

AGENDA MUSEUM COMMISSION

March 9th, 2021 6:00 PM

Virtual meeting via Go-To Meeting

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Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

CALL TO ORDER

- ROLL CALL: Elizabeth - Eric - Daliea - Donna - Mike -Loyal
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance

Matthew Klebes, Wasco County, Administrative Services Director

Mary Davis and Denise Dietrich-Bokum, Foundation Ex-Officios

Cal McDermid, Director

Julie Renyolds, guest

MATERIALS- (will be addressed per agenda, below)

FEBRUARY MINUTES (*forthcoming*)

FOUNDATION REPORT (*attached*)

TREASURER'S REPORT (*forthcoming*)

FINANCIAL REPORT AND SUMMARY (*attached*)
MATTHEW KLEBES JOB DESCRIPTION (*forthcoming*)
MUSEUM DIRECTOR'S REPORT

OLD BUSINESS:

- Vote on February meeting minutes (**vote**)
- Update on projects: (roundtable)
 - Storm damage repairs- **Eric**
 - Status of tree removal - **Eliz. for Loyal**

NEW BUSINESS:

- **Welcome back, Cal!**
 - Julie Renyolds, potential Commissioner
 - Foundation report
 - Treasurer's report
 - 2021-2022 budget & Tyler Stone's proposal
 - Matthew Klebes' job description
 - Martin money earmark & the wagon building
 - Delayed opening until 4/1/2021
 - Emergency clause of "what I wish I knew" -Eliz.

NEXT MEETING: Via Go-To Meeting April 13th, 2021

Fort Dalles Museum and Anderson Homestead Meeting
Tuesday, March 9, 2021
Via Go to Meeting
Minutes

The meeting was called to order at: 6:03 pm

Roll Call

Elizabeth Wallis- President, Eric Gleason- Vice President, Dalia Thompson- Secretary/Treasurer, Donna Lawrence, Mike Wacker, Loyal Quackenbush

Dalia Thompson made a motion to approve the agenda, Donna Lawrence seconded it, motion carried.

Members of the public and comments

Mike Middleton- Wasco County Finance Director, Matthew Klebes- Wasco County Administrative Services Director, Mary Davis- Museum Foundation Ex-Officio, Denise Dietrich-Bokum- Museum Foundation Ex-Officio, Julie Renyolds, Julie Krueger, city of The Dalles City Manager

Old Business

Vote on February meeting minutes. Donna Lawrence made a motion to accept minutes Loyal Quackenbush seconded it, motion carried.

Update on projects roundtable discussion

Wind storm damage and canoe Eric Gleason- Building of Surgeon Quarters outside is repaired. The inside is still being patched with skim coat. Eric will also be applying caulking. The grounds have not been repaired yet specifically the sprinklers due to waiting on tree removal. The canoe tree is proving to be difficult to move, PUD was not able to move it. But the Warm Springs personnel interested in the log wants the whole log. He is investigating other options for funding and moving. Hopefully, it will work. The other option is to roll it out of the way to do the work there. If it is carved it will be 90% lighter than it is now.

Is there a plan to re-stain the shingles? Eric Gleason stated we should allow them to weather for about a year.

Per Mary, plaster in the closet is still coming down, and this was caused by the tree as well. Eric will address this weekend.

Loyal Quackenbush stated the tree is gone and he (Loyal) will be gone by mid-April. He would like to get the tree removed ASAP.

Donna is concerned if we leave the tree there now, it may stay there awhile. Dalia Thompson suggested a time line or boundary on the amount of time. Mike suggested that we have other big trees that will need to be removed as well. Eric feels that we have a very good log on hand. It is going to happen one way or another, the question is getting it moved. The log could be sitting on the sprinklers. The other other option is to hire the lawn guys to do the sprinklers.

Dalia Thompson made a motion to hold on to the log until March 23, 2021 or we will have to dispose of it. Discussion ensued among the group. Loyal Quackenbush seconded it. Eric Gleason dissented, the motion carried.

Status of tree removal Elizabeth Wallis and Loyal Quackenbush-Loyal stated he spoke with Columbia Tree Service and Honald Crane Service. Josh Woolsey has contacted a crane service to remove the two trees. The street will have to be closed off. We may need to call neighbors to assure them that we are working on removing them. Donna Lawrence suggested that Wasco County representative Matthew Kleebees contact the neighbor to let them know that we are dealing with the tree issue.

Loyal Quackenbush will reach back out to the neighbor. Donna Lawrence asked about the procedure and how we relate to Wasco County via Matthew Klebes.

New Business

Welcome back Cal McDermid, FDM and AH Director-Cal McDermid is working on coming back, he is putting a newsletter together. He will be reaching out to the volunteers to talk about the season. He wants to talk to all the volunteers to take a tour.

Cal is working half days now and transitioning into full time shortly.

Cal feels the Surgeons Quarters , Vehicle building and Anderson Homestead are ready to go.

Julie Renyolds- Elizabeth Wallis would like to extend a welcome. Julie Renyolds has been on the FDMAH Commission fifteen years ago. She was also on the Museum Foundation Board before. Julie Renyolds said she could help Mary Davis with historical projects. Julie Renyolds can help inside and out.

Foundation Report (attached)

Denise reported on the grants that the Foundation has been applying for. The Foundation and the FDM AH Commission have to work together on grants. Denise would like to see Cal back at the Radio show.

Treasurer's Report (attached)

Daliea Thompson talked about the new budget, and the added value of the in-kind donations that Wasco County does add to our budget in fiscal support, audit costs, liability insurance, Human Resources and payroll work, etc...

2021-2022 budget and Tyler Stone proposal of additional \$12,000.00 with a match from the city of The Dalles of the same amount to help with the loss of admissions due to Covid-19. Daliea Thompson will approach the City Manager regarding matching the additional funds.

Matthew Klebes- Wasco County Administrative Services Director job description. Many of the Commissioners have asked about Mathew Kleebe's job description. We will discuss it at our next meeting.

Donna Lawrence stated that the future relationship of how we communicate with Wasco County and do business with Wasco County. How do we relate to Wasco County? Is Wasco County going to obtain bids? We need to define how we relate to Wasco County. There are some finer points that need to be clarified.

Matthew Klebes revisited the previous problems with the tree falling. Matthew suggested that we should meet and discuss the further coordination between facilities and fiscal or strategic functions. Matthew could help with structure and assist with proof reading of grants.

Donna Lawrence apologised if she appeared to be attacking the staff of Wasco County. She told Matthew how much she appreciated his work.

Mike Wacker stated he appreciated the help from Matthew Klebes and Mike Middleton who both have been very helpful.

Loyal Quackenbush asked Matthew Klebes if he (Loyal) could do the bid contacts. Matthew Klebes stated it was appropriate for Loyal to get the bids. Mike Middleton stated if people say no, or do not respond, then that is also considered a bid. Matthew Klebes stated he can assist with crafting the insurance and the safety requirements. Loyal can coordinate many functions, but has concerns about managing this very large project on his own. Loyal stated that he should have his bids in the next few days.

Daliea Thompson made a motion to allow Loyal Quackenbush to hand off the project to Matthew Kleebes at his discretion through Elizabeth Wallis, President, Donna seconded it. The motion carries.

Martin Donation earmarked and the wagon building. We are putting aside some of the funds to seal the barn.

Delayed Museum opening until April 1, 2021. The boats are sending contracts which are being revised rapidly. We do not know the status of our volunteer force. Elizabeth would like to hold off on opening until April 1, 2021.

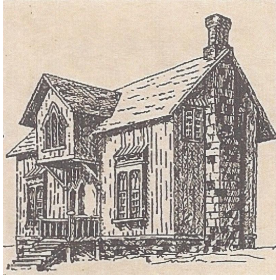
Daliea Thompson asked what Cal McDermid felt would work for an opening. Cal will do some investigation regarding the availability of volunteers and the tourism boat schedules. Eric Gleason mentioned that spring break is a time we are traditionally visited. Eric Gleason thinks we should leave it up to Cal McDermid to determine the opening date, as it is within his (Cal's) scope of work to do this.

Emergency clause of 'what I wish I knew' Elizabeth - tabled for now.

Donna Lawrence has resigned from the Commission as of yesterday. Donna appreciates our ability to compromise and work together. She is proud of us as people and she is happy to get to know us. We will miss her very much. Elizabeth would like to extend thanks for helping on this past problem with the wind storm and the trees.

The meeting concluded at 7:52 pm

Next meeting via go-to meeting Tuesday, April 11, 2021



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591

The Dalles, OR 97058

FDMAH Monthly Report
February 2021

Fundraising

\$115 campaign received one more donation bringing the total raised to \$ 11,502.50. Grounds Remediation—received \$70 directly. F/B pledges are \$685, but it is unknown when the donations will be released.

Financial/Grants

We received notification from the Wasco County Cultural Trust Coalition (WCCT) that our grant request was approved. We have not received any more details regarding the amount that was approved, so we do not know if the request was funded partially or for the full amount.

The Shuttered Events Fund thru the SBA has not been released. It looks like the Museum will qualify, but until the grant is released we don't know if the Museum or Foundation will apply.

Volunteer

Volunteer Hours (Museum support) for January were 22.5, est value (22.5 x \$20) \$ 450.

PR/Marketing/Promotion

Denise Bokum and Eric Gleason appeared on the KODL Coffeebreak in February 2021. The main topic was the windstorm damage and repairs. Donna Lawrence and Denise Bokum will appear on March's program.

Still "in the works" is an update to CCC (Columbia Community Connections) for an update to the museum repairs.

Design Charrette

Design Charrette—no update. Randy Kaatz is heading this up and was notified that Loyal Quackenbush will be out of country starting mid-April.

Other

We have not had any or enough PayPal donations to determine if the changes to the functionality are working or improved the reporting. The next Foundation meeting is Wed, Mar 10.

Submitted,
Denise Dietrich-Bokum
Mary Davis

02/05/2021

Revenue and Expenditure by Fund

Wasco County

Fiscal Year: 2021 Through Period: 8

	2021 Budget	8 - 8 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 211 MUSEUM						
REVENUES						
211.00.1211.400.000 BEGINNING FUND BALANCE	107,287.00	0.00	96,623.39	0.00	10,663.61	90.06
211.00.1211.400.900 RESERVED BEGINNING FUND BALANCE	143,133.00	0.00	143,157.55	0.00	(24.55)	100.02
211.00.1211.417.104 INTEREST EARNED	4,992.00	130.26	1,401.25	0.00	3,590.75	28.07
211.00.1211.450.101 TRANSFER FROM GENERAL FUND	17,500.00	0.00	17,500.00	0.00	0.00	100.00
211.00.1211.450.208 TRANSFER FROM ECONOMIC DEVELOPMENT	5,000.00	0.00	5,000.00	0.00	0.00	100.00
211.18.5211.411.129 ADMISSIONS	13,000.00	0.00	1,668.00	0.00	11,332.00	12.83
211.18.5211.411.136 MERCHANDISE SALES	1,200.00	0.00	142.90	0.00	1,057.10	11.91
211.18.5211.411.191 MEMBERSHIPS	9,000.00	0.00	2,585.00	0.00	6,415.00	28.72
211.18.5211.412.676 DALLES CITY-MUSEUMS	22,500.00	1,875.00	15,000.00	0.00	7,500.00	66.67
211.18.5211.419.436 DONATIONS	6,500.00	0.00	715.00	0.00	5,785.00	11.00
TOTAL REVENUES	330,112.00	2,005.26	283,793.09	0.00	46,318.91	85.97
EXPENDITURES						
211.18.5211.51571 MUSEUM STAFF	26,111.00	2,008.60	16,738.10	0.00	9,372.90	64.10
211.18.5211.51602 OVERTIME	400.00	0.00	0.00	0.00	400.00	0.00
211.18.5211.51701 FICA	2,028.00	153.66	1,280.48	0.00	747.52	63.14
211.18.5211.51705 WORKERS' COMPENSATION	49.00	1.93	(28.26)	0.00	77.26	(57.67)
211.18.5211.51721 PERS	3,164.00	165.11	1,845.38	0.00	1,318.62	58.32
211.18.5211.51729 HEALTH INSURANCE	9,858.00	783.09	6,298.72	0.00	3,559.28	63.89
211.18.5211.51730 DENTAL INSURANCE	617.00	47.87	400.66	0.00	216.34	64.94
211.18.5211.51732 LONG TERM DISABILITY	138.00	11.53	91.68	0.00	46.32	66.43
211.18.5211.51733 LIFE INSURANCE	27.00	2.25	18.00	0.00	9.00	66.67
211.18.5211.52101 ADVERTISING & PROMOTIONS	5,000.00	480.00	2,957.73	0.00	2,042.27	59.15
211.18.5211.52116 POSTAGE	500.00	110.00	110.00	0.00	390.00	22.00
211.18.5211.52122 TELEPHONE	1,250.00	124.29	695.33	0.00	554.67	55.63
211.18.5211.52141 SPECIAL EVENTS	500.00	0.00	0.00	0.00	500.00	0.00
211.18.5211.52333 MUSEUM EXPENSES	1,500.00	0.00	(5.18)	0.00	1,505.18	(0.35)
211.18.5211.52401 CONTRACTED SERVICES	10,000.00	99.99	9,584.99	0.00	415.01	95.85
211.18.5211.52651 EQUIPMENT - REPAIR & MAINTENANCE	500.00	35.97	205.97	0.00	294.03	41.19

Revenue and Expenditure by Fund

Wasco County

Fiscal Year: 2021 Through Period: 8

	2021 Budget	8 - 8 Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
FUND: 211 MUSEUM						
EXPENDITURES						
211.18.5211.52658 COPIER - LEASE & MAINTENANCE	1,032.00	74.03	653.00	0.00	379.00	63.28
211.18.5211.52701 TRAINING & EDUCATION	500.00	0.00	0.00	0.00	500.00	0.00
211.18.5211.52801 BLDG REPAIR & MAINT	8,000.00	3,620.00	11,565.99	0.00	(3,565.99)	144.57
211.18.5211.52808 RENTALS	250.00	0.00	0.00	0.00	250.00	0.00
211.18.5211.52861 MAINTENANCE - GROUNDS	7,500.00	0.00	2,844.95	0.00	4,655.05	37.93
211.18.5211.52870 UTILITIES	10,000.00	566.01	3,296.74	0.00	6,703.26	32.97
211.18.5211.52942 SUPPLIES - MERCHANDISE	100.00	0.00	0.00	0.00	100.00	0.00
211.18.5211.52952 SUPPLIES - MUSEUM	2,000.00	0.00	299.88	0.00	1,700.12	14.99
211.99.9211.57211 CONTINGENCY	196,209.00	0.00	0.00	0.00	196,209.00	0.00
211.99.9211.59211 UNAPPROPRIATED	42,879.00	0.00	0.00	0.00	42,879.00	0.00
TOTAL EXPENDITURES	330,112.00	8,284.33	58,854.16	0.00	271,257.84	17.83
EXCESS OF REVENUES OVER EXPENDITURES	0.00	(6,279.07)	224,938.93	0.00	(224,938.93)	0.00
GRAND TOTAL REVENUES	330,112.00	2,005.26	283,793.09	0.00	46,318.91	85.97
GRAND TOTAL EXPENDITURES	330,112.00	8,284.33	58,854.16	0.00	271,257.84	17.83
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	(6,279.07)	224,938.93	0.00	(224,938.93)	0.00

Museum resources
Wasco County

211 MUSEUM
00 NON-DEPARTMENTAL RESOURCES
1211 MUSEUM NON OPERATING RESOURCES

<i>Account Number</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Actuals</i>	<i>2021 Revised Budget</i>	<i>2022 Dept Request</i>
400 BEGINNING FUND BALANCE						
400.000 BEGINNING FUND BALANCE	0	0	83,145	96,623	107,287	49,894
400.211 BEGINNING FUND BALANCE	80,742	99,845	0	0	0	0
400.900 RESERVED BEGINNING FUND BALANCE	142,775	142,775	144,828	143,158	143,133	144,374
Total BEGINNING FUND BALANCE	223,517	242,620	227,973	239,781	250,420	194,268
417 INVESTMENT EARNINGS						
417.104 INTEREST EARNED	2,937	4,315	5,249	1,271	4,992	2,400
417.107 MARK TO MARKET - UNREALIZED GAIN/LOS	1,439-	2,241	462	0	0	0
Total INVESTMENT EARNINGS	1,498	6,556	5,711	1,271	4,992	2,400
450 TRANSFERS IN						
450.101 TRANSFER FROM GENERAL FUND	17,500	17,500	17,500	17,500	17,500	17,500
450.208 TRANSFER FROM ECONOMIC DEVELOPME	5,000	5,000	5,000	5,000	5,000	5,000
Total TRANSFERS IN	22,500	22,500	22,500	22,500	22,500	22,500
Total MUSEUM NON OPERATING RESOURCES	247,515	271,676	256,184	263,552	277,912	219,168
Total NON-DEPARTMENTAL RESOURCES	247,515	271,676	256,184	263,552	277,912	219,168

Museum resources
Wasco County

211 MUSEUM
18 ADMINISTRATION
5211 MUSEUM OPERATING REVENUES

<i>Account Number</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Actuals</i>	<i>2021 Revised Budget</i>	<i>2022 Dept Request</i>
411 LICENSES FEES & PERMITS						
411.129 ADMISSIONS	22,827	26,548	24,544	1,668	13,000	5,000
411.136 MERCHANDISE SALES	2,400	3,340	2,381	143	1,200	200
411.191 MEMBERSHIPS	8,301	8,558	8,725	2,585	9,000	3,000
Total LICENSES FEES & PERMITS	33,528	38,446	35,650	4,396	23,200	8,200
412 INTERGOV'T REV - NON SINGLE AUDIT						
412.676 DALLES CITY-MUSEUMS	24,375	18,750	22,500	15,000	22,500	22,500
Total INTERGOV'T REV - NON SINGLE AUDIT	24,375	18,750	22,500	15,000	22,500	22,500
414 CHARGES FOR SERVICES						
Total CHARGES FOR SERVICES	0	0	0	0	0	0
419 CONTRIBUTIONS & DONATIONS						
419.436 DONATIONS	12,491	2,787	5,086	715	6,500	2,500
Total CONTRIBUTIONS & DONATIONS	12,491	2,787	5,086	715	6,500	2,500
421 MISCELLANEOUS						
421.241 MISC RECEIPTS	0	2,522	1,012	0	0	0
Total MISCELLANEOUS	0	2,522	1,012	0	0	0
Total MUSEUM OPERATING REVENUES	70,394	62,505	64,248	20,111	52,200	33,200

Museum resources
Wasco County

211 MUSEUM
18 ADMINISTRATION
5212 MARTIN DONATION

<i>Account Number</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Actuals</i>	<i>2021 Revised Budget</i>	<i>2022 Dept Request</i>
419 CONTRIBUTIONS & DONATIONS						
Total CONTRIBUTIONS & DONATIONS	0	0	0	0	0	0
Total MARTIN DONATION	0	0	0	0	0	0
Total ADMINISTRATION	70,394	62,505	64,248	20,111	52,200	33,200
Total MUSEUM	317,909	334,181	320,432	283,663	330,112	252,368
Grand Total	317,909	334,181	320,432	283,663	330,112	252,368

Account Budget Detail Report
Wasco County
Fiscal Year 2022

Fund: 211 MUSEUM
Budget Prep Level/Title: 1 Dept Request

Account Number	Budgeted Amount	Line #	Quantity	Units	Unit Cost	Amount	One-Time	Description
211.00.1211.400.000 BEGINNING FUND BALAN	49,894.00	1				76,575.00	No	Projected FY21 Ending Fund Balance - Mike M - w/o consideration of Wind damage response
		2				-12,065.00	No	Wind damage repairs per Museum Commission
		3				-14,500.00	No	Additional wind damage repairs to be completed per Museum Commission
		4				-116.00	No	Portion of investment earnings due to Martin Donation balance
211.00.1211.400.900 RESERVED BEGINNING F	144,374.00	1				143,158.00	No	Martin Donation at Beginning of FY21
		2				1,216.00	No	portion of investment earnings to Martin Donation Balance
211.00.1211.417.104 INTEREST EARNED	2,400.00	1	12.00		200.00000	2,400.00	No	Estimate \$200/mth
211.00.1211.450.101 TRANSFER FROM GENEI	17,500.00	1				17,500.00	No	General Fund support for Museum base amount
211.00.1211.450.208 TRANSFER FROM ECONI	5,000.00	1				5,000.00	No	Transfer from Special Economic Development out of County Share. The Museum is requesting to keep the same level of funding. This is matched by The Dalles so is essentially leveraged funds
211.18.5211.411.129 ADMISSIONS	5,000.00	1				5,000.00	No	Due to COVID still in effect and potentially

Account Budget Detail Report
Wasco County
Fiscal Year 2022

Fund: 211 MUSEUM
Budget Prep Level/Title: 1 Dept Request

(Continued)

Account Number	Budgeted Amount	Line #	Quantity	Units	Unit Cost	Amount	One-Time	Description
211.18.5211.411.136 MERCHANDISE SALES	200.00	1				200.00	No	shutting down the cruising industry for the season, admissions are curtailed. Was consistently increasing past \$25K prior to COVID
211.18.5211.411.191 MEMBERSHIPS	3,000.00	1				3,000.00	No	With COVID curtailing admissions, merchandise sales are not expected. Prior levels were approaching \$3K
211.18.5211.412.676 DALLES CITY-MUSEUMS	22,500.00	1				22,500.00	No	COVID has cratered memberships - pre level was almost to \$9K
211.18.5211.419.436 DONATIONS	2,500.00	1				2,500.00	No	Same as last FY - agree as long as the County pays the same
Fund 211 Totals	252,368.00					252,368.00		
Grand Totals	252,368.00					252,368.00		

211 MUSEUM
 18 ADMINISTRATION
 5211 MUSEUM OPERATING EXPENDITURES
 51000 PERSONAL SERVICES

<i>Account Number</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Actuals</i>	<i>2021 Revised Budget</i>	<i>2022 Dept Request</i>
51571 MUSEUM STAFF	22,155	21,604	22,633	15,834	26,111	26,773
51602 OVERTIME	37	0	0	0	400	400
51701 FICA	1,698	1,653	1,732	1,211	2,028	2,079
51705 WORKERS' COMPENSATION	54	32	32	29-	49	58
51721 PERS	2,557	2,530	2,786	1,771	3,164	2,919
51729 HEALTH INSURANCE	8,156	8,878	9,372	5,516	9,858	9,773
51730 DENTAL INSURANCE	667	648	625	353	617	589
51732 LONG TERM DISABILITY	117	128	135	80	138	142
51733 LIFE INSURANCE	28	27	27	16	27	27
Total PERSONAL SERVICES	35,469	35,500	37,342	24,752	42,392	42,760

211 MUSEUM
 18 ADMINISTRATION
 5211 MUSEUM OPERATING EXPENDITURES
 52000 MATERIALS & SERVICES

<i>Account Number</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Actuals</i>	<i>2021 Revised Budget</i>	<i>2022 Dept Request</i>
52101 ADVERTISING & PROMOTIONS	6,292	11,091	8,655	2,958	5,000	2,000
52111 DUES & SUBSCRIPTIONS	390	100	0	0	0	0
52116 POSTAGE	319	310	440	110	500	500
52122 TELEPHONE	1,239	1,247	1,396	695	1,250	1,250
52141 SPECIAL EVENTS	38	525	919	0	500	0
52333 MUSEUM EXPENSES	3,328	2,284	3,155	5-	1,500	1,000
52401 CONTRACTED SERVICES	2,140	240	2,900	9,585	10,000	5,000
52651 EQUIPMENT - REPAIR & MAINTENANCE	0	0	0	206	500	500
52658 COPIER - LEASE & MAINTENANCE	389	1,174	1,022	653	1,032	1,032
52701 TRAINING & EDUCATION	0	100	0	0	500	500
52801 BLDG REPAIR & MAINT	1,085	31,314	6,905	11,566	8,000	5,000
52808 RENTALS	0	0	40-	0	250	0
52861 MAINTENANCE - GROUNDS	8,001	8,627	8,563	2,845	7,500	5,000
52870 UTILITIES	10,170	8,903	7,166	3,297	10,000	6,000
52942 SUPPLIES - MERCHANDISE	310	608	103	0	100	0
52952 SUPPLIES - MUSEUM	1,865	2,578	1,370	300	2,000	1,000
52971 BOOKS	1,517	1,608	659	0	0	0
Total MATERIALS & SERVICES	37,083	70,709	43,213	32,210	48,632	28,782

Museum expenditures
Wasco County

211 MUSEUM
18 ADMINISTRATION
5211 MUSEUM OPERATING EXPENDITURES
53000 CAPITAL OUTLAY

<u>Account Number</u>	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2021 Revised Budget</u>	<u>2022 Dept Request</u>
53520 ANDERSON HOUSE ROOF	2,739	0	95	0	0	0
53521 PLANNED MARTIN DONATION USE	0	0	0	0	0	18,000
Total CAPITAL OUTLAY	2,739	0	95	0	0	18,000
Total MUSEUM OPERATING EXPENDITURES	75,291	106,209	80,650	56,962	91,024	89,542
Total ADMINISTRATION	75,291	106,209	80,650	56,962	91,024	89,542

Museum expenditures
 Wasco County

211 MUSEUM
 99 NON-DEPARTMENTAL EXPENDITURES
 9211 MUSEUM NON OPERATING EXPENDITURES
 57000 CONTINGENCY

<u>Account Number</u>	<u>2018 Actuals</u>	<u>2019 Actuals</u>	<u>2020 Actuals</u>	<u>2021 Actuals</u>	<u>2021 Revised Budget</u>	<u>2022 Dept Request</u>
57211 CONTINGENCY	0	0	0	0	196,209	162,826
Total CONTINGENCY	0	0	0	0	196,209	162,826

Museum expenditures
Wasco County

211 MUSEUM
99 NON-DEPARTMENTAL EXPENDITURES
9211 MUSEUM NON OPERATING EXPENDITURES
59000 UNAPPROPRIATED

<i>Account Number</i>	<i>2018 Actuals</i>	<i>2019 Actuals</i>	<i>2020 Actuals</i>	<i>2021 Actuals</i>	<i>2021 Revised Budget</i>	<i>2022 Dept Request</i>
59211 UNAPPROPRIATED	0	0	0	0	42,879	0
Total UNAPPROPRIATED	0	0	0	0	42,879	0
Total MUSEUM NON OPERATING EXPENDITUF	0	0	0	0	239,088	162,826
Total NON-DEPARTMENTAL EXPENDITURES	0	0	0	0	239,088	162,826
Total MUSEUM	75,291	106,209	80,650	56,962	330,112	252,368
Grand Total	75,291	106,209	80,650	56,962	330,112	252,368

Account Budget Detail Report
Wasco County
Fiscal Year 2022

Fund: 211 MUSEUM
Budget Prep Level/Title: 1 Dept Request

Account Number	Budgeted Amount	Line #	Quantity	Units	Unit Cost	Amount	One-Time	Description
211.18.5211.52101 ADVERTISING & PROMOTI	2,000.00	1				2,000.00	No	COVID cutback
211.18.5211.52116 POSTAGE	500.00	1	1.00		500.00000	500.00	No	keep at \$500 - same as last FY
211.18.5211.52122 TELEPHONE	1,250.00	1	1.00		1,250.00000	1,250.00	No	same as last FY
211.18.5211.52141 SPECIAL EVENTS	0.00	1				0.00	No	Eliminate due to COVID cuts
211.18.5211.52333 MUSEUM EXPENSES	1,000.00	1				1,000.00	No	COVID level projectionis
211.18.5211.52401 CONTRACTED SERVICES	5,000.00	1				5,000.00	No	In line with past history in FY21 peak is removed
211.18.5211.52651 EQUIPMENT - REPAIR & M/	500.00	1	1.00		500.00000	500.00	No	general equipment repair same as last FY
211.18.5211.52658 COPIER - LEASE & MAINT	1,032.00	1	12.00		68.00000	816.00	No	Copier contract
		2	12.00		18.00000	216.00	No	typical average copies fee
211.18.5211.52701 TRAINING & EDUCATION	500.00	1				500.00	No	COVID level expectations
211.18.5211.52801 BLDG REPAIR & MAINT	5,000.00	1				5,000.00	No	COVID level expectations
211.18.5211.52808 RENTALS	0.00	1				0.00	No	COVID reduction to \$0
211.18.5211.52861 MAINTENANCE - GROUND:	5,000.00	1	12.00		350.00000	4,200.00	No	Contracted amount
		2				800.00	No	Expected additional charges other vendors
211.18.5211.52870 UTILITIES	6,000.00	1				6,000.00	No	Trending down - closing for COVID will also keep costs down

Account Budget Detail Report
Wasco County
Fiscal Year 2022

Fund: 211 MUSEUM		(Continued)						
Budget Prep Level/Title: 1 Dept Request								
Account Number	Budgeted Amount	Line #	Quantity	Units	Unit Cost	Amount	One-Time	Description
211.18.5211.52942 SUPPLIES - MERCHANDISE	0.00	1				0.00	No	COVID reduction to \$0
211.18.5211.52952 SUPPLIES - MUSEUM	1,000.00	1				1,000.00	No	COVID reduction
211.18.5211.53521 PLANNED MARTIN DONATI	18,000.00	1				18,000.00	No	planned use of Martin Donation
211.99.9211.57211 CONTINGENCY	162,826.00	1				144,374.00	No	Martin Donation
		2				-18,000.00	No	Planned use of Martin Donation
		3				36,484.00	No	Remainder of unrestricted fund balance
		4				-32.00	No	adjust unrestricted
Fund 211 Totals	209,608.00					209,608.00		
Grand Totals	209,608.00					209,608.00		

Summary:

The person in this position manages daily administrative operations for the Administrative Services Department. The individual in this position will be part of the Management Team, reporting directly to the Administrative Services Officer. This position provides direct supervision for Facilities Services, Fort Dalles Museum, Qlife contract management, Building Codes operations and the Wasco County Fair and Hunt Park. This person will be responsible for special projects management that may include significant capital projects, detailed and in-depth return on investment analysis for projects, programs, or initiatives. Additionally, this position may work on an organizational basis in grant writing, or other intermittent duties such as public information officer. This position performs a variety of complex, technical and strategic functions including input for business and strategic planning, setting goals for individuals and department managers as well as collaborating with colleagues to implement policies and develop improvements.

MINIMUM QUALIFICATIONS

Essential Functions (greater than or equal to 90% of time):

Oversees the supervision of personnel, which includes work allocation, training and problem resolution;

evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.

Manage and direct the short and long range, and preventative maintenance projects for all County facilities.

Project management for all capital projects including the provision of design and construction services, and project management.

Oversee and ensure compliance with the Local Contract review board rules in all contracting activities.

Responsible for strategic planning, developing department/division goals, objectives and processes.

Oversees resource allocation and budgeting.

Assume responsibility for timely reporting to Administrative Services Officer and/or regulatory agencies.

Special projects that require business analytics, analysis, and development.

Work with partner agencies to develop relationships, joint projects, and establish lines of communication.

Secondary Functions (less than 10% of time)

Public Information Officer (PIO)

Grant Writing

Administrative Services Director

Revised: 2/19/2021

Scope and Accountability:

Exercises supervision over employees engaged in the custodial and maintenance operational activities of the

courthouse and related grounds and buildings.

Must have regular and predictable attendance.

Enters into contracts for the repair and maintenance of County facilities.

Develops and affects a departmental budget and oversees delivery and preparation of budget documents to

the Finance Director.

Strong political acumen and respect for the partnership between administrative staff and Commission and

the ability to take direction from the Administrative Officer.

Acts on behalf of the Administrative Officer when necessary.

May give direction on behalf of the Administrative Officer or Board of County Commissioners when asked to

other senior level Directors or Elected Officials.

Knowledge, Skills, and Abilities:

Extensive knowledge of the principles, practices and techniques of public administration as related to County

operations and affairs including the basic principles of organization and budget preparation.

Strong organizational, leadership and conflict-resolution skills.

Demonstrated knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills.

Ability to effectively communicate with strong writing, presentation and listening skills that promote

understanding and clarity in a respectful manner.

Strong analytical and critical systems thinking skills, the ability to analyze a variety of administrative

problems, to make recommendations as to their solution and to prepare working procedures.

Strong leadership skills, demonstrated ability to build effective teams and to delegate authority to subordinates.

Ability to develop and maintain effective working relationships with County officials, public sector unions,

employees, other levels of government, community groups and the general public.

Strong knowledge of labor relations principles and related legal requirements.

Ability to function effectively in a diverse and fast paced work environment with challenging and often

competing priorities.

Thorough knowledge and understanding of operations management.

Solid understanding of business functions (HR, Finance, etc.)

Education and/or Experience:

A post-secondary degree in Public Administration, Business, Facilities Management, Project Management or a

related field from a recognized college or university. An Engineering or Master's degree is a definite asset.

A minimum of seven (7) years of experience working in municipal government in a key senior leadership role.

Extensive experience in the administration of major programs or projects.

A strong commitment to ongoing professional development.

A minimum of five (5) years of supervisory experience.

Demonstrated computer proficiency and advanced knowledge in the use of MS Office.

An equivalent combination of education and experience may be considered.

Work Environment:

The work environment characteristics described here are representative of those a Director encounters while performing

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving

mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by a Director to successfully perform

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk

or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach

with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required

Administrative Services Director

Revised: 2/19/2021

by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The Director may assist or

help the facilities crew when required to complete an assignment.

Specific Qualifications/Special Projects: This position may, from time to time, act as the Public Information Officer

(PIO) on behalf of Wasco County. There may also be time spent on grant writing.