

Fiscal Year 2020-2021
Adopted Budget
Clatsop County, Oregon



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**CLATSOP COUNTY, OREGON
ADOPTED BUDGET
FY 2020-21**

Board of Commissioners

Kathleen Sullivan, Chairperson

Sarah Nebeker, Vice Chair

Mark Kujala, Commissioner

Pamela Wev, Commissioner

Lianne Thompson, Commissioner

**Citizen Budget
Committee Members**

Sam Patrick

Tita Montero

Andy Davis

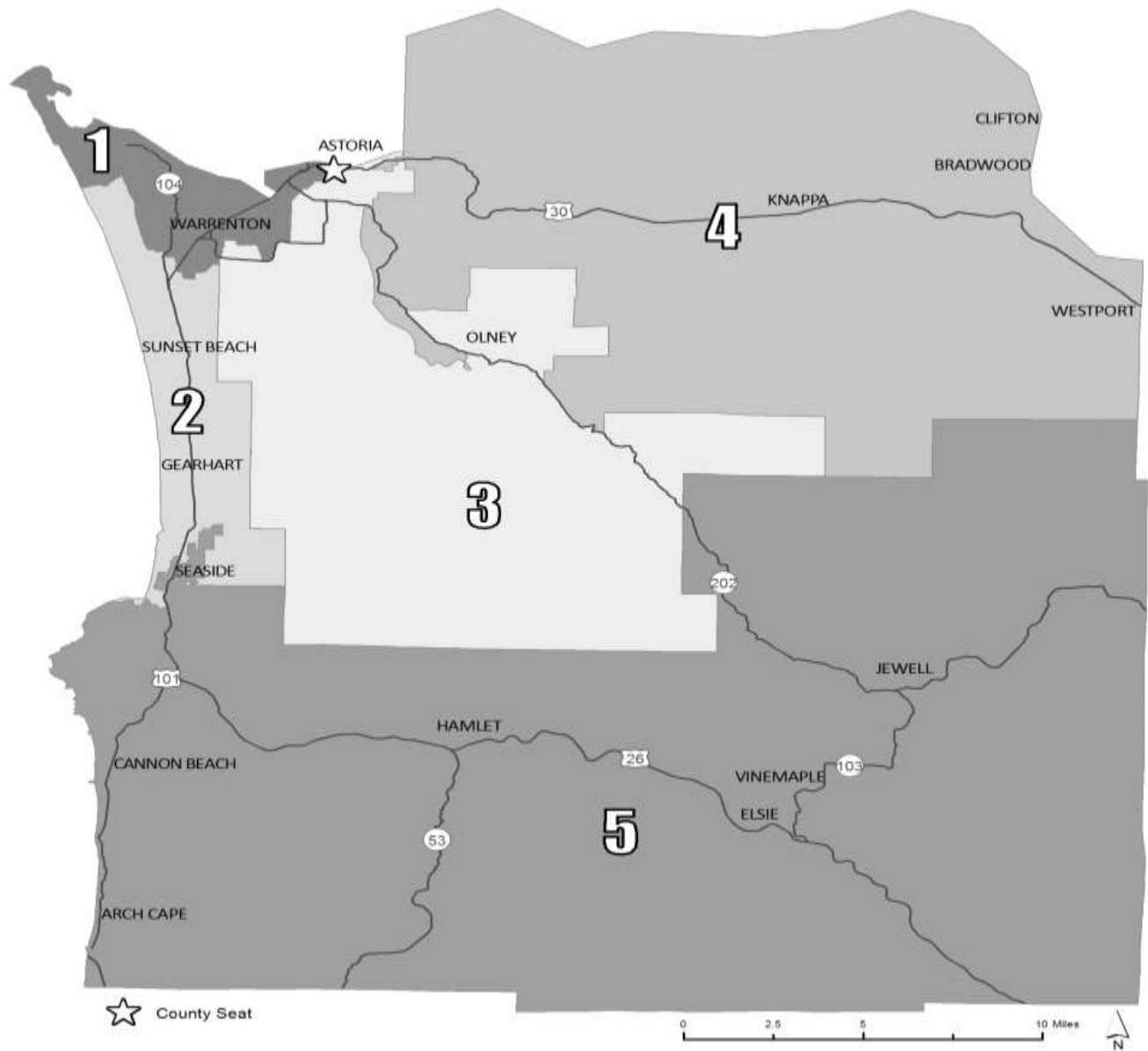
Dannell Davis

Norman Brown

Submitted By:

***Don Bohn, County Manager
Monica Steele, Assistant County Manager/Budget Officer***

***Cover photo: Sunset Beach located in Clatsop County
Submitted by: Annalyse Steele***



Kathleen Sullivan
Chair
District 4



Sarah Nebeker
Vice Chair
District 2



Mark Kujala
District 1



Pamela Wev
District 3



Lianne Thompson
District 5

ADMINISTRATIVE STAFF

Don Bohn

County Manger

Monica Steele

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

Pat Corcoran

4-H & Extension Staff Chair

Suzanne Johnson

Assessment and Taxation Director

Gail Henrikson

Community Development Director

Tracie Krevanko

County Clerk

Joanna Lyons-Antley

County Counsel

John Lewis

Fair Operations Manager

Kelly Stiles

Human Resource Director

Kelly Braaten

Juvenile Director

Michael McNickle

Public Health Director

Ted Mclean

Public Works Director

ELECTED OFFICIALS

Ron Brown

District Attorney

Matthew Phillips

Sheriff



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

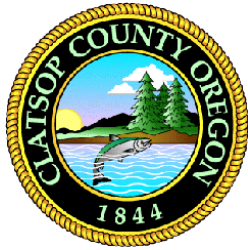
Clatsop County
Oregon

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director



Clatsop County

Budget & Finance

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BUDGET MESSAGE

Fiscal Year 2020-2021

July 1, 2020

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) 2020-21 annual budget for Clatsop County, Oregon totaling \$112,892,960, an increase of \$16,495,280 or 17.1% from the previous year's Adopted budget. This \$17M increase is largely attributed to the budgeting of \$20M for the remodel and construction of the new jail facility as well as increased contingency within various funds rather than leaving the reserves unappropriated. Included in the \$112.8M adopted budget amount is a General Fund budget of \$30,564,200, an increase from the previous year of \$1,866,610 or 6.5%. This General Fund increase is attributed primarily to increases in negotiated personnel costs, costs associated with PERS rate increases, costs associated with health insurance increases, and an adopted addition of 8.02 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, while still being cognizant of the fact that we are moving forward in uncertain times in light of the current COVID-19 Pandemic. The budget serves as the County's financial and operational plan for maintaining County operations for the fiscal year beginning July 1, 2020 and ending June 30, 2021. 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 District's budgets total \$9,865,360 for fiscal year 2020-21 which is \$583,030, or 6%, less than the current year. This is mostly attributed to decreases in special payments and contingency costs as a result of decreased timber revenues. Both the Rural Law Enforcement and Road Districts which rely heavily on timber revenues and are anticipating decreases.

INTRODUCTION

Clatsop County continues to regularly assess the needs of the community and as necessary has continued to increase programs and services for its citizens, while also being cognizant of the current and forecasted economic status. 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 and workload measures help to 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 2020-2021 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 \$2 million.
- Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund to support the current level of General Fund services; transfer timber monies in excess of the fifteen year low to the Special Projects Fund for budgeted capital projects and other one-time expenditures.
- Maintain a General Fund Stabilization Account of at least \$2M by setting aside timber revenue to provide a resource for General Fund operations in the event timber revenues received are less than projected.

THE ADOPTED FY 2020-2021 BUDGET

In consideration of the budget policies and the current economic climate as a result of COVID-19, the total Adopted budget, excluding the four Service Districts, is \$103,027,600 compared to last year's adopted budget of \$85,949,290 (please see table on next page). This represents an increase of \$17,078,310 or 19.8% from the previous year which is primarily a result of increased capital outlay costs in the amount of approximately \$10.6M, increased personnel services by approximately \$2.3M, and increased contingency by approximately \$4.9M.

In terms of the overall approach to the budget, the following considerations guided our recommendations. The most recent goals identified by the Board of Commissioner to address areas of concern within the county which include: 1) Resilience within the community with alternate traffic routes, a Public Works facility outside the inundation zone, community networks, as well as education and adequate appropriate supplies; 2) Housing that works regionally with the cities to reduce homelessness and increased affordable housing as well as addressing ongoing code compliance issues; 3) Mental Health that focuses on prevention programs with evidenced based outcomes, 4) Jail facility remodel/addition progression that includes regular updates on the process, advisory citizen involvement

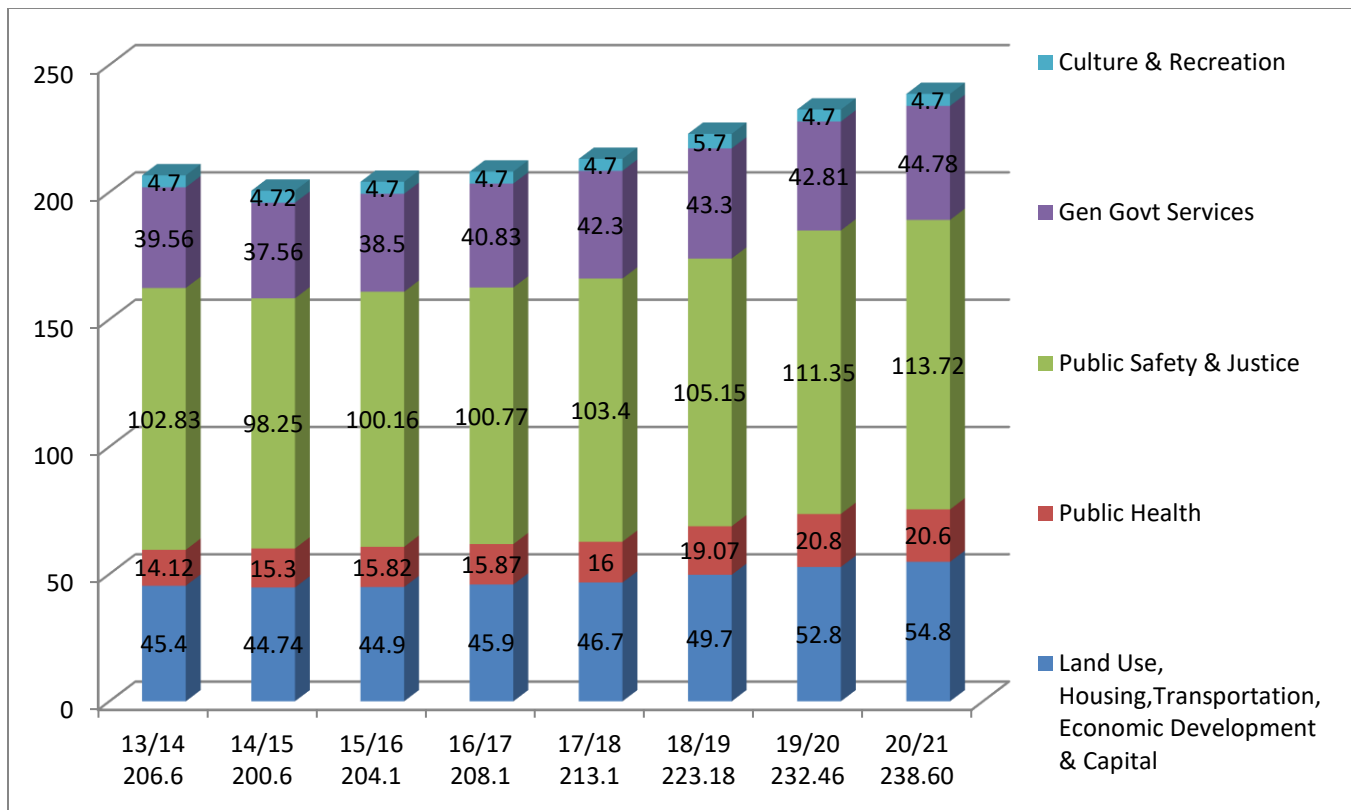
in the design phase, and addressing the appropriate uses for the existing jail once construction is complete as well as the unused portion of the new facility; 5) Master Plan updates for the North Coast Business Park as well as hiking and biking trails and paths within the county's jurisdiction; 6) Communication to the citizenry that speaks to the accomplishments the county has made.

Challenges involving mental health, homelessness, and 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 22% of the budgeted resources in the 2020-21 county-wide budget, not including the capital amount to be spent on the construction project for the new jail facility. Through these public safety services, the County continues to emphasize prevention programs, such as alternatives to detention which include the pre-trial release program in an effort to help decrease future criminal activity, recidivism, and incarceration costs. In addition, to further enhance our livable community, the capital budget includes improvements for Public Works infrastructure including acquisition of land to relocate the main facilities outside the inundation zone, as well as ongoing construction on the new jail facility.

The total Adopted budget includes operating expenditures, capital outlay, contingency and special payments and holds \$16,835,870 aside as unappropriated fund balances. The Adopted budget includes an increase in current year revenue for all funds of approximately \$6M. This increase in revenue is mainly attributable to projected increases in Other Intergovernmental Revenue which includes budgeted funds in the General Roads Contingency from the Road District.

County Revenue by Category	2019-2020 Adopted	2020-2021 Adopted	Dollar Variance	Percent Change
Taxes	11,321,190	12,095,830	774,640	6.8%
Licenses & Permits	1,842,000	1,685,000	(157,000)	-8.5%
Fines/Forfeits	73,980	73,980	-	0.0%
Interest / Property	639,550	818,880	179,330	28.0%
State Revenue	17,215,170	18,167,860	952,690	5.5%
Federal Revenue	812,610	1,235,370	422,760	52.0%
Other Intergovernmental	7,581,410	12,485,370	4,903,960	64.7%
Charges for Service	2,191,420	2,158,990	(32,430)	-1.5%
Other Revenue	2,296,930	1,963,680	(333,250)	-14.5%
Transfers-In	3,679,330	5,571,250	1,891,920	51.4%
Subtotal Revenue	47,653,590	56,256,210	8,602,620	18.1%
Use of Fund Balance - Operations	18,167,270	21,724,490	3,557,220	19.6%
Fund Balance for Contingency	20,128,430	25,046,900	4,918,470	24.4%
Total Revenue Budget	70,135,500	103,027,600	32,892,100	46.9%

Personnel Services increased in total across all funds by \$2,296,340 or 8.5% from the 2019-20 adopted budget. The Adopted budget for personnel services, which include salaries and benefits is \$29,275,130 and represents 37.5% of the total county-wide budget, excluding contingency. This compares to 41.6% from last year's budget. Changes in personnel services include an increase of 6.14 full-time equivalent (FTE) positions, not including Service Districts, from 232.46 in 2019-20 to an Adopted FTE count of 238.60 for 2020-21. 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 as well as budgeted increases for the costs of healthcare and retirement.



Clatsop County Adopted 2019-20 Budget vs. Adopted 2020-21 Budget			
Resources	2019-2020 Adopted	2020-2021 Adopted	Increase/(Decrease)
Beginning Balance	\$62,499,270	\$63,592,520	\$1,093,250
Revenue	47,653,590	55,787,080	8,133,490
Total County Resources Available	\$110,152,860	\$119,379,600	\$9,226,740
<i>Less: Unappropriated Beg. Balance</i>	<i>(24,203,570)</i>	<i>(16,821,130)</i>	
County Resources	\$85,949,290	\$102,558,470	\$16,609,180
Expenditures			
Personnel Services	26,978,790	29,275,130	2,296,340
Materials & Services	16,430,590	14,202,310	(2,228,280)
Special Payments	3,684,220	3,410,430	(273,790)
Capital	13,295,870	23,942,670	10,646,800
Debt Service	1,752,060	1,578,910	(173,150)
Transfers	3,679,330	5,571,250	1,891,920
Contingency	20,128,430	25,046,900	4,918,470
County Expenditures	\$85,949,290	\$103,027,600	\$17,078,310

Materials and Services for all funds decreased by \$2,28,280 or -13.6% over the fiscal year 2019-20 adopted budget. This decrease is primarily due to the \$2M previously budgeted in M&S for the General Fund Stabilization account now being expensed in Transfers which is reflected in the \$1.8M increase; the full \$2M transfer is not shown as an increase in Transfers because transfers from other funds have decreased offsetting the difference.

The Adopted Special Payments budget decreases by \$173K or -10% as compared to the 2019-20 adopted budget; this is a result of the decreased passed through funding for Developmental Disability services since these services are now contracted directly between the state and the provider.

The Capital Outlay budget increases by \$10.6M over the prior year budget. This significant increase is a result of the of the ongoing construction costs associated with the jail relocation project.

The Debt Service budget decreases by \$173,150, this is a result a decreased amount owed in interest on bonds.

Contingency increases by approximately \$4.9M, this is a result GFOA best practices as well as a Board Budget Policy that requires the General Fund maintain a 10% contingency of total fund expenditures. While this policy only pertains to the General Fund all funds when practical strive to maintain the GFOA best practice. These contingency reserves play a significant role in the budget process and have contributed to the adopted budget moving forward without making detrimental cuts in light of the COVID crisis.

General Fund Overview

The General Fund appropriations increase from \$28,697,590 in FY 19-20 to an Adopted \$30,564,200 for FY 20-21, a total increase of \$1,866,610 or 6.5%; while at the same time General Fund revenue is expected to see a slight increase by approximately \$431,590. This is primarily due to increases in Property Taxes in the amount of \$286,680 and Other Intergovernmental in the amount of \$502,550 which is the revenue category where revenue from the Rural Law Enforcement gets received for the RLED portion of personnel costs, as well as jail bed lease for jail beds utilized by Parole & Probation clients. These revenue increases are offset by decreases in Transfers-In as a result of Parole & Probation personnel costs for administrative support moving out of the General Fund as well as Licenses & Permits which is where room tax revenues are received and are predicted to see a decrease as a result of COVID-19. Room Tax revues are utilized for the following purposes: Discretionary purposes to fund overall general government activity, county tourism promotion, public road and drainage improvements, and jail operations.

General Fund Revenue by Category	2019-2020 Adopted	2020-2021 Adopted	Dollar Variance	Percent Change
Taxes	9,740,950	10,027,630	286,680	2.9%
Licenses & Permits	1,092,000	935,000	(157,000)	-14.4%
Fines/Forfeits	28,400	28,400	-	0.0%
Interest / Property	158,060	210,900	52,840	33.4%
State Revenue	4,652,730	4,634,290	(18,440)	-0.4%
Federal Revenue	190,220	219,030	28,810	15.1%
Other Intergovernmental	3,027,130	3,529,680	502,550	16.6%
Charges for Service	851,260	825,310	(25,950)	-3.0%
Other Revenue	1,199,510	1,278,220	78,710	6.6%
Transfers-In	690,250	373,640	(316,610)	-45.9%
Subtotal Revenue	21,630,510	22,062,100	431,590	2.0%
Use of Fund Balance - Operations	4,460,350	5,724,880	1,264,530	28.4%
Fund Balance for Contingency	2,606,730	2,777,220	170,490	6.5%
Total Revenue Budget	28,697,590	30,564,200	1,866,610	6.5%

Clatsop County General Fund Adopted 2019-20 Budget vs. Adopted 2020-21 Budget			
Resources	2019-2020 Adopted	2020-2021 Adopted	Increase/(Decrease)
Beginning Balance	\$11,118,570	\$14,166,200	\$3,047,630
Revenue	21,630,510	22,062,100	431,590
Total County Resources Available	\$32,749,080	\$36,228,300	\$3,479,220
<i>Less: Unappropriated Beg. Balance</i>	<i>(4,051,490)</i>	<i>(5,664,100)</i>	
County Resources	\$28,697,590	\$30,564,200	\$1,866,610
Expenditures			
Personnel Services	17,810,910	19,171,000	1,360,090
Materials & Services	6,089,430	4,122,880	(1,966,550)
Special Payments	249,470	424,400	174,930
Capital	0	0	0
Transfers	1,941,050	4,068,700	2,127,650
Contingency	2,606,730	2,777,220	170,490
County Expenditures	\$28,697,590	\$30,564,200	\$1,866,610

Personnel services, which include salaries and benefits, are increasing in the General Fund from the current year by \$1.3M. This increase is related to an increase of 3.71 in FTE; a cost of living adjustment to employee wages by 2.5% per bargaining unit contracts, increases in health insurance costs, and rate increases associated with PERS costs. There is a decrease in the materials and services budget of \$1.9M which is primarily associated with the \$2M budgeted for the General Fund Stabilization account be budgeted as a Transfer where there is a \$2.1M increase budgeted. The \$170,490 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.

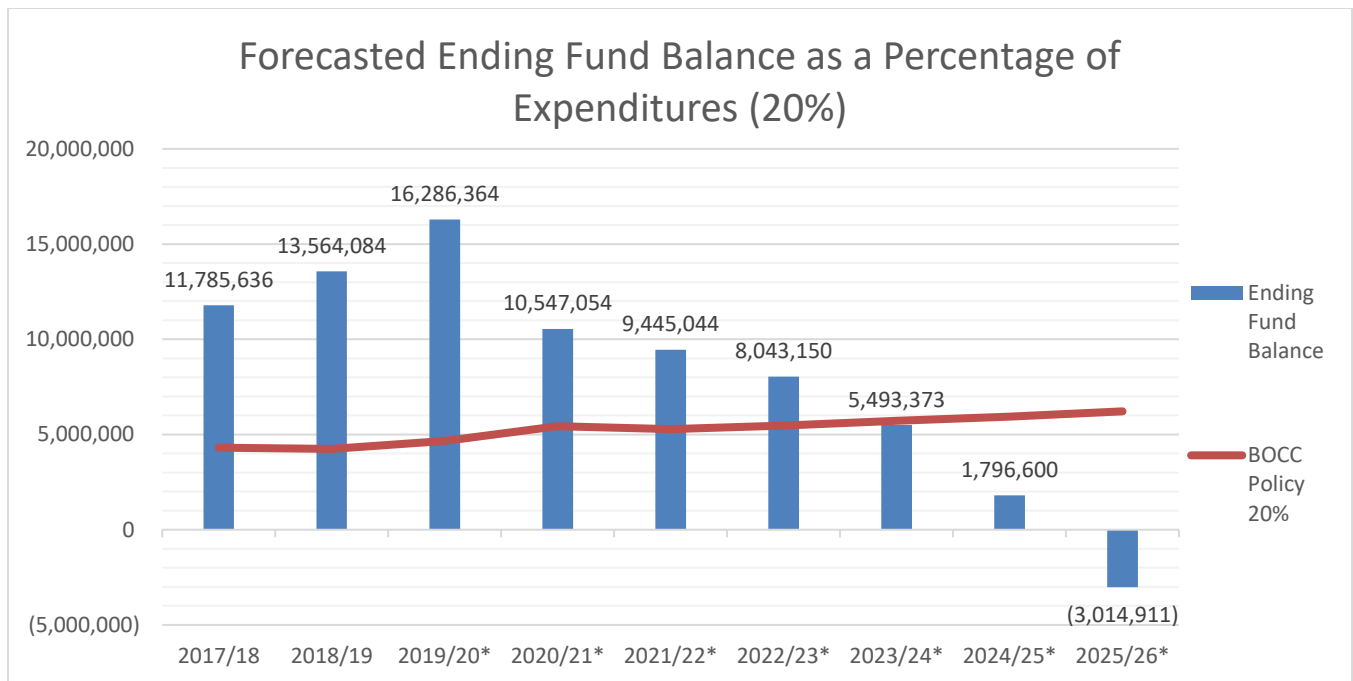
The 2020-21 General Fund Adopted budget includes use of unassigned General Fund balance in the amount of \$5,710,140; excluding contingency. The current Board goal is to have General Fund unappropriated reserves in the amount of 25% of expenditures, based on the projected forecast the Adopted budget maintains an unappropriated reserve balance of 51%. This significantly exceeds both the Board goal of 25%, as well as the Board policy of 20%. Again, these fund balances play a significant role in maintaining service levels in light of the COVID crisis, and while there are no reductions in services or personnel being adopted, management was still conservative given the uncertainty of the impacts of this crisis.

	2012-2013 Budget	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget	2016-2017 Budget	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	2020-2021 Budget
Budgeted Revenue	16,754,700	17,661,400	17,205,830	19,236,150	18,385,770	22,532,290	20,152,990	21,630,510	22,062,100
Budgeted Expense	17,772,900	18,209,000	17,342,580	20,200,270	19,894,470	21,222,520	24,056,080	26,090,860	27,786,980
Revenue Gap	(1,018,200)	(547,600)	(136,750)	(964,120)	(1,508,700)	1,309,770	(3,903,090)	(4,460,350)	(5,724,880)

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

Organizational Unit Name	2019-2020 Adopted	2020-2021 Adopted	Dollar Variance	Percentage Change
Board Of Commissioners	170,050	176,930	6,880	4.05%
Board of Property Tax Appeal	35,920	37,710	1,790	4.98%
County Tourism	118,870	165,060	46,190	38.86%
County Manager	611,570	767,740	156,170	25.54%
Human Resources	419,300	393,980	-25,320	-6.04%
Assessment & Taxation	1,708,900	1,766,080	57,180	3.35%
Property Management	63,120	70,280	7,160	11.34%
County Counsel	140,000	237,010	97,010	69.29%
Clerk - Admin. & Elections	459,760	455,730	-4,030	-0.88%
Clerk - Records	186,650	196,370	9,720	5.21%
Budget & Finance	497,510	621,890	124,380	25.00%
Information Systems	1,104,460	1,159,250	54,790	4.96%
Building And Grounds	1,172,040	1,194,220	22,180	1.89%
Parks Maintenance	239,770	258,570	18,800	7.84%
Surveyor	233,960	243,910	9,950	4.25%
Dues & Special Assessments	610,170	791,340	181,170	29.69%
District Attorney	1,990,300	2,059,290	68,990	3.47%
Medical Examiner	128,930	132,930	4,000	3.10%
Sheriff Support Division	843,260	738,910	-104,350	-12.37%
Sheriff Criminal Division	4,352,570	4,633,520	280,950	6.45%
Corrections	3,894,130	4,447,340	553,210	14.21%
Jail Nurse	470,340	505,210	34,870	7.41%
Juvenile Department	924,170	822,860	-101,310	-10.96%
Planning Division	833,340	623,940	-209,400	-25.13%
Code Compliance	0	276,420	276,420	0.00%
Emergency Management	457,910	439,060	-18,850	-4.12%
Animal Control	482,810	502,730	19,920	4.13%
General Fund Stabilization	2,000,000	2,000,000	0	0.00%
Transfers To Other Funds	1,941,050	2,068,700	127,650	6.58%
Approp. For Contingency 1	<u>2,606,730</u>	<u>2,777,220</u>	<u>170,490</u>	6.54%
Total	28,697,590	30,564,200	1,866,610	6.50%

The following slide is a forecast projection for the General Fund going five years past the Adopted 2020-21 FY if revenues and expenditures continued at the current budgeted amounts. This projection is based on inflationary costs associated with personnel as well as materials and services; in addition, revenues are also projected in a similar manner based on known increases such as property taxes.



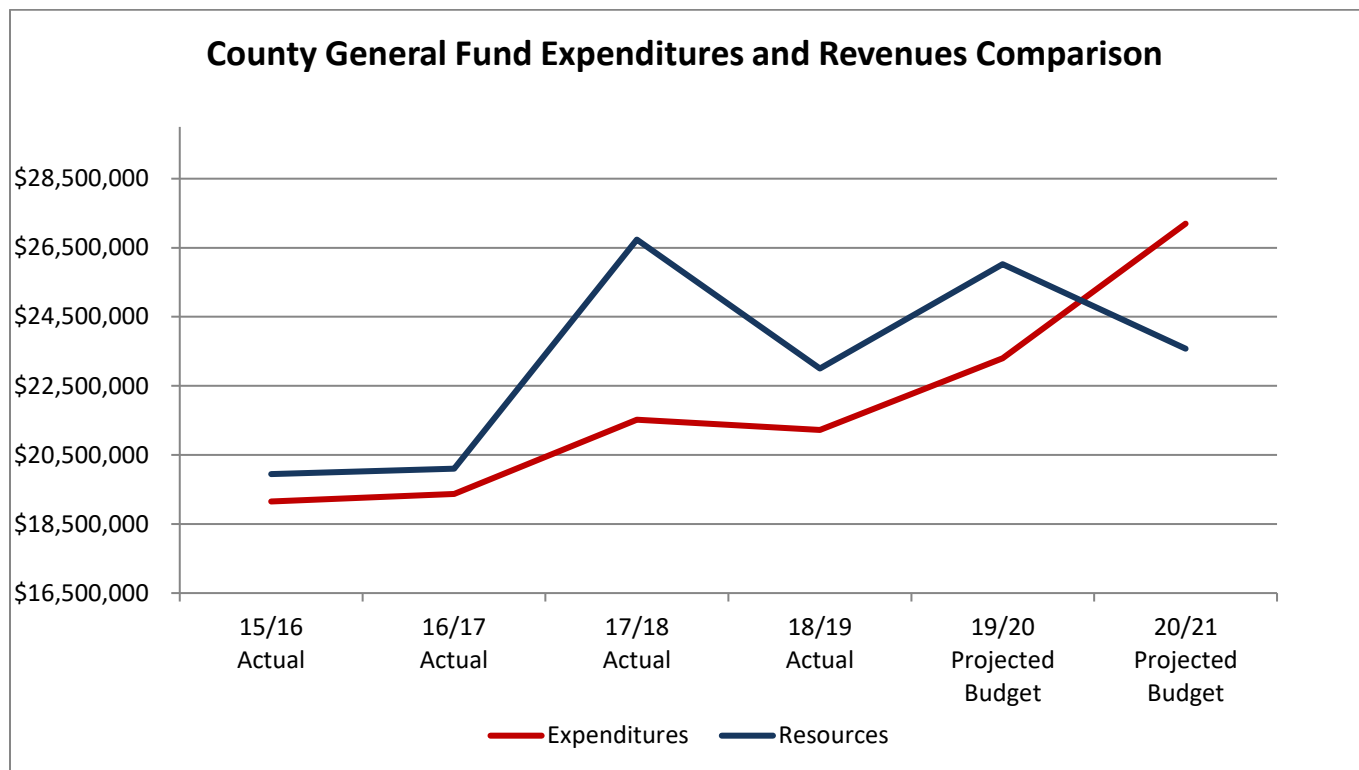
The short-term outlook for the General Fund continues to remain optimistic; however, looking out long term, based on assumptions of increased inflationary costs specifically relating to personnel costs, continued monitoring of revenues vs. expenditures needs to be monitored. These assumptions are based on maintaining staffing level at what is being adopted in the 2020-21 budget as well as projected rate increases associated with healthcare, PERS, and negotiated cost of living increases. In addition, there are moderate inflationary increases associated with materials and services. This “fiscal cliff” continues to be pushed out into the future because of the diligent efforts made by the Board, Citizen Budget Committee members, and staff when evaluating revenues vs. expenditures on an annual basis.

The overriding consideration affecting the 2020-21 Budget, especially for the General Fund, has been the continued impact of the volatility in timber revenues as well as reductions in state and federal funding, and as a result, county expenditures. In the current environment staff are closely monitoring the potential impacts of the COVID-19 Pandemic and what the long-term effects could be in areas such as Property Taxes, Room Tax revenues, Video Lottery funding for Economic Development, as well as state and federal funding. The 2020-21 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 3.71 FTE in the General Fund.

On an annual basis, County Staff, the Budget Committee, and the Board of Commissioners work diligently at balancing the budget, in particular, the General Fund. The chart on the next page illustrates how volatile revenues in the General Fund continue to be and how the county has worked to offset those decreases in revenues with corresponding decreases in expenditures. Unfortunately, increases in health care costs, PERS obligations, and Transfers Out to support other funds continue to be ongoing challenges that the General Fund faces. Through good fiscal management the county continues to be able to maintain expenses at an amount less than the revenues received. The 2019-20 adopted budget included the best assumptions available at the time and projected expenditures would exceed new revenues and was adopted assuming the use of \$7M in fund balance. However, current estimates for the adopted fiscal year 2019-20 budget indicate that General Fund revenues will come in significantly higher and expenditures significantly less than budgeted and will assume no use of fund balance. While

staff is cognizant of the current economic environment surrounding COVID-19, and we caution that these estimates could change, we are confident that any potential use of fund balance would be minimal.

The Adopted 2020-21 GF budget assumes an \$8.5M use of fund balance, including contingency. Of the adopted expenditures \$2.7M is set aside for the General Fund Contingency and \$2M is set aside for the General Fund Stabilization Fund, in accordance with the Long-Term Financial Plan which states that these monies not be expensed unless there is a revenue shortfall. Based on this information, as well as prior year history, the forecasted use of fund balance for the 2020-21 fiscal year is estimated to be closer to \$3.8M as demonstrated in the below chart.



The chart above represents the County's General Fund expenditures as compared to revenues over the last four years of actuals as well as projections for the most recent adopted and the current adopted.

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.

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 \$103,027,600 this represents an increase of \$17,078,310 or 19.9% from the previous year. While overall the budget increased from the previous year the majority of the increase consists of expenses associated with the capital development costs for the relocation of the county jail (\$10.5M); and increased costs associated General Government (\$3.5M) which is largely associated with the transfer of \$2M of General Fund Stabilization dollars as well as increased costs associated with additional funding for Social Service Partners, increased insurance costs, bond reserves, and special assessment expenses associated with room tax revenues. In addition, throughout the county-wide adopted budget within the various functional areas, there are increased costs associated with personnel such as negotiated COLA and health benefit increases as well as PERS costs, in addition to 6.14 FTE throughout the various functional areas. There were other changes between functional areas which are illustrated in the table below:

Functional Area	2019-2020 Adopted	2020-2021 Adopted	Dollar Variance	Percent Change
Public Safety & Justice	20,743,780	21,401,300	\$ 657,520	3.2%
Public Health	7,285,810	6,283,770	\$ (1,002,040)	-13.8%
General Government	16,649,540	20,172,090	\$ 3,522,550	21.2%
Land Use, Hsg., Trans., Econ. Dev. & Capital	38,592,300	52,538,570	\$13,946,270	36.1%
Culture & Recreation	\$ 2,677,860	\$ 2,631,870	\$ (45,990)	-1.7%
Subtotal Adopted County Budget	85,949,290	103,027,600	\$17,078,310	19.9%
County Service Districts	10,448,390	9,865,360	\$ (583,030)	-5.6%
Total Adopted Budget	96,397,680	112,892,960	16,495,280	17.1%

Culture & Recreation includes Fair General Operation, Parks Maintenance, and Parks & Land Acquisition and is almost entirely funded through dedicated resources with only \$120,820 or 5% of expenditures being covered by discretionary funding sources. The adopted expenditure budget reflects a decrease of \$45,990 or 1.7% from the current year, attributable mainly to a decrease in contingency within the Fair General Operation Fund. Overall the budgets within this functional area remain status quo.

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 96% by dedicated resources and 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 \$13.9M or 36.1% from the current year, primarily as a result of the \$10.5M budgeted for the continued construction/remodel of the jail relocation project. Most of the remaining funds that make up this functional area maintain a status quo budget; however, the offsetting increases of the remaining \$3M are primarily increases in the Roads Maintenance Fund for Capital Outlay for potential land acquisition to relocate the Public Works facility, as well as an increase in budgeted contingency. Overall there is an adopted 3 FTE increase within this functional area for the Public Works Department who has requested additional Road Maintenance staff. Overall within this functional area there is an increase from 52.8 FTE in the current year to a budgeted 54.8 FTE.

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 47% discretionary with the remaining 53% of resources being dedicated. The adopted budget for General Government has increased by \$3,522,550 or 21%. Most budgets in this area are status quo, with increases as a result of negotiated salaries, PERS retirement costs, health insurance costs, the county's general liability insurance rates, and an increase in transferred funds to the Public Health Department. The majority of the increase within this functional area is a result of transferring \$2M into a separate General Fund Stabilization Fund that is not held within the General Fund. This functional area also includes an increase of 2 FTE, which includes bringing back an independent Budget & Finance Manager position as well as moving County Counsel from a contracted position to a County employee position.

The **Public Health** functional area consist of both the mental health aspect as well as community public health, and is mostly funded, 90%, through dedicated state and federal grant sources and fee revenues, and 10% through a transfer-in of discretionary General Fund resources. This budget reflects a decrease in expenditures of \$1.3M or 18% from the current year which is a result of the county turning Developmental Disability services back over to the state so that they may be able to directly contract for those service with the provider. The increase in discretionary revenues is the result of an increase in funding from the General Fund in the amount of \$127,560 for a total of \$588,650. 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 **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 \$657,520 or 3.2% from the 20-21 fiscal year appropriations. The resources that fund these services are split 55% dedicated and 45% discretionary. The adopted budgets reflect an increase in personnel services due to an increase of 2.37 FTE. This adopted FTE increase reflects adding an additional 2 FTE for the Sheriff's Corrections staff. This will allow the Sheriff's Office to continue to phase in training for the new deputies so that once the new jail opens they will be fully staffed. There is also an increase of 1 FTE in the Parole & Probation Division for an additional Pre-Trial Release Specialist. Some of these increases are offset by a decrease of 1 FTE in the Juvenile Department. The decrease of FTE in the Juvenile Department is a position that has been vacant for over a year and at this point in time the current staffing levels are adequate to meet client needs. There are also slight increases in the amount of .37 FTE for increasing staff support time in the District Attorney's office for both Child Support and VOCA services.

SERVICE DISTRICTS

Rural Law Enforcement District The budget for FY 20-21 provides funding for Sheriff's Office services for rural areas of the County. It is supported by a property tax levy with a rate of \$0.7195 and timber revenue. The budget reflects a decrease of approximately \$104,380, or 2% from the 2019-20 budget due to a decrease in budgeted contingency in the amount of \$431,760. However, overall expenditures within this fund have increased; personnel costs which support the Sheriff's Office Criminal, Administrative Support, and Marine Patrol Division's increased by \$185,180 and Capital Outlay for the purchase of two new vehicles increased by \$89,500.

Road District No. 1 The budget for FY 20-21 allocates resources to the County for road maintenance as discussed in the Road Maintenance section of this budget. The District is governed by the Board of Commissioners and is supported by a property tax levy with a rate of \$1.0175/\$1,000 and timber revenue. The overall Adopted budget decreases by \$616,270 or 15% and represents the amount being

allocated to the Roads Fund. This decrease is a result of projected decreases in timber revenues that are transferred to the General Roads fund.

Westport Sewer District The budget for FY 20-21 reflects an increase of approximately \$70,300 in expenditures due to an increase in equipment purchases as well budgeted contingency. During the 19-20 FY the Board approved revisions to the Westport Community Plan which allowed for the redistribution of funds that were set aside back in 2011 as a result of funds being repaid to the county for non-compliance of Enterprise Zone requirements. During the 2020-21 FY staff will be working on conducting smoke testing to identify infiltration into the system so that infrastructure improvements can be made. This District is supported 100% by User Fees.

4-H and Extension Service Special District Clatsop County contracts with Oregon State University to provide 4-H and Extension services throughout the county. Their focus is to provide research-based knowledge and education that is focused on strengthening communities and economies, sustaining natural resources, and promoting healthy families and individuals. The FY 19-20 budget reflects a slight decrease in total expenditures of \$8,090 which is a result of decreased contingency.

Clatsop County Service Districts			
Adopted 2019-20 Budget vs. Adopted 2020-21 Budget			
Resources	2019-20 Adopted	2020-2021 Adopted	Increase/(Decrease)
Beginning Balance	\$3,484,840	\$3,329,670	(\$155,170)
Revenue	6,963,550	6,535,690	(427,860)
Total County Resources Available	\$10,448,390	\$9,865,360	(\$583,030)
<i>Less: Unappropriated Beg. Balance</i>	<i>0</i>	<i>0</i>	
County Resources	\$10,448,390	\$9,865,360	(\$583,030)
Expenditures			
Personnel Services	2,337,230	2,522,410	185,180
Materials & Services	1,379,640	1,413,100	33,460
Special Payments	4,267,850	3,651,010	(616,840)
Capital	39,000	208,500	169,500
Debt Service	6,060	6,300	240
Transfers	2,000	2,000	0
Contingency	2,416,610	2,062,040	(354,570)
County Expenditures	\$10,448,390	\$9,865,360	(\$583,030)

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 2020-2021, discretionary resources for all funds total approximately \$20,397,730 of the \$103,027,600 county-wide budget. 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 40,220 maintaining a ratio of approximately 1 staff position to every 168 citizens, demonstrating how we strive to provide vital services while being cognizant of limited resources. The volatility of the current economic environment continues to require County staff to look for opportunities where departments/offices can push for efficiencies in operations, while keeping our staff to citizen ratio at a manageable number. Staff continue to work towards addressing ongoing concerns surrounding increased operational costs, including those associated with the unfunded PERS liability, and how these costs can be managed without reducing services. The County continues to look for fiscally responsible opportunities to update processes, combine resources, and improve service delivery; while at the same time focusing on providing excellent customer service. Within the past several fiscal years the economy has shown significant growth, however, with the current environment surrounding the COVID-19 Pandemic there is a lot of uncertainty not just at the local level, but for the state and nation as well. Given these uncertainties, management continues to work in conjunction with staff to find ways to streamline processes, while continuing to balance and prioritize the needs of the community with the amount of resources available. While there are a lot of unknowns moving forward in regards to both the economic impacts as well as what the new “normal” for conducting business will be, management feel confident in the Adopted 2020-2021 FY Budget that is being presented. Through the continued efforts of the Board of Commissioners, the Budget Committee members, and staff; ongoing efforts to preserve fund balance for financial stability has shown to be beneficial in the current environment and shows with the adopted addition of 6.14 FTE rather than having to conduct layoffs. Staff continue to make every attempt to find savings by using the Commissioners’ Budget Policies and goal priorities in making our recommendations. Once again, staff will closely monitor 2020-21 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 challenges that arise as a result our economic environment. 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 2020-21 budget.

Respectfully submitted,



Monica Steele
Assistant County Manager/ Budget Officer

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ORGANIZATION OF THE BUDGET DOCUMENT

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

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

The County budget is organized based on the following hierarchy:

- Functional Area
- Fund
- Organizational Unit
- Program

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

Table of Contents

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

Budget Message

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

Reader’s Guide

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

Statistical & Supporting Data

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

Financial Summary

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

Operating & Non-Operating Budget

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

County Service Districts

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

Inactive Budgets

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

Glossary and Line Item Detail

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

BUDGET PROCESS

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

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

Budget Calendar

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

Feb – Mar	Budget & Finance Director along with the Budget Officer, meets with each department to review and analyze requested budgets.
April-May	Proposed budget documents are compiled and printed and the 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.

2020-21 BUDGET CALENDAR

December:

Budget materials prepared

January:

- 10 Salary & Benefit Cost Sheets distributed to individual departments.
Indirect Cost Charges provided to departments.
- 22 County Board reviews and adopts Budget Policies
- 29 2020-21 Budget Manual available
- 29-30 Departmental budget trainings. Due date for any requests for cost sheet revisions

February:

- 4 Budget Module opens to departments.
- 18 Departments submit current budget year (2019-20) expenditures & revenue projections to the Budget & Finance office.
General Fund Capital Outlay proposals & Future Capital Outlay proposals for 2020-21 (submitted by General Fund Departments only).

March:

- 3 Submission deadline for all departments to submit line item budget proposals (*Budget Summary*) and supporting schedules.
Lay Budget Committee members receive budget calendar and policies
- 9-17 Budget & Finance review meetings with departments and County Manager
- 18 Additional budget review meetings if necessary
- 20 Deadline for submission of proposed budget revisions to County Manager
Final decisions by County Manager

April:

- 24 Proposed Budget document to printers

May:

- 6 Budget Distribution
- 13 First Budget Lay-Committee Meeting / County-wide Budget
Budget Message Presented 12pm-2pm
District Budget Committee Meeting (during work session time prior to BOCC meeting)
Wednesday 5pm – 6:00pm.

- 20 Second Budget Lay-Committee Meeting / County-wide Budget (12pm – 2pm)
- 27 Third Lay Budget Committee Meeting/County-wide Budget (12pm – 2pm) - if necessary
- 28 Fourth Lay Budget Committee Meeting/County-wide Budget – if necessary
Deadline for Budget Committee Recommendation to BOCC

June:

- 10 Public Hearing by Board of Commissioners on Proposed Budget
- 24 2020-21 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

Work with families, in a neutral setting, to ensure necessary child support services are provided.

3 Department Overview

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

4 Major Accomplishments

Opened 100 new cases for calendar year 2019. Continued to increase skills and knowledge of child support enforcement by attending training for the new child support case management system, Origin.

Consistently 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.

Continued to participate in and give input to Oregon District Attorneys Association Child Support Oversight Committee and to the Child Support Program regarding the new child support case management system and issues relating to the DA Offices with Child Support Divisions.

The Oregon Department of Justice Child Support Program converted to a new system called Origin. Staff has and will continue to give updates, report problems or issues, submit incident report tickets, and follow-up with completion or final resolution of these tickets related to the new system.

Staff has been actively participating in and has been involved with multiple Webex trainings and ongoing conference calls regarding Origin.

Assisted in training new deputy district attorney and staff assistant in child support division.

Updated attorney notebook.

5 Performance Measures

The performance measures show a slight decrease in child support and arrearages collected. This is due to the implementation of the new statewide child support case management system (Origin) that has significantly slowed the processing of child support cases during a several months long training process.

Attended and participated in 62 Command Center Calls during six-month period for the roll-out and implementation for new case management system, Origin.

Participated in monthly Oregon District Attorneys Association Child Support Teleconferences during 2019; 12 teleconferences, once a month lasting two hours each.

Origin Knowledge Share Webex trainings during 2019: 6 Webex trainings, one per month lasting up to one hour each. Staff regularly attends and testifies at Support Enforcement Division court hearings, sitting at counsel table with deputy district attorney to assist and facilitate, as well as at other hearings that have been scheduled by the court.

6 **7** Budget Highlights

The request for education and travel reimbursement has decreased from \$3,700 to \$1,600.

Moved \$1,910 in funds from the \$2,550 Extra Help line item to the Staff Assistant line item to accurately reflect how wages are being paid to the child support part-time help since they are being paid to a part-time regular staff assistant. The remaining \$640 will still be designated for the Extra Help line item. With the conversion to the new child support program case management system, the child support agent's caseloads have changed significantly, making part-time help essential.

8

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Requested 2020-2021	\$ Change Requested	% Change Requested
Beginning Balance 9	0	0	17,100	28,790	11,690	68%
Interest On Investments	293	678	0	0	0	0%
Reimburse Child Supp Svc	11,425	19,759	19,550	18,590	(960)	- 4%
State GF Reimburse	13,448	12,519	12,560	12,460	(100)	- 0%
Annual Fee pmts	2,108	1,684	2,180	2,260	80	3%
Child Support	129,067	124,743	142,330	141,970	(360)	- 0%
Franchise Fees	190	0	0	0	0	0%
Rev. Refunds & Reim.	1	0	0	0	0	0%
Miscellaneous Revenue	1	0	0	0	0	0%
Transfer From General 10	40,700	49,360	58,570	58,570	0	0%
Total Revenue:	197,234	208,743	252,290	262,640	10,350	4%
Total Unappropriated Budget: 11	(9,411)	(113)	0	0	0	0%
Total Budgeted Resources:	206,645	208,856	252,290	262,640	10,350	4%

12

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Requested 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	118,486	122,562	124,340	130,930	6,590	5%
Personnel Benefits	52,238	57,048	64,830	66,840	2,010	3%
Material & Supplies	35,921	29,247	37,610	33,060	(4,550)	- 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 13	0	0	25,510	31,810	6,300	24%
Total Expenditures:	206,645	208,856	252,290	262,640	10,350	4%

14

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Requested 2020-2021	FTE Change Requested	% Change Requested
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.03	0.03	0.03	0.06	0.03	100%
Deputy DA III	0.03	0.03	0.03	0.00	(0.03)	- 100%
Staff Assistant	0.00	0.00	0.00	0.03	0.03	100%
Child Support Agent I	1.00	1.00	1.00	1.00	0.00	0%
Child Support Agent II	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	2.11	2.11	2.11	2.14	0.03	1%

15

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Child Support Collected	2,072,804	2,498,546	2,354,060	2,292,201	2,125,457	
Overall County Arrearages Collected	76%	74.8%	73.46%	78.36%	67%	
Overall State Arrearages Collected	53%	55%	52.84%	58.12%	56%	

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	\$ Change 2020-2021
Personnel Services							
Senior Admin Supervisor	82-1119	4,198	4,008	4,310	4,680	4,680	370
Deputy District Attorney	82-1172	1,202	5,587	4,240	4,610	4,610	370
Deputy DA I	82-1173	1,018	0	0	0	0	0
Deputy DA II	82-1174	0	0	0	0	0	0
Deputy DA III	82-1175	2,921	0	0	0	0	0
Staff Assistant	82-1191	0	0	0	1,910	1,910	0
Child Support Agent I	82-1855	51,913	53,730	55,070	56,950	56,950	1,880
Child Support Agent II	82-1856	57,234	59,237	60,720	62,780	62,780	2,060
Extra Help - A.S. III	82-1940	240	558	1,000	640	640	(360)
Overtime	82-1945	0	1,393	0	0	0	0
Performance Pay	82-1948	0	0	0	0	0	0
F.I.C.A.	82-1950	9,086	9,380	9,770	10,250	10,250	480
Retirement	82-1955	21,722	22,727	28,520	29,860	29,860	1,340
Medical Waiver	82-1963	2,400	2,400	2,400	2,400	2,400	0
Medical Insurance	82-1964	14,559	16,221	18,420	18,940	18,940	520
Dental Insurance	82-1965	1,383	1,476	1,610	1,610	1,610	0
HSA Contribution	82-1966	2,198	2,190	2,140	2,140	2,140	0
Benefits Admin Fees	82-1967	40	42	50	50	50	0
Life Insurance	82-1970	163	163	160	170	170	10
Salary Continuation Insur	82-1972	167	167	160	160	160	0
S.A.I.F.	82-1975	137	187	220	230	230	10
Unemployment	82-1980	143	143	130	130	130	0
Compensable Leave Buyback	82-1986	0	0	250	260	260	10
Personnel Services Totals:		170,723	179,609	189,170	197,770	197,770	8,600
Materials & Services							
Telephones	82-2070	305	249	600	400	400	(200)
Insurance	82-2200	996	1,184	1,360	1,430	1,430	70
Software Maintenance	82-2265	0	0	550	550	550	0
Office Supplies	82-2410	5,667	2,492	700	700	700	0
Postage And Freight	82-2419	2,997	2,006	2,800	2,800	2,800	0
Printing And Reproduction	82-2425	697	249	800	800	800	0
PC Equipment	82-2455	0	0	3,000	780	780	-2,220
Contractual Services	82-2471	0	0	0	0	0	0
Special Investigations	82-2474	164	119	600	600	600	0
Fuel - Vehicles	82-2852	96	712	0	0	0	0
Education And Training	82-2928	830	0	500	500	500	0
Reimbursed Travel Expense	82-2930	2,169	1,336	3,200	1,100	1,100	(2,100)
Indirect Cost Allocation	82-3210	22,000	20,900	23,500	23,400	23,400	(100)
Materials & Services Totals:		35,921	29,247	37,610	33,060	33,060	(4,550)
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0
Computer Equipment	82-4907	0	0	0	0	0	0

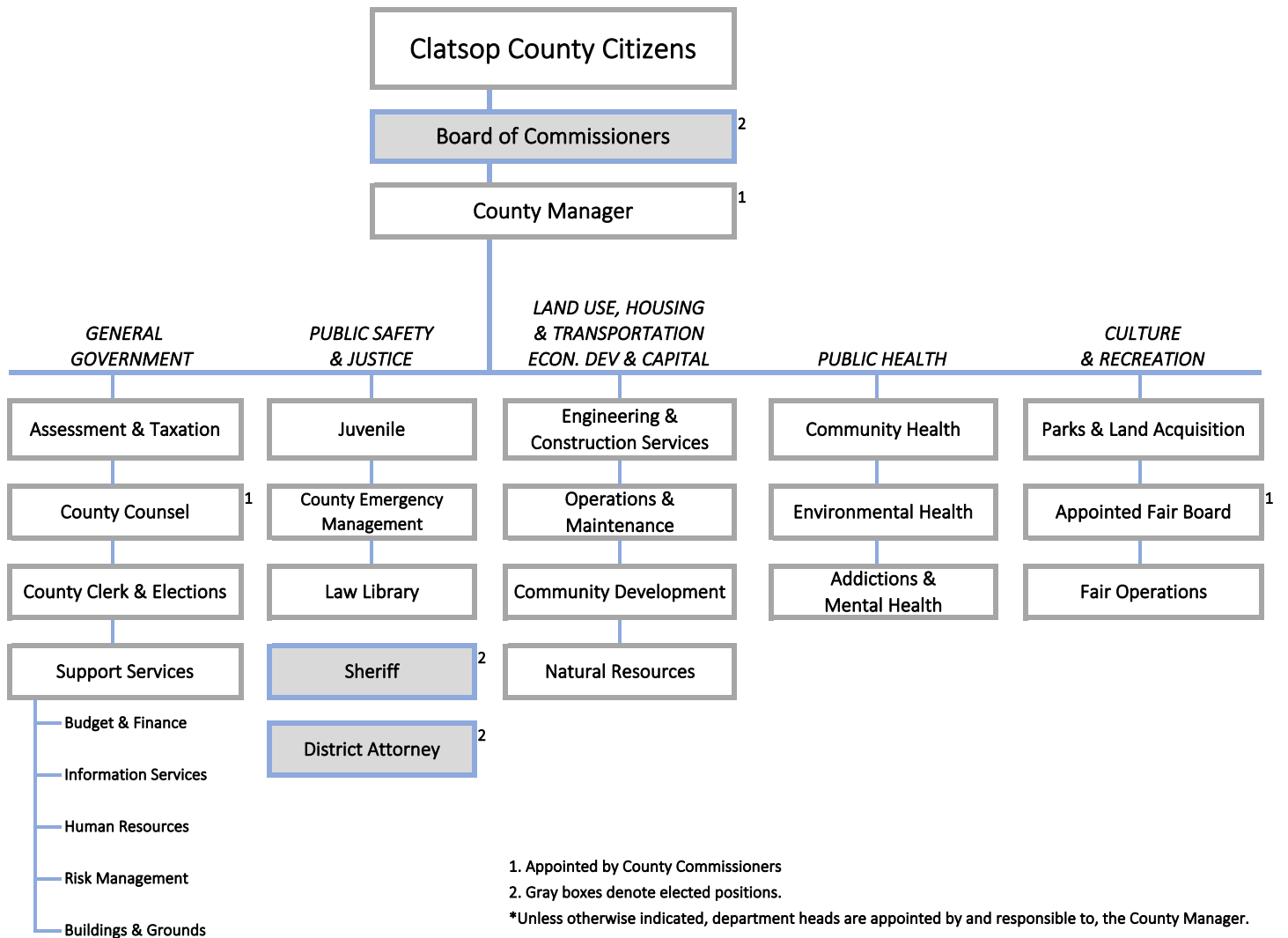
Capital Outlay Totals:		0	0	0	0	0	0
Contingencies							
Appropriation For Contin.	82-9900	0	0	25,510	31,810	31,810	6,300
Contingencies Totals:		0	0	25,510	31,810	31,810	6,300
Total Expenditures:		206,645	208,856	252,290	262,640	262,640	10,350

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. This is a brief overview of the Performance Measures listed in detail later.
6. Some departments will have Performance Measures listed above the budget highlights.
7. This section is utilized to outline any major changes to the budget from the previous year.
8. The Funding Sources table summarizes revenue data specific to each department.
9. Some Funds have a beginning balance. This is money not spent at the end of the prior fiscal year and is rolled into the new fiscal year.
10. Some Funds receive a transfer from General Fund. Essentially, this is the same as a General Fund subsidy.
11. Some Funds contain an unappropriated ending fund balance. This is money that cannot be spent during the fiscal year.
12. The Expenditures table summarizes appropriation authority specific to each department.
13. Contingency funds are for emergencies or unforeseen expenses. Use of contingency funds requires approval from the Board of County Commissioners.
14. The Staffing Summary provides a look at the FTE for each department over a period of four years.
15. The Measures table provides a look at the specific workload measures for each department.
16. Actual expenditures from fiscal year 2017-18.
17. Actual expenditures from fiscal year 2018-19.
18. Current budget for fiscal year 2019-20.
19. Requested budget for fiscal year 2020-21.
20. Proposed budget for fiscal year 2020-21.
21. This column reflects the monetary change from 2020-21 proposed budget and the adopted 2020-21 budget.

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CLATSOP COUNTY, OREGON

Organizational Chart



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 87 inches.

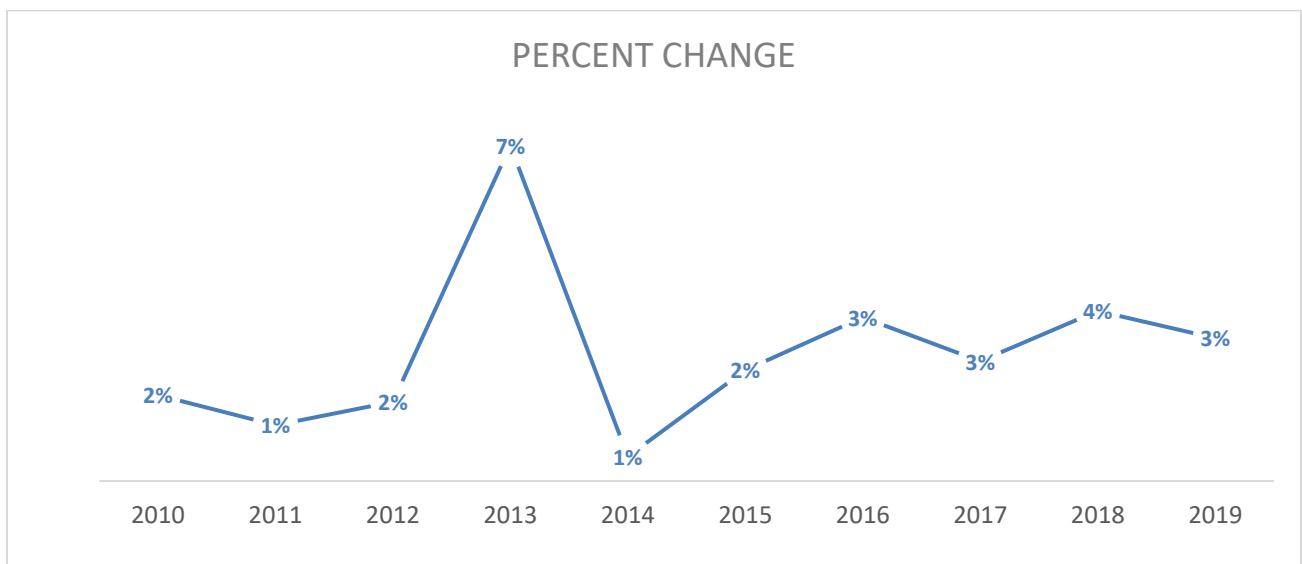
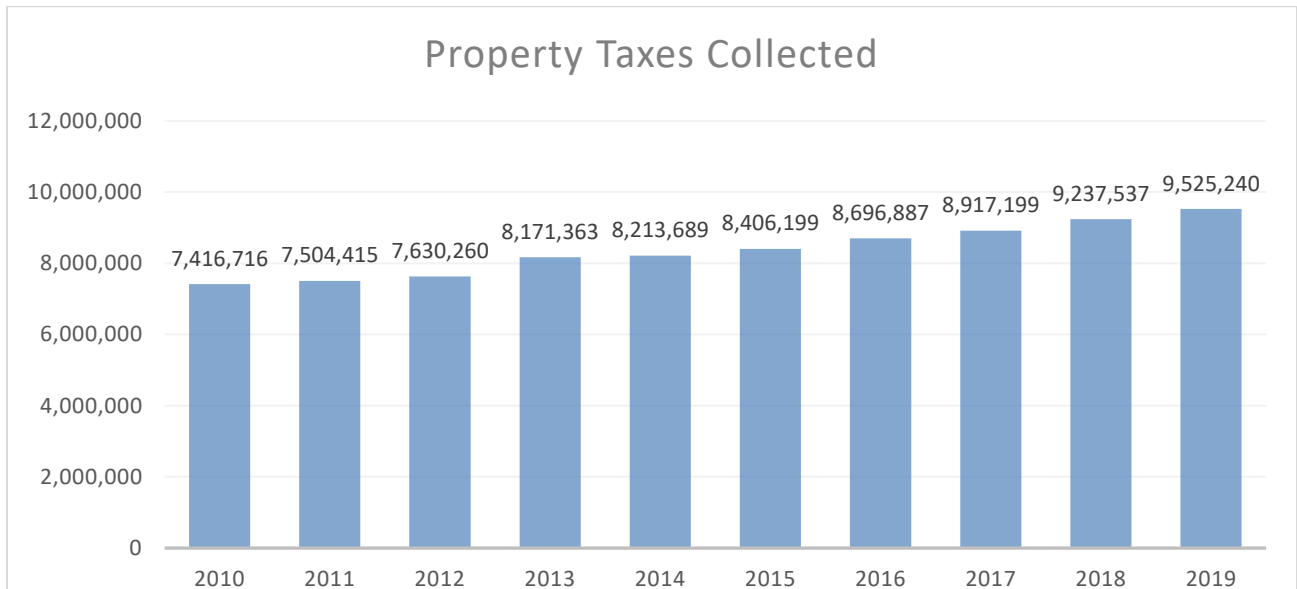
The County is home to two hospitals, five school districts, one vocational/technical school, and one community college that offers degree partnerships with colleges and universities including: Eastern Oregon University, Linfield College, Oregon State University, and Portland State University.

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.



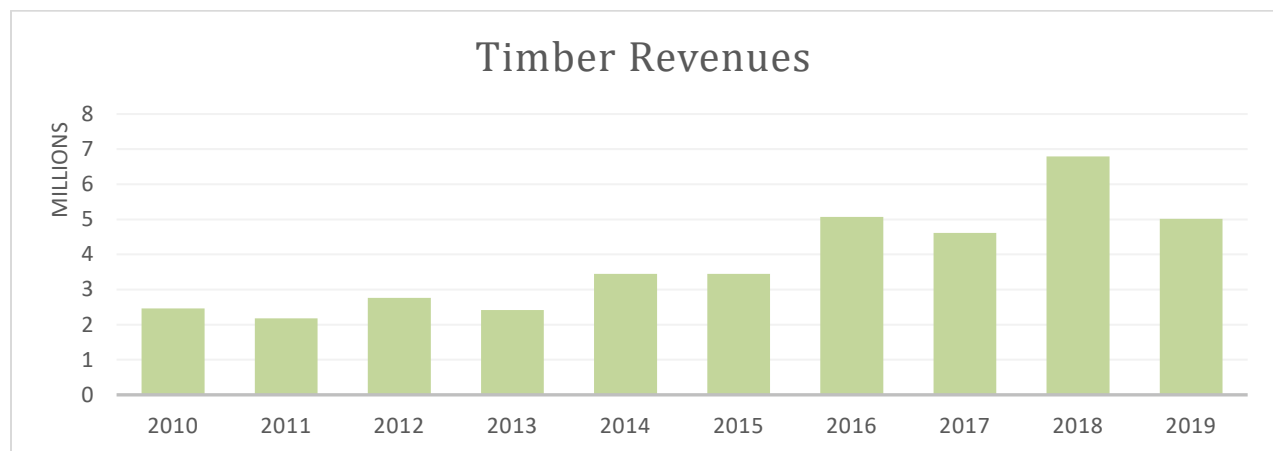
PROPERTY TAXES

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 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. The recent trend of increased growth is a result of significant new construction in both residential and commercial properties.



TIMBER REVENUE

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

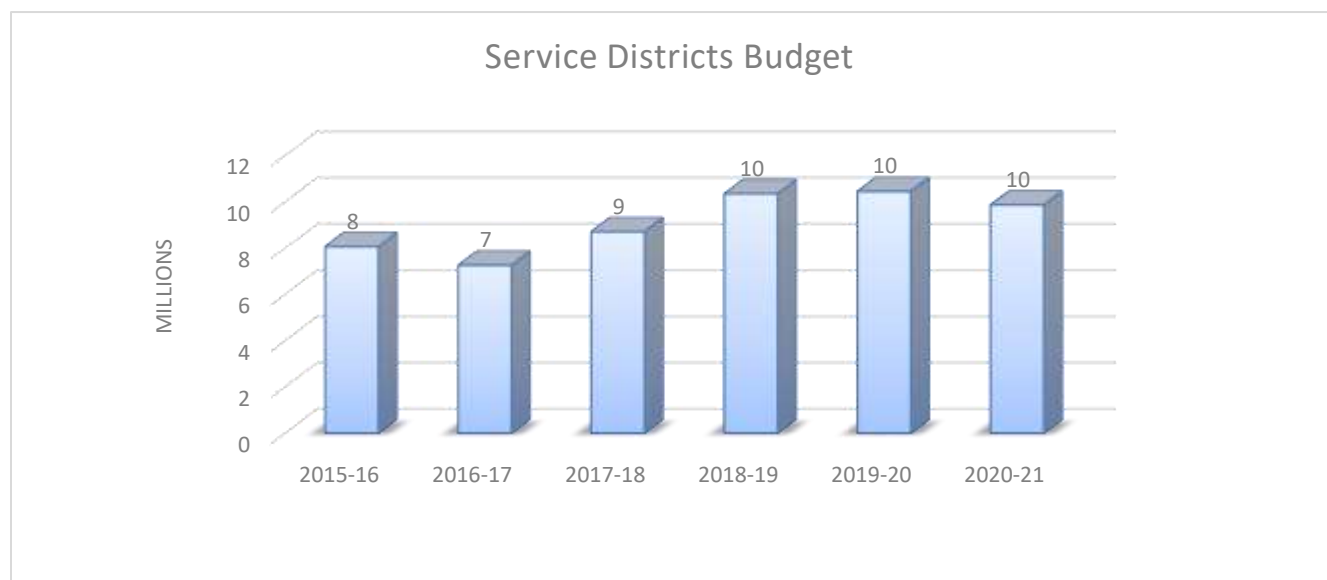
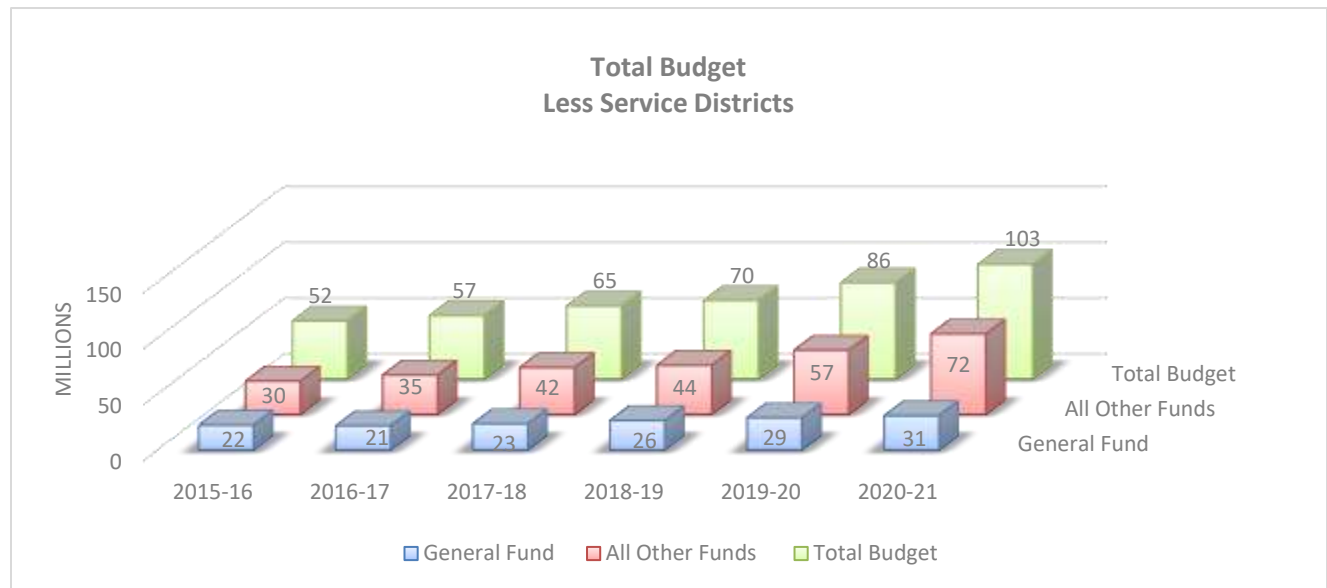


BUDGET HISTORY

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 seen significant increases over the past several years. While staff continues to try to maintain a fiscally conservative budget, there continues to be increases outside of the county's control such as costs associated with healthcare and retirement. In the 2017-18 fiscal year there was a significant increase in the General Fund over the prior fiscal year by approximately two million dollars, this is a result of establishing a General Fund Stabilization account as a result of updating the county's Long Term Financial Plan. Increases beginning in the 2018-19 FY and carrying forward into the current FY are a result of continued economic improvements and an increased need in services, which requires additional staffing to meet those needs. Within the Total County budget, upward trends reflect major construction projects such as: construction and remodeling associated with relocating the County Jail. This project was approved by the voters in November of 2018 with a total construction cost of \$23M. In addition, over the last

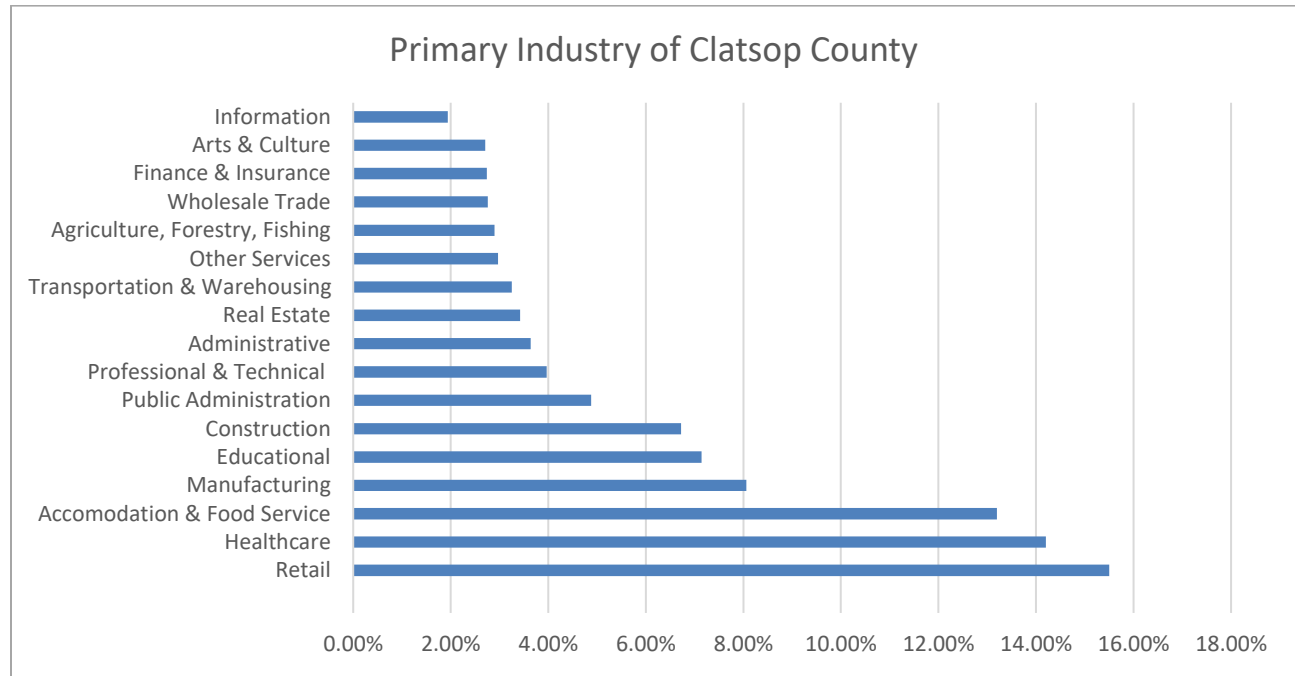
several years, there have been significant increases in budgeted contingencies in an effort to follow GFOA best practices for reserves. These reserves played a significant factor when selling the voter approved jail bond with the strong Moody's credit rating the county received.

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



EMPLOYMENT

The primary industries for Clatsop County are retail, healthcare, and tourism/recreation. The area is one of the principal logging and 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. Of the workforce approximately 56% are private industry, 30% self-employed, and 14% government.



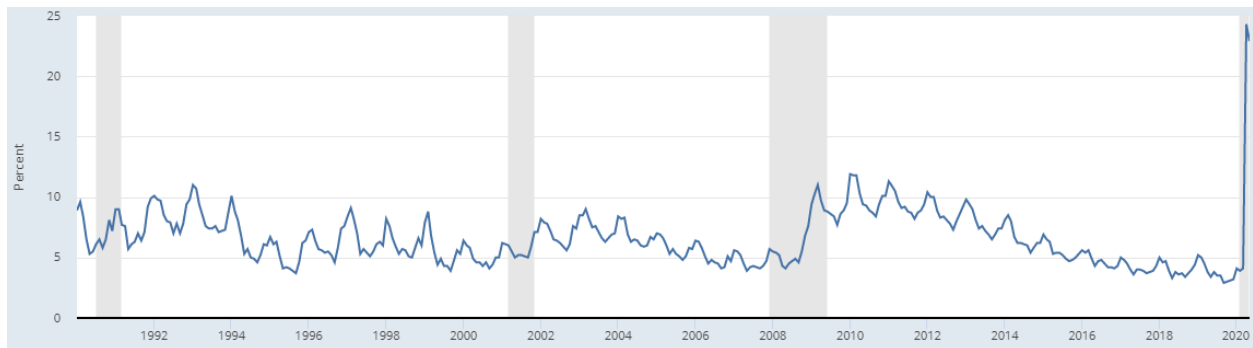
*Data Source: city-data.com

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 following chart 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%. The most recent data from May 2020 shows Clatsop County currently at 22.9% which is a level not seen in the last 30 years and is a result of the COVID-19 pandemic that much like the rest of the nation, effective in March shut down the economy of Clatsop County. As seen in the

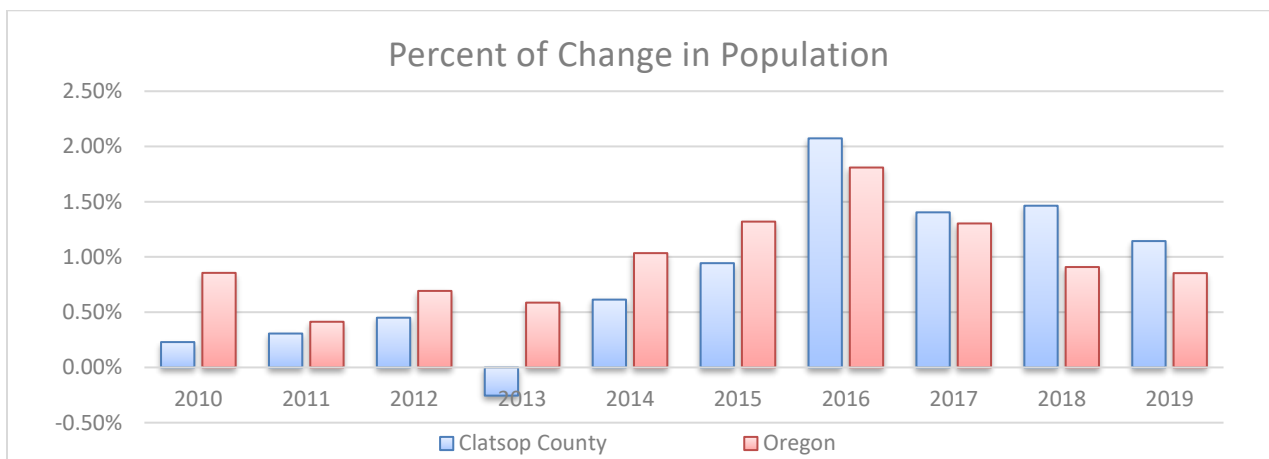
previous chart reflecting the industries of Clatsop County, the accommodation and food service industry employs a significant number of county residents that were impacted by closures.



*Data Source: Federal Reserve Economic Data - FRED

POPULATION

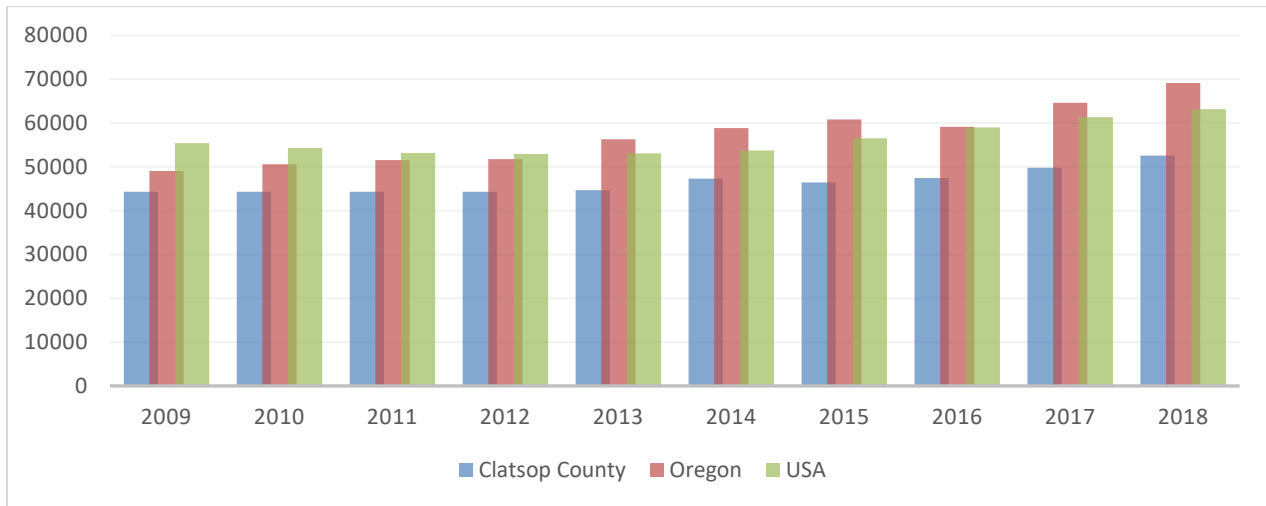
According to the most recent census, Clatsop County is home to a population of approximately 40,220, with approximately 61% living in urban areas and 39% living in rural areas. County population has increased by approximately 8.4% over the past 10 years. As shown in the following graph, the population 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 2019 Clatsop County saw 1.14% in population growth over 2018 statistics and has seen greater population growth than the state of Oregon overall for the last four years.



*Data Source: US Census Bureau

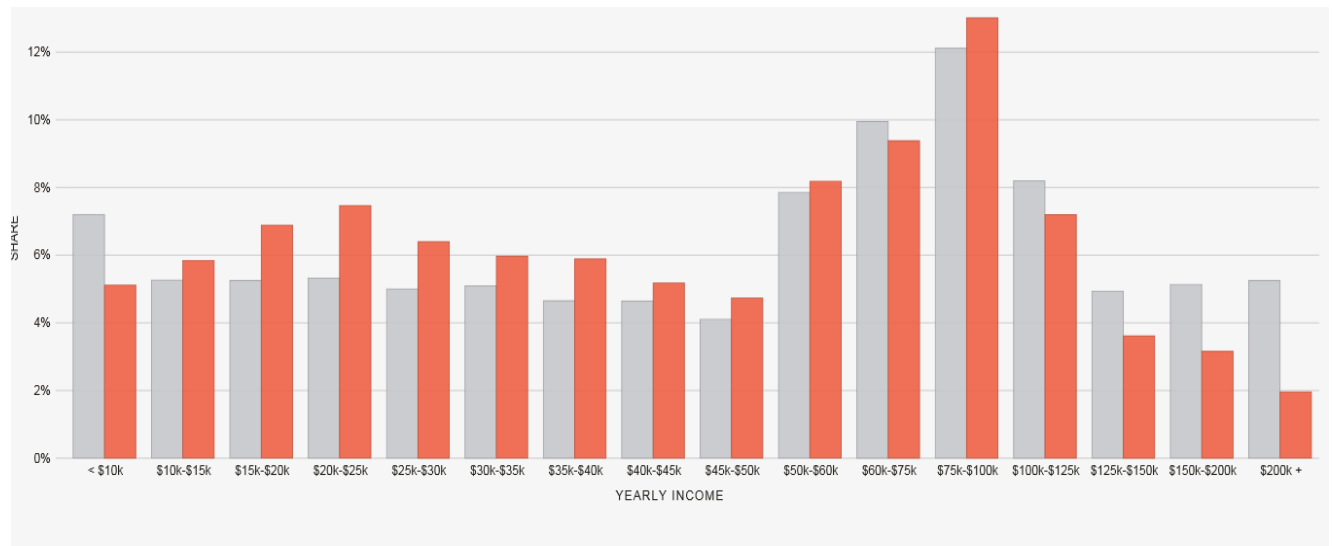
HOUSEHOLD INCOME

Current data shows the County's median household income is \$52,583, which is roughly \$16,580 less than the median income for the state of Oregon, and \$10,600 less than the U.S. average.



*Data Source: US Census Bureau

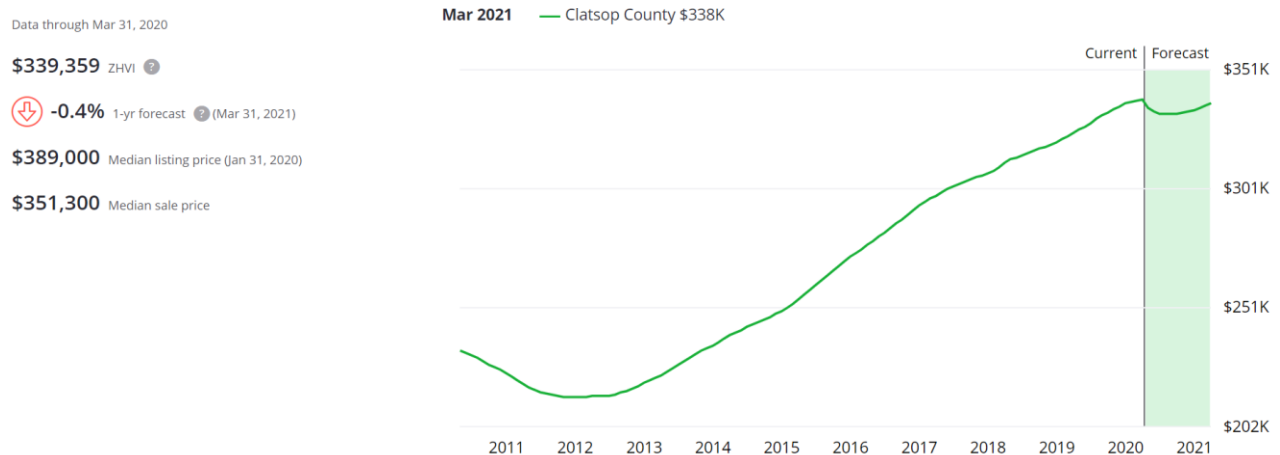
The median household income, as demonstrated in the following chart, is broken out by the following income distributions: within the county 13% earn a household income between seventy-five and one-hundred thousand and 9% earn an income between sixty and seventy-five thousand, while approximately 78%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



*Data Source: Datausa.io

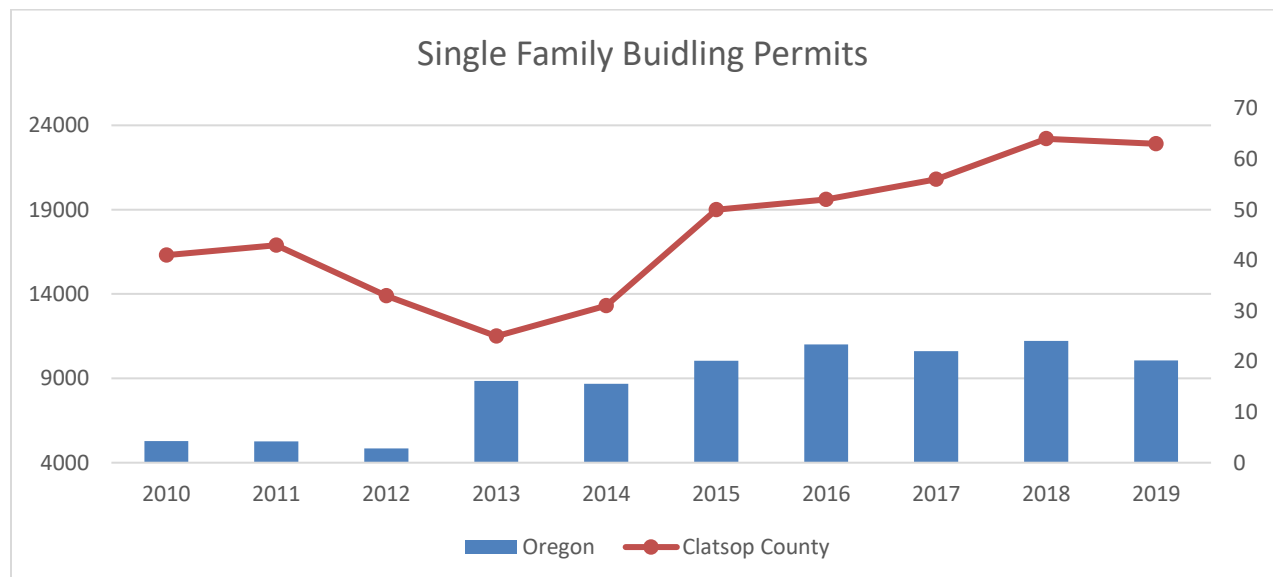
HOUSING AND REAL ESTATE

Based on the most recent data, the median real market value for a home in Clatsop County is \$339,360 versus \$372,870 for the state of Oregon and \$248,860 nationwide. In the past year home values in Clatsop County have gone up approximately 4.3%, and the median price of a home sold is approximately \$351,300.



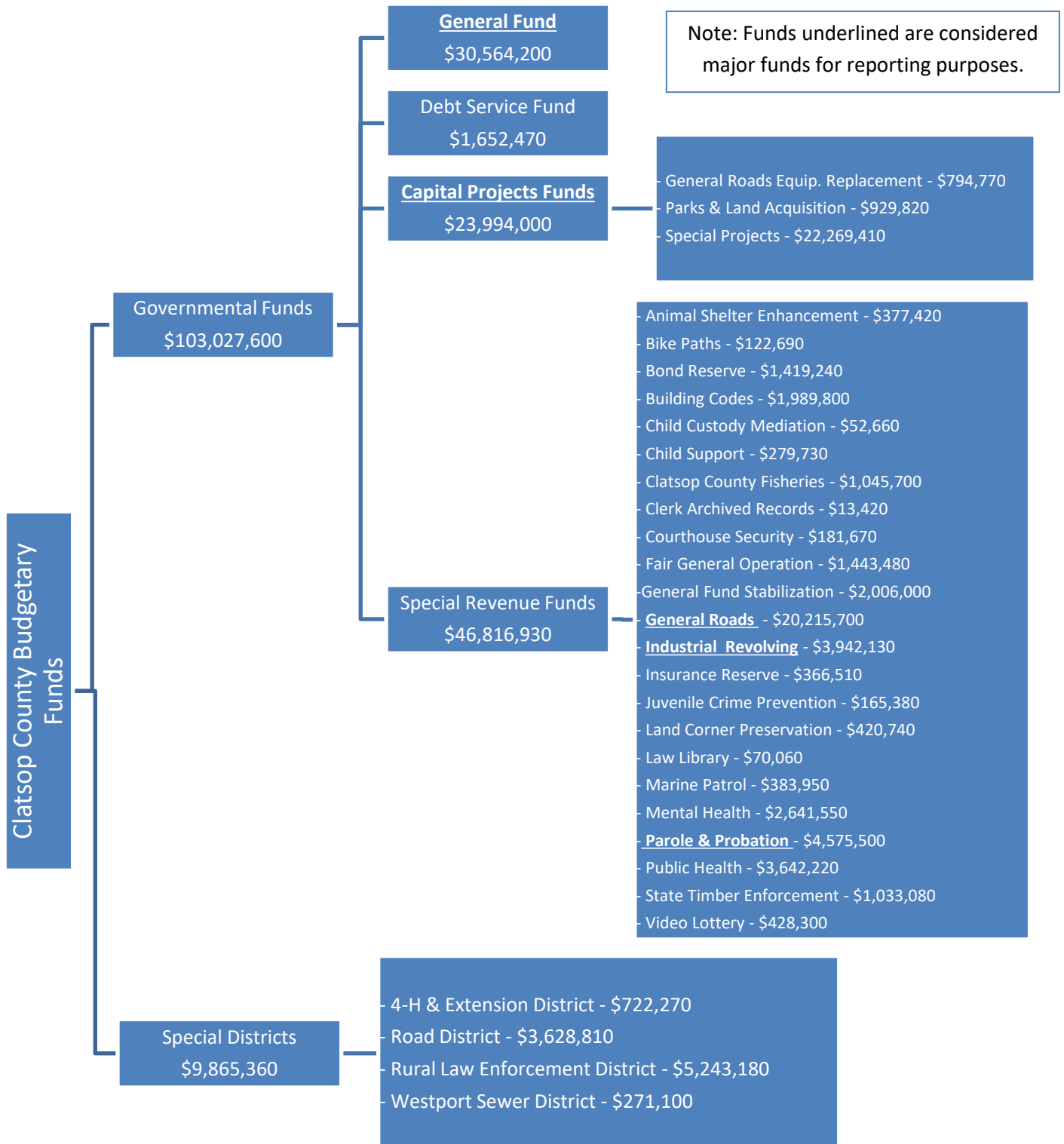
*Data Source: Zillow

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 following the 2008 recession but has continued to see relatively steady growth over the past several 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 | • Information Systems | • Jail Nurse |
| • Board of Property Tax | • Building & Grounds | • Juvenile Department |
| • County Tourism | • Parks | • Work Crew |
| • County Manager | • Dues & Special Assessment | • Planning Department |
| • Human Resources | • Surveyor | • Code Compliance |
| • Assessment & Taxation | • District Attorney | • Emergency Management |
| • Property Management | • Medical Examiner | • Animal Control |
| • County Counsel | • Sheriff Support Division | • Transfers to Others |
| • Clerk –Admin & Elections | • Sheriff Criminal Division | • Appropriations for Contingency |
| • Clerk – Records | • Corrections | |
| • Budget & Finance | | |

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
- Clerk Archived 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
- GF Stabilization (003) – maintain reserve funds in the event revenues are unable to meet commitments
- 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.

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

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

Functional Areas

Public Safety & Justice

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

Public Health

- Community Health
- Tobacco Prevention
- Immunization
- Harm Reduction Program
- 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
- Clerk Archived Records
- County Manager
- Human Resources
- County Counsel
- Budget & Finance
- Information Systems
- Building & Grounds
- Dues & Special Assessment
- Transfer to Other Funds
- General Fund Stabilization
- Insurance Reserve
- Debt Service
- Bond Reserve

Land Use, Housing, Transportation, Economic Development & Capital

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

Culture & Recreation

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

Property tax revenue raised from the County's \$1.5338 permanent rate is accounted for in the General Fund. This fund is the main operating fund of the County and accounts for the revenues and expenditures for countywide activities.

The County views all resources as either discretionary or dedicated. Discretionary revenues are general in nature and may be directed for use at the discretion of the Clatsop County Board of Commissioners; these revenues are primarily accounted for in three discretionary funds – the General Fund, the Special Projects Fund, and the General Stabilization Fund. Dedicated revenues are restricted to a defined purpose and use and are accounted for in various special funds; 80% of the County's total budget is dedicated.

The Board adopted budget policy requires the County to maintain an ending fund balance that is at a minimum 20% of operational expenses within the General Fund with a goal of 25%. These fund balance reserves are an important part of the County's financial strategy to preserve long-term financial stability.

The current fiscal year is projected to meet the Board's goal and subsequent years are forecasted based on the current year's projections. The following assumptions are used for the projections:

Current fiscal year **2019-20** projections:

- 3% increase in assessed value
- 96.0% property tax collection rate
- 2.9% cost of living adjustment (COLA) using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 20.68%

Projections for the **2020-21** fiscal year:

- 3% increase in assessed value
- 96.0% property tax collection rate
- 3% COLA using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 20.68%

Projections for fiscal years **2021-22 through 2024-25**:

- 2% increase in assessed value
- 96.0% property tax collection rate
- 2.5% COLA using the CPI-W, West Coast (May to May) index
- Blended PERS rate of 25%

The following describes the various discretionary revenue sources accounted for in the General Fund.

TAXES

Property Taxes Current Year are revenues generated by a \$1.5338 permanent fixed rate levied against a property owner's taxable assessed value on land and structures. As a result of the voters approving ballot measures 47 and 50, in 1996 and 1997, respectively, the state has a property tax rate system; prior to 1996 the state had a property tax base system. A permanent tax rate was determined for each taxing jurisdiction and then applied to a taxable assessed value that is limited to a 3% annual increase plus any exceptions allowed by state statute. The FY 2019-20 taxable assessed values in Clatsop County were approximately 65% of real market value. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

Property Taxes Prior Year refers to the collections of property taxes not paid in the year in which the taxes were levied. The amount budgeted for each year is estimated by using recent historical collection rates on the outstanding delinquent property tax balance from each year's levy. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

SIP Taxes the Strategic Investment Program (SIP) offers a 15-year property tax exemption for large capital investments. In the case of Georgia Pacific, in 2006 the SIP was authorized by Clatsop County to limit taxation of a new Wauna paper machine to \$25,000,000 and exempt the balance of value from taxation for 15 years ending with tax year 2022/23. In lieu of paying the exempted property taxes, GP agreed to contribute 25% of the tax as the Community Service Fee that is distributed annually to 7 taxing districts. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

LICENSES & PERMITS

Room Tax or Transient Lodging Tax is a tax collected from lodging guests (daily or weekly renters at hotels, motels and other lodging establishments). This tax has been in existence in the unincorporated areas since 1991. On January 1, 2015, the tax rate within Clatsop County was increased from 7% to 9.5%. On January 1, 2019 the tax rate then increased by another 1% that is collected county-wide, increasing the rate in the unincorporated areas to 10.5%. The tax is distributed as follows: 43% goes to the General Fund, 37% goes to the General Fund for jail operations of Clatsop County, 15% goes to promote tourism within Clatsop County, and 5% goes to public road and drainage improvements. Of the 1% that is collected county-wide 70% is returned to the cities where it was collected for tourism promotion.

These revenues are received in the General Fund within the following organizational units for the following purposes:

- 001/0000 – General Fund Discretionary Revenue
- 001/1110 – County Tourism promotion
- 001/1990 – Public Road and Drainage Improvements
- 001/2300 – Jail Operations

INTERGOVERNMENTAL REVENUES

Cigarette Tax is a state shared revenue from the tax on the sale of cigarettes and allocated to counties based on their pro-rata share of the total population in the state. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000– General Fund Discretionary Revenue

Liquor Tax is a state shared revenue from the tax on the sale of alcoholic beverages and allocated to counties based on their pro- rata share of the total population in the state. Another portion of the liquor tax is dedicated and distributed to the County for use in mental health programs. These dedicated monies are included in the Public Health budget, a special fund.

These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

Marijuana Tax is a state shared revenue from the sale of recreational marijuana and allocated to counties based on the total available grow canopy size and number of licensees. An additional 3% tax was approved by voters for retail sales in licensed shops in unincorporated areas of the County. Another portion of the marijuana tax is dedicated and distributed to the County for use in mental health programs. These dedicated monies are included in the Public Health budget, a special fund.

These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

State Timber Sales revenues account for the County's share of timber tax distributions made by the state of Oregon for managing state forest lands within the County.

These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue
- 001/2200 – Sheriff Enforcement Division
- 001/9800 – General Fund Transfers to Other Funds

Amusement Device Tax is revenue raised by the state-wide collection of a flat fee per amusement device (pinball game, etc). The state retains 60% of the tax and distributes the remaining 40% among counties based on their pro-rata share of the total population. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

Revenue from RLED are payments made from the taxes collected by the Rural Law Enforcement District and paid to the General Fund for personnel services provided throughout the unincorporated areas of Clatsop County for law enforcement services. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/2190 – Sheriff Support Division
- 001/2200 – Sheriff Enforcement Division

CHARGE FOR SERVICES

Cable TV Franchise Fees are collected from cable television companies within unincorporated Clatsop County. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

MISCELLANEOUS REVENUES

Interest Earnings on the County's temporarily idle funds invested as authorized by the County's Investment Policy and Oregon Revised Statutes. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

Indirect Cost Revenue - Indirect Cost Reimbursement is revenue generated from the County Cost Plan which reimburses the General Fund for overhead support provided to the non-General Fund programs. These revenues are received in the General Fund within the following organizational units for discretionary purposes:

- 001/0000 – General Fund Discretionary Revenue

TRANSFER REVENUES

Transfer from Fund 001 (General Fund). The county's General Fund transfers monies to other Special Funds either as statutorily/federally required, or in support of the services being provided in accordance with Board goals. These discretionary revenues are received in the Special Projects Fund and transferred to the following Special Funds:

- Fund 003 – GF Stabilization
- Fund 007 – Public Health
- Fund 009 – Child Support
- Fund 027 – Marine Patrol
- Fund 100 – Special Projects

Transfer from Fund 100 (Special Projects Fund). Special Projects revenue is from timber revenues that exceed the budgeted amount per the Long-Term Financial Plan. The county transfers a portion of these revenues to the debt service fund to pay for costs associated with the remodel of the Sheriff's Office located in Warrenton as well as a portion to the UAL Reserve Fund to help reduce the county's unfunded actuarial liability to PERS. These discretionary revenues are received in the Special Projects Fund and transferred to the following Special Funds:

- Fund 400 – Debt Service
- Fund 405 – Bond & UAL Reserve Fund

DISCRETIONARY REVENUE:

General Fund Revenue by Category	2019-2020 Adopted	2020-2021 Adopted	Dollar Variance	Percent Change
Property Taxes Current Yr	9,213,950	9,535,630	321,680	3.5%
Property Taxes Prior Yr	275,000	240,000	(35,000)	-12.7%
SIP Taxes	203,500	203,500	-	0.0%
Room Tax	945,000	785,000	(160,000)	-16.9%
Marijuana Tax	100,000	100,000	-	0.0%
Cigarette Tax	31,000	30,500	(500)	-1.6%
Interest on Investments	120,000	175,000	55,000	45.8%
Franchise Fees	75,000	80,000	5,000	6.7%
Indirect Cost Revenue	1,101,400	1,170,400	69,000	6.3%
Transfers-In	690,250	373,640	(316,610)	-45.9%
Timber Revenue	2,311,540	2,311,540	-	0.0%
Other Revenue	5,729,920	3,323,820	(2,406,100)	-42.0%
Total Discretionary Revenue	20,796,560	18,329,030	(2,467,530)	-11.9%

The variances above in the adopted General Fund discretionary revenues for the 2020-2021 fiscal year are as follows:

- Current year property taxes are projected to increase by approximately 3% in accordance with the state property tax system as well as increases in property values and increases construction.
- Prior year property taxes are projected to decrease slightly as a result of fewer prior year delinquency amounts owed.
- Room tax revenues are projected to decrease as a result of the Covid-19 pandemic.
- Interests on investments were projected to increase based on rates and cash balance.
- Indirect cost revenues are projected to increase slightly and are costs charged to Special Funds by the General Fund based on a variety of factors and in accordance with OMB guidelines.
- Transfers-In are projected to decrease as a result of Parole & Probation personnel costs for administrative support moving out of the General Fund.
- Other revenue is projected to decrease by \$2.4M, primarily as a result of the \$2M that was previously categorized as discretionary revenue in the General Fund is now dedicated in the GF Stabilization Fund (003).

SERVICES APPROPRIATELY FUNDED BY DISCRETIONARY RESOURCES

Public Safety & Justice

District Attorney (Child Support Enforcement, 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

WIC Program

Land Use, Housing, Transportation, Economic Development & Capital

Community Development (Local Planning, Code Enforcement, Development Review)

Fleet Replacement

Public Works (Surveyor)

Special Projects

Culture & Recreation

County Parks Maintenance

General Government

Assessment & Taxation

Board of Commissioners

Budget & Finance

Building & Grounds

County Manager (Human Resources, Information Systems)

County Counsel

Clerk & Elections

Dues & Special Assessments

SERVICES APPROPRIATELY FUNDED BY DEDICATED RESOURCES

Public Safety & Justice

Courthouse Security

Child Custody Mediation

District Attorney (Child Support Enforcement)

Juvenile Crime Prevention

Law Library

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

Public Health

Health Department (all)

Drug & Alcohol Prevention

Mental Health

Land Use, Housing, Transportation, Economic Development & Capital

Clatsop County Fisheries

Community Development (Regional Planning, Building Codes)

County Tourism

Industrial Development Revolving

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

Video Lottery

Culture & Recreation

County Fair

Parks & Land Acquisition

**CLATSOP COUNTY
IMPLEMENTING DIRECTIONS &
ADOPTED
2020-2021 BOCC BUDGET POLICIES**

I. Clatsop County Budget Process:

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

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

II. Budgets Supported by the General Fund:

- A. General Fund Emphasis: The highest priority shall be to conserve General Fund discretionary resources to fund priority programs. The goal shall be to prepare a budget that maintains existing higher priority programs supported by the General Fund while at the same time seeking savings wherever possible.
- B. Cost Efficiency: Management will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- C. Base Budget Calculation: General Fund Departments will be provided a base budget amount and are required to submit budget proposals that are not more than the base amount. The base allocation is calculated using departments adopted 2019-20 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 2019-20 budgeted levels. Departments should critically examine past spending patterns to see if possible increases or decreases are necessary.
 - 3 Personnel and Work Program Justification: Personnel or program expenditure changes that departments cannot fit within their base budget allocation must be submitted along with their budget submittal using the provided Personnel and Work Program Justification form. Each request will be evaluated by the Budget and Finance Department and the County Manager for inclusion in the 2020-21 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 the Budget Officer on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.
- E. Pursuit of New Departmental Revenues: Departments shall pursue revenue sources to the fullest extent possible for all services using activity-based costing to determine all cost drivers, both direct and indirect, for fee setting purposes. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered.
- F. Expenditure Reductions: In the event that reductions in revenues require expenditure reductions from the base budget level the Budget Officer 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, changes in program needs, 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 (2019-20) 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 the Budget Officer on a timely basis. Accuracy in revenue/expenditure estimates is critical. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year. One-time resources should only be used for one-time expenditures/uses, and recurring resources should be used for recurring expenditures/uses.
- D. Overhead Cost Allocation Charges: All non-General Fund departments should budget the amount allocated to that department in the County's Indirect Cost Allocation Plan.
- E. Cost Efficiency: As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- F. General Fund Transfer Savings: Budget and Finance will monitor and work with departments on the necessity of making all or some of the budgeted General Fund transfers to non-General Fund departments.

IV. Reserves and Contingencies:

- A. Funding of Contingencies: At least 10% of the General Fund's appropriation, but not less than \$2million, shall be placed into the operating contingency with the expectation that most will not be spent and will become part of the 2020-21 beginning fund balance. The General Fund operating contingency for 2020-21 shall be increased if carryover resources are available in accordance with recommendations provided in the County's long-term financial plan. In addition, all non-general fund departments should have a minimum contingency target of at least 10% of total expenditures.

- B. Use of Contingency: In all funds, no expenditure can be made using budgeted contingency prior to approval from the Board of County Commissioners. With the approval, the expenditure authority budgeted as contingency will be reduced and the appropriate expense account(s) will be increased by the same amount. Prior to requesting Board approval any request made by a department for use of contingency must first be approved by the County Manager or designee, and must address the following considerations:
1. Need: reason the expenditure is necessary in the current fiscal year.
 2. Planning: reason this expenditure could not have been anticipated during the budget process.
 3. Alternatives: besides contingency, how can the organization realistically fund this request and what are the impacts.
- C. Unassigned Fund Balance: Maintain a minimum target of 20%, or equal to three (3) months of operations in the unassigned fund balance within the General Fund. This target fund balance shall be funded through excess revenues over expenditures, or one-time revenues.
1. The county will avoid the appropriation of fund balance for recurring operating expenditures. If at any time the utilization of fund balance to pay for operating expenditures is necessary to maintain the quality or level of current services, an explanation of the circumstances of the utilization of fund balance and the strategy to avoid the future use of fund balance will be included in the transmittal letter.
 2. The use of unassigned fund balance may be used at the discretion of the Board of Commissioners to:
 - a. Provide temporary resources in the event of an economic downturn while expenditure reductions are implemented.
 - b. Provide resources to meet emergency expenditures in the instance of earthquake, fire, flood, landslides, or other natural disasters.
- D. Special Projects Fund: Retain no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services. Additional timber monies shall be transferred to the Special Projects Fund, only in an amount necessary to meet the anticipated capital requirements for the 2020-21 FY, where the monies will be used to fund General Fund capital projects and other one-time expenditures. Ongoing operating expenditures will not be funded using the Special Projects Fund.
- E. General Fund Resource Stabilization Account: Maintain a Fund to set aside timber revenue resources that are in excess of the fifteen (15) year low and once Special Projects needs have been identified, to provide a long-term resource for General Fund operations in the event timber revenues received are insufficient in the future. The General Fund Stabilization Account will be used to meet General Fund financial commitments in any year when the County's timber revenue projection is less than the

total amount of current year commitments including the amount provided to the General Fund for operations as set forth in Section IV D., above and any debt payment obligations. In order to be fiscally responsible as well as fiscally responsive to potential decreases in timber sales, the County's target for the General Fund Stabilization account with carryover fund balance resources is \$2 million. Should resources in the General Fund be insufficient to meet budgeted needs and use of funds within the Stabilization Account cause the account to drop below the \$2 million-dollar threshold expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners.

V. Matching Funds:

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

VI. Lobbying and Grant Applications:

- A. Approval to Pursue: County Manager's Office approval is necessary before appointed County representatives and employees may pursue, in accordance with the County Legislative Guide, 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 2020-21 fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the Board's adopted Resource Management Strategy.

IX. Mid-Year Requests, General Fund Contingency:

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

X. Employee Salary Adjustments:

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

XI. Budget Controls:

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

XII. Contribution(s) to Outside Agencies:

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

XIII. Discretionary Resources:

- A. Maximize Board's Discretion: Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the Board as much flexibility as possible in allocating resources to local priorities.

XIV. Dedicated Resources

- A. Room Tax Revenues: 7% of the 9.5% room tax monies are not legally dedicated to fund particular programs or services and would fall under discretionary resources. The additional 2.5% is to be distributed as directed by HB 2267 which allows 70% of the new revenue to be used to fund tourism promotion or tourism-related facilities. The remaining 30% of the increase can be used in a discretionary manner and under the Board's direction is intended to be used to fund storm water drainage and improvements to public roads primarily in Arch Cape, or any legal costs associated with legal action taken by citizens of unincorporated Clatsop County against the county on land use issues.

Per Ordinance No. 2018-07 a county-wide tax of one percent is being imposed on transient lodging (room tax). Of this one percent tax increase, a portion of the 70% is to be used to fund tourism promotion or tourism-related facilities and shall be distributed to the Cities within which the tax was collected from. The remaining 30% collected for General Fund purposes shall be used for jail operational costs.

- B. 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.
- C. 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.

- D. Industrial Revolving Fund: These monies are to be spent pursuant to ORS 275.318(3) which includes:
 - 1. Engineering, improvement, rehabilitation, construction, operation or maintenance, including pre-project planning costs, of any Industrial Facility as defined in ORS 271.510 and specifically including off-site transportation or utility infrastructure that is necessary or appropriate to serve a development project.
- E. Use of Dedicated Funding Sources: Whenever legally possible, the funding responsibility for dedicated programs or activities to appropriate dedicated funding sources should be used. Thus, freeing up scarce discretionary resources to fund Board priorities.

XV. 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.

XVI. Performance Based Budgeting:

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

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 dedicated 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 with first preference to statutorily mandated services:

<u>Priority</u>	<u>Functional Area</u>
1	Public Safety and Justice
2	Public Health
3	General Government Direct Services
4	Community Development, Land Use, Transportation, Housing, Economic Development, and Capital
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 2020-21 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 with first preference to statutorily mandated services are:

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

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

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

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



OVERARCHING VISION

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



CORE COMMUNITY VALUES

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

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

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

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

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

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

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

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

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

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

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

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

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

CLATSOP VISION 2030TOGETHER

FOCUS AREA VISIONS

VISION FOCUS AREAS



ECONOMY & JOBS

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

ARTS, CULTURE & HISTORY

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

HEALTH, SAFETY & RESILIENCE

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

EDUCATION & LEARNING

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

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

ENVIRONMENT, NATURAL RESOURCES & RECREATION

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

COMMUNITY DEVELOPMENT & PLANNING

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

Long-range Financial Plan Development

What is a “Long -range Financial Plan?”

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

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

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

Who benefits from having a Long-range Financial Plan?

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

How was the Long-range Financial Plan Developed?

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

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

LRFP Implementation

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

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

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

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

Overview

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

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

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

Forecast Methodology

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

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

The forecast focuses on the County's General Fund and uses the adopted budget for the fiscal year (FY) 2019-20 as the base year of the forecast. The adopted budget for FY 2019-20 is then adjusted for various known items that have occurred since the Commission adopted the budget in June of 2019, and projections for 2019-20 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 2019-20 unfolds.

Common Assumptions

Fund Description

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

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

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

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

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

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

Revenues

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

Expenditures

The business of county government is labor intensive; therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. This forecast assumes the County continues its current wage and benefit package. The forecast predict staffing salaries and wages will grow in general at a 3.5% 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 biennia. PERS sets rates every two years, thus the contribution rate is fixed through June 30, 2021, however PERS has indicated to members that contribution rates are likely to continue to go up as a result of the unfunded liability amount moving forward. This forecast builds in a contribution rate increase of 5%. Annual inflation for materials and services is assumed to be approximately 1% per year.

Clatsop County
General Fund - Five Year Forecast (preliminary)
FY 2021 - 2025

	Actual 2018/19	Projected 2019/20	Adopted 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25
BEG. FUND BALANCE	11,785,630	13,564,080	14,166,200	10,532,310	9,415,412	7,998,476	5,433,500
REVENUE:							
CURRENT YR PROP TX	9,025,860	9,123,950	9,535,630	9,726,300	9,920,800	10,119,200	10,321,600
PRIOR YR PROP TX	253,480	250,000	240,000	250,000	250,000	250,000	250,000
OTHER REVENUE	8,145,810	11,168,230	9,729,180	9,907,770	10,100,120	10,296,320	10,496,450
TRANSFERS IN	473,660	690,250	373,640	375,200	377,000	378,860	380,770
GF TIMBER REVENUE	5,102,320	4,793,140	3,699,540	5,017,900	5,287,900	5,014,710	4,528,990
TOTAL REVENUES	23,001,130	26,025,570	23,577,990	25,277,170	25,935,820	26,059,090	25,977,810
EXPENDITURE:							
PERSONAL SERVICES	15,053,230	16,883,530	18,595,900	19,630,900	20,489,400	21,658,700	22,620,700
MATERIAL & SUPPLY	3,604,300	4,146,880	4,122,880	4,164,108	4,205,747	4,247,809	4,290,283
SPECIAL PAYMENTS	633,310	331,830	424,400	428,640	432,929	437,258	441,635
TRANSFERS	1,931,840	1,941,050	4,068,700	2,170,420	2,224,680	2,280,300	2,337,300
CONTINGENCY	2,207,720	2,606,730	2,721,188	2,639,409	2,735,274	2,862,408	2,968,994
TOTAL EXPENDITURE	23,430,400	25,910,020	29,933,068	29,033,476	30,088,030	31,486,475	32,658,912
LESS:							
CONTINGENCY	2,207,720	2,606,730	2,721,188	2,639,409	2,735,274	2,862,408	2,968,994
NET EXPENDITURE	21,222,680	23,303,290	27,211,880	26,394,067	27,352,756	28,624,067	29,689,918
NET INCR. (DECR.) YEAR	1,778,450	2,722,280	(3,633,890)	(1,116,898)	(1,416,936)	(2,564,977)	(3,712,108)
END. FUND BALANCE	13,564,080	16,286,360	10,532,310	9,415,412	7,998,476	5,433,500	1,721,391
Surplus/(Deficit)	11,356,360	13,679,630	7,811,122	6,776,003	5,263,202	2,571,092	(1,247,603)

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

REVENUE POLICIES

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

EXPENDITURE POLICIES

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

CLATSOP COUNTY DEBT POLICY

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

HOW RATING AGENCIES VIEW A DEBT POLICY

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

DEBT MANAGEMENT

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

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

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

LONG-TERM DEBT

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

- Highest General Obligation Debt Strategy priority categories as identified in the County's Capital Improvements Program (CIP) shall be financed first. There should be an annual review and evaluation of high, medium and low priorities. Over time, general obligation (G.O.) debt strategy priorities may have to be adjusted as various factors and issues are identified.
- When developing funding strategies for categories of projects, the County should first use revenues unique to such projects, i.e.; grants, timber revenues, and gas tax for roads.
- A strategy to address general obligation bond funded priorities should relate to the financing of capital improvements caused by growth and must stay within prudent debt limits.
- Major new capital improvement projects and major rehabilitation projects shall be funded with general obligation bonds if no other revenue source can be utilized.
- The County shall not have general obligation debt at any one time outstanding, which is in excess of 2% of the County's real market valuation, current county RMV of \$8.7B allows a debt limit of \$174M. 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 3 years beginning FY 2019-20. The amount of this lease is \$208,707 at an interest rate of 4.87 percent. This budget represents the 2nd of 3 annual payments of interest and principal in the amount of \$69,569. These costs are paid out of the following fund/org units/expense lines:

- 001/1650/82-2455: \$50,070
- 002/3110/82-2455: \$4,560
- 005/2191/82-2455: \$870
- 007/4110/82-2455: \$6,510
- 033/7156/82-2455: \$780
- 036/7165/82-2455: \$2,030
- 039/8500/82-2455: \$870
- 024/2385/82-2455: \$3,290
- 150/9300/82-2455: \$580

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 14th payment of interest and principal in the amount of \$7,600. 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 7th interest payment and the 6th principal payment in the amount of \$170,300. These costs are paid out of the Debt Service Fund 400/5855.

General Obligation Bonds – Series 2019: In November of 2018 Clatsop County voters approved a 20-year bond in the amount of \$20,000,000 to remodel the existing Oregon Youth Authority Facility located in Warrenton, OR to become the new Clatsop County Jail. The bonds were sold in March of 2019 and earned a premium of \$3,443,780. The new jail will increase the jail bed capacity from 60 beds to approximately 170 beds. This budget represents the 2nd interest payment and the 1st principal payment in the total amount of \$1,283,300. These costs are paid out of the Debt Service Fund 400/5855.

CURRENT SHORT-TERM DEBT OBLIGATIONS

Loan – Oregon Business Development Department: During fiscal year 2018-2019 the County incurred debt with Oregon Business Development Department over a 5-year period to construct a Household Hazardous Waste facility. The facility will be available for residential and commercial use. The facility will charge a tipping fee to commercial users to pay for the annual operation of the facility as well as costs incurred for construction. The original loan amount is \$255,000 with an interest rate of 3 percent. This budget represents the 2nd year of both principal and interest payments made on a monthly basis of the fiscal year for a total annual amount of \$54,990. These costs are paid out of the Public Health Fund 007/4169.

Capital Improvement Plan

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

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

The CIP has the following benefits to the community:

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

Capital outlays are budgeted by individual funds in support of the CIP. As part of the budget process, all FY 2020-2021 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 2020-2021

Project	Type of Project	FY 2020-21 Funding	Total Project Cost
Dump Truck	Automotive	210,000	210,000
Loader/Brush Cutter	Automotive	260,000	260,000
Excavator	Automotive	180,000	180,000
Flat Bed P/U Truck	Automotive	35,000	35,000
Ford F350 Pickup	Automotive	41,585	41,585
Ford F550 Pickup and Dump Body	Automotive	67,385	67,385
County Manager Strategic Planning	Other	50,000	50,000
Firewall Upgrade	Computer	40,000	40,000
Appraiser Tablets	Computer	10,500	10,500
Ballot Sorter	Office Equipment	48,500	48,500
B&F Copier/Printer	Office Equipment	15,000	15,000
Comprehensive Plan Update	Other	66,000	66,000
Emergency repairs to County Facilities	Building	50,000	50,000
Generator Replacement Sheriff	Building	52,480	52,480
Dude Solutions Software	Computer	30,000	30,000
Public Health Security Upgrade	Building	37,000	37,000
DA Security Upgrade	Building	60,350	60,350
HVAC Replacement Boyington	Building	36,000	36,000
Lock Upgrades	Building	50,000	50,000
Carpet Replacement Courtroom 200	Building	28,000	28,000
Vestibule Entrance Sheriff	Building	14,000	14,000
Swamp Cooler Replacement Animal Control	Building	6,000	6,000
Park Development - Westport Boat Ramp	Structures & Improvements	25,000	550,000
800 Exchange Building – Elevator Shaft Repair	Building	38,170	38,170
Buildings & Grounds Work Van	Automotive	46,200	46,200
Kloutchy Creek Restroom Project	Structures & Improvements	60,000	60,000
Sheriff Patrol Pickup	Automotive	47,500	47,500
Sheriff Administrative Vehicle	Automotive	34,500	34,500
Sheriff Copier/Printer/Scanner	Office Equipment	7,000	7,000
Sheriff Data Fiber Connection	Computer	50,000	50,000
Jail Relocation – Remodel/Addition	Building	20,000,000	25,300,000
Building Codes Inspection Vehicle	Automotive	27,500	27,500
Reserve/Debt/Indirects		1,339,710	1,339,710
TOTAL		\$23,063,380	\$28,888,380

Estimated Impact on the Operating Budget

Project	Type of Project	Estimated Operating Impact
Dump Truck	Automotive	Slight decrease in annual maintenance and fuel costs
Loader/Brush Cutter	Automotive	Slight decrease in annual maintenance and fuel costs
Excavator	Automotive	Slight decrease in annual maintenance and fuel costs
Flat Bed P/U Truck	Automotive	Slight decrease in annual maintenance and fuel costs
Ford F350 Pickup	Automotive	Slight decrease in annual maintenance and fuel costs
Ford F550 Pickup and Dump Body	Automotive	Slight decrease in annual maintenance and fuel costs
County Manager Strategic Planning	Other	None
Firewall Upgrade	Computer	None
Appraiser Tablets	Computer	None
Ballot Sorter	Office Equipment	None
B&F Copier/Printer	Office Equipment	None
Comprehensive Plan Update	Other	None
Emergency repairs to County Facilities	Building	None
Generator Replacement Sheriff	Building	None
Dude Solutions Software	Computer	None
Public Health Security Upgrade	Building	None
DA Security Upgrade	Building	None
HVAC Replacement Boyington	Building	None
Lock Upgrades	Building	None
Carpet Replacement Courtroom 200	Building	None
Vestibule Entrance Sheriff	Building	Slight decrease in heating in cooling costs
Swamp Cooler Replacement Animal Control	Building	Slight decrease resulting in more efficient system
Park Development - Westport Boat Ramp	Structures & Improvements	None
800 Exchange Building – Elevator Shaft Repair	Building	None
Buildings & Grounds Work Van	Automotive	Slight decrease in annual maintenance and fuel costs
Kloutchy Creek Restroom Project	Structures & Improvements	Projected to increase approximately \$1,000/year
Sheriff Patrol Pickup	Automotive	None
Sheriff Administrative Vehicle	Automotive	None
Sheriff Copier/Printer/Scanner	Office Equipment	None
Sheriff Data Fiber Connection	Computer	None
Jail Relocation – Remodel/Addition	Building	Projected \$2.5M increase for personnel and M&S
Building Codes Inspection Vehicle	Automotive	Slight decrease in annual maintenance and fuel costs

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

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

CIP – General Principles and Coordination with County Policy

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

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

Vehicle and Equipment Replacement/Maintenance Guidelines

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

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

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

SUGGESTED CRITERIA AND GUIDELINES FOR VEHICLE AND EQUIPMENT REPLACEMENTS:

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

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

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

Mowing Equipment: Replace after six (6) years

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

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

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

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

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

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

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

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

SUGGESTED CRITERIA FOR VEHICLE AND EQUIPMENT MAINTENANCE:

1. Preventative Maintenance:

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

2. Day-to-Day Maintenance Guidelines:

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

Summary

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

Capital Improvement Plan - 5 Yr. Projection

Special Revenue Fund							
Org ID/Name	Project Name	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	5 Yr Total
2001 - Equipment Replacement							
	Flatbed Pickup	50,000	0	0	0	0	50,000
	Bridge Truck	0	0	260,000	0	0	260,000
	Flatbed Pickup	0	50,000	0	0	0	50,000
	Vactor Truck	0	200,000	0	0	0	200,000
	IT Loader	0	0	230,000	0	0	230,000
	Loader	230,000	0	0	0	0	230,000
	Flatbed Pickup	0	0	50,000	0	0	50,000
	10 - 12 Yard Dump Truck	0	200,000	0	0	0	200,000
	Equipment Replacement Total:	280,000	450,000	540,000	0	0	1,270,000
2245 - Marine Patrol							
	Marine Patrol Truck	0	50,000	0	0	0	50,000
	Marine Patrol Total:	0	50,000	0	0	0	50,000
7165 - Building Codes							
	Building Codes Division Fleet	30,000	31,000	32,000	33,000	0	126,000
	Building Codes Total:	30,000	31,000	32,000	33,000	0	126,000
9300 - Fair General Operation							
	New Indoor Multi-use Building	1,500,000	0	0	0	0	1,500,000
	Fair General Operation Total:	1,500,000	0	0	0	0	1,500,000
Special Revenue Fund Total:		1,810,000	531,000	572,000	33,000	0	2,946,000

Capital Improvement Plan - 5 Yr. Projection

General Fund							
Org ID/Name	Project Name	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	5 Yr Total
1150 - Assessment & Taxation							
	Assessment & Taxation Fleet Vehicle	0	35,000	0	0	0	35,000
	Assessment & Taxation Total:	0	35,000	0	0	0	35,000
1790 - Building & Grounds							
	Animal Shelter - Roof Replacement	33,800	0	0	0	0	33,800
	Courthouse - Railing Replacement	30,000	0	0	0	0	30,000
	Animal Shelter - Interior Painting & Finishes	25,000	0	0	0	0	25,000
	800 Exchange - HVAC Replacement/Engineering	180,000	0	0	0	0	180,000
	Courthouse - ADA Restroom Upgrade	30,000	0	0	0	0	30,000
	800 Exchange/4th Floor Carpet Replacement	36,000	0	0	0	0	36,000
	Building & Grounds Total:	334,800	0	0	0	0	334,800
	1795 - Parks Maintenance						
Wesport Park Development		1,250,000	0	0	0	0	1,250,000
Parks Maintenance Total:		1,250,000	0	0	0	0	1,250,000
2200 - Sheriff Enforcement Division							
	Patrol Vehicle	90,000	45,000	45,000	45,000	45,000	270,000
	Work Crew Truck	150,000	0	0	0	0	150,000
	Sheriff Enforcement Division Total:	240,000	45,000	45,000	45,000	45,000	420,000
2700 - Planning Division							
	Comprehensive Plan Update	35,200	1,500	0	0	0	36,700
	Planning Division Total:	35,200	1,500	0	0	0	36,700
General Fund Total:		1,860,000	81,500	45,000	45,000	45,000	2,076,500

County Total:	3,670,000	612,500	617,000	78,000	45,000	5,022,500
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2020-2021 Capital Improvement Plan

Special Revenue Fund

Org ID	Project Name	Type	Category	Cost
2001	Dump Truck	Replacement	Automotive	210,000
2001	Loader/Brush Cutter	Replacement	Automotive	260,000
2001	Excavator	Replacement	Automotive	180,000
2001	Flatbed Pickup	Replacement	Automotive	35,000
2001	Ford F350 Pickup	Replacement	Automotive	41,590
2001	Ford F550 Pickup and a dump body	Replacement	Automotive	67,380
2191	Resident Deputy Patrol 4x4 Patrol Vehicles	Replacement	Automotive	94,000
2191	Detective Vehicle	Replacement	Automotive	34,500
3120	Land Purchase	Addition	Land	2,250,000
3120	Portable Welder	Addition	Miscellaneous	10,000
3120	Vehicle Mounted Sign	Addition	Automotive	10,000
3120	Flatbed	Addition	Automotive	5,000
5846	Westport Sewer Systems	Addition	Building	80,000
7165	Building Codes Division Inspection Vehicle	Replacement	Automotive	27,500
9300	Articulating Boom Lift	Addition	Miscellaneous	50,000
Special Revenue Fund Total:				3,354,970

General Fund

Org ID	Project Name	Type	Category	Cost
1120	Strategic Planning	Addition	Miscellaneous	50,000
1350	Ballot Sorter	Addition	Office Equipment	48,500
1625	B&F Copier/Printer	Replacement	Office Equipment	15,000
1650	Firewall upgrade	Replacement	Computer	40,000
1650	Appraiser Tablets	Replacement	Computer	10,500
1790	Emergency Repairs	Replacement	Building	50,000
1790	Sheriff's Office - Generator Replacement	Replacement	Building	52,480
1790	Dude Solutions Software	Addition	Computer	30,000
1790	Courthouse - DA Security Upgrade	Replacement	Building	60,350
1790	Boyington Building - HVAC Replacement	Replacement	Building	36,000
1790	Lock Upgrades	Replacement	Building	50,000
1790	Sheriff's Office - Data Fiber Connection	Addition	Building	50,000
1790	Courthouse - Carpet Replacement	Replacement	Building	28,000
1790	Sheriff's Office - Vestibule Entrance	Replacement	Building	14,000
1790	Animal Shelter - Replace Swamp Cooler	Replacement	Building	6,000
1790	Public Health Security Upgrades	Replacement	Building	37,000

2020-2021 Capital Improvement Plan

1790	Elevator shaft repair and rail attachment upgrade	Replacement	Building	38,170
1790	Buildings & Grounds Van	Replacement	Automotive	46,200
1795	Kloutchy Creek Restroom Project	Replacement	Miscellaneous	60,000
1795	Westport boat ramp development	Replacement	Miscellaneous	25,000
2200	Patrol Pickup	Replacement	Automotive	47,500
2200	Administrative Vehicle	Addition	Automotive	34,500
2300	Clatsop County Jail Relocation	Replacement	Building	20,000,000
2300	Office copier/ printer/ scanner	Replacement	Office Equipment	7,000
2700	Comprehensive Plan Update	Replacement	Miscellaneous	66,000
General Fund Total:				20,902,200

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

Where your property tax dollar goes:



WHAT YOUR 12.55 CENTS TO CLATSOP COUNTY PROVIDES:

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

The top 10 taxpayers in Clatsop County for 2019 are as follows:

1. Georgia Pacific Consumer Products \$1,820,057.72
2. L&C Tree Farms LLC \$1,002,783.66
3. WorldMark The Club \$623,092.54
4. PacifiCorp \$620,777.46
5. Hampton Lumber Mills Inc. \$552,521.49
6. Northwest Natural Gas Co. \$529,934.21
7. Charter Communications \$488,388.57
8. Weyerhaeuser Company \$397,542.08
9. CENTURYLINK \$360,784.79
10. Param Hotel Corporation \$297,382.76

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
2009-10 AV M5 RMV	4,783,903,473 8,855,704,653	3.0 <.4.4>	1.5338 .0900*	1.0175	.0534	.7195
2010-11 AV M5 RMV	4,854,474,989 8,128,017,096	1.4 <8.2>	1.5338 .0900*	1.0175	.0534	.7195
2011-12 AV M5 RMV	4,974,848,967 7,704,823,561	2.4 <5.2>	1.5338 .0700*	1.0175	.0534	.7195
2012-13 AV M5 RMV	5,077,663,892 7,254,191,848	2.5 <5.5>	1.5338 .0700*	1.0175	.0534	.7195
2013-14 AV M5 RMV	5,215,879,408 7,279,208,446	2.7 .34	1.5338 .0700*	1.0175	.0534	.7195
2014-15 AV M5 RMV	5,355,056,224 7,281,392,025	2.7 .03	1.5338 .0700*	1.0175	.0534	.7195
2015-16 AV M5 RMV	5,705,270,411 7,516,835,617	6.6 3.2	1.5338 .0700*	1.0175	.0534	.7195
2016-17 AV M5 RMV	5,875,464,334 7,933,131,303	2.9 5.2	1.5338 .0500*	1.0175	.0534	.7195
2017-18 AV M5 RMV	6,060,271,955 8,326,584,223	3.0 4.7	1.5338 .0500*	1.0175	.0534	.7195
2018-19 AV M5 RMV	6,298,872,930 8,953,187,193	3.9 7.5	1.5338 .0500*	1.0175	.0534	.7195
2019-20 AV	6,535,963,525 9,514,701,054	3.6 5.9	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**

1999-00	2,975,179
2000-01	2,795,373
2001-02	2,488,094
2002-03	5,480,758
2003-04	4,056,315
2004-05	3,124,003
2005-06	3,898,818
2006--07	3,810,400
2007--08	3,685,175
2008--09	3,387,555
2009-10	2,465,893
2010-11	2,183,649
2011-12	2,758,246
2012-13	2,414,065
2013-14	3,448,047
2014-15	3,443,116
2015-16	5,065,495
2016-17	4,612,283
2017-18	6,866,286
2018-19	5,102,322
2019-20	4,793,145**
2020-21	3,609,127***

** Total estimated to be received as of ODF Projection from 1/28/20.
Total received as of 4/10/20 \$3,461,152.

***Estimate from ODF Projection dated 1/28/20.

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	127,144	133,336	6,192
	E263064	Chev 2015	Silverado	19,706	30,217	0
	E278862	Chev 2019	Silverado	0	5,110	5,110
Assessor	E263616	Ford 2014	Explorer 4x4	24,965	29,606	4,641
	E225079	Toyota 2015	Rav 4	18,644	21,494	2,850
	E222402	Toyota 2015	Rav 4	11,950	14,176	2,226
	E273562	Toyota 2017	Rav 4	3,490	5,729	2,239
	E269000	Toyota 2017	Rav 4	6,322	9,377	3,055
Building & Grounds	E184022	Chev 1992	S10 Pickup	85,949	86,487	538
	E219275	Chev 2001	Lumina	65,628	66,059	431
	E169219	Chev 2002	1/2 Ton Van	61,319	64,959	3,640
	E237490	Entso 2007	Utility Trailer	n/a	n/a	n/a
Building Codes	E271854	Ford 2016	F150	21,273	33,161	11,888
	E269964	Ford 2016	Escape	43,187	60,450	17,263
	E269965	Ford 2016	Escape	33,673	43,000	9,327
	E275135	Ford 2018	F150	1,750	5,056	3,306
County Manager	E273561	Toyota 2017	Rav 4	2,350	4,765	2,415
District Attorney	E248729	Dodge 2009	Charger	149,000	156,068	7,068
Emergency Mgmt	E278871	Ford 2014	Explorer 4x4	53,212	57,894	4,682
Fairgrounds	E205621	Dodge 1998	Pickup	168,457	168,457	0
Fisheries	E222770	Ford 2003	Pickup F350	138,063	139,319	1,256
	OR296XC	Lowe 1993	Alum. Boat	n/a	n/a	n/a
	E223857	EZ Loader 1990	Boat Trailer	n/a	n/a	n/a
Information Systems	E222401	Chev 2001	Lumina	77,395	77,873	478
Juvenile	E205624	Ford 1998	Crew Van	43,722	48,177	4,455
	E257098	Chev 2014	Impala	74,787	83,724	8,937
	E263060	Forri 2015	Utility Trailer	n/a	n/a	n/a
	E269776	Ford 2017	Escape	17,980	21,585	3,605
	E281802	Toyota 2019	Highlander	0	7,877	7,877
Parks	n/a	Kioti 1994	Tractor	1,671	1,684	13
	E197814	Maxey 1995	Trailer	n/a	n/a	n/a
	E250663	Ford 2010	Pickup F250	139,558	141,441	1,883
	E271767	Ford 2017	Pickup F250	43,902	64,141	20,239
	E283210	Ford 2020	Pickup F150	110	1,088	978
Parole & Probation	E229944	Chev 2004	Tahoe	130,805	131,099	294
	E236820	Chev 2005	Impala	132,080	132,080	0
	E263072	Dodge 2014	Charger	49,785	60,776	10,991
	E263087	Dodge 2014	Charger	25,913	35,186	9,273
	E263088	Dodge 2014	Charger	29,784	41,019	11,235
	E253271	Chev 2015	Tahoe	34,528	42,430	7,902
	E273565	Chev 2016	Tahoe	5,574	13,040	7,466
	E273566	Chev 2017	Equinox	16,376	26,533	10,157
Planning	E272167	Ford 2017	Escape	7,817	29,651	21,834
	E282002	Ford 2020	Escape	8	1,518	1,510
Public Health	E237462	Dodge 2007	Van/Teal	40,909	43,025	2,116
	E263073	Chev 2012	Equinox	60,055	67,525	7,470
	E273568	Chev 2016	Trax	22,179	26,531	4,352
	E227614	Dodge 2016	Wagon	44,709	48,250	3,541
	E174637	Toyota 2017	Prius	17,775	25,552	7,777
	E278852	Chevrolet 2018	Trax	4,077	10,069	5,992
	E281307	Chevrolet 2018	Equinox	119	2,927	2,808
Surveyor	E184013	Dodge 1992	Pickup	53,780	54,749	969

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	346	347	1	H
E188	CAT 1989	926E Wheel Loader	4,706	4,831	125	H
E191	BMC 1978	Hydra Hammer	2,111	2,111	0	H
E192	Inger Rand 1989	PneuRoller	2,947	3,014	67	H
E200	Brush Bandit 1990	Chopper	2,954	3,148	194	H
E205	CAT 1992	D4H	4,209	4,414	205	H
E206	Chevrolet 1992	Spray Truck	76,894	79,022	2,128	M
E211	1992	Bridge Truck	53,005	54,333	1,328	M
E214	CAT 1993	Vibratory Compactor	2,617	2,670	53	H
E216	Vanraden 1993	10 YD Trailer	n/a	n/a	n/a	
E222	CAT 1994	Tool Carrier Loader	4,000	4,184	184	H
E223	CAT 1994	Tool Carrier Loader	3,952	4,048	96	H
E225	PB GMC 1994	6 yd Dumptruck	116,673	117,725	1,052	M
E226	Etnyre 1995	Chip Spreader	1,456	1,574	118	H
E227	CAT 1996	140G Grader	9,602	9,767	165	H
E228	PB 1998	10 Yd Dumptruck	8,028	8,916	888	H
E229	Vanraden 1998	10 YD Trailer	133,983	139,457	5,474	M
E231	Vanraden 1998	10 YD Trailer	128,946	134,477	5,531	M
E233	Vanraden 1998	10 YD Trailer	157,890	163,412	5,522	M
E237	DynaWeld 1998	Flatbed Trailer	n/a	n/a	n/a	
E241	John Deere 1998	624H Loader	3,211	3,356	145	H
E242	GMC 1999	6 yd Dumptruck	69,479	71,594	2,115	M
E244	GMC 1999	Aerial Lift	5,352	5,614	262	H
E245	Dodge 2001	Pickup	120,743	127,950	7,207	M
E246	Ford 2000	Pickup	121,568	125,266	3,698	M
E249	Ford 2002	Crew Cab Pickup	64,746	69,545	4,799	M
E250	GMC 2002	6 YD Dump Truck	78,497	80,383	1,886	M
E251	GMC 2002	6 YD Dump Truck	62,701	65,083	2,382	M
E252	Case 2002	Brush Chopper	4,846	4,969	123	H
E254	Bowie 2002	Hay Mulcher	465	569	104	H
E255	Ingersoll 2002	10 Ton Compactor/Roller	1,427	1,502	75	H
E256	Johnston 2002	Vac Sweeper	19,534	21,587	2,053	H
E257	Vactor 1998	Catch Basin Truck	5,817	5,825	8	H
E258	Ingersoll 2002	Base Comp	5,705	5,800	95	H
E259	HTC 2002	Shoulder Machine	872	883	11	H
E261	Ford 2003	Flatbed Pickup	106,919	113,146	6,227	M
E262	Ford 2003	Flatbed Pickup	123,846	130,690	6,844	M
E263	Ford 2004	Flatbed Pickup	134,991	138,636	3,645	M
E264	Tow Master 2004	Ramp Trailer	n/a	n/a	n/a	
E266	Peterbilt 2005	10 YD Dump Truck	165,306	177,358	12,052	M
E268	Ford 2005	F750 Shop Truck	66,700	69,284	2,584	M
E270	Chevrolet 2006	3/4 Ton Pickup	108,481	114,603	6,122	M
E272	Ford 2008	Pickup	95,362	97,645	2,283	M

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	
E273	IT 14 2006	Scoop	4,298	4,430	132	H
E274	Chevrolet 2007	1/2 ton Pickup	71,916	77,775	5,859	M
E275	Ford 2008	1Ton PU	91,082	97,693	6,611	M
E276	Trailer 2008	Flatbed Trailer	n/a	n/a	n/a	
E277	Forklift 2001	9,000 LB	1,313	1,396	83	H
E278	Ford 2009	1 Ton x cab	133,274	134,443	1,169	M
E279	Chevrolet 2009	Colorado PU	34,714	39,000	4,286	M
E280	Case 2006	Excavator	4,957	5,444	487	H
E281	Etnyre 2000	Low Boy	n/a	n/a	n/a	
E282	International 2007	Tractor	131,640	139,894	8,254	M
E283	Rway 2000	Belly Dump Trailer	n/a	n/a	n/a	
E284	FreightLiner 2006	Bear Cat Distributor	239,636	240,971	1,335	M
E285	Wilson 2004	Custom Build Trailer	n/a	n/a	n/a	
E286	Ford 2012	F450 Dump	49,390	56,000	6,610	M
E287	John Deer 2011	Brush Chopper	3,207	3,646	439	H
E288	Ford 2012	HD Dump	65,130	72,929	7,799	M
E289	Ford 2012	Pickup	98,225	103,261	5,036	M
E290	Ford 2012	Pickup	78,008	96,700	18,692	M
E291	John Deere 2012	Loader	1,334	1,490	156	H
E292	Dynapac 2013	Compactor	975	1,173	198	H
E293	Ford 2013	F150 Pickup	28,612	35,762	7,150	M
E294	Ford 2014	F450 Sign Truck	49,921	63,829	13,908	M
E295	Ford 2014	F450 HD	44,305	52,703	8,398	M
E296	Bear Cat 2015	Distributor	10,685	12,453	1,768	M
E297	Great Northern 2014	Split Deck Trailer	n/a	n/a	n/a	
E298	John Deer 2015	Grader	1,640	1,958	318	H
E299	Superior 2012	Broom	1,193	1,504	311	H
E300	Trailmax 2015	Trailer	n/a	n/a	n/a	
E301	Kubota 2015	Excavator	1,437	1,920	483	H
E302	Wells 1993	Utility Trailer	n/a	n/a	n/a	
E303	Cat 2015	Excavator	1,355	1,728	373	M
E304	Ford 2017	F350	34,786	50,598	15,812	M
E305	Kenworth 2018	Hooklift Truck	12,520	29,440	16,920	M
E306	Kenworth 2018	Dumptruck	16,084	29,746	13,662	M
E307	Ford 2018	F150 Pickup	9,140	17,365	8,225	M
E308	Peterbilt 2018	Dumptruck	11,617	29,592	17,975	M
E309	Peterbilt 2018	Dumptruck	9,091	24,151	15,060	M
E310	Kubota 2017	Tractor Mower	456	811	355	H
E311	GMC 1994	Paint Striper	116,079	116,713	634	H
E312	Ford 2019	F350 4x4 Supercab	0	13,060	13,060	M
E313	Gradall 2018	Gradall	0	495	495	H
E314	Kioti 1994	Tractor	1,617	1,617	0	H
E315	Ford 2009	Pickup	139,558	141,441	1,883	M

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	
E315	Maxey 1995	Trailer	n/a	n/a	n/a	
E316	Ford 2016	F250	43,092	64,141	21,049	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	33,274	33,274	0
8	ASM BI	1999	Trailer	E210861	Work Crew	NA	NA	NA
9	Chevrolet	1998	Pickup	E213141	SAR	32,444	32,444	0
10	Ford	2008	F5D Crew Truck	E243307	Work Crew	94,164	94,164	0
11	EGLIR	2004	Utility Trailer	E228566	Work Crew	NA	NA	NA
12	Chevrolet	2011	AWD Van	E252901	Corrections	137,519	137,519	0
13	Bombardier	2002	ATV	n/a	SAR	NA	NA	NA
14	Wells Cargo	1997	Trailer	E263077	SAR	NA	NA	NA
15	GMC	1992	Van	E268993	SAR	16,902	16,902	0
16	Chevrolet	1996	Suburban	E197843	SAR	32,366	32,366	0
17	Chevrolet	2004	Suburban	E228573	SAR	30,749	30,749	0
18	Mack	1989	Rescue Rig	E268994	SAR	105,918	105,918	0
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	43,354	43,354	0
28	Trailer	2009	17 EZ Loader	n/a	Marine	NA	NA	NA
30	River Wild	2015	25" Boat	714CXC	Marine	NA	NA	NA
32	Chevrolet	2016	K2500 Crew Cab	E268979	Marine	32,218	32,218	0
33	Chevrolet	2016	Tahoe	E268978	Criminal	43,488	43,488	0
34	Dodge	2016	Charger	E268984	Criminal	34,716	34,716	0
35	Dodge	2016	Charger	E268983	Criminal	43,343	43,343	0
36	Dodge	2016	Charger	E268982	Criminal	38,400	38,400	0
37	Dodge	2018	Charger	E273578	Criminal	18,140	18,140	0
38	Dodge	2018	Charger	E273577	Criminal	15,354	15,354	0
39	Chevrolet	2019	Tahoe-PPV	E278856	Criminal	0	0	0
40	Chevrolet	2019	Tahoe-SUV	E278855	Criminal	0	0	0
42	Dodge	2015	Charger	E263097	Criminal	79,093	79,093	0
43	Reserve	2004	Ford F250	E338695	Criminal	130,508	130,508	0
45	Dodge	2015	Charger	E263096	Criminal	40,764	40,764	0
47	Dodge	2014	Charger	E263069	Criminal	86,299	86,299	0
48	Dodge	2014	Charger	E263068	Criminal	77,978	77,978	0
49	Chevrolet	2015	K2500 Crew Cab	E229938	Criminal	126,129	126,129	0
50	Ford	2008	F250	E238637	Marine	106,210	106,210	0
52	Chevrolet	2014	Tahoe	E262698	Criminal	104,050	104,050	0
53	Dodge	2019	Charger	002-BSJ	Criminal	0	0	0
54	Dodge	2012	Charger	E257063	Criminal	142,778	142,778	0
55	Chevrolet	2012	Tahoe	E257062	Criminal	134,938	134,938	0
56	Chevrolet	2005	K1500 pick-up	E228931	Criminal	136,787	136,787	0
60	Chevrolet	2005	Impala	Classified	Corrections	97,537	97,537	0
61	Dodge	2018	Charger	E273579	Corrections	5,420	5,420	0
62	Chevrolet	2005	Tahoe	Classified	Detective	165,442	165,442	0
63	Chevrolet	2005	Astro Van	Classified	Task Force	49,755	49,755	0
67	Chevrolet	2015	K-2500 pick-up	E263093	Criminal	42,415	42,415	0
70	Dodge	2015	Charger	E263095	Criminal	50,979	50,979	0
71	Dodge	2011	Charger	E252920	Criminal	121,467	121,467	0

SHERIFF'S DEPARTMENT VEHICLE LIST

Veh.#	Make	Year	Model	License	Division	Last Odom.	Current Odom.	Current Miles
72	Dodge	2015	Charger	E263094	Criminal	63,751	63,751	0
73	Dodge	2008	Durango	E243325	Criminal	126,246	126,246	0
74	Dodge	2008	Durango	E234423	Criminal	126,681	126,681	0
80	Dodge	2009	Charger	E248748	Criminal	178,242	178,242	0
82	Chevrolet	2006	K-2500 pick-up	002BSJ	Criminal	137,610	137,610	0
84	Chevrolet	2018	Equinox	Classified	DTF	14,407	14,407	0
85	Ford	2015	F350	E263080	Corrections	76,455	76,455	0
87	Dodge	2014	Charger	E263089	Corrections	59,505	59,505	0
88	Chevrolet	2014	Tahoe	E257090	Criminal	105,500	105,500	0
89	Chevrolet	2011	Tahoe	895BRH	Sheriff	124,350	124,350	0
93	External Fuel Tank Veh #66							
94	Nissan	2010	Altima	Classified	DTF	118,488	118,488	0
95	Dodge	2011	Charger	E252927	Criminal	75,676	75,676	0
96	Dodge	2011	Charger	E252928	Criminal	145,300	145,300	0
97	Dodge	2011	Charger	E252929	Criminal	109,000	109,000	0

F.T.E. by Fund

Fund	Organizational Unit	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
001	General							
	Animal Control	3.00	4.00	4.50	4.50	4.50	4.50	4.50
	Approp. For Contingency 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	15.50	15.50	14.80	15.80	14.80	14.80	14.80
	Board of Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Brd of Property Tax Appeal	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	3.60	4.10	4.10	4.93	4.93	4.93	4.93
	Building & Grounds	5.40	5.40	5.53	5.53	5.53	5.53	5.53
	Clerk - Admin. & Elections	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk Recordings	1.65	1.65	1.65	1.65	1.65	1.65	1.65
	Code Compliance	0.00	0.00	0.00	2.30	2.30	2.30	2.30
	Corrections Workcrew	2.00	1.00	0.00	0.00	0.00	0.00	0.00
	County Counsel	0.00	0.00	0.00	1.00	1.00	1.00	1.00
	County Manager	3.23	3.73	3.73	3.95	3.95	3.95	3.95
	County Tourism	0.00	0.00	0.70	0.70	0.70	0.70	0.70
	Discretionary Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	15.89	16.39	16.42	16.78	16.78	16.78	16.78
	Dues & Special Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Emergency Management	2.00	2.00	3.00	3.00	3.00	3.00	3.00
	General Fund Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Human Resources	2.00	2.00	2.00	3.00	2.00	2.00	2.00
	Information Systems	7.08	7.08	7.15	9.07	7.07	7.07	7.07
	Jail Medical	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Juvenile Department	6.58	6.58	6.58	6.58	5.58	5.58	5.58
	Medical Examiner	0.86	0.86	0.86	0.86	0.86	0.86	0.86
	Parks Maintenance	1.70	1.70	1.70	2.70	1.70	1.70	1.70
	Planning Division	5.35	5.85	6.85	4.55	4.55	4.55	4.55
	Property Management	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Sheriff Corrections Division	25.00	26.00	29.00	31.00	31.00	31.00	31.00
	Sheriff Enforcement Division	23.90	23.90	23.90	24.40	24.40	24.40	24.40
	Sheriff Support Division	5.50	5.53	10.00	8.00	8.00	8.00	8.00
	Surveyor	1.95	1.95	1.95	1.95	1.95	1.95	1.95
	Transfers To Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Total for Fund: 001		138.03	141.06	150.27	158.10	152.10	152.10	152.10
002	General Roads							
	Approp. For Contingency 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road Admin. And Support	5.60	6.60	6.85	6.85	6.85	6.85	6.85
	Road Maint & Construction	22.70	23.70	24.85	26.85	26.85	26.85	26.85
Total for Fund: 002		28.30	30.30	31.70	33.70	33.70	33.70	33.70
003	General Fund Stabilization							
	GF Stabilization	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Fund: 003		0.00	0.00	0.00	0.00	0.00	0.00	0.00
004	Clerk Archived Records							
	Clerk Archived Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Fund: 004		0.00	0.00	0.00	0.00	0.00	0.00	0.00
005	Rural Law Enforcement District							
	Sheriff Rural Law Enf Dis	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Fund: 005		0.00	0.00	0.00	0.00	0.00	0.00	0.00
007	Public Health							
	Approp. For Contingency 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	0.85	1.15	2.30	2.15	2.15	2.15	2.15
	Community Health	3.80	5.65	4.70	5.70	5.60	5.60	5.60
	Emergency Preparedness	0.15	0.15	0.15	0.15	0.15	0.15	0.15
	Environmental Health	2.35	2.45	2.45	1.85	1.85	1.85	1.85
	Family Planning	1.20	1.74	1.10	1.10	1.10	1.10	1.10
	Harm Reduction Program	0.00	0.00	0.60	1.45	1.55	1.55	1.55
	Household Hazardous Waste	0.20	0.10	0.30	0.20	0.20	0.20	0.20
	Immunization	0.10	0.10	0.10	0.15	0.15	0.15	0.15
	Jewell School-Based Health Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Maternal & Child Health	0.50	0.25	0.00	0.00	0.00	0.00	0.00
	Onsite Sewage Systems	1.50	1.55	1.75	2.40	2.40	2.40	2.40
	Tobacco Prevention	0.70	0.65	1.10	1.70	1.70	1.70	1.70
	W I C Program	2.48	2.48	2.45	2.10	2.10	2.10	2.10
Total for Fund: 007		13.83	16.27	17.00	18.95	18.95	18.95	18.95
009	Child Support							
	Child Support	2.11	2.11	2.11	2.17	2.17	2.17	2.17
Total for Fund: 009		2.11	2.11	2.11	2.17	2.17	2.17	2.17

F.T.E. by Fund

Fund	Organizational Unit	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
018	Juvenile Detention Center							
	Juvenile Detention Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
020	Juvenile Crime Prevention							
	Juv Crime Prevention	0.00	0.43	0.58	0.58	0.58	0.58	0.58
	Total for Fund: 020	0.00	0.43	0.58	0.58	0.58	0.58	0.58
024	Parole & Probation Division							
	Parole & Probation Division	12.10	12.10	10.10	13.10	13.10	13.10	13.10
	Total for Fund: 024	12.10	12.10	10.10	13.10	13.10	13.10	13.10
027	Marine Patrol							
	Marine Patrol	2.00	2.00	2.00	1.50	1.50	1.50	1.50
	Total for Fund: 027	2.00	2.00	2.00	1.50	1.50	1.50	1.50
030	Drug Task Force							
	Drug Task Force	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
033	Mental Health Grants							
	Developmental Disabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Drug & Alcohol Prevention	1.67	2.00	3.00	0.85	0.85	0.85	0.85
	Mental Health	0.00	0.80	0.80	0.80	0.80	0.80	0.80
	Total for Fund: 033	1.67	2.80	3.80	1.65	1.65	1.65	1.65
036	Building Codes							
	Building Codes	4.65	5.15	5.15	5.15	5.15	5.15	5.15
	Total for Fund: 036	4.65	5.15	5.15	5.15	5.15	5.15	5.15
039	Clatsop County Fisheries							
	Clatsop County Fisheries	6.20	6.20	6.20	6.20	6.20	6.20	6.20
	Total for Fund: 039	6.20	6.20	6.20	6.20	6.20	6.20	6.20
100	Capital Projects							
	Fleet Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102	General Roads Eq Replace							
	Equipment Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 102	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105	Insurance Reserve							
	Insurance Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 105	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
120	Land Corner Preservation							
	Surveyor - Land Corner 120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	Total for Fund: 120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
140	Jail Commissary Fund							
	Jail Commissary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 140	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150	Fair Board							
	Fair General Operation	3.00	4.00	3.00	3.00	3.00	3.00	3.00
	Total for Fund: 150	3.00	4.00	3.00	3.00	3.00	3.00	3.00
205	Child Custody Mediation & Drug Project							
	Child Custody Mediation	0.10	0.10	0.10	0.05	0.05	0.05	0.05
	Total for Fund: 205	0.10	0.10	0.10	0.05	0.05	0.05	0.05
206	Video Lottery Fund							
	Video Lottery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208	Liquor Enforcement Fund							
	Liquor Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 208	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209	Courthouse Security							
	Courthouse Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 209	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225	Bike paths							
	Bike Paths	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 225	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	Law Library							
	Law Library	0.15	0.15	0.20	0.20	0.20	0.20	0.20
	Total for Fund: 230	0.15	0.15	0.20	0.20	0.20	0.20	0.20
235	Animal Shelter Donations							
	Animal Shelter Enhance.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 235	0.00	0.00	0.00	0.00	0.00	0.00	0.00
240	Park & Land Acq. & Maint							
	Parks & Land Acq. Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 240	0.00	0.00	0.00	0.00	0.00	0.00	0.00
250	Emergency Communication							
	Emergency Communication	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 250	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
300	Road District #1							
	Road District #1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
305	State Timber Enforcement Fund							
	State Timber Enforcement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
315	Carlyle Apartments							
	Carlyle Apartments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 315	0.00	0.00	0.00	0.00	0.00	0.00	0.00
325	Industrial Development Revolving Fund							
	Industrial Develop.Revolving Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 325	0.00	0.00	0.00	0.00	0.00	0.00	0.00
385	Westport Sewer Serv Dist							
	Westport Sewer Service	0.26	0.26	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 385	0.26	0.26	0.00	0.00	0.00	0.00	0.00
386	Westport Sewer Equip Rplc							
	Westport Sewer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 386	0.00	0.00	0.00	0.00	0.00	0.00	0.00
395	4-H & Ext Ser Spec Dist							
	4-H & Extension	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 395	0.00	0.00	0.00	0.00	0.00	0.00	0.00
400	Debt Service Fund							
	Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
405	Bond & UAL Reserve Fund							
	Bond & UAL Reserve Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 405	0.00	0.00	0.00	0.00	0.00	0.00	0.00
505	Diking District #5							
	Diking District #5	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 505	0.00	0.00	0.00	0.00	0.00	0.00	0.00
511	Diking District #11							
	Diking District #11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 511	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514	Diking District #14							
	Diking District #14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for Fund: 514	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Fund

Fund	Organizational Unit	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
	Totals:	212.65	223.18	232.46	244.60	238.60	238.60	238.60

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
County Service Districts									
	4-H & Extension	395	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #11	511	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #14	514	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Diking District #5	505	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Road District #1	300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sheriff Rural Law Enf Dis	005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Equipment	386	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Westport Sewer Service	385	0.26	0.26	0.00	0.00	0.00	0.00	0.00
Total for: County Service Districts			0.26	0.26	0.00	0.00	0.00	0.00	0.00
Culture & Recreation									
	Fair General Operation	150	3.00	4.00	3.00	3.00	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	1.70	1.70	1.70	2.70	1.70	1.70	1.70
Total for: Culture & Recreation			4.70	5.70	4.70	5.70	4.70	4.70	4.70
General Government									
	Approp. For Contingency 1	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Assessment & Taxation	001	15.50	15.50	14.80	15.80	14.80	14.80	14.80
	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	0.35	0.35	0.35	0.35	0.35	0.35	0.35
	Budget & Finance	001	3.60	4.10	4.10	4.93	4.93	4.93	4.93
	Building & Grounds	001	5.40	5.40	5.53	5.53	5.53	5.53	5.53
	Clerk - Admin. & Elections	001	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	Clerk Archived Records	004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Clerk Recordings	001	1.65	1.65	1.65	1.65	1.65	1.65	1.65
	County Counsel	001	0.00	0.00	0.00	1.00	1.00	1.00	1.00
	County Manager	001	3.23	3.73	3.73	3.95	3.95	3.95	3.95
	Debt Service	400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Discretionary Revenue	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dues & Special Assessments	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	General Fund Stabilization	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
	GF Stabilization	003	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Human Resources	001	2.00	2.00	2.00	3.00	2.00	2.00	2.00
	Information Systems	001	7.08	7.08	7.15	9.07	7.07	7.07	7.07
	Insurance Reserve	105	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Property Management	001	0.50	0.50	0.50	0.50	0.50	0.50	0.50
	Transfers To Other Funds	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for: General Government			42.30	43.30	42.81	48.78	44.78	44.78	44.78
Land Use, Hsg & Trans / Econ. Dev. & Capital									
	Approp. For Contingency 2	002	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bike Paths	225	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Building Codes	036	4.65	5.15	5.15	5.15	5.15	5.15	5.15
	Carlyle Apartments	315	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Clatsop County Fisheries	039	6.20	6.20	6.20	6.20	6.20	6.20	6.20
	Code Compliance	001	0.00	0.00	0.00	2.30	2.30	2.30	2.30
	County Tourism	001	0.00	0.00	0.70	0.70	0.70	0.70	0.70
	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	5.35	5.85	6.85	4.55	4.55	4.55	4.55
	Road Admin. And Support	002	5.60	6.60	6.85	6.85	6.85	6.85	6.85
	Road Maint & Construction	002	22.70	23.70	24.85	26.85	26.85	26.85	26.85
	Special Projects	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Surveyor	001	1.95	1.95	1.95	1.95	1.95	1.95	1.95
	Surveyor - Land Corner 120	120	0.25	0.25	0.25	0.25	0.25	0.25	0.25
	Video Lottery	206	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for: Land Use, Hsg & Trans / Econ. Dev. & Capital			46.70	49.70	52.80	54.80	54.80	54.80	54.80
Public Health									
	Approp. For Contingency 7	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Babies First	007	0.85	1.15	2.30	2.15	2.15	2.15	2.15
	Community Health	007	3.80	5.65	4.70	5.70	5.60	5.60	5.60
	Developmental Disabilities	033	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
	Drug & Alcohol Prevention	033	1.67	2.00	3.00	0.85	0.85	0.85	0.85
	Emergency Preparedness	007	0.15	0.15	0.15	0.15	0.15	0.15	0.15
	Environmental Health	007	2.35	2.45	2.45	1.85	1.85	1.85	1.85
	Family Planning	007	1.20	1.74	1.10	1.10	1.10	1.10	1.10
	Harm Reduction Program	007	0.00	0.00	0.60	1.45	1.55	1.55	1.55
	Household Hazardous Waste	007	0.20	0.10	0.30	0.20	0.20	0.20	0.20
	Immunization	007	0.10	0.10	0.10	0.15	0.15	0.15	0.15
	Jewell School-Based Health Centre	007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Maternal & Child Health	007	0.50	0.25	0.00	0.00	0.00	0.00	0.00
	Mental Health	033	0.00	0.80	0.80	0.80	0.80	0.80	0.80
	Onsite Sewage Systems	007	1.50	1.55	1.75	2.40	2.40	2.40	2.40
	Tobacco Prevention	007	0.70	0.65	1.10	1.70	1.70	1.70	1.70
	W I C Program	007	2.48	2.48	2.45	2.10	2.10	2.10	2.10
Total for: Public Health			15.50	19.07	20.80	20.60	20.60	20.60	20.60
Public Safety & Justice									
	Animal Control	001	3.00	4.00	4.50	4.50	4.50	4.50	4.50
	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	0.05	0.05	0.05	0.05
	Child Support	009	2.11	2.11	2.11	2.17	2.17	2.17	2.17
	Corrections Workcrew	001	2.00	1.00	0.00	0.00	0.00	0.00	0.00
	Courthouse Security	209	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	District Attorney	001	15.89	16.39	16.42	16.78	16.78	16.78	16.78
	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	2.00	2.00	3.00	3.00	3.00	3.00	3.00
	Jail Commissary	140	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Jail Medical	001	2.00	2.00	2.00	2.00	2.00	2.00	2.00
	Juv Crime Prevention	020	0.00	0.43	0.58	0.58	0.58	0.58	0.58
	Juvenile Department	001	6.58	6.58	6.58	6.58	5.58	5.58	5.58
	Juvenile Detention Center	018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Law Library	230	0.15	0.15	0.20	0.20	0.20	0.20	0.20
	Liquor Enforcement	208	0.00	0.00	0.00	0.00	0.00	0.00	0.00

F.T.E. by Functional Area

Functional Area	Organizational Unit	Fund	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
	Marine Patrol	027	2.00	2.00	2.00	1.50	1.50	1.50	1.50
	Medical Examiner	001	0.86	0.86	0.86	0.86	0.86	0.86	0.86
	Parole & Probation Division	024	12.10	12.10	10.10	13.10	13.10	13.10	13.10
	Sheriff Corrections Division	001	25.00	26.00	29.00	31.00	31.00	31.00	31.00
	Sheriff Enforcement Division	001	23.90	23.90	23.90	24.40	24.40	24.40	24.40
	Sheriff Support Division	001	5.50	5.53	10.00	8.00	8.00	8.00	8.00
	State Timber Enforcement	305	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total for: Public Safety & Justice		103.19	105.15	111.35	114.72	113.72	113.72	113.72
	Totals:		212.65	223.18	232.46	244.60	238.60	238.60	238.60

APPENDIX A										
CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2020										
TITLE	range	union	hours/week	OT Eligible	MINIMUM		STEPS		MAXIMUM	HOURLY RATE
					A	B	C	D	E	STEP A TOP STEP
ACCOUNTANT I	13	A	3	Y	\$ 3,904.15	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 24.03 \$ 29.20
ACCOUNTANT I	13	A	4	Y	\$ 4,165.36	\$ 4,373.64	\$ 4,592.32	\$ 4,821.93	\$ 5,063.03	\$ 24.03 \$ 29.20
ACCOUNTANT II	14	A	3	Y	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 4,982.81	\$ 25.22 \$ 30.66
ACCOUNTANT II	14	A	4	Y	\$ 4,372.95	\$ 4,591.58	\$ 4,821.18	\$ 5,062.23	\$ 5,315.35	\$ 25.22 \$ 30.66
ACCOUNTANT III	16	A	4	Y	\$ 4,821.18	\$ 5,062.23	\$ 5,315.35	\$ 5,581.11	\$ 5,860.17	\$ 27.81 \$ 33.80
ADMINISTRATIVE SUPPORT III	7	A	3	Y	\$ 2,913.32	\$ 3,059.02	\$ 3,211.96	\$ 3,372.53	\$ 3,541.19	\$ 17.93 \$ 21.79
ADMINISTRATIVE SUPPORT IV	9	A	3	Y	\$ 3,211.97	\$ 3,372.55	\$ 3,541.20	\$ 3,718.26	\$ 3,904.15	\$ 19.77 \$ 24.03
ANIMAL CONTROL OFFICER	12	A	3	Y	\$ 3,718.29	\$ 3,904.18	\$ 4,099.40	\$ 4,304.37	\$ 4,519.58	\$ 22.89 \$ 27.81
BUILDING INSPECTOR I	20	A	4	Y	\$ 5,860.10	\$ 6,153.10	\$ 6,460.78	\$ 6,783.77	\$ 7,123.00	\$ 33.80 \$ 41.10
CARTOGRAPHER	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
CARTOGRAPHER TRAINEE	10	A	3	Y	\$ 3,372.52	\$ 3,541.18	\$ 3,718.23	\$ 3,904.13	\$ 4,099.35	\$ 20.75 \$ 25.22
CARTOGRAPHER, SENIOR	17	A	3	Y	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 5,493.63	\$ 5,768.29	\$ 29.20 \$ 35.49
CASE AIDE	13	A	3	Y	\$ 3,904.15	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 24.03 \$ 29.20
CHILD SUPPORT AGENT I	13	A	3	Y	\$ 3,904.15	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 24.03 \$ 29.20
CHILD SUPPORT AGENT II	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
CODE COMPLIANCE SPECIALIST	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
CODE COMPLIANCE SPECIALIST	15	A	4	Y	\$ 4,591.58	\$ 4,821.18	\$ 5,062.23	\$ 5,315.35	\$ 5,581.11	\$ 26.49 \$ 32.20
CUSTODIAN	7	A	4	Y	\$ 3,108.60	\$ 3,264.02	\$ 3,427.24	\$ 3,598.59	\$ 3,778.51	\$ 17.93 \$ 21.79
ELECTIONS TECHNICIAN	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
ELECTRICAL INSPECTOR	20	A	4	Y	\$ 5,860.10	\$ 6,153.10	\$ 6,460.78	\$ 6,783.77	\$ 7,123.00	\$ 33.80 \$ 41.10
ENGINEERING TECH - LEAD WORKER	21	A	4	Y	\$ 6,056.32	\$ 6,359.14	\$ 6,677.11	\$ 7,010.95	\$ 7,361.50	\$ 34.94 \$ 42.47
ENGINEERING TECHNICIAN I	17	A	4	Y	\$ 5,062.12	\$ 5,315.22	\$ 5,580.97	\$ 5,860.02	\$ 6,153.02	\$ 29.20 \$ 35.49
ENGINEERING TECHNICIAN II	18	A	4	Y	\$ 5,315.22	\$ 5,580.97	\$ 5,860.02	\$ 6,153.02	\$ 6,460.70	\$ 30.66 \$ 37.28
ENGINEERING TECHNICIAN III	20	A	4	Y	\$ 5,860.10	\$ 6,153.10	\$ 6,460.78	\$ 6,783.77	\$ 7,123.00	\$ 33.80 \$ 41.10
ENVIRONMENTAL HEALTH SPEC I	13	A	3	Y	\$ 3,904.15	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 24.03 \$ 29.20
ENVIRONMENTAL HEALTH SPEC II	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
EQUIPMENT SERVICER	RD5	A	4	Y	\$ 22.50	\$ 23.64	\$ 24.81	\$ 26.03	\$ 27.35	--- ---
FISHERIES BIOLOGICAL AIDE	13	A	3	Y	\$ 3,904.15	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 24.03 \$ 29.20
FISHERIES BIOLOGIST	14	A	3	Y	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 4,982.81	\$ 25.22 \$ 30.66
GIS COORDINATOR/ANALYST	20	A	3	Y	\$ 5,493.29	\$ 5,767.93	\$ 6,056.32	\$ 6,359.14	\$ 6,677.13	\$ 33.80 \$ 41.10
GIS/PROJECT PLANNER	20	A	4	Y	\$ 5,860.10	\$ 6,153.10	\$ 6,460.78	\$ 6,783.77	\$ 7,123.00	\$ 33.80 \$ 41.10
GIS TECHNICIAN	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
HEALTH PROMOTION SPECIALIST	14	A	3	Y	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 4,982.81	\$ 25.22 \$ 30.66
HELP DESK TECHNICIAN	14	A	3	Y	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 4,982.81	\$ 25.22 \$ 30.66
JUVENILE PROBATION COUNSELOR	18	A	3	Y	\$ 4,982.82	\$ 5,231.96	\$ 5,493.62	\$ 5,768.27	\$ 6,056.67	\$ 30.66 \$ 37.28
JUVENILE PROB. COUNSELOR LEAD	20	A	3	Y	\$ 5,493.29	\$ 5,767.93	\$ 6,056.32	\$ 6,359.14	\$ 6,677.13	\$ 33.80 \$ 41.10
JUVENILE PREVENTION SPECIALIST	9	A	3	Y	\$ 3,211.97	\$ 3,372.55	\$ 3,541.20	\$ 3,718.26	\$ 3,904.15	\$ 19.77 \$ 24.03
KENNEL WORKER	7	A	4	Y	\$ 3,108.60	\$ 3,264.02	\$ 3,427.24	\$ 3,598.59	\$ 3,778.51	\$ 17.93 \$ 21.79
MAINTENANCE ASSISTANT II	13	A	4	Y	\$ 4,165.36	\$ 4,373.64	\$ 4,592.32	\$ 4,821.93	\$ 5,063.03	\$ 24.03 \$ 29.20
MAINTENANCE ASSISTANT I	9	A	4	Y	\$ 3,426.09	\$ 3,597.39	\$ 3,777.30	\$ 3,966.13	\$ 4,164.44	\$ 19.77 \$ 24.03
MECHANIC	RD8	A	4	Y	\$ 26.01	\$ 27.33	\$ 28.66	\$ 30.11	\$ 31.62	--- ---
MEDICAL ASSISTANT	9	A	3	Y	\$ 3,211.97	\$ 3,372.55	\$ 3,541.20	\$ 3,718.26	\$ 3,904.15	\$ 19.77 \$ 24.03
NETWORK ADMINISTRATOR	20	A	3	Y	\$ 5,493.29	\$ 5,767.93	\$ 6,056.32	\$ 6,359.14	\$ 6,677.13	\$ 33.80 \$ 41.10
NUTRITION (WIC) AIDE/Staff Asst	11	A	3	Y	\$ 3,541.22	\$ 3,718.27	\$ 3,904.17	\$ 4,099.38	\$ 4,304.37	\$ 21.79 \$ 26.49
NUTRITIONIST, REGISTERED	14	A	3	Y	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 4,982.81	\$ 25.22 \$ 30.66
PARK RANGER	9	A	4	Y	\$ 3,426.09	\$ 3,597.39	\$ 3,777.30	\$ 3,966.13	\$ 4,164.44	\$ 19.77 \$ 24.03
PERMIT TECHNICIAN I	13	A	4	Y	\$ 4,165.36	\$ 4,373.64	\$ 4,592.32	\$ 4,821.93	\$ 5,063.03	\$ 24.03 \$ 29.20
PERMIT TECHNICIAN II	15	A	4	Y	\$ 4,591.58	\$ 4,821.18	\$ 5,062.23	\$ 5,315.35	\$ 5,581.11	\$ 26.49 \$ 32.20
PLANNER	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
PLANNER	15	A	4	Y	\$ 4,591.58	\$ 4,821.18	\$ 5,062.23	\$ 5,315.35	\$ 5,581.11	\$ 26.49 \$ 32.20
PLANNER, SENIOR	20	A	4	Y	\$ 5,860.10	\$ 6,153.10	\$ 6,460.78	\$ 6,783.77	\$ 7,123.00	\$ 33.80 \$ 41.10
PLANNING TECHNICIAN	13	A	3	Y	\$ 3,904.15	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 24.03 \$ 29.20
PRE-TRIAL RELEASE SPECIALIST	13	A	4	Y	\$ 4,165.36	\$ 4,373.64	\$ 4,592.32	\$ 4,821.93	\$ 5,063.03	\$ 24.03 \$ 29.20
PROGRAMMER ANALYST	20	A	3	Y	\$ 5,493.29	\$ 5,767.93	\$ 6,056.32	\$ 6,359.14	\$ 6,677.13	\$ 33.80 \$ 41.10
PROPERTY APPRAISER I	14	A	3	Y	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 4,982.81	\$ 25.22 \$ 30.66
PROPERTY APPRAISER II	17	A	3	Y	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 5,493.63	\$ 5,768.29	\$ 29.20 \$ 35.49
PROPERTY APPRAISER, SENIOR	19	A	3	Y	\$ 5,231.97	\$ 5,493.62	\$ 5,768.27	\$ 6,056.67	\$ 6,359.51	\$ 32.20 \$ 39.14
PROP.MGMT.SPEC/PERS.PROP.SPEC	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
ROAD MAINT. WORKER	RD7	A	4	Y	\$ 24.83	\$ 26.07	\$ 27.38	\$ 28.76	\$ 30.18	--- ---
ROAD MAINT. WORKER TRAINEE	RD5	A	4	Y	\$ 22.50	\$ 23.64	\$ 24.81	\$ 26.03	\$ 27.35	--- ---
SHOP MAINT. ASST	9	A	4	Y	\$ 19.77	\$ 20.75	\$ 21.81	\$ 22.89	\$ 24.03	--- ---
STAFF ASSISTANT	11	A	3	Y	\$ 3,541.22	\$ 3,718.27	\$ 3,904.17	\$ 4,099.38	\$ 4,304.37	\$ 21.79 \$ 26.49
STAFF ASSISTANT Building Codes	11II	A	4	Y	\$ 3,776.34	\$ 3,965.13	\$ 4,163.41	\$ 4,371.59	\$ 4,590.16	\$ 21.79 \$ 26.49
SURVEY TECHNICIAN I	17	A	4	Y	\$ 5,062.12	\$ 5,315.22	\$ 5,580.97	\$ 5,860.02	\$ 6,153.02	\$ 29.20 \$ 35.49
SURVEY TECHNICIAN II	18	A	4	Y	\$ 5,315.22	\$ 5,580.97	\$ 5,860.02	\$ 6,153.02	\$ 6,460.70	\$ 30.66 \$ 37.28
SURVEY TECHNICIAN III	20	A	4	Y	\$ 5,860.10	\$ 6,153.10	\$ 6,460.78	\$ 6,783.77	\$ 7,123.00	\$ 33.80 \$ 41.10
TAX TECHNICIAN - A&T	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49 \$ 32.20
VICTIM SERVICES COORDINATOR	14	A	3	Y	\$ 4,099.38	\$ 4,304.37	\$ 4,519.56	\$ 4,745.54	\$ 4,982.81	\$ 25.22 \$ 30.66

TITLE	range	union	hours/week	O/T Eligible	MINIMUM		STEPS		MAXIMUM	HOURLY RATE	
					A	B	C	D	E	STEP A	TOP STEP
VICTIM SERVICES COORDINATOR-LEAD	15	A	3	Y	\$ 4,304.38	\$ 4,519.58	\$ 4,745.57	\$ 4,982.84	\$ 5,231.99	\$ 26.49	\$ 32.20
CHILD CARE PROVIDER	8	C	4	Y	\$ 12.37	---	---	---	---	---	---
DEPUTY SHERIFF, CRIM. RESERVE	12	C	4	Y	\$ 20.55	---	---	---	\$ 27.90	---	---
DISASTER ASSISTANCE WORKER	10	C	4	Y	\$ 12.69	---	---	---	\$ 41.70	---	---
ELECTION WORKER	11	C	4	Y	\$ 12.63	---	---	---	\$ 13.11	---	---
PARENT EDUCATOR	15	C	4	Y	\$ 23.05	---	---	---	---	---	---
Secured Custody Transport/Work Crew	10	C	4	Y	\$ 19.76	\$ 20.74	\$ 21.79	\$ 22.88	\$ 24.02	---	---
VICTIM SERVICES ASSISTANT	9	C	4	Y	\$ 16.46	---	---	---	---	---	---
PARK MAINT.HELPER	RD1	C1	4	Y	\$ 14.81	\$ 15.55	\$ 16.32	\$ 17.13	\$ 17.55	---	---
ROAD MAINT. HELPER	RD2	C1	4	Y	\$ 14.81	\$ 15.55	\$ 16.32	\$ 17.13	\$ 17.55	---	---
DISTRICT ATTORNEY, DEPUTY I	1DA	DA	4	N	\$ 5,761.98	---	---	---	\$ 7,374.39	\$ 33.24	\$ 42.54
DISTRICT ATTORNEY, DEPUTY II	2DA	DA	4	N	\$ 6,252.74	---	---	---	\$ 7,992.00	\$ 36.07	\$ 46.10
DISTRICT ATTORNEY, DEPUTY III	3DA	DA	4	N	\$ 7,650.91	---	---	---	\$ 10,448.01	\$ 44.14	\$ 60.28
COMMUNITY HEALTH PROJECT MNGR	20	O	3	Y	\$ 42.18	\$ 44.28	\$ 46.48	\$ 48.83	\$ 51.27	---	---
FAMILY PLANNING CLINICAL PROVIDER	20	O	3	Y	\$ 42.18	\$ 44.28	\$ 46.48	\$ 48.83	\$ 51.27	---	---
NURSE PRACTITIONER/CLINICIAN	20	O	3	Y	\$ 42.18	\$ 44.28	\$ 46.48	\$ 48.83	\$ 51.27	---	---
PUBLIC HEALTH NURSE I	16	O	3	Y	\$ 31.46	\$ 33.01	\$ 34.68	\$ 36.43	\$ 38.24	---	---
PUBLIC HEALTH NURSE I - Jail Nurse	16	O	3	Y	\$ 31.46	\$ 33.01	\$ 34.68	\$ 36.43	\$ 38.24	---	---
PUBLIC HEALTH NURSE II	17	O	3	Y	\$ 34.70	\$ 36.44	\$ 38.27	\$ 40.16	\$ 42.18	---	---
PUBLIC HEALTH NURSE II - Jail Nurse	17	O	3	Y	\$ 34.70	\$ 36.44	\$ 38.27	\$ 40.16	\$ 42.18	---	---
PUBLIC HEALTH NURSE III	18	O	3	Y	\$ 38.24	\$ 40.14	\$ 42.16	\$ 44.24	\$ 46.46	---	---
PUBLIC HEALTH NURSE III - Jail Nurse	18	O	3	Y	\$ 38.24	\$ 40.14	\$ 42.16	\$ 44.24	\$ 46.46	---	---
PUBLIC HEALTH NURSE II Casual	17II	O	3	Y	\$ 37.48	\$ 39.36	\$ 41.33	\$ 43.37	\$ 45.55	---	---

This Salary Appendix A is approved effective July 1, 2020:

Don Bohn, County Manager

Legend for Union Column:	COLA
A - AFSCME Courthouse / Roads Bargaining	1.0300
DS - CCLEA Deputy Sheriff's Bargaining Unit	1.0300
PO - FOPPO Parole & Probation Bargaining Unit	1.0300
O - ONA Nurses Bargaining Unit	1.0300
U - Unrepresented / Management	1.0300
DA - AFSCME District Attorney's Bargaining Unit	1.0300
C-Casual	1.0300
C1-Casual Roads	1.0300
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	

RU SCHEDULE
CLASS AND SALARY RATE TABLE EFFECTIVE JULY 1 2020

Title	Range	Union	Hours/Week	OT/Eligible									
					MINIMUM			STEPS			MAXIMUM	HOURLY RATE	
					1	2	3	4	5	6	7	STEP 1	TOP STEP
Community Relations Coordinator	RU11	U	40	Y	\$ 3,946.56	\$ 4,178.71	\$ 4,410.86	\$ 4,643.00	\$ 4,875.15	\$ 5,107.31	\$ 5,339.46	22.77	30.80
Control Room Technician	RU08	DS	40	Y	\$ 3,293.74	\$ 3,487.49	\$ 3,681.24	\$ 3,874.99	\$ 4,068.74	\$ 4,262.49	\$ 4,456.24	19.00	25.71
Deputy Sheriff	RU13	DS	40	Y	\$ 4,452.65	\$ 4,714.57	\$ 4,976.50	\$ 5,238.42	\$ 5,500.33	\$ 5,762.25	\$ 6,024.17	25.69	34.75
Emergency Services Admin Coordinator	RU09	U	40	Y	\$ 3,498.16	\$ 3,703.93	\$ 3,909.70	\$ 4,115.48	\$ 4,321.25	\$ 4,527.03	\$ 4,732.80	20.18	27.30
Emergency Services Coordinator	RU16	U	40	Y	\$ 5,336.25	\$ 5,650.16	\$ 5,964.05	\$ 6,277.95	\$ 6,591.85	\$ 6,905.75	\$ 7,219.64	30.78	41.65
Executive Assistant	RU12	U	40	Y	\$ 4,192.18	\$ 4,438.79	\$ 4,685.39	\$ 4,931.98	\$ 5,178.58	\$ 5,425.19	\$ 5,671.78	24.18	32.72
HR Assistant	RU10	U	40	Y	\$ 3,715.77	\$ 3,934.34	\$ 4,152.91	\$ 4,371.48	\$ 4,590.06	\$ 4,808.64	\$ 5,027.21	21.44	29.00
Information Systems Analyst	RU18	U	40	N	\$ 6,020.39	\$ 6,374.54	\$ 6,728.67	\$ 7,082.82	\$ 7,436.96	\$ 7,791.10	\$ 8,145.24	34.73	46.99
Juvenile Services Coordinator	RU13	U	40	Y	\$ 4,452.65	\$ 4,714.57	\$ 4,976.50	\$ 5,238.42	\$ 5,500.33	\$ 5,762.25	\$ 6,024.17	25.69	34.75
Medical Examiner	RU21	U	40	N	\$ 7,215.57	\$ 7,640.01	\$ 8,064.46	\$ 8,488.91	\$ 8,913.35	\$ 9,337.79	\$ 9,762.25	41.63	56.32
Medical Examiner	FLAT	U	40	N	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,139.47	Flat	-
Network Administrator, Senior	RU18	U	40	N	\$ 6,020.39	\$ 6,374.54	\$ 6,728.67	\$ 7,082.82	\$ 7,436.96	\$ 7,791.10	\$ 8,145.24	34.73	46.99
Network Technician	RU18	U	40	N	\$ 6,020.39	\$ 6,374.54	\$ 6,728.67	\$ 7,082.82	\$ 7,436.96	\$ 7,791.10	\$ 8,145.24	34.73	46.99
Parole & Probation Deputy I	RU14	PO	40	Y	\$ 4,729.61	\$ 5,007.82	\$ 5,286.02	\$ 5,564.24	\$ 5,842.45	\$ 6,120.66	\$ 6,398.88	27.29	36.92
Parole & Probation Deputy II	RU16	PO	40	Y	\$ 5,336.25	\$ 5,650.16	\$ 5,964.05	\$ 6,277.95	\$ 6,591.85	\$ 6,905.75	\$ 7,219.64	30.78	41.65
Senior Deputy Sheriff I	RU14	DS	40	Y	\$ 4,729.61	\$ 5,007.82	\$ 5,286.02	\$ 5,564.24	\$ 5,842.45	\$ 6,120.66	\$ 6,398.88	27.29	36.92
Senior Deputy Sheriff II	RU16	DS	40	Y	\$ 5,336.25	\$ 5,650.16	\$ 5,964.05	\$ 6,277.95	\$ 6,591.85	\$ 6,905.75	\$ 7,219.64	30.78	41.65
Social Services Coordinator	RU13	U	40	Y	\$ 4,452.65	\$ 4,714.57	\$ 4,976.50	\$ 5,238.42	\$ 5,500.33	\$ 5,762.25	\$ 6,024.17	25.69	34.75

This Salary Schedule RU is approved effective July 1, 2020:

Approved by: _____
Don Bohn, Clatsop County Manager

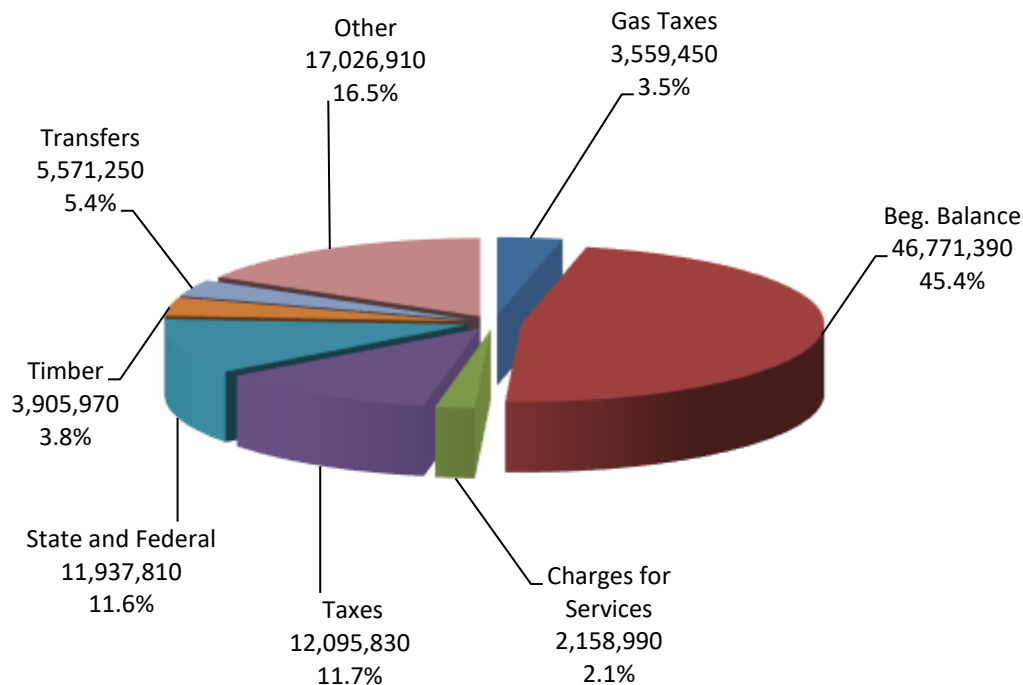
_____ Date

M Schedule CLASS AND SALARY RATE TABLE EFFECTIVE July 1, 2020											
Title	Range	Union	Hours/Week	OT Eligible	MINIMUM			MARKET			MAXIMUM
					Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Vacant	1	M	4	0	\$ 4,309.09	-	-	-	-	-	\$ 5,829.95
Vacant	2	M	4	0	\$ 4,687.32	-	-	-	-	-	\$ 6,341.66
Animal Control Supervisor	4	M	4	Y	\$ 5,546.21	-	-	-	-	-	\$ 7,503.69
Assessor Tax Director	8	M	4	N	\$ 7,764.98	-	-	-	-	-	\$ 10,505.56
Assistant County Manager	10	M	4	N	\$ 9,187.82	-	-	-	-	-	\$ 12,430.58
Assistant Public Works Director	7	M	4	N	\$ 7,138.47	-	-	-	-	-	\$ 9,657.91
Budget & Finance Director	8	M	4	N	\$ 7,764.98	-	-	-	-	-	\$ 10,505.56
Building Official	7	M	4	N	\$ 7,138.47	-	-	-	-	-	\$ 9,657.91
Capital Projects Manager	7	M	4	N	\$ 7,138.47	-	-	-	-	-	\$ 9,657.91
Clinical Manager	3	M	4	N	\$ 5,098.71	-	-	-	-	-	\$ 6,898.25
Community Development Director	9	M	4	N	\$ 8,446.49	-	-	-	-	-	\$ 11,427.60
County Clerk	6	M	4	N	\$ 6,562.48	-	-	-	-	-	\$ 8,878.65
County Engineer	6	M	4	N	\$ 6,562.48	-	-	-	-	-	\$ 8,878.65
County Surveyor	6	M	4	N	\$ 6,562.48	-	-	-	-	-	\$ 8,878.65
Deputy Assessor and Tax Collector	4	M	4	N	\$ 5,546.21	-	-	-	-	-	\$ 7,503.69
Deputy Sheriff, Chief	10	M	4	N	\$ 9,187.82	-	-	-	-	-	\$ 12,430.58
District Attorney, Chief Deputy	10	M	4	N	\$ 9,187.82	-	-	-	-	-	\$ 12,430.58
Emergency Services Manager	5	M	4	N	\$ 6,032.99	-	-	-	-	-	\$ 8,162.28
Environmental Health Supervisor	5	M	4	N	\$ 6,032.99	-	-	-	-	-	\$ 8,162.28
Fisheries Project Supervisor	4	M	4	Y	\$ 5,546.21	-	-	-	-	-	\$ 7,503.69
GIS Cartographic Project Manager	7	M	4	N	\$ 7,138.47	-	-	-	-	-	\$ 9,657.91
Human Resources Director	8	M	4	N	\$ 7,764.98	-	-	-	-	-	\$ 10,505.56
Information Systems Manager	8	M	4	N	\$ 7,764.98	-	-	-	-	-	\$ 10,505.56
Juvenile Director	8	M	4	N	\$ 7,764.98	-	-	-	-	-	\$ 10,505.56
Lieutenant	8	M	4	N	\$ 7,764.98	-	-	-	-	-	\$ 10,505.56
Maintenance/ Custodial Supervisor	4	M	4	Y	\$ 5,546.21	-	-	-	-	-	\$ 7,503.69
Natural Resource Manager	5	M	4	N	\$ 6,032.99	-	-	-	-	-	\$ 8,162.28
Planning Manager	7	M	4	N	\$ 7,138.47	-	-	-	-	-	\$ 9,657.91
Prevention Program Coordinator	5	M	4	N	\$ 6,032.99	-	-	-	-	-	\$ 8,162.28
Property Appraisal Supervisor	5	M	4	N	\$ 6,032.99	-	-	-	-	-	\$ 8,162.28
Public Health Director	9	M	4	N	\$ 8,446.49	-	-	-	-	-	\$ 11,427.60
Public Works Director	10	M	4	N	\$ 9,187.82	-	-	-	-	-	\$ 12,430.58
Road Foreman	4	M	4	Y	\$ 5,546.21	-	-	-	-	-	\$ 7,503.69
Senior Administrative Supervisor	5	M	4	N	\$ 6,032.99	-	-	-	-	-	\$ 8,162.28
Sergeant	6	M	4	Y	\$ 6,562.48	-	-	-	-	-	\$ 8,878.65

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

Approved by: _____ Date: _____
Don Bohn, Clatsop County Manager

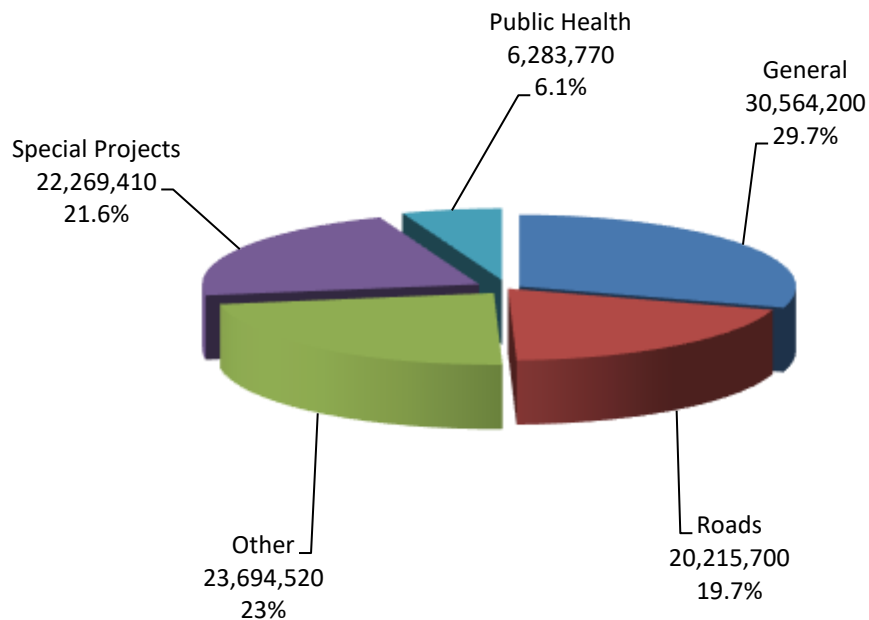
Clatsop County Finances: 2020-2021
County Resources: All Funds
Total: \$103,027,600



This chart demonstrates the revenue streams for all county resources. The Beginning Balance amount listed is less the unappropriated fund balance of \$16,821,130; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted expenditures for the 2020-21 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

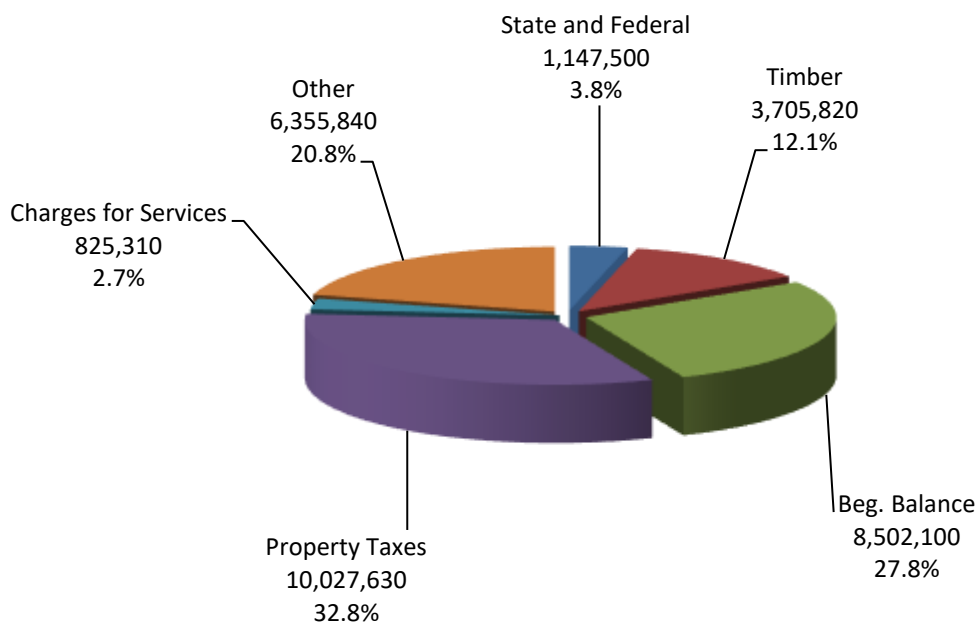
The revenue category listed as other includes revenues such as: Special Payments made from county service districts; Indirect Cost Revenue, Donations, Licenses & Permits, Interest, Fines, and Rental Fees.

Clatsop County Finances: 2020-2021
Appropriations by Fund
Total: \$103,027,600



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 \$9,865,360.

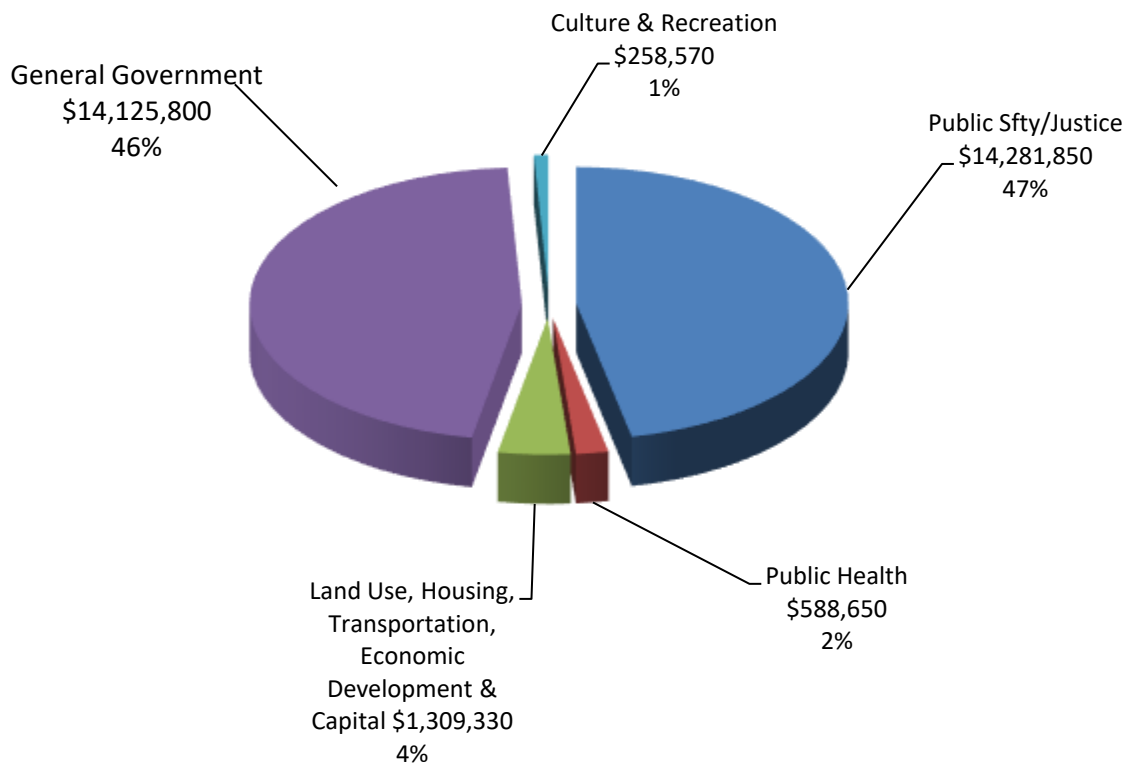
Clatsop County Finances: 2020-2021
General Fund Resources
Total: \$30,564,200



This chart demonstrates the revenue streams for the county general fund. The Beginning Balance amount listed does not include the unappropriated fund balance of \$5,664,100; the unappropriated fund balance is additional revenues that are unnecessary to meet the county's budgeted General Fund expenditures for the 2020-21 fiscal year, therefore they are reserved as an unbudgeted balance carried forward to the next FY.

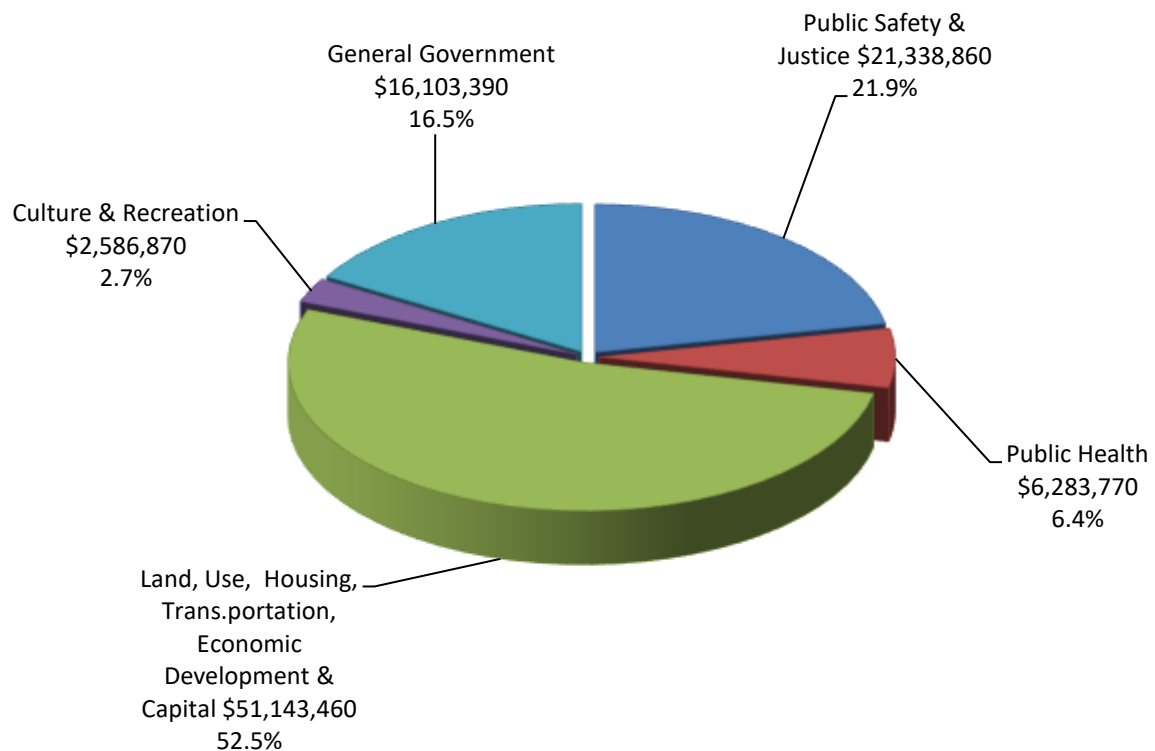
The revenue category listed as other includes revenues such as: Licenses & Permits, Fines, Forfeits, & Penalties, Intergovernmental, and Donations.

Clatsop County Finances 2020-2021
General Fund Appropriations by Functional Area
Total \$30,564,200



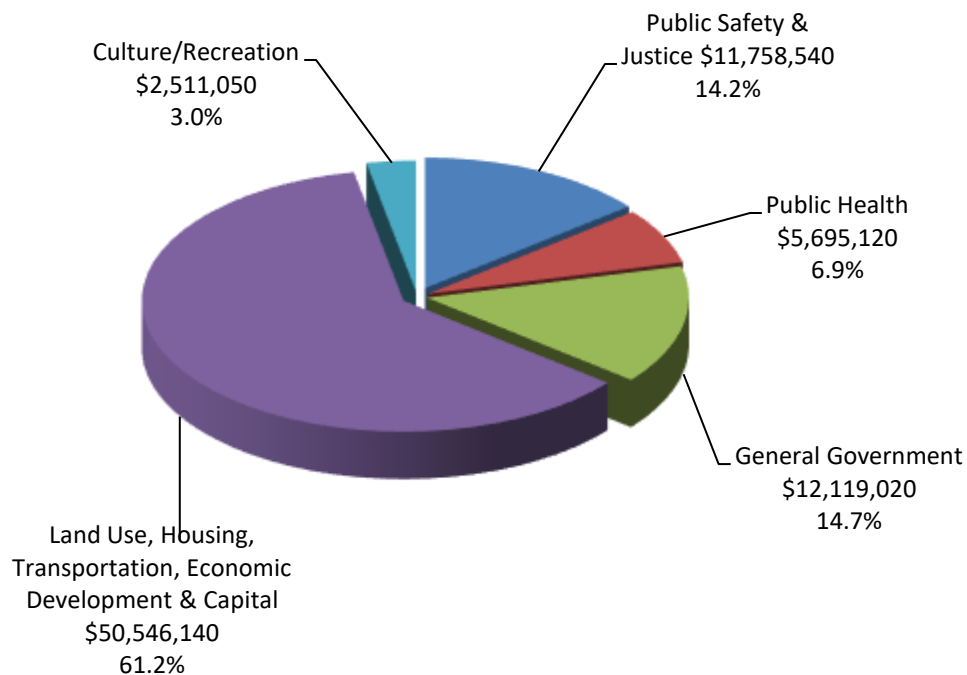
The chart above represents the total proposed General Fund expenditure appropriation by functional area for the next fiscal year. Approximately ninety-three percent (93%) of total general funds are allocated to Public Safety (47%) and general government activities (46%); which include both direct government 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 - 2020-2021
Totals \$97,456,350



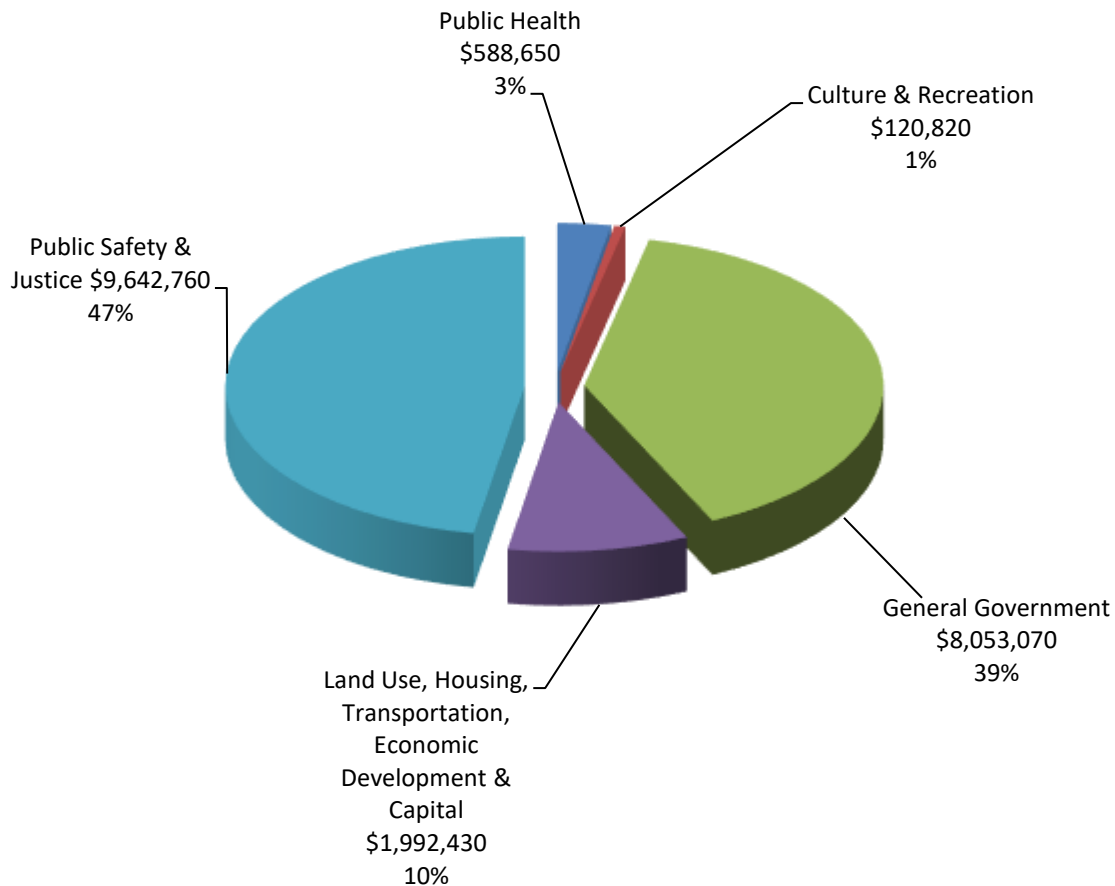
This chart represents the County-wide appropriations by functional area less the County Service Districts appropriations of \$9,865,360. This chart also eliminates double counting of appropriations that are transferred to other funds in the amount of \$5,571,250 and shows those appropriations only in the functional area in which they are budgeted to be expended for services.

**Clatsop County Functions/Programs Budget
Dedicated Funding 2020-2021
\$82,629,870**



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 2020-2021
\$20,397,730**

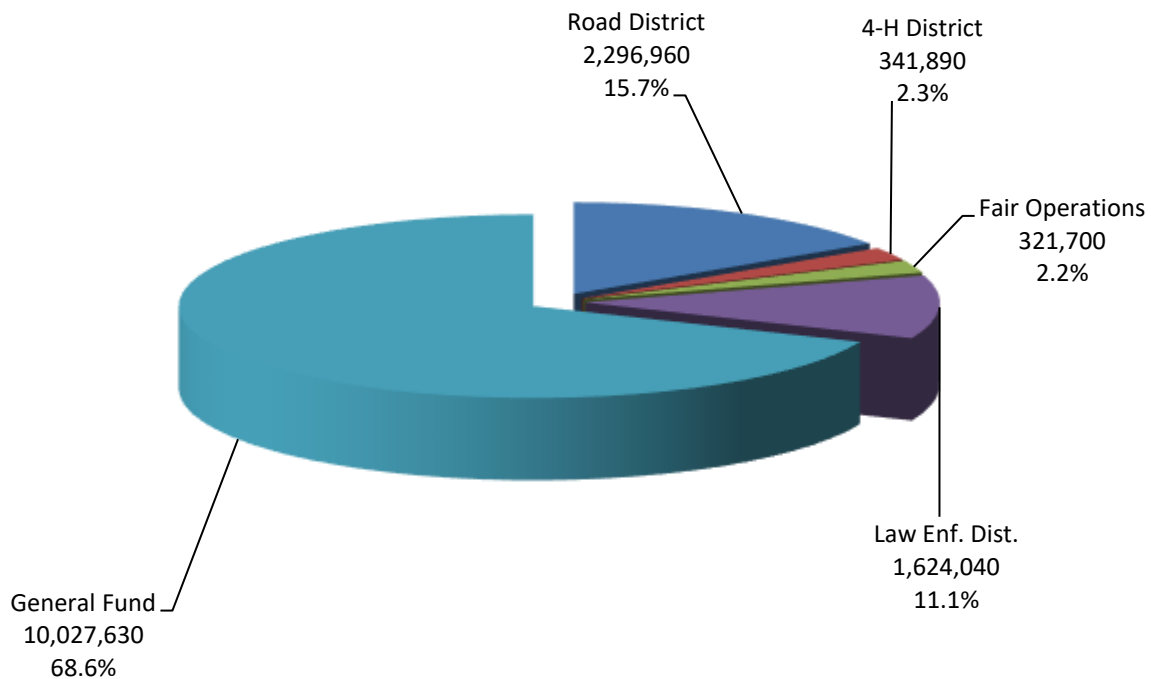


The chart above represents County expenditures by functional grouping budgeted for the next fiscal year. The chart eliminates double counting expenditures transferred to other funds and shows those expenses only in the functional area in which they are budgeted to be expended for services.

Clatsop County Finances: 2020-2021

Taxes: All Funds

Total: \$14,612,220



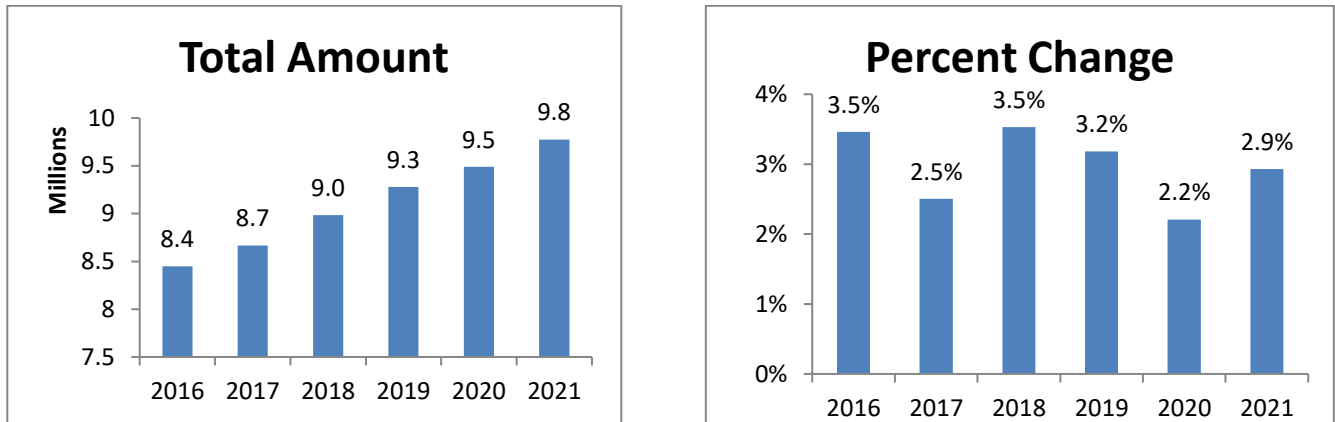
This chart represents the portion of taxes collected that are retained by the county government for services. Taxes collected include: Property taxes, strategic investment plan taxes (pertaining to Georgia Pacific), land sales on foreclosed tax properties, and federal payments made in-lieu of taxes.

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 2016 through 2019 are actuals, and the 2020 and 2021 figures are as budgeted.

Property Taxes, 2016-2020

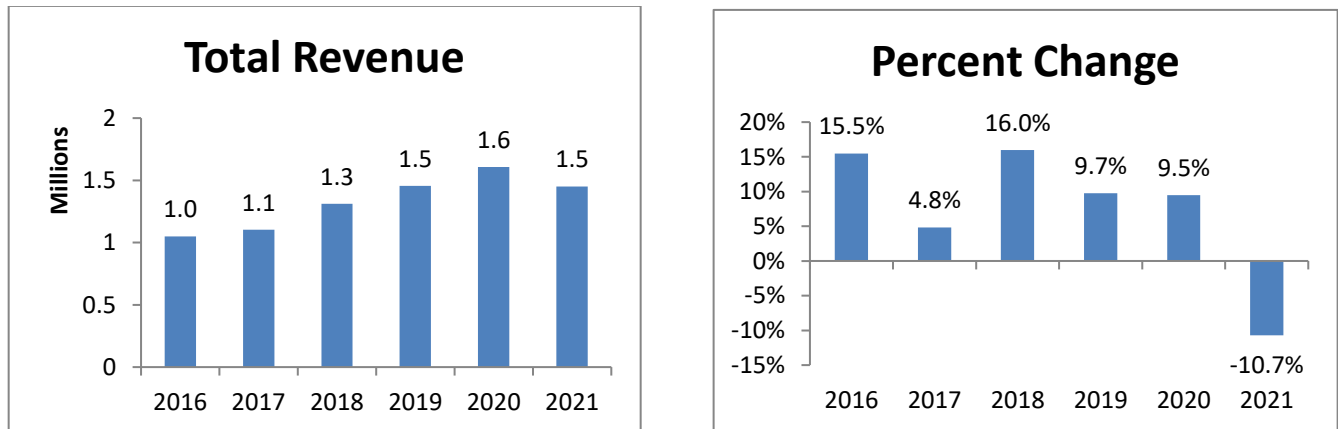
Total General Fund Revenues



Property Tax revenues are projected to increase by 2.9% in 2021. 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 county continues to see growth with improvements in the economy and new construction.

Other Taxes, 2016-2021

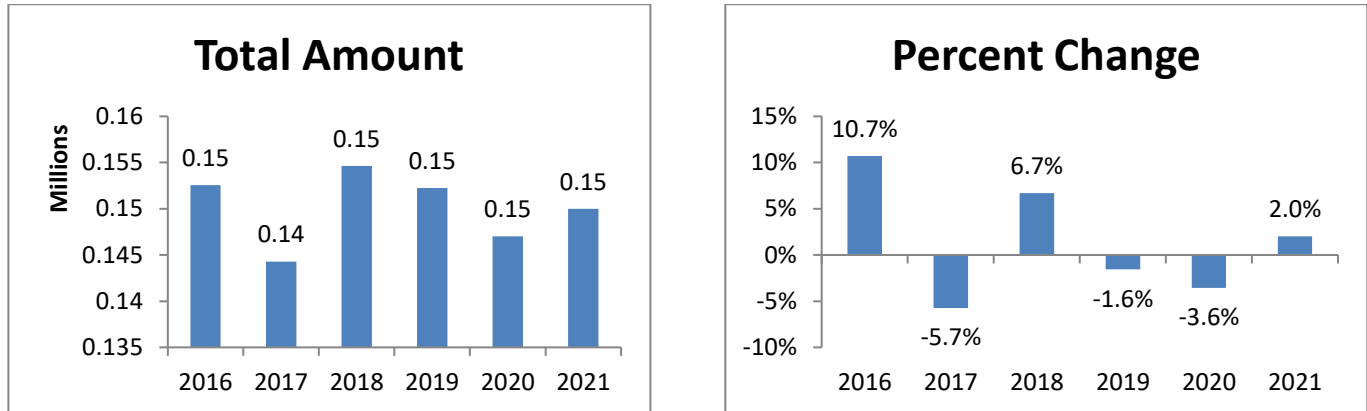
Total General Fund Revenues



Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. In 2015-2016 the 15.5% increase was a result of a 2.5% tax increase charged for transient room taxes. The 2018-19 fiscal year is showing a 15.6% decrease. The 2020-21 FY is projecting a 10.7% decrease, this is a result of projected decreases in transient room tax to be collected as a result of hotels and short-term rentals being prohibited from renting rooms out to non-essential personnel or Clatsop County residents as a result of the COVID 19 pandemic.

Licenses & Permits, 2016-2021

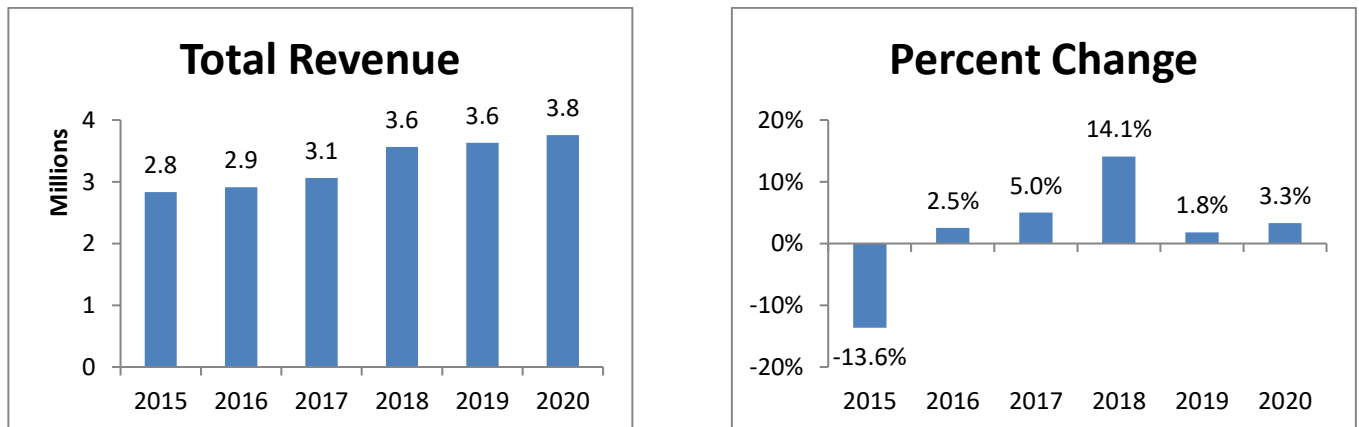
Total General Fund Revenues



Licenses and Permits typically remain relatively consistent with the exception of expenses that were related to land use fees for Bradwood Landing and Oregon LNG (Liquefied Natural Gas) back in 2014. Back in 2015 there was a 69% decrease in revenues is a result of that 2014 LNG payment, and then actuals of 2016 resulted in the 10.7% increase from the prior year. The 8.1% projected loss in 2019 will actually come in less than that if any loss at all as these are conservatively budgeted numbers and not actuals which are projected to come in higher.

Intergovernmental, 2015-2020

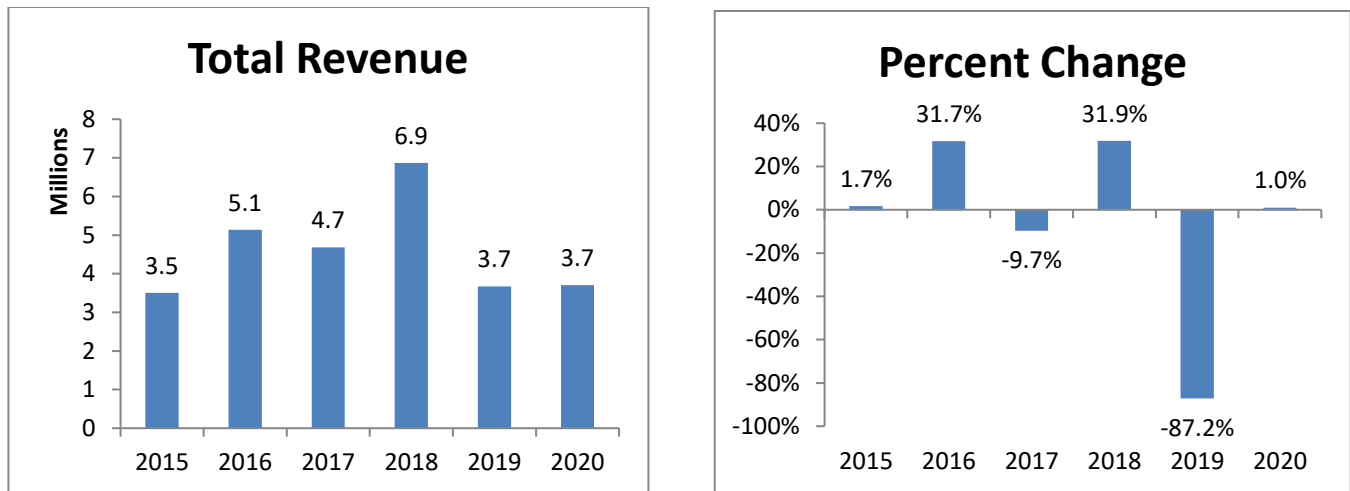
Total General Fund Revenues



These revenues fluctuate greatly from year to year depending on grant funded activities. In 2015 the 13.6% decrease reflects significant decreases in state funding levels. In 2018 the county received a significant increase in federal grant funding for a feasibility study as well as an increase once again in funds paid to the General Fund from the Rural Law Enforcement District for personnel costs. While there is still a positive projected increase in 2019 it is down from 2018 as a result of the onetime funding for the feasibility study. The slight increase in 2020 is again a result of an increase in funding from the Rural Law Enforcement District.

Timber Sales, 2015-2020

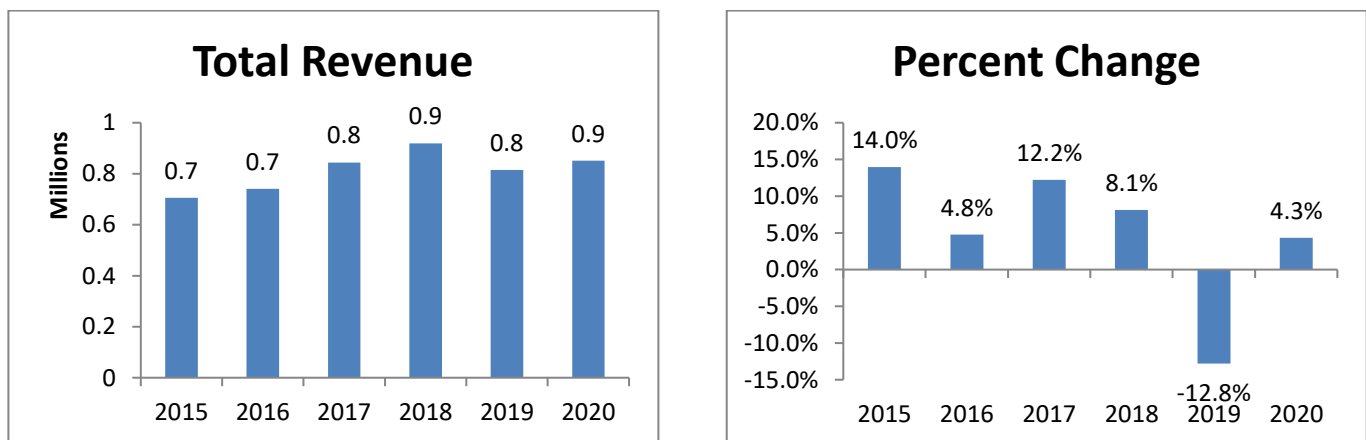
Total General Fund Revenues



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. To help offset some of this volatility the Board has established a policy that the County retains no more than the lowest year of actual timber receipts over the last fifteen (15) years in the General Fund, not to exceed the amount required to support the current level of General Fund services, all other timber monies are to be transferred to the Special Projects fund as well as the General Fund Stabilization account. In 2016 the county saw a significant increase in timber revenues; however, the decrease of 9.7% in 2017 as and then an increase of 31.9% in 2018 reflects this volatility. The projected decrease of 87.2% will be significantly less than that as a result of budgeting for the 15 year low however actuals are coming in higher.

Charges for Services, 2015-2020

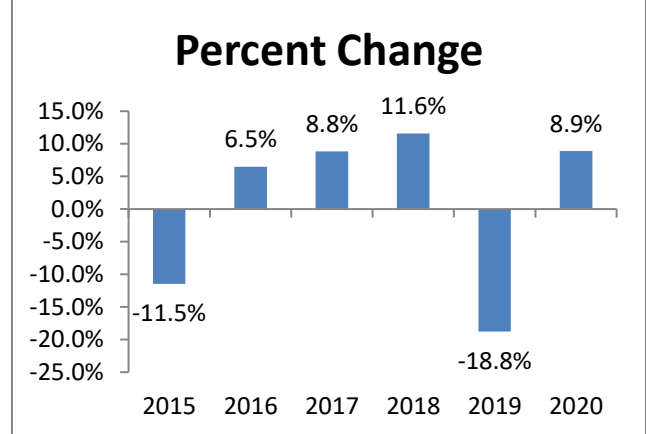
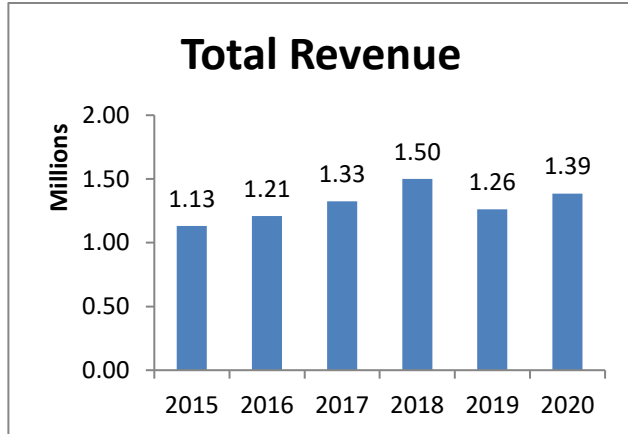
Total General Fund Revenues



Many of the county's fees are collected from Recording fees, Surveyor & Mapping fees, and Subdivision and Partition Review fees. The county continues to see relatively stable revenues as a result of the upturn in the economy. The increase in 2017 reflects franchise fees that the county is now collecting from Charter Communications and the 2019 decrease reflects conservative budgeting but is anticipated to come in higher.

Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2015-2020

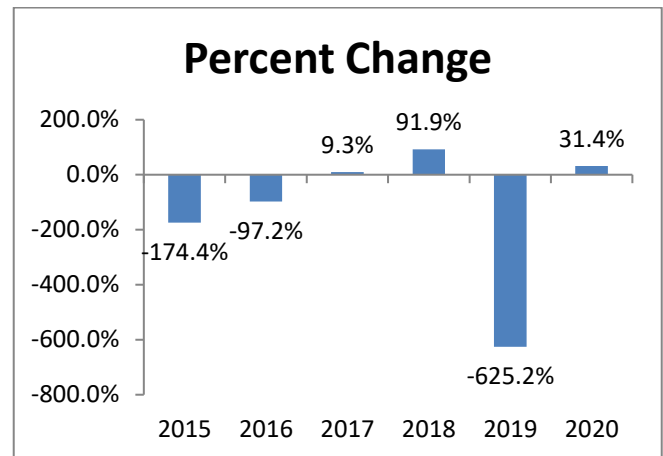
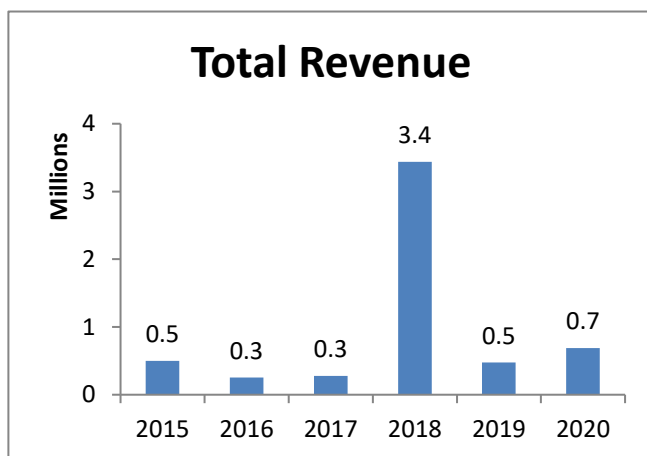
Total General Fund Revenues



Throughout the past several years the county has seen significant increases in earnings on investments as a result of the upturn in the state of the economy. The 11.5% decrease in 2015 was a result of a \$103,000 decrease in indirect cost revenues billed out to other departments for overhead service provided by the General Fund, however, since this time indirect costs have begun increasing. The projected decrease in 2019 is a result of conservative budgeting on interest earned at the time of the 2018-19 budget process. Interest rates continue to improve and the county projects similar earnings as the 2017-18 FY. The 8.9% increase in 2020 is reflective of current interest earnings as well as indirect costs increasing.

Other Financing Sources (Transfers), 2015-2020

Total General Fund Revenues



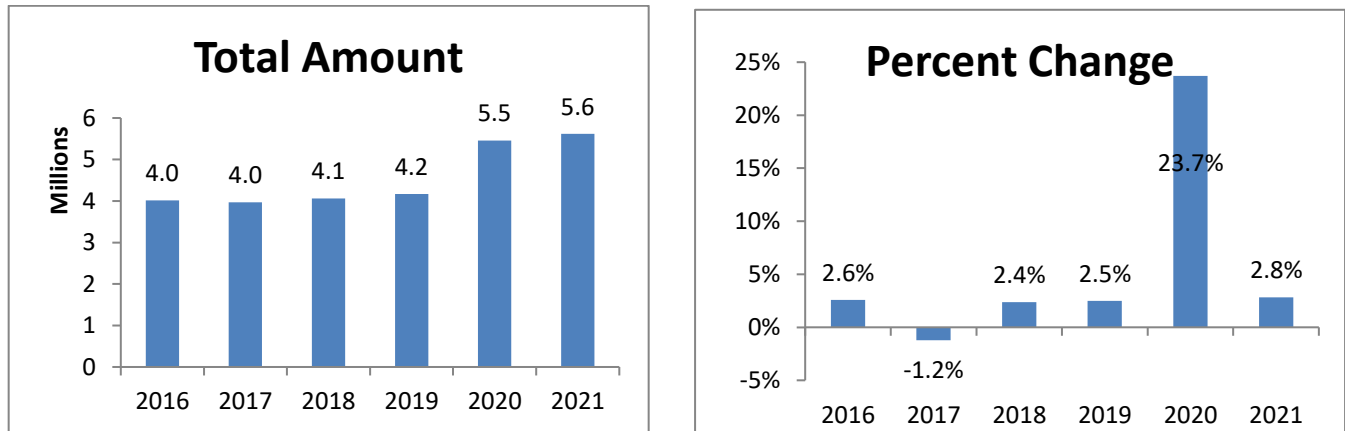
Decreases were seen beginning in 2016 as a result of decreased Video Lottery dollars. There is a 91.8% increase for 2018 as a result of a transfer from Special Projects to the General Fund for the General Fund Stabilization account per the advisement of the Long-Term Financial Plan, as a result of that onetime \$3M transfer there is a projected decrease of 625.2% in the 2019 FY.

Historical Review of Countywide Fund Revenues Excluding General Fund

The following graphs and narrative present the historical changes in all the County Funds revenue sources excluding the General Fund. The 2016 through 2019 are actuals, and the 2020 and 2021 figures are as budgeted.

Property Taxes, 2016-2021

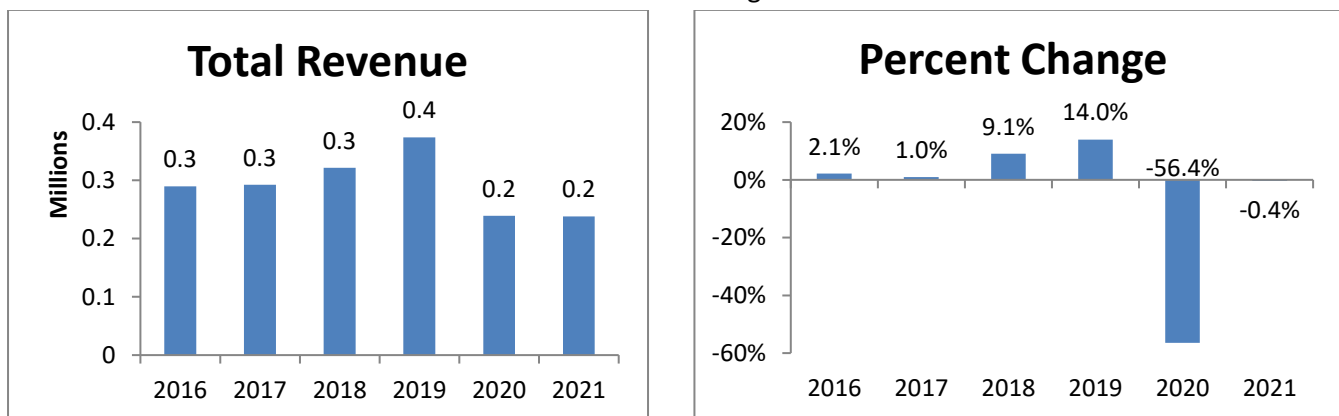
Total Revenues – Excluding General Fund



Property Tax revenues projected an increase of 23.7% in 2020; this is based upon growth in new construction, growth generated from existing property, and most significantly from a \$20M jail bond that was passed by the voters in November of 2018. The projected 2.8% increase anticipated in 2020 is based on returning to the normal projected growth based on measure 50.

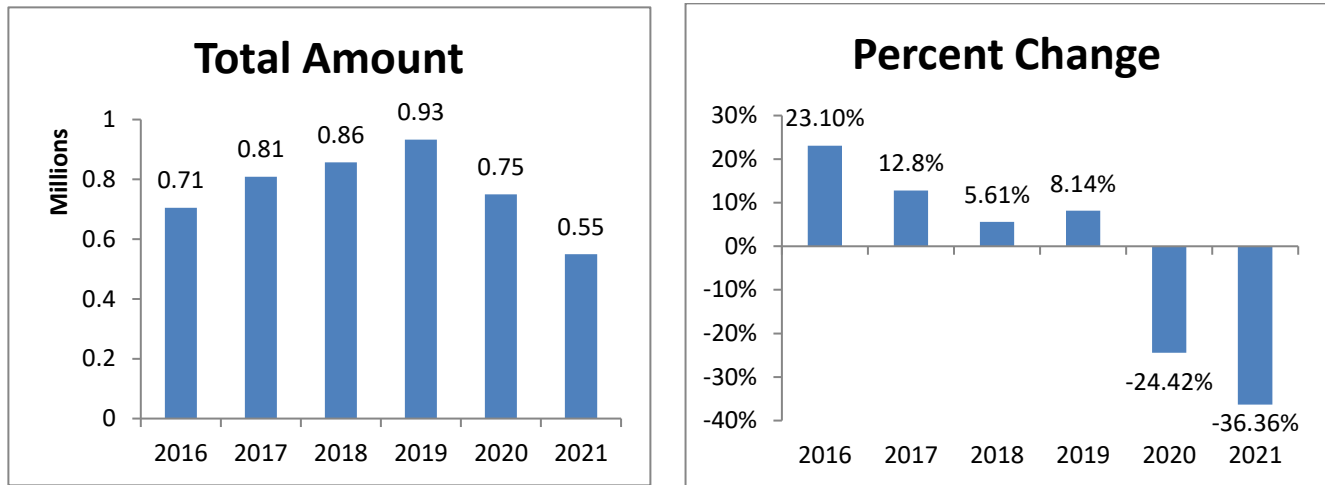
Other Taxes, 2016-2021

Total Revenues – Excluding General Fund



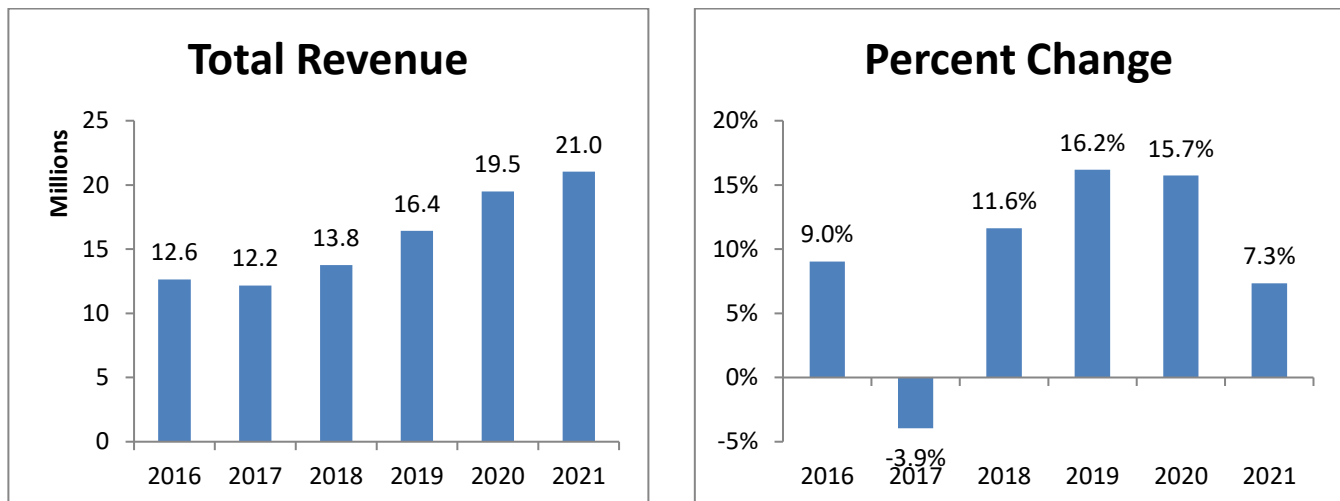
Other taxes include a strategic investment plan (SIP) tax for the Georgia Pacific-Wauna Mill that was implemented in 2009. Other taxes also include transient room taxes that are charged within the unincorporated areas of the county, the 2020 FY is projecting a significant decrease in TRT revenues as a result of the COVID Pandemic. In an effort to flatten the curve and in accordance with the Governor's non-essential travel ban, Clatsop County enacted an order that prohibited Hotel/Motels, Short-term rentals and camp grounds from renting rooms to non-residents or those not in the county for business purposes. As a result of this significant decreases are projected for these revenues.

Licenses & Permits, 2016-2021
Total Revenues – Excluding General Fund



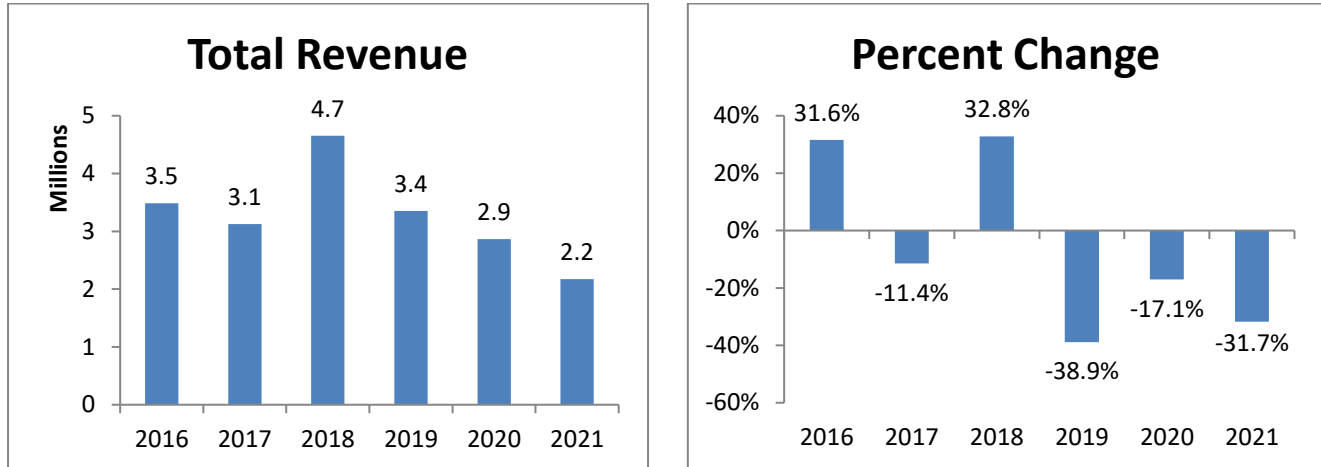
Licenses and Permits fluctuate with the economy, the county had continued to see growth in the area of new housing development until the recent COVID pandemic. The 2020 FY revenues are projected to see a 24.42% decrease based on the current environment. In addition, given that there are a lot of unknowns as to how the economy will recover and the length of time the recovery might take staff are projecting further decreases for the 2021 FY.

Intergovernmental, 2016-2021
Total Revenues – Excluding General Fund



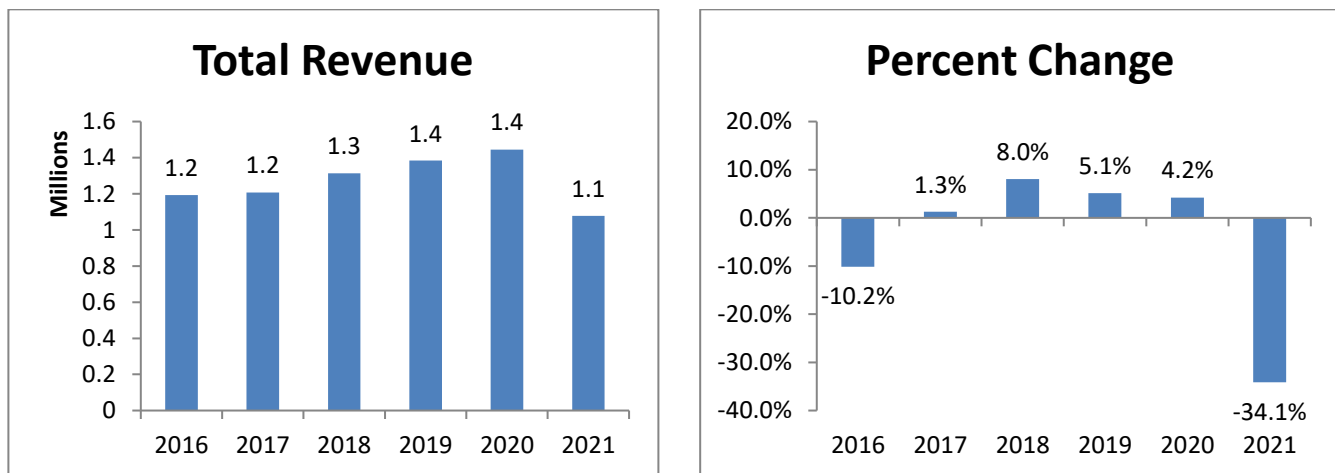
These revenues remain fairly consistent from year to year depending on grant funded activities. In 2015 there was a significant increase (25.4%) which was for a State funded Ferry Boat Terminal being rebuilt. In 2017 there was a 3.9% decrease as a result of state and federal funding cuts.

Timber Sales, 2016-2021
Total Revenues – Excluding General Fund



Timber revenues can be highly volatile and fluctuate greatly based on the economy and environmental conditions. The 31.7% decrease in 2021 is based on a projected harvest amounts from the Oregon Department of Forestry based.

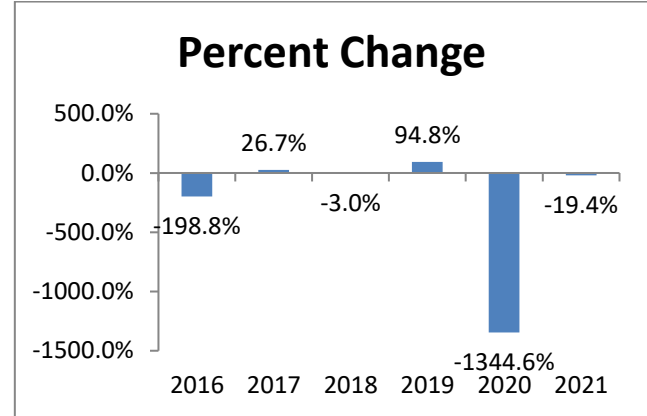
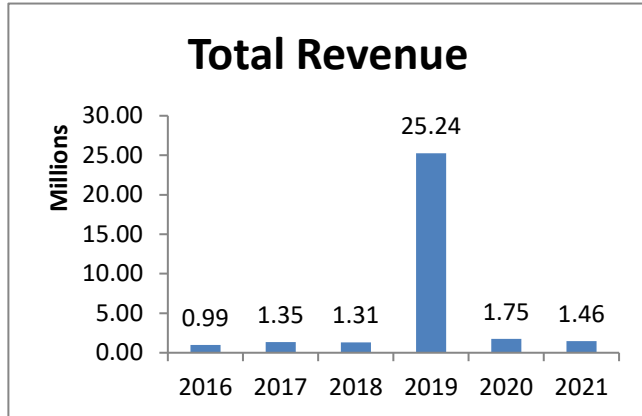
Charges for Services, 2016-2021
Total Revenues – Excluding General Fund



There was a 10.2% decrease in 2016 as a result of a significant decrease in fisheries contributions to the county in order to fight legislation at the state that would have an impact on their fisheries being able to gillnet in the Columbia River. In 2021 an increase is projected as a result of decreased fees for services in the Public Health department as well as fees charged to other departments for services.

Other Miscellaneous (Fines & Forfeitures, Interest, and Other) 2016-2021

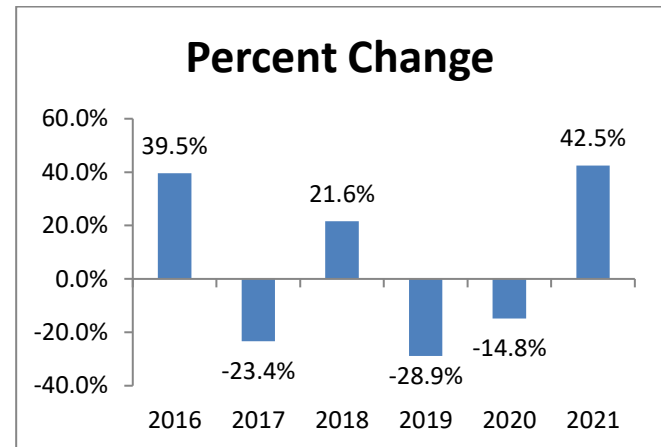
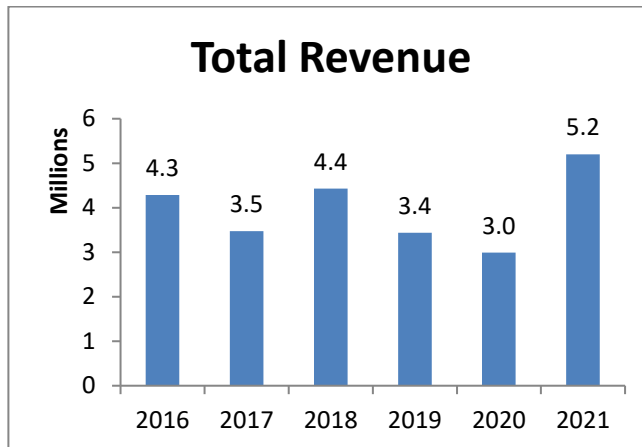
Total Revenues – Excluding General Fund



In 2015 the county received a loan in the amount of two million dollars to pay for the remodel of the Sheriff's Office; therefore 2016 saw a 198.8% decrease in other revenue. In 2017 the Animal Shelter Enhancement Fund saw a significant bequest and the Roads department had a large reimbursement which resulted in an increase of 26.7% in 2017. In 2019 the county sold bonds for the addition/remodel of the new county jail and received \$23.5M in revenues.

Other Financing Sources (Transfers), 2016-2021

Total Revenues – Excluding General Fund



In 2017 there was a decrease in timber revenues therefore there was a decrease in the amount transferred to the Special Projects Fund. In 2018 there was a budgeted increase as a result of a onetime transfer of \$2M from the Special Projects Fund to the General Fund Stabilization account. In 2021 the \$2M that was transferred into the GF for the stabilization account will be set aside in a separate fund to be able to track independently and not assumed as a recurring GF expense.

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

Account Name	General			Roads		
	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021
Resources						
Beginning Net Working Capital	0	11,118,570	14,166,200	0	9,306,200	11,421,240
Taxes	9,581,204	9,740,950	10,027,630	0	0	0
Licenses & Permits	857,701	1,092,000	935,000	0	0	0
Fines	29,501	28,400	28,400	0	0	0
Use Of Money/Property	443,837	158,060	210,900	220,361	163,000	200,000
Intergov State	6,696,622	4,652,730	4,634,290	3,213,324	4,812,530	4,644,470
Intergov Federal	209,436	190,220	219,030	0	0	0
Intergov Other	2,638,113	3,027,130	3,529,680	4,294,150	4,240,280	8,752,690
Charges for Services	918,760	851,260	825,310	333,612	299,600	306,880
Other Revenue	1,152,295	1,199,510	1,278,220	37,997	19,700	19,500
Transfer Revenue	473,660	690,250	373,640	0	0	0
Total Resources:	23,001,131	32,749,080	36,228,300	8,099,444	18,841,310	25,344,780
Expenditures						
Personal Services	14,957,384	17,720,550	19,071,640	2,810,374	3,535,980	3,810,090
Materials & Services	3,608,527	6,097,430	4,122,880	2,543,596	5,256,430	5,790,690
Special Payments	629,087	241,470	424,400	1,714	43,150	43,150
Debt Service	95,843	90,360	99,360	13	0	0
Capital Outlay	0	0	0	58,280	120,000	2,275,000
Transfers Out	1,931,840	1,941,050	4,068,700	474,040	551,900	628,530
Contingency	0	2,606,730	2,777,220	0	6,138,970	7,668,240
Total Expenditures:	21,222,681	28,697,590	30,564,200	5,888,017	15,646,430	20,215,700
Fund Balance						
Ending Fund Balance:	1,778,450	4,051,490	5,664,100	2,211,427	3,194,880	5,129,080
Net Change in Fund Balance:	(1,778,450)	7,067,080	8,502,100	(2,211,427)	6,111,320	6,292,160
Percentage of Change:	- 100%	57%	66%	- 100%	52%	81%

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

Account Name	Parole & Probation			Industrial Revolve		
	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021
Resources						
Beginning Net Working Capital	0	2,347,000	2,190,420	0	3,875,330	3,408,930
Taxes	0	0	0	87,600	0	463,200
Licenses & Permits	0	0	0	0	0	0
Fines	0	0	0	0	0	0
Use Of Money/Property	66,978	30,000	45,000	97,296	70,000	70,000
Intergov State	2,222,724	2,199,350	2,200,780	0	0	0
Intergov Federal	0	0	0	0	0	0
Intergov Other	90,633	90,000	100,000	0	0	0
Charges for Services	30,819	34,260	38,100	0	0	0
Other Revenue	1,491	700	1,200	0	0	0
Transfer Revenue	0	0	0	0	0	0
Total Resources:	2,412,645	4,701,310	4,575,500	184,896	3,945,330	3,942,130
Expenditures						
Personal Services	1,254,659	1,290,940	1,675,280	0	0	0
Materials & Services	445,129	607,170	886,650	49,304	103,500	121,100
Special Payments	415,012	467,860	481,000	0	0	0
Debt Service	16,055	14,640	16,540	0	0	0
Capital Outlay	0	0	0	4,909	1,000,000	0
Transfers Out	129,500	389,320	58,440	0	0	0
Contingency	0	1,931,380	1,457,590	0	2,841,830	3,821,030
Total Expenditures:	2,260,356	4,701,310	4,575,500	54,213	3,945,330	3,942,130
Fund Balance						
Ending Fund Balance:	152,290	0	0	130,683	0	0
Net Change in Fund Balance:	(152,290)	2,347,000	2,190,420	(130,683)	3,875,330	3,408,930
Percentage of Change:	- 100%	0%	0%	- 100%	0%	0%

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

Account Name	Capital Projects			Non-Major Government		
	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021
Resources						
Beginning Net Working Capital	0	28,126,970	24,627,680	0	11,210,040	11,107,720
Taxes	0	0	0	4,484,707	5,699,310	5,867,890
Licenses & Permits	0	0	0	933,183	750,000	750,000
Fines	0	0	0	45,583	45,580	45,580
Use Of Money/Property	379,119	110,000	160,000	330,796	211,390	234,880
Intergov State	5,158	0	2,000,000	7,800,305	8,165,140	6,661,420
Intergov Federal	0	0	0	624,185	622,390	1,016,340
Intergov Other	0	0	0	226,142	224,000	103,000
Charges for Services	15,000	15,000	15,000	1,007,671	1,096,300	1,078,700
Other Revenue	23,498,901	260,000	70,320	569,247	837,020	685,240
Transfer Revenue	1,942,180	1,416,280	1,424,360	1,491,610	1,574,800	3,775,250
Total Resources:	25,840,358	29,928,250	28,297,360	17,513,428	30,435,970	31,326,020
Expenditures						
Personal Services	0	0	0	5,596,310	6,638,010	7,095,500
Materials & Services	315,758	256,050	148,100	3,229,560	5,498,150	4,556,990
Special Payments	0	0	0	7,922,887	7,191,090	6,101,890
Debt Service	0	0	0	191,337	1,783,660	1,614,340
Capital Outlay	1,309,506	11,490,870	20,813,700	609,057	724,000	1,062,470
Transfers Out	478,010	474,130	470,300	894,060	324,930	347,280
Contingency	0	750,000	837,310	0	8,276,130	10,547,550
Total Expenditures:	2,103,274	12,971,050	22,269,410	18,443,211	30,435,970	31,326,020
Fund Balance						
Ending Fund Balance:	23,737,084	16,957,200	6,027,950	(929,783)	0	0
Net Change in Fund Balance:	(23,737,084)	11,169,770	18,599,730	929,783	11,210,040	11,107,720
Percentage of Change:	- 100%	151%	32%	- 100%	0%	0%

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

Account Name	Totals		
	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021
Resources			
Beginning Net Working Capital	0	65,984,110	66,922,190
Taxes	14,153,511	15,440,260	16,358,720
Licenses & Permits	1,790,884	1,842,000	1,685,000
Fines	75,084	73,980	73,980
Use Of Money/Property	1,538,387	742,450	920,780
Intergov State	19,938,133	19,829,750	20,140,960
Intergov Federal	833,622	812,610	1,235,370
Intergov Other	7,249,038	7,581,410	12,485,370
Charges for Services	2,305,862	2,296,420	2,263,990
Other Revenue	25,259,930	2,316,930	2,054,480
Transfer Revenue	3,907,450	3,681,330	5,573,250
Total Resources:	77,051,902	120,601,250	129,714,090
Expenditures			
Personal Services	24,618,728	29,185,480	31,652,510
Materials & Services	10,191,874	17,818,730	15,626,410
Special Payments	8,968,700	7,943,570	7,050,440
Debt Service	303,248	1,888,660	1,730,240
Capital Outlay	1,981,751	13,334,870	24,151,170
Transfers Out	3,907,450	3,681,330	5,573,250
Contingency	0	22,545,040	27,108,940
Total Expenditures:	49,971,752	96,397,680	112,892,960
Fund Balance			
Ending Fund Balance:	2,211,427	24,203,570	16,821,130
Net Change in Fund Balance:	(2,211,427)	41,780,540	50,101,060
Percentage of Change:	- 100%	57%	33%

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
001 General							
Personnel Services	14,078,055	15,053,227	17,810,910	19,659,910	19,171,000	19,171,000	19,171,000
Materials & Services	3,469,039	3,608,527	6,097,430	4,123,640	4,108,140	4,110,480	4,122,880
Special Payments	543,867	629,087	241,470	424,400	424,400	424,400	424,400
Capital	0	0	0	0	0	0	0
Transfers	3,427,603	1,931,840	1,941,050	4,300,410	4,068,700	4,068,700	4,068,700
Congingency	0	0	2,606,730	2,850,840	2,777,220	2,777,220	2,777,220
001 Total:	21,518,564	21,222,681	28,697,590	31,359,200	30,549,460	30,551,800	30,564,200
002 General Roads							
Personnel Services	2,615,825	2,810,374	3,535,980	3,810,090	3,810,090	3,810,090	3,810,090
Materials & Services	2,877,555	2,543,596	5,256,430	5,790,690	5,790,690	5,790,690	5,790,690
Special Payments	2,130	1,714	43,150	43,150	43,150	43,150	43,150
Debt Service	2,598	13	0	0	0	0	0
Capital	18,109	58,280	120,000	2,275,000	2,275,000	2,275,000	2,275,000
Transfers	476,620	474,040	551,900	628,530	628,530	628,530	628,530
Congingency	0	0	6,138,970	7,668,240	7,668,240	7,668,240	7,668,240
002 Total:	5,992,838	5,888,017	15,646,430	20,215,700	20,215,700	20,215,700	20,215,700
003 General Fund Stabilization							
Congingency	0	0	0	2,006,000	2,006,000	2,006,000	2,006,000
003 Total:	0	0	0	2,006,000	2,006,000	2,006,000	2,006,000
004 Clerk Archived Records							
Materials & Services	7,737	8,035	8,700	8,700	8,700	8,700	8,700
Congingency	0	0	2,970	4,720	4,720	4,720	4,720
004 Total:	7,737	8,035	11,670	13,420	13,420	13,420	13,420
005 Rural Law Enforcement District							
Personnel Services	1,985,006	1,990,509	2,337,230	2,530,780	2,522,410	2,522,410	2,522,410
Materials & Services	635,110	715,805	718,820	781,520	771,520	771,520	771,520
Special Payments	30,800	26,000	26,000	26,000	26,000	26,000	26,000
Capital	91,940	115,824	39,000	128,500	128,500	128,500	128,500
Congingency	0	0	2,226,510	1,776,380	1,794,750	1,794,750	1,794,750
005 Total:	2,742,856	2,848,138	5,347,560	5,243,180	5,243,180	5,243,180	5,243,180
007 Public Health							
Personnel Services	1,246,594	1,376,387	1,704,450	1,954,390	1,954,390	1,954,390	1,954,390
Materials & Services	562,208	720,612	1,818,220	1,337,370	1,100,550	1,376,340	1,376,340
Special Payments	0	0	0	0	0	0	0
Debt Service	0	0	305,820	125,310	125,310	125,310	125,310
Capital	49,566	17,913	20,000	0	0	0	0
Transfers	2,613	515,000	0	0	0	0	0
Congingency	0	0	18,640	0	186,180	186,180	186,180
007 Total:	1,860,980	2,629,912	3,867,130	3,417,070	3,366,430	3,642,220	3,642,220

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
009 Child Support							
Personnel Services	170,723	179,609	189,170	201,430	201,430	201,430	201,430
Materials & Services	35,921	29,247	37,610	33,060	33,060	33,060	33,060
Capital	0	0	0	0	0	0	0
Congingency	0	0	25,510	31,810	45,240	45,240	45,240
009 Total:	206,645	208,856	252,290	266,300	279,730	279,730	279,730
020 Juvenile Crime Prevention							
Personnel Services	18,360	34,593	54,840	59,470	59,470	59,470	59,470
Materials & Services	4,897	3,595	86,510	44,470	44,470	44,470	44,470
Congingency	0	0	28,000	47,990	61,440	61,440	61,440
020 Total:	23,257	38,188	169,350	151,930	165,380	165,380	165,380
024 Parole & Probation Division							
Personnel Services	1,177,845	1,270,714	1,305,580	1,699,480	1,691,820	1,691,820	1,691,820
Materials & Services	330,425	445,129	607,170	886,650	886,650	886,650	886,650
Special Payments	337,941	415,012	467,860	481,000	481,000	481,000	481,000
Capital	59,892	0	0	0	0	0	0
Transfers	127,000	129,500	389,320	58,440	58,440	58,440	58,440
Congingency	0	0	1,931,380	1,449,930	1,457,590	1,457,590	1,457,590
024 Total:	2,033,103	2,260,356	4,701,310	4,575,500	4,575,500	4,575,500	4,575,500
027 Marine Patrol							
Personnel Services	232,355	206,599	226,580	242,830	242,830	242,830	242,830
Materials & Services	42,469	38,761	45,080	52,020	52,020	52,020	52,020
Capital	0	0	0	0	0	0	0
Congingency	0	0	111,470	0	89,100	89,100	89,100
027 Total:	274,825	245,359	383,130	294,850	383,950	383,950	383,950
033 Mental Health Grants							
Personnel Services	147,081	198,330	326,820	211,640	211,640	211,640	211,640
Materials & Services	82,144	88,963	170,550	45,560	45,560	45,560	45,560
Special Payments	1,638,504	2,505,096	2,853,240	2,275,880	2,275,880	2,275,880	2,275,880
Transfers	0	0	0	0	0	0	0
Congingency	0	0	68,070	108,470	108,470	108,470	108,470
033 Total:	1,867,729	2,792,388	3,418,680	2,641,550	2,641,550	2,641,550	2,641,550
036 Building Codes							
Personnel Services	485,292	609,507	682,820	723,510	723,510	723,510	723,510
Materials & Services	88,167	104,797	148,310	192,240	192,240	192,240	192,240
Capital	0	0	0	0	0	0	0
Transfers	33,200	32,900	22,000	30,080	30,080	30,080	30,080
Congingency	0	0	1,165,830	1,043,970	1,043,970	1,043,970	1,043,970
036 Total:	606,659	747,204	2,018,960	1,989,800	1,989,800	1,989,800	1,989,800

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
039 Clatsop County Fisheries							
Personnel Services	500,701	539,087	597,680	617,820	617,820	617,820	617,820
Materials & Services	181,879	210,164	217,740	210,190	210,190	210,190	210,190
Capital	0	0	0	0	0	0	0
Congingency	0	0	270,740	217,690	217,690	217,690	217,690
039 Total:	682,580	749,251	1,086,160	1,045,700	1,045,700	1,045,700	1,045,700
100 Capital Projects							
Materials & Services	138,527	315,758	256,050	148,100	148,100	148,100	148,100
Capital	580,890	1,309,506	11,490,870	20,882,180	20,729,330	20,729,330	20,813,700
Transfers	3,482,400	478,010	474,130	470,300	470,300	470,300	470,300
Congingency	0	0	750,000	837,310	837,310	837,310	837,310
100 Total:	4,201,817	2,103,274	12,971,050	22,337,890	22,185,040	22,185,040	22,269,410
102 General Roads Eq Replace							
Materials & Services	700	800	900	800	800	800	800
Capital	456,680	456,850	605,000	685,000	685,000	793,970	793,970
Congingency	0	0	0	0	0	0	0
102 Total:	457,380	457,650	605,900	685,800	685,800	794,770	794,770
105 Insurance Reserve							
Materials & Services	30,851	23,293	416,830	366,510	366,510	366,510	366,510
Transfers	0	0	0	0	0	0	0
105 Total:	30,851	23,293	416,830	366,510	366,510	366,510	366,510
120 Land Corner Preservation							
Personnel Services	34,669	44,101	48,110	49,630	49,630	49,630	49,630
Materials & Services	15,618	15,333	49,530	34,980	34,980	34,980	34,980
Congingency	0	0	292,320	336,130	336,130	336,130	336,130
120 Total:	50,287	59,434	389,960	420,740	420,740	420,740	420,740
150 Fair Board							
Personnel Services	242,373	244,073	277,090	317,570	317,570	317,570	317,570
Materials & Services	554,966	414,829	465,580	511,650	511,650	511,650	511,650
Capital	145,634	0	50,000	50,000	50,000	50,000	50,000
Congingency	0	0	673,620	564,261	564,260	564,260	564,260
150 Total:	942,973	658,901	1,466,290	1,443,481	1,443,480	1,443,480	1,443,480
205 Child Custody Mediation & Drug Project							
Personnel Services	7,844	8,484	9,280	5,440	5,440	5,440	5,440
Materials & Services	48,068	56,630	68,400	47,220	47,220	47,220	47,220
Congingency	0	0	9,030	0	0	0	0
205 Total:	55,911	65,114	86,710	52,660	52,660	52,660	52,660

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
206 Video Lottery Fund							
Materials & Services	10,120	9,251	18,900	22,100	22,100	22,100	22,100
Special Payments	70,000	70,000	70,000	140,000	140,000	140,000	140,000
Transfers	261,200	295,160	251,930	266,200	266,200	266,200	266,200
Congingency	0	0	0	0	0	0	0
206 Total:	341,320	374,411	340,830	428,300	428,300	428,300	428,300
209 Courthouse Security							
Personnel Services	58,010	64,750	67,810	71,920	71,920	71,920	71,920
Materials & Services	627	770	10,500	10,600	10,600	10,600	10,600
Capital	0	0	10,000	10,000	10,000	10,000	10,000
Transfers	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Congingency	0	0	89,120	85,150	85,150	85,150	85,150
209 Total:	62,637	69,520	181,430	181,670	181,670	181,670	181,670
225 Bike paths							
Materials & Services	100	133,896	400,100	41,500	41,500	41,500	41,500
Special Payments	0	25,973	0	35,000	35,000	35,000	35,000
Congingency	0	0	1,410	46,190	46,190	46,190	46,190
225 Total:	100	159,869	401,510	122,690	122,690	122,690	122,690
230 Law Library							
Personnel Services	10,665	12,707	13,780	18,680	18,680	18,680	18,680
Materials & Services	35,770	30,539	34,750	34,750	34,750	34,750	34,750
Capital	0	0	0	0	0	0	0
Congingency	0	0	17,230	16,630	16,630	16,630	16,630
230 Total:	46,435	43,246	65,760	70,060	70,060	70,060	70,060
235 Animal Shelter Donations							
Materials & Services	50,100	40,714	60,000	60,000	60,000	60,000	60,000
Capital	0	18,470	0	0	0	0	0
Congingency	0	0	293,640	317,420	317,420	317,420	317,420
235 Total:	50,100	59,183	353,640	377,420	377,420	377,420	377,420
240 Park & Land Acq. & Maint							
Materials & Services	12,572	19,117	31,000	21,100	21,100	21,100	21,100
Special Payments	0	0	0	0	0	0	0
Capital	35,403	0	0	0	0	0	0
Transfers	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Congingency	0	0	895,800	863,720	863,720	863,720	863,720
240 Total:	92,975	64,117	971,800	929,820	929,820	929,820	929,820

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
300 Road District #1							
Materials & Services	4,180	4,550	4,800	5,200	5,200	5,200	5,200
Special Payments	4,520,080	4,294,150	4,240,280	3,623,610	3,623,610	3,623,610	3,623,610
Transfers	0	0	0	0	0	0	0
300 Total:	4,524,260	4,298,700	4,245,080	3,628,810	3,628,810	3,628,810	3,628,810
305 State Timber Enforcement Fund							
Personnel Services	74,160	90,410	127,890	127,890	127,890	127,890	127,890
Materials & Services	6,800	12,700	29,300	30,100	30,100	30,100	30,100
Capital	0	0	0	0	0	0	0
Congingency	0	0	848,550	875,090	875,090	875,090	875,090
305 Total:	80,960	103,110	1,005,740	1,033,080	1,033,080	1,033,080	1,033,080
325 Industrial Development Revolving Fund							
Personnel Services	0	0	0	0	0	0	0
Materials & Services	85,928	49,304	103,500	121,100	121,100	121,100	121,100
Special Payments	0	0	0	0	0	0	0
Capital	147,201	4,909	1,000,000	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	2,841,830	3,821,030	3,821,030	3,821,030	3,821,030
325 Total:	233,129	54,213	3,945,330	3,942,130	3,942,130	3,942,130	3,942,130
385 Westport Sewer Serv Dist							
Personnel Services	10,463	5,147	0	0	0	0	0
Materials & Services	51,719	72,209	89,820	88,570	88,570	88,570	88,570
Special Payments	4,969	1,668	1,570	1,400	1,400	1,400	1,400
Debt Service	5,726	5,887	6,060	6,300	6,300	6,300	6,300
Transfers	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Congingency	0	0	58,840	78,920	78,920	78,920	78,920
385 Total:	74,876	86,910	158,290	177,190	177,190	177,190	177,190
386 Westport Sewer Equip Rplc							
Materials & Services	6,862	8,138	22,000	11,700	11,700	11,700	11,700
Capital	0	0	0	80,000	80,000	80,000	80,000
Congingency	0	0	20,510	2,210	2,210	2,210	2,210
386 Total:	6,862	8,138	42,510	93,910	93,910	93,910	93,910
395 4-H & Ext Ser Spec Dist							
Materials & Services	414,042	461,381	544,200	536,110	536,110	536,110	536,110
Capital	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	110,750	186,160	186,160	186,160	186,160
395 Total:	414,042	461,381	654,950	722,270	722,270	722,270	722,270

Clatsop County Fund Totals w/ category expenditures

Account Name	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
400 Debt Service Fund							
Debt Service	181,294	177,468	1,446,240	1,453,600	1,453,600	1,453,600	1,453,600
Transfers	0	0	0	0	0	0	0
Congingency	0	0	187,110	198,870	198,870	198,870	198,870
400 Total:	181,294	177,468	1,633,350	1,652,470	1,652,470	1,652,470	1,652,470
405 Bond & UAL Reserve Fund							
Special Payments	0	1,000,000	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Congingency	0	0	860,460	1,419,240	1,419,240	1,419,240	1,419,240
405 Total:	0	1,000,000	860,460	1,419,240	1,419,240	1,419,240	1,419,240
Totals:	49,665,980	49,966,316	96,397,680	113,306,341	112,409,090	112,796,190	112,892,960

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Fund: 001 General							
0000	Discretionary Revenue	(3,082)	(847)	0	0	0	0%
1100	Board of Commissioners	84,964	100,518	170,050	176,930	6,880	4%
1105	Brd of Property Tax Appeal	30,218	31,518	35,920	37,710	1,790	4%
1110	County Tourism	157,210	59,610	118,870	165,060	46,190	38%
1120	County Manager	417,795	463,843	611,570	767,740	156,170	25%
1125	Human Resources	325,907	301,778	419,300	393,980	(25,320)	- 6%
1150	Assessment & Taxation	1,507,298	1,589,256	1,708,900	1,766,080	57,180	3%
1155	Property Management	49,893	66,962	63,120	70,280	7,160	11%
1300	County Counsel	117,648	119,156	140,000	237,010	97,010	69%
1350	Clerk - Admin. & Elections	377,101	390,127	459,760	455,730	(4,030)	- 0%
1355	Clerk Recordings	178,174	167,872	186,650	196,370	9,720	5%
1625	Budget & Finance	407,657	411,838	497,510	621,890	124,380	25%
1650	Information Systems	885,941	1,000,392	1,104,460	1,159,250	54,790	4%
1790	Building & Grounds	1,070,666	1,117,243	1,172,040	1,194,220	22,180	1%
1795	Parks Maintenance	209,162	228,097	239,770	258,570	18,800	7%
1940	Surveyor	191,200	207,809	233,960	243,910	9,950	4%
1990	Dues & Special Assessments	730,398	961,840	610,170	791,340	181,170	29%
2160	District Attorney	1,777,015	1,833,876	1,990,300	2,059,290	68,990	3%
2180	Medical Examiner	112,204	116,418	128,930	132,930	4,000	3%
2190	Sheriff Support Division	465,090	474,432	843,260	738,910	(104,350)	- 12%
2200	Sheriff Enforcement Division	3,621,510	3,823,026	4,352,570	4,633,520	280,950	6%
2300	Sheriff Corrections Division	2,860,250	3,235,056	3,894,130	4,447,340	553,210	14%
2325	Jail Medical	337,368	433,001	470,340	505,210	34,870	7%
2340	Juvenile Department	824,199	770,068	924,170	822,860	(101,310)	- 10%
2350	Corrections Workcrew	213,127	109,422	0	0	0	0%
2700	Planning Division	517,165	563,742	833,340	623,940	(209,400)	- 25%
2710	Code Compliance	0	0	0	276,420	276,420	100%
2750	Emergency Management	280,193	308,621	457,910	439,060	(18,850)	- 4%
2800	Animal Control	367,911	406,169	482,810	502,730	19,920	4%
3110	Road Admin. And Support	0	0	0	0	0	0%
9700	General Fund Stabilization	0	0	2,000,000	2,000,000	0	0%
9800	Transfers To Other Funds	3,404,380	1,931,840	1,941,050	2,068,700	127,650	6%
9900	Approp. For Contingency 1	0	0	2,606,730	2,777,220	170,490	6%
001 Totals:		21,518,564	21,222,681	28,697,590	30,564,200	1,866,610	6%
Fund: 002 General Roads							
3110	Road Admin. And Support	765,545	855,254	1,046,980	1,086,330	39,350	3%
3120	Road Maint & Construction	5,227,292	5,032,763	8,460,480	11,461,130	3,000,650	35%
9905	Approp. For Contingency 2	0	0	6,138,970	7,668,240	1,529,270	24%
002 Totals:		5,992,838	5,888,017	15,646,430	20,215,700	4,569,270	29%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Fund: 003 General Fund Stabilization							
1200	GF Stabilization	0	0	0	2,006,000	2,006,000	100%
003 Totals:		0	0	0	2,006,000	2,006,000	100%
Fund: 004 Clerk Archived Records							
1354	Clerk Archived Records	7,737	8,035	11,670	13,420	1,750	15%
4133	Babies First	0	0	0	0	0	0%
004 Totals:		7,737	8,035	11,670	13,420	1,750	15%
Fund: 005 Rural Law Enforcement District							
2191	Sheriff Rural Law Enf Dis	2,742,856	2,848,138	5,347,560	5,243,180	(104,380)	- 1%
005 Totals:		2,742,856	2,848,138	5,347,560	5,243,180	(104,380)	- 1%
Fund: 007 Public Health							
4110	Community Health	650,480	834,264	1,122,110	1,081,660	(40,450)	- 3%
4112	Tobacco Prevention	58,967	110,729	143,560	165,510	21,950	15%
4129	Immunization	11,830	16,790	38,830	17,460	(21,370)	- 55%
4130	Maternal & Child Health	29,790	57,124	0	0	0	0%
4133	Babies First	129,903	131,810	283,980	270,960	(13,020)	- 4%
4140	W I C Program	251,517	226,130	264,920	229,410	(35,510)	- 13%
4160	Family Planning	211,578	206,404	255,170	215,280	(39,890)	- 15%
4163	Jewell School-Based Health Center	0	0	0	0	0	0%
4168	Harm Reduction Program	0	0	135,650	226,400	90,750	66%
4169	Household Hazardous Waste	32,954	532,687	797,860	351,030	(446,830)	- 56%
4170	Emergency Preparedness	73,717	75,273	105,240	350,990	245,750	233%
4174	Onsite Sewage Systems	172,546	150,118	338,760	308,390	(30,370)	- 8%
4175	Environmental Health	237,699	288,582	362,410	238,950	(123,460)	- 34%
9915	Approp. For Contingency 7	0	0	18,640	186,180	167,540	898%
007 Totals:		1,860,980	2,629,912	3,867,130	3,642,220	(224,910)	- 5%
Fund: 009 Child Support							
2165	Child Support	206,645	208,856	252,290	279,730	27,440	10%
009 Totals:		206,645	208,856	252,290	279,730	27,440	10%
Fund: 018 Juvenile Detention Center							
2175	Juvenile Detention Center	0	0	0	0	0	0%
018 Totals:		0	0	0	0	0	0%
Fund: 020 Juvenile Crime Prevention							
2170	Juv Crime Prevention	23,257	38,188	169,350	165,380	(3,970)	- 2%
020 Totals:		23,257	38,188	169,350	165,380	(3,970)	- 2%
Fund: 024 Parole & Probation Division							
2385	Parole & Probation Division	2,033,103	2,260,356	4,701,310	4,575,500	(125,810)	- 2%
024 Totals:		2,033,103	2,260,356	4,701,310	4,575,500	(125,810)	- 2%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Fund: 027 Marine Patrol							
2245	Marine Patrol	274,825	245,359	383,130	383,950	820	0%
027 Totals:		274,825	245,359	383,130	383,950	820	0%
Fund: 030 Drug Task Force							
7145	Drug Task Force	0	0	0	0	0	0%
030 Totals:		0	0	0	0	0	0%
Fund: 033 Mental Health Grants							
7150	Developmental Disabilities	732,619	693,262	910,610	25,000	(885,610)	- 97%
7152	Mental Health	945,771	1,860,591	2,092,290	2,439,170	346,880	16%
7156	Drug & Alcohol Prevention	189,339	238,535	415,780	177,380	(238,400)	- 57%
033 Totals:		1,867,729	2,792,388	3,418,680	2,641,550	(777,130)	- 22%
Fund: 036 Building Codes							
7165	Building Codes	606,659	747,204	2,018,960	1,989,800	(29,160)	- 1%
036 Totals:		606,659	747,204	2,018,960	1,989,800	(29,160)	- 1%
Fund: 039 Clatsop County Fisheries							
8500	Clatsop County Fisheries	682,580	749,251	1,086,160	1,045,700	(40,460)	- 3%
039 Totals:		682,580	749,251	1,086,160	1,045,700	(40,460)	- 3%
Fund: 100 Capital Projects							
2000	Special Projects	4,178,699	2,075,323	12,971,050	22,154,600	9,183,550	70%
2002	Fleet Replacement	23,119	27,951	0	114,810	114,810	100%
100 Totals:		4,201,817	2,103,274	12,971,050	22,269,410	9,298,360	71%
Fund: 102 General Roads Eq Replace							
2001	Equipment Replacement	457,380	457,650	605,900	794,770	188,870	31%
102 Totals:		457,380	457,650	605,900	794,770	188,870	31%
Fund: 105 Insurance Reserve							
2105	Insurance Reserve	30,851	23,293	416,830	366,510	(50,320)	- 12%
105 Totals:		30,851	23,293	416,830	366,510	(50,320)	- 12%
Fund: 120 Land Corner Preservation							
1941	Surveyor - Land Corner 120	50,287	59,434	389,960	420,740	30,780	7%
120 Totals:		50,287	59,434	389,960	420,740	30,780	7%
Fund: 140 Jail Commissary Fund							
9100	Jail Commissary	0	0	0	0	0	0%
140 Totals:		0	0	0	0	0	0%
Fund: 150 Fair Board							
9300	Fair General Operation	942,973	658,901	1,466,290	1,443,480	(22,810)	- 1%
150 Totals:		942,973	658,901	1,466,290	1,443,480	(22,810)	- 1%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Fund: 205	Child Custody Mediation & Drug Project						
5705	Child Custody Mediation	55,911	65,114	86,710	52,660	(34,050)	- 39%
	205 Totals:	55,911	65,114	86,710	52,660	(34,050)	- 39%
Fund: 206	Video Lottery Fund						
5710	Video Lottery	341,320	374,411	340,830	428,300	87,470	25%
	206 Totals:	341,320	374,411	340,830	428,300	87,470	25%
Fund: 208	Liquor Enforcement Fund						
5715	Liquor Enforcement	0	0	0	0	0	0%
	208 Totals:	0	0	0	0	0	0%
Fund: 209	Courthouse Security						
5720	Courthouse Security	62,637	69,520	181,430	181,670	240	0%
	209 Totals:	62,637	69,520	181,430	181,670	240	0%
Fund: 225	Bike paths						
5805	Bike Paths	100	159,869	401,510	122,690	(278,820)	- 69%
	225 Totals:	100	159,869	401,510	122,690	(278,820)	- 69%
Fund: 230	Law Library						
5810	Law Library	46,435	43,246	65,760	70,060	4,300	6%
	230 Totals:	46,435	43,246	65,760	70,060	4,300	6%
Fund: 235	Animal Shelter Donations						
2810	Animal Shelter Enhance.	50,100	59,183	353,640	377,420	23,780	6%
	235 Totals:	50,100	59,183	353,640	377,420	23,780	6%
Fund: 240	Park & Land Acq. & Maint						
5815	Parks & Land Acq. Maint	92,975	64,117	971,800	929,820	(41,980)	- 4%
	240 Totals:	92,975	64,117	971,800	929,820	(41,980)	- 4%
Fund: 250	Emergency Communication						
5820	Emergency Communication	0	0	0	0	0	0%
	250 Totals:	0	0	0	0	0	0%
Fund: 300	Road District #1						
5825	Road District #1	4,524,260	4,298,700	4,245,080	3,628,810	(616,270)	- 14%
	300 Totals:	4,524,260	4,298,700	4,245,080	3,628,810	(616,270)	- 14%
Fund: 305	State Timber Enforcement Fund						
5828	State Timber Enforcement	80,960	103,110	1,005,740	1,033,080	27,340	2%
	305 Totals:	80,960	103,110	1,005,740	1,033,080	27,340	2%
Fund: 315	Carlyle Apartments						
5842	Carlyle Apartments	0	0	0	0	0	0%
	315 Totals:	0	0	0	0	0	0%

Organizational Unit Totals by Fund (Expenses)

Org. ID	Organizational Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Fund: 325 Industrial Development Revolving Fund							
5836	Industrial Develop.Revolving Fund	233,129	54,213	3,945,330	3,942,130	(3,200)	- 0%
325 Totals:		233,129	54,213	3,945,330	3,942,130	(3,200)	- 0%
Fund: 385 Westport Sewer Serv Dist							
5845	Westport Sewer Service	74,876	86,910	158,290	177,190	18,900	11%
385 Totals:		74,876	86,910	158,290	177,190	18,900	11%
Fund: 386 Westport Sewer Equip Rplc							
5846	Westport Sewer Equipment	6,862	8,138	42,510	93,910	51,400	120%
386 Totals:		6,862	8,138	42,510	93,910	51,400	120%
Fund: 395 4-H & Ext Ser Spec Dist							
5850	4-H & Extension	414,042	461,381	654,950	722,270	67,320	10%
395 Totals:		414,042	461,381	654,950	722,270	67,320	10%
Fund: 400 Debt Service Fund							
5855	Debt Service	181,294	177,468	1,633,350	1,652,470	19,120	1%
400 Totals:		181,294	177,468	1,633,350	1,652,470	19,120	1%
Fund: 405 Bond & UAL Reserve Fund							
5860	Bond & UAL Reserve Fund	0	1,000,000	860,460	1,419,240	558,780	64%
405 Totals:		0	1,000,000	860,460	1,419,240	558,780	64%
Fund: 505 Diking District #5							
6305	Diking District #5	4,908	2,355	0	0	0	0%
505 Totals:		4,908	2,355	0	0	0	0%
Fund: 511 Diking District #11							
6311	Diking District #11	283	58	0	0	0	0%
511 Totals:		283	58	0	0	0	0%
Fund: 514 Diking District #14							
6314	Diking District #14	5,196	3,023	0	0	0	0%
514 Totals:		5,196	3,023	0	0	0	0%
Total Expenditures:		49,676,368	49,971,752	96,397,680	112,892,960	16,495,280	17%

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

Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Resources						
Beginning Net Working Capital	0	0	62,499,270	63,592,520	1,093,250	1%
Taxes	9,586,433	9,972,416	11,321,190	12,095,830	774,640	6%
Licenses & Permits	1,539,412	1,790,884	1,842,000	1,685,000	(157,000)	- 8%
Fines	81,702	75,084	73,980	73,980	0	0%
Use Of Money/Property	794,863	1,417,354	639,550	818,880	179,330	28%
Intergov State	16,806,398	16,887,282	17,215,170	18,167,860	952,690	5%
Intergov Federal	995,636	833,622	812,610	1,235,370	422,760	52%
Intergov Other	7,273,575	7,249,038	7,581,410	12,485,370	4,903,960	64%
Charges for Services	2,157,123	2,228,825	2,191,420	2,158,990	(32,430)	- 1%
Other Revenue	1,861,430	25,259,747	2,296,930	1,963,680	(333,250)	- 14%
Transfer Revenue	7,859,636	3,905,450	3,679,330	5,571,250	1,891,920	51%
Total Resources:	48,956,208	69,619,701	110,152,860	119,848,730	9,695,870	8%
Expenditures						
Personal Services	21,100,554	22,742,952	26,978,790	29,615,130	2,636,340	9%
Materials & Services	8,673,186	8,924,357	16,439,090	14,213,310	(2,225,780)	- 13%
Special Payments	2,592,442	4,646,882	3,675,720	3,399,430	(276,290)	- 7%
Debt Service	183,893	177,481	1,752,060	1,238,910	(513,150)	- 29%
Capital Outlay	1,493,375	1,865,927	13,295,870	23,942,670	10,646,800	80%
Transfers Out	7,859,636	3,905,450	3,679,330	5,571,250	1,891,920	51%
Contingency	0	0	20,128,430	25,046,900	4,918,470	24%
Total Expenditures:	41,903,084	42,263,049	85,949,290	103,027,600	17,078,310	19%
Fund Balance						
Ending Fund Balance:	7,053,124	27,356,652	24,203,570	16,821,130	(7,382,440)	- 30%
Net Change in Fund Balance:	(7,053,124)	(27,356,652)	38,295,700	46,771,390	8,475,690	22%
Percentage of Change:	0%	0%	163%	135%		

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

Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Resources						
Beginning Net Working Capital	0	0	65,984,110	66,922,190	938,080	1%
Taxes	13,708,658	14,153,511	15,440,260	16,358,720	918,460	5%
Licenses & Permits	1,539,412	1,790,884	1,842,000	1,685,000	(157,000)	- 8%
Fines	81,702	75,084	73,980	73,980	0	0%
Use Of Money/Property	871,374	1,538,387	742,450	920,780	178,330	24%
Intergov State	21,058,228	19,938,133	19,829,750	20,140,960	311,210	1%
Intergov Federal	995,636	833,622	812,610	1,235,370	422,760	52%
Intergov Other	7,273,575	7,249,038	7,581,410	12,485,370	4,903,960	64%
Charges for Services	2,231,874	2,305,862	2,296,420	2,263,990	(32,430)	- 1%
Other Revenue	1,861,797	25,259,930	2,316,930	2,054,480	(262,450)	- 11%
Transfer Revenue	7,861,636	3,907,450	3,681,330	5,573,250	1,891,920	51%
Total Resources:	57,483,891	77,051,902	120,601,250	129,714,090	9,112,840	7%
Expenditures						
Personal Services	23,000,826	24,618,728	29,185,480	31,652,510	2,467,030	8%
Materials & Services	9,795,485	10,191,874	17,818,730	15,626,410	(2,192,320)	- 12%
Special Payments	7,148,291	8,968,700	7,943,570	7,050,440	(893,130)	- 11%
Debt Service	284,815	303,248	1,888,660	1,730,240	(158,420)	- 8%
Capital Outlay	1,585,315	1,981,751	13,334,870	24,151,170	10,816,300	81%
Transfers Out	7,861,636	3,907,450	3,681,330	5,573,250	1,891,920	51%
Contingency	0	0	22,545,040	27,108,940	4,563,900	20%
Total Expenditures:	49,676,368	49,971,752	96,397,680	112,892,960	16,495,280	17%
Fund Balance						
Ending Fund Balance:	7,807,523	27,080,150	24,203,570	16,821,130	(7,382,440)	- 30%
Net Change in Fund Balance:	(7,807,523)	(27,080,150)	41,780,540	50,101,060	8,320,520	19%
Percentage of Change:	0%	0%	157%	133%		

Overview by Functional Area - General Fund

REVENUES - Functional Area	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Culture & Recreation	140,976	140,029	134,250	137,750	3,500	2%
General Government	22,592,956	18,451,007	27,342,310	30,743,460	3,401,150	12%
Land Use, Hsg & Trans / Econ. Dev. & Capital	552,815	627,224	586,710	622,220	35,510	6%
Public Safety & Justice	3,448,707	3,782,870	4,685,810	4,724,870	39,060	0%
Total Revenues:	26,735,454	23,001,131	32,749,080	36,228,300	3,479,220	10%

EXPENDITURES - Functional Area	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Culture & Recreation	209,162	228,097	239,770	258,570	18,800	7%
General Government	9,142,758	8,192,334	13,266,230	14,125,800	859,570	6%
Land Use, Hsg & Trans / Econ. Dev. & Capital	865,575	831,161	1,186,170	1,309,330	123,160	10%
Public Health	442,200	461,000	461,000	588,650	127,650	27%
Public Safety & Justice	10,858,870	11,510,089	13,544,420	14,281,850	737,430	5%
Total Expenditures:	21,518,564	21,222,681	28,697,590	30,564,200	1,866,610	6%

Overview by Functional Area - Countywide (Excluding Service Districts)

REVENUES - Functional Area	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Culture & Recreation	921,500	938,444	2,572,340	2,511,050	(61,290)	- 2%
General Government	23,158,639	19,034,096	30,264,620	36,201,100	5,936,480	19%
Land Use, Hsg & Trans / Econ. Dev. & Capital	13,998,002	37,478,290	58,144,920	63,008,490	4,863,570	8%
Public Health	4,029,958	5,007,562	7,285,810	6,283,770	(1,002,040)	- 13%
Public Safety & Justice	6,848,109	7,161,310	11,885,170	11,844,320	(40,850)	- 0%
Total Revenues:	48,956,208	69,619,701	110,152,860	119,848,730	9,695,870	8%

EXPENDITURES - Functional Area	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	Amount Change	Percent Change
Culture & Recreation	1,245,109	951,114	2,677,860	2,631,870	(45,990)	- 1%
General Government	9,804,840	9,862,129	16,649,540	20,172,090	3,522,550	21%
Land Use, Hsg & Trans / Econ. Dev. & Capital	13,431,685	11,424,482	38,592,300	52,538,570	13,946,270	36%
Public Health	3,728,709	5,422,301	7,285,810	6,283,770	(1,002,040)	- 13%
Public Safety & Justice	13,692,742	14,603,022	20,743,780	21,401,300	657,520	3%
Total Expenditures:	41,903,084	42,263,049	85,949,290	103,027,600	17,078,310	19%

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**Clatsop County Functions/Programs Budget
Public Safety & Justice 2020-2021
Total \$21,401,300**



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

District Attorney
Child Support
Medical Examiner
Juvenile Department
Sheriff Enforcement Division
Corrections
Jail Nurse
Courthouse Security
Emergency Management

Animal Shelter Enhancement
Animal Control
Sheriff Support Division
Marine Patrol
Juvenile Crime Prevention
Law Library
Parole & Probation
Child Custody Mediation
State Timber 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, 1 Senior Administrative Supervisor, 6 Trial Assistants and 2.8 victim Services Coordinators. 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 three Victims Assistance Coordinators, attempt to discuss the case and possible resolution with identifiable victims and ensure that victim's voices are heard and that they are able to exercise their rights under Oregon statute and the state constitution.

The District Attorney's 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 McIntosh's courtroom, and Drug Court in Judge Matyas'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 all 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. District Attorney Ron Brown writes a monthly training newsletter for all police agencies in the county.

Major Accomplishments

Accomplishments on some of the cases include:

State v. Pickering prosecuted by District Attorney Ron Brown, convicted of 8 counts of Encouraging Child Sex Abuse and was sentenced to 240 months in prison.

State v. Thomas Kelly conviction was reversed on appeal twice; was sent to prison twice, and after spending 106 months in prison, recently plead guilty to Sexual Abuse I and 2 counts of Sodomy I, receiving 5 years probation with 100 months of prison time hanging over his head and a \$25,000 compensatory fine payable to the victim, and undergo sex offender treatment at his own expense, concluding 14 years of litigation and victim not having to be put through testifying at trial again.

The trial of State v. Leach resulted in conviction of all counts with a unanimous verdict involving sex offenses, and sentenced to 42 years in prison even though he had no prior criminal record.

A Parole Board hearing was held on Andrew Metz stemming from the murder of an elderly couple in 1991; parole was denied.

State v. Baker was convicted of delivery of heroin and sentenced to 40 months in prison, likely due in part because he called from the jail and tried to get a woman to secretly plead his case to the judge while the case was pending.

State v. Paiz was convicted of sexual offenses of a developmentally delayed victim and a elderly female with dementia, received a sentence of 18.5 years in prison. Case was prosecuted by Chief Deputy DA Dawn Buzzard.

State v. Foxon resulted in an Assault II conviction for stabbing the house manager at Helping Hands with a sentence of 70 months in prison.

The case of State v. Ford resulted in a conviction of Burglary I, Unauthorized Use of Vehicle and DUII, for breaking into a house, stealing and crashing a truck while intoxicated; the defendant was sentenced to 40 months in prison, the case was prosecuted by Scott McCracken.

State v. Garcia resulted in a conviction of Burglary II and Criminal Mischief after setting himself on fire in a garage, received a prison sentence of 40 months, this case was also prosecuted by Deputy DA Scott McCracken.

Deputy District Attorney Marissa Snyder prosecuted State v. Arciga which was a difficult DUII where the defendant's BAC (blood alcohol content) was .07, just under the legal limit of .08. The case resulted in a DUII conviction.

Budget Highlights

With last year's passage of Senate Bill 505 requiring grand jury hearings to be recorded effective July 1, 2019, there was an increase of \$2,000 to the grand jury line item (from \$800 to \$2,800) in anticipation of the necessity to transcribe grand jury hearing testimony. To date, the department has not had the need to have any testimony transcribed, but the need may still arise in fiscal year 20/21 so we request \$1,800 in the grand jury line item, a decrease of \$1,000 from fiscal year 19/20. This line item also pays for grand jury supplies and occasional lunches for the grand jury panel.

In November of 2018 the department purchased new case management system software and database (PbK), that included additional fees for data conversion and training at the time of purchase. The department will continue to incur annual fees for support, services and upgrades estimated at \$15,390. Additionally, \$3,050 is budgeted for annual fees for support and services for Justice software, a law enforcement records management system. These costs are incorporated in the Software Maintenance line item.

The department has sporadically purchased new desk chairs in the last several years. Last year we budgeted for the purchase of three new desk chairs for \$1,800 for well-made ergonomically correct desk chairs with a warranty. We are again budgeting for three additional desk chairs for deputy district attorneys to replace their existing old, worn, and cheaply made chairs. The cost of the chairs is estimated at \$1,950.

We are also budgeting for a new Kyocera printer with additional paper tray to replace a much older printer in the trial assistant room at a cost of \$800. Additionally, we are budgeting for a double-sided book truck for storing notebook binders for the many high-end cases the department has that result in an abundance of binders necessary to keep all reports and records stored in an efficient manner that is easily accessible to the staff members assigned to the respective cases, and that can easily be moved within the office as well as to the courtroom. The cost for the book truck is \$450.00. These items are requested in the Office Furniture and Equipment line item, totaling \$3,200, and is a \$600 increase from last year for this line item.

In last year's budget the department's Reimbursed Travel Expense line item was increased by \$1,000 to allow additional deputy district attorneys to attend sexual abuse training. With new attorneys in the office again, we have kept that \$1,000 in this budget to provide necessary training to the new attorneys.

Though we are not requesting any additional staff/FTEs, the Staffing Summary portion shows an increase in FTEs from 15.453 to 16.690. The number of FTEs was corrected to reflect the actual number of FTEs in the department.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Child Support	0	0	0	0	0	0%
VOCA	63,948	65,818	65,670	137,190	71,520	108%
VOCA Expansion	6,418	32,319	45,000	0	(45,000)	- 100%
VOCA Supp Svcs & Trng	0	1,809	0	0	0	0%
VOCA 1x	17,555	0	0	0	0	0%
St.-victim Assistance Pgm	43,514	26,108	34,800	34,800	0	0%
Copy Fees	52,977	43,392	43,000	43,000	0	0%
Revenue Refunds & Reimbursemen	4	130	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Trans from Liquor Law Enforce	0	0	0	0	0	0%
General Fund Support	1,592,599	1,664,299	1,801,830	1,844,300	42,470	2%
Total Revenue:	1,777,015	1,833,876	1,990,300	2,059,290	68,990	3%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	1,144,039	1,192,426	1,211,270	1,246,400	35,130	2%
Personnel Benefits	522,338	529,954	658,690	684,350	25,660	3%
Materials & Services	110,638	111,496	120,340	128,540	8,200	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	1,777,015	1,833,876	1,990,300	2,059,290	68,990	3%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	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 III	4.94	4.94	4.94	4.94	0.00	0%
Staff Assistant	6.00	6.00	6.00	6.09	0.09	1%
Victims Services Coord.	2.00	2.50	2.53	2.80	0.27	10%
Total Personnel:	15.89	16.39	16.42	16.78	0.36	2%

Measures						
Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of Police Reports Received	2136	2358	3608	3314	3400	
Number of Victim Contacts	18545	27953	29757	28195	28500	
Court Appearances Per Deputy DA	649	660	698	604	620	
Number of Juvenile Court Appearances	343	290	317	282	290	
Felony Cases Filed	443	432	409	334	350	
Misdemeanor Cases Filed	789	785	795	746	760	

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
District Attorney Salary Supp.	82-1025	33,996	41,644	45,880	46,290	410	0%
Admin/legal Asst	82-1119	73,047	76,152	81,960	88,980	7,020	8%
Chief Deputy Dist. Atty.	82-1170	129,137	150,048	136,710	146,990	10,280	7%
Deputy District Attorney	82-1172	512,721	476,398	500,930	495,590	(5,340)	- 1%
Deputy DA I	82-1173	0	21,746	0	0	0	0%
Deputy DA III	82-1175	0	0	0	0	0	0%
Staff Assistant	82-1191	279,576	290,901	299,720	309,910	10,190	3%
Victims Services Coord.-Lead	82-1895	0	59,552	60,720	62,780	2,060	3%
Victims Services Coord.	82-1896	115,561	75,985	85,350	95,860	10,510	12%
Extra Help - A.S. III	82-1940	2,622	895	13,000	17,650	4,650	35%
Extra Help	82-1941	9,457	980	11,080	11,080	0	0%
Grant Overtime	82-1943	6,696	10,570	10,940	10,800	(140)	- 1%
Overtime	82-1945	2,501	7,253	4,000	4,000	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	86,790	87,412	95,880	98,940	3,060	3%
Retirement	82-1955	194,910	204,068	255,510	269,590	14,080	5%
Medical Waiver	82-1963	2,506	3,036	3,040	3,360	320	10%
Medical Insurance	82-1964	161,658	166,936	193,800	198,760	4,960	2%
Dental Insurance	82-1965	19,376	20,817	22,570	22,030	(540)	- 2%
HSA Contribution	82-1966	24,053	21,018	21,110	20,340	(770)	- 3%
Benefits Admin Fees	82-1967	534	538	530	540	10	1%
Life Insurance	82-1970	1,375	1,407	1,380	1,390	10	0%
Salary Continuation Insur	82-1972	2,035	2,052	1,550	1,420	(130)	- 8%
S.A.I.F.	82-1975	41	1,747	2,050	2,160	110	5%
Unemployment	82-1980	1,266	1,224	1,250	1,290	40	3%
Compensable Leave Buyback	82-1986	6,519	0	21,000	21,000	0	0%
Personnel Services Totals:		1,666,377	1,722,380	1,869,960	1,930,750	60,790	3%
Materials & Services							
Telephones	82-2070	3,352	2,886	4,000	3,100	(900)	- 22%
Witness Fees	82-2250	1,312	1,103	2,300	2,000	(300)	- 13%
Grand Jury Fees	82-2258	707	959	2,800	1,800	(1,000)	- 35%
Maintenance - Equipment	82-2260	34	0	0	0	0	0%
Software Maintenance	82-2265	0	3,050	18,440	18,440	0	0%
Membership Fees And Dues	82-2370	7,456	6,931	7,000	7,000	0	0%
Office Supplies	82-2410	8,721	8,989	8,500	8,500	0	0%
Books And Periodicals	82-2413	6,746	7,077	7,000	7,000	0	0%
Postage And Freight	82-2419	6,819	5,536	5,000	5,000	0	0%
Printing And Reproduction	82-2425	10,242	8,557	13,000	13,000	0	0%
Office Furniture & Equipment	82-2454	0	0	2,600	3,200	600	23%
Contractual Services	82-2471	15	0	200	0	(200)	- 100%
Special Investigations	82-2474	14,301	24,346	23,000	23,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Contractual Services-Temp Help	82-2492	0	18,000	0	0	0	0%
Special Victims Expense	82-2516	9,018	6,965	9,000	9,000	0	0%
VOCA 1x	82-2526	17,701	0	0	0	0	0%
VOCA Training	82-2535	0	1,984	0	10,000	10,000	100%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	2,033	1,863	1,500	1,500	0	0%
DA LAN/Software Equipment	82-2907	8,517	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	432	350	2,000	2,000	0	0%
Education And Training	82-2928	5,716	5,892	6,000	6,000	0	0%
Miscellaneous Expense	82-2929	0	53	0	0	0	0%
Reimbursed Travel Expense	82-2930	7,515	6,954	8,000	8,000	0	0%
Materials & Services Totals:		110,638	111,496	120,340	128,540	8,200	6%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		1,777,015	1,833,876	1,990,300	2,059,290	68,990	3%

Child Support

Mission Statement

Work with families, in a neutral setting, to ensure necessary child support services are provided.

Department Overview

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

Major Accomplishments

Opened 100 new cases for calendar year 2019. Continued to increase skills and knowledge of child support enforcement by attending training for the new child support case management system, Origin.

Consistently 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.

Continued to participate in and give input to Oregon District Attorneys Association Child Support Oversight Committee and to the Child Support Program regarding the new child support case management system and issues relating to the DA Offices with Child Support Divisions.

The Oregon Department of Justice Child Support Program converted to a new system called Origin. Staff has and will continue to give updates, report problems or issues, submit incident report tickets, and follow-up with completion or final resolution of these tickets related to the new system.

Staff has been actively participating in and has been involved with multiple Webex trainings and ongoing conference calls regarding Origin.

Assisted in training new deputy district attorney and staff assistant in child support division.

Updated attorney notebook.

Performance Measures

The performance measures show a slight decrease in child support and arrearages collected. This is due to the implementation of the new statewide child support case management system (Origin) that has significantly slowed the processing of child support cases during a several months long training process.

Attended and participated in 62 Command Center Calls during six-month period for the roll-out and implementation for new case management system, Origin.

Participated in monthly Oregon District Attorneys Association Child Support Teleconferences during 2019; 12 teleconferences, once a month lasting two hours each.

Origin Knowledge Share Webex trainings during 2019: 6 Webex trainings, one per month lasting up to one hour each.

Staff regularly attends and testifies at Support Enforcement Division court hearings, sitting at counsel table with deputy district attorney to assist and facilitate, as well as at other hearings that have been scheduled by the court.

Budget Highlights

The request for education and travel reimbursement has decreased from \$3,700 to \$1,600.

Moved \$1,910 in funds from the \$2,550 Extra Help line item to the Staff Assistant line item to accurately reflect how wages are being paid to the child support part-time help since they are being paid to a part-time regular staff assistant.

The remaining \$640 will still be designated for the Extra Help line item. With the conversion to the new child support program case management system, the child support agent's caseloads have changed significantly, making part-time help essential.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	17,100	45,880	28,780	168%
Interest On Investments	293	678	0	0	0	0%
Reimburse Child Supp Svc	11,425	19,759	19,550	18,590	(960)	- 4%
State GF Reimburse	13,448	12,519	12,560	12,460	(100)	- 0%
Annual Fee pmts	2,108	1,684	2,180	2,260	80	3%
Child Support	129,067	124,743	142,330	141,970	(360)	- 0%
Franchise Fees	190	0	0	0	0	0%
Rev. Refunds & Reim.	1	0	0	0	0	0%
Miscellaneous Revenue	1	0	0	0	0	0%
Transfer From General	40,700	49,360	58,570	58,570	0	0%
Total Revenue:	197,234	208,743	252,290	279,730	27,440	10%
Total Unappropriated Budget:	(9,411)	(113)	0	0	0	0%
Total Budgeted Resources:	206,645	208,856	252,290	279,730	27,440	10%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	118,486	122,562	124,340	132,120	7,780	6%
Personnel Benefits	52,238	57,048	64,830	69,310	4,480	6%
Materials & Services	35,921	29,247	37,610	33,060	(4,550)	- 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	25,510	45,240	19,730	77%
Total Expenditures:	206,645	208,856	252,290	279,730	27,440	10%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Senior Admin Supervisor	0.05	0.05	0.05	0.05	0.00	0%
Deputy DA I	0.03	0.03	0.03	0.06	0.03	100%
Deputy DA III	0.03	0.03	0.03	0.00	(0.03)	- 100%
Staff Assistant	0.00	0.00	0.00	0.06	0.06	100%
Child Support Agent I	1.00	1.00	1.00	1.00	0.00	0%
Child Support Agent II	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	2.11	2.11	2.11	2.17	0.06	2%

Measures						
Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Child Support Collected	2,072,804	2,498,546	2,354,060	2,292,201	2,125,457	
Overall County Arrearages Collected	76%	74.8%	73.46%	78.36%	67%	
Overall State Arrearages Collected	53%	55%	52.84%	58.12%	56%	

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Senior Admin Supervisor	82-1119	4,198	4,008	4,310	4,680	370	8%
Deputy District Attorney	82-1172	1,202	5,587	4,240	4,610	370	8%
Deputy DA I	82-1173	1,018	0	0	0	0	0%
Deputy DA II	82-1174	0	0	0	0	0	0%
Deputy DA III	82-1175	2,921	0	0	0	0	0%
Staff Assistant	82-1191	0	0	0	3,100	3,100	100%
Child Support Agent I	82-1855	51,913	53,730	55,070	56,950	1,880	3%
Child Support Agent II	82-1856	57,234	59,237	60,720	62,780	2,060	3%
Extra Help - A.S. III	82-1940	240	558	1,000	1,000	0	0%
Overtime	82-1945	0	1,393	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,086	9,380	9,770	10,370	600	6%
Retirement	82-1955	21,722	22,727	28,520	30,140	1,620	5%
Medical Waiver	82-1963	2,400	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	14,559	16,221	18,420	20,370	1,950	10%
Dental Insurance	82-1965	1,383	1,476	1,610	1,750	140	8%
HSA Contribution	82-1966	2,198	2,190	2,140	2,260	120	5%
Benefits Admin Fees	82-1967	40	42	50	50	0	0%
Life Insurance	82-1970	163	163	160	170	10	6%
Salary Continuation Insur	82-1972	167	167	160	160	0	0%
S.A.I.F.	82-1975	137	187	220	240	20	9%
Unemployment	82-1980	143	143	130	140	10	7%
Compensable Leave Buyback	82-1986	0	0	250	260	10	4%
Personnel Services Totals:		170,723	179,609	189,170	201,430	12,260	6%
Materials & Services							
Telephones	82-2070	305	249	600	400	(200)	- 33%
Insurance	82-2200	996	1,184	1,360	1,430	70	5%
Software Maintenance	82-2265	0	0	550	550	0	0%
Office Supplies	82-2410	5,667	2,492	700	700	0	0%
Postage And Freight	82-2419	2,997	2,006	2,800	2,800	0	0%
Printing And Reproduction	82-2425	697	249	800	800	0	0%
PC Equipment	82-2455	0	0	3,000	780	(2,220)	- 74%
Contractual Services	82-2471	0	0	0	0	0	0%
Special Investigations	82-2474	164	119	600	600	0	0%
Fuel - Vehicles	82-2852	96	712	0	0	0	0%
Education And Training	82-2928	830	0	500	500	0	0%
Reimbursed Travel Expense	82-2930	2,169	1,336	3,200	1,100	(2,100)	- 65%
Indirect Cost Allocation	82-3210	22,000	20,900	23,500	23,400	(100)	- 0%
Materials & Services Totals:		35,921	29,247	37,610	33,060	(4,550)	- 12%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%

Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	25,510	45,240	19,730	77%
Contingencies Totals:		0	0	25,510	45,240	19,730	77%
Total Expenditures:		206,645	208,856	252,290	279,730	27,440	10%

Medical Examiner

Mission Statement

The Clatsop County Medical Examiner's Office investigates sudden, violent, unexpected, and suspicious deaths that occur in Clatsop County. The Office of the Medical Examiner certifies death after investigation and postmortem examination and issues the death certificate as required by law. Complete findings of the death investigation are distributed to families and law enforcement agencies as appropriate.

Department Overview

The main duties of the Medical Examiner are to determine the cause and manner of death and certify deaths that are reported to the medical examiner. The cause of death is the disease process or injury that resulted in death. There are thousands of diseases and injuries that may result in death. The manner of death is a classification in which a determination is made regarding whether the death resulted from natural causes, homicide, suicide, or an accident. On occasion, the manner of death is classified as indeterminate.

Information collected during the investigation helps clarify the circumstances, such as the sequence of events prior to death. Evidence collected during an investigation and/or postmortem examination may help lead to the arrest or successful conviction of a suspect in a homicide case. Because deaths occur around the clock, medical examiner staff members are available 24 hours a day, 365 days per year.

With the skill and experience of the medical examiner investigators and board-certified forensic pathologists, we believe the quality of death investigations in Clatsop County are among the best in the State. The death scene investigation reports filed by the investigators are very thorough and supply comprehensive information to the medical examiners.

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. In addition to the 128 death cases received, there was a missing 19-year old duck hunter that the Medical Examiner was involved in the searches, dives and interviews of and in obtaining DNA for entry into the missing person's database.

There was a missing 27-year old last seen in the Tongue Point area that the medical examiner was involved in the searches and dives of and provided assistance to law enforcement.

The Medical Examiner was also involved in 6 found bones cases, reviewing the bones in pictures and/or in person to determine if they are human. None of the 6 cases this past year were human remains.

Performance Measures

Cases reported to Medical Examiner: 128

A. Number of deaths certified after postmortem examination: 0

1. Number of Medical Examiner cases with complete autopsy: 3

2. Number of Medical Examiner cases with external examination: 0

3. Number of medical examiner case with limited examination: 0

B. Number of deaths certified without postmortem examination: 17

C. Number of deaths not certified by Medical Examiner's Office after investigation: 111

Definitions:

Full Autopsy: A complete external and internal examination of a decedent.

Limited Examination: An examination which is focused on a specific organ or region of the body, i.e. heart. The limited examination also includes an external examination.

External Examination: An examination of the exterior of a decedent.

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, that can mean speaking to survivors about the medical aspect and some medicolegal aspects of the death investigation (for example, the need for an autopsy or sometimes the reason no autopsy is appropriate). Some cases that are NOT criminal can nonetheless take enormous amounts of medical examiner time. However, medical examiner calls go far beyond criminal cases to suicides, accidents, even unusual natural deaths.

There are no new program or personnel requests in this budget.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	112,204	116,418	128,930	132,930	4,000	3%
Total Revenue:	112,204	116,418	128,930	132,930	4,000	3%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	86,005	88,940	91,170	93,910	2,740	3%
Personnel Benefits	24,538	25,731	34,760	36,020	1,260	3%
Materials & Services	1,661	1,746	3,000	3,000	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	112,204	116,418	128,930	132,930	4,000	3%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Medical Examiner	0.86	0.86	0.86	0.86	0.00	- 0%
Total Personnel:	0.86	0.86	0.86	0.86	0.00	- 0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Medical Examiner Cases Count	164	134	141	128	0	0
Suicides Count	14	13	12	12	0	0
Accidents Count	40	14	26	18	0	0
Natural Deaths Count	105	105	89	100	0	0
Homicides Count	3	1	1	1	0	0
Undetermined Count	2	1	3	0	0	0

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Medical Examiner	82-1202	86,005	88,940	91,170	93,910	2,740	3%
Mediolegal Death Investigator	82-1204	0	0	0	0	0	0%
Extra Help Medical Examiner	82-1902	0	0	1,960	2,220	260	13%
F.I.C.A.	82-1950	6,131	6,338	7,120	7,350	230	3%
Retirement	82-1955	11,688	12,090	16,860	17,400	540	3%
Medical Insurance	82-1964	4,900	5,476	6,780	6,970	190	2%
Dental Insurance	82-1965	496	531	630	630	0	0%
HSA Contribution	82-1966	800	800	860	860	0	0%
Benefits Admin Fees	82-1967	0	0	0	20	20	100%
Life/AD&D Insurance	82-1970	111	111	100	100	0	0%
Salary Continuation Insur	82-1972	216	216	220	220	0	0%
S.A.I.F.	82-1975	100	122	140	150	10	7%
Unemployment	82-1980	96	47	90	100	10	11%
Personnel Services Totals:		110,543	114,672	125,930	129,930	4,000	3%
Materials & Services							
Telephones	82-2070	0	0	0	0	0	0%
Medical Supplies	82-2345	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Medical Services	82-2502	0	0	0	0	0	0%
Body Transportation Costs	82-2508	1,250	500	2,500	2,500	0	0%
Fuel - Vehicles	82-2852	411	385	250	250	0	0%
Vehicle Maintenance & Use	82-2923	0	171	250	250	0	0%
Education And Training	82-2928	0	689	0	0	0	0%
Materials & Services Totals:		1,661	1,746	3,000	3,000	0	0%
Total Expenditures:		112,204	116,418	128,930	132,930	4,000	3%

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 for all division including the Criminal, Corrections and Parole and Probation divisions. These services include all the word processing of complaints, correspondence and other associated law enforcement clerical activity. Support Division is responsible for the civil process functions, which includes the processing of subpoenas, writs, summons and complaints, notices of process and conducts seizures, foreclosures and sales of real and personal property to satisfy judgements.

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

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

The Support Division also provides administrative services and counter contacts with the public for the Parole and Probation Division. This includes all offender reporting and grant management to the State Department of Corrections. The Support Division is responsible for the intake and preservation of evidence related to investigations conducted within our jurisdiction. The Support Division also takes in found property and property for safekeeping.

Major Accomplishments

The Support Division was able to accomplish all Performance Measures identified in the 2019-20 budget including:
 Improve electronic record keeping to reduce the level of hard copy retention.
 Improve the efficiency of the Civil Process by taking advantage of new information systems.
 Increase cross-training of staff for vacation and sick absences.

Performance Measures

Train and cross train jail support staff in order to reduce the administrative task of corrections deputies.
 Increase training across the board to capture updates in statewide law and procedures.
 Further develop Support Staff procedures manual.

Budget Highlights

With this budget, two support staff were moved to Parole and Probation due to span of control issues. This will bring support division under a manageable span of control. Materials and Services saw an overall reduction of \$4000.00 due to experiencing reduced costs in postage, forms and printing.

Budget revenues are returning to historic levels primarily due to the transfer of the staff assistants back to Parole and Probation. The current transfer from Parole and Probation accounts for their responsibility of the Accountant position.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Weapon Permits	40,266	39,365	38,000	40,000	2,000	5%
Towing Ord Fees	400	200	300	300	0	0%
Public Records Request	0	0	0	500	500	100%
Revenue From Rled	187,937	205,280	251,490	266,820	15,330	6%
Sheriff Civil Fees	48,036	49,581	49,000	43,500	(5,500)	- 11%
Sheriff Alarm Fees	2,450	2,750	2,400	2,500	100	4%
Finger Prints	7,195	7,135	7,000	7,000	0	0%
Copy Fees	795	2,011	1,400	1,500	100	7%
Rev. Refunds & Reim.	486	72	100	0	(100)	- 100%
Nsf Check Fee	0	25	0	0	0	0%
Miscellaneous Revenue	20	0	0	0	0	0%
Transfer from Parole & Probati	0	0	259,820	58,440	(201,380)	- 77%
General Fund Support	177,505	168,013	233,750	318,350	84,600	36%
Total Revenue:	465,090	474,432	843,260	738,910	(104,350)	- 12%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	297,711	283,117	483,570	433,350	(50,220)	- 10%
Personnel Benefits	126,452	145,151	297,230	247,010	(50,220)	- 16%
Materials & Services	40,927	46,164	62,460	58,550	(3,910)	- 6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	465,090	474,432	843,260	738,910	(104,350)	- 12%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Support Div Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	4.50	4.53	8.00	6.00	(2.00)	- 25%
Accountant I	0.00	0.00	1.00	1.00	0.00	0%
Total Personnel:	5.50	5.53	10.00	8.00	(2.00)	- 20%

Measures						
Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Concealed handgun Permits Processed	707	881	845	976	900	900
Alarm Permits Processed	105	102	113	113	110	110
Warrants Entered	1195	1393	1420	1250	1300	1300
Civil Papers Processed	1862	1604	1750	1656	1680	1600

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Support Div Supervisor	82-1117	88,859	62,869	73,510	79,820	6,310	8%
Staff Assistant	82-1191	208,852	220,248	351,300	292,770	(58,530)	- 16%
Accountant I	82-1850	0	0	58,760	60,760	2,000	3%
Extra Help - A.S. III	82-1940	0	0	0	0	0	0%
Overtime	82-1945	1,382	822	3,000	3,000	0	0%
Performance Pay	82-1948	0	2,732	0	0	0	0%
F.I.C.A.	82-1950	22,211	20,780	37,410	33,380	(4,030)	- 10%
Retirement	82-1955	45,720	50,237	102,710	88,100	(14,610)	- 14%
Medical Waiver	82-1963	1,542	2,400	2,400	0	(2,400)	- 100%
Medical Insurance	82-1964	39,421	51,023	119,620	97,760	(21,860)	- 18%
Dental Insurance	82-1965	6,523	8,446	15,260	12,640	(2,620)	- 17%
HSA Contribution	82-1966	7,530	6,900	13,830	9,500	(4,330)	- 31%
Benefits Admin Fees	82-1967	87	90	90	110	20	22%
Life Insurance	82-1970	464	489	790	630	(160)	- 20%
Salary Continuation Insur	82-1972	518	560	830	720	(110)	- 13%
S.A.I.F.	82-1975	708	292	800	730	(70)	- 8%
Unemployment	82-1980	347	379	490	440	(50)	- 10%
Personnel Services Totals:		424,163	428,268	780,800	680,360	(100,440)	- 12%
Materials & Services							
Clothing And Uniform Exp.	82-2040	98	250	0	0	0	0%
Uniform Cleaning	82-2041	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	14	0	1,000	1,000	0	0%
General Equipment	82-2268	0	0	1,000	1,000	0	0%
Employee Drug Screen	82-2302	40	0	100	50	(50)	- 50%
Membership Fees And Dues	82-2370	0	130	200	200	0	0%
Office Supplies	82-2410	9,859	6,332	8,000	9,000	1,000	12%
Awards	82-2412	164	255	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	8,519	8,145	11,000	8,000	(3,000)	- 27%
Records And Forms	82-2422	2,898	668	4,000	3,000	(1,000)	- 25%
Printing And Reproduction	82-2425	8,744	14,057	14,500	12,000	(2,500)	- 17%
Photographic Supplies	82-2427	1,370	329	1,000	1,000	0	0%
Office Furniture & Equipment	82-2454	0	552	2,500	1,000	(1,500)	- 60%
Contractual Services	82-2471	5,214	9,424	7,500	9,700	2,200	29%
Publ. And Legal Notices	82-2600	609	594	600	1,000	400	66%
Public Records Expense	82-2775	0	0	0	500	500	100%
Fuel	82-2852	0	333	100	0	(100)	- 100%
Education And Training	82-2928	813	1,265	3,000	3,000	0	0%

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Reimbursed Travel Expense	82-2930	1,928	3,079	6,200	6,200	0	0%
Utilities	82-2960	657	638	660	700	40	6%
Refunds and Returns	82-3204	0	112	0	100	100	100%
Materials & Services Totals:		40,927	46,164	62,460	58,550	(3,910)	- 6%
Total Expenditures:		465,090	474,432	843,260	738,910	(104,350)	- 12%

Sheriff Enforcement 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 Enforcement 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 24/7 patrol presence in the face of severe staffing shortages due to long term illness, injury and vacancy.
Initiated the Strategic Planning process with the intent to complete the project in 2020/21.
Developed a formal Executive Management Team that meets weekly to address emergent and critical issues in the Sheriff's Office.

Performance Measures

Complete and implement the Sheriff's Office Strategic Plan.
Improve Social Media communication with our public by sharing information at least weekly from all divisions of the Sheriff's Office.
Collaborate with city police departments to develop a investigative team that will respond to and address critical emergent public safety threats.

Budget Highlights

There is a modest increase in revenue that is the Rural Law Enforcement District's share of the Enforcement Division budget. Personnel Services realizes an increase due to the addition of a Lieutenant who will act as the Division Head for the Enforcement Division. The Lieutenant will reduce the administrative workload of the Enforcement Sergeants which in turn will lead to more active field supervision and call response from the four sergeants. Due to a change in Marine Division a patrol position will be shared between the Enforcement and Marine divisions. The remainder of the increases are due to annual step increases, cost of living increases and medical and retirement increases. The cost for the revised staffing (Lieutenant and .5 deputy) is \$136,000.

Material and Services realize an increase of approximately \$20,000 primarily due to including \$16,000 so that the base uniform can be changed. Phones increase by \$7,000 so that all enforcement deputies can be issued county cell phones. This will improve efficiency and security of communications for deputies. Lastly, the Sheriff's Office has instituted a drone program to primarily assist Search and Rescue efforts which requires an insurance policy.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Sheriff Fines & Fees	35,144	28,976	28,000	28,000	0	0%
Timber State Enfrmt Fund Reven	74,160	90,410	127,890	127,890	0	0%
OHV Grant	16,487	12,354	0	0	0	0%
St. - Prisoner Transport	407	0	0	0	0	0%
Revenue From Rled	2,218,957	2,228,418	2,544,140	2,718,360	174,220	6%
Fees for Services	6,743	8,196	6,000	6,000	0	0%
Forest Patrol	0	0	0	0	0	0%
Beach Patrol	19,803	10,721	15,000	12,000	(3,000)	- 20%
Fort Steven's Park Patrol	0	210	0	0	0	0%
Anti Drug - Restitution	1,336	474	500	0	(500)	- 100%
Forfeiture - Anti-drug	316	2,216	500	0	(500)	- 100%
Revenue Refunds & Reimbursemen	2,708	12,847	500	0	(500)	- 100%
Lease Revenue	4,860	5,267	5,200	5,600	400	7%
Donations From Trust	19,342	4,224	8,000	8,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	935	9,418	3,000	3,000	0	0%
Transfer from Other Funds	0	0	0	0	0	0%
General Fund Support	1,220,315	1,409,295	1,613,840	1,724,670	110,830	6%
Total Revenue:	3,621,510	3,823,026	4,352,570	4,633,520	280,950	6%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	1,710,794	1,792,026	1,990,460	2,136,460	146,000	7%
Personnel Benefits	1,185,512	1,266,502	1,579,120	1,699,590	120,470	7%
Materials & Services	705,862	760,275	774,990	789,470	14,480	1%
Special Payments	19,342	4,224	8,000	8,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	3,621,510	3,823,026	4,352,570	4,633,520	280,950	6%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	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%
Lieutenant	0.00	0.00	0.00	1.00	1.00	100%
Sergeant	4.00	4.00	4.00	4.00	0.00	0%
Special Detective	2.00	3.00	3.00	3.00	0.00	0%
Deputy Sheriff Senior II	7.00	6.00	5.00	3.00	(2.00)	- 40%
Deputy Sheriff Senior I	0.00	0.00	2.00	2.50	0.50	25%
Deputy Sheriff	6.00	6.00	6.00	6.00	0.00	0%
Resident Deputy	3.00	3.00	2.00	3.00	1.00	50%
Total Personnel:	23.90	23.90	23.90	24.40	0.50	2%

Measures

Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Serve Civil Process	Count	1,684	1,599	1,613	1,670	1,038	1,600
Conduct Traffic Stops	Count	3,584	3,258	3,962	2,946	0	3,500
Conduct Field Interviews	Count	952	1,051	1,502	1,634	926	1,600
Arrest DUI Drivers	Count	65	71	58	55	22	60
Respond to Calls For Service	Count	14,006	13,945	14,469	13,394	9,553	14,000
Average Response Time in Minutes	Count	27	26	23	24	28	25

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Sheriff	82-1030	126,206	151,627	147,160	159,550	12,390	8%
Chief Deputy Sheriff	82-1110	106,080	109,870	118,250	128,380	10,130	8%
Lieutenant	82-1113	0	0	0	117,200	117,200	100%
Sergeant	82-1116	327,978	300,203	375,310	389,670	14,360	3%
Special Detective	82-1177	105,024	160,192	249,460	262,560	13,100	5%
Deputy Sheriff Senior II	82-1515	420,158	543,475	414,010	260,470	(153,540)	- 37%
Deputy Sheriff Senior I	82-1516	0	0	152,230	272,590	120,360	79%
Deputy Sheriff	82-1520	510,235	386,472	386,440	325,830	(60,610)	- 15%
Resident Deputy	82-1521	115,114	140,187	147,600	220,210	72,610	49%
Extra Help - Dep. Sheriff	82-1915	34,142	14,357	70,000	70,000	0	0%
Overtime	82-1945	125,216	146,927	135,000	160,000	25,000	18%
Remuneration	82-1947	39,280	39,160	40,560	43,560	3,000	7%
Performance Pay	82-1948	0	9,766	0	0	0	0%
F.I.C.A.	82-1950	140,501	147,523	171,060	184,370	13,310	7%
Retirement	82-1955	372,854	398,524	533,010	572,810	39,800	7%
Medical Waiver	82-1963	0	200	0	0	0	0%
Medical Insurance	82-1964	350,027	377,761	477,390	501,290	23,900	5%
Dental Insurance	82-1965	38,729	39,805	45,450	49,670	4,220	9%
HSA Contribution	82-1966	41,967	39,800	41,800	42,800	1,000	2%
Benefits Admin Fees	82-1967	609	633	630	640	10	1%
Life Insurance	82-1970	1,626	1,585	1,620	1,650	30	1%
Salary Continuation Insur	82-1972	2,512	2,420	2,570	2,610	40	1%
S.A.I.F.	82-1975	34,971	46,183	57,800	67,780	9,980	17%
Unemployment	82-1980	3,079	1,858	2,230	2,410	180	8%
Personnel Services Totals:		2,896,307	3,058,528	3,569,580	3,836,050	266,470	7%
Materials & Services							
Equipment Reimbursement	82-2039	3,982	4,004	5,750	6,000	250	4%
Clothing And Uniform Exp.	82-2040	9,540	15,986	10,000	26,000	16,000	160%
Uniform Cleaning	82-2041	1,825	1,720	2,000	2,200	200	10%
Telephones	82-2070	47,210	49,490	50,000	57,500	7,500	15%
Canine Maintenance	82-2166	2,487	1,750	4,000	2,000	(2,000)	- 50%
Insurance	82-2200	0	0	0	1,790	1,790	100%
Maintenance - Equipment	82-2260	2,929	5,107	3,300	3,300	0	0%
Maint. - Comm. Equipment	82-2262	22,920	20,119	20,000	20,000	0	0%
General Equipment	82-2268	9,568	10,171	10,000	10,000	0	0%
Employee Drug Screen	82-2302	80	0	100	100	0	0%
Public Emergency Assistance	82-2310	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	1,180	2,000	3,000	3,000	0	0%
Books And Periodicals	82-2413	189	0	1,000	1,000	0	0%
Prof And Spec Services	82-2450	0	140	140	140	0	0%
Office Furniture & Equipment	82-2454	0	13	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Contractual Services	82-2471	355,604	382,898	385,000	385,000	0	0%
Physical Exams	82-2505	3,245	13,036	3,500	3,500	0	0%
Publi. And Legal Notices	82-2600	259	45	300	300	0	0%
Rts. & Lea. - S., I. & G.	82-2670	37,691	30,703	32,500	33,640	1,140	3%
Investigative Supplies	82-2770	9,378	4,885	6,000	6,000	0	0%
Patrol Supplies	82-2771	5,050	3,409	8,000	8,000	0	0%
Search And Rescue	82-2772	13,598	18,510	16,000	16,000	0	0%
Ammunition	82-2773	12,505	18,744	15,000	20,000	5,000	33%
Reserves Expense	82-2781	461	4,004	3,000	3,000	0	0%
Fuel - Vehicles	82-2852	72,011	68,128	80,000	70,000	(10,000)	- 12%
Vehicle Rental	82-2920	740	0	400	0	(400)	- 100%
Vehicle Maintenance & Use	82-2923	62,529	41,563	70,000	65,000	(5,000)	- 7%
Education And Training	82-2928	13,352	12,535	15,000	15,000	0	0%
Reimbursed Travel Expense	82-2930	17,529	19,686	19,000	19,000	0	0%
Towing	82-2940	0	13,475	12,000	12,000	0	0%
Refunds and Returns	82-3204	0	18,154	0	0	0	0%
Materials & Services Totals:		705,862	760,275	774,990	789,470	14,480	1%
Special Payments							
Unallocated Donations	82-3141	19,342	4,224	8,000	8,000	0	0%
Special Payments Totals:		19,342	4,224	8,000	8,000	0	0%
Total Expenditures:		3,621,510	3,823,026	4,352,570	4,633,520	280,950	6%

Sheriff Corrections Division

Mission Statement

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

Department Overview

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

Staff are required to track inmate progress through the court system and make release decisions based on risk analysis due to over crowding. Staff also provide 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

The Pretrial Release Program continues to be a success with a 90% court appearance rate for offenders on the program. This has reduced Fail to Appear drastically.
 Acted as a liaison for other counties in helping them develop a Pretrial Release Program.
 Realized another 27% reduction in Forced Releases over last years 43.5%.
 Trained four deputies to be "PTO" certified instructors for our new field training program. Implementation of the new program will be July of 2020.
 Successful in purchasing a new, supported Jail Management System to replace the current, obsolete system.

Performance Measures

Train all jail staff to a proficient level on the new Jail Management System.
 Continue to collaborate with other counties developing pretrial release programs.
 Realize Implementation of new "PTO" field training program.
 Hire and train one more new deputy in preparation of opening new jail.

Budget Highlights

Personnel costs increases reflect the hiring of two FTE in preparation for the new jail. Current staff receive negotiated step increases and cost of living adjustments. Benefit costs continue to increase e.g. medical insurance and retirement. Material and Services realized a significant increase attributed to a contractual service cost for Guard 1, a risk management tool used to reduce liability for the jail. It also reflects replacement of aging portable radios, a new body camera system. Body cameras are another great risk management tool used to reduce liability for the jail and the county. Clothing and Uniform expense realized an increase due to the Sheriff's Office plan to replace the current uniform.

Revenue has increased in accordance with the new jail implementation plan. Parole and Probation will increase total revenue to \$535,000. There is a reduction in 1065 monies due to the State of Oregon unilaterally reducing funding.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Rm Tax - Jail Operations	0	58,991	400,000	275,000	(125,000)	- 31%
Corrections Prog Sb1065	35,444	36,516	60,000	33,960	(26,040)	- 43%
St. - Prisoner Transport	361	2,043	800	500	(300)	- 37%
SB 395	9,356	56,450	10,000	10,000	0	0%
Office of Justice Programs	0	0	0	0	0	0%
Social Security Inmate Fee	1,800	2,200	2,400	2,000	(400)	- 16%
P&P Jail Bed Lease	0	125,480	200,000	500,000	300,000	150%
Co. Jail Inmate Fees	2,575	3,950	2,000	2,000	0	0%
Community Corrections Revenue	21,250	68,510	22,000	35,000	13,000	59%
Electronic Monitoring	13,450	10,487	11,000	10,000	(1,000)	- 9%
Finger Prints	660	580	250	250	0	0%
Rev. Refunds & Reim.	27	652	0	0	0	0%
Rev Courthouse Security	58,010	64,750	67,810	71,920	4,110	6%
Revenue From Jail Commissary	866	0	0	0	0	0%
Insurance Loss Proceeds	500	0	0	0	0	0%
Transfer from Parole & Probati	125,000	129,500	129,500	0	(129,500)	- 100%
General Fund Support	2,590,951	2,674,948	2,988,370	3,506,710	518,340	17%
Total Revenue:	2,860,250	3,235,056	3,894,130	4,447,340	553,210	14%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	1,575,471	1,770,698	2,017,710	2,352,130	334,420	16%
Personnel Benefits	1,001,779	1,160,833	1,538,470	1,716,560	178,090	11%
Materials & Services	283,000	303,525	337,950	378,650	40,700	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%
Total Expenditures:	2,860,250	3,235,056	3,894,130	4,447,340	553,210	14%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Lieutenant	1.00	1.00	1.00	1.00	0.00	0%
Sergeant	4.00	4.00	4.00	4.00	0.00	0%
Deputy Sheriff Senior II	7.00	8.00	6.00	7.00	1.00	16%
Deputy Sheriff Senior I	0.00	0.00	2.00	8.00	6.00	300%
Deputy Sheriff	11.00	11.00	14.00	9.00	(5.00)	- 35%
Control Room Tech.	2.00	2.00	2.00	2.00	0.00	0%
Total Personnel:	25.00	26.00	29.00	31.00	2.00	6%

Measures

Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Completed bookings	Count	1,034	1,601	2,450	2,400	2,450	2,400
Civilian Fingerprints	Count	315	270	50	22	25	25
Cell Searches	Count	58	49	60	70	70	70
Program Hours	Count	312	277	300	390	430	450
Inmate to Inmate Assaults	Count	5	4	10	20	15	10
Escapes	Count	0	0	0	0	0	0
Inmate to Staff Assaults	Count	2	1	2	2	1	0
Matrix Releases	Count	374	522	450	327	250	300

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Lieutenant	82-1113	93,075	101,141	108,860	117,200	8,340	7%
Sergeant	82-1116	325,774	353,402	380,310	401,290	20,980	5%
Deputy Sheriff Senior II	82-1515	491,757	585,933	500,890	602,680	101,790	20%
Deputy Sheriff Senior I	82-1516	0	0	146,370	584,560	438,190	299%
Deputy Sheriff	82-1520	585,091	654,498	792,840	550,300	(242,540)	- 30%
Control Room Tech.	82-1530	79,774	75,724	88,440	96,100	7,660	8%
Extra Help - Dep. Sheriff	82-1915	16,365	14,457	10,000	10,000	0	0%
Overtime	82-1945	58,285	83,702	120,000	150,000	30,000	25%
Remuneration	82-1947	25,000	25,800	28,800	34,800	6,000	20%
Performance Pay	82-1948	3,258	3,793	0	0	0	0%
F.I.C.A.	82-1950	122,843	137,769	166,500	194,840	28,340	17%
Retirement	82-1955	311,220	357,613	518,510	604,010	85,500	16%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	344,319	398,016	523,760	539,110	15,350	2%
Dental Insurance	82-1965	37,079	41,336	52,380	55,350	2,970	5%
HSA Contribution	82-1966	46,167	47,333	52,670	50,000	(2,670)	- 5%
Benefits Admin Fees	82-1967	622	647	640	650	10	1%
Life Insurance	82-1970	1,628	1,718	1,870	1,990	120	6%
Salary Continuation Insur	82-1972	2,448	2,550	2,740	2,950	210	7%
S.A.I.F.	82-1975	30,540	44,137	58,420	70,320	11,900	20%
Unemployment	82-1980	2,005	1,961	2,180	2,540	360	16%
Personnel Services Totals:		2,577,250	2,931,531	3,556,180	4,068,690	512,510	14%

Materials & Services

Equipment Reimbursement	82-2039	4,246	6,031	7,250	7,750	500	6%
Clothing And Uniform Exp.	82-2040	4,053	12,043	15,000	30,000	15,000	100%
Uniform Cleaning	82-2041	5,342	3,963	5,500	6,000	500	9%
Telephones	82-2070	5,978	6,497	7,300	6,200	(1,100)	- 15%
Jail Supplies	82-2162	16,351	16,223	15,500	16,000	500	3%
Maintenance - Equipment	82-2260	2,484	5,223	7,000	7,000	0	0%
General Equipment	82-2268	10,701	4,601	10,500	34,500	24,000	228%
Employee Drug Screen	82-2302	0	58	200	200	0	0%
Med., Dent., & Lab Supp.	82-2340	0	409	0	0	0	0%
Membership Fees And Dues	82-2370	2,002	2,552	3,700	6,000	2,300	62%
Books And Periodicals	82-2413	160	0	500	500	0	0%
Printing And Reproduction	82-2425	0	395	0	0	0	0%
Justice Benefits	82-2460	0	0	0	0	0	0%
Contractual Services	82-2471	171,656	163,255	188,000	10,000	(178,000)	- 94%
Contract Svcs/Mental Health	82-2484	6,169	10,456	15,000	15,000	0	0%
Med., Dent., & Lab Ser.	82-2504	0	26,058	0	0	0	0%
Physical Exams	82-2505	3,278	2,469	2,500	2,500	0	0%
Food Service	82-2544	0	0	0	180,000	180,000	100%

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Commissary Supplies	82-2768	5	0	0	0	0	0%
Work Crew Supplies	82-2769	0	0	500	500	0	0%
Fuel - Equipment	82-2851	0	0	500	500	0	0%
Fuel - Vehicles	82-2852	10,742	10,021	11,000	11,000	0	0%
Vehicle Rental	82-2920	681	0	500	500	0	0%
Vehicle Maintenance & Use	82-2923	6,045	4,775	10,500	8,000	(2,500)	- 23%
Education And Training	82-2928	8,205	8,742	7,000	8,000	1,000	14%
Reimbursed Travel Expense	82-2930	13,286	8,677	15,000	13,500	(1,500)	- 10%
Electric Monitoring	82-3079	11,615	11,078	15,000	15,000	0	0%
Materials & Services Totals:		283,000	303,525	337,950	378,650	40,700	12%
Total Expenditures:		2,860,250	3,235,056	3,894,130	4,447,340	553,210	14%

Jail Medical

Mission Statement

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

Department Overview

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

Major Accomplishments

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

Performance Measures

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

Budget Highlights

Personnel services increases are due to standard salary step increases, as well as increases in retirement and health insurance rates. The cost for Contract Personnel has increased due to the retirement of a long serving doctor. The new program has hired a Nurse Practitioner through Columbia Memorial Hospital for 5 hours per week.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Co. Jail Inmate Fees	9,992	5,442	7,000	7,000	0	0%
Rev. Refunds & Reim.	0	2	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	327,376	427,557	463,340	498,210	34,870	7%
Total Revenue:	337,368	433,001	470,340	505,210	34,870	7%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	129,520	140,873	151,570	168,470	16,900	11%
Personnel Benefits	67,211	88,563	107,470	113,190	5,720	5%
Materials & Services	140,637	203,566	211,300	223,550	12,250	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	0	0	0	0%
Total Expenditures:	337,368	433,001	470,340	505,210	34,870	7%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Health Nurse II	2.00	2.00	2.00	2.00	0.00	0%
Total Personnel:	2.00	2.00	2.00	2.00	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Reduce number of medical grievances Count	5	2	1	3	3	1
Maintain Overtime at or below Count	2,637	4,500	6,620	8,549	9,741	9,000
Provide Mental Health Counseling Count	67	100	100	160	200	200
Provide TB Tests Count	140	720	240	288	250	250
Provide formalized medical screening Count	53	240	84	170	150	150

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Nurse I	82-1207	0	0	0	0	0	0%
Public Health Nurse II	82-1209	129,520	140,873	151,570	168,470	16,900	11%
Extra Help Chn I	82-1905	0	0	0	0	0	0%
Overtime	82-1945	6,618	7,923	10,000	10,000	0	0%
F.I.C.A.	82-1950	9,968	10,525	12,360	13,650	1,290	10%
Retirement	82-1955	10,815	23,283	29,240	32,300	3,060	10%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	31,017	38,029	46,300	47,620	1,320	2%
Dental Insurance	82-1965	3,129	3,788	4,510	4,510	0	0%
HSA Contribution	82-1966	4,833	4,000	4,000	4,000	0	0%
Benefits Admin Fees	82-1967	46	48	50	50	0	0%
Life/AD&D Insurance	82-1970	222	222	200	200	0	0%
Salary Continuation Insur	82-1972	144	144	140	140	0	0%
S.A.I.F.	82-1975	253	427	510	540	30	5%
Unemployment	82-1980	165	173	160	180	20	12%
Personnel Services Totals:		196,732	229,436	259,040	281,660	22,620	8%
Materials & Services							
License And Permit Fees	82-2240	283	275	500	1,000	500	100%
Med., Dent., & Lab Supp.	82-2340	0	0	0	0	0	0%
Medical Supplies	82-2345	3,281	3,774	4,500	5,000	500	11%
Pharmacy	82-2347	59,018	81,771	75,000	75,000	0	0%
Printing And Reproduction	82-2425	0	9	200	200	0	0%
Contract Personnel	82-2470	31,704	31,252	33,600	42,700	9,100	27%
Contractual Services	82-2471	0	968	15,000	15,000	0	0%
Med., Dent., & Lab Ser.	82-2504	45,040	84,051	78,000	80,000	2,000	2%
Fuel	82-2852	0	157	0	150	150	100%
Education And Training	82-2928	985	486	1,500	1,500	0	0%
Reimbursed Travel Expense	82-2930	326	821	3,000	3,000	0	0%
Materials & Services Totals:		140,637	203,566	211,300	223,550	12,250	5%
Total Expenditures:		337,368	433,001	470,340	505,210	34,870	7%

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

As a county emergency management agency on the Oregon Coast, Emergency Management maintains responsibility for a breadth of planning efforts, facilitation of various appointed and volunteer committees, public outreach and education focusing on an all-hazards approach (though of late, often focused on the Cascadia Subduction Zone), grant management and operating the County EOC. In FY19-20, the EM department additionally assumed responsibility for the County's public health emergency preparedness program, which serves to advance six main areas of preparedness so state and local systems are better prepared for emergencies that impact the public's health.

Major Accomplishments

- Facilitated and participated in 6 emergency planning exercises for public health & community partners
- Worked with partner agencies to review, enhance and increase users of the mass notification system
- Finalized the Ambulance Service Area Plan update with the ASAA Committee
- Developed and exercised a damage assessment program for the Community Emergency Response Teams (CERT)
- Concluded Natural Hazards Mitigation Plan update, incorporating 10 new Special Districts (DLCD Grant)
- Coordinated landing site assessments with the Navy for the Oregon Coast
- Conducted regularly scheduled City/County emergency preparedness meetings
- Provided EOC mutual aid support to Umatilla County during the flooding event
- Assisted County departments with Continuity of Government/Operations (COOP/COG) planning
- Updated webpages to increase content and improve accessibility
- Coordinated Community Emergency Response Team (CERT) Train-the-Trainer course for local communities
- Completed final phase of the tsunami evacuation wayfinding sign system (NTHMP Grant)
- Completed the countywide Mass Care Plan with participating jurisdictions (Homeland Security Grant)
- Secured/administered Homeland Security Grants for a County Communications Plan.

Performance Measures

The department continues to look for new ways to promote public engagement in an effort to increase awareness regarding emergency preparedness, and in FY 20-21, it will analyze current metrics to ensure relevance, alignment and accurate reflection of the identified activities and strategic priorities.

Budget Highlights

We continue to use contractual services to outsource important projects and activities, and examples this year include hiring a consultant to facilitate a Continuity of Operations/Government planning exercise, a debris management planning workshop and a community preparedness presentation featuring a highly-recognized speaker.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Homeland Security Grant	0	30,000	0	0	0	0%
FEMA Reimbursement	0	0	1,400	2,400	1,000	71%
LEPC Grant	0	0	0	0	0	0%
EMPG	80,742	73,120	72,750	74,440	1,690	2%
Revenue from Emerg. Preparedne	0	0	0	0	0	0%
National Tsunami Hazard Mitiga	0	0	0	0	0	0%
Fees for Services to other Dep	48,203	52,840	58,290	45,000	(13,290)	- 22%
Fees for Services	0	0	0	0	0	0%
Employee Go-Kits	1,175	0	0	5,000	5,000	100%
Rev. Refunds & Reim.	2,691	2,085	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	147,382	150,576	325,470	312,220	(13,250)	- 4%
Total Revenue:	280,193	308,621	457,910	439,060	(18,850)	- 4%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	147,883	154,595	208,490	233,410	24,920	11%
Personnel Benefits	50,402	78,894	144,860	101,090	(43,770)	- 30%
Materials & Services	81,909	75,132	104,560	104,560	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	280,193	308,621	457,910	439,060	(18,850)	- 4%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Administrative Assistant	0.00	0.00	1.00	0.00	(1.00)	- 100%
Emergency Svc Manager	1.00	1.00	1.00	1.00	0.00	0%
Emergency Svc Coordinator	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	0.00	0.00	0.00	1.00	1.00	100%
Total Personnel:	2.00	2.00	3.00	3.00	0.00	0%

Measures						
Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Public Employees Trained	151	72	80	40	48	50
Volunteers Trained	253	300	86	59	50	50
Outreach Programs Delivered	18	60	46	18	74	75
Volunteer Hours Contributed	635	900	738	1500	1660	1500
AuxComm Radio Tests & Exercises	30	18	21	18	15	20
Trainings Conducted	8	12	6	3	5	10
Number of Exercises or Actual Occurences	6	7	8	15	16	5
Press Releases/Advertisements	17	24	18	15	22	25
Number of Facebook Posts	56	112	132	150	278	250
Plan Reviews Performed	9	4	4	8	4	4

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Administrative Assistant	82-1118	0	0	42,120	0	(42,120)	- 100%
Emergency Svc Manager	82-1124	80,750	83,777	90,170	97,950	7,780	8%
Emergency Svc Coordinator	82-1125	67,133	70,818	76,200	82,560	6,360	8%
Emergency Svc Admin Coordinato	82-1126	0	0	0	0	0	0%
Staff Assistant	82-1191	0	0	0	52,900	52,900	100%
Network Administrator	82-1390	0	0	0	0	0	0%
Overtime	82-1945	376	871	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	11,211	11,609	15,950	18,130	2,180	13%
Retirement	82-1955	17,435	21,322	41,350	42,900	1,550	3%
Medical Waiver	82-1963	2,400	1,000	0	3,600	3,600	100%
Medical Insurance	82-1964	13,680	32,319	69,450	23,810	(45,640)	- 65%
Dental Insurance	82-1965	1,433	3,267	6,770	4,510	(2,260)	- 33%
HSA Contribution	82-1966	2,250	4,000	6,000	2,000	(4,000)	- 66%
Benefits Admin Fees	82-1967	56	58	60	60	0	0%
Life Insurance	82-1970	203	222	280	280	0	0%
Salary Continuation Insur	82-1972	364	427	500	500	0	0%
S.A.I.F.	82-1975	823	3,633	4,290	5,060	770	17%
Unemployment	82-1980	171	164	210	240	30	14%
Personnel Services Totals:		198,284	233,489	353,350	334,500	(18,850)	- 5%
Materials & Services							
Telephones	82-2070	8,979	8,349	8,000	8,000	0	0%
Telephone Notification Support	82-2072	13,721	17,019	17,020	17,530	510	3%
Television Cable	82-2075	41	0	0	0	0	0%
EOC Utilities	82-2132	2,909	2,198	4,000	7,080	3,080	77%
Meals Volunteer Workers	82-2135	933	500	1,200	1,200	0	0%
Emerg Serv Supplies	82-2164	580	532	4,000	5,270	1,270	31%
Maintenance - Equipment	82-2260	0	997	2,500	2,500	0	0%
Amateur Radios	82-2264	1,244	2,247	2,000	3,000	1,000	50%
Software Maintenance	82-2265	0	0	900	900	0	0%
General Equipment	82-2268	7,533	19,970	5,000	7,000	2,000	40%
Membership Fees And Dues	82-2370	300	200	400	500	100	25%
Office Supplies	82-2410	1,062	1,362	1,100	1,600	500	45%
Books And Periodicals	82-2413	10	0	400	400	0	0%
Postage And Freight	82-2419	135	141	300	300	0	0%
Printing And Reproduction	82-2425	5,758	2,502	6,000	6,000	0	0%
Prof And Spec Services	82-2450	0	2,384	1,000	1,000	0	0%
PC Equipment	82-2455	320	1,771	0	0	0	0%
Contractual Services	82-2471	30,400	6,500	39,260	27,580	(11,680)	- 29%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	2,400	2,400	100%
Emerg Training Exercises	82-2779	1,119	677	2,390	2,400	10	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Fuel - Vehicles	82-2852	1,555	847	1,090	1,500	410	37%
Signs	82-2856	0	0	0	0	0	0%
Vehicle Rental	82-2920	0	318	0	500	500	100%
Vehicle Maintenance	82-2923	978	410	1,600	500	(1,100)	- 68%
Education And Training	82-2928	1,355	1,084	1,400	1,400	0	0%
Reimbursed Travel Expense	82-2930	2,979	5,126	5,000	6,000	1,000	20%
Materials & Services Totals:		81,909	75,132	104,560	104,560	0	0%
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		280,193	308,621	457,910	439,060	(18,850)	- 4%

Animal Control

Mission Statement

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

Department Overview

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

Major Accomplishments

Creation of walking paths in the wooded portion of our property.
Increased our adoption rate by 1% from 95% to 96%.
Animal Control Officer Walde received his animal cruelty investigator certification.

Performance Measures

Improve animal neglect and abuse cases by coordinating with Sheriff's Office Criminal Division.
Increase patrols into rural areas for education and safety of citizens
Increase assistance to the Criminal Division in conducting livestock cruelty investigations.

Budget Highlights

The budget reflects budgeting for three part time kennel workers in the Personnel Services along with a line item in Materials and Supplies for Contractual Services. Finding a third permanent worker has been problematic. If a permanent Kennel Worker is found then there will be savings in the Contractual Services line item and if one is not found the savings in Personnel Services will cover the Contractual Services increase.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Dog Licenses	29,387	27,787	28,000	29,000	1,000	3%
License Deposits	45	30	0	0	0	0%
Other Fines, Pen. & Forf.	576	325	100	100	0	0%
Public Records Request	123	0	50	50	0	0%
Animal Control - Cities	0	0	0	0	0	0%
Owner Release Fines	3,530	2,885	2,800	2,900	100	3%
City Impound Fees	400	70	100	100	0	0%
Dogs Board/sale/penalties	15,175	11,220	12,000	12,000	0	0%
Incinerator Revenue	27,835	32,368	26,000	28,000	2,000	7%
Cats	10,665	12,105	12,000	12,000	0	0%
Spay/Neuter/Microchip	0	0	0	0	0	0%
Cat penalties/boarding	30	310	100	100	0	0%
Dog Adoptions	11,855	11,045	12,000	12,000	0	0%
Trap Rental	85	125	150	150	0	0%
Intake Donations	75	0	0	0	0	0%
Shelter Food Donations	10,922	9,442	8,000	8,000	0	0%
Shelter Medical Donations	1,170	0	100	100	0	0%
Shelter Volunteers Donations	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	8	0	0	0	0	0%
General Fund Support	256,031	298,458	381,410	398,230	16,820	4%
Total Revenue:	367,911	406,169	482,810	502,730	19,920	4%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	155,215	197,020	232,920	248,220	15,300	6%
Personnel Benefits	76,346	92,950	139,530	145,490	5,960	4%
Materials & Services	136,351	116,199	110,360	109,020	(1,340)	- 1%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	367,911	406,169	482,810	502,730	19,920	4%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Animal Control Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.00	1.00	1.00	1.00	0.00	0%
Animal Control Officer	1.00	1.00	1.00	1.00	0.00	0%
Kennel Person	0.00	1.00	1.50	1.50	0.00	0%
Total Personnel:	3.00	4.00	4.50	4.50	0.00	0%

Measures

Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Animals Adopted	Count	673	516	503	505	500	520
Criminal cases investigated	Count	232	144	171	182	179	200
# of dog licenses per year	Count	1,400	1,300	1,430	1,440	1,400	1,450
Avg length of stay at shelter in days	Count	43	37	33	31	23	22
Avg response time in hours	Count	12	12	12	12	12	12
Avg # of animals euthanized/monthly	Count	2	1	2	2	1	1

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Animal Control Supervisor	82-1160	64,518	69,952	75,140	81,580	6,440	8%
Staff Assistant	82-1191	47,087	48,735	49,950	51,650	1,700	3%
Animal Control Officer	82-1670	43,610	47,381	50,990	54,230	3,240	6%
Kennel Person	82-1680	0	30,953	56,840	60,760	3,920	6%
Overtime	82-1945	1,393	3,011	2,800	2,800	0	0%
F.I.C.A.	82-1950	11,428	14,367	18,030	19,200	1,170	6%
Retirement	82-1955	21,247	24,365	44,250	47,080	2,830	6%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	32,196	38,610	56,980	58,590	1,610	2%
Dental Insurance	82-1965	3,076	3,850	5,520	5,520	0	0%
HSA Contribution	82-1966	5,000	5,583	7,000	7,000	0	0%
Benefits Admin Fees	82-1967	53	55	60	60	0	0%
Life Insurance	82-1970	262	388	480	480	0	0%
Salary Continuation Insur	82-1972	335	443	470	470	0	0%
S.A.I.F.	82-1975	1,166	2,057	3,700	4,040	340	9%
Unemployment	82-1980	190	221	240	250	10	4%
Personnel Services Totals:		231,561	289,970	372,450	393,710	21,260	5%
Materials & Services							
Clothing And Uniform Exp.	82-2040	681	711	700	700	0	0%
Telephones	82-2070	4,375	3,627	4,500	4,320	(180)	- 4%
Custodial Services - Animal Sh	82-2155	6,048	8,048	8,570	8,000	(570)	- 6%
Custodial Supplies - Animal Sh	82-2156	764	997	1,100	800	(300)	- 27%
License And Permit Fees	82-2240	457	630	650	700	50	7%
Maintenance - Equipment	82-2260	5	1,104	200	1,000	800	400%
Software Maintenance	82-2265	2,395	2,395	2,400	2,400	0	0%
Alarm Monitoring	82-2272	0	0	0	560	560	100%
Animal Control Maint. S.I.G.	82-2303	6,317	7,233	4,500	4,500	0	0%
Membership Fees And Dues	82-2370	175	156	220	120	(100)	- 45%
Office Supplies	82-2410	326	474	500	500	0	0%
Books And Periodicals	82-2413	135	135	220	220	0	0%
Postage And Freight	82-2419	956	865	1,000	1,000	0	0%
Records And Forms	82-2422	0	0	200	200	0	0%
Printing And Reproduction	82-2425	2,984	2,774	3,000	3,000	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	56,693	21,968	15,000	15,000	0	0%
Med., Dent., & Lab Ser.	82-2504	518	714	3,100	800	(2,300)	- 74%
Neuter/Spay	82-2760	20	0	0	0	0	0%
Shelter Food	82-2765	10,922	9,442	8,000	8,000	0	0%
Shelter Medical	82-2766	1,070	0	100	100	0	0%
Shelter Volunteers (from Donat	82-2767	0	0	0	0	0	0%
Pound Supplies	82-2810	877	652	1,000	1,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Euthanasia Supplies	82-2811	0	0	200	200	0	0%
Fuel - Vehicles	82-2852	1,829	5,009	4,300	4,300	0	0%
Vehicle Maintenance & Use	82-2923	897	947	3,000	3,000	0	0%
Education And Training	82-2928	614	1,595	1,700	2,400	700	41%
Reimbursed Travel Expense	82-2930	1,720	895	5,200	5,200	0	0%
Utilities Animal Control	82-2963	35,573	45,828	41,000	41,000	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		136,351	116,199	110,360	109,020	(1,340)	- 1%
Total Expenditures:		367,911	406,169	482,810	502,730	19,920	4%

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

This is a status quo budget with no new programs or significant increased expenditures, the increase in expenditures is reflected in a larger contingency reserve.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	317,340	336,720	19,380	6%
Interest On Investments	5,707	8,714	5,700	8,100	2,400	42%
Spay/Neuter/Microchip	10,875	11,060	11,000	11,000	0	0%
Medication Administered	569	692	600	600	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations	57,232	31,260	19,000	21,000	2,000	10%
Donations from Trust Fund	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Total Revenue:	74,383	51,726	353,640	377,420	23,780	6%
Total Unappropriated Budget:	24,283	(7,458)	0	0	0	0%
Total Budgeted Resources:	50,100	59,183	353,640	377,420	23,780	6%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	50,100	40,714	60,000	60,000	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	18,470	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	293,640	317,420	23,780	8%
Total Expenditures:	50,100	59,183	353,640	377,420	23,780	6%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
General Equipment	82-2268	9,034	2,965	5,000	5,000	0	0%
Maintenance S.I.G.	82-2300	6,125	0	6,000	6,000	0	0%
Publi. And Legal Notices	82-2600	2,815	2,410	4,000	4,000	0	0%
Neuter/Spay/Microchip	82-2760	8,673	8,576	11,000	11,000	0	0%
Shelter Tests/Vaccine	82-2762	19,788	21,802	24,000	24,000	0	0%
Shelter Supplies	82-2764	3,666	4,960	10,000	10,000	0	0%
Indirect Cost Allocation	82-3210	0	0	0	0	0	0%
Materials & Services Totals:		50,100	40,714	60,000	60,000	0	0%
Capital Outlay							
Structures & Improvements	82-4100	0	18,470	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	18,470	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	293,640	317,420	23,780	8%
Contingencies Totals:		0	0	293,640	317,420	23,780	8%
Total Expenditures:		50,100	59,183	353,640	377,420	23,780	6%

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 75% of expenditures excluding the contingency and carry over funds. Primary functions for the Marine Patrol include; 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 enhanced U.S.C.G. cooperative patrol program.
Conducted "Make Way" education and enforcement campaign to assist commercial traffic avoid recreational boaters.
Convinced the Marine Board to replace all electronics on the Northriver Patrol Vessel thus extending it's life by a decade.

Performance Measures

Provide two vessel coverage on the weekends and single vessel coverage on 4 days of the week.
Maintain a 60% on water patrol coverage.
Improve education program outcomes by 100%

Budget Highlights

After discussing the potential revenue situation with the State Marine Board the Sheriff's Office has reduced the program from 2.0 FTE to 1.5 FTE. Even with the changes in legislation the State Marine Board does not envision revenue increasing to the point that they could support the Sheriff's Office at 80% reimbursement with two full-time deputies. One deputy will generally work April through September in the Marine Division and in the Enforcement Division for the remainder of the year. The Sheriff's Office added two Marine Patrol Assistants in support of the "Clatsop Works" program with Clatsop Community College and area high schools. This will allow the Marine Deputies to work opposite shifts during the week allowing for double coverage during the weekend and single coverage all other days except Wednesdays.

The Maintenance Equipment line item was increased so that repairs can be made on the boathouse roof, flashing and floats.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	122,380	109,350	(13,030)	- 10%
Interest On Investments	1,088	1,969	1,300	1,000	(300)	- 23%
Sheriff Marine Patrol	218,964	198,900	206,250	220,400	14,150	6%
Revenue From Rled	26,000	26,000	26,000	26,000	0	0%
Rev. Refunds & Reim.	5,155	5,021	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	27,200	27,200	27,200	27,200	0	0%
Total Revenue:	278,408	259,090	383,130	383,950	820	0%
Total Unappropriated Budget:	3,583	13,730	0	0	0	0%
Total Budgeted Resources:	274,825	245,359	383,130	383,950	820	0%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	140,888	131,448	136,320	139,060	2,740	2%
Personnel Benefits	91,467	75,150	90,260	103,770	13,510	14%
Materials & Services	42,469	38,761	45,080	52,020	6,940	15%
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	111,470	89,100	(22,370)	- 20%
Total Expenditures:	274,825	245,359	383,130	383,950	820	0%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Deputy Sheriff Senior II	2.00	2.00	1.00	1.00	0.00	0%
Deputy Sheriff Senior I	0.00	0.00	0.00	0.50	0.50	100%
Deputy Sheriff	0.00	0.00	1.00	0.00	(1.00)	- 100%
Total Personnel:	2.00	2.00	2.00	1.50	(0.50)	- 25%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Boating Inspection conducted	131	337	80	104	59	100
Citations Issued	3	26	19	12	15	20
On-Water boating hours conducted	862	713	647	890	261	800
Education Programs conducted	4	5	3	2	2	5

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Deputy Sheriff Senior II	82-1515	140,888	118,784	74,260	85,070	10,810	14%
Deputy Sheriff Senior I	82-1516	0	0	0	38,390	38,390	100%
Deputy Sheriff	82-1520	0	12,665	62,060	0	(62,060)	- 100%
Marine Patrol Asst	82-1892	0	0	0	15,600	15,600	100%
Overtime	82-1945	12,262	7,699	10,000	10,000	0	0%
Remuneration	82-1947	3,600	2,200	1,200	3,000	1,800	150%
F.I.C.A.	82-1950	11,541	10,375	11,290	11,630	340	3%
Retirement	82-1955	31,947	25,378	33,530	31,020	(2,510)	- 7%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	24,107	22,244	23,150	35,710	12,560	54%
Dental Insurance	82-1965	1,848	1,961	4,510	3,390	(1,120)	- 24%
HSA Contribution	82-1966	3,000	2,000	2,000	3,000	1,000	50%
Benefits Admin Fees	82-1967	52	54	60	60	0	0%
Life Insurance	82-1970	113	80	110	90	(20)	- 18%
Salary Continuation Insur	82-1972	144	102	140	110	(30)	- 21%
S.A.I.F.	82-1975	2,683	2,945	4,120	5,610	1,490	36%
Unemployment	82-1980	172	113	150	150	0	0%
Personnel Services Totals:		232,355	206,599	226,580	242,830	16,250	7%
Materials & Services							
Equipment Reimbursement	82-2039	507	486	500	500	0	0%
Clothing And Uniform Exp.	82-2040	0	161	1,500	1,500	0	0%
Uniform Cleaning	82-2041	0	0	0	0	0	0%
Telephones	82-2070	371	499	800	600	(200)	- 25%
Insurance	82-2200	3,135	2,722	3,130	2,220	(910)	- 29%
Maintenance - Equipment	82-2260	327	248	500	10,000	9,500	1900%
Maintenance - Vessel	82-2266	9,639	8,612	4,150	5,000	850	20%
General Equipment	82-2268	238	532	2,000	2,000	0	0%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
PC Equipment	82-2455	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	5,162	5,113	6,000	6,000	0	0%
Fuel - Boats	82-2853	4,787	6,038	6,000	6,000	0	0%
Vehicle Maintenance & Use	82-2923	3,262	1,108	4,000	4,000	0	0%
Education And Training	82-2928	335	150	1,000	1,000	0	0%
Reimbursed Travel Expense	82-2930	1,506	372	2,000	2,000	0	0%
Utilities	82-2960	2,300	3,019	4,000	3,500	(500)	- 12%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	10,900	9,700	9,500	7,700	(1,800)	- 18%
Materials & Services Totals:		42,469	38,761	45,080	52,020	6,940	15%
Capital Outlay							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%

Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Appropriation For Contin.	82-9900	0	0	111,470	89,100	(22,370)	- 20%
Contingencies Totals:		0	0	111,470	89,100	(22,370)	- 20%
Total Expenditures:		274,825	245,359	383,130	383,950	820	0%

Juvenile Department

Mission Statement

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

Department Overview

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

Major Accomplishments

In conjunction with juvenile crime prevention, the department has expanded the department's prevention programming with local middle schools, incorporating additional schools to conduct the skill building group, Girl's Circle, with non-offending high risk girls. The department has enabled all Juvenile Counselors the ability to access e-courts which allows for timely collection of documents and information needed to perform court related tasks. The purchase of work cell phones for Juvenile Counselors has improved our on-call process as well as improved electronic and voice communication and Outlook scheduling.

Performance Measures

Through all functions of The Juvenile Department we hope to see a reduction in Juvenile Crime. We will use resources to provide Prevention, Diversion and Supervision functions to ultimately prevent further penetration in the Juvenile System as well as the Adult or Criminal System. We use workload measures to determine resource needs.

Budget Highlights

There has been a decrease in personnel costs as a result of not filling a vacant Juvenile Counselor position. At this time there is adequate coverage of the juvenile caseload with the existing staffing levels.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
JCP Basic/Diversion	10,994	22,209	0	0	0	0%
Probation Fees	776	1,033	500	500	0	0%
Work Crew	1,200	900	2,000	1,000	(1,000)	- 50%
OCF Grant - B Ruppel	0	0	0	0	0	0%
Revenue Refunds & Reimbursemen	5	45	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	109	0	0	0	0%
General Fund Support	811,224	745,773	921,670	821,360	(100,310)	- 10%
Total Revenue:	824,199	770,068	924,170	822,860	(101,310)	- 10%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	462,040	453,953	481,770	410,290	(71,480)	- 14%
Personnel Benefits	192,445	194,107	272,490	252,450	(20,040)	- 7%
Materials & Services	169,714	122,008	164,910	155,120	(9,790)	- 5%
Special Payments	0	0	5,000	5,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	824,199	770,068	924,170	822,860	(101,310)	- 10%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Juvenile Director	1.00	1.00	1.00	1.00	0.00	0%
Juvenile Detention Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.16	1.16	1.16	1.16	0.00	0%
Juvenile Counselor II	3.42	3.42	3.42	2.42	(1.00)	- 29%
Total Personnel:	6.58	6.58	6.58	5.58	(1.00)	- 15%

Measures						
Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
# of Police Reports received/processed	325	320	320	320	370	380
# of youth supervised (formal&informal)	147	165	165	170	220	230
# of petitions filed (includes PV's)	180	150	155	125	140	160
# of court appearances	310	225	370	300	240	300
# of risk assessments	80	60	40	35	70	80
Detention admissions	80	80	92	55	40	50

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Juvenile Director	82-1074	106,551	133,773	121,570	102,320	(19,250)	- 15%
Juvenile Detention Supervisor	82-1078	66,772	68,249	69,910	72,290	2,380	3%
Staff Assistant	82-1191	53,122	55,392	57,950	59,920	1,970	3%
Juvenile Counselor II	82-1460	235,595	196,538	232,340	175,760	(56,580)	- 24%
Extra Help	82-1941	0	0	5,000	8,630	3,630	72%
Overtime	82-1945	142	0	15,000	15,000	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	34,241	33,375	38,610	33,420	(5,190)	- 13%
Retirement	82-1955	77,951	79,226	110,070	90,880	(19,190)	- 17%
Medical Waiver	82-1963	3,197	2,940	2,900	2,900	0	0%
Medical Insurance	82-1964	53,610	53,413	70,400	74,640	4,240	6%
Dental Insurance	82-1965	5,616	7,012	8,920	9,350	430	4%
HSA Contribution	82-1966	8,000	7,000	8,000	5,320	(2,680)	- 33%
Benefits Admin Fees	82-1967	152	158	160	160	0	0%
Life Insurance	82-1970	570	509	610	490	(120)	- 19%
Salary Continuation Insur	82-1972	746	693	760	690	(70)	- 9%
S.A.I.F.	82-1975	7,671	9,341	11,560	10,530	(1,030)	- 8%
Unemployment	82-1980	549	441	500	440	(60)	- 12%
Personnel Services Totals:		654,485	648,060	754,260	662,740	(91,520)	- 12%
Materials & Services							
Telephones	82-2070	1,759	1,921	2,000	2,200	200	10%
Maintenance - Equipment	82-2260	0	0	500	500	0	0%
Employee Drug Screen	82-2302	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	1,228	1,175	1,300	1,300	0	0%
Office Supplies	82-2410	1,625	1,283	2,000	2,000	0	0%
Books And Periodicals	82-2413	477	450	600	600	0	0%
Postage And Freight	82-2419	406	394	500	500	0	0%
Printing And Reproduction	82-2425	1,117	939	1,500	1,500	0	0%
Office Furniture & Equipment	82-2454	0	0	0	2,640	2,640	100%
Shelter Bed Contractual Svcs	82-2456	0	14,700	16,000	10,460	(5,540)	- 34%
Contractual Services	82-2471	18	0	0	0	0	0%
Detention Bed Contractual Svcs	82-2480	150,133	90,286	122,400	110,120	(12,280)	- 10%
Pysc. Evaluations	82-2494	1,200	0	3,000	5,000	2,000	66%
U.A. Testing	82-2506	805	593	1,000	1,000	0	0%
Youth Investment	82-2529	160	481	1,000	1,000	0	0%
Publi. And Legal Notices	82-2600	0	205	310	300	(10)	- 3%
Work Crew Supplies	82-2769	400	528	800	1,000	200	25%
Fuel - Vehicles	82-2852	2,650	2,913	2,500	3,000	500	20%
Supplemental Detention Costs	82-2910	881	1,156	1,500	1,500	0	0%
Detention Vehicle Maint & Use	82-2922	331	1,167	1,000	1,500	500	50%
Vehicle Maintenance & Use	82-2923	2,869	467	1,500	1,500	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Education And Training	82-2928	2,165	1,390	2,000	2,500	500	25%
Reimbursed Travel Expense	82-2930	1,489	1,959	3,000	4,500	1,500	50%
Electronic Monitoring	82-3079	0	0	500	500	0	0%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		169,714	122,008	164,910	155,120	(9,790)	- 5%
Special Payments							
OCF Grant - B Ruppel	82-3055	0	0	0	0	0	0%
Sex Offender Treatment	82-3083	0	0	5,000	5,000	0	0%
Special Payments Totals:		0	0	5,000	5,000	0	0%
Capital Outlay							
County Vehicle Purchase	82-4201	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		824,199	770,068	924,170	822,860	(101,310)	- 10%

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

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

Major Accomplishments

Expand work with local middle schools to provide skill building groups to non-offending female youth transitioning to middle school. Currently we are facilitating the One Circle Foundation's Girl's Circle curriculum. We have implemented this program in the Astoria, Warrenton, Seaside and now Knappa Middle Schools.

Performance Measures

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

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	61,410	49,620	(11,790)	- 19%
Interest On Investments	694	1,451	0	0	0	0%
OYA Flex Fund	30	105	4,930	2,000	(2,930)	- 59%
Juv Crime Prevent	15,783	19,432	22,500	30,000	7,500	33%
JCP Basic/Diversion	27,852	53,933	80,510	83,760	3,250	4%
Rev. Refunds & Reim.	70	120	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	44,429	75,040	169,350	165,380	(3,970)	- 2%
Total Unappropriated Budget:	21,172	36,852	0	0	0	0%
Total Budgeted Resources:	23,257	38,188	169,350	165,380	(3,970)	- 2%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	13,692	25,756	38,670	41,990	3,320	8%
Personnel Benefits	4,669	8,837	16,170	17,480	1,310	8%
Materials & Services	4,897	3,595	86,510	44,470	(42,040)	- 48%
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	28,000	61,440	33,440	119%
Total Expenditures:	23,257	38,188	169,350	165,380	(3,970)	- 2%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Juvenile Counselor II	0.00	0.43	0.58	0.58	0.00	0%
Total Personnel:	0.00	0.43	0.58	0.58	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Skill Building Groups	50	56	30	18	20	20

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Juvenile Counselor II	82-1460	13,692	25,756	38,670	41,990	3,320	8%
Overtime	82-1945	0	0	600	600	0	0%
F.I.C.A.	82-1950	1,086	2,011	3,060	3,310	250	8%
Retirement	82-1955	3,085	5,651	10,660	11,550	890	8%
Medical Waiver	82-1963	295	481	700	700	0	0%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	0	0	0	0	0	0%
HSA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	3	3	10	10	0	0%
Life Insurance	82-1970	20	31	40	40	0	0%
Salary Continuation Insur	82-1972	16	29	40	40	0	0%
S.A.I.F.	82-1975	150	608	1,020	1,190	170	16%
Unemployment	82-1980	14	24	40	40	0	0%
Personnel Services Totals:		18,360	34,593	54,840	59,470	4,630	8%
Materials & Services							
Basic Services	82-2138	1,020	0	0	0	0	0%
Program Activity	82-2142	1,048	702	1,780	1,800	20	1%
Diversion Services	82-2146	0	0	0	0	0	0%
Insurance	82-2200	0	0	400	400	0	0%
Office Supplies	82-2410	0	39	500	500	0	0%
Postage And Freight	82-2419	0	0	50	50	0	0%
Printing And Reproduction	82-2425	0	14	50	50	0	0%
Shelter Bed Contractual Svcs	82-2456	0	0	50,000	5,220	(44,780)	- 89%
Detention Bed Contractual Svcs	82-2480	0	0	26,000	13,450	(12,550)	- 48%
Fuel - Vehicles	82-2852	209	735	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	0	500	500	0	0%
Reimbursed Travel Expense	82-2930	190	0	500	500	0	0%
OYA Flex Fund	82-2966	30	105	4,930	2,000	(2,930)	- 59%
Indirect Cost Allocation	82-3210	2,400	2,000	1,800	20,000	18,200	1011%
Materials & Services Totals:		4,897	3,595	86,510	44,470	(42,040)	- 48%
Contingencies							
Appropriation for Contin.	82-9900	0	0	28,000	61,440	33,440	119%
Contingencies Totals:		0	0	28,000	61,440	33,440	119%
Total Expenditures:		23,257	38,188	169,350	165,380	(3,970)	- 2%

Law Library

Mission Statement

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

Department Overview

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

Major Accomplishments

New publications continue to be added replacing outdated versions.

Performance Measures

Hours open to the public and utilization of the law library.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	19,730	23,930	4,200	21%
Court Fine & Fee	45,583	45,583	45,580	45,580	0	0%
Interest On Investments	653	980	400	500	100	25%
Copy Fees	0	50	50	50	0	0%
Franchise Fees	90	90	0	0	0	0%
Rev. Refunds & Reim.	0	24	0	0	0	0%
Miscellaneous Revenue	25	0	0	0	0	0%
Total Revenue:	46,350	46,726	65,760	70,060	4,300	6%
Total Unappropriated Budget:	(84)	3,480	0	0	0	0%
Total Budgeted Resources:	46,435	43,246	65,760	70,060	4,300	6%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	7,958	9,495	9,990	10,330	340	3%
Personnel Benefits	2,707	3,212	3,790	8,350	4,560	120%
Materials & Services	35,770	30,539	34,750	34,750	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	17,230	16,630	(600)	- 3%
Total Expenditures:	46,435	43,246	65,760	70,060	4,300	6%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Staff Assistant	0.00	0.00	0.00	0.20	0.20	100%
Juvenile Counselor II	0.15	0.15	0.20	0.00	(0.20)	- 100%
Total Personnel:	0.15	0.15	0.20	0.20	0.00	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Staff Assistant	82-1191	0	0	0	10,330	10,330	100%
Juvenile Counselor II	82-1460	7,958	9,495	9,990	0	(9,990)	- 100%
F.I.C.A.	82-1950	631	741	760	790	30	3%
Retirement	82-1955	1,785	2,041	2,670	1,870	(800)	- 29%
Medical Waiver	82-1963	171	178	0	0	0	0%
Medical Insurance	82-1964	0	0	0	4,760	4,760	100%
Dental Insurance	82-1965	0	0	0	450	450	100%
HSA Contribution	82-1966	0	0	0	400	400	100%
Benefits Admin Fees	82-1967	0	0	0	10	10	100%
Life Insurance	82-1970	12	11	80	30	(50)	- 62%
Salary Continuation Insur	82-1972	9	11	10	10	0	0%
S.A.I.F.	82-1975	88	223	260	20	(240)	- 92%
Unemployment	82-1980	11	7	10	10	0	0%
Personnel Services Totals:		10,665	12,707	13,780	18,680	4,900	35%
Materials & Services							
Telephones	82-2070	110	101	100	100	0	0%
Maintenance - Equipment	82-2260	0	0	150	150	0	0%
Office Supplies	82-2410	64	121	100	100	0	0%
Books And Periodicals	82-2413	26,457	20,665	24,000	24,000	0	0%
Postage And Freight	82-2419	236	250	500	500	0	0%
Printing And Reproduction	82-2425	3	2	50	50	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Education And Training	82-2928	0	0	100	100	0	0%
Reimbursed Travel Expense	82-2930	0	0	150	150	0	0%
Indirect Cost Allocation	82-3210	8,900	9,400	9,600	9,600	0	0%
Materials & Services Totals:		35,770	30,539	34,750	34,750	0	0%
Capital Outlay							
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	17,230	16,630	(600)	- 3%
Contingencies Totals:		0	0	17,230	16,630	(600)	- 3%
Total Expenditures:		46,435	43,246	65,760	70,060	4,300	6%

Parole & Probation Division

Mission Statement

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

Department Overview

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

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

Major Accomplishments

Supervision of average of 375 felony offenders and 80 misdemeanor offenders monthly in accordance with State mandates.
 Subsidized sex offender treatment for 25 offenders per month.
 Providing housing subsidy to an average of 10 indigent offenders per month.
 Reviewed by Oregon Department of Corrections to assess and document our compliance with our Interagency Agreement and provisions of our community corrections plan.
 Actively participating in statewide pretrial workgroup.
 Hired two new support staff.
 Completed initial training for probation deputies in Effective Practices in Community Supervision (EPICS Model) developed by University of Cincinnati.
 Subsidizing SETD bus rides for average of 75 offenders per month.

Performance Measures

Meet or exceed State mandated outcomes for High and Medium Risk offenders.
 Complete training of EPICS Model for all probation deputies and implement ongoing fidelity measures.
 Complete assessments and behavior change plans on 80% of high and medium risk offenders within 60 days of initial intake.
 80% compliance with contact standards (significant contacts include home visits, office visits, and other collateral contacts).

Budget Highlights

The Parole & Probation Division will reimburse Corrections for jail beds with a projected cost of \$500,000. Increase to subsidy housing to \$60,000 as more offenders are in need of short-term housing assistance due, in part, to increase of Short Term Transitional Leave from 90 days to 120 days. Alternative Custody Deputy returning to Correction Division and position replaced by adding Pretrial Release Specialist. Alternative Custody Deputy was expensed through Transfer to Corrections Division in previous budget years. The prior transfer is added to the Jail Bed Lease expenditure in furtherance of the new jail project.

Personnel Services is increased by transferring two staff assistance from Support Division budget back to Parole and Probation division budget. Justice Reinvestment and Specialty Court grant revenues are slightly lower than previous years due to changes in grant awards.

Funding Sources						
Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	2,347,000	2,190,420	(156,580)	- 6%
Interest On Investments	34,082	66,978	30,000	45,000	15,000	50%
Drug Court Grant	138,378	130,266	125,000	112,400	(12,600)	- 10%
Justice Reinvestment Program	235,856	235,856	235,850	226,710	(9,140)	- 3%
Alt. Incarceration Prog.	1,219	0	0	0	0	0%
M 57 Treatment Funds	65,299	65,299	65,300	70,020	4,720	7%
CJC Mental Hlth Grant	108,369	118,104	100,000	91,580	(8,420)	- 8%
Comm. Correct. Act Reimb.	1,668,660	1,668,638	1,668,640	1,695,170	26,530	1%
Welfare Subsidy Revenue	4,538	4,561	4,560	4,900	340	7%
Fees For Supervision	91,863	90,633	90,000	100,000	10,000	11%
Drug Court	0	0	0	0	0	0%
DNA	333	310	360	400	40	11%
Compact Fee	2,865	2,000	3,000	3,500	500	16%
ADES Assessment	0	0	0	0	0	0%
DV Treatment	0	0	500	500	0	0%
Urinalysis Fee	11,662	10,166	10,000	10,000	0	0%
Alcohol/Drug TX	456	1,940	2,000	1,000	(1,000)	- 50%
Community Service Fee	670	820	900	3,500	2,600	288%
TC Resident Fee	0	60	0	0	0	0%
Polygraph - Sex Offender	530	2,100	2,000	2,700	700	35%
Polygraph - DV Offender	310	0	500	1,500	1,000	200%
Sex Offender Treatment	10,345	9,654	10,000	11,000	1,000	10%
Electronic Monitoring	5,050	3,770	5,000	4,000	(1,000)	- 20%
S.A.I.F. Reimbursement	0	20	0	0	0	0%
Subsidy Reimbursement	390	920	500	1,000	500	100%
Rev. Refunds & Reim.	246	551	200	200	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	0	0	0	0	0	0%
Total Revenue:	2,381,122	2,412,645	4,701,310	4,575,500	(125,810)	- 2%
Total Unappropriated Budget:	348,019	152,290	0	0	0	0%
Total Budgeted Resources:	2,033,103	2,260,356	4,701,310	4,575,500	(125,810)	- 2%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	774,780	829,201	807,180	1,007,630	200,450	24%
Personnel Benefits	403,064	441,514	498,400	684,190	185,790	37%
Materials & Services	330,425	445,129	607,170	886,650	279,480	46%
Special Payments	337,941	415,012	467,860	481,000	13,140	2%
Debt Service	0	0	0	0	0	0%
Capital Outlay	59,892	0	0	0	0	0%
Transfer Out	127,000	129,500	389,320	58,440	(330,880)	- 84%
Contingency	0	0	1,931,380	1,457,590	(473,790)	- 24%
Total Expenditures:	2,033,103	2,260,356	4,701,310	4,575,500	(125,810)	- 2%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	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%
Staff Assistant	1.00	1.00	0.00	2.00	2.00	100%
Pre-Trial Release Specialist	1.00	1.00	1.00	2.00	1.00	100%
Corrections Counselor	5.00	4.00	2.00	1.00	(1.00)	- 50%
Corrections Counsel II	2.00	3.00	5.00	6.00	1.00	20%
Accountant II	1.00	1.00	0.00	0.00	0.00	0%
Total Personnel:	12.10	12.10	10.10	13.10	3.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Daily Avg of offenders on supervision	401	375	375	468	475	475
Avg # of offenders receive sub.abuse txt	68	125	125	80	80	100
Monthly avg txt & programing provided	140	150	150	150	175	175
% of offenders sup. by risk/need level	Percent 100%	Percent 100%	Percent 100%	Percent 100%	Percent 100%	Percent 100%
% compliance with state mandates	Percent 100%	Percent 100%	Percent 100%	Percent 100%	Percent 100%	Percent 100%
% of High/Med Risk offenders in Tx.	Percent 36%	Percent 40%	Percent 45%	Percent 45%	Percent 45%	Percent 45%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Chief Deputy Sheriff	82-1110	10,746	12,208	13,140	14,260	1,120	8%
Lieutenant	82-1113	97,974	106,473	114,590	124,410	9,820	8%
Sergeant	82-1116	85,402	92,019	98,250	106,540	8,290	8%
Staff Assistant	82-1191	47,029	48,753	0	91,660	91,660	100%
Pre-Trial Release Specialist	82-1429	39,870	51,582	55,520	111,510	55,990	100%
Corrections Counselor	82-1430	259,565	233,371	140,450	76,790	(63,660)	- 45%
Corrections Counsel II	82-1431	167,027	230,812	385,230	482,460	97,230	25%
Accountant II	82-1848	67,167	9,033	0	0	0	0%
Accountant I	82-1850	0	44,949	0	0	0	0%
Extra Help	82-1941	2,683	0	0	0	0	0%
Overtime	82-1945	11,370	12,794	20,000	20,000	0	0%
Remuneration	82-1947	12,420	11,840	14,640	16,540	1,900	12%
Performance Pay	82-1948	3,919	4,215	0	0	0	0%
F.I.C.A.	82-1950	59,096	62,910	57,900	79,880	21,980	37%
Retirement	82-1955	138,596	156,777	188,340	236,170	47,830	25%
Medical Waiver	82-1963	1,200	1,200	1,200	0	(1,200)	- 100%
Medical Insurance	82-1964	126,662	142,432	159,430	252,640	93,210	58%
Dental Insurance	82-1965	15,337	16,759	17,440	25,670	8,230	47%
HSA Contribution	82-1966	16,700	15,367	15,200	23,200	8,000	52%
Benefits Admin Fees	82-1967	300	341	330	350	20	6%
Life Insurance	82-1970	804	819	690	920	230	33%
Salary Continuation Insur	82-1972	1,127	1,132	1,030	1,250	220	21%
S.A.I.F.	82-1975	11,893	14,010	21,440	26,530	5,090	23%
Unemployment	82-1980	958	920	760	1,040	280	36%
Personnel Services Totals:		1,177,845	1,270,714	1,305,580	1,691,820	386,240	29%
Materials & Services							
Banking Svcs Fee	82-2002	0	25	0	0	0	0%
Banking Svcs Credit Adj.	82-2003	0	24	0	0	0	0%
Clothing And Uniform Exp.	82-2040	2,818	2,689	4,500	4,500	0	0%
Safety Equipment	82-2045	976	4,529	2,000	4,000	2,000	100%
Telephones	82-2070	16,613	15,443	20,000	20,000	0	0%
Program Supplies	82-2140	1,676	1,084	2,000	2,000	0	0%
Custodial Supplies	82-2160	57	0	250	250	0	0%
Insurance	82-2200	12,410	12,900	14,840	17,750	2,910	19%
Maintenance - Equipment	82-2260	596	991	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	3,072	7,929	3,000	3,000	0	0%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Membership Fees And Dues	82-2370	1,171	1,497	2,700	3,000	300	11%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Office Supplies	82-2410	2,807	3,189	1,000	2,000	1,000	100%
Books And Periodicals	82-2413	945	135	500	500	0	0%
Postage And Freight	82-2419	812	1,577	500	2,500	2,000	400%
Records And Forms	82-2422	299	184	500	500	0	0%
Printing And Reproduction	82-2425	1,391	1,415	750	750	0	0%
Office Furniture & Equipment	82-2454	6,406	1,844	4,000	3,000	(1,000)	- 25%
PC Equipment	82-2455	6,719	2,340	15,430	5,000	(10,430)	- 67%
Legal Services	82-2469	0	0	1,000	0	(1,000)	- 100%
Contractual Services	82-2471	0	298	0	500	500	100%
Physical Exams	82-2505	1,331	1,199	700	700	0	0%
U.A. Testing	82-2506	7,722	7,525	10,000	11,200	1,200	12%
Polygraph	82-2521	0	0	200	200	0	0%
Psycho-Sexual Evaluations	82-2522	3,000	4,500	15,000	15,000	0	0%
Cognitive Treatment Svcs	82-2523	2,490	2,861	30,000	20,000	(10,000)	- 33%
Justice Reinvestment Programs	82-2524	69,505	46,886	50,000	50,000	0	0%
Offender Subsidy Expense	82-2525	2,618	3,506	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	0	0	500	500	0	0%
Jail Beds Lease	82-2635	0	125,480	200,000	500,000	300,000	150%
Fuel - Vehicles	82-2852	5,462	8,198	8,000	10,000	2,000	25%
Vehicle Rental	82-2920	173	0	1,000	500	(500)	- 50%
Vehicle Maintenance & Use	82-2923	4,825	3,694	10,000	10,000	0	0%
Education And Training	82-2928	5,605	13,381	10,000	10,000	0	0%
Reimbursed Travel Expense	82-2930	17,103	13,796	18,000	18,000	0	0%
Electronic Monitoring	82-3079	9,189	4,114	15,000	15,000	0	0%
Refunds and Returns	82-3204	135	0	100	100	0	0%
Indirect Cost Allocation	82-3210	142,500	151,900	159,500	150,000	(9,500)	- 5%
Materials & Services Totals:		330,425	445,129	607,170	886,650	279,480	46%

Special Payments

DV Polygraph	82-3002	1,400	0	2,000	2,000	0	0%
Client Emergency Expenses	82-3003	0	199	2,000	2,000	0	0%
DV Indigent Treatment	82-3004	1,984	2,935	20,000	30,000	10,000	50%
M 57 Treatment	82-3010	34,463	51,158	30,000	30,000	0	0%
M 57 UA Testing	82-3011	4,195	3,432	3,000	3,000	0	0%
M 57 Sanctions	82-3012	21,250	68,510	30,000	35,000	5,000	16%
M 57 Supplies/Incentives	82-3013	356	1,341	2,300	5,000	2,700	117%
Drug Court Incentives	82-3020	90	0	0	0	0	0%
Welfare Subsidy Expense	82-3030	440	2,488	4,560	8,000	3,440	75%
Treatment/Transition Funds	82-3031	2,195	4,111	10,000	10,000	0	0%
Adult Drug Court Travel/Train	82-3060	11,145	762	15,000	8,000	(7,000)	- 46%
Adult Drug Court Program Supp.	82-3061	565	686	2,000	2,000	0	0%
Adult Drug Court Incentives	82-3062	4,538	3,694	4,000	4,000	0	0%
Adult Drug Court UA Testing	82-3063	2,411	1,995	4,000	3,000	(1,000)	- 25%
Adult Drug Court UA Supplies	82-3064	13,193	13,041	15,000	15,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Treatment Court Travel/Trainin	82-3070	5,216	1,129	15,000	5,000	(10,000)	- 66%
Treatment Court Program Suppli	82-3071	0	362	1,000	1,000	0	0%
Treatment Court Incentives	82-3072	1,743	961	2,000	2,000	0	0%
Treatment Court UA Testing	82-3073	1,560	612	2,000	1,000	(1,000)	- 50%
Treatment Court UA Supplies	82-3074	1,080	263	1,000	2,000	1,000	100%
Treatment Court MH Treatment	82-3075	80,000	80,000	90,000	90,000	0	0%
Drug Court Treatment	82-3082	100,000	91,667	110,000	110,000	0	0%
Sex Offender Eval & Treat	82-3083	31,570	44,079	45,000	45,000	0	0%
Sex Offender Polygraph	82-3090	6,100	5,657	8,000	8,000	0	0%
Subsidy Housing	82-3095	12,450	35,932	50,000	60,000	10,000	20%
Special Payments Totals:		337,941	415,012	467,860	481,000	13,140	2%
Capital Outlay							
Structures & Improvements	82-4100	0	0	0	0	0	0%
Automotive Equipment	82-4200	59,892	0	0	0	0	0%
Office Equipment	82-4300	0	0	0	0	0	0%
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		59,892	0	0	0	0	0%
Transfers Out							
Trans To Special Projects	82-8100	2,000	0	0	0	0	0%
Trans To Corrections Division	82-8103	125,000	129,500	129,500	0	(129,500)	- 100%
Transfer to Support Division	82-8104	0	0	259,820	58,440	(201,380)	- 77%
Transfers Out Totals:		127,000	129,500	389,320	58,440	(330,880)	- 84%
Contingencies							
Contingencies	82-9900	0	0	1,931,380	1,457,590	(473,790)	- 24%
Contingencies Totals:		0	0	1,931,380	1,457,590	(473,790)	- 24%
Total Expenditures:		2,033,103	2,260,356	4,701,310	4,575,500	(125,810)	- 2%

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 McIntosh. 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

While the proposed budget appears to only have an increase in total appropriations of less than 1% or \$240, this is a result of a \$3,970 decrease in contingency. Revenues for this service are a result of SB1065, however these revenues continue to remain stagnant and do not keep up with the increased costs associated with Personnel.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	138,930	137,170	(1,760)	- 1%
Interest On Investments	2,918	3,918	2,500	2,500	0	0%
Corrections Prog Sb1065	46,438	48,151	40,000	42,000	2,000	5%
Total Revenue:	49,356	52,069	181,430	181,670	240	0%
Total Unappropriated Budget:	(13,281)	(17,451)	0	0	0	0%
Total Budgeted Resources:	62,637	69,520	181,430	181,670	240	0%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	58,010	64,750	67,810	71,920	4,110	6%
Materials & Services	627	770	10,500	10,600	100	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	10,000	10,000	0	0%
Transfer Out	4,000	4,000	4,000	4,000	0	0%
Contingency	0	0	89,120	85,150	(3,970)	- 4%
Total Expenditures:	62,637	69,520	181,430	181,670	240	0%

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Personal Services	82-1985	58,010	64,750	67,810	71,920	4,110	6%
Personnel Services Totals:		58,010	64,750	67,810	71,920	4,110	6%
Materials & Services							
General Equipment	82-2268	227	270	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	400	500	500	600	100	20%
Materials & Services Totals:		627	770	10,500	10,600	100	0%
Capital Outlay							
Structures & Improvements	82-4100	0	0	10,000	10,000	0	0%
Capital Outlay Totals:		0	0	10,000	10,000	0	0%
Transfers Out							
Transfer to B&G	82-8003	4,000	0	0	0	0	0%
Transfer to IT	82-8006	0	4,000	4,000	4,000	0	0%
Transfers Out Totals:		4,000	4,000	4,000	4,000	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	89,120	85,150	(3,970)	- 4%
Contingencies Totals:		0	0	89,120	85,150	(3,970)	- 4%
Total Expenditures:		62,637	69,520	181,430	181,670	240	0%

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

Provides 100% of funding for the dedicated Forest Patrol Deputy who concentrates on Off Highway Vehicle (OHV) enforcement. The state used to provide approximately 30% of this funding through an OHV grant but has ceased providing these monies to assist in investigation of criminal mischief and theft complaints on state forests.

Budget Highlights

Revenue has increased as a result of 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. At this time this fund is solely funded by timber revenues and given the volatility of this revenue stream, the increased contingency is necessary to help offset future increases in personnel costs associated with negotiated contracts, PERS, and health insurance.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	820,670	870,070	49,400	6%
Interest On Investments	9,743	18,970	6,500	18,000	11,500	176%
Timber Sales	283,468	215,356	178,570	145,010	(33,560)	- 18%
Total Revenue:	293,211	234,326	1,005,740	1,033,080	27,340	2%
Total Unappropriated Budget:	212,251	131,216	0	0	0	0%
Total Budgeted Resources:	80,960	103,110	1,005,740	1,033,080	27,340	2%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	74,160	90,410	127,890	127,890	0	0%
Materials & Services	6,800	12,700	29,300	30,100	800	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	0	0	0	0	0	0%
Contingency	0	0	848,550	875,090	26,540	3%
Total Expenditures:	80,960	103,110	1,005,740	1,033,080	27,340	2%

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Personal Services	82-1985	74,160	90,410	127,890	127,890	0	0%
Personnel Services Totals:		74,160	90,410	127,890	127,890	0	0%
Materials & Services							
Contractual Services	82-2471	0	0	10,000	10,000	0	0%
Forest Trust Assessment	82-2908	5,900	11,800	18,500	19,000	500	2%
Material & Supplies	82-2967	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	900	900	800	1,100	300	37%
Materials & Services Totals:		6,800	12,700	29,300	30,100	800	2%
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	848,550	875,090	26,540	3%
Contingencies Totals:		0	0	848,550	875,090	26,540	3%
Total Expenditures:		80,960	103,110	1,005,740	1,033,080	27,340	2%

Child Custody Mediation

Department Overview

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

Budget Highlights

Overall this budget remains relatively status quo, the largest expense in this fund is in relation to contractual services. The Local Family Advisory Committee (LFLAC) has set a goal to expand cost-effective family law services as needed for the residents of Clatsop County. Often family law cases, such as divorce and custody determinations, become lengthier, costlier, and more difficult than necessary because of the inability of the parties to reach agreement. In the past, mediation and conciliation funds were used primarily for custody and parenting time mediation and also for a limited number of custody evaluations for indigent parties. The members of LFLAC are evaluating how to maintain service levels in the best interest of the clients while still working within the constraints of funding from the state. This fund has seen a significant decrease in fund balance, the committee members recognize that with increased services and unknown future allocations, the fund must be used responsibly.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	53,850	19,800	(34,050)	- 63%
Interest On Investments	1,751	2,015	0	0	0	0%
Child Custody	32,859	32,859	32,860	32,860	0	0%
Rev. Refunds & Reim.	300	3,200	0	0	0	0%
Total Revenue:	34,910	38,075	86,710	52,660	(34,050)	- 39%
Total Unappropriated Budget:	(21,001)	(27,039)	0	0	0	0%
Total Budgeted Resources:	55,911	65,114	86,710	52,660	(34,050)	- 39%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	5,726	6,272	6,580	3,880	(2,700)	- 41%
Personnel Benefits	2,118	2,212	2,700	1,560	(1,140)	- 42%
Materials & Services	48,068	56,630	68,400	47,220	(21,180)	- 30%
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	9,030	0	(9,030)	- 100%
Total Expenditures:	55,911	65,114	86,710	52,660	(34,050)	- 39%

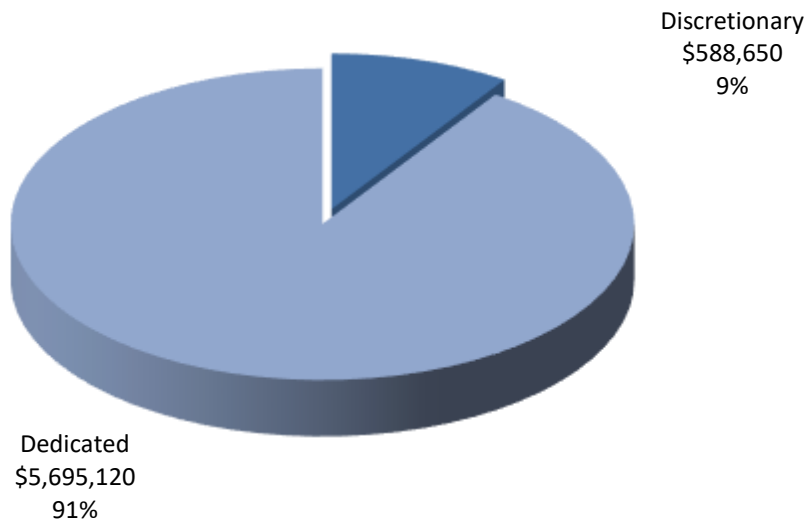
Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Administrative Assistant	0.10	0.10	0.10	0.00	(0.10)	- 100%
Senior Admin Supervisor	0.00	0.00	0.00	0.00	0.00	0%
Total Personnel:	0.10	0.10	0.10	0.00	(0.10)	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Administrative Assistant	82-1118	5,726	0	0	0	0	0%
Senior Admin Supervisor	82-1119	0	0	0	0	0	0%
Executive Assistant	82-1121	0	6,272	6,580	3,880	(2,700)	- 41%
F.I.C.A.	82-1950	444	487	510	300	(210)	- 41%
Retirement	82-1955	1,274	1,320	1,790	1,050	(740)	- 41%
Medical Waiver	82-1963	120	110	120	60	(60)	- 50%
Medical Insurance	82-1964	0	0	0	0	0	0%
Dental Insurance	82-1965	237	253	230	110	(120)	- 52%
HSA Contribution	82-1966	0	0	0	0	0	0%
Benefits Admin Fees	82-1967	0	0	0	10	10	100%
Life Insurance	82-1970	11	11	10	10	0	0%
Salary Continuation Insur	82-1972	17	18	20	10	(10)	- 50%
S.A.I.F.	82-1975	5	8	10	10	0	0%
Unemployment	82-1980	10	5	10	0	(10)	- 100%
Personnel Services Totals:		7,844	8,484	9,280	5,440	(3,840)	- 41%
Materials & Services							
Contractual Services	82-2471	46,668	55,330	67,000	43,820	(23,180)	- 34%
Indirect Cost Allocation	82-3210	1,400	1,300	1,400	3,400	2,000	142%
Materials & Services Totals:		48,068	56,630	68,400	47,220	(21,180)	- 30%
Contingencies							
Appropriation For Contin.	82-9900	0	0	9,030	0	(9,030)	- 100%
Contingencies Totals:		0	0	9,030	0	(9,030)	- 100%
Total Expenditures:		55,911	65,114	86,710	52,660	(34,050)	- 39%

**Clatsop County Functions/Programs Budget
Public Health 2020-2021
Total \$6,283,770**



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

Community Health	Emergency Preparedness
Tobacco Prevention	Onsite Sewage Systems
Immunization	Environmental Health
Harm Reuction	Developmental Disabilities
Babies First	Mental Health
WIC	Drug & Alcohol Prevention
Family Planning	Household Hazardous Waste
App. 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

Continued stakeholder outreach pertaining to current CD issues.
 The Harm Reduction program has saved over 110 lives and has collected over 700,000 dirty needles since October 2017.
 CHART continued to be a leading health collaborative in the community; its membership rising during the year. Sixty-six (66) people are members.
 Continued building capacity with key players in different community sectors and with Columbia and Tillamook County.
 Conducted TB, syphilis and gonorrhea case investigations.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

The org unit 4110 consists many of the of the Community Health functions that are not identifiable by other org unit numbers. This includes communicable disease testing treating and tracking. This org unit contains 6 funding streams: Medicaid Administrative Claiming (MAC), School-Based Health Center (SBHC) funding (or PE-44-01 for the Jewell School-Based Health Center and a grant from Columbia-Pacific CCO), Vital Statistics (birth and death certificates), Public Health Modernization – both local and regional (a program designed to reduce sexually transmitted infections (STI) by 10% locally and regionally) and general public health support (PE-01) from the State.

Of these revenue streams:

- Vital Statistics is a fee-based program;
- SBHC - \$60,000 per year to fund the program at Jewell School by the State and 1-year grant for \$60,890 to fund staffing and supplies by CP-CCO;
- MAC – is based on the amount of work staff conducts Medicaid-related tasks that are not direct patient care (e.g., face-to-face visits);
- Public Health Modernization – is a 2-year grant designed to reduce STI in Tillamook, Clatsop and Columbia County by 10%.

Funding Sources						
Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	5,700	80,740	75,040	1316%
Interest On Investments	13,810	19,413	7,200	7,200	0	0%
Interest on Insurance Payments	0	0	0	0	0	0%
State Support	45,773	45,759	45,760	45,760	0	0%
Tobacco Retail Licensing	0	0	0	0	0	0%
School Based Health Center	0	15,995	0	60,000	60,000	100%
St. - T B Epi Program	462	263	0	0	0	0%
Fed. - TB Epi Program	5,708	(1,097)	0	0	0	0%
HIV & STD Prevention Special N	0	13,776	10,000	0	(10,000)	- 100%
PE07 HIV Prevention Services	0	4,531	0	0	0	0%
PH Modern PE52 Capacity Bldg	27,630	68,919	500,000	265,450	(234,550)	- 46%
TB Case Mgmt/Investigation	0	3,800	0	3,500	3,500	100%
Health Impact Assessment Grant	0	0	0	0	0	0%
Prescription Drug OD Preventio	35,387	88,933	0	0	0	0%
PE 10 STD Client Services	3,606	(1,928)	0	0	0	0%
PE 07 HIV Prevention	0	5,191	0	0	0	0%
Aids Test Fees - Pt	0	0	0	0	0	0%
Medicaid Match	205	0	0	77,000	77,000	100%
Columbia Co. IGA Revenue	1,000	0	0	0	0	0%
YVFWC/FOC Donation	0	0	0	0	0	0%
Public Health Donations	44	328	250	100	(150)	- 60%
Harm Reduction Donations	50,000	0	0	0	0	0%
OHSU Nutrition OR	0	0	0	0	0	0%
Knappa SBHC	0	0	0	0	0	0%
Immuniz.-Peri.Hep B	475	0	0	0	0	0%
Clinic Fees	15,298	11,794	9,700	12,000	2,300	23%
Adult Immunizations	16,027	12,755	13,500	6,500	(7,000)	- 51%
Vaccines Fees	2,137	2,795	2,500	2,500	0	0%
Influenza Vaccine Fees	2,695	0	0	0	0	0%
Vaccine - OHP	2,273	1,253	750	1,000	250	33%
CCO Imms	9,609	12,823	10,500	12,000	1,500	14%
Vaccine - Ins.	19,958	22,010	20,000	25,000	5,000	25%
Mult Co Harm Red	0	60,000	0	0	0	0%
Vital Statistics	33,270	35,680	37,000	30,000	(7,000)	- 18%
Col Pacific CCO Grant	17,500	0	0	60,890	60,890	100%
AFS Contract	15,025	0	0	0	0	0%
CareOregon Stabilization Fund	0	0	0	0	0	0%
DHS Nursing	0	0	74,000	0	(74,000)	- 100%
Copy Fees	13	0	0	0	0	0%
Franchise Fees	750	750	750	750	0	0%
Rev. Refunds & Reim.	3,482	2,179	1,000	1,500	500	50%
Miscellaneous Revenue	0	0	0	0	0	0%

Transfer From General	359,970	383,500	383,500	389,770	6,270	1%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	682,106	809,422	1,122,110	1,081,660	(40,450)	- 3%
Total Unappropriated Budget:	31,626	(24,842)	0	0	0	0%
Total Budgeted Resources:	650,480	834,264	1,122,110	1,081,660	(40,450)	- 3%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	291,986	346,346	316,650	408,860	92,210	29%
Personnel Benefits	139,017	184,006	197,440	214,280	16,840	8%
Materials & Services	184,911	303,912	588,020	458,520	(129,500)	- 22%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	34,566	0	20,000	0	(20,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	650,480	834,264	1,122,110	1,081,660	(40,450)	- 3%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Health Director	0.20	0.65	0.15	0.15	0.00	0%
Staff Assistant	1.45	1.45	1.35	1.70	0.35	25%
Community Health Project Manag	0.00	0.00	0.20	1.00	0.80	400%
Public Health Nurse II	1.55	2.85	2.25	2.05	(0.20)	- 8%
Accountant II	0.25	0.35	0.50	0.65	0.15	30%
Health Promotion Specialist	0.35	0.35	0.00	0.00	0.00	0%
Prev Program Coordinator	0.00	0.00	0.05	0.05	0.00	0%
Behavioral Health Specialist	0.00	0.00	0.20	0.00	(0.20)	- 100%
Total Personnel:	3.80	5.65	4.70	5.60	0.90	19%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Healthy Communities: CHART Membership continues to remain strong and relevant	Count	66	66	66	66	0	0
Animal Bite/Exposure Reports/ Investigations	Count	64	99	82	54	0	0
Number of Electronic Lab Reports	Count	1,430	1,850	1,880	2,400	0	0
Number of Reportable Diseases	Count	200	301	304	350	0	0
Death Certificates Issued	Count	1,472	1,524	1,425	1,500	0	0
Birth Certificates Issued	Count	22	44	33	30	0	0
Timeliness of First Reports from LHD to State (<10 days)	Percent	100%	100%	100%	100%	100%	100%
Case Completion of Select Interviewed Cases:	Percent	65%	68%	100%	100%	100%	100%
Timeliness of Completion (<14 days)	Percent	86%	92%	100%	100%	100%	100%
Timeliness of Interviewed Cases (<10days)	Percent	100%	90%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	36,829	50,817	16,820	18,260	1,440	8%
Staff Assistant	82-1191	62,936	74,571	64,070	83,070	19,000	29%
Clinical Provider	82-1201	0	6,667	17,530	0	(17,530)	- 100%
Community Health Project Manag	82-1203	0	0	0	96,410	96,410	100%
Public Health Nurse II	82-1209	151,343	162,689	172,340	165,410	(6,930)	- 4%
Accountant II	82-1848	18,355	39,351	30,480	41,460	10,980	36%
Health Promotion Specialist	82-1873	22,523	3,687	0	0	0	0%
Prev Program Coordinator	82-1882	0	0	3,910	4,250	340	8%
Behavioral Health Specialist	82-1887	0	8,565	11,500	0	(11,500)	- 100%
Extra Help Chn I	82-1905	11,968	18,997	12,000	12,000	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	475	0	0	0	0	0%
Performance Pay	82-1948	0	2,605	0	0	0	0%
F.I.C.A.	82-1950	22,181	26,495	25,140	32,320	7,180	28%
Retirement	82-1955	33,809	38,510	63,610	75,640	12,030	18%
Medical Waiver	82-1963	0	700	0	1,680	1,680	100%
Medical Insurance	82-1964	53,541	74,557	79,160	74,470	(4,690)	- 5%
Dental Insurance	82-1965	5,772	7,824	7,400	7,940	540	7%
HSA Contribution	82-1966	8,517	11,675	7,800	7,400	(400)	- 5%
Benefits Admin Fees	82-1967	102	135	150	140	(10)	- 6%
Life Insurance	82-1970	502	505	450	530	80	17%
Salary Continuation Insur	82-1972	415	544	370	450	80	21%
S.A.I.F.	82-1975	1,426	1,059	1,030	1,290	260	25%
Unemployment	82-1980	308	401	330	420	90	27%
Personnel Services Totals:		431,003	530,352	514,090	623,140	109,050	21%
Materials & Services							
Telephones	82-2070	533	2,283	860	1,720	860	100%
Unapportioned Projects	82-2129	0	0	67,880	0	(67,880)	- 100%
Insurance	82-2200	2,637	3,692	3,670	5,040	1,370	37%
OCHIN Billing Fees	82-2225	7,225	6,728	8,750	6,000	(2,750)	- 31%
OCHIN EMR Billing	82-2226	1,405	1,295	1,760	1,200	(560)	- 31%
Lockbox Fees	82-2230	1,111	1,084	1,500	1,200	(300)	- 20%
License And Permit Fees	82-2240	38	241	100	100	0	0%
Maintenance - Equipment	82-2260	2,136	4,309	1,000	800	(200)	- 20%
Software Maintenance	82-2265	0	44	50	0	(50)	- 100%
General Equipment	82-2268	0	0	0	0	0	0%
Medical Supplies	82-2345	1,923	14,551	10,000	2,000	(8,000)	- 80%
MAC Admin Fees	82-2350	275	510	560	560	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Membership Fees And Dues	82-2370	794	910	1,500	1,430	(70)	- 4%
Office Supplies	82-2410	774	494	600	600	0	0%
Books And Periodicals	82-2413	5	0	50	0	(50)	- 100%
Postage And Freight	82-2419	1,252	989	1,000	500	(500)	- 50%
Records And Forms	82-2422	368	368	400	250	(150)	- 37%
Printing And Reproduction	82-2425	1,365	2,099	1,250	1,200	(50)	- 4%
Prof And Spec Services	82-2450	349	3,373	30	300	270	900%
Office Furniture & Equipment	82-2454	2,906	6,352	1,000	2,500	1,500	150%
PC Equipment	82-2455	2,383	6,109	5,000	5,000	0	0%
Harm Reduction Expense	82-2457	15,270	14,649	0	0	0	0%
Contract Personnel	82-2470	1,200	1,200	600	1,200	600	100%
Contractual Services	82-2471	21,417	62,835	334,540	75,520	(259,020)	- 77%
Other Grant Expenses	82-2495	924	62	0	0	0	0%
Knappa SBHC	82-2497	0	0	0	0	0	0%
CHART Expenses	82-2501	216	81	0	0	0	0%
Medical Services	82-2502	0	0	0	0	0	0%
Lab Services	82-2503	595	27	100	0	(100)	- 100%
Physical Exams	82-2505	0	0	0	0	0	0%
State Vaccines	82-2509	21,769	22,873	25,000	25,000	0	0%
Locally Owned Vaccine	82-2511	1,777	4,432	8,500	5,000	(3,500)	- 41%
YVFWC/FOC Donation Expense	82-2513	0	0	0	80,740	80,740	100%
TB Investigation 2015-2294	82-2515	48	0	0	0	0	0%
Health Impact Assessment Grant	82-2517	0	0	0	0	0	0%
PDOP Grant Expenses	82-2518	2,538	32,582	0	0	0	0%
HIV & STD Prevention Special N	82-2532	430	5,830	0	0	0	0%
SBHC Expense	82-2536	0	3,334	0	120,890	120,890	100%
OHSU Nutrition OR Exp	82-2538	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	377	0	0	0	0%
Advertising	82-2605	324	1,058	500	500	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	71	20	0	0	0	0%
Educational Materials	82-2777	0	75	120	250	130	108%
Fuel - Vehicles	82-2852	455	1,744	800	800	0	0%
Vehicle Rental	82-2920	596	197	250	250	0	0%
Vehicle Maintenance & Use	82-2923	369	198	500	500	0	0%
Education And Training	82-2928	340	25	500	600	100	20%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,869	6,734	6,000	5,000	(1,000)	- 16%
Patient Refunds	82-3007	24	310	250	250	0	0%
Refunds and Returns	82-3204	0	239	0	0	0	0%
Indirect Cost Allocation	82-3210	87,200	89,600	103,400	111,620	8,220	7%
Materials & Services Totals:		184,911	303,912	588,020	458,520	(129,500)	- 22%

Capital Outlay

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Automotive Equipment	82-4200	34,566	0	20,000	0	(20,000)	- 100%
Capital Outlay Totals:		34,566	0	20,000	0	(20,000)	- 100%
Total Expenditures:		650,480	834,264	1,122,110	1,081,660	(40,450)	- 3%

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

Worked with decision makers at the County level and all 5 cities to adopt the Tobacco Retail Licensing ordinance.
 Worked with the City of Cannon Beach to develop policies about smoking within their city limits
 Worked with all school superintendents on anti-vaping policies

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

The Tobacco Prevention Program is funded by the State Tobacco Prevention and Education Program (PE-13). The funding is derived from the Master Settlement reached by 46 states with the tobacco industry in 1998. The funding pays for the tobacco prevention and outreach work. In the fall of 2018, Public Health was awarded a grant from the TPEP program to begin development and implementation of the Tobacco Retail Licensing program (TRL). However, the Oregon Health Authority did not provide the funds until nearly 5 months had passed. By the time we received the grants funding, we only had 4 months to spend the entire amount of \$78,464. We asked OHA if the remaining funds could be moved into our beginning balance for FY 19-20. We were given a verbal promise that would occur. Then, in September of 2019, we were notified that those funds were not going to be available. Therefore, the program was automatically in the red for \$78,464 because of this situation. The staff moved forward despite this issue and work to have the TRL program approved by the Board in the fall of 2019. Due to the shortfall in the beginning balance, we asked County Management to hold Public Health harmless and allow us to move general fund into the program to balance the org unit. The program has been right-sized for FY-20-21.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	79,370	0	(79,370)	- 100%
Tobacco Prevention	51,706	69,886	64,100	127,000	62,900	98%
SPArC Funding	0	47,940	0	0	0	0%
Franchise Fees	90	90	90	90	0	0%
Rev. Refunds & Reim.	1	164	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	0	0	0	38,420	38,420	100%
Transfer from Other Funds	0	0	0	0	0	0%
Total Revenue:	51,797	118,080	143,560	165,510	21,950	15%
Total Unappropriated Budget:	(7,170)	7,351	0	0	0	0%
Total Budgeted Resources:	58,967	110,729	143,560	165,510	21,950	15%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	35,434	64,111	68,850	98,830	29,980	43%
Personnel Benefits	9,110	14,297	37,990	48,500	10,510	27%
Materials & Services	14,423	32,320	36,720	18,180	(18,540)	- 50%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	58,967	110,729	143,560	165,510	21,950	15%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Health Director	0.10	0.05	0.10	0.00	(0.10)	- 100%
Accountant II	0.00	0.00	0.10	0.00	(0.10)	- 100%
Health Promotion Specialist	0.60	0.60	0.80	1.60	0.80	100%
Prev Program Coordinator	0.00	0.00	0.10	0.10	0.00	0%
Total Personnel:	0.70	0.65	1.10	1.70	0.60	54%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Increase # of calls to state quit line and other quit resources	Count	0	100	80	0	10	0
Implement tighter policy for Parks	Count	0	0	0	0	2	0
Tobacco Retail Licesning	Count	0	0	0	1	6	0
Improve ICAA stipulations	Count	0	0	0	1	1	0
Reduce teen smoking rates: 11th graders	Percent	20%	18%	15%	5%	0%	0%
Reduce teen vaping by 11th graders	Percent	0%	0%	0%	0%	0%	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	5,508	6,486	11,210	0	(11,210)	- 100%
Staff Assistant	82-1191	0	0	0	0	0	0%
Enviro Hlth Spec II	82-1195	0	0	0	0	0	0%
Enviro Hlth Spec I	82-1197	0	0	0	0	0	0%
Accountant II	82-1848	1,006	1,490	6,100	0	(6,100)	- 100%
Health Promotion Specialist	82-1873	28,920	56,135	43,710	90,330	46,620	106%
Prev Program Coordinator	82-1882	0	0	7,830	8,500	670	8%
Extra Help	82-1905	0	0	0	10,000	10,000	100%
Extra Help	82-1941	0	0	10,000	0	(10,000)	- 100%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	2,696	4,862	6,030	8,320	2,290	37%
Retirement	82-1955	4,049	6,240	12,460	17,890	5,430	43%
Medical Waiver	82-1963	300	0	0	0	0	0%
Medical Insurance	82-1964	1,127	1,647	6,310	8,870	2,560	40%
Dental Insurance	82-1965	485	1,110	2,050	2,270	220	10%
HSA Contribution	82-1966	100	0	600	400	(200)	- 33%
Benefits Admin Fees	82-1967	5	5	10	20	10	100%
Life Insurance	82-1970	83	92	100	150	50	50%
Salary Continuation Insur	82-1972	84	79	110	140	30	27%
S.A.I.F.	82-1975	136	191	240	330	90	37%
Unemployment	82-1980	47	71	80	110	30	37%
Personnel Services Totals:		44,545	78,408	106,840	147,330	40,490	37%
Materials & Services							
Telephones	82-2070	110	275	120	1,400	1,280	1066%
Unapportioned Projects	82-2129	0	0	21,520	0	(21,520)	- 100%
Facilities Rental	82-2143	0	194	0	0	0	0%
Insurance	82-2200	996	592	660	710	50	7%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	160	172	320	320	0	0%
Office Supplies	82-2410	65	959	250	300	50	20%
Books And Periodicals	82-2413	135	174	150	150	0	0%
Postage And Freight	82-2419	4	31	100	100	0	0%
Printing And Reproduction	82-2425	1,192	4,179	750	250	(500)	- 66%
Prof And Spec Services	82-2450	0	1,794	0	0	0	0%
Office Furniture & Equipment	82-2454	614	2,463	500	500	0	0%
PC Equipment	82-2455	190	2,562	1,200	1,200	0	0%
Contractual Services	82-2471	0	5,000	0	0	0	0%
Tobacco Prevention	82-2512	968	0	0	0	0	0%
Advertising	82-2605	0	454	0	0	0	0%
Meetings/ Hosting	82-2750	0	2,922	200	150	(50)	- 25%

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Educational Materials	82-2777	0	153	50	0	(50)	- 100%
Fuel - Vehicles	82-2852	151	357	200	300	100	50%
Vehicle Rental	82-2920	185	30	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	1,165	(75)	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,688	3,482	3,500	3,500	0	0%
Indirect Cost Allocation	82-3210	6,800	6,600	7,200	9,300	2,100	29%
Materials & Services Totals:		14,423	32,320	36,720	18,180	(18,540)	- 50%
Total Expenditures:		58,967	110,729	143,560	165,510	21,950	15%

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 75%.
 Continued working with Clatsop Community College Medical Assistant, Work Experience, and Nursing Programs.
 Hired Chel Baker for Immunization Coordinator
 Triennial Review found no findings
 Assisted delegate to train new staff regarding vaccinations and use of Alert IIS state data base for immunizations
 Established a vaccine recall for past due childhood vaccinations
 Increased number of insurance contracts to receive greater revenue.
 Participated in 2017 Homeless Connect
 Provided HPV vaccination outreach to youth 9-18 yrs. that have been seen in our clinic and who have not completed their 3 dose series.
 Implemented HPV recall process

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

The Immunization program is funded by the State. This funding supports our liaison between the State and school system for the School Immunization Program that assures kids attending schools receive the vaccines they need to avoid being excluded from school. The program did not have any changes from FY-19-20 to FY 20-21.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	8,170	880	(7,290)	- 89%
Or Health Immun Project	5,606	12,078	30,660	7,000	(23,660)	- 77%
St. - OR Health Immun Project	5,606	2,330	0	6,000	6,000	100%
IO Mini Grant	0	2,600	0	0	0	0%
NWRESD Vaccine Project	0	0	0	0	0	0%
Transfer from General	0	0	0	3,580	3,580	100%
Total Revenue:	11,212	17,008	38,830	17,460	(21,370)	- 55%
Total Unappropriated Budget:	(618)	218	0	0	0	0%
Total Budgeted Resources:	11,830	16,790	38,830	17,460	(21,370)	- 55%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	6,549	6,394	12,340	10,380	(1,960)	- 15%
Personnel Benefits	3,453	3,228	6,000	5,630	(370)	- 6%
Materials & Services	1,828	7,167	20,490	1,450	(19,040)	- 92%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	11,830	16,790	38,830	17,460	(21,370)	- 55%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Staff Assistant	0.00	0.00	0.00	0.05	0.05	100%
Public Health Nurse II	0.10	0.10	0.10	0.10	0.00	0%
Total Personnel:	0.10	0.10	0.10	0.15	0.05	50%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of vaccinations provided	Count	1,100	1,100	1,230	1,550	0	0
Number of outreach clinics conducted includes all types of vaccines	Count	0	12	15	30	0	0
LPHA shall increase 4th DTaP coverage rate for 24 month old by one percentage point and/or maintain rate at > 90%	Percent	80%	100%	100%	100%	0%	0%
LPHA will ensure that 80% of newborns exposed to peri-natal hepatitis B receive immunization series by 15 months of age.	Percent	100%	100%	100%	100%	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	50%	0%	100%	100%	0%	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Staff Assistant	82-1191	0	0	0	2,580	2,580	100%
Public Health Nurse II	82-1209	6,549	6,091	12,340	7,800	(4,540)	- 36%
Accountant II	82-1848	0	304	0	0	0	0%
Health Promotion Specialist	82-1873	0	0	0	0	0	0%
Extra Help-Clinical	82-1905	71	0	0	0	0	0%
Overtime	82-1945	16	0	0	0	0	0%
F.I.C.A.	82-1950	472	463	940	800	(140)	- 14%
Retirement	82-1955	865	815	2,230	1,890	(340)	- 15%
Medical Waiver	82-1963	0	0	0	60	60	100%
Medical Insurance	82-1964	1,576	1,611	2,320	2,380	60	2%
Dental Insurance	82-1965	175	164	230	230	0	0%
HSA Contribution	82-1966	209	128	200	200	0	0%
Benefits Admin Fees	82-1967	3	3	10	10	0	0%
Life Insurance	82-1970	12	13	10	10	0	0%
Salary Continuation Insur	82-1972	10	6	10	10	0	0%
S.A.I.F.	82-1975	35	18	40	30	(10)	- 25%
Unemployment	82-1980	10	7	10	10	0	0%
Personnel Services Totals:		10,002	9,623	18,340	16,010	(2,330)	- 12%
Materials & Services							
Telephones	82-2070	110	101	120	100	(20)	- 16%
Unapportioned Projects	82-2129	0	0	19,070	0	(19,070)	- 100%
Program Supplies	82-2140	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	0	400	0	0	0	0%
General Equipment	82-2268	0	5,205	0	0	0	0%
Medical Supplies	82-2345	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	160	150	200	150	(50)	- 25%
Office Supplies	82-2410	0	18	0	0	0	0%
Postage And Freight	82-2419	13	0	0	0	0	0%
Printing And Reproduction	82-2425	13	25	0	0	0	0%
Prof And Spec Services	82-2450	0	300	0	0	0	0%
PC Equipment	82-2455	200	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	11	35	0	0	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	34	0	0	0	0%
Reimbursed Travel Expense	82-2930	222	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,100	900	1,100	1,200	100	9%
Materials & Services Totals:		1,828	7,167	20,490	1,450	(19,040)	- 92%
Capital Outlay							

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		11,830	16,790	38,830	17,460	(21,370)	- 55%

Babies First

Mission Statement

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

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

Department Overview

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

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

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

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

Major Accomplishments

Both MCH nurses are ICBLC certified

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.

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

The MCH org unit (aka, Maternal-Child Health) includes both the Babies First! and CaCoon programs which are fee-for-service nurse home visiting programs. The MCH nurses are provided referrals from the hospitals and independent OB/GYNs based on risk criteria. Only those moms and babies found to be at risk are eligible for the program.

In FY 19-20, the State MCH program invited several counties to participate in a pilot program to prepare for the Family Connects program which will replace babies First! by 2022 or so. CCPH was awarded \$10,000 to begin the pilot. Almost immediately the program started to suffer financially as the two MCH nurses spent more time preparing for the pilot than conducting home visits. This led to the downturn in revenue that required the County to bolster the org unit with more general funds. At this time, the program is solid as one of the MCH nurses resigned in March. We anticipate the program will be on solid footing in FY-20-21. In January 2021, the State will rollout the Family Connects model which will allow for MCH nurses to conduct home visits to all new mothers in the County which will improve our revenue streams substantially.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	30,170	10,000	(20,170)	- 66%
Comm Connections	4,000	0	3,000	0	(3,000)	- 100%
MCH-CAH - GF	0	0	3,900	1,930	(1,970)	- 50%
St. - MCH-CAH-GF	0	0	0	1,940	1,940	100%
MCH Title V - CAH	0	0	6,310	5,230	(1,080)	- 17%
St. - MCH Prenatal - GF	0	0	0	1,030	1,030	100%
MCH Title V - Flex Funds	0	0	14,720	15,690	970	6%
MCH Prenatal - GF	0	0	2,080	1,040	(1,040)	- 50%
Universal Home Visiting	0	0	0	0	0	0%
Babies 1st	6,061	7,194	6,640	6,600	(40)	- 0%
Babies First Fees	83,579	87,652	180,000	180,000	0	0%
Friends of Columbia	20,000	0	0	0	0	0%
OCCSHYN CCN	0	0	15,000	0	(15,000)	- 100%
HSAC Grant	0	3,000	0	0	0	0%
Lactation Consult	0	0	0	0	0	0%
CaCoon-cdrc	19,456	14,864	12,160	15,000	2,840	23%
NW Regional ESD	10,000	0	10,000	10,000	0	0%
NNPHI Clatsop/Columbia CCN Awa	689	0	0	0	0	0%
Rev. Refunds & Reim.	1,685	593	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	10,000	0	0	22,500	22,500	100%
Total Revenue:	155,470	113,303	283,980	270,960	(13,020)	- 4%
Total Unappropriated Budget:	25,567	(18,508)	0	0	0	0%
Total Budgeted Resources:	129,903	131,810	283,980	270,960	(13,020)	- 4%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	76,436	80,395	171,450	169,250	(2,200)	- 1%
Personnel Benefits	36,901	37,112	75,080	74,310	(770)	- 1%
Materials & Services	16,566	14,304	37,450	27,400	(10,050)	- 26%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	129,903	131,810	283,980	270,960	(13,020)	- 4%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Staff Assistant	0.05	0.10	0.20	0.10	(0.10)	- 50%
Public Health Nurse II	0.75	1.00	2.00	2.00	0.00	0%
Accountant II	0.05	0.05	0.10	0.05	(0.05)	- 50%
Total Personnel:	0.85	1.15	2.30	2.15	(0.15)	- 6%

Measures

Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of Babies First and CaCoon Clients	Count	143	152	160	320	350	475
Percent of clients duplicated in BF/CaCoon programs	Percent	2%	32%	45%	55%	55%	60%
Percent of clients referred to BF/CaCoon from WIC	Percent	39%	40%	55%	65%	65%	65%
Percent of BF visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%
Percent of BF visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%
Percent of CaCoon visits where child development is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%
Percent of CaCoon visits where well child care is documented in ORCHIDS	Percent	100%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	2,587	50	0	0	0	0%
Staff Assistant	82-1191	4,915	2,335	9,750	5,170	(4,580)	- 46%
Public Health Nurse II	82-1209	66,363	76,732	155,600	160,890	5,290	3%
Accountant II	82-1848	2,571	1,278	6,100	3,190	(2,910)	- 47%
Extra Help-Clinical	82-1905	4,108	4,172	0	0	0	0%
Overtime	82-1945	271	65	0	0	0	0%
F.I.C.A.	82-1950	5,912	6,025	13,120	12,960	(160)	- 1%
Retirement	82-1955	9,973	10,403	31,030	30,650	(380)	- 1%
Medical Waiver	82-1963	0	0	0	120	120	100%
Medical Insurance	82-1964	12,805	12,904	24,250	24,070	(180)	- 0%
Dental Insurance	82-1965	1,371	1,407	3,100	3,030	(70)	- 2%
HSA Contribution	82-1966	1,950	1,600	2,450	2,350	(100)	- 4%
Benefits Admin Fees	82-1967	19	20	20	80	60	300%
Life Insurance	82-1970	121	132	220	210	(10)	- 4%
Salary Continuation Insur	82-1972	75	61	170	150	(20)	- 11%
S.A.I.F.	82-1975	215	242	550	520	(30)	- 5%
Unemployment	82-1980	82	81	170	170	0	0%
Personnel Services Totals:		113,337	117,507	246,530	243,560	(2,970)	- 1%
Materials & Services							
Telephones	82-2070	630	851	760	1,800	1,040	136%
Unapportioned Projects	82-2129	3,800	0	16,410	0	(16,410)	- 100%
Program Supplies	82-2140	491	458	500	0	(500)	- 100%
Insurance	82-2200	498	1,024	1,180	2,790	1,610	136%
OCHIN EMR Cache	82-2227	0	0	0	0	0	0%
General Equipment	82-2268	102	740	0	0	0	0%
General Equipment	82-2268	0	0	0	0	0	0%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%
Medical Supplies	82-2345	25	34	50	0	(50)	- 100%
Membership Fees And Dues	82-2370	20	10	50	60	10	20%
Office Supplies	82-2410	476	222	250	150	(100)	- 40%
Books And Periodicals	82-2413	0	602	100	100	0	0%
Postage And Freight	82-2419	81	0	150	100	(50)	- 33%
Printing And Reproduction	82-2425	202	288	200	300	100	50%
Prof And Spec Services	82-2450	0	1,000	0	0	0	0%
Office Furniture & Equipment	82-2454	0	1,570	0	0	0	0%
PC Equipment	82-2455	190	0	2,500	2,500	0	0%
NNPHI Clats./Col. CCN Award Ex	82-2527	3,355	0	0	0	0	0%
HSAC Grant Expense	82-2537	0	0	0	1,500	1,500	100%
Advertising	82-2605	38	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	150	150	0	0%
Fuel - Vehicles	82-2852	328	566	200	150	(50)	- 25%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Vehicle Rental	82-2920	67	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	53	150	200	50	33%
Education And Training	82-2928	826	1,278	1,500	1,500	0	0%
Reimbursed Travel Expense	82-2930	379	1,107	600	600	0	0%
Community Connections	82-3085	158	0	0	0	0	0%
Indirect Cost Allocation	82-3210	4,900	4,500	12,700	15,500	2,800	22%
Materials & Services Totals:		16,566	14,304	37,450	27,400	(10,050)	- 26%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		129,903	131,810	283,980	270,960	(13,020)	- 4%

W I C Program

Mission Statement

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

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

Department Overview

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

Major Accomplishments

Provided nutrition group education from June to September at the River People Farmers Market.
Continued the Breastfeeding Coalition for the North Coast.
WIC staff serves as a compliance investigator assuring compliancy and integrity of WIC vendors.
Collaborated with the Healthy Families program.
Continued partnership with OSU Extension to provide food tastings and recipes to WIC families that can be purchased with their food vouchers.
Served an authorized caseload of 98% 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

Since FY-17-18 the WIC program has been receiving fewer federal dollars for staffing. Funding is based on utilization and as the utilization has gone down over the last 3 years, the WIC program has been downsized from 3 staff to 2. The federal funding will be about the same or a little higher due to the increased utilization by community members affected by the COVID pandemic for FY-20-21.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	32,260	2,500	(29,760)	- 92%
WIC Farmers Market	0	0	0	730	730	100%
WIC Grant	169,667	188,127	165,280	159,000	(6,280)	- 3%
OHSU Nutrition OR	0	0	0	0	0	0%
WIC Supplies	0	0	0	0	0	0%
Franchise Fees	380	380	380	380	0	0%
Rev. Refunds & Reim.	9	3,759	4,500	0	(4,500)	- 100%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	49,600	62,500	62,500	66,800	4,300	6%
Total Revenue:	219,656	254,767	264,920	229,410	(35,510)	- 13%
Total Unappropriated Budget:	(31,862)	28,637	0	0	0	0%
Total Budgeted Resources:	251,517	226,130	264,920	229,410	(35,510)	- 13%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	124,701	107,428	118,630	108,470	(10,160)	- 8%
Personnel Benefits	50,611	50,986	62,650	50,970	(11,680)	- 18%
Materials & Services	76,205	67,716	83,640	69,970	(13,670)	- 16%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	251,517	226,130	264,920	229,410	(35,510)	- 13%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Staff Assistant	0.55	0.55	0.45	0.10	(0.35)	- 77%
Public Health Nurse II	0.20	0.20	0.00	0.00	0.00	0%
Accountant II	0.05	0.05	0.00	0.00	0.00	0%
WIC Nutrition Aide	1.68	1.68	2.00	2.00	0.00	0%
Total Personnel:	2.48	2.48	2.45	2.10	(0.35)	- 14%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Numbers of women, infants, and children on authorized caseload	Count	1,134	1,150	1,050	1,000	850	800
Numbers of woman, infants, and children who participated in WIC	Count	1,134	1,100	1,005	995	890	850
Total dollars authorized to WIC retailers in Clatsop County		\$700,000					
Farm direct dollars to farmers in Clatsop County		\$5000					
Percentage of pregnant women in Clatsop County served by WIC	Percent	51%	51%	51%	60%	0%	0%
Percentage of participants attending nutrition education classes	Percent	65%	60%	55%	60%	0%	0%
Percent WIC moms who start out breastfeeding	Percent	85%	85%	89%	90%	0%	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	0	0	0	0	0	0%
Staff Assistant	82-1191	26,382	15,227	20,710	5,170	(15,540)	- 75%
Public Health Nurse II	82-1209	16,680	(1,297)	0	0	0	0%
Accountant II	82-1848	3,039	1,606	0	0	0	0%
WIC Nutrition Aide	82-1871	78,600	91,891	97,920	103,300	5,380	5%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	8,985	7,655	9,080	8,300	(780)	- 8%
Retirement	82-1955	22,072	17,450	22,120	20,080	(2,040)	- 9%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	13,437	20,337	25,230	17,950	(7,280)	- 28%
Dental Insurance	82-1965	1,699	1,981	2,370	1,620	(750)	- 31%
HSA Contribution	82-1966	3,613	2,696	2,900	2,200	(700)	- 24%
Benefits Admin Fees	82-1967	40	41	50	50	0	0%
Life Insurance	82-1970	185	180	200	160	(40)	- 20%
Salary Continuation Insur	82-1972	177	175	180	150	(30)	- 16%
S.A.I.F.	82-1975	258	323	400	350	(50)	- 12%
Unemployment	82-1980	146	148	120	110	(10)	- 8%
Personnel Services Totals:		175,312	158,414	181,280	159,440	(21,840)	- 12%
Materials & Services							
Telephones	82-2070	802	781	900	900	0	0%
Unapportioned Projects	82-2129	0	0	9,390	0	(9,390)	- 100%
Insurance	82-2200	1,991	976	1,180	1,890	710	60%
Maintenance - Equipment	82-2260	1,849	120	250	100	(150)	- 60%
General Equipment	82-2268	1,596	0	0	0	0	0%
Medical Supplies	82-2345	1,061	1,021	200	300	100	50%
WIC Supplies	82-2348	404	840	5,000	1,500	(3,500)	- 70%
Membership Fees And Dues	82-2370	130	120	180	180	0	0%
Office Supplies	82-2410	185	165	250	100	(150)	- 60%
Books And Periodicals	82-2413	0	0	40	0	(40)	- 100%
Postage And Freight	82-2419	1,974	1,647	1,200	1,200	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	1,472	1,754	800	500	(300)	- 37%
Prof And Spec Services	82-2450	0	500	0	0	0	0%
Office Furniture & Equipment	82-2454	5,358	3,895	0	0	0	0%
PC Equipment	82-2455	1,625	86	2,500	2,500	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Registered Dietician	82-2500	2,400	2,400	2,400	3,000	600	25%
JSI Research BF Award	82-2514	0	0	0	0	0	0%
OHSU Nutrition OR Exp	82-2538	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Advertising	82-2605	38	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	25	0	0	0	0%
Educational Materials	82-2777	0	0	50	0	(50)	- 100%
Fuel - Vehicles	82-2852	362	757	350	300	(50)	- 14%
Vehicle Rental	82-2920	95	155	250	0	(250)	- 100%
Vehicle Maintenance & Use	82-2923	1,045	441	500	500	0	0%
Education And Training	82-2928	320	0	200	200	0	0%
Reimbursed Travel Expense	82-2930	1,999	2,634	4,000	4,000	0	0%
Indirect Cost Allocation	82-3210	51,500	49,400	54,000	52,800	(1,200)	- 2%
Materials & Services Totals:		76,205	67,716	83,640	69,970	(13,670)	- 16%
Total Expenditures:		251,517	226,130	264,920	229,410	(35,510)	- 13%

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

This program is no longer tied to the federal Title X funding. The funding received by the program is derived from State General Funds. CCPH relies on this funding stream to conduct community outreach to increase utilization. The program is a fee-for-service program with clinic visits and birth control methods being paid for by the CCARE program. Over time, the program has seen fewer and fewer clients because of the advent of long-term birth control options. As patients utilize long-term birth control methods, they are not seen in our clinic from 3 to 10 years after receiving the method. The program is a billable service, so the more clients seen in the clinic, the more revenue we receive. We anticipate conducting more outreach to women of birthing age which will, in turn, create more clinic visits and revenue for the program.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	40,570	23,000	(17,570)	- 43%
Interest on Insurance Payments	0	0	0	0	0	0%
RH Community Participation - S	0	0	0	15,000	15,000	100%
RH Corrections Grant	0	0	0	0	0	0%
Fed. - Family Planning	15,334	3,992	0	0	0	0%
RH Community Participation	0	22,137	12,400	0	(12,400)	- 100%
Medicaid Match	70,640	62,642	56,500	0	(56,500)	- 100%
Family Planning Fees	2,672	1,660	2,500	1,500	(1,000)	- 40%
Public Health Donations	1,544	2,062	2,500	1,500	(1,000)	- 40%
CCARE Fees	45,970	57,390	64,000	50,000	(14,000)	- 21%
CCARE Drugs	12,972	14,765	15,000	15,000	0	0%
CCARE Lab Tests	997	1,247	1,500	1,500	0	0%
Vasectomy Revenue	0	3,200	3,000	0	(3,000)	- 100%
Vasectomy Revenue OVP	0	200	0	0	0	0%
Private Insurance Fees	12,061	9,713	10,000	10,000	0	0%
Omap Fees	5,370	4,141	5,000	5,000	0	0%
CCO Fees	28,915	21,530	22,000	20,000	(2,000)	- 9%
DMAP/CCO Drugs	14,340	9,146	5,000	5,000	0	0%
Screenwise	0	218	0	0	0	0%
CareOregon Stabilization Fund	0	0	0	0	0	0%
Franchise Fees	200	200	200	200	0	0%
OHSU HPV Vac Support	0	0	0	0	0	0%
American Cancer Soc. HPV Grant	7,500	2,500	0	0	0	0%
Rev. Refunds & Reim.	385	121	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer From General	22,630	15,000	15,000	67,580	52,580	350%
Total Revenue:	241,529	231,862	255,170	215,280	(39,890)	- 15%
Total Unappropriated Budget:	29,951	25,458	0	0	0	0%
Total Budgeted Resources:	211,578	206,404	255,170	215,280	(39,890)	- 15%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	76,588	63,685	80,890	81,120	230	0%
Personnel Benefits	27,712	23,906	33,690	39,660	5,970	17%
Materials & Services	107,278	118,813	140,590	94,500	(46,090)	- 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%
Total Expenditures:	211,578	206,404	255,170	215,280	(39,890)	- 15%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Staff Assistant	0.70	0.80	0.50	0.50	0.00	0%
Clinical Provider	0.00	0.54	0.60	0.40	(0.20)	- 33%
Public Health Nurse II	0.30	0.20	0.00	0.20	0.20	100%
Accountant II	0.20	0.20	0.00	0.00	0.00	0%
Total Personnel:	1.20	1.74	1.10	1.10	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Total number of clients served Count	550	500	400	400	0	0
Total number of clinical and lab services Count	2,000	2,350	2,250	2,050	0	0
Number of pregnancies averted based upon birth control methods used prior to and post clinic visit Count	110	115	150	160	0	0
Percent of clients Teens < 20 years served Percent	20%	20%	20%	25%	26%	33%
Percent of visits in which Emergency Contraception was dispense Percent	29%	30%	30%	25%	30%	35%
Percent of clients 150% below the poverty level Percent	18%	20%	20%	20%	30%	35%
Percent of uninsured clients for primary care Percent	59%	61%	62%	63%	30%	50%
Percent CT tests not meeting IPP screening criteria Percent	0%	0%	0%	0%	0%	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	0	0	0	0	0	0%
Staff Assistant	82-1191	32,749	24,381	24,680	25,530	850	3%
Clinical Provider	82-1201	21,364	32,476	56,210	39,990	(16,220)	- 28%
Community Health Project Manag	82-1203	0	0	0	0	0	0%
Public Health Nurse II	82-1209	11,736	1,427	0	15,600	15,600	100%
Accountant II	82-1848	8,599	5,095	0	0	0	0%
Health Promotion Specialist	82-1873	2,141	306	0	0	0	0%
Extra Help Chn I	82-1905	1,335	845	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	38	0	0	0	0	0%
F.I.C.A.	82-1950	5,724	4,605	6,190	6,210	20	0%
Retirement	82-1955	8,407	5,633	16,570	16,680	110	0%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	9,335	9,802	8,710	13,720	5,010	57%
Dental Insurance	82-1965	1,029	924	770	1,180	410	53%
HSA Contribution	82-1966	1,316	1,676	1,000	1,400	400	40%
Benefits Admin Fees	82-1967	28	29	30	30	0	0%
Life Insurance	82-1970	108	44	40	60	20	50%
Salary Continuation Insur	82-1972	88	60	40	50	10	25%
S.A.I.F.	82-1975	175	188	260	250	(10)	- 3%
Unemployment	82-1980	128	98	80	80	0	0%
Personnel Services Totals:		104,300	87,591	114,580	120,780	6,200	5%

Materials & Services

Telephones	82-2070	326	323	270	200	(70)	- 25%
Unapportioned Projects	82-2129	0	0	38,620	0	(38,620)	- 100%
Insurance	82-2200	498	592	660	710	50	7%
OCHIN Billing Fees	82-2225	11,071	10,541	9,210	8,500	(710)	- 7%
OCHIN EMR Billing	82-2226	1,405	1,295	1,220	1,000	(220)	- 18%
Lockbox Fees	82-2230	1,112	1,084	1,500	1,000	(500)	- 33%
License And Permit Fees	82-2240	38	166	100	100	0	0%
Maintenance - Equipment	82-2260	776	641	975	250	(725)	- 74%
Software Maintenance	82-2265	0	0	0	0	0	0%
General Equipment	82-2268	0	239	250	0	(250)	- 100%
Medicaid Reimbursement	82-2342	0	0	0	0	0	0%
Medical Supplies	82-2345	1,449	1,484	1,500	1,000	(500)	- 33%
Med Supplies Reimbursable	82-2346	30,698	25,218	25,000	25,000	0	0%
MAC Admin Fees	82-2350	378	510	560	560	0	0%
Membership Fees And Dues	82-2370	500	457	760	690	(70)	- 9%
Office Supplies	82-2410	256	260	200	250	50	25%
Books And Periodicals	82-2413	0	0	50	0	(50)	- 100%
Postage And Freight	82-2419	155	68	200	50	(150)	- 75%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Records And Forms	82-2422	35	37	50	50	0	0%
Printing And Reproduction	82-2425	1,079	1,373	500	700	200	40%
Prof And Spec Services	82-2450	12	1,160	0	0	0	0%
Office Furniture & Equipment	82-2454	302	1,516	0	0	0	0%
PC Equipment	82-2455	970	0	1,200	1,200	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%
Lab Services	82-2503	6,912	8,552	5,000	5,000	0	0%
Physical Exams	82-2505	0	0	0	0	0	0%
Vasectomy Services	82-2507	800	2,850	2,500	0	(2,500)	- 100%
Rep Health Outreach Grant Expe	82-2519	0	11,520	0	0	0	0%
American Cancer Soc. HPV Grant	82-2533	718	730	0	0	0	0%
RH Corrections Grant Expense	82-2547	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	225	230	240	240	0	0%
Advertising	82-2605	38	1,125	600	500	(100)	- 16%
Educational Materials	82-2777	58	907	75	100	25	33%
Fuel - Vehicles	82-2852	79	185	250	150	(100)	- 40%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	85	44	800	800	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	578	587	1,200	1,200	0	0%
Patient Refunds	82-3007	328	21	300	150	(150)	- 50%
Indirect Cost Allocation	82-3210	46,400	45,100	46,800	45,100	(1,700)	- 3%
Materials & Services Totals:		107,278	118,813	140,590	94,500	(46,090)	- 32%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		211,578	206,404	255,170	215,280	(39,890)	- 15%

Harm Reduction 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 Harm Reduction program has been branched off from the Community Health org unit (4110) to simplify the tracking of revenue and expenses. The Harm Reduction program serves the IDU population with harm reducing activities including a 1:1 syringe exchange, education, referral services for addiction treatment, and Naloxone training and kits.

Major Accomplishments

As of June 2020, the program has:

- Collected 726,389 dirty syringes;
- Provided 754 naloxone kits;
- Referred 54 people to treatment, and;
- Saved at least 127 lives.

Performance Measures

Number of lives saved
 Number of Naloxone kits and training provided
 Number of syringes exchanged

Budget Highlights

The Harm Reduction Program kicked off in October of 2017 after receiving approval by the Board of County Commissioners. The program is supported by 4 revenue streams. The State provides two funding streams through PE-27-4 and PE-27-5. These revenue streams cover the cost of staff providing naloxone training to groups and individuals. The State also provides funding from the HIV program for supplies. Finally, the program also receives funding from CP-CCO to help pay for supplies on an on-going basis.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	21,400	21,400	100%
HIV & STD Prevention Special	0	0	0	10,000	10,000	100%
Chronic Disease Grant	0	0	0	0	0	0%
Prescription Drug OD Preventio	0	0	95,000	95,000	0	0%
PE 07 HIV Prevention	0	0	0	0	0	0%
Columbia Co PH	0	0	0	0	0	0%
Harm Reduction/Naloxone Projec	0	0	0	100,000	100,000	100%
CLHO	0	0	0	0	0	0%
Columbia Health Services HR	0	0	0	0	0	0%
Friends of Columbia	0	0	40,650	0	(40,650)	- 100%
CPCCO CWIF Grant	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from General	0	0	0	0	0	0%
Total Revenue:	0	0	135,650	226,400	90,750	66%
Total Unappropriated Budget:	0	0	0	0	0	0%
Total Budgeted Resources:	0	0	135,650	226,400	90,750	66%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	49,040	105,800	56,760	115%
Personnel Benefits	0	0	25,580	65,030	39,450	154%
Materials & Services	0	0	61,030	55,570	(5,460)	- 8%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	0	0	135,650	226,400	90,750	66%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Health Director	0.00	0.00	0.10	0.10	0.00	0%
Staff Assisstant	0.00	0.00	0.10	0.25	0.15	150%
Public Health Nurse II	0.00	0.00	0.25	0.25	0.00	0%
Accountant II	0.00	0.00	0.10	0.10	0.00	0%
Health Prom Spec	0.00	0.00	0.00	0.60	0.60	100%
Prev Program Coordinator	0.00	0.00	0.05	0.25	0.20	400%
Total Personnel:	0.00	0.00	0.60	1.55	0.95	158%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of lives saved (est.)				50		
Number of syringes exchanged				285,000		
Number of Naloxone kits distributed				250		

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	0	0	11,210	12,170	960	8%
Staff Assistant	82-1191	0	0	4,880	12,910	8,030	164%
Public Health Nurse II	82-1209	0	0	22,940	20,560	(2,380)	- 10%
Accountant II	82-1848	0	0	6,100	6,380	280	4%
Health Prom Spec	82-1873	0	0	0	32,540	32,540	100%
Prev Program Coordinator	82-1882	0	0	3,910	21,240	17,330	443%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	0	0	3,750	8,120	4,370	116%
Retirement	82-1955	0	0	8,870	22,000	13,130	148%
Medical Waiver	82-1963	0	0	0	300	300	100%
Medical Insurance	82-1964	0	0	10,620	28,660	18,040	169%
Dental Insurance	82-1965	0	0	1,010	2,650	1,640	162%
HSA/FSA Contribution	82-1966	0	0	1,000	2,600	1,600	160%
Benefits Admin Fees	82-1967	0	0	20	10	(10)	- 50%
Life/AD&D Insurance	82-1970	0	0	50	170	120	240%
Salary Continuation Insur	82-1972	0	0	60	160	100	166%
S.A.I.F.	82-1975	0	0	150	250	100	66%
Unemployment	82-1980	0	0	50	110	60	120%
Personnel Services Totals:		0	0	74,620	170,830	96,210	128%
Materials & Services							
Telephones	82-2070	0	0	0	0	0	0%
Unapportioned Projects	82-2129	0	0	32,460	0	(32,460)	- 100%
Program Supplies	82-2140	0	0	20,000	45,000	25,000	125%
Insurance	82-2200	0	0	270	590	320	118%
Maintenance - Equipment	82-2260	0	0	2,600	4,000	1,400	53%
Membership Fees And Dues	82-2370	0	0	0	0	0	0%
Office Supplies	82-2410	0	0	100	100	0	0%
Postage And Freight	82-2419	0	0	0	0	0	0%
Printing And Reproduction	82-2425	0	0	100	500	400	400%
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	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
HIV & STD Prevention Special	82-2532	0	0	0	0	0	0%
CPCCO CWIF Grant Expenses	82-2545	0	0	0	0	0	0%
Columbia Co PH HR	82-2546	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	100	0	(100)	- 100%
Educational Materials	82-2777	0	0	100	0	(100)	- 100%

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	500	500	0	0%
Education And Training	82-2928	0	0	350	350	0	0%
Reimbursed Travel Expense	82-2930	0	0	1,750	1,750	0	0%
Indirect Cost Allocation	82-3210	0	0	2,700	2,780	80	2%
Materials & Services Totals:		0	0	61,030	55,570	(5,460)	- 8%
Total Expenditures:		0	0	135,650	226,400	90,750	66%

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

Facility opened in Feb 2020. Have held 2 events for residential HHW and 1 for commercial HHW.
 Received loan from Business Oregon to pay for site remediation - with \$60k to be forgiven at the end of construction
 Received \$100,000 in grants from the DEQ for construction

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

This program is funded through a "tipping fee" that is collected at the Transfer Station. No County general funds are utilized to support this org unit. For every 2000 pounds of garbage collected, the HHW Fund receives \$5. The funding then is sent to the County to place in the HHW fund to pay for 8 annual collection events that are required by the DEQ. The HHW events are conducted by CleanHarbors who specializes in hazardous waste collection and disposal.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	290,860	171,030	(119,830)	- 41%
DEQ HHWP Grant	0	0	77,000	0	(77,000)	- 100%
Energy Trust Incentives	2,500	0	0	0	0	0%
Environmental Inspections	0	0	0	0	0	0%
HHW Revenue	109,196	113,972	175,000	180,000	5,000	2%
Community Education	0	0	0	0	0	0%
HHW Development Loan	0	0	255,000	0	(255,000)	- 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%
Total Revenue:	111,696	113,972	797,860	351,030	(446,830)	- 56%
Total Unappropriated Budget:	78,742	(418,716)	0	0	0	0%
Total Budgeted Resources:	32,954	532,687	797,860	351,030	(446,830)	- 56%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	17,950	9,855	28,530	15,560	(12,970)	- 45%
Personnel Benefits	7,376	4,263	15,060	6,710	(8,350)	- 55%
Materials & Services	5,014	3,569	448,450	203,450	(245,000)	- 54%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	305,820	125,310	(180,510)	- 59%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	2,613	515,000	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	32,954	532,687	797,860	351,030	(446,830)	- 56%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Health Director	0.10	0.05	0.20	0.05	(0.15)	- 75%
Environmental Health Spec. I	0.10	0.05	0.00	0.10	0.10	100%
Accountant II	0.00	0.00	0.10	0.05	(0.05)	- 50%
Total Personnel:	0.20	0.10	0.30	0.20	(0.10)	- 33%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of community collection events.	Count	0	0	0	3	0	0
Number of community education activities or materials developed.	Count	0	0	0	3	0	0
Tons of HHW recycled	Count	0	0	0	0	0	0
Collection of recyclable and HHW materials at new facility	Percent	0%	0%	0%	0%	100%	0%
Decrease volume of PaintCare products taken at collection event from previous 3 year average.	Percent	10%	10%	10%	0%	50%	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	17,335	9,667	22,430	6,090	(16,340)	- 72%
Staff Assistant	82-1191	0	0	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	0	0	0	0%
Environmental Health Spec. II	82-1195	0	0	0	6,280	6,280	100%
Environmental Health Spec. I	82-1197	2	0	0	0	0	0%
Accountant II	82-1848	614	188	6,100	3,190	(2,910)	- 47%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	1,317	728	2,180	1,190	(990)	- 45%
Retirement	82-1955	2,289	1,370	5,160	2,820	(2,340)	- 45%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,101	1,903	6,310	2,050	(4,260)	- 67%
Dental Insurance	82-1965	323	192	600	330	(270)	- 45%
HSA Contribution	82-1966	100	0	600	200	(400)	- 66%
Benefits Admin Fees	82-1967	3	3	10	10	0	0%
Life/AD&D Insurance	82-1970	26	25	30	20	(10)	- 33%
Salary Continuation Insur	82-1972	30	6	50	20	(30)	- 60%
S.A.I.F.	82-1975	177	27	90	50	(40)	- 44%
Unemployment	82-1980	11	10	30	20	(10)	- 33%
Personnel Services Totals:		25,327	14,118	43,590	22,270	(21,320)	- 48%
Materials & Services							
Telephones	82-2070	534	647	340	250	(90)	- 26%
Unapportioned Projects	82-2129	0	0	298,420	0	(298,420)	- 100%
Program Supplies	82-2140	0	0	0	1,200	1,200	100%
Program Food	82-2141	0	0	0	0	0	0%
Insurance	82-2200	0	0	0	410	410	100%
License And Permit Fees	82-2240	0	0	0	0	0	0%
General Equipment	82-2268	0	0	75,000	0	(75,000)	- 100%
Maintenance S.I.G.	82-2300	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	180	180	400	500	100	25%
Office Supplies	82-2410	28	61	10,000	0	(10,000)	- 100%
Books And Periodicals	82-2413	0	0	800	0	(800)	- 100%
Postage And Freight	82-2419	0	0	240	200	(40)	- 16%
Printing And Reproduction	82-2425	516	981	1,500	500	(1,000)	- 66%
Prof And Spec Services	82-2450	0	300	0	0	0	0%
Office Furniture & Equipment	82-2454	1,966	0	0	0	0	0%
PC Equipment	82-2455	390	0	390	390	0	0%
Facility Development	82-2461	0	0	0	0	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	50,000	196,000	146,000	292%
Lab Services	82-2503	0	0	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Carryover	82-2513	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	2,500	0	(2,500)	- 100%
Advertising	82-2605	0	0	2,000	500	(1,500)	- 75%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	1,360	0	(1,360)	- 100%
Fuel - Equipment	82-2851	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	0	0	1,500	1,500	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0%
Utilities	82-2960	0	0	0	0	0	0%
Outreach/Education	82-3190	0	0	2,500	0	(2,500)	- 100%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,400	1,400	1,500	2,000	500	33%
Materials & Services Totals:		5,014	3,569	448,450	203,450	(245,000)	- 54%
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Debt Service							
Loan Paydown	82-2646	0	0	40,690	49,120	8,430	20%
Loan Interest	82-2647	0	0	5,130	5,870	740	14%
Internal Service Fund Loan	82-2649	0	0	260,000	70,320	(189,680)	- 72%
Debt Service Totals:		0	0	305,820	125,310	(180,510)	- 59%
Transfers Out							
Trans To Special Projects	82-8100	2,613	515,000	0	0	0	0%
Transfers Out Totals:		2,613	515,000	0	0	0	0%
Total Expenditures:		32,954	532,687	797,860	351,030	(446,830)	- 56%

Emergency Preparedness

Mission Statement

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

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

Department Overview

The integration of local public health preparedness measures with the existing local emergency operations plan. Improving our communicable disease control capacity, emergency preparedness and epidemiological response procedures.
The revenue for these functions and responsibilities is received through a federal grant administered by the State of Oregon.

Major Accomplishments

Successfully completed semi-annual program review.
Completed call-down exercise for staff, after hours, to ensure staff are reachable.
100% of all Public Health staff have completed NIMS ICS 100, 200, 700 and 800 training modules.
Used broadcast fax monthly for rapid dissemination of public health information to mitigate risk of outbreaks and other public health threats.
Updated all documentation to reflect PHEP Capability Measures.
Continued participation in the monthly LPHA emergency preparedness meetings.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

This program is funded by the State of Oregon through the Public Health Emergency Preparedness Program (PHEP, or PE-12). Generally, the State provides about \$77,000 annually for the program. The County Office of Emergency Management (OEM) and Public Health combined programs 3 years ago to reduce duplication of effort and to increase efficiency. This led to a \$47,000 transfer in FY 19-20 from PHEP in Public Health to the County Office of Emergency Management, which allocates funds for the personnel costs for a portion of FTE of the Emergency Services Coordinator to work on the Public Health Emergency Preparedness (PHEP) plan for the County.
For the 2020-21 FY there are significant increases in revenues and expenses to account for ongoing costs associated with monitoring and tracing the ongoing Covid-19 pandemic.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	26,040	0	(26,040)	- 100%
COVID19 Response	0	0	0	0	0	0%
PHEP COVID19 Response	0	0	0	0	0	0%
COVID19 Local Active Monitorin	0	0	0	181,130	181,130	100%
COVID19 Regional Active Monito	0	0	0	94,660	94,660	100%
B/T Preparedness	63,514	88,309	79,000	75,000	(4,000)	- 5%
PHER IV Funds for LHDs	0	0	0	0	0	0%
Franchise Fees	200	200	200	200	0	0%
Rev. Refunds & Reim.	723	0	0	0	0	0%
Donations from Trust Fund	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	64,437	88,509	105,240	350,990	245,750	233%
Total Unappropriated Budget:	(9,280)	13,237	0	0	0	0%
Total Budgeted Resources:	73,717	75,273	105,240	350,990	245,750	233%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	8,866	8,652	11,710	12,470	760	6%
Personnel Benefits	4,721	3,237	6,510	6,780	270	4%
Materials & Services	60,129	63,384	87,020	331,740	244,720	281%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	73,717	75,273	105,240	350,990	245,750	233%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Health Director	0.10	0.00	0.05	0.05	0.00	0%
Environmental Health Specialis	0.00	0.10	0.00	0.00	0.00	0%
Accountant II	0.05	0.05	0.10	0.10	0.00	0%
Total Personnel:	0.15	0.15	0.15	0.15	0.00	0%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Develop and implement preparedness exercises (real events count)	Count	3	3	3	3	0	0
Number of deaths related to PH emergency	Count	0	0	0	0	0	0
Percent of monthly PHEP conference calls made	Percent	90%	100%	100%	100%	100%	100%
Percent of Health Alert profiles up to date	Percent	100%	100%	100%	100%	100%	100%
Percent of monthly EPREP meetings made	Percent	90%	100%	100%	100%	100%	100%
Percent HAN of tests responded to	Percent	100%	100%	100%	100%	100%	100%
Percent of staff who reference PH emerg protocol	Percent	90%	100%	100%	100%	100%	100%
Percent of staff able to fill ICS positions	Percent	90%	100%	100%	100%	100%	100%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	(328)	2,855	5,610	6,090	480	8%
Staff Assistant	82-1191	1,413	36	0	0	0	0%
Environmental Health Superviso	82-1194	0	0	0	0	0	0%
Enviro Hlth Spec II	82-1195	0	0	0	0	0	0%
Environmental Health Specialis	82-1197	2,495	2,257	0	0	0	0%
Clinical Provider	82-1201	0	504	0	0	0	0%
Community Health Project Manag	82-1203	0	0	0	0	0	0%
Public Health Nurse II	82-1209	1,429	396	0	0	0	0%
Permit Technician I	82-1729	0	0	0	0	0	0%
Accountant II	82-1848	3,858	2,489	6,100	6,380	280	4%
Wic Nutrition Aide	82-1871	0	0	0	0	0	0%
Health Promotion Specialist	82-1873	0	0	0	0	0	0%
Prev Program Coordinator	82-1882	0	0	0	0	0	0%
Behavioral Health Specialist	82-1887	0	115	0	0	0	0%
Extra Help Chn I	82-1905	717	106	0	0	0	0%
Overtime	82-1945	25	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	707	649	900	950	50	5%
Retirement	82-1955	1,337	1,094	2,120	2,260	140	6%
Medical Waiver	82-1963	2	0	0	0	0	0%
Medical Insurance	82-1964	1,605	1,165	2,840	2,920	80	2%
Dental Insurance	82-1965	184	147	260	260	0	0%
HSA Contribution	82-1966	50	0	300	300	0	0%
Benefits Admin Fees	82-1967	9	9	10	10	0	0%
Life/AD&D Insurance	82-1970	0	11	10	10	0	0%
Salary Continuation Insur	82-1972	34	13	20	20	0	0%
S.A.I.F.	82-1975	38	25	40	40	0	0%
Unemployment	82-1980	13	18	10	10	0	0%
Personnel Services Totals:		13,587	11,889	18,220	19,250	1,030	5%
Materials & Services							
Telephones	82-2070	1,094	1,101	1,070	1,200	130	12%
Unapportioned Projects	82-2129	0	0	35,780	5,410	(30,370)	- 84%
Insurance	82-2200	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	173	0	0	0	0	0%
Software Maintenance	82-2265	43	0	0	0	0	0%
Medical Supplies	82-2345	296	223	500	0	(500)	- 100%
Membership Fees And Dues	82-2370	290	301	390	390	0	0%
Office Supplies	82-2410	67	19	150	150	0	0%
Postage And Freight	82-2419	2	0	50	0	(50)	- 100%
Printing And Reproduction	82-2425	71	125	150	100	(50)	- 33%
Prof And Spec Services	82-2450	0	300	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Office Furniture & Equipment	82-2454	277	0	0	0	0	0%
PC Equipment	82-2455	450	0	400	400	0	0%
ARRA Stimulus Grant	82-2457	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
EBOLA Emerg Prep	82-2485	0	0	0	0	0	0%
PHEP Emerg Prep	82-2487	48,203	52,840	40,000	40,000	0	0%
COVID19 Emerg Prep	82-2489	0	0	0	275,790	275,790	100%
Advertising	82-2605	0	0	70	0	(70)	- 100%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	56	210	0	0	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	0	0	300	300	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	508	1,165	1,160	1,000	(160)	- 13%
Indirect Cost Allocation	82-3210	8,600	7,100	7,000	7,000	0	0%
Materials & Services Totals:		60,129	63,384	87,020	331,740	244,720	281%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		73,717	75,273	105,240	350,990	245,750	233%

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 annual OSS Industry meetings
 New OSS permitting system (Accella) fully operational.
 Operation and Maintenance fully operational
 All service requests were completed within 3 days of submittal.
 Nearly 1000 permits were serviced.
 Nearly 1000 record requests were fulfilled.
 Approximately 120 failing or inadequate OSS were repaired.
 All records are being digitized.

Performance Measures

The Public Health Workplan is available for review.

Budget Highlights

This is a fee-based program that pays for the permitting of all on-site sewage activities in the County. There is currently only 1 qualified staff to conduct these inspections. Another staff person will complete the required training by the middle of 2021.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	145,210	111,200	(34,010)	- 23%
Public Records Request	2,156	3,188	4,000	2,100	(1,900)	- 47%
Short-Term Rental Application	7,200	8,100	6,500	3,150	(3,350)	- 51%
New Site Evaluation	38,555	56,781	40,000	36,750	(3,250)	- 8%
Commercial New Site Evaluation	2,103	1,582	700	2,100	1,400	200%
New Constr. Installation Permi	95,558	89,718	92,200	105,000	12,800	13%
Residential Repair & Alteratio	38,045	39,133	35,000	36,750	1,750	5%
Res Reinststate, Trans, Renewal	2,067	1,736	2,500	2,100	(400)	- 16%
Commercial New Construction	2,604	4,169	1,000	2,100	1,100	110%
Comm Repair, Alter, Author Per	0	1,039	1,000	0	(1,000)	- 100%
O&M Reports	480	390	250	0	(250)	- 100%
Annual Evaluation	6,960	6,808	7,500	6,300	(1,200)	- 16%
Pumper Truck Inspection	350	100	500	315	(185)	- 37%
Authorization Notices	1,738	1,533	1,000	525	(475)	- 47%
Mobile Hardship Renewal Author	331	0	0	0	0	0%
Land Use Record Review	840	0	1,400	0	(1,400)	- 100%
Rev. Refunds & Reim.	3	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	198,990	214,277	338,760	308,390	(30,370)	- 8%
Total Unappropriated Budget:	26,444	64,159	0	0	0	0%
Total Budgeted Resources:	172,546	150,118	338,760	308,390	(30,370)	- 8%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	98,399	81,368	123,210	186,330	63,120	51%
Personnel Benefits	39,614	33,274	60,750	85,340	24,590	40%
Materials & Services	34,534	35,477	154,800	36,720	(118,080)	- 76%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	172,546	150,118	338,760	308,390	(30,370)	- 8%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Health Director	0.35	0.15	0.30	0.60	0.30	100%
Staff Assistant	0.00	0.00	0.05	0.00	(0.05)	- 100%
Environmental Health Specialis	0.60	0.70	1.00	1.20	0.20	20%
Permit Technician	0.50	0.55	0.40	0.60	0.20	50%
Accountant II	0.05	0.15	0.00	0.00	0.00	0%
Total Personnel:	1.50	1.55	1.75	2.40	0.65	0%

Measures

Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of site evaluations	Count	120	110	125	135	150	150
Number of construction permits	Count	175	180	185	189	195	190
Number of reinstatements, transfers and renewals	Count	4	5	5	3	2	3
Number of authorization notices	Count	10	8	9	10	8	7
Number of repair permits	Count	55	62	65	85	100	100
Number of complaints about failed systems	Count	10	12	14	25	15	20
Number of record requests	Count	200	350	400	565	700	750
Number of technical assistance requests	Count	25	25	28	20	15	15
Number of attendees of "Septic Systems 101"	Count	200	45	35	54	120	125
Number of visits to OSS website	Count	300	300	300	300	350	300
Percent of failed system reports resolved	Percent	100%	100%	100%	100%	0%	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	20,166	25,870	33,640	73,040	39,400	117%
Staff Assistant	82-1191	0	0	2,440	0	(2,440)	- 100%
Environmental Health Superviso	82-1194	0	0	0	0	0	0%
Environmental Health Specialis	82-1195	2,391	0	0	0	0	0%
Environmental Health Specialis	82-1197	37,940	34,927	63,630	76,840	13,210	20%
Permit Technician	82-1729	29,738	17,456	23,500	36,450	12,950	55%
Accountant II	82-1848	8,165	3,113	0	0	0	0%
Extra Help	82-1941	0	0	0	4,000	4,000	100%
Overtime	82-1945	54	5	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	7,271	6,059	9,460	14,620	5,160	54%
Retirement	82-1955	12,336	11,058	22,390	34,580	12,190	54%
Medical Waiver	82-1963	146	318	480	720	240	50%
Medical Insurance	82-1964	15,084	13,024	23,730	24,640	910	3%
Dental Insurance	82-1965	1,858	1,336	2,130	3,100	970	45%
HSA Contribution	82-1966	2,050	854	1,700	2,400	700	41%
Benefits Admin Fees	82-1967	27	43	30	50	20	66%
Life/AD&D Insurance	82-1970	133	177	140	200	60	42%
Salary Continuation Insur	82-1972	165	59	170	260	90	52%
S.A.I.F.	82-1975	374	240	400	580	180	45%
Unemployment	82-1980	115	101	120	190	70	58%
Personnel Services Totals:		138,012	114,641	183,960	271,670	87,710	47%
Materials & Services							
Telephones	82-2070	648	635	700	800	100	14%
Unapportioned Projects	82-2129	990	0	111,760	0	(111,760)	- 100%
Program Supplies	82-2140	0	32	200	250	50	25%
Insurance	82-2200	2,434	1,583	1,710	1,360	(350)	- 20%
License And Permit Fees	82-2240	47	0	50	100	50	100%
General Equipment	82-2268	0	0	0	1,500	1,500	100%
Membership Fees And Dues	82-2370	23	44	230	230	0	0%
Office Supplies	82-2410	156	32	150	100	(50)	- 33%
Books And Periodicals	82-2413	205	165	250	300	50	20%
Postage And Freight	82-2419	669	906	1,000	500	(500)	- 50%
Printing And Reproduction	82-2425	346	422	500	500	0	0%
Prof And Spec Services	82-2450	398	300	500	500	0	0%
Office Furniture & Equipment	82-2454	1,834	14	0	0	0	0%
PC Equipment	82-2455	200	236	1,200	1,200	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Lab Services	82-2503	0	120	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Advertising	82-2605	0	0	200	0	(200)	- 100%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Meetings/ Hosting	82-2750	81	29	80	100	20	25%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	121	121	150	150	0	0%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	150	1,921	700	150	(550)	- 78%
Education And Training	82-2928	70	2,400	1,500	1,530	30	2%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	776	340	2,620	2,350	(270)	- 10%
Refunds and Returns	82-3204	287	678	1,000	1,000	0	0%
Indirect Cost Allocation	82-3210	25,100	25,500	30,300	24,100	(6,200)	- 20%
Materials & Services Totals:		34,534	35,477	154,800	36,720	(118,080)	- 76%
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		172,546	150,118	338,760	308,390	(30,370)	- 8%

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.
Completed 95% of all Food, Pol and Lodging inspections.
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 program is 100% fee-based. The program staff conduct inspections of licensed restaurants, public pools and spas, and hotels/motels and other travel accommodations. The program also receives approximately \$12,000 a year from the State to conduct inspections of small public water systems. Finally, staff in this program will conduct the TRL inspections since the revenue generated from the TRL licensing (estimated at \$22,000 annually) fees are placed in this program.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	120,950	2,630	(118,320)	- 97%
Tobacco Retailers Licensing Fe	0	0	0	22,000	22,000	100%
NEHA/NEARS Grant	0	0	0	0	0	0%
Short-Term Rental Application	0	0	0	0	0	0%
Bed & Breakfast	1,323	1,612	1,550	1,790	240	15%
Full Service	155,646	157,156	165,000	138,360	(26,640)	- 16%
Food Handler Cards	5,813	8,122	7,210	7,880	670	9%
Limited	1,548	1,935	2,580	2,630	50	1%
Mobile Units	4,763	5,510	6,180	6,300	120	1%
Temps	7,851	7,854	12,000	10,500	(1,500)	- 12%
Food Warehouses	129	0	210	220	10	4%
Pools	6,492	6,734	6,700	7,040	340	5%
Spas	3,330	3,150	3,610	3,780	170	4%
Organizational Camps	246	82	260	280	20	7%
RV Parks	3,515	3,698	4,120	4,300	180	4%
Tourist-Bed & Breakfast	773	656	830	890	60	7%
Traveler (Hotels/Motels)	8,651	8,947	9,270	9,710	440	4%
Drinking Water	6,266	8,367	11,200	10,000	(1,200)	- 10%
Day Cars	2,541	1,675	1,550	1,630	80	5%
Schools	2,514	2,720	1,550	1,630	80	5%
Plan Reviews	2,841	4,087	2,580	2,630	50	1%
Environmental Inspections	2,000	1,200	1,650	1,730	80	4%
Commissary Fees	1,620	1,296	1,340	1,420	80	5%
Franchise Fees	570	570	570	600	30	5%
Rev. Refunds & Reim.	2	0	1,500	1,000	(500)	- 33%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	218,434	225,371	362,410	238,950	(123,460)	- 34%
Total Unappropriated Budget:	(19,265)	(63,211)	0	0	0	0%
Total Budgeted Resources:	237,699	288,582	362,410	238,950	(123,460)	- 34%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	130,960	152,097	143,200	114,830	(28,370)	- 19%
Personnel Benefits	38,323	52,085	59,200	45,280	(13,920)	- 23%
Materials & Services	53,416	66,487	160,010	78,840	(81,170)	- 50%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	15,000	17,913	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	237,699	288,582	362,410	238,950	(123,460)	- 34%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Health Director	0.15	0.10	0.10	0.05	(0.05)	- 50%
Staff Assistant	0.00	0.00	0.05	0.00	(0.05)	- 100%
Environmental Health Spec. II	0.00	0.00	0.00	0.70	0.70	100%
Environmental Health Spec. I	1.75	1.95	1.80	0.80	(1.00)	- 55%
Permit Technician	0.40	0.35	0.50	0.30	(0.20)	- 40%
Accountant II	0.05	0.05	0.00	0.00	0.00	0%
Total Personnel:	2.35	2.45	2.45	1.85	(0.60)	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of food handler classes offered to community Count	24	24	24	12	0	0
Percent of semi & annual food service inspections completed out of total required Percent	100%	54%	92%	90%	0%	0%
Percent of temporary food events licensed out of total required to be licensed Percent	100%	100%	100%	100%	0%	0%
Percent of pool/spa inspections completed out of total required. Percent	100%	40%	97%	90%	0%	0%
Percent of contract required Drinking Water Surveys completed. Percent	100%	100%	100%	100%	0%	0%
Percent of Drinking Water System alerts and violations receiving a response. Percent	100%	100%	100%	100%	0%	0%
Improve rate of food service repeat inspections and failure to comply procedures. Percent	5%	25%	55%	75%	0%	0%
Improve Drinking Water survey deficiencies follow up process. Percent	75%	100%	100%	100%	0%	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Health Director	82-1086	15,922	7,436	11,210	6,090	(5,120)	- 45%
Staff Assistant	82-1191	96	206	2,440	0	(2,440)	- 100%
Environmental Health Superviso	82-1194	0	0	0	0	0	0%
Environmental Health Spec. II	82-1195	7,337	0	0	43,950	43,950	100%
Environmental Health Spec. I	82-1197	83,417	107,241	100,170	46,560	(53,610)	- 53%
Permit Technician	82-1729	21,012	35,356	29,380	18,230	(11,150)	- 37%
Accountant II	82-1848	3,177	1,858	0	0	0	0%
Extra Help	82-1941	0	0	0	4,000	4,000	100%
Overtime	82-1945	54	4	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,812	11,313	11,010	9,130	(1,880)	- 17%
Retirement	82-1955	13,633	18,415	26,050	21,590	(4,460)	- 17%
Medical Waiver	82-1963	453	882	720	480	(240)	- 33%
Medical Insurance	82-1964	10,427	16,816	17,430	6,370	(11,060)	- 63%
Dental Insurance	82-1965	1,278	2,152	1,540	2,170	630	40%
HSA Contribution	82-1966	1,450	1,404	1,400	700	(700)	- 50%
Benefits Admin Fees	82-1967	31	33	40	50	10	25%
Life/AD&D Insurance	82-1970	209	205	210	160	(50)	- 23%
Salary Continuation Insur	82-1972	207	237	190	140	(50)	- 26%
S.A.I.F.	82-1975	616	451	470	370	(100)	- 21%
Unemployment	82-1980	153	173	140	120	(20)	- 14%
Personnel Services Totals:		169,283	204,182	202,400	160,110	(42,290)	- 20%
Materials & Services							
Telephones	82-2070	1,745	4,072	2,400	3,000	600	25%
Unapportioned Projects	82-2129	174	0	78,030	0	(78,030)	- 100%
Program Supplies	82-2140	200	703	500	1,000	500	100%
Insurance	82-2200	1,494	2,925	3,270	3,560	290	8%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance - Equipment	82-2260	560	0	0	0	0	0%
General Equipment	82-2268	220	0	250	0	(250)	- 100%
Medical Supplies	82-2345	32	66	100	50	(50)	- 50%
Membership Fees And Dues	82-2370	183	203	400	400	0	0%
Office Supplies	82-2410	583	526	500	250	(250)	- 50%
Books And Periodicals	82-2413	0	0	0	200	200	100%
Postage And Freight	82-2419	903	960	750	750	0	0%
Printing And Reproduction	82-2425	893	720	500	500	0	0%
Prof And Spec Services	82-2450	0	300	0	0	0	0%
Office Furniture & Equipment	82-2454	2,054	0	0	0	0	0%
PC Equipment	82-2455	302	1,812	4,000	4,000	0	0%
Contract Personnel	82-2470	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Carryover	82-2513	0	0	0	0	0	0%
NEHA/NEARS Grant Expense	82-2514	0	0	0	0	0	0%
State Consultation Fee	82-2520	18,768	17,779	31,800	30,000	(1,800)	- 5%
Advertising	82-2605	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	16	0	0	0	0%
Educational Materials	82-2777	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	1,612	2,360	1,500	500	(1,000)	- 66%
Vehicle Rental	82-2920	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	132	968	1,000	500	(500)	- 50%
Education And Training	82-2928	590	625	510	630	120	23%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	1,608	4,633	2,500	1,000	(1,500)	- 60%
Outreach/Education	82-3190	0	0	0	0	0	0%
Refunds and Returns	82-3204	664	1,519	1,500	1,000	(500)	- 33%
Indirect Cost Allocation	82-3210	20,700	26,300	30,500	31,500	1,000	3%
Materials & Services Totals:		53,416	66,487	160,010	78,840	(81,170)	- 50%
Capital Outlay							
Automotive Equipment	82-4200	15,000	17,913	0	0	0	0%
Capital Outlay Totals:		15,000	17,913	0	0	0	0%
Total Expenditures:		237,699	288,582	362,410	238,950	(123,460)	- 34%

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

In June of 2019 it was decided by the Board of County Commissioners to allow the state to directly contract with provider's for these services rather than the county being the intermediary. Since the state does not run on the same FY as the county there was some processing of payments that occurred into the 2019/20 FY. Staff is budgeting a small amount of revenues and expenditures should the state have any payments that were delayed in processing that would need to be passed through to CBH. If the revenues are not received for such payments then no expenditures will occur.

Budget Highlights

This program has been turned over to the state to directly contract for services.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Mental Health Grant	0	0	0	0	0	0%
SE#257 Ancillary Services	330	120	500	0	(500)	- 100%
MHS Stewart RTF SE #37	4,278	0	17,110	0	(17,110)	- 100%
Self Directed Supp. SE#150	0	0	0	0	0	0%
Supp Svc-Long Term Care SE#151	460	0	0	0	0	0%
DD Case Mngmt SE #48	491,869	509,515	531,200	0	(531,200)	- 100%
Comprehensive Care SE #49	421	1,045	15,000	0	(15,000)	- 100%
Abuse Investigation Svc SE#55	59,775	59,775	60,000	0	(60,000)	- 100%
Clatsop DD Local Admin SE#2	175,486	114,557	281,800	0	(281,800)	- 100%
DD-Special Projects SE#57	0	8,550	5,000	25,000	20,000	400%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Total Revenue:	732,619	693,562	910,610	25,000	(885,610)	- 97%
Total Unappropriated Budget:	0	300	0	0	0	0%
Total Budgeted Resources:	732,619	693,262	910,610	25,000	(885,610)	- 97%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	732,619	693,262	910,610	25,000	(885,610)	- 97%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	732,619	693,262	910,610	25,000	(885,610)	- 97%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Special Payments							
SE #151 Supp Svc - Long Term C	82-3114	460	0	0	0	0	0%
Youth Innovation Grants	82-3116	330	120	500	0	(500)	- 100%
SE #150 Self directed Supp.	82-3121	0	0	0	0	0	0%
SE #48 DD case Mgmt	82-3124	491,869	544,248	531,200	0	(531,200)	- 100%
SE #157 Regional Crisis & Back	82-3126	4,278	0	17,110	0	(17,110)	- 100%
SE #49 Comprehensive Care	82-3127	421	1,045	15,000	0	(15,000)	- 100%
SE #55 Abuse Investigation Svc	82-3151	59,775	59,775	60,000	0	(60,000)	- 100%
SE #2 Clatsop DD Local Admin	82-3156	175,486	79,524	281,800	0	(281,800)	- 100%
SE#57 DD-Special Projects	82-3159	0	8,550	5,000	25,000	20,000	400%
Special Payments Totals:		732,619	693,262	910,610	25,000	(885,610)	- 97%
Total Expenditures:		732,619	693,262	910,610	25,000	(885,610)	- 97%

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. There is .8 FTE allocated to this program to help provide oversight of these mental health contracts as well as social service support to these programs. This position acts as a liaison to various community stakeholder groups to make sure that the needs and services are being met.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	91,550	128,520	36,970	40%
Interest On Investments	5,012	10,273	5,000	6,000	1,000	20%
SE#4 Aid & Assist Client Servi	0	0	0	7,000	7,000	100%
Mental Health Grant	0	0	0	0	0	0%
SE#13 School Based Mental Hlth	0	0	0	119,000	119,000	100%
SE#65 IDPF Intoxicated Driver	0	0	0	0	0	0%
SE#63 Peer Delivered Services	26,054	26,054	26,050	26,050	0	0%
Continuum of Care SE#66	92,535	92,535	92,550	412,500	319,950	345%
AD 81 Treatment	12,000	12,000	12,000	12,000	0	0%
NR Adult MH Svcs SE#20	203,527	203,527	203,600	203,600	0	0%
Reg Acute Psych Inpat SE#24	56,787	56,787	56,790	56,790	0	0%
SE#26A YAT EASA Svc-Non Res	18,733	18,733	18,730	84,500	65,770	351%
Adult Foster Care SE#34	16,065	0	0	0	0	0%
Comm Crisis-Adult/Child SE#25	270,990	924,064	1,170,000	1,170,000	0	0%
Residential Trmt Svcs SE#28	0	71,033	0	0	0	0%
PSRB Trmt & Spvsn SE#30	0	0	0	0	0	0%
Old/Dsblld Adult MH Svcs SE#35	17,122	17,122	17,120	17,120	0	0%
MHS Special Projects SE #37	151,917	324,823	317,540	114,070	(203,470)	- 64%
SE#36 PASARR	0	0	2,500	2,500	0	0%
SE#38 Supportive Employment	25,750	25,750	25,750	25,750	0	0%
SE#37 ACTS	0	0	0	0	0	0%
SE#37 Mobile Crisis	0	0	0	0	0	0%
SE#60 IDPF	14,406	39,406	0	0	0	0%
Local Administration SE#1	53,105	53,105	53,110	53,110	0	0%
SE#3 Local Admin	660	660	0	660	660	100%
Friends of Columbia	40,000	0	0	0	0	0%
Rev. Refunds & Reim.	0	543	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	1,004,662	1,876,415	2,092,290	2,439,170	346,880	16%
Total Unappropriated Budget:	58,891	15,823	0	0	0	0%
Total Budgeted Resources:	945,771	1,860,591	2,092,290	2,439,170	346,880	16%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	25,778	31,093	46,000	52,170	6,170	13%
Personnel Benefits	10,211	13,890	28,290	20,780	(7,510)	- 26%
Materials & Services	3,897	3,774	7,300	6,870	(430)	- 5%
Special Payments	905,885	1,811,834	1,942,630	2,250,880	308,250	15%
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	68,070	108,470	40,400	59%
Total Expenditures:	945,771	1,860,591	2,092,290	2,439,170	346,880	16%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Behavioral Health Specialist	0.00	0.80	0.80	0.80	0.00	0%
Total Personnel:	0.00	0.80	0.80	0.80	0.00	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Director of Health	82-1086	0	1,002	0	0	0	0%
Prev Program Coordinator	82-1882	12,632	0	0	0	0	0%
Behavioral Health Specialist	82-1887	13,146	30,092	46,000	52,170	6,170	13%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	1,868	2,223	3,520	3,990	470	13%
Retirement	82-1955	1,795	1,448	8,330	9,440	1,110	13%
Medical Insurance	82-1964	4,588	7,096	13,430	6,490	(6,940)	- 51%
Dental Insurance	82-1965	447	642	1,170	590	(580)	- 49%
HSA Contribution	82-1966	1,315	2,258	1,600	0	(1,600)	- 100%
Benefits Admin Fees	82-1967	0	0	0	0	0	0%
Life/AD&D Insurance	82-1970	57	58	60	80	20	33%
Salary Continuation Insur	82-1972	68	90	60	60	0	0%
S.A.I.F.	82-1975	36	46	70	80	10	14%
Unemployment	82-1980	36	30	50	50	0	0%
Personnel Services Totals:		35,989	44,983	74,290	72,950	(1,340)	- 1%
Materials & Services							
Telephones	82-2070	0	0	0	520	520	100%
Program Supplies	82-2140	0	479	500	700	200	40%
Insurance	82-2200	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	35	0	0	0	0	0%
Postage And Freight	82-2419	13	57	0	0	0	0%
Printing And Reproduction	82-2425	2	46	100	100	0	0%
PC Equipment	82-2455	0	0	1,200	1,200	0	0%
Administration	82-2475	598	0	0	0	0	0%
Fuel - Vehicles	82-2852	164	116	0	0	0	0%
Education And Training	82-2928	35	0	1,500	500	(1,000)	- 66%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	251	177	1,000	750	(250)	- 25%
Indirect Cost Allocation	82-3210	2,800	2,900	3,000	3,100	100	3%
Materials & Services Totals:		3,897	3,774	7,300	6,870	(430)	- 5%
Special Payments							
SE#4 Aid & Assist Client Servi	82-3103	0	0	0	7,000	7,000	100%
SE#5 Assertive Comm Trmt Svcs	82-3104	0	0	0	0	0	0%
Mental Health 2145 Match	82-3105	0	0	0	119,000	119,000	100%
SE#65 IDPF Intoxicated Driver	82-3106	0	0	0	0	0	0%
SE# 63 Peer Delivered Services	82-3107	26,054	26,054	26,050	26,050	0	0%
SE#66 ITRS Funds	82-3108	0	0	0	412,500	412,500	100%
SE#66 Sub Disorder Tx	82-3112	92,535	92,535	92,550	0	(92,550)	- 100%
Adult Foster Care SE#34	82-3143	16,065	0	0	0	0	0%
SE#60 IDPF	82-3157	14,406	39,406	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
SE #20 NR Adult MH Svcs	82-3163	203,527	203,527	203,600	203,600	0	0%
SE#38 Supportive Employment	82-3167	25,750	25,750	25,750	25,750	0	0%
SE#26A YAT EASA Non Res	82-3168	18,733	18,733	18,730	84,500	65,770	351%
SE #24 Reg Acute Psych Inpat	82-3170	56,787	56,787	56,790	56,790	0	0%
SE #25 Comm Crisis-Adult/Child	82-3172	270,990	924,064	1,170,000	1,170,000	0	0%
SE #28 Residential Trmt Svcs	82-3173	0	71,033	0	0	0	0%
SE #35 Old/Dsbl'd Adlt MH Svcs	82-3175	17,122	17,122	17,120	17,120	0	0%
SE #37 MHS Special Projects	82-3176	151,917	324,823	317,540	114,070	(203,470)	- 64%
SE#36 PASARR	82-3177	0	0	2,500	2,500	0	0%
SE#81 Problem Gambling Tx Serv	82-3181	12,000	12,000	12,000	12,000	0	0%
Special Payments Totals:		905,885	1,811,834	1,942,630	2,250,880	308,250	15%
Contingencies							
Appropriation for Contin.	82-9900	0	0	68,070	108,470	40,400	59%
Contingencies Totals:		0	0	68,070	108,470	40,400	59%
Total Expenditures:		945,771	1,860,591	2,092,290	2,439,170	346,880	16%

Drug & Alcohol Prevention

Mission Statement

The drug and alcohol prevention unit supports the mission of the Clatsop County Department of Public Health by providing information and services to residents that are relevant and timely to assure the community's health.

Department Overview

The function of the Prevention Unit is to reduce common risk factors for alcohol abuse, drug use, problem gambling, mental illness, while also increasing protective factors which build resistance and resiliency. Prevention services in Clatsop County include community mobilization, policy development, parenting education, youth skill building programs and community outreach and education.

Major Accomplishments

Tobacco Retail Licensure was passed by the Board of County Commissioners and is in the process of being adopted by municipalities. TRL is an evidence based strategy to reduce youth access to and initiation of tobacco and nicotine use.

Kaleidoscope Play and Learn was implemented in a partnership with the Early Learning Hub and Warrenton School District/Warrenton Prep. Preschool. KPL is a interactive workshop for caregivers and their children ages 0-5 that provides opportunities for attachment and school preparedness.

Through additional funding from Oregon Health Authority, we implemented the Reflect, Resource, Renew campaign for gambling disorder. This campaign helps reduce stigma and increases awareness around problem gambling.

Performance Measures

As of this printing, 11 families have engaged in Kaleidoscope Play and Learn, an interactive parenting engagement project designed to teach parents how to help their young children learn through play. 100% of parents reported that the workshop was helpful.

Three schools were trained to implement My Future My Choice, a comprehensive and trauma informed sexuality education program for 6th grade. This program is the only developed curriculum that meets all Oregon Department of Education education standards for sexual health.

Budget Highlights

The 2020-2021 budget reflects the elimination of \$67,000.00 from the Oregon Parenting Education Collaborative grant funding. Clatsop County Public Health will no longer act as the lead fiduciary agency for this collaborative, but will offer direct services through pass-through funding by the new coordinating agency and other grant funds.

Marijuana tax revenue were decreased by 83%, down a projected \$8,300.00 in 2020-2021 from a projected \$50,000.00 in 2019-2020 due to a re-direction of these funds by the State.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	186,000	17,450	(168,550)	- 90%
St. - Marijuana Tax	95,183	0	50,000	8,000	(42,000)	- 84%
Prevention Svcs SE#70	45,938	76,563	61,500	7,470	(54,030)	- 87%
AD 80 Prevention	35,500	20,500	20,500	20,500	0	0%
Juv Crime Prevent	0	0	0	0	0	0%
OSU-DHS Grant	0	0	0	0	0	0%
Hub Contract	67,500	77,500	67,500	0	(67,500)	- 100%
My Future My Choice Grant	2,647	6,294	10,000	25,000	15,000	150%
SE#70/PE36 Prev. Svcs - Feder	0	0	0	50,680	50,680	100%
Alcohol/Drug TX	20,268	21,186	20,000	33,000	13,000	65%
Program Services	45,648	18,828	0	15,000	15,000	100%
Franchise Fees	280	280	280	280	0	0%
Rev. Refunds & Reim.	205	52	0	0	0	0%
Place Matters	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	313,168	221,202	415,780	177,380	(238,400)	- 57%
Total Unappropriated Budget:	123,829	(17,333)	0	0	0	0%
Total Budgeted Resources:	189,339	238,535	415,780	177,380	(238,400)	- 57%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	72,716	107,443	156,170	98,890	(57,280)	- 36%
Personnel Benefits	38,376	45,903	96,360	39,800	(56,560)	- 58%
Materials & Services	78,247	85,188	163,250	38,690	(124,560)	- 76%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	189,339	238,535	415,780	177,380	(238,400)	- 57%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Accountant II	0.00	0.00	0.00	0.05	0.05	100%
Health Promotion Specialist	0.00	0.00	1.00	0.20	(0.80)	- 80%
Prev Program Coordinator	1.00	1.00	1.00	0.60	(0.40)	- 40%
Prevention Specialist	0.67	1.00	1.00	0.00	(1.00)	- 100%
Total Personnel:	1.67	2.00	3.00	0.85	(2.15)	- 71%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number parents/adults served	Count	800	579	822	500	200	0
Number youth/children served	Count	1,000	315	2,838	1,750	450	0
Number leadership opportunities or TA on prevention practices	Count	20	23	30	50	20	0

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Accountant II	82-1848	0	0	0	3,190	3,190	100%
Health Promotion Specialist	82-1873	0	0	52,450	44,720	(7,730)	- 14%
Prev Program Coordinator	82-1882	54,441	72,466	62,600	50,980	(11,620)	- 18%
Prevention Specialist	82-1883	16,161	34,607	40,120	0	(40,120)	- 100%
Parent Educators	82-1884	1,996	370	1,000	0	(1,000)	- 100%
Child Care Provider	82-1885	118	0	0	0	0	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	0	0	0	0%
F.I.C.A.	82-1950	5,001	7,905	11,950	7,560	(4,390)	- 36%
Retirement	82-1955	9,043	11,803	32,590	11,740	(20,850)	- 63%
Medical Waiver	82-1963	124	0	0	0	0	0%
Medical Insurance	82-1964	18,637	20,097	41,670	16,770	(24,900)	- 59%
Dental Insurance	82-1965	1,968	3,318	5,540	1,570	(3,970)	- 71%
HSA Contribution	82-1966	2,998	2,000	3,600	1,350	(2,250)	- 62%
Benefits Admin Fees	82-1967	70	48	60	50	(10)	- 16%
Life/AD&D Insurance	82-1970	133	187	230	80	(150)	- 65%
Salary Continuation Insur	82-1972	204	288	320	150	(170)	- 53%
S.A.I.F.	82-1975	81	143	240	430	190	79%
Unemployment	82-1980	117	115	160	100	(60)	- 37%
Personnel Services Totals:		111,092	153,347	252,530	138,690	(113,840)	- 45%
Materials & Services							
Telephones	82-2070	232	162	1,400	1,900	500	35%
Unapportioned Projects	82-2129	0	0	61,630	2,460	(59,170)	- 96%
Program Supplies	82-2140	1,196	494	3,000	500	(2,500)	- 83%
Program Food	82-2141	26	152	2,000	0	(2,000)	- 100%
Program Activity	82-2142	3,004	0	3,000	0	(3,000)	- 100%
Facilities Rental	82-2143	200	0	200	0	(200)	- 100%
Juvenile Crime Prevention	82-2144	0	0	0	0	0	0%
Place Matters Expense	82-2145	0	0	0	0	0	0%
Parent Workshop	82-2148	0	0	2,000	0	(2,000)	- 100%
HUB-OPEC Expenses	82-2149	7,733	20,893	7,710	0	(7,710)	- 100%
Insurance	82-2200	996	1,184	1,360	1,360	0	0%
Maintenance - Equipment	82-2260	0	0	0	0	0	0%
Software Maintenance	82-2265	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	0	150	320	0	(320)	- 100%
Office Supplies	82-2410	499	774	500	0	(500)	- 100%
Books And Periodicals	82-2413	0	0	0	0	0	0%
Postage And Freight	82-2419	2	104	70	0	(70)	- 100%
Printing And Reproduction	82-2425	18	12	100	250	150	150%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
PC Equipment	82-2455	260	1,033	1,540	1,540	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Contractual Services	82-2471	42,569	40,017	47,420	0	(47,420)	- 100%
Advertising	82-2605	0	0	0	3,500	3,500	100%
Fuel - Vehicles	82-2852	141	49	100	500	400	400%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	545	115	1,500	200	(1,300)	- 86%
Reimbursed Travel Expense	82-2930	2,183	1,630	5,800	1,000	(4,800)	- 82%
OSU-DHS Grant Expense	82-2977	0	0	0	0	0	0%
My Future My Choice Expenses	82-2980	181	918	5,000	2,000	(3,000)	- 60%
Parenting Education	82-3111	1,563	0	0	0	0	0%
Indirect Cost Allocation	82-3210	16,900	17,500	18,600	23,480	4,880	26%
Materials & Services Totals:		78,247	85,188	163,250	38,690	(124,560)	- 76%
Total Expenditures:		189,339	238,535	415,780	177,380	(238,400)	- 57%

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 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	18,640	186,180	167,540	898%
Total Revenue:	0	0	18,640	186,180	167,540	0%
Total Unappropriated Budget:	0	0	0	0	0	0%
Total Budgeted Resources:	0	0	18,640	186,180	167,540	898%

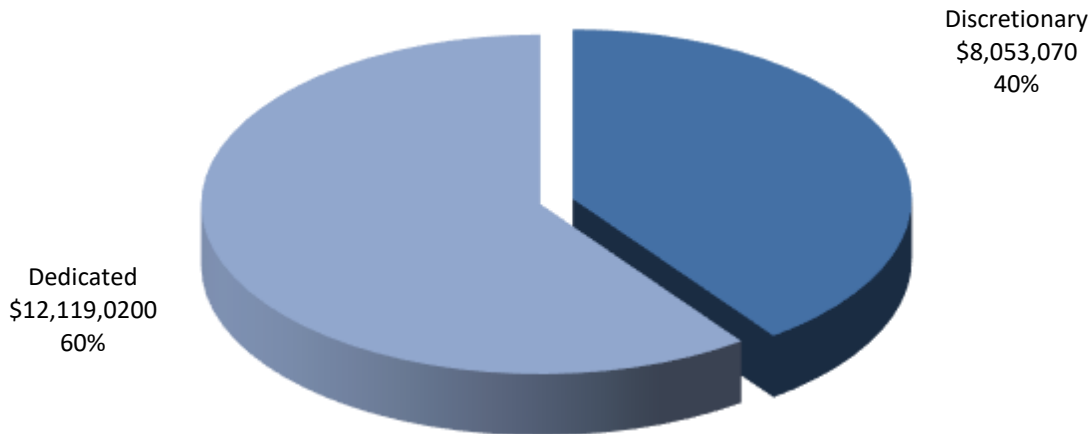
Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	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	18,640	186,180	167,540	898%
Total Expenditures:	0	0	18,640	186,180	167,540	898%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
NA	82-1000	0	0	0	0	0	0%
Personnel Services Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	18,640	0	(18,640)	- 100%
Appropriation for Contin.	82-9968	0	0	0	9,600	9,600	100%
Appropriation for Contin.	82-9969	0	0	0	139,580	139,580	100%
Appropriation for Contin.	82-9970	0	0	0	0	0	0%
Appropriation for Contin.	82-9974	0	0	0	37,000	37,000	100%
Appropriation for Contin.	82-9975	0	0	0	0	0	0%
Contingencies Totals:		0	0	18,640	186,180	167,540	898%
Total Expenditures:		0	0	18,640	186,180	167,540	898%

Clatsop County Functions/Programs Budget General Government 2020-2021 Total \$20,172,090



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

Board of Commissioners	Budget & Finance
Board of Property Tax Appeals	Information Systems
Assessment & Taxation	Building & Grounds
Property Management	Dues & Special Assessments
Clerk - Admin & Elections	General Fund Stabilization
Clerk - Recordings	Transfers to Other Funds
Clerk Archived Records	Approp. for Contingency 1
County Manager	GF Stabilization
Human Resources	Insurance Reserve
County Counsel	Debt Service
	Bond & UAL Reserve Fund

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

Board Of Commissioners

Mission Statement

Neighbor to neighbor, serving Clatsop County with integrity, honesty, and respect.

Department Overview

The five member Board of Commissioners is the elected governing body of the county government pursuant to the County Charter. The Board is responsible for adopting all local laws known as ordinances, determining county policy on a wide range of issues, adopting the annual budget, determining the amount of the property tax levy, establishing county goals, representing the county in state legislation and affairs with other governments agencies and employing a County Manager and County Counsel. The Board also serves as the governing body of four special service districts including: 4-H and Extension; Road District #1; Westport Sewer; and the Rural Law Enforcement Districts. The Board conducts its business in public meetings held on the second and fourth Wednesdays of each month in the county seat of Astoria at the Judge Guy Boyington Building.

Major Accomplishments

- The Board began a nine month Strategic Plan process.
- Hired a County Manager.
- Approved Fort George Enterprise Zone.
- Began the Comprehensive Plan process.
- Sponsored the First Annual Arts Summit.
- Passed Tobacco Retail License Ordinance.
- Approved Fairgrounds local option levy renewal.
- Drafted Dark Skies Ordinance.

Budget Highlights

The FY 2020/21 Budget

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Franchise Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	63	39	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	84,901	100,479	170,050	176,930	6,880	4%
Total Revenue:	84,964	100,518	170,050	176,930	6,880	4%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	62,950	62,950	0	0%
Materials & Services	84,964	100,518	107,100	113,980	6,880	6%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	84,964	100,518	170,050	176,930	6,880	4%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Medical Insurance	82-1964	0	0	62,950	62,950	0	0%
HSA/FSA Contribution	82-1966	0	0	0	0	0	0%
Life/AD&D 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%
Personnel Services Totals:		0	0	62,950	62,950	0	0%
Materials & Services							
Telephones	82-2070	1,985	3,514	2,400	3,300	900	37%
Membership Fees And Dues	82-2370	100	174	100	250	150	150%
Office Supplies	82-2410	15	157	100	200	100	100%
Books And Periodicals	82-2413	20	15	0	0	0	0%
Postage And Freight	82-2419	1,493	1,190	1,400	1,350	(50)	- 3%
Printing And Reproduction	82-2425	321	131	300	300	0	0%
Contractual Services	82-2471	0	11,695	1,200	2,000	800	66%
Publi. And Legal Notices	82-2600	80	206	100	0	(100)	- 100%
Meetings/ Hosting	82-2750	0	126	0	4,400	4,400	100%
Fuel - Vehicles	82-2852	3,405	4,363	3,500	5,400	1,900	54%
Reimbursable Expense	82-2883	0	0	0	0	0	0%
Floral Arrangements	82-2909	0	42	0	0	0	0%
Vehicle Rental	82-2920	63	0	0	0	0	0%
Education And Training	82-2928	2,650	3,345	4,000	6,000	2,000	50%
Miscellaneous Expense	82-2929	100	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	5,522	6,350	22,700	15,000	(7,700)	- 33%
Commissioners - Per Diem	82-2931	69,210	69,210	71,300	75,780	4,480	6%
Materials & Services Totals:		84,964	100,518	107,100	113,980	6,880	6%
Capital Outlay							
Computer Equipment	82-4907	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		84,964	100,518	170,050	176,930	6,880	4%

Brd of Property Tax Appeal

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk handles all of the administrative duties of the Board of Property Tax Appeals (BoPTA), starting with the appointment of the BoPTA members, and serves as the liaison between the BoPTA Board members, taxpayers, and the Assessor. BoPTA is comprised of a three-person board (plus one alternate) that first convenes in February and adjourns no later than April 15. BoPTA hears petitions from taxpayers who disagree with their property value and are appealing for the reduction of the real market value of their property. The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer. The County Clerk is officially the Clerk of the Board of Property Tax Appeals; Clatsop County designates a member of the Clerk & Elections staff to serve as BoPTA Clerk. The BoPTA Clerk accepts petitions, schedules hearings, and provides administrative assistance to the Board of Property Tax Appeals process.

Major Accomplishments

Three BoPTA board members were appointed. Forty-eight (48) Property tax petitions were received. Twentynine (29) petitions were withdrawn. Eight (8) petitions were rejected for missing items. Two (2) petitions were stipulated. Nine (9) hearings will be held.

Performance Measures

The County Clerk will adhere to applicable Oregon Revised Statutes, Oregon Administrative Rules and Department of Revenue directives.

All petitions will be reviewed within one day of receipt and referred to the Assessor for review.

All defective petitions will be returned to petitioner within two days of receipt with clear indication of the deficiencies.

All requested hearings will be held prior to April 15.

All orders prepared for BoPTA will be finalized within 10 days of the last hearing.

Budget Highlights

This is a status quo budget unit except for personnel services costs of benefits.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Board of Property Tax filing f	385	280	530	700	170	32%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	29,833	31,238	35,390	37,010	1,620	4%
Total Revenue:	30,218	31,518	35,920	37,710	1,790	4%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	20,789	20,907	21,960	23,270	1,310	5%
Personnel Benefits	8,026	9,729	11,700	12,240	540	4%
Materials & Services	1,403	882	2,260	2,200	(60)	- 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	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	30,218	31,518	35,920	37,710	1,790	4%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
County Clerk	0.10	0.10	0.10	0.10	0.00	0%
Staff Assistant	0.25	0.25	0.25	0.25	0.00	0%
Total Personnel:	0.35	0.35	0.35	0.35	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of petitions filed Count	33	29	13	10	48	20
Number of petitions stipulated Count	13	3	3	2	2	2
Number of petitions withdrawn by appellant Count	3	10	1	1	29	2
Number of orders prepared Count	17	16	7	7	9	18
Number of orders amended Count	0	0	0	0	0	0
Percent of orders prepared within 10 days of last meeting Percent	100%	100%	100%	100%	100%	100%
Percent of orders that need to be amended Percent	0%	0%	0%	0%	0%	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
County Clerk	82-1021	9,483	8,709	9,470	10,360	890	9%
Staff Assistant	82-1191	11,305	12,198	12,490	12,910	420	3%
Overtime	82-1945	0	0	400	400	0	0%
Performance Pay	82-1948	0	348	0	0	0	0%
F.I.C.A.	82-1950	1,566	1,566	1,730	1,830	100	5%
Retirement	82-1955	4,365	4,791	6,040	6,400	360	5%
Medical Waiver	82-1963	340	300	300	300	0	0%
Medical Insurance	82-1964	1,242	2,010	2,320	2,380	60	2%
Dental Insurance	82-1965	178	402	590	590	0	0%
HSA Contribution	82-1966	217	200	200	200	0	0%
Benefits Admin Fees	82-1967	0	0	0	10	10	100%
Life Insurance	82-1970	30	30	30	30	0	0%
Salary Continuation Insur	82-1972	40	39	40	40	0	0%
S.A.I.F.	82-1975	27	27	30	40	10	33%
Unemployment	82-1980	23	16	20	20	0	0%
Personnel Services Totals:		28,815	30,636	33,660	35,510	1,850	5%
Materials & Services							
Telephones	82-2070	110	101	180	100	(80)	- 44%
Office Supplies	82-2410	0	0	70	70	0	0%
Postage And Freight	82-2419	3	5	50	50	0	0%
Printing And Reproduction	82-2425	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	57	80	80	0	0%
Fuel - Vehicles	82-2852	311	21	300	150	(150)	- 50%
Education And Training	82-2928	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	79	23	80	50	(30)	- 37%
Per Diem	82-2936	900	675	1,500	1,700	200	13%
Materials & Services Totals:		1,403	882	2,260	2,200	(60)	- 2%
Total Expenditures:		30,218	31,518	35,920	37,710	1,790	4%

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 2019-20 real market roll value of \$9,969,917,276 reflects an increase of almost 6% from the prior year, while the 2019-20 assessed value of \$6,535,963,525 represents a 3.6% increase overall. The total taxes certified for collection were \$90,913,133.83

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.

TRANSIENT ROOM TAX: Collection and distribution of Transient Room taxes, administrative management of all Clatsop County Short Term Rental Permits.

Major Accomplishments

Certified the 2019-20 Tax Roll of \$90,913,133.83.

Successfully transitioned to new in-house payment processing software and scanning equipment. Processed all November 15, 2019 postmarked property tax payments timely; which, equaled approximately 27,276 payments for a total of \$60,805,066.06 by the date of November 25th, 2019. Tax Collection continues to use the most efficient and cost effective means to collect and process tax payments. 2019 online payment processing grew by 55% compared to the amount of online payments processed just three years ago in 2017.

Distributed 96.8% of tax collections to over 60 taxing districts per ORS 311.385 by end of fiscal year. The percentage of collections has remained steady.

Successfully collaborated with IT and launched the new "Property Info" web application which provides a searchable online database to the public containing valuable assessment and property tax information. The go-live deadline was achieved prior to tax roll certification and gave the public access to real-time 2019-20 tax data upon completion of certification.

Short Term Rental/Transient Room Tax Collections continue to grow as staff continuously works to fine-tune processes and procedures associated with the reporting, remitting and distributing of these funds. Within the first year of the implementation of the County-wide 1% lodging tax, staff processed almost 4,000 returns totaling \$2,169,501.20 in collections (January 1, 2019 through January 31, 2020).

The Appraisal staff completed 1,242 Residential and 346 Commercial/Industrial re-appraisals in Astoria and 2,684 building permits and special project accounts were processed countywide. Additionally, 136 BOPTA appeals were reviewed and 4 accounts appealed with the Magistrate or Oregon Tax Court.

With the retirement of our longtime Commercial/Industrial appraiser, an internally promoted appraiser will be trained and mentored by the Data Analyst and Appraisal Supervisor. A new Property Appraiser 1 has also been hired.

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

The 2019-20 year proved to be a season of change as the department successfully transitioned to in-house tax payment processing, went live with public access to assessment and taxation data online, managed the extensive growth in Transient Room Tax collections; all the while continuing to offer quality service to the public. The 2020-21 year does not appear to be any different as the department continues to undergo changes. This year there will be structural security changes made to the office, property tax e-statements will be made available for the 2020/21 tax year, and staff continues to work closely in collaboration with IT and other departments on website application enhancements, code enforcement/foreclosure property issues, and short term rental permit processes.

Analysis of the Assessment & Taxation applications continues looking for improvements and efficiencies. Mobile Application tablets with already aged technology will be replaced. A model with a more reliable camera is being considered.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Other Taxes	17,369	18,656	15,000	15,000	0	0%
Land Sales/cty Share	29,563	0	0	0	0	0%
St. - A & T Funding	338,432	314,417	300,000	300,000	0	0%
Short-Term Rental Application	3,600	5,950	0	0	0	0%
Room Tax Determination Fees	0	150	0	0	0	0%
Boundary Adjustment Fees	3,772	3,017	2,500	2,500	0	0%
A & T Research Fees	81	425	200	200	0	0%
Annexations	4,511	146	300	0	(300)	- 100%
Warrant Recording Fees	13,857	10,790	7,000	5,000	(2,000)	- 28%
Application Fees	1,700	1,150	400	500	100	25%
Data Processing Fees	7,972	8,804	5,000	7,000	2,000	40%
GIS Fees & Income	84	111	0	0	0	0%
LOIS Title/Registration Fees	400	688	0	500	500	100%
Fees for Services	0	0	0	0	0	0%
Maps And Microfische Fees	64	20	30	50	20	66%
Copy Fees	1,670	951	700	700	0	0%
Miscellaneous Services	0	0	0	0	0	0%
Revenue Refund & Reimb.	35	4,612	0	0	0	0%
A&T Garnishee Fee	30	90	200	150	(50)	- 25%
Room Tax Lien Recording Fees	0	1,198	0	0	0	0%
Nsf Check Fee	1,175	1,029	1,000	1,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	2,000	0	0	0	0	0%
Insurance Loss Proceeds	280	0	0	0	0	0%
General Fund Support	1,080,705	1,217,051	1,376,570	1,433,480	56,910	4%
Total Revenue:	1,507,298	1,589,256	1,708,900	1,766,080	57,180	3%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	926,942	990,381	1,022,600	1,064,550	41,950	4%
Personnel Benefits	470,252	516,815	592,600	607,830	15,230	2%
Materials & Services	86,882	82,060	93,700	93,700	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	23,223	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	1,507,298	1,589,256	1,708,900	1,766,080	57,180	3%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Assessor	1.00	1.00	1.00	1.00	0.00	0%
Property Appraisal Super.	1.00	1.00	1.00	1.00	0.00	0%
Deputy Assessor	1.00	1.00	1.00	1.00	0.00	0%
A & T Technician	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	2.00	2.00	1.30	1.30	0.00	0%
Senior Property Appraiser	3.00	3.00	3.00	2.00	(1.00)	- 33%
Property Appraiser	4.00	3.00	3.00	4.00	1.00	33%
Property Appraiser I	0.00	1.00	1.00	1.00	0.00	0%
Senior Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Cartographer	1.00	1.00	1.00	1.00	0.00	0%
Personal Property Specialist	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	15.50	15.50	14.80	14.80	0.00	0%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Accounts certified to tax roll	Count	32,993	33,010	32,853	32,881	32,982	33,000
Credit Card Transactions	Count	1,100	1,348	1,496	1,727	1,800	2,000
Business Personal Property returns processed	Count	1,963	1,531	1,569	1,725	1,750	1,800
Accounts Requiring Ownership, Address and Mapping changes	Count	7,344	16,009	9,806	10,490	11,000	12,000
Accounts Requiring roll corrections and/or refunds	Count	808	982	445	671	550	550
Delinquent Real Property Accounts Notified	Count	3,065	4,193	3,238	2,318	3,000	3,000
Foreclosure Accounts (Judgment)	Count	34	53	69	32	40	40
Number of Warrants	Count	78	135	133	109	150	150
Number of Bankruptcies (Maintenance)	Count	50	23	26	28	26	26
Number of Cartographic partitions	Count	450	213	17	23	25	25
Cost per unit (budget A&T/ #certified units)	Count	45	54	50	51	53	54
Re-Appraisal Residential	Count	2,887	3,459	791	2,000	1,242	2,156
Re-appraisal Commercial/Industrial	Count	195	93	169	150	346	776
Permits/Segs/M-50	Count	1,476	241	1,113	1,000	2,535	2,554
Special Projects	Count	373	730	1,285	500	149	100
BOPTA Appeals and Requested Reviews	Count	103	679	380	300	136	150
Magistrate & Tax Court cases/trials	Count	4	7	7	5	4	4
ODF Fire Patrol Project Accounts	Count	0	6,244	5,599	0	0	0
Personal Property Garnishments/Seizures	Count	0	0	39	27	25	25
Percent of taxes distributed to districts	Percent	96%	96%	96%	96%	97%	97%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Assessor	82-1005	106,972	112,053	120,600	126,070	5,470	4%
Property Appraisal Super.	82-1100	64,250	80,194	86,310	93,710	7,400	8%
Deputy Assessor	82-1102	66,823	69,813	75,140	81,580	6,440	8%
A & T Technician	82-1103	50,059	54,405	58,550	79,050	20,500	35%
Staff Assistant	82-1191	89,688	97,469	64,940	51,650	(13,290)	- 20%
Senior Property Appraiser	82-1250	190,209	203,893	217,900	152,630	(65,270)	- 29%
Property Appraiser	82-1260	182,982	130,619	190,560	259,310	68,750	36%
Property Appraiser I	82-1261	26,684	87,769	50,580	54,020	3,440	6%
Senior Cartographer	82-1310	63,424	65,309	66,940	135,140	68,200	101%
Cartographer	82-1320	57,234	59,237	60,720	0	(60,720)	- 100%
Personal Property Specialist	82-1340	28,617	29,619	30,360	31,390	1,030	3%
Extra Help	82-1941	2,125	1,581	3,500	3,500	0	0%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	9,784	0	0	0	0%
F.I.C.A.	82-1950	66,466	72,086	78,680	81,890	3,210	4%
Retirement	82-1955	166,453	175,046	229,300	221,110	(8,190)	- 3%
Medical Waiver	82-1963	0	1,800	2,400	2,400	0	0%
Medical Insurance	82-1964	181,151	195,910	217,460	232,750	15,290	7%
Dental Insurance	82-1965	19,578	23,051	24,570	25,290	720	2%
HSA Contribution	82-1966	24,500	25,167	23,100	24,100	1,000	4%
Benefits Admin Fees	82-1967	398	434	410	440	30	7%
Life Insurance	82-1970	1,182	1,254	1,200	1,200	0	0%
Salary Continuation Insur	82-1972	1,368	1,517	1,500	1,500	0	0%
S.A.I.F.	82-1975	5,921	8,075	9,450	12,580	3,130	33%
Unemployment	82-1980	1,110	1,110	1,030	1,070	40	3%
Personnel Services Totals:		1,397,194	1,507,196	1,615,200	1,672,380	57,180	3%
Materials & Services							
Telephones	82-2070	2,453	2,780	3,000	2,500	(500)	- 16%
Lockbox Fees	82-2230	7,983	6,793	0	0	0	0%
A&T Garnishee Fee	82-2235	435	210	300	300	0	0%
Room Tax Lien Recording Fees	82-2236	555	391	0	0	0	0%
Maintenance - Equipment	82-2260	0	0	0	600	600	100%
Software Maintenance	82-2265	4,040	5,944	7,000	8,500	1,500	21%
Membership Fees And Dues	82-2370	1,305	1,385	1,400	2,500	1,100	78%
Warrant Recording Fees	82-2375	5,422	7,727	7,500	5,000	(2,500)	- 33%
Office Supplies	82-2410	1,382	1,539	2,500	2,500	0	0%
Books And Periodicals	82-2413	699	635	1,000	1,000	0	0%
Postage And Freight	82-2419	19,970	23,332	25,000	23,800	(1,200)	- 4%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	10,596	11,024	11,000	12,000	1,000	9%
Microfilming	82-2440	8,868	0	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Office Furniture & Equipment	82-2454	675	1,995	1,000	1,000	0	0%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	7,430	8,464	10,500	10,500	0	0%
Contractual Technology Dev	82-2477	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	1,681	1,547	2,800	3,000	200	7%
Fuel - Vehicles	82-2852	1,224	1,483	1,700	1,500	(200)	- 11%
Vehicle Maintenance & Use	82-2923	592	944	2,500	2,500	0	0%
Education And Training	82-2928	3,026	2,745	8,000	8,000	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	8,292	3,120	8,500	8,500	0	0%
Refunds and Returns	82-3204	252	0	0	0	0	0%
Materials & Services Totals:		86,882	82,060	93,700	93,700	0	0%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Transfers Out							
Trans To Fleet Replacement	82-8101	23,223	0	0	0	0	0%
Transfers Out Totals:		23,223	0	0	0	0	0%
Total Expenditures:		1,507,298	1,589,256	1,708,900	1,766,080	57,180	3%

Property Management

Mission Statement

Clatsop County Property Management maintains a complete and accurate inventory of County owned or tax foreclosed real estate and manages these properties in a fair and equitable manner.

Department Overview

This departmental section operates according to the Board of Commissioners' Property Management Policy to manage, maintain, categorize and conduct disposition of county owned properties. This division provides for supervision of tax-foreclosed and non-foreclosed real property. The division contracts for fee appraisal and analysis for the disposition or retention of County real properties throughout Clatsop County; and prepares and negotiates all leases, easements, licenses for use and personal services contracts involved in the management of County properties. All surplus properties are inventoried and categorized as to the appropriate category for potential sale or future use. The division also evaluates tax-foreclosed property for potential of hazardous waste cleanup. Parcels of real property are prepared for auction and presented to the Board of Commissioners for approval. State law permits the disposition of the remaining unsold properties through negotiated or sealed bid sales. Additionally, the division works with county counsel on county reversionary issues, provides information to various groups, such as Recreational Lands Planning Advisory Committee, Parks Department and Community Development Department and is the manager of the Clatsop County Pioneer Cemetery.

Major Accomplishments

Categorized 11 tax foreclosed properties and sold 4 parcels with one County Land Sale.

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.

Budget Highlights

The department continues to face complex issues with tax foreclosed properties in inhabitable conditions. Staff works closely with Code Enforcement Officers and the Community Development Department on determining if accelerated foreclosures due to waste are needed. Some properties suffer from hazardous human and solid waste on the premises, squatters, abandoned vehicles, travel trailers and garbage. Additionally, tax foreclosed properties often have multiple people claiming tenancy or some type of rights on the property causing assistance from multiple departments including legal counsel and the Sheriff's department.

Complaints concerning hazardous trees that require abatement in a timely and safe manner also result in occasional unforeseen costs and are often difficult to remedy.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Land Sales/cty Share	116,078	87,439	20,000	20,000	0	0%
Non Foreclose Sales	0	0	0	0	0	0%
Copy Fees	19	1	0	0	0	0%
S.A.I.F. Reimbursement	0	0	0	0	0	0%
Rev. Refunds & Reim.	728	1,097	750	750	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(66,931)	(21,576)	42,370	49,530	7,160	16%
Total Revenue:	49,893	66,962	63,120	70,280	7,160	11%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	28,617	29,618	30,360	31,390	1,030	3%
Personnel Benefits	12,750	13,461	15,700	16,310	610	3%
Materials & Services	8,332	23,660	16,760	22,260	5,500	32%
Special Payments	194	223	300	320	20	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%
Total Expenditures:	49,893	66,962	63,120	70,280	7,160	11%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Property Management Specialist	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	0.50	0.50	0.50	0.50	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Categorization of foreclose properties Count	0	21	23	11	10	10
Properties Sold Count	0	7	27	4	8	7
Maintenance Properties Count	0	2	9	5	3	5
Actual tax foreclosed land sale distribution Count	40,000	37,085	552,049	613,410	105,000	80,000
Realized Revenue from other managed properties Count	197,390	18,530	20,910	23,893	24,000	24,000
County percentage of distribution Count	0	4,672	145,641	0	5,000	0

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Personal Property Specialist	82-1340	9,539	0	0	0	0	0%
Property Management Specialist	82-1345	19,078	29,618	30,360	31,390	1,030	3%
F.I.C.A.	82-1950	2,128	2,196	2,320	2,400	80	3%
Retirement	82-1955	6,348	6,599	8,100	8,380	280	3%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	3,063	3,422	3,940	4,060	120	3%
Dental Insurance	82-1965	310	332	370	370	0	0%
HSA Contribution	82-1966	500	500	500	500	0	0%
Benefits Admin Fees	82-1967	0	0	0	10	10	100%
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	292	315	360	480	120	33%
Unemployment	82-1980	35	22	30	30	0	0%
Personnel Services Totals:		41,367	43,079	46,060	47,700	1,640	3%
Materials & Services							
Telephones	82-2070	151	109	150	150	0	0%
Membership Fees And Dues	82-2370	50	50	50	50	0	0%
Office Supplies	82-2410	35	26	50	50	0	0%
Postage And Freight	82-2419	92	73	60	60	0	0%
Contractual Services	82-2471	375	0	0	0	0	0%
Fire Patrol Assessment	82-2534	3,178	2,538	2,600	2,600	0	0%
Recording Fees-Foreclosed	82-2562	1,936	1,828	1,500	1,500	0	0%
Recording Fees-Non Foreclosed	82-2563	0	92	0	0	0	0%
Publi. And Legal Notices	82-2600	1,977	672	1,500	2,000	500	33%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Fuel - Vehicles	82-2852	0	18	50	50	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	175	75	300	300	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	363	270	500	500	0	0%
County Land Maintenance	82-2996	0	17,909	10,000	15,000	5,000	50%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		8,332	23,660	16,760	22,260	5,500	32%
Special Payments							
Property Taxes	82-3800	194	223	300	320	20	6%
Special Payments Totals:		194	223	300	320	20	6%
Total Expenditures:		49,893	66,962	63,120	70,280	7,160	11%

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 5, 2019 Regular Election. Ballots were mailed to 2,302 Gearhart Rural Fire Protection District & Warrenton Rural Fire Protection District registered voters. County Clerk staff processed 896 voted return ballots.

The County Clerk staff is preparing for the May 19, 2020 Presidential Primary Election and anticipates mailing approximately 30,000 ballots to registered voters countywide. The County Clerk staff are putting together a voters' pamphlet for this primary election and will be mailing it inserted within the Secretary of State Voters' Pamphlet directly to every household.

Performance Measures

Conduct elections according to Oregon Election Laws and Secretary of State Directives.
Provide accurate and efficient information and customer service.
Maintain the statewide Oregon Centralized Voter Registration database.
Process requests for information or research within one day of receipt.

Budget Highlights

The County Clerk is budgeting for three elections in FY 2020-2021; November 2020 Presidential General Election, May 2021 Special District Election and either September 2020 or March 2021 Regular Election.

Reduction in postage and freight charges in FY 2021-2021 are due to BRM (Business Reply Mail - return ballot envelopes) are paid by the Secretary of State Office.

Decrease in Office Furniture & Equipment from FY 2019-2020 was from the purchase of the replacement of the 24 hr Ballot Drop Box located at the City of Seaside City Hall.

Changes in Printing and Reproduction fees in FY 2020-2021 are due to purchase of new envelopes that include the BRM for return ballots.

Increase in Publication and Legal Notices for FY 2020-2021 are in anticipation of measures and open positions for the "Special District" election and to cover vendor increases.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Oregon Motor Voter	3,653	3,509	3,600	4,500	900	25%
Election Fees	27,429	43,694	28,000	35,000	7,000	25%
Administrative Service Fee	0	1	0	0	0	0%
Revenue Refund & Reimb.	0	3	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	346,019	342,920	428,160	416,230	(11,930)	- 2%
Total Revenue:	377,101	390,127	459,760	455,730	(4,030)	- 0%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	171,427	175,184	182,980	192,050	9,070	4%
Personnel Benefits	116,279	113,278	134,650	139,080	4,430	3%
Materials & Services	89,394	101,665	142,130	124,600	(17,530)	- 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%
Total Expenditures:	377,101	390,127	459,760	455,730	(4,030)	- 0%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
County Clerk	0.50	0.50	0.50	0.50	0.00	0%
Election Technician	1.00	1.00	1.00	1.00	0.00	0%
Staff Assistant	1.50	1.50	1.50	1.50	0.00	0%
Total Personnel:	3.00	3.00	3.00	3.00	0.00	0%

Measures						
Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of new voters registered	2072	3115	1739	1718	1660	1700
Number of voter registrations updated	16128	6738	10407	7227	6600	6500
Number of candidates filed	28	137	51	128	5	130
Number of ballots issued	29934	50,506	60,635	59,231	35,000	70000
Number of ballots received	16039	28,978	24,032	26,488	12,000	28000
Number of HTML ballots issued	40	12	3	0	2	2
Number of research requests completed	121	11	14	27	12	15
Number of users accessing election information from web page	5,000	12,500	21,173	5359	7,500	6000
Cost per ballot	7	6	6	6.5	6	6.5
Percent of time to complete an election report from date received within 5 business days	Percent	100%	100%	100%	100%	100%
Percent of error rate for data entry of voter registration cards	Percent	2%	2%	2%	2%	2%
Percent of turnout of cities for election board training	Percent	100%	0%	80%	0%	80%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
County Clerk	82-1021	47,417	43,548	47,330	51,790	4,460	9%
Election Technician	82-1130	57,256	59,241	60,720	62,780	2,060	3%
Staff Assistant	82-1191	66,755	72,394	74,930	77,480	2,550	3%
Extra Help - Staff Assist	82-1937	167	0	0	0	0	0%
Election Bd & Messengers	82-1944	6,100	6,699	10,000	10,000	0	0%
Overtime	82-1945	0	589	1,000	1,000	0	0%
Performance Pay	82-1948	0	1,742	0	0	0	0%
F.I.C.A.	82-1950	12,519	12,605	14,890	15,580	690	4%
Retirement	82-1955	49,521	35,476	44,960	47,230	2,270	5%
Medical Waiver	82-1963	800	600	600	600	0	0%
Medical Insurance	82-1964	37,226	44,720	51,520	52,970	1,450	2%
Dental Insurance	82-1965	4,019	4,767	5,570	5,570	0	0%
HSA Contribution	82-1966	5,083	5,000	5,000	5,000	0	0%
Benefits Admin Fees	82-1967	99	76	100	80	(20)	- 20%
Life Insurance	82-1970	245	246	240	240	0	0%
Salary Continuation Insur	82-1972	288	288	290	290	0	0%
S.A.I.F.	82-1975	4	249	290	320	30	10%
Unemployment	82-1980	208	221	190	200	10	5%
Personnel Services Totals:		287,706	288,462	317,630	331,130	13,500	4%
Materials & Services							
Telephones	82-2070	951	773	1,300	1,300	0	0%
Maintenance - Equipment	82-2260	4,534	4,553	4,750	4,500	(250)	- 5%
Software Maintenance	82-2265	17,306	17,885	19,200	19,000	(200)	- 1%
Membership Fees And Dues	82-2370	570	450	430	430	0	0%
Office Supplies	82-2410	864	574	1,000	1,000	0	0%
Election Supplies	82-2411	522	131	1,000	1,000	0	0%
Books And Periodicals	82-2413	201	135	140	140	0	0%
Postage And Freight	82-2419	15,647	15,528	36,000	20,500	(15,500)	- 43%
Printing And Reproduction	82-2425	36,479	49,252	70,000	68,000	(2,000)	- 2%
Office Furniture & Equipment	82-2454	6,970	3,378	1,400	750	(650)	- 46%
Contractual Services	82-2471	411	565	700	600	(100)	- 14%
Publi. And Legal Notices	82-2600	949	1,950	1,100	2,000	900	81%
Fuel - Vehicles	82-2852	778	1,237	1,750	1,500	(250)	- 14%
Vehicle Maintenance & Use	82-2923	0	10	20	20	0	0%
Education And Training	82-2928	570	2,019	1,180	1,300	120	10%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,641	2,986	2,160	2,560	400	18%
Refunds and Returns	82-3204	0	239	0	0	0	0%
Materials & Services Totals:		89,394	101,665	142,130	124,600	(17,530)	- 12%
Capital Outlay							

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Total Expenditures:		377,101	390,127	459,760	455,730	(4,030)	- 0%

Clerk - Records

Mission Statement

The County Clerk is dedicated to providing accurate and efficient information. Serving and providing courteous and professional customer service, supporting the democratic processes, and preserving history.

Department Overview

The County Clerk is the official record keeper for Clatsop County. The County Clerk record functions are governed by Oregon Revised Statutes (ORS) Chapter 205, ORS 86, 97, 93, 100 regarding document recording, ORS 106, 107, 409, and 432 regarding marriage and domestic partnerships and Oregon Administrative Rules (OAR) Division 150 County and Special District Retention Schedule for records retention. The County Clerk's Office is an acceptance facility for US passports and adheres to US Department of State policy and procedure for accepting passports. County Administrative Policy A-26 sets forth the process for records storage at the Judge Guy Boyington Building.

The County Clerk is responsible for recording all real property transactions, deeds and mortgages, partition and subdivision plat maps, military discharges, marriage licenses and other documents as required by law. In accordance with applicable OARs, recorded documents are microfilmed annually for permanent retention.

Major Accomplishments

For the first half of FY 2019-2020, the County Clerk's Office has recorded and indexed 5,469 records, accepted 370 passport applications, issued 221 marriage licenses and officiated 44 wedding ceremonies.

The County Clerk's office has added an additional eRecording company (ePN - eRecording Partners Network) to provide filers another option to eRecord their documents.

Performance Measures

Adhere to Oregon Revised Statutes, Oregon Administrative Rules, US Department of State passport acceptance policy and procedure and County Administrative policy and procedure.

Provide accurate and efficient information and customer service.

Index and return all recorded documents within 10 days.

Process requests for information or research within one day of receipt.

Budget Highlights

The reduction in office Supplies and the increase in Postage and Freight expenses is due to the elimination of Confirmed Delivery for passport shipping and now sending express USPS through Click-n-Ship.

Microfilming and Printing and Reproduction decrease in FY 2020-2021 is due to the increase of eRecordings, there is less of a need for envelopes and we are finding less missing images that need reimaged.

Office furniture increase is due to the need to purchase a cabinet for storage space for the microfilming of documents each year.

The decrease in Contractual Services is due to the fee for State Archives Storage being Biennial and not due until FY 2021-22.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Administrative Service Fee	8,921	8,438	8,500	8,500	0	0%
Marriage Fee	8,450	9,275	10,000	10,000	0	0%
Wedding Witness Service Fee	230	460	500	500	0	0%
Domestic Partnership Fees	25	0	0	0	0	0%
Passport Fees	35,145	40,595	20,000	22,000	2,000	10%
Wedding Ceremony	3,500	6,820	3,500	4,000	500	14%
Recording Fees	272,761	244,154	235,000	240,000	5,000	2%
Annexations	1,689	54	0	0	0	0%
Data Processing Fees	6,264	7,904	6,000	6,000	0	0%
GIS Fees & Income	0	0	0	0	0	0%
Rev. Overpayments	273	138	300	300	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Nsf Check Fee	25	50	50	50	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	(159,109)	(150,016)	(97,200)	(94,980)	2,220	- 2%
Total Revenue:	178,174	167,872	186,650	196,370	9,720	5%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	96,325	95,771	100,300	106,000	5,700	5%
Personnel Benefits	70,149	65,267	75,520	78,430	2,910	3%
Materials & Services	11,699	6,835	10,830	11,940	1,110	10%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	178,174	167,872	186,650	196,370	9,720	5%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
County Clerk	0.40	0.40	0.40	0.40	0.00	0%
Staff Assistant	1.25	1.25	1.25	1.25	0.00	0%
Total Personnel:	1.65	1.65	1.65	1.65	0.00	0%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of documents recorded	Count	10,000	10,288	12,141	10,088	10,900	10,100
Number of research request completed	Count	120	60	47	72	65	60
Number of passports processed	Count	720	811	769	940	740	700
Number of marriage licenses issued	Count	480	406	338	372	440	370
Number of park passes issued	Count	134	125	94	112	94	95
Number of users accessing customer service forms on the web page	Count	5,390	5,400	4,492	9,452	7,479	5,000
Number of film rolls submitted to archives	Count	12	13	14	16	15	15
Number of boxes retained more than six months past purge date	Count	0	0	0	0	0	0
Cost per document recorded	Count	18	18	18	19	19	19
Percent of time that records are indexed within 10 business days of receipt	Percent	100%	100%	99%	100%	100%	100%
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	95%	95%	95%	99%	99%	99%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
County Clerk	82-1021	37,933	34,838	37,860	41,430	3,570	9%
Staff Assistant	82-1191	58,392	60,933	62,440	64,570	2,130	3%
Extra Help	82-1941	4,853	0	0	0	0	0%
Overtime	82-1945	254	187	1,000	1,000	0	0%
Performance Pay	82-1948	0	1,394	0	0	0	0%
F.I.C.A.	82-1950	7,489	7,048	7,770	8,210	440	5%
Retirement	82-1955	28,128	21,759	27,110	28,630	1,520	5%
Medical Waiver	82-1963	460	300	300	300	0	0%
Medical Insurance	82-1964	22,949	28,136	32,410	33,330	920	2%
Dental Insurance	82-1965	2,666	3,050	3,520	3,520	0	0%
HSA Contribution	82-1966	2,867	2,800	2,800	2,800	0	0%
Benefits Admin Fees	82-1967	32	36	40	40	0	0%
Life Insurance	82-1970	145	139	140	140	0	0%
Salary Continuation Insur	82-1972	182	176	180	180	0	0%
S.A.I.F.	82-1975	12	127	150	170	20	13%
Unemployment	82-1980	113	115	100	110	10	10%
Personnel Services Totals:		166,475	161,037	175,820	184,430	8,610	4%
Materials & Services							
Telephones	82-2070	655	773	800	800	0	0%
Maintenance - Equipment	82-2260	0	0	100	100	0	0%
Membership Fees And Dues	82-2370	20	100	130	250	120	92%
Office Supplies	82-2410	641	338	980	400	(580)	- 59%
Books And Periodicals	82-2413	30	30	30	30	0	0%
Postage And Freight	82-2419	3,080	2,116	3,000	5,000	2,000	66%
Records And Forms	82-2422	57	0	130	200	70	53%
Printing And Reproduction	82-2425	1,004	1,027	750	500	(250)	- 33%
Photographic Supplies	82-2427	500	468	1,120	1,100	(20)	- 1%
Microfilming	82-2440	0	606	250	100	(150)	- 60%
Office Furniture & Equipment	82-2454	1,220	100	0	2,300	2,300	100%
Legal Services	82-2469	1,024	203	0	0	0	0%
Contractual Services	82-2471	2,395	276	2,800	300	(2,500)	- 89%
Fuel - Vehicles	82-2852	0	69	0	0	0	0%
Vehicle Maintenance & Use	82-2923	0	10	0	0	0	0%
Education And Training	82-2928	190	232	280	320	40	14%
Reimbursed Travel Expense	82-2930	883	487	460	540	80	17%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		11,699	6,835	10,830	11,940	1,110	10%
Total Expenditures:		178,174	167,872	186,650	196,370	9,720	5%

Clerk Archived 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 51,434 pages of 10,088 digitized documents for 2019. Started filling in missing images found in books 984 through 999.

Performance Measures

Index 20,000 pages of digitized documents per year.
Digitize 10,000 images per year.
Maintain the condition of permanent records housed in the Courthouse and Boyington Building.

Budget Highlights

The revenue for this fund has remained steady generating approximately \$9,000. However, previous years' microfilm projects have depleted the beginning balance resulting in a reduction of funding for microfilm projects. Have goal of building up contingency reserves to continue with microfilm project.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	3,120	4,340	1,220	39%
Interest On Investments	34	75	50	80	30	60%
Recording Fees	9,107	8,415	8,500	9,000	500	5%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Total Revenue:	9,141	8,490	11,670	13,420	1,750	15%
Total Unappropriated Budget:	1,403	456	0	0	0	0%
Total Budgeted Resources:	7,737	8,035	11,670	13,420	1,750	15%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	7,737	8,035	8,700	8,700	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,970	4,720	1,750	58%
Total Expenditures:	7,737	8,035	11,670	13,420	1,750	15%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Total number of older documents indexed and rescanned Count	5,200	2,160	0	1,100	1,000	0
Cost per older document indexed and/or rescanned and digitized Count	1	1	0	1	1	0
Number of Books Rescanned (# of Images) Count	8,000	0	0	16,021	6,807	0
Number of documents recorded Count	10,000	10,288	12,141	10,088	10,900	10,100

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Unapportioned Projects	82-2129	0	0	0	0	0	0%
Microfilming	82-2440	2,437	1,935	2,500	2,500	0	0%
Office Furniture & Equipment	82-2454	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	5,300	6,100	6,200	6,200	0	0%
Materials & Services Totals:		7,737	8,035	8,700	8,700	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	2,970	4,720	1,750	58%
Contingencies Totals:		0	0	2,970	4,720	1,750	58%
Total Expenditures:		7,737	8,035	11,670	13,420	1,750	15%

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

- Collaborate with the Board to enhance Board and staff communication and the use of work sessions
- Met with key public and private stakeholders as part of County Manager orientation to community
- New Jail design process – leading to construction commencing in summer 2020
- Coordinated the Fort George Enterprise Zone Application Approval Process
- Amended the TLT Ordinance to allow for semi-annual distributions to cities
- Facilitated community meeting regarding a proposed timber sale (state forest)
- Performed analysis of in-house versus contract County Counsel. Supported recruitment and selection process for new County Counsel.
- Organized organizational response to COVID-19, including Emergency Operations Center, Incident Management Team, and internal COVID-19 Response Policy. Prepared Emergency Declaration and Emergency Orders.
- Collective bargaining negotiations with two unions
- Annual budget process
- Review and suggested amendments to the Board Rules
- Participate in ongoing planning related to affordable housing, Homeless Task Force, Elk Mitigation, Westport Ferry, North Coast Business Park, Comprehensive Plan Update, Short Term Rentals, and Dark Skies ordinance (amongst others).

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 FY 2020/21 Budget reflects increased costs associated with moving the Assistant County Manager 100% into this role. Additionally there are budgeted funds to bring on a legislative consultant for the 2021 Legislative Session to represent Clatsop County interests. Additionally, funds have been budgeted to hire a consultant to address the ongoing issue for the unsheltered in Clatsop County.

Within the Special Projects Fund the County Manager's Office has also requested \$50,000 to continue work with consultants from Portland State University Center for Public Service on the county strategic and governance plan.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Public Records Request	0	205	0	0	0	0%
Copy Fees	0	0	0	0	0	0%
Revenue Refunds & Reimbursemen	150	375	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	417,645	463,263	611,570	767,740	156,170	25%
Total Revenue:	417,795	463,843	611,570	767,740	156,170	25%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	305,319	333,253	402,940	462,890	59,950	14%
Personnel Benefits	104,242	113,116	175,740	221,630	45,890	26%
Materials & Services	8,234	17,473	32,890	83,220	50,330	153%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	417,795	463,843	611,570	767,740	156,170	25%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
County Manager	1.00	1.00	1.00	1.00	0.00	0%
Assist. Manager	0.40	0.90	0.90	1.00	0.10	11%
Administrative Assistant	0.83	0.83	0.83	0.00	(0.83)	- 100%
Senior Admin Supervisor	0.00	0.00	0.00	0.95	0.95	100%
Community Relations Coordinato	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	3.23	3.73	3.73	3.95	0.23	6%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Meetings Attended by County Manager	Count	610	520	525	617	750	0
Pages of Minutes for Board Meetings	Count	156	120	140	148	145	0
Agreements & Contracts Approved	Count	265	180	200	80	90	0
Board Agenda Packets Distributed	Count	22	22	22	176	170	0
Vacancies Filled on County Committees	Count	20	13	20	72	25	0
Web Page Users Accessing Pages	Count	133,260	143,392	160,000	180,600	175,000	0
News Releases Issued	Count	80	88	90	72	80	0

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
County Manager	82-1002	156,825	102,585	166,370	175,860	9,490	5%
Assist. Manager	82-1003	42,970	118,467	120,300	149,170	28,870	24%
Administrative Assistant	82-1118	47,057	0	0	0	0	0%
Senior Admin Supervisor	82-1119	0	0	0	73,790	73,790	100%
Executive Assistant	82-1121	0	51,747	54,300	0	(54,300)	- 100%
Community Relations Coordinato	82-1899	58,466	60,454	61,970	64,070	2,100	3%
Extra Help	82-1905	0	0	0	8,000	8,000	100%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	200	200	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	21,314	22,905	30,920	36,130	5,210	16%
Retirement	82-1955	45,805	45,589	77,910	105,560	27,650	35%
Medical Waiver	82-1963	973	908	990	1,140	150	15%
Medical Insurance	82-1964	26,381	31,909	51,870	55,730	3,860	7%
Dental Insurance	82-1965	4,564	5,222	6,890	7,390	500	7%
HSA Contribution	82-1966	3,800	4,800	4,800	3,000	(1,800)	- 37%
Benefits Admin Fees	82-1967	85	88	90	90	0	0%
Life Insurance	82-1970	348	358	380	400	20	5%
Salary Continuation Insur	82-1972	596	638	760	830	70	9%
S.A.I.F.	82-1975	59	395	530	690	160	30%
Unemployment	82-1980	318	303	400	470	70	17%
Deferred Compensation	82-1983	0	0	0	2,000	2,000	100%
Personnel Services Totals:		409,561	446,370	578,680	684,520	105,840	18%
Materials & Services							
Telephones	82-2070	970	1,058	1,200	1,800	600	50%
Membership Fees And Dues	82-2370	772	432	1,730	3,080	1,350	78%
Office Supplies	82-2410	471	565	810	2,000	1,190	146%
Books And Periodicals	82-2413	135	135	100	100	0	0%
Postage And Freight	82-2419	51	192	400	200	(200)	- 50%
Printing And Reproduction	82-2425	3,542	4,602	4,800	3,600	(1,200)	- 25%
Office Furniture & Equipment	82-2454	1,546	454	1,000	2,500	1,500	150%
Contractual Services	82-2471	341	4,189	18,500	64,950	46,450	251%
Publi. And Legal Notices	82-2600	0	0	100	200	100	100%
Meetings/ Hosting	82-2750	0	570	200	400	200	100%
Fuel - Vehicles	82-2852	74	509	500	500	0	0%
Vehicle Rental	82-2920	0	0	0	300	300	100%
Vehicle Maintenance & Use	82-2923	115	12	200	200	0	0%
Education And Training	82-2928	0	3,437	950	990	40	4%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	217	1,316	2,400	2,400	0	0%
Materials & Services Totals:		8,234	17,473	32,890	83,220	50,330	153%
Total Expenditures:		417,795	463,843	611,570	767,740	156,170	25%

Human Resources

Mission Statement

Human Resources is committed to creating a respectful and equitable workplace, promoting high performance standards and a commitment to excellence amongst all employees while developing innovative and fiscally responsible programs to engage both current, and potential employees.

Department Overview

The Human Resources Department provides a framework of personnel practices, as well as training and educational information which comply with local, state and federal laws, for all county employees in the employee life cycle from recruitment to retirement. This includes best practices regarding recruitment and retention by ensuring positions are classified and compensated equitably both through external and internal review processes, conducting a thorough orientation and onboarding process, overseeing a comprehensive annual performance evaluation system, and administering an employee award/recognition program. The Human Resources Department also serves as the main point of contact, regarding the County's comprehensive benefits program, working with third party administrators, vendors and other key staff.

HR is also responsible for the interpretation, review, and application of the County's personnel policy, through employee training and education, as well as adhering to applicable collective bargaining agreements through strong labor relations and collective bargaining negotiations.

HR is responsible for ensuring the County complies with laws such as: American with Disabilities Act (ADA), Occupation Safety and Health Administration (OSHA) regulations (in partnership with Risk Management), Equal Employment Opportunity Commission requirements (EEO/Affirmative Action plan compliance), Health Information Portability and Accountability Act (HIPAA), and Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA), as well as the newly passed Oregon Pay Equity Law.

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

Recruitment: HR assisted in the following key recruitment efforts: County Engineer, Public Works Director, Assistant Public Works Director, Juvenile Director, County Manager, and the newly created in-house County Counsel.

Employee/Labor Relations: Completed two, long-standing reclassification requests in the Public Health and Community Development Department. The resulting “ladder-reclassifications” of the Environmental Health Specialist and Permit Technician, simultaneously recognize actual work performed of current staff, as well as create promotional opportunities for the future.

Successfully assisted in CCLEA and FOPPO negotiations under the new Sheriff.

Continued to foster positive relationships with AFSCME through the Labor Management Committee, with a new Business Agent, communication lines have opened considerably, with both parties working together to resolve labor issues with a conversation rather than a grievance.

Training: Worked with CIS to conduct all staff anti-harassment training. Assisted in facilitating elected official ethics training through the League of Oregon Cities, inviting officials from all communities in the county. HR Assistant attended HR Generalist, and BOLI recordkeeping training to better assist the department director and employees.

Legal Compliance: Worked closely with HR Answers, and management staff to finalize the County’s Pay Equity Study.

Wellness: Successfully applied for and received Wellness Grant funds through the county's insurance provider CIS to promote activities that provide employees with health education and awareness. An additional \$300 was granted to support a new monthly employee bowling night, providing employees with a wellness option that promotes physical activity, as well as an opportunity to socialize outside of the workplace, a crucial combination in promoting physical, as well as mental well-being. Additionally, the newly created Quality Breaks program was continued for another year. The purpose of this program is to encourage employees to step away from their desk and take a walk, stretch, meditate, or eat a healthy snack. Studies show that short breaks throughout the day result in increased productivity, and reduced stress and mental fatigue.

Employee Recognition: This year the Employee Recognition Program was revamped from an antiquated “pick an item from this group” to Amazon gift cards. This new program offers more flexibility and value to the employee while eliminating shipping costs to the County.

By the Numbers: Successfully filled 28 out of 36 open positions in FY19/20 with 27 new hires onboarded (9 were recruited from FY18/19 open positions). The average recruitment time from job posting to onboarding was approximately 67 days with 3 positions still open and 2 openings on hold and 4 postings were canceled due to Department Head requests.

Performance Measures

All departments are now utilizing the Dayforce Recruitment Module significantly improving applicant tracking, applicant evaluation, and applicant communication. Applicants can now apply directly from the County's website, as well as through links from other recruitment websites, to complete an application, communicate with HR, and submit additional documents.

Ongoing employee activities which include educating employees about how to be proactive consumers with managing their health & welfare benefits. Smaller group open enrollment meetings were conducted by representatives of WSC, The Standard, Moda/Delta Dental, and AFLAC, allowing employees a greater opportunity to ask questions and schedule one-on-one meetings to become more informed consumers of all county-offered benefits.

Budget Highlights

Continued, and increased usage of Dayforce continue to bring costs down, positively impacting both Postage and Freight, and Printing and Reproduction line items.

Legal Services are anticipated to potentially increase in 20/21 due to upcoming negotiations with AFSCME. These increases may be tempered with utilization of the new in-house counsel, but that is yet to be determined. Utilization of this line item was low in the 19/20 budget cycle due to a productive pre-negotiation process with both CCLEA and FOPPO.

Employee Training costs are anticipated to remain flat due to HR exploring more cost efficient options through CIS Learning Center or by utilizing the onsite training services CIS provides.

Contractual Services has been decreased to only show costs associated with fees charged by Sterling Talent for pre-employment background checks, and Shred NW for shredding services. Costs previously associated with Contractual Services are now shown in Payroll and HR Services (Dayforce monthly subscription and technical support fees) and Legal Services (a separate line item for consultation fees regarding labor or employment law related issues).

The U.A. testing line item has been increased to match the current contracted amount of \$5000. This line item should have been increased in both the FY19/20 and FY18/19 budgets to recognize the transition from separate department UA contracts to a County-wide UA contract.

With key positions filled in FY19/20 The Meeting/Hosting, line item has been returned to the FY18/19 budgeted amount, as well as the Recruitment and Reimbursable Expense line items.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Copy Fees	0	0	0	0	0	0%
Rev. Refunds & Reim.	0	29	0	0	0	0%
Wellness Grant Revenue	2,738	2,850	2,850	2,900	50	1%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	323,170	298,899	416,450	391,080	(25,370)	- 6%
Total Revenue:	325,907	301,778	419,300	393,980	(25,320)	- 6%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	158,704	162,722	168,790	183,250	14,460	8%
Personnel Benefits	64,996	55,903	75,940	79,550	3,610	4%
Materials & Services	102,208	83,153	174,570	131,180	(43,390)	- 24%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	325,907	301,778	419,300	393,980	(25,320)	- 6%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Human Resources Director	1.00	1.00	1.00	1.00	0.00	0%
Human Resources Specialist	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	2.00	2.00	2.00	2.00	0.00	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Human Resources Director	82-1097	112,189	111,372	113,620	123,580	9,960	8%
Human Resources Specialist	82-1120	46,515	51,351	55,170	59,670	4,500	8%
Community Relations Coordinato	82-1899	0	0	0	0	0	0%
Extra Help - Staff Assist	82-1937	186	0	0	0	0	0%
Overtime	82-1945	0	0	200	200	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	11,673	12,095	12,930	14,030	1,100	8%
Retirement	82-1955	20,801	15,483	30,590	33,210	2,620	8%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	24,622	24,269	27,960	28,750	790	2%
Dental Insurance	82-1965	2,713	1,999	2,220	2,220	0	0%
HSA Contribution	82-1966	4,100	1,000	1,000	0	(1,000)	- 100%
Benefits Admin Fees	82-1967	49	73	60	80	20	33%
Life Insurance	82-1970	248	222	200	200	0	0%
Salary Continuation Insur	82-1972	404	370	380	400	20	5%
S.A.I.F.	82-1975	22	203	230	280	50	21%
Unemployment	82-1980	177	186	170	180	10	5%
Personnel Services Totals:		223,699	218,625	244,730	262,800	18,070	7%
Materials & Services							
Reference Checks	82-2010	0	0	0	0	0	0%
Telephones	82-2070	660	918	1,200	1,400	200	16%
Software Maintenance	82-2265	732	832	1,000	1,000	0	0%
Membership Fees And Dues	82-2370	2,396	398	1,100	1,100	0	0%
Office Supplies	82-2410	579	363	1,000	1,000	0	0%
Books And Periodicals	82-2413	0	0	100	0	(100)	- 100%
Postage And Freight	82-2419	506	336	650	200	(450)	- 69%
Printing And Reproduction	82-2425	587	376	600	200	(400)	- 66%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Payroll & HR Services	82-2453	10,941	33,868	36,200	36,200	0	0%
Office Furniture & Equipment	82-2454	2,706	0	0	0	0	0%
Legal Services	82-2469	18,911	823	22,000	22,000	0	0%
Contractual Services	82-2471	26,018	11,793	5,500	5,500	0	0%
U.A. Testing	82-2506	1,990	1,529	1,500	5,000	3,500	233%
Publi. And Legal Notices	82-2600	180	510	400	100	(300)	- 75%
Meetings/ Hosting	82-2750	0	0	5,000	0	(5,000)	- 100%
Fuel - Vehicles	82-2852	393	127	0	100	100	100%
Wellness Grant	82-2870	2,963	4,079	6,000	6,000	0	0%
Wellness Incentive	82-2875	8,376	8,045	15,000	15,000	0	0%
Recruitment Expense	82-2880	4,735	10,536	35,000	5,000	(30,000)	- 85%
Reimbursable Expense	82-2883	0	136	10,000	150	(9,850)	- 98%
Vehicle Rental	82-2920	0	0	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Tuition Reimbursement Program	82-2926	0	0	15,000	15,000	0	0%
Employee Training	82-2927	0	1,029	6,000	6,000	0	0%
Education And Training	82-2928	205	969	2,320	1,530	(790)	- 34%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	14,774	821	2,000	1,700	(300)	- 15%
Volunteer Recognition	82-3136	1,078	1,305	2,000	2,000	0	0%
Employee Recognition	82-3137	3,476	4,360	5,000	5,000	0	0%
Materials & Services Totals:		102,208	83,153	174,570	131,180	(43,390)	- 24%
Total Expenditures:		325,907	301,778	419,300	393,980	(25,320)	- 6%

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 in-house unless necessary to seek outside counsel for specialized legal services, i.e. labor, land use, bond counsel, etc.

Budget Highlights

There have been a significant number of legal issues and or Board meetings that require counsel's increased time and/or presence over the past few years. Taking this into consideration, staff has requested that county counsel become an employee so that the Board and staff may easily access County Counsel. The Board decided to advertise for an in-house County Counsel and hopes to have someone onboard by the next budget cycle.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Public Records Request	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	117,648	119,156	140,000	237,010	97,010	69%
Total Revenue:	117,648	119,156	140,000	237,010	97,010	69%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	138,700	138,700	0%
Personnel Benefits	0	0	0	64,460	64,460	0%
Materials & Services	117,648	119,156	140,000	33,850	(106,150)	- 75%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	117,648	119,156	140,000	237,010	97,010	69%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
County Counsel	0.00	0.00	0.00	1.00	1.00	100%
Total Personnel:	0.00	0.00	0.00	1.00	1.00	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
County Counsel	82-1010	0	0	0	138,700	138,700	100%
F.I.C.A.	82-1950	0	0	0	10,610	10,610	100%
Retirement	82-1955	0	0	0	25,110	25,110	100%
Medical Insurance	82-1964	0	0	0	23,810	23,810	100%
Dental Insurance	82-1965	0	0	0	2,260	2,260	100%
HSA/FSA Contribution	82-1966	0	0	0	2,000	2,000	100%
Benefits Admin Fees	82-1967	0	0	0	10	10	100%
Life/AD&D Insurance	82-1970	0	0	0	100	100	100%
Salary Continuation Insur	82-1972	0	0	0	220	220	100%
S.A.I.F.	82-1975	0	0	0	200	200	100%
Unemployment	82-1980	0	0	0	140	140	100%
Personnel Services Totals:		0	0	0	203,160	203,160	100%
Materials & Services							
Telephones	82-2070	3	0	0	1,400	1,400	100%
Membership Fees And Dues	82-2370	0	25	0	1,000	1,000	100%
Office Supplies	82-2410	0	0	0	1,000	1,000	100%
Books And Periodicals	82-2413	0	0	0	500	500	100%
Postage And Freight	82-2419	0	0	0	250	250	100%
Printing And Reproduction	82-2425	0	0	0	400	400	100%
Office Furniture & Equipment	82-2454	0	0	0	500	500	100%
Legal Services	82-2469	117,533	119,131	140,000	25,000	(115,000)	- 82%
Contractual Services	82-2471	113	0	0	0	0	0%
Publi. And Legal Notices	82-2600	0	0	0	100	100	100%
Fuel - Vehicles	82-2852	0	0	0	200	200	100%
Education And Training	82-2928	0	0	0	1,500	1,500	100%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	0	0	0	2,000	2,000	100%
Materials & Services Totals:		117,648	119,156	140,000	33,850	(106,150)	- 75%
Total Expenditures:		117,648	119,156	140,000	237,010	97,010	69%

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 2018-19 fiscal year audit and received an unmodified opinion from the external auditing firm of Koontz, Perdue, & Blasquez.
- The County received the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA) for the 2017-18 audited financial's.
- Successfully completed the production of the 2019-20 Budget and received the Distinguished Budget Award for the 7th consecutive year.
- 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 2020-21 budget in a timely manner.

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.

Budget Highlights

This budget remains a status quo budget with the exception of adding a Budget & Finance Manager as a stand alone position within the department. For the past couple fiscal years the Assistant County Manager has also served as the Budget & Finance Director. As needs for the county have evolved it has become apparent that the two positions need to be independent. This position is being filled as a Manager position rather than a Director position and the Manager will report directly to the Assistant County Manager.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Public Records Request	0	0	0	0	0	0%
Copy Fees	0	15	0	0	0	0%
Rev. Refunds & Reim.	1,251	0	0	0	0	0%
Nsf Check Fee	25	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	406,381	411,823	497,510	621,890	124,380	25%
Total Revenue:	407,657	411,838	497,510	621,890	124,380	25%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	227,787	233,194	265,970	338,900	72,930	27%
Personnel Benefits	106,528	109,534	136,640	188,090	51,450	37%
Materials & Services	73,342	69,110	94,900	94,900	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	407,657	411,838	497,510	621,890	124,380	25%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Assist. Co. Manager	0.00	0.10	0.10	0.00	(0.10)	- 100%
Budget & Finance Director	0.60	0.00	0.00	1.00	1.00	100%
Accountant III	2.00	2.00	2.00	2.00	0.00	0%
Accountant II	1.00	1.00	1.00	1.00	0.00	0%
Accountant I	0.00	1.00	1.00	0.93	(0.07)	- 7%
Total Personnel:	3.60	4.10	4.10	4.93	0.83	20%

Measures						
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020 Budget 2020-2021
Vouchers Processed		13854	13193	13427	13340	13300 13500
Accounts Payable Checks Processed		5391	5977	5258	5384	5360 5350
Payroll Checks Processed		4340	4412	4760	5043	5050 5080
Budget Preparation Hours		1206	1273	1345	880	1200 1300
Customer Service Survey ratings as Excellent	Percent	93%	96%	94%	94%	90% 95%
Timely Annual Audit w/ an Unmodified Opinion	Percent	100%	100%	100%	100%	100% 100%
Receipt of GFOA Budget Award	Percent	100%	100%	100%	100%	100% 100%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Assist. Co. Manager	82-1003	0	13,163	13,370	0	(13,370)	- 100%
Budget & Finance Director	82-1035	47,821	0	0	79,140	79,140	100%
Accountant III	82-1846	130,099	132,699	136,020	140,640	4,620	3%
Accountant II	82-1848	49,867	53,720	57,820	62,770	4,950	8%
Accountant I	82-1850	0	33,613	58,760	56,350	(2,410)	- 4%
Extra Help - Staff Assist	82-1937	5,696	662	0	0	0	0%
F.I.C.A.	82-1950	16,920	16,803	20,350	25,930	5,580	27%
Retirement	82-1955	39,131	43,787	59,810	80,200	20,390	34%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	33,999	35,217	43,780	65,850	22,070	50%
Dental Insurance	82-1965	5,205	5,564	6,130	7,310	1,180	19%
HSA Contribution	82-1966	4,600	4,950	5,200	6,930	1,730	33%
Benefits Admin Fees	82-1967	84	1,416	90	90	0	0%
Life/AD&D Insurance	82-1970	288	282	310	400	90	29%
Salary Continuation Insur	82-1972	334	279	310	500	190	61%
S.A.I.F.	82-1975	(6)	305	390	540	150	38%
Unemployment	82-1980	276	268	270	340	70	25%
Personnel Services Totals:		334,315	342,728	402,610	526,990	124,380	30%
Materials & Services							
Telephones	82-2070	637	653	900	700	(200)	- 22%
Maintenance - Equipment	82-2260	0	0	500	500	0	0%
Software Maintenance	82-2265	2,570	1,668	2,000	1,000	(1,000)	- 50%
Membership Fees And Dues	82-2370	1,040	673	780	780	0	0%
Office Supplies	82-2410	875	3,530	2,500	2,020	(480)	- 19%
Postage And Freight	82-2419	2,940	3,268	3,500	3,500	0	0%
Records And Forms	82-2422	63	83	500	500	0	0%
Budget Production	82-2424	1,493	964	3,000	1,500	(1,500)	- 50%
Printing And Reproduction	82-2425	4,044	4,966	3,000	4,500	1,500	50%
Microfilming	82-2440	1,803	314	870	600	(270)	- 31%
Payroll & HR Services	82-2453	46,309	43,592	53,000	50,600	(2,400)	- 4%
Contractual Services	82-2471	9,623	8,901	15,700	23,700	8,000	50%
Publi. And Legal Notices	82-2600	542	75	600	600	0	0%
Fuel - Vehicles	82-2852	12	46	600	200	(400)	- 66%
Education And Training	82-2928	1,015	195	2,350	1,500	(850)	- 36%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	376	182	5,100	2,700	(2,400)	- 47%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		73,342	69,110	94,900	94,900	0	0%
Total Expenditures:		407,657	411,838	497,510	621,890	124,380	25%

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 the deployment of tablets for the appraisal department.
Installed security cameras at the Fairgrounds.
Installed security cameras at the Public Works facility.
Installed security cameras in public areas of the 820 building.
Replaced the security camera system at the Sheriffs office.
Continue to develop the Short Term rental software as requirements continue to evolve.
Created a new County Webmaps program with enhanced features and capabilities. Department apps were also created so each department can utilize data layers specific to their business needs.
Replaced the Virtual servers that run the County LAN.

Budget Highlights

The General Fund subsidy for Materials and Supplies remains the same for the 2020-2021 fiscal year. The General Fund subsidy for Personnel Services will have an estimated increase of just over 6% which reflects step increases, insurance increases, and a potential cost of living increase.
We continue to utilize and maintain up to date multi-layer firewalls to protect the County network against public facing connections.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
ORMAP Grant	0	99	0	0	0	0%
Public Records Request	0	0	0	0	0	0%
ID Card Replacement	95	30	100	100	0	0%
GIS Fees & Income	4,230	8,853	4,000	4,000	0	0%
GIS ORMAP Grant	0	10,000	0	0	0	0%
Fees for Services	384	374	0	0	0	0%
Rev. Refunds & Reim.	0	2,715	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from CH Security	0	4,000	4,000	4,000	0	0%
General Fund Support	881,231	974,322	1,096,360	1,151,150	54,790	5%
Total Revenue:	885,941	1,000,392	1,104,460	1,159,250	54,790	4%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	528,707	579,158	606,300	633,980	27,680	4%
Personnel Benefits	208,966	242,348	290,440	317,550	27,110	9%
Materials & Services	148,268	178,885	207,720	207,720	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	885,941	1,000,392	1,104,460	1,159,250	54,790	4%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Information Systems Manager	1.00	1.00	1.00	1.00	0.00	0%
Administrative Assistant	0.08	0.08	0.08	0.00	(0.08)	- 100%
Information Systems Analyst	1.00	1.00	1.00	1.00	0.00	0%
SR Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
PC Help Desk	0.00	0.00	0.00	0.00	0.00	0%
Network Administrator	1.00	1.00	1.00	1.00	0.00	0%
Network Technician	1.00	1.00	1.00	1.00	0.00	0%
GIS Coordinator/Analyst	1.00	1.00	1.00	1.00	0.00	0%
GIS Technician	1.00	1.00	1.00	1.00	0.00	0%
Accountant I	0.00	0.00	0.08	0.07	0.00	- 2%
Total Personnel:	7.08	7.08	7.15	7.07	(0.08)	- 1%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
EASY ... less than 1 day to complete, 1 IT staff person	Count	1,260	1,500	1,500	1,400	1,760	1,600
MEDIUM ... less than 3 days to complete, 1 IT staff person	Count	500	410	400	310	250	250
HARD ... More than 3 day to complete of more than 1 IT staff person	Count	100	110	100	100	160	150
SPECIAL PROJECTS ... items specified on the annual IT project list	Count	1,450	1,500	1,600	1,600	1,660	1,600
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	95%	91%	95%	95%	96%	96%
Ratio of IS staff to total county network users	Percent	2%	2%	2%	2%	2%	2%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Information Systems Manager	82-1101	104,488	112,356	120,920	126,070	5,150	4%
Administrative Assistant	82-1118	1,462	0	0	0	0	0%
Senior Admin Supervisor	82-1119	0	0	0	0	0	0%
Executive Assistant	82-1121	0	4,704	4,940	0	(4,940)	- 100%
Staff Assistant	82-1191	2,833	0	0	0	0	0%
Information Systems Analyst	82-1365	89,288	92,222	94,530	97,740	3,210	3%
SR Network Administrator	82-1370	88,833	92,222	94,530	97,740	3,210	3%
PC Help Desk	82-1385	1,987	0	0	0	0	0%
Network Administrator	82-1390	68,704	74,361	77,490	80,130	2,640	3%
Network Technician	82-1395	64,032	72,173	78,090	84,990	6,900	8%
GIS Coordinator/Analyst	82-1402	73,603	75,599	77,490	80,130	2,640	3%
GIS Technician	82-1405	33,478	55,521	58,310	62,780	4,470	7%
Accountant I	82-1850	0	0	0	4,400	4,400	100%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	38,699	42,350	46,480	48,590	2,110	4%
Retirement	82-1955	76,297	90,345	120,780	125,790	5,010	4%
Medical Waiver	82-1963	1,290	1,282	1,290	1,200	(90)	- 6%
Medical Insurance	82-1964	69,243	83,032	95,650	114,640	18,990	19%
Dental Insurance	82-1965	10,825	12,129	12,850	12,730	(120)	- 0%
HSA Contribution	82-1966	10,000	10,000	10,000	11,070	1,070	10%
Benefits Admin Fees	82-1967	195	204	200	200	0	0%
Life/AD&D Insurance	82-1970	656	680	640	640	0	0%
Salary Continuation Insur	82-1972	1,050	1,094	1,100	1,090	(10)	- 0%
S.A.I.F.	82-1975	110	709	840	960	120	14%
Unemployment	82-1980	602	525	610	640	30	4%
Personnel Services Totals:		737,673	821,506	896,740	951,530	54,790	6%
Materials & Services							
Telephones	82-2070	2,326	2,079	2,400	2,000	(400)	- 16%
Maintenance - Equipment	82-2260	17	25,397	25,000	22,000	(3,000)	- 12%
Software Maintenance	82-2265	56,878	47,220	72,220	71,220	(1,000)	- 1%
Membership Fees And Dues	82-2370	100	100	100	100	0	0%
Office Supplies	82-2410	1,146	5,551	1,000	1,000	0	0%
Books And Periodicals	82-2413	20	0	0	0	0	0%
Postage And Freight	82-2419	12	249	500	500	0	0%
Records And Forms	82-2422	0	0	0	0	0	0%
Printing And Reproduction	82-2425	1,397	614	500	500	0	0%
PC Equipment	82-2455	80,604	88,991	89,500	91,900	2,400	2%
Contractual Services	82-2471	0	2,793	5,000	5,000	0	0%
Contractual Technology Dev	82-2477	4,700	4,800	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	612	0	500	1,000	500	100%
Fuel - Vehicles	82-2852	0	111	0	0	0	0%

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Education And Training	82-2928	304	821	4,500	5,000	500	11%
Reimbursed Travel Expense	82-2930	256	173	1,500	2,500	1,000	66%
Refunds and Returns	82-3204	(103)	(16)	0	0	0	0%
Materials & Services Totals:		148,268	178,885	207,720	207,720	0	0%
Total Expenditures:		885,941	1,000,392	1,104,460	1,159,250	54,790	4%

Building & Grounds

Mission Statement

Building and Grounds supports public citizens, elected officials, county management, staff and the visitors to our facilities, with the responsive services required to achieve their public service goals and missions.

Department Overview

Building & Grounds staff work with County departments and contractors to provide general renovations, scheduled and unscheduled maintenance, custodial services and emergency repairs to County buildings. We manage the Courthouse, Sheriff's Detention Center, Judge Guy Boyington Building, Animal Shelter, Sheriff's Office, and 800 & 820 Exchange Buildings.

Major Accomplishments

The Building and Grounds staff first goal is to keep the lights & heat on and the rain & weather on the outside. Our staff has worked their normal shifts and respond many times after hours, weekends, etc. to urgent request to make repairs that cannot wait until the next day. The Household Hazardous Waste project was completed. The Sheriff Office and Animal Shelter where painted. The Security Upgrade was completed at the public counter for the A&T and Clerk's Department's. B&G staff continues to assist all of the General Fund departments on an ongoing daily basis, we have staff respond on weekends, and nights to the 24 hour operations of some of the county buildings. Our staff also cleans and sets up for all of the meetings at the Boyington Building. We also provide daily janitorial service to the Courthouse and all of the general fund buildings. We manage the repairs and upgrades on the county buildings funded by special projects money. Maintain the security electronics and intercom systems at the jail and courthouse and along with the IT staff maintain the electronic door locks. The alarm system are also maintained, they provide fire and security monitoring and also monitor the vaccine refrigerators at the Health Department. The B&G manager is also on the management team for the new jail project, including managing the contracts, payments and reviewing the design drawings.

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. We plan to change how we track performance, by transitioning to a new software based facility management system. This should help us in planning preventative task, that will lower the number of reactive task. The goal is to have 70% of the task be Preventative planned task and 30% Reactive task.

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. We also spend significant time on the Jail Project, including managing the consultants and assisting in the design and permitting process.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Property Rents	13,920	18,060	18,060	15,900	(2,160)	- 11%
Capitol Improvement Project	0	0	0	0	0	0%
Rev. Refunds & Reim.	2,530	2,205	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Transfer from CH Security	4,000	0	0	0	0	0%
General Fund Support	1,050,216	1,096,978	1,153,980	1,178,320	24,340	2%
Total Revenue:	1,070,666	1,117,243	1,172,040	1,194,220	22,180	1%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	332,590	349,630	368,390	376,490	8,100	2%
Personnel Benefits	188,540	202,155	247,370	244,000	(3,370)	- 1%
Materials & Services	548,873	564,777	555,580	572,930	17,350	3%
Special Payments	663	681	700	800	100	14%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	1,070,666	1,117,243	1,172,040	1,194,220	22,180	1%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Works Director	0.15	0.15	0.00	0.00	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	0.53	0.53	0.00	0%
Maintenance Assistant I	1.00	1.00	1.00	1.00	0.00	0%
Maintenance Assistant II	1.00	1.00	1.00	1.00	0.00	0%
Custodian	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	5.40	5.40	5.53	5.53	0.00	0%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Total number of work requests completed	Count	1,071	1,400	1,260	1,470	2,000	0
Preventative Maintenance task completed	Count	0	0	0	0	1,400	0
Percent of task that are Reactive	Count	0	0	0	0	30	30
Percent of task that are Preventative	Count	0	0	0	0	70	70
Preventative Maintenance task completed						70%	70%
Percent of task that are Reactive						30%	30%
Percent of task that are Preventative						1,400	1,400
Reactive Maintenance task completed						600	600
% of task that are Reactive	Percent	0%	0%	0%	0%	30%	30%
% of task that are Preventative	Percent	0%	0%	0%	0%	70%	70%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Works Director	82-1088	15,140	5,409	0	0	0	0%
Maint/custodial Supervisor	82-1108	71,430	77,608	83,490	88,910	5,420	6%
Facilities & Projects Manager	82-1145	97,910	102,336	110,140	115,890	5,750	5%
Staff Assistant	82-1191	11,785	3,046	24,010	25,350	1,340	5%
Maintenance Assistant I	82-1720	41,902	44,958	48,140	45,890	(2,250)	- 4%
Maintenance Assistant II	82-1725	55,965	64,859	58,760	55,110	(3,650)	- 6%
Custodian	82-1780	38,457	41,804	43,850	45,340	1,490	3%
Accountant I	82-1850	0	9,612	0	0	0	0%
Overtime	82-1945	1,478	2,749	800	800	0	0%
Performance Pay	82-1948	0	1,023	0	0	0	0%
F.I.C.A.	82-1950	24,354	25,586	28,240	28,960	720	2%
Retirement	82-1955	64,532	69,585	90,610	86,160	(4,450)	- 4%
Medical Waiver	82-1963	0	0	0	1,270	1,270	100%
Medical Insurance	82-1964	74,309	78,746	100,240	99,610	(630)	- 0%
Dental Insurance	82-1965	6,773	6,917	8,610	8,130	(480)	- 5%
HSA Contribution	82-1966	9,800	9,250	10,060	8,500	(1,560)	- 15%
Benefits Admin Fees	82-1967	120	124	130	130	0	0%
Life Insurance	82-1970	485	471	510	510	0	0%
Salary Continuation Insur	82-1972	695	676	690	720	30	4%
S.A.I.F.	82-1975	5,609	6,640	7,110	8,830	1,720	24%
Unemployment	82-1980	385	387	370	380	10	2%
Personnel Services Totals:		521,129	551,786	615,760	620,490	4,730	0%
Materials & Services							
Equipment Reimbursement	82-2039	0	0	0	530	530	100%
Telephones	82-2070	4,096	3,651	4,000	4,000	0	0%
Custodial Services - Sheriff O	82-2150	21,396	21,803	22,500	23,650	1,150	5%
Custodial Supplies - Sheriff O	82-2151	1,833	821	2,000	2,000	0	0%
Custodial Supplies - Boy Mtg C	82-2154	45	38	200	200	0	0%
Custodial Services - Animal Sh	82-2155	1,224	0	0	0	0	0%
Custodial Supplies - Animal Sh	82-2156	0	0	0	0	0	0%
Custodial Supplies - Jail	82-2157	14,848	11,100	12,500	12,500	0	0%
Custodial Services - Jail	82-2158	18,242	19,016	19,890	21,000	1,110	5%
Custodial Supplies	82-2160	7,530	8,132	6,500	6,500	0	0%
Custodial Services	82-2161	4,467	8,460	7,500	7,500	0	0%
Custodial Supplies-800/820	82-2163	6,129	6,470	6,000	6,000	0	0%
Custodial Services-800/820	82-2168	56,804	57,670	58,750	61,690	2,940	5%
Utilities-800	82-2191	35,319	34,654	32,000	32,000	0	0%
Utilities-820	82-2192	23,509	21,222	24,000	24,000	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Maintenance Supplies	82-2259	9,621	7,572	8,500	8,500	0	0%
Maintenance - Equipment	82-2260	3,478	1,788	2,000	2,000	0	0%
Maintenance - Boiler	82-2261	1,765	0	3,000	3,000	0	0%
Software Maintenance	82-2265	0	0	0	12,500	12,500	100%
Maint. Supp. - OYA Facility	82-2267	0	4,340	0	0	0	0%
Alarm Monitoring - 800/820	82-2270	1,797	1,748	1,900	1,800	(100)	- 5%
Alarm Monitoring - CCSO	82-2271	1,138	1,152	1,300	2,340	1,040	80%
Alarm Monitoring	82-2272	2,755	3,010	3,000	1,560	(1,440)	- 48%
Maintenance S.I.G.	82-2300	22,226	17,043	36,000	36,000	0	0%
Employee Drug Screen	82-2302	0	0	200	200	0	0%
Animal Control Maint. S.I.G.	82-2303	306	0	0	0	0	0%
Jail Maint S.I.G.	82-2304	35,395	31,589	40,000	40,000	0	0%
Maintenance - Elevators	82-2305	5,216	5,532	9,000	9,000	0	0%
Maint. Elevators-800/820	82-2306	5,253	4,883	6,000	6,000	0	0%
Maint. S.I.G - Boy Mtg Ctr.	82-2307	3,229	4,745	2,500	2,500	0	0%
Maint. S.I.G. - OYA Facility	82-2308	0	14,878	0	0	0	0%
Maint S.I.G. Boat House	82-2313	192	0	500	500	0	0%
Maint S.I.G. - CCSO	82-2314	11,737	10,542	10,000	15,400	5,400	54%
800 Maint. S.I.G.	82-2321	19,555	11,085	10,000	10,000	0	0%
820 Maint. S.I.G.	82-2322	9,122	5,013	8,000	8,000	0	0%
B&G Shop SIG	82-2331	639	205	300	300	0	0%
Membership Fees And Dues	82-2370	50	0	300	350	50	16%
Office Supplies	82-2410	922	280	300	500	200	66%
Books And Periodicals	82-2413	0	0	230	200	(30)	- 13%
Postage And Freight	82-2419	221	142	200	200	0	0%
Printing And Reproduction	82-2425	360	42	600	600	0	0%
Contractual Services	82-2471	12,030	11,580	18,000	14,000	(4,000)	- 22%
Contractual Services-Temp Help	82-2492	0	0	1,000	0	(1,000)	- 100%
Publi. And Legal Notices	82-2600	820	97	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	3,224	4,639	8,000	8,000	0	0%
Fuel - Equipment	82-2851	0	28	200	200	0	0%
Fuel - Vehicles	82-2852	799	1,277	1,000	1,000	0	0%
Safety Program	82-2862	0	0	150	150	0	0%
Vehicle Maintenance & Use	82-2923	0	103	500	500	0	0%
Education And Training	82-2928	2,202	659	3,100	3,100	0	0%
Reimbursed Travel Expense	82-2930	635	473	2,460	2,460	0	0%
Road Department Services	82-2959	5,340	391	5,000	4,000	(1,000)	- 20%
Utilities	82-2960	37,431	37,127	33,000	33,000	0	0%
Utilities SO Deten Center	82-2961	109,665	108,734	98,000	96,000	(2,000)	- 2%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Utilities - Boy Mtg Ctr	82-2962	6,707	5,740	6,000	6,000	0	0%
Utilities B&G Shop	82-2964	4,246	4,768	4,500	4,500	0	0%
Utilities - CCSO	82-2965	23,354	24,826	22,000	24,000	2,000	9%
Utilities - OYA Facility	82-2968	0	33,712	0	0	0	0%
Materials & Services Totals:		548,873	564,777	555,580	572,930	17,350	3%
Special Payments							
Property Taxes	82-3800	663	681	700	800	100	14%
Special Payments Totals:		663	681	700	800	100	14%
Total Expenditures:		1,070,666	1,117,243	1,172,040	1,194,220	22,180	1%

Dues & Special Assessments

Department Overview

Appropriations are made in this budget when not logically assigned to another specific area. Appropriations to agencies not part of County government are also included here.

Budget Highlights

This budget reflects an increase in general liability insurance costs, these costs can vary significantly based on prior year claims history as well as the insurance risk pool rates. Based on this information staff is budgeting for an approximate 27% increase over the actual 2019-20 fiscal year costs.

A total of \$50,000 has been budgeted in "Contributions To Outside Agencies"; \$30,000 for qualifying organizations to apply for through the Human Services Advisory Committee and \$20,000 for social service support agencies. In addition, there is also \$15,000 that is budgeted for the Library Services Agreement to support the rural community outreach program facilitated by the Astoria/Seaside Libraries.

In addition there is \$50,000 budgeted to provide funding for a county-wide Homeless Liaison position to be housed with Clatsop Community Action and supported by multiple community partners.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	122,980	122,980	100%
Room Tax	41,678	50,490	55,000	45,000	(10,000)	- 18%
St. - Liquor 2145	13,512	14,124	13,500	13,500	0	0%
Veteran Services	95,662	96,854	95,660	95,660	0	0%
Columbia River Transitions Fun	0	496,745	0	0	0	0%
Economic Development	0	0	0	0	0	0%
Rev. Refunds & Reim.	204	2,500	0	0	0	0%
NW OR Kinder Ready Pilot	324,903	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	254,439	301,127	446,010	514,200	68,190	15%
Total Revenue:	730,398	961,840	610,170	791,340	181,170	29%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	345,112	393,701	433,170	471,860	38,690	8%
Special Payments	385,286	568,139	177,000	319,480	142,480	80%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	730,398	961,840	610,170	791,340	181,170	29%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Insurance	82-2200	152,234	181,448	224,500	252,760	28,260	12%
Pioneer Cemetery	82-2301	0	2,097	5,000	5,000	0	0%
Membership Fees And Dues	82-2370	24,670	38,775	24,520	26,980	2,460	10%
Auditing And Accounting	82-2462	50,350	53,855	55,000	60,000	5,000	9%
Veterans Service Contract	82-2468	116,148	116,148	116,150	119,120	2,970	2%
Contractual Services	82-2471	0	0	0	0	0	0%
Mentally Ill	82-2496	1,710	1,378	8,000	8,000	0	0%
Publi. And Legal Notices	82-2600	0	0	0	0	0	0%
Materials & Services Totals:		345,112	393,701	433,170	471,860	38,690	8%
Special Payments							
Pub. Road & Drainage Improv.	82-3008	3,871	31,479	55,000	167,980	112,980	205%
Mental Health 2145	82-3100	13,512	14,124	14,000	13,500	(500)	- 3%
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%
Library Services Agreement	82-3574	0	5,000	5,000	15,000	10,000	200%
Cont. To Outside Agencies	82-3575	20,000	35,000	30,000	50,000	20,000	66%
Crisis Respite Center	82-3576	0	0	50,000	0	(50,000)	- 100%
Social Services Support	82-3577	0	0	0	50,000	50,000	100%
Columbia River Transitions Fun	82-3579	0	459,537	0	0	0	0%
NW OR Kinder Ready Pilot	82-3580	324,903	0	0	0	0	0%
Special Payments Totals:		385,286	568,139	177,000	319,480	142,480	80%
Total Expenditures:		730,398	961,840	610,170	791,340	181,170	29%

General Fund Stabilization

Department Overview

To set aside timber revenue resources that are in excess of the fifteen (15) year low once Special Projects needs have been identified, in an effort to provide a long term resource for General Fund operations in the event that timber revenues received are insufficient in the future. This organizational unit will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments including the amount provided in the Special Projects fund and any debt payment obligations.

Budget Highlights

This organizational unit was created as a result of the County's Long Term Financial Plan update, after evaluating the new structure within the GF it has been recommended that this Stabilization Fund be an independent fund and not an organizational unit within an existing fund. The purpose of these resources is that should the county not be able to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments these monies may be transferred to the GF to meet these commitments. The LTFP recommendation was to maintain a balance of at least \$2,000,000. Should the resources in the General Fund drop below the \$2M threshold, expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners per the Board Budget Policies.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	2,000,000	2,000,000	0	0%
Timber Sales General Fund	0	1,433,982	0	0	0	0%
General Fund Support	0	(1,433,982)	0	0	0	0%
Total Revenue:	0	0	2,000,000	2,000,000	0	0%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	2,000,000	0	(2,000,000)	- 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	2,000,000	2,000,000	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	0	0	2,000,000	2,000,000	0	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Unapportioned Projects	82-2129	0	0	2,000,000	0	(2,000,000)	- 100%
Materials & Services Totals:		0	0	2,000,000	0	(2,000,000)	- 100%
Transfers Out							
Transfer to General Fund	82-8001	0	0	0	0	0	0%
Trans to Other Funds	82-8165	0	0	0	2,000,000	2,000,000	100%
Transfers Out Totals:		0	0	0	2,000,000	2,000,000	100%
Total Expenditures:		0	0	2,000,000	2,000,000	0	0%

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 are to be transferred to the Special Projects fund. The 2020-21 fiscal year revenues remain the same as 2019-20, as this amount continues to be the 15 year low in timber receipts.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Timber Sales	4,608,476	1,394,280	1,394,280	1,394,280	0	0%
General Fund Support	(1,204,096)	537,560	546,770	674,420	127,650	23%
Total Revenue:	3,404,380	1,931,840	1,941,050	2,068,700	127,650	6%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	3,404,380	1,931,840	1,941,050	2,068,700	127,650	6%
Contingency	0	0	0	0	0	0%
Total Expenditures:	3,404,380	1,931,840	1,941,050	2,068,700	127,650	6%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Transfers Out							
Transfer To Health Dept.	82-8005	442,200	461,000	461,000	588,650	127,650	27%
Trans To Special Projects	82-8100	2,894,280	1,394,280	1,394,280	1,394,280	0	0%
Trans To Marine Patrol	82-8120	27,200	27,200	27,200	27,200	0	0%
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfer to Drug & Alcohol Pre	82-8170	0	0	0	0	0	0%
Trans To Child Support	82-8400	40,700	49,360	58,570	58,570	0	0%
Transfers Out Totals:		3,404,380	1,931,840	1,941,050	2,068,700	127,650	6%
Total Expenditures:		3,404,380	1,931,840	1,941,050	2,068,700	127,650	6%

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 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Transfer From General	0	0	0	0	0	0%
General Fund Support	0	0	2,606,730	2,777,220	170,490	6%
Total Revenue:	0	0	2,606,730	2,777,220	170,490	6%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,606,730	2,777,220	170,490	6%
Total Expenditures:	0	0	2,606,730	2,777,220	170,490	6%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Contingencies							
Approp. For Contg. - Gen.	82-9901	0	0	2,606,730	2,777,220	170,490	6%
Contingencies Totals:		0	0	2,606,730	2,777,220	170,490	6%
Total Expenditures:		0	0	2,606,730	2,777,220	170,490	6%

GF Stabilization

Department Overview

In an effort to provide a long term resource for General Fund operations in the event that timber revenues received are insufficient in the future this fund has been established. Timber revenue resources that are in excess of the fifteen (15) year low, and less any Special Projects needs that have been identified, this Fund will be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments including the amount provided in the Special Projects fund and any debt payment obligations.

Budget Highlights

Following the recommendation of the County's Long Term Financial Plan update it was decided to create a separate organizational unit within the General Fund to hold the General Fund Stabilization account, which had previously been held within the Special Projects Fund. This structure has been in place since the 2018-2019 FY and is intended to be used to meet any General Fund financial commitments in any year when the county's timber revenue projection is less than the total amount of current year commitments. After evaluating the placement of these funds over the past few fiscal years it has been decided that the best approach to this would be to have these monies in a stand alone fund.

The LTFP recommendation was to maintain a balance of at least \$2,000,000 and should the resources in the General Fund drop below the \$2M threshold, expenditure reductions will be evaluated based on the Resource Management Strategy and the priority service levels identified by the Board of Commissioners per the Board Budget Policies.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Interest On Investments	0	0	0	6,000	6,000	100%
Transfer from General	0	0	0	2,000,000	2,000,000	100%
Total Revenue:	0	0	0	2,006,000	2,006,000	100%
Total Unappropriated Budget:	0	0	0	0	0	0%
Total Budgeted Resources:	0	0	0	2,006,000	2,006,000	0%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	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	0	2,006,000	2,006,000	0%
Total Expenditures:	0	0	0	2,006,000	2,006,000	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	2,006,000	2,006,000	100%
Contingencies Totals:		0	0	0	2,006,000	2,006,000	100%
Total Expenditures:		0	0	0	2,006,000	2,006,000	100%

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 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	410,830	360,010	(50,820)	- 12%
Interest On Investments	6,633	10,751	6,000	6,500	500	8%
S.A.I.F. Reimbursement	46,481	57,451	0	0	0	0%
S.A.I.F. Claim Repayment	0	0	0	0	0	0%
Rev. Refunds & Reim.	9	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	53,123	68,203	416,830	366,510	(50,320)	- 12%
Total Unappropriated Budget:	22,273	44,910	0	0	0	0%
Total Budgeted Resources:	30,851	23,293	416,830	366,510	(50,320)	- 12%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	30,851	23,293	416,830	366,510	(50,320)	- 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%
Total Expenditures:	30,851	23,293	416,830	366,510	(50,320)	- 12%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Safety Equipment	82-2045	0	0	0	0	0	0%
Insurance	82-2200	30,351	22,793	415,430	365,110	(50,320)	- 12%
Safety Program	82-2862	0	0	1,000	1,000	0	0%
Indirect Cost Allocation	82-3210	500	500	400	400	0	0%
Materials & Services Totals:		30,851	23,293	416,830	366,510	(50,320)	- 12%
Transfers Out							
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		30,851	23,293	416,830	366,510	(50,320)	- 12%

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 7th 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 and also includes a dedicated evidence and property room.

This budget also reflects the 2nd payment on a 20 year bond for a new county jail. This bond was approved by the voters in November of 2018 and is for the remodel/construction of a new 172 bed facility located in Warrenton.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	185,910	195,870	9,960	5%
Property Taxes Current Yr	0	0	1,272,110	1,283,300	11,190	0%
Property Taxes Prior Year	0	0	0	0	0	0%
GP Reserve Revenue	0	0	0	0	0	0%
Interest On Investments	2,145	3,109	1,200	3,000	1,800	150%
Property Rents	0	0	0	0	0	0%
Timber Sales	0	0	0	0	0	0%
Transfer from Other Funds	182,400	0	0	0	0	0%
Transfer from Special Projects	0	178,010	174,130	170,300	(3,830)	- 2%
Total Revenue:	184,545	181,119	1,633,350	1,652,470	19,120	1%
Total Unappropriated Budget:	3,251	3,651	0	0	0	0%
Total Budgeted Resources:	181,294	177,468	1,633,350	1,652,470	19,120	1%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	181,294	177,468	1,446,240	1,453,600	7,360	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	187,110	198,870	11,760	6%
Total Expenditures:	181,294	177,468	1,633,350	1,652,470	19,120	1%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Debt Service							
P & P Interest Expense	82-2644	47,961	44,134	40,730	36,950	(3,780)	- 9%
P & P Principal Payment	82-2645	133,333	133,333	133,400	133,350	(50)	- 0%
Jail Bond Expense	82-3240	0	0	0	340,000	340,000	100%
Interest On Bonds	82-3400	0	0	1,272,110	943,300	(328,810)	- 25%
Debt Service Totals:		181,294	177,468	1,446,240	1,453,600	7,360	0%
Transfers Out							
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	187,110	198,870	11,760	6%
Contingencies Totals:		0	0	187,110	198,870	11,760	6%
Total Expenditures:		181,294	177,468	1,633,350	1,652,470	19,120	1%

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.

Major Accomplishments

Staff continue to build reserves to make future one-time payments towards Clatsop County's portion of the PER'S unfunded accrued liability. By making separate payments to the UAL it is the county's intention to keep the liability percentage at a more manageable rate to help control personnel costs.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	551,460	1,107,240	555,780	100%
Interest On Investments	18,874	25,277	9,000	12,000	3,000	33%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Transfer From General	0	0	0	0	0	0%
Transfer from Other Funds	300,000	0	0	0	0	0%
Transfer from Special Projects	0	300,000	300,000	300,000	0	0%
Total Revenue:	318,874	325,277	860,460	1,419,240	558,780	64%
Total Unappropriated Budget:	318,874	(674,723)	0	0	0	0%
Total Budgeted Resources:	0	1,000,000	860,460	1,419,240	558,780	64%

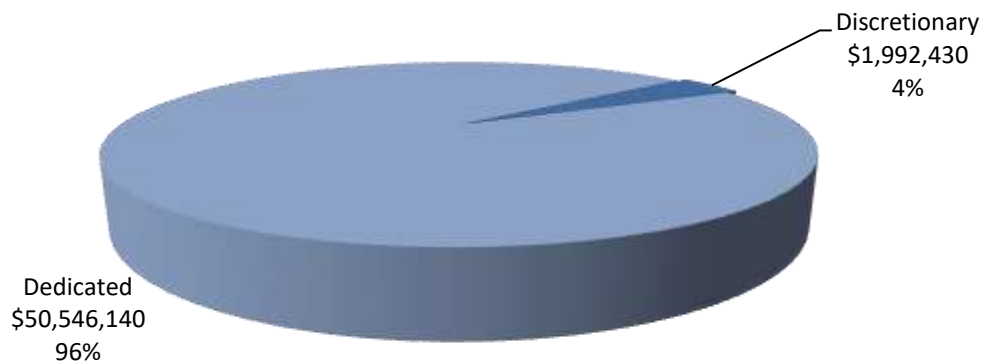
Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	1,000,000	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	860,460	1,419,240	558,780	64%
Total Expenditures:	0	1,000,000	860,460	1,419,240	558,780	64%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Special Payments							
Bond & UAL PERS Expense	82-3230	0	1,000,000	0	0	0	0%
Special Payments Totals:		0	1,000,000	0	0	0	0%
Transfers Out							
Transfer To General Fund	82-8001	0	0	0	0	0	0%
Trans to Other Funds	82-8165	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	860,460	1,419,240	558,780	64%
Contingencies Totals:		0	0	860,460	1,419,240	558,780	64%
Total Expenditures:		0	1,000,000	860,460	1,419,240	558,780	64%

**Clatsop County Functions/Programs Budget
Land Use, Housing, Transportation,
Economic Development & Capital
2020-2021
Total \$52,538,570**



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
Code Compliance

County Tourism
Clatsop County Fisheries
Video Lottery
Industrial Develop. Revolving Fund
Special Projects
Fleet Replacement
Equipment Replacement
Building Codes

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

Surveyor

Mission Statement

The Clatsop County Surveyor's office provides the surveying community and the public with the resources necessary to research and locate property boundaries.

Department Overview

The office of the County Surveyor is responsible for checking subdivisions, condominiums, partition and recording surveys in compliance with Oregon Statutes. The office maintains all records of surveys and provides means by which the public can use these records. The Surveyor also surveys County-owned and County Roads. The Surveyor assists the general public with locating property surveys, historical research, general survey questions and interpreting and understanding legal descriptions.

Major Accomplishments

Began and completed the index of the 1200 Town Plats for use on Webmaps. Reviewed and filed partitions, subdivisions and surveys. Assisted public and private surveyors with various boundary issues and projects.

Budget Highlights

Revenues are lower than last year as a result of County Surveyor personnel working less on road projects for the Roads Division and Public Land Corner. The volume of Surveys, Partitions and Subdivisions has made it difficult to allocate time to other work. Total Personnel costs are 4% higher due to COLA, step increases and SAIF. Materials and supplies are 7% higher due to higher Software Maintenance costs which is AutoCad (\$300) and Education & Training (\$100). Projects planned for this year include cadastral survey work on Pipeline Road area and Lewis and Clark mainline area.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Surveyor Fees & Maps	51,925	57,923	55,000	54,000	(1,000)	- 1%
Maps And Microfische Fees	759	617	750	700	(50)	- 6%
Partition Review	19,800	28,600	14,000	20,500	6,500	46%
Subdivision Review	14,526	4,720	4,200	10,000	5,800	138%
Road Vacation Fees	0	1,200	0	0	0	0%
PLCPF Work	0	0	25,000	13,000	(12,000)	- 48%
Roads Work Other Depts.	17,615	22,824	35,000	10,000	(25,000)	- 71%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Nsf Check Fee	0	25	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
General Fund Support	86,575	91,899	100,010	135,710	35,700	35%
Total Revenue:	191,200	207,809	233,960	243,910	9,950	4%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	124,484	146,947	155,810	162,690	6,880	4%
Personnel Benefits	63,394	57,431	73,590	76,330	2,740	3%
Materials & Services	3,322	3,431	4,560	4,890	330	7%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	191,200	207,809	233,960	243,910	9,950	4%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Surveyor	0.75	0.75	0.75	0.75	0.00	0%
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Survey Tech II	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	1.95	1.95	1.95	1.95	0.00	0%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of plats submitted for filing	Count	12	19	26	28	25	25
Number of digitally indexed surveys verified	Count	200	300	300	300	300	300
Number of surveys submitted for filing	Count	129	137	135	150	150	150
Percent of surveys checked in 10 working days	Percent	88%	96%	84%	95%	95%	95%
Percent of survey rechecks filed in 10 working days	Percent	85%	95%	91%	100%	95%	95%
Percent of plats checked in 15 working days	Percent	92%	100%	81%	100%	100%	100%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Surveyor	82-1015	67,178	72,280	77,280	79,910	2,630	3%
Public Works Director	82-1088	5,047	5,319	6,270	6,100	(170)	- 2%
Staff Assistant	82-1191	6,727	7,320	7,490	7,750	260	3%
Survey Tech II	82-1308	45,532	62,028	64,770	68,930	4,160	6%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	9,200	10,989	11,930	12,460	530	4%
Retirement	82-1955	21,397	23,277	35,400	36,860	1,460	4%
Medical Waiver	82-1963	180	180	180	180	0	0%
Medical Insurance	82-1964	24,491	15,855	18,520	18,720	200	1%
Dental Insurance	82-1965	2,721	3,116	3,260	3,220	(40)	- 1%
HSA Contribution	82-1966	3,600	1,600	1,600	1,600	0	0%
Benefits Admin Fees	82-1967	58	60	60	60	0	0%
Life Insurance	82-1970	157	176	170	170	0	0%
Salary Continuation Insur	82-1972	238	256	260	260	0	0%
S.A.I.F.	82-1975	1,199	1,739	2,050	2,640	590	28%
Unemployment	82-1980	154	182	160	160	0	0%
Personnel Services Totals:		187,878	204,378	229,400	239,020	9,620	4%

Materials & Services

Telephones	82-2070	288	212	300	200	(100)	- 33%
Field Supplies	82-2165	222	73	200	200	0	0%
Maintenance - Equipment	82-2260	155	92	400	400	0	0%
Software Maintenance/Licenses	82-2265	500	500	500	800	300	60%
General Equipment	82-2268	12	0	0	0	0	0%
Maintenance S.I.G.	82-2300	103	0	200	200	0	0%
Membership Fees And Dues	82-2370	430	760	420	420	0	0%
Office Supplies	82-2410	55	245	200	200	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	57	113	150	150	0	0%
Printing And Reproduction	82-2425	90	71	300	300	0	0%
Publi. And Legal Notices	82-2600	378	0	200	200	0	0%
Fuel - Vehicles	82-2852	0	233	150	150	0	0%
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0%
Education And Training	82-2928	75	200	200	300	100	50%
Reimbursed Travel Expense	82-2930	0	26	400	400	0	0%
Road Department Services	82-2959	0	0	0	0	0	0%
Utilities	82-2960	955	906	840	870	30	3%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Materials & Services Totals:		3,322	3,431	4,560	4,890	330	7%

Special Payments

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Social Services Support	82-3577	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Total Expenditures:		191,200	207,809	233,960	243,910	9,950	4%

Road Admin. And Support

Mission Statement

To insure that road infrastructure is properly maintained and improved as needed to meet present and future traffic demands; that maintenance projects are designed and constructed properly and cost-effectively to enhance traffic flow and traffic safety while minimizing maintenance costs; to provide roads that are safe for all modes of transportation, including pedestrian, bicyclists and motorists.

Department Overview

The Road Administration division is responsible for the administration of the Road, Westport Sewer District and Survey divisions, 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 preparation and oversight, contract services, cost accounting and payroll, accounts payable, construction management and engineering services and management of the Westport Sewer Service District. Engineering Technicians performed engineering, permitting, inspection and other services on numerous projects including the the Koppisch Road, Columbia Beach Lane, Westport Ferry Queue and SE 19th Street paving. Culvert replacements on John day River Road, Stillwell Lane and Youngs River Road. Realignment on John Day River Road, Columbia Beach Wall and Realignment, Westport Ferry Dock Repairs and Taylorville reconstruction. Bridge repairs on Sunset Beach Bridge, Rippett Road Bridge, Blind Slough Bridge and Klaskanine Olney Bridge. Also, Bike Path work in the North Coast Business Park. Planned work using the Transient Room Tax money.

Budget Highlights

This year's Personnel costs are 2% higher due to numerous changes in Personnel. The Engineering Tech-Leadworker was promoted to Assistant Public Works Director which is in the Road Maintenance & Construction Budget. That position will be replaced by an Engineering Tech II position. There is additional summer help added for Engineering. The Senior Administrative Supervisor will be replaced by a non-management Accountant II position. Materials and Services are 7%, including \$260 in Custodial Services, \$14,700 in insurance costs, \$610 in Membership Fees and Dues, \$30 in Contractual Shredding Services and a \$10,300 increase in Indirect Costs. The Software Maintenance Fees for AutoCad have been reallocated to follow the employees who are using the licenses.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Revenue from Road District #1	793,050	939,920	1,045,100	1,084,450	39,350	3%
Franchise Fees	1,880	1,880	1,880	1,880	0	0%
Rev. Refunds & Reim.	98	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	795,028	941,800	1,046,980	1,086,330	39,350	3%
Total Unappropriated Budget:	29,482	86,546	0	0	0	0%
Total Budgeted Resources:	765,545	855,254	1,046,980	1,086,330	39,350	3%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	370,993	411,995	491,370	489,540	(1,830)	- 0%
Personnel Benefits	172,175	201,473	287,040	307,860	20,820	7%
Materials & Services	219,779	235,545	268,570	288,930	20,360	7%
Special Payments	0	0	0	0	0	0%
Debt Service	2,598	13	0	0	0	0%
Capital Outlay	0	6,228	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	765,545	855,254	1,046,980	1,086,330	39,350	3%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Admin. Services Supervisor	1.00	1.00	1.00	0.00	(1.00)	- 100%
Staff Assistant	1.60	1.60	1.85	1.85	0.00	0%
Engineering Tech-Lead Worker	1.00	1.00	1.00	0.00	(1.00)	- 100%
Engineering Tech I	0.00	0.00	1.00	1.00	0.00	0%
Engineering Tech II	1.00	2.00	0.00	1.00	1.00	100%
Engineering Tech III	0.00	0.00	1.00	1.00	0.00	0%
GIS/Planner	1.00	1.00	1.00	1.00	0.00	0%
Accountant II	0.00	0.00	0.00	1.00	1.00	100%
Total Personnel:	5.60	6.60	6.85	6.85	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of transactions in cost accounting Count	35,707	34,527	32,308	33,690	34,500	34,500
Number of Tech hours on Road/Culvert/Eng/ROW Count	1,466	1,475	1,587	1,758	1,500	1,500

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Senior Admin Supervisor	82-1119	0	71,722	77,190	28,410	(48,780)	- 63%
Admin. Services Supervisor	82-1188	67,976	0	0	0	0	0%
Staff Assistant	82-1191	73,388	83,105	92,410	95,560	3,150	3%
Engineering Tech-Lead Worker	82-1309	81,033	81,355	93,970	0	(93,970)	- 100%
Engineering Tech I	82-1312	0	20,349	64,770	66,440	1,670	2%
Engineering Tech II	82-1314	70,675	42,670	0	70,320	70,320	100%
Engineering Tech III	82-1316	0	32,147	80,370	85,480	5,110	6%
GIS/Planner	82-1403	77,920	80,648	82,660	85,480	2,820	3%
Accountant II	82-1848	0	0	0	57,850	57,850	100%
Extra Help	82-1941	0	4,061	0	6,000	6,000	100%
Overtime	82-1945	4,067	1,145	6,500	6,500	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	27,444	30,101	38,170	38,480	310	0%
Retirement	82-1955	63,735	68,146	111,100	103,960	(7,140)	- 6%
Medical Waiver	82-1963	1,105	1,020	1,020	1,020	0	0%
Medical Insurance	82-1964	59,954	75,524	104,560	123,660	19,100	18%
Dental Insurance	82-1965	5,713	7,158	9,620	11,450	1,830	19%
HSA Contribution	82-1966	8,500	10,500	11,000	11,000	0	0%
Benefits Admin Fees	82-1967	126	131	130	140	10	7%
Life Insurance	82-1970	459	492	550	620	70	12%
Salary Continuation Insur	82-1972	528	578	640	530	(110)	- 17%
S.A.I.F.	82-1975	107	2,205	3,250	4,000	750	23%
Unemployment	82-1980	439	412	500	500	0	0%
Personnel Services Totals:		543,168	613,468	778,410	797,400	18,990	2%
Materials & Services							
Telephones	82-2070	9,770	9,855	11,700	10,650	(1,050)	- 8%
Custodial Services	82-2161	2,136	2,601	2,400	2,660	260	10%
Insurance	82-2200	72,491	82,178	94,500	109,210	14,710	15%
License And Permit Fees	82-2240	1,975	2,851	3,260	3,870	610	18%
Maintenance - Equipment	82-2260	3,087	1,310	2,000	2,000	0	0%
Software Maintenance	82-2265	3,847	3,875	11,610	7,110	(4,500)	- 38%
Maintenance S.I.G.	82-2300	625	2,000	2,000	2,000	0	0%
Employee Drug Screen	82-2302	40	0	200	200	0	0%
Membership Fees And Dues	82-2370	495	338	660	660	0	0%
Office Supplies	82-2410	3,691	3,642	4,000	4,000	0	0%
Books And Periodicals	82-2413	366	179	400	400	0	0%
Postage And Freight	82-2419	975	870	1,000	1,000	0	0%
Printing And Reproduction	82-2425	1,752	2,133	1,800	1,800	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Office Furniture & Equipment	82-2454	0	415	1,200	1,200	0	0%
PC Equipment	82-2455	4,204	4,204	9,080	9,080	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Contractual Services	82-2471	166	276	300	330	30	10%
Administrative Costs	82-2473	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	623	1,209	1,900	1,900	0	0%
Small Tools And Instrum.	82-2710	314	1,189	3,800	3,800	0	0%
Fuel - Vehicles	82-2852	0	0	0	0	0	0%
Education And Training	82-2928	1,110	2,454	3,860	3,860	0	0%
Reimbursed Travel Expense	82-2930	622	2,060	2,000	2,000	0	0%
Utilities	82-2960	34,491	35,405	36,000	36,000	0	0%
Indirect Cost Allocation	82-3210	77,000	76,500	74,900	85,200	10,300	13%
Materials & Services Totals:		219,779	235,545	268,570	288,930	20,360	7%
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Office Equipment	82-4300	0	6,228	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		0	6,228	0	0	0	0%
Debt Service							
Capital Lease	82-3199	2,598	13	0	0	0	0%
Debt Service Totals:		2,598	13	0	0	0	0%
Total Expenditures:		765,545	855,254	1,046,980	1,086,330	39,350	3%

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 mitigate emergency hazards. Crews use integrated methods to control vegetation for safety and road preservation, such as chopping, mowing, tree trimming & removal, and application of herbicide with licensed operators. Maintenance and repairs of the drainage system include culvert and catch basin cleaning, culvert replacement and ditches. The Roads Division provides complete and consistent signage and traffic markings as outlined in the Federal Manual on Uniform Traffic Control Devices and the Sign Policy and Guidelines for the State Highway System. Modernization projects are defined as projects that widen, correct alignment and safety problems, correct structural deficiencies and pave the surface with asphalt concrete. Modernization projects bring roads up to current standards and are designed to have a minimum of a 20-year life. The Road shop mechanical services include diagnostic. electrical, full periodic maintenance, DOT inspecting, welding , fabrication and mobile service to field areas. The shop also provides cleaning and wash down facilities for all departments and a recycling location for fuel, oils, tires, metal, etc. to comply with environmental regulations.

Major Accomplishments

Completed projects include 2.4 miles of paving on Koppisch Road, Columbia Beach Lane, Westport Ferry Queue and Bike Lane, and SE 19th Street. Pulverizing on 6 roads. Chipsealing of 20 miles of road. Culvert replacements on John Day River Road, Stillwell Lane and Youngs River Road. Completed realignment on John Day River Road, Brownsmead drainage work, Columbia Beach Wall and Realignment, Westport Ferry Dock Repairs and Taylorville reconstruction work, Completed bridge repairs on Sunset Beach Bridge, Rippett Road Bridge, Blind Slough Bridge, and Klaskanine Olney Bridge. Removed the Jones & Knappa docks. Completed Bike Path work in the North Coast Business park. and made road and sign improvements to Public Roads using the Transient Room Tax money. Performed storm damage repairs and slide removal.

Budget Highlights

There is a 13% increase in this year's revenues due to a larger beginning balance, increased interest, increased State Highway Fund revenue and Road Work for other department (\$7280). We will not have the Lewis & Clark Arts Grant this year and will be using less (STP) Surface Transportation Funds. This year's Personnel expenses are 4% higher due to COLA, step increases, medical insurance and retirement costs. The Road Maint Worker Trainee and Road Maint Worker line items change based on how many employees are in their first year of employment as trainees. There is two new positions added as permanent Road Mtc Helpers and reduced Casual Help. This year's Materials & Services are increased by 10% overall. There are increases in the Uniform Cleaning (\$310), Custodial Services (\$460), General Equipment (\$8000), Mtc S.I.G. (\$500), Membership Fees and Dues (\$600) Contractual Services (\$269,500), Oil Rock (\$43,820), Road Oil (\$68,520), Rents & Lease of Equipment (\$4,000), Crushing (\$75,000) to perform crushing to stockpile rock, Bridge Material (\$22,000) due to additional bridge repair projects, Rock (\$28,400), Safety Program (\$500), Road Supplies (\$2,800), Education & Training (\$3,250) and Reimbursed Travel Expense (\$690) due to new employees and Indirect Costs (\$10,700). There are \$2,150,000 in funds for the Facility relocation project and the purchase of property for the alternate routes. The increase in Miscellaneous Equipment is for the purchase of a portable welder for bridge repairs, a Vehicle mounted sign and a Flatbed to retrofit a pickup. The transfer to the General Road Equipment Fund is up 13% to \$628,530 for the purchase of a Dump Truck, Excavator, Pickup and Loader Brush Cutter.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	9,306,200	11,421,240	2,115,040	22%
Interest On Investments	122,338	200,029	163,000	200,000	37,000	22%
Unrealized Gain/Loss	0	20,332	0	0	0	0%
St. Highway Fund	2,747,079	3,185,237	3,269,360	3,517,170	247,810	7%
Small County Allotment	9,388	28,087	28,170	27,300	(870)	- 3%
Lewis & Clark Arts Grant	0	0	95,000	0	(95,000)	- 100%
St. - Fas Conversion	0	0	1,420,000	1,100,000	(320,000)	- 22%
KOA Lease	2,700	2,700	2,700	2,700	0	0%
District Shop Lease	4,800	4,400	4,800	4,800	0	0%
Roads Work Other Depts.	137,886	192,328	142,720	150,000	7,280	5%
Road Vacation Services	0	300	0	0	0	0%
Vehicle Fuel	115,377	132,261	150,000	150,000	0	0%
Vehicle Shop Service	2,240	6,843	5,000	5,000	0	0%
Material & Supplies Sales	1,911	305	600	600	0	0%
Rev. Refunds & Reim.	23,618	21,687	200	0	(200)	- 100%
Admin Services Fees	6,800	6,400	6,400	6,400	0	0%
Lien Assessments	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction & Sales	2,792	2,505	5,000	5,000	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Total Revenue:	3,176,930	3,803,414	14,599,150	16,590,210	1,991,060	13%
Total Unappropriated Budget:	(2,050,362)	(1,229,349)	6,138,670	5,129,080	(1,009,590)	- 16%
Total Budgeted Resources:	5,227,292	5,032,763	8,460,480	11,461,130	3,000,650	35%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	1,352,563	1,387,068	1,617,270	1,736,090	118,820	7%
Personnel Benefits	720,094	809,838	1,140,300	1,276,600	136,300	11%
Materials & Services	2,657,776	2,308,051	4,987,860	5,501,760	513,900	10%
Special Payments	2,130	1,714	43,150	43,150	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	18,109	52,052	120,000	2,275,000	2,155,000	1795%
Transfer Out	476,620	474,040	551,900	628,530	76,630	13%
Contingency	0	0	0	0	0	0%
Total Expenditures:	5,227,292	5,032,763	8,460,480	11,461,130	3,000,650	35%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Works Director	0.70	0.70	0.85	0.85	0.00	0%
Assist Public Works Direc.	1.00	1.00	1.00	1.00	0.00	0%
County Engineer	0.00	0.00	1.00	1.00	0.00	0%
Crew Foreman	3.00	3.00	3.00	3.00	0.00	0%
Rd Maint Helper	0.00	0.00	0.00	2.00	2.00	100%
Rd Maint Worker Trainee	0.00	1.00	1.00	1.00	0.00	0%
Rd Maint Worker	15.00	15.00	15.00	15.00	0.00	0%
Mechanic	2.00	2.00	2.00	2.00	0.00	0%
Shop Maint. Assistant	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	22.70	23.70	24.85	26.85	2.00	8%

Measures

Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Miles of asphalt roadway resurfacing	Count	4	3	3	3	2	2
Miles of roadway chipsealed	Count	30	38	22	21	20	20
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	1,569	1,569
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	5	3	5	5	2	4
Preventative Maintenance routines done	Count	156	104	65	60	100	100
Cost per lane mile for mechanical mowing	Count	126	186	212	154	150	150
Cost per lane mile for brush chopping	Count	677	580	541	372	375	375
Lineal feet of culverts repaired/replaced	Count	863	801	715	1,210	3,792	1,000
Percent of gravel roads graded every year	Percent	84%	69%	66%	52%	75%	75%
Percent of road miles resurfaced	Percent	11%	9%	8%	8%	9%	9%
Percent of lane miles mowed per year	Percent	88%	42%	70%	18%	80%	80%
Percent of lane miles chopped per year	Percent	43%	65%	41%	62%	70%	70%
Percent of Rd Mtc budget used for modernization	Percent	4%	6%	8%	8%	14%	16%
Percent of mechanic work hours on billable repairs	Percent	74%	73%	72%	65%	76%	75%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Works Director	82-1088	70,656	85,016	106,630	103,750	(2,880)	- 2%
Assist Public Works Direc.	82-1089	86,569	46,971	98,780	107,580	8,800	8%
County Engineer	82-1140	0	30,955	103,040	95,720	(7,320)	- 7%
Crew Foreman	82-1149	214,387	201,372	234,400	252,170	17,770	7%
Rd Maint Helper	82-1734	0	0	0	63,160	63,160	100%
Rd Maint Worker Trainee	82-1735	130,050	201,585	48,730	212,350	163,620	335%
Rd Maint Worker	82-1740	693,859	668,882	851,040	717,310	(133,730)	- 15%
Mechanic	82-1750	124,198	129,100	133,560	138,130	4,570	3%
Shop Maint. Assistant	82-1751	32,845	23,187	41,090	45,920	4,830	11%
Equipment Servicer	82-1755	0	0	0	0	0	0%
Extra Help - Road	82-1907	37,821	40,600	50,500	29,480	(21,020)	- 41%
Overtime	82-1945	20,751	20,388	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	0	0	0%
F.I.C.A.	82-1950	104,533	106,765	131,230	138,520	7,290	5%
Retirement	82-1955	209,242	226,312	347,100	374,230	27,130	7%
Medical Waiver	82-1963	6,700	5,000	4,800	2,400	(2,400)	- 50%
Medical Insurance	82-1964	213,801	264,802	376,630	493,330	116,700	30%
Dental Insurance	82-1965	29,574	32,712	42,160	46,760	4,600	10%
HSA Contribution	82-1966	32,650	30,867	37,200	38,700	1,500	4%
Benefits Admin Fees	82-1967	482	492	480	510	30	6%
Life Insurance	82-1970	1,849	1,859	2,030	2,160	130	6%
Salary Continuation Insur	82-1972	2,235	2,223	2,630	2,630	0	0%
S.A.I.F.	82-1975	58,749	76,129	101,020	103,270	2,250	2%
Unemployment	82-1980	1,708	1,689	1,720	1,810	90	5%
Personnel Services Totals:		2,072,657	2,196,906	2,757,570	3,012,690	255,120	9%
Materials & Services							
Investment Premium	82-2004	0	5,564	0	0	0	0%
Hiring Expenses	82-2015	862	817	3,000	3,000	0	0%
Uniform Cleaning	82-2041	2,944	3,240	3,100	3,410	310	10%
Custodial Services	82-2161	2,135	2,722	3,000	3,460	460	15%
License And Permit Fees	82-2240	6,844	8,045	6,050	5,900	(150)	- 2%
Maint. - Fleet Service	82-2255	11,084	15,197	65,000	65,000	0	0%
Maintenance Supplies	82-2259	3,499	5,508	10,500	10,500	0	0%
Maintenance - Equipment	82-2260	269	0	0	0	0	0%
Maint. - Comm. Equipment	82-2262	4,064	8,564	5,000	5,000	0	0%
Maint. - Automotive Parts	82-2263	85,706	88,404	80,000	80,000	0	0%
General Equipment	82-2268	4,781	9,231	7,300	15,300	8,000	109%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Maintenance S.I.G.	82-2300	19,116	12,253	20,640	21,140	500	2%
Employee Drug Screen	82-2302	1,150	0	3,000	3,000	0	0%
Membership Fees And Dues	82-2370	1,076	985	1,370	1,970	600	43%
Contractual Services	82-2471	1,174,421	890,418	3,035,600	3,305,100	269,500	8%
Surveyor Services	82-2483	15,417	22,824	35,000	10,000	(25,000)	- 71%
Fire Patrol Assessment	82-2534	0	192	0	0	0	0%
Oil Rock	82-2620	88,055	101,374	128,180	172,000	43,820	34%
Road Oil	82-2625	181,049	201,817	381,480	450,000	68,520	17%
Rents And Leases - Equip.	82-2630	23,310	18,653	21,560	25,560	4,000	18%
Rts. & Lea. - S., I. & G.	82-2670	500	500	1,000	1,000	0	0%
Small Tools And Instrum.	82-2710	612	1,380	2,000	2,000	0	0%
Crushing	82-2715	0	0	0	75,000	75,000	100%
Asphalt	82-2840	14,702	19,039	25,500	25,500	0	0%
Bridge Material	82-2842	4,496	19,860	8,000	30,000	22,000	275%
Chemicals	82-2844	18,433	14,602	22,000	22,000	0	0%
Culverts	82-2846	41,260	14,891	65,000	65,000	0	0%
Fuel - Equipment	82-2851	64,668	43,840	200,000	200,000	0	0%
Fuel - Vehicles	82-2852	171,586	182,538	200,000	200,000	0	0%
Rock	82-2854	408,734	298,040	326,600	355,000	28,400	8%
Signs	82-2856	71,731	85,088	77,000	77,000	0	0%
Tires	82-2858	25,457	27,036	30,000	30,000	0	0%
Safety Program	82-2862	12,299	13,127	13,600	14,100	500	3%
Road Supplies	82-2863	8,358	11,347	11,000	13,800	2,800	25%
Vehicle Maintenance & Use	82-2923	7,076	3,865	0	0	0	0%
Education And Training	82-2928	2,696	4,453	4,870	8,120	3,250	66%
Reimbursed Travel Expense	82-2930	1,984	2,738	4,110	4,800	690	16%
Refunds and Returns	82-3204	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	177,400	169,900	187,400	198,100	10,700	5%
Materials & Services Totals:		2,657,776	2,308,051	4,987,860	5,501,760	513,900	10%
Special Payments							
Rt Of Way Acquisition	82-3554	454	1,705	40,000	40,000	0	0%
Rt Of Way Monumentation	82-3555	1,657	0	3,000	3,000	0	0%
Property Taxes	82-3800	19	10	150	150	0	0%
Special Payments Totals:		2,130	1,714	43,150	43,150	0	0%
Capital Outlay							
Land	82-4000	0	0	100,000	2,250,000	2,150,000	2150%
Buildings	82-4108	0	0	0	0	0	0%
Bridges	82-4109	0	0	0	0	0	0%
Roads	82-4110	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	0	0	25,000	25,000	100%
Miscellaneous Equipment	82-4900	18,109	52,052	20,000	0	(20,000)	- 100%
Capital Outlay Totals:		18,109	52,052	120,000	2,275,000	2,155,000	1795%

Transfers Out							
Trans To Gen Road Equip	82-8102	476,620	474,040	551,900	628,530	76,630	13%
Transfers Out Totals:		476,620	474,040	551,900	628,530	76,630	13%
Contingencies							
Approp. for Contg. -Road	82-9902	0	0	0	0	0	0%
Contingencies Totals:		0	0	0	0	0	0%
Total Expenditures:		5,227,292	5,032,763	8,460,480	11,461,130	3,000,650	35%

Land Purchase

Department Priority:	1										
Location:	Public Works										
Link to Other Project(s):											
Description:	Purchase of land for relocation of Public Works Facility and purchase of mainline emergency route property										
Justification:	The Public Works Department in Astoria is planning to move the facility to a location out of the tsunami inundation zone and more centralized to better serve the southern portion of the County. Also, possible purchase of sections of Lewis & Clark mainline to provide alternate emergency route. Actual purchase price still to be determined.										
Alternatives:											
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: 2,250,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 2,250,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">2,250,000</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">2,250,000</td> <td style="border-bottom: 3px double black;">2,250,000</td> </tr> </table>	Total	2,250,000	0	0	0	0	2,250,000	2,250,000
Total	2,250,000										
0	0										
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2,250,000	2,250,000										

Portable Welder

Department Priority:	2										
Location:	Public Works										
Link to Other Project(s):											
Description:	Portable welder for bridge work.										
Justification:	With expanding bridge work for the foreseeable future. the crews have been renting for the past couple of years. It has proven hard to rent when we need it to fit into our project timeframe.										
Alternatives:	Continue renting										
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: 10,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 10,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">10,000</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">10,000</td> <td style="border-bottom: 3px double black;">10,000</td> </tr> </table>	Total	10,000	0	0	0	0	10,000	10,000
Total	10,000										
0	0										
0	0										
10,000	10,000										

Vehicle Mounted Sign

Department Priority:	3		
Location:	Public Works		
Link to Other Project(s):			
Description:	Vehicle Mounted sign.		
Justification:	These are used to notify the motorists of upcoming work, closures, events and moving work zones. This will be in addition to the one we have.		
Alternatives:	Continue with the one we have.		
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: 10,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 10,000	<div style="text-align: right;">Total</div> <hr/> <div style="text-align: right;">10,000</div> <div style="text-align: right;">0</div> <div style="text-align: right;">0</div> <hr/> <div style="text-align: right;">10,000</div>

Flatbed

Department Priority:	4		
Location:	Public Works		
Link to Other Project(s):			
Description:	Flatbed to be added to existing vehicle in fleet		
Justification:	This flatbed will be used to retrofit an existing truck to be a flatbed. The flatbed makes it easier to use as a flagging truck and for side loading and unloading.		
Alternatives:	Continue to use truck as is.		
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: 5,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 5,000	<div style="text-align: right;">Total</div> <hr/> <div style="text-align: right;">5,000</div> <div style="text-align: right;">0</div> <div style="text-align: right;">0</div> <hr/> <div style="text-align: right;">5,000</div>

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 is a plan to move the Astoria Public Works facility out of the tsunami inundation zone , and we are preparing for that expense. Also, we are preparing to purchase property and make improvements for emergency lifeline routes and alternative routes. 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 an increase in revenues in the Road Maintenance fund. All funds are appropriated this year in anticipation of possible large expenditures in the purchasing of the mainline emergency route and costs related to the moving of the Public Works facility.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	0	0	0%
Revenue from Road District #1	3,727,030	3,354,230	3,195,180	7,668,240	4,473,060	139%
Total Revenue:	3,727,030	3,354,230	3,195,180	7,668,240	4,473,060	139%
Total Unappropriated Budget:	3,727,030	3,354,230	(2,943,790)	0	2,943,790	- 100%
Total Budgeted Resources:	0	0	6,138,970	7,668,240	1,529,270	24%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	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	6,138,970	7,668,240	1,529,270	24%
Total Expenditures:	0	0	6,138,970	7,668,240	1,529,270	24%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Contingencies							
Approp. for Contg. - Gen.	82-9901	0	0	0	0	0	0%
Approp. For Contg. - Road	82-9902	0	0	6,138,970	7,668,240	1,529,270	24%
Contingencies Totals:		0	0	6,138,970	7,668,240	1,529,270	24%
Total Expenditures:		0	0	6,138,970	7,668,240	1,529,270	24%

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

Reestablished the Southeast corner of the John Shively Donation Land Claim on the southeast boundary of the City of Astoria. Restored the Southeast corner of the James Brown Donation Land Claim in Knappa. Restored various public land corners in the Lewis and Clark and Pipeline Road areas.

Budget Highlights

The Public Land Corner revenues are expected to be 7% higher next year due to higher beginning balance and interest earnings. Personnel costs will be 3% higher due to COLA, retirement, medical costs and SAIF. There is money included for casual summer help to assist the Surveyor and Survey Tech in the field in the office during the summer busy season. The cost of Materials and Supplies is lower because of lower telephones (\$100), Monumentation Supplies (\$2,000) because a large supply was bought last year and Vehicle mtc (\$2,700) because Surveyor is using a Road Vehicle and paying per use, PLCPF Work (\$12,000) because the Road Techs have been too busy to work in PLCPF and Utilities (\$140). There was an increase of (\$2,200) in Software costs due to the the increase in AutoCad Licenses. Contingency is expected to increase by 14%.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	302,230	333,050	30,820	10%
Interest On Investments	4,826	7,774	7,540	7,500	(40)	- 0%
Franchise Fees	190	190	190	190	0	0%
Public Land Preservation	81,910	75,516	80,000	80,000	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	86,926	83,480	389,960	420,740	30,780	7%
Total Unappropriated Budget:	36,639	24,046	0	0	0	0%
Total Budgeted Resources:	50,287	59,434	389,960	420,740	30,780	7%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	22,392	24,093	25,760	26,640	880	3%
Personnel Benefits	12,277	20,008	22,350	22,990	640	2%
Materials & Services	15,618	15,333	49,530	34,980	(14,550)	- 29%
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	292,320	336,130	43,810	14%
Total Expenditures:	50,287	59,434	389,960	420,740	30,780	7%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Surveyor	0.25	0.25	0.25	0.25	0.00	0%
Total Personnel:	0.25	0.25	0.25	0.25	0.00	0%

Measures

Unit of Measure Description		Actual	Actual	Actual	Actual	Projected	Budget
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Number of Government land corners restored	Count	4	4	4	5	4	4
Number of government corners located by GPS	Count	4	4	5	7	4	4
Number of Bearing Tree reports by Surveyors	Count	2	21	14	11	10	10
Percent of Bearing Tree reports done in 10 days	Percent	100%	100%	100%	64%	50%	100%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Surveyor	82-1015	22,392	24,093	25,760	26,640	880	3%
Survey Tech II	82-1308	0	0	0	0	0	0%
Extra Help	82-1941	0	6,217	5,750	5,780	30	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	1,639	2,238	2,410	2,480	70	2%
Retirement	82-1955	4,940	5,006	6,870	7,110	240	3%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	4,495	5,024	5,790	5,950	160	2%
Dental Insurance	82-1965	475	509	560	560	0	0%
HSA Contribution	82-1966	500	500	500	500	0	0%
Benefits Admin Fees	82-1967	0	0	0	10	10	100%
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	125	415	360	490	130	36%
Unemployment	82-1980	22	18	30	30	0	0%
Personnel Services Totals:		34,669	44,101	48,110	49,630	1,520	3%
Materials & Services							
Telephones	82-2070	178	159	300	200	(100)	- 33%
Field Supplies	82-2165	122	50	100	100	0	0%
Maintenance - Equipment	82-2260	155	0	400	400	0	0%
Software Maintenance	82-2265	500	500	500	2,710	2,210	442%
General Equipment	82-2268	0	667	1,500	1,500	0	0%
Maintenance S.I.G.	82-2300	85	0	200	200	0	0%
Membership Fees And Dues	82-2370	70	60	430	590	160	37%
Office Supplies	82-2410	48	93	300	300	0	0%
Office Furniture & Equipment	82-2454	0	0	400	400	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Administrative Costs	82-2473	600	600	600	600	0	0%
Monumentation Supplies	82-2486	0	0	3,000	1,000	(2,000)	- 66%
Fuel - Vehicles	82-2852	368	113	0	100	100	100%
Vehicle Maintenance & Use	82-2923	0	0	3,700	1,000	(2,700)	- 72%
Education And Training	82-2928	400	550	400	400	0	0%
Reimbursed Travel Expense	82-2930	952	470	1,200	1,120	(80)	- 6%
PLCPF Work	82-2958	0	0	25,000	13,000	(12,000)	- 48%
Road Department Services	82-2959	1,284	1,208	0	0	0	0%
Utilities	82-2960	955	963	1,000	860	(140)	- 14%
Indirect Cost Allocation	82-3210	9,900	9,900	10,500	10,500	0	0%
Materials & Services Totals:		15,618	15,333	49,530	34,980	(14,550)	- 29%
Contingencies							
Appropriation For Contin.	82-9900	0	0	292,320	336,130	43,810	14%

Contingencies Totals:		0	0	292,320	336,130	43,810	14%
Total Expenditures:		50,287	59,434	389,960	420,740	30,780	7%

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

Paid for paving of bicycle and pedestrian improvements on SE 19th Street in the North Coast Business Park and Columbia Beach Lane. A Bicycle plan was developed in-house.

Budget Highlights

This year's beginning balance is 76% lower than last year due to money expended on the SE 19th Street and Columbia Beach Lane improvements.. The State Motor License Fees have increased by 7%. No large project is planned for this year so Materials and Supplies are reduced. There is \$35,000 in Special payments to cover the cost of bike lanes or shared shoulder on one of our paving projects if we can find enough right of way. The Contingency is increased since we do not have a large project planned for this year.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	360,590	84,160	(276,430)	- 76%
Interest On Investments	7,045	9,585	7,900	3,000	(4,900)	- 62%
St. - Motor License Fees	27,748	32,174	33,020	35,530	2,510	7%
Total Revenue:	34,793	41,759	401,510	122,690	(278,820)	- 69%
Total Unappropriated Budget:	34,693	(118,110)	0	0	0	0%
Total Budgeted Resources:	100	159,869	401,510	122,690	(278,820)	- 69%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	100	133,896	400,100	41,500	(358,600)	- 89%
Special Payments	0	25,973	0	35,000	35,000	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	1,410	46,190	44,780	3175%
Total Expenditures:	100	159,869	401,510	122,690	(278,820)	- 69%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Contractual Services	82-2471	0	133,796	400,000	40,000	(360,000)	- 90%
Indirect Cost Allocation	82-3210	100	100	100	1,500	1,400	1400%
Materials & Services Totals:		100	133,896	400,100	41,500	(358,600)	- 89%
Special Payments							
Unallocated Projects	82-3129	0	25,973	0	35,000	35,000	100%
Special Payments Totals:		0	25,973	0	35,000	35,000	100%
Contingencies							
Appropriation For Contin.	82-9900	0	0	1,410	46,190	44,780	3175%
Contingencies Totals:		0	0	1,410	46,190	44,780	3175%
Total Expenditures:		100	159,869	401,510	122,690	(278,820)	- 69%

Planning Division

Mission Statement

Community Development is dedicated to the sustainable high-quality development of Clatsop County through job creation and retention; public and private partnerships; and safe, sanitary and affordable housing stock. This mission is accomplished within the Planning Division by working to implement Board of Commissioner policies and priority strategies; soliciting and encouraging public input; and utilizing best practices and current information to streamline processes and assist property owners.

Department Overview

The Planning Division of the Community Development Department is responsible for long-term land use planning, current planning (i.e., use permits and approvals), and providing information to property owners, developers and realtors regarding land use regulations and processes. The Division also provides floodplain management services as required by FEMA. The Division works closely with Building Codes, Code Enforcement, the Clatsop County Planning Commission, the Board of Commissioners, ad hoc committees, local organizations and districts, and various rural communities and unincorporated areas to guide the development of the county. Division staff works with these entities to implement the goals and policies outlined in the 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 directly oversees the Planning Manager. The Director reports to the County Manager. The Director may also be involved in Housing and Economic Development strategies throughout the county and works with other departments on special projects, studies and plans..

Major Accomplishments

FY 19/20 was a decidedly busy year as Planning staff began its update of the Comprehensive Plan. The process began with the recruitment of applicants for the six Citizen Advisory Committees. Five public open houses were held in June and July 2019 to provide stakeholders within an overview of the update process.

As of March 3, 2020, Planning staff had processed 397 land use applications, an increase of 35 applications as processed in the previous fiscal year. Other significant accomplishments include:

1. E-PERMITTING: In October 2019, Community Development and Environmental Health switched to the Accela e-permitting program. The new software, which is overseen by the State of Oregon Building Codes Division, allows electronic submittal of building permits and provides the public with real-time permitting information for building codes, planning and onsite sanitary permits.
2. CODE CONSOLIDATION: During FY 19/20, Planning staff and the Planning Commission reviewed the draft revisions to consolidate the Land and Water Development and Use Ordinance and the Clatsop County Standards Document. Staff is in the process of making the final updates to code citations and expects to bring the consolidated document to the Planning Commission in April 2020, and to the Board of Commissioners for final review and approval in May/June 2020.
3. COMPREHENSIVE PLAN UPDATE: Planning staff started this process in February 2019 with a call for applications for the Citizen Advisory Committees. There are six Citizen Advisory Committees with a total of 32 volunteer members. Thirty Citizen Advisory Committee meetings were conducted between June and December 2019 and five public open houses were held at various locations throughout the County. Committee members completed their initial reviews of Goals 1-4 and staff is now in the process of rewriting these goals. Public open houses to review Goals 1-4 are scheduled from April-June 2020.
4. FEE REVIEW: It has been more than three years since staff last reviewed application fees for land use permits. Staff will conduct a review of other coastal counties' permit fees to determine whether any fee increases should be requested for FY 20/21.

Performance Measures

In FY 20/21, Planning Division staff will be focusing on the following projects:

1. **COMPREHENSIVE PLAN UPDATE:** The Citizen Advisory Committees will pick up their regular meeting schedule in April 2020. During the recess from January-March 2020, staff has concentrated on rewriting Goals 1-4 and providing information for Goal 5 to the committee members and the public. In FY 20/21, the committees will be focused on reviewing Goals 5-12. In order to increase public participation and awareness, staff will be preparing quarterly mailings to property owners listing upcoming meeting dates. It is anticipated that this project will be completed in FY 21/22.

2. **UPDATE APPLICATIONS, CHECKLISTS AND BROCHURES:** The County has several applications that are required for development. While many of these applications require similar documents (i.e., site plans or surveys, erosion control plans, etc) many applications require very different or more detailed information. In FY 18/19, staff began reviewing the County's applications to see where forms could be combined and to create checklists that make it easy for both residents and staff to determine what supporting documents are required. This process will continue in FY 20/21, with an emphasis on developing a separate page dedicated to permitting development in the floodplain. The continued review and updates will increase understanding of the process and improve efficiency.

Budget Highlights

A. FUNDING SOURCES

LAND USE PERMITS: Planning staff has noted a slight decrease in the number of permit applications processed in FY 19/20, although the amount of fee revenue has remained relatively stable. Development activity is expected to continue at its current pace. Staff is not forecasting an increase in permit revenue in FY 20/21.

B. EXPENDITURES

LEGAL SERVICES: While staff is not aware of any potential legal challenges that may arise in FY 20/21, the Land Use Planning Division is requesting \$25,000 for legal services. This is an estimate and is based on the actual expense and current year projected. The Planning division is also requesting \$10,000 for a contractual 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. The decrease in Personnel Costs reflects moving the FTE associated with Code Compliance along with some M&S expenses to an independent organizational unit to be able to provide transparency in costs associated with code compliance issues.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Land Use Permits	84,939	85,074	80,000	80,000	0	0%
Special Events Permit	0	0	1,000	1,000	0	0%
Code Enforcement Fines	243	0	200	0	(200)	- 100%
Public Records Request	90	398	100	300	200	200%
Grant Young Memorial Grant	0	0	0	0	0	0%
Short-Term Rental Application	3,600	4,050	600	300	(300)	- 50%
Copy Fees	42	27	10	10	0	0%
Rev. Refunds & Reim.	898	154	50	50	0	0%
Admin Services Fees	0	1,355	0	0	0	0%
Nsf Check Fee	0	25	0	0	0	0%
Trans From Video Lottery	261,200	295,160	251,930	266,200	14,270	5%
General Fund Support	166,154	177,498	499,450	276,080	(223,370)	- 44%
Total Revenue:	517,165	563,742	833,340	623,940	(209,400)	- 25%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	303,335	376,774	472,310	352,600	(119,710)	- 25%
Personnel Benefits	121,181	138,296	240,950	172,490	(68,460)	- 28%
Materials & Services	92,650	48,672	120,080	98,850	(21,230)	- 17%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	517,165	563,742	833,340	623,940	(209,400)	- 25%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Planning Director	0.85	0.85	0.85	0.55	(0.30)	- 35%
Planning Manager	1.00	1.00	1.00	1.00	0.00	0%
Planner	2.00	2.00	2.00	2.00	0.00	0%
Code Specialist	0.00	1.00	2.00	0.00	(2.00)	- 100%
Permit Technician	1.50	1.00	1.00	1.00	0.00	0%
Total Personnel:	5.35	5.85	6.85	4.55	(2.30)	- 33%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Planning Director	82-1082	75,648	89,064	92,200	69,780	(22,420)	- 24%
Planning Manager	82-1142	74,916	81,451	87,710	95,230	7,520	8%
Planner	82-1630	97,385	108,014	116,820	126,830	10,010	8%
Code Specialist	82-1640	0	40,920	116,820	0	(116,820)	- 100%
Permit Technician	82-1729	55,386	57,324	58,760	60,760	2,000	3%
Extra Help	82-1941	0	0	0	6,000	6,000	100%
Overtime	82-1945	0	0	1,000	1,000	0	0%
F.I.C.A.	82-1950	21,421	28,364	36,390	27,690	(8,700)	- 23%
Retirement	82-1955	41,642	51,627	98,400	72,690	(25,710)	- 26%
Medical Waiver	82-1963	200	2,400	2,400	2,400	0	0%
Medical Insurance	82-1964	42,946	39,875	79,200	47,090	(32,110)	- 40%
Dental Insurance	82-1965	4,437	5,037	8,730	4,790	(3,940)	- 45%
HSA Contribution	82-1966	7,042	5,767	8,100	4,800	(3,300)	- 40%
Benefits Admin Fees	82-1967	120	124	130	100	(30)	- 23%
Life Insurance	82-1970	348	481	540	380	(160)	- 29%
Salary Continuation Insur	82-1972	541	672	620	550	(70)	- 11%
S.A.I.F.	82-1975	2,065	3,539	4,960	4,640	(320)	- 6%
Unemployment	82-1980	421	410	480	360	(120)	- 25%
Personnel Services Totals:		424,515	515,070	713,260	525,090	(188,170)	- 26%
Materials & Services							
Telephones	82-2070	2,415	2,208	2,500	1,000	(1,500)	- 60%
Membership Fees And Dues	82-2370	1,537	1,951	2,790	3,010	220	7%
Office Supplies	82-2410	1,178	13,973	8,000	8,000	0	0%
Books And Periodicals	82-2413	135	292	1,500	1,500	0	0%
Postage And Freight	82-2419	5,397	4,341	6,000	5,000	(1,000)	- 16%
Printing And Reproduction	82-2425	5,191	4,445	5,000	6,000	1,000	20%
Legal Services	82-2469	25,227	4,204	30,000	25,000	(5,000)	- 16%
Contract Personnel	82-2470	3,060	0	0	0	0	0%
Contractual Services	82-2471	37,689	3,913	10,000	10,000	0	0%
Administrative Costs	82-2473	0	650	28,470	17,350	(11,120)	- 39%
Publ. And Legal Notices	82-2600	3,528	2,682	4,000	3,000	(1,000)	- 25%
Abatement	82-2730	0	0	0	0	0	0%
Meetings/ Hosting	82-2750	0	0	500	0	(500)	- 100%
Fuel - Vehicles	82-2852	145	1,182	2,000	0	(2,000)	- 100%
Vehicle Maintenance & Use	82-2923	0	123	1,000	0	(1,000)	- 100%
Education And Training	82-2928	669	1,045	7,100	5,630	(1,470)	- 20%
Reimbursed Travel Expense	82-2930	528	2,954	8,720	10,360	1,640	18%
Planning Comm. Expenses	82-2935	0	908	0	500	500	100%

Summary Cont.							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Refunds and Returns	82-3204	5,950	3,803	2,500	2,500	0	0%
Materials & Services Totals:		92,650	48,672	120,080	98,850	(21,230)	- 17%
Total Expenditures:		517,165	563,742	833,340	623,940	(209,400)	- 25%

Code Compliance

Mission Statement

Working for our community through professional and accountable code compliance to enhance the quality of life, health and safety, and the economy of Clatsop County.

Department Overview

Code Compliance is tasked with investigating complaints of possible violations of County land use codes or the Clatsop County Code. The Code Compliance Specialists meet with residents to develop schedules to achieve thresholds designed to bring properties into compliance. The role of code enforcement is to put a human face on the regulatory side of government and to create a sense of trust and cooperation. While fines are sometimes imposed, code enforcement is not viewed as a revenue source as the emphasis is on compliance not punishment.

The Community Development Director oversees the Code Compliance Division.

Major Accomplishments

The County hired a second full-time dedicated Code Compliance Specialist who began work in November 2019. This new code compliance specialist has developed a procedures manual for the new Accela software and has been working with owners of short-term rental units. Both code compliance specialists have been working to clear out a backlog of open cases that have languished since 2015. The purpose of code compliance is not to collect fees and penalties but to work with property owners to assist them in bringing their properties into compliance with County codes.

With reactivation of the Code Compliance Division, questions have arisen about how to balance a desire for compassion with a need for compliance. These questions have been, and will continue to be, brought to the Board for policy direction.

Performance Measures

FY 20/21 is the first time that a separate budget has been developed for Code Compliance. In addition to monitoring the number of cases opened and closed, staff is proposing two specific projects to measure performance:

1. ADDRESS SHORT-TERM RENTAL UNITS AND CODE COMPLIANCE CONCERNS: Since the adoption of the its short-term rental ordinance in 2018, staff in various departments, including Planning and Code Compliance, have been working to better delineate the process. In FY 19/20, an up-tick in the number of complaints associated with short-term rental properties was received. Working in conjunction with the Board and the new County Counsel, the goal is to further refine this system and code compliance processes in FY 20/21.

2. CODE COMPLIANCE UPDATES: Staff has already created standards to prioritize code compliance complaints and cases, with violations that threaten health, safety or public welfare as the top priority. The current regulations were adopted in 2012 and have not been subsequently updated. In conjunction with the hiring of a new County Counsel, Code Compliance staff will be identifying ways to enhance existing regulations in order to provide the program with additional leverage and tools. Code Compliance staff has already begun a review of code enforcement regulations in other Oregon counties to determine best practices and identify additional tools to assist the County and residential in their compliance efforts.

3. ABANDONED / VACANT PROPERTY REGISTRATION: Explore the feasibility, requirements and costs associated with creating an annual vacant property registration program. This type of program would require a registration fee for all vacant / abandoned properties within the unincorporated areas of the county. Owners of vacant / abandoned properties would be required to provide basic maintenance on properties and have an identified contact person.

Budget Highlights

This is the first year that a separate budget has been developed for Code Compliance. The vehicle expenses have been transferred from the Planning Division budget to Code Compliance as that staff utilizes the two vehicles almost exclusively. The Code Compliance Division is also requesting \$5,000 for contractual services for a Hearings Officer. The Hearings Officer is utilized on a case-by-case basis when a code compliance order is challenged. In FY 19/20, this occurred once, with an approximately cost of approximately \$2,000.

Projected abatement costs are based on estimated recording fees to record code compliance orders on non-compliant properties.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Code Enforcement Fines	0	0	0	1,000	1,000	100%
Public Records Request	0	0	0	100	100	100%
General Fund Support	0	0	0	275,320	275,320	0%
Total Revenue:	0	0	0	276,420	276,420	0%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	160,710	160,710	0%
Personnel Benefits	0	0	0	84,480	84,480	0%
Materials & Services	0	0	0	31,230	31,230	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	0	0	0	276,420	276,420	0%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Comm Dev Director	0.00	0.00	0.00	0.30	0.30	100%
Code Specialist	0.00	0.00	0.00	2.00	2.00	100%
Total Personnel:	0.00	0.00	0.00	2.30	2.30	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Cases Opened Count	0	0	0	0	0	0
Cases Closed Count	0	0	0	0	0	0
Code Compliance Cases Resolved					35	50

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Comm Dev Director	82-1082	0	0	0	38,060	38,060	100%
Code Specialist	82-1640	0	0	0	122,650	122,650	100%
F.I.C.A.	82-1950	0	0	0	12,290	12,290	100%
Retirement	82-1955	0	0	0	29,090	29,090	100%
Medical Insurance	82-1964	0	0	0	34,350	34,350	100%
Dental Insurance	82-1965	0	0	0	3,930	3,930	100%
HSA Contribution	82-1966	0	0	0	1,800	1,800	100%
Benefits Admin Fees	82-1967	0	0	0	40	40	100%
Life Insurance	82-1970	0	0	0	180	180	100%
Salary Continuation Insur	82-1972	0	0	0	210	210	100%
S.A.I.F.	82-1975	0	0	0	2,430	2,430	100%
Unemployment	82-1980	0	0	0	160	160	100%
Personnel Services Totals:		0	0	0	245,190	245,190	100%
Materials & Services							
Telephones	82-2070	0	0	0	1,500	1,500	100%
Membership Fees And Dues	82-2370	0	0	0	230	230	100%
Office Supplies	82-2410	0	0	0	3,100	3,100	100%
Postage And Freight	82-2419	0	0	0	1,500	1,500	100%
Printing And Reproduction	82-2425	0	0	0	1,000	1,000	100%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	15,000	15,000	100%
Med., Dent., & Lab Ser.	82-2504	0	0	0	100	100	100%
Publi. And Legal Notices	82-2600	0	0	0	500	500	100%
Small Tools And Instrum.	82-2710	0	0	0	1,000	1,000	100%
Abatement	82-2730	0	0	0	2,000	2,000	100%
Fuel - Vehicles	82-2852	0	0	0	1,500	1,500	100%
Vehicle Maintenance & Use	82-2923	0	0	0	2,000	2,000	100%
Education And Training	82-2928	0	0	0	400	400	100%
Reimbursed Travel Expense	82-2930	0	0	0	1,400	1,400	100%
Materials & Services Totals:		0	0	0	31,230	31,230	100%
Total Expenditures:		0	0	0	276,420	276,420	100%

Building Codes

Mission Statement

The Building Codes Division provides predictable and flexible services to industry partners and property owners in a professional and courteous manner, producing positive solutions to promote safety in our community and support local enterprise in the construction industry.

Department Overview

The State delegates authority to counties under ORS 455.150. The County is responsible for enforcing Federal, State and local building regulations. The Building Codes Division is responsible for all construction activity regulated by statute in the unincorporated portions of Clatsop County and all regulated electrical installations in both unincorporated and incorporated areas. In addition, the State of Oregon Building Codes Division reversed previous direction to clarify the County Building Official is tasked with all Building Official responsibilities pertaining to the electrical program for the entire region including the incorporated areas. Fees are set through local ordinance to cover the cost of administering the program. All revenues collected by the Building Codes Division are set by statute as dedicated funds and can only be used to offset the cost of administering the program. The Building Codes Division is responsible for reviewing construction drawings, issuing permits, and conducting site inspections in accordance with state and local regulations. The Building Codes Division works closely with County Planning, Public Works Divisions, Environmental Health, and local Fire Department Agencies to assure all requirements are met prior to the issuance of the permit, during construction, and prior to the issuance of a Certificate of Occupancy.

Major Accomplishments

The six Building Codes Division employees have earned and hold 97 current certifications issued by the State of Oregon and the International Code Council. County staff provided plumbing plan review and inspection service to the Cities of Warrenton and Astoria. Building Official David Kloss provided Building Official oversight to the City of Astoria Building Department during its staff replacement search. February 2019, the Building Codes Division began providing inspection services on a five day per week schedule. Previously the inspection work load was divided into two areas. The northern area of the county was inspected on Monday and Wednesday while the southern area was inspected on Tuesday and Thursday. Friday was reserved to complete plan reviews. The Building Codes Division began inspecting Short Term Vacation Rentals. The Division provided cooperative work experience in 2019 to one Portland Community College student who completed his studies and is now employed by a jurisdiction in the Metro area. In 2020, the Division began providing the same training to another individual through a cooperative agreement with PCC.

Performance Measures

The Building Codes Division is projected to complete over 5,300 individual inspections, logging over 41k miles and reviewing over 250 plan submittals for code compliance with current staffing levels. An approximate total of over 2,000 permits will be issued for construction activity. Approximately 75 Short Term Vacation Rentals have been inspected and approved. In addition, the Building Codes Division completed approximately 200 inspections and 30 plan reviews for the Cities of Warrenton and Astoria.

Budget Highlights

81-7073 City of Astoria IGA - The revenue decrease is due to changes in IGA activity.

82-2220 Credit Card Fees - This reflects the fees paid by the Division to process transactions via the new State ePermitting program.

82-3210 Indirect Cost Allocations - The increase reflects both legal services and server expense from IT to facilitate implementation of the State of Oregon ePermitting program. It is expected this will return to previous levels in future budgets.

82-9901 Approp. for Contingencies - The Building Codes Division currently has a 13 month operating contingency. Healthy building department programs will maintain a twelve to twenty four month level of reserves in preparation of typical economy cycles.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	1,224,360	1,199,460	(24,900)	- 2%
License & Permits	857,203	933,183	750,000	550,000	(200,000)	- 26%
Electrical Permits	0	0	0	200,000	200,000	100%
ASD Excise Tax Handling Fee	1,338	1,227	800	800	0	0%
Interest On Investments	15,760	30,800	14,000	14,000	0	0%
Public Records Request	1,097	648	500	700	200	40%
State Minor Label Program	0	0	0	3,090	3,090	100%
Short-Term Rental Application	18,000	20,250	0	6,000	6,000	100%
City of Astoria IGA	2,588	23,383	19,500	7,000	(12,500)	- 64%
City of Warrenton IGA	6,466	2,511	7,800	7,000	(800)	- 10%
City of Seaside IGA	0	225	750	0	(750)	- 100%
City of Gearhart IGA	0	0	0	0	0	0%
City of Cannon Beach IGA	0	0	0	0	0	0%
Copy Fees	223	598	500	1,000	500	100%
Franchise Fees	750	750	750	750	0	0%
Rev. Refunds & Reim.	6	105	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Total Revenue:	903,429	1,013,681	2,018,960	1,989,800	(29,160)	- 1%
Total Unappropriated Budget:	296,770	266,477	0	0	0	0%
Total Budgeted Resources:	606,659	747,204	2,018,960	1,989,800	(29,160)	- 1%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	325,072	399,380	428,670	453,600	24,930	5%
Personnel Benefits	160,220	210,128	254,150	269,910	15,760	6%
Materials & Services	88,167	104,797	148,310	192,240	43,930	29%
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	33,200	32,900	22,000	30,080	8,080	36%
Contingency	0	0	1,165,830	1,043,970	(121,860)	- 10%
Total Expenditures:	606,659	747,204	2,018,960	1,989,800	(29,160)	- 1%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Planning Director	0.15	0.15	0.15	0.15	0.00	0%
Building Inspector I	2.00	3.00	3.00	3.00	0.00	0%
Permit Technician	1.50	1.00	1.00	0.00	(1.00)	- 100%
Permit Technician II	0.00	0.00	0.00	1.00	1.00	100%
Building Official	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	4.65	5.15	5.15	5.15	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Permits Issued	2150	2141	2116	2157	2100	2100
Inspections	9646	9778	10523	9658	9500	9500
Plan Reviews	249	222	204	200	250	250
Requested Inspections Done by Next Business Day	Percent	95%	97%	99%	99%	99%
Plan Reviews Completed within Required Timeframe	Percent	95%	95%	95%	95%	95%
Permits Issued Within the Same Day	Percent	85%	85%	85%	85%	85%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Planning Director	82-1082	13,350	15,717	16,270	19,030	2,760	16%
Code Specialist	82-1640	0	0	0	0	0	0%
Building Inspector I	82-1728	154,467	220,403	241,560	251,710	10,150	4%
Permit Technician	82-1729	55,386	57,324	58,760	0	(58,760)	- 100%
Permit Technician II	82-1730	0	0	0	66,970	66,970	100%
Building Official	82-1732	101,869	105,935	112,080	115,890	3,810	3%
Extra Help - Inspectors	82-1925	9,284	9,092	15,000	15,000	0	0%
Overtime	82-1945	2,226	1,073	1,000	4,000	3,000	300%
Performance Pay	82-1948	0	3,178	0	0	0	0%
F.I.C.A.	82-1950	24,975	30,372	34,020	36,160	2,140	6%
Retirement	82-1955	49,951	67,126	89,990	96,250	6,260	6%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	56,155	79,080	92,670	95,290	2,620	2%
Dental Insurance	82-1965	5,673	7,225	8,240	8,240	0	0%
HSA Contribution	82-1966	8,125	7,650	7,150	7,150	0	0%
Benefits Admin Fees	82-1967	114	156	120	180	60	50%
Life Insurance	82-1970	368	427	420	420	0	0%
Salary Continuation Insur	82-1972	443	528	540	540	0	0%
S.A.I.F.	82-1975	2,511	3,818	4,560	6,210	1,650	36%
Unemployment	82-1980	395	403	440	470	30	6%
Personnel Services	82-1985	0	0	0	0	0	0%
Personnel Services Totals:		485,292	609,507	682,820	723,510	40,690	5%
Materials & Services							
Telephones	82-2070	2,992	3,983	4,000	4,500	500	12%
Insurance	82-2200	3,700	4,442	5,110	6,240	1,130	22%
Credit Card Fees	82-2220	0	0	2,500	9,000	6,500	260%
Membership Fees And Dues	82-2370	550	375	1,030	1,400	370	35%
Office Supplies	82-2410	1,014	1,547	1,500	1,500	0	0%
Books And Periodicals	82-2413	2,064	1,982	5,000	5,000	0	0%
Postage And Freight	82-2419	684	610	1,000	1,000	0	0%
Printing And Reproduction	82-2425	2,072	2,683	2,500	2,500	0	0%
Office Furniture & Equipment	82-2454	0	11,118	5,000	5,000	0	0%
PC Equipment	82-2455	1,040	1,040	11,470	8,000	(3,470)	- 30%
Legal Services	82-2469	0	0	1,000	1,000	0	0%
Contractual Services	82-2471	438	0	0	0	0	0%
City of Astoria IGA	82-2540	0	75	0	0	0	0%
City of Gearhart IGA	82-2541	0	0	0	0	0	0%
City of Seaside IGA	82-2542	0	0	0	0	0	0%
City of Warrenton IGA	82-2543	0	94	0	0	0	0%
City of Cannon Beach IGA	82-2548	0	0	0	0	0	0%
Publi. And Legal Notices	82-2600	100	0	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Advertising	82-2605	625	2,075	4,000	3,000	(1,000)	- 25%
Small Tools And Instrum.	82-2710	216	763	600	600	0	0%
Fuel - Vehicles	82-2852	4,437	4,741	5,000	4,000	(1,000)	- 20%
Vehicle Maintenance & Use	82-2923	526	1,112	4,000	3,000	(1,000)	- 25%
Education And Training	82-2928	4,493	1,774	15,000	13,000	(2,000)	- 13%
Reimbursed Travel Expense	82-2930	2,260	153	10,000	10,000	0	0%
Refunds and Returns	82-3204	4,258	3,031	4,000	5,000	1,000	25%
Indirect Cost Allocation	82-3210	56,700	63,200	65,600	108,500	42,900	65%
Materials & Services Totals:		88,167	104,797	148,310	192,240	43,930	29%
Capital Outlay							
Office Equipment	82-4300	0	0	0	0	0	0%
Capital Outlay Totals:		0	0	0	0	0	0%
Transfers Out							
Trans To Fleet Replacement	82-8101	33,200	32,900	22,000	30,080	8,080	36%
Transfers Out Totals:		33,200	32,900	22,000	30,080	8,080	36%
Contingencies							
Approp. For Contg. - Gen.	82-9901	0	0	1,165,830	1,043,970	(121,860)	- 10%
Contingencies Totals:		0	0	1,165,830	1,043,970	(121,860)	- 10%
Total Expenditures:		606,659	747,204	2,018,960	1,989,800	(29,160)	- 1%

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. Per Clatsop County Code 3.16.190, of the 9.5% room tax rate collected, 18.42% is distributed for promotion of tourism and at the direction of the Board of County Commissioner's.

Major Accomplishments

The county established a tourism promotion committee to review applications submitted by local non-profit entities requesting the use of these funds per the ORS. Subsequently, the county was able to distribute \$ 97,000 to several different non-profit entities that met the ORS requirement of promoting tourism within Clatsop County.

Performance Measures

Performance is measured by how many accounts registered and how much revenue is collected and distributed.

Budget Highlights

Ordinance 2019-05 amended the Transient Room Tax Ordinance to allow for a portion of the County tourism funds generated by the one-percent County-wide transient lodging tax be distributed a semi-annual basis to the cities to be used for promotion and tourism related facilities.

Staff time continues to be allocated at 70% in Tourism and 30% in A&T.and materials and services costs associated with printing and mailing of notices is now reflected in this budget as well.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	18,570	88,960	70,390	379%
Room Tax	97,179	125,071	100,000	75,000	(25,000)	- 25%
Short-Term Rental Application	0	0	200	500	300	150%
Room Tax Determination Fees	0	0	100	100	0	0%
Rm Tax Lien/Warrant Fees	0	0	0	500	500	100%
General Fund Support	60,031	(65,461)	0	0	0	0%
Total Revenue:	157,210	59,610	118,870	165,060	46,190	38%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	34,970	37,960	2,990	8%
Personnel Benefits	0	0	21,920	22,990	1,070	4%
Materials & Services	0	80	4,150	5,950	1,800	43%
Special Payments	157,210	59,530	57,830	98,160	40,330	69%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	157,210	59,610	118,870	165,060	46,190	38%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Tax Technician - A&T	0.00	0.00	0.00	0.70	0.70	100%
Staff Assistant	0.00	0.00	0.70	0.00	(0.70)	- 100%
Total Personnel:	0.00	0.00	0.70	0.70	0.00	0%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
New Accounts Registered	Count	0	28	25	977	55	50
Number of Quarterly Billings	Count	0	0	716	2,601	2,716	2,720
Liens Recorded	Count	0	0	13	6	1	0
Gross Revenue Collected	Count	0	0	628,752	627,693	2,065,380	2,065,400
Determinations Sent	Count	0	0	6	6	0	2
Delinquent Notices	Count	0	0	165	344	645	650
Short Term Rental Permits Received-County	Count	0	0	0	73	11	10
Short Term Rental Applications Approved-County	Count	0	0	0	119	11	10
Short Term Rentals Closed-County	Count	0	0	0	29	1	5
1% Accounts Notified-Countywide	Count	0	0	0	1,075	0	0
1% Registered Accounts	Count	0	0	0	396	852	850
Neighbor Notification Requests	Count	0	0	0	9	21	10
Neighbors Notified	Count	0	0	0	286	146	75

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Tax Technician - A&T	82-1103	0	0	0	37,960	37,960	100%
Staff Assistant	82-1191	0	0	34,970	0	(34,970)	- 100%
F.I.C.A.	82-1950	0	0	2,670	2,900	230	8%
Retirement	82-1955	0	0	6,330	6,870	540	8%
Medical Insurance	82-1964	0	0	10,280	10,570	290	2%
Dental Insurance	82-1965	0	0	1,040	1,040	0	0%
HSA/FSA Contribution	82-1966	0	0	1,400	1,400	0	0%
Benefits Admin Fees	82-1967	0	0	10	10	0	0%
Life/AD&D Insurance	82-1970	0	0	50	50	0	0%
Salary Continuation Insur	82-1972	0	0	50	50	0	0%
S.A.I.F.	82-1975	0	0	60	60	0	0%
Unemployment	82-1980	0	0	30	40	10	33%
Personnel Services Totals:		0	0	56,890	60,950	4,060	7%
Materials & Services							
Room Tax Lien Recording Fees	82-2236	0	0	200	300	100	50%
Postage And Freight	82-2419	0	0	2,500	3,300	800	32%
Printing And Reproduction	82-2425	0	0	1,100	2,000	900	81%
Contractual Services	82-2471	0	0	350	350	0	0%
Publi. And Legal Notices	82-2600	0	80	0	0	0	0%
Materials & Services Totals:		0	80	4,150	5,950	1,800	43%
Special Payments							
Historical Society	82-3202	4,000	4,000	4,000	4,000	0	0%
Cont. To Outside Agencies	82-3575	153,210	55,530	53,830	94,160	40,330	74%
Special Payments Totals:		157,210	59,530	57,830	98,160	40,330	69%
Total Expenditures:		157,210	59,610	118,870	165,060	46,190	38%

Clatsop County Fisheries

Mission Statement

Clatsop County Fisheries Project rears and releases adult salmon in Select Area fishery sites as an enhancement to the Columbia River commercial and sport fisheries.

Department Overview

Clatsop County Fisheries collaborates with state and federal agencies to rear and release salmon smolts for harvest of adults in the Select areas of Oregon and Washington, and in off-site locations where those fish migrate, such as ocean sport and commercial fisheries and Buoy 10. It operates one hatchery and three net-pen 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

For FY2019/2020, we reared and released 2,020,000 million Spring Chinook salmon smolts and 2,050,000 Coho smolts at our Blind Slough, South Fork Hatchery, Tongue Point, and Youngs Bay locations. As part of our increased production goals, we received funding from ODFW for a new net pen structure for the Tide Point site. We also received an extra 400,000 Spring Chinook at this site, which has not been in use for 10 years.

Performance Measures

Our FY2020/2021 workload measures' goals are to receive and rear 2.122 million spring Chinook at three locations, receive and rear 2.315 million Coho at four locations. Our goal for the SABs (Select Area Brights) is to collect 500,000 eggs in the fall at our South Fork Hatchery and move to Youngs Bay for rearing. We also have a goal to collect 450,000 coho eggs at our South Fork Hatchery that will be used for release at this site.

Budget Highlights

The FY2020/2021 budget for Clatsop County Fisheries (CCF) is about the same as last fiscal year. The approved funding is the total SAFE project that includes three entities (ODFW, WDFW and CCF). In June, these three entities will go through a budget exercise that determines each program's needs, and then divides the total SAFE funds among the three entities. Because CCF does not receive the amount estimated needed in this budget, the shortfall needs to be covered with the fisheries contributions in the Special Projects line item. Specific changes are noted:

- 1) Personnel Services included a 3% COLA, along with scheduled step increases for employees, increased medical and PERS costs.
- 2) The fishermen's assessment revenue estimate is significantly lower than in past years because we have not been receiving contributions from several area major processors. We are not expecting any increase in participation from the Fishermen.
- 3) Food prices are subject to changes twice per year, on January 1 and July 1.
- 4) An increase of \$2,250 in P & L insurance line item.
- 5) Due to decreases of funding sources, we added \$5,000 to Maintenance SIG and \$10,000 to Special Projects line items from our contingencies.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	267,610	260,000	(7,610)	- 2%
Interest On Investments	3,041	4,853	3,000	3,000	0	0%
St. - Fish And Wildlife	236,099	286,115	290,100	270,590	(19,510)	- 6%
St-restoration & Enhance	0	0	0	0	0	0%
Bpa/odfw/crtfr	420,436	452,061	486,710	486,410	(300)	- 0%
ODF&W Sample Contract	20,634	21,549	23,320	24,320	1,000	4%
Fisheries Contributions	14,573	3,089	15,000	1,000	(14,000)	- 93%
Rev. Refunds & Reim.	379	338	420	380	(40)	- 9%
Miscellaneous Revenue	0	40	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Total Revenue:	695,162	768,047	1,086,160	1,045,700	(40,460)	- 3%
Total Unappropriated Budget:	12,582	18,797	0	0	0	0%
Total Budgeted Resources:	682,580	749,251	1,086,160	1,045,700	(40,460)	- 3%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	319,485	350,336	369,480	382,670	13,190	3%
Personnel Benefits	181,216	188,750	228,200	235,150	6,950	3%
Materials & Services	181,879	210,164	217,740	210,190	(7,550)	- 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	270,740	217,690	(53,050)	- 19%
Total Expenditures:	682,580	749,251	1,086,160	1,045,700	(40,460)	- 3%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.65	0.65	0.65	0.65	0.00	0%
Fisheries Project Supervisor	1.00	1.00	1.00	1.00	0.00	0%
Fisheries Biologist	1.00	1.00	1.00	1.00	0.00	0%
Biological Aide	3.00	3.00	3.00	3.00	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
Total Personnel:	6.20	6.20	6.20	6.20	0.00	0%

Measures						
Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Spring Chinook pre-smolts received and reared at three location	1,240,00	1,400,00	1,459,59	1,615,699	2,020,000	2,122,000
Coho fingerlings/pre-smolts received and reared at four locations	2,092,00	1,238,44	2,534,68	1,957,142	2,050,000	2,315,000
SAB fall Chinook eggs collected	1,240,00	334,056	61,600	0	0	650,000
Coho eggs collected		360,000	180,000	106,336	292,000	450,000

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Works Director	82-1088	5,047	5,319	6,270	6,100	(170)	- 2%
Staff Assistant	82-1191	28,560	26,570	28,870	31,340	2,470	8%
Fisheries Project Supervisor	82-1601	40,448	64,888	69,840	75,820	5,980	8%
Fisheries Biologist	82-1610	54,508	56,416	57,830	59,790	1,960	3%
Biological Aide	82-1612	150,161	153,689	159,900	162,620	2,720	1%
Natural Resource Mgr	82-1620	40,762	43,454	46,770	47,000	230	0%
Extra Help	82-1941	0	0	0	0	0	0%
Overtime	82-1945	0	0	1,500	1,500	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	23,011	25,419	28,440	29,450	1,010	3%
Retirement	82-1955	61,067	61,096	82,370	84,780	2,410	2%
Medical Waiver	82-1963	0	781	780	780	0	0%
Medical Insurance	82-1964	71,587	74,763	86,380	88,510	2,130	2%
Dental Insurance	82-1965	8,223	8,336	9,080	9,040	(40)	- 0%
HSA Contribution	82-1966	8,567	8,100	8,100	8,100	0	0%
Benefits Admin Fees	82-1967	136	141	140	150	10	7%
Life Insurance	82-1970	483	537	520	520	0	0%
Salary Continuation Insur	82-1972	572	658	670	680	10	1%
S.A.I.F.	82-1975	7,141	8,498	9,850	11,260	1,410	14%
Unemployment	82-1980	429	420	370	380	10	2%
Personnel Services Totals:		500,701	539,087	597,680	617,820	20,140	3%
Materials & Services							
Clothing And Uniform Exp.	82-2040	912	1,014	1,250	1,250	0	0%
Telephones	82-2070	1,883	1,472	2,000	2,000	0	0%
Food	82-2130	87,075	89,424	121,920	108,480	(13,440)	- 11%
Field Supplies	82-2165	1,919	5,943	2,000	2,000	0	0%
Insurance	82-2200	5,018	6,118	7,040	11,700	4,660	66%
License And Permit Fees	82-2240	3,680	3,773	3,940	4,040	100	2%
Maintenance - Equipment	82-2260	2,418	0	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	13,402	46,790	7,970	7,710	(260)	- 3%
Employee Drug Screen	82-2302	0	0	0	0	0	0%
Membership Fees And Dues	82-2370	120	120	130	130	0	0%
Office Supplies	82-2410	710	287	700	700	0	0%
Books And Periodicals	82-2413	0	0	100	100	0	0%
Postage And Freight	82-2419	592	374	600	600	0	0%
Printing And Reproduction	82-2425	863	290	800	800	0	0%
PC Equipment	82-2455	520	520	2,880	900	(1,980)	- 68%
Legal Services	82-2469	0	0	0	0	0	0%
Contractual Services	82-2471	5,450	0	5,400	0	(5,400)	- 100%
Administrative Costs	82-2473	423	422	450	450	0	0%
Advertising	82-2605	260	0	100	100	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Rents And Leases - Equip.	82-2630	7,339	7,606	8,910	8,060	(850)	- 9%
Rts. & Lea. - S., I. & G.	82-2670	3,480	3,684	3,800	3,920	120	3%
Meetings/ Hosting	82-2750	19	6	300	300	0	0%
Fuel - Equipment	82-2851	542	1,541	800	800	0	0%
Fuel - Vehicles	82-2852	913	635	800	800	0	0%
Fuel - Boats	82-2853	100	146	200	200	0	0%
Safety Program	82-2862	0	300	0	500	500	100%
Special Projects	82-2881	0	0	1,000	10,000	9,000	900%
Vehicle Maintenance & Use	82-2923	5,241	5,749	3,950	3,950	0	0%
Moorage	82-2924	1,500	1,500	1,500	1,500	0	0%
Education And Training	82-2928	313	0	700	700	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	288	50	2,000	2,000	0	0%
Indirect Cost Allocation	82-3210	36,900	32,400	35,500	35,500	0	0%
Materials & Services Totals:		181,879	210,164	217,740	210,190	(7,550)	- 3%
Capital Outlay							
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%
Capital Outlay Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	270,740	217,690	(53,050)	- 19%
Contingencies Totals:		0	0	270,740	217,690	(53,050)	- 19%
Total Expenditures:		682,580	749,251	1,086,160	1,045,700	(40,460)	- 3%

Video Lottery

Mission Statement

To support and promote high-quality sustainable economic development within Clatsop County.

Department Overview

These funds 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 the Clatsop County Arts Summit, which provided local artists with practical hands-on information related to establishing and operating their own arts-related business.

Major Accomplishments

Economic Development Activities occurring within the Community Development Department during the 2019-20 FY included:

1. CLATSOP COUNTY ARTS SUMMIT: Five thousand dollars was provided to the Clatsop County Arts Council as it hosted its first annual Arts Summit. The summit, held in November 2019, was developed to provide local artists with hands-on practical information related to establishing and operating an arts-related business. A second summit is currently being planned for 2020.
2. CEDR: The county continues to provide \$70,000 annually to Clatsop Economic Development Resources (CEDR) to support small business development.
3. SMALL BUSINESS AND HOME OCCUPATION ESTABLISHMENT: Community Development staff continue to provide regular support to customers trying to find appropriate properties for their business or who are opening or building a business.
4. PERMIT REVIEW AND STREAMLINING: Community Development staff continues to review its procedures in order to reduce unintended and unnecessary regulatory obstacles to commercial and industrial development within the county's development code.

Performance Measures

ARTS AND ECONOMIC DEVELOPMENT STUDY UPDATE: This study was originally commissioned in 2016 and completed in 2017. The Arts Council will undertake an update of this study, which identifies the direct and indirect income generated by the arts in Clatsop County.

SECOND ANNUAL ARTS SUMMIT: The Arts Council will continue to build on the success of its first Arts Summit, which was held in November 2019. The Arts Summit will assist local artists in establishing and operating their own arts-related businesses.

Budget Highlights**FUNDING SOURCES:**

The proposed budget assumes a beginning fund balance of \$17,400. The Video Lottery Fund allocation is an estimate based on the expectation that the fund will at least remain constant based on video lottery sales within the county.

EXPENDITURES:

\$8,100 for multiple memberships such as the AOC for defense of video lottery funds, ColPac, and OCZMA. \$5,000 is allocated for the Clatsop County Arts Council. An additional \$5,000 has been appropriated for contractual services should any potential economic development opportunities arise.

In Special Payments \$70,000 is appropriated for CEDR.

The remaining balance is transferred to the Planning Division of Community Development to be able to provide continued staff support in the county's economic development because quality of life issues are closely related to economic development.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Proposed 2020-2021	\$ Change Proposed	% Change Proposed
Beginning Balance	0	0	20,630	94,700	74,070	359%
Interest On Investments	924	1,440	300	600	300	100%
St-video Lottery Proceeds	348,787	340,509	319,900	330,000	10,100	3%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Donations from Trust Fund	0	0	0	3,000	3,000	100%
Total Revenue:	349,711	341,950	340,830	428,300	87,470	25%
Total Unappropriated Budget:	8,391	(32,461)	0	0	0	0%
Total Budgeted Resources:	341,320	374,411	340,830	428,300	87,470	25%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Proposed 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Material & Supplies	10,120	9,251	18,900	19,100	200	1%
Special Payments	70,000	70,000	70,000	143,000	73,000	104%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	261,200	295,160	251,930	266,200	14,270	5%
Contingency	0	0	0	0	0	0%
Total Expenditures:	341,320	374,411	340,830	428,300	87,470	25%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	\$ Change 2020-2021
Materials & Services							
Arts Council	82-2256	0	356	5,000	5,000	5,000	0
Maintenance Supplies	82-2259	651	0	0	0	0	0
Membership Fees And Dues	82-2370	7,990	7,995	8,100	8,100	8,100	0
Office Supplies	82-2410	0	0	0	0	0	0
Contractual Services	82-2471	680	0	5,000	5,000	5,000	0
Indirect Cost Allocation	82-3210	800	900	800	1,000	1,000	200
Materials & Services Totals:		10,120	9,251	18,900	19,100	19,100	200
Special Payments							
Economic Development	82-3009	70,000	70,000	70,000	70,000	70,000	0
Economic Activities Opportunit	82-3015	0	0	0	70,000	70,000	70,000
Unallocated Donations	82-3141	0	0	0	3,000	3,000	3,000
Special Payments Totals:		70,000	70,000	70,000	143,000	143,000	73,000
Transfers Out							
Transfer To Planning	82-8004	261,200	295,160	251,930	266,200	266,200	14,270
Transfers Out Totals:		261,200	295,160	251,930	266,200	266,200	14,270
Contingencies							
Appropriation For Contin.	82-9900	0	0	0	0	0	0
Contingencies Totals:		0	0	0	0	0	0
Total Expenditures:		341,320	374,411	340,830	428,300	428,300	-33654700%

Industrial Develop.Revolving Fund

Mission Statement

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

Department Overview

The Industrial Development Revolving fund was established by the County Board of Commissioners in November 2000 in accordance with ORS 275.318, related to the County's North Coast Business Park property. This fund provides for the deposit of funds received by the County upon the sale or lease of county lands zoned for industrial use under the acknowledged comprehensive plan for the County. Pursuant to ORS 275.318, monies in this fund are disbursed only upon written order of the County Commission and are for engineering, improvement, rehabilitation, construction, operation or maintenance in whole or in part, including pre-project planning costs of any development project authorized by ORS 271.510 and 271.540 and 280.500 that is located in an industrially zoned area within 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 County completed the Bugle Road project to construct Bugle Road between Ensign Lane and 19th Street, within the North Coast Business Park.

Performance Measures

There are no performance measures for this budget.

Budget Highlights

Any revenues from future land sales will roll into future year beginning balances.
County staff have hired Cushman & Wakefield to market the NCBP property in an effort to attract potential developers that would expedite the process of getting these properties back on the tax roll to the benefit of the citizens.
This fund must undergo a planning process to develop future projects for the fund to expend remaining funds .

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	3,875,330	3,408,930	(466,400)	- 12%
Land Sales	0	87,600	0	463,200	463,200	100%
Interest On Investments	65,239	97,296	70,000	70,000	0	0%
ODOT Immediate Opportunity Gra	0	0	0	0	0	0%
Total Revenue:	65,239	184,896	3,945,330	3,942,130	(3,200)	- 0%
Total Unappropriated Budget:	(167,890)	130,683	0	0	0	0%
Total Budgeted Resources:	233,129	54,213	3,945,330	3,942,130	(3,200)	- 0%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	85,928	49,304	103,500	121,100	17,600	17%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	147,201	4,909	1,000,000	0	(1,000,000)	- 100%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,841,830	3,821,030	979,200	34%
Total Expenditures:	233,129	54,213	3,945,330	3,942,130	(3,200)	- 0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Personnel Services	82-1985	0	0	0	0	0	0%
Personnel Services Totals:		0	0	0	0	0	0%
Materials & Services							
License And Permit Fees	82-2240	2,604	1,858	0	0	0	0%
NC Business Park Development	82-2466	54,574	29,178	60,000	100,000	40,000	66%
NC Bus. Park Wetlands Mitig.	82-2467	0	236	0	15,000	15,000	100%
Contractual Services	82-2471	22,303	10,132	40,000	0	(40,000)	- 100%
Advertising	82-2605	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	47	0	0	0	0	0%
Indirect Cost Allocation	82-3210	6,400	7,900	3,500	6,100	2,600	74%
Materials & Services Totals:		85,928	49,304	103,500	121,100	17,600	17%
Special Payments							
Economic Development	82-3009	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Capital Outlay							
Land	82-4000	0	0	0	0	0	0%
Structures & Improvements	82-4100	147,201	4,909	1,000,000	0	(1,000,000)	- 100%
Capital Outlay Totals:		147,201	4,909	1,000,000	0	(1,000,000)	- 100%
Transfers Out							
Trans To Special Projects	82-8100	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation for Contin.	82-9900	0	0	2,841,830	3,821,030	979,200	34%
Contingencies Totals:		0	0	2,841,830	3,821,030	979,200	34%
Total Expenditures:		233,129	54,213	3,945,330	3,942,130	(3,200)	- 0%

Special Projects

Department Overview

The Special Projects Fund was established in 1992-93 in order to make limited duration General Fund expenditures for capital or special projects. The resources of the fund are largely the revenues from the Oregon Department of Forestry which result from the harvest of timber in the Clatsop State Forest.

In determining whether assets should be capitalized the following criteria are used:

1. Cost is more than \$5,000
2. Has a useful life of more than 1 year

Major Accomplishments

The county contracted with our current payroll provider Ceridian to go through a major payroll migration which will allow better integration between the Payroll and Human Resources systems. Additionally, this new system will also allow employee's better access to being able to make updates to their personal information and have 24/7 access to that information online.

The county was able to appropriate funds to participate in a county-wide housing study with the five incorporated cities within the county. The intent of this study is to be able to identify the types of housing needs our county has, whether those needs are affordable housing, work force housing, vacation rental housing, etc.

Budget Highlights

The requested budget reflects Special Projects appropriations totaling \$22,070,230. The beginning balance estimate of \$24,458,580 represents carryover of the FY 2019-20 unappropriated fund balance, unspent contingency resources, and unspent expenditures. The budgeted timber revenue projection for FY 2020-21 remains the same as FY 2019-20.

Some of the major projects that the county hopes to have completed during the 2020-21 FY include the following:

1. Continued construction of the jail remodel/addition as well as pre-construction costs for \$20,050,000.
2. The purchase of a ballot sorting system that will scan and verify signatures on ballot envelopes for \$48,500.
3. Continued park development which include ongoing construction for a new park in Westport which will include a boat ramp at an additional cost of \$25,000; as well as construction of a restroom at the Klootchey Creek Park at a cost of \$60,000.
4. Remodel costs in the amount of \$97,350 to improve security for the areas that house the District Attorney's staff as well as the Public Health Department.
5. There is on-going work being done around updating the County's Strategic Plan in the amount of \$50,000.
6. Ongoing costs associated with the Comprehensive Plan update are budgeted in the amount of \$66,000.
7. Contingency continues to remain increased from the standard amount of \$500,000 by an additional \$250,000 to earmark funds for potential opportunities for the Arch Cape Watershed.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
DEQ HHWP Grant	0	0	0	0	0	0%
Beginning Balance	0	0	28,126,970	24,542,950	(3,584,020)	- 12%
Land Sales	0	0	0	0	0	0%
Interest On Investments	97,350	197,962	110,000	160,000	50,000	45%
Unrealized Gain/Loss	0	181,157	0	0	0	0%
Timber Sales - Jail Bond	0	0	0	0	0	0%
DEQ HHWP Grant	0	0	0	0	0	0%
State Support	0	0	0	2,000,000	2,000,000	100%
Energy Trust Incentives	3,591	5,158	0	0	0	0%
Revenue From RLED	4,800	0	0	0	0	0%
Housing Study	50,000	0	0	0	0	0%
Franchise Fees	15,000	15,000	15,000	15,000	0	0%
Rev. Refunds & Reim.	5,500	55,121	0	0	0	0%
Voting Machine Amortization	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Energy Rebates	0	0	0	0	0	0%
Jail Bond Proceeds	0	23,443,780	260,000	0	(260,000)	- 100%
Internal Svc Fund Loan Revenue	0	0	0	70,320	70,320	100%
Transfer From General	2,894,280	1,394,280	1,394,280	1,394,280	0	0%
Transfer from Other Funds	2,000	0	0	0	0	0%
Transfer from Public Health	2,613	515,000	0	0	0	0%
Transfer from RLED	0	0	0	0	0	0%
Total Revenue:	3,075,134	25,807,458	29,906,250	28,182,550	(1,723,700)	- 5%
Total Unappropriated Budget:	(1,103,565)	23,732,136	16,935,200	6,027,950	(10,907,250)	- 64%
Total Budgeted Resources:	4,178,699	2,075,323	12,971,050	22,154,600	9,183,550	70%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	138,527	315,758	256,050	148,100	(107,950)	- 42%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	557,772	1,281,554	11,490,870	20,786,200	9,295,330	80%
Transfer Out	3,482,400	478,010	474,130	470,300	(3,830)	- 0%
Contingency	0	0	750,000	750,000	0	0%
Total Expenditures:	4,178,699	2,075,323	12,971,050	22,154,600	9,183,550	70%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Investment Premium	82-2004	0	3,974	0	0	0	0%
Bond Fees	82-2005	0	169,538	0	0	0	0%
General Equipment	82-2268	7,576	0	0	0	0	0%
PC Equipment	82-2455	0	80,200	0	0	0	0%
Contractual Services	82-2471	85,451	37,446	212,050	116,000	(96,050)	- 45%
Miscellaneous Expense	82-2929	10,000	0	0	0	0	0%
Indirect Cost Allocation	82-3210	35,500	24,600	44,000	32,100	(11,900)	- 27%
Materials & Services Totals:		138,527	315,758	256,050	148,100	(107,950)	- 42%
Capital Outlay							
Land	82-4000	0	0	0	0	0	0%
800 Exchange Remodel	82-4095	17,458	7,900	0	0	0	0%
Jail (CCSO) Remodel	82-4096	49,932	261,746	10,500,000	20,050,000	9,550,000	90%
Sheriff's Office Remodel	82-4097	87,733	0	0	0	0	0%
Structures & Improvements	82-4100	271,290	186,506	486,170	404,520	(81,650)	- 16%
HHW Facility	82-4102	2,613	555,889	0	0	0	0%
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	0	34,786	0	0	0	0%
County Vehicle Purchase	82-4201	29,071	54,030	133,200	46,200	(87,000)	- 65%
Police Cars	82-4216	71,052	30,504	66,000	82,000	16,000	24%
Office Equipment	82-4300	18,625	17,900	25,000	22,000	(3,000)	- 12%
Misc Equipment Sheriff	82-4895	6,999	21,933	0	52,480	52,480	100%
Miscellaneous Equipment	82-4900	3,000	0	21,800	0	(21,800)	- 100%
Computer Equipment	82-4907	0	110,362	258,700	129,000	(129,700)	- 50%
Capital Outlay Totals:		557,772	1,281,554	11,490,870	20,786,200	9,295,330	80%
Transfers Out							
Transfer To General Fund	82-8001	3,000,000	0	0	0	0	0%
Trans to Other Funds	82-8165	300,000	0	0	0	0	0%
Transfer to Debt Service Fund	82-8435	182,400	178,010	174,130	170,300	(3,830)	- 2%
Transfer to Bond & UAL Reserve	82-8436	0	300,000	300,000	300,000	0	0%
Transfers Out Totals:		3,482,400	478,010	474,130	470,300	(3,830)	- 0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	750,000	750,000	0	0%
Contingencies Totals:		0	0	750,000	750,000	0	0%
Total Expenditures:		4,178,699	2,075,323	12,971,050	22,154,600	9,183,550	70%

**CLATSOP COUNTY
SPECIAL PROJECTS REQUESTS
FISCAL YEAR 2020-21**

	<u>Account Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2021-22 2022</u>	<u>2022-23 2023</u>	<u>2023-24 2024</u>	<u>2024-25 2025</u>	<u>2025-26 2026</u>
<u>Assessment & Taxation</u>										
County Vehicle (Fleet Replacement)	82-4201	40,000	-	-	-		35,000			
Subtotal Assessment & Taxation		40,000	-	-	-	-	35,000	-	-	-
<u>Human Resources</u>										
Copier/Printer/Scanner	82-4300	9,500	-	-	-					
Subtotal Human Resources		9,500	-	-	-	-	-	-	-	-
<u>Information Systems</u>										
Firewall Upgrade	82-4907	40,000	40,000	40,000	40,000					
Appraiser Tablets	82-4907	10,500	10,500	10,500	10,500					
Subtotal Information Systems		50,500	50,500	50,500	50,500	-	-	-	-	-
<u>County Manager</u>										
Strategic Planning	82-2471	50,000	50,000	50,000	50,000					
Subtotal County Manager		50,000	50,000	50,000	50,000	-	-	-	-	-
<u>Clerk & Elections</u>										
Ballot Sorter	82-4907	48,500	48,500	48,500	48,500					
Subtotal Clerk & Elections		48,500	48,500	48,500	48,500	-	-	-	-	-
<u>Budget & Finance</u>										
Copier/Printer	82-4300	15,000	15,000	15,000	15,000					
Subtotal Budget & Finance		15,000	15,000	15,000	15,000	-	-	-	-	-
<u>Juvenile Department</u>										
Juvenile Department Car	82-4201									
Subtotal Juvenile Department		-	-	-	-	-	-	-	-	-
<u>Building Codes</u>										
BC Division Inspection Vehicle	82-4200	27,500	27,500	27,500	27,500					
Subtotal Building Codes		27,500	27,500	27,500	27,500	-	-	-	-	-
<u>Planning Division</u>										
Code Modernization and Comp Plan Update:services	82-2471	15,000	15,000	15,000	15,000	35,200	1,500			
Code Modernization and Comp Plan Update:meetings	82-2471	6,600	6,600	6,600	6,600					
Code Modernization and Comp Plan Update:advertising	82-2471	23,400	23,400	23,400	23,400					
Code Modernization and Comp Plan Update:postage	82-2471	15,000	15,000	15,000	15,000					
Code Modernization and Comp Plan Update:copier maint.	82-2471	6,000	6,000	6,000	6,000					
Subtotal Planning Division		66,000	66,000	66,000	66,000	35,200	1,500	-	-	-
<u>Building and Grounds</u>										
Emergency repairs to County Facilities	82-4100	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-
Generator Replacement Sheriff	82-4900	52,480	52,480	52,480	52,480					
Dude Solutions Software	82-4907	30,000	30,000	30,000	30,000					
Public Health Security Upgrade	82-4100	-	37,000	37,000	37,000					
DA Security Upgrade	82-4100	60,350	60,350	60,350	60,350					
HVAC Replacement Boyington	82-4100	36,000	36,000	36,000	36,000					
Lock Upgrades	82-4100	50,000	50,000	50,000	50,000					
Data/Fiber Connection Sheriff	82-4096	50,000	50,000	50,000	50,000					
Carpet Replacement 800 Exchange/4th Floor	82-4100	36,000	-	-	-	36,000				
ADA Restroom Upgrade Courtroom 300	82-4100	30,000	-	-	-	30,000		-	-	-
Carpet Replacement Courtroom 200	82-4100	28,000	28,000	28,000	28,000	-				
Vestibule Entrance Sheriff	82-4100	15,000	14,000	14,000	14,000					
Swamp Cooler Replacement Animal Control	82-4100	6,000	6,000	6,000	6,000					
Fire Alarm replacement 800 & 820 Exchange	82-4100	43,350	-	-	-					
800 Exchange Building - Elevator Shaft Repair	82-4100	-	-	-	38,170					
B&G Work Van	82-4201	-	-	-	46,200					
Railing Replacement Courthouse	82-4100	30,000	-	-	-	30,000				
Roof Replacement Animal Shelter	82-4100	-	-	-	-	33,800				-
Interior Painting & Finishes Animal Shelter	82-4100	-	-	-	-	25,000				
HVAC Replacement 800 Exchange	82-4100	-	-	-	-	180,000				
Subtotal Building and Grounds		517,180	413,830	413,830	498,200	384,800	50,000	50,000	50,000	-
<u>Parks Maintenance</u>										
Park Development - Westport	82-4100					1,250,000	-	-	-	-
Park Development - Westport Boat Ramp	82-4100	25,000	25,000	25,000	25,000					
Park Development - Clatsop County Vehicle	82-4201									
Kloutchy Creek Restroom Project	82-4100	60,000	60,000	60,000	60,000					
Subtotal Parks Maintenance		85,000	85,000	85,000	85,000	1,250,000	-	-	-	-

Sheriff's										
Patrol Pickup	82-4216	47,500	47,500	47,500	47,500	90,000	45,000	45,000	45,000	45,000
Administrative Vehicle	82-4216	34,500	34,500	34,500	34,500					
Workcrew Truck	82-4216					150,000			-	-
Office Copier/Printer/Scanner	82-4300	7,000	7,000	7,000	7,000		-	-	-	-
Jail Relocation - Remodel/Addition	82-4096	20,000,000	20,000,000	20,000,000	20,000,000					
Subtotal Sheriff's		20,089,000	20,089,000	20,089,000	20,089,000	240,000	45,000	45,000	45,000	45,000

		<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Indirect Costs	82-3210	32,100	32,100	32,100	32,100	50,000	45,000	45,000	45,000	45,000
Transfer to Debt Service Fund	82-8435	170,300	170,300	170,300	170,300	166,300	162,500	158,600	155,100	151,000
PERS Reserve Transfer	82-8436	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Appropriation For Contin.	82-9900	837,310	837,310	837,310	837,310	837,310	837,310	837,310	837,310	837,310
Special Projects 100/2000 Total		22,270,390	22,157,540	22,157,540	22,241,910	3,263,610	1,441,310	1,435,910	1,432,410	1,378,310
Fleet Replacement 100/2002 Total		67,500	27,500	27,500	27,500	-	35,000	-	-	-
GRAND TOTALS		22,337,890	22,185,040	22,185,040	22,269,410	3,263,610	1,476,310	1,435,910	1,432,410	1,378,310

	<u>Account Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Summary by line item:										
(Office Equipment)	82-2454	-	-	-	-	-	-	-	-	-
(PC Equipment)	82-2455	-	-	-	-	-	-	-	-	-
(Contractual Services)	82-2471	116,000	116,000	116,000	116,000	35,200	1,500	-	-	-
(Indirect Cost Allocation)	82-3210	32,100	32,100	32,100	32,100	50,000	45,000	45,000	45,000	45,000
(Jail (CCSO) Remodel)	82-4096	20,050,000	20,050,000	20,050,000	20,050,000	-	-	-	-	-
(Structures & Improvements)	82-4100	469,700	366,350	366,350	404,520	1,634,800	50,000	50,000	50,000	-
(Household Hazardous Waste Facility)	82-4102	-	-	-	-	-	-	-	-	-
(Automotive Equipment)	82-4200	27,500	27,500	27,500	27,500	-	-	-	-	-
(County Vehicle Purchase)	82-4201	40,000	-	-	46,200	-	35,000	-	-	-
(Sheriff Automobiles)	82-4216	82,000	82,000	82,000	82,000	240,000	45,000	45,000	45,000	45,000
(Office Equipment)	82-4300	31,500	22,000	22,000	22,000	-	-	-	-	-
(Misc Equipment Sheriff)	82-4895	-	-	-	-	-	-	-	-	-
(Misc Equipment)	82-4900	52,480	52,480	52,480	52,480	-	-	-	-	-
(Computer Equipment)	82-4907	129,000	129,000	129,000	129,000	-	-	-	-	-
(Debt Service)	82-8435	170,300	170,300	170,300	170,300	166,300	162,500	158,600	155,100	151,000
(PERS Reserve)	82-8436	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
(Approp. For Conting.)	82-9900	837,310	837,310	837,310	837,310	837,310	837,310	837,310	837,310	837,310
		22,337,890	22,185,040	22,185,040	22,269,410	3,263,610	1,476,310	1,435,910	1,432,410	1,378,310

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

Strategic Planning			
Department Priority:	1		
Location:			
Link to Other Project(s):			
Description:	County Management is working with the Board of Commissioners and the Portland State University Center for Public Service on developing a Strategic Plan and Governance Handbook along with a County Commission workplan that will help guide the Board and staff in a variety of tasks such as policy making, budgeting, and goal setting.		
Justification:	It is prudent to conduct a review of an organizations strategic plan every few years. It has been nine years since Clatsop County has done a review of the County Strategic Plan.		
Alternatives:	This project was started during the 2019/20 FY and a portion of these funds are to complete the project and the remainder would be to follow-up with any additional amendments to the plan once it has been implemented.		
Operating Impact:	N/A		
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: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	Total 50,000 0 0 50,000

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

B&F Copier/Printer			
Department Priority:	1		
Location:	800 Exchange Street, Suite 310		
Link to Other Project(s):	N/A		
Description:	Copier/printer/scanner		
Justification:	The Budget & Finance Department is a high volume printing department and have been able to extend the life of the current copier/printer by an extra year. This extension however has begun to show and requires more frequent maintenance calls. These maintenance calls often pose problems because being down from being able to print or scan causes many disruptions for processing information for other departments.		
Alternatives:	Extend another year and continue to work around the maintenance issues.		
Operating Impact:	Operating costs already exist and no change in this is foreseen.		
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: 15,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 15,000	Total 15,000 0 0 15,000

Ballot Sorter

Department Priority:	1							
Location:	Clerk & Elections							
Link to Other Project(s):								
Description:	AgilisDuo Ballot Sorting System							
Justification:	<p>Currently we must manually hand scan and hand verify signatures on the return ballot envelopes for each election. This leaves open the possibility of missing challenged ballots. With the AgilisDuo Ballot Sorting System we will not handle the ballot envelopes as many times. The AgilisDuo delivers scanned images for signature image capture with an approximate throughput of 1,500 pieces per hour. This will allow for reviewing signatures side by side with the voter image from OCVR and upload back into OCVR the acceptance or rejection of the ballot envelope. This automation will also allow us to move towards the ability to use a signature client to do the first high level verification and allow us to save an image of the ballot envelope. This will speed up the process of signature checking. We will have the ballots to the opening boards sooner. This sorter will also allow us to batch the returns in consistent amounts to follow through the process of opening and scanning. Having good counts throughout the process will help speed up the reconciliation process.</p>							
Alternatives:	Continue manual signature checking and sorting.							
Operating Impact:	<p>Runbeck Election Services is allowing a discount with multiple counties purchasing the AgilisDuo Ballot Sorter. They are also allowing the counties in Oregon to split the purchase price between two fiscal years. Full purchase price is \$47,000 which includes the first year of license and support. Yearly license and support is \$8,000. Installation and training are \$1,500 each.</p> <p>Yearly impact will be: FY 20-21 \$24,000+\$3,000=\$27,000; FY 21-22 \$22,000+\$8,000=\$30,000; FY 22-23 and yearly \$8,000.</p>							
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: 47,000 Installation Fee: 1,500 Trade in Credit: 0 <hr/> Net Cost: 48,500	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 3px double black;">47,000</td> </tr> <tr> <td style="border-bottom: 3px double black;">1,500</td> </tr> <tr> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="border-bottom: 3px double black;">48,500</td> </tr> </table>	Total	47,000	1,500	0	48,500
Total								
47,000								
1,500								
0								
48,500								

Firewall upgrade

Department Priority:	1										
Location:	820 Exchange, CCSO										
Link to Other Project(s):											
Description:	Upgrade the firewall hardware and software in the 820 exchange server room and at the CCSO server room.										
Justification:	<p>The existing firewalls are excellent products, we would just like to upgrade to a solution that will accept higher throughput. We have noticed that on occasion we bumping up against the throughput limits of the existing firewalls. It has not caused any major issues, but it has manifest itself by producing an error for the user when they try and save data in an application or on the network.</p> <p>The existing firewalls are still serviceable so we would deploy those to our offsite locations so each offsite location would have an enterprise grade firewall that could be centrally managed .</p>										
Alternatives:	Keep the existing firewalls in place and deal with the occasional errors that result from hitting the firewall limits.										
Operating Impact:	This will improve the efficiency of the network by allowing more data to be shared between sites.										
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition										
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 2 Unit Cost: 20,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 20,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">40,000</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">40,000</td> <td style="border-bottom: 3px double black;">40,000</td> </tr> </table>	Total	40,000	0	0	0	0	40,000	40,000
Total	40,000										
0	0										
0	0										
40,000	40,000										

Appraiser Tablets

Department Priority:	2										
Location:	A&T										
Link to Other Project(s):											
Description:	The appraisers in the A&T department use Microsoft surface tablets for their field work . The tablets are 2 years old and the built in cameras have not worked very well from the start. I am requesting replacing the surface tablets with Dell tablets. A Dell tablet has been tested and the camera functionality appears to work as expected.										
Justification:	The cameras on the surface tablets have not consistently worked properly since the machines were purchased. This requires the appraisers to carry a separate camera in the field with them to ensure they capture the photos they need. The tablets are also a couple of years old now which is getting close to their maximum expected useful life.										
Alternatives:	The only alternative would be to keep the tablets for another year and make the appraisers carry a separate camera with them in the field.										
Operating Impact:	It will reduce frustration for the appraisers and reduce the amount of hardware they have to carry into the field.										
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition										
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input checked="" type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 7 Unit Cost: 1,500 Installation Fee: 0 Trade in Credit: 0 Net Cost: 1,500	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">10,500</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">0</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">10,500</td> <td style="border-bottom: 3px double black;">10,500</td> </tr> </table>	Total	10,500	0	0	0	0	10,500	10,500
Total	10,500										
0	0										
0	0										
10,500	10,500										

Emergency Repairs

Department Priority:	1							
Location:	General Fund Buildings							
Link to Other Project(s):								
Description:	Funds set aside for emergency or urgent repairs on County Facilities.							
Justification:	Every year there are unanticipated repairs and projects on County Facilities.							
Alternatives:	Do a budget adjustment when we have an emergency.							
Operating Impact:	This is an important to fund, the various unanticipated expenses and allows a quicker resolution to urgent items.							
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	<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;">50,000</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;">50,000</td> </tr> </table>	Total	50,000	0	0	50,000
Total								
50,000								
0								
0								
50,000								

Sheriff's Office - Generator Replacement

Department Priority:	2							
Location:	Sheriff's Office - 1190 SE 19th Street, Warrenton							
Link to Other Project(s):								
Description:	Replace existing generator.							
Justification:	Existing generator (2-2008) needs \$7500.00 radiator repair) and control board problems. Estimate on National Sourcewell Contract.							
Alternatives:	Repair existing generator for approximately \$10,000 and replace existing generator in the future.							
Operating Impact:	Building & Grounds will have to bid out project and manage installation.							
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: 52,480 Installation Fee: 0 Trade in Credit: 0 Net Cost: 52,480	<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;">52,480</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;">52,480</td> </tr> </table>	Total	52,480	0	0	52,480
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52,480								
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52,480								

Dude Solutions Software

Department Priority:	3							
Location:	General Fund Buildings - 800 Exchange Street							
Link to Other Project(s):								
Description:	Software program to manage work orders and assets. This will be purchased under National Cooperative Contract.							
Justification:	The building and grounds division needs to become more efficient to allow the continued maintenance of the buildings. This system will allow staff to better serve the internal customers which increases services to the public.							
Alternatives:	Wait until the future to implement the new software, and continue to use the work order system we have.							
Operating Impact:	Annual operation impact is \$12,500.00, for software maintenacne fee's.							
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: 30,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 30,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">30,000</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;">30,000</td> </tr> </table>	Total	30,000	0	0	30,000
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30,000								
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30,000								

Courthouse - DA Security Upgrade

Department Priority:	4							
Location:	Courthouse - 749 Commercial Street, Astoria							
Link to Other Project(s):								
Description:	Security Upgrade to include DA's Office, replace (3) doors and add security glazing to reception window.							
Justification:	Ongoing security concerns. This is a request from the District Attorney.							
Alternatives:	None							
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: 60,350 Installation Fee: 0 Trade in Credit: 0 Net Cost: 60,350	<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;">60,350</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;">60,350</td> </tr> </table>	Total	60,350	0	0	60,350
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60,350								

Boyington Building - HVAC Replacement

Department Priority:	5												
Location:	Boyington Building - 857 Commercial Street, Astoria												
Link to Other Project(s):													
Description:	Replace HVAC Unit.												
Justification:	HVAC units are failing. Current units were installed in 2006.												
Alternatives:	Wait another year, although the current units are in bad shape.												
Operating Impact:	Building and Grounds will bid out and manage this project. We should get better temperature control and improved efficiency.												
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: 18,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 18,000	<table style="margin-left: auto;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;"></td> </tr> <tr> <td style="text-align: right;">36,000</td> <td></td> </tr> <tr> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td style="text-align: right;">36,000</td> <td></td> </tr> </table>	Total		36,000		0		0		36,000	
Total													
36,000													
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36,000													

Lock Upgrades

Department Priority:	6												
Location:	800/820 Exchange, 749 Commercial Street, Astoria												
Link to Other Project(s):													
Description:	Upgrade locks in Juvenile Conference Room, Human Resources, County Council, Basement Breakroom and Courthouse.												
Justification:	Ongoing security issues. This will allow the control of these door to allow only authorized staff to access these rooms.												
Alternatives:	We could break this project up and not do all of these changes this year , and do some in future years.												
Operating Impact:	This is planned to increase security and control access to the areas that are not normally open to the public.												
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 <hr/> Net Cost: 50,000	<table style="margin-left: auto;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;"></td> </tr> <tr> <td style="text-align: right;">50,000</td> <td></td> </tr> <tr> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td style="text-align: right;">50,000</td> <td></td> </tr> </table>	Total		50,000		0		0		50,000	
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50,000													
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50,000													

Sheriff's Office - Data Fiber Connection

Department Priority:	7		
Location:	Sheriff's Office - 1190 SE 19th Street, Warrenton		
Link to Other Project(s):			
Description:	Data/Fiber connection required to connect the Sheriff's Office to the new Jail.		
Justification:	Sheriff's office and the new jail will need data/fiber connection to transmit data and phone services.		
Alternatives:	None		
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	Total 50,000 0 0 50,000

Courthouse - Carpet Replacement

Department Priority:	8		
Location:	Courthouse CR 200 - 749 Commercial Street, Astoria		
Link to Other Project(s):			
Description:	Replace Carpet in Courtroom 200.		
Justification:	Carpet in Courtroom 200 is failing.		
Alternatives:	This project could wait until a future year.		
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: 3500 Unit Cost: 8 Installation Fee: 0 Trade in Credit: 0 Net Cost: 8	Total 28,000 0 0 28,000

Sheriff's Office - Vestibule Entrance

Department Priority:	9							
Location:	Sheriff's Office - 1190 SE 19th Street, Warrenton							
Link to Other Project(s):								
Description:	Vestibule Entrance Sheriff's Office.							
Justification:	This was requested by staff to reduce the cold air that comes into the office area 's when the exterior door is opened.							
Alternatives:								
Operating Impact:								
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition							
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 14,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 14,000	<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;">14,000</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;">14,000</td> </tr> </tbody> </table>	Total	14,000	0	0	14,000
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14,000								
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14,000								

Animal Shelter - Replace Swamp Cooler

Department Priority:	10							
Location:	Animal Shelter - 1315 SE 19th St, Warrenton							
Link to Other Project(s):								
Description:	Replace existing swamp cooler. \$5000.00 and an additional \$1000.00 for electrical work.							
Justification:	Swamp cooler is in need of replacement, original equipment installed in 1997.							
Alternatives:	This unit is in bad shape and may not function when needed during warm weather. This is the cooler for the dog kennels.							
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: 6,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 6,000	<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;">6,000</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;">6,000</td> </tr> </tbody> </table>	Total	6,000	0	0	6,000
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6,000								
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6,000								

Public Health Security Upgrades

Department Priority:	11		
Location:	820 Exchange Suite 100		
Link to Other Project(s):			
Description:	Security upgrades for the Public Health lobby that include a secure and ergonomically correct reception windows.		
Justification:	Staff have had an increase in client interactions that leave staff feeling vulnerable with the current lobby area. Improving the durability of the glass and the ability to secure it closed will help provide time to call for help if need be.		
Alternatives:	Leave as it currently is with non shatter resistant glass.		
Operating Impact:	N/A		
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: 37,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 37,000	Total 37,000 0 0 37,000

Elevator shaft repair and rail attachment upgrade

Department Priority:	12		
Location:	800 Exchange Street		
Link to Other Project(s):			
Description:	Repair elevator rail attachments and repair failing plaster in the elevator shaft.		
Justification:	Several of the elevator guide rail attachments are lose and the plaster is failing as the building has settled over the years.		
Alternatives:	None		
Operating Impact:	N/A		
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: 33,170 Installation Fee: 5,000 Trade in Credit: 0 Net Cost: 38,170	Total 33,170 5,000 0 38,170

Buildings & Grounds Van

Department Priority:	13							
Location:								
Link to Other Project(s):								
Description:	Ford Transit 350 Cargo Van. With load protection and trailer towing. Long wheel base, high roof and dual sliding doors. Lift gate as an added item.							
Justification:	The current van that B&G uses was purchased in 2003 and was a used 2002 cargo van. The new van would allow our staff to stand inside and would be bigger to allow more room for transporting furniture and building materials. The lift gate would assist in lifting heavy items and make it safer for our crews.							
Alternatives:	Keep existing van and wait another year. We had listed this last year as a future request.							
Operating Impact:								
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: 46,200 Installation Fee: 0 Trade in Credit: 0 Net Cost: 46,200	<table border="1"> <thead> <tr> <th>Total</th> </tr> </thead> <tbody> <tr> <td>46,200</td> </tr> <tr> <td>0</td> </tr> <tr> <td>0</td> </tr> <tr> <td>46,200</td> </tr> </tbody> </table>	Total	46,200	0	0	46,200
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46,200								
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46,200								

Klootch Creek Restroom Project

Department Priority:	1														
Location:															
Link to Other Project(s):															
Description:	<p>The Parks Department is requesting \$60,000 in funding for the installation of a new permanent restroom and day-use area improvements at Klootch Creek County Park. Currently we have portable toilets located in the park that is running \$580.00 a month for the service. The Parks Department will apply for a grant through the Oregon State Parks to help with the funding on the new restroom unit and site improvements. This grant requires a 50% match, so the County's final cost will be \$30,000 and the State will fund the other \$30,000 of the \$60,000 project cost. We are currently working with the Northwest Trail Alliance/North Coast Trail Alliance in the building of a new mountain bike trail system that starts in Klootch Creek Park and spans over Lewis and Clark Timberlands property adjacent to the park property. This trail system is planned to have upwards of 25 miles of mountain bike trails. This will be a major attraction for this park as the starting point for this mountain bike trail system, and the current restroom facilities will be inadequate for the amount of people that will be using the facilities. This site is also a popular stop for visitors to use the restrooms while driving along Highway 26 while visiting the coast. At times the park is used more like a highway rest stop for the restrooms, instead of visiting the park for outdoor activities. The portable toilets are at their max usage and struggle to meet the needs during high traffic weekends.</p>														
Justification:	This project would help to provide a more usable restroom system for visitors to Clatsop County and the Klootch Creek Park site. The current system struggles to keep up with the current use and quickly becomes very unsanitary for park visitors; the system needs to be upgraded.														
Alternatives:	To look for other funding sources or continue to use the over used porta -potty system we currently have in place.														
Operating Impact:	Currently we are spending \$599.50 a month or a total of \$7,194 a year for the rental and cleaning service of the portable toilet units at Klootch Creek. The estimated operating cost of the new restroom unit is \$3,200, this is based on pumping, cleaning and toilet paper use. There will also be an increase of \$780 a year in fuel cost to cover the extra trips for cleaning of the restroom.														
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: 60,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 60,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%; text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: right;">60,000</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td style="text-align: right;">60,000</td> </tr> </tbody> </table>		Total		60,000		0		0		0		60,000
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	60,000														

Westport boat ramp development

Department Priority:	2		
Location:			
Link to Other Project(s):			
Description:	<p>The Parks Department is requesting funding to continue the permitting process and improvements to the Westport County Park boat ramp. We did receive a grant from the Oregon State Marine Board for the hiring of a consultant to assist with the permitting process and to pay for the development fees associated with the permit during the FY 18-19 budget period. This permitting project is still ongoing and will continue into the FY20-21 budget period due to the extremely long permitting process. The Parks Department is requesting \$25,000 to fund the remaining part of the permitting process, development fee and infrastructure improvements such as utility placement.</p>		
Justification:	<p>This site development is a high priority in the Clatsop County 2006 Parks Master Plan, as well as the Oregon State Marine Boards for boat ramp development. The Parks Recreational Lands Planning and Advisory Committee approves of this project. This project was approved and funded in the FY18-19 budget cycle. This request is to continue the funding of the project for items that were not completed during the last budget cycle due to the complexity of the project and the long permitting process.</p>		
Alternatives:	Look for other funding sources to complete the permitting project that is currently underway.		
Operating Impact:	The operating impact is the public boaters that currently try to use this facilities boat ramp and day-use area. The site has many safety issues with the docks and ramp. The site needs to be improved or closed.		
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: 25,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 25,000	<div style="text-align: right;"> Total <hr/> 25,000 0 0 <hr/> 25,000 </div>

Patrol Pickup

Department Priority:	1							
Location:	Sheriff's Office							
Link to Other Project(s):	None							
Description:	Replacement Patrol Truck for Search and Rescue Sergeant							
Justification:	The current truck is assigned to the Sergeant that manages Search and Rescue. The truck is used in off road situations more than other patrol trucks and will have approximately 167,000 miles at the time it is replaced. Replacement is within the Rural Law Enforcement District Vehicle Replacement Schedule.							
Alternatives:	Continue with the current vehicle with the resulting higher maintenance costs and maintenance down time.							
Operating Impact:	RLED is purchasing an additional three vehicles.							
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: 32,500 Installation Fee: 15,000 Trade in Credit: 0 Net Cost: 47,500	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">32,500</td> </tr> <tr> <td style="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;">47,500</td> </tr> </table>	Total	32,500	15,000	0	47,500
Total								
32,500								
15,000								
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47,500								

Administrative Vehicle

Department Priority:	2							
Location:	Sheriff's Office							
Link to Other Project(s):	None							
Description:	Unmarked administrative police vehicle for Enforcement Division Lieutenant							
Justification:	The Sheriff's Office is proposing the addition of a Lieutenant to manage the Enforcement Division , similar to the Corrections and Parole and Probation Divisions. The Sheriff's Office does not currently possess a vehicle that can be issued to the Enforcement Lieutenant.							
Alternatives:	Provide a marked reserve/retired vehicle.							
Operating Impact:	RLED is purchasing an additional three vehicles.							
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: 25,500 Installation Fee: 9,000 Trade in Credit: 0 Net Cost: 34,500	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">25,500</td> </tr> <tr> <td style="border-bottom: 1px solid black;">9,000</td> </tr> <tr> <td style="border-bottom: 1px solid black;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black;">34,500</td> </tr> </table>	Total	25,500	9,000	0	34,500
Total								
25,500								
9,000								
0								
34,500								

Clatsop County Jail Relocation

Department Priority:	1		
Location:	SE 19th Street, Warrenton OR		
Link to Other Project(s):			
Description:	<p>In November of 2018 voters approved a \$20M bond to relocate the County Jail Facilities to the current OYA facility in Warrenton. The relocation would consist of remodeling a portion of the existing OYA facility as well as adding on additional pods that would increase overall county jail bed capacity to a minimum of 172 beds.</p> <p>The overall construction costs associated with the project is approx. \$28M, however some costs are incurred in prior and future fiscal years as this is a multi-year project. In addition to the \$20M bond revenue there is also approximately \$3.4M in bond premium revenue, \$2M from the County Special Projects Fund, and \$2M from the state for deferred maintenance cost of the building when it was under their ownership.</p>		
Justification:	The county has outgrown the existing 60 bed jail and has to regularly release inmates due to overcrowding. The voters approved this bond to see the larger facility be built.		
Alternatives:	N/A		
Operating Impact:	The potential increase to the annual operations budget is approximately \$1.5M per year as a result of increased staff, inmate food and medical, as well as utility costs.		
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: 20,000,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 20,000,000	Total 20,000,000 0 0 20,000,000

Office copier/ printer/ scanner

Department Priority:	2		
Location:	Jail Admin		
Link to Other Project(s):	none		
Description:	replacement printer/ copier/ scanner for jail admin		
Justification:	current copier is at end of life. It was a second hand printer when given to us. It also does not have a scanner function.		
Alternatives:	continue use until it stops working causing an unplanned purchase.		
Operating Impact:	none		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input checked="" type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 7,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 7,000	Total 7,000 0 0 7,000

Comprehensive Plan Update

Department Priority:	1							
Location:	Community Development - Planning Division							
Link to Other Project(s):								
Description:	<p>CONTRACTUAL SERVICES - LAND USE PLANNING: \$15,000: As-needed technical assistance associated with the comprehensive plan update. This funding would be used to supplement the 60 hours the County receives from CREST through its IGA. This additional funding would also include time to digitize and update the coastal shoreland maps, which were originally created in 1983.</p> <p>MEETINGS/HOSTING: \$6,600. These funds are used for rental fees at various locations in the different planning areas identified in the Comprehensive Plan. While staff tries to utilize rent-free public facilities such as schools, fire stations and County-owned facilities, some planning areas such as the Clatsop Plains do not have these types of facilities available. In addition there are costs associated with hosting the public gatherings for meeting supplies, coffee, etc.</p> <p>ADVERTISING: \$23,400. This funding includes monies for radio advertisements, printed flyers, published notices, and quarterly newspaper display ads with upcoming meeting and open house dates.</p> <p>POSTAGE/PRINTING: \$15,000: The funding is used to mail Citizen Advisory Committee meeting notices to committee members and to members of the public who have not provided an email address. Funding will also be used to send quarterly postcards to property owners within all planning areas to notify them of upcoming Citizen Advisory Committee meetings and public open houses.</p> <p>COPIER PAPER/TONER/MAINTENANCE: \$6,000: This money is for copier paper, toner and pro-rated routine maintenance of the Community Development copier.</p>							
Justification:	<p>The County's comprehensive plan dates back to the late 1970s. While the plan has been amended in a piecemeal fashion over the years, much of the information is out-of-date. Because periodic review of the plan is no longer required by the state, the County has chosen to undertake a comprehensive review of all the policies in the plan, working with the assistance of over 30 citizen advisory committee volunteers. The process began in February 2019 with the announcement requesting applications for citizen volunteers. Open houses were held in each of the planning areas during June-July 2019. In addition to monthly Citizen Advisory Committee meetings in each of the planning areas, public workshops led by subject matter experts on each of the goals covered to-date have also been held.</p> <p>Following a hiatus during the months of January, February and March 2020, the process will commence in April with the committees beginning their reviews of Goal 5. Public open houses will again be conducted in each of the planning areas between April-June 2020 in order to obtain input on the first drafts of Goals 1-4. Work to be completed during FY 20/21 includes committee review of the policies in Goals 5-14. Staff will also be streamlining and clarifying the process by working to focus committees on drafting recommended policies to address identified issues of concern.</p>							
Alternatives:	Discontinue the comprehensive plan update process and continue to use the documents in their current form, regardless of whether the now-40-year old goals and policies continue to reflect the desires of the residents, property owners, and business owners in the county and actual conditions within the County.							
Operating Impact:	Updating out-of-date policies and codes will assist staff in implementing the community's desired goals and outcomes. Modernizing and updating documents results in better ease of use for residents, the development community and staff.							
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: 66,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 66,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">Total</th> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">66,000</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;">66,000</td> </tr> </table>	Total	66,000	0	0	66,000
Total								
66,000								
0								
0								
66,000								

Fleet Replacement

Department Overview

County departments have aging fleet vehicles that are in need of replacing, this org unit was created so that departments may build up a reserve account for future fleet vehicle purchases. The goal of this org unit is to help alleviate some of the burden departments face with having to come up with the resources in a single year for a vehicle purchase.

Budget Highlights

The Building Codes Department budgets a transfer into the Fleet Replacement fund on an annual basis based on the mileage driven by the department in order to plan for future replacement vehicles. Any additional revenue transferred into this fund will go toward each respective department's contingency, this will allow the department to build a reserve for an additional vehicle purchase in subsequent fiscal years.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	0	84,730	84,730	100%
Transfer from A&T	23,223	0	0	0	0	0%
Transfer from Building Codes	33,200	32,900	22,000	30,080	8,080	36%
Total Revenue:	56,423	32,900	22,000	114,810	92,810	421%
Total Unappropriated Budget:	33,305	4,949	22,000	0	(22,000)	- 100%
Total Budgeted Resources:	23,119	27,951	0	114,810	114,810	0%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	0	0	0	0	0	0%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	23,119	27,951	0	27,500	27,500	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	87,310	87,310	0%
Total Expenditures:	23,119	27,951	0	114,810	114,810	0%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Capital Outlay							
Automotive Equipment	82-4200	0	0	0	0	0	0%
County Vehicle Purchase	82-4201	23,119	27,951	0	27,500	27,500	100%
Police Cars	82-4216	0	0	0	0	0	0%
Capital Outlay Totals:		23,119	27,951	0	27,500	27,500	100%
Contingencies							
Appropriation for Contin.	82-9900	0	0	0	87,310	87,310	100%
Contingencies Totals:		0	0	0	87,310	87,310	100%
Total Expenditures:		23,119	27,951	0	114,810	114,810	100%

Building Codes Division Inspection Vehicle

Department Priority:	1												
Location:	800 Exchange St.												
Link to Other Project(s):													
Description:	This request is to replace one inspection vehicle in the Building Codes Division fleet.												
Justification:	The vehicle to be replaced is projected to have 80,000 + miles by the end of the 2020/21 budget year. Current GSA Fleet Minimum Vehicle Replacement Standards recommend replacement of gas fueled passenger vehicles at 5 years or 60,000 miles.												
Alternatives:	Continue to use this vehicle and increase the mileage.												
Operating Impact:	The funds for the replacement vehicle will come from the Fleet Replacment Fund. The Building Codes Division began contributing to this fund on a "per miles driven" basis in preparation for replacment purchases.												
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: 30,000 Installation Fee: 0 Trade in Credit: 2,500 <hr/> Net Cost: 27,500	<table style="margin-left: auto; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black; width: 50px;"></td> </tr> <tr> <td style="text-align: right;">30,000</td> <td></td> </tr> <tr> <td style="text-align: right;">0</td> <td></td> </tr> <tr> <td style="text-align: right;">2,500</td> <td></td> </tr> <tr> <td style="text-align: right;">27,500</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">27,500</td> </tr> </table>	Total		30,000		0		2,500		27,500	27,500
Total													
30,000													
0													
2,500													
27,500	27,500												

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 Gradall, Paint striper and F350 Pickup.

Budget Highlights

This budget includes the purchase of a Dump Truck to replace a 2005 truck has has high operational hours, a Loader/Brush Cutter to replace a 2006 machine that has major mechanical issues, an Excavator to replace a 2006 machine that will need extensive maintenance work, and a Flatbed pickup to replace a 2003 pickup that needs extensive maintenance, an F350 pickup that will rotate out a 16 year old vehicle, and an F550 pickup with a dump body replacing a vehicle that has a blown engine and no longer in operation. This year's expenditures are 31% higher than last year with the increase in purchases being covered by savings that were realized in 2019-20 equipment purchases..

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	51,100	163,240	112,140	219%
Interest On Investments	2,764	3,411	2,900	3,000	100	3%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Transfer From Gen Roads	476,620	474,040	551,900	628,530	76,630	13%
Total Revenue:	479,384	477,451	605,900	794,770	188,870	31%
Total Unappropriated Budget:	22,004	19,801	0	0	0	0%
Total Budgeted Resources:	457,380	457,650	605,900	794,770	188,870	31%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	700	800	900	800	(100)	- 11%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	456,680	456,850	605,000	793,970	188,970	31%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	457,380	457,650	605,900	794,770	188,870	31%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Indirect Cost Allocation	82-3210	700	800	900	800	(100)	- 11%
Materials & Services Totals:		700	800	900	800	(100)	- 11%
Capital Outlay							
Automotive Equipment	82-4200	456,680	456,850	605,000	793,970	188,970	31%
Capital Outlay Totals:		456,680	456,850	605,000	793,970	188,970	31%
Contingencies							
Appropriation For Contin.	82-9900	0	0	0	0	0	0%
Contingencies Totals:		0	0	0	0	0	0%
Total Expenditures:		457,380	457,650	605,900	794,770	188,870	31%

CLATSOP COUNTY
EQUIPMENT REPLACEMENT REQUESTS
FISCAL YEAR 2020-21

	<u>Account Number</u>	<u>Requested</u>	<u>Proposed</u>	<u>Approved</u>	<u>Adopted</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
<u>Equipment Replacement Fund</u>										
Dump Truck	82-4200	210,000	210,000	210,000	210,000					
Loader/Brush Cutter	82-4200	260,000	260,000	260,000	260,000					
Excavator	82-4200	180,000	180,000	180,000	180,000					
Flat Bed P/U Truck	82-4200	35,000	35,000	35,000	35,000					
F350 Pickup	82-4200				41,585					
F350 Truck	82-4200				46,385					
Truck Body	82-4200				21,000					
F350 Flatbed	82-4200					50,000				
Loader	82-4200					230,000				
10-12 Yard Dump Truck	82-4200						200,000			
Flat Bed P/U Truck	82-4200						50,000			
Vactor Truck	82-4200						200,000			
Hook Lift	82-4200							260,000		
Pick-up	82-4200							50,000		
IT Loader	82-4200							230,000		
Subtotal Equipment Replacement		685,000	685,000	685,000	793,970	280,000	450,000	540,000	-	-
GRAND TOTALS		685,000	685,000	685,000	793,970	280,000	450,000	540,000	-	-

Dump Truck

Department Priority:	1		
Location:	Public Works		
Link to Other Project(s):			
Description:	Purchase of Dump Truck		
Justification:	Replacement of 2005 Dump Truck #266, stationed at the Svensen substation. This truck is used daily for hauling materials as well as responding to road hazards such as snow and ice. The truck has over 12,700 operational hours on it which equate to approx. 570,000 miles. the engine in this truck will usually last 800,000 before needing a rebuild. While there is still life in the truck, we will get our best resale value at this time, as well as upgraded emissions on the new truck.		
Alternatives:	Continue to use truck until it requires a rebuild.		
Operating Impact:	Net Zero. Replacement of current 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: 210,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 210,000	<div style="text-align: right;"> Total <hr/> 210,000 0 0 <hr/> 210,000 </div>

Loader/Brush Cutter

Department Priority:	2		
Location:	Public Works		
Link to Other Project(s):			
Description:	Purchase of new Loader/Brush Cutter		
Justification:	This machine will replace 2006 #273 which is used to cut roadside vegetation. It is used all year around for brush cutting during the winter and mowing in the summer. The machine that is being replaced has 4,619 operational hours and many mechanical problems. The new machine will have the upgrades to meet the new emission standards.		
Alternatives:	Keep using current machine.		
Operating Impact:	Net zero. Replacement of existing 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: 260,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 260,000	<div style="text-align: right;"> Total <hr/> 260,000 0 0 <hr/> 260,000 </div>

Excavator

Department Priority:	3		
Location:	Public Works		
Link to Other Project(s):			
Description:	Purchase of Excavator		
Justification:	This machine will replace 2006 machine #280. This machine is a track mounted machine used for cleanup of slides and storm debris during the winter and excavation work during the summer construction season, as well as installation of large culverts. The current machine has 5,280 operational hours and will be requiring considerable maintenance repairs in the near future. The new machine will be upgraded to the new emissions standards.		
Alternatives:	Continue using current machine		
Operating Impact:	Net zero. Replacement of current machine.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Total Unit Cost: 180,000 180,000 Installation Fee: 0 0 Trade in Credit: 0 0 <hr/> Net Cost: 180,000 180,000	

Flatbed Pickup

Department Priority:	4		
Location:	Public Works		
Link to Other Project(s):			
Description:	Purchase of new Flatbed Pickup		
Justification:	This pickup will replace 2003 #262. This pickup is used to haul employees and materials to and from job sites all year around. The current pickup has 130,000 miles and will be requiring extensive maintenance in the near future. The new truck will be upgraded to the new emissions standards.		
Alternatives:	Continue using current pickup.		
Operating Impact:	Net zero. Replacement of current machine.		
Request Type:	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
Request Category:	<input type="radio"/> Building <input type="radio"/> Land <input checked="" type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Total Unit Cost: 35,000 35,000 Installation Fee: 0 0 Trade in Credit: 0 0 <hr/> Net Cost: 35,000 35,000	

Ford F350 Pickup

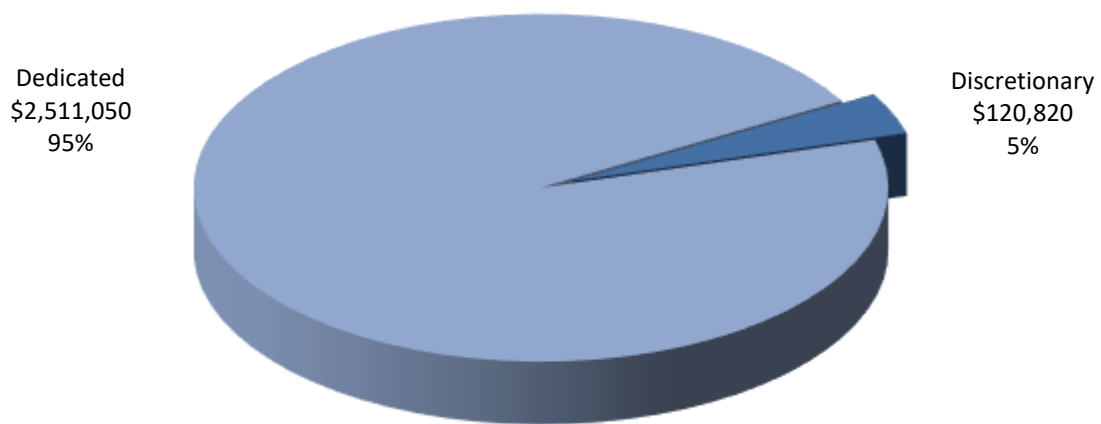
Department Priority:	5							
Location:	Public Works							
Link to Other Project(s):								
Description:	Ford F350 Pickup							
Justification:	This vehicle will replace the #290 2012 F350 and will be used for road maintenance and construction. #290 will replace the Knappa sign truck #261. The sign truck will replace #263 which is a 16 year old vehicle.							
Alternatives:	Look for other truck options or keep the fleet as is and postpone for another year.							
Operating Impact:	Net zero. Replacement of current 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: 41,590 Installation Fee: 0 Trade in Credit: 0 Net Cost: 41,590	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">41,590</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">41,590</td> </tr> </table>	Total	41,590	0	0	41,590
Total								
41,590								
0								
0								
41,590								

Ford F550 Pickup and a dump body

Department Priority:	6							
Location:	Public Works							
Link to Other Project(s):								
Description:	F550 Pickup with a dump body.							
Justification:	This vehicle will replace the #286 2011 F450 in Knappa and will be used for road maintenance and construction. #286 Ford F450 will replace #272 in Astoria which has a blown motor and is not in service anymore.							
Alternatives:	Look for other truck options or keep the fleet as is and postpone for another year.							
Operating Impact:	Net zero. Replacement of current 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: 67,380 Installation Fee: 0 Trade in Credit: 0 Net Cost: 67,380	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Total</th> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">67,380</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">67,380</td> </tr> </table>	Total	67,380	0	0	67,380
Total								
67,380								
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67,380								

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**Clatsop County Functions/Programs Budget
Culture & Recreation 2020-2021
Total \$2,631,870**



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 the Civil War Reenactment; local organization fundraising events; weddings and receptions; memorial gatherings; equestrian events; trade shows; motorsports events and swap meets. The facility is also used multiple times per year by OSU Extension 4-H, Leadership Clubs and Master Gardeners, Clatsop County Sheriff's Office; and other groups such as those holding events for their High School Senior projects at a reduced fee or no charge. The Clatsop County Fair Board and staff recognize the support the community has generously provided by passing a special property tax bond measure which provides funding to our facility enabling the department to provide a venue for such organizations and groups.

Major Accomplishments

- * Have upgraded all of the entrances with new gates instead chains across the road. Making it more aesthetically pleasing as well as easier to see.
- * We paved around our newest building, making it much more user friendly.
- * We added security cameras around the entire perimeter of the main area of the fairgrounds.
- * Replaced a failing instant hot water system & replaced with 2 100 gal fast recovery tanks.
- * Continued increased interest and attendance of the annual Clatsop County Fair by providing new and interesting events.

Performance Measures

- Attendance remains high at 12,000 for the County Fair, as well as record breaking numbers for other major events held here.
- Successfully contracting and hosting 235 event days without any major incidents or issues
- Continued increased interest in use of our facility by multiple user groups

Budget Highlights

- Increased local business and community support is evidenced by budgeted sponsorship and event rental revenue.
- * Saved \$16,000 in replacement of hot water system by working with Sheriff's department.
- * Receiving a 300K generator from the Sheriff's department & working emergency management to seek funding to hookup.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	763,660	716,090	(47,570)	- 6%
Property Taxes Current Yr	281,904	293,135	296,130	310,700	14,570	4%
Property Taxes Prior Year	11,133	9,436	11,000	10,000	(1,000)	- 9%
GP Reserve Revenue	1,055	1,041	1,000	1,000	0	0%
Interest On Investments	13,135	19,822	13,000	13,000	0	0%
Property Rents	0	0	0	0	0	0%
Timber Sales	118,740	85,394	70,000	55,140	(14,860)	- 21%
Disc Golf Donations	0	0	750	0	(750)	- 100%
Rev. Refunds & Reim.	6,470	6,637	0	0	0	0%
Tourism Funding	0	0	0	0	0	0%
ATM Fee Revenue	3,146	3,151	2,000	2,000	0	0%
4-H Revenue	0	5	0	1,800	1,800	100%
Donations	0	25	0	0	0	0%
OR State Fair Distribution	53,167	53,167	50,000	53,000	3,000	6%
Catering/Kitchen Fees	1,539	3,742	2,000	10,000	8,000	400%
Nsf Check Fee	25	0	0	0	0	0%
Vending Machine Revenue	0	654	750	750	0	0%
Ticket/Gate Fees	75,943	122,623	95,000	100,000	5,000	5%
Carnival Revenue	17,791	21,421	20,000	20,000	0	0%
County Fair Revenue	6,450	8,600	8,000	8,000	0	0%
Fair Booster Buttons	0	1,485	2,000	2,000	0	0%
Parking Fees	8,868	8,135	7,500	7,000	(500)	- 6%
Camping Fees	12,145	14,085	10,000	10,000	0	0%
Fair Sponsors	33,625	3,400	3,500	3,000	(500)	- 14%
Concert Sponsors	0	30,000	35,000	40,000	5,000	14%
Food Vendor %	18,338	9,178	10,000	15,000	5,000	50%
Fair Facility Rental	69,395	71,412	60,000	60,000	0	0%
Fair Arena Signs	7,200	5,850	5,000	5,000	0	0%
Fair Board Fundraisers	130	0	0	0	0	0%
Donations from Trust Fund	137	635	0	0	0	0%
Miscellaneous Revenue	274	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	900	0	0	0	0%
Insurance Loss Proceeds	0	0	0	0	0	0%
Total Revenue:	740,612	773,932	1,466,290	1,443,480	(22,810)	- 1%
Total Unappropriated Budget:	(202,360)	115,031	0	0	0	0%
Total Budgeted Resources:	942,973	658,901	1,466,290	1,443,480	(22,810)	- 1%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	154,949	147,808	151,850	167,640	15,790	10%
Personnel Benefits	87,423	96,264	125,240	149,930	24,690	19%
Materials & Services	554,829	414,194	465,080	511,650	46,570	10%
Special Payments	137	635	500	0	(500)	- 100%
Debt Service	0	0	0	0	0	0%
Capital Outlay	145,634	0	50,000	50,000	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	673,620	564,260	(109,360)	- 16%
Total Expenditures:	942,973	658,901	1,466,290	1,443,480	(22,810)	- 1%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Fair Maintenance Tech	1.00	1.00	1.00	1.00	0.00	0%
Admin Coordinator - Fairground	1.00	1.00	1.00	1.00	0.00	0%
Maintenance Supervisor - Fair	0.00	1.00	0.00	0.00	0.00	0%
Fair Operations Manager	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	3.00	4.00	3.00	3.00	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Event Days	137	169	242	242	235	

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Fair Maintenance Tech	82-1768	14,693	37,173	37,160	41,860	4,700	12%
Admin Coordinator - Fairground	82-1769	35,351	47,635	48,500	51,220	2,720	5%
Maintenance Supervisor - Fair	82-1770	51,767	0	0	0	0	0%
Fair Operations Manager	82-1771	53,138	63,000	66,190	74,560	8,370	12%
Extra Help	82-1941	7,360	9,994	10,000	10,000	0	0%
Overtime	82-1945	9,057	3,700	6,000	6,000	0	0%
F.I.C.A.	82-1950	12,594	11,769	12,840	14,050	1,210	9%
Retirement	82-1955	14,711	14,021	28,570	31,430	2,860	10%
Medical Waiver	82-1963	600	0	0	0	0	0%
Medical Insurance	82-1964	29,751	43,911	54,190	71,430	17,240	31%
Dental Insurance	82-1965	3,986	3,848	4,450	5,970	1,520	34%
HSA Contribution	82-1966	5,917	5,167	5,000	6,000	1,000	20%
Benefits Admin Fees	82-1967	56	50	50	90	40	80%
Life Insurance	82-1970	316	334	300	300	0	0%
Salary Continuation Insur	82-1972	411	435	460	500	40	8%
S.A.I.F.	82-1975	2,480	2,835	3,210	3,980	770	23%
Unemployment	82-1980	186	201	170	180	10	5%
Personnel Services Totals:		242,373	244,073	277,090	317,570	40,480	14%
Materials & Services							
Clothing And Uniform Exp.	82-2040	1,050	0	500	1,000	500	100%
Telephones	82-2070	1,796	940	3,000	3,000	0	0%
ATM Annual Fees	82-2120	0	0	100	100	0	0%
Custodial Supplies	82-2160	10,103	6,669	6,000	6,000	0	0%
Transient Room Tax	82-2167	1,018	1,025	1,500	1,500	0	0%
Insurance	82-2200	18,566	17,821	20,490	23,740	3,250	15%
License And Permit Fees	82-2240	4,376	453	5,000	1,000	(4,000)	- 80%
Maintenance Supplies	82-2259	9,834	0	0	0	0	0%
Maintenance - Equipment	82-2260	37,648	14,661	15,000	15,000	0	0%
General Equipment	82-2268	29,707	20,068	25,000	35,000	10,000	40%
Maintenance S.I.G.	82-2300	75,364	55,498	40,000	40,000	0	0%
Membership Fees And Dues	82-2370	1,790	2,722	1,260	2,470	1,210	96%
Office Supplies	82-2410	2,796	1,926	1,500	1,500	0	0%
Postage And Freight	82-2419	251	15	250	250	0	0%
Printing And Reproduction	82-2425	1,690	527	1,500	1,500	0	0%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
PC Equipment	82-2455	900	707	1,710	2,000	290	16%
Tents and Frames	82-2458	4,402	0	0	0	0	0%
Auditing And Accounting	82-2462	0	0	0	0	0	0%
Contractual Services	82-2471	29,317	12,091	24,000	25,000	1,000	4%
Fair Judges	82-2472	1,040	821	1,000	1,000	0	0%
Concession Sales	82-2481	0	0	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Contractual Services-Temp Help	82-2492	32,110	2,063	2,000	2,000	0	0%
Publi. And Legal Notices	82-2600	7	300	1,000	500	(500)	- 50%
Advertising - Fair & Concerts	82-2604	110	10,640	10,000	10,000	0	0%
Advertising	82-2605	21,726	9,530	10,000	20,000	10,000	100%
Disc Golf Course	82-2610	0	0	750	0	(750)	- 100%
Rents And Leases - Equip.	82-2630	5,977	7,006	10,000	5,000	(5,000)	- 50%
Meetings/ Hosting	82-2750	975	303	0	500	500	100%
Fuel - Equipment	82-2851	0	322	1,000	2,000	1,000	100%
Fuel - Vehicles	82-2852	2,090	2,039	2,000	1,000	(1,000)	- 50%
Signs	82-2856	2,066	480	1,000	1,000	0	0%
Replacement Tools	82-2859	0	0	0	0	0	0%
Garden Supplies	82-2860	366	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	594	231	500	500	0	0%
Education And Training	82-2928	1,498	3,455	2,500	2,360	(140)	- 5%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Reimbursed Travel Expense	82-2930	2,643	943	2,820	3,630	810	28%
Towing	82-2940	0	0	0	0	0	0%
Utilities	82-2960	61,911	56,823	65,000	65,000	0	0%
Fair Awards & Ribbons	82-3182	2,883	510	500	500	0	0%
Fair Premiums	82-3183	3,000	2,189	3,000	3,000	0	0%
General Entertainment	82-3185	0	1,819	2,000	20,000	18,000	900%
Fair Entertainment	82-3186	104,581	94,351	115,000	125,000	10,000	8%
Refunds and Returns	82-3204	750	1,138	2,000	1,000	(1,000)	- 50%
County Fair Expense	82-3205	48,596	33,706	40,000	45,000	5,000	12%
Indirect Cost Allocation	82-3210	31,300	50,400	46,200	43,600	(2,600)	- 5%
Materials & Services Totals:		554,829	414,194	465,080	511,650	46,570	10%
Special Payments							
Unallocated Donations	82-3141	137	635	500	0	(500)	- 100%
Special Payments Totals:		137	635	500	0	(500)	- 100%
Capital Outlay							
Structures & Improvements	82-4100	0	0	50,000	0	(50,000)	- 100%
Buildings	82-4108	108,904	0	0	0	0	0%
Miscellaneous Equipment	82-4900	36,730	0	0	50,000	50,000	100%
Capital Outlay Totals:		145,634	0	50,000	50,000	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	673,620	564,260	(109,360)	- 16%
Contingencies Totals:		0	0	673,620	564,260	(109,360)	- 16%
Total Expenditures:		942,973	658,901	1,466,290	1,443,480	(22,810)	- 1%

Articulating Boom Lift

Department Priority:	1							
Location:	92937 Walluski Loop Astoria Or, 97103							
Link to Other Project(s):								
Description:	Looking to purchase a 60'- 80' articulating boom lift.							
Justification:	We currently have to rent a lift at \$350 per day or hire Wadsworth with their boom truck at \$350 a trip just to raise an dlower power cords from the ceiling. Often projects just dont get done due to complications of weather and scheduling a boom lift from the rental company. If we had one on site I strongly believe more projects would be acomplished.							
Alternatives:	Continue to operate the way we have been.							
Operating Impact:	Would save approximately \$10,000 per year in electrician & equipment rental fees.							
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: 50,000 Installation Fee: 0 Trade in Credit: 0 Net Cost: 50,000	<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;">50,000</td> </tr> </table>	Total	50,000	0	0	50,000
Total								
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50,000								

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. We have an adopt-a-park program allowing community members to be involved in maintenance of their parks.

Major Accomplishments

In 2018 we hired a contractor to help with the drafting and submitting of the Joint Division of State Lands and Corp of Engineers permits for the Westport County Park and boat ramp facility. These permits have been submitted and are still in the reviewing process. We expect these permits to be completed in late spring 2020. Once these permits have been secured we will work on grants for the building of the new boating facility and park area. We have been working with the North Coast Trail Alliance on the creation of a new mountain bike trail system. The trail head for this mountain bike trail system is located in Klootch Creek County Park. This trail system is planned to have up to 25 miles of mountain bike trails that will be located on the Lewis and Clark Timber Land adjacent to the park property. We have established the main trail through the park and information kiosk. We are currently working on placing a new vault toilet system in the park to help address the needs of a growing attraction for this park. The Recreational Lands Advisory Committee has been working on the updating of the County Bicycle Plan and will be part of that process over the next few months.

Performance Measures

We anticipate the number of daily-park passes sold in FY 20/21 to be around 7,500. In FY 19/20 we did have a decrease in the number of daily-park passes due to a Blue Green Algae bloom and Public Health Advisory that affected Cullaby Lake from July until late October. The John Day County park pass numbers will remain low for another year due to the closure of the sturgeon season on the Columbia River. The Shelter reservations have been a popular attraction and option for the Cullaby Lake Park users. The past few years we have had 90 plus shelter reservations; we anticipate a similar number this fiscal year.

Budget Highlights

The requested FY 20/21 budget for the Personnel Services has several increases reflected in the proposed budget. We have included the addition of \$6,640 for hiring of a Parks Intern through the Clatsop Works Intern program. This intern position will work with the Parks Staff for up to a 10-week period this summer learning about the functions and operations of the Parks Department. The Personnel Services budget also reflects increases due to step increases, retirement and medical rate increases, as well as a 3.0% COLA as of July 1, 2020. The Materials and Supplies section has been flat funded at a level of \$59,160. There are several changes in amounts between line items but the total amount for the Materials and Supplies is the same as last year.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Other Permit Fees	0	0	0	0	0	0%
Rv Parks Fees	37,352	37,597	35,000	37,500	2,500	7%
St. - Marine Gas Tax	6,750	6,750	6,750	6,750	0	0%
Parks Reservations	3,620	3,515	3,000	3,500	500	16%
Carnahan Park Fees	1,411	603	1,500	1,500	0	0%
Cullaby Lake Fees	26,533	25,010	25,000	25,000	0	0%
JohnDay Boat Ramp Fees	12,450	12,510	11,000	11,000	0	0%
Annual Parks Pass Fees	7,860	8,437	7,000	7,500	500	7%
Rev. Refunds & Reim.	0	582	0	0	0	0%
Tourism Funding	0	0	0	0	0	0%
Nsf Check Fee	0	25	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Transfer from Parks & Land Acq	45,000	45,000	45,000	45,000	0	0%
General Fund Support	68,186	88,068	105,520	120,820	15,300	14%
Total Revenue:	209,162	228,097	239,770	258,570	18,800	7%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	100,620	102,036	108,030	112,800	4,770	4%
Personnel Benefits	53,208	63,845	71,940	85,970	14,030	19%
Materials & Services	54,820	61,702	59,160	59,160	0	0%
Special Payments	514	514	640	640	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	209,162	228,097	239,770	258,570	18,800	7%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Public Works Director	0.05	0.05	0.05	0.05	0.00	0%
Staff Assistant	0.15	0.15	0.15	0.15	0.00	0%
Natural Resource Mgr	0.50	0.50	0.50	0.50	0.00	0%
Park Ranger	1.00	1.00	1.00	1.00	0.00	0%
Total Personnel:	1.70	1.70	1.70	1.70	0.00	0%

Measures							
Unit of Measure Description		Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Daily Park passes sold	Count	7,844	6,281	7,480	7,500	6,500	7,500
Picnic Shelter reservations	Count	90	82	88	90	90	90
Hours in participation of park volunteers	Count	200	90	125	100	75	100

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Public Works Director	82-1088	5,047	5,319	6,270	6,100	(170)	- 2%
Staff Assistant	82-1191	9,112	6,111	6,660	7,230	570	8%
Natural Resource Mgr	82-1620	40,763	43,455	46,770	47,000	230	0%
Park Ranger	82-1898	45,698	47,150	48,330	52,470	4,140	8%
Extra Help	82-1941	5,131	14,791	13,350	24,250	10,900	81%
Overtime	82-1945	0	0	0	0	0	0%
Performance Pay	82-1948	0	0	0	0	0	0%
F.I.C.A.	82-1950	7,743	8,646	9,300	10,500	1,200	12%
Retirement	82-1955	14,731	14,819	20,120	20,970	850	4%
Medical Waiver	82-1963	0	179	180	180	0	0%
Medical Insurance	82-1964	18,561	18,206	21,230	21,500	270	1%
Dental Insurance	82-1965	2,298	2,233	2,320	2,280	(40)	- 1%
HSA Contribution	82-1966	2,400	2,100	2,100	2,100	0	0%
Benefits Admin Fees	82-1967	34	35	40	40	0	0%
Life Insurance	82-1970	154	150	150	150	0	0%
Salary Continuation Insur	82-1972	207	205	200	200	0	0%
S.A.I.F.	82-1975	1,825	2,350	2,830	3,660	830	29%
Unemployment	82-1980	125	132	120	140	20	16%
Personnel Services Totals:		153,828	165,881	179,970	198,770	18,800	10%
Materials & Services							
Uniform Cleaning	82-2041	582	993	500	500	0	0%
Telephones	82-2070	998	1,659	900	1,050	150	16%
Custodial Supplies-Parks	82-2159	1,717	1,959	1,600	1,800	200	12%
Credit Card Fees	82-2220	1,312	1,102	1,600	1,400	(200)	- 12%
License And Permit Fees	82-2240	0	0	0	0	0	0%
Maintenance Supplies	82-2259	19	250	0	0	0	0%
Maintenance - Equipment	82-2260	1,798	2,134	3,000	2,200	(800)	- 26%
Maint Equip-John Day	82-2282	0	0	0	0	0	0%
Employee Drug Screen	82-2302	0	0	100	100	0	0%
Parks Maint. S.I.G.	82-2323	1,177	1,325	2,000	1,500	(500)	- 25%
Maint SIG-Cullaby	82-2325	859	5,650	2,300	2,000	(300)	- 13%
Maint SIG-John Day	82-2326	550	1,961	1,500	1,500	0	0%
Maint SIG-Westport	82-2327	1,566	33	1,500	660	(840)	- 56%
Membership Fees And Dues	82-2370	0	0	100	0	(100)	- 100%
Office Supplies	82-2410	37	304	200	200	0	0%
Postage And Freight	82-2419	144	142	200	200	0	0%
Printing And Reproduction	82-2425	854	306	100	200	100	100%
Contractual Services	82-2471	0	0	0	0	0	0%
Contractual Serv-Cullaby	82-2488	7,200	6,900	7,200	7,200	0	0%
Contractual Serv-John Day	82-2489	0	0	0	0	0	0%
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Publi. And Legal Notices	82-2600	7	132	300	200	(100)	- 33%
Meetings/ Hosting	82-2750	0	0	0	0	0	0%
Fuel - Equipment	82-2851	97	809	0	800	800	100%
Fuel - Vehicles	82-2852	6,248	6,050	6,000	6,000	0	0%
Garden Supplies	82-2860	0	0	0	0	0	0%
Safety Program	82-2862	0	0	0	0	0	0%
Vehicle Maintenance & Use	82-2923	1,315	2,698	2,960	2,900	(60)	- 2%
Education And Training	82-2928	170	14	500	250	(250)	- 50%
Reimbursed Travel Expense	82-2930	35	0	400	0	(400)	- 100%
Sani-cans Westport	82-2954	1,015	1,114	1,200	1,200	0	0%
Pumping Sani-cans	82-2956	7,095	8,300	4,200	7,200	3,000	71%
Road Department Services	82-2959	400	400	500	0	(500)	- 100%
Utilities-Cullaby	82-2974	12,397	11,099	12,500	12,500	0	0%
Utilities-John Day	82-2975	5,137	6,309	5,600	5,600	0	0%
Utilities-Kloutchie Creek	82-2976	2,071	0	2,200	2,000	(200)	- 9%
Refunds and Returns	82-3204	20	60	0	0	0	0%
Materials & Services Totals:		54,820	61,702	59,160	59,160	0	0%
Special Payments							
Property Taxes	82-3800	514	514	640	640	0	0%
Special Payments Totals:		514	514	640	640	0	0%
Total Expenditures:		209,162	228,097	239,770	258,570	18,800	7%

Parks & Land Acq. Maint

Mission Statement

This fund serves as a caretaker for the proceeds from the sale of County park land and donations. This fund is used for capital improvements and grant projects within the County parks system.

Department Overview

The resources of this fund at this time are entirely from the sale of Sunset Beach property and the Delaura Beach property to the State Parks Department. The Sunset Beach property is used for Lewis and Clark Fort to Sea Trail which starts at Fort Clatsop and ends at the Sunset Beach property. The Delaura beach property was sold to State Parks for expansion of Fort Stevens State Park. This money is dedicated to develop and operate the County Parks system.

Major Accomplishments

Parks accomplishments and performance measures are tracked in the General Fund Parks budget 001-1795

Performance Measures

No performance measure for the fund account.

Budget Highlights

In the requested FY 20/21 budget we have allocated \$20,000 in line item 82-2129 for unallocated projects. These funds will be used for any potential grant or improvement projects that are identified in our Parks Master Plan that may present potential during the year. We have also budgeted \$1,100 in direct cost allocation for the management of this project fund site. 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 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	956,800	911,820	(44,980)	- 4%
Interest On Investments	17,064	24,483	15,000	18,000	3,000	20%
State Support	21,498	0	0	0	0	0%
Sale of Park Land	0	0	0	0	0	0%
Rev. Refunds & Reim.	500	0	0	0	0	0%
Donations	850	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	39,912	24,483	971,800	929,820	(41,980)	- 4%
Total Unappropriated Budget:	(53,063)	(39,634)	0	0	0	0%
Total Budgeted Resources:	92,975	64,117	971,800	929,820	(41,980)	- 4%

Expenditures

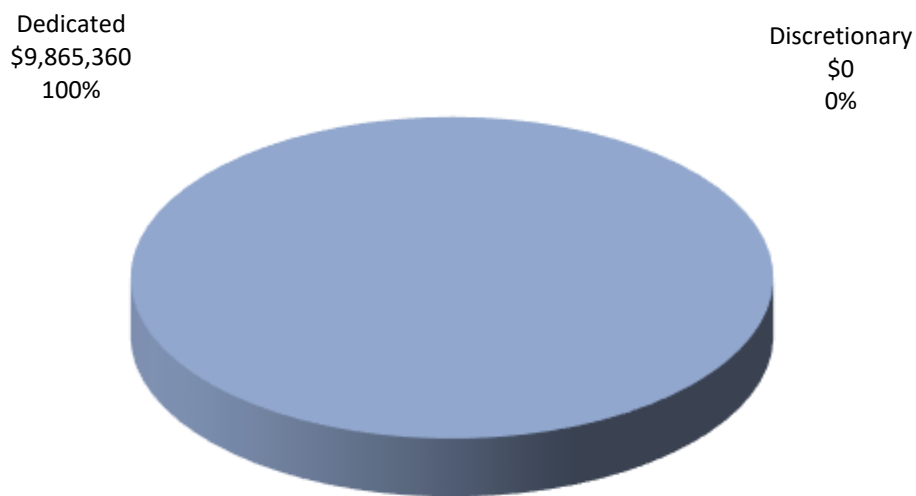
Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	12,572	19,117	31,000	21,100	(9,900)	- 31%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	35,403	0	0	0	0	0%
Transfer Out	45,000	45,000	45,000	45,000	0	0%
Contingency	0	0	895,800	863,720	(32,080)	- 3%
Total Expenditures:	92,975	64,117	971,800	929,820	(41,980)	- 4%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Unapportioned Projects	82-2129	11,072	18,017	20,000	20,000	0	0%
Maintenance S.I.G.	82-2300	0	0	10,000	0	(10,000)	- 100%
Prof And Spec Services	82-2450	0	0	0	0	0	0%
Contractual Services	82-2471	0	0	0	0	0	0%
Miscellaneous Expense	82-2929	0	0	0	0	0	0%
Indirect Cost Allocation	82-3210	1,500	1,100	1,000	1,100	100	10%
Materials & Services Totals:		12,572	19,117	31,000	21,100	(9,900)	- 31%
Special Payments							
Unallocated Projects	82-3129	0	0	0	0	0	0%
Special Payments Totals:		0	0	0	0	0	0%
Capital Outlay							
Structures & Improvements	82-4100	35,403	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	0	0	0%
Capital Outlay Totals:		35,403	0	0	0	0	0%
Transfers Out							
Transfer To General Fund	82-8001	45,000	45,000	45,000	45,000	0	0%
Transfers Out Totals:		45,000	45,000	45,000	45,000	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	895,800	863,720	(32,080)	- 3%
Contingencies Totals:		0	0	895,800	863,720	(32,080)	- 3%
Total Expenditures:		92,975	64,117	971,800	929,820	(41,980)	- 4%

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**Clatsop County Functions/Programs Budget
Clatsop County Service Districts 2020-2021
Total \$9,865,360**



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

Rural Law Enforcement District
Road District No. 1
Westport Sewer Service

Westport Sewer Equipment
4-H & Extension

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

Sheriff Rural Law Enf Dis

Mission Statement

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

Department Overview

The Clatsop County Rural Law Enforcement District provides enhancements to the Sheriff's Office Criminal Division budget and a modest amount to the Sheriff's Support and Marine Patrol budgets. These funds are transferred to those budgets and accounted for in their respective individual line items. Included in the responsibility of the RLED is the cost for associated 911 dispatch services, cost of auditing, insurance and indirect cost allocation. Large capital expenses such as vehicles, buildings and equipment that become the responsibility of the RLED are paid directly from the RLED budget. Personnel expenses and materials and supplies expenses are transferred quarterly into the General Fund commensurate to total funds expended. The RLED has a five person elected Advisory Board that reviews and approves the requested budget and recommends this budget to the Clatsop County Budget Committee.

Budget Highlights

Revenue realizes an overall reduction of \$104,380 this includes a reduction of \$258,680 in Timber Revenue, however, it is offset by increased revenues in property tax and a beginning fund balance that is \$102,130 higher than expected. There is a \$185,180 increase in Personnel Services which is primarily due to the addition of a Lieutenant in the Enforcement Division. The remainder of the increase is due to step increases, three percent cost of living adjustment, increased Retirement and Health Insurance costs. Material and Services realized a \$52,700 increase primarily due to a \$36,370 in Insurance costs and \$11,000 in Indirect Cost Allocation. Capital Outlay realized an \$89,000 increase due to purchasing three vehicles.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	2,644,110	2,746,240	102,130	3%
Property Taxes Current Yr	1,390,862	1,429,495	1,434,370	1,490,940	56,570	3%
Property Taxes Prior Year	42,297	38,479	42,000	38,000	(4,000)	- 9%
GP Reserve Revenue	5,208	5,079	5,000	4,600	(400)	- 8%
SIP-06-02 Taxes	112,714	109,356	90,500	90,500	0	0%
Land Sales	10,148	0	0	0	0	0%
Interest On Investments	53,518	88,972	80,000	80,000	0	0%
Timber Sales	1,708,664	1,225,953	1,051,580	792,900	(258,680)	- 24%
Rev. Refunds & Reim.	116	0	0	0	0	0%
Equip. Auction-Sales-Rental	0	0	0	0	0	0%
Total Revenue:	3,323,527	2,897,333	5,347,560	5,243,180	(104,380)	- 1%
Total Unappropriated Budget:	580,670	49,195	0	0	0	0%
Total Budgeted Resources:	2,742,856	2,848,138	5,347,560	5,243,180	(104,380)	- 1%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	1,327,670	1,436,690	109,020	8%
Personnel Benefits	1,985,006	1,990,509	1,009,560	1,085,720	76,160	7%
Materials & Services	635,110	715,805	718,820	771,520	52,700	7%
Special Payments	30,800	26,000	26,000	26,000	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	91,940	115,824	39,000	128,500	89,500	229%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	2,226,510	1,794,750	(431,760)	- 19%
Total Expenditures:	2,742,856	2,848,138	5,347,560	5,243,180	(104,380)	- 1%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Chief Deputy Sheriff	82-1110	0	0	35,480	38,510	3,030	8%
Lieutenant	82-1113	0	0	0	69,620	69,620	100%
Sergeant	82-1116	0	0	281,480	292,250	10,770	3%
Support Div Supervisor	82-1117	0	0	22,050	31,930	9,880	44%
Special Detective	82-1177	0	0	167,140	175,920	8,780	5%
Staff Assistant	82-1191	0	0	108,900	111,250	2,350	2%
Deputy Sheriff Senior II	82-1515	0	0	215,290	130,240	(85,050)	- 39%
Deputy Sheriff Senior I	82-1516	0	0	76,120	136,300	60,180	79%
Deputy Sheriff	82-1520	0	0	258,920	218,310	(40,610)	- 15%
Resident Deputy	82-1521	0	0	147,600	220,210	72,610	49%
Accountant I	82-1850	0	0	14,690	12,150	(2,540)	- 17%
Extra Help - Dep. Sheriff	82-1915	0	0	29,400	29,400	0	0%
Overtime	82-1945	0	0	81,090	96,160	15,070	18%
Remuneration	82-1947	0	0	24,090	25,870	1,780	7%
F.I.C.A.	82-1950	0	0	112,830	121,800	8,970	7%
Retirement	82-1955	0	0	347,420	372,970	25,550	7%
Medical Waiver	82-1963	0	0	0	0	0	0%
Medical Insurance	82-1964	0	0	314,670	330,980	16,310	5%
Dental Insurance	82-1965	0	0	31,580	34,210	2,630	8%
HSA Contribution	82-1966	0	0	28,980	28,740	(240)	- 0%
Benefits Admin Fees	82-1967	0	0	400	420	20	5%
Life/AD&D Insurance	82-1970	0	0	1,200	1,220	20	1%
Salary Continuation Insur	82-1972	0	0	1,860	1,820	(40)	- 2%
S.A.I.F.	82-1975	0	0	34,570	40,530	5,960	17%
Unemployment	82-1980	0	0	1,470	1,600	130	8%
Personal Services	82-1985	1,985,006	1,990,509	0	0	0	0%
Personnel Services Totals:		1,985,006	1,990,509	2,337,230	2,522,410	185,180	7%
Materials & Services							
Insurance	82-2200	84,965	99,701	114,660	151,030	36,370	31%
General Equipment	82-2268	14,254	47,552	10,000	10,000	0	0%
Maintenance S.I.G.	82-2300	2,394	2,807	10,000	10,000	0	0%
Membership Fees And Dues	82-2370	475	475	500	500	0	0%
Office Furniture & Equipment	82-2454	50	0	1,000	1,000	0	0%
PC Equipment	82-2455	1,560	1,560	2,000	7,500	5,500	275%
Auditing And Accounting	82-2462	2,250	2,350	2,500	2,500	0	0%
Contractual Services	82-2471	9,015	9,592	10,000	10,000	0	0%
RLED Discretionary Programs	82-2482	12,475	12,501	12,500	12,500	0	0%
Ballistics Vests - RLED	82-2690	4,585	10,534	6,500	8,000	1,500	23%
Flash And Seed Money	82-2774	0	0	5,000	5,000	0	0%
Vehicle Maintenance & Use	82-2923	0	144	0	0	0	0%
Material & Supplies	82-2967	421,788	443,188	455,160	452,790	(2,370)	- 0%

Summary Cont.

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Indirect Cost Allocation	82-3210	81,300	85,400	89,000	100,700	11,700	13%
Materials & Services Totals:		635,110	715,805	718,820	771,520	52,700	7%
Special Payments							
Special Payment to Marine Patr	82-3820	26,000	26,000	26,000	26,000	0	0%
Special Payment to Special Pro	82-3823	4,800	0	0	0	0	0%
Special Payments Totals:		30,800	26,000	26,000	26,000	0	0%
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Automotive Equipment	82-4200	65,656	115,824	39,000	128,500	89,500	229%
Police Cars	82-4216	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	26,284	0	0	0	0	0%
Capital Outlay Totals:		91,940	115,824	39,000	128,500	89,500	229%
Contingencies							
Appropriation For Contin.	82-9900	0	0	2,226,510	1,794,750	(431,760)	- 19%
Contingencies Totals:		0	0	2,226,510	1,794,750	(431,760)	- 19%
Total Expenditures:		2,742,856	2,848,138	5,347,560	5,243,180	(104,380)	- 1%

Resident Deputy Patrol 4x4 Patrol Vehicles

Department Priority:	1								
Location:	Sheriff's Office								
Link to Other Project(s):	None								
Description:	Resident Deputy 4x4 Patrol Vehicles								
Justification:	The Jewell and Knappa resident deputy patrol vehicles are approaching their replacement time with approximately 160,000 at time of replacement. Replacement is in accordance with the RLED Vehicle Replacement Schedule.								
Alternatives:	Continue with the current vehicles with the understanding that increased maintenance costs and down time will be incurred.								
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: 32,000 Installation Fee: 15,000 Trade in Credit: 0 Net Cost: 47,000	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">64,000</td> </tr> <tr> <td style="text-align: right;">30,000</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">94,000</td> <td style="border-bottom: 3px double black;">94,000</td> </tr> </table>	Total	64,000	30,000	0	94,000	94,000
Total	64,000								
30,000	0								
94,000	94,000								

Detective Vehicle

Department Priority:	2								
Location:	Sheriff's Office								
Link to Other Project(s):	None								
Description:	Replacement Detective Vehicle								
Justification:	The current vehicle has over is a 2010 Nissan with over 141,000 miles and is experiencing significant mechanical issues. The Sheriff's Office is deferring the maintenance for the time being. Replacement is within the RLED vehicle replacement schedule.								
Alternatives:	Experience significant maintenance costs and down time.								
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: 25,500 Installation Fee: 9,000 Trade in Credit: 0 Net Cost: 34,500	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total</td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">25,500</td> </tr> <tr> <td style="text-align: right;">9,000</td> <td style="border-bottom: 3px double black;">0</td> </tr> <tr> <td style="text-align: right;">34,500</td> <td style="border-bottom: 3px double black;">34,500</td> </tr> </table>	Total	25,500	9,000	0	34,500	34,500
Total	25,500								
9,000	0								
34,500	34,500								

Road District #1

Mission Statement

The Road District receives property tax revenues which are used for the maintenance and improvement of County Roads.

Department Overview

The Road District No. 1 is an independent County service district governed by the Board of Commissioners. The District receives revenues from the property tax base levy and a portion of the timber sales from the Clatsop State Forest. These receipts are distributed to the Road Administration, Road Maintenance and Construction and Road Contingency funds.

Major Accomplishments

Transferred \$4,240,280 to support the Road Administration, Road Maintenance and Road Contingency organization units.

Budget Highlights

The Road District Fund is projecting a 14% decrease in revenues due to lower estimated beginning balance, interest and timber revenues. This fund will transfer \$3,623,610 to support the Road Administration, Road Maintenance and Road Contingency organization units.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	520,630	195,550	(325,080)	- 62%
Property Taxes Current Yr	1,966,923	2,021,598	2,028,450	2,108,460	80,010	3%
Property Taxes Prior Year	59,832	54,408	55,000	54,000	(1,000)	- 1%
GP Reserve Revenue	7,366	7,182	7,000	6,500	(500)	- 7%
SIP-06-02 Taxes	159,418	154,669	128,000	128,000	0	0%
Land Sales	14,351	0	0	0	0	0%
Interest On Investments	12,811	15,108	18,000	15,000	(3,000)	- 16%
Timber Sales	2,416,352	1,733,714	1,488,000	1,121,300	(366,700)	- 24%
Total Revenue:	4,637,054	3,986,678	4,245,080	3,628,810	(616,270)	- 14%
Total Unappropriated Budget:	112,794	(312,022)	0	0	0	0%
Total Budgeted Resources:	4,524,260	4,298,700	4,245,080	3,628,810	(616,270)	- 14%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	4,180	4,550	4,800	5,200	400	8%
Special Payments	4,520,080	4,294,150	4,240,280	3,623,610	(616,670)	- 14%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	0	0	0	0%
Total Expenditures:	4,524,260	4,298,700	4,245,080	3,628,810	(616,270)	- 14%

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Auditing And Accounting	82-2462	2,480	2,350	2,700	2,700	0	0%
Indirect Cost Allocation	82-3210	1,700	2,200	2,100	2,500	400	19%
Materials & Services Totals:		4,180	4,550	4,800	5,200	400	8%
Special Payments							
Special Payment to General Roa	82-3802	4,520,080	4,294,150	4,240,280	3,623,610	(616,670)	- 14%
Special Payments Totals:		4,520,080	4,294,150	4,240,280	3,623,610	(616,670)	- 14%
Transfers Out							
Transfer To General Road	82-8002	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Total Expenditures:		4,524,260	4,298,700	4,245,080	3,628,810	(616,270)	- 14%

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

The sewer plant maintenance this year included the installation of a dry chemical feeder to address the Ph issue, and the purchase of UV bulbs and parts which are paid from the equipment replacement fund. A process was begun to secure grant funding for the improvements that will needed to be made to the sewer infrastructure due to the road construction project for the Westport Ferry Road access. This required the District to prepare a Facilities Plan. Sewer rates were increased to ensure funding to meet DEQ requirements and complete needed improvements.

Budget Highlights

Revenues are higher due to a 36% higher beginning balance. Contingency is also increased by 34%. This can be attributed to the increase in sewer rates. The Materials & Services have increases in insurance (\$320) Membership Fees (\$500) and Indirect Costs (\$2,000). These increases are offset by a decrease in Road Dept services. The District has 7 years remaining on a DEQ loan of \$112,500 that was part of the cost of the plant upgrade to UV. This year's projects include smoke testing for infiltration and infrastructure improvements. Sewer rates will increase by \$3.00 per month to \$56.00 per month.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	52,190	71,090	18,900	36%
Interest On Investments	1,023	1,364	1,100	1,100	0	0%
Users Fees	74,751	77,038	105,000	105,000	0	0%
S.A.I.F. Reimbursement	187	183	0	0	0	0%
Rev. Refunds & Reim.	64	0	0	0	0	0%
Nsf Check Fee	0	0	0	0	0	0%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	76,025	78,585	158,290	177,190	18,900	11%
Total Unappropriated Budget:	1,149	(8,325)	0	0	0	0%
Total Budgeted Resources:	74,876	86,910	158,290	177,190	18,900	11%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	9,194	4,252	0	0	0	0%
Personnel Benefits	1,269	894	0	0	0	0%
Materials & Services	51,719	72,209	89,820	88,570	(1,250)	- 1%
Special Payments	4,969	1,668	1,570	1,400	(170)	- 10%
Debt Service	5,726	5,887	6,060	6,300	240	3%
Capital Outlay	0	0	0	0	0	0%
Transfer Out	2,000	2,000	2,000	2,000	0	0%
Contingency	0	0	58,840	78,920	20,080	34%
Total Expenditures:	74,876	86,910	158,290	177,190	18,900	11%

Staffing Summary

Authorized Personnel	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	FTE Change Adopted	% Change Adopted
Sewer System Opr	0.26	0.26	0.00	0.00	0.00	0%
Total Personnel:	0.26	0.26	0.00	0.00	0.00	0%

Measures

Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of septic tanks Count	91	91	91	91	91	91
Number of requests for pumping full tanks Count	1	1	1	5	5	1
Monthly residential sewer rate Count	39	39	39	39	53	56
Percent of tanks that are checked annually Percent	2%	6%	11%	2%	6%	10%
Ratio of sewer bills 60 days past due to total Percent	10%	13%	7%	6%	6%	5%

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Personnel Services							
Sewer System Opr	82-1710	9,194	4,252	0	0	0	0%
F.I.C.A.	82-1950	703	325	0	0	0	0%
Retirement	82-1955	15	30	0	0	0	0%
S.A.I.F.	82-1975	548	539	0	0	0	0%
Unemployment	82-1980	3	0	0	0	0	0%
Personnel Services Totals:		10,463	5,147	0	0	0	0%
Materials & Services							
Insurance	82-2200	2,787	2,607	3,000	3,320	320	10%
License And Permit Fees	82-2240	2,993	3,168	3,610	3,540	(70)	- 1%
Maintenance - Equipment	82-2260	424	116	1,000	1,000	0	0%
Maintenance S.I.G.	82-2300	3,915	1,487	4,000	4,000	0	0%
Membership Fees And Dues	82-2370	0	0	0	500	500	100%
Office Supplies	82-2410	144	27	100	100	0	0%
Postage And Freight	82-2419	361	401	400	400	0	0%
Prof And Spec Services	82-2450	9,361	22,493	35,260	35,260	0	0%
Auditing And Accounting	82-2462	2,040	2,250	2,250	2,250	0	0%
Administrative Costs	82-2473	7,455	9,289	5,000	5,000	0	0%
Publi. And Legal Notices	82-2600	0	0	300	300	0	0%
Chemicals	82-2844	550	781	1,300	1,300	0	0%
Septic Tank Pumping	82-2955	11,029	12,000	12,000	12,000	0	0%
Road Department Services	82-2959	0	8,511	12,000	8,000	(4,000)	- 33%
Utilities	82-2960	4,961	4,179	4,900	4,900	0	0%
Indirect Cost Allocation	82-3210	5,700	4,900	4,700	6,700	2,000	42%
Materials & Services Totals:		51,719	72,209	89,820	88,570	(1,250)	- 1%
Special Payments							
Interest Expense	82-2648	1,790	1,629	1,470	1,300	(170)	- 11%
Property Taxes	82-3800	39	39	100	100	0	0%
Special Payment to Trust Accou	82-3822	3,140	0	0	0	0	0%
Special Payments Totals:		4,969	1,668	1,570	1,400	(170)	- 10%
Debt Service							
Loan Paydown	82-2646	5,726	5,887	6,060	6,300	240	3%
Debt Service Totals:		5,726	5,887	6,060	6,300	240	3%
Transfers Out							
Trans To Westport Equip	82-8386	2,000	2,000	2,000	2,000	0	0%
Transfers Out Totals:		2,000	2,000	2,000	2,000	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	58,840	78,920	20,080	34%
Contingencies Totals:		0	0	58,840	78,920	20,080	34%

Total Expenditures:		74,876	86,910	158,290	177,190	18,900	11%
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Westport Sewer Equipment

Mission Statement

Provide funds to replace equipment necessary for the operation of the Westport Sewer Service District.

Department Overview

This fund is for replacement of equipment required for the operation of the Westport Sewer District. It is funded by money transferred from the Westport Sewer Service District fees and any other available sources to provide for current and future equipment requirements.

Major Accomplishments

This year included repairs and upgrades to the system and plant including a dry chemical feeder, pumps, electronics and UV tubes.

Budget Highlights

This year's beginning balance is 36% (\$14,400) lower than last year due to equipment repair and replacement expenses. Revenues include a transfer from Westport Community Plan funds of \$65,800. Contractual Services is decreased and expenditures are budgeted in Misc. Equipment in the Capitol Outlay category in anticipation of large purchases and projects. The District is also pursuing Grant money to help with the expense of the infrastructure changes that will need to be made when the Westport Ferry Access Road is constructed. The District is working with DEQ to make all changes necessary to ensure that the District is operating in compliance with it's permit and will continue to be in compliance. This year's projects include smoke testing for infiltration and infrastructure improvements.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	39,710	25,310	(14,400)	- 36%
Community Plan Funding	0	0	0	65,800	65,800	100%
Interest On Investments	774	1,059	800	800	0	0%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Trans From Westport Sewer	2,000	2,000	2,000	2,000	0	0%
Total Revenue:	2,774	3,059	42,510	93,910	51,400	120%
Total Unappropriated Budget:	(4,088)	(5,079)	0	0	0	0%
Total Budgeted Resources:	6,862	8,138	42,510	93,910	51,400	120%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	6,862	8,138	22,000	11,700	(10,300)	- 46%
Special Payments	0	0	0	0	0	0%
Debt Service	0	0	0	0	0	0%
Capital Outlay	0	0	0	80,000	80,000	0%
Transfer Out	0	0	0	0	0	0%
Contingency	0	0	20,510	2,210	(18,300)	- 89%
Total Expenditures:	6,862	8,138	42,510	93,910	51,400	120%

Summary

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Maintenance - Equipment	82-2260	6,262	7,538	6,200	6,200	0	0%
Prof And Spec Services	82-2450	0	0	300	0	(300)	- 100%
Contractual Services	82-2471	0	0	15,000	5,000	(10,000)	- 66%
Indirect Cost Allocation	82-3210	600	600	500	500	0	0%
Materials & Services Totals:		6,862	8,138	22,000	11,700	(10,300)	- 46%
Capital Outlay							
Buildings	82-4108	0	0	0	0	0	0%
Miscellaneous Equipment	82-4900	0	0	0	80,000	80,000	100%
Capital Outlay Totals:		0	0	0	80,000	80,000	100%
Contingencies							
Appropriation For Contin.	82-9900	0	0	20,510	2,210	(18,300)	- 89%
Contingencies Totals:		0	0	20,510	2,210	(18,300)	- 89%
Total Expenditures:		6,862	8,138	42,510	93,910	51,400	120%

Westport Sewer Systems

Department Priority:	1		
Location:	Westport Sewer Service District		
Link to Other Project(s):			
Description:	Improvements to the plant and infrastructure		
Justification:	As DEQ requires changes to the plant and systems we need to be ready to implement the changes.		
Alternatives:	Budget Adjustment when needed to access funds		
Operating Impact:			
Request Type:	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
Request Category:	<input checked="" type="radio"/> Building <input type="radio"/> Land <input type="radio"/> Automotive <input type="radio"/> Office Equipment <input type="radio"/> Computer <input type="radio"/> Other	Unit Quantity: 1 Unit Cost: 80,000 Installation Fee: 0 Trade in Credit: 0 <hr/> Net Cost: 80,000	<div style="text-align: right;">Total</div> <hr/> 80,000 0 0 <hr/> 80,000

4-H & Extension

Mission Statement

Oregon State University Extension Service in Clatsop County engages the people of Clatsop County with research-based knowledge and education focused on strengthening communities and economies, sustaining natural resources and promoting healthy families and individuals

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.

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 850 youth participating with 151 4-H volunteer leaders. Programming was provided 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, (FCS) home ec. and art workshops, animal vaccinations, project skills contests, youth leadership events, summer camp, after school enrichment and the Clatsop County Fair.

The Family and Community Health Department (FCH) Food Hero is a multi-channel social marketing campaign from OSU Extension Service, which aims to help low-income Oregonians improve their health through the consumption of fruits and vegetables. A series of over 70 Food Hero events and 2700 community contacts were made, most of them in collaboration with the North Coast Food Web, Seaside Farmer's Market, Clatsop Public Health, Clatsop Community College, Astoria School District and the CCA Regional Food Bank.

Forestry faculty Dan Stark assisted with the planning, organizing, and facilitation of two forestry tours in order to better understand forestry practices and emphasize the economic impacts to the County. The first was a private industrial forest operations educational tour for 18 members of the Elsie-Jewell/Seaside Rural Advisory Board tasked with addressing Goal 4 (forests) of the County's comprehensive plan. The second was the annual Clatsop Forest and Wood Products Economic Development Committee Leaders Tour tailored specifically for elected officials and community leaders, 62 attendees toured the Hampton Mill and witnessed firsthand mill operations, from unloading the log trucks to dry kilning the finished product. Attendees also learned about technological advances in mill operations, social and economic impacts to other sectors and to the region, and current challenges and opportunities of the mill. Collaborated with Dr. Christine Buhl, Forest Entomologist at the Oregon Department of Forestry, to provide an informational meeting on spruce aphid defoliation of Sitka spruce along the coast of Oregon.

Agriculture staff trained 14 new Master Gardeners and maintained 43 Veteran Master Gardeners for a total of 67 active members contributing 4,755 hours of volunteer service to Clatsop County. Master Gardeners completed 731 continuing education credits this year. Our Master gardeners made over 2000 direct public contacts this year.

Coastal Hazards Sea Grant Hazards agent Corcoran increased local resilience to coastal hazards through grant funded projects (3), local presentations (3), field tours (3), public media opportunities (6), and involvement in local land use planning processes (2).

Coastal Fisheries: Sea Grant extension faculty member Amanda Gladics built on the success several events that have become annual traditions, delivering similar programming in 2019. The third Clatsop County Commercial Fisheries tour, drew over 80 attendees, including elected officials, fisheries management council staff, and regional business leaders. Each year the tour highlights a new set of businesses to provide community leaders with information and context about the economic impact of fisheries in our community. Gladics continued to serve on the organizing committee for the FisherPoets Gathering, assisting with volunteer coordination, technology support, strategic advising, and event planning. In addition, Gladics delivered five local presentations or field-based learning opportunities on fisheries and seafood, coordinated three Drill Conductor training courses on safety at sea for commercial fishermen, coordinated two very well attended Fishermen's First Aid and Safety Training's (FFAST), hosted three first aid building workshops for commercial fishermen, and presented to several management agency meetings. She also served as a guest field instructor for Astoria High School's wetlands monitoring program.

Budget Highlights

As outlined in the previous 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 \$536,110
- An operating contingency of \$186,160
- Revenues totaling \$722,270

Oregon State University funds 6 Extension faculty (4-H, Coastal Hazards Specialist, Coastal Fisheries, Family Community Health, Forestry and Horticulture) and one education program assistant (Family Community Health).

The local budget requested of \$552,610 funds personnel expenses for 3.98 FTE support staff (both program & admin), operational funds (facilities, utilities, other administrative costs) and local programming supply funds and travel to deliver Extension programs, research and education throughout Clatsop County.

The OSU Extension office houses a total of 6 program faculty, 3 program assistants and 4 support staff delivering Extension programming in 4-H, Home Horticulture/Small Farms, Forestry, Coastal Fisheries, Family Community Health, Coastal Hazards & Tsunami/Earthquake Preparedness.

Funding Sources

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change Adopted	% Change Adopted
Beginning Balance	0	0	228,200	291,480	63,280	27%
Property Taxes Current Yr	300,505	311,287	316,250	327,390	11,140	3%
Property Taxes Prior Year	8,384	7,985	5,000	7,000	2,000	40%
GP Reserve Revenue	1,125	1,106	1,000	1,000	0	0%
SIP-06-02 Taxes	8,095	7,854	6,500	6,500	0	0%
Land Sales	2,192	0	0	0	0	0%
Interest On Investments	7,101	11,947	3,000	5,000	2,000	66%
Timber Sales	126,814	91,185	75,000	58,900	(16,100)	- 21%
Rev. Refunds & Reim.	0	0	0	0	0	0%
Workshop	0	0	0	0	0	0%
Misc. Grants, Etc	0	0	20,000	25,000	5,000	25%
Miscellaneous Revenue	0	0	0	0	0	0%
Total Revenue:	454,217	431,364	654,950	722,270	67,320	10%
Total Unappropriated Budget:	40,175	(30,017)	0	0	0	0%
Total Budgeted Resources:	414,042	461,381	654,950	722,270	67,320	10%

Expenditures

Departmental Revenue Account Name	Actual 2017-2018	Actual 2018-2019	Budget 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Salary & Wages	0	0	0	0	0	0%
Personnel Benefits	0	0	0	0	0	0%
Materials & Services	414,042	461,381	544,200	536,110	(8,090)	- 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	110,750	186,160	75,410	68%
Total Expenditures:	414,042	461,381	654,950	722,270	67,320	10%

Measures						
Unit of Measure Description	Actual 2015-2016	Actual 2016-2017	Actual 2017-2018	Actual 2018-2019	Projected 2019-2020	Budget 2020-2021
Number of Programs, workshops, client meetings	1,540	1,618	1,701	1,785	1,803	1,850
Number of clientele contacts	53,219	58,210	61,102	68,663	69,126	70,000
Newsletter distributed	12,022	13,092	13,118	13,568	13,618	14,000
Number of volunteers managed	461	483	498	563	582	600
Number of 4-H Club members	992	974	419	431	428	450
Extension volunteer service hours generated	24,913	25,339	26,142	27,319	27,819	30,000
Number of in-school enrichment & other program participation 4-H/non-4-H members	5,666	6,039	6,418	6,664	6,723	7,000
New publications produced	13	10	5	7	6	8
Total value of 4-H livestock auctioned at fair	\$351,320	\$354,422	\$341,475	\$364,744	\$409,035	\$410,000
4-H Projects exhibited at fair	1,442	1,511	2,020	2,099	2,312	2,400
Average teaching effectiveness from evaluations (scale of 1-6; 6 being best)	5.8	5.9	5.8	5.9	5.9	6.0
Percentage of program participants adopting practices taught	85%	87%	88%	88%	88%	90%

Summary							
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Adopted 2020-2021	\$ Change 2020-2021	% Change 2020-2021
Materials & Services							
Contractual Services	82-2471	407,242	461,381	538,800	529,910	(8,890)	- 1%
Indirect Cost Allocation	82-3210	6,800	0	5,400	6,200	800	14%
Materials & Services Totals:		414,042	461,381	544,200	536,110	(8,090)	- 1%
Capital Outlay							
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	0	0	0%
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%
Capital Outlay Totals:		0	0	0	0	0	0%
Transfers Out							
Transfer to Special Projects	82-8100	0	0	0	0	0	0%
Transfers Out Totals:		0	0	0	0	0	0%
Contingencies							
Appropriation For Contin.	82-9900	0	0	110,750	186,160	75,410	68%
Contingencies Totals:		0	0	110,750	186,160	75,410	68%
Total Expenditures:		414,042	461,381	654,950	722,270	67,320	10%

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Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Personnel Services								
Deputy Sheriff Senior II	82-1515	66,979	0	0	0	0	0	0
Deputy Sheriff Senior I	82-1516	0	0	0	0	0	0	0
Deputy Sheriff	82-1520	63,057	67,784	0	0	0	0	0
Overtime	82-1945	8,294	2,981	0	0	0	0	0
Remuneration	82-1947	1,200	300	0	0	0	0	0
F.I.C.A.	82-1950	10,334	5,405	0	0	0	0	0
Retirement	82-1955	25,596	13,237	0	0	0	0	0
Medical Waiver	82-1963	0	0	0	0	0	0	0
Medical Insurance	82-1964	24,107	6,845	0	0	0	0	0
Dental Insurance	82-1965	2,522	664	0	0	0	0	0
HSA Contribution	82-1966	3,000	1,000	0	0	0	0	0
Benefits Admin Fees	82-1967	53	55	0	0	0	0	0
Life/AD&D Insurance	82-1970	113	50	0	0	0	0	0
Salary Continuation Insur	82-1972	144	78	0	0	0	0	0
S.A.I.F.	82-1975	2,625	1,673	0	0	0	0	0
Unemployment	82-1980	174	68	0	0	0	0	0
Personnel Services Totals:		208,198	100,140	0	0	0	0	0
Materials & Services								
Equipment Reimbursement	82-2039	0	0	0	0	0	0	0
Clothing And Uniform Exp.	82-2040	0	0	0	0	0	0	0
Uniform Cleaning	82-2041	0	0	0	0	0	0	0
Telephones	82-2070	66	112	0	0	0	0	0
Maintenance - Equipment	82-2260	461	0	0	0	0	0	0
Maintenance S.I.G.	82-2300	0	861	0	0	0	0	0
Work Crew Supplies	82-2769	1,134	97	0	0	0	0	0
Fuel - Equipment	82-2851	0	0	0	0	0	0	0
Fuel - Vehicles	82-2852	31	8,211	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	3,013	0	0	0	0	0	0
Education And Training	82-2928	225	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
Materials & Services Totals:		4,929	9,282	0	0	0	0	0
Total Expenditures:		213,127	109,422	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Personnel Services								
Public Health Director	82-1086	0	0	0	0	0	0	0
Staff Assistant	82-1191	673	10	0	0	0	0	0
Public Health Nurse II	82-1209	15,542	40,995	0	0	0	0	0
Extra Help-Clinical	82-1905	196	0	0	0	0	0	0
Overtime	82-1945	57	110	0	0	0	0	0
F.I.C.A.	82-1950	1,211	2,778	0	0	0	0	0
Retirement	82-1955	1,995	456	0	0	0	0	0
Medical Waiver	82-1963	0	0	0	0	0	0	0
Medical Insurance	82-1964	1,537	3,951	0	0	0	0	0
Dental Insurance	82-1965	178	667	0	0	0	0	0
HSA Contribution	82-1966	400	400	0	0	0	0	0
Benefits Admin Fees	82-1967	10	26	0	0	0	0	0
Life Insurance	82-1970	10	46	0	0	0	0	0
Salary Continuation Insur	82-1972	17	57	0	0	0	0	0
S.A.I.F.	82-1975	26	115	0	0	0	0	0
Unemployment	82-1980	35	50	0	0	0	0	0
Personnel Services Totals:		21,886	49,661	0	0	0	0	0
Materials & Services								
Telephones	82-2070	110	101	0	0	0	0	0
Unapportioned Projects	82-2129	0	0	0	0	0	0	0
Insurance	82-2200	0	0	0	0	0	0	0
Medical Supplies	82-2345	0	27	0	0	0	0	0
Membership Fees And Dues	82-2370	10	0	0	0	0	0	0
Office Supplies	82-2410	122	86	0	0	0	0	0
Postage And Freight	82-2419	361	286	0	0	0	0	0
Printing And Reproduction	82-2425	106	141	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Advertising	82-2605	0	0	0	0	0	0	0
Educational Materials	82-2777	0	0	0	0	0	0	0
Fuel - Vehicles	82-2852	87	62	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	774	660	0	0	0	0	0
Miscellaneous Expense	82-2929	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	25	0	0	0	0	0	0
Community Connections	82-3085	10	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	6,300	6,100	0	0	0	0	0
Materials & Services Totals:		7,904	7,463	0	0	0	0	0
Capital Outlay								
Office Equipment	82-4300	0	0	0	0	0	0	0
Capital Outlay Totals:		0	0	0	0	0	0	0
Total Expenditures:		29,790	57,124	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Personnel Services								
Juvenile Detention Supervisor	82-1078	0	0	0	0	0	0	0
Juvenile Detention Worker	82-1470	0	0	0	0	0	0	0
Extra Help	82-1941	0	0	0	0	0	0	0
Overtime	82-1945	0	0	0	0	0	0	0
F.I.C.A.	82-1950	0	0	0	0	0	0	0
Retirement	82-1955	0	0	0	0	0	0	0
Medical Waiver	82-1963	0	0	0	0	0	0	0
Medical Insurance	82-1964	0	0	0	0	0	0	0
Dental Insurance	82-1965	0	0	0	0	0	0	0
HSA Contribution	82-1966	0	0	0	0	0	0	0
Benefits Admin Fees	82-1967	0	0	0	0	0	0	0
Life Insurance	82-1970	0	0	0	0	0	0	0
Salary Continuation Insur	82-1972	0	0	0	0	0	0	0
S.A.I.F.	82-1975	0	0	0	0	0	0	0
Unemployment	82-1980	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Food	82-2130	0	0	0	0	0	0	0
Program Activity	82-2142	0	0	0	0	0	0	0
Jail Supplies	82-2162	0	0	0	0	0	0	0
License And Permit Fees	82-2240	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
Med., Dent., & Lab Supp.	82-2340	0	0	0	0	0	0	0
Office Supplies	82-2410	0	0	0	0	0	0	0
Books And Periodicals	82-2413	0	0	0	0	0	0	0
Postage And Freight	82-2419	0	0	0	0	0	0	0
Printing And Reproduction	82-2425	0	0	0	0	0	0	0
PC Equipment	82-2455	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Med., Dent., & Lab Ser.	82-2504	0	0	0	0	0	0	0
Publi. And Legal Notices	82-2600	0	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
Mindfulness Grant	82-3045	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Transfers Out								
Trans to Other Funds	82-8165	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0

Line Item Budget Detail								
Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Contingencies Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Personnel Services								
Special Investigator	82-1176	0	0	0	0	0	0	0
Deputy Sheriff Senior II	82-1515	0	0	0	0	0	0	0
Overtime	82-1945	0	0	0	0	0	0	0
F.I.C.A.	82-1950	0	0	0	0	0	0	0
Retirement	82-1955	0	0	0	0	0	0	0
Medical Insurance	82-1964	0	0	0	0	0	0	0
Dental Insurance	82-1965	0	0	0	0	0	0	0
HSA Contribution	82-1966	0	0	0	0	0	0	0
Benefits Admin Fees	82-1967	0	0	0	0	0	0	0
Life Insurance	82-1970	0	0	0	0	0	0	0
Salary Continuation Insur	82-1972	0	0	0	0	0	0	0
S.A.I.F.	82-1975	0	0	0	0	0	0	0
Unemployment	82-1980	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Equipment Reimbursement	82-2039	0	0	0	0	0	0	0
Clothing And Uniform Exp.	82-2040	0	0	0	0	0	0	0
Telephones	82-2070	0	0	0	0	0	0	0
Insurance	82-2200	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
General Equipment	82-2268	0	0	0	0	0	0	0
Membership Fees And Dues	82-2370	0	0	0	0	0	0	0
Office Supplies	82-2410	0	0	0	0	0	0	0
Printing And Reproduction	82-2425	0	0	0	0	0	0	0
PC Equipment	82-2455	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Publi. And Legal Notices	82-2600	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Investigative Supplies	82-2770	0	0	0	0	0	0	0
Flash And Seed Money	82-2774	0	0	0	0	0	0	0
Marijuana Eradication	82-2775	0	0	0	0	0	0	0
Vehicle Maintenance & Use	82-2923	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Reimbursed Travel Expense	82-2930	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Capital Outlay								
Body Wire	82-4130	0	0	0	0	0	0	0
Automotive Equipment	82-4200	0	0	0	0	0	0	0
Capital Outlay Totals:		0	0	0	0	0	0	0
Transfers Out								
Transfer To General Fund	82-8001	0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Transfers Out Totals:		0	0	0	0	0	0	0
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Personnel Services								
Personnel Services	82-1985	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Television Cable	82-2075	0	0	0	0	0	0	0
Law Library	82-2085	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
Office Supplies	82-2410	0	0	0	0	0	0	0
Books And Periodicals	82-2413	0	0	0	0	0	0	0
PC Equipment	82-2455	0	0	0	0	0	0	0
Commissary Supplies	82-2768	0	0	0	0	0	0	0
Commissary Orders	82-2800	0	0	0	0	0	0	0
Education And Training	82-2928	0	0	0	0	0	0	0
Refunds and Returns	82-3204	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Capital Outlay								
Automotive Equipment	82-4200	0	0	0	0	0	0	0
Capital Outlay Totals:		0	0	0	0	0	0	0
Transfers Out								
Transfer To General Fund	82-8001	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Materials & Services								
Contractual Services	82-2471	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Utilities	82-2960	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Capital Outlay								
Miscellaneous Equipment	82-4900	0	0	0	0	0	0	0
Capital Outlay Totals:		0	0	0	0	0	0	0
Transfers Out								
Transfer to District Attorney	82-8408	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Materials & Services								
Telephones	82-2070	0	0	0	0	0	0	0
Maintenance - Equipment	82-2260	0	0	0	0	0	0	0
Contractual Services	82-2471	0	0	0	0	0	0	0
Contractual Services-Temp Help	82-2492	0	0	0	0	0	0	0
Rts. & Lea. - S., I. & G.	82-2670	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Special Payments								
Allocated To Cities	82-3132	0	0	0	0	0	0	0
Special Payments Totals:		0	0	0	0	0	0	0
Transfers Out								
Transfer To General Fund	82-8001	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0
Contingencies								
Appropriation For Contin.	82-9900	0	0	0	0	0	0	0
Contingencies Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

Line Item Budget Detail

Account Name	Account #	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020	Requested 2020-2021	Proposed 2020-2021	Approved 2020-2021	Adopted 2020-2021
Personnel Services								
NA	82-1000	0	0	0	0	0	0	0
Personnel Services Totals:		0	0	0	0	0	0	0
Materials & Services								
Insurance	82-2200	0	0	0	0	0	0	0
Maintenance S.I.G.	82-2300	0	0	0	0	0	0	0
Prof And Spec Services	82-2450	0	0	0	0	0	0	0
Utilities	82-2960	0	0	0	0	0	0	0
Indirect Cost Allocation	82-3210	0	0	0	0	0	0	0
Materials & Services Totals:		0	0	0	0	0	0	0
Special Payments								
Property Taxes	82-3800	0	0	0	0	0	0	0
Special Payments Totals:		0	0	0	0	0	0	0
Transfers Out								
Trans to Other Funds	82-8165	0	0	0	0	0	0	0
Transfers Out Totals:		0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0

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.

“Base Budget” is a recurring set of funds provided to a department at the onset of each budget period. The base budget is used to keep the department functioning, and is derived from the previous year’s spending and adjustments such as inflation.

“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 Improvement Plan (CIP)” is a blueprint used for planning capital expenditures 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.

“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)

“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.

“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.

“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)

“General Fund Stabilization Account” an organizational unit used to set aside additional timber revenues received in an effort to provide a long term resource for General Fund operations in the event timber revenues received are insufficient in the future.

“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 Budget Law” establishes standard procedures for preparing, presenting, and administering the budgets of Oregon’s local governments.

“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.

“Long-Term Financial Planning” is the process of aligning financial capacity with long-term service objectives. It is a highly collaborative process that combines financial forecasting with strategizing.

“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 Payments” are payments that include taxes, fees, or charges collected by one entity and then made to another organization on a pass-through basis, grants made or distributed to others that will be expended by them, and other expenditures that do not fit into one of the other expenditure categories.

“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.

“Strategic Plan” is the organization’s process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy as well as extending to control mechanisms for guiding the implementation of the strategy.

“Timber Revenue” the growing and harvesting of trees on both private and public forestland generates timber revenue. Local governments receive timber revenue from property taxes and severance taxes. Property taxes apply to the assessed value of privately owned forestland and severance taxes apply to the harvesting of timber on small tracts of forestland.

“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.....	Million
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
OWW.....	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

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