

**INTRODUCTION**

Board of Commissioners & Lay Budget Committee .....	7
Board of Commissioners District Map .....	8
Administrative Staff .....	9
GFOA Award .....	10

**COUNTY MANAGER’S BUDGET MESSAGE**

County Manager’s Budget Message .....	11
---------------------------------------	----

**READERS’ GUIDE**

Reader’s Guide .....	25
----------------------	----

**STATISTICAL & SUPPORTING DATA**

Organizational Chart .....	35
Clatsop County Overview .....	36
Clatsop County Demographic .....	41
Budget Fund Structure.....	45
Discretionary vs Dedicated .....	49
Budget Policies .....	51
Strategic Plan/Resource Reduction Strategy .....	58
BOCC Goals/Vision 2030 .....	61
Long Range Financial Plan.....	66
Fiscal and Debt Policy .....	71
Capital Improvement Plan.....	77
Tax Payment Breakdown.....	88
County Market Value and Tax Rate History.....	89
General Fund Revenues from State Forest Trust Land Timber Sales .....	90
Clatsop County Motor Vehicles .....	91
FTE by Fund .....	96
FTE by Functional Area .....	102
Countywide Salary Schedules.....	106

**FINANCIAL SUMMARY**

Financial Summary Charts.....	111
Historical Revenue Summaries – General Fund.....	119
Historical Revenue Summaries – Countywide (Excluding Gen Fund).....	123
3 Year Summary of Governmental Funds (with Service Districts.....	127
Clatsop County Fund Totals with Category Expenditures.....	131
Organizational Unit Totals by Fund (Expenses).....	138
4 Year Comparative Summary – All County Funds (less Service Districts).....	143
4 Year Comparative Summary – All County Funds (with Service Districts) ....	144
Overview by Functional Area – General Fund.....	145
Overview by Functional Area – Countywide (Excluding Service Districts) .....	146

**PUBLIC SAFETY & JUSTICE**

Functional Area Summary.....	147
District Attorney .....	148
Child Support .....	154
Medical Examiner .....	159
Sheriff Support Division .....	162
Sheriff Criminal Division .....	166
Sheriff Corrections Division .....	171
Jail Nurse.....	176
Corrections Work Crew.....	179
Emergency Management.....	183
Animal Control .....	189
Animal Shelter Enhancement.....	194
Marine Patrol.....	197
Jail Commissary Fund .....	202
Juvenile Department .....	205
Juvenile Crime Prevention.....	210
Law Library .....	215
Parole & Probation.....	218

## TABLE OF CONTENTS

---

Courthouse Security .....	226
State Timber Enforcement.....	229
Child Custody Mediation .....	232
Liquor Enforcement .....	235

### **PUBLIC HEALTH**

Functional Area Summary.....	239
Community Health .....	240
Tobacco Prevention .....	247
Immunization Action Plan .....	251
Maternal & Child Health .....	256
Babies First.....	261
WIC Program.....	266
Family Planning .....	271
Household Hazardous Waste.....	276
Emergency Preparedness .....	281
Onsite Sewage Systems.....	286
Environmental Health .....	291
Developmental Disabilities .....	297
Mental Health.....	300
Drug & Alcohol Prevention .....	305
Appropriation for Contingency.....	312

### **GENERAL GOVERNMENT**

Functional Area Summary.....	315
Board of Commissioners .....	316
Board of Property Tax Appeals.....	319
Assessment & Taxation .....	322
Property Management.....	329
Clerk – Admin. & Elections .....	334
Clerk – Records.....	339

## TABLE OF CONTENTS

---

County Clerk Records .....	343
County Manager .....	346
Human Resources .....	350
County Counsel.....	355
Budget & Finance .....	357
Information Systems.....	362
Building & Grounds .....	367
Dues & Special Assessments .....	372
Transfers to Other Funds – General Fund.....	375
General Fund Contingency .....	377
Insurance Reserve.....	379
Debt Service.....	382
Bond & UAL Reserve Fund.....	384

### **LAND USE, HOUSING & TRANSPORTATION-ECONOMIC DEV. & CAPITAL**

Functional Area Summary.....	387
Surveyor.....	388
Road Administration & Support.....	393
Road Maintenance & Construction .....	398
Appropriation for Contingency.....	407
Land Corner Preservation .....	409
Bike Paths .....	414
Planning Division .....	416
Building Codes .....	422
County Tourism.....	427
Clatsop County Fisheries .....	429
Video Lottery .....	435
Industrial Development Revolving Fund.....	438
Special Projects Fund .....	442
Fleet Replacement.....	446
General Roads Equipment Replacement .....	469

**CULTURE & RECREATION**

Functional Area Summary.....	475
Fair General Operation.....	476
Parks Maintenance .....	484
Park & Land Acquisition & Maintenance .....	489

**COUNTY SERVICE DISTRICTS**

Functional Area Summary.....	495
Rural Law Enforcement District.....	496
Road District #1 .....	502
Westport Sewer Service District.....	505
Westport Sewer Equipment Replacement.....	510
Clatsop County 4-H & Extension Service Special District .....	513

**INACTIVE BUDGETS**

Juvenile Detention Center.....	521
Commission on Children & Families .....	523
Drug Task Force .....	525
Emergency Communications.....	527
Carlyle Apartments .....	528

**APPENDIX**

Glossary .....	529
Line Item Detail .....	533

## ALPHABETICAL INDEX

Animal Control .....	189	Human Resources .....	350
Animal Shelter Enhancement .....	194	Immunization Action Plan .....	251
Approp. For Contingency 2 .....	407	Industrial Develop. Revolving Fund .....	438
Approp. For Contingency 7 .....	312	Information Systems .....	362
Assessment & Taxation .....	322	Insurance Reserve .....	379
Babies First .....	261	Jail Commissary Fund .....	202
Bike Paths .....	414	Jail Nurse .....	176
Board of Commissioners .....	316	Juvenile Crime Prevention .....	210
Board of Property Tax Appeals .....	319	Juvenile Department .....	205
Bond & UAL Reserve Fund .....	384	Juvenile Detention Center .....	521
Budget & Finance .....	357	Land Corner Preservation .....	409
Building & Grounds .....	367	Law Library .....	215
Building Codes .....	422	Liquor Enforcement .....	235
Carlyle Apartments .....	528	Marine Patrol .....	197
Child Custody Mediation .....	232	Maternal & Child Health .....	256
Child Support .....	154	Medical Examiner .....	159
Clatsop Co. 4-H & Extension .....	513	Mental Health .....	300
Clatsop County Fisheries .....	429	Onsite Sewage Systems .....	286
Clerk – Admin. & Elections .....	334	Park & Land Acq. Maint .....	489
Clerk – Records .....	339	Parks Maintenance .....	484
Commission on Children & Families .....	523	Parole & Probation .....	218
Community Health .....	240	Planning Division .....	416
Corrections Work Crew .....	179	Property Management .....	329
County Clerk Records .....	343	Road Admin. & Support .....	393
County Counsel .....	355	Road District #1 .....	502
County Manager .....	346	Road Maint. & Construction .....	398
County Tourism .....	427	Rural Law Enforcement District .....	496
Courthouse Security .....	226	Sheriff Corrections Division .....	171
Debt Service .....	382	Sheriff Criminal Division .....	166
Developmental Disabilities .....	297	Sheriff Support Division .....	162
District Attorney .....	148	Special Projects Fund .....	442
Drug & Alcohol Prevention .....	305	State Timber Enforcement .....	229
Drug Task Force .....	525	Surveyor .....	388
Dues & Special Assessments .....	372	Tobacco Prevention .....	247
Emergency Communications .....	527	Transfers to Other Funds .....	375
Emergency Management .....	183	Video Lottery .....	435
Emergency Preparedness .....	281	Westport Sewer Equip Replcmnt .....	510
Environmental Health .....	291	Westport Sewer Service District .....	505
Fair General Operation .....	476	WIC Program .....	266
Family Planning .....	271		
Fleet Replacement .....	446		
General Fund Contingency .....	377		
General Roads Equip Replacement .....	469		
Household Hazardous Waste .....	276		

***CLATSOP COUNTY, OREGON  
ADOPTED BUDGET  
FY 2017-18***

***Board of Commissioners***

***Scott Lee, Chairperson***

***Sarah Nebeker, Vice Chair***

***Kathleen Sullivan, Commissioner***

***Lisa Clement, Commissioner***

***Lianne Thompson, Commissioner***

***Lay Budget  
Committee Members***

***Jim Avery***

***Russ Farmer***

***Helen Westbrook***

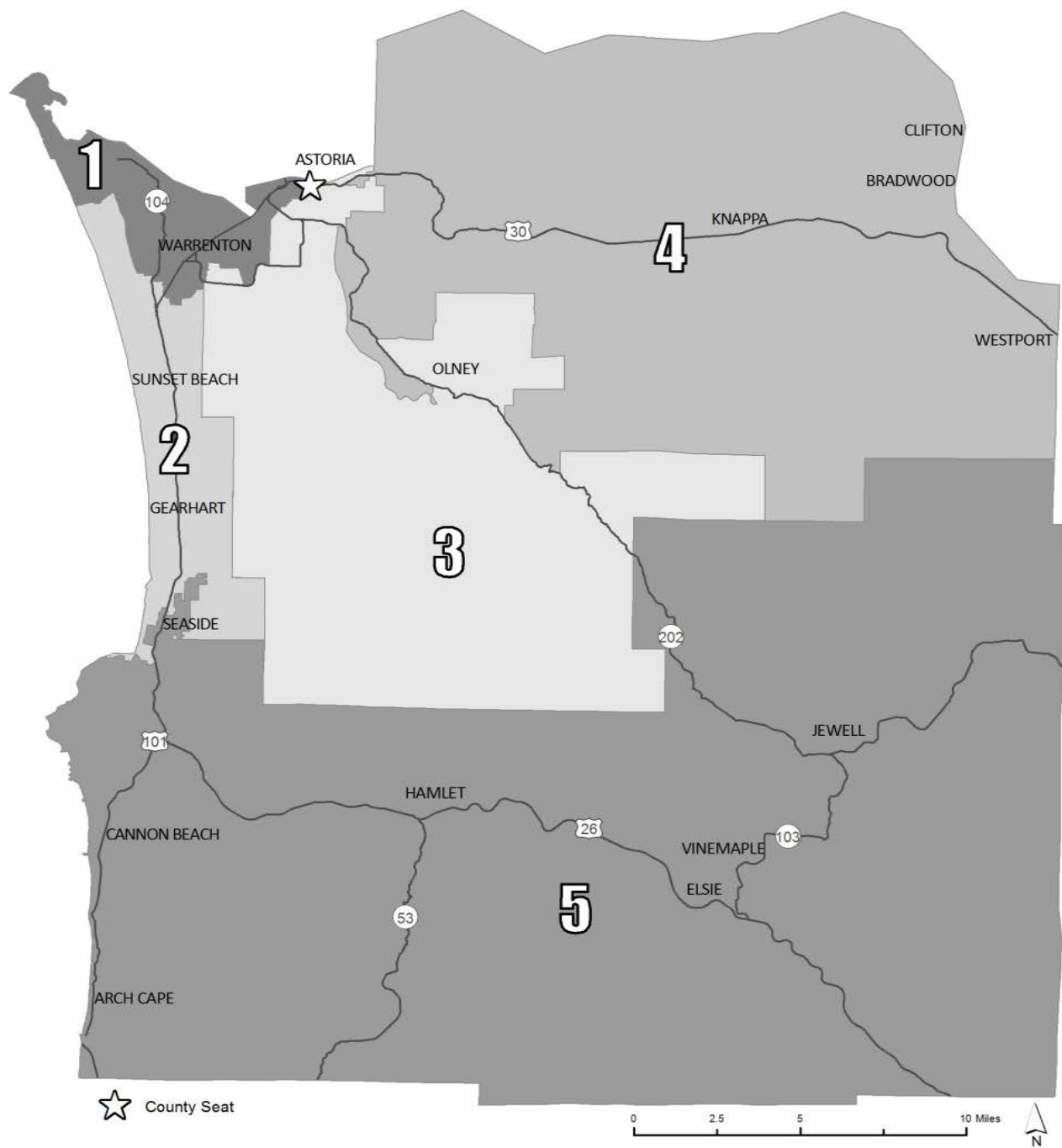
***Mike Oien***

***Dana Gandy***

***Submitted By:***

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

***Cover photo: Hammond Marina located in Clatsop County  
Submitted by: Emily Meshke, 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***

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

***Heather Hansen***

***Community Development Director***

***Valerie Crafard***

***County Clerk***

***Kathi Mattinen***

***Fair Manager***

***Robin Koch***

***Human Resource Director***

***Michael McNickle***

***Public Health Director***

***Greg Engebretson***

***Juvenile Director***

***Michael Summers***

***Public Works Director***

***Josh Marquis***

***District Attorney***

***Tom Bergin***

***Sheriff***



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

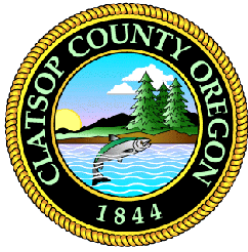
PRESENTED TO

**Clatsop County  
Oregon**

For the Fiscal Year Beginning

**July 1, 2016**

Executive Director



# Clatsop County

## Budget & Finance

800 Exchange St., Suite 310  
Astoria, Oregon 97103  
www.co.clatsop.or.us

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

---

## BUDGET MESSAGE

### Fiscal Year 2017-18

July 1, 2017

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) 2017-18 annual budget for Clatsop County, Oregon totaling \$65,198,690, an increase of \$7,602,440 or 13% from the previous year's adopted budget. This \$7.6M 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 transfers in the amount of \$3M as a result of transferring the General Fund Stabilization monies from the Special Projects organizational unit into the General Funds unappropriated fund balance per the direction of our Long Term Financial Plan consultant. Included in the \$65M Adopted budget amount is a General Fund budget of \$23,344,770, an increase from the previous year of \$1,460,900 or 6.7%. This increase is attributed in part to an increase in negotiated personnel costs as well as costs associated with PERS rate increases, in addition to an increase of 4.72 FTE. 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, 2017 and ending June 30, 2018. 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 \$8,705,040 for fiscal year 2017-18 which is \$1,446,490, or 19.9%, more than the current year. This is mostly attributed to a \$1M increase in the transfer amount from Road District No. 1 to the General Roads Fund.

## INTRODUCTION

Clatsop County has been able to sustain programs and services for its citizens despite the difficult economic climate 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 2017-18 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 remaining timber monies to the Special Projects Fund for capital projects and other one-time expenditures.
- Maintain a General Fund Stabilization Account 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 2017-2018 BUDGET**

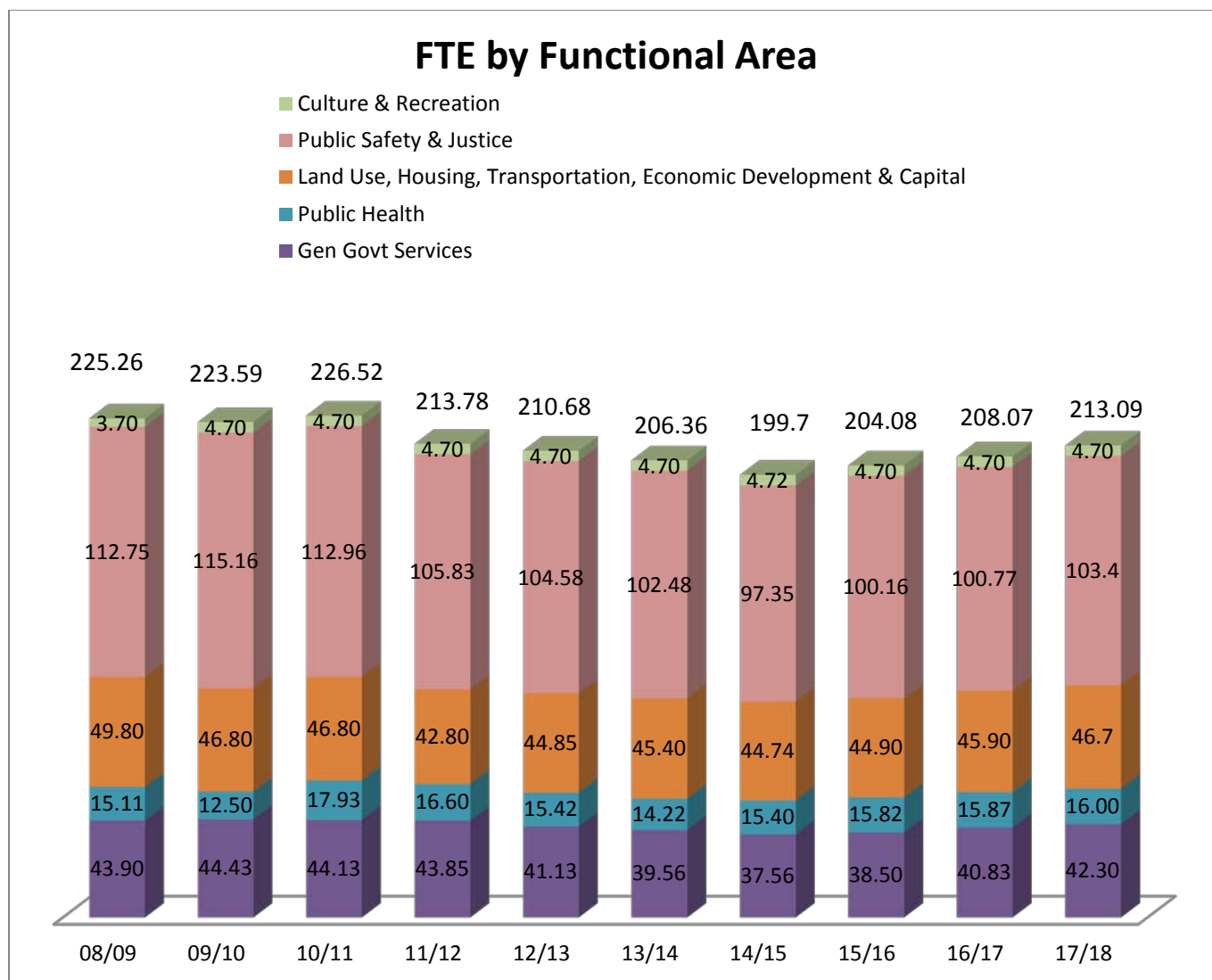
In consideration of the budget policies and the current economic climate, the total Adopted budget, excluding the four Service Districts, is \$65,198,690 compared to last year's adopted budget of \$57,596,250 (please see table on next page). This represents an increase of \$7,602,440 or 13.2% from the previous year which is primarily a result of increased transfers in the amount of approximately \$3.4M; increased contingency by approximately \$1.8M; increased personnel services by approximately \$1.6M; and increased capital projects by approximately \$1M. 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 29.3% of the budgeted resources in the 2017-18 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, and completion of a Household Hazardous Waste facility.

The total Adopted budget includes operating expenditures, capital outlay, contingency and special payments and holds \$6,894,670 aside as unappropriated fund balances. The Adopted budget includes an increase in current year revenue for all funds of approximately \$7.8M. This increase in revenue is mainly attributable to projected increases in beginning balances in the amount of \$4.3M and transfer revenue increases in the amount of \$3.4M, of the transfer revenue increase \$3M of this is moving the General Fund Stabilization Account out of the Special Projects Fund and into the General Fund.

<b>County Revenue by Category</b>	<b>2016-2017 Adopted</b>	<b>2017-2018 Adopted</b>	<b>Dollar Variance</b>	<b>Percent Change</b>
Taxes	9,461,270	9,413,520	(47,750)	-0.5%
Licenses & Permits	1,153,000	1,241,000	88,000	7.6%
Fines/Forfeits	78,940	74,040	(4,900)	-6.2%
Interest / Property	176,230	261,610	85,380	48.4%
State Revenue	13,093,400	13,136,250	42,850	0.3%
Federal Revenue	735,020	1,028,420	293,400	39.9%
Other Intergovernmental	7,709,250	7,375,180	(334,070)	-4.3%
Charges for Service	1,926,810	1,860,835	(65,975)	-3.4%
Other Revenue	1,549,010	1,590,235	41,225	2.7%
Transfers-In	3,182,700	6,620,960	3,438,260	108.0%
<b>Subtotal Revenue</b>	<b>39,065,630</b>	<b>42,602,050</b>	<b>3,536,420</b>	<b>9.1%</b>
Use of Fund Balance - Operations	1,838,750	4,197,230	2,358,480	128.3%
Fund Balance for Contingency	16,691,870	18,399,410	1,707,540	10.2%
<b>Total Revenue Budget</b>	<b>57,596,250</b>	<b>65,198,690</b>	<b>7,602,440</b>	<b>13.2%</b>

<b>Clatsop County Adopted 2016-17 Budget vs. Adopted 2017-18 Budget</b>			
<b>Resources</b>	Adopted 2016/17	Adopted 2017/18	Increase/(Decrease)
Beginning Balance	\$25,143,980	\$29,491,310	\$4,347,330
Revenue	39,086,250	42,602,050	3,526,420
<b>Total County Resources Available</b>	<b>\$64,230,230</b>	<b>\$72,093,360</b>	<b>\$7,863,130</b>
<i>Less: Unappropriated Beg. Bal.</i>	<i>(6,633,980)</i>	<i>(6,894,670)</i>	
<b>County Adopted Resources</b>	<b>\$57,596,250</b>	<b>\$65,198,690</b>	<b>7,602,440</b>
<b>Expenditures</b>			
Personnel Services	\$20,794,870	\$22,397,680	\$1,602,810
Materials & Services	11,193,980	11,022,260	(171,720)
Special Payments	2,685,890	2,565,320	(120,570)
Capital	2,924,460	3,990,120	1,065,660
Debt Service	189,300	185,300	(4,000)
Transfers	3,182,700	6,638,600	3,455,900
Contingency	16,625,050	18,399,410	1,774,360
<b>County Adopted Expenditures</b>	<b>\$57,596,250</b>	<b>\$65,198,690</b>	<b>7,602,440</b>

Personnel Services increased in total across all funds by \$1,602,810 or 7.7% from the 2016-17 adopted budget. The Adopted budget for personnel services, which include salaries and benefits is \$22,397,680 and represents 47.8% of the total county-wide budget, excluding contingency. This compares to 51.2% from last year's budget. Changes in personnel services include an increase of 5.02 full-time equivalent (FTE) positions, not including Service Districts, from 208.07 in 2016-17 to a Adopted FTE count of 213.09 for 2017-18. 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 decreased by \$171,720 or less than 1% over the fiscal year 2016-17 adopted budget. The decrease is mostly due to decreases for contractual services in public safety for jail bed leases for both adults and juveniles, some of these savings are offset by increases in electronic monitoring. In addition there are decreases associated with the Justice Reinvestment Program by approximately \$50,000.

The Adopted Capital Outlay budget increases by \$1,065,660 or 36.4% as compared to the 2016-17 adopted budget; this is a result of a \$1.2M road project located in Warrenton within the North Coast Business Park.

## General Fund Overview

The General Fund increases from \$21,883,870 in FY 16-17 to a Adopted \$23,344,770 for FY 17-18, a total increase of \$1,460,900 or 6.7%. General Fund revenue is expected to increase by approximately \$4,146,520. This is primarily due to a \$3M increase in 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. Additionally there are increases in other revenue categories such as tax revenue in the amount of \$212,170, federal revenue for \$305,080, and beginning balance for \$310,760 also contribute to the increase.

<b>General Fund Revenue by Category</b>	<b>2016-2017 Adopted</b>	<b>2017-2018 Adopted</b>	<b>Dollar Variance</b>	<b>Percent Change</b>
Taxes	8,812,600	9,024,770	212,170	2.4%
Licenses & Permits	591,000	641,000	50,000	8.5%
Fines/Forfeits	30,700	25,800	(4,900)	-16.0%
Interest / Property	45,020	65,020	20,000	44.4%
State Revenue	4,379,320	4,424,740	45,420	1.0%
Federal Revenue	145,990	451,070	305,080	209.0%
Other Intergovernmental	2,334,300	2,640,250	305,950	13.1%
Charges for Service	699,180	724,715	25,535	3.7%
Other Revenue	1,069,330	1,122,165	52,835	4.9%
Transfers-In	278,330	3,412,760	3,134,430	1126.2%
<b>Subtotal Revenue</b>	<b>18,385,770</b>	<b>22,532,290</b>	<b>4,146,520</b>	<b>22.6%</b>
Use of Fund Balance - Operations	1,508,700	(1,309,770)	198,930	-186.8%
Fund Balance for Contingency	1,989,400	2,122,250	132,850	6.7%
<b>Total Revenue Budget</b>	<b>21,883,870</b>	<b>23,344,770</b>	<b>1,460,900</b>	<b>6.7%</b>

<b>Clatsop County General Fund Adopted 2016-17 Budget vs. Adopted 2017-18 Budget</b>			
<b>Resources</b>	<b>Adopted 2016/17</b>	<b>Adopted 2017/18</b>	<b>Increase/(Decrease)</b>
Beginning Balance	\$5,006,000	\$5,316,760	\$310,760
Revenue	18,385,770	22,532,290	4,146,520
<b>GF Resources Available</b>	<b>\$23,391,770</b>	<b>\$27,849,050</b>	<b>\$4,457,280</b>
<i>Less: Unappropriated Beg. Bal.</i>	<i>(1,507,900)</i>	<i>(4,504,280)</i>	
<b>GF Adopted Resources</b>	<b>\$21,883,870</b>	<b>\$23,344,770</b>	<b>\$1,460,900</b>
<b>Expenditures</b>			
Personnel Services	\$13,650,280	\$14,970,830	\$1,320,550
Materials & Services	3,954,260	3,667,400	(286,860)
Special Payments	323,750	635,110	311,360
Capital	20,000	0	(20,000)
Transfers	1,946,180	1,949,180	3,000
Contingency	1,989,400	2,122,250	132,850
<b>GF Adopted Expenditures</b>	<b>\$21,883,870</b>	<b>\$23,344,770</b>	<b>\$1,460,900</b>

Personnel services, which include salaries and benefits, are increasing in the General Fund from the current year by \$1,320,550. This increase is related to an increase of 4.72 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 a decrease in the materials and services budget of \$286,860. This decrease is mostly due to a decrease for contractual services in public safety for jail bed leases. Tillamook County has limited bed spaces available and as a result has increased the lease costs for the county significantly; therefore Sheriff's Office staff has chosen to eliminate this lease; some of these savings have been offset by increases in electronic monitoring costs. There is a \$311,360 increase in Special Payments; this is in large part associated with the remaining portion of preschool feasibility study in the amount of \$262,500, an approximate \$23,000 increase in property and liability insurance costs, and a \$7,500 increase in contributions to outside agencies. The \$132,850 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.

<b>Organizational Unit Name</b>	<b>2016-2017 Adopted</b>	<b>2017-2018 Adopted</b>	<b>Dollar Variance</b>	<b>Percentage Change</b>
Board Of Commissioners	88,560	91,560	3,000	3.39%
Brd of Property Tax Appeal	25,910	28,860	2,950	11.39%
County Tourism	237,000	177,210	-59,790	-25.23%
County Manager	346,490	437,670	91,180	26.32%
Human Resources	365,380	366,300	920	0.25%
Assessment & Taxation	1,534,860	1,640,170	105,310	6.86%
Property Management	48,520	50,920	2,400	4.95%
County Counsel	110,200	110,200	0	0.00%
Clerk - Admin. & Elections	324,020	358,710	34,690	10.71%
Clerk - Records	152,330	164,090	11,760	7.72%
Budget & Finance	428,890	447,940	19,050	4.44%
Information Systems	794,090	937,840	143,750	18.10%
Building And Grounds	1,053,170	1,091,950	38,780	3.68%
Parks Maintenance	209,580	218,830	9,250	4.41%
Surveyor	211,800	233,330	21,530	10.17%
Dues & Special Assessments	562,970	759,040	196,070	34.83%
District Attorney	1,675,890	1,822,620	146,730	8.76%
Medical Examiner	104,010	114,660	10,650	10.24%
Sheriff Support Division	402,610	474,260	71,650	17.80%
Sheriff Criminal Division	3,534,050	3,827,040	292,990	8.29%
Corrections	2,970,050	3,063,940	93,890	3.16%
Jail Nurse	418,110	413,660	-4,450	-1.06%
Juvenile Department	891,440	862,090	-29,350	-3.29%
Corrections Workcrew	241,650	262,350	20,700	8.57%
Planning Division	583,080	679,850	96,770	16.60%
Emergency Management	291,300	296,210	4,910	1.69%
Animal Control	365,330	368,040	2,710	0.74%
Transfers To Other Funds	1,923,180	1,923,180	0	0.00%
Approp. For Contingency 1	<u>1,989,400</u>	<u>2,122,250</u>	<u>132,850</u>	6.68%
<b>Total</b>	<b>21,883,870</b>	<b>23,344,770</b>	<b>1,460,900</b>	<b>6.68%</b>



The 2017-18 General Fund Adopted budget includes no use of unassigned General Fund balance. 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 22.8% in the General Fund, while this is below the goal of 25% it is consistent with Board policy of 20%.

	2009-2010 Budget	2010-2011 Budget	2011-2012 Budget	2012-2013 Budget	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget
<b>Budgeted Revenue</b>	15,707,400	15,542,000	16,107,100	16,754,700	17,661,400	17,205,830	19,236,150	18,385,770	22,532,290
<b>Budgeted Expense</b>	15,641,500	16,501,000	17,202,500	17,772,900	18,209,000	17,342,580	20,200,270	19,894,470	21,222,520
<b>Revenue Gap</b>	65,900	(959,000)	(1,095,400)	(1,018,200)	(547,600)	(136,750)	(964,120)	(1,508,700)	1,309,770

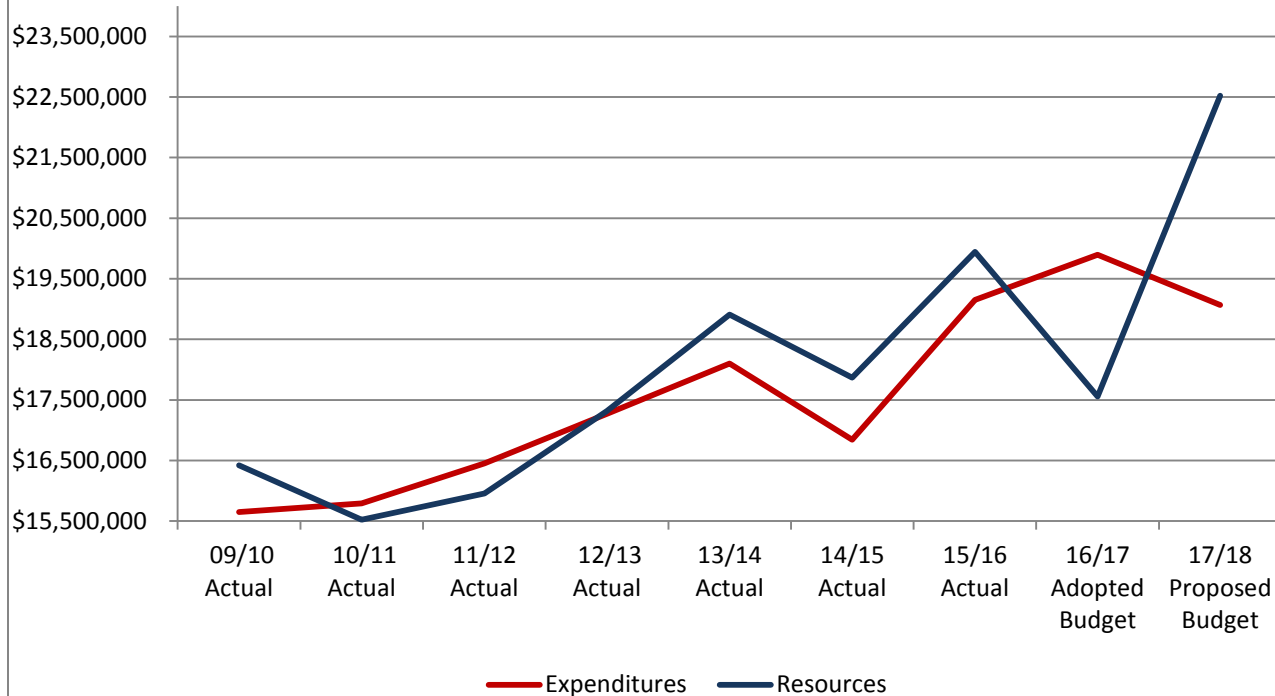
*In the chart above expenses are net of contingency and revenues are net of fund balance use to cover the budgeted contingency expense.*

The short-term outlook for the General Fund continues to be more optimistic than has been the case for the past few years. Our revenue projections for the coming year are based on the assumptions that the economy continues to see improvements while continuing to remain cautiously optimistic; inflation will be moderate giving only a slight boost to license & permit revenues and charges for service.

The overriding consideration affecting the 2017-18 Budget, especially for the General Fund, has been the continued impact of the volatility in timber revenues as well as reductions in state funding, and as a result, county expenditures. At this time we see some evidence of a positive change in the current economic environment in the near future but continue to remain cautiously optimistic. The 2017-18 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 of 4.72 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 major decreases in General Fund revenue began in FY 09-10, primarily attributable to the national recession. Modest increases 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 08-09. Unfortunately, increases in health care costs, PERS obligations, and Transfers Out to support other funds caused increases in expenditures to occur in FY 10-11. As a result, expenditures were greater than revenues in fiscal years 10-11 and 11-12. Fiscal years 12-13 through 15-16 saw a reversing of that short two-year trend as General Fund revenues came in at a slightly higher level than expenses. The 2016-17 adopted budget included the best assumptions available at the time and projected that new revenues will not be able to cover projected costs and was adopted assuming the use of \$1.5M in fund balance. However, current estimates for FY 16-17 indicate that County General Fund revenues will come in slightly higher than budgeted and expenditures should be slightly less resulting in a projected use of fund balance of approximately \$403,410 at the end of FY 16-17, although, we caution that these estimates could change. The Adopted 2017-18 GF budget assumes no use of fund balance as a result of a \$3M transfer from Special Projects. While this is a positive outcome in comparison to prior year's we continue to encourage departments to seek savings throughout the year which will result in a favorable trend to the General Fund balance at the close of the fiscal year.

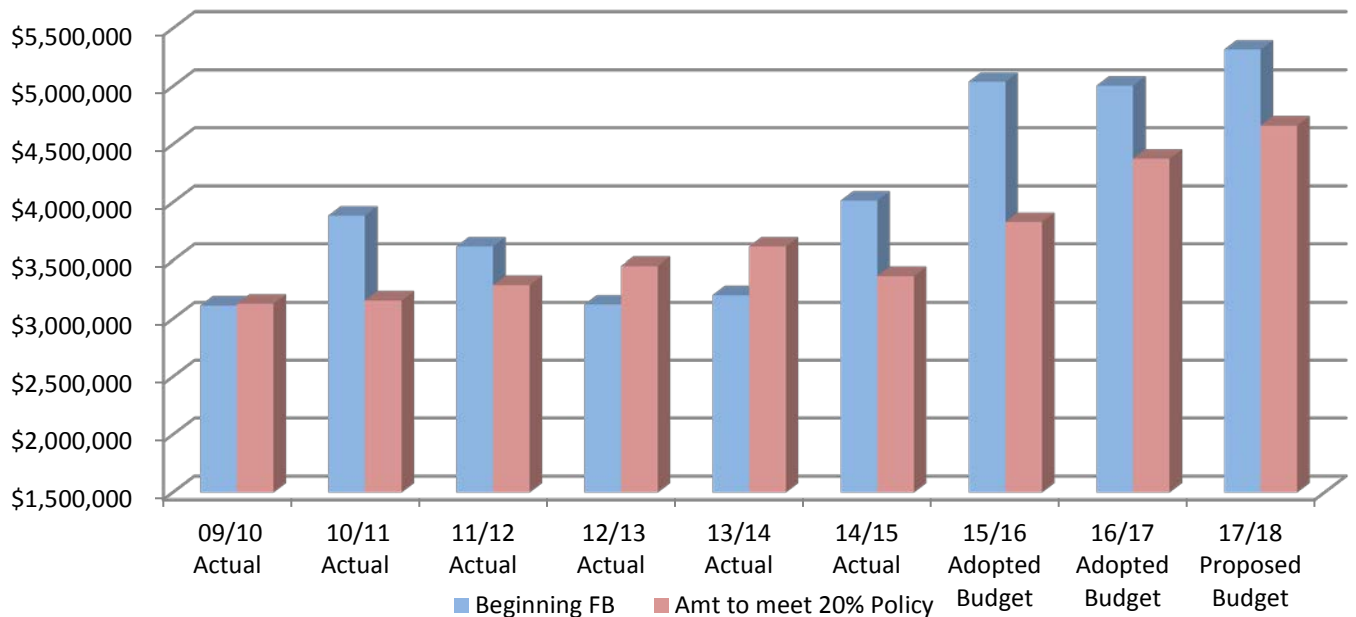
## County General Fund Expenditures and Revenues Comparison



*The chart above represents the County's General Fund expenditures as compared to revenues over the last nine years. In instances where the actual revenue was less than actual expenses represent a reduction in GF fund balance, while the opposite is true for the reverse instances. The 16/17 and 17/18 budgeted expenditure amounts exclude budgeted contingency. As the chart demonstrates, the 16/17 budget includes \$1.5M more expenditures than resources, however this is projected to be significantly less at approximately \$403K. The 17/18 Adopted budget shows a significant increase in revenues as a result of a \$3M transfer from Special Projects into the General Fund Stabilization Account.*

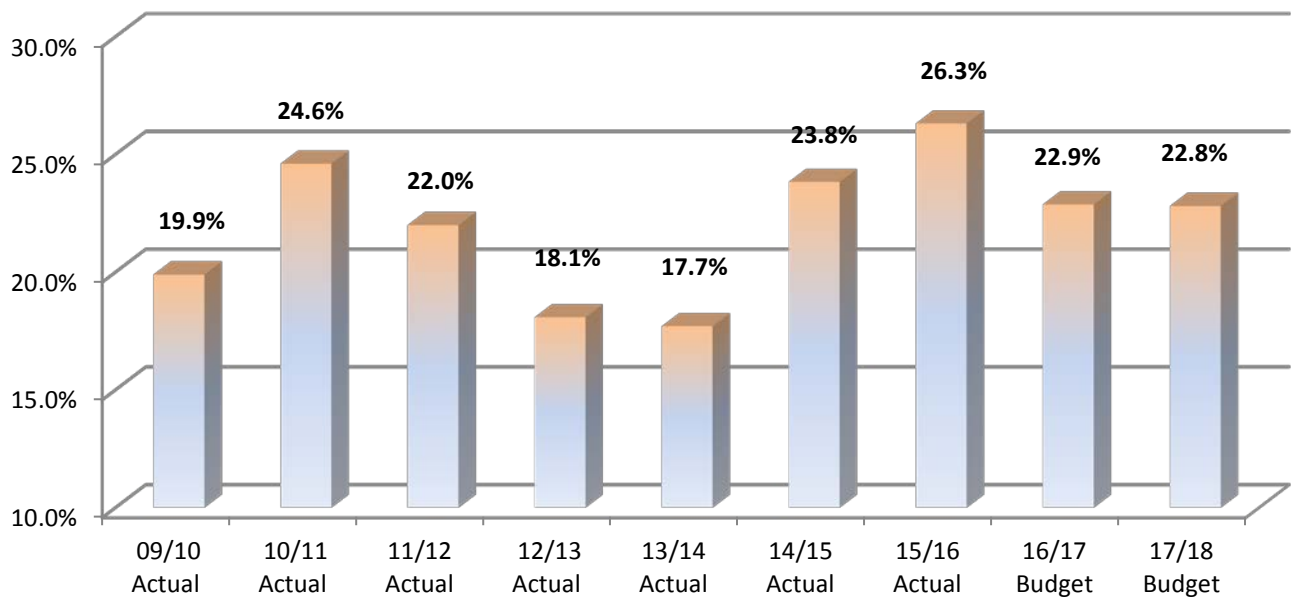
As a measure of fiscal health, local governments often look at fund balance levels, which include unappropriated fund balance, contingency and any reserves as a percentage of the total expenditures. The Government Finance Officers Association (GFOA) recommends, at a minimum, that general purpose governments 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 2017-18 fiscal year is 22.8% 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 2017-18 budget represents a more stabilized fund balance trend for the past few fiscal years, versus the previous trend of a decreasing General Fund balance.

## General Fund Beginning Fund Balance Comparison to Amount Necessary to meet 20% Policy



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.

## Beginning General Fund Balance as Percentage of General Fund Appropriations



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 \$65,198,690 this represents an increase of \$7,602,440 or 13.2% from the previous year. While overall the budget increased from the previous year the majority of the increase consists of budgeted contingency (\$1.8M) as well as an increase in transfers (\$3.4M) There were some other significant changes both increases and decreases between functional areas which are illustrated in the table below:

Functional Area	2016-2017 Budget	2017-2018 Adopted	Dollar Variance	Percent Change
Public Safety & Justice	16,131,530	17,251,870	\$ 1,120,340	6.9%
Public Health	4,252,360	4,209,840	\$ (42,520)	-1.0%
General Government	11,356,680	12,450,880	\$ 1,094,200	9.6%
Land Use, Hsg., Trans., Econ. Dev. &	22,985,110	28,609,270	\$ 5,624,160	24.5%
Culture & Recreation	\$ 2,870,570	\$ 2,676,830	\$ (193,740)	-6.7%
<b>Subtotal Adopted County Budget</b>	<b>57,596,250</b>	<b>65,198,690</b>	<b>\$ 7,602,440</b>	<b>13.2%</b>
County Service Districts	7,258,550	8,705,040	\$ 1,446,490	19.9%
<b>Total Adopted Budget</b>	<b>64,854,800</b>	<b>73,903,730</b>	<b>9,048,930</b>	<b>14.0%</b>

**Culture & Recreation** includes Fair General Operation, Parks Maintenance, and Parks & Land Acquisition and is almost entirely funded through dedicated resources with only \$88,580 or 3.3% of expenditures being covered by discretionary funding sources. The Adopted expenditure budget reflects a decrease of \$193,740 or 6.7% from the current year, attributable mainly to a decrease in contingency within the Fair General Operation budget. The number of FTE in this functional area remains the same at 4.70 for the next fiscal year.

**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 93.6% by dedicated resources and 6.4% 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 increasing by \$5,624,160 or 24.5% from the current year. Most of the funds that make up this functional area maintain a status quo budget, the increase is primarily the result of a \$3M transfer from Special Projects to the General Fund for the purpose of the General Fund Stabilization Account, continued development at the North Coast business Park, and an increase in the General Roads Fund contingency by approximately \$1.2M. For the most part, the 2017-18 Adopted budgets reflect a status quo appropriations level from the current budget except for Special Projects and Industrial Revolving. Overall within this functional area there is an increase from 45.9 FTE in the current year to a budgeted 46.7 FTE. This is a result of an increase of 1FTE for a Permit Tech to be split 50/50 between the Building Codes and Planning Divisions as well and offset by a decrease of .2 FTE in the Fisheries Fund.

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 48.3% discretionary with the remaining 51.7% of resources being dedicated. The Adopted budget for General Government has increased by \$1,094,200 or 9.6%. The significant increase is a result of the following: Dues & Special Assessments has an increase of \$196,070 or 34.8% as a result of the increased revenues from the preschool feasibility grant that the county was awarded by the Department of Education in the current year with work continuing into the 17-18 FY as well as an increase of \$7,500 for contributions to outside agencies. The Bond & UAL Fund has an increase of \$308,050 or 34%, this increase is budgeted in contingency to help offset any future unfunded liability costs associated with PERS. There are other smaller increases as a result of adding 1 FTE in the Information Systems budget for an increase of \$143,750 or 18%; adding .5 FTE in the Budget & Finance department for an increase of \$19,050 or 4%; and increasing contingency in the amount of 129,350 or 6%. 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, and increased health insurance costs.

The **Public Health** functional area consist of both the mental health aspect as well as community public health, and is mostly funded, 89%, through dedicated state and federal grant sources and fee revenues, and 11% through a transfer-in of discretionary General Fund resources. This budget reflects a decrease in expenditures of (\$42,520) or 1% from the current year. The budgeted number of staff positions in this functional area is 16, an increase of .13 FTE. 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. The budget 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 \$1,120,340 or 6.9% from the 16-17 fiscal year appropriations. The resources that fund these services are split 53.7% dedicated and 46.3% discretionary. The Adopted budgets reflect an increase in personnel services due to an increase of 2.56 FTE. In addition, there is an increase in the Sheriff's Parole & Probation budget of \$333,350 or 9% as a result of increased contingency.

## **SERVICE DISTRICTS**

**Rural Law Enforcement District** The budget for FY 17-18 provides funding for Sheriff's Office services for rural areas of the County. It is supported by property tax levy with a rate of \$0.7195 and timber revenue. The budget reflects an increase of approximately \$342,650, or 11% from the 2016-17 budget primarily due to an increase in personnel costs as a result of increasing FTE in the criminal division.

**Road District No. 1** The budget for FY 17-18 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 increases by \$1,010,970 or 28% and represents the amount being allocated to the Roads Fund. This significant increase is a result of projected increases in the transfer to the General Roads fund as a result of an increased beginning balance by \$680,000 and increased timber revenues.

**Westport Sewer District** The budget for FY 17-18 reflects an increase of approximately \$14,220 in expenditures due to an increase in budgeted contingency. This District is supported 100% by User Fees.

**4-H and Extension Service Special District** The FY 17-18 budget reflects a slight increase in total expenditures of just over \$78,650 primarily due to an increase in capital outlay. 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.

<b>Clatsop County Service Districts</b> <b>Adopted 2016-2017 Budget vs. Adopted 2017-2018 Budget</b>			
<b>Resources</b>	<b>Adopted 2016-17</b>	<b>Adopted 2017- 18</b>	<b>Increase / (Decrease)</b>
Beginning Balance	\$2,426,100	\$3,290,900	\$864,800
Revenue	6,305,800	6,883,880	578,080
<b>Total District Resources Available</b>	<b>\$8,731,900</b>	<b>\$10,174,780</b>	<b>\$1,422,880</b>
<i>Less: Unappropriated Beg. Bal.</i>	<i>(1,473,350)</i>	<i>(1,469,740)</i>	
<b>District Adopted Resources</b>	<b>\$7,258,550</b>	<b>\$8,705,040</b>	<b>\$1,446,490</b>
Expenditures	\$6,712,880	\$8,130,060	\$1,417,180
Contingency	545,670	574,980	29,310
<b>District Adopted Expenditures</b>	<b>\$7,258,550</b>	<b>\$8,705,040</b>	<b>\$1,446,490</b>

## 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 2017-2018, discretionary resources for all funds total approximately \$16,374,200. 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 38,600 and our lean ratio of 1 staff position to every 181 citizens demonstrates how we strive to make every dollar count. The long-lasting recession presented a number of challenges over the past several years but has also provided opportunities to look at County operations and how the departments can push for efficiencies. The County continues to look for 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 2017-18 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, all of the County's needs are not met in this budget. I recognize 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 2017-18 budget.

Respectfully submitted,



Monica Steele  
Budget & Finance Director

THIS PAGE INTENTIONALLY LEFT BLANK



## **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.

### **2017-18 BUDGET CALENDAR**

#### **December:**

Budget materials prepared

#### **January:**

- 2 Salary & Benefit Cost Sheets distributed to individual departments
- 25 County Board reviews and adopts Budget Policies
- 27 2017-18 Budget Manual available

#### **February:**

- 1-2 Departmental budget trainings. Due date for any requests for cost sheet revisions  
Departments submit current budget year (2016-17) expenditures and revenues, and GF
- 10 Capital Outlay and Future Capital Outlay proposals
- 24 Department budget submittals due

#### **March:**

- 6 Budget Committee convened
- 9-16 Budget & Finance review meetings with department and County Manager
- 17 Additional budget review meetings if necessary
- 24 Deadline for submission of approved budgets
- 31 Final department requests and final decisions by County Manager

#### **April:**

- 17 Proposed Budget document to printers

#### **May:**

- 1 Budget Distribution
- 9 First Budget Lay-Committee meeting/ County-wide Budget
- 10 District Budget Committee meeting & second Lay-Budget Committee meeting
- 19 Deadline for Budget Committee recommendations to BOCC

#### **June:**

- 14 Public Hearing by Board of Commissioners on Proposed Budget
- 28 2017-18 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 112 new cases for calendar year 2016.  
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.

**5**

## 6 Budget Highlights

The Child Support budget receives a 66% federal reimbursement for expenses incurred.

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.

(see next page for items 7 - 12)

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 it 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.

## 7 Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Proposed 2017-2018	\$ Change Proposed	% Change Proposed
Beginning Balance <b>8</b>	44,564	44,390	41,380	11,420	(29,960)	- 72%
Interest On Investments	150	146	0	0	0	0%
Reimburse Child Supp Svc	28,169	24,835	21,790	23,260	1,470	6%
State GF Reimburse	12,930	13,011	13,070	11,970	(1,100)	- 8%
Annual Fee pmts	1,869	694	2,000	2,120	120	6%
ARRA Child Support	0	0	0	0	0	0%
Child Support	104,393	112,419	115,790	122,780	6,990	6%
Franchise Fees	0	0	190	190	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 <b>9</b>	40,700	40,700	40,700	40,700	0	0%
Transfer from Other Funds	332	0	0	0	0	0%
Transfer from Bond Reserve Fun	50	0	0	0	0	0%
<b>Total Revenue:</b>	<b>233,157</b>	<b>236,195</b>	<b>234,920</b>	<b>212,440</b>	<b>(22,480)</b>	<b>- 9%</b>
<b>Total Unappropriated Budget: <b>10</b></b>	<b>44,388</b>	<b>43,295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>188,769</b>	<b>192,899</b>	<b>234,920</b>	<b>212,440</b>	<b>(22,480)</b>	<b>- 9%</b>

## 11 Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Proposed 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	111,385	115,453	118,390	118,220	(170)	- 0%
Personnel Benefits	45,098	45,468	45,680	54,490	8,810	19%
Material & Supplies	32,286	31,978	32,110	37,890	5,780	18%
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 <b>12</b>	0	0	38,740	1,840	(36,900)	- 95%
<b>Total Expenditures:</b>	<b>188,769</b>	<b>192,899</b>	<b>234,920</b>	<b>212,440</b>	<b>(22,480)</b>	<b>- 9%</b>

## 13 Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Proposed 2017-2018	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	0.00	0.03	0.03	100%
Deputy DA II	0.03	0.03	0.00	0.00	0.00	0%
Deputy DA III	0.03	0.03	0.06	0.03	(0.03)	- 50%
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%
<b>Total Personnel:</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>0.00</b>	<b>0%</b>

## 14 Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Child Support Collected	2,101,488	2,018,458	2,513,702	2,072,804	2,498,546	
Overall County Arrearages Collected	76%	76.66%	75.3%	76%	74.8%	
Overall State Arrearages Collected	52%	52.9%	53.2%	53%	55%	

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 2014-15.

16. Actual expenditures from fiscal year 2015-16.

17. Current budget for fiscal year 2016-17.

18. These are the figures proposed by the Budget Officer to the Board of County Commissioners for fiscal year 2017-18.

19. This column reflects the monetary change between fiscal years 2016-17 and 2017-18.

20. This column reflects the percentage of change between fiscal years 2016-17 and 2017-18.

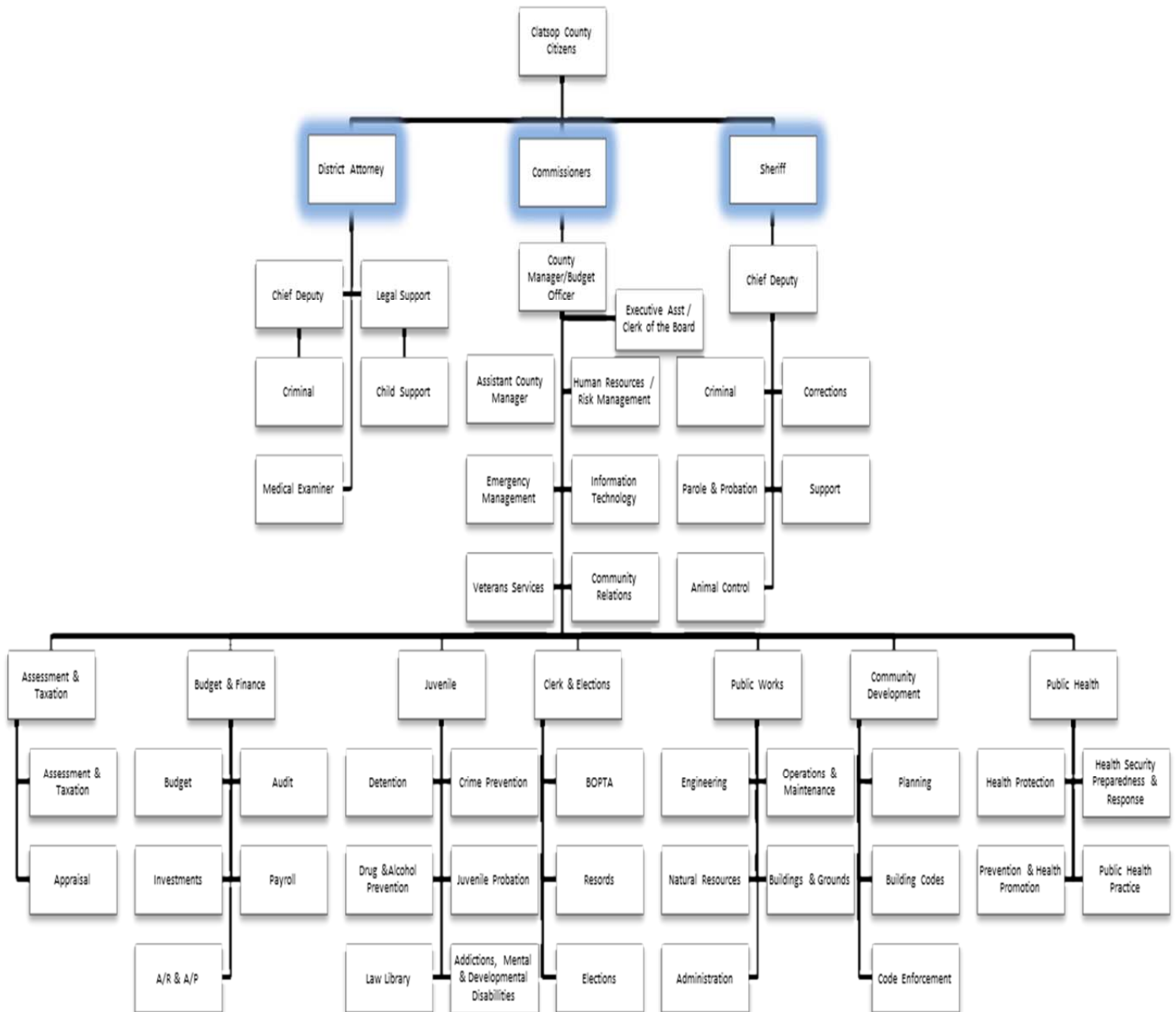


## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Proposed 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>		<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Senior Admin Supervisor	82-1119	3,289	3,371	3,460	3,710	250	7%
Deputy District Attorney	82-1172	0	0	6,040	0	(6,040)	- 100%
Deputy DA I	82-1173	0	0	0	1,950	1,950	100%
Deputy DA II	82-1174	2,457	2,746	0	0	0	0%
Deputy DA III	82-1175	2,885	3,048	0	3,420	3,420	100%
Child Support Agent I	82-1855	49,606	51,811	53,050	51,910	(1,140)	- 2%
Child Support Agent II	82-1856	53,148	54,476	55,840	57,230	1,390	2%
Extra Help - A.S. III	82-1940	1,046	357	1,000	1,000	0	0%
Overtime	82-1945	0	32	0	0	0	0%
Performance Pay	82-1948	0	0	0	150	150	100%
F.I.C.A.	82-1950	8,428	8,603	9,130	9,320	190	2%
Retirement	82-1955	15,752	16,788	17,220	21,720	4,500	26%
Medical Waiver	82-1963	0	0	0	2,400	2,400	100%
Medical Insurance	82-1964	16,944	14,360	13,440	15,570	2,130	15%
Dental Insurance	82-1965	1,364	1,370	1,410	1,420	10	0%
HSA Contribution	82-1966	165	2,275	2,220	2,220	0	0%
Benefits Admin Fees	82-1967	37	38	40	50	10	25%
Life Insurance	82-1970	163	163	160	160	0	0%
Salary Continuation Insur	82-1972	167	167	160	160	0	0%
S.A.I.F.	82-1975	156	162	180	200	20	11%
Unemployment	82-1980	876	1,153	720	120	(600)	- 83%
Compensable Leave Buyback	82-1986	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>156,483</b>	<b>160,921</b>	<b>164,070</b>	<b>172,710</b>	<b>8,640</b>	<b>5%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	542	471	600	600	0	0%
Insurance	82-2200	609	604	710	1,210	500	70%
Office Supplies	82-2410	625	2,004	3,200	5,980	2,780	86%
Postage And Freight	82-2419	2,705	2,892	2,500	2,800	300	12%
Printing And Reproduction	82-2425	470	503	900	800	(100)	- 11%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	216	192	600	600	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	2,368	281	1,000	1,000	0	0%
Reimbursed Travel Expense	82-2930	152	430	1,000	2,900	1,900	190%
Indirect Cost Allocation	82-3210	24,600	24,600	21,600	22,000	400	1%
<b>Materials &amp; Services Totals:</b>		<b>32,286</b>	<b>31,978</b>	<b>32,110</b>	<b>37,890</b>	<b>5,780</b>	<b>18%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

Contingencies							
Appropriation For Contin.	82-9900	0	0	38,740	1,840	(36,900)	- 95%
Contingencies Totals:		0	0	38,740	1,840	(36,900)	- 95%
Total Expenditures:		188,769	192,899	234,920	212,440	(22,480)	1.00

**Denotes Elected Officials**



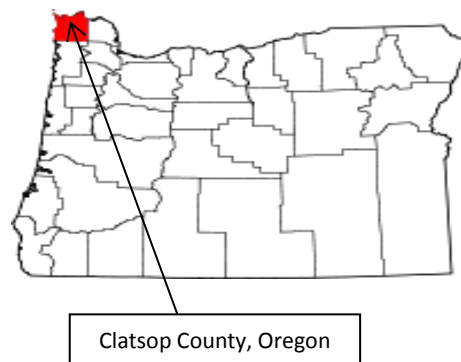
Clatsop County is located in Oregon's rugged and beautiful northwest coast. Named for the Clatsop People, Clatsop County is rich in history, scenery, and opportunity. Lewis & Clark's Corp of Discovery spent the winter of 1805-06 here before starting their journey back east.



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.

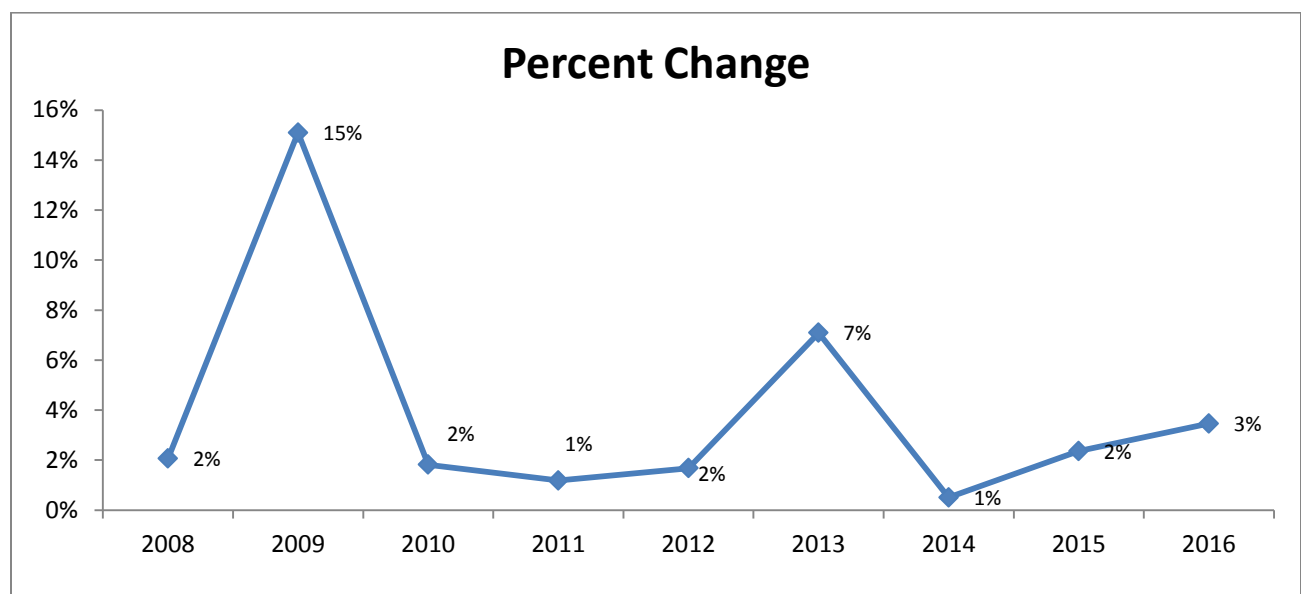
The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

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.



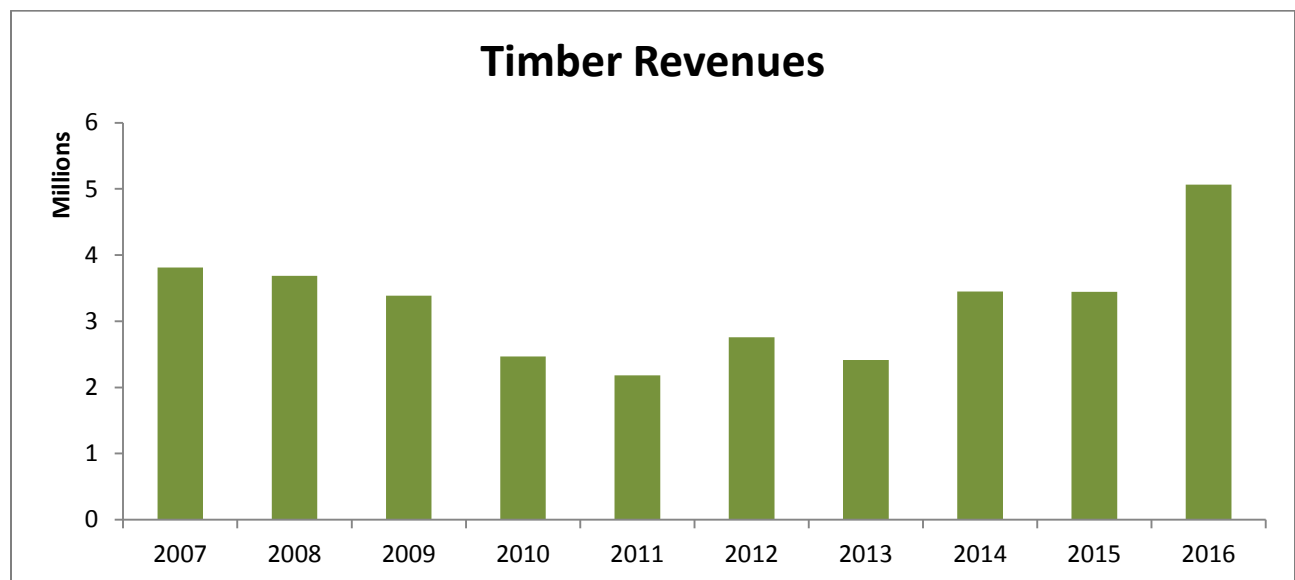
## PROPERTY TAXES

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. These resources remain unappropriated 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 except those amounts that have been identified per the Capital Improvement Plan for future capital project requests. 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.



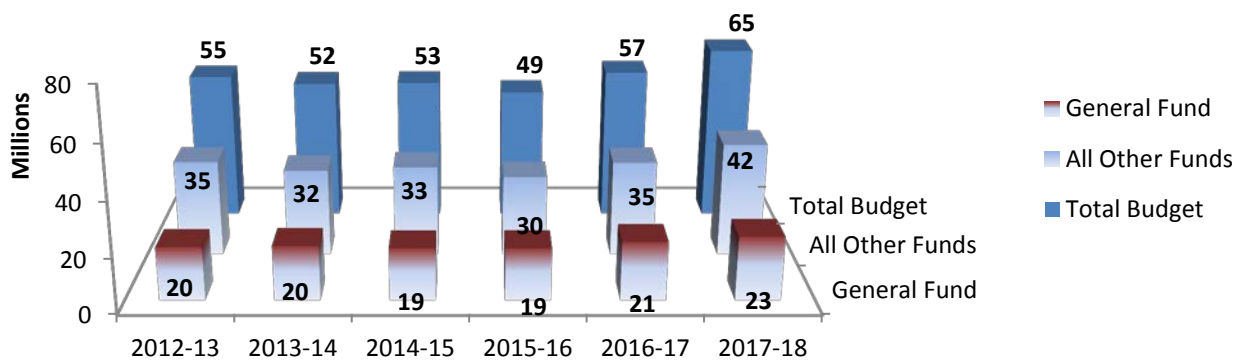
### **BUDGET HISTORY**

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 two million dollars, with approximately \$1.3M of that

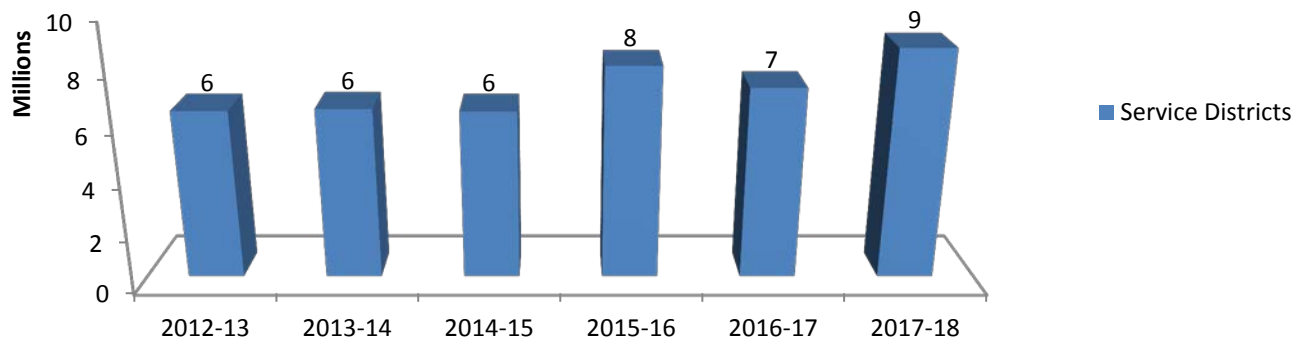
being in personnel services for increased staffing levels. Within the Total County budget, upward trends reflect major construction projects such as: construction of an Emergency Operation Center, major road construction for a new county road, a large loan payment made toward county debt, the remodel of the Sheriff's Office building, construction of a Household Hazardous Waste Facility. 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.

### Total Budget Less Service Districts



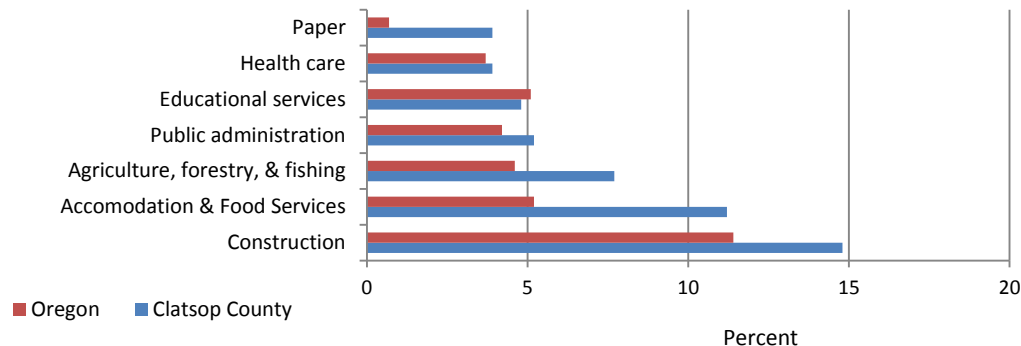
### Service Districts Budget





## 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

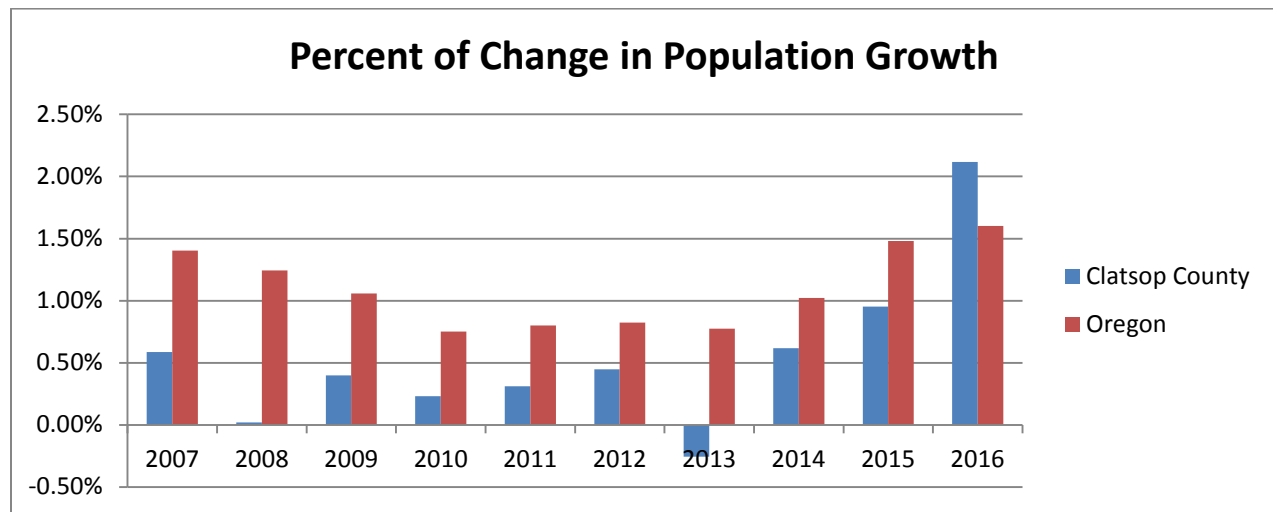
The chart below shows how Clatsop County, much like the rest of the state and nation, saw lower unemployment rates up until the recession beginning in 2008 at which point rates grew to 11.9%, Clatsop County is currently at 4.1% which is close to the pre 2008 recession low of 3.9%.



\*Data Source: Federal Reserve Economic Data - FRED

## POPULATION

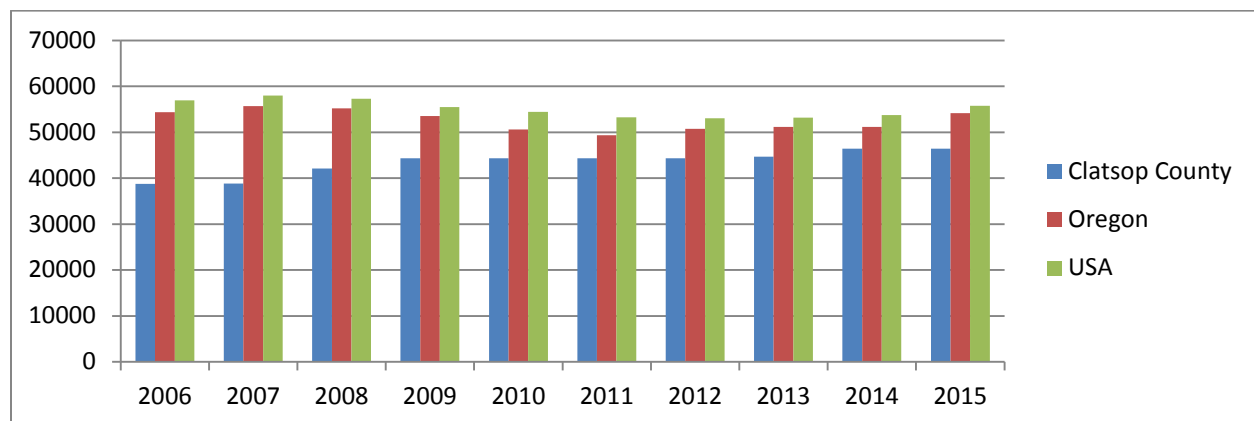
According to the most recent census, Clatsop County is home to a population of approximately 38,632, with approximately 61% living in urban areas and 39% living in rural areas. County population has increased by approximately 1.5% over the past 10 years. As shown in the following graph, the population 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 2016 Clatsop County saw 2.12% in population growth over 2015 statistics and also saw greater population growth than the state of Oregon overall.



\*Data Source: US Census Bureau

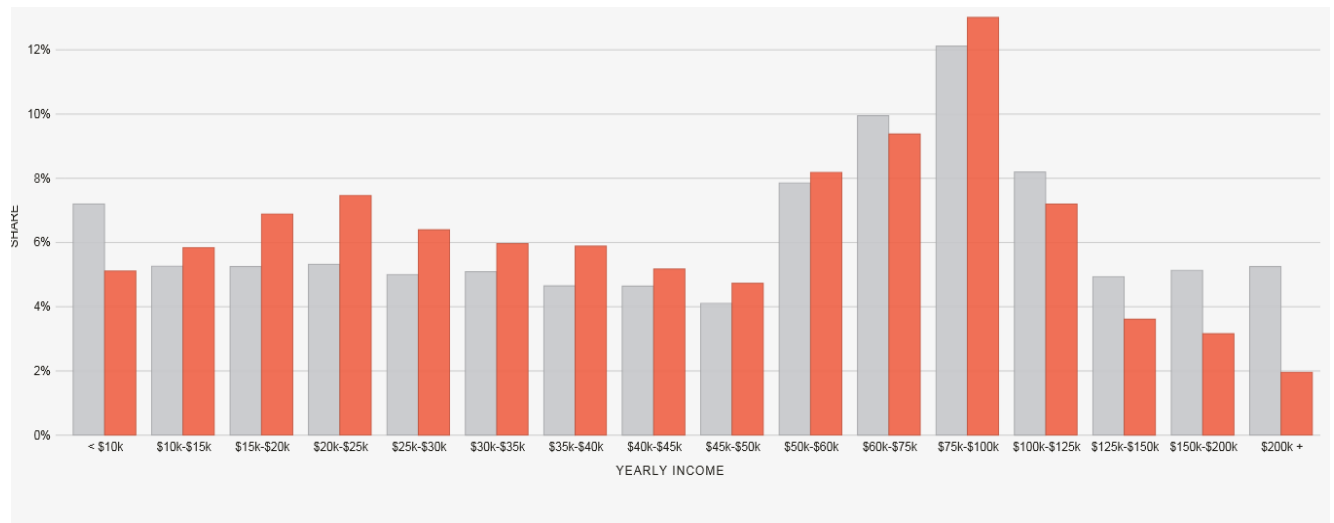
## HOUSEHOLD INCOME

The County's median household income is \$46,408, which is roughly \$7,700 less than the median income for the state of Oregon, and \$9,370 less than the U.S. average.



\*Data Source: US Census Bureau

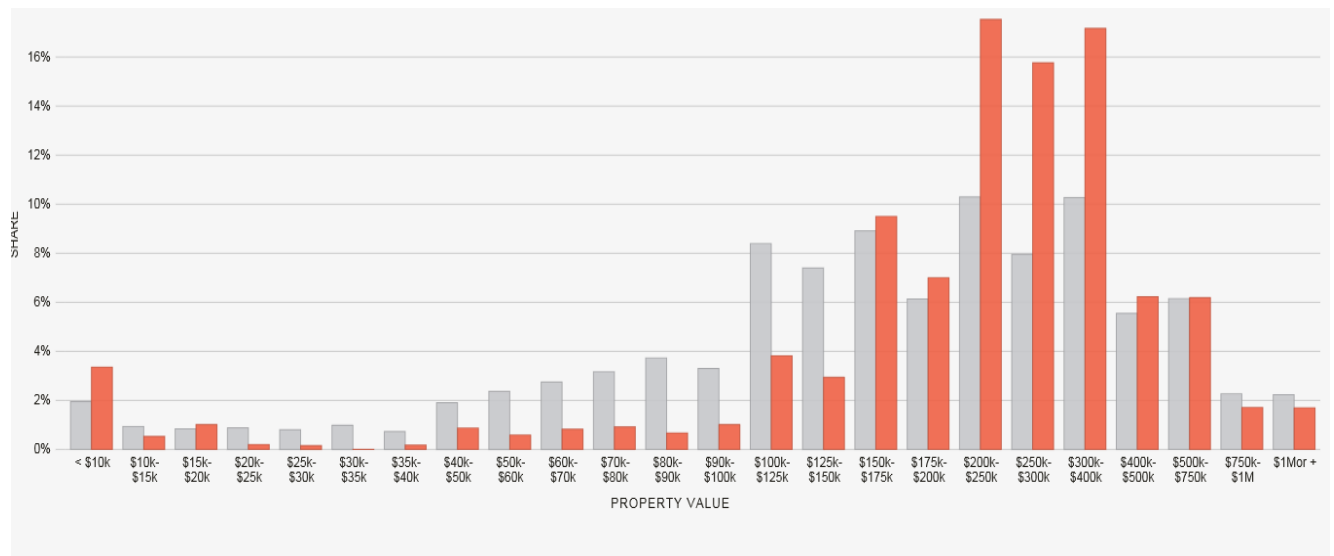
The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 13% earn a household income between seventy-five and one-hundred thousand and 9% earn an income between sixty and seventy-five thousand, while approximately 78%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



\*Data Source: Datausa.io

## HOUSING AND REAL ESTATE

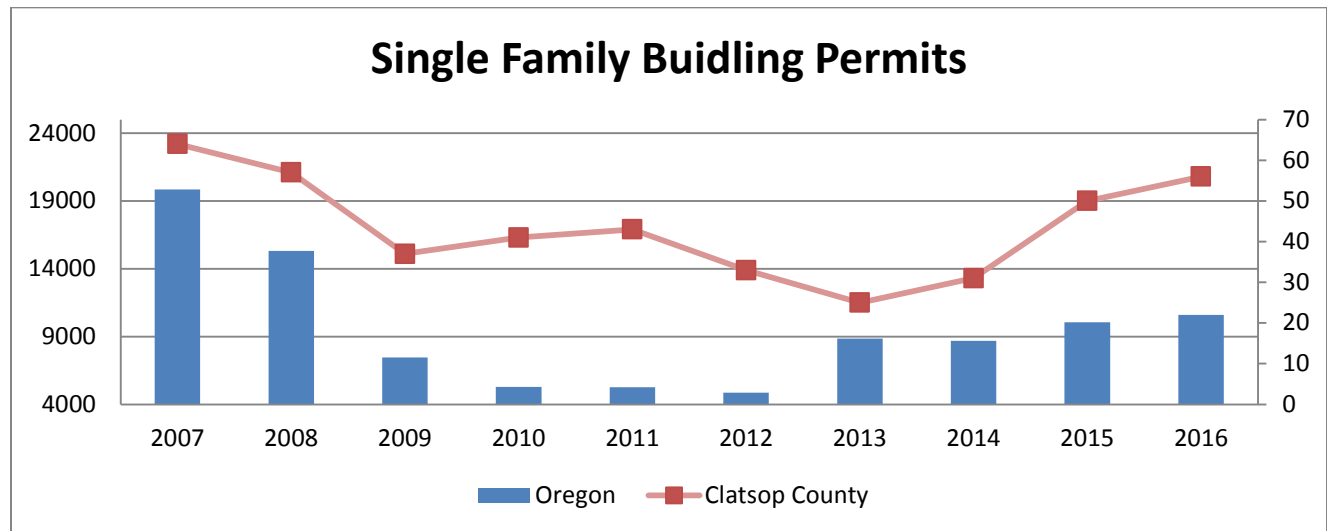
Based on the most recent data the median property value for a home in Clatsop County is \$246,500 versus \$237,300 for the state of Oregon and \$178,600 nationwide.



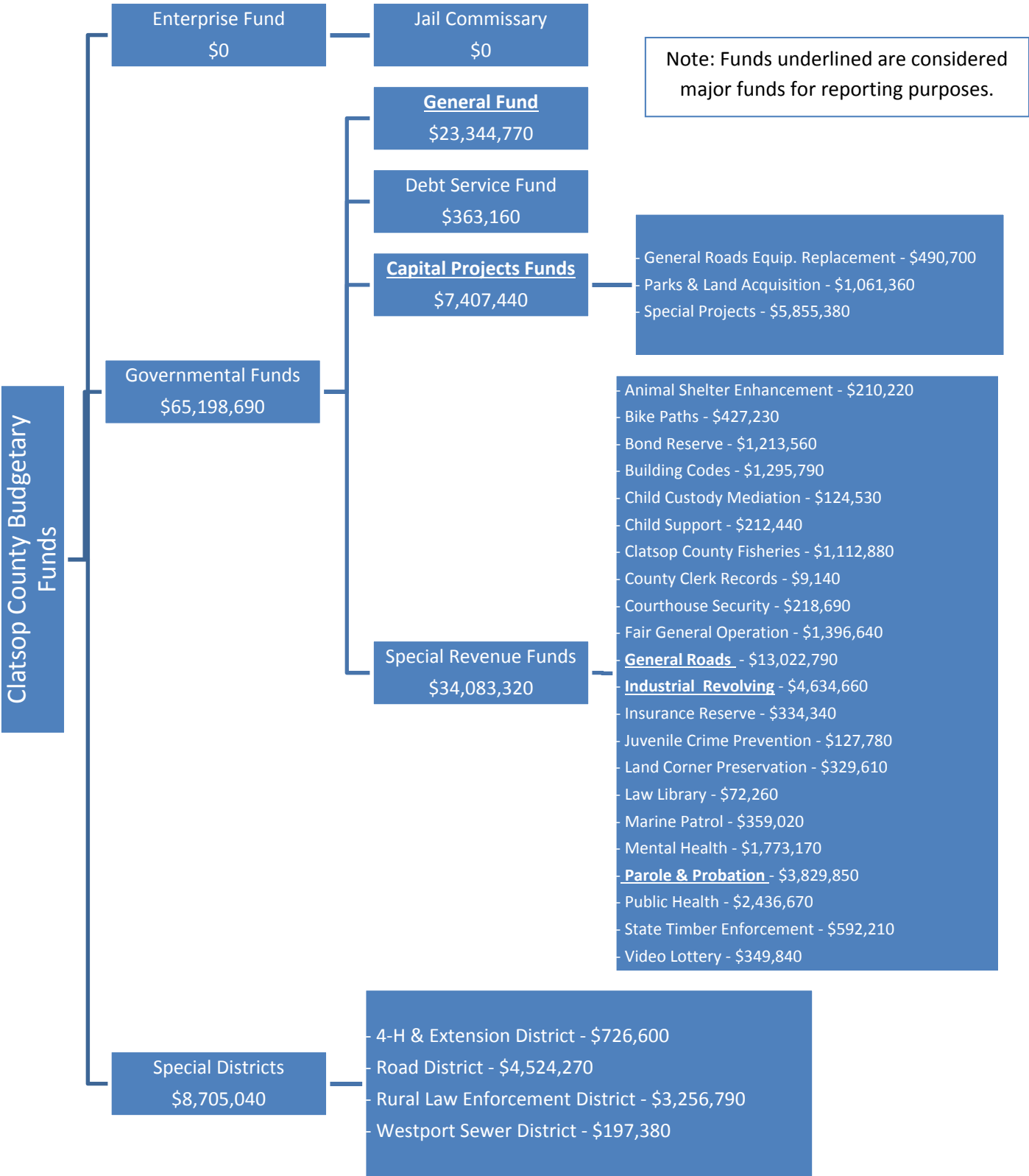
\*Data Source: Datausa.io

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 beginning in 2007 but has begun to slight increases over the past few years.

\*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   |
| • Clerk – Records          | • Sheriff Criminal Division | Contingency            |

**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 used 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        |

## FUNDS BY FUNCTIONAL UNIT

## Functional Areas

## Public Safety &amp; 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
- Liquor Enforcement

## 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

- Board of 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
- Insurance Reserve
- Debt Service
- Bond Reserve

## Land Use, Housing, Transportation, Economic Development &amp; 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 &amp; 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 & Transportation

Community Development (Local Planning & Development Review)

Public Works (Surveyor)

### 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

### Capital Projects

Fleet Replacement

Special Projects

## **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 & Transportation

Community Development (Regional Planning, Building Codes)

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

### Culture & Recreation

County Fair

Parks & Land Acquisition

### Economic Development

Clatsop County Fisheries

County Tourism

Industrial Development Revolving

Video Lottery

**CLATSOP COUNTY  
IMPLEMENTING DIRECTIONS  
ADOPTED  
2017-18 COUNTY 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 2016-17 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 2016-17 budgeted levels.
  - 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 (budget form 2). Each request will be evaluated by the Budget and Finance Department and the County Manager for inclusion in the 2017-18 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.
- 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 (2016-17) 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.
- 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 2018-19 beginning fund balance. The General Fund operating contingency for 2017-18 shall be increased if carryover resources are available in accordance with recommendations provided in the County's long-term financial plan.
- 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. 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. Transfer all other timber monies to the Special Projects Fund, where it 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.
- D. General Fund Resource Stabilization Account: Maintain a line item in the Special Projects Fund to set aside timber revenue resources 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 C., 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.

**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 or 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 2017-18 fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the Board's adopted Resource Reduction 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 step adjustments will not exceed 5%.

**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.
- 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, service performance measures are included as part of our budget materials for all organizational unit budgets where program measures can be identified.

## **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
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 2017-18 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
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 21<sup>st</sup> 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 Long-range Financial Plan 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 Long-range Financial Plan 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.

### **Implementation of the Long –range Financial Plan:**

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 LRFP focuses on these issues that affect have an impact on it. 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 Commissioner's.

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 overtime.

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 2018 - 2022**

	ACTUAL 2015/16	Projected 2016/17	Adopted 2017/18	Projected 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22
BEG. FUND BALANCE	5,039,870	5,833,017	5,316,760	6,616,535	4,841,562	2,402,144	-493,593
REVENUE:							
CURRENT YR PROP TX	8,131,261	8,286,100	8,475,770	8,645,300	8,818,200	8,994,600	9,174,500
PRIOR YR PROP TX	318,543	280,000	300,000	250,000	250,000	250,000	250,000
OTHER REVENUE	9,060,130	7,492,400	8,150,115	8,307,517	8,468,068	8,631,829	8,798,866
TRANSFERS IN	252,336	278,330	3,412,760	269,000	264,000	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
<b>TOTAL REVENUES</b>	<b>19,945,921</b>	<b>18,520,480</b>	<b>22,522,295</b>	<b>19,655,467</b>	<b>19,983,918</b>	<b>20,319,079</b>	<b>20,666,016</b>
EXPENDITURE:							
PERSONAL SERVICES	12,315,358	13,251,460	14,970,830	15,097,600	15,997,200	16,693,700	17,426,800
MATERIAL & SUPPLY	3,384,379	3,350,750	3,667,400	3,701,044	3,738,054	3,775,435	3,813,189
SPECIAL PAYMENTS	75,062	449,690	635,110	633,886	640,225	646,627	653,093
TRANSFERS	3,369,185	1,946,180	1,949,180	1,997,910	2,047,857	2,099,054	2,151,530
CONTINGENCY	1,914,398	1,796,330	2,122,250	2,143,044	2,242,334	2,321,482	2,404,461
<b>TOTAL EXPENDITURE</b>	<b>21,058,382</b>	<b>20,794,410</b>	<b>23,344,770</b>	<b>23,573,484</b>	<b>24,665,670</b>	<b>25,536,298</b>	<b>26,449,073</b>
LESS:							
CONTINGENCY	1,914,398	1,796,330	2,122,250	2,143,044	2,242,334	2,321,482	2,404,461
NET EXPENDITURE	19,143,984	18,998,080	21,222,520	21,430,440	22,423,336	23,214,816	24,044,612
<b>NET INCR. (DECR.) YEAR</b>	<b>801,937</b>	<b>(477,600)</b>	<b>1,299,775</b>	<b>(1,774,973)</b>	<b>(2,439,418)</b>	<b>(2,895,737)</b>	<b>(3,378,596)</b>
<b>END. FUND BALANCE</b>	<b>5,841,807</b>	<b>5,355,417</b>	<b>6,616,535</b>	<b>4,841,562</b>	<b>2,402,144</b>	<b>(493,593)</b>	<b>(3,872,189)</b>
<b>Surplus/(Deficit)</b>	<b>3,927,409</b>	<b>3,559,087</b>	<b>4,494,285</b>	<b>2,698,518</b>	<b>159,810</b>	<b>(2,815,075)</b>	<b>(6,276,651)</b>

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 \$7.9B allows a debt limit of \$158M. 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 3<sup>rd</sup> 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:

- 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 11<sup>th</sup> 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 4<sup>th</sup> interest payment and the 3<sup>rd</sup> principal payment in the amount of \$182,400. 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 departments 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 2017-2018 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 2017-2018

Project	Type of Project	FY 2017-18 Funding	Total Project Cost
A&T Vehicle	Automotive – General	\$26,000	\$26,000
A&T Tablets	Computer Equipment	\$9,600	\$9,600
County Manager Vehicle	Automotive - General	\$25,000	\$25,000
Ceridian Payroll Migration	Contractual Services	\$50,000	\$50,000
Copier: C&E/DA	Office Equipment	\$24,000	\$24,000
Plotter: Planning	Office Equipment	\$12,000	\$12,000
Justice Software	Computer Equipment	\$6,750	\$6,750
Signage Upgrade	Structures & Improvements	\$10,000	\$10,000
Courthouse Entrance	Building – Courthouse	\$20,650	\$20,650
Landscaping	Building – Courthouse	\$22,000	\$22,000
Jail Shower Valves	Building – Jail	\$5,500	\$5,500
Automatic Transfer Switch	Building – Jail	\$15,000	\$15,000
Boiler Replacement	Building – Jail	\$40,000	\$40,000
HVAC Replacement	Building – 820 Exchange	\$72,000	\$72,000
Driveway/Sidewalk Repair	Building – Jail/Boyington	\$30,000	\$30,000
Duct Upgrades	Building – Multiple	\$70,000	\$70,000
Permitting Center	Building – 800 Exchange	\$30,000	\$30,000
Sheriff's Office Remodel	Building – SO Warrenton	\$119,500	\$119,500
Carpet Replacement	Building – Courthouse	\$25,000	\$25,000
Clerk & Elections Remodel	Building – 820 Exchange	\$15,000	\$15,000
Clean/Seal Exterior Brick	Building – Courthouse/820	\$50,000	\$50,000
Emergency Repairs	Building – Multiple	\$120,000	\$120,000
Court Facilities Upgrades	Building - Courthouse	\$300,000	\$300,000
SO - Radar Trailer	Miscellaneous Equipment	\$15,000	\$15,000
SO - Work Crew Trailer	Miscellaneous Equipment	\$7,500	\$7,500
Sheriff Vehicles	Automotive – Sheriff's Office	\$162,200	\$162,200
SO - Porta Count Fit Tester	Miscellaneous Equipment	\$11,500	\$11,500
Repeater Site - Humbug	Structures & Improvements	\$30,000	\$30,000
Jail Feasibility Study	Contractual Services	\$75,000	\$75,000
P&P Vehicles	Automotive – Parole & Prob.	\$68,800	\$68,800
HHW Facility	Building – Public Health	\$545,000	\$600,000
Public Health Vehicles	Automotive – Public Health	\$37,270	\$37,270
Dairy Barn Remodel	Building - Fair	\$25,000	\$25,000
Heaters - Fair	Miscellaneous Equipment	\$195,000	\$195,000
Farmhouse Remodel	Building - Fair	\$100,000	\$100,000
Dump Trucks	Automotive – Public Works	\$280,000	\$280,000
Work Boat	Automotive – Public Works	\$40,000	\$40,000
Pick-Up Truck	Automotive – Public Works	\$35,000	\$35,000
Chopper	Automotive – Public Works	\$135,000	\$135,000
NCBP Development	Structures & Improvements	\$1,230,000	\$1,268,950
Westport Park	Structures & Improvements	\$50,000	\$940,500
Cullaby Lake Shelter	Structures & Improvements	\$40,000	\$40,000
Parks Signage	Structures & Improvements	\$10,000	\$10,000
Reserves/Debt/Indirects		\$4,073,680	\$4,073,680
<b>TOTAL</b>		<b>\$8,263,950</b>	<b>\$9,173,130</b>

## Estimated Impact on the Operating Budget

Project	Type of Project	Estimated Operating Impact
A&T Vehicle	Automotive – General	Slight decrease in annual maintenance and fuel costs
A&T Tablets	Computer Equipment	None, will improve staff efficiency
County Manager Vehicle	Automotive - General	Increase in annual maintenance & fuel, since the dept. previously did not have a car
Ceridian Payroll Migration	Contractual Services	Increase of \$20,000 annually for HR component but will help improve staff efficiency
Copier: C&E/DA	Office Equipment	Slight decrease in annual maintenance costs
Plotter: Planning	Office Equipment	Slight increase in annual maintenance and toner costs
Justice Software	Computer Equipment	Annual cost of \$1,500; but will improve staff efficiency
Signage Upgrade	Structures & Improvements	None
Courthouse Entrance	Building – Courthouse	None
Landscaping	Building – Courthouse	None, current maintenance will remain the same
Jail Shower Valves	Building – Jail	Slight reduction in water and staff maintenance costs
Automatic Transfer Switch	Buildings – Jail	None
Boiler Replacement	Buildings – Jail	Slight reduction in utility costs
HVAC Replacement	Building – 820 Exchange	Slight reduction in utility costs
Driveway/Sidewalk Repair	Building – Jail/Boyington	None, reduces County's risk liability
Duct Upgrades	Building – Multiple	Slight reduction in utility costs
Permitting Center	Building – 800 Exchange	None, will improve staff efficiency
Sheriff's Office Remodel	Building – SO Warrenton	None, will improve staff efficiency
Carpet Replacement	Building – Courthouse	None
Clerk & Elections Remodel	Building – 820 Exchange	None, will improve staff efficiency
Clean/Seal Exterior Brick	Building – Courthouse/820	None
Emergency Repairs	Building – Multiple	None
Court Facilities Upgrades	Building - Courthouse	None
SO - Radar Trailer	Miscellaneous Equipment	None
SO - Work Crew Trailer	Miscellaneous Equipment	None
Sheriff Vehicles	Automotive – Sheriff's Office	Slight decrease in annual maintenance and fuel costs
SO - Porta Count Fit Tester	Miscellaneous Equipment	None
Repeater Site - Humbug	Structures & Improvements	Slight increase in annual maintenance offset by an increase in efficiency
Jail Feasibility Study	Contractual Services	None, would tie to into a possible future jail expansion
P&P Vehicles	Automotive – Parole & Prob.	Slight decrease in annual maintenance and fuel costs
HHW Facility	Building – Public Health	Increase in annual utility, maint., & personnel costs TBD
Public Health Vehicles	Automotive – Public Health	Slight decrease in annual maintenance and fuel costs
Dairy Barn Remodel	Building - Fair	Sight increase in utilities offset by potential rental income
Heaters - Fair	Miscellaneous Equipment	Slight reduction in utility costs
Farmhouse Remodel	Building - Fair	Sight increase in utilities offset by potential rental income
Dump Trucks	Automotive – Public Works	Slight decrease in annual maintenance and fuel costs
Work Boat	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
Chopper	Automotive – Public Works	None or slight decrease of annual maintenance
NCBP Development	Structures & Improvements	Minimal impact first 10-15 years
Westport Park Clean-Up	Structures & Improvements	None, reduces County's risk liability
Cullaby Lake Shelter	Structures & Improvements	None, replacing existing structure
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
<b>STATUS</b>						
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 in to 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 vehicles 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	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	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
	Equipment Replacement Total:	500,000	0	0	0	0	500,000
2191 - Sheriff Rural Law Enf Dis							
	Patrol Vehicle	45,000	90,000	90,000	45,000	0	270,000
	Sheriff Rural Law Enf Dis Total:	45,000	90,000	90,000	45,000	0	270,000
2245 - Marine Patrol							
	Marine Patrol Truck	0	0	0	50,000	0	50,000
	Marine Patrol Jet Boat						0
	Marine Patrol Total:	0	0	0	50,000	0	50,000
9300 - Fair General Operation							
	Lower Field Platform	100,000	100,000	0	0	0	200,000
	Fair General Operation Total:	100,000	100,000	0	0	0	200,000
Special Revenue Fund Total:		645,000	190,000	90,000	95,000	0	1,020,000

### General Fund

Org ID/Name	Project Name	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	5 Yr Total
1150 - Assessment & Taxation							
	A&T Vehicle Replacement	27,000	27,000	27,000	0	0	81,000
	Assessment & Taxation Total:	27,000	27,000	27,000	0	0	81,000
1650 - Information Systems							
	Core Switch	25,000	0	0	0	0	25,000
	Palo Alto Firewall Appliance	70,000	0	0	0	0	70,000
	Information Systems Total:	95,000	0	0	0	0	95,000
1790 - Building & Grounds							
	Jail Roof Replacement	152,000	0	0	0	0	152,000
	Jail Boiler Replacement	65,000	0	0	0	0	65,000
	Jail Cameras	60,000	0	0	0	0	60,000

### Capital Improvement Plan - 5 Yr. Projection

Building & Grounds Total:	277,000	0	0	0	0	277,000
2160 - District Attorney						
Replacement of case management system (DACMS) -	80,000	0	0	0	0	80,000
District Attorney Total:	80,000	0	0	0	0	80,000
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
2340 - Juvenile Department						
Juvenile Department	40,000	0	0	0	0	40,000
Juvenile Department Total:	40,000	0	0	0	0	40,000
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						
Patrol Truck	34,000	0	0	0	0	34,000
Animal Control Total:	34,000	0	0	0	0	34,000
General Fund Total:	598,000	117,000	222,000	45,000	0	982,000
County Total:	1,243,000	307,000	312,000	140,000	0	2,002,000

## 2017-2018 Capital Improvement Plan

### Special Revenue Fund

Page	Org ID	Project Name	Type	Category	Cost
	2001	Chopper - Brush Cutting Machine	Replacement	Automotive	135,000
	2001	12 Yard Dump Trucks	Replacement	Automotive	280,000
	2001	Work Boat	Replacement	Miscellaneous	40,000
	2001	Pickup	Replacement	Automotive	35,000
	2191	Microwave Project Humbug Mountain	Addition	Miscellaneous	30,000
	2191	Criminal Division Patrol Vehicle	Replacement	Automotive	86,000
	2191	Porta Count Fit Tester	Addition	Miscellaneous	11,500
	2191	Radar Trailer	Replacement	Miscellaneous	15,000
	2385	Parole & Probation Transport Vehicle	Replacement	Automotive	41,800
	2385	Parole & Probation Field Vehicle	Replacement	Automotive	27,000
	3120	Purchase of Land for Fill Site	Addition	Land	35,000
	3120	Diesel Plate Compactor	Addition	Automotive	9,800
	3120	Mag Chloride Tank and Fittings	Addition	Automotive	11,000
	3120	Excavating Bucket	Addition	Automotive	9,500
	4110	Public Health Vehicle	Replacement	Automotive	22,270
	4169	Household Hazardous Waste Facility	Addition	Building	545,000
	4170	New copier/fax/printer	Replacement	Office Equipment	6,000
	4175	Environmental Health - Vehicle	Replacement	Automotive	15,000
	5815	Cullaby Lake Picnic Shelter Roof Replacement	Replacement	Building	40,000
	5815	Park Entrance and Signage Project	Replacement	Miscellaneous	10,000
	5815	Unapportioned Projects	Replacement	Miscellaneous	50,000
	5836	Road Construction	Addition	Miscellaneous	1,200,000
	5850	Extension Truck Replacement	Replacement	Automotive	0
	9300	Dairy Barn	Replacement	Building	25,000
	9300	Exhibit Hall Heaters	Replacement	Miscellaneous	150,000
	9300	Arena Heaters	Replacement	Miscellaneous	45,000
	9300	Farm House	Replacement	Building	100,000
	9300	Emergency Needs	Addition	Miscellaneous	20,000
Special Revenue Fund Total:					2,994,870

### General Fund

Page	Org ID	Project Name	Type	Category	Cost
	1120	CM Fleet Vehicle	Addition	Automotive	25,000
	1150	Appraisal Tablets	Addition	Computer	9,600
	1150	A&T Vehicle	Replacement	Automotive	26,000

## 2017-2018 Capital Improvement Plan

1355	Copier/Printer	Replacement	Office Equipment	12,000
1625	Ceridian Dayforce Migration	Replacement	Miscellaneous	50,000
1790	Jail Generator Auto Transfer Switch	Replacement	Building	15,000
1790	Lighting Upgrade	Replacement	Building	40,000
1790	Signage Upgrade	Replacement	Building	10,000
1790	Tree Replacement	Replacement	Building	22,000
1790	Community Development Remodel	Replacement	Building	30,000
1790	Exterior Door Replacement	Replacement	Building	8,650
1790	Railing Replacement	Replacement	Building	12,000
1790	Clerk's Office Remodel	Replacement	Building	15,000
1790	Landscaping	Replacement	Building	7,500
1790	Sheriff's Office Roof	Replacement	Building	52,000
1790	Restroom Remodel	Replacement	Building	25,000
1790	South Entrance Sheriff's Office	Replacement	Building	25,000
1790	HVAC Unit Replacement	Replacement	Building	72,000
1790	Exterior Waterproofing	Replacement	Building	30,000
1790	Clean and Seal Brick	Replacement	Building	20,000
1790	Inmate Shower Valve Replacement	Replacement	Building	5,500
1790	Courtroom 300 Carpet	Replacement	Building	25,000
1790	Driveway and Sidewalk Repair	Replacement	Building	30,000
1790	Duct Cleaning	Replacement	Building	70,000
1790	Court Project Matching Funds	Replacement	Building	300,000
1790	Urgent Repairs	Replacement	Building	50,000
1795	Westport Clean-up and Development	Replacement	Miscellaneous	50,000
2160	Color Copier	Replacement	Office Equipment	12,000
2160	Justice Software	Addition	Computer	6,750
2200	Criminal Division Patrol Vehicle	Replacement	Automotive	43,000
2200	Parking Lot Addition	Addition	Miscellaneous	10,000
2300	Feasibility Study	Addition	Miscellaneous	75,000
2300	Corrections Administrative Vehicle	Replacement	Automotive	33,200
2350	Work Crew Dump Trailer	Replacement	Automotive	7,500
2700	Plotter	Addition	Office Equipment	12,000
General Fund Total:				1,236,700

## 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 12.56 cents** goes to Clatsop County government. This illustration shows how an average tax dollar is distributed.

#### Where your property tax dollar goes:



#### WHAT YOUR 12.56 CENTS TO CLATSOP COUNTY PROVIDES:

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

#### The top 10 taxpayers in Clatsop County for 2016 are as follows:

1. Georgia Pacific Consumer Products \$2,091,387.83
2. Lewis & Clark Tree Farms LLC \$860,786.53
3. Pacificorp \$514,355.99
4. WorldMark The Club \$510,654.54
5. Northwest Natural Gas Co. \$461,190.21
6. Hampton Lumber Mills Inc. \$431,074.26
7. Charter Communications \$294,422.70
8. Western Generation Agency \$288,860.3
9. Longview Timberlands LLC \$268,137.40
10. Georgia Pacific Consumer Products LP \$253,935.57



**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

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

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

<b>1997-98</b>	<b>1,377,354</b>
<b>1998-99</b>	<b>1,815,758</b>
<b>1999-00</b>	<b>2,975,179</b>
<b>2000-01</b>	<b>2,795,373</b>
<b>2001-02</b>	<b>2,488,094</b>
<b>2002-03</b>	<b>5,480,758</b>
<b>2003-04</b>	<b>4,056,315</b>
<b>2004-05</b>	<b>3,124,003</b>
<b>2005-06</b>	<b>3,898,818</b>
<b>2006--07</b>	<b>3,810,400</b>
<b>2007--08</b>	<b>3,685,175</b>
<b>2008--09</b>	<b>3,387,555</b>
<b>2009-10</b>	<b>2,465,893</b>
<b>2010-11</b>	<b>2,183,649</b>
<b>2011-12</b>	<b>2,758,246</b>
<b>2012-13</b>	<b>2,414,065</b>
<b>2013-14</b>	<b>3,448,047</b>
<b>2014-15</b>	<b>3,443,116</b>
<b>2015-16</b>	<b>5,065,495</b>
<b>2016-17</b>	<b>4,485,525**</b>
<b>2017-18</b>	<b>4,449,754***</b>

\*\* Total estimated to be received as of ODF Projection from 2/20/17.  
Total received as of 2/23/17 \$3,444,274.

\*\*\*Estimate from ODF Projection dated 2/20/17.

# 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	100,725	102,752	2,027
	E263064	Chev 2015	Silverado	7,588	11,993	4,405
Assessor	E222401	Chev 2001	Lumina	75,372	77,285	1,913
	E219275	Chev 2001	Lumina	63,747	64,361	614
	E225080	Chev 2003	Impala	70,045	70,386	341
	E263616	Ford 2014	Explorer 4x4	11,946	16,552	4,606
	E225079	Toyota 2015	Rav 4	7,076	12,787	5,711
	E222402	Toyota 2015	Rav 4	2,966	7,792	4,826
Building & Grounds	E184022	Chev 1992	S10 Pickup	84,182	84,578	396
	E169219	Chev 2002	1/2 Ton Van	54,511	56,760	2,249
	E237490	Entso 2007	Utility Trailer	n/a	n/a	n/a
Building Codes	E271854	Ford 2016	F150	0	5,820	5,820
	E269964	Ford 2016	Escape	110	14,641	14,531
	E269965	Ford 2016	Escape	110	12,381	12,271
District Attorney	E235075	Ford 2006	Crown Victoria	205,848	210,936	5,088
	VBG383	Ford 2006	Crown Victoria	125,700	132,015	6,315
	E243325	Dodge 2008	Durango	121,037	122,779	1,742
Emergency Mgmt	E229937	Chev 2007	Impala	85,516	90,661	5,145
Fairgrounds	E184015	GMC 1992	Pickup	207,926	208,228	302
	E205621	Dodge 1998	Pickup	163,352	164,545	1,193
Fisheries	E222770	Ford 2003	Pickup F350	131,662	133,657	1,995
	OR296XC	Lowe 1993	Alum. Boat	n/a	n/a	n/a
	E223857	EZ Loader 1990	Boat Trailer	n/a	n/a	n/a
Juvenile	E206368	Subaru 1999	Brighton	94,664	97,541	2,877
	E211270	Dodge 2000	Caravan	71,381	73,981	2,600
	E215095	Dodge 2001	Ram Van	70,654	73,200	2,546
	E257098	Chev 2014	Impala	34,051	50,252	16,201
	E263060	Forri 2015	Utility Trailer	n/a	n/a	n/a
	E269776	Ford 2017	Escape	0	4,286	4,286
Parks	n/a	Kioti 1994	Tractor	1,568	1,591	23
	E197814	Maxey 1995	Trailer	n/a	n/a	n/a
	E205614	Ford 1998	Pickup F150	97,361	103,572	6,211
	E250663	Ford 2010	Pickup F250	117,448	130,508	13,060
	E271767	Ford 2017	Pickup F250	0	6,659	6,659
Parole & Probation	E229944	Chev 2004	Tahoe	126,163	128,661	2,498
	E236820	Chev 2005	Impala	123,000	127,147	4,147
	E237487	Dodge 2007	Durango	101,348	106,237	4,889
	E263072	Dodge 2014	Charger	17,445	27,716	10,271
	E263087	Dodge 2014	Charger	2,423	8,818	6,395
	E263088	Dodge 2014	Charger	2,956	11,437	8,481
	E253271	Chev 2015	Tahoe	9,668	19,094	9,426
Public Health	E174637	Toyota 2000	Corolla/silver	118,417	120,966	2,549
	E186830	Toyota 2000	Corolla/beige	104,763	108,537	3,774
	E227614	Toyota 2004	Corolla/red	92,093	97,093	5,000
	E237462	Dodge 2007	Van/Teal	33,025	35,177	2,152
	E263073	Chev 2012	Equinox	37,520	44,524	7,004
Surveyor	E184013	Dodge 1992	Pickup	49,763	51,048	1,285

## 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
E173	Etnyre 1986	Asphalt Dist	27,965	27,966	1	M
E188	CAT 1989	926E Wheel Loader	4,257	4,377	120	H
E191	BMC 1978	Hydra Hammer	2,092	2,092	0	H
E192	Inger Rand 1989	PneuRoller	2,703	2,812	109	H
E200	Brush Bandit 1990	Chopper	2,670	2,702	32	H
E205	CAT 1992	D4H	3,912	3,963	51	H
E206	Chevrolet 1992	Spray Truck	67,307	71,148	3,841	M
E211	1992	Bridge Truck	49,827	51,696	1,869	M
E214	CAT 1993	Vibratory Compactor	2,440	2,520	80	H
E216	Vanraden 1993	10 YD Trailer	n/a	n/a	n/a	
E222	CAT 1994	Tool Carrier Loader	3,620	3,742	122	H
E223	CAT 1994	Tool Carrier Loader	3,600	3,710	110	H
E224	Peterbilt 1985	Water Truck	2,015	2,233	218	H
E225	PB GMC 1994	6 yd Dumptruck	115,370	116,673	1,303	M
E226	Etnyre 1995	Chip Spreader	1,278	1,361	83	H
E227	CAT 1996	140G Grader	9,100	9,339	239	H
E228	PB 1998	10 Yd Dumptruck	5,521	6,259	738	H
E229	Vanraden 1998	10 YD Trailer	n/a	n/a	n/a	
E230	Peterbilt 1998	10 Yd Dumptruck	341,843	353,260	11,417	M
E231	Vanraden 1998	10 YD Trailer	n/a	n/a	n/a	
E232	Peterbilt 1998	10 Yd Dumptruck	302,142	317,385	15,243	M
E233	Vanraden 1998	10 YD Trailer	n/a	n/a	n/a	
E237	DynaWeld 1998	Flatbed Trailer	n/a	n/a	n/a	
E238	Ford 1998	Crew Van	36,799	37,328	529	M
E241	John Deere 1998	624H Loader	2,892	2,993	101	H
E242	GMC 1999	6 yd Dumptruck	63,692	66,326	2,634	M
E244	GMC 1999	Aerial Lift	4,435	4,776	341	H
E245	Dodge 2001	Pickup	103,974	110,541	6,567	M
E246	Ford 2000	Pickup	109,702	114,586	4,884	M
E249	Ford 2002	Crew Cab Pickup	52,300	57,444	5,144	M
E250	GMC 2002	6 YD Dump Truck	69,562	73,404	3,842	M
E251	GMC 2002	6 YD Dump Truck	54,927	59,751	4,824	M
E252	Case 2002	Brush Chopper	4,528	4,663	135	H
E253	Case 2002	Brush Chopper	5,401	5,750	349	H
E254	Bowie 2002	Hay Mulcher	266	307	41	H
E255	Ingersoll 2002	10 Ton Compactor/Roller	1,214	1,302	88	H
E256	Johnston 2002	Vac Sweeper	6,225	17,211	10,986	H
E257	Vactor 1998	Catch Basin Truck	5,690	5,742	52	H
E258	Ingersoll 2002	Base Comp	4,904	5,330	426	H
E259	HTC 2002	Shoulder Machine	734	740	6	H
E261	Ford 2003	Flatbed Pickup	90,827	96,771	5,944	M
E262	Ford 2003	Flatbed Pickup	103,390	111,202	7,812	M
E263	Ford 2004	Flatbed Pickup	109,500	121,100	11,600	M
E264	Tow Master 2004	Ramp Trailer	n/a	n/a	n/a	

## PUBLIC WORKS DEPARTMENT VEHICLE & EQUIPMENT LIST

Vehicle #	Make / Year	Model	Last Year Odometer	Current Odometer	Current Year Miles	M-Miles H-Hours
E265	Gradall 2003	XL4100	7,359	8,020	661	H
E266	Peterbilt 2005	10 YD Dump Truck	133,191	143,497	10,306	M
E267	Peterbilt 2005	10 YD Dump Truck	121,297	131,026	9,729	M
E268	Ford 2005	F750 Shop Truck	55,342	59,867	4,525	M
E269	Chevrolet 2006	3/4 Ton Pickup	142,955	150,987	8,032	M
E270	Chevrolet 2006	3/4 Ton Pickup	85,846	97,453	11,607	M
E272	Ford 2007	Pickup	79,459	85,108	5,649	M
E273	IT 14 2006	Scoop	2,911	3,589	678	H
E274	Chevrolet 2007	1/2 ton Pickup	50,987	60,500	9,513	M
E275	Ford 2008	1Ton PU	66,995	74,875	7,880	M
E276	Trailer 2008	Flatbed Trailer	n/a	n/a	n/a	
E277	Forklift 2001	9,000 LB	1,076	1,165	89	H
E278	Ford 2009	1 Ton x cab	107,896	129,575	21,679	M
E279	Chevrolet 2009	Colorado PU	26,569	30,097	3,528	M
E280	Case 2006	Excavator	3,279	3,842	563	H
E281	Etnyre 2000	Low Boy	n/a	n/a	n/a	
E282	International 2007	Tractor	115,218	119,826	4,608	M
E283	Rway 2000	Belly Dump Trailer	n/a	n/a	n/a	
E284	FreightLiner 2006	Bear Cat Distributor	235,494	237,204	1,710	M
E285	Wilson 2004	Custom Build Trailer	n/a	n/a	n/a	
E286	Ford 2012	F450 Dump	31,046	37,951	6,905	M
E287	John Deer 2011	Brush Chopper	2,002	2,511	509	H
E288	Ford 2012	HD Dump	34,480	47,208	12,728	M
E289	Ford 2012	Pickup	57,615	73,658	16,043	M
E290	Ford 2012	Pickup	35,402	43,821	8,419	M
E291	John Deere 2012	Loader	763	984	221	H
E292	Dynapac 2013	Compactor	413	661	248	H
E293	Ford 2013	F150 Pickup	13,414	21,501	8,087	M
E294	Ford 2014	F450 Sign Truck	16,763	29,416	12,653	M
E295	Ford 2014	F450 HD	17,743	27,022	9,279	M
E296	Bear Cat 2015	Distributor	4,545	6,679	2,134	M
E297	Great Northern 2014	Split Deck Trailer	n/a	n/a	n/a	
E298	John Deer 2015	Grader	120	772	652	H
E299	Superior 2012	Broom	285	642	357	H
E300	Trailmax 2015	Trailer	n/a	n/a	n/a	
E301	Kubota 2015	Excavator	99	673	574	H
E302	Wells 1997	Utility Trailer	n/a	n/a	n/a	
E303	Cat 2015	Excavator	0	3,165	3,165	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	31,082	32,067	985
8	ASM BI	1999	Trailer	E210861	Work Crew	NA	NA	NA
9	Chevrolet	1998	Pickup	E021314	SAR	30,613	31,378	765
10	Ford	2008	F5D Crew Truck	E243307	Work Crew	90,849	91,603	754
11	EGLIR	2004	Utility Trailer	E228566	Work Crew	NA	NA	NA
12	Chevrolet	2011	AWD Van	E252901	Corrections	112,595	125,231	12,636
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	16,805	0
16	Chevrolet	1996	Suburban	E197843	SAR	31,945	32,106	161
17	Chevrolet	2004	Suburban	E228573	SAR	29,155	29,831	676
18	Mack	1989	Rescue Rig	E268994	SAR	104,283	104,283	0
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	25,011	34,630	9,619
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	0	3,849	3,849
33	Chevrolet	2016	Tahoe	E268978	Criminal	0	6,529	6,529
34	Dodge	2016	Charger	E268984	Criminal	0	300	300
35	Dodge	2016	Charger	E268983	Criminal	0	300	300
36	Dodge	2016	Charger	E268982	Criminal	0	300	300
42	Dodge	2015	Charger	E263097	Criminal	6,741	42,000	35,259
43	Reserve	2004	Ford F250	E338695	Criminal	115,642	128,383	12,741
45	Dodge	2015	Charger	E263096	Criminal	1,140	22,648	21,508
47	Dodge	2014	Charger	E263069	Criminal	29,647	50,670	21,023
48	Dodge	2014	Charger	E263068	Criminal	27,892	46,584	18,692
49	Chevrolet	2015	K2500 Crew Cab	E229938	Criminal	46,553	77,674	31,121
50	Ford	2008	F250	E238637	Marine	105,303	105,303	0
52	Chevrolet	2014	Tahoe	E262698	Criminal	42,226	65,721	23,495
54	Dodge	2012	Charger	E257063	Criminal	86,456	118,665	32,209
55	Chevrolet	2012	Tahoe	E257062	Criminal	73,804	95,302	21,498
56	Chevrolet	2005	K1500 Pick-up	E228931	Criminal	132,759	135,400	2,641
60	Chevrolet	2005	Impala	Classified	Corrections	81,857	85,000	3,143
62	Chevrolet	2005	Tahoe	Classified	Detective	133,449	143,500	10,051
63	Chevrolet	2005	Astro Van	Classified	Task Force	47,898	49,609	1,711
66	Chevrolet	2007	K-2500 pick-up	E237461	Marine	121,701	133,540	11,839
67	Chevrolet	2015	K-2500 pick-up	E263093	Criminal	7,000	31,430	24,430
68	Dodge	2007	Magnum	E237467	Criminal	142,999	150,247	7,248

## SHERIFF'S DEPARTMENT VEHICLE LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
70	Dodge	2015	Charger	E263095	Criminal	6,600	26,742	20,142
71	Dodge	2011	Charger	E252920	Criminal	96,500	110,485	13,985
72	Dodge	2015	Charger	E263094	Criminal	1,900	28,764	26,864
74	Dodge	2008	Durango	E234423	Criminal	111,568	119,908	8,340
78	Dodge	2009	Charger	E248747	Criminal	144,500	164,500	20,000
80	Dodge	2009	Charger	E248748	Criminal	156,400	171,000	14,600
81	Chevrolet	2009	K1500 Pick-up	E250660	Criminal	198,370	210,835	12,465
82	Chevrolet	2006	K-2500 pick-up	002BSJ	Criminal	118,644	130,354	11,710
85	Ford	2015	F350	E263080	Corrections	17,896	38,897	21,001
86	Dodge	2009	Dodge	E250697	Criminal	93,247	108,705	15,458
87	Dodge	2014	Charger	E263089	Corrections	9,864	28,112	18,248
88	Chevrolet	2014	Tahoe	E257090	Criminal	44,200	61,377	17,177
89	Chevrolet	2011	Tahoe	895BRH	Sheriff	85,900	100,228	14,328
90	GMC	1998	Pickup	E205625	SAR	119,115	119,326	211
94	Nissan	2010	Altima	Classified	DTF	84,753	106,646	21,893
95	Dodge	2011	Charger	E252927	Criminal	55,700	64,009	8,309
96	Dodge	2011	Charger	E252928	Criminal	91,200	119,300	28,100
97	Dodge	2011	Charger	E252929	Criminal	85,759	96,947	11,188

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>001</b>	<b>General</b>							
	Animal Control	3.60	2.80	3.00	3.00	3.00	3.00	3.00
	Approp. For Contingency 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	13.50	14.50	15.50	16.50	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	0.50	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	4.50	4.00	3.53	3.60	3.60	3.60	3.60
	Building & Grounds	4.46	4.40	5.40	5.40	5.40	5.40	5.40
	Clerk - Admin. & Elections	2.60	2.60	3.00	3.00	3.00	3.00	3.00
	Clerk - Records	1.90	1.90	1.65	1.65	1.65	1.65	1.65
	Corrections	23.00	24.00	24.00	25.00	25.00	25.00	25.00
	Corrections Workcrew	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	County Counsel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	County Manager	2.33	2.33	2.83	3.23	3.23	3.23	3.23
	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	15.89	15.89	15.89	15.89
	Dues & Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	1.90	1.90	2.31	2.20	2.00	2.00	2.00
	Human Resources	2.13	2.13	2.00	2.00	2.00	2.00	2.00
	Information Systems	5.15	5.65	6.08	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	6.57	6.58	6.58	6.58	6.58	6.58	6.58
	Medical Examiner	0.00	0.80	0.80	0.88	0.80	0.80	0.86
	Parks Maintenance	1.72	1.70	1.70	1.70	1.70	1.70	1.70
	Planning Division	4.60	4.85	4.85	6.35	5.35	5.35	5.35
	Property Management	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Sheriff Criminal Division	22.40	24.40	22.90	23.90	23.90	23.90	23.90
	Sheriff Support Division	4.50	4.50	4.50	5.50	5.50	5.50	5.50
	Surveyor	0.97	0.95	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
	<b>Total for Fund: 001</b>	<b>126.71</b>	<b>130.87</b>	<b>133.31</b>	<b>140.25</b>	<b>137.97</b>	<b>137.97</b>	<b>138.03</b>



## F.T.E. by Fund

Fund	Organizational Unit	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>002</b>	<b>General Roads</b>							
	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	5.60	5.60	5.60	5.60
	Road Maint & Construction	22.70	22.70	22.70	22.70	22.70	22.70	22.70
	<b>Total for Fund: 002</b>	<b>28.30</b>	<b>28.30</b>	<b>28.30</b>	<b>28.30</b>	<b>28.30</b>	<b>28.30</b>	<b>28.30</b>
<b>004</b>	<b>County Clerk Records</b>							
	County Clerk Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 004</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>005</b>	<b>Rural Law Enforcement District</b>							
	Sheriff Rural Law Enf Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 005</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>007</b>	<b>Public Health</b>							
	Approp. For Contingency 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	0.90	0.85	0.85	0.85	0.85	0.85	0.85
	Chronic Disease Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Community Health	2.95	3.10	4.00	3.80	3.80	3.80	3.80
	Emergency Preparedness	0.60	0.55	0.50	0.15	0.15	0.15	0.15
	Environmental Health	2.10	2.25	1.95	2.35	2.35	2.35	2.35
	Family Planning	2.20	1.78	1.40	1.20	1.20	1.20	1.20
	HIV Block Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Household Hazardous Waste	0.10	0.20	0.20	0.20	0.20	0.20	0.20
	Immunization	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Maternal & Child Health	0.50	0.45	0.45	0.50	0.50	0.50	0.50
	Onsite Sewage Systems	0.90	1.40	1.50	1.50	1.50	1.50	1.50
	Ryan White Fund Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Tobacco Prevention	0.55	0.60	0.50	0.70	0.70	0.70	0.70
	W I C Program	2.70	2.70	2.58	2.48	2.48	2.48	2.48
	<b>Total for Fund: 007</b>	<b>13.60</b>	<b>13.98</b>	<b>14.03</b>	<b>13.83</b>	<b>13.83</b>	<b>13.83</b>	<b>13.83</b>
<b>009</b>	<b>Child Support</b>							
	Child Support	2.11	2.11	2.11	2.11	2.11	2.11	2.11
	<b>Total for Fund: 009</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>
<b>018</b>	<b>Juvenile Detention Center</b>							
	Juvenile Detention Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 018</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>020</b>	<b>Juvenile Crime Prevention</b>							
	Juv Crime Prevention	1.33	0.33	0.33	0.20	0.20	0.20	0.20
	<b>Total for Fund: 020</b>	<b>1.33</b>	<b>0.33</b>	<b>0.33</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>
<b>021</b>	<b>Commission on Child &amp; Families</b>							
	Comm. on Children & Fam	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 021</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>024</b>	<b>Parole &amp; Probation Division</b>							
	Parole & Probation Division	10.60	10.60	12.10	12.10	12.10	12.10	12.10
	<b>Total for Fund: 024</b>	<b>10.60</b>	<b>10.60</b>	<b>12.10</b>	<b>12.10</b>	<b>12.10</b>	<b>12.10</b>	<b>12.10</b>
<b>027</b>	<b>Marine Patrol</b>							
	Marine Patrol	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	<b>Total for Fund: 027</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>030</b>	<b>Drug Task Force</b>							
	Drug Task Force	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 030</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>033</b>	<b>Mental Health Grants</b>							
	Developmental Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	1.42	1.56	1.56	1.67	1.67	1.67	1.67
	Drug & Alcohol Treatment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Mental Health	0.28	0.28	0.28	0.50	0.50	0.50	0.50
	<b>Total for Fund: 033</b>	<b>1.70</b>	<b>1.84</b>	<b>1.84</b>	<b>2.17</b>	<b>2.17</b>	<b>2.17</b>	<b>2.17</b>
<b>036</b>	<b>Building Codes</b>							
	Building Codes	4.20	4.15	4.15	4.65	4.65	4.65	4.65
	<b>Total for Fund: 036</b>	<b>4.20</b>	<b>4.15</b>	<b>4.15</b>	<b>4.65</b>	<b>4.65</b>	<b>4.65</b>	<b>4.65</b>
<b>039</b>	<b>Clatsop County Fisheries</b>							
	Clatsop County Fisheries	6.42	6.40	6.40	6.40	6.20	6.20	6.20
	<b>Total for Fund: 039</b>	<b>6.42</b>	<b>6.40</b>	<b>6.40</b>	<b>6.40</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>
<b>100</b>	<b>Capital Projects</b>							
	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
	<b>Total for Fund: 100</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>102</b>	<b>General Roads Eq Replace</b>							
	Equipment Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 102</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>105 Insurance Reserve</b>								
	Insurance Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 105</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>120 Land Corner Preservation</b>								
	Surveyor - Land Corner 120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	<b>Total for Fund: 120</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>
<b>140 Jail Commissary Fund</b>								
	Jail Commissary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 140</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>150 Fair Board</b>								
	Fair General Operation	3.00	3.00	3.00	4.00	3.00	3.00	3.00
	<b>Total for Fund: 150</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>205 Child Custody Mediation &amp; Drug Project</b>								
	Child Custody Mediation	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	<b>Total for Fund: 205</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>
<b>206 Video Lottery Fund</b>								
	Video Lottery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 206</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>208 Liquor Enforcement Fund</b>								
	Liquor Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 208</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>209 Courthouse Security</b>								
	Courthouse Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 209</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>225 Bike paths</b>								
	Bike Paths	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 225</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>230 Law Library</b>								
	Law Library	0.25	0.15	0.15	0.15	0.15	0.15	0.15
	<b>Total for Fund: 230</b>	<b>0.25</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>
<b>235 Animal Shelter Donations</b>								
	Animal Shelter Enhance.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 235</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>240 Park &amp; Land Acq. &amp; Maint</b>								
	Parks & Land Acq. Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 240</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>250</b>	<b>Emergency Communication</b>							
	Emergency Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 250</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>300</b>	<b>Road District #1</b>							
	Road District #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 300</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>305</b>	<b>State Timber Enforcement Fund</b>							
	State Timber Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 305</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>315</b>	<b>Carlyle Apartments</b>							
	Carlyle Apartments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 315</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>325</b>	<b>Industrial Development Revolving Fund</b>							
	Industrial Develop.Revolving Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 325</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>385</b>	<b>Westport Sewer Serv Dist</b>							
	Westport Sewer Service	0.26	0.26	0.26	0.26	0.26	0.26	0.26
	<b>Total for Fund: 385</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>
<b>386</b>	<b>Westport Sewer Equip Rplc</b>							
	Westport Sewer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 386</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>395</b>	<b>4-H &amp; Ext Ser Spec Dist</b>							
	4-H & Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 395</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>400</b>	<b>Debt Service Fund</b>							
	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 400</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>405</b>	<b>Bond &amp; UAL Reserve Fund</b>							
	Bond & UAL Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 405</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>505</b>	<b>Diking District #5</b>							
	Diking District #5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 505</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>511</b>	<b>Diking District #11</b>							
	Diking District #11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 511</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## F.T.E. by Fund

Fund	Organizational Unit	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>514</b>	<b>Diking District #14</b>							
	Diking District #14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for Fund: 514</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Totals:</b>	<b>200.83</b>	<b>204.34</b>	<b>208.33</b>	<b>216.77</b>	<b>213.29</b>	<b>213.29</b>	<b>213.35</b>

## F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>County Service Districts</b>									
	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
<b>Total for: County Service Districts</b>			<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>
<b>Culture &amp; Recreation</b>									
	Fair General Operation	150	3.00	3.00	3.00	4.00	3.00	3.00	3.00
	Parks & Land Acq. Maint	240	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Parks Maintenance	001	1.72	1.70	1.70	1.70	1.70	1.70	1.70
<b>Total for: Culture &amp; Recreation</b>			<b>4.72</b>	<b>4.70</b>	<b>4.70</b>	<b>5.70</b>	<b>4.70</b>	<b>4.70</b>	<b>4.70</b>
<b>General Government</b>									
	Approp. For Contingency 1	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	001	13.50	14.50	15.50	16.50	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	0.50	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	001	4.50	4.00	3.53	3.60	3.60	3.60	3.60
	Building & Grounds	001	4.46	4.40	5.40	5.40	5.40	5.40	5.40
	Clerk - Admin. & Elections	001	2.60	2.60	3.00	3.00	3.00	3.00	3.00
	Clerk - Records	001	1.90	1.90	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	2.33	2.83	3.23	3.23	3.23	3.23
	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
	Human Resources	001	2.13	2.13	2.00	2.00	2.00	2.00	2.00

## F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
	Information Systems	001	5.15	5.65	6.08	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
	<b>Total for: General Government</b>		<b>37.56</b>	<b>38.50</b>	<b>40.83</b>	<b>43.30</b>	<b>42.30</b>	<b>42.30</b>	<b>42.30</b>
<b>Land Use, Hsg &amp; Trans / Econ. Dev. &amp; Capital</b>									
	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	4.20	4.15	4.15	4.65	4.65	4.65	4.65
	Carlyle Apartments	315	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Clatsop County Fisheries	039	6.42	6.40	6.40	6.40	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 Fund	325	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Planning Division	001	4.60	4.85	4.85	6.35	5.35	5.35	5.35
	Road Admin. And Support	002	5.60	5.60	5.60	5.60	5.60	5.60	5.60
	Road Maint & Construction	002	22.70	22.70	22.70	22.70	22.70	22.70	22.70
	Special Projects	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Surveyor	001	0.97	0.95	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
	<b>Total for: Land Use, Hsg &amp; Trans / Econ. Dev. &amp; Capital</b>		<b>44.74</b>	<b>44.90</b>	<b>45.90</b>	<b>47.90</b>	<b>46.70</b>	<b>46.70</b>	<b>46.70</b>
<b>Public Health</b>									
	Approp. For Contingency 7	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	007	0.90	0.85	0.85	0.85	0.85	0.85	0.85
	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	2.95	3.10	4.00	3.80	3.80	3.80	3.80
	Developmental Disabilities	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	033	1.42	1.56	1.56	1.67	1.67	1.67	1.67

## F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
	Drug & Alcohol Treatment	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Preparedness	007	0.60	0.55	0.50	0.15	0.15	0.15	0.15
	Environmental Health	007	2.10	2.25	1.95	2.35	2.35	2.35	2.35
	Family Planning	007	2.20	1.78	1.40	1.20	1.20	1.20	1.20
	HIV Block Grant	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Household Hazardous Waste	007	0.10	0.20	0.20	0.20	0.20	0.20	0.20
	Immunization	007	0.10	0.10	0.10	0.10	0.10	0.10	0.10
	Maternal & Child Health	007	0.50	0.45	0.45	0.50	0.50	0.50	0.50
	Mental Health	033	0.28	0.28	0.28	0.50	0.50	0.50	0.50
	Onsite Sewage Systems	007	0.90	1.40	1.50	1.50	1.50	1.50	1.50
	Ryan White Fund Grant	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Tobacco Prevention	007	0.55	0.60	0.50	0.70	0.70	0.70	0.70
	W I C Program	007	2.70	2.70	2.58	2.48	2.48	2.48	2.48
<b>Total for: Public Health</b>			<b>15.30</b>	<b>15.82</b>	<b>15.87</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Public Safety &amp; Justice</b>									
	Animal Control	001	3.60	2.80	3.00	3.00	3.00	3.00	3.00
	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	23.00	24.00	24.00	25.00	25.00	25.00	25.00
	Corrections Workcrew	001	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	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	15.89	15.89	15.89	15.89
	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	1.90	1.90	2.31	2.20	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	1.33	0.33	0.33	0.20	0.20	0.20	0.20
	Juvenile Department	001	6.57	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
	Law Library	230	0.25	0.15	0.15	0.15	0.15	0.15	0.15



### F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
	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	0.00	0.80	0.80	0.88	0.80	0.80	0.86
	Parole & Probation Division	024	10.60	10.60	12.10	12.10	12.10	12.10	12.10
	Sheriff Criminal Division	001	22.40	24.40	22.90	23.90	23.90	23.90	23.90
	Sheriff Support Division	001	4.50	4.50	4.50	5.50	5.50	5.50	5.50
	State Timber Enforcement	305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total for: Public Safety &amp; Justice</b>		<b>98.25</b>	<b>100.16</b>	<b>100.77</b>	<b>103.61</b>	<b>103.33</b>	<b>103.33</b>	<b>103.39</b>
	<b>Totals:</b>		<b>200.83</b>	<b>204.34</b>	<b>208.33</b>	<b>216.77</b>	<b>213.29</b>	<b>213.29</b>	<b>213.35</b>

APPENDIX A												
CLASS AND SALARY RATE TABLE EFFECTIVE JULY 1, 2017												
	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	\$ 3,559.05	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 21.90	\$ 26.62	
ACCOUNTANT II	14	A	4	Y	\$ 3,986.41	\$ 4,185.71	\$ 4,395.01	\$ 4,614.76	\$ 4,845.50	\$ 23.00	\$ 27.95	
ACCOUNTANT III	16	A	4	Y	\$ 4,395.01	\$ 4,614.76	\$ 4,845.50	\$ 5,087.77	\$ 5,342.16	\$ 25.35	\$ 30.82	
ADMINISTRATIVE SUPPORT III	7	A	3	Y	\$ 2,655.81	\$ 2,788.62	\$ 2,928.04	\$ 3,074.42	\$ 3,228.17	\$ 16.35	\$ 19.87	
ADMINISTRATIVE SUPPORT IV	9	A	3	Y	\$ 2,928.05	\$ 3,074.43	\$ 3,228.18	\$ 3,389.58	\$ 3,559.05	\$ 18.02	\$ 21.90	
ANIMAL CONTROL OFFICER	12	A	3	Y	\$ 3,389.61	\$ 3,559.07	\$ 3,737.03	\$ 3,923.88	\$ 4,120.08	\$ 20.86	\$ 25.35	
BUILDING INSPECTOR I	20	A	4	Y	\$ 5,342.11	\$ 5,609.20	\$ 5,889.68	\$ 6,184.12	\$ 6,493.36	\$ 30.82	\$ 37.46	
CARTOGRAPHER	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
CARTOGRAPHER TRAINEE	10	A	3	Y	\$ 3,074.41	\$ 3,228.16	\$ 3,389.56	\$ 3,559.03	\$ 3,736.99	\$ 18.92	\$ 23.00	
CARTOGRAPHER, SENIOR	17	A	3	Y	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 5,008.02	\$ 5,258.41	\$ 26.62	\$ 32.36	
CASE AIDE	13	A	3	Y	\$ 3,559.05	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 21.90	\$ 26.62	
CHILD SUPPORT AGENT I	13	A	3	Y	\$ 3,559.05	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 21.90	\$ 26.62	
CHILD SUPPORT AGENT II	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
CODE COMPLIANCE SPECIALIST	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
CODE COMPLIANCE SPECIALIST	15	A	4	Y	\$ 4,185.71	\$ 4,395.01	\$ 4,614.76	\$ 4,845.50	\$ 5,087.77	\$ 24.15	\$ 29.35	
CUSTODIAN	7	A	4	Y	\$ 2,833.82	\$ 2,975.50	\$ 3,124.29	\$ 3,280.50	\$ 3,444.51	\$ 16.35	\$ 19.87	
ELECTIONS TECHNICIAN	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
ELECTRICAL INSPECTOR	20	A	4	Y	\$ 5,342.11	\$ 5,609.20	\$ 5,889.68	\$ 6,184.12	\$ 6,493.36	\$ 30.82	\$ 37.46	
ENGINEERING TECH - LEAD WORKER	21	A	4	Y	\$ 5,520.98	\$ 5,797.02	\$ 6,086.89	\$ 6,391.23	\$ 6,710.79	\$ 31.85	\$ 38.71	
ENGINEERING TECHNICIAN I	17	A	4	Y	\$ 4,614.66	\$ 4,845.39	\$ 5,087.64	\$ 5,342.03	\$ 5,609.13	\$ 26.62	\$ 32.36	
ENGINEERING TECHNICIAN II	18	A	4	Y	\$ 4,845.39	\$ 5,087.64	\$ 5,342.03	\$ 5,609.13	\$ 5,889.60	\$ 27.95	\$ 33.98	
ENGINEERING TECHNICIAN III	20	A	4	Y	\$ 5,342.11	\$ 5,609.20	\$ 5,889.68	\$ 6,184.12	\$ 6,493.36	\$ 30.82	\$ 37.46	
ENVIRONMENTAL HEALTH SPEC I	13	A	3	Y	\$ 3,559.05	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 21.90	\$ 26.62	
ENVIRONMENTAL HEALTH SPEC II	20	A	4	Y	\$ 5,342.11	\$ 5,609.20	\$ 5,889.68	\$ 6,184.12	\$ 6,493.36	\$ 30.82	\$ 37.46	
EQUIPMENT SERVICER	RD5	A	4	Y	\$ 20.50	\$ 21.55	\$ 22.62	\$ 23.73	\$ 24.93	---	---	
FISHERIES BIOLOGICAL AIDE	13	A	3	Y	\$ 3,559.05	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 21.90	\$ 26.62	
FISHERIES BIOLOGIST	14	A	3	Y	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 4,542.36	\$ 23.00	\$ 27.95	
GIS COORDINATOR/ANALYST	20	A	3	Y	\$ 5,007.71	\$ 5,258.08	\$ 5,520.98	\$ 5,797.02	\$ 6,086.91	\$ 30.82	\$ 37.46	
GIS/PROJECT PLANNER	20	A	4	Y	\$ 5,342.11	\$ 5,609.20	\$ 5,889.68	\$ 6,184.12	\$ 6,493.36	\$ 30.82	\$ 37.46	
GIS TECHNICIAN	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
HEALTH PROMOTION SPECIALIST	14	A	3	Y	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 4,542.36	\$ 23.00	\$ 27.95	
HELP DESK TECHNICIAN	14	A	3	Y	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 4,542.36	\$ 23.00	\$ 27.95	
JUVENILE PROBATION COUNSELOR	18	A	3	Y	\$ 4,542.37	\$ 4,769.48	\$ 5,008.01	\$ 5,258.39	\$ 5,521.29	\$ 27.95	\$ 33.98	
JUVENILE PROB. COUNSELOR LEAD	20	A	3	Y	\$ 5,007.71	\$ 5,258.08	\$ 5,520.98	\$ 5,797.02	\$ 6,086.91	\$ 30.82	\$ 37.46	
JUVENILE PREVENTION SPECIALIST	9	A	3	Y	\$ 2,928.05	\$ 3,074.43	\$ 3,228.18	\$ 3,389.58	\$ 3,559.05	\$ 18.02	\$ 21.90	
MAINTENANCE ASSISTANT	13	A	4	Y	\$ 3,797.17	\$ 3,987.03	\$ 4,186.39	\$ 4,395.70	\$ 4,615.49	\$ 21.90	\$ 26.62	
MAINTENANCE ASSISTANT I	9	A	4	Y	\$ 3,123.25	\$ 3,279.40	\$ 3,443.41	\$ 3,615.55	\$ 3,796.33	\$ 18.02	\$ 21.90	
MAINTENANCE ASST/PARK RANGER	9	A	4	Y	\$ 3,123.25	\$ 3,279.40	\$ 3,443.41	\$ 3,615.55	\$ 3,796.33	\$ 18.02	\$ 21.90	
MECHANIC	RD8	A	4	Y	\$ 23.71	\$ 24.91	\$ 26.14	\$ 27.45	\$ 28.82	---	---	
MEDICAL ASSISTANT	9	A	3	Y	\$ 2,928.05	\$ 3,074.43	\$ 3,228.18	\$ 3,389.58	\$ 3,559.05	\$ 18.02	\$ 21.90	
NETWORK ADMINISTRATOR	20	A	3	Y	\$ 5,007.71	\$ 5,258.08	\$ 5,520.98	\$ 5,797.02	\$ 6,086.91	\$ 30.82	\$ 37.46	
NUTRITION (WIC) AIDE/Staff Asst	11	A	3	Y	\$ 3,228.20	\$ 3,389.59	\$ 3,559.06	\$ 3,737.01	\$ 3,923.88	\$ 19.87	\$ 24.15	
NUTRITIONIST, REGISTERED	14	A	3	Y	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 4,542.36	\$ 23.00	\$ 27.95	
PERMIT TECHNICIAN	13	A	4	Y	\$ 3,797.17	\$ 3,987.03	\$ 4,186.39	\$ 4,395.70	\$ 4,615.49	\$ 21.90	\$ 26.62	
PLANNER	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
PLANNER	15	A	4	Y	\$ 4,185.71	\$ 4,395.01	\$ 4,614.76	\$ 4,845.50	\$ 5,087.77	\$ 24.15	\$ 29.35	
PLANNER, SENIOR	20	A	4	Y	\$ 5,342.11	\$ 5,609.20	\$ 5,889.68	\$ 6,184.12	\$ 6,493.36	\$ 30.82	\$ 37.46	
PLANNING TECHNICIAN	13	A	3	Y	\$ 3,559.05	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 21.90	\$ 26.62	
PRE-TRIAL RELEASE SPECIALIST	13	A	3	Y	\$ 3,797.17	\$ 3,987.03	\$ 4,186.39	\$ 4,395.70	\$ 4,615.49	\$ 21.91	\$ 26.63	
PROGRAMMER ANALYST	20	A	3	Y	\$ 5,007.71	\$ 5,258.08	\$ 5,520.98	\$ 5,797.02	\$ 6,086.91	\$ 30.82	\$ 37.46	
PROPERTY APPRAISER I	14	A	3	Y	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 4,542.36	\$ 23.00	\$ 27.95	
PROPERTY APPRAISER II	17	A	3	Y	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 5,008.02	\$ 5,258.41	\$ 26.62	\$ 32.36	
PROPERTY APPRAISER, SENIOR	19	A	3	Y	\$ 4,769.49	\$ 5,008.01	\$ 5,258.39	\$ 5,521.29	\$ 5,797.36	\$ 29.35	\$ 35.68	
PROP.MGMT.SPEC/PERS.PROP.SPEC	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
ROAD MAINT. WORKER	RD7	A	4	Y	\$ 22.64	\$ 23.77	\$ 24.96	\$ 26.21	\$ 27.51	---	---	
ROAD MAINT. WORKER TRAINEE	RD5	A	4	Y	\$ 20.50	\$ 21.55	\$ 22.62	\$ 23.73	\$ 24.93	---	---	
SHOP MAINT. ASST	9	A	4	Y	\$ 3,123.25	\$ 3,279.40	\$ 3,443.41	\$ 3,615.55	\$ 3,796.33	\$ 18.02	\$ 21.90	
STAFF ASSISTANT	11	A	3	Y	\$ 3,228.20	\$ 3,389.59	\$ 3,559.06	\$ 3,737.01	\$ 3,923.88	\$ 19.87	\$ 24.15	
STAFF ASSISTANT Building Codes	11II	A	4	Y	\$ 3,442.53	\$ 3,614.64	\$ 3,795.39	\$ 3,985.17	\$ 4,184.42	\$ 19.87	\$ 24.15	
SURVEY TECHNICIAN I	17	A	4	Y	\$ 4,614.66	\$ 4,845.39	\$ 5,087.64	\$ 5,342.03	\$ 5,609.13	\$ 26.62	\$ 32.36	
SURVEY TECHNICIAN II	18	A	4	Y	\$ 4,845.39	\$ 5,087.64	\$ 5,342.03	\$ 5,609.13	\$ 5,889.60	\$ 27.95	\$ 33.98	
SURVEY TECHNICIAN III	20	A	4	Y	\$ 5,342.11	\$ 5,609.20	\$ 5,889.68	\$ 6,184.12	\$ 6,493.36	\$ 30.82	\$ 37.46	
TAX TECHNICIAN - A&T	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
VICTIM SERVICES COORDINATOR	14	A	3	Y	\$ 3,737.01	\$ 3,923.88	\$ 4,120.06	\$ 4,326.06	\$ 4,542.36	\$ 23.00	\$ 27.95	
VICTIM SERVICES COORDINATOR-LEAD	15	A	3	Y	\$ 3,923.89	\$ 4,120.08	\$ 4,326.09	\$ 4,542.39	\$ 4,769.51	\$ 24.15	\$ 29.35	
CHILD CARE PROVIDER	8	C	4	Y	\$ 11.28	---	---	---	---	---	---	
DEPUTY SHERIFF, CRIM. RESERVE	12	C	4	Y	\$ 18.73	---	---	---	\$ 25.44	---	---	
DISASTER ASSISTANCE WORKER	10	C	4	Y	\$ 11.57	---	---	---	\$ 38.02	---	---	

ELECTION WORKER	11	C	4	Y	\$ 11.28	---	---	---	\$ 11.72	---	---
MEDICAL EXAMINER/FORENSIC CONSULTANT	22	C	4	Y	\$ 61.50	---	---	---	---	---	---
PARENT EDUCATOR	15	C	4	Y	\$ 21.01	---	---	---	---	---	---
Secured Custody Transport/Work Crew	10	C	4	Y	\$ 18.01	---	---	---	---	---	---
VICTIM SERVICES ASSISTANT	9	C	4	Y	\$ 15.00	---	---	---	---	---	---
PARK MAINT.HELPER	RD1	C1	4	Y	\$ 10.57	\$ 11.09	\$ 11.65	\$ 12.23	\$ 12.84	---	---
ROAD MAINT. HELPER	RD2	C1	4	Y	\$ 10.79	\$ 11.33	\$ 11.90	\$ 12.49	\$ 13.11	---	---
DISTRICT ATTORNEY, DEPUTY I	1DA	DA	4	N	\$ 5,252.66	---	---	---	\$ 6,722.53	\$ 30.30	\$ 38.78
DISTRICT ATTORNEY, DEPUTY II	2DA	DA	4	N	\$ 5,700.03	---	---	---	\$ 7,285.55	\$ 32.88	\$ 42.03
DISTRICT ATTORNEY, DEPUTY III	3DA	DA	4	N	\$ 6,974.62	---	---	---	\$ 9,524.46	\$ 40.24	\$ 54.95
CONTROL ROOM TECHNICIAN - Corrections	10II	DS	4	Y	\$ 3,196.17	\$ 3,355.97	\$ 3,523.76	\$ 3,699.93	\$ 3,884.96	\$ 18.44	\$ 22.41
DEPUTY SHERIFF, Corrections	17	DS	4	Y	\$ 4,312.23	\$ 4,528.05	\$ 4,754.21	\$ 4,991.94	\$ 5,241.52	\$ 24.88	\$ 30.24
DEPUTY SHERIFF, Criminal	17	DS	4	Y	\$ 4,312.23	\$ 4,528.05	\$ 4,754.21	\$ 4,991.94	\$ 5,241.52	\$ 24.88	\$ 30.24
DEPUTY SHERIFF, SENIOR Corrections	18	DS	4	Y	\$ 4,527.84	\$ 4,754.21	\$ 4,991.94	\$ 5,241.52	\$ 5,503.59	\$ 26.12	\$ 31.75
DEPUTY SHERIFF, SENIOR Criminal	18	DS	4	Y	\$ 4,527.84	\$ 4,754.21	\$ 4,991.94	\$ 5,241.52	\$ 5,503.59	\$ 26.12	\$ 31.75
DEPUTY SHERIFF, SENIOR II Corrections	20	DS	4	Y	\$ 4,992.09	\$ 5,241.71	\$ 5,503.81	\$ 5,778.97	\$ 6,067.91	\$ 28.80	\$ 35.01
DEPUTY SHERIFF, SENIOR II Criminal	20	DS	4	Y	\$ 4,992.09	\$ 5,241.71	\$ 5,503.81	\$ 5,778.97	\$ 6,067.91	\$ 28.80	\$ 35.01
PAROLE & PROBATION DEPUTY I	18	PO	4	Y	\$ 4,527.84	\$ 4,754.21	\$ 4,991.94	\$ 5,241.52	\$ 5,503.59	\$ 26.12	\$ 31.75
PAROLE & PROBATION DEPUTY II	20	PO	4	Y	\$ 4,992.09	\$ 5,241.71	\$ 5,503.81	\$ 5,778.97	\$ 6,067.91	\$ 28.80	\$ 35.01
FAMILY PLANNING CLINICAL PROVIDER	20	O	3	Y	\$ 38.45	\$ 40.37	\$ 42.38	\$ 44.51	\$ 46.74	---	---
NURSE PRACTITIONER/CLINICIAN	20	O	3	Y	\$ 38.45	\$ 40.37	\$ 42.38	\$ 44.51	\$ 46.74	---	---
PUBLIC HEALTH NURSE I	16	O	3	Y	\$ 28.68	\$ 30.10	\$ 31.61	\$ 33.21	\$ 34.86	---	---
PUBLIC HEALTH NURSE I - Jail Nurse	16	O	3	Y	\$ 28.68	\$ 30.10	\$ 31.61	\$ 33.21	\$ 34.86	---	---
PUBLIC HEALTH NURSE II	17	O	3	Y	\$ 31.63	\$ 33.22	\$ 34.89	\$ 36.61	\$ 38.45	---	---
PUBLIC HEALTH NURSE II - Jail Nurse	17	O	3	Y	\$ 31.63	\$ 33.22	\$ 34.89	\$ 36.61	\$ 38.45	---	---
PUBLIC HEALTH NURSE III	18	O	3	Y	\$ 34.86	\$ 36.59	\$ 38.43	\$ 40.33	\$ 42.36	---	---
PUBLIC HEALTH NURSE III - Jail Nurse	18	O	3	Y	\$ 34.86	\$ 36.59	\$ 38.43	\$ 40.33	\$ 42.36	---	---
PUBLIC HEALTH NURSE II CASUAL	17II	O	3	Y	34.16	35.88	37.68	39.54	41.52	---	---
COMMUNITY RELATIONS COORD.	6	U	4	Y	\$ 3,616.02	---	---	---	\$ 4,821.37	---	---
EMERGENCY SERVICES COORD.	19	U	4	Y	\$ 4,984.39	---	---	---	\$ 6,645.86	---	---
Executive Asst - CLERK OF THE BOARD	9	U	4	Y	\$ 3,892.34	---	---	---	\$ 5,189.79	---	---
HR ASSISTANT	6	U	4	Y	\$ 3,616.02	---	---	---	\$ 4,821.37	---	---
INFORMATION SYSTEMS ANALYST	24	U	4	N	\$ 5,500.70	---	---	---	\$ 7,334.26	---	---
JUVENILE DETENTION SUPERVISOR	11	U	4	Y	\$ 4,091.92	---	---	---	\$ 5,455.90	---	---
MEDICAL EXAMINER/FORENSIC CONS	31	U	4	N	---	---	---	---	\$ 8,717.65	Flat Rate	---
NETWORK ADMINISTRATOR, SENIOR	24	U	4	N	\$ 5,500.70	---	---	---	\$ 7,334.26	---	---
PREVENTION PROGRAM COORD.	12	U	4	Y	\$ 4,192.05	---	---	---	\$ 5,589.40	---	---

This Salary Appendix A is approved effective July 1, 2017:

Cameron Moore, County Manager

<b>Legend for Union Column:</b>	<b>COLA</b>
A - AFSCME Courthouse / Roads Bargaining Unit	1.0250
DS - CCLEA Deputy Sheriff's Bargaining Unit	1.0250
PO - FOPPO Parole & Probation Bargaining Unit	1.0250
O - ONA Nurses Bargaining Unit	1.0250
U - Unrepresented / Management	1.0200
DA - AFSCME District Attorney's Bargaining Unit	1.0250
C-Casual	1.0250
C1-Casual Roads	1.025
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	

Clatsop County  
Unrepresented/Represented Salary Schedule  
Effective July 1, 2017

Grade		Pay Cycle	Pay Range						
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
RU08	NE	Hourly	\$ 17.32	\$ 18.34	\$ 19.36	\$ 20.38	\$ 21.40	\$ 22.42	\$ 23.44
		Monthly 40/wk	\$ 3,002.59	\$ 3,179.22	\$ 3,355.84	\$ 3,532.46	\$ 3,709.09	\$ 3,885.71	\$ 4,062.33
		Monthly 37.5/wk	\$ 2,814.93	\$ 2,980.52	\$ 3,146.10	\$ 3,311.69	\$ 3,477.27	\$ 3,642.85	\$ 3,808.44
		Jobs							
	UNREP	HR Assistant							
	CCLEA	Control Room Tech							
RU11	NE	Hourly	\$ 20.76	\$ 21.98	\$ 23.20	\$ 24.42	\$ 25.64	\$ 26.86	\$ 28.08
		Monthly 40/wk	\$ 3,597.70	\$ 3,809.33	\$ 4,020.96	\$ 4,232.59	\$ 4,444.22	\$ 4,655.85	\$ 4,867.48
		Monthly 37.5/wk	\$ 3,372.85	\$ 3,571.25	\$ 3,769.65	\$ 3,968.06	\$ 4,166.46	\$ 4,364.86	\$ 4,563.26
		Jobs							
	UNREP	Community Relations Coordinator							
RU12	NE	Hourly	\$ 22.05	\$ 23.34	\$ 24.64	\$ 25.94	\$ 27.24	\$ 28.53	\$ 29.83
		Monthly 40/wk	\$ 3,821.62	\$ 4,046.42	\$ 4,271.22	\$ 4,496.02	\$ 4,720.83	\$ 4,945.63	\$ 5,170.43
		Monthly 37.5/wk	\$ 3,582.77	\$ 3,793.52	\$ 4,004.27	\$ 4,215.02	\$ 4,425.77	\$ 4,636.52	\$ 4,847.28
		Jobs							
	UNREP	Executive Assistant							
RU13	NE	Hourly	\$ 23.42	\$ 24.80	\$ 26.17	\$ 27.55	\$ 28.93	\$ 30.31	\$ 31.68
		Monthly 40/wk	\$ 4,059.06	\$ 4,297.83	\$ 4,536.60	\$ 4,775.37	\$ 5,014.14	\$ 5,252.90	\$ 5,491.67
		Monthly 37.5/wk	\$ 3,805.37	\$ 4,029.22	\$ 4,253.06	\$ 4,476.91	\$ 4,700.75	\$ 4,924.60	\$ 5,148.44
		Jobs							
	CCLEA	Deputy Sheriff							
	UNREP	Juvenile Services Coordinator							
	UNREP	Behavioral Health Specialist							
RU14	NE	Hourly	\$ 24.87	\$ 26.34	\$ 27.80	\$ 29.26	\$ 30.73	\$ 32.19	\$ 33.65
		Monthly 40/wk	\$ 4,311.53	\$ 4,565.15	\$ 4,818.77	\$ 5,072.39	\$ 5,326.01	\$ 5,579.63	\$ 5,833.25
		Monthly 37.5/wk	\$ 4,042.06	\$ 4,279.83	\$ 4,517.60	\$ 4,755.37	\$ 4,993.14	\$ 5,230.90	\$ 5,468.67
		Jobs							
	FOPPO	Parole & Probation Deputy I							
	UNREP	Prevention Program Coordinator							
	CCLEA	Senior Deputy Sheriff I							
RU16	NE	Hourly	\$ 28.06	\$ 29.72	\$ 31.37	\$ 33.02	\$ 34.67	\$ 36.32	\$ 37.97
		Monthly 40/wk	\$ 4,864.56	\$ 5,150.71	\$ 5,436.87	\$ 5,723.02	\$ 6,009.17	\$ 6,295.32	\$ 6,581.47
		Monthly 37.5/wk	\$ 4,560.53	\$ 4,828.79	\$ 5,097.06	\$ 5,365.33	\$ 5,633.59	\$ 5,901.86	\$ 6,170.13
		Jobs							
	UNREP	Emergency Services Coordinator							
	FOPPO	Parole & Probation Deputy II							
	CCLEA	Senior Deputy Sheriff II							
RU18	Exempt	Hourly	\$ 31.66	\$ 33.53	\$ 35.39	\$ 37.25	\$ 39.11	\$ 40.98	\$ 42.84
		Monthly 40/wk	\$ 5,488.23	\$ 5,811.06	\$ 6,133.90	\$ 6,456.74	\$ 6,779.57	\$ 7,102.41	\$ 7,425.25
		Monthly 37.5/wk	\$ 5,145.21	\$ 5,447.87	\$ 5,750.53	\$ 6,053.19	\$ 6,355.85	\$ 6,658.51	\$ 6,961.17
		Jobs							
	UNREP	Information Systems Analyst							
	UNREP	Network Administrator, Senior							
	UNREP	Network Technician							
RU21	Exempt	Hourly	\$ 37.95	\$ 40.18	\$ 42.41	\$ 44.65	\$ 46.88	\$ 49.11	\$ 51.34
		Monthly 40/wk	\$ 6,577.76	\$ 6,964.68	\$ 7,351.61	\$ 7,738.54	\$ 8,125.46	\$ 8,512.39	\$ 8,899.32
		Monthly 37.5/wk	\$ 6,166.65	\$ 6,529.39	\$ 6,892.13	\$ 7,254.88	\$ 7,617.62	\$ 7,980.37	\$ 8,343.11
		Jobs							

**NOTE:** Employees move to new pay schedule at different times based on Memorandum of Understanding Agreements.

**This Salary Schedule RU is approved effective July 1, 2017:**

Approved by: \_\_\_\_\_  
Cameron Moore, Clatsop County Manager

\_\_\_\_\_ Date

Clatsop County  
Management Salary Schedule  
Supervisory Positions **Effective July 1, 2017**

		Min						Max	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	\$ 47,138.30	---	---	---	---	---	\$ 63,775.34	
	Monthly	\$ 3,928.19	---	---	---	---	---	\$ 5,314.61	
M2	Annual	\$ 51,275.82	---	---	---	---	---	\$ 69,373.16	
	Monthly	\$ 4,272.98	---	---	---	---	---	\$ 5,781.10	
M3	Annual	\$ 55,776.16	---	---	---	---	---	\$ 75,461.85	
	Monthly	\$ 4,648.01	---	---	---	---	---	\$ 6,288.49	
		<b>JOBS</b>							
	E	Clinical Manager							
M4	Annual	\$ 60,671.48	---	---	---	---	---	\$ 82,084.93	
	Monthly	\$ 5,055.96	---	---	---	---	---	\$ 6,840.41	
		<b>JOBS</b>							
	NE	Animal Control Supervisor							
	E	Deputy Assessor and Tax Collector							
	NE	Fisheries Project Supervisor							
	NE	Maintenance/Custodial Supervisor							
	NE	Road Foreman							
M5	Annual	\$ 65,996.45	---	---	---	---	---	\$ 89,289.30	
	Monthly	\$ 5,499.70	---	---	---	---	---	\$ 7,440.78	
		<b>JOBS</b>							
	E	Emergency Services Manager							
	E	Environmental Health Supervisor							
	E	Property Appraisal Supervisor							
	E	Natural Resource Manager							
	E	Senior Administrative Supervisor							
M6	Annual	\$ 71,788.78	---	---	---	---	---	\$ 97,125.99	
	Monthly	\$ 5,982.40	---	---	---	---	---	\$ 8,093.83	
		<b>JOBS</b>							
	E	Assistant Public Works Director							
	E	County Clerk							
	E	County Surveyor							
	NE	Sergeant							
M7	Annual	\$ 78,089.49	---	---	---	---	---	\$ 105,650.47	
	Monthly	\$ 6,507.46	---	---	---	---	---	\$ 8,804.21	
		<b>JOBS</b>							
	E	Building Official							
	E	Capital Projects Manager							
	E	GIS Cartographic Project Manager							
	E	Planning Manager							
M8	Annual	\$ 84,943.19	---	---	---	---	---	\$ 114,923.13	
	Monthly	\$ 7,078.60	---	---	---	---	---	\$ 9,576.93	
		<b>JOBS</b>							
	E	Assessor Tax Director							
	E	Budget & Finance Director							
	E	Information Systems Manager							
	E	Juvenile Director							
	E	Lieutenant							
M9	Annual	\$ 92,398.44	---	---	---	---	---	\$ 125,009.64	
	Monthly	\$ 7,699.87	---	---	---	---	---	\$ 10,417.47	
		<b>JOBS</b>							
	E	Community Development Director							
	E	Public Health Director							
M10	Annual	\$100,508.02	---	---	---	---	---	\$ 135,981.41	
	Monthly	\$ 8,375.67	---	---	---	---	---	\$ 11,331.78	
		<b>JOBS</b>							
	E	Human Resources Director							
	E	Public Works Director							
	E	Assistant County Manager							
	E	Deputy Sheriff, Chief							
	E	District Attorney, Chief Deputy							

NOTE: The Clatsop County Sheriff Salary shall be set in compliance with ORS 204.112

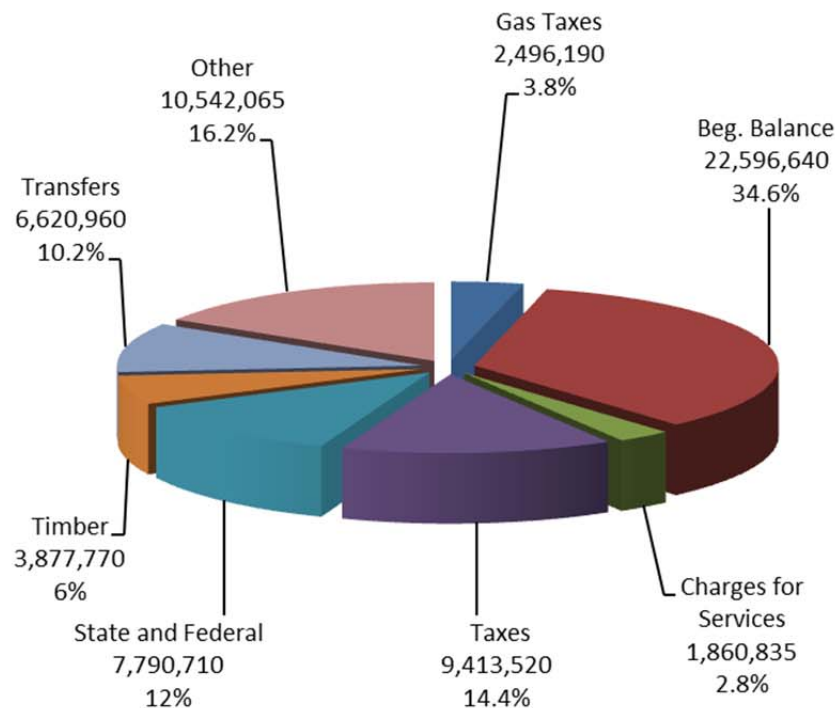
PERFORMANCE - 1 x pymt up to 4% of prior year's annual salary for meeting Cornerstone ("stretch") goals, payable in June of each year beginning in 2018.

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Cameron Moore, Clatsop County Manager

THIS PAGE INTENTIONALLY LEFT BLANK

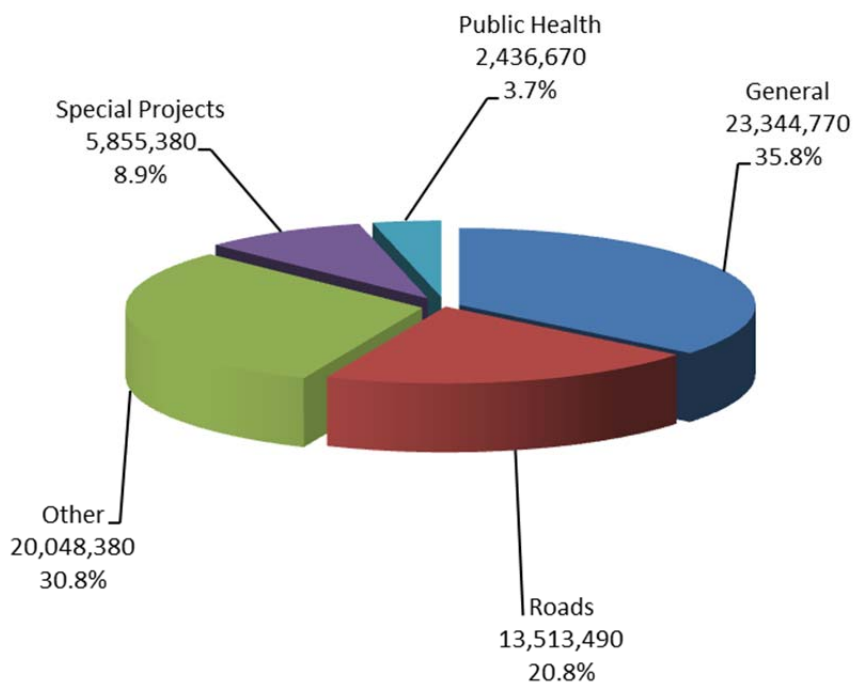
**Clatsop County Finances: 2017-2018**  
**County Resources: All Funds**  
**Total: \$65,198,690**



This chart demonstrates the revenue streams for all county resources. The Beginning Balance amount listed is less the unappropriated fund balance of \$6,894,670; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted expenditures for the 2017-18 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.

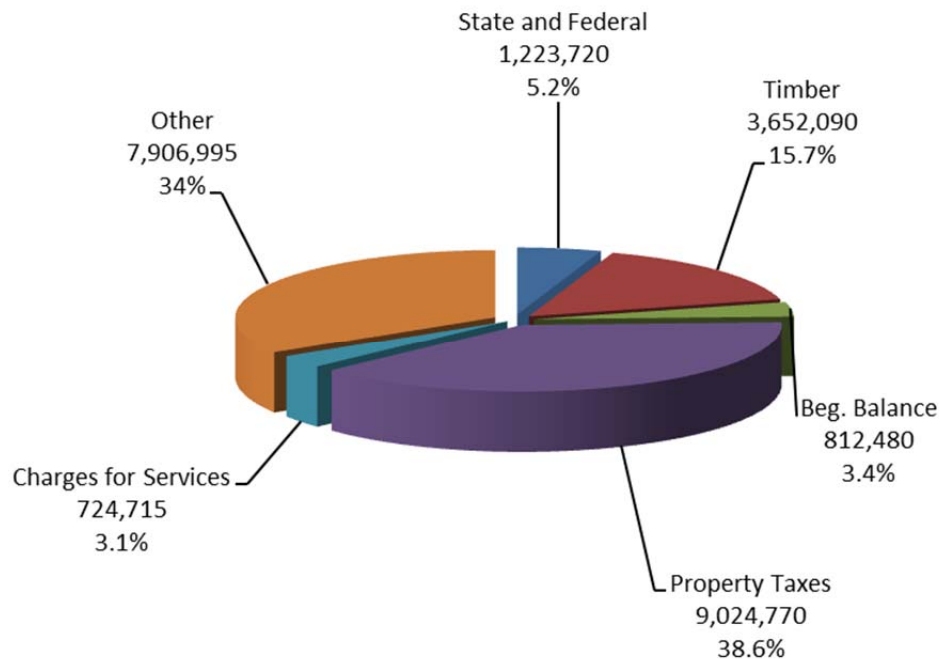
**Clatsop County Finances: 2017-2018**  
**Appropriations by Fund**  
**Total: \$65,198,690**



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 \$8,705,040.

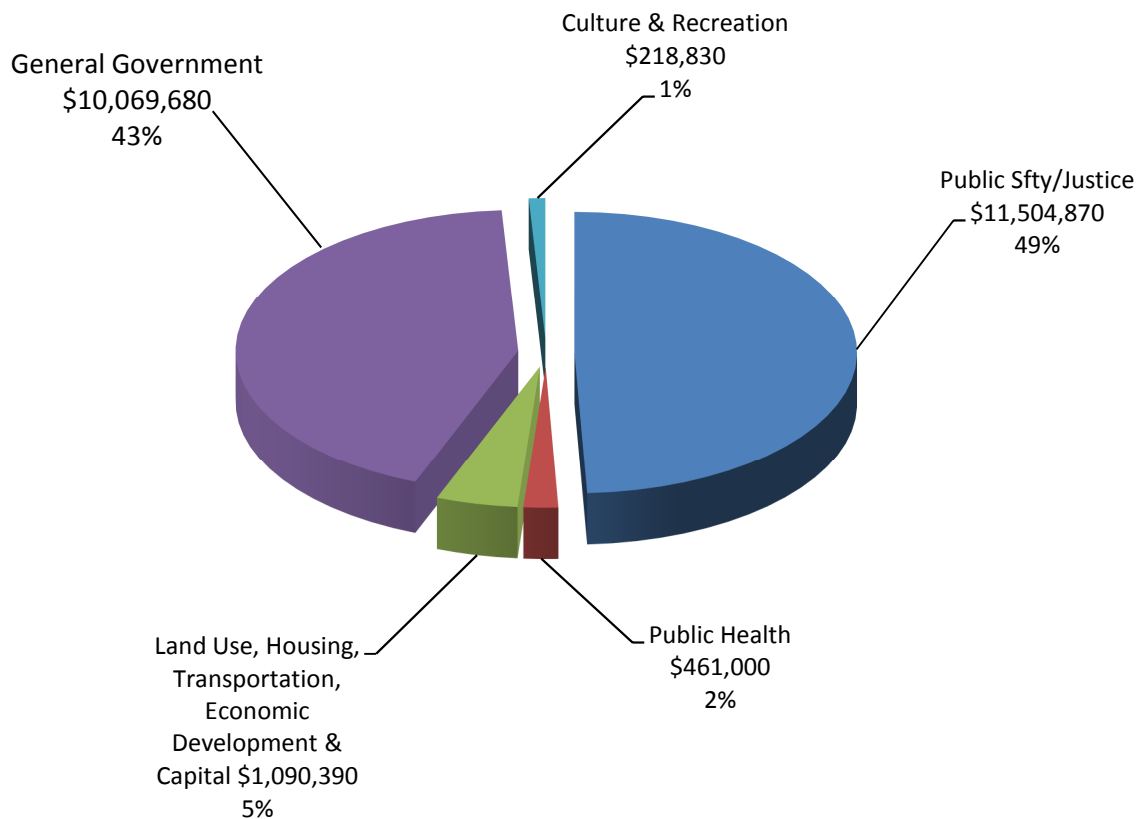


**Clatsop County Finances: 2017-2018**  
**General Fund Resources**  
**Total: \$23,344,770**



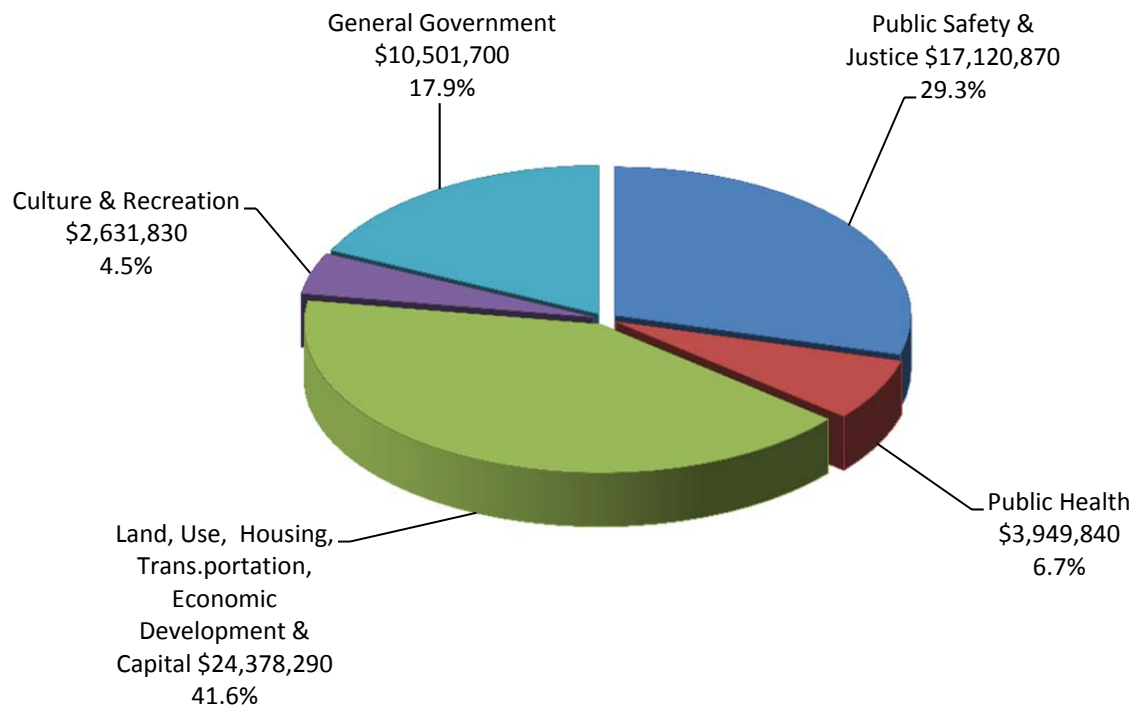
This chart demonstrates the revenue streams for the county general fund. The Beginning Balance amount listed does not include the unappropriated fund balance of \$4,504,280; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted General Fund expenditures for the 2017-18 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 2017-2018**  
**General Fund Appropriations by Functional Area**  
**Total \$23,344,770**



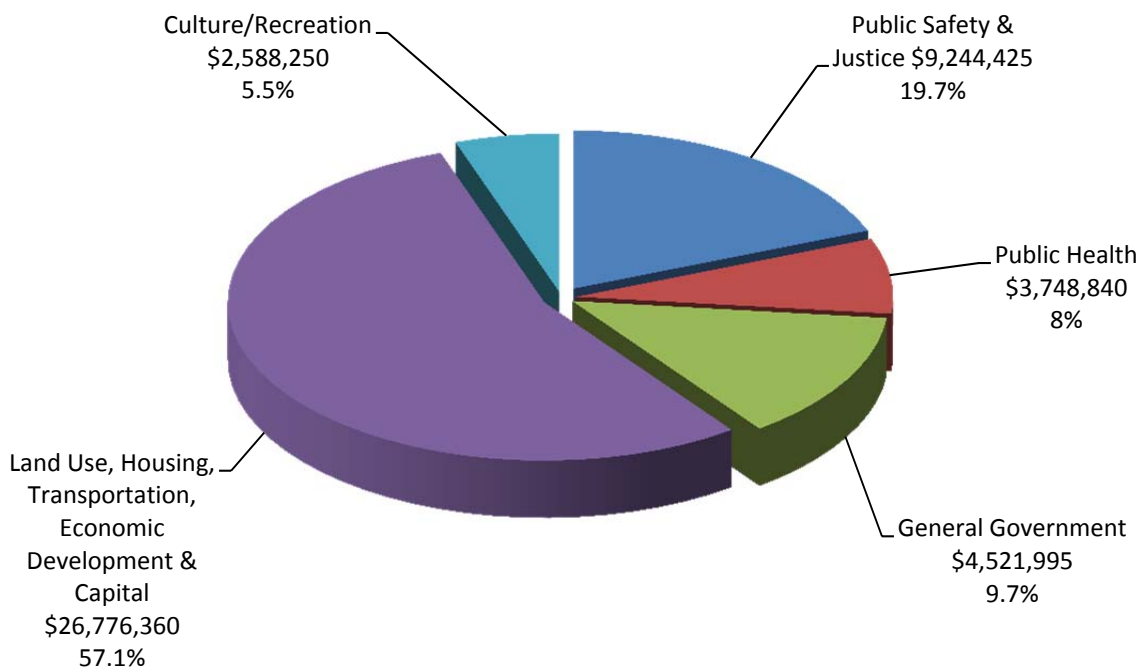
The chart above represents the total proposed General Fund expenditure appropriation by functional area for the next fiscal year. Approximately ninety-four percent (92%) of total general funds are allocated to Public Safety (49%) and general government activities (43%), which include both direct government 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 - 2017-2018 Totals \$58,582,530



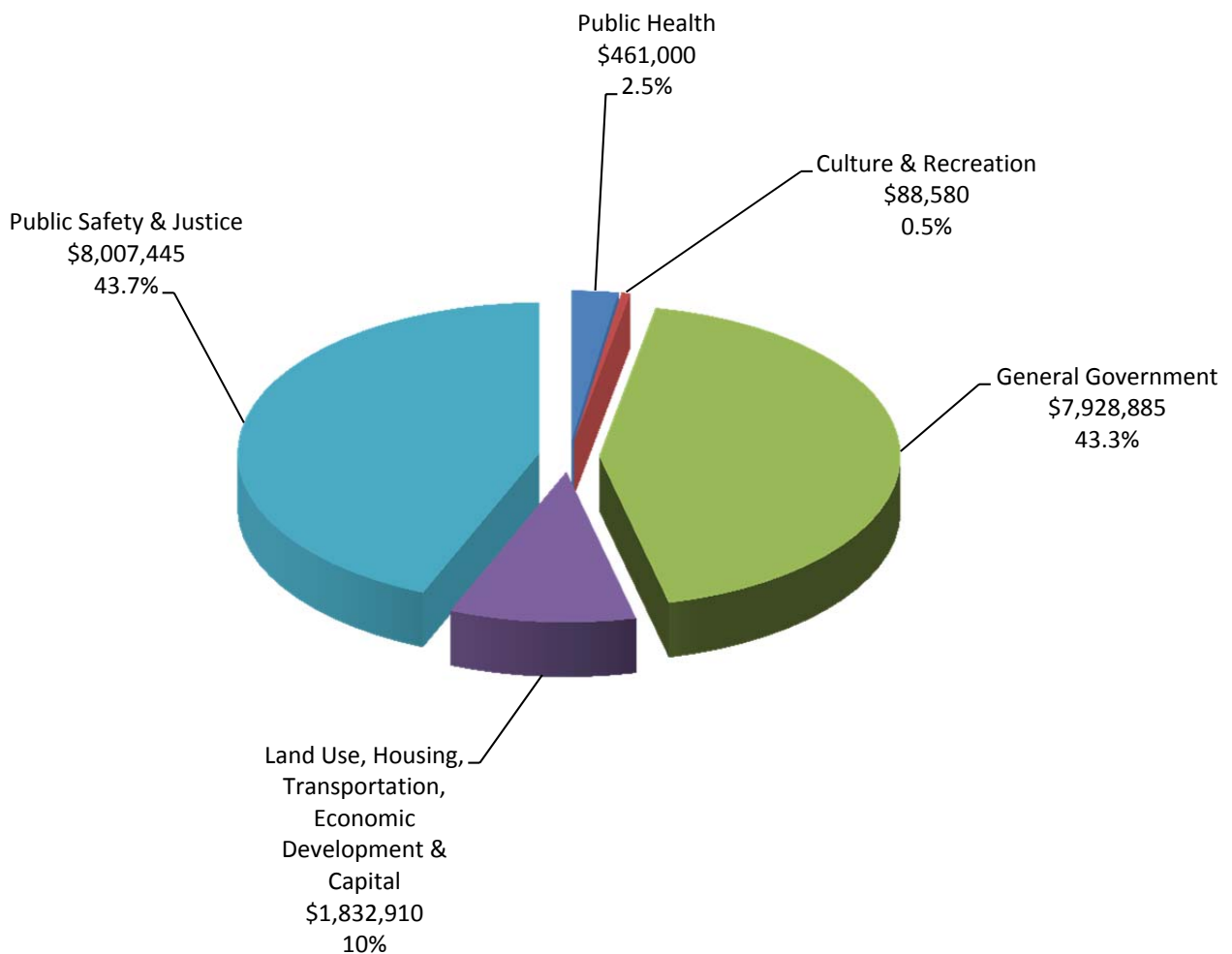
This chart represents the County-wide appropriations by functional area less the County Service Districts appropriations of \$8,705,040. This chart also eliminates double counting of appropriations that are transferred to other funds in the amount of \$6,616,160 and shows those appropriations only in the functional area in which they are budgeted to be expended for services.

**Clatsop County Functions/Programs Budget  
Dedicated Funding 2017-2018  
\$46,879,870**



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 2017-2018  
\$18,318,820**

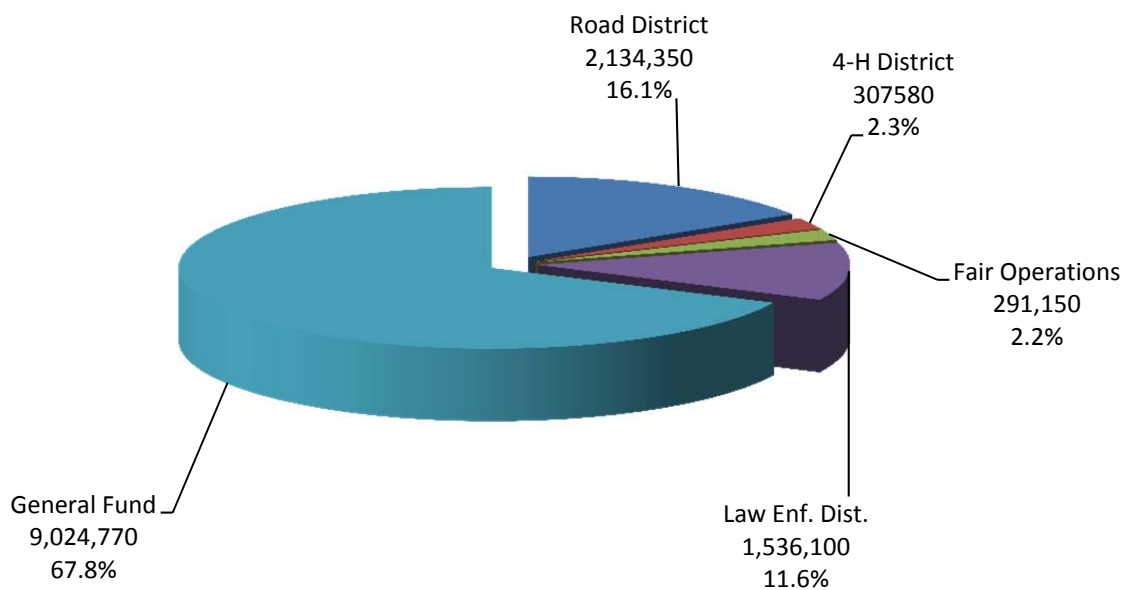


The chart above represents County expenditures by functional grouping budgeted for the next fiscal year. The chart eliminates double counting expenditures transferred to other funds and shows those expenses only in the functional area in which they are budgted to be expended for services.

## Clatsop County Finances: 2017-2018

**Taxes: All Funds**

**Total: \$13,293,950**



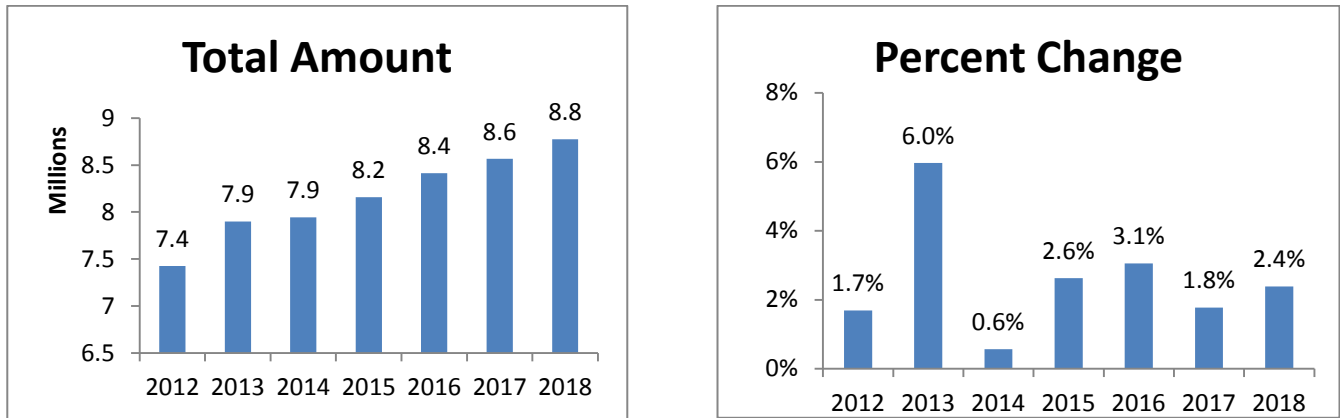
This chart represents the portion of taxes collected that are retained by the county government for services. Taxes collected include: Property taxes, strategic investment plan taxes (pertaining to Georgia Pacific), land sales on foreclosed tax properties, and federal payments made in-lieu of taxes.

### 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 2012 through 2016 are actuals, and the 2017 and 2018 figures are as budgeted.

#### Property Taxes, 2012-2018

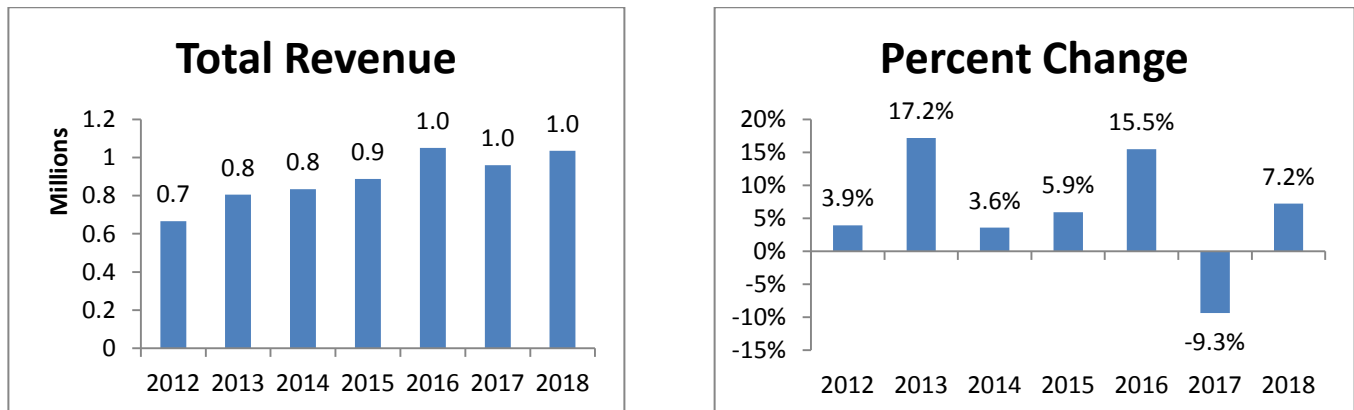
Total General Fund Revenues



Property Tax revenues are projected to increase by 2.4% in 2018. 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, 2012-2018

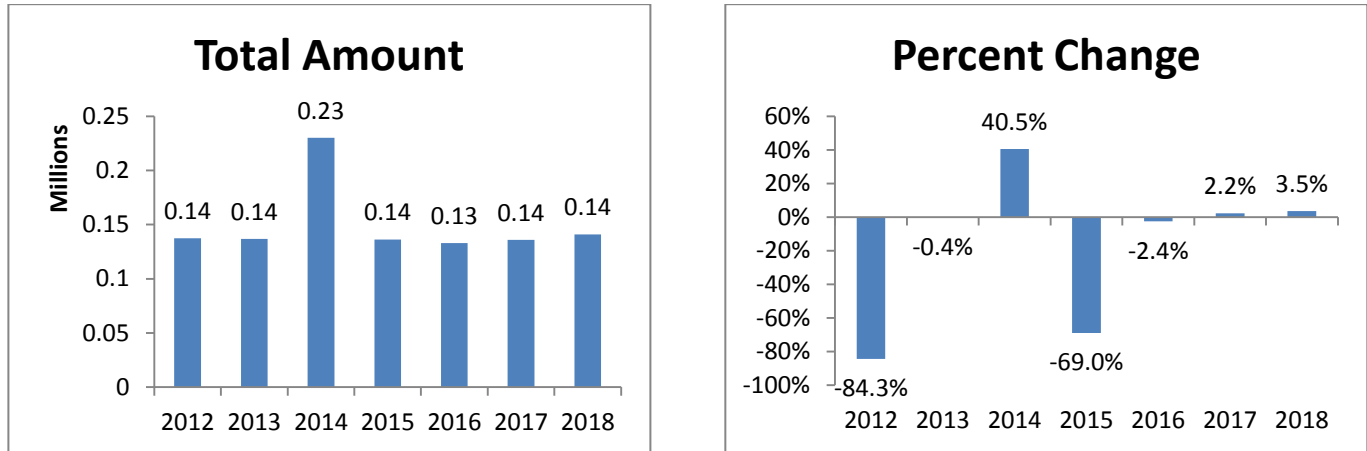
Total General Fund Revenues



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 is a result of a 2.5% tax increase charged for transient room taxes. The 2016-17 fiscal year is showing a 9.3% decrease. This is a result of a conservative budgeted amount for the transient room taxes during the 2016-17 budget process, these revenues are actually projected to come in similar to the 2015-16 FY.

### Licenses & Permits, 2012-2018

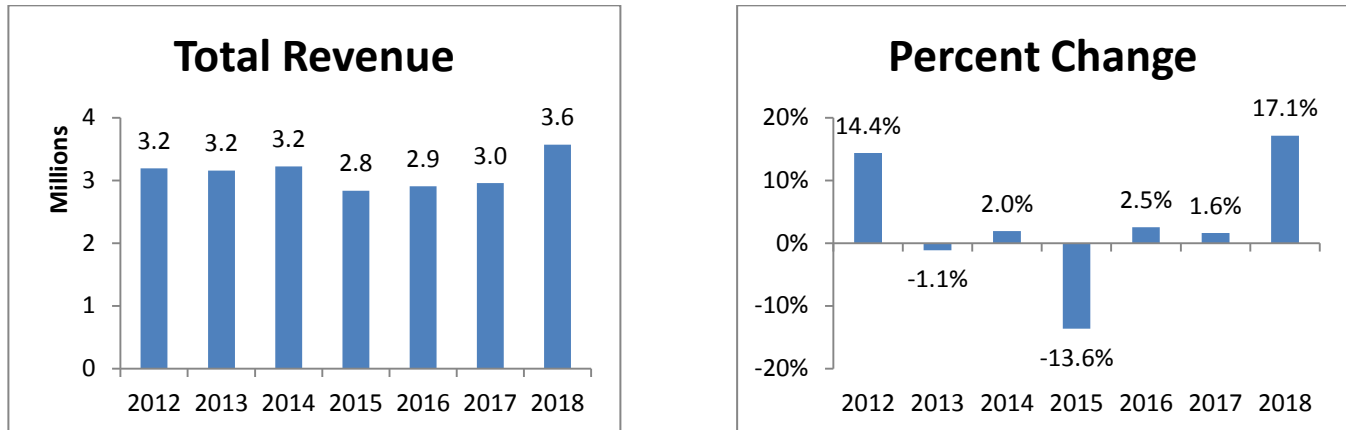
#### Total General Fund Revenues



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 2012 specifically there were decreases in revenues from the prior years due to a lack of activity, in 2014 there was a large payment made for Oregon LNG. The 69% decrease in 2015 revenues is a result of the 2014 LNG payment.

### Intergovernmental, 2012-2018

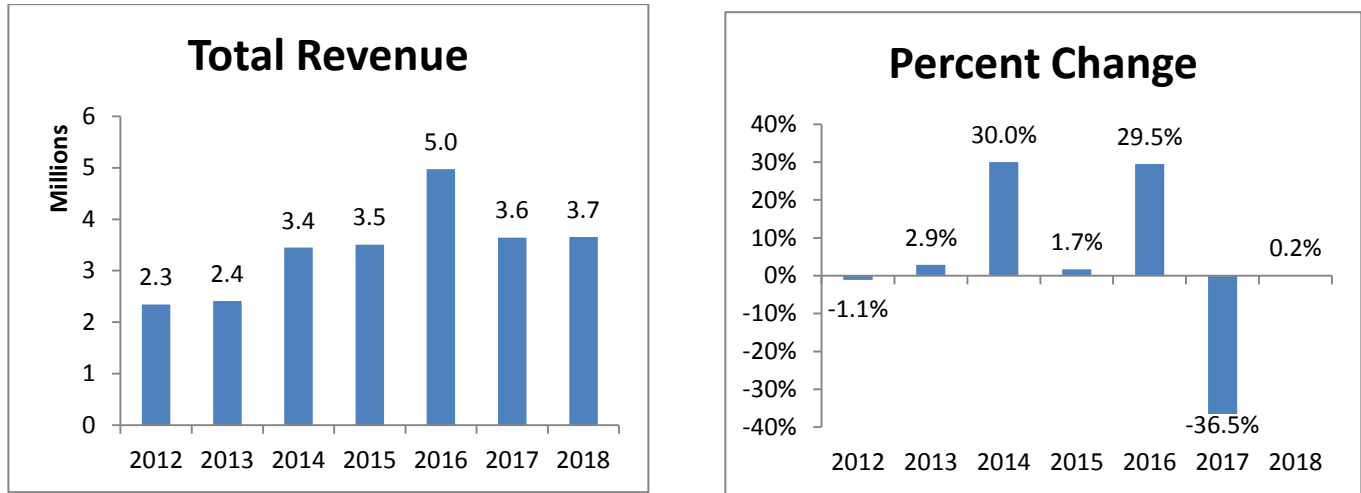
#### Total General Fund Revenues



These revenues fluctuate greatly from year to year depending on grant funded activities. In 2012 there was a significant increase of 14.4% in the amount paid to the General Fund by the Rural Law Enforcement District for Personnel Services. In 2015 the 13.6% decrease reflects significant decreases in state funding levels. In 2017 the county is anticipating continuing decreases in several state funded grants which accounts for the 3.5% decrease. In 2018 the county is anticipating a significant increase in federal grant funding for a feasibility study as well as an increase in once again in funds paid to the General Fund from the Rural Law Enforcement District for personnel costs.

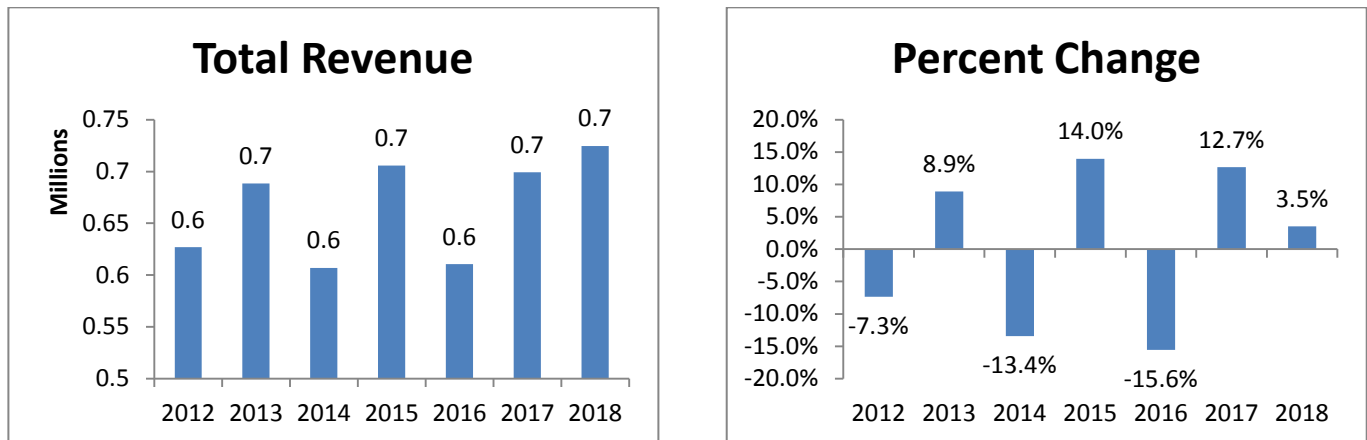


**Timber Sales, 2012-2018**  
Total General Fund Revenues



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. In 2014 and 2016 the county saw significant increases in timber revenues; however the projected decrease of 36.5% in 2017 reflects this volatility.

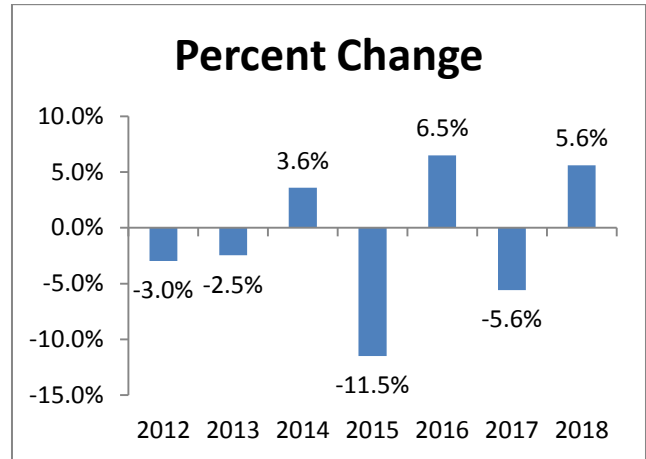
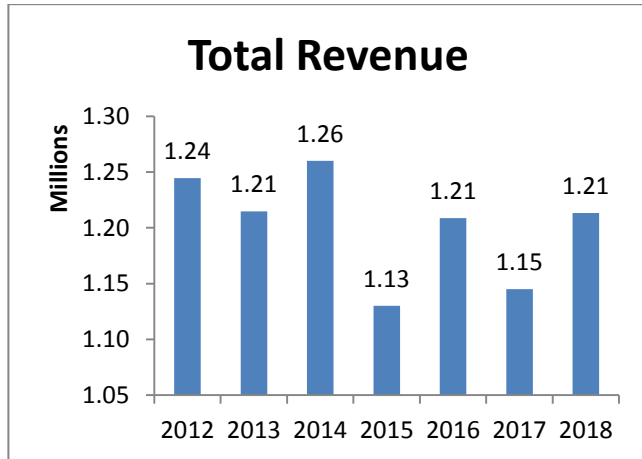
**Charges for Services, 2012-2018**  
Total General Fund Revenues



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 the effects of an unstable economy as from year to year there is significant fluctuation in the fees collected for these services. The increase in 2017 reflects franchise fees that the county is now collecting from Charter Communications and 2018 increases reflect continued economic improvements that have an impact on the requests for these services.

### Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2012-2018

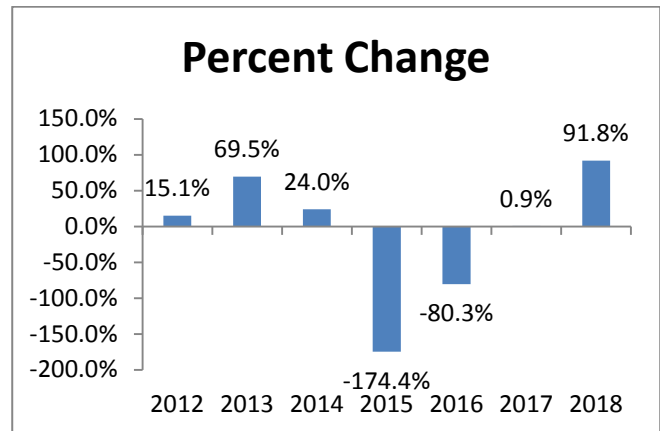
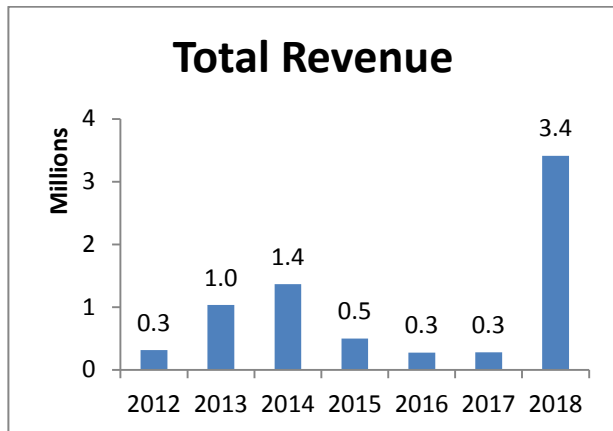
Total General Fund Revenues



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 2017 is a result of conservative budgeting on interest earned at the time of the 2016-17 budget process. Interest rates have improved significantly and the county projects similar earnings if not better than the 2015-16 FY. The 5.6% increase in 2018 is reflective of current interest earnings as well as indirect costs going back up as a result of the Parole & Probation Office now sharing a space with the Sheriff's Office.

### Other Financing Sources (Transfers), 2012-2018

Total General Fund Revenues



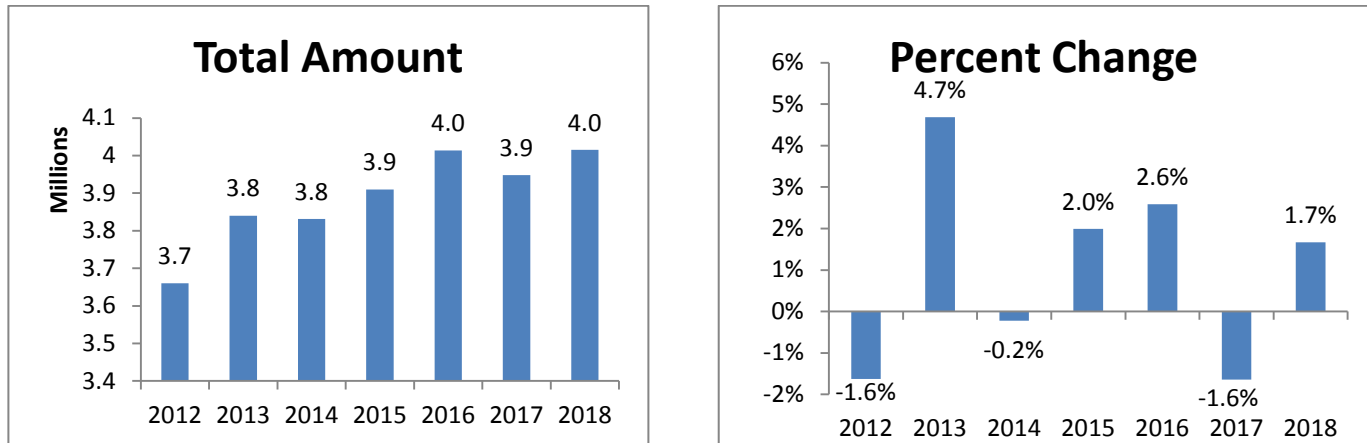
In 2013 and 2014 there was a transfer for a bond payment which resulted in an increase in these fiscal years. In the 2014 FY the bond debt was paid off resulting in a decrease of 174.4% decrease in transfers in 2015. There were continued decreases seen in 2016 as a result of decreased Video Lottery dollars. 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.

### 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 2012 through 2016 are actuals, and the 2017 and 2018 figures are as budgeted.

#### Property Taxes, 2012-2018

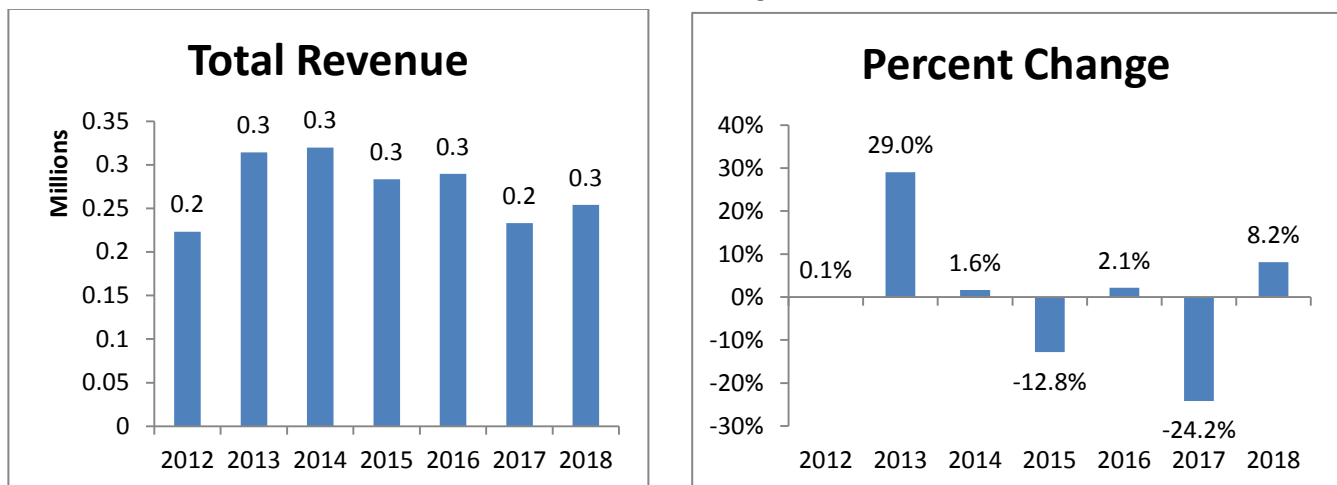
Total Revenues – Excluding General Fund



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.

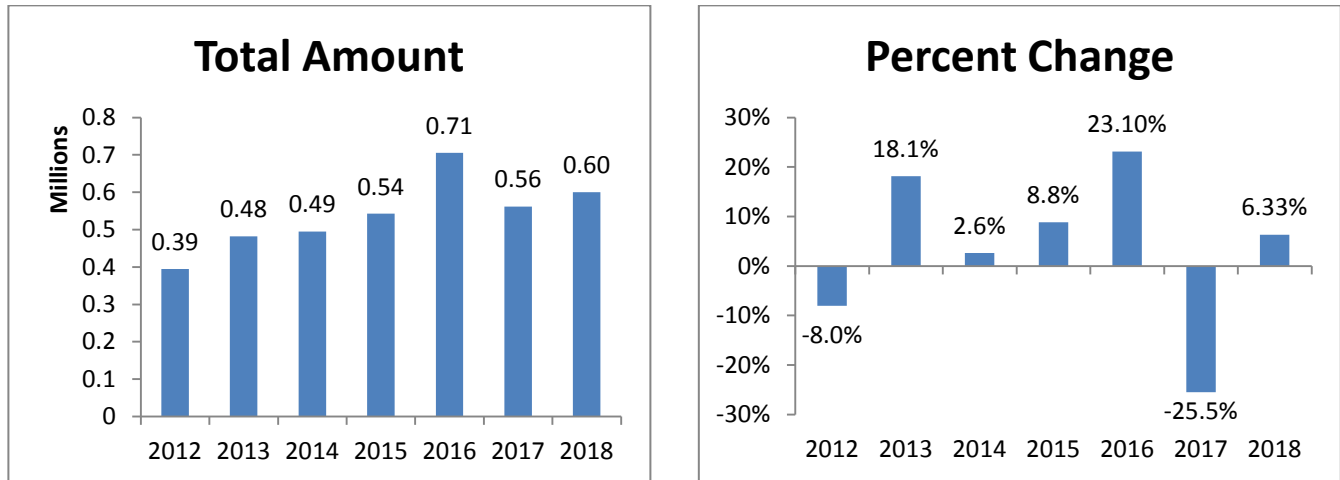
#### Other Taxes, 2012-2018

Total Revenues – Excluding General Fund



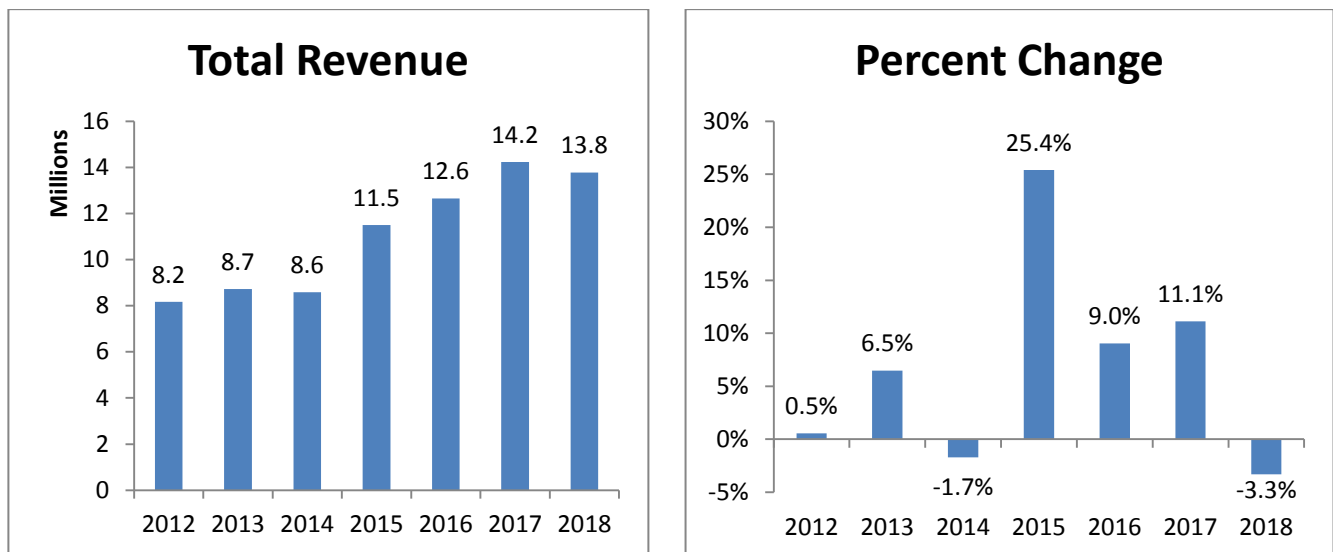
Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. In 2013 a settlement was agreed upon with Georgia Pacific in regards to an appeal they had filed, this resulted in a repayment of funds that which created a 29% increase. In 2015 the SIP monies came in less than budgeted therefore the county budgeted for additional decreases in 2016 resulting in the 24.2% decrease.

**Licenses & Permits, 2012-2018**  
Total Revenues – Excluding General Fund



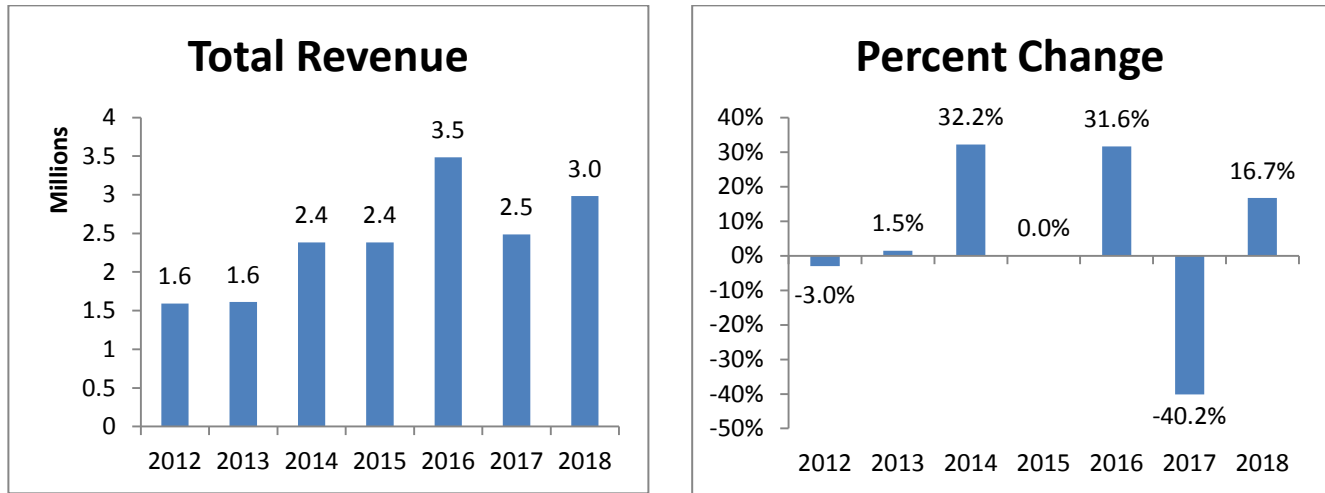
Licenses and Permits fluctuate with the economy, the county saw an increase in 2013 by 18.1% as the building industry had slowly began to improve, 2017 is based on budgeted numbers but the 25.5% decrease is projected to actually be an increase. The projected increase of 6.33% for 2018 is based on an upturn in the economy.

**Intergovernmental, 2012-2018**  
Total Revenues – Excluding General Fund



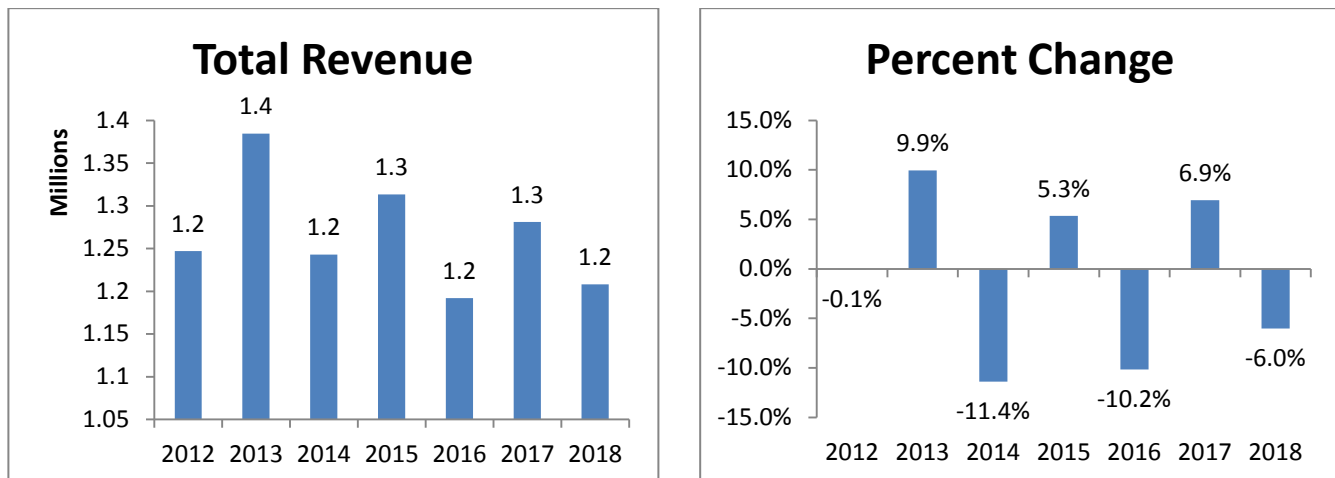
These revenues remain fairly consistent from year to year depending on grant funded activities. In 2015 there was a significant increase (25.4%) which was for a State funded Ferry Boat Terminal being rebuilt. 2018 reflects a 3.3% decrease in anticipation of state and federal funding cuts.

**Timber Sales, 2012-2018**  
Total Revenues – Excluding General Fund



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. The 40.2% decrease in 2017 is based on a budgeted amount but is projecting to come in approximately the same as the 2016 fiscal year.

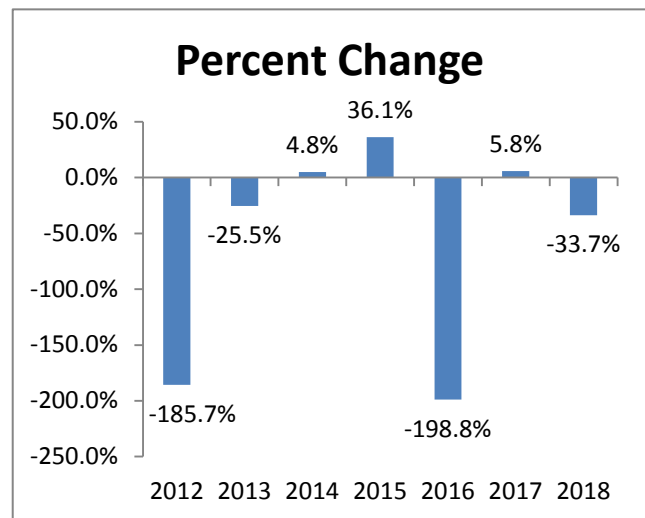
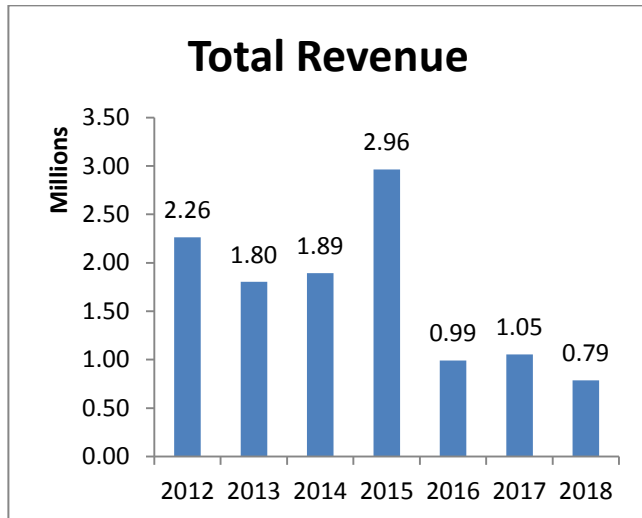
**Charges for Services, 2012-2018**  
Total Revenues – Excluding General Fund



There was an 11.4% decrease in 2014 that is 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.

### Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2012-2018

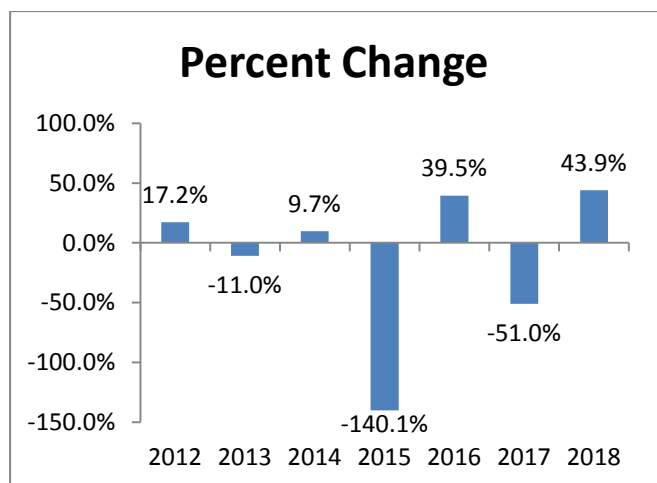
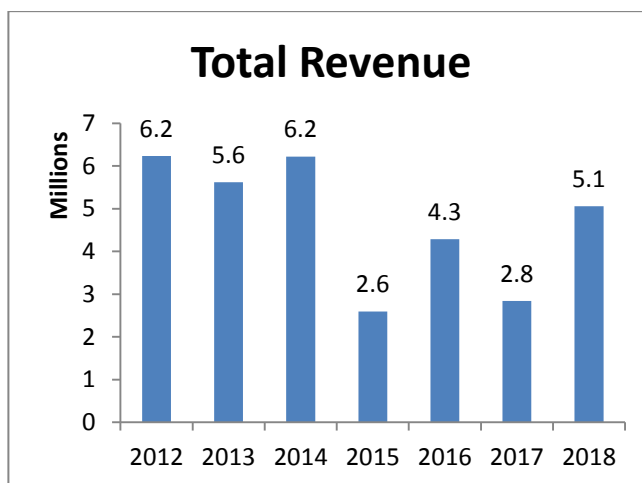
Total Revenues – Excluding General Fund



In 2012 there was a decrease by 185.7% compared to the 2011 fiscal year as a result of a large land sale in 2011 in the amount of 4.33 million dollars. 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.

### Other Financing Sources (Transfers), 2012-2018

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 the county is budgeted for a decrease in timber revenues therefore there would be a decrease in the amount transferred to the Special Projects Fund.

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

Account Name	General			Roads		
	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018
<b>Resources</b>						
	0	0	0	0	0	0
Beginning Net Working Capital	5,039,867	5,006,000	5,316,760	3,388,175	4,636,270	5,750,640
Taxes	8,755,255	8,812,600	9,024,770	0	0	0
Licenses & Permits	586,430	591,000	641,000	0	0	0
Fines	42,253	30,700	25,800	0	0	0
Use Of Money/Property	73,814	45,020	65,020	30,275	23,000	50,000
Intergov State	6,016,891	4,379,320	4,424,740	2,470,210	2,816,790	2,464,540
Intergov Federal	172,673	145,990	451,070	0	0	0
Intergov Other	2,211,701	2,334,300	2,640,250	4,045,409	5,118,950	4,518,430
Charges for Services	740,822	699,180	724,715	278,049	309,080	219,880
Other Revenue	1,093,747	1,069,330	1,122,165	27,569	19,300	19,300
Transfer Revenue	252,336	278,330	3,412,760	0	0	0
<b>Total Resources:</b>	<b>24,985,791</b>	<b>23,391,770</b>	<b>27,849,050</b>	<b>10,239,688</b>	<b>12,923,390</b>	<b>13,022,790</b>
<b>Expenditures</b>						
Personal Services	12,315,358	13,650,280	14,798,420	2,321,819	2,589,160	2,729,450
Materials & Services	3,384,379	3,954,260	3,667,400	2,475,475	3,787,820	4,122,830
Special Payments	75,062	323,750	635,110	280	43,000	43,150
Debt Service	0	0	172,410	2,672	2,900	11,780
Capital Outlay	8,790	20,000	0	26,511	110,000	65,350
Transfers Out	3,369,185	1,946,180	1,949,180	329,380	390,110	476,620
Contingency	0	1,989,400	2,122,250	0	4,392,290	5,573,610
<b>Total Expenditures:</b>	<b>19,152,774</b>	<b>21,883,870</b>	<b>23,344,770</b>	<b>5,156,136</b>	<b>11,315,280</b>	<b>13,022,790</b>
<b>Fund Balance</b>						
Ending Fund Balance:	5,833,017	1,507,900	4,504,280	5,083,552	1,608,110	0
Net Change in Fund Balance:	(793,150)	3,498,100	812,480	(1,695,377)	3,028,160	5,750,640
Percentage of Change:	- 735%	43%	554%	- 299%	53%	0%

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

Account Name	Parole & Probation			Industrial Revolve		
	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018
<b>Resources</b>						
	0	0	0	0	0	0
Beginning Net Working Capital	1,118,603	1,284,190	1,659,200	3,409,160	3,578,230	3,965,060
Taxes	0	0	0	312,550	350,000	87,600
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	9,355	5,500	16,000	22,462	19,000	35,000
Intergov State	2,220,090	2,086,910	2,035,380	0	0	547,000
Intergov Federal	0	0	0	0	0	0
Intergov Other	85,972	100,000	80,000	0	0	0
Charges for Services	23,417	16,650	36,550	0	0	0
Other Revenue	1,761	1,250	2,720	0	0	0
Transfer Revenue	0	0	0	0	0	0
<b>Total Resources:</b>	<b>3,459,197</b>	<b>3,494,500</b>	<b>3,829,850</b>	<b>3,744,172</b>	<b>3,947,230</b>	<b>4,634,660</b>
<b>Expenditures</b>						
Personal Services	1,004,721	1,251,130	1,253,920	0	0	0
Materials & Services	367,015	579,450	425,350	124,857	120,900	36,400
Special Payments	486,384	587,960	403,250	0	0	0
Debt Service	0	0	17,910	0	0	0
Capital Outlay	57,082	0	68,800	0	0	1,200,000
Transfers Out	0	0	127,000	0	0	0
Contingency	0	1,075,960	1,533,620	0	3,826,330	3,398,260
<b>Total Expenditures:</b>	<b>1,915,202</b>	<b>3,494,500</b>	<b>3,829,850</b>	<b>124,857</b>	<b>3,947,230</b>	<b>4,634,660</b>
<b>Fund Balance</b>						
Ending Fund Balance:	1,543,995	0	0	3,619,315	0	0
Net Change in Fund Balance:	(425,393)	1,284,190	1,659,200	(210,155)	3,578,230	3,965,060
Percentage of Change:	- 362%	0%	0%	-1722%	0%	0%



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

Account Name	Capital Projects			Proprietary		
	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018
<b>Resources</b>						
	0	0	0	0	0	0
Beginning Net Working Capital	5,189,986	4,914,660	6,283,770	31,928	25,000	0
Taxes	732,403	10,000	10,000	0	0	0
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	67,976	55,000	55,000	146	0	0
Intergov State	0	150,000	150,000	0	0	0
Intergov Federal	0	0	0	0	0	0
Intergov Other	0	0	0	0	0	0
Charges for Services	0	15,000	15,000	0	0	0
Other Revenue	73,888	0	11,720	69,707	0	0
Transfer Revenue	3,001,340	1,495,360	1,720,280	0	0	0
<b>Total Resources:</b>	<b>9,065,593</b>	<b>6,640,020</b>	<b>8,245,770</b>	<b>101,781</b>	<b>25,000</b>	<b>0</b>
<b>Expenditures</b>						
Personal Services	0	0	0	12,000	0	0
Materials & Services	36,039	118,100	85,500	70,075	25,000	0
Special Payments	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0
Capital Outlay	2,338,920	1,994,460	1,731,700	0	0	0
Transfers Out	490,000	490,000	3,482,400	0	0	0
Contingency	0	519,490	555,780	0	0	0
<b>Total Expenditures:</b>	<b>2,864,959</b>	<b>3,122,050</b>	<b>5,855,380</b>	<b>82,075</b>	<b>25,000</b>	<b>0</b>
<b>Fund Balance</b>						
Ending Fund Balance:	6,200,635	3,517,970	2,390,390	19,707	0	0
Net Change in Fund Balance:	(1,010,648)	1,396,690	3,893,380	12,222	25,000	0
Percentage of Change:	- 613%	251%	61%	161%	0%	

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

Account Name	Non-Major Government			Totals		
	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018
<b>Resources</b>						
	0	0	0	0	0	0
Beginning Net Working Capital	8,637,880	8,125,730	9,806,780	26,815,599	27,570,080	32,782,210
Taxes	4,332,924	4,181,550	4,269,180	14,133,132	13,354,150	13,391,550
Licenses & Permits	705,373	562,000	600,000	1,291,803	1,153,000	1,241,000
Fines	48,236	48,240	48,240	90,489	78,940	74,040
Use Of Money/Property	60,763	46,200	70,750	264,792	193,720	291,770
Intergov State	6,575,136	5,987,230	6,272,280	17,282,328	15,420,250	15,893,940
Intergov Federal	573,305	589,030	577,350	745,978	735,020	1,028,420
Intergov Other	171,572	156,000	136,500	6,514,654	7,709,250	7,375,180
Charges for Services	890,616	956,900	936,690	1,932,904	1,996,810	1,932,835
Other Revenue	580,215	476,330	478,330	1,846,888	1,566,210	1,634,235
Transfer Revenue	1,283,280	1,411,010	1,489,920	4,536,956	3,184,700	6,622,960
<b>Total Resources:</b>	<b>23,859,302</b>	<b>22,540,220</b>	<b>24,686,020</b>	<b>75,455,524</b>	<b>72,962,130</b>	<b>82,268,140</b>
<b>Expenditures</b>						
Personal Services	4,791,594	5,149,800	5,493,270	20,445,492	22,640,370	24,275,060
Materials & Services	2,646,086	3,791,410	3,943,070	9,103,926	12,376,940	12,280,550
Special Payments	5,689,148	5,270,030	6,032,010	6,250,873	6,224,740	7,113,520
Debt Service	194,554	191,970	235,090	197,226	194,870	437,190
Capital Outlay	748,483	938,000	1,111,770	3,179,785	3,062,460	4,177,620
Transfers Out	348,390	358,410	610,200	4,536,956	3,184,700	6,645,400
Contingency	0	5,367,250	5,790,870	0	17,170,720	18,974,390
<b>Total Expenditures:</b>	<b>14,418,256</b>	<b>21,066,870</b>	<b>23,216,280</b>	<b>43,714,258</b>	<b>64,854,800</b>	<b>73,903,730</b>
<b>Fund Balance</b>						
Ending Fund Balance:	9,441,046	1,473,350	1,469,740	5,083,552	8,107,330	8,364,410
Net Change in Fund Balance:	(803,166)	6,652,380	8,337,040	21,732,048	19,462,750	24,417,800
Percentage of Change:	-1175%	22%	17%	23%	41%	34%

## Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>001 General</b>							
Personnel Services	11,648,320	12,315,358	13,650,280	15,144,760	14,946,300	14,946,300	14,970,830
Materials & Services	3,428,297	3,384,379	3,954,260	3,663,000	3,664,400	3,667,400	3,667,400
Special Payments	44,469	75,062	323,750	627,610	627,610	627,610	635,110
Capital	663	8,790	20,000	0	0	0	0
Transfers	1,721,366	3,369,185	1,946,180	1,949,180	1,949,180	1,949,180	1,949,180
Congingency	0	0	1,989,400	2,089,950	2,118,750	2,118,750	2,122,250
<b>001 Total:</b>	<b>16,843,116</b>	<b>19,152,774</b>	<b>21,883,870</b>	<b>23,474,500</b>	<b>23,306,240</b>	<b>23,309,240</b>	<b>23,344,770</b>
<b>002 General Roads</b>							
Personnel Services	2,319,819	2,321,819	2,589,160	2,738,310	2,738,330	2,738,330	2,738,330
Materials & Services	2,449,297	2,475,475	3,787,820	4,122,830	4,122,830	4,122,830	4,122,830
Special Payments	346	280	43,000	43,150	43,150	43,150	43,150
Debt Service	2,580	2,672	2,900	2,900	2,900	2,900	2,900
Capital	0	26,511	110,000	65,350	65,350	65,350	65,350
Transfers	248,480	329,380	390,110	476,620	476,620	476,620	476,620
Congingency	0	0	4,392,290	5,573,630	5,573,610	5,573,610	5,573,610
<b>002 Total:</b>	<b>5,020,522</b>	<b>5,156,136</b>	<b>11,315,280</b>	<b>13,022,790</b>	<b>13,022,790</b>	<b>13,022,790</b>	<b>13,022,790</b>
<b>004 County Clerk Records</b>							
Materials & Services	12,657	14,359	9,400	7,800	7,800	7,800	7,800
Special Payments	0	0	0	0	0	0	0
Congingency	0	0	1,810	1,340	1,340	1,340	1,340
<b>004 Total:</b>	<b>12,657</b>	<b>14,359</b>	<b>11,210</b>	<b>9,140</b>	<b>9,140</b>	<b>9,140</b>	<b>9,140</b>
<b>005 Rural Law Enforcement District</b>							
Personnel Services	1,692,342	1,773,438	1,832,530	1,976,700	2,110,010	2,110,010	2,110,010
Materials & Services	545,825	606,408	654,230	682,180	691,640	691,640	691,640
Special Payments	26,000	26,000	26,000	26,000	26,000	26,000	26,000
Capital	79,402	249,336	138,000	142,500	142,500	142,500	142,500
Transfers	0	0	0	4,800	4,800	4,800	4,800
Congingency	0	0	263,380	281,840	281,840	281,840	281,840
<b>005 Total:</b>	<b>2,343,569</b>	<b>2,655,182</b>	<b>2,914,140</b>	<b>3,114,020</b>	<b>3,256,790</b>	<b>3,256,790</b>	<b>3,256,790</b>
<b>007 Public Health</b>							
Personnel Services	1,044,244	1,132,341	1,276,300	1,222,990	1,222,990	1,222,990	1,222,990
Materials & Services	490,039	478,784	841,080	873,820	873,820	873,820	873,820
Special Payments	0	0	0	0	0	0	0
Capital	19,142	0	25,000	44,000	44,270	44,270	44,270
Transfers	0	29,644	50,000	260,000	260,000	260,000	260,000
Congingency	0	0	59,440	35,390	35,590	35,590	35,590
<b>007 Total:</b>	<b>1,553,424</b>	<b>1,640,769</b>	<b>2,251,820</b>	<b>2,436,200</b>	<b>2,436,670</b>	<b>2,436,670</b>	<b>2,436,670</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>009 Child Support</b>							
Personnel Services	156,483	160,921	164,070	172,710	172,710	172,710	172,710
Materials & Services	32,286	31,978	32,110	37,890	37,890	37,890	37,890
Capital	0	0	0	0	0	0	0
Congingency	0	0	38,740	1,840	1,840	1,840	1,840
<b>009 Total:</b>	<b>188,769</b>	<b>192,899</b>	<b>234,920</b>	<b>212,440</b>	<b>212,440</b>	<b>212,440</b>	<b>212,440</b>
<b>018 Juvenile Detention Center</b>							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	0	0	0	0	0	0	0
Transfers	38,441	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
<b>018 Total:</b>	<b>38,441</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>020 Juvenile Crime Prevention</b>							
Personnel Services	112,992	31,524	31,620	16,940	16,940	16,940	16,940
Materials & Services	10,657	9,943	12,110	70,610	70,610	70,610	70,610
Congingency	0	0	34,600	40,230	40,230	40,230	40,230
<b>020 Total:</b>	<b>123,649</b>	<b>41,467</b>	<b>78,330</b>	<b>127,780</b>	<b>127,780</b>	<b>127,780</b>	<b>127,780</b>
<b>021 Commission on Child &amp; Families</b>							
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	8,791	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
<b>021 Total:</b>	<b>8,791</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>024 Parole &amp; Probation Division</b>							
Personnel Services	950,658	1,004,721	1,251,130	1,271,830	1,271,830	1,271,830	1,271,830
Materials & Services	231,302	367,015	579,450	425,350	425,350	425,350	425,350
Special Payments	477,602	486,384	587,960	403,250	403,250	403,250	403,250
Capital	74,600	57,082	0	68,800	68,800	68,800	68,800
Transfers	0	0	0	127,000	127,000	127,000	127,000
Congingency	0	0	1,075,960	1,533,620	1,533,620	1,533,620	1,533,620
<b>024 Total:</b>	<b>1,734,162</b>	<b>1,915,202</b>	<b>3,494,500</b>	<b>3,829,850</b>	<b>3,829,850</b>	<b>3,829,850</b>	<b>3,829,850</b>
<b>027 Marine Patrol</b>							
Personnel Services	176,581	197,304	239,070	228,200	228,190	228,190	228,190
Materials & Services	48,889	38,773	54,760	51,700	51,700	51,700	51,700
Capital	131,850	0	0	0	0	0	0
Congingency	0	0	57,830	79,120	79,130	79,130	79,130
<b>027 Total:</b>	<b>357,320</b>	<b>236,076</b>	<b>351,660</b>	<b>359,020</b>	<b>359,020</b>	<b>359,020</b>	<b>359,020</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>030 Drug Task Force</b>							
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	40,300	8,386	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
<b>030 Total:</b>	<b>40,300</b>	<b>8,386</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>033 Mental Health Grants</b>							
Personnel Services	145,766	148,678	161,470	217,040	217,040	217,040	217,040
Materials & Services	114,722	100,771	154,470	104,940	104,940	104,940	104,940
Special Payments	1,439,609	1,539,095	1,656,180	1,413,810	1,413,810	1,413,810	1,413,810
Transfers	0	0	0	0	0	0	0
Congingency	0	0	28,420	37,380	37,380	37,380	37,380
<b>033 Total:</b>	<b>1,700,096</b>	<b>1,788,544</b>	<b>2,000,540</b>	<b>1,773,170</b>	<b>1,773,170</b>	<b>1,773,170</b>	<b>1,773,170</b>
<b>036 Building Codes</b>							
Personnel Services	441,913	455,520	482,950	547,340	547,340	547,340	547,340
Materials & Services	97,709	91,724	112,170	120,740	120,740	120,740	120,740
Capital	0	10,947	0	0	0	0	0
Transfers	0	64,410	28,080	33,200	33,200	33,200	33,200
Congingency	0	0	369,540	594,510	594,510	594,510	594,510
<b>036 Total:</b>	<b>539,622</b>	<b>622,601</b>	<b>992,740</b>	<b>1,295,790</b>	<b>1,295,790</b>	<b>1,295,790</b>	<b>1,295,790</b>
<b>039 Clatsop County Fisheries</b>							
Personnel Services	541,625	551,539	575,900	614,040	598,380	598,380	598,380
Materials & Services	209,978	182,303	372,160	313,260	313,260	313,260	313,260
Debt Service	0	0	0	0	0	0	0
Capital	15,224	250	0	0	0	0	0
Congingency	0	0	216,970	185,578	201,240	201,240	201,240
<b>039 Total:</b>	<b>766,828</b>	<b>734,091</b>	<b>1,165,030</b>	<b>1,112,878</b>	<b>1,112,880</b>	<b>1,112,880</b>	<b>1,112,880</b>
<b>100 Capital Projects</b>							
Materials & Services	95,399	36,039	118,100	85,500	85,500	85,500	85,500
Capital	545,725	2,338,920	1,994,460	1,666,700	1,666,700	1,666,700	1,731,700
Transfers	500,000	490,000	490,000	3,482,000	3,482,400	3,482,400	3,482,400
Congingency	0	0	519,490	555,780	555,780	555,780	555,780
<b>100 Total:</b>	<b>1,141,124</b>	<b>2,864,959</b>	<b>3,122,050</b>	<b>5,789,980</b>	<b>5,790,380</b>	<b>5,790,380</b>	<b>5,855,380</b>
<b>102 General Roads Eq Replace</b>							
Materials & Services	200	300	700	700	700	700	700
Capital	263,181	385,861	390,000	490,000	490,000	490,000	490,000
Congingency	0	0	0	0	0	0	0
<b>102 Total:</b>	<b>263,381</b>	<b>386,161</b>	<b>390,700</b>	<b>490,700</b>	<b>490,700</b>	<b>490,700</b>	<b>490,700</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>105 Insurance Reserve</b>							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	30,747	34,797	327,270	334,340	334,340	334,340	334,340
Transfers	212,651	0	0	0	0	0	0
<b>105 Total:</b>	<b>243,398</b>	<b>34,797</b>	<b>327,270</b>	<b>334,340</b>	<b>334,340</b>	<b>334,340</b>	<b>334,340</b>
<b>120 Land Corner Preservation</b>							
Personnel Services	29,517	30,936	31,940	36,150	36,150	36,150	36,150
Materials & Services	24,616	24,424	31,030	47,110	47,110	47,110	47,110
Congingency	0	0	239,030	246,350	246,350	246,350	246,350
<b>120 Total:</b>	<b>54,133</b>	<b>55,360</b>	<b>302,000</b>	<b>329,610</b>	<b>329,610</b>	<b>329,610</b>	<b>329,610</b>
<b>140 Jail Commissary Fund</b>							
Personnel Services	12,000	12,000	0	0	0	0	0
Materials & Services	63,852	70,075	25,000	0	23,500	23,500	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
<b>140 Total:</b>	<b>75,852</b>	<b>82,075</b>	<b>25,000</b>	<b>0</b>	<b>23,500</b>	<b>23,500</b>	<b>0</b>
<b>150 Fair Board</b>							
Personnel Services	179,198	160,280	199,330	215,050	215,050	215,050	224,830
Materials & Services	321,457	300,746	409,540	438,042	438,040	438,040	438,040
Debt Service	0	0	0	0	0	0	0
Capital	9,958	56,589	225,000	340,000	340,000	340,000	340,000
Congingency	0	0	734,240	403,545	403,550	403,550	393,770
<b>150 Total:</b>	<b>510,613</b>	<b>517,615</b>	<b>1,568,110</b>	<b>1,396,637</b>	<b>1,396,640</b>	<b>1,396,640</b>	<b>1,396,640</b>
<b>205 Child Custody Mediation &amp; Drug Project</b>							
Personnel Services	5,597	6,718	7,110	7,830	7,830	7,830	7,830
Materials & Services	21,856	34,018	41,300	68,400	68,400	68,400	68,400
Congingency	0	0	81,310	48,300	48,300	48,300	48,300
<b>205 Total:</b>	<b>27,453</b>	<b>40,736</b>	<b>129,720</b>	<b>124,530</b>	<b>124,530</b>	<b>124,530</b>	<b>124,530</b>
<b>206 Video Lottery Fund</b>							
Materials & Services	13,008	9,271	17,800	18,640	18,640	18,640	18,640
Special Payments	61,563	76,503	75,000	70,000	70,000	70,000	70,000
Transfers	233,790	194,950	229,230	238,760	238,760	238,760	261,200
Congingency	0	0	0	0	0	0	0
<b>206 Total:</b>	<b>308,361</b>	<b>280,724</b>	<b>322,030</b>	<b>327,400</b>	<b>327,400</b>	<b>327,400</b>	<b>349,840</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>208 Liquor Enforcement Fund</b>							
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	0	100	0	0	0	0
<b>208 Total:</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>209 Courthouse Security</b>							
Personnel Services	51,650	50,550	53,610	58,010	58,010	58,010	58,010
Materials & Services	7,409	600	10,600	10,400	10,400	10,400	10,400
Capital	0	0	10,000	10,000	10,000	10,000	10,000
Transfers	0	4,000	4,000	4,000	4,000	4,000	4,000
Congingency	0	0	137,630	136,280	136,280	136,280	136,280
<b>209 Total:</b>	<b>59,059</b>	<b>55,150</b>	<b>215,840</b>	<b>218,690</b>	<b>218,690</b>	<b>218,690</b>	<b>218,690</b>
<b>225 Bike paths</b>							
Materials & Services	100	100	100	100	100	100	100
Special Payments	0	0	0	0	0	0	0
Congingency	0	0	396,070	427,130	427,130	427,130	427,130
<b>225 Total:</b>	<b>100</b>	<b>100</b>	<b>396,170</b>	<b>427,230</b>	<b>427,230</b>	<b>427,230</b>	<b>427,230</b>
<b>230 Law Library</b>							
Personnel Services	22,831	13,497	14,030	12,120	12,120	12,120	12,120
Materials & Services	46,475	36,605	34,750	36,850	36,850	36,850	36,850
Capital	0	0	0	0	0	0	0
Congingency	0	0	16,060	23,290	23,290	23,290	23,290
<b>230 Total:</b>	<b>69,306</b>	<b>50,102</b>	<b>64,840</b>	<b>72,260</b>	<b>72,260</b>	<b>72,260</b>	<b>72,260</b>
<b>235 Animal Shelter Donations</b>							
Materials & Services	31,924	39,715	54,000	57,000	57,000	57,000	57,000
Capital	0	0	0	0	0	0	0
Congingency	0	0	116,060	153,220	153,220	153,220	153,220
<b>235 Total:</b>	<b>31,924</b>	<b>39,715</b>	<b>170,060</b>	<b>210,220</b>	<b>210,220</b>	<b>210,220</b>	<b>210,220</b>
<b>240 Park &amp; Land Acq. &amp; Maint</b>							
Materials & Services	17,717	74,651	62,200	61,540	61,540	61,540	61,540
Special Payments	0	0	0	0	0	0	0
Capital	144,703	0	150,000	40,000	40,000	40,000	40,000
Transfers	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Congingency	0	0	835,680	914,820	914,820	914,820	914,820
<b>240 Total:</b>	<b>207,420</b>	<b>119,651</b>	<b>1,092,880</b>	<b>1,061,360</b>	<b>1,061,360</b>	<b>1,061,360</b>	<b>1,061,360</b>

### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>250 Emergency Communication</b>							
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	4,709	0	0	0	0	0	0
Congingency	0	0	0	0	0	0	0
<b>250 Total:</b>	<b>4,709</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>300 Road District #1</b>							
Materials & Services	2,350	2,320	2,460	3,960	3,960	3,960	3,960
Special Payments	3,086,800	4,045,409	3,510,840	4,520,310	4,520,310	4,520,310	4,520,310
Transfers	0	0	0	0	0	0	0
<b>300 Total:</b>	<b>3,089,150</b>	<b>4,047,729</b>	<b>3,513,300</b>	<b>4,524,270</b>	<b>4,524,270</b>	<b>4,524,270</b>	<b>4,524,270</b>
<b>305 State Timber Enforcement Fund</b>							
Personnel Services	64,410	68,100	66,900	74,160	74,160	74,160	74,160
Materials & Services	20,802	17,453	30,900	30,900	30,900	30,900	30,900
Capital	0	45,500	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	374,320	487,150	487,150	487,150	487,150
<b>305 Total:</b>	<b>85,212</b>	<b>131,053</b>	<b>472,120</b>	<b>592,210</b>	<b>592,210</b>	<b>592,210</b>	<b>592,210</b>
<b>315 Carlyle Apartments</b>							
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	4,966	0	0	0	0	0	0
<b>315 Total:</b>	<b>4,966</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>325 Industrial Development Revolving Fund</b>							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	249,000	124,857	120,900	36,400	36,400	36,400	36,400
Special Payments	0	0	0	0	0	0	0
Capital	192,490	0	0	1,200,000	1,200,000	1,200,000	1,200,000
Transfers	0	0	0	0	0	0	0
Congingency	0	0	3,826,330	3,398,260	3,398,260	3,398,260	3,398,260
<b>325 Total:</b>	<b>441,490</b>	<b>124,857</b>	<b>3,947,230</b>	<b>4,634,660</b>	<b>4,634,660</b>	<b>4,634,660</b>	<b>4,634,660</b>



### Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>385 Westport Sewer Serv Dist</b>							
Personnel Services	10,483	10,250	12,970	13,530	13,530	13,530	13,530
Materials & Services	36,708	39,739	46,950	48,190	48,190	48,190	48,190
Special Payments	2,289	2,140	2,010	1,890	1,890	1,890	1,890
Debt Service	5,266	5,415	5,570	5,730	5,730	5,730	5,730
Transfers	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Congingency	0	0	54,480	72,070	72,070	72,070	72,070
<b>385 Total:</b>	<b>56,746</b>	<b>59,545</b>	<b>123,980</b>	<b>143,410</b>	<b>143,410</b>	<b>143,410</b>	<b>143,410</b>
<b>386 Westport Sewer Equip Rplc</b>							
Materials & Services	7,575	8,838	22,000	22,100	22,100	22,100	22,100
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0
Congingency	0	0	37,180	31,870	31,870	31,870	31,870
<b>386 Total:</b>	<b>7,575</b>	<b>8,838</b>	<b>59,180</b>	<b>53,970</b>	<b>53,970</b>	<b>53,970</b>	<b>53,970</b>
<b>395 4-H &amp; Ext Ser Spec Dist</b>							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	418,120	451,300	457,320	492,400	492,400	492,400	492,400
Special Payments	0	0	0	0	0	0	0
Capital	0	0	0	45,000	45,000	45,000	45,000
Transfers	0	0	0	0	0	0	0
Congingency	0	0	190,630	189,200	189,200	189,200	189,200
<b>395 Total:</b>	<b>418,120</b>	<b>451,300</b>	<b>647,950</b>	<b>726,600</b>	<b>726,600</b>	<b>726,600</b>	<b>726,600</b>
<b>400 Debt Service Fund</b>							
Debt Service	28,541	189,139	186,400	182,400	182,400	182,400	182,400
Transfers	20,473	0	0	0	0	0	0
Congingency	0	0	178,320	188,360	180,760	180,760	180,760
<b>400 Total:</b>	<b>49,014</b>	<b>189,139</b>	<b>364,720</b>	<b>370,760</b>	<b>363,160</b>	<b>363,160</b>	<b>363,160</b>
<b>405 Bond &amp; UAL Reserve Fund</b>							
Personnel Services	0	0	0	0	0	0	0
Special Payments	0	0	0	0	0	0	0
Transfers	7,049	0	0	0	0	0	0
Congingency	0	0	905,510	1,213,560	1,213,560	1,213,560	1,213,560
<b>405 Total:</b>	<b>7,049</b>	<b>0</b>	<b>905,510</b>	<b>1,213,560</b>	<b>1,213,560</b>	<b>1,213,560</b>	<b>1,213,560</b>
<b>Totals:</b>	<b>38,427,420</b>	<b>43,698,093</b>	<b>64,854,800</b>	<b>73,809,975</b>	<b>73,801,260</b>	<b>73,804,260</b>	<b>73,903,730</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Projected 2016-2017	Amount Change	Percent Change
<b>Fund: 001 General</b>							
0000	Discretionary Revenue	(759)	(1,604)	0	(800)	(800)	0%
1100	Board Of Commissioners	66,658	67,194	88,560	91,510	2,950	3%
1105	Brd of Property Tax Appeal	36,924	35,172	25,910	26,690	780	3%
1110	County Tourism	0	0	237,000	147,692	(89,308)	- 37%
1120	County Manager	278,140	316,789	346,490	343,580	(2,910)	- 0%
1125	Human Resources	269,806	386,157	365,380	241,811	(123,569)	- 33%
1150	Assessment & Taxation	1,303,345	1,345,961	1,534,860	1,372,827	(162,033)	- 10%
1155	Property Management	46,008	43,578	48,520	49,161	641	1%
1300	County Counsel	84,129	96,944	110,200	115,160	4,960	4%
1350	Clerk - Admin. & Elections	340,268	269,756	324,020	428,020	104,000	32%
1355	Clerk - Records	165,911	156,619	152,330	149,510	(2,820)	- 1%
1625	Budget & Finance	365,488	399,821	428,890	451,972	23,082	5%
1650	Information Systems	736,235	722,046	794,090	755,388	(38,702)	- 4%
1790	Building & Grounds	851,646	947,561	1,053,170	1,022,125	(31,045)	- 2%
1795	Parks Maintenance	200,107	200,742	209,580	201,390	(8,190)	- 3%
1940	Surveyor	107,100	109,705	211,800	201,920	(9,880)	- 4%
1990	Dues & Special Assessments	291,518	339,229	562,970	555,090	(7,880)	- 1%
2160	District Attorney	1,500,837	1,584,935	1,675,890	1,731,160	55,270	3%
2180	Medical Examiner	56,496	77,308	104,010	105,560	1,550	1%
2190	Sheriff Support Division	375,150	389,019	402,610	398,630	(3,980)	- 0%
2200	Sheriff Criminal Division	3,264,365	3,275,914	3,534,050	3,398,060	(135,990)	- 3%
2300	Corrections	2,585,031	2,680,906	2,970,050	2,821,080	(148,970)	- 5%
2325	Jail Nurse	315,707	334,948	418,110	309,250	(108,860)	- 26%
2340	Juvenile Department	690,922	756,363	891,440	772,099	(119,341)	- 13%
2350	Corrections Workcrew	107,035	130,846	241,650	239,290	(2,360)	- 0%
2700	Planning Division	479,004	549,274	583,080	549,716	(33,364)	- 5%
2750	Emergency Management	272,103	262,180	291,300	278,941	(12,359)	- 4%
2800	Animal Control	332,575	331,665	365,330	331,030	(34,300)	- 9%
9800	Transfers To Other Funds	1,721,366	3,343,745	1,923,180	1,828,900	(94,280)	- 4%
9900	Approp. For Contingency 1	0	0	1,989,400	89,400	(1,900,000)	- 95%
<b>001 Totals:</b>		<b>16,843,116</b>	<b>19,152,774</b>	<b>21,883,870</b>	<b>19,006,162</b>	<b>(2,877,708)</b>	<b>- 13%</b>
<b>Fund: 002 General Roads</b>							
3110	Road Admin. And Support	676,180	694,078	728,540	719,050	(9,490)	- 1%
3120	Road Maint & Construction	4,344,342	4,462,058	6,194,450	5,149,720	(1,044,730)	- 16%
9905	Approp. For Contingency 2	0	0	4,392,290	0	(4,392,290)	0%
<b>002 Totals:</b>		<b>5,020,522</b>	<b>5,156,136</b>	<b>11,315,280</b>	<b>5,868,770</b>	<b>(5,446,510)</b>	<b>- 48%</b>
<b>Fund: 004 County Clerk Records</b>							
1354	County Clerk Records	12,657	14,359	11,210	11,200	(10)	- 0%
<b>004 Totals:</b>		<b>12,657</b>	<b>14,359</b>	<b>11,210</b>	<b>11,200</b>	<b>(10)</b>	<b>- 0%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Projected 2016-2017	Amount Change	Percent Change
<b>Fund: 005 Rural Law Enforcement District</b>							
2191	Sheriff Rural Law Enf Dis	2,343,569	2,655,182	2,914,140	2,575,530	(338,610)	- 11%
<b>005 Totals:</b>		<b>2,343,569</b>	<b>2,655,182</b>	<b>2,914,140</b>	<b>2,575,530</b>	<b>(338,610)</b>	<b>- 11%</b>
<b>Fund: 007 Public Health</b>							
4110	Community Health	415,880	450,547	508,970	498,383	(10,587)	- 2%
4112	Tobacco Prevention	63,788	64,266	64,340	46,996	(17,344)	- 26%
4129	Immunization	14,042	13,920	14,040	13,271	(769)	- 5%
4130	Maternal & Child Health	52,974	54,959	59,360	52,227	(7,133)	- 12%
4133	Babies First	82,636	84,795	94,680	73,722	(20,958)	- 22%
4140	W I C Program	235,724	234,930	256,630	235,390	(21,240)	- 8%
4160	Family Planning	290,850	262,710	317,130	262,965	(54,165)	- 17%
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	11,031	55,426	414,500	85,001	(329,499)	- 79%
4170	Emergency Preparedness	80,141	67,407	86,640	61,130	(25,510)	- 29%
4174	Onsite Sewage Systems	107,465	158,816	160,070	146,534	(13,536)	- 8%
4175	Environmental Health	198,895	192,995	239,870	213,082	(26,788)	- 11%
9915	Approp. For Contingency 7	0	0	35,590	0	(35,590)	0%
<b>007 Totals:</b>		<b>1,553,424</b>	<b>1,640,769</b>	<b>2,251,820</b>	<b>1,688,701</b>	<b>(563,119)</b>	<b>- 25%</b>
<b>Fund: 009 Child Support</b>							
2165	Child Support	188,769	192,899	234,920	197,270	(37,650)	- 16%
<b>009 Totals:</b>		<b>188,769</b>	<b>192,899</b>	<b>234,920</b>	<b>197,270</b>	<b>(37,650)</b>	<b>- 16%</b>
<b>Fund: 018 Juvenile Detention Center</b>							
2175	Juvenile Detention Center	38,441	0	0	0	0	0%
<b>018 Totals:</b>		<b>38,441</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 020 Juvenile Crime Prevention</b>							
2170	Juv Crime Prevention	123,649	41,467	78,330	29,445	(48,885)	- 62%
<b>020 Totals:</b>		<b>123,649</b>	<b>41,467</b>	<b>78,330</b>	<b>29,445</b>	<b>(48,885)</b>	<b>- 62%</b>
<b>Fund: 021 Commission on Child &amp; Families</b>							
2346	Comm. on Children & Fam	8,791	0	0	0	0	0%
<b>021 Totals:</b>		<b>8,791</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 024 Parole &amp; Probation Division</b>							
2385	Parole & Probation Division	1,734,162	1,915,202	3,494,500	2,053,450	(1,441,050)	- 41%
<b>024 Totals:</b>		<b>1,734,162</b>	<b>1,915,202</b>	<b>3,494,500</b>	<b>2,053,450</b>	<b>(1,441,050)</b>	<b>- 41%</b>
<b>Fund: 027 Marine Patrol</b>							
2245	Marine Patrol	357,320	236,076	351,660	269,800	(81,860)	- 23%
<b>027 Totals:</b>		<b>357,320</b>	<b>236,076</b>	<b>351,660</b>	<b>269,800</b>	<b>(81,860)</b>	<b>- 23%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Projected 2016-2017	Amount Change	Percent Change
<b>Fund: 030 Drug Task Force</b>							
7145	Drug Task Force	40,300	8,386	0	0	0	0%
<b>030 Totals:</b>		<b>40,300</b>	<b>8,386</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 033 Mental Health Grants</b>							
7150	Developmental Disabilities	518,474	683,207	707,750	644,860	(62,890)	- 8%
7152	Mental Health	949,937	885,601	1,008,960	1,039,550	30,590	3%
7154	Drug & Alcohol Treatment	0	0	0	0	0	0%
7156	Drug & Alcohol Prevention	231,685	219,736	283,830	250,885	(32,945)	- 11%
<b>033 Totals:</b>		<b>1,700,096</b>	<b>1,788,544</b>	<b>2,000,540</b>	<b>1,935,295</b>	<b>(65,245)</b>	<b>- 3%</b>
<b>Fund: 036 Building Codes</b>							
7165	Building Codes	539,622	622,601	992,740	585,930	(406,810)	- 40%
<b>036 Totals:</b>		<b>539,622</b>	<b>622,601</b>	<b>992,740</b>	<b>585,930</b>	<b>(406,810)</b>	<b>- 40%</b>
<b>Fund: 039 Clatsop County Fisheries</b>							
8500	Clatsop County Fisheries	766,828	734,091	1,165,030	830,975	(334,055)	- 28%
<b>039 Totals:</b>		<b>766,828</b>	<b>734,091</b>	<b>1,165,030</b>	<b>830,975</b>	<b>(334,055)</b>	<b>- 28%</b>
<b>Fund: 100 Capital Projects</b>							
2000	Special Projects	1,141,124	2,797,417	3,051,560	1,428,426	(1,623,134)	- 53%
2002	Fleet Replacement	0	67,542	70,490	50,800	(19,690)	- 27%
<b>100 Totals:</b>		<b>1,141,124</b>	<b>2,864,959</b>	<b>3,122,050</b>	<b>1,479,226</b>	<b>(1,642,824)</b>	<b>- 52%</b>
<b>Fund: 102 General Roads Eq Replace</b>							
2001	Equipment Replacement	263,381	386,161	390,700	383,080	(7,620)	- 1%
<b>102 Totals:</b>		<b>263,381</b>	<b>386,161</b>	<b>390,700</b>	<b>383,080</b>	<b>(7,620)</b>	<b>- 1%</b>
<b>Fund: 105 Insurance Reserve</b>							
2105	Insurance Reserve	243,398	34,797	327,270	52,400	(274,870)	- 83%
<b>105 Totals:</b>		<b>243,398</b>	<b>34,797</b>	<b>327,270</b>	<b>52,400</b>	<b>(274,870)</b>	<b>- 83%</b>
<b>Fund: 120 Land Corner Preservation</b>							
1941	Surveyor - Land Corner 120	54,133	55,360	302,000	59,850	(242,150)	- 80%
<b>120 Totals:</b>		<b>54,133</b>	<b>55,360</b>	<b>302,000</b>	<b>59,850</b>	<b>(242,150)</b>	<b>- 80%</b>
<b>Fund: 140 Jail Commissary Fund</b>							
9100	Jail Commissary	75,852	82,075	25,000	0	(25,000)	0%
<b>140 Totals:</b>		<b>75,852</b>	<b>82,075</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	<b>0%</b>
<b>Fund: 150 Fair Board</b>							
9300	Fair General Operation	510,613	517,615	1,568,110	785,785	(782,325)	- 49%
<b>150 Totals:</b>		<b>510,613</b>	<b>517,615</b>	<b>1,568,110</b>	<b>785,785</b>	<b>(782,325)</b>	<b>- 49%</b>
<b>Fund: 205 Child Custody Mediation &amp; Drug Projec</b>							
5705	Child Custody Mediation	27,453	40,736	129,720	40,520	(89,200)	- 68%
<b>205 Totals:</b>		<b>27,453</b>	<b>40,736</b>	<b>129,720</b>	<b>40,520</b>	<b>(89,200)</b>	<b>- 68%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Projected 2016-2017	Amount Change	Percent Change
<b>Fund: 206 Video Lottery Fund</b>							
5710	Video Lottery	308,361	280,724	322,030	322,030	0	0%
<b>206 Totals:</b>		<b>308,361</b>	<b>280,724</b>	<b>322,030</b>	<b>322,030</b>	<b>0</b>	<b>0%</b>
<b>Fund: 208 Liquor Enforcement Fund</b>							
5715	Liquor Enforcement	0	0	100	0	(100)	0%
<b>208 Totals:</b>		<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>(100)</b>	<b>0%</b>
<b>Fund: 209 Courthouse Security</b>							
5720	Courthouse Security	59,059	55,150	215,840	60,210	(155,630)	- 72%
<b>209 Totals:</b>		<b>59,059</b>	<b>55,150</b>	<b>215,840</b>	<b>60,210</b>	<b>(155,630)</b>	<b>- 72%</b>
<b>Fund: 225 Bike paths</b>							
5805	Bike Paths	100	100	396,170	100	(396,070)	- 99%
<b>225 Totals:</b>		<b>100</b>	<b>100</b>	<b>396,170</b>	<b>100</b>	<b>(396,070)</b>	<b>- 99%</b>
<b>Fund: 230 Law Library</b>							
5810	Law Library	69,306	50,102	64,840	41,110	(23,730)	- 36%
<b>230 Totals:</b>		<b>69,306</b>	<b>50,102</b>	<b>64,840</b>	<b>41,110</b>	<b>(23,730)</b>	<b>- 36%</b>
<b>Fund: 235 Animal Shelter Donations</b>							
2810	Animal Shelter Enhance.	31,924	39,715	170,060	45,820	(124,240)	- 73%
<b>235 Totals:</b>		<b>31,924</b>	<b>39,715</b>	<b>170,060</b>	<b>45,820</b>	<b>(124,240)</b>	<b>- 73%</b>
<b>Fund: 240 Park &amp; Land Acq. &amp; Maint</b>							
5815	Parks & Land Acq. Maint	207,420	119,651	1,092,880	87,200	(1,005,680)	- 92%
<b>240 Totals:</b>		<b>207,420</b>	<b>119,651</b>	<b>1,092,880</b>	<b>87,200</b>	<b>(1,005,680)</b>	<b>- 92%</b>
<b>Fund: 250 Emergency Communication</b>							
5820	Emergency Communication	4,709	0	0	0	0	0%
<b>250 Totals:</b>		<b>4,709</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 300 Road District #1</b>							
5825	Road District #1	3,089,150	4,047,729	3,513,300	3,513,300	0	0%
<b>300 Totals:</b>		<b>3,089,150</b>	<b>4,047,729</b>	<b>3,513,300</b>	<b>3,513,300</b>	<b>0</b>	<b>0%</b>
<b>Fund: 305 State Timber Enforcement Fund</b>							
5828	State Timber Enforcement	85,212	131,053	472,120	87,800	(384,320)	- 81%
<b>305 Totals:</b>		<b>85,212</b>	<b>131,053</b>	<b>472,120</b>	<b>87,800</b>	<b>(384,320)</b>	<b>- 81%</b>
<b>Fund: 315 Carlyle Apartments</b>							
5842	Carlyle Apartments	4,966	0	0	0	0	0%
<b>315 Totals:</b>		<b>4,966</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 325 Industrial Development Revolving Fund</b>							
5836	Industrial Develop.Revolving Fund	441,490	124,857	3,947,230	38,950	(3,908,280)	- 99%
<b>325 Totals:</b>		<b>441,490</b>	<b>124,857</b>	<b>3,947,230</b>	<b>38,950</b>	<b>(3,908,280)</b>	<b>- 99%</b>

## Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Projected 2016-2017	Amount Change	Percent Change
<b>Fund: 385 Westport Sewer Serv Dist</b>							
5845	Westport Sewer Service	56,746	59,545	123,980	62,450	(61,530)	- 49%
<b>385 Totals:</b>		<b>56,746</b>	<b>59,545</b>	<b>123,980</b>	<b>62,450</b>	<b>(61,530)</b>	<b>- 49%</b>
<b>Fund: 386 Westport Sewer Equip Rplc</b>							
5846	Westport Sewer Equipment	7,575	8,838	59,180	3,200	(55,980)	- 94%
<b>386 Totals:</b>		<b>7,575</b>	<b>8,838</b>	<b>59,180</b>	<b>3,200</b>	<b>(55,980)</b>	<b>- 94%</b>
<b>Fund: 395 4-H &amp; Ext Ser Spec Dist</b>							
5850	4-H & Extension	418,120	451,300	647,950	437,320	(210,630)	- 32%
<b>395 Totals:</b>		<b>418,120</b>	<b>451,300</b>	<b>647,950</b>	<b>437,320</b>	<b>(210,630)</b>	<b>- 32%</b>
<b>Fund: 400 Debt Service Fund</b>							
5855	Debt Service	49,014	189,139	364,720	185,121	(179,599)	- 49%
<b>400 Totals:</b>		<b>49,014</b>	<b>189,139</b>	<b>364,720</b>	<b>185,121</b>	<b>(179,599)</b>	<b>- 49%</b>
<b>Fund: 405 Bond &amp; UAL Reserve Fund</b>							
5860	Bond & UAL Reserve Fund	7,049	0	905,510	0	(905,510)	0%
<b>405 Totals:</b>		<b>7,049</b>	<b>0</b>	<b>905,510</b>	<b>0</b>	<b>(905,510)</b>	<b>0%</b>
<b>Fund: 505 Diking District #5</b>							
6305	Diking District #5	51,268	13,063	0	0	0	0%
<b>505 Totals:</b>		<b>51,268</b>	<b>13,063</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 511 Diking District #11</b>							
6311	Diking District #11	161	52	0	0	0	0%
<b>511 Totals:</b>		<b>161</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Fund: 514 Diking District #14</b>							
6314	Diking District #14	57	3,051	0	0	0	0%
<b>514 Totals:</b>		<b>57</b>	<b>3,051</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>38,478,906</b>	<b>43,714,258</b>	<b>64,854,800</b>	<b>42,738,000</b>	<b>(22,116,800)</b>	<b>- 34%</b>

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

Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Amount Change	Percent Change
<b>Resources</b>						
	0	0	0	0	0	0%
Beginning Net Working Capital	19,050,377	23,696,786	25,143,980	29,491,310	4,347,330	17%
Taxes	8,851,996	10,185,488	9,461,270	9,413,520	(47,750)	- 0%
Licenses & Permits	968,917	1,291,803	1,153,000	1,241,000	88,000	7%
Fines	79,892	90,489	78,940	74,040	(4,900)	- 6%
Use Of Money/Property	207,554	242,666	176,030	261,610	85,580	48%
Intergov State	12,074,242	14,122,924	13,185,120	13,136,250	(48,870)	- 0%
Intergov Federal	886,434	745,978	735,020	1,028,420	293,400	39%
Intergov Other	5,472,454	6,514,654	7,709,250	7,375,180	(334,070)	- 4%
Charges for Services	1,929,314	1,860,394	1,926,810	1,860,835	(65,975)	- 3%
Other Revenue	3,603,061	1,673,103	1,478,110	1,590,235	112,125	7%
Transfer Revenue	3,084,925	4,534,956	3,182,700	6,620,960	3,438,260	108%
<b>Total Resources:</b>	<b>56,209,165</b>	<b>64,959,241</b>	<b>64,230,230</b>	<b>72,093,360</b>	<b>7,863,130</b>	<b>12%</b>
<b>Expenditures</b>						
Personal Services	17,903,604	18,661,804	20,794,870	22,183,480	1,388,610	6%
Materials & Services	8,070,393	7,979,155	11,193,980	11,022,260	(171,720)	- 1%
Special Payments	2,023,589	2,177,324	2,685,890	2,565,320	(120,570)	- 4%
Debt Service	31,121	191,811	189,300	399,500	210,200	111%
Capital Outlay	1,397,536	2,930,449	2,924,460	3,990,120	1,065,660	36%
Transfers Out	3,086,017	4,534,956	3,182,700	6,638,600	3,455,900	108%
Contingency	0	0	16,625,050	18,399,410	1,774,360	10%
<b>Total Expenditures:</b>	<b>32,512,260</b>	<b>36,475,499</b>	<b>57,596,250</b>	<b>65,198,690</b>	<b>7,602,440</b>	<b>13%</b>
<b>Fund Balance</b>						
Ending Fund Balance:	23,696,905	28,483,743	6,633,980	6,894,670	260,690	3%
Net Change in Fund Balance:	(4,646,528)	(4,786,956)	18,510,000	22,596,640	4,086,640	22%
Percentage of Change:	- 409%	- 495%	135%	130%		

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

Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Amount Change	Percent Change
<b>Resources</b>						
	0	0	0	0	0	0%
Beginning Net Working Capital	21,817,454	26,815,599	27,570,080	32,782,210	5,212,130	18%
Taxes	12,714,254	14,133,132	13,354,150	13,391,550	37,400	0%
Licenses & Permits	968,917	1,291,803	1,153,000	1,241,000	88,000	7%
Fines	79,892	90,489	78,940	74,040	(4,900)	- 6%
Use Of Money/Property	225,040	264,792	193,720	291,770	98,050	50%
Intergov State	14,228,476	17,282,328	15,420,250	15,893,940	473,690	3%
Intergov Federal	886,434	745,978	735,020	1,028,420	293,400	39%
Intergov Other	5,472,454	6,514,654	7,709,250	7,375,180	(334,070)	- 4%
Charges for Services	2,006,589	1,932,904	1,996,810	1,932,835	(63,975)	- 3%
Other Revenue	3,789,048	1,846,888	1,566,210	1,634,235	68,025	4%
Transfer Revenue	3,088,017	4,536,956	3,184,700	6,622,960	3,438,260	107%
<b>Total Resources:</b>	<b>65,276,574</b>	<b>75,455,524</b>	<b>72,962,130</b>	<b>82,268,140</b>	<b>9,306,010</b>	<b>12%</b>
<b>Expenditures</b>						
Personal Services	19,606,429	20,445,492	22,640,370	24,275,060	1,634,690	7%
Materials & Services	9,132,457	9,103,926	12,376,940	12,280,550	(96,390)	- 0%
Special Payments	5,138,678	6,250,873	6,224,740	7,113,520	888,780	14%
Debt Service	36,387	197,226	194,870	437,190	242,320	124%
Capital Outlay	1,476,938	3,179,785	3,062,460	4,177,620	1,115,160	36%
Transfers Out	3,088,017	4,536,956	3,184,700	6,645,400	3,460,700	108%
Contingency	0	0	17,170,720	18,974,390	1,803,670	10%
<b>Total Expenditures:</b>	<b>38,478,906</b>	<b>43,714,258</b>	<b>64,854,800</b>	<b>73,903,730</b>	<b>9,048,930</b>	<b>13%</b>
<b>Fund Balance</b>						
Ending Fund Balance:	26,797,668	31,741,266	8,107,330	8,364,410	257,080	3%
Net Change in Fund Balance:	(4,980,214)	(4,925,667)	19,462,750	24,417,800	4,955,050	25%
Percentage of Change:	- 438%	- 544%	141%	134%		



### Overview by Functional Area - General Fund

REVENUES - Functional Area	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Amount Change	Percent Change
Culture & Recreation	122,030	129,545	133,200	130,250	(2,950)	- 2%
General Government	18,279,266	21,273,636	19,593,330	23,553,925	3,960,595	20%
Land Use, Hsg & Trans / Econ. Dev. & Capital	424,090	452,301	515,260	599,550	84,290	16%
Public Safety & Justice	3,057,718	3,130,309	3,149,980	3,565,325	415,345	13%
<b>Total Revenues:</b>	<b>21,883,104</b>	<b>24,985,791</b>	<b>23,391,770</b>	<b>27,849,050</b>	<b>4,457,280</b>	<b>19%</b>

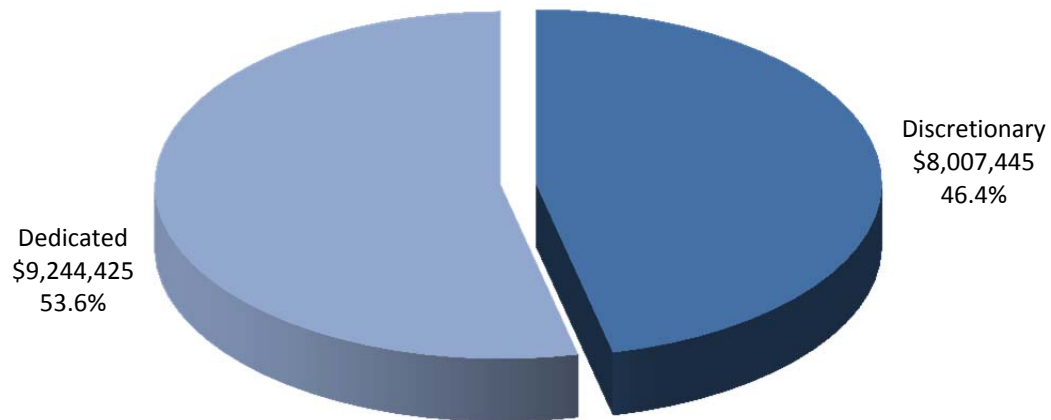
EXPENDITURES - Functional Area	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Amount Change	Percent Change
Culture & Recreation	200,107	200,742	209,580	218,830	9,250	4%
General Government	6,162,686	8,074,968	9,286,970	10,069,680	782,710	8%
Land Use, Hsg & Trans / Econ. Dev. & Capital	586,103	658,979	1,031,880	1,090,390	58,510	5%
Public Health	394,000	394,000	461,000	461,000	0	0%
Public Safety & Justice	9,500,220	9,824,085	10,894,440	11,504,870	610,430	5%
<b>Total Expenditures:</b>	<b>16,843,116</b>	<b>19,152,774</b>	<b>21,883,870</b>	<b>23,344,770</b>	<b>1,460,900</b>	<b>6%</b>

### Overview by Functional Area - Countywide ( Excluding Service Districts)

REVENUES - Functional Area	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Amount Change	Percent Change
Culture & Recreation	2,845,515	2,869,942	2,794,190	2,588,250	(205,940)	- 7%
General Government	19,381,419	22,632,188	21,202,040	25,474,125	4,272,085	20%
Land Use, Hsg & Trans / Econ. Dev. & Capital	22,213,815	27,001,863	27,594,570	30,508,820	2,914,250	10%
Public Health	3,825,625	4,012,072	4,252,360	4,209,840	(42,520)	- 1%
Public Safety & Justice	7,942,791	8,443,176	8,387,070	9,312,325	925,255	11%
<b>Total Revenues:</b>	<b>56,209,165</b>	<b>64,959,241</b>	<b>64,230,230</b>	<b>72,093,360</b>	<b>7,863,130</b>	<b>12%</b>

EXPENDITURES - Functional Area	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	Amount Change	Percent Change
Culture & Recreation	918,139	838,008	2,870,570	2,676,830	(193,740)	- 6%
General Government	6,868,803	8,707,263	11,356,680	12,450,880	1,094,200	9%
Land Use, Hsg & Trans / Econ. Dev. & Capital	9,126,631	10,883,968	22,985,110	28,609,270	5,624,160	24%
Public Health	3,262,312	3,429,314	4,252,360	4,209,840	(42,520)	- 1%
Public Safety & Justice	12,336,375	12,616,946	16,131,530	17,251,870	1,120,340	6%
<b>Total Expenditures:</b>	<b>32,512,260</b>	<b>36,475,499</b>	<b>57,596,250</b>	<b>65,198,690</b>	<b>7,602,440</b>	<b>13%</b>

**Clatsop County Functions/Programs Budget  
Public Safety & Justice 2017-2018  
Total \$17,251,870**



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

**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  
Liquor Enforcement

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 11 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

The fiscal year saw the first departure of a deputy prosecutor in almost a decade. Senior Deputy DA David Goldthorpe was appointed by Governor Brown to fill a vacancy in the Malheur County DA's Office in Eastern Oregon. Replacing David is Deputy DA Anne Freeby, a newly-minted lawyer who comes to our office with excellent recommendations and experience working in three different prosecutor's offices while attending the University of Oregon Law School. During this last year we finally saw the conclusion to two very difficult, painful, and expensive - both in human costs and expenses - child murder cases. Randy Lee Roden, who murdered his girlfriend's toddler just before Christmas of 2014 went to jury trial and a team made up of Chief Deputy DA Ron Brown and Senior Deputy DA Dawn Buzzard obtained convictions for murder and other child abuse counts. Roden received a Life sentence in prison without possibility for release for 30 years. As part of the same case the girlfriend, 36-year old Dorothy Wing pled guilty to Manslaughter and Criminal Mistreatment and received a 15-year prison sentence.

Jessica Smith, who murdered her 2-year old daughter Isabella and slashed the throat of her 13-year old daughter Alana, finally pled guilty to the charges with which she had been indicted over two years earlier - Aggravated Murder and Attempted Aggravated Murder.

In a case headed by District Attorney Josh Marquis & Senior Deputy DA Dawn Buzzard, the prosecution overcame several efforts by Smith's team to claim she was not mentally responsible or able to assist. When the court denied these claims her attorneys entered into guilty pleas with sentences of Life without the possibility of parole for 30 years on the main charge and another 10 years, to be served after the 30, for attempting to kill her other daughter, who is now thriving and living with her father.

Senior Deputy DA Beau Peterson successfully prosecuted several financial elder abuse cases, sending one woman, 35-year old Kaili Jo Roberts, to 5 years in prison for stealing tens of thousands of dollars from her father and then compounding the crime by lying about it under oath at trial.

Chief Deputy Ron Brown brought former Astoria chiropractor Adam Lopez back to court after prosecuting Lopez for a series of inappropriate touching incidents involving patients that resulted in jail sentences and significant financial restitution to victims.

A number of other women had come forward and Brown charged Lopez with numerous counts of Sexual Abuse in Third Degree. Lopez demanded a trial, which he got and was found guilty of the charges which, while misdemeanors, carry with them the requirement of registering as a sex offender.

The DA's Office continued to aggressively prosecute sexual victimization and Senior Deputy Dawn Buzzard, who specializes in cases of child and sexual abuse, prosecuted noted local author and former high school teacher Matt Love for Luring a Minor, involving conduct with a then-underage former student. Love pled guilty to the charge as a misdemeanor but was required to surrender his teaching certificate, register as a sex offender and undergo sex offender treatment.

In another case William Dixon was prosecuted by Buzzard for Encouraging Child Sexual Abuse in the First Degree after state investigators following up on child pornography leads led to the discovery of child porn. Dixon had a record for federal bank robbery and was sentenced to three years in state prison.

Senior Deputy Steve Chamberlin went to trial on serial robber Ernest Dean who was convicted by a jury of First Degree Robbery of a Cannon Beach hotel in January 2014. His trial finally went forward in early 2017, resulting in conviction and a sentence of 10 years in prison to be served after he finishes a 25-year sentence for unrelated robberies in Multnomah County.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Child Support	0	0	0	0	0	0%
VOCA	29,778	59,282	58,710	58,710	0	0%
VOCA 1x	0	0	0	5,700	5,700	100%
St.-victim Assistance Pgm	34,811	34,811	34,800	34,800	0	0%
Special Projects Revenue	0	0	0	0	0	0%
Copy Fees	51,661	40,480	39,000	39,000	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Revenue Refunds & Reimbursemen	0	0	0	0	0	0%
Special Projects Revenue	0	0	0	0	0	0%
Miscellaneous Revenue	350	0	0	0	0	0%
Trans from Liquor Law Enforce	0	0	100	0	(100)	- 100%
General Fund Support	1,384,237	1,450,362	1,543,280	1,684,410	141,130	9%
<b>Total Revenue:</b>	<b>1,500,837</b>	<b>1,584,935</b>	<b>1,675,890</b>	<b>1,822,620</b>	<b>146,730</b>	<b>8%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	1,021,026	1,059,771	1,097,890	1,135,940	38,050	3%
Personnel Benefits	408,573	437,752	465,970	594,700	128,730	27%
Material & Supplies	71,237	87,411	112,030	91,980	(20,050)	- 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%
<b>Total Expenditures:</b>	<b>1,500,837</b>	<b>1,584,935</b>	<b>1,675,890</b>	<b>1,822,620</b>	<b>146,730</b>	<b>8%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	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	0.00	0.97	0.97	100%
Deputy DA II	0.97	0.97	0.00	0.00	0.00	0%
Deputy DA III	3.97	3.97	4.94	3.97	(0.97)	- 19%
Staff Assistant	6.00	6.00	6.00	6.00	0.00	0%
Victims Services Coord.	2.00	2.00	2.00	2.00	0.00	0%
<b>Total Personnel:</b>	<b>15.89</b>	<b>15.89</b>	<b>15.89</b>	<b>15.89</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of Police Reports Received	2108	2066	2134	2136		
Number of Victim Contacts	11323	16358	15965	18545		
Court Appearances Per Deputy DA	621	618	763	649		
Number of Juvenile Court Appearances	276	268	432	343		
Felony Cases Filed	505	485	463	443		
Misdemeanor Cases Filed	678	786	821	789		

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
District Attorney Salary Supp.	82-1025	26,760	26,760	26,760	34,000	7,240	27%
Admin/legal Asst	82-1119	62,493	64,055	65,660	70,420	4,760	7%
Chief Deputy Dist. Atty.	82-1170	107,722	110,415	113,180	124,770	11,590	10%
Deputy District Attorney	82-1172	468,740	493,776	509,630	516,160	6,530	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	253,888	258,779	273,640	278,850	5,210	1%
Intern	82-1713	0	0	0	0	0	0%
Victims Services Coord.	82-1896	101,424	105,985	109,020	111,740	2,720	2%
Extra Help - A.S. III	82-1940	4,855	9,702	13,000	13,000	0	0%
Extra Help	82-1941	0	428	9,080	11,080	2,000	22%
Grant Overtime	82-1943	0	6,406	10,060	10,310	250	2%
Overtime	82-1945	3,591	2,622	4,000	4,000	0	0%
Performance Pay	82-1948	0	0	0	7,810	7,810	100%
F.I.C.A.	82-1950	76,011	79,539	86,750	90,620	3,870	4%
Retirement	82-1955	139,934	144,660	152,010	198,100	46,090	30%
Medical Waiver	82-1963	0	0	0	2,400	2,400	100%
Medical Insurance	82-1964	143,043	135,539	140,140	181,960	41,820	29%
Dental Insurance	82-1965	17,317	17,342	17,860	20,580	2,720	15%
HSA Contribution	82-1966	9,585	25,475	21,780	23,780	2,000	9%
Benefits Admin Fees	82-1967	444	489	400	480	80	20%
Life Insurance	82-1970	1,371	1,371	1,180	1,330	150	12%
Salary Continuation Insur	82-1972	2,046	2,051	1,340	1,360	20	1%
S.A.I.F.	82-1975	1,340	1,461	1,570	1,710	140	8%
Unemployment	82-1980	9,035	10,667	6,800	1,180	(5,620)	- 82%
Compensable Leave Buyback	82-1986	0	0	0	25,000	25,000	100%
<b>Personnel Services Totals:</b>		<b>1,429,600</b>	<b>1,497,523</b>	<b>1,563,860</b>	<b>1,730,640</b>	<b>166,780</b>	<b>10%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	4,758	4,180	5,000	5,000	0	0%
Witness Fees	82-2250	2,286	1,799	3,000	2,500	(500)	- 16%
Grand Jury Fees	82-2258	796	696	1,000	800	(200)	- 20%
Software Maintenance	82-2265	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	6,295	7,001	6,900	7,150	250	3%
Office Supplies	82-2410	4,767	7,437	5,900	7,500	1,600	27%
Books And Periodicals	82-2413	5,265	6,705	7,000	7,000	0	0%
Postage And Freight	82-2419	5,603	4,980	4,600	4,600	0	0%
Printing And Reproduction	82-2425	11,292	12,482	13,500	12,000	(1,500)	- 11%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	500	500	100%
Special Investigations	82-2474	17,151	16,555	37,000	20,000	(17,000)	- 45%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%



Special Victims Expense	82-2516	0	13,174	9,930	7,930	(2,000)	- 20%
VOCA 1x	82-2526	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	121	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	2,326	4,209	3,900	4,000	100	2%
Education And Training	82-2928	3,393	2,190	6,600	6,000	(600)	- 9%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	7,306	5,883	7,700	7,000	(700)	- 9%
<b>Materials &amp; Services Totals:</b>		<b>71,237</b>	<b>87,411</b>	<b>112,030</b>	<b>91,980</b>	<b>(20,050)</b>	<b>- 17%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>1,500,837</b>	<b>1,584,935</b>	<b>1,675,890</b>	<b>1,822,620</b>	<b>146,730</b>	<b>1.00</b>

# 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 112 new cases for calendar year 2016.  
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.

## Budget Highlights

The Child Support budget receives a 66% federal reimbursement for expenses incurred.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	44,564	44,390	41,380	11,420	(29,960)	- 72%
Interest On Investments	150	146	0	0	0	0%
Reimburse Child Supp Svc	28,169	24,835	21,790	23,260	1,470	6%
State GF Reimburse	12,930	13,011	13,070	11,970	(1,100)	- 8%
Annual Fee pmts	1,869	694	2,000	2,120	120	6%
ARRA Child Support	0	0	0	0	0	0%
Child Support	104,393	112,419	115,790	122,780	6,990	6%
Franchise Fees	0	0	190	190	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	40,700	40,700	40,700	40,700	0	0%
Transfer from Other Funds	332	0	0	0	0	0%
Transfer from Bond Reserve Fun	50	0	0	0	0	0%
<b>Total Revenue:</b>	<b>233,157</b>	<b>236,195</b>	<b>234,920</b>	<b>212,440</b>	<b>(22,480)</b>	<b>- 9%</b>
<b>Total Unappropriated Budget:</b>	<b>44,388</b>	<b>43,295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>188,769</b>	<b>192,899</b>	<b>234,920</b>	<b>212,440</b>	<b>(22,480)</b>	<b>- 9%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	111,385	115,453	118,390	118,220	(170)	- 0%
Personnel Benefits	45,098	45,468	45,680	54,490	8,810	19%
Material & Supplies	32,286	31,978	32,110	37,890	5,780	18%
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	38,740	1,840	(36,900)	- 95%
<b>Total Expenditures:</b>	<b>188,769</b>	<b>192,899</b>	<b>234,920</b>	<b>212,440</b>	<b>(22,480)</b>	<b>- 9%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	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	0.00	0.03	0.03	100%
Deputy DA II	0.03	0.03	0.00	0.00	0.00	0%
Deputy DA III	0.03	0.03	0.06	0.03	(0.03)	- 50%
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%
<b>Total Personnel:</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>2.11</b>	<b>0.00</b>	<b>0%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Child Support Collected	2,101,488	2,018,458	2,513,702	2,072,804	2,498,546	
Overall County Arrearages Collected	76%	76.66%	75.3%	76%	74.8%	
Overall State Arrearages Collected	52%	52.9%	53.2%	53%	55%	

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Senior Admin Supervisor	82-1119	3,289	3,371	3,460	3,710	250	7%
Deputy District Attorney	82-1172	0	0	6,040	0	(6,040)	- 100%
Deputy DA I	82-1173	0	0	0	1,950	1,950	100%
Deputy DA II	82-1174	2,457	2,746	0	0	0	0%
Deputy DA III	82-1175	2,885	3,048	0	3,420	3,420	100%
Child Support Agent I	82-1855	49,606	51,811	53,050	51,910	(1,140)	- 2%
Child Support Agent II	82-1856	53,148	54,476	55,840	57,230	1,390	2%
Extra Help - A.S. III	82-1940	1,046	357	1,000	1,000	0	0%
Overtime	82-1945	0	32	0	0	0	0%
Performance Pay	82-1948	0	0	0	150	150	100%
F.I.C.A.	82-1950	8,428	8,603	9,130	9,320	190	2%
Retirement	82-1955	15,752	16,788	17,220	21,720	4,500	26%
Medical Waiver	82-1963	0	0	0	2,400	2,400	100%
Medical Insurance	82-1964	16,944	14,360	13,440	15,570	2,130	15%
Dental Insurance	82-1965	1,364	1,370	1,410	1,420	10	0%
HSA Contribution	82-1966	165	2,275	2,220	2,220	0	0%
Benefits Admin Fees	82-1967	37	38	40	50	10	25%
Life Insurance	82-1970	163	163	160	160	0	0%
Salary Continuation Insur	82-1972	167	167	160	160	0	0%
S.A.I.F.	82-1975	156	162	180	200	20	11%
Unemployment	82-1980	876	1,153	720	120	(600)	- 83%
Compensable Leave Buyback	82-1986	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>156,483</b>	<b>160,921</b>	<b>164,070</b>	<b>172,710</b>	<b>8,640</b>	<b>5%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	542	471	600	600	0	0%
Insurance	82-2200	609	604	710	1,210	500	70%
Office Supplies	82-2410	625	2,004	3,200	5,980	2,780	86%
Postage And Freight	82-2419	2,705	2,892	2,500	2,800	300	12%
Printing And Reproduction	82-2425	470	503	900	800	(100)	- 11%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	216	192	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	2,368	281	1,000	1,000	0	0%
Reimbursed Travel Expense	82-2930	152	430	1,000	2,900	1,900	190%
Indirect Cost Allocation	82-3210	24,600	24,600	21,600	22,000	400	1%
<b>Materials &amp; Services Totals:</b>		<b>32,286</b>	<b>31,978</b>	<b>32,110</b>	<b>37,890</b>	<b>5,780</b>	<b>18%</b>
<b>Capital Outlay</b>							
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%
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	38,740	1,840	(36,900)	- 95%
Contingencies Totals:		0	0	38,740	1,840	(36,900)	- 95%
Total Expenditures:		188,769	192,899	234,920	212,440	(22,480)	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 aggravated 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, such as the two child murders in 2014. However, medical examiner calls go far beyond criminal cases to suicides, accidents, even unusual natural deaths.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	56,496	77,308	104,010	114,660	10,650	10%
<b>Total Revenue:</b>	<b>56,496</b>	<b>77,308</b>	<b>104,010</b>	<b>114,660</b>	<b>10,650</b>	<b>10%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	39,996	80,000	85,940	5,940	7%
Personnel Benefits	0	26,446	21,510	25,720	4,210	19%
Material & Supplies	56,496	10,866	2,500	3,000	500	20%
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%
<b>Total Expenditures:</b>	<b>56,496</b>	<b>77,308</b>	<b>104,010</b>	<b>114,660</b>	<b>10,650</b>	<b>10%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Medical Examiner	0.00	0.80	0.80	0.86	0.06	7%
<b>Total Personnel:</b>	<b>0.00</b>	<b>0.80</b>	<b>0.80</b>	<b>0.86</b>	<b>0.06</b>	<b>7%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Medical Examiner Cases      Count	0	0	145	164	0	0
Cases Investigated              Count	0	0	91	101	0	0
Extended Investigations Conducted      Count	0	0	52	38	0	0
Suicides                              Count	0	0	9	14	0	0
Accidents                            Count	0	0	21	40	0	0
Natural Deaths                    Count	0	0	115	105	0	0
Homicides                          Count	0	0	0	3	0	0
Undetermined                    Count	0	0	0	2	0	0



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Medical Examiner	82-1202	0	39,996	80,000	85,940	5,940	7%
Extra Help Medical Examiner	82-1902	0	18,334	0	0	0	0%
F.I.C.A.	82-1950	0	4,249	6,120	6,570	450	7%
Retirement	82-1955	0	0	8,760	11,680	2,920	33%
Medical Insurance	82-1964	0	2,094	4,430	5,510	1,080	24%
Dental Insurance	82-1965	0	242	490	540	50	10%
HSA Contribution	82-1966	0	733	800	860	60	7%
Benefits Admin Fees	82-1967	0	0	30	30	0	0%
Life/AD&D Insurance	82-1970	0	56	80	100	20	25%
Salary Continuation Insur	82-1972	0	108	220	220	0	0%
S.A.I.F.	82-1975	0	74	100	120	20	20%
Unemployment	82-1980	0	556	480	90	(390)	- 81%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>66,442</b>	<b>101,510</b>	<b>111,660</b>	<b>10,150</b>	<b>10%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	0	0	0	0	0%
Medical Supplies	82-2345	0	0	0	0	0	0%
Contractual Services	82-2471	54,996	9,166	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Medical Services	82-2502	0	0	0	0	0	0%
Body Transportation Costs	82-2508	1,500	1,700	2,500	2,500	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	500	500	100%
<b>Materials &amp; Services Totals:</b>		<b>56,496</b>	<b>10,866</b>	<b>2,500</b>	<b>3,000</b>	<b>500</b>	<b>20%</b>
<b>Total Expenditures:</b>		<b>56,496</b>	<b>77,308</b>	<b>104,010</b>	<b>114,660</b>	<b>10,650</b>	<b>1.00</b>

# 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 the District Attorney's Office, military agencies, Federal/State/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.

## Major Accomplishments

Inventoried and moved all evidence and safekeeping property to new facility  
Implemented new fingerprinting process and procedures.  
Reorganized duties and procedures including streamlining concealed handgun license procedures.

## Performance Measures

Increase social media presence.  
Increase fingerprinting times to better serve public needs.  
Reduce deputies office time by processing evidence including video downloads.

## Budget Highlights

There are two significant changes to this budget. The first is the revision of the FTE for the Evidence/Property function from .5 FTE to 1.0 FTE. The purpose of the change was to remove the entry of evidence and download of video from criminal deputies thus improving the amount of time patrol deputies have for patrol and response. The second revision is transitioning the casual Staff Assistant to .5 FTE Permanent Part Time. This is due to the Support Division conducting all fingerprints during the work week and the need to deliver consistent service to the public. Overall the budget increased by \$71,650 of which the Rural Law Enforcement District (RLED) covered \$50,420 of the increase. Revenue is stable with the largest increase due to RLED revenue for the District's share of the budget. Material and Services realized a modest savings of \$2,000.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Weapon Permits	26,748	38,640	25,000	30,000	5,000	20%
Towing Ord Fees	540	500	400	500	100	25%
Revenue From Rled	132,693	136,105	141,610	192,030	50,420	35%
Sheriff Civil Fees	76,394	65,236	60,000	60,000	0	0%
Sheriff Alarm Fees	2,960	2,875	2,900	2,900	0	0%
Finger Prints	0	0	10,000	7,500	(2,500)	- 25%
Copy Fees	1,620	1,927	1,800	1,800	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	24	65	0	0	0	0%
Nsf Check Fee	0	25	0	0	0	0%
Miscellaneous Revenue	35	0	0	0	0	0%
General Fund Support	134,136	143,646	160,900	179,530	18,630	11%
<b>Total Revenue:</b>	<b>375,150</b>	<b>389,019</b>	<b>402,610</b>	<b>474,260</b>	<b>71,650</b>	<b>17%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	219,591	225,492	231,090	286,010	54,920	23%
Personnel Benefits	112,518	108,885	117,580	136,310	18,730	15%
Material & Supplies	43,040	54,643	53,940	51,940	(2,000)	- 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%
<b>Total Expenditures:</b>	<b>375,150</b>	<b>389,019</b>	<b>402,610</b>	<b>474,260</b>	<b>71,650</b>	<b>17%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	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	3.50	4.50	1.00	28%
<b>Total Personnel:</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>5.50</b>	<b>1.00</b>	<b>22%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Concealed handgun Permits Processed	698	619	530	707	500	600
Alarm Permits Processed	115	118	112	105	100	100
Warrants Entered	1148	1132	1340	1195	900	1000
Civil Papers Processed		2756	1836	1862	2000	1800

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Support Div Supervisor	82-1117	65,782	67,427	69,110	74,120	5,010	7%
Staff Assistant	82-1191	153,809	158,065	161,980	211,890	49,910	30%
Extra Help - A.S. III	82-1940	12,525	16,450	13,000	0	(13,000)	- 100%
Overtime	82-1945	286	238	5,000	1,000	(4,000)	- 80%
Performance Pay	82-1948	0	0	0	2,960	2,960	100%
F.I.C.A.	82-1950	17,107	17,820	19,060	22,180	3,120	16%
Retirement	82-1955	31,356	22,457	31,160	47,680	16,520	53%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	40,926	36,111	35,000	47,370	12,370	35%
Dental Insurance	82-1965	5,384	5,406	5,550	6,230	680	12%
HSA Contribution	82-1966	1,500	6,500	6,000	7,000	1,000	16%
Benefits Admin Fees	82-1967	171	114	120	100	(20)	- 16%
Life Insurance	82-1970	376	376	370	480	110	29%
Salary Continuation Insur	82-1972	449	454	460	570	110	23%
S.A.I.F.	82-1975	383	353	370	450	80	21%
Unemployment	82-1980	2,056	2,605	1,490	290	(1,200)	- 80%
<b>Personnel Services Totals:</b>		<b>332,109</b>	<b>334,377</b>	<b>348,670</b>	<b>422,320</b>	<b>73,650</b>	<b>21%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	194	661	600	600	0	0%
Maintenance - Equipment	82-2260	0	39	1,000	1,000	0	0%
General Equipment	82-2268	0	0	1,000	1,000	0	0%
Employee Drug Screen	82-2302	35	0	40	40	0	0%
Membership Fees And Dues	82-2370	140	50	200	200	0	0%
Office Supplies	82-2410	5,856	6,530	6,200	6,200	0	0%
Awards	82-2412	35	174	200	200	0	0%
Books And Periodicals	82-2413	41	41	100	100	0	0%
Postage And Freight	82-2419	9,272	7,767	9,000	7,000	(2,000)	- 22%
Records And Forms	82-2422	2,126	1,987	3,000	3,000	0	0%
Printing And Reproduction	82-2425	10,538	9,166	12,000	14,000	2,000	16%
Photographic Supplies	82-2427	55	616	500	500	0	0%
Office Furniture & Equipment	82-2454	0	19,307	2,000	2,000	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	10,657	2,365	9,000	9,000	0	0%
Publ. And Legal Notices	82-2600	261	273	600	600	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	957	1,123	2,000	2,000	0	0%
Reimbursed Travel Expense	82-2930	2,391	4,017	6,000	4,000	(2,000)	- 33%
Utilities	82-2960	482	528	500	500	0	0%
<b>Materials &amp; Services Totals:</b>		<b>43,040</b>	<b>54,643</b>	<b>53,940</b>	<b>51,940</b>	<b>(2,000)</b>	<b>- 3%</b>
<b>Total Expenditures:</b>		<b>375,150</b>	<b>389,019</b>	<b>402,610</b>	<b>474,260</b>	<b>71,650</b>	<b>1.00</b>

# 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

Maintained response time standard with significant staffing shortages.  
Completed Strategic Plan  
Standardized the Field Training Program to improve initial training outcomes.  
Implemented Drug Canine program.

## Performance Measures

Increase simulation training incorporating all aspects of contact and use of force options.  
Maintain high level of accountability for citizen service request program.  
Further develop the Reserve program and seasonal deputy program.  
Deliver Crisis Intervention Training to all Deputies.

## Budget Highlights

The Rural Law Enforcement District Advisory Committee after receiving the 2017/18 budget briefing voted to recommend the Sheriff's Office add an additional Detective to the Criminal Division. After consideration the Sheriff has decided to add the position with the cost of the position and associated material and service costs to be borne entirely by the Rural Law Enforcement District. This results in an increase of \$113,450 in Personnel Service costs and \$2,400 in Material and Service costs to the Criminal Division budget. Due to the cost share formula this results in an increase cost to the Rural Law Enforcement District of \$143,670.

Revenue is stable with the primary increase coming from the Rural Law Enforcement District's share of the expenses. There is an overall increase of \$292,990, \$115,850 due to the new Detective and \$177,140 due to negotiated salary changes, a three percentage point increase to retirement, a 12.5% increase to health insurance, an increase to General Equipment to replace expired less lethal munitions and an increase in trust fund expenditures.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Sheriff Fines & Fees	33,275	41,348	30,000	25,000	(5,000)	- 16%
Timber State Enfrmt Fund Reven	64,410	68,100	66,900	74,160	7,260	10%
OHV Grant	28,439	31,302	31,780	31,140	(640)	- 2%
St. - Prisoner Transport	2,438	1,470	0	0	0	0%
Revenue From Rled	1,944,594	2,022,202	2,142,190	2,372,770	230,580	10%
Fees for Services	4,540	5,267	1,700	3,500	1,800	105%
Forest Patrol	15,232	8,223	12,000	15,000	3,000	25%
Beach Patrol	35,221	24,361	30,000	25,000	(5,000)	- 16%
Fort Steven's Park Patrol	520	0	0	0	0	0%
Anti Drug - Restitution	4,134	775	0	0	0	0%
Forfeiture - Anti-drug	320	373	1,000	0	(1,000)	- 100%
S.A.I.F. Reimbursement	0	772	0	0	0	0%
Revenue Refunds & Reimbursemen	1,240	37,422	0	0	0	0%
Revenue From Courthouse Securi	1,000	0	0	0	0	0%
Lease Revenue	5,065	4,751	4,890	5,000	110	2%
Donations From Trust	1,380	14,210	24,000	20,000	(4,000)	- 16%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	16,027	12,383	2,000	5,000	3,000	150%
Transfer from Other Funds	40,300	8,386	0	0	0	0%
General Fund Support	1,066,230	994,569	1,187,590	1,250,470	62,880	5%
<b>Total Revenue:</b>	<b>3,264,365</b>	<b>3,275,914</b>	<b>3,534,050</b>	<b>3,827,040</b>	<b>292,990</b>	<b>8%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	1,545,472	1,596,497	1,658,980	1,742,250	83,270	5%
Personnel Benefits	1,000,929	1,018,215	1,106,120	1,318,520	212,400	19%
Material & Supplies	716,583	638,202	744,950	746,270	1,320	0%
Special Payments	1,380	14,210	4,000	20,000	16,000	400%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	8,790	20,000	0	(20,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>3,264,365</b>	<b>3,275,914</b>	<b>3,534,050</b>	<b>3,827,040</b>	<b>292,990</b>	<b>8%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	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	1.00	2.00	1.00	100%
Deputy Sheriff SR	5.00	7.00	6.00	7.00	1.00	16%
Deputy Sheriff	7.50	7.50	7.00	6.00	(1.00)	- 14%
Resident Deputy	3.00	3.00	3.00	3.00	0.00	0%
<b>Total Personnel:</b>	<b>22.40</b>	<b>24.40</b>	<b>22.90</b>	<b>23.90</b>	<b>1.00</b>	<b>4%</b>

### Measures

Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Serve Civil Process	Count	1,680	1,752	1,710	1,684	1,649	1,650
Conduct Traffic Stops	Count	4,255	4,236	4,491	3,584	3,340	4,000
Conduct Field Interviews	Count	643	954	1,569	952	1,100	1,000
Arrest DUII Drivers	Count	64	45	56	65	70	70
Respond to Calls For Service	Count	13,078	14,519	15,803	14,006	14,100	14,200
Average Response Time in Minutes	Count	22	20	23	27	27	25



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Sheriff	82-1030	112,180	114,985	118,320	126,880	8,560	7%
Chief Deputy Sheriff	82-1110	91,282	93,510	96,810	101,590	4,780	4%
Sergeant	82-1116	309,424	328,035	325,730	326,750	1,020	0%
Special Detective	82-1177	63,969	67,746	70,050	143,910	73,860	105%
Deputy Sheriff SR	82-1515	313,511	314,586	525,720	426,650	(99,070)	- 18%
Deputy Sheriff	82-1520	468,435	478,053	317,780	432,580	114,800	36%
Resident Deputy	82-1521	186,670	199,583	204,570	183,890	(20,680)	- 10%
Extra Help - Dep. Sheriff	82-1915	77,170	49,324	85,000	85,000	0	0%
Overtime	82-1945	119,777	139,240	135,000	135,000	0	0%
Remuneration	82-1947	0	0	0	39,360	39,360	100%
Performance Pay	82-1948	0	0	0	9,140	9,140	100%
F.I.C.A.	82-1950	128,071	132,131	143,710	149,710	6,000	4%
Retirement	82-1955	258,240	277,314	295,030	382,890	87,860	29%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	294,726	281,893	315,100	378,880	63,780	20%
Dental Insurance	82-1965	37,994	33,984	36,160	47,910	11,750	32%
HSA Contribution	82-1966	31,600	48,750	40,800	40,800	0	0%
Benefits Admin Fees	82-1967	561	583	570	640	70	12%
Life Insurance	82-1970	1,573	1,592	1,310	1,360	50	3%
Salary Continuation Insur	82-1972	2,440	2,466	2,210	2,140	(70)	- 3%
S.A.I.F.	82-1975	33,964	34,377	39,960	42,630	2,670	6%
Unemployment	82-1980	14,812	16,561	11,270	3,060	(8,210)	- 72%
<b>Personnel Services Totals:</b>		<b>2,546,401</b>	<b>2,614,712</b>	<b>2,765,100</b>	<b>3,060,770</b>	<b>295,670</b>	<b>10%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	2,938	3,160	5,750	5,750	0	0%
Clothing And Uniform Exp.	82-2040	10,412	9,498	10,000	12,000	2,000	20%
Uniform Cleaning	82-2041	1,670	2,286	2,000	3,000	1,000	50%
Telephones	82-2070	34,704	37,101	36,000	36,400	400	1%
Canine Maintenance	82-2166	1,058	5,270	4,000	4,000	0	0%
Maintenance - Equipment	82-2260	2,534	3,505	3,000	3,000	0	0%
Maint. - Comm. Equipment	82-2262	14,006	20,536	15,000	15,000	0	0%
General Equipment	82-2268	6,791	6,997	7,000	10,000	3,000	42%
Employee Drug Screen	82-2302	0	80	100	100	0	0%
Public Emergency Assistance	82-2310	0	9	0	0	0	0%
Membership Fees And Dues	82-2370	545	744	1,100	1,000	(100)	- 9%
Books And Periodicals	82-2413	297	1,347	1,000	1,000	0	0%
Prof And Spec Services	82-2450	0	140	0	0	0	0%
Legal Services	82-2469	116,031	0	0	0	0	0%
Contractual Services	82-2471	274,913	306,815	357,100	357,100	0	0%
Physical Exams	82-2505	35	1,466	2,600	2,600	0	0%
Publi. And Legal Notices	82-2600	139	684	300	0	(300)	- 100%
Rts. & Lea. - S., I. & G.	82-2670	26,594	30,738	32,000	33,120	1,120	3%

Investigative Supplies	82-2770	4,957	7,346	7,000	9,200	2,200	31%
Patrol Supplies	82-2771	5,603	7,441	8,000	8,000	0	0%
Search And Rescue	82-2772	9,767	13,925	12,000	14,000	2,000	16%
Ammunition	82-2773	4,946	14,091	15,000	15,000	0	0%
Flash And Seed Money	82-2774	0	0	5,000	0	(5,000)	- 100%
Sheriff Air Search	82-2776	0	135	0	0	0	0%
Reserves Expense	82-2781	2,093	1,220	4,000	4,000	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	169,649	136,628	190,000	183,000	(7,000)	- 3%
Education And Training	82-2928	11,601	12,235	11,000	12,000	1,000	9%
Reimbursed Travel Expense	82-2930	15,302	14,808	16,000	17,000	1,000	6%
<b>Materials &amp; Services Totals:</b>		<b>716,583</b>	<b>638,202</b>	<b>744,950</b>	<b>746,270</b>	<b>1,320</b>	<b>0%</b>
<b>Special Payments</b>							
Unallocated Donations	82-3141	1,380	14,210	4,000	20,000	16,000	400%
<b>Special Payments Totals:</b>		<b>1,380</b>	<b>14,210</b>	<b>4,000</b>	<b>20,000</b>	<b>16,000</b>	<b>400%</b>
<b>Capital Outlay</b>							
Police Cars	82-4216	0	8,790	0	0	0	0%
Misc Equipment Sheriff	82-4895	0	0	20,000	0	(20,000)	- 100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>8,790</b>	<b>20,000</b>	<b>0</b>	<b>(20,000)</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>3,264,365</b>	<b>3,275,914</b>	<b>3,534,050</b>	<b>3,827,040</b>	<b>292,990</b>	<b>1.00</b>

# 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 2,700 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

Inmates signing up for Oregon Health Plan prior to release.  
Improved supervision and accountability in use of force incidents.  
Fully implemented body camera program.  
Hired and trained deputies to authorized strength.

## Performance Measures

Implement Lexipol Policy Manual  
Train new supervisors  
Implement annual performance goals for supervisors and managers.  
Develop and implement alternative custody program for pre and post sentenced inmates.

## Budget Highlights

Personnel cost reflect negotiated increases per union contracts as well as cost increases associated with PERS, health care, and tax rates and the addition of one deputy for the Alternative Custody Program. Material and Services realized an overall savings of \$81,000 after eliminating rental beds at Tillamook County and increasing electronic monitoring, training, travel and jail supply line items in preparation for the Alternative Custody Program.

Revenues are relatively stable, however, we have realized a reduction in two line items due to fingerprint fees being collected at the Sheriff's Office except for weekends and the City of Astoria has significantly reduced the use of the jail for ordinance violations. There is a significant increase of \$125,000 in transfers from Parole and Probation to cover the costs of the Alternative Custody Program.

The Alternative Custody Program will add one specialist in the Parole and Probation Division to administer the program and one Deputy Sheriff position to supervise those assigned to the program.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Corrections Prog Sb1065	23,290	32,425	22,000	25,000	3,000	13%
St. - Prisoner Transport	732	0	800	800	0	0%
SB 395	19,767	3,379	5,000	5,000	0	0%
Justice Reimb. Act HB3194	0	0	0	0	0	0%
Office of Justice Programs	5,373	3,653	3,000	5,000	2,000	66%
Social Security Inmate Fee	4,600	1,000	5,000	5,000	0	0%
Co. Jail Inmate Fees	12,300	8,475	8,000	2,000	(6,000)	- 75%
Community Corrections Revenue	26,740	37,995	31,000	31,000	0	0%
Electronic Monitoring	10,558	9,245	10,000	10,000	0	0%
Finger Prints	9,819	10,305	0	1,000	1,000	100%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	328	12,053	0	0	0	0%
Rev Courthouse Security	51,650	50,550	53,610	58,010	4,400	8%
Revenue From Jail Commissary	12,000	12,000	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Parole & Probati	0	0	0	125,000	125,000	100%
General Fund Support	2,407,874	2,499,826	2,831,640	2,796,130	(35,510)	- 1%
<b>Total Revenue:</b>	<b>2,585,031</b>	<b>2,680,906</b>	<b>2,970,050</b>	<b>3,063,940</b>	<b>93,890</b>	<b>3%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	1,390,259	1,458,922	1,592,240	1,621,660	29,420	1%
Personnel Benefits	810,010	879,619	988,510	1,136,230	147,720	14%
Material & Supplies	384,762	342,365	389,300	306,050	(83,250)	- 21%
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%
<b>Total Expenditures:</b>	<b>2,585,031</b>	<b>2,680,906</b>	<b>2,970,050</b>	<b>3,063,940</b>	<b>93,890</b>	<b>3%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	3.00	4.00	4.00	4.00	0.00	0%
Deputy Sheriff SR	11.00	10.00	10.00	7.00	(3.00)	- 30%
Deputy Sheriff	6.00	7.00	7.00	11.00	4.00	57%
Control Room Tech.	2.00	2.00	2.00	2.00	0.00	0%
<b>Total Personnel:</b>	<b>23.00</b>	<b>24.00</b>	<b>24.00</b>	<b>25.00</b>	<b>1.00</b>	<b>4%</b>

### Measures

Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Completed bookings	Count	2,424	2,337	2,387	1,034	1,601	2,400
Civilian Fingerprints	Count	681	677	655	315	270	150
Cell Searches	Count	52	19	37	58	49	100
Program Hours	Count	504	247	288	312	277	425
Inmate to Inmate Assaults	Count	11	14	0	5	4	5
Escapes	Count	0	0	0	0	0	0
Inmate to Staff Assaults	Count	1	4	0	2	1	1
Matrix Releases	Count	178	196	360	196	341	200

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Lieutenant	82-1113	87,430	84,456	93,660	95,400	1,740	1%
Sergeant	82-1116	211,872	281,624	315,700	326,750	11,050	3%
Deputy Sheriff SR	82-1515	684,767	667,325	705,440	497,470	(207,970)	- 29%
Deputy Sheriff	82-1520	325,164	341,361	388,990	618,030	229,040	58%
Control Room Tech.	82-1530	81,026	84,157	88,450	84,010	(4,440)	- 5%
Extra Help - Dep. Sheriff	82-1915	17,766	16,530	10,000	10,000	0	0%
Extra Help	82-1941	0	1,699	0	0	0	0%
Overtime	82-1945	105,976	104,896	120,000	120,000	0	0%
Remuneration	82-1947	0	0	0	24,000	24,000	100%
Performance Pay	82-1948	0	0	0	3,820	3,820	100%
F.I.C.A.	82-1950	111,290	116,363	131,750	136,130	4,380	3%
Retirement	82-1955	215,269	228,682	266,870	341,260	74,390	27%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	250,350	273,237	327,030	373,540	46,510	14%
Dental Insurance	82-1965	30,339	32,229	36,160	36,590	430	1%
HSA Contribution	82-1966	30,583	54,583	45,000	45,000	0	0%
Benefits Admin Fees	82-1967	504	555	520	610	90	17%
Life Insurance	82-1970	1,442	1,555	1,370	1,430	60	4%
Salary Continuation Insur	82-1972	2,111	2,306	2,360	2,300	(60)	- 2%
S.A.I.F.	82-1975	32,063	31,954	37,120	39,770	2,650	7%
Unemployment	82-1980	12,318	15,030	10,330	1,780	(8,550)	- 82%
<b>Personnel Services Totals:</b>		<b>2,200,269</b>	<b>2,338,541</b>	<b>2,580,750</b>	<b>2,757,890</b>	<b>177,140</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	3,047	3,294	5,500	5,750	250	4%
Clothing And Uniform Exp.	82-2040	4,212	13,352	15,000	15,000	0	0%
Uniform Cleaning	82-2041	3,311	2,971	3,100	4,000	900	29%
Telephones	82-2070	8,762	8,117	8,000	7,600	(400)	- 5%
Jail Supplies	82-2162	13,463	14,327	15,000	15,000	0	0%
Maintenance - Equipment	82-2260	2,833	2,248	6,000	6,000	0	0%
General Equipment	82-2268	8,491	9,325	10,000	11,000	1,000	10%
Employee Drug Screen	82-2302	120	200	200	200	0	0%
Membership Fees And Dues	82-2370	2,252	2,022	2,500	2,500	0	0%
Books And Periodicals	82-2413	467	22	500	500	0	0%
Justice Benefits	82-2460	1,182	804	500	1,500	1,000	200%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	147,894	160,537	159,000	160,000	1,000	0%
Contract Svcs/Mental Health	82-2484	4,428	6,300	15,000	15,000	0	0%
Physical Exams	82-2505	1,470	2,821	2,500	2,500	0	0%
Publ. And Legal Notices	82-2600	186	0	0	0	0	0%
Jail Beds Lease	82-2635	156,145	87,065	100,000	0	(100,000)	- 100%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	11,191	15,284	17,500	17,500	0	0%

Education And Training	82-2928	3,034	2,293	7,000	7,000	0	0%
Reimbursed Travel Expense	82-2930	7,123	5,591	12,000	15,000	3,000	25%
Electric Monitoring	82-3079	5,150	5,794	10,000	20,000	10,000	100%
<b>Materials &amp; Services Totals:</b>		<b>384,762</b>	<b>342,365</b>	<b>389,300</b>	<b>306,050</b>	<b>(83,250)</b>	<b>- 21%</b>
<b>Capital Outlay</b>							
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>2,585,031</b>	<b>2,680,906</b>	<b>2,970,050</b>	<b>3,063,940</b>	<b>93,890</b>	<b>1.00</b>

# 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

Timeliness of health appraisals has improved.  
Maintained level of reduced dependence on deputies dispersing medications with the inclusion of additional nursing staff.  
Reduced the number of medical emergencies handled by deputies with the inclusion of additional nursing services.  
Reduced the expense for pharmacy and hospital visits.

## 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 a status quo budget with no new staff or programs. Personnel services increases due to standard cost of living increases. Budget remained below the base budget amount.



### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Co. Jail Inmate Fees	4,098	6,161	4,000	5,000	1,000	25%
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%
General Fund Support	311,609	328,787	414,110	408,660	(5,450)	- 1%
<b>Total Revenue:</b>	<b>315,707</b>	<b>334,948</b>	<b>418,110</b>	<b>413,660</b>	<b>(4,450)</b>	<b>- 1%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	135,024	148,175	149,260	129,370	(19,890)	- 13%
Personnel Benefits	54,522	69,196	77,060	92,590	15,530	20%
Material & Supplies	126,160	117,577	191,790	191,700	(90)	- 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%
<b>Total Expenditures:</b>	<b>315,707</b>	<b>334,948</b>	<b>418,110</b>	<b>413,660</b>	<b>(4,450)</b>	<b>- 1%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Clinical Manager	1.00	1.00	1.00	0.00	(1.00)	- 100%
Public Health Nurse II	1.00	1.00	1.00	2.00	1.00	100%
<b>Total Personnel:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Reduce number of medical grievances Count	1	6	4	5	2	5
Maintain Overtime at or below Count	1,298	13,403	3,042	2,637	4,500	4,500
Provide Mental Health Counseling Count	52	64	100	67	100	100
Provide TB Tests Count	510	416	298	140	720	300
Provide formalized medical screening Count	480	416	145	53	240	300

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Clinical Manager	82-1095	76,294	88,347	80,160	0	(80,160)	- 100%
Public Health Nurse	82-1205	0	0	0	0	0	0%
Public Health Nurse I	82-1207	58,730	5,095	0	0	0	0%
Public Health Nurse II	82-1209	0	54,734	69,100	129,370	60,270	87%
Overtime	82-1945	3,042	7,452	10,000	10,000	0	0%
F.I.C.A.	82-1950	10,281	11,597	12,180	10,660	(1,520)	- 12%
Retirement	82-1955	19,772	23,355	23,910	25,300	1,390	5%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	15,301	17,885	23,570	37,670	14,100	59%
Dental Insurance	82-1965	1,780	1,986	2,440	3,820	1,380	56%
HSA Contribution	82-1966	2,250	4,633	3,000	4,000	1,000	33%
Benefits Admin Fees	82-1967	45	45	40	60	20	50%
Life/AD&D Insurance	82-1970	222	204	200	200	0	0%
Salary Continuation Insur	82-1972	288	252	290	270	(20)	- 6%
S.A.I.F.	82-1975	366	405	470	470	0	0%
Unemployment	82-1980	1,174	1,382	960	140	(820)	- 85%
<b>Personnel Services Totals:</b>		<b>189,547</b>	<b>217,371</b>	<b>226,320</b>	<b>221,960</b>	<b>(4,360)</b>	<b>- 1%</b>
<b>Materials &amp; Services</b>							
License And Permit Fees	82-2240	275	125	500	500	0	0%
Med., Dent., & Lab Supp.	82-2340	2,583	868	1,500	0	(1,500)	- 100%
Medical Supplies	82-2345	1,469	2,646	3,000	4,500	1,500	50%
Pharmacy	82-2347	24,700	36,545	45,000	45,000	0	0%
Printing And Reproduction	82-2425	170	245	0	200	200	100%
Contract Personnel	82-2470	27,084	27,432	28,290	29,000	710	2%
Med., Dent., & Lab Ser.	82-2504	69,879	49,591	110,000	108,000	(2,000)	- 1%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	126	1,500	1,500	0	0%
Reimbursed Travel Expense	82-2930	0	0	2,000	3,000	1,000	50%
<b>Materials &amp; Services Totals:</b>		<b>126,160</b>	<b>117,577</b>	<b>191,790</b>	<b>191,700</b>	<b>(90)</b>	<b>- 0%</b>
<b>Total Expenditures:</b>		<b>315,707</b>	<b>334,948</b>	<b>418,110</b>	<b>413,660</b>	<b>(4,450)</b>	<b>1.00</b>

# 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 seven 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 approximately 30,000 hours of community service labor per year.

## Major Accomplishments

The Work Crew did not operate the majority of the fiscal year due to severe staffing shortages.

## 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 no added personnel or programs. Expenditures have increased due to normal cost of living increases and increased cost for health insurance. Revenue remains stable and Parole and Probation has started a program to reimburse 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 within the first quarter of 2017-18.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Corrections Prog Sb1065	23,296	32,425	22,590	25,000	2,410	10%
Community Corrections Revenue	0	0	7,000	5,000	(2,000)	- 28%
Work Crew	3,830	2,037	4,000	2,000	(2,000)	- 50%
Wood Sales	1,630	1,040	2,000	1,500	(500)	- 25%
Miscellaneous Services	5,932	1,012	5,000	2,000	(3,000)	- 60%
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	72,347	94,332	201,060	226,850	25,790	12%
<b>Total Revenue:</b>	<b>107,035</b>	<b>130,846</b>	<b>241,650</b>	<b>262,350</b>	<b>20,700</b>	<b>8%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	64,073	76,241	134,800	137,920	3,120	2%
Personnel Benefits	30,690	47,426	81,550	99,930	18,380	22%
Material & Supplies	12,272	7,179	25,300	24,500	(800)	- 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%
<b>Total Expenditures:</b>	<b>107,035</b>	<b>130,846</b>	<b>241,650</b>	<b>262,350</b>	<b>20,700</b>	<b>8%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Deputy Sheriff SR	1.00	2.00	1.00	2.00	1.00	100%
Deputy Sheriff	1.00	0.00	1.00	0.00	(1.00)	- 100%
<b>Total Personnel:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Inmate Hours provided to B&G	Count	328	102	49	4	0	300
Inmate hours to inter-government agencies	Count	6,373	1,383	1,063	0	0	1,500
Truckloads of wood sold	Count	262	170	102	89	0	200
SAIF Claims	Count	2	1	0	0	0	0
Unauthorized Departures	Count	25	26	45	20	0	25
Inmate Hours Spent on Contracts	Count	1,877	1,106	1,201	0	0	300
Inmate Hours spent on public	Count	738	1,200	3,375	0	0	1,500

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Deputy Sheriff SR	82-1515	49,853	76,241	73,440	137,920	64,480	87%
Deputy Sheriff	82-1520	14,220	0	61,360	0	(61,360)	- 100%
Overtime	82-1945	2,610	6,348	7,200	7,200	0	0%
Remuneration	82-1947	0	0	0	4,500	4,500	100%
F.I.C.A.	82-1950	4,985	5,984	10,860	11,450	590	5%
Retirement	82-1955	10,519	13,503	25,750	27,750	2,000	7%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	8,058	14,833	26,600	37,670	11,070	41%
Dental Insurance	82-1965	1,048	1,834	3,120	3,820	700	22%
HSA Contribution	82-1966	1,500	2,500	4,000	4,000	0	0%
Benefits Admin Fees	82-1967	34	23	20	40	20	100%
Life/AD&D Insurance	82-1970	56	66	110	110	0	0%
Salary Continuation Insur	82-1972	72	84	140	140	0	0%
S.A.I.F.	82-1975	1,266	1,546	2,900	3,100	200	6%
Unemployment	82-1980	542	707	850	150	(700)	- 82%
<b>Personnel Services Totals:</b>		<b>94,763</b>	<b>123,667</b>	<b>216,350</b>	<b>237,850</b>	<b>21,500</b>	<b>9%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	184	0	500	500	0	0%
Clothing And Uniform Exp.	82-2040	98	0	500	500	0	0%
Telephones	82-2070	412	441	700	700	0	0%
Maintenance - Equipment	82-2260	2,162	2,484	5,000	5,000	0	0%
Maintenance S.I.G.	82-2300	0	0	800	800	0	0%
Work Crew Supplies	82-2769	2,550	2,721	2,900	4,000	1,100	37%
Fuel - Equipment	82-2851	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	6,694	1,534	13,500	11,000	(2,500)	- 18%
Education And Training	82-2928	0	0	400	500	100	25%
Reimbursed Travel Expense	82-2930	173	0	1,000	1,500	500	50%
<b>Materials &amp; Services Totals:</b>		<b>12,272</b>	<b>7,179</b>	<b>25,300</b>	<b>24,500</b>	<b>(800)</b>	<b>- 3%</b>
<b>Total Expenditures:</b>		<b>107,035</b>	<b>130,846</b>	<b>241,650</b>	<b>262,350</b>	<b>20,700</b>	<b>1.00</b>

# 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

Tripled delivery of outreach and preparedness events & doubled social media engagements from the previous year.  
 Increased core curriculum-based Teen CERT programs from one to three high schools.  
 Trained over 300 students countywide in Teen CERT.  
 Provided disaster education and planning support to Warrenton, Knappa and Astoria School Districts.  
 Expanded preparedness materials library and created an ordering system for outside agencies.  
 Partnered with 30 local businesses/agencies to distribute 4000 HELP/OK signs to Clatsop County citizens.  
 Provided special event coordination for Hood to Coast Relay.  
 Updated Clatsop County Hazard Analysis to include tornado and cyber attack.  
 Updated Emergency Procedures Guide and evacuation maps for County staff to reflect latest hazard vulnerability analysis.  
 Updated the Clatsop County Emergency Operations Plan (EOP).  
 Conducted Continuity of Government/Operations (COOP/COG) planning for Clatsop County departments.  
 Finalized ambulance service franchise agreement.  
 Hosted second annual fall and spring Basic CERT Training & Exercise at Camp Kiwanilong.  
 Formed Auxiliary Communications volunteer organization and developed training program/manual.  
 Kicked off countywide Shelter & Open Area Assessment project with cities.

## Performance Measures

This will be the third year using performance measures revised to more accurately reflect how the Emergency Management Division aligns activities to support Board, Department and community goals. As reflected in the metrics, Outreach Programs experienced a sharp increase this year-- at the end of first quarter, the number of outreach events had surpassed the total number of events conducted the previous year, and by the end of the second, they had doubled. A scaled back training program (due to lack of participation the previous year) resulted in a decrease in public employees trained, however, volunteer numbers grew significantly largely in part to Teen CERT programs which are now taught as part of mandatory health curriculum at the three high schools within the tsunami inundation zone. Continuing increases in the areas of Advertising, Press Releases and Facebook posts highlight the considerable increase in effort by county emergency management to increase public awareness around issues and opportunities that impact our citizens.

## Budget Highlights

The majority of 2016-17 emergency management projects culminated in the latter half of the year which resulted in the majority of spending occurring between January and June. In addition to previously planned projects, several others were incorporated into our work plan following budget approval: Continuity of Operations Planning (COOP) workshops for county departments, updated evacuation plans and emergency procedures guides for county offices, and unexpected large-scale outreach events in local schools resulted in unanticipated increases to Contractual Services and Printing & Reproduction. This spring, following several years of making due with a series of limited-life state surplus machines, it became necessary to replace the copier/printer at the EOC when all others ceased working adequately. We were able to manage the unanticipated project and equipment costs with savings realized from the mass notification system, deferring certain projects and expenses to the next fiscal year, and investing in a refurbished copier/printer at a lower cost.

Moving into the 2017-18 proposed budget, increases to Printing & Reproduction and Professional Services reflect continued growth of public outreach and education administered by the agency. Outreach efforts in the upcoming year will focus on the readiness of schools, county staff and private sector partners. An anticipated increase to mass notification services was avoided this year when the company provided a discount to try new system features, but the increase will take effect next spring during the renewal period. Using State Homeland Security Grant funds, the County will participate with cities between now and the fall to conducting a comprehensive countywide survey and assessment of all shelters and open areas available for tsunami evacuation, sheltering and mass care. 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. The final phase of the countywide tsunami evacuation sign system is slated for completion by next summer.



### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Homeland Security Grant	0	0	0	30,000	30,000	100%
FEMA Reimbursement	962	2,901	1,100	1,380	280	25%
LEPC Grant	26,925	6,375	0	0	0	0%
EMPG	90,412	75,691	68,180	72,750	4,570	6%
State Radio Project - EOC	0	0	0	0	0	0%
Disaster Assistance	0	0	0	0	0	0%
Revenue from Emerg. Preparedne	0	0	0	31,950	31,950	100%
EMPG - EOC	0	0	0	0	0	0%
National Tsunami Hazard Mitiga	0	10,360	0	0	0	0%
Fees for Services	0	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,465	1,549	0	0	0	0%
Donations	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	152,339	165,303	222,020	160,130	(61,890)	- 27%
<b>Total Revenue:</b>	<b>272,103</b>	<b>262,180</b>	<b>291,300</b>	<b>296,210</b>	<b>4,910</b>	<b>1%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	144,948	130,395	170,920	148,340	(22,580)	- 13%
Personnel Benefits	40,860	36,234	63,070	50,910	(12,160)	- 19%
Material & Supplies	85,632	95,551	57,310	96,960	39,650	69%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	663	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>272,103</b>	<b>262,180</b>	<b>291,300</b>	<b>296,210</b>	<b>4,910</b>	<b>1%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Admin. Services Director	0.30	0.30	0.00	0.00	0.00	0%
Emergency Svc Manager	1.00	1.00	1.00	1.00	0.00	0%
Emergency Svc Coordinator	0.60	0.60	1.20	1.00	(0.20)	- 16%
Network Administrator	0.00	0.00	0.11	0.00	(0.11)	- 100%
<b>Total Personnel:</b>	<b>1.90</b>	<b>1.90</b>	<b>2.31</b>	<b>2.00</b>	<b>(0.31)</b>	<b>- 13%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Public Employees Trained	149	146	105	151	72	
Volunteers Trained	60	38	134	253	300	
Outreach Programs Delivered	9	10	24	18	60	
Volunteer Hours Contributed	858	946	400	635	900	
AuxComm Radio Tests & Exercises	12	15	25	30	18	
Trainings Conducted	14	6	16	8	12	
Number of Exercises or Actual Occurences		4	12	6	7	
Press Releases/Advertisements	12	5	50	17	24	
Number of Facebook Posts	0	2	32	56	112	
Plan Reviews Performed	1	1	7	9	4	

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Admin. Services Director	82-1087	32,711	0	0	0	0	0%
Emergency Svc Manager	82-1124	66,244	75,416	80,980	78,020	(2,960)	- 3%
Emergency Svc Coordinator	82-1125	45,993	54,979	82,970	70,320	(12,650)	- 15%
Staff Assistant	82-1191	0	0	0	0	0	0%
Network Administrator	82-1390	0	0	6,970	0	(6,970)	- 100%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	101	927	0	0	0	0%
Performance Pay	82-1948	0	0	0	3,120	3,120	100%
F.I.C.A.	82-1950	10,793	9,601	13,080	11,770	(1,310)	- 10%
Retirement	82-1955	20,164	16,679	23,230	21,260	(1,970)	- 8%
Medical Waiver	82-1963	0	0	0	2,400	2,400	100%
Medical Insurance	82-1964	4,309	3,897	18,130	6,640	(11,490)	- 63%
Dental Insurance	82-1965	1,358	783	2,000	640	(1,360)	- 68%
HSA Contribution	82-1966	300	0	1,420	900	(520)	- 36%
Benefits Admin Fees	82-1967	43	44	40	60	20	50%
Life Insurance	82-1970	253	222	310	400	90	29%
Salary Continuation Insur	82-1972	377	352	470	430	(40)	- 8%
S.A.I.F.	82-1975	1,987	2,438	3,360	3,140	(220)	- 6%
Unemployment	82-1980	1,174	1,291	1,030	150	(880)	- 85%
<b>Personnel Services Totals:</b>		<b>185,808</b>	<b>166,629</b>	<b>233,990</b>	<b>199,250</b>	<b>(34,740)</b>	<b>- 14%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	4,700	8,458	7,800	7,000	(800)	- 10%
Telephone Notification Support	82-2072	14,220	15,336	14,570	17,060	2,490	17%
Television Cable	82-2075	609	1,005	0	0	0	0%
EOC Utilities	82-2132	3,984	3,017	4,000	4,000	0	0%
Meals Volunteer Workers	82-2135	343	974	1,200	1,200	0	0%
Emerg Serv Supplies	82-2164	150	3,771	1,000	2,000	1,000	100%
Maintenance - Equipment	82-2260	0	3,850	3,000	500	(2,500)	- 83%
Amateur Radios	82-2264	940	4,369	1,500	2,000	500	33%
Software Maintenance	82-2265	0	0	1,300	900	(400)	- 30%
General Equipment	82-2268	5,070	3,793	3,670	5,000	1,330	36%
Membership Fees And Dues	82-2370	375	250	500	200	(300)	- 60%
Office Supplies	82-2410	764	387	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	512	400	400	0	0%
Postage And Freight	82-2419	53	229	300	300	0	0%
Printing And Reproduction	82-2425	638	8,058	3,000	6,970	3,970	132%
Prof And Spec Services	82-2450	920	493	0	1,000	1,000	100%
PC Equipment	82-2455	324	740	320	480	160	50%
Contractual Services	82-2471	22,940	22,000	750	34,450	33,700	4493%
Emerg Training Exercises	82-2779	20,840	9,198	2,000	2,000	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Signs	82-2856	0	0	2,000	2,000	0	0%

Vehicle Maintenance	82-2923	1,459	739	1,500	2,000	500	33%
Education And Training	82-2928	1,040	700	1,000	1,400	400	40%
Reimbursed Travel Expense	82-2930	6,263	7,672	6,500	5,100	(1,400)	- 21%
<b>Materials &amp; Services Totals:</b>		<b>85,632</b>	<b>95,551</b>	<b>57,310</b>	<b>96,960</b>	<b>39,650</b>	<b>69%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	663	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>663</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>272,103</b>	<b>262,180</b>	<b>291,300</b>	<b>296,210</b>	<b>4,910</b>	<b>1.00</b>

# Animal Control

## Mission Statement

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

## 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 successful adoption rate of 90%, year to date is 96%.  
Reduced volunteer injury/incident rate to under 10/year low, no significant injuries to date.  
Finished the dog play yard in cement and had dog water stations added.

## Performance Measures

Increase proactive patrol in rural county communities.  
Improve animal neglect and abuse cases by coordinating with Sheriff's Office Criminal Division.  
Train the new Animal Control Officer through Animal Control/Cruelty Level II.  
Increase assistance to the Criminal Division in conducting livestock cruelty investigations.

## Budget Highlights

This is a status quo budget with no new staff or programs. No increase to Personnel Services. Material and Supplies realize a \$2,000 increase due increased cost for the Temporary Kennel Workers. Revenue will realize a \$2,000 increase primarily from adoption fees.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Dog Licenses	31,415	27,035	30,000	30,000	0	0%
License Deposits	0	625	0	0	0	0%
Other Fines, Pen. & Forf.	165	395	300	300	0	0%
Public Records Request	0	0	0	0	0	0%
Animal Control - Cities	14,616	0	0	0	0	0%
Owner Release Fines	2,890	3,220	3,000	3,000	0	0%
City Impound Fees	680	740	700	350	(350)	- 50%
Dogs Board/sale/penalties	9,625	10,713	9,000	10,000	1,000	11%
Incinerator Revenue	14,870	24,112	18,000	19,000	1,000	5%
Cats	7,065	11,755	11,000	12,000	1,000	9%
Spay/Neuter/Microchip	95	120	0	0	0	0%
Cat penalties/boarding	100	100	100	100	0	0%
Dog Adoptions	9,045	14,480	14,000	14,000	0	0%
Trap Rental	130	110	150	150	0	0%
Intake Donations	0	0	0	0	0	0%
Shelter Food Donations	7,305	9,286	7,000	7,000	0	0%
Shelter Medical Donations	0	0	0	0	0	0%
Grant Revenue	1,600	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	13	0	0	0	0%
Nsf Check Fee	25	0	50	25	(25)	- 50%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	232,949	228,963	272,030	272,115	85	0%
<b>Total Revenue:</b>	<b>332,575</b>	<b>331,665</b>	<b>365,330</b>	<b>368,040</b>	<b>2,710</b>	<b>0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	137,318	136,302	151,260	155,250	3,990	2%
Personnel Benefits	79,804	74,993	88,970	85,740	(3,230)	- 3%
Material & Supplies	115,452	120,370	125,100	127,050	1,950	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%
<b>Total Expenditures:</b>	<b>332,575</b>	<b>331,665</b>	<b>365,330</b>	<b>368,040</b>	<b>2,710</b>	<b>0%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Animal Control Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	0.80	0.80	1.00	1.00	0.00	0%
Animal Control Officer	1.00	1.00	1.00	1.00	0.00	0%
Admin. Support IV	0.80	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>3.60</b>	<b>2.80</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

### Measures

Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Animals Adopted	Count	795	728	515	673	516	600
Criminal cases investigated	Count	200	213	230	232	144	230
# of dog licenses per year	Count	1,650	1,422	1,423	1,400	1,300	1,400
Avg length of stay at shelter in days	Count	27	36	46	43	37	37
Avg response time in hours	Count	12	12	12	12	12	12
Avg # of animals euthanized/monthly	Count	11	2	1	2	1	1

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Animal Control Supervisor	82-1160	59,593	60,849	62,610	64,560	1,950	3%
Staff Assistant	82-1191	0	35,307	45,940	47,090	1,150	2%
Animal Control Officer	82-1670	45,911	40,146	42,710	43,600	890	2%
Admin. Support IV	82-1854	31,814	0	0	0	0	0%
Overtime	82-1945	1,396	955	2,800	2,800	0	0%
F.I.C.A.	82-1950	9,693	9,610	11,790	12,090	300	2%
Retirement	82-1955	16,888	13,975	19,940	25,270	5,330	26%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	42,270	35,876	39,830	33,720	(6,110)	- 15%
Dental Insurance	82-1965	3,795	3,611	4,320	3,090	(1,230)	- 28%
HSA Contribution	82-1966	1,500	6,767	6,000	5,000	(1,000)	- 16%
Benefits Admin Fees	82-1967	47	52	50	70	20	40%
Life Insurance	82-1970	262	254	250	250	0	0%
Salary Continuation Insur	82-1972	323	319	330	340	10	3%
S.A.I.F.	82-1975	2,457	2,161	2,740	2,950	210	7%
Unemployment	82-1980	1,172	1,412	920	160	(760)	- 82%
<b>Personnel Services Totals:</b>		<b>217,122</b>	<b>211,295</b>	<b>240,230</b>	<b>240,990</b>	<b>760</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	294	396	700	700	0	0%
Telephones	82-2070	2,869	3,983	3,300	3,200	(100)	- 3%
Custodial Services - Animal Sh	82-2155	6,499	3,024	7,000	6,500	(500)	- 7%
Custodial Supplies - Animal Sh	82-2156	856	798	2,000	1,500	(500)	- 25%
License And Permit Fees	82-2240	457	447	750	650	(100)	- 13%
Maintenance - Equipment	82-2260	114	93	200	200	0	0%
Software Maintenance	82-2265	2,035	2,048	2,400	2,400	0	0%
Animal Control Maint. S.I.G.	82-2303	4,668	2,644	2,500	4,500	2,000	80%
Membership Fees And Dues	82-2370	50	175	250	250	0	0%
Office Supplies	82-2410	100	83	500	500	0	0%
Books And Periodicals	82-2413	131	135	200	200	0	0%
Postage And Freight	82-2419	1,002	842	1,000	1,000	0	0%
Records And Forms	82-2422	0	0	100	200	100	100%
Printing And Reproduction	82-2425	1,890	3,001	2,000	2,000	0	0%
Contractual Services-Temp Help	82-2492	42,454	49,086	49,000	52,000	3,000	6%
Med., Dent., & Lab Ser.	82-2504	180	572	300	500	200	66%
Neuter/Spay	82-2760	0	50	0	0	0	0%
Shelter Food	82-2765	7,305	9,286	7,000	7,000	0	0%
Shelter Medical	82-2766	0	0	0	0	0	0%
Pound Supplies	82-2810	619	473	500	1,000	500	100%
Euthanasia Supplies	82-2811	0	224	200	200	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	3,289	2,048	5,000	3,000	(2,000)	- 40%
Education And Training	82-2928	2,135	525	1,400	1,350	(50)	- 3%



Reimbursed Travel Expense	82-2930	4,008	1,145	3,800	4,200	400	10%
Utilities Animal Control	82-2963	34,497	39,293	35,000	34,000	(1,000)	- 2%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>115,452</b>	<b>120,370</b>	<b>125,100</b>	<b>127,050</b>	<b>1,950</b>	<b>1%</b>
<b>Total Expenditures:</b>		<b>332,575</b>	<b>331,665</b>	<b>365,330</b>	<b>368,040</b>	<b>2,710</b>	<b>1.00</b>

# 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

Budget includes \$5,000 in General Equipment to replace all lobby furniture which is approaching 20 years of age and is worn out. Due to a \$40,000 donation in 2017 the beginning fund balance is stable and much improved over previous years.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	156,075	153,075	143,800	182,870	39,070	27%
Interest On Investments	819	978	860	1,000	140	16%
Spay/Neuter/Microchip	8,695	9,045	9,000	10,000	1,000	11%
Medication Administered	211	492	400	350	(50)	- 12%
Rev. Refunds & Reim.	46	0	0	0	0	0%
Donations	19,153	22,463	16,000	16,000	0	0%
Donations from Trust Fund	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>184,999</b>	<b>186,053</b>	<b>170,060</b>	<b>210,220</b>	<b>40,160</b>	<b>23%</b>
<b>Total Unappropriated Budget:</b>	<b>153,075</b>	<b>146,337</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>31,924</b>	<b>39,715</b>	<b>170,060</b>	<b>210,220</b>	<b>40,160</b>	<b>23%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	31,924	39,715	54,000	57,000	3,000	5%
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	116,060	153,220	37,160	32%
<b>Total Expenditures:</b>	<b>31,924</b>	<b>39,715</b>	<b>170,060</b>	<b>210,220</b>	<b>40,160</b>	<b>23%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
General Equipment	82-2268	0	3,970	0	10,000	10,000	100%
Maintenance S.I.G.	82-2300	1,281	3,416	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	3,721	3,505	5,000	3,000	(2,000)	- 40%
Neuter/Spay/Microchip	82-2760	3,750	4,985	9,000	9,000	0	0%
Shelter Tests/Vaccine	82-2762	19,068	18,825	20,000	20,000	0	0%
Shelter Supplies	82-2764	2,856	5,014	10,000	10,000	0	0%
Vehicle Maintenance & Use	82-2923	1,221	0	0	0	0	0%
Miscellaneous Expense	82-2929	27	0	5,000	0	(5,000)	- 100%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>31,924</b>	<b>39,715</b>	<b>54,000</b>	<b>57,000</b>	<b>3,000</b>	<b>5%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	116,060	153,220	37,160	32%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>116,060</b>	<b>153,220</b>	<b>37,160</b>	<b>32%</b>
<b>Total Expenditures:</b>		<b>31,924</b>	<b>39,715</b>	<b>170,060</b>	<b>210,220</b>	<b>40,160</b>	<b>1.00</b>

# 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.

## Performance Measures

Maintain 60% on-water patrol hours.  
 Provide educational programs to all schools that support the program.  
 Maintain enhanced U.S.C.G. cooperative patrol program.  
 Provide seven day a week coverage during summer months.

## Budget Highlights

Personnel cost reflect negotiated increases per union contracts as well as cost increases associated with PERS, health care, and tax rates. State Marine Board funding is at the same level as 2016-17. Due to the increased personnel costs for full-time staff the decision was made to eliminate the seasonal Deckhand positions. If we were to continue the Deckhand program the fund would not be able to maintain 25% of operational costs in reserve and due to quarterly funding by the State Marine Board it is critical to maintain necessary 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	98,640	78,847	78,980	86,250	7,270	9%
Interest On Investments	382	353	350	400	50	14%
Sheriff Marine Patrol	257,674	186,928	219,130	219,170	40	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.	3	70	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	21,850	0	0	0	0	0%
Transfer From General	27,200	27,200	27,200	27,200	0	0%
Transfer from Other Funds	4,418	0	0	0	0	0%
<b>Total Revenue:</b>	<b>436,167</b>	<b>319,399</b>	<b>351,660</b>	<b>359,020</b>	<b>7,360</b>	<b>2%</b>
<b>Total Unappropriated Budget:</b>	<b>78,847</b>	<b>83,322</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>357,320</b>	<b>236,076</b>	<b>351,660</b>	<b>359,020</b>	<b>7,360</b>	<b>2%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	123,560	127,168	162,270	141,030	(21,240)	- 13%
Personnel Benefits	53,022	70,136	76,800	87,160	10,360	13%
Material & Supplies	48,889	38,773	54,760	51,700	(3,060)	- 5%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	131,850	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	57,830	79,130	21,300	36%
<b>Total Expenditures:</b>	<b>357,320</b>	<b>236,076</b>	<b>351,660</b>	<b>359,020</b>	<b>7,360</b>	<b>2%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Deputy Sheriff SR	2.00	2.00	2.00	2.00	0.00	0%
<b>Total Personnel:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Boating Inspection conducted	1378	451	355	131	400	300
Citations Issued	33	19	15	3	24	20
On-Water boating hours conducted	1001	723	570.5	862	900	900
Education Programs conducted	7	8	6	4	4	4

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Deputy Sheriff SR	82-1515	65,861	66,813	138,300	141,030	2,730	1%
Deputy Sheriff	82-1520	57,699	60,355	0	0	0	0%
Marine Patrol Asst	82-1892	0	0	23,970	0	(23,970)	- 100%
Overtime	82-1945	4,946	10,623	10,000	10,000	0	0%
Remuneration	82-1947	0	0	0	3,600	3,600	100%
F.I.C.A.	82-1950	9,619	10,182	13,180	11,830	(1,350)	- 10%
Retirement	82-1955	19,919	23,010	24,900	31,790	6,890	27%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	11,156	15,877	17,330	20,070	2,740	15%
Dental Insurance	82-1965	1,943	2,392	2,460	2,480	20	0%
HSA Contribution	82-1966	1,250	3,750	3,000	3,000	0	0%
Benefits Admin Fees	82-1967	42	43	40	60	20	50%
Life Insurance	82-1970	113	113	110	110	0	0%
Salary Continuation Insur	82-1972	144	144	140	140	0	0%
S.A.I.F.	82-1975	2,895	2,730	4,610	3,930	(680)	- 14%
Unemployment	82-1980	996	1,273	1,030	150	(880)	- 85%
<b>Personnel Services Totals:</b>		<b>176,581</b>	<b>197,304</b>	<b>239,070</b>	<b>228,190</b>	<b>(10,880)</b>	<b>- 4%</b>
<b>Materials &amp; Services</b>							
Equipment Reimbursement	82-2039	0	664	500	500	0	0%
Clothing And Uniform Exp.	82-2040	438	720	1,700	1,700	0	0%
Uniform Cleaning	82-2041	0	22	100	100	0	0%
Telephones	82-2070	858	604	1,900	700	(1,200)	- 63%
Insurance	82-2200	4,685	4,205	4,160	4,000	(160)	- 3%
Maintenance - Equipment	82-2260	100	183	500	500	0	0%
Maintenance - Vessel	82-2266	2,562	4,359	3,600	4,000	400	11%
General Equipment	82-2268	2,130	0	3,200	3,200	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	9,469	5,777	11,000	11,000	0	0%
Fuel - Boats	82-2853	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	9,635	3,948	10,000	10,000	0	0%
Education And Training	82-2928	405	130	600	900	300	50%
Reimbursed Travel Expense	82-2930	2,127	1,382	1,000	2,000	1,000	100%
Utilities	82-2960	2,080	2,080	2,500	2,200	(300)	- 12%
Indirect Cost Allocation	82-3210	14,400	14,700	14,000	10,900	(3,100)	- 22%
<b>Materials &amp; Services Totals:</b>		<b>48,889</b>	<b>38,773</b>	<b>54,760</b>	<b>51,700</b>	<b>(3,060)</b>	<b>- 5%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	131,850	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>131,850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	57,830	79,130	21,300	36%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>57,830</b>	<b>79,130</b>	<b>21,300</b>	<b>36%</b>



Total Expenditures:		357,320	236,076	351,660	359,020	7,360	1.00
---------------------	--	---------	---------	---------	---------	-------	------

# 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	35,466	31,928	25,000	0	(25,000)	- 100%
Telephone Revenue	45,502	41,804	0	0	0	0%
Telephone Reimbursement	0	0	0	0	0	0%
Interest On Investments	151	146	0	0	0	0%
Commissary Reimbursement	22,863	22,400	0	0	0	0%
Commissary Revenue	2,751	4,385	0	0	0	0%
Facility PAK Sales	1,047	1,118	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>107,780</b>	<b>101,781</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>31,928</b>	<b>19,707</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>75,852</b>	<b>82,075</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	<b>- 100%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	12,000	12,000	0	0	0	0%
Material & Supplies	63,852	70,075	25,000	0	(25,000)	- 100%
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%
<b>Total Expenditures:</b>	<b>75,852</b>	<b>82,075</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	<b>- 100%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Personnel Services	82-1985	12,000	12,000	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Television Cable	82-2075	2,624	2,172	0	0	0	0%
Law Library	82-2085	3,045	3,260	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
General Equipment	82-2268	119	0	0	0	0	0%
Office Supplies	82-2410	105	110	0	0	0	0%
Books And Periodicals	82-2413	392	1,100	0	0	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Commissary Supplies	82-2768	2,493	2,358	0	0	0	0%
Commissary Orders	82-2800	21,259	22,768	0	0	0	0%
Phone Cards	82-2805	32,814	36,207	0	0	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	25,000	0	(25,000)	- 100%
Indirect Cost Allocation	82-3210	1,000	2,100	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>63,852</b>	<b>70,075</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	<b>0%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer To General Fund	82-8001	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>75,852</b>	<b>82,075</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	<b>-1.00</b>

# 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 and intervention 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 apprehension, processing, supervision and accountability of youth offenders 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

For the second consecutive year, the juvenile department continued to provide a skill development group for higher risk probation youth under supervision and residing in the county. Additionally, the juvenile department, in continuing juvenile crime prevention efforts, worked with a local middle school to provide a skill development group for non-offending high risk youth.

## Budget Highlights

The OYA Basic revenue is being removed from the Juvenile Department budget and will be reallocated in the Juvenile Crime Prevention org unit.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
JCP Basic/Diversion	26,750	42,115	42,120	0	(42,120)	- 100%
Probation Fees	1,208	763	500	500	0	0%
Work Crew	0	2,775	2,000	2,000	0	0%
OCF Grant - B Ruppel	0	0	39,000	13,000	(26,000)	- 66%
Revenue Refunds & Reimbursemen	238	31	0	0	0	0%
Admin Services Fees	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	38,441	0	0	0	0	0%
General Fund Support	624,285	710,679	807,820	846,590	38,770	4%
<b>Total Revenue:</b>	<b>690,922</b>	<b>756,363</b>	<b>891,440</b>	<b>862,090</b>	<b>(29,350)</b>	<b>- 3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	332,359	426,440	437,290	449,800	12,510	2%
Personnel Benefits	144,329	183,108	199,750	228,760	29,010	14%
Material & Supplies	214,234	146,815	215,400	170,530	(44,870)	- 20%
Special Payments	0	0	39,000	13,000	(26,000)	- 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%
<b>Total Expenditures:</b>	<b>690,922</b>	<b>756,363</b>	<b>891,440</b>	<b>862,090</b>	<b>(29,350)</b>	<b>- 3%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	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	1.15	1.16	1.16	1.16	0.00	0%
Juvenile Counselor III	1.00	0.00	0.00	0.00	0.00	0%
Juvenile Counselor II	2.42	3.42	3.42	3.42	0.00	0%
<b>Total Personnel:</b>	<b>6.57</b>	<b>6.58</b>	<b>6.58</b>	<b>6.58</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
# of Police Reports received/processed	414	322	415	325	320	325
# of youth supervised (formal&informal)	438	399	160	147	165	165
# of petitions filed (includes PV's)	157	153	170	180	150	150
# of court appearances	461	360	372	310	225	275
# of risk assessments	156	98	80	80	60	80
Detention admissions	185	133	112	80	80	80

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Juvenile Director	82-1074	79,580	91,217	98,540	105,440	6,900	7%
Juvenile Detention Supervisor	82-1078	56,760	59,764	62,270	65,830	3,560	5%
Staff Assistant	82-1191	51,008	52,153	53,010	54,620	1,610	3%
Juvenile Counselor III	82-1455	4,993	0	0	0	0	0%
Juvenile Counselor II	82-1460	140,018	223,306	223,470	223,910	440	0%
Juvenile Counselor	82-1465	0	0	0	0	0	0%
Extra Help	82-1941	6,197	2,933	5,000	5,000	0	0%
Overtime	82-1945	1,040	0	15,000	15,000	0	0%
Performance Pay	82-1948	0	0	0	4,220	4,220	100%
F.I.C.A.	82-1950	25,224	31,839	34,980	36,500	1,520	4%
Retirement	82-1955	44,685	58,542	62,830	83,650	20,820	33%
Medical Waiver	82-1963	0	0	0	3,100	3,100	100%
Medical Insurance	82-1964	48,449	60,885	54,420	57,290	2,870	5%
Dental Insurance	82-1965	4,979	6,501	6,090	5,640	(450)	- 7%
HSA Contribution	82-1966	3,833	9,846	8,840	8,000	(840)	- 9%
Benefits Admin Fees	82-1967	114	119	120	140	20	16%
Life Insurance	82-1970	481	586	550	550	0	0%
Salary Continuation Insur	82-1972	614	712	730	740	10	1%
S.A.I.F.	82-1975	5,888	7,153	8,450	8,450	0	0%
Unemployment	82-1980	2,826	3,993	2,740	480	(2,260)	- 82%
<b>Personnel Services Totals:</b>		<b>476,688</b>	<b>609,548</b>	<b>637,040</b>	<b>678,560</b>	<b>41,520</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	3,157	2,962	2,800	2,800	0	0%
Maintenance - Equipment	82-2260	2,815	181	1,800	1,200	(600)	- 33%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Membership Fees And Dues	82-2370	1,236	1,196	1,300	1,300	0	0%
Office Supplies	82-2410	1,882	2,973	2,500	2,000	(500)	- 20%
Books And Periodicals	82-2413	0	560	500	500	0	0%
Postage And Freight	82-2419	528	511	600	500	(100)	- 16%
Printing And Reproduction	82-2425	2,034	2,661	3,000	2,500	(500)	- 16%
Contractual Services	82-2471	92,043	75	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	93,034	121,538	183,000	140,880	(42,120)	- 23%
Pysc. Evaluations	82-2494	0	0	1,000	1,200	200	20%
U.A. Testing	82-2506	3,995	2,900	4,000	3,000	(1,000)	- 25%
Youth Investment	82-2529	0	43	500	500	0	0%
Publi. And Legal Notices	82-2600	0	0	300	250	(50)	- 16%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Work Crew Supplies	82-2769	0	2,400	1,000	1,500	500	50%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Supplemental Detention Costs	82-2910	1,440	1,061	2,000	2,000	0	0%
Detention Vehicle Maint & Use	82-2922	118	337	1,500	1,200	(300)	- 20%
Vehicle Maintenance & Use	82-2923	7,831	5,038	3,500	3,500	0	0%



Education And Training	82-2928	934	910	2,000	2,000	0	0%
Reimbursed Travel Expense	82-2930	2,780	1,470	3,000	3,100	100	3%
OYA Flex Fund	82-2966	0	0	0	0	0	0%
Electronic Monitoring	82-3079	407	0	1,000	500	(500)	- 50%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>214,234</b>	<b>146,815</b>	<b>215,400</b>	<b>170,530</b>	<b>(44,870)</b>	<b>- 20%</b>
<b>Special Payments</b>							
OCF Grant - B Ruppel	82-3055	0	0	39,000	13,000	(26,000)	- 66%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>39,000</b>	<b>13,000</b>	<b>(26,000)</b>	<b>- 66%</b>
<b>Capital Outlay</b>							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>690,922</b>	<b>756,363</b>	<b>891,440</b>	<b>862,090</b>	<b>(29,350)</b>	<b>1.00</b>

# 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 cognitive based skill building groups for probation youth, individualized services for probation youth and skill building groups for non-offending at-risk youth.

## Major Accomplishments

Although a long time juvenile counselor who had facilitated groups for the department left employment with the County, we were able to continue the facilitation of a life skills group for high risk probation youth residing in the community by contracting with a local therapist. We also reconnected with local middle schools and began providing a skill building group to non-offending 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.

## Budget Highlights

After having split OYA JCP Basic/Diversion funds between the Juvenile Crime Prevention and the Juvenile Department funds/org units, they will both be coming into Juvenile Crime Prevention as revenue as they had in previous years.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	41,940	45,503	37,840	38,220	380	1%
Interest On Investments	220	214	0	0	0	0%
OYA Flex Fund	1,146	2,515	4,750	4,040	(710)	- 14%
JAIBG Grant	1,157	0	0	0	0	0%
Youth Investment	10,375	0	0	0	0	0%
Family Support Services	2,711	0	0	0	0	0%
Early Learning Council	0	0	0	0	0	0%
Juv Crime Prevent	38,774	0	0	17,080	17,080	100%
JCP Basic/Diversion	56,523	32,240	35,740	68,440	32,700	91%
Comm On Children & Family	0	0	0	0	0	0%
Work Crew	5,460	0	0	0	0	0%
Program Services	0	0	0	0	0	0%
Franchise Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	120	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	10,847	0	0	0	0	0%
<b>Total Revenue:</b>	<b>169,153</b>	<b>80,591</b>	<b>78,330</b>	<b>127,780</b>	<b>49,450</b>	<b>63%</b>
<b>Total Unappropriated Budget:</b>	<b>45,504</b>	<b>39,124</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>123,649</b>	<b>41,467</b>	<b>78,330</b>	<b>127,780</b>	<b>49,450</b>	<b>63%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	80,913	21,162	21,330	11,970	(9,360)	- 43%
Personnel Benefits	32,080	10,362	10,290	4,970	(5,320)	- 51%
Material & Supplies	10,657	9,943	12,110	70,610	58,500	483%
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	34,600	40,230	5,630	16%
<b>Total Expenditures:</b>	<b>123,649</b>	<b>41,467</b>	<b>78,330</b>	<b>127,780</b>	<b>49,450</b>	<b>63%</b>

## Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Juvenile Counselor	1.33	0.33	0.33	0.20	(0.13)	- 39%
<b>Total Personnel:</b>	<b>1.33</b>	<b>0.33</b>	<b>0.33</b>	<b>0.20</b>	<b>(0.13)</b>	<b>- 39%</b>

**Measures**

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Skill Building Groups			44	50	56	75

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Juvenile Counselor II	82-1460	80,913	21,162	21,330	11,970	(9,360)	- 43%
Juvenile Counselor	82-1465	0	0	0	0	0	0%
Extra Help - A.S. III	82-1940	0	0	0	0	0	0%
Overtime	82-1945	440	0	600	600	0	0%
F.I.C.A.	82-1950	6,049	1,533	1,680	980	(700)	- 41%
Retirement	82-1955	9,903	2,320	2,400	2,800	400	16%
Medical Waiver	82-1963	0	0	0	240	240	100%
Medical Insurance	82-1964	12,274	4,527	3,890	0	(3,890)	- 100%
Dental Insurance	82-1965	1,043	414	400	0	(400)	- 100%
HSA Contribution	82-1966	0	666	660	0	(660)	- 100%
Benefits Admin Fees	82-1967	28	27	30	40	10	33%
Life Insurance	82-1970	108	16	30	20	(10)	- 33%
Salary Continuation Insur	82-1972	102	39	20	10	(10)	- 50%
S.A.I.F.	82-1975	983	217	450	270	(180)	- 40%
Unemployment	82-1980	1,148	604	130	10	(120)	- 92%
<b>Personnel Services Totals:</b>		<b>112,992</b>	<b>31,524</b>	<b>31,620</b>	<b>16,940</b>	<b>(14,680)</b>	<b>- 46%</b>
<b>Materials &amp; Services</b>							
Basic Services	82-2138	0	0	0	33,320	33,320	100%
Program Activity	82-2142	1,245	569	600	1,500	900	150%
Diversion Services	82-2146	0	0	0	28,280	28,280	100%
Insurance	82-2200	609	302	360	400	40	11%
Office Supplies	82-2410	49	0	100	100	0	0%
Postage And Freight	82-2419	0	0	50	50	0	0%
Printing And Reproduction	82-2425	0	0	100	100	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	0	0	0	0	0	0%
CCF CADY Grant	82-2528	0	0	0	0	0	0%
Early Learning Council	82-2531	0	0	0	0	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	340	66	350	200	(150)	- 42%
Reimbursed Travel Expense	82-2930	126	319	400	220	(180)	- 45%
OYA Flex Fund	82-2966	2,174	2,587	4,750	4,040	(710)	- 14%
Program Services	82-3040	15	0	0	0	0	0%
Indirect Cost Allocation	82-3210	6,100	6,100	5,400	2,400	(3,000)	- 55%
<b>Materials &amp; Services Totals:</b>		<b>10,657</b>	<b>9,943</b>	<b>12,110</b>	<b>70,610</b>	<b>58,500</b>	<b>483%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	34,600	40,230	5,630	16%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>34,600</b>	<b>40,230</b>	<b>5,630</b>	<b>16%</b>

Total Expenditures:		123,649	41,467	78,330	127,780	49,450	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, Lexis, and other materials.

## Performance Measures

Improved communication with law library users regarding utilization.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	40,274	17,414	16,160	23,480	7,320	45%
Court Fine & Fee	45,912	48,236	48,240	48,240	0	0%
Interest On Investments	172	230	300	400	100	33%
Copy Fees	23	21	50	50	0	0%
Franchise Fees	0	0	90	90	0	0%
Rev. Refunds & Reim.	0	44	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	339	0	0	0	0	0%
<b>Total Revenue:</b>	<b>86,720</b>	<b>65,945</b>	<b>64,840</b>	<b>72,260</b>	<b>7,420</b>	<b>11%</b>
<b>Total Unappropriated Budget:</b>	<b>17,414</b>	<b>15,843</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>69,306</b>	<b>50,102</b>	<b>64,840</b>	<b>72,260</b>	<b>7,420</b>	<b>11%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	16,729	9,151	9,700	8,980	(720)	- 7%
Personnel Benefits	6,102	4,346	4,330	3,140	(1,190)	- 27%
Material & Supplies	46,475	36,605	34,750	36,850	2,100	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	16,060	23,290	7,230	45%
<b>Total Expenditures:</b>	<b>69,306</b>	<b>50,102</b>	<b>64,840</b>	<b>72,260</b>	<b>7,420</b>	<b>11%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Juvenile Counselor II	0.25	0.15	0.15	0.15	0.00	0%
<b>Total Personnel:</b>	<b>0.25</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.00</b>	<b>0%</b>



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Staff Assistant	82-1191	0	0	0	0	0	0%
Juvenile Counselor II	82-1460	16,729	9,151	9,700	8,980	(720)	- 7%
Juvenile Counselor	82-1465	0	0	0	0	0	0%
Overtime	82-1945	334	0	0	0	0	0%
F.I.C.A.	82-1950	1,241	663	740	700	(40)	- 5%
Retirement	82-1955	2,076	1,002	1,060	2,040	980	92%
Medical Waiver	82-1963	0	0	0	180	180	100%
Medical Insurance	82-1964	1,824	1,958	1,770	0	(1,770)	- 100%
Dental Insurance	82-1965	149	179	180	0	(180)	- 100%
HSA Contribution	82-1966	0	288	300	0	(300)	- 100%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life Insurance	82-1970	24	12	10	10	0	0%
Salary Continuation Insur	82-1972	23	11	10	10	0	0%
S.A.I.F.	82-1975	315	173	200	190	(10)	- 5%
Unemployment	82-1980	116	59	60	10	(50)	- 83%
<b>Personnel Services Totals:</b>		<b>22,831</b>	<b>13,497</b>	<b>14,030</b>	<b>12,120</b>	<b>(1,910)</b>	<b>- 13%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	206	165	200	200	0	0%
Maintenance - Equipment	82-2260	113	0	500	300	(200)	- 40%
Office Supplies	82-2410	0	7	200	150	(50)	- 25%
Books And Periodicals	82-2413	30,411	24,854	22,500	26,500	4,000	17%
Postage And Freight	82-2419	1,432	220	400	300	(100)	- 25%
Printing And Reproduction	82-2425	9	11	100	100	0	0%
LAN Equipment	82-2455	0	0	500	0	(500)	- 100%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Education And Training	82-2928	3	148	0	250	250	100%
Reimbursed Travel Expense	82-2930	0	0	150	150	0	0%
Indirect Cost Allocation	82-3210	14,300	11,200	10,200	8,900	(1,300)	- 12%
<b>Materials &amp; Services Totals:</b>		<b>46,475</b>	<b>36,605</b>	<b>34,750</b>	<b>36,850</b>	<b>2,100</b>	<b>6%</b>
<b>Capital Outlay</b>							
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	16,060	23,290	7,230	45%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>16,060</b>	<b>23,290</b>	<b>7,230</b>	<b>45%</b>
<b>Total Expenditures:</b>		<b>69,306</b>	<b>50,102</b>	<b>64,840</b>	<b>72,260</b>	<b>7,420</b>	<b>1.00</b>

# 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 Parole and Probation Division is also responsible for conducting pre-sentence investigations for the Circuit Court.

## Major Accomplishments

Trained and deployed four new Parole and Probation deputies.  
Supervision of 375 offenders in accordance with State mandates.  
Subsidized substance abuse/ mental health treatment for an average of 50 high/med risk offenders per month.  
Reduced subsidized treatment costs by ensuring provider contracted with OHP/GOBI.

## 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.  
Continue to develop, implement and evaluate Justice Reinvestment Programs.

**Budget Highlights**

Parole and Probation Division is adding a Pre-Trial and Alternative Custody program that will address the release of pre-trial and convicted inmates from the jail to alternative programs such as electronic monitoring, work crew, day reporting. Parole and Probation will add a Pre-Trial Release Specialist who will work with the courts to identify eligible inmates for release prior to trial. Parole and Probation will fund one additional Corrections Deputy who will actively supervise inmates released to alternative programs. The program is funded through Justice Reinvestment and State Grant in Aid dollars. Overall expenditures have decreased by \$121,970 in part due to increased use of Oregon Health Plan funding for treatment and the elimination of the rented Tillamook County Jail beds.

Year to year revenue will be reduced by \$123,180 due to reduced funding from the Drug Court and Mental Health Treatment grants. This is partially offset by increased usage of Oregon Health Plan dollars to fund treatment services. Furthermore, the funding formula for both grants has changed that in turn led to decreased grant revenue. Overall revenue has increased by \$335,350 primarily due to a healthy and stable beginning fund balance.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	923,201	1,118,603	1,284,190	1,659,200	375,010	29%
Interest On Investments	5,454	9,355	5,500	16,000	10,500	190%
Drug Court Grant	163,509	168,101	168,630	98,550	(70,080)	- 41%
Justice Reinvestment Program	0	231,022	231,030	231,030	0	0%
Alt. Incarceration Prog.	3,701	8,649	1,000	8,650	7,650	765%
M 57 Treatment Funds	64,043	127,996	0	64,000	64,000	100%
CJC Mental Hlth Grant	167,657	146,064	148,000	94,900	(53,100)	- 35%
Comm. Correct. Act Reimb.	1,368,259	1,533,791	1,533,790	1,533,790	0	0%
Welfare Subsidy Revenue	4,457	4,467	4,460	4,460	0	0%
Fees For Supervision	104,539	85,972	100,000	80,000	(20,000)	- 20%
Drug Court	1,036	610	0	350	350	100%
DNA	377	353	250	250	0	0%
Compact Fee	1,940	2,650	1,500	2,000	500	33%
ADES Assessment	450	150	0	0	0	0%
DV Treatment	320	0	200	200	0	0%
Urinalysis Fee	8,077	6,637	4,000	5,700	1,700	42%
Alcohol/Drug TX	7,855	940	2,500	500	(2,000)	- 80%
Community Service Fee	735	2,235	500	800	300	60%
TC Resident Fee	326	0	0	0	0	0%
Polygraph - Sex Offender	2,848	1,767	2,000	1,500	(500)	- 25%
Polygraph - DV Offender	550	484	500	250	(250)	- 50%
Sex Offender Treatment	970	4,555	200	17,000	16,800	8400%
Electronic Monitoring	6,370	3,036	5,000	8,000	3,000	60%
Subsidy Reimbursement	855	1,186	500	600	100	20%
Rev. Refunds & Reim.	568	274	200	120	(80)	- 40%
Nsf Check Fee	50	25	50	0	(50)	- 100%
Miscellaneous Revenue	8	0	0	0	0	0%
Equip. Auction & Sales	0	277	500	2,000	1,500	300%
Transfer from Other Funds	14,286	0	0	0	0	0%
Transfer from Bond Reserve Fun	324	0	0	0	0	0%
<b>Total Revenue:</b>	<b>2,852,766</b>	<b>3,459,197</b>	<b>3,494,500</b>	<b>3,829,850</b>	<b>335,350</b>	<b>9%</b>
<b>Total Unappropriated Budget:</b>	<b>1,118,604</b>	<b>1,543,995</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>1,734,162</b>	<b>1,915,202</b>	<b>3,494,500</b>	<b>3,829,850</b>	<b>335,350</b>	<b>9%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	637,291	675,598	814,450	796,960	(17,490)	- 2%
Personnel Benefits	313,367	329,123	436,680	474,870	38,190	8%
Material & Supplies	231,302	367,015	579,450	425,350	(154,100)	- 26%
Special Payments	477,602	486,384	587,960	403,250	(184,710)	- 31%
Debt Service	0	0	0	0	0	0%
Capital Outlay	74,600	57,082	0	68,800	68,800	0%
Transfer Out	0	0	0	127,000	127,000	0%
Contingency	0	0	1,075,960	1,533,620	457,660	42%
<b>Total Expenditures:</b>	<b>1,734,162</b>	<b>1,915,202</b>	<b>3,494,500</b>	<b>3,829,850</b>	<b>335,350</b>	<b>9%</b>

## Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	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	1.00	0.00	(1.00)	- 100%
Staff Assistant	1.50	1.50	2.00	1.00	(1.00)	- 50%
Pre-Trial Release Specialist	0.00	0.00	0.00	1.00	1.00	100%
Corrections Counselor	2.00	3.00	5.00	5.00	0.00	0%
Corrections Counsel II	4.00	3.00	2.00	2.00	0.00	0%
Accountant II	0.00	0.00	0.00	1.00	1.00	100%
<b>Total Personnel:</b>	<b>10.60</b>	<b>10.60</b>	<b>12.10</b>	<b>12.10</b>	<b>0.00</b>	<b>0%</b>

## Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Daily Avg of felony offenders on supervision	391	390	400	401	375	375
Avg # of offenders receive sub.abuse txt	75	70	90	68	125	125
Monthly avg txt & programing provided	95	135	150	140	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	30%	40%	45%	36%	40%	40%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Chief Deputy Sheriff	82-1110	10,142	10,390	10,760	11,290	530	4%
Lieutenant	82-1113	90,993	93,208	95,480	100,420	4,940	5%
Sergeant	82-1116	70,265	79,335	82,500	84,870	2,370	2%
Administrative Assistant	82-1118	58,408	59,714	61,060	0	(61,060)	- 100%
Staff Assistant	82-1191	65,621	67,234	109,580	47,090	(62,490)	- 57%
Pre-Trial Release Specialist	82-1429	0	0	0	43,780	43,780	100%
Corrections Counselor	82-1430	107,678	202,980	308,190	307,010	(1,180)	- 0%
Corrections Counsel II	82-1431	234,185	162,737	146,880	141,440	(5,440)	- 3%
Accountant II	82-1848	0	0	0	61,060	61,060	100%
Overtime	82-1945	17,780	18,254	20,000	20,000	0	0%
Remuneration	82-1947	0	0	0	13,440	13,440	100%
Performance Pay	82-1948	0	0	0	4,470	4,470	100%
F.I.C.A.	82-1950	48,222	50,900	63,830	63,870	40	0%
Retirement	82-1955	99,525	101,253	139,490	168,620	29,130	20%
Medical Waiver	82-1963	0	0	0	1,200	1,200	100%
Medical Insurance	82-1964	107,724	105,812	152,970	150,640	(2,330)	- 1%
Dental Insurance	82-1965	11,485	11,984	17,660	15,970	(1,690)	- 9%
HSA Contribution	82-1966	10,733	21,833	21,200	18,200	(3,000)	- 14%
Benefits Admin Fees	82-1967	207	214	210	240	30	14%
Life Insurance	82-1970	731	768	1,010	830	(180)	- 17%
Salary Continuation Insur	82-1972	1,077	1,136	1,180	1,140	(40)	- 3%
S.A.I.F.	82-1975	10,307	10,626	14,120	15,420	1,300	9%
Unemployment	82-1980	5,576	6,343	5,010	830	(4,180)	- 83%
<b>Personnel Services Totals:</b>		<b>950,658</b>	<b>1,004,721</b>	<b>1,251,130</b>	<b>1,271,830</b>	<b>20,700</b>	<b>1%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	3,347	2,955	4,000	4,500	500	12%
Safety Equipment	82-2045	3,059	8,223	5,000	3,500	(1,500)	- 30%
Telephones	82-2070	6,469	10,445	8,000	8,000	0	0%
Program Supplies	82-2140	60	400	2,000	1,000	(1,000)	- 50%
Custodial Supplies	82-2160	1,211	1,628	1,500	500	(1,000)	- 66%
Custodial Services	82-2161	7,000	7,134	7,000	0	(7,000)	- 100%
Insurance	82-2200	9,723	11,544	13,450	18,050	4,600	34%
Maintenance - Equipment	82-2260	781	995	2,000	2,000	0	0%
Maintenance S.I.G.	82-2300	795	20,443	5,000	5,000	0	0%
Employee Drug Screen	82-2302	0	120	100	100	0	0%
Membership Fees And Dues	82-2370	70	1,205	2,000	2,500	500	25%
Office Supplies	82-2410	3,375	5,438	4,000	4,500	500	12%
Books And Periodicals	82-2413	40	560	1,000	500	(500)	- 50%
Postage And Freight	82-2419	1,403	1,919	2,000	2,500	500	25%
Records And Forms	82-2422	0	0	0	200	200	100%
Printing And Reproduction	82-2425	1,282	962	1,500	2,000	500	33%
Office Furniture & Equipment	82-2454	364	25,333	10,000	8,000	(2,000)	- 20%

PC Equipment	82-2455	1,985	3,365	5,000	5,000	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Physical Exams	82-2505	581	1,553	700	700	0	0%
U.A. Testing	82-2506	7,444	7,488	7,000	7,000	0	0%
Polygraph	82-2521	0	0	1,000	500	(500)	- 50%
Psycho-Sexual Evaluations	82-2522	0	0	10,000	10,000	0	0%
Cognitive Treatment Svcs	82-2523	0	0	20,000	10,000	(10,000)	- 50%
Justice Reinvestment Programs	82-2524	0	42,274	176,000	125,000	(51,000)	- 28%
Offender Subsidy Expense	82-2525	0	0	6,000	3,000	(3,000)	- 50%
Publi. And Legal Notices	82-2600	0	0	100	500	400	400%
Jail Beds Lease	82-2635	75,075	73,260	125,000	0	(125,000)	- 100%
Rts. & Lea. - S., I. & G.	82-2670	0	36,000	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	15,806	7,876	20,000	20,000	0	0%
Education And Training	82-2928	2,299	2,598	7,000	7,000	0	0%
Miscellaneous Expense	82-2929	34	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	7,143	7,491	11,200	11,200	0	0%
Utilities	82-2960	15,557	12,353	0	0	0	0%
Electronic Monitoring	82-3079	4,500	2,294	20,000	20,000	0	0%
Refunds and Returns	82-3204	0	760	100	100	0	0%
Indirect Cost Allocation	82-3210	61,900	70,400	101,800	142,500	40,700	39%
<b>Materials &amp; Services Totals:</b>		<b>231,302</b>	<b>367,015</b>	<b>579,450</b>	<b>425,350</b>	<b>(154,100)</b>	<b>- 26%</b>
<b>Special Payments</b>							
DV Polygraph	82-3002	1,800	400	3,000	3,000	0	0%
Client Emergency Expenses	82-3003	1,419	750	0	0	0	0%
DV Indigent Treatment	82-3004	639	940	20,000	15,000	(5,000)	- 25%
M 57 Treatment	82-3010	29,435	25,795	50,000	20,000	(30,000)	- 60%
M 57 UA Testing	82-3011	2,620	2,483	10,000	5,000	(5,000)	- 50%
M 57 Sanctions	82-3012	26,740	38,120	30,000	40,000	10,000	33%
M 57 Supplies/Incentives	82-3013	324	1,555	2,000	1,000	(1,000)	- 50%
Drug Court Incentives	82-3020	65	0	0	0	0	0%
Welfare Subsidy Expense	82-3030	2,136	3,395	4,460	7,000	2,540	56%
Treatment/Transition Funds	82-3031	23,296	13,182	20,000	20,000	0	0%
Adult Drug Court Travel/Train	82-3060	5,147	4,160	5,000	7,000	2,000	40%
Adult Drug Court Program Supp.	82-3061	838	1,039	2,000	1,500	(500)	- 25%
Adult Drug Court Incentives	82-3062	1,114	1,187	3,000	3,000	0	0%
Adult Drug Court UA Testing	82-3063	3,728	3,381	8,000	5,000	(3,000)	- 37%
Adult Drug Court UA Supplies	82-3064	14,453	16,420	20,000	15,000	(5,000)	- 25%
Treatment Court Travel/Trainin	82-3070	4,251	3,360	5,000	7,000	2,000	40%
Treatment Court Program Suppli	82-3071	172	0	1,000	750	(250)	- 25%
Treatment Court Incentives	82-3072	615	765	1,500	1,000	(500)	- 33%
Treatment Court UA Testing	82-3073	4,637	3,954	7,000	4,000	(3,000)	- 42%
Treatment Court UA Supplies	82-3074	4,366	9,249	10,000	5,000	(5,000)	- 50%
Treatment Court MH Treatment	82-3075	163,662	164,000	164,000	75,000	(89,000)	- 54%
Drug Court Treatment	82-3082	172,828	173,410	174,000	75,000	(99,000)	- 56%
Sex Offender Eval & Treat	82-3083	5,778	7,729	20,000	45,000	25,000	125%
Sex Offender Polygraph	82-3090	6,340	5,410	8,000	8,000	0	0%

Subsidy Housing	82-3095	1,200	5,700	20,000	40,000	20,000	100%
<b>Special Payments Totals:</b>		<b>477,602</b>	<b>486,384</b>	<b>587,960</b>	<b>403,250</b>	<b>(184,710)</b>	<b>- 31%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Automotive Equipment	82-4200	66,500	57,082	0	68,800	68,800	100%
Office Equipment	82-4300	8,100	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>74,600</b>	<b>57,082</b>	<b>0</b>	<b>68,800</b>	<b>68,800</b>	<b>100%</b>
<b>Transfers Out</b>							
Trans To Special Projects	82-8100	0	0	0	2,000	2,000	100%
Trans To Corrections Division	82-8103	0	0	0	125,000	125,000	100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>127,000</b>	<b>127,000</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	1,075,960	1,533,620	457,660	42%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,075,960</b>	<b>1,533,620</b>	<b>457,660</b>	<b>42%</b>
<b>Total Expenditures:</b>		<b>1,734,162</b>	<b>1,915,202</b>	<b>3,494,500</b>	<b>3,829,850</b>	<b>335,350</b>	<b>1.00</b>



### Parole & Probation Transport Vehicle

Department Priority:	1														
Location:	1191 SE 19th Warrenton														
Link to Other Project(s):															
Description:	Four Wheel Drive full size Transport Vehicle														
Justification:	The current transport vehicle has will have over 130,000 at time of replacement and is 2WD only. The lack of 4WD impedes the Parole and Probation Division's ability to provide services in the rural county during inclement weather months. The mileage of the current vehicle is at a point where expensive repairs can be expected.														
Alternatives:	Continue to use the current vehicle that does not meet the needs of the division and incur expected major system repairs for suspension, transmission and engine.														
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: 35,000 Installation Fee: 6,800 Trade in Credit: 0 <b>Net Cost: 41,800</b>	<table border="1"> <thead> <tr> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td>35,000</td> <td>35,000</td> </tr> <tr> <td>6,800</td> <td>6,800</td> </tr> <tr> <td>0</td> <td>0</td> </tr> <tr> <td><b>41,800</b></td> <td><b>41,800</b></td> </tr> </tbody> </table>	Total				35,000	35,000	6,800	6,800	0	0	<b>41,800</b>	<b>41,800</b>
Total															
35,000	35,000														
6,800	6,800														
0	0														
<b>41,800</b>	<b>41,800</b>														

### Parole & Probation Field Vehicle

Department Priority:	2														
Location:	1190 SE 19th, Warrenton														
Link to Other Project(s):															
Description:	Parole and Probation Field Vehicle														
Justification:	The current vehicle is an 2007 Dodge Durango which will have over 110,000 miles at the time of replacement. If history with the Durango's is any indication we can expect significant repair costs for transmission, suspension and engine components. The current vehicle is unreliable as demonstrated by the last trip taken to the police academy. The proposed vehicle will be a 4WD and used for field services such as home/employment visits.														
Alternatives:	Continue to use the current vehicle and accept additional repair and operating costs.														
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: 22,000 Installation Fee: 5,000 Trade in Credit: 0 <b>Net Cost: 27,000</b>	<table border="1"> <thead> <tr> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td>22,000</td> <td>22,000</td> </tr> <tr> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>0</td> <td>0</td> </tr> <tr> <td><b>27,000</b></td> <td><b>27,000</b></td> </tr> </tbody> </table>	Total				22,000	22,000	5,000	5,000	0	0	<b>27,000</b>	<b>27,000</b>
Total															
22,000	22,000														
5,000	5,000														
0	0														
<b>27,000</b>	<b>27,000</b>														

# 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 1.3% below the 2016-17 fiscal year mostly due to a reduction in available fund balance budgeted as contingency.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	185,342	175,123	169,940	169,390	(550)	- 0%
Interest On Investments	944	1,110	900	1,300	400	44%
Corrections Prog Sb1065	47,896	57,021	45,000	48,000	3,000	6%
<b>Total Revenue:</b>	<b>234,182</b>	<b>233,255</b>	<b>215,840</b>	<b>218,690</b>	<b>2,850</b>	<b>1%</b>
<b>Total Unappropriated Budget:</b>	<b>175,123</b>	<b>178,105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>59,059</b>	<b>55,150</b>	<b>215,840</b>	<b>218,690</b>	<b>2,850</b>	<b>1%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	51,650	50,550	53,610	58,010	4,400	8%
Material & Supplies	7,409	600	10,600	10,400	(200)	- 1%
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	0	4,000	4,000	4,000	0	0%
Contingency	0	0	137,630	136,280	(1,350)	- 0%
<b>Total Expenditures:</b>	<b>59,059</b>	<b>55,150</b>	<b>215,840</b>	<b>218,690</b>	<b>2,850</b>	<b>1%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Personal Services	82-1985	51,650	50,550	53,610	58,010	4,400	8%
<b>Personnel Services Totals:</b>		<b>51,650</b>	<b>50,550</b>	<b>53,610</b>	<b>58,010</b>	<b>4,400</b>	<b>8%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
General Equipment	82-2268	6,709	0	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	700	600	600	400	(200)	- 33%
<b>Materials &amp; Services Totals:</b>		<b>7,409</b>	<b>600</b>	<b>10,600</b>	<b>10,400</b>	<b>(200)</b>	<b>- 1%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	10,000	10,000	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to B&G	82-8003	0	4,000	4,000	4,000	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	137,630	136,280	(1,350)	- 0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>137,630</b>	<b>136,280</b>	<b>(1,350)</b>	<b>- 0%</b>
<b>Total Expenditures:</b>		<b>59,059</b>	<b>55,150</b>	<b>215,840</b>	<b>218,690</b>	<b>2,850</b>	<b>1.00</b>

# 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.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	211,466	271,446	320,840	440,330	119,490	37%
Interest On Investments	1,403	2,135	1,600	2,200	600	37%
Timber Sales	143,787	212,300	149,680	149,680	0	0%
OHV Grant	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>356,656</b>	<b>485,881</b>	<b>472,120</b>	<b>592,210</b>	<b>120,090</b>	<b>25%</b>
<b>Total Unappropriated Budget:</b>	<b>271,445</b>	<b>354,828</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>85,212</b>	<b>131,053</b>	<b>472,120</b>	<b>592,210</b>	<b>120,090</b>	<b>25%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	64,410	68,100	66,900	74,160	7,260	10%
Material & Supplies	20,802	17,453	30,900	30,900	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	45,500	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	374,320	487,150	112,830	30%
<b>Total Expenditures:</b>	<b>85,212</b>	<b>131,053</b>	<b>472,120</b>	<b>592,210</b>	<b>120,090</b>	<b>25%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Personal Services	82-1985	64,410	68,100	66,900	74,160	7,260	10%
<b>Personnel Services Totals:</b>		<b>64,410</b>	<b>68,100</b>	<b>66,900</b>	<b>74,160</b>	<b>7,260</b>	<b>10%</b>
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	0	0	10,000	10,000	0	0%
Forest Trust Assessment	82-2908	19,602	15,800	20,000	20,000	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Materials & Supplies	82-2967	0	553	0	0	0	0%
Indirect Cost Allocation	82-3210	1,200	1,100	900	900	0	0%
<b>Materials &amp; Services Totals:</b>		<b>20,802</b>	<b>17,453</b>	<b>30,900</b>	<b>30,900</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	45,500	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>45,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
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%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	374,320	487,150	112,830	30%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>374,320</b>	<b>487,150</b>	<b>112,830</b>	<b>30%</b>
<b>Total Expenditures:</b>		<b>85,212</b>	<b>131,053</b>	<b>472,120</b>	<b>592,210</b>	<b>120,090</b>	<b>1.00</b>

## 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, there is an increase in contractual services for this budget by \$27,000 which results in an offsetting decrease in contingency. This increase in contractual services is a result of the Local Family Advisory Committee (LFLAC) setting a goal to expand cost-effective family law services as needed for 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. Currently mediation and conciliation funds are used primarily for custody and parenting time mediation and also for a limited number of custody evaluations for indigent parties. The members of LFLAC proposed expanding the use of the fund 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	100,590	104,172	97,920	92,630	(5,290)	- 5%
Interest On Investments	530	736	600	700	100	16%
Child Custody	30,484	31,246	31,200	31,200	0	0%
Transfer from Other Funds	18	0	0	0	0	0%
Transfer from Bond Reserve Fun	2	0	0	0	0	0%
<b>Total Revenue:</b>	<b>131,624</b>	<b>136,153</b>	<b>129,720</b>	<b>124,530</b>	<b>(5,190)</b>	<b>- 4%</b>
<b>Total Unappropriated Budget:</b>	<b>104,171</b>	<b>95,417</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>27,453</b>	<b>40,736</b>	<b>129,720</b>	<b>124,530</b>	<b>(5,190)</b>	<b>- 4%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	4,379	5,112	5,440	5,720	280	5%
Personnel Benefits	1,218	1,606	1,670	2,110	440	26%
Material & Supplies	21,856	34,018	41,300	68,400	27,100	65%
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	81,310	48,300	(33,010)	- 40%
<b>Total Expenditures:</b>	<b>27,453</b>	<b>40,736</b>	<b>129,720</b>	<b>124,530</b>	<b>(5,190)</b>	<b>- 4%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Administrative Assistant	0.10	0.10	0.10	0.10	0.00	0%
<b>Total Personnel:</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.00</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Administrative Assistant	82-1118	4,379	5,112	5,440	5,720	280	5%
Staff Assistant	82-1191	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	322	390	420	450	30	7%
Retirement	82-1955	549	905	990	1,300	310	31%
Medical Waiver	82-1963	0	0	0	120	120	100%
Medical Insurance	82-1964	198	0	0	0	0	0%
Dental Insurance	82-1965	98	229	190	190	0	0%
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	8	11	10	10	0	0%
Salary Continuation Insur	82-1972	13	15	20	20	0	0%
S.A.I.F.	82-1975	7	8	10	10	0	0%
Unemployment	82-1980	25	49	30	10	(20)	- 66%
<b>Personnel Services Totals:</b>		<b>5,597</b>	<b>6,718</b>	<b>7,110</b>	<b>7,830</b>	<b>720</b>	<b>10%</b>
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	20,456	32,518	40,000	67,000	27,000	67%
Indirect Cost Allocation	82-3210	1,400	1,500	1,300	1,400	100	7%
<b>Materials &amp; Services Totals:</b>		<b>21,856</b>	<b>34,018</b>	<b>41,300</b>	<b>68,400</b>	<b>27,100</b>	<b>65%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	81,310	48,300	(33,010)	- 40%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>81,310</b>	<b>48,300</b>	<b>(33,010)</b>	<b>- 40%</b>
<b>Total Expenditures:</b>		<b>27,453</b>	<b>40,736</b>	<b>129,720</b>	<b>124,530</b>	<b>(5,190)</b>	<b>1.00</b>

# Liquor Enforcement

## Department Overview

This was a statutory fund that was to be used at the discretion of the district attorney. Money was automatically collected and deposited into this account from liquor-related offenses. This fund has not received any revenues for the past two years but has a minimal remaining balance from accrued interest that will be transferred to the District Attorney's org unit 001/2160.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	31	31	100	0	(100)	- 100%
Interest On Investments	0	0	0	0	0	0%
St-liquor Enforcement	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>31</b>	<b>31</b>	<b>100</b>	<b>0</b>	<b>(100)</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>31</b>	<b>31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>(100)</b>	<b>- 100%</b>

### Expenditures

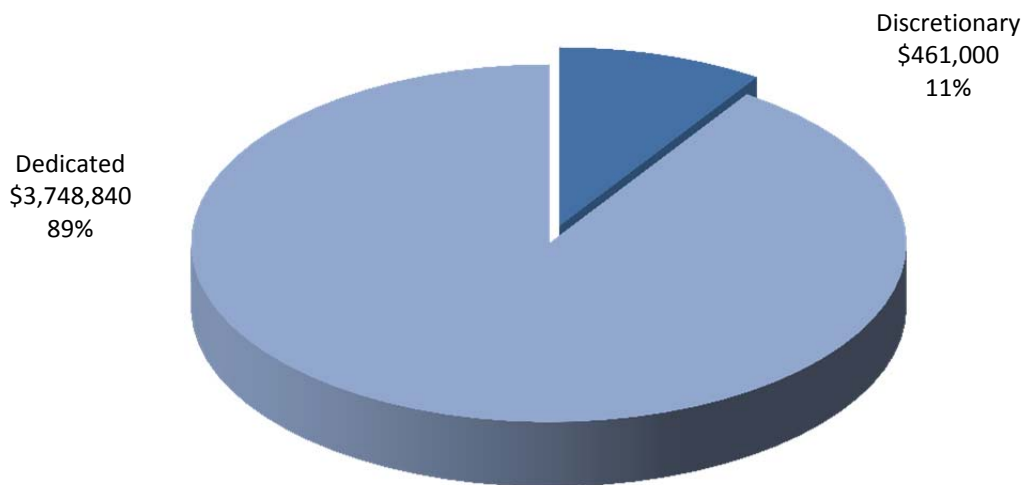
Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	100	0	(100)	- 100%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>(100)</b>	<b>- 100%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Contractual Services	82-2471	0	0	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Utilities	82-2960	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Special Payments</b>							
Unallocated Projects	82-3129	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer to District Attorney	82-8408	0	0	100	0	(100)	- 100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>(100)</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>(100)</b>	<b>-1.00</b>

THIS PAGE INTENTIONALLY LEFT BLANK

**Clatsop County Functions/Programs Budget  
Public Health 2017-18  
Total \$4,209,840**



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

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  
Approp. for Contingency 7

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.  
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  
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.  
Provided technical assistance to worksite wellness to county and community college.  
Received mini-grant to conduct Health Impact Assessment training for land-use planners, public health and transportation planners.  
Conducted syphilis and gonorrhea case investigations.

## Performance Measures

The Public Health Workplan is available for review.

## Budget Highlights

This Org unit required less General Fund due to the increase in the number and type of billable services.



Funding Sources						
Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	9,046	0	0	5,570	5,570	100%
Interest On Investments	2,068	3,300	2,400	3,500	1,100	45%
Interest on Insurance Payments	0	0	0	0	0	0%
State Support	40,904	42,128	41,500	41,500	0	0%
Accreditation Grant Revenue	0	0	0	0	0	0%
Cover Oregon Contract	10,622	0	0	0	0	0%
St. - T B Epi Program	508	0	0	0	0	0%
Healthy Kids Initiative	0	0	0	0	0	0%
Healthy Kids Contract	0	0	0	0	0	0%
SBHC Grant Revenue	0	0	0	0	0	0%
Immun. Conference Travel	600	0	0	0	0	0%
TB Case Mgmt/Investigation	0	10,000	0	0	0	0%
Health Impact Assessment Grant	0	2,806	5,000	0	(5,000)	- 100%
Prescription Drug OD Preventio	0	0	0	0	0	0%
Aids Test Fees - Pt	616	279	750	750	0	0%
OMAP HIV Fees	0	0	0	0	0	0%
Medicaid Match	(8,006)	16,012	0	0	0	0%
Special Projects Revenue	0	0	0	0	0	0%
Public Health Donations	299	88	500	270	(230)	- 46%
Harm Reduction Donations	0	0	0	0	0	0%
WA State HCA (Medicaid)	0	0	0	0	0	0%
Immuniz.-Peri.Hep B	0	0	0	0	0	0%
Clinic Fees	4,119	5,353	5,500	6,640	1,140	20%
Travel Clinic Fees	10,912	10,062	12,500	11,000	(1,500)	- 12%
Vaccines Fees	4,351	3,539	5,500	5,500	0	0%
Influenza Vaccine Fees	1,620	1,834	2,500	500	(2,000)	- 80%
Vaccine - OHP	8,576	1,348	5,000	1,000	(4,000)	- 80%
CCO Imms	8,530	9,989	13,000	8,500	(4,500)	- 34%
Vaccine - Ins.	15,182	15,679	15,000	27,750	12,750	85%
Vital Statistics	27,048	27,715	29,000	35,000	6,000	20%
Oregon PHI Rev	0	0	0	0	0	0%
CHART Retreat Registration	800	0	0	0	0	0%
NW Health Foundation Grant	0	0	0	0	0	0%
AFS Contract	0	0	0	0	0	0%
PHER IV Funds for LHDs	0	0	0	0	0	0%
Copy Fees	41	56	0	0	0	0%
Franchise Fees	0	0	750	750	0	0%
Ford Family Foundation	3,082	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	8,809	2,972	2,500	2,500	0	0%
Honorarium Fees	0	742	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%

Transfer From General	266,070	297,150	367,570	359,970	(7,600)	- 2%
Transfer from Other Funds	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>415,796</b>	<b>451,052</b>	<b>508,970</b>	<b>510,700</b>	<b>1,730</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>(84)</b>	<b>505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>415,880</b>	<b>450,547</b>	<b>508,970</b>	<b>510,700</b>	<b>1,730</b>	<b>0%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	169,773	201,325	239,530	235,820	(3,710)	- 1%
Personnel Benefits	78,251	103,985	122,490	109,200	(13,290)	- 10%
Material & Supplies	167,856	145,237	146,950	143,410	(3,540)	- 2%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	22,270	22,270	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>415,880</b>	<b>450,547</b>	<b>508,970</b>	<b>510,700</b>	<b>1,730</b>	<b>0%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.35	0.35	0.30	0.20	(0.10)	- 33%
Staff Assistant	0.00	0.90	1.45	1.45	0.00	0%
Public Health Nurse II	1.20	1.20	1.70	1.55	(0.15)	- 8%
Accountant II	0.00	0.20	0.20	0.25	0.05	25%
Accountant I	0.20	0.00	0.00	0.00	0.00	0%
Admin. Support IV	0.80	0.00	0.00	0.00	0.00	0%
Health Promotion Specialist	0.40	0.45	0.35	0.35	0.00	0%
<b>Total Personnel:</b>	<b>2.95</b>	<b>3.10</b>	<b>4.00</b>	<b>3.80</b>	<b>(0.20)</b>	<b>- 5%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Healthy Communities: CHART Membership continues to remain strong and relevant	Count	15	15	33	66	0	0
Animal Bite/Exposure Reports/ Investigations	Count	8	2	21	64	0	0
Number of Electronic Lab Reports	Count	341	605	1,190	1,500	0	0
Number of Reportable Diseases	Count	123	121	154	200	0	0
Death Certificates Issued	Count	0	1,246	1,710	1,472	0	0
Birth Certificates Issued	Count	0	8	20	22	0	0
Timeliness of First Reports from LHD to State (<10 days)	Percent	100%	89%	100%	100%	0%	100%
Case Completion of Select Interviewed Cases:	Percent	90%	83%	66%	65%	0%	90%
Timeliness of Completion (<14 days)	Percent	91%	89%	95%	86%	0%	95%
Timeliness of Interviewed Cases (<10days)	Percent	100%	100%	100%	100%	0%	100%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	22,632	34,101	31,320	19,660	(11,660)	- 37%
Clinical Manager	82-1095	0	0	0	0	0	0%
Staff Assistant	82-1191	0	46,132	61,720	65,010	3,290	5%
Public Health Nurse	82-1205	0	0	0	0	0	0%
Public Health Nurse II	82-1209	79,597	80,117	112,520	113,420	900	0%
Accountant II	82-1848	0	11,281	11,350	14,540	3,190	28%
Accountant I	82-1850	9,135	0	0	0	0	0%
Admin. Support IV	82-1854	31,580	0	0	0	0	0%
Health Promotion Specialist	82-1873	26,829	29,693	22,620	23,190	570	2%
Extra Help Chn I	82-1905	5,725	10,267	5,000	5,000	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Extra Help	82-1941	0	452	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	790	790	100%
F.I.C.A.	82-1950	12,723	15,313	18,710	18,480	(230)	- 1%
Retirement	82-1955	20,417	23,719	32,040	33,380	1,340	4%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	30,918	38,760	50,650	40,180	(10,470)	- 20%
Dental Insurance	82-1965	3,435	4,606	5,840	3,970	(1,870)	- 32%
HSA Contribution	82-1966	2,198	7,164	7,200	5,250	(1,950)	- 27%
Benefits Admin Fees	82-1967	102	112	100	80	(20)	- 20%
Life Insurance	82-1970	298	351	400	480	80	20%
Salary Continuation Insur	82-1972	266	323	330	360	30	9%
S.A.I.F.	82-1975	512	635	750	990	240	32%
Unemployment	82-1980	1,657	2,286	1,470	240	(1,230)	- 83%
<b>Personnel Services Totals:</b>		<b>248,024</b>	<b>305,310</b>	<b>362,020</b>	<b>345,020</b>	<b>(17,000)</b>	<b>- 4%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,159	1,488	1,700	1,700	0	0%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Insurance	82-2200	5,953	1,692	1,990	3,630	1,640	82%
Credit Card Fees	82-2220	0	0	0	0	0	0%
OCHIN Billing Fees	82-2225	8,681	8,640	7,690	8,500	810	10%
OCHIN EMR Billing	82-2226	1,304	1,183	1,200	1,200	0	0%
Lockbox Fees	82-2230	1,027	1,040	1,050	1,400	350	33%
License And Permit Fees	82-2240	100	75	150	150	0	0%
Maintenance - Equipment	82-2260	341	169	500	500	0	0%
Software Maintenance	82-2265	79	0	0	0	0	0%
General Equipment	82-2268	46	0	100	100	0	0%
Medical Supplies	82-2345	3,344	2,675	5,000	2,730	(2,270)	- 45%
MAC Admin Fees	82-2350	120	180	0	200	200	100%
Membership Fees And Dues	82-2370	561	730	1,280	1,280	0	0%
Office Supplies	82-2410	370	496	420	500	80	19%

Books And Periodicals	82-2413	26	0	50	50	0	0%
Postage And Freight	82-2419	812	854	1,000	1,000	0	0%
Records And Forms	82-2422	197	337	340	340	0	0%
Printing And Reproduction	82-2425	828	1,084	800	1,000	200	25%
Prof And Spec Services	82-2450	0	46	0	0	0	0%
PC Equipment	82-2455	4,452	1,400	1,580	1,550	(30)	- 1%
Legal Services	82-2469	0	0	0	0	0	0%
Contract Personnel	82-2470	1,200	1,200	1,200	1,200	0	0%
Contractual Services	82-2471	5,104	0	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Cover Oregon Contract	82-2490	9,481	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Healthy Kids Contract Expenses	82-2493	0	0	0	0	0	0%
SBHC Grant Expenses	82-2495	0	0	0	0	0	0%
NWHF Contract Expenses	82-2497	0	0	0	0	0	0%
Accreditation Grant Expense	82-2498	468	0	0	0	0	0%
CHART Expenses	82-2501	500	0	0	0	0	0%
Medical Services	82-2502	35	0	150	150	0	0%
Lab Services	82-2503	976	362	1,000	1,000	0	0%
State Vaccines	82-2509	25,125	18,149	23,320	23,350	30	0%
Locally Owned Vaccine	82-2511	0	971	0	0	0	0%
TB Investigation 2015-2294	82-2515	0	5,290	0	0	0	0%
Health Impact Assessment Grant	82-2517	0	225	5,000	0	(5,000)	- 100%
PDOP Grant Expenses	82-2518	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	360	0	0	0	0%
Advertising	82-2605	98	105	0	0	0	0%
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	15	95	110	110	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	226	245	300	1,250	950	316%
Education And Training	82-2928	0	235	200	200	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,688	2,692	1,570	2,620	1,050	66%
S.County Utilities	82-2972	0	0	0	0	0	0%
Patient Refunds	82-3007	138	318	250	500	250	100%
Indirect Cost Allocation	82-3210	93,400	92,900	89,000	87,200	(1,800)	- 2%
<b>Materials &amp; Services Totals:</b>		<b>167,856</b>	<b>145,237</b>	<b>146,950</b>	<b>143,410</b>	<b>(3,540)</b>	<b>- 2%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	22,270	22,270	100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>22,270</b>	<b>22,270</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>415,880</b>	<b>450,547</b>	<b>508,970</b>	<b>510,700</b>	<b>1,730</b>	<b>1.00</b>

## Public Health Vehicle

Department Priority:	0												
Location:													
Link to Other Project(s):													
Description:	New vehicle to replace silver Toyota Corolla												
Justification:	Silver Corolla is an unsafe vehicle for staff to drive												
Alternatives:	rent a car - not a long-term solution												
Operating Impact:	Better fuel efficiency and decreased maintenance cost will help the department realize savings in addition to improving safety for staff conducting field work and home visits.												
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: 23,770 Installation Fee: 0 Trade in Credit: 1,500 <b>Net Cost: 22,270</b>	<table border="1"> <thead> <tr> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td>23,770</td> <td>23,770</td> </tr> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>1,500</td> <td>1,500</td> </tr> <tr> <td><b>22,270</b></td> <td><b>22,270</b></td> </tr> </tbody> </table>	Total		23,770	23,770	0	0	1,500	1,500	<b>22,270</b>	<b>22,270</b>
Total													
23,770	23,770												
0	0												
1,500	1,500												
<b>22,270</b>	<b>22,270</b>												

# 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

Continued providing technical assistance to Clatsop Community College to adopt a tobacco free campus.

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.

Built 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. There was a vacancy in this Org unit that was filled in March 2017.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Tobacco Prevention	63,239	64,266	64,250	64,250	0	0%
Franchise Fees	0	0	90	90	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	550	0	0	0	0	0%
Smoke-Free Car Grant	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%
<b>Total Revenue:</b>	<b>63,789</b>	<b>64,266</b>	<b>64,340</b>	<b>64,340</b>	<b>0</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>63,788</b>	<b>64,266</b>	<b>64,340</b>	<b>64,340</b>	<b>0</b>	<b>0%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	41,249	38,334	34,310	37,410	3,100	9%
Personnel Benefits	11,646	15,107	17,230	10,810	(6,420)	- 37%
Material & Supplies	10,894	10,825	12,800	16,120	3,320	25%
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%
<b>Total Expenditures:</b>	<b>63,788</b>	<b>64,266</b>	<b>64,340</b>	<b>64,340</b>	<b>0</b>	<b>0%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.15	0.05	0.05	0.10	0.05	100%
Health Promotion Specialist	0.40	0.55	0.45	0.60	0.15	33%
<b>Total Personnel:</b>	<b>0.55</b>	<b>0.60</b>	<b>0.50</b>	<b>0.70</b>	<b>0.20</b>	<b>40%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Increase # of calls to state quit line and other quit resources Count	0	100	100	0	0	100
Implement tighter policy for Parks Count	0	10	5	0	0	5
Reduce teen smoking rates: 11th graders Percent	10%	9%	15%	20%	0%	17%



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	13,579	4,872	5,220	9,830	4,610	88%
Clinical Manager	82-1095	0	0	0	0	0	0%
HHS Coordinator	82-1185	0	0	0	0	0	0%
HHS Supervisor	82-1186	0	0	0	0	0	0%
Accountant II	82-1848	0	0	0	0	0	0%
Accountant I	82-1850	297	0	0	0	0	0%
Admin. Support IV	82-1854	0	0	0	0	0	0%
Health Promotion Specialist	82-1873	27,373	33,462	29,090	27,580	(1,510)	- 5%
Extra Help	82-1941	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	390	390	100%
F.I.C.A.	82-1950	3,126	2,785	2,620	2,890	270	10%
Retirement	82-1955	5,256	4,510	4,130	5,140	1,010	24%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	2,197	5,349	8,130	1,640	(6,490)	- 79%
Dental Insurance	82-1965	278	647	940	130	(810)	- 86%
HSA Contribution	82-1966	225	1,225	1,000	200	(800)	- 80%
Benefits Admin Fees	82-1967	13	12	10	20	10	100%
Life Insurance	82-1970	55	46	50	90	40	80%
Salary Continuation Insur	82-1972	69	49	40	60	20	50%
S.A.I.F.	82-1975	120	109	100	210	110	110%
Unemployment	82-1980	307	375	210	40	(170)	- 80%
<b>Personnel Services Totals:</b>		<b>52,895</b>	<b>53,440</b>	<b>51,540</b>	<b>48,220</b>	<b>(3,320)</b>	<b>- 6%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	267	717	300	300	0	0%
Unapportioned Projects	82-2129	0	0	0	3,070	3,070	100%
Facilities Rental	82-2143	0	0	0	0	0	0%
Insurance	82-2200	0	281	350	350	0	0%
Maintenance - Equipment	82-2260	62	0	0	0	0	0%
Membership Fees And Dues	82-2370	228	220	490	490	0	0%
Office Supplies	82-2410	15	8	170	170	0	0%
Books And Periodicals	82-2413	172	176	100	100	0	0%
Postage And Freight	82-2419	32	12	150	150	0	0%
Printing And Reproduction	82-2425	129	90	1,120	1,120	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	50	170	190	190	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	688	0	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Tobacco Prevention	82-2512	630	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	50	0	(50)	- 100%
Advertising	82-2605	0	0	0	0	0	0%

Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	18	0	50	50	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	158	205	200	200	0	0%
Education And Training	82-2928	0	375	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,846	1,671	3,130	3,130	0	0%
Indirect Cost Allocation	82-3210	6,600	6,900	6,500	6,800	300	4%
<b>Materials &amp; Services Totals:</b>		<b>10,894</b>	<b>10,825</b>	<b>12,800</b>	<b>16,120</b>	<b>3,320</b>	<b>25%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>63,788</b>	<b>64,266</b>	<b>64,340</b>	<b>64,340</b>	<b>0</b>	<b>1.00</b>

# 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.

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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	0	1,314	0	0	0	0%
Or Health Immun Project	15,356	12,606	14,040	14,040	0	0%
H1N1	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%
<b>Total Revenue:</b>	<b>15,356</b>	<b>13,920</b>	<b>14,040</b>	<b>14,040</b>	<b>0</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>1,314</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>14,042</b>	<b>13,920</b>	<b>14,040</b>	<b>14,040</b>	<b>0</b>	<b>0%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	7,671	7,103	6,910	7,500	590	8%
Personnel Benefits	3,371	3,315	3,130	3,640	510	16%
Material & Supplies	2,999	3,502	4,000	2,900	(1,100)	- 27%
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%
<b>Total Expenditures:</b>	<b>14,042</b>	<b>13,920</b>	<b>14,040</b>	<b>14,040</b>	<b>0</b>	<b>0%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Nurse II	0.10	0.10	0.10	0.10	0.00	0%
<b>Total Personnel:</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of vaccinations provided	Count	928	1,000	1,308	1,100	0	0
Number of outreach clinics conducted includes all types of vaccines	Count	6	6	0	0	0	0
LPHA shall increase 4th DTaP coverage rate for 24 month old by one percentage point and/or maintain rate at > 90%	Percent	79%	82%	81%	80%	0%	0%
LPHA will ensure that 80% of newborns exposed to peri-natal hepatitis B receive immunization series by 15 months of age.	Percent	0%	100%	100%	100%	0%	0%
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%	0%	50%	0%	0%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	0	0	0	0	0	0%
Public Health Nurse	82-1205	0	0	0	0	0	0%
Public Health Nurse II	82-1209	7,523	6,784	6,910	7,500	590	8%
Public Health Nurse III	82-1212	0	0	0	0	0	0%
Accountant II	82-1848	0	319	0	0	0	0%
Accountant I	82-1850	148	0	0	0	0	0%
Admin. Support IV	82-1854	0	0	0	0	0	0%
Health Promotion Specialist	82-1873	0	0	0	0	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
F.I.C.A.	82-1950	541	494	530	570	40	7%
Retirement	82-1955	860	760	760	1,020	260	34%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	1,519	1,521	1,400	1,620	220	15%
Dental Insurance	82-1965	198	192	160	160	0	0%
HSA Contribution	82-1966	147	240	200	200	0	0%
Benefits Admin Fees	82-1967	3	3	0	10	10	100%
Life Insurance	82-1970	14	14	10	10	0	0%
Salary Continuation Insur	82-1972	9	10	10	10	0	0%
S.A.I.F.	82-1975	24	21	20	30	10	50%
Unemployment	82-1980	55	61	40	10	(30)	- 75%
<b>Personnel Services Totals:</b>		<b>11,042</b>	<b>10,418</b>	<b>10,040</b>	<b>11,140</b>	<b>1,100</b>	<b>10%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	212	449	480	250	(230)	- 47%
Unapportioned Projects	82-2129	0	0	710	240	(470)	- 66%
Insurance	82-2200	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	796	169	0	0	0	0%
General Equipment	82-2268	1,040	678	0	250	250	100%
Medical Supplies	82-2345	0	0	50	50	0	0%
Membership Fees And Dues	82-2370	19	150	200	200	0	0%
Office Supplies	82-2410	0	121	160	0	(160)	- 100%
Books And Periodicals	82-2413	0	0	100	0	(100)	- 100%
Postage And Freight	82-2419	11	228	200	0	(200)	- 100%
Printing And Reproduction	82-2425	20	292	200	0	(200)	- 100%
PC Equipment	82-2455	0	170	190	200	10	5%
Administration	82-2475	0	0	0	0	0	0%
Adult Imm. Grant Expense	82-2491	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	410	410	0	0%
Vehicle Maintenance & Use	82-2923	0	245	0	0	0	0%
Education And Training	82-2928	0	0	200	200	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	900	1,000	1,100	1,100	0	0%

<b>Materials &amp; Services Totals:</b>		<b>2,999</b>	<b>3,502</b>	<b>4,000</b>	<b>2,900</b>	<b>(1,100)</b>	<b>- 27%</b>
<b>Special Payments</b>							
ARRA Grant Expenses	82-3208	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>14,042</b>	<b>13,920</b>	<b>14,040</b>	<b>14,040</b>	<b>0</b>	<b>1.00</b>

# 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

Worked closely with Columbia Memorial Hospital & Providence Seaside Hospital and their local clinics, as well as the High Risk Perinatal Clinics at St. Vincent's, Emanuel and OHSU, in Portland, to help serve MCM for high risk pregnant clients.

Worked in partnership with DHS and the Harbor, formerly called the Women's Resource Center, targeting pregnant women and teens, assisting with Intimate Partner Violence Prevention

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

Kept Up-To-Date reporting of all MCM (Maternal Case Management) functions.

Hired and trained a casual MCH nurse

Successfully billed for lactation services

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.

## Performance Measures

The Public Health Workplan is available for review.

## Budget Highlights

Maternal Case Management (MCM) staff has begun to successfully bill for lactation consultations.

The Org unit has been very successful in billing for MCM services and hence has returned \$8100 to the General Fund.



### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	278	3,412	500	2,410	1,910	382%
M.C.H. Grant	3,940	3,940	3,940	3,940	0	0%
MCH Title V - CAH	5,750	5,348	5,750	5,750	0	0%
MCH Title V - Flex Funds	13,250	12,478	13,250	12,000	(1,250)	- 9%
M.C.H. Prenatal Grant	2,100	2,099	2,100	2,100	0	0%
Maternity Case Management	5,567	2,960	4,930	3,500	(1,430)	- 29%
Lactation Consult	0	0	0	0	0	0%
Franchise Fees	0	0	90	0	(90)	- 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	25,500	27,000	28,800	28,800	0	0%
<b>Total Revenue:</b>	<b>56,385</b>	<b>57,237</b>	<b>59,360</b>	<b>58,500</b>	<b>(860)</b>	<b>- 1%</b>
<b>Total Unappropriated Budget:</b>	<b>3,412</b>	<b>2,279</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>52,974</b>	<b>54,959</b>	<b>59,360</b>	<b>58,500</b>	<b>(860)</b>	<b>- 1%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	32,818	34,334	32,090	36,500	4,410	13%
Personnel Benefits	12,008	12,919	18,730	13,090	(5,640)	- 30%
Material & Supplies	8,148	7,705	8,540	8,910	370	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%
<b>Total Expenditures:</b>	<b>52,974</b>	<b>54,959</b>	<b>59,360</b>	<b>58,500</b>	<b>(860)</b>	<b>- 1%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.05	0.00	(0.05)	- 100%
Public Health Nurse II	0.45	0.40	0.40	0.50	0.10	25%
<b>Total Personnel:</b>	<b>0.50</b>	<b>0.45</b>	<b>0.45</b>	<b>0.50</b>	<b>0.05</b>	<b>11%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of MCM clients only	Count	43	28	41	32	0	35
Percent of clients duplicated in all MCM programs	Percent	5%	1%	2%	0%	0%	0%
Percent of clients referred to MCM from WIC	Percent	24%	30%	75%	71%	0%	85%
Percent of clients who are uninsured	Percent	5%	3%	4%	4%	0%	4%
Percent of clients who use tobacco before and during pregnancy	Percent	85%	80%	50%	61%	0%	60%
Percent of clients who receive regular prenatal care	Percent	85%	95%	83%	91%	0%	95%
Percent of clients referred to a primary care provider	Percent	100%	100%	100%	57%	0%	100%
Percent of clients referred for immunizations	Percent	99%	100%	100%	100%	0%	100%
Percent of clients referred for family planning 1st post partum home visit	Percent	100%	100%	92%	96%	0%	100%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	4,526	4,872	5,220	0	(5,220)	- 100%
Clinical Manager	82-1095	0	0	0	0	0	0%
Staff Assistant	82-1191	0	780	0	0	0	0%
Clinical Provider	82-1201	0	0	0	0	0	0%
Public Health Nurse	82-1205	0	0	0	0	0	0%
Public Health Nurse II	82-1209	28,292	28,683	26,870	36,500	9,630	35%
Accountant II	82-1848	0	0	0	0	0	0%
Accountant I	82-1850	0	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	0	0	0	0	0%
F.I.C.A.	82-1950	2,460	2,598	2,450	2,790	340	13%
Retirement	82-1955	4,901	5,961	5,820	3,960	(1,860)	- 31%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,340	2,864	8,130	4,790	(3,340)	- 41%
Dental Insurance	82-1965	415	334	940	500	(440)	- 46%
HSA Contribution	82-1966	447	625	1,000	800	(200)	- 20%
Benefits Admin Fees	82-1967	12	11	10	20	10	100%
Life Insurance	82-1970	55	48	50	40	(10)	- 20%
Salary Continuation Insur	82-1972	43	39	40	30	(10)	- 25%
S.A.I.F.	82-1975	94	98	100	120	20	20%
Unemployment	82-1980	241	342	190	40	(150)	- 78%
<b>Personnel Services Totals:</b>		<b>44,826</b>	<b>47,253</b>	<b>50,820</b>	<b>49,590</b>	<b>(1,230)</b>	<b>- 2%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	461	192	550	300	(250)	- 45%
Unapportioned Projects	82-2129	0	0	0	840	840	100%
Insurance	82-2200	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Medical Supplies	82-2345	0	0	50	50	0	0%
Membership Fees And Dues	82-2370	68	0	30	30	0	0%
Office Supplies	82-2410	233	129	220	220	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	299	278	240	240	0	0%
Printing And Reproduction	82-2425	189	103	150	150	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Advertising	82-2605	0	0	10	10	0	0%
Educational Materials	82-2777	0	8	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	198	195	830	270	(560)	- 67%
Education And Training	82-2928	0	0	0	200	200	100%

Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	300	300	100%
Patient Refunds	82-3007	0	0	0	0	0	0%
Community Connections	82-3085	0	0	160	0	(160)	- 100%
Indirect Cost Allocation	82-3210	6,700	6,800	6,300	6,300	0	0%
<b>Materials &amp; Services Totals:</b>		<b>8,148</b>	<b>7,705</b>	<b>8,540</b>	<b>8,910</b>	<b>370</b>	<b>4%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>52,974</b>	<b>54,959</b>	<b>59,360</b>	<b>58,500</b>	<b>(860)</b>	<b>1.00</b>

# 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 Cocoon 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

In FY 16-17, this Org unit was \$20,000 under the projected revenue. In FY 17-18, due to the increases in billable clients and client turnover and better documentation this org unit is \$40,000 over projected revenue.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	9,531	18,494	17,420	26,620	9,200	52%
Comm Connections	9,500	10,667	10,000	10,000	0	0%
Babies 1st	6,489	6,532	6,490	6,490	0	0%
Babies First Fees	56,514	56,390	48,590	57,730	9,140	18%
CaCoon-cdrc	7,296	12,970	12,160	12,160	0	0%
CaCoon Fees-TCM	0	0	0	0	0	0%
CCN Annual Retreat	0	0	0	0	0	0%
Rev. Refunds & Reim.	150	129	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	11,650	0	20	0	(20)	- 100%
<b>Total Revenue:</b>	<b>101,130</b>	<b>105,182</b>	<b>94,680</b>	<b>113,000</b>	<b>18,320</b>	<b>19%</b>
<b>Total Unappropriated Budget:</b>	<b>18,494</b>	<b>20,388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>82,636</b>	<b>84,795</b>	<b>94,680</b>	<b>113,000</b>	<b>18,320</b>	<b>19%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	54,406	56,639	52,330	59,900	7,570	14%
Personnel Benefits	22,487	21,233	29,750	23,650	(6,100)	- 20%
Material & Supplies	5,744	6,923	12,600	29,450	16,850	133%
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%
<b>Total Expenditures:</b>	<b>82,636</b>	<b>84,795</b>	<b>94,680</b>	<b>113,000</b>	<b>18,320</b>	<b>19%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.05	0.05	0.05	0.00	(0.05)	- 100%
Staff Assistant	0.00	0.10	0.05	0.05	0.00	0%
Public Health Nurse II	0.65	0.65	0.70	0.75	0.05	7%
Accountant II	0.00	0.05	0.05	0.05	0.00	0%
Accountant I	0.10	0.00	0.00	0.00	0.00	0%
Admin. Support IV	0.10	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>0.90</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017 Budget 2017-2018
Number of Babies First and CaCoon Count Clients		113	147	138	143	0
Percent of clients duplicated in BF/CaCoon programs	Percent	1%	0%	1%	2%	0%
Percent of clients referred to BF/CaCoon from WIC	Percent	50%	50%	43%	39%	0%
Percent of BF visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	0%
Percent of BF visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	0%
Percent of CaCoon visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	0%
Percent of CaCoon visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	0%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	4,527	4,872	5,220	0	(5,220)	- 100%
Clinical Manager	82-1095	0	0	0	0	0	0%
Staff Assistant	82-1191	0	1,752	2,010	2,160	150	7%
Clinical Provider	82-1201	177	0	0	0	0	0%
Public Health Nurse	82-1205	0	0	0	0	0	0%
Public Health Nurse II	82-1209	40,833	46,586	42,260	54,830	12,570	29%
Accountant II	82-1848	0	3,429	2,840	2,910	70	2%
Accountant I	82-1850	4,903	0	0	0	0	0%
Admin. Support IV	82-1854	3,966	0	0	0	0	0%
Health Promotion Specialist	82-1873	0	0	0	0	0	0%
Extra Help-Clinical	82-1905	1,861	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	4,184	4,262	4,000	4,580	580	14%
Retirement	82-1955	7,768	9,409	8,890	7,140	(1,750)	- 19%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	6,596	5,094	13,060	9,130	(3,930)	- 30%
Dental Insurance	82-1965	712	598	1,510	940	(570)	- 37%
HSA Contribution	82-1966	597	1,044	1,650	1,450	(200)	- 12%
Benefits Admin Fees	82-1967	20	19	20	30	10	50%
Life Insurance	82-1970	96	82	80	70	(10)	- 12%
Salary Continuation Insur	82-1972	75	63	70	50	(20)	- 28%
S.A.I.F.	82-1975	163	163	160	200	40	25%
Unemployment	82-1980	414	499	310	60	(250)	- 80%
<b>Personnel Services Totals:</b>		<b>76,892</b>	<b>77,871</b>	<b>82,080</b>	<b>83,550</b>	<b>1,470</b>	<b>1%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	458	476	500	450	(50)	- 10%
Unapportioned Projects	82-2129	0	0	4,310	20,670	16,360	379%
Program Supplies	82-2140	0	31	300	300	0	0%
Insurance	82-2200	0	281	350	1,210	860	245%
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	0	50	50	0	0%
Membership Fees And Dues	82-2370	102	0	80	80	0	0%
Office Supplies	82-2410	37	79	100	150	50	50%
Postage And Freight	82-2419	0	11	40	40	0	0%
Printing And Reproduction	82-2425	159	420	200	200	0	0%
PC Equipment	82-2455	0	170	190	190	0	0%
Administration	82-2475	0	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	341	305	870	500	(370)	- 42%
Education And Training	82-2928	110	20	380	380	0	0%



Reimbursed Travel Expense	82-2930	36	29	330	330	0	0%
Community Connections	82-3085	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	4,500	5,100	4,900	4,900	0	0%
<b>Materials &amp; Services Totals:</b>		<b>5,744</b>	<b>6,923</b>	<b>12,600</b>	<b>29,450</b>	<b>16,850</b>	<b>133%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>82,636</b>	<b>84,795</b>	<b>94,680</b>	<b>113,000</b>	<b>18,320</b>	<b>1.00</b>

# 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

Implemented eWIC, electronic transfer of benefits, no more paper vouchers.  
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 continues to maintain at the current funding levels.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	7,007	3,146	7,750	7,900	150	1%
Accreditation Grant Revenue	0	0	0	0	0	0%
WIC Grant	199,489	192,275	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	0	380	380	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,744	1,411	4,500	4,500	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	30,630	51,350	53,000	49,600	(3,400)	- 6%
<b>Total Revenue:</b>	<b>238,870</b>	<b>248,182</b>	<b>256,630</b>	<b>253,380</b>	<b>(3,250)</b>	<b>- 1%</b>
<b>Total Unappropriated Budget:</b>	<b>3,146</b>	<b>13,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>235,724</b>	<b>234,930</b>	<b>256,630</b>	<b>253,380</b>	<b>(3,250)</b>	<b>- 1%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	111,596	112,412	126,330	122,910	(3,420)	- 2%
Personnel Benefits	53,749	53,149	56,120	54,820	(1,300)	- 2%
Material & Supplies	70,379	69,368	74,180	75,650	1,470	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%
<b>Total Expenditures:</b>	<b>235,724</b>	<b>234,930</b>	<b>256,630</b>	<b>253,380</b>	<b>(3,250)</b>	<b>- 1%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.05	0.05	0.00	(0.05)	- 100%
Staff Assistant	0.00	0.50	0.60	0.55	(0.05)	- 8%
Public Health Nurse II	0.20	0.20	0.20	0.20	0.00	0%
Accountant II	0.00	0.05	0.05	0.05	0.00	0%
Accountant I	0.10	0.00	0.00	0.00	0.00	0%
Admin. Support IV	0.50	0.00	0.00	0.00	0.00	0%
WIC Nutrition Aide	1.90	1.90	1.68	1.68	0.00	0%
<b>Total Personnel:</b>	<b>2.70</b>	<b>2.70</b>	<b>2.58</b>	<b>2.48</b>	<b>(0.10)</b>	<b>- 3%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Numbers of women, infants, and children on authorized caseload	Count	1,312	1,195	1,230	1,134	0	1,150
Numbers of woman, infants, and children who participated in WIC	Count	0	2,097	2,097	1,134	0	1,150
Total dollars authorized to WIC retailers in Clatsop County		\$767,300	\$775,900	\$723,749	\$700,000		
Farm direct dollars to farmers in Clatsop County		\$29,280	\$10,540	\$4804	\$5000		
Percentage of pregnant women in Clatsop County served by WIC	Percent	57%	51%	51%	51%	0%	51%
Percentage of participants attending nutrition education classes	Percent	64%	68%	64%	65%	0%	68%
Percent WIC moms who start out breastfeeding	Percent	93%	92%	87%	85%	0%	85%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	0	4,872	5,220	0	(5,220)	- 100%
Clinical Manager	82-1095	0	0	0	0	0	0%
Staff Assistant	82-1191	0	93,549	27,270	25,900	(1,370)	- 5%
Public Health Nurse	82-1205	0	0	0	0	0	0%
Public Health Nurse II	82-1209	12,532	10,372	13,820	14,990	1,170	8%
Accountant II	82-1848	0	3,620	2,840	2,910	70	2%
Accountant I	82-1850	4,853	0	0	0	0	0%
Admin. Support IV	82-1854	18,760	0	0	0	0	0%
WIC Nutrition Aide	82-1871	75,451	0	77,180	79,110	1,930	2%
Health Promotion Specialist	82-1873	0	0	0	0	0	0%
Extra Help Chn I	82-1905	0	0	0	0	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Extra Help	82-1941	0	272	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	7,966	7,810	9,660	9,400	(260)	- 2%
Retirement	82-1955	16,313	18,928	21,240	25,490	4,250	20%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	25,535	19,128	18,280	14,630	(3,650)	- 19%
Dental Insurance	82-1965	2,014	1,905	2,060	1,930	(130)	- 6%
HSA Contribution	82-1966	0	3,035	3,160	2,280	(880)	- 27%
Benefits Admin Fees	82-1967	62	66	60	60	0	0%
Life Insurance	82-1970	207	205	310	300	(10)	- 3%
Salary Continuation Insur	82-1972	197	201	190	170	(20)	- 10%
S.A.I.F.	82-1975	345	353	400	440	40	10%
Unemployment	82-1980	1,111	1,246	760	120	(640)	- 84%
<b>Personnel Services Totals:</b>		<b>165,346</b>	<b>165,561</b>	<b>182,450</b>	<b>177,730</b>	<b>(4,720)</b>	<b>- 2%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,095	1,489	1,300	1,300	0	0%
Unapportioned Projects	82-2129	0	0	1,930	1,120	(810)	- 41%
Insurance	82-2200	0	1,125	1,420	2,420	1,000	70%
Maintenance - Equipment	82-2260	271	395	700	500	(200)	- 28%
General Equipment	82-2268	20	993	0	0	0	0%
Breastfeeding Grant	82-2343	0	0	0	0	0	0%
Medical Supplies	82-2345	912	316	1,000	500	(500)	- 50%
WIC Supplies	82-2348	3,703	4,612	5,500	5,500	0	0%
Membership Fees And Dues	82-2370	332	160	160	160	0	0%
Office Supplies	82-2410	140	348	500	400	(100)	- 20%
Books And Periodicals	82-2413	42	0	20	20	0	0%
Postage And Freight	82-2419	1,993	1,891	1,900	1,900	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	953	530	1,000	1,000	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%

PC Equipment	82-2455	0	700	780	780	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Registered Dietician	82-2500	2,613	1,400	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	410	95	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	12	0	0	0	0	0%
Educational Materials	82-2777	110	8	860	860	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	731	682	1,120	500	(620)	- 55%
Education And Training	82-2928	740	180	100	100	0	0%
Reimbursed Travel Expense	82-2930	2,203	1,443	3,990	3,990	0	0%
S.County Utilities	82-2972	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	54,100	53,000	48,800	51,500	2,700	5%
<b>Materials &amp; Services Totals:</b>		<b>70,379</b>	<b>69,368</b>	<b>74,180</b>	<b>75,650</b>	<b>1,470</b>	<b>1%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>235,724</b>	<b>234,930</b>	<b>256,630</b>	<b>253,380</b>	<b>(3,250)</b>	<b>1.00</b>

# 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	18,442	36,903	5,150	30	(5,120)	- 99%
Interest on Insurance Payments	0	0	0	0	0	0%
Fed. - Family Planning	29,638	23,203	22,450	22,450	0	0%
Medicaid Match	26,872	39,560	40,000	43,000	3,000	7%
Family Planning Fees	4,044	3,724	5,500	5,590	90	1%
Public Health Donations	3,501	3,051	3,300	2,500	(800)	- 24%
WA State HCA (Medicaid)	0	0	0	0	0	0%
CCARE Fees	63,300	47,724	101,070	101,000	(70)	- 0%
CCARE Drugs	24,638	9,014	37,800	38,000	200	0%
CCARE Lab Tests	2,087	1,518	2,750	3,000	250	9%
Vasectomy Revenue	2,400	1,600	8,000	5,000	(3,000)	- 37%
Vasectomy Revenue OVP	0	0	0	0	0	0%
Private Insurance Fees	11,667	16,513	14,000	12,500	(1,500)	- 10%
Omap Fees	32,975	16,486	18,000	9,500	(8,500)	- 47%
CCO Fees	42,074	49,668	47,300	22,000	(25,300)	- 53%
DMAP/CCO Drugs	0	530	0	10,500	10,500	100%
Franchise Fees	0	0	200	200	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
OHSU HPV Vac Support	0	0	0	0	0	0%
Rev. Refunds & Reim.	14,817	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	51,300	18,500	11,610	22,630	11,020	94%
<b>Total Revenue:</b>	<b>327,753</b>	<b>267,993</b>	<b>317,130</b>	<b>297,900</b>	<b>(19,230)</b>	<b>- 6%</b>
<b>Total Unappropriated Budget:</b>	<b>36,903</b>	<b>5,284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>290,850</b>	<b>262,710</b>	<b>317,130</b>	<b>297,900</b>	<b>(19,230)</b>	<b>- 6%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	104,752	94,785	126,720	115,640	(11,080)	- 8%
Personnel Benefits	38,039	35,027	37,560	32,040	(5,520)	- 14%
Material & Supplies	148,059	132,898	152,850	150,220	(2,630)	- 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%
<b>Total Expenditures:</b>	<b>290,850</b>	<b>262,710</b>	<b>317,130</b>	<b>297,900</b>	<b>(19,230)</b>	<b>- 6%</b>



### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.05	0.05	0.00	(0.05)	- 100%
Staff Assistant	0.00	1.10	0.70	0.70	0.00	0%
Nurse Practitioner	0.60	0.00	0.00	0.00	0.00	0%
Public Health Nurse II	0.40	0.40	0.40	0.30	(0.10)	- 25%
Accountant II	0.00	0.00	0.25	0.20	(0.05)	- 20%
Accountant I	0.20	0.23	0.00	0.00	0.00	0%
Admin. Support IV	1.00	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.20</b>	<b>1.78</b>	<b>1.40</b>	<b>1.20</b>	<b>(0.20)</b>	<b>0%</b>

### Measures

Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Total number of clients served	Count	905	680	606	550	0	600
Total number of clinical and lab services	Count	2,450	1,277	2,349	2,000	0	2,500
Number of pregnancies averted based upon birth control methods used prior to and post clinic visit	Count	184	155	101	110	0	125
Percent of clients Teens < 20 years served	Percent	20%	24%	19%	20%	0%	20%
Percent of visits in which Emergency Contraception was dispense	Percent	68%	37%	29%	29%	0%	29%
Percent of clients 150% below the poverty level	Percent	94%	94%	18%	18%	0%	18%
Percent of uninsured clients for primary care	Percent	81%	81%	59%	59%	0%	59%
Percent CT tests not meeting IPP screening criteria	Percent	0%	0%	0%	0%	0%	0%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	4,526	4,872	5,220	0	(5,220)	- 100%
Clinical Manager	82-1095	0	0	0	0	0	0%
Staff Assistant	82-1191	0	33,990	31,870	32,770	900	2%
Nurse Practitioner	82-1200	0	0	0	0	0	0%
Clinical Provider	82-1201	26,907	21,572	48,750	48,750	0	0%
Public Health Nurse	82-1205	0	0	0	0	0	0%
Public Health Nurse I	82-1207	0	0	0	0	0	0%
Public Health Nurse II	82-1209	25,681	21,373	26,700	22,490	(4,210)	- 15%
Accountant II	82-1848	0	12,978	14,180	11,630	(2,550)	- 17%
Accountant I	82-1850	8,737	0	0	0	0	0%
Admin. Support IV	82-1854	38,900	0	0	0	0	0%
WIC Nutrition Aide	82-1871	0	0	0	0	0	0%
Health Promotion Specialist	82-1873	0	0	0	0	0	0%
Extra Help CHN II	82-1900	0	0	0	0	0	0%
Extra Help Chn I	82-1905	150	929	0	0	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Extra Help	82-1941	0	355	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	7,639	6,977	9,690	8,850	(840)	- 8%
Retirement	82-1955	12,205	9,843	10,500	10,520	20	0%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	14,362	11,855	12,450	9,300	(3,150)	- 25%
Dental Insurance	82-1965	1,462	1,450	1,610	1,240	(370)	- 22%
HSA Contribution	82-1966	637	2,009	1,900	1,350	(550)	- 28%
Benefits Admin Fees	82-1967	37	34	30	50	20	66%
Life Insurance	82-1970	159	142	140	130	(10)	- 7%
Salary Continuation Insur	82-1972	130	128	110	100	(10)	- 9%
S.A.I.F.	82-1975	306	294	370	380	10	2%
Unemployment	82-1980	952	1,011	760	120	(640)	- 84%
<b>Personnel Services Totals:</b>		<b>142,791</b>	<b>129,811</b>	<b>164,280</b>	<b>147,680</b>	<b>(16,600)</b>	<b>- 10%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	841	374	430	400	(30)	- 6%
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Insurance	82-2200	0	281	350	2,130	1,780	508%
OCHIN Billing Fees	82-2225	16,548	13,299	16,250	16,250	0	0%
OCHIN EMR Billing	82-2226	1,304	1,183	1,600	1,600	0	0%
Lockbox Fees	82-2230	1,044	1,057	1,080	1,200	120	11%
License And Permit Fees	82-2240	100	75	100	100	0	0%
Maintenance - Equipment	82-2260	369	717	800	1,340	540	67%
Software Maintenance	82-2265	0	0	0	0	0	0%
General Equipment	82-2268	20	0	0	0	0	0%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%

Medical Supplies	82-2345	1,599	1,173	3,500	2,850	(650)	- 18%
Med Supplies Reimbursable	82-2346	58,287	55,711	65,000	60,000	(5,000)	- 7%
MAC Admin Fees	82-2350	360	380	600	300	(300)	- 50%
Membership Fees And Dues	82-2370	449	510	630	630	0	0%
Office Supplies	82-2410	226	141	300	390	90	30%
Books And Periodicals	82-2413	26	0	50	50	0	0%
Postage And Freight	82-2419	93	108	350	350	0	0%
Records And Forms	82-2422	24	9	40	40	0	0%
Printing And Reproduction	82-2425	651	966	1,000	500	(500)	- 50%
Prof And Spec Services	82-2450	0	40	0	0	0	0%
PC Equipment	82-2455	7,189	880	970	970	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Lab Services	82-2503	5,684	4,898	5,500	6,270	770	14%
Vasectomy Services	82-2507	1,900	2,175	7,250	5,000	(2,250)	- 31%
Rep Health Outreach Grant Expe	82-2519	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	200	279	200	200	0	0%
Advertising	82-2605	98	113	70	70	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	21	48	550	550	0	0%
Education And Training	82-2928	0	40	500	1,000	500	100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	26	4	630	1,130	500	79%
S.County Utilities	82-2972	0	0	0	0	0	0%
Patient Refunds	82-3007	0	40	0	500	500	100%
Indirect Cost Allocation	82-3210	51,000	48,400	45,100	46,400	1,300	2%
<b>Materials &amp; Services Totals:</b>		<b>148,059</b>	<b>132,898</b>	<b>152,850</b>	<b>150,220</b>	<b>(2,630)</b>	<b>- 1%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>290,850</b>	<b>262,710</b>	<b>317,130</b>	<b>297,900</b>	<b>(19,230)</b>	<b>1.00</b>

# 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 2017-18

## Performance Measures

The Public Health Workplan is available for review.

## Budget Highlights

The Household Hazardous Waste (HHW) facility will be constructed in FY 17-18. 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.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	167,647	258,770	162,500	325,920	163,420	100%
DEQ HHWP Grant	0	0	77,000	77,000	0	0%
Special Projects Revenue	0	0	0	0	0	0%
Environmental Inspections	0	0	0	0	0	0%
HHW Revenue	102,154	112,686	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%
<b>Total Revenue:</b>	<b>269,801</b>	<b>371,456</b>	<b>414,500</b>	<b>577,920</b>	<b>163,420</b>	<b>39%</b>
<b>Total Unappropriated Budget:</b>	<b>258,770</b>	<b>316,030</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>11,031</b>	<b>55,426</b>	<b>414,500</b>	<b>577,920</b>	<b>163,420</b>	<b>39%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	7,029	16,153	17,200	14,210	(2,990)	- 17%
Personnel Benefits	2,787	6,980	7,490	8,310	820	10%
Material & Supplies	1,215	2,648	314,810	295,400	(19,410)	- 6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	25,000	0	(25,000)	- 100%
Transfer Out	0	29,644	50,000	260,000	210,000	420%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>11,031</b>	<b>55,426</b>	<b>414,500</b>	<b>577,920</b>	<b>163,420</b>	<b>39%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.05	0.05	0.10	0.05	100%
Environmental Health Superviso	0.10	0.15	0.15	0.00	(0.15)	- 100%
Environmental Health Spec. I	0.00	0.00	0.00	0.10	0.10	100%
<b>Total Personnel:</b>	<b>0.10</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of community collection events.	Count	0	1	1	0	0	0
Number of community education activities or materials developed.	Count	0	4	4	0	0	4
Collection of recyclable and HHW materials at new facility	Percent	0%	0%	20%	0%	0%	50%
Decrease volume of PaintCare products taken at collection event from previous 3 year average.	Percent	0%	0%	10%	10%	0%	10%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	0	4,872	5,220	9,830	4,610	88%
Deputy Director HHS	82-1095	0	0	0	0	0	0%
Environmental Health Superviso	82-1194	6,584	11,282	11,980	0	(11,980)	- 100%
Environmental Health Spec. II	82-1195	0	0	0	0	0	0%
Environmental Health Spec. I	82-1197	0	0	0	4,380	4,380	100%
Public Health Nurse II	82-1209	0	0	0	0	0	0%
Accountant II	82-1848	0	0	0	0	0	0%
Accountant I	82-1850	445	0	0	0	0	0%
Admin. Support IV	82-1854	0	0	0	0	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	390	390	100%
F.I.C.A.	82-1950	521	1,202	1,320	1,120	(200)	- 15%
Retirement	82-1955	859	2,077	2,260	2,360	100	4%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	1,080	2,671	2,930	3,520	590	20%
Dental Insurance	82-1965	103	270	280	320	40	14%
HSA Contribution	82-1966	50	500	400	400	0	0%
Benefits Admin Fees	82-1967	2	2	0	10	10	100%
Life/AD&D Insurance	82-1970	33	22	20	20	0	0%
Salary Continuation Insur	82-1972	2	43	40	30	(10)	- 25%
S.A.I.F.	82-1975	70	118	140	130	(10)	- 7%
Unemployment	82-1980	67	75	100	10	(90)	- 90%
<b>Personnel Services Totals:</b>		<b>9,815</b>	<b>23,134</b>	<b>24,690</b>	<b>22,520</b>	<b>(2,170)</b>	<b>- 8%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	4	0	500	500	0	0%
Unapportioned Projects	82-2129	0	0	34,140	0	(34,140)	- 100%
Program Supplies	82-2140	0	0	10,000	10,000	0	0%
General Equipment	82-2268	27	0	75,000	75,000	0	0%
Membership Fees And Dues	82-2370	0	285	400	400	0	0%
Office Supplies	82-2410	0	0	10,000	10,000	0	0%
Books And Periodicals	82-2413	0	0	1,000	800	(200)	- 20%
Postage And Freight	82-2419	0	0	230	230	0	0%
Printing And Reproduction	82-2425	7	9	1,500	1,500	0	0%
Prof And Spec Services	82-2450	0	0	10,000	0	(10,000)	- 100%
PC Equipment	82-2455	0	290	190	390	200	105%
Facility Development	82-2461	0	500	47,400	65,820	18,420	38%
Collection Event	82-2463	1,177	0	0	0	0	0%
Contract Personnel	82-2470	0	0	50,000	50,000	0	0%
Contractual Services	82-2471	0	0	50,000	50,000	0	0%
Administration	82-2475	0	0	0	0	0	0%

Lab Services	82-2503	0	0	15,000	15,000	0	0%
Carryover	82-2513	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	64	0	2,500	2,500	100%
Advertising	82-2605	0	0	1,000	2,000	1,000	100%
Educational Materials	82-2777	0	0	1,350	1,360	10	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	0	5,000	5,000	0	0%
Miscellaneous Expense	82-2929	0	0	250	250	0	0%
Reimbursed Travel Expense	82-2930	0	0	750	750	0	0%
Outreach/Education	82-3190	0	0	400	2,500	2,100	525%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	0	1,500	700	1,400	700	100%
<b>Materials &amp; Services Totals:</b>		<b>1,215</b>	<b>2,648</b>	<b>314,810</b>	<b>295,400</b>	<b>(19,410)</b>	<b>- 6%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	25,000	0	(25,000)	- 100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</b>	<b>0%</b>
<b>Transfers Out</b>							
Trans To Special Projects	82-8100	0	29,644	50,000	260,000	210,000	420%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>29,644</b>	<b>50,000</b>	<b>260,000</b>	<b>210,000</b>	<b>420%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>11,031</b>	<b>55,426</b>	<b>414,500</b>	<b>577,920</b>	<b>163,420</b>	<b>1.00</b>



# 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

Clatsop County PHEP Program is 100% compliant with all requirement of Program Element 12 (PE 12) as noted in Triennial Review.

Completed semi-annual program review.

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

Will complete a tabletop exercise for the Continuity of Operations plan.

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

Continued implementation of new PHEP Capabilities Measures per CDC/Oregon PHEP Program.

Replaced emergency supplies that have reached expiration dates.

Updated all documentation to reflect PHEP Capability Measures.

Nearly all staff have minimum ICS/NIMS training

Continued participation in the monthly county emergency preparedness meetings.

Continued implementing ICS structure and risk communication protocols for county outbreaks.

Continued preparedness planning, training and exercises with community partners.

## Performance Measures

The Public Health Workplan is available for review.

## Budget Highlights

This Org unit is coming under the projected budget for FY 16-17 due to staff changes at the Director level. This change will result in the budget going back in FY 17-18 to the projected amount. The Ebola funds provided in FY 16-17 will not be provided in the FY 17-18 budget.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	1	1	0	200	200	100%
EBOLA Emerg Prep	2,655	975	8,660	0	(8,660)	- 100%
B/T Preparedness	77,485	64,924	77,780	71,260	(6,520)	- 8%
Pandemic Flu I	0	0	0	0	0	0%
All Hazard Mini Grant	0	0	0	0	0	0%
B/T Info Security Enhancement	0	0	0	0	0	0%
H1N1 Fee Revenue	0	0	0	0	0	0%
Breast & Cervical Cancer	0	0	0	0	0	0%
Car Seat Program	0	0	0	0	0	0%
H1N1-PHER III	0	0	0	0	0	0%
PHER IV Funds for LHDs	0	0	0	0	0	0%
Franchise Fees	0	0	200	200	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	1,508	0	340	340	100%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>80,141</b>	<b>67,408</b>	<b>86,640</b>	<b>72,000</b>	<b>(14,640)</b>	<b>- 16%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>80,141</b>	<b>67,407</b>	<b>86,640</b>	<b>72,000</b>	<b>(14,640)</b>	<b>- 16%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	46,012	37,264	44,130	12,740	(31,390)	- 71%
Personnel Benefits	19,951	16,143	19,340	5,750	(13,590)	- 70%
Material & Supplies	14,178	13,999	23,170	46,510	23,340	100%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	7,000	7,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>80,141</b>	<b>67,407</b>	<b>86,640</b>	<b>72,000</b>	<b>(14,640)</b>	<b>- 16%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.30	0.25	0.30	0.10	(0.20)	- 66%
Staff Assistant	0.00	0.10	0.00	0.00	0.00	0%
Environmental Health Superviso	0.00	0.05	0.05	0.00	(0.05)	- 100%
Environmental Health Specialis	0.20	0.05	0.05	0.00	(0.05)	- 100%
Public Health Nurse II	0.00	0.05	0.05	0.00	(0.05)	- 100%
Accountant II	0.00	0.05	0.05	0.05	0.00	0%
Admin. Support IV	0.10	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>0.60</b>	<b>0.55</b>	<b>0.50</b>	<b>0.15</b>	<b>(0.35)</b>	<b>0%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Develop and implement preparedness exercises (real events count) Count	5	2	2	3	0	3
Number of deaths related to PH emergency Count	0	0	0	0	0	0
Percent of monthly PHEP conference calls made Percent	98%	90%	100%	90%	0%	100%
Percent of Health Alert profiles up to date Percent	100%	100%	100%	100%	0%	100%
Percent of monthly EPREP meetings made Percent	80%	80%	100%	90%	0%	100%
Percent HAN of tests responded to Percent	98%	90%	100%	100%	0%	100%
Percent of staff who reference PH emerg protocol Percent	80%	90%	90%	90%	0%	100%
Percent of staff able to fill ICS positions Percent	60%	60%	80%	90%	0%	100%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	31,685	24,358	31,320	9,830	(21,490)	- 68%
Clinical Manager	82-1095	0	0	0	0	0	0%
Staff Assistant	82-1191	0	318	0	0	0	0%
Environmental Health Superviso	82-1194	0	3,760	3,990	0	(3,990)	- 100%
Environmental Health Spec. II	82-1195	0	0	0	0	0	0%
Environmental Health Specialis	82-1197	8,724	2,902	2,530	0	(2,530)	- 100%
Clinical Provider	82-1201	0	0	0	0	0	0%
Public Health Nurse	82-1205	0	0	0	0	0	0%
Public Health Nurse II	82-1209	1,637	3,371	3,450	0	(3,450)	- 100%
Public Health Nurse III	82-1212	0	0	0	0	0	0%
Accountant II	82-1848	0	2,555	2,840	2,910	70	2%
Accountant I	82-1850	0	0	0	0	0	0%
Admin. Support IV	82-1854	3,966	0	0	0	0	0%
Health Promotion Specialist	82-1873	0	0	0	0	0	0%
Extra Help CHN II	82-1900	0	0	0	0	0	0%
Extra Help Chn I	82-1905	839	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	20	3	0	0	0	0%
Performance Pay	82-1948	0	0	0	390	390	100%
F.I.C.A.	82-1950	3,483	2,768	3,380	1,000	(2,380)	- 70%
Retirement	82-1955	6,602	5,752	7,080	1,780	(5,300)	- 74%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	6,903	5,436	6,680	1,960	(4,720)	- 70%
Dental Insurance	82-1965	801	647	750	160	(590)	- 78%
HSA Contribution	82-1966	550	919	850	250	(600)	- 70%
Benefits Admin Fees	82-1967	17	16	20	30	10	50%
Life/AD&D Insurance	82-1970	62	52	50	20	(30)	- 60%
Salary Continuation Insur	82-1972	109	78	90	30	(60)	- 66%
S.A.I.F.	82-1975	184	171	180	120	(60)	- 33%
Unemployment	82-1980	382	302	260	10	(250)	- 96%
<b>Personnel Services Totals:</b>		<b>65,963</b>	<b>53,407</b>	<b>63,470</b>	<b>18,490</b>	<b>(44,980)</b>	<b>- 70%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,341	1,270	1,450	300	(1,150)	- 79%
Unapportioned Projects	82-2129	0	0	290	0	(290)	- 100%
Insurance	82-2200	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	349	200	500	300	150%
Software Maintenance	82-2265	0	0	0	0	0	0%
Medical Supplies	82-2345	0	0	50	500	450	900%
Membership Fees And Dues	82-2370	97	285	390	390	0	0%
Office Supplies	82-2410	47	169	300	300	0	0%
Postage And Freight	82-2419	0	0	50	50	0	0%
Printing And Reproduction	82-2425	123	108	200	200	0	0%

Office Furniture & Equipment	82-2454	0	0	0	2,500	2,500	100%
PC Equipment	82-2455	0	180	190	390	200	105%
Contractual Services	82-2471	0	0	0	31,950	31,950	100%
Administration	82-2475	0	0	0	0	0	0%
EBOLA Emerg Prep	82-2485	0	0	8,660	0	(8,660)	- 100%
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	0	0	0%
Vehicle Maintenance & Use	82-2923	119	668	500	250	(250)	- 50%
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	1,151	1,670	1,910	500	(1,410)	- 73%
Indirect Cost Allocation	82-3210	11,300	9,300	8,900	8,600	(300)	- 3%
<b>Materials &amp; Services Totals:</b>		<b>14,178</b>	<b>13,999</b>	<b>23,170</b>	<b>46,510</b>	<b>23,340</b>	<b>100%</b>

**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%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

**Capital Outlay**

Office Equipment	82-4300	0	0	0	7,000	7,000	100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	<b>7,000</b>	<b>100%</b>

**Contingencies**

Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>80,141</b>	<b>67,407</b>	<b>86,640</b>	<b>72,000</b>	<b>(14,640)</b>	<b>1.00</b>

# 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 400 permits were serviced.  
Nearly 350 record requests were fulfilled.  
Approximately 40 failing or inadequate OSS were repaired.

## Performance Measures

The Public Health Workplan is available for review.

## Budget Highlights

This Org unit has increased its revenue due to the advent of the City of Gearhart's Ordinance 901 related to short-term rentals and an increase in building permits in FY 16-17. The program will likely continue to see increases in revenue due to the increase in housing demands and low interest rates.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	13,085	46,411	17,600	40,850	23,250	132%
Public Records Request	0	1,749	2,500	2,500	0	0%
New Site Evaluation	44,052	24,158	30,000	27,500	(2,500)	- 8%
Commercial New Site Evaluation	700	1,376	0	680	680	100%
New Constr. Installation Permi	62,281	67,601	66,000	64,000	(2,000)	- 3%
Residential Repair & Alteratio	23,807	28,623	32,000	35,000	3,000	9%
Res Reinststate, Trans, Renewal	1,128	1,584	3,400	3,400	0	0%
Commercial New Construction	0	2,930	1,970	1,970	0	0%
Comm Repair, Alter, Author Per	0	797	0	1,200	1,200	100%
O&M Reports	2,260	3,000	2,500	4,500	2,000	80%
Annual Evaluation	0	0	1,000	1,000	0	0%
Pumper Truck Inspection	508	400	600	600	0	0%
Compliance Recovery	0	0	0	0	0	0%
Existing System Report	0	832	0	0	0	0%
Authorization Notices	5,836	4,236	2,500	2,500	0	0%
Tank Abandonment	0	0	0	0	0	0%
EH Field Time	170	0	0	0	0	0%
Land Use Record Review	50	0	0	4,900	4,900	100%
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%
<b>Total Revenue:</b>	<b>153,877</b>	<b>183,697</b>	<b>160,070</b>	<b>190,600</b>	<b>30,530</b>	<b>19%</b>
<b>Total Unappropriated Budget:</b>	<b>46,411</b>	<b>24,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>107,465</b>	<b>158,816</b>	<b>160,070</b>	<b>190,600</b>	<b>30,530</b>	<b>19%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	62,128	87,838	88,970	93,720	4,750	5%
Personnel Benefits	20,091	38,290	41,330	45,290	3,960	9%
Material & Supplies	6,105	32,689	29,770	51,590	21,820	73%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	19,142	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>107,465</b>	<b>158,816</b>	<b>160,070</b>	<b>190,600</b>	<b>30,530</b>	<b>19%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.05	0.05	0.35	0.30	600%
Staff Assistant	0.20	0.00	0.00	0.00	0.00	0%
Environmental Health Superviso	0.10	0.50	0.40	0.00	(0.40)	- 100%
Environmental Health Specialis	0.60	0.50	0.50	0.60	0.10	20%
Permit Technician	0.00	0.30	0.50	0.50	0.00	0%
Accountant II	0.00	0.05	0.05	0.05	0.00	0%
<b>Total Personnel:</b>	<b>0.90</b>	<b>1.40</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>	<b>0%</b>

### Measures

Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of site evaluations	Count	0	0	15	120	0	110
Number of construction permits	Count	0	0	80	175	0	170
Number of reinstatements, transfers and renewals	Count	0	0	3	4	0	5
Number of authorization notices	Count	0	0	8	10	0	10
Number of repair permits	Count	0	0	35	55	0	60
Number of complaints about failed systems	Count	0	0	5	10	0	12
Number of record requests	Count	0	0	175	200	0	350
Number of technical assistance requests	Count	0	0	15	25	0	25
Number of attendees of "Septic Systems 101"	Count	0	0	250	200	0	50
Number of visits to OSS website	Count	0	0	0	300	0	400
Percent of failed system reports resolved	Percent	0%	0%	100%	100%	0%	100%



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	0	4,872	5,220	34,410	29,190	559%
Staff Assistant	82-1191	35,301	0	0	0	0	0%
Environmental Health Superviso	82-1194	7,384	34,481	31,940	0	(31,940)	- 100%
Environmental Health Specialis	82-1197	11,642	21,727	22,600	28,710	6,110	27%
Permit Technician	82-1729	0	22,529	26,370	27,690	1,320	5%
Accountant II	82-1848	0	2,555	2,840	2,910	70	2%
Accountant I	82-1850	297	0	0	0	0	0%
Admin. Support IV	82-1854	7,504	1,675	0	0	0	0%
Extra Help-Clinical	82-1905	0	0	0	0	0	0%
Extra Help	82-1941	0	129	0	0	0	0%
Overtime	82-1945	0	57	0	0	0	0%
Performance Pay	82-1948	0	0	0	1,380	1,380	100%
F.I.C.A.	82-1950	4,632	6,403	6,810	7,270	460	6%
Retirement	82-1955	4,982	9,837	10,120	13,300	3,180	31%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	8,479	15,838	18,530	17,970	(560)	- 3%
Dental Insurance	82-1965	732	1,804	1,540	1,890	350	22%
HSA Contribution	82-1966	200	2,722	2,950	2,450	(500)	- 16%
Benefits Admin Fees	82-1967	20	18	20	30	10	50%
Life/AD&D Insurance	82-1970	125	147	140	130	(10)	- 7%
Salary Continuation Insur	82-1972	82	196	170	160	(10)	- 5%
S.A.I.F.	82-1975	224	458	520	610	90	17%
Unemployment	82-1980	615	681	530	100	(430)	- 81%
<b>Personnel Services Totals:</b>		<b>82,219</b>	<b>126,128</b>	<b>130,300</b>	<b>139,010</b>	<b>8,710</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	(32)	485	300	300	0	0%
Unapportioned Projects	82-2129	0	0	2,350	18,970	16,620	707%
Program Supplies	82-2140	1,576	139	430	750	320	74%
Insurance	82-2200	0	1,982	2,060	610	(1,450)	- 70%
License And Permit Fees	82-2240	150	17	0	0	0	0%
General Equipment	82-2268	81	286	100	100	0	0%
Membership Fees And Dues	82-2370	221	30	230	230	0	0%
Office Supplies	82-2410	0	35	0	200	200	100%
Books And Periodicals	82-2413	668	17	0	0	0	0%
Postage And Freight	82-2419	359	742	150	800	650	433%
Printing And Reproduction	82-2425	216	158	250	740	490	196%
Office Furniture & Equipment	82-2454	0	3,580	0	0	0	0%
PC Equipment	82-2455	1,299	410	190	200	10	5%
Contract Personnel	82-2470	0	0	0	0	0	0%
DEQ Contractual Svcs.	82-2478	0	0	0	0	0	0%
Lab Services	82-2503	0	0	0	0	0	0%
Carryover	82-2513	0	0	0	0	0	0%

Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	25	0	0	200	200	100%
Meetings/ Hosting	82-2750	0	117	0	80	80	100%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	215	134	500	500	0	0%
Education And Training	82-2928	0	485	450	450	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,329	1,671	860	860	0	0%
Refunds and Returns	82-3204	0	0	0	1,500	1,500	100%
Indirect Cost Allocation	82-3210	0	22,400	21,900	25,100	3,200	14%
<b>Materials &amp; Services Totals:</b>		<b>6,105</b>	<b>32,689</b>	<b>29,770</b>	<b>51,590</b>	<b>21,820</b>	<b>73%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	19,142	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>19,142</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>107,465</b>	<b>158,816</b>	<b>160,070</b>	<b>190,600</b>	<b>30,530</b>	<b>1.00</b>

# 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

This Org unit will experience a fee increase in FY 17-18 to cover the added expense of a new 0.50 FTE Environmental Health staff

The Permit Tech position is still shared with the Onsite Sewage Program.

Funding Sources						
Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	21,031	43,569	52,190	51,440	(750)	- 1%
Bed & Breakfast	1,295	1,698	1,300	1,300	0	0%
Full Service	144,851	137,450	128,000	134,380	6,380	4%
Food Handler Cards	8,504	7,386	6,000	6,000	0	0%
Limited	2,625	1,550	1,000	1,000	0	0%
Mobile Units	2,325	3,680	2,300	2,500	200	8%
Temps	7,795	8,119	9,500	10,500	1,000	10%
Food Warehouses	0	0	200	200	0	0%
Pools	5,700	6,310	5,800	5,900	100	1%
Spas	3,550	3,700	3,500	3,600	100	2%
Organizational Camps	240	240	200	200	0	0%
RV Parks	3,623	3,670	3,600	3,600	0	0%
Tourist-Bed & Breakfast	560	600	560	560	0	0%
Traveler (Hotels/Motels)	8,910	9,310	8,700	9,000	300	3%
Drinking Water	11,196	11,196	11,200	11,200	0	0%
Day Cars	1,120	2,155	1,500	1,500	0	0%
Schools	2,825	3,105	0	0	0	0%
Plan Reviews	3,724	3,830	1,250	1,250	0	0%
Environmental Inspections	1,600	1,600	1,600	1,600	0	0%
Commissary Fees	1,260	945	900	900	0	0%
HHW Revenue	0	0	0	0	0	0%
Community Education	570	0	0	0	0	0%
Franchise Fees	0	0	570	570	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	310	0	0	1,500	1,500	100%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	8,850	0	0	0	0	0%
<b>Total Revenue:</b>	<b>242,463</b>	<b>250,113</b>	<b>239,870</b>	<b>248,700</b>	<b>8,830</b>	<b>3%</b>
<b>Total Unappropriated Budget:</b>	<b>43,569</b>	<b>57,117</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>198,895</b>	<b>192,995</b>	<b>239,870</b>	<b>248,700</b>	<b>8,830</b>	<b>3%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	103,618	101,859	112,640	125,340	12,700	11%
Personnel Benefits	40,813	38,146	41,970	54,700	12,730	30%
Material & Supplies	54,464	52,990	61,410	53,660	(7,750)	- 12%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	15,000	15,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	23,850	0	(23,850)	- 100%
<b>Total Expenditures:</b>	<b>198,895</b>	<b>192,995</b>	<b>239,870</b>	<b>248,700</b>	<b>8,830</b>	<b>3%</b>

## Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Health Director	0.10	0.05	0.05	0.15	0.10	200%
Staff Assistant	0.00	0.30	0.00	0.00	0.00	0%
Environmental Health Superviso	0.80	0.30	0.40	0.00	(0.40)	- 100%
Environmental Health Spec. I	0.80	1.05	1.05	1.75	0.70	66%
Permit Technician	0.00	0.50	0.40	0.40	0.00	0%
Accountant II	0.00	0.05	0.05	0.05	0.00	0%
Accountant I	0.10	0.00	0.00	0.00	0.00	0%
Admin. Support IV	0.30	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.10</b>	<b>2.25</b>	<b>1.95</b>	<b>2.35</b>	<b>0.40</b>	<b>0%</b>

## Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of food handler classes offered to community Count	15	12	15	24	0	24
Percent of semi & annual food service inspections completed out of total required Percent	100%	70%	75%	100%	0%	90%
Percent of temporary food events licensed out of total required to be licensed Percent	90%	100%	100%	100%	0%	100%
Percent of pool/spa inspections completed out of total required. Percent	100%	69%	100%	100%	0%	100%
Percent of contract required Drinking Water Surveys completed. Percent	100%	100%	100%	100%	0%	100%
Percent of Drinking Water System alerts and violations receiving a response. Percent	100%	97%	97%	100%	0%	100%
Improve rate of food service repeat inspections and failure to comply procedures. Percent	4%	2%	2%	5%	0%	75%
Improve Drinking Water survey deficiencies follow up process. Percent	90%	60%	60%	75%	0%	100%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Health Director	82-1086	9,053	4,872	5,220	14,750	9,530	182%
Deputy Director HHS	82-1095	0	0	0	0	0	0%
Staff Assistant	82-1191	0	126	0	2,160	2,160	100%
Environmental Health Supervisor	82-1194	47,923	25,688	31,940	0	(31,940)	- 100%
Environmental Health Spec. II	82-1195	0	0	0	0	0	0%
Environmental Health Spec. I	82-1197	30,176	47,582	51,540	83,370	31,830	61%
Public Health Nurse II	82-1209	0	0	0	0	0	0%
Permit Technician	82-1729	0	21,036	21,100	22,150	1,050	4%
Accountant II	82-1848	0	2,555	2,840	2,910	70	2%
Accountant I	82-1850	4,526	0	0	0	0	0%
Admin. Support IV	82-1854	11,940	0	0	0	0	0%
Extra Help - Interpreter	82-1906	0	0	0	0	0	0%
Extra Help	82-1941	0	65	0	0	0	0%
Overtime	82-1945	60	82	0	0	0	0%
Performance Pay	82-1948	0	0	0	590	590	100%
F.I.C.A.	82-1950	7,645	7,489	8,620	9,630	1,010	11%
Retirement	82-1955	11,902	11,580	12,710	18,640	5,930	46%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	15,513	12,883	14,990	19,660	4,670	31%
Dental Insurance	82-1965	1,443	1,398	1,290	2,150	860	66%
HSA Contribution	82-1966	1,900	2,228	2,350	2,550	200	8%
Benefits Admin Fees	82-1967	56	60	50	50	0	0%
Life/AD&D Insurance	82-1970	164	182	180	220	40	22%
Salary Continuation Insur	82-1972	282	219	210	190	(20)	- 9%
S.A.I.F.	82-1975	792	683	890	890	0	0%
Unemployment	82-1980	1,057	1,277	680	130	(550)	- 80%
<b>Personnel Services Totals:</b>		<b>144,431</b>	<b>140,006</b>	<b>154,610</b>	<b>180,040</b>	<b>25,430</b>	<b>16%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,346	1,642	1,400	1,400	0	0%
Unapportioned Projects	82-2129	0	0	10,700	0	(10,700)	- 100%
Program Supplies	82-2140	719	455	500	500	0	0%
Insurance	82-2200	0	844	1,070	1,820	750	70%
License And Permit Fees	82-2240	300	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
General Equipment	82-2268	162	279	200	460	260	130%
Medical Supplies	82-2345	0	38	100	100	0	0%
Membership Fees And Dues	82-2370	278	191	400	400	0	0%
Office Supplies	82-2410	362	405	300	330	30	10%
Books And Periodicals	82-2413	48	12	0	0	0	0%
Postage And Freight	82-2419	851	949	600	600	0	0%
Printing And Reproduction	82-2425	534	319	300	300	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%

Office Furniture & Equipment	82-2454	0	3,580	0	0	0	0%
PC Equipment	82-2455	0	290	590	200	(390)	- 66%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	428	0	0	0	0%
Administration	82-2475	0	0	0	0	0	0%
Lab Services	82-2503	113	0	0	0	0	0%
Carryover	82-2513	0	0	0	0	0	0%
State Consultation Fee	82-2520	26,558	21,288	23,430	23,210	(220)	- 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	0	0	0%
Vehicle Maintenance & Use	82-2923	1,003	911	1,500	1,500	0	0%
Education And Training	82-2928	590	432	110	110	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	633	263	310	530	220	70%
Outreach/Education	82-3190	230	0	0	0	0	0%
Refunds and Returns	82-3204	1,236	565	0	1,500	1,500	100%
Indirect Cost Allocation	82-3210	19,500	20,100	19,900	20,700	800	4%
<b>Materials &amp; Services Totals:</b>		<b>54,464</b>	<b>52,990</b>	<b>61,410</b>	<b>53,660</b>	<b>(7,750)</b>	<b>- 12%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	15,000	15,000	100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	23,850	0	(23,850)	- 100%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>23,850</b>	<b>0</b>	<b>(23,850)</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>198,895</b>	<b>192,995</b>	<b>239,870</b>	<b>248,700</b>	<b>8,830</b>	<b>1.00</b>

## Environmental Health - Vehicle

Department Priority:	0							
Location:	Public Health							
Link to Other Project(s):								
Description:	Replacing old red Toyota Corolla							
Justification:	Red Toyota Corolla is unsafe at any speed							
Alternatives:	Rent a car for every inspection - not a long term solution							
Operating Impact:	Better fuel efficiency and decreased maintenance cost will help the department realize savings in addition to improving safety for staff conducting field work.							
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: 16,500 Installation Fee: 0 Trade in Credit: 1,500 <b>Net Cost: 15,000</b>	<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;">16,500</td> </tr> <tr> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">1,500</td> </tr> <tr> <td style="text-align: right;"><b>15,000</b></td> </tr> </table>	Total	16,500	0	1,500	<b>15,000</b>
Total								
16,500								
0								
1,500								
<b>15,000</b>								



# 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Transportation Svcs SE#53	0	0	0	0	0	0%
MHS Stewart RTF SE #37	17,719	17,112	20,000	17,110	(2,890)	- 14%
Self Directed Supp. SE#150	0	0	0	0	0	0%
Supp Svc-Long Term Care SE#151	0	0	0	0	0	0%
DD Case Mngmt SE #48	339,051	395,820	376,200	376,200	0	0%
Comprehensive Care SE #49	5,021	5,597	15,000	15,000	0	0%
Abuse Investigation Svc SE#55	47,508	48,843	48,840	48,840	0	0%
Clatsop DD Local Admin SE#2	109,175	187,710	187,710	187,710	0	0%
Rent Subsidies SE#56	0	0	0	0	0	0%
DD-Special Projects SE#57	0	28,125	60,000	0	(60,000)	- 100%
Rev. Refunds & Reim.	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>518,474</b>	<b>683,207</b>	<b>707,750</b>	<b>644,860</b>	<b>(62,890)</b>	<b>- 8%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>518,474</b>	<b>683,207</b>	<b>707,750</b>	<b>644,860</b>	<b>(62,890)</b>	<b>- 8%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
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	518,474	683,207	707,750	644,860	(62,890)	- 8%
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%
<b>Total Expenditures:</b>	<b>518,474</b>	<b>683,207</b>	<b>707,750</b>	<b>644,860</b>	<b>(62,890)</b>	<b>- 8%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
NA	82-1000	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Special Payments</b>							
SE #151 Supp Svc - Long Term C	82-3114	0	0	0	0	0	0%
SE #150 Self directed Supp.	82-3121	0	0	0	0	0	0%
SE #44 DD Crisis Diversion	82-3123	0	0	0	0	0	0%
SE #48 DD case Mgmnt	82-3124	339,051	395,820	376,200	376,200	0	0%
SE #157 Regional Crisis & Back	82-3126	17,719	17,112	20,000	17,110	(2,890)	- 14%
SE #49 Comprehensive Care	82-3127	5,021	5,597	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	47,508	48,843	48,840	48,840	0	0%
SE #2 Clatsop DD Local Admin	82-3156	109,175	187,710	187,710	187,710	0	0%
SE #56 Rent Subsidies	82-3158	0	0	0	0	0	0%
SE#57 DD-Special Projects	82-3159	0	28,125	60,000	0	(60,000)	- 100%
<b>Special Payments Totals:</b>		<b>518,474</b>	<b>683,207</b>	<b>707,750</b>	<b>644,860</b>	<b>(62,890)</b>	<b>- 8%</b>
<b>Total Expenditures:</b>		<b>518,474</b>	<b>683,207</b>	<b>707,750</b>	<b>644,860</b>	<b>(62,890)</b>	<b>1.00</b>

# 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	23,533	27,067	28,420	30,940	2,520	8%
Interest On Investments	1,131	1,359	1,350	1,360	10	0%
SE#63 Peer Delivered Services	0	9,274	32,460	18,550	(13,910)	- 42%
Continuum of Care SE#66	0	123,513	125,620	125,610	(10)	- 0%
AD 81 Treatment	0	14,250	14,250	12,000	(2,250)	- 15%
NR Adult MH Svcs SE#20	0	0	0	203,530	203,530	100%
Child & Adoles MH Svcs SE#22	0	0	0	0	0	0%
Reg Acute Psych Inpat SE#24	0	0	0	56,790	56,790	100%
SE#26A YAT EASA Svc-Non Res	0	0	0	18,730	18,730	100%
Adult Foster Care SE#34	0	0	0	0	0	0%
Comm Crisis-Adult/Child SE#25	0	0	0	0	0	0%
PSRB Trmt & Spvsn SE#30	0	1,355	0	0	0	0%
Old/Dsblld Adult MH Svcs SE#35	16,624	15,767	17,120	17,120	0	0%
MHS Special Projects SE #37	904,511	691,729	756,480	0	(756,480)	- 100%
SE#36 PASARR	0	0	2,500	0	(2,500)	- 100%
SE#38 Supportive Employment	0	0	0	25,750	25,750	100%
SE#37 ACTS	0	0	0	57,500	57,500	100%
SE#37 Mobile Crisis	0	0	0	233,370	233,370	100%
Local Administration SE#1	31,033	29,900	30,330	53,110	22,780	75%
SE#3 Local Admin	0	428	430	360	(70)	- 16%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	171	0	0	0	0	0%
Trans from Drug & Alcohol Tx	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>977,003</b>	<b>914,642</b>	<b>1,008,960</b>	<b>854,720</b>	<b>(154,240)</b>	<b>- 15%</b>
<b>Total Unappropriated Budget:</b>	<b>27,066</b>	<b>29,041</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>949,937</b>	<b>885,601</b>	<b>1,008,960</b>	<b>854,720</b>	<b>(154,240)</b>	<b>- 15%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	17,682	18,123	18,580	27,940	9,360	50%
Personnel Benefits	8,620	8,956	9,370	17,530	8,160	87%
Material & Supplies	2,500	2,633	4,160	2,920	(1,240)	- 29%
Special Payments	921,135	855,888	948,430	768,950	(179,480)	- 18%
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	28,420	37,380	8,960	31%
<b>Total Expenditures:</b>	<b>949,937</b>	<b>885,601</b>	<b>1,008,960</b>	<b>854,720</b>	<b>(154,240)</b>	<b>- 15%</b>

Staffing Summary						
Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Asst Finance Director	0.03	0.00	0.00	0.00	0.00	0%
HHS Coordinator	0.00	0.00	0.00	0.50	0.50	100%
Prev Program Coordinator	0.25	0.28	0.28	0.00	(0.28)	- 100%
<b>Total Personnel:</b>	<b>0.28</b>	<b>0.28</b>	<b>0.28</b>	<b>0.50</b>	<b>0.22</b>	<b>76%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Asst Finance Director	82-1104	206	0	0	0	0	0%
HHS Coordinator	82-1185	0	0	0	27,940	27,940	100%
Prev Program Coordinator	82-1882	17,476	18,123	18,580	0	(18,580)	- 100%
F.I.C.A.	82-1950	1,277	1,328	1,420	2,140	720	50%
Retirement	82-1955	2,128	1,979	2,030	3,800	1,770	87%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	4,058	4,210	4,590	9,420	4,830	105%
Dental Insurance	82-1965	517	519	530	950	420	79%
HSA Contribution	82-1966	424	706	570	1,000	430	75%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life/AD&D Insurance	82-1970	31	31	30	70	40	133%
Salary Continuation Insur	82-1972	53	54	60	80	20	33%
S.A.I.F.	82-1975	23	21	30	40	10	33%
Unemployment	82-1980	109	105	110	30	(80)	- 72%
<b>Personnel Services Totals:</b>		<b>26,302</b>	<b>27,080</b>	<b>27,950</b>	<b>45,470</b>	<b>17,520</b>	<b>62%</b>
<b>Materials &amp; Services</b>							
Program Supplies	82-2140	0	31	730	100	(630)	- 86%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	3	730	20	(710)	- 97%
Indirect Cost Allocation	82-3210	2,500	2,600	2,700	2,800	100	3%
<b>Materials &amp; Services Totals:</b>		<b>2,500</b>	<b>2,633</b>	<b>4,160</b>	<b>2,920</b>	<b>(1,240)</b>	<b>- 29%</b>
<b>Special Payments</b>							
SE# 63 Peer Delivered Services	82-3107	0	9,274	32,460	18,550	(13,910)	- 42%
SE#66 Sub Disorder Tx	82-3112	0	123,513	125,620	125,610	(10)	- 0%
Adult Foster Care SE#34	82-3143	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	0	203,530	203,530	100%
SE#38 Supportive Employment	82-3167	0	0	0	25,750	25,750	100%
SE#26A YAT EASA Non Res	82-3168	0	0	0	18,730	18,730	100%
SE #22 Child & Adoles MH Srvcs	82-3169	0	0	0	0	0	0%
SE #24 Reg Acute Psych Inpat	82-3170	0	0	0	56,790	56,790	100%
SE #25 Comm Crisis-Adult/Child	82-3172	0	0	0	0	0	0%
SE #30 PSRB Trmt & Spvsn	82-3174	0	1,355	0	0	0	0%
SE #35 Old/Dsbl'd Adlt MH Srvcs	82-3175	16,624	15,767	17,120	17,120	0	0%
SE #37 MHS Special Projects	82-3176	904,511	691,729	756,480	0	(756,480)	- 100%
SE#36 PASARR	82-3177	0	0	2,500	0	(2,500)	- 100%
SE#37 ACTS	82-3178	0	0	0	57,500	57,500	100%
SE#37 Mobile Crisis	82-3179	0	0	0	233,370	233,370	100%
SE#81 Problem Gambling Tx Ser	82-3181	0	14,250	14,250	12,000	(2,250)	- 15%
<b>Special Payments Totals:</b>		<b>921,135</b>	<b>855,888</b>	<b>948,430</b>	<b>768,950</b>	<b>(179,480)</b>	<b>- 18%</b>
<b>Contingencies</b>							

Appropriation for Contin.	82-9900	0	0	28,420	37,380	8,960	31%
Contingencies Totals:		0	0	28,420	37,380	8,960	31%
Total Expenditures:		949,937	885,601	1,008,960	854,720	(154,240)	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

The Clatsop County Juvenile Department, through their NW Parenting initiative, successfully implemented Pocket Full of Feelings. This is a toolkit for parents and providers to address children's social/emotional growth. A fall training of 33 providers resulted in over 70 classroom teachers and early childhood providers using the toolkits with their children. Ninety-three percent (93%) reported gaining useful information from the implementation training. NW Parenting received a \$2,000 grant from the Victim Impact Panel to begin phase II of the project which is to bring the toolkit and training in social/emotional growth to parents.

The Juvenile Department's Prevention Coordinator was invited to present a workshop at the Confederation of Oregon School Administrators Statewide Early Learning Conference. She was included in a panel discussion regarding effective community-based approaches for social/emotional growth. Information on Pocket Full of Feelings was shared.

NW Parenting coordinated a successful Read for the Record annual campaign with Clatsop County parents and children participating in the event. This is a partnership with local libraries, schools, Head Starts, and other child care centers. Eighty-six percent (86%) of participants evaluated reported positive outcomes.

Evaluation of the parenting education programs of the Juvenile Department have demonstrated "significant improvement in parenting skills" as reported by parents in parenting skills classes. This accomplishment demonstrates the effectiveness and necessity for parenting education programs.

The Prevention Works Coalition received a continuation grant from Columbia Pacific Coordinated Care Organization (CCO) for an underage drinking campaign using Positive Culture Framework. The Clatsop County Juvenile Department's prevention staff plays an integral part in this effort; media messaging to students and parents was disseminated this year. The Coalition has plans to apply for additional funding to sustain these efforts.

The Prevention Works Coalition partnered with Way to Wellville to bring Officer Jermaine Galloway (Tall Cop Says Stop) to the community. Officer Galloway provided information to community members and parents on drug culture. Almost 70 people attended the workshop and one hundred percent (100%) of the participants evaluated at these events reported positive outcomes in increased knowledge. Successful attendance at these events contributed to an increase in the number of parents and adults served by our prevention programs.

The Prevention Coordinator was one of the main authors for a highly competitive federal Drug Free Communities Grant which was awarded to the Prevention Works Coalition and their fiscal agent, Warrenton Hammond Healthy Kids, Inc. As a new grantee, Warrenton-Hammond Healthy Kids received the only 2016 grant award of this kind in the state of Oregon.

The Clatsop Juvenile Department partnered with Prevention Specialists from Columbia and Tillamook Counties to provide an Applied Suicide Intervention Skills Training (ASIST) to approximately 30 local social services and mental health providers. ASIST is an evidence-based suicide intervention training, considered one of the premier training of this type. The training was provided at no cost to participants through a grant from the Columbia Pacific CCO. This was a huge success with the training filling up and requiring a waiting list.

## 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 participants responding to an evaluation of the Prevention Works Coalition evaluation of Tall Cop Says Stop reported learning something new about drug culture.

93% of evaluated attendees at the Pocket Full of Feelings Implementation Training reported gaining knowledge and resources for implementation. This training resulted in an over 150% increase in caregivers and teachers having access to the PFF toolkit across Clatsop County.

**Budget Highlights**

The 2017-2018 Prevention Unit budget indicates a 13% reduction in revenue. This is due in part to a reduction in grant funding for regional parenting education and includes monies contracted to Columbia and Tillamook Counties. There has been an increase of .11 FTE in this program in efforts to increase community outreach while maintaining fiscal responsibility of grant funding.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	71,374	88,640	49,800	84,560	34,760	69%
Interest On Investments	0	0	0	0	0	0%
St. - Liquor 2145	0	0	0	0	0	0%
Prevention Srvcs SE#70	61,250	61,250	61,250	61,250	0	0%
AD 80 Prevention	30,000	20,000	20,000	20,000	0	0%
AD 81 Treatment	0	0	0	0	0	0%
Local Admin SE#3	0	0	0	0	0	0%
Juv Crime Prevent	0	7,664	22,500	0	(22,500)	- 100%
Comm On Children & Family	0	0	0	0	0	0%
Hub Contract	100,000	90,000	90,000	67,500	(22,500)	- 25%
My Future My Choice Grant	10,775	4,414	10,000	10,000	0	0%
Alcohol/Drug TX	20,003	20,103	20,000	20,000	0	0%
Program Services	26,631	5,959	10,000	10,000	0	0%
Pacific County	0	0	0	0	0	0%
Franchise Fees	0	0	280	280	0	0%
Ford Family Foundation	0	0	0	0	0	0%
Rev. Refunds & Reim.	110	101	0	0	0	0%
Donations	0	0	0	0	0	0%
NSF Check Fee	0	0	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	182	0	0	0	0	0%
<b>Total Revenue:</b>	<b>320,325</b>	<b>298,131</b>	<b>283,830</b>	<b>273,590</b>	<b>(10,240)</b>	<b>- 3%</b>
<b>Total Unappropriated Budget:</b>	<b>88,640</b>	<b>78,395</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>231,685</b>	<b>219,736</b>	<b>283,830</b>	<b>273,590</b>	<b>(10,240)</b>	<b>- 3%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	88,770	87,656	98,620	109,490	10,870	11%
Personnel Benefits	30,694	33,942	34,900	62,080	27,180	77%
Material & Supplies	112,222	98,138	150,310	102,020	(48,290)	- 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	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>231,685</b>	<b>219,736</b>	<b>283,830</b>	<b>273,590</b>	<b>(10,240)</b>	<b>- 3%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Prevention Supervisor	0.75	0.72	0.72	1.00	0.28	39%
Prevention Specialist	0.67	0.84	0.84	0.67	(0.17)	- 20%
<b>Total Personnel:</b>	<b>1.42</b>	<b>1.56</b>	<b>1.56</b>	<b>1.67</b>	<b>0.11</b>	<b>7%</b>

### Measures

Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number parents/adults served	Count	0	620	214	800	0	0
Number youth/children served	Count	0	442	504	1,000	0	0
Number leadership opportunities or TA on prevention practices	Count	0	22	20	20	0	0

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Prevention Supervisor	82-1882	44,985	46,030	47,180	70,360	23,180	49%
Prevention Specialist	82-1883	36,991	37,975	46,440	34,130	(12,310)	- 26%
Parent Educators	82-1884	5,571	2,798	4,000	4,000	0	0%
Child Care Provider	82-1885	1,223	853	1,000	1,000	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	6,603	6,558	7,540	8,380	840	11%
Retirement	82-1955	9,868	12,063	11,770	14,940	3,170	26%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	10,346	10,694	11,670	31,450	19,780	169%
Dental Insurance	82-1965	1,319	1,319	1,350	3,190	1,840	136%
HSA Contribution	82-1966	1,076	1,794	1,440	3,340	1,900	131%
Benefits Admin Fees	82-1967	84	61	60	50	(10)	- 16%
Life/AD&D Insurance	82-1970	140	142	140	180	40	28%
Salary Continuation Insur	82-1972	193	198	200	280	80	40%
S.A.I.F.	82-1975	177	128	140	160	20	14%
Unemployment	82-1980	888	986	590	110	(480)	- 81%
<b>Personnel Services Totals:</b>		<b>119,464</b>	<b>121,598</b>	<b>133,520</b>	<b>171,570</b>	<b>38,050</b>	<b>28%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	213	387	300	300	0	0%
Program Supplies	82-2140	397	313	16,470	2,500	(13,970)	- 84%
Program Food	82-2141	0	85	6,725	2,500	(4,225)	- 62%
Program Activity	82-2142	0	380	6,725	2,610	(4,115)	- 61%
Facilities Rental	82-2143	0	0	0	200	200	100%
Juvenile Crime Prevention	82-2144	0	0	7,250	0	(7,250)	- 100%
CAT Head Start: Family Fun Nig	82-2147	0	0	0	0	0	0%
Parent Workshop	82-2148	0	209	0	0	0	0%
HUB-OPEC Expenses	82-2149	8,886	15,890	19,570	6,040	(13,530)	- 69%
Insurance	82-2200	305	604	710	1,210	500	70%
Software Maintenance	82-2265	0	0	100	100	0	0%
Membership Fees And Dues	82-2370	140	0	300	300	0	0%
Office Supplies	82-2410	326	70	500	1,000	500	100%
Books And Periodicals	82-2413	0	410	100	500	400	400%
Postage And Freight	82-2419	108	203	200	200	0	0%
Printing And Reproduction	82-2425	58	52	300	300	0	0%
PC Equipment	82-2455	768	260	1,000	260	(740)	- 74%
Contractual Services	82-2471	56,932	57,687	52,130	52,100	(30)	- 0%
Administrative Costs	82-2473	0	0	0	0	0	0%
Advertising	82-2605	640	0	200	500	300	150%
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	461	690	2,000	2,500	500	25%
Reimbursed Travel Expense	82-2930	2,151	1,846	4,330	4,500	170	3%

My Future My Choice Expenses	82-2980	1,807	315	5,000	5,000	0	0%
Parenting Education	82-3111	18,820	1,437	10,000	2,500	(7,500)	- 75%
Indirect Cost Allocation	82-3210	20,210	17,300	16,400	16,900	500	3%
<b>Materials &amp; Services Totals:</b>		<b>112,222</b>	<b>98,138</b>	<b>150,310</b>	<b>102,020</b>	<b>(48,290)</b>	<b>- 32%</b>
<b>Special Payments</b>							
AmeriCorps HOPE	82-3098	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>231,685</b>	<b>219,736</b>	<b>283,830</b>	<b>273,590</b>	<b>(10,240)</b>	<b>1.00</b>

## 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	31,353	35,587	35,590	35,590	0	0%
Transfer From General	0	0	0	0	0	0%
Transfer from Other Funds	4,319	0	0	0	0	0%
<b>Total Revenue:</b>	<b>35,672</b>	<b>35,587</b>	<b>35,590</b>	<b>35,590</b>	<b>0</b>	<b>0%</b>
<b>Total Unappropriated Budget:</b>	<b>35,672</b>	<b>35,587</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>35,590</b>	<b>35,590</b>	<b>0</b>	<b>0%</b>

### Expenditures

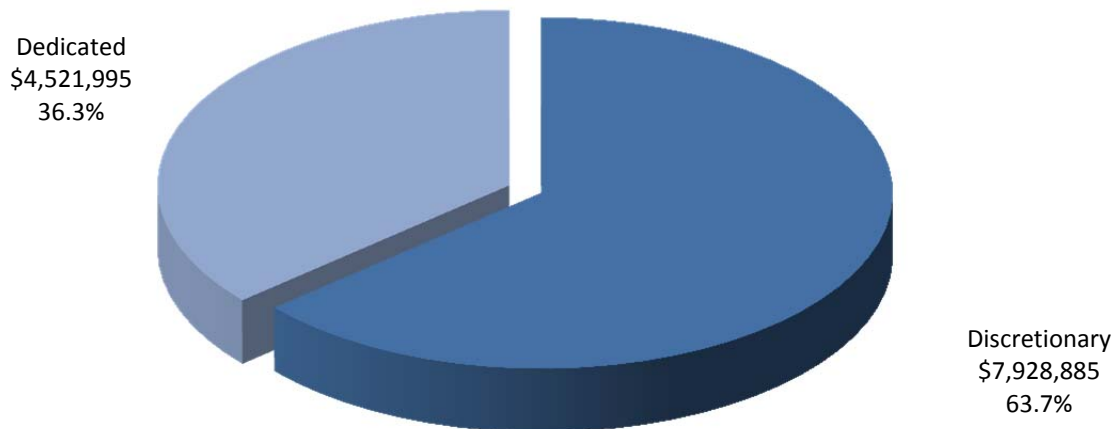
Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	35,590	35,590	0	0%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>35,590</b>	<b>35,590</b>	<b>0</b>	<b>0%</b>

### Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
NA	82-1000	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	35,590	35,590	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>35,590</b>	<b>35,590</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>35,590</b>	<b>35,590</b>	<b>0</b>	<b>1.00</b>

THIS PAGE INTENTIONALLY LEFT BLANK

## Clatsop County Functions/Programs Budget General Government 2017-2018 Total \$12,450,880



### 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 Appeal	Information Systems
Assessment & Taxation	Building & Grounds
Property Management	Dues & Special Assessments
Clerk - Admin & Elections	Transfers to Other Funds
Clerk - Records	Approp. for Contingency 1
County Clerk Records	Insurance Reserve
County Manager	Debt Service
Human Resources	Bond & UAL Reserve Fund
County Counsel	

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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Copy Fees	0	0	0	0	0	0%
Franchise Fees	0	7,124	0	0	0	0%
Rev. Refunds & Reim.	0	470	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	66,658	59,600	88,560	91,560	3,000	3%
<b>Total Revenue:</b>	<b>66,658</b>	<b>67,194</b>	<b>88,560</b>	<b>91,560</b>	<b>3,000</b>	<b>3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	2	1	50	50	0	0%
Material & Supplies	66,657	67,192	88,510	91,510	3,000	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%
<b>Total Expenditures:</b>	<b>66,658</b>	<b>67,194</b>	<b>88,560</b>	<b>91,560</b>	<b>3,000</b>	<b>3%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
S.A.I.F.	82-1975	2	1	50	50	0	0%
<b>Personnel Services Totals:</b>		<b>2</b>	<b>1</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,409	2,603	2,600	2,750	150	5%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	0	0	0	100	100	100%
Office Supplies	82-2410	76	0	100	100	0	0%
Books And Periodicals	82-2413	512	0	100	0	(100)	- 100%
Postage And Freight	82-2419	938	1,133	1,000	1,200	200	20%
Printing And Reproduction	82-2425	346	8	1,000	400	(600)	- 60%
Contractual Services	82-2471	0	0	0	0	0	0%
Publ. And Legal Notices	82-2600	251	240	1,000	250	(750)	- 75%
Promotions	82-2756	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Reimbursable Expense	82-2883	0	82	0	0	0	0%
Floral Arrangements	82-2909	0	90	0	0	0	0%
Education And Training	82-2928	1,408	3,175	1,500	2,500	1,000	66%
Miscellaneous Expense	82-2929	342	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	7,455	6,941	12,000	15,000	3,000	25%
Commissioners - Per Diem	82-2931	52,920	52,920	69,210	69,210	0	0%
<b>Materials &amp; Services Totals:</b>		<b>66,657</b>	<b>67,192</b>	<b>88,510</b>	<b>91,510</b>	<b>3,000</b>	<b>3%</b>
<b>Capital Outlay</b>							
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>66,658</b>	<b>67,194</b>	<b>88,560</b>	<b>91,560</b>	<b>3,000</b>	<b>1.00</b>

# 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

Four BoPTA board members were appointed and participated in training provided by the Department of Revenue. Twenty-nine Real Property tax petitions were received. Three petitions were stipulated. Ten petitions were withdrawn. Sixteen hearings will be held. Two Personal Property tax petitions were received and a confidential hearing 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 has been added to FY 2017-2018 to cover administrative costs related to petition processing.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Board of Property Tax filing f	0	0	0	1,225	1,225	100%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	36,924	35,172	25,910	27,635	1,725	6%
<b>Total Revenue:</b>	<b>36,924</b>	<b>35,172</b>	<b>25,910</b>	<b>28,860</b>	<b>2,950</b>	<b>11%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	21,697	23,939	18,670	19,790	1,120	6%
Personnel Benefits	14,489	9,642	5,080	6,890	1,810	35%
Material & Supplies	738	1,590	2,160	2,180	20	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%
<b>Total Expenditures:</b>	<b>36,924</b>	<b>35,172</b>	<b>25,910</b>	<b>28,860</b>	<b>2,950</b>	<b>11%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
County Clerk	0.10	0.10	0.10	0.10	0.00	0%
Staff Assistant	0.00	0.40	0.25	0.25	0.00	0%
Admin. Support IV	0.40	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>0.50</b>	<b>0.50</b>	<b>0.35</b>	<b>0.35</b>	<b>0.00</b>	<b>0%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of petitions filed      Count	206	108	53	33	29	35
Number of petitions stipulated      Count	77	66	5	13	3	5
Number of petitions withdrawn by appellant      Count	13	12	1	3	10	10
Number of orders prepared      Count	116	30	47	17	16	20
Number of orders amended      Count	2	15	0	0	0	0
Percent of orders prepared within 10 Percent days of last meeting	100%	100%	100%	100%	100%	100%
Percent of orders that need to be amended      Percent	1%	0%	0%	0%	0%	0%



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
County Clerk	82-1021	7,651	7,686	7,870	8,490	620	7%
Staff Assistant	82-1191	0	16,254	10,800	11,300	500	4%
Admin. Support IV	82-1854	14,046	0	0	0	0	0%
Overtime	82-1945	410	66	400	400	0	0%
Performance Pay	82-1948	0	0	0	340	340	100%
F.I.C.A.	82-1950	1,582	1,782	1,460	1,600	140	9%
Retirement	82-1955	2,564	3,506	2,890	3,890	1,000	34%
Medical Waiver	82-1963	0	0	0	420	420	100%
Medical Insurance	82-1964	8,786	3,514	0	0	0	0%
Dental Insurance	82-1965	838	458	120	120	0	0%
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	39	42	30	30	0	0%
Salary Continuation Insur	82-1972	46	51	40	40	0	0%
S.A.I.F.	82-1975	75	36	30	30	0	0%
Unemployment	82-1980	149	188	110	20	(90)	- 81%
<b>Personnel Services Totals:</b>		<b>36,186</b>	<b>33,581</b>	<b>23,750</b>	<b>26,680</b>	<b>2,930</b>	<b>12%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	206	165	200	200	0	0%
Office Supplies	82-2410	0	47	100	100	0	0%
Postage And Freight	82-2419	2	1	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%
Education And Training	82-2928	22	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	33	102	60	80	20	33%
Per Diem	82-2936	475	1,275	1,700	1,700	0	0%
<b>Materials &amp; Services Totals:</b>		<b>738</b>	<b>1,590</b>	<b>2,160</b>	<b>2,180</b>	<b>20</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>36,924</b>	<b>35,172</b>	<b>25,910</b>	<b>28,860</b>	<b>2,950</b>	<b>1.00</b>

# 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 2016-17 real market roll value of \$8,351,583,284 reflects an increase of just under 6% from the prior year, while the 2016-17 assessed roll value of \$5,886,018,610 represents a 3% increase overall. The total taxes certified for collection were \$72,887,092.10.

**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 2016-17 Tax Roll of \$72,887,092.10.

Processed November 15, 2016 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% 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 completed all of Cannon Beach reappraisal including all commercial accounts. Reviewed and completed all residential and commercial new construction permits countywide. Reviewed and audited Farm and Forest specially assessed properties countywide.

Reduced appeals and court cases with settlements and stipulations in advance to save the county time and money.

## 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

Recruitment for an Appraiser II is necessary to ensure that the Oregon Department of Revenue Appraisal Standards are met and the experienced staff of appraisers are supported and managed in the complicated task of mass appraisal for assessment and taxation purposes.

IT is developing a lite version of the A&T application that County Appraisers can use in the field. Microsoft surface tablets are the device of preference since they will run the same windows operating system as the office desktops, yet they still have the small tablet form factor for ease in the field. Use of modern technology will tremendously increase efficiency and achieve maximum productivity with minimum wasted effort or expense.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Other Taxes	15,186	18,568	10,000	12,000	2,000	20%
St. - A & T Funding	296,099	317,664	255,000	280,000	25,000	9%
Administrative Service Fee	0	0	0	0	0	0%
Room Tax Determination Fees	0	0	0	0	0	0%
Boundary Adjustment Fees	0	1,760	1,200	2,000	800	66%
A & T Research Fees	641	53	50	200	150	300%
Warrant Recording Fees	10,845	7,469	10,000	8,000	(2,000)	- 20%
Application Fees	0	137	0	200	200	100%
Data Processing Fees	9,955	11,882	7,000	6,000	(1,000)	- 14%
GIS Fees & Income	60	55	50	0	(50)	- 100%
LOIS Title/Registration Fees	3,270	3,130	2,000	0	(2,000)	- 100%
Fees for Services	0	0	0	0	0	0%
Maps And Microfische Fees	30	155	30	40	10	33%
Copy Fees	1,721	1,314	1,000	500	(500)	- 50%
Miscellaneous Services	0	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Revenue Refund & Reimb.	39	32	50	0	(50)	- 100%
Nsf Check Fee	722	1,175	700	700	0	0%
Miscellaneous Revenue	5	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
General Fund Support	964,772	982,566	1,247,780	1,330,530	82,750	6%
<b>Total Revenue:</b>	<b>1,303,345</b>	<b>1,345,961</b>	<b>1,534,860</b>	<b>1,640,170</b>	<b>105,310</b>	<b>6%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	774,329	818,816	941,030	978,930	37,900	4%
Personnel Benefits	408,472	410,330	478,340	542,750	64,410	13%
Material & Supplies	120,544	91,374	92,490	92,490	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	25,440	23,000	26,000	3,000	13%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,303,345</b>	<b>1,345,961</b>	<b>1,534,860</b>	<b>1,640,170</b>	<b>105,310</b>	<b>6%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Assessor	1.00	1.00	1.00	1.00	0.00	0%
Property Appraisal Super.	0.00	0.00	0.00	1.00	1.00	100%
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	0.00	2.00	2.00	2.00	0.00	0%
Senior Property Appraiser	3.00	4.00	4.00	3.00	(1.00)	- 25%
Property Appraiser	2.00	4.00	3.00	4.00	1.00	33%
Property Appraiser I	2.00	0.00	1.00	0.00	(1.00)	- 100%
Senior Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Cartographer	0.00	0.00	1.00	1.00	0.00	0%
Personal Property Specialist	0.50	0.50	0.50	0.50	0.00	0%
Admin. Support IV	2.00	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>13.50</b>	<b>14.50</b>	<b>15.50</b>	<b>15.50</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Accounts certified to tax roll	Count	32,968	32,956	32,976	32,993	33,010	33,100
Credit Card Transactions	Count	859	956	1,100	1,100	1,223	1,300
Business Personal Property returns processed	Count	1,610	1,624	1,635	1,963	1,887	1,950
Accounts Requiring Ownership, Address and Mapping changes	Count	24,073	8,575	7,000	7,344	9,000	9,000
Accounts Requiring roll corrections and/or refunds	Count	306	757	1,000	808	688	700
Delinquent Real Property Accounts Notified	Count	3,611	2,952	2,900	3,065	3,071	3,000
Foreclosure Accounts (Judgment)	Count	28	41	40	34	45	50
Number of Warrants	Count	234	112	100	78	137	100
Number of Bankruptcies (Maintaining)	Count	103	150	127	50	19	20
Number of Cartographic partitions	Count	182	400	304	450	258	300
Cost per unit (budget A&T/ #certified units)	Count	45	42	40	45	46	50
Rev. per unit (Clatsop Co only Tax rev/# Cert. units)	Count	238	245	251	260	269	270
Re-Appraisal Residential	Count	1,988	1,284	1,383	2,887	5,414	5,000
Re-Calculation - Residential	Count	0	0	142	0	0	0
Re-appraisal Commercial/Industrial	Count	92	96	86	195	592	700
Re-Calculation Commercial/Ind.	Count	0	0	0	0	0	0
Permits/Segs/M-50	Count	1,683	1,985	1,580	1,476	1,456	1,500
Special Projects	Count	1,544	526	1,761	373	23	100
Bopta Appeals and requested reviews	Count	243	234	200	103	35	25
Magistrate & tax court cases/trials	Count	2	3	3	4	3	3
Number of delinquent Personal Property/Manuf. Structures	Count	688	290	278	78	259	250
Percent of taxes distributed to districts	Percent	95%	95%	95%	96%	96%	96%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Assessor	82-1005	86,824	127,580	97,430	103,860	6,430	6%
Property Appraisal Super.	82-1100	0	0	70,140	78,020	7,880	11%
Deputy Assessor	82-1102	80,109	11,975	60,120	64,560	4,440	7%
A & T Technician	82-1103	46,293	49,823	0	50,060	50,060	100%
Staff Assistant	82-1191	0	73,900	83,330	89,690	6,360	7%
Senior Property Appraiser	82-1250	184,111	263,362	267,230	207,600	(59,630)	- 22%
Property Appraiser	82-1260	170,782	163,979	175,880	236,190	60,310	34%
Property Appraiser I	82-1261	43,217	43,022	45,570	0	(45,570)	- 100%
Senior Cartographer	82-1310	58,595	57,938	62,760	63,100	340	0%
Cartographer	82-1320	0	0	50,650	57,230	6,580	12%
Personal Property Specialist	82-1340	26,574	27,238	27,920	28,620	700	2%
GIS Coordinator/Analyst	82-1402	0	0	0	0	0	0%
Admin. Support IV	82-1854	77,823	0	0	0	0	0%
Extra Help	82-1941	0	0	6,380	2,500	(3,880)	- 60%
Overtime	82-1945	0	77	1,500	0	(1,500)	- 100%
Performance Pay	82-1948	0	0	0	9,720	9,720	100%
F.I.C.A.	82-1950	56,023	59,652	72,590	75,820	3,230	4%
Retirement	82-1955	111,490	126,213	150,110	186,990	36,880	24%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	206,116	168,895	183,730	208,460	24,730	13%
Dental Insurance	82-1965	17,360	16,640	21,450	20,430	(1,020)	- 4%
HSA Contribution	82-1966	2,250	22,750	26,500	26,500	0	0%
Benefits Admin Fees	82-1967	359	381	330	360	30	9%
Life Insurance	82-1970	1,092	1,045	1,230	1,200	(30)	- 2%
Salary Continuation Insur	82-1972	1,260	1,115	1,400	1,260	(140)	- 10%
S.A.I.F.	82-1975	5,933	6,285	7,430	8,520	1,090	14%
Unemployment	82-1980	6,589	7,277	5,690	990	(4,700)	- 82%
<b>Personnel Services Totals:</b>		<b>1,182,801</b>	<b>1,229,147</b>	<b>1,419,370</b>	<b>1,521,680</b>	<b>102,310</b>	<b>7%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	3,379	3,533	3,000	4,000	1,000	33%
Lockbox Fees	82-2230	8,338	8,048	8,000	8,000	0	0%
A&T Garnishee Fee	82-2235	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	6,620	6,320	7,700	6,500	(1,200)	- 15%
Membership Fees And Dues	82-2370	1,060	1,275	1,090	1,300	210	19%
Warrant Recording Fees	82-2375	12,077	8,797	8,000	8,000	0	0%
Office Supplies	82-2410	2,386	1,562	2,500	2,500	0	0%
Books And Periodicals	82-2413	131	135	300	840	540	180%
Postage And Freight	82-2419	24,827	26,440	25,000	26,450	1,450	5%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	8,477	7,722	7,500	8,500	1,000	13%
Microfilming	82-2440	0	0	0	0	0	0%

Office Furniture & Equipment	82-2454	4,655	2,028	1,800	1,000	(800)	- 44%
Legal Services	82-2469	29,718	0	0	0	0	0%
Contractual Services	82-2471	7,029	9,272	10,000	7,000	(3,000)	- 30%
Contractual Technology Dev	82-2477	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,890	2,171	2,700	2,200	(500)	- 18%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	4,917	1,759	2,000	2,000	0	0%
Education And Training	82-2928	2,925	8,801	4,800	6,500	1,700	35%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,114	3,513	8,100	7,700	(400)	- 4%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>120,544</b>	<b>91,374</b>	<b>92,490</b>	<b>92,490</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Trans To Fleet Replacement	82-8101	0	25,440	23,000	26,000	3,000	13%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>25,440</b>	<b>23,000</b>	<b>26,000</b>	<b>3,000</b>	<b>13%</b>
<b>Total Expenditures:</b>		<b>1,303,345</b>	<b>1,345,961</b>	<b>1,534,860</b>	<b>1,640,170</b>	<b>105,310</b>	<b>1.00</b>



# 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 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 annual County Land Sale.  
Continue to serve as an appointed member to Oregon Mortuary and Cemetery Board.

## 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Property Rents	0	0	0	0	0	0%
Land Sales/cty Share	42,670	19,960	15,000	15,000	0	0%
Non Foreclose Sales	0	1,000	0	0	0	0%
Sale of Timber	0	0	0	0	0	0%
Copy Fees	1	2	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	1,835	2,330	0	2,300	2,300	100%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	1,503	20,285	33,520	33,620	100	0%
<b>Total Revenue:</b>	<b>46,008</b>	<b>43,578</b>	<b>48,520</b>	<b>50,920</b>	<b>2,400</b>	<b>4%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	26,574	27,238	27,920	28,620	700	2%
Personnel Benefits	10,709	11,345	11,330	13,030	1,700	15%
Material & Supplies	8,594	4,850	8,970	8,970	0	0%
Special Payments	132	144	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%
<b>Total Expenditures:</b>	<b>46,008</b>	<b>43,578</b>	<b>48,520</b>	<b>50,920</b>	<b>2,400</b>	<b>4%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Land Sales Specialist	0.50	0.50	0.50	0.50	0.00	0%
<b>Total Personnel:</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Categorization of foreclose properties	Count	6	9	6	0	21	10
Properties Sold	Count	3	4	4	0	7	4
Reversionary Properties identified to resolve	Count	0	0	1	0	0	0
Maintenance Properties	Count	1	1	1	0	2	2
Actual tax foreclosed land sale distribution	Count	0	35,924	40,598	40,000	15,000	15,000
Realized Revenue from other managed properties	Count	91,678	178,319	37,574	0	15,000	15,000

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Land Sales Specialist	82-1345	26,574	27,238	27,920	28,620	700	2%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	1,980	2,036	2,140	2,190	50	2%
Retirement	82-1955	4,282	4,965	5,060	6,380	1,320	26%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,648	3,023	2,770	3,210	440	15%
Dental Insurance	82-1965	299	300	310	310	0	0%
HSA Contribution	82-1966	0	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	259	267	300	330	30	10%
Unemployment	82-1980	168	180	170	30	(140)	- 82%
<b>Personnel Services Totals:</b>		<b>37,283</b>	<b>38,583</b>	<b>39,250</b>	<b>41,650</b>	<b>2,400</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	211	177	200	200	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	100	50	100	100	0	0%
Office Supplies	82-2410	0	0	60	60	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	113	30	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	2,485	710	3,000	3,000	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Fire Patrol Assesment	82-2534	2,864	3,446	3,500	3,500	0	0%
Recording Fees-Foreclosed	82-2562	801	0	350	350	0	0%
Recording Fees-Non Foreclosed	82-2563	0	52	100	100	0	0%
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%
Carlyle Apartments	82-2570	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,146	0	800	800	0	0%
Rts. & Lea. - S., I. & G.	82-2670	724	0	0	0	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	150	75	300	300	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	311	500	500	0	0%
County Land Maintenance	82-2996	0	0	0	0	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%

Materials & Services Totals:		8,594	4,850	8,970	8,970	0	0%
Special Payments							
Property Taxes	82-3800	132	144	300	300	0	0%
Special Payments Totals:		132	144	300	300	0	0%
Total Expenditures:		46,008	43,578	48,520	50,920	2,400	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 November 2016 Presidential General Election. Ballots were mailed to 24,902 Clatsop County registered voters. County Clerk staff processed 19,988 return ballots.

County Clerk staff is preparing for the May 16, 2017 Special District Election and anticipates mailing approximately 25,000 ballots to registered voters countywide.

## 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 1 day of receipt.

## Budget Highlights

The increase to personnel costs in FY 2016-2017 is related to the award of a settlement agreement. Personnel costs will return to the standard compensation plan for FY 2017-2018.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Oregon Motor Voter	0	3,149	3,200	3,200	0	0%
Election Fees	22,944	22,596	15,000	15,000	0	0%
Administrative Service Fee	0	1	0	0	0	0%
HAVA Reimbursement	1,745	0	0	0	0	0%
Data Processing Fees	710	0	300	0	(300)	- 100%
Revenue Refund & Reimb.	12	0	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	314,856	244,010	305,520	340,510	34,990	11%
<b>Total Revenue:</b>	<b>340,268</b>	<b>269,756</b>	<b>324,020</b>	<b>358,710</b>	<b>34,690</b>	<b>10%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	138,309	135,558	158,830	168,620	9,790	6%
Personnel Benefits	93,278	72,968	84,760	99,710	14,950	17%
Material & Supplies	108,681	61,230	80,430	90,380	9,950	12%
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%
<b>Total Expenditures:</b>	<b>340,268</b>	<b>269,756</b>	<b>324,020</b>	<b>358,710</b>	<b>34,690</b>	<b>10%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	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	0.50	1.10	1.50	1.50	0.00	0%
Admin. Support IV	0.60	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.60</b>	<b>2.60</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of new voters registered	900	800	1,056	2072	4500	5000
Number of voter registrations updated	5,438	25,384	6,029	16128	8250	9000
Number of candidates filed	133	9	131	28	140	10
Number of ballots issued	24,922	30,248	43,940	29934	50000	50000
Number of ballots received	24,922	13,224	21,599	16039	35000	40000
Number of HTML ballots issued	5	5	0	40	40	20
Number of research requests completed	10	25	26	121	110	100
Number of users accessing election information from web page	60,000	70,000	13,940	5,000	12,500	10,000
Cost per ballot	7	7	7	7	7	7
Percent of time to complete an election report from date received within 5 business days	Percent 100%	100%	100%	100%	100%	100%
Percent of error rate for data entry of voter registration cards	Percent 2%	2%	2%	2%	2%	1%
Percent of turnout of cities for election board training	Percent 90%	0%	0%	100%	0%	0%



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
County Clerk	82-1021	38,257	38,428	39,370	42,440	3,070	7%
Election Technician	82-1130	53,148	54,965	55,840	57,230	1,390	2%
Staff Assistant	82-1191	25,835	42,165	63,620	68,950	5,330	8%
Admin. Support IV	82-1854	21,069	0	0	0	0	0%
Election Bd & Messengers	82-1944	10,931	5,732	10,000	10,000	0	0%
Overtime	82-1945	3,099	431	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	0	1,700	1,700	100%
F.I.C.A.	82-1950	10,338	9,928	12,990	13,960	970	7%
Retirement	82-1955	19,617	19,317	23,130	30,520	7,390	31%
Medical Waiver	82-1963	0	0	0	1,200	1,200	100%
Medical Insurance	82-1964	42,944	28,658	28,050	32,490	4,440	15%
Dental Insurance	82-1965	4,047	3,631	3,710	3,760	50	1%
HSA Contribution	82-1966	0	3,000	4,000	4,000	0	0%
Benefits Admin Fees	82-1967	85	105	80	100	20	25%
Life Insurance	82-1970	205	212	240	240	0	0%
Salary Continuation Insur	82-1972	239	257	290	290	0	0%
S.A.I.F.	82-1975	443	213	250	270	20	8%
Unemployment	82-1980	1,329	1,484	1,020	180	(840)	- 82%
<b>Personnel Services Totals:</b>		<b>231,587</b>	<b>208,526</b>	<b>243,590</b>	<b>268,330</b>	<b>24,740</b>	<b>10%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,274	1,606	1,500	1,300	(200)	- 13%
Maintenance - Equipment	82-2260	6,700	3,797	5,000	5,000	0	0%
Software Maintenance	82-2265	18,896	9,239	18,000	18,000	0	0%
Membership Fees And Dues	82-2370	570	390	400	400	0	0%
Office Supplies	82-2410	954	605	1,200	1,000	(200)	- 16%
Election Supplies	82-2411	1,539	787	1,500	1,500	0	0%
Books And Periodicals	82-2413	191	200	200	200	0	0%
Postage And Freight	82-2419	17,788	13,472	10,000	14,000	4,000	40%
Printing And Reproduction	82-2425	48,725	25,915	35,000	35,000	0	0%
Office Furniture & Equipment	82-2454	0	555	500	7,000	6,500	1300%
Legal Services	82-2469	5,031	0	0	0	0	0%
Contractual Services	82-2471	1,018	1,099	2,000	2,000	0	0%
Publi. And Legal Notices	82-2600	2,402	526	750	1,000	250	33%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	991	740	1,100	1,000	(100)	- 9%
Miscellaneous Expense	82-2929	2	58	100	0	(100)	- 100%
Reimbursed Travel Expense	82-2930	1,601	2,226	3,180	2,980	(200)	- 6%
Refunds and Returns	82-3204	0	16	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>108,681</b>	<b>61,230</b>	<b>80,430</b>	<b>90,380</b>	<b>9,950</b>	<b>12%</b>
<b>Capital Outlay</b>							
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%

Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		340,268	269,756	324,020	358,710	34,690	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

In FY 2015-2016, the County Clerk's Office recorded and indexed 10,083 records, fulfilled 121 records research requests, accepted 723 passport applications, issued 488 marriage licenses and officiated 40 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 1 day of receipt.

## Budget Highlights

The reduction in postage expenses is due to E-recording. With E-recording, documents are returned electronically rather than through the postal system. The Clerk's Office anticipates saving approximately \$2,500 in postage expenses for FY 2017-2018. The increase in contractual services is due to the Secretary of State's biennial microfilm archive storage fee of approximately \$2,200.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Administrative Service Fee	8,855	8,873	8,000	8,000	0	0%
Marriage Fee	11,475	12,250	10,000	10,000	0	0%
Wedding Witness Service Fee	0	0	0	800	800	100%
Domestic Partnership Fees	0	0	100	0	(100)	- 100%
Passport Fees	19,764	24,000	15,000	15,000	0	0%
Wedding Ceremony	4,900	4,000	3,000	3,000	0	0%
Recording Fees	218,054	259,517	200,000	200,000	0	0%
Data Processing Fees	7,074	6,000	6,000	6,000	0	0%
GIS Fees & Income	0	0	0	0	0	0%
Public Land Preservation	758	165	300	0	(300)	- 100%
Rev. Overpayments	475	331	300	300	0	0%
Nsf Check Fee	150	50	50	50	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(105,594)	(158,567)	(90,420)	(79,060)	11,360	- 12%
<b>Total Revenue:</b>	<b>165,911</b>	<b>156,619</b>	<b>152,330</b>	<b>164,090</b>	<b>11,760</b>	<b>7%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	96,099	91,206	88,240	92,340	4,100	4%
Personnel Benefits	56,271	50,364	43,410	52,460	9,050	20%
Material & Supplies	13,542	15,049	20,680	19,290	(1,390)	- 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%
<b>Total Expenditures:</b>	<b>165,911</b>	<b>156,619</b>	<b>152,330</b>	<b>164,090</b>	<b>11,760</b>	<b>7%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
County Clerk	0.40	0.40	0.40	0.40	0.00	0%
Staff Assistant	0.50	1.50	1.25	1.25	0.00	0%
Admin. Support IV	1.00	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>1.90</b>	<b>1.90</b>	<b>1.65</b>	<b>1.65</b>	<b>0.00</b>	<b>0%</b>

## Measures

Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of documents recorded	Count	9,500	9,000	9,500	10,000	10,000	10,000
Number of research request completed	Count	700	250	100	120	120	120
Number of passports processed	Count	518	540	600	720	700	700
Number of marriage licenses issued	Count	429	445	455	480	400	400
Number of park passes issued	Count	44	95	100	134	100	100
Number of users accessing customer service forms on the web page	Count	52,802	3,000	4,200	5,390	5,400	5,000
Number of film rolls submitted to archives	Count	15	10	12	12	12	12
Number of boxes retained more than six months past purge date	Count	85	10	20	0	0	0
Cost per document recorded	Count	18	18	18	18	18	18
Percent of time that records are indexed within 10 business days of receipt	Percent	98%	95%	100%	100%	100%	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%	92%	95%	95%	95%	0%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
County Clerk	82-1021	30,605	30,743	31,500	33,950	2,450	7%
Staff Assistant	82-1191	25,835	60,464	56,740	58,390	1,650	2%
Admin. Support IV	82-1854	39,659	0	0	0	0	0%
Overtime	82-1945	1,094	375	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	0	1,360	1,360	100%
F.I.C.A.	82-1950	7,131	6,737	6,830	7,300	470	6%
Retirement	82-1955	13,717	12,461	13,920	18,160	4,240	30%
Medical Waiver	82-1963	0	0	0	780	780	100%
Medical Insurance	82-1964	29,978	23,326	16,260	18,840	2,580	15%
Dental Insurance	82-1965	2,828	3,005	2,370	2,400	30	1%
HSA Contribution	82-1966	0	3,000	2,000	2,000	0	0%
Benefits Admin Fees	82-1967	34	36	40	50	10	25%
Life Insurance	82-1970	150	155	140	140	0	0%
Salary Continuation Insur	82-1972	178	191	180	180	0	0%
S.A.I.F.	82-1975	308	138	130	150	20	15%
Unemployment	82-1980	854	939	540	100	(440)	- 81%
<b>Personnel Services Totals:</b>		<b>152,370</b>	<b>141,570</b>	<b>131,650</b>	<b>144,800</b>	<b>13,150</b>	<b>9%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	740	1,067	1,000	1,000	0	0%
Maintenance - Equipment	82-2260	0	0	250	100	(150)	- 60%
Membership Fees And Dues	82-2370	0	135	200	200	0	0%
Office Supplies	82-2410	236	493	1,000	500	(500)	- 50%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	10,214	9,731	8,500	6,000	(2,500)	- 29%
Records And Forms	82-2422	96	0	100	100	0	0%
Printing And Reproduction	82-2425	1,501	2,079	2,500	1,500	(1,000)	- 40%
Photographic Supplies	82-2427	0	493	500	500	0	0%
Microfilming	82-2440	0	0	5,000	5,000	0	0%
Office Furniture & Equipment	82-2454	0	336	0	1,000	1,000	100%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	352	427	500	2,640	2,140	428%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	125	0	250	250	0	0%
Reimbursed Travel Expense	82-2930	248	188	880	500	(380)	- 43%
Refunds and Returns	82-3204	30	100	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>13,542</b>	<b>15,049</b>	<b>20,680</b>	<b>19,290</b>	<b>(1,390)</b>	<b>- 6%</b>
<b>Total Expenditures:</b>		<b>165,911</b>	<b>156,619</b>	<b>152,330</b>	<b>164,090</b>	<b>11,760</b>	<b>1.00</b>

# 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 2,000 pages of digitized documents for FY 2016-2017.  
Scheduled and completed the digitizing of Indirect Deed Index Books for years 1949-1978; total of 8000 images.

## Performance Measures

Index 2,000 pages of digitized documents per year.  
Digitize 6,000 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 \$8,000. However, previous years' microfilm projects have depleted the beginning balance resulting in a reduction of funding for microfilm projects in FY 2017-2018.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	12,992	8,576	3,160	640	(2,520)	- 79%
Interest On Investments	61	33	50	0	(50)	- 100%
Recording Fees	8,179	9,068	8,000	8,500	500	6%
<b>Total Revenue:</b>	<b>21,231</b>	<b>17,677</b>	<b>11,210</b>	<b>9,140</b>	<b>(2,070)</b>	<b>- 18%</b>
<b>Total Unappropriated Budget:</b>	<b>8,575</b>	<b>3,318</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>12,657</b>	<b>14,359</b>	<b>11,210</b>	<b>9,140</b>	<b>(2,070)</b>	<b>- 18%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	12,657	14,359	9,400	7,800	(1,600)	- 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	1,810	1,340	(470)	- 25%
<b>Total Expenditures:</b>	<b>12,657</b>	<b>14,359</b>	<b>11,210</b>	<b>9,140</b>	<b>(2,070)</b>	<b>- 18%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Total number of older documents indexed and rescanned Count	1,000	3,400	2,200	5,200	3,000	3,000
Cost per older document indexed and/or rescanned and digitized Count	1	15	1	1	1	1
Number of Books Rescanned (# of Images) Count	0	12,920	2,715	8,000	8,000	8,000
Number of documents recorded Count	9,500	9,000	9,500	10,000	10,000	10,000



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Unapportioned Projects	82-2129	0	359	0	0	0	0%
Microfilming	82-2440	7,657	8,000	3,000	2,500	(500)	- 16%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	5,000	6,000	6,400	5,300	(1,100)	- 17%
<b>Materials &amp; Services Totals:</b>		<b>12,657</b>	<b>14,359</b>	<b>9,400</b>	<b>7,800</b>	<b>(1,600)</b>	<b>- 17%</b>
<b>Special Payments</b>							
Unallocated Projects	82-3129	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	1,810	1,340	(470)	- 25%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,810</b>	<b>1,340</b>	<b>(470)</b>	<b>- 25%</b>
<b>Total Expenditures:</b>		<b>12,657</b>	<b>14,359</b>	<b>11,210</b>	<b>9,140</b>	<b>(2,070)</b>	<b>1.00</b>

# 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

- The North Coast Respite Center, a 16 bed crisis respite facility, opened in July 2016 which Clatsop County partnered in.
- Employee Compensation & Classification Study completed.
- Ratified the Clatsop County Law Enforcement Association (CCLEA) contract and the AFSCME Local 2746-District Attorney contract
- Helped drive leadership changes at Clatsop Behavioral Healthcare and improve relationships.
- Obtained Pre-School Development Grant of \$350,000 which will fund a feasibility study of establishing preschool in Clatsop & Tillamook counties.

## 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 40% of the Budget & Finance Directors FTE to perform Assistant County Manager Duties.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Public Records Request	0	285	0	0	0	0%
Revenue From Industrial Dev Re	0	0	0	0	0	0%
Special Projects Revenue	0	0	0	0	0	0%
Copy Fees	0	30	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Revenue Refunds & Reimbursemen	13	32	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	278,127	316,442	346,490	437,670	91,180	26%
<b>Total Revenue:</b>	<b>278,140</b>	<b>316,789</b>	<b>346,490</b>	<b>437,670</b>	<b>91,180</b>	<b>26%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	196,148	235,642	255,380	306,250	50,870	19%
Personnel Benefits	68,857	49,027	77,420	117,730	40,310	52%
Material & Supplies	13,136	32,120	13,690	13,690	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%
<b>Total Expenditures:</b>	<b>278,140</b>	<b>316,789</b>	<b>346,490</b>	<b>437,670</b>	<b>91,180</b>	<b>26%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
County Manager	1.00	1.00	1.00	1.00	0.00	0%
Assist. Manager	0.00	0.00	0.00	0.40	0.40	100%
Administrative Assistant	0.83	0.83	0.83	0.83	0.00	0%
Staff Assistant	0.50	0.50	0.00	0.00	0.00	0%
Community Relations Coordinato	0.00	0.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>2.33</b>	<b>2.33</b>	<b>2.83</b>	<b>3.23</b>	<b>0.40</b>	<b>14%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Meetings Attended by County Manager	Count	643	468	526	610	520	500
Pages of Minutes for Board Meetings	Count	187	194	165	156	120	100
Agreements & Contracts Approved	Count	257	255	300	265	180	200
Board Agenda Packets Distributed	Count	22	27	27	22	184	180
Vacancies Filled on County Committees	Count	35	43	14	20	13	20
Web Page Users Accessing Pages	Count	1,689,667	1,720,140	800,000	133,260	143,392	140,000
News Releases Issued	Count	128	94	108	80	88	100

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
County Manager	82-1002	131,857	170,129	153,750	157,590	3,840	2%
Assist. Manager	82-1003	0	0	0	42,780	42,780	100%
Administrative Assistant	82-1118	36,701	42,172	44,910	47,180	2,270	5%
Staff Assistant	82-1191	27,590	23,342	0	0	0	0%
Community Relations Coordinato	82-1899	0	0	56,720	58,700	1,980	3%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	303	200	200	0	0%
Performance Pay	82-1948	0	0	0	7,990	7,990	100%
F.I.C.A.	82-1950	13,946	17,180	19,550	24,130	4,580	23%
Retirement	82-1955	25,139	13,785	31,220	47,070	15,850	50%
Medical Waiver	82-1963	0	0	0	990	990	100%
Medical Insurance	82-1964	17,246	7,677	17,330	27,600	10,270	59%
Dental Insurance	82-1965	2,579	2,801	3,390	4,190	800	23%
HSA Contribution	82-1966	2,250	3,083	3,000	3,800	800	26%
Benefits Admin Fees	82-1967	71	65	60	80	20	33%
Life Insurance	82-1970	231	171	290	330	40	13%
Salary Continuation Insur	82-1972	403	271	520	620	100	19%
S.A.I.F.	82-1975	274	640	330	410	80	24%
Unemployment	82-1980	1,717	2,141	1,530	320	(1,210)	- 79%
Deferred Compensation	82-1983	5,000	909	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>265,004</b>	<b>284,669</b>	<b>332,800</b>	<b>423,980</b>	<b>91,180</b>	<b>27%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,125	1,302	1,200	1,200	0	0%
Membership Fees And Dues	82-2370	1,337	400	1,350	1,750	400	29%
Office Supplies	82-2410	443	514	1,000	1,090	90	9%
Books And Periodicals	82-2413	131	131	200	100	(100)	- 50%
Postage And Freight	82-2419	497	281	500	500	0	0%
Printing And Reproduction	82-2425	4,134	6,685	3,300	3,200	(100)	- 3%
Office Furniture & Equipment	82-2454	347	400	500	900	400	80%
Contractual Services	82-2471	704	1,023	750	500	(250)	- 33%
Publi. And Legal Notices	82-2600	302	0	500	250	(250)	- 50%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	610	0	1,690	2,200	510	30%
Miscellaneous Expense	82-2929	0	0	200	0	(200)	- 100%
Reimbursed Travel Expense	82-2930	3,506	21,384	2,500	2,000	(500)	- 20%
<b>Materials &amp; Services Totals:</b>		<b>13,136</b>	<b>32,120</b>	<b>13,690</b>	<b>13,690</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>278,140</b>	<b>316,789</b>	<b>346,490</b>	<b>437,670</b>	<b>91,180</b>	<b>1.00</b>

# 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

Worked closely with new property, casualty, liability and worker's compensation broker to successfully complete a countywide audit to better control over all risk for County.

Improved performance on annual CIS Best Practices survey from 82% to 97%. Clatsop County is now in the top 10% of entities in OR that includes cities, counties and other governmental entities for good governance and best practices. This is an indicator that shows the County is less likely to experience high cost claims.

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 in the amount of \$3,570, up from \$3,000. These grant funds are used to promote activities that provide employees with health education and awareness.

Facilitated employee education and training on HIPAA, Safety Committee Training and Accident Analysis training along with indepth health & welfare education to increase understanding of High Deductible Health Plan and how to manage out of pocket expenses.

Completed and implemented the Classification and Compensation study which resulted in two new pay structures that are reflected in the 2017-18 budget.

Managed 19 FMLA/OFLA events.

Ongoing employee activities 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

Human Resources realized savings over \$50K by completing labor contract negotiations with CCLEA, FOPPO and ONA without using attorneys.

The number of days to fill positions, measuring from when a position announcement is initiated to when a new hire begins is averaging 86 days. To date, the County has hired 17 regular full and part time positions as well as 12 casual positions, totaling 29 filled positions during the '16-'17 fiscal year.

Clatsop County's ongoing commitment to safety has proven to be a very positive effort. The Safety Committee meets monthly and conducts quarterly safety inspections that enable proactive safety practices which can reduce the County's liability exposure. As a result of these measures, the County continues to receive a reimbursement from SAIF on the annual policy premium.

The County continues to manage a proactive and very enthusiastic Wellness Program by applying for and receiving CIS grant dollars. The Wellness Committee manages grant funds by promoting wellness activities throughout the year. Employee participation in wellness activities increases 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Copy Fees	612	278	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	1	15	0	0	0	0%
Wellness Grant Revenue	3,688	3,185	2,250	4,000	1,750	77%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	265,505	382,679	363,130	362,300	(830)	- 0%
<b>Total Revenue:</b>	<b>269,806</b>	<b>386,157</b>	<b>365,380</b>	<b>366,300</b>	<b>920</b>	<b>0%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	149,823	170,003	158,590	158,750	160	0%
Personnel Benefits	57,558	43,489	70,540	72,720	2,180	3%
Material & Supplies	62,425	172,665	136,250	134,830	(1,420)	- 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%
<b>Total Expenditures:</b>	<b>269,806</b>	<b>386,157</b>	<b>365,380</b>	<b>366,300</b>	<b>920</b>	<b>0%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Administrative Svcs. Director	0.63	0.63	0.00	0.00	0.00	0%
Human Resources Director	0.00	0.00	1.00	1.00	0.00	0%
Human Resources Specialist	0.00	0.00	0.00	1.00	1.00	100%
Staff Assistant	0.50	0.50	1.00	0.00	(1.00)	- 100%
Community Relations Coordinato	1.00	1.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>2.13</b>	<b>2.13</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0%</b>



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Administrative Svcs. Director	82-1087	68,149	0	0	0	0	0%
Human Resources Director	82-1097	0	90,206	105,170	112,880	7,710	7%
Human Resources Specialist	82-1120	0	0	53,420	45,870	(7,550)	- 14%
Staff Assistant	82-1191	27,590	24,459	0	0	0	0%
Community Relations Coordinato	82-1899	54,085	55,338	0	0	0	0%
Extra Help - Staff Assist	82-1937	0	0	0	0	0	0%
Overtime	82-1945	112	303	200	200	0	0%
Performance Pay	82-1948	0	0	0	4,520	4,520	100%
F.I.C.A.	82-1950	10,973	12,776	12,150	12,510	360	2%
Retirement	82-1955	22,057	8,867	21,240	26,220	4,980	23%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	17,887	12,890	28,050	22,790	(5,260)	- 18%
Dental Insurance	82-1965	2,182	1,418	3,110	2,480	(630)	- 20%
HSA Contribution	82-1966	2,125	4,667	4,000	3,000	(1,000)	- 25%
Benefits Admin Fees	82-1967	50	49	50	70	20	40%
Life Insurance	82-1970	231	199	200	200	0	0%
Salary Continuation Insur	82-1972	365	325	380	350	(30)	- 7%
S.A.I.F.	82-1975	201	226	210	220	10	4%
Unemployment	82-1980	1,375	1,769	950	160	(790)	- 83%
<b>Personnel Services Totals:</b>		<b>207,381</b>	<b>213,492</b>	<b>229,130</b>	<b>231,470</b>	<b>2,340</b>	<b>1%</b>
<b>Materials &amp; Services</b>							
Reference Checks	82-2010	0	447	0	0	0	0%
Telephones	82-2070	447	998	1,100	1,500	400	36%
Software Maintenance	82-2265	0	0	0	1,000	1,000	100%
Membership Fees And Dues	82-2370	1,408	2,926	3,200	3,100	(100)	- 3%
Office Supplies	82-2410	350	2,073	800	1,200	400	50%
Books And Periodicals	82-2413	0	158	100	100	0	0%
Postage And Freight	82-2419	399	364	700	700	0	0%
Printing And Reproduction	82-2425	800	318	1,000	1,200	200	20%
Prof And Spec Services	82-2450	0	6,710	1,500	0	(1,500)	- 100%
Office Furniture & Equipment	82-2454	0	652	0	2,050	2,050	100%
Legal Services	82-2469	42,185	58,583	60,000	30,000	(30,000)	- 50%
Contractual Services	82-2471	0	55,427	5,000	35,000	30,000	600%
U.A. Testing	82-2506	637	948	1,000	1,000	0	0%
Publi. And Legal Notices	82-2600	720	4,006	600	400	(200)	- 33%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Wellness Grant	82-2870	3,324	3,312	2,250	6,000	3,750	166%
Wellness Incentive	82-2875	0	4,765	25,000	20,000	(5,000)	- 20%
Recruitment Expense	82-2880	0	4,156	300	300	0	0%
Reimbursable Expense	82-2883	0	8,833	3,000	0	(3,000)	- 100%
Tuition Reimbursement Program	82-2926	0	693	15,000	15,000	0	0%

Employee Training	82-2927	5,413	3,882	8,000	6,000	(2,000)	- 25%
Education And Training	82-2928	570	366	1,500	1,330	(170)	- 11%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,927	9,411	1,200	1,950	750	62%
Volunteer Recognition	82-3136	0	0	0	2,000	2,000	100%
Employee Recognition	82-3137	4,245	3,637	5,000	5,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>62,425</b>	<b>172,665</b>	<b>136,250</b>	<b>134,830</b>	<b>(1,420)</b>	<b>- 1%</b>
<b>Total Expenditures:</b>		<b>269,806</b>	<b>386,157</b>	<b>365,380</b>	<b>366,300</b>	<b>920</b>	<b>1.00</b>

# 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	84,129	96,944	110,200	110,200	0	0%
<b>Total Revenue:</b>	<b>84,129</b>	<b>96,944</b>	<b>110,200</b>	<b>110,200</b>	<b>0</b>	<b>0%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	84,129	96,944	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%
<b>Total Expenditures:</b>	<b>84,129</b>	<b>96,944</b>	<b>110,200</b>	<b>110,200</b>	<b>0</b>	<b>0%</b>

### Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
NA	82-1000	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	120	100	100	0	0%
Membership Fees And Dues	82-2370	0	20	100	100	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Legal Services	82-2469	0	57,457	0	110,000	110,000	100%
Contractual Services	82-2471	84,129	39,347	110,000	0	(110,000)	- 100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>84,129</b>	<b>96,944</b>	<b>110,200</b>	<b>110,200</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>84,129</b>	<b>96,944</b>	<b>110,200</b>	<b>110,200</b>	<b>0</b>	<b>1.00</b>

# 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 2015-16 fiscal year audit and received an unmodified opinion from the external auditing firm of Koontz, Perdue, & Blasquez.
- Successfully completed the production of the 2016-17 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 2017-18 budget in a timely manner.
- Completed the necessary reporting to submit a CAFR for the 2015-16 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.
- Worked with the consulting firm of Plan B to update the county's Long Term Financial Plan.
- Working with IT on development within the General Ledger software of a countywide Capital Improvement Plan.
- Developed with IT revised budget forms to present a more user friendly budget document.
- In an effort to provide transparency to the citizens of Clatsop County we developed with the help of the outside vendor Socrata an "Open Budget Module" that is available on the county website.

## 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.
- Develop and implement a countywide Capital Improvement Plan.
- Update the county's Long Term Financial Plan

## Budget Highlights

While still keeping staffing levels at a reduced level from previous years the department has increased the part-time Accountant I position to a full FTE and reclassified this position to an Accountant II. This change is so that the department can properly prepare a succession plan where we have an additional staff person in place to prepare payroll.

In addition to the Accountant II position, .40 FTE of the Budget & Finance Director's salary has been reallocated to the County Manager's budget to take on responsibilities and duties as assigned by the County Manager in an Assistant County Manager role.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Public Records Request	16	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	197	0	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	9	3	0	0	0	0%
General Fund Support	365,267	399,818	428,890	447,940	19,050	4%
<b>Total Revenue:</b>	<b>365,488</b>	<b>399,821</b>	<b>428,890</b>	<b>447,940</b>	<b>19,050</b>	<b>4%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	223,636	228,058	242,490	234,410	(8,080)	- 3%
Personnel Benefits	90,122	90,725	97,300	127,480	30,180	31%
Material & Supplies	51,731	81,038	89,100	86,050	(3,050)	- 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%
<b>Total Expenditures:</b>	<b>365,488</b>	<b>399,821</b>	<b>428,890</b>	<b>447,940</b>	<b>19,050</b>	<b>4%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Budget & Finance Director	1.00	1.00	1.00	0.60	(0.40)	- 40%
Asst Finance Director	0.97	0.00	0.00	0.00	0.00	0%
Accountant III	0.00	0.00	2.00	2.00	0.00	0%
Accountant II	2.00	2.00	0.00	1.00	1.00	100%
Accountant I	0.00	1.00	0.53	0.00	(0.53)	- 100%
Admin. Support IV	0.53	0.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>4.50</b>	<b>4.00</b>	<b>3.53</b>	<b>3.60</b>	<b>0.07</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Vouchers Processed	10184	10218	11357	13854	13716	13800
Accounts Payable Checks Processed	5404	5212	5725	5391	5750	5800
Payroll Checks Processed	4424	4262	4175	4340	4400	4400
Customer Service Survey ratings as Percent Excellent	91%	91%	91%	93%	96%	96%
Timely Annual Audit w/ an Unmodified Opinion Percent	90%	100%	100%	100%	100%	100%
Receipt of GFOA Budget Award Percent	0%	100%	100%	100%	100%	100%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Budget & Finance Director	82-1035	86,417	90,883	97,810	63,270	(34,540)	- 35%
Asst Finance Director	82-1104	6,141	0	0	0	0	0%
Accountant III	82-1846	0	0	120,330	122,110	1,780	1%
Accountant II	82-1848	108,942	112,761	0	0	0	0%
Accountant I	82-1850	0	24,415	24,350	49,030	24,680	101%
Admin. Support IV	82-1854	22,136	0	0	0	0	0%
Extra Help - Staff Assist	82-1937	0	0	3,000	3,000	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	2,530	2,530	100%
F.I.C.A.	82-1950	16,466	16,559	18,780	18,360	(420)	- 2%
Retirement	82-1955	31,121	33,126	35,190	47,070	11,880	33%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	32,091	27,749	28,050	43,790	15,740	56%
Dental Insurance	82-1965	5,741	5,497	5,640	6,200	560	9%
HSA Contribution	82-1966	1,500	4,500	4,000	5,200	1,200	30%
Benefits Admin Fees	82-1967	119	103	100	100	0	0%
Life/AD&D Insurance	82-1970	338	338	330	290	(40)	- 12%
Salary Continuation Insur	82-1972	422	428	400	350	(50)	- 12%
S.A.I.F.	82-1975	341	304	340	350	10	2%
Unemployment	82-1980	1,982	2,123	1,470	240	(1,230)	- 83%
<b>Personnel Services Totals:</b>		<b>313,758</b>	<b>318,783</b>	<b>339,790</b>	<b>361,890</b>	<b>22,100</b>	<b>6%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,272	856	1,200	1,200	0	0%
Maintenance - Equipment	82-2260	0	2,028	500	500	0	0%
Software Maintenance	82-2265	1,000	1,000	1,000	1,000	0	0%
Membership Fees And Dues	82-2370	1,025	695	1,000	1,000	0	0%
Office Supplies	82-2410	743	4,372	1,200	2,500	1,300	108%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	3,238	3,388	3,500	3,500	0	0%
Records And Forms	82-2422	0	330	500	500	0	0%
Budget Production	82-2424	3,268	4,200	3,300	3,300	0	0%
Printing And Reproduction	82-2425	4,046	2,984	2,500	3,000	500	20%
Contractual Services	82-2471	33,754	57,018	67,050	61,000	(6,050)	- 9%
Publ. And Legal Notices	82-2600	654	78	600	600	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	947	1,445	2,000	2,200	200	10%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,786	2,643	4,750	5,750	1,000	21%
Refunds and Returns	82-3204	(1)	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>51,731</b>	<b>81,038</b>	<b>89,100</b>	<b>86,050</b>	<b>(3,050)</b>	<b>- 3%</b>



Total Expenditures:		365,488	399,821	428,890	447,940	19,050	1.00
---------------------	--	---------	---------	---------	---------	--------	------

# 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

Completed relocation of the Sheriff's office and Parole & Probation to the Warrenton location.  
Created a LAN at the CCSO Warrenton location with backups, email, and phone.  
Replaced half of the core servers running the virtual environment.  
Made global updates to the Clerks application.  
Developed a mobile application for appraisers to use in the field for increased efficiencies.  
Replaced the backup solution and architecture for the Astoria and Warrenton Server rooms, decreases file recovery time from 60 min to 5 min.  
Replaced the PRI provider from Centurylink to Charter for an annual savings of \$12,000 for phone services.

## Budget Highlights

The General Fund subsidy for Materials and Supplies has remained the same for the 2017-2018 fiscal year. The budget for Materials and Supplies has decreased annually for the prior 7 years and is currently at a maintenance level that allows the IT department to update critical hardware as necessary, such as servers, backup components, and the network infrastructure. 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. A new GIS fee has been added to the issuance of Septic permits which will double the GIS fees collected for the year.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
ORMAP Grant	0	0	0	10,000	10,000	100%
Data Processing Fees	0	0	0	0	0	0%
ID Card Replacement	40	0	50	50	0	0%
GIS Fees & Income	2,460	1,277	2,000	4,400	2,400	120%
Fees for Services	95	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Charter Franchise Revenue	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	733,640	720,770	792,040	923,390	131,350	16%
<b>Total Revenue:</b>	<b>736,235</b>	<b>722,046</b>	<b>794,090</b>	<b>937,840</b>	<b>143,750</b>	<b>18%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	387,988	398,777	454,430	537,170	82,740	18%
Personnel Benefits	150,287	150,434	180,960	242,050	61,090	33%
Material & Supplies	197,960	172,836	158,700	158,620	(80)	- 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%
<b>Total Expenditures:</b>	<b>736,235</b>	<b>722,046</b>	<b>794,090</b>	<b>937,840</b>	<b>143,750</b>	<b>18%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Admin. Services Director	0.08	0.08	0.00	0.00	0.00	0%
Information Systems Manager	1.00	1.00	1.00	1.00	0.00	0%
Administrative Assistant	0.00	0.00	0.08	0.08	0.00	0%
Staff Assistant	0.08	0.08	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	1.00	0.50	1.00	0.00	(1.00)	- 100%
Network Administrator	0.00	1.00	1.00	1.00	0.00	0%
Network Technician	0.00	0.00	0.00	1.00	1.00	100%
GIS Coordinator/Analyst	1.00	1.00	1.00	1.00	0.00	0%
GIS Technician	0.00	0.00	0.00	1.00	1.00	100%
<b>Total Personnel:</b>	<b>5.15</b>	<b>5.65</b>	<b>6.08</b>	<b>7.08</b>	<b>1.00</b>	<b>0%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
EASY ... less than 1 day to complete, Count 1 IT staff person	1,200	1,100	1,100	1,260	1,500	1,500
MEDIUM ... less than 3 days to complete, 1 IT staff person Count	800	400	400	500	410	450
HARD ... More than 3 day to complete of more than 1 IT staff person Count	100	110	100	100	110	120
SPECIAL PROJECTS ... items Count specified on the annual IT project list	1,300	1,450	1,400	1,450	1,500	1,750
Percent of network availability - 24/7 Percent	99%	99%	99%	99%	99%	99%
Percent of network availability - during work hours Percent	99%	99%	99%	99%	99%	99%
Customer Satisfaction - rating of good to excellent Percent	98%	98%	97%	95%	91%	95%
Ratio of IS staff to total county network users Percent	2%	1%	2%	2%	2%	2%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Admin. Services Director	82-1087	8,178	0	0	0	0	0%
Information Systems Manager	82-1101	92,943	95,266	97,650	104,090	6,440	6%
Administrative Assistant	82-1118	0	0	4,080	4,290	210	5%
Staff Assistant	82-1191	2,803	3,834	0	0	0	0%
Information Systems Analyst	82-1365	82,709	85,381	87,490	89,090	1,600	1%
SR Network Administrator	82-1370	82,128	84,181	86,290	88,630	2,340	2%
Programmer/analyst	82-1380	0	0	0	0	0	0%
PC Help Desk	82-1385	44,702	10,046	51,280	0	(51,280)	- 100%
Network Administrator	82-1390	6,696	58,865	56,380	68,180	11,800	20%
Network Technician	82-1395	0	0	0	61,590	61,590	100%
GIS Coordinator/Analyst	82-1402	67,828	61,203	71,260	73,040	1,780	2%
GIS Technician	82-1405	0	0	0	48,260	48,260	100%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	4,020	4,020	100%
F.I.C.A.	82-1950	28,812	29,458	34,760	41,500	6,740	19%
Retirement	82-1955	50,272	47,861	57,060	87,690	30,630	53%
Medical Waiver	82-1963	0	0	0	1,290	1,290	100%
Medical Insurance	82-1964	54,510	50,340	64,820	82,990	18,170	28%
Dental Insurance	82-1965	9,181	9,267	10,660	11,540	880	8%
HSA Contribution	82-1966	2,325	7,750	8,780	10,000	1,220	13%
Benefits Admin Fees	82-1967	131	131	130	160	30	23%
Life/AD&D Insurance	82-1970	510	512	530	610	80	15%
Salary Continuation Insur	82-1972	827	821	870	950	80	9%
S.A.I.F.	82-1975	555	513	620	760	140	22%
Unemployment	82-1980	3,165	3,781	2,730	540	(2,190)	- 80%
<b>Personnel Services Totals:</b>		<b>538,274</b>	<b>549,210</b>	<b>635,390</b>	<b>779,220</b>	<b>143,830</b>	<b>22%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	5,239	3,218	3,000	3,000	0	0%
Maintenance - Equipment	82-2260	0	10	0	0	0	0%
Software Maintenance	82-2265	74,485	53,135	62,100	59,920	(2,180)	- 3%
Membership Fees And Dues	82-2370	100	100	100	100	0	0%
Office Supplies	82-2410	0	219	500	500	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	20	15	1,000	500	(500)	- 50%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	1,441	2,614	1,000	500	(500)	- 50%
PC Equipment	82-2455	80,637	100,865	79,000	79,000	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Technology Dev	82-2477	33,807	11,565	6,500	8,600	2,100	32%
Publi. And Legal Notices	82-2600	726	230	500	500	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%

Education And Training	82-2928	0	0	3,500	4,500	1,000	28%
Reimbursed Travel Expense	82-2930	1,506	866	1,500	1,500	0	0%
<b>Materials &amp; Services Totals:</b>		<b>197,960</b>	<b>172,836</b>	<b>158,700</b>	<b>158,620</b>	<b>(80)</b>	<b>- 0%</b>
<b>Total Expenditures:</b>		<b>736,235</b>	<b>722,046</b>	<b>794,090</b>	<b>937,840</b>	<b>143,750</b>	<b>1.00</b>

# 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 accommodate the moving of the Sheriff's Criminal Division and other support staff into a newly remodeled building. A new Pole building was also built adjacent to the Sheriff's office. The roof of the Courthouse has also been replaced. A series of Courthouse upgrades were completed for security improvements. The jail Intercom has been upgraded. The new generator at 820 Exchange is complete. B&G staff continues to assist all of the General Fund departments on an ongoing daily basis.

## 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Property Rents	10,020	10,020	10,020	10,020	0	0%
ARRA 10-1530 HVAC Grant	0	0	0	0	0	0%
Capitol Improvement Project	0	0	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	2,302	5,341	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	0	4,000	4,000	4,000	0	0%
General Fund Support	839,324	928,201	1,039,150	1,077,930	38,780	3%
<b>Total Revenue:</b>	<b>851,646</b>	<b>947,561</b>	<b>1,053,170</b>	<b>1,091,950</b>	<b>38,780</b>	<b>3%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	257,052	269,633	312,810	331,590	18,780	6%
Personnel Benefits	121,174	132,420	177,990	199,830	21,840	12%
Material & Supplies	472,821	544,897	561,720	559,880	(1,840)	- 0%
Special Payments	600	611	650	650	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%
<b>Total Expenditures:</b>	<b>851,646</b>	<b>947,561</b>	<b>1,053,170</b>	<b>1,091,950</b>	<b>38,780</b>	<b>3%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Works Director	0.21	0.15	0.15	0.15	0.00	0%
Maint/custodial Supervisor	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	0.00	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%
<b>Total Personnel:</b>	<b>4.46</b>	<b>4.40</b>	<b>5.40</b>	<b>5.40</b>	<b>0.00</b>	<b>0%</b>



Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
# of work requests completed in 1-3 Count days	300	400	350	598	700	600
# of work requests completed in < 3 Count days	3	3	100	313	400	350
Total number of work requests Count completed	303	403	450	1,071	1,400	1,200
% of minor requests completed in 1 Percent day	0%	0%	58%	0%	0%	0%
% of major requests completed in FY Percent	0%	0%	80%	0%	0%	0%
% of customer satisfaction good to Percent excellent	0%	0%	90%	0%	0%	0%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Works Director	82-1088	12,531	13,375	14,510	15,150	640	4%
Maint/custodial Supervisor	82-1108	64,178	65,877	67,430	71,730	4,300	6%
Facilities & Projects Manager	82-1145	88,556	90,808	93,080	96,940	3,860	4%
Staff Assistant	82-1191	10,393	11,144	11,480	11,770	290	2%
Maintenance Technician	82-1720	0	0	36,560	42,180	5,620	15%
Maintenance Assistant	82-1725	51,870	53,713	54,040	55,390	1,350	2%
Custodian	82-1780	29,524	34,716	35,710	38,430	2,720	7%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	837	56	800	800	0	0%
Performance Pay	82-1948	0	0	0	4,480	4,480	100%
F.I.C.A.	82-1950	18,904	19,792	23,990	25,770	1,780	7%
Retirement	82-1955	37,148	42,823	52,430	65,660	13,230	25%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	48,095	47,743	73,850	77,880	4,030	5%
Dental Insurance	82-1965	5,179	5,127	7,950	6,710	(1,240)	- 15%
HSA Contribution	82-1966	3,225	8,542	9,800	9,800	0	0%
Benefits Admin Fees	82-1967	97	90	90	110	20	22%
Life Insurance	82-1970	403	403	460	460	0	0%
Salary Continuation Insur	82-1972	597	602	680	700	20	2%
S.A.I.F.	82-1975	4,339	4,672	6,060	7,120	1,060	17%
Unemployment	82-1980	2,349	2,572	1,880	340	(1,540)	- 81%
<b>Personnel Services Totals:</b>		<b>378,226</b>	<b>402,053</b>	<b>490,800</b>	<b>531,420</b>	<b>40,620</b>	<b>8%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	2,876	2,959	4,430	4,000	(430)	- 9%
Custodial Services - Sheriff O	82-2150	10,763	10,763	26,520	20,000	(6,520)	- 24%
Custodial Supplies - Sheriff O	82-2151	2,157	1,909	2,050	2,050	0	0%
Custodial Services - Boy Mtg C	82-2153	0	0	0	0	0	0%
Custodial Supplies - Boy Mtg C	82-2154	227	0	200	200	0	0%
Custodial Services - Animal Sh	82-2155	605	4,233	0	0	0	0%
Custodial Supplies - Animal Sh	82-2156	0	109	0	0	0	0%
Custodial Supplies - Jail	82-2157	14,211	19,068	13,200	13,200	0	0%
Custodial Services - Jail	82-2158	6,706	7,380	7,650	18,050	10,400	135%
Custodial Supplies	82-2160	6,922	4,775	6,500	6,500	0	0%
Custodial Services	82-2161	7,264	3,912	9,230	9,000	(230)	- 2%
Custodial Supplies-800/820	82-2163	4,257	6,249	4,500	4,000	(500)	- 11%
Custodial Services-800/820	82-2168	54,718	56,245	58,450	57,000	(1,450)	- 2%
Incinerator Permits	82-2180	0	0	0	0	0	0%
Utilities-800	82-2191	32,027	31,139	35,250	35,000	(250)	- 0%
Utilities-820	82-2192	21,227	23,572	26,240	25,000	(1,240)	- 4%
Maintenance Supplies	82-2259	3,296	15,810	6,500	9,000	2,500	38%
Maintenance - Equipment	82-2260	4,109	3,264	2,000	2,000	0	0%
Maintenance - Boiler	82-2261	790	2,215	4,000	4,000	0	0%

Software Maintenance	82-2265	0	0	0	0	0	0%
Alarm Monitoring - 800/820	82-2270	2,310	1,872	2,000	2,310	310	15%
Alarm Monitoring - CCSO	82-2271	90	270	600	1,300	700	116%
Alarm Monitoring	82-2272	2,295	2,186	2,800	3,100	300	10%
Maintenance S.I.G.	82-2300	34,277	40,722	37,000	37,000	0	0%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Animal Control Maint. S.I.G.	82-2303	164	240	0	0	0	0%
Jail Maint S.I.G.	82-2304	41,484	62,602	40,100	40,100	0	0%
Maintenance - Elevators	82-2305	5,867	4,917	10,100	10,000	(100)	- 0%
Maint. Elevators-800/820	82-2306	5,914	6,111	6,280	6,000	(280)	- 4%
Maint. S.I.G - Boy Mtg Ctr.	82-2307	3,478	2,837	2,000	2,000	0	0%
Maint S.I.G. Boat House	82-2313	0	48	500	500	0	0%
Maint S.I.G. - CCSO	82-2314	0	4,717	9,770	10,000	230	2%
800 Maint. S.I.G.	82-2321	16,517	21,426	8,600	8,000	(600)	- 6%
820 Maint. S.I.G.	82-2322	6,865	8,562	6,000	6,000	0	0%
B&G Shop SIG	82-2331	125	527	300	300	0	0%
Membership Fees And Dues	82-2370	50	0	180	250	70	38%
Office Supplies	82-2410	417	169	250	200	(50)	- 20%
Books And Periodicals	82-2413	240	15	100	240	140	140%
Postage And Freight	82-2419	39	152	200	200	0	0%
Printing And Reproduction	82-2425	973	902	600	600	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	13,087	12,881	20,000	20,000	0	0%
Contractual Services-Temp Help	82-2492	5,115	2,760	3,500	2,000	(1,500)	- 42%
Publi. And Legal Notices	82-2600	0	556	1,000	1,000	0	0%
Rents And Leases - Equip.	82-2630	0	0	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	12,000	12,000	12,000	12,000	0	0%
Small Tools And Instrum.	82-2710	4,680	6,942	2,420	5,000	2,580	106%
Fuel - Equipment	82-2851	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	402	317	1,000	1,000	0	0%
Education And Training	82-2928	515	203	2,400	2,400	0	0%
Reimbursed Travel Expense	82-2930	132	73	1,660	1,660	0	0%
Road Department Services	82-2959	0	0	9,800	9,800	0	0%
Utilities	82-2960	34,738	34,989	38,460	35,000	(3,460)	- 9%
Utilities SO Deten Center	82-2961	99,831	101,788	104,170	100,000	(4,170)	- 4%
Utilities - Boy Mtg Ctr	82-2962	5,403	6,819	5,840	6,000	160	2%
Utilities Animal Control	82-2963	0	0	0	0	0	0%
Utilities B&G Shop	82-2964	3,533	4,505	4,820	4,820	0	0%
Utilities - CCSO	82-2965	128	9,189	20,450	22,000	1,550	7%
<b>Materials &amp; Services Totals:</b>		<b>472,821</b>	<b>544,897</b>	<b>561,720</b>	<b>559,880</b>	<b>(1,840)</b>	<b>- 0%</b>
<b>Special Payments</b>							
Property Taxes	82-3800	600	611	650	650	0	0%
<b>Special Payments Totals:</b>		<b>600</b>	<b>611</b>	<b>650</b>	<b>650</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>851,646</b>	<b>947,561</b>	<b>1,053,170</b>	<b>1,091,950</b>	<b>38,780</b>	<b>1.00</b>

## 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

There are significant increases in both revenues and expenditures in this Org Unit and these increases are in correlation to the following:

Clatsop County is working collaboratively with the Way to Wellville and the Columbia Pacific CCO in an effort to expand and improve the quality of preschool programming in school districts through the Northwest Oregon Kinder Ready Program. As a result of this partnership the county is acting as a funding stream therefore grant monies and expenditures are passing through the county to conduct a feasibility study. This increases the 2017-18 budget in both revenues and expenditures equally in the amount of \$262,530.

There is also 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 15% increase over the actual 2016-17 fiscal year costs based on the 28.6% increase from the 2015-16 actual costs.

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, this is an increase over prior years by \$7,500.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	73,770	73,770	100%
Room Tax	3,778	34,271	55,000	55,000	0	0%
St. - Liquor 2145	13,335	13,402	13,700	13,700	0	0%
Veteran Services	37,343	49,862	37,700	49,860	12,160	32%
Veterans Outreach Grant	0	0	0	0	0	0%
LNG Analysis Revenue	0	0	0	0	0	0%
Cannon Restoration Donations	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
NW OR Kinder Ready Pilot	0	0	0	262,530	262,530	100%
Misc. Grant Revenue	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	237,061	241,694	456,570	304,180	(152,390)	- 33%
<b>Total Revenue:</b>	<b>291,518</b>	<b>339,229</b>	<b>562,970</b>	<b>759,040</b>	<b>196,070</b>	<b>34%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	249,284	279,700	303,770	334,810	31,040	10%
Special Payments	42,234	59,528	259,200	424,230	165,030	63%
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%
<b>Total Expenditures:</b>	<b>291,518</b>	<b>339,229</b>	<b>562,970</b>	<b>759,040</b>	<b>196,070</b>	<b>34%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Insurance	82-2200	112,170	122,272	152,870	175,800	22,930	15%
General Equipment	82-2268	0	0	0	0	0	0%
Pioneer Cemetery	82-2301	1,005	765	1,300	1,300	0	0%
Membership Fees And Dues	82-2370	23,412	23,750	24,000	24,210	210	0%
Auditing And Accounting	82-2462	52,350	53,350	55,000	55,000	0	0%
Veterans Outreach Grant	82-2464	0	3,848	0	0	0	0%
Veterans Service Contract	82-2468	57,829	70,348	62,600	70,500	7,900	12%
Contractual Services	82-2471	0	0	0	0	0	0%
Mentally Ill	82-2496	2,518	5,368	8,000	8,000	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Cannon Restoration Donations	82-2655	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>249,284</b>	<b>279,700</b>	<b>303,770</b>	<b>334,810</b>	<b>31,040</b>	<b>10%</b>
<b>Special Payments</b>							
Pub. Road & Drainage Improv.	82-3008	0	0	110,000	55,000	(55,000)	- 50%
Mental Health 2145	82-3100	13,335	13,402	13,700	13,700	0	0%
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	4,000	0	0	0	0%
Cont. To Outside Agencies	82-3575	1,899	12,500	12,500	20,000	7,500	60%
Crisis Respite Center	82-3576	0	6,626	100,000	50,000	(50,000)	- 50%
NW OR Kinder Ready Pilot	82-3580	0	0	0	262,530	262,530	100%
<b>Special Payments Totals:</b>		<b>42,234</b>	<b>59,528</b>	<b>259,200</b>	<b>424,230</b>	<b>165,030</b>	<b>63%</b>
<b>Total Expenditures:</b>		<b>291,518</b>	<b>339,229</b>	<b>562,970</b>	<b>759,040</b>	<b>196,070</b>	<b>1.00</b>

# 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 2017-18 fiscal year revenues remain the same as 2016-17, as this amount continues to be the 15 year low in timber receipts.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Timber Sales	1,259,466	2,881,845	1,394,280	1,394,280	0	0%
General Fund Support	461,900	461,900	528,900	528,900	0	0%
<b>Total Revenue:</b>	<b>1,721,366</b>	<b>3,343,745</b>	<b>1,923,180</b>	<b>1,923,180</b>	<b>0</b>	<b>0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
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	1,721,366	3,343,745	1,923,180	1,923,180	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>1,721,366</b>	<b>3,343,745</b>	<b>1,923,180</b>	<b>1,923,180</b>	<b>0</b>	<b>0%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Transfers Out</b>							
Transfer To Health Dept.	82-8005	394,000	394,000	461,000	461,000	0	0%
Trans To Special Projects	82-8100	1,259,466	2,881,845	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%
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	40,700	0	0%
Transfers To Comm. Corrections	82-8430	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>1,721,366</b>	<b>3,343,745</b>	<b>1,923,180</b>	<b>1,923,180</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>1,721,366</b>	<b>3,343,745</b>	<b>1,923,180</b>	<b>1,923,180</b>	<b>0</b>	<b>1.00</b>



# 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Transfer From General	0	0	0	0	0	0%
General Fund Support	0	0	1,989,400	2,122,250	132,850	6%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>1,989,400</b>	<b>2,122,250</b>	<b>132,850</b>	<b>6%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
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	1,989,400	2,122,250	132,850	6%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>1,989,400</b>	<b>2,122,250</b>	<b>132,850</b>	<b>6%</b>

### Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Contingencies</b>							
Approp. For Contg. - Gen.	82-9901	0	0	1,989,400	2,122,250	132,850	6%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>1,989,400</b>	<b>2,122,250</b>	<b>132,850</b>	<b>6%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>1,989,400</b>	<b>2,122,250</b>	<b>132,850</b>	<b>1.00</b>

# 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	456,705	307,733	325,670	332,240	6,570	2%
Interest On Investments	1,611	2,063	1,600	2,100	500	31%
S.A.I.F. Reimbursement	88,657	62,557	0	0	0	0%
S.A.I.F. Claim Repayment	0	0	0	0	0	0%
Rev. Refunds & Reim.	4,159	844	0	0	0	0%
Wellness Grant Revenue	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>551,132</b>	<b>373,197</b>	<b>327,270</b>	<b>334,340</b>	<b>7,070</b>	<b>2%</b>
<b>Total Unappropriated Budget:</b>	<b>307,733</b>	<b>338,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>243,398</b>	<b>34,797</b>	<b>327,270</b>	<b>334,340</b>	<b>7,070</b>	<b>2%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	30,747	34,797	327,270	334,340	7,070	2%
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	212,651	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>243,398</b>	<b>34,797</b>	<b>327,270</b>	<b>334,340</b>	<b>7,070</b>	<b>2%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
NA	82-1000	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Safety Equipment	82-2045	0	0	0	0	0	0%
Safety Committee	82-2046	0	0	0	0	0	0%
Insurance	82-2200	29,847	33,797	324,870	333,840	8,970	2%
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	900	1,000	2,400	500	(1,900)	- 79%
<b>Materials &amp; Services Totals:</b>		<b>30,747</b>	<b>34,797</b>	<b>327,270</b>	<b>334,340</b>	<b>7,070</b>	<b>2%</b>
<b>Transfers Out</b>							
Trans to Other Funds	82-8165	212,651	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>212,651</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>243,398</b>	<b>34,797</b>	<b>327,270</b>	<b>334,340</b>	<b>7,070</b>	<b>1.00</b>

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 4th 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	21,273	172,819	174,220	179,960	5,740	3%
Interest On Investments	560	803	500	800	300	60%
Bond & UAL Revenue	0	0	0	0	0	0%
Bond Repayment Revenue	0	0	0	0	0	0%
Transfer from Other Funds	200,000	190,000	190,000	182,400	(7,600)	- 4%
<b>Total Revenue:</b>	<b>221,833</b>	<b>363,622</b>	<b>364,720</b>	<b>363,160</b>	<b>(1,560)</b>	<b>- 0%</b>
<b>Total Unappropriated Budget:</b>	<b>172,819</b>	<b>174,483</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>49,014</b>	<b>189,139</b>	<b>364,720</b>	<b>363,160</b>	<b>(1,560)</b>	<b>- 0%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
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	28,541	189,139	186,400	182,400	(4,000)	- 2%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	20,473	0	0	0	0	0%
Contingency	0	0	178,320	180,760	2,440	1%
<b>Total Expenditures:</b>	<b>49,014</b>	<b>189,139</b>	<b>364,720</b>	<b>363,160</b>	<b>(1,560)</b>	<b>- 0%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Debt Service</b>							
P & P Interest Expense	82-2644	28,541	55,806	53,000	49,000	(4,000)	- 7%
P & P Principal Payment	82-2645	0	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%
<b>Debt Service Totals:</b>		<b>28,541</b>	<b>189,139</b>	<b>186,400</b>	<b>182,400</b>	<b>(4,000)</b>	<b>- 2%</b>
<b>Transfers Out</b>							
Trans to Other Funds	82-8165	20,473	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>20,473</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	178,320	180,760	2,440	1%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>178,320</b>	<b>180,760</b>	<b>2,440</b>	<b>1%</b>
<b>Total Expenditures:</b>		<b>49,014</b>	<b>189,139</b>	<b>364,720</b>	<b>363,160</b>	<b>(1,560)</b>	<b>1.00</b>

# 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	7,049	300,908	603,210	910,060	306,850	50%
Bond & UAL Reserve - Roads	0	0	0	0	0	0%
Bond & UAL Reserve - RLED	0	0	0	0	0	0%
Bond & UAL Reserve - Child Sup	0	0	0	0	0	0%
Bond & UAL Reserve - Comm Corr	0	0	0	0	0	0%
Bond & UAL Reserve - Building	0	0	0	0	0	0%
Bond & UAL Reserve - CEDC Fish	0	0	0	0	0	0%
Bond & UAL Reserve - Land Corn	0	0	0	0	0	0%
Bond & UAL Reserve - Child Cos	0	0	0	0	0	0%
Bond & UAL Reserve - Special P	0	0	0	0	0	0%
Interest On Investments	908	3,142	2,300	3,500	1,200	52%
Rev. Refunds & Reim.	0	5	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
Transfer from Other Funds	300,000	300,000	300,000	300,000	0	0%
<b>Total Revenue:</b>	<b>307,957</b>	<b>604,056</b>	<b>905,510</b>	<b>1,213,560</b>	<b>308,050</b>	<b>34%</b>
<b>Total Unappropriated Budget:</b>	<b>300,908</b>	<b>604,056</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>7,049</b>	<b>0</b>	<b>905,510</b>	<b>1,213,560</b>	<b>308,050</b>	<b>34%</b>

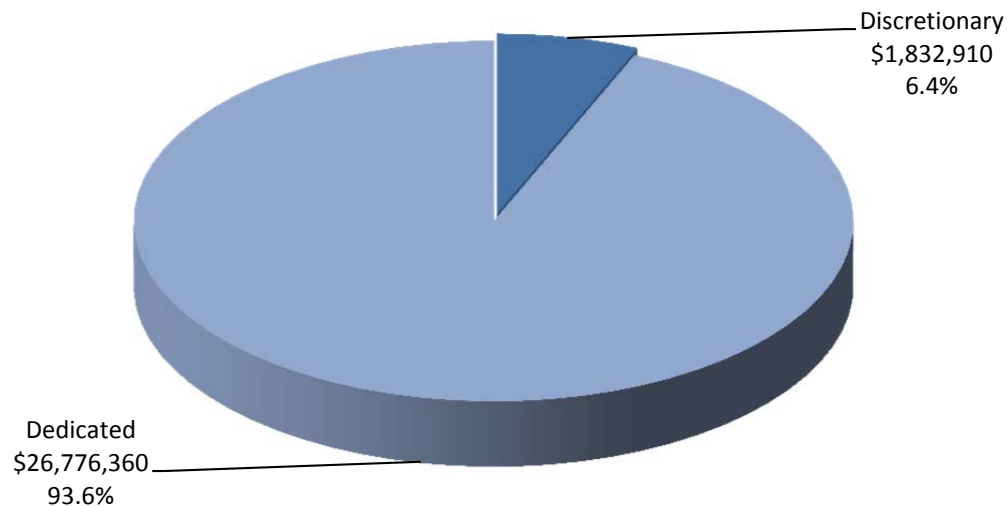
### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
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	7,049	0	0	0	0	0%
Contingency	0	0	905,510	1,213,560	308,050	34%
<b>Total Expenditures:</b>	<b>7,049</b>	<b>0</b>	<b>905,510</b>	<b>1,213,560</b>	<b>308,050</b>	<b>34%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
NA	82-1000	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Special Payments</b>							
Bond & UAL PERS Expense	82-3230	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Transfer To General Fund	82-8001	5,002	0	0	0	0	0%
Trans to Other Funds	82-8165	2,047	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>7,049</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	905,510	1,213,560	308,050	34%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>905,510</b>	<b>1,213,560</b>	<b>308,050</b>	<b>34%</b>
<b>Total Expenditures:</b>		<b>7,049</b>	<b>0</b>	<b>905,510</b>	<b>1,213,560</b>	<b>308,050</b>	<b>1.00</b>

**Clatsop County Functions/Programs Budget  
Land Use, Housing, Transportation, Economic  
Development & Capital 2017-2018  
Total \$28,609,270**



**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 Revolving  
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

# 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

Digitally indexed surveys for possible retrieval and use through GIS. Wrote boundary descriptions for various county properties and easements. Completed a North Coast Business Park partition plat and surveys of Fishhawk Park rock pit, Svensen shop property line adjustment, Bagley Lane, George Hill Road and McLean Hill Road.

## Budget Highlights

FY 2017-18 revenues are expected to be higher than last year due to income from the Public Land Corner Fund as the Survey Tech will be working on Public land corners when possible, so revenue will be coming from the Public Land Corner fund into the Survey Fund. Personnel Costs are 10% higher due to COLA, step increases and increases from Class and Compensation Study. Materials and Supplies are lower with the elimination of the General Equipment line item purchases budgeted in last year and \$1,000 for rebinding of town plat books.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Special Projects Revenue	0	0	0	0	0	0%
Surveyor Fees & Maps	43,285	49,910	40,000	50,000	10,000	25%
Maps And Microfische Fees	663	918	1,500	900	(600)	- 40%
Partition Review	11,000	8,800	15,300	11,000	(4,300)	- 28%
Subdivision Review	6,806	9,252	7,000	7,000	0	0%
Road Vacation Fees	0	0	0	0	0	0%
PLCPF Work	0	0	0	25,000	25,000	100%
Roads Work Other Depts.	5,000	12,589	7,000	7,000	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	40,346	28,236	141,000	132,430	(8,570)	- 6%
<b>Total Revenue:</b>	<b>107,100</b>	<b>109,705</b>	<b>211,800</b>	<b>233,330</b>	<b>21,530</b>	<b>10%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	70,130	72,039	131,130	144,060	12,930	9%
Personnel Benefits	32,198	34,840	72,040	83,570	11,530	16%
Material & Supplies	4,772	2,826	8,630	5,700	(2,930)	- 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%
<b>Total Expenditures:</b>	<b>107,100</b>	<b>109,705</b>	<b>211,800</b>	<b>233,330</b>	<b>21,530</b>	<b>10%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Surveyor	0.75	0.75	0.75	0.75	0.00	0%
Public Works Director	0.07	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	0.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>0.97</b>	<b>0.95</b>	<b>1.95</b>	<b>1.95</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of plats submitted for filing	Count	21	21	13	12	19	19
Number of digitally indexed surveys verified	Count	150	300	300	200	300	300
Number of surveys submitted for filing	Count	0	92	113	129	140	135
Percent of surveys checked in 10 working days	Percent	76%	87%	88%	88%	95%	95%
Percent of survey rechecks filed in 10 working days	Percent	88%	95%	90%	85%	95%	95%
Percent of plats checked in 15 working days	Percent	0%	90%	100%	92%	100%	100%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Surveyor	82-1015	60,090	61,592	63,130	66,840	3,710	5%
Public Works Director	82-1088	4,177	4,458	4,840	5,050	210	4%
Staff Assistant	82-1191	5,863	5,988	6,430	6,730	300	4%
Survey Tech II	82-1306	0	0	56,730	65,440	8,710	15%
Survey Tech III	82-1307	0	0	0	0	0	0%
Survey Tech II	82-1308	0	0	0	0	0	0%
Engineering Tech III	82-1316	0	0	0	0	0	0%
Overtime	82-1945	0	46	0	0	0	0%
Performance Pay	82-1948	0	0	0	2,880	2,880	100%
F.I.C.A.	82-1950	5,134	5,296	10,030	11,250	1,220	12%
Retirement	82-1955	10,695	12,239	22,960	26,030	3,070	13%
Medical Waiver	82-1963	0	0	0	180	180	100%
Medical Insurance	82-1964	11,957	11,924	29,270	33,900	4,630	15%
Dental Insurance	82-1965	1,503	1,471	3,400	3,440	40	1%
HSA Contribution	82-1966	1,200	2,000	3,600	3,600	0	0%
Benefits Admin Fees	82-1967	50	32	30	50	20	66%
Life Insurance	82-1970	99	100	170	90	(80)	- 47%
Salary Continuation Insur	82-1972	183	184	260	180	(80)	- 30%
S.A.I.F.	82-1975	717	785	1,530	1,820	290	18%
Unemployment	82-1980	659	764	790	150	(640)	- 81%
<b>Personnel Services Totals:</b>		<b>102,328</b>	<b>106,879</b>	<b>203,170</b>	<b>227,630</b>	<b>24,460</b>	<b>12%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	571	414	500	500	0	0%
Field Supplies	82-2165	0	223	200	200	0	0%
Maintenance - Equipment	82-2260	91	0	400	400	0	0%
Software Maintenance/Licenses	82-2265	487	489	500	500	0	0%
General Equipment	82-2268	0	0	3,900	0	(3,900)	- 100%
Maintenance S.I.G.	82-2300	2,500	0	200	200	0	0%
Membership Fees And Dues	82-2370	225	140	330	400	70	21%
Office Supplies	82-2410	0	157	200	200	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	45	15	300	200	(100)	- 33%
Printing And Reproduction	82-2425	0	126	300	300	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	1,000	1,000	100%
Administrative Costs	82-2473	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	25	0	200	200	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	53	0	200	200	0	0%
Education And Training	82-2928	150	143	400	200	(200)	- 50%
Reimbursed Travel Expense	82-2930	213	342	200	400	200	100%
Road Department Services	82-2959	0	0	0	0	0	0%

Utilities	82-2960	412	778	700	700	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>4,772</b>	<b>2,826</b>	<b>8,630</b>	<b>5,700</b>	<b>(2,930)</b>	<b>- 33%</b>
<b>Total Expenditures:</b>		<b>107,100</b>	<b>109,705</b>	<b>211,800</b>	<b>233,330</b>	<b>21,530</b>	<b>1.00</b>



## Road Admin. & 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 completed permits and project preparation work for major culvert replacement on Clifton Road, property acquisition for reconstruction on McLean Hill Road, engineering work for Sunset Bridge rehabilitation and Ridge Road overlay.

### Budget Highlights

This year's Personnel costs are 7% higher due to COLA/Step increases, performance pay, medical insurance and retirement costs. Materials and Services are 13% higher due to large increases in liability insurance and Indirect Costs.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Bond & UAL Reserve - Roads	0	0	0	0	0	0%
Revenue from Road District #1	731,330	727,750	726,660	793,050	66,390	9%
Franchise Fees	0	0	1,880	1,880	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	11	4	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From Road Dist 1	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>731,341</b>	<b>727,754</b>	<b>728,540</b>	<b>794,930</b>	<b>66,390</b>	<b>9%</b>
<b>Total Unappropriated Budget:</b>	<b>55,162</b>	<b>33,676</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>676,180</b>	<b>694,078</b>	<b>728,540</b>	<b>794,930</b>	<b>66,390</b>	<b>9%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	330,218	343,968	357,040	368,880	11,840	3%
Personnel Benefits	152,009	151,734	158,100	184,620	26,520	16%
Material & Supplies	191,373	195,704	210,500	238,530	28,030	13%
Special Payments	0	0	0	0	0	0%
Debt Service	2,580	2,672	2,900	2,900	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%
<b>Total Expenditures:</b>	<b>676,180</b>	<b>694,078</b>	<b>728,540</b>	<b>794,930</b>	<b>66,390</b>	<b>9%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	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	1.00	0.00	0%
GIS/Planner	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>5.60</b>	<b>5.60</b>	<b>5.60</b>	<b>5.60</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of transactions in cost accounting	Count	33,131	35,443	35,746	35,707	35,700	35,700
Number of Tech hours on Road/Culvert/Eng/ROW	Count	836	971	1,412	1,200	1,200	1,200

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Administrative Assistant	82-1118	0	0	0	0	0	0%
Management Analyst	82-1164	0	0	0	0	0	0%
Admin. Services Supervisor	82-1188	59,593	61,083	62,610	66,320	3,710	5%
Staff Assistant	82-1191	63,837	67,196	70,890	73,430	2,540	3%
Engineering Tech-Lead Worker	82-1309	74,932	77,164	78,570	80,530	1,960	2%
Engineering Tech I	82-1312	0	0	0	0	0	0%
Engineering Tech II	82-1314	65,629	67,302	68,950	70,680	1,730	2%
GIS/Planner	82-1403	66,226	71,222	76,020	77,920	1,900	2%
GIS Technician	82-1405	0	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	2,733	1,789	6,500	6,500	0	0%
Performance Pay	82-1948	0	0	0	2,660	2,660	100%
F.I.C.A.	82-1950	24,259	25,331	27,810	29,000	1,190	4%
Retirement	82-1955	44,585	47,625	50,410	65,070	14,660	29%
Medical Waiver	82-1963	0	0	0	1,020	1,020	100%
Medical Insurance	82-1964	68,284	56,836	54,210	62,790	8,580	15%
Dental Insurance	82-1965	5,455	5,262	5,400	5,460	60	1%
HSA Contribution	82-1966	1,500	9,000	8,500	8,500	0	0%
Benefits Admin Fees	82-1967	199	168	160	150	(10)	- 6%
Life Insurance	82-1970	454	459	450	450	0	0%
Salary Continuation Insur	82-1972	505	514	520	530	10	1%
S.A.I.F.	82-1975	1,291	1,378	1,960	2,110	150	7%
Unemployment	82-1980	2,744	3,371	2,180	380	(1,800)	- 82%
<b>Personnel Services Totals:</b>		<b>482,227</b>	<b>495,702</b>	<b>515,140</b>	<b>553,500</b>	<b>38,360</b>	<b>7%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	10,008	8,701	10,080	10,050	(30)	- 0%
Custodial Services	82-2161	2,189	2,189	2,400	2,400	0	0%
Insurance	82-2200	60,797	61,959	68,440	77,540	9,100	13%
License And Permit Fees	82-2240	1,545	1,778	3,760	3,380	(380)	- 10%
Maintenance - Equipment	82-2260	736	0	2,000	2,000	0	0%
Software Maintenance	82-2265	3,748	2,257	3,910	3,910	0	0%
Maintenance S.I.G.	82-2300	182	0	2,000	2,000	0	0%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	0	671	500	620	120	24%
Office Supplies	82-2410	3,260	3,533	4,000	4,000	0	0%
Books And Periodicals	82-2413	157	459	400	400	0	0%
Postage And Freight	82-2419	685	979	1,000	1,000	0	0%
Printing And Reproduction	82-2425	1,517	2,423	1,800	1,800	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	771	215	1,200	1,200	0	0%
LAN Equipment	82-2455	3,720	3,944	4,200	4,210	10	0%
Contractual Services	82-2471	114	855	0	510	510	100%

Administrative Costs	82-2473	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,625	2,165	1,900	1,900	0	0%
Small Tools And Instrum.	82-2710	223	43	3,800	3,800	0	0%
Education And Training	82-2928	1,675	845	2,510	2,510	0	0%
Reimbursed Travel Expense	82-2930	799	600	2,100	2,100	0	0%
Utilities	82-2960	29,523	31,090	36,000	36,000	0	0%
Indirect Cost Allocation	82-3210	68,100	71,000	58,300	77,000	18,700	32%
<b>Materials &amp; Services Totals:</b>		<b>191,373</b>	<b>195,704</b>	<b>210,500</b>	<b>238,530</b>	<b>28,030</b>	<b>13%</b>
<b>Capital Outlay</b>							
Buildings	82-4108	0	0	0	0	0	0%
Office Equipment	82-4300	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Debt Service</b>							
Capital Lease	82-3199	2,580	2,672	2,900	2,900	0	0%
<b>Debt Service Totals:</b>		<b>2,580</b>	<b>2,672</b>	<b>2,900</b>	<b>2,900</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>676,180</b>	<b>694,078</b>	<b>728,540</b>	<b>794,930</b>	<b>66,390</b>	<b>1.00</b>

# 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

Surface treated 21.6 miles of Clatsop County roads. Paved approximately 2.6 miles on Burnside Loop, Cullaby Lake Lane, Walluski Loop and Old Highway 30 Svensen. Applied Chipseal to 21.6 miles of Clatsop County Roads. Exchanged services with Columbia County. Columbia County performed striping on our roads in exchange for our chipsealing of their roads. Completed a large culvert rehabilitation project on Fort Clatsop Road. Installed a backup generator for the Humbug repeater.

## Budget Highlights

There is a 9% increase in this year's revenues due to a larger beginning balance. Personnel Services are 5% higher due to COLA, step increases, performance pay, medical insurance and retirement costs. This year's Contractual Services are increased by 20%, with projects including major repairs to bridges, Westport road improvements, Lewis & Clark Road safety improvements and \$500,000 of paving on Ridge Road, Walluski Loop and Old Highway 30. We are exchanging oiling services for striping services with Columbia County. This saves the department at least \$50,000 over the price of contract striping. There is an increase in the Road Oil line item and Right-of-way Acquisition for the purchase of right-of-way on Old Milltown Road. Also, \$35,000 for purchase of land for a fill site. There is \$30,350 in Miscellaneous equipment for the purchase of a diesel plate compactor, mag chloride tank for deicing, and an equipment bucket. A 22% increase in the transfer to equipment replacement due to some large purchases scheduled for this year.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	2,394,755	3,388,175	4,636,270	5,750,640	1,114,370	24%
Bond & UAL Reserve - Roads	0	0	0	0	0	0%
Interest On Investments	14,800	30,275	23,000	50,000	27,000	117%
State Bridge Design	0	0	0	0	0	0%
St. Highway Fund	2,381,700	2,470,210	2,530,620	2,464,540	(66,080)	- 2%
St. - Fas Conversion	0	0	286,170	0	(286,170)	- 100%
EMPG	0	0	0	0	0	0%
ODOT Ferry Boat Program	119,215	0	0	0	0	0%
ARRA - ROADS	0	0	0	0	0	0%
Revenue from Road District #1	133,900	0	0	0	0	0%
KOA Lease	2,500	2,700	2,500	2,500	0	0%
District Shop Lease	5,000	4,800	4,400	4,400	0	0%
Roads Work Other Depts.	138,752	165,508	107,200	66,500	(40,700)	- 37%
Vehicle Fuel	161,767	107,758	200,000	150,000	(50,000)	- 25%
Vehicle Shop Service	1,720	4,784	0	1,500	1,500	100%
Material & Supplies Sales	942	0	600	600	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	350	965	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	0	200	200	200	0	0%
Miscellaneous Revenue	34,466	0	0	0	0	0%
Equip. Auction & Sales	432	12,500	5,000	5,000	0	0%
Transfer from Other Funds	58,260	0	0	0	0	0%
Transfer from Bond Reserve Fun	827	0	0	0	0	0%
Transfer From Road Dist 1	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>5,455,785</b>	<b>6,194,275</b>	<b>7,802,560</b>	<b>8,502,480</b>	<b>699,920</b>	<b>8%</b>
<b>Total Unappropriated Budget:</b>	<b>1,111,443</b>	<b>1,732,216</b>	<b>1,608,110</b>	<b>1,848,230</b>	<b>240,120</b>	<b>14%</b>
<b>Total Budgeted Resources:</b>	<b>4,344,342</b>	<b>4,462,058</b>	<b>6,194,450</b>	<b>6,654,250</b>	<b>459,800</b>	<b>7%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	1,196,978	1,210,139	1,336,140	1,361,370	25,230	1%
Personnel Benefits	640,615	615,978	737,880	823,460	85,580	11%
Material & Supplies	2,257,923	2,279,771	3,577,320	3,884,300	306,980	8%
Special Payments	346	280	43,000	43,150	150	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	26,511	110,000	65,350	(44,650)	- 40%
Transfer Out	248,480	329,380	390,110	476,620	86,510	22%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>4,344,342</b>	<b>4,462,058</b>	<b>6,194,450</b>	<b>6,654,250</b>	<b>459,800</b>	<b>7%</b>

## Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Works Director	0.70	0.70	0.70	0.70	0.00	0%
Assist Public Works Direc.	0.00	1.00	1.00	1.00	0.00	0%
County Engineer	1.00	0.00	0.00	0.00	0.00	0%
Crew Foreman	3.00	3.00	3.00	3.00	0.00	0%
Rd Maint Worker Trainee	1.00	1.00	0.00	0.00	0.00	0%
Rd Maint Worker	14.00	14.00	15.00	15.00	0.00	0%
Mechanic	2.00	2.00	2.00	2.00	0.00	0%
Shop Maint. Assistant	0.00	0.00	1.00	1.00	0.00	0%
Equipment Servicer	1.00	1.00	0.00	0.00	0.00	0%
<b>Total Personnel:</b>	<b>22.70</b>	<b>22.70</b>	<b>22.70</b>	<b>22.70</b>	<b>0.00</b>	<b>0%</b>



Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Miles of asphalt roadway resurfacing	Count	3	1	1	4	3	3
Miles of roadway chipsealed	Count	28	21	23	30	38	37
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	3	1	2	5	3	5
Preventative Maintenance routines done	Count	130	130	164	156	150	150
Cost per lane mile for mechanical mowing	Count	127	132	118	126	170	150
Cost per lane mile for brush chopping	Count	594	540	693	677	600	600
Lineal feet of culverts repaired/replaced	Count	2,073	1,879	1,711	863	900	1,000
Percent of gravel roads graded every year	Percent	77%	62%	80%	84%	85%	85%
Percent of road miles resurfaced	Percent	6%	11%	11%	11%	9%	8%
Percent of lane miles mowed per year	Percent	11%	82%	90%	88%	100%	100%
Percent of lane miles chopped per year	Percent	40%	39%	60%	43%	60%	60%
Percent of Rd Mtc budget used for modernization	Percent	10%	7%	10%	4%	6%	21%
Percent of mechanic work hours on billable repairs	Percent	87%	79%	74%	74%	72%	72%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Works Director	82-1088	58,478	62,417	67,740	70,700	2,960	4%
Assist Public Works Direc.	82-1089	0	26,168	85,440	84,870	(570)	- 0%
County Engineer	82-1140	0	0	0	0	0	0%
Crew Foreman	82-1149	192,633	177,343	208,210	211,600	3,390	1%
Shop Foreman	82-1151	0	0	0	0	0	0%
Operation & Maint. Manager	82-1158	0	0	0	0	0	0%
Rd Maint Worker Trainee	82-1735	104,180	103,882	0	0	0	0%
Rd Maint Worker	82-1740	692,599	710,832	815,560	828,270	12,710	1%
Mechanic	82-1750	106,860	115,399	120,800	125,430	4,630	3%
Shop Maint. Assistant	82-1751	0	10,805	38,390	40,500	2,110	5%
Equipment Servicer	82-1755	42,228	3,293	0	0	0	0%
Extra Help - Road	82-1907	37,442	21,073	50,500	50,500	0	0%
Overtime	82-1945	15,760	22,364	20,000	20,000	0	0%
Above Classification	82-1946	0	0	22,800	22,800	0	0%
Performance Pay	82-1948	0	0	0	6,220	6,220	100%
F.I.C.A.	82-1950	92,078	92,711	109,350	112,400	3,050	2%
Retirement	82-1955	161,239	171,300	198,780	240,690	41,910	21%
Medical Waiver	82-1963	0	0	0	8,400	8,400	100%
Medical Insurance	82-1964	241,632	184,716	198,630	222,800	24,170	12%
Dental Insurance	82-1965	27,800	27,012	31,820	30,900	(920)	- 2%
HSA Contribution	82-1966	5,550	28,083	27,400	27,400	0	0%
Benefits Admin Fees	82-1967	538	505	470	480	10	2%
Life Insurance	82-1970	1,754	1,735	1,840	1,840	0	0%
Salary Continuation Insur	82-1972	2,006	2,014	2,280	2,290	10	0%
S.A.I.F.	82-1975	43,754	51,309	65,430	75,270	9,840	15%
Unemployment	82-1980	11,062	13,156	8,580	1,470	(7,110)	- 82%
<b>Personnel Services Totals:</b>		<b>1,837,593</b>	<b>1,826,116</b>	<b>2,074,020</b>	<b>2,184,830</b>	<b>110,810</b>	<b>5%</b>
<b>Materials &amp; Services</b>							
Hiring Expenses	82-2015	0	1,173	3,000	3,000	0	0%
Uniform Cleaning	82-2041	2,370	2,397	2,900	2,900	0	0%
Custodial Services	82-2161	2,888	2,189	3,000	3,000	0	0%
License And Permit Fees	82-2240	3,785	3,347	5,900	5,900	0	0%
Maint. - Fleet Service	82-2255	37,777	7,297	60,000	65,000	5,000	8%
Maintenance Supplies	82-2259	7,934	4,860	7,500	10,500	3,000	40%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Maint. - Comm. Equipment	82-2262	4,639	5,524	15,000	5,000	(10,000)	- 66%
Maint. - Automotive Parts	82-2263	54,971	62,397	80,000	75,000	(5,000)	- 6%
General Equipment	82-2268	3,301	2,595	14,700	5,250	(9,450)	- 64%
Maintenance S.I.G.	82-2300	6,567	13,028	41,140	12,140	(29,000)	- 70%
Employee Drug Screen	82-2302	1,920	1,885	3,000	3,000	0	0%
Membership Fees And Dues	82-2370	1,120	1,064	1,370	1,400	30	2%
PC Equipment	82-2455	0	0	0	0	0	0%

Contractual Services	82-2471	537,112	862,029	1,563,100	1,878,100	315,000	20%
Surveyor Services	82-2483	5,000	12,589	7,000	7,000	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Oil Rock	82-2620	135,273	31,593	91,000	88,000	(3,000)	- 3%
Road Oil	82-2625	471,126	410,052	432,000	475,000	43,000	9%
Rents And Leases - Equip.	82-2630	18,465	9,152	17,560	17,560	0	0%
Rts. & Lea. - S., I. & G.	82-2670	433	500	1,000	1,000	0	0%
Small Tools And Instrum.	82-2710	2,736	1,799	1,000	1,000	0	0%
Crushing	82-2715	0	48,100	0	0	0	0%
Asphalt	82-2840	25,089	22,658	25,500	25,500	0	0%
Bridge Material	82-2842	3,502	2,010	8,000	10,000	2,000	25%
Chemicals	82-2844	17,628	17,978	22,000	22,000	0	0%
Culverts	82-2846	45,174	48,682	65,000	65,000	0	0%
Fuel - Vehicles	82-2852	272,203	195,585	400,000	400,000	0	0%
Rock	82-2854	346,545	187,929	387,850	380,000	(7,850)	- 2%
Signs	82-2856	21,363	80,993	83,000	77,000	(6,000)	- 7%
Tires	82-2858	13,951	28,012	30,000	30,000	0	0%
Safety Program	82-2862	9,109	8,559	13,600	11,400	(2,200)	- 16%
Road Supplies	82-2863	7,531	14,313	11,000	19,000	8,000	72%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	2,337	2,810	4,750	4,050	(700)	- 14%
Reimbursed Travel Expense	82-2930	2,046	1,570	3,650	3,200	(450)	- 12%
Refunds and Returns	82-3204	6	0	0	0	0	0%
Indirect Cost Allocation	82-3210	193,900	185,100	172,800	177,400	4,600	2%
Misc Other Charges	82-3212	123	0	0	0	0	0%
Engineering	82-3502	0	0	0	0	0	0%
Contract Paving	82-3545	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>2,257,923</b>	<b>2,279,771</b>	<b>3,577,320</b>	<b>3,884,300</b>	<b>306,980</b>	<b>8%</b>

**Special Payments**

US 101 Flood Project	82-3193	30	27	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	286	191	40,000	40,000	0	0%
Rt Of Way Monumentation	82-3555	0	0	3,000	3,000	0	0%
Property Taxes	82-3800	30	62	0	150	150	100%
<b>Special Payments Totals:</b>		<b>346</b>	<b>280</b>	<b>43,000</b>	<b>43,150</b>	<b>150</b>	<b>0%</b>

**Capital Outlay**

Land	82-4000	0	0	0	35,000	35,000	100%
Buildings	82-4108	0	26,511	110,000	0	(110,000)	- 100%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	30,350	30,350	100%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>26,511</b>	<b>110,000</b>	<b>65,350</b>	<b>(44,650)</b>	<b>- 40%</b>

**Transfers Out**

Trans To Gen Road Equip	82-8102	248,480	329,380	390,110	476,620	86,510	22%
<b>Transfers Out Totals:</b>		<b>248,480</b>	<b>329,380</b>	<b>390,110</b>	<b>476,620</b>	<b>86,510</b>	<b>22%</b>

Total Expenditures:		4,344,342	4,462,058	6,194,450	6,654,250	459,800	1.00
---------------------	--	-----------	-----------	-----------	-----------	---------	------

### Purchase of Land for Fill Site

Department Priority:	1												
Location:	Public Works Department												
Link to Other Project(s):													
Description:	Purchase of land for fill site												
Justification:	Property on Lewis & Clark mainline to create a fill site for Lewis & Clark area road projects. It will mainly be used for maintenance and construction waste, such as soil from slides and ditching.												
Alternatives:	Continue to use small fill sites.												
Operating Impact:													
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition												
Request Category:	<input type="radio"/> Building <input checked="" 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: 35,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 35,000</b>	<table border="1"> <thead> <tr> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>35,000</td> </tr> <tr> <td></td> <td>0</td> </tr> <tr> <td></td> <td>0</td> </tr> <tr> <td></td> <td>35,000</td> </tr> </tbody> </table>	Total			35,000		0		0		35,000
Total													
	35,000												
	0												
	0												
	35,000												

### Diesel Plate Compactor

Department Priority:	2												
Location:	Public Works Department												
Link to Other Project(s):													
Description:	A compactor used to compact rock or soils.												
Justification:	This compactor will be used to compact rock or soils in the process of building and maintaining roads. It is made to achieve compaction where a drum roller cannot get in, for instance, in trenches and next to large culverts.												
Alternatives:	Continue to operate with less efficient equipment.												
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: 9,800 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 9,800</b>	<table border="1"> <thead> <tr> <th colspan="2">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>9,800</td> </tr> <tr> <td></td> <td>0</td> </tr> <tr> <td></td> <td>0</td> </tr> <tr> <td></td> <td>9,800</td> </tr> </tbody> </table>	Total			9,800		0		0		9,800
Total													
	9,800												
	0												
	0												
	9,800												

### Mag Chloride Tank and Fittings

Department Priority:	3							
Location:	Public Works Department							
Link to Other Project(s):								
Description:	Mag Chloride tank for the application of magnesium chloride de-icer.							
Justification:	This is a storage tank for magnesium chloride de-icing agent. We have been getting our supply from ODOT, but that is a temporary situation and their supply is limited.							
Alternatives:	Continue to buy from ODOT and risk not having it available.							
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: 11,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 11,000</b>	<table border="1"> <thead> <tr> <th>Total</th> </tr> </thead> <tbody> <tr> <td>11,000</td> </tr> <tr> <td>0</td> </tr> <tr> <td>0</td> </tr> <tr> <td>11,000</td> </tr> </tbody> </table>	Total	11,000	0	0	11,000
Total								
11,000								
0								
0								
11,000								

### Excavating Bucket

Department Priority:	4							
Location:	Public Works							
Link to Other Project(s):								
Description:	Ditching bucket made for a wheeled excavator.							
Justification:	This is a special ditching bucket made for a wheeled machine that makes ditching more efficient.							
Alternatives:	Continue to use less efficient methods.							
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: 9,500 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 9,500</b>	<table border="1"> <thead> <tr> <th>Total</th> </tr> </thead> <tbody> <tr> <td>9,500</td> </tr> <tr> <td>0</td> </tr> <tr> <td>0</td> </tr> <tr> <td>9,500</td> </tr> </tbody> </table>	Total	9,500	0	0	9,500
Total								
9,500								
0								
0								
9,500								

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 29% higher this year due to a larger beginning balance in the Road Maintenance Fund.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Revenue from Road District #1	2,221,570	3,317,659	4,392,290	3,725,380	(666,910)	- 15%
Transfer From Gen Roads	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>2,221,570</b>	<b>3,317,659</b>	<b>4,392,290</b>	<b>3,725,380</b>	<b>(666,910)</b>	<b>- 15%</b>
<b>Total Unappropriated Budget:</b>	<b>2,221,570</b>	<b>3,317,659</b>	<b>0</b>	<b>(1,848,230)</b>	<b>(1,848,230)</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>0</b>	<b>4,392,290</b>	<b>5,573,610</b>	<b>1,181,320</b>	<b>26%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
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	4,392,290	5,573,610	1,181,320	26%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>4,392,290</b>	<b>5,573,610</b>	<b>1,181,320</b>	<b>26%</b>

### Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Contingencies</b>							
Approp. For Contg. - Road	82-9902	0	0	4,392,290	5,573,610	1,181,320	26%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>4,392,290</b>	<b>5,573,610</b>	<b>1,181,320</b>	<b>26%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>4,392,290</b>	<b>5,573,610</b>	<b>1,181,320</b>	<b>1.00</b>



## 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

Maintained corner histories and records. Restored corners in area south of Seaside and Fishhawk Falls area.

### Budget Highlights

The Public Land Corner budget is expecting some increased revenues next year. An 11% increase in Personnel costs due to COLA and increases from Class and Compensation study, and an 8% increase in Materials and Supplies because the Survey Tech in the Survey fund will be spending approximately 1 day per week on Public Land Corner work and will be using a Road Department pickup for the field work that is expensed on line item 82-2923. There are additional travel expense costs for Surveyor conference costs, and also \$1,000 for rebinding of town plat books. Contingency is expected to increase by 4%.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	173,815	193,722	220,560	245,490	24,930	11%
Bond & UAL Reserve - Roads	0	0	0	0	0	0%
Bond & UAL Reserve - Land Corn	0	0	0	0	0	0%
Interest On Investments	990	1,435	1,250	2,030	780	62%
Roads Work Other Depts.	0	0	0	0	0	0%
Surveyor Work for Other Depts.	0	0	0	0	0	0%
Franchise Fees	0	0	190	190	0	0%
Public Land Preservation	72,678	81,365	80,000	81,900	1,900	2%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Other Funds	298	0	0	0	0	0%
Transfer from Bond Reserve Fun	75	0	0	0	0	0%
<b>Total Revenue:</b>	<b>247,856</b>	<b>276,522</b>	<b>302,000</b>	<b>329,610</b>	<b>27,610</b>	<b>9%</b>
<b>Total Unappropriated Budget:</b>	<b>193,722</b>	<b>221,162</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>54,133</b>	<b>55,360</b>	<b>302,000</b>	<b>329,610</b>	<b>27,610</b>	<b>9%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	20,030	20,531	21,040	22,280	1,240	5%
Personnel Benefits	9,487	10,405	10,900	13,870	2,970	27%
Material & Supplies	24,616	24,424	31,030	47,110	16,080	51%
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	239,030	246,350	7,320	3%
<b>Total Expenditures:</b>	<b>54,133</b>	<b>55,360</b>	<b>302,000</b>	<b>329,610</b>	<b>27,610</b>	<b>9%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Surveyor	0.25	0.25	0.25	0.25	0.00	0%
<b>Total Personnel:</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.00</b>	<b>0%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of Government land corners Count restored	9	11	8	4	6	12
Number of government corners Count located by GPS	12	13	8	4	6	15
Number of Bearing Tree reports by Count Surveyors	17	3	5	2	5	5
Percent of Bearing Tree reports donePercent in 10 days	100%	100%	100%	100%	100%	100%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Surveyor	82-1015	20,030	20,531	21,040	22,280	1,240	5%
Survey Tech III	82-1307	0	0	0	0	0	0%
Survey Tech II	82-1308	0	0	0	0	0	0%
Engineering Tech I	82-1312	0	0	0	0	0	0%
Engineering Tech III	82-1316	0	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	890	890	100%
F.I.C.A.	82-1950	1,465	1,502	1,610	1,770	160	9%
Retirement	82-1955	3,206	3,722	3,820	5,160	1,340	35%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,591	3,726	4,070	4,710	640	15%
Dental Insurance	82-1965	458	460	470	480	10	2%
HSA Contribution	82-1966	375	625	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	183	196	220	260	40	18%
Unemployment	82-1980	127	92	130	20	(110)	- 84%
<b>Personnel Services Totals:</b>		<b>29,517</b>	<b>30,936</b>	<b>31,940</b>	<b>36,150</b>	<b>4,210</b>	<b>13%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	412	331	300	400	100	33%
Field Supplies	82-2165	11	62	100	100	0	0%
Maintenance - Equipment	82-2260	0	0	400	400	0	0%
Software Maintenance	82-2265	487	489	500	500	0	0%
General Equipment	82-2268	0	0	1,000	1,500	500	50%
Maintenance S.I.G.	82-2300	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	175	90	300	410	110	36%
Office Supplies	82-2410	0	129	300	300	0	0%
Office Furniture & Equipment	82-2454	0	0	400	400	0	0%
Contractual Services	82-2471	0	0	0	1,000	1,000	100%
Administrative Costs	82-2473	600	600	600	600	0	0%
Monumentation Supplies	82-2486	0	0	300	300	0	0%
Publ. 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	328	151	400	3,700	3,300	825%
Education And Training	82-2928	150	0	200	400	200	100%
Reimbursed Travel Expense	82-2930	213	373	500	1,200	700	140%
PLCPF Work	82-2958	0	0	0	25,000	25,000	100%
Road Department Services	82-2959	11,628	11,322	15,000	0	(15,000)	- 100%
Utilities	82-2960	412	778	800	800	0	0%
Indirect Cost Allocation	82-3210	10,200	10,100	9,730	9,900	170	1%

Materials & Services Totals:		24,616	24,424	31,030	47,110	16,080	51%
Contingencies							
Appropriation For Contin.	82-9900	0	0	239,030	246,350	7,320	3%
Contingencies Totals:		0	0	239,030	246,350	7,320	3%
Total Expenditures:		54,133	55,360	302,000	329,610	27,610	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

There were no bike path projects this year.

Budget Highlights

There are no Bike Path projects planned for this Fiscal Year. The balance is accumulating for future projects.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	316,368	342,008	368,610	398,330	29,720	8%
Interest On Investments	1,681	2,267	2,000	4,000	2,000	100%
St. - Motor License Fees	24,058	24,952	25,560	24,900	(660)	- 2%
<b>Total Revenue:</b>	<b>342,107</b>	<b>369,226</b>	<b>396,170</b>	<b>427,230</b>	<b>31,060</b>	<b>7%</b>
<b>Total Unappropriated Budget:</b>	<b>342,007</b>	<b>369,126</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>100</b>	<b>100</b>	<b>396,170</b>	<b>427,230</b>	<b>31,060</b>	<b>7%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	100	100	100	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	396,070	427,130	31,060	7%
<b>Total Expenditures:</b>	<b>100</b>	<b>100</b>	<b>396,170</b>	<b>427,230</b>	<b>31,060</b>	<b>7%</b>

### Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Indirect Cost Allocation	82-3210	100	100	100	100	0	0%
<b>Materials &amp; Services Totals:</b>		<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0%</b>
<b>Special Payments</b>							
Unallocated Projects	82-3129	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	396,070	427,130	31,060	7%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>396,070</b>	<b>427,130</b>	<b>31,060</b>	<b>7%</b>
<b>Total Expenditures:</b>		<b>100</b>	<b>100</b>	<b>396,170</b>	<b>427,230</b>	<b>31,060</b>	<b>1.00</b>

# 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

The Planning Division received two technical assistance grants from the Oregon Department of Land Conservation and Development: (1) to update the Farm & Forest sections of our development code with the assistance of an advisory committee, and (2) to support the work of the county's Wetlands Advisory Committee. Both committees made recommendations on code amendments that are moving forward this fiscal year. Ordinance 16-03 was adopted. The ordinance revises Comprehensive Plan and Development Code sections related to development in the Arch Cape area and enhances citizen involvement countywide.



## Budget Highlights

### A. FUNDING SOURCES

LAND USE PERMITS: We expect the development activity to continue at the current pace.

CODE ENFORCEMENT FINES: The Code Enforcement Specialist was reclassified to a Planner due to increased workload in Planning. The position is currently vacant. The Planning staff have been responding to code violations as time allows.

STREET SIGN AND RURAL ADDRESSING: This function moved to Public Works. Planning still does the intake.

LCDC COSTAL 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.

MEASURE 49: This is money from the applicant to cover our legal fees associated with M49.

### B. EXPENDITURES

PLANNING MANAGER: This is a position that had been vacant for several years and was filled in August. The Senior Planner position is now vacant.

EXTRA HELP: We are requesting \$10,000 to cover an expected need to hire a casual employee to assist during peak times. This is an item that is difficult to predict, but if current trends continue, we will be unable to handle the work load with current staffing levels.

### MATERIALS & SERVICES

OFFICE SUPPLIES: The request was increased to \$10,000 to cover the cost of cubicle suites for staff in the new front office area, cabinets, shelving, etc, as well as chairs for the new meeting room.

LEGAL SERVICES: \$70,000 is an estimate and is based on the last year's actual expense and current year projected, including \$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.

FUEL & VEHICLE MAINTENANCE: We purchased a new vehicle, which should be available in March. These are cost estimates for fuel and regular maintenance.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Land Use Permits	76,328	85,274	80,000	80,000	0	0%
Georgia Pacific	0	0	0	0	0	0%
Special Events Permit	1,755	1,000	1,000	1,000	0	0%
Code Enforcement Fines	6,252	500	8,000	500	(7,500)	- 93%
Street Signs Revenue	448	1,368	0	0	0	0%
Rural Addressing	3,380	112	0	0	0	0%
DLCD Tsunami Zone Grant	0	0	0	0	0	0%
DLCD Resilience Pilot Project	0	0	0	0	0	0%
Lcdc Coastal Management	14,650	7,650	0	0	0	0%
JLUS - Office of Econ. Dev.	1,936	0	0	0	0	0%
DLCD Technical Assistance	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%
Onsite Wastewater Fees	6,190	0	0	0	0	0%
Copy Fees	2,733	52	100	100	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	40	19	100	50	(50)	- 50%
Bradwood Land Use fees	0	0	0	0	0	0%
Oregon LNG	0	0	0	0	0	0%
Measure 49	1,000	0	1,000	1,000	0	0%
Revenue From Building Codes	0	0	0	0	0	0%
Nsf Check Fee	25	0	30	30	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Trans From Video Lottery	233,790	194,950	229,230	238,760	9,530	4%
General Fund Support	130,477	258,349	263,620	358,410	94,790	35%
<b>Total Revenue:</b>	<b>479,004</b>	<b>549,274</b>	<b>583,080</b>	<b>679,850</b>	<b>96,770</b>	<b>16%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	258,243	310,128	335,990	376,790	40,800	12%
Personnel Benefits	123,241	146,966	154,120	210,090	55,970	36%
Material & Supplies	97,520	92,180	92,970	92,970	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%
<b>Total Expenditures:</b>	<b>479,004</b>	<b>549,274</b>	<b>583,080</b>	<b>679,850</b>	<b>96,770</b>	<b>16%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Planning Director	0.85	0.85	0.85	0.85	0.00	0%
Planning Manager	0.00	0.00	0.00	1.00	1.00	100%
Staff Assistant	0.75	0.00	0.00	0.00	0.00	0%
Senior Planner	1.00	1.00	1.00	0.00	(1.00)	- 100%
Planner	1.00	1.00	1.00	2.00	1.00	100%
Code Specialist	1.00	1.00	1.00	0.00	(1.00)	- 100%
Permit Technician	0.00	1.00	1.00	1.50	0.50	50%
<b>Total Personnel:</b>	<b>4.60</b>	<b>4.85</b>	<b>4.85</b>	<b>5.35</b>	<b>0.50</b>	<b>10%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Planning Director	82-1082	82,161	87,211	89,390	92,850	3,460	3%
Planning Manager	82-1142	0	0	0	83,090	83,090	100%
Principal Planner	82-1143	0	0	0	0	0	0%
Staff Assistant	82-1191	6,172	0	0	0	0	0%
Senior Planner	82-1627	66,050	64,002	76,020	0	(76,020)	- 100%
Planner	82-1630	53,243	56,871	59,560	122,110	62,550	105%
Code Specialist	82-1640	50,617	54,228	59,560	0	(59,560)	- 100%
Permit Technician	82-1729	0	47,816	51,460	78,740	27,280	53%
Extra Help	82-1941	186	7,402	10,000	10,000	0	0%
Overtime	82-1945	319	622	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	0	7,040	7,040	100%
F.I.C.A.	82-1950	19,224	23,738	26,550	30,200	3,650	13%
Retirement	82-1955	36,744	44,290	47,670	68,110	20,440	42%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	55,135	50,541	48,640	72,610	23,970	49%
Dental Insurance	82-1965	5,440	5,743	6,130	7,160	1,030	16%
HSA Contribution	82-1966	638	8,062	7,850	8,850	1,000	12%
Benefits Admin Fees	82-1967	88	92	90	110	20	22%
Life Insurance	82-1970	312	385	390	430	40	10%
Salary Continuation Insur	82-1972	431	466	470	510	40	8%
S.A.I.F.	82-1975	2,413	2,501	3,250	3,680	430	13%
Unemployment	82-1980	2,311	3,125	2,080	390	(1,690)	- 81%
<b>Personnel Services Totals:</b>		<b>381,484</b>	<b>457,094</b>	<b>490,110</b>	<b>586,880</b>	<b>96,770</b>	<b>19%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	1,332	1,578	1,600	2,500	900	56%
Membership Fees And Dues	82-2370	875	1,005	890	1,290	400	44%
Office Supplies	82-2410	2,796	1,256	10,000	10,000	0	0%
Books And Periodicals	82-2413	147	135	250	250	0	0%
Postage And Freight	82-2419	4,751	5,421	6,000	9,000	3,000	50%
Printing And Reproduction	82-2425	4,896	4,633	6,000	6,000	0	0%
Microfilming	82-2440	0	0	3,000	0	(3,000)	- 100%
Measure 49 Expense	82-2444	0	0	1,000	1,000	0	0%
Legal Services	82-2469	37,921	62,290	43,130	40,830	(2,300)	- 5%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	6,648	5,248	5,000	5,000	0	0%
Administrative Costs	82-2473	0	0	0	0	0	0%
OR LNG Contractual Svcs.	82-2479	27,531	2,825	0	0	0	0%
Publi. And Legal Notices	82-2600	1,913	1,567	2,500	2,500	0	0%
Abatement	82-2730	156	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	500	1,000	1,000	0	0%
Fleet Vehicle Use	82-2921	0	0	0	0	0	0%

Vehicle Maintenance & Use	82-2923	0	500	1,000	1,000	0	0%
Education And Training	82-2928	355	1,090	4,100	4,100	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,409	1,830	6,000	6,000	0	0%
Planning Comm. Expenses	82-2935	0	0	0	0	0	0%
Refunds and Returns	82-3204	2,909	2,301	1,500	2,500	1,000	66%
Street Signs Expense	82-3206	3,881	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>97,520</b>	<b>92,180</b>	<b>92,970</b>	<b>92,970</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>479,004</b>	<b>549,274</b>	<b>583,080</b>	<b>679,850</b>	<b>96,770</b>	<b>1.00</b>

# 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 County is responsible for enforcing Federal, State and local building regulations. Fees are set through local ordinance to cover the cost of administering the programs. 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 State delegates authority to counties under ORS 455.150. 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

Building Inspector Tim Samples received the State of Oregon Building Official certification. Under the current salary structure staff do not receive wage increases for obtaining new certifications. Staff completed 196 hours of continuing education to keep current certifications active and to keep abreast of emerging construction procedures. County staff provided plumbing plan review and inspection service to the City of Warrenton through an existing IGA. A new IGA has been created to provide back up Building Official and inspection service to the City of Seaside.

## Performance Measures

The Building Codes Division is projected to complete over 6,000 individual inspections, logging over 46k accident free miles and reviewing over 375 plan submittals for code compliance with current staffing levels. An approximate total of over 2,200 permits will be issued for construction activity.

## Budget Highlights

Personnel Services - Reduction due to actual costs incurred in 2016/17 lower than anticipated for enforcement support provided by the County's Code Enforcement Officer.

Membership Fees and Dues - By becoming members of various trade organizations, we are able to purchase books, materials, and training at reduced costs. (IAPMO, ICC, OBOA, OMOA, IAEI, OPTA, NFPA, etc.)

Books and Periodicals - This increase is made to reflect a code change year. Five major codes are currently under adoption proceedings at the state level.

Office Furniture and Equipment- This increase reflects furniture purchases anticipated with the remodel of the Building Codes Division office area.

Advertising - The division will be conducting community outreach through educational flyers, media PSA's, and division logos for vehicle and staff identification.

Fuel- Reduction in fuel usage reflects the fuel efficiency of the new inspection fleet vehicles.

Education and Training - This reflects the increasing need for continuing education as well as meet the Insurances Services Organization's (ISO) acceptable level of training per staff member. This line is increased as continuing education training costs have risen.

Reimbursed Travel Expenses- Reduction is due to seeking more on line continuing education training resources.

Contingencies - The Building Codes Division currently has an eleven month operating contingency. Healthy building department programs will maintain a six to eighteen month level of reserves in preparation of typical economy cycles. The Building Codes Division is working toward a twelve month contingency level.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	362,226	386,706	417,190	680,040	262,850	63%
License & Permits	542,419	705,373	562,000	600,000	38,000	6%
ASD Excise Tax Handling Fee	734	630	600	700	100	16%
Bond & UAL Reserve - Building	0	0	0	0	0	0%
Interest On Investments	1,890	2,904	1,500	2,800	1,300	86%
Public Records Request	420	645	500	500	0	0%
Fees for Services	14,966	0	0	0	0	0%
City of Astoria IGA	0	47,333	5,000	0	(5,000)	- 100%
City of Warrenton IGA	0	6,769	5,000	5,500	500	10%
City of Seaside IGA	0	0	0	5,000	5,000	100%
Copy Fees	89	209	100	500	400	400%
Franchise Fees	0	0	750	750	0	0%
Rev. Refunds & Reim.	69	165	0	0	0	0%
Nsf Check Fee	25	0	100	0	(100)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Transfer from Other Funds	3,331	0	0	0	0	0%
Transfer from Bond Reserve Fun	160	0	0	0	0	0%
<b>Total Revenue:</b>	<b>926,328</b>	<b>1,150,735</b>	<b>992,740</b>	<b>1,295,790</b>	<b>303,050</b>	<b>30%</b>
<b>Total Unappropriated Budget:</b>	<b>386,706</b>	<b>528,133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>539,622</b>	<b>622,601</b>	<b>992,740</b>	<b>1,295,790</b>	<b>303,050</b>	<b>30%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	289,299	303,689	311,610	342,690	31,080	9%
Personnel Benefits	152,614	151,831	171,340	204,650	33,310	19%
Material & Supplies	97,709	91,724	112,170	120,740	8,570	7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	10,947	0	0	0	0%
Transfer Out	0	64,410	28,080	33,200	5,120	18%
Contingency	0	0	369,540	594,510	224,970	60%
<b>Total Expenditures:</b>	<b>539,622</b>	<b>622,601</b>	<b>992,740</b>	<b>1,295,790</b>	<b>303,050</b>	<b>30%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Planning Director	0.15	0.15	0.15	0.15	0.00	0%
Staff Assistant	0.05	0.00	0.00	0.00	0.00	0%
Building Inspector I	2.00	2.00	2.00	2.00	0.00	0%
Permit Technician	1.00	1.00	1.00	1.50	0.50	50%
Building Official	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>4.20</b>	<b>4.15</b>	<b>4.15</b>	<b>4.65</b>	<b>0.50</b>	<b>12%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Permits Issued	1813	1817	1706	2000	2200	2200
Inspections	4266	4617	4242	5586	6000	6000
Plan Reviews	263	244	191	350	375	375
Requested Inspections Done by NextPercent Business Day	90%	90%	90%	95%	97%	97%
Plan Reviews Completed within      Percent Required Timeframe	98%	95%	95%	95%	95%	95%
Permits Issued Within the Same Day Percent	80%	80%	80%	85%	85%	85%



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Planning Director	82-1082	14,499	15,390	15,770	16,390	620	3%
Staff Assistant	82-1191	2,057	0	0	0	0	0%
Code Specialist	82-1640	0	2,369	0	0	0	0%
Building Inspector I	82-1728	144,714	142,463	148,720	150,620	1,900	1%
Permit Technician	82-1729	51,431	52,894	54,040	78,740	24,700	45%
Building Official	82-1732	76,598	90,573	93,080	96,940	3,860	4%
Extra Help - Inspectors	82-1925	13,510	12,738	15,000	15,000	0	0%
Overtime	82-1945	196	883	1,000	1,000	0	0%
Performance Pay	82-1948	0	0	0	4,530	4,530	100%
F.I.C.A.	82-1950	22,528	23,647	25,060	27,790	2,730	10%
Retirement	82-1955	37,399	40,309	44,770	62,500	17,730	39%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	65,172	53,372	51,000	68,490	17,490	34%
Dental Insurance	82-1965	5,747	5,541	5,650	6,670	1,020	18%
HSA Contribution	82-1966	1,779	8,688	8,150	9,150	1,000	12%
Benefits Admin Fees	82-1967	104	105	100	120	20	20%
Life Insurance	82-1970	343	354	320	360	40	12%
Salary Continuation Insur	82-1972	435	458	320	360	40	12%
S.A.I.F.	82-1975	2,609	2,798	3,000	3,320	320	10%
Unemployment	82-1980	2,792	2,937	1,970	360	(1,610)	- 81%
Personnel Services	82-1985	0	0	15,000	5,000	(10,000)	- 66%
<b>Personnel Services Totals:</b>		<b>441,913</b>	<b>455,520</b>	<b>482,950</b>	<b>547,340</b>	<b>64,390</b>	<b>13%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	3,530	3,645	4,000	4,000	0	0%
Insurance	82-2200	1,587	2,284	2,660	4,530	1,870	70%
Credit Card Fees	82-2220	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	1,009	1,360	1,450	1,630	180	12%
Office Supplies	82-2410	1,505	1,054	1,200	1,200	0	0%
Books And Periodicals	82-2413	2,094	3,371	2,000	5,430	3,430	171%
Postage And Freight	82-2419	974	910	1,100	1,200	100	9%
Printing And Reproduction	82-2425	3,705	3,455	2,300	2,500	200	8%
Office Furniture & Equipment	82-2454	1,585	966	6,000	10,000	4,000	66%
LAN Equipment	82-2455	1,092	1,040	3,100	3,500	400	12%
Legal Services	82-2469	0	0	1,000	1,000	0	0%
Contractual Services	82-2471	3,095	0	0	0	0	0%
Advertising	82-2605	0	1,494	5,000	5,000	0	0%
Small Tools And Instrum.	82-2710	10	268	1,000	1,300	300	30%
Fuel - Vehicles	82-2852	5,223	3,423	6,500	3,500	(3,000)	- 46%
Vehicle Maintenance & Use	82-2923	4,119	1,623	3,000	3,000	0	0%
Education And Training	82-2928	3,347	2,372	4,800	7,000	2,200	45%
Reimbursed Travel Expense	82-2930	3,411	3,307	6,060	4,450	(1,610)	- 26%
Refunds and Returns	82-3204	1,423	1,150	1,000	1,500	500	50%

Indirect Cost Allocation	82-3210	60,000	60,000	60,000	60,000	0	0%
<b>Materials &amp; Services Totals:</b>		<b>97,709</b>	<b>91,724</b>	<b>112,170</b>	<b>120,740</b>	<b>8,570</b>	<b>7%</b>
<b>Capital Outlay</b>							
Office Equipment	82-4300	0	10,947	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>10,947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Transfers Out</b>							
Trans To Fleet Replacement	82-8101	0	64,410	28,080	33,200	5,120	18%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>64,410</b>	<b>28,080</b>	<b>33,200</b>	<b>5,120</b>	<b>18%</b>
<b>Contingencies</b>							
Approp. For Contg. - Gen.	82-9901	0	0	369,540	594,510	224,970	60%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>369,540</b>	<b>594,510</b>	<b>224,970</b>	<b>60%</b>
<b>Total Expenditures:</b>		<b>539,622</b>	<b>622,601</b>	<b>992,740</b>	<b>1,295,790</b>	<b>303,050</b>	<b>1.00</b>

# 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 \$142,775 to eight 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 one request at 100% and the remaining seven requests were able to be funded at approximately 85% of the amount requested.

## Budget Highlights

This org unit will only expend an equal amount of revenues received, there will be no additional General Fund dollars contributed to this org unit beyond the amount collected and distributed per Clatsop County Code 3.16.190.

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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	52,210	52,210	100%
Room Tax	8,810	79,907	125,000	125,000	0	0%
General Fund Support	(8,810)	(79,907)	112,000	0	(112,000)	- 100%
<b>Total Revenue:</b>	<b>0</b>	<b>0</b>	<b>237,000</b>	<b>177,210</b>	<b>(59,790)</b>	<b>- 25%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	0	0	217,000	920	(216,080)	- 99%
Special Payments	0	0	20,000	176,290	156,290	781%
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%
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>237,000</b>	<b>177,210</b>	<b>(59,790)</b>	<b>- 25%</b>

### Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	217,000	920	(216,080)	- 99%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>217,000</b>	<b>920</b>	<b>(216,080)</b>	<b>- 99%</b>
<b>Special Payments</b>							
Historical Society	82-3202	0	0	4,000	4,000	0	0%
Cont. To Outside Agencies	82-3575	0	0	16,000	172,290	156,290	976%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>20,000</b>	<b>176,290</b>	<b>156,290</b>	<b>781%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>0</b>	<b>237,000</b>	<b>177,210</b>	<b>(59,790)</b>	<b>1.00</b>

# 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 as 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 sites 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

Major accomplishments for FY2016-2017 were to receive and rear up to 1.4 million spring Chinook salmon smolts at Blind Slough, South Fork Hatchery, Tongue Point, and Young's Bay. We also received 1,237,942 Coho. Due to low numbers of returning Select Area Brights and the state fisheries reform, all 334,056 eyed eggs collected at the South Fork Hatchery were transferred to Klaskanine Hatchery. In addition, 360,000 Coho eggs were collected at South Fork Hatchery and transferred to Big Creek Hatchery. We completed construction on the replacement of the rearing pond outlet piping and water control structure at the South Fork hatchery site, with a grant from ODFW's R & E program. The total cost of the project came to \$81,116, with \$66,000 grant and \$15,116 grant match.

## Performance Measures

Our FY2017-2018 workload measures' goals are to receive and rear 1.55 million spring Chinook at three locations, receive and rear 2.61 million Coho at four locations. Our goal for the SABs (Select Area Brights) is to collect 1.55 million eggs in the fall at our South Fork Hatchery.

## Budget Highlights

The FY2017-2018 budget for Clatsop County Fisheries (CCF) is decreased overall, mostly due to no plans for any construction projects this upcoming fiscal year. Increases in personnel include wage increases, and increases in retirement and medical rates. 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 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) Contingencies decrease is a result of decreased funding from BPA and several food processors in the area not contributing. These funds keep the program fluid during the period of grant expenditures and reimbursement.
- 2) Personnel Services included a 2.5% COLA, with the exception of 1.5 management positions who will not take any increases due to continued flat funding from BPA. Also, substantial increases in the retirement and medical insurance rates contributed to the budget changes.
- 3) 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.
- 4) Feed costs are increased overall to reflect a projected cost increase. Food prices are subject to changes twice per year, on January 1 and July 1.
- 5) We have completed the transition from submerged land leases on our net pen sites to public facility license fees. With a payment due only once every 15 years, this change will save our program more than \$100,000 over that same period of time.
- 6) Special Projects is contingent on 100% of grant overhead received with a possible balance after all overhead costs are paid. The FY2016-2017 fisheries contributions allowed for additional funds (\$10,000) here for the possibility of unanticipated needs (BPA shortfall, net pen structure failure, equipment breakdowns, unexpected fish food increases).
- 7) Fish marking/tagging costs were added back into our budget per request from ODFW, reflected in both revenue and expenditure line items.
- 8) Indirect Cost Allocation reflects this fund's costs as calculated by Budget and Finance.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	228,343	267,158	256,940	230,880	(26,060)	- 10%
Bond & UAL Reserve - CEDC Fish	0	0	0	0	0	0%
Interest On Investments	1,021	1,257	800	800	0	0%
St. - Fish And Wildlife	224,981	217,964	261,070	359,890	98,820	37%
St-restoration & Enhance	13,224	0	75,000	0	(75,000)	- 100%
USDA - NRCS	0	0	0	0	0	0%
Bpa/odfw/crtfr	471,913	454,430	500,780	479,560	(21,220)	- 4%
ODF&W Sample Contract	18,766	18,988	20,040	21,330	1,290	6%
EMPG	0	0	0	0	0	0%
Fisheries Contributions	64,158	22,485	50,000	20,000	(30,000)	- 60%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	709	422	400	420	20	5%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from Other Funds	10,809	0	0	0	0	0%
Transfer from Bond Reserve Fun	61	0	0	0	0	0%
<b>Total Revenue:</b>	<b>1,033,986</b>	<b>982,705</b>	<b>1,165,030</b>	<b>1,112,880</b>	<b>(52,150)</b>	<b>- 4%</b>
<b>Total Unappropriated Budget:</b>	<b>267,158</b>	<b>248,613</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>766,828</b>	<b>734,091</b>	<b>1,165,030</b>	<b>1,112,880</b>	<b>(52,150)</b>	<b>- 4%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	342,225	348,451	362,280	358,580	(3,700)	- 1%
Personnel Benefits	199,401	203,088	213,620	239,800	26,180	12%
Material & Supplies	209,978	182,303	372,160	313,260	(58,900)	- 15%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	15,224	250	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	216,970	201,240	(15,730)	- 7%
<b>Total Expenditures:</b>	<b>766,828</b>	<b>734,091</b>	<b>1,165,030</b>	<b>1,112,880</b>	<b>(52,150)</b>	<b>- 4%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Works Director	0.07	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.85	0.85	0.85	0.65	(0.20)	- 23%
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%
<b>Total Personnel:</b>	<b>6.42</b>	<b>6.40</b>	<b>6.40</b>	<b>6.20</b>	<b>(0.20)</b>	<b>- 3%</b>

### Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Spring Chinook pre-smolts received and reared at three location	1,450,000	1,550,000	1,550,000	1,240,00	1,400,00	1,550,00
Coho fingerlings/pre-smolts received and reared at four locations	2,011,670	2,690,000	2,615,000	2,092,00	1,238,44	2,615,00
SAB fall Chinook eggs collected	1,358,040	1,548,160	1,550,000	1,240,00	334,056	1,550,00
Coho eggs collected					360,000	0



## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Works Director	82-1088	4,177	4,458	4,840	5,050	210	4%
Staff Assistant	82-1191	35,271	33,354	39,050	30,610	(8,440)	- 21%
Fisheries Project Supervisor	82-1601	69,095	70,823	72,590	72,590	0	0%
Fisheries Biologist	82-1610	50,616	51,882	53,180	54,510	1,330	2%
Biological Aide	82-1612	144,618	148,234	151,940	155,740	3,800	2%
Natural Resource Mgr	82-1620	38,447	39,701	40,680	40,080	(600)	- 1%
Extra Help	82-1941	13,683	6,671	13,650	13,650	0	0%
Overtime	82-1945	0	0	1,500	1,500	0	0%
Performance Pay	82-1948	0	0	0	1,900	1,900	100%
F.I.C.A.	82-1950	26,097	26,008	28,870	28,740	(130)	- 0%
Retirement	82-1955	54,417	60,963	62,680	76,560	13,880	22%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	81,569	75,563	73,370	84,710	11,340	15%
Dental Insurance	82-1965	8,834	8,785	8,600	9,110	510	5%
HSA Contribution	82-1966	1,575	11,325	10,800	10,400	(400)	- 3%
Benefits Admin Fees	82-1967	122	128	130	150	20	15%
Life Insurance	82-1970	539	539	530	520	(10)	- 1%
Salary Continuation Insur	82-1972	675	681	680	670	(10)	- 1%
S.A.I.F.	82-1975	9,336	8,970	10,550	11,510	960	9%
Unemployment	82-1980	2,554	3,454	2,260	380	(1,880)	- 83%
<b>Personnel Services Totals:</b>		<b>541,625</b>	<b>551,539</b>	<b>575,900</b>	<b>598,380</b>	<b>22,480</b>	<b>3%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	802	1,001	1,250	1,250	0	0%
Telephones	82-2070	1,709	1,708	2,500	2,500	0	0%
Food	82-2130	100,714	60,454	130,370	140,000	9,630	7%
Field Supplies	82-2165	5,582	4,430	9,200	9,200	0	0%
Insurance	82-2200	3,350	4,263	4,910	6,100	1,190	24%
License And Permit Fees	82-2240	3,163	3,298	3,660	3,630	(30)	- 0%
Maintenance - Equipment	82-2260	1,363	2,347	2,500	2,500	0	0%
Maintenance S.I.G.	82-2300	13,181	25,391	12,900	12,900	0	0%
Employee Drug Screen	82-2302	0	0	70	70	0	0%
Membership Fees And Dues	82-2370	105	105	130	130	0	0%
Office Supplies	82-2410	650	697	700	700	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	267	345	700	700	0	0%
Printing And Reproduction	82-2425	650	398	700	700	0	0%
LAN Equipment	82-2455	512	520	520	520	0	0%
Legal Services	82-2469	3,982	0	0	0	0	0%
Contractual Services	82-2471	0	8,230	91,000	26,000	(65,000)	- 71%
Administrative Costs	82-2473	400	400	400	400	0	0%
Rents And Leases - Equip.	82-2630	7,794	6,674	7,740	7,660	(80)	- 1%
Rts. & Lea. - S., I. & G.	82-2670	3,480	3,480	3,480	3,480	0	0%

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	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Fuel - Boats	82-2853	0	0	0	0	0	0%
Special Projects	82-2881	5,981	95	20,000	10,000	(10,000)	- 50%
Vehicle Maintenance & Use	82-2923	5,728	6,994	8,720	8,650	(70)	- 0%
Moorage	82-2924	8,531	10,918	6,120	1,500	(4,620)	- 75%
Education And Training	82-2928	0	160	700	700	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	34	896	2,000	2,000	0	0%
Indirect Cost Allocation	82-3210	42,000	39,500	35,800	36,900	1,100	3%
Contract Tagging	82-3546	0	0	25,690	34,670	8,980	34%
<b>Materials &amp; Services Totals:</b>		<b>209,978</b>	<b>182,303</b>	<b>372,160</b>	<b>313,260</b>	<b>(58,900)</b>	<b>- 15%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	250	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	15,224	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>15,224</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Debt Service</b>							
Loan Payment	82-3198	0	0	0	0	0	0%
<b>Debt Service Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	216,970	201,240	(15,730)	- 7%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>216,970</b>	<b>201,240</b>	<b>(15,730)</b>	<b>- 7%</b>
<b>Total Expenditures:</b>		<b>766,828</b>	<b>734,091</b>	<b>1,165,030</b>	<b>1,112,880</b>	<b>(52,150)</b>	<b>1.00</b>

# 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 2016-17 FY include:

1. The county partnered with the cities of Astoria and Warrenton, as well as the Port of Astoria, to hire a third party expert to review FEMA's flood model for the lower Columbia estuary.
2. 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.
3. The Community Development director co-chaired a regional committee to address the dire lack of workforce housing in Clatsop County.
4. CD staff continue to provide regular support to customers trying to find appropriate properties for use in their business plan.
5. Active participation by the Director in the continued development of the North Coast Business Park.
6. Continued work by the Director with a developer in an effort to bring a high value/high quality eco-resort to Clatsop County.
7. Streamlining the process for the Wauna Mill to be able to continue with most development of their facility without having to go through the CUP process.
8. Continued efforts to reduce unintended and unnecessary regulatory obstacles to commercial and industrial development within the county's development code.

## Budget Highlights

### FUNDING SOURCES:

The Proposed Budget assumes that the Beginning Fund Balance will be \$49,640. 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:

Materials & Services includes: \$5,000 as the county's contribution toward a partnership with the Art's Council to promote economic activity within the county; \$7,840 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.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	38,148	10,933	21,880	49,640	27,760	126%
Georgia Pacific	0	0	0	0	0	0%
Interest On Investments	203	292	150	200	50	33%
St-video Lottery Proceeds	280,942	318,481	300,000	300,000	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Loan Proceeds	0	0	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>319,294</b>	<b>329,706</b>	<b>322,030</b>	<b>349,840</b>	<b>27,810</b>	<b>8%</b>
<b>Total Unappropriated Budget:</b>	<b>10,932</b>	<b>48,982</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>308,361</b>	<b>280,724</b>	<b>322,030</b>	<b>349,840</b>	<b>27,810</b>	<b>8%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	13,008	9,271	17,800	18,640	840	4%
Special Payments	61,563	76,503	75,000	70,000	(5,000)	- 6%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	233,790	194,950	229,230	261,200	31,970	13%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>308,361</b>	<b>280,724</b>	<b>322,030</b>	<b>349,840</b>	<b>27,810</b>	<b>8%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Maintenance Supplies	82-2259	315	1,023	5,000	5,000	0	0%
Membership Fees And Dues	82-2370	12,093	7,648	12,200	7,840	(4,360)	- 35%
Contractual Services	82-2471	0	0	0	5,000	5,000	100%
Advertising	82-2605	0	0	0	0	0	0%
Rents And Leases - Equip.	82-2630	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	600	600	600	800	200	33%
<b>Materials &amp; Services Totals:</b>		<b>13,008</b>	<b>9,271</b>	<b>17,800</b>	<b>18,640</b>	<b>840</b>	<b>4%</b>
<b>Special Payments</b>							
Economic Development	82-3009	60,000	70,000	70,000	70,000	0	0%
Measure 37	82-3192	0	0	0	0	0	0%
US 101 Flood Project	82-3193	0	0	0	0	0	0%
FEMA Flood Study Review	82-3194	1,563	6,503	5,000	0	(5,000)	- 100%
SF Hatchery Stream Repair	82-3195	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>61,563</b>	<b>76,503</b>	<b>75,000</b>	<b>70,000</b>	<b>(5,000)</b>	<b>- 6%</b>
<b>Transfers Out</b>							
Transfer To Planning	82-8004	233,790	194,950	229,230	261,200	31,970	13%
<b>Transfers Out Totals:</b>		<b>233,790</b>	<b>194,950</b>	<b>229,230</b>	<b>261,200</b>	<b>31,970</b>	<b>13%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>308,361</b>	<b>280,724</b>	<b>322,030</b>	<b>349,840</b>	<b>27,810</b>	<b>1.00</b>

# Industrial Develop.Revolving Fund

## Mission Statement

The Industrial Revolving Fund exists to foster economic growth to the North Coast Business Park.

## Department Overview

The Industrial 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

The major accomplishments for this year included completing a wetland delineation re-concurrence with the Oregon Department of State Lands, A three lot Major Partition to divide the park into three separate parcels of real property. Also, apply for a Oregon Department of Transportation/ Business Oregon Immediate Opportunity Fund Grant in the amount of \$500K + to fund transportation infrastructure for the vicinity.

## 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 a portion of transportation infrastructure within the park, completing an additional land division planning effort and assisting in completing a collaborative traffic analysis for the area in order to continue to market the property.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	3,831,957	3,409,160	3,578,230	3,965,060	386,830	10%
Land Sales	0	312,550	350,000	87,600	(262,400)	- 74%
Interest On Investments	18,693	22,462	19,000	35,000	16,000	84%
ODOT Immediate Opportunity Gra	0	0	0	547,000	547,000	100%
<b>Total Revenue:</b>	<b>3,850,650</b>	<b>3,744,172</b>	<b>3,947,230</b>	<b>4,634,660</b>	<b>687,430</b>	<b>17%</b>
<b>Total Unappropriated Budget:</b>	<b>3,409,160</b>	<b>3,619,315</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>441,490</b>	<b>124,857</b>	<b>3,947,230</b>	<b>4,634,660</b>	<b>687,430</b>	<b>17%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	249,000	124,857	120,900	36,400	(84,500)	- 69%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	192,490	0	0	1,200,000	1,200,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	3,826,330	3,398,260	(428,070)	- 11%
<b>Total Expenditures:</b>	<b>441,490</b>	<b>124,857</b>	<b>3,947,230</b>	<b>4,634,660</b>	<b>687,430</b>	<b>17%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Personnel Services	82-1985	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
License And Permit Fees	82-2240	0	6,309	15,000	0	(15,000)	- 100%
NC Business Park Development	82-2466	73,667	47,266	60,900	30,000	(30,900)	- 50%
NC Bus. Park Wetlands Mitig.	82-2467	93,522	25,900	0	0	0	0%
Contractual Services	82-2471	77,881	41,762	45,000	0	(45,000)	- 100%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	30	0	0	0	0	0%
Indirect Cost Allocation	82-3210	3,900	3,620	0	6,400	6,400	100%
<b>Materials &amp; Services Totals:</b>		<b>249,000</b>	<b>124,857</b>	<b>120,900</b>	<b>36,400</b>	<b>(84,500)</b>	<b>- 69%</b>
<b>Special Payments</b>							
Economic Development	82-3009	0	0	0	0	0	0%
Unallocated Projects	82-3129	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Land	82-4000	0	0	0	0	0	0%
SE Ensign Lane	82-4010	192,490	0	0	0	0	0%
Structures & Improvements	82-4100	0	0	0	1,200,000	1,200,000	100%
<b>Capital Outlay Totals:</b>		<b>192,490</b>	<b>0</b>	<b>0</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>100%</b>
<b>Transfers Out</b>							
Trans To Special Projects	82-8100	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	3,826,330	3,398,260	(428,070)	- 11%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>3,826,330</b>	<b>3,398,260</b>	<b>(428,070)</b>	<b>- 11%</b>
<b>Total Expenditures:</b>		<b>441,490</b>	<b>124,857</b>	<b>3,947,230</b>	<b>4,634,660</b>	<b>687,430</b>	<b>1.00</b>



## Road Construction

Department Priority:	1							
Location:	North Coast Business Park							
Link to Other Project(s):								
Description:	Construction of a 550' access 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.							
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: 1,200,000 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 1,200,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">1,200,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;"><b>1,200,000</b></td> </tr> </table>	Total	1,200,000	0	0	<b>1,200,000</b>
Total								
1,200,000								
0								
0								
<b>1,200,000</b>								

# 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

With the oversight of the Facilities and Projects Manager several projects were taken on during the 2016-17 FY.

- The Clatsop County Sheriff's Office remodel located in Warrenton will now house the Administrative and Support staff for the Sheriff's Office as well as the Parole & Probation Division. This was a 2 million dollar project which will help to obtain a long-term goal of increasing beds in the county jail.

- The Household Hazardous Waste Facility is an approximately \$600,000 project that will enable the county to operate a year round facility where county residents can dispose of any hazardous waste materials that should be kept out of landfills for environmental purposes. This project will be completed during the 2016-17 FY.

## Budget Highlights

The requested budget reflects Special Projects appropriations totaling \$2,297,130. The beginning balance estimate of \$4,195,080 represents carryover of the FY 2015-16 General Fund Stabilization Account as well as unspent contingency resources. The budgeted timber revenue projection for 2016-17 is down \$1,396,020 from the 2015-16 estimate.

The requested expenditures are down \$1,987,560 primarily due to the following factors:

1. The Public Health Department's Household Hazardous Waste Facility project is 50% completed. This project is partially funded up front by revenues from the Household Hazardous Waste Department as well as a loan for the remaining balance coming from the Special Projects Fund.
2. The completion of the Sheriff's Office remodel reduces expenses by approximately \$1,500,000.

Funding Sources						
Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	2,852,171	5,189,986	4,895,250	6,261,190	1,365,940	27%
Land Sales	19,000	732,403	10,000	10,000	0	0%
Bond & UAL Reserve - Special P	0	0	0	0	0	0%
Interest On Investments	63,406	67,976	55,000	55,000	0	0%
Property Rents	0	0	0	0	0	0%
Homeland Security Grant	0	0	0	0	0	0%
State Court Grant	129,000	0	150,000	150,000	0	0%
State Radio Project - EOC	0	0	0	0	0	0%
ARRA 10-1519 Lighting Grant	0	0	0	0	0	0%
ARRA 10-1530 HVAC Grant	0	0	0	0	0	0%
Energy Trust Lighting Grant	0	0	0	0	0	0%
Energy Trust HVAC Grant	0	0	0	0	0	0%
Energy Trust Incentives	0	0	0	0	0	0%
Hurricane Winds 07'	0	0	0	0	0	0%
EMPG - EOC	0	0	0	0	0	0%
DHS Settlement prmts	0	0	0	0	0	0%
Franchise Fees	0	0	15,000	15,000	0	0%
Charter Franchise Revenue	0	39,000	0	0	0	0%
Rev. Refunds & Reim.	6,303	0	0	11,720	11,720	100%
Voting Machine Amortization	0	34,888	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Loan Proceeds	1,996,800	0	0	0	0	0%
Transfer From General	1,259,466	2,881,845	1,394,280	1,394,280	0	0%
Transfer from Other Funds	4,966	0	0	2,000	2,000	100%
Transfer from Public Health	0	29,644	50,000	260,000	210,000	420%
Trans from Indust Dev Rev Fund	0	0	0	0	0	0%
Transfer from RLED	0	0	0	4,800	4,800	100%
<b>Total Revenue:</b>	<b>6,331,112</b>	<b>8,975,743</b>	<b>6,569,530</b>	<b>8,163,990</b>	<b>1,594,460</b>	<b>24%</b>
<b>Total Unappropriated Budget:</b>	<b>5,189,988</b>	<b>6,178,327</b>	<b>3,517,970</b>	<b>2,390,390</b>	<b>(1,127,580)</b>	<b>- 32%</b>
<b>Total Budgeted Resources:</b>	<b>1,141,124</b>	<b>2,797,417</b>	<b>3,051,560</b>	<b>5,773,600</b>	<b>2,722,040</b>	<b>89%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	95,399	36,039	118,100	85,500	(32,600)	- 27%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	545,725	2,271,378	1,943,460	1,705,700	(237,760)	- 12%
Transfer Out	500,000	490,000	490,000	3,482,400	2,992,400	610%
Contingency	0	0	500,000	500,000	0	0%
<b>Total Expenditures:</b>	<b>1,141,124</b>	<b>2,797,417</b>	<b>3,051,560</b>	<b>5,773,600</b>	<b>2,722,040</b>	<b>89%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
General Equipment	82-2268	0	9,000	0	0	0	0%
Contractual Services	82-2471	83,499	12,639	95,000	50,000	(45,000)	- 47%
Indirect Cost Allocation	82-3210	11,900	14,400	23,100	35,500	12,400	53%
<b>Materials &amp; Services Totals:</b>		<b>95,399</b>	<b>36,039</b>	<b>118,100</b>	<b>85,500</b>	<b>(32,600)</b>	<b>- 27%</b>
<b>Capital Outlay</b>							
Land	82-4000	0	0	0	0	0	0%
800 Exchange Remodel	82-4095	0	775	0	30,000	30,000	100%
Jail (CCSO) Remodel	82-4096	0	0	0	75,000	75,000	100%
Sheriff's Office Remodel	82-4097	203,779	1,703,338	0	109,500	109,500	100%
820 Exchange Remodel	82-4099	0	0	0	15,000	15,000	100%
Structures & Improvements	82-4100	37,580	182,191	1,120,830	770,150	(350,680)	- 31%
HHW Facility	82-4102	0	9,003	475,000	545,000	70,000	14%
Animal Shelter Remodel	82-4107	50,111	0	0	0	0	0%
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	23,908	0	81,000	25,000	(56,000)	- 69%
Police Cars	82-4216	162,282	69,389	87,800	76,200	(11,600)	- 13%
Office Equipment	82-4300	12,390	29,988	44,800	36,000	(8,800)	- 19%
Misc Equipment Sheriff	82-4895	0	8,250	25,000	7,500	(17,500)	- 70%
Miscellaneous Equipment	82-4900	29,427	68,934	95,000	0	(95,000)	- 100%
Computer Equipment	82-4907	26,250	199,510	14,030	16,350	2,320	16%
<b>Capital Outlay Totals:</b>		<b>545,725</b>	<b>2,271,378</b>	<b>1,943,460</b>	<b>1,705,700</b>	<b>(237,760)</b>	<b>- 12%</b>
<b>Transfers Out</b>							
Transfer To General Fund	82-8001	0	0	0	3,000,000	3,000,000	100%
Trans to Other Funds	82-8165	300,000	300,000	300,000	300,000	0	0%
Transfer to Debt Service Fund	82-8435	200,000	190,000	190,000	182,400	(7,600)	- 4%
<b>Transfers Out Totals:</b>		<b>500,000</b>	<b>490,000</b>	<b>490,000</b>	<b>3,482,400</b>	<b>2,992,400</b>	<b>610%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	500,000	500,000	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>1,141,124</b>	<b>2,797,417</b>	<b>3,051,560</b>	<b>5,773,600</b>	<b>2,722,040</b>	<b>1.00</b>

# 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 Assessment and Tax office as well as the Building Codes Division of Community Development have both budgeted for transfers into the Fleet Replacement Fund, the revenues received into this fund are offset by budgeted expenditures for new vehicles for each respective department. The Assessment and Tax office as well as the Building Codes department have budgeted for a new vehicle. Any additional revenue transferred will go toward each respective departments contingency to build a reserve for an additional vehicle purchase in subsequent fiscal years.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	19,410	22,580	3,170	16%
Transfer from A&T	0	25,440	23,000	26,000	3,000	13%
Transfer from Building Codes	0	64,410	28,080	33,200	5,120	18%
<b>Total Revenue:</b>	<b>0</b>	<b>89,850</b>	<b>70,490</b>	<b>81,780</b>	<b>11,290</b>	<b>16%</b>
<b>Total Unappropriated Budget:</b>	<b>0</b>	<b>22,308</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>0</b>	<b>67,542</b>	<b>70,490</b>	<b>81,780</b>	<b>11,290</b>	<b>16%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
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	67,542	51,000	26,000	(25,000)	- 49%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	19,490	55,780	36,290	186%
<b>Total Expenditures:</b>	<b>0</b>	<b>67,542</b>	<b>70,490</b>	<b>81,780</b>	<b>11,290</b>	<b>16%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Fleet Vehicle Use	82-2921	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	0	67,542	51,000	26,000	(25,000)	- 49%
Police Cars	82-4216	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>67,542</b>	<b>51,000</b>	<b>26,000</b>	<b>(25,000)</b>	<b>- 49%</b>
<b>Contingencies</b>							
Appropriation for Contin.	82-9900	0	0	19,490	55,780	36,290	186%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>19,490</b>	<b>55,780</b>	<b>36,290</b>	<b>186%</b>
<b>Total Expenditures:</b>		<b>0</b>	<b>67,542</b>	<b>70,490</b>	<b>81,780</b>	<b>11,290</b>	<b>1.00</b>

CLATSOP COUNTY  
SPECIAL PROJECTS REQUESTS  
FISCAL YEAR 2017-18  
Revised: 6/30/17

	<b>Account Number</b>	<b>Requested</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b><u>Assessment &amp; Taxation</u></b>										
A&T Tablet	82-4907	9,600	9,600	9,600	9,600	-	-	-	-	-
County Vehicle (Fleet Replacement)	82-4201	26,000	26,000	26,000	26,000	27,000	27,000	27,000	27,000	27,000
<b>Subtotal Assessment &amp; Taxation</b>		<b>35,600</b>	<b>35,600</b>	<b>35,600</b>	<b>35,600</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b><u>County Manager</u></b>										
County Vehicle	82-4201	25,000	25,000	25,000	25,000	-	-	-	-	-
<b>Subtotal County Manager</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Budget &amp; Finance</u></b>										
CAFR Software	82-4907	-	-	-	-	-	-	25,000	-	-
Ceridian Dayforce Payroll Migration	82-2471	50,000	50,000	50,000	50,000	-	-	-	-	-
<b>Subtotal Budget &amp; Finance</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>
<b><u>Clerk &amp; Elections</u></b>										
Copier	82-4300	12,000	12,000	12,000	12,000	-	-	-	-	-
<b>Subtotal Clerk &amp; Elections</b>		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>District Attorney</u></b>										
Justice Software	82-4907	6,750	6,750	6,750	6,750	-	-	-	-	-
Case Management Systems Software	82-4907	-	-	-	-	80,000	-	-	-	-
Copier	82-4300	12,000	12,000	12,000	12,000	-	-	-	-	-
<b>Subtotal Human Resources</b>		<b>18,750</b>	<b>18,750</b>	<b>18,750</b>	<b>18,750</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Planning Division</u></b>										
Plotter	82-4300	12,000	12,000	12,000	12,000	-	-	-	-	-
<b>Subtotal Planning Division</b>		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Building and Grounds</u></b>										
Community Development Permit Tech Center	82-4095	30,000	30,000	30,000	30,000	-	-	-	-	-
Sheriff's Office Remodel	82-4097	109,500	109,500	109,500	109,500	-	-	-	-	-
Signage Upgrade	82-4100	-	-	-	10,000	-	-	-	-	-
Install New ATS- Jail	82-4100	-	-	-	15,000	-	-	-	-	-
Lighting Upgrade - CH, Jail, Boyington, 800/820, AC	82-4100	-	-	-	40,000	-	-	-	-	-
Replace boiler in Jail	82-4100	65,000	-	-	-	65,000	-	-	-	-
Tree Replacement at Courthouse	82-4100	22,000	22,000	22,000	22,000	-	-	-	-	-
Duct Cleaning - Jail/820 Exchange/Animal Shelter	82-4100	70,000	70,000	70,000	70,000	-	-	-	-	-
Clerk's Office Remodel - 820 Exchange	82-4099	15,000	15,000	15,000	15,000	-	-	-	-	-
Carpet Replacement - Courtroom 300	82-4100	25,000	25,000	25,000	25,000	-	-	-	-	-
Jail - Shower valve replacement	82-4100	5,500	5,500	5,500	5,500	-	-	-	-	-
Courthouse Entrance Repairs	82-4100	20,650	20,650	20,650	20,650	-	-	-	-	-
Security Cameras - Jail	82-4100	60,000	-	-	-	60,000	-	-	-	-
Replace freezer in jail	82-4100	-	-	-	-	30,000	-	-	-	-
Driveway & Sidewalk Repair Jail/Boyington	82-4100	30,000	30,000	30,000	30,000	-	-	-	-	-
Roof Replacement - Jail	82-4100	152,000	-	-	-	152,000	-	-	-	-
Parking Lot Repair - Jail	82-4100	-	-	-	-	-	-	-	-	-
HVAC Unit Replacement (820 Exchange)	82-4100	72,000	72,000	72,000	72,000	-	-	-	-	-
Court Project Matching Funds	82-4100	300,000	300,000	300,000	300,000	-	-	-	-	-
Clean & Seal Exterior Brick - Courthouse	82-4100	30,000	30,000	30,000	30,000	-	-	-	-	-
Clean & Seal Exterior Brick - 820 Exchange	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
Animal Shelter Siding	82-4100	-	-	-	-	25,000	-	-	-	-
<b>Subtotal Building and Grounds</b>		<b>1,076,650</b>	<b>799,650</b>	<b>799,650</b>	<b>864,650</b>	<b>382,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b><u>Parks Maintenance</u></b>										
Park Development - Westport	82-4100	50,000	50,000	50,000	50,000	-	-	-	-	-
<b>Subtotal Parks Maintenance</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Requested</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b><u>Public Health</u></b>										
Household Hazardous Waste Facility	82-4102	545,000	545,000	545,000	545,000	-	-	-	-	-
<b>Subtotal Public Health</b>		<b>545,000</b>	<b>545,000</b>	<b>545,000</b>	<b>545,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Sheriff's</u></b>										
Patrol Vehicle	82-4216	43,000	43,000	43,000	43,000	38,000	38,000	38,000	38,000	38,000
Corrections Administrative Vehicle	82-4216	33,200	33,200	33,200	33,200	-	42,000	-	-	-
Parking Lot Addition - CCSO	82-4100	10,000	10,000	10,000	10,000	-	-	-	-	-
Feasibility Study - Jail	82-4096	75,000	75,000	75,000	75,000	-	-	-	-	-
Work Crew Dump Trailer	82-4895	7,500	7,500	7,500	7,500	-	-	-	-	-
<b>Subtotal Sheriff's</b>		<b>168,700</b>	<b>168,700</b>	<b>168,700</b>	<b>168,700</b>	<b>38,000</b>	<b>80,000</b>	<b>38,000</b>	<b>38,000</b>	<b>38,000</b>



Transfer to General Fund Stabilization Account	82-8001	3,000,000	3,000,000	3,000,000	3,000,000					
Indirect Costs	82-3210	35,500	35,500	35,500	35,500	30,000	30,000	30,000	30,000	30,000
Transfer to Debt Service Fund	82-8435	182,400	182,400	182,400	182,400	178,000	174,100	170,400	166,400	162,500
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		<b>5,985,600</b>	<b>5,708,600</b>	<b>5,708,600</b>	<b>5,773,600</b>	<b>1,508,000</b>	<b>1,134,100</b>	<b>1,113,400</b>	<b>1,084,400</b>	<b>1,080,500</b>
Fleet Replacement 100/2002 Total		<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
<b>GRAND TOTALS</b>		<b>6,011,600</b>	<b>5,734,600</b>	<b>5,734,600</b>	<b>5,799,600</b>	<b>1,535,000</b>	<b>1,161,100</b>	<b>1,140,400</b>	<b>1,111,400</b>	<b>1,107,500</b>

Account		Requested	Proposed	Approved	Adopted	2019	2020	2021	2022	2023
Number										
<b>Summary by line item:</b>										
(Contractual Services)	82-2471	50,000	62,000	62,000	62,000	-	-	-	-	-
(Debt Service)	82-8435	182,400	182,400	182,400	182,400	178,000	174,100	170,400	166,400	162,500
(Indirect Cost Allocation)	82-3210	35,500	35,500	35,500	35,500	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
(800 Exchange Remodel)	82-4095	30,000	30,000	30,000	30,000	-	-	-	-	-
(Jail -CCSO Remodel)	82-4096	75,000	75,000	75,000	75,000	-	-	-	-	-
(Sheriff's Office Remodel)	82-4097	109,500	109,500	109,500	109,500	-	-	-	-	-
(Structures & Improvements)	82-4100	982,150	705,150	705,150	770,150	382,000	50,000	50,000	50,000	50,000
(Household Hazardous Waste Facility)	82-4102	545,000	545,000	545,000	545,000	-	-	-	-	-
(Automotive Equipment)	82-4200	-	-	-	-	-	-	-	-	-
(County Vehicle Purchase)	82-4201	51,000	51,000	51,000	51,000	27,000	27,000	27,000	27,000	27,000
( Sheriff Automobiles)	82-4216	76,200	76,200	76,200	76,200	38,000	80,000	38,000	38,000	38,000
(Office Equipment)	82-4300	36,000	36,000	36,000	36,000	-	-	-	-	-
(Misc Equipment Sheriff)	82-4895	7,500	7,500	7,500	7,500	-	-	-	-	-
(820 Exchange Remodel)	82-4099	15,000	15,000	15,000	15,000	-	-	-	-	-
(Computer Equipment)	82-4907	16,350	16,350	16,350	16,350	80,000	-	25,000	-	-
(Approp. For Conting.)	82-9900	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
(Transfer to General Fund)	82-8001	3,000,000	3,000,000	3,000,000	3,000,000					
		<b>6,011,600</b>	<b>5,746,600</b>	<b>5,746,600</b>	<b>5,811,600</b>	<b>1,535,000</b>	<b>1,161,100</b>	<b>1,140,400</b>	<b>1,111,400</b>	<b>1,107,500</b>

### Appraisal Tablets

Department Priority:	1		
Location:	820 Exchange St.		
Link to Other Project(s):			
Description:	IT is developing a lite version of the A&T application that County Appraisers can use in the field . Microsoft surface tablets are the device of preference since they will run the same windows operating system as the office desktops , yet they still have the small tablet form factor.		
Justification:	Electronic device that Appraisers can take to the field for appraisals instead of writing appraisals on paper, then entering data when they return to the office . Data would be entered into the device in the field, then electronically synced with the main database when they returned from the field.		
Alternatives:	Continue to use paper appraisal cards.		
Operating Impact:	There will be an initial capital outlay to purchase the tablets. Appraiser efficiency and productivity should be realized with the electronic appraisal. Information will only need to be recorded once, and more appraisals should be processed each day.		
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:                      8 Unit Cost:                            1,200 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>1,200</b>	<div style="text-align: right;">Total</div> <hr/> 9,600 0 0 <hr/> <b>9,600</b>

### A&T Vehicle

Department Priority:	1		
Location:			
Link to Other Project(s):			
Description:	Fleet replacement vehicle. Estimated cost of State Contract vehicle is \$26,000.		
Justification:	Replacement of aged fleet.		
Alternatives:	Continues maintenance of aging vehicles.		
Operating Impact:	This vehicle will be replacing an older vehicle that requires continued maintenance, a new vehicle will reduce those ongoing maintenance costs.		
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:                            26,000 Installation Fee:                    0 Trade in Credit:                    0 <hr/> <b>Net Cost:</b> <b>26,000</b>	<div style="text-align: right;">Total</div> <hr/> 26,000 0 0 <hr/> <b>26,000</b>

**General Fund 001 - Budget & Finance (Org ID: 1625)**

Ceridian Dayforce Migration									
Department Priority:	1								
Location:	B&F Dept 800 Exchange Suite 310								
Link to Other Project(s):	Contracted Payroll and HR Services								
Description:	A new Master Services Agreement with Ceridian to further enhance the payroll services provided to the county by including a Human Resources component as well as increase employee usability.								
Justification:	With increased reporting requirements associated with the Affordable Care Act as well as other legislative changes associated with the processing/reporting of employee compensation including overtime, health benefits, taxes etc., the county is constantly trying to find additional efficiencies that will help reduce costs. One component to this updated payroll service would allow employees access to a portal that will enable them to address a lot of their own payroll questions without requiring staff time to help them, this would increase efficiencies for the Budget & Finance staff. An additional component will be to make the recruiting, hiring, and onboarding process for new employees an on-line process. The streamlining of this process will also increase efficiencies within the Human Resources department.								
Alternatives:	Continue with operations as status quo which may result in late filings or delayed responses to employee questions.								
Operating Impact:	One time cost of approximately \$50,000 and an increased annual cost of approximately \$20,000 for the HR component.								
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 <b>Net Cost: 50,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">50,000</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;"><b>50,000</b></td> </tr> </table>	Total	50,000	0	0	0	<b>50,000</b>
Total									
50,000									
0									
0									
0									
<b>50,000</b>									

**General Fund 001 - Clerk - Records (Org ID: 1355)**

Copier/Printer									
Department Priority:	1								
Location:	Clerk & Elections								
Link to Other Project(s):									
Description:	Kyocera Copier/Printer								
Justification:	Current Cannon copier/printer is often down for repair and is scheduled for replacement.								
Alternatives:	Continue to use current copier/printer.								
Operating Impact:	Disruption of workflow when copier/printer is down for repair.								
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: 12,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 12,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">12,000</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right;"><b>12,000</b></td> </tr> </table>	Total	12,000	0	0	0	<b>12,000</b>
Total									
12,000									
0									
0									
0									
<b>12,000</b>									

**General Fund 001 - County Manager (Org ID: 1120)**

CM Fleet Vehicle			
Department Priority:	1		
Location:	County Manager's Office		
Link to Other Project(s):	N/A		
Description:	Fleet vehicle. Estimated cost of state contract vehicle is \$25,000.		
Justification:	Fleet vehicle to be used for travel to conferences, meetings, etc. to be used by County Manager's office and Board of Commissioners.		
Alternatives:	Continue to use personal vehicle when county fleet vehicles are not available forcing employee's insurance to be primary car insurance when traveling for county business.		
Operating Impact:	General maintenance costs.		
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: 25,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 25,000</b>	Total 25,000 0 0 <b>25,000</b>

**General Fund 001 - District Attorney (Org ID: 2160)**

Color Copier			
Department Priority:	1		
Location:	District Attorney's Office, Criminal Division		
Link to Other Project(s):			
Description:	Replacement of color photocopier/scanner.		
Justification:	<p>The photocopier in the District Attorney's Office produces a very high volume of photocopies each month. With 18 full-time employees in the department, it is in use throughout the day. The previous copier, a Canon Copier Image Runner Advance produced poor quality copies, maintenance was needed almost bi-weekly due to jamming and parts coming loose due to high usage. The Canon copier was replaced with a used Kyocera in December 2016 by the IT Dept. with the intent that a new one would be purchased for FY 17-18. When the Canon was replaced the copy count was over 825,000 copies. The department is required to provide copies of all police reports to defense attorneys in all criminal cases in a timely manner.</p>		
Alternatives:	Continue using the existing color copier, waiting out the down time while it's being repaired.		
Operating Impact:	<p>The used replacement copier jams or breaks down, perhaps just not as frequently as the older Canon. When the copier breaks down it makes it unavailable to all staff. Routine copies are necessary on a daily basis as well as providing copies of police reports to defense attorneys. It slows this process down considerably when the copier is unavailable.</p>		
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: 12,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 12,000</b>	Total 12,000 0 0 <b>12,000</b>

**General Fund 001 - District Attorney (Org ID: 2160)**

Justice Software			
Department Priority:	2		
Location:	District Attorney's Office, Criminal Division		
Link to Other Project(s):			
Description:	The purchase of Justice software which is used by 5 of the 7 local police agencies. Justice (Law Enforcement Records Management) application will allow DA's Office to simplify the tracking of police reports rather than waiting for the reports to be delivered and check the status of an incomplete report.		
Justification:	Having access to Justice software will allow the support staff to view and print police reports created by the local police agencies using the system. It provides a centralized master name file that shows all police contacts with an individual name, address, vehicle, alias names etc which will also help DA's Office in locating individuals. It will allow DA's Office to view all reports on a particular case to confirm we have all police reports generated on a particular case. Eliminates the need for DA's Office to send requests to the agencies for reports.		
Alternatives:	Continue to wait for the police agencies to deliver the reports to the DA's Office which can be time consuming when we have deadlines to meet with the court.		
Operating Impact:	Annual maintenance is expected to cost between \$1,000 - \$2,000.		
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: 6,750 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 6,750</b>	Total 6,750 0 0 <b>6,750</b>

**General Fund 001 - Planning Division (Org ID: 2700)**

Plotter			
Department Priority:	1		
Location:	CDD-Planning		
Link to Other Project(s):	N/A		
Description:	Purchase plotter		
Justification:	Plotters enable printing of maps, plans, and large format documents for customers and staff. The plotter would also have the capacity to copy and scan. Plotters are common equipment in a Planning office.		
Alternatives:	Continue to use the plotter in A&T. Pay outside agency to scan hand-made large format maps.		
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 checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 12,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 12,000</b>	Total 12,000 0 0 <b>12,000</b>

### Jail Generator Auto Transfer Switch

Department Priority:	1						
Location:	Jail - Duane Street						
Link to Other Project(s):							
Description:	Replace existing generator automatic transfer switch (ATS) in the jail. The current ATS was installed in 1978 and is obsolete.						
Justification:	Parts are difficult to find and Buildings & Ground Staff would like to complete this as a planned project rather than as an emergency. The jail is required to run 24/7 and the generator and ATS are a requirement for us to be able to run the jail in an emergency.						
Alternatives:	None						
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: 15,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 15,000</b>	<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: 3px double black;">15,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> </table>	Total	15,000	0	0
Total							
15,000							
0							
0							

### Lighting Upgrade

Department Priority:	2						
Location:	CH, Jail, Boyington, 800/820, Animal Shelter						
Link to Other Project(s):							
Description:	Upgrade interior lighting and lighting controls at the Courthouse, 800/820 Exchange, Boyington, Jail and the Animal Shelter. The main goal is to reduce energy use and cost. Lighting controls to turn off lights in unoccupied areas, upgrade lights to LED in areas that require lights on all the time, upgrade lights with outdated parts. Energy Trust of Oregon will provide partial funding on these projects.						
Justification:	Upgrading lights allows us to reduce cost and energy use. Some areas have outdated lights that are not as bright as needed and the technology of lights has significantly changed in the last few years, with many of the new lamps now lasting 10 years.						
Alternatives:	Continue to use inefficient fixtures.						
Operating Impact:	None - monthly utility costs will continue although there may be some savings realized as a result of more efficient fixtures and bulbs.						
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: 40,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 40,000</b>	<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: 3px double black;">40,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> </table>	Total	40,000	0	0
Total							
40,000							
0							
0							

## Signage Upgrade

Department Priority:	3							
Location:	Downtown Campus							
Link to Other Project(s):								
Description:	Upgrade the signage to increase the public's access to the County services. Building & Grounds staff intend to install better signs with maps and building plans, along with better written directions.							
Justification:	County offices have been relocated over the past several years making some signs inaccurate.							
Alternatives:	A minimal amount of work out of our maintenance fund could be completed over several years.							
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: 10,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 10,000</b>	<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;">10,000</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;"><b>10,000</b></td> </tr> </table>	Total	10,000	0	0	<b>10,000</b>
Total								
10,000								
0								
0								
<b>10,000</b>								

## Tree Replacement

Department Priority:	4							
Location:	749 Commercial St. - Courthouse							
Link to Other Project(s):								
Description:	Replace trees at the courthouse and 820 Exchange St.							
Justification:	Replace existing Yew trees with a different species of tree. These trees have become overgrown and pose a security risk to the courts.							
Alternatives:	Prune trees to increase visibility.							
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: 4 Unit Cost: 5,500 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 5,500</b>	<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;">22,000</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;"><b>22,000</b></td> </tr> </table>	Total	22,000	0	0	<b>22,000</b>
Total								
22,000								
0								
0								
<b>22,000</b>								

## Community Development Remodel

Department Priority:	5		
Location:	800 Exchange		
Link to Other Project(s):			
Description:	Remodel the building codes office area to make more room for the staff and remodel the Public service counter area.		
Justification:	The department is looking to create a more user friendly environment for customers as well as efficient work space for staff.		
Alternatives:	Leave as is.		
Operating Impact:	More efficient use of time as a result of a more convenient work space.		
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 <hr/> <b>Net Cost:</b> <b>30,000</b>	<b>Total</b> <hr/> <b>30,000</b> <hr/> <b>0</b> <hr/> <b>0</b> <hr/> <b>30,000</b>

## Railing Replacement

Department Priority:	6		
Location:	749 Commercial St. - Courthouse		
Link to Other Project(s):	Exterior Door Replacement		
Description:	Replace existing steel railings with aluminum or stainless steel.		
Justification:	The existing steel railings are rusting and previous painting of the railings has not lasted. The new rails would also be designed to meet current building codes and reduce maintenance cost.		
Alternatives:	Have the railings painted.		
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:                      2 Unit Cost:                              6,000 Installation Fee:                      0 Trade in Credit:                      0 <hr/> <b>Net Cost:</b> <b>6,000</b>	<b>Total</b> <hr/> <b>12,000</b> <hr/> <b>0</b> <hr/> <b>0</b> <hr/> <b>12,000</b>



## Exterior Door Replacement

Department Priority:	6		
Location:	749 Commercial St. - Courthouse (CR 100)		
Link to Other Project(s):	Railing Replacement		
Description:	Existing wood door and frame are deteriorating.		
Justification:	Need to replace with a more rot resistant door, frame and door hardware.		
Alternatives:	Leave and make repairs as necessary.		
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: 8,650 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 8,650</b>	Total <hr/> <b>8,650</b>

## Clerk's Office Remodel

Department Priority:	7		
Location:	820 Exchange		
Link to Other Project(s):			
Description:	Remove an interior wall and reconfigure the office space in the Clerks office.		
Justification:	The department is looking to create a more user friendly environment for customers as well as efficient work space for staff.		
Alternatives:	Leave as is.		
Operating Impact:	More efficient use of time as a result of a more convenient work space.		
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: 15,000 Installation Fee: 0 Trade in Credit: 0 <hr/> <b>Net Cost: 15,000</b>	Total <hr/> <b>15,000</b>

## Landscaping

Department Priority:	8							
Location:	Sheriffs Office - Warrenton							
Link to Other Project(s):								
Description:	The newly remodeled Sheriff's Office has bare dirt and needs landscaping, right in front to the building.							
Justification:	The renovation of the building resulted in the removal of the landscaping to install plumbing and add on to the building. The landscape area needs to be replanted. We plan on using B&G staff along with community service participants.							
Alternatives:	Leave as is which creates increased wear and tear on the carpet inside the building as a result of dirt being tracked into the building.							
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 <b>Net Cost: 7,500</b>	<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;">7,500</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;">7,500</td> </tr> </table>	Total	7,500	0	0	7,500
Total								
7,500								
0								
0								
7,500								

## Sheriff's Office Roof

Department Priority:	8							
Location:	Sheriff's Office - Warrenton							
Link to Other Project(s):								
Description:	The existing roof was installed in 2006 when the building was built. The roofing is in need of replacement.							
Justification:	The roofing is failing earlier than it should based on our past experience with this type of roofing. The roof on the Animal Shelter is 10 years older without these problems. The roofing manufacture has offered the County \$11,725 to compensate for the premature failure; this is a prorated amount based on old the roof is.							
Alternatives:	We could repair the ridge vents that are currently leaking and replace the roof the next fiscal 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: 52,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 52,000</b>	<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;">52,000</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;">52,000</td> </tr> </table>	Total	52,000	0	0	52,000
Total								
52,000								
0								
0								
52,000								

## Restroom Remodel

Department Priority:	8							
Location:	Sheriff's Office - Warrenton							
Link to Other Project(s):								
Description:	The existing men's restroom was a hold over from the dorm inmate style with open stalls and no privacy. We need to remodel to allow more than one deputy to use the restroom at a time.							
Justification:	The facility has need for additional available toilet stalls based on the number of users. Currently this restroom has two toilets, one urinal and one shower. We need to be able to have two separate rooms with toilets.							
Alternatives:	Try and modify existing toilet partitions to allow some privacy.							
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: 25,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 25,000</b>	<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;">25,000</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;"><b>25,000</b></td> </tr> </table>	Total	25,000	0	0	<b>25,000</b>
Total								
25,000								
0								
0								
<b>25,000</b>								

## South Entrance Sheriff's Office

Department Priority:	8							
Location:	Sheriff's Office - Warrenton							
Link to Other Project(s):								
Description:	Modify existing staff entrance to create a vestibule.							
Justification:	The current exterior door is near the staff desk, creating large temperature changes when the exterior door is opened. This will reduce the cost to heat and cool the building and increase the staff comfort.							
Alternatives:	Leave as is.							
Operating Impact:	Reduction in heating/cooling costs as a result of reducing significant temperature changes.							
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: 25,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 25,000</b>	<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;">25,000</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;"><b>25,000</b></td> </tr> </table>	Total	25,000	0	0	<b>25,000</b>
Total								
25,000								
0								
0								
<b>25,000</b>								

## HVAC Unit Replacement

Department Priority:	9							
Location:	820 Exchange St. (Public Services Building)							
Link to Other Project(s):								
Description:	Replace the six existing roof top HVAC units that provide heat, ventilation, and air conditioning to the 820 Exchange Building.							
Justification:	These units were installed in 2003 and have reached the normal service life. The new unit will be 40% to 50% more efficient. These types of units are normally replaced at 10 years of use according to the installation contractor.							
Alternatives:	Continue to postpone replacement and maintain the existing units.							
Operating Impact:	If replaced potential decrease in utility costs as a result of more efficient units.							
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: 6 Unit Cost: 12,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 12,000</b>	<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: 3px double black;">72,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">72,000</td> </tr> </table>	Total	72,000	0	0	72,000
Total								
72,000								
0								
0								
72,000								

## Exterior Waterproofing

Department Priority:	10							
Location:	749 Commercial St. - Courthouse							
Link to Other Project(s):								
Description:	Clean and seal the exterior brick and terra cotta surfaces of the courthouse							
Justification:	Brick and terra cotta are porous materials and over time lose the ability to shed water. The North and West sides of the courthouse are in need of work and if not completed in a timely manner then deterioration may occur to the structural integrity. This service has not been done since the mid 1990's.							
Alternatives:	Continue to do nothing which could result in deterioration of the brick which could result in more expensive repairs in the future.							
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: 30,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 30,000</b>	<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: 3px double black;">30,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">30,000</td> </tr> </table>	Total	30,000	0	0	30,000
Total								
30,000								
0								
0								
30,000								

### Clean and Seal Brick

Department Priority:	11		
Location:	820 Exchange St. (Public Services Building)		
Link to Other Project(s):	Courthouse Exterior Waterproofing		
Description:	Clean and seal the exterior brick on the 820 Exchange Public Services Building.		
Justification:	Brick and terra cotta are porous materials and over time lose the ability to shed water. This maintenance has never been done since the county purchased the building in 2002. There are areas that moss is building up on the exterior of the building and some leaking has occurred through the brick.		
Alternatives:	Continue to do nothing which could result in deterioration of the brick which could result in more expensive repairs in the future.		
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: 20,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 20,000</b>	Total 20,000 0 0 <b>20,000</b>

### Inmate Shower Valve Replacement

Department Priority:	12		
Location:	Jail - Duane St.		
Link to Other Project(s):			
Description:	Replace existing mechanical push button valves with Air-trol, valves. The old valves are susceptible to damage by the inmates, which usually results in the shower being stuck in the on position, wasting a lot of hot water.		
Justification:	The new valves are Air-trol which means the pushbutton has a air tube that operates a valve. Staff will have the ability to control how long the shower runs and most importantly when the inmates try to damage the valve, the result is the shower not operating instead of being stuck on.		
Alternatives:	Continue to repair the existing valves as the are damaged.		
Operating Impact:	This will reduce water usage and maintenance time.		
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: 10 Unit Cost: 550 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 550</b>	Total 5,500 0 0 <b>5,500</b>

### Courtroom 300 Carpet

Department Priority:	13							
Location:	749 Commercial St. - Courthouse							
Link to Other Project(s):								
Description:	Install new carpet in CR 300 and adjoining judges area.							
Justification:	The carpet is at least 25 years old and is worn and needs to be replaced.							
Alternatives:	Continue to use and repair as necessary.							
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: 25,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 25,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">25,000</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">25,000</td> </tr> </table>	Total	25,000	0	0	25,000
Total								
25,000								
0								
0								
25,000								

### Driveway and Sidewalk Repair

Department Priority:	14							
Location:	636 Duane St. (Jail) and 857 Commercial (Boyington)							
Link to Other Project(s):								
Description:	Repair the concrete driveway at the jail and the sidewalk at the Boyington Building.							
Justification:	The sub-surface is falling under the concrete driveway going into the jail sally port and the north sidewalk of the Boyington Building. This could become a liability issue.							
Alternatives:	None							
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: 30,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 30,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">30,000</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">30,000</td> </tr> </table>	Total	30,000	0	0	30,000
Total								
30,000								
0								
0								
30,000								

## Duct Cleaning

Department Priority:	15							
Location:	Jail, Public Services Bldg. (820), Animal Shelter							
Link to Other Project(s):								
Description:	Clean the HVAC system ducts and plenum ceiling areas.							
Justification:	The jail and animal shelter occupancies create a lot of air borne particulates. These particulates accumulate in the duct work at the animal shelter as well as in the duct work and above the ceilings at the jail. At the 820 Exchange Bldg. the HVAC units were installed in 2003 and the ducts are due to be cleaned.							
Alternatives:	Continue to postpone.							
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: 70,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 70,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">70,000</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;"><b>70,000</b></td> </tr> </table>	Total	70,000	0	0	<b>70,000</b>
Total								
70,000								
0								
0								
<b>70,000</b>								

## Court Project Matching Funds

Department Priority:	16							
Location:	749 Commercial Street (County Courthouse)							
Link to Other Project(s):								
Description:	The state court approved some funding for projects at the Courthouse based on a survey the county completed. Projects listed include: A feasibility study, window replacement, HVAC upgrades, elevator replacement, security and IT upgrades, and work done to maintain the structural shell of the building.							
Justification:	Matching funding assistance provided by this grant award allows the county to make significant and much needed improvements to the building at half the cost to the county. While the estimated costs for the approved projects may cost approximately \$600,000 the amount of resources required by the county would only be approximately \$300,000.							
Alternatives:	Decline funds and postpone projects that still need to be completed to a later date at full cost to the county.							
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: 300,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 300,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">300,000</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;"><b>300,000</b></td> </tr> </table>	Total	300,000	0	0	<b>300,000</b>
Total								
300,000								
0								
0								
<b>300,000</b>								

## Urgent Repairs

Department Priority:	17							
Location:	General Fund buildings							
Link to Other Project(s):								
Description:	Funds set aside for emergency or urgent repair on county facilities.							
Justification:	Every year there are unanticipated repairs and projects needed on county acuities.							
Alternatives:	Choose not to budget for emergency repairs and risk contingency funds not being available.							
Operating Impact:	None - monthly utility costs will remain although a small savings may be realized as a result of more efficient fixtures and bulbs.							
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 <b>Net Cost: 50,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">50,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black; text-align: right;"><b>50,000</b></td> </tr> </table>	Total	50,000	0	0	<b>50,000</b>
Total								
50,000								
0								
0								
<b>50,000</b>								



**General Fund 001 - Parks Maintenance (Org ID: 1795)**

Westport Clean-up and Development			
Department Priority:	1		
Location:	Clatsop County Parks		
Link to Other Project(s):			
Description:	The Parks Department is requesting funding to assist with the continued clean-up efforts and improvements to this new park site. The Parks Department still has the intentions to build a new boat ramp, day-use area, and restroom facilities at this site. The Oregon State Marine Board still has this project site high on their Boating Facilities Project list and is very supportive of grant opportunities to improve this site. We are currently working on new designs and will be starting the permitting and final plans to construct a new park. These funds will assist with the clean-up of the old mill site; site improvements needed for the development of a new playground area, day use area, access road, and needed infrastructure		
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 fro boat ramp development.		
Alternatives:	Look for other funding sources to complete needed projects.		
Operating Impact:	The operating impact is to the people that are curently trying to use this facility as a boat ramp and day-use area. There are many safety isues with the boat ramp and docks as well as tree hazards and debri clean up that need to be addressed to make this a safer recreation area for the public.		
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 <b>Net Cost: 50,000</b>	Total 50,000 0 0 <b>50,000</b>

**Special Fund 007 - Household Hazardous Waste (Org ID: 4169)**

Household Hazardous Waste Facility			
Department Priority:	1		
Location:	Williamsport Road, Astoria OR		
Link to Other Project(s):	N/A		
Description:	Total estimated cost of the facility is \$600,000 but this is a multiple year project so the total estimated remaining costs are \$545,000. Estimated funds available from tipping fees, a DEQ grant, and operating revenues are approximately \$300,000. Remaining funds to cover the cost of construction will be in the form of a loan from the Special Projects Fund in the approximate amount of \$300,000. This loan will be paid back over 5 years from tipping fees and operating revenues received in the Household Hazardous Waste org unit. (007/4169)		
Justification:	The purpose of the facility is to prevent household hazardous waste from contaminating the environment from improper disposal.		
Alternatives:	Clatsop County could continue to hold an annual household hazardous waste fair where residents can bring in HHW that they have maintained in their home over the year for disposal, or residents could go to Tillamook County to drop off their materials. Should residents choose not to select one of the aforementioned disposal alternatives due to the inconvenience of them the unfortunate alternative is that residents choose to improperly dispose the material resulting in environmental contamination.		
Operating Impact:	Annual utility, maintenance, and operating costs have not yet been determined but will be paid for from tipping fees and operating revenues.		
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: 545,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 545,000</b>	Total 545,000 0 0 <b>545,000</b>

### Criminal Division Patrol Vehicle

Department Priority:	1							
Location:	1190 SE 19th, Warrenton							
Link to Other Project(s):								
Description:	AWD Patrol Vehicle							
Justification:	The replacement is in compliance with the RLED Long Term Financial Plan vehicle replacement schedule. The vehicles being replaced will have over 140,000 at time of replacement. Due to the nature of operation the vehicles need to be removed from front line service. Rural Law Enforcement District will purchase two additional vehicles.							
Alternatives:	Continue to operate the current vehicle and accept increased maintenance costs for major system failures. This is a major safety issue for staff considering that these vehicles are used for emergency response, the need for reliable and safe transportation cannot be emphasized enough.							
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: 25,000 Installation Fee: 18,000 Trade in Credit: 0 <b>Net Cost: 43,000</b>	<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;">25,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">18,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>43,000</b></td> </tr> </table>	Total	25,000	18,000	0	<b>43,000</b>
Total								
25,000								
18,000								
0								
<b>43,000</b>								

### Parking Lot Addition

Department Priority:	2							
Location:	1190 SE 19th, Warrenton							
Link to Other Project(s):								
Description:	Parking lot addition to Sheriff's Office							
Justification:	The original design did not include sufficient parking for the Sheriff's Office Criminal Division and Parole and Probation. County Public Works will provide the prep work at the cost of \$6,000. Vendor will provide the asphalt for \$4,000. Rural Law Enforcement will provide \$4,800 of the cost and Parole and Probation will provide \$2,000 of the cost.							
Alternatives:	Maintain current facility with insufficient parking.							
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: 10,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 10,000</b>	<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;">10,000</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;"><b>10,000</b></td> </tr> </table>	Total	10,000	0	0	<b>10,000</b>
Total								
10,000								
0								
0								
<b>10,000</b>								

### Feasibility Study

Department Priority:	1							
Location:	636 Duane, Astoria							
Link to Other Project(s):								
Description:	Feasibility Study for Jail remodel/renovation alternative.							
Justification:	The Sheriff's Office has worked on jail proposes since 2000. Due to cost and inability to obtain approval for the required bonds we have explored remodeling the current facility. The studies are dated and are in need of updates to include other potential sites. The study would provide information on renovation/expansion of potential sites that are in line with jail staffing models that the county could support.							
Alternatives:	The County could attempt to gain the required recommendations using in house staff /project managers.							
Operating Impact:	This project would tie into a jail expansion project at a later date.							
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/> <b>Net Cost:</b> <b>75,000</b>	<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;">75,000</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;"><b>75,000</b></td> </tr> </table>	Total	75,000	0	0	<b>75,000</b>
Total								
75,000								
0								
0								
<b>75,000</b>								

### Corrections Administrative Vehicle

Department Priority:	2							
Location:	355 7th (Jail)							
Link to Other Project(s):								
Description:	Corrections Administrative Vehicle							
Justification:	The Corrections Division is in need of a staff car for out of county travel , training and appointments. The prior vehicle was retired two years ago and has not been replaced. The proposed vehicle will be used by the Jail Commander for incident response releasing the current Jail Commander vehicle for staff transportation.							
Alternatives:	Continue to use current vehicle for the Jail Commander and not have a staff vehicle.							
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:                              25,000 Installation Fee:                      8,200 Trade in Credit:                      0 <hr/> <b>Net Cost:</b> <b>33,200</b>	<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;">25,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">8,200</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>33,200</b></td> </tr> </table>	Total	25,000	8,200	0	<b>33,200</b>
Total								
25,000								
8,200								
0								
<b>33,200</b>								

## Work Crew Dump Trailer

Department Priority:	1							
Location:	Work Crew Shop							
Link to Other Project(s):								
Description:	New Hydraulic Dump Trailer							
Justification:	To replace worn and mechanically deficient trailer.							
Alternatives:	Continue using current equipment in need of significant repairs, current trailer hydraulic dump no longer works.							
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: 7,500 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 7,500</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">7,500</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="text-align: right; border-bottom: 1px solid black;"><b>7,500</b></td> </tr> </table>	Total	7,500	0	0	<b>7,500</b>
Total								
7,500								
0								
0								
<b>7,500</b>								

# 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 Truck Hooklift System, Dump Truck, 1 Ton Pickup and Electronic message board.

## Budget Highlights

This budget includes the purchase of a chopper, 2 dump trucks, work boat and pickup.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	75,841	61,349	90	13,080	12,990	14433%
Interest On Investments	409	486	500	1,000	500	100%
Transfer From Gen Roads	248,480	329,380	390,110	476,620	86,510	22%
<b>Total Revenue:</b>	<b>324,731</b>	<b>391,215</b>	<b>390,700</b>	<b>490,700</b>	<b>100,000</b>	<b>25%</b>
<b>Total Unappropriated Budget:</b>	<b>61,349</b>	<b>5,054</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>263,381</b>	<b>386,161</b>	<b>390,700</b>	<b>490,700</b>	<b>100,000</b>	<b>25%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	200	300	700	700	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	263,181	385,861	390,000	490,000	100,000	25%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
<b>Total Expenditures:</b>	<b>263,381</b>	<b>386,161</b>	<b>390,700</b>	<b>490,700</b>	<b>100,000</b>	<b>25%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Indirect Cost Allocation	82-3210	200	300	700	700	0	0%
Misc Other Charges	82-3212	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>200</b>	<b>300</b>	<b>700</b>	<b>700</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Automotive Equipment	82-4200	263,181	385,861	390,000	490,000	100,000	25%
<b>Capital Outlay Totals:</b>		<b>263,181</b>	<b>385,861</b>	<b>390,000</b>	<b>490,000</b>	<b>100,000</b>	<b>25%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>263,381</b>	<b>386,161</b>	<b>390,700</b>	<b>490,700</b>	<b>100,000</b>	<b>1.00</b>

CLATSOP COUNTY  
EQUIPMENT REPLACEMENT REQUESTS  
FISCAL YEAR 2017-18  
Revised: 6/30/17

	<u>Account Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<b><u>Equipment Replacement Fund</u></b>										
12 Yard Dump Truck	82-4200	280,000	280,000	280,000	280,000	175,000				
Work Boat	82-4200	40,000	40,000	40,000	40,000	-				
Chopper	82-4200	135,000	135,000	135,000	135,000	-				
Flat Bed P/U Truck	82-4200	-	-	-	-	50,000				
Chip Spreader	82-4200	-	-	-	-	275,000	-			
P/U Truck	82-4200	35,000	35,000	35,000	35,000	-	-	-		
<b>Subtotal Equipment Replacement</b>		<b>490,000</b>	<b>490,000</b>	<b>455,000</b>	<b>455,000</b>	<b>500,000</b>	-	-	-	-
<b>GRAND TOTALS</b>		<b>490,000</b>	<b>490,000</b>	<b>455,000</b>	<b>455,000</b>	<b>500,000</b>	-	-	-	-

### Chopper - Brush Cutting Machine

Department Priority:	1		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	This is a chopper to replace 2002 Case MX100 Brush Chopper Equipment #253.		
Justification:	This chopper is 15 years old and due for replacement. It is used continually for maintaining roadside brush and vegetation. The maintenance costs for this machine have exceeded \$15,000 in the last two years.		
Alternatives:	Continue using this machine and pay high maintenance costs.		
Operating Impact:	Net Zero. This is replacement of an 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 Unit Cost: 150,000 Installation Fee: 0 Trade in Credit: 15,000 <b>Net Cost: 135,000</b>	Total 150,000 0 15,000 <b>135,000</b>

### 12 Yard Dump Trucks

Department Priority:	2		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	These dump trucks will replace 1998 Peterbilt Dump Trucks equipment #228 and #232.		
Justification:	These dump truck are 19 years old and have high miles, one over 250,000 and one over 300,000 miles. The maintenance costs are now exceeding \$5,000 per year.		
Alternatives:	Continue using these trucks and paying high maintenance costs.		
Operating Impact:	Net Zero. These are replacements of older machines.		
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: 2 Unit Cost: 175,000 Installation Fee: 0 Trade in Credit: 35,000 <b>Net Cost: 140,000</b>	Total 350,000 0 70,000 <b>280,000</b>



### Work Boat

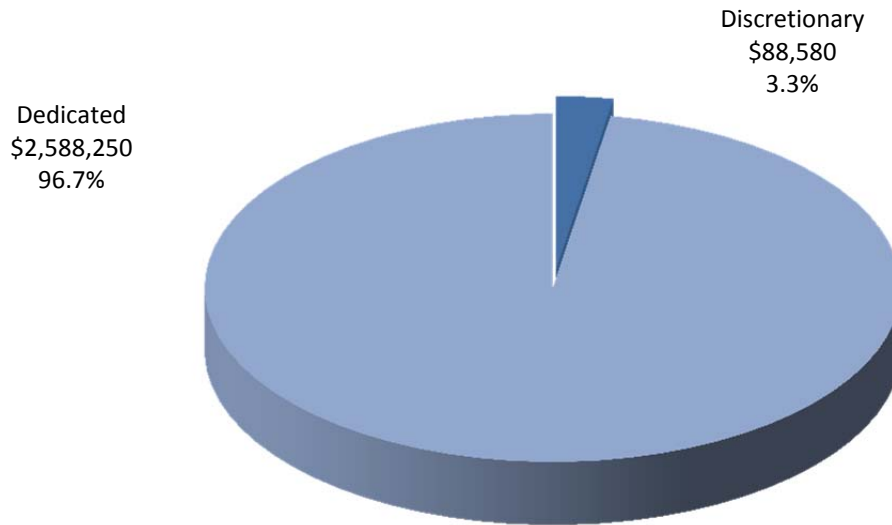
Department Priority:	3		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	Work Boat to replace existing 25 year old boat.		
Justification:	This boat will replace the existing boat that is 25 years old and falling apart. The boat is used to maintain bridge structures and provide access for repair and maintenance. Also to relieve bridges of debris.		
Alternatives:	Continue to use existing boat which is a potential safety hazard.		
Operating Impact:	Net zero. This is replacement of existing boat.		
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: 40,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 40,000</b>	Total 40,000 0 0 <b>40,000</b>

### Pickup

Department Priority:	4		
Location:	Public Works Department		
Link to Other Project(s):			
Description:	Pickup to replace 2006 Chevrolet 3/4 Ton.		
Justification:	This pickup will replace a 2006 Chevrolet 3/4 Ton pickup #269 with high miles and a lot of wear and tear.		
Alternatives:	Continue to use existing pickup.		
Operating Impact:	Net zero. This is replacement of 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 Unit Cost: 35,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 35,000</b>	Total 35,000 0 0 <b>35,000</b>

THIS PAGE INTENTIONALLY LEFT BLANK

**Clatsop County Functions/Programs Budget  
Culture & Recreation 2017-2018  
Total \$2,676,830**



**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 support to our facility and enables the department to provide a venue for such organizations and groups.

## Major Accomplishments

- The Fair Board, office staff and volunteers organizing a successful annual county fair without any regular and full-time maintenance staff
- Increased interest and attendance of the annual Clatsop County Fair by contracting new and exciting events
- Continuing to grow a positive relationship between the Clatsop County Fair & Expo and the community user groups
- Creating a new equestrian user group to create and continue a positive working relationship

## Performance Measures

- Increased annual County Fair attendance from 9,800 in 2015 to 13,964 in 2016, a 42.5% increase
- Successfully contracting and hosting 169 event days without any major incidents or issues
- Increased interest in use of our facility by multiple user groups

## Budget Highlights

- Increased local business and community support as evidenced by budgeted sponsorship revenue
- Addition of a full-time "Lead Maintenance Technician"
- Increased interest in the facilities Disc Golf Course and the potential of additional community fundraising events
- As a continued thank you to the community for voting for the bond measure, we'll continue to offer discounted fair admission and multi-day admission, discontinuing the need for booster buttons

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	708,467	863,841	982,340	784,640	(197,700)	- 20%
Property Taxes Current Yr	355,698	369,131	272,170	274,650	2,480	0%
Property Taxes Prior Year	16,713	14,705	15,000	15,000	0	0%
GP Reserve Revenue	1,552	1,444	1,500	1,500	0	0%
Interest On Investments	4,130	6,530	3,500	5,000	1,500	42%
Property Rents	0	1	0	0	0	0%
Timber Sales	84,225	123,525	100,000	76,000	(24,000)	- 24%
Disc Golf Donations	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	82	200	200	0	0%
ATM Fee Revenue	2,056	1,643	1,700	2,000	300	17%
4-H Revenue	0	0	0	0	0	0%
Donations	200	100	200	200	0	0%
OR State Fair Distribution	50,964	53,667	50,000	50,000	0	0%
Catering/Kitchen Fees	8,024	4,811	3,000	1,500	(1,500)	- 50%
Nsf Check Fee	0	0	0	0	0	0%
Vending Machine Revenue	284	164	300	0	(300)	- 100%
Ticket/Gate Fees	38,751	33,835	34,000	60,000	26,000	76%
Carnival Revenue	17,764	17,671	17,000	20,000	3,000	17%
County Fair Revenue	7,561	8,000	7,500	7,000	(500)	- 6%
Fair Booster Buttons	3,547	3,460	3,500	0	(3,500)	- 100%
Parking Fees	1,965	2,054	2,000	700	(1,300)	- 65%
Camping Fees	4,505	4,805	3,000	4,500	1,500	50%
Fair Sponsors	3,600	2,000	2,000	20,000	18,000	900%
Food Vendor %	13,268	13,691	14,000	15,000	1,000	7%
Fair Facility Rental	43,932	61,565	50,000	55,000	5,000	10%
Fair Arena Signs	3,750	5,100	5,000	3,750	(1,250)	- 25%
Miscellaneous Revenue	0	100	200	0	(200)	- 100%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from Other Funds	3,497	0	0	0	0	0%
<b>Total Revenue:</b>	<b>1,374,453</b>	<b>1,591,924</b>	<b>1,568,110</b>	<b>1,396,640</b>	<b>(171,470)</b>	<b>- 10%</b>
<b>Total Unappropriated Budget:</b>	<b>863,840</b>	<b>1,074,309</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>510,613</b>	<b>517,615</b>	<b>1,568,110</b>	<b>1,396,640</b>	<b>(171,470)</b>	<b>- 10%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	115,797	108,046	138,840	147,530	8,690	6%
Personnel Benefits	63,401	52,234	60,490	77,300	16,810	27%
Material & Supplies	321,457	300,746	409,540	438,040	28,500	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	9,958	56,589	225,000	340,000	115,000	51%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	734,240	393,770	(340,470)	- 46%
<b>Total Expenditures:</b>	<b>510,613</b>	<b>517,615</b>	<b>1,568,110</b>	<b>1,396,640</b>	<b>(171,470)</b>	<b>- 10%</b>

## Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Fair Maintenance Tech	2.00	2.00	1.00	1.00	0.00	0%
Admin Coordinator - Fairground	0.00	0.00	1.00	1.00	0.00	0%
Maintenance Supervisor - Fair	0.00	0.00	0.00	0.00	0.00	0%
General Manager	1.00	1.00	1.00	1.00	0.00	0%
<b>Total Personnel:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0%</b>

## Measures

Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Event Days	148	163	173	137	169	175

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Staff Assistant	82-1191	0	0	0	0	0	0%
Fair Maintenance Tech	82-1768	68,490	59,282	42,170	51,170	9,000	21%
Admin Coordinator - Fairground	82-1769	0	3,226	42,340	40,680	(1,660)	- 3%
Maintenance Supervisor - Fair	82-1770	0	0	0	0	0	0%
General Manager	82-1771	47,307	45,537	54,330	55,680	1,350	2%
Overtime	82-1945	3,722	3,673	6,000	6,000	0	0%
F.I.C.A.	82-1950	8,803	8,293	11,080	11,840	760	6%
Retirement	82-1955	15,540	9,669	16,290	21,550	5,260	32%
Medical Waiver	82-1963	0	0	0	1,200	1,200	100%
Medical Insurance	82-1964	24,429	18,662	17,330	25,620	8,290	47%
Dental Insurance	82-1965	2,980	2,482	3,050	3,720	670	21%
HSA Contribution	82-1966	3,750	5,750	3,000	4,000	1,000	33%
Benefits Admin Fees	82-1967	40	43	40	60	20	50%
Life Insurance	82-1970	334	269	250	250	0	0%
Salary Continuation Insur	82-1972	347	298	310	310	0	0%
S.A.I.F.	82-1975	2,357	1,876	2,270	2,600	330	14%
Unemployment	82-1980	1,099	1,220	870	150	(720)	- 82%
<b>Personnel Services Totals:</b>		<b>179,198</b>	<b>160,280</b>	<b>199,330</b>	<b>224,830</b>	<b>25,500</b>	<b>12%</b>
<b>Materials &amp; Services</b>							
Clothing And Uniform Exp.	82-2040	0	225	600	500	(100)	- 16%
Telephones	82-2070	2,708	2,717	2,800	3,000	200	7%
ATM Annual Fees	82-2120	0	0	100	100	0	0%
Custodial Supplies	82-2160	6,313	6,998	5,000	5,000	0	0%
Transient Room Tax	82-2167	196	290	300	1,000	700	233%
Insurance	82-2200	15,766	17,381	20,080	16,600	(3,480)	- 17%
License And Permit Fees	82-2240	800	810	900	2,000	1,100	122%
Maintenance Supplies	82-2259	1,337	653	1,500	1,000	(500)	- 33%
Maintenance - Equipment	82-2260	3,151	17,816	10,000	10,000	0	0%
General Equipment	82-2268	22,808	13,451	20,000	20,000	0	0%
Maintenance S.I.G.	82-2300	50,353	34,277	55,000	30,000	(25,000)	- 45%
Membership Fees And Dues	82-2370	2,365	2,356	2,470	2,470	0	0%
Animal Bedding	82-2400	0	0	500	100	(400)	- 80%
Office Supplies	82-2410	515	1,206	1,000	1,500	500	50%
Postage And Freight	82-2419	319	56	500	350	(150)	- 30%
Printing And Reproduction	82-2425	385	159	1,000	2,000	1,000	100%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
PC Equipment	82-2455	736	520	1,000	520	(480)	- 48%
Tents and Frames	82-2458	0	0	2,500	2,500	0	0%
Contractual Services	82-2471	22,921	948	13,300	61,200	47,900	360%
Fair Judges	82-2472	619	526	700	900	200	28%
Concession Sales	82-2481	333	481	500	1,000	500	100%
Contractual Services-Temp Help	82-2492	25,170	37,509	12,000	15,000	3,000	25%

Advertising	82-2605	22,551	17,158	30,000	30,000	0	0%
Disc Golf Course	82-2610	0	0	0	0	0	0%
Rents And Leases - Equip.	82-2630	868	257	2,500	23,000	20,500	820%
Fuel - Equipment	82-2851	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	2,727	1,425	3,000	2,000	(1,000)	- 33%
Signs	82-2856	930	1,170	2,000	2,500	500	25%
Replacement Tools	82-2859	150	105	1,000	500	(500)	- 50%
Garden Supplies	82-2860	382	295	300	500	200	66%
Vehicle Maintenance & Use	82-2923	885	3	1,500	1,000	(500)	- 33%
Education And Training	82-2928	1,675	637	1,450	2,500	1,050	72%
Miscellaneous Expense	82-2929	1	2,078	1,000	1,000	0	0%
Reimbursed Travel Expense	82-2930	1,624	1,658	3,540	4,000	460	12%
Towing	82-2940	0	150	1,000	1,500	500	50%
Utilities	82-2960	44,433	40,320	45,000	45,000	0	0%
Fair Awards & Ribbons	82-3182	2,684	730	2,000	1,500	(500)	- 25%
Fair Premiums	82-3183	3,000	3,000	3,000	3,000	0	0%
Fair Entertainment	82-3186	45,098	47,978	115,000	100,000	(15,000)	- 13%
Refunds and Returns	82-3204	30	450	500	2,000	1,500	300%
County Fair Expense	82-3205	6,124	9,851	10,000	10,000	0	0%
Indirect Cost Allocation	82-3210	31,500	35,100	35,000	31,300	(3,700)	- 10%
<b>Materials &amp; Services Totals:</b>		<b>321,457</b>	<b>300,746</b>	<b>409,540</b>	<b>438,040</b>	<b>28,500</b>	<b>6%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	9,958	13,251	20,000	0	(20,000)	- 100%
Buildings	82-4108	0	23,738	100,000	125,000	25,000	25%
Miscellaneous Equipment	82-4900	0	19,600	105,000	215,000	110,000	104%
<b>Capital Outlay Totals:</b>		<b>9,958</b>	<b>56,589</b>	<b>225,000</b>	<b>340,000</b>	<b>115,000</b>	<b>51%</b>
<b>Debt Service</b>							
Loan Payment	82-3198	0	0	0	0	0	0%
<b>Debt Service Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	734,240	393,770	(340,470)	- 46%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>734,240</b>	<b>393,770</b>	<b>(340,470)</b>	<b>- 46%</b>
<b>Total Expenditures:</b>		<b>510,613</b>	<b>517,615</b>	<b>1,568,110</b>	<b>1,396,640</b>	<b>(171,470)</b>	<b>1.00</b>



### Dairy Barn

Department Priority:	1		
Location:	Fair & Expo		
Link to Other Project(s):			
Description:	Refurbish interior of Dairy Barn.		
Justification:	The building on our grounds currently known as the Dairy Barn is in dire need of refurbishment. This building is used for wedding ceremonies and other events throughout the year. The building has good bones and if improvements were made would be a more saleable wedding/event venue.		
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                      Total Unit Cost:                              25,000                      25,000 Installation Fee:                      0                      0 Trade in Credit:                      0                      0 <b>Net Cost:</b> <b>25,000</b> <b>25,000</b>	

### Exhibit Hall Heaters

Department Priority:	2		
Location:	Fair & Expo		
Link to Other Project(s):			
Description:	Purchase and replace heating system.		
Justification:	Replace existing heaters for efficiency and noise reduction . Existing heaters are large and noisy when in use. The noise is an issue when speakers are using the facility during an event. They are currently not cost effective for the large space of the exhibit hall . Parts to repair existng units are obsolete.		
Alternatives:	Continue to use one of the two units.		
Operating Impact:			
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:                      2                      Total Unit Cost:                              75,000                      150,000 Installation Fee:                      0                      0 Trade in Credit:                      0                      0 <b>Net Cost:</b> <b>75,000</b> <b>150,000</b>	

### Arena Heaters

Department Priority:	3							
Location:	Fair & Expo							
Link to Other Project(s):								
Description:	Purchase and replace heating system.							
Justification:	The heaters in the arena are the original units that were put in place when the arena was built 20 years ago. They do not work effectively. There are better, more cost efficient units on the market and we should take advantage of possible rebates from the Energy Trust to replace the old units .							
Alternatives:	Continue to use existing heating units.							
Operating Impact:								
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:                      3 Unit Cost:                              12,000 Installation Fee:                      3,000 Trade in Credit:                        0 <b>Net Cost:</b> <b>15,000</b>	<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;">36,000</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">9,000</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;"><b>45,000</b></td> </tr> </table>	Total	36,000	9,000	0	<b>45,000</b>
Total								
36,000								
9,000								
0								
<b>45,000</b>								

### Farm House

Department Priority:	4							
Location:	Fair & Expo							
Link to Other Project(s):								
Description:	Remodel interior of original farm house.							
Justification:	The original farm house on the grounds is not in usable condition. We have maintained the exterior and it has good bones but needs a full gut and remodel of the interior to make it usable, useful building on the grounds. The farm house once remodeled will be utilized for Fair & Expo office space, videoconferencing/conference capability, space rental and lodging for emergency and/or fair entertainment.							
Alternatives:	Continue to let it remain unused.							
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:                              100,000 Installation Fee:                      0 Trade in Credit:                        0 <b>Net Cost:</b> <b>100,000</b>	<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;">100,000</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;"><b>100,000</b></td> </tr> </table>	Total	100,000	0	0	<b>100,000</b>
Total								
100,000								
0								
0								
<b>100,000</b>								

## Emergency Needs

Department Priority:	5							
Location:	Fair & Expo							
Link to Other Project(s):								
Description:	Emergency for unforeseen needs.							
Justification:	The Fair & Expo is a public space, we need to have the flexibility to repair or replace items that could compromise public safety.							
Alternatives:	None.							
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:                              20,000 Installation Fee:                      0 Trade in Credit:                      0 <hr/> <b>Net Cost:</b> <b>20,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="text-align: right;">20,000</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: 1px solid black;">20,000</td> </tr> </table>	Total	20,000	0	0	20,000
Total								
20,000								
0								
0								
20,000								

# 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 2016/17 we continued our check list of items in working towards the development of the newly donated Westport boat ramp property from Georgia-Pacific. 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 Parks in the amount of \$61,000 for the improvements to the Cullaby Lake picnic shelter roofs and new ADA paved access path out to the north picnic shelter area.

## Performance Measures

We anticipate the number of daily park passes sold for FY 17-18 to remain the same as FY 16-17. The new fee machines have saved 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 on the rise over the past few years and in FY16-17 we had 90 shelter reservations once again; we anticipate a similar number this FY.

## Budget Highlights

The requested FY 17-18 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 \$51,370. There are several changes in amounts between line items but the total amount for this section is the same. We have requested an increase of \$3,600 to Contractual Services Cullaby Lake 82-2488 line. This increase is for the monthly pay for the Cullaby Park Host position contract. This increase will help make this position more desirable and to compensate the host for the amount of duties this position requires.

## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Other Permit Fees	400	110	0	0	0	0%
Rv Parks Fees	29,318	29,763	30,800	32,000	1,200	3%
St. - Marine Gas Tax	14,310	10,560	6,900	6,750	(150)	- 2%
EMPG	0	0	0	0	0	0%
Parks Reservations	3,185	3,290	3,000	3,000	0	0%
Kloutchy Creek Park Fees	0	0	0	0	0	0%
Carnahan Park Fees	936	1,233	1,500	1,500	0	0%
Cullaby Lake Fees	17,185	20,204	27,500	25,000	(2,500)	- 9%
JohnDay Boat Ramp Fees	5,545	12,335	12,500	11,000	(1,500)	- 12%
Annual Parks Pass Fees	5,675	7,015	6,000	6,000	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	477	35	0	0	0	0%
Nsf Check Fee	0	0	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	78,076	71,197	76,380	88,580	12,200	15%
<b>Total Revenue:</b>	<b>200,107</b>	<b>200,742</b>	<b>209,580</b>	<b>218,830</b>	<b>9,250</b>	<b>4%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	91,252	93,468	96,850	97,750	900	0%
Personnel Benefits	58,080	58,195	60,760	65,510	4,750	7%
Material & Supplies	50,651	48,509	51,370	54,930	3,560	6%
Special Payments	124	569	600	640	40	6%
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%
<b>Total Expenditures:</b>	<b>200,107</b>	<b>200,742</b>	<b>209,580</b>	<b>218,830</b>	<b>9,250</b>	<b>4%</b>

## Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Public Works Director	0.07	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%
<b>Total Personnel:</b>	<b>1.72</b>	<b>1.70</b>	<b>1.70</b>	<b>1.70</b>	<b>0.00</b>	<b>0%</b>

## Measures

Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Daily Park passes sold	Count	9,000	7,000	7,205	7,844	8,000	8,000
Picnic Shelter reservations	Count	65	81	90	90	90	90
Hours in participation of park volunteers	Count	84	216	92	200	150	150

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Public Works Director	82-1088	4,177	4,458	4,840	5,050	210	4%
Park Foreman	82-1152	0	0	0	0	0	0%
Staff Assistant	82-1191	6,224	5,886	6,890	7,060	170	2%
Natural Resource Mgr	82-1620	38,547	39,701	40,680	40,080	(600)	- 1%
Park Ranger	82-1898	42,303	43,423	44,440	45,560	1,120	2%
Extra Help	82-1941	10,910	12,505	14,000	14,000	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	1,900	1,900	100%
F.I.C.A.	82-1950	7,581	7,841	8,480	8,690	210	2%
Retirement	82-1955	10,318	10,220	11,100	14,160	3,060	27%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	23,183	19,348	18,840	19,360	520	2%
Dental Insurance	82-1965	2,784	2,580	2,770	2,150	(620)	- 22%
HSA Contribution	82-1966	75	2,425	2,400	2,400	0	0%
Benefits Admin Fees	82-1967	32	35	30	50	20	66%
Life Insurance	82-1970	148	148	140	150	10	7%
Salary Continuation Insur	82-1972	202	202	200	200	0	0%
S.A.I.F.	82-1975	1,842	1,710	2,130	2,340	210	9%
Unemployment	82-1980	1,007	1,181	670	110	(560)	- 83%
<b>Personnel Services Totals:</b>		<b>149,332</b>	<b>151,664</b>	<b>157,610</b>	<b>163,260</b>	<b>5,650</b>	<b>3%</b>
<b>Materials &amp; Services</b>							
Uniform Cleaning	82-2041	0	793	500	500	0	0%
Telephones	82-2070	898	747	900	900	0	0%
Custodial Supplies-Parks	82-2159	1,420	1,747	1,500	1,600	100	6%
Credit Card Fees	82-2220	248	750	2,000	1,800	(200)	- 10%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance Supplies	82-2259	57	152	0	0	0	0%
Maintenance - Equipment	82-2260	2,943	2,736	3,000	3,000	0	0%
Maint Equip-Cullaby	82-2281	0	0	0	0	0	0%
Maint Equip-John Day	82-2282	0	0	0	0	0	0%
Employee Drug Screen	82-2302	70	0	100	100	0	0%
Parks Maint. S.I.G.	82-2323	1,785	2,157	1,800	2,000	200	11%
Maint SIG-Cullaby	82-2325	3,535	2,865	2,500	2,300	(200)	- 8%
Maint SIG-John Day	82-2326	1,631	983	1,500	1,500	0	0%
Maint SIG-Westport	82-2327	0	300	1,500	1,500	0	0%
Membership Fees And Dues	82-2370	100	100	100	100	0	0%
Office Supplies	82-2410	208	92	200	200	0	0%
Postage And Freight	82-2419	280	213	200	200	0	0%
Printing And Reproduction	82-2425	0	402	100	100	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Serv-Cullaby	82-2488	3,406	3,515	3,600	7,200	3,600	100%
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	908	300	0	300	300	100%
Fuel - Equipment	82-2851	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	6,152	4,693	7,000	6,000	(1,000)	- 14%
Garden Supplies	82-2860	0	0	0	0	0	0%
Safety Program	82-2862	0	95	0	0	0	0%
Vehicle Maintenance & Use	82-2923	2,973	425	3,000	2,960	(40)	- 1%
Education And Training	82-2928	75	0	500	500	0	0%
Reimbursed Travel Expense	82-2930	433	137	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	985	1,005	1,200	1,200	0	0%
Pumping Sani-cans	82-2956	3,983	4,459	4,000	4,000	0	0%
Road Department Services	82-2959	662	400	500	500	0	0%
Utilities-Parks	82-2970	0	60	0	0	0	0%
Utilities-Cullaby	82-2974	8,019	11,528	7,420	8,270	850	11%
Utilities-John Day	82-2975	5,684	5,439	5,650	5,600	(50)	- 0%
Utilities-Kloutchie Creek	82-2976	2,183	2,383	2,000	2,200	200	10%
Refunds and Returns	82-3204	2,015	35	200	0	(200)	- 100%
<b>Materials &amp; Services Totals:</b>		<b>50,651</b>	<b>48,509</b>	<b>51,370</b>	<b>54,930</b>	<b>3,560</b>	<b>6%</b>
<b>Special Payments</b>							
Property Taxes	82-3800	124	569	600	640	40	6%
<b>Special Payments Totals:</b>		<b>124</b>	<b>569</b>	<b>600</b>	<b>640</b>	<b>40</b>	<b>6%</b>
<b>Total Expenditures:</b>		<b>200,107</b>	<b>200,742</b>	<b>209,580</b>	<b>218,830</b>	<b>9,250</b>	<b>1.00</b>



## 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

The requested budget for FY 17/18 provides a total of \$40,000 allocated in line item 82-4100 Structure & Improvements for the completion of the Cullaby Lake picnic shelter roof replacement project that was started last FY. We have received a grant from Oregon State Parks to assist with this improvement project. We have also allocated \$60,000 in line item 82-2129 for unallocated projects. This money will be used for the ongoing updating and installation of new park entrance signs and informational interpretive signs and any potential grant or improvement projects that are identified in our Parks Master Plan that may present potential during the year. 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 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	1,240,668	1,141,611	1,041,880	1,034,260	(7,620)	- 0%
Licenses & Permits	0	0	0	0	0	0%
Interest On Investments	5,924	6,862	6,000	7,500	1,500	25%
State Support	0	0	45,000	19,600	(25,400)	- 56%
EMPG	0	0	0	0	0	0%
Sale of Park Timber	0	0	0	0	0	0%
Sale of Park Land	0	0	0	0	0	0%
John Day Boat Ramp Grant	97,440	0	0	0	0	0%
Donations	5,000	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>1,349,032</b>	<b>1,148,473</b>	<b>1,092,880</b>	<b>1,061,360</b>	<b>(31,520)</b>	<b>- 2%</b>
<b>Total Unappropriated Budget:</b>	<b>1,141,612</b>	<b>1,028,822</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>207,420</b>	<b>119,651</b>	<b>1,092,880</b>	<b>1,061,360</b>	<b>(31,520)</b>	<b>- 2%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	17,717	74,651	62,200	61,540	(660)	- 1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	144,703	0	150,000	40,000	(110,000)	- 73%
Transfer Out	45,000	45,000	45,000	45,000	0	0%
Contingency	0	0	835,680	914,820	79,140	9%
<b>Total Expenditures:</b>	<b>207,420</b>	<b>119,651</b>	<b>1,092,880</b>	<b>1,061,360</b>	<b>(31,520)</b>	<b>- 2%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Unapportioned Projects	82-2129	15,450	73,751	60,000	60,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Prof And Spec Services	82-2450	1,267	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	1,000	900	2,200	1,540	(660)	- 30%
<b>Materials &amp; Services Totals:</b>		<b>17,717</b>	<b>74,651</b>	<b>62,200</b>	<b>61,540</b>	<b>(660)</b>	<b>- 1%</b>
<b>Special Payments</b>							
Unallocated Projects	82-3129	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	125,936	0	150,000	40,000	(110,000)	- 73%
Miscellaneous Equipment	82-4900	18,767	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>144,703</b>	<b>0</b>	<b>150,000</b>	<b>40,000</b>	<b>(110,000)</b>	<b>- 73%</b>
<b>Transfers Out</b>							
Transfer To General Fund	82-8001	45,000	45,000	45,000	45,000	0	0%
<b>Transfers Out Totals:</b>		<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	835,680	914,820	79,140	9%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>835,680</b>	<b>914,820</b>	<b>79,140</b>	<b>9%</b>
<b>Total Expenditures:</b>		<b>207,420</b>	<b>119,651</b>	<b>1,092,880</b>	<b>1,061,360</b>	<b>(31,520)</b>	<b>1.00</b>

### Cullaby Lake Picnic Shelter Roof Replacement

Department Priority:	1							
Location:	Parks Department							
Link to Other Project(s):								
Description:	<p>The Parks Department has received a grant from the Oregon State Parks for the replacement of the roofs on both the north and south picnic shelters. This grant project will also look to improve the ADA accessibility to the north shelter with the installation of a new paved walkway path from the parking lot to the shelter. The total estimated project cost is \$61,000. The grant has a 40% grant match that will be taken from this account. Half of this project was completed in FY 2016-17. The rest of the total project cost of \$40,000 have been allocated in this years budget. We will also receive the rest of the grants funds for this project, \$19,600, in this fiscal year.</p>							
Justification:	This project is identified in the 2006 Parks Master Plan. We have received the grant and are completing this ongoing grant project from FY 2016-17.							
Alternatives:	none							
Operating Impact:	Shelters will become unusable without repair							
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: 40,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 40,000</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">40,000</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;"><b>40,000</b></td> </tr> </tbody> </table>	Total	40,000	0	0	<b>40,000</b>
Total								
40,000								
0								
0								
<b>40,000</b>								

### Park Entrance and Signage Project

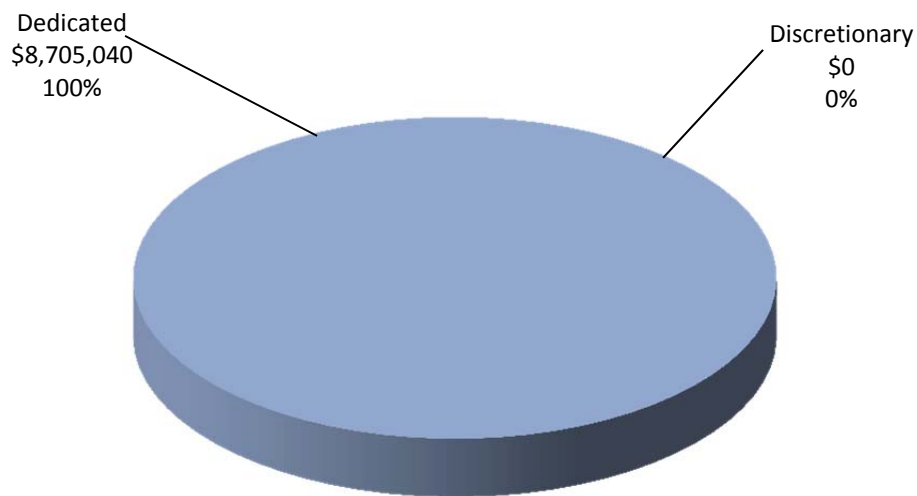
Department Priority:	2							
Location:	Parks Department							
Link to Other Project(s):								
Description:	<p>In the parks master plan it was noted as one of our goals to update and improve our parks signage. We have been working with Oregon Department of Transportation to update and design new highway 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.</p>							
Justification:	This an ongoing project that is outlined in our Parks Master Plan and is supported by the Recreational Lands Advisory Committee.							
Alternatives:	none							
Operating Impact:	There would be no information signs or panels in the Parks.							
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 <b>Net Cost: 10,000</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">10,000</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;"><b>10,000</b></td> </tr> </tbody> </table>	Total	10,000	0	0	<b>10,000</b>
Total								
10,000								
0								
0								
<b>10,000</b>								

### Unapportioned Projects

Department Priority:	3							
Location:	Parks Department							
Link to Other Project(s):								
Description:	<p>The parks department would like to allocate \$50,000 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.</p>							
Justification:	These projects are identified in the Parks Master Plan							
Alternatives:	Look for other grant funding or support from the General Fund							
Operating Impact:								
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 <b>Net Cost: 50,000</b>	<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;">50,000</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;">50,000</td> </tr> </table>	Total	50,000	0	0	50,000
Total								
50,000								
0								
0								
50,000								

THIS PAGE INTENTIONALLY LEFT BLANK

**Clatsop County Functions/Programs Budget  
Clatsop County Service Districts 2017-2018  
Total \$8,705,040**



**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

The Requested budget was presented to the Rural Law Enforcement Advisory Board on April 10th, 2017. At the conclusion of the briefing the RLED Board voted to recommend the addition of a Detective to the Criminal Division. After consideration Sheriff Bergin decided to include the new Detective Position in the Proposed Budget.

Timber revenue continues to improve, with projected revenue at 1.1 million in 2017-18, this is an increase of almost \$210,000 over budgeted 2016-17 levels. Tax and Interest revenue will realize a modest gain of \$55,300 in 2017-18. This budget's year-to-year deficit is \$309,650. The forecasted beginning fund balance for 2017-18 is \$2,061,230 which is higher than what was planned and remains relatively stable.

The fund realizes a \$277,480 increase in Personnel Services. This is partially due to adding a .5 FTE for the Property and Evidence Clerk and the addition of a Detective. The addition of the Property and Evidence Clerk that will increase the time deputies spend on patrol and responding to calls by removing the need to enter evidence and download video. The Detective is needed due to significant increase in violent and sex crimes that have overwhelmed the single Detective in the Criminal Division. There are increases to Retirement (three percentage point increase), health insurance (13% increase) and cost of living adjustments (negotiated with Comp/Class Study). Material and Services realizes an increase of \$37,410 primarily due to increased insurance costs and increased share of costs in the Criminal Division. Overall the increase in operations is \$324,190. The Sheriff's Office will replace a total of three vehicles. The RLED will replace two, and Special Projects will replace one.



## Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	2,050,971	2,071,529	1,987,560	2,061,230	73,670	3%
Property Taxes Current Yr	1,308,993	1,331,381	1,341,350	1,369,250	27,900	2%
Property Taxes Prior Year	57,786	50,453	50,000	50,000	0	0%
GP Reserve Revenue	5,710	5,656	5,660	5,600	(60)	- 1%
SIP-06-02 Taxes	110,634	109,882	90,500	111,250	20,750	22%
Land Sales	818	0	0	0	0	0%
Interest On Investments	12,926	17,170	14,200	21,000	6,800	47%
Timber Sales	865,712	1,269,655	898,220	1,108,200	209,980	23%
Rev. Refunds & Reim.	1,000	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%
Transfer from Bond Reserve Fun	547	0	0	0	0	0%
<b>Total Revenue:</b>	<b>4,415,098</b>	<b>4,855,726</b>	<b>4,387,490</b>	<b>4,726,530</b>	<b>339,040</b>	<b>7%</b>
<b>Total Unappropriated Budget:</b>	<b>2,071,529</b>	<b>2,200,544</b>	<b>1,473,350</b>	<b>1,469,740</b>	<b>(3,610)</b>	<b>- 0%</b>
<b>Total Budgeted Resources:</b>	<b>2,343,569</b>	<b>2,655,182</b>	<b>2,914,140</b>	<b>3,256,790</b>	<b>342,650</b>	<b>11%</b>

## Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	1,117,160	1,240,940	123,780	11%
Personnel Benefits	1,692,342	1,773,438	715,370	869,070	153,700	21%
Material & Supplies	545,825	606,408	654,230	691,640	37,410	5%
Special Payments	26,000	26,000	26,000	26,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	79,402	249,336	138,000	142,500	4,500	3%
Transfer Out	0	0	0	4,800	4,800	0%
Contingency	0	0	263,380	281,840	18,460	7%
<b>Total Expenditures:</b>	<b>2,343,569</b>	<b>2,655,182</b>	<b>2,914,140</b>	<b>3,256,790</b>	<b>342,650</b>	<b>11%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Chief Deputy Sheriff	82-1110	0	0	29,040	30,480	1,440	4%
Sergeant	82-1116	0	0	244,300	245,060	760	0%
Support Div Supervisor	82-1117	0	0	6,910	30,390	23,480	339%
Special Detective	82-1177	0	0	70,050	143,910	73,860	105%
Staff Assistant	82-1191	0	0	69,650	86,870	17,220	24%
Deputy Sheriff SR	82-1515	0	0	273,370	221,860	(51,510)	- 18%
Deputy Sheriff	82-1520	0	0	219,270	298,480	79,210	36%
Resident Deputy	82-1521	0	0	204,570	183,890	(20,680)	- 10%
Extra Help - Dep. Sheriff	82-1915	0	0	35,700	35,700	0	0%
Extra Help - A.S. III	82-1940	0	0	6,500	0	(6,500)	- 100%
Overtime	82-1945	0	0	86,390	86,000	(390)	- 0%
Remuneration	82-1947	0	0	0	24,950	24,950	100%
Performance Pay	82-1948	0	0	0	7,010	7,010	100%
F.I.C.A.	82-1950	0	0	97,870	104,010	6,140	6%
Retirement	82-1955	0	0	197,500	262,300	64,800	32%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	0	0	204,670	255,370	50,700	24%
Dental Insurance	82-1965	0	0	24,950	33,530	8,580	34%
HSA Contribution	82-1966	0	0	26,060	27,830	1,770	6%
Benefits Admin Fees	82-1967	0	0	410	450	40	9%
Life/AD&D Insurance	82-1970	0	0	980	1,060	80	8%
Salary Continuation Insur	82-1972	0	0	1,580	1,590	10	0%
S.A.I.F.	82-1975	0	0	25,090	27,210	2,120	8%
Unemployment	82-1980	0	0	7,670	2,060	(5,610)	- 73%
Personal Services	82-1985	1,692,342	1,773,438	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>1,692,342</b>	<b>1,773,438</b>	<b>1,832,530</b>	<b>2,110,010</b>	<b>277,480</b>	<b>15%</b>
<b>Materials &amp; Services</b>							
Insurance	82-2200	48,089	53,305	62,380	94,070	31,690	50%
Software Maintenance	82-2265	0	0	0	0	0	0%
General Equipment	82-2268	19,053	19,272	10,000	15,000	5,000	50%
Maintenance S.I.G.	82-2300	167	2,524	10,000	10,000	0	0%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	53,005	5,000	1,000	(4,000)	- 80%
LAN Equipment	82-2455	6,106	1,560	7,000	1,500	(5,500)	- 78%
Auditing And Accounting	82-2462	2,150	2,250	2,480	2,480	0	0%
Contractual Services	82-2471	0	7,350	8,000	10,000	2,000	25%
RLED Discretionary Programs	82-2482	4,771	9,377	10,000	11,500	1,500	15%
Ballistics Vests - RLED	82-2690	3,342	0	5,000	5,000	0	0%
Flash And Seed Money	82-2774	0	0	5,000	5,000	0	0%
Materials & Supplies	82-2967	385,030	384,869	451,270	454,790	3,520	0%
Indirect Cost Allocation	82-3210	71,400	72,500	78,100	81,300	3,200	4%
Misc Other Charges	82-3212	5,719	396	0	0	0	0%

<b>Materials &amp; Services Totals:</b>		<b>545,825</b>	<b>606,408</b>	<b>654,230</b>	<b>691,640</b>	<b>37,410</b>	<b>5%</b>
<b>Special Payments</b>							
Special Payment to Marine Patr	82-3820	26,000	26,000	26,000	26,000	0	0%
<b>Special Payments Totals:</b>		<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Buildings	82-4108	0	120,000	0	0	0	0%
Automotive Equipment	82-4200	79,402	122,851	138,000	86,000	(52,000)	- 37%
Police Cars	82-4216	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	6,486	0	56,500	56,500	100%
<b>Capital Outlay Totals:</b>		<b>79,402</b>	<b>249,336</b>	<b>138,000</b>	<b>142,500</b>	<b>4,500</b>	<b>3%</b>
<b>Transfers Out</b>							
Trans To Special Projects	82-8100	0	0	0	4,800	4,800	100%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>4,800</b>	<b>4,800</b>	<b>100%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	263,380	281,840	18,460	7%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>263,380</b>	<b>281,840</b>	<b>18,460</b>	<b>7%</b>
<b>Total Expenditures:</b>		<b>2,343,569</b>	<b>2,655,182</b>	<b>2,914,140</b>	<b>3,256,790</b>	<b>342,650</b>	<b>1.00</b>

### Microwave Project Humbug Mountain

Department Priority:	1		
Location:	Humbug Mountain Repeater Site		
Link to Other Project(s):			
Description:	The Sheriff's Office proposal is a shared project with Astoria 911 to connect the Humbug Mountain site with the new Astoria site via microwave. This will allow for a further project funded by Astoria 911 to simulcast the Sheriff's Office primary frequency throughout Clatsop County.		
Justification:	Due to the terrain and size of Clatsop County current radio procedures involve the use of five mountain top radio repeater sites. Each site operates independently of the others. The issue is depending on the location of deputies they may not be able to hear field units or dispatch depending on which repeater was used. By connecting the four primary repeater sites this will allow both field and dispatch transmissions to be heard throughout the county.		
Alternatives:	The Sheriff's Office portion of the project (microwave and simulcast) is \$30,000 of a total \$130,000 project. The only other alternative is to not provide our portion of the microwave loop, which in turn would not allow the Humbug Mountain site to be part of the simulcast system. The Humbug Mountain site serves Hwy 26, Jewell, Elsie, Hamlet, Spruce Run and Hwy 53.		
Operating Impact:	This will greatly increase the efficiency of the radio system and provide a safer environment for our deputies to operate in. There may be additional costs for maintenance of the system which will be passed to all users of Astoria 911.		
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 <b>Net Cost: 30,000</b>	Total 30,000 0 0 <b>30,000</b>

### Criminal Division Patrol Vehicle

Department Priority:	2		
Location:	1190 SE 19th, Warrenton		
Link to Other Project(s):			
Description:	AWD Patrol Vehicle		
Justification:	The replacement is in compliance with the RLED Long Term Financial Plan vehicle replacement schedule. The vehicles being replaced will have over 140,000 at the time of replacement. Due to the nature of operation the vehicles need to be removed from front line service. Special Projects will purchase one additional vehicle.		
Alternatives:	Continue to operate the current vehicles and accept increased maintenance costs for major system failures. This is a major safety issue for staff considering these vehicles are used for emergency response, the need for reliable safe transportation cannot be emphasized enough.		
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: 2 Unit Cost: 25,000 Installation Fee: 18,000 Trade in Credit: 0 <b>Net Cost: 43,000</b>	Total 50,000 36,000 0 <b>86,000</b>

### Porta Count Fit Tester

Department Priority:	3							
Location:	1190 SE 19th Warrenton							
Link to Other Project(s):								
Description:	Porta Count Fit Tester for Gas Masks							
Justification:	The Sheriff's Office under OSHA rules is required to fit test all gas masks annually. The requested equipment allows the Sheriff's Office to accomplish this task. We have used Astoria Fire Department's machine in the past but have experienced scheduling issues and we accept the financial liability if it breaks during our use we have to purchase a new one.							
Alternatives:	Continue to use Astoria Fire Department's machine							
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: 8,000 Installation Fee: 3,500 Trade in Credit: 0 <b>Net Cost: 11,500</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">8,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">3,500</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><b>11,500</b></td> </tr> </table>	Total	8,000	3,500	0	<b>11,500</b>
Total								
8,000								
3,500								
0								
<b>11,500</b>								

### Radar Trailer

Department Priority:	4							
Location:	1190 SE 19th, Warrenton							
Link to Other Project(s):								
Description:	Radar Trailer for public education and speed surveys							
Justification:	The Sheriff's Office possessed an MPH Radar Trailer that was used to address speed complaints on rural roads in the county. The prior trailer served for over 10 years. The trailer is no longer serviceable. The Sheriff's Office proposes to purchase a new trailer that would be more efficient and easier to deploy. Cost of trailers range from \$5,000-\$15,000 depending on desired options. This is to address significant public concerns, we receive requests for the speed trailer on a weekly basis.							
Alternatives:	There is no alternative at this point other than having patrol deputies at the site of the complaints, which we do as call load allows. This provides a strong public relations message and in most cases reduces speed complaints in our rural neighborhoods.							
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 type="radio"/> Computer <input checked="" type="radio"/> Other	Unit Quantity: 1 Unit Cost: 15,000 Installation Fee: 0 Trade in Credit: 0 <b>Net Cost: 15,000</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: right;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">15,000</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;"><b>15,000</b></td> </tr> </table>	Total	15,000	0	0	<b>15,000</b>
Total								
15,000								
0								
0								
<b>15,000</b>								

# 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 \$3,510,840 to support the Road Administration, Road Maintenance and Road Contingency organization units.

## Budget Highlights

The Road District Fund is projecting a 29% decrease in revenues due to a higher beginning balance and higher projected timber revenues. This fund will transfer \$4,520,310 to support the Road Administration, Road Maintenance and Road Contingency organization units.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	513,347	749,875	136,140	815,970	679,830	499%
Property Taxes Current Yr	1,851,147	1,882,806	1,896,910	1,936,350	39,440	2%
Property Taxes Prior Year	81,742	71,404	80,000	70,000	(10,000)	- 12%
GP Reserve Revenue	8,076	7,998	0	0	0	0%
SIP-06-02 Taxes	156,477	155,413	128,000	128,000	0	0%
Land Sales	1,157	0	0	0	0	0%
Interest On Investments	2,810	2,152	2,000	6,700	4,700	235%
Timber Sales	1,224,270	1,795,517	1,270,250	1,567,250	297,000	23%
<b>Total Revenue:</b>	<b>3,839,025</b>	<b>4,665,165</b>	<b>3,513,300</b>	<b>4,524,270</b>	<b>1,010,970</b>	<b>28%</b>
<b>Total Unappropriated Budget:</b>	<b>749,875</b>	<b>617,436</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>3,089,150</b>	<b>4,047,729</b>	<b>3,513,300</b>	<b>4,524,270</b>	<b>1,010,970</b>	<b>28%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	2,350	2,320	2,460	3,960	1,500	60%
Special Payments	3,086,800	4,045,409	3,510,840	4,520,310	1,009,470	28%
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%
<b>Total Expenditures:</b>	<b>3,089,150</b>	<b>4,047,729</b>	<b>3,513,300</b>	<b>4,524,270</b>	<b>1,010,970</b>	<b>28%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Auditing And Accounting	82-2462	2,150	2,020	2,260	2,260	0	0%
Indirect Cost Allocation	82-3210	200	300	200	1,700	1,500	750%
<b>Materials &amp; Services Totals:</b>		<b>2,350</b>	<b>2,320</b>	<b>2,460</b>	<b>3,960</b>	<b>1,500</b>	<b>60%</b>
<b>Special Payments</b>							
Special Payment to General Roa	82-3802	3,086,800	4,045,409	3,510,840	4,520,310	1,009,470	28%
<b>Special Payments Totals:</b>		<b>3,086,800</b>	<b>4,045,409</b>	<b>3,510,840</b>	<b>4,520,310</b>	<b>1,009,470</b>	<b>28%</b>
<b>Transfers Out</b>							
Transfer To General Road	82-8002	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Expenditures:</b>		<b>3,089,150</b>	<b>4,047,729</b>	<b>3,513,300</b>	<b>4,524,270</b>	<b>1,010,970</b>	<b>1.00</b>



# 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

Some changes were implemented to help alleviate ongoing pH problems at the sewer plant.

## Budget Highlights

This year's budget has increases in the beginning balance of 30% and Contingency of 32%. Personnel Services are 4% higher due to COLA, and Materials and Services are 2.5% higher than last year due to increase in Indirect Costs. This fund needs to continue to increase Contingency to pay for future replacement costs and emergency repairs.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	26,051	47,425	53,790	70,950	17,160	31%
Interest On Investments	96	234	190	460	270	142%
Users Fees	77,276	72,510	70,000	72,000	2,000	2%
S.A.I.F. Reimbursement	205	134	0	0	0	0%
Nsf Check Fee	0	25	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	545	0	0	0	0	0%
<b>Total Revenue:</b>	<b>104,172</b>	<b>120,328</b>	<b>123,980</b>	<b>143,410</b>	<b>19,430</b>	<b>15%</b>
<b>Total Unappropriated Budget:</b>	<b>47,426</b>	<b>60,783</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>56,746</b>	<b>59,545</b>	<b>123,980</b>	<b>143,410</b>	<b>19,430</b>	<b>15%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	9,216	9,015	11,470	12,040	570	4%
Personnel Benefits	1,266	1,236	1,500	1,490	(10)	- 0%
Material & Supplies	36,708	39,739	46,950	48,190	1,240	2%
Special Payments	2,289	2,140	2,010	1,890	(120)	- 5%
Debt Service	5,266	5,415	5,570	5,730	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	54,480	72,070	17,590	32%
<b>Total Expenditures:</b>	<b>56,746</b>	<b>59,545</b>	<b>123,980</b>	<b>143,410</b>	<b>19,430</b>	<b>15%</b>

### Staffing Summary

Authorized Personnel	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	FTE Change Adopted	% Change Adopted
Sewer System Opr	0.26	0.26	0.26	0.26	0.00	0%
<b>Total Personnel:</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.26</b>	<b>0.00</b>	<b>0%</b>

Measures							
Unit of Measure Description		Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of septic tanks	Count	90	91	91	91	91	91
Number of requests for pumping full tanks	Count	1	1	1	1	1	1
Monthly residential sewer rate	Count	37	39	39	39	39	39
Percent of tanks that are checked annually	Percent	35%	35%	4%	2%	10%	9%
Ratio of sewer bills 60 days past due to total	Percent	10%	12%	10%	10%	10%	9%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Sewer System Opr	82-1710	9,216	9,015	11,470	12,040	570	4%
F.I.C.A.	82-1950	705	690	880	920	40	4%
Retirement	82-1955	15	0	0	0	0	0%
Salary Continuation Insur	82-1972	0	0	0	0	0	0%
S.A.I.F.	82-1975	546	546	550	560	10	1%
Unemployment	82-1980	0	0	70	10	(60)	- 85%
<b>Personnel Services Totals:</b>		<b>10,483</b>	<b>10,250</b>	<b>12,970</b>	<b>13,530</b>	<b>560</b>	<b>4%</b>
<b>Materials &amp; Services</b>							
Insurance	82-2200	5,261	2,750	3,210	3,000	(210)	- 6%
License And Permit Fees	82-2240	2,997	2,881	3,590	3,310	(280)	- 7%
Maintenance - Equipment	82-2260	135	1,558	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	48	181	4,000	4,000	0	0%
Office Supplies	82-2410	11	0	100	100	0	0%
Postage And Freight	82-2419	347	328	400	400	0	0%
Prof And Spec Services	82-2450	7,949	10,207	10,600	10,530	(70)	- 0%
Contractual Engineering	82-2452	0	0	0	0	0	0%
Auditing And Accounting	82-2462	1,940	2,040	2,050	2,050	0	0%
Administrative Costs	82-2473	5,000	7,696	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	39	33	300	300	0	0%
Chemicals	82-2844	182	258	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	3,350	2,920	5,500	5,500	0	0%
Road Department Services	82-2959	1,307	0	2,000	2,000	0	0%
Utilities	82-2960	3,842	4,188	4,000	4,300	300	7%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	4,300	4,700	4,200	5,700	1,500	35%
<b>Materials &amp; Services Totals:</b>		<b>36,708</b>	<b>39,739</b>	<b>46,950</b>	<b>48,190</b>	<b>1,240</b>	<b>2%</b>
<b>Special Payments</b>							
Interest Expense	82-2648	2,250	2,101	1,950	1,790	(160)	- 8%
Property Taxes	82-3800	39	39	60	100	40	66%
<b>Special Payments Totals:</b>		<b>2,289</b>	<b>2,140</b>	<b>2,010</b>	<b>1,890</b>	<b>(120)</b>	<b>- 5%</b>
<b>Debt Service</b>							
Loan Paydown	82-2646	5,266	5,415	5,570	5,730	160	2%
Loan Interest	82-2647	0	0	0	0	0	0%
<b>Debt Service Totals:</b>		<b>5,266</b>	<b>5,415</b>	<b>5,570</b>	<b>5,730</b>	<b>160</b>	<b>2%</b>
<b>Transfers Out</b>							
Trans To Westport Equip	82-8386	2,000	2,000	2,000	2,000	0	0%
<b>Transfers Out Totals:</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							

Appropriation For Contin.	82-9900	0	0	54,480	72,070	17,590	32%
Contingencies Totals:		0	0	54,480	72,070	17,590	32%
Total Expenditures:		56,746	59,545	123,980	143,410	19,430	1.00

# Westport Sewer Equipment

## 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

Some changes to the plant were completed to address pH problems.

## Budget Highlights

This year's beginning balance is 10% lower than last year. Expenses are expected to be the same as last year except for an increase in Indirect Costs and a lower Contingency due to the lower beginning balance.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	63,502	58,252	56,880	51,470	(5,410)	- 9%
Georgia Pacific	0	0	0	0	0	0%
Interest On Investments	325	374	300	500	200	66%
Rev. Refunds & Reim.	0	386	0	0	0	0%
Trans From Westport Sewer	2,000	2,000	2,000	2,000	0	0%
<b>Total Revenue:</b>	<b>65,827</b>	<b>61,012</b>	<b>59,180</b>	<b>53,970</b>	<b>(5,210)</b>	<b>- 8%</b>
<b>Total Unappropriated Budget:</b>	<b>58,252</b>	<b>52,174</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>7,575</b>	<b>8,838</b>	<b>59,180</b>	<b>53,970</b>	<b>(5,210)</b>	<b>- 8%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	7,575	8,838	22,000	22,100	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	37,180	31,870	(5,310)	- 14%
<b>Total Expenditures:</b>	<b>7,575</b>	<b>8,838</b>	<b>59,180</b>	<b>53,970</b>	<b>(5,210)</b>	<b>- 8%</b>

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Materials &amp; Services</b>							
Maintenance - Equipment	82-2260	2,418	7,295	6,200	6,200	0	0%
Prof And Spec Services	82-2450	0	0	300	300	0	0%
Contractual Services	82-2471	4,957	1,243	15,000	15,000	0	0%
Indirect Cost Allocation	82-3210	200	300	500	600	100	20%
<b>Materials &amp; Services Totals:</b>		<b>7,575</b>	<b>8,838</b>	<b>22,000</b>	<b>22,100</b>	<b>100</b>	<b>0%</b>
<b>Special Payments</b>							
Interest Expense	82-2648	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Debt Service</b>							
Loan Paydown	82-2646	0	0	0	0	0	0%
<b>Debt Service Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	37,180	31,870	(5,310)	- 14%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>37,180</b>	<b>31,870</b>	<b>(5,310)</b>	<b>- 14%</b>
<b>Total Expenditures:</b>		<b>7,575</b>	<b>8,838</b>	<b>59,180</b>	<b>53,970</b>	<b>(5,210)</b>	<b>1.00</b>



## 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 149 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, 12,970 client contacts, over 53,000 media contacts, and 4,160 newsletters distributed to 4-H households through mail and e-mail, and 16,680 volunteer service hours were generated by 4-H.

The Family and Community Health Department in March 2016 hired a new program coordinator, who, along with one program assistant made 889 direct contacts and 2002 indirect contacts with Clatsop County residents through community nutrition education. With new leadership in place we have focused on strengthening collaborative relationships with 88% (14 of 16) of our existing community partners and connected with three new agencies, including the Lower Columbia Hispanic Council, the NW Senior and Disability Services and the Northwest Oregon Housing Authority.

Child Care Resource Referral continued to establish connections and develop relationships with community partners to better serve families and child care providers. Provided professional development opportunities and personal one on one goal setting time to 110 providers and center staff. Class sizes averaged 8-15 participants. I have been working with Clatsop Kinder Ready and Way to Wellville in assisting and supporting a \$350,000.00 Universal Preschool Feasibility Study Grant which they received to enhance the quality of preschool experiences, standardized curriculum, special needs services, staff professional development and kindergarten readiness. Project starts April 2017.

Forestry faculty: Assisted in the planning and development of the 26th Forestry Tour for Community Leaders with 100 attendees, having statewide and national news reach, the 6th grade forestry tour sharing forest ecosystem information pertaining to forests, wildlife and careers with 80+ youth. Served 600+ youth at the Clatsop Job Fair, and assisted with OSU Alumni Event at Clatsop County Fair.

Agriculture staff trained 25 new Master Gardeners and maintained 43 Veteran Master Gardeners in all contributing 4,119 hours of volunteer service to Clatsop County.

Coastal Hazards made ten presentations or workshops in Clatsop and participated in two sustained efforts resulting in products. These are the improved "Beat the Wave" evacuation brochures for Seaside, Gearhart, and Warrenton; and the "Tsunami Island Map" for the entire County. Participated with Clatsop Emergency Mgt. in statewide Cascadia Rising drill. Outreach included two local radio interviews, and three local newspaper stories.

Coastal Fisheries worked closely with the organizers of the FisherPoets Gathering to identify, implement, and prepare training materials for 30 volunteers on the use of a new point of sale system for their pop-up bookstore. This important off-season event draws over 1500 attendees, many of whom travel from outside the area, and results in a broad range of economic impacts in our community. Presented "(Don't) Catch me if you Can: Reducing bycatch in fisheries" to an audience of 58 community members as an invited speaker at the Columbia River Maritime Museum's Past to Present Lecture Series. Convened a steering committee to organize an educational tour for community leaders about the operations and economic impacts of commercial fishing and seafood processing in Clatsop County.

### Budget Highlights

As in the 2016-17 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 \$537,400 (this amount includes a capital request of \$45,000)
- An operating contingency of \$189,200. The Clatsop County OSU Extension office has acquired 2 new faculty positions from OSU and are looking to add more faculty and programs in the future. Plans for use of contingency funds include expansion of facilities in either existing space or alternative space.
- Revenues totaling \$726,600
- Capital request of \$45,000 to replace the office truck (1996 Chevrolet Truck) with a new(er) truck that can be used by all Extension program areas. This will be especially helpful for our OSU forester for property site visits.

Oregon State University currently funds 6 Extension faculty (4-H, Coastal Hazards Specialist, Childcare Resource & Referral, Family Community Health, Coastal Fisheries and Forestry) and 3 Educational Program Assistants (Master Gardener, Child Care Resource & Referral and Family Community Health). The local budget requested of \$537,400 includes a capital request of \$45,000, 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 funds to deliver Extension programs, research and education throughout Clatsop County. The OSU Extension office houses a total of 6 faculty, 4 program assistants and 3 support staff delivering Extension programming in 4-H, Home Horticulture, Forestry, Fisheries, Family Community Health, Childcare Resource & Referral, Coastal Hazards & Tsunami/Earthquake Preparedness and Economic Development.

### Funding Sources

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change Adopted	% Change Adopted
Beginning Balance	113,207	191,732	191,730	291,280	99,550	51%
Property Taxes Current Yr	227,637	281,522	285,960	294,080	8,120	2%
Property Taxes Prior Year	9,886	8,708	7,000	6,000	(1,000)	- 14%
GP Reserve Revenue	994	1,197	1,000	1,000	0	0%
SIP-06-02 Taxes	7,946	7,892	6,500	6,500	0	0%
Land Sales	142	0	0	0	0	0%
West Oregon Severance Tax	0	0	0	0	0	0%
Interest On Investments	1,115	1,910	1,000	1,500	500	50%
Timber Sales	64,252	94,232	66,660	82,240	15,580	23%
S.A.I.F. Reimbursement	117	0	100	0	(100)	- 100%
Rev. Refunds & Reim.	184,557	173,240	65,000	20,000	(45,000)	- 69%
Admin Services Fees	0	0	0	0	0	0%
Contracted Services	0	0	0	0	0	0%
OFNP Project	0	0	0	0	0	0%
MG Ag Grant	0	0	0	0	0	0%
NCFW Project	0	0	0	0	0	0%
Workshop	0	0	3,000	4,000	1,000	33%
Misc. Grants, Etc	0	0	20,000	20,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
<b>Total Revenue:</b>	<b>609,852</b>	<b>760,432</b>	<b>647,950</b>	<b>726,600</b>	<b>78,650</b>	<b>12%</b>
<b>Total Unappropriated Budget:</b>	<b>191,732</b>	<b>309,132</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Budgeted Resources:</b>	<b>418,120</b>	<b>451,300</b>	<b>647,950</b>	<b>726,600</b>	<b>78,650</b>	<b>12%</b>

### Expenditures

Departmental Revenue Account Name	Actual 2014-2015	Actual 2015-2016	Budget 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	418,120	451,300	457,320	492,400	35,080	7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	45,000	45,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	190,630	189,200	(1,430)	- 0%
<b>Total Expenditures:</b>	<b>418,120</b>	<b>451,300</b>	<b>647,950</b>	<b>726,600</b>	<b>78,650</b>	<b>12%</b>

Measures						
Unit of Measure Description	Actual 2012-2013	Actual 2013-2014	Actual 2014-2015	Actual 2015-2016	Projected 2016-2017	Budget 2017-2018
Number of Programs, workshops, client meetings	1,402	1,419	1,513	1,540	1,618	1,650
Number of clientele contacts	55,317	55,402	56,339	53,219	58,210	60,000
Newsletter distributed	12,093	11,897	12,013	12,022	13,092	13,100
Number of volunteers managed	395	416	472	461	483	500
Number of 4-H Club members	478	513	920	992	974	1,000
Extension volunteer service hours generated	23,272	24,413	26,112	24,913	25,339	25,500
Number of in-school enrichment & other program participation 4-H/non-4-H members	2,769	2,638	2,892	5,666	6,039	6,100
New publications produced	26	21	17	13	10	10
Total value of 4-H livestock auctioned at fair	\$180,103	\$187,210	\$226,804	\$351,320	\$354,422	\$355,000
4-H Projects exhibited at fair	1,885	1,910	2,089	1,442	1,511	1,550
Average teaching effectiveness from evaluations (scale of 1-6; 6 being best)	5.7	5.8	5.8	5.8	5.9	5.9
Percentage of program participants adopting practices taught	84%	85%	86%	85%	87%	90%

## Summary

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Adopted 2017-2018	\$ Change 2017-2018	% Change 2017-2018
<b>Personnel Services</b>							
Staff Assistant	82-1191	0	0	0	0	0	0%
Office Specialist	82-1240	0	0	0	0	0	0%
Grant Coordinator	82-1395	0	0	0	0	0	0%
Admin Support III	82-1860	0	0	0	0	0	0%
Program Assistant	82-1872	0	0	0	0	0	0%
FCD Program Assistant	82-1878	0	0	0	0	0	0%
FCH Instructor	82-1879	0	0	0	0	0	0%
Food Systems Coordinator	82-1880	0	0	0	0	0	0%
Extra Help - Prog Aides	82-1932	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	0	0	0	0%
Retirement	82-1955	0	0	0	0	0	0%
Life Insurance	82-1970	0	0	0	0	0	0%
Salary Continuation Insur	82-1972	0	0	0	0	0	0%
S.A.I.F.	82-1975	0	0	0	0	0	0%
Unemployment	82-1980	0	0	0	0	0	0%
Vacation/Sick Payout	82-1984	0	0	0	0	0	0%
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Materials &amp; Services</b>							
Telephones	82-2070	0	0	0	0	0	0%
Network/E-mail Access	82-2080	0	0	0	0	0	0%
Grant Expenses	82-2139	0	0	0	0	0	0%
Program Supplies	82-2140	0	0	0	0	0	0%
Custodial Services	82-2161	0	0	0	0	0	0%
Insurance	82-2200	0	0	0	0	0	0%
License And Permit Fees	82-2240	0	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%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Employee Drug Screen	82-2302	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Office Supplies	82-2410	0	0	0	0	0	0%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
LAN Equipment	82-2455	0	0	0	0	0	0%
Auditing And Accounting	82-2462	0	0	0	0	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	418,120	451,300	457,320	492,400	35,080	7%
Administrative Costs	82-2473	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%

Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Special Projects	82-2881	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
County Fair Expense	82-3205	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
<b>Materials &amp; Services Totals:</b>		<b>418,120</b>	<b>451,300</b>	<b>457,320</b>	<b>492,400</b>	<b>35,080</b>	<b>7%</b>
<b>Special Payments</b>							
AmeriCorps HOPE	82-3098	0	0	0	0	0	0%
Workshop Costs	82-3262	0	0	0	0	0	0%
Intercounty Sup Tillamook	82-3600	0	0	0	0	0	0%
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Capital Outlay</b>							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	45,000	45,000	100%
Office Equipment	82-4300	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>45,000</b>	<b>100%</b>
<b>Transfers Out</b>							
Trans To Special Projects	82-8100	0	0	0	0	0	0%
<b>Transfers Out Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Contingencies</b>							
Appropriation For Contin.	82-9900	0	0	190,630	189,200	(1,430)	- 0%
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>190,630</b>	<b>189,200</b>	<b>(1,430)</b>	<b>- 0%</b>
<b>Total Expenditures:</b>		<b>418,120</b>	<b>451,300</b>	<b>647,950</b>	<b>726,600</b>	<b>78,650</b>	<b>1.00</b>

THIS PAGE INTENTIONALLY LEFT BLANK



## Line Item Budget Detail

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>Personnel Services</b>								
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
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Materials &amp; Services</b>								
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
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers Out</b>								
Trans to Other Funds	82-8165	38,441	0	0	0	0	0	0
<b>Transfers Out Totals:</b>		<b>38,441</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Line Item Budget Detail

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>Contingencies</b>								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>38,441</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Line Item Budget Detail

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>Personnel Services</b>								
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
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Materials &amp; Services</b>								
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
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Payments</b>								
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 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
Strengthening Families	82-3113	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
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers Out</b>								
Trans to Other Funds	82-8165	8,791	0	0	0	0	0	0
<b>Transfers Out Totals:</b>		<b>8,791</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contingencies</b>								
Appropriation for Contin.	82-9900	0	0	0	0	0	0	0
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>8,791</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Line Item Budget Detail

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>Personnel Services</b>								
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
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Materials &amp; Services</b>								
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
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>								
Body Wire	82-4130	0	0	0	0	0	0	0
Automotive Equipment	82-4200	0	0	0	0	0	0	0
<b>Capital Outlay Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers Out</b>								

### Line Item Budget Detail

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
Transfer To General Fund	82-8001	40,300	8,386	0	0	0	0	0
<b>Transfers Out Totals:</b>		<b>40,300</b>	<b>8,386</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contingencies</b>								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>40,300</b>	<b>8,386</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Line Item Budget Detail

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>Personnel Services</b>								
NA	82-1000	0	0	0	0	0	0	0
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Materials &amp; Services</b>								
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
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Payments</b>								
Allocated To Cities	82-3132	0	0	0	0	0	0	0
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers Out</b>								
Transfer To General Fund	82-8001	4,709	0	0	0	0	0	0
<b>Transfers Out Totals:</b>		<b>4,709</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Contingencies</b>								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
<b>Contingencies Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>4,709</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Line Item Budget Detail

Account Name	Account #	Actual 2014-2015	Actual 2015-2016	Adopted 2016-2017	Requested 2017-2018	Proposed 2017-2018	Approved 2017-2018	Adopted 2017-2018
<b>Personnel Services</b>								
NA	82-1000	0	0	0	0	0	0	0
<b>Personnel Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Materials &amp; Services</b>								
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
<b>Materials &amp; Services Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Payments</b>								
Property Taxes	82-3800	0	0	0	0	0	0	0
<b>Special Payments Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers Out</b>								
Trans to Other Funds	82-8165	4,966	0	0	0	0	0	0
<b>Transfers Out Totals:</b>		<b>4,966</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures:</b>		<b>4,966</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 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
A&T .....	Assessment and Taxation
B&F.....	Budget & Finance
B&G.....	Buildings & Grounds
BF.....	Breast Feeding
BOCC.....	Board of County Commissioners
BOPTA.....	Board of Property Tax Appeals
BPA.....	Bonneville Power Administration
B/T.....	Bioterrorism
CAFR.....	Comprehensive Annual Financial Report
CC .....	Clatsop County
CCare.....	Contraceptive Care
CCHA .....	Clatsop County Housing Authority
CCF.....	Commission on Children & Families
CCSO.....	Clatsop County Sheriff Office
CEDR.....	Clatsop Economic Development Resources
CIP.....	Capital Improvement Plan
CLHO.....	Coalition of Local Health Officials
DA.....	District Attorney
DEQ.....	Department of Environmental Quality
DD.....	Developmental Disabilities
DHS.....	Department of Human Services
EH.....	Environmental Health
EMPG.....	Emergency Management Preparedness Grant
EOC.....	Emergency Operation Center
FEMA.....	Federal Emergency Management Agency
FICA .....	Social Security (County Share)

FOPPO.....	Federation of Oregon Parole & Probation Officers
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
HHS.....	Health and Human Services
HHW.....	Household Hazardous Waste
HSA.....	Health Savings Account
IT.....	Information Technology
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
M.....	Measure
MCH.....	Maternal and Child Health
MCM.....	Maternal Case Management
MHS.....	Mental Health Services
NC.....	North Coast
NCBP.....	North Coast Business Park
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
PHEP.....	Public Health Emergency Preparedness
P&P.....	Parole & Probation
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
TX.....	Treatment
UAL.....	Unfunded Actuarial Liability
VOCA.....	Victims of Crime Act
WIC.....	Women, Infants, & Children