - On-Site	Sand filter, first 1,000 gallons	1,725.00	1,800.00	75.00	
CD - On-Site	Saprolite system, first 1,000 gallons	885.00	925.00	40.00	
CD - On-Site	Seepage trench, first 1,000 gallons	1,170.00	1,220.00	50.00	
CD - On-Site	Steep slope, first 1,000 gallons	1,170.00	1,220.00	50.00	
CD - On-Site	Tile dewatering, first 1,000 gallons	2,410.00	2,525.00	115.00	
CD - On-Site	Each additional 500 gallons above 1,000 gallons or part thereof ("commercial" septic systems)	160.00	180.00	20.00	\$2,525 for the first 1,000 gallons plus \$180 for each additional 500 gallons or part thereof
CD - On-Site	Plan Review				
CD - On-Site	Commercial facility system, 0 to 600 gallons	-	-	-	Covered under the permit fee
CD - On-Site	Commercial facility system, 601 to 1,000 gallons	270.00	280.00	10.00	
CD - On-Site	Each additional 500 gallons or part thereof above 1,000 to 2,500 gallons	75.00	85.00	10.00	\$280 for the first 1,000 gallons plus \$85 for each additional 500 gallons or part thereof
CD - On-Site	Renewal/reinstatement/transfer permit	415.00	430.00	15.00	Within 1 year of expiration of original permit
CD - On-Site	Major septic system repair, single family dwelling	525.00	545.00	20.00	
CD - On-Site	Minor septic system repair, single family dwelling	350.00	360.00	10.00	
CD - On-Site	Major commercial septic system repair	570.00	590.00	20.00	
CD - On-Site	Minor commercial septic system repair	375.00	385.00	10.00	
CD - On-Site	Major septic system alteration/relocation (drain field)	845.00	880.00	35.00	
CD - On-Site	Minor septic system alteration/relocation (tank)	515.00	535.00	20.00	
CD - On-Site	ATT Annual Report Review – in-house	50.00	50.00	-	
CD - On-Site	ATT Systems Permit – with/without pressure distribution	1,450.00	1,515.00	65.00	
CD - On-Site	ATT Systems – O&M Inspection	400.00	420.00	20.00	
CD - On-Site	Holding tank Permit	900.00	940.00	40.00	
CD - On-Site	Holding tank inspection report – in-house	50.00	50.00	-	
CD - On-Site	Holding tank inspection annual – field	250.00	260.00	10.00	
CD - On-Site	Authorization, field visit required	650.00	675.00	25.00	Permit issued under the authorization will be without the repair fee
CD - On-Site	Authorization, no field visit required	315.00	325.00	10.00	
CD - On-Site	Evaluation/renewal of temporary/hardship authorization	300.00	300.00	-	
CD - On-Site	Existing system evaluation – field	640.00	665.00	25.00	
CD - On-Site	Sewage disposal service, pumper truck inspection, first truck	150.00	155.00	5.00	
CD - On-Site	Sewage disposal service, each additional truck	60.00	65.00	5.00	
CD - On-Site	Accela yearly O&M entry fee, each	5.00	5.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments	
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023			
CD - On-Site	Re-inspection fee	200.00	200.00	-	When a pre-covered inspection correction requires a subsequent reinspection due to the previous corrections not being made. No further inspections until the reinspection fee is paid.	
CD - On-Site	Pump evaluation Fee	50.00	50.00	-	For all permits that specify the use of a pump or dosing system except for Sand Filter, ATT, Recirculating gravel filter and pressurized distribution systems	
CD - On-Site	On-site specialist consultation fee, in-house, per hour – 1-hour minimum	100.00	105.00	5.00		
CD - On-Site	On-site specialist consultation fee, field, per hour – 1-hour minimum	200.00	210.00	10.00		
CD - On-Site	Refund/Administrative fee	50.00	50.00	-		
CD - On-Site	On-Site may charge twice the established fee for a septic permit or approval if work is commenced before the required Permits have been issued.					
CD - On-Site	Notice: A \$100.00 surcharge to offset DEQ administrative and oversight costs and are assessed by DEQ for each site evaluation, construction, repair, renewal authorization, and all other					
CD - Planning	Planning Fees:					
CD - Planning	Unless otherwise stated in "Comments", all Planning fees will also have an additional Code Compliance fee per application, as calculated below.				-	Note: Code Compliance fees may double for violation cases
CD - Planning	1). Code Compliance Fees for planning applications:				-	
CD - Planning	Planning Fees totaling \$0-200				-	
CD - Planning	Planning Fees totaling \$201-500				5.00	
CD - Planning	Planning Fees totaling \$501-1,000				5.00	
CD - Planning	Planning Fees totaling \$1,001-5,000				10.00	
CD - Planning	Planning Fees totaling \$5,001-Over				25.00	
CD - Planning	2.) Appeals - Remands					No Code Compliance Fee
CD - Planning	Appeal to Planning Commission				-	*\$250 or as set by statute
CD - Planning	Appeal to County Court				2,245.00	Appellant must also provide transcripts of relevant meeting tapes at appellant's expense
CD - Planning	Remand from LUBA				1,000.00	Actual costs with deposit required at time of appeal submission - Covers costs for notices mailed, copy charges, staff time and other costs.
CD - Planning	CD/USB records, each				5.00	
CD - Planning	3.) Documents Purchased					No Code Compliance Fee
CD - Planning	Duplication fees, per page				-	
CD - Planning	Duplication of oversize exhibits, per page				-	
CD - Planning	Local Appeal Record on CD/USB, per CD/USB				5.00	
CD - Planning	4.) Land Partitions					Code Compliance Fee to be added
CD - Planning	Land partitioning (Residential, Commercial or Industrial)					REMOVE
CD - Planning	Land partitions, 2 to 3 lots				(200.00)	
CD - Planning	Measure 49 Land Partition				435.00	
CD - Planning	Farm partition/forest partition, 2 to 3 lots				(200.00)	
CD - Planning	Non-farm partition, 2 to 3 lots, including Site Plan Reviews				3,535.00	
CD - Planning	Property Line Adjustment				205.00	
CD - Planning	Property Line Adjustment with notice				370.00	
CD - Planning	Lot Combining/Uncombining				230.00	
CD - Planning	Final Plat Review				10.00	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Planning	Replat	2,000.00	1,800.00	(200.00)	
CD - Planning	Validation of a unit of land	2,000.00	1,800.00	(200.00)	
CD - Planning	5.) Conditional Use Permits			-	Code Compliance Fee to be added
CD - Planning	Administrative	1,050.00	1,800.00	750.00	e.g. dog kennels, home occupations
CD - Planning	With hearing	2,730.00	3,960.00	1,230.00	e.g. bed & breakfast; golf course, multi-family residential
CD - Planning	Modification of conditions, administrative	500.00	1,220.00	720.00	
CD - Planning	Modification of conditions, with hearing	1,680.00	3,385.00	1,705.00	
CD - Planning	Conditional use Permit— Temporary hardship dwelling	390.00	-	(390.00)	REMOVE
CD - Planning	Temporary hardship renewal (every 2 years)	30.00	-	(30.00)	REMOVE
CD - Planning	Mineral aggregate	9,350.00	10,565.00	1,215.00	
CD - Planning	Commercial energy	10,500.00	11,490.00	990.00	Additional fee will apply if a goal exception is required
CD - Planning	Non-resource dwelling— conditional use Permits				REMOVE
CD - Planning	Conditional use Permit, Non-farm dwelling on existing parcel	2,625.00	-	(2,625.00)	REMOVE
CD - Planning	Conditional use Permit, Non-farm partition (two to three lots)	5,250.00	-		REMOVE
CD - Planning	Forest dwelling	3,360.00	2,810.00	(550.00)	
CD - Planning	6.) Amendments				Code Compliance Fee to be added
CD - Planning	Comprehensive plan amendment	5,515.00	5,230.00	(285.00)	
CD - Planning	Comprehensive plan amendment, required goal exception	7,720.00	6,680.00	(1,040.00)	
CD - Planning	Zone map change, Measure 56 notice required	5,515.00	5,230.00	(285.00)	
CD - Planning	Zone map change, if no Measure 56 notice required	2,760.00	4,255.00	1,495.00	
CD - Planning	Zone text change, Measure 56 notice required	4,410.00	5,230.00	820.00	
CD - Planning	Zone text change, if no Measure 56 notice required	2,760.00	4,255.00	1,495.00	
CD - Planning	7.) Site Plan Reviews				Code Compliance Fee to be added
CD - Planning	Residential	710.00	970.00	260.00	
CD - Planning	Accessory Structure	250.00	260.00	10.00	
CD - Planning	Accessory Structure – with verification of existing dwelling	80.00	335.00	255.00	
CD - Planning	Accessory Structure – under 200 sq. ft. with no plumbing, electrical or mechanical	80.00	85.00	5.00	
CD - Planning	Accessory Dwelling Unit	1,155.00	1,111.00	(44.00)	
CD - Planning	Accessory Farm Help Dwelling	1,155.00	1,510.00	355.00	
CD - Planning	Accessory Farm Family Dwelling	1,155.00	1,510.00	355.00	
CD - Planning	Administrative	1,155.00	1,510.00	355.00	
CD - Planning	Farm Dwelling	1,155.00	1,510.00	355.00	
CD - Planning	Non-Farm Dwelling on existing parcel		2,810.00	2,810.00	
CD - Planning	Accessory Forest-Family Dwelling	1,155.00	1,510.00	355.00	
CD - Planning	Lot of Record	1,155.00	1,510.00	355.00	ORS 215.705
CD - Planning	Commercial, Industrial	1,050.00	1,510.00	460.00	
CD - Planning	Utility Facilities, Cell Towers	3,180.00	3,535.00	355.00	
CD - Planning	Site Plan Modification	375.00	680.00	305.00	
CD - Planning	Renewal of expired site plan review (residential zone dwellings)	50%	50%	-	50% of original fee
CD - Planning	8.) Subdivisions / Planned Unit Developments				Code Compliance Fee to be added
CD - Planning	Outline development / master plan	\$3,310 + \$220 per lot	\$3,475 + \$220 per lot	165.00	Base fee of \$3,475, plus \$220 per lot
CD - Planning	Subdivision name changes, per change	550.00	820.00	270.00	
CD - Planning	Final plat review	1,050.00	2,025.00	975.00	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Planning	Subdivision modification request by applicant with hearing	2,200.00	4,976.00	2,776.00	
CD - Planning	Public hearing extension request	550.00	820.00	270.00	
CD - Planning	Replat	2,000.00	1,800.00	(200.00)	
CD - Planning	9.) Destination Resort				Code Compliance Fee to be added
CD - Planning	Conditional Use Permit, Modification	28,350.00	17,882.00	(10,468.00)	
CD - Planning	Subdivision Phase	\$3,310.00 + \$220 per lot	\$3,965.00 + \$220 per lot	655.00	Base fee of \$3,965, plus \$220 per lot
CD - Planning	Site plan review – Residential	895.00	1,255.00	360.00	
CD - Planning	Site plan review – Commercial	1,155.00	1,400.00	245.00	
CD - Planning	Final development review	1,155.00	3,710.00	2,555.00	
CD - Planning	Final plat review	1,050.00	2,025.00	975.00	
CD - Planning	Replat	2,000.00	1,800.00	(200.00)	
CD - Planning	10.) Other Permit Fees				Code Compliance Fee to be added
CD - Planning	Legal parcel/lot determination				
CD - Planning	1 to 4 lots	\$850 +	1,220.00		
CD - Planning	5+ lots	\$290 +	1,800.00		
CD - Planning	Complex project fee	Actual costs, \$1,050 deposit req'd	Actual costs, \$1,100 deposit req'd	50.00	Actual costs will be charged; \$1,100 deposit required
CD - Planning	Variance			-	
CD - Planning	Without public hearing	550.00	970.00	420.00	
CD - Planning	With public hearing	1,155.00	3,385.00	2,230.00	
CD - Planning	Declaratory ruling	1,100.00	1,510.00	410.00	
CD - Planning	Declaratory ruling - Measure 49		1,510.00	1,510.00	
CD - Planning	Nonconforming Use Alteration		Actual costs, \$1,500 deposit req'd		Actual costs will be charged; \$1,500 deposit required
CD - Planning	Sign Permit	240.00	530.00	290.00	
CD - Planning	Temporary Hardship				
CD - Planning	Dwelling	390.00	410.00	20.00	
CD - Planning	Renewal, every 2 years	30.00	35.00	5.00	
CD - Planning	Temporary Use Permit				
CD - Planning	Property owner RV on lot for up to 6 months	250.00	265.00		
CD - Planning	Property owner RV on lot renewal for next 6 months	30.00	35.00		
CD - Planning	Land Use Compatibility Statement	80.00	85.00	5.00	
CD - Planning	Planning Director Determination (Interpretation-Advisory Only)	910.00	1,255.00	345.00	
CD - Planning	Staff Research/Consultation, per hour – 1-hour minimum	75.00	80.00	5.00	
CD - Planning	All land use extension requests	260.00	275.00	15.00	
CD - Planning	Amendments to applications after completeness has been determined	Actual costs, \$300 deposit req'd	Actual costs, \$315 deposit req'd	15.00	Actual costs will be charged; \$315 deposit required
CD - Planning	Refund Requests				
CD - Planning	Within 30 days of acceptance	75%	75%	-	
CD - Planning	After 30 days of acceptance	50%	50%	-	
CD - Planning	Decision has been issued or incomplete for more than 180 days	no refund	no refund		

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Planning	Farm stand reviews	260.00	275.00	15.00	
CD - Planning	One mile study/soils report	210.00	220.00	10.00	
CD - Planning	Wildlife density analysis	80.00	85.00	5.00	
CD - Planning	Consultant fee*	Actual costs, \$5,000 deposit req'd	Actual costs, \$5,000 deposit req'd		Actual costs will be charged; \$5,000 deposit required
CD - Planning	*Consultant fees are charged when in the judgment of the Planning Director, Planning Commission, or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed. In some cases, consultation is required by County ordinance. Examples include but are not limited to evaluation of a proposed energy-related facility and related impacts, evaluation of environmental impact of certain industries, evaluation of the impact of certain applications on airport operations or a traffic-impact study.				
CD - Planning	11.) Events				Code Compliance Fee to be added
CD - Planning	Agritourism in County Exclusive Farm Use Zones			-	
CD - Planning	1220	150.00	160.00	10.00	
CD - Planning	Single Event	550.00	Actual costs, \$580 deposit req'd	30.00	Actual costs will be charged; \$580 deposit required
CD - Planning	2 to 6 Events without Public Hearing	750.00	actual costs, \$790 deposit req'd	40.00	Actual costs will be charged; \$790 deposit required
CD - Planning	2 to 6 Events with Public Hearing	1,155.00	actual costs, \$1,215 deposit req'd	60.00	Actual costs will be charged; \$1,215 deposit required
CD - Planning	7 to 18 Events	2,730.00	actual costs, \$2,865 deposit req'd	135.00	Actual costs will be charged; \$2,865 deposit required
CD - Planning	Social Gatherings			-	As identified in Crook County Code 5.04 Article II
CD - Planning	101 to 250 participants	210.00	220.00	10.00	
CD - Planning	251 to 500	525.00	550.00	25.00	
CD - Planning	501 to 1,000	1,050.00	1,100.00	50.00	
CD - Planning	1,001 to 3,000	1,575.00	1,655.00	80.00	
CD - Planning	Mass Gatherings (As identified in Crook County Code 5.04 Article I)	5,250.00	5,510.00	260.00	As identified in Crook County Code 5.04 Article I
CD - Planning	12.) Road Approach				Code Compliance Fee to be added
CD - Planning	Road Approach Permits				Collected fees shared between CD-Planning and Road Department or CD-Planning and CD-Code Compliance
CD - Planning	Residential, new	270.00	285.00	15.00	For County-maintained roads or roads approaching County-maintained roads, \$142.50 to CD-Planning and \$142.50 to Road Department. For public and private roads that do not approach state, County, or City roads, \$142.50 to CD-Planning and \$142.50 to CD-Code Compliance.
CD - Planning	Residential, grandfathered	140.00	145.00	5.00	No fee for accesses created prior to 2000. Grandfathered Access permits are for existing single homes only. For County-maintained roads or roads approaching County-maintained roads, \$50 to CD-Planning and \$95 to Road Department. For public and private roads that do not approach state, County, or City roads, \$50 to CD-Planning and \$95 to CD-Code Compliance.

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
CD - Planning	Subdivision / PUD / Destination Resort	1,050.00	1,100.00	50.00	For County-maintained roads or roads approaching County-maintained roads, \$450 to CD-Planning and \$650 to Road Department. For public and private roads that do not approach state, County, or City roads, \$450 to CD-Planning and \$650 to CD-Code Compliance.
CD - Planning	Commercial/ industrial or institutional	530.00	555.00	25.00	For County-maintained roads or roads approaching County-maintained roads, \$277.50 to CD-Planning and \$277.50 to Road Department. For public and private roads that do not approach state, County, or City roads, \$277.50 to CD-Planning and \$277.50 to CD-Code Compliance.
CD - Planning	Re-Inspection fee, per inspection	50.00	55.00	5.00	
CD - Planning	13.) Addressing/Roads				
CD - Planning	Addressing				
CD - Planning	County (excluding inside city limits)	135.00	145.00	10.00	Includes \$115.00 Address Assignment + \$30.00 Fire Marker
CD - Planning	Inside City limits	110.00	115.00	5.00	
CD - Planning	Utility Address (may be required for a permit where a utility is requested)	115.00	115.00	-	
CD - Planning	Fire Marker Fee for Existing, Verified Address	25.00	30.00	5.00	
CD - Planning	Road Naming	450.00	1,960.00	1,510.00	Code Compliance Fee to be added
CD - Planning	New or replacement road name sign/stop/post	750.00	750.00	-	Installed by County Road Dept; within the County right of way on a private or public road and/or intersecting County-maintained road
CD - Planning	Road Vacation	1,430.00	1,500.00	70.00	Collected fees shared \$980 to County Counsel, \$520 to Road Department
CD - Planning	Road Development Inspection Fees				For Public and Private Roads; Road Inspection costs are paid to a third-party engineering firm. The fees listed reflect the actual costs.
CD - Planning	Traffic Review				
CD - Planning	0 to 20 potential average daily trips	1,650.00	1,650.00	-	
CD - Planning	21 to 99 potential average daily trips	1,650.00	1,650.00	-	
CD - Planning	100 to 200 potential average daily trips	5,000.00	5,000.00	-	
CD - Planning	Resorts	15,000.00	15,000.00	-	
CD - Planning	Plan Review				
CD - Planning	0 to 20 potential average daily trips	3,000.00	3,000.00	-	
CD - Planning	21 to 99 potential average daily trips	4,000.00	4,000.00	-	
CD - Planning	100 to 200 potential average daily trips	5,000.00	5,000.00	-	
CD - Planning	Resorts	15,000.00	15,000.00	-	
CD - Planning	Site Observations				Includes cost of storm water plan review
CD - Planning	0 to 20 potential average daily trips	2,460.00	2,460.00	-	
CD - Planning	21 to 99 potential average daily trips	2,460.00	2,460.00	-	
CD - Planning	100 to 200 potential average daily trips	2,460.00	2,460.00	-	
CD - Planning	Resorts	5,000.00	5,000.00	-	
CD - Planning	Note 1: Fees assume 3 reviews will be adequate. For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 2: Fees assume 4 site visits will be adequate. For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 3: Assumes 4 site visits (sub-base, ¾", ½" and paving). For projects requiring additional visits, additional fees will apply.				
CD - Planning	Note 4: Fees shown above are for subdivisions up to 200 potential average daily trips. For subdivisions in excess of 200 potential average daily trips, additional fees will apply.				

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
Community Corrections	Monthly Supervision Fee	35.00	-	(35.00)	remove from fee schedule
Community Corrections	DNA Collection Fee	10.00	10.00	-	
Community Corrections	Dirty Urinalysis Fee	20.00	20.00	-	
Community Corrections	Interstate Compact Fee	100.00	150.00	50.00	
Community Corrections	Work Crew Orientation Fee	25.00	40.00	15.00	
Community Corrections	Work crew hourly rate	6.00	Rural minimum wage		Rural minimum wage is \$13.20 as of 7/1/2023
County Clerk	Board of Property Tax Appeals hearing USB copy	10.00	10.00	-	
County Clerk	Computer prints, per page, per side	0.25	0.25	-	
County Clerk	Electronic voter list (email or USB)	35.00	35.00	-	
County Clerk	Additional first page recording fee	5.00	5.00	-	in addition to statutory fee; supports computer replacement
County Clerk	Domestic Partnerships conciliation fee	10.00	10.00	-	
County Clerk	HB 2436 Implementation – (ORS 205.323), per document	1.00	1.00	-	
County Clerk	(includes the 2018 HB 4007 updates)	assessed the Housing Alliance Fee	assessed the Housing Alliance Fee		
County Clerk	HB 2339 & SB 618 Implementation, per document	2.00	2.00	-	Assessed the A&T Fee
County Clerk	Marriage License Amendments	25.00	25.00	-	
County Clerk	Research and Collation Fee, per hour	40.00	40.00	-	per hour
Administration	County Liquor License Application				
Administration	New	50.00	50.00	-	
Administration	Renewal	25.00	25.00	-	
County Counsel	Legal Counsel review, per hour	Hourly	165.00		Rates are based on actual costs of personnel, services and supplies, and overhead.
County Counsel	Paralegal staff time, per hour		115.00	115.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
County Counsel	Complex Project Fee		Actual cost, \$1,000 deposit req'd		Actual cost will be charged; \$1,000 deposit required
District Attorney	Traffic violations	5.00	15.00	10.00	
District Attorney	Diversion revocations	10.00	15.00	5.00	
District Attorney	Probation violations (misdemeanor and felony)	10.00	15.00	5.00	
District Attorney	Non-traffic violations and misdemeanor crimes		-	-	
District Attorney	First 30 pages	10.00	20.00	10.00	
District Attorney	per page after 30 pages		0.25	0.25	
District Attorney	Felony crimes		-	-	
District Attorney	First 30 pages	15.00	20.00	5.00	
District Attorney	per page after 30 pages		0.25	0.25	
District Attorney	Felonies involving unusually large amounts of discovery	50.00	remove		remove from fee schedule
District Attorney	Homicides	100.00	200.00	100.00	
District Attorney	Physical media storage device (CD, tape, zip drive, etc.)	10.00	10.00	-	
District Attorney	Digital media/digital evidence, per item	10.00	10.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
District Attorney	Diskettes or compact discs	10.00	remove		Remove
District Attorney	Expungement Process	60.00	remove		Not allowed to charge for expungements anymore
District Attorney	Legal Counsel or District Attorney review, per hour		165.00	165.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Paralegal staff time, per hour		115.00	115.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Legal Assistant staff time, per hour		90.00	90.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
District Attorney	Complex Project Fee		Actual costs, \$1,000 deposit req'd		Actual costs will be charged; \$1,000 deposit required
-					
Facilities	<i>Fees not applicable for Crook County or City of Prineville Government</i>				
-					
Finance	Computer quick prints, per page	0.40	0.40	-	Covered in County-wide section
Finance	next 100 pages, per page	0.20	0.20	-	Covered in County-wide section
Finance	additional pages, per page	0.10	0.10	-	Covered in County-wide section
Finance	County Budget Document (bound)	40.00	40.00	-	Covered in County-wide section
Finance	County Budget Document (unbound)	25.00	25.00	-	Covered in County-wide section
Finance	Mailing materials	Cost of materials plus actual postage cost	Cost of materials plus actual postage cost		Covered in County-wide section
Finance	Monthly delinquent file listing for property taxes, per month	100.00	100.00	-	
Finance	Returned Check fees/charges (Insufficient funds -- NSF)	25.00	35.00	10.00	Covered in County-wide section
Finance	Research Fee, per hour -- 1 hr minimum	15.00	65.00	50.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
Finance	Special Check Run (outside regular schedule)	25.00	25.00	-	
Finance	Special Districts Administration fee***	0.004	0	(0.00)	REMOVE *** This amount times the total dollar amount for accounts payable paid and gross payroll, if applicable, per month, with a minimum of \$10.00 per month.
-					
GIS	Professional Services				
-					
GIS	Standard labor rate, per hour – 1-hour minimum	85.00	120.00	35.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Quick Maps – Small Format	10.00 + print costs	10.00 + print costs		Basic layers with or w/o imagery
GIS	Quick Maps – Large Format	15.00 + print costs	15.00 + print costs		Basic layers with or w/o imagery
GIS	Custom Mapping, per hour – 1-hour minimum	85.00	120.00	35.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	GIS Database Analysis, per hour – 1-hour minimum	85.00	120.00	35.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
-					
GIS	Printing (Small format) Cost Per sheet				
-					
GIS	8.5 X 11 (B&W)	0.50	0.50	-	
GIS	8.5 X 11 (Color)	1.00	1.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
GIS	11 X 17 (B&W)	1.00	1.00	-	
GIS	11 X 17 (Color)	2.00	2.00	-	
GIS	Printing (Large format)			-	
GIS	Plat Copy (B&W), Per sheet	5.00	5.00	-	
GIS	Maps/other (B&W), per sq. ft. – \$10 minimum	1.50	1.50	-	\$10 minimum
GIS	Maps/other (Color), per sq. ft. – \$10 minimum	2.00	2.00	-	\$10 minimum
GIS	Scanning			-	
GIS	Small Format (11 X 17 and smaller), per sheet – \$5 minimum	0.50	0.50	-	\$5 minimum
GIS	Large Format (larger than 11 X 17), per sq. ft. – \$15 minimum	1.50	1.50	-	\$15 minimum
GIS	Custom services			-	
GIS	1- mile study and report	170.00	170.00	-	
GIS	Soil survey 1	25.00	25.00	-	
GIS	Soil survey 2	75.00	75.00	-	
GIS	GIS Data			-	
GIS	Custom Data Request, per hour - 1 hour minimum	85.00	120.00	35.00	Rates are based on actual costs of personnel, services and supplies, and overhead.
GIS	Media fee, per disk or storage device	5.00	10.00	5.00	
GIS	GIS Mapping fee (included in planning fees)			-	
GIS	Conditional use Permit, non-farm partitioning/vacant/herbaceous forest, per lot	60.00	60.00	-	
GIS	Conditional use Permit, non-farm partitioning w/existing residence, per lot	60.00	60.00	-	
GIS	Conditional use Permit, non-farm dwelling on existing parcel	60.00	60.00	-	
GIS	Conditional use Permit, farm partitioning	60.00	60.00	-	
GIS	Conditional use Permit, non-residential	60.00	60.00	-	
GIS	Site plan review, residential or commercial	60.00	60.00	-	
GIS	Subdivision, PUD, condo, per unit, per lot	60.00	60.00	-	
GIS	Final plat review, subdivision, Per lot	60.00	60.00	-	
GIS	Road Vacation	60.00	60.00	-	
Health Services	In most cases, the increases in immunizations are based on changes in the cost of supplies. The allowable Medicaid immunization reimbursement is \$21.96.				
Health Services	Certain fees shown are subject to adjustment on a sliding scale basis for qualifying individuals as determined by Federal guidelines.				
Health Services	Worksite & Community Wellness:				
Health Services	Health Education/Training/Promotion/Consultation (Non County Businesses)	30.00 - 75.00	50.00 - 75.00	20.00	
Health Services	Blood Borne Pathogen Training	40.00	50.00	10.00	
Health Services	Mental Health First Aid	119.00	519.00	400.00	
Health Services	QPR	30.00	80.00	50.00	
Health Services	Living Well with Chronic Conditions		600.00	600.00	
Health Services	Diabetes Prevention Program				
Health Services	Other Training (Businesses), hourly rate	20.00	50.00	30.00	
Health Services	Immunizations - Vaccine For Children (VFC and 317 Program): Vaccine from the State – No Charge for Cost of Vaccine, only the administration fee of \$21.96				
Health Services	DTaP (Infanrix)	21.96	21.96	-	
Health Services	DTaP/IPV/Hib (Pentacel)	21.96	21.96	-	
Health Services	DTap/Hep B/IPV (Pediarix)	21.96	21.96	-	
Health Services	DTap/IPV (Kinrix)	21.96	21.96	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
Health Services	DTap/Hib (TriHiBit)	21.96	21.96	-	
Health Services	Hepatitis A Pediatric (Havrix)	21.96	21.96	-	
Health Services	Hepatitis B Pediatric (Engerix)	21.96	21.96	-	
Health Services	Hepatitis B/Hib (Comvax)	21.96	21.96	-	
Health Services	Hib (ActHib)	21.96	21.96	-	
Health Services	HPV (Gardasil)	21.96	21.96	-	
Health Services	IPV (IPOL)	21.96	21.96	-	
Health Services	Meningococcal –MCV4 (Menactra)	21.96	21.96	-	
Health Services	MMR (Measles, Mumps, Rubella)	21.96	21.96	-	
Health Services	MMRV (Measles, Mumps, Rubella, Varicella) (ProQuad)	21.96	21.96	-	
Health Services	PCV13 (Pneumovax)	21.96	21.96	-	
Health Services	Polio IPV	21.96	21.96	-	
Health Services	Rotavirus (RotaTeq & Rotarix)	21.96	21.96	-	
Health Services	Td Immunization (7 and older)	21.96	21.96	-	
Health Services	Tdap Immunization (10-18 years - Boostrix)	21.96	21.96	-	
Health Services	Varicella (Chickenpox – Varivax)	21.96	21.96	-	
Health Services	Special Programs** Admin. Fee only				
Health Services	Influenza (VFC and special population)	21.96	21.96	-	
Health Services	Flumist (VFC)	21.96	21.96	-	
Health Services	IG – only pay administration fee	21.96	21.96	-	
Health Services	COVID-19 Vaccine	40.00	40.00	-	
Health Services	Special Programs – No Fee				
Health Services	Vaccines Non VFC Program				Administration Fee included in Price
Health Services	All vaccines	\$21.96 + actual cost	\$21.96 + actual cost	-	
Health Services	Vital Statistics and Medical Records:				
Health Services	Birth and Death Certificates (First)	25.00	25.00	-	
Health Services	Additional Birth and Death Certificates, each	25.00	25.00	-	
Health Services	Replacement Fee (Birth and Death), each	5.00	5.00	-	
Health Services	Record page copies – client chart (after ten pages), per page	0.25	0.25	-	
Health Services	Expedited Order Fee	7.00	7.00	-	
Health Services	Miscellaneous:				
Health Services	Shot Record Replacement	1.00	1.00	-	
Health Services	Head Lice Check	10.00	10.00	-	
Health Services	STI Exam	150.00	150.00	-	
Health Services	Increases in fees for the Reproductive Health program are based on the Required Cost Analysis which demonstrated the following charges.				
Health Services	Lab Tests:				
Health Services	Venipuncture/Court Ordered	15.00	15.00	-	
Health Services	Venipuncture/VDRL, Hepatitis	15.00	15.00	-	
Health Services	In House Testing:				
Health Services	Rapid Syphilis	-	-	-	
Health Services	Bacterial Vaginosis Point of Care	15.00	15.00	-	
Health Services	HCG Pregnancy Urine (Lab Test)	12.00	12.00	-	
Health Services	HIV C/T Rapid Test	50.00	50.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		Updated 10/1/2022 (\$)	Effective 7/1/2023 (\$)		
Health Services	HIV Rapid Test – State Program	no charge per state contract	no charge per state contract	-	
Health Services	Trichomonas Point of Care	15.00	15.00	-	
Health Services	UA w/o Micro	15.00	15.00	-	
Health Services	Wet Mount (Lab Test)	15.00	15.00	-	
Health Services	Rapid Hepatitis C Test	no charge per state contract	no charge per state contract	-	
Health Services	Rapid COVID Testing (pre-approved by clinic staff only)	150.00	150.00	-	
Health Services	External Lab Testing:			-	
Health Services	Chlamydia/GC	20.00	20.00	-	
Health Services	HIV C/T Test (Sliding Scale)	25.00	25.00	-	
Health Services	Thin Prep Pap with Co Testing	90.00	100.00	10.00	
Health Services	Thin Prep Pap Smear	65.00	65.00	-	
Health Services	Syphilis Serology + venipuncture fee	25.48	25.48	-	Amount listed does not include \$15.00 venipuncture fee
Health Services	Hepatitis C + venipuncture fee	20.00	20.00	-	Amount listed does not include \$15.00 venipuncture fee
Health Services	Hepatitis B + venipuncture fee	15.00	15.00	-	Amount listed does not include \$15.00 venipuncture fee
Health Services	Titer (, Hep B surface, Hep C + venipuncture fee)	20.00	20.00	-	Amount listed does not include \$15.00 venipuncture fee
Health Services	Quantiferon (Risk)	No Charge	No Charge	-	
Health Services	Quantiferon	65.00	65.00	-	Amount listed does not include \$15.00 venipuncture fee
Health Services	(If more than one titer is being done, only charge 1 venipuncture fee)				
Health Services	*Lab Fees – actual flow- outside lab price – may change due to laboratory cost change.				
Health Services	Injections			-	
Health Services	Therapeutic/Antibiotic Injection Administration	15.00	15.00	-	
Health Services	Dispensed Medications			-	
Health Services	Azithromycin - State Supplied	0	0	-	
Health Services	Azithromycin - EPT, per pill	0.50	0.50	-	
Health Services	Imiquimod cream, per box	15.00	15.00	-	
Health Services	Cefixime, per pill	3.00	3.00	-	
Health Services	Condylox Gel 5% Packet, per pack	10.00	10.00	-	
Health Services	Doxycycline 100 mg, per pill	0.05	0.05	-	
Health Services	Rochepin (STD)	State Supplied	State Supplied		
Health Services	Rochepin 1 g		Actual cost		
Health Services	Metronidazole 500 mg, per pill	0.25	0.25	-	
Health Services	Metronidazole Gel, per package	5.00	5.00	-	
Health Services	Valtrex, per pill	1.50	1.50	-	
Health Services	Fluconazole, per pill	2.50	2.50	-	
Health Services	Penicillin injection	State supplied	State supplied		
Health Services	*Reproductive Health Contraceptive Supplies: Sliding Fee Scale (Changes are based on our cost and changes in the cost of supplies)				
Health Services	Condoms – latex, pack of 12	5.00	5.00	-	
Health Services	Condoms – non-latex, per box	13.00	13.00	-	
Health Services	Condoms – Female, each	11.00	11.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
Health Services	Depo-Provera IM Injection, per injection	5.00	12.00	7.00	
Health Services	Depo Provera Subcutaneous Injection, per injection device	25.00	25.00	-	
Health Services	Caya	65.00	65.00	-	
Health Services	ECP Pills (Plan B)	10.00	10.00	-	
Health Services	ECP (Ella)	30.00	30.00	-	
Health Services	ECP My Way	4.00	4.00	-	
Health Services	Implanon	475.00	475.00	-	
Health Services	IUD (Mirena)	350.00	350.00	-	
Health Services	IUD (Paraguard)	275.00	275.00	-	
Health Services	Oral Contraceptives, based on cost	10.00	Actual cost		Actual cost
Health Services	Slynd Oral Contraceptive, per pack	194.00	Actual cost		Actual cost, no generic available
Health Services	Spermicides	15.00	15.00	-	
Health Services	Sponge	15.00	15.00	-	
Health Services	Nuva Ring	10.00	10.00	-	
Health Services	Xulane, per patch	30.00	30.00	-	
Health Services	Annovera	1,300.00	1,300.00	-	
Health Services	Phexxi	20.00	20.00	-	
Health Services	Reproductive Health New Patient Office Visit				
Health Services	<u>Code</u>	<u>Billing Price</u>	<u>Billing Price</u>		
Health Services	99201 Problem Focused, per visit, 10 minutes face-to-face	100.00	100.00	-	
Health Services	99202 Expanded Problem Focused, 20 minutes face-to-face	185.00	185.00	-	
Health Services	99203 Detailed low, 30 minutes face-to-face	230.00	230.00	-	
Health Services	99204 Comprehensive Moderate, 45 minutes face-to-face	345.00	345.00	-	
Health Services	99205 Comprehensive High, 60 minutes face-to-face	406.00	406.00	-	
Health Services	New Patients Preventive Visits				
Health Services	<u>Code</u>	<u>Billing Price</u>	<u>Billing Price</u>		
Health Services	99384	221.00	221.00	-	
Health Services	99385	221.00	221.00	-	
Health Services	99386	221.00	221.00	-	
Health Services	Reproductive Health Established Patient Office Visit				
Health Services	<u>Code</u>	<u>Billing Price</u>	<u>Billing Price</u>		
Health Services	99211 RN Visit	79.00	79.00	-	
Health Services	99212 Problem Focused, 10 minutes face-to-face	79.00	79.00	-	
Health Services	99213 Expanded Problem Focused, 15 minutes face-to-face	125.00	125.00	-	
Health Services	99214 Detailed low, 25 minutes face-to-face	175.00	175.00	-	
Health Services	99215 Comprehensive Moderate, 40 minutes face-to-face	250.00	250.00	-	
Health Services	Established Preventive Visits				
Health Services	<u>Code</u>	<u>Billing Price</u>	<u>Billing Price</u>		
Health Services	99394	175.00	175.00	-	
Health Services	99395	75.00	75.00	-	
Health Services	99396	75.00	75.00	-	
Health Services	Reproductive Health Program				
Health Services	Contraceptive/Counseling Visit				
Health Services	Low Complexity	60.00	60.00	-	
Health Services	Moderate Complexity	167.00	167.00	-	
Health Services	High Complexity	260.00	260.00	-	
Health Services	DMAP Clients Only				

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
Health Services	All inclusive visit	135.00	135.00	-	
Health Services	Translator Services:			-	
Health Services	Supply Only Visit	6.47	6.47	-	
Health Services	Low Complexity	25.88	25.88	-	
Health Services	Moderate Complexity	51.76	51.76	-	
Health Services	High Complexity	77.63	77.63	-	
Health Services	Procedures			-	
Health Services	Diaphragm Fit	135.00	135.00	-	
Health Services	IUD Insertion	150.00	150.00	-	
Health Services	IUD Removal	175.00	175.00	-	
Health Services	Wart Treatment (1-14 – cryotherapy)	188.00	188.00	-	Pay up front
Health Services	Wart Treatment (15 or more – cryotherapy)	225.00	225.00	-	Pay up front
Health Services	Implanon Insertion	100.00	100.00	-	
Health Services	Implanon Removal	100.00	100.00	-	
Health Services	Suture removal	10.00	10.00	-	
Health Services	Maternal Child Health Programs*				*Fees set by State OHA Program and may adjust as OHA adjusts fees. These fees are billed through Medicaid.
Health Services	Babies First Targeted Case Management	460.36	460.36	-	
Health Services	Expanded Babies First Targeted Case Management	460.36	460.36	-	
Health Services	CaCoon Targeted Case Management	460.36	460.36	-	
Health Services	Family Connects Single Newborn Case Rate	-	1,276.93	1,276.93	
Health Services	Family Connects Single Visit	-	293.69	293.69	
Health Services	Family Connect Multiple Infant Same Visit	-	204.31	204.31	
Health Services	Tuberculosis Services – Medications (No Charge – State Supplied)				
Health Services	PPD – TB Test	30.00	30.00	-	
Health Services	Vitamin B6	No Charge	No Charge		
Health Services	Ethambutol	No Charge	No Charge		
Health Services	Isoniazid	No Charge	No Charge		
Health Services	Pyrazinamide	No Charge	No Charge		
Health Services	Rifampin	No Charge	No Charge		
Health Services	TB Test-IGRA (blood test)	0.00 +15.00	0.00 +15.00		No Charge plus venipuncture fee
Health Services	Food Service Inspection				
Health Services	Food service inspection fees are those authorized by the Oregon DHS. In addition, the following fees and surcharges are authorized:				
Health Services	Full service restaurant/caterer fees based on seating criteria				
Health Services	0-15 seats	480.00	480.00	-	
Health Services	16-50 seats	545.00	545.00	-	
Health Services	51-150 seats	615.00	615.00	-	
Health Services	150+ seats	650.00	650.00	-	
Health Services	Bed and breakfast	210.00	210.00	-	
Health Services	Limited service restaurant	250.00	250.00	-	
Health Services	Commissary	365.00	365.00	-	
Health Services	Warehouse	210.00	210.00	-	
Health Services	Mobile unit, licensed in-County			-	
Health Services	Class I	250.00	250.00	-	
Health Services	Class II	260.00	260.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		Updated 10/1/2022 (\$)	Effective 7/1/2023 (\$)		
Health Services	Class III	285.00	285.00	-	
Health Services	Class IV	300.00	300.00	-	
Health Services	Mobile unit, licensed out of County, inspected in Crook County, per event	25.00	25.00	-	
Health Services	Temporary restaurant license, one day event	65.00	65.00	-	
Health Services	Temporary restaurant license, two or more days	70.00	90.00	20.00	
Health Services	Temporary restaurant discount (when applied for 10 days in advance)	5.00	REMOVE		Remove from fee schedule
Health Services	Intermittent temporary restaurant license no more than 30 days same food/location, more than one oversight organization	65.00	65.00	-	
Health Services	Seasonal temporary restaurant license no more than 90 days same location/food and under one oversight organization	65.00	65.00	-	
Health Services	Intermittent/Seasonal Operational Review- prior to either permit being issued (needs to be obtained at least 14 days prior to license application)	55.00	55.00	-	
Health Services	Temporary benevolent-license (good for up to 13 one to three day events)	No Charge	No Charge		Must show valid IRS tax-exempt I.D. number to qualify
Health Services	(Intermittent and Seasonal for benevolent will require an Operational Review)	45.00	45.00	-	
Health Services	** Intermittent or seasonal temporaries requiring an additional inspection due			-	
Health Services	to a complaint or infraction will be charged at the daily rate	40.00	40.00	-	
Health Services	Penalty fee for late renewal of restaurant license, per month	100.00	100.00	-	"Late" means after the 31st or last day of the month during which license was required
Health Services	Vending machines inspection per company			-	
Health Services	1-10 machines	50.00	50.00	-	
Health Services	11-20 machines	50.00	50.00	-	
Health Services	21-30 machines	75.00	75.00	-	
Health Services	31-40 machines	100.00	100.00	-	
Health Services	41-50 machines	125.00	125.00	-	
Health Services	Tourist Facility inspection fees				
Health Services	Bed and breakfast (non-kitchen inspection)	100.00	100.00	-	
Health Services	Travelers accommodations	100.00	100.00	-	
Health Services	Recreation park, plus per space charge as follows:	100.00	100.00	-	
Health Services	1 to 50 RV spaces, per space	2.50	2.50	-	
Health Services	51 to 100 RV spaces, per space	1.50	1.50	-	
Health Services	101+ RV spaces, per space	1.00	1.00	-	
Health Services	Organizational camps	150.00	150.00	-	
Health Services	Destination resort overnight lodging unit cluster license	175.00	175.00	-	
Health Services	Destination resort hot tub maintenance permit	175.00	175.00	-	
Health Services	Note: Any person licensed under ORS 446.310 to 446.350 to engage in the recreation park or traveler's accommodations business who fails to renew a license on or before the expiration date is considered delinquent. If delinquency exceeds 15 days past the expiration date a penalty fee of 50% of the annual license fee shall be assessed. The penalty fee will increase by 50% of the license fee on the first day of each succeeding month of delinquency.				
Health Services	<u>Food Service Plan Review Fees/Initial/New Construction</u>			-	
Health Services	Full service restaurant	275.00	275.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		Updated 10/1/2022 (\$)	Effective 7/1/2023 (\$)		
Health Services	Bed and breakfast and restaurant (if required)	275.00	275.00	-	
Health Services	Commissary	200.00	200.00	-	
Health Services	Warehouse	50.00	50.00	-	
Health Services	Limited service	150.00	150.00	-	
Health Services	<u>Mobile units:</u>			-	
Health Services	Class I	145.00	145.00	-	
Health Services	Class II	175.00	175.00	-	
Health Services	Class III	225.00	225.00	-	
Health Services	Class IV	245.00	245.00	-	
Health Services	Mobile Unit w/previous plan review	50.00	50.00	-	
Health Services	Organizational Camp - w/o food kitchen building	200.00	200.00	-	
Health Services	Organizational Camp w/ food kitchen facility	275.00	275.00	-	
Health Services	<u>Remodeling</u>			-	
Health Services	Full service restaurant	150.00	150.00	-	
Health Services	All Others (turn-key/no construction)	150.00	150.00	-	
Health Services	<u>Other:</u>			-	
Health Services	Daycare inspection	100.00	100.00	-	
Health Services	School inspection	125.00	125.00	-	
Health Services	Public swimming pool and spa inspection fee, first pool/spa	350.00	350.00	-	
Health Services	Additional (year round) pools and spas each	250.00	250.00	-	
Health Services	Seasonal pool	250.00	250.00	-	
Health Services	Additional seasonal pool/spa	250.00	250.00	-	
Health Services	Loan inspections water	145.00	145.00	-	
Health Services	Food handler certificate	10.00	10.00	-	
Health Services	Food handler replacement certificate	5.00	5.00	-	
Health Services	Administrative fee non-specific to above listed fees, per 15 minutes -- 15 minute minimum	5.00	5.00	-	
Health Services	Environmental health specialist consultation fee, in-house, per hour -- 1 hour minimum	95.00	95.00	-	
Health Services	Environmental health specialist consultation fee, fieldper hour -- 1 hour minimum	145.00	145.00	-	
Health Services	Refund processing fee	25.00	25.00	-	
Health Services	Plan Review Packet	5.00	5.00	-	
Health Services	Note: A supplementary inspection charge equal to 50% of the annual license fee shall be assessed for each complete inspection required because of failure to meet applicable standards when such complete inspection is performed during the license period in addition to the two semi-annual inspections normally performed. Charges accrued and not paid during the current license period will be added to the license fee for the next license period and will be subject to the late penalty fee of \$100 for each month fee remains unpaid.				
Health Services	New licensees will not be assessed any surcharges accrued by the previous license holder. Any facility opened in Oct/Nov/Dec will be charged 50% of the required fees.				
Info Technology	IT – Professional Services			-	Fees not charged to other units of County government
Info Technology	Server and Desktop Labor, per hour (billed in ¼ hour increments)	85.00	85.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Network and Wireless Labor, per hour (billed in ¼ hour increments)	125.00	125.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.
Info Technology	Consulting and Training Labor, per hour (billed in ¼ hour increments)	150.00	150.00	-	Rates are based on actual costs of personnel, services and supplies, and overhead.

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		Updated 10/1/2022 (\$)	Effective 7/1/2023 (\$)		
Juvenile	Probation supervision fee, per adjudication	30.00	-	(30.00)	REMOVE
Juvenile	Formal accountability, per agreement	10.00	-	(10.00)	REMOVE
				-	
Landfill	All weight-based charges are subject to a minimum charge based on 20 lbs. Weights above 20 lbs. will be rounded up to the next 20 lbs. increment due to scale calibration.				
Landfill	"In-county" refers to debris which is being hauled by a resident of Crook County bearing a driver's license showing a Crook County address or a Crook County landfill-issued resident I.D. card.				
Landfill	General services			-	
Landfill	Minimum disposal rate, any transaction, in-county residents with resident's I.D. card	10.00	10.00	-	
Landfill	Minimum disposal rate, any transaction, out-of-county residents	12.00	12.00	-	
Landfill	Disposal rate, in-county residents with resident's I.D. card, per ton	50.00	60.00	10.00	
Landfill	Disposal rate, out-of-county residents and residents without I.D. card, per ton	60.00	70.00	10.00	
Landfill	Mixed load disposal rate, in-county residents and commercial, per ton -- \$20 minimum	65.00	75.00	10.00	Order 2002-45 is of no further effect
Landfill	Mixed load disposal rate, out-of-county residents and commercial, per ton -- \$30 minimum	65.00	85.00	20.00	Order 2002-45 is of no further effect
Landfill	All other commercial haulers, per ton in-county	50.00	60.00	10.00	
Landfill	All other commercial haulers, per ton out-of-county	60.00	70.00	10.00	
Landfill	Fee for unsecured/untarped loads	10.00	10.00	-	
Landfill	Septage waste disposal, per gallon	0.11	0.125	0.015	
Landfill	Contaminated soil originating in-county, per ton + surcharge	35.00 per ton + \$50 surcharge	\$35.00 per ton + \$50 surcharge		\$50 surcharge, plus additional charge per ton
Landfill	Contaminated soil originating out-of-county, per ton + surcharge	45.00 per ton + \$50 surcharge	\$45.00 per ton + \$50 surcharge		\$50 surcharge, plus additional charge per ton
Landfill	Weight Ticket Only	1.00	5.00	4.00	
Landfill	Inert material/Construction debris			-	
Landfill	Concrete/cement, per ton	10.00	10.00	-	
Landfill	Dirt (clean) or Sod, per ton	10.00	10.00	-	
Landfill	Rocks or bricks, per ton	10.00	10.00	-	
Landfill	Asphalt, per ton	10.00	10.00	-	
Landfill	Waste Recovery Fees			-	
Landfill	Composted materials purchase per yard if purchased on-site	14.00	14.00	-	
Landfill	Wood chips per yard if purchased on site	5.00	5.00	-	
Landfill	Juniper chips per yard if purchased on site	7.00	7.00	-	
Landfill	Gypsum per ton if purchased on site	40.00	40.00	-	
Landfill	Burning barrel purchase, per barrel	10.00	10.00	-	
Landfill	Used mobile home axle purchase, per axle	100.00	100.00	-	REMOVE
Landfill	Sweeper brush roller purchase, per sweeper	25.00	25.00	-	
Landfill	Appliance Disposal Fee			-	
Landfill	Stoves, washers, dryers, dishwashers	9.00	9.00	-	
Landfill	Water heater	5.00	5.00	-	
Landfill	Refrigerators / air conditioners / freezers / water coolers	15.00	15.00	-	
Landfill	Microwaves	3.00	3.00	-	
Landfill	Propane tanks	5.00	5.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
Landfill	Tires			-	
Landfill	Tire fee, pick-up, up to 20 lbs. without rim	3.00	3.00	-	
Landfill	Tire fee, pick- up, to 40 lbs. with rim	6.00	6.00	-	
Landfill	Tire fee, semi-truck, up to 100 lbs. without rim	7.00	7.00	-	
Landfill	Tire fee, semi-truck, up to 160 lbs. with rim	12.00	12.00	-	
Landfill	Tire fee, giant & tractor, per ton	200.00	225.00	25.00	Giant and tractor tires not accepted at Crook County Landfill; however large loads of tires or partial tires (dump truck or dump trailers) can be dumped by weight; charge includes cost for Crook County Landfill to handle and transfer load to tire recycling location, as well as ODOT disposal dees
Landfill	Mobile Home Disposal Fees			-	No mobile homes or travel trailers accepted.
Landfill	No mobile homes or travel trailers accepted.		Not accepted		
Landfill	In County	50.00/ton	Not accepted		No mobile homes, travel trailers, or campers accepted.
Landfill	Out of County	60.00/ton	Not accepted		No mobile homes, travel trailers, or campers accepted.
Landfill	Travel Trailers				No mobile homes, travel trailers, or campers accepted.
Landfill	In County	50.00/ton +	Not accepted		No mobile homes, travel trailers, or campers accepted.
Landfill	Out of County	60.00/ton +	Not accepted		No mobile homes, travel trailers, or campers accepted.
Landfill	Campers			-	
Landfill	In-county	50.00/ton + 25.00 surcharge	60.00/ton + 25.00 surcharge	10.00	\$25 surcharge, plus additional charge per ton
Landfill	Out-of-county	60.00/ton + 25.00 surcharge	70.00/ton + 25.00 surcharge	10.00	\$25 surcharge, plus additional charge per ton
Landfill	Dead Animals			-	
Landfill	Off-Load fee for dead animals	10.00	10.00	-	
Landfill	Commercial Hauler, per ton — \$20.00 minimum	60.00	60.00	-	REMOVE
Landfill	In-county, per ton	50.00	60.00	10.00	
Landfill	Out-of-county, per ton	60.00	70.00	10.00	
Landfill	Butcher Waste			-	
Landfill	In-county, per ton	50.00	60.00	10.00	
Landfill	Out-of-county, per ton	60.00	70.00	10.00	
Landfill	Hazardous Waste			-	Hazardous Waste not accepted
Landfill	Paint				Latex and Oil based paint only; all other paints are not accepted. NOTE: Liquid latex or oil based paint is free for recycle.
Landfill	In-county, per ton	50.00	60.00	10.00	Solidified or frozen latex or oil based paint only; must be in original
Landfill	Out-of-county, per ton	60.00	70.00	10.00	container.
Landfill	Fluorescent Light Tubes, per foot	0.20	0.20	-	
Landfill	Electronics			-	
Landfill	Undamaged			-	
Landfill	Computers (Monitors and Towers)	No Charge	No Charge		
Landfill	Keyboard and Mouse	No Charge	No Charge		
Landfill	Printers	No Charge	No Charge		
Landfill	Televisions	No Charge	No Charge		
Landfill	Console televisions	No Charge	No Charge		
Landfill	VCRs/DVDs	No Charge	No Charge		

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		Updated 10/1/2022 (\$)	Effective 7/1/2023 (\$)		
Landfill	Copy machines--large	25.00	25.00	-	
Landfill	Copy machines--small	No Charge	No Charge		
Landfill	Fax machines	No Charge	No Charge		
Landfill	Damaged			-	
Landfill	Computers (Monitors and Towers)	No Charge	No Charge		
Landfill	Keyboard and Mouse	1.00	1.00	-	
Landfill	Printers	3.00	3.00	-	
Landfill	Televisions	No Charge	No Charge		
Landfill	Console televisions	No Charge	No Charge		
Landfill	VCRs/DVDs	3.00	3.00	-	
Landfill	Copy machines--large	25.00	25.00	-	
Landfill	Copy machines--small	3.00	3.00	-	
Landfill	Fax machines	3.00	3.00	-	
Landfill	Asbestos				*ASN4 form must be attached with at least one copy for the Landfill to keep
Landfill	0 to 2,000 lbs, plus:	100.00	100.00	-	Minimum charge is \$100
Landfill	Each additional lb. over 2,000 lbs.	0.05	0.05	-	\$100 for the first 2,000 lbs. plus \$0.05 for each additional lb. or fraction thereof
Landfill	Recyclable items			-	
Landfill	Latex, liquid paint (original container)	No Charge	No Charge		
Landfill	Oil based liquid paint/stain (original container)	No Charge	No Charge		
Landfill	Newspaper	No Charge	No Charge		
Landfill	Corrugated cardboard	No Charge	No Charge		
Landfill	Glass	No Charge	No Charge		
Landfill	Magazines	No Charge	No Charge		
Landfill	Tin cans	No Charge	No Charge		
Landfill	Car/truck batteries	No Charge	No Charge		
Landfill	Used automobile oil	No Charge	No Charge		
Landfill	Antifreeze – Residential Customers	No Charge	No Charge		
Landfill	Antifreeze – Commercial Customers (per gallon)	0.50	0.50	-	
Landfill	Other Landfill fees			-	
Landfill	Yard debris, per ton			-	
Landfill	In-county, per ton (minimum applies)	50.00	60.00	10.00	
Landfill	Out-of-county, per ton (minimum applies)	60.00	70.00	10.00	
Landfill	Wood debris only, per ton (minimum applies)	25.00	35.00	10.00	no metal except nails, no pressure treated, and no railroad ties
Landfill	Scrap metal (no wire)-Metal Load only (minimum applies)	25.00	25.00	-	
Library	Faxing		2.50	2.50	Covered in County-wide section
Library	Computer print-outs/photocopies –B/W (per side)	0.05	0.25	0.20	Covered in County-wide section
Library	Computer print-outs/photocopies – color (per side)	0.25	0.75	0.50	Covered in County-wide section
Library	Nonresident card fee			-	
Library	1 month	10.00	10.00		
Library	3 months	25.00	25.00	-	
Library	12 months	85.00	85.00	-	
Library	Interlibrary loan no-pickup fee	5.00	5.00	-	
Library	Collection fee, per account sent	10.00	10.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
Library	Use of Library Meeting Rooms				Broughton Room and Juniper Room
Library	Non-Profit Organization, per hour	No Charge	No Charge	-	Any damages will be billed to user
Library	Commercial (For-Profit) Organization, per hour	20.00	20.00	-	Any damages will be billed to user
Museum	Use of Museum Community Room				
Museum	Non-Profit Organization, per hour		No Charge	-	Any damages will be billed to user
Museum	Commercial (For-Profit) Organization, per hour		No Charge	-	Any damages will be billed to user
OSU Extension	4-H Clover Club Building Rental Rates			-	
OSU Extension	Griffin Classroom			-	
OSU Extension	Non-Profit Organization, per hour	30.00	30.00	-	
OSU Extension	Non-Profit Organization, entire day	150.00	150.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	45.00	45.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	200.00	200.00	-	
OSU Extension	Assembly Room			-	
OSU Extension	Non-Profit Organization, per hour	40.00	40.00	-	
OSU Extension	Non-Profit Organization, entire day	200.00	200.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	55.00	55.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	250.00	250.00	-	
OSU Extension	Entire Building			-	
OSU Extension	Non-Profit Organization, per hour	50.00	50.00	-	
OSU Extension	Non-Profit Organization, entire day	250.00	250.00	-	
OSU Extension	Commercial (For-Profit) Organization, per hour	75.00	75.00	-	
OSU Extension	Commercial (For-Profit) Organization, entire day	350.00	350.00	-	
OSU Extension	Cleaning/Damage Deposit	300.00	300.00	-	
OSU Extension	Key Deposit	10.00	10.00	-	
OSU Extension	Copies/Prints			-	
OSU Extension	B/W 8½x11 Copy Paper	0.10	0.10	-	
OSU Extension	Color 8½x11 Copy Paper	0.50	0.50	-	
OSU Extension	Double-sided copies	Price is Doubled	Price is Doubled		
OSU Extension	Faxes			-	
OSU Extension	Local - Up to 10 pages	1.50	1.50	-	
OSU Extension	Long Distance - Up to 10 pages	2.50	2.50	-	
OSU Extension	Additional pages over 10, cost Per page	0.50	0.50	-	
				-	
Open Campus	Photocopies/Prints				REMOVE
Open Campus	Black and white (8.5 x 11) per page	0.10	0.10		REMOVE
Open Campus	Color per page	0.50	0.50		REMOVE
Open Campus	Faxes (Public) per page				REMOVE
Open Campus	Local per page (up to 10 pages)	1.50	1.50		REMOVE
Open Campus	Long Distance per page (up to 10 pages)	2.50	2.50		REMOVE
Open Campus	Any faxes over 10 pages is extra per page	0.50	0.50		REMOVE
Open Campus	Room Rental				REMOVE
Open Campus	Classrooms and Conference Room per hour	25.00	25.00		REMOVE
Open Campus	Computer Lab and Kitchen per hour	50.00	50.00		REMOVE
Open Campus	Refundable cleaning deposit	300.00	300.00		REMOVE

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		Updated 10/1/2022 (\$)	Effective 7/1/2023 (\$)		
Open Campus	Mobile Classroom	-50.00/hour+	-50.00/hour+		REMOVE
Road	County-Accepted and Maintained Roads				
Road	Traffic review related to County-accepted and maintained roads is typically performed by the Oregon Dept. of Transportation. If ODOT-review is not available, the below fees will be applied. If plan review and site observation cannot be performed by County or ODOT staff due to limitations of technical expertise or resources, the below fee-schedule will be applied.				
Road	Construction Plan Review, base charge + charge per linear foot of County road	350.00	350.00	-	Base charge of \$350 plus \$2.50 per linear foot of County Road
Road	Additional Reviews, base charge + charge per linear foot of County road	175.00	175.00	-	Base charge of \$175 plus \$2.50 per linear foot of County Road
Road	Inspection Fees, per visit	175.00	175.00	-	
Road	Cattle Guard Permit Fee	350.00	350.00	-	
Road	Consultant fee	Actual Cost	Actual Cost		Consulting fees are charged when in the judgment of the Road Master or County Counsel, expertise or resources are required outside the scope of the County's ability to evaluate an application accurately or timely and additional assistance is needed.) In some cases, consultation is required by County ordinance, State law, or Federal law.
Sheriff's Office	Color copies, per page	0.75	0.75	-	Covered in County-wide section
Sheriff's Office	Media fee, per disk or storage device	-	10.00	10.00	Covered in County-wide section
Sheriff's Office	Administrative Research Fee, per hour	-	65.00	65.00	Includes video/audio redactions
Sheriff's Office	Electronic media (Includes copies of photos printed for criminal reports)	10.00	Replaced by		
Sheriff's Office	Criminal reports, printed, up to 10 pages	10.00	10.00	-	
Sheriff's Office	over 10 pages, per page	0.25	0.25	-	
Sheriff's Office	Mailing materials	Cost of materials plus actual postage cost	Cost of materials plus actual postage cost		Covered in County-wide section
Sheriff's Office	Records check (paper) up to 10 pages	6.00	Removed		
Sheriff's Office	each additional ten pages or portion thereof	2.00	Removed		
Sheriff's Office	Criminal reports (audio)	10.00	Replaced by		
Sheriff's Office	Criminal reports (video)	30.00	Replaced by		
Sheriff's Office	Electronic Fingerprinting, per card	15.00	15.00	-	
Sheriff's Office	Impounded auto processing fee	100.00	100.00	-	
Sheriff's Office	Electronic monitoring installation and set-up	50.00	50.00	-	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Electronic monitoring services, per day	15.00	15.00	-	Fee may be waived depending on ability to pay at the discretion of the supervisory authority
Sheriff's Office	Real Property Foreclosure Sale	\$600 minimum + add'l actual costs	\$600 minimum + add'l actual costs		Includes \$89.00 statutory sheriff's fee, one hour sale preparation time at \$32.00, pre-sale posting at \$50.00, one hour allotted for conduct of sale at \$45.00, and \$50.00 after sale posting charge PLUS additional costs incurred for advertising, staff time for preparation, conduct of sale, certified mailing and postage and certification of sale.

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
Sheriff's Office	Personal Property Foreclosure Sale	\$475 minimum + add'l actual costs	\$475 minimum + add'l actual costs		Includes \$89.00 statutory sheriff's fee, one hour sale preparation time at \$32.00, pre-sale posting at \$45.00, one hour allotted for conduct of sale at \$32.00, fees for publication as instructed (ORS 18.920(4)(5) PLUS additional costs incurred for preparation, conduct of sale, certified mailings and postage, folio fees, keeper fees, and other expenses incurred to conduct the sale.
Sheriff's Office	Sheriff staff time beyond 1st hour of standby, per deputy per hour	55.00	55.00	-	
Sheriff's Office	For Civil Fees, please refer to the Crook County Sheriff's Office website: https://co.crook.or.us/sheriff/page/civil			-	https://co.crook.or.us/sheriff/page/civil
Dog Licenses	Dog License Fees			-	Rabies vaccination must run concurrent with the license
Dog Licenses	Yearly			-	
Dog Licenses	Unaltered, per year	25.00	25.00	-	
Dog Licenses	Altered, per year	10.00	10.00	-	
Dog Licenses	Altered, owner senior citizen (62+ years old), per year	5.00	5.00	-	
Dog Licenses	Livestock dog License, per year	5.00	5.00	-	(see CCC 6.04.085)
Dog Licenses	3-Year			-	
Dog Licenses	Unaltered	75.00	75.00	-	
Dog Licenses	Altered	20.00	20.00	-	
Dog Licenses	Altered, owner senior citizen (62+ years old)	10.00	10.00	-	
Dog Licenses	Livestock dog License	10.00	10.00	-	(see CCC 6.04.085)
Dog Licenses	Replacement tag	2.00	2.00	-	
Dog Licenses	Kennel License Fee			-	
Dog Licenses	Yearly			-	
Dog Licenses	Up to 10 dogs, per year	50.00	50.00	-	
Dog Licenses	Each additional adult dog over 10, per year	3.00	3.00	-	\$50.00 for the first 10 dogs plus \$3.00 for each add'l adult dog
Dog Licenses	3-Year			-	
Dog Licenses	Up to 10 dogs, for 3 years	100.00	100.00	-	
Dog Licenses	Each additional adult dog over 10, for 3 years	6.00	6.00	-	\$100.00 for the first 10 dogs plus \$6.00 for each add'l adult dog
Dog Licenses	Ranch License Fee			-	
Dog Licenses	Yearly			-	
Dog Licenses	1 to 3 ranch dogs, per dog per year	5.00	5.00	-	
Dog Licenses	4+ ranch dogs, per year	15.00	15.00	-	
Dog Licenses	3-Year			-	
Dog Licenses	1 to 3 ranch dogs, per dog for 3 years	10.00	10.00	-	
Dog Licenses	4+ ranch dogs, for 3 years	30.00	30.00	-	
Surveyor	<i>Fees do not include Clerk's recording and certification fees</i>			-	
Surveyor	Partition plat review and filing			-	
Surveyor	First 2 sheets	550.00	550.00	-	
Surveyor	Each additional sheet over 2	50.00	50.00	-	\$550.00 includes the first 2 sheets plus \$50.00 for each additional sheet
Surveyor	Record of survey review and filing			-	
Surveyor	First sheet	225.00	225.00	-	

Department	Fee Description	FY 22-23 Fee	FY 23-24 Fee	Change From Prior	Comments
		(\$) Updated 10/1/2022	(\$) Effective 7/1/2023		
Surveyor	Each additional additional sheet, boundary review	50.00	50.00	-	\$225.00 includes the first sheet plus \$50.00 for each additional
Surveyor	Monumented subdivision plat review and filing	\$900 base fee + \$85 per lot	\$900 base fee + \$85 per lot		Base fee of \$900 + \$85 per lot
Surveyor	Post monumented subdivision plat and filing	\$1,100 base fee + \$85 per lot	\$1,100 base fee + \$85 per lot		Base fee of \$1,100 + \$85 per lot
Surveyor	Post monumented subdivision		\$4500 + \$50 per post monument		\$4,500 cash deposit + \$50 per post monument
Surveyor	Condominium plat review and filing	\$900 base fee + \$85 per unit	\$900 base fee + \$85 per unit		Base fee of \$900 + \$85 per unit
Surveyor	Affidavit of correction	110.00	110.00	-	
Surveyor	Oregon Corner Restoration Record	25.00	25.00	-	
Surveyor	Affidavit of plat monument re-establishment and post monumentation affidavit	126.00	126.00	-	
Surveyor	Vacation review and filing	110.00	110.00	-	
Surveyor	Blueline copies, per sheet	4.00	4.00	-	
Surveyor	Photocopies, per sheet	0.50	0.50	-	
Surveyor	Property line adjustment review and filing	300.00	300.00	-	
Surveyor	First sheet	300.00	300.00	-	
Surveyor	Each additional additional sheet	50.00	50.00	-	\$300.00 includes the first sheet plus \$50.00 for each add'l sheet
Surveyor	Additional sheets	50.00	50.00	-	
Surveyor	Additional plat review caused by redesign, per hour	120.00	140.00	20.00	
Weed Control	Inspection and Weed-Free Certification for rock pits		100.00	100.00	This fee pertains to rock pits only



Agenda Item Request

Date:

June 7, 2023

Meeting date desired:

June 14, 2023 (Public Hearing required)

Subject:

Requested fee increase greater than the CPI by Republic Services

Background and policy implications:

Ordinance 161 requires the franchisee to request a rate increase if greater than the CPI. Republic Services has timely requested a rate increase of ten percent (10%). The attached memo provides additional information.

Budget/fiscal impacts:

A rate increase is anticipated to increase revenue to the County by an immaterial amount. The County receives a three percent (3.0%) from Republic Services.

Requested by:

Andy Parks, Administration

Presenters:

Representatives of Republic Services

Attachment

Request

Memo

Ordinance 161

Financial schedule

Memo:

To: Seth Crawford, County Judge
Jerry Brummer, County Commissioner
Brian Barney, County Commissioner

From: Andy Parks, Contract County Administrator

Date: June 13, 2023

Re: Republic Services rate increase request

April 28, 2023, the County received a communication from Republic Services indicating their intent to request a rate increase of ten percent (10%) effective July 1, 2023 (see attached letter). Republic's request follows County ordinance 161, Section 12(3) which requires notice prior to May 1 if the franchisee desires to increase maximum rates for service by a percentage greater than the lesser of the last reported U.S. Consumer Price Index (April 2023 CPI was 4.9%). (*Note this sentence appears to be incomplete*). Ordinance 161 is attached.

Further, per Section 12(3) of the ordinance, the County must within sixty (60) days following receipt of the request for adjustment hold a public hearing and act upon the request for rate adjustment. The ordinance denotes the information the County Court may consider in determining the appropriate rate, with a benchmark rate of return on revenues in the range of eight to twelve percent (8%-12%). (Section 12(4)(d)).

Treasurer Galen Carter, Acting Finance Director Christina Haron, CPA and I reviewed the financial information for the calendar years 2020-2022 and projected calendar year 2023 (income expense schedule showing net income prior to income taxes). Additional inquiry was made to Republic regarding the increase in insurance costs between 2020 and 2021 (approximately \$38,000 to \$141,000, decreasing to approximately \$104,000 in 2023) and the increase in donations in 2023 relative to previous years (approximately \$18,000 compared to less than \$5,000 average). Republic provided the following response:

Insurance premiums are going up because of several large claims. We hope to work closely with our partners in Crook County to identify the ways that we can address infrastructure related pain points that may result in challenges that contribute to service-related incidents. Additionally, we are working closely with our workforce to enhance training and prevent accidents and incidents in the future.

Donations are a critical component of supporting the local community and are generally made in conjunction with local leaders. We provide in-kind services for events and programs that benefit the entire community, support community organizations that are performing work for the entire community, and work with leaders to identify

opportunities for Republic to be a key community partner. For example, we fund the 4th of July Fireworks in Crook County and Prineville. We are donating services for the Crooked River Round Up. We are working to provide trash cans and services in Crook County for the fairgrounds and downtown Prineville corridors. We are providing in kind services for the Department of Parks and Recreation. And we've funded several non-profit organizations.

An analysis of the financial forecast for calendar years 2023 and 2024 shows the following results (amounts in thousands):

		Rate Adjusted		Rate Adjusted
	<u>2023</u>	<u>2023</u>	<u>2024</u>	<u>2024</u>
Gross revenue	\$2,125	\$2,337	\$2,188	\$2,407
Total expenditures	<u>2,093</u>	<u>2,093</u>	<u>2,156</u>	<u>2,156</u>
Income before income taxes	\$ 32	\$ 244	\$ 32	\$ 251
Return on gross revenue	1.5%	10.4%	1.5%	10.4%

Adjusting donations to \$5,000 (\$13,000 reduction) provides the following results:

		Rate Adjusted		Rate Adjusted
	<u>2023</u>	<u>2023</u>	<u>2024</u>	<u>2024</u>
Gross revenue	\$2,125	\$2,337	\$2,188	\$2,407
Total expenditures	<u>2,093</u>	<u>2,080</u>	<u>2,156</u>	<u>2,143</u>
Income before income taxes	\$ 32	\$ 257	\$ 32	\$ 264
Return on gross revenue	1.5%	11.0%	1.5%	11.0%

If donations are reduced to \$5,000, a rate increase of nine percent (9.0%) provides an estimated return on gross revenue of ten percent (10.0%) in 2023 and 2024 (10.1%).

Please let me know if you have any questions or desire additional evaluation.



Andy Parks
County Administrator
203 NE Court Street
Prineville, OR 97754

Dear Mr. Parks:

Please find enclosed Republic Services' 2022 annual financial information and projected information for 2023.

Detailed information can be reviewed in the attached financial information. Significant line items on the revenue and expense lines are noted below.

Revenue:

In 2022, collection revenue increased by \$126,802 or 6.5% compared to 2021 due to growth Residential revenues.

Expenses:

Overall, Total Operating Expenses increased by \$196,139 or 11.5% due to growth in revenue along with impacts experienced with inflation, supply chain disruptions and other factors. Below are details highlighting the significant increases by category.

2022 increases compared to 2021 by category: Labor Costs increased by \$60,890 or 8.2%; Fuel and Oil increased by \$59,111 or 64.0%; Repairs and Maintenance increased by \$6,358 or 73.1%; and Disposal Fees increased by \$18,009 or 5.5%; and Auto and Vehicle Expense increased by \$26,351 or 82.7%

As a result of higher operating expenses caused operating margins to fall below the allowable thresholds. Operating margins in 2022 were at 2.7%.

In 2023, expenses are expected to increase by \$186,887 or 8.9% which is than the projected revenue increase of \$79,960 or 3.8%. Along with the items listed above, we expect additional cost associated with a continued downturn in the recycling market along with an increase of landfill gate rates.

Republic Services will be requesting a rate increase of 10% effective July 1, 2023. This is based on expenses listed above increasing year over year along with the projected increase that will be expected in 2023. We believe the price increase is necessary to cover these costs and maintain the quality and sustainability of our franchise operations within the jurisdiction. We understand the price increases can be challenging for the franchise and our customers; however, we believe the increase is necessary to ensure the long-term viability of our operations. We remain committed to providing our customers with high-quality services while working hard to manage costs.

Thank you for your consideration of our request. If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

Erica Lindberg
General Manager
Republic Services

**CROOK COUNTY
STATEMENT OF SOLID WASTE FRANCHISE OPERATIONS
AS REQUIRED BY COUNTY ORDINANCE 161**

Republic Services (Prineville Disposal) Year Ended December 31st	Actual 2020	Actual 2021	Actual 2022	Projection 2023	Projection 2024
REVENUE FROM OPERATIONS:					
Commercial	\$ 480,206	\$ 455,490	\$ 443,971	\$ 461,730	\$ 475,582
Residential	\$ 1,462,337	\$ 1,461,440	\$ 1,598,256	\$ 1,662,186	\$ 1,712,052
Commercial Fiber Sales	\$ 4,372	\$ 974	\$ 2,479	\$ 750	\$ 773
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total Franchise Revenues	\$ 1,946,915	\$ 1,917,904	\$ 2,044,706	2,124,667	2,188,407
OPERATING EXPENSES:					
Labor Costs:					
Wages - Others	\$ 543,967	\$ 624,862	\$ 627,752	\$ 675,178	\$ 695,434
Payroll Taxes/Pension	\$ 57,552	\$ 55,877	\$ 77,907	\$ 83,261	\$ 85,758
Health Insurance	\$ 54,875	\$ 66,188	\$ 102,159	\$ 109,534	\$ 112,820
Disposal Fees	\$ 343,763	\$ 324,757	\$ 342,766	\$ 411,319	\$ 423,659
Office Expenditures	\$ 14,395	\$ 30,385	\$ 13,786	\$ 14,475	\$ 14,909
Fuel and Oil	\$ 74,447	\$ 92,396	\$ 151,507	\$ 156,052	\$ 160,733
Interest Expense - Equipment	\$ 2,702	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 38,369	\$ 141,141	\$ 105,672	\$ 103,558	\$ 106,665
Franchise Fees	\$ 58,420	\$ 59,340	\$ 61,250	\$ 63,445	\$ 65,629
Licenses and Permits	\$ 13,437	\$ 13,567	\$ 14,052	\$ 14,477	\$ 14,911
Professional Fees (Legal and Others)	\$ 6,055	\$ -	\$ -	\$ -	\$ -
Property Taxes - Equipment	\$ 8,751	\$ 14,459	\$ 10,325	\$ 10,914	\$ 11,241
Repairs and Maintenance	\$ 7,951	\$ 8,701	\$ 15,059	\$ 16,290	\$ 16,779
Rent Expense	\$ 51,655	\$ 52,250	\$ 48,760	\$ 53,149	\$ 54,743
Utilities and Telephone	\$ 18,418	\$ 22,802	\$ 17,925	\$ 19,175	\$ 19,750
Depreciation	\$ 230,703	\$ 185,975	\$ 153,821	\$ 167,892	\$ 172,929
Other:					
Advertising	\$ 4,135	\$ 9,751	\$ 3,832	\$ 4,024	\$ 4,144
Auto and Vehicle Expense	\$ 95,215	\$ 31,881	\$ 58,232	\$ 64,055	\$ 65,977
Bad Debts	\$ 7,206	\$ 1,777	\$ 1,877	\$ 1,934	\$ 1,992
Business Meals and Travel	\$ 3,117	\$ 2,238	\$ 3,595	\$ 3,728	\$ 3,840
Contributions	\$ 1,905	\$ 5,211	\$ 3,754	\$ 17,942	\$ 18,480
Dues and Subscriptions	\$ 3,110	\$ 3,931	\$ 3,475	\$ 3,648	\$ 3,758
Miscellaneous	\$ 14,301	\$ 92,411	\$ 81,415	\$ 85,486	\$ 88,051
Recycling - Direct Cost	\$ 8,468	\$ 2,066	\$ 6,718	\$ 12,990	\$ 13,379
Total Operating Expenses	\$ 1,709,501	\$ 1,845,807	\$ 1,905,640	\$ 2,092,526	\$ 2,155,581
Income Taxes	\$ 67,901	\$ 20,620	\$ 39,773	\$ 9,192	\$ 9,388
NET INCOME	\$ 169,514	\$ 51,477	\$ 99,294	\$ 22,948	\$ 23,438



Agenda Item Request

Date:

June 13, 2023

Meeting date desired:

June 21, 2023 – Court Session – Discussion Item

Subject:

Order 2023-32 A Resolution Adopting a Supplemental Budget for Fiscal Year 2022-23

Background and policy implications:

This resolution proposes a supplemental budget for Crook County to accept revenue, change related appropriations, authorize appropriation transfer, and adjust expenditure budget appropriations for County funds for Fiscal Year 2022-23.

Budget/fiscal impacts:

Adjusts budget appropriations as needed for County activity as allowed and required by Oregon Local Budget Law

Requested by:

Jamie Berger

541-416-3807

[*jamie.berger@co.crook.or.us*](mailto:jamie.berger@co.crook.or.us)

Presenters:

Andy Parks

Budget Officer

Christina Haron, CPA

Acting Finance Director

Jamie Berger

Budget Analyst

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

IN THE MATTER OF **ORDER # 2023-32**
A Resolution Adopting a Supplemental Budget for Fiscal Year 2022-23

WHEREAS, This resolution proposes a supplemental budget for Crook County to accept revenue, change related appropriations, authorize appropriation transfer, and adjust expenditure budget appropriations for County funds for Fiscal Year 2022-23.

WHEREAS, This resolution is made in accordance with ORS 294.463(1) which provides that the County may transfer appropriations within funds, ORS 294.463(3) which provides that the County may transfer appropriations and an equal amount of budget resources between funds, ORS 294.471(1)(a) which provides that the County may make a supplemental budget for an occurrence or condition that is not ascertained when preparing the original budget for the current year that requires a change in financial planning, and ORS 294.471(1)(f) to increase appropriation when ad valorem property taxes that are received during the fiscal year are sufficiently greater than the amount estimated to be collected such that the difference will significantly affect the level of government operations to be funded by the taxes as provided in the original budget.

GENERAL FUND (FUND 101)

Resources:	Adopted (Existing)	Changes	Adjusted
Taxes	3,533,000	215,000	3,748,000
Other Adopted Resources	26,056,100	-	26,056,100
Fund 101 Resources Total	29,589,100	215,000	29,804,100
Appropriations:	Adopted (Existing)	Changes	Adjusted
Natural Resources	56,000	5,000	61,000
Non Departmental	235,000	50,000	285,000
Special Payment	10,846,100	160,000	11,006,100
All Other Appropriations	18,452,000	-	18,452,000
Fund 101 Appropriation Total	29,589,100	215,000	29,804,100

To appropriate additional resources received year-to-date and fund the additional activity in Natural Resources, Non Departmental, and Special Payment. Special payment increase due to higher than anticipated data center payment to flow through to the Fire District.

ROAD FUND (FUND 202)

	Adopted (Existing)	Changes	Adjusted
Appropriations:			
Personnel	1,902,000	30,000	1,932,000
Materials & Services	3,186,800	-	3,186,800
Capital Outlay	1,405,000	-	1,405,000
Contingency	930,800	(30,000)	900,800
Fund 202 Appropriation Total	7,424,600	-	7,424,600
Reserved	13,719,400	-	13,719,400
Fund 202 Total	21,144,000	-	21,144,000

Transfer from contingency to fund additional activity in personnel.

COMMUNITY DEVELOPMENT FUND (FUND 212)

	Adopted (Existing)	Changes	Adjusted
Appropriations:			
Code Enforcement	103,800	6,200	110,000
Contingency	1,975,800	(6,200)	1,969,600
All Other Appropriations	4,539,500	-	4,539,500
Fund 212 Appropriation Total	6,619,100	-	6,619,100
Reserved	8,868,300	-	8,868,300
Fund 212 Total	15,487,400	-	15,487,400

Transfer from contingency to fund additional activity in Code Enforcement.

VIDEO LOTTERY FUND (FUND 302)

	Adopted (Existing)	Changes	Adjusted
Appropriations:			
Materials and Services	150,000	(25,000)	125,000
Transfers	75,000	25,000	100,000
Contingency	322,000	-	322,000
Fund 302 Appropriation Total	547,000	-	547,000

To recategorize some of the appropriation from materials and services to transfers to make a transfer to the Community College Education Center Fund (Fund 231).

VETERANS SERVICES FUND (FUND 325)

	Adopted (Existing)	Changes	Adjusted
Appropriations:			
Personnel	203,700	(30,000)	173,700
Materials and Services	125,000	30,000	155,000
Contingency	22,500	-	22,500
Fund 325 Appropriation Total	351,200	-	351,200

To recategorize some of the appropriation from personnel to materials and services.

CROOKED RIVER WATERSHED (FUND 609)

	Adopted (Existing)	Changes	Adjusted
Resources:			
Transfers and Interfund	150	-	150
Charges for Services	104,300	5,550	109,850
Fund 609 Resources Total	104,450	5,550	110,000
Appropriations:			
Personnel	104,450	5,550	110,000
Fund 609 Appropriation Total	104,450	5,550	110,000

To appropriate additional resources and fund the additional activity in personnel.

WEED CONTROL FUND (FUND 708)

	Adopted (Existing)	Changes	Adjusted
Appropriations:			
Personnel	144,000	33,000	177,000
Materials and Services	108,300		108,300
Contingency	190,700	(33,000)	157,700
Fund 708 Appropriation Total	443,000	-	443,000

Transfer from contingency to fund additional activity in personnel.

COMMUNITY COLLEGE EDUCATION CENTER FUND (FUND 231)

	Adopted (Existing)	Changes	Adjusted
Resources:			
Transfers and Interfund	-	25,000	25,000
Other Adopted Resources	129,000	-	129,000
Fund 231 Resources Total	129,000	25,000	154,000
Appropriations:			
Materials & Services	129,000	-	129,000
Fund 231 Appropriation Total	129,000	-	129,000
Unappropriated/Reserves	-	25,000	25,000
Fund 231 Total	129,000	25,000	154,000

To increase transfer resources from Video Lottery Fund (Fund 302). Resources are remaining unappropriated and reserved for future expenditure.

FAIRGROUNDS (FUND 701)

	Adopted (Existing)	Changes	Adjusted
Appropriations:			
Personnel	380,000	-	380,000
Materials and Services	703,000	25,000	728,000
Capital Outlay	2,611,700		2,611,700
Contingency	29,300	(25,000)	4,300
Fund 701 Appropriation Total	3,724,000	-	3,724,000

Transfer from contingency to fund additional activity in materials and services.

HEALTH SERVICES (FUND 301)

Appropriations:	Adopted (Existing)	Changes	Adjusted
Health Department	899,089	35,000	934,089
Environmental Health	98,000	5,000	103,000
Grant-Funded Health Programs	2,614,350		2,614,350
Contingency	2,285,191	(40,000)	2,245,191
Fund 301 Appropriation Total	5,896,630	-	5,896,630

Transfer from contingency to fund additional activity in Health Department and Environmental Health.

NOW, THEREFORE BE IT RESOLVED that the Crook County Court hereby adopts this Resolution for the increases in revenues and expenditures for the purposes detailed above and makes changes in appropriation for the fiscal year ending June 30, 2023.

DATED this 21st day of June 2023.

CROOK COUNTY COURT:

SETH CRAWFORD, County Judge

JERRY BRUMMER, County Commissioner

BRIAN BARNEY, County Commissioner



Agenda Item Request

Date:

June 13, 2023

Meeting date desired:

June 21, 2023 – Court Session – Discussion Item

Subject:

Order 2023-33 A Budget Resolution Transfer for Fiscal Year 2022-23

Background and policy implications:

This resolution proposes authorization for appropriation transfer for the Crook County Historical Museum for Fiscal Year 2022-23

Budget/fiscal impacts:

Transfers budget appropriation as needed for Crook County History Fund activity

Requested by:

Jamie Berger

541-416-3807

[*jamie.berger@co.crook.or.us*](mailto:jamie.berger@co.crook.or.us)

Presenters:

Andy Parks

Budget Officer

Christina Haron, CPA

Acting Finance Director

Jamie Berger

Budget Analyst

Legal review (only if requested):

NA

Elected official sponsor (if applicable):

NA

**IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK**

**IN THE MATTER OF
A Budget Resolution Transfer for Fiscal Year 2022-23**

ORDER # 2023-33

WHEREAS, This resolution proposes authorization for appropriation transfer for the Crook County Historical Museum for Fiscal Year 2022-23.

WHEREAS, This resolution is made in accordance with ORS 294.463(1) which provides that the County may transfer appropriations within funds.

HISTORICAL/MUSEUM FUND (FUND 616)

Appropriations:	Adopted (Existing)	Changes	Adjusted
Personnel	258,300	30,000	288,300
Materials and Services	187,600	-	187,600
Capital Outlay	23,500	-	23,500
Contingency	94,900	(30,000)	64,900
Fund 616 Appropriation Total	564,300	-	564,300
Reserved	59,700	-	59,700
Fund 616 Total	624,000	-	624,000

Transfer from contingency to fund additional personnel activity.

NOW, THEREFORE BE IT RESOLVED that the Crook County Court hereby adopts this Resolution for the purposes detailed above and makes changes in appropriation for the fiscal year ending June 30, 2023.

DATED this 21st day of June 2023.

CROOK COUNTY COURT:

SETH CRAWFORD, County Judge

JERRY BRUMMER, County Commissioner

BRIAN BARNEY, County Commissioner

AGENDA ITEM REQUEST



Date:

June 13, 2023

Meeting date desired:

June 21, 2023

Subject:

Order delegating contract signing authority to one commissioner (Judge Crawford is named, but any one commissioner can serve) to sign contracts, grants, and agreements on behalf of the County, regardless of dollar value, between June 21 and June 30, 2023.

Background and policy implications:

As the end of the County's fiscal year approaches, the County may receive a contract, grant, or other agreement which, out of prudence or necessity, should be executed by the County before June 30, or, perhaps, before the next regular meeting of the County Court on July 5. In the event that scheduling a special meeting of the County Court is not feasible, Order 2023-35, if adopted, would delegate contracting authority to one commissioner to sign such documents on behalf of the County. This delegation would supersede the normal limitations of contracting authority and grant approval contained in the County Code.

Budget/fiscal impacts:

The order itself will have no meaningful budget impacts.

Requested by:

*Eric Blaine, County Counsel
Eric.Blaine@crookcountyor.gov
541-416-3919*

Presenters:

Eric Blaine and Andy Parks

Legal review (only if requested):

Legal drafted the order

Elected official sponsor (if applicable):*N/A*

IN THE COUNTY COURT OF THE STATE OF OREGON
FOR THE COUNTY OF CROOK

IN THE MATTER OF DELEGATING)
CONTRACT SIGNING AUTHORITY)
TO JUDGE SETH CRAWFORD) ORDER NO. 2023-35
FOR THE PERIOD FROM JUNE 21)
THROUGH JUNE 30, 2023)

WHEREAS, the fiscal year for both the County and State of Oregon runs from July 1 to the following June 30. Each June, the County executes a number of agreements, including but not limited to agreements with the State of Oregon, with an effective date of July 1; and

WHEREAS, in June 2023, the County Court is scheduled for a regular meeting of the County Court on June 21, and is not expected to have a regular, non-work session meeting, until Wednesday, July 5; and

WHEREAS, the Crook County Code adopts rules describing the authority of County officials to execute documents on behalf of the County. Among those rules is that, normally, a contract with a dollar value of over \$20,000.00 requires approval by a quorum of the County Court. Another rule is that grant agreements, regardless of their dollar value, can only be approved by a quorum of the County Court; and

WHEREAS, there exists the possibility that between June 21, and July 1, the County is presented with a contract, agreement, or grant which, out of prudence or necessity, should be approved by the County prior to the end of its fiscal year; and

WHEREAS, it may not be possible to schedule a special or emergency meeting of the County Court between June 21 and June 30; and

WHEREAS, in order that the County may act expeditiously in the event that it is presented with a contract, agreement, or grant after the June 21 meeting, which out of prudence or necessity should be executed prior to the end of its fiscal year, the County Court delegates authority to sign to Judge Crawford, as described herein.

NOW, THEREFORE, the Crook County Court adopts the recitals above as its Findings of Fact, and ORDERS and DIRECTS, based upon the above recitals, that:

Section One: For the period between June 21 through June 30, 2023, and terminating on July 1, 2023, the County Court delegates authority to Judge Seth Crawford to sign contracts, agreements, and grants, on behalf of the County, regardless of the dollar value. The expectation of the County Court is that this authority will be exercised only in cases where it is prudent or necessary to act prior to the next regularly scheduled County Court meeting.

Section Two: This delegation of authority does not include any contract, agreement, or grant, regarding the following subjects: _____

_____ ,

each of which must be approved according to the standards of Crook County Code sections 3.12.040 and 3.12.045.

DATED this _____ day of _____, 2023.

CROOK COUNTY COURT

Judge Seth Crawford

Commissioner Jerry Brummer

Commissioner Brian Barney

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	___	___	___	___
Jerry Brummer	___	___	___	___
Brian Barney	___	___	___	___