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***CLATSOP COUNTY, OREGON
ADOPTED BUDGET
FY 2018-19***

Board of Commissioners

Scott Lee, Chairperson

Sarah Nebeker, Vice Chair

Kathleen Sullivan, Commissioner

Lisa Clement, Commissioner

Lianne Thompson, Commissioner

***Lay Budget
Committee Members***

Andy Davis

Robert Fuller

Bryan Kidder

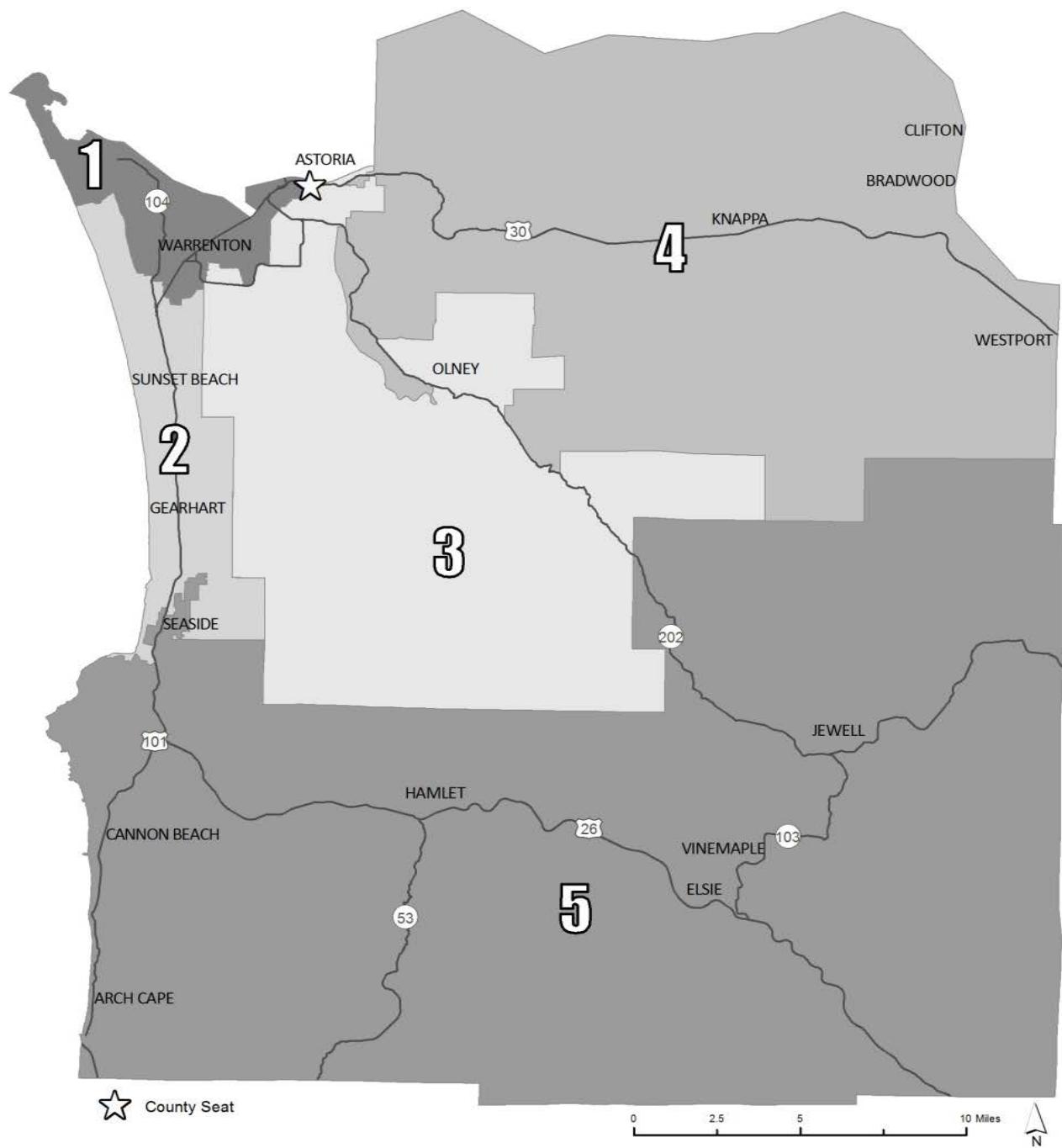
Mike Oien

Greg Sawyer

Submitted By:

***Cam Moore, County Manager & Budget Officer
Monica Steele, Budget & Finance Director/Asst. County Manager***

***Cover photo: Sunset at Smith Lake located in Clatsop County
Submitted by: Walker Steele, Clatsop County Resident***



Scott Lee –
Chair
District 1



Sarah Nebeker –
Vice Chair
District 2



Lisa Clement
District 3



Kathleen Sullivan
District 4



Lianne Thompson
District 5

ADMINISTRATIVE STAFF

Cameron Moore

County Manager

Pat Corcoran

4-H & Extension Staff Chair

Suzanne Johnson

Assessment and Taxation Director

Monica Steele

***Assistant County Manager/
Budget & Finance Director***

Gail Henrikson

Community Development Director

Tracie Krevanko

County Clerk

John Lewis

Fair Operations Manager

Kelly Stiles

Human Resource Director

Greg Engebretson

Juvenile Director

Michael McNickle

Public Health Director

Michael Summers

Public Works Director

ELECTED OFFICIALS

Josh Marquis

District Attorney

Tom Bergin

Sheriff



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Clatsop County
Oregon

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director

RECORDED

JUL -2 2018

IN THE BOARD OF COUNTY COMMISSIONERS

Doc# 2018070006

FOR CLATSOP COUNTY, OREGON

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2018-19, IMPOSING)
TAXES, CATEGORIZING TAXES AND) RESOLUTION AND ORDER
MAKING APPROPRIATIONS FOR)
CLATSOP COUNTY)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of Clatsop County, Oregon, hereby adopts the Clatsop County Budget by organizational unit, for all funds approved by the Clatsop County Budget Committee and adjusted per ORS 294.456 for 2018-19 in the total sum of \$78,194,950 of which \$70,135,500 is appropriated and

IT IS FURTHER RESOLVED AND ORDERED that the amounts for the Fiscal Year beginning July 1, 2018 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, are hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the Board of County Commissioners hereby imposes the taxes provided for in the Adopted Budget at the rate of \$1.5338 per \$1,000 of assessed value for operations and at the rate of \$.05 per \$1,000 of assessed value for local option levy and that these taxes are hereby imposed and categorized for the tax year 2018-19 upon the assessed value of all taxable property within Clatsop County. The following allocation and categorization as provided in ORS 310.060 make up the above taxes:

	SUBJECT TO THE GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM THE LIMITATION
General Government	\$1.5338/\$1,000	-0-
Local Option Levy	\$.05/\$1,000	-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 27th day of June, 2018.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON



Scott Lee, Chair

RECORDED

JUL -2 2018

Doc# 208410008

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY RURAL LAW ENFORCEMENT DISTRICT

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2018-19, IMPOSING TAXES,)
CATEGORIZING TAXES AND MAKING) RESOLUTION AND ORDER
APPROPRIATIONS FOR CLATSOP COUNTY)
RURAL LAW ENFORCEMENT DISTRICT)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County Rural Law Enforcement District, hereby adopts the Clatsop County Rural Law Enforcement District Budget by organizational unit in the total appropriated sum of \$5,205,330; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2018 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and


IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of \$0.7195 per \$1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2018-19 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	\$0.7195/\$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 27th day of June 2018.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF THE CLATSOP
COUNTY RURAL LAW ENFORCEMENT
DISTRICT



Scott Lee, Chair

RECORDED

JUL -2 2018

Doc# 2018070089

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY ROAD DISTRICT NUMBER 1

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2018-19, IMPOSING TAXES,)
CATEGORIZING TAXES AND MAKING) RESOLUTION AND ORDER
APPROPRIATIONS FOR CLATSOP COUNTY)
ROAD DISTRICT NUMBER 1)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County Road District Number 1, hereby adopts the Clatsop County Road District Number 1 Budget by organizational unit in the sum of \$4,298,850; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2018 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of \$1.0175 per \$1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2018-19 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	\$1.0175/\$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

DATED this 27th day of June 2018.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF CLATSOP COUNTY
ROAD DISTRICT NUMBER 1



Scott Lee, Chair

RECORDED

JUL -2 2018

Doc# 2018070010

IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
WESTPORT SEWER SERVICE DISTRICT

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2018-19 AND MAKING) RESOLUTION AND ORDER
APPROPRIATIONS FOR WESTPORT SEWER)
SERVICE DISTRICT)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Westport Sewer Service District hereby adopts the Westport Sewer Service District Budget by organizational unit in the sum of \$195,390; and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2018 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the Board imposes NO taxes provided for in the Adopted Budget as of July 1, 2018; and

IT IS FURTHER RESOLVED AND ORDERED that a copy of the Adopted Budget shall be filed with the County Assessor and Clerk.

DATED this 27th day of June, 2018.

BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON,
GOVERNING BODY OF WESTPORT
SEWER SERVICE DISTRICT



Scott Lee, Chair

JUL -2 2018

Doc# 2018070007 IN THE BOARD OF COUNTY COMMISSIONERS
FOR CLATSOP COUNTY, OREGON, GOVERNING BODY OF THE
CLATSOP COUNTY 4-H AND EXTENSION SERVICE SPECIAL DISTRICT

IN THE MATTER OF ADOPTING THE)
BUDGET FOR 2018-19, IMPOSING TAXES,)
CATEGORIZING TAXES AND MAKING) RESOLUTION AND ORDER
APPROPRIATIONS FOR CLATSOP COUNTY)
4-H & EXTENSION SERVICE SPECIAL)
DISTRICT)

IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners, governing body of the Clatsop County 4-H and Extension Service Special District, hereby adopts the Clatsop County 4-H and Extension Service Special District Budget by organizational unit in the sum of \$650,270 and

IT IS FURTHER RESOLVED AND ORDERED that the amount for the fiscal year beginning July 1, 2018 and for the purposes shown in Exhibit A, attached hereto and by this reference incorporated herein, is hereby appropriated; and

IT IS FURTHER RESOLVED AND ORDERED that the taxes provided for in the adopted Budget at the rate of \$.0534 per \$1,000 of assessed value for operations are hereby imposed and categorized for the tax year 2018-19 upon the assessed value of all taxable property within said District. The following allocations and categorization as provided in ORS 310.060 make up the above taxes:

	Subject to the General Government Limitation		Excluded from the Limitation
General Government	\$.0534/\$1,000		-0-

IT IS FURTHER RESOLVED AND ORDERED that the Notice of Property Tax Levy shall be filed with the Clatsop County Assessor and Clerk, together with a copy of the Adopted Budget.

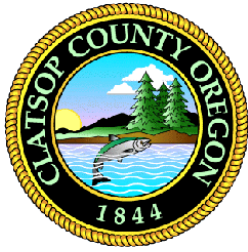
DATED this 27th day of June 2018.

BOARD OF COUNTY COMMISSIONERS FOR
CLATSOP COUNTY, OREGON GOVERNING
BODY OF CLATSOP COUNTY 4-H AND
EXTENSION SERVICE SPECIAL DISTRICT



Scott Lee, Chair

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Clatsop County

Budget & Finance

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Phone (503) 325-8565
Fax (503) 325-8606

BUDGET MESSAGE

Fiscal Year 2018-19

June 28, 2018

Clatsop County Board of Commissions, citizen members of the Budget Committee and citizens of Clatsop County:

I am pleased to present the Adopted fiscal year (FY) 2018-19 annual budget for Clatsop County, Oregon totaling \$70,135,500, an increase of \$4,936,810 or 7.5% from the previous year's adopted budget. This \$4.9M increase is largely attributed to the budgeting of contingency within various funds rather than leaving the reserves unappropriated. In addition there is an increase in materials and services in the amount of \$2.4M as a result of transferring the General Fund Stabilization monies from the Special Projects organizational unit into the General Fund. Included in the \$70.1M Proposed budget amount is a General Fund budget of \$26,263,800, an increase from the previous year of \$2,919,030 or 12.5%. This General Fund increase is attributed primarily to the creation of the General Fund Stabilization account, as well as an increase in negotiated personnel costs, costs associated with PERS rate increases, and an addition of 3.03FTE. The Adopted budget submitted herein reflects the County's commitment to providing valuable government services to the community at-large in a cost-effective and efficient manner. The budget serves as the County's financial and operational plan for maintaining County operations for the fiscal year beginning July 1, 2018 and ending June 30, 2019. The Adopted budget has been prepared in accordance with Oregon local budget law, the Board of County Commissioners' Budget Policies, Clatsop County's Long-Term Financial Plan (LTFP) and generally accepted accounting principles. The Adopted budget is balanced and stays within all statutory property tax limitations. It would be appropriate to view the budget as the intersection of public policy, values, and available resources.

The Clatsop County Budget includes the following legally separate entities:

- Rural Law Enforcement District
- Road District #1
- Westport Sewer District
- Clatsop County 4-H and Extension Services Special District

While these are legally separate districts, the Board of County Commissioners is ultimately responsible for final approval of these budgets. The four Service Districts budgets total \$10,349,840 for fiscal year 2018-19 which is \$1,644,800, or 18.9%, more than the current year. This is mostly attributed to a \$1.8M increase in budgeted contingency within the Rural Law Enforcement District, this district relies heavily on timber revenues and in an effort to provide long term stability has chosen to increase contingency reserves.

INTRODUCTION

Clatsop County has been able to not only sustain but continue to increase programs and services for its citizens as we continue to recover from the economic downturn of the last few years. With continued

prudent fiscal management, I am confident Clatsop County remains in a position to proactively, effectively and responsibly plan and prepare for the future, and will continue providing the services our citizens expect and depend upon.

The organization has been actively managed for both results and overall financial sustainability. Departmental performance measures provide data to inform spending decisions by understanding actual service outcomes of County departments. The Board of County Commissioners deserve great credit for having the wisdom and forethought to adopt and implement the County's Long Term Financial Plan (LTFP), which has put Clatsop County at the forefront of short and long term financial planning. Clatsop County has been recognized for its efforts to control the size of County government relative to available resources by utilizing responsible financial management practices. The LTFP identifies areas where Clatsop County could preserve and strengthen the County's fiscal health by updating financial policies and establishing greater reserves. The 2018-2019 Budget Policies reflect implementation of the Long Term Financial Plan's policies, goals and targets. Some of the key provisions of the Budget Policies include:

- No new staff or programs unless specifically approved by the Board of Commissioners.
- Seek staff and expenditure reductions wherever possible.
- Utilize the County's Indirect Cost Allocation Plan in an effort to appropriately recover the full cost of the County's overhead functions and to identify the impact of all programs on overhead services.
- Pursue revenue sources to the fullest extent possible for all services as well as total cost identification for fee setting purposes.
- General Fund discretionary dollars shall not be used to back-fill any loss in state-shared or federal revenues or increase the County share of programs funded primarily from non-General Fund sources.
- Maintain at least 10 percent of the General Fund's appropriation in contingency, but no less than \$1.5 million.
- Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund to support the current level of General Fund services; transfer timber monies in excess of the fifteen year low to the Special Projects Fund for budgeted capital projects and other one-time expenditures.
- Maintain a General Fund Stabilization Account of at least \$2M by setting aside timber revenue to provide a resource for General Fund operations in the event timber revenues received are less than projected.

THE ADOPTED FY 2018-2019 BUDGET

In consideration of the budget policies and the current economic climate, the total Adopted budget, excluding the four Service Districts, is \$70,135,500 compared to last year's adopted budget of \$65,198,690 (please see table on next page). This represents an increase of \$4,936,810 or 7.5% from the previous year which is primarily a result of increased materials and services in the amount of approximately \$2.4M and increased personnel services by approximately \$1.9M. In terms of the overall approach to the budget, the following considerations guided our recommendations. Challenges involving criminal activity continue to place increased pressure on our public safety and justice services. To the extent possible we have prioritized public safety systems which account for 28.7% of the budgeted resources in the 2018-19 county-wide budget. Through these public safety services the County continues to emphasize prevention programs, such as alternatives to detention, especially for juveniles, to help decrease future criminal activity, recidivism, and incarceration costs. In addition, to further enhance our livable community, the capital budget includes improvements for County roads,

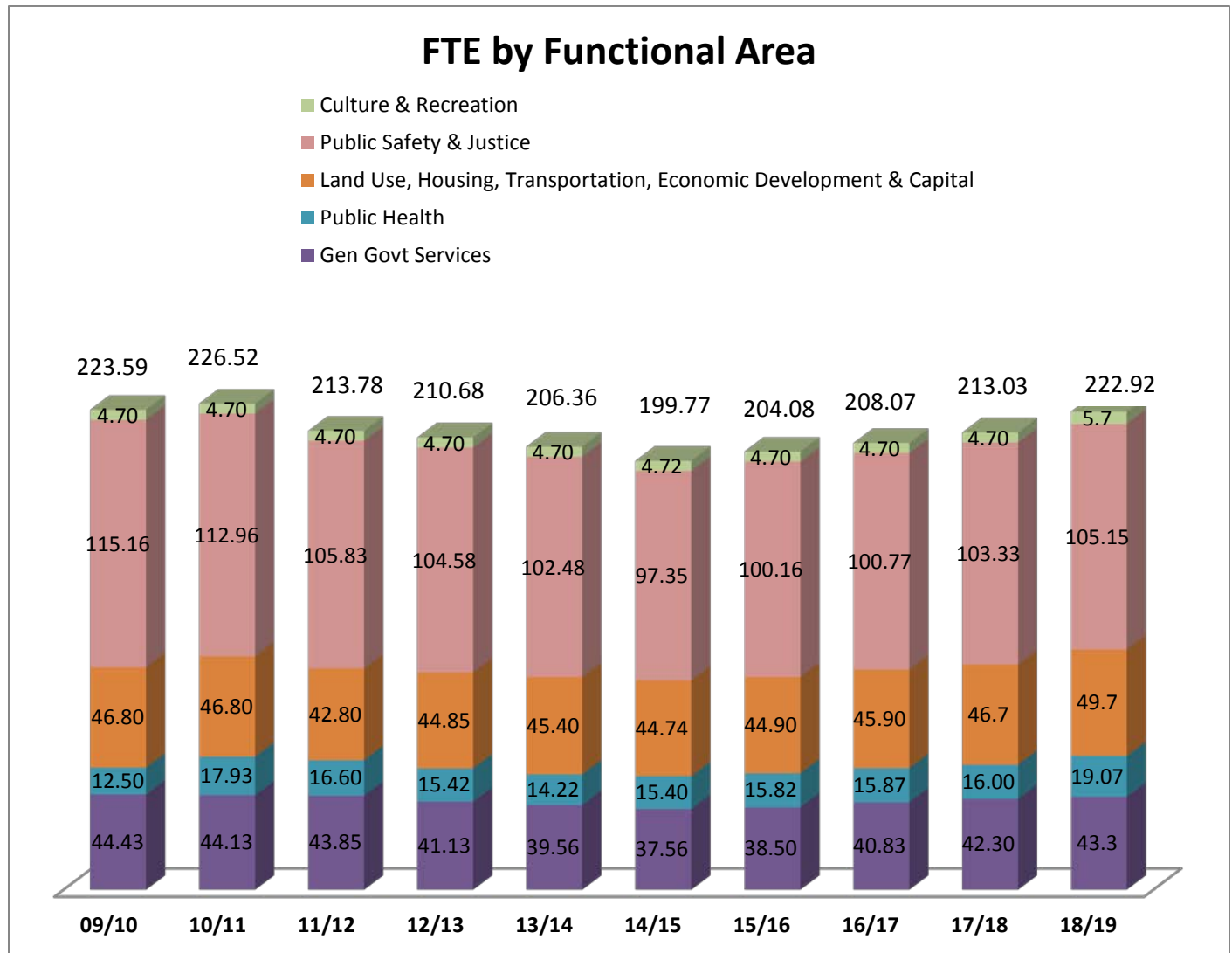
continued development of the North Coast Business Park (\$1.2M), and completion of a Household Hazardous Waste facility (\$1.2M).

The total Adopted budget includes operating expenditures, capital outlay, contingency and special payments and holds \$8,172,950 aside as unappropriated fund balances. The Adopted budget includes a decrease in current year revenue for all funds of approximately \$805,650. This decrease in revenue is mainly attributable to projected decreases in transfers and federal revenue.

County Revenue by Category	2017-2018 Adopted	2018-2019 Adopted	Dollar Variance	Percent Change
Taxes	9,413,520	9,663,120	249,600	2.7%
Licenses & Permits	1,241,000	1,383,000	142,000	11.4%
Fines/Forfeits	74,040	74,180	140	0.2%
Interest / Property	261,610	439,460	177,850	68.0%
State Revenue	13,136,250	14,765,910	1,629,660	12.4%
Federal Revenue	1,028,420	899,890	(128,530)	-12.5%
Other Intergovernmental	7,375,180	7,445,940	70,760	1.0%
Charges for Service	1,860,835	1,996,640	135,805	7.3%
Other Revenue	1,590,235	1,661,150	70,915	4.5%
Transfers-In	6,620,960	3,650,450	(2,970,510)	-44.9%
Subtotal Revenue	42,602,050	41,979,740	(622,310)	-1.5%
Use of Fund Balance - Operations	4,197,230	6,100,220	1,902,990	45.3%
Fund Balance for Contingency	18,399,410	21,758,700	3,359,290	18.3%
Total Revenue Budget	65,198,690	70,135,500	4,936,810	7.6%

Clatsop County Adopted 2017-18 Budget vs. Adopted 2018-19 Budget			
Resources	2017-2018 Adopted	2018-2019 Adopted	Increase/(Decrease)
Beginning Balance	\$29,491,310	\$36,215,210	\$6,723,900
Revenue	42,602,050	41,979,740	(622,310)
Total County Resources Available	\$72,093,360	\$78,194,950	\$6,101,590
<i>Less: Unappropriated Beg. Balance</i>	(6,894,670)	(8,059,450)	
County Resources	\$65,198,690	\$70,135,500	\$4,936,810
Expenditures			
Personnel Services	22,397,680	24,317,700	1,920,020
Materials & Services	11,022,260	13,521,290	2,499,030
Special Payments	2,565,320	2,877,600	312,280
Capital	3,990,120	3,828,850	(161,270)
Debt Service	185,300	180,910	(4,390)
Transfers	6,638,600	3,650,450	(2,988,150)
Contingency	18,399,410	21,758,700	3,359,290
County Expenditures	\$65,198,690	\$70,135,500	\$4,936,810

Personnel Services increased in total across all funds by \$1,920,020 or 8.5% from the 2017-18 adopted budget. The Adopted budget for personnel services, which include salaries and benefits is \$24,317,700 and represents 50.3% of the total county-wide budget, excluding contingency. This compares to 47.8% from last year's budget. Changes in personnel services include an increase of 9.89 full-time equivalent (FTE) positions, not including Service Districts, from 213.03 in 2017-18 to an Adopted FTE count of 222.92 for 2018-19. Other changes to personnel services include increases due to an anticipated cost of living adjustment to employee wages by 2.5% in accordance with bargaining unit contracts; a performance pay incentive for management positions based on their annual performance evaluation; as well as budgeted increases for the costs of healthcare and retirement.



Materials and Services for all funds increased by \$2,499,030 or 22.7% over the fiscal year 2017-18 adopted budget. This increase is mostly due to establishing the General Fund Stabilization account where \$2M has been set aside should timber revenues come in less than projected. Per the recommendation of the long term financial plan consultants it is not the intent of the county to spend any of these monies.

The Adopted Transfers budget decreases by \$2,988,150 or 45% as compared to the 2017-18 adopted budget; this is a result of the \$3M transfer in 2017-18 occurring from the Special Projects Fund so that the General Fund Stabilization account could be set-up within the General Fund as recommended by the Long Term Financial Plan consultants.

General Fund Overview

The General Fund appropriations increase from \$23,344,770 in FY 17-18 to an Adopted \$26,263,800 for FY 18-19, a total increase of \$2,919,030 or 12.5%; while at the same time General Fund revenue is expected to decrease by approximately \$2,379,300. This is primarily due to the \$3M transfer revenue from Special Projects as a result of moving the General Fund Stabilization account from Special Projects into the General Fund for more accurate accounting purposes in the 2017-18 budget. Additionally there are increases in other revenue categories such as tax revenue in the amount of \$252,310, state revenue for \$190,910, and other intergovernmental for \$215,040 that help to offset the overall revenue decrease slightly.

General Fund Revenue by Category	2017-2018 Adopted	2018-2019 Adopted	Dollar Variance	Percent Change
Taxes	9,024,770	9,277,080	252,310	2.8%
Licenses & Permits	641,000	633,000	(8,000)	-1.2%
Fines/Forfeits	25,800	28,600	2,800	10.9%
Interest / Property	65,020	115,660	50,640	77.9%
State Revenue	4,424,740	4,615,650	190,910	4.3%
Federal Revenue	451,070	221,220	(229,850)	-51.0%
Other Intergovernmental	2,640,250	2,855,290	215,040	8.1%
Charges for Service	724,715	814,180	89,465	12.3%
Other Revenue	1,122,165	1,118,650	(3,515)	-0.3%
Transfers-In	3,412,760	473,660	(2,939,100)	-86.1%
Subtotal Revenue	22,532,290	20,152,990	(2,379,300)	-10.6%
Use of Fund Balance - Operations	(1,309,770)	3,903,540	2,593,770	-398.0%
Fund Balance for Contingency	2,122,250	2,207,270	85,020	4.0%
Total Revenue Budget	23,344,770	26,263,800	2,919,030	12.5%

Clatsop County General Fund Adopted 2017-18 Budget vs. Adopted 2018-19 Budget			
Resources	2017-2018 Adopted	2018-2019 Adopted	Increase/(Decrease)
Beginning Balance	\$5,316,760	\$9,661,430	\$4,344,670
Revenue	22,532,290	20,152,990	(2,379,300)
Total County Resources Available	\$27,849,050	\$29,814,420	\$1,965,370
<i>Less: Unappropriated Beg. Balance</i>	(4,504,280)	(3,550,620)	
County Resources	\$23,344,770	\$26,263,800	\$2,919,030
Expenditures			
Personnel Services	14,970,830	15,969,800	998,970
Materials & Services	3,667,400	5,895,190	2,227,790
Special Payments	635,110	259,250	(375,860)
Capital	0	0	0
Transfers	1,949,180	1,931,840	(17,340)
Contingency	2,122,250	2,207,720	85,470
County Expenditures	\$23,344,770	\$26,263,800	\$2,919,030

Personnel services, which include salaries and benefits, are increasing in the General Fund from the current year by \$998,970. This increase is related to an increase of 3.03 in FTE; a cost of living adjustment to employee wages by 2.5% per bargaining unit contracts; a performance pay incentive for management staff; as well as rate increases associated with PERS costs. There is an increase in the materials and services budget of \$2,227,790. This increase is mostly due to an increase as a result of establishing the General Fund Stabilization account. There is a \$375,860 decrease in Special Payments; this is in large part associated with the completion of the preschool feasibility study that was a one-time federal grant received in FY 2017-18, as well as a decrease in the distribution of county tourism dollars as a result of spending excess carry over funds from previous years. The \$85,470 increase in contingency is based on a Board policy that 10% of the General Fund expenditures be reserved in contingency, therefore increased expenditures results in an increased contingency amount.

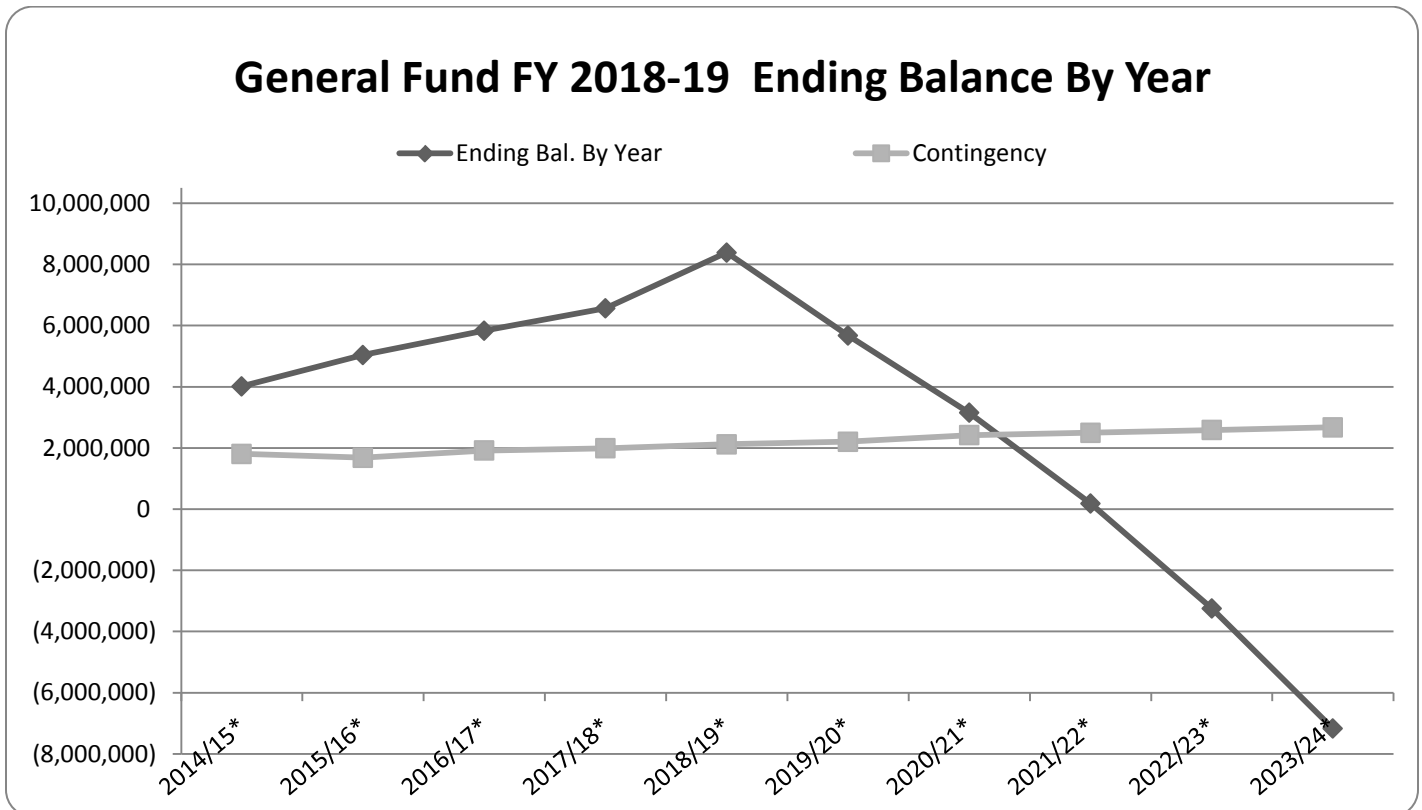
Organizational Unit Name	2017-2018 Adopted	2018-2019 Adopted	Dollar Variance	Percentage Change
Board Of Commissioners	91,560	93,260	1,700	1.86%
Board of Property Tax Appeal	28,860	33,290	4,430	15.35%
County Tourism	177,210	59,610	-117,600	-66.36%
County Manager	437,670	537,050	99,380	22.71%
Human Resources	366,300	355,490	-10,810	-2.95%
Assessment & Taxation	1,640,170	1,673,440	33,270	2.03%
Property Management	50,920	53,520	2,600	5.11%
County Counsel	110,200	110,200	0	0.00%
Clerk - Admin. & Elections	358,710	397,310	38,600	10.76%
Clerk - Records	164,090	179,870	15,780	9.62%
Budget & Finance	447,940	471,660	23,720	5.30%
Information Systems	937,840	1,016,990	79,150	8.44%
Building And Grounds	1,091,950	1,125,830	33,880	3.10%
Parks Maintenance	218,830	232,270	13,440	6.14%
Surveyor	233,330	246,600	13,270	5.69%
Dues & Special Assessments	759,040	594,100	-164,940	-21.73%
District Attorney	1,822,620	1,969,030	146,410	8.03%
Medical Examiner	114,660	118,800	4,140	3.61%
Sheriff Support Division	474,260	486,070	11,810	2.49%
Sheriff Criminal Division	3,827,040	4,074,110	247,070	6.46%
Corrections	3,063,940	3,386,830	322,890	10.54%
Jail Nurse	413,660	436,540	22,880	5.53%
Juvenile Department	862,090	875,530	13,440	1.56%
Corrections Workcrew	262,350	130,590	-131,760	-50.22%
Planning Division	679,850	711,860	32,010	4.71%
Emergency Management	296,210	316,580	20,370	6.88%
Animal Control	368,040	437,810	69,770	18.96%
General Fund Stabilization	0	2,000,000	2,000,000	0.00%
Transfers To Other Funds	1,923,180	1,931,840	8,660	0.45%
Approp. For Contingency 1	<u>2,122,250</u>	<u>2,207,720</u>	<u>85,470</u>	4.03%
Total	23,344,770	26,263,800	2,919,030	12.50%

The 2018-19 General Fund Adopted budget includes use of unassigned General Fund balance in the amount of \$3,903,090. The current Board goal is to have General Fund reserves in the amount of 25% of expenditures. The Adopted budget maintains a reserve balance of 21.9% in the General Fund, while this is below the goal of 25% it is consistent with Board policy of 20%.

	2010-2011 Budget	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget
Budgeted Revenue	15,542,000	16,107,100	16,754,700	17,661,400	17,205,830	19,236,150	18,385,770	22,532,290	20,152,990
Budgeted Expense	16,501,000	17,202,500	17,772,900	18,209,000	17,342,580	20,200,270	19,894,470	21,222,520	24,056,080
Revenue Gap	(959,000)	(1,095,400)	(1,018,200)	(547,600)	(136,750)	(964,120)	(1,508,700)	1,309,770	(3,903,090)

In the chart above expenses are net of contingency and revenues are net of fund balance use to cover the budgeted contingency expense.

The following slide is a projection for the General Fund going five years past the Adopted 2018-19 FY if revenues and expenditures continued at the current budgeted amounts. This projection is based on inflationary costs associated with personnel as well as materials and services; in addition revenues are also projected in a similar manner based on known increases such as property taxes.

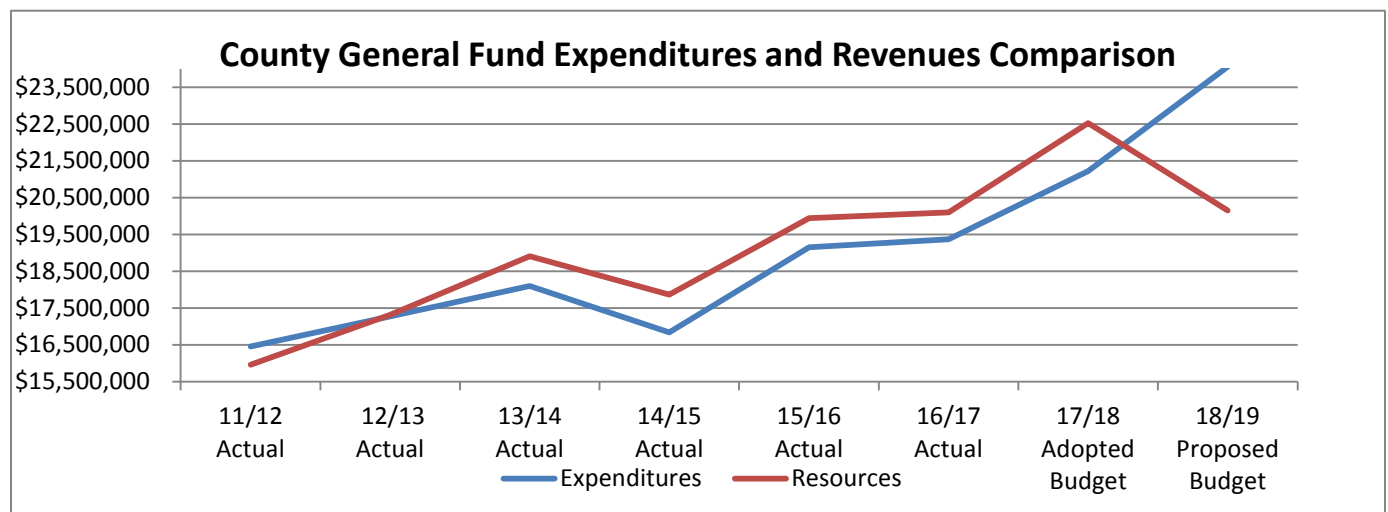


The short-term outlook for the General Fund continues to remain optimistic. Our revenue projections for the coming year are based on the assumptions that the economy continues to see improvements while also remaining cautious; inflation will be moderate giving only a slight boost to license & permit revenues and charges for service.

The overriding consideration affecting the 2018-19 Budget, especially for the General Fund, has been the continued impact of the volatility in timber revenues as well as reductions in state and federal funding, and as a result, county expenditures. In the current environment we continue to see positive change with the economy while at the same time continuing to remain cautiously optimistic. The 2018-19 budgeted expenditure level in the General Fund was built using a base budget calculation for all General Fund departments. The calculation included: estimated inflationary increases for salaries and benefits for current staff. Additional expenditure requests above this base budget level were submitted separately for consideration and were included in the budget based on available resources, County priority, and immediate need. This includes an increase 3.03 FTE in the General Fund, some of which are restored FTE and some of which are new or increased positions.

Year after year, County Staff, the Budget Committee, and the Board of Commissioners work painstakingly at balancing the budget, in particular, the General Fund. The chart on the next page illustrates how volatile revenues in the General Fund continue to be and how the county has worked to offset those decreases in revenues with corresponding decreases in expenditures. Modest increases in revenues were realized in FY 11-12 and then saw a significant decline again in FY 13-14. The County responded to this decreasing revenue by cutting expenditures beginning in FY 13-14. Unfortunately, increases in health care costs, PERS obligations, and Transfers Out to support other funds caused increases in expenditures to occur in FY 14-15 but through good fiscal management the county was able to maintain expenses at an amount less than the revenues received. The 2017-18 adopted budget included the best assumptions available at the time and projected that new revenues would continue to cover projected costs and was adopted assuming the use of no fund balance, however this included a \$3M transfer from Special Projects into the General Fund to establish the General Fund Stabilization account as a recommended outcome from the long term financial plan consultants, had this \$3M transfer not occurred there would have been a \$1.7M use of fund balance. However, current estimates for FY 17-18 indicate that County General Fund revenues will come in slightly higher than budgeted and expenditures should be slightly less, therefore, rather than a \$1.7M use of fund balance had the \$3M transfer not occurred, the projections result that number being significantly less at approximately \$440,720 at the end of FY 17-18, although, we caution that these estimates could change.

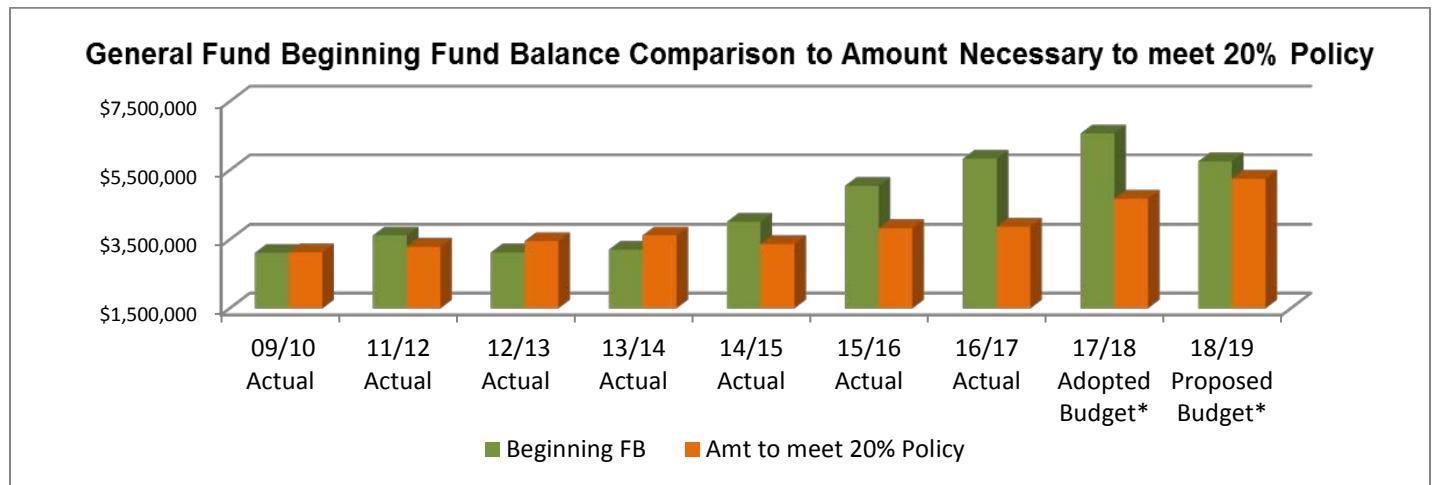
The Adopted 2018-19 GF budget assumes a \$3.9M use of fund balance. Of the Adopted expenditures \$2M is set aside to establish the General Fund Stabilization account and is expensed to “unapportioned projects”, it is the intention of the Long Term Financial Plan that these monies not be expensed unless there is a revenue shortfall. If this \$2M was removed from the budgeted expenses then that would reduce the use of fund balance down to \$1.9M.



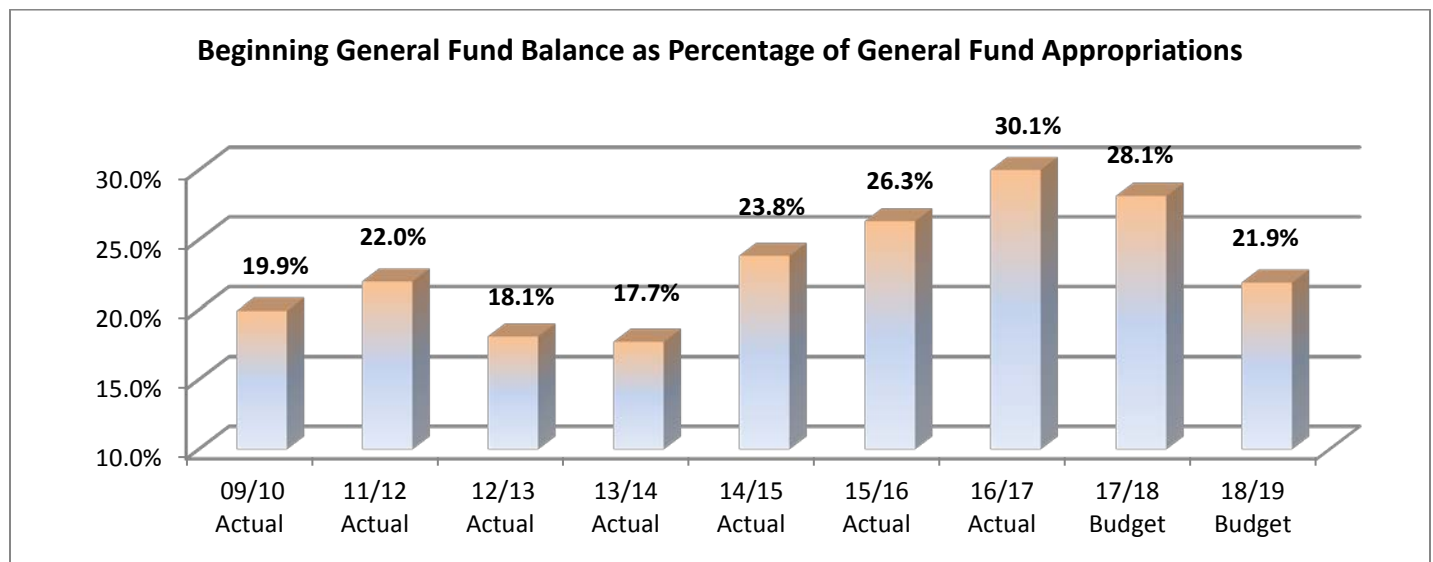
The chart above represents the County’s General Fund expenditures as compared to revenues over the last six years of actuals as well as the most recent adopted and the current adopted. In instances where the actual revenue was less than actual expenses represents a reduction in GF fund balance, while the opposite is true for the reverse instances. The 17/18 and 18/19 budgeted expenditure amounts exclude budgeted contingency. As the chart demonstrates, the 18/19 budget includes \$3.9M more expenditures than resources, \$2M of which is the establishment of the General Fund Stabilization Account.

As a measure of fiscal health, local governments often look at fund balance levels, which include unappropriated fund balance, contingency and any reserves as a percentage of the total expenditures. The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments maintain an unrestricted fund balance of no less than two months operating expenditures. The Board of County Commissioners has set a policy that unrestricted General Fund

balance be 20% of the current year appropriation less contingency, with a longer-term goal of 25%. The reasons for maintaining a sufficient reserve include: being better able to plan for contingencies; maintain credit worthiness with banks and rating agencies; ability to fund smaller capital projects without incurring debt; generate investment income, and; ensure cash availability and liquidity. The following charts represent the amount of General Fund balance as compared to the level necessary to meet the 20% Board goal. As one can see, the County's anticipated unrestricted General Fund balance for the 2018-19 fiscal year is 21.9% of the Adopted General Fund appropriations. While this amount is still below the Boards long-term goal of 25% it is above the Board policy amount of 20%. The 2018-19 budget continues to represent a more stabilized fund balance trend over the past few fiscal years, versus the previous trend of a decreasing General Fund balance.



The chart above represents the General Fund (GF) beginning balance in dollars and the beginning fund balance necessary (in dollars) to meet the County's policy of having 20% of GF appropriations in reserve.



The chart above represents the amount of General Fund (GF) Balance as a percentage of General Fund appropriations for the fiscal year. The policy of the Board is to have a beginning GF balance of 20% of General Fund appropriations, less contingency, with a longer-term goal of 25%.

Expenditures by Functional Area

The Adopted County budget is categorized into five functional areas: Culture and Recreation; Land Use, Housing, Transportation, Economic Development and Capital; General Government; Public Health, and Public Safety and Justice. A functional area can be defined as a logical grouping of activities or processes of an organization representing similar business goals or functions. Each functional area

includes the Adopted budgets that comprise the functional area and greater detailed information of the County's individual budgets can be found under each of the functional area tabs. The total Adopted County budget, which excludes County Service Districts, is \$69,838,660 this represents an increase of \$4,639,970 or 7.1% from the previous year. While overall the budget increased from the previous year the majority of the increase consists of budgeted contingency (\$3.3M) as well as an increase in materials and services to account for the establishment of the General Fund Stabilization account (\$2M) There were some other significant changes both increases and decreases between functional areas which are illustrated in the table below:

Functional Area	2017-2018 Adopted	2018-2019 Adopted	Dollar Variance	Percent Change
Public Safety & Justice	17,251,870	19,141,070	\$ 1,889,200	11.0%
Public Health	4,209,840	5,126,980	\$ 917,140	21.8%
General Government	12,450,880	15,067,430	\$ 2,616,550	21.0%
Land Use, Hsg., Trans., Econ. Dev. & Capital	28,609,270	28,202,850	\$ (406,420)	-1.4%
Culture & Recreation	\$ 2,676,830	\$ 2,597,170	\$ (79,660)	-3.0%
Subtotal Adopted County Budget	65,198,690	70,135,500	\$ 4,936,810	7.6%
County Service Districts	8,705,040	10,349,840	\$ 1,644,800	18.9%
Total Adopted Budget	73,903,730	80,485,340	6,581,610	8.9%

Culture & Recreation includes Fair General Operation, Parks Maintenance, and Parks & Land Acquisition and is almost entirely funded through dedicated resources with only \$101,020 or 3.9% of expenditures being covered by discretionary funding sources. The Adopted expenditure budget reflects a decrease of \$79,660 or 3% from the current year, attributable mainly to a decrease in capital outlay as well as contingency within the Parks & Land Acquisition Fund. The number of FTE in this functional area increases to 5.70 for the next fiscal year; this is a result of an additional maintenance person in the Fair General Operation Fund.

Land Use, Housing, Transportation, Economic Development & Capital includes Surveyor, Roads, Bike Paths, Planning, Building Codes, Fisheries, Video Lottery, Industrial Development Revolving Fund, Special Projects, General Roads Equipment Replacement Fund, and County Tourism. The functional area is funded 93.5% by dedicated resources and 6.5% by discretionary resources. The discretionary revenues are a portion of Timber Sales, which the Board of Commissioners Budget Policies requires to be budgeted in Special Projects in order to fund limited duration General Fund expenditures for capital or other special projects. The dedicated resources include Video Lottery dollars that are to be used specifically for Economic Development within Clatsop County as well as tax monies that are dedicated to county roads. Overall, this functional area is decreasing by \$406,420 or -1.4% from the current year. Most of the funds that make up this functional area maintain a status quo budget; the decrease is primarily the result of a one-time \$3M transfer from Special Projects to the General Fund for the purpose of the General Fund Stabilization Account that occurred in the 17-18 FY that is not occurring in the Adopted budget. The offsetting amounts to the \$3M decrease are increases in budgeted contingency primarily within the General Roads and Building Codes Funds, as well as increased personnel services costs as a result of an additional 3 FTE. Overall within this functional area there is an increase from 46.7 FTE in the current year to a budgeted 49.7 FTE. This is a result of an increase of 1FTE for a Code Enforcement Specialist, 1 FTE for an additional Building Inspector, and additional staff in the General Roads Fund in an effort to be proactive in succession planning.

The **General Government** functional area includes the budgets for the Board of Commissioners and the County Manager as well as the budgets of county organization units whose activities are of a general government nature. The resources used to pay for the expenses in this functional area are 68.2% discretionary with the remaining 31.7% of resources being dedicated. The Adopted budget for General Government has increased by \$2,616,550 or 21 %. The significant increase is a result of the following: General Fund Stabilization account has an increase of \$2,000,000 or 100% as a result of the increased revenues transferred in the current fiscal year to create this account as a recommended action from the results of the long term financial plan. The Bond & UAL Fund has an increase of \$326,030 or 27%, this increase is budgeted in contingency to help offset any future unfunded liability costs associated with PERS. This functional area also has an increase of 1 FTE; this FTE increase is an increase of .5 in the County Manager's budget which increases the Assistant County Manager to .9 FTE in this org unit. The other .5 FTE is to add an Accountant I to the Budget & Finance Department which is offset by reducing the Assistant County Manager to .1 FTE in this org unit. While most other budgets in this area are mostly status quo, the remainder of this increase is a result of negotiated salary increases, increased PERS retirement costs, increased health insurance costs, and increases in the county's general liability insurance rates.

The **Public Health** functional area consist of both the mental health aspect as well as community public health, and is mostly funded, 90.2%, through dedicated state and federal grant sources and fee revenues, and 9.8% through a transfer-in of discretionary General Fund resources. This budget reflects an increase in expenditures of \$917,140 or 21.8% from the current year. The Adopted budgeted number of staff positions in this functional area is 19.07, an increase of 3.07 FTE, which accounts for approximately \$383,000 of the overall increase within the functional area. The remainder of the increases is a result of state and federal grant funding for various programs in both the mental health and community health funds. The budget for this grouping is based on our best estimates of available grant monies and estimated beginning fund balances. Depending on actual grant awards, these budgets can fluctuate from their Adopted levels. This budget also includes a transfer of \$260,000 to the Capital Projects Fund to help pay for the construction of the Household Hazardous Waste Disposal Facility.

The **Public Safety & Justice** functional area presents the Adopted budgets for the funds and organizational units that are responsible for or related to community safety and security within the law and justice system and emergency response. The Adopted budgets for the next fiscal year reflect an increase of \$1,889,200 or 11% from the 17-18 fiscal year appropriations. The resources that fund these services are split 55.8% dedicated and 44.2% discretionary. The Adopted budgets reflect an increase in personnel services due to an increase of 1.8 FTE. This FTE increase reflects adding two .5 FTE Kennel Workers in Animal Control, an additional .3 FTE in the Sheriff's admin support staff, and an additional .5 FTE in the District Attorney's office for a grant funded Victim's Assistance Coordinator to focus on working with juvenile victims. In addition, there is an increase in the Sheriff's Parole & Probation budget of \$779,120 or 20% primarily as a result of increased contingency.

SERVICE DISTRICTS

Rural Law Enforcement District The budget for FY 18-19 provides funding for Sheriff's Office services for rural areas of the County. It is supported by a property tax levy with a rate of \$0.7195 and timber revenue. The budget reflects an increase of approximately \$1,948,540, or 60% from the 2017-18 budget primarily due to an increase in budgeted contingency.

Road District No. 1 The budget for FY 18-19 allocates resources to the County for road maintenance as discussed in the Road Maintenance section of this budget. The District is governed by the Board of Commissioners and is supported by a property tax levy with a rate of \$1.0175/\$1,000 and timber revenue. The overall Adopted budget decreases by \$225,420 or 5% and represents the amount being allocated to the Roads Fund. This significant decrease is a result of projected decreases in the transfer to

the General Roads fund as a result of a decreased beginning balance by \$301,260, increases in tax and timber revenues offset the overall decrease.

Westport Sewer District The budget for FY 18-19 reflects a decrease of approximately \$1,990 in expenditures due to a decrease in budgeted contingency. This District is supported 100% by User Fees.

4-H and Extension Service Special District The FY 18-19 budget reflects a slight decrease in total expenditures of just over \$76,330 primarily due to a decrease in contingency. The District has also seen a slight increase in Materials and Services as a result of additional programming funds to deliver extension programs throughout the county.

Clatsop County Service Districts Adopted 2017-18 Budget vs. Adopted 2018-19 Budget			
Resources	2017-2018 Adopted	2018-2019 Adopted	Increase/(Decrease)
Beginning Balance	\$3,290,900	\$3,343,420	\$52,520
Revenue	6,883,880	7,006,420	122,540
Total County Resources Available	\$10,174,780	\$10,349,840	\$175,060
<i>Less: Unappropriated Beg. Balance</i>	<i>(1,469,740)</i>	<i>0</i>	
County Resources	\$8,705,040	\$10,349,840	\$1,644,800
Expenditures			
Personnel Services	2,123,540	2,171,930	48,390
Materials & Services	1,258,290	1,303,820	45,530
Special Payments	4,548,200	4,321,880	(226,320)
Capital	187,500	190,800	3,300
Debt Service	5,730	5,890	160
Transfers	6,800	2,000	(4,800)
Contingency	574,980	2,353,520	1,778,540
County Expenditures	\$8,705,040	\$10,349,840	\$1,644,800

DISCRETIONARY RESOURCES

Discretionary resources are resources or income that are not dedicated by rule, law or contract for a specific program or purpose, and therefore may be spent at the discretion of the Board of Commissioners. The bulk of the County's discretionary resources come from the General Fund beginning balance, property tax levy, indirect charges and timber revenues.

Almost all discretionary revenues are received in the General Fund; however, not all of the General Fund resources are discretionary. In the budget document, General Fund discretionary resources are identified as General Fund Support for General Fund Organizational Units or as Transfer from General for non-General Fund Organizational Units. For FY 2018-2019, discretionary resources for all funds total approximately \$21,152,730. This includes timber revenue set aside in the Capital Projects Fund for Special Projects and the General Fund's Operating Contingency.

CLOSING

Clatsop County provides vital public services to a growing population of approximately 39,180 and our lean ratio of 1 staff position to every 175 citizens demonstrates how we strive to make every dollar count. The most recent recession presented a number of challenges that provided the County opportunities to look at operations and how departments/offices can push for efficiencies. Though there have been significant improvements in the economy the County continues to look for fiscally responsible opportunities to update processes, combine resources, and improve service delivery; while at the same time focusing on providing excellent customer service. While the economy continues to show signs of recovery in conjunction with staff continuing to streamline processes, this year has again been challenging to balance and prioritize the needs of the community with the amount of resources available while at the same time trying to preserve fund balance for future financial stability. We have made every attempt to find savings by using the Commissioners' Budget Policies and goal priorities in making our recommendations. Once again we will need to closely monitor 2018-19 revenues and expenditures to ensure that revenues are coming in as budgeted and make any necessary expenditure adjustments throughout the year. I am confident that the County's management team and staff will continue to meet this challenge. Due to limited and volatile resources and growing demands for services, the County continues to work towards meeting the needs of all departments in a fiscally prudent manner. County staff recognizes the importance of continuing to live within our means, striving for increased productivity and use of innovation in our efforts to operate the County. The budget process is a team effort and reflects many hours of hard work on the part of County staff, Budget Committee members, and the Board of Commissioners. I would like to extend special thanks for the hard work of County staff and the County management team in developing the fiscal year 2018-19 budget.

Respectfully submitted,



Monica Steele
Budget & Finance Director/Assistant County Manager

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ORGANIZATION OF THE BUDGET DOCUMENT

A budget, as defined by Oregon State Law, is a “*financial plan containing estimates of revenues and expenditures for a single fiscal year.*” Local governments have the option of budgeting on a 24-month biennial budget period, or by a fiscal year.

Clatsop County operates, and budgets, on a fiscal year beginning July 1 and ending the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs.

The County budget is organized based on the following hierarchy:

- Functional Area
- Fund
- Organizational Unit
- Program

This Budget Summary is divided into eight major sections as follows:

Table of Contents

This section outlines where supporting information may be found within the budget document.

Budget Message

The County Manager’s budget message contains information that assists the Budget Committee and the public in understanding the budget. State statute requires the budget message to contain a brief description of the financial policies reflected in the budget as well as proposed major changes from the prior year’s budget.

Reader’s Guide

This section provides the reader’s with a summary of how the document has been compiled as well as the guidelines and statutes that are required to be followed. In addition, it provides the reader with an understanding of the basis of budgeting that is used within the County’s government.

Statistical & Supporting Data

This section contains the Organizational Summary of Clatsop County’s elected and appointed officials and the departments within the County; an overview of the County as well as Demographic Information; the budgets fund structure; services provided by discretionary and dedicated resources; Adopted Budget Policies; Strategic Plan/Resource Reduction Strategy; Board Vision/Goals; Clatsop County Fiscal & Debt Policy; Clatsop County Tax Payment Breakdown; Ten-Year Market Value and Tax Rate History table; General Fund Revenue from Timber Sales table; County owned vehicle and equipment list; FTE by Fund; FTE by Functional Area; and Appendix A which lists the class and rate table for County employees.

Financial Summary

This section contains summary information that includes an overview of resources and appropriations.

Operating & Non-Operating Budget

The operating section includes those functional areas that provide services directly to the community or to another part of the County organization. These functional areas cover Public Safety & Justice; Public Health; General Government; Land Use, Housing & Transportation; Culture & Recreation; and Economic Development & Capital. Summary tables are included for each organization unit. All County employees are accounted for in the operating budget. The non-operating section which is listed under General Government includes: Transfers to Other Funds; Appropriation for Contingency; Insurance Reserve; Debt Service; and the Bond & UAL Reserve Fund. Summary tables are included for each organization unit. This budget accounts for those activities that provide internal support to the entire County organization.

County Service Districts

This section includes Westport Sewer; 4-H & Extension; Rural Law Enforcement; and Road District #1. These districts are all under the authority of the Board of County Commissioners.

Inactive Budgets

This section contains organizational units that have become inactive within the past three fiscal years.

Glossary and Line Item Detail

This section contains a glossary of terms and acronyms that will provide the reader with a better understanding of the terminology used throughout the document.

BUDGET PROCESS

The County's annual budget process is guided by the State of Oregon's Local Budget Law which requires the following:

- An annual budget be adopted prior to the beginning of the fiscal year (July 1) to which it applies; and
- There must be notification of public meetings when the budget will be discussed; and
- That there is opportunity for public input; and a summary of the budget must be published in a local newspaper prior to adoption.
- After the Board of County Commissioner's adopts the budget, amendments are made through the budget adjustment process which is listed in more detail in the following pages.

Budget Calendar

Nov – Dec	Budget & Finance drafts budget calendar; begins working on Indirect Cost Allocation Plan; holds pre-budget meetings with Department Heads.
Dec – Feb	Departments prepare current year revenue and expense projections in the budget module; departments submit line item budget proposals for new FY; departments submit capital outlay requests for new FY; departments input performance and workload measure data.

Feb – Mar	Budget & Finance Director along with the Budget Officer, meets with each department to review and analyze requested budgets.
April	Proposed budget documents are compiled and printed.
May	Budget Committee convenes for public meetings.
June	Board of County Commissioners holds a public hearing and considers adoption of approved budget. At the final Board meeting in June the Board adopts the new FY budget.
July	Adopted budget becomes effective.

2018-19 BUDGET CALENDAR

December:

Budget materials prepared

January:

- 2 Salary & Benefit Cost Sheets distributed to individual departments
- 24 County Board reviews and adopts Budget Policies
- 27 2018-19 Budget Manual available
- 30-31 Departmental budget trainings. Due date for any requests for cost sheet revisions

February:

- 9 Departments submit current budget year (2017-18) expenditures and revenues, and GF
- 23 Department budget submittals due

March:

- 6 Budget Committee provided budget calendar and policies
- 5-9 Budget & Finance review meetings with department and County Manager
- 12 Additional budget review meetings if necessary
- 26 Deadline for submission of proposed budget revisions to County Manager
- 23 County Manager approves final proposed budget to be submitted to committee

April:

- 16 Proposed Budget document to printers
- 25 Budget Distribution – Budget 101 Presentation

May:

- 8 First Budget Lay-Committee meeting/ County-wide Budget
- 9 District Budget Committee meeting &
- 10 Second Lay-Budget Committee meeting
- Deadline for Budget Committee recommendation to BOCC

June:

- 13 Public Hearing by Board of Commissioners on Proposed Budget
- 27 2018-19 Budget adoption by Board of Commissioners

Budget Committee

The Budget Committee comprised of the Board of Commissioners and five lay (citizen) representatives must approve the levying of property taxes at the time the budget is approved, and the Board of Commissioners must do the same at the time of adoption. All Budget Committee meetings are open to the public and are advertised as such. Advertisements of the public hearing prior to the Board of Commissioners adoption include a summary of the budget as approved by the Budget Committee.

BUDGET BASIS

Clatsop County's financial reports are prepared following the guidelines recommended by the Government Finance Officers Association (GFOA) of the United States and Canada. The proposed budget described herein substantially conforms to Generally Accepted Accounting Principles (GAAP). The County's budget is prepared under the modified accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recorded at the time they become measurable and available, and expenditures are recognized at the time the liabilities are incurred.

For financial reporting purposes governmental fund types (general fund, special revenue funds, debt service funds, and capital project funds) are accounted for on the modified accrual basis of accounting.

The modified accrual basis of accounting is used for financial reporting of proprietary funds types (internal service funds and enterprise funds) and for the government-wide financial statements required by the County's requirements. Under the modified accrual basis of accounting, revenues are recorded at the time they are earned and expenditures are recorded at the time liabilities are incurred. The measurement focus of the proprietary funds is on the flow of economic resources. The difference between the methods used for budgetary versus financial reporting primarily affects the account for depreciation and capital outlay.

Expenditures are appropriated by organization unit for each fund. These appropriations establish the level of control for each organization unit and may not be over-expended. Most operating funds also include an appropriation for contingency. Expenditures cannot be made against this appropriation without additional Board actions (see Budget Adjustments below). All appropriations lapse at the end of each fiscal year.

Budget Adjustments

Oregon Local Budget Law sets forth procedures to be followed to amend the budget as events occur after budget adoption. The type of event determines the procedure to be followed.

The adopted budget appropriates contingencies in each fund to be used at the discretion of the governing body. In most cases, adjustments can be accommodated by transferring appropriations from fund contingencies or from the General Fund to other funds. Oregon Local Budget Law allows for the Board of Commissioners to make such adjustments at a regularly scheduled meeting. Should a transfer from contingency exceed 15% of fund appropriations, or the County

needs to increase appropriations due to additional revenue, the law provides for the following two types of supplemental budget processes:

1. If the increase is less than 10% of the fund, the Board of Commissioners may approve a resolution and order adopting the supplemental budget at a regularly scheduled meeting. Prior to the meeting, specific details of the supplemental budget must be published in a local newspaper.
2. If the increase is 10% or more of a fund, the Board must first hold a public hearing prior to approving a resolution and order. Published notice of the supplemental budget and public hearing are required.

Adopted and Modified Budget

The analysis in the Budget Summary and Budget Detail is prepared based on the proposed budgets for the upcoming fiscal year compared to the current fiscal year budget as modified for any Board approved budget adjustments through mid-March.

GASB STATEMENT 54 – FUND BALANCE REPORTING

The Government Accounting Standards Board (GASB) is the agency in charge of establishing accounting standards for governments. Effective for reporting periods after June 15, 2010 GASB Statement 54 has been implemented; this Statement deals with two main areas of: (1) Fund Balance Reporting and (2) Governmental Fund Type Definitions.

Fund Balance Reporting - What is Fund Balance?

Fund Balance reflects the net financial resources of a fund (assets minus liabilities). If some of the funds' resources are not available to spend, this would be indicated by "restricting" or "reserving" a portion of the fund balance.

Governmental Fund Balance Type Definitions:

- Non-spendable: Cannot be spent; the funds are either legally restricted or are in an unspendable form
- Restricted: The portion of fund balance on which constraints have been placed by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions, or enabling legislation.
- Committed: The portion of fund balance that can only be used for specific purposes based on constraints approved by the Board of Commissioners.
- Assigned: The portion of fund balance that is intended to be used for specific purposes but is neither restricted nor committed.
- Unassigned: Available to spend, unrestricted

Child Support

2 Mission Statement

To collect court-ordered payments for custodial parents and when appropriate, assist in adjusting child support obligations.

3 Department Overview

The child support division collects and enforces court orders using collection methods, court orders, and when necessary, criminal actions. Two child support agents manage the daily caseload and are assisted by a .06 FTE of a deputy district attorney. The division also establishes orders for support and paternity.

4 Major Accomplishments

Opened 105 new cases for calendar year 2017.
Continued to increase skills and knowledge of child support enforcement by attending trainings, as offered.
Complied with Federal Title IV-D requirements.
Continued to hold monthly SED Court for delinquent parents.
Provided support enforcement services to more than 600 families.
Assisted with the training of two Deputy District Attorneys in the child support division.
Continued to participate in and give input to Oregon District Attorneys Association Child Support Oversight Committee regarding the new child support case management system, and issues relating to the DA Offices with Child Support Divisions.
Oregon's Child Support Program is in the process of developing a new system called Origin. To prepare for a smooth conversion from the current system to Origin, the data in current system needed to be cleaned up, much of which needed to be done manually. During 2017 this office completed approximately 12 manual data cleanup tasks including correcting orders on cases, assuring appropriate legal lines are present on cases, that images are associated with the correct case, review cases for appropriate coding, addresses are correct and assure correct court numbers are associated with the cases, all of which resulted in a very time intensive project.

5

6 Budget Highlights

The Oregon Department of Justice Child Support Program has been in the process of building a new case management system (Origin) for the past few years. The pilot to go-live date is later this year and will run from April/May 2018 through January/February 2019 which will require a significant amount of travel during several different weeks for the 2 child support enforcement employees to travel to Portland & Salem. This expense includes lodging, meals, mileage and overtime for 2 employees. This office is slated for roll-out Phase 1, currently scheduled for dates in August, September & October 2018. These are mandatory sessions with instructor-based training. Only the pre-training sessions are web-based and can be completed from their workstations. We are requesting \$7,000 in the Reimbursed Travel Expense line item, an increase from \$2,900 this current fiscal year. The child support budget receives a 66% federal reimbursement for all expenses incurred. Clatsop County recovers over \$2 million annually for custodial parents, and collects arrearages owed at almost twice the rate of the State Department of Child Support.

1. This is the department name, fund, type, and organization unit number.
2. The mission of each department will be listed in this section.
3. This is a brief overview of the services provided by the department.
4. Departmental accomplishments for the prior fiscal year will be listed in this section.
5. Some departments will have Performance Measures listed above the budget highlights.
6. This section is utilized to outline any major changes to the budget from the previous year.

7 Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Proposed 2018-2019	\$ Change Proposed	% Change Proposed
Beginning Balance 8	44,390	43,295	11,420	37,710	26,290	230%
Interest On Investments	146	232	0	0	0	0%
Reimburse Child Supp Svc	24,835	27,712	23,260	24,410	1,150	4%
State GF Reimburse	13,011	9,807	11,970	13,450	1,480	12%
Annual Fee pmts	694	2,134	2,120	2,160	40	1%
ARRA Child Support	0	0	0	0	0	0%
Child Support	112,419	113,813	122,780	126,120	3,340	2%
Franchise Fees	0	190	190	0	(190)	- 100%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General 9	40,700	40,700	40,700	49,360	8,660	21%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	236,195	237,883	212,440	253,210	40,770	19%
Total Unappropriated Budget: 10	43,295	43,704	0	0	0	0%
Total Budgeted Resources:	192,899	194,179	212,440	253,210	40,770	19%

11 Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Proposed 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	115,453	115,755	118,220	121,380	3,160	2%
Personnel Benefits	45,468	47,132	54,490	56,390	1,900	3%
Material & Supplies	31,978	31,291	37,890	35,300	(2,590)	- 6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency 12	0	0	1,840	40,140	38,300	2081%
Total Expenditures:	192,899	194,179	212,440	253,210	40,770	19%

13 Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Proposed 2018-2019	FTE Change Proposed	% Change Proposed
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.00	0.00	0.03	0.03	0.00	0%
Deputy DA II	0.03	0.00	0.00	0.00	0.00	0%
Deputy DA III	0.03	0.06	0.03	0.03	0.00	0%
Child Support Agent I	1.00	1.00	1.00	1.00	0.00	0%
Child Support Agent II	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	2.11	2.11	2.11	2.11	0.00	0%

14 Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Child Support Collected	2,018,458	2,513,702	2,072,804	2,498,546	2,354,060	
Overall County Arrearages Collected	76.66%	75.3%	76%	74.8%	73.46%	
Overall State Arrearages Collected	52.9%	53.2%	53%	55%	52.84%	

(see previous page for items 7-13)

7. The Funding Sources table summarizes revenue data specific to each department.
8. Some Funds have a beginning balance. This is money not spent at the end of the prior fiscal year and is rolled into the new fiscal year.
9. Some Funds receive a transfer from General Fund. Essentially, this is the same as a General Fund subsidy.
10. Some Funds contain an unappropriated ending fund balance. This is money that cannot be spent during the fiscal year.
11. The Expenditures table summarizes appropriation authority specific to each department.
12. Contingency funds are for emergencies or unforeseen expenses. Use of contingency funds requires approval from the Board of County Commissioners.
13. The Staffing Summary provides a look at the FTE for each department over a period of four years.
14. The Measures table provides a look at the specific workload measures for each department.

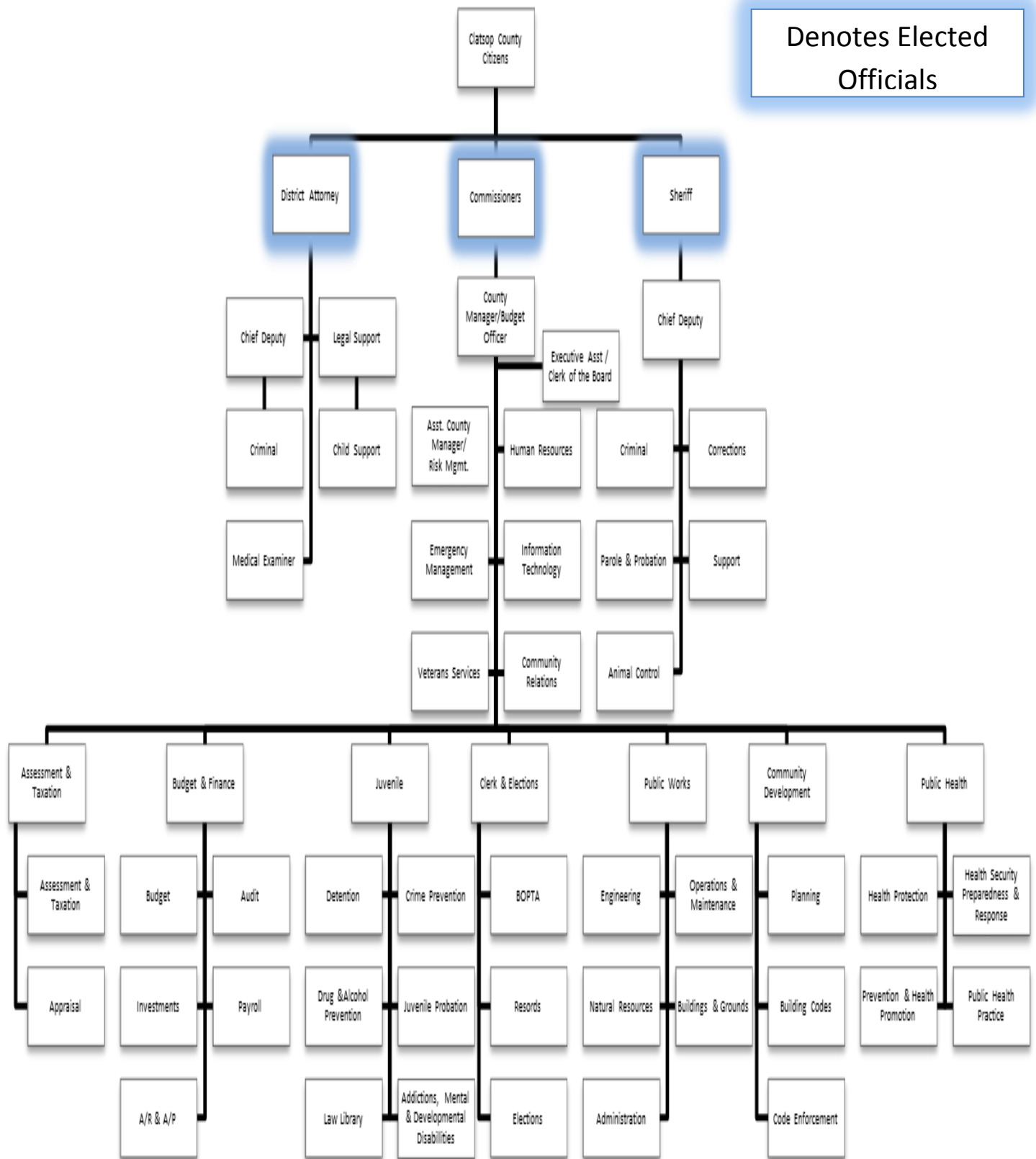
(see next page for items 15-20)

15. Actual expenditures from fiscal year 2015-16.
16. Actual expenditures from fiscal year 2016-17.
17. Current budget for fiscal year 2017-18.
18. These are the figures proposed by the Budget Officer to the Board of County Commissioners for fiscal year 2018-19.
19. This column reflects the monetary change between fiscal years 2017-18 and 2018-19.
20. This column reflects the percentage of change between fiscal years 2017-18 and 2018-19.

Summary

Account Name	Account #	Actual	Actual	Adopted	Proposed	\$ Change	% Change
		2015-2016	2016-2017	2017-2018	2018-2019	2018-2019	2018-2019
Personnel Services		15	16	17	18	19	20
Senior Admin Supervisor	82-1119	3,371	3,456	3,710	3,970	260	7%
Deputy District Attorney	82-1172	0	(124)	0	5,540	5,540	100%
Deputy DA I	82-1173	0	754	1,950	0	(1,950)	- 100%
Deputy DA II	82-1174	2,746	1,808	0	0	0	0%
Deputy DA III	82-1175	3,048	3,377	3,420	0	(3,420)	- 100%
Child Support Agent I	82-1855	51,811	50,647	51,910	53,210	1,300	2%
Child Support Agent II	82-1856	54,476	55,838	57,230	58,660	1,430	2%
Extra Help - A.S. III	82-1940	357	481	1,000	1,000	0	0%
Overtime	82-1945	32	100	0	0	0	0%
Performance Pay	82-1948	0	0	150	160	10	6%
F.I.C.A.	82-1950	8,603	8,924	9,320	9,560	240	2%
Retirement	82-1955	16,788	17,158	21,720	22,300	580	2%
Medical Waiver	82-1963	0	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	14,360	13,146	15,570	16,680	1,110	7%
Dental Insurance	82-1965	1,370	1,360	1,420	1,440	20	1%
HSA Contribution	82-1966	2,275	2,184	2,220	2,190	(30)	- 1%
Benefits Admin Fees	82-1967	38	38	50	40	(10)	- 20%
Life Insurance	82-1970	163	163	160	160	0	0%
Salary Continuation Insur	82-1972	167	166	160	150	(10)	- 6%
S.A.I.F.	82-1975	162	158	200	190	(10)	- 5%
Unemployment	82-1980	1,153	731	120	120	0	0%
Compensable Leave Buyback	82-1986	0	124	0	0	0	0%
Personnel Services Totals:		160,921	162,887	172,710	177,770	5,060	2%
Materials & Services							
Telephones	82-2070	471	445	600	600	0	0%
Insurance	82-2200	604	985	1,210	1,400	190	15%
Office Supplies	82-2410	2,004	2,699	5,980	700	(5,280)	- 88%
Postage And Freight	82-2419	2,892	3,252	2,800	2,800	0	0%
Printing And Reproduction	82-2425	503	580	800	800	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	192	624	600	600	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	281	505	1,000	500	(500)	- 50%
Reimbursed Travel Expense	82-2930	430	601	2,900	7,000	4,100	141%
Indirect Cost Allocation	82-3210	24,600	21,600	22,000	20,900	(1,100)	- 5%
Materials & Services Totals:		31,978	31,291	37,890	35,300	(2,590)	- 6%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%

Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	1,840	40,140	38,300	2081%
Contingencies Totals:		0	0	1,840	40,140	38,300	2081%
Total Expenditures:		192,899	194,179	212,440	253,210	40,770	1.00



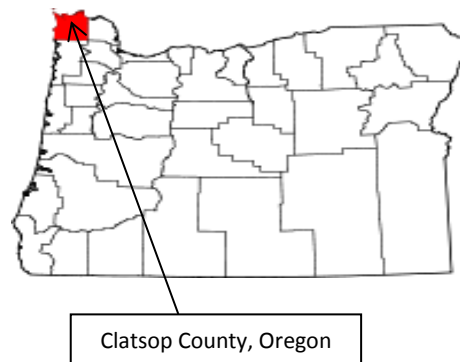
Clatsop County is located in Oregon's rugged and beautiful northwest coast. Named for the Clatsop People, Clatsop County is rich in history, scenery, and opportunity. Lewis & Clark's Corp of Discovery spent the winter of 1805-06 here before starting their journey back east.



Clatsop County was created from the northern and western portions of the original Twality District and was founded in 1844. Before 1850 most of Clatsop County's government activity occurred in Lexington, which is now known as the city of Warrenton. However, commercial

and social activities came to center on Astoria as that city grew, and by election in 1854 Astoria came to be the County seat. Astoria is Oregon's oldest city and the oldest American settlement west of the Rockies. This area was established as a fur trading post in 1811 by a party commissioned by John Jacob Astor.

The voters of Clatsop County approved a home-rule charter in 1988 that called for a Board of County Commissioners as the policy-determining body of the county, and a County Manager to oversee the daily operations of the government. The county government consists of five commissioners, each elected from one of the five geographic districts; in addition, the voters also elect a District Attorney and Sheriff.



*Data Source: city-data.com

The county provides certain services on a countywide basis and other services only to unincorporated areas of the county. Within the appropriate jurisdictions, the county provides law enforcement, criminal detention, judicial administration, parks and recreation facilities, community development, road maintenance and construction, public health services, tax assessments and collections, elections, and general administrative functions. There are approximately 65 taxing districts that use county tax dollars to perform a variety of additional functions such as rural fire departments, water, health, transportation, recreation, sewer, schools, roads, and diking districts to name a few.

Clatsop County is a major recreation center with ocean beaches, dense forests, mountains, rivers, and streams. Miles of broad beaches offer beachcombing, digging for razor clams, and quiet

walks. Several state and national parks such as Fort Clatsop, Fort Stevens, Ecola, and Oswald West, as well as many other parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, ocean views, picnic sites, and overnight campgrounds. Lakes and rivers offer water-skiing, canoeing, boating, sailing, and fishing. For golfers there are four challenging courses.



Clatsop County is located in an area of 1,085 square miles which consists of 873 square miles of land and 212 square miles of water. The County is bordered on the north by the Columbia River, on the West by the Pacific Ocean, and with the verdant Oregon Coast Range to the East, which includes the Saddle Mountain State Natural Area with an elevation of 3,288 feet. The area has a coastal marine climate of moderate temperatures and frequent rains, averaging an annual precipitation of 70 inches.

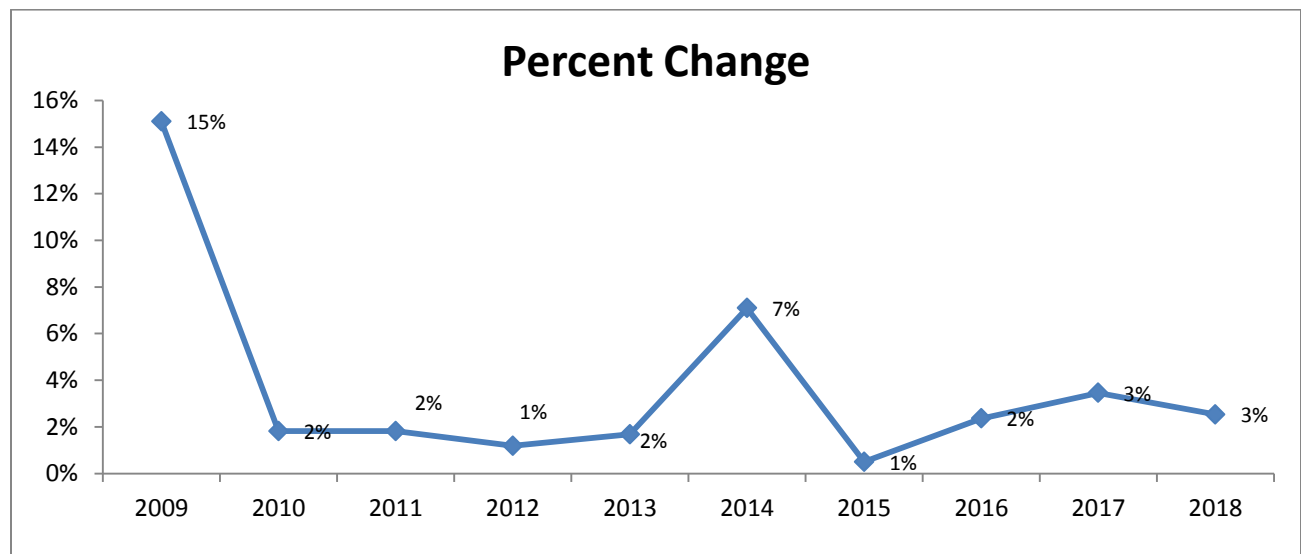
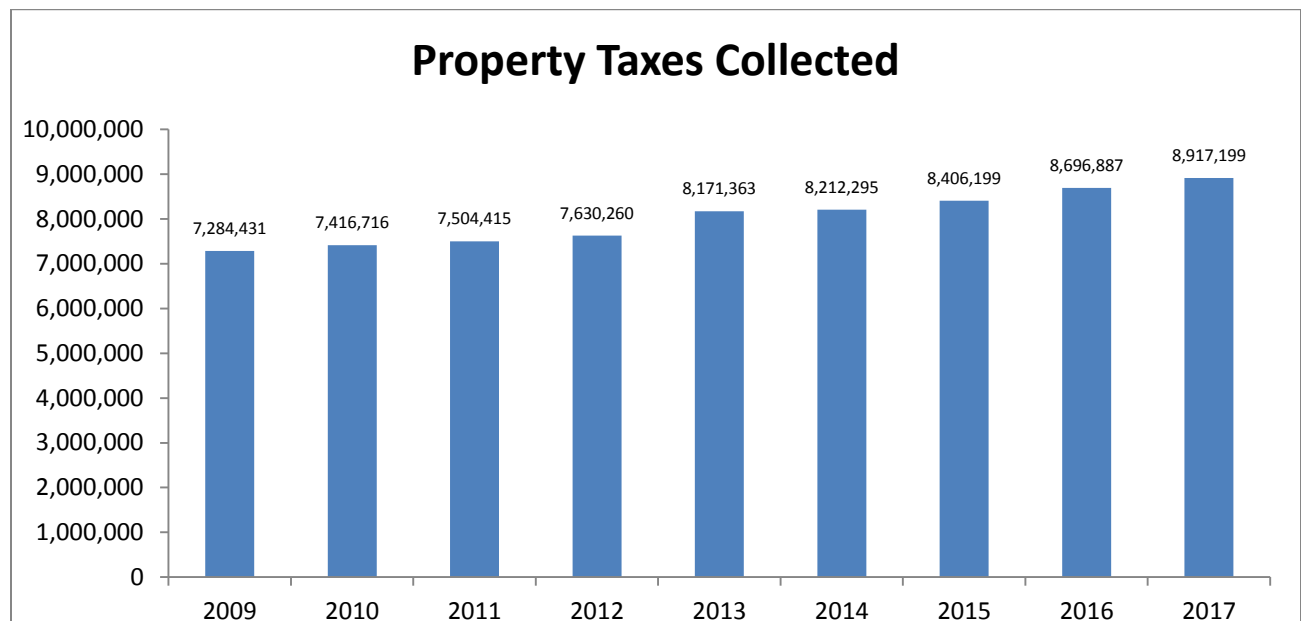
The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

The Port of Astoria is located at Columbia River Mile 13 from the open sea. The Port's facilities are the first on the Columbia River and include three piers with five deep water ship berths and a barge ramp.



PROPERTY TAXES

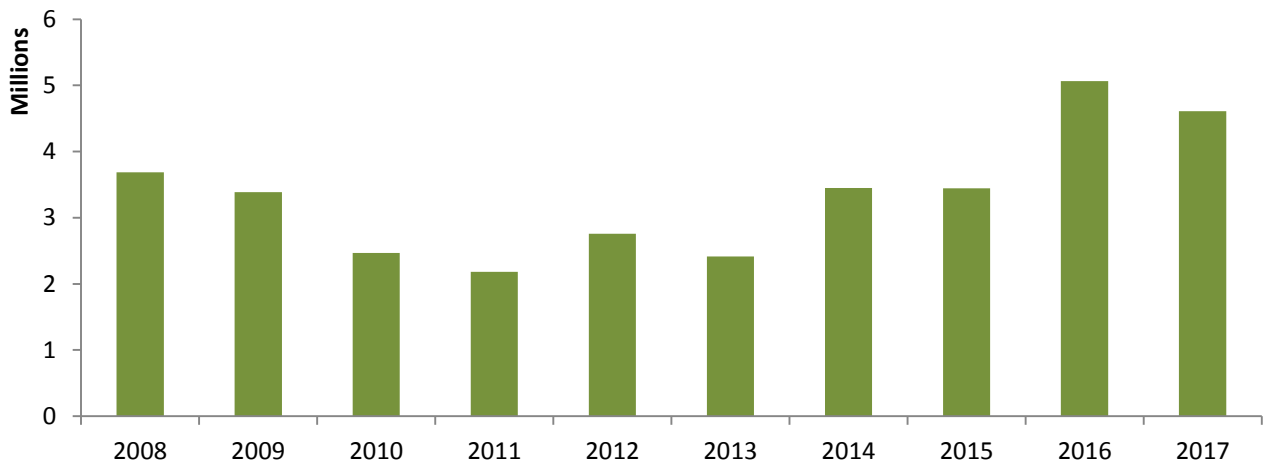
Property taxes are a major revenue source for Clatsop County and due to the passing of Measures 47 (1996) & 50 (1997), in Clatsop County like all Oregon counties, property values are limited to a maximum 3% per year increase, unless it is new construction. Revenue growth in excess of the 3%, as shown in 2009, is due to a disqualification of enterprise zone for the Georgia Pacific – Wauna Mill. The excess in 2013 is due to an increase of collections in past due property taxes that were paid by mortgage companies to avoid having the properties go into tax foreclosure status.



TIMBER REVENUE

In addition to property taxes, the other major revenue source for the County is revenues from timber sales that occur in the State Forest Trust Lands. These revenues fluctuate greatly and are heavily influenced by economic factors. To help offset the volatility of timber revenues the Clatsop County Board has adopted a policy that the General Fund is to retain no more than the lowest year of actual timber receipts over the last fifteen (15) years. All other timber monies received are to be reserved within the General Fund in an effort to provide General Fund resource stabilization. The amount of excess timber monies identified will be transferred to the Capital Projects Fund within the Special Projects organizational unit. These transferred monies are to be used to fund General Fund capital projects and other one-time expenditures.

Timber Revenues

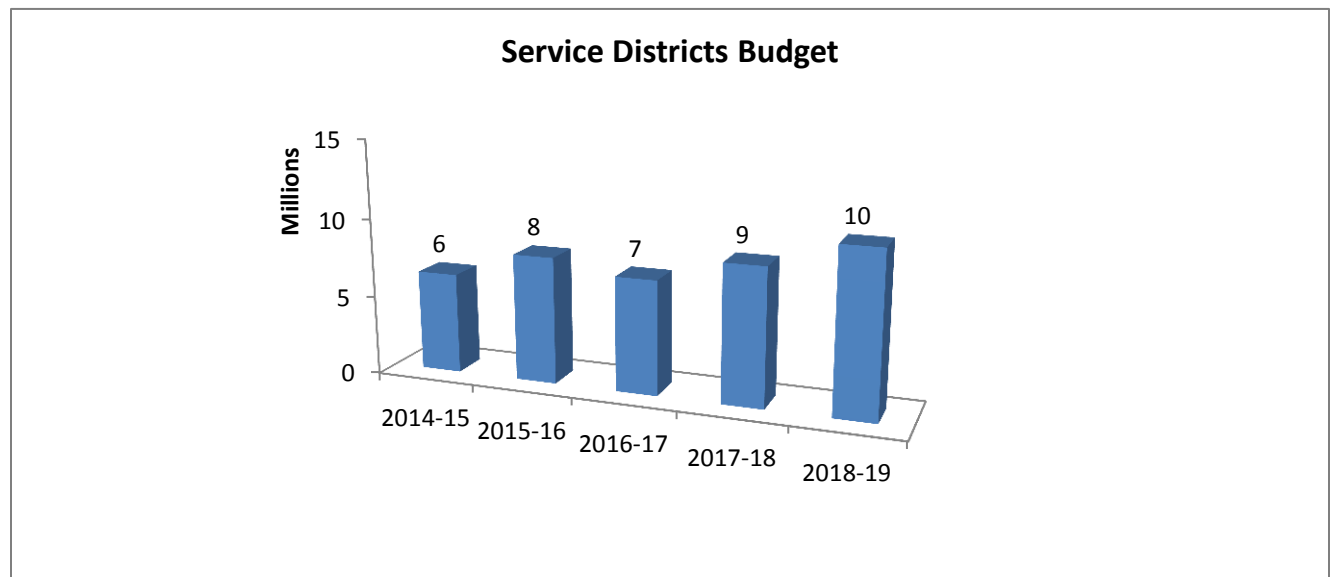
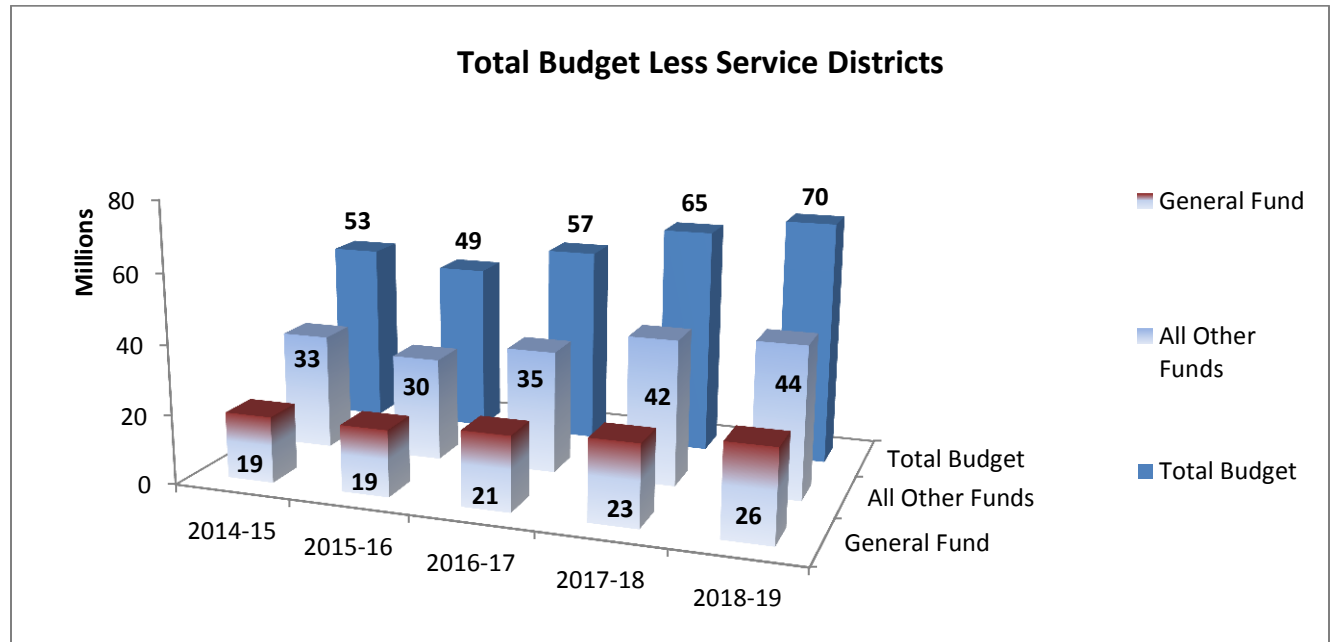


BUDGET HISTORY

Clatsop County's budget history over the past six years, for both the General Fund and the Total County, are shown in the accompanying table below. As can be seen in the chart, the General Fund has remained relatively flat over the past several years with budget reductions being made in certain areas in order to maintain a fiscally conservative budget despite cost of living increases in personnel and materials and services costs. With recent economic improvements and an increased need in services for the current fiscal year there is an increase in the General Fund over the recent fiscal year by approximately three million dollars, with approximately \$1M of that being in personnel services for increased staffing levels. Within the Total County budget, upward trends reflect major construction projects such as: construction of a Household Hazardous Waste facility and major road construction for a new county road. In addition over

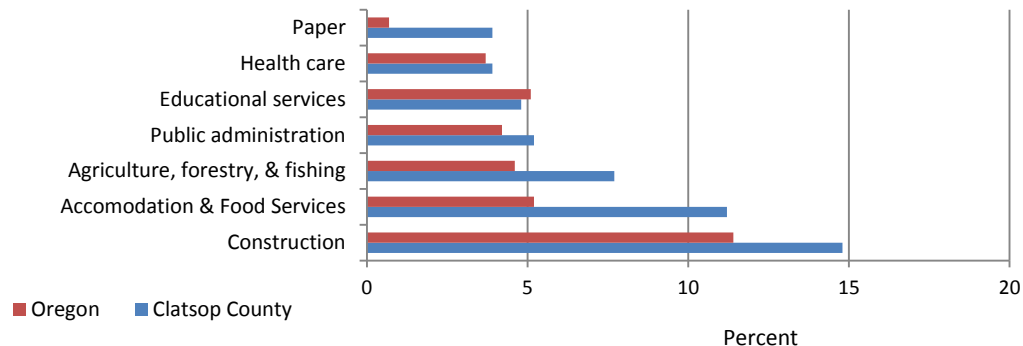
the last two years, there have been significant increases in budgeted contingencies in an effort to follow GFOA best practices for reserves.

In accordance with the County Budget Policies, the Budget Committee and staff have worked diligently to find a balance wherever possible between cost efficiency and being able to provide quality public service in accordance with the Clatsop County mission which is: Neighbor to neighbor, serving Clatsop County with integrity, honesty, and respect.



EMPLOYMENT

The primary industries for Clatsop County are construction, forestry, fisheries, and tourism/recreation. The area is one of the principal marine fisheries regions of Oregon; however, like other northwest coastal resource-based communities, Clatsop County is working to diversify its economy to offset the loss of family-wage jobs in the timber and fishing industries.

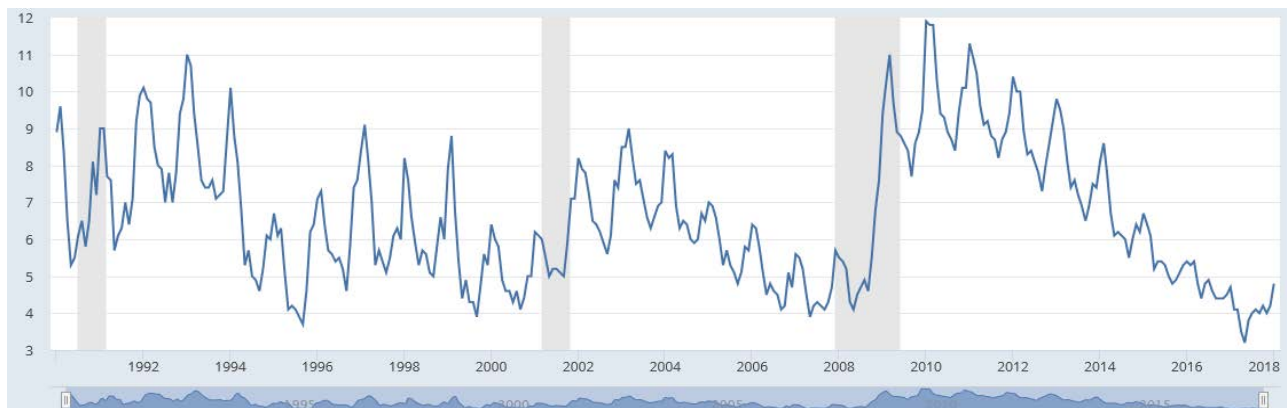


*Data Source: city-data.com

Some of today's major employers in Clatsop County include:

- US Coast Guard
- Georgia Pacific-Wauna Mill
- Warrenton Fiber Company
- Columbia Memorial Hospital
- Providence Seaside Hospital
- Astoria School District
- Seaside School District
- Clatsop County government
- State of Oregon
- Tongue Point Job Corp

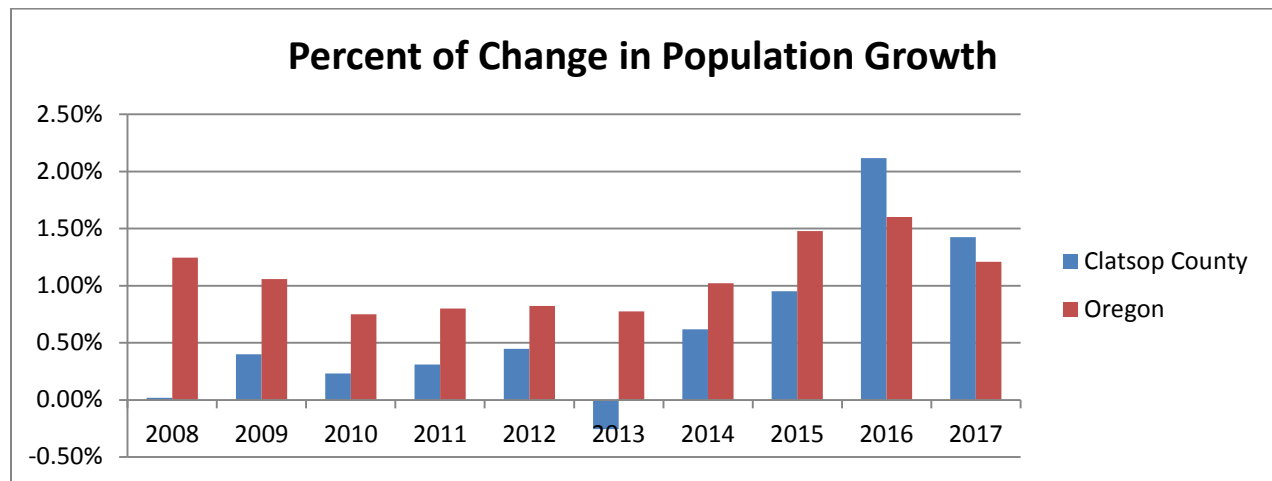
The chart below shows how Clatsop County, much like the rest of the state and nation, saw lower unemployment rates up until the recession beginning in 2008 at which point rates grew to 11.9%, Clatsop County is currently at 4.8% which is close to the pre 2008 recession low of 3.9%.



*Data Source: Federal Reserve Economic Data - FRED

POPULATION

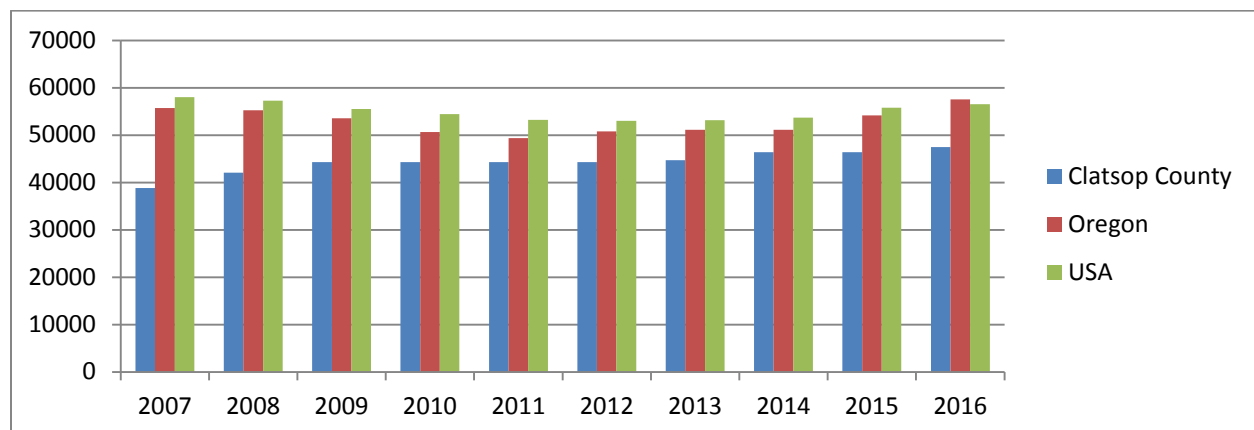
According to the most recent census, Clatsop County is home to a population of approximately 39,182, with approximately 61% living in urban areas and 39% living in rural areas. County population has increased by approximately 1.5% over the past 10 years. As shown in the following graph, the population growth of the county is similar to the rest of the state of Oregon seeing growth in the years leading up to the recession, followed by a declining population which coincides with increases in unemployment statistics. In 2017 Clatsop County saw 1.42% in population growth over 2016 statistics and has seen greater population growth than the state of Oregon overall for the last two years.



*Data Source: US Census Bureau

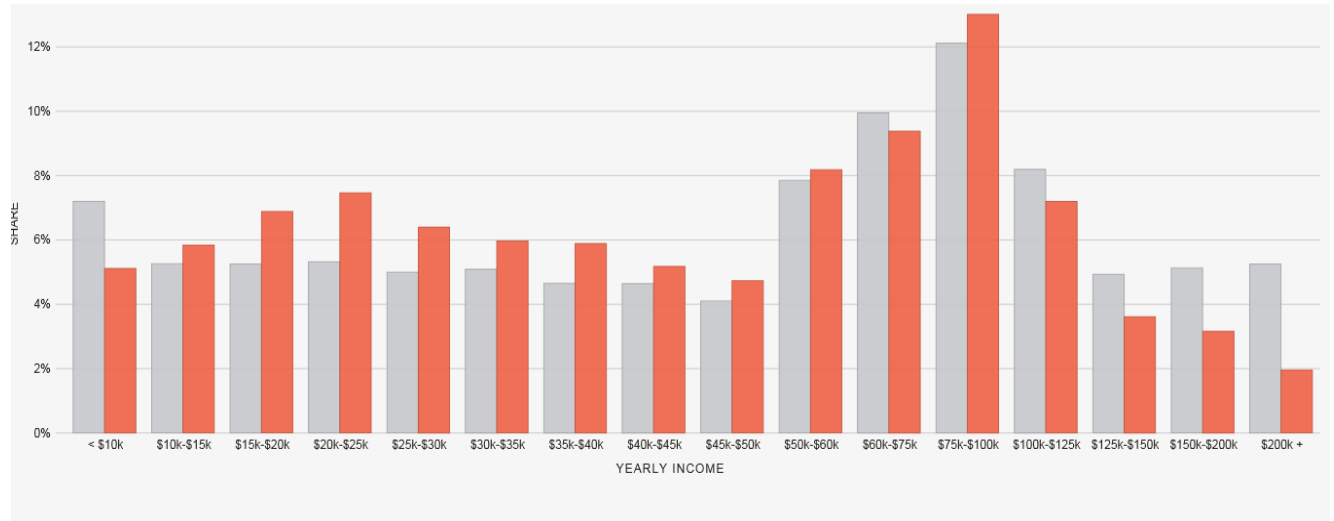
HOUSEHOLD INCOME

The County's median household income is \$47,492, which is roughly \$10,040 less than the median income for the state of Oregon, and \$9,020 less than the U.S. average.



*Data Source: US Census Bureau

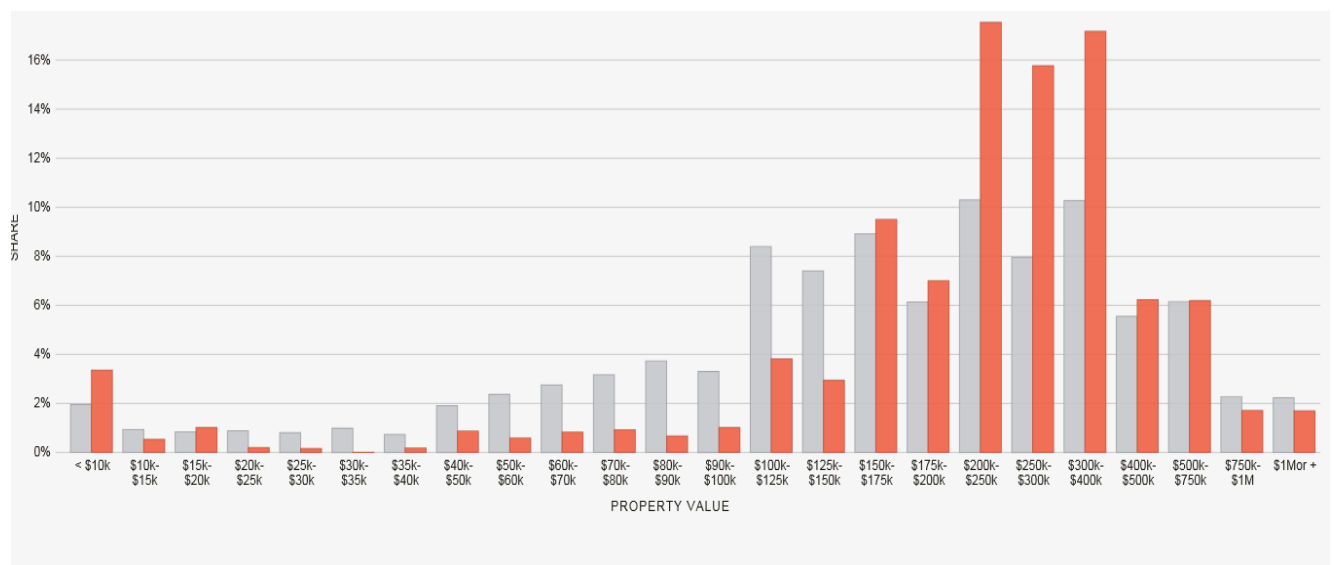
The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 13% earn a household income between seventy-five and one-hundred thousand and 9% earn an income between sixty and seventy-five thousand, while approximately 78% earn a household income of less than sixty thousand.



*Data Source: Datausa.io

HOUSING AND REAL ESTATE

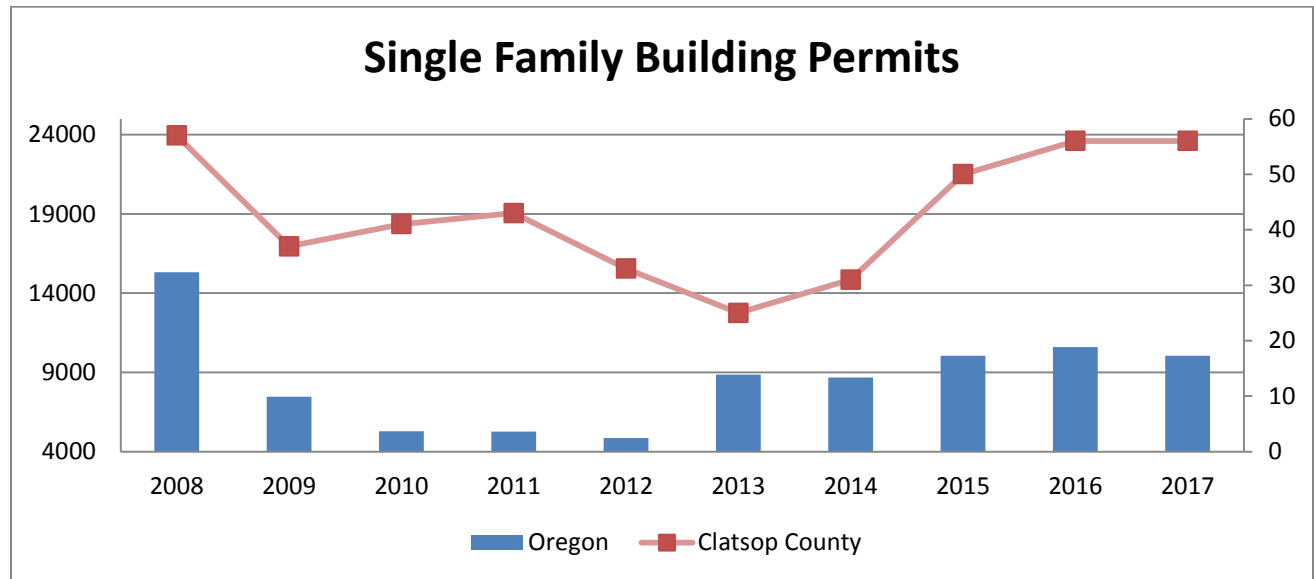
Based on the most recent data, the median real market value for a home in Clatsop County is \$250,112 versus \$264,100 for the state of Oregon and \$194,500 nationwide.



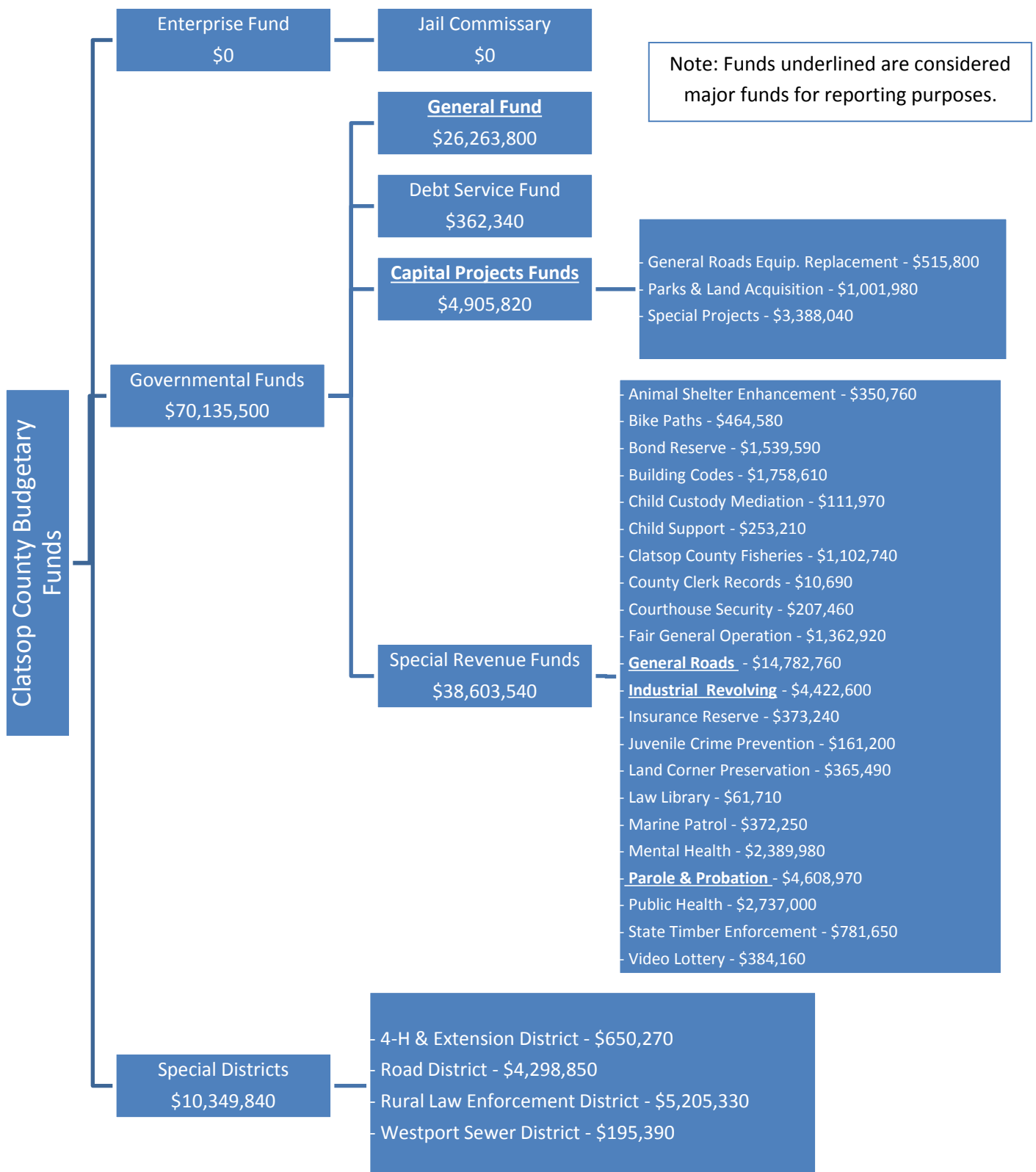
*Data Source: Datausa.io

As can be seen in the chart below, like the rest of the state, Clatsop County saw a significant decline in the application of single family building permits in 2008 but has begun to see increases at a greater pace than the state overall over the past few years, and is now back up to the prerecession 2008 level.

*Note axis on the right for Clatsop County is listed in 100's and the axis on the left for the state of Oregon is listed in the 1,000's.



BUDGET FUND STRUCTURE



DESCRIPTION OF FUNDS SUBJECT TO APPROPRIATION

General Fund (001 - major) - The primary operating fund of the County. This fund is used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property taxes, state and local – shared revenues, and charges for services. The organizational units included in the General Fund are:

- | | | |
|----------------------------|-----------------------------|----------------------------------|
| • Board of Commissioners | • Budget & Finance | • Corrections |
| • Board of Property Tax | • Information Systems | • Jail Nurse |
| • County Tourism | • Building & Grounds | • Juvenile Department |
| • County Manager | • Parks | • Work Crew |
| • Human Resources | • Dues&Special Assessment | • Planning Department |
| • Assessment & Taxation | • Surveyor | • Emergency Management |
| • Property Management | • District Attorney | • Animal Control |
| • County Counsel | • Medical Examiner | • Transfers to Others |
| • Clerk –Admin & Elections | • Sheriff Support Division | • Appropriations for Contingency |
| • Clerk – Records | • Sheriff Criminal Division | |

Special Revenue Funds - A governmental fund type used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

- Animal Shelter Enhancement (235) – public donations for adoption enhancement and capital projects
- Bike Paths (225) – required by ORS 366.514 to maintain 1% of State HWY funds for use on bike paths
- Bond Reserve (405) – accumulated resources and interest for future unfunded liabilities
- Building Codes (036) – enforcement of Federal, State, and local building regulations
- Child Custody Mediation (205) – function of the state courts to provide mandated mediation services
- Child Support (009) – collects and enforces court orders as well as establishes orders for support and paternity
- CC Fisheries (039) – collaborates with State & Federal agencies to rear & release salmon smolts for harvest
- County Clerk Records (004) – five percent of recording fees to digitize records for the county archives
- Courthouse Security (209) – pursuant to OR law to direct and develop implementation of a plan for court security
- Fair General Operation (150) – hosts the County’s annual fair as well as various local events year round
- General Roads (002 - major) – maintain and improve county road and bridge infrastructure
- Industrial Revolving (325 – major) – Funded by land sales and spent in accordance with ORS 275.318
- Insurance Reserve (105) – Worker’s Comp dividends reimbursed used to pay toward claims & reduce premiums
- Juvenile Crime Prevention (020) – grant funded to prevent and reduce juvenile crime
- Land Corner Preservation (120) – maintains records of all surveys to a particular corner from 1800’s to present
- Law Library (230) – provides free public access to internet based legal research as well as print materials
- Marine Patrol (027) – grant funded to provide marine safety and marine law enforcement
- Mental Health (033) – assure services for drug & alcohol treatment, developmentally disabled, and mentally ill
- Parole & Probation (024 - major) – supervise felony and misdemeanor offenders placed on parole
- Public Health (007) – assure the health status of Clatsop County by guaranteeing access to health services
- State Timber Enforcement (305) – retains 1% of forest trust land timber for law enforcement in state forests
- Video Lottery (206) – share of the OR Lottery proceeds to be used for Economic Development per ORS 461.547

Debt Service Funds (400) – A governmental fund type established to account and report financial resources that are restricted, committed, or assigned to the expenditure for principal and interest.

Capital Projects Funds – A governmental fund type used to account and report for financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

- Special Projects (100 - major) – Largely funded by timber revenues for one time projects or capital items for the General Fund
- General Roads Equip. Replacements (102) – Allows for replacement of Public Works Equipment in accordance with replacement schedule.
- Parks & Land Acquisition (240) – Revenues from land sale and is dedicated to develop and operate the County Parks system in accordance with the parks master plan.

Enterprise Funds(140) – A proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

Special Services District Funds – A special purpose governmental unit that exists separately from, and with substantial administrative and fiscal independence from general purpose local governments and are governed by the Board of Commissioners. Each District adopts its own budget and the Board of Commissioners set the tax levy rate.

- | | |
|-----------------------------|----------------------------------|
| • 4-H & Extension District | • Rural Law Enforcement District |
| • Road District #1 District | • Westport Sewer District |

Functional Areas

Public Safety & Justice

- District Attorney
- Child Support
- Medical Examiner
- Sheriff Support
- Sheriff Criminal
- Corrections
- Jail Nurse
- Work Crew
- Emergency Mgmt
- Animal Control
- Animal Shelter Enhancement
- Marine Patrol
- Jail Commissary
- Juvenile Dept.
- Juvenile Crime Prevention
- Law Library
- Parole & Probation
- Courthouse Security
- State Timber Enforcement
- Child Custody Mediation

Public Health

- Community Health
- Tobacco Prevention
- Immunization
- Maternal & Child Health
- Babies First
- WIC
- Family Planning
- Household Hazardous Waste
- Emergency Preparedness
- Onsite Sewage Systems
- Environmental Health
- Developmental Disabilities
- Mental Health
- Drug & Alcohol Prevention

General Government

- Commissioners
- Board of Property Tax Appeals
- Assessment & Tax
- Property Mgmt.
- Clerk - Admin & Elections
- Clerk Records
- County Clerk Records
- County Manager
- Human Resources
- County Counsel
- Budget & Finance
- Information Systems
- Building & Grounds
- Dues & Special Assessment
- Transfer to Other Funds
- General Fund Stabilization
- Insurance Reserve
- Debt Service
- Bond Reserve

Land Use, Housing, Transportation, Economic Development & Capital

- Roads Admin & Support
- Road Maint. & Construction
- Surveyor Land Corner
- Bike Paths
- Planning Division
- Building Codes
- County Tourism
- CC Fisheries
- Video Lottery
- Industrial Revolving
- Special Projects
- Fleet Replacement
- Equipment Replacement

Culture & Recreation

- Fair General Operation
- Parks Maintenance
- Parks & Land Acquisition

SERVICES APPROPRIATELY FUNDED BY DISCRETIONARY RESOURCES

Public Safety & Justice

District Attorney (Criminal Prosecution, Medical Examiner)

Emergency Management

Juvenile Department (Juvenile Counseling)

Sheriff (Corrections, Criminal and Support division, Jail Nurse, Animal Control)

Public Health

Community Health

Family Planning

Maternal & Child Health

WIC Program

Land Use, Housing, Transportation, Economic Development & Capital

Community Development (Local Planning & Development Review)

Fleet Replacement

Public Works (Surveyor)

Special Projects

Culture & Recreation

County Parks Maintenance

General Government

Assessment & Taxation

Board of Commissioners

Budget & Finance

Building & Grounds

County Manager (Human Resources, Information Systems)

County Counsel

Clerk & Elections

SERVICES APPROPRIATELY FUNDED BY DEDICATED RESOURCES

Public Safety & Justice

Courthouse Security

Child Custody Mediation

District Attorney (Child Support Enforcement, Liquor Enforcement)

Juvenile Crime Prevention

Law Library

Sheriff (Marine Patrol, Jail Commissary, Parole & Probation, Animal Shelter Enhancement,
State Timber Enforcement)

Public Health

Health Department (all)

Mental Health

Drug & Alcohol Prevention

Land Use, Housing, Transportation, Economic Development & Capital

Clatsop County Fisheries

Community Development (Regional Planning, Building Codes)

County Tourism

Industrial Development Revolving

Public Works (General Roads, Public Land Corner, Bike Paths)

Video Lottery

Culture & Recreation

County Fair

Parks & Land Acquisition

**CLATSOP COUNTY
IMPLEMENTING DIRECTIONS
ADOPTED
2018-19 BOCC BUDGET POLICIES**

I. Clatsop County Budget Process:

The budget process and resulting budget document reflect the County's priorities for the coming fiscal year as established by the Board of County Commissioners. The budget document, in its entirety, serves the citizenry as a Policy Document, Operations Guide, Financial Plan, and Communication Device.

The County will adopt a balanced budget for all funds. A balanced budget is defined as a budget where planned expenditures do not exceed the amount of resources available in accordance with state law.

II. Budgets Supported by the General Fund:

- A. General Fund Emphasis: The highest priority shall be to conserve General Fund discretionary resources to fund priority programs. The goal shall be to prepare a budget that maintains existing higher priority programs supported by the General Fund while at the same time seeking savings wherever possible.
- B. Cost Efficiency: Management will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- C. Base Budget Calculation: General Fund Departments will be provided a base budget amount and are required to submit budget proposals that are not more than the base amount. The base allocation is calculated using departments adopted 2017-18 budgets and includes any known adjustments, either increases or decreases, in expenses for the coming budget cycle.
 - 1 Staffing Levels: The base budget includes a "status quo" position type and FTE (Full-Time Equivalent) count. Any requested changes for the coming year will need to fit within their base budget amount and be authorized by the Board.
 - 2 Materials & Services: The base budget does not include an increase for materials and supplies above the current 2017-18 budgeted levels. Departments should critically examine past spending patterns to see if possible increases or decreases are necessary.
 - 3 Personnel and Work Program Justification: Personnel or program expenditure changes that departments cannot fit within their base budget allocation must be submitted along with their budget submittal using the provided Personnel and Work Program Justification form. Each request will be evaluated by the Budget and Finance Department and the County Manager for inclusion in the 2018-19 budget submittals to the Board.

- D. Revenue Estimates: Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to Budget and Finance on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.
- E. Pursuit of New Departmental Revenues: Departments shall pursue revenue sources to the fullest extent possible for all services using activity-based costing to determine all cost drivers, both direct and indirect, for fee setting purposes. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered.
- F. Expenditure Reductions: In the event that reductions in revenues require expenditure reductions from the base budget level the County Manager will be guided by the Board's adopted Resource Management Strategy.
- G. New Discretionary Programs: New discretionary programs should be included in the department's budget submittal using the Personnel and Work Program Justification form (see C3 above). The impact of new or expanded programs on overhead services (information system services, financial services, building/grounds maintenance, human resource services, budget services, etc.) shall be evaluated to determine if overhead services need to be increased due to the addition of new programs. The costs of increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs. Should outside funding for a program expire, the program may be terminated by the Board of Commissioners.
- H. Full Cost Recovery: County staff shall make every effort to assign costs in the department where they occur through the use of interdepartmental/interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the County provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs and from County Service Districts, through the use of the County's Indirect Cost Allocation Plan.
- I. Unexpected Budget Savings During the Year: Should a General Fund supported department experience savings during the year (due to position vacancies, etc.) to the extent possible that savings should not be spent and instead used to augment fund balance.

III. Non-General Fund Budgets:

- A. General Fund Contributions: For activities or programs funded primarily from non-General Fund sources, Departments are to prepare budgets holding any General Fund contribution to no more than the amount provided in the current (2017-18) fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be identified.
- B. Revenue Reductions: Non-General Fund departments experiencing reductions in State-shared or federal revenues or other earned revenues should not include a General Fund contribution offsetting the reduction (for further information, see the Resource Reduction Strategy).
- C. Revenue Estimates: Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to Budget and Finance on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.
- D. Overhead Cost Allocation Charges: All non-General Fund departments should budget the amount allocated to that department in the County's Indirect Cost Allocation Plan.
- E. Cost Efficiency: As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- F. General Fund Transfer Savings: Budget and Finance will monitor and work with departments on the necessity of making all or some of the budgeted General Fund transfers to non-General Fund departments.

IV. Reserves and Contingencies:

- A. Funding of Contingencies: At least 10% of the General Fund's appropriation, but not less than \$1.5 million, shall be placed into the operating contingency with the expectation that most will not be spent and will become part of the 2019-20 beginning fund balance. The General Fund operating contingency for 2018-19 shall be increased if carryover resources are available in accordance with recommendations provided in the County's long-term financial plan. In addition, all non-general fund departments should have a minimum contingency target of at least 10% of total expenditures.
- B. Use of Contingency: In all funds, no expenditure can be made using budgeted contingency prior to approval from the Board of County Commissioners. With the approval, the expenditure authority budgeted as contingency will be reduced and the appropriate expense account(s) will be increased by the same amount. Any request for

use of contingency must address the following considerations:

1. Need: reason the expenditure is necessary in the current fiscal year.
2. Planning: reason this expenditure could not have been anticipated during the budget process.
3. Alternatives: besides contingency, how can the organization realistically fund this request and what are the impacts.

- C. Unassigned Fund Balance: Maintain a minimum target of 20%, or equal to three (3) months of operations in the unassigned fund balance within the General Fund. This target fund balance shall be funded through excess revenues over expenditures, or one-time revenues.
1. The county will avoid the appropriation of fund balance for recurring operating expenditures. If at any time the utilization of fund balance to pay for operating expenditures is necessary to maintain the quality or level of current services, an explanation of the circumstances of the utilization of fund balance and the strategy to avoid the future use of fund balance will be included in the transmittal letter.
 2. The use of unassigned fund balance may be used at the discretion of the Board of Commissioners to:
 - a. Provide temporary resources in the event of an economic downturn while expenditure reductions are implemented.
 - b. Provide resources to meet emergency expenditures in the instance of earthquake, fire, flood, landslides, or other natural disasters.
- D. Special Projects Fund: Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services. Additional timber monies shall be transferred to the Special Projects Fund, only in an amount necessary to meet the anticipated capital requirements for the 2018-19 FY, where the monies will be used to fund General Fund capital projects and other one-time expenditures. Ongoing operating expenditures will not be funded using the Special Projects Fund.
- E. General Fund Resource Stabilization Account: Maintain an organizational unit within the General Fund to set aside timber revenue resources that are in excess of the fifteen (15) year low and once Special Projects needs have been identified, to provide a long term resource for General Fund operations in the event timber revenues received are insufficient in the future. The General Fund Stabilization Account will be used to meet General Fund financial commitments in any year when the County's timber revenue projection is less than the total amount of current year commitments including the amount provided to the General Fund for operations as set forth in Section IV D., above and any debt payment obligations. In order to be fiscally responsible as well as fiscally responsive to potential decreases in timber sales, the County's target for the General Fund Stabilization account with carryover fund balance resources is \$2 million. Should resources in the General Fund be insufficient to meet budgeted needs

and use of funds within the Stabilization Account cause the account to drop below the \$2 million dollar threshold expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners.

V. Matching Funds:

- A. County Share: If State funding is reduced, there should be no increased County share for programs funded primarily from non-General Fund sources. The exceptions would be for high priority programs identified in the Resource Management Strategy or any mandated increases in the County share. Staff shall consider the effect of reducing the existing General Fund match to the lowest allowed by State/Federal mandates.
- B. In-kind Contribution: In-kind resources already allocated by the county will be used first as matching funds for grant purposes. Hard dollar match resources will be used last.

VI. Lobbying and Grant Applications:

- A. Approval to Pursue: County Manager's Office approval is necessary before appointed County representatives and employees pursue lobbying efforts on matters having budget implications, and before grant applications are submitted to the granting agency. Elected department heads should advise the Manager's Office before official positions are taken on matters that might have budget implications.
- B. General Fund Matching Funds: General Fund match or share of the cost of a grant project may not be included in grant applications without the prior review and approval of the County Manager or designee.

VII. New Positions and Programs:

- A. Considerations of New Positions and Programs: Consider new positions and programs only if the cost of the position or program is offset by non-General Fund sources legally tied to the new position, or if the cost of the position is offset by new external revenues, and the position is required to generate those revenues, or is pursuant to item II.G., above. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services (as identified in II.H. above), etc.

VIII. Mid-Year Budget Reductions:

- A. Revised Revenue or Expense Estimates: If additional information concerning revenue reductions or significant expense increases becomes available after the start of the 2018-19 fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the Board's adopted Resource Management Strategy.

IX. Mid-Year Requests, General Fund Contingency:

- A. Non-Emergency Requests: In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency may be made to cover unanticipated costs that could not be absorbed through the year.
- B. Emergency Requests: Emergency requests during the fiscal year will be submitted to the Budget and Finance Department for recommendation and forwarded to the County Manager and Board of Commissioners for consideration.

X. Employee Salary Adjustments:

- A. Cost of Living Adjustment: Budgeted personnel services expenditures will include an amount to account for a cost of living adjustment for all employees. The amount budgeted for this purpose will take into account the most recent consumer price index information available at the time the budget is prepared, existing collective bargaining agreements, and other relevant information.
- B. Step Adjustments: Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee adjustments will be in accordance with union contracts as well as applicable salary schedules.

XI. Budget Controls:

- A. Legal Compliance: The County Budget Officer or designee will continue to review and control departmental budgets to ensure legal compliance with all applicable rules and regulations.

XII. Contribution(s) to Outside Agencies:

- A. The Board, to the extent resources are available, may allocate up to \$30,000 in General Fund resources for contributions to outside agencies or organizations.

XIII. Discretionary Resources:

- A. Maximize Board's Discretion: Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the Board as much flexibility as possible in allocating resources to local priorities.
- B. Room Tax Revenues: 7% of the 9.5% room tax monies are not legally dedicated to fund particular programs or services. The additional 2.5% is to be distributed as directed by HB 2267 which allows 70% of the new revenue to be used to fund tourism promotion or tourism-related facilities. The remaining 30% of the increase can be

used in a discretionary manner and under the Board's direction is intended to be used to fund storm water drainage and improvements to public roads primarily in Arch Cape, or any legal costs associated with legal action taken by citizens of unincorporated Clatsop County against the county on land use issues.

- C. Video Lottery Revenues: Video Lottery monies must be used to further economic development, as defined by the Board. The Board recognizes that a wide variety of County programs and services further economic development, by helping to create a climate that makes economic development possible. The first priority for use of video lottery monies will be those existing or new high priority County programs, services, or projects that the Board finds are supporting economic development in the County.
- D. Parks Land and Acquisition Maintenance Fund: Spending priorities for the Parks Land and Acquisition Maintenance Fund are as follows:
 - 1. Matching funds for grants for new or existing Parks facilities that generate revenue;
 - 2. Urgently needed maintenance of existing parks facilities; and
 - 3. Recognition that a portion of the fund be used to support parks operating expenses.

When the Parks operation begins to generate revenue beyond the amount needed to cover actual operational costs without General Fund support, the excess amount will be returned to the Parks Land and Acquisition Fund to support parks acquisition and/or major improvements.

- E. Use of Dedicated Funding Sources: Whenever legally possible, transfer funding responsibility for existing programs or activities to appropriate dedicated funding sources, freeing up scarce discretionary resources to fund Board priorities.

XIV. Unappropriated Ending Fund Balances:

- A. Limit Unappropriated Ending Fund Balances: To provide the most budget flexibility during the year, limit the use of unappropriated ending fund balances to circumstances where they are required by law. Rather than use unappropriated fund balances, the goal should be to place any monies not needed for current expenditures in the relevant funds' operating contingencies.

XV. Performance Based Budgeting:

- A. Performance Measures: In accordance with the county's long-term financial plan, key performance indicators should be included as part of the budget materials for all organizational unit budgets where key performance indicators can be identified. Key performance indicators should focus on outcomes rather than outputs.

CLATSOP COUNTY STRATEGIC PLAN/RESOURCE MANAGEMENT STRATEGY

STRATEGIC PLAN

Guiding Policies & Principles

1. Recognizing its financial limits, the County will make a distinction between two different types of services: those that are funded primarily from County discretionary resources; and those that are funded primarily from dedicated resources:
 - * County discretionary resources fund traditional county services that have historically been funded by discretionary resources, and are not services that generate significant revenues from fees or other sources. The County will fund these programs primarily from discretionary resources.
 - * Dedicated resources (e.g., fees, grants, state-shared revenues) are traditional county services that have historically been funded primarily with discretionary resources, or if they are traditional county services and may generate significant revenues from fees or other sources. Frequently, these services will be state or federal programs that the County administers locally, such as Parole & Probation. The County will fund these programs primarily from dedicated resources. Exceptions may be made, on a case-by-case basis, only by the Board of County Commissioners. One criterion will be whether the County would incur more significant discretionary costs in another part of the system by failure to provide discretionary support to a county-wide service funded by dedicated resources.
2. The County's priority services funded by discretionary resources are listed below:

<u>Priority</u>	<u>Functional Area</u>
1	Public Safety and Justice
2	Public Health
3	General Government Direct Services
4	Community Development, Land Use, Transportation, Housing, & Economic Development
5	Culture and Recreation

As additional discretionary resources become available, the County will consider the priority of functional areas as part of the decision making process in determining which programs will receive additional and/or new funding. The County's overhead programs will not be prioritized, but will be sized to the need and size of the overall organization.

3. Generally, wherever possible, the County's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the County's overhead costs.
4. Where legally possible, the County will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.

RESOURCE MANAGEMENT STRATEGY

General Policies and Principles

1. When faced with a potential reduction in resources, the County's goal is to continue to provide high priority services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided. Reductions will be made on a case-by-case basis, focusing on each individual program or service.
2. Expenditure reductions will attempt to preserve the higher priority functional areas as much as possible; however, all functional areas may have to share in the overall need for reductions. Wherever possible, it will also be the County's goal to reduce the quantity of a service being provided, rather than the quality of service (e.g., limit the number of recipients of a service, rather than the quality of service provided to the remaining recipients).
3. For purposes of the 2018-19 fiscal year budget, the County will not consider seeking voter approval for a new or increased broad-based discretionary revenue source (such as a new property tax base, sales tax or real estate tax) to offset any reduction in revenues.
4. Recognizing that it is not prudent to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the County's long-term needs.

Resource Management Priorities

If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made roughly in the following order:

- 1) First, County contributions to outside organizations will be reduced or eliminated. If this proves insufficient, then
- 2) Moderate reductions in discretionary support will be made on a case-by-case basis. These reductions will focus first on programs funded by dedicated resources and then low priority services funded by discretionary resources. Reductions made at this point will generally not have a significant impact on service levels. If this proves insufficient, then
- 3) Any discretionary funding for County-wide services that are funded by dedicated resources will be reduced or eliminated. This may apply to programs or activities expanded or started with discretionary resources within the last few years. Exceptions may be made on a case-by-case basis, by the Board of County Commissioners. One criterion will be whether the County would incur more significant costs in another part of the system by failure to provide discretionary support to a County-wide service funded by dedicated resources. If necessary, where legally possible the County will consider turning these programs over to the state. If this proves insufficient, then

- 4) Discretionary funding for programs funded by discretionary resources will be reduced or eliminated. To the extent possible, funding reductions will attempt to preserve the higher priority functional areas as much as possible; however, all functional areas may have to share in the overall need for reductions. If necessary, the County will consider turning programs over to the state where legally possible. County service area priorities are:

<u>Priority</u>	<u>Functional Area</u>
1	Public Safety and Justice
2	Public Health
3	General Government Direct Services
4	Community Development, Land Use, Transportation, Housing, & Economic Development
5	Culture and Recreation

General Government overhead will be sized to the needs and size of the rest of the organization. If this proves insufficient, then

- 5) A reduced County workweek will be proposed to achieve salary savings.

If, due to a loss of state-shared revenue, significant expenditure reductions become necessary in programs that are primarily the state's responsibility, then the County will consider returning responsibility to the state for operating those programs.



OVERARCHING VISION

IN 2030, we celebrate Clatsop County's unique regional and maritime setting and its distinct communities, finding common ground in our shared values and local identities. We protect and enhance our scenic beauty and natural resources as the foundation of our prosperity and outstanding quality of life. We create good jobs and economic opportunity through carefully planned, equitable growth where the benefits remain in our community. Our strong, well-funded schools, expanded higher education system, and a well-educated, diversified workforce guarantee our success by anticipating future local needs. We plan wisely for our local communities, concentrating development in existing urban areas, while preserving our ocean, shorelines, wetlands, forests, rivers and scenic corridors. We rejoice in sharing our local culture and history, including art, music, theatre, dance, and festivals. We assure access to excellent health care, public safety and recreation for all our residents, and are prepared for any emergency that may come our way. **TOGETHER**, we ensure that Clatsop County will remain our shared home – a special place where future generations grow together as we live, work, recreate, contribute and thrive.



CORE COMMUNITY VALUES

Natural Setting. We value our natural beauty, limited natural resources, forests, rivers, wildlife, open spaces, fertile land, and clean air and water.

History, Arts and Culture. We value our unique location, rich history, arts and cultural influences, and the connections they provide to both our past and future.

Aquatic Environment. We value our aquatic environment, the ocean and rivers, wetlands and estuaries, and our maritime and fishing heritage and traditions.

Quality of Life. We value livable and affordable communities, appropriate constraints on over-commercialization, and the ability to find peace and tranquility.

Community Atmosphere. We value friendly people, distinct small towns, tight-knit communities and neighborhoods, and knowing and supporting our neighbors.

Caring People. We value compassionate, caring people, the willingness to reach out and help others in the community, and being a place where everyone can flourish.

Living Wage Jobs. We value living wage jobs that enable working people to be thriving, productive, and contributing members of the community.

Excellent Education. We value excellent schools and teachers, opportunities for higher education, lifelong learning, and the development of new knowledge and skills.

Accessible Health Care. We value healthy communities with accessible and affordable health care in every community throughout the county.

Safe Communities. We value safe, secure and resilient communities that are prepared for potential emergencies and natural disasters.

Recreational Opportunities. We value equal access to nature for all, close-by natural and developed parks with hiking trails, and other healthy outdoor activities.

Civic Spirit. We value a 'can-do' spirit, engaged citizens and problem-solvers, volunteerism, and abundant opportunities to contribute to the community.

Good Planning. We value human-scale planning, managed growth in harmony with existing communities, efficient and sustainable use of resources, and good public transportation.

CLATSOP VISION 2030TOGETHER

FOCUS AREA VISIONS

VISION FOCUS AREAS



ECONOMY & JOBS

In 2030, Clatsop County has a diverse, stable economy that produces good living-wage jobs, allowing people of all ages and incomes to live here and thrive. Our economy balances the county's natural resource base with its scenic beauty – and growth with the long-term sustainability of our environment. We recognize the importance of our traditional industries, such as forestry, fisheries and tourism, while transitioning to the emerging economy of the 21st century. While maintaining our status as a maritime and forest products center, we also promote “value-added” industry and light manufacturing in appropriate locations. Newer, innovative enterprises are drawn here for both our natural environment and skilled workforce, and our prosperity builds on our rich culture, historical traditions, and vibrant arts and culture scene.

ARTS, CULTURE & HISTORY

In 2030, Clatsop County arts and culture reflect the essence of this place – its scenic beauty and natural resources, rich history and cultural traditions, and diverse and creative people. The arts are truly embedded in the county, its communities, and its educational system. They are also an integral part of our emerging economy. Artists, craftspeople, designers, graphic artists, and “creatives” can earn a good living here, contributing to the diversity and vibrancy of our economy. We celebrate our culture through art, music, theatre, dance, performance, literature and poetry – and through our museums, galleries, historical and cultural attractions, schools and classrooms, festivals and events. We have greatly increased arts opportunities for our youth, and our arts and cultural facilities are well supported – and treasured – by the community.

HEALTH, SAFETY & RESILIENCE

In 2030, Clatsop County has a high quality of life that contributes to our general public health and safety. We lead the state as a center for active living and wellness, and in our capacity for personal growth, development and happiness. Access to good health care is assured across the county and in all its communities. Community health has been strengthened through education on lifestyle improvements, physical activity, and good nutrition. More people walk and bike for recreation and to get places. There are fewer incidents of smoking, alcohol and drug abuse, and mental illness. We are a safe, equitable and inclusive community, where people know, look out for – and reach out to – one another. We have achieved “food security,” ensuring access to healthy, affordable food countywide. We have improved our law enforcement, fire and emergency services, and community members are fully educated and prepared for any emergency or natural disaster.

EDUCATION & LEARNING

In 2030, Clatsop County residents are better educated than ever, improving their lives and livelihoods. We take great pride in our capacity to learn in a variety of ways. Our schools are well funded and recognized for their academic strength. Our high schools have maximized their graduation rates. They provide students with multiple pathways to better jobs and

higher education, and help them become active, contributing members of the community. Clatsop Community College is a uniting institution and catalyst in our community, with expanded vocational training offerings that prepare students to earn a living wage in the professions and trades, as well as worker re-training and lifelong learning for older students. A college education is accessible to all qualified local residents, who can now earn a four-year degree without leaving the county. Our libraries have significantly enhanced their educational, community and learning services with increased access and availability.

ENVIRONMENT, NATURAL RESOURCES & RECREATION

In 2030, Clatsop County preserves its natural beauty and shares it with the world. We are rich in natural resources, with mountains, forests, rivers, ocean beaches, wetlands and estuaries, thriving wildlife, and plenty of clean, fresh air. Our natural environment is a key contributor to our quality of life. It presents unique opportunities for a vibrant yet sustainable economy that is in balance with nature. Our forestlands are sustainably managed, with portions permanently protected for their inherent natural value. Our parks and natural areas offer ample opportunities for outdoor recreation and healthy, active lifestyles. Our communities constantly connect us to our surroundings – set in nature, livable, and linked by walking paths and bike trails. This ever-present connection to nature sustains and inspires us to be better stewards of our environment.

COMMUNITY DEVELOPMENT & PLANNING

In 2030, Clatsop County maintains its quality of life through good planning and sustainable growth and development. Involved citizens, robust civic engagement, dedicated leadership, and strong partnerships make planning and community development succeed. New development in the county is focused on existing communities and urban areas, and zoning is clear, flexible and creative. Our infrastructure is modern and efficient, highway corridors are safe and well maintained, and public transportation is accessible and affordable. While our local communities have distinct character and identity, there is strong collaboration among them. Every community has a vibrant center, affordable housing, and is walkable, bikeable and transit-friendly. Our planning and development policies are attuned to the county's ongoing resiliency, responding to the continuing challenges of climate change, natural disasters and food security.

Long-range Financial Plan Development

What is a “Long -range Financial Plan?”

A Long-range Financial Plan (LRFP) provides a “road map” for where Clatsop County wants to go financially and how it plans to get there, by combining financial forecasting with financial strategizing. The LRFP is intended to serve as a tool to identify problems and opportunities, and to provide the Board of Commissioners, citizens, and staff with the insight required to address issues impacting the County’s financial condition.

Why does the County need a Long-range Financial Plan?

A Long-range Financial Plan is needed as a communication aide for citizens, staff, and rating agencies. When County Commissioners and staff receive questions from constituents, the LRFP will help provide answers that are consistent and factually supported. The LRFP clarifies the County’s financial strategic intent and imposes discipline on decision makers by highlighting the cumulative effects of decisions.

Who benefits from having a Long-range Financial Plan?

- **Citizens** – Effective financial stewardship enhances the quality of life for the County – increasing the desirability of the County as a place to live.
- **Commissioners** – Long-range Financial Plans offer guidance to new Commissioners. The plan also serves as an ongoing context for the Commissioner decisions, thereby providing consistency and quality control.
- **Businesses looking to operate within the County** – Long-range Financial Plans increase certainty for business decisions which in turn increases the desirability of the County as a place to locate.
- **Department heads and staff** – Knowledge of the County’s LRFP allows them to feel more secure in the County’s financial future.

How was the Long-range Financial Plan Developed?

The County Commissioners set financial goals and priorities with input from the citizens. The LRFP Team relied on these goals and priorities to develop the LRFP for the Commission to adopt. The development of the LRFP was broken out in to the following major phases:

1. **Mobilization Phase:** This phase puts in place the cornerstones for financial planning which include resources to undertake the planning, preliminary financial analysis, definition of the underlying purpose of the planning process, the County’s service-level priorities, financial policies, and the scope of the planning effort.
2. **Analysis Phase:** This phase focuses on the County’s financial position, making long-term projections, and then analyzing the County’s probable future position.
3. **Decision Phase:** This is phase is where the strategies, plans, and adjustments are created and agreed upon.
4. **Execution Phase:** This final phase carries the plan forward into action.

LRFP Implementation

With the uncertainties of the economy as well as revenue limiting measures that have affected the county, there are a number of financial challenges that involve the County's General Fund. The focus of the LRFP involves the following key issues:

- The fundamental financial and budgetary policies set to preserve, if not strengthen, the County's fiscal health and guide the future financial management of its operation,
- Opportunities to enhance existing and available revenue streams that equitably target cost recovery on individual beneficiaries in order to preserve general resources for greater public benefit,
- Guidelines for sustaining administrative expenditure levels in relative proportion to the direct public services provided,
- The purpose, condition, and future role of the County's General Fund reserves in sustaining and stabilizing adopted levels of service to the public, and
- Comparisons with other Oregon counties and best practices to ensure that Clatsop County is fully utilizing governmental resources within a range comparable to their neighbors elsewhere in the state.

Based on the above key issues the county has taken several strategies to address the opportunities and challenges that it faces and reevaluates these strategies on an annual basis. These opportunities and strategies include:

- Broadening the County's budget policy framework and budget information,
- Improving the County's Indirect Cost Allocation Plan to recover additional revenues,
- Taking action to set and increase fees,
- Consideration of other revenue sources,
- Increasing reserves, and
- Maintaining a separate unreserved fund balance in addition to the contingency budget in either the General Fund or Special Projects Fund.

Overview

The goal of this Five-Year Financial Forecast is to assess the County's ability over the next five years to continue to effectively provide services to the residents at current levels based on projected growth, to meet goals set by the Commissioners, and to preserve the County's long-term fiscal health. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the County can proactively address them.

It is important to stress that this forecast is not a budget. The forecast provides an overview of the County's fiscal health based on various assumptions over the next five years and to provide the Board of Commissioners, Budget Committee, management, and the citizens of Clatsop County with a financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a long-term perspective to the budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the county. Forecasting is a useful method to help make informed financial decisions that will ensure the County's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognized the importance of combining the forecast of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

Forecast Methodology

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the County identifies factors that contribute to changes in revenues and expenditures, such as service demand by the public, the pace of development, inflation, personnel costs, and projected future events that will affect operations. A goal of forecasting is to neither be overly optimistic nor pessimistic when displaying revenues and expenditures.

While a forecast is designed to model the future, unforeseen circumstances and events do arise that affect the accuracy of the forecast. Examples of unpredictable items include such things as future interest rates and damage or destruction to the state forests within the county.

The forecast focuses on the County's General Fund and uses the adopted budget for the fiscal year (FY) 2016-17 as the base year of the forecast. The adopted budget for FY 2016-17 is then adjusted for various known items that have occurred since the Commission adopted the budget in June of 2016, and projections for 2016-17 are developed. The five-year forecast is then grounded by Commission intent and levels of service as reflected in the adopted budget, adjusted for updates to revenues and expenses as FY 2016-17 unfolds.

Common Assumptions

Fund Description

The General Fund houses the County's major services the public associates with local government – Tax & Assessment, Clerk & Elections, Sheriff's criminal and corrections divisions, the District Attorney's Office, Emergency Management, Community Development Planning, Budget & Finance, IT, Buildings and Grounds, Parks, as well as general management of the County Manager and Board of Commissioners.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may include personal property and equipment.

The assessed value differs from a property's real market value. The real market value is an estimation of the price at which the property could most likely be sold. Taxes are levied at the lower of the assessed value or real market value. Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations.

The General Funds expenditures are driven by the community's demand for service. As the county population grows, the need for additional service grows, and the County Board of Commissioners considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also cause the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-Living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

The County engages in continual financial review and oversight to ensure that services provided are adequately funded. This five-year forecast provides a brief snapshot into the future to judge overall trends.

Revenues

In general, this forecast reviews the revenue sources to the General Fund. Per Board Policy timber revenues are to be budgeted at the 15 year low and any excess revenues received are transferred to the Capital Projects fund. In addition Oregon property tax limitation statute only allows for the growth of 3% per year. The five-year forecast assumes an increase of 2% per year to account for the 3% discount of payment in full as well as a historical 6% uncollected tax rate.

Expenditures

The business of county government is labor intensive; therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. This forecast assumes the County continues its current wage and benefit package. The forecast predict staffing salaries and wages will grow in general at a 2.5% rate. This is based on labor contracts, merit and step increases for staff, as well as maintaining the current staffing levels. Benefits and other costs such as F.I.C.A, workers compensation, and unemployment are assumed to increase approximately 10.4%.

One cost driver over the next five year period is the County's contribution to the Oregon Public Employee's Retirement System (PERS). As a result of the PERS portfolio not earning investment returns as originally hoped the anticipated contribution rate increases in the next two biennium's. PERS sets rates every two years, thus the contribution rate is fixed through June 30, 2019, but PERS has indicated to members that contribution rates are likely to continue to go up as a result of the unfunded liability amount in July of 2019 and forward. This forecast builds in contribution a contribution rate increase of 7%. Annual inflation for materials and services is assumed to be approximately 1% per year.

Clatsop County
General Fund - Five Year Forecast (preliminary)
FY 2019 - 2023

	ACTUAL 2016/17	Projected 2017/18	Proposed 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23
BEG. FUND BALANCE	5,833,017	6,568,740	8,384,957	5,679,891	3,153,735	187,863	-3,243,689
REVENUE:							
CURRENT YR PROP TX	8,391,803	8,475,770	8,750,080	8,925,100	9,103,600	9,285,700	9,471,400
PRIOR YR PROP TX	275,250	285,000	275,000	250,000	250,000	250,000	250,000
OTHER REVENUE	8,974,438	8,681,557	9,877,284	10,048,830	10,244,206	10,443,490	10,646,760
TRANSFERS IN	278,261	3,412,760	269,000	264,000	259,000	259,000	259,000
GF TIMBER REVENUE	2,183,650	2,183,650	2,183,650	2,183,650	2,183,650	2,183,650	2,183,650
TOTAL REVENUES	20,103,402	23,038,737	21,355,014	21,671,580	22,040,456	22,421,840	22,810,810
EXPENDITURE:							
PERSONAL SERVICES	13,212,353	14,970,830	15,969,800	15,997,200	16,693,700	17,426,800	18,198,800
MATERIAL & SUPPLY	3,292,170	3,667,400	5,894,190	5,953,132	6,012,663	6,072,790	6,133,518
SPECIAL PAYMENTS	315,143	635,110	239,250	241,643	244,060	246,500	248,965
TRANSFERS	2,548,013	1,949,180	1,956,840	2,005,761	2,055,905	2,107,303	2,159,985
CONTINGENCY	1,989,400	2,122,250	2,207,720	2,419,774	2,500,633	2,585,339	2,674,127
TOTAL EXPENDITURE	21,357,079	23,344,770	26,267,800	26,617,510	27,506,961	28,438,732	29,415,395
LESS:							
CONTINGENCY	1,989,400	2,122,250	2,207,720	2,419,774	2,500,633	2,585,339	2,674,127
NET EXPENDITURE	19,367,679	21,222,520	24,060,080	24,197,736	25,006,328	25,853,393	26,741,268
NET INCR. (DECR.) YEAR	735,723	1,816,217	(2,705,066)	(2,526,156)	(2,965,872)	(3,431,553)	(3,930,458)
END. FUND BALANCE	6,568,740	8,384,957	5,679,891	3,153,735	187,863	(3,243,689)	(7,174,147)
Surplus/(Deficit)	4,579,340	6,262,707	3,472,171	733,961	(2,312,770)	(5,829,028)	(9,848,274)

Clatsop County, through the Budget and Finance Department, maintains and implements the Budget Policies as well as the Strategic Plan/Resource Reduction Strategy set forth by the Board of County Commissioners. Independent of changing circumstances and conditions, these policies assist the County Commissioners and County Manager in decision-making. Overall, these policies help the County maintain financial stability and provide criteria for evaluating current activities and proposals for future programs. The Budget & Finance office ensures that revenue, expenditure, and debt management policies, listed below, are adhered to and implemented in accordance with GAAP/GASB standards. The Board of Commissioners Budget Policies and Strategic Plan/Resource Reduction Strategy can be viewed on the previous pages.

REVENUE POLICIES

- The County shall seek to maintain a diversified and stable revenue structure.
- The County shall calculate and consider the full cost of services provided when establishing user charges and service rates. Such charges and rates will be reviewed regularly.
- Grants and contracts shall be pursued only for those programs and activities that address recognized needs and are consistent with the County's policies and scope of services.
- Billable revenues shall be processed in a timely manner to minimize negative cash flow impacts.
- One-time non-recurring revenues (from such items as asset sales, court settlements, tax collection, and "windfalls") shall only be allocated for one time projects or expenses.
- Revenues which are difficult to accurately predict shall be conservatively estimated in order to help avoid necessary budget adjustments later in the year if the budgeted revenues do not materialize.

EXPENDITURE POLICIES

- The County shall strive to maintain current service delivery levels, especially for essential services, and improve priority services as finances permit.
- The County shall make every effort to minimize expenditure growth through the use of sound management techniques. We will encourage the implementation of technological or process improvements to reduce service costs without reducing service quality or quantity.
- Expenditure budget increases and reductions will be considered on a case by case basis.
- Expenditures shall be accounted for as necessary and appropriate to ensure adequate documentation for related revenue collections such as grant reimbursements, fee calculations, etc.
- Expenditure payments shall be processed within necessary timelines to avoid late fees and still maximize positive cash flow.
- Capital budgets will be developed with the consideration of, and pro-active planning for, the impact of capital spending upon the annual operating budget.
- The County shall pursue partnerships with other entities to increase the quality and/or quantity of services, and eliminate redundancies.
- Capital assets will be replaced on a cost effective and scheduled basis.

CLATSOP COUNTY DEBT POLICY

The County must have the ability to borrow money in order to finance capital projects and improvements that cannot or should not be financed exclusively from current operating budgets. Establishing a formal debt policy ensures the County has the necessary financial flexibility while having the option to continue to invest within itself to maintain its strength and viability. Debt policies maintain consistency in financial decisions while establishing a standard operating procedure to guide daily financial activities. A debt policy enhances our position in debt-related matters and can serve as a means to establish credibility with bond rating agencies.

HOW RATING AGENCIES VIEW A DEBT POLICY

Underwriting and municipal credit rating institutions base their evaluation of agencies upon its ability to ensure that new debt is incurred in a prudent manner while accessing their credit worthiness. This is particularly important if the County is to maintain or upgrade its present bond rating. Rating agencies have advised that one of the major criteria they use in evaluating credit worthiness is whether a local jurisdiction has the fiscal courage to adopt a formal debt policy which serves as a guideline for making decisions about how much new debt to incur or have outstanding at any given time. Generally, the criteria should relate to a conservative margin by which a county stays within state mandated debt limits. In summary, a local government should only borrow what it can afford and pay off that debt in a timely manner.

DEBT MANAGEMENT

The following debt management policies were adopted by the Board of County Commissioners (BOCC) and provide the general framework for planning, reviewing, and structuring debt proposals.

- The County recognizes that there are no absolute rules that can substitute for a thorough review of all information affecting the issuance of debt. Debt decisions should result from a balanced consideration of all relevant factors.
- The County will issue debt as needed and authorized by the BOCC in a form related to the type of improvement to be financed: General Obligation Bonds, Limited Tax Obligation Bonds, Revenue Bonds.
- Where appropriate and approved by the BOCC the County will issue short-term notes, i.e. TAN's or BAN's, where subsequent definite source(s) of revenue exist. Such definite revenue sources could include, but would not be limited to: Approved grants, authorized but unsold long term debt, taxes anticipated to be received later in the current fiscal year, asset sales.
- Short-term debt should not have maturities greater than three years, should not be rolled over for a period greater than one year, and should not be issued solely upon speculation that interest rates will rise in the near future
- Where appropriate and approved by the BOCC the County may issue or utilize Certificates of Participation, Limited Tax Revenue Bonds, or Capital Leases.
- The County shall seek to qualify with an A+ bond rating so that borrowing costs are minimized and our access to credit is assured.

- The County will issue long-term debt only for the purpose of: Acquiring land, acquiring or constructing capital assets or improvements, making major repairs or renovations to existing capital assets, acquiring capital equipment/systems wherein the useful life extends beyond 1 year or refunding existing long term debt.
- If long-term debt is issued to finance capital improvement projects, to the maximum extent possible, it shall only be for those projects referenced in the County's Capital Improvement Plan.
- Long-term debt will be issued for a period not to exceed the useful life of the projects or improvements financed, but in no event beyond thirty (30) years.
- Bond maturity schedules should be structured to achieve total debt service payments which are level or only slightly increasing over time.
- To the extent possible given the unique nature of each bond issue, the County will attempt to issue bonds through a competitive bid sale.
- The County will comply with any and all federal and state laws and regulations regarding arbitrage and reporting requirements.
- The County shall, as a target, maintain an average life of ten years or less for all outstanding debt. In no event shall the total average life exceed 14 years.

LONG-TERM DEBT

Long-term debt is defined as bonded indebtedness whose maturity is at least ten years from the issue date. Issues to be addressed in long-term debt planning may include, but not necessarily be limited to the following:

- Highest General Obligation Debt Strategy priority categories as identified in the County's Capital Improvements Program (CIP) shall be financed first. There should be an annual review and evaluation of high, medium and low priorities. Over time, general obligation (G.O.) debt strategy priorities may have to be adjusted as various factors and issues are identified.
- When developing funding strategies for categories of projects, the County should first use revenues unique to such projects, i.e.; grants, timber revenues, and gas tax for roads.
- A strategy to address general obligation bond funded priorities should relate to the financing of capital improvements caused by growth and must stay within prudent debt limits.
- Major new capital improvement projects and major rehabilitation projects shall be funded with general obligation bonds if no other revenue source can be utilized.
- The County shall not have general obligation debt at any one time outstanding, which is in excess of 2% of the County's real market valuation, current county RMV of \$8.3B allows a debt limit of \$167M. This limitation is consistent with the State statute's limitations on the County. In the event of catastrophic emergency, the County may have outstanding direct, property tax supported general obligation debt in an amount exceeding 2% of its real market valuation, but only in conformance with the provisions of ORS 287.054 and with the approval of the County's voters. Not only will this prevent an undue expenditure of taxpayer funds, it will also strengthen the County's position with regard to the financial community, especially rating agencies and underwriters.

- The total general obligation debt of Clatsop County will not exceed 50 percent of the total annual operating revenue.
- Every effort will be made to schedule even principal and interest payments for the repayment of debt so as to avoid fluctuations in debt service requirements and tax rates. Only in exceptional circumstances where it is to the taxpayers and the County's advantage will debt be scheduled on a non-even repayment basis. A policy of full disclosure will be followed in all financial reports and official statements for debt.
- Because debt financing involves long-term commitments, the projects that are financed through debt financing must have a useful service life that is at least equal to the debt amortization period. Therefore, debt financing shall be used only for capital expenditures and not for addressing maintenance items.
- Staff will evaluate the appropriate method of financing for each bond issue, considering all factors and select, in accordance with the Board of County Commissioners' authorization, the option that is the most economically favorable for the County.

SHORT-TERM DEBT

Short-term debt shall be issued for a term of 10 years or less. Enterprise funds should support needed capital improvements on a pay-as-you-go basis to the greatest extent possible. In the event short term debt financing is required, Certificates of Participation, Lease-Purchases, Limited Tax Revenue Bonds, Bank Qualified Financing or other debt instruments may be used as a short-term (1 to 10 years) method of borrowing for the financing of various County needs, such as fleet equipment, renovation or reconstruction of capital assets, specialized types of equipment purchases, communications, and data transmission systems. Each proposal for a short-term financing shall be evaluated on a case-by-case basis with findings presented to the County Commissioners prior to authorizing a financing. Issues to be addressed in short-term debt planning may include, but not necessarily be limited to the following:

- The extent to which the proposed improvement(s) either (a) extends the useful life of the facility(s) by greater than five years or (b) adds to the long term value of the underlying asset by an amount equal to or in excess of the cost of the improvement. Improvements may be one project or a series of projects, when performed as a package, extend the useful life by the required minimum.
- The extent to which a permanent, ongoing additional maintenance commitment is required in order to not lose the value and utility of the financed improvements during the time period in which the financing is outstanding.
- The extent to which an improvement(s) provides a long term solution to a problem or effectively arrests deterioration which might lead to structural failure, beyond which the process should not have to be repeated if there is appropriate preventative maintenance.
- The extent to which a primary pledge of the County's General Fund will impact revenues available for ongoing annual appropriations for General Fund operations.
- The extent to which a secondary pledge of the County's general fund is required for such a financing and the extent to which the additional short term debt outstanding at any time does not have the potential to unduly burden the County's General Fund.
- The extent to which the financing requires the retention of debt service reserves (either funded from borrowing proceeds or cash funded).

- The extent to which the financing requires the County to pledge to maintain revenues at levels sufficient to maintain usual and customary coverage ratios.
- The extent to which financing spreads the cost of the improvements between present and future users.

INTERIM DEBT

Interim debt shall be issued for a term of less than 5 years. This borrowing may be utilized for temporary funding of operational cash flow deficits pending receipt of anticipated revenues or interim construction financing needs. Such borrowing may be in the form of: 1) a line-of credit at the County's depository bank, 2) tax anticipation notes, or 3) internal fund borrowings. Repayment will occur over a period not to exceed the useful life of the underlying asset or in any case no longer than five years from the issuance date of such obligations. The County will determine and utilize the least costly method for interim borrowing.

STATUTORY LIMITATIONS ON DEBT

Outstanding general obligation indebtedness of the County, other than enterprise revenue backed bonds, shall not exceed the limitations as specified in the Oregon Revised Statutes. The issuance of general obligation bonds shall comply with all existing laws and regulations with respect to publication and notification, voter approvals and any other requirements as specified in Oregon Revised Statutes.

CURRENT LONG-TERM DEBT OBLIGATIONS

Loan – Capital Lease with Dell: The County currently opts to lease computers through Dell Financial Services; the current lease option is for 4 years beginning in FY 2015-16. The amount of this lease is \$164,065 at an interest rate of 3.76 percent. This budget represents the 4th of 4 annual payments of interest and principal in the amount of \$43,355. These costs are paid out of the following fund/org units/expense lines:

- 001/1650/82-2455: \$29,870
- 001/2750/82-2455: \$320
- 002/3110/82-2455: \$4,200
- 005/2191/82-2455: \$1,560
- 007/4110/82-2455: \$5,060
- 033/7156/82-2455: \$260
- 036/7165/82-2455: \$1,040
- 039/8500/82-2455: \$520
- 150/9300/82-2455: \$520

Loan – Oregon Department of Environmental Equality: During fiscal year 2007-2008 Westport Sewer Service District took out a 20 year loan with the Oregon Department of Environmental Quality to upgrade the filtration system. The original amount of the loan was \$112,250 with an interest rate of 2.81 percent. This budget represents the 12th payment of interest and principal in the amount of \$7,520. These costs are paid out of Westport Sewer Service District Fund 385/5845.

Loan – Columbia State Bank: During fiscal year 2014-2015 the County incurred debt with Columbia State Bank over a 15 year period to remodel an existing facility so that it will be able to house the Sheriff's Office administration, evidence locker, and the Parole & Probation staff. The original amount of the loan was \$2,000,000 with an interest rate of 2.87 percent. This budget represents the 5th interest payment and the 4th principal payment in the amount of \$178,010. These costs are paid out of the Debt Service Fund 400/5855.

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a blueprint used for planning capital expenditures for Clatsop County over the next five (5) years. The CIP is used to plan, budget, and finance the purchase and/or construction of large capital infrastructure, facilities, equipment and other fixed assets. The County uses this process to ensure these expensive, long-lasting projects/items are aligned with its strategic direction and long-term goals, and that resources are allocated in a conservative and efficient manner. A CIP is meant to be a planning tool which is reviewed and updated on an annual basis.

Before each potential project is included in the five-year Capital Improvement Plan, it is analyzed to determine its level of priority, financial impact on operations, operating expenditures, and revenues. The total costs of each potential project are identified as part of the capital budgeting process, and associated operating expenses are either included in the current operating budget, or reductions are taken elsewhere in the operating budget to absorb the additional operating costs. When applicable, these costs are clearly stated in the Department Overview section in the appropriate department's section of the budget document. Capital projects may result in a reduction to maintenance and operating costs or the impact will result in a cleaner environment, improved response time by public safety employees, and/or access to public buildings and public transportation by all citizens.

The CIP has the following benefits to the community:

- Facilitates coordination between capital needs and the operating budgets
- Avoids sudden changes in debt service requirements
- Identifies the most economical means of financing capital projects
- Increases opportunities for obtaining federal and state aid
- Relates public facilities to other public and private development policies and plans
- Focuses attention on community objectives and fiscal capacity
- Keeps the public informed about future needs and projects
- Coordinates the activities of overlapping organizational units to reduce duplication
- Encourages careful project planning and design to avoid costly mistakes and helps the County reach desired goals

Capital outlays are budgeted by individual funds in support of the CIP. As part of the budget process, all FY 2018-2019 capital requests have been approved by the Budget Committee and adopted by the Board of County Commissioners. The following table includes the projects/items with a value of \$5,000 or more.

Every year, the CIP project list is developed from the existing CIP, Master Plans, staff, and Board of Commissioners. *Note: Only those projects from Master Plans that fall within the five-year period are included on the list.*

Summary of Significant Non-recurring Projects in FY 2018-2019

Project	Type of Project	FY 2018-19 Funding	Total Project Cost
Emergency Mgmt. Vehicle	Automotive - General	\$20,000	\$20,000
Total Pay Equity Analysis	Contractual Services	\$75,000	\$75,000
Case Mgmt. Software	Computer Equipment	\$109,000	\$109,000
County Housing Study	Contractual Services	\$75,000	\$75,000
Security Cameras	Computer Equipment	\$60,000	\$60,000
Hard Drives	Computer Equipment	\$16,000	\$16,000
LAN Switch Upgrade	Computer Equipment	\$21,000	\$21,000
Core Switch Replacement	Computer Equipment	\$35,000	\$35,000
Network Equip/Fiber	Computer Equipment	\$25,000	\$25,000
IT/GIS Remodel	Building – 800 Exchange	\$15,000	\$15,000
Animal Control Vehicle	Automotive – AC	\$34,000	\$34,000
Juvenile Copier	Office Equipment – Juvenile	\$10,000	\$10,000
E-Permitting Software	Computer Equipment	\$16,000	\$16,000
Code & Comp Update	Contractual Services	\$30,000	\$30,000
B&F Remodel	Building – 800 Exchange	\$10,000	\$10,000
Porch Roof Repairs	Building – 800 Exchange	\$7,500	\$7,500
Window Replacement	Building – 800 Exchange	\$25,000	\$25,000
Boiler Replacement	Building – Jail	\$65,000	\$65,000
Solar Panel Installation	Building – Boyington	\$30,000	\$30,000
Carpet Replacement	Building – Courthouse	\$9,500	\$9,500
Emergency Repairs	Building – Multiple	\$50,000	\$50,000
HVAC Installation	Building – 820 Exchange	\$30,000	\$30,000
Roof Replacement	Building - Jail	\$152,000	\$152,000
Cornice Repair	Building – Historical Jail	\$20,000	\$20,000
Sheriff Vehicles	Automotive – Sheriff's Office	\$147,800	\$147,800
Repeater Site - Humbug	Structures & Improvements	\$30,000	\$30,000
Deputy & Inmate Tracking	Miscellaneous Equipment	\$19,850	\$19,850
Inspection Vehicle	Automotive – Building Codes	\$28,000	\$28,000
HHW Facility	Building – Public Health	\$1,200,000	\$1,200,000
Gradall Excavator	Automotive – Public Works	\$390,000	\$390,000
Pick-Up Truck	Automotive – Public Works	\$50,000	\$50,000
Paint Striper	Automotive – Public Works	\$75,000	\$75,000
NCBP Development	Structures & Improvements	\$1,000,000	\$1,268,950
Westport Park	Structures & Improvements	\$75,000	\$940,500
Parks Signage	Structures & Improvements	\$10,000	\$10,000
Reserves/Debt/Indirects		\$1,002,610	\$1,002,610
TOTAL		\$4,968,260	\$6,102,710

Estimated Impact on the Operating Budget

Project	Type of Project	Estimated Operating Impact
Emergency Mgmt. Vehicle	Automotive - General	Slight decrease in annual maintenance and fuel costs
Total Pay Equity Analysis	Contractual Services	Unknown
Case Management Software	Computer Equipment	Annual cost of \$20,000; but will improve staff efficiency
County Housing Study	Contractual Services	Unknown
Security Cameras	Computer Equipment	None
Hard Drives for Storage Array	Computer Equipment	None
LAN Switch Upgrade	Computer Equipment	None
Core Switch Replacement	Computer Equipment	None
Network Equip/Fiber Splicer	Computer Equipment	None
IT/GIS Workspace Remodel	Building – 800 Exchange	None
Animal Control Vehicle	Automotive - General	Slight decrease in annual maintenance and fuel costs
Juvenile Copier	Office Equipment	None
E-Permitting Software	Computer Equipment	None
Code & Comp Plan Update	Contractual Services	None
B&F Workspace Remodel	Building – 800 Exchange	None
Porch Roof Repairs	Building – 800 Exchange	None
Window Replacement	Building – 800 Exchange	None, will improve utility efficiency
Boiler Replacement	Building – Jail	None, will improve utility efficiency
Solar Panel Installation	Building – Boyington	None, potential to generate revenues
Carpet Replacement	Building – Courthouse	None
Emergency Repairs	Building – Multiple	None
HVAC Installation	Building – 820 Exchange	None, will improve utility efficiency
Roof Replacement	Building - Jail	None
Cornice Repair	Building – Historical Jail	None
Sheriff Vehicles	Automotive – Sheriff's Office	Slight decrease in annual maintenance and fuel costs
Repeater Site - Humbug	Structures & Improvements	Slight increase in annual maintenance offset by an increase in efficiency
Deputy & Inmate Tracking	Miscellaneous Equip. - SO	None
Inspection Vehicle	Automotive – Building Codes	Increase in annual maint. & fuel costs adding addl. vehicle
HHW Facility	Building – Public Health	Increase in annual utility, maint., & personnel costs TBD
Gradall Excavator	Automotive – Public Works	Slight decrease in annual maintenance and fuel costs
Pick-Up Truck	Automotive – Public Works	Slight decrease in annual maintenance and fuel costs
Paint Striper	Automotive – Public Works	None or slight decrease of annual maintenance
NCBP Development	Structures & Improvements	Minimal impact first 10-15 years
Westport Park Development	Structures & Improvements	Increase in annual maintenance costs unknown until completion
Parks Signage	Structures & Improvements	None

The list of all projects is prioritized by the County Management and then proposed to the Board and Budget Committee. All projects are prioritized using specific criterion pertinent to each system. These projects are ranked based on criteria ranging from public health and safety to funding partnerships. Each criterion is rated on a scale from 0 – 5 (see table on the following page). Projects are ranked on their individual scores and funding is applied to those with the highest scores. Those projects that are already under construction are not ranked generally it is assumed they are funded, unless annual capital expenditures are required.

Rating Criteria	High		Medium		Low	
SCALE	5	4	3	2	1	0
Public Health & Safety	The project eliminates a current and present health or safety condition.	Project reduces a current and present health or safety condition.	Project mitigates a potential public health or safety risk.	Project has no impact on public health or safety.	Project degrades public health or safety.	N/A
Environmental Impact	The project substantially improves the county's environment.	Alleviates an ongoing degradation to the environment.	Cleans up past degradation or prevents future degradation.	Has a negative impact on the environment which is mitigated.	Has a negative impact on the environment which cannot be mitigated.	N/A
Federal or State Mandates	The project is required to meet a state or federal permit or other enforceable requirement.	Is needed to bring a system component up to federal or state standards.	No state or federal standards apply to this project.	Does not make any progress toward meeting state or federal standards.	Moves the system further away from state or federal requirements.	N/A
Livability/Vitality Enhancements	The project improves county wide livability/vitality for all segments.	Improves county wide livability/vitality for most segments.	Improves livability/vitality for some segments.	Improves livability/vitality for few segments.	Does not improve livability/vitality.	N/A
Board Goals or Interest	The project is listed specifically as a Board goal.	Is needed to reach at least one goal.	Indirectly relates to one goal.	Does not relate to any Board goals.	Is contrary to a Board goal.	N/A
Community Interest	The project has wide community support.	Has mixed support for the project with most in support.	Has mixed support for the project with an even split of support and opposition.	People do not have an opinion (do not care) about the project.	Many people oppose the project.	N/A
Cost Effectiveness	The project will pay for its self over less than five years in reduced cost to the county.	Will pay for its self in less than five years in reduced cost to citizens.	Adds to operational cost but is the least life cycle cost alternative.	Adds operational cost but the cost is paid for with increased operational revenue.	Adds to operational cost without revenue offset.	N/A
System Reliability	Alleviate a risk that threatens life or would result in irreparable harm.	Alleviate a risk that results in severe property loss.	Alleviate a risk that results in minor loss of property.	Alleviate a risk of system failure causing inconvenience to the public.	Alleviate a risk of system failure causing inconvenience to county staff.	N/A
Implements a Master Plan	The project fully implements more than one recommendation in an adopted master plan.	Fully implements at least one recommendation in an adopted master plan.	Makes progress toward meeting master plan goals.	Does not implement a recommendation in an adopted plan or is not anticipated in a master plan.	Is not consistent with any adopted system plan.	N/A
STATUS						
Readiness to Proceed	The project is fully funded, is under construction or bids have been received.	Design is done, permits and right of way has been secured.	Is funded and ready to start but no work has been completed.	Has partial funding.	Is not funded.	N/A
Funding Partnerships	The project has grant funds awarded and will lose them if it does not proceed.	Is listed for a grant and is likely to receive funding during the budget cycle.	Is funded by a low interest loan that is time sensitive, or is eligible for a future grant.	Has multiple funding sources which are not time sensitive.	Is only funded from County resources.	N/A

CIP – General Principles and Coordination with County Policy

This document has generally been developed in accordance with the County's Financial Management Policies in addition to the following general principles that were utilized in preparing the CIP.

1. The CIP will be developed for a minimum of a 5-year period. As a plan, it must be seen as a flexible document that will be reviewed and updated on an annual basis. Items placed in the latter years of the CIP should not be seen as fixed commitments. In contrast, the first year of the CIP will become more of a capital budget.
2. The CIP will include an analysis of the availability of those funds on hand and other sources which will finance proposed capital projects. These include but are not limited to:
 - a. Special Projects Fund
 - b. Industrial Revolving Fund
 - c. Parks Land and Acquisition Fund
 - d. Rural Law Enforcement Fund
 - e. Equipment Replacement Fund
 - f. Video Lottery Fund
 - g. Bike Path Fund
 - h. Animal Shelter Enhancement Fund
 - i. General Fund
3. As a goal, the County shall build and maintain an adequate level of cash reserves in the Special Projects Fund to adequately provide interim funding for major construction projects until permanent financing is received. The Special Projects Fund should not be used for funding projects that do not have a revenue source to repay the Special Projects Fund.
4. A threshold of \$5,000 will be used to determine which items will be included in the CIP. Items below this dollar threshold will be included in the annual program budgets. (i.e., General, Health, Parole & Probation, etc.)
5. With vehicle replacements, a presumption will be made that each replaced vehicle will be sold when its replacement comes into service. To overcome this presumption, a clear rationale must be established for keeping such a vehicle. In some cases, a replaced vehicle will be kept until the end of the year such that it may be used by seasonal/temporary staff.
6. In the preparation of the CIP, dollar amount values should be stated in current year values only.
7. When the CIP calls for the use of bond proceeds to fund a project, facility, or for equipment, the CIP must also specify the repayment strategy for that debt obligation.
8. CIP projects proposed shall include cross-references to other existing plans or studies that demonstrate the need and cost basis for the proposed purchase/expenditure.

Vehicle and Equipment Replacement/Maintenance Guidelines

Clatsop County shall provide guidelines for the replacement and maintenance of vehicles and equipment in the county fleet. The guidelines will determine when existing vehicles and equipment will be replaced, so that it is done in a timely and cost-effective manner. The guidelines will assist in the county's preparation of the Capital Improvement Plan.

Clatsop County shall replace vehicles and equipment when they meet the established replacement criteria. The replacement of equipment and vehicles will be determined based upon recommended guidelines for the vehicle's age, mileage type, use and budgetary considerations. Vehicle replacement may also be determined on a case-by-

case basis and/or usefulness of the vehicle in the fleet. Replacement will be planned and approved through the budgetary process each year.

SUGGESTED CRITERIA AND GUIDELINES FOR VEHICLE AND EQUIPMENT REPLACEMENTS:

Construction Equipment: Replace units as necessary as they wear out or are safety concerns

Heavy Equipment (Grader, Loader): Replace after fifteen (15+) years

Light to Medium Tractors (Backhoe, Bobcat): Replace after eight (8) years

Mowing Equipment: Replace after six (6) years

Heavy Duty Truck – 5 ton or larger: Replace units fifteen (15) years or 100,000 miles (whichever comes first)

Medium Duty Truck – 1 ton to under 5 ton: Replace units after ten (10) years or 75,000 miles (whichever comes first)

Light Duty Trucks – less than 1 ton: Replace units after eight (8) years or 100,000 miles (whichever comes first)

Administrative Vehicles: Replace units after eight (8) years or 100,000 miles

Sheriff Vehicles: Sedan Units: Replace after four (4) years or approx. 150,000 miles

SUV & Truck Units: Replace after six (6) years or approx. 150,000 miles

Administrative Vehicles: Replace after ten (10) years or approx. 150,000 miles

- Future replacement costs are based on current year pricing estimates.
- Replacement costs include: Licensing fees, accessory equipment (lights, dump boxes, decals, hitches, etc.)
- Replacement costs do not include trade in or disposition values of units. Any revenue received through trade in or sale of the unit will be deposited in the equipment fund of the corresponding Org Unit and dedicated to future equipment purchases.
- Unmarked sheriff vehicles and administrative vehicles – consideration should be made for obtaining used units from rental companies, dealers, or auction.
- All vehicle replacements will be approved each year during the budget process.
- All vehicles will be rated and tested prior to replacing. Vehicles deemed to still be in good condition will remain in the fleet and reviewed the following year.

SUGGESTED CRITERIA FOR VEHICLE AND EQUIPMENT MAINTENANCE:

1. Preventative Maintenance:

- Departments must follow the manufacturer's manual and establish maintenance schedules (within warranty guidelines) for each vehicle in their motor pool.
- Maintenance schedules must include the following minimum requirements (which departments may voluntarily exceed): Chassis lubrication; oil change; filter replacement; and any other manufacturer-recommended replacement schedule.
- Departments must maintain records on each vehicle under their control; those records should include complete and accurate maintenance information including work performed, replacement parts, and associated costs.
- Departments must obtain vehicle services and replacement parts at the lowest possible cost or value to the county. Purchases and record keeping must comply with state laws and Generally Accepted Accounting Principles.
- Departments may service county-owned passenger vehicles at the Public Works Shop or any authorized vendors.

2. Day-to-Day Maintenance Guidelines:

- Drivers should perform routine vehicle care every day, trip, or week. Daily maintenance includes:
 - Keeping the interior of the vehicle clean and free of litter.
 - Keeping the exterior of the vehicle clean.
 - Checking air pressure and inspecting tires daily. The maximum load rating of the tires is marked on the tire sidewall and should not be exceeded. The manufacturer loading instructions for the vehicle should be followed.
 - Inspecting under the vehicle for fluid leaks.
 - Checking the vehicle frequently for body damage and reporting damage to the Risk Management Department.
 - Assuring that seat-belt systems and safety equipment are fully operational.
- Emission control systems must be functional and in good repair at all times.
- Regularly checking engine oil and transmission fluid.
- Smoking in County vehicles is prohibited.

Summary

This document is intended to provide a starting point for future planning. An additional benefit of the CIP is that it will be used to provide additional analysis in determining the impact of projects and possible debt.

Capital Improvement Plan - 5 Yr. Projection

Special Revenue Fund

Org ID/Name	Project Name	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	5 Yr Total
2001 - Equipment Replacement							
	Chip Spreader	275,000	0	0	0	0	275,000
	12 Yard Dump Truck	175,000	0	0	0	0	175,000
	Pickup	50,000	0	0	0	0	50,000
	Tractor/Mower	0	180,000	0	0	0	180,000
	Flat Bed Pickup	0	50,000	0	0	0	50,000
	Hook Lift	0	0	260,000	0	0	260,000
	IT Loader	0	0	180,000	0	0	180,000
	Pickup	0	0	50,000	0	0	50,000
	Equipment Replacement Total:	500,000	230,000	490,000	0	0	1,220,000
2191 - Sheriff Rural Law Enf Dis							
	Patrol Vehicle	90,000	90,000	45,000	80,000	0	305,000
	Sheriff Rural Law Enf Dis Total:	90,000	90,000	45,000	80,000	0	305,000
2245 - Marine Patrol							
	Marine Patrol Truck	0	0	0	50,000	0	50,000
	Marine Patrol Jet Boat	45,000	0	0	0	0	45,000
	Marine Patrol Total:	45,000	0	0	50,000	0	95,000
	Special Revenue Fund Total:	635,000	320,000	535,000	130,000	0	1,620,000

General Fund

Org ID/Name	Project Name	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	5 Yr Total
1150 - Assessment & Taxation							
	A&T Vehicle Replacement	27,000	27,000	27,000	0	0	81,000
	Property Tax Processor/Scanner						0
	Assessment & Taxation Total:	27,000	27,000	27,000	0	0	81,000
1355 - Clerk - Records							
	Helion Software Inc	43,500	0	0	0	0	43,500
	Clerk - Records Total:	43,500	0	0	0	0	43,500
1650 - Information Systems							
	Countywide computer replacement	45,000	0	0	0	0	45,000

Capital Improvement Plan - 5 Yr. Projection

Information Systems Total:	45,000	0	0	0	0	45,000
1790 - Building & Grounds						
Van - Vehicle	44,500	0	0	0	0	44,500
Paint Animal Shelter	30,000	0	0	0	0	30,000
Building & Grounds Total:	74,500	0	0	0	0	74,500
1795 - Parks Maintenance						
Westport Park Development	0	500,000	0	0	0	500,000
Parks Maintenance Total:	0	500,000	0	0	0	500,000
2200 - Sheriff Criminal Division						
Patrol Vehicle	45,000	90,000	45,000	45,000	0	225,000
Sheriff Criminal Division Total:	45,000	90,000	45,000	45,000	0	225,000
2350 - Corrections Workcrew						
Work Crew Truck	0	0	150,000	0	0	150,000
Corrections Workcrew Total:	0	0	150,000	0	0	150,000
2800 - Animal Control						
Parking Lot Addition	0	100,000	0	0	0	100,000
Animal Control Total:	0	100,000	0	0	0	100,000
General Fund Total:	235,000	717,000	222,000	45,000	0	1,219,000
County Total:	870,000	1,037,000	757,000	175,000	0	2,839,000

2018-2019 Capital Improvement Plan

Special Revenue Fund

Org ID	Project Name	Type	Category	Cost
2001	Gradall Excavator	Replacement	Automotive	390,000
2001	Pickup	Replacement	Automotive	50,000
2001	Paint Striper	Addition	Automotive	75,000
2191	Humbug Mountain Repeater Site	Addition	Miscellaneous	30,000
2191	Canine Patrol Vehicle	Replacement	Automotive	59,250
2191	Resident Deputy 4x4 Patrol Vehicle	Replacement	Automotive	56,550
2810	Adoption Kennel Enhancement	Addition	Building	25,000
3110	Copy Machine	Replacement	Office Equipment	6,500
3120	Fuel Network	Replacement	Miscellaneous	50,000
3120	Shop Steam Cleaner	Replacement	Miscellaneous	10,000
3120	Survey Total Station	Replacement	Miscellaneous	30,000
3120	Security System	Addition	Miscellaneous	22,000
4169	HHW Facility	Addition	Building	1,200,000
4175	New vehicle	Replacement	Automotive	17,500
5815	Unapportioned Projects	Replacement	Miscellaneous	50,000
5815	Park Entrance and Signage Project	Replacement	Miscellaneous	10,000
5836	North Coast Business Park Road	Addition	Miscellaneous	1,000,000
7165	Building Codes Division Inspection Vehicle	Addition	Automotive	28,000
Special Revenue Fund Total:				3,109,800

General Fund

Org ID	Project Name	Type	Category	Cost
1120	County-wide Housing Study	Addition	Miscellaneous	75,000
1125	Total Pay Equity Analysis	Addition	Miscellaneous	75,000
1625	B&F Workstation Remodel	Addition	Building	10,000
1650	Core Switch Replacement	Replacement	Computer	35,000
1650	LAN Switch upgrade.	Replacement	Computer	21,000
1650	Hard Drives for Storage Array	Addition	Computer	16,000
1650	Office remodel	Addition	Building	15,000
1650	Network testing equipment and fiber splicer	Addition	Computer	25,000
1650	Camera and software replacement at the Jail	Replacement	Computer	60,000
1790	Urgent Repairs	Replacement	Building	50,000
1790	Jail Roof Replacement	Replacement	Building	152,000
1790	800 Exchange Porch Roof	Replacement	Building	7,500
1790	Window Replacement	Replacement	Building	24,975

2018-2019 Capital Improvement Plan

1790	Old Jail Cornice Repair	Replacement	Building	20,000
1790	Jail Boiler replacement	Replacement	Miscellaneous	65,000
1790	Courthouse Carpet Replacement	Replacement	Building	9,467
1790	Solar Install	Addition	Building	30,000
1790	HVAC Installation	Replacement	Building	30,000
1795	Westport boat ramp development	Replacement	Miscellaneous	75,000
2160	Case Management System	Replacement	Computer	109,000
2200	Criminal Division Supervisor Vehicle	Replacement	Automotive	32,000
2300	Deputy and Inmate Tracking System	Addition	Miscellaneous	19,850
2340	Juvenile Copier	Replacement	Office Equipment	10,000
2700	Accela E-Permitting Software	Replacement	Computer	16,000
2700	CODE MODERNIZATION AND COMP PLAN UPDATE	Replacement	Miscellaneous	30,000
2750	Department Vehicle	Replacement	Automotive	19,355
2800	Animal Control Patrol Truck	Replacement	Automotive	34,000
General Fund Total:				1,066,147

TAX PAYMENT BREAKDOWN

How Is Your Tax Dollar Spent?

When you write your property tax check to Clatsop County, only some of the money goes to the county. We collect the taxes and distribute the money to 66 taxing districts providing a variety of public services. On average, out of every \$1 you pay, **just 11.84 cents** goes to Clatsop County government. This illustration shows how an average tax dollar is distributed.

Where your property tax dollar goes:



WHAT YOUR 11.84 CENTS TO CLATSOP COUNTY PROVIDES:

- 5.23 cents – Public Safety & Justice:** Sheriff's Office, Jail, District Attorney's Office, Juvenile Department, and Emergency Services
- 1.5 cents – Public Services:** Assessment & Taxation, Elections & Records, Surveyor, Community Development, Public & Mental Health
- 1.44 cents – Contingency:** Set aside for unanticipated expenditures
- 2.1 cents – Miscellaneous:** Building Maintenance, Parks, Animal Control, Information Systems, Finance
- 0.62 cent – Administration:** County Administration, Human Resources, and Legal Counsel
- .95 cents – Fairgrounds:** Enhanced Operations and Facility Improvements

The top 10 taxpayers in Clatsop County for 2017 are as follows:

1. Georgia Pacific Consumer Products \$1,937,684.36
2. Lewis & Clark Tree Farms LLC \$912,150.38
3. WorldMark The Club \$564,483.30
4. Pacificorp \$531,905.35
5. Northwest Natural Gas Co. \$493,959.63
6. Hampton Lumber Mills Inc. \$433,440.65
7. Charter Communications \$411,598.91
8. Western Generation Agency \$287,880.10
9. Weyerhaeuser Columbia Timberlands LLC \$279,906.95
10. Georgia Pacific Consumer Products LP \$260,666.07

CLATSOP COUNTY
TEN-YEAR MARKET VALUE AND TAX RATE HISTORY

			Tax Rate/\$1,000 Value			
Fiscal Year	Total Property Value	% Annual Change	General	Road #1	4-H	Rural Law
2007-08 AV M5 RMV	4,252,750,648 8,115,645,313	4.6 18.9	1.5338 .0900*	1.0175	.0534	.7185
2008-09 AV M5 RMV	4,643,008,186 9,265,057,609	9.2 14.2	1.5338 .0900*	1.0175	.0534	.7185
2009-10 AV M5 RMV	4,783,903,473 8,855,704,653	3.0 <.4.4>	1.5338 .0900*	1.0175	.0534	.7195
2010-11 AV M5 RMV	4,854,474,989 8,128,017,096	1.4 <8.2>	1.5338 .0900*	1.0175	.0534	.7195
2011-12 AV M5 RMV	4,974,848,967 7,704,823,561	2.4 <5.2>	1.5338 .0700*	1.0175	.0534	.7195
2012-13 AV M5 RMV	5,077,663,892 7,254,191,848	2.5 <5.5>	1.5338 .0700*	1.0175	.0534	.7195
2013-14 AV M5 RMV	5,215,879,408 7,279,208,446	2.7 .34	1.5338 .0700*	1.0175	.0534	.7195
2014-15 AV M5 RMV	5,355,056,224 7,281,392,025	2.7 .03	1.5338 .0700*	1.0175	.0534	.7195
2015-16 AV M5 RMV	5,705,270,411 7,516,835,617	6.6 3.2	1.5338 .0700*	1.0175	.0534	.7195
2016-17 AV M5 RMV	5,875,464,334 7,933,131,303	2.9 5.2	1.5338 .0500*	1.0175	.0534	.7195
2017-18 AV M5 RMV	6,060,271,955 8,326,584,223	3.0 4.7	1.5338 .0500*	1.0175	.0534	.7195

- Tax Rates = Billing Rate
- * Local Option Rate for Fairgrounds

**GENERAL FUND REVENUES FROM STATE FOREST
TRUST LAND TIMBER SALES**

1998-99	1,815,758
1999-00	2,975,179
2000-01	2,795,373
2001-02	2,488,094
2002-03	5,480,758
2003-04	4,056,315
2004-05	3,124,003
2005-06	3,898,818
2006--07	3,810,400
2007--08	3,685,175
2008--09	3,387,555
2009-10	2,465,893
2010-11	2,183,649
2011-12	2,758,246
2012-13	2,414,065
2013-14	3,448,047
2014-15	3,443,116
2015-16	5,065,495
2016-17	4,612,283
2017-18	5,713,120**
2018-19	4,717,020***

** Total estimated to be received as of ODF Projection from 1/30/18.
Total received as of 4/10/18 \$4,789,100.

***Estimate from ODF Projection dated 1/30/18.

CLATSOP COUNTY OWNED MOTOR VEHICLES

Department		Make / Year	Model	Last Odometer Reading	Current Odometer Reading	Current Year Miles
Animal Control	E248741	Dodge 2007	Dakota Crew Cab	102,752	110,361	7,609
	E263064	Chev 2015	Silverado	11,993	13,938	1,945
Assessor	E263616	Ford 2014	Explorer 4x4	16,552	21,247	4,695
	E225079	Toyota 2015	Rav 4	12,787	15,836	3,049
	E222402	Toyota 2015	Rav 4	7,792	10,732	2,940
	E273562	Toyota 2017	Rav 4	0	1,314	1,314
	E269000	Toyota 2017	Rav 4	0	3,190	3,190
Building & Grounds	E184022	Chev 1992	S10 Pickup	84,578	85,319	741
	E219275	Chev 2001	Lumina	64,361	64,653	292
	E169219	Chev 2002	1/2 Ton Van	56,760	58,835	2,075
	E237490	Entso 2007	Utility Trailer	n/a	n/a	n/a
Building Codes	E271854	Ford 2016	F150	5,820	12,412	6,592
	E269964	Ford 2016	Escape	14,641	29,275	14,634
	E269965	Ford 2016	Escape	12,381	23,088	10,707
County Manager	E273561	Toyota 2017	Rav 4	0	1,845	1,845
District Attorney	VBG383	Ford 2006	Crown Victoria	132,015	137,642	5,627
	E243325	Dodge 2008	Durango	122,779	124,583	1,804
	E248729	Dodge 2009	Charger	130,089	141,188	11,099
Emergency Mgmt	E229937	Chev 2007	Impala	90,661	93,984	3,323
Fairgrounds	E205621	Dodge 1998	Pickup	164,545	166,915	2,370
Fisheries	E222770	Ford 2003	Pickup F350	133,657	135,707	2,050
	OR296XC	Lowe 1993	Alum. Boat	n/a	n/a	n/a
	E223857	EZ Loader 1990	Boat Trailer	n/a	n/a	n/a
Information Systems	E222401	Chev 2001	Lumina	77,285	77,302	17
Juvenile	E205624	Ford 1998	Crew Van	37,328	37,693	365
	E206368	Subaru 1999	Brighton	97,541	98,552	1,011
	E211270	Dodge 2000	Caravan	73,981	75,402	1,421
	E215095	Dodge 2001	Ram Van	73,200	76,503	3,303
	E257098	Chev 2014	Impala	50,252	64,864	14,612
	E263060	Forri 2015	Utility Trailer	n/a	n/a	n/a
	E269776	Ford 2017	Escape	4,286	10,177	5,891
Parks	n/a	Kioti 1994	Tractor	1,591	1,605	14
	E197814	Maxey 1995	Trailer	n/a	n/a	n/a
	E205614	Ford 1998	Pickup F150	103,572	110,487	6,915
	E250663	Ford 2010	Pickup F250	130,508	132,883	2,375
	E271767	Ford 2017	Pickup F250	6,659	26,318	19,659
Parole & Probation	E229944	Chev 2004	Tahoe	128,661	129,895	1,234
	E236820	Chev 2005	Impala	127,147	130,714	3,567
	E263072	Dodge 2014	Charger	27,716	38,293	10,577
	E263087	Dodge 2014	Charger	8,818	17,451	8,633
	E263088	Dodge 2014	Charger	11,437	20,640	9,203
	E253271	Chev 2015	Tahoe	19,094	27,062	7,968
	E273565	Chev 2016	Tahoe	0	2,283	2,283
	E273566	Chev 2017	Equinox	0	6,245	6,245
Planning	E272167	Ford 2017	Escape	786	1,486	700
Public Health	E237462	Dodge 2007	Van/Teal	35,177	37,631	2,454
	E263073	Chev 2012	Equinox	44,524	52,008	7,484
	E273568	Chev 2016	Trax	12,350	16,450	4,100
	E227614	Dodge 2016	Wagon	42,350	42,363	13
	E174637	Toyota 2017	Prius	25	5,202	5,177
Surveyor	E184013	Dodge 1992	Pickup	51,048	51,820	772

PUBLIC WORKS DEPARTMENT VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E007	Bors Retort 1952	Circulator	n/a	n/a	n/a	
E105	Beall 1964	Asphalt Tank	n/a	n/a	n/a	
E144	Gard 1977	Rotary Comp	341	341	0	H
E188	CAT 1989	926E Wheel Loader	4,377	4,527	150	H
E191	BMC 1978	Hydra Hammer	2,092	2,111	19	H
E192	Inger Rand 1989	PneuRoller	2,812	2,885	73	H
E200	Brush Bandit 1990	Chopper	2,702	2,766	64	H
E205	CAT 1992	D4H	3,963	4,076	113	H
E206	Chevrolet 1992	Spray Truck	71,148	74,435	3,287	M
E211	1992	Bridge Truck	51,696	52,177	481	M
E214	CAT 1993	Vibratory Compactor	2,520	2,576	56	H
E216	Vanraden 1993	10 YD Trailer	n/a	n/a	n/a	
E222	CAT 1994	Tool Carrier Loader	3,742	3,857	115	H
E223	CAT 1994	Tool Carrier Loader	3,710	3,825	115	H
E225	PB GMC 1994	6 yd Dumptruck	116,673	116,673	0	M
E226	Etnyre 1995	Chip Spreader	1,361	1,418	57	H
E227	CAT 1996	140G Grader	9,339	9,476	137	H
E228	PB 1998	10 Yd Dumptruck	6,259	6,960	701	H
E229	Vanraden 1998	10 YD Trailer	125,992	128,059	2,067	M
E230	Peterbilt 1998	10 Yd Dumptruck	353,260	365,316	12,056	M
E231	Vanraden 1998	10 YD Trailer	122,389	124,738	2,349	M
E232	Peterbilt 1998	10 Yd Dumptruck	317,385	331,167	13,782	M
E233	Vanraden 1998	10 YD Trailer	148,861	152,395	3,534	M
E237	DynaWeld 1998	Flatbed Trailer	n/a	n/a	n/a	
E241	John Deere 1998	624H Loader	2,993	3,063	70	H
E242	GMC 1999	6 yd Dumptruck	66,326	67,353	1,027	M
E244	GMC 1999	Aerial Lift	4,776	4,937	161	H
E245	Dodge 2001	Pickup	110,541	114,674	4,133	M
E246	Ford 2000	Pickup	114,586	118,651	4,065	M
E249	Ford 2002	Crew Cab Pickup	57,444	59,500	2,056	M
E250	GMC 2002	6 YD Dump Truck	73,404	74,983	1,579	M
E251	GMC 2002	6 YD Dump Truck	59,751	60,933	1,182	M
E252	Case 2002	Brush Chopper	4,663	4,735	72	H
E253	Case 2002	Brush Chopper	5,750	6,474	724	H
E254	Bowie 2002	Hay Mulcher	307	360	53	H
E255	Ingersoll 2002	10 Ton Compactor/Roller	1,302	1,377	75	H
E256	Johnston 2002	Vac Sweeper	17,211	18,042	831	H
E257	Vactor 1998	Catch Basin Truck	5,742	5,773	31	H
E258	Ingersoll 2002	Base Comp	5,330	5,552	222	H
E259	HTC 2002	Shoulder Machine	740	844	104	H
E261	Ford 2003	Flatbed Pickup	96,771	102,034	5,263	M
E262	Ford 2003	Flatbed Pickup	111,202	117,082	5,880	M
E263	Ford 2004	Flatbed Pickup	121,100	126,575	5,475	M
E264	Tow Master 2004	Ramp Trailer	n/a	n/a	n/a	
E265	Gradall 2003	XL4100	8,020	8,357	337	H
E266	Peterbilt 2005	10 YD Dump Truck	143,497	153,157	9,660	M

PUBLIC WORKS DEPARTMENT VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E268	Ford 2005	F750 Shop Truck	59,867	63,075	3,208	M
E269	Chevrolet 2006	3/4 Ton Pickup	150,987	155,719	4,732	M
E270	Chevrolet 2006	3/4 Ton Pickup	97,453	104,039	6,586	M
E272	Ford 2007	Pickup	85,108	89,993	4,885	M
E273	IT 14 2006	Scoop	3,589	3,919	330	H
E274	Chevrolet 2007	1/2 ton Pickup	60,500	65,658	5,158	M
E275	Ford 2008	1Ton PU	74,875	82,205	7,330	M
E276	Trailer 2008	Flatbed Trailer	n/a	n/a	n/a	
E277	Forklift 2001	9,000 LB	1,165	1,248	83	H
E278	Ford 2009	1 Ton x cab	129,575	132,207	2,632	M
E279	Chevrolet 2009	Colorado PU	30,097	32,094	1,997	M
E280	Case 2006	Excavator	3,842	4,326	484	H
E281	Etnyre 2000	Low Boy	n/a	n/a	n/a	
E282	International 2007	Tractor	119,826	124,616	4,790	M
E283	Rway 2000	Belly Dump Trailer	n/a	n/a	n/a	
E284	FreightLiner 2006	Bear Cat Distributor	237,204	238,730	1,526	M
E285	Wilson 2004	Custom Build Trailer	n/a	n/a	n/a	
E286	Ford 2012	F450 Dump	37,951	43,585	5,634	M
E287	John Deer 2011	Brush Chopper	2,511	2,896	385	H
E288	Ford 2012	HD Dump	47,208	55,267	8,059	M
E289	Ford 2012	Pickup	73,658	84,527	10,869	M
E290	Ford 2012	Pickup	43,821	57,747	13,926	M
E291	John Deere 2012	Loader	984	1,133	149	H
E292	Dynapac 2013	Compactor	661	847	186	H
E293	Ford 2013	F150 Pickup	21,501	26,994	5,493	M
E294	Ford 2014	F450 Sign Truck	29,416	36,754	7,338	M
E295	Ford 2014	F450 HD	27,022	34,655	7,633	M
E296	Bear Cat 2015	Distributor	6,679	8,857	2,178	M
E297	Great Northern 2014	Split Deck Trailer	n/a	n/a	n/a	
E298	John Deer 2015	Grader	772	1,220	448	H
E299	Superior 2012	Broom	642	891	249	H
E300	Trailmax 2015	Trailer	n/a	n/a	n/a	
E301	Kubota 2015	Excavator	673	920	247	H
E302	Wells 1997	Utility Trailer	n/a	n/a	n/a	
E303	Cat 2015	Excavator	3,165	9,090	5,925	M

SHERIFF'S DEPARTMENT VEHICLE LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
4	Ziema	2003	ATV Trailer	E222422	SAR	NA	NA	NA
5	Bombardier	2003	ATV	NB54397	SAR	NA	NA	NA
6	Can-Am	2010	Outlander ATV	n/a	Forest	NA	NA	NA
7	GMC	1999	Pickup	E215069	SAR	32,067	32,733	666
8	ASM BI	1999	Trailer	E210861	Work Crew	NA	NA	NA
9	Chevrolet	1998	Pickup	E021314	SAR	31,378	31,863	485
10	Ford	2008	F5D Crew Truck	E243307	Work Crew	91,603	94,024	2,421
11	EGLIR	2004	Utility Trailer	E228566	Work Crew	NA	NA	NA
12	Chevrolet	2011	AWD Van	E252901	Corrections	125,231	135,287	10,056
13	Bombardier	2002	ATV	n/a	SAR	NA	NA	NA
14	Wells Cargo	1993	Trailer	E197847	SAR	NA	NA	NA
15	GMC	1992	Van	E268993	SAR	16,805	16,892	87
16	Chevrolet	1996	Suburban	E197843	SAR	32,106	32,129	23
17	Chevrolet	2004	Suburban	E228573	SAR	29,831	30,283	452
18	Mack	1989	Rescue Rig	E268994	SAR	104,283	104,940	657
20	North River	2001	Jet Boat	367XCX	Marine	NA	NA	NA
22	EZ Loader	2001	Boat Trailer	E238068	Marine	NA	NA	NA
23	North River	2008	RAIV	407XCX	Marine	NA	NA	NA
24	EZ Loader	2008	Boat Trailer	n/a	Marine	NA	NA	NA
25	Smokercraft	2009	Alaskan DLX	408XCX	Marine	NA	NA	NA
26	Chevrolet	2014	K2500 Crew Cab	E257085	Marine	34,630	43,354	8,724
28	Valco	1975	14' Boat	E135XCX	Marine	NA	NA	NA
30	River Wild	2015	25" Boat	714CXC	Marine	NA	NA	NA
32	Chevrolet	2016	K2500 Crew Cab	E268979	Marine	3,849	18,741	14,892
33	Chevrolet	2016	Tahoe	E268978	Criminal	6,529	25,072	18,543
34	Dodge	2016	Charger	E268984	Criminal	300	14,913	14,613
35	Dodge	2016	Charger	E268983	Criminal	300	23,548	23,248
36	Dodge	2016	Charger	E268982	Criminal	300	19,999	19,699
37	Dodge	2018	Charger	E273578	Criminal	0	0	0
38	Dodge	2018	Charger	E273577	Criminal	0	0	0
42	Dodge	2015	Charger	E263097	Criminal	42,000	54,761	12,761
43	Reserve	2004	Ford F250	E338695	Criminal	128,383	130,508	2,125
45	Dodge	2015	Charger	E263096	Criminal	22,648	40,764	18,116
47	Dodge	2014	Charger	E263069	Criminal	50,670	66,656	15,986
48	Dodge	2014	Charger	E263068	Criminal	46,584	62,509	15,925
49	Chevrolet	2015	K2500 Crew Cab	E229938	Criminal	77,674	100,655	22,981
50	Ford	2008	F250	E238637	Marine	105,303	106,210	907
52	Chevrolet	2014	Tahoe	E262698	Criminal	65,721	85,993	20,272
54	Dodge	2012	Charger	E257063	Criminal	118,665	142,778	24,113
55	Chevrolet	2012	Tahoe	E257062	Criminal	95,302	116,941	21,639
56	Chevrolet	2005	K1500 pick-up	E228931	Criminal	135,400	136,787	1,387
60	Chevrolet	2005	Impala	Classified	Corrections	85,000	90,751	5,751
61	Dodge	2018	Charger	E273579	Corrections	0	0	0
62	Chevrolet	2005	Tahoe	Classified	Detective	143,500	156,240	12,740
63	Chevrolet	2005	Astro Van	Classified	Task Force	49,609	49,755	146

SHERIFF'S DEPARTMENT VEHICLE LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
67	Chevrolet	2015	K-2500 pick-up	E263093	Criminal	31,430	42,415	10,985
68	Dodge	2007	Magnum	E237467	Criminal	150,247	151,324	1,077
70	Dodge	2015	Charger	E263095	Criminal	26,742	50,979	24,237
71	Dodge	2011	Charger	E252920	Criminal	110,485	121,467	10,982
72	Dodge	2015	Charger	E263094	Criminal	28,764	48,634	19,870
74	Dodge	2008	Durango	E234423	Criminal	119,908	126,681	6,773
78	Dodge	2009	Charger	E248747	Criminal	164,500	172,648	8,148
80	Dodge	2009	Charger	E248748	Criminal	171,000	178,242	7,242
81	Chevrolet	2009	K1500 pick-up	E250660	Criminal	210,835	219,684	8,849
82	Chevrolet	2006	K-2500 pick-up	002BSJ	Criminal	130,354	137,610	7,256
84	Chevrolet	2018	Equinox	Classified	DTF	0	0	0
85	Ford	2015	F350	E263080	Corrections	38,897	54,661	15,764
86	Dodge	2009	Dodge	E250697	Criminal	108,705	123,615	14,910
87	Dodge	2014	Charger	E263089	Corrections	28,112	43,698	15,586
88	Chevrolet	2014	Tahoe	E257090	Criminal	61,377	84,300	22,923
89	Chevrolet	2011	Tahoe	895BRH	Sheriff	100,228	116,973	16,745
90	GMC	1998	Pickup	E205625	SAR	119,326	119,340	14
94	Nissan	2010	Altima	Classified	DTF	106,646	118,488	11,842
95	Dodge	2011	Charger	E252927	Criminal	64,009	75,676	11,667
96	Dodge	2011	Charger	E252928	Criminal	119,300	141,669	22,369
97	Dodge	2011	Charger	E252929	Criminal	96,947	102,794	5,847

F.T.E. by Fund

Fund	Organizational Unit	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
001	General							
	Animal Control	2.80	3.00	3.00	4.50	4.00	4.00	4.00
	Approp. For Contingency 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	14.50	15.50	15.50	15.50	15.50	15.50	15.50
	Board Of Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	0.50	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	4.00	3.53	3.60	4.10	4.10	4.10	4.10
	Building & Grounds	4.40	5.40	5.40	5.40	5.40	5.40	5.40
	Clerk - Admin. & Elections	2.60	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk - Records	1.90	1.65	1.65	1.65	1.65	1.65	1.65
	Corrections	24.00	24.00	25.00	26.00	26.00	26.00	26.00
	Corrections Workcrew	2.00	2.00	2.00	1.00	1.00	1.00	1.00
	County Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Manager	2.33	2.83	3.23	3.73	3.73	3.73	3.73
	County Tourism	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Discretionary Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	15.89	15.89	15.89	16.39	16.39	16.39	16.39
	Dues & Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	1.60	2.31	2.00	2.00	2.00	2.00	2.00
	General Fund Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Human Resources	1.50	2.00	2.00	2.00	2.00	2.00	2.00
	Information Systems	5.58	6.08	7.08	7.08	7.08	7.08	7.08
	Jail Nurse	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Juvenile Department	6.58	6.58	6.58	6.58	6.58	6.58	6.58
	Medical Examiner	0.80	0.80	0.86	0.86	0.86	0.86	0.86
	Parks Maintenance	1.70	1.70	1.70	1.70	1.70	1.70	1.70
	Planning Division	4.85	4.85	5.35	5.85	5.85	5.85	5.85
	Property Management	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Sheriff Criminal Division	24.40	22.90	23.90	23.90	23.90	23.90	23.90
	Sheriff Support Division	4.50	4.50	5.50	5.53	5.53	5.53	5.53
	Surveyor	0.95	1.95	1.95	1.95	1.95	1.95	1.95
	Transfers To Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 001	129.87	133.31	138.03	141.56	141.06	141.06	141.06

F.T.E. by Fund

Fund	Organizational Unit	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
002	General Roads							
	Approp. For Contingency 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road Admin. And Support	5.60	5.60	5.60	6.60	6.60	6.60	6.60
	Road Maint & Construction	22.70	22.70	22.70	23.70	23.70	23.70	23.70
	Total for Fund: 002	28.30	28.30	28.30	30.30	30.30	30.30	30.30
004	County Clerk Records							
	County Clerk Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
005	Rural Law Enforcement District							
	Sheriff Rural Law Enf Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007	Public Health							
	Approp. For Contingency 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	0.85	0.85	0.85	1.15	1.15	1.15	1.15
	Chronic Disease Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Community Health	3.10	4.00	3.80	5.65	5.65	5.65	5.65
	Emergency Preparedness	0.55	0.50	0.15	0.15	0.15	0.15	0.15
	Environmental Health	2.25	1.95	2.35	2.45	2.45	2.45	2.45
	Family Planning	1.55	1.40	1.20	1.74	1.74	1.74	1.74
	HIV Block Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Household Hazardous Waste	0.20	0.20	0.20	0.10	0.10	0.10	0.10
	Immunization	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Maternal & Child Health	0.45	0.45	0.50	0.25	0.25	0.25	0.25
	Onsite Sewage Systems	1.40	1.50	1.50	1.55	1.55	1.55	1.55
	Ryan White Fund Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Tobacco Prevention	0.60	0.50	0.70	0.65	0.65	0.65	0.65
	W I C Program	2.70	2.58	2.48	2.48	2.48	2.48	2.48
	Total for Fund: 007	13.75	14.03	13.83	16.27	16.27	16.27	16.27
009	Child Support							
	Child Support	2.11	2.11	2.11	2.11	2.11	2.11	2.11
	Total for Fund: 009	2.11	2.11	2.11	2.11	2.11	2.11	2.11
018	Juvenile Detention Center							
	Juvenile Detention Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 018	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
020 Juvenile Crime Prevention								
	Juv Crime Prevention	0.00	0.00	0.00	0.27	0.27	0.43	0.43
	Total for Fund: 020	0.00	0.00	0.00	0.27	0.27	0.43	0.43
021 Commission on Child & Families								
	Comm. on Children & Fam	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
024 Parole & Probation Division								
	Parole & Probation Division	10.60	12.10	12.10	12.10	12.10	12.10	12.10
	Total for Fund: 024	10.60	12.10	12.10	12.10	12.10	12.10	12.10
027 Marine Patrol								
	Marine Patrol	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Total for Fund: 027	2.00	2.00	2.00	2.00	2.00	2.00	2.00
030 Drug Task Force								
	Drug Task Force	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
033 Mental Health Grants								
	Developmental Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	1.56	1.56	1.67	2.00	2.00	2.00	2.00
	Drug & Alcohol Treatment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Mental Health	0.28	0.28	0.50	0.80	0.80	0.80	0.80
	Total for Fund: 033	1.84	1.84	2.17	2.80	2.80	2.80	2.80
036 Building Codes								
	Building Codes	4.15	4.15	4.65	5.15	5.15	5.15	5.15
	Total for Fund: 036	4.15	4.15	4.65	5.15	5.15	5.15	5.15
039 Clatsop County Fisheries								
	Clatsop County Fisheries	6.40	6.40	6.20	6.20	6.20	6.20	6.20
	Total for Fund: 039	6.40	6.40	6.20	6.20	6.20	6.20	6.20
100 Capital Projects								
	Fleet Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102 General Roads Eq Replace								
	Equipment Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 102	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
105 Insurance Reserve								
	Insurance Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 105	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120 Land Corner Preservation								
	Surveyor - Land Corner 120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	Total for Fund: 120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
140 Jail Commissary Fund								
	Jail Commissary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 140	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150 Fair Board								
	Fair General Operation	3.00	3.00	3.00	4.00	4.00	4.00	4.00
	Total for Fund: 150	3.00	3.00	3.00	4.00	4.00	4.00	4.00
205 Child Custody Mediation & Drug Pr								
	Child Custody Mediation	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Total for Fund: 205	0.10	0.10	0.10	0.10	0.10	0.10	0.10
206 Video Lottery Fund								
	Video Lottery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208 Liquor Enforcement Fund								
	Liquor Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 208	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209 Courthouse Security								
	Courthouse Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 209	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225 Bike paths								
	Bike Paths	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 225	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230 Law Library								
	Law Library	0.15	0.15	0.15	0.15	0.15	0.15	0.15
	Total for Fund: 230	0.15	0.15	0.15	0.15	0.15	0.15	0.15
235 Animal Shelter Donations								
	Animal Shelter Enhance.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 235	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240 Park & Land Acq. & Maint								
	Parks & Land Acq. Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 240	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
250	Emergency Communication							
	Emergency Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 250	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300	Road District #1							
	Road District #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
305	State Timber Enforcement Fund							
	State Timber Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315	Carlyle Apartments							
	Carlyle Apartments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 315	0.00	0.00	0.00	0.00	0.00	0.00	0.00
325	Industrial Development Revolving I							
	Industrial Develop.Revolving Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 325	0.00	0.00	0.00	0.00	0.00	0.00	0.00
385	Westport Sewer Serv Dist							
	Westport Sewer Service	0.26	0.26	0.26	0.26	0.26	0.26	0.26
	Total for Fund: 385	0.26	0.26	0.26	0.26	0.26	0.26	0.26
386	Westport Sewer Equip Rplc							
	Westport Sewer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 386	0.00	0.00	0.00	0.00	0.00	0.00	0.00
395	4-H & Ext Ser Spec Dist							
	4-H & Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 395	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400	Debt Service Fund							
	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
405	Bond & UAL Reserve Fund							
	Bond & UAL Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 405	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	Diking District #5							
	Diking District #5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 505	0.00	0.00	0.00	0.00	0.00	0.00	0.00
511	Diking District #11							
	Diking District #11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 511	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
514	Diking District #14							
	Diking District #14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 514	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Totals:	202.78	208.00	213.15	223.52	223.02	223.18	223.18

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
County Service Districts									
	4-H & Extension	395	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #11	511	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #14	514	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #5	505	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road District #1	300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sheriff Rural Law Enf Dis	005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Equipment	386	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Service	385	0.26	0.26	0.26	0.26	0.26	0.26	0.26
Total for: County Service Districts			0.26	0.26	0.26	0.26	0.26	0.26	0.26
Culture & Recreation									
	Fair General Operation	150	3.00	3.00	3.00	4.00	4.00	4.00	4.00
	Parks & Land Acq. Maint	240	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Parks Maintenance	001	1.70	1.70	1.70	1.70	1.70	1.70	1.70
Total for: Culture & Recreation			4.70	4.70	4.70	5.70	5.70	5.70	5.70
General Government									
	Approp. For Contingency 1	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	001	14.50	15.50	15.50	15.50	15.50	15.50	15.50
	Board Of Commissioners	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bond & UAL Reserve Fund	405	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	001	0.50	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	001	4.00	3.53	3.60	4.10	4.10	4.10	4.10
	Building & Grounds	001	4.40	5.40	5.40	5.40	5.40	5.40	5.40
	Clerk - Admin. & Elections	001	2.60	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk - Records	001	1.90	1.65	1.65	1.65	1.65	1.65	1.65
	County Clerk Records	004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Counsel	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Manager	001	2.33	2.83	3.23	3.73	3.73	3.73	3.73
	Debt Service	400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Discretionary Revenue	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dues & Special Assessments	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	General Fund Stabilization	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
	Human Resources	001	1.50	2.00	2.00	2.00	2.00	2.00	2.00
	Information Systems	001	5.58	6.08	7.08	7.08	7.08	7.08	7.08
	Insurance Reserve	105	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Property Management	001	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Transfers To Other Funds	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for: General Government			37.80	40.83	42.30	43.30	43.30	43.30	43.30
Land Use, Hsg & Trans / Econ. Dev. & Capital									
	Approp. For Contingency 2	002	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bike Paths	225	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Building Codes	036	4.15	4.15	4.65	5.15	5.15	5.15	5.15
	Carlyle Apartments	315	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Clatsop County Fisheries	039	6.40	6.40	6.20	6.20	6.20	6.20	6.20
	County Tourism	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Equipment Replacement	102	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fleet Replacement	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Industrial Develop.Revolving F	325	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Planning Division	001	4.85	4.85	5.35	5.85	5.85	5.85	5.85
	Road Admin. And Support	002	5.60	5.60	5.60	6.60	6.60	6.60	6.60
	Road Maint & Construction	002	22.70	22.70	22.70	23.70	23.70	23.70	23.70
	Special Projects	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Surveyor	001	0.95	1.95	1.95	1.95	1.95	1.95	1.95
	Surveyor - Land Corner 120	120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	Video Lottery	206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for: Land Use, Hsg & Trans / Econ. Dev. & Capital			44.90	45.90	46.70	49.70	49.70	49.70	49.70
Public Health									
	Approp. For Contingency 7	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	007	0.85	0.85	0.85	1.15	1.15	1.15	1.15
	Chronic Disease Prevention	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Comm. on Children & Fam	021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Community Health	007	3.10	4.00	3.80	5.65	5.65	5.65	5.65
	Developmental Disabilities	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
	Drug & Alcohol Prevention	033	1.56	1.56	1.67	2.00	2.00	2.00	2.00
	Drug & Alcohol Treatment	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Preparedness	007	0.55	0.50	0.15	0.15	0.15	0.15	0.15
	Environmental Health	007	2.25	1.95	2.35	2.45	2.45	2.45	2.45
	Family Planning	007	1.55	1.40	1.20	1.74	1.74	1.74	1.74
	HIV Block Grant	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Household Hazardous Waste	007	0.20	0.20	0.20	0.10	0.10	0.10	0.10
	Immunization	007	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Maternal & Child Health	007	0.45	0.45	0.50	0.25	0.25	0.25	0.25
	Mental Health	033	0.28	0.28	0.50	0.80	0.80	0.80	0.80
	Onsite Sewage Systems	007	1.40	1.50	1.50	1.55	1.55	1.55	1.55
	Ryan White Fund Grant	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Tobacco Prevention	007	0.60	0.50	0.70	0.65	0.65	0.65	0.65
	W I C Program	007	2.70	2.58	2.48	2.48	2.48	2.48	2.48
Total for: Public Health			15.59	15.87	16.00	19.07	19.07	19.07	19.07
Public Safety & Justice									
	Animal Control	001	2.80	3.00	3.00	4.50	4.00	4.00	4.00
	Animal Shelter Enhance.	235	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Child Custody Mediation	205	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Child Support	009	2.11	2.11	2.11	2.11	2.11	2.11	2.11
	Corrections	001	24.00	24.00	25.00	26.00	26.00	26.00	26.00
	Corrections Workcrew	001	2.00	2.00	2.00	1.00	1.00	1.00	1.00
	Courthouse Security	209	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	001	15.89	15.89	15.89	16.39	16.39	16.39	16.39
	Drug Task Force	030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Communication	250	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	001	1.60	2.31	2.00	2.00	2.00	2.00	2.00
	Jail Commissary	140	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Nurse	001	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Juv Crime Prevention	020	0.00	0.00	0.00	0.27	0.27	0.43	0.43
	Juvenile Department	001	6.58	6.58	6.58	6.58	6.58	6.58	6.58
	Juvenile Detention Center	018	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
	Law Library	230	0.15	0.15	0.15	0.15	0.15	0.15	0.15
	Liquor Enforcement	208	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Marine Patrol	027	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Medical Examiner	001	0.80	0.80	0.86	0.86	0.86	0.86	0.86
	Parole & Probation Division	024	10.60	12.10	12.10	12.10	12.10	12.10	12.10
	Sheriff Criminal Division	001	24.40	22.90	23.90	23.90	23.90	23.90	23.90
	Sheriff Support Division	001	4.50	4.50	5.50	5.53	5.53	5.53	5.53
	State Timber Enforcement	305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for: Public Safety & Justice			99.53	100.44	103.19	105.49	104.99	105.15	105.15
Totals:			202.78	208.00	213.15	223.52	223.02	223.18	223.18

APPENDIX A												
CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2018												
	range	union	hours/week	O/T Eligible								
					MINIMUM		STEPS		MAXIMUM		HOURLY RATE	
TITLE					A	B	C	D	E	STEP A	TOP STEP	
ACCOUNTANT I	13	A	3	Y	\$ 3,683.62	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 22.67	\$ 27.55	
ACCOUNTANT II	14	A	4	Y	\$ 4,125.93	\$ 4,332.21	\$ 4,548.84	\$ 4,776.28	\$ 5,015.09	\$ 23.80	\$ 28.93	
ACCOUNTANT III	16	A	4	Y	\$ 4,548.84	\$ 4,776.28	\$ 5,015.09	\$ 5,265.84	\$ 5,529.14	\$ 26.24	\$ 31.90	
ADMINISTRATIVE SUPPORT III	7	A	3	Y	\$ 2,748.76	\$ 2,886.22	\$ 3,030.52	\$ 3,182.02	\$ 3,341.16	\$ 16.35	\$ 20.56	
ADMINISTRATIVE SUPPORT IV	9	A	3	Y	\$ 3,030.53	\$ 3,182.04	\$ 3,341.17	\$ 3,508.22	\$ 3,683.62	\$ 18.65	\$ 22.67	
ANIMAL CONTROL OFFICER	12	A	3	Y	\$ 3,508.25	\$ 3,683.64	\$ 3,867.83	\$ 4,061.22	\$ 4,264.28	\$ 21.59	\$ 26.24	
BUILDING INSPECTOR I	20	A	4	Y	\$ 5,529.08	\$ 5,805.52	\$ 6,095.82	\$ 6,400.56	\$ 6,720.63	\$ 31.90	\$ 38.77	
CARTOGRAPHER	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
CARTOGRAPHER TRAINEE	10	A	3	Y	\$ 3,182.01	\$ 3,341.15	\$ 3,508.19	\$ 3,683.60	\$ 3,867.78	\$ 19.58	\$ 23.80	
CARTOGRAPHER, SENIOR	17	A	3	Y	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 5,183.30	\$ 5,442.45	\$ 27.55	\$ 33.49	
CASE AIDE	13	A	3	Y	\$ 3,683.62	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 22.67	\$ 27.55	
CHILD SUPPORT AGENT I	13	A	3	Y	\$ 3,683.62	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 22.67	\$ 27.55	
CHILD SUPPORT AGENT II	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
CODE COMPLIANCE SPECIALIST	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
CODE COMPLIANCE SPECIALIST	15	A	4	Y	\$ 4,332.21	\$ 4,548.84	\$ 4,776.28	\$ 5,015.09	\$ 5,265.84	\$ 24.99	\$ 30.38	
CUSTODIAN	7	A	4	Y	\$ 2,933.00	\$ 3,079.64	\$ 3,233.64	\$ 3,395.32	\$ 3,565.07	\$ 16.92	\$ 20.57	
ELECTIONS TECHNICIAN	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
ELECTRICAL INSPECTOR	20	A	4	Y	\$ 5,529.08	\$ 5,805.52	\$ 6,095.82	\$ 6,400.56	\$ 6,720.63	\$ 31.90	\$ 38.77	
ENGINEERING TECH - LEAD WORKER	21	A	4	Y	\$ 5,714.21	\$ 5,999.92	\$ 6,299.93	\$ 6,614.92	\$ 6,945.67	\$ 32.97	\$ 40.07	
ENGINEERING TECHNICIAN I	17	A	4	Y	\$ 4,776.17	\$ 5,014.98	\$ 5,265.71	\$ 5,529.00	\$ 5,805.45	\$ 27.55	\$ 33.49	
ENGINEERING TECHNICIAN II	18	A	4	Y	\$ 5,014.98	\$ 5,265.71	\$ 5,529.00	\$ 5,805.45	\$ 6,095.74	\$ 28.93	\$ 35.17	
ENGINEERING TECHNICIAN III	20	A	4	Y	\$ 5,529.08	\$ 5,805.52	\$ 6,095.82	\$ 6,400.56	\$ 6,720.63	\$ 31.90	\$ 38.77	
ENVIRONMENTAL HEALTH SPEC I	13	A	3	Y	\$ 3,683.62	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 22.67	\$ 27.55	
ENVIRONMENTAL HEALTH SPEC II	20	A	4	Y	\$ 5,529.08	\$ 5,805.52	\$ 6,095.82	\$ 6,400.56	\$ 6,720.63	\$ 31.90	\$ 38.77	
EQUIPMENT SERVICER	RD5	A	4	Y	\$ 21.22	\$ 22.30	\$ 23.41	\$ 24.56	\$ 25.80	---	---	
FISHERIES BIOLOGICAL AIDE	13	A	3	Y	\$ 3,683.62	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 22.67	\$ 27.55	
FISHERIES BIOLOGIST	14	A	3	Y	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 4,701.34	\$ 23.80	\$ 28.93	
GIS COORDINATOR/ANALYST	20	A	3	Y	\$ 5,182.98	\$ 5,442.11	\$ 5,714.21	\$ 5,999.92	\$ 6,299.95	\$ 31.90	\$ 38.77	
GIS/PROJECT PLANNER	20	A	4	Y	\$ 5,529.08	\$ 5,805.52	\$ 6,095.82	\$ 6,400.56	\$ 6,720.63	\$ 31.90	\$ 38.77	
GIS TECHNICIAN	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
HEALTH PROMOTION SPECIALIST	14	A	3	Y	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 4,701.34	\$ 23.80	\$ 28.93	
HELP DESK TECHNICIAN	14	A	3	Y	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 4,701.34	\$ 23.80	\$ 28.93	
JUVENILE PROBATION COUNSELOR	18	A	3	Y	\$ 4,701.35	\$ 4,936.41	\$ 5,183.29	\$ 5,442.43	\$ 5,714.54	\$ 28.93	\$ 35.17	
JUVENILE PROB. COUNSELOR LEAD	20	A	3	Y	\$ 5,182.98	\$ 5,442.11	\$ 5,714.21	\$ 5,999.92	\$ 6,299.95	\$ 31.90	\$ 38.77	
JUVENILE PREVENTION SPECIALIST	9	A	3	Y	\$ 3,030.53	\$ 3,182.04	\$ 3,341.17	\$ 3,508.22	\$ 3,683.62	\$ 18.65	\$ 22.67	
MAINTENANCE ASSISTANT II	13	A	4	Y	\$ 3,930.07	\$ 4,126.58	\$ 4,332.91	\$ 4,549.55	\$ 4,777.03	\$ 21.90	\$ 26.62	
MAINTENANCE ASSISTANT I	9	A	4	Y	\$ 3,232.56	\$ 3,394.18	\$ 3,563.93	\$ 3,742.09	\$ 3,929.20	\$ 18.65	\$ 22.67	
PARK RANGER	9	A	4	Y	\$ 3,232.56	\$ 3,394.18	\$ 3,563.93	\$ 3,742.09	\$ 3,929.20	\$ 18.65	\$ 22.67	
MECHANIC	RD8	A	4	Y	\$ 24.54	\$ 25.78	\$ 27.05	\$ 28.41	\$ 29.83	---	---	
MEDICAL ASSISTANT	9	A	3	Y	\$ 3,030.53	\$ 3,182.04	\$ 3,341.17	\$ 3,508.22	\$ 3,683.62	\$ 18.65	\$ 22.67	
NETWORK ADMINISTRATOR	20	A	3	Y	\$ 5,182.98	\$ 5,442.11	\$ 5,714.21	\$ 5,999.92	\$ 6,299.95	\$ 31.90	\$ 38.77	
NUTRITION (WIC) AIDE/Staff Asst	11	A	3	Y	\$ 3,341.19	\$ 3,508.23	\$ 3,683.63	\$ 3,867.81	\$ 4,061.22	\$ 20.56	\$ 24.99	
NUTRITIONIST, REGISTERED	14	A	3	Y	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 4,701.34	\$ 23.80	\$ 28.93	
PERMIT TECHNICIAN	13	A	4	Y	\$ 3,930.07	\$ 4,126.58	\$ 4,332.91	\$ 4,549.55	\$ 4,777.03	\$ 21.90	\$ 26.62	
PLANNER	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
PLANNER	15	A	4	Y	\$ 4,332.21	\$ 4,548.84	\$ 4,776.28	\$ 5,015.09	\$ 5,265.84	\$ 24.99	\$ 30.38	
PLANNER, SENIOR	20	A	4	Y	\$ 5,529.08	\$ 5,805.52	\$ 6,095.82	\$ 6,400.56	\$ 6,720.63	\$ 31.90	\$ 38.77	
PLANNING TECHNICIAN	13	A	3	Y	\$ 3,683.62	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 22.67	\$ 27.55	
PRE-TRIAL RELEASE SPECIALIST	13	A	3	Y	\$ 3,930.07	\$ 4,126.58	\$ 4,332.91	\$ 4,549.55	\$ 4,777.03	\$ 22.67	\$ 27.56	
PROGRAMMER ANALYST	20	A	3	Y	\$ 5,182.98	\$ 5,442.11	\$ 5,714.21	\$ 5,999.92	\$ 6,299.95	\$ 31.90	\$ 38.77	
PROPERTY APPRAISER I	14	A	3	Y	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 4,701.34	\$ 23.80	\$ 28.93	
PROPERTY APPRAISER II	17	A	3	Y	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 5,183.30	\$ 5,442.45	\$ 27.55	\$ 33.49	
PROPERTY APPRAISER, SENIOR	19	A	3	Y	\$ 4,936.42	\$ 5,183.29	\$ 5,442.43	\$ 5,714.54	\$ 6,000.27	\$ 30.38	\$ 36.92	
PROP.MGMT.SPEC/PERS.PROP.SPEC	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
ROAD MAINT. WORKER	RD7	A	4	Y	\$ 23.43	\$ 24.60	\$ 25.83	\$ 27.13	\$ 28.47	---	---	
ROAD MAINT. WORKER TRAINEE	RD5	A	4	Y	\$ 21.22	\$ 22.30	\$ 23.41	\$ 24.56	\$ 25.80	---	---	
SHOP MAINT. ASST	9	A	4	Y	\$ 18.65	\$ 19.58	\$ 20.57	\$ 21.59	\$ 22.67	---	---	
STAFF ASSISTANT	11	A	3	Y	\$ 3,341.19	\$ 3,508.23	\$ 3,683.63	\$ 3,867.81	\$ 4,061.22	\$ 20.56	\$ 24.99	
STAFF ASSISTANT Building Codes	11II	A	4	Y	\$ 3,563.02	\$ 3,741.15	\$ 3,928.23	\$ 4,124.65	\$ 4,330.87	\$ 19.87	\$ 24.15	
SURVEY TECHNICIAN I	17	A	4	Y	\$ 4,776.17	\$ 5,014.98	\$ 5,265.71	\$ 5,529.00	\$ 5,805.45	\$ 27.55	\$ 33.49	
SURVEY TECHNICIAN II	18	A	4	Y	\$ 5,014.98	\$ 5,265.71	\$ 5,529.00	\$ 5,805.45	\$ 6,095.74	\$ 28.93	\$ 35.17	
SURVEY TECHNICIAN III	20	A	4	Y	\$ 5,529.08	\$ 5,805.52	\$ 6,095.82	\$ 6,400.56	\$ 6,720.63	\$ 31.90	\$ 38.77	
TAX TECHNICIAN - A&T	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
VICTIM SERVICES COORDINATOR	14	A	3	Y	\$ 3,867.81	\$ 4,061.22	\$ 4,264.26	\$ 4,477.47	\$ 4,701.34	\$ 23.80	\$ 28.93	
VICTIM SERVICES COORDINATOR-LEAD	15	A	3	Y	\$ 4,061.23	\$ 4,264.28	\$ 4,477.50	\$ 4,701.37	\$ 4,936.44	\$ 24.99	\$ 30.38	
CHILD CARE PROVIDER	8	C	4	Y	\$ 11.67	---	---	---	---	---	---	
DEPUTY SHERIFF, CRIM. RESERVE	12	C	4	Y	\$ 19.39	---	---	---	\$ 26.33	---	---	
DISASTER ASSISTANCE WORKER	10	C	4	Y	\$ 11.97	---	---	---	\$ 39.35	---	---	

	Range	Union	Hours/Week	O/T Eligible							
					MINIMUM		STEPS		MAXIMUM	HOURLY	RATE
TITLE					A	B	C	D	E	STEP A	TOP STEP
ELECTION WORKER	11	C	4	Y	\$ 11.91	---	---	---	\$ 12.37	---	---
MEDICAL EXAMINER/FORENSIC CONSULTANT	22	C	4	Y	\$ 63.65	---	---	---	---	---	---
PARENT EDUCATOR	15	C	4	Y	\$ 21.75	---	---	---	---	---	---
Secured Custody Transport/Work Crew	10	C	4	Y	\$ 18.64	---	---	---	---	---	---
VICTIM SERVICES ASSISTANT	9	C	4	Y	\$ 15.53	---	---	---	---	---	---
PARK MAINT.HELPER	RD1	C1	4	Y	\$ 13.97	\$ 14.67	\$ 15.39	\$ 16.16	\$ 16.56	---	---
ROAD MAINT. HELPER	RD2	C1	4	Y	\$ 13.97	\$ 14.67	\$ 15.39	\$ 16.16	\$ 16.56	---	---
DISTRICT ATTORNEY, DEPUTY I	1DA	DA	4	N	\$ 5,436.50	---	---	---	\$ 6,957.82	\$ 31.36	\$ 40.14
DISTRICT ATTORNEY, DEPUTY II	2DA	DA	4	N	\$ 5,899.53	---	---	---	\$ 7,540.54	\$ 34.03	\$ 43.50
DISTRICT ATTORNEY, DEPUTY III	3DA	DA	4	N	\$ 6,974.62	---	---	---	\$ 9,524.46	\$ 40.24	\$ 54.95
FAMILY PLANNING CLINICAL PROVIDER	20	O	3	Y	\$ 39.80	\$ 41.78	\$ 43.86	\$ 46.07	\$ 48.38	---	---
NURSE PRACTITIONER/CLINICIAN	20	O	3	Y	\$ 39.80	\$ 41.78	\$ 43.86	\$ 46.07	\$ 48.38	---	---
PUBLIC HEALTH NURSE I	16	O	3	Y	\$ 29.68	\$ 31.15	\$ 32.72	\$ 34.37	\$ 36.08	---	---
PUBLIC HEALTH NURSE I - Jail Nurse	16	O	3	Y	\$ 29.68	\$ 31.15	\$ 32.72	\$ 34.37	\$ 36.08	---	---
PUBLIC HEALTH NURSE II	17	O	3	Y	\$ 32.74	\$ 34.38	\$ 36.11	\$ 37.89	\$ 39.80	---	---
PUBLIC HEALTH NURSE II - Jail Nurse	17	O	3	Y	\$ 32.74	\$ 34.38	\$ 36.11	\$ 37.89	\$ 39.80	---	---
PUBLIC HEALTH NURSE III	18	O	3	Y	\$ 36.08	\$ 37.87	\$ 39.78	\$ 41.74	\$ 43.84	---	---
PUBLIC HEALTH NURSE III - Jail Nurse	18	O	3	Y	\$ 36.08	\$ 37.87	\$ 39.78	\$ 41.74	\$ 43.84	---	---
PUBLIC HEALTH NURSE II CASUAL	17II	O	3	Y	35.36	37.14	39	40.92	42.97	---	---
MEDICAL EXAMINER/FORENSIC	31	U	4	N	---	---	---	---	\$ 9,022.77	Flat Rate	---

This Salary Appendix A is approved effective July 1, 2018:

Cameron Moore, County Manager

Legend for Union Column:	COLA
A - AFSCME Courthouse / Roads Bargaining	1.0350
DS - CCLEA Deputy Sheriff's Bargaining Unit	1.0350
PO - FOPPO Parole & Probation Bargaining Unit	1.0350
O - ONA Nurses Bargaining Unit	1.0350
U - Unrepresented / Management	1.0350
DA - AFSCME District Attorney's Bargaining Unit	1.0350
C-Casual	1.0350
C1-Casual Roads	1.0350

Legend for Hours/Week Column:

3 - Standard Work Week is 37.5 Hours

4 - Standard Work Week is 40 Hours

Hourly Rate Formula:

37.5 Hour Employee: monthly salary x 12 divided by 1950 hours in year = rate

40.0 Hour Employee: monthly salary x 12 divided by 2080 hours in year = rate

Grade	FLSA	Pay Cycle	Pay Range						
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
RU08		Hourly	\$ 17.76	\$ 18.80	\$ 19.84	\$ 20.89	\$ 21.93	\$ 22.98	\$ 24.02
		Monthly 40/wk	\$ 3,077.66	\$ 3,258.70	\$ 3,439.74	\$ 3,620.78	\$ 3,801.81	\$ 3,982.85	\$ 4,163.89
		Monthly 37.5/wk	\$ 2,885.31	\$ 3,055.03	\$ 3,224.75	\$ 3,394.48	\$ 3,564.20	\$ 3,733.92	\$ 3,903.65
	NE	CCLEA	Control Room Technician						
RU10		Hourly	\$ 20.03	\$ 21.21	\$ 22.39	\$ 23.57	\$ 24.74	\$ 25.92	\$ 27.10
		Monthly 40/wk	\$ 3,471.99	\$ 3,676.23	\$ 3,880.46	\$ 4,084.70	\$ 4,288.93	\$ 4,493.17	\$ 4,697.40
		Monthly 37.5/wk	\$ 3,254.99	\$ 3,446.46	\$ 3,637.93	\$ 3,829.41	\$ 4,020.88	\$ 4,212.35	\$ 4,403.82
	NE	Un-Rep	HR Assistant						
RU11		Hourly	\$ 21.27	\$ 22.53	\$ 23.78	\$ 25.03	\$ 26.28	\$ 27.53	\$ 28.78
		Monthly 40/wk	\$ 3,687.65	\$ 3,904.57	\$ 4,121.49	\$ 4,338.41	\$ 4,555.33	\$ 4,772.25	\$ 4,989.17
		Monthly 37.5/wk	\$ 3,457.17	\$ 3,660.53	\$ 3,863.89	\$ 4,067.26	\$ 4,270.62	\$ 4,473.98	\$ 4,677.34
	NE	Un-Rep	Community Relations Coordinator						
RU12		Hourly	\$ 22.60	\$ 23.93	\$ 25.26	\$ 26.59	\$ 27.92	\$ 29.25	\$ 30.58
		Monthly 40/wk	\$ 3,917.16	\$ 4,147.58	\$ 4,378.00	\$ 4,608.42	\$ 4,838.85	\$ 5,069.27	\$ 5,299.69
		Monthly 37.5/wk	\$ 3,672.34	\$ 3,888.36	\$ 4,104.38	\$ 4,320.40	\$ 4,536.42	\$ 4,752.44	\$ 4,968.46
	NE	Un-Rep	Executive Assistant						
RU13		Hourly	\$ 24.00	\$ 25.42	\$ 26.83	\$ 28.24	\$ 29.65	\$ 31.06	\$ 32.47
		Monthly 40/wk	\$ 4,160.54	\$ 4,405.28	\$ 4,650.01	\$ 4,894.75	\$ 5,139.49	\$ 5,384.23	\$ 5,628.97
		Monthly 37.5/wk	\$ 3,900.51	\$ 4,129.95	\$ 4,359.39	\$ 4,588.83	\$ 4,818.27	\$ 5,047.71	\$ 5,277.15
	NE	CCLEA	Deputy Sheriff						
	NE	Un-Rep	Juvenile Services Coordinator						
	NE	Un-Rep	Behavioral Health Specialist						
RU14		Hourly	\$ 25.50	\$ 27.00	\$ 28.50	\$ 30.00	\$ 31.50	\$ 32.99	\$ 34.49
		Monthly 40/wk	\$ 4,419.32	\$ 4,679.28	\$ 4,939.24	\$ 5,199.20	\$ 5,459.16	\$ 5,719.12	\$ 5,979.08
		Monthly 37.5/wk	\$ 4,143.11	\$ 4,386.83	\$ 4,630.54	\$ 4,874.25	\$ 5,117.96	\$ 5,361.68	\$ 5,605.39
	NE	FOPPO	Parole & Probation Deputy I						
	NE	Un-Rep	Prevention Program Coordinator						
	NE	CCLEA	Senior Deputy Sheriff I						
RU16		Hourly	\$ 28.77	\$ 30.46	\$ 32.15	\$ 33.84	\$ 35.53	\$ 37.23	\$ 38.92
		Monthly 40/wk	\$ 4,986.18	\$ 5,279.48	\$ 5,572.79	\$ 5,866.09	\$ 6,159.40	\$ 6,452.70	\$ 6,746.01
		Monthly 37.5/wk	\$ 4,674.54	\$ 4,949.51	\$ 5,224.49	\$ 5,499.46	\$ 5,774.43	\$ 6,049.41	\$ 6,324.38
	NE	Un-Rep	Emergency Services Coordinator						
	NE	FOPPO	Parole & Probation Deputy II						
	NE	CCLEA	Senior Deputy Sheriff II						
RU18		Hourly	\$ 32.45	\$ 34.36	\$ 36.27	\$ 38.18	\$ 40.09	\$ 42.00	\$ 43.91
		Monthly 40/wk	\$ 5,625.43	\$ 5,956.34	\$ 6,287.25	\$ 6,618.15	\$ 6,949.06	\$ 7,279.97	\$ 7,610.88
		Monthly 37.5/wk	\$ 5,273.84	\$ 5,584.07	\$ 5,894.29	\$ 6,204.52	\$ 6,514.75	\$ 6,824.97	\$ 7,135.20
	E	Un-Rep	Information Systems Analyst						
	E	Un-Rep	Network Administrator, Senior						
	E	Un-Rep	Network Technician						
RU21		Hourly	\$ 38.90	\$ 41.19	\$ 43.47	\$ 45.76	\$ 48.05	\$ 50.34	\$ 52.63
		Monthly 40/wk	\$ 6,742.20	\$ 7,138.80	\$ 7,535.40	\$ 7,932.00	\$ 8,328.60	\$ 8,725.20	\$ 9,121.80
		Monthly 37.5/wk	\$ 6,320.81	\$ 6,692.62	\$ 7,064.44	\$ 7,436.25	\$ 7,808.06	\$ 8,179.87	\$ 8,551.69
	E	Un-Rep	Medical Examiner						

This Salary Schedule RU is approved effective July 1, 2018:

Approved by: _____
Cameron Moore, Clatsop County Manager

Date

		Min (-15%)			Market Reference			Max (+15%)	PERFORMANCE - (1 x pymt up to 4% of prior year's annual salary - payable in June of each year beginning in 2018)
Grade	Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
M1	Annual	\$ 48,788.15						\$ 66,007.49	
	Monthly	\$ 4,065.68						\$ 5,500.62	
JOBS									
M2	Annual	\$ 53,070.47						\$ 71,801.23	
	Monthly	\$ 4,422.54						\$ 5,983.44	
JOBS									
M3	Annual	\$ 57,728.32						\$ 78,103.02	
	Monthly	\$ 4,810.69						\$ 6,508.59	
JOBS									
	FLSA=E	Clinical Manager							
M4	Annual	\$ 62,794.98						\$ 84,957.92	
	Monthly	\$ 5,232.92						\$ 7,079.83	
JOBS									
	FLSA=NE	Animal Control Supervisor							
	FLSA=E	Deputy Assessor and Tax Collector							
	FLSA=NE	Maintenance/Custodial Supervisor							
	FLSA=NE	Road Foreman							
	FLSA=NE	Fisheries Project Supervisor							
M5	Annual	\$ 68,306.32						\$ 92,414.44	
	Monthly	\$ 5,692.19						\$ 7,701.20	
JOBS									
	FLSA=E	Emergency Services Manager							
	FLSA=E	Property Appraisal Supervisor							
	FLSA=E	Senior Administrative Supervisor							
	FLSA=E	Natural Resource Manager							
	FLSA=E	Environmental Health Supervisor							
M6	Annual	\$ 74,301.39						\$ 100,525.41	
	Monthly	\$ 6,191.78						\$ 8,377.12	
JOBS									
	FLSA=E	Assistant Public Works Director							
	FLSA=E	County Clerk							
	FLSA=E	County Surveyor							
	FLSA=E	Sergeant							
M7	Annual	\$ 80,822.62						\$ 109,348.25	
	Monthly	\$ 6,735.22						\$ 9,112.35	
JOBS									
	FLSA=E	Building Official							
	FLSA=E	Capital Projects Manager							
	FLSA=E	GIS Cartographic Project Manager							
	FLSA=E	Planning Manager							
M8	Annual	\$ 87,916.20						\$ 118,945.45	
	Monthly	\$ 7,326.35						\$ 9,912.12	
JOBS									
	FLSA=E	Assessor Tax Director							
	FLSA=E	Budget & Finance Director							
	FLSA=E	Information Systems Manager							
	FLSA=E	Juvenile Director							
	FLSA=E	Lieutenant							
	FLSA=E	Human Resources Director							
M9	Annual	\$ 95,632.39						\$ 129,385.00	
	Monthly	\$ 7,969.37						\$ 10,782.08	
JOBS									
	FLSA=E	Community Development Director							
	FLSA=E	Public Health Director							
M10	Annual	\$ 104,025.80						\$ 140,740.78	
	Monthly	\$ 8,668.82						\$ 11,728.40	
JOBS									
	FLSA=E	Assistant County Manager							
	FLSA=E	Public Works Director							
	FLSA=E	Deputy Sheriff, Chief							
	FLSA=E	District Attorney, Chief Deputy							

NOTE: The Clatsop County Sheriff Salary shall be set in compliance with ORS 204.11:

PERFORMANCE - 1 x pymt up to 4% of prior year's annual salary for meeting Cornerstone ("stretch") goals, payable in June of each year beginning in 201

Non-Exempt (NE) employees are not eligible for the Performance pay

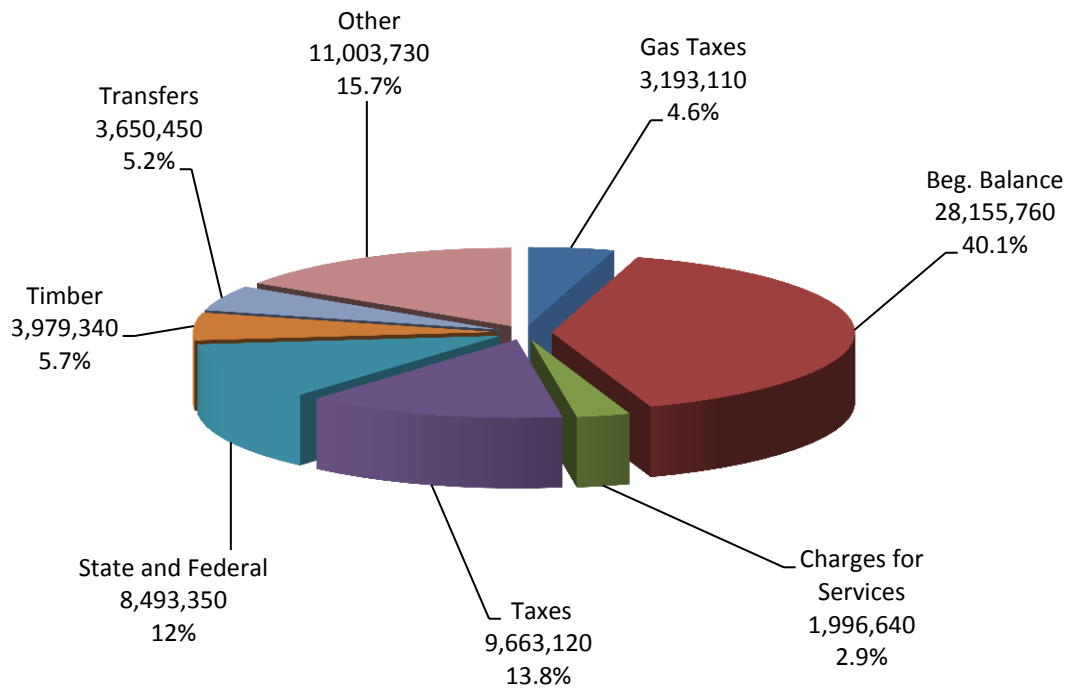
Approved by: _____

Cameron Moore, Clatsop County Manager

Date _____

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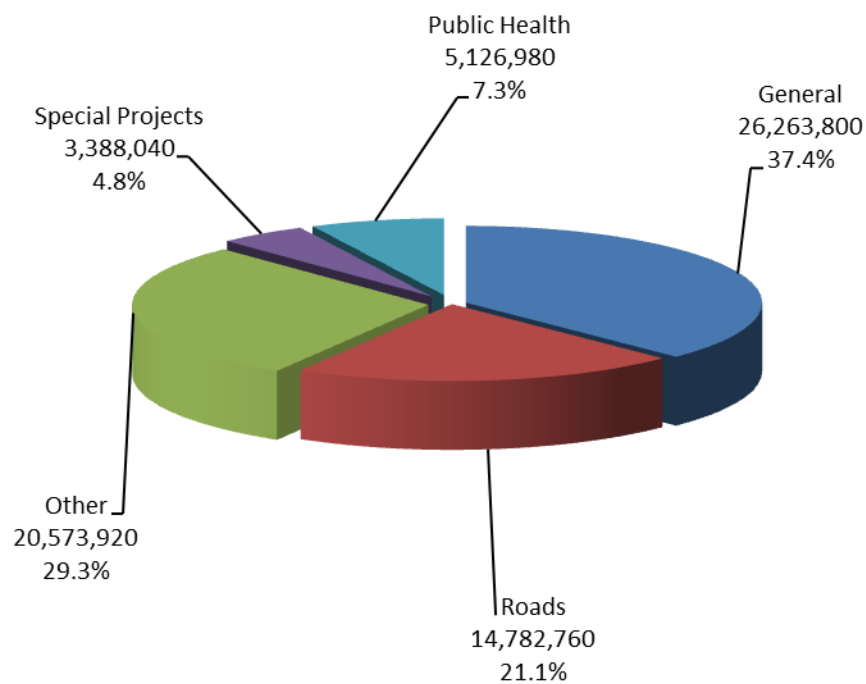
Clatsop County Finances: 2018-2019
County Resources: All Funds
Total: \$70,135,500



This chart demonstrates the revenue streams for all county resources. The Beginning Balance amount listed is less the unappropriated fund balance of \$8,059,450; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted expenditures for the 2018-19 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

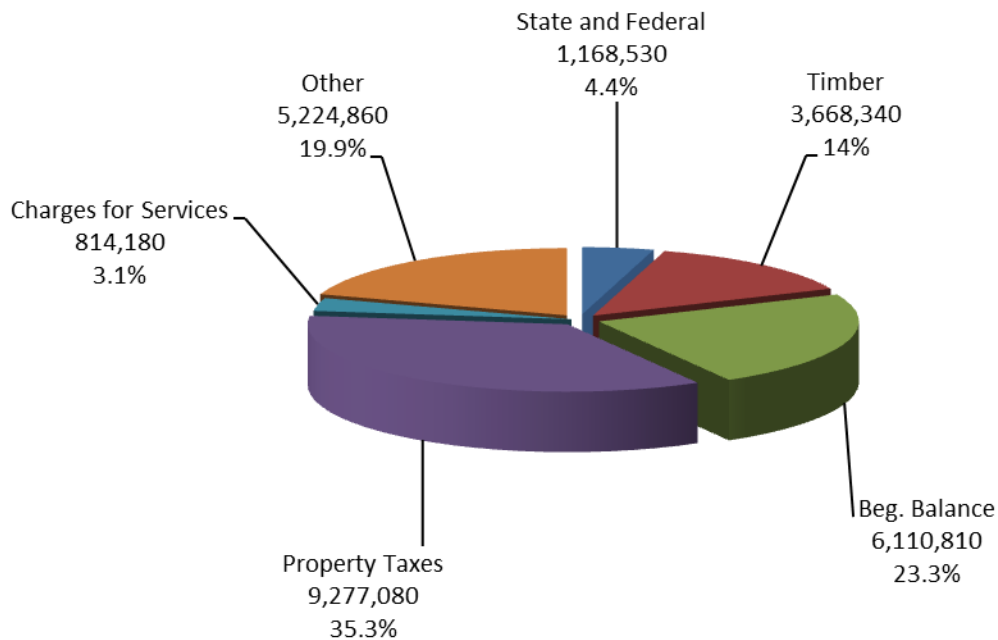
The revenue category listed as other includes revenues such as: Special Payments made from county service districts; Indirect Cost Revenue, Donations, Licenses & Permits, Interest, Fines, and Rental Fees.

Clatsop County Finances: 2018-2019
Appropriations by Fund
Total: \$70,135,500



This chart represents total county appropriations less the County Service Districts which are Rural Law Enforcement District (RLED), Road District, Westport Sewer District, and 4-H & Extension District. The total County Service District appropriations are \$10,349,840.

Clatsop County Finances: 2018-2019
General Fund Resources
Total: \$26,263,800

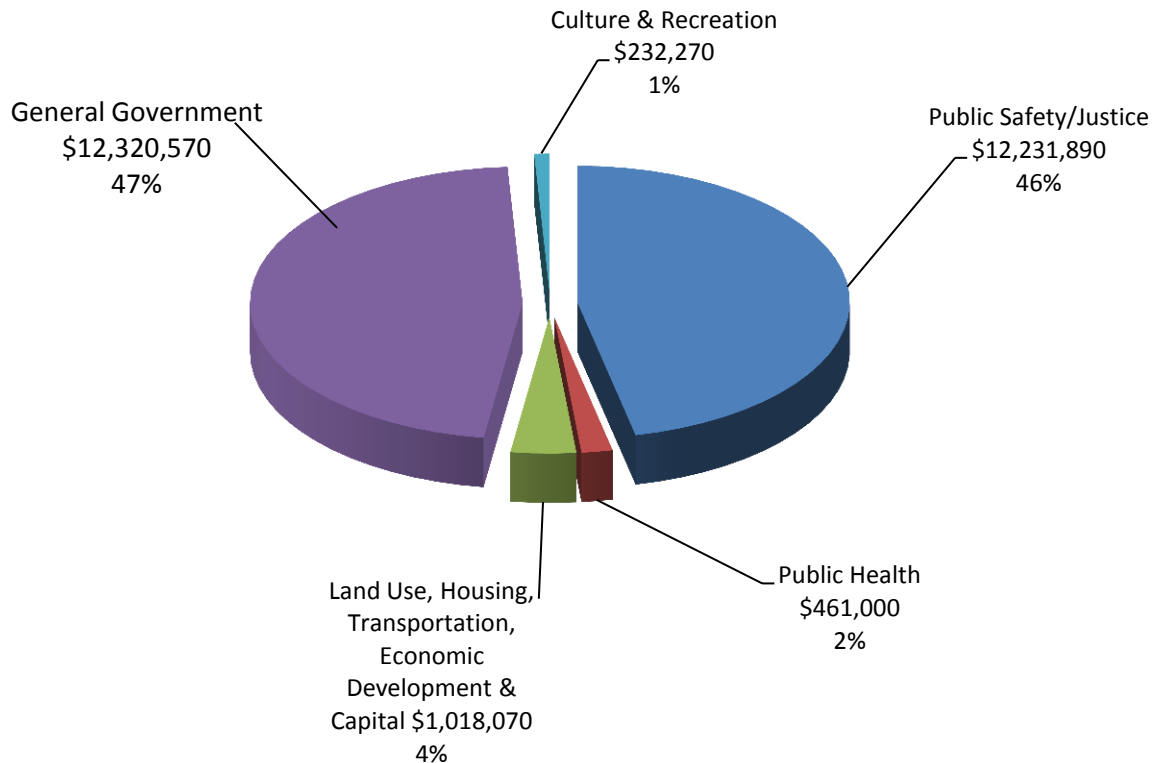


This chart demonstrates the revenue streams for the county general fund. The Beginning Balance amount listed does not include the unappropriated fund balance of \$3,544,620; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted General Fund expenditures for the 2018-19 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY. The revenue category listed as other includes revenues such as: Licenses & Permits, Fines, Forfeits, & Penalties, Intergovernmental, and Donations.

Clatsop County Finances 2018-2019

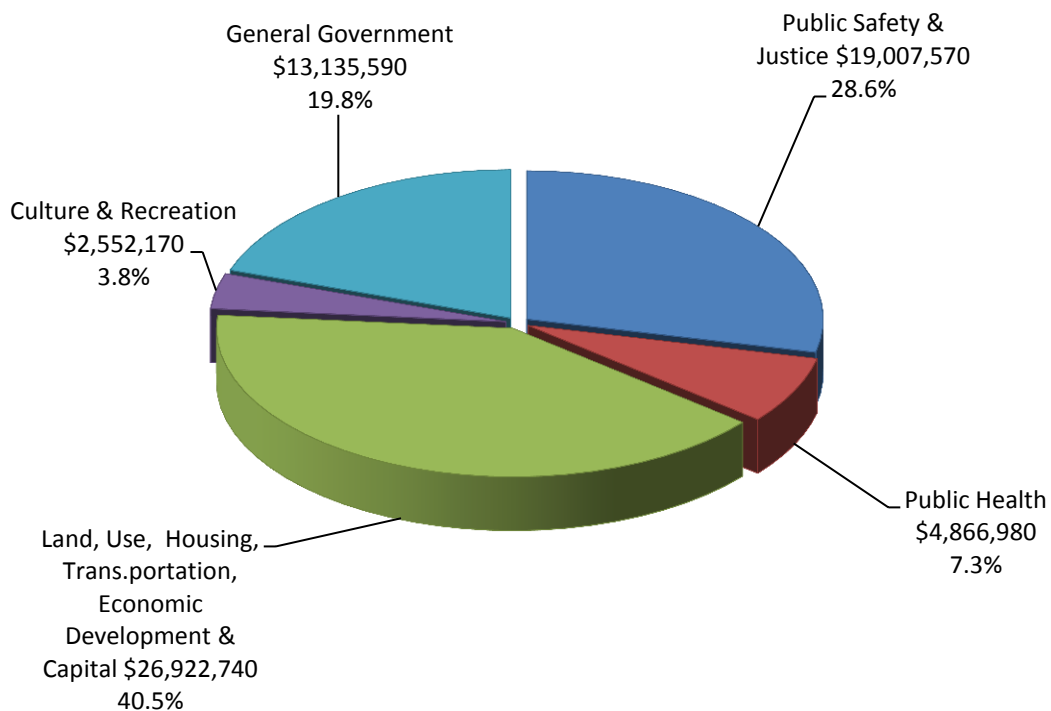
General Fund Appropriations by Functional Area

Total \$26,263,800



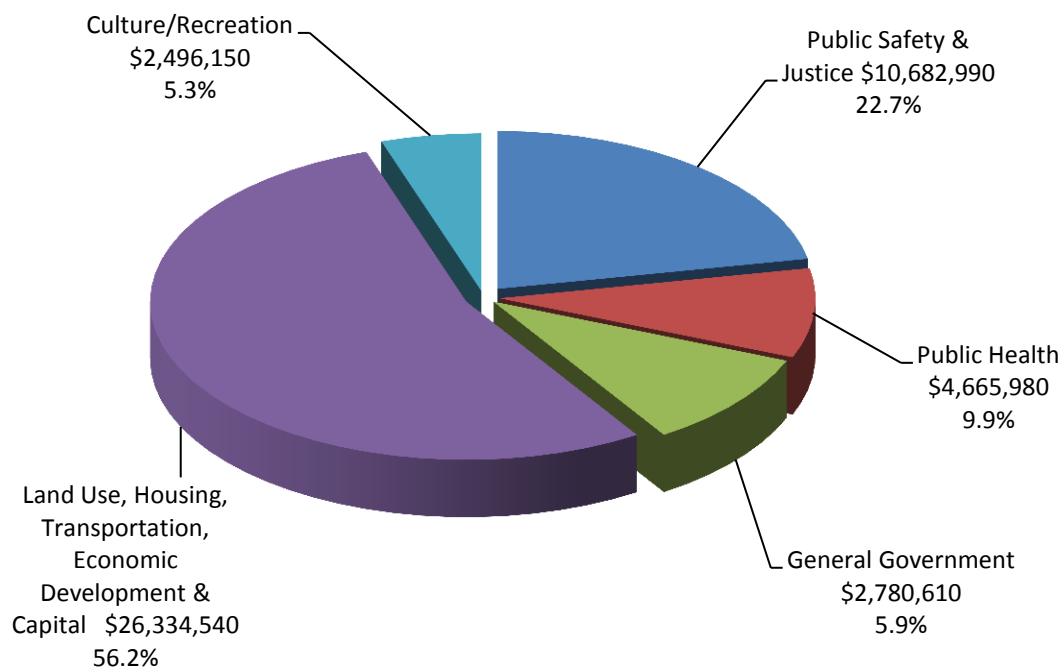
The chart above represents the total proposed General Fund expenditure appropriation by functional area for the next fiscal year. Approximately ninety-three percent (93%) of total general funds are allocated to Public Safety (46%) and general government activities (47%), which include both direct government services and indirect services. Examples of Public Safety services include, but are not limited to: Sheriff's Office, Corrections, District Attorney's Office, Juvenile, Animal Control, and Emergency Management. Examples of General Government direct services include, but are not limited to: Assessment & Taxation, County Clerk functions, and the Board of Commissioners. Examples of General Government indirect services include, but are not limited to: County Manager, Budget & Finance, Human Resources, and Information Systems.

Clatsop County Functions/Programs Budget Total Expenditures - 2018-2019 Totals \$66,485,050



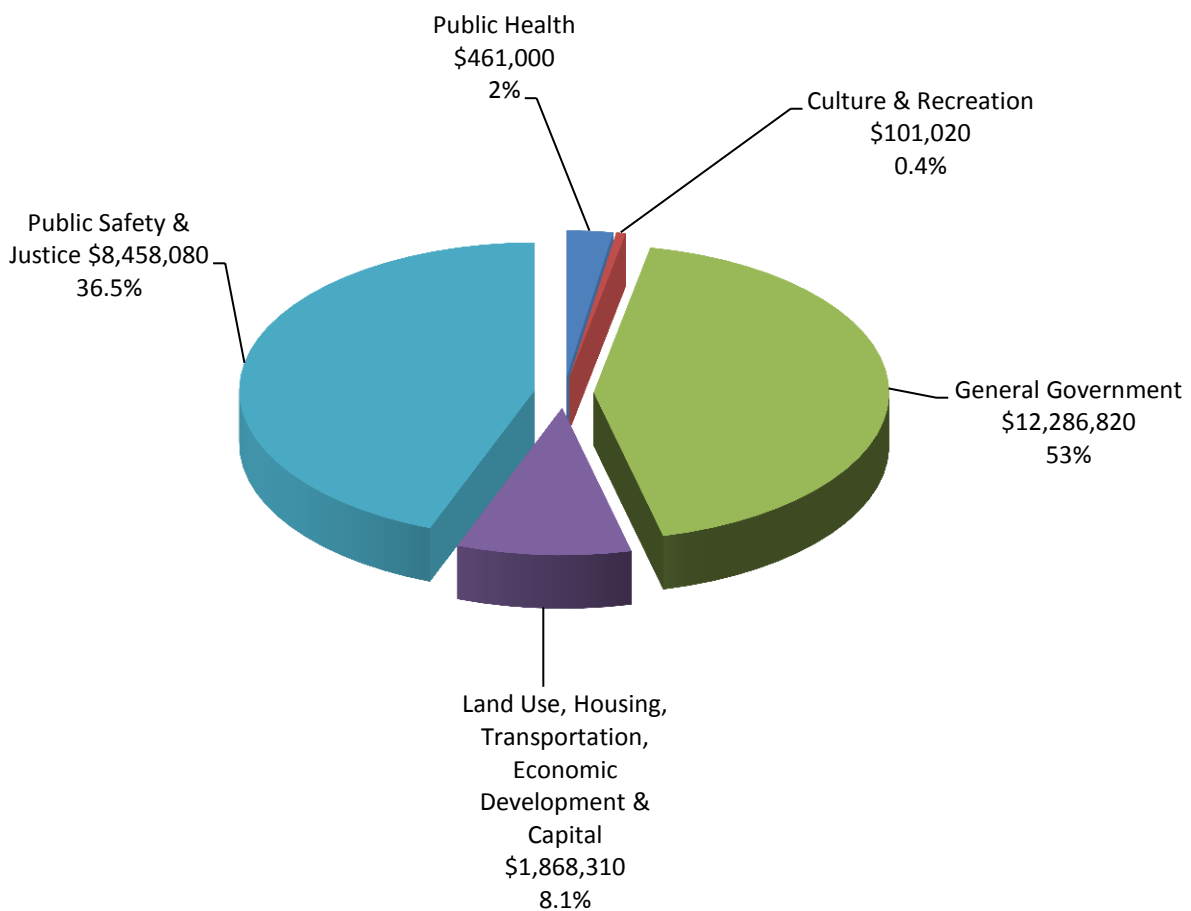
This chart represents the County-wide appropriations by functional area less the County Service Districts appropriations of \$10,349,840. This chart also eliminates double counting of appropriations that are transferred to other funds in the amount of \$3,650,450 and shows those appropriations only in the functional area in which they are budgeted to be expended for services.

**Clatsop County Functions/Programs Budget
Dedicated Funding 2018-2019
\$46,960,270**



The chart above represents the County-wide dedicated funding, or restricted resources that must be used for specific governmental purposes, by functional grouping for the next fiscal year. The chart eliminates double counting of restricted resources that are transferred to other funds and shows those revenues only in the functional area in which they are budgeted to be expended for services.

Clatsop County Functions/Programs Budget Discretionary Funding 2018-2019 \$23,175,230

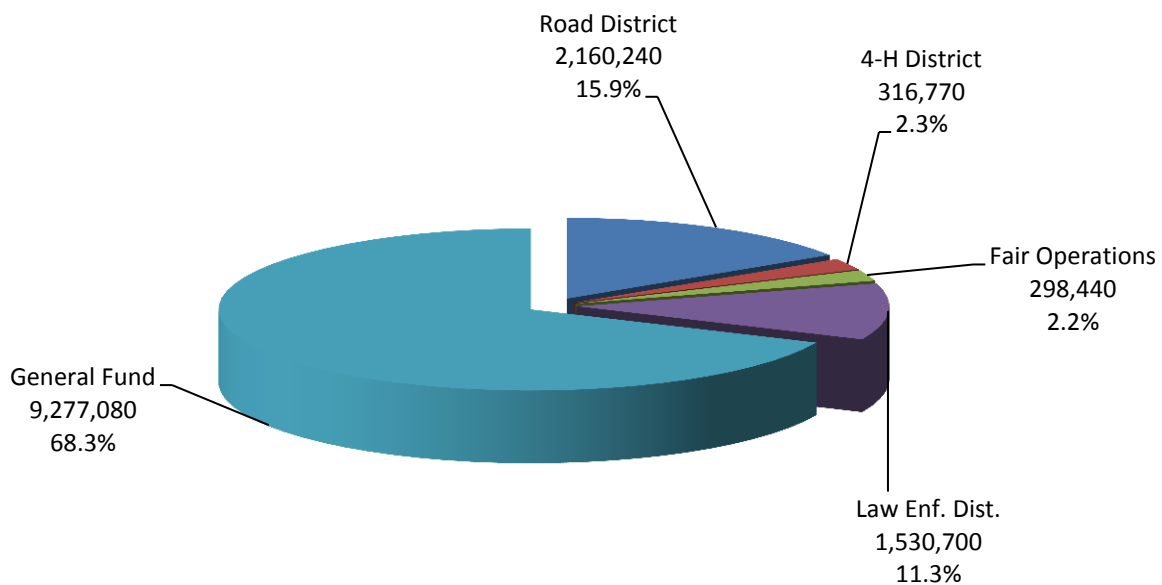


The chart above represents County expenditures by functional grouping budgeted for the next fiscal year. The chart eliminates double counting expenditures transferred to other funds and shows those expenses only in the functional area in which they are budgeted to be expended for services.

Clatsop County Finances: 2018-2019

Taxes: All Funds

Total: \$13,583,230



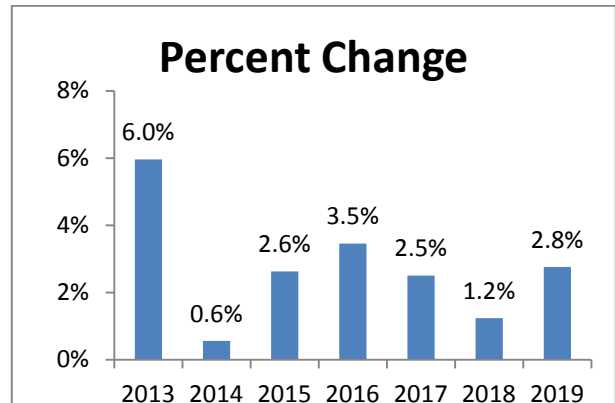
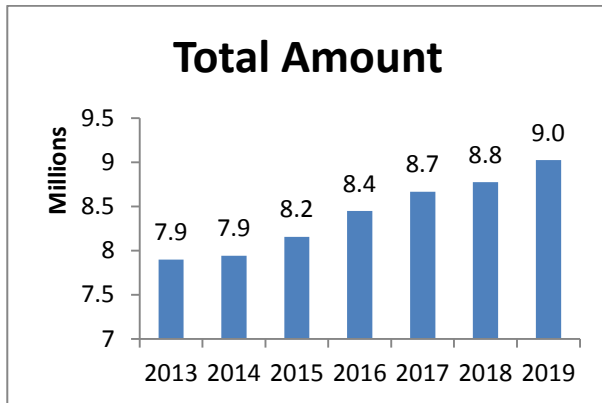
This chart represents the portion of taxes collected that are retained by the county government for services. Taxes collected include: Property taxes, strategic investment plan taxes (pertaining to Georgia Pacific), land sales on foreclosed tax properties, and federal payments made in-lieu of taxes.

Historical Review of County General Fund Revenues

The following graphs and narrative present the historical changes in the County's General Fund revenue sources. The 2013 through 2017 are actuals, and the 2018 and 2019 figures are as budgeted.

Property Taxes, 2013-2019

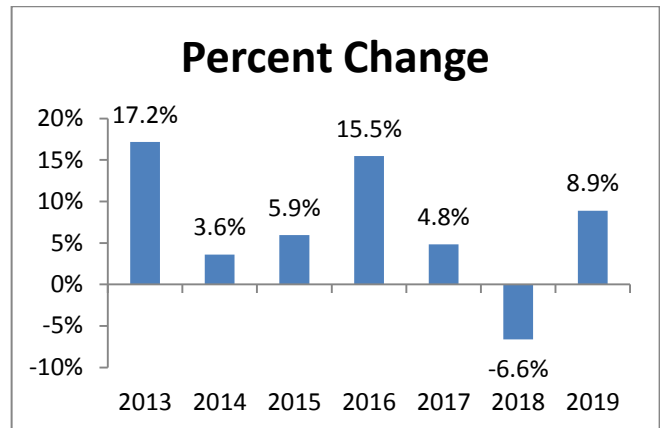
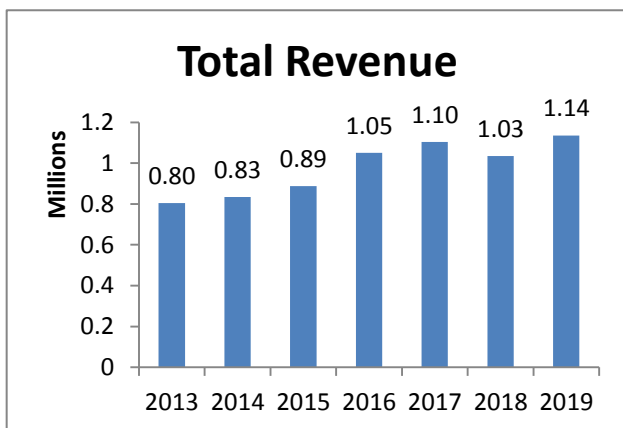
Total General Fund Revenues



Property Tax revenues are projected to increase by 2.8% in 2019. This is based upon growth in new construction, growth generated from existing property at the 3% limit, and an increase in prior year property tax payments. The increases were stable up to 2012 then in 2013 the county saw an increase of 6% based on an appeal settlement with the Georgia Pacific-Wauna Mill. The county has begun to again see some growth with improvements in the economy and new construction.

Other Taxes, 2013-2019

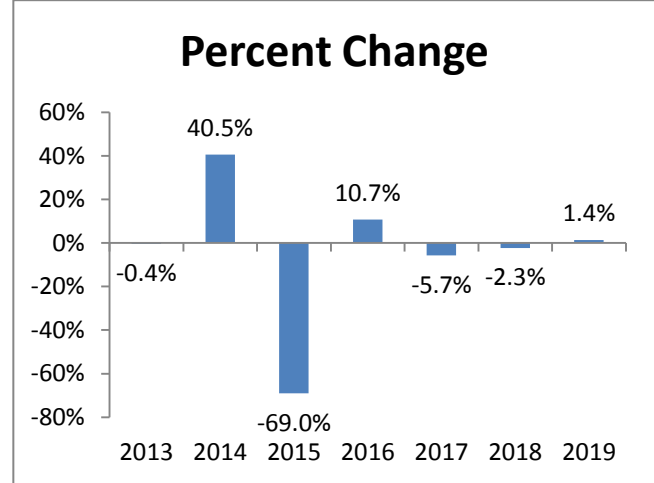
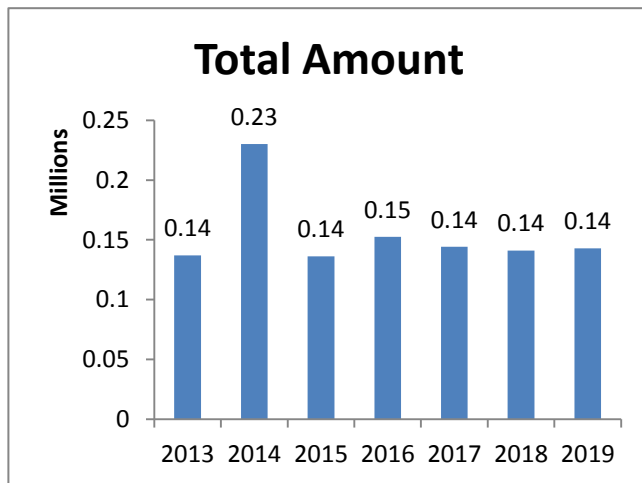
Total General Fund Revenues



Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. In 2013 a settlement was agreed upon with Georgia Pacific in regards to an appeal they had filed, this resulted in a repayment of funds which as a result created a 17.2% increase. The 15.5% increase was a result of a 2.5% tax increase charged for transient room taxes. The 2017-18 fiscal year is showing a 6.6% decrease. This is a result of a conservative budgeted amount for the transient room taxes during the 2017-18 budget process, these revenues are actually projected to come in similar to the 2016-17 FY.

Licenses & Permits, 2013-2019

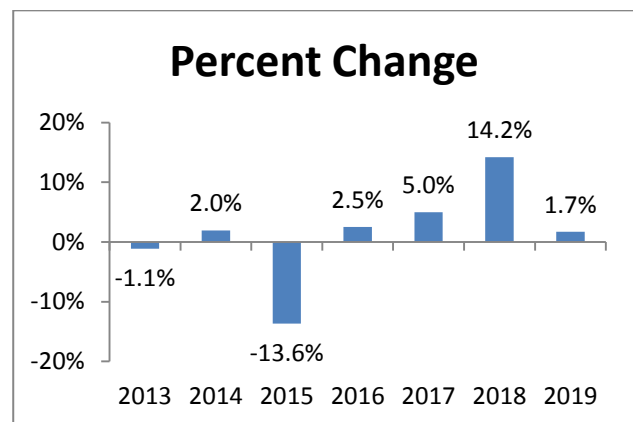
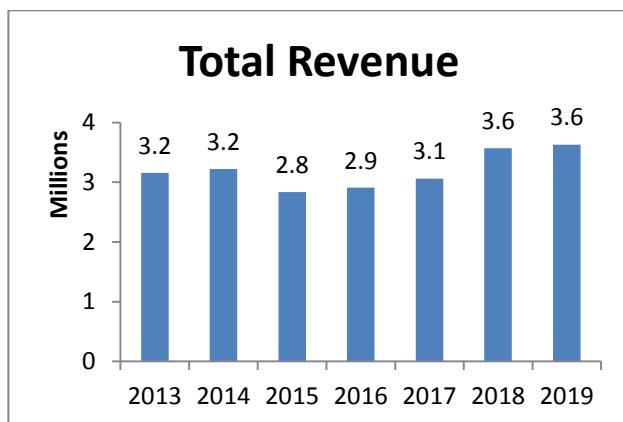
Total General Fund Revenues



Licenses and Permits typically remain relatively consistent with the exception of expenses related to land use fees for Bradwood Landing and Oregon LNG (Liquefied Natural Gas). These entities pay the expenses of attorneys and consultants that the County must bring on to handle land use issues associated with the permitting process for these applicants to file, as seen in 2014 where there was a large payment made for Oregon LNG. The 69% decrease in 2015 revenues is a result of that 2014 LNG payment, and then actuals of 2016 resulted in the 10.7% increase from the prior year.

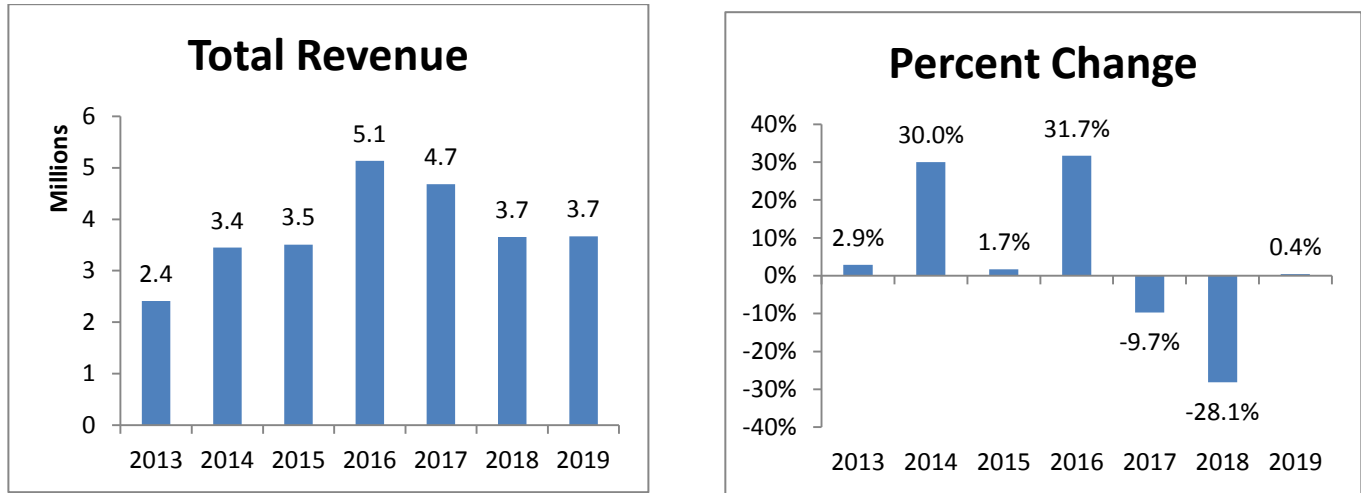
Intergovernmental, 2013-2019

Total General Fund Revenues



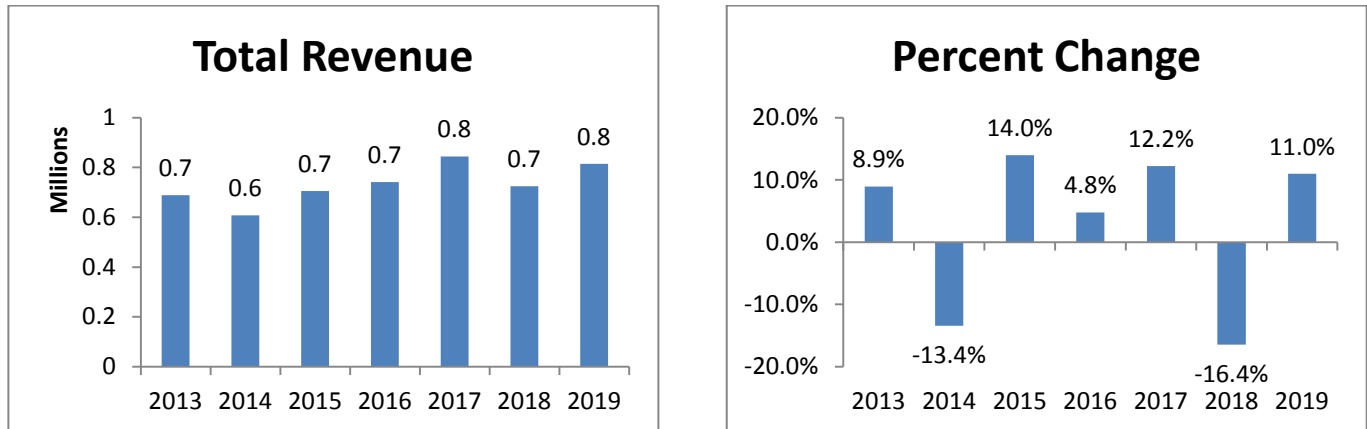
These revenues fluctuate greatly from year to year depending on grant funded activities. In 2015 the 13.6% decrease reflects significant decreases in state funding levels. In 2018 the county is anticipating a significant increase in federal grant funding for a feasibility study as well as an increase once again in funds paid to the General Fund from the Rural Law Enforcement District for personnel costs. While there is still a positive projected increase in 2019 it is down from 2018 as a result of the onetime funding for the feasibility study.

Timber Sales, 2013-2019
Total General Fund Revenues



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. To help offset some of this volatility the Board has established a policy that the County retains no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services, all other timber monies are to be transferred to the Special Projects fund as well as the General Fund Stabilization account. In 2014 and 2016 the county saw significant increases in timber revenues; however the decrease of 9.7% in 2017 as well as the projected decrease of 28.1% in 2018 reflects this volatility.

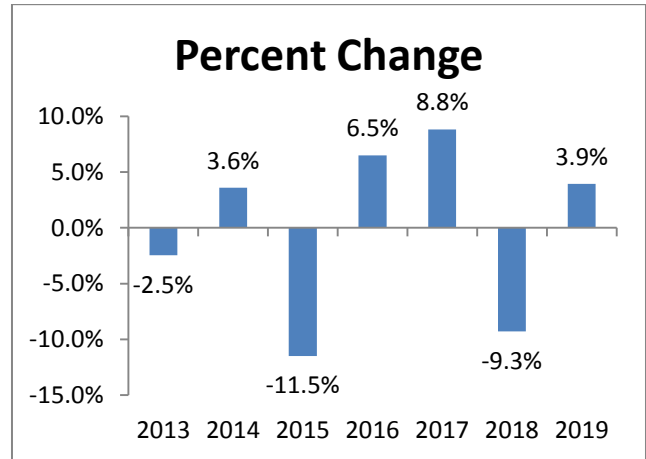
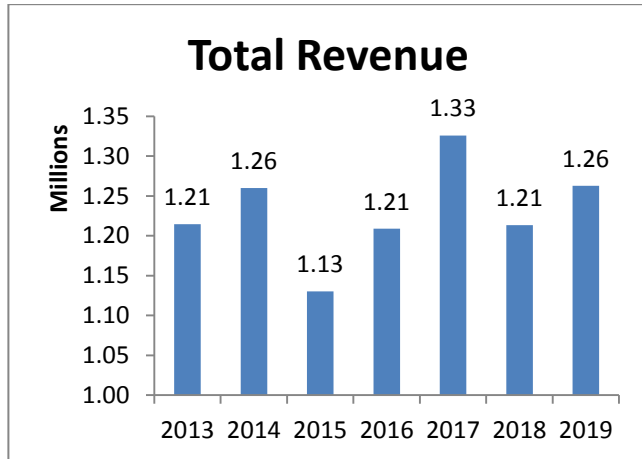
Charges for Services, 2013-2019
Total General Fund Revenues



Many of the county's fees are collected from Recording fees, Surveyor & Mapping fees, and Subdivision and Partition Review fees. The county continues to see relatively stable revenues as a result of the upturn in the economy. The increase in 2017 reflects franchise fees that the county is now collecting from Charter Communications and the 2018 decreases reflect conservative budgeting at that time since the actual amounts of the Charter Franchise Fee were not yet known.

Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2013-2019

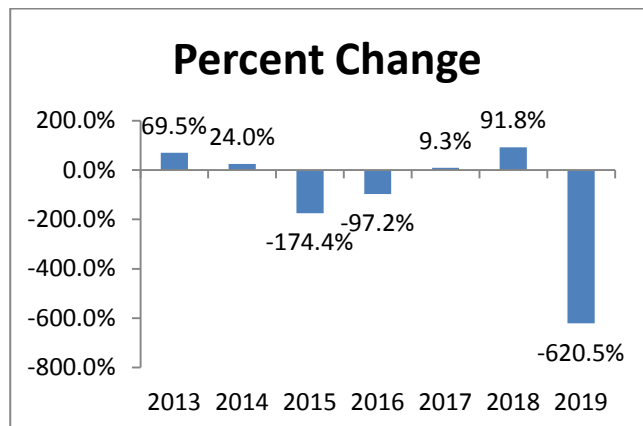
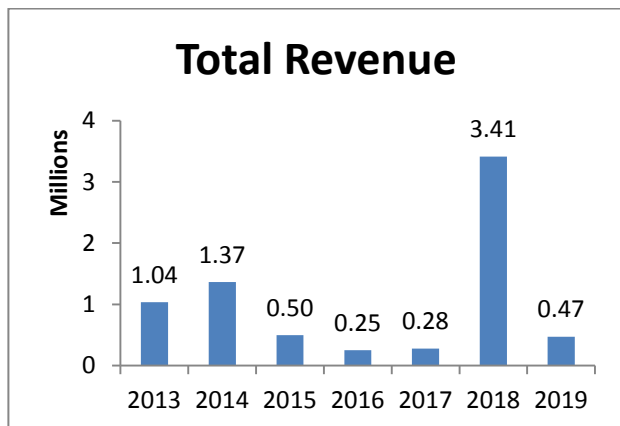
Total General Fund Revenues



Throughout the past several years the county has seen declines due to a reduced number of sales for non-foreclosed county properties in addition to declines in the reduced earnings on investments due to the state of the economy. The 11.5% decrease in 2015 is a result of a \$103,000 decrease in indirect cost revenues billed out to other departments for overhead service provided by the General Fund. The projected decrease in 2018 is a result of conservative budgeting on interest earned at the time of the 2017-18 budget process. Interest rates continue to improve and the county projects similar earnings if not better than the 2016-17 FY. The 3.9% increase in 2019 is reflective of current interest earnings as well as indirect costs increasing.

Other Financing Sources (Transfers), 2013-2019

Total General Fund Revenues



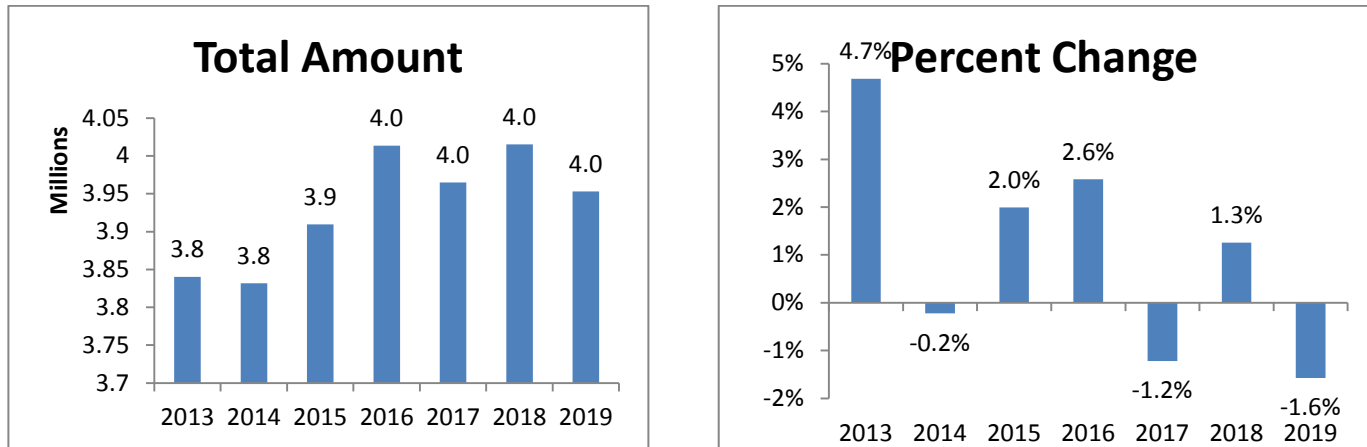
In 2013 and 2014 there was a transfer for a bond payment which resulted in an increase in these fiscal years. In the 2014 FY the bond debt was paid off resulting in a decrease of 174.4% in transfers in 2015. There were continued decreases seen in 2016 as a result of decreased Video Lottery dollars. There is a 91.8% increase for 2018 as a result of a transfer from Special Projects to the General Fund for the General Fund Stabilization account per the advisement of the Long Term Financial Plan, as a result of that onetime \$3M transfer there is a projected decrease of 620.5% in the 2019 FY.

Historical Review of Countywide Fund Revenues Excluding General Fund

The following graphs and narrative present the historical changes in all the County Funds revenue sources excluding the General Fund. The 2013 through 2017 are actuals, and the 2018 and 2019 figures are as budgeted.

Property Taxes, 2013-2019

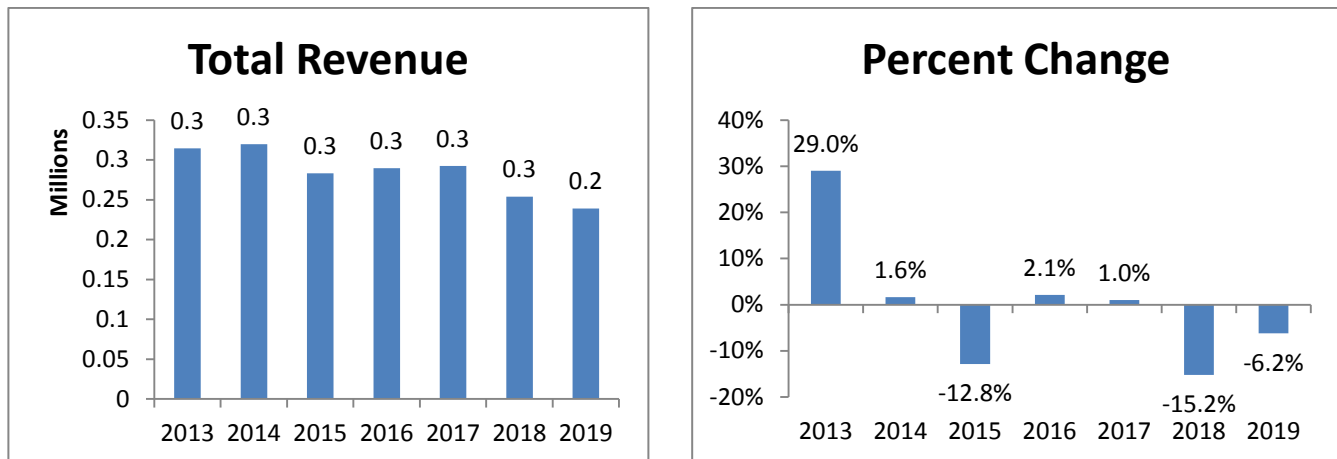
Total Revenues – Excluding General Fund



Property Tax revenues are projected to increase by 1.7% in 2018; this is based upon growth in new construction, growth generated from existing property and an increase in prior year property tax payments but is offset by a decrease in the operating levy for the fairgrounds based on a decision by the Fair Board to decrease the levy by .02/\$1,000. The 4.7% increase in 2013 is based on an appeal settlement with the Georgia Pacific-Wauna Mill.

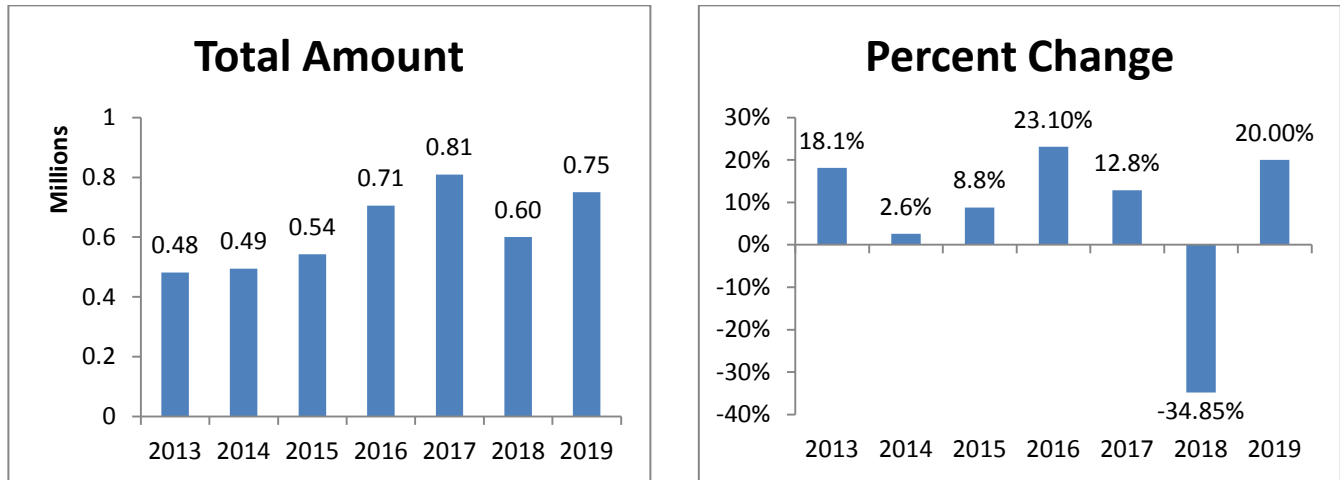
Other Taxes, 2013-2019

Total Revenues – Excluding General Fund



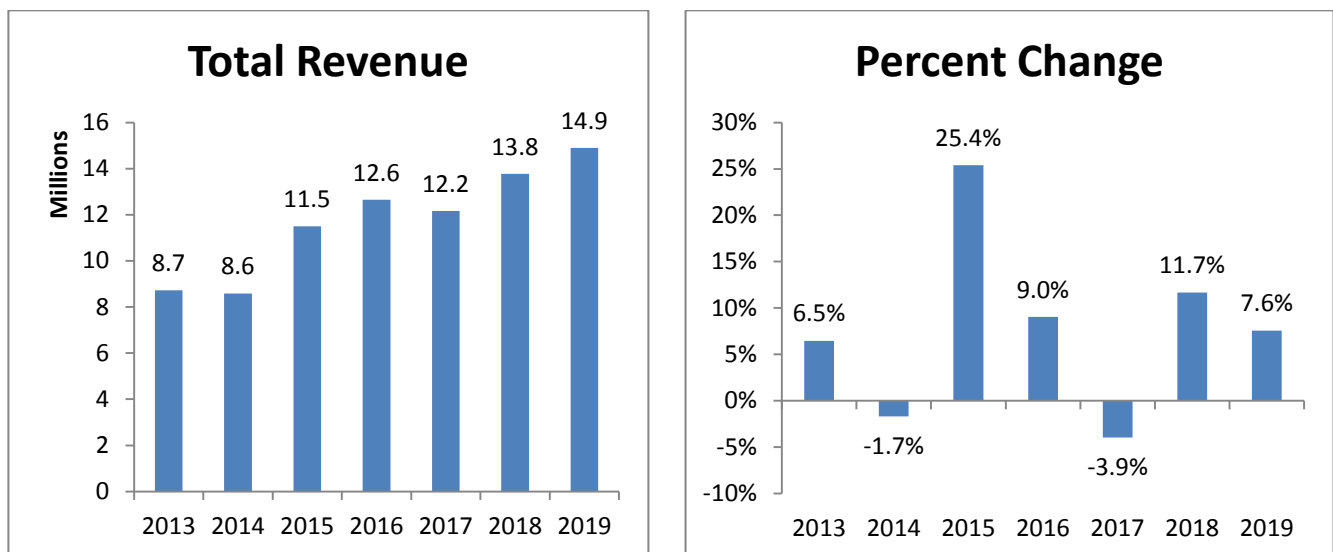
Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. In 2013 a settlement was agreed upon with Georgia Pacific in regards to an appeal they had filed, this resulted in a repayment of funds which created a 29% increase. In 2015 the SIP monies came in less than budgeted therefore the county continues to budget conservatively on these amounts which results in the slight increases in the 2016 and 2017 actuals.

Licenses & Permits, 2013-2019
Total Revenues – Excluding General Fund



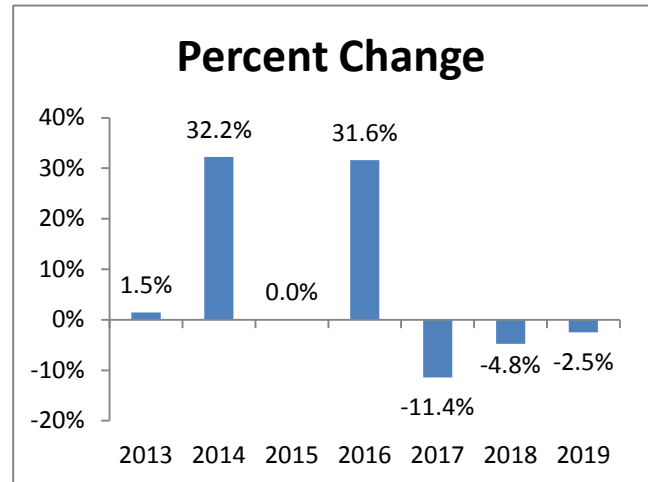
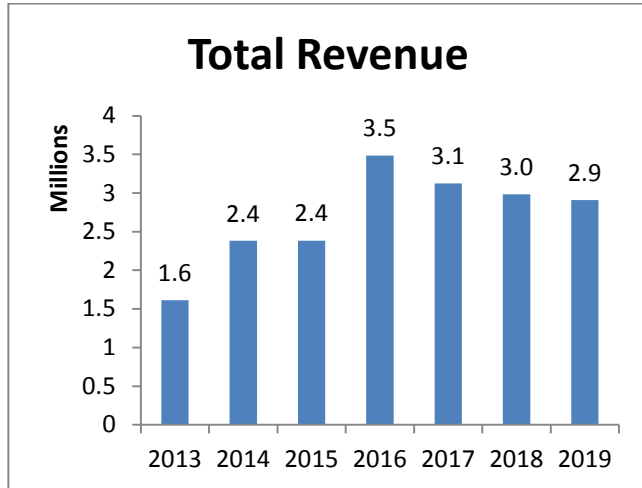
Licenses and Permits fluctuate with the economy, the county saw an increase in 2013 by 18.1% as the building industry had slowly began to improve, 2018 is based on budgeted numbers but the 34.9% decrease is projected to actually be in line with 2017 actuals. The projected increase of 20% for 2019 is based on an upturn in the economy.

Intergovernmental, 2013-2019
Total Revenues – Excluding General Fund



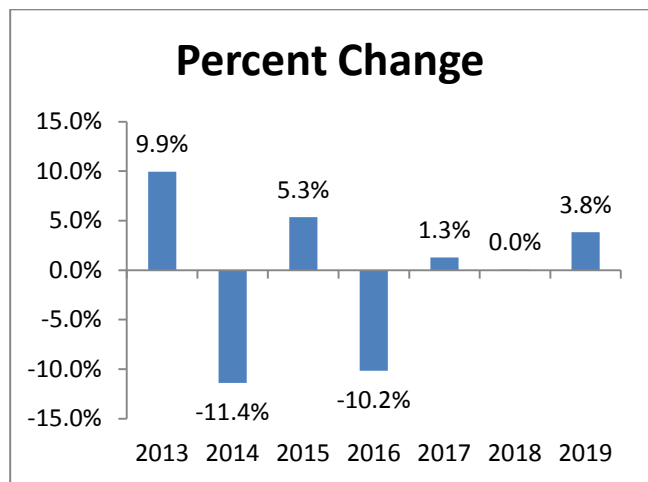
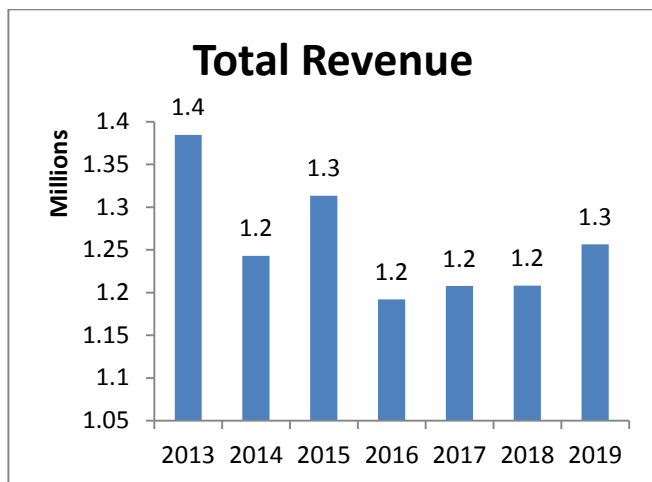
These revenues remain fairly consistent from year to year depending on grant funded activities. In 2015 there was a significant increase (25.4%) which was for a State funded Ferry Boat Terminal being rebuilt. 2017 reflects a 3.9% decrease as a result of state and federal funding cuts.

Timber Sales, 2013-2019
Total Revenues – Excluding General Fund



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. The 4.8% decrease in 2018 is based on a budgeted amount but is projecting to come in approximately the same as the 2016 fiscal year.

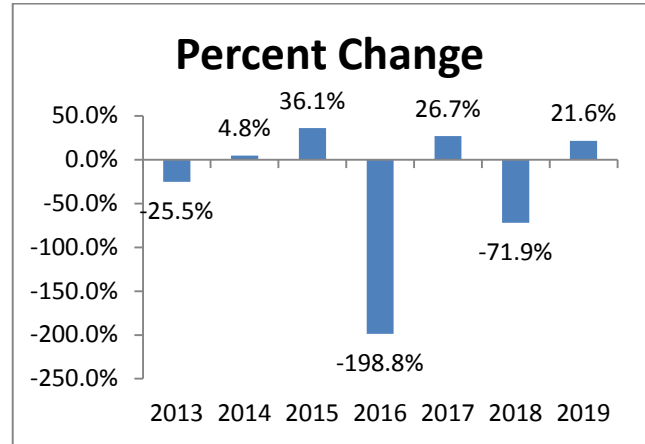
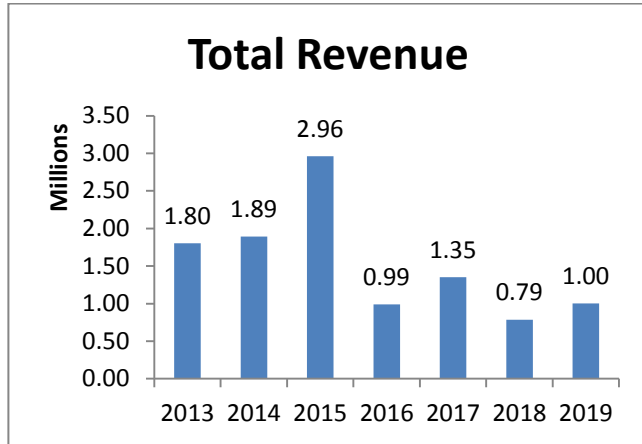
Charges for Services, 2013-2019
Total Revenues – Excluding General Fund



There was an 11.4% decrease in 2014 that was due in large part to the reduction of work the Roads Department charges to other departments for work completed. In 2016 there was a significant decrease in fisheries contributions to the county in order to fight legislation at the state that would have an impact on their fisheries being able to gillnet in the Columbia River. In 2019 an increase is projected as a result of increased fees for services in the Public Health department as well as user fee collections in the Westport Sewer District.

Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2013-2019

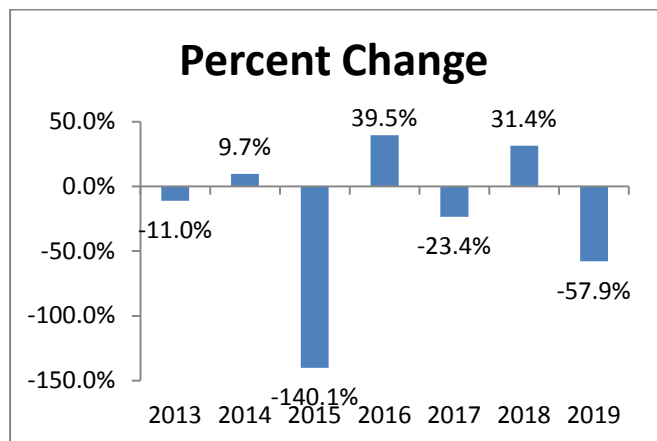
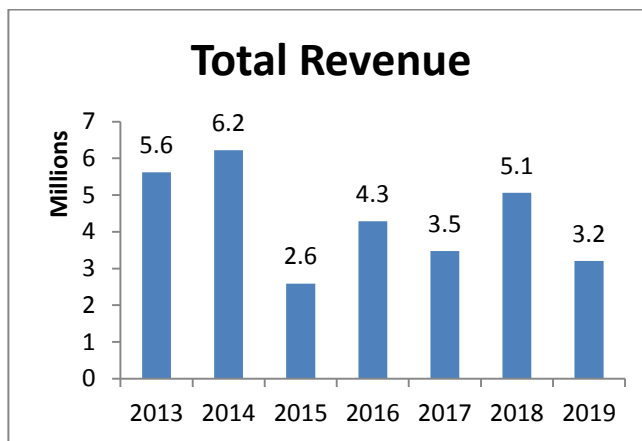
Total Revenues – Excluding General Fund



In 2015 the county received a loan in the amount of two million dollars to pay for the remodel of the Sheriff's Office; therefore 2016 saw a 198.8% decrease in other revenue. In 2017 the Animal Shelter Enhancement Fund saw a significant bequest and the Roads department had a large reimbursement which resulted in an increase of 26.7% in 2017.

Other Financing Sources (Transfers), 2013-2019

Total Revenues – Excluding General Fund



There is a decrease of 140.1% in the 2015 fiscal year budget due to the elimination of transfer revenue into the Juvenile Detention Center. This department was receiving a transfer from the General Fund in the amount of approximately \$500,000 on an annual basis, this department closed in the 2013-2014 eliminating the transfer. In addition in the 2015 FY funds previously transferred from the Service Districts are now categorized as Intergovernmental revenues. In 2017 there was a decrease in timber revenues therefore there would be a decrease in the amount transferred to the Special Projects Fund. In 2018 there is a budgeted increase as a result of a onetime transfer of \$3M from the Special Projects Fund to the General Fund Stabilization account.

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	General			Roads		
	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019
Resources						
Beginning Net Working Capital	5,833,016	5,316,760	9,661,430	5,083,550	5,750,640	6,986,440
Taxes	8,970,248	9,024,770	9,277,080	0	0	0
Licenses & Permits	630,744	641,000	633,000	0	0	0
Fines	28,924	25,800	28,600	0	0	0
Use Of Money/Property	134,021	65,020	115,660	63,726	50,000	100,000
Intergov State	5,614,772	4,424,740	4,615,650	2,509,092	2,464,540	3,154,490
Intergov Federal	192,878	483,020	221,220	0	0	0
Intergov Other	2,246,874	2,608,300	2,855,290	3,510,840	4,518,430	4,294,150
Charges for Services	843,886	724,715	814,180	227,113	219,880	228,380
Other Revenue	1,162,794	1,122,165	1,118,650	206,651	19,300	19,300
Transfer Revenue	278,261	3,412,760	473,660	0	0	0
Total Resources:	25,936,418	27,849,050	29,814,420	11,600,971	13,022,790	14,782,760
Expenditures						
Personal Services	13,138,424	14,798,420	15,766,540	2,391,235	2,729,450	3,047,180
Materials & Services	3,292,172	3,667,400	5,895,190	2,804,033	4,122,830	3,717,740
Special Payments	315,143	635,110	259,250	33,412	43,150	23,150
Debt Service	73,928	172,410	203,260	2,830	11,780	12,400
Capital Outlay	0	0	0	97,490	65,350	118,500
Transfers Out	2,548,013	1,949,180	1,931,840	390,110	476,620	474,040
Contingency	0	2,122,250	2,207,720	0	5,573,610	7,389,750
Total Expenditures:	19,367,679	23,344,770	26,263,800	5,719,110	13,022,790	14,782,760
Fund Balance						
Ending Fund Balance:	6,568,738	4,504,280	3,550,620	5,881,861	0	0
Net Change in Fund Balance:	(735,722)	812,480	6,110,810	(798,311)	5,750,640	6,986,440
Percentage of Change:	- 892%	554%	58%	- 736%	0%	0%

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Parole & Probation			Industrial Revolve		
	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019
Resources						
Beginning Net Working Capital	1,543,990	1,659,200	2,235,060	3,619,310	3,965,060	3,746,300
Taxes	0	0	0	350,000	87,600	87,600
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	21,162	16,000	30,000	40,513	35,000	50,000
Intergov State	2,079,264	2,035,380	2,222,550	0	547,000	538,700
Intergov Federal	0	0	0	0	0	0
Intergov Other	101,964	80,000	90,000	0	0	0
Charges for Services	57,770	36,550	29,660	0	0	0
Other Revenue	1,935	2,720	1,700	0	0	0
Transfer Revenue	0	0	0	0	0	0
Total Resources:	3,806,084	3,829,850	4,608,970	4,009,823	4,634,660	4,422,600
Expenditures						
Personal Services	1,083,238	1,253,920	1,321,360	0	0	0
Materials & Services	358,599	425,350	600,250	68,004	36,400	130,900
Special Payments	459,890	403,250	441,560	0	0	0
Debt Service	11,840	17,910	18,140	0	0	0
Capital Outlay	0	68,800	0	0	1,200,000	1,000,000
Transfers Out	0	127,000	129,500	0	0	0
Contingency	1,075,960	1,533,620	2,098,160	0	3,398,260	3,291,700
Total Expenditures:	2,989,527	3,829,850	4,608,970	68,004	4,634,660	4,422,600
Fund Balance						
Ending Fund Balance:	816,557	0	0	3,941,819	0	0
Net Change in Fund Balance:	727,433	1,659,200	2,235,060	(322,509)	3,965,060	3,746,300
Percentage of Change:	112%	0%	0%	-1222%	0%	0%

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Capital Projects			Proprietary		
	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019
Resources						
Beginning Net Working Capital	6,178,334	6,283,770	6,083,440	0	0	0
Taxes	0	10,000	0	0	0	0
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	65,361	55,000	70,000	194	0	0
Intergov State	0	150,000	41,250	0	0	0
Intergov Federal	0	0	0	0	0	0
Intergov Other	0	0	0	0	0	0
Charges for Services	15,000	15,000	15,000	0	0	0
Other Revenue	13,321	11,720	0	1	0	0
Transfer Revenue	2,061,136	1,720,280	1,687,180	0	0	0
Total Resources:	8,333,152	8,245,770	7,896,870	195	0	0
Expenditures						
Personal Services	0	0	0	0	0	0
Materials & Services	58,355	85,500	204,600	19,902	0	0
Special Payments	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Capital Outlay	831,014	1,731,700	2,142,850	0	0	0
Transfers Out	490,000	3,482,400	478,010	0	0	0
Contingency	0	555,780	562,580	0	0	0
Total Expenditures:	1,379,369	5,855,380	3,388,040	19,902	0	0
Fund Balance						
Ending Fund Balance:	6,953,783	2,390,390	4,508,830	(19,707)	0	0
Net Change in Fund Balance:	(775,449)	3,893,380	1,574,610	19,707	0	0
Percentage of Change:	- 896%	61%	286%	- 100%	0%	

3 Yr. Summary of Governmental Funds (with Service Districts)

Account Name	Non-Major Government			Totals		
	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019
Resources						
Beginning Net Working Capital	9,423,530	9,806,780	10,845,960	31,681,730	32,782,210	39,558,630
Taxes	4,291,705	4,269,180	4,306,150	13,611,953	13,391,550	13,670,830
Licenses & Permits	809,107	600,000	750,000	1,439,851	1,241,000	1,383,000
Fines	48,236	48,240	45,580	77,160	74,040	74,180
Use Of Money/Property	119,738	70,750	141,500	444,714	291,770	507,160
Intergov State	6,360,797	6,272,280	7,024,280	16,563,924	15,893,940	17,596,920
Intergov Federal	569,255	577,350	678,670	762,133	1,060,370	899,890
Intergov Other	160,568	136,500	206,500	6,020,246	7,343,230	7,445,940
Charges for Services	907,646	936,690	983,420	2,051,415	1,932,835	2,070,640
Other Revenue	773,038	478,330	545,500	2,157,739	1,634,235	1,685,150
Transfer Revenue	1,411,010	1,489,920	1,491,610	3,750,408	6,622,960	3,652,450
Total Resources:	24,874,630	24,686,020	27,019,170	78,561,272	82,268,140	88,544,790
Expenditures						
Personal Services	4,766,292	5,493,270	6,080,540	21,379,189	24,275,060	26,215,620
Materials & Services	2,729,121	3,943,070	4,276,430	9,330,185	12,280,550	14,825,110
Special Payments	5,197,903	6,032,010	6,475,520	6,006,347	7,113,520	7,199,480
Debt Service	194,414	235,090	227,010	283,011	437,190	460,810
Capital Outlay	825,824	1,111,770	758,300	1,754,328	4,177,620	4,019,650
Transfers Out	322,285	610,200	639,060	3,750,408	6,645,400	3,652,450
Contingency	0	5,790,870	8,562,310	1,075,960	18,974,390	24,112,220
Total Expenditures:	14,035,837	23,216,280	27,019,170	43,579,428	73,903,730	80,485,340
Fund Balance						
Ending Fund Balance:	10,838,793	1,469,740	0	5,881,861	8,364,410	8,059,450
Net Change in Fund Balance:	(1,415,263)	8,337,040	10,845,960	25,799,869	24,417,800	31,499,180
Percentage of Change:	- 765%	17%	0%	22%	34%	25%

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
001 General							
Personnel Services	12,315,358	13,212,352	14,970,830	16,056,890	15,969,800	15,969,800	15,969,800
Materials & Services	3,384,379	3,292,172	3,667,400	5,895,190	5,894,190	5,895,190	5,895,190
Special Payments	75,062	315,143	635,110	239,250	239,250	239,250	259,250
Capital	8,790	0	0	0	0	0	0
Transfers	3,369,185	2,548,013	1,949,180	1,971,840	1,956,840	1,931,840	1,931,840
Congingency	0	0	2,122,250	2,216,000	2,207,720	2,207,720	2,207,720
001 Total:	19,152,774	19,367,679	23,344,770	26,379,170	26,267,800	26,243,800	26,263,800
002 General Roads							
Personnel Services	2,321,819	2,391,235	2,738,330	3,056,680	3,056,680	3,056,680	3,056,680
Materials & Services	2,475,475	2,804,033	4,122,830	3,717,740	3,717,740	3,717,740	3,717,740
Special Payments	280	33,412	43,150	23,150	23,150	23,150	23,150
Debt Service	2,672	2,830	2,900	2,900	2,900	2,900	2,900
Capital	26,511	97,490	65,350	118,500	118,500	118,500	118,500
Transfers	329,380	390,110	476,620	474,040	474,040	474,040	474,040
Congingency	0	0	5,573,610	7,389,750	7,389,750	7,389,750	7,389,750
002 Total:	5,156,136	5,719,110	13,022,790	14,782,760	14,782,760	14,782,760	14,782,760
004 County Clerk Records							
Materials & Services	14,359	11,137	7,800	8,600	8,600	8,600	8,600
Congingency	0	0	1,340	2,090	2,090	2,090	2,090
004 Total:	14,359	11,137	9,140	10,690	10,690	10,690	10,690
005 Rural Law Enforcement District							
Personnel Services	1,773,438	1,783,226	2,110,010	2,157,750	2,157,750	2,157,750	2,157,750
Materials & Services	606,408	613,900	691,640	725,080	725,080	725,080	725,080
Special Payments	26,000	26,000	26,000	26,000	26,000	26,000	26,000
Capital	249,336	138,296	142,500	145,800	145,800	145,800	145,800
Transfers	0	0	4,800	0	0	0	0
Congingency	0	0	281,840	2,150,700	2,150,700	2,150,700	2,150,700
005 Total:	2,655,182	2,561,422	3,256,790	5,205,330	5,205,330	5,205,330	5,205,330
007 Public Health							
Personnel Services	1,132,341	1,091,745	1,222,990	1,474,640	1,474,640	1,474,640	1,474,640
Materials & Services	478,784	495,632	873,820	949,270	949,270	949,270	949,270
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital	0	10,947	44,270	17,500	17,500	17,500	17,500
Transfers	29,644	13,943	260,000	260,000	260,000	260,000	260,000
Congingency	0	0	35,590	35,590	35,590	35,590	35,590
007 Total:	1,640,769	1,612,267	2,436,670	2,737,000	2,737,000	2,737,000	2,737,000

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
009 Child Support							
Personnel Services	160,921	162,887	172,710	177,770	177,770	177,770	177,770
Materials & Services	31,978	31,291	37,890	35,300	35,300	35,300	35,300
Capital	0	0	0	0	0	0	0
Congingency	0	0	1,840	40,140	40,140	40,140	40,140
009 Total:	192,899	194,179	212,440	253,210	253,210	253,210	253,210
018 Juvenile Detention Center							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
018 Total:	0	0	0	0	0	0	0
020 Juvenile Crime Prevention							
Personnel Services	31,524	13,404	16,940	23,140	23,140	36,390	36,390
Materials & Services	9,943	14,422	70,610	96,810	96,810	96,810	96,810
Congingency	0	0	40,230	41,250	41,250	28,000	28,000
020 Total:	41,467	27,826	127,780	161,200	161,200	161,200	161,200
021 Commission on Child & Families							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Special Payments	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
021 Total:	0	0	0	0	0	0	0
024 Parole & Probation Division							
Personnel Services	1,004,721	1,095,078	1,271,830	1,339,500	1,339,500	1,339,500	1,339,500
Materials & Services	367,015	358,599	425,350	600,250	600,250	600,250	600,250
Special Payments	486,384	459,890	403,250	441,560	441,560	441,560	441,560
Capital	57,082	0	68,800	0	0	0	0
Transfers	0	0	127,000	129,500	129,500	129,500	129,500
Congingency	0	1,075,960	1,533,620	2,098,160	2,098,160	2,098,160	2,098,160
024 Total:	1,915,202	2,989,527	3,829,850	4,608,970	4,608,970	4,608,970	4,608,970
027 Marine Patrol							
Personnel Services	197,304	218,158	228,190	239,610	239,610	239,610	239,610
Materials & Services	38,773	39,278	51,700	48,550	48,550	48,550	48,550
Capital	0	0	0	0	0	0	0
Congingency	0	0	79,130	84,090	84,090	84,090	84,090
027 Total:	236,076	257,436	359,020	372,250	372,250	372,250	372,250

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
030 Drug Task Force							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0
Transfers	8,386	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
030 Total:	8,386	0	0	0	0	0	0
033 Mental Health Grants							
Personnel Services	148,678	112,749	217,040	267,380	258,520	258,520	258,520
Materials & Services	100,771	129,719	104,940	92,260	92,260	117,260	117,260
Special Payments	1,539,095	1,584,411	1,413,810	1,790,300	1,790,300	1,790,300	1,948,640
Transfers	0	0	0	0	0	0	0
Congingency	0	0	37,380	65,560	65,560	65,560	65,560
033 Total:	1,788,544	1,826,879	1,773,170	2,215,500	2,206,640	2,231,640	2,389,980
036 Building Codes							
Personnel Services	455,520	456,087	547,340	646,330	646,330	646,330	646,330
Materials & Services	91,724	95,952	120,740	143,780	143,780	143,780	143,780
Capital	10,947	0	0	0	0	0	0
Transfers	64,410	28,080	33,200	32,900	32,900	32,900	32,900
Congingency	0	0	594,510	935,600	935,600	935,600	935,600
036 Total:	622,601	580,119	1,295,790	1,758,610	1,758,610	1,758,610	1,758,610
039 Clatsop County Fisheries							
Personnel Services	551,539	554,970	598,380	566,330	566,330	566,330	566,330
Materials & Services	182,303	167,096	313,260	190,040	190,040	190,040	190,040
Capital	250	81,659	0	0	0	0	0
Congingency	0	0	201,240	346,370	346,370	346,370	346,370
039 Total:	734,091	803,725	1,112,880	1,102,740	1,102,740	1,102,740	1,102,740
100 Capital Projects							
Materials & Services	27,039	58,355	85,500	129,600	129,600	204,600	204,600
Capital	2,338,920	831,014	1,731,700	2,100,350	2,100,350	2,102,850	2,142,850
Transfers	490,000	490,000	3,482,400	478,010	478,010	478,010	478,010
Congingency	0	0	555,780	562,580	562,580	562,580	562,580
100 Total:	2,855,959	1,379,369	5,855,380	3,270,540	3,270,540	3,348,040	3,388,040
102 General Roads Eq Replace							
Materials & Services	300	700	700	800	800	800	800
Capital	385,861	382,379	490,000	515,000	515,000	515,000	515,000
Congingency	0	0	0	0	0	0	0
102 Total:	386,161	383,079	490,700	515,800	515,800	515,800	515,800

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
105 Insurance Reserve							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	34,797	27,494	334,340	373,240	373,240	373,240	373,240
Transfers	0	0	0	0	0	0	0
105 Total:	34,797	27,494	334,340	373,240	373,240	373,240	373,240
120 Land Corner Preservation							
Personnel Services	30,936	32,162	36,150	45,070	45,070	45,070	45,070
Materials & Services	24,424	21,879	47,110	47,170	47,170	47,170	47,170
Congingency	0	0	246,350	273,250	273,250	273,250	273,250
120 Total:	55,360	54,041	329,610	365,490	365,490	365,490	365,490
140 Jail Commissary Fund							
Personnel Services	12,000	0	0	0	0	0	0
Materials & Services	70,075	19,902	0	0	0	0	0
Capital	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
140 Total:	82,075	19,902	0	0	0	0	0
150 Fair Board							
Personnel Services	160,280	197,329	224,830	331,480	331,480	331,480	331,480
Materials & Services	300,746	392,711	438,040	392,700	392,700	392,700	392,700
Special Payments	0	0	0	0	0	0	0
Capital	56,589	188,447	340,000	0	0	0	0
Congingency	0	0	393,770	638,740	638,740	638,740	638,740
150 Total:	517,615	778,487	1,396,640	1,362,920	1,362,920	1,362,920	1,362,920
205 Child Custody Mediation & Drug Pr							
Personnel Services	6,718	7,185	7,830	7,990	7,990	7,990	7,990
Materials & Services	34,018	29,613	68,400	68,300	68,300	68,300	68,300
Congingency	0	0	48,300	35,680	35,680	35,680	35,680
205 Total:	40,736	36,797	124,530	111,970	111,970	111,970	111,970
206 Video Lottery Fund							
Materials & Services	9,271	9,154	18,640	19,000	19,000	19,000	19,000
Special Payments	76,503	74,666	70,000	70,000	70,000	70,000	70,000
Transfers	194,950	229,230	261,200	295,160	295,160	295,160	295,160
Congingency	0	0	0	0	0	0	0
206 Total:	280,724	313,050	349,840	384,160	384,160	384,160	384,160

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
208 Liquor Enforcement Fund							
Materials & Services	0	0	0	0	0	0	0
Special Payments	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0
Transfers	0	31	0	0	0	0	0
208 Total:	0	31	0	0	0	0	0
209 Courthouse Security							
Personnel Services	50,550	53,610	58,010	64,750	64,750	64,750	64,750
Materials & Services	600	834	10,400	10,500	10,500	10,500	10,500
Capital	0	0	10,000	10,000	10,000	10,000	10,000
Transfers	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Congingency	0	0	136,280	118,210	118,210	118,210	118,210
209 Total:	55,150	58,444	218,690	207,460	207,460	207,460	207,460
225 Bike paths							
Materials & Services	100	100	100	290,100	290,100	290,100	290,100
Special Payments	0	0	0	135,000	135,000	135,000	135,000
Congingency	0	0	427,130	39,480	39,480	39,480	39,480
225 Total:	100	100	427,230	464,580	464,580	464,580	464,580
230 Law Library							
Personnel Services	13,497	9,446	12,120	12,430	12,430	12,430	12,430
Materials & Services	36,605	36,940	36,850	33,690	33,690	33,690	33,690
Capital	0	0	0	0	0	0	0
Congingency	0	0	23,290	15,590	15,590	15,590	15,590
230 Total:	50,102	46,386	72,260	61,710	61,710	61,710	61,710
235 Animal Shelter Donations							
Materials & Services	39,715	50,052	57,000	58,000	58,000	58,000	58,000
Capital	0	0	0	25,000	25,000	25,000	25,000
Congingency	0	0	153,220	267,760	267,760	267,760	267,760
235 Total:	39,715	50,052	210,220	350,760	350,760	350,760	350,760
240 Park & Land Acq. & Maint							
Materials & Services	74,651	14,542	61,540	61,100	61,100	61,100	61,100
Special Payments	0	0	0	0	0	0	0
Capital	0	24,096	40,000	0	0	0	0
Transfers	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Congingency	0	0	914,820	895,880	895,880	895,880	895,880
240 Total:	119,651	83,637	1,061,360	1,001,980	1,001,980	1,001,980	1,001,980

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
250 Emergency Communication							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Special Payments	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
250 Total:	0	0	0	0	0	0	0
300 Road District #1							
Materials & Services	2,320	2,220	3,960	4,700	4,700	4,700	4,700
Special Payments	4,045,409	3,510,840	4,520,310	4,294,150	4,294,150	4,294,150	4,294,150
Transfers	0	0	0	0	0	0	0
300 Total:	4,047,729	3,513,060	4,524,270	4,298,850	4,298,850	4,298,850	4,298,850
305 State Timber Enforcement Fund							
Personnel Services	68,100	66,900	74,160	90,410	90,410	90,410	90,410
Materials & Services	17,453	12,700	30,900	28,400	28,400	28,400	28,400
Capital	45,500	0	0	0	0	0	0
Congingency	0	0	487,150	662,840	662,840	662,840	662,840
305 Total:	131,053	79,600	592,210	781,650	781,650	781,650	781,650
315 Carlyle Apartments							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Special Payments	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
315 Total:	0	0	0	0	0	0	0
325 Industrial Development Revolving F							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	124,857	68,004	36,400	130,900	130,900	130,900	130,900
Special Payments	0	0	0	0	0	0	0
Capital	0	0	1,200,000	1,000,000	1,000,000	1,000,000	1,000,000
Transfers	0	0	0	0	0	0	0
Congingency	0	0	3,398,260	3,291,700	3,291,700	3,291,700	3,291,700
325 Total:	124,857	68,004	4,634,660	4,422,600	4,422,600	4,422,600	4,422,600
385 Westport Sewer Serv Dist							
Personnel Services	10,250	10,157	13,530	14,180	14,180	14,180	14,180
Materials & Services	39,739	45,598	48,190	48,020	48,020	48,020	48,020
Special Payments	2,140	1,986	1,890	1,730	1,730	1,730	1,730
Debt Service	5,415	5,569	5,730	5,890	5,890	5,890	5,890
Transfers	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Congingency	0	0	72,070	76,980	76,980	76,980	76,980
385 Total:	59,545	65,310	143,410	148,800	148,800	148,800	148,800

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
386 Westport Sewer Equip Rplc							
Materials & Services	8,838	6,893	22,100	22,100	22,100	22,100	22,100
Capital	0	0	0	0	0	0	0
Congingency	0	0	31,870	24,490	24,490	24,490	24,490
386 Total:	8,838	6,893	53,970	46,590	46,590	46,590	46,590
395 4-H & Ext Ser Spec Dist							
Materials & Services	451,300	457,320	492,400	503,920	503,920	503,920	503,920
Capital	0	0	45,000	0	0	0	45,000
Congingency	0	0	189,200	146,350	146,350	146,350	101,350
395 Total:	451,300	457,320	726,600	650,270	650,270	650,270	650,270
400 Debt Service Fund							
Debt Service	189,139	185,121	182,400	178,010	178,010	178,010	178,010
Transfers	0	0	0	0	0	0	0
Congingency	0	0	180,760	184,330	184,330	184,330	184,330
400 Total:	189,139	185,121	363,160	362,340	362,340	362,340	362,340
405 Bond & UAL Reserve Fund							
Special Payments	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	1,213,560	1,539,590	1,539,590	1,539,590	1,539,590
405 Total:	0	0	1,213,560	1,539,590	1,539,590	1,539,590	1,539,590
Totals:	43,689,093	43,557,483	73,903,730	80,308,730	80,188,500	80,267,000	80,485,340

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Fund: 001 General							
0000	Discretionary Revenue	(1,604)	(1,740)	0	0	0	0%
1100	Board Of Commissioners	67,194	88,042	91,560	93,260	1,700	1%
1105	Brd of Property Tax Appeal	35,172	25,018	28,860	33,290	4,430	15%
1110	County Tourism	0	147,692	177,210	59,610	(117,600)	- 66%
1120	County Manager	316,789	339,321	437,670	537,050	99,380	22%
1125	Human Resources	386,157	242,478	366,300	355,490	(10,810)	- 2%
1150	Assessment & Taxation	1,345,961	1,377,835	1,640,170	1,673,440	33,270	2%
1155	Property Management	43,578	46,543	50,920	53,520	2,600	5%
1300	County Counsel	96,944	99,372	110,200	110,200	0	0%
1350	Clerk - Admin. & Elections	269,756	413,977	358,710	397,310	38,600	10%
1355	Clerk - Records	156,619	143,144	164,090	179,870	15,780	9%
1625	Budget & Finance	399,821	431,307	447,940	471,660	23,720	5%
1650	Information Systems	722,046	755,975	937,840	1,016,990	79,150	8%
1790	Building & Grounds	947,561	1,040,890	1,091,950	1,125,830	33,880	3%
1795	Parks Maintenance	200,742	202,162	218,830	232,270	13,440	6%
1940	Surveyor	109,705	198,237	233,330	246,600	13,270	5%
1990	Dues & Special Assessments	339,229	420,085	759,040	594,100	(164,940)	- 21%
2160	District Attorney	1,584,935	1,703,683	1,822,620	1,969,030	146,410	8%
2180	Medical Examiner	77,308	104,758	114,660	118,800	4,140	3%
2190	Sheriff Support Division	389,019	393,907	474,260	486,070	11,810	2%
2200	Sheriff Criminal Division	3,275,914	3,389,495	3,827,040	4,074,110	247,070	6%
2300	Corrections	2,680,906	2,826,146	3,063,940	3,386,830	322,890	10%
2325	Jail Nurse	334,948	257,920	413,660	436,540	22,880	5%
2340	Juvenile Department	756,363	781,056	862,090	875,530	13,440	1%
2350	Corrections Workcrew	130,846	224,762	262,350	130,590	(131,760)	- 50%
2700	Planning Division	549,274	563,471	679,850	711,860	32,010	4%
2750	Emergency Management	262,180	280,965	296,210	316,580	20,370	6%
2800	Animal Control	331,665	348,001	368,040	437,810	69,770	18%
9700	General Fund Stabilization	0	0	0	2,000,000	2,000,000	100%
9800	Transfers To Other Funds	3,343,745	2,523,180	1,923,180	1,931,840	8,660	0%
9900	Approp. For Contingency 1	0	0	2,122,250	2,207,720	85,470	4%
001 Totals:		19,152,774	19,367,679	23,344,770	26,263,800	2,919,030	12%
Fund: 002 General Roads							
3110	Road Admin. And Support	694,078	713,307	794,930	941,800	146,870	18%
3120	Road Maint & Construction	4,462,058	5,005,803	6,654,250	6,451,210	(203,040)	- 3%
9905	Approp. For Contingency 2	0	0	5,573,610	7,389,750	1,816,140	32%
002 Totals:		5,156,136	5,719,110	13,022,790	14,782,760	1,759,970	13%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Fund: 004 County Clerk Records							
1354	County Clerk Records	14,359	11,137	9,140	10,690	1,550	16%
004 Totals:		14,359	11,137	9,140	10,690	1,550	16%
Fund: 005 Rural Law Enforcement District							
2191	Sheriff Rural Law Enf Dis	2,655,182	2,561,422	3,256,790	5,205,330	1,948,540	59%
005 Totals:		2,655,182	2,561,422	3,256,790	5,205,330	1,948,540	59%
Fund: 007 Public Health							
4110	Community Health	450,547	502,837	510,700	811,500	300,800	58%
4112	Tobacco Prevention	64,266	50,308	64,340	64,340	0	0%
4129	Immunization	13,920	11,593	14,040	14,140	100	0%
4130	Maternal & Child Health	54,959	41,130	58,500	41,300	(17,200)	- 29%
4133	Babies First	84,795	91,695	113,000	124,800	11,800	10%
4140	W I C Program	234,930	229,942	253,380	261,380	8,000	3%
4160	Family Planning	262,710	240,184	297,900	314,750	16,850	5%
4162	Ryan White Fund Grant	0	0	0	0	0	0%
4163	HIV Block Grant	0	0	0	0	0	0%
4168	Chronic Disease Prevention	0	0	0	0	0	0%
4169	Household Hazardous Waste	55,426	35,302	577,920	470,250	(107,670)	- 18%
4170	Emergency Preparedness	67,407	79,082	72,000	73,000	1,000	1%
4174	Onsite Sewage Systems	158,816	144,817	190,600	249,000	58,400	30%
4175	Environmental Health	192,995	185,377	248,700	276,950	28,250	11%
9915	Approp. For Contingency 7	0	0	35,590	35,590	0	0%
007 Totals:		1,640,769	1,612,267	2,436,670	2,737,000	300,330	12%
Fund: 009 Child Support							
2165	Child Support	192,899	194,179	212,440	253,210	40,770	19%
009 Totals:		192,899	194,179	212,440	253,210	40,770	19%
Fund: 018 Juvenile Detention Center							
2175	Juvenile Detention Center	0	0	0	0	0	0%
018 Totals:		0	0	0	0	0	0%
Fund: 020 Juvenile Crime Prevention							
2170	Juv Crime Prevention	41,467	27,826	127,780	161,200	33,420	26%
020 Totals:		41,467	27,826	127,780	161,200	33,420	26%
Fund: 021 Commission on Child & Families							
2346	Comm. on Children & Fam	0	0	0	0	0	0%
021 Totals:		0	0	0	0	0	0%
Fund: 024 Parole & Probation Division							
2385	Parole & Probation Division	1,915,202	2,989,527	3,829,850	4,608,970	779,120	20%
024 Totals:		1,915,202	2,989,527	3,829,850	4,608,970	779,120	20%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Fund: 027 Marine Patrol							
2245	Marine Patrol	236,076	257,436	359,020	372,250	13,230	3%
027 Totals:		236,076	257,436	359,020	372,250	13,230	3%
Fund: 030 Drug Task Force							
7145	Drug Task Force	8,386	0	0	0	0	0%
030 Totals:		8,386	0	0	0	0	0%
Fund: 033 Mental Health Grants							
7150	Developmental Disabilities	683,207	626,721	644,860	905,110	260,250	40%
7152	Mental Health	885,601	988,224	854,720	1,181,450	326,730	38%
7154	Drug & Alcohol Treatment	0	0	0	0	0	0%
7156	Drug & Alcohol Prevention	219,736	211,934	273,590	303,420	29,830	10%
033 Totals:		1,788,544	1,826,879	1,773,170	2,389,980	616,810	34%
Fund: 036 Building Codes							
7165	Building Codes	622,601	580,119	1,295,790	1,758,610	462,820	35%
036 Totals:		622,601	580,119	1,295,790	1,758,610	462,820	35%
Fund: 039 Clatsop County Fisheries							
8500	Clatsop County Fisheries	734,091	803,725	1,112,880	1,102,740	(10,140)	- 0%
039 Totals:		734,091	803,725	1,112,880	1,102,740	(10,140)	- 0%
Fund: 100 Capital Projects							
2000	Special Projects	2,788,417	1,328,638	5,773,600	3,297,460	(2,476,140)	- 42%
2002	Fleet Replacement	67,542	50,731	81,780	90,580	8,800	10%
100 Totals:		2,855,959	1,379,369	5,855,380	3,388,040	(2,467,340)	- 42%
Fund: 102 General Roads Eq Replace							
2001	Equipment Replacement	386,161	383,079	490,700	515,800	25,100	5%
102 Totals:		386,161	383,079	490,700	515,800	25,100	5%
Fund: 105 Insurance Reserve							
2105	Insurance Reserve	34,797	27,494	334,340	373,240	38,900	11%
105 Totals:		34,797	27,494	334,340	373,240	38,900	11%
Fund: 120 Land Corner Preservation							
1941	Surveyor - Land Corner 120	55,360	54,041	329,610	365,490	35,880	10%
120 Totals:		55,360	54,041	329,610	365,490	35,880	10%
Fund: 140 Jail Commissary Fund							
9100	Jail Commissary	82,075	19,902	0	0	0	0%
140 Totals:		82,075	19,902	0	0	0	0%
Fund: 150 Fair Board							
9300	Fair General Operation	517,615	778,487	1,396,640	1,362,920	(33,720)	- 2%
150 Totals:		517,615	778,487	1,396,640	1,362,920	(33,720)	- 2%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Fund: 205 Child Custody Mediation & Drug F							
5705	Child Custody Mediation	40,736	36,797	124,530	111,970	(12,560)	- 10%
205 Totals:		40,736	36,797	124,530	111,970	(12,560)	- 10%
Fund: 206 Video Lottery Fund							
5710	Video Lottery	280,724	313,050	349,840	384,160	34,320	9%
206 Totals:		280,724	313,050	349,840	384,160	34,320	9%
Fund: 208 Liquor Enforcement Fund							
5715	Liquor Enforcement	0	31	0	0	0	0%
208 Totals:		0	31	0	0	0	0%
Fund: 209 Courthouse Security							
5720	Courthouse Security	55,150	58,444	218,690	207,460	(11,230)	- 5%
209 Totals:		55,150	58,444	218,690	207,460	(11,230)	- 5%
Fund: 225 Bike paths							
5805	Bike Paths	100	100	427,230	464,580	37,350	8%
225 Totals:		100	100	427,230	464,580	37,350	8%
Fund: 230 Law Library							
5810	Law Library	50,102	46,386	72,260	61,710	(10,550)	- 14%
230 Totals:		50,102	46,386	72,260	61,710	(10,550)	- 14%
Fund: 235 Animal Shelter Donations							
2810	Animal Shelter Enhance.	39,715	50,052	210,220	350,760	140,540	66%
235 Totals:		39,715	50,052	210,220	350,760	140,540	66%
Fund: 240 Park & Land Acq. & Maint							
5815	Parks & Land Acq. Maint	119,651	83,637	1,061,360	1,001,980	(59,380)	- 5%
240 Totals:		119,651	83,637	1,061,360	1,001,980	(59,380)	- 5%
Fund: 250 Emergency Communication							
5820	Emergency Communication	0	0	0	0	0	0%
250 Totals:		0	0	0	0	0	0%
Fund: 300 Road District #1							
5825	Road District #1	4,047,729	3,513,060	4,524,270	4,298,850	(225,420)	- 4%
300 Totals:		4,047,729	3,513,060	4,524,270	4,298,850	(225,420)	- 4%
Fund: 305 State Timber Enforcement Fund							
5828	State Timber Enforcement	131,053	79,600	592,210	781,650	189,440	31%
305 Totals:		131,053	79,600	592,210	781,650	189,440	31%
Fund: 315 Carlyle Apartments							
5842	Carlyle Apartments	0	0	0	0	0	0%
315 Totals:		0	0	0	0	0	0%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Fund: 325 Industrial Development Revolving							
5836	Industrial Develop.Revolving Fund	124,857	68,004	4,634,660	4,422,600	(212,060)	- 4%
325 Totals:		124,857	68,004	4,634,660	4,422,600	(212,060)	- 4%
Fund: 385 Westport Sewer Serv Dist							
5845	Westport Sewer Service	59,545	65,310	143,410	148,800	5,390	3%
385 Totals:		59,545	65,310	143,410	148,800	5,390	3%
Fund: 386 Westport Sewer Equip Rplc							
5846	Westport Sewer Equipment	8,838	6,893	53,970	46,590	(7,380)	- 13%
386 Totals:		8,838	6,893	53,970	46,590	(7,380)	- 13%
Fund: 395 4-H & Ext Ser Spec Dist							
5850	4-H & Extension	451,300	457,320	726,600	650,270	(76,330)	- 10%
395 Totals:		451,300	457,320	726,600	650,270	(76,330)	- 10%
Fund: 400 Debt Service Fund							
5855	Debt Service	189,139	185,121	363,160	362,340	(820)	- 0%
400 Totals:		189,139	185,121	363,160	362,340	(820)	- 0%
Fund: 405 Bond & UAL Reserve Fund							
5860	Bond & UAL Reserve Fund	0	0	1,213,560	1,539,590	326,030	26%
405 Totals:		0	0	1,213,560	1,539,590	326,030	26%
Fund: 505 Diking District #5							
6305	Diking District #5	13,063	4,691	0	0	0	0%
505 Totals:		13,063	4,691	0	0	0	0%
Fund: 511 Diking District #11							
6311	Diking District #11	52	8,517	0	0	0	0%
511 Totals:		52	8,517	0	0	0	0%
Fund: 514 Diking District #14							
6314	Diking District #14	3,051	8,737	0	0	0	0%
514 Totals:		3,051	8,737	0	0	0	0%
Total Expenditures:		43,705,258	43,579,428	73,903,730	80,485,340	6,581,610	8%

4 year Comparative Summary - All County Funds (Excluding Service Districts)

Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Resources						
Beginning Net Working Capital	23,696,786	28,441,680	29,491,310	36,215,210	6,723,900	22%
Taxes	10,185,488	9,602,942	9,413,520	9,663,120	249,600	2%
Licenses & Permits	1,291,803	1,439,851	1,241,000	1,383,000	142,000	11%
Fines	90,489	77,160	74,040	74,180	140	0%
Use Of Money/Property	242,666	401,053	261,610	439,460	177,850	67%
Intergov State	14,122,924	13,724,483	13,136,250	14,765,910	1,629,660	12%
Intergov Federal	745,978	762,133	1,060,370	899,890	(160,480)	- 15%
Intergov Other	6,514,654	6,020,246	7,343,230	7,445,940	102,710	1%
Charges for Services	1,860,394	1,982,796	1,860,835	1,996,640	135,805	7%
Other Revenue	1,673,103	2,088,015	1,590,235	1,661,150	70,915	4%
Transfer Revenue	4,534,956	3,748,408	6,620,960	3,650,450	(2,970,510)	- 44%
Total Resources:	64,959,241	68,288,766	72,093,360	78,194,950	6,101,590	8%
Expenditures						
Personal Services	18,661,804	19,585,806	22,183,480	24,072,380	1,888,900	8%
Materials & Services	7,970,155	8,182,309	11,022,260	13,521,290	2,499,030	22%
Special Payments	2,177,324	2,467,521	2,565,320	2,877,600	312,280	12%
Debt Service	191,811	277,442	399,500	426,230	26,730	6%
Capital Outlay	2,930,449	1,616,031	3,990,120	3,828,850	(161,270)	- 4%
Transfers Out	4,534,956	3,748,408	6,638,600	3,650,450	(2,988,150)	- 45%
Contingency	0	1,075,960	18,399,410	21,758,700	3,359,290	18%
Total Expenditures:	36,466,499	36,953,478	65,198,690	70,135,500	4,936,810	7%
Fund Balance						
Ending Fund Balance:	28,492,743	31,335,288	6,894,670	8,059,450	1,164,780	16%
Net Change in Fund Balance:	(4,795,956)	(2,893,608)	22,596,640	28,155,760	5,559,120	24%
Percentage of Change:	- 494%	- 982%	130%	128%		

4 year Comparative Summary - All County Funds (with Service Districts)

Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Resources						
Beginning Net Working Capital	26,815,599	31,681,730	32,782,210	39,558,630	6,776,420	20%
Taxes	14,133,132	13,611,953	13,391,550	13,670,830	279,280	2%
Licenses & Permits	1,291,803	1,439,851	1,241,000	1,383,000	142,000	11%
Fines	90,489	77,160	74,040	74,180	140	0%
Use Of Money/Property	264,792	444,714	291,770	507,160	215,390	73%
Intergov State	17,282,328	16,563,924	15,893,940	17,596,920	1,702,980	10%
Intergov Federal	745,978	762,133	1,060,370	899,890	(160,480)	- 15%
Intergov Other	6,514,654	6,020,246	7,343,230	7,445,940	102,710	1%
Charges for Services	1,932,904	2,051,415	1,932,835	2,070,640	137,805	7%
Other Revenue	1,846,888	2,157,739	1,634,235	1,685,150	50,915	3%
Transfer Revenue	4,536,956	3,750,408	6,622,960	3,652,450	(2,970,510)	- 44%
Total Resources:	75,455,524	78,561,272	82,268,140	88,544,790	6,276,650	7%
Expenditures						
Personal Services	20,445,492	21,379,189	24,275,060	26,215,620	1,940,560	7%
Materials & Services	9,094,926	9,330,185	12,280,550	14,825,110	2,544,560	20%
Special Payments	6,250,873	6,006,347	7,113,520	7,199,480	85,960	1%
Debt Service	197,226	283,011	437,190	460,810	23,620	5%
Capital Outlay	3,179,785	1,754,328	4,177,620	4,019,650	(157,970)	- 3%
Transfers Out	4,536,956	3,750,408	6,645,400	3,652,450	(2,992,950)	- 45%
Contingency	0	1,075,960	18,974,390	24,112,220	5,137,830	27%
Total Expenditures:	43,705,258	43,579,428	73,903,730	80,485,340	6,581,610	8%
Fund Balance						
Ending Fund Balance:	31,750,266	34,981,844	8,364,410	8,059,450	(304,960)	- 3%
Net Change in Fund Balance:	(4,934,667)	(3,300,114)	24,417,800	31,499,180	7,081,380	29%
Percentage of Change:	- 543%	- 960%	134%	125%		

Overview by Functional Area - General Fund

REVENUES - Functional Area	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Culture & Recreation	129,545	135,637	130,250	131,250	1,000	0%
General Government	21,273,636	22,067,537	23,553,925	25,247,080	1,693,155	7%
Land Use, Hsg & Trans / Econ. Dev. & Capital	452,301	575,705	599,550	585,720	(13,830)	- 2%
Public Safety & Justice	3,130,309	3,157,539	3,565,325	3,850,370	285,045	7%
Total Revenues:	24,985,791	25,936,418	27,849,050	29,814,420	1,965,370	7%

EXPENDITURES - Functional Area	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Culture & Recreation	200,742	202,162	218,830	232,270	13,440	6%
General Government	8,074,968	7,484,426	10,069,680	12,320,570	2,250,890	22%
Land Use, Hsg & Trans / Econ. Dev. & Capital	658,979	909,400	1,090,390	1,018,070	(72,320)	- 6%
Public Health	394,000	461,000	461,000	461,000	0	0%
Public Safety & Justice	9,824,085	10,310,692	11,504,870	12,231,890	727,020	6%
Total Expenditures:	19,152,774	19,367,679	23,344,770	26,263,800	2,919,030	12%

Overview by Functional Area - Countywide (Excluding Service Districts)

REVENUES - Functional Area	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Culture & Recreation	2,869,942	2,969,286	2,588,250	2,496,150	(92,100)	- 3%
General Government	22,632,188	23,752,402	25,474,125	27,532,940	2,058,815	8%
Land Use, Hsg & Trans / Econ. Dev. & Capital	27,001,863	28,369,913	30,508,820	32,279,430	1,770,610	5%
Public Health	4,012,072	4,200,884	4,209,840	5,126,980	917,140	21%
Public Safety & Justice	8,443,176	8,996,281	9,312,325	10,759,550	1,447,225	15%
Total Revenues:	64,959,241	68,288,766	72,093,360	78,195,050	6,101,690	8%

EXPENDITURES - Functional Area	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	Amount Change	Percent Change
Culture & Recreation	838,008	1,064,286	2,676,830	2,597,170	(79,660)	- 2%
General Government	8,707,263	8,169,179	12,450,880	15,067,430	2,616,550	21%
Land Use, Hsg & Trans / Econ. Dev. & Capital	10,874,968	10,209,996	28,609,270	28,202,850	(406,420)	- 1%
Public Health	3,429,314	3,439,146	4,209,840	5,126,980	917,140	21%
Public Safety & Justice	12,616,946	14,070,871	17,251,870	19,141,070	1,889,200	10%
Total Expenditures:	36,466,499	36,953,478	65,198,690	70,135,500	4,936,810	7%

Clatsop County Functions/Programs Budget Public Safety & Justice 2018-2019 Total \$19,141,070



Organizational units included within this functional area in the order they appear within the budget document are:

District Attorney
Child Support
Medical Examiner
Sheriff Support Division
Sheriff Criminal Division
Corrections
Jail Nurse
Corrections Workcrew
Emergency Management
Animal Control

Animal Shelter Enhancement
Marine Patrol
Jail Commissary
Juvenile Department
Juvenile Crime Prevention
Law Library
Parole & Probation
Courthouse Security
State Timber Enforcement
Child Custody Mediation

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

District Attorney

Mission Statement

The purpose of criminal prosecution is to evaluate and prosecute all violations of state criminal law brought to the district attorney's office through the seven police agencies in Clatsop County, and on occasion through outside agencies, to ensure that the innocent are protected and the guilty are held accountable.

Department Overview

The Criminal Division consists of 6 Deputy District Attorneys, the elected District Attorney and 12 support staff. The staff reviews, logs in, and then assigns reports to specific trial assistants and specific deputy district attorneys for vertical prosecution cases submitted by the seven police agencies that serve the cities and county. The initial determination is whether there is a credible charge and if so, should it be charged as a violation, misdemeanor, or felony. Once a Deputy DA makes that decision, the case then goes through the charging process or grand jury process. Deputy District Attorneys prepare plea offers in virtually every case, and working with one of the two Victims Assistance Coordinators, attempt to discuss the case and possible resolution with identifiable victims and ensure that victims' voices are heard and that they are able to exercise their rights under Oregon statute and the state constitution. The District Attorneys' Office is expected to "attend upon the court" for all proceedings in which the State of Oregon has an interest in criminal, juvenile, or dependency cases. That means staffing three circuit courtrooms virtually daily as well as Grand Jury twice a week. In addition, the DA's Office participates, and in some cases presides over regular meetings of the Multi-Disciplinary Team regarding Child Abuse, the Domestic Violence Council, the Major Crime Team and staffs all three "specialty courts" - the Treatment Court in Judge Matyas's courtroom, Family Court in Judge Brownhill's courtroom, and Drug Court in Judge McIntosh's courtroom. Each of these courts is assigned a Deputy DA who attends staffings and appears in court, and while the DA's Office assists in staffing these courts, the DA's Office receives no revenue or compensation for participation in these special courts.

In addition, the District Attorney and at least two senior Deputy District Attorneys, including the Chief Deputy, are on-call on a 24 hour a day, 7-day a week basis for consultation with county police agencies from providing legal advice to helping draft search warrants to convening the Major Crime Team under the protocols agreed upon by all area law enforcement agencies.

Additionally, the District Attorney's Office manages the Medical Examiner Program, appears on behalf of the county in all involuntary mental commitment proceedings, handles habeas corpus suits at the request of the Sheriff, evaluates civil and criminal forfeitures when appropriate, and serves as the arbiter of request under ORS 192, the Oregon Public Records law for agencies below the state level (city, county, schools, and special districts).

The District Attorney's Office regularly participates in legal trainings for both regular and reserve police officers and provides speakers after hours for various Citizen Police Academies offered at times by area police departments.

Major Accomplishments

This fiscal year saw the unusual turn-over with the hiring of a new Deputy DA 1, Marissa Snyder. Two murder cases remain pending and one Aggravated Murder (the man was convicted in 2001) is set for re-sentencing in FY 18-19. Crimes involving the sexual exploitation of children seemed to have dominated the docket. In September of 2017 Chief Deputy DA Ron Brown secured a 370 month prison sentence for Russell Deviney, a California man who had abducted a teenage girl from California using the Internet to misrepresent his age, and was in Cannon Beach after the girl reported being abducted at a fast food restaurant in Astoria. Like many of these cases involving out of town suspects and victims, they are much more difficult and expensive to prosecute. Senior Deputy DA Steve Chamberlin secured guilty pleas from both a man who was stealing thousands of dollars of bicycles and separately an embezzlement conviction of a woman who defrauded an elderly local attorney. Both these defendants await sentencing at this time. Serious domestic violence continues to be a major problem, as Senior Deputy DA Dawn Buzzard secured felony convictions for Ian Birrell, who received 30 months in prison for felony domestic assault in October of 2017 and Nathan Fitzgerald was sentenced to 90 months in prison in January 2018 for ramming his child's head into a door jam. Senior Deputy Buzzard also secured convictions on Online Sexual Corruption against Brandon Eide who was sentenced to 10 years in prison. Tyler Campbell, who as a registered sex offender was having sex with underage girls - was sentenced to 80 months in prison and in a trial to Judge McIntosh a former USCG officer and high school coach, Gary Medina, who received over 100 months in prison. Chief Deputy Ron Brown concluded the successful trial of Kirk Cazee, who was convicted of secretly recording intimate moments of teenage girls and young women and creating films that use children for sexual purposes. Judge McIntosh sentenced Cazee to over 35 years in prison in February of 2018.

Budget Highlights

We are requesting funding for a new case management system software and database, including training on new software and conversion of data from current system (DACMS) into the new system. The current software is 20+ years old. It frequently crashes, struggles to handle some of the updates and changes to criminal laws, and is incapable of interfacing with Circuit Court's new computer system. It has very limited capabilities of generating statistical reports. As an office that handles some 2,200 cases a year, a functional case management database is crucial. While most of the state has upgraded to proprietary software, Clatsop County has gone over a decade with "orphaned" software.

Our Compensable Leave Buyback line item shows an increase from \$25,000 to \$49,500. The line item was budgeted last fiscal year at \$25,000 for the deputy district attorneys to essentially cash out accrued vacation hours, per their union contract. An additional \$24,500 is being requested to cash out the accrued vacation for Chief Deputy Ron Brown in the event he is elected the new district attorney effective January 2019. County policy and state law require payout of accrued vacation to any departing employee.

Additional grant fund revenues are expected to be received in Special Victims Expense and VOCA 1x line items which in turn is reflected in the Line Item Budget Detail as funds to be expended for specific purposes related to victim services.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Child Support	0	0	0	0	0	0%
VOCA	59,282	58,770	58,710	65,670	6,960	11%
VOCA Expansion	0	0	0	45,000	45,000	100%
VOCA 1x	0	1,362	5,700	3,300	(2,400)	- 42%
St.-victim Assistance Pgm	34,811	34,811	34,800	34,800	0	0%
Copy Fees	40,480	50,949	39,000	43,000	4,000	10%
Revenue Refunds & Reimbursemen	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Trans from Liquor Law Enforce	0	31	0	0	0	0%
General Fund Support	1,450,362	1,557,759	1,684,410	1,777,260	92,850	5%
Total Revenue:	1,584,935	1,703,683	1,822,620	1,969,030	146,410	8%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	1,059,771	1,115,652	1,135,940	1,180,990	45,050	3%
Personnel Benefits	437,752	469,606	594,700	644,990	50,290	8%
Material & Supplies	87,411	118,425	91,980	143,050	51,070	55%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	1,584,935	1,703,683	1,822,620	1,969,030	146,410	8%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
District Attorney Salary Supp.	1.00	1.00	1.00	1.00	0.00	0%
Admin/legal Asst	0.95	0.95	0.95	0.95	0.00	0%
Chief Deputy Dist. Atty.	1.00	1.00	1.00	1.00	0.00	0%
Deputy DA I	0.00	0.00	0.97	0.97	0.00	0%
Deputy DA II	0.97	0.00	0.00	0.00	0.00	0%
Deputy DA III	3.97	4.94	3.97	3.97	0.00	0%
Staff Assistant	6.00	6.00	6.00	6.00	0.00	0%
Victims Services Coord.	2.00	2.00	2.00	2.50	0.50	25%
Total Personnel:	15.89	15.89	15.89	16.39	0.50	3%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of Police Reports Received	2066	2134	2136	2358		
Number of Victim Contacts	16358	15965	18545	27953		
Court Appearances Per Deputy DA	618	763	649	660		
Number of Juvenile Court Appearances	268	432	343	290		
Felony Cases Filed	485	463	443	432		
Misdemeanor Cases Filed	786	821	789	785		

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
District Attorney Salary Supp.	82-1025	26,760	28,248	34,000	40,540	6,540	19%
Admin/legal Asst	82-1119	64,055	65,657	70,420	75,420	5,000	7%
Chief Deputy Dist. Atty.	82-1170	110,415	121,471	124,770	131,690	6,920	5%
Deputy District Attorney	82-1172	493,776	523,551	516,160	507,770	(8,390)	- 1%
Deputy DA I	82-1173	0	0	0	0	0	0%
Deputy DA II	82-1174	0	0	0	0	0	0%
Deputy DA III	82-1175	0	0	0	0	0	0%
Staff Assistant	82-1191	258,779	267,708	278,850	288,050	9,200	3%
Victims Services Coord.	82-1896	105,985	109,017	111,740	137,520	25,780	23%
Extra Help - A.S. III	82-1940	9,702	9,023	13,000	13,000	0	0%
Extra Help	82-1941	428	8,198	11,080	11,080	0	0%
Grant Overtime	82-1943	6,406	9,535	10,310	10,570	260	2%
Overtime	82-1945	2,622	2,605	4,000	4,000	0	0%
Performance Pay	82-1948	0	0	7,810	8,130	320	4%
F.I.C.A.	82-1950	79,539	85,955	90,620	94,110	3,490	3%
Retirement	82-1955	144,660	153,818	198,100	206,440	8,340	4%
Medical Waiver	82-1963	0	4,100	2,400	2,400	0	0%
Medical Insurance	82-1964	135,539	137,103	181,960	193,050	11,090	6%
Dental Insurance	82-1965	17,342	17,594	20,580	20,830	250	1%
HSA Contribution	82-1966	25,475	20,602	23,780	25,480	1,700	7%
Benefits Admin Fees	82-1967	489	481	480	530	50	10%
Life Insurance	82-1970	1,371	1,362	1,330	1,460	130	9%
Salary Continuation Insur	82-1972	2,051	2,022	1,360	1,410	50	3%
S.A.I.F.	82-1975	1,461	1,037	1,710	1,770	60	3%
Unemployment	82-1980	10,667	5,804	1,180	1,230	50	4%
Compensable Leave Buyback	82-1986	0	10,368	25,000	49,500	24,500	98%
Personnel Services Totals:		1,497,523	1,585,258	1,730,640	1,825,980	95,340	5%
Materials & Services							
Telephones	82-2070	4,180	5,468	5,000	4,000	(1,000)	- 20%
Witness Fees	82-2250	1,799	1,388	2,500	2,500	0	0%
Grand Jury Fees	82-2258	696	358	800	800	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	0	0	0	23,050	23,050	100%
Membership Fees And Dues	82-2370	7,001	6,704	7,150	7,000	(150)	- 2%
Office Supplies	82-2410	7,437	10,366	7,500	8,500	1,000	13%
Books And Periodicals	82-2413	6,705	7,167	7,000	7,000	0	0%
Postage And Freight	82-2419	4,980	5,467	4,600	5,000	400	8%
Printing And Reproduction	82-2425	12,482	13,660	12,000	13,000	1,000	8%
Contractual Services	82-2471	0	0	500	400	(100)	- 20%
Special Investigations	82-2474	16,555	43,543	20,000	25,000	5,000	25%
Contractual Services-Temp Help	82-2492	0	0	0	18,000	18,000	100%
Special Victims Expense	82-2516	13,174	9,859	7,930	9,000	1,070	13%

VOCA 1x	82-2526	0	1,678	0	3,300	3,300	100%
Publi. And Legal Notices	82-2600	121	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	1,500	1,500	100%
Vehicle Maintenance & Use	82-2923	4,209	3,126	4,000	2,000	(2,000)	- 50%
Education And Training	82-2928	2,190	2,955	6,000	6,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	5,883	6,685	7,000	7,000	0	0%
Materials & Services Totals:		87,411	118,425	91,980	143,050	51,070	55%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		1,584,935	1,703,683	1,822,620	1,969,030	146,410	1.00

Child Support

Mission Statement

To collect court-ordered payments for custodial parents and when appropriate, assist in adjusting child support obligations.

Department Overview

The child support division collects and enforces court orders using collection methods, court orders, and when necessary, criminal actions. Two child support agents manage the daily caseload and are assisted by a .06 FTE of a deputy district attorney. The division also establishes orders for support and paternity.

Major Accomplishments

Opened 105 new cases for calendar year 2017.
 Continued to increase skills and knowledge of child support enforcement by attending trainings, as offered.
 Complied with Federal Title IV-D requirements.
 Continued to hold monthly SED Court for delinquent parents.
 Provided support enforcement services to more than 600 families.
 Assisted with the training of two Deputy District Attorneys in the child support division.
 Continued to participate in and give input to Oregon District Attorneys Association Child Support Oversight Committee regarding the new child support case management system, and issues relating to the DA Offices with Child Support Divisions.
 Oregon's Child Support Program is in the process of developing a new system called Origin. To prepare for a smooth conversion from the current system to Origin, the data in current system needed to be cleaned up, much of which needed to be done manually. During 2017 this office completed approximately 12 manual data cleanup tasks including correcting orders on cases, assuring appropriate legal lines are present on cases, that images are associated with the correct case, review cases for appropriate coding, addresses are correct and assure correct court numbers are associated with the cases, all of which resulted in a very time intensive project.

Budget Highlights

The Oregon Department of Justice Child Support Program has been in the process of building a new case management system (Origin) for the past few years. The pilot to go-live date is later this year and will run from April/May 2018 through January/February 2019 which will require a significant amount of travel during several different weeks for the 2 child support enforcement employees to travel to Portland & Salem. This expense includes lodging, meals, mileage and overtime for 2 employees. This office is slated for roll-out Phase 1, currently scheduled for dates in August, September & October 2018. These are mandatory sessions with instructor-based training. Only the pre-training sessions are web-based and can be completed from their workstations. We are requesting \$7,000 in the Reimbursed Travel Expense line item, an increase from \$2,900 this current fiscal year. The child support budget receives a 66% federal reimbursement for all expenses incurred.
 Clatsop County recovers over \$2 million annually for custodial parents, and collects arrearages owed at almost twice the rate of the State Department of Child Support.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	44,390	43,295	11,420	37,710	26,290	230%
Interest On Investments	146	232	0	0	0	0%
Reimburse Child Supp Svc	24,835	27,712	23,260	24,410	1,150	4%
State GF Reimburse	13,011	9,807	11,970	13,450	1,480	12%
Annual Fee pmts	694	2,134	2,120	2,160	40	1%
ARRA Child Support	0	0	0	0	0	0%
Child Support	112,419	113,813	122,780	126,120	3,340	2%
Franchise Fees	0	190	190	0	(190)	- 100%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	40,700	40,700	40,700	49,360	8,660	21%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	236,195	237,883	212,440	253,210	40,770	19%
Total Unappropriated Budget:	43,295	43,704	0	0	0	0%
Total Budgeted Resources:	192,899	194,179	212,440	253,210	40,770	19%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	115,453	115,755	118,220	121,380	3,160	2%
Personnel Benefits	45,468	47,132	54,490	56,390	1,900	3%
Material & Supplies	31,978	31,291	37,890	35,300	(2,590)	- 6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	1,840	40,140	38,300	2081%
Total Expenditures:	192,899	194,179	212,440	253,210	40,770	19%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.00	0.00	0.03	0.03	0.00	0%
Deputy DA II	0.03	0.00	0.00	0.00	0.00	0%
Deputy DA III	0.03	0.06	0.03	0.03	0.00	0%
Child Support Agent I	1.00	1.00	1.00	1.00	0.00	0%
Child Support Agent II	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	2.11	2.11	2.11	2.11	0.00	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Child Support Collected	2,018,458	2,513,702	2,072,804	2,498,546	2,354,060	
Overall County Arrearages Collected	76.66%	75.3%	76%	74.8%	73.46%	
Overall State Arrearages Collected	52.9%	53.2%	53%	55%	52.84%	

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Senior Admin Supervisor	82-1119	3,371	3,456	3,710	3,970	260	7%
Deputy District Attorney	82-1172	0	(124)	0	5,540	5,540	100%
Deputy DA I	82-1173	0	754	1,950	0	(1,950)	- 100%
Deputy DA II	82-1174	2,746	1,808	0	0	0	0%
Deputy DA III	82-1175	3,048	3,377	3,420	0	(3,420)	- 100%
Child Support Agent I	82-1855	51,811	50,647	51,910	53,210	1,300	2%
Child Support Agent II	82-1856	54,476	55,838	57,230	58,660	1,430	2%
Extra Help - A.S. III	82-1940	357	481	1,000	1,000	0	0%
Overtime	82-1945	32	100	0	0	0	0%
Performance Pay	82-1948	0	0	150	160	10	6%
F.I.C.A.	82-1950	8,603	8,924	9,320	9,560	240	2%
Retirement	82-1955	16,788	17,158	21,720	22,300	580	2%
Medical Waiver	82-1963	0	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	14,360	13,146	15,570	16,680	1,110	7%
Dental Insurance	82-1965	1,370	1,360	1,420	1,440	20	1%
HSA Contribution	82-1966	2,275	2,184	2,220	2,190	(30)	- 1%
Benefits Admin Fees	82-1967	38	38	50	40	(10)	- 20%
Life Insurance	82-1970	163	163	160	160	0	0%
Salary Continuation Insur	82-1972	167	166	160	150	(10)	- 6%
S.A.I.F.	82-1975	162	158	200	190	(10)	- 5%
Unemployment	82-1980	1,153	731	120	120	0	0%
Compensable Leave Buyback	82-1986	0	124	0	0	0	0%
Personnel Services Totals:		160,921	162,887	172,710	177,770	5,060	2%
Materials & Services							
Telephones	82-2070	471	445	600	600	0	0%
Insurance	82-2200	604	985	1,210	1,400	190	15%
Office Supplies	82-2410	2,004	2,699	5,980	700	(5,280)	- 88%
Postage And Freight	82-2419	2,892	3,252	2,800	2,800	0	0%
Printing And Reproduction	82-2425	503	580	800	800	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	192	624	600	600	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	281	505	1,000	500	(500)	- 50%
Reimbursed Travel Expense	82-2930	430	601	2,900	7,000	4,100	141%
Indirect Cost Allocation	82-3210	24,600	21,600	22,000	20,900	(1,100)	- 5%
Materials & Services Totals:		31,978	31,291	37,890	35,300	(2,590)	- 6%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%

Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	1,840	40,140	38,300	2081%
Contingencies Totals:		0	0	1,840	40,140	38,300	2081%
Total Expenditures:		192,899	194,179	212,440	253,210	40,770	1.00

Medical Examiner

Mission Statement

To investigate any accidental, homicidal or suicidal death or any death that occurs outside of a medical facility in Clatsop County.

Department Overview

The County Medical Examiner is a physician who is the medical eyes and ears of the State Medical Examiner. The County Medical Examiner appoints Deputy Medical Examiners, usually police officers, and signs death certificates for persons not under a doctor's care at the time of death. The County Medical Examiner is part of the Major Crime Team and is on call 24/7.

Major Accomplishments

Provided county medical examiner services 24/7. The Medical Examiner has been on call and on the scene of every suspicious death, not merely those of criminal interest. The medical examiner also does extensive death notifications to families and provides services to grieving families.

Budget Highlights

Although there is no "set" amount of time required for providing services to people at what are the worst moments of their lives, the Clatsop County Medical Examiner takes pride in being both compassionate and comprehensive in death investigations. In cases that have major criminal implications, like the two recent murder cases, that can mean speaking to survivors about the medical aspect and some medicolegal aspects of the death investigation (for example, the need for an autopsy or sometimes the reason no autopsy is appropriate). Some cases that are NOT criminal can nonetheless take enormous amounts of medical examiner time. However, medical examiner calls go far beyond criminal cases to suicides, accidents, even unusual natural deaths.

We are requesting \$1,000 in Education and Training to provide for periodic training for the medical examiner. In the past, any trainings attended by the medical examiner have been paid out of the DA's Office Criminal Division budget. Budgeting this expense in the actual org unit provides for a more accurate accounting of the true cost of the org unit/program.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	77,308	104,758	114,660	118,800	4,140	3%
Total Revenue:	77,308	104,758	114,660	118,800	4,140	3%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	39,996	81,992	85,940	88,090	2,150	2%
Personnel Benefits	26,446	21,166	25,720	26,710	990	3%
Material & Supplies	10,866	1,600	3,000	4,000	1,000	33%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	77,308	104,758	114,660	118,800	4,140	3%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Medical Examiner	0.80	0.80	0.86	0.86	0.00	0%
Total Personnel:	0.80	0.80	0.86	0.86	0.00	0%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Medical Examiner Cases Count	0	145	164	134	0	0
Cases Investigated Count	0	91	101	79	0	0
Extended Investigations Conducted Count	0	52	38	44	0	0
Suicides Count	0	9	14	13	0	0
Accidents Count	0	21	40	14	0	0
Natural Deaths Count	0	115	105	105	0	0
Homicides Count	0	0	3	1	0	0
Undetermined Count	0	0	2	1	0	0

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Medical Examiner	82-1202	39,996	81,992	85,940	88,090	2,150	2%
Extra Help Medical Examiner	82-1902	18,334	0	0	0	0	0%
F.I.C.A.	82-1950	4,249	5,840	6,570	6,740	170	2%
Retirement	82-1955	0	8,979	11,680	11,970	290	2%
Medical Insurance	82-1964	2,094	4,399	5,510	6,050	540	9%
Dental Insurance	82-1965	242	484	540	560	20	3%
HSA Contribution	82-1966	733	800	860	860	0	0%
Benefits Admin Fees	82-1967	0	0	30	0	(30)	- 100%
Life/AD&D Insurance	82-1970	56	111	100	100	0	0%
Salary Continuation Insur	82-1972	108	216	220	220	0	0%
S.A.I.F.	82-1975	74	104	120	120	0	0%
Unemployment	82-1980	556	232	90	90	0	0%
Personnel Services Totals:		66,442	103,158	111,660	114,800	3,140	2%
Materials & Services							
Telephones	82-2070	0	0	0	0	0	0%
Medical Supplies	82-2345	0	0	0	0	0	0%
Contractual Services	82-2471	9,166	0	0	0	0	0%
Medical Services	82-2502	0	0	0	0	0	0%
Body Transportation Costs	82-2508	1,700	1,600	2,500	2,500	0	0%
Fuel - Vehicles	82-2852	0	0	0	250	250	100%
Vehicle Maintenance & Use	82-2923	0	0	500	250	(250)	- 50%
Education And Training	82-2928	0	0	0	1,000	1,000	100%
Materials & Services Totals:		10,866	1,600	3,000	4,000	1,000	33%
Total Expenditures:		77,308	104,758	114,660	118,800	4,140	1.00

Sheriff Support Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Support Division of the Sheriff's Office provides the day-to-day business administration of the Office. These services include all the word processing of complaints, correspondence and other associated law enforcement clerical activity. Support Division is responsible for the civil process functions, which includes the processing of subpoenas, writs, summons and complaints, notices of process and conducts seizures, foreclosures and sales of real and personal property to satisfy judgements.

The Division acts as the custodian of records for the Sheriffs' Office and thus enters and maintains arrest warrants, restraining orders, stalking orders, stolen weapons and property, files and retrieves all criminal records/booking data. As part of the records function, background and criminal records checks are conducted for local law enforcement agencies, as well as our own case investigations. The division will take all fingerprints for licenses and background checks.

The Support Division issues and processes concealed hand gun licenses, alarm permits, liquor permits, hand gun transactions, machine gun sales, explosive permits and others. It is responsible for managing inventories and processing purchase orders for all accounts payable. On a monthly basis, the Division reports criminal data and statistics, as required by law, for compilation by State and Federal agencies.

The Support Division is responsible for the intake and preservation of evidence related to investigations conducted within our jurisdiction. The Support Division also takes in found property and property for safekeeping.

Major Accomplishments

Increased Social Media presence by posting and monitoring the Sheriff's Office Facebook page and Website.
Increased fingerprint time including over the lunch hour to better serve public needs.
Reduced deputy's office time by processing evidence and downloading digital evidence.

Performance Measures

Complete evidence inventory.
Train all staff to take fingerprints for better coverage.
Acknowledge all record requests in five days and complete within three weeks.

Budget Highlights

This is a status quo budget with no new staff or programs. There is a modest increase in revenue from the Rural Law Enforcement District. Personnel Service increases are due to step increases, cost of living adjustments, associated benefits tied to salary and an increase in health insurance. Material and Services realize a modest increase of \$760 primarily due to Postage and Freight.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Weapon Permits	38,640	41,153	30,000	35,000	5,000	16%
Towing Ord Fees	500	500	500	500	0	0%
Revenue From Rled	136,105	136,748	192,030	195,450	3,420	1%
Sheriff Civil Fees	65,236	50,096	60,000	50,000	(10,000)	- 16%
Sheriff Alarm Fees	2,875	2,550	2,900	2,600	(300)	- 10%
Finger Prints	0	4,720	7,500	7,500	0	0%
Copy Fees	1,927	2,093	1,800	1,000	(800)	- 44%
Rev. Refunds & Reim.	65	442	0	100	100	100%
Nsf Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	143,646	155,605	179,530	193,920	14,390	8%
Total Revenue:	389,019	393,907	474,260	486,070	11,810	2%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	225,492	230,429	286,010	281,040	(4,970)	- 1%
Personnel Benefits	108,885	117,937	136,310	152,330	16,020	11%
Material & Supplies	54,643	45,542	51,940	52,700	760	1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	389,019	393,907	474,260	486,070	11,810	2%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Support Div Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	3.50	3.50	4.50	4.53	0.03	0%
Total Personnel:	4.50	4.50	5.50	5.53	0.03	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Concealed handgun Permits Processed	619	530	707	830	600	600
Alarm Permits Processed	118	112	105	102	100	100
Warrants Entered	1132	1340	1195	1393	1000	1000
Civil Papers Processed	2756	1836	1862	1604	1800	1800

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Support Div Supervisor	82-1117	67,427	69,646	74,120	67,930	(6,190)	- 8%
Staff Assistant	82-1191	158,065	160,784	211,890	213,110	1,220	0%
Extra Help - A.S. III	82-1940	16,450	17,056	0	0	0	0%
Overtime	82-1945	238	2,151	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	2,960	2,720	(240)	- 8%
F.I.C.A.	82-1950	17,820	18,237	22,180	21,880	(300)	- 1%
Retirement	82-1955	22,457	31,000	47,680	55,700	8,020	16%
Medical Waiver	82-1963	0	500	0	1,200	1,200	100%
Medical Insurance	82-1964	36,111	34,741	47,370	53,640	6,270	13%
Dental Insurance	82-1965	5,406	5,453	6,230	8,280	2,050	32%
HSA Contribution	82-1966	6,500	6,000	7,000	6,060	(940)	- 13%
Benefits Admin Fees	82-1967	114	82	100	90	(10)	- 10%
Life Insurance	82-1970	376	376	480	480	0	0%
Salary Continuation Insur	82-1972	454	461	570	540	(30)	- 5%
S.A.I.F.	82-1975	353	239	450	450	0	0%
Unemployment	82-1980	2,605	1,641	290	290	0	0%
Personnel Services Totals:		334,377	348,366	422,320	433,370	11,050	2%
Materials & Services							
Clothing And Uniform Exp.	82-2040	661	391	600	600	0	0%
Maintenance - Equipment	82-2260	39	99	1,000	1,000	0	0%
General Equipment	82-2268	0	0	1,000	1,000	0	0%
Employee Drug Screen	82-2302	0	0	40	40	0	0%
Membership Fees And Dues	82-2370	50	151	200	200	0	0%
Office Supplies	82-2410	6,530	8,578	6,200	7,000	800	12%
Awards	82-2412	174	30	200	500	300	150%
Books And Periodicals	82-2413	41	41	100	100	0	0%
Postage And Freight	82-2419	7,767	6,587	7,000	9,500	2,500	35%
Records And Forms	82-2422	1,987	2,794	3,000	3,000	0	0%
Printing And Reproduction	82-2425	9,166	12,779	14,000	13,000	(1,000)	- 7%
Photographic Supplies	82-2427	616	719	500	1,000	500	100%
Office Furniture & Equipment	82-2454	19,307	1,959	2,000	1,000	(1,000)	- 50%
Contractual Services	82-2471	2,365	3,371	9,000	7,500	(1,500)	- 16%
Publi. And Legal Notices	82-2600	273	433	600	600	0	0%
Education And Training	82-2928	1,123	5,453	2,000	2,000	0	0%
Reimbursed Travel Expense	82-2930	4,017	1,661	4,000	4,000	0	0%
Utilities	82-2960	528	497	500	660	160	32%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		54,643	45,542	51,940	52,700	760	1%
Total Expenditures:		389,019	393,907	474,260	486,070	11,810	1.00

Sheriff Criminal Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Criminal Division is responsible for performing the operations function of the Sheriff's Office. Typical mandated tasks performed are the investigations of deaths, domestic violence and child abuse, extraditions and transportation of prisoners, witnesses, juveniles, mental patients, serving warrants, subpoenas, forcible entry detainers, summons and complaints, writs and other court orders and search and rescue. Examples of non-mandated services are law enforcement, emergency responses, response to traffic crashes, criminal complaints, criminal investigations, dispute resolution, traffic enforcement/deterrence and law enforcement patrols.

This budget also provides for the Reserve Deputy component of the Sheriff's Office. Reserves carry out contractual services for beach patrol, elections security and are used to augment the regular deputies for peak events. This budget accomplishes the search and rescue mandates through a core of approximately 50 volunteers who are skilled and/or certified in the art of mountaineering, ground search and dive/water rescue. The budget includes the operation and staffing of the Drug Task Force which had formerly been a separate budget.

The administration and supervision of the Drug Task Force, Marine Patrol and Forest Patrol are included in this budget.

Major Accomplishments

Increased simulation training including active shooter response to schools.
 Developed and conducted Critical Incident Training for all Sheriff's Divisions.
 Reserve program has increased membership and training of new members.
 Increased our sexual assault and online sexual predator investigations and convictions.

Performance Measures

Conduct assessment on felony crime investigation and coordination with detectives.
 Complete Critical Incident Training for all Criminal Deputies.
 Work with CIS on Risk Management program.
 Improve timely information sharing with community members.

Budget Highlights

The Criminal Division will realize modest increased revenue primarily from the Rural Law Enforcement District's share of expenditures and an increase in the Timber Enforcement funds to cover the costs of the Timber Enforcement Deputy. There is a reduction in Forest Patrol Deputy due to our inability to find trained part time deputies to fill the seasonal position.

Personnel Services realize approximately a 7% increase due to transitioning to the new salary schedule as proposed by the Comp/Classification Study. This results in increased costs to benefits that are tied to salary such as FICA, Retirement and SAIF. Medical insurance has a 10% increase. The "Special Detective" line item has a significant increase. This is not due to an increase in detectives, in prior years the cost for two of the three detectives came out of the Deputy Sheriff line item.

Material and Services realize approximately a 3% increase primarily due to increased costs for Dispatch Services which is due to an increase in personnel costs and the planned Dispatch and Reporting Database modernization project. Furthermore all Divisions in Warrenton have realized increased telephone costs for the high speed infrastructure at the buildings. The Communication Maintenance line item has been increased due to the need to replace aging portable radios. The SAR line item is increased so that High Angle Rescue and Underwater Recovery team can replace equipment at the end of its service life. There is an increase in Education and Training and Reimbursed Travel in an effort to provide additional active shooter training and to obtain local trainers on this subject matter.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Sheriff Fines & Fees	41,348	28,364	25,000	28,000	3,000	12%
Timber State Enfrmt Fund Reven	68,100	66,900	74,160	90,410	16,250	21%
OHV Grant	31,302	25,135	31,140	25,000	(6,140)	- 19%
St. - Prisoner Transport	1,470	1,495	0	0	0	0%
Revenue From Rled	2,022,202	2,058,894	2,372,770	2,428,840	56,070	2%
Fees for Services	5,267	3,440	3,500	3,500	0	0%
Forest Patrol	8,223	11,557	15,000	0	(15,000)	- 100%
Beach Patrol	24,361	19,734	25,000	25,000	0	0%
Anti Drug - Restitution	775	676	0	500	500	100%
Forfeiture - Anti-drug	373	566	0	0	0	0%
S.A.I.F. Reimbursement	772	0	0	0	0	0%
Revenue Refunds & Reimbursemen	37,422	5,493	0	500	500	100%
Revenue From Courthouse Securi	0	0	0	0	0	0%
Lease Revenue	4,751	5,161	5,000	5,000	0	0%
Donations From Trust	14,210	8,006	20,000	8,000	(12,000)	- 60%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	12,383	7,909	5,000	5,000	0	0%
Transfer from Other Funds	8,386	0	0	0	0	0%
General Fund Support	994,569	1,146,168	1,250,470	1,454,360	203,890	16%
Total Revenue:	3,275,914	3,389,495	3,827,040	4,074,110	247,070	6%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	1,596,497	1,608,048	1,742,250	1,874,710	132,460	7%
Personnel Benefits	1,018,215	1,071,302	1,318,520	1,416,010	97,490	7%
Material & Supplies	638,202	702,140	746,270	775,390	29,120	3%
Special Payments	14,210	8,006	20,000	8,000	(12,000)	- 60%
Debt Service	0	0	0	0	0	0%
Capital Outlay	8,790	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	3,275,914	3,389,495	3,827,040	4,074,110	247,070	6%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Sheriff	1.00	1.00	1.00	1.00	0.00	0%
Chief Deputy Sheriff	0.90	0.90	0.90	0.90	0.00	0%
Sergeant	4.00	4.00	4.00	4.00	0.00	0%
Special Detective	1.00	1.00	2.00	3.00	1.00	50%
Deputy Sheriff SR	7.00	6.00	7.00	6.00	(1.00)	- 14%
Deputy Sheriff	7.50	7.00	6.00	6.00	0.00	0%
Resident Deputy	3.00	3.00	3.00	3.00	0.00	0%
Total Personnel:	24.40	22.90	23.90	23.90	0.00	0%

Measures

Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Serve Civil Process	Count	1,752	1,710	1,684	1,599	1,600	1,600
Conduct Traffic Stops	Count	4,236	4,491	3,584	3,258	3,696	3,700
Conduct Field Interviews	Count	954	1,569	952	1,051	1,300	1,300
Arrest DUII Drivers	Count	45	56	65	71	60	65
Respond to Calls For Service	Count	14,519	15,803	14,006	13,945	14,500	14,500
Average Response Time in Minutes	Count	20	23	27	26	23	24

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Sheriff	82-1030	114,985	118,323	126,880	135,630	8,750	6%
Chief Deputy Sheriff	82-1110	93,510	96,139	101,590	108,810	7,220	7%
Sergeant	82-1116	328,035	314,214	326,750	349,950	23,200	7%
Special Detective	82-1177	67,746	67,752	143,910	232,000	88,090	61%
Deputy Sheriff SR	82-1515	314,586	363,045	426,650	457,580	30,930	7%
Deputy Sheriff	82-1520	478,053	530,185	432,580	394,760	(37,820)	- 8%
Resident Deputy	82-1521	199,583	118,390	183,890	195,980	12,090	6%
Extra Help - Dep. Sheriff	82-1915	49,324	46,912	85,000	70,000	(15,000)	- 17%
Overtime	82-1945	139,240	141,372	135,000	135,000	0	0%
Remuneration	82-1947	0	36,060	39,360	41,460	2,100	5%
Performance Pay	82-1948	0	0	9,140	9,670	530	5%
F.I.C.A.	82-1950	132,131	135,648	149,710	163,010	13,300	8%
Retirement	82-1955	277,314	284,165	382,890	416,430	33,540	8%
Medical Waiver	82-1963	0	300	0	0	0	0%
Medical Insurance	82-1964	281,893	303,169	378,880	435,540	56,660	14%
Dental Insurance	82-1965	33,984	36,037	47,910	42,710	(5,200)	- 10%
HSA Contribution	82-1966	48,750	42,633	40,800	45,300	4,500	11%
Benefits Admin Fees	82-1967	583	589	640	590	(50)	- 7%
Life Insurance	82-1970	1,592	1,601	1,360	1,650	290	21%
Salary Continuation Insur	82-1972	2,466	2,480	2,140	2,610	470	21%
S.A.I.F.	82-1975	34,377	31,204	42,630	49,910	7,280	17%
Unemployment	82-1980	16,561	9,132	3,060	2,130	(930)	- 30%
Personnel Services Totals:		2,614,712	2,679,350	3,060,770	3,290,720	229,950	7%
Materials & Services							
Equipment Reimbursement	82-2039	3,160	3,228	5,750	5,750	0	0%
Clothing And Uniform Exp.	82-2040	9,498	9,886	12,000	10,000	(2,000)	- 16%
Uniform Cleaning	82-2041	2,286	2,765	3,000	3,000	0	0%
Telephones	82-2070	37,101	44,066	36,400	50,000	13,600	37%
Canine Maintenance	82-2166	5,270	3,060	4,000	4,000	0	0%
Maintenance - Equipment	82-2260	3,505	3,977	3,000	3,000	0	0%
Maint. - Comm. Equipment	82-2262	20,536	19,491	15,000	20,500	5,500	36%
General Equipment	82-2268	6,997	7,120	10,000	10,000	0	0%
Employee Drug Screen	82-2302	80	160	100	100	0	0%
Public Emergency Assistance	82-2310	9	0	0	0	0	0%
Membership Fees And Dues	82-2370	744	847	1,000	2,200	1,200	120%
Books And Periodicals	82-2413	1,347	260	1,000	1,000	0	0%
Prof And Spec Services	82-2450	140	140	0	140	140	100%
Office Furniture & Equipment	82-2454	0	145	0	0	0	0%
Contractual Services	82-2471	306,815	357,403	357,100	380,000	22,900	6%
Physical Exams	82-2505	1,466	2,297	2,600	2,500	(100)	- 3%
Publi. And Legal Notices	82-2600	684	0	0	300	300	100%
Rts. & Lea. - S., I. & G.	82-2670	30,738	27,911	33,120	32,000	(1,120)	- 3%

Investigative Supplies	82-2770	7,346	10,846	9,200	9,500	300	3%
Patrol Supplies	82-2771	7,441	8,507	8,000	8,000	0	0%
Search And Rescue	82-2772	13,925	9,660	14,000	20,000	6,000	42%
Ammunition	82-2773	14,091	14,884	15,000	15,000	0	0%
Sheriff Air Search	82-2776	135	0	0	0	0	0%
Reserves Expense	82-2781	1,220	3,675	4,000	4,000	0	0%
Fuel - Vehicles	82-2852	0	852	0	80,000	80,000	100%
Vehicle Rental	82-2920	0	0	0	400	400	100%
Vehicle Maintenance & Use	82-2923	136,628	138,900	183,000	80,000	(103,000)	- 56%
Education And Training	82-2928	12,235	10,265	12,000	15,000	3,000	25%
Reimbursed Travel Expense	82-2930	14,808	21,794	17,000	19,000	2,000	11%
Materials & Services Totals:		638,202	702,140	746,270	775,390	29,120	3%
Special Payments							
Unallocated Donations	82-3141	14,210	8,006	20,000	8,000	(12,000)	- 60%
Special Payments Totals:		14,210	8,006	20,000	8,000	(12,000)	- 60%
Capital Outlay							
Police Cars	82-4216	8,790	0	0	0	0	0%
Capital Outlay Totals:		8,790	0	0	0	0	0%
Total Expenditures:		3,275,914	3,389,495	3,827,040	4,074,110	247,070	1.00

Sheriff Corrections Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Corrections Division is responsible for the operation of the 60 bed County Jail. Operations include booking, lodging, confinement and feeding approximately 2,500 inmates that are booked on an annual basis. The county jail houses every classification of offender ranging from violators of traffic crimes to murderers. Typical duties include receiving an arrestee from any of the federal, state or local law enforcement agencies. Booking an arrestee is a process that requires positively identifying the arrestee, fingerprinting and photographing them, receiving and securing all of their property, conducting a risk classification and performing a medical profile. Staff is then responsible for assuring appearances in court and transporting inmates to and from medical appointments. Inmates length of stay can range from just a few hours to in excess of two years.

Staff is required to track inmate progress through the adjudication system and make release decisions based on risk analysis due to over crowding. Staff also provides for the Court Security Deputy who is responsible for protecting the courts and the courthouse proper. The division is responsible for confirming all warrant requests from outside agencies and monitors the Oregon Emergency Management Disaster Alert System.

Major Accomplishments

Implementation of Pretrial Release Program.
 Implementation of many Lexipol Policies.
 All supervisors have been trained and received Supervisory Certificates through DPSST.
 Improved supervision and accountability in use of force incidents.
 Increased video data storage to 2 years for liability reduction.
 Hired and trained deputies to authorized strength.

Performance Measures

Continue development of Pretrial Release program.
 Collaborate with other counties developing pretrial release programs.
 Complete OSSA jail inspection.
 Provide all staff with Crisis Intervention Training

Budget Highlights

Personnel costs increases reflect transfer of one FTE from work crew to corrections division and negotiated increases per union contracts as well as cost increases associated with PERS, health care, and tax rates. Material and Services realized a small increase primarily related to increased food and contractual service costs.

Revenues are stable and an increase of approximately \$200,000 should be realized by Community Corrections reimbursing the Corrections Division for local control sentence bed days.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Corrections Prog Sb1065	32,425	35,927	25,000	30,000	5,000	20%
St. - Prisoner Transport	0	825	800	800	0	0%
SB 395	3,379	30,208	5,000	7,500	2,500	50%
Office of Justice Programs	3,653	8,090	5,000	0	(5,000)	- 100%
Social Security Inmate Fee	1,000	4,000	5,000	1,000	(4,000)	- 80%
P&P Jail Bed Lease	0	0	0	200,000	200,000	100%
Co. Jail Inmate Fees	8,475	1,800	2,000	2,000	0	0%
Community Corrections Revenue	37,995	39,750	31,000	20,000	(11,000)	- 35%
Electronic Monitoring	9,245	12,927	10,000	11,000	1,000	10%
Finger Prints	10,305	4,735	1,000	750	(250)	- 25%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	12,053	121	0	0	0	0%
Rev Courthouse Security	50,550	63,610	58,010	64,750	6,740	11%
Revenue From Jail Commissary	12,000	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	1,646	0	0	0	0%
Transfer from Parole & Probati	0	0	125,000	129,500	4,500	3%
General Fund Support	2,499,826	2,622,506	2,796,130	2,919,530	123,400	4%
Total Revenue:	2,680,906	2,826,146	3,063,940	3,386,830	322,890	10%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	1,458,922	1,561,614	1,621,660	1,793,110	171,450	10%
Personnel Benefits	879,619	922,136	1,136,230	1,276,570	140,340	12%
Material & Supplies	342,365	342,396	306,050	317,150	11,100	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	2,680,906	2,826,146	3,063,940	3,386,830	322,890	10%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	4.00	4.00	4.00	4.00	0.00	0%
Deputy Sheriff SR	10.00	10.00	7.00	8.00	1.00	14%
Deputy Sheriff	7.00	7.00	11.00	11.00	0.00	0%
Control Room Tech.	2.00	2.00	2.00	2.00	0.00	0%
Total Personnel:	24.00	24.00	25.00	26.00	1.00	4%

Measures

Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Completed bookings	Count	2,337	2,387	1,034	1,601	2,450	2,400
Civilian Fingerprints	Count	677	655	315	270	50	25
Cell Searches	Count	19	37	58	49	60	100
Program Hours	Count	247	288	312	277	300	300
Inmate to Inmate Assaults	Count	14	0	5	4	10	2
Escapes	Count	0	0	0	0	0	0
Inmate to Staff Assaults	Count	4	0	2	1	2	1
Matrix Releases	Count	196	360	196	341	450	300

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Lieutenant	82-1113	84,456	90,906	95,400	100,170	4,770	5%
Sergeant	82-1116	281,624	307,795	326,750	349,950	23,200	7%
Deputy Sheriff SR	82-1515	667,325	509,345	497,470	615,740	118,270	23%
Deputy Sheriff	82-1520	341,361	551,756	618,030	644,150	26,120	4%
Control Room Tech.	82-1530	84,157	101,812	84,010	83,100	(910)	- 1%
Extra Help - Dep. Sheriff	82-1915	16,530	21,410	10,000	10,000	0	0%
Extra Help	82-1941	1,699	0	0	0	0	0%
Overtime	82-1945	104,896	84,817	120,000	120,000	0	0%
Remuneration	82-1947	0	25,300	24,000	28,800	4,800	20%
Performance Pay	82-1948	0	0	3,820	4,010	190	4%
F.I.C.A.	82-1950	116,363	124,545	136,130	149,630	13,500	9%
Retirement	82-1955	228,682	251,608	341,260	380,150	38,890	11%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	273,237	295,300	373,540	440,960	67,420	18%
Dental Insurance	82-1965	32,229	33,996	36,590	42,150	5,560	15%
HSA Contribution	82-1966	54,583	42,500	45,000	47,000	2,000	4%
Benefits Admin Fees	82-1967	555	586	610	600	(10)	- 1%
Life Insurance	82-1970	1,555	1,595	1,430	1,700	270	18%
Salary Continuation Insur	82-1972	2,306	2,385	2,300	2,450	150	6%
S.A.I.F.	82-1975	31,954	28,790	39,770	47,160	7,390	18%
Unemployment	82-1980	15,030	9,304	1,780	1,960	180	10%
Personnel Services Totals:		2,338,541	2,483,750	2,757,890	3,069,680	311,790	11%
Materials & Services							
Equipment Reimbursement	82-2039	3,294	3,661	5,750	5,750	0	0%
Clothing And Uniform Exp.	82-2040	13,352	11,499	15,000	15,000	0	0%
Uniform Cleaning	82-2041	2,971	5,076	4,000	5,000	1,000	25%
Telephones	82-2070	8,117	8,276	7,600	7,000	(600)	- 7%
Jail Supplies	82-2162	14,327	13,635	15,000	15,500	500	3%
Maintenance - Equipment	82-2260	2,248	5,586	6,000	6,000	0	0%
General Equipment	82-2268	9,325	9,957	11,000	10,500	(500)	- 4%
Employee Drug Screen	82-2302	200	200	200	200	0	0%
Membership Fees And Dues	82-2370	2,022	1,412	2,500	3,700	1,200	48%
Books And Periodicals	82-2413	22	0	500	500	0	0%
Justice Benefits	82-2460	804	1,780	1,500	0	(1,500)	- 100%
Contractual Services	82-2471	160,537	159,841	160,000	175,000	15,000	9%
Contract Svcs/Mental Health	82-2484	6,300	5,839	15,000	15,000	0	0%
Physical Exams	82-2505	2,821	525	2,500	2,500	0	0%
Jail Beds Lease	82-2635	87,065	79,255	0	0	0	0%
Commissary Supplies	82-2768	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	136	0	9,500	9,500	100%
Vehicle Rental	82-2920	0	0	0	500	500	100%
Vehicle Maintenance & Use	82-2923	15,284	14,137	17,500	8,500	(9,000)	- 51%

General Fund 001 - Sheriff Corrections Division (Org ID: 2300)

Budget Summary

Education And Training	82-2928	2,293	3,843	7,000	7,000	0	0%
Reimbursed Travel Expense	82-2930	5,591	10,907	15,000	15,000	0	0%
Electric Monitoring	82-3079	5,794	6,831	20,000	15,000	(5,000)	- 25%
Materials & Services Totals:		342,365	342,396	306,050	317,150	11,100	3%
Total Expenditures:		2,680,906	2,826,146	3,063,940	3,386,830	322,890	1.00

Jail Nurse

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Sheriff's Office Corrections Division manages the medical services for the jail. This organizational unit accounts for the provision of nursing services, including the administration of medical and pharmaceutical supplies to the County Jail. The services are overseen by the County Health Officer, the cost of which is accounted for in the contract personnel line item.

Major Accomplishments

Implementation of telepsychiatry program to provide additional care to inmates with mental health challenges.
Maintained reduced dependence on deputies dispersing medications.
Maintained reduction in off site medical services.
Implementation of medical savings program agreement.

Performance Measures

Maintain level of reduced dependence on deputies dispersing medications.
Maintain lower level of off site medical services.
Maintain current practice of health appraisal prior to entry into the facility.

Budget Highlights

This is largely a status quo budget with personnel services increases due to standard cost of living increases. Budget does include a increase to materials and services of \$15,000 for a contract with Greater Oregon Behavioral Healthcare Inc to provide telepsychiatry and an increase to the pharmacy budget due to long term inmates with expensive medications.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Co. Jail Inmate Fees	6,161	8,523	5,000	7,000	2,000	40%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
General Fund Support	328,787	249,397	408,660	429,540	20,880	5%
Total Revenue:	334,948	257,920	413,660	436,540	22,880	5%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	148,175	116,399	129,370	139,510	10,140	7%
Personnel Benefits	69,196	55,187	92,590	85,730	(6,860)	- 7%
Material & Supplies	117,577	86,334	191,700	211,300	19,600	10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	334,948	257,920	413,660	436,540	22,880	5%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Clinical Manager	1.00	1.00	0.00	0.00	0.00	0%
Public Health Nurse II	1.00	1.00	2.00	2.00	0.00	0%
Total Personnel:	2.00	2.00	2.00	2.00	0.00	0%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Reduce number of medical grievances Count	6	4	5	2	1	2
Maintain Overtime at or below Count	13,403	3,042	2,637	4,500	6,000	5,000
Provide Mental Health Counseling Count	64	100	67	100	100	150
Provide TB Tests Count	416	298	140	720	240	250
Provide formalized medical screening Count	416	145	53	240	84	90

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Clinical Manager	82-1095	88,347	0	0	0	0	0%
Public Health Nurse I	82-1207	5,095	0	0	0	0	0%
Public Health Nurse II	82-1209	54,734	116,399	129,370	139,510	10,140	7%
Extra Help Chn I	82-1905	0	630	0	0	0	0%
Overtime	82-1945	7,452	5,918	10,000	10,000	0	0%
F.I.C.A.	82-1950	11,597	9,049	10,660	11,440	780	7%
Retirement	82-1955	23,355	8,920	25,300	20,320	(4,980)	- 19%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	17,885	22,252	37,670	35,650	(2,020)	- 5%
Dental Insurance	82-1965	1,986	2,444	3,820	3,280	(540)	- 14%
HSA Contribution	82-1966	4,633	4,500	4,000	4,000	0	0%
Benefits Admin Fees	82-1967	45	45	60	50	(10)	- 16%
Life/AD&D Insurance	82-1970	204	195	200	200	0	0%
Salary Continuation Insur	82-1972	252	126	270	140	(130)	- 48%
S.A.I.F.	82-1975	405	311	470	500	30	6%
Unemployment	82-1980	1,382	797	140	150	10	7%
Personnel Services Totals:		217,371	171,586	221,960	225,240	3,280	1%
Materials & Services							
License And Permit Fees	82-2240	125	275	500	500	0	0%
Med., Dent., & Lab Supp.	82-2340	868	1,457	0	0	0	0%
Medical Supplies	82-2345	2,646	2,955	4,500	4,500	0	0%
Pharmacy	82-2347	36,545	29,523	45,000	75,000	30,000	66%
Printing And Reproduction	82-2425	245	57	200	200	0	0%
Contract Personnel	82-2470	27,432	29,452	29,000	33,600	4,600	15%
Contractual Services	82-2471	0	0	0	15,000	15,000	100%
Med., Dent., & Lab Ser.	82-2504	49,591	22,444	108,000	78,000	(30,000)	- 27%
Education And Training	82-2928	126	172	1,500	1,500	0	0%
Reimbursed Travel Expense	82-2930	0	0	3,000	3,000	0	0%
Materials & Services Totals:		117,577	86,334	191,700	211,300	19,600	10%
Total Expenditures:		334,948	257,920	413,660	436,540	22,880	1.00

Corrections Workcrew

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Inmate Work Crew supervises offenders on alternative sanctions to incarceration and trustees in custody. The program operates four days a week with offenders who have been released from incarceration, assigned by Parole and Probation or who have been sentenced directly to the Work Crew. Inmates, under the supervision of an armed and certified corrections deputy perform work which benefits the public. Such work may include but not limited to clearing brush, maintaining parks, fences, lawns, roadways and other county and public facilities. They also make firewood for seniors and other qualified people as administered by Clatsop Community Action. The Inmate Work Crew also performs maintenance and cleanup for the Fairgrounds and public events. The Inmate Work Crew provides many hours of community service labor per year.

Major Accomplishments

The Work Crew program was restarted in June of this year with one deputy, running for 4 months.
Repair and replacement of defective and worn out equipment.

Performance Measures

Initiate a standard wood lot program that provides consistency for the public.
Provide assistance to needy families, i.e. Wishing Tree program.
Provide cost savings to County functions through the use of Work Crew when appropriate.

Budget Highlights

This is a status quo budget with the exception of the reduction to 1 FTE, resulting in a personnel cost savings of \$131,810. Revenue remains stable and Parole and Probation reimburses for Parole and Probation Offenders use of the work crew. It is projected that fully trained Correction's staffing levels will improve so that the workcrew will be in operation prior to the first quarter of the 2018-2019 budget year.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Corrections Prog Sb1065	32,425	35,860	25,000	27,500	2,500	10%
Community Corrections Revenue	0	150	5,000	1,500	(3,500)	- 70%
Work Crew	2,037	935	2,000	2,000	0	0%
Wood Sales	1,040	0	1,500	1,000	(500)	- 33%
Miscellaneous Services	1,012	893	2,000	1,000	(1,000)	- 50%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
General Fund Support	94,332	186,924	226,850	97,590	(129,260)	- 56%
Total Revenue:	130,846	224,762	262,350	130,590	(131,760)	- 50%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	76,241	129,904	137,920	67,070	(70,850)	- 51%
Personnel Benefits	47,426	88,439	99,930	38,970	(60,960)	- 61%
Material & Supplies	7,179	6,418	24,500	24,550	50	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	130,846	224,762	262,350	130,590	(131,760)	- 50%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Deputy Sheriff SR	2.00	1.00	2.00	1.00	(1.00)	- 50%
Deputy Sheriff	0.00	1.00	0.00	0.00	0.00	0%
Total Personnel:	2.00	2.00	2.00	1.00	(1.00)	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Inmate Hours provided to B&G	Count	102	49	4	0	0	50
Inmate hours to inter-government agencies	Count	1,383	1,063	0	0	100	500
Truckloads of wood sold	Count	170	102	89	0	0	75
SAIF Claims	Count	1	0	0	0	1	0
Unauthorized Departures	Count	26	45	20	0	5	0
Inmate Hours Spent on Contracts	Count	1,106	1,201	0	0	75	200
Inmate Hours spent on public	Count	1,200	3,375	0	0	0	500

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Deputy Sheriff SR	82-1515	76,241	119,677	137,920	67,070	(70,850)	- 51%
Deputy Sheriff	82-1520	0	10,227	0	0	0	0%
Overtime	82-1945	6,348	12,799	7,200	7,200	0	0%
Remuneration	82-1947	0	2,200	4,500	1,200	(3,300)	- 73%
F.I.C.A.	82-1950	5,984	10,366	11,450	5,770	(5,680)	- 49%
Retirement	82-1955	13,503	21,824	27,750	14,140	(13,610)	- 49%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	14,833	30,447	37,670	7,040	(30,630)	- 81%
Dental Insurance	82-1965	1,834	3,501	3,820	650	(3,170)	- 82%
HSA Contribution	82-1966	2,500	4,000	4,000	1,000	(3,000)	- 75%
Benefits Admin Fees	82-1967	23	34	40	50	10	25%
Life/AD&D Insurance	82-1970	66	113	110	60	(50)	- 45%
Salary Continuation Insur	82-1972	84	144	140	70	(70)	- 50%
S.A.I.F.	82-1975	1,546	2,414	3,100	1,710	(1,390)	- 44%
Unemployment	82-1980	707	599	150	80	(70)	- 46%
Personnel Services Totals:		123,667	218,343	237,850	106,040	(131,810)	- 55%
Materials & Services							
Equipment Reimbursement	82-2039	0	0	500	250	(250)	- 50%
Clothing And Uniform Exp.	82-2040	0	135	500	1,000	500	100%
Telephones	82-2070	441	572	700	500	(200)	- 28%
Maintenance - Equipment	82-2260	2,484	4,500	5,000	5,000	0	0%
Maintenance S.I.G.	82-2300	0	0	800	800	0	0%
Work Crew Supplies	82-2769	2,721	729	4,000	4,000	0	0%
Fuel - Equipment	82-2851	0	0	0	1,000	1,000	100%
Fuel - Vehicles	82-2852	0	0	0	3,000	3,000	100%
Vehicle Maintenance & Use	82-2923	1,534	483	11,000	7,000	(4,000)	- 36%
Education And Training	82-2928	0	0	500	500	0	0%
Reimbursed Travel Expense	82-2930	0	0	1,500	1,500	0	0%
Materials & Services Totals:		7,179	6,418	24,500	24,550	50	0%
Total Expenditures:		130,846	224,762	262,350	130,590	(131,760)	1.00

Emergency Management

Mission Statement

To promote a culture of preparedness in Clatsop County by providing dynamic leadership. The vision of the Emergency Management Division (EMD) is to achieve a premier disaster-resilient County prepared to meet the challenges of the 21st Century through strong partnerships, increased awareness and advanced training.

Department Overview

Clatsop County Emergency Management Division (EMD) has the primary responsibility for the planning and execution of disaster and emergency mitigation, preparedness, response and recovery for Clatsop County. Operating from two facilities-- the main office and Emergency Operations Center at Camp Rilea-- the EMD also handles the coordination of disaster and emergency response by and between county agencies and political subdivisions, coordination and liaison with related agencies of the state and federal government, coordination of recovery operations subsequent to disasters and emergencies, and coordination of hazard mitigation activities. The agency is further responsible for the preparation and maintenance of a comprehensive Emergency Operations Plan, Natural Hazards Mitigation Plan, Ambulance Service Advisory Plan and Local Emergency Planning Committee Plan for Clatsop County. Each required plan is integrated and coordinated with the disaster and emergency response plans of the state and federal governments.

Major Accomplishments

- Responded to emergency incidents including the Astoria Pier Oil discharge, multiple weather events, and Alaska Tsunami Advisory.
- Developed, published and distributed revised Employee Emergency Procedures Guides to County departments/staff.
- Provided special event coordination for Hood to Coast Relay and the Great American Eclipse.
- Facilitated and participated in multiple emergency planning exercises for public health community partners.
- Worked with partner agencies to review and enhance mass notification system.
- Completed annual statewide Capability and National Incident Management System assessment.
- Expanded NIMS tracking and reporting to include all county departments.
- Updated and promulgated Clatsop County Emergency Operations Plan (EOP).
- Conducted Continuity of Government/Operations (COOP/COG) planning for Clatsop County departments.
- Hosted third annual fall Basic CERT Training & Exercise at Camp Kiwanilong.
- Developed and implemented Auxiliary Communications Service plan.
- Initiated countywide Tsunami Evacuation Sign System Assessment project with cities.
- Implemented Go-Bag purchasing program through County payroll program.

Performance Measures

This will be the fourth year using updated performance measures to reflect how the Emergency Management Division (EMD) aligns activities to support Board, department and community goals. This past year, emergency management has focused on planning efforts not fully attributed in the performance measures, which are activities mandated by FEMA grant programs requiring a regular update of critical plans. The department continues to look for new ways to promote public engagement in an effort to increase awareness regarding emergency preparedness.

Budget Highlights

In Fiscal Year 2017-2018 the Emergency Management Division benefited from a reallocation of Emergency Management Performance Grant (EMPG) funds, which amounted to an additional \$13,000 to help fund personnel services and new equipment. In addition, this was the first year that Emergency Management assumed primary responsibility the Public Health Preparedness Grant. The partnership with Public Health has allowed for efficiencies as both departments work toward mutual goals. Earlier this spring, emergency management initiated a project to identify, locate, and assess the tsunami evacuation sign system in the county. The project will utilize \$30,000.00 of Homeland Security Grants funds to develop a database of existing signs and produce standard guidance for sign programs in the future, and is scheduled to be completed by the second quarter of FY19-20.

This coming year, the EMD will maintain a staff of two full FTE's with attendant increases to personnel services. Outreach efforts in the upcoming year will focus on the readiness of county staff, public service organizations, and private sector partners. Staff will spend considerable time this year testing the recently updated Emergency Operations Plan and updating specific annexes by conducting quarterly exercises for staff development and training.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Homeland Security Grant	0	0	30,000	30,000	0	0%
FEMA Reimbursement	2,901	795	1,380	0	(1,380)	- 100%
LEPC Grant	6,375	0	0	0	0	0%
EMPG	75,691	85,794	72,750	72,750	0	0%
State Radio Project - EOC	0	0	0	0	0	0%
Disaster Assistance	0	0	0	0	0	0%
Revenue from Emerg. Preparedne	0	0	31,950	0	(31,950)	- 100%
EMPG - EOC	0	0	0	0	0	0%
National Tsunami Hazard Mitiga	10,360	0	0	0	0	0%
Fees for Services to other Dep	0	0	0	31,950	31,950	100%
Fees for Services	0	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Employee Go-Kits	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,549	6,633	0	1,400	1,400	100%
Donations	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	165,303	187,743	160,130	180,480	20,350	12%
Total Revenue:	262,180	280,965	296,210	316,580	20,370	6%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	130,395	168,040	148,340	153,660	5,320	3%
Personnel Benefits	36,234	52,911	50,910	67,220	16,310	32%
Material & Supplies	95,551	60,014	96,960	95,700	(1,260)	- 1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	262,180	280,965	296,210	316,580	20,370	6%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Emergency Svc Manager	1.00	1.00	1.00	1.00	0.00	0%
Emergency Svc Coordinator	0.60	1.20	1.00	1.00	0.00	0%
Network Administrator	0.00	0.11	0.00	0.00	0.00	0%
Total Personnel:	1.60	2.31	2.00	2.00	0.00	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Public Employees Trained	146	105	151	72	80	
Volunteers Trained	38	134	253	300	86	
Outreach Programs Delivered	10	24	18	60	46	
Volunteer Hours Contributed	946	400	635	900	738	
AuxComm Radio Tests & Exercises	15	25	30	18	21	
Trainings Conducted	6	16	8	12	6	
Number of Exercises or Actual Occurences	4	12	6	7	8	
Press Releases/Advertisements	5	50	17	24	18	
Number of Facebook Posts	2	32	56	112	132	
Plan Reviews Performed	1	7	9	4	4	

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Emergency Svc Manager	82-1124	75,416	74,841	78,020	83,560	5,540	7%
Emergency Svc Coordinator	82-1125	54,979	86,230	70,320	70,100	(220)	- 0%
Network Administrator	82-1390	0	6,969	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	927	224	0	0	0	0%
Performance Pay	82-1948	0	0	3,120	3,340	220	7%
F.I.C.A.	82-1950	9,601	12,208	11,770	12,190	420	3%
Retirement	82-1955	16,679	20,559	21,260	21,660	400	1%
Medical Waiver	82-1963	0	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	3,897	11,344	6,640	20,670	14,030	211%
Dental Insurance	82-1965	783	1,184	640	1,990	1,350	210%
HSA Contribution	82-1966	0	1,120	900	2,000	1,100	122%
Benefits Admin Fees	82-1967	44	48	60	60	0	0%
Life Insurance	82-1970	222	321	400	200	(200)	- 50%
Salary Continuation Insur	82-1972	352	456	430	430	0	0%
S.A.I.F.	82-1975	2,438	2,114	3,140	2,120	(1,020)	- 32%
Unemployment	82-1980	1,291	933	150	160	10	6%
Personnel Services Totals:		166,629	220,951	199,250	220,880	21,630	10%
Materials & Services							
Telephones	82-2070	8,458	7,737	7,000	8,000	1,000	14%
Telephone Notification Support	82-2072	15,336	11,804	17,060	17,060	0	0%
Television Cable	82-2075	1,005	0	0	0	0	0%
EOC Utilities	82-2132	3,017	3,588	4,000	4,000	0	0%
Meals Volunteer Workers	82-2135	974	883	1,200	1,200	0	0%
Emerg Serv Supplies	82-2164	3,771	800	2,000	2,000	0	0%
Maintenance - Equipment	82-2260	3,850	1,984	500	500	0	0%
Amateur Radios	82-2264	4,369	2,267	2,000	2,000	0	0%
Software Maintenance	82-2265	0	100	900	900	0	0%
General Equipment	82-2268	3,793	6,409	5,000	5,000	0	0%
Membership Fees And Dues	82-2370	250	290	200	580	380	190%
Office Supplies	82-2410	387	281	1,000	1,000	0	0%
Books And Periodicals	82-2413	512	294	400	400	0	0%
Postage And Freight	82-2419	229	243	300	300	0	0%
Printing And Reproduction	82-2425	8,058	6,088	6,970	6,970	0	0%
Prof And Spec Services	82-2450	493	1,764	1,000	1,000	0	0%
PC Equipment	82-2455	740	479	480	0	(480)	- 100%
Contractual Services	82-2471	22,000	3,302	34,450	32,400	(2,050)	- 5%
Emerg Training Exercises	82-2779	9,198	1,432	2,000	2,000	0	0%
Fuel - Vehicles	82-2852	0	0	0	1,090	1,090	100%
Signs	82-2856	0	1,701	2,000	2,000	0	0%
Vehicle Rental	82-2920	0	0	0	400	400	100%
Vehicle Maintenance	82-2923	739	2,666	2,000	1,600	(400)	- 20%

Education And Training	82-2928	700	0	1,400	1,400	0	0%
Reimbursed Travel Expense	82-2930	7,672	5,902	5,100	3,900	(1,200)	- 23%
Materials & Services Totals:		95,551	60,014	96,960	95,700	(1,260)	- 1%
Capital Outlay							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		262,180	280,965	296,210	316,580	20,370	1.00

Animal Control

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

Animal Control is primarily responsible for ensuring that dog owners comply with state rabies vaccination laws. For example, dog owners are required to license their dog and at the time of licensing purchasers must provide proof of current rabies vaccination. This division maintains the Clatsop County Animal Shelter which houses dogs in violation of state or local laws, are stray or are victims of abuse or neglect. Animal Control officers investigate cruelty or neglect cases, seize animals at risk, maintain custody of abused animals for evidence and to render proper care. Officers also quarantine dogs that bite human beings if the dog owner is unable to provide proof of rabies vaccination. The Animal Control Division investigates complaints in regards to animals in rural Clatsop County.

Major Accomplishments

Maintained another year of successful adoption rates above 90%, year to date is 96%.
 Added more large kennels in cat adoption room to accommodate large cats and mothers with kittens
 Replaced all doors in the dog drop off kennels creating safer environment for workers and dogs.

Performance Measures

Work with local municipalities to help train Officers to understand and enforce animal control in the cities.
 Improve animal neglect and abuse cases by coordinating with Sheriff's Office Criminal Division.
 Continue to train the new Animal Control Officer through Animal Control/Cruelty Level III and become certified Investigator
 Increase assistance to the Criminal Division in conducting livestock cruelty investigations.

Budget Highlights

The budget realizes a modest increase in revenue of \$1875 for services provided. The budget requests the addition of two .5 FTE Kennel Workers. The addition of the Kennel Workers is being driven by an Oregon Court of Appeals ruling in Eugene Water and Electric Board versus Public Employees Retirement Board. The court ruled that even if a worker was being paid by a "Temp Agency" as long as they were providing services/work for a Government Agency who is a PERS employer, they become a PERS employee after the six month waiting period. To allow for the employee's PERS membership they must be County employees. Historically, the Animal Shelter has not employed many people beyond 6 months, however, currently, we have one long term employee and another that just completed six months of service. The program will account for two kennel workers to be County Part-Time Permanent staff and one position would remain as a temporary worker. It is critical that we maintain flexibility in staffing the positions through the Temp Agency because of the length of the County hiring process and the historic instability of staffing the positions. The plan would involve hiring persons through the Temp Agency and once they meet six months of service they would transition to County employees.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Dog Licenses	27,035	28,511	30,000	27,000	(3,000)	- 10%
License Deposits	625	0	0	0	0	0%
Other Fines, Pen. & Forf.	395	60	300	100	(200)	- 66%
Public Records Request	0	0	0	50	50	100%
Animal Control - Cities	0	60	0	0	0	0%
Owner Release Fines	3,220	2,815	3,000	3,000	0	0%
City Impound Fees	740	200	350	300	(50)	- 14%
Dogs Board/sale/penalties	10,713	12,870	10,000	12,000	2,000	20%
Incinerator Revenue	24,112	29,023	19,000	23,000	4,000	21%
Cats	11,755	11,715	12,000	12,000	0	0%
Spay/Neuter/Microchip	120	(5)	0	0	0	0%
Cat penalties/boarding	100	200	100	100	0	0%
Dog Adoptions	14,480	10,065	14,000	13,000	(1,000)	- 7%
Trap Rental	110	215	150	150	0	0%
Intake Donations	0	0	0	0	0	0%
Shelter Food Donations	9,286	3,689	7,000	10,000	3,000	42%
Shelter Medical Donations	0	4,000	0	100	100	100%
Grant Revenue	0	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	13	128	0	0	0	0%
Nsf Check Fee	0	0	25	0	(25)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	228,963	244,456	272,115	337,010	64,895	23%
Total Revenue:	331,665	348,001	368,040	437,810	69,770	18%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	136,302	147,889	155,250	200,050	44,800	28%
Personnel Benefits	74,993	66,627	85,740	122,180	36,440	42%
Material & Supplies	120,370	133,485	127,050	115,580	(11,470)	- 9%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	331,665	348,001	368,040	437,810	69,770	18%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Animal Control Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	0.80	1.00	1.00	1.00	0.00	0%
Animal Control Officer	1.00	1.00	1.00	1.00	0.00	0%
Kennel Person	0.00	0.00	0.00	1.00	1.00	100%
Total Personnel:	2.80	3.00	3.00	4.00	1.00	0%

Measures

Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Animals Adopted	Count	728	515	673	516	503	600
Criminal cases investigated	Count	213	230	232	144	171	200
# of dog licenses per year	Count	1,422	1,423	1,400	1,300	1,430	1,450
Avg length of stay at shelter in days	Count	36	46	43	37	33	30
Avg response time in hours	Count	12	12	12	12	12	12
Avg # of animals euthanized/monthly	Count	2	1	2	1	2	1

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Animal Control Supervisor	82-1160	60,849	62,611	64,560	69,140	4,580	7%
Staff Assistant	82-1191	35,307	46,091	47,090	48,260	1,170	2%
Animal Control Officer	82-1670	40,146	39,187	43,600	46,920	3,320	7%
Kennel Person	82-1680	0	0	0	35,730	35,730	100%
Overtime	82-1945	955	868	2,800	2,800	0	0%
F.I.C.A.	82-1950	9,610	10,843	12,090	15,520	3,430	28%
Retirement	82-1955	13,975	13,883	25,270	30,670	5,400	21%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	35,876	28,456	33,720	57,670	23,950	71%
Dental Insurance	82-1965	3,611	2,949	3,090	5,210	2,120	68%
HSA Contribution	82-1966	6,767	5,333	5,000	7,000	2,000	40%
Benefits Admin Fees	82-1967	52	52	70	50	(20)	- 28%
Life Insurance	82-1970	254	262	250	410	160	64%
Salary Continuation Insur	82-1972	319	332	340	420	80	23%
S.A.I.F.	82-1975	2,161	2,586	2,950	2,230	(720)	- 24%
Unemployment	82-1980	1,412	1,061	160	200	40	25%
Personnel Services Totals:		211,295	214,516	240,990	322,230	81,240	33%
Materials & Services							
Clothing And Uniform Exp.	82-2040	396	754	700	700	0	0%
Telephones	82-2070	3,983	4,687	3,200	4,700	1,500	46%
Custodial Services - Animal Sh	82-2155	3,024	6,619	6,500	7,500	1,000	15%
Custodial Supplies - Animal Sh	82-2156	798	840	1,500	1,000	(500)	- 33%
License And Permit Fees	82-2240	447	580	650	650	0	0%
Maintenance - Equipment	82-2260	93	8	200	200	0	0%
Software Maintenance	82-2265	2,048	2,395	2,400	2,400	0	0%
Animal Control Maint. S.I.G.	82-2303	2,644	4,137	4,500	4,500	0	0%
Membership Fees And Dues	82-2370	175	175	250	210	(40)	- 16%
Office Supplies	82-2410	83	400	500	500	0	0%
Books And Periodicals	82-2413	135	135	200	220	20	10%
Postage And Freight	82-2419	842	829	1,000	1,000	0	0%
Records And Forms	82-2422	0	0	200	200	0	0%
Printing And Reproduction	82-2425	3,001	2,485	2,000	3,000	1,000	50%
Contractual Services-Temp Help	82-2492	49,086	56,159	52,000	30,000	(22,000)	- 42%
Med., Dent., & Lab Ser.	82-2504	572	583	500	500	0	0%
Neuter/Spay	82-2760	50	0	0	0	0	0%
Shelter Food	82-2765	9,286	3,689	7,000	10,000	3,000	42%
Shelter Medical	82-2766	0	4,000	0	100	100	100%
Pound Supplies	82-2810	473	416	1,000	1,000	0	0%
Euthanasia Supplies	82-2811	224	0	200	200	0	0%
Fuel - Vehicles	82-2852	0	0	0	2,500	2,500	100%
Vehicle Maintenance & Use	82-2923	2,048	3,007	3,000	3,000	0	0%
Education And Training	82-2928	525	1,333	1,350	1,500	150	11%

General Fund 001 - Animal Control (Org ID: 2800)

Budget Summary

Reimbursed Travel Expense	82-2930	1,145	1,550	4,200	5,000	800	19%
Utilities Animal Control	82-2963	39,293	38,705	34,000	35,000	1,000	2%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		120,370	133,485	127,050	115,580	(11,470)	- 9%
Total Expenditures:		331,665	348,001	368,040	437,810	69,770	1.00

Animal Shelter Enhance.

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Animal Shelter Enhancement fund receives and appropriates funds donated by the public for Animal Shelter adoption enhancement and capital projects in accordance with a resolution adopted by the Clatsop County Board of Commissioners.

Budget Highlights

The budget realized a significant increase in the Beginning Fund balance primarily due to a substantial donation in 2016-17. Otherwise revenues remain stable at historic levels.

Expenditures are up by \$26,000. The majority of the increase is for a \$25,000 project to improve the outside kennels with additional cement pads and fencing. This will provide for a more secure and safer environment for pet adoptions.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	153,075	146,340	182,870	317,660	134,790	73%
Interest On Investments	978	1,736	1,000	5,500	4,500	450%
Spay/Neuter/Microchip	9,045	10,265	10,000	10,000	0	0%
Medication Administered	492	145	350	600	250	71%
Rev. Refunds & Reim.	0	5,006	0	0	0	0%
Donations	22,463	213,393	16,000	17,000	1,000	6%
Donations from Trust Fund	0	0	0	0	0	0%
Total Revenue:	186,053	376,885	210,220	350,760	140,540	66%
Total Unappropriated Budget:	146,337	326,833	0	0	0	0%
Total Budgeted Resources:	39,715	50,052	210,220	350,760	140,540	66%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	39,715	50,052	57,000	58,000	1,000	1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	25,000	25,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	153,220	267,760	114,540	74%
Total Expenditures:	39,715	50,052	210,220	350,760	140,540	66%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
General Equipment	82-2268	3,970	4,847	10,000	5,000	(5,000)	- 50%
Maintenance S.I.G.	82-2300	3,416	4,988	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	3,505	3,022	3,000	4,000	1,000	33%
Neuter/Spay/Microchip	82-2760	4,985	7,899	9,000	11,000	2,000	22%
Shelter Tests/Vaccine	82-2762	18,825	22,270	20,000	23,000	3,000	15%
Shelter Supplies	82-2764	5,014	7,027	10,000	10,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
Materials & Services Totals:		39,715	50,052	57,000	58,000	1,000	1%
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	25,000	25,000	100%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	25,000	25,000	100%
Contingencies							
Appropriation For Contin.	82-9900	0	0	153,220	267,760	114,540	74%
Contingencies Totals:		0	0	153,220	267,760	114,540	74%
Total Expenditures:		39,715	50,052	210,220	350,760	140,540	1.00

Marine Patrol

Mission Statement

The Mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Marine Patrol is a function of the Criminal Division, but has a separate budget in order to manage the Marine Grants Fund. Grant funding assumes approximately 72% of expenditures excluding the contingency and carry over funds. Primary functions for the Marine Patrol is to provide marine safety and marine law enforcement patrols to the nearly 100 square miles of waterways, 400 miles of shoreline and occasionally access to approximately 90 square miles of Oregon Coastal Waters. The Marine Patrol also provides the waterborne platform for dive rescue operations and enforcement of safety zones during special events. This unit also handles theft, burglary and other criminal complaints to victims who are water accessible only, such as float houses. In addition, the Marine Patrol handles all boating related accidents and coordinates criminal cases pertaining to boats and related marine equipment. The majority of the vessels operated by this unit belong to the Oregon State Marine Board but must fly under our own markings. The Marine Deputies also provide boating safety education at area schools, proctor the state mandated boating education test, boat registration VIN inspections and conduct courtesy boating inspections.

Major Accomplishments

Maintained high number of on-water patrol hours.
 Maintained enhanced U.S.C.G. cooperative patrol program.
 Conducted "Make Way" education and enforcement campaign to assist commercial traffic avoid recreational boaters.
 Increased efficiency of Derelict Boat identification and resolution.

Performance Measures

Maintain 60% on-water patrol hours.
 Maintain enhanced U.S.C.G. cooperative patrol program.
 Provide seven day a week coverage during summer months.

Budget Highlights

Personnel cost reflects the retirement of a long-term deputy and replacing the position with a Senior Deputy with increased medical costs. The utilities line item is increased to account for both moorage and utility costs. State Marine Board funding is increased by \$1,290 over 2017-18 levels. The contingency is approximately 25% of the operations costs. This is necessary to maintain cash reserves to cover program costs for the first quarter of the fiscal year. This also allows the county to maintain the transfers from the General Fund and Rural Law Enforcement District at 2015-16 levels.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	78,847	83,320	86,250	97,590	11,340	13%
Interest On Investments	353	616	400	1,000	600	150%
Sheriff Marine Patrol	186,928	219,163	219,170	220,460	1,290	0%
Revenue From Rled	26,000	26,000	26,000	26,000	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	70	400	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
Transfer From General	27,200	27,200	27,200	27,200	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	319,399	356,699	359,020	372,250	13,230	3%
Total Unappropriated Budget:	83,322	99,263	0	0	0	0%
Total Budgeted Resources:	236,076	257,436	359,020	372,250	13,230	3%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	127,168	143,180	141,030	138,030	(3,000)	- 2%
Personnel Benefits	70,136	74,978	87,160	101,580	14,420	16%
Material & Supplies	38,773	39,278	51,700	48,550	(3,150)	- 6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	79,130	84,090	4,960	6%
Total Expenditures:	236,076	257,436	359,020	372,250	13,230	3%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Deputy Sheriff SR	2.00	2.00	2.00	2.00	0.00	0%
Total Personnel:	2.00	2.00	2.00	2.00	0.00	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Boating Inspection conducted	451	355	131	337	400	400
Citations Issued	19	15	3	26	35	30
On-Water boating hours conducted	723	570.5	862	713	600	700
Education Programs conducted	8	6	4	5	4	5

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Deputy Sheriff SR	82-1515	66,813	113,994	141,030	108,910	(32,120)	- 22%
Deputy Sheriff	82-1520	60,355	20,455	0	29,120	29,120	100%
Marine Patrol Asst	82-1892	0	8,732	0	0	0	0%
Overtime	82-1945	10,623	8,929	10,000	10,000	0	0%
Remuneration	82-1947	0	3,600	3,600	2,400	(1,200)	- 33%
F.I.C.A.	82-1950	10,182	11,510	11,830	11,510	(320)	- 2%
Retirement	82-1955	23,010	24,472	31,790	29,580	(2,210)	- 6%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	15,877	17,961	20,070	36,570	16,500	82%
Dental Insurance	82-1965	2,392	2,413	2,480	2,730	250	10%
HSA Contribution	82-1966	3,750	3,000	3,000	4,000	1,000	33%
Benefits Admin Fees	82-1967	43	46	60	50	(10)	- 16%
Life Insurance	82-1970	113	113	110	140	30	27%
Salary Continuation Insur	82-1972	144	144	140	180	40	28%
S.A.I.F.	82-1975	2,730	1,995	3,930	4,270	340	8%
Unemployment	82-1980	1,273	795	150	150	0	0%
Personnel Services Totals:		197,304	218,158	228,190	239,610	11,420	5%
Materials & Services							
Equipment Reimbursement	82-2039	664	215	500	500	0	0%
Clothing And Uniform Exp.	82-2040	720	343	1,700	1,500	(200)	- 11%
Uniform Cleaning	82-2041	22	34	100	100	0	0%
Telephones	82-2070	604	652	700	700	0	0%
Insurance	82-2200	4,205	3,648	4,000	3,700	(300)	- 7%
Maintenance - Equipment	82-2260	183	349	500	500	0	0%
Maintenance - Vessel	82-2266	4,359	3,338	4,000	4,150	150	3%
General Equipment	82-2268	0	1,600	3,200	3,200	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	5,777	6,182	11,000	6,000	(5,000)	- 45%
Fuel - Boats	82-2853	0	66	0	6,000	6,000	100%
Vehicle Maintenance & Use	82-2923	3,948	5,828	10,000	5,000	(5,000)	- 50%
Education And Training	82-2928	130	75	900	1,000	100	11%
Reimbursed Travel Expense	82-2930	1,382	830	2,000	2,000	0	0%
Utilities	82-2960	2,080	2,118	2,200	4,500	2,300	104%
Indirect Cost Allocation	82-3210	14,700	14,000	10,900	9,700	(1,200)	- 11%
Materials & Services Totals:		38,773	39,278	51,700	48,550	(3,150)	- 6%
Capital Outlay							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	79,130	84,090	4,960	6%
Contingencies Totals:		0	0	79,130	84,090	4,960	6%

Total Expenditures:		236,076	257,436	359,020	372,250	13,230	1.00
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Jail Commissary

Mission Statement

The Mission of the Sheriff's Office is to provide efficient and innovative public safety services to our citizen partners with the highest level of integrity and accountability.

Department Overview

This is an enterprise fund that derives its revenue from the sales of commissary items to inmates at a profit with margins based upon the local market. This function also receives revenues from inmates using the inmate phone system. In return recreational items, books, magazines, over-the-counter medications, toiletry supplies and other services and supplies are furnished to indigent inmates. This fund has a contingency should sales drop off. This will cover the fixed costs and indigent expenses.

Budget Highlights

These inmate funds are now being operated through a third party software to eliminate the duplication of work.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	31,928	0	0	0	0	0%
Telephone Revenue	41,804	0	0	0	0	0%
Telephone Reimbursement	0	0	0	0	0	0%
Interest On Investments	146	194	0	0	0	0%
Commissary Reimbursement	22,400	0	0	0	0	0%
Commissary Revenue	4,385	0	0	0	0	0%
Facility PAK Sales	1,118	0	0	0	0	0%
Miscellaneous Revenue	0	1	0	0	0	0%
Total Revenue:	101,781	195	0	0	0	0%
Total Unappropriated Budget:	19,707	(19,707)	0	0	0	0%
Total Budgeted Resources:	82,075	19,902	0	0	0	0%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	12,000	0	0	0	0	0%
Material & Supplies	70,075	19,902	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	82,075	19,902	0	0	0	0%

Summary							
Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Personnel Services	82-1985	12,000	0	0	0	0	0%
Personnel Services Totals:		12,000	0	0	0	0	0%
Materials & Services							
Television Cable	82-2075	2,172	0	0	0	0	0%
Law Library	82-2085	3,260	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Office Supplies	82-2410	110	0	0	0	0	0%
Books And Periodicals	82-2413	1,100	0	0	0	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Commissary Supplies	82-2768	2,358	0	0	0	0	0%
Commissary Orders	82-2800	22,768	0	0	0	0	0%
Phone Cards	82-2805	36,207	0	0	0	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	19,902	0	0	0	0%
Indirect Cost Allocation	82-3210	2,100	0	0	0	0	0%
Materials & Services Totals:		70,075	19,902	0	0	0	0%
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Transfers Out							
Transfer To General Fund	82-8001	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		0	0	0	0	0	0%
Total Expenditures:		82,075	19,902	0	0	0	1.00

Juvenile Department

Mission Statement

The mission of the Clatsop County Juvenile Department is to protect the public and reduce juvenile delinquency by implementing effective prevention, intervention and supervision services for the residents of Clatsop County.

Department Overview

The goal of the Juvenile Department is to protect the public and reduce juvenile crime. The department is responsible for the processing, supervision and accountability of youth offenders referred to the department by law enforcement or adjudicated within the jurisdiction of the juvenile court, which includes: intake screening, restitution assistance to victims and the community, programs to divert youth from formal court process when appropriate, preparation of legal documents which initiate court action, recommendations for disposition of allegations for delinquent conduct, a continuum of services for swift and decisive intervention in delinquent behavior, and probation supervision. These responsibilities are to be provided in a fair and impartial manner within the context of personal responsibility and reformation for the youth offender.

Major Accomplishments

In conjunction with juvenile crime prevention, the department has expanded the department's prevention programming with local middle schools, incorporating additional schools to conduct the skill building group, Girl's Circle, with non-offending high risk girls. The juvenile department has had a juvenile probation counselor involved on the local court's dependency team to add an addition perspective to older youth involved in the child welfare system. Working with the court and other system partners to implement Oregon's new no-shackling law for juvenile court hearings. The Department is also implementing the e-filing of court documents.

Budget Highlights

The Oregon Community Foundation's (OCF) Ruppel Grant was removed from the budget as the County had only been used to pass the money through to OYA for use at the North Coast Youth Correctional Facility in Warrenton. With the facility's closure, the OCF is not distributing the money directly to OYA. Detention costs are covered in both this Org unit and Juvenile Crime Prevention. The increase in the budget for evaluations is for aid/assist evaluations that may be requested by the department as this becomes an increased practice in juvenile court. The \$8,000 for sex offender treatment would be to provide local probation youth with community based sex offender treatment. The \$12,240 for shelter care would be used in conjunction with juvenile crime prevention funds to access shelter evaluation services as an alternative to detention.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
JCP Basic/Diversion	42,115	42,115	0	0	0	0%
Probation Fees	763	948	500	500	0	0%
Work Crew	2,775	2,580	2,000	2,000	0	0%
OCF Grant - B Ruppel	0	37,575	13,000	0	(13,000)	- 100%
Revenue Refunds & Reimbursemen	31	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
General Fund Support	710,679	697,837	846,590	873,030	26,440	3%
Total Revenue:	756,363	781,056	862,090	875,530	13,440	1%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	426,440	438,791	449,800	465,120	15,320	3%
Personnel Benefits	183,108	171,424	228,760	240,500	11,740	5%
Material & Supplies	146,815	133,265	170,530	161,910	(8,620)	- 5%
Special Payments	0	37,575	13,000	8,000	(5,000)	- 38%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	756,363	781,056	862,090	875,530	13,440	1%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Juvenile Director	1.00	1.00	1.00	1.00	0.00	0%
Juvenile Detention Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.16	1.16	1.16	1.16	0.00	0%
Juvenile Counselor II	3.42	3.42	3.42	3.42	0.00	0%
Total Personnel:	6.58	6.58	6.58	6.58	0.00	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
# of Police Reports received/processed	322	415	325	320	320	300
# of youth supervised (formal&informal)	399	160	147	165	165	165
# of petitions filed (includes PV's)	153	170	180	150	155	155
# of court appearances	360	372	310	225	370	325
# of risk assessments	98	80	80	60	40	50
Detention admissions	133	112	80	80	92	85

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Juvenile Director	82-1074	91,217	98,552	105,440	112,080	6,640	6%
Juvenile Detention Supervisor	82-1078	59,764	64,447	65,830	67,550	1,720	2%
Staff Assistant	82-1191	52,153	53,195	54,620	55,990	1,370	2%
Juvenile Counselor II	82-1460	223,306	222,597	223,910	229,500	5,590	2%
Extra Help	82-1941	2,933	1,664	5,000	5,000	0	0%
Overtime	82-1945	0	0	15,000	15,000	0	0%
Performance Pay	82-1948	0	0	4,220	4,480	260	6%
F.I.C.A.	82-1950	31,839	32,607	36,500	37,690	1,190	3%
Retirement	82-1955	58,542	60,798	83,650	86,580	2,930	3%
Medical Waiver	82-1963	0	3,071	3,100	3,100	0	0%
Medical Insurance	82-1964	60,885	49,095	57,290	62,840	5,550	9%
Dental Insurance	82-1965	6,501	5,478	5,640	5,880	240	4%
HSA Contribution	82-1966	9,846	8,000	8,000	8,000	0	0%
Benefits Admin Fees	82-1967	119	130	140	150	10	7%
Life Insurance	82-1970	586	566	550	550	0	0%
Salary Continuation Insur	82-1972	712	733	740	750	10	1%
S.A.I.F.	82-1975	7,153	6,998	8,450	9,990	1,540	18%
Unemployment	82-1980	3,993	2,285	480	490	10	2%
Personnel Services Totals:		609,548	610,215	678,560	705,620	27,060	3%

Materials & Services

Telephones	82-2070	2,962	3,118	2,800	2,000	(800)	- 28%
Maintenance - Equipment	82-2260	181	120	1,200	1,000	(200)	- 16%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Membership Fees And Dues	82-2370	1,196	1,198	1,300	1,300	0	0%
Office Supplies	82-2410	2,973	1,462	2,000	2,000	0	0%
Books And Periodicals	82-2413	560	0	500	500	0	0%
Postage And Freight	82-2419	511	489	500	500	0	0%
Printing And Reproduction	82-2425	2,661	1,564	2,500	1,800	(700)	- 28%
Shelter Bed Contractual Svcs	82-2456	0	0	0	12,240	12,240	100%
Contractual Services	82-2471	75	0	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	121,538	113,734	140,880	122,420	(18,460)	- 13%
Pysc. Evaluations	82-2494	0	0	1,200	2,000	800	66%
U.A. Testing	82-2506	2,900	2,183	3,000	2,000	(1,000)	- 33%
Youth Investment	82-2529	43	682	500	500	0	0%
Publi. And Legal Notices	82-2600	0	0	250	250	0	0%
Work Crew Supplies	82-2769	2,400	767	1,500	800	(700)	- 46%
Fuel - Vehicles	82-2852	0	0	0	2,300	2,300	100%
Supplemental Detention Costs	82-2910	1,061	1,224	2,000	2,000	0	0%
Detention Vehicle Maint & Use	82-2922	337	489	1,200	1,200	0	0%
Vehicle Maintenance & Use	82-2923	5,038	4,054	3,500	1,500	(2,000)	- 57%
Education And Training	82-2928	910	461	2,000	2,000	0	0%
Reimbursed Travel Expense	82-2930	1,470	1,686	3,100	3,000	(100)	- 3%

Electronic Monitoring	82-3079	0	25	500	500	0	0%
Refunds and Returns	82-3204	0	10	0	0	0	0%
Materials & Services Totals:		146,815	133,265	170,530	161,910	(8,620)	- 5%
Special Payments							
OCF Grant - B Ruppel	82-3055	0	37,575	13,000	0	(13,000)	- 100%
Sex Offender Treatment	82-3083	0	0	0	8,000	8,000	100%
Special Payments Totals:		0	37,575	13,000	8,000	(5,000)	- 38%
Total Expenditures:		756,363	781,056	862,090	875,530	13,440	1.00

Juv Crime Prevention

Mission Statement

The mission of the Clatsop County Juvenile Department is to protect the public and reduce juvenile delinquency by providing effective prevention and intervention services for the residents of Clatsop County

Department Overview

The Juvenile Crime Prevention unit of the Juvenile Department is funded by grants to prevent and reduce juvenile crime, divert youth from commitment to the Oregon Youth Authority and provide services to youth to encourage community engagement and accountability. These services include intake assessments, informal and formal supervision, skill building groups for non-offending youth, detention services and individualized services for probation and/or parole youth.

Major Accomplishments

Expand work with local middle schools to provide skill building groups to non-offending female youth transitioning to middle school. Currently we are facilitating the One Circle Foundation's Girl's Circle curriculum.

Performance Measures

Assisting youth to be more successful in their lives and community through skill development and access to individual service needs and detention services.

Budget Highlights

Revenue increased from previous budget as the 2017-2018 budget anticipated cuts that did not occur to Juvenile Crime Prevention and OYA Basic, Diversion and Individualized Services (or "flex") Funding. The Juvenile Department is anticipating entering into a contract with the Washington County Juvenile Department and utilize OYA funds to purchase Shelter/Evaluation Services at the Harkins House in Hillsboro, Oregon as an alternative to detention.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	45,503	39,120	38,220	46,110	7,890	20%
Interest On Investments	214	389	0	0	0	0%
OYA Flex Fund	2,515	2,925	4,040	7,860	3,820	94%
Family Support Services	0	0	0	0	0	0%
Early Learning Council	0	0	0	0	0	0%
Juv Crime Prevent	0	17,808	17,080	22,500	5,420	31%
JCP Basic/Diversion	32,240	7,579	68,440	84,730	16,290	23%
Work Crew	0	0	0	0	0	0%
Program Services	0	0	0	0	0	0%
Rev. Refunds & Reim.	120	240	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	80,591	68,062	127,780	161,200	33,420	26%
Total Unappropriated Budget:	39,124	40,236	0	0	0	0%
Total Budgeted Resources:	41,467	27,826	127,780	161,200	33,420	26%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	21,162	10,172	11,970	26,380	14,410	120%
Personnel Benefits	10,362	3,232	4,970	10,010	5,040	101%
Material & Supplies	9,943	14,422	70,610	96,810	26,200	37%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	40,230	28,000	(12,230)	- 30%
Total Expenditures:	41,467	27,826	127,780	161,200	33,420	26%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Juvenile Counselor II	0.00	0.00	0.00	0.43	0.43	100%
Total Personnel:	0.00	0.00	0.00	0.43	0.43	0%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Skill Building Groups		44	50	56	30	30

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Juvenile Counselor II	82-1460	21,162	10,172	11,970	26,380	14,410	120%
Overtime	82-1945	0	0	600	600	0	0%
F.I.C.A.	82-1950	1,533	793	980	2,100	1,120	114%
Retirement	82-1955	2,320	1,819	2,800	6,070	3,270	116%
Medical Waiver	82-1963	0	199	240	520	280	116%
Medical Insurance	82-1964	4,527	0	0	0	0	0%
Dental Insurance	82-1965	414	0	0	0	0	0%
HSA Contribution	82-1966	666	0	0	0	0	0%
Benefits Admin Fees	82-1967	27	18	40	10	(30)	- 75%
Life Insurance	82-1970	16	16	20	30	10	50%
Salary Continuation Insur	82-1972	39	13	10	30	20	200%
S.A.I.F.	82-1975	217	177	270	620	350	129%
Unemployment	82-1980	604	197	10	30	20	200%
Personnel Services Totals:		31,524	13,404	16,940	36,390	19,450	114%
Materials & Services							
Basic Services	82-2138	0	0	33,320	0	(33,320)	- 100%
Program Activity	82-2142	569	1,084	1,500	3,000	1,500	100%
Diversion Services	82-2146	0	5,943	28,280	0	(28,280)	- 100%
Insurance	82-2200	302	0	400	400	0	0%
Office Supplies	82-2410	0	0	100	1,130	1,030	1030%
Postage And Freight	82-2419	0	0	50	50	0	0%
Printing And Reproduction	82-2425	0	0	100	100	0	0%
Shelter Bed Contractual Svcs	82-2456	0	0	0	52,560	52,560	100%
Detention Bed Contractual Svcs	82-2480	0	0	0	28,690	28,690	100%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	66	0	200	420	220	110%
Reimbursed Travel Expense	82-2930	319	0	220	600	380	172%
OYA Flex Fund	82-2966	2,587	1,995	4,040	7,860	3,820	94%
Program Services	82-3040	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	6,100	5,400	2,400	2,000	(400)	- 16%
Materials & Services Totals:		9,943	14,422	70,610	96,810	26,200	37%
Contingencies							
Appropriation for Contin.	82-9900	0	0	40,230	28,000	(12,230)	- 30%
Contingencies Totals:		0	0	40,230	28,000	(12,230)	- 30%
Total Expenditures:		41,467	27,826	127,780	161,200	33,420	1.00

Law Library

Mission Statement

The Clatsop County Law Library strives to provide access to legal materials needed for legal research by members of the bar, the judiciary and the public.

Department Overview

The library is located in the basement of the County Courthouse. The facilities include print materials, a public computer, a meeting room, copiers, and tables for reading and research. The law library provides access to print materials including treatises, practice guides, statutes, legal cases. The library also provides free access to internet based research including Westlaw and other materials.

Performance Measures

Improved communication with law library users regarding utilization.

Budget Highlights

Elimination of our Lexis Nexis on-line subscription and renewal of an upgraded subscription with West Law.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	17,414	15,840	23,480	15,590	(7,890)	- 33%
Court Fine & Fee	48,236	48,236	48,240	45,580	(2,660)	- 5%
Interest On Investments	230	451	400	400	0	0%
Copy Fees	21	10	50	50	0	0%
Franchise Fees	0	90	90	90	0	0%
Rev. Refunds & Reim.	44	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	65,945	64,627	72,260	61,710	(10,550)	- 14%
Total Unappropriated Budget:	15,843	18,241	0	0	0	0%
Total Budgeted Resources:	50,102	46,386	72,260	61,710	(10,550)	- 14%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	9,151	7,255	8,980	9,200	220	2%
Personnel Benefits	4,346	2,192	3,140	3,230	90	2%
Material & Supplies	36,605	36,940	36,850	33,690	(3,160)	- 8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	23,290	15,590	(7,700)	- 33%
Total Expenditures:	50,102	46,386	72,260	61,710	(10,550)	- 14%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Juvenile Counselor II	0.15	0.15	0.15	0.15	0.00	0%
Total Personnel:	0.15	0.15	0.15	0.15	0.00	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Juvenile Counselor II	82-1460	9,151	7,255	8,980	9,200	220	2%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	663	566	700	720	20	2%
Retirement	82-1955	1,002	1,304	2,040	2,090	50	2%
Medical Waiver	82-1963	0	146	180	180	0	0%
Medical Insurance	82-1964	1,958	0	0	0	0	0%
Dental Insurance	82-1965	179	0	0	0	0	0%
HSA Contribution	82-1966	288	0	0	0	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	12	12	10	10	0	0%
Salary Continuation Insur	82-1972	11	9	10	10	0	0%
S.A.I.F.	82-1975	173	118	190	210	20	10%
Unemployment	82-1980	59	37	10	10	0	0%
Personnel Services Totals:		13,497	9,446	12,120	12,430	310	2%
Materials & Services							
Telephones	82-2070	165	187	200	150	(50)	- 25%
Maintenance - Equipment	82-2260	0	0	300	300	0	0%
Office Supplies	82-2410	7	14	150	140	(10)	- 6%
Books And Periodicals	82-2413	24,854	26,309	26,500	23,000	(3,500)	- 13%
Postage And Freight	82-2419	220	228	300	400	100	33%
Printing And Reproduction	82-2425	11	3	100	100	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Education And Training	82-2928	148	0	250	100	(150)	- 60%
Reimbursed Travel Expense	82-2930	0	0	150	100	(50)	- 33%
Indirect Cost Allocation	82-3210	11,200	10,200	8,900	9,400	500	5%
Materials & Services Totals:		36,605	36,940	36,850	33,690	(3,160)	- 8%
Capital Outlay							
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	23,290	15,590	(7,700)	- 33%
Contingencies Totals:		0	0	23,290	15,590	(7,700)	- 33%
Total Expenditures:		50,102	46,386	72,260	61,710	(10,550)	1.00

Parole & Probation Division

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The role of Parole and Probation Division is to supervise felony and misdemeanor offenders placed on parole, post-prison supervision, probation and offenders serving sentences in the custody of the Local Supervisory Authority. The division operates in conjunction with three main releasing authorities: The Board of Parole and Post-Prison Supervision, the Circuit Courts of the State of Oregon and the Local Supervisory Authority. Parole and Probation supervises felony and misdemeanor cases in Clatsop County.

The two main functions of Parole and Probation are: 1) To provide field services (community based supervision); and 2) Develop and implement correctional programs that are evidence based. Field services includes the supervision of offenders residing in the community. Supervision includes, but is not limited to, conducting home visits, employment visits, preparing reports for the releasing authorities, conducting office visits and imposing sanctions and services to ensure compliance with conditions of supervision. Program development and implementation includes, but is not limited to, community service program, cognitive programs, electronic monitoring, life skills development, employment and training, educational programs, job search assistance. Parole and Probation also provides program services delivery for evidence based substance abuse treatment, domestic violence counseling and sexual offender treatment. The Division coordinates the delivery of mental health and drug/alcohol treatment and participates in both the Adult Drug Court and Mental Health Treatment Court. Parole and Probation also participates in Family Drug Court. The Division provides financial support for the Pretrial Release Program, with the Corrections Division providing day to day oversight.

Major Accomplishments

Supervision of average of 375 offenders monthly in accordance with State mandates.
 Subsidized sex offender treatment for 25 offenders per month.
 Participated in Correctional Program Checklist review conducted on our Adult Drug Court program.
 Fully funded 17-19 Justice Reinvestment Grant Pretrial Release Program implemented. Actively participating in statewide Pretrial Network.
 Hired Pretrial Release Specialist and Certified Probation Deputy.
 Obtained two Specialty Court Grants to continue funding for Mental Health Treatment Court and Adult Drug Court thru FY 18-19.

Performance Measures

Meet or exceed State mandated outcomes for High and Medium Risk felony offenders.
 Facilitate substance abuse treatment for an average of 80 felony offenders, which includes Drug Court Offenders and Drug Addicted Repeat Property Offenders.
 Facilitate treatment services based on risk/need assessments for an average of 125 offenders monthly.

Budget Highlights

Fully implemented Justice Reinvestment Pretrial Program including hiring Pretrial Release Specialist and assigning Corrections Deputy to Alternative Custody Deputy position. Justice Reinvestment Program budget line is reduced by \$65,000 with the change in JRI programing from Intensive Supervision Program from the 15-17 JRI Grant to the 17-19 JRI Grant which funds the Pretrial Program. Services offered in the intensive supervision program (subsidized housing, treatment, bus tickets, etc) will continue with Grant in Aid and Specialty Court Grant revenue.

The Parole & Probation Division will reimburse Corrections for jail bed days used by SB1145 Inmates with a projected cost of \$200,000. Increased Electronic Monitoring by \$10,000 as our Specialty Courts and Probation Deputies are using GPS monitoring and SCRAM alcohol transdermal monitoring more frequently. Increased Subsidy Housing to \$50,000. The 2017 Oregon Legislature increased Short Term Transitional Leave to up to 120 days and we expect to see an increase in need for subsidized housing.

Overall revenue has increased by \$ 203,260 mainly due to unexpected revenue increases from Specialty Court Grants and an increase in Community Corrections Act Reimbursement (Grant-in-Aid).

Funding Sources						
Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	1,118,603	1,543,990	1,659,200	2,235,060	575,860	34%
Interest On Investments	9,355	21,162	16,000	30,000	14,000	87%
Drug Court Grant	168,101	164,049	98,550	131,400	32,850	33%
Justice Reinvestment Program	231,022	231,021	231,030	235,850	4,820	2%
Alt. Incarceration Prog.	8,649	0	8,650	0	(8,650)	- 100%
M 57 Treatment Funds	127,996	0	64,000	65,300	1,300	2%
CJC Mental Hlth Grant	146,064	145,936	94,900	116,800	21,900	23%
Comm. Correct. Act Reimb.	1,533,791	1,533,788	1,533,790	1,668,640	134,850	8%
Welfare Subsidy Revenue	4,467	4,470	4,460	4,560	100	2%
Fees For Supervision	85,972	101,964	80,000	90,000	10,000	12%
Drug Court	610	352	350	350	0	0%
DNA	353	255	250	360	110	44%
Compact Fee	2,650	3,900	2,000	3,000	1,000	50%
ADES Assessment	150	0	0	500	500	100%
DV Treatment	0	80	200	200	0	0%
Urinalysis Fee	6,637	10,322	5,700	8,000	2,300	40%
Alcohol/Drug TX	940	15,174	500	500	0	0%
Community Service Fee	2,235	846	800	500	(300)	- 37%
Polygraph - Sex Offender	1,767	1,640	1,500	500	(1,000)	- 66%
Polygraph - DV Offender	484	0	250	250	0	0%
Sex Offender Treatment	4,555	17,066	17,000	10,000	(7,000)	- 41%
Electronic Monitoring	3,036	8,135	8,000	5,500	(2,500)	- 31%
Subsidy Reimbursement	1,186	873	600	1,500	900	150%
Rev. Refunds & Reim.	274	1,062	120	200	80	66%
Nsf Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	277	0	2,000	0	(2,000)	- 100%
Transfer from Other Funds	0	0	0	0	0	0%
Transfer from Bond Reserve Fun	0	0	0	0	0	0%
Total Revenue:	3,459,197	3,806,084	3,829,850	4,608,970	779,120	20%
Total Unappropriated Budget:	1,543,995	816,557	0	0	0	0%
Total Budgeted Resources:	1,915,202	2,989,527	3,829,850	4,608,970	779,120	20%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	675,598	726,611	796,960	852,990	56,030	7%
Personnel Benefits	329,123	368,467	474,870	486,510	11,640	2%
Material & Supplies	367,015	358,599	425,350	600,250	174,900	41%
Special Payments	486,384	459,890	403,250	441,560	38,310	9%
Debt Service	0	0	0	0	0	0%
Capital Outlay	57,082	0	68,800	0	(68,800)	- 100%
Transfer Out	0	0	127,000	129,500	2,500	1%
Contingency	0	1,075,960	1,533,620	2,098,160	564,540	36%
Total Expenditures:	1,915,202	2,989,527	3,829,850	4,608,970	779,120	20%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Chief Deputy Sheriff	0.10	0.10	0.10	0.10	0.00	0%
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	1.00	1.00	1.00	1.00	0.00	0%
Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0%
Staff Assistant	1.50	2.00	1.00	1.00	0.00	0%
Pre-Trial Release Specialist	0.00	0.00	1.00	1.00	0.00	0%
Corrections Counselor	3.00	5.00	5.00	4.00	(1.00)	- 20%
Corrections Counsel II	3.00	2.00	2.00	3.00	1.00	50%
Accountant II	0.00	0.00	1.00	1.00	0.00	0%
Total Personnel:	10.60	12.10	12.10	12.10	0.00	0%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Daily Avg of felony offenders on supervision	390	400	401	375	375	375
Avg # of offenders receive sub.abuse txt	70	90	68	125	125	125
Monthly avg txt & programing provided	135	150	140	150	150	150
% of offenders sup. by risk/need Percent level	100%	100%	100%	100%	100%	100%
% compliance with state mandates Percent	100%	100%	100%	100%	100%	100%
% of High/Med Risk offenders in Tx. Percent	40%	45%	36%	40%	45%	45%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Chief Deputy Sheriff	82-1110	10,390	10,682	11,290	12,090	800	7%
Lieutenant	82-1113	93,208	93,078	100,420	105,440	5,020	5%
Sergeant	82-1116	79,335	80,605	84,870	90,900	6,030	7%
Administrative Assistant	82-1118	59,714	35,616	0	0	0	0%
Staff Assistant	82-1191	67,234	68,907	47,090	48,260	1,170	2%
Pre-Trial Release Specialist	82-1429	0	0	43,780	51,080	7,300	16%
Corrections Counselor	82-1430	202,980	329,649	307,010	254,500	(52,510)	- 17%
Corrections Counsel II	82-1431	162,737	82,582	141,440	229,660	88,220	62%
Accountant II	82-1848	0	25,492	61,060	61,060	0	0%
Overtime	82-1945	18,254	19,442	20,000	20,000	0	0%
Remuneration	82-1947	0	11,840	13,440	13,440	0	0%
Performance Pay	82-1948	0	0	4,470	4,700	230	5%
F.I.C.A.	82-1950	50,900	55,585	63,870	68,260	4,390	6%
Retirement	82-1955	101,253	114,790	168,620	166,630	(1,990)	- 1%
Medical Waiver	82-1963	0	1,200	1,200	1,200	0	0%
Medical Insurance	82-1964	105,812	116,522	150,640	156,390	5,750	3%
Dental Insurance	82-1965	11,984	14,692	15,970	17,340	1,370	8%
HSA Contribution	82-1966	21,833	17,200	18,200	17,200	(1,000)	- 5%
Benefits Admin Fees	82-1967	214	241	240	280	40	16%
Life Insurance	82-1970	768	824	830	840	10	1%
Salary Continuation Insur	82-1972	1,136	1,184	1,140	1,170	30	2%
S.A.I.F.	82-1975	10,626	10,622	15,420	18,170	2,750	17%
Unemployment	82-1980	6,343	4,324	830	890	60	7%
Personnel Services Totals:		1,004,721	1,095,078	1,271,830	1,339,500	67,670	5%
Materials & Services							
Clothing And Uniform Exp.	82-2040	2,955	3,740	4,500	4,500	0	0%
Safety Equipment	82-2045	8,223	3,518	3,500	3,500	0	0%
Telephones	82-2070	10,445	12,169	8,000	20,000	12,000	150%
Program Supplies	82-2140	400	0	1,000	2,000	1,000	100%
Custodial Supplies	82-2160	1,628	28	500	500	0	0%
Custodial Services	82-2161	7,134	910	0	0	0	0%
Insurance	82-2200	11,544	16,063	18,050	15,100	(2,950)	- 16%
Maintenance - Equipment	82-2260	995	2,613	2,000	1,000	(1,000)	- 50%
Maintenance S.I.G.	82-2300	20,443	1,010	5,000	0	(5,000)	- 100%
Employee Drug Screen	82-2302	120	0	100	200	100	100%
Membership Fees And Dues	82-2370	1,205	1,006	2,500	2,500	0	0%
Office Supplies	82-2410	5,438	3,939	4,500	4,000	(500)	- 11%
Books And Periodicals	82-2413	560	284	500	500	0	0%
Postage And Freight	82-2419	1,919	932	2,500	2,000	(500)	- 20%
Records And Forms	82-2422	0	276	200	500	300	150%
Printing And Reproduction	82-2425	962	1,993	2,000	1,500	(500)	- 25%
Office Furniture & Equipment	82-2454	25,333	12,368	8,000	4,000	(4,000)	- 50%

PC Equipment	82-2455	3,365	4,796	5,000	5,000	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Physical Exams	82-2505	1,553	386	700	700	0	0%
U.A. Testing	82-2506	7,488	6,578	7,000	7,000	0	0%
Polygraph	82-2521	0	0	500	500	0	0%
Psycho-Sexual Evaluations	82-2522	0	0	10,000	10,000	0	0%
Cognitive Treatment Svcs	82-2523	0	0	10,000	10,000	0	0%
Justice Reinvestment Programs	82-2524	42,274	76,505	125,000	60,000	(65,000)	- 52%
Offender Subsidy Expense	82-2525	0	1,330	3,000	3,000	0	0%
Publi. And Legal Notices	82-2600	0	471	500	500	0	0%
Jail Beds Lease	82-2635	73,260	62,344	0	200,000	200,000	100%
Rts. & Lea. - S., I. & G.	82-2670	36,000	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	108	0	5,000	5,000	100%
Vehicle Rental	82-2920	0	0	0	750	750	100%
Vehicle Maintenance & Use	82-2923	7,876	16,222	20,000	20,000	0	0%
Education And Training	82-2928	2,598	5,641	7,000	10,000	3,000	42%
Reimbursed Travel Expense	82-2930	7,491	12,414	11,200	14,000	2,800	25%
Utilities	82-2960	12,353	1,144	0	0	0	0%
Electronic Monitoring	82-3079	2,294	8,013	20,000	40,000	20,000	100%
Refunds and Returns	82-3204	760	0	100	100	0	0%
Indirect Cost Allocation	82-3210	70,400	101,800	142,500	151,900	9,400	6%
Materials & Services Totals:		367,015	358,599	425,350	600,250	174,900	41%
Special Payments							
DV Polygraph	82-3002	400	0	3,000	2,000	(1,000)	- 33%
Client Emergency Expenses	82-3003	750	0	0	2,000	2,000	100%
DV Indigent Treatment	82-3004	940	0	15,000	15,000	0	0%
M 57 Treatment	82-3010	25,795	30,508	20,000	20,000	0	0%
M 57 UA Testing	82-3011	2,483	3,295	5,000	3,000	(2,000)	- 40%
M 57 Sanctions	82-3012	38,120	30,531	40,000	40,000	0	0%
M 57 Supplies/Incentives	82-3013	1,555	0	1,000	4,000	3,000	300%
Drug Court Incentives	82-3020	0	0	0	0	0	0%
Welfare Subsidy Expense	82-3030	3,395	770	7,000	4,560	(2,440)	- 34%
Treatment/Transition Funds	82-3031	13,182	10,085	20,000	20,000	0	0%
Adult Drug Court Travel/Train	82-3060	4,160	4,557	7,000	10,000	3,000	42%
Adult Drug Court Program Supp.	82-3061	1,039	1,979	1,500	3,000	1,500	100%
Adult Drug Court Incentives	82-3062	1,187	0	3,000	3,000	0	0%
Adult Drug Court UA Testing	82-3063	3,381	1,919	5,000	3,000	(2,000)	- 40%
Adult Drug Court UA Supplies	82-3064	16,420	5,773	15,000	13,000	(2,000)	- 13%
Treatment Court Travel/Trainin	82-3070	3,360	4,532	7,000	7,000	0	0%
Treatment Court Program Suppli	82-3071	0	1,051	750	3,000	2,250	300%
Treatment Court Incentives	82-3072	765	111	1,000	3,000	2,000	200%
Treatment Court UA Testing	82-3073	3,954	1,316	4,000	2,000	(2,000)	- 50%
Treatment Court UA Supplies	82-3074	9,249	2,679	5,000	1,000	(4,000)	- 80%
Treatment Court MH Treatment	82-3075	164,000	149,604	75,000	80,000	5,000	6%
Drug Court Treatment	82-3082	173,410	164,520	75,000	100,000	25,000	33%
Sex Offender Eval & Treat	82-3083	7,729	30,960	45,000	45,000	0	0%
Sex Offender Polygraph	82-3090	5,410	5,600	8,000	8,000	0	0%

Subsidy Housing	82-3095	5,700	10,100	40,000	50,000	10,000	25%
Special Payments Totals:		486,384	459,890	403,250	441,560	38,310	9%
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Automotive Equipment	82-4200	57,082	0	68,800	0	(68,800)	- 100%
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		57,082	0	68,800	0	(68,800)	0%
Transfers Out							
Trans To Special Projects	82-8100	0	0	2,000	0	(2,000)	- 100%
Trans To Corrections Division	82-8103	0	0	125,000	129,500	4,500	3%
Transfers Out Totals:		0	0	127,000	129,500	2,500	1%
Contingencies							
Contingencies	82-9900	0	1,075,960	1,533,620	2,098,160	564,540	36%
Contingencies Totals:		0	1,075,960	1,533,620	2,098,160	564,540	36%
Total Expenditures:		1,915,202	2,989,527	3,829,850	4,608,970	779,120	1.00

Courthouse Security

Mission Statement

To support the safety and security of employees and visitors of the Clatsop County Courthouse.

Department Overview

This fund is administered by a local committee pursuant to Oregon law and was established to direct the development and implementation of a plan for court security. The Clatsop Committee is chaired by Judge Brownhill. The Sheriff Deputy who provides security for the courthouse is paid for with 50% of the funds provided by the courthouse security fund and 50% paid for from RLED funds.

Budget Highlights

The proposed budget is approximately 1% below the 2017-18 fiscal year mostly due to a reduction in available fund balance budgeted as contingency.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	175,123	178,104	169,390	160,160	(9,230)	- 5%
Interest On Investments	1,110	1,929	1,300	2,300	1,000	76%
Corrections Prog Sb1065	57,021	58,878	48,000	45,000	(3,000)	- 6%
Total Revenue:	233,255	238,912	218,690	207,460	(11,230)	- 5%
Total Unappropriated Budget:	178,105	180,468	0	0	0	0%
Total Budgeted Resources:	55,150	58,444	218,690	207,460	(11,230)	- 5%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	50,550	53,610	58,010	64,750	6,740	11%
Material & Supplies	600	834	10,400	10,500	100	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	10,000	10,000	0	0%
Transfer Out	4,000	4,000	4,000	4,000	0	0%
Contingency	0	0	136,280	118,210	(18,070)	- 13%
Total Expenditures:	55,150	58,444	218,690	207,460	(11,230)	- 5%

Summary							
Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Personal Services	82-1985	50,550	53,610	58,010	64,750	6,740	11%
Personnel Services Totals:		50,550	53,610	58,010	64,750	6,740	11%
Materials & Services							
General Equipment	82-2268	0	234	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	600	600	400	500	100	25%
Materials & Services Totals:		600	834	10,400	10,500	100	0%
Capital Outlay							
Structures & Improvements	82-4100	0	0	10,000	10,000	0	0%
Capital Outlay Totals:		0	0	10,000	10,000	0	0%
Transfers Out							
Transfer to B&G	82-8003	4,000	4,000	4,000	0	(4,000)	- 100%
Transfer to IT	82-8006	0	0	0	4,000	4,000	100%
Transfers Out Totals:		4,000	4,000	4,000	4,000	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	136,280	118,210	(18,070)	- 13%
Contingencies Totals:		0	0	136,280	118,210	(18,070)	- 13%
Total Expenditures:		55,150	58,444	218,690	207,460	(11,230)	1.00

State Timber Enforcement

Mission Statement

The Mission of the State Timber Enforcement Fund is to provide the resources necessary to address criminal and enforcement issues on the state forest.

Department Overview

The County Timber Revenue Law Enforcement Fund was created by resolution and order of the Board of Commissioners in April 2002 pursuant to ORS 530.115(1). The special fund allows the County to retain 1% of forest trust land timber revenue specifically for law enforcement services in supervising, protecting and enforcing the law on forest trust lands in addition to the 10% distribution the County receives for general forest trust lands maintenance and supervision responsibilities. The fund will assist the County in defraying some of the costs of providing law enforcement support in response to protests against harvesting which can disrupt normal timber harvest activities. Expenses incurred by the Sheriff's Office, District Attorney's Office and County Counsel for law enforcement activities in protecting forest trust lands will be reimbursed as authorized by the Board of County Commissioners. Additional timber revenue will be retained to pay assessments to the Council of Forest Trust Land Counties for its activities in support of timber revenue distributions to county taxing districts.

Major Accomplishments

Provided approximately 70% funding for the dedicated Forest Patrol Deputy who concentrates on Off Highway Vehicle (OHV) enforcement (partially funded by an OHV Grant) and investigation of criminal mischief and theft complaints on state forests.

Budget Highlights

Revenue has increased slightly due to an increased beginning balance. Currently the revenue to expenditure levels continue to remain in the black, this positive revenue picture allows for the sustained funding of the forest patrol deputy which in previous years was under threat due to reduced beginning fund amounts. Personnel expenses have increased due to a reduction in the OHV grant.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	271,446	354,830	440,330	546,050	105,720	24%
Interest On Investments	2,135	4,824	2,200	4,600	2,400	109%
Timber Sales	212,300	196,181	149,680	231,000	81,320	54%
OHV Grant	0	0	0	0	0	0%
Total Revenue:	485,881	555,834	592,210	781,650	189,440	31%
Total Unappropriated Budget:	354,828	476,234	0	0	0	0%
Total Budgeted Resources:	131,053	79,600	592,210	781,650	189,440	31%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	68,100	66,900	74,160	90,410	16,250	21%
Material & Supplies	17,453	12,700	30,900	28,400	(2,500)	- 8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	45,500	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	487,150	662,840	175,690	36%
Total Expenditures:	131,053	79,600	592,210	781,650	189,440	31%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Personal Services	82-1985	68,100	66,900	74,160	90,410	16,250	21%
Personnel Services Totals:		68,100	66,900	74,160	90,410	16,250	21%
Materials & Services							
Contractual Services	82-2471	0	0	10,000	10,000	0	0%
Forest Trust Assessment	82-2908	15,800	11,800	20,000	17,500	(2,500)	- 12%
Materials & Supplies	82-2967	553	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,100	900	900	900	0	0%
Materials & Services Totals:		17,453	12,700	30,900	28,400	(2,500)	- 8%
Capital Outlay							
Automotive Equipment	82-4200	45,500	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		45,500	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	487,150	662,840	175,690	36%
Contingencies Totals:		0	0	487,150	662,840	175,690	36%
Total Expenditures:		131,053	79,600	592,210	781,650	189,440	1.00

Child Custody Mediation

Department Overview

The Child Custody Mediation program is a function of the State Court system and provides mandated mediation service for divorcing and separating couples with children under 18 years of age. Unless parents already have a parental plan in place which is acceptable to the judge, all couples must work with selected mediators who are approved by the Mediation Commission to develop an agreed plan which addresses the parenting of their dependent children. County residents are offered up to four hours of mediation services to assist them in the development of their parental plan.

Budget Highlights

Overall this budget remains relatively status quo, the largest expense in this fund is in relation to contractual services. The Local Family Advisory Committee (LFLAC) has set a goal to expand cost-effective family law services as needed for the residents of Clatsop County. Often family law cases, such as divorce and custody determinations, become lengthier, costlier, and more difficult than necessary because of the inability of the parties to reach agreement. In the past, mediation and conciliation funds were used primarily for custody and parenting time mediation and also for a limited number of custody evaluations for indigent parties. The members of LFLAC are working towards expanding the use of these funds in certain circumstances to include services such as parent coordination and parenting time supervision. They also would like to see more access to custody evaluations. Even though the fund seems to be maintaining a strong balance, the committee members recognize that with increased services and unknown future allocations, the fund must be used responsibly. Therefore, they are considering innovative payment arrangements that could include using funds to subsidize services instead of paying in full.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	104,172	95,417	92,630	79,110	(13,520)	- 14%
Interest On Investments	736	1,260	700	0	(700)	- 100%
Child Custody	31,246	36,885	31,200	32,860	1,660	5%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	136,153	133,562	124,530	111,970	(12,560)	- 10%
Total Unappropriated Budget:	95,417	96,765	0	0	0	0%
Total Budgeted Resources:	40,736	36,797	124,530	111,970	(12,560)	- 10%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	5,112	5,381	5,720	5,830	110	1%
Personnel Benefits	1,606	1,804	2,110	2,160	50	2%
Material & Supplies	34,018	29,613	68,400	68,300	(100)	- 0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	48,300	35,680	(12,620)	- 26%
Total Expenditures:	40,736	36,797	124,530	111,970	(12,560)	- 10%

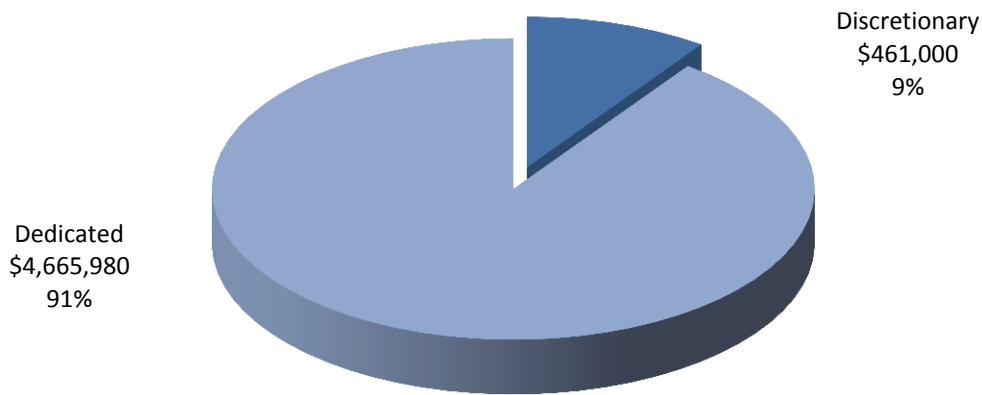
Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Administrative Assistant	0.10	0.10	0.10	0.10	0.00	0%
Total Personnel:	0.10	0.10	0.10	0.10	0.00	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Administrative Assistant	82-1118	5,112	5,381	5,720	0	(5,720)	- 100%
Executive Assistant	82-1121	0	0	0	5,830	5,830	100%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	390	419	450	460	10	2%
Retirement	82-1955	905	976	1,300	1,330	30	2%
Medical Waiver	82-1963	0	120	120	120	0	0%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	229	231	190	200	10	5%
HSA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	11	11	10	10	0	0%
Salary Continuation Insur	82-1972	15	15	20	20	0	0%
S.A.I.F.	82-1975	8	8	10	10	0	0%
Unemployment	82-1980	49	24	10	10	0	0%
Personnel Services Totals:		6,718	7,185	7,830	7,990	160	2%
Materials & Services							
Contractual Services	82-2471	32,518	28,313	67,000	67,000	0	0%
Indirect Cost Allocation	82-3210	1,500	1,300	1,400	1,300	(100)	- 7%
Materials & Services Totals:		34,018	29,613	68,400	68,300	(100)	- 0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	48,300	35,680	(12,620)	- 26%
Contingencies Totals:		0	0	48,300	35,680	(12,620)	- 26%
Total Expenditures:		40,736	36,797	124,530	111,970	(12,560)	1.00

Clatsop County Functions/Programs Budget Public Health 2018-2019 Total \$5,126,980



Organizational units included within this functional area in the order they appear within the budget document are:

Community Health	Emergency Preparedness
Tobacco Prevention	Onsite Sewage Systems
Immunization	Environmental Health
Maternal & Child Health	Developmental Disabilities
Babies First	Mental Health
WIC	Drug & Alcohol Prevention
Family Planning	Approp. for Contingency 7
Household Hazardous Waste	

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Community Health

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

The legal role of Public Health is to assure the health status of Clatsop County. The system is designated to guarantee every person access to Public Health Services, to promote health and to protect against diseases. Services include: Epidemiology and control of preventable diseases and disorders, parent and child health services, including family planning services; collection and reporting of health statistics; provision of health information and referral services.

Major Accomplishments

Completed Accreditation documentation and process. Action Plan approved in March 2017. Will finish process by July 2018.

Continued to meet program requirements for reporting and investigating and assure that our protocols reflect the most current OHA/CDC guidelines.

Continued stakeholder outreach pertaining to current CD issues.

The syringe exchange program has collected over 30,000 dirty needles since October 2017.

CHART continued to be a leading health collaborative in the community; its membership rising during the year. Sixty-six (66) people are members.

Continued building capacity with key players in different community sectors and with Columbia and Tillamook County.

Conducted TB, syphilis and gonorrhea case investigations. Reduced syphilis cases to 0 by March 2018.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Increased FTE 1.88 in this org unit to meet community public health needs with grant funding from a variety of sources.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	0	505	5,570	48,000	42,430	761%
Interest On Investments	3,300	6,642	3,500	3,500	0	0%
Interest on Insurance Payments	0	3	0	0	0	0%
State Support	42,128	41,877	41,500	41,500	0	0%
St. - T B Epi Program	0	0	0	0	0	0%
Fed. - TB Epi Program	0	0	0	0	0	0%
HIV & STD Prevention Special N	0	1,864	0	0	0	0%
PH Modern PE52 Capacity Bldg	0	0	0	75,000	75,000	100%
TB Case Mgmt/Investigation	10,000	0	0	0	0	0%
Health Impact Assessment Grant	2,806	1,664	0	0	0	0%
Prescription Drug OD Preventio	0	11,110	0	95,000	95,000	100%
PE 10 STD Client Services	0	0	0	0	0	0%
Aids Test Fees - Pt	279	548	750	600	(150)	- 20%
Medicaid Match	16,012	0	0	0	0	0%
Columbia Co. IGA Revenue	0	0	0	0	0	0%
Public Health Donations	88	193	270	260	(10)	- 3%
Harm Reduction Donations	0	0	0	0	0	0%
Immuniz.-Peri.Hep B	0	0	0	0	0	0%
Clinic Fees	5,353	8,439	6,640	6,640	0	0%
Travel Clinic Fees	10,062	9,910	11,000	11,000	0	0%
Vaccines Fees	3,539	6,270	5,500	4,000	(1,500)	- 27%
Influenza Vaccine Fees	1,834	57	500	2,000	1,500	300%
Vaccine - OHP	1,348	1,484	1,000	1,750	750	75%
CCO Imms	9,989	7,768	8,500	10,500	2,000	23%
Vaccine - Ins.	15,679	21,703	27,750	25,000	(2,750)	- 9%
Mult Co Harm Red	0	0	0	60,000	60,000	100%
Vital Statistics	27,715	30,585	35,000	35,000	0	0%
Col Pacific CCO Grant	0	0	0	0	0	0%
AFS Contract	0	0	0	5,000	5,000	100%
Copy Fees	56	5	0	0	0	0%
Franchise Fees	0	750	750	750	0	0%
Ford Family Foundation	0	0	0	0	0	0%
Rev. Refunds & Reim.	2,972	688	2,500	2,500	0	0%
Honorarium Fees	742	508	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	297,150	365,570	359,970	383,500	23,530	6%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	451,052	518,143	510,700	811,500	300,800	58%
Total Unappropriated Budget:	505	15,306	0	0	0	0%
Total Budgeted Resources:	450,547	502,837	510,700	811,500	300,800	58%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	201,325	236,914	235,820	384,650	148,830	63%
Personnel Benefits	103,985	110,512	109,200	197,310	88,110	80%
Material & Supplies	145,237	155,411	143,410	229,540	86,130	60%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	22,270	0	(22,270)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	450,547	502,837	510,700	811,500	300,800	58%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.35	0.30	0.20	0.65	0.45	225%
Staff Assistant	0.90	1.45	1.45	1.45	0.00	0%
Public Health Nurse II	1.20	1.70	1.55	2.85	1.30	83%
Accountant II	0.20	0.20	0.25	0.35	0.10	40%
Health Promotion Specialist	0.45	0.35	0.35	0.35	0.00	0%
Total Personnel:	3.10	4.00	3.80	5.65	1.85	48%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Healthy Communities: CHART Count Membership continues to remain strong and relevant	15	33	66	0	0	0
Animal Bite/Exposure Reports/ Investigations Count	2	21	64	0	0	0
Number of Electronic Lab Reports Count	605	1,190	1,500	0	0	0
Number of Reportable Diseases Count	121	154	200	0	0	0
Death Certificates Issued Count	1,246	1,710	1,472	0	0	0
Birth Certificates Issued Count	8	20	22	0	0	0
Timeliness of First Reports from LHD to State (<10 days) Percent	89%	100%	100%	100%	100%	100%
Case Completion of Select Interviewed Cases: Percent	83%	66%	65%	68%	100%	100%
Timeliness of Completion (<14 days) Percent	89%	95%	86%	92%	100%	100%
Timeliness of Interviewed Cases (<10days) Percent	100%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	34,101	26,189	19,660	67,220	47,560	241%
Staff Assistant	82-1191	46,132	63,561	65,010	68,520	3,510	5%
Public Health Nurse II	82-1209	80,117	112,121	113,420	204,860	91,440	80%
Accountant II	82-1848	11,281	12,129	14,540	20,860	6,320	43%
Health Promotion Specialist	82-1873	29,693	22,913	23,190	23,190	0	0%
Extra Help Chn I	82-1905	10,267	14,935	5,000	5,000	0	0%
Extra Help	82-1941	452	0	0	0	0	0%
Overtime	82-1945	0	152	0	0	0	0%
Performance Pay	82-1948	0	0	790	2,690	1,900	240%
F.I.C.A.	82-1950	15,313	18,320	18,480	30,010	11,530	62%
Retirement	82-1955	23,719	25,036	33,380	53,900	20,520	61%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	38,760	39,126	40,180	84,310	44,130	109%
Dental Insurance	82-1965	4,606	4,531	3,970	7,390	3,420	86%
HSA Contribution	82-1966	7,164	5,131	5,250	9,650	4,400	83%
Benefits Admin Fees	82-1967	112	66	80	80	0	0%
Life Insurance	82-1970	351	494	480	710	230	47%
Salary Continuation Insur	82-1972	323	361	360	500	140	38%
S.A.I.F.	82-1975	635	870	990	2,680	1,690	170%
Unemployment	82-1980	2,286	1,488	240	390	150	62%
Personnel Services Totals:		305,310	347,426	345,020	581,960	236,940	68%
Materials & Services							
Telephones	82-2070	1,488	2,098	1,700	800	(900)	- 52%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Insurance	82-2200	1,692	3,029	3,630	3,100	(530)	- 14%
OCHIN Billing Fees	82-2225	8,640	8,545	8,500	8,500	0	0%
OCHIN EMR Billing	82-2226	1,183	1,251	1,200	1,710	510	42%
Lockbox Fees	82-2230	1,040	1,155	1,400	1,400	0	0%
License And Permit Fees	82-2240	75	38	150	150	0	0%
Maintenance - Equipment	82-2260	169	1,077	500	500	0	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
General Equipment	82-2268	0	397	100	0	(100)	- 100%
Medical Supplies	82-2345	2,675	1,254	2,730	2,340	(390)	- 14%
MAC Admin Fees	82-2350	180	295	200	350	150	75%
Membership Fees And Dues	82-2370	730	655	1,280	1,280	0	0%
Office Supplies	82-2410	496	626	500	650	150	30%
Books And Periodicals	82-2413	0	0	50	50	0	0%
Postage And Freight	82-2419	854	732	1,000	1,100	100	10%
Records And Forms	82-2422	337	238	340	330	(10)	- 2%
Printing And Reproduction	82-2425	1,084	1,123	1,000	1,200	200	20%
Prof And Spec Services	82-2450	46	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	500	500	100%

PC Equipment	82-2455	1,400	5,221	1,550	1,550	0	0%
Harm Reduction Expense	82-2457	0	0	0	5,000	5,000	100%
Contract Personnel	82-2470	1,200	1,200	1,200	1,200	0	0%
Contractual Services	82-2471	0	0	0	50,000	50,000	100%
SBHC Grant Expenses	82-2495	0	0	0	11,500	11,500	100%
Medical Services	82-2502	0	0	150	150	0	0%
Lab Services	82-2503	362	151	1,000	150	(850)	- 85%
State Vaccines	82-2509	18,149	24,515	23,350	23,350	0	0%
Locally Owned Vaccine	82-2511	971	1,394	0	2,000	2,000	100%
TB Investigation 2015-2294	82-2515	5,290	0	0	0	0	0%
Health Impact Assessment Grant	82-2517	225	0	0	0	0	0%
PDOP Grant Expenses	82-2518	0	8,481	0	13,500	13,500	100%
HIV & STD Prevention Special N	82-2532	0	1,252	0	0	0	0%
Publi. And Legal Notices	82-2600	360	0	0	0	0	0%
Advertising	82-2605	105	148	0	100	100	100%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	95	69	110	110	0	0%
Fuel - Vehicles	82-2852	0	0	0	750	750	100%
Vehicle Rental	82-2920	0	0	0	250	250	100%
Vehicle Maintenance & Use	82-2923	245	202	1,250	500	(750)	- 60%
Education And Training	82-2928	235	25	200	500	300	150%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,692	788	2,620	4,870	2,250	85%
Patient Refunds	82-3007	318	455	500	500	0	0%
Indirect Cost Allocation	82-3210	92,900	89,000	87,200	89,600	2,400	2%
Materials & Services Totals:		145,237	155,411	143,410	229,540	86,130	60%
Capital Outlay							
Automotive Equipment	82-4200	0	0	22,270	0	(22,270)	- 100%
Capital Outlay Totals:		0	0	22,270	0	(22,270)	0%
Total Expenditures:		450,547	502,837	510,700	811,500	300,800	1.00

Tobacco Prevention

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

These funds are derived from Measure 44 (tobacco increase) monies. The goals of the program, as administered by the Oregon Health Authority, are to:

- 1) Reduce youth access to tobacco;
- 2) Create tobacco-free environments;
- 3) Decrease advertising and promotion of tobacco products;
- 4) Encourage cessation of smoking by current tobacco users;

The County Department of Public Health is the local lead agency for this program.

Major Accomplishments

Led tri-county initiative to streamline tobacco cessation opportunities and services. This includes piloting a texting program called Care Message with funding from the CCO, and working with the clinics to adapt workflow to increase interventions.

Continued providing guidance on Way to Wellville's Strategic Leadership council through June

Provided technical assistance for the successful Clatsop Community College Tobacco-Free Campus policy.

Provided technical assistance and co-chaired Tobacco Free Coalition of Clatsop County to develop local infrastructure and promoted public policy around tobacco-free environments.

Assessed youth intervention practices and worked with Prevention Works to develop a program to reduce youth initiation of tobacco.

Maintained compliance with the Indoor Clean Air Act, enforced and responded to complaints and violations of the Smoke-free Workplace Law.

Continued to build capacity for tobacco retail licensure adoption and a Tobacco 21 Policy.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Tobacco funding is calculated on a base amount in addition to per capita funding. Administrative dollars will be to support grant initiatives.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Tobacco Prevention	64,266	50,218	64,250	64,250	0	0%
Franchise Fees	0	90	90	90	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Honorarium Fees	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	64,266	50,308	64,340	64,340	0	0%
Total Unappropriated Budget:	0	0	0	0	0	0%
Total Budgeted Resources:	64,266	50,308	64,340	64,340	0	0%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	38,334	26,096	37,410	35,330	(2,080)	- 5%
Personnel Benefits	15,107	7,349	10,810	9,990	(820)	- 7%
Material & Supplies	10,825	16,862	16,120	19,020	2,900	17%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	64,266	50,308	64,340	64,340	0	0%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.10	0.05	(0.05)	- 50%
Health Promotion Specialist	0.55	0.45	0.60	0.60	0.00	0%
Total Personnel:	0.60	0.50	0.70	0.65	(0.05)	- 7%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Increase # of calls to state quit line and other quit resources Count	100	100	0	100	80	70
Implement tighter policy for Parks Count	10	5	0	0	0	0
Reduce teen smoking rates: 11th graders Percent	9%	15%	20%	18%	15%	15%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	4,872	7,485	9,830	5,170	(4,660)	- 47%
Accountant II	82-1848	0	654	0	0	0	0%
Health Promotion Specialist	82-1873	33,462	17,957	27,580	30,160	2,580	9%
Performance Pay	82-1948	0	0	390	210	(180)	- 46%
F.I.C.A.	82-1950	2,785	1,953	2,890	2,720	(170)	- 5%
Retirement	82-1955	4,510	2,057	5,140	4,830	(310)	- 6%
Medical Waiver	82-1963	0	60	0	0	0	0%
Medical Insurance	82-1964	5,349	2,364	1,640	1,030	(610)	- 37%
Dental Insurance	82-1965	647	288	130	750	620	476%
HSA Contribution	82-1966	1,225	200	200	100	(100)	- 50%
Benefits Admin Fees	82-1967	12	9	20	10	(10)	- 50%
Life Insurance	82-1970	46	64	90	80	(10)	- 11%
Salary Continuation Insur	82-1972	49	49	60	50	(10)	- 16%
S.A.I.F.	82-1975	109	122	210	170	(40)	- 19%
Unemployment	82-1980	375	182	40	40	0	0%
Personnel Services Totals:		53,440	33,446	48,220	45,320	(2,900)	- 6%
Materials & Services							
Telephones	82-2070	717	654	300	110	(190)	- 63%
Unapportioned Projects	82-2129	0	0	3,070	4,000	930	30%
Facilities Rental	82-2143	0	0	0	0	0	0%
Insurance	82-2200	281	493	350	1,200	850	242%
Maintenance - Equipment	82-2260	0	745	0	0	0	0%
Membership Fees And Dues	82-2370	220	235	490	490	0	0%
Office Supplies	82-2410	8	473	170	200	30	17%
Books And Periodicals	82-2413	176	330	100	100	0	0%
Postage And Freight	82-2419	12	2	150	100	(50)	- 33%
Printing And Reproduction	82-2425	90	64	1,120	1,200	80	7%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	170	0	190	190	0	0%
Contractual Services	82-2471	0	6,600	0	0	0	0%
Tobacco Prevention	82-2512	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	539	0	0	0	0%
Meetings/ Hosting	82-2750	0	160	0	0	0	0%
Educational Materials	82-2777	0	0	50	40	(10)	- 20%
Fuel - Vehicles	82-2852	0	0	0	180	180	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	205	24	200	0	(200)	- 100%
Education And Training	82-2928	375	12	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,671	33	3,130	4,610	1,480	47%
Indirect Cost Allocation	82-3210	6,900	6,500	6,800	6,600	(200)	- 2%
Materials & Services Totals:		10,825	16,862	16,120	19,020	2,900	17%

Total Expenditures:		64,266	50,308	64,340	64,340	0	1.00
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Immunization

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

The grant supports community outreach activities that promote adequate immunization levels for children and will be used to facilitate coordination of activities that will ensure adequate levels of community protection by immunizing young children and reducing the incidence of vaccine preventable disease. This involves work with educating private and public providers of immunizations and child care, Head Start and other preschools, elementary, and middle schools staff in the implementation and documentation of the legal and recommended requirements and informing parents about the new requirements so that they may cooperate in meeting the immunization timeliness.

Major Accomplishments

Immunization program implemented the strategic plan to increase the UTD immunization rate of children less than 2 years to the state bench mark of at least 72%.

Continued working with Clatsop Community College Medical Assistant, Work Experience, and Nursing Programs.

Hired Chel Baker for Immunization Coordinator

Triennial Review found no findings

Assisted delegate to train new staff regarding vaccinations and use of Alert IIS state data base for immunizations

Established a vaccine recall for past due childhood vaccinations

Increased number of insurance contracts to receive greater revenue.

Participated in 2017 Homeless Connect

Provided HPV vaccination outreach to youth 9-18 yrs. that have been seen in our clinic and who have not completed their 3 dose series.

Implemented HPV recall process

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Worked with the state immunization department to increase number of insurance contracts to receive greater revenue.

The increased number of covered community members has led to increased revenue in this Org unit.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	1,314	0	0	0	0	0%
Or Health Immun Project	12,606	11,593	14,040	14,140	100	0%
St. - OR Health Immun Project	0	0	0	0	0	0%
Immun. PHER	0	0	0	0	0	0%
Immun. ACA Adult Grant	0	0	0	0	0	0%
Immun. Conference Travel	0	0	0	0	0	0%
Total Revenue:	13,920	11,593	14,040	14,140	100	0%
Total Unappropriated Budget:	0	0	0	0	0	0%
Total Budgeted Resources:	13,920	11,593	14,040	14,140	100	0%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	7,103	6,575	7,500	7,290	(210)	- 2%
Personnel Benefits	3,315	3,697	3,640	3,810	170	4%
Material & Supplies	3,502	1,321	2,900	3,040	140	4%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	13,920	11,593	14,040	14,140	100	0%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Nurse II	0.10	0.10	0.10	0.10	0.00	0%
Total Personnel:	0.10	0.10	0.10	0.10	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of vaccinations provided	Count	1,000	1,308	1,100	1,100	1,230	1,250
Number of outreach clinics conducted includes all types of vaccines	Count	6	0	0	12	15	15
LPHA shall increase 4th DTaP coverage rate for 24 month old by one percentage point and/or maintain rate at > 90%	Percent	82%	81%	80%	100%	100%	100%
LPHA will ensure that 80% of newborns exposed to peri-natal hepatitis B receive immunization series by 15 months of age.	Percent	100%	100%	100%	100%	100%	100%
HPV Outreach-recall notices will be sent to guardians of children ages 9-18 yrs who have previously received 1-2 vaccines at CCDPH	Percent	0%	0%	50%	0%	100%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	0	0	0	0	0	0%
Public Health Nurse II	82-1209	6,784	6,575	7,500	7,290	(210)	- 2%
Accountant II	82-1848	319	0	0	0	0	0%
Extra Help-Clinical	82-1905	0	0	0	0	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Overtime	82-1945	0	478	0	0	0	0%
F.I.C.A.	82-1950	494	481	570	560	(10)	- 1%
Retirement	82-1955	760	739	1,020	990	(30)	- 2%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	1,521	1,537	1,620	1,780	160	9%
Dental Insurance	82-1965	192	180	160	160	0	0%
HSA Contribution	82-1966	240	192	200	200	0	0%
Benefits Admin Fees	82-1967	3	3	10	10	0	0%
Life Insurance	82-1970	14	13	10	10	0	0%
Salary Continuation Insur	82-1972	10	9	10	10	0	0%
S.A.I.F.	82-1975	21	19	30	80	50	166%
Unemployment	82-1980	61	47	10	10	0	0%
Personnel Services Totals:		10,418	10,272	11,140	11,100	(40)	- 0%
Materials & Services							
Telephones	82-2070	449	61	250	110	(140)	- 56%
Unapportioned Projects	82-2129	0	0	240	600	360	150%
Insurance	82-2200	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	169	0	0	0	0	0%
General Equipment	82-2268	678	0	250	250	0	0%
Medical Supplies	82-2345	0	0	50	80	30	60%
Membership Fees And Dues	82-2370	150	150	200	200	0	0%
Office Supplies	82-2410	121	0	0	0	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	228	0	0	0	0	0%
Printing And Reproduction	82-2425	292	10	0	0	0	0%
PC Equipment	82-2455	170	0	200	200	0	0%
Adult Imm. Grant Expense	82-2491	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	410	400	(10)	- 2%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	245	0	0	0	0	0%
Education And Training	82-2928	0	0	200	300	100	50%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,000	1,100	1,100	900	(200)	- 18%
Materials & Services Totals:		3,502	1,321	2,900	3,040	140	4%
Total Expenditures:		13,920	11,593	14,040	14,140	100	1.00

Maternal & Child Health

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

The Child and Adolescent Health Services block grant may be used for various purposes: these may include Women's Health services, Immunizations, High Risk Infant and Child Tracking (Babies First), Maternal Case Management and Perinatal programs including case management for medical fragile children birth - 21 years. Some of these services may be reimbursed by Medicaid. The policy of HHS is to bill every possible revenue stream for reimbursable services. Federal and state grants are used to meet expenses when no other funding source is available for reimbursement.

The funding is used to provide maternity case management services for women who are at risk of a less than optimum pregnancy outcome by assuring access maternity/prenatal medical care services. The objectives of maternity case management and prenatal services is to increase the likelihood of healthy term infants of adequate birth weight and support for at risk parents during this critical time.

Major Accomplishments

Hired and trained a casual MCH nurse
 Participated in statewide development of the Early Childhood Learning Council and collaboration with community partners.
 Continued nursing and lactation education via webinars and seminars for CEU's.
 Continued to attend the NC Breastfeeding Coalition meetings.
 Published first of its kind survey on Breastfeeding barriers and challenges in 2018

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Maternal Case Management (MCM) staff has billed for lactation consultations in 2017 and will continue to do so in 2018.
 This org unit may dissolve in future due to changes in State billing practices.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	3,412	2,279	2,410	16,500	14,090	584%
M.C.H. Grant	3,940	3,940	3,940	3,950	10	0%
St. - MCH-CAH-GF	0	0	0	0	0	0%
MCH Title V - CAH	5,348	6,450	5,750	5,750	0	0%
St. - MCH Prenatal - GF	0	0	0	0	0	0%
MCH Title V - Flex Funds	12,478	15,048	12,000	12,000	0	0%
M.C.H. Prenatal Grant	2,099	2,100	2,100	2,100	0	0%
Maternity Case Management	2,960	2,493	3,500	1,000	(2,500)	- 71%
Lactation Consult	0	816	0	0	0	0%
Franchise Fees	0	90	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	718	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	27,000	28,800	28,800	0	(28,800)	- 100%
Total Revenue:	57,237	62,734	58,500	41,300	(17,200)	- 29%
Total Unappropriated Budget:	2,279	21,604	0	0	0	0%
Total Budgeted Resources:	54,959	41,130	58,500	41,300	(17,200)	- 29%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	34,334	25,885	36,500	18,880	(17,620)	- 48%
Personnel Benefits	12,919	7,923	13,090	6,920	(6,170)	- 47%
Material & Supplies	7,705	7,321	8,910	15,500	6,590	73%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	54,959	41,130	58,500	41,300	(17,200)	- 29%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.00	0.00	0.00	0%
Public Health Nurse II	0.40	0.40	0.50	0.25	(0.25)	- 50%
Total Personnel:	0.45	0.45	0.50	0.25	(0.25)	- 50%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of MCM clients only	Count	28	41	32	35	30	35
Percent of clients duplicated in all MCM programs	Percent	1%	2%	0%	0%	0%	0%
Percent of clients referred to MCM from WIC	Percent	30%	75%	71%	75%	72%	72%
Percent of clients who are uninsured	Percent	3%	4%	4%	20%	22%	25%
Percent of clients who use tobacco before and during pregnancy	Percent	80%	50%	61%	55%	56%	57%
Percent of clients who receive regular prenatal care	Percent	95%	83%	91%	92%	92%	100%
Percent of clients referred to a primary care provider	Percent	100%	100%	57%	95%	92%	100%
Percent of clients referred for immunizations	Percent	100%	100%	100%	100%	100%	100%
Percent of clients referred for family planning 1st post partum home visit	Percent	100%	92%	96%	100%	100%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	4,872	1,236	0	0	0	0%
Staff Assistant	82-1191	780	0	0	0	0	0%
Public Health Nurse II	82-1209	28,683	24,650	36,500	18,880	(17,620)	- 48%
Accountant II	82-1848	0	0	0	0	0	0%
Extra Help-Clinical	82-1905	0	83	0	0	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Overtime	82-1945	0	131	0	0	0	0%
F.I.C.A.	82-1950	2,598	1,966	2,790	1,440	(1,350)	- 48%
Retirement	82-1955	5,961	1,286	3,960	2,080	(1,880)	- 47%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	2,864	2,712	4,790	2,620	(2,170)	- 45%
Dental Insurance	82-1965	334	323	500	260	(240)	- 48%
HSA Contribution	82-1966	625	1,067	800	400	(400)	- 50%
Benefits Admin Fees	82-1967	11	10	20	10	(10)	- 50%
Life Insurance	82-1970	48	25	40	20	(20)	- 50%
Salary Continuation Insur	82-1972	39	25	30	10	(20)	- 66%
S.A.I.F.	82-1975	98	79	120	60	(60)	- 50%
Unemployment	82-1980	342	215	40	20	(20)	- 50%
Personnel Services Totals:		47,253	33,809	49,590	25,800	(23,790)	- 47%
Materials & Services							
Telephones	82-2070	192	197	300	110	(190)	- 63%
Unapportioned Projects	82-2129	0	0	840	7,600	6,760	804%
Insurance	82-2200	0	0	0	0	0	0%
Medical Supplies	82-2345	0	0	50	50	0	0%
Membership Fees And Dues	82-2370	0	0	30	30	0	0%
Office Supplies	82-2410	129	117	220	240	20	9%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	278	365	240	340	100	41%
Printing And Reproduction	82-2425	103	54	150	150	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Advertising	82-2605	0	0	10	10	0	0%
Educational Materials	82-2777	8	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	220	220	100%
Vehicle Maintenance & Use	82-2923	195	79	270	50	(220)	- 81%
Education And Training	82-2928	0	0	200	300	100	50%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	178	300	300	0	0%
Patient Refunds	82-3007	0	0	0	0	0	0%
Community Connections	82-3085	0	30	0	0	0	0%
Indirect Cost Allocation	82-3210	6,800	6,300	6,300	6,100	(200)	- 3%
Materials & Services Totals:		7,705	7,321	8,910	15,500	6,590	73%

Total Expenditures:		54,959	41,130	58,500	41,300	(17,200)	1.00
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Babies First

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

Babies First is a component of the Child and Adolescent Health Services block grant. Babies First is aimed at improving the early identification of infants and young children who are at risk of developmental delay because of health/medical and/or social problems. Through home visits, a Public Health Nurse assesses the health and development of infants and young children, and provides appropriate interventions and referrals. The program is part of a state wide data collection system which screens and tracks these at-risk infants.

CaCoon program dollars are also appropriated in this organizational unit-these funds are administered by OHSU for case-management of children compromised by chronic health conditions and developmentally delayed infants and children up to age 18. Babies First funds may be used to visit CaCoon children and the combination of these funding streams makes better use of nurse time and accurately reflects nursing practices.

Community Connections dollars are an additional revenue and service delivery program within this budget.

Community Connections is a multi-disciplinary case-management clinic which coordinates the many medical and educational professionals involved with infants and children who are often part of the CaCoon and Babies First programs. The CaCoon nurse is usually present at these clinics and the Community Connections funds finance administrative support time to coordinate Community Connections clinics which bring to the local area many professionals from the metro universities and hospitals to assist in the diagnosis, care delivery, and case management of children with complex physical and behavioral health needs.

Major Accomplishments

Hired Masters-trained PH Nurse

Completed Triennial Review with no findings

Used electronic billing in real-time in ORCHIDS & Electronic Medical Records for health department clinics (EMR).

Provided Up-To-Date reporting of all MCH (Maternal Child health) functions for the Babies First Program and CaCoon program.

Actively participated as a member of the North Coast Breast Feeding Coalition and CCN team.

Hired and trained casual MCH nurse

Successfully billed for lactation services by OHP and private insurance companies.

Continued participation in Community Connections multidisciplinary assessment and referral clinics and began seeking sustainable funding sources

Continued participation in the NC Breastfeeding Coalition

Continued participation in Early Childhood Group LICC,

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Expected revenue in FY 18-19 to increase beyond expectations of FY 17-18.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	18,494	20,388	26,620	26,500	(120)	- 0%
Comm Connections	10,667	9,333	10,000	0	(10,000)	- 100%
Babies 1st	6,532	6,511	6,490	6,490	0	0%
Babies First Fees	56,390	63,489	57,730	69,650	11,920	20%
Friends of Columbia	0	0	0	0	0	0%
CaCoon-cdrc	12,970	4,053	12,160	12,160	0	0%
CaCoon Fees-TCM	0	0	0	0	0	0%
NW Regional ESD	0	0	0	10,000	10,000	100%
NNPHI Clatsop/Columbia CCN Awa	0	7,393	0	0	0	0%
CCN Annual Retreat	0	0	0	0	0	0%
Rev. Refunds & Reim.	129	484	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	0	20	0	0	0	0%
Total Revenue:	105,182	111,671	113,000	124,800	11,800	10%
Total Unappropriated Budget:	20,388	19,976	0	0	0	0%
Total Budgeted Resources:	84,795	91,695	113,000	124,800	11,800	10%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	56,639	60,801	59,900	83,420	23,520	39%
Personnel Benefits	21,233	22,445	23,650	33,440	9,790	41%
Material & Supplies	6,923	8,449	29,450	7,940	(21,510)	- 73%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	84,795	91,695	113,000	124,800	11,800	10%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.00	0.00	0.00	0%
Staff Assistant	0.10	0.05	0.05	0.10	0.05	100%
Public Health Nurse II	0.65	0.70	0.75	1.00	0.25	33%
Accountant II	0.05	0.05	0.05	0.05	0.00	0%
Total Personnel:	0.85	0.85	0.85	1.15	0.30	35%

Measures						
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018 Budget 2018-2019
Number of Babies First and CaCoon Count Clients		147	138	143	152	160 165
Percent of clients duplicated in BF/CaCoon programs	Percent	0%	1%	2%	32%	45% 50%
Percent of clients referred to BF/CaCoon from WIC	Percent	50%	43%	39%	40%	55% 65%
Percent of BF visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	100% 100%
Percent of BF visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	100% 100%
Percent of CaCoon visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	100% 100%
Percent of CaCoon visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	100% 100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	4,872	974	0	0	0	0%
Staff Assistant	82-1191	1,752	3,496	2,160	4,650	2,490	115%
Clinical Provider	82-1201	0	0	0	0	0	0%
Public Health Nurse II	82-1209	46,586	53,518	54,830	75,790	20,960	38%
Accountant II	82-1848	3,429	2,812	2,910	2,980	70	2%
Extra Help-Clinical	82-1905	0	1,229	0	0	0	0%
Overtime	82-1945	0	76	0	0	0	0%
F.I.C.A.	82-1950	4,262	4,603	4,580	6,380	1,800	39%
Retirement	82-1955	9,409	3,797	7,140	9,880	2,740	38%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	5,094	9,041	9,130	13,370	4,240	46%
Dental Insurance	82-1965	598	1,039	940	1,310	370	39%
HSA Contribution	82-1966	1,044	1,845	1,450	1,950	500	34%
Benefits Admin Fees	82-1967	19	19	30	20	(10)	- 33%
Life Insurance	82-1970	82	97	70	100	30	42%
Salary Continuation Insur	82-1972	63	55	50	70	20	40%
S.A.I.F.	82-1975	163	184	200	280	80	40%
Unemployment	82-1980	499	461	60	80	20	33%
Personnel Services Totals:		77,871	83,246	83,550	116,860	33,310	39%
Materials & Services							
Telephones	82-2070	476	522	450	650	200	44%
Unapportioned Projects	82-2129	0	0	20,670	0	(20,670)	- 100%
Program Supplies	82-2140	31	162	300	150	(150)	- 50%
Insurance	82-2200	281	985	1,210	600	(610)	- 50%
General Equipment	82-2268	0	0	0	0	0	0%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%
Medical Supplies	82-2345	0	37	50	50	0	0%
Membership Fees And Dues	82-2370	0	10	80	80	0	0%
Office Supplies	82-2410	79	157	150	100	(50)	- 33%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	11	0	40	40	0	0%
Printing And Reproduction	82-2425	420	94	200	100	(100)	- 50%
PC Equipment	82-2455	170	291	190	190	0	0%
NNPHI Clats./Col. CCN Award Ex	82-2527	0	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	300	300	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	305	397	500	200	(300)	- 60%
Education And Training	82-2928	20	0	380	650	270	71%
Reimbursed Travel Expense	82-2930	29	893	330	330	0	0%
Community Connections	82-3085	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	5,100	4,900	4,900	4,500	(400)	- 8%

Materials & Services Totals:		6,923	8,449	29,450	7,940	(21,510)	- 73%
Total Expenditures:		84,795	91,695	113,000	124,800	11,800	1.00

W I C Program

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

The Women, Infants and Children (WIC) program is offered to high-risk pregnant, nursing and postpartum women, infants and children under age five. Families must have incomes of less than 185% of poverty guidelines. Participants who are certified to the program attend clinics and receive food vouchers that are redeemed in local grocery stores for specific nutritious foods. Educational classes and counseling are provided to increase knowledge and encourage the ongoing use of good nutrition. The height and weight of participating children are monitored regularly, along with other childhood milestones and referrals are made to appropriate medical/social agencies when necessary.

Major Accomplishments

Provided nutrition group education from June to September at the River People Farmers Market.
 Continued the Breastfeeding Coalition for the North Coast.
 WIC staff serves as a compliance investigator assuring compliancy and integrity of WIC vendors.
 Collaborated with the Healthy Families program.
 Continued partnership with Tyack Dental that provides free dental check-ups and fluoride applications for children and infants.
 Continued partnership with OSU Extension to provide food tastings and recipes to WIC families that can be purchased with their food vouchers.
 Served an authorized caseload of 97% level or greater.
 Continued community outreach via radio show, and local partners.
 Continued support of Breastfeeding Coalition.
 Provided home certifications for large families with transportation challenges.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

The org unit projected to maintain funding levels for FY 18-19.
 Three long-term WIC staff are leaving in FY 17-18 (2 due to retirement) - will hire two staff to replace the 3 staff (at same FTE level)

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	3,146	13,252	7,900	3,000	(4,900)	- 62%
WIC Grant	192,275	183,921	186,500	186,500	0	0%
Breastfeeding Performance Gran	0	0	0	0	0	0%
WIC Supplies	0	0	4,500	4,500	0	0%
BF Grant Fundraising/Reimb.	0	0	0	0	0	0%
JSI Research BF Award	0	0	0	0	0	0%
Franchise Fees	0	380	380	380	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,411	738	4,500	4,500	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	51,350	53,000	49,600	62,500	12,900	26%
Total Revenue:	248,182	251,291	253,380	261,380	8,000	3%
Total Unappropriated Budget:	13,252	21,349	0	0	0	0%
Total Budgeted Resources:	234,930	229,942	253,380	261,380	8,000	3%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	112,412	117,216	122,910	106,810	(16,100)	- 13%
Personnel Benefits	53,149	48,467	54,820	83,970	29,150	53%
Material & Supplies	69,368	64,259	75,650	70,600	(5,050)	- 6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	234,930	229,942	253,380	261,380	8,000	3%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.00	0.00	0.00	0%
Staff Assistant	0.50	0.60	0.55	0.55	0.00	0%
Public Health Nurse II	0.20	0.20	0.20	0.20	0.00	0%
Accountant II	0.05	0.05	0.05	0.05	0.00	0%
WIC Nutrition Aide	1.90	1.68	1.68	1.68	0.00	0%
Total Personnel:	2.70	2.58	2.48	2.48	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Numbers of women, infants, and children on authorized caseload	Count	1,195	1,230	1,134	1,150	1,050	1,000
Numbers of woman, infants, and children who participated in WIC	Count	2,097	2,097	1,134	1,100	1,005	1,000
Total dollars authorized to WIC retailers in Clatsop County		\$775,900	\$723,749	\$700,000			
Farm direct dollars to farmers in Clatsop County		\$10,540	\$4804	\$5000			
Percentage of pregnant women in Clatsop County served by WIC	Percent	51%	51%	51%	51%	51%	51%
Percentage of participants attending nutrition education classes	Percent	68%	64%	65%	60%	55%	50%
Percent WIC moms who start out breastfeeding	Percent	92%	87%	85%	85%	89%	95%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	4,872	974	0	0	0	0%
Staff Assistant	82-1191	93,549	23,348	25,900	26,550	650	2%
Public Health Nurse II	82-1209	10,372	13,597	14,990	0	(14,990)	- 100%
Accountant II	82-1848	3,620	2,798	2,910	2,980	70	2%
WIC Nutrition Aide	82-1871	0	76,498	79,110	77,280	(1,830)	- 2%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Extra Help	82-1941	272	0	0	0	0	0%
Overtime	82-1945	0	394	0	0	0	0%
F.I.C.A.	82-1950	7,810	8,274	9,400	8,170	(1,230)	- 13%
Retirement	82-1955	18,928	19,834	25,490	21,860	(3,630)	- 14%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	19,128	14,099	14,630	44,270	29,640	202%
Dental Insurance	82-1965	1,905	1,855	1,930	4,230	2,300	119%
HSA Contribution	82-1966	3,035	2,380	2,280	4,510	2,230	97%
Benefits Admin Fees	82-1967	66	39	60	40	(20)	- 33%
Life Insurance	82-1970	205	197	300	200	(100)	- 33%
Salary Continuation Insur	82-1972	201	192	170	190	20	11%
S.A.I.F.	82-1975	353	350	440	390	(50)	- 11%
Unemployment	82-1980	1,246	853	120	110	(10)	- 8%
Personnel Services Totals:		165,561	165,683	177,730	190,780	13,050	7%
Materials & Services							
Telephones	82-2070	1,489	1,540	1,300	850	(450)	- 34%
Unapportioned Projects	82-2129	0	0	1,120	0	(1,120)	- 100%
Insurance	82-2200	1,125	1,971	2,420	2,400	(20)	- 0%
Maintenance - Equipment	82-2260	395	465	500	500	0	0%
General Equipment	82-2268	993	1,016	0	0	0	0%
Breastfeeding Grant	82-2343	0	0	0	0	0	0%
Medical Supplies	82-2345	316	89	500	300	(200)	- 40%
WIC Supplies	82-2348	4,612	4,294	5,500	5,100	(400)	- 7%
Membership Fees And Dues	82-2370	160	155	160	160	0	0%
Office Supplies	82-2410	348	273	400	400	0	0%
Books And Periodicals	82-2413	0	0	20	20	0	0%
Postage And Freight	82-2419	1,891	1,488	1,900	1,600	(300)	- 15%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	530	737	1,000	750	(250)	- 25%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	700	0	780	780	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Registered Dietician	82-2500	1,400	2,400	3,000	3,000	0	0%
JSI Research BF Award	82-2514	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	100	100	0	0%
Advertising	82-2605	95	0	0	0	0	0%

Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	8	35	860	150	(710)	- 82%
Fuel - Vehicles	82-2852	0	0	0	300	300	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	682	274	500	600	100	20%
Education And Training	82-2928	180	0	100	200	100	100%
Reimbursed Travel Expense	82-2930	1,443	720	3,990	3,990	0	0%
Indirect Cost Allocation	82-3210	53,000	48,800	51,500	49,400	(2,100)	- 4%
Materials & Services Totals:		69,368	64,259	75,650	70,600	(5,050)	- 6%
Total Expenditures:		234,930	229,942	253,380	261,380	8,000	1.00

Family Planning

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

Family Planning Services are offered with the objective of helping to minimize the social economic, mental and physical health problems of children and their parents, through provision of knowledge and methods of planning and spacing children. Clinics and outreach efforts are staffed by a part-time Women's Health care Practitioner funded in part by a grant from the Oregon Health Division and by a part-time Public Health nurse and administrative staff who are funded largely by fees. There are clinics in Astoria and Seaside. Reduction of unintended pregnancy is the primary goal, including prevention of adolescent pregnancies. Staff participate in a variety of community planning and outreach activities.

Major Accomplishments

Continued to investigate increasing services and revenue opportunities.
 Continued outreach to our local schools on disseminating information to teens for all available services.
 Participated in Project Homeless Connect - education of homeless men and women and teens for availability of services for little or no cost to the patient.
 Continued working relationship with Clatsop Community College regarding the Nursing, Medical Assistant and Cooperative Work Experience programs giving young women and men the opportunity to work in a clinical environment for their practicum rotations and learning opportunities.
 Began posting services on Public Health Facebook page
 Enhanced care of clinical clients by providing HPV testing for females age 24-30 yrs. who have had a history of an abnormal pap.
 Conducted outreach to local high schools and Clatsop Community College to present information regarding birth control options, STDs, and available services.
 Completing a contract with Washington State Medicaid to provide services to clients who reside across the border.
 Implemented new state protocols
 Began services for males.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

Made improvements in assuring clients have long-acting reversible contraception which decreases annual revenue but improves public health outcomes over time.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	36,903	5,284	30	22,000	21,970	73233%
Interest on Insurance Payments	0	8	0	0	0	0%
Fed. - Family Planning	23,203	25,986	22,450	22,450	0	0%
Medicaid Match	39,560	44,568	43,000	43,000	0	0%
Family Planning Fees	3,724	5,376	5,590	5,600	10	0%
Public Health Donations	3,051	1,665	2,500	2,500	0	0%
WA State HCA (Medicaid)	0	0	0	0	0	0%
CCARE Fees	47,724	49,680	101,000	93,000	(8,000)	- 7%
CCARE Drugs	9,014	13,240	38,000	35,000	(3,000)	- 7%
CCARE Lab Tests	1,518	1,714	3,000	3,000	0	0%
Vasectomy Revenue	1,600	800	5,000	5,000	0	0%
Vasectomy Revenue OVP	0	0	0	0	0	0%
Private Insurance Fees	16,513	14,739	12,500	12,500	0	0%
Omap Fees	16,486	13,360	9,500	9,500	0	0%
CCO Fees	49,668	28,244	22,000	30,000	8,000	36%
DMAP/CCO Drugs	530	16,750	10,500	13,500	3,000	28%
Franchise Fees	0	200	200	200	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
OHSU HPV Vac Support	0	5,000	0	0	0	0%
American Cancer Soc. HPV Grant	0	0	0	2,500	2,500	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	18,500	13,610	22,630	15,000	(7,630)	- 33%
Total Revenue:	267,993	240,224	297,900	314,750	16,850	5%
Total Unappropriated Budget:	5,284	40	0	0	0	0%
Total Budgeted Resources:	262,710	240,184	297,900	314,750	16,850	5%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	94,785	82,413	115,640	114,640	(1,000)	- 0%
Personnel Benefits	35,027	27,098	32,040	44,060	12,020	37%
Material & Supplies	132,898	130,673	150,220	156,050	5,830	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	262,710	240,184	297,900	314,750	16,850	5%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.00	0.00	0.00	0%
Staff Assistant	1.10	0.70	0.70	0.80	0.10	14%
Clinical Provider	0.00	0.00	0.00	0.54	0.54	100%
Public Health Nurse II	0.40	0.40	0.30	0.20	(0.10)	- 33%
Accountant II	0.00	0.25	0.20	0.20	0.00	0%
Total Personnel:	1.55	1.40	1.20	1.74	0.54	44%

Measures

Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Total number of clients served	Count	680	606	550	500	400	400
Total number of clinical and lab services	Count	1,277	2,349	2,000	2,350	2,250	2,000
Number of pregnancies averted based upon birth control methods used prior to and post clinic visit	Count	155	101	110	115	150	114
Percent of clients Teens < 20 years served	Percent	24%	19%	20%	20%	20%	20%
Percent of visits in which Emergency Contraception was dispense	Percent	37%	29%	29%	30%	30%	30%
Percent of clients 150% below the poverty level	Percent	94%	18%	18%	20%	20%	20%
Percent of uninsured clients for primary care	Percent	81%	59%	59%	61%	62%	64%
Percent CT tests not meeting IPP screening criteria	Percent	0%	0%	0%	0%	0%	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	4,872	974	0	0	0	0%
Staff Assistant	82-1191	33,990	28,712	32,770	38,520	5,750	17%
Nurse Practitioner	82-1200	0	0	0	0	0	0%
Clinical Provider	82-1201	21,572	22,777	48,750	49,980	1,230	2%
Public Health Nurse I	82-1207	0	0	0	0	0	0%
Public Health Nurse II	82-1209	21,373	17,798	22,490	14,220	(8,270)	- 36%
Accountant II	82-1848	12,978	11,870	11,630	11,920	290	2%
Health Promotion Specialist	82-1873	0	282	0	0	0	0%
Extra Help Chn I	82-1905	929	151	0	0	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Extra Help	82-1941	355	0	0	0	0	0%
Overtime	82-1945	0	169	0	0	0	0%
F.I.C.A.	82-1950	6,977	5,957	8,850	8,770	(80)	- 0%
Retirement	82-1955	9,843	7,510	10,520	17,470	6,950	66%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	11,855	9,322	9,300	13,830	4,530	48%
Dental Insurance	82-1965	1,450	1,243	1,240	1,230	(10)	- 0%
HSA Contribution	82-1966	2,009	1,588	1,350	1,800	450	33%
Benefits Admin Fees	82-1967	34	31	50	30	(20)	- 40%
Life Insurance	82-1970	142	118	130	140	10	7%
Salary Continuation Insur	82-1972	128	120	100	120	20	20%
S.A.I.F.	82-1975	294	239	380	560	180	47%
Unemployment	82-1980	1,011	651	120	110	(10)	- 8%
Personnel Services Totals:		129,811	109,512	147,680	158,700	11,020	7%
Materials & Services							
Telephones	82-2070	374	425	400	250	(150)	- 37%
Unapportioned Projects	82-2129	0	0	0	8,000	8,000	100%
Insurance	82-2200	281	2,190	2,130	600	(1,530)	- 71%
OCHIN Billing Fees	82-2225	13,299	13,804	16,250	16,250	0	0%
OCHIN EMR Billing	82-2226	1,183	1,251	1,600	1,800	200	12%
Lockbox Fees	82-2230	1,057	1,050	1,200	1,300	100	8%
License And Permit Fees	82-2240	75	38	100	100	0	0%
Maintenance - Equipment	82-2260	717	814	1,340	1,350	10	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
General Equipment	82-2268	0	254	0	0	0	0%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%
Medical Supplies	82-2345	1,173	1,378	2,850	2,640	(210)	- 7%
Med Supplies Reimbursable	82-2346	55,711	49,253	60,000	60,000	0	0%
MAC Admin Fees	82-2350	380	295	300	300	0	0%
Membership Fees And Dues	82-2370	510	450	630	630	0	0%
Office Supplies	82-2410	141	324	390	400	10	2%
Books And Periodicals	82-2413	0	0	50	50	0	0%

Postage And Freight	82-2419	108	108	350	350	0	0%
Records And Forms	82-2422	9	24	40	50	10	25%
Printing And Reproduction	82-2425	966	946	500	800	300	60%
Prof And Spec Services	82-2450	40	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	880	0	970	970	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Lab Services	82-2503	4,898	7,328	6,270	6,500	230	3%
Vasectomy Services	82-2507	2,175	725	5,000	5,000	0	0%
Rep Health Outreach Grant Expe	82-2519	0	4,128	0	0	0	0%
American Cancer Soc. HPV Gran	82-2533	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	279	218	200	230	30	15%
Advertising	82-2605	113	148	70	100	30	42%
Educational Materials	82-2777	0	35	0	100	100	100%
Fuel - Vehicles	82-2852	0	0	0	400	400	100%
Vehicle Maintenance & Use	82-2923	48	0	550	150	(400)	- 72%
Education And Training	82-2928	40	0	1,000	1,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	4	0	1,130	1,130	0	0%
Patient Refunds	82-3007	40	390	500	500	0	0%
Indirect Cost Allocation	82-3210	48,400	45,100	46,400	45,100	(1,300)	- 2%
Materials & Services Totals:		132,898	130,673	150,220	156,050	5,830	3%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		262,710	240,184	297,900	314,750	16,850	1.00

Household Hazardous Waste

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

Household Hazardous Waste (HHW) is waste from households that, due to its hazardous nature, has the potential to cause significant harm to human health or the environment. HHW includes common household products that are poisonous, toxic, flammable, reactive, or corrosive. In partnership with cities, waster haulers, and other parties, the HHW offers to address the management of HHW, as well as hazardous waste from certain County facilities and businesses that are "conditionally exempt small quantity generators (CEGs). The goal of the program is to: provide regular cost-effective service; provide educational outreach and education; reduce the risk to transfer stations; offer a waste exchange program for appropriate items; minimize environmental and health impacts associated with HHW; reduce the amount of HHW disposed of in landfills, sewage systems, ground water, waterways, the air, and illegally dumped; reduce the risks of accidental poisonings and fires in homes; focus efforts and resources on services that will achieve the greatest environmental and health benefit; and reduce regulatory liabilities for local governments. The HHW program currently sponsors one collection event per year. The advisory committee is working towards a permanent facility which is a goal of the HHW Plan and the Clatsop County Strategic Plan.

Major Accomplishments

RFP for the new HHW facility published in February 2017
 Contract finalized in March 2017
 HHW facility to be built in FY 2018-19 - most likely by September

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

The Household Hazardous Waste (HHW) facility will be constructed in FY 18-19. Payments to design and build the facility will be made through the Special Projects fund. The Oregon Department of Environmental Quality (DEQ) will provide \$77,000 in grant funding for the facility upon completion of the planning effort

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	258,770	316,029	325,920	218,250	(107,670)	- 33%
DEQ HHWP Grant	0	0	77,000	77,000	0	0%
Energy Trust Incentives	0	0	0	0	0	0%
Special Projects Revenue	0	0	0	0	0	0%
Environmental Inspections	0	0	0	0	0	0%
HHW Revenue	112,686	110,516	175,000	175,000	0	0%
Community Education	0	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
Total Revenue:	371,456	426,545	577,920	470,250	(107,670)	- 18%
Total Unappropriated Budget:	316,030	391,242	0	0	0	0%
Total Budgeted Resources:	55,426	35,302	577,920	470,250	(107,670)	- 18%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	16,153	14,220	14,210	7,830	(6,380)	- 44%
Personnel Benefits	6,980	5,631	8,310	3,280	(5,030)	- 60%
Material & Supplies	2,648	1,508	295,400	199,140	(96,260)	- 32%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	29,644	13,943	260,000	260,000	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	55,426	35,302	577,920	470,250	(107,670)	- 18%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.10	0.05	(0.05)	- 50%
Environmental Health Supervisor	0.15	0.15	0.00	0.00	0.00	0%
Environmental Health Spec. I	0.00	0.00	0.10	0.05	(0.05)	- 50%
Total Personnel:	0.20	0.20	0.20	0.10	(0.10)	- 50%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of community collection events.	Count	1	1	0	0	0	8
Number of community education activities or materials developed.	Count	4	4	0	0	0	12
Collection of recyclable and HHW materials at new facility	Percent	0%	20%	0%	0%	0%	55%
Decrease volume of PaintCare products taken at collection event from previous 3 year average.	Percent	0%	10%	10%	10%	10%	10%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	4,872	10,857	9,830	5,170	(4,660)	- 47%
Environmental Health Superviso	82-1194	11,282	3,063	0	0	0	0%
Environmental Health Spec. I	82-1197	0	0	4,380	2,660	(1,720)	- 39%
Accountant II	82-1848	0	300	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	390	210	(180)	- 46%
F.I.C.A.	82-1950	1,202	1,053	1,120	610	(510)	- 45%
Retirement	82-1955	2,077	1,586	2,360	1,090	(1,270)	- 53%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	2,671	2,335	3,520	1,030	(2,490)	- 70%
Dental Insurance	82-1965	270	237	320	100	(220)	- 68%
HSA Contribution	82-1966	500	200	400	100	(300)	- 75%
Benefits Admin Fees	82-1967	2	2	10	10	0	0%
Life/AD&D Insurance	82-1970	22	21	20	10	(10)	- 50%
Salary Continuation Insur	82-1972	43	29	30	10	(20)	- 66%
S.A.I.F.	82-1975	118	131	130	100	(30)	- 23%
Unemployment	82-1980	75	36	10	10	0	0%
Personnel Services Totals:		23,134	19,851	22,520	11,110	(11,410)	- 50%
Materials & Services							
Telephones	82-2070	0	0	500	320	(180)	- 36%
Unapportioned Projects	82-2129	0	200	0	39,230	39,230	100%
Program Supplies	82-2140	0	0	10,000	10,000	0	0%
General Equipment	82-2268	0	0	75,000	75,000	0	0%
Membership Fees And Dues	82-2370	285	180	400	400	0	0%
Office Supplies	82-2410	0	174	10,000	10,000	0	0%
Books And Periodicals	82-2413	0	0	800	800	0	0%
Postage And Freight	82-2419	0	0	230	240	10	4%
Printing And Reproduction	82-2425	9	254	1,500	1,500	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	290	0	390	390	0	0%
Facility Development	82-2461	500	0	65,820	0	(65,820)	- 100%
Contract Personnel	82-2470	0	0	50,000	0	(50,000)	- 100%
Contractual Services	82-2471	0	0	50,000	50,000	0	0%
Lab Services	82-2503	0	0	15,000	0	(15,000)	- 100%
Carryover	82-2513	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	64	0	2,500	2,500	0	0%
Advertising	82-2605	0	0	2,000	2,000	0	0%
Educational Materials	82-2777	0	0	1,360	1,360	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	0	5,000	1,500	(3,500)	- 70%
Miscellaneous Expense	82-2929	0	0	250	0	(250)	- 100%

Reimbursed Travel Expense	82-2930	0	0	750	0	(750)	- 100%
Outreach/Education	82-3190	0	0	2,500	2,500	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,500	700	1,400	1,400	0	0%
Materials & Services Totals:		2,648	1,508	295,400	199,140	(96,260)	- 32%
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Debt Service							
Loan Paydown	82-2646	0	0	0	0	0	0%
Loan Interest	82-2647	0	0	0	0	0	0%
Debt Service Totals:		0	0	0	0	0	0%
Transfers Out							
Trans To Special Projects	82-8100	29,644	13,943	260,000	260,000	0	0%
Transfers Out Totals:		29,644	13,943	260,000	260,000	0	0%
Total Expenditures:		55,426	35,302	577,920	470,250	(107,670)	1.00

Emergency Preparedness

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

The integration of local public health preparedness measures with the existing local emergency operations plan. Improving our communicable disease control capacity, emergency preparedness and epidemiological response procedures.

The revenue for these functions and responsibilities is received through a federal grant administered by the State of Oregon.

Major Accomplishments

Successfully completed semi-annual program review.

Completed call-down exercise for staff, after hours, to ensure staff are reachable.

100% of all Public Health staff have completed NIMS ICS 100, 200, 700 and 800 training modules.

Will perform a tabletop exercise with Clatsop Behavioral Health in March.

Used broadcast fax monthly for rapid dissemination of public health information to mitigate risk of outbreaks and other public health threats.

Replaced emergency supplies in caches that have reached expiration dates.

Updated all documentation to reflect PHEP Capability Measures.

Continued participation in the monthly LPHA emergency preparedness meetings.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

This org unit is tied to County OEM budget as programs are melding together.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	1	0	200	0	(200)	- 100%
EBOLA Emerg Prep	975	8,183	0	0	0	0%
B/T Preparedness	64,924	68,572	71,260	71,800	540	0%
H1N1 Fee Revenue	0	0	0	0	0	0%
PHER IV Funds for LHDs	0	0	0	0	0	0%
Franchise Fees	0	200	200	200	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,508	2,244	340	1,000	660	194%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	67,408	79,199	72,000	73,000	1,000	1%
Total Unappropriated Budget:	2	117	0	0	0	0%
Total Budgeted Resources:	67,407	79,082	72,000	73,000	1,000	1%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	37,264	30,963	12,740	8,300	(4,440)	- 34%
Personnel Benefits	16,143	14,083	5,750	2,310	(3,440)	- 59%
Material & Supplies	13,999	23,089	46,510	62,390	15,880	34%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	10,947	7,000	0	(7,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	67,407	79,082	72,000	73,000	1,000	1%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.25	0.30	0.10	0.00	(0.10)	- 100%
Staff Assistant	0.10	0.00	0.00	0.00	0.00	0%
Environmental Health Superviso	0.05	0.05	0.00	0.00	0.00	0%
Environmental Health Specialis	0.05	0.05	0.00	0.10	0.10	100%
Public Health Nurse II	0.05	0.05	0.00	0.00	0.00	0%
Accountant II	0.05	0.05	0.05	0.05	0.00	0%
Total Personnel:	0.55	0.50	0.15	0.15	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Develop and implement preparedness exercises (real events count)	Count	2	2	3	3	3	3
Number of deaths related to PH emergency	Count	0	0	0	0	0	0
Percent of monthly PHEP conference calls made	Percent	90%	100%	90%	100%	100%	100%
Percent of Health Alert profiles up to date	Percent	100%	100%	100%	100%	100%	100%
Percent of monthly EPREP meetings made	Percent	80%	100%	90%	100%	100%	100%
Percent HAN of tests responded to	Percent	90%	100%	100%	100%	100%	100%
Percent of staff who reference PH emerg protocol	Percent	90%	90%	90%	100%	100%	100%
Percent of staff able to fill ICS positions	Percent	60%	80%	90%	100%	100%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	24,358	13,923	9,830	0	(9,830)	- 100%
Staff Assistant	82-1191	318	646	0	0	0	0%
Environmental Health Superviso	82-1194	3,760	1,021	0	0	0	0%
Environmental Health Spec. II	82-1195	0	0	0	0	0	0%
Environmental Health Specialis	82-1197	2,902	1,944	0	5,320	5,320	100%
Clinical Provider	82-1201	0	137	0	0	0	0%
Public Health Nurse II	82-1209	3,371	9,472	0	0	0	0%
Accountant II	82-1848	2,555	3,753	2,910	2,980	70	2%
Health Promotion Specialist	82-1873	0	67	0	0	0	0%
Extra Help CHN II	82-1900	0	0	0	0	0	0%
Extra Help Chn I	82-1905	0	2,999	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	3	300	0	0	0	0%
Performance Pay	82-1948	0	0	390	0	(390)	- 100%
F.I.C.A.	82-1950	2,768	2,537	1,000	640	(360)	- 36%
Retirement	82-1955	5,752	3,216	1,780	1,130	(650)	- 36%
Medical Waiver	82-1963	0	25	0	0	0	0%
Medical Insurance	82-1964	5,436	3,650	1,960	350	(1,610)	- 82%
Dental Insurance	82-1965	647	392	160	30	(130)	- 81%
HSA Contribution	82-1966	919	445	250	50	(200)	- 80%
Benefits Admin Fees	82-1967	16	13	30	10	(20)	- 66%
Life/AD&D Insurance	82-1970	52	31	20	10	(10)	- 50%
Salary Continuation Insur	82-1972	78	47	30	10	(20)	- 66%
S.A.I.F.	82-1975	171	180	120	70	(50)	- 41%
Unemployment	82-1980	302	247	10	10	0	0%
Personnel Services Totals:		53,407	45,046	18,490	10,610	(7,880)	- 42%
Materials & Services							
Telephones	82-2070	1,270	1,198	300	1,000	700	233%
Unapportioned Projects	82-2129	0	109	0	18,770	18,770	100%
Insurance	82-2200	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	349	68	500	500	0	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
Medical Supplies	82-2345	0	6,487	500	500	0	0%
Membership Fees And Dues	82-2370	285	285	390	390	0	0%
Office Supplies	82-2410	169	947	300	300	0	0%
Postage And Freight	82-2419	0	58	50	50	0	0%
Printing And Reproduction	82-2425	108	108	200	200	0	0%
Office Furniture & Equipment	82-2454	0	0	2,500	0	(2,500)	- 100%
PC Equipment	82-2455	180	0	390	390	0	0%
ARRA Stimulus Grant	82-2457	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	31,950	31,950	0	0%
EBOLA Emerg Prep	82-2485	0	1,322	0	0	0	0%

PHEP Mini Grant-Mass Fatality	82-2487	0	0	0	0	0	0%
Advertising	82-2605	0	0	80	80	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	150	150	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	668	66	250	100	(150)	- 60%
Education And Training	82-2928	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,670	3,541	500	910	410	82%
Indirect Cost Allocation	82-3210	9,300	8,900	8,600	7,100	(1,500)	- 17%
Materials & Services Totals:		13,999	23,089	46,510	62,390	15,880	34%
Special Payments							
Health Alert Network	82-3115	0	0	0	0	0	0%
PHEP Radio	82-3260	0	0	0	0	0	0%
Info Security Enhancement	82-3265	0	0	0	0	0	0%
Pandemic Flu	82-3270	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Capital Outlay							
Office Equipment	82-4300	0	10,947	7,000	0	(7,000)	- 100%
Capital Outlay Totals:		0	10,947	7,000	0	(7,000)	0%
Total Expenditures:		67,407	79,082	72,000	73,000	1,000	1.00

Onsite Sewage Systems

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

The Onsite Wastewater Management program is a Public Health protection measure to assure the conditions of septic systems that are used to treat wastewater from homes and small businesses meet Oregon Department of Environmental Quality (DEQ) standards for construction, installation and ongoing waste management. Without regulatory oversight, onsite septic systems can fail or malfunction, polluting Clatsop County's land and waterways with raw sewage and creating public health hazards. Program services also include inspection of septic tank pumpers, annual inspections of certain septic systems, response to complaints of failing systems and sewage ground contamination and the provision of legal documents pertaining to septic systems in the county.

Major Accomplishments

Held semi-annual OSS Industry meetings
OSS permitting system fully operational.
Operation and Maintenance fully operational
All service requests were completed within 3 days of submittal.
Nearly 600 permits were serviced.
Nearly 450 record requests were fulfilled.
Approximately 80 failing or inadequate OSS were repaired.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

This Org unit has experienced a fee increase in FY 17-18. The result is more FTE to assure reasonable permit turnaround times.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	46,411	24,880	40,850	59,500	18,650	45%
Public Records Request	1,749	1,921	2,500	2,500	0	0%
New Site Evaluation	24,158	34,680	27,500	30,000	2,500	9%
Commercial New Site Evaluation	1,376	680	680	700	20	2%
New Constr. Installation Permi	67,601	79,228	64,000	80,000	16,000	25%
Residential Repair & Alteratio	28,623	41,026	35,000	35,000	0	0%
Res Reinststate, Trans, Renewal	1,584	2,239	3,400	3,300	(100)	- 2%
Commercial New Construction	2,930	1,008	1,970	500	(1,470)	- 74%
Comm Repair, Alter, Author Per	797	3,232	1,200	500	(700)	- 58%
O&M Reports	3,000	6,630	4,500	500	(4,000)	- 88%
Annual Evaluation	0	30	1,000	7,500	6,500	650%
Pumper Truck Inspection	400	450	600	600	0	0%
Compliance Recovery	0	0	0	0	0	0%
Existing System Report	832	0	0	0	0	0%
Authorization Notices	4,236	1,772	2,500	2,000	(500)	- 20%
Mobile Hardship Renewal Author	0	0	0	0	0	0%
Tank Abandonment	0	0	0	0	0	0%
EH Field Time	0	0	0	0	0	0%
Land Use Record Review	0	6,000	4,900	1,400	(3,500)	- 71%
Short-Term Rental Insp.	0	0	0	25,000	25,000	100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	183,697	203,776	190,600	249,000	58,400	30%
Total Unappropriated Budget:	24,880	58,959	0	0	0	0%
Total Budgeted Resources:	158,816	144,817	190,600	249,000	58,400	30%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	87,838	82,710	93,720	95,500	1,780	1%
Personnel Benefits	38,290	33,509	45,290	41,910	(3,380)	- 7%
Material & Supplies	32,689	28,598	51,590	111,590	60,000	116%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	158,816	144,817	190,600	249,000	58,400	30%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.35	0.15	(0.20)	- 57%
Environmental Health Superviso	0.50	0.40	0.00	0.00	0.00	0%
Environmental Health Specialis	0.50	0.50	0.60	0.70	0.10	16%
Permit Technician	0.30	0.50	0.50	0.55	0.05	10%
Accountant II	0.05	0.05	0.05	0.15	0.10	200%
Total Personnel:	1.40	1.50	1.50	1.55	0.05	3%

Measures

Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of site evaluations	Count	0	15	120	110	125	130
Number of construction permits	Count	0	80	175	180	185	190
Number of reinstatements, transfers and renewals	Count	0	3	4	5	5	5
Number of authorization notices	Count	0	8	10	8	9	11
Number of repair permits	Count	0	35	55	62	65	68
Number of complaints about failed systems	Count	0	5	10	12	14	16
Number of record requests	Count	0	175	200	350	400	450
Number of technical assistance requests	Count	0	15	25	25	28	30
Number of attendees of "Septic Systems 101"	Count	0	250	200	45	35	25
Number of visits to OSS website	Count	0	0	300	300	300	300
Percent of failed system reports resolved	Percent	0%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	4,872	19,877	34,410	15,510	(18,900)	- 54%
Staff Assistant	82-1191	0	112	0	0	0	0%
Environmental Health Superviso	82-1194	34,481	8,169	0	0	0	0%
Environmental Health Specialis	82-1195	0	1,849	0	0	0	0%
Environmental Health Specialis	82-1197	21,727	24,334	28,710	39,830	11,120	38%
Permit Technician	82-1729	22,529	25,881	27,690	31,220	3,530	12%
Accountant II	82-1848	2,555	2,488	2,910	8,940	6,030	207%
Admin. Support IV	82-1854	1,675	0	0	0	0	0%
Extra Help	82-1941	129	0	0	0	0	0%
Overtime	82-1945	57	0	0	0	0	0%
Performance Pay	82-1948	0	0	1,380	620	(760)	- 55%
F.I.C.A.	82-1950	6,403	6,072	7,270	7,370	100	1%
Retirement	82-1955	9,837	8,916	13,300	13,100	(200)	- 1%
Medical Waiver	82-1963	0	0	0	240	240	100%
Medical Insurance	82-1964	15,838	13,481	17,970	15,920	(2,050)	- 11%
Dental Insurance	82-1965	1,804	1,679	1,890	1,750	(140)	- 7%
HSA Contribution	82-1966	2,722	2,149	2,450	2,050	(400)	- 16%
Benefits Admin Fees	82-1967	18	22	30	30	0	0%
Life/AD&D Insurance	82-1970	147	111	130	130	0	0%
Salary Continuation Insur	82-1972	196	163	160	130	(30)	- 18%
S.A.I.F.	82-1975	458	426	610	470	(140)	- 22%
Unemployment	82-1980	681	492	100	100	0	0%
Personnel Services Totals:		126,128	116,219	139,010	137,410	(1,600)	- 1%
Materials & Services							
Telephones	82-2070	485	434	300	650	350	116%
Unapportioned Projects	82-2129	0	320	18,970	74,000	55,030	290%
Program Supplies	82-2140	139	442	750	450	(300)	- 40%
Insurance	82-2200	1,982	493	610	2,700	2,090	342%
License And Permit Fees	82-2240	17	0	0	100	100	100%
General Equipment	82-2268	286	0	100	0	(100)	- 100%
Membership Fees And Dues	82-2370	30	125	230	230	0	0%
Office Supplies	82-2410	35	337	200	200	0	0%
Books And Periodicals	82-2413	17	0	0	260	260	100%
Postage And Freight	82-2419	742	815	800	800	0	0%
Printing And Reproduction	82-2425	158	428	740	750	10	1%
Prof And Spec Services	82-2450	0	0	0	500	500	100%
Office Furniture & Equipment	82-2454	3,580	0	0	0	0	0%
PC Equipment	82-2455	410	106	200	200	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Lab Services	82-2503	0	120	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	200	200	0	0%

Meetings/ Hosting	82-2750	117	78	80	80	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	300	300	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	134	328	500	200	(300)	- 60%
Education And Training	82-2928	485	310	450	850	400	88%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,671	1,170	860	2,120	1,260	146%
Refunds and Returns	82-3204	0	1,192	1,500	1,500	0	0%
Indirect Cost Allocation	82-3210	22,400	21,900	25,100	25,500	400	1%
Materials & Services Totals:		32,689	28,598	51,590	111,590	60,000	116%
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		158,816	144,817	190,600	249,000	58,400	1.00

Environmental Health

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.

- Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
- Promote and encourage healthy behaviors.

Department Overview

The services provided under environmental health programs include food program licensing inspection, including all full service restaurants, bed and breakfasts, limited service restaurants, mobile units, commissaries, warehouses, vending machines and temporary events, as well as the licensure of food handlers. Other inspections include drinking water tests, day care centers, schools, prisons and jails. Additional responsibilities of environmental health are licensing inspections of other areas, such as tourist accommodations, including hotels, motels, hostels, organizational camps, recreational vehicle parks, public swimming pools and spas. Although all of these services and programs fall under the purview of environmental health services, the largest component of this is the inspection and promotion of food safety across the county and the entire State.

Major Accomplishments

Completed 100% of all public drinking water systems surveys.
Assessed the community for unlicensed facilities and license as appropriate.
Fully developed Environmental Health website

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

The EH Budget experienced a fee increase in FY 17-18. Those fees are being used to add FTE in FY 18-19 to meet the state Food, Pool and Lodging programs standards of performance.

Funding Sources						
Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	43,569	57,117	51,440	74,000	22,560	43%
Short-Term Rental Application	0	0	0	0	0	0%
Bed & Breakfast	1,698	1,480	1,300	1,300	0	0%
Full Service	137,450	154,393	134,380	143,300	8,920	6%
Food Handler Cards	7,386	7,802	6,000	600	(5,400)	- 90%
Limited	1,550	1,850	1,000	1,000	0	0%
Mobile Units	3,680	3,885	2,500	3,400	900	36%
Temps	8,119	7,868	10,500	11,000	500	4%
Food Warehouses	0	0	200	200	0	0%
Pools	6,310	5,890	5,900	6,200	300	5%
Spas	3,700	3,540	3,600	3,500	(100)	- 2%
Organizational Camps	240	538	200	250	50	25%
RV Parks	3,670	3,346	3,600	3,500	(100)	- 2%
Tourist-Bed & Breakfast	600	640	560	580	20	3%
Traveler (Hotels/Motels)	9,310	8,480	9,000	8,500	(500)	- 5%
Drinking Water	11,196	11,197	11,200	11,200	0	0%
Day Cars	2,155	1,760	1,500	1,600	100	6%
Schools	3,105	1,255	0	1,000	1,000	100%
Plan Reviews	3,830	4,835	1,250	1,250	0	0%
Environmental Inspections	1,600	1,200	1,600	1,600	0	0%
Commissary Fees	945	945	900	900	0	0%
Short-Term Rental Insp.	0	0	0	0	0	0%
Community Education	0	0	0	0	0	0%
Franchise Fees	0	570	570	570	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	4,112	1,500	1,500	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	250,113	282,701	248,700	276,950	28,250	11%
Total Unappropriated Budget:	57,117	97,325	0	0	0	0%
Total Budgeted Resources:	192,995	185,377	248,700	276,950	28,250	11%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	101,859	95,706	125,340	138,530	13,190	10%
Personnel Benefits	38,146	31,530	54,700	46,460	(8,240)	- 15%
Material & Supplies	52,990	58,141	53,660	74,460	20,800	38%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	15,000	17,500	2,500	16%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	192,995	185,377	248,700	276,950	28,250	11%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.15	0.10	(0.05)	- 33%
Staff Assistant	0.30	0.00	0.00	0.00	0.00	0%
Environmental Health Superviso	0.30	0.40	0.00	0.00	0.00	0%
Environmental Health Spec. I	1.05	1.05	1.75	1.95	0.20	11%
Permit Technician	0.50	0.40	0.40	0.35	(0.05)	- 12%
Accountant II	0.05	0.05	0.05	0.05	0.00	0%
Total Personnel:	2.25	1.95	2.35	2.45	0.10	4%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of food handler classes offered to community Count	12	15	24	24	24	24
Percent of semi & annual food service inspections completed out of total required Percent	70%	75%	100%	54%	92%	100%
Percent of temporary food events licensed out of total required to be licensed Percent	100%	100%	100%	100%	100%	100%
Percent of pool/spa inspections completed out of total required. Percent	69%	100%	100%	40%	97%	100%
Percent of contract required Drinking Water Surveys completed. Percent	100%	100%	100%	100%	100%	100%
Percent of Drinking Water System alerts and violations receiving a response. Percent	97%	97%	100%	100%	100%	100%
Improve rate of food service repeat inspections and failure to comply procedures. Percent	2%	2%	5%	25%	55%	100%
Improve Drinking Water survey deficiencies follow up process. Percent	60%	60%	75%	100%	100%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Health Director	82-1086	4,872	4,939	14,750	10,340	(4,410)	- 29%
Staff Assistant	82-1191	126	205	2,160	0	(2,160)	- 100%
Environmental Health Superviso	82-1194	25,688	8,169	0	0	0	0%
Environmental Health Spec. II	82-1195	0	3,022	0	0	0	0%
Environmental Health Spec. I	82-1197	47,582	54,803	83,370	105,340	21,970	26%
Permit Technician	82-1729	21,036	21,565	22,150	19,870	(2,280)	- 10%
Accountant II	82-1848	2,555	3,003	2,910	2,980	70	2%
Extra Help	82-1941	65	0	0	0	0	0%
Overtime	82-1945	82	0	0	0	0	0%
Performance Pay	82-1948	0	0	590	410	(180)	- 30%
F.I.C.A.	82-1950	7,489	7,106	9,630	10,700	1,070	11%
Retirement	82-1955	11,580	10,121	18,640	19,010	370	1%
Medical Waiver	82-1963	0	375	0	960	960	100%
Medical Insurance	82-1964	12,883	9,467	19,660	11,180	(8,480)	- 43%
Dental Insurance	82-1965	1,398	1,207	2,150	1,320	(830)	- 38%
HSA Contribution	82-1966	2,228	1,651	2,550	1,450	(1,100)	- 43%
Benefits Admin Fees	82-1967	60	32	50	30	(20)	- 40%
Life/AD&D Insurance	82-1970	182	155	220	200	(20)	- 9%
Salary Continuation Insur	82-1972	219	197	190	190	0	0%
S.A.I.F.	82-1975	683	521	890	870	(20)	- 2%
Unemployment	82-1980	1,277	697	130	140	10	7%
Personnel Services Totals:		140,006	127,236	180,040	184,990	4,950	2%
Materials & Services							
Telephones	82-2070	1,642	1,967	1,400	1,800	400	28%
Unapportioned Projects	82-2129	0	433	0	12,000	12,000	100%
Program Supplies	82-2140	455	253	500	300	(200)	- 40%
Insurance	82-2200	844	1,478	1,820	1,800	(20)	- 1%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	126	0	0	0	0%
General Equipment	82-2268	279	0	460	280	(180)	- 39%
Medical Supplies	82-2345	38	7	100	100	0	0%
Membership Fees And Dues	82-2370	191	538	400	400	0	0%
Office Supplies	82-2410	405	735	330	630	300	90%
Books And Periodicals	82-2413	12	0	0	0	0	0%
Postage And Freight	82-2419	949	1,092	600	750	150	25%
Printing And Reproduction	82-2425	319	453	300	500	200	66%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	3,580	0	0	0	0	0%
PC Equipment	82-2455	290	6,264	200	200	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	428	0	0	0	0	0%
Carryover	82-2513	0	0	0	0	0	0%

State Consultation Fee	82-2520	21,288	20,569	23,210	23,210	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	1,300	1,300	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	911	1,486	1,500	500	(1,000)	- 66%
Education And Training	82-2928	432	0	110	510	400	363%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	263	1,540	530	2,380	1,850	349%
Outreach/Education	82-3190	0	0	0	0	0	0%
Refunds and Returns	82-3204	565	1,300	1,500	1,500	0	0%
Indirect Cost Allocation	82-3210	20,100	19,900	20,700	26,300	5,600	27%
Materials & Services Totals:		52,990	58,141	53,660	74,460	20,800	38%
Capital Outlay							
Automotive Equipment	82-4200	0	0	15,000	17,500	2,500	16%
Capital Outlay Totals:		0	0	15,000	17,500	2,500	16%
Total Expenditures:		192,995	185,377	248,700	276,950	28,250	1.00

New vehicle

Department Priority:	1												
Location:	Astoria												
Link to Other Project(s):													
Description:	New Prius to replace old red Toyota Corolla												
Justification:	Old Corolla needs too much maintenance - need more reliable vehicle with better gas mileage												
Alternatives:	Renting car - not a long term solution Using other departments vehicle - also not a long term solution												
Operating Impact:	Small increase in insurance - reduction in gas and maintenance												
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition												
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 20,000 Installation Fee: 0 Trade in Credit: 2,500 Net Cost: 17,500	<table border="1"> <thead> <tr> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td>20,000</td> <td>20,000</td> </tr> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>2,500</td> <td>2,500</td> </tr> <tr> <td>17,500</td> <td>17,500</td> </tr> </tbody> </table>	Total		20,000	20,000	0	0	2,500	2,500	17,500	17,500
Total													
20,000	20,000												
0	0												
2,500	2,500												
17,500	17,500												

Developmental Disabilities

Mission Statement

The Clatsop County Developmental Disabilities Program purpose is to provide service coordination of developmental disability services for eligible individuals.

Department Overview

Clatsop Behavioral Healthcare Community Developmental Disability Program (CDDP) provides the following services for children and adults in Clatsop County:

1. Eligibility Determination: Every applicant for Developmental Disability (DD) services completes a Developmental Disability application and signs appropriate Releases of Information to access testing records. The Eligibility Specialist reviews records to determine if the applicant meets State established eligibility criteria to receive DD services.
2. Case Management: Every individual is assigned a Services Coordinator who develops an Individual Support Plan with the individual and parent/guardian, if applicable. This annual plan outlines the services the individual will receive, such as Residential, Employment, KPlan and Family Support.
3. Abuse Investigations and Protective Services: Every individual receives support if alleged to have been abused or neglected by a paid caregiver or family member. Abuse Investigations and Protective Services are provided even if the individual is no longer enrolled in DD services.
4. Crisis Services: Every individual receives support to locate appropriate out of home residential placement if needed.
5. Residential Services: Group home and foster home services are available, depending upon need and availability.
6. Employment and Alternatives to Employment: Adults in DD services may choose Employment related supports to get a job in the community.
7. Transportation: Transportation funding is available depending upon need and Medicaid eligibility.

Budget Highlights

A decrease in the funding levels within the Department of Human Services budget for Developmental Disability Services has resulted in an eight percent (8%) reduction of the DD budget.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
SE#257 Ancillary Services	0	0	0	0	0	0%
SE#158 Adult Foster Homes	0	0	0	0	0	0%
Transportation Svcs SE#53	0	0	0	0	0	0%
SE#258 Child Foster Homes	0	0	0	0	0	0%
MHS Stewart RTF SE #37	17,112	17,112	17,110	17,110	0	0%
Self Directed Supp. SE#150	0	1	0	0	0	0%
Supp Svc-Long Term Care SE#151	0	271	0	0	0	0%
DD Case Mngmt SE #48	395,820	368,829	376,200	531,200	155,000	41%
Comprehensive Care SE #49	5,597	3,956	15,000	15,000	0	0%
Abuse Investigation Svc SE#55	48,843	48,843	48,840	60,000	11,160	22%
Clatsop DD Local Admin SE#2	187,710	187,710	187,710	281,800	94,090	50%
Rent Subsidies SE#56	0	0	0	0	0	0%
DD-Special Projects SE#57	28,125	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Total Revenue:	683,207	626,721	644,860	905,110	260,250	40%
Total Unappropriated Budget:	0	0	0	0	0	0%
Total Budgeted Resources:	683,207	626,721	644,860	905,110	260,250	40%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	683,207	626,721	644,860	905,110	260,250	40%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	683,207	626,721	644,860	905,110	260,250	40%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Special Payments							
SE #151 Supp Svc - Long Term C	82-3114	0	271	0	0	0	0%
SE #150 Self directed Supp.	82-3121	0	1	0	0	0	0%
SE #44 DD Crisis Diversion	82-3123	0	0	0	0	0	0%
SE #48 DD case Mgmt	82-3124	395,820	368,829	376,200	531,200	155,000	41%
SE #157 Regional Crisis & Back	82-3126	17,112	17,112	17,110	17,110	0	0%
SE #49 Comprehensive Care	82-3127	5,597	3,956	15,000	15,000	0	0%
SE #53 Transportation Svcs	82-3135	0	0	0	0	0	0%
SE #55 Abuse Investigation Svc	82-3151	48,843	48,843	48,840	60,000	11,160	22%
SE #2 Clatsop DD Local Admin	82-3156	187,710	187,710	187,710	281,800	94,090	50%
SE #56 Rent Subsidies	82-3158	0	0	0	0	0	0%
SE#57 DD-Special Projects	82-3159	28,125	0	0	0	0	0%
Special Payments Totals:		683,207	626,721	644,860	905,110	260,250	40%
Total Expenditures:		683,207	626,721	644,860	905,110	260,250	1.00

Mental Health

Mission Statement

The mission of Clatsop County Mental Health is to promote and protect the health and well-being of individuals, families, and our community.

Department Overview

Clatsop County contracts services for the treatment of mental illness and addiction to Clatsop Behavioral Healthcare. The County provides oversight to ensure effective management and stewardship of limited public resources.

Budget Highlights

This budget represents funding passed through from the Oregon Health Authority to provide treatment for substance use disorders and mental illness. Clatsop County provides fiscal oversight of these funds and assures they are contracted to an accredited provider and being utilized in accordance with State regulations. In an effort to increase oversight of the contracted services for mental health the FTE in this program has been increased from .283 to .5 FTE.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	27,067	29,040	30,940	84,150	53,210	171%
Interest On Investments	1,359	2,831	1,360	0	(1,360)	- 100%
SE#63 Peer Delivered Services	9,274	18,547	18,550	26,050	7,500	40%
Continuum of Care SE#66	123,513	125,605	125,610	92,530	(33,080)	- 26%
AD 81 Treatment	14,250	12,285	12,000	12,000	0	0%
NR Adult MH Svcs SE#20	0	0	203,530	203,530	0	0%
Child & Adoles MH Svcs SE#22	0	0	0	0	0	0%
Reg Acute Psych Inpat SE#24	0	0	56,790	56,790	0	0%
SE#26A YAT EASA Svc-Non Res	0	0	18,730	18,730	0	0%
Adult Foster Care SE#34	0	49,280	0	0	0	0%
Comm Crisis-Adult/Child SE#25	0	0	0	270,990	270,990	100%
PSRB Trmt & Spvsn SE#30	1,355	0	0	0	0	0%
Old/Dsblld Adult MH Svcs SE#35	15,767	17,122	17,120	17,120	0	0%
MHS Special Projects SE #37	691,729	734,849	0	317,540	317,540	100%
SE#36 PASARR	0	0	0	2,500	2,500	100%
SE#38 Supportive Employment	0	0	25,750	25,750	0	0%
SE#37 ACTS	0	0	57,500	0	(57,500)	- 100%
SE#37 Mobile Crisis	0	0	233,370	0	(233,370)	- 100%
SE#60 IDPF	0	0	0	0	0	0%
Local Administration SE#1	29,900	29,900	53,110	53,110	0	0%
SE#3 Local Admin	428	360	360	660	300	83%
Friends of Columbia	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	914,642	1,019,820	854,720	1,181,450	326,730	38%
Total Unappropriated Budget:	29,041	31,596	0	0	0	0%
Total Budgeted Resources:	885,601	988,224	854,720	1,181,450	326,730	38%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	18,123	18,577	27,940	40,720	12,780	45%
Personnel Benefits	8,956	9,252	17,530	28,620	11,090	63%
Material & Supplies	2,633	2,706	2,920	3,020	100	3%
Special Payments	855,888	957,689	768,950	1,043,530	274,580	35%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	37,380	65,560	28,180	75%
Total Expenditures:	885,601	988,224	854,720	1,181,450	326,730	38%

Staffing Summary						
Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
HHS Coordinator	0.00	0.00	0.50	0.00	(0.50)	- 100%
Prev Program Coordinator	0.28	0.28	0.00	0.00	0.00	0%
Behavioral Health Specialist	0.00	0.00	0.00	0.80	0.80	100%
Total Personnel:	0.28	0.28	0.50	0.80	0.30	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
HHS Coordinator	82-1185	0	0	27,940	0	(27,940)	- 100%
Prev Program Coordinator	82-1882	18,123	18,577	0	0	0	0%
Behavioral Health Specialist	82-1887	0	0	0	40,720	40,720	100%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	1,328	1,379	2,140	3,120	980	45%
Retirement	82-1955	1,979	2,050	3,800	5,530	1,730	45%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	4,210	4,560	9,420	16,530	7,110	75%
Dental Insurance	82-1965	519	524	950	1,590	640	67%
HSA Contribution	82-1966	706	565	1,000	1,600	600	60%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life/AD&D Insurance	82-1970	31	31	70	80	10	14%
Salary Continuation Insur	82-1972	54	56	80	60	(20)	- 25%
S.A.I.F.	82-1975	21	22	40	70	30	75%
Unemployment	82-1980	105	65	30	40	10	33%
Personnel Services Totals:		27,080	27,828	45,470	69,340	23,870	52%
Materials & Services							
Program Supplies	82-2140	31	0	100	100	0	0%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Printing And Reproduction	82-2425	3	6	20	20	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	2,600	2,700	2,800	2,900	100	3%
Materials & Services Totals:		2,633	2,706	2,920	3,020	100	3%
Special Payments							
SE# 63 Peer Delivered Services	82-3107	9,274	18,547	18,550	26,050	7,500	40%
SE#66 Sub Disorder Tx	82-3112	123,513	125,605	125,610	92,530	(33,080)	- 26%
Adult Foster Care SE#34	82-3143	0	49,280	0	0	0	0%
SE#60 IDPF	82-3157	0	0	0	0	0	0%
SE #201 NR Adult MH Dsg/Srvcs	82-3161	0	0	0	0	0	0%
SE #20 NR Adult MH Srvcs	82-3163	0	0	203,530	203,530	0	0%
SE#38 Supportive Employment	82-3167	0	0	25,750	25,750	0	0%
SE#26A YAT EASA Non Res	82-3168	0	0	18,730	18,730	0	0%
SE #22 Child & Adoles MH Srvcs	82-3169	0	0	0	0	0	0%
SE #24 Reg Acute Psych Inpat	82-3170	0	0	56,790	56,790	0	0%
SE #25 Comm Crisis-Adult/Child	82-3172	0	0	0	270,990	270,990	100%
SE #30 PSRB Trmt & Spvsn	82-3174	1,355	0	0	0	0	0%
SE #35 Old/Dsbld Adlt MH Srvcs	82-3175	15,767	17,122	17,120	17,120	0	0%
SE #37 MHS Special Projects	82-3176	691,729	734,849	0	317,540	317,540	100%
SE#36 PASARR	82-3177	0	0	0	2,500	2,500	100%
SE#37 ACTS	82-3178	0	0	57,500	0	(57,500)	- 100%
SE#37 Mobile Crisis	82-3179	0	0	233,370	0	(233,370)	- 100%
SE#81 Problem Gambling Tx Ser	82-3181	14,250	12,285	12,000	12,000	0	0%

Special Payments Totals:		855,888	957,689	768,950	1,043,530	274,580	35%
Contingencies							
Appropriation for Contin.	82-9900	0	0	37,380	65,560	28,180	75%
Contingencies Totals:		0	0	37,380	65,560	28,180	75%
Total Expenditures:		885,601	988,224	854,720	1,181,450	326,730	1.00

Drug & Alcohol Prevention

Mission Statement

The Prevention Unit supports the mission of the Clatsop County Juvenile Department to protect the public and reduce juvenile delinquency by implementing effective prevention services for the residents of Clatsop County.

Department Overview

The function of the Prevention Unit is to reduce common risk factors for alcohol abuse, drug use, problem gambling, mental illness, and juvenile delinquency while also increasing protective factors which build resistance and resiliency. Prevention services in Clatsop County include community mobilization, parenting education, youth skill building programs and community outreach and education.

Major Accomplishments

In October we partnered with the NW Early Learning Hub, to implement "Read for the Record" in all Clatsop County school districts and at the Seaside and Astoria libraries. Read for the Record is a national campaign to break the world record for reading the same book on the same day. Locally, 1,120 educators, parents, and children read together!

Through our Problem Gambling Prevention funding, we are providing viewings of the documentary Screenagers in each school district in the county. Students in grades 6-12 watch the movie in school assembly, and then there is a community showing for parents and community members. Research is indicating similarities between "gaming" or "screen time" addiction and "gambling" addiction.

Through our My Future My Choice grant, we were able to assist Seaside School District in hosting an Oregon Department of Education training on the new health standards. Multiple school districts sent administrators, curriculum directors, health teachers and counselors to this training.

Performance Measures

In the past year, scientific evaluation of our parenting education series revealed "significant improvement in parenting skills" across all twelve skill domains. In addition, the evaluation revealed "significant improvement in child skills" across all domains as reported by parents.

100% of early childhood educators that participated in the Toddlers 2 Teens facilitator training felt the information was helpful and they would use the information in the future.

As of February 2018, over 1,300 students in Clatsop County have viewed the documentary "Screenagers", a movie about teenage use of technology and media.

Budget Highlights

There is a 94% reduction in program supplies, food and activities due to a reduction in prevention programming revenue.

There is an 89% reduction in training/education and travel reimbursement for professional development due to a reduction in prevention programming revenue.

The revenue for the Hub Contract for parenting education was increased in 2018-2019 due to an increase in funding for regional strategic planning and quality improvement activities throughout Columbia, Clatsop and Tillamook Counties. Although the revenue was increased, the funding for direct services was reduced, as demonstrated in our contractual expenditures.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	88,640	78,400	84,560	64,390	(20,170)	- 23%
Interest On Investments	0	0	0	0	0	0%
St. - Marijuana Tax	0	0	0	50,000	50,000	100%
Prevention Srvcs SE#70	61,250	61,250	61,250	61,250	0	0%
AD 80 Prevention	20,000	20,000	20,000	20,000	0	0%
Juv Crime Prevent	7,664	5,286	0	0	0	0%
Hub Contract	90,000	90,000	67,500	77,500	10,000	14%
My Future My Choice Grant	4,414	1,654	10,000	10,000	0	0%
Alcohol/Drug TX	20,103	20,872	20,000	20,000	0	0%
Program Services	5,959	2,000	10,000	0	(10,000)	- 100%
Franchise Fees	0	280	280	280	0	0%
Rev. Refunds & Reim.	101	829	0	0	0	0%
Donations	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
Total Revenue:	298,131	280,571	273,590	303,420	29,830	10%
Total Unappropriated Budget:	78,395	68,637	0	0	0	0%
Total Budgeted Resources:	219,736	211,934	273,590	303,420	29,830	10%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	87,656	58,517	109,490	111,980	2,490	2%
Personnel Benefits	33,942	26,404	62,080	77,200	15,120	24%
Material & Supplies	98,138	127,013	102,020	114,240	12,220	11%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	219,736	211,934	273,590	303,420	29,830	10%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Prevention Supervisor	0.72	0.72	1.00	1.00	0.00	0%
Prevention Specialist	0.84	0.84	0.67	1.00	0.33	49%
Total Personnel:	1.56	1.56	1.67	2.00	0.33	19%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number parents/adults served	Count	620	214	800	579	600	550
Number youth/children served	Count	442	504	1,000	315	3,000	500
Number leadership opportunities or TA on prevention practices	Count	22	20	20	23	30	23

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Prevention Supervisor	82-1882	46,030	47,181	70,360	71,750	1,390	1%
Prevention Specialist	82-1883	37,975	10,423	34,130	39,230	5,100	14%
Parent Educators	82-1884	2,798	898	4,000	1,000	(3,000)	- 75%
Child Care Provider	82-1885	853	14	1,000	0	(1,000)	- 100%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	533	0	0	0	0%
F.I.C.A.	82-1950	6,558	4,249	8,380	8,570	190	2%
Retirement	82-1955	12,063	6,086	14,940	18,490	3,550	23%
Medical Waiver	82-1963	0	316	0	0	0	0%
Medical Insurance	82-1964	10,694	11,581	31,450	41,330	9,880	31%
Dental Insurance	82-1965	1,319	1,331	3,190	3,980	790	24%
HSA Contribution	82-1966	1,794	1,435	3,340	4,000	660	19%
Benefits Admin Fees	82-1967	61	43	50	80	30	60%
Life/AD&D Insurance	82-1970	142	106	180	180	0	0%
Salary Continuation Insur	82-1972	198	166	280	290	10	3%
S.A.I.F.	82-1975	128	124	160	170	10	6%
Unemployment	82-1980	986	436	110	110	0	0%
Personnel Services Totals:		121,598	84,921	171,570	189,180	17,610	10%
Materials & Services							
Telephones	82-2070	387	462	300	200	(100)	- 33%
Unapportioned Projects	82-2129	0	0	0	25,000	25,000	100%
Program Supplies	82-2140	313	325	2,500	430	(2,070)	- 82%
Program Food	82-2141	85	124	2,500	0	(2,500)	- 100%
Program Activity	82-2142	380	1,293	2,610	0	(2,610)	- 100%
Facilities Rental	82-2143	0	0	200	0	(200)	- 100%
Juvenile Crime Prevention	82-2144	0	394	0	0	0	0%
Parent Workshop	82-2148	209	(209)	0	0	0	0%
HUB-OPEC Expenses	82-2149	15,890	15,386	6,040	19,840	13,800	228%
Insurance	82-2200	604	985	1,210	1,200	(10)	- 0%
Software Maintenance	82-2265	0	0	100	0	(100)	- 100%
Membership Fees And Dues	82-2370	0	160	300	200	(100)	- 33%
Office Supplies	82-2410	70	651	1,000	500	(500)	- 50%
Books And Periodicals	82-2413	410	0	500	0	(500)	- 100%
Postage And Freight	82-2419	203	46	200	10	(190)	- 95%
Printing And Reproduction	82-2425	52	119	300	50	(250)	- 83%
PC Equipment	82-2455	260	260	260	260	0	0%
Contractual Services	82-2471	57,687	62,212	52,100	43,300	(8,800)	- 16%
Advertising	82-2605	0	0	500	0	(500)	- 100%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	690	149	2,500	250	(2,250)	- 90%
Reimbursed Travel Expense	82-2930	1,846	2,193	4,500	500	(4,000)	- 88%

Special Fund 033 - Drug & Alcohol Prevention (Org ID: 7156)

Budget Summary

My Future My Choice Expenses	82-2980	315	138	5,000	5,000	0	0%
Parenting Education	82-3111	1,437	25,923	2,500	0	(2,500)	- 100%
Indirect Cost Allocation	82-3210	17,300	16,400	16,900	17,500	600	3%
Materials & Services Totals:		98,138	127,013	102,020	114,240	12,220	11%
Total Expenditures:		219,736	211,934	273,590	303,420	29,830	1.00

Approp. For Contingency 7

Mission Statement

Clatsop County Department of Public Health provides information and services to residents that is relevant, and a timeline to assure the community health.
Protect individuals and communities against the spread of disease, injuries, and environmental hazards.
Promote and encourage healthy behaviors.

Department Overview

The Public Health Department contingency is to be used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget is compiled or are not absorbed during the year within existing departmental budget allocations.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	35,587	35,588	35,590	35,590	0	0%
Transfer From General	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	35,587	35,588	35,590	35,590	0	0%
Total Unappropriated Budget:	35,587	35,588	0	0	0	0%
Total Budgeted Resources:	0	0	35,590	35,590	0	0%

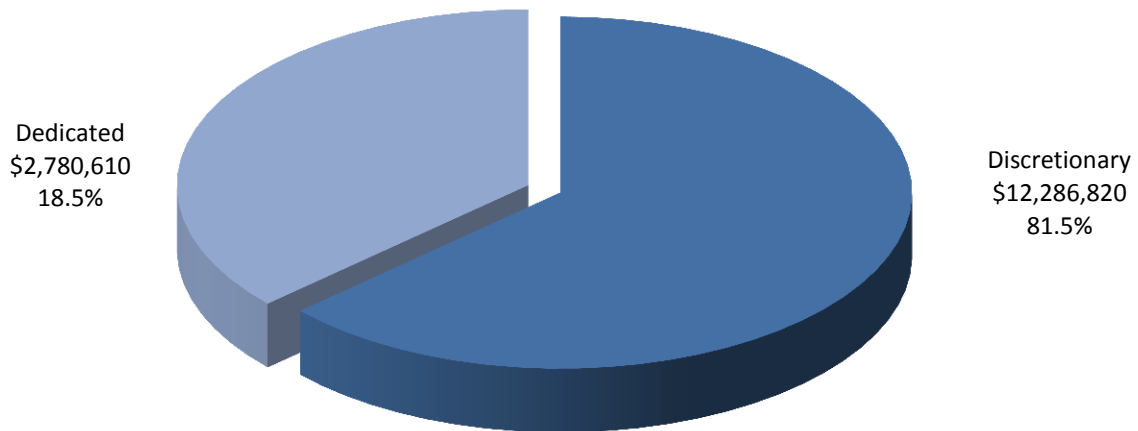
Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	35,590	35,590	0	0%
Total Expenditures:	0	0	35,590	35,590	0	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
NA	82-1000	0	0	0	0	0	0%
Personnel Services Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	35,590	35,590	0	0%
Contingencies Totals:		0	0	35,590	35,590	0	0%
Total Expenditures:		0	0	35,590	35,590	0	1.00

Clatsop County Functions/Programs Budget General Government 2018-2019 Total \$15,067,430



Organizational units included within this functional area in the order they appear within the budget document are:

Board of Commissioners	Budget & Finance
Board of Property Tax Appeals	Information Systems
Assessment & Taxation	Building & Grounds
Property Management	Dues & Special Assessments
Clerk - Admin & Elections	General Fund Stabilization
Clerk - Records	Transfers to Other Funds
County Clerk Records	Approp. for Contingency 1
County Manager	Insurance Reserve
Human Resources	Debt Service
County Counsel	Bond & UAL Reserve Fund

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Board Of Commissioners

Mission Statement

Neighbor to neighbor, serving Clatsop County with integrity, honesty, and respect.

Department Overview

The five member Board of Commissioners is the elected governing body of the county government pursuant to the County Charter. The Board is responsible for adopting all local laws known as ordinances, determining county policy on a wide range of issues, adopting the annual budget, determining the amount of the property tax levy, establishing county goals, representing the county in state legislation and affairs with other governments agencies and employing a County Manager and County Counsel. The Board also serves as the governing body of four special service districts including: 4-H and Extension; Road District #1; Westport Sewer; and the Rural Law Enforcement Districts. The Board conducts its business in public meetings held on the second and fourth Wednesdays of each month in Astoria at the Judge Guy Boyington Building.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Copy Fees	0	0	0	0	0	0%
Franchise Fees	7,124	0	0	0	0	0%
Rev. Refunds & Reim.	470	612	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	59,600	87,431	91,560	93,260	1,700	1%
Total Revenue:	67,194	88,042	91,560	93,260	1,700	1%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	1	31	50	50	0	0%
Material & Supplies	67,192	88,012	91,510	93,210	1,700	1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	67,194	88,042	91,560	93,260	1,700	1%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
S.A.I.F.	82-1975	1	31	50	50	0	0%
Personnel Services Totals:		1	31	50	50	0	0%
Materials & Services							
Telephones	82-2070	2,603	3,061	2,750	2,300	(450)	- 16%
Membership Fees And Dues	82-2370	0	100	100	100	0	0%
Office Supplies	82-2410	0	67	100	100	0	0%
Books And Periodicals	82-2413	0	0	0	100	100	100%
Postage And Freight	82-2419	1,133	1,074	1,200	1,400	200	16%
Printing And Reproduction	82-2425	8	207	400	500	100	25%
Contractual Services	82-2471	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	240	0	250	200	(50)	- 20%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Reimbursable Expense	82-2883	82	0	0	0	0	0%
Floral Arrangements	82-2909	90	0	0	0	0	0%
Vehicle Rental	82-2920	0	0	0	300	300	100%
Education And Training	82-2928	3,175	3,403	2,500	4,000	1,500	60%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	6,941	10,888	15,000	15,000	0	0%
Commissioners - Per Diem	82-2931	52,920	69,210	69,210	69,210	0	0%
Materials & Services Totals:		67,192	88,012	91,510	93,210	1,700	1%
Total Expenditures:		67,194	88,042	91,560	93,260	1,700	1.00

Brd of Property Tax Appeal

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk handles all of the administrative duties of the Board of Property Tax Appeals (BoPTA), starting with the appointment of the BoPTA members, and serves as the liaison between the BoPTA Board members, taxpayers, and the Assessor. BoPTA is comprised of a three-person board (plus one alternate) that first convenes in February and adjourns no later than April 15. BoPTA hears petitions from taxpayers who disagree with their property value and are appealing for the reduction of the real market value of their property. The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer. The County Clerk is officially the Clerk of the Board of Property Tax Appeals; Clatsop County designates a member of the Clerk & Elections staff to serve as BoPTA Clerk. The BoPTA Clerk accepts petitions, schedules hearings, and provides administrative assistance to the Board of Property Tax Appeals process.

Major Accomplishments

Three BoPTA board members were appointed and participated in training provided by the Department of Revenue. Thirteen Real Property tax petitions were received. Three petitions were stipulated. One petition was withdrawn. Two petitions were rejected for missing items. Seven hearings will be held.

Performance Measures

The County Clerk will adhere to applicable Oregon Revised Statutes, Oregon Administrative Rules and Department of Revenue directives.

All petitions will be reviewed within one day of receipt and referred to the Assessor for review.

All defective petitions will be returned to petitioner within two days of receipt with clear indication of the deficiencies.

All requested hearings will be held prior to April 15.

All orders prepared for BoPTA will be finalized within 10 days of the last hearing.

Budget Highlights

A filing fee of \$35 per Board of Property Tax Appeals Petition was added to FY 2017-2018 to cover administrative costs related to petition processing.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Board of Property Tax filing f	0	0	1,225	1,000	(225)	- 18%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	35,172	25,018	27,635	32,290	4,655	16%
Total Revenue:	35,172	25,018	28,860	33,290	4,430	15%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	23,939	18,650	19,790	20,840	1,050	5%
Personnel Benefits	9,642	5,024	6,890	10,190	3,300	47%
Material & Supplies	1,590	1,344	2,180	2,260	80	3%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	35,172	25,018	28,860	33,290	4,430	15%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
County Clerk	0.10	0.10	0.10	0.10	0.00	0%
Staff Assistant	0.40	0.25	0.25	0.25	0.00	0%
Total Personnel:	0.50	0.35	0.35	0.35	0.00	0%

Measures

Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of petitions filed	Count	108	53	33	29	13	0
Number of petitions stipulated	Count	66	5	13	3	3	0
Number of petitions withdrawn by appellant	Count	12	1	3	10	1	0
Number of orders prepared	Count	30	47	17	16	7	0
Number of orders amended	Count	15	0	0	0	0	0
Percent of orders prepared within 10 Percent days of last meeting		100%	100%	100%	100%	100%	0%
Percent of orders that need to be amended	Percent	0%	0%	0%	0%	0%	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
County Clerk	82-1021	7,686	8,147	8,490	8,770	280	3%
Staff Assistant	82-1191	16,254	10,503	11,300	12,070	770	6%
Overtime	82-1945	66	0	400	400	0	0%
Performance Pay	82-1948	0	0	340	350	10	2%
F.I.C.A.	82-1950	1,782	1,448	1,600	1,670	70	4%
Retirement	82-1955	3,506	2,829	3,890	4,880	990	25%
Medical Waiver	82-1963	0	420	420	300	(120)	- 28%
Medical Insurance	82-1964	3,514	0	0	2,070	2,070	100%
Dental Insurance	82-1965	458	149	120	200	80	66%
HSA Contribution	82-1966	0	0	0	200	200	100%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	42	30	30	30	0	0%
Salary Continuation Insur	82-1972	51	40	40	40	0	0%
S.A.I.F.	82-1975	36	25	30	30	0	0%
Unemployment	82-1980	188	83	20	20	0	0%
Personnel Services Totals:		33,581	23,674	26,680	31,030	4,350	16%
Materials & Services							
Telephones	82-2070	165	187	200	200	0	0%
Office Supplies	82-2410	47	0	100	100	0	0%
Postage And Freight	82-2419	1	0	100	100	0	0%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	80	80	100%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	102	32	80	80	0	0%
Per Diem	82-2936	1,275	1,125	1,700	1,700	0	0%
Materials & Services Totals:		1,590	1,344	2,180	2,260	80	3%
Total Expenditures:		35,172	25,018	28,860	33,290	4,430	1.00

Assessment & Taxation

Mission Statement

The Clatsop County Assessment and Taxation mission is to fulfill all mandated functions with integrity and accountability while providing efficient, courteous and professional service to the public and prudently manage public resources.

Department Overview

The responsibilities of the department include appraisal and assessment of property and collection of property taxes for more than 60 taxing jurisdictions. The 2017-18 real market roll value of \$8,326,584,223 reflects an increase of just under 4% from the prior year, while the 2017-18 assessed value of \$6,060,271,955 represents a 2.8% increase overall. The total taxes certified for collection were \$79,933,487.30.

APPRAISAL: Appraisal of all real property and manufactured structures; explanation and defense of appraisals; maintain personal property, commercial and industrial property records and values; preparation of ratio studies; maintain cyclical reappraisal program.

ASSESSMENT & CARTOGRAPHY: Provide assistance to public, administrative support, administer Veteran's exemption's, Senior Citizen's Deferral and Manufactured Structure records. Maintain County mapping of tax lots, ownership and legal descriptions, special assessments, annexations and tax code control.

TAX COLLECTION: Collection of property taxes; special assessments, tax accounting, preparation and control of refunds; foreclosure proceedings; and warrant processing and collection.

Major Accomplishments

Certified the 2017/18 Tax Roll of \$79,933,487.30.

Processed November 15, 2017 postmarked payments timely. Tax Collection continues to use the most efficient and cost effective means to collect and process tax payments by utilizing online tax payment functionality and the US Bank lockbox service.

Distributed 96.8% of tax collections to over 60 taxing districts per ORS 311.385 by end of fiscal year. The percentage of collections has remained steady.

The appraisal staff began re-appraisal of Astoria including the downtown area of commercial accounts. Reviewed and completed all residential and commercial new construction permits countywide. Reviewed and audited Farm and Forest specially assessed properties countywide.

As a result of the Oregon Department of Forestry's Statewide Reclassification project, the Assessment and Taxation office was tasked with processing reviews and making changes to over 13,000 accounts within the agreed upon completion date; that being by certification of the 2018/19 tax year. The ODF Fire Patrol project was time consuming and labor intensive equaling at least 2,300 working hours to complete the almost two year long project without hiring extra staff; as would typically be necessary for a project this involved.

Garnishment procedures were initiated in 2017/18 to increase collections on outstanding delinquent personal property taxes. These efforts resulted in the collection of \$46,817.68 in delinquent tax revenues for the taxing districts for its first year of implementation.

The 2017/18 tax year saw an increase in complicated tax foreclosed properties. Staff had to spend an above average amount of hands on time working on preparations and research of the properties before the redemption period expired and properties were deeded to Clatsop County for tax sale.

Transient room tax continues to grow and requires more time for maintenance. Collections increased by approximately 10% from calendar year 2015 to 2016 and approximately 13% from calendar year 2016 to 2017. Currently, we continue to manage deadlines and accounting of the revenues, but we are outgrowing our system and are looking forward to having an IT created database to assist with the tasks. In addition to the increase in collections and monitoring delinquencies, the recently amended ordinance now requires short term rental permitting. The Assessment and Taxation office has been tasked with the administrative monitoring and coordinating of this new requirement for short term rentals. Much effort has already been spent in working with other departments to implement this new process and this partnership will continue to grow as this new process goes into effect before the end of the 2017/18 fiscal year.

The new Southeast Seaside Urban Renewal plan was implemented for the upcoming 2018/19 tax year. Approximately 1,500 accounts within the new Urban Renewal boundary area had to be administratively updated and mapped. This task was completed and a frozen value for this area was certified in accordance with ORS 457.430 on February 27, 2018.

Assessment and Taxation Cartography staff and the Department Director have worked closely with the Clatsop County GIS staff throughout the year to implement the new GIS conversion of our mapping system. The project is scheduled to be completed within the required deadline.

Microsoft Surface Tablets have been deployed and the appraisal staff is using them as a tool in the field.

Performance Measures

Our performance measures require accomplishing the mandatory requirements set forth by Statute and Rule in a timely manner each year. We also set additional non-mandatory goals to improve our assessment procedures and customer service annually

Budget Highlights

Assessment & Taxation has effectively collaborated as a team to complete projects efficiently and within budget. While expenditures are budgeted to increase for the 2018/19 year by 2%, collections have continued to rise at an average of close to 3% a year; which aids in off-setting these costs for the county as a whole. Increases in room tax collections, delinquent personal property collections, and successful sales of tax foreclosed properties also add to the recovery of what could be potentially lost property tax revenue for the taxing districts.

The appraisal team continues to work diligently on completing reappraisal areas and picking up values for new construction which ensure taxable assessed value and property tax revenue growth. In addition to new construction and reappraisal assignments, the appraisal staff continues to strive in accuracy and efficiency which has resulted in below average amounts of BoPTA appeals.

Cost increases are associated with areas of departmental growth as we continue to stream-line our processes for efficiency and take on more forms of collection responsibilities. The department constantly works creatively to evolve in finding new efficient ways to complete statutory required tasks while at the same time, never failing to offer anything but the highest quality of customer service with respect, integrity and sincerity.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Other Taxes	18,568	14,755	12,000	15,000	3,000	25%
Land Sales/cty Share	0	0	0	0	0	0%
St. - A & T Funding	317,664	331,143	280,000	300,000	20,000	7%
Short-Term Rental Application	0	0	0	500	500	100%
Room Tax Determination Fees	0	150	0	100	100	100%
Boundary Adjustment Fees	1,760	3,435	2,000	3,500	1,500	75%
A & T Research Fees	53	538	200	100	(100)	- 50%
Annexations	0	0	0	0	0	0%
Warrant Recording Fees	7,469	9,553	8,000	8,000	0	0%
Application Fees	137	450	200	500	300	150%
Data Processing Fees	11,882	10,677	6,000	5,000	(1,000)	- 16%
GIS Fees & Income	55	28	0	0	0	0%
LOIS Title/Registration Fees	3,130	1,835	0	0	0	0%
Fees for Services	0	0	0	0	0	0%
Maps And Microfische Fees	155	60	40	30	(10)	- 25%
Copy Fees	1,314	1,615	500	500	0	0%
Miscellaneous Services	0	0	0	0	0	0%
Revenue Refund & Reimb.	32	1	0	0	0	0%
A&T Garnishee Fee	0	0	0	350	350	100%
Room Tax Lien Recording Fees	0	0	0	170	170	100%
Nsf Check Fee	1,175	950	700	700	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
General Fund Support	982,566	1,002,646	1,330,530	1,338,990	8,460	0%
Total Revenue:	1,345,961	1,377,835	1,640,170	1,673,440	33,270	2%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	818,816	858,202	978,930	1,003,570	24,640	2%
Personnel Benefits	410,330	413,918	542,750	563,970	21,220	3%
Material & Supplies	91,374	80,882	92,490	105,900	13,410	14%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	25,440	24,833	26,000	0	(26,000)	- 100%
Contingency	0	0	0	0	0	0%
Total Expenditures:	1,345,961	1,377,835	1,640,170	1,673,440	33,270	2%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Assessor	1.00	1.00	1.00	1.00	0.00	0%
Property Appraisal Super.	0.00	0.00	1.00	1.00	0.00	0%
Deputy Assessor	1.00	1.00	1.00	1.00	0.00	0%
A & T Technician	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	2.00	2.00	2.00	2.00	0.00	0%
Senior Property Appraiser	4.00	4.00	3.00	3.00	0.00	0%
Property Appraiser	4.00	3.00	4.00	3.00	(1.00)	- 25%
Property Appraiser I	0.00	1.00	0.00	1.00	1.00	100%
Senior Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Cartographer	0.00	1.00	1.00	1.00	0.00	0%
Personal Property Specialist	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	14.50	15.50	15.50	15.50	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Accounts certified to tax roll	Count	32,956	32,976	32,993	33,010	32,853	33,000
Credit Card Transactions	Count	956	1,100	1,100	1,348	1,400	1,500
Business Personal Property returns processed	Count	1,624	1,635	1,963	1,531	1,500	1,500
Accounts Requiring Ownership, Address and Mapping changes	Count	8,575	7,000	7,344	16,009	10,000	10,000
Accounts Requiring roll corrections and/or refunds	Count	757	1,000	808	982	800	800
Delinquent Real Property Accounts Notified	Count	2,952	2,900	3,065	4,193	4,000	4,000
Foreclosure Accounts (Judgment)	Count	41	40	34	53	50	50
Number of Warrants	Count	112	100	78	135	130	130
Number of Bankruptcies (Maintenance)	Count	150	127	50	23	20	20
Number of Cartographic partitions	Count	400	304	450	213	300	300
Cost per unit (budget A&T/ #certified units)	Count	42	40	45	54	50	50
Rev. per unit (Clatsop Co only Tax rev/# Cert. units)	Count	245	251	260	269	270	270
Re-Appraisal Residential	Count	1,284	1,383	2,887	3,459	3,000	3,000
Re-appraisal Commercial/Industrial	Count	96	86	195	93	200	150
Permits/Segs/M-50	Count	1,985	1,580	1,476	241	500	500
Special Projects	Count	526	1,761	373	730	700	100
Bopta Appeals and requested reviews	Count	234	200	103	679	400	400
Magistrate & tax court cases/trials	Count	3	3	4	7	1	1
Transient Room Tax New Accounts	Count	0	0	0	28	25	25
Transient Room Tax Account Maintenance	Count	0	0	0	829	850	850
Transient Room Gross Tax Revenue	Count	0	0	0	480,877	500,000	500,000
ODF Fire Patrol Project Accounts	Count	0	0	0	6,244	6,600	0
Percent of taxes distributed to districts	Percent	95%	95%	96%	9680%	9650%	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Assessor	82-1005	127,580	96,792	103,860	111,230	7,370	7%
Property Appraisal Super.	82-1100	0	76,016	78,020	78,440	420	0%
Deputy Assessor	82-1102	11,975	55,107	64,560	69,140	4,580	7%
A & T Technician	82-1103	49,823	16,490	50,060	53,880	3,820	7%
Staff Assistant	82-1191	73,900	83,334	89,690	96,530	6,840	7%
Senior Property Appraiser	82-1250	263,362	199,357	207,600	202,750	(4,850)	- 2%
Property Appraiser	82-1260	163,979	175,595	236,190	190,470	(45,720)	- 19%
Property Appraiser I	82-1261	43,022	34,089	0	48,460	48,460	100%
Senior Cartographer	82-1310	57,938	60,931	63,100	64,680	1,580	2%
Cartographer	82-1320	0	32,572	57,230	58,660	1,430	2%
Personal Property Specialist	82-1340	27,238	27,919	28,620	29,330	710	2%
GIS Coordinator/Analyst	82-1402	0	0	0	0	0	0%
Extra Help	82-1941	0	2,435	2,500	3,500	1,000	40%
Overtime	82-1945	77	0	0	0	0	0%
Performance Pay	82-1948	0	0	9,720	10,350	630	6%
F.I.C.A.	82-1950	59,652	61,593	75,820	77,830	2,010	2%
Retirement	82-1955	126,213	131,559	186,990	185,650	(1,340)	- 0%
Medical Waiver	82-1963	0	500	0	0	0	0%
Medical Insurance	82-1964	168,895	161,246	208,460	223,940	15,480	7%
Dental Insurance	82-1965	16,640	17,232	20,430	23,300	2,870	14%
HSA Contribution	82-1966	22,750	25,500	26,500	26,500	0	0%
Benefits Admin Fees	82-1967	381	354	360	370	10	2%
Life Insurance	82-1970	1,045	1,168	1,200	1,250	50	4%
Salary Continuation Insur	82-1972	1,115	1,398	1,260	1,510	250	19%
S.A.I.F.	82-1975	6,285	5,723	8,520	8,750	230	2%
Unemployment	82-1980	7,277	5,211	990	1,020	30	3%
Personnel Services Totals:		1,229,147	1,272,120	1,521,680	1,567,540	45,860	3%
Materials & Services							
Telephones	82-2070	3,533	4,975	4,000	3,000	(1,000)	- 25%
Lockbox Fees	82-2230	8,048	7,063	8,000	8,000	0	0%
A&T Garnishee Fee	82-2235	0	0	0	750	750	100%
Room Tax Lien Recording Fees	82-2236	0	0	0	500	500	100%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	6,320	5,840	6,500	6,750	250	3%
Membership Fees And Dues	82-2370	1,275	865	1,300	1,300	0	0%
Warrant Recording Fees	82-2375	8,797	10,242	8,000	8,000	0	0%
Office Supplies	82-2410	1,562	1,056	2,500	2,500	0	0%
Books And Periodicals	82-2413	135	506	840	900	60	7%
Postage And Freight	82-2419	26,440	23,151	26,450	25,000	(1,450)	- 5%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	7,722	7,591	8,500	12,000	3,500	41%
Microfilming	82-2440	0	0	0	0	0	0%

Office Furniture & Equipment	82-2454	2,028	2,859	1,000	1,000	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	9,272	5,999	7,000	12,600	5,600	80%
Contractual Technology Dev	82-2477	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	2,171	1,801	2,200	2,800	600	27%
Fuel - Vehicles	82-2852	0	0	0	800	800	100%
Vehicle Maintenance & Use	82-2923	1,759	2,046	2,000	3,500	1,500	75%
Education And Training	82-2928	8,801	2,275	6,500	8,000	1,500	23%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	3,513	4,603	7,700	8,500	800	10%
Refunds and Returns	82-3204	0	10	0	0	0	0%
Materials & Services Totals:		91,374	80,882	92,490	105,900	13,410	14%
Transfers Out							
Trans To Fleet Replacement	82-8101	25,440	24,833	26,000	0	(26,000)	- 100%
Transfers Out Totals:		25,440	24,833	26,000	0	(26,000)	0%
Total Expenditures:		1,345,961	1,377,835	1,640,170	1,673,440	33,270	1.00

Property Management

Mission Statement

Clatsop County Property Management maintains a complete and accurate inventory of County owned or tax foreclosed real estate and manages these properties in a fair and equitable manner.

Department Overview

This departmental section operates according to the Board of Commissioners' Property Management Policy to manage, maintain, categorize and conduct disposition of county owned properties. This division provides for supervision of tax-foreclosed and non-foreclosed real property. The division contracts for fee appraisal and analysis for the disposition or retention of County real properties throughout Clatsop County; and prepares and negotiates all leases, easements, licenses for use and personal services contracts involved in the management of County properties. All surplus properties are inventoried and categorized as to the appropriate category for potential sale or future use. The division also evaluates tax-foreclosed property for potential of hazardous waste cleanup. Parcels of real property are prepared for auction and presented to the Board of Commissioners for approval. State law permits the disposition of the remaining unsold properties through negotiated or sealed bid sales. Additionally, the division works with county counsel on county reversionary issues, provides information to various groups, such as Recreational Lands Planning Advisory Committee, Parks Department and Community Development Department and is the manager of the Clatsop County Pioneer Cemetery.

Major Accomplishments

Categorized tax foreclosed properties and conducted two County Land Sales.
Continue to serve as an appointed member to Oregon Mortuary and Cemetery Board.
Managed several difficult, owner-occupied properties with Code Compliance and other issues requiring evictions and coordination with other agencies prior to disposition.

Performance Measures

Performance is measured by the actual sales of property approved by the Board of Commissioners and sold at auction. Additional measures are found in the Workload Measures section.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Property Rents	0	0	0	0	0	0%
Land Sales/cty Share	19,960	41,881	15,000	20,000	5,000	33%
Non Foreclose Sales	1,000	1,000	0	0	0	0%
Sale of Timber	0	0	0	0	0	0%
Copy Fees	2	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	2,330	2,181	2,300	750	(1,550)	- 67%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	20,285	1,481	33,620	32,770	(850)	- 2%
Total Revenue:	43,578	46,543	50,920	53,520	2,600	5%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	27,238	27,919	28,620	29,330	710	2%
Personnel Benefits	11,345	11,148	13,030	13,580	550	4%
Material & Supplies	4,850	7,242	8,970	10,310	1,340	14%
Special Payments	144	233	300	300	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	43,578	46,543	50,920	53,520	2,600	5%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Land Sales Specialist	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	0.50	0.50	0.50	0.50	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Categorization of foreclose properties	Count	9	6	0	21	27	25
Properties Sold	Count	4	4	0	7	29	11
Maintenance Properties	Count	1	1	0	2	4	0
Actual tax foreclosed land sale distribution	Count	35,924	40,598	40,000	37,085	300,000	0
Realized Revenue from other managed properties	Count	178,319	37,574	197,390	18,530	18,500	18,500
County percentage of distribution	Count	0	0	0	4,672	70,000	20,000

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Land Sales Specialist	82-1345	27,238	27,919	28,620	29,330	710	2%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	2,036	2,079	2,190	2,240	50	2%
Retirement	82-1955	4,965	5,057	6,380	6,540	160	2%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,023	2,749	3,210	3,520	310	9%
Dental Insurance	82-1965	300	302	310	320	10	3%
HSA Contribution	82-1966	500	500	500	500	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	38	38	40	40	0	0%
Salary Continuation Insur	82-1972	36	36	40	40	0	0%
S.A.I.F.	82-1975	267	271	330	350	20	6%
Unemployment	82-1980	180	116	30	30	0	0%
Personnel Services Totals:		38,583	39,067	41,650	42,910	1,260	3%

Materials & Services							
Telephones	82-2070	177	202	200	150	(50)	- 25%
Membership Fees And Dues	82-2370	50	125	100	50	(50)	- 50%
Office Supplies	82-2410	0	144	60	50	(10)	- 16%
Postage And Freight	82-2419	30	69	60	60	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Contractual Services	82-2471	710	70	3,000	0	(3,000)	- 100%
Fire Patrol Assesment	82-2534	3,446	3,337	3,500	3,200	(300)	- 8%
Recording Fees-Foreclosed	82-2562	0	437	350	1,500	1,150	328%
Recording Fees-Non Foreclosed	82-2563	52	0	100	0	(100)	- 100%
Legal Fees-Foreclosed	82-2564	0	0	0	0	0	0%
Legal Fees-Non Foreclosed	82-2565	0	0	0	0	0	0%
Public Fees-Foreclosed	82-2566	0	0	0	0	0	0%
HOA Dues - Foreclosed	82-2567	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	1,243	800	1,500	700	87%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	5	0	0	0	0%
Education And Training	82-2928	75	250	300	300	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	311	361	500	500	0	0%
County Land Maintenance	82-2996	0	0	0	3,000	3,000	100%
Refunds and Returns	82-3204	0	1,000	0	0	0	0%
Materials & Services Totals:		4,850	7,242	8,970	10,310	1,340	14%

Special Payments

Property Taxes	82-3800	144	233	300	300	0	0%
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Special Payments Totals:		144	233	300	300	0	0%
Total Expenditures:		43,578	46,543	50,920	53,520	2,600	1.00

Clerk - Admin. & Elections

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk is the chief election official for the County. The County Clerk coordinates and conducts all county, city, special district, state and federal elections. The County Clerk ensures elections are conducted according to Oregon Election Laws and Secretary of State Directives. Staff registers voters and maintains the statewide Oregon Centralized Voter Registration database (OCVR) for Clatsop County. Maintenance includes updating addresses and district data, verifying signatures, accepting county, city and special district initiatives, referendums and referrals, and candidate filings, issuing and mailing ballots, producing a voters' pamphlet, managing drop site locations, accepting and processing returned ballots, providing assistance to voters, tallying ballots, and releasing and certifying election results.

Major Accomplishments

The County Clerk conducted the May 16, 2017 Special District Election. Ballots were mailed to 25,408 Clatsop County registered voters. County Clerk staff processed 8,926 voted return ballots.

The County Clerk conducted the November 7, 2017 Special Election. Ballots were mailed to 4,928 City of Gearhart and City of Warrenton registered voters. County Clerk staff processed 1,983 voted return ballots.

The County Clerk conducted the January 23, 2018 Special Election. Ballots were mailed to 26,618 Clatsop County registered voters. County Clerk staff processed 11,560 voted return ballots. Secretary of State will be reimbursing Clatsop County for expenses incurred.

The County Clerk staff is preparing for the May 15, 2018 Gubernatorial Primary Election and anticipates mailing approximately 26,700 ballots to registered voters countywide. The County Clerk staff are putting Precinct Committee Persons (PCP) candidates on the official ballot. This will provide timely and efficient results for PCPs.

Performance Measures

Conduct elections according to Oregon Election Laws and Secretary of State Directives.
Provide accurate and efficient information and customer service.
Maintain the statewide Oregon Centralized Voter Registration database.
Process requests for information or research within one day of receipt.

Budget Highlights

The County Clerk is budgeting for two elections in FY 2018-2019; November 2018 Gubernatorial General Election and May 2019 Special District Election. The increase in Software Maintenance, Printing and Reproduction for FY 2018-2019 is due to costs of programming the elections and production of Voters' Pamphlet for both the general and special election. (Special District Election Voters' Pamphlet is before the Board of Commissioners for approval.) Increase in printing and reproduction are also associated with an increase in charges from vendor.

Postage and freight increase in FY 2018-2019 are due to USPS raising postage and increase in voter registration and voter mailings.

Membership Fees and Dues increase in FY 2018-2019 are due to Clerks continued membership in The Election Center professional education program.

Decrease in Office Furniture & Equipment from FY 2017-2018 was from purchase of 4 new desks and remodel of office. For FY 2018-2019, budgeting for one new desk configuration and one 24 hr Ballot Drop Box to be located outside of City of Seaside City Hall.

Decrease in Contractual Services, Education and Training, and Reimbursed Travel Expense are due to reallocation of how these expenses are budgeted and paid partially from Org unit 1355 for Clerk's expenses.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Oregon Motor Voter	3,149	3,732	3,200	3,600	400	12%
Election Fees	22,596	28,095	15,000	28,000	13,000	86%
Administrative Service Fee	1	2	0	0	0	0%
Data Processing Fees	0	0	0	0	0	0%
Revenue Refund & Reimb.	0	76,447	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	244,010	305,701	340,510	365,710	25,200	7%
Total Revenue:	269,756	413,977	358,710	397,310	38,600	10%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	135,558	234,928	168,620	174,160	5,540	3%
Personnel Benefits	72,968	97,116	99,710	119,510	19,800	19%
Material & Supplies	61,230	81,932	90,380	103,640	13,260	14%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	269,756	413,977	358,710	397,310	38,600	10%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
County Clerk	0.50	0.50	0.50	0.50	0.00	0%
Election Technician	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.10	1.50	1.50	1.50	0.00	0%
Total Personnel:	2.60	3.00	3.00	3.00	0.00	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of new voters registered	800	1,056	2072	3115	1648	
Number of voter registrations updated	25,384	6,029	16128	6738	7000	
Number of candidates filed	9	131	28	137	25	
Number of ballots issued	30,248	43,940	29934	50,506	58,440	
Number of ballots received	13,224	21,599	16039	28,978	24,257	
Number of HTML ballots issued	5	0	40	12	20	
Number of research requests completed	25	26	121	11	50	
Number of users accessing election information from web page	70,000	13,940	5,000	12,500	12,000	
Cost per ballot	7	7	7	6	6	
Percent of time to complete an election report from date received within 5 business days	Percent 100%	100%	100%	100%	100%	0%
Percent of error rate for data entry of voter registration cards	Percent 2%	2%	2%	2%	2%	0%
Percent of turnout of cities for election board training	Percent 0%	0%	100%	0%	100%	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
County Clerk	82-1021	38,428	116,931	42,440	43,870	1,430	3%
Election Technician	82-1130	54,965	55,808	57,230	58,660	1,430	2%
Staff Assistant	82-1191	42,165	62,190	68,950	71,630	2,680	3%
Extra Help - Staff Assist	82-1937	0	0	0	0	0	0%
Election Bd & Messengers	82-1944	5,732	8,429	10,000	10,000	0	0%
Overtime	82-1945	431	609	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	1,700	1,750	50	2%
F.I.C.A.	82-1950	9,928	17,430	13,960	14,340	380	2%
Retirement	82-1955	19,317	31,651	30,520	35,420	4,900	16%
Medical Waiver	82-1963	0	1,200	1,200	600	(600)	- 50%
Medical Insurance	82-1964	28,658	27,893	32,490	45,980	13,490	41%
Dental Insurance	82-1965	3,631	3,802	3,760	4,270	510	13%
HSA Contribution	82-1966	3,000	4,000	4,000	5,000	1,000	25%
Benefits Admin Fees	82-1967	105	94	100	150	50	50%
Life Insurance	82-1970	212	245	240	240	0	0%
Salary Continuation Insur	82-1972	257	288	290	290	0	0%
S.A.I.F.	82-1975	213	159	270	280	10	3%
Unemployment	82-1980	1,484	1,316	180	190	10	5%
Personnel Services Totals:		208,526	332,044	268,330	293,670	25,340	9%
Materials & Services							
Telephones	82-2070	1,606	1,399	1,300	1,300	0	0%
Maintenance - Equipment	82-2260	3,797	4,516	5,000	4,750	(250)	- 5%
Software Maintenance	82-2265	9,239	18,315	18,000	18,500	500	2%
Membership Fees And Dues	82-2370	390	385	400	550	150	37%
Office Supplies	82-2410	605	421	1,000	1,000	0	0%
Election Supplies	82-2411	787	909	1,500	1,000	(500)	- 33%
Books And Periodicals	82-2413	200	200	200	200	0	0%
Postage And Freight	82-2419	13,472	13,407	14,000	19,000	5,000	35%
Printing And Reproduction	82-2425	25,915	37,984	35,000	48,000	13,000	37%
Office Furniture & Equipment	82-2454	555	0	7,000	4,000	(3,000)	- 42%
Contractual Services	82-2471	1,099	407	2,000	1,000	(1,000)	- 50%
Publi. And Legal Notices	82-2600	526	1,171	1,000	1,100	100	10%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	740	740	1,000	560	(440)	- 44%
Miscellaneous Expense	82-2929	58	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,226	2,078	2,980	2,680	(300)	- 10%
Refunds and Returns	82-3204	16	0	0	0	0	0%
Materials & Services Totals:		61,230	81,932	90,380	103,640	13,260	14%
Total Expenditures:		269,756	413,977	358,710	397,310	38,600	1.00

Clerk - Records

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk is the official record keeper for Clatsop County. The County Clerk record functions are governed by Oregon Revised Statutes (ORS) Chapter 205, ORS 86, 97, 93, 100 regarding document recording, ORS 106, 107, 409, and 432 regarding marriage and domestic partnerships and Oregon Administrative Rules (OAR) Division 150 County and Special District Retention Schedule for records retention. The County Clerk's Office is an acceptance facility for US passports and adheres to US Department of State policy and procedure for accepting passports. County Administrative Policy A-26 sets forth the process for records storage at the Judge Guy Boyington Building.

The County Clerk is responsible for recording all real property transactions, deeds and mortgages, partition and subdivision plat maps, military discharges, marriage licenses and other documents as required by law. In accordance with applicable OARs, recorded documents are microfilmed annually for permanent retention.

Major Accomplishments

For the first half of FY 2017-2018, the County Clerk's Office has recorded and indexed 7,130 records, accepted 347 passport applications, issued 192 marriage licenses and officiated 15 wedding ceremonies.

Performance Measures

Adhere to Oregon Revised Statutes, Oregon Administrative Rules, US Department of State passport acceptance policy and procedure and County Administrative policy and procedure.
Provide accurate and efficient information and customer service.
Index and return all recorded documents within 10 days.
Process requests for information or research within one day of receipt.

Budget Highlights

The reduction in postage expenses is due to eRecording. With eRecording, documents are returned electronically rather than through the postal system. The Clerk's Office anticipates saving approximately \$1,000 in postage expenses for FY 2018-2019.

Membership Fees and Dues increase in FY 2018-2019 are due to Clerk's OACC membership dues that have not previously been applied to this Org Unit.

Decrease in Education and Training is due to reallocation of how this expense is budgeted and paid partially from Org Unit 1350 for Clerk's expenses.

Office Furniture and Equipment amount in FY 2017-2018 as due to a remodel of the office and ergonomic desk configuration. This has been completed.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Administrative Service Fee	8,873	9,102	8,000	0	(8,000)	- 100%
Marriage Fee	12,250	10,125	10,000	10,000	0	0%
Wedding Witness Service Fee	0	0	800	500	(300)	- 37%
Domestic Partnership Fees	0	0	0	0	0	0%
Passport Fees	24,000	31,795	15,000	18,000	3,000	20%
Wedding Ceremony	4,000	3,500	3,000	3,000	0	0%
Recording Fees	259,517	271,490	200,000	230,000	30,000	15%
Annexations	0	0	0	0	0	0%
Data Processing Fees	6,000	6,266	6,000	6,000	0	0%
GIS Fees & Income	0	1,170	0	0	0	0%
Public Land Preservation	165	0	0	0	0	0%
Rev. Overpayments	331	895	300	300	0	0%
Nsf Check Fee	50	50	50	50	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(158,567)	(191,249)	(79,060)	(87,980)	(8,920)	11%
Total Revenue:	156,619	143,144	164,090	179,870	15,780	9%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	91,206	89,028	92,340	95,420	3,080	3%
Personnel Benefits	50,364	43,375	52,460	67,200	14,740	28%
Material & Supplies	15,049	10,741	19,290	17,250	(2,040)	- 10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	156,619	143,144	164,090	179,870	15,780	9%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
County Clerk	0.40	0.40	0.40	0.40	0.00	0%
Staff Assistant	1.50	1.25	1.25	1.25	0.00	0%
Total Personnel:	1.90	1.65	1.65	1.65	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of documents recorded	Count	9,000	9,500	10,000	10,288	10,000	0
Number of research request completed	Count	250	100	120	60	60	0
Number of passports processed	Count	540	600	720	811	750	0
Number of marriage licenses issued	Count	445	455	480	406	400	0
Number of park passes issued	Count	95	100	134	125	100	0
Number of users accessing customer service forms on the web page	Count	3,000	4,200	5,390	5,400	5,000	0
Number of film rolls submitted to archives	Count	10	12	12	12	12	0
Number of boxes retained more than six months past purge date	Count	10	20	0	0	0	0
Cost per document recorded	Count	18	18	18	18	18	0
Percent of time that records are indexed within 10 business days of receipt	Percent	95%	100%	100%	100%	99%	0%
Percent of error rate of indexing and recording documents	Percent	0%	0%	0%	0%	0%	0%
Percent of time that a marriage license is indexed within 5 business days of receipt	Percent	92%	95%	95%	95%	95%	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
County Clerk	82-1021	30,743	32,587	33,950	35,090	1,140	3%
Staff Assistant	82-1191	60,464	56,442	58,390	60,330	1,940	3%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	375	300	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	1,360	1,400	40	2%
F.I.C.A.	82-1950	6,737	6,680	7,300	7,510	210	2%
Retirement	82-1955	12,461	13,980	18,160	21,860	3,700	20%
Medical Waiver	82-1963	0	780	780	300	(480)	- 61%
Medical Insurance	82-1964	23,326	16,141	18,840	28,930	10,090	53%
Dental Insurance	82-1965	3,005	2,450	2,400	2,790	390	16%
HSA Contribution	82-1966	3,000	2,000	2,000	2,800	800	40%
Benefits Admin Fees	82-1967	36	36	50	40	(10)	- 20%
Life Insurance	82-1970	155	139	140	140	0	0%
Salary Continuation Insur	82-1972	191	176	180	180	0	0%
S.A.I.F.	82-1975	138	77	150	150	0	0%
Unemployment	82-1980	939	617	100	100	0	0%
Personnel Services Totals:		141,570	132,403	144,800	162,620	17,820	12%
Materials & Services							
Telephones	82-2070	1,067	1,357	1,000	800	(200)	- 20%
Maintenance - Equipment	82-2260	0	0	100	100	0	0%
Membership Fees And Dues	82-2370	135	0	200	325	125	62%
Office Supplies	82-2410	493	815	500	500	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	9,731	3,950	6,000	5,000	(1,000)	- 16%
Records And Forms	82-2422	0	0	100	100	0	0%
Printing And Reproduction	82-2425	2,079	1,499	1,500	1,500	0	0%
Photographic Supplies	82-2427	493	487	500	500	0	0%
Microfilming	82-2440	0	2,058	5,000	5,000	0	0%
Office Furniture & Equipment	82-2454	336	0	1,000	100	(900)	- 90%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	427	315	2,640	2,640	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	0	250	185	(65)	- 26%
Reimbursed Travel Expense	82-2930	188	243	500	500	0	0%
Refunds and Returns	82-3204	100	16	0	0	0	0%
Materials & Services Totals:		15,049	10,741	19,290	17,250	(2,040)	- 10%
Total Expenditures:		156,619	143,144	164,090	179,870	15,780	1.00

County Clerk Records

Mission Statement

Office of County Clerk staff is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

Under ORS 205.320, the County Clerk is directed to deposit 5% of recording fees in a separate fund. The funds are used to digitize records for the County archives and public access.

Major Accomplishments

County Clerk staff indexed 49,968 pages of 10,610 digitized documents for 2017.

Performance Measures

Index 2,000 pages of digitized documents per year.

Digitize 2,000 images per year.

Maintain the condition of permanent records housed in the Courthouse and Boyington Building.

Budget Highlights

The revenue for this fund has remained steady generating approximately \$9,000. However, previous years' microfilm projects have depleted the beginning balance resulting in a reduction of funding for microfilm projects in FY 2018-2019. Have goal of building up contingency reserves to continue with microfilm project.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	8,576	3,318	640	2,190	1,550	242%
Interest On Investments	33	35	0	0	0	0%
Recording Fees	9,068	9,240	8,500	8,500	0	0%
Total Revenue:	17,677	12,592	9,140	10,690	1,550	16%
Total Unappropriated Budget:	3,318	1,455	0	0	0	0%
Total Budgeted Resources:	14,359	11,137	9,140	10,690	1,550	16%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	14,359	11,137	7,800	8,600	800	10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	1,340	2,090	750	55%
Total Expenditures:	14,359	11,137	9,140	10,690	1,550	16%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Total number of older documents indexed and rescanned Count	3,400	2,200	5,200	2,160	0	0
Cost per older document indexed and/or rescanned and digitized Count	15	1	1	1	0	0
Number of Books Rescanned (# of Images) Count	12,920	2,715	8,000	0	0	0
Number of documents recorded Count	9,000	9,500	10,000	10,288	10,000	0

Summary							
Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Unapportioned Projects	82-2129	359	0	0	0	0	0%
Microfilming	82-2440	8,000	4,737	2,500	2,500	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	6,000	6,400	5,300	6,100	800	15%
Materials & Services Totals:		14,359	11,137	7,800	8,600	800	10%
Contingencies							
Appropriation for Contin.	82-9900	0	0	1,340	2,090	750	55%
Contingencies Totals:		0	0	1,340	2,090	750	55%
Total Expenditures:		14,359	11,137	9,140	10,690	1,550	1.00

County Manager

Mission Statement

The mission of the County Manager is to provide leadership and direction to county staff and to facilitate and manage activities supporting the implementation, enforcement, and transparency of County policy as directed by the Board of County Commissioners.

Department Overview

The County Manager is the administrative executive of the County government, responsible to the Board of Commissioners for the proper administration of the County, also responsible for ensuring that all affairs of the County are conducted in accordance with the County Home Rule Charter. In addition, the Manager is responsible for providing staff support and policy advice to the Board of Commissioners, for directing departments regarding matters of concern to other agencies and the public, for providing liaison between departments and the Board of Commissioners, for preparing Board of Commissioners meeting agendas, for performing organizational and other special studies and for providing information to the public. The County Manager acts as the County's budget officer and has the responsibility to prepare, implement and monitor the County's annual budget in accordance with the Board's Budget Policies and Oregon Local Budget Law and for carrying out the policies established by the Board.

Major Accomplishments

- Implemented a new Classification & Compensation Plan for all county employees
- Researched, developed and received approval for Clatsop County's first Short Term Rental Ordinance
- Hired Clatsop County's first Behavioral Health Coordinator
- Completed pre-school feasibility study funded by the U.S. Department of Education
- Re-established the Assistant County Manager position
- Worked with five largest municipalities in the county to secure \$50,000 in funding and their commitment to collaborate in a county-wide housing study
- Worked in partnership with Greater Oregon Behavioral Health, Inc. to establish women's residential substance abuse treatment facility in the County
- Worked with local fishers and the Oregon Department of Fish & Wildlife to distribute \$500,000 to local fishers who suffered economic harm due to regulatory changes
- Worked with the Sheriff's Office to research options for a new county jail
- Reviewed and updated the Clatsop County Personnel Policies
- Managed a very challenging transition in the Community Development Department culminating in the hiring of a new Community Development Director
- Recruited a highly qualified and experienced County Clerk to replace the retired Clerk

Performance Measures

Provide County services to the public in accordance with all applicable regulations and the policies of the Board of County Commissioners. Ensure Clatsop County residents have access to accurate information on current issues in a variety of formats, and have opportunities to provide input to County decision-makers. Ensure County goals are met and progress is communicated to the public.

Budget Highlights

The County Manager's budget shows an increase in Personnel Services which is a result of allocating 90% of the Budget & Finance Directors FTE to perform Assistant County Manager Duties.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Public Records Request	285	78	0	0	0	0%
Copy Fees	30	90	0	0	0	0%
Revenue Refunds & Reimbursemen	32	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	316,442	339,153	437,670	537,050	99,380	22%
Total Revenue:	316,789	339,321	437,670	537,050	99,380	22%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	235,642	254,866	306,250	371,790	65,540	21%
Personnel Benefits	49,027	74,782	117,730	150,370	32,640	27%
Material & Supplies	32,120	9,673	13,690	14,890	1,200	8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	316,789	339,321	437,670	537,050	99,380	22%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
County Manager	1.00	1.00	1.00	1.00	0.00	0%
Assist. Manager	0.00	0.00	0.40	0.90	0.50	125%
Administrative Assistant	0.83	0.83	0.83	0.83	0.00	0%
Staff Assistant	0.50	0.00	0.00	0.00	0.00	0%
Community Relations Coordinato	0.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	2.33	2.83	3.23	3.73	0.50	15%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Meetings Attended by County Manager	Count	468	526	610	520	525	0
Pages of Minutes for Board Meetings	Count	194	165	156	120	140	0
Agreements & Contracts Approved	Count	255	300	265	180	200	0
Board Agenda Packets Distributed	Count	27	27	22	22	22	0
Vacancies Filled on County Committees	Count	43	14	20	13	20	0
Web Page Users Accessing Pages	Count	1,720,140	800,000	133,260	143,392	14,000	0
News Releases Issued	Count	94	108	80	88	90	0

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
County Manager	82-1002	170,129	153,750	157,590	160,750	3,160	2%
Assist. Manager	82-1003	0	0	42,780	103,080	60,300	140%
Administrative Assistant	82-1118	42,172	44,394	47,180	0	(47,180)	- 100%
Executive Assistant	82-1121	0	0	0	48,090	48,090	100%
Staff Assistant	82-1191	23,342	0	0	0	0	0%
Community Relations Coordinato	82-1899	0	56,722	58,700	59,870	1,170	1%
Overtime	82-1945	303	0	200	200	0	0%
Performance Pay	82-1948	0	0	7,990	10,550	2,560	32%
F.I.C.A.	82-1950	17,180	19,359	24,130	29,340	5,210	21%
Retirement	82-1955	13,785	28,047	47,070	56,410	9,340	19%
Medical Waiver	82-1963	0	990	990	990	0	0%
Medical Insurance	82-1964	7,677	17,196	27,600	40,620	13,020	47%
Dental Insurance	82-1965	2,801	3,706	4,190	5,370	1,180	28%
HSA Contribution	82-1966	3,083	3,000	3,800	4,800	1,000	26%
Benefits Admin Fees	82-1967	65	72	80	90	10	12%
Life Insurance	82-1970	171	354	330	380	50	15%
Salary Continuation Insur	82-1972	271	474	620	740	120	19%
S.A.I.F.	82-1975	640	520	410	500	90	21%
Unemployment	82-1980	2,141	1,064	320	380	60	18%
Deferred Compensation	82-1983	909	0	0	0	0	0%
Personnel Services Totals:		284,669	329,648	423,980	522,160	98,180	23%
Materials & Services							
Telephones	82-2070	1,302	1,549	1,200	1,200	0	0%
Membership Fees And Dues	82-2370	400	462	1,750	1,900	150	8%
Office Supplies	82-2410	514	227	1,090	1,000	(90)	- 8%
Books And Periodicals	82-2413	131	135	100	200	100	100%
Postage And Freight	82-2419	281	149	500	400	(100)	- 20%
Printing And Reproduction	82-2425	6,685	3,327	3,200	3,300	100	3%
Office Furniture & Equipment	82-2454	400	610	900	1,290	390	43%
Contractual Services	82-2471	1,023	300	500	500	0	0%
Publi. And Legal Notices	82-2600	0	0	250	200	(50)	- 20%
Fuel - Vehicles	82-2852	0	0	0	500	500	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	200	200	100%
Education And Training	82-2928	0	732	2,200	2,700	500	22%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	21,384	2,182	2,000	1,500	(500)	- 25%
Materials & Services Totals:		32,120	9,673	13,690	14,890	1,200	8%
Total Expenditures:		316,789	339,321	437,670	537,050	99,380	1.00

Human Resources

Mission Statement

Human Resources is committed to creating a respectful workplace, building customer-focused programs, maintaining fiscal accountability, promoting high performance standards and a commitment to excellence amongst all employees.

Department Overview

The Human Resources Department provides a framework of personnel practices which comply with local, state and federal laws for all county employees including: recruitment; classification plan and review; compensation system surveys; personnel rules and regulations; labor relations; benefits administration; personnel records; new employee orientation; complaint procedures; collective bargaining negotiations; dispute resolution; American with Disabilities Act compliance; exit interviews, award/recognition programs; performance appraisal system; training and organizational development; Equal Employment Opportunity and Affirmative Action program administration; HIPPA compliance and safety and risk management administration.

The Volunteer Coordinator manages all aspects of the county's volunteer services program. The coordinator assists staff in developing new volunteer jobs, recruiting for open positions, conducting new volunteer orientations staff training related to volunteer management and organizes an annual countywide volunteer recognition program.

Major Accomplishments

Successfully recruited and hired a new County Clerk, Community Development Director, and Human Resources Director. Additionally there were another 33 vacant positions throughout the county that were filled.

Ongoing comprehensive updates of personnel and safety policies.

Ongoing comprehensive updates of job descriptions with standardized formatting and identification of safety sensitive, FLSA status, and union association if applicable for all positions.

Successfully applied for and received Wellness Grant funds through the county's insurance provider CIS to promote activities that provide employees with health education and awareness.

Managed 29 FMLA/OFLA events.

Ongoing employee activities which include educating employees about how to be proactive consumers with managing their health & welfare benefits; refinement of job descriptions and classifications and commitment to address safety concerns as efficiently as possible.

Performance Measures

Successfully complete annual open enrollment process for employees without a disruption to benefits.

Conducts monthly Safety Committee meetings as well as quarterly safety inspections that enable proactive safety practices which can reduce employee risks for injury as well as the county's risk liability.

Increased participation in employee wellness activities to help increase productivity, health and morale.

Budget Highlights

Clatsop County continues its commitment to supporting employee wellness and helping them make positive lifestyle changes. In the fall of 2016, over 40% of employees responded to a wellness program survey. When more than 50% of respondents requested more flexibility in programs and a greater variety of activities, the Wellness Committee designed a new incentive program for 2017 that rewards employees for pursuing fitness by reimbursing them \$20/month for gym memberships or fitness class attendance if they spent at least \$25 in a given month. In addition, with CIS Wellness Grant funds and County matching funds, employees receive a \$10 reimbursement per calendar year for purchasing a County, State or National Parks annual pass. Both programs have been met with overwhelming support. During the 2017/18 fiscal year, Wellness will receive grant funds totaling up to \$4,000 and will sponsor additional incentives and programs including: The 2017 Summer Fitness Challenge; a fall health fair offering health screenings, flu shots, chair massages and more; restorative yoga classes; and shared pool passes.

In 2016, more than 500 volunteers contributed over 17,000 hours to County departments, boards, committees and councils, rescue teams, support groups and commissions. The County's annual volunteer recognition program thanks each contributor for their time and expertise that they dedicate for the benefit of the communities we serve. A new online volunteer tracking program, Volgistics, was implemented in 2016, and during 2017/18 the volunteer tracking program will be centralized with the County's Volunteer Coordinator. A new budget line item for Volunteer Recognition allows the Human Resources department to ensure funds are reserved to appropriately express gratitude to our volunteers.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Copy Fees	278	0	0	0	0	0%
Rev. Refunds & Reim.	15	0	0	0	0	0%
Wellness Grant Revenue	3,185	3,570	4,000	0	(4,000)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	382,679	238,908	362,300	355,490	(6,810)	- 1%
Total Revenue:	386,157	242,478	366,300	355,490	(10,810)	- 2%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	170,003	147,713	158,750	153,260	(5,490)	- 3%
Personnel Benefits	43,489	53,600	72,720	78,360	5,640	7%
Material & Supplies	172,665	41,166	134,830	123,870	(10,960)	- 8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	386,157	242,478	366,300	355,490	(10,810)	- 2%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Human Resources Director	0.00	1.00	1.00	1.00	0.00	0%
Human Resources Specialist	0.00	0.00	1.00	1.00	0.00	0%
Staff Assistant	0.50	1.00	0.00	0.00	0.00	0%
Community Relations Coordinato	1.00	0.00	0.00	0.00	0.00	0%
Total Personnel:	1.50	2.00	2.00	2.00	0.00	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Human Resources Director	82-1097	90,206	105,166	112,880	104,550	(8,330)	- 7%
Human Resources Specialist	82-1120	0	42,547	45,870	48,710	2,840	6%
Staff Assistant	82-1191	24,459	0	0	0	0	0%
Community Relations Coordinato	82-1899	55,338	0	0	0	0	0%
Extra Help - Staff Assist	82-1937	0	960	0	0	0	0%
Overtime	82-1945	303	92	200	200	0	0%
Performance Pay	82-1948	0	0	4,520	4,180	(340)	- 7%
F.I.C.A.	82-1950	12,776	11,068	12,510	12,060	(450)	- 3%
Retirement	82-1955	8,867	12,502	26,220	21,440	(4,780)	- 18%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	12,890	21,987	22,790	32,900	10,110	44%
Dental Insurance	82-1965	1,418	2,464	2,480	2,590	110	4%
HSA Contribution	82-1966	4,667	3,000	3,000	4,000	1,000	33%
Benefits Admin Fees	82-1967	49	49	70	50	(20)	- 28%
Life Insurance	82-1970	199	183	200	200	0	0%
Salary Continuation Insur	82-1972	325	386	350	360	10	2%
S.A.I.F.	82-1975	226	129	220	220	0	0%
Unemployment	82-1980	1,769	781	160	160	0	0%
Personnel Services Totals:		213,492	201,313	231,470	231,620	150	0%
Materials & Services							
Reference Checks	82-2010	447	0	0	0	0	0%
Telephones	82-2070	998	1,311	1,500	1,200	(300)	- 20%
Software Maintenance	82-2265	0	693	1,000	1,000	0	0%
Membership Fees And Dues	82-2370	2,926	2,635	3,100	1,100	(2,000)	- 64%
Office Supplies	82-2410	2,073	865	1,200	1,000	(200)	- 16%
Books And Periodicals	82-2413	158	85	100	100	0	0%
Postage And Freight	82-2419	364	524	700	650	(50)	- 7%
Printing And Reproduction	82-2425	318	1,000	1,200	600	(600)	- 50%
Prof And Spec Services	82-2450	6,710	0	0	0	0	0%
Payroll & HR Services	82-2453	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	652	0	2,050	0	(2,050)	- 100%
Legal Services	82-2469	58,583	8,653	30,000	22,000	(8,000)	- 26%
Contractual Services	82-2471	55,427	8,784	35,000	40,500	5,500	15%
U.A. Testing	82-2506	948	900	1,000	1,500	500	50%
Publi. And Legal Notices	82-2600	4,006	183	400	400	0	0%
Meetings/ Hosting	82-2750	0	34	0	0	0	0%
Fuel - Vehicles	82-2852	0	71	0	0	0	0%
Wellness Grant	82-2870	3,312	2,013	6,000	6,000	0	0%
Wellness Incentive	82-2875	4,765	4,287	20,000	15,000	(5,000)	- 25%
Recruitment Expense	82-2880	4,156	0	300	500	200	66%
Reimbursable Expense	82-2883	8,833	0	0	0	0	0%
Tuition Reimbursement Program	82-2926	693	634	15,000	15,000	0	0%

Employee Training	82-2927	3,882	300	6,000	6,000	0	0%
Education And Training	82-2928	366	1,022	1,330	2,320	990	74%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	9,411	2,268	1,950	2,000	50	2%
Volunteer Recognition	82-3136	0	336	2,000	2,000	0	0%
Employee Recognition	82-3137	3,637	4,570	5,000	5,000	0	0%
Materials & Services Totals:		172,665	41,166	134,830	123,870	(10,960)	- 8%
Total Expenditures:		386,157	242,478	366,300	355,490	(10,810)	1.00

County Counsel

Department Overview

County Counsel services are selected by the Board of Commissioners as set forth by the Clatsop County Charter. County Counsel provides legal advice and representation to the Board of Commissioners, County Manager, county departments and offices and County service districts. Enforces county ordinances. Services are provided through contracts with several private attorneys who provide general and specialized legal services, i.e. labor, land use, bond counsel, etc. Contracting for legal counsel allows the county to access specialized legal services that would likely not be available if the county employed an attorney.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Rev. Refunds & Reim.	0	1,717	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	96,944	97,655	110,200	110,200	0	0%
Total Revenue:	96,944	99,372	110,200	110,200	0	0%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	96,944	99,372	110,200	110,200	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	96,944	99,372	110,200	110,200	0	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Telephones	82-2070	120	51	100	100	0	0%
Membership Fees And Dues	82-2370	20	0	100	100	0	0%
Legal Services	82-2469	57,457	22,050	110,000	110,000	0	0%
Contractual Services	82-2471	39,347	77,271	0	0	0	0%
Materials & Services Totals:		96,944	99,372	110,200	110,200	0	0%
Total Expenditures:		96,944	99,372	110,200	110,200	0	1.00

Budget & Finance

Mission Statement

To maintain the County's financial stability and protection of County assets through sound financial planning and management. The Department is committed to providing accurate, timely and effective financial services to all customers, both public and internal, with honesty, integrity, fairness, and with a commitment to professionalism and accountability.

Department Overview

Budget & Finance is responsible for the preparation of the County's annual budget, annual audit, long range financial planning, as well as providing financial advice to the Board and County Manager. In addition the Budget & Finance department manages operations which include: revenue receipt, accounts payable, payroll, general ledger, purchasing, fixed assets, grant accounting, investing County funds, and monitoring revenues and expenditures for all County funds.

Major Accomplishments

- Successfully completed the 2016-17 fiscal year audit and received an unmodified opinion from the external auditing firm of Koontz, Perdue, & Blasquez.
- For the first time the County received the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA) for the 2015-16 audited financial's.
- Successfully completed the production of the 2017-18 Budget and received the Distinguished Budget Award from the Government Finance Officers Association.
- Timely and accurately processed County debt obligations, payroll processing, and financial reports.
- Provided County departments with the Indirect Cost Plan and Cost Sheets for the 2018-19 budget in a timely manner.
- Completed the necessary reporting to submit a CAFR for the 2016-17 Financial Statements to the Government Finance Officers Association for review for an opportunity to receive recognition for feedback in the Excellence in Financial Reporting Program.
- Updated and implemented the recommended changes as a result of feedback from the consulting firm of Plan B on the county's Long Term Financial Plan.
- In an effort to provide transparency to the citizens of Clatsop County on the budget process staff did presentations to community groups in Astoria and Seaside on how the county budget process is conducted and opportunities for citizens to provide input.
- Beginning in July of 2017 and lasting throughout the 2017-18 fiscal year staff has been working to convert the current payroll system to a more integrated system that allows employees better access to their information, in addition it converts the current timekeeping system into the same webbased payroll system that allows greater user access. The new system will also integrate the recruiting and onboarding process used by the Human Resource department to work more directly with the payroll system. This software migration had been an tremendous undertaking by Payroll and HR administrative staff.

Performance Measures

- Prepare and present a transparent annual budget document that is able to earn the Government Finance Officers Association (GFOA) Distinguished Budget Award.
- Prepare the annual audit in a timely manner with an unmodified opinion.
- Update the county's Long Term Financial Plan

Budget Highlights

This budget reflects the Budget & Finance Director salary being removed from the Budget & Finance Department and the Assistant County Manager being allocated at 10% to the Budget & Finance Department. The Assistant County Manager will continue to provide oversight of the Budget & Finance Dept. but at a reduced capacity. In an effort to provide more staff support department wide as well as administrative support to other Central Service departments B&F has requested an additional FTE for an Acct. I.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Public Records Request	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	11	0	0	0	0%
Nsf Check Fee	0	25	0	0	0	0%
Miscellaneous Revenue	3	1	0	0	0	0%
General Fund Support	399,818	431,270	447,940	471,660	23,720	5%
Total Revenue:	399,821	431,307	447,940	471,660	23,720	5%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	228,058	261,532	234,410	244,330	9,920	4%
Personnel Benefits	90,725	99,857	127,480	135,030	7,550	5%
Material & Supplies	81,038	69,918	86,050	92,300	6,250	7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	399,821	431,307	447,940	471,660	23,720	5%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Assist. Co. Manager	0.00	0.00	0.00	0.10	0.10	100%
Budget & Finance Director	1.00	1.00	0.60	0.00	(0.60)	- 100%
Accountant III	0.00	2.00	2.00	2.00	0.00	0%
Accountant II	2.00	0.00	1.00	1.00	0.00	0%
Accountant I	1.00	0.53	0.00	1.00	1.00	100%
Total Personnel:	4.00	3.53	3.60	4.10	0.50	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Vouchers Processed	10218	11357	13854	13193	13900	13500
Accounts Payable Checks Processed	5212	5725	5391	5977	5650	5600
Payroll Checks Processed	4262	4175	4340	4412	4680	4700
Customer Service Survey ratings as Percent Excellent	91%	91%	93%	96%	94%	97%
Timely Annual Audit w/ an Unmodified Opinion Percent	100%	100%	100%	100%	100%	100%
Receipt of GFOA Budget Award Percent	100%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Assist. Co. Manager	82-1003	0	0	0	11,450	11,450	100%
Budget & Finance Director	82-1035	90,883	99,517	63,270	0	(63,270)	- 100%
Accountant III	82-1846	0	46,476	122,110	131,420	9,310	7%
Accountant II	82-1848	112,761	87,197	0	53,200	53,200	100%
Accountant I	82-1850	24,415	28,341	49,030	48,260	(770)	- 1%
Extra Help - Staff Assist	82-1937	0	0	3,000	0	(3,000)	- 100%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	2,530	460	(2,070)	- 81%
F.I.C.A.	82-1950	16,559	18,944	18,360	18,730	370	2%
Retirement	82-1955	33,126	37,137	47,070	48,880	1,810	3%
Medical Waiver	82-1963	0	500	0	0	0	0%
Medical Insurance	82-1964	27,749	29,854	43,790	52,700	8,910	20%
Dental Insurance	82-1965	5,497	5,745	6,200	6,750	550	8%
HSA Contribution	82-1966	4,500	5,167	5,200	6,200	1,000	19%
Benefits Admin Fees	82-1967	103	79	100	80	(20)	- 20%
Life/AD&D Insurance	82-1970	338	351	290	310	20	6%
Salary Continuation Insur	82-1972	428	444	350	310	(40)	- 11%
S.A.I.F.	82-1975	304	205	350	370	20	5%
Unemployment	82-1980	2,123	1,432	240	240	0	0%
Personnel Services Totals:		318,783	361,389	361,890	379,360	17,470	4%
Materials & Services							
Telephones	82-2070	856	929	1,200	870	(330)	- 27%
Maintenance - Equipment	82-2260	2,028	0	500	500	0	0%
Software Maintenance	82-2265	1,000	500	1,000	2,000	1,000	100%
Membership Fees And Dues	82-2370	695	530	1,000	780	(220)	- 22%
Office Supplies	82-2410	4,372	441	2,500	8,700	6,200	248%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	3,388	3,325	3,500	3,500	0	0%
Records And Forms	82-2422	330	933	500	500	0	0%
Budget Production	82-2424	4,200	1,113	3,300	3,000	(300)	- 9%
Printing And Reproduction	82-2425	2,984	3,636	3,000	3,000	0	0%
Microfilming	82-2440	0	0	0	0	0	0%
Payroll & HR Services	82-2453	0	0	0	0	0	0%
Contractual Services	82-2471	57,018	53,332	61,000	61,000	0	0%
Publi. And Legal Notices	82-2600	78	1,067	600	600	0	0%
Fuel - Vehicles	82-2852	0	0	0	600	600	100%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Education And Training	82-2928	1,445	1,055	2,200	2,350	150	6%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,643	3,057	5,750	4,900	(850)	- 14%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		81,038	69,918	86,050	92,300	6,250	7%

Total Expenditures:		399,821	431,307	447,940	471,660	23,720	1.00
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Information Systems

Mission Statement

The Clatsop County Department of Information Technology is dedicated to providing and supporting reliable technologies and technology-based services in a timely, high-quality, cost-effective manner to all clients of county government.

Department Overview

Information Systems (IS) is committed to providing integrated systems developed in a collaborative, solutions-oriented environment with a focus on customer service, operations efficiency, and fiscal accountability. IS is responsible for information technology, telecommunications, and office automation. IS supplies technical support for PC's, printers, servers, phone systems, and copiers including support for several remote locations. In coordination with the departments, IS develops and plans for information technology and communication needs for the County. The in-house software development team supports the core business client/server applications including Geographic Information Systems(GIS).

Major Accomplishments

Built a redundant SQL Server database, which is located at CCSO in Warrenton. Multisubnetfailover has been enabled with the 800 Exchange SQL Server database.
 Installed a new ARC Server database and migrated existing cartography/GIS data to the new server. Upgraded all the County Licenses to the latest version of ARC GIS.
 Installed Cellular antennas at the Fairgrounds and CCSO to extend mobile coverage for employees and citizens.
 Deployed tablets to Appraisers for mobile field work and data collection.
 Provided low voltage and network services for the Cleks office re-model.
 Upgraded the Wireless at the fairgrounds to support large public functions.

Budget Highlights

The General Fund subsidy for Materials and Supplies remains relatively unchanged for the 2018-2019 fiscal year. The General Fund subsidy for Personnel Services will have an estimated increase of 5% which includes a 2.5% cost of living increase and 2.5% in employee step increases. 2 positions were added to the IT department in FY 2017-2018. Network Technician and GIS Technician. The Network Technician position has saved the County money by reducing the need to contract for low voltage installation/maintenance, tower maintenance, camera system maintenance, and underground location work. An analysis was done comparing the cost of contracting for certain projects vs. completing the projects internally using the Network Technician. Actual cost for projects using the Network Technician came to \$18,000 through Feb 2. of the current fiscal year. The quoted price to contract these same projects came to \$75,000. The cost savings more than covers the salary for the Network Technician, and gives the IT department another employee to troubleshoot and support the digital infrastructure. The GIS technician has also been a benefit to the organization. The County has saved valuable money on GIS projects that would need to be contracted out if the GIS Technician was not part of the County Staff.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
ORMAP Grant	0	0	10,000	0	(10,000)	- 100%
Data Processing Fees	0	0	0	0	0	0%
ID Card Replacement	0	15	50	100	50	100%
GIS Fees & Income	1,277	2,787	4,400	4,000	(400)	- 9%
Fees for Services	0	3,158	0	0	0	0%
Rev. Refunds & Reim.	0	6,534	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from CH Security	0	0	0	4,000	4,000	100%
General Fund Support	720,770	743,482	923,390	1,008,890	85,500	9%
Total Revenue:	722,046	755,975	937,840	1,016,990	79,150	8%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	398,777	439,093	537,170	573,000	35,830	6%
Personnel Benefits	150,434	160,265	242,050	249,170	7,120	2%
Material & Supplies	172,836	156,616	158,620	194,820	36,200	22%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	722,046	755,975	937,840	1,016,990	79,150	8%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Information Systems Manager	1.00	1.00	1.00	1.00	0.00	0%
Administrative Assistant	0.00	0.08	0.08	0.08	0.00	0%
Staff Assistant	0.08	0.00	0.00	0.00	0.00	0%
Information Systems Analyst	1.00	1.00	1.00	1.00	0.00	0%
SR Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
PC Help Desk	0.50	1.00	0.00	0.00	0.00	0%
Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
Network Technician	0.00	0.00	1.00	1.00	0.00	0%
GIS Coordinator/Analyst	1.00	1.00	1.00	1.00	0.00	0%
GIS Technician	0.00	0.00	1.00	1.00	0.00	0%
Total Personnel:	5.58	6.08	7.08	7.08	0.00	0%

Measures						
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018 Budget 2018-2019
EASY ... less than 1 day to complete, Count 1 IT staff person		1,100	1,100	1,260	1,500	1,500
MEDIUM ... less than 3 days to complete, Count 1 IT staff person		400	400	500	410	400
HARD ... More than 3 day to complete of more than 1 IT staff person		110	100	100	110	100
SPECIAL PROJECTS ... items specified on the annual IT project list	Count	1,450	1,400	1,450	1,500	1,600
Percent of network availability - 24/7	Percent	99%	99%	99%	99%	99%
Percent of network availability - during work hours	Percent	99%	99%	99%	99%	99%
Customer Satisfaction - rating of good to excellent	Percent	98%	97%	95%	91%	95%
Ratio of IS staff to total county network users	Percent	1%	2%	2%	2%	2%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Information Systems Manager	82-1101	95,266	97,648	104,090	111,480	7,390	7%
Administrative Assistant	82-1118	0	0	4,290	0	(4,290)	- 100%
Executive Assistant	82-1121	0	0	0	4,370	4,370	100%
Staff Assistant	82-1191	3,834	4,036	0	0	0	0%
Information Systems Analyst	82-1365	85,381	86,286	89,090	91,330	2,240	2%
SR Network Administrator	82-1370	84,181	86,286	88,630	91,330	2,700	3%
Programmer/analyst	82-1380	0	0	0	0	0	0%
PC Help Desk	82-1385	10,046	37,193	0	0	0	0%
Network Administrator	82-1390	58,865	56,385	68,180	73,380	5,200	7%
Network Technician	82-1395	0	0	61,590	71,480	9,890	16%
GIS Coordinator/Analyst	82-1402	61,203	71,261	73,040	74,870	1,830	2%
GIS Technician	82-1405	0	0	48,260	54,760	6,500	13%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	4,020	4,460	440	10%
F.I.C.A.	82-1950	29,458	32,113	41,500	44,270	2,770	6%
Retirement	82-1955	47,861	52,822	87,690	89,120	1,430	1%
Medical Waiver	82-1963	0	1,290	1,290	1,290	0	0%
Medical Insurance	82-1964	50,340	52,380	82,990	85,380	2,390	2%
Dental Insurance	82-1965	9,267	9,564	11,540	11,340	(200)	- 1%
HSA Contribution	82-1966	7,750	7,947	10,000	10,000	0	0%
Benefits Admin Fees	82-1967	131	176	160	200	40	25%
Life/AD&D Insurance	82-1970	512	544	610	640	30	4%
Salary Continuation Insur	82-1972	821	848	950	1,090	140	14%
S.A.I.F.	82-1975	513	349	760	800	40	5%
Unemployment	82-1980	3,781	2,233	540	580	40	7%
Personnel Services Totals:		549,210	599,359	779,220	822,170	42,950	5%
Materials & Services							
Telephones	82-2070	3,218	4,217	3,000	2,400	(600)	- 20%
Maintenance - Equipment	82-2260	10	10	0	25,000	25,000	100%
Software Maintenance	82-2265	53,135	60,195	59,920	65,720	5,800	9%
Membership Fees And Dues	82-2370	100	100	100	100	0	0%
Office Supplies	82-2410	219	455	500	1,000	500	100%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	15	94	500	500	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	2,614	502	500	500	0	0%
PC Equipment	82-2455	100,865	82,141	79,000	84,500	5,500	6%
Contractual Services	82-2471	0	150	0	0	0	0%
Contractual Technology Dev	82-2477	11,565	6,184	8,600	8,600	0	0%
Publi. And Legal Notices	82-2600	230	0	500	500	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	2,500	4,500	4,500	0	0%

Reimbursed Travel Expense	82-2930	866	59	1,500	1,500	0	0%
Refunds and Returns	82-3204	0	9	0	0	0	0%
Materials & Services Totals:		172,836	156,616	158,620	194,820	36,200	22%
Total Expenditures:		722,046	755,975	937,840	1,016,990	79,150	1.00

Building & Grounds

Mission Statement

To provide general maintenance, housekeeping and building renovation services for the Courthouse, Sheriff's Detention Center, Judge Guy Boyington Building, Animal Shelter, Sheriff's Office, and 800 & 820 Exchange Buildings.

Department Overview

Building & Grounds staff work with other departments and contractors to provide general renovations, scheduled and unscheduled maintenance, custodial services and emergency repairs to County buildings.

Major Accomplishments

The Building and Grounds staff worked to complete the remodel of the Clerks office using county staff. The roof was replaced on the Sheriffs office, staff was able to secure \$11,000 from the roofing manufacture due to premature failure. The Household Hazardous Waste project is also a significant ongoing project that we manage. The roof top HVAC unit have been replaced at the 820 Exchange building. The carpet was replaced in Courtroom 300, this was a significant project moving all of the original antique furniture, and built in benches, this is the largest Circuit Courtroom in Oregon. B&G staff continues to assist all of the General Fund departments on an ongoing daily basis, we have staff respond on weekends, and nights to the 24 hour operations of some of the county buildings. Our staff also cleans and sets up for all of the meetings at the Boyington Building. We also provide daily janitorial service to the Courthouse and all of the general fund buildings. We also manage the repairs and upgrades on the county buildings funded by special projects money. We also maintain the security electronics and camera systems at the jail and courthouse and along with the IT staff maintain the electronic door locks. The alarm system are also maintained, they provide fire and security monitoring and also monitor the vaccine refrigerators at the Health Department.

Performance Measures

The performance measures are based on the Work Order system we use to track maintenance requests. We continue to respond quickly to the requests from the departments.

Budget Highlights

Personnel cost reflect negotiated increases per union contracts as well as cost increases associated with PERS, health care, and tax rates. Per Board Policy materials and supplies maintain a base budget amount. The special projects budget includes many projects that are required to maintain our buildings and keep the equipment up to date.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Property Rents	10,020	11,100	10,020	15,660	5,640	56%
Capitol Improvement Project	0	0	0	20,470	20,470	100%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	5,341	808	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from CH Security	4,000	4,000	4,000	0	(4,000)	- 100%
General Fund Support	928,201	1,024,981	1,077,930	1,089,700	11,770	1%
Total Revenue:	947,561	1,040,890	1,091,950	1,125,830	33,880	3%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	269,633	312,684	331,590	351,360	19,770	5%
Personnel Benefits	132,420	159,608	199,830	213,940	14,110	7%
Material & Supplies	544,897	567,974	559,880	559,830	(50)	- 0%
Special Payments	611	623	650	700	50	7%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	947,561	1,040,890	1,091,950	1,125,830	33,880	3%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Works Director	0.15	0.15	0.15	0.15	0.00	0%
Maint/custodial Supervisr	1.00	1.00	1.00	1.00	0.00	0%
Facilities & Projects Manager	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	0.25	0.25	0.25	0.25	0.00	0%
Maintenance Technician	0.00	1.00	1.00	1.00	0.00	0%
Maintenance Assistant	1.00	1.00	1.00	1.00	0.00	0%
Custodian	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	4.40	5.40	5.40	5.40	0.00	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
# of work requests completed in 1-3 Count days	400	350	598	700	810	750
# of work requests completed in < 3 Count days	3	100	313	400	350	400
Total number of work requests Count completed	403	450	1,071	1,400	1,260	1,300
% of minor requests completed in 1 Percent day	0%	58%	51%	46%	60%	60%
% of major requests completed in FY Percent	0%	80%	70%	20%	80%	80%
% of customer satisfaction good to Percent excellent	0%	90%	90%	90%	90%	90%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Works Director	82-1088	13,375	14,506	15,150	16,230	1,080	7%
Maint/custodial Supervisor	82-1108	65,877	67,852	71,730	76,820	5,090	7%
Facilities & Projects Manager	82-1145	90,808	93,327	96,940	103,820	6,880	7%
Staff Assistant	82-1191	11,144	11,484	11,770	12,070	300	2%
Maintenance Technician	82-1720	0	35,042	42,180	44,290	2,110	5%
Maintenance Assistant	82-1725	53,713	54,607	55,390	56,770	1,380	2%
Custodian	82-1780	34,716	35,866	38,430	41,360	2,930	7%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	56	372	800	800	0	0%
Performance Pay	82-1948	0	0	4,480	4,800	320	7%
F.I.C.A.	82-1950	19,792	22,843	25,770	27,310	1,540	5%
Retirement	82-1955	42,823	47,074	65,660	69,570	3,910	5%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	47,743	64,215	77,880	85,370	7,490	9%
Dental Insurance	82-1965	5,127	6,315	6,710	7,160	450	6%
HSA Contribution	82-1966	8,542	10,300	9,800	9,800	0	0%
Benefits Admin Fees	82-1967	90	100	110	120	10	9%
Life Insurance	82-1970	403	478	460	460	0	0%
Salary Continuation Insur	82-1972	602	680	700	700	0	0%
S.A.I.F.	82-1975	4,672	5,485	7,120	7,490	370	5%
Unemployment	82-1980	2,572	1,744	340	360	20	5%
Personnel Services Totals:		402,053	472,293	531,420	565,300	33,880	6%
Materials & Services							
Telephones	82-2070	2,959	4,099	4,000	4,000	0	0%
Custodial Services - Sheriff O	82-2150	10,763	26,466	20,000	21,830	1,830	9%
Custodial Supplies - Sheriff O	82-2151	1,909	3,795	2,050	2,000	(50)	- 2%
Custodial Services - Boy Mtg C	82-2153	0	0	0	0	0	0%
Custodial Supplies - Boy Mtg C	82-2154	0	59	200	200	0	0%
Custodial Services - Animal Sh	82-2155	4,233	600	0	0	0	0%
Custodial Supplies - Animal Sh	82-2156	109	0	0	0	0	0%
Custodial Supplies - Jail	82-2157	19,068	13,940	13,200	13,000	(200)	- 1%
Custodial Services - Jail	82-2158	7,380	7,260	18,050	18,420	370	2%
Custodial Supplies	82-2160	4,775	8,344	6,500	6,500	0	0%
Custodial Services	82-2161	3,912	7,251	9,000	8,000	(1,000)	- 11%
Custodial Supplies-800/820	82-2163	6,249	3,074	4,000	4,000	0	0%
Custodial Services-800/820	82-2168	56,245	55,435	57,000	57,440	440	0%
Incinerator Permits	82-2180	0	0	0	0	0	0%
Utilities-800	82-2191	31,139	35,631	35,000	34,000	(1,000)	- 2%
Utilities-820	82-2192	23,572	21,443	25,000	25,000	0	0%
Maintenance Supplies	82-2259	15,810	10,910	9,000	9,000	0	0%
Maintenance - Equipment	82-2260	3,264	1,963	2,000	2,000	0	0%
Maintenance - Boiler	82-2261	2,215	405	4,000	3,800	(200)	- 5%

Alarm Monitoring - 800/820	82-2270	1,872	1,797	2,310	2,310	0	0%
Alarm Monitoring - CCSO	82-2271	270	1,013	1,300	1,300	0	0%
Alarm Monitoring	82-2272	2,186	2,456	3,100	3,100	0	0%
Maintenance S.I.G.	82-2300	40,722	41,515	37,000	36,000	(1,000)	- 2%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Animal Control Maint. S.I.G.	82-2303	240	687	0	0	0	0%
Jail Maint S.I.G.	82-2304	62,602	36,749	40,100	40,000	(100)	- 0%
Maintenance - Elevators	82-2305	4,917	5,629	10,000	10,000	0	0%
Maint. Elevators-800/820	82-2306	6,111	6,311	6,000	6,000	0	0%
Maint. S.I.G - Boy Mtg Ctr.	82-2307	2,837	8,038	2,000	2,500	500	25%
Maint S.I.G. Boat House	82-2313	48	143	500	500	0	0%
Maint S.I.G. - CCSO	82-2314	4,717	12,928	10,000	10,000	0	0%
800 Maint. S.I.G.	82-2321	21,426	14,674	8,000	10,000	2,000	25%
820 Maint. S.I.G.	82-2322	8,562	9,810	6,000	8,500	2,500	41%
B&G Shop SIG	82-2331	527	127	300	300	0	0%
Membership Fees And Dues	82-2370	0	0	250	300	50	20%
Office Supplies	82-2410	169	1,035	200	200	0	0%
Books And Periodicals	82-2413	15	204	240	230	(10)	- 4%
Postage And Freight	82-2419	152	140	200	200	0	0%
Printing And Reproduction	82-2425	902	187	600	600	0	0%
Contractual Services	82-2471	12,881	15,453	20,000	18,000	(2,000)	- 10%
Contractual Services-Temp Help	82-2492	2,760	0	2,000	1,000	(1,000)	- 50%
Publi. And Legal Notices	82-2600	556	262	1,000	1,000	0	0%
Rents And Leases - Equip.	82-2630	0	350	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	12,000	12,200	12,000	12,000	0	0%
Small Tools And Instrum.	82-2710	6,942	5,533	5,000	6,000	1,000	20%
Fuel - Equipment	82-2851	0	0	0	200	200	100%
Fuel - Vehicles	82-2852	0	0	0	600	600	100%
Safety Program	82-2862	0	0	0	150	150	100%
Vehicle Maintenance & Use	82-2923	317	1,793	1,000	500	(500)	- 50%
Education And Training	82-2928	203	458	2,400	3,000	600	25%
Reimbursed Travel Expense	82-2930	73	132	1,660	2,460	800	48%
Road Department Services	82-2959	0	621	9,800	9,800	0	0%
Utilities	82-2960	34,989	40,439	35,000	33,000	(2,000)	- 5%
Utilities SO Deten Center	82-2961	101,788	109,430	100,000	98,000	(2,000)	- 2%
Utilities - Boy Mtg Ctr	82-2962	6,819	7,715	6,000	6,000	0	0%
Utilities B&G Shop	82-2964	4,505	5,181	4,820	4,790	(30)	- 0%
Utilities - CCSO	82-2965	9,189	24,287	22,000	22,000	0	0%
Materials & Services Totals:		544,897	567,974	559,880	559,830	(50)	- 0%
Special Payments							
Property Taxes	82-3800	611	623	650	700	50	7%
Special Payments Totals:		611	623	650	700	50	7%
Total Expenditures:		947,561	1,040,890	1,091,950	1,125,830	33,880	1.00

Dues & Special Assessments

Department Overview

Appropriations are made in this budget when not logically assigned to another specific area. Appropriations to agencies not part of County government are also included here.

Budget Highlights

This budget reflects an increase in general liability insurance costs. These costs can vary significantly from year to year so staff is taking a conservative approach and budgeting for an approximate 18% increase over the actual 2017-18 fiscal year costs based on historical increases.

There is an increase of \$45,650 for the County's Veteran Services contract, this is an increase over the amount originally budgeted in the 2017-18 FY, this is a result of increases in state support during the 2017-2019 Biennium.

A total of \$20,000 has been budgeted in Contributions To Outside Agencies". Of this amount \$5,000 is to continue to provide support to the Astoria/Seaside Libraries to support the rural community outreach programs, in addition there is \$15,000 budgeted to provide support to local non-profit agencies who apply for additional community outreach services.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	0	34,270	73,770	0	(73,770)	- 100%
Room Tax	34,271	38,430	55,000	55,000	0	0%
St. - Liquor 2145	13,402	13,915	13,700	13,500	(200)	- 1%
Veteran Services	49,862	49,186	49,860	95,660	45,800	91%
Rev. Refunds & Reim.	0	1,562	0	0	0	0%
NW OR Kinder Ready Pilot	0	25,097	262,530	0	(262,530)	- 100%
Misc. Grant Revenue	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	241,694	257,625	304,180	429,940	125,760	41%
Total Revenue:	339,229	420,085	759,040	594,100	(164,940)	- 21%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	279,700	298,770	334,810	412,100	77,290	23%
Special Payments	59,528	121,315	424,230	182,000	(242,230)	- 57%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	339,229	420,085	759,040	594,100	(164,940)	- 21%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Insurance	82-2200	122,272	145,477	175,800	207,440	31,640	18%
Pioneer Cemetery	82-2301	765	1,669	1,300	1,300	0	0%
Membership Fees And Dues	82-2370	23,750	24,075	24,210	24,210	0	0%
Auditing And Accounting	82-2462	53,350	52,350	55,000	55,000	0	0%
Veterans Outreach Grant	82-2464	3,848	1,110	0	0	0	0%
Veterans Service Contract	82-2468	70,348	69,672	70,500	116,150	45,650	64%
Contractual Services	82-2471	0	0	0	0	0	0%
Mentally Ill	82-2496	5,368	4,418	8,000	8,000	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Materials & Services Totals:		279,700	298,770	334,810	412,100	77,290	23%
Special Payments							
Pub. Road & Drainage Improv.	82-3008	0	5,312	55,000	55,000	0	0%
Mental Health 2145	82-3100	13,402	13,915	13,700	14,000	300	2%
Soil Conservation Dist.	82-3110	6,000	6,000	6,000	6,000	0	0%
NW Senior & Disability Serv.	82-3148	17,000	17,000	17,000	17,000	0	0%
Historical Society	82-3202	4,000	0	0	0	0	0%
Library Services Agreement	82-3574	0	0	0	5,000	5,000	100%
Cont. To Outside Agencies	82-3575	12,500	12,500	20,000	35,000	15,000	75%
Crisis Respite Center	82-3576	6,626	41,492	50,000	50,000	0	0%
NW OR Kinder Ready Pilot	82-3580	0	25,097	262,530	0	(262,530)	- 100%
Special Payments Totals:		59,528	121,315	424,230	182,000	(242,230)	- 57%
Total Expenditures:		339,229	420,085	759,040	594,100	(164,940)	1.00

General Fund Stabilization

Department Overview

To set aside timber revenue resources that are in excess of the fifteen (15) year low once Special Projects needs have been identified, in an effort to provide a long term resource for General Fund operations in the event that timber revenues received are insufficient in the future. This organizational unit will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments including the amount provided in the Special Projects fund and any debt payment obligations.

Budget Highlights

This organizational unit was created as a result of the County's Long Term Financial Plan update. As a result of this update the recommendation was made that the General Fund Stabilization Account that was previously held in the Special Projects Fund should be maintained in the General Fund for transparency purposes. This organizational unit will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments. The LTFP recommendation was to maintain a balance of at least \$2,000,000. Should the resources in the General Fund drop below the \$2M threshold, expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners per the Board Budget Policies.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	2,000,000	2,000,000	100%
Timber Sales General Fund	0	0	0	0	0	0%
General Fund Support	0	0	0	0	0	0%
Total Revenue:	0	0	0	2,000,000	2,000,000	0%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	2,000,000	2,000,000	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	0	0	0	2,000,000	2,000,000	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Unapportioned Projects	82-2129	0	0	0	2,000,000	2,000,000	100%
Materials & Services Totals:		0	0	0	2,000,000	2,000,000	100%
Transfers Out							
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		0	0	0	2,000,000	2,000,000	1.00

Transfers To Other Funds

Department Overview

This fund functions to transfer discretionary General Fund revenues to other funds. The funds receiving General Fund support budget a corresponding transfer in.

Budget Highlights

Per Board policy any timber revenues received beyond the 15 year low is to be transferred to the Special Projects fund into a General Fund Stabilization Account. The 2018-19 fiscal year revenues remain the same as 2017-18, as this amount continues to be the 15 year low in timber receipts. Transfers out increase by \$8,660 to meet the state funding match requirement for Child Support services provided.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Timber Sales	2,881,845	2,428,633	1,394,280	1,394,280	0	0%
General Fund Support	461,900	94,547	528,900	537,560	8,660	1%
Total Revenue:	3,343,745	2,523,180	1,923,180	1,931,840	8,660	0%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	3,343,745	2,523,180	1,923,180	1,931,840	8,660	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	3,343,745	2,523,180	1,923,180	1,931,840	8,660	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Transfers Out							
Transfer To Health Dept.	82-8005	394,000	461,000	461,000	461,000	0	0%
Trans To Special Projects	82-8100	2,881,845	1,994,280	1,394,280	1,394,280	0	0%
Trans To Emergency Comm	82-8110	0	0	0	0	0	0%
Trans To Drug Task Force	82-8115	0	0	0	0	0	0%
Trans To Marine Patrol	82-8120	27,200	27,200	27,200	27,200	0	0%
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfer to Drug & Alcohol Pre	82-8170	0	0	0	0	0	0%
Trans to Juvenile Detention Ct	82-8175	0	0	0	0	0	0%
Trans To Child Support	82-8400	40,700	40,700	40,700	49,360	8,660	21%
Transfers To Comm. Corrections	82-8430	0	0	0	0	0	0%
Transfers Out Totals:		3,343,745	2,523,180	1,923,180	1,931,840	8,660	0%
Total Expenditures:		3,343,745	2,523,180	1,923,180	1,931,840	8,660	1.00

Approp. For Contingency 1

Department Overview

The General Fund Contingency is traditionally used only to fund unanticipated emergencies as defined by the Board of Commissioners, or to meet expenditure requirements that are either not anticipated at the time the budget is compiled or are not able to be absorbed during the year within existing departmental budget allocations. This amount reflects 10% of the General Fund operating budget minus contingency.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Transfer From General	0	0	0	0	0	0%
General Fund Support	0	0	2,122,250	2,207,720	85,470	4%
Total Revenue:	0	0	2,122,250	2,207,720	85,470	4%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,122,250	2,207,720	85,470	4%
Total Expenditures:	0	0	2,122,250	2,207,720	85,470	4%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Contingencies							
Approp. For Contg. - Gen.	82-9901	0	0	2,122,250	2,207,720	85,470	4%
Contingencies Totals:		0	0	2,122,250	2,207,720	85,470	4%
Total Expenditures:		0	0	2,122,250	2,207,720	85,470	1.00

Insurance Reserve

Department Overview

This fund was originally created to pay workers' compensation claims during the time that the County's workers' compensation plan required payment of minimum charges plus actual claims reimbursed. As the result of changes in the insurance program, the fund is now used to "buy out" responsibility for continued claims activities on prior years coverage, pay additional premiums in the event our previous year's experience is high and for expenses related to the County's Safety Program, i.e. Safety Committee training and safe work recognitions.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	307,733	338,400	332,240	368,240	36,000	10%
Interest On Investments	2,063	3,899	2,100	5,000	2,900	138%
S.A.I.F. Reimbursement	62,557	51,643	0	0	0	0%
S.A.I.F. Claim Repayment	0	0	0	0	0	0%
Rev. Refunds & Reim.	844	0	0	0	0	0%
Wellness Grant Revenue	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	373,197	393,942	334,340	373,240	38,900	11%
Total Unappropriated Budget:	338,400	366,447	0	0	0	0%
Total Budgeted Resources:	34,797	27,494	334,340	373,240	38,900	11%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	34,797	27,494	334,340	373,240	38,900	11%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	34,797	27,494	334,340	373,240	38,900	11%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
NA	82-1000	0	0	0	0	0	0%
Personnel Services Totals:		0	0	0	0	0	0%
Materials & Services							
Safety Equipment	82-2045	0	0	0	0	0	0%
Safety Committee	82-2046	0	0	0	0	0	0%
Insurance	82-2200	33,797	25,094	333,840	372,740	38,900	11%
Safety Program	82-2862	0	0	0	0	0	0%
Wellness Grant	82-2870	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,000	2,400	500	500	0	0%
Materials & Services Totals:		34,797	27,494	334,340	373,240	38,900	11%
Transfers Out							
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		34,797	27,494	334,340	373,240	38,900	1.00

Debt Service

Mission Statement

Ensure fiscal prudence and responsibility of County debt obligations through timely repayment of outstanding principal and interest amounts on county borrowing.

Department Overview

This fund is used to accumulate resources necessary to make annual interest and principal payments on County debt.

Budget Highlights

This fiscal year will be the 5th payment on a 15 year loan for the remodel of the Sheriff's Office facility located in Warrenton. This facility is the Sheriff's Office headquarters and houses the Criminal, Support and Parole and Probation divisions. The facility also includes a dedicated evidence and property room.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	172,819	174,483	179,960	183,130	3,170	1%
Interest On Investments	803	1,260	800	1,200	400	50%
Bond Repayment Revenue	0	0	0	0	0	0%
Transfer from Other Funds	190,000	190,000	182,400	0	(182,400)	- 100%
Transfer from Special Projects	0	0	0	178,010	178,010	100%
Total Revenue:	363,622	365,743	363,160	362,340	(820)	- 0%
Total Unappropriated Budget:	174,483	180,622	0	0	0	0%
Total Budgeted Resources:	189,139	185,121	363,160	362,340	(820)	- 0%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	189,139	185,121	182,400	178,010	(4,390)	- 2%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	180,760	184,330	3,570	1%
Total Expenditures:	189,139	185,121	363,160	362,340	(820)	- 0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Debt Service							
P & P Interest Expense	82-2644	55,806	51,788	49,000	44,610	(4,390)	- 8%
P & P Principal Payment	82-2645	133,333	133,333	133,400	133,400	0	0%
Bond Redemptions	82-3300	0	0	0	0	0	0%
Interest On Bonds	82-3400	0	0	0	0	0	0%
Debt Service Totals:		189,139	185,121	182,400	178,010	(4,390)	- 2%
Transfers Out							
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	180,760	184,330	3,570	1%
Contingencies Totals:		0	0	180,760	184,330	3,570	1%
Total Expenditures:		189,139	185,121	363,160	362,340	(820)	1.00

Bond & UAL Reserve Fund

Department Overview

The function of this fund is to establish a reserve fund of up to \$3,000,000 for either future PERS unfunded liabilities or resource shortfalls to make payments.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	300,908	604,056	910,060	1,227,590	317,530	34%
Interest On Investments	3,142	8,531	3,500	12,000	8,500	242%
Rev. Refunds & Reim.	5	0	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
Transfer from Other Funds	300,000	300,000	300,000	0	(300,000)	- 100%
Transfer from Special Projects	0	0	0	300,000	300,000	100%
Total Revenue:	604,056	912,587	1,213,560	1,539,590	326,030	26%
Total Unappropriated Budget:	604,056	912,587	0	0	0	0%
Total Budgeted Resources:	0	0	1,213,560	1,539,590	326,030	26%

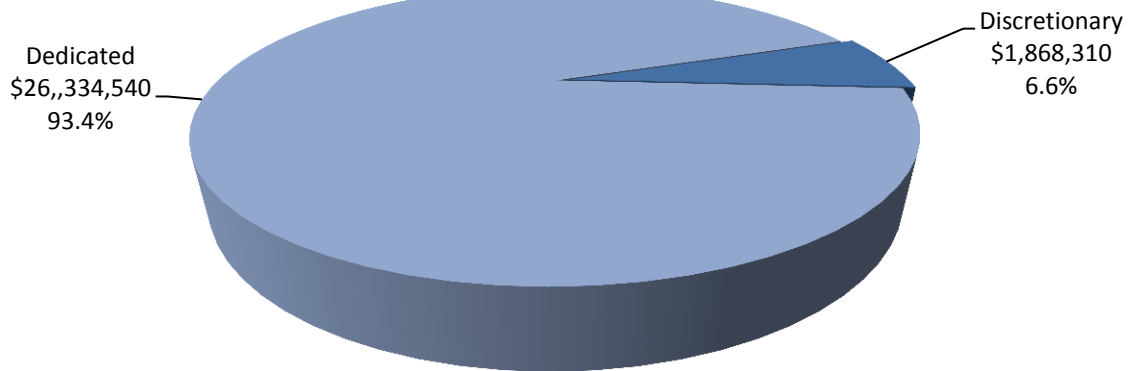
Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	1,213,560	1,539,590	326,030	26%
Total Expenditures:	0	0	1,213,560	1,539,590	326,030	26%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Special Payments							
Bond & UAL PERS Expense	82-3230	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Transfers Out							
Transfer To General Fund	82-8001	0	0	0	0	0	0%
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	1,213,560	1,539,590	326,030	26%
Contingencies Totals:		0	0	1,213,560	1,539,590	326,030	26%
Total Expenditures:		0	0	1,213,560	1,539,590	326,030	1.00

**Clatsop County Functions/Programs Budget
Land Use, Housing, Transportation,
Economic Development & Capital
2018-2019
Total \$28,202,850**



Organizational units included within this functional area in the order they appear within the budget document are:

Surveyor
Road Admin. & Support
Road Maint. & Construction
Approp. for Contingency 2
Surveyor Land Corner
Bike Paths
Planning Division
Building Codes

County Tourism
Clatsop County Fisheries
Video Lottery
Industrial Develop. Revolving Fund
Special Projects
Fleet Replacement
Equipment Replacement

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Surveyor

Mission Statement

The Clatsop County Surveyor's office provides the surveying community and the public with the resources necessary to research and locate property boundaries.

Department Overview

The office of the County Surveyor is responsible for checking subdivisions, condominiums, partition and recording surveys in compliance with Oregon Statutes. The office maintains all records of surveys and provides means by which the public can use these records. The Surveyor also surveys County-owned and County Roads. The Surveyor assists the general public with locating property surveys, historical research, general survey questions and interpreting and understanding legal descriptions.

Major Accomplishments

Completed two partition plats of the North Coast Business Park. Completed the vacation of Warrenton Park streets and Portsmouth Addition streets in the North Coast Business Park. Completed a vacation of a portion of Ridge Road. Implemented the control survey plan and performed the initial surveying of Pipeline Road. Performed field and office reviews and approved six subdivision plats.

Budget Highlights

Revenues are expected to be higher than last year as a result of County Surveyor personnel working on road projects for the Roads Division. Personnel costs are 5% higher due COLA and step increases. Materials and supplies are lower due to the elimination of the one-time expense for the rebinding of town plat books. This expense was not realized this fiscal year due to an unexpected staff shortage. The rebinding of the town plat book project is budgeted in the PLCPF fund for completion in upcoming fiscal year.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Surveyor Fees & Maps	49,910	53,170	50,000	50,000	0	0%
Maps And Microfische Fees	918	511	900	750	(150)	- 16%
Partition Review	8,800	16,500	11,000	14,000	3,000	27%
Subdivision Review	9,252	4,152	7,000	4,200	(2,800)	- 40%
Road Vacation Fees	0	4,155	0	0	0	0%
PLCPF Work	0	0	25,000	25,000	0	0%
Roads Work Other Depts.	12,589	17,866	7,000	15,000	8,000	114%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Nsf Check Fee	0	25	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	28,236	101,859	132,430	137,650	5,220	3%
Total Revenue:	109,705	198,237	233,330	246,600	13,270	5%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	72,039	126,652	144,060	147,590	3,530	2%
Personnel Benefits	34,840	64,170	83,570	94,270	10,700	12%
Material & Supplies	2,826	7,414	5,700	4,740	(960)	- 16%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	109,705	198,237	233,330	246,600	13,270	5%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Surveyor	0.75	0.75	0.75	0.75	0.00	0%
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Survey Tech II	0.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	0.95	1.95	1.95	1.95	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of plats submitted for filing	Count	21	13	12	19	19	19
Number of digitally indexed surveys verified	Count	300	300	200	300	300	300
Number of surveys submitted for filing	Count	92	113	129	137	128	130
Percent of surveys checked in 10 working days	Percent	87%	88%	88%	96%	90%	95%
Percent of survey rechecks filed in 10 working days	Percent	95%	90%	85%	95%	95%	95%
Percent of plats checked in 15 working days	Percent	90%	100%	92%	100%	95%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Surveyor	82-1015	61,592	64,170	66,840	71,580	4,740	7%
Public Works Director	82-1088	4,458	4,835	5,050	5,410	360	7%
Staff Assistant	82-1191	5,988	6,250	6,730	7,240	510	7%
Survey Tech II	82-1306	0	0	65,440	63,360	(2,080)	- 3%
Survey Tech II	82-1308	0	51,397	0	0	0	0%
Overtime	82-1945	46	0	0	0	0	0%
Performance Pay	82-1948	0	0	2,880	3,080	200	6%
F.I.C.A.	82-1950	5,296	9,358	11,250	11,540	290	2%
Retirement	82-1955	12,239	18,564	26,030	32,480	6,450	24%
Medical Waiver	82-1963	0	180	180	180	0	0%
Medical Insurance	82-1964	11,924	26,492	33,900	37,200	3,300	9%
Dental Insurance	82-1965	1,471	3,029	3,440	3,580	140	4%
HSA Contribution	82-1966	2,000	4,100	3,600	3,600	0	0%
Benefits Admin Fees	82-1967	32	41	50	60	10	20%
Life Insurance	82-1970	100	170	90	170	80	88%
Salary Continuation Insur	82-1972	184	250	180	260	80	44%
S.A.I.F.	82-1975	785	1,264	1,820	1,970	150	8%
Unemployment	82-1980	764	722	150	150	0	0%
Personnel Services Totals:		106,879	190,822	227,630	241,860	14,230	6%
Materials & Services							
Telephones	82-2070	414	430	500	500	0	0%
Field Supplies	82-2165	223	12	200	200	0	0%
Maintenance - Equipment	82-2260	0	278	400	400	0	0%
Software Maintenance/Licenses	82-2265	489	488	500	500	0	0%
General Equipment	82-2268	0	3,914	0	0	0	0%
Maintenance S.I.G.	82-2300	0	317	200	200	0	0%
Membership Fees And Dues	82-2370	140	220	400	400	0	0%
Office Supplies	82-2410	157	253	200	200	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	15	8	200	150	(50)	- 25%
Printing And Reproduction	82-2425	126	0	300	300	0	0%
Contractual Services	82-2471	0	0	1,000	0	(1,000)	- 100%
Administrative Costs	82-2473	0	0	0	0	0	0%
Publ. And Legal Notices	82-2600	0	0	200	200	0	0%
Fuel - Vehicles	82-2852	0	0	0	150	150	100%
Vehicle Maintenance & Use	82-2923	0	0	200	0	(200)	- 100%
Education And Training	82-2928	143	325	200	200	0	0%
Reimbursed Travel Expense	82-2930	342	200	400	400	0	0%
Road Department Services	82-2959	0	0	0	0	0	0%
Utilities	82-2960	778	970	700	840	140	20%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		2,826	7,414	5,700	4,740	(960)	- 16%

Total Expenditures:		109,705	198,237	233,330	246,600	13,270	1.00
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Road Admin. And Support

Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

Department Overview

The Road Administration division is responsible for the administration of the Road, Westport Sewer District and Survey divisions, as well accounts payables for the Building and Grounds division, and budget oversight and engineering services for the other divisions. The Director is responsible for the overall management of the department and reports to the County Manager. Engineering staff provide in-house engineering services as well as surveying, construction management, inspecting, staking, permitting, right-of-way acquisition, traffic counting, speed zone investigation and road design services.

Major Accomplishments

Provided administrative support staff to meet Public Works objectives, budget oversight, contract services, construction management and engineering services and management of the Westport Sewer Service District. In addition: clerical, accounting and contract services for the Building & Grounds Division. Engineering Technicians performed engineering, permitting, inspection and other services on numerous projects including the Stavebolt bridge repair, Abbott Road reconstruction, John Day culvert replacement, Westport Traffic Plan, Old Hwy 30 reconstruction, HMAC paving, Clifton culvert replacement, Sunset Lake Bridge repair, Bagley Lane improvements, Waterhouse culvert replacement and DeLaura Beach Lane culvert.

Budget Highlights

This year's Personnel costs are 18% higher due to COLA/Step increases, performance pay, medical insurance and retirement costs. Materials and Services are 3% higher due to a 10% increase in liability insurance cost. Budget includes a new Engineering Tech II position. The most senior Engineering Tech III/Crew Leader will retire within the next 7 years. He has been with our department for 30 years. The need for training of a new technician is a serious concern for our department because of the loss of internal background and knowledge of the department. In planning ahead for this event and to keep our department running smoothly as it has been for many years we would like to bring a person on as soon as possible.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Revenue from Road District #1	727,750	726,660	793,050	939,920	146,870	18%
Franchise Fees	0	1,880	1,880	1,880	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	4	106	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	727,754	728,646	794,930	941,800	146,870	18%
Total Unappropriated Budget:	33,676	15,339	0	0	0	0%
Total Budgeted Resources:	694,078	713,307	794,930	941,800	146,870	18%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	343,968	357,850	368,880	445,680	76,800	20%
Personnel Benefits	151,734	153,408	184,620	239,800	55,180	29%
Material & Supplies	195,704	199,219	238,530	246,920	8,390	3%
Special Payments	0	0	0	0	0	0%
Debt Service	2,672	2,830	2,900	2,900	0	0%
Capital Outlay	0	0	0	6,500	6,500	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	694,078	713,307	794,930	941,800	146,870	18%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Admin. Services Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.60	1.60	1.60	1.60	0.00	0%
Engineering Tech-Lead Worker	1.00	1.00	1.00	1.00	0.00	0%
Engineering Tech II	1.00	1.00	1.00	2.00	1.00	100%
GIS/Planner	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	5.60	5.60	5.60	6.60	1.00	17%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of transactions in cost accounting Count	35,443	35,746	35,707	34,527	35,000	35,000
Number of Tech hours on Road/Culvert/Eng/ROW Count	971	1,412	1,466	1,475	1,300	1,400

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Administrative Assistant	82-1118	0	0	0	0	0	0%
Senior Admin Supervisor	82-1119	0	0	0	71,030	71,030	100%
Management Analyst	82-1164	0	0	0	0	0	0%
Admin. Services Supervisor	82-1188	61,083	63,482	66,320	0	(66,320)	- 100%
Staff Assistant	82-1191	67,196	69,871	73,430	77,220	3,790	5%
Engineering Tech-Lead Worker	82-1309	77,164	79,170	80,530	82,540	2,010	2%
Engineering Tech I	82-1312	0	0	0	0	0	0%
Engineering Tech II	82-1314	67,302	69,307	70,680	135,020	64,340	91%
GIS/Planner	82-1403	71,222	76,020	77,920	79,870	1,950	2%
GIS Technician	82-1405	0	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	1,789	4,134	6,500	6,500	0	0%
Performance Pay	82-1948	0	0	2,660	2,840	180	6%
F.I.C.A.	82-1950	25,331	26,531	29,000	34,890	5,890	20%
Retirement	82-1955	47,625	50,218	65,070	81,570	16,500	25%
Medical Waiver	82-1963	0	1,020	1,020	1,020	0	0%
Medical Insurance	82-1964	56,836	53,806	62,790	89,580	26,790	42%
Dental Insurance	82-1965	5,262	5,308	5,460	8,170	2,710	49%
HSA Contribution	82-1966	9,000	8,500	8,500	10,500	2,000	23%
Benefits Admin Fees	82-1967	168	119	150	120	(30)	- 20%
Life Insurance	82-1970	459	459	450	530	80	17%
Salary Continuation Insur	82-1972	514	521	530	620	90	16%
S.A.I.F.	82-1975	1,378	771	2,110	3,000	890	42%
Unemployment	82-1980	3,371	2,021	380	460	80	21%
Personnel Services Totals:		495,702	511,258	553,500	685,480	131,980	23%
Materials & Services							
Telephones	82-2070	8,701	11,290	10,050	11,100	1,050	10%
Custodial Services	82-2161	2,189	2,212	2,400	2,400	0	0%
Insurance	82-2200	61,959	70,715	77,540	85,500	7,960	10%
License And Permit Fees	82-2240	1,778	2,293	3,380	3,660	280	8%
Maintenance - Equipment	82-2260	0	417	2,000	2,000	0	0%
Software Maintenance	82-2265	2,257	3,774	3,910	3,910	0	0%
Maintenance S.I.G.	82-2300	0	0	2,000	2,000	0	0%
Employee Drug Screen	82-2302	0	270	200	200	0	0%
Membership Fees And Dues	82-2370	671	330	620	430	(190)	- 30%
Office Supplies	82-2410	3,533	3,682	4,000	4,000	0	0%
Books And Periodicals	82-2413	459	506	400	400	0	0%
Postage And Freight	82-2419	979	742	1,000	1,000	0	0%
Printing And Reproduction	82-2425	2,423	1,644	1,800	1,800	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	215	157	1,200	1,200	0	0%
LAN Equipment	82-2455	3,944	4,204	4,210	4,210	0	0%

Contractual Services	82-2471	855	231	510	300	(210)	- 41%
Administrative Costs	82-2473	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	2,165	790	1,900	1,900	0	0%
Small Tools And Instrum.	82-2710	43	2,676	3,800	3,800	0	0%
Education And Training	82-2928	845	1,235	2,510	2,510	0	0%
Reimbursed Travel Expense	82-2930	600	787	2,100	2,100	0	0%
Utilities	82-2960	31,090	32,966	36,000	36,000	0	0%
Indirect Cost Allocation	82-3210	71,000	58,300	77,000	76,500	(500)	- 0%
Materials & Services Totals:		195,704	199,219	238,530	246,920	8,390	3%
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Office Equipment	82-4300	0	0	0	6,500	6,500	100%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	6,500	6,500	100%
Debt Service							
Capital Lease	82-3199	2,672	2,830	2,900	2,900	0	0%
Debt Service Totals:		2,672	2,830	2,900	2,900	0	0%
Total Expenditures:		694,078	713,307	794,930	941,800	146,870	1.00

Copy Machine

Department Priority:	1							
Location:	Public Works Department							
Link to Other Project(s):								
Description:	Purchase of copy machine.							
Justification:	<p>The Public Works copy machine is a leased machine and the lease is expiring June 20, 2018. Since this machine was leased the County has entered into a contract for copy machine purchases and maintenance with Solutions Yes. The cost of purchasing a machine will be less than half the price of leasing a similar machine for 5 years. Under the contract, the maintenance will also be less expensive.</p>							
Alternatives:	Extend the lease on the current machine.							
Operating Impact:	Purchase of a new machine will reduce costs to the department.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 6,500 Installation Fee: 0 Trade in Credit: 0 Net Cost: 6,500	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right;">6,500</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">6,500</td> </tr> </table>	Total	6,500	0	0	6,500
Total								
6,500								
0								
0								
6,500								

Road Maint & Construction

Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

Department Overview

There are currently 232 miles of roadway that have been accepted into the County road system for maintenance. Bridge maintenance, such as cleaning and light maintenance are performed by county crews. Bridge inspections are performed by ODOT. The types of maintenance activities performed include pothole patching, crack sealing, grading gravel roads and road oiling operations. Road crews work to ensure the County's road system is properly maintained to meet daily traffic demands. Crews are on call 24 hours per day to remove fallen trees, clear slides, plow and sand roads and mitigating emergency hazards. Crews use integrated methods to control vegetation for safety and road preservation, such as chopping, mowing, tree trimming & removal, and application of herbicide with licensed operators. Maintenance and repairs of the drainage system include culvert and catch basin cleaning, culvert replacement and ditches. The Roads Division provides complete and consistent signage and traffic markings as outlined in the Federal Manual on Uniform Traffic Control Devices and the Sign Policy and Guidelines for the State Highway System. Modernization projects are defined as projects that widen, correct alignment and safety problems, correct structural deficiencies and pave the surface with asphalt concrete. Modernization projects bring roads up to current standards and are designed to have a minimum of a 20-year life. The Road shop mechanical services include diagnostic, electrical, full periodic maintenance, DOT inspecting, welding, fabrication and mobile service to field areas. The shop also provides cleaning and wash down facilities for all departments and a recycling location for fuel, oils, tires, metal, etc. to comply with environmental regulations.

Major Accomplishments

Completed projects include the Stavebolt bridge repair, Abbott Road reconstruction, John Day culvert replacement, Westport Traffic Plan, Old Hwy 30 reconstruction, HMA paving, Sunset Lake Bridge repair, Bagley Lane improvements, Waterhouse culvert replacement and DeLaura Beach Lane culvert. Paved approximately 2.6 miles on Ridge Road, Walluski Loop, Labiske Lane and Old Highway 30 Knappa. Applied Chipseal to 21.6 miles of Clatsop County Roads. Chipsealed .2 miles of Road for Oregon Department of Forestry on Cougar Mountain Road.

Budget Highlights

There is a 23% increase in this year's revenues due to a larger beginning balance, increased interest and increased State Highway Fund revenue. Personnel Services are 8% higher due to COLA, step increases, performance pay, medical insurance, retirement costs and the addition of a Road Maintenance Worker Trainee for the Jewell crew. This position will improve the safety and efficiency of the Jewell crew. This year's Contractual Services are decreased by 19%. There are increases in the Automotive Parts and General Equipment Line Items for general equipment repairs. The Maintenance S.I.G. line item includes funds for roof and siding replacements at the Jewell and Svensen substations. There is an increase in the services that the Surveyor will provide for road projects and in the Oil Rock line item because last year we had a considerable amount of stockpiled rock on hand and this year we will need to purchase the rock. The increases in Education & Training and Reimbursed Travel are for the Assistant Public Works Director to attend two conferences. There is an increase in Miscellaneous Equipment for the purchase of a new fuel network, shop steam cleaner, Surveying Total Station, Data Collector and Security System. In total, Materials and Services are down 10% over last year.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	3,388,175	5,083,550	5,750,640	6,986,440	1,235,800	21%
Interest On Investments	30,275	63,726	50,000	100,000	50,000	100%
State Bridge Design	0	0	0	0	0	0%
St. Highway Fund	2,470,210	2,509,092	2,464,540	3,154,490	689,950	28%
Small County Allotment	0	0	0	0	0	0%
St. - Fas Conversion	0	0	0	0	0	0%
Revenue from Road District #1	0	0	0	0	0	0%
KOA Lease	2,700	0	2,500	2,500	0	0%
District Shop Lease	4,800	4,800	4,400	4,400	0	0%
Roads Work Other Depts.	165,508	108,290	66,500	75,000	8,500	12%
Road Vacation Services	0	1,364	0	0	0	0%
Vehicle Fuel	107,758	113,728	150,000	150,000	0	0%
Vehicle Shop Service	4,784	1,850	1,500	1,500	0	0%
Material & Supplies Sales	0	325	600	600	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	965	181,959	200	200	0	0%
Admin Services Fees	6,400	6,400	6,400	6,400	0	0%
US 101 Flood Project	0	0	0	0	0	0%
Lien Assessments	200	0	200	200	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	12,500	13,060	5,000	5,000	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	6,194,275	8,088,144	8,502,480	10,486,730	1,984,250	23%
Total Unappropriated Budget:	1,732,216	3,082,341	1,848,230	4,035,520	2,187,290	118%
Total Budgeted Resources:	4,462,058	5,005,803	6,654,250	6,451,210	(203,040)	- 3%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	1,210,139	1,235,860	1,361,370	1,443,270	81,900	6%
Personnel Benefits	615,978	644,117	823,460	927,930	104,470	12%
Material & Supplies	2,279,771	2,604,814	3,884,300	3,470,820	(413,480)	- 10%
Special Payments	280	33,412	43,150	23,150	(20,000)	- 46%
Debt Service	0	0	0	0	0	0%
Capital Outlay	26,511	97,490	65,350	112,000	46,650	71%
Transfer Out	329,380	390,110	476,620	474,040	(2,580)	- 0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	4,462,058	5,005,803	6,654,250	6,451,210	(203,040)	- 3%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Works Director	0.70	0.70	0.70	0.70	0.00	0%
Assist Public Works Direc.	1.00	1.00	1.00	1.00	0.00	0%
Crew Foreman	3.00	3.00	3.00	3.00	0.00	0%
Rd Maint Worker Trainee	1.00	0.00	0.00	1.00	1.00	100%
Rd Maint Worker	14.00	15.00	15.00	15.00	0.00	0%
Mechanic	2.00	2.00	2.00	2.00	0.00	0%
Shop Maint. Assistant	0.00	1.00	1.00	1.00	0.00	0%
Equipment Servicer	1.00	0.00	0.00	0.00	0.00	0%
Total Personnel:	22.70	22.70	22.70	23.70	1.00	0%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Miles of asphalt roadway resurfacing Count	1	1	4	3	3	2
Miles of roadway chipsealed Count	21	23	30	38	22	21
Acres of ROW maintained for weed control Count	355	355	355	355	355	355
Lane miles of ditches to maintain Count	46	46	46	46	46	46
Culverts and catch basins maintained Count	1,500	1,500	1,500	1,500	1,500	1,500
Miles of paint marking applied annually Count	89	89	89	89	89	89
Traffic signs maintained Count	1,495	1,495	1,495	1,495	1,495	1,495
Projects to be bid in budget year Count	1	2	5	3	5	5
Preventative Maintenance routines done Count	130	164	156	104	100	130
Cost per lane mile for mechanical mowing Count	132	118	126	186	239	185
Cost per lane mile for brush chopping Count	540	693	677	580	470	500
Lineal feet of culverts repaired/replaced Count	1,879	1,711	863	801	1,010	1,000
Percent of gravel roads graded every year Percent	62%	80%	84%	69%	85%	85%
Percent of road miles resurfaced Percent	11%	11%	11%	9%	9%	9%
Percent of lane miles mowed per year Percent	82%	90%	88%	42%	80%	80%
Percent of lane miles chopped per year Percent	39%	60%	43%	65%	60%	60%
Percent of Rd Mtc budget used for modernization Percent	7%	10%	4%	6%	8%	8%
Percent of mechanic work hours on billable repairs Percent	79%	74%	74%	73%	73%	73%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Works Director	82-1088	62,417	67,696	70,700	75,720	5,020	7%
Assist Public Works Direc.	82-1089	26,168	81,245	84,870	90,900	6,030	7%
Crew Foreman	82-1149	177,343	168,835	211,600	224,160	12,560	5%
Rd Maint Worker Trainee	82-1735	103,882	68,203	0	44,830	44,830	100%
Rd Maint Worker	82-1740	710,832	693,124	828,270	837,780	9,510	1%
Mechanic	82-1750	115,399	119,236	125,430	129,040	3,610	2%
Shop Maint. Assistant	82-1751	10,805	37,520	40,500	40,840	340	0%
Equipment Servicer	82-1755	3,293	0	0	0	0	0%
Extra Help - Road	82-1907	21,073	34,141	50,500	50,500	0	0%
Overtime	82-1945	22,364	35,734	20,000	20,000	0	0%
Above Classification	82-1946	0	0	22,800	22,800	0	0%
Performance Pay	82-1948	0	0	6,220	6,660	440	7%
F.I.C.A.	82-1950	92,711	96,883	112,400	118,610	6,210	5%
Retirement	82-1955	171,300	169,706	240,690	255,820	15,130	6%
Medical Waiver	82-1963	0	8,400	8,400	7,200	(1,200)	- 14%
Medical Insurance	82-1964	184,716	177,539	222,800	286,170	63,370	28%
Dental Insurance	82-1965	27,012	28,478	30,900	35,590	4,690	15%
HSA Contribution	82-1966	28,083	27,650	27,400	32,400	5,000	18%
Benefits Admin Fees	82-1967	505	459	480	480	0	0%
Life Insurance	82-1970	1,735	1,746	1,840	1,920	80	4%
Salary Continuation Insur	82-1972	2,014	2,088	2,290	2,380	90	3%
S.A.I.F.	82-1975	51,309	53,190	75,270	85,850	10,580	14%
Unemployment	82-1980	13,156	8,102	1,470	1,550	80	5%
Personnel Services Totals:		1,826,116	1,879,977	2,184,830	2,371,200	186,370	8%
Materials & Services							
Hiring Expenses	82-2015	1,173	279	3,000	3,000	0	0%
Uniform Cleaning	82-2041	2,397	2,566	2,900	2,900	0	0%
Custodial Services	82-2161	2,189	2,211	3,000	3,000	0	0%
License And Permit Fees	82-2240	3,347	7,845	5,900	5,900	0	0%
Maint. - Fleet Service	82-2255	7,297	6,733	65,000	65,000	0	0%
Maintenance Supplies	82-2259	4,860	3,241	10,500	10,500	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Maint. - Comm. Equipment	82-2262	5,524	3,150	5,000	5,000	0	0%
Maint. - Automotive Parts	82-2263	62,397	75,948	75,000	80,000	5,000	6%
General Equipment	82-2268	2,595	9,846	5,250	5,700	450	8%
Maintenance S.I.G.	82-2300	13,028	28,382	12,140	20,640	8,500	70%
Employee Drug Screen	82-2302	1,885	1,410	3,000	3,000	0	0%
Membership Fees And Dues	82-2370	1,064	880	1,400	1,370	(30)	- 2%
Contractual Services	82-2471	862,029	1,269,245	1,878,100	1,512,100	(366,000)	- 19%
Surveyor Services	82-2483	12,589	17,866	7,000	15,000	8,000	114%
Oil Rock	82-2620	31,593	97,742	88,000	162,000	74,000	84%
Road Oil	82-2625	410,052	248,566	475,000	475,000	0	0%

Rents And Leases - Equip.	82-2630	9,152	6,928	17,560	17,560	0	0%
Rts. & Lea. - S., I. & G.	82-2670	500	500	1,000	1,000	0	0%
Small Tools And Instrum.	82-2710	1,799	38	1,000	1,000	0	0%
Crushing	82-2715	48,100	0	0	0	0	0%
Asphalt	82-2840	22,658	9,162	25,500	25,500	0	0%
Bridge Material	82-2842	2,010	154	10,000	8,000	(2,000)	- 20%
Chemicals	82-2844	17,978	21,063	22,000	22,000	0	0%
Culverts	82-2846	48,682	19,918	65,000	65,000	0	0%
Fuel - Equipment	82-2851	0	0	0	150,000	150,000	100%
Fuel - Vehicles	82-2852	195,585	207,346	400,000	150,000	(250,000)	- 62%
Rock	82-2854	187,929	304,732	380,000	354,000	(26,000)	- 6%
Signs	82-2856	80,993	46,301	77,000	77,000	0	0%
Tires	82-2858	28,012	11,461	30,000	30,000	0	0%
Safety Program	82-2862	8,559	17,197	11,400	9,600	(1,800)	- 15%
Road Supplies	82-2863	14,313	7,526	19,000	11,000	(8,000)	- 42%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	2,810	1,995	4,050	5,050	1,000	24%
Reimbursed Travel Expense	82-2930	1,570	1,596	3,200	4,100	900	28%
Refunds and Returns	82-3204	0	185	0	0	0	0%
Indirect Cost Allocation	82-3210	185,100	172,800	177,400	169,900	(7,500)	- 4%
Misc Other Charges	82-3212	0	0	0	0	0	0%
Materials & Services Totals:		2,279,771	2,604,814	3,884,300	3,470,820	(413,480)	- 10%
Special Payments							
US 101 Flood Project	82-3193	27	0	0	0	0	0%
Stp-roads	82-3500	0	0	0	0	0	0%
Hbr Bridges	82-3501	0	0	0	0	0	0%
Rt Of Way Acquisition	82-3554	191	32,986	40,000	20,000	(20,000)	- 50%
Rt Of Way Monumentation	82-3555	0	374	3,000	3,000	0	0%
Property Taxes	82-3800	62	52	150	150	0	0%
Special Payments Totals:		280	33,412	43,150	23,150	(20,000)	- 46%
Capital Outlay							
Land	82-4000	0	60,500	35,000	0	(35,000)	- 100%
Buildings	82-4108	26,511	33,797	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	3,193	30,350	112,000	81,650	269%
Capital Outlay Totals:		26,511	97,490	65,350	112,000	46,650	71%
Transfers Out							
Trans To Gen Road Equip	82-8102	329,380	390,110	476,620	474,040	(2,580)	- 0%
Transfers Out Totals:		329,380	390,110	476,620	474,040	(2,580)	- 0%
Total Expenditures:		4,462,058	5,005,803	6,654,250	6,451,210	(203,040)	1.00

Fuel Network

Department Priority:	1		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	Fuel Network Replacement		
Justification:	Existing fuel network was installed in 1992. There was an upgrade in 2009 to add the Svensen and Jewell shops to the reporting software. This system is obsolete and has become very unreliable. There have been numerous system failures in the last few years which caused the system to be down for hours or days.		
Alternatives:	Keep current system and deal with system being down.		
Operating Impact:	Improved efficiency and reliability		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	Total 50,000 0 0 50,000

Shop Steam Cleaner

Department Priority:	2		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	Replacement of shop steam cleaner.		
Justification:	The shop steam cleaner is an integral part of shop services. It is used daily to clean equipment and tools. The current machine has had repairs but is still unable to maintain adequate pressure. A properly operating steam cleaner is necessary to keep the shop working efficiently		
Alternatives:	Continue to use current steam cleaner which creates inefficiencies in the shop operations.		
Operating Impact:	Net Zero. Replacement.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 10,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 10,000	Total 10,000 0 0 10,000

Survey Total Station

Department Priority:	3		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	Replacement of existing Survey total station.		
Justification:	Road surveying total station is over 15 years old. The new station is a technology upgrade which allows for single person operation, instead of two people. Our Survey Department's time is very valuable and they are busy with scheduled projects. Having the availability of a faster instrument with GPS technology allows the technician to do this work on their own without assistance.		
Alternatives:	Keep using the current station		
Operating Impact:	Net zero. Replacement		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 30,000	Total 30,000 0 0 30,000

Security System

Department Priority:	4		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	Security system for Public Works Astoria location.		
Justification:	Our insurance provider recommended a security system. The system quoted would provide 24 hour video monitoring of our facility. We have had some vandalism at our fuel pumps and around our building. Also, we had our main power service destroyed by vandals.		
Alternatives:	Continue without security system.		
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 22,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 22,000	Total 22,000 0 0 22,000

Approp. For Contingency 2

Department Overview

The Contingency holds the balance of funds from the Road District #1 after the transfers are made to the Road budgets.

Major Accomplishments

The Contingency holds funds for the Roads for future planned projects and contingency for emergencies. There are plans for 3 major bridge replacements which will require matching funds of over \$1,000,000. In the event of a declared disaster event, the Public Works Department will need at least 25% matching funds for restoration of road and bridge infrastructure.

Budget Highlights

The Contingency is 25% higher this year due to an increase in revenues in the Road Maintenance Fund. Last year's contingency was \$5,573,610. The budget software mistakenly shows part of last year's contingency as unappropriated fund balance.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Revenue from Road District #1	3,317,659	2,784,180	3,725,380	3,354,230	(371,150)	- 9%
Transfer From Gen Roads	0	0	0	0	0	0%
Total Revenue:	3,317,659	2,784,180	3,725,380	3,354,230	(371,150)	- 9%
Total Unappropriated Budget:	3,317,659	2,784,180	(1,848,230)	(4,035,520)	(2,187,290)	118%
Total Budgeted Resources:	0	0	5,573,610	7,389,750	1,816,140	32%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	5,573,610	7,389,750	1,816,140	32%
Total Expenditures:	0	0	5,573,610	7,389,750	1,816,140	32%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Contingencies							
Approp. for Contg. - Gen.	82-9901	0	0	0	0	0	0%
Approp. For Contg. - Road	82-9902	0	0	5,573,610	7,389,750	1,816,140	32%
Contingencies Totals:		0	0	5,573,610	7,389,750	1,816,140	32%
Total Expenditures:		0	0	5,573,610	7,389,750	1,816,140	1.00

Surveyor - Land Corner 120

Mission Statement

Maintain and enhance the Public Land corner monumentation by finding and restoring positions of the Public Land Survey System.

Department Overview

The Public Land Corner Preservation program maintains a comprehensive record of all surveys and records that may pertain to a particular corner from the time they were established in the 1800's to the present. Thorough investigative records research and field work is performed to identify obliterated corners and restore them to their original position whenever possible.

Major Accomplishments

Restored various Public Land Corners in the County.

Budget Highlights

The Public Land Corner budget is expecting some increased revenues next year. The beginning balance is expected to be 13% higher, more interest and we are expecting an increase in PLCPF fees of 2.5%. There is a 24% increase in Personnel costs due to COLA and increases from Class and Compensation study, and there is money for casual summer help to assist the Surveyor and Survey Tech in the field in the office during the summer busy season. The cost of Materials and Supplies is slightly higher due to increases in utility costs. Contingency is expected to increase by 13%.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	193,722	221,160	245,490	277,200	31,710	12%
Interest On Investments	1,435	2,715	2,030	4,100	2,070	101%
Roads Work Other Depts.	0	0	0	0	0	0%
Surveyor Work for Other Depts.	0	0	0	0	0	0%
Franchise Fees	0	190	190	190	0	0%
Public Land Preservation	81,365	82,504	81,900	84,000	2,100	2%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	276,522	306,569	329,610	365,490	35,880	10%
Total Unappropriated Budget:	221,162	252,528	0	0	0	0%
Total Budgeted Resources:	55,360	54,041	329,610	365,490	35,880	10%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	20,531	21,390	22,280	23,860	1,580	7%
Personnel Benefits	10,405	10,772	13,870	21,210	7,340	52%
Material & Supplies	24,424	21,879	47,110	47,170	60	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	246,350	273,250	26,900	10%
Total Expenditures:	55,360	54,041	329,610	365,490	35,880	10%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Surveyor	0.25	0.25	0.25	0.25	0.00	0%
Total Personnel:	0.25	0.25	0.25	0.25	0.00	0%

Measures						
Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of Government land corners Count restored	11	8	4	4	8	8
Number of government corners Count located by GPS	13	8	4	4	8	8
Number of Bearing Tree reports by Count Surveyors	3	5	2	21	15	10
Percent of Bearing Tree reports donePercent in 10 days	100%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Surveyor	82-1015	20,531	21,390	22,280	23,860	1,580	7%
Extra Help	82-1941	0	0	0	5,750	5,750	100%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	890	950	60	6%
F.I.C.A.	82-1950	1,502	1,565	1,770	2,340	570	32%
Retirement	82-1955	3,722	3,878	5,160	5,530	370	7%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,726	4,035	4,710	5,170	460	9%
Dental Insurance	82-1965	460	464	480	500	20	4%
HSA Contribution	82-1966	625	500	500	500	0	0%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	28	28	30	30	0	0%
Salary Continuation Insur	82-1972	54	54	50	50	0	0%
S.A.I.F.	82-1975	196	190	260	360	100	38%
Unemployment	82-1980	92	58	20	30	10	50%
Personnel Services Totals:		30,936	32,162	36,150	45,070	8,920	24%
Materials & Services							
Telephones	82-2070	331	374	400	400	0	0%
Field Supplies	82-2165	62	0	100	100	0	0%
Maintenance - Equipment	82-2260	0	278	400	400	0	0%
Software Maintenance	82-2265	489	488	500	500	0	0%
General Equipment	82-2268	0	3,841	1,500	1,500	0	0%
Maintenance S.I.G.	82-2300	0	317	200	200	0	0%
Membership Fees And Dues	82-2370	90	0	410	410	0	0%
Office Supplies	82-2410	129	226	300	300	0	0%
Office Furniture & Equipment	82-2454	0	530	400	400	0	0%
Contractual Services	82-2471	0	0	1,000	1,000	0	0%
Administrative Costs	82-2473	600	600	600	600	0	0%
Monumentation Supplies	82-2486	0	374	300	300	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	151	535	3,700	3,700	0	0%
Education And Training	82-2928	0	620	400	400	0	0%
Reimbursed Travel Expense	82-2930	373	766	1,200	1,200	0	0%
PLCPF Work	82-2958	0	0	25,000	25,000	0	0%
Road Department Services	82-2959	11,322	2,230	0	0	0	0%
Utilities	82-2960	778	970	800	860	60	7%
Indirect Cost Allocation	82-3210	10,100	9,730	9,900	9,900	0	0%
Materials & Services Totals:		24,424	21,879	47,110	47,170	60	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	246,350	273,250	26,900	10%

Contingencies Totals:		0	0	246,350	273,250	26,900	10%
Total Expenditures:		55,360	54,041	329,610	365,490	35,880	1.00

Bike Paths

Mission Statement

To provide bike path projects in conjunction with road projects.

Department Overview

As required by ORS 366.514, the County must deposit at least 1% of the money received from the State Highway Fund into this fund for use on bike paths.

Major Accomplishments

Contracted for a bicycle conditions assessment report.

Budget Highlights

Projects for this year include a Bicycle Master Plan update, North/South Connector Feasibility Study, Delaura Beach Bike Lane paving, Columbia Beach Trail connector paving, Westport Bike/Pedestrian paving.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	342,008	369,120	398,330	428,710	30,380	7%
Interest On Investments	2,267	4,152	4,000	4,000	0	0%
St. - Motor License Fees	24,952	25,344	24,900	31,870	6,970	27%
Total Revenue:	369,226	398,617	427,230	464,580	37,350	8%
Total Unappropriated Budget:	369,126	398,517	0	0	0	0%
Total Budgeted Resources:	100	100	427,230	464,580	37,350	8%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	100	100	100	290,100	290,000	290000%
Special Payments	0	0	0	135,000	135,000	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	427,130	39,480	(387,650)	- 90%
Total Expenditures:	100	100	427,230	464,580	37,350	8%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Contractual Services	82-2471	0	0	0	290,000	290,000	100%
Indirect Cost Allocation	82-3210	100	100	100	100	0	0%
Materials & Services Totals:		100	100	100	290,100	290,000	290000%
Special Payments							
Unallocated Projects	82-3129	0	0	0	135,000	135,000	100%
Special Payments Totals:		0	0	0	135,000	135,000	100%
Contingencies							
Appropriation For Contin.	82-9900	0	0	427,130	39,480	(387,650)	- 90%
Contingencies Totals:		0	0	427,130	39,480	(387,650)	- 90%
Total Expenditures:		100	100	427,230	464,580	37,350	1.00

Planning Division

Mission Statement

To provide accurate and timely land use information and permitting services to improve the county's quality of life, and to plan for meeting the county's future needs.

Department Overview

The Planning Division of the Community Development Department is primarily responsible for land use planning and code compliance, and maintaining a strong and effective customer service component. The Division also provides floodplain management services as required by FEMA. The Division works closely with the Clatsop County Planning Commission, ad hoc committees, and various rural communities and unincorporated area to guide the development of the county by achieving the goals and implementing the policies of the Clatsop County Comprehensive Plan. The Planning Manager supervises the work of the Planning staff and works on the more complex land use applications and long-range planning projects. The Community Development Director oversees the basic functions of the division and reports to the County Manager. The Director is also directly involved in Housing and Economic Development strategies throughout the county.

Major Accomplishments

1. FARM/FOREST UPDATES: It is anticipated that the amendments updating the Farm & Forest sections of the County's development code will be adopted by the end of FY 17/18. The Community Development Department has received a state grant to assist with preparing these amendments.
2. FEMA REVISED FIRMS AND FIS: In December 2017, the County was notified that new Flood Insurance Rate Maps (FIRMs) and a new Flood Insurance Study (FIS) would become effective June 20, 2018. The County is required to adopt the FIRMs and FIS by June 20, 2018. Additionally, staff is required to update its codes in order to remain eligible for the National Flood Insurance Program (NFIP). These amendments are tentatively scheduled for the March 20, 2018, Planning Commission meeting, and April 25 and May 9, 2018 Board of Commissioners meeting.
3. After several personnel changes during FY 17/18, all budgeted positions have now been filled.

Performance Measures

In FY 18/19, Community Development staff will be focusing on the following projects:

1. Reinitiate the County's Code Compliance Program: Staff has already created standards to prioritize code compliance complaints and cases, with violations that threaten health, safety or public welfare as the top priority. There are currently over 100 open code violations within the County. It is anticipated, if the hiring of a Code Compliance Specialist is approved, that the majority of these cases will be closed in FY 18/19.

2. Code Modification and Consolidation: The County's two primary land use codes - Land and Water Development and Use Ordinance and the Clatsop County Standards Document - were both adopted in 1980. Although amendments have been approved over the years, the two documents are out-of-date (ex: referencing outdated DOGAMI bulletins and technologies) and are cumbersome to use (ex: requiring staff and residents to flip through two separate documents to obtain all the information needed). It is a highly inefficient and confusing process - for both staff, residents and the development community. Staff is proposing to modernize terminology and references within these two documents, clean-up and clarify language in general and combine the two documents into one document. Although staff has requested funding for consultants to assist with more technical questions and information, It is anticipated that this can be principally completed by existing County staff, with minimal assistance from outside consultants. Increased costs due to required public notices and mailings are reflected in the FY 18/19 budget request. It is anticipated that this project would take approximately 9 months to complete.

3. Comprehensive Plan Update: The County's Comprehensive Plan dates back to the late 1970s and has been amended over the following decades. However, the information on which the plan was based is outdated and the public input gathered at that time may no longer be reflective of the needs and desires of current County residents. Following completion of the Code Modernization and Consolidation project, staff is proposing to begin the process of updating the Comprehensive Plan. This is a more extensive undertaking, both with respect to time and possible outside expertise required. Citizen involvement will be critical to the update, which will require several public meetings and proactive communication to the public on the part of planning staff. It is anticipated that this project would begin in late FY 18/19 and be completed in late FY 19/20.

4. Update Applications and Checklists: The County has several applications that are required for development. While many of these applications require similar documents (i.e., site plans or surveys, erosion control plans, etc) many applications require very different or more detailed information. Reviewing the County's applications to see where forms could be combined and to create checklists that make it easy for both residents and staff to determine what supporting documents are required, will increase understanding of the process and improve efficiency.

Budget Highlights

A. FUNDING SOURCES

LAND USE PERMITS: Development activity is expected to continue at its current pace. Staff is not forecasting an increase in permit revenue in FY 18/19.

CODE ENFORCEMENT FINES: The Code Enforcement Specialist was reclassified to a Planner due to increased workload in Planning. The position is currently vacant and Planning staff have been responding to code violations as time allows. While a full-time Code Enforcement Specialist is being budgeted for in the FY 18/19 budget, staff has not proposed an increase in revenues from Code Enforcement Fines. This is based on the assumption that the primary goal of a Code Enforcement Specialist is to work with property owners to bring them into compliance, without the need to apply fines.

STREET SIGN AND RURAL ADDRESSING: This function moved to Public Works. Planning still does the intake.

LCDC COASTAL ZONE MANAGEMENT: The federal funding to the State has been on hold due to a dispute about whether the state's forest practices are adequately protecting the coastal zone.

B. EXPENDITURES

EXTRA HELP: While staff requested \$10,000 in FY 17/18 to cover an expected need to hire a casual employee to assist during peak times, none of that money has been utilized. Given that all currently funded positions in the Land Use Planning Division are filled, there would not appear to be a need for this funding in FY 18/19.

MATERIALS & SERVICES

OFFICE SUPPLIES: The request was maintained at \$10,000 to cover the cost of cubicle suites for staff in the front office area, cabinets, shelving, etc, as well as chairs for the new meeting room. Because of personnel changes throughout much of FY 17/18, this project was not completed and approximately only \$1,500 is projected to be spent from FY 17/18.

LEGAL SERVICES: While staff is not aware of any potential legal challenges that may arise in FY 18/19, the Land Use Planning Division is requesting \$60,000 for legal services. This is an estimate and is based on the actual expense and current year projected. This includes \$20,000 for a Hearings Officer. This is a difficult line item to predict given that the bulk of the cost is due to unanticipated legal challenges, such as appeals.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Land Use Permits	85,274	74,624	80,000	80,000	0	0%
Special Events Permit	1,000	0	1,000	1,000	0	0%
Code Enforcement Fines	500	75	500	500	0	0%
Street Signs Revenue	1,368	0	0	0	0	0%
Rural Addressing	112	0	0	0	0	0%
Lcdc Coastal Management	7,650	5,000	0	0	0	0%
DLCD Technical Assistance	0	0	0	0	0	0%
Short-Term Rental Application	0	0	0	0	0	0%
Special Projects Revenue	0	0	0	0	0	0%
Maps And Microfische Fees	0	0	0	0	0	0%
Copy Fees	52	311	100	30	(70)	- 70%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	19	575	50	50	0	0%
Measure 49	0	0	1,000	0	(1,000)	- 100%
Revenue From Building Codes	0	0	0	0	0	0%
Nsf Check Fee	0	0	30	30	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Trans From Video Lottery	194,950	229,230	238,760	295,160	56,400	23%
Public Records Request	0	0	0	100	100	100%
General Fund Support	258,349	253,657	358,410	335,090	(23,320)	- 6%
Total Revenue:	549,274	563,471	679,850	711,860	32,010	4%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	310,128	326,498	376,790	390,200	13,410	3%
Personnel Benefits	146,966	147,028	210,090	228,050	17,960	8%
Material & Supplies	92,180	89,945	92,970	93,610	640	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	549,274	563,471	679,850	711,860	32,010	4%

Staffing Summary						
Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Planning Director	0.85	0.85	0.85	0.85	0.00	0%
Planning Manager	0.00	0.00	1.00	1.00	0.00	0%
Senior Planner	1.00	1.00	0.00	0.00	0.00	0%
Planner	1.00	1.00	2.00	2.00	0.00	0%
Code Specialist	1.00	1.00	0.00	1.00	1.00	100%
Permit Technician	1.00	1.00	1.50	1.00	(0.50)	- 33%
Total Personnel:	4.85	4.85	5.35	5.85	0.50	9%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Planning Director	82-1082	87,211	89,391	92,850	84,840	(8,010)	- 8%
Planning Manager	82-1142	0	66,517	83,090	80,040	(3,050)	- 3%
Senior Planner	82-1627	64,002	0	0	0	0	0%
Planner	82-1630	56,871	119,128	122,110	115,780	(6,330)	- 5%
Code Specialist	82-1640	54,228	0	0	52,770	52,770	100%
Permit Technician	82-1729	47,816	51,462	78,740	56,770	(21,970)	- 27%
Extra Help	82-1941	7,402	9,255	10,000	0	(10,000)	- 100%
Overtime	82-1945	622	0	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	7,040	6,600	(440)	- 6%
F.I.C.A.	82-1950	23,738	24,515	30,200	30,430	230	0%
Retirement	82-1955	44,290	42,024	68,110	76,030	7,920	11%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	50,541	51,589	72,610	90,010	17,400	23%
Dental Insurance	82-1965	5,743	5,717	7,160	8,460	1,300	18%
HSA Contribution	82-1966	8,062	8,350	8,850	9,850	1,000	11%
Benefits Admin Fees	82-1967	92	101	110	120	10	9%
Life Insurance	82-1970	385	414	430	470	40	9%
Salary Continuation Insur	82-1972	466	580	510	540	30	5%
S.A.I.F.	82-1975	2,501	2,630	3,680	4,140	460	12%
Unemployment	82-1980	3,125	1,854	390	400	10	2%
Personnel Services Totals:		457,094	473,526	586,880	618,250	31,370	5%
Materials & Services							
Telephones	82-2070	1,578	3,035	2,500	2,500	0	0%
Membership Fees And Dues	82-2370	1,005	825	1,290	2,410	1,120	86%
Office Supplies	82-2410	1,256	7,470	10,000	10,000	0	0%
Books And Periodicals	82-2413	135	339	250	500	250	100%
Postage And Freight	82-2419	5,421	2,223	9,000	9,000	0	0%
Printing And Reproduction	82-2425	4,633	3,203	6,000	6,000	0	0%
Microfilming	82-2440	0	0	0	0	0	0%
Measure 49 Expense	82-2444	0	0	1,000	0	(1,000)	- 100%
Legal Services	82-2469	62,290	49,040	40,830	40,000	(830)	- 2%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	5,248	5,085	5,000	5,000	0	0%
OR LNG Contractual Svcs.	82-2479	2,825	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,567	859	2,500	3,000	500	20%
Abatement	82-2730	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	500	500	100%
Fuel - Vehicles	82-2852	500	71	1,000	1,000	0	0%
Fleet Vehicle Use	82-2921	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	500	0	1,000	1,000	0	0%
Education And Training	82-2928	1,090	2,500	4,100	4,100	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%

General Fund 001 - Planning Division (Org ID: 2700)

Budget Summary

Reimbursed Travel Expense	82-2930	1,830	2,832	6,000	6,100	100	1%
Planning Comm. Expenses	82-2935	0	0	0	0	0	0%
Refunds and Returns	82-3204	2,301	12,463	2,500	2,500	0	0%
Materials & Services Totals:		92,180	89,945	92,970	93,610	640	0%
Total Expenditures:		549,274	563,471	679,850	711,860	32,010	1.00

Building Codes

Mission Statement

The Building Codes Division provides predictable and flexible services to industry partners and property owners in a professional and courteous manner, producing positive solutions to promote safety in our community and support local enterprise in the construction industry.

Department Overview

The State delegates authority to counties under ORS 455.150. The County is responsible for enforcing Federal, State and local building regulations. Fees are set through local ordinance to cover the cost of administering the program. All revenues collected by the Building Codes Division are set by statute as dedicated funds and can only be used to offset the cost of administering the program. The Building Codes Division is responsible for reviewing construction drawings, issuing permits, and conducting site inspections in accordance with state and local regulations. The Building Codes Division works closely with County Planning, Public Works Divisions, Environmental Health, and local Fire Department Agencies to assure all requirements are met prior to the issuance of the permit, during construction, and prior to the issuance of a Certificate of Occupancy.

Major Accomplishments

Staff completed 196 hours of continuing education to keep current certifications active and keep up to date with emerging construction procedures. County staff provided plumbing plan review and inspection service to the City of Warrenton through an existing IGA. New IGAs have been created to provide back up Building Official and inspection service to the Cities of Gearhart and Astoria. Permit Technician Laura Byrne earned the Oregon Inspector Certification (OIC) in 2017. Every individual performing inspections or plan reviews must first obtain the OIC in order to work in the State of Oregon.

Performance Measures

The Building Codes Division is projected to complete over 9,600 individual inspections, logging over 46k accident free miles and reviewing over 200 plan submittals for code compliance with current staffing levels. An approximate total of over 2,100 permits will be issued for construction activity.

Budget Highlights

Personnel Services- This budget removes the 0.50 Permit Technician position and adds one Building Inspector. The PT position was not filled in the previous fiscal year. Current work loads have increased resulting in higher daily inspection counts exceeding the Insurance Services Organization (ISO) and industry standards.

Education and Training - This reflects the increasing need for continuing education as well as meet ISO acceptable levels of training per staff member. This line is increased as continuing education training costs have risen. The State of Oregon recently mandated that code change classes must be attended in person. This results in increased travel, registration, per diem, and coverage costs.

Reimbursed Travel Expenses- Reflects rising cost of attending training along with State mandated code change classes.

Contingencies - The Building Codes Division currently has a 13 month operating contingency. Healthy building department programs will maintain a twelve to eighteen month level of reserves in preparation of typical economy cycles.

LAN- The increase reflects costs associated with the anticipated implementation of the State of Oregon ePermitting program in 2019, i.e. iPads and vehicle printers.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	386,706	528,140	680,040	989,710	309,670	45%
License & Permits	705,373	809,107	600,000	750,000	150,000	25%
ASD Excise Tax Handling Fee	630	874	700	800	100	14%
Interest On Investments	2,904	7,147	2,800	8,000	5,200	185%
Public Records Request	645	856	500	500	0	0%
Short-Term Rental Application	0	0	0	0	0	0%
Fees for Services	0	0	0	0	0	0%
City of Astoria IGA	47,333	0	0	750	750	100%
City of Warrenton IGA	6,769	5,555	5,500	6,100	600	10%
City of Seaside IGA	0	750	5,000	750	(4,250)	- 85%
City of Gearhart IGA	0	0	0	750	750	100%
Copy Fees	209	341	500	500	0	0%
Franchise Fees	0	750	750	750	0	0%
Rev. Refunds & Reim.	165	0	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	3,406	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	1,150,735	1,356,925	1,295,790	1,758,610	462,820	35%
Total Unappropriated Budget:	528,133	776,805	0	0	0	0%
Total Budgeted Resources:	622,601	580,119	1,295,790	1,758,610	462,820	35%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	303,689	309,981	342,690	403,740	61,050	17%
Personnel Benefits	151,831	146,105	204,650	242,590	37,940	18%
Material & Supplies	91,724	95,952	120,740	143,780	23,040	19%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	10,947	0	0	0	0	0%
Transfer Out	64,410	28,080	33,200	32,900	(300)	- 0%
Contingency	0	0	594,510	935,600	341,090	57%
Total Expenditures:	622,601	580,119	1,295,790	1,758,610	462,820	35%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Planning Director	0.15	0.15	0.15	0.15	0.00	0%
Building Inspector I	2.00	2.00	2.00	3.00	1.00	50%
Permit Technician	1.00	1.00	1.50	1.00	(0.50)	- 33%
Building Official	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	4.15	4.15	4.65	5.15	0.50	10%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Permits Issued	1817	1706	2000	2200	2100	
Inspections	4617	4242	5586	6000	9600	
Plan Reviews	244	191	350	375	300	
Requested Inspections Done by NextPercent Business Day	90%	90%	95%	97%	97%	0%
Plan Reviews Completed within Percent Required Timeframe	95%	95%	95%	95%	95%	0%
Permits Issued Within the Same Day Percent	80%	80%	85%	85%	85%	0%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Planning Director	82-1082	15,390	15,775	16,390	14,970	(1,420)	- 8%
Code Specialist	82-1640	2,369	0	0	0	0	0%
Building Inspector I	82-1728	142,463	147,334	150,620	227,090	76,470	50%
Permit Technician	82-1729	52,894	54,035	78,740	56,770	(21,970)	- 27%
Building Official	82-1732	90,573	92,837	96,940	104,910	7,970	8%
Extra Help - Inspectors	82-1925	12,738	7,117	15,000	15,000	0	0%
Overtime	82-1945	883	627	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	4,530	4,800	270	5%
F.I.C.A.	82-1950	23,647	23,639	27,790	32,480	4,690	16%
Retirement	82-1955	40,309	45,255	62,500	74,820	12,320	19%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	53,372	50,619	68,490	85,470	16,980	24%
Dental Insurance	82-1965	5,541	5,556	6,670	7,960	1,290	19%
HSA Contribution	82-1966	8,688	8,150	9,150	10,150	1,000	10%
Benefits Admin Fees	82-1967	105	107	120	110	(10)	- 8%
Life Insurance	82-1970	354	355	360	420	60	16%
Salary Continuation Insur	82-1972	458	464	360	540	180	50%
S.A.I.F.	82-1975	2,798	2,570	3,320	4,420	1,100	33%
Unemployment	82-1980	2,937	1,646	360	420	60	16%
Personnel Services	82-1985	0	0	5,000	5,000	0	0%
Personnel Services Totals:		455,520	456,087	547,340	646,330	98,990	18%
Materials & Services							
Telephones	82-2070	3,645	4,042	4,000	4,000	0	0%
Insurance	82-2200	2,284	3,943	4,530	4,800	270	5%
Credit Card Fees	82-2220	0	0	0	2,500	2,500	100%
Membership Fees And Dues	82-2370	1,360	975	1,630	1,630	0	0%
Office Supplies	82-2410	1,054	955	1,200	1,300	100	8%
Books And Periodicals	82-2413	3,371	1,477	5,430	5,000	(430)	- 7%
Postage And Freight	82-2419	910	892	1,200	1,200	0	0%
Printing And Reproduction	82-2425	3,455	4,033	2,500	2,500	0	0%
Office Furniture & Equipment	82-2454	966	1,854	10,000	10,000	0	0%
LAN Equipment	82-2455	1,040	2,014	3,500	6,000	2,500	71%
Legal Services	82-2469	0	0	1,000	1,000	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	1,494	2,326	5,000	5,000	0	0%
Small Tools And Instrum.	82-2710	268	319	1,300	1,250	(50)	- 3%
Fuel - Vehicles	82-2852	3,423	3,543	3,500	6,000	2,500	71%
Vehicle Maintenance & Use	82-2923	1,623	2,122	3,000	4,000	1,000	33%
Education And Training	82-2928	2,372	3,742	7,000	10,000	3,000	42%
Reimbursed Travel Expense	82-2930	3,307	462	4,450	9,400	4,950	111%
Refunds and Returns	82-3204	1,150	3,252	1,500	5,000	3,500	233%

Indirect Cost Allocation	82-3210	60,000	60,000	60,000	63,200	3,200	5%
Materials & Services Totals:		91,724	95,952	120,740	143,780	23,040	19%
Capital Outlay							
Office Equipment	82-4300	10,947	0	0	0	0	0%
Capital Outlay Totals:		10,947	0	0	0	0	0%
Transfers Out							
Trans To Fleet Replacement	82-8101	64,410	28,080	33,200	32,900	(300)	- 0%
Transfers Out Totals:		64,410	28,080	33,200	32,900	(300)	- 0%
Contingencies							
Approp. For Contg. - Gen.	82-9901	0	0	594,510	935,600	341,090	57%
Contingencies Totals:		0	0	594,510	935,600	341,090	57%
Total Expenditures:		622,601	580,119	1,295,790	1,758,610	462,820	1.00

County Tourism

Mission Statement

To promote tourism in Clatsop County.

Department Overview

This Org Unit was created as a result of County Ordinance 2014-14 which amends Clatsop County Code 3.16.020 to increase the County's Transient Room Tax by 2.5% for a total tax rate of 9.5%. Per Clatsop County Code 3.16.190; the distribution of the 9.5% room tax rate for promoting tourism within Clatsop County is to be 18.42%, and it is to be distributed at the direction of the Board of County Commissioner's.

Major Accomplishments

The county was able to distribute \$153,210 to six different non-profit entities that met the ORS requirement of promoting tourism within Clatsop County. Of the requests made the county was able to meet each request at 100% of the amount requested.

Budget Highlights

The beginning balance that has rolled forward from the previous fiscal years has been spent down and therefore there are fewer resources available to distribute during the 2018-19 FY.

The county has established an application process where those entities that meet the requirements of ORS 320.300 to 320.350 can submit a request for funds between the months of September through November. The request should describe how the funds would be used as well as the amount necessary to fulfill their proposed project. During the month of December a committee will then review all requests for ORS compliance, in addition to the amount of funds that has been collected and the amount necessary to fill the requests. Letters of approval or denial will be sent in December and the funds will be distributed in January.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	0	79,907	52,210	0	(52,210)	- 100%
Room Tax	79,907	89,605	125,000	100,000	(25,000)	- 20%
General Fund Support	(79,907)	(21,820)	0	(40,390)	(40,390)	0%
Total Revenue:	0	147,692	177,210	59,610	(117,600)	- 66%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	917	920	0	(920)	- 100%
Special Payments	0	146,775	176,290	59,610	(116,680)	- 66%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	0	147,692	177,210	59,610	(117,600)	- 66%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Contractual Services	82-2471	0	917	920	0	(920)	- 100%
Materials & Services Totals:		0	917	920	0	(920)	0%
Special Payments							
Historical Society	82-3202	0	4,000	4,000	4,000	0	0%
Cont. To Outside Agencies	82-3575	0	142,775	172,290	55,610	(116,680)	- 67%
Special Payments Totals:		0	146,775	176,290	59,610	(116,680)	- 66%
Total Expenditures:		0	147,692	177,210	59,610	(117,600)	1.00

Clatsop County Fisheries

Mission Statement

Clatsop County Fisheries Project rears and releases adult salmon in Select Area fishery sites as an enhancement to the Columbia River commercial and sport fisheries.

Department Overview

Clatsop County Fisheries collaborates with state and federal agencies to rear and release salmon smolts for harvest of adults in the Select areas of Oregon and Washington, and in off-site locations where those fish migrate, such as ocean sport and commercial fisheries and Buoy 10. It operates one hatchery and three net-pen site to maintain the infrastructure and equipment to support its annual production programs. All programs are funded by grants and fishermen/processor contributions. This program does not receive any funding from Clatsop County.

Major Accomplishments

For FY2017/2018, we reared and released 1,459,596 million chinook salmon smolts at Blind Slough, South Fork Hatchery, Tongue Point, and Youngs Bay; we also received 2,534,680 Coho.

Performance Measures

Our FY2018/2019 workload measures' goals are to receive and rear 1.55 million spring Chinook at three locations, receive and rear 2.25 million Coho at four locations. Our goal for the SABs (Select Area Brights) is to collect 500,000 eggs in the fall at our South Fork Hatchery and move to Youngs Bay for rearing.

Budget Highlights

The FY2018/2019 budget for Clatsop County Fisheries (CCF) is decreased overall. Decreases in personnel include new employees replacing retiring employees at a lower starting wage. Funds requested from the Bonneville Power Administration (BPA) will be flat again. The approved funding is the total SAFE project that includes three entities (ODFW, WDFW and CCF). In June, these three entities will go through a budget exercise that determines each program's needs, and then divides the total SAFE funds among the three entities. Because CCF does not receive the amount estimated needed in this budget, the shortfall needs to be covered with the fisheries contributions in the Special Projects line item. Over recent years, more and more items have been shifted out of the BPA budget to the fishermen's assessment funds, which have declined significantly also. Specific changes are noted:

- 1) Personnel Services included a 2.5% COLA, along with scheduled step increases for new employees.
- 2) The fishermen's assessment revenue estimate is significantly lower than in past years because we have not been receiving contributions from several area major processors.
- 3) Feed costs are decreased overall due to reduced fish numbers. Food prices are subject to changes twice per year, on January 1 and July 1.
- 4) Indirect Cost Allocation reflects this fund's costs as calculated by Budget and Finance.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	267,158	248,613	230,880	307,980	77,100	33%
Interest On Investments	1,257	2,074	800	2,000	1,200	150%
St. - Fish And Wildlife	217,964	219,807	359,890	270,270	(89,620)	- 24%
St-restoration & Enhance	0	66,000	0	0	0	0%
USDA - NRCS	0	0	0	0	0	0%
Bpa/odfw/crtfr	454,430	455,218	479,560	479,560	0	0%
ODF&W Sample Contract	18,988	19,583	21,330	22,510	1,180	5%
EMPG	0	0	0	0	0	0%
Fisheries Contributions	22,485	16,639	20,000	20,000	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	422	341	420	420	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	982,705	1,028,275	1,112,880	1,102,740	(10,140)	- 0%
Total Unappropriated Budget:	248,613	224,550	0	0	0	0%
Total Budgeted Resources:	734,091	803,725	1,112,880	1,102,740	(10,140)	- 0%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	348,451	357,594	358,580	352,930	(5,650)	- 1%
Personnel Benefits	203,088	197,377	239,800	213,400	(26,400)	- 11%
Material & Supplies	182,303	167,096	313,260	190,040	(123,220)	- 39%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	250	81,659	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	201,240	346,370	145,130	72%
Total Expenditures:	734,091	803,725	1,112,880	1,102,740	(10,140)	- 0%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.85	0.85	0.65	0.65	0.00	0%
Fisheries Project Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Fisheries Biologist	1.00	1.00	1.00	1.00	0.00	0%
Biological Aide	3.00	3.00	3.00	3.00	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	6.40	6.40	6.20	6.20	0.00	0%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Spring Chinook pre-smolts received and reared at three location	1,550,000	1,550,000	1,240,00	1,400,00	1,459,59	1,550,00
Coho fingerlings/pre-smolts received and reared at four locations	2,690,000	2,615,000	2,092,00	1,238,44	2,534,68	2,225,00
SAB fall Chinook eggs collected	1,548,160	1,550,000	1,240,00	334,056	61,600	500,000
Coho eggs collected				360,000	180,000	

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Works Director	82-1088	4,458	4,835	5,050	5,410	360	7%
Staff Assistant	82-1191	33,354	31,105	30,610	31,370	760	2%
Fisheries Project Supervisor	82-1601	70,823	76,457	72,590	65,300	(7,290)	- 10%
Fisheries Biologist	82-1610	51,882	53,179	54,510	55,870	1,360	2%
Biological Aide	82-1612	148,234	151,940	155,740	151,110	(4,630)	- 2%
Natural Resource Mgr	82-1620	39,701	40,078	40,080	43,870	3,790	9%
Extra Help	82-1941	6,671	3,173	13,650	0	(13,650)	- 100%
Overtime	82-1945	0	0	1,500	1,500	0	0%
Performance Pay	82-1948	0	0	1,900	1,970	70	3%
F.I.C.A.	82-1950	26,008	26,291	28,740	27,260	(1,480)	- 5%
Retirement	82-1955	60,963	61,648	76,560	65,390	(11,170)	- 14%
Medical Waiver	82-1963	0	250	0	0	0	0%
Medical Insurance	82-1964	75,563	73,809	84,710	86,850	2,140	2%
Dental Insurance	82-1965	8,785	9,151	9,110	8,850	(260)	- 2%
HSA Contribution	82-1966	11,325	10,800	10,400	9,400	(1,000)	- 9%
Benefits Admin Fees	82-1967	128	130	150	130	(20)	- 13%
Life Insurance	82-1970	539	529	520	520	0	0%
Salary Continuation Insur	82-1972	681	666	670	650	(20)	- 2%
S.A.I.F.	82-1975	8,970	8,698	11,510	10,520	(990)	- 8%
Unemployment	82-1980	3,454	2,230	380	360	(20)	- 5%
Personnel Services Totals:		551,539	554,970	598,380	566,330	(32,050)	- 5%
Materials & Services							
Clothing And Uniform Exp.	82-2040	1,001	986	1,250	1,250	0	0%
Telephones	82-2070	1,708	1,832	2,500	2,000	(500)	- 20%
Food	82-2130	60,454	62,293	140,000	102,490	(37,510)	- 26%
Field Supplies	82-2165	4,430	5,449	9,200	2,200	(7,000)	- 76%
Insurance	82-2200	4,263	5,271	6,100	6,000	(100)	- 1%
License And Permit Fees	82-2240	3,298	3,433	3,630	3,720	90	2%
Maintenance - Equipment	82-2260	2,347	223	2,500	1,000	(1,500)	- 60%
Maintenance S.I.G.	82-2300	25,391	25,746	12,900	10,430	(2,470)	- 19%
Employee Drug Screen	82-2302	0	35	70	0	(70)	- 100%
Membership Fees And Dues	82-2370	105	105	130	130	0	0%
Office Supplies	82-2410	697	573	700	700	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	345	598	700	700	0	0%
Printing And Reproduction	82-2425	398	481	700	700	0	0%
LAN Equipment	82-2455	520	520	520	520	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	8,230	1,975	26,000	0	(26,000)	- 100%
Administrative Costs	82-2473	400	421	400	400	0	0%
Advertising	82-2605	0	0	0	100	100	100%
Rents And Leases - Equip.	82-2630	6,674	7,544	7,660	7,370	(290)	- 3%

Rts. & Lea. - S., I. & G.	82-2670	3,480	3,480	3,480	3,680	200	5%
Laboratory Services	82-2745	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	300	300	0	0%
Promotions	82-2756	0	0	0	0	0	0%
Fuel - Equipment	82-2851	0	0	0	540	540	100%
Fuel - Vehicles	82-2852	0	0	0	2,520	2,520	100%
Fuel - Boats	82-2853	0	0	0	540	540	100%
Special Projects	82-2881	95	666	10,000	1,000	(9,000)	- 90%
Vehicle Maintenance & Use	82-2923	6,994	5,532	8,650	5,050	(3,600)	- 41%
Moorage	82-2924	10,918	3,750	1,500	1,500	0	0%
Education And Training	82-2928	160	110	700	700	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	896	273	2,000	2,000	0	0%
Indirect Cost Allocation	82-3210	39,500	35,800	36,900	32,400	(4,500)	- 12%
Contract Tagging	82-3546	0	0	34,670	0	(34,670)	- 100%
Materials & Services Totals:		182,303	167,096	313,260	190,040	(123,220)	- 39%
Capital Outlay							
Structures & Improvements	82-4100	250	81,659	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		250	81,659	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	201,240	346,370	145,130	72%
Contingencies Totals:		0	0	201,240	346,370	145,130	72%
Total Expenditures:		734,091	803,725	1,112,880	1,102,740	(10,140)	1.00

Video Lottery

Mission Statement

Support Economic Development activities in the county.

Department Overview

The monies are Clatsop County's share of the Oregon Lottery proceeds, which are to be used for economic development activities in accordance with ORS 461.547. Currently Clatsop County uses the monies to fund the development related activities of the Community Development Department, the not-for-profit Clatsop Economic Development Resources (CEDR), and special projects that support economic development, such as challenging FEMA's estuary study, which would result in greatly increased costs to building in waterfront areas.

Major Accomplishments

Economic Development Activities occurring within the Community Development Department during the 2017-18 FY include:

1. The county continues to provide financial support to Clatsop Economic Development Resources (CEDR) as well as regularly attend the CEDR Board meetings as well as other economic related meetings within Clatsop County.
2. CD staff continue to provide regular support to customers trying to find appropriate properties for use in their business plan.
3. Continued involvement with the on-going development of the North Coast Business Park.
4. Continued discussions with a developer in an effort to bring a high value/high quality eco-resort to Clatsop County.
5. Continued efforts to reduce unintended and unnecessary regulatory obstacles to commercial and industrial development within the county's development code.
6. Finalization of revisions to the County's Land and Water Development and Use Ordinance regarding activities and uses within the farm and forest zones. These revisions include the addition of agri-tourism activities.

Budget Highlights

FUNDING SOURCES:

The Proposed Budget assumes that the Beginning Fund Balance will be \$124,140. The Video Lottery Fund allocation is an estimate based on the expectation that the fund will at least remain constant based on video lottery sales within the county.

EXPENDITURES:

\$8,100 for multiple memberships such as the AOC for defense of video lottery funds, ColPac, and OCZMA. In addition \$5,000 has been appropriated for contractual services should any potential economic development opportunities arise.

In Special Payments \$70,000 is appropriated for CEDR.

The remaining balance is transferred to the Planning Division of Community Development to be able to provide continued staff support in the county's economic development. Because quality of life issues are closely related to economic development, Community Development will also be requesting funding in FY 18/19 for a full-time Code Compliance Specialist.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	10,933	48,980	49,640	73,860	24,220	48%
Interest On Investments	292	309	200	300	100	50%
St-video Lottery Proceeds	318,481	313,454	300,000	310,000	10,000	3%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Total Revenue:	329,706	362,743	349,840	384,160	34,320	9%
Total Unappropriated Budget:	48,982	49,693	0	0	0	0%
Total Budgeted Resources:	280,724	313,050	349,840	384,160	34,320	9%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	9,271	9,154	18,640	19,000	360	1%
Special Payments	76,503	74,666	70,000	70,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	194,950	229,230	261,200	295,160	33,960	13%
Contingency	0	0	0	0	0	0%
Total Expenditures:	280,724	313,050	349,840	384,160	34,320	9%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Maintenance Supplies	82-2259	1,023	917	5,000	5,000	0	0%
Membership Fees And Dues	82-2370	7,648	7,637	7,840	8,100	260	3%
Office Supplies	82-2410	0	0	0	0	0	0%
Catering Services	82-2459	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	5,000	5,000	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	600	600	800	900	100	12%
Materials & Services Totals:		9,271	9,154	18,640	19,000	360	1%
Special Payments							
Economic Development	82-3009	70,000	70,000	70,000	70,000	0	0%
FEMA Flood Study Review	82-3194	6,503	4,666	0	0	0	0%
SF Hatchery Stream Repair	82-3195	0	0	0	0	0	0%
Special Payments Totals:		76,503	74,666	70,000	70,000	0	0%
Transfers Out							
Transfer To Planning	82-8004	194,950	229,230	261,200	295,160	33,960	13%
Transfers Out Totals:		194,950	229,230	261,200	295,160	33,960	13%
Contingencies							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		0	0	0	0	0	0%
Total Expenditures:		280,724	313,050	349,840	384,160	34,320	1.00

Industrial Develop.Revolving Fund

Mission Statement

The Industrial Development Revolving Fund exists to foster economic growth in the North Coast Business Park.

Department Overview

The Industrial Development Revolving fund was established by the County Board of Commissioners in November 2000 in accordance with ORS 275.318, related to the County's North Coast Business Park property. This fund provides for the deposit of funds received by the County upon the sale or lease of county lands zoned for industrial use under the acknowledged comprehensive plan for the County. Pursuant to ORS 275.318, monies in this fund are disbursed only upon written order of the County Commission and are for engineering, improvement, rehabilitation, construction, operation or maintenance in whole or in part, including pre-project planning costs of any development project authorized by ORS 271.510 and 271.540 and 280.500 that is located in the County and that could directly result in specific industrial and commercial activities and new technology or types of economic enterprise the County Commission determines are needed to diversify the economic base of the county pursuant to ORS 275.318.

Major Accomplishments

County staff, along with consultants, have completed a series of steps in the further development of the North Coast Business Park. County staff completed two partition plats and a right-of-way vacation of unused rights-of-way of platted City streets within the boundary of the business park. Design drawings for the Bugle Road project were completed. The Bugle Road project permitting was completed with the purchase of wetland mitigation bank credits and permanent preservation of County owned lands. Were awarded an Oregon Department of Transportation/ Business Oregon Immediate Opportunity Fund Grant in the amount of \$538,700 to fund transportation infrastructure for the vicinity. The grant funds will be received in the 2018-19 Fiscal Year.

Performance Measures

There are no performance measures for this budget.

Budget Highlights

This budget includes further projects to advance the North Coast Business Park further towards ultimate development. These projects include constructing Bugle road within the park.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	3,409,160	3,619,310	3,965,060	3,746,300	(218,760)	- 5%
Land Sales	312,550	350,000	87,600	87,600	0	0%
Interest On Investments	22,462	40,513	35,000	50,000	15,000	42%
ODOT Immediate Opportunity Gra	0	0	547,000	538,700	(8,300)	- 1%
Total Revenue:	3,744,172	4,009,823	4,634,660	4,422,600	(212,060)	- 4%
Total Unappropriated Budget:	3,619,315	3,941,819	0	0	0	0%
Total Budgeted Resources:	124,857	68,004	4,634,660	4,422,600	(212,060)	- 4%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	124,857	68,004	36,400	130,900	94,500	259%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	1,200,000	1,000,000	(200,000)	- 16%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	3,398,260	3,291,700	(106,560)	- 3%
Total Expenditures:	124,857	68,004	4,634,660	4,422,600	(212,060)	- 4%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Personnel Services	82-1985	0	0	0	0	0	0%
Personnel Services Totals:		0	0	0	0	0	0%
Materials & Services							
License And Permit Fees	82-2240	6,309	1,299	0	8,000	8,000	100%
NC Business Park Development	82-2466	47,266	49,805	30,000	60,000	30,000	100%
NC Bus. Park Wetlands Mitig.	82-2467	25,900	0	0	0	0	0%
Contractual Services	82-2471	41,762	16,874	0	55,000	55,000	100%
Reimbursed Travel Expense	82-2930	0	26	0	0	0	0%
Indirect Cost Allocation	82-3210	3,620	0	6,400	7,900	1,500	23%
Materials & Services Totals:		124,857	68,004	36,400	130,900	94,500	259%
Special Payments							
Economic Development	82-3009	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Capital Outlay							
Land	82-4000	0	0	0	0	0	0%
SE Ensign Lane	82-4010	0	0	0	0	0	0%
Structures & Improvements	82-4100	0	0	1,200,000	1,000,000	(200,000)	- 16%
Capital Outlay Totals:		0	0	1,200,000	1,000,000	(200,000)	- 16%
Transfers Out							
Trans To Special Projects	82-8100	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	3,398,260	3,291,700	(106,560)	- 3%
Contingencies Totals:		0	0	3,398,260	3,291,700	(106,560)	- 3%
Total Expenditures:		124,857	68,004	4,634,660	4,422,600	(212,060)	1.00

North Coast Business Park Road

Department Priority:	1		
Location:	Industrial Revolving Fund		
Link to Other Project(s):			
Description:	Construction of Bugle Road in the North Coast Business Park		
Justification:	This road is needed to further develop the remainder of the North Coast Business Park property and improve transportation access. County staff completed a grant acquisition with ODOT to fund a portion of the construction project in FY 17/18. An engineering consultant was hired to complete the engineering design for the project.		
Alternatives:	Do not construct road and limit access to properties being developed.		
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 1,000,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 1,000,000	<div style="text-align: right;">Total</div> <hr/> 1,000,000 0 0 <hr/> 1,000,000

Special Projects

Department Overview

The Special Projects Fund was established in 1992-93 in order to make limited duration General Fund expenditures for capital or special projects. The resources of the fund are largely the revenues from the Oregon Department of Forestry which result from the harvest of timber in the Clatsop State Forest.

In determining whether assets should be capitalized the following criteria are used:

1. Cost is more than \$5,000
2. Has a useful life of more than 1 year

Major Accomplishments

The county contracted with our current payroll provider Ceridian to go through a major payroll migration which will allow better integration between the Payroll and Human Resources systems. Additionally, this new system will also allow employee's better access to being able to make updates to their personal information and have 24/7 access to that information online.

The county was able to appropriate funds to participate in a county-wide housing study with the five incorporated cities within the county. The intent of this study is to be able to identify the types of housing needs our county has, whether those needs are affordable housing, work force housing, vacation rental housing, etc.

Budget Highlights

The requested budget reflects Special Projects appropriations totaling \$3,179,960. The beginning balance estimate of \$6,025,760 represents carryover of the FY 2017-18 unappropriated fund balance as well as any unspent contingency resources. The budgeted timber revenue projection for FY 2018-19 remains the same as FY 2017-18.

The requested expenditures are down \$2,553,640 as a result of the one time transfer of \$3M into the General Fund to establish the General Fund Stabilization account within the General Fund per the direction of the Long Term Financial Plan consultants.

Major projects that the county hopes to have completed during the 2018-19 FY include the following:

1. A \$1.2M Household Hazardous Waste Facility
2. The purchase of a case management software for \$109,000 in an effort to replace the 20+ year old current system that is difficult to receive customer support.
3. \$75,000 towards continued development for a new park in Westport which will include a boat ramp.
4. \$519,000 in facility maintenance to the aging county buildings

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	5,189,986	6,178,334	6,261,190	6,025,760	(235,430)	- 3%
Land Sales	732,403	0	10,000	0	(10,000)	- 100%
Interest On Investments	67,976	65,361	55,000	70,000	15,000	27%
Property Rents	0	0	0	0	0	0%
State Support	0	0	0	41,250	41,250	100%
State Court Grant	0	0	150,000	0	(150,000)	- 100%
Energy Trust HVAC Grant	0	0	0	0	0	0%
Energy Trust Incentives	0	0	0	0	0	0%
Revenue From RLED	0	0	0	0	0	0%
Housing Study	0	0	0	0	0	0%
Franchise Fees	0	15,000	15,000	15,000	0	0%
Charter Franchise Revenue	39,000	0	0	0	0	0%
Rev. Refunds & Reim.	0	13,321	11,720	0	(11,720)	- 100%
Voting Machine Amortization	34,888	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Loan Proceeds	0	0	0	0	0	0%
Transfer From General	2,881,845	1,994,280	1,394,280	1,394,280	0	0%
Transfer from Other Funds	0	0	2,000	0	(2,000)	- 100%
Transfer from Public Health	29,644	13,943	260,000	260,000	0	0%
Trans from Indust Dev Rev Fund	0	0	0	0	0	0%
Transfer from RLED	0	0	4,800	0	(4,800)	- 100%
Total Revenue:	8,975,743	8,280,239	8,163,990	7,806,290	(357,700)	- 4%
Total Unappropriated Budget:	6,187,327	6,951,601	2,390,390	4,508,830	2,118,440	88%
Total Budgeted Resources:	2,788,417	1,328,638	5,773,600	3,297,460	(2,476,140)	- 42%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	27,039	58,355	85,500	204,600	119,100	139%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	2,271,378	780,283	1,705,700	2,114,850	409,150	23%
Transfer Out	490,000	490,000	3,482,400	478,010	(3,004,390)	- 86%
Contingency	0	0	500,000	500,000	0	0%
Total Expenditures:	2,788,417	1,328,638	5,773,600	3,297,460	(2,476,140)	- 42%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Contractual Services	82-2471	12,639	35,255	50,000	180,000	130,000	260%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	14,400	23,100	35,500	24,600	(10,900)	- 30%
Materials & Services Totals:		27,039	58,355	85,500	204,600	119,100	139%
Capital Outlay							
Land	82-4000	0	0	0	0	0	0%
800 Exchange Remodel	82-4095	775	0	30,000	0	(30,000)	- 100%
Jail (CCSO) Remodel	82-4096	0	26,000	75,000	0	(75,000)	- 100%
Sheriff's Office Remodel	82-4097	1,703,338	30,300	109,500	0	(109,500)	- 100%
820 Exchange Remodel	82-4099	0	0	15,000	0	(15,000)	- 100%
Structures & Improvements	82-4100	182,191	365,793	770,150	549,000	(221,150)	- 28%
HHW Facility	82-4102	9,003	13,943	545,000	1,200,000	655,000	120%
Animal Shelter Remodel	82-4107	0	0	0	0	0	0%
Buildings	82-4108	0	3,714	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	0	75,551	25,000	82,000	57,000	228%
Police Cars	82-4216	69,389	87,073	76,200	32,000	(44,200)	- 58%
Office Equipment	82-4300	29,988	38,683	36,000	10,000	(26,000)	- 72%
Phone System	82-4301	0	0	0	0	0	0%
Misc Equipment Sheriff	82-4895	8,250	24,990	7,500	19,850	12,350	164%
Miscellaneous Equipment	82-4900	68,934	69,103	0	0	0	0%
Computer Equipment	82-4907	199,510	45,133	16,350	222,000	205,650	1257%
Capital Outlay Totals:		2,271,378	780,283	1,705,700	2,114,850	409,150	23%
Transfers Out							
Transfer To General Fund	82-8001	0	0	3,000,000	0	(3,000,000)	- 100%
Trans to Other Funds	82-8165	300,000	300,000	300,000	0	(300,000)	- 100%
Transfer to Debt Service Fund	82-8435	190,000	190,000	182,400	178,010	(4,390)	- 2%
Transfer to Bond & UAL Reserve	82-8436	0	0	0	300,000	300,000	100%
Transfers Out Totals:		490,000	490,000	3,482,400	478,010	(3,004,390)	- 86%
Contingencies							
Appropriation For Contin.	82-9900	0	0	500,000	500,000	0	0%
Contingencies Totals:		0	0	500,000	500,000	0	0%
Total Expenditures:		2,788,417	1,328,638	5,773,600	3,297,460	(2,476,140)	1.00

Fleet Replacement

Department Overview

County departments have aging fleet vehicles that are in need of replacing, this org unit was created so that departments may build up a reserve account for future fleet vehicle purchases. The goal of this org unit is to help alleviate some of the burden departments face with having to come up with the resources in a single year for a vehicle purchase.

Budget Highlights

The Building Codes Department budgets a transfer into the Fleet Replacement fund on an annual basis based on the mileage driven by the department in order to plan for future replacement vehicles. In the 2018-19 FY the Building Codes Department will be purchasing a new vehicle in response to the additional FTE that will require transportation for inspections. Any additional revenue transferred into this fund will go toward each respective department's contingency that makes the transfer beyond the cost of the vehicle. This will allow the department to build a reserve for an additional vehicle purchase in subsequent fiscal years.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	22,580	57,680	35,100	155%
Transfer from A&T	25,440	24,833	26,000	0	(26,000)	- 100%
Transfer from Building Codes	64,410	28,080	33,200	32,900	(300)	- 0%
Total Revenue:	89,850	52,913	81,780	90,580	8,800	10%
Total Unappropriated Budget:	22,308	2,182	0	0	0	0%
Total Budgeted Resources:	67,542	50,731	81,780	90,580	8,800	10%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	67,542	50,731	26,000	28,000	2,000	7%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	55,780	62,580	6,800	12%
Total Expenditures:	67,542	50,731	81,780	90,580	8,800	10%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Fleet Vehicle Use	82-2921	0	0	0	0	0	0%
Materials & Services Totals:		0	0	0	0	0	0%
Capital Outlay							
County Vehicle Purchase	82-4201	67,542	50,731	26,000	28,000	2,000	7%
Capital Outlay Totals:		67,542	50,731	26,000	28,000	2,000	7%
Contingencies							
Appropriation for Contin.	82-9900	0	0	55,780	62,580	6,800	12%
Contingencies Totals:		0	0	55,780	62,580	6,800	12%
Total Expenditures:		67,542	50,731	81,780	90,580	8,800	1.00

CLATSOP COUNTY
SPECIAL PROJECTS REQUESTS
FISCAL YEAR 2018-19

	<u>Account Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Assessment & Taxation</u>										
County Vehicle (Fleet Replacement)	82-4201	-	-	-	-	27,000	27,000	27,000	-	-
Subtotal Assessment & Taxation		-	-	-	-	27,000	27,000	27,000	-	-
<u>County Manager</u>										
County-wide Housing Study	82-2471	-	-	75,000	75,000	-	-	-	-	-
Subtotal County Manager		-	-	75,000	75,000	-	-	-	-	-
<u>Emergency Management</u>										
County Vehicle	82-4201	20,000	20,000	20,000	20,000	-	-	-	-	-
Subtotal Emergency Management		20,000	20,000	20,000	20,000	-	-	-	-	-
<u>Human Resources</u>										
Total Pay Equity Analysis	82-2471	75,000	75,000	75,000	75,000	-	-	-	-	-
Subtotal Human Resources		75,000	75,000	75,000	75,000	-	-	-	-	-
<u>Information Systems</u>										
Security Cameras - Jail	82-4100	60,000	60,000	60,000	60,000	-	-	-	-	-
Hard Drives for Storage Array	82-4907	16,000	16,000	16,000	16,000	-	-	-	-	-
LAN Switch Upgrade	82-4907	21,000	21,000	21,000	21,000	-	-	-	-	-
Core Switch Replacement	82-4907	35,000	35,000	35,000	35,000	-	-	-	-	-
Network Equipment & Fiber Splicer	82-4907	25,000	25,000	25,000	25,000	-	-	-	-	-
Office Remodel	82-4100	15,000	15,000	15,000	15,000	-	-	-	-	-
Countywide Computer Replacement	82-4907	-	-	-	-	45,000	-	-	-	-
Subtotal Information Systems		172,000	172,000	172,000	172,000	45,000	-	-	-	-
<u>Animal Control</u>										
Animal Control Patrol Truck	82-4201	34,000	34,000	34,000	34,000	-	-	-	-	-
Parking Lot Addition	82-4100	-	-	-	-	-	100,000	-	-	-
Subtotal Budget & Finance		34,000	34,000	34,000	34,000	-	100,000	-	-	-
<u>Clerk & Elections</u>										
Hellon Software	82-4907	-	-	-	-	43,500	-	-	-	-
Subtotal Clerk & Elections		-	-	-	-	43,500	-	-	-	-
<u>District Attorney</u>										
Case Management Systems Software	82-4907	109,000	109,000	109,000	109,000	-	-	-	-	-
Subtotal Human Resources		109,000	109,000	109,000	109,000	-	-	-	-	-
<u>Juvenile Department</u>										
Juvenile Work Crew Van	82-4201	25,500	25,500	-	-	-	-	-	-	-
Juvenile Copier	82-4300	-	-	-	10,000	-	-	-	-	-
Subtotal Juvenile Department		25,500	25,500	-	10,000	-	-	-	-	-
<u>Building Codes</u>										
Building Codes Inspection Vehicle	82-4201	28,000	28,000	28,000	28,000	-	-	-	-	-
Subtotal Building Codes		28,000	28,000	28,000	28,000	-	-	-	-	-
<u>Planning Division</u>										
E-Permitting Software	82-4907	16,000	16,000	16,000	16,000	-	-	-	-	-
Code Modernization and Comp Plan Update	82-2471	30,000	30,000	30,000	30,000	-	-	-	-	-
Subtotal Planning Division		46,000	46,000	46,000	46,000	-	-	-	-	-
<u>Building and Grounds</u>										
800 Exchange Building - B&F remodel	82-4100	10,000	10,000	10,000	10,000	-	-	-	-	-
800 Exchange - Porch Roof	82-4100	7,500	7,500	7,500	7,500	-	-	-	-	-
800 Exchange - Window Replacement	82-4100	25,000	25,000	25,000	25,000	-	-	-	-	-
Replace boiler in Jail	82-4100	65,000	65,000	65,000	65,000	-	-	-	-	-
Boyington Solar Install	82-4100	30,000	30,000	30,000	30,000	-	-	-	-	-
Carpet Replacement - Courthouse Basement	82-4100	9,500	9,500	9,500	9,500	-	-	-	-	-
Roof Replacement - Jail	82-4100	152,000	152,000	152,000	152,000	-	-	-	-	-
Historic Jail - Cornice Repair	82-4100	20,000	20,000	20,000	20,000	-	-	-	-	-
Emergency repairs to County Facilities	82-4100	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
HVAC Installation	82-4100	-	-	-	30,000	-	-	-	-	-
Animal Shelter Siding	82-4100	-	-	-	-	30,000	-	-	-	-
B&G Work Van	82-4201	-	-	-	-	44,500	-	-	-	-
Subtotal Building and Grounds		369,000	369,000	369,000	399,000	124,500	50,000	50,000	50,000	50,000
<u>Parks Maintenance</u>										
Park Development - Westport	82-4100	75,000	75,000	75,000	75,000	-	500,000	-	-	-
Subtotal Parks Maintenance		75,000	75,000	75,000	75,000	-	500,000	-	-	-
<u>Public Health</u>										
Household Hazardous Waste Facility	82-4102	1,200,000	1,200,000	1,200,000	1,200,000	-	-	-	-	-
Subtotal Public Health		1,200,000	1,200,000	1,200,000	1,200,000	-	-	-	-	-

Sheriff's										
Patrol Vehicle	82-4216	32,000	32,000	32,000	32,000	45,000	90,000	45,000	45,000	-
Workcrew Truck	82-4216	-	-	-	-	-	-	150,000	-	-
Corrections Administrative Vehicle	82-4216	-	-	-	-	-	-	-	-	-
Deputy & Inmate Tracking System	82-4895	19,850	19,850	19,850	19,850	-	-	-	-	-
Subtotal Sheriff's		51,850	51,850	51,850	51,850	45,000	90,000	195,000	45,000	-

		<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Indirect Costs	82-3210	24,600	24,600	24,600	24,600	30,000	30,000	30,000	30,000	30,000
Transfer to Debt Service Fund	82-8435	178,010	178,010	178,010	178,010	174,100	170,300	166,300	162,500	158,600
PERS Reserve Transfer	82-4000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Appropriation For Contin. (Fleet Replacement)	82-9900	-	-	-	-	-	-	-	-	-
Appropriation For Contin.	82-9900	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Special Projects 100/2000 Total		3,179,960	3,179,960	3,229,460	3,269,460	1,262,100	1,740,300	1,241,300	1,087,500	1,038,600
Fleet Replacement 100/2002 Total		28,000	28,000	28,000	28,000	27,000	27,000	27,000	-	-
GRAND TOTALS		3,207,960	3,207,960	3,257,460	3,297,460	1,289,100	1,767,300	1,268,300	1,087,500	1,038,600

	<u>Account Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Summary by line item:										
(Contractual Services)	82-2471	105,000	105,000	180,000	180,000	-	-	-	-	-
(Debt Service)	82-8435	178,010	178,010	178,010	178,010	174,100	170,300	166,300	162,500	158,600
(Indirect Cost Allocation)	82-3210	24,600	24,600	24,600	24,600	30,000	30,000	30,000	30,000	30,000
(PERS Reserve)	82-4000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
(Structures & Improvements)	82-4100	519,000	519,000	519,000	549,000	80,000	650,000	50,000	50,000	50,000
(Household Hazardous Waste Facility)	82-4102	1,200,000	1,200,000	1,200,000	1,200,000	-	-	-	-	-
(Automotive Equipment)	82-4200	-	-	-	-	-	-	-	-	-
(County Vehicle Purchase)	82-4201	107,500	107,500	82,000	82,000	71,500	27,000	27,000	-	-
(Sheriff Automobiles)	82-4216	32,000	32,000	32,000	32,000	45,000	90,000	195,000	45,000	-
(Office Equipment)	82-4300	-	-	-	10,000	-	-	-	-	-
(Misc Equipment Sheriff)	82-4895	19,850	19,850	19,850	19,850	-	-	-	-	-
(Computer Equipment)	82-4907	222,000	222,000	222,000	222,000	88,500	-	-	-	-
(Approp. For Conting.)	82-9900	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
		3,207,960	3,207,960	3,257,460	3,297,460	1,289,100	1,767,300	1,268,300	1,087,500	1,038,600

County-wide Housing Study

Department Priority:	1		
Location:	County Manager's Office		
Link to Other Project(s):			
Description:	To provide a comprehensive housing study for Clatsop County , Oregon. The study will provide information about the type, size, location and price of housing required to meet the current and future needs of county residents. It will also analyze the market forces, planning and zoning regulations, and local barriers that impact housing in Clatsop County.		
Justification:	Clatsop County is currently facing a significant housing shortage. The purpose of this study is to see what types of housing needs the unincorporated areas within the county as well as the five incorporated cities have; as well as any local barriers that impact these housing needs.		
Alternatives:	None. This is a joint effort with the five incorporated cities who have each contributed \$10,000 towards this study during the 2017-18 FY.		
Operating Impact:	Undetermined		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 75,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 75,000	Total <hr/> 75,000 0 0 <hr/> 75,000

Department Vehicle

Department Priority:	1							
Location:								
Link to Other Project(s):								
Description:	The Emergency Management Division is requesting a capital outlay sufficient for the acquisition of a replacement department/response vehicle. The request is for the purchase of a "new" used, 4x4, sport utility vehicle with low mileage.							
Justification:	The department currently owns a 2007 Chevy Impala with 94,093 miles, which is a 2-wheel drive unmarked police cruiser acquired from the Sheriff's Office to support department operations, however, the current vehicle is aging and further presents challenges as an emergency management vehicle. The maintenance costs have steadily increased as has the downtime for repairs in the past two years. In addition, the vehicle type does not satisfy the departmental needs. The drive type and low ground clearance of the current vehicle do not allow the division to access remote parts of the county (such as communication sites) or travel in inclement weather. Currently, staff relies on personal or rented vehicles when a four-wheel drive vehicle is required.							
Alternatives:	The department could continue to operate the current vehicle and accept the increased maintenance costs and vehicle rental costs for those times when a four-wheel drive vehicle is required. However, we anticipate that very soon those costs will begin accumulate to the point that a replacement vehicle may allow for some budget efficiency after the initial capital outlay. Another alternative is a vehicle lease option. While this would allow the county to avoid the initial outlay, it would not allow customization of the vehicle to the configuration necessary for effective emergency operations.							
Operating Impact:	The purchase of this vehicle will allow the department to reduce the funds spent on vehicle repair and rental while providing an increased operating capability for pre disaster operations and post disaster response. Because the department vehicle is not a "daily driver" it will experience low annual mileage and should provide the County with many years of durable service.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 25,000 Installation Fee: 0 Trade in Credit: 5,645 Net Cost: 19,355	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right;">25,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">5,645</td> </tr> <tr> <td style="text-align: right;">19,355</td> </tr> </table>	Total	25,000	0	5,645	19,355
Total								
25,000								
0								
5,645								
19,355								

Total Pay Equity Analysis

Department Priority:	1		
Location:	800 Exchange - HR		
Link to Other Project(s):	N/A		
Description:	Go out for quotes to have a Total Pay Equity Analysis completed to be in compliance with Oregon state law being implemented in January of 2019.		
Justification:	To be in compliance with required Oregon Law		
Alternatives:	Be out of compliance		
Operating Impact:	It is unknown at this time but there can be potential long-term operating impacts for personnel costs.		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 75,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 75,000	Total 75,000 0 0 75,000

Core Switch Replacement

Department Priority:	1							
Location:	800 Exchange St. basement							
Link to Other Project(s):								
Description:	A core switch is a high-capacity switch generally positioned within the backbone or physical core of a network. Core switches serve as the gateway to a wide area network (WAN) or the Internet-they provide the final aggregation point for the network and allow multiple aggregation modules to work together.							
Justification:	The current core switch is about 7 years old. In computer hardware terms it has lived a good life. It should be replaced on a regular basis(every 5 to 7 years) to prevent costly outages or network interruptions. This is a piece of hardware that is on 24-7 for its entire life. Its regular replacement is critical to network stability.							
Alternatives:	Do not replace this year.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 35,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 35,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">35,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">35,000</td> </tr> </table>	Total	35,000	0	0	35,000
Total								
35,000								
0								
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35,000								

LAN Switch upgrade.

Department Priority:	2							
Location:	Various							
Link to Other Project(s):								
Description:	Switches that control network traffic throughout the LAN . They are located in a secure space and service each department.							
Justification:	The current switches around the County facilities are at their EOL(end of life) for maintenance. Half were replaced last fiscal year and the remaining ones need to be replaced in the coming fiscal year. The existing switches have been solid and reliable and will be replaced with the next generation of their respective models. It is recommended that they be replaced on a regular basis(every 5 to 7 years) to prevent costly outages or network interruptions. These hardware pieces are on 24-7. Their regular replacement is critical to network stability.							
Alternatives:	Do not replace this year.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 7 Unit Cost: 3,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 3,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">21,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">21,000</td> </tr> </table>	Total	21,000	0	0	21,000
Total								
21,000								
0								
0								
21,000								

Hard Drives for Storage Array

Department Priority:	3							
Location:	800 Exchange St. Basement							
Link to Other Project(s):								
Description:	10 Gb Hard drives to add to the storage array. This will increase the existing storage capacity and also improve the performance of file access and storage.							
Justification:	The amount of data retained by the County has increased exponentially each month for the past year. Increasing the data capacity and number of hard drives to the storage array will increase the storage capacity so that the County can maintain the availability of required data for the required 2.5 year retention period.							
Alternatives:	Do nothing							
Operating Impact:	None							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 32 Unit Cost: 500 Installation Fee: 0 Trade in Credit: 0 Net Cost: 500	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">16,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">16,000</td> </tr> </table>	Total	16,000	0	0	16,000
Total								
16,000								
0								
0								
16,000								

Office remodel

Department Priority:	4							
Location:	800 Exchange Suite 300							
Link to Other Project(s):								
Description:	Add a wall to the IT office space to create an office for the IT manager.							
Justification:	The IT manager is currently located in one of the B&F offices. They requested this space back for future personnel.							
Alternatives:	Retain the current office space in the B&F department.							
Operating Impact:	None							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 15,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 15,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">15,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">15,000</td> </tr> </table>	Total	15,000	0	0	15,000
Total								
15,000								
0								
0								
15,000								

Network testing equipment and fiber splicer

Department Priority:	5		
Location:	Countywide		
Link to Other Project(s):			
Description:	Highly specialized troubleshooting equipment that lets a technician quickly identify errors in a network. The equipment provides a visual to the technician which shows where and what piece of equipment has failed. Also allows IT to splice and manage fiber networks without relying on Contractors.		
Justification:	Network failures require specialized equipment to identify and troubleshoot rapidly. The current method of fixing network failures is to hire someone that has the equipment, or start the troubleshooting process through trial and error of testing network components. Fiber ends have been a source of failure in the past, and this equipment would allow us to identify and replace the fiber ends without utilizing outside contractors.		
Alternatives:	Do not purchase the equipment and troubleshoot as before.		
Operating Impact:	None		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 25,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 25,000	Total 25,000 0 0 25,000

Camera and software replacement at the Jail

Department Priority:	6		
Location:	Jail		
Link to Other Project(s):			
Description:	New camera equipment for the Jail camera monitoring system that is not proprietary and can be maintained by the County IT department.		
Justification:	The request has been made that the County IT staff maintain the camera system that is at the Jail. The current camera system at the Jail is highly proprietary and can only be worked on by certified technicians. None of the County staff has that certification. In order for the County IT staff to maintain the system, we would need to replace the dvitel components with other equipment that we could support.		
Alternatives:	Remain with the current system and continue to have B&G act as the point of contact for scheduling maintenance with the vendor.		
Operating Impact:	None		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 60,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 60,000	Total 60,000 0 0 60,000

Animal Control Patrol Truck

Department Priority:	1							
Location:	1315 SE 19th Warrenton							
Link to Other Project(s):	None							
Description:	Animal Control Patrol Truck							
Justification:	Current vehicle is beyond its service life. Vehicle is experiencing increased maintenance costs. Vehicle is not designed for current use (payload is insufficient). Replacement truck will be a half-ton pick-up with canopy.							
Alternatives:	Continue to use the current vehicle with the understanding that maintenance costs will increase and the need for multiple trips for shelter food and supplies.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 29,000 Installation Fee: 5,000 Trade in Credit: 0 Net Cost: 34,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">29,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">5,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">34,000</td> </tr> </table>	Total	29,000	5,000	0	34,000
Total								
29,000								
5,000								
0								
34,000								

Case Management System

Department Priority:	1							
Location:	District Attorney's Office							
Link to Other Project(s):	None							
Description:	Purchase of new case management system software and database, including training on new software and conversion of data from current system (DACMS) into the new system.							
Justification:	The current software, DACMS, is 20+ years old. It frequently crashes, struggles to handle some of the updates and changes to criminal laws, and is incapable of interfacing with the Circuit Court's new computer system. It has very limited capabilities of generating statistical reports. As an office that handles some 2,200 cases a year, a functional case management database is crucial.							
Alternatives:	Continue to use DACMS in the hopes that it can continue to run in newer computer environments (i.e. the county's planned migration to Windows 10) and can interface with newer word processing software. See increases in staff time in the IT department to make old software continue to work and a loss of productivity in DA's Office as staff is dealing with aging, buggy software. Potentially lose 20+ years' worth of data if DACMS is no longer able to function.							
Operating Impact:	Estimated annual ongoing costs of \$20,000, and \$3,050 annual costs for Justice software that was recently purchased.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 109,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 109,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">109,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">109,000</td> </tr> </table>	Total	109,000	0	0	109,000
Total								
109,000								
0								
0								
109,000								

General Fund 001 - Juvenile Department (Org ID: 2340)

Juvenile Copier			
Department Priority:	1		
Location:	800 Exchange		
Link to Other Project(s):	N/A		
Description:	New Kyocera copier for the Juvenile Dept.		
Justification:	The Juvenile Dept. has been in need of a new copier, during the 2017-18 FY the existing copier broke and so a loaner was provided until budget authority could be provided during the 2018-19 FY to make the purchase.		
Alternatives:	None		
Operating Impact:	None		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 10,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 10,000	Total 10,000 0 0 10,000

Special Fund 036 - Building Codes (Org ID: 7165)

Building Codes Division Inspection Vehicle			
Department Priority:	1		
Location:	800 Exchange St.		
Link to Other Project(s):			
Description:	This request is to add one inspection vehicle to the Building Codes Division fleet.		
Justification:	This vehicle will be needed to provide an inspection vehicle for one additional Building Inspector.		
Alternatives:	Depend on an available vehicle from other departments.		
Operating Impact:	The cost of the vehicle will be paid from our fleet replacement fund.		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 28,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 28,000	Total 28,000 0 0 28,000

Accela E-Permitting Software

Department Priority:	1							
Location:	Community Development							
Link to Other Project(s):	Code Enforcement							
Description:	Conversion from current in-house custom permitting software to mid-tier Accela e-permitting software provided by the State of Oregon Building Codes Division. Proposed software would tie into and be compatible with same Accela software proposed to be used by Building Codes.							
Justification:	<p>Currently, both Building Codes and Land Use Planning use a permitting software that has been designed and maintained in-house. Building Codes is proposing to switch to a free e-permitting system offered by the State of Oregon Building Codes Division. To avoid having two separate permitting systems, Land Use Planning is also proposing to switch to the state e-permitting software. The cost for the planning module is \$16,000. This is a one-time fee and there is no further annual fee associated with this.</p> <p>Use of the Accela on-line software would be compatible with the module that would be used by Building Codes. It would also increase transparency as residents would be able to see what planning applications had been submitted and their current status. That information would be available to residents at any time, and not just during standard office hours.</p> <p>The software would also provide fail-safe measures that would ensure that no steps in the approval process are inadvertently missed or skipped. This will enhance efficiency when processing applications.</p>							
Alternatives:	Continue using current in-house permitting program for Land Use Planning Division while Building Codes switches to Accela e-permitting. This would require the use of two programs, where one is currently utilized.							
Operating Impact:	The initial purchase cost is \$16,000. No further maintenance or annual fees are required. Initial impact will be in converting data and revising naming conventions used internally in Land Use Planning. Increased efficiency and consistency is anticipated following completion of the initial conversion.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 16,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 16,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right;">16,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">16,000</td> </tr> </table>	Total	16,000	0	0	16,000
Total								
16,000								
0								
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16,000								

CODE MODERNIZATION AND COMP PLAN UPDATE

Department Priority:	2										
Location:	Community Development										
Link to Other Project(s):	Code Enforcement/E-Permitting										
Description:	<p>CONTRACTUAL SERVICES - LAND USE PLANNING As needed technical assistance associated with code modernization and review and update of the Comprehensive Plan. The requested amount equates to approximately 100 hours.</p> <p>CONTRACTUAL SERVICES - GEOLOGIST: Provide technical assistance to assist with updating the County's Geologic Hazards Overlay District, which still refers to outdated documents from 1979. It is anticipated that significant assistance can be obtained at little to no cost by utilizing resources and/or information provided by DOGAMI. Staff is requesting this contractual funding in the event that particular services or information cannot be provided.</p>										
Justification:	The County's Comprehensive Plan dates back to the late 1970s. The County's " Land and Water Development and Use Ordinance" and "Development Standards" were adopted in 1980. While both documents have been amended piecemeal over the years, much of the information is out-of-date, is spread throughout various documents and is generally cumbersome for residents, the development community and staff to use.										
Alternatives:	Continue to use the documents in current form, resulting in an inefficient use of staff time.										
Operating Impact:	Reviewing, modernizing and consolidating documents will result in ease of use for residents, the development community and staff. Increasing the user-friendliness of these documents adds transparency to the development process and increases citizen involvement. Updating out-dated codes may encourage economic development and can assist in implementing the community's future goals.										
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition										
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 30,000	<table style="width: 100%;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">30,000</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">30,000</td> <td style="border-bottom: 3px double black;">30,000</td> </tr> </table>	Total	30,000	0	0	0	0	30,000	30,000
Total	30,000										
0	0										
0	0										
30,000	30,000										

Urgent Repairs

Department Priority:	1		
Location:	General Fund Buildings		
Link to Other Project(s):			
Description:	Funds set aside for emergency or urgent repairs on county facilities.		
Justification:	Every year there are unanticipated repairs and projects on county facilities.		
Alternatives:			
Operating Impact:			
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	Total 50,000 0 0 50,000

Jail Roof Replacement

Department Priority:	2		
Location:	2		
Link to Other Project(s):			
Description:	Replace existing roof.		
Justification:	The roof was installed in 1996 with a 10 year warranty. In 2006 after several leaks, a roof study was completed and the study recommended replacing the roof in 3-6 years, at that time the roof insulation had a 64% to 82% moisture content. A metal roof was installed over the roof top exercise yard used for inmates. This resolved the leaks in that area. The main roof was repaired with patches. This roof is showing excessive wear.		
Alternatives:	Continue to prolong this project which could result in water damage within the jail.		
Operating Impact:	None		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 152,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 152,000	Total 152,000 0 0 152,000

800 Exchange Porch Roof

Department Priority:	3							
Location:	800 Exchange							
Link to Other Project(s):								
Description:	Repair roof at south entrance to 800 Exchange. This is a small curved roof that is the original entrance to the building.							
Justification:	The roof is leaking and needs to be replaced							
Alternatives:	Wait a year.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 7,500 Installation Fee: 0 Trade in Credit: 0 Net Cost: 7,500	<table style="margin-left: auto;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black;">7,500</td> </tr> <tr> <td style="border-top: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">7,500</td> </tr> </table>	Total	7,500	0	0	7,500
Total								
7,500								
0								
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7,500								

Window Replacement

Department Priority:	4							
Location:	800 Exchange							
Link to Other Project(s):								
Description:	Replace several windows for a total of 9 windows.							
Justification:	The original wood windows had metal windows inserted into the wood frames. The wood from 1926 is failing, even after painting and caulking a few years ago. The leaks cause water damage and let cold air into the building.							
Alternatives:	We could just replace the worst ones instead of the 9 we are planning.							
Operating Impact:	Some energy saving and reduce the repairs to the interior of the building.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 9 Unit Cost: 2,775 Installation Fee: 0 Trade in Credit: 0 Net Cost: 2,775	<table style="margin-left: auto;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black;">24,975</td> </tr> <tr> <td style="border-top: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">24,975</td> </tr> </table>	Total	24,975	0	0	24,975
Total								
24,975								
0								
0								
24,975								

Old Jail Cornice Repair

Department Priority:	5		
Location:	Historic County Jail		
Link to Other Project(s):			
Description:	The Cornice is original to the 1915 building and is rusty, causing leaks into the building and needs to be repaired.		
Justification:	The Historic Jail is a iconic County building and is needs to be maintained. The building is leased to the Historical Society, the lease requires that the County and tenant share in the cost of repairs over \$5,000.		
Alternatives:	Wait a year for repairs. Do a lower cost repair that would cost around \$12,000.		
Operating Impact:	None		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Total Unit Cost: 20,000 20,000 Installation Fee: 0 0 Trade in Credit: 0 0 <hr/> Net Cost: 20,000 20,000	

Jail Boiler replacement

Department Priority:	6		
Location:	Jail		
Link to Other Project(s):			
Description:	Replace existing boiler in the jail.		
Justification:	Original natural gas / diesel fueled boiler. The existing boiler is original to the building and was designed to heat domestic water and heat the building. An efficient hot water heater was added a few years ago so the boiler is now oversized and changing to a new one would significantly reduce energy use.		
Alternatives:	Continue to use the old boiler for a few more years.		
Operating Impact:	Natural gas saving is estimated as 2,000 therms per year or about \$1,600 saving per year (revenue recorded in 81-7050). The County would also receive \$20,475 rebate from the Energy Trust of Oregon , to upgrade to a high efficiency boiler.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Total Unit Cost: 65,000 65,000 Installation Fee: 0 0 Trade in Credit: 0 0 <hr/> Net Cost: 65,000 65,000	

Courthouse Carpet Replacement

Department Priority:	7		
Location:	Courthouse basement		
Link to Other Project(s):			
Description:	Replace the carpet in the basement corridor.		
Justification:	The carpet was installed in 2006 to 2007. This location is the basement corridor, so gets most of the foot traffic into the building to allow access to the elevator. The carpet is becoming worn and hard to keep looking good.		
Alternatives:	Wait a year.		
Operating Impact:	None		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1552 Unit Cost: 6 Installation Fee: 0 Trade in Credit: 0 Net Cost: 6	Total 9,467 0 0 9,467

Solar Install

Department Priority:	8		
Location:	Boyington		
Link to Other Project(s):			
Description:	Install solar panel system on the Boyington Building.		
Justification:	The North Coast Challenge / Blue Sky Program and Pacific Power are donating to the County a 1 kW solar system. They will be funding \$10,000 of this project. The goal is to install a solar system on the Boyington that would provide all of the power for that building. The building would need a 3 kW system to power the building.		
Alternatives:			
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 3 Unit Cost: 10,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 10,000	Total 30,000 0 0 30,000

General Fund 001 - Building & Grounds (Org ID: 1790)

HVAC Installation			
Department Priority:	9		
Location:	820 Exchange		
Link to Other Project(s):	N/A		
Description:	Installation of HVAC equipment purchased in the 2017-18 FY		
Justification:	This project was budgeted for in the 2017-18 FY but due to time constraints installation was unable to occur prior to the end of the FY.		
Alternatives:	None		
Operating Impact:	Potential for reduced utility costs as a result of a more efficient system.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 30,000	Total 30,000 0 0 30,000

General Fund 001 - Budget & Finance (Org ID: 1625)

B&F Workstation Remodel			
Department Priority:	1		
Location:	800 Exchange Street, Suite 310		
Link to Other Project(s):	N/A		
Description:	Remodel of the front reception workspace in order to have an employee workstation facing the department entrance.		
Justification:	To better utilize work space and provide staff assistance to incoming customers.		
Alternatives:	Have a workstation set-up that doesn't really contribute to the flow of the space and would require other staff to frequently enter into the employees work station to access necessary files .		
Operating Impact:	None		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 10,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 10,000	Total 10,000 0 0 10,000

Westport boat ramp development

Department Priority:	1		
Location:	Clatsop County Parks		
Link to Other Project(s):	Future Park Development		
Description:	The Parks Department is requesting funding to continue improvements to the Westport County Park boat ramp and park site. We have received a grant from the Oregon State Marine Board for the hiring of a consultant to assist with the permitting process and to pay for the development fees. The total grant project cost is \$55,000. The grant project and consultant work is scheduled to begin in March of 2017 and will continue into the FY 18-19 budget year. We will also use these funds to install a sewer line and water hook up in the park for the proposed restroom facility. The cost to the County will be approximately \$33,750, with grant funds of \$41,250 from the OSMB that would reimburse the County.		
Justification:	This site development is a high priority in the Clatsop County 2006 Parks Master Plan as well as the Oregon State Marine Boards sites for boat ramp development. The Parks Recreational Lands Planning and Advisory Committee approves of this project.		
Alternatives:	Look for other funding sources to complete needed project		
Operating Impact:	The operating impact is to the people that are currently trying to use this facility as a boat ramp and day-use area. There are many safety issues with the boat ramp and docks.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 75,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 75,000	Total 75,000 0 0 75,000

HHW Facility

Department Priority:	0		
Location:	Astoria		
Link to Other Project(s):			
Description:	Building a HHW facility		
Justification:	This facility will prevent HHW from entering the environment		
Alternatives:	Not building a HHW facility - hold HHW collection events instead		
Operating Impact:	Unknown at this time		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 1,200,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 1,200,000	Total 1,200,000 0 0 1,200,000

General Fund 001 - Sheriff Criminal Division (Org ID: 2200)

Criminal Division Supervisor Vehicle			
Department Priority:	1		
Location:	1190 SE 19th Warrenton		
Link to Other Project(s):	None		
Description:	Criminal Division Supervisor Vehicle		
Justification:	Current vehicle is beyond the replacement cycle per the Rural Law Enforcement District Vehicle Replacement Schedule. Vehicle being replaced is not an emergency vehicle and had proven to be ineffective in this role. Mileage at time of replacement will exceed 150,000 miles.		
Alternatives:	Continue to use the current vehicle with the understanding that maintenance costs will increase. Furthermore, replacing it with an emergency vehicle is safer for staff.		
Operating Impact:	None.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 24,000 Installation Fee: 8,000 Trade in Credit: 0 Net Cost: 32,000	Total 24,000 8,000 0 32,000

General Fund 001 - Corrections (Org ID: 2300)

Deputy and Inmate Tracking System			
Department Priority:	1		
Location:	Jail		
Link to Other Project(s):			
Description:	CIS insurance recommends adding an electronic deputy and inmate tracking system. CIS advised they will have grant money to help offset cost of system.		
Justification:	Electronic tracking and movement system will more accurately track and log jail activities. Better records will identify areas for improvement and provide a reduction in liability through superior records keeping and management over current system.		
Alternatives:	Continue individual manual entry of deputy activities and inmate movements.		
Operating Impact:	None		
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 19,850 Installation Fee: 0 Trade in Credit: 0 Net Cost: 19,850	Total 19,850 0 0 19,850

Equipment Replacement

Mission Statement

A separate fund for the purposes of budgeting and purchasing Public Works Road Division equipment.

Department Overview

This fund was created to allow for replacement of equipment as necessary and scheduled under the Public Works equipment replacement schedule. This schedule was designed so that equipment will be replaced at the point in its cycle when it is most cost-effective.

Major Accomplishments

Purchased a Tractor-mower, 2 Dumptrucks, a Pickup, a Boat and a Snowplow attachment.

Budget Highlights

This budget includes the purchase of a Gradall, a Pickup, and a Paint Striper.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	61,349	5,050	13,080	38,860	25,780	197%
Interest On Investments	486	1,974	1,000	2,900	1,900	190%
Transfer From Gen Roads	329,380	390,110	476,620	474,040	(2,580)	- 0%
Total Revenue:	391,215	397,134	490,700	515,800	25,100	5%
Total Unappropriated Budget:	5,054	14,056	0	0	0	0%
Total Budgeted Resources:	386,161	383,079	490,700	515,800	25,100	5%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	300	700	700	800	100	14%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	385,861	382,379	490,000	515,000	25,000	5%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	386,161	383,079	490,700	515,800	25,100	5%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Indirect Cost Allocation	82-3210	300	700	700	800	100	14%
Misc Other Charges	82-3212	0	0	0	0	0	0%
Materials & Services Totals:		300	700	700	800	100	14%
Capital Outlay							
Automotive Equipment	82-4200	385,861	382,379	490,000	515,000	25,000	5%
Capital Outlay Totals:		385,861	382,379	490,000	515,000	25,000	5%
Contingencies							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		0	0	0	0	0	0%
Total Expenditures:		386,161	383,079	490,700	515,800	25,100	1.00

CLATSOP COUNTY
EQUIPMENT REPLACEMENT REQUESTS
FISCAL YEAR 2018-19

	<u>Account Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Equipment Replacement Fund</u>										
12 Yard Dump Truck	82-4200	-	-	-	-	175,000	-	-	-	-
Gradall Excavator	82-4200	390,000	390,000	390,000	390,000	-	-	-	-	-
Paint Striper	82-4200	75,000	75,000	75,000	75,000	-	-	-	-	-
Flat Bed P/U Truck	82-4200	-	-	-	-	50,000	50,000	-	-	-
Chip Spreader	82-4200	-	-	-	-	275,000	-	-	-	-
Tractor/Mower	82-4200	-	-	-	-	-	180,000	-	-	-
P/U Truck	82-4200	50,000	50,000	50,000	50,000	-	-	50,000	-	-
Hook Lift	-	-	-	-	-	-	-	260,000	-	-
IT Loader	-	-	-	-	-	-	-	180,000	-	-
Subtotal Equipment Replacement		515,000	515,000	515,000	515,000	500,000	230,000	490,000	-	-
GRAND TOTALS		515,000	515,000	515,000	515,000	500,000	230,000	490,000	-	-

Gradall Excavator

Department Priority:	1		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	Gradall Excavator		
Justification:	<p>The Gradall is a specialized machine used mainly to maintain ditches, but can perform efficiently other functions such as storm damage and debris removal, bridge work, culvert installation and excavation. The existing machine has over 8,000 hours and is experiencing many mechanical and electrical failures. In the past we had one of these machines in all 3 districts but as the technology improved, so did their price. We found that having one machine for our ditching needs was enough and we have started using other types of machines to take care of the other job functions. There are other machine types that are now starting to compete for this work but their travel speeds are very slow. Gradall's travel speed is 55 mph and the wheeled excavator is 10 mph average. This creates a slower response time in the field and responding to emergencies.</p>		
Alternatives:	Continue using current machine and pay high maintenance costs.		
Operating Impact:	Net Zero. Replacement of older machine.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Total Unit Cost: 420,000 420,000 Installation Fee: 0 0 Trade in Credit: 30,000 30,000 <hr/> Net Cost: 390,000 390,000	

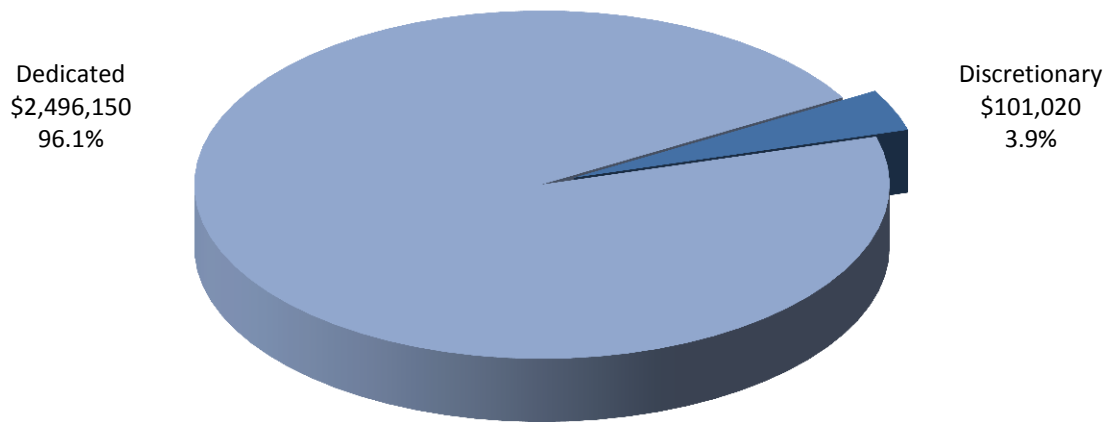
Pickup

Department Priority:	2		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	F350 pickup to replace 2004 pickup #263.		
Justification:	<p>This pickup is used by the Jewell crew for road maintenance and construction. It is for transporting of people, material and supplies on an every day basis and is used to respond to emergencies.</p>		
Alternatives:	Continue to use existing pickup.		
Operating Impact:	Net zero. This is a replacement of an older pickup.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Total Unit Cost: 50,000 50,000 Installation Fee: 0 0 Trade in Credit: 0 0 <hr/> Net Cost: 50,000 50,000	

Paint Striper

Department Priority:	3							
Location:	Public Works							
Link to Other Project(s):								
Description:	Paint Striping machine							
Justification:	<p>The paint striper is a necessary piece of equipment for traffic safety . Currently we exchange services with Columbia County; they stripe our roads and we provide chip sealing services. We would like to purchase a small backup paint striper for the following reasons:</p> <ul style="list-style-type: none"> - Columbia County priorities can change, which can impact our plans for getting our road striping done. Having the availability of a skid mounted striping machine will help us to get our fall painting completed during paving season and also allow us to paint as needed and not affect Columbia County's schedule. - Hiring out this service has been very difficult in the past with our last contractor not being able to finish the job. Our window for getting this work done is very small and somewhat uncontrollable. When we are tied to a contract and schedules, this can be very difficult. Also, the cost of contracting this work is very expensive. Our last contract was over \$ 110,000. By using Columbia County we have cut those costs to approximately \$60,000. 							
Alternatives:	Continue with current program.							
Operating Impact:								
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 75,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 75,000	<table style="margin-left: auto; margin-right: 0;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">75,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">75,000</td> </tr> </tbody> </table>	Total	75,000	0	0	75,000
Total								
75,000								
0								
0								
75,000								

**Clatsop County Functions/Programs Budget
Culture & Recreation 2018-2019
Total \$2,597,170**



Organizational units included within this functional area in the order they appear within the budget document are:

Fair General Operation
Parks Maintenance
Parks & Land Acquisition Maintenance

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Fair General Operation

Mission Statement

The Clatsop County Fair Board will provide a financially sound, well-managed facility. Providing the general public and the local community with the space, buildings and equipment needed to engage in events that promote fun, learning and social activity, especially where children can benefit.

Department Overview

The Clatsop County Fair & Expo is a year-round facility that hosts the annual Clatsop County Fair as well as multiple other local and regional events. The 2 largest local annual events are the Astoria-Warrenton Crab, Seafood & Wine Festival and the Astoria Scandinavian Midsummer Festival. Other past and current events include local organization fundraising events; weddings and receptions; memorial gatherings; equestrian events; trade shows; motorsports events and swap meets. The facility is also used multiple times per year by OSU Extension 4-H, Leadership Clubs and Master Gardeners, Clatsop County Sheriff's Office; and other groups such as those holding events for their High School Senior projects at a reduced fee or no charge. The Clatsop County Fair Board and staff recognize the support the community has generously provided by passing a special property tax bond measure which provides funding to our facility enabling the department to provide a venue for such organizations and groups.

Major Accomplishments

Made significant improvements and upgrades to the main Exhibit Hall and lobby area making the facility more inviting and aesthetically pleasing. As a result we have attracted new users to our facility that had previously used other venues in the county.

- * Replaced an old storage building with a new facility, providing a more secure and safe place for equipment and tools, as well as adding a small usable event rental area.
- * Upgraded the interior of an existing Dairy Barn, creating a very inviting location for weddings, other events.
- * Continued increased interest and attendance of the annual Clatsop County Fair by providing new and interesting events

Performance Measures

- Increased annual County Fair attendance from 9,800 in 2015 to 13,964 in 2016, and 13,104 in 2017
- Successfully contracting and hosting 180 event days without any major incidents or issues
- Continued increased interest in use of our facility by multiple user groups

Budget Highlights

- Increased local business and community support as evidenced by budgeted sponsorship and event rental revenue

Funding Sources						
Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	863,841	1,074,309	784,640	661,230	(123,410)	- 15%
Property Taxes Current Yr	369,131	269,065	274,650	285,440	10,790	3%
Property Taxes Prior Year	14,705	12,510	15,000	12,000	(3,000)	- 20%
GP Reserve Revenue	1,444	1,119	1,500	1,000	(500)	- 33%
Interest On Investments	6,530	11,927	5,000	7,000	2,000	40%
Property Rents	1	0	0	0	0	0%
Timber Sales	123,525	90,198	76,000	80,000	4,000	5%
Disc Golf Donations	0	0	0	0	0	0%
Rev. Refunds & Reim.	82	1,649	200	0	(200)	- 100%
ATM Fee Revenue	1,643	1,923	2,000	2,000	0	0%
4-H Revenue	0	0	0	0	0	0%
Donations	100	480	200	0	(200)	- 100%
OR State Fair Distribution	53,667	53,667	50,000	50,000	0	0%
Catering/Kitchen Fees	4,811	3,160	1,500	4,000	2,500	166%
Nsf Check Fee	0	0	0	0	0	0%
Vending Machine Revenue	164	0	0	750	750	100%
Ticket/Gate Fees	33,835	56,191	60,000	95,000	35,000	58%
Carnival Revenue	17,671	21,006	20,000	20,000	0	0%
County Fair Revenue	8,000	7,481	7,000	7,000	0	0%
Fair Booster Buttons	3,460	91	0	3,500	3,500	100%
Parking Fees	2,054	640	700	7,500	6,800	971%
Camping Fees	4,805	5,865	4,500	6,500	2,000	44%
Fair Sponsors	2,000	4,875	20,000	5,000	(15,000)	- 75%
Concert Sponsors	0	0	0	30,000	30,000	100%
Food Vendor %	13,691	15,498	15,000	15,000	0	0%
Fair Facility Rental	61,565	57,146	55,000	65,000	10,000	18%
Fair Arena Signs	5,100	4,200	3,750	5,000	1,250	33%
Fair Board Fundraisers	0	0	0	0	0	0%
Donations from Trust Fund	0	0	0	0	0	0%
Miscellaneous Revenue	100	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	3,588	0	0	0	0%
Insurance Loss Proceeds	0	4,656	0	0	0	0%
Total Revenue:	1,591,924	1,701,244	1,396,640	1,362,920	(33,720)	- 2%
Total Unappropriated Budget:	1,074,309	922,757	0	0	0	0%
Total Budgeted Resources:	517,615	778,487	1,396,640	1,362,920	(33,720)	- 2%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	108,046	135,307	147,530	189,800	42,270	28%
Personnel Benefits	52,234	62,022	77,300	141,680	64,380	83%
Material & Supplies	300,746	392,711	438,040	392,700	(45,340)	- 10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	56,589	188,447	340,000	0	(340,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	393,770	638,740	244,970	62%
Total Expenditures:	517,615	778,487	1,396,640	1,362,920	(33,720)	- 2%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Fair Maintenance Tech	2.00	1.00	1.00	1.00	0.00	0%
Admin Coordinator - Fairground	0.00	1.00	1.00	1.00	0.00	0%
Maintenance Supervisor - Fair	0.00	0.00	0.00	1.00	1.00	100%
Fair Operations Manager	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	3.00	3.00	3.00	4.00	1.00	33%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Event Days	163	173	137	169	242	

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Fair Maintenance Tech	82-1768	59,282	35,361	51,170	37,440	(13,730)	- 26%
Admin Coordinator - Fairground	82-1769	3,226	40,014	40,680	45,510	4,830	11%
Maintenance Supervisor - Fair	82-1770	0	5,607	0	51,170	51,170	100%
Fair Operations Manager	82-1771	45,537	54,325	55,680	55,680	0	0%
Extra Help	82-1941	0	3,712	0	10,000	10,000	100%
Overtime	82-1945	3,673	5,162	6,000	6,000	0	0%
F.I.C.A.	82-1950	8,293	10,861	11,840	15,740	3,900	32%
Retirement	82-1955	9,669	11,034	21,550	29,860	8,310	38%
Medical Waiver	82-1963	0	1,200	1,200	0	(1,200)	- 100%
Medical Insurance	82-1964	18,662	18,052	25,620	63,360	37,740	147%
Dental Insurance	82-1965	2,482	3,326	3,720	6,550	2,830	76%
HSA Contribution	82-1966	5,750	5,000	4,000	6,000	2,000	50%
Benefits Admin Fees	82-1967	43	44	60	50	(10)	- 16%
Life Insurance	82-1970	269	324	250	330	80	32%
Salary Continuation Insur	82-1972	298	401	310	380	70	22%
S.A.I.F.	82-1975	1,876	1,817	2,600	3,200	600	23%
Unemployment	82-1980	1,220	1,088	150	210	60	40%
Personnel Services Totals:		160,280	197,329	224,830	331,480	106,650	47%
Materials & Services							
Clothing And Uniform Exp.	82-2040	225	226	500	500	0	0%
Telephones	82-2070	2,717	3,389	3,000	3,000	0	0%
ATM Annual Fees	82-2120	0	0	100	100	0	0%
Custodial Supplies	82-2160	6,998	6,052	5,000	6,000	1,000	20%
Transient Room Tax	82-2167	290	583	1,000	1,000	0	0%
Insurance	82-2200	17,381	14,965	16,600	18,800	2,200	13%
License And Permit Fees	82-2240	810	1,958	2,000	2,000	0	0%
Maintenance Supplies	82-2259	653	548	1,000	0	(1,000)	- 100%
Maintenance - Equipment	82-2260	17,816	14,660	10,000	15,000	5,000	50%
General Equipment	82-2268	13,451	21,405	20,000	20,000	0	0%
Maintenance S.I.G.	82-2300	34,277	35,276	30,000	35,000	5,000	16%
Membership Fees And Dues	82-2370	2,356	2,309	2,470	1,680	(790)	- 31%
Animal Bedding	82-2400	0	0	100	0	(100)	- 100%
Office Supplies	82-2410	1,206	1,199	1,500	1,500	0	0%
Postage And Freight	82-2419	56	104	350	350	0	0%
Printing And Reproduction	82-2425	159	1,484	2,000	2,000	0	0%
Prof And Spec Services	82-2450	0	366	0	0	0	0%
PC Equipment	82-2455	520	520	520	520	0	0%
Tents and Frames	82-2458	0	2,500	2,500	2,500	0	0%
Auditing And Accounting	82-2462	0	0	0	0	0	0%
Contractual Services	82-2471	948	23,791	61,200	23,600	(37,600)	- 61%
Fair Judges	82-2472	526	868	900	1,000	100	11%
Concession Sales	82-2481	481	223	1,000	0	(1,000)	- 100%

Contractual Services-Temp Help	82-2492	37,509	35,352	15,000	15,000	0	0%
Publi. And Legal Notices	82-2600	0	636	0	500	500	100%
Advertising - Fair & Concerts	82-2604	0	0	0	10,000	10,000	100%
Advertising	82-2605	17,158	19,874	30,000	10,000	(20,000)	- 66%
Disc Golf Course	82-2610	0	0	0	0	0	0%
Rents And Leases - Equip.	82-2630	257	3,105	23,000	10,000	(13,000)	- 56%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Equipment	82-2851	0	0	0	1,500	1,500	100%
Fuel - Vehicles	82-2852	1,425	1,330	2,000	500	(1,500)	- 75%
Signs	82-2856	1,170	1,122	2,500	1,500	(1,000)	- 40%
Replacement Tools	82-2859	105	289	500	0	(500)	- 100%
Garden Supplies	82-2860	295	156	500	0	(500)	- 100%
Vehicle Maintenance & Use	82-2923	3	644	1,000	750	(250)	- 25%
Education And Training	82-2928	637	2,722	2,500	2,500	0	0%
Miscellaneous Expense	82-2929	2,078	0	1,000	0	(1,000)	- 100%
Reimbursed Travel Expense	82-2930	1,658	3,139	4,000	4,000	0	0%
Towing	82-2940	150	1,000	1,500	0	(1,500)	- 100%
Utilities	82-2960	40,320	45,315	45,000	45,000	0	0%
Fair Awards & Ribbons	82-3182	730	1,008	1,500	1,500	0	0%
Fair Premiums	82-3183	3,000	3,000	3,000	3,000	0	0%
Fair Entertainment	82-3186	47,978	93,887	100,000	90,000	(10,000)	- 10%
Refunds and Returns	82-3204	450	1,685	2,000	2,000	0	0%
County Fair Expense	82-3205	9,851	11,022	10,000	10,000	0	0%
Indirect Cost Allocation	82-3210	35,100	35,000	31,300	50,400	19,100	61%
Materials & Services Totals:		300,746	392,711	438,040	392,700	(45,340)	- 10%

Special Payments

Unallocated Donations	82-3141	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%

Capital Outlay

Structures & Improvements	82-4100	13,251	2,347	0	0	0	0%
Buildings	82-4108	23,738	171,627	125,000	0	(125,000)	- 100%
Miscellaneous Equipment	82-4900	19,600	14,474	215,000	0	(215,000)	- 100%
Capital Outlay Totals:		56,589	188,447	340,000	0	(340,000)	0%

Contingencies

Appropriation For Contin.	82-9900	0	0	393,770	638,740	244,970	62%
Contingencies Totals:		0	0	393,770	638,740	244,970	62%

Total Expenditures:		517,615	778,487	1,396,640	1,362,920	(33,720)	1.00
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Parks Maintenance

Mission Statement

The Parks Department mission is to maintain, manage, and improve the county's parks and recreational resources at an acceptable level, and provide safe, quality service and an enjoyable park environment to users of the County Parks system.

Department Overview

Parks Maintenance staff are responsible for Parks administration, maintenance, and planned improvements for twelve County parks or recreation sites, totaling 573 acres. These park sites provide access to an array of natural resources that range from fresh water access for fishing and water skiing to old growth forest sites. Year round camp hosts are provided at Cullaby Lake Park for caretaker services and fee collection. Clatsop County uses the Sheriff's work crew to help provide maintenance and cleanup at the parks. We also have an adopt-a-park program allowing community members to be involved in maintenance of their parks.

Major Accomplishments

In FY 2017/18 we continued completing our check list of items in working towards the development of Westport County Park and boat ramp facility. The Recreational Lands Planning and Advisory Committee is currently working on new playground options and park concepts for the development of this site. We have received a grant from the Oregon State Marine Board to hire a consultant to assist with the permitting needed for the new boat ramp and parking lot development at Westport. We completed a grant project at Cullaby Lake Park where we replaced the roofs on both the north and south picnic shelters. This project also installed a new ADA path that leads from the parking lot to the north picnic shelter area.

Performance Measures

We anticipate the number of daily-park passes in the past year to remain the same in FY 18-19. The fee machines continue to save staff a lot of time in regards to the emptying of collected fees and the stocking of coins in the machines. They have proven to provide reliable service and a usable format. The John Day County park pass numbers will remain low for another year due to the closure of the sturgeon season on the Columbia River. The Shelter reservations have been a popular attraction and option for the Cullaby Lake Park users. The past few years we have had 90 plus shelter reservations; we anticipate a similar number this FY. We have people calling for these reservations over one year in advance!

Budget Highlights

The requested FY 18-19 budget for the Personnel Services section has no increase in staffing levels. The increases in Personnel Services section include wage increases, increases in retirement and medical rates, as well as a COLA increase. The Materials and Supplies section has been flat funded at a level of \$54,930. There are several changes in amounts between line items but the total amount for this section is the same.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Other Permit Fees	110	0	0	0	0	0%
Rv Parks Fees	29,763	35,466	32,000	32,000	0	0%
St. - Marine Gas Tax	10,560	6,750	6,750	6,750	0	0%
Parks Reservations	3,290	2,730	3,000	3,000	0	0%
Kloutchy Creek Park Fees	0	0	0	0	0	0%
Carnahan Park Fees	1,233	1,577	1,500	1,500	0	0%
Cullaby Lake Fees	20,204	24,654	25,000	25,000	0	0%
JohnDay Boat Ramp Fees	12,335	11,415	11,000	11,000	0	0%
Annual Parks Pass Fees	7,015	8,020	6,000	7,000	1,000	16%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	35	0	0	0	0	0%
Nsf Check Fee	0	25	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Parks & Land Acq	45,000	45,000	45,000	45,000	0	0%
General Fund Support	71,197	66,525	88,580	101,020	12,440	14%
Total Revenue:	200,742	202,162	218,830	232,270	13,440	6%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	93,468	95,128	97,750	103,210	5,460	5%
Personnel Benefits	58,195	54,043	65,510	73,490	7,980	12%
Material & Supplies	48,509	52,374	54,930	54,930	0	0%
Special Payments	569	616	640	640	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	200,742	202,162	218,830	232,270	13,440	6%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
Park Ranger	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	1.70	1.70	1.70	1.70	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Daily Park passes sold	Count	7,000	7,205	7,844	6,281	7,480	8,000
Picnic Shelter reservations	Count	81	90	90	82	88	90
Hours in participation of park volunteers	Count	216	92	200	90	125	150

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Public Works Director	82-1088	4,458	4,836	5,050	5,410	360	7%
Staff Assistant	82-1191	5,886	5,770	7,060	7,240	180	2%
Natural Resource Mgr	82-1620	39,701	40,078	40,080	43,870	3,790	9%
Park Ranger	82-1898	43,423	44,445	45,560	46,690	1,130	2%
Extra Help	82-1941	12,505	10,654	14,000	13,350	(650)	- 4%
Overtime	82-1945	0	70	0	0	0	0%
Performance Pay	82-1948	0	0	1,900	1,970	70	3%
F.I.C.A.	82-1950	7,841	7,822	8,690	9,070	380	4%
Retirement	82-1955	10,220	11,205	14,160	14,920	760	5%
Medical Waiver	82-1963	0	250	0	0	0	0%
Medical Insurance	82-1964	19,348	16,591	19,360	25,920	6,560	33%
Dental Insurance	82-1965	2,580	2,232	2,150	2,240	90	4%
HSA Contribution	82-1966	2,425	2,400	2,400	2,900	500	20%
Benefits Admin Fees	82-1967	35	35	50	40	(10)	- 20%
Life Insurance	82-1970	148	149	150	150	0	0%
Salary Continuation Insur	82-1972	202	202	200	200	0	0%
S.A.I.F.	82-1975	1,710	1,755	2,340	2,610	270	11%
Unemployment	82-1980	1,181	679	110	120	10	9%
Personnel Services Totals:		151,664	149,172	163,260	176,700	13,440	8%
Materials & Services							
Uniform Cleaning	82-2041	793	266	500	500	0	0%
Telephones	82-2070	747	842	900	900	0	0%
Custodial Supplies-Parks	82-2159	1,747	1,653	1,600	1,600	0	0%
Credit Card Fees	82-2220	750	1,072	1,800	1,800	0	0%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance Supplies	82-2259	152	364	0	0	0	0%
Maintenance - Equipment	82-2260	2,736	3,275	3,000	3,000	0	0%
Maint Equip-Cullaby	82-2281	0	0	0	0	0	0%
Maint Equip-John Day	82-2282	0	8	0	0	0	0%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Parks Maint. S.I.G.	82-2323	2,157	2,546	2,000	2,000	0	0%
Maint SIG-Cullaby	82-2325	2,865	1,819	2,300	2,300	0	0%
Maint SIG-John Day	82-2326	983	1,333	1,500	1,500	0	0%
Maint SIG-Westport	82-2327	300	63	1,500	1,500	0	0%
Membership Fees And Dues	82-2370	100	0	100	100	0	0%
Office Supplies	82-2410	92	1,351	200	200	0	0%
Postage And Freight	82-2419	213	247	200	200	0	0%
Printing And Reproduction	82-2425	402	0	100	100	0	0%
Contractual Serv-Cullaby	82-2488	3,515	3,600	7,200	7,200	0	0%
Contractual Serv-John Day	82-2489	0	0	0	0	0	0%
Contractual Serv-Westport	82-2490	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%

Publi. And Legal Notices	82-2600	300	607	300	300	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Equipment	82-2851	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	4,693	4,970	6,000	6,000	0	0%
Garden Supplies	82-2860	0	0	0	0	0	0%
Safety Program	82-2862	95	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	425	1,370	2,960	2,960	0	0%
Education And Training	82-2928	0	0	500	500	0	0%
Reimbursed Travel Expense	82-2930	137	17	400	400	0	0%
Sani-cans Cullaby	82-2952	0	0	0	0	0	0%
Sani-cans John Day	82-2953	0	0	0	0	0	0%
Sani-cans Westport	82-2954	1,005	800	1,200	1,200	0	0%
Pumping Sani-cans	82-2956	4,459	7,037	4,000	4,000	0	0%
Road Department Services	82-2959	400	400	500	500	0	0%
Utilities-Parks	82-2970	60	0	0	0	0	0%
Utilities-Cullaby	82-2974	11,528	10,914	8,270	8,270	0	0%
Utilities-John Day	82-2975	5,439	5,070	5,600	5,600	0	0%
Utilities-Kloutchie Creek	82-2976	2,383	2,749	2,200	2,200	0	0%
Refunds and Returns	82-3204	35	0	0	0	0	0%
Materials & Services Totals:		48,509	52,374	54,930	54,930	0	0%
Special Payments							
Property Taxes	82-3800	569	616	640	640	0	0%
Special Payments Totals:		569	616	640	640	0	0%
Total Expenditures:		200,742	202,162	218,830	232,270	13,440	1.00

Parks & Land Acq. Maint

Mission Statement

This fund serves as a caretaker for the proceeds from the sale of County park land and donations. This fund is used for capital improvements and grant projects within the County parks system.

Department Overview

The resources of this fund at this time are entirely from the sale of Sunset Beach property and the Delaura Beach property to the State Parks Department. The Sunset Beach property is used for Lewis and Clark Fort to Sea Trail which starts at Fort Clatsop and ends at the Sunset Beach property. The Delaura beach property was sold to State Parks for expansion of Fort Stevens State Park. This money is dedicated to develop and operate the County Parks system.

Major Accomplishments

Parks accomplishments and performance measures are tracked in the General Fund Parks budget 001-1795

Performance Measures

No performance measure for the fund account.

Budget Highlights

In the requested FY 18/19 budget we have allocated \$50,000 in line item 82-2129 for unallocated projects. These funds will be used for any potential grant or improvement projects that are identified in our Parks Master Plan that may present potential during the year. We have also allocated \$10,000 in line item 82-2300 Maintenance S.I.G., for the ongoing updating and installation of new park entrance signs and informational interpretive signs and this budget also has the annual transfer of \$45,000 to the 1795 Park Maintenance fund to help support the parks operational budget.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	1,141,611	1,028,823	1,034,260	991,980	(42,280)	- 4%
Licenses & Permits	0	0	0	0	0	0%
Interest On Investments	6,862	11,143	7,500	10,000	2,500	33%
State Support	0	13,301	19,600	0	(19,600)	- 100%
Sale of Park Timber	0	0	0	0	0	0%
Sale of Park Land	0	59,137	0	0	0	0%
John Day Boat Ramp Grant	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations	0	20,000	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	1,148,473	1,132,404	1,061,360	1,001,980	(59,380)	- 5%
Total Unappropriated Budget:	1,028,822	1,048,767	0	0	0	0%
Total Budgeted Resources:	119,651	83,637	1,061,360	1,001,980	(59,380)	- 5%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	74,651	14,542	61,540	61,100	(440)	- 0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	24,096	40,000	0	(40,000)	- 100%
Transfer Out	45,000	45,000	45,000	45,000	0	0%
Contingency	0	0	914,820	895,880	(18,940)	- 2%
Total Expenditures:	119,651	83,637	1,061,360	1,001,980	(59,380)	- 5%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Unapportioned Projects	82-2129	73,751	12,342	60,000	50,000	(10,000)	- 16%
Maintenance S.I.G.	82-2300	0	0	0	10,000	10,000	100%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	900	2,200	1,540	1,100	(440)	- 28%
Materials & Services Totals:		74,651	14,542	61,540	61,100	(440)	- 0%
Special Payments							
Unallocated Projects	82-3129	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Capital Outlay							
Structures & Improvements	82-4100	0	24,096	40,000	0	(40,000)	- 100%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	24,096	40,000	0	(40,000)	0%
Transfers Out							
Transfer To General Fund	82-8001	45,000	45,000	45,000	45,000	0	0%
Transfers Out Totals:		45,000	45,000	45,000	45,000	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	914,820	895,880	(18,940)	- 2%
Contingencies Totals:		0	0	914,820	895,880	(18,940)	- 2%
Total Expenditures:		119,651	83,637	1,061,360	1,001,980	(59,380)	1.00

Unapportioned Projects

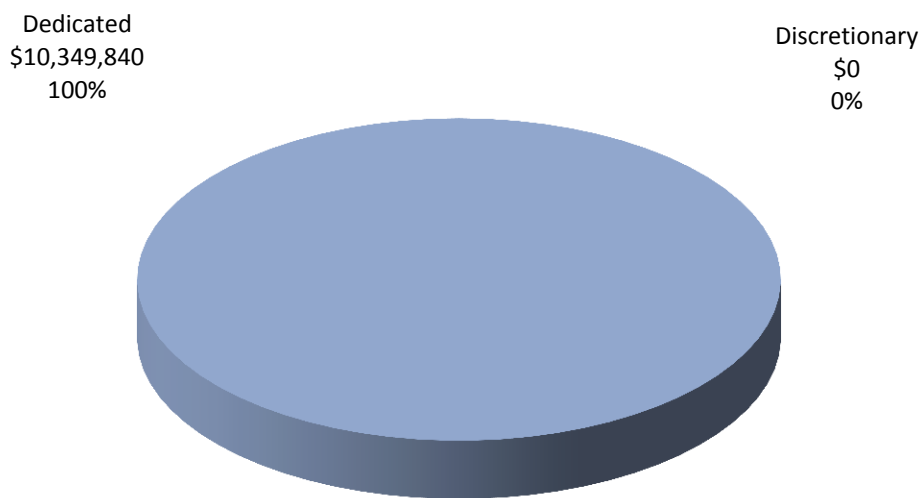
Department Priority:	1		
Location:	Parks Department		
Link to Other Project(s):			
Description:	The parks department would like to allocate \$50,000 dollars from the Parks, Land Acquisition and Maintenance Fund for grant projects and other maintenance projects during the next fiscal year. There are several grant projects that are identified in the Parks Master Plan and Stewardship Plan that need more research before submission of grant packages. This money will also help fund maintenance projects that are outlined in our Master Plan that present themselves during the year.		
Justification:	These projects are identified in the Parks Master Plan or have no other funding sources.		
Alternatives:	Look for other grants or funding support from the General Fund/Special Projects.		
Operating Impact:	Unknown at this time.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	Total 50,000 0 0 50,000

Park Entrance and Signage Project

Department Priority:	2		
Location:	Park Department		
Link to Other Project(s):			
Description:	In the Parks Master Plan it was noted as one of our goals to update and improve our parks signage. We have been working with Oregon Department of Transportation to update new highway entrance signage. This money will be allocated to make and install new signs for our parks system. We would also like to continue with several new interpretive signs and a information kiosk at Klootch Creek as well as other parks such as John Day. \$10,000 will be allocated from the Parks, Land Acquisition and Maintenance Fund to proceed with this ongoing signage project.		
Justification:	This is an ongoing project that is outlined in our Parks Master Plan and is supported by the Recreational Lands Planning and Advisory Committee.		
Alternatives:	Look for other funding sources		
Operating Impact:	There would be no updated or new information signs or panels in the parks system.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 10,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 10,000	Total 10,000 0 0 10,000

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**Clatsop County Functions/Programs Budget
Clatsop County Service Districts 2018-2019
Total \$10,349,840**



Organizational units included within this functional area in the order they appear within the budget document are:

Rural Law Enforcement District
Road District No. 1
Westport Sewer Service

Westport Sewer Equipment
4-H & Extension

The chart above represents the type of funding, discretionary or dedicated, available for this functional area. The proposed expenditure appropriations for each budget included in this functional area are located on the following pages in this section.

Sheriff Rural Law Enf Dis

Mission Statement

The mission of the Sheriff's Office is to provide professional public safety services committed to the values of integrity, duty, compassion and courage.

Department Overview

The Clatsop County Rural Law Enforcement District provides enhancements to the Sheriff's Office Criminal Division budget and a modest amount to the Sheriff's Support and Marine Patrol budgets. These funds are transferred to those budgets and accounted for in their respective individual line items. Included in the responsibility of the RLED is the cost for associated 911 dispatch services, cost of auditing, insurance and indirect cost allocation. Large capital expenses such as vehicles, buildings and equipment that become the responsibility of the RLED are paid directly from the RLED budget. Personnel expenses and materials and supplies expenses are transferred quarterly into the General Fund commensurate to total funds expended. The RLED has a five person elected Advisory Board that reviews and approves the requested budget and recommends this budget to the Clatsop County Budget Committee.

Budget Highlights

Revenue will realize an increase due to the beginning fund balance improving. This is primarily due to continued increases in timber revenue and cost savings realized in 2017-18. Property tax revenues continue to increase at approximately 2% per year and timber revenue has remained stable at over 1.1 million. Interest revenue has more than doubled in the last year.

Personnel Services realized an approximate 1.8% increase due to step increases, cost of living adjustments, associated payroll taxes and increased cost of health insurance. The increase is lower than the actual cost to the Criminal Division due to transferring one Detective position to the General Fund because the detective's duties are for mandated investigations (death, child abuse). Material and Services realize a 4.3% increase due to insurance and the addition of equipment such as Forward Looking Infrared Devices to detect activity in times of darkness, in car cell phone boosters for the mobile data terminals and ballistic vest replacement. The fund will purchase two Tahoe's one for the Canine Deputy and one for the Knappa/Svensen Resident Deputy. Special Projects will purchase one additional vehicle.

Utilizing the RLED Forecast model with current staffing and programs and a 14 year average of Timber Revenue (\$878,290) the fund remains solvent through the 2022-23 fiscal year. If we use a Timber Revenue based on recent experience of the last three years at an average of 1.2 million then the fund remains solvent through 2027/28.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	2,071,529	2,200,540	2,061,230	2,486,940	425,710	20%
Property Taxes Current Yr	1,331,381	1,359,400	1,369,250	1,393,200	23,950	1%
Property Taxes Prior Year	50,453	42,932	50,000	42,000	(8,000)	- 16%
GP Reserve Revenue	5,656	5,603	5,600	5,000	(600)	- 10%
SIP-06-02 Taxes	109,882	111,245	111,250	90,500	(20,750)	- 18%
Land Sales	0	733	0	0	0	0%
Interest On Investments	17,170	29,895	21,000	50,000	29,000	138%
Timber Sales	1,269,655	1,141,073	1,108,200	1,137,690	29,490	2%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Total Revenue:	4,855,726	4,891,422	4,726,530	5,205,330	478,800	10%
Total Unappropriated Budget:	2,200,544	2,330,000	1,469,740	0	(1,469,740)	- 100%
Total Budgeted Resources:	2,655,182	2,561,422	3,256,790	5,205,330	1,948,540	59%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	1,240,940	1,264,180	23,240	1%
Personnel Benefits	1,773,438	1,783,226	869,070	893,570	24,500	2%
Material & Supplies	606,408	613,900	691,640	725,080	33,440	4%
Special Payments	26,000	26,000	26,000	26,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	249,336	138,296	142,500	145,800	3,300	2%
Transfer Out	0	0	4,800	0	(4,800)	- 100%
Contingency	0	0	281,840	2,150,700	1,868,860	663%
Total Expenditures:	2,655,182	2,561,422	3,256,790	5,205,330	1,948,540	59%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Chief Deputy Sheriff	82-1110	0	0	30,480	32,640	2,160	7%
Sergeant	82-1116	0	0	245,060	262,460	17,400	7%
Support Div Supervisor	82-1117	0	0	30,390	27,850	(2,540)	- 8%
Special Detective	82-1177	0	0	143,910	155,440	11,530	8%
Staff Assistant	82-1191	0	0	86,870	87,380	510	0%
Deputy Sheriff SR	82-1515	0	0	221,860	237,940	16,080	7%
Deputy Sheriff	82-1520	0	0	298,480	264,490	(33,990)	- 11%
Resident Deputy	82-1521	0	0	183,890	195,980	12,090	6%
Extra Help - Dep. Sheriff	82-1915	0	0	35,700	29,400	(6,300)	- 17%
Overtime	82-1945	0	0	86,000	81,680	(4,320)	- 5%
Remuneration	82-1947	0	0	24,950	24,960	10	0%
Performance Pay	82-1948	0	0	7,010	3,730	(3,280)	- 46%
F.I.C.A.	82-1950	0	0	104,010	107,100	3,090	2%
Retirement	82-1955	0	0	262,300	273,530	11,230	4%
Medical Waiver	82-1963	0	0	0	490	490	100%
Medical Insurance	82-1964	0	0	255,370	279,360	23,990	9%
Dental Insurance	82-1965	0	0	33,530	29,110	(4,420)	- 13%
HSA Contribution	82-1966	0	0	27,830	29,210	1,380	4%
Benefits Admin Fees	82-1967	0	0	450	390	(60)	- 13%
Life/AD&D Insurance	82-1970	0	0	1,060	1,190	130	12%
Salary Continuation Insur	82-1972	0	0	1,590	1,790	200	12%
S.A.I.F.	82-1975	0	0	27,210	30,230	3,020	11%
Unemployment	82-1980	0	0	2,060	1,400	(660)	- 32%
Personal Services	82-1985	1,773,438	1,783,226	0	0	0	0%
Personnel Services Totals:		1,773,438	1,783,226	2,110,010	2,157,750	47,740	2%
Materials & Services							
Insurance	82-2200	53,305	76,970	94,070	99,600	5,530	5%
General Equipment	82-2268	19,272	8,065	15,000	25,000	10,000	66%
Maintenance S.I.G.	82-2300	2,524	1,478	10,000	10,000	0	0%
Membership Fees And Dues	82-2370	0	396	0	0	0	0%
Office Furniture & Equipment	82-2454	53,005	0	1,000	1,000	0	0%
LAN Equipment	82-2455	1,560	8,039	1,500	1,500	0	0%
Auditing And Accounting	82-2462	2,250	2,250	2,480	2,580	100	4%
Contractual Services	82-2471	7,350	9,015	10,000	10,000	0	0%
RLED Discretionary Programs	82-2482	9,377	10,911	11,500	12,000	500	4%
Ballistics Vests - RLED	82-2690	0	6,258	5,000	6,500	1,500	30%
Flash And Seed Money	82-2774	0	0	5,000	5,000	0	0%
Materials & Supplies	82-2967	384,869	412,417	454,790	466,500	11,710	2%
Indirect Cost Allocation	82-3210	72,500	78,100	81,300	85,400	4,100	5%
Misc Other Charges	82-3212	396	0	0	0	0	0%
Materials & Services Totals:		606,408	613,900	691,640	725,080	33,440	4%
Special Payments							

Special Payment to Marine Patr	82-3820	26,000	26,000	26,000	26,000	0	0%
Special Payment to Special Pro	82-3823	0	0	0	0	0	0%
Special Payments Totals:		26,000	26,000	26,000	26,000	0	0%
Capital Outlay							
Buildings	82-4108	120,000	0	0	0	0	0%
Automotive Equipment	82-4200	122,851	138,296	86,000	115,800	29,800	34%
Miscellaneous Equipment	82-4900	6,486	0	56,500	30,000	(26,500)	- 46%
Capital Outlay Totals:		249,336	138,296	142,500	145,800	3,300	2%
Transfers Out							
Trans To Special Projects	82-8100	0	0	4,800	0	(4,800)	- 100%
Transfers Out Totals:		0	0	4,800	0	(4,800)	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	281,840	2,150,700	1,868,860	663%
Contingencies Totals:		0	0	281,840	2,150,700	1,868,860	663%
Total Expenditures:		2,655,182	2,561,422	3,256,790	5,205,330	1,948,540	1.00

Humbug Mountain Repeater Site

Department Priority:	1							
Location:	Humbug Mountain							
Link to Other Project(s):	None							
Description:	This is a carry over from 2017-18 as we are not certain if the project will be completed in 2017-18. This is a shared project with Astoria 911 to connect the Humbug Mountain site with the new Astoria site via microwave.							
Justification:	The project will allow for a simulcast radio system that will allow users to hear the transmissions of other deputies throughout the county. This was approved in the 2017-18 budget.							
Alternatives:	None							
Operating Impact:	None							
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 30,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 30,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">30,000</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">30,000</td> </tr> </tbody> </table>	Total	30,000	0	0	30,000
Total								
30,000								
0								
0								
30,000								

Canine Patrol Vehicle

Department Priority:	2							
Location:	1190 SE 19th, Warrenton							
Link to Other Project(s):	None							
Description:	Canine Patrol Vehicle							
Justification:	Vehicle is being purchased in compliance with RLED Financial Plan Vehicle Replacement policy . Current vehicle will have over 140,000 miles at time of replacement. It is critical that emergency vehicles be replaced prior to major system failures for officer safety reasons . The other benefit is the Sheriff's Office will have a back-up Canine vehicle for when front line units go down for maintenance.							
Alternatives:	Continue to use the current vehicle knowing that vehicle maintenance costs will increase. Furthermore, this will add pressure to future budget years.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 37,000 Installation Fee: 22,250 Trade in Credit: 0 Net Cost: 59,250	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">37,000</td> </tr> <tr> <td style="text-align: right;">22,250</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">59,250</td> </tr> </tbody> </table>	Total	37,000	22,250	0	59,250
Total								
37,000								
22,250								
0								
59,250								

Resident Deputy 4x4 Patrol Vehicle

Department Priority:	3							
Location:	1190 SE 19th St, Warrenton							
Link to Other Project(s):	None							
Description:	4x4 Resident Deputy Patrol Vehicle							
Justification:	Currently the Knappa/Svensen Resident Deputy is equipped with a Charger Patrol Vehicle , which has proven to be ineffective for numerous applications . The Charger will be re-assigned to another deputy reducing the number of vehicles needing to be purchased.							
Alternatives:	Continue to use the current vehicle which is not well-suited for the duties and patrol district.							
Operating Impact:	None							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 37,000 Installation Fee: 19,550 Trade in Credit: 0 Net Cost: 56,550	<table style="margin-left: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right; border-bottom: 1px solid black;">37,000</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">19,550</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;">56,550</td> </tr> </tbody> </table>	Total	37,000	19,550	0	56,550
Total								
37,000								
19,550								
0								
56,550								

Road District #1

Mission Statement

The Road District receives property tax revenues which are used for the maintenance and improvement of County Roads.

Department Overview

The Road District No. 1 is an independent County service district governed by the Board of Commissioners. The District receives revenues from the property tax base levy and a portion of the timber sales from the Clatsop State Forest. These receipts are distributed to the Road Administration, Road Maintenance and Construction and Road Contingency funds.

Major Accomplishments

Transferred \$4,520,310 to support the Road Administration, Road Maintenance and Road Contingency organization units.

Budget Highlights

The Road District Fund is projecting a 4% decrease in revenues due to a lower beginning balance. This fund will transfer \$4,294,150 to support the Road Administration, Road Maintenance and Road Contingency organization units.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	749,875	617,430	815,970	514,710	(301,260)	- 36%
Property Taxes Current Yr	1,882,806	1,922,433	1,936,350	1,970,240	33,890	1%
Property Taxes Prior Year	71,404	60,779	70,000	55,000	(15,000)	- 21%
GP Reserve Revenue	7,998	7,924	0	7,000	7,000	100%
SIP-06-02 Taxes	155,413	157,341	128,000	128,000	0	0%
Land Sales	0	1,037	0	0	0	0%
Interest On Investments	2,152	7,867	6,700	15,000	8,300	123%
Timber Sales	1,795,517	1,613,679	1,567,250	1,608,900	41,650	2%
Total Revenue:	4,665,165	4,388,490	4,524,270	4,298,850	(225,420)	- 4%
Total Unappropriated Budget:	617,436	875,430	0	0	0	0%
Total Budgeted Resources:	4,047,729	3,513,060	4,524,270	4,298,850	(225,420)	- 4%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	2,320	2,220	3,960	4,700	740	18%
Special Payments	4,045,409	3,510,840	4,520,310	4,294,150	(226,160)	- 5%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	4,047,729	3,513,060	4,524,270	4,298,850	(225,420)	- 4%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Auditing And Accounting	82-2462	2,020	2,020	2,260	2,500	240	10%
Indirect Cost Allocation	82-3210	300	200	1,700	2,200	500	29%
Materials & Services Totals:		2,320	2,220	3,960	4,700	740	18%
Special Payments							
Special Payment to General Roa	82-3802	4,045,409	3,510,840	4,520,310	4,294,150	(226,160)	- 5%
Special Payments Totals:		4,045,409	3,510,840	4,520,310	4,294,150	(226,160)	- 5%
Transfers Out							
Transfer To General Road	82-8002	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		4,047,729	3,513,060	4,524,270	4,298,850	(225,420)	1.00

Westport Sewer Service

Mission Statement

The District is responsible for the operation and maintenance of the sewer system in Westport.

Department Overview

The Westport Sewer Service District is a Special District with oversight by the Board of County Commissioners. The district is responsible for the operation and maintenance of the sewer system in Westport, an unincorporated community, serving 91 connections. The system involves plant operations, sewer lines, manholes and individual septic tanks, including their pumping and repair. The administration and oversight of the District is provided by the County Roads Division and charged back to the District.

Major Accomplishments

There were equipment replacements at the plant including temperature sensor, UV bulbs and UV sensors.

Budget Highlights

This year's budget has increases in the beginning balance of 4% and Contingency of 6%. Personnel Services are 4% higher due to COLA, and Materials and Services are stable. This fund needs to continue to increase Contingency to pay for future replacement costs and emergency repairs.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	47,425	60,780	70,950	74,300	3,350	4%
Interest On Investments	234	530	460	500	40	8%
Users Fees	72,510	68,618	72,000	74,000	2,000	2%
S.A.I.F. Reimbursement	134	157	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Nsf Check Fee	25	0	0	0	0	0%
Prior Year Audit Adjustment	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	120,328	130,085	143,410	148,800	5,390	3%
Total Unappropriated Budget:	60,783	64,775	0	0	0	0%
Total Budgeted Resources:	59,545	65,310	143,410	148,800	5,390	3%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	9,015	8,902	12,040	12,640	600	4%
Personnel Benefits	1,236	1,255	1,490	1,540	50	3%
Material & Supplies	39,739	45,598	48,190	48,020	(170)	- 0%
Special Payments	2,140	1,986	1,890	1,730	(160)	- 8%
Debt Service	5,415	5,569	5,730	5,890	160	2%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	2,000	2,000	2,000	2,000	0	0%
Contingency	0	0	72,070	76,980	4,910	6%
Total Expenditures:	59,545	65,310	143,410	148,800	5,390	3%

Staffing Summary

Authorized Personnel	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	FTE Change Adopted	% Change Adopted
Sewer System Opr	0.26	0.26	0.26	0.26	0.00	0%
Total Personnel:	0.26	0.26	0.26	0.26	0.00	0%

Measures							
Unit of Measure Description		Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of septic tanks	Count	91	91	91	91	91	91
Number of requests for pumping full tanks	Count	1	1	1	1	1	1
Monthly residential sewer rate	Count	39	39	39	39	39	39
Percent of tanks that are checked annually	Percent	35%	4%	2%	6%	6%	6%
Ratio of sewer bills 60 days past due to total	Percent	12%	10%	10%	13%	8%	8%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Personnel Services							
Sewer System Opr	82-1710	9,015	8,902	12,040	12,640	600	4%
F.I.C.A.	82-1950	690	711	920	970	50	5%
Retirement	82-1955	0	0	0	0	0	0%
Salary Continuation Insur	82-1972	0	0	0	0	0	0%
S.A.I.F.	82-1975	546	544	560	560	0	0%
Unemployment	82-1980	0	0	10	10	0	0%
Personnel Services Totals:		10,250	10,157	13,530	14,180	650	4%
Materials & Services							
Insurance	82-2200	2,750	2,757	3,000	3,300	300	10%
License And Permit Fees	82-2240	2,881	7,697	3,310	3,310	0	0%
Maintenance - Equipment	82-2260	1,558	2,077	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	181	135	4,000	4,000	0	0%
Office Supplies	82-2410	0	95	100	100	0	0%
Postage And Freight	82-2419	328	236	400	400	0	0%
Prof And Spec Services	82-2450	10,207	9,880	10,530	10,500	(30)	- 0%
Contractual Engineering	82-2452	0	0	0	0	0	0%
Auditing And Accounting	82-2462	2,040	2,040	2,050	2,050	0	0%
Administrative Costs	82-2473	7,696	5,452	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	33	0	300	300	0	0%
Chemicals	82-2844	258	331	1,000	1,000	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Septic Tank Pumping	82-2955	2,920	5,688	5,500	5,500	0	0%
Road Department Services	82-2959	0	0	2,000	2,000	0	0%
Utilities	82-2960	4,188	5,012	4,300	4,660	360	8%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	4,700	4,200	5,700	4,900	(800)	- 14%
Materials & Services Totals:		39,739	45,598	48,190	48,020	(170)	- 0%
Special Payments							
Interest Expense	82-2648	2,101	1,947	1,790	1,630	(160)	- 8%
Property Taxes	82-3800	39	39	100	100	0	0%
Special Payment to Trust Accou	82-3822	0	0	0	0	0	0%
Special Payments Totals:		2,140	1,986	1,890	1,730	(160)	- 8%
Debt Service							
Loan Paydown	82-2646	5,415	5,569	5,730	5,890	160	2%
Loan Interest	82-2647	0	0	0	0	0	0%
Debt Service Totals:		5,415	5,569	5,730	5,890	160	2%
Transfers Out							
Trans To Westport Equip	82-8386	2,000	2,000	2,000	2,000	0	0%
Transfers Out Totals:		2,000	2,000	2,000	2,000	0	0%

Contingencies							
Appropriation For Contin.	82-9900	0	0	72,070	76,980	4,910	6%
Contingencies Totals:		0	0	72,070	76,980	4,910	6%
Total Expenditures:		59,545	65,310	143,410	148,800	5,390	1.00

Westport Sewer Equipment

Mission Statement

Provide funds to replace equipment necessary for the operation of the Westport Sewer Service District.

Department Overview

This fund is for replacement of equipment required for the operation of the Westport Sewer District. It is funded by money transferred from the Westport Sewer Service District fees and any other available sources to provide for current and future equipment requirements.

Major Accomplishments

Purchased two replacement pumps, UV bulbs, temperature sensor and UV sensors.

Budget Highlights

This year's beginning balance is 14% lower than last year due to equipment repair and replacement expenses. There is a lower Contingency due to the lower beginning balance.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	58,252	52,170	51,470	43,890	(7,580)	- 14%
Georgia Pacific	0	0	0	0	0	0%
Interest On Investments	374	567	500	700	200	40%
Rev. Refunds & Reim.	386	0	0	0	0	0%
Trans From Westport Sewer	2,000	2,000	2,000	2,000	0	0%
Total Revenue:	61,012	54,737	53,970	46,590	(7,380)	- 13%
Total Unappropriated Budget:	52,174	47,844	0	0	0	0%
Total Budgeted Resources:	8,838	6,893	53,970	46,590	(7,380)	- 13%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	8,838	6,893	22,100	22,100	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	31,870	24,490	(7,380)	- 23%
Total Expenditures:	8,838	6,893	53,970	46,590	(7,380)	- 13%

Summary							
Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Maintenance - Equipment	82-2260	7,295	3,903	6,200	6,200	0	0%
Prof And Spec Services	82-2450	0	0	300	300	0	0%
Contractual Services	82-2471	1,243	2,490	15,000	15,000	0	0%
Indirect Cost Allocation	82-3210	300	500	600	600	0	0%
Materials & Services Totals:		8,838	6,893	22,100	22,100	0	0%
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	31,870	24,490	(7,380)	- 23%
Contingencies Totals:		0	0	31,870	24,490	(7,380)	- 23%
Total Expenditures:		8,838	6,893	53,970	46,590	(7,380)	1.00

4-H & Extension

Mission Statement

The Oregon State University Extension Service educates Oregonians by delivering research-based, objective information to help them solve problems, develop leadership, and manage resources wisely.

Department Overview

4-H Youth Development provides countywide educational activities that develop leadership and responsibility skills in youth and adults.

Family and Community Health programs focus on Nutrition Education funded by the Oregon Family Nutrition Program, educating Supplemental Nutrition Assistance Program participants on how to make better food choices, handle food safely, and management of food resources.

Child Care Resource & Referral (CCR&R) - CCR&R is a Statewide referral program that supports parents, child care providers, employers and community partners in building a strong, quality child care system throughout the state.

Forestry Extension develops programs to transfer knowledge of the latest techniques in natural resource management, forest owners, and foresters and other natural resource managers, Christmas tree growers, loggers and forest workers, etc.

Agriculture Extension designs and delivers programs on Community Horticulture and Farming. This includes the OSU Master Gardener program that provides horticultural education to the public. Applied research and educational assistance is also provided for Dairy farms and small farms.

Coastal Hazards engages coastal residents and researchers to better understand the nature of our coastal hazards and explores ways for communities to become more resilient to these hazards.

Coastal Fisheries develops programs that promote sustainable fishery resources, strengthen the long-term health and viability of the fishing industry, and improve the utilization and value of harvested species.

Major Accomplishments

4-H maintained strong 4-H clubs with 974 youth participating. The program had 147 4-H volunteer leaders. Provided programming for school open houses, recognition for members and youth, learning events such as field days, spring dog and horse shows, presentations, judging, market animal programs, home ec. and art workshops, animal vaccinations, project skills contests, youth leadership events, summer camp, after school enrichment and the Clatsop County Fair. Total of 157 activities & meetings, 11,113 client contacts, over 53,000 media contacts, and 2,510 newsletters distributed to 4-H households through mail and e-mail, and 14,700 volunteer service hours were generated by 4-H.

The Family and Community Health Department (FCH) A series of over 100 Food Hero events were put together, most of them in collaboration with the North Coast Food Web's River People Farmer's Market, Cannon Beach Farmer's Market, Clatsop Public Health, North West Housing Authority, Lower Columbia Hispanic Council and the NW ESD Migrant Education Program during the 2017 fiscal year and we expect to put together the same amount in fiscal year 2018. We went from 26 Food Hero events in 2016 to 108 Food Hero events in 2017. Our reach in 2016 was 2002 (1659 adults and 343 youth), while in 2017 we quadrupled our reach with 5153 Clatsop community members (3153 adults and 200 youth).

Forestry faculty brought 2 new programs to Clatsop County for the first time: Women Owning Woodlands Network, a peer-to-peer learning network and Oregon Season Trackers, a citizen science program tracking precipitation and bud break to understand seasonal trends. Trained 22 PreK- 6 grade teachers in forest ecology. Held 9 workshops/field tours for small woodland owners including a multi session course co-taught with the Oregon Department of Forestry mentoring landowners. Assisted in the planning and development of the 27th Forestry Tour for Community Leaders with 80 attendees. Co-hosted 4 youth field trips sharing forest ecosystem information pertaining to forests, wildlife and careers with 300+ youth. Served 600+ youth at the Clatsop Job Fair.

Agriculture staff trained 25 new Master Gardeners and maintained 57 Veteran Master Gardeners for a total of 82 active members contributing 4,410 hours of volunteer service to Clatsop County. 913.5 continuing education credits were earned by Master Gardeners this year. Our Master Gardeners made 2,576 direct public contacts this year. The new Alderbrook Learning Garden is just getting started in an Astoria city park. This year we worked with the City of Astoria to secure a space within a public park where we can create a garden that will demonstrate organic gardening practices for growing vegetables, herbs and fruits in our challenging climate.

Coastal Hazards Sea Grant Extension faculty delivered 7 presentations and workshops, interviewed by 3 local radio programs, cited or featured in 3 Daily Astorian articles, collaborated on 2 local educational projects, consulted with one elementary school principal, guest-lectured in 5 OSU classes, and won 3 awards. Workshops in Clatsop County produced two Tsunami Quest booklets for public education on tsunami evacuation. Educators from the Columbia River Maritime Museum and Ft. Stevens State Park adapted their field learning experiences into published "self-guided clue directed hunts" being used by residents and locals.

Coastal Fisheries: Sea Grant extension faculty successfully organized and delivered the first Clatsop County Commercial Fisheries tour, which drew over 90 attendees including elected officials, fisheries management council staff, and regional business leaders. Planning is underway for a 2018 fisheries tour.

OSU Open Campus / Juntos Program: working with community partners to plan and implement 2 Juntos cohorts scheduled to begin in Spring 2018.

Budget Highlights

As in the 2017-18 FY budget, the payment to OSU for 4-H & Extension Services is budgeted in the Contractual Services account. An additional detailed line item budget can be supplied by the 4-H & Extension office for interested parties, however the detail includes the following highlights:

- Total expense requested is \$503,920
- An operating contingency of \$146,350
- Revenues totaling \$650,270
- The Clatsop County OSU Extension office has acquired 1 new faculty position from OSU – a OSU Open Campus Juntos Coordinator. Juntos, meaning “together” in Spanish, works to empower families around education. Uniting with community partners to provide culturally relevant programming for 8-12th grade students and their parents, Juntos is designed to provide families with the knowledge, skills, and resources to prevent youth from dropping out of high school and encourages families to work together to gain access to college.

Oregon State University currently funds 6 Extension faculty (4-H, Coastal Hazards Specialist, Coastal Fisheries, Family Community Health, Juntos Coordinator and Forestry) and 2 Educational Program Assistants (Master Gardener and Family Community Health).

The local budget requested of \$506,320 includes, personnel expenses for 3.35 FTE support staff (Admin, 4-H program assistant, Economic Development), operational funds (facilities, utilities, other administrative costs) and local programming supply funds & travel to deliver Extension programs, research and education throughout Clatsop County.

The OSU Extension office houses a total of 6 program faculty, 3 program assistants and 3 support staff delivering Extension programming in 4-H, Business/Tourism Economic Development, Home Horticulture, Forestry, Coastal Fisheries, Family Community Health, Juntos youth college readiness, Coastal Hazards & Tsunami/Earthquake Preparedness.

Funding Sources

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change Adopted	% Change Adopted
Beginning Balance	191,732	309,130	291,280	223,580	(67,700)	- 23%
Property Taxes Current Yr	281,522	289,765	294,080	304,270	10,190	3%
Property Taxes Prior Year	8,708	8,063	6,000	5,000	(1,000)	- 16%
GP Reserve Revenue	1,197	1,194	1,000	1,000	0	0%
SIP-06-02 Taxes	7,892	7,990	6,500	6,500	0	0%
Land Sales	0	156	0	0	0	0%
Interest On Investments	1,910	4,201	1,500	1,500	0	0%
Timber Sales	94,232	84,688	82,240	84,420	2,180	2%
Rev. Refunds & Reim.	173,240	69,567	20,000	0	(20,000)	- 100%
Contracted Services	0	0	0	0	0	0%
Workshop	0	0	4,000	4,000	0	0%
Misc. Grants, Etc	0	0	20,000	20,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	760,432	774,756	726,600	650,270	(76,330)	- 10%
Total Unappropriated Budget:	309,132	317,436	0	0	0	0%
Total Budgeted Resources:	451,300	457,320	726,600	650,270	(76,330)	- 10%

Expenditures

Departmental Revenue Account Name	Actual 2015-2016	Actual 2016-2017	Budget 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	451,300	457,320	492,400	503,920	11,520	2%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	45,000	45,000	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	189,200	101,350	(87,850)	- 46%
Total Expenditures:	451,300	457,320	726,600	650,270	(76,330)	- 10%

Measures

Unit of Measure Description	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Actual 2016-2017	Projected 2017-2018	Budget 2018-2019
Number of Programs, workshops, client meetings	1,419	1,513	1,540	1,618	1,701	1,700
Number of clientele contacts	55,402	56,339	53,219	58,210	61,102	61,500
Newsletter distributed	11,897	12,013	12,022	13,092	13,118	13,100
Number of volunteers managed	416	472	461	483	498	550
Number of 4-H Club members	513	920	992	974	419	425
Extension volunteer service hours generated	24,413	26,112	24,913	25,339	26,142	26,300
Number of in-school enrichment & other program participation 4-H/non-4-H members	2,638	2,892	5,666	6,039	6,418	6,500
New publications produced	21	17	13	10	5	5
Total value of 4-H livestock auctioned at fair	\$187,210	\$226,804	\$351,320	\$354,422	\$341,475	\$345,000
4-H Projects exhibited at fair	1,910	2,089	1,442	1,511	2,020	2,050
Average teaching effectiveness from evaluations (scale of 1-6; 6 being best)	5.8	5.8	5.8	5.9	5.8	5.9
Percentage of program participants adopting practices taught	85%	86%	85%	87%	88%	89%

Summary

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Adopted 2018-2019	\$ Change 2018-2019	% Change 2018-2019
Materials & Services							
Contractual Services	82-2471	451,300	457,320	492,400	499,920	7,520	1%
Indirect Cost Allocation	82-3210	0	0	0	4,000	4,000	100%
Materials & Services Totals:		451,300	457,320	492,400	503,920	11,520	2%
Capital Outlay							
Automotive Equipment	82-4200	0	0	45,000	45,000	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	45,000	45,000	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	189,200	101,350	(87,850)	- 46%
Contingencies Totals:		0	0	189,200	101,350	(87,850)	- 46%
Total Expenditures:		451,300	457,320	726,600	650,270	(76,330)	1.00

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Line Item Budget Detail

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Personnel Services								
Juvenile Detention Supervisor	82-1078	0	0	0	0	0	0	0
Juvenile Detention Worker	82-1470	0	0	0	0	0	0	0
Extra Help	82-1941	0	0	0	0	0	0	0
Overtime	82-1945	0	0	0	0	0	0	0
F.I.C.A.	82-1950	0	0	0	0	0	0	0
Retirement	82-1955	0	0	0	0	0	0	0
Medical Waiver	82-1963	0	0	0	0	0	0	0
Medical Insurance	82-1964	0	0	0	0	0	0	0
Dental Insurance	82-1965	0	0	0	0	0	0	0
HSA Contribution	82-1966	0	0	0	0	0	0	0
Benefits Admin Fees	82-1967	0	0	0	0	0	0	0
Life Insurance	82-1970	0	0	0	0	0	0	0
Salary Continuation Insur	82-1972	0	0	0	0	0	0	0
S.A.I.F.	82-1975	0	0	0	0	0	0	0
Unemployment	82-1980	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Food	82-2130	0	0	0	0	0	0	0
Program Activity	82-2142	0	0	0	0	0	0	0
Jail Supplies	82-2162	0	0	0	0	0	0	0
License And Permit Fees	82-2240	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
Med., Dent., & Lab Supp.	82-2340	0	0	0	0	0	0	0
Office Supplies	82-2410	0	0	0	0	0	0	0
Books And Periodicals	82-2413	0	0	0	0	0	0	0
Postage And Freight	82-2419	0	0	0	0	0	0	0
Printing And Reproduction	82-2425	0	0	0	0	0	0	0
PC Equipment	82-2455	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Med., Dent., & Lab Ser.	82-2504	0	0	0	0	0	0	0
Publi. And Legal Notices	82-2600	0	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
Program Services	82-3040	0	0	0	0	0	0	0
Mindfulness Grant	82-3045	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Transfers Out								
Trans to Other Funds	82-8165	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0

Line Item Budget Detail								
Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Personnel Services								
Juvenile Director	82-1074	0	0	0	0	0	0	0
CCF Coordinator	82-1185	0	0	0	0	0	0	0
Staff Assistant	82-1191	0	0	0	0	0	0	0
Parent Educators	82-1884	0	0	0	0	0	0	0
F.I.C.A.	82-1950	0	0	0	0	0	0	0
Retirement	82-1955	0	0	0	0	0	0	0
Life Insurance	82-1970	0	0	0	0	0	0	0
Salary Continuation Insur	82-1972	0	0	0	0	0	0	0
S.A.I.F.	82-1975	0	0	0	0	0	0	0
Unemployment	82-1980	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Telephones	82-2070	0	0	0	0	0	0	0
Program Supplies	82-2140	0	0	0	0	0	0	0
Program Activity	82-2142	0	0	0	0	0	0	0
Membership Fees And Dues	82-2370	0	0	0	0	0	0	0
Office Supplies	82-2410	0	0	0	0	0	0	0
Books And Periodicals	82-2413	0	0	0	0	0	0	0
Postage And Freight	82-2419	0	0	0	0	0	0	0
Printing And Reproduction	82-2425	0	0	0	0	0	0	0
Office Furniture & Equipment	82-2454	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0	0
Publi. And Legal Notices	82-2600	0	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Miscellaneous Expense	82-2929	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
My Future My Choice Expenses	82-2980	0	0	0	0	0	0	0
Parenting Education	82-3111	0	0	0	0	0	0	0
Refunds and Returns	82-3204	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Special Payments								
State Payback	82-3038	0	0	0	0	0	0	0
CADY Mentoring	82-3050	0	0	0	0	0	0	0
Suicide Prevention	82-3052	0	0	0	0	0	0	0
NCCIS Mentoring	82-3059	0	0	0	0	0	0	0
Child Care Improvement	82-3065	0	0	0	0	0	0	0
Friendly PEERsusion Grant	82-3068	0	0	0	0	0	0	0
Healthy Families	82-3076	0	0	0	0	0	0	0
AmeriCorp HOPE	82-3098	0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Strengthening Families	82-3113	0	0	0	0	0	0	0
Astoria Parks & Recreation	82-3117	0	0	0	0	0	0	0
Healing Circle	82-3118	0	0	0	0	0	0	0
Parenting - 3 yrs	82-3120	0	0	0	0	0	0	0
Casa Program	82-3122	0	0	0	0	0	0	0
Natural Helpers	82-3125	0	0	0	0	0	0	0
WRC- FSCITS	82-3128	0	0	0	0	0	0	0
Unallocated Projects	82-3129	0	0	0	0	0	0	0
SEPR - ROXX	82-3146	0	0	0	0	0	0	0
Teen Parenting Prg.-Astoria	82-3152	0	0	0	0	0	0	0
Teen Parenting Prg.-Seaside	82-3153	0	0	0	0	0	0	0
Youth Recognition	82-3160	0	0	0	0	0	0	0
CAT Literacy Options	82-3187	0	0	0	0	0	0	0
WHS Tutoring	82-3188	0	0	0	0	0	0	0
WHS Fun Night	82-3189	0	0	0	0	0	0	0
Special Payments Totals:		0	0	0	0	0	0	0
Transfers Out								
Trans to Other Funds	82-8165	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0
Contingencies								
Appropriation for Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Personnel Services								
Special Investigator	82-1176	0	0	0	0	0	0	0
Deputy Sheriff SR	82-1515	0	0	0	0	0	0	0
Overtime	82-1945	0	0	0	0	0	0	0
F.I.C.A.	82-1950	0	0	0	0	0	0	0
Retirement	82-1955	0	0	0	0	0	0	0
Medical Insurance	82-1964	0	0	0	0	0	0	0
Dental Insurance	82-1965	0	0	0	0	0	0	0
HSA Contribution	82-1966	0	0	0	0	0	0	0
Benefits Admin Fees	82-1967	0	0	0	0	0	0	0
Life Insurance	82-1970	0	0	0	0	0	0	0
Salary Continuation Insur	82-1972	0	0	0	0	0	0	0
S.A.I.F.	82-1975	0	0	0	0	0	0	0
Unemployment	82-1980	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Equipment Reimbursement	82-2039	0	0	0	0	0	0	0
Clothing And Uniform Exp.	82-2040	0	0	0	0	0	0	0
Telephones	82-2070	0	0	0	0	0	0	0
Insurance	82-2200	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
General Equipment	82-2268	0	0	0	0	0	0	0
Membership Fees And Dues	82-2370	0	0	0	0	0	0	0
Office Supplies	82-2410	0	0	0	0	0	0	0
Printing And Reproduction	82-2425	0	0	0	0	0	0	0
PC Equipment	82-2455	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Publi. And Legal Notices	82-2600	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Investigative Supplies	82-2770	0	0	0	0	0	0	0
Flash And Seed Money	82-2774	0	0	0	0	0	0	0
Marijuana Eradication	82-2775	0	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Capital Outlay								
Body Wire	82-4130	0	0	0	0	0	0	0
Automotive Equipment	82-4200	0	0	0	0	0	0	0
Capital Outlay Totals:		0	0	0	0	0	0	0
Transfers Out								

Line Item Budget Detail

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Transfer To General Fund	82-8001	8,386	0	0	0	0	0	0
Transfers Out Totals:		8,386	0	0	0	0	0	0
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		0	0	0	0	0	0	0
Total Expenditures:		8,386	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Materials & Services								
Contractual Services	82-2471	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Utilities	82-2960	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Special Payments								
Unallocated Projects	82-3129	0	0	0	0	0	0	0
Special Payments Totals:		0	0	0	0	0	0	0
Capital Outlay								
Miscellaneous Equipment	82-4900	0	0	0	0	0	0	0
Capital Outlay Totals:		0	0	0	0	0	0	0
Transfers Out								
Transfer to District Attorney	82-8408	0	31	0	0	0	0	0
Transfers Out Totals:		0	31	0	0	0	0	0
Total Expenditures:		0	31	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Personnel Services								
NA	82-1000	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Telephones	82-2070	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Special Payments								
Allocated To Cities	82-3132	0	0	0	0	0	0	0
Special Payments Totals:		0	0	0	0	0	0	0
Transfers Out								
Transfer To General Fund	82-8001	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Requested 2018-2019	Proposed 2018-2019	Approved 2018-2019	Adopted 2018-2019
Personnel Services								
NA	82-1000	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Insurance	82-2200	0	0	0	0	0	0	0
Maintenance S.I.G.	82-2300	0	0	0	0	0	0	0
Prof And Spec Services	82-2450	0	0	0	0	0	0	0
Carlyle Apartments	82-2570	0	0	0	0	0	0	0
Utilities	82-2960	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Special Payments								
Property Taxes	82-3800	0	0	0	0	0	0	0
Special Payments Totals:		0	0	0	0	0	0	0
Transfers Out								
Trans to Other Funds	82-8165	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

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GLOSSARY OF BUDGET TERMS

“Accrual Basis” is the method of accounting recognizing transactions when they occur without regard to cash flow timing.

“Activity” is a specific and distinguishable service performed by one or more organizational components of a municipal corporation to accomplish a function for which the municipal corporation is responsible. (ORS 294.311)

“Ad Valorem Tax” is a Tax based on the assessed value of a property.

“Adopted Budget” is the financial plan adopted by the governing body, which forms a basis for appropriations. (Local Budgeting in Oregon 2012 Edition)

“Appropriation” is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes, based on an adopted budget.

“Assessed Valuation” is a valuation set upon real estate or other property by government as a basis for levying taxes.

“Audit Report” is a report in a form that is prescribed by the state

“Balanced Budget” is a budget in which the resources equal the requirements in every fund.

“Beginning Balance” is unrestricted working capital (resources) on hand at the end of the fiscal year, available to fund the next year’s operations. Typically, the fund balance is derived from actual revenues received less actual expenditures.

“Bond” is a written promise to pay a specified sum of money called face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specified rate.

“Budget” is a plan of financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures. (ORS 294.311)

Budget Committee is the fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district. (ORS 294.336)

“Budget Documents” means the estimates of expenditures and budget resources as set forth on the estimate sheets, tax levy and the financial summary. (ORS 294.311)

“Budget Officer” is the person appointed by the governing body to assemble budget material and information and to prepare the proposed budget. (Local Budgeting in Oregon 2012 Edition)

“Budget Message” is a written explanation of the budget and the local government’s financial priorities.

“Budget Resources” are resources to which recourse can be had to meet obligations and expenditures during the fiscal year covered by the budget. (ORS 294.311)

“Capital Outlay” expenditures for the acquisition of capital assets. Capital Outlay are items that generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings; and a cost of more than \$5,000.

“Capital Projects Fund” is a governmental fund type used to account and report for financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

“Contingency” is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted; use of contingency requires Board approval.

“Current Year” means the fiscal year in progress. (ORS 294.311)

“Dedicated Revenue” also known as *Restricted Revenue* is funds that can only be spent for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

“Department” serves as a specific function as a distinct organizational unit within a given fund.

“Depreciation” the portion of the cost of a capital asset other than a wasting asset that is charged as an expense during a particular period.

“Debt Service Fund” is a governmental fund type established to account and report financial resources that are restricted, committed, or assigned to the expenditure for to account for payment of general long-term debt principal and interest.

“Discretionary Revenue” is the primary source of funds over which the governing body has some options regarding the activities/purposes to which they are allocated.

“Encumbrance” is the amount of money committed and set aside, but not yet expended, for the purchases of public goods or services.

“Enterprise Fund” is a proprietary fund type used to report an activity for which a fee is charged to external used for goods or services.

“Expenditures” means total amount incurred if accounts are kept on accrual basis; total amount paid if accounts are kept on a cash basis. (Local Budgeting in Oregon 2012 Edition)

“Fees” are charges for specific services levied by a local government in connection with providing a service, permitting an activity or imposing a fine or penalty.

“Fiduciary Funds” is any fund held by a government in a fiduciary capacity for an external party, ordinarily as an agent or trustee.

“Fiscal year” is the 12-month period beginning July 1 and closing on June 30. (ORS 294.311)

“Fixed Asset” is an asset of a long-term character such as land, buildings, furniture, vehicles, and other equipment with a useful life of more than 1 year and a unit value of \$5,000 or more.

“Full-Time Equivalent (FTE)” is the ratio of time expended in a part-time position to that of a full-time position. The ratio is derived by dividing the amount of employed time required in the part-time position by the amount of employed time required in a corresponding full-time position.

“Functional Area” is the grouping of budgets related to the types of activities provided, i.e. “Public Safety and Justice” includes all law enforcement-related organizational unit budgets.

“Fund” means a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes; all segregated for specific regulated activities and objectives. (Local Budgeting in Oregon 2012 Edition)

“Fund Balance” means the fund equity of government funds. This is the assets minus the liabilities, leaving the dollars available to spend.

“General Fund” is a fund used to account for most fiscal activities except for those activities required to be accounted for in another fund. (Local Budgeting in Oregon 2001 Edition)

“Governmental Fund” a generic classification used by GASB to refer to all funds other than proprietary and fiduciary funds.

“Grant” is a contribution from one governmental unit to another, usually made for a specific purpose and time period.

“Intergovernmental Federal Revenues” are monies received from other governments; such as fiscal aids, shared taxes, and reimbursements for services.

“Intergovernmental State Revenues” are monies received from other state governments; such as fiscal aids, shared taxes, timber revenues, and reimbursements for services.

“Line-item Budget” is the traditional form of budgeting, in which proposed expenditures are based on individual objects of expense within a department or division. (Local Budgeting in Oregon 2001 Edition)

“Local Option Tax” is a voter-approved tax that is levied in addition to the taxes generated by the permanent tax rate. Local option taxes can be for general operations, a specific purpose, or capital project. They are limited to 5 years unless they are for a capital project, then they are limited to the useful life of the project or ten years, whichever is less.

“Major Fund” governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor’s report. Major fund types include: General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund.

“Materials and Services” is a category of accounts which establish expenditures for the operating expenses of County departments and programs.

“Modified Accrual Basis” is the method of accounting where revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

“Non-Major Fund Types” include the Enterprise Fund.

“Ordinance” is a written directive or act of a governing body that has full force and effect of law within the local government’s boundaries, provided it does not conflict with a State statute or constitutional provision.

“Organizational unit” is any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division). (Local Budgeting in Oregon 2012 Edition)

“Permanent Rate” is the maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate can be used for any purpose. No action of the local government can increase the permanent rate.

“Personnel Service Expenses” are those expenses related to the compensation of salaried employees such as, health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments.

“Program” is a group of related activities to accomplish a major service or function for which the government is responsible. (Local Budgeting in Oregon 2012 Edition)

“Property Taxes” Ad valorem tax or another tax on property certified to the county assessor by a local government unit.

“Proposed budget” is the financial and operating plan prepared by the budget officer and submitted to the public and budget committee for review. (Local Budgeting in Oregon 2001 Edition)

“Proprietary Fund” is also referred to as an *Enterprise Fund* is a fund established to account for operations that are financed and operated in a manner similar to private business enterprises; they are usually self-supporting.

“Resolution” is an order of a governing body. This requires less legal formality and has lower legal status than an ordinance. Statutes or character will specify which actions must be by ordinance and which may be by resolution.

“Resources” the estimated beginning fund balances on hand at the beginning of the fiscal year, plus all anticipated revenues. (Local Budgeting in Oregon 2012 Edition)

“Revenues” are monies received or anticipated by a local government from either tax or nontax sources.

“Special District” is an independent unit of local government generally organized to perform a single function. (i.e. sewer, roads, rural law enforcement, 4-H)

“Special Revenue Fund” is a governmental fund type used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

“Transfers” are amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund, and as revenue in the receiving fund.

“Unappropriated ending fund balance” is the amount set asides in the budget to be carried over to the next year’s budget. It provides the local government with cash until tax money or other revenues are received later in the year.

BUDGET DETAIL FORMATTING

Department sections are formatted in the following manner: Mission Statement (where applicable); Department Overview; Major Accomplishments for the current FY, Performance Measures (where applicable); Budget Highlights; Funding Sources; Expenditures; Staffing Summary; and Workload Measures; and followed up with an expenditure account detail. Appropriations are reported by activity or department and most funds consist of several activities.

Appropriation in most activities is reported in four major standard categories: Personal Services, Material and Supplies, Special Payments, and Capital Outlay.

State law proscribes the form of our budget and requires the actual expenditures be reported for the two prior years even if no appropriations are proposed for next year. In most cases these outdated activities are presented in the “In-active Budgets” section.

ABBREVIATIONS FOUND IN LINE/ITEM BUDGET:

2145	House Bill 2145
ACA.....	Affordable Care Act
AD.....	Alcohol & Drug
AD&D.....	Accidental Death & Dismemberment
AFSCME.....	American Federation State County Municipal Employees
ARRA.....	American Recovery and Reinvestment Act
ASD.....	Astoria School District
A&T	Assessment and Taxation
B&F.....	Budget & Finance
B&G.....	Buildings & Grounds
BF.....	Breast Feeding
BOCC.....	Board of County Commissioners
BPA.....	Bonneville Power Administration
B/T.....	Bioterrorism
CAFR.....	Comprehensive Annual Financial Report
CC	Clatsop County
CCare.....	Contraceptive Care
CCF.....	Commission on Children & Families
CCHA	Clatsop County Housing Authority
CEDR.....	Clatsop Economic Development Resources
CLHO.....	Coalition of Local Health Officials
Co.....	County
DA.....	District Attorney
DETEN FAC	Detention Facility
DEQ.....	Department of Environmental Quality
DD.....	Developmental Disabilities
DHS.....	Department of Human Services
EMPG.....	Emergency Management Preparedness Grant
EOC.....	Emergency Operation Center
Equip.....	Equipment
FEMA.....	Federal Emergency Management Agency

FICA.....	Social Security (County Share)
FTE.....	Full Time Equivalent
GAAP.....	Generally Accepted Accounting Practices
GASB.....	Governmental Accounting Standards Board
GFOA.....	Government Finance Officers Association
GIS.....	Geographic Information System
GP.....	Georgia Pacific
HAVA.....	Help America Vote Act
HDHP.....	High Deductible Health Plan
HHW.....	Household Hazardous Waste
HAS.....	Health Savings Account
JLUS.....	Joint Land Use Study
LAN.....	Local Area Network
LCDC.....	Land Conservation & Development Commission
LEPC.....	Local Emergency Planning Committee
LNG.....	Liquefied Natural Gas
LTFP.....	Long Term Financial Plan
MAINT.....	Maintenance
MCH.....	Maternal and Child Health
MCM.....	Maternal Case Management
MHS.....	Mental Health Services
NC.....	North Coast
NSF.....	Non-Sufficient Funds
NW.....	North West
ODF&W.....	Oregon Department of Fish & Wildlife
ODOT.....	Oregon Department of Transportation
OHP.....	Oregon Health Plan
OHV.....	Off Highway Vehicles
ONA.....	Oregon Nurse's Association
OSS.....	Onsite Sewage Systems
OYA.....	Oregon Youth Authority
PERS.....	Public Employees Retirement System
PW.....	Public Works
RLED.....	Rural Law Enforcement District
RTS & LEA.....	Rents and Leases
SAIF.....	State Accident Insurance Fund
SB.....	Senate Bill
SBHC.....	School Based Health Center
SE.....	Service Element
S.I.G.....	Structure, Improvements and Grounds
SIP.....	Strategic Investment Plan
ST.....	State
TC.....	Transition Center
TX.....	Treatment
UAL.....	Unfunded Actuarial Liability
VOCA.....	Victims of Crime Act
VOIP.....	Voice Over Internet Protocol
WIC.....	Women, Infants, & Children

The seal of Clatsop County, Oregon, is a circular emblem. It features a central landscape with a river, trees, and a sun. The words "CLATSOP COUNTY OREGON" are inscribed around the perimeter, and the year "1844" is at the bottom.

Fiscal Year 2018-2019 Budget In Brief Clatsop County, Oregon



Letter from Budget & Finance

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To the great citizens of Clatsop County,

Welcome to the County's 2018-19 Budget in Brief. Each year Clatsop County produces a budget document to fulfill the community's vision for where our resources should be directed. We strive for excellence in providing sound, reasonable, honest, and transparent management of these resources.

This year's budget is approximately 500 pages. While the entire budget document is available to view, county management is hoping that by providing this Budget in Brief which summarizes the most essential elements of the County's budget, we can provide an abbreviated document for convenience. We hope you find it useful.

Our budget reflects the County Commissioners goals, maintains the long-term financial health and stability of our General Fund and reserves, and continues the delivery of high-quality services for our community. The 2018-19 budget allocates approximately \$70.1 million, including approximately \$3.8 million for capital projects, such as the construction of a Household Hazardous Waste Facility and further development of the North Coast Business Park.

For a more detailed look at the County's 2018-19 adopted budget, please visit the County's website at <http://www.co.clatsop.or.us/finance/page/clatsop-county-budget>.

Through sound fiscal management, we are able to continue delivering the high quality services our citizens expect and deserve. By providing these important services for today, as well as planting the seeds for a strong future, we ensure that we will continue to grow to do great things here in Clatsop County.



Monica Steele
Assistant County Manager / Budget & Finance Director

Our Community

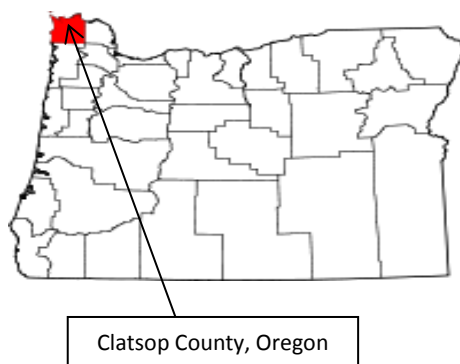
Clatsop County is located in Oregon's rugged and beautiful northwest coast. Named for the Clatsop People, Clatsop County is rich in history, scenery, and opportunity. Lewis & Clark's Corp of Discovery spent the winter of 1805-06 here before starting their journey back east.



Clatsop County was created from the northern and western portions of the original Twality District and was founded in 1844. Before 1850 most of Clatsop County's government activity occurred in Lexington, which is now known as the city of Warrenton. However, commercial

and social activities came to center on Astoria as that city grew, and by election in 1854 Astoria came to be the County seat. Astoria is Oregon's oldest city and the oldest American settlement west of the Rockies. This area was established as a fur trading post in 1811 by a party commissioned by John Jacob Astor.

The voters of Clatsop County approved a home-rule charter in 1988 that called for a Board of County Commissioners as the policy-determining body of the county, and a County Manager to oversee the daily operations of the government. The county government consists of five commissioners, each elected from one of the five geographic districts; in addition, the voters also elect a District Attorney and Sheriff.

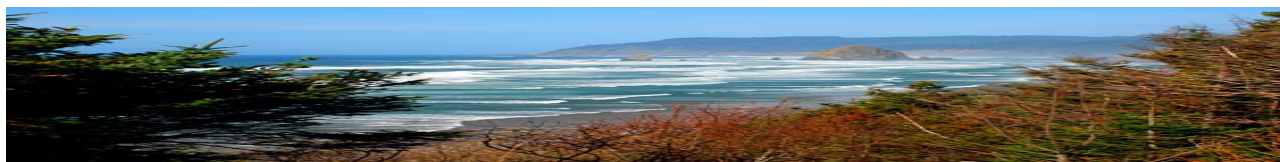


*Data Source: city-data.com

The county provides certain services on a countywide basis and other services only to unincorporated areas of the county. Within the appropriate jurisdictions, the county provides law enforcement, criminal detention, judicial administration, parks and recreation facilities, community development, road maintenance and construction, public health services, tax assessments and collections, elections, and general administrative functions. There are approximately 65 taxing districts that use county tax dollars to perform a variety of additional functions such as rural fire departments, water, health, transportation, recreation, sewer, schools, roads, and diking districts to name a few.

Our Community

Clatsop County is a major recreation center with ocean beaches, dense forests, mountains, rivers, and streams. Miles of broad beaches offer beachcombing, digging for razor clams, and quiet walks. Several state and national parks such as Fort Clatsop, Fort Stevens, Ecola, and Oswald West, as well as many other parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, ocean views, picnic sites, and overnight campgrounds. Lakes and rivers offer water-skiing, canoeing, boating, sailing, and fishing. For golfers there are four challenging courses.



Clatsop County is located in an area of 1,085 square miles which consists of 873 square miles of land and 212 square miles of water. The County is bordered on the north by the Columbia River, on the West by the Pacific Ocean, and with the verdant Oregon Coast Range to the East, which includes the Saddle Mountain State Natural Area with an elevation of 3,288 feet. The area has a coastal marine climate of moderate temperatures and frequent rains, averaging an annual precipitation of 70 inches.

The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

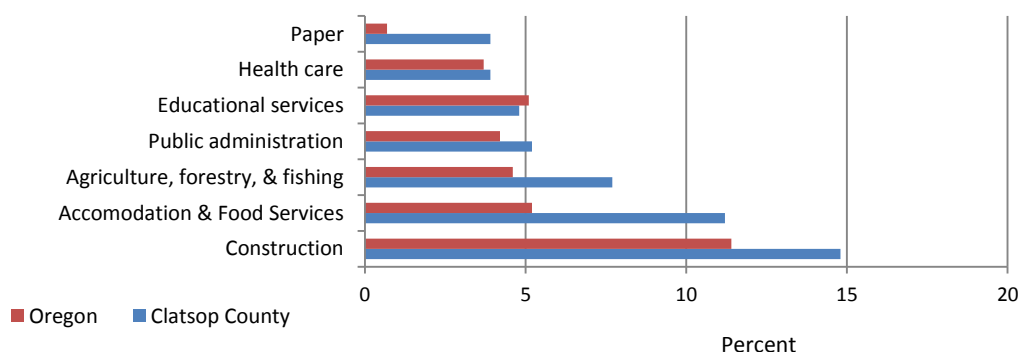
The Port of Astoria is located at Columbia River Mile 13 from the open sea. The Port's facilities are the first on the Columbia River and include three piers with five deep water ship berths and a barge ramp.



Our Community

EMPLOYMENT

The primary industries for Clatsop County are construction, forestry, fisheries, and tourism/recreation. The area is one of the principal marine fisheries regions of Oregon; however, like other northwest coastal resource-based communities, Clatsop County is working to diversify its economy to offset the loss of family-wage jobs in the timber and fishing industries.

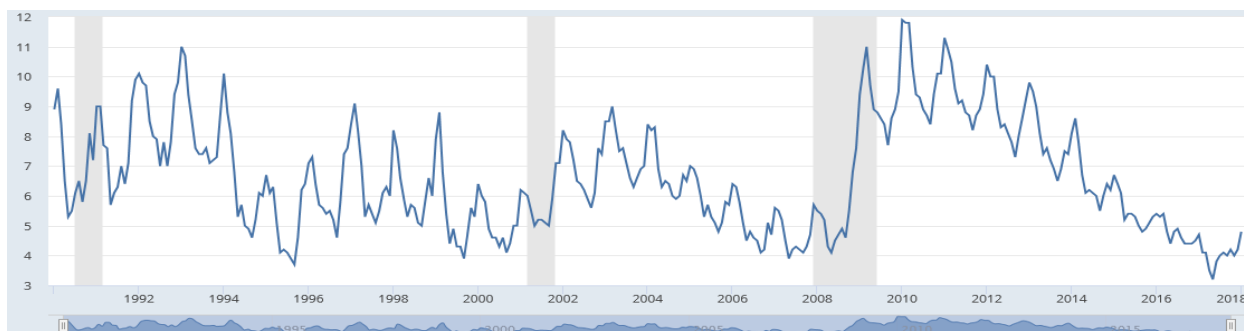


*Data Source: city-data.com

Some of today's major employers in Clatsop County include:

- US Coast Guard
- Georgia Pacific-Wauna Mill
- Warrenton Fiber Company
- Columbia Memorial Hospital
- Providence Seaside Hospital
- Astoria School District
- Seaside School District
- Clatsop County government
- State of Oregon
- Tongue Point Job Corp

The chart below shows how Clatsop County, much like the rest of the state and nation, saw lower unemployment rates up until the recession beginning in 2008 at which point rates grew to 11.9%, Clatsop County is currently at 4.8% which is close to the pre 2008 recession low of 3.9%.

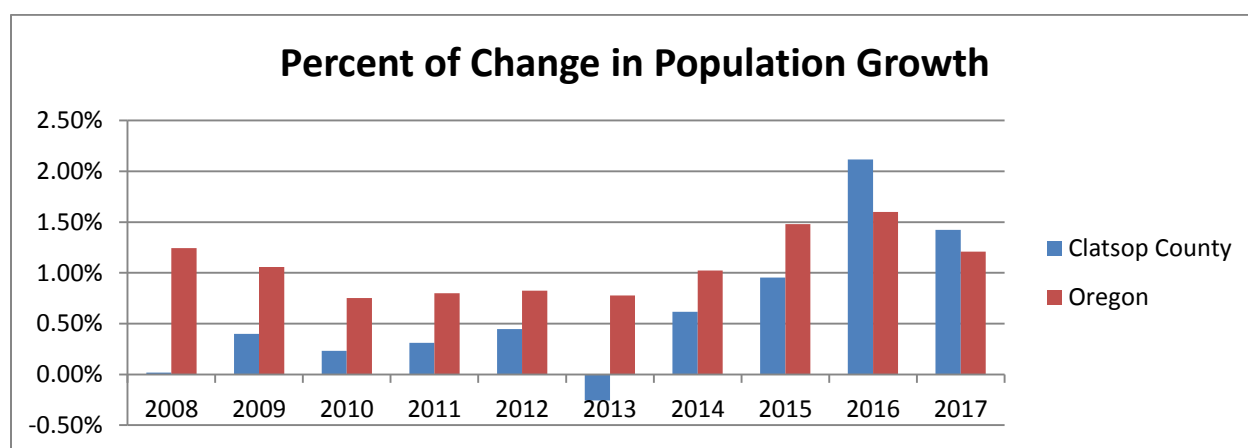


*Data Source: Federal Reserve Economic Data – FRED

Our Community

POPULATION

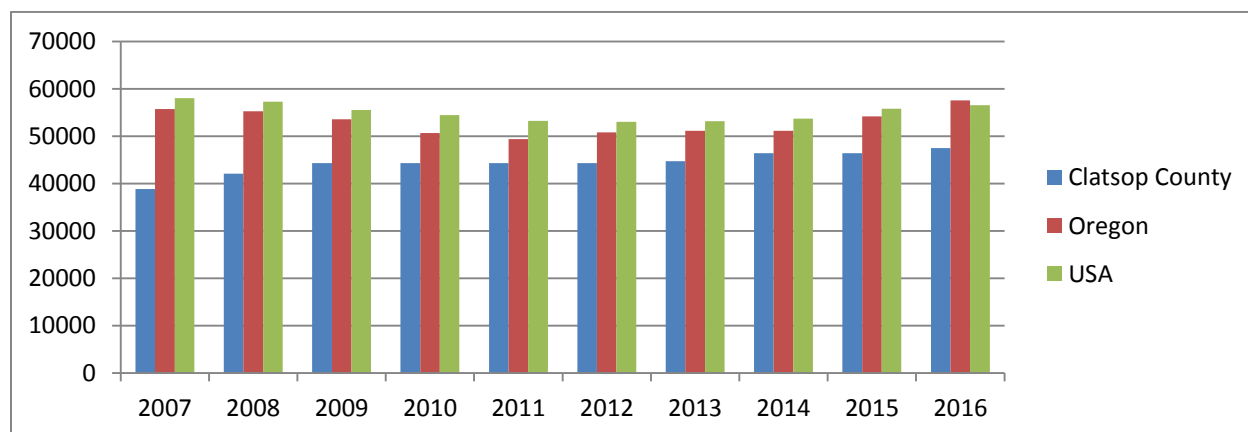
According to the most recent census, Clatsop County is home to a population of approximately 39,182; with approximately 61% living in urban areas and 39% living in rural areas. County population has increased by approximately 1.5% over the past 10 years. As shown in the following graph, the population growth of the county is similar to the rest of the state of Oregon seeing growth in the years leading up to the recession, followed by a declining population which coincides with increases in unemployment statistics. In 2017 Clatsop County saw 1.42% in population growth over 2016 statistics and has seen greater population growth than the state of Oregon overall for the last two years.



*Data Source: US Census Bureau

HOUSEHOLD INCOME

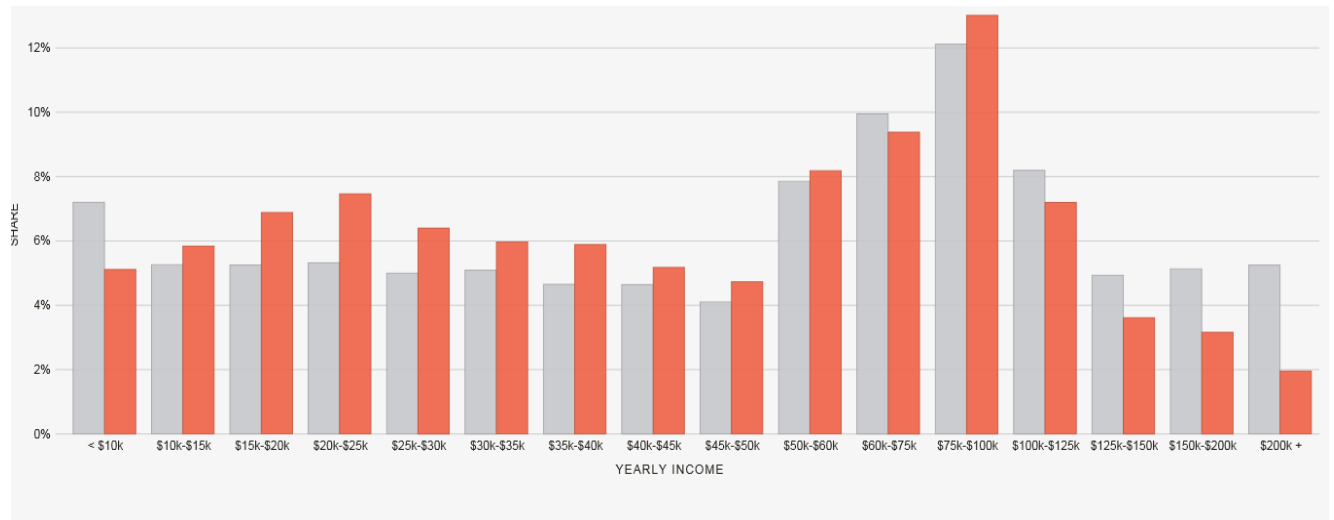
The County's median household income is \$47,492, which is roughly \$10,040 less than the median income for the state of Oregon, and \$9,020 less than the U.S. average.



*Data Source: US Census Bureau

Our Community

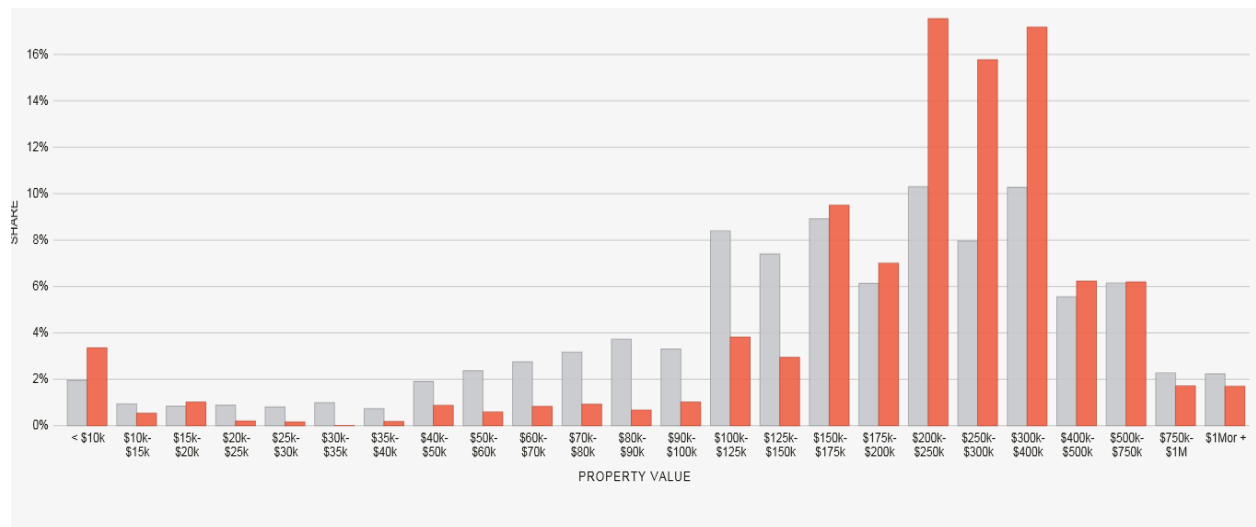
The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 13% earn a household income between seventy-five and one-hundred thousand and 9% earn an income between sixty and seventy-five thousand, while approximately 78% earn a household income of less than sixty thousand.



*Data Source: Datausa.io

HOUSING AND REAL ESTATE

Based on the most recent data, the median real market value for a home in Clatsop County is \$250,112 versus \$264,100 for the state of Oregon and \$194,500 nationwide.

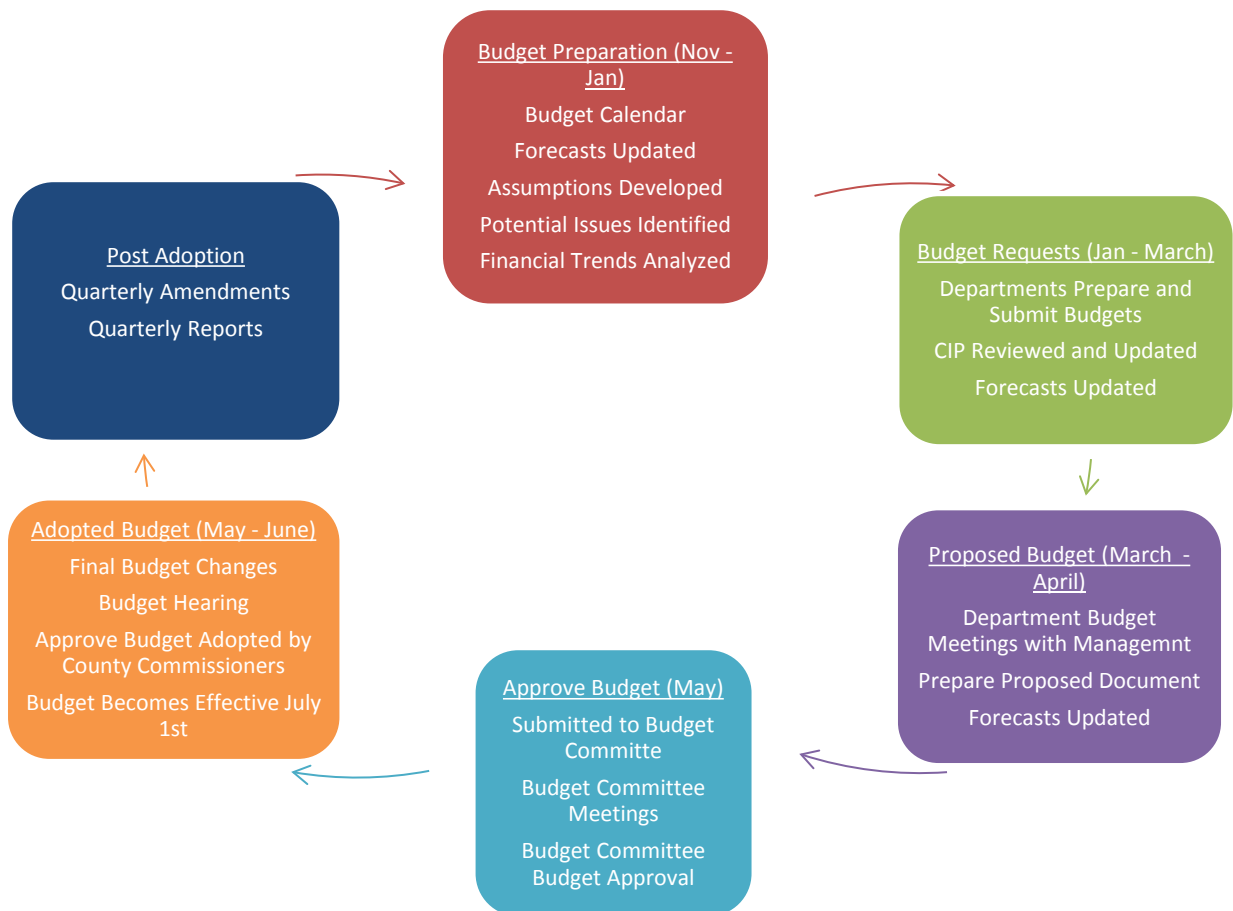


*Data Source: Datausa.io

Budget Process

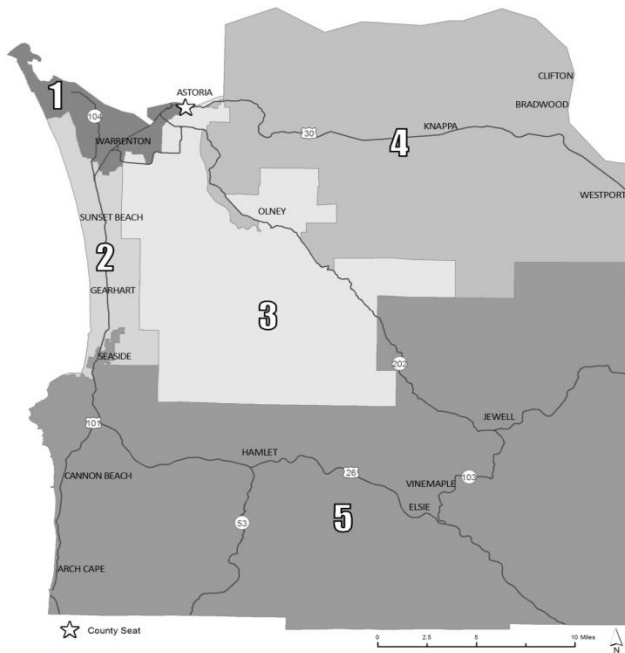
The process followed in the preparation of the budget complies with Oregon Local Budget Law established by Oregon Revised Statutes. County management seeks and welcomes public input, participation, and deliberation throughout the process. Budget Committee meetings are open to the public and are advertised on the County's website and in the Daily Astorian newspaper. The Proposed Budget – submitted to the Budget Committee in May – and the Approved Budget – submitted to the Board of Commissioners in June – are available to the public prior to each meeting.

County Departments work with the Budget & Finance Department to compile their budget requests and capital projects information between November and March of each year. Then, this information is reviewed by County management. During this same time frame, Finance and County management review revenue and expenditure forecasts, as well as financial environmental trends. All of this information is compiled, prepared and presented to the Budget Committee as the **Proposed Budget**. After the Budget Committee reviews and deliberates over the Proposed Budget and makes any appropriate changes, the Committee then recommends and forwards to the County Commissioners an **Approved Budget**. After a public hearing, the Commissioners take action on any final changes deemed appropriate, and adopts the budget in late June. The **Adopted Budget** becomes effective July 1. The final Adopted Budget is available on the County's Website, at all four libraries within the County, and available to citizens upon request.



Clatsop County Budget Committee

Clatsop County Board of
Commissioners



Scott Lee –
Chair
District 1



Sarah Nebeker – Vice Chair
District 2



Lisa Clement
District 3



Kathleen Sullivan
District 4



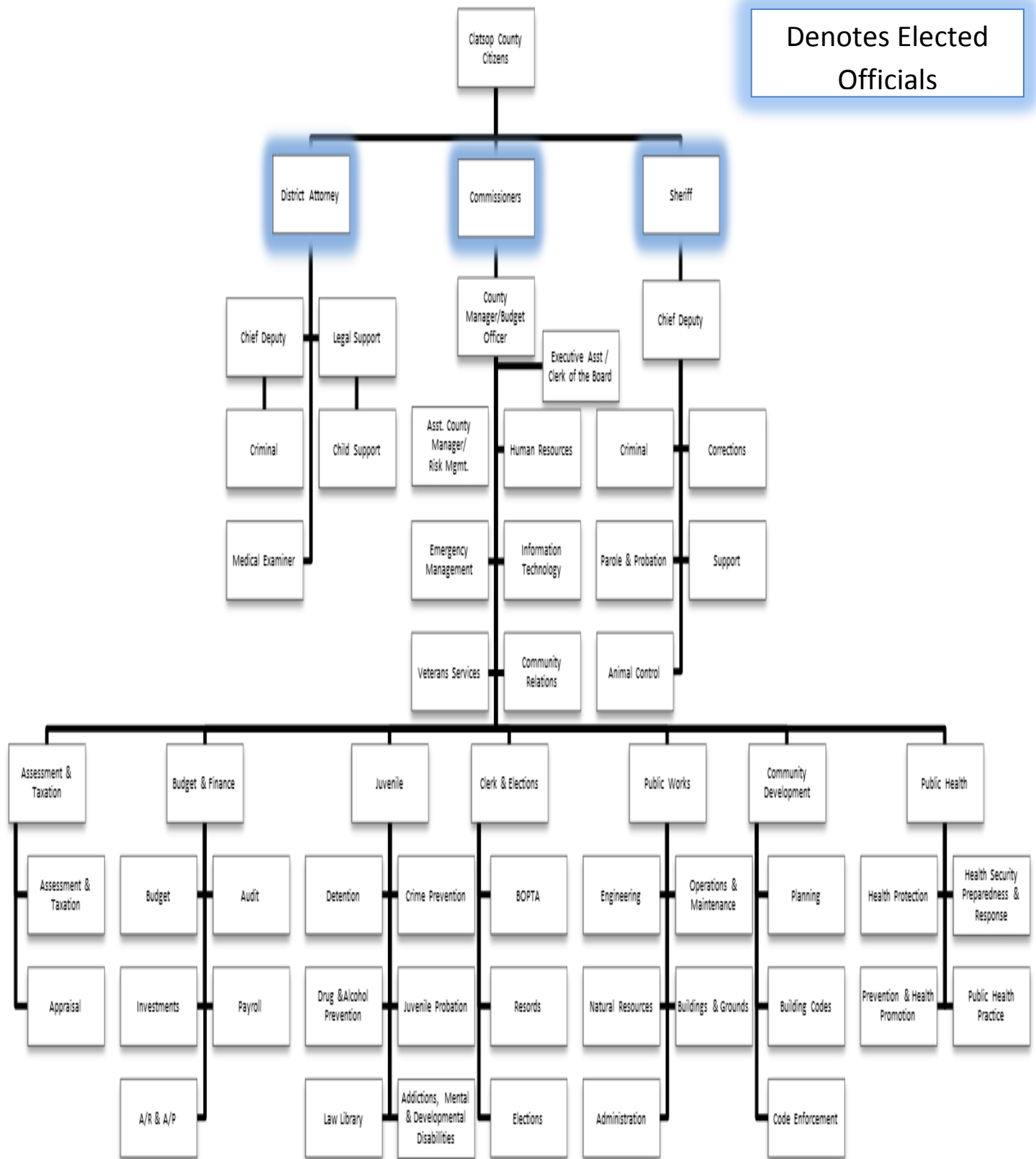
Lianne Thompson
District 5

The Budget Committee consists of the five County Board of Commissioners, and five citizens appointed by the County Commissioners. Citizen members serve three-year terms. Meetings occur approximately twice a year at the Boyington Building. The Committee has the legal authority to change any portion of the proposed budget and is responsible for approving it.

Citizen Members:

Andy Davis Robert Fuller Bryan Kidder Mike Oien Greg Sawyer

Visit the County's website at www.co.clatsop.or.us/boc to learn more about the Clatsop County Board of Commissioners.

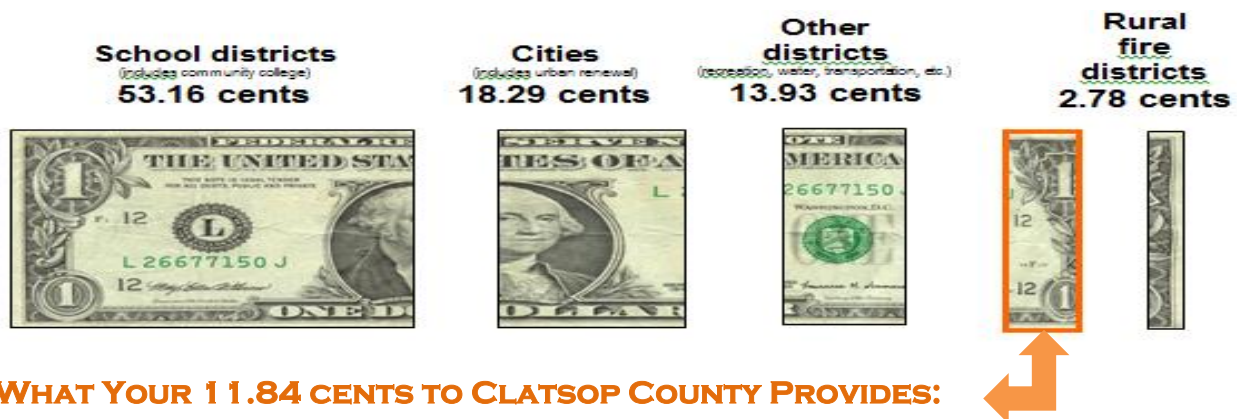


Where The Money Comes From

HOW IS YOUR TAX DOLLAR SPENT?

When you write your property tax check to Clatsop County, only some of the money goes to the county. We collect the taxes and distribute the money to 66 taxing districts providing a variety of public services. On average, out of every **\$1** you pay, **just 11.84** cents goes to Clatsop County government. This illustration shows how an average tax dollar is distributed.

Where your property tax dollar goes:



- 5.23 cents – Public Safety & Justice:** Sheriff's Office, Jail, District Attorney's Office, Juvenile Department, and Emergency Services
- 1.5 cents – Public Services:** Assessment & Taxation, Elections & Records, Surveyor, Community Development, Public & Mental Health
- 1.44 cents – Contingency:** Set aside for unanticipated expenditures
- 2.1 cents – Miscellaneous:** Building Maintenance, Parks, Animal Control, Information Systems, Finance
- 0.62 cent – Administration:** County Administration, Human Resources, and Legal Counsel
- .95 cents – Fairgrounds:** Enhanced Operations and Facility Improvements

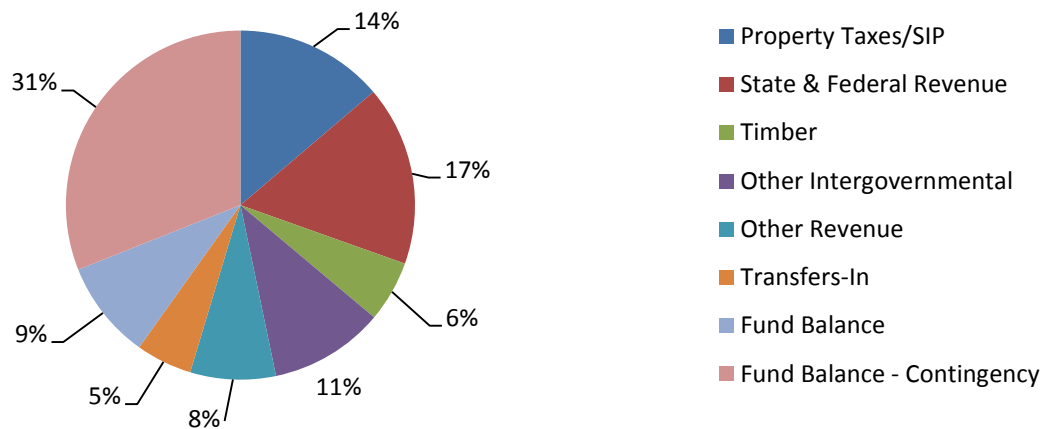
The top 10 taxpayers in Clatsop County for 2017 are as follows:

1. Georgia Pacific Consumer Products \$1,937,684.36
2. Lewis & Clark Tree Farms LLC \$912,150.38
3. WorldMark The Club \$564,483.30
4. Pacificorp \$531,905.35
5. Northwest Natural Gas Co. \$493,959.63
6. Hampton Lumber Mills Inc. \$433,440.65
7. Charter Communications \$411,598.91
8. Western Generation Agency \$287,880.10
9. Weyerhaeuser Columbia Timberlands LLC \$279,906.95
10. Georgia Pacific Consumer Products LP \$260,666.07

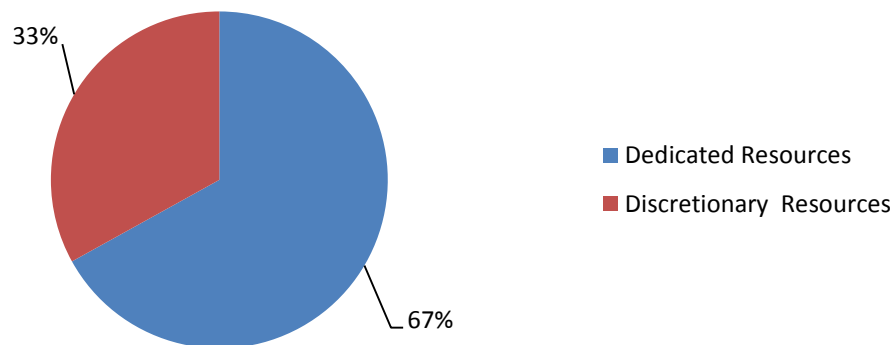
Where the Money Comes From

Resources of All Funds Combined		
Property Taxes/SIP	\$ 9,663,120	14%
State & Federal Revenue	\$ 11,686,460	17%
Timber	\$ 3,979,340	6%
Other Revenue	\$ 5,554,430	8%
Other Intergovernmental	\$ 7,445,940	10%
Transfers-In	\$ 3,650,450	5%
Fund Balance	\$ 6,397,060	9%
Contingency	\$ 21,758,700	31%
Total Revenue	\$ 70,135,500	100%

*Other Revenue consists of: Fines/Forfeits, Interest/Property, Charges for Services, Special Payments, and Licenses/Permits

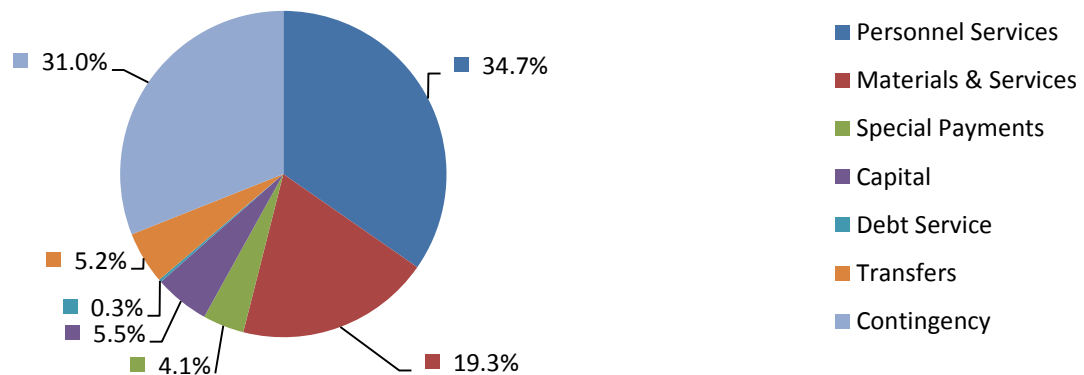


Discretionary vs. Dedicated Revenue		
Dedicated Resources	\$ 46,960,270	67%
Discretionary Resources	\$ 23,175,230	33%
Total Resources	\$ 70,135,500	100%

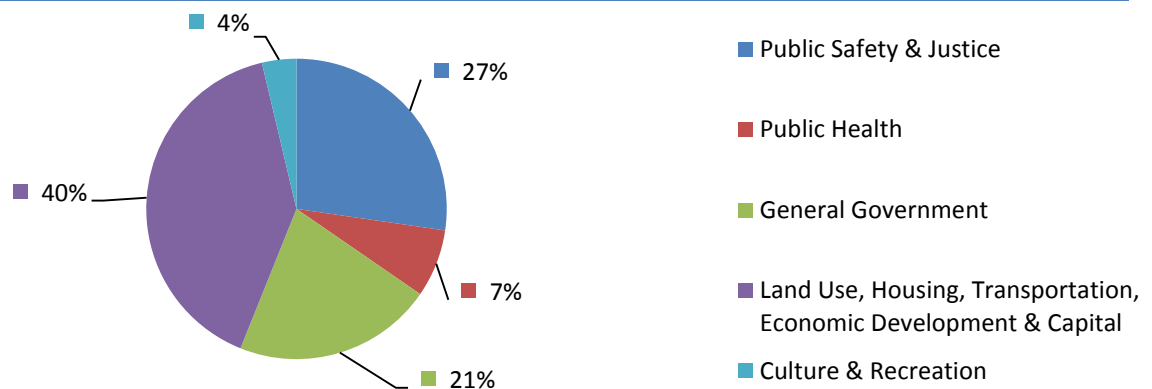


Where the Money Goes

Expenditures by Category		
Personnel Services	\$ 24,317,700	34.7%
Materials & Services	\$ 13,521,290	19.3%
Special Payments	\$ 2,877,600	4%
Capital	\$ 3,828,850	5.5%
Debt Service	\$ 180,910	0.3%
Transfers	\$ 3,650,450	5.2%
Contingency	\$ 21,758,700	31%
Total Expenditures by Category	\$ 70,135,500	100.0%



Expenditures by Functional Area		
Public Safety & Justice	\$ 19,141,070	27%
Public Health	\$ 5,126,980	7%
General Government	\$ 15,067,430	21%
Land Use, Housing, Transportation, Economic Development & Capital	\$ 28,202,850	40%
Culture & Recreation	\$ 2,597,170	4%
Total Expenditures by Functional Area	\$ 70,135,500	100%



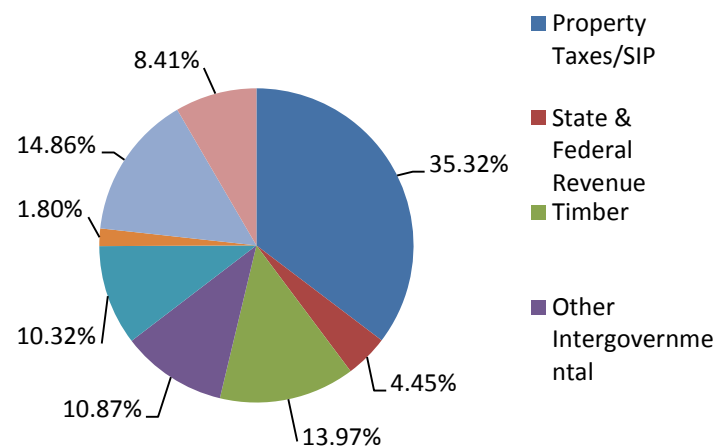
The County's General Fund

The County's General Fund accounts for all revenues and expenditures of a general nature that are not required to be reported in another fund. The majority of the General Fund revenue is derived from property taxes, timber revenues, indirect costs, and intergovernmental payments from the Rural Law Enforcement District.

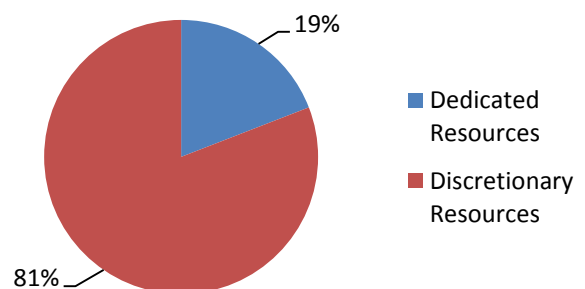
General Fund resources support functions such as: Planning, Public Safety & Justice, Parks, and Surveyor, as well as overhead departments such as: Assessment & Tax, Board of County Commissioners, Budget & Finance, Building & Grounds, Clerk & Elections, County Manger, and Human Resources.

General Fund Resources by Category		
Property Taxes/SIP	\$ 9,277,080	35%
State & Federal Revenue	\$ 1,168,530	5%
Timber	\$ 3,668,340	14%
Other Intergovernmental	\$ 2,855,290	11%
Other Revenue	\$ 2,710,090	10%
Transfers-In	\$ 473,660	2%
Fund Balance - Contingency	\$ 6,110,810	23%
Total Revenue	\$ 26,263,800	100%

*Other revenue consists of: Fines/Forfeits, Interest/Property, Charges for Services, Licenses & Permits, Other Revenue.

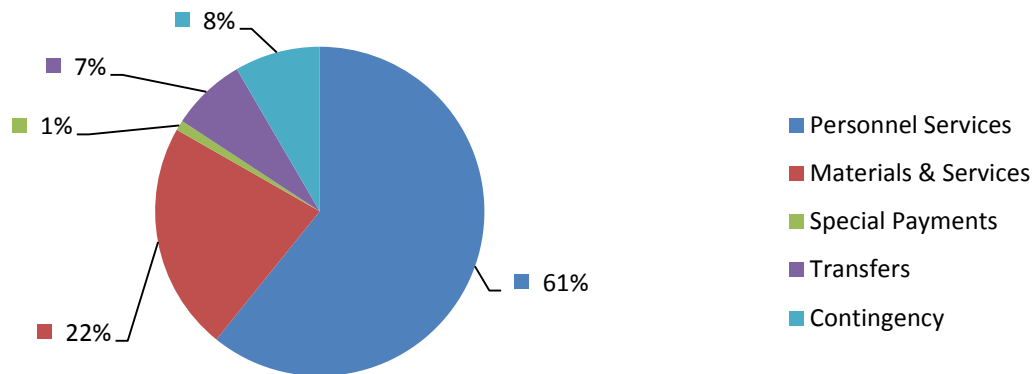


Discretionary vs. Dedicated Resources		
Dedicated Resources	\$ 5,020,410	19%
Discretionary Resources	\$ 21,243,390	81%
Total Resources	\$ 26,263,800	100%

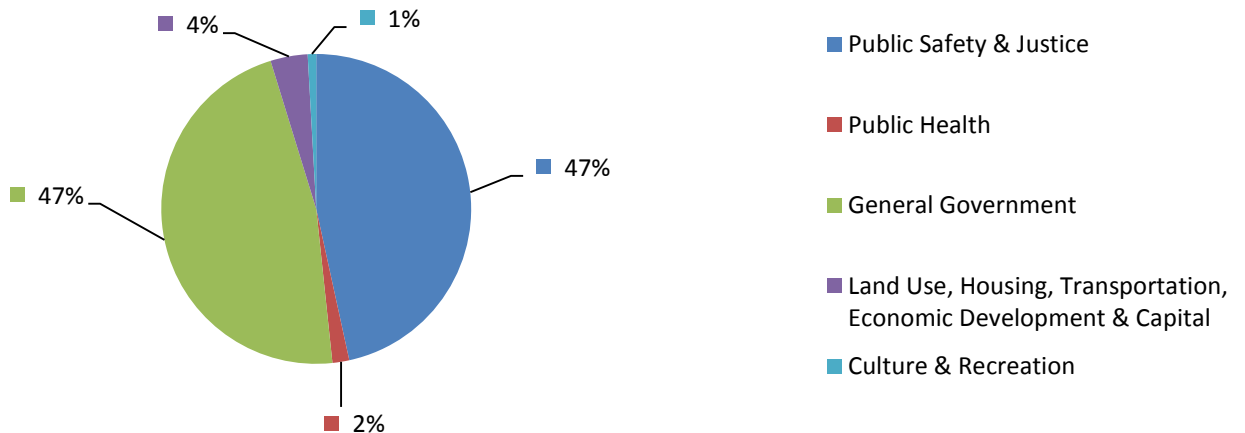


The County's General Fund

General Fund Expenditures by Category		
Personnel Services	\$ 15,969,800	61%
Materials & Services	\$ 5,895,190	23%
Special Payments	\$ 259,250	1%
Transfers	\$ 1,931,840	7%
Contingency	\$ 2,207,720	8%
Total General Fund Expenditures	\$ 26,263,800	100%

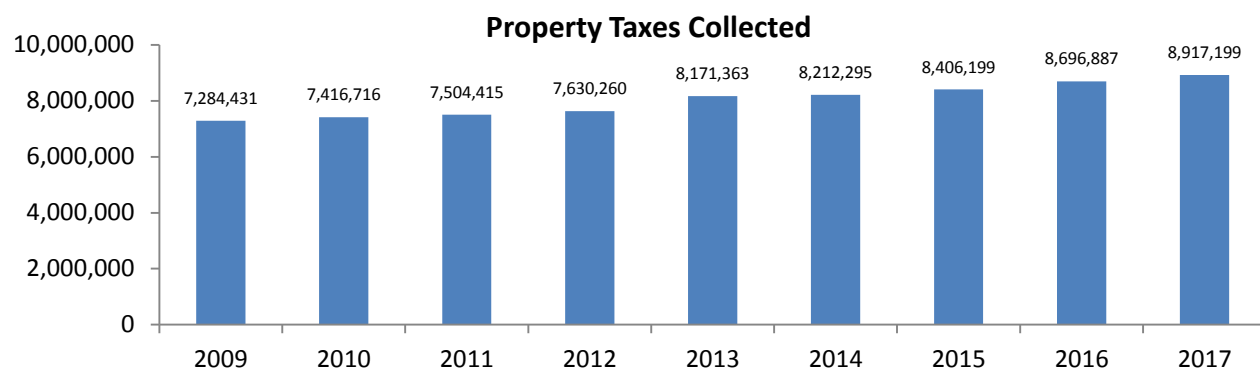


General Fund Expenditures by Functional Area		
Public Safety & Justice	\$ 12,231,890	46%
Public Health	\$ 461,000	2%
Culture & Recreation	\$ 232,270	1%
Land Use Housing, Transportation, Economic Development & Capital	\$ 1,018,070	4%
General Government	\$ 12,320,570	47%
Total General Fund Expenditures	\$ 26,263,800	100.00%



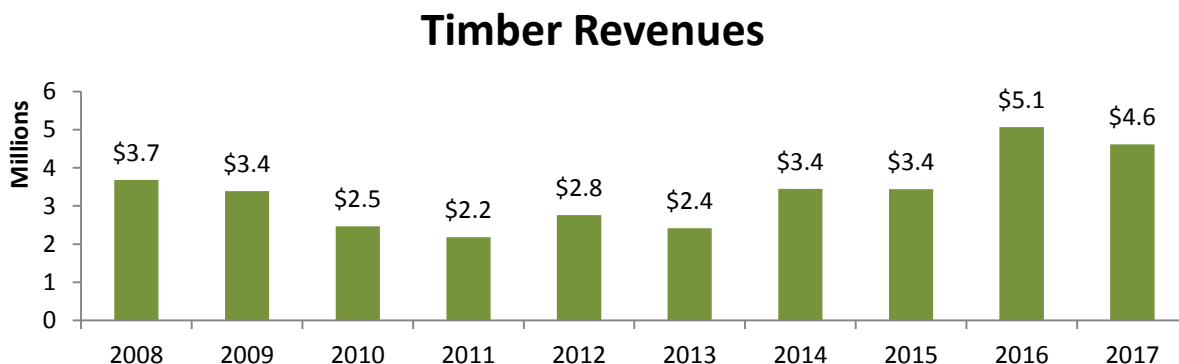
Property Taxes

The County's General Fund operating budget relies on property taxes for approximately 35% of its total budget. Measure 50 created a State property tax system which moved local governments from a dollar-based tax system to a rate based tax system. The County currently has a permanent tax rate of \$1.5338 per \$1,000 of assessed property value, which is the 11th lowest tax rate of the 36 Oregon Counties. The County tax rate funds County services. Other agencies such as the Cities and Schools also have tax rates for their services. All of these rates combine to represent a full property tax assessment that is reflected in the annual property tax statements provided by the County Assessment and Taxation – due to the assessor by November 15th of each tax year.



Timber Revenues

In addition to property tax revenues the County's General Fund operating Budget relies on revenues from timber sales that occur in the State Forest Trust Lands for approximately 14% of its total budget. These revenues fluctuate greatly and are heavily influenced by economic factors. To help offset the volatility of timber revenues the Board of Commissioners has adopted a policy that the General Fund is to retain no more than the lowest year of actual timber receipts over the last fifteen (15) years. All other timber monies received are to be transferred to be used to fund General Fund capital projects and the General Fund Stabilization account.



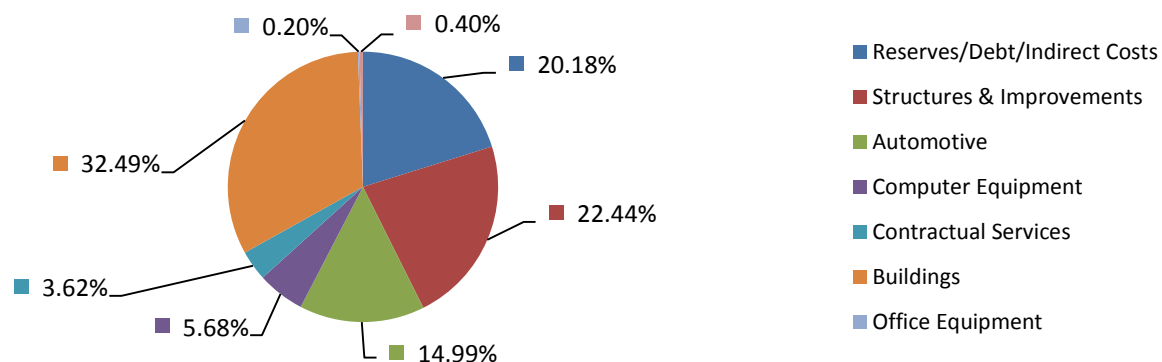
Capital Improvement Program

The Capital Improvement Program (CIP) section of the budget shows the County's investment in any project that adds or improves/extends the life of the County's infrastructure. The County budgets its major capital projects/purchases in one of three capital funds. Generally, projects with a total cost of \$5,000 or more are included in the CIP. The CIP projects are tracked in the following funds/organizational units:

1. **Industrial Revolving (325/5836)** – Pursuant to ORS 275.318, the monies in this fund are disbursed only upon written order of the County Commission and are for engineering, improvement, rehabilitation, construction, operation, or maintenance in whole or in part, including pre-project planning costs of any development project authorized by ORS 271.510, 271.540, and 280.500.
2. **Special Projects (100/2000)** – This organizational unit was established to make limited duration General Fund expenditures for capital or special projects. The resources of the fund are largely the revenues from the Oregon Department of Forestry which result from the harvest of timber in the Clatsop State Forest.
3. **Fleet Replacement (100/2002)** – This organizational unit was established to make purchases of county vehicles. The departments pay on an annual basis based on usage of existing vehicles to build up reserves for future vehicle purchases.
4. **Equipment Replacement (102/2001)** – This fund was created to allow for equipment replacement as necessary and scheduled under the Public Works replacement schedule.
5. **Parks & Land Acquisition (240/5815)** – This fund was created to allow for development of the County's park system.

Depending on the type of project, financing sources can include: Timber monies allocated to Special Projects, operating revenue, bonded debt, other one-time revenues, and/or a combination of several different revenue sources. The individual project descriptions within the larger budget document include information on the financing sources used for each project. Some notable projects included in the CIP for the 2018-19 budget year are:

- Construction of a Household Hazardous Waste facility (\$1,200,000)
- North Coast Business Park Project (\$1,000,000)



Boards & Committees

Volunteer Opportunities

Have you ever thought about using your unique skills and talents to serve your community and make Clatsop County a better place? Perhaps you're interested in personal and professional growth or want additional networking opportunities. Or maybe you just love Clatsop County and want to engage in your community to enhance your civic pride. Volunteering may be just what you are looking for.

Clatsop County is seeking volunteers who can make a commitment to bettering our community by serving on our standing boards and committees. These groups serve as advisory bodies and make recommendations to the County Commissioners. Please consider joining the group of dedicated volunteers who help our county run smoothly.

How to Apply

Most appointments are made at the beginning of each year, but vacancies may occur at any time. Call 503-325-1000 for a list of current openings, a hard copy of the application form, or to be connected to a staff member who can answer questions you may have about the appointment. Appointments are approved by the Board of County Commissioners at monthly Board Meetings.

Applications are also available on line at www.co.clatsop.or.us.

Arts Council of Clatsop County: Supports, promotes, and advocates for the arts in Clatsop County.

Board of Property Tax Appeals: Hears petitions for reduction of Real Market or Assessed Values of property as of July 1, considers applications to excuse penalties and reviews the Assessor's Certified Ratio Study. Usually meets between February and April each year.

Budget Committee: Responsible for reviewing, with the Board of County Commissioners, the Proposed Budget that has been prepared by the Budget & Finance Office. Usually meets in May.

4-H and Extension Service Advisory Council: Cooperates with OSU Extension Service and Extension staff in planning, promoting, developing, implementing, and evaluating Extension programs to meet local needs. Meets Quarterly.

Fair Board: Responsible for the exclusive management of the Clatsop County Fairgrounds and organizing the annual county fair. Meets one evening a month.

Human Services Advisory Committee: Advises the Board of County Commissioners on Development Disabilities, Mental Health, and Alcohol & Drug Abuse services. The committee meets every other month to identify needs, establish priorities for publicly funded services, assist in selection of service providers, evaluate services, and provide a link to the public through advocacy and education.

Planning Commission: Advises the Board of County Commissioners on land-use planning, as well as conduct land-use hearings, and implements the county's zoning and comprehensive plan. Usually meets once a month, all day.

Public Safety Coordinating Council: Develops and recommends to the Board of County Commissioners a comprehensive local correction program for adults and juveniles, as well as coordinate local criminal justice policy. Meets once a month.

Boards & Committees

Recreation Lands Planning Advisory Committee: Assists in developing long-range plans for county parks, formulating amendments to the recreation lands element of the county's comprehensive land-use plan. Meets once a month.

Rural Law Enforcement District Advisory Committee: Elected by district voters to provide input to the Sheriff and County Commissioners on service levels, enforcement priorities, and the general operation of the district. Meets three times a year.

Southwest Coastal Citizens Advisory/Design Review Committee: Evaluates all construction design review applications for the Arch Cape area submitted to the County Planning Department. Meets twice a month.

Westport Sewer Service District Advisory Committee: Advises the Board of Commissioners on the operation of the district, including sewer rates and changes in boundaries. Meets as needed.

Glossary

Adopted Budget: The budget as finally adopted by the Board of Commissioners and representing the financial plan of the county for the fiscal year identified, which forms a basis for appropriations.

Appropriation: is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes, based on an adopted budget.

Approved Budget: The budget that has been approved by the budget committee which is then forwarded to the Board of Commissioners for adoption.

Assessed Valuation (AV): The value set on taxable property determined by the Clatsop County Assessor as a basis for levying property taxes. A tax initiative in 1997 set a 3% maximum annual growth rate in the AV, exclusive of certain improvements and new construction.

Beginning Balance: is unrestricted working capital (resources) on hand at the end of the fiscal year, available to fund the next year's operations. Typically, the fund balance is derived from actual revenues received less actual expenditures.

Budget Committee: A panel of citizens consisting of the Board of Commissioners and an equal number of lay members required by Oregon Local Budget Law (ORS 294.305).

Budgeted Resources: are resources to which recourse can be had to meet obligations and expenditures during the fiscal year covered by the budget. (ORS 294.311)

Capital Improvement Program (CIP): Annual appropriations from specific funding sources are shown in the County's budget for certain capital purposes such as building construction, vehicle purchases, land development, and some kinds of facility maintenance.

Charges for Service: Revenues received as compensation for a service provided or cost recovery for mandated compliance such as electrical permits and recording fees.

Contingency: is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted; use of contingency requires Board approval.

Dedicated Revenue: also known as *Restricted Revenue* is funds that can only be spent for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Discretionary Revenue: is the primary source of funds over which the governing body has some options regarding the activities/purposes to which they are allocated.

Glossary

Expenditure: means total amount incurred if accounts are kept on accrual basis; total amount paid if accounts are kept on a cash basis. (Local Budgeting in Oregon 2012 Edition)

Fiscal Year (FY): is the 12-month period beginning July 1 and closing on June 30. [ORS 294.311(17)].

Full-Time Equivalent (FTE): is the ratio of time expended in a part-time position to that of a full-time position. The ratio is derived by dividing the amount of employed time required in the part-time position by the amount of employed time required in a corresponding full-time position.

Fund: means a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes; all segregated for specific regulated activities and objectives. (Local Budgeting in Oregon 2012 Edition)

Fund Balance: means the fund equity of government funds. This is the assets minus the liabilities, leaving the dollars available to spend.

General Fund: is a fund used to account for most fiscal activities except for those activities required to be accounted for in another fund. (Local Budgeting in Oregon 2001 Edition)

Intergovernmental Federal Revenues: are monies received from other governments; such as fiscal aids, shared taxes, and reimbursements for services.

Intergovernmental State Revenues: are monies received from other state governments; such as fiscal aids, shared taxes, timber revenues, and reimbursements for services.

Materials and Services: is a category of accounts which establish expenditures for the operating expenses of County departments and programs.

Ordinance: is a written directive or act of a governing body that has full force and effect of law within the local government's boundaries, provided it does not conflict with a State statute or constitutional provision.

Organizational unit: is any administrative subdivision of the local government, especially one charged with carrying on one or more specific functions (such as a department, office or division). (Local Budgeting in Oregon 2012 Edition)

Permanent Rate: is the maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate can be used for any purpose. No action of the local government can increase the permanent rate.

Glossary

Personnel Service Expenses: are those expenses related to the compensation of salaried employees such as, health and accident insurance premiums, Social Security and retirement contributions, and civil service assessments.

Program: is a group of related activities to accomplish a major service or function for which the government is responsible. (Local Budgeting in Oregon 2012 Edition)

Property Taxes: Ad valorem tax or another tax on property certified to the county assessor by a local government unit.

Proposed budget: is the financial and operating plan prepared by the budget officer and submitted to the public and budget committee for review. (Local Budgeting in Oregon 2001 Edition)

Resolution: is an order of a governing body. This requires less legal formality and has lower legal status than an ordinance. Statutes or character will specify which actions must be by ordinance and which may be by resolution.

Resources: the estimated beginning fund balances on hand at the beginning of the fiscal year, plus all anticipated revenues. (Local Budgeting in Oregon 2012 Edition)

Revenues: are monies received or anticipated by a local government from either tax or nontax sources.

Special District: is an independent unit of local government generally organized to perform a single function. (i.e. sewer, roads, rural law enforcement, 4-H)

Transfers: are amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund, and as revenue in the receiving fund.

Unappropriated ending fund balance: is the amount set asides in the budget to be carried over to the next year's budget. It provides the local government with cash until tax money or other revenues are received later in the year.