



## **Finance**

**Christa Wolfe, Director**

**2051 Kaen Road  
Oregon City, Oregon 97045  
503-742-5400**

Website Address: <http://www.clackamas.us/finance/>



## Department Mission

The mission of the Department of Finance is to provide financial, facilities, procurement, and mail/courier services to County departments, other agencies, the Board of County Commissioners, and County employees so they can conduct the public's business in a transparent, financially responsible, and responsive manner.

### Department of Finance

Christa Bosserman Wolfe - Director

Haley Fish - Deputy Director

FTE 96.53

Total Request \$ 21,948,551

General Fund Support \$ 2,312,285

<b>Administration</b> Christa Bosserman Wolfe - Director  Total Request \$2,271,644 Gen Fund \$ 1,371,644	<b>Procurement</b> George Marlton - Division Director  Total Request \$2,128,240 Gen Fund \$ 198,061	<b>Facilities Management</b>  Jeff Jorgensen - Division Director Total Request \$13,458,317 Gen Fund \$ -	<b>Financial Management</b>  Total Request \$4,090,350 Gen Fund \$ 742,580
<b>Office of the Director</b>  FTE 4.75 Total Request \$2,271,644 Gen Fund \$ 1,371,644	<b>Procurement</b>  FTE 8.65 Total Request \$1,272,594 Gen Fund \$ 157,831	<b>Facilities Maintenance</b>  FTE 20.00 Total Request \$3,864,055 Gen Fund \$ -	<b>Payroll</b> Vicky Anderson - Manager FTE 5.30 Total Request \$746,074 Gen Fund \$ 113,354
	<b>Courier &amp; Mail</b>  FTE 3.93 Total Request \$855,646 Gen Fund \$ 40,230	<b>Facilities Construction &amp; Projects</b>  FTE 12.00 Total Request \$1,412,095 Gen Fund \$ -	<b>Budget Support</b> Jennifer Chambers - Manager FTE 4.30 Total Request \$722,421 Gen Fund \$ 233,405
		<b>Facility Support Services</b>  FTE 4.00 Total Request \$1,979,304 Gen Fund \$ -	<b>Grants Financial Management</b> Jeff Aldridge - Manager FTE 7.30 Total Request \$1,100,306 Gen Fund \$ 180,206
		<b>Utility Management</b>  FTE 0.00 Total Request \$2,381,858 Gen Fund \$ -	<b>Financial Accounting</b> David Bodway - Controller FTE 11.30 Total Request \$1,521,549 Gen Fund \$ 215,615
		<b>Safety and Security</b> FTE 5.00 Total Request \$784,461 Gen Fund \$ -	
		<b>Facilities Administration</b> FTE 10.00 Total Request \$3,036,544 Gen Fund \$ -	



## Finance Department

### Department Budget Summary by Fund

<i>Line of Business</i>	FY 19/20	FY 19/20	FY 19/20	FY 19/20	FY 19/20
<i>Program</i>	FTE	General Fund	Facilities Management Fund	Total Proposed Budget	General Fund Subsidy Included in Proposed Budget**
Administration					
Office of the Director	4.75	2,271,644		2,271,644	1,371,644
Procurement					
Procurement	8.65	1,272,594		1,272,594	157,831
Courier and Mail	3.93	855,646		855,646	40,230
Facilities Management					
Facilities Maintenance	20.00		3,864,055	3,864,055	-
Facilities Construction and Projects	12.00		1,412,095	1,412,095	-
Facilities Support Services	4.00		1,979,304	1,979,304	-
Utility Management	0.00		2,381,858	2,381,858	-
Safety and Security	5.00		784,461	784,461	-
Facilities Administration	10.00		3,036,544	3,036,544	-
Financial Management					
Payroll	5.30	746,074		746,074	113,354
Budget Support	4.30	722,421		722,421	233,405
Grants Financial Management	7.30	1,100,306		1,100,306	180,206
Financial Accounting	11.30	1,521,549		1,521,549	215,615
<b>TOTAL</b>	<b>96.53</b>	<b>8,490,234</b>	<b>13,458,317</b>	<b>21,948,551</b>	<b>2,312,285</b>
<b>FY 18/19 Budget</b>	<b>96.53</b>	<b>7,762,118</b>	<b>13,285,471</b>	<b>21,047,589</b>	<b>2,642,398</b>
<b>\$ Increase (Decrease)</b>	<b>0.00</b>	<b>728,116</b>	<b>172,846</b>	<b>900,962</b>	<b>-330,113</b>
<b>% Increase (Decrease)</b>	<b>0.00%</b>	<b>9.38%</b>	<b>1.30%</b>	<b>4.28%</b>	<b>-12.49%</b>

\*\* General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax  
Subsidy does not include resources generated by operations such as charges for service (including costs allocated to users) and grants

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The Finance Department initially reduced it's budget by approximately \$700k from the prior year's appropriation. This was then offset by an increase to contingency of about \$300,000, which was added to approximately \$900,000 in beginning balance a for a total budgeted contingency of \$1,200,000 for the replacement of our 20 year old budget software and upgrades to the ERP.

The logo for Clackamas County features a stylized mountain peak in a teal color. A white, curved shape, resembling a river or a path, flows from the base of the mountain towards the right.

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**CLACKAMAS**  
C O U N T Y



## Administration

### Line of Business Purpose Statement

The purpose of the Administrative Line of Business is to provide training, policy, project management, and contract services to County employees and human resources services to department employees so they can effectively manage finance, procurement, and facilities responsibilities necessary to their jobs.

### **Department of Finance**

Christa Bosserman Wolfe - Director

Haley Fish - Deputy Director

FTE 96.53

Total Request \$ 21,948,551

General Fund Support \$ 2,312,285

#### **Administration**

Director

Total Request

\$2,271,644

Gen Fund \$ 1,371,644

#### **Office of the Director**

FTE 4.75

Total Request

\$2,271,644

Gen Fund \$ 1,371,644



# Administration

## Office of the Director



### Purpose Statement

The purpose of the Administrative Line of Business is to provide training, policy, project management, and contract services to County employees and human resources services to department employees so they can effectively manage finance, procurement, and facilities responsibilities necessary to their jobs.

### Performance Narrative Statement

The Office of the Director Program proposes a \$2,271,644 budget, a continuation of current service funding levels. These resources will allow the program to deliver training, financial policy development and implementation, and contract generation and management services to department and County staff so they can effectively manage and apply the finances of the County, and provide procurement, fleet and facilities services which benefit County residents through responsible management, furthering the strategic objective of building public trust through good government. These resources will also allow us to effectively manage staffing and benefits in the Finance department, so that Department staff can focus their efforts on service delivery to other work units and the public, and support the strategic goal of building public trust through good government.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
 Result	Bond rating maintained or improved	Aa1	Aaa	Aaa	Aaa	Aaa
 Result	% Finance Divisions/Programs with updated strategic plan performance results <sup>1</sup>	NEW	NEW	75%	0%	100%
Output	Number of employees that attended PeopleSoft Finance classes <sup>2</sup>	NEW	50	50	28	50

<sup>1</sup> The Fleet Division was transferred to DTD effective January 12, 2019. The Facilities Division updated their strategic plan March 2019. Finance will update their strategic plan in FY19-20. Will have achieved 50% by the end of the fiscal year.

<sup>2</sup> Additional employees attended PeopleSoft classes in March 2019. Will exceed target by the end of the fiscal year.

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation Oversees the annual production of the County's Budget and Comprehensive Annual Financial Report, as well as all other Lines of Business of the Department, which many are required by regulations. Also, actively manages the County's debt within statutory limits.



## Administration

### Office of the Director

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	223,889	223,889	900,000	676,111	302.0%
Charges for Service	11,485	1,556	-	-	-	-	0%
Other Revenues	4,855	2,243	1,000	1,000	-	(1,000)	-100.0%
<b>Operating Revenue</b>	<b>16,340</b>	<b>3,799</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>(1,000)</b>	<b>-100.0%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>16,340</b>	<b>3,799</b>	<b>224,889</b>	<b>224,889</b>	<b>900,000</b>	<b>675,111</b>	<b>300.2%</b>
Personnel Services	671,406	752,807	869,008	698,280	841,551	(27,457)	-3.2%
Materials & Services	54,355	76,323	106,456	141,591	174,655	68,199	64.1%
Cost Allocation Charges	41,048	54,753	51,300	51,300	55,438	4,138	8.1%
<b>Operating Expenditure</b>	<b>766,809</b>	<b>883,883</b>	<b>1,026,764</b>	<b>891,171</b>	<b>1,071,644</b>	<b>44,880</b>	<b>4.4%</b>
Contingency	-	-	669,062	-	1,200,000	530,938	100.0%
<b>Total Exp - Including Special Categories</b>	<b>766,809</b>	<b>883,883</b>	<b>1,695,826</b>	<b>891,171</b>	<b>2,271,644</b>	<b>575,818</b>	<b>34.0%</b>
<b>General Fund Support (if applicable)</b>	<b>750,469</b>	<b>880,084</b>	<b>1,470,937</b>	<b>666,282</b>	<b>1,371,644</b>	<b>(99,293)</b>	<b>-6.8%</b>
Full Time Equiv Pos (FTE) Budgeted	5.60	4.80	5.00	5.00	4.75	(0.25)	-5.0%
Full Time Equiv Pos (FTE) Filled at Yr End	5.60	4.80	5.00	5.00	4.75	(0.25)	-5.0%
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	0%

#### Significant Issues and Changes

\*Materials & Services increased due to budgeting additional professional services for the HRPMS technical analysis of the PeopleSoft system, the cost study of replacing the ERP, and an additional amount to review operations for efficiency.

\*Departmental savings of approximately \$900,000 of prior years General Fund contributions were carried forward to FY19/20 and combined with an additional \$300,000 to accumulate funds for the replacement of our 20 year old budget and accounting software systems.



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**CLACKAMAS**  
C O U N T Y





## Procurement

### Line of Business Purpose Statement

The purpose of the Procurement line of business is to provide centralized procurement, courier and mail services to County and affiliated agencies so they can obtain the goods, contract services, and mail services necessary to conduct county business.

### Department of Finance

Christa Bosserman Wolfe - Director

Haley Fish - Deputy Director

FTE 96.53

Total Request \$ 21,948,551

General Fund Support \$ 2,312,285

#### Procurement

George Marlton -

Division Director

Total Request

\$2,128,240

Gen Fund \$ 198,061

#### Procurement

FTE 8.65

Total Request

\$1,272,594

Gen Fund \$ 157,831

#### Courier & Mail

FTE 3.93

Total Request

\$855,646

Gen Fund \$ 40,230



## Procurement

## Procurement


### Purpose Statement

The purpose of the Procurement Program is to facilitate procurement processes, negotiate contracts, provide project consulting for a wide array of goods and services, personal/professional services, and construction related services to County departments, agencies, and districts ensuring an open, transparent, fair and compliant process.

### Performance Narrative Statement

The Procurement Program proposes a \$1,272,594 budget. The Proposed budget is intended to reflect the resources required to maintain the current high level of support to all County departments, agencies and districts. These resources will provide County departments, agencies and districts with timely procurement and contract services, personal property repurposing and disposition services so they can successfully fulfill their strategic goals.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
	Result	% successfully completed procurements (Unsuccessful procurements are projects that are cancelled because no bids, over budget, or the project has been cancelled.)				
	Result	100%	99%	87%	99%	90%
	Result	% Small contracts (<\$50k) completed within 10 business days				
	Output	NEW	NEW	85%	93%	85%
	Output	739	1082	900	466	900

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      The process for procuring goods and services is governed by County codes, State law (ORS 279), and Federal regulations.



## Procurement

### Procurement

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	686,448	629,459	888,941	888,941	900,491	11,550	1.3%
Other Revenues	39,633	126,088	85,100	-	214,272	129,172	151.8%
<b>Operating Revenue</b>	<b>726,081</b>	<b>755,547</b>	<b>974,041</b>	<b>888,941</b>	<b>1,114,763</b>	<b>140,722</b>	<b>14.4%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>726,081</b>	<b>755,547</b>	<b>974,041</b>	<b>888,941</b>	<b>1,114,763</b>	<b>140,722</b>	<b>14.4%</b>
Personnel Services	702,996	864,310	1,181,624	1,212,464	1,069,432	(112,192)	-9.5%
Materials & Services	70,796	83,914	163,183	101,733	117,450	(45,733)	-28.0%
Cost Allocation Charges	68,149	65,393	64,348	64,348	85,712	21,364	33.2%
Capital Outlay	-	6,362	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>841,941</b>	<b>1,019,979</b>	<b>1,409,155</b>	<b>1,378,545</b>	<b>1,272,594</b>	<b>(136,561)</b>	<b>-9.7%</b>
<b>Total Exp - Including Special Categories</b>	<b>841,941</b>	<b>1,019,979</b>	<b>1,409,155</b>	<b>1,378,545</b>	<b>1,272,594</b>	<b>(136,561)</b>	<b>-9.7%</b>
<b>General Fund Support (if applicable)</b>	<b>115,860</b>	<b>264,432</b>	<b>435,114</b>	<b>489,604</b>	<b>157,831</b>	<b>(277,283)</b>	<b>-63.7%</b>
Full Time Equiv Pos (FTE) Budgeted	6.70	6.70	9.70	9.70	8.65	(1.05)	44.8%
Full Time Equiv Pos (FTE) Filled at Yr End	6.70	5.70		9.70			
Full Time Equiv Pos (FTE) Vacant at Yr End	-	1.00		-			

#### Significant Issues and Changes

\*Procurement has increased department revenue, however significant cuts were made to the general fund support and material and services budget due to the state of the county budget.

\*Workloads continue to remain significantly higher than other jurisdictions. Staffing either need increased to continue providing services at the current service level or service levels and timelines need revised.



## Procurement

### Courier and Mail

#### Purpose Statement

The purpose of the Courier and Mail Operations Program is to provide coordinated mail processing services, US Mail, and small parcel distributions services to County employees so they can convey mail, small parcels, and other materials in the most cost effective manner.

#### Performance Narrative Statement

The Courier and Mail Program proposes a \$855,646 budget. The proposed budget reflects a realignment of resources realized through the Performance Clackamas process and is intended to reflect the resources required to maintain the current high level of support to all County departments, agencies and districts. These resources will provide County departments, agencies and districts timely and coordinated mail processing, US mail and small parcel distribution services so they can successfully fulfill their strategic goals.

#### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
Efficiency	Cost per courier stop	\$80/Month	\$95/Month	\$114/Month	\$116/Month	\$95/Month

Program includes:

Mandated Services ☐ N

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



## Procurement

Courier and Mail

### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	620,292	815,564	847,576	776,052	815,416	(32,160)	-3.8%
Other Revenues	-	4,347	-	-	-	-	0%
<b>Operating Revenue</b>	<b>620,292</b>	<b>819,911</b>	<b>847,576</b>	<b>776,052</b>	<b>815,416</b>	<b>(32,160)</b>	<b>-3.8%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>620,292</b>	<b>819,911</b>	<b>847,576</b>	<b>776,052</b>	<b>815,416</b>	<b>(32,160)</b>	<b>-3.8%</b>
Personnel Services	269,037	294,972	323,803	304,212	343,492	19,689	6.1%
Materials & Services	430,841	391,905	505,633	359,735	455,081	(50,552)	-10.0%
Cost Allocation Charges	44,651	51,161	48,721	48,721	57,073	8,352	17.1%
Capital Outlay	-	-	-	45,000	-	-	100.0%
<b>Operating Expenditure</b>	<b>744,529</b>	<b>738,038</b>	<b>878,157</b>	<b>757,668</b>	<b>855,646</b>	<b>(22,511)</b>	<b>-2.6%</b>
Contingency	-	-	45,000	-	-	(45,000)	-100.0%
<b>Total Exp - Including Special Categories</b>	<b>744,529</b>	<b>738,038</b>	<b>923,157</b>	<b>757,668</b>	<b>855,646</b>	<b>(67,511)</b>	<b>-7.3%</b>
<b>General Fund Support (if applicable)</b>	<b>124,237</b>	<b>(81,873)</b>	<b>75,581</b>	<b>(18,384)</b>	<b>40,230</b>	<b>(35,351)</b>	<b>-46.8%</b>
Full Time Equiv Pos (FTE) Budgeted	3.53	3.83	3.83	3.83	3.93	0.10	2.6%
Full Time Equiv Pos (FTE) Filled at Yr End	3.53	3.83		3.83			
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-					

### Significant Issues and Changes

\*Reduced reliance on the general fund support and reduced materials and supplies budget.



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**CLACKAMAS**  
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# Facilities Management

## Line of Business Purpose Statement

The purpose of the Facilities Management line of business is to provide collaborative facilities planning, construction and renovation, maintenance, safety, and energy management services to County-owned and -leased facility tenants so they can conduct County business in energy efficient, well maintained, clean, safe, and secure facilities.

### Department of Finance

Christa Bosserman Wolfe - Director

Haley Fish - Deputy Director

FTE 96.53

Total Request \$ 21,948,551

General Fund Support \$ 2,312,285

#### Facilities Management

Jeff Jorgensen -

Division Director

Total Request

\$13,458,317

Gen Fund \$ -

#### Facilities Maintenance

FTE 20.00

Total Request

\$3,864,055

Gen Fund \$ -

#### Facilities Construction & Projects

FTE 12.00

Total Request

\$1,412,095

Gen Fund \$ -

#### Facilities Support Services

FTE 4.00

Total Request

\$1,979,304

Gen Fund \$ -

#### Utility Management

FTE 0.00

Total Request

\$2,381,858

Gen Fund \$ -

#### Safety and Security

FTE 5.00

Total Request

\$784,461

Gen Fund \$ -

#### Facilities Administration

FTE 10.00

Total Request

\$3,036,544

Gen Fund \$ -



## Facilities Management

## Facilities Maintenance



### Purpose Statement

The purpose of the Facilities Maintenance Program is to provide well maintained facilities and grounds.

### Performance Narrative Statement

The Facilities Maintenance Program proposes a \$3,864,055 budget, an increase of our current funding level due to increased cost for materials and contracted services. These resources will allow us to respond and complete work request from tenants and planned maintenance so that the facility can be in the best possible condition. Having buildings in good to excellent condition helps the tenants better serve their clients and the County.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
 Result	% County facilities that are completely inventoried in an asset management program	50%	75%	60%	55%	Discontinued in FY 19-20
 Result	% Facilities maintained in good to excellent condition	70%	75%	52%	32%	75%
Efficiency	# Square feet maintained per maintenance technician (National recommended average of 42,500 sq. ft.)	69,723 sq. ft.	73,293 sq. ft.	50,200 sq. ft.	62,681 sq. ft.	62,681

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation We must meet American with Disability Act (ADA) and Occupational Safety and Health Administration (OSHA) requirements for the buildings.

Managing for Results Goals are being revised for FY 2019-2020.





## Facilities Management

### Facilities Maintenance

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>323,369</b>	<b>5,000</b>	<b>162,698</b>	<b>162,698</b>	<b>-</b>	<b>(162,698)</b>	<b>-100.0%</b>
Charges for Service	2,696,006	3,392,599	3,528,165	3,327,927	3,864,055	335,890	9.5%
Other Revenues	235	9,711	-	-	-	-	0%
<b>Operating Revenue</b>	<b>2,696,241</b>	<b>3,402,310</b>	<b>3,528,165</b>	<b>3,327,927</b>	<b>3,864,055</b>	<b>173,192</b>	<b>9.5%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>3,019,610</b>	<b>3,407,310</b>	<b>3,690,863</b>	<b>3,490,625</b>	<b>3,864,055</b>	<b>10,494</b>	<b>4.7%</b>
Personnel Services	1,253,093	1,562,195	2,232,474	2,093,838	2,485,888	253,414	11.4%
Materials & Services	933,858	1,127,219	1,448,389	1,240,165	1,378,167	(70,222)	-4.8%
Cost Allocation Charges	43,100	90,160	-	-	-	-	0%
Capital Outlay	98,956	-	10,000	10,000	-	(10,000)	-100.0%
<b>Operating Expenditure</b>	<b>2,329,007</b>	<b>2,779,574</b>	<b>3,690,863</b>	<b>3,344,003</b>	<b>3,864,055</b>	<b>173,192</b>	<b>4.7%</b>
<b>Total Exp - Including Special Categories</b>	<b>2,329,007</b>	<b>2,779,574</b>	<b>3,690,863</b>	<b>3,344,003</b>	<b>3,864,055</b>	<b>173,192</b>	<b>4.7%</b>
<b>General Fund Support (if applicable)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	12.00	16.00	20.00	20.00	20.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	11.00	15.00		18.00			
Full Time Equiv Pos (FTE) Vacant at Yr End	1.00	1.00		2.00			

#### Significant Issues and Changes

Cost increases to this program is due to increase cost of personnel



## Facilities Management

### Facilities Construction and Projects

#### Purpose Statement

The purpose of the Facilities Construction and Projects Program is to provide project management including well designed, cost efficient facilities through construction services to tenants.

#### Performance Narrative Statement

The Facilities Construction and Projects Program proposes a \$1,412,095 budget, a continuation of our current funding level. These resources will provide project estimation, design, construction and project management services for tenants and the County. These funds will allow us to make changes and improvements to County facilities that will better serve the department and citizens of Clackamas County.

#### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
Result	% Construction projects completed within budget	95%	95%	95%	90%	Discontinued in FY 19-20
Result	% Construction projects completed on-time	50%	75%	90%	75%	Discontinued in FY 19-20
Result	% of customers rate communication as good or very good.	* New Measure for 2019-2020	* New Measure for 2019-2020	* New Measure for 2019-2020	* New Measure for 2019-2020	75%

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      We must meet American with Disability Act (ADA), Occupational Safety and Health Administration (OSHA) requirements for the buildings and County standards for work area requirements.

Managing for Results Goals are being revised for FY 2019-2020.



## Facilities Management

### Facilities Construction & Projects

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>140,790</b>	<b>150,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>(50,000)</b>	<b>-100.0%</b>
Charges for Service	927,964	1,196,376	1,459,870	1,823,508	1,412,095	(47,775)	-3.3%
Other Revenues	10	2,160	-	-	-	-	0%
<b>Operating Revenue</b>	<b>927,974</b>	<b>1,198,536</b>	<b>1,459,870</b>	<b>1,823,508</b>	<b>1,412,095</b>	<b>(47,775)</b>	<b>-3.3%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>1,068,764</b>	<b>1,348,536</b>	<b>1,509,870</b>	<b>1,873,508</b>	<b>1,412,095</b>	<b>(97,775)</b>	<b>-6.5%</b>
Personnel Services	983,786	940,005	1,241,500	1,166,688	1,355,555	114,055	9.2%
Materials & Services	97,078	57,202	218,370	617,212	56,540	(161,830)	-74.1%
Cost Allocation Charges	24,800	46,284	-	-	-	-	100.0%
Capital Outlay	-	-	50,000	-	-	(50,000)	-100.0%
<b>Operating Expenditure</b>	<b>1,105,664</b>	<b>1,043,491</b>	<b>1,509,870</b>	<b>1,783,900</b>	<b>1,412,095</b>	<b>(97,775)</b>	<b>-6.5%</b>
<b>Total Exp - Including Special Categories</b>	<b>1,105,664</b>	<b>1,043,491</b>	<b>1,509,870</b>	<b>1,783,900</b>	<b>1,412,095</b>	<b>(97,775)</b>	<b>-6.5%</b>
<b>General Fund Support (if applicable)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	11.00	11.00	12.00	12.00	12.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	11.00	11.00	-	11.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	1.00	-	-	-

#### Significant Issues and Changes

The decrease in materials and services is due to a change in accounting – costs are now accounted for in Fund 420.



## Facilities Management

### Facility Support Services

#### Purpose Statement

The purpose of the Facilities Support Services Program is to provide janitorial services and warehouse management to support clean and well maintained facilities.

#### Performance Narrative Statement

The Facilities Support Services program proposes a \$1,979,304 budget, an increase of our current funding level. The increase is to add a position to better monitor and react to issues in the buildings and with the contractor. These resources will provide janitorial services for the County. These funds will allow us to provide clean and presentable facilities at the lowest possible cost.

#### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
Result	% Landscape inspections that "meet" or "exceed" maintenance and cleanliness standards.	100%	100%	92%	95%	Discontinued in FY 19-20
Result	% Janitorial inspections that "meet" or "exceed" maintenance and cleanliness standards.	25%	100%	25%	0%	75%

Program includes:

Mandated Services ☐ N

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      Managing for Results Goals are being revised for FY 2019-2020.



## Facilities Management

### Facilities Support Services

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>75,825</b>	<b>-</b>	<b>56,000</b>	<b>46,000</b>	<b>-</b>	<b>(56,000)</b>	<b>100.0%</b>
Charges for Service	2,228,417	1,685,767	1,668,697	1,707,545	1,979,304	310,607	18.6%
Other Revenues	5,103	6,804	-	-	-	-	0%
<b>Operating Revenue</b>	<b>2,233,520</b>	<b>1,692,571</b>	<b>1,668,697</b>	<b>1,707,545</b>	<b>1,979,304</b>	<b>310,607</b>	<b>18.6%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>2,309,345</b>	<b>1,692,571</b>	<b>1,724,697</b>	<b>1,753,545</b>	<b>1,979,304</b>	<b>254,607</b>	<b>14.8%</b>
Personnel Services	206,300	224,318	263,056	265,056	421,254	158,198	60.1%
Materials & Services	1,689,188	1,314,489	1,461,641	1,424,663	1,558,050	96,409	6.6%
Cost Allocation Charges	9,700	30,120	-	-	-	-	100.0%
<b>Operating Expenditure</b>	<b>1,905,188</b>	<b>1,568,927</b>	<b>1,724,697</b>	<b>1,689,719</b>	<b>1,979,304</b>	<b>254,607</b>	<b>14.8%</b>
<b>Total Exp - Including Special Categories</b>	<b>1,905,188</b>	<b>1,568,927</b>	<b>1,724,697</b>	<b>1,689,719</b>	<b>1,979,304</b>	<b>254,607</b>	<b>14.8%</b>
<b>General Fund Support (if applicable)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	3.00	2.00	3.00	3.00	4.00	1.00	33.3%
Full Time Equiv Pos (FTE) Filled at Yr End	3.00	1.00		3.00	-		
Full Time Equiv Pos (FTE) Vacant at Yr End	-	1.00		-	-		

#### Significant Issues and Changes

We are increasing staffing by adding a Building Maintenance Specialist Senior from the Management Analyst position in Utility Management to better support this program. This additional position for this fiscal year will help us meet our janitorial inspection needs and respond better to issues in the buildings and with the contractor. The other cost increases are due to our contracted janitorial company and products for the buildings.



## Facilities Management

## Utility Management

### Purpose Statement

The purpose of the Utility Management program is to monitor, analyze, and help improve the energy usage and operation of buildings to meet County sustainability goals.

### Performance Narrative Statement

The Utility Management Program proposes a \$2,381,858 budget. The resources for this program are used to pay all utility bills for the buildings Facilities Management oversee along with other locations such as Jail, street lights, signal lights, etc.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
Result	Reduce overall energy intensity (per sq. ft.)	N/A	64.99	71.3	68.28	61.96

Program includes:

Mandated Services ☐ N

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation



## Facilities Management

### Utility Management

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	10,000	-	-	100.0%
Charges for Service	-	97,954	89,338	308,395	-	(89,338)	-100.0%
Other Revenues	-	2,077,596	2,288,726	2,288,726	2,381,858	93,132	4.1%
<b>Operating Revenue</b>	-	<b>2,175,550</b>	<b>2,378,064</b>	<b>2,597,121</b>	<b>2,381,858</b>	<b>3,794</b>	<b>100.0%</b>
<b>Total Rev - Including Beginning Bal</b>	-	<b>2,175,550</b>	<b>2,378,064</b>	<b>2,607,121</b>	<b>2,381,858</b>	<b>3,794</b>	<b>100.0%</b>
Personnel Services	-	41,345	89,338	67,024	-	(89,338)	-100.0%
Materials & Services	-	2,410,571	2,288,726	2,422,923	2,381,858	93,132	4.1%
<b>Operating Expenditure</b>	-	<b>2,451,916</b>	<b>2,378,064</b>	<b>2,489,947</b>	<b>2,381,858</b>	<b>3,794</b>	<b>100.0%</b>
<b>Total Exp - Including Special Categories</b>	-	<b>2,451,916</b>	<b>2,378,064</b>	<b>2,489,947</b>	<b>2,381,858</b>	<b>3,794</b>	<b>100.0%</b>
<b>General Fund Support (if applicable)</b>	-	-	-	-	-	-	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	1.00	1.00	1.00	1.00	-	(1.00)	-100.0%
Full Time Equiv Pos (FTE) Filled at Yr End	1.00	1.00		-	-	-	<b>0%</b>
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		1.00	-		

#### Significant Issues and Changes

The reduction to this program is the moving of the Management Analyst to the Support Services as a Building Maintenance Specialist Senior. Utility costs are expected to be minimal increases in FY 2019-20.



## Facilities Management

### Safety and Security

#### Purpose Statement

The purpose of the Safety and Security Program is to provide training, inspection, reporting, and emergency response and coordination services to tenants so they can work and conduct business in safe, secure facilities.

#### Performance Narrative Statement

The Safety and Security Program proposes a \$784,461 budget, is decrease of our current funding level. These resources will provide inspections, testing, drills, reporting of alarm systems and coordination of emergency response services. This will result in safe and secure facilities for staff and visitors to conduct business.

#### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
Result	% Facilities where evacuation drills are conducted annually	75%	100%	100%	93%	100%
Result	% Scheduled fire and life safety inspections completed annually	60%	85%	50%	80%	Discontinued in FY 19-20
Efficiency	Ratio of special request to required evacuation drills	0	1-2	1-1	1-2	Discontinued in FY 19-20

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation We must meet American with Disability Act (ADA), Occupational Safety and Health Administration (OSHA) requirements for the buildings, alarm permit requirements, Clackamas County Fire District code requirements, Safety Data Sheet records and fire/intrusion/panic button annual testing.

Managing for Results Goals are being revised for FY 2019-2020.





## Facilities Management

### Fire and Life Safety

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>21,174</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.0%</b>
Charges for Service	597,793	886,036	892,794	823,345	784,461	(108,333)	-12.1%
Other Revenues	1,057	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>598,850</b>	<b>886,036</b>	<b>892,794</b>	<b>823,345</b>	<b>784,461</b>	<b>(108,333)</b>	<b>-12.1%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>620,024</b>	<b>886,036</b>	<b>892,794</b>	<b>823,345</b>	<b>784,461</b>	<b>(108,333)</b>	<b>-12.1%</b>
Personnel Services	302,528	510,777	642,752	608,313	525,801	(116,951)	-18.2%
Materials & Services	160,376	243,894	221,042	144,022	258,660	37,618	17.0%
Cost Allocation Charges	10,650	27,949	-	-	-	-	0%
Capital Outlay	160	-	29,000	29,000	-	(29,000)	100.0%
<b>Operating Expenditure</b>	<b>473,714</b>	<b>782,620</b>	<b>892,794</b>	<b>781,335</b>	<b>784,461</b>	<b>(108,333)</b>	<b>-12.1%</b>
<b>Total Exp - Including Special Categories</b>	<b>473,714</b>	<b>782,620</b>	<b>892,794</b>	<b>781,335</b>	<b>784,461</b>	<b>(108,333)</b>	<b>-12.1%</b>
<b>General Fund Support (if applicable)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	3.00	4.00	6.00	6.00	5.00	(1.00)	-16.7%
Full Time Equiv Pos (FTE) Filled at Yr End	3.00	4.00	-	5.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	1.00	-	-	-

#### Significant Issues and Changes

The reason for the decrease is reclassing supervisor position to the AutoCAD position in Administration to better serve out customers.



# Facilities Management

## Facilities Administration




### Purpose Statement

The purpose of the Facilities Administration line of business is to provide direct customer service, asset management request processing and dispatch, payments and financial tracking, and security identification/access badges to tenants so they can serve their customers in well managed facilities.

### Performance Narrative Statement

The Facilities Administration Program proposes a \$3,036,544 budget, an increase of our current funding level due to the request to convert a part-time position to full-time. These resources provide to this group provides processing and dispatch of work requests, submittal of payments, financial account for the division, creation of security identification/access badges, and overall customer service. These funds will allow us to support the division and provide customer service to building occupants.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
Result	Ratio of preventive maintenance to unplanned work orders	50:50	50:50	41:59	56:44	Discontinued in FY 19-20
 Result	% of Facilities that meet or exceed health, safety, and comfort standards	NA	75.00%	NA - Survey being created	NA - Survey being created	Discontinued in FY 19-20
Result	% of work orders completed to customer satisfaction	NA	90.00%	NA - Survey being created	NA - Survey being created	Discontinued in FY 19-20
 Result	% of facilities and properties listed in the County Asset Management Program	75%	100%	75%	100%	100%
 Result	# of County facilities listed in an asset management program	New Measure				165

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      Managing for Results Goals are being revised for FY 2019-2020.



## Facilities Management

### Facilities Operations

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>619,037</b>	<b>1,418,716</b>	<b>1,998,203</b>	<b>1,998,203</b>	<b>597,860</b>	<b>(1,400,343)</b>	<b>-70.1%</b>
Charges for Service	1,194,394	1,270,381	1,084,056	749,071	2,438,684	1,354,628	125.0%
Other Revenues	2,081,287	11,581	6,924	4,928	-	(6,924)	-100.0%
<b>Operating Revenue</b>	<b>3,275,681</b>	<b>1,281,962</b>	<b>1,090,980</b>	<b>753,999</b>	<b>2,438,684</b>	<b>1,347,704</b>	<b>123.5%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>3,894,718</b>	<b>2,700,678</b>	<b>3,089,183</b>	<b>2,752,202</b>	<b>3,036,544</b>	<b>(52,639)</b>	<b>-1.7%</b>
Personnel Services	798,173	940,693	1,155,793	1,075,568	1,351,800	196,007	17.0%
Materials & Services	2,480,817	200,938	425,340	341,608	466,068	40,728	9.6%
Cost Allocation Charges	246,179	162,223	372,776	372,776	472,676	99,900	26.8%
Capital Outlay	-	13,400	960,000	823,630	566,000	(394,000)	-41.0%
<b>Operating Expenditure</b>	<b>3,525,169</b>	<b>1,317,254</b>	<b>2,913,909</b>	<b>2,613,582</b>	<b>2,856,544</b>	<b>(57,365)</b>	<b>-2.0%</b>
Contingency	-	-	175,274	-	180,000	4,726	2.7%
<b>Total Exp - Including Special Categories</b>	<b>3,525,169</b>	<b>1,317,254</b>	<b>3,089,183</b>	<b>2,613,582</b>	<b>3,036,544</b>	<b>(52,639)</b>	<b>-1.7%</b>
<b>General Fund Support (if applicable)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	13.00	13.00	9.00	9.00	10.00	1.00	11.1%
Full Time Equiv Pos (FTE) Filled at Yr End	13.00	13.00		7.00			
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		2.00			

#### Significant Issues and Changes

Increasing a part-time position to full-time and funding is coming from reclassing an existing position to the AutoCAD technician who maintains the building drawings, creating evacuation plans, and space planning design. The other increases are due to general personnel increases and increases in cost allocations charged to Facilities.



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C O U N T Y



# Financial Management

## Line of Business Purpose Statement

The purpose of the Financial Management line of business is to provide accounting, financial audit, budgeting, payroll, and grants financial management services to County leaders and employees so they can manage and account for public funds in a responsible and transparent manner.

### Department of Finance

Christa Bosserman Wolfe - Director

Haley Fish - Deputy Director

FTE 96.53

Total Request \$ 21,948,551

General Fund Support \$ 2,312,285

#### Financial Management

Total Request  
\$4,090,350

Gen Fund \$ 742,580

#### Payroll

Vicky Anderson, Manager

FTE 5.30

Total Request  
\$746,074

Gen Fund \$ 113,354

#### Budget Support

Jennifer Chambers,  
Manager

FTE 4.30

Total Request  
\$722,421

Gen Fund \$ 233,405

#### Grants Financial Management

Jeff Aldridge, Manager

FTE 7.30

Total Request  
\$1,100,306

Gen Fund \$ 180,206

#### Financial Accounting

David Bodway, Manager

FTE 11.30

Total Request  
\$1,521,549

Gen Fund \$ 215,615



## Financial Management

### Payroll


#### Purpose Statement

The purpose of the Payroll Program is to provide payroll consultation, inquiry response, report, and reconciliation services to County employees and departments so that employees are paid correctly and on-time.

#### Performance Narrative Statement

The Payroll Program proposes a \$746,074 budget, a continuation of our current funding level. These resources allow the program to serve County employees and departments, processing approximately 61,000 paychecks annually at a cost of \$11.69 a paycheck, so employees are paid accurately and on time, while providing payroll consultation, inquiry response, reporting and reconciliation services. This will result in the responsible management of public funds.

#### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
 Result	% Employees per pay period paid correctly and on time	95%	96%	99%	93%	99%
Output	Number of timesheet amendments completed	3,018	2,537	2,400	1,840	2,500

Program includes:

Mandated Services ☒ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      Wage and hour law - BOLI and the Internal Revenue Service.



## Financial Management

### Payroll

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	599,690	590,414	599,818	599,818	632,720	32,902	5.5%
<b>Operating Revenue</b>	<b>599,690</b>	<b>590,414</b>	<b>599,818</b>	<b>599,818</b>	<b>632,720</b>	<b>32,902</b>	<b>5.5%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>599,690</b>	<b>590,414</b>	<b>599,818</b>	<b>599,818</b>	<b>632,720</b>	<b>32,902</b>	<b>5.5%</b>
Personnel Services	531,136	564,231	584,964	585,848	662,386	77,422	13.2%
Materials & Services	32,364	30,577	35,616	34,071	32,001	(3,615)	-10.1%
Cost Allocation Charges	44,620	45,932	45,482	45,482	51,687	6,205	13.6%
<b>Operating Expenditure</b>	<b>608,120</b>	<b>640,740</b>	<b>666,062</b>	<b>665,401</b>	<b>746,074</b>	<b>80,012</b>	<b>12.0%</b>
<b>Total Exp - Including Special Categories</b>	<b>608,120</b>	<b>640,740</b>	<b>666,062</b>	<b>665,401</b>	<b>746,074</b>	<b>80,012</b>	<b>12.0%</b>
<b>General Fund Support (if applicable)</b>	<b>8,430</b>	<b>50,326</b>	<b>66,244</b>	<b>65,583</b>	<b>113,354</b>	<b>47,110</b>	<b>71.1%</b>
Full Time Equiv Pos (FTE) Budgeted	5.00	5.00	5.00	5.00	5.30	0.30	6.0%
Full Time Equiv Pos (FTE) Filled at Yr End	5.00	5.00		5.00			0%
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		-			0%

#### Significant Issues and Changes

General personnel cost increases.



# Financial Management

## Budget Support


### Purpose Statement

The purpose of the Budget Support Program is to provide budget development, consultation, and review services to County leaders and employees so they can effectively manage public funds, tie resources expected performance, and achieve desired results.

### Performance Narrative Statement

The Budget Support Program proposes a budget of \$722,421, a continuation of our current funding level. These resources will allow us to provide county leaders and employees with timely budget development, consultation and review services so they can manage public funds effectively, tie resources to expected performance and achieve results that matter to taxpayers. This furthers the countywide strategic objective of building public trust through good government.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
	Result					
	% of departmental budgets where expenditures do not exceed appropriations at end of fiscal year.	85%	70%	100%	NA <sup>1</sup>	100%

<sup>1</sup> NA - Audit results are monitored as of fiscal yearend.

Program includes:

Mandated Services

Shared Services

Grant Funding

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      Per Oregon Revised Statutes, Chapter 294, local governments are required to adopt a budget, make appropriations, and declare and categorize property taxes prior to the beginning of the fiscal year and before money is spent or obligations incurred.





## Financial Management

### Budget Support

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	446,755	416,632	435,548	442,461	489,016	53,468	12.3%
<b>Operating Revenue</b>	<b>446,755</b>	<b>416,632</b>	<b>435,548</b>	<b>442,461</b>	<b>489,016</b>	<b>53,468</b>	<b>12.3%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>446,755</b>	<b>416,632</b>	<b>435,548</b>	<b>442,461</b>	<b>489,016</b>	<b>53,468</b>	<b>12.3%</b>
Personnel Services	380,731	431,642	523,851	337,998	603,784	79,933	15.3%
Materials & Services	25,854	27,532	88,713	27,868	81,668	(7,045)	-7.9%
Cost Allocation Charges	35,694	34,124	34,317	34,317	36,969	2,652	7.7%
<b>Operating Expenditure</b>	<b>442,279</b>	<b>493,298</b>	<b>646,881</b>	<b>400,183</b>	<b>722,421</b>	<b>75,540</b>	<b>11.7%</b>
<b>Total Exp - Including Special Categories</b>	<b>442,279</b>	<b>493,298</b>	<b>646,881</b>	<b>400,183</b>	<b>722,421</b>	<b>75,540</b>	<b>11.7%</b>
<b>General Fund Support (if applicable)</b>	<b>(4,476)</b>	<b>76,666</b>	<b>211,333</b>	<b>(42,278)</b>	<b>233,405</b>	<b>22,072</b>	<b>10.4%</b>
Full Time Equiv Pos (FTE) Budgeted	4.00	4.00	4.00	4.00	4.30	0.30	7.5%
Full Time Equiv Pos (FTE) Filled at Yr End	3.00	3.00		3.00			
Full Time Equiv Pos (FTE) Vacant at Yr End	1.00	1.00		1.00			

#### Significant Issues and Changes

\*The Materials and Services budget includes professional service dollars for our upcoming review of our current budgeting methodology and/or review of cost allocation.

\*The vacancy we currently have held for the Budget Office will need filled to support the efforts of changing our approach to budgeting at the county, better monitoring, and a higher level of service.



# Financial Management

## Grants Financial Management

### Purpose Statement

The purpose of the Grants Financial Management Program is to provide financial consulting, accounting, reporting, and compliance services to County employees and grant sub-recipients so they can obtain and retain grant funding to provide services to their customers.

### Performance Narrative Statement

The Grants Financial Management Program proposes an \$1,100,306 budget, a continuation of our current funding level. These resources will allow us to complete the required financial management, reporting, and the Single Audit for 220 Federal financial assistance awards and various other grants, at a cost of \$5,001 per award/grant. Achieving these targets allows the County departments to both retain existing funding and obtain new funding, while in good standing with grantors.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
Result	% Financial reports filed on or before the due date	New	New	100%	87%	100%

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      The County is required under 2 CFR 200, as recipient of Federal grant funds to maintain a financial management system, policies and procedures, and internal controls in accordance with these regulations. The County must also have a Single Audit of its Federal expenditures each year, to remain eligible for Federal funding.



## Financial Management

### Grants Financial Management

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Federal Grants & Revenues	816	-	-	-	-	-	0%
Charges for Service	525,130	784,448	903,004	903,004	920,100	17,096	1.9%
<b>Operating Revenue</b>	<b>525,946</b>	<b>784,448</b>	<b>903,004</b>	<b>903,004</b>	<b>920,100</b>	<b>17,096</b>	<b>1.9%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>525,946</b>	<b>784,448</b>	<b>903,004</b>	<b>903,004</b>	<b>920,100</b>	<b>17,096</b>	<b>1.9%</b>
Personnel Services	708,168	784,394	839,828	806,841	950,741	110,913	13.2%
Materials & Services	147,523	73,162	93,248	93,248	79,972	(13,276)	-14.2%
Cost Allocation Charges	55,325	59,502	62,494	62,494	69,593	7,099	11.4%
<b>Operating Expenditure</b>	<b>911,016</b>	<b>917,058</b>	<b>995,570</b>	<b>962,583</b>	<b>1,100,306</b>	<b>104,736</b>	<b>10.5%</b>
<b>Total Exp - Including Special Categories</b>	<b>911,016</b>	<b>917,058</b>	<b>995,570</b>	<b>962,583</b>	<b>1,100,306</b>	<b>104,736</b>	<b>10.5%</b>
<b>General Fund Support (if applicable)</b>	<b>385,070</b>	<b>132,610</b>	<b>92,566</b>	<b>59,579</b>	<b>180,206</b>	<b>87,640</b>	<b>94.7%</b>
Full Time Equiv Pos (FTE) Budgeted	7.20	7.00	7.00	7.00	7.30	0.30	4.3%
Full Time Equiv Pos (FTE) Filled at Yr End	7.20	7.00		7.00			
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-		-			

#### Significant Issues and Changes

\*Personal costs increased due to the increases in PERS, COLA, merit increases and benefits.

\*Materials and Services budget reduced to support general County budget.



# Financial Management

## Financial Accounting & Reporting


### Purpose Statement

The Purpose of the Financial Accounting and Reporting Program is to provide comprehensive financial accounting and reporting services, in accordance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB), to County employees and outside agencies so they can manage and demonstrate responsible stewardship of the public funds.

### Performance Narrative Statement

The Financial Accounting & Reporting Program proposes a budget of \$1,521,549, a continuation of our current funding level. These resources will allow us to continue to provide county leaders and employees with accounting, audit, consultation and review services so they can manage public funds effectively, tie resources to expected performance and achieve results that matter to taxpayers. This furthers the countywide strategic objective of building public trust through good government.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target
 Result	% of vendor payments issued via ACH	5%	6%	25%	5%	25%
Output	Number of vendor payments issued via check	21,174	19,976	16,500	14,145	16,500
Output	Number of vendor payments issued via ACH	976	1,193	5,500	725	5,500

Program includes:

Mandated Services ☐ Y

Shared Services ☐ N

Grant Funding ☐ N

Explain all "Yes" boxes below

For help with shared services, see AOC Shared State-County Services page on intranet

If grant funding, include length of grant and any match requirement (w/funding source)

Explanation      The County is required to prepare an annual financial report, for each of its governmental entities, and submit the report to the Secretary of State Audits Division by December 31st, as outlined in OAR 162-010-0010 through OAR 162-010-0330.



## Financial Management

### Financial Accounting & Reporting

#### Budget Summary

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Amended Budget	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
Charges for Service	732,956	1,204,742	1,134,844	1,116,344	1,305,934	171,090	15.1%
Other Revenues	891	165	-	5	-	-	100.0%
<b>Operating Revenue</b>	<b>733,847</b>	<b>1,204,907</b>	<b>1,134,844</b>	<b>1,116,349</b>	<b>1,305,934</b>	<b>171,090</b>	<b>15.1%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>733,847</b>	<b>1,204,907</b>	<b>1,134,844</b>	<b>1,116,349</b>	<b>1,305,934</b>	<b>171,090</b>	<b>15.1%</b>
Personnel Services	817,316	989,669	1,046,128	855,230	1,136,245	90,117	8.6%
Materials & Services	213,653	237,021	274,727	259,781	269,169	(5,558)	-2.0%
Cost Allocation Charges	91,020	103,855	104,612	104,612	116,135	11,523	11.0%
<b>Operating Expenditure</b>	<b>1,121,989</b>	<b>1,330,545</b>	<b>1,425,467</b>	<b>1,219,623</b>	<b>1,521,549</b>	<b>96,082</b>	<b>6.7%</b>
<b>Total Exp - Including Special Categories</b>	<b>1,121,989</b>	<b>1,330,545</b>	<b>1,425,467</b>	<b>1,219,623</b>	<b>1,521,549</b>	<b>96,082</b>	<b>6.7%</b>
<b>General Fund Support (if applicable)</b>	<b>388,142</b>	<b>125,638</b>	<b>290,623</b>	<b>103,274</b>	<b>215,615</b>	<b>(75,008)</b>	<b>-25.8%</b>
Full Time Equiv Pos (FTE) Budgeted	11.20	11.20	11.00	11.00	11.30	0.30	2.7%
Full Time Equiv Pos (FTE) Filled at Yr End	10.20	11.20		9.00			
Full Time Equiv Pos (FTE) Vacant at Yr End	1.00	-		2.00			

#### Significant Issues and Changes

\*Personal services increased due to PERS, COLA, merits and benefit costs.

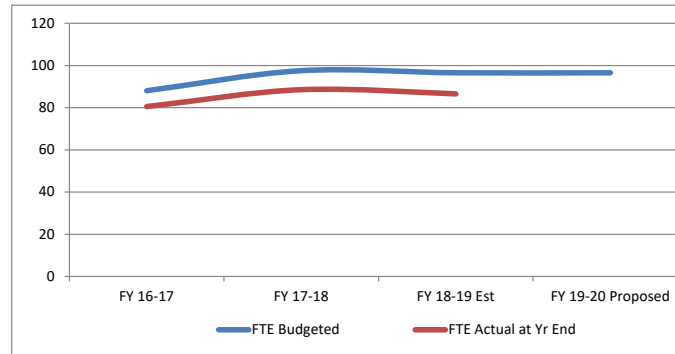
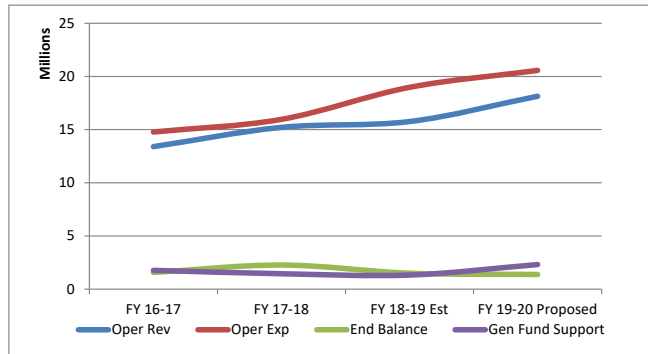
\*Materials and services were reduced.

\*Vacancy in Accounts Receivable - workload has been managed by part-time retiree and accounting intern, but currently recruiting to fill these positions.

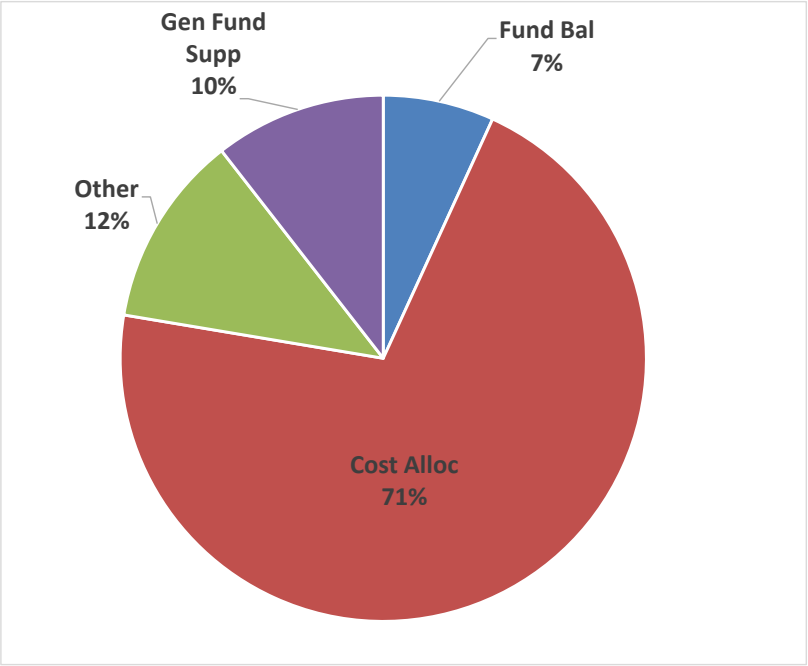
\*Vacancy in Audit - workload has been managed by additional hours from the management team, resulting in delays in meeting deadlines. Recruitment efforts have not been successful, planning to contract out some of the work to better meet deadlines and work with Human Resources on reviewing class and comp.

**Finance Department Combined Funds  
Summary of Revenue and Expense**

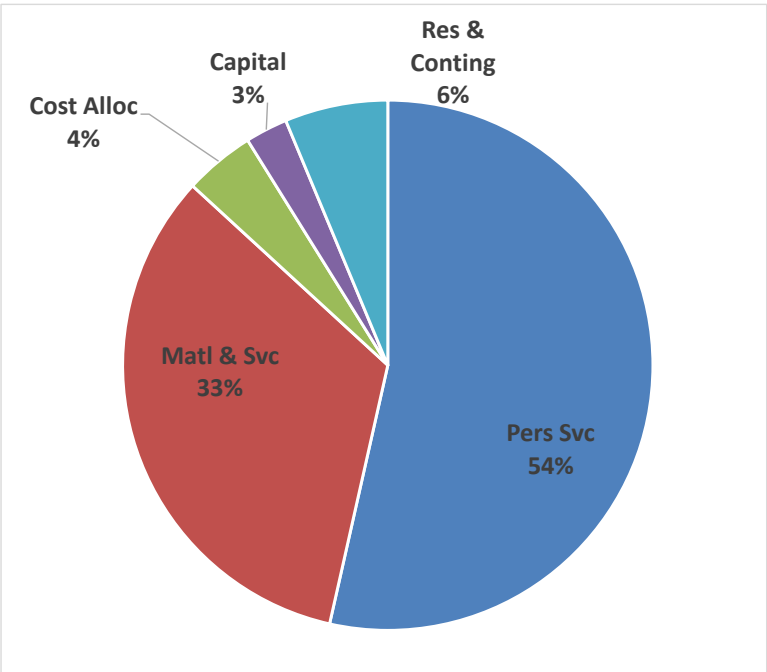
	FY 16-17	FY 17-18	FY 18-19 Amended Budgeted	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>1,180,195</b>	<b>1,573,716</b>	<b>2,490,790</b>	<b>2,490,790</b>	<b>1,497,860</b>	<b>-992,930</b>	<b>-39.9%</b>
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	816	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	11,267,281	12,971,668	13,352,651	13,466,411	15,542,276	2,189,625	16.4%
Fines & Penalties	0	0	0	0	0	0	0%
Other Revenues	2,133,122	2,240,703	2,381,750	2,294,659	2,596,130	214,380	9.0%
Interfund Transfers (Sheriff vehicles)	0	0	0	0	0	0	0%
<b>Operating Revenue</b>	<b>13,401,219</b>	<b>15,212,371</b>	<b>15,734,401</b>	<b>15,761,070</b>	<b>18,138,406</b>	<b>2,404,005</b>	<b>15.3%</b>
% Change	NA	13.5%	3.4%	3.6%	15.1%		
Personnel Services	7,624,672	8,901,355	10,994,119	10,077,360	11,747,929	753,810	6.9%
Materials & Services	6,336,706	6,274,833	7,331,084	7,208,620	7,309,339	-21,745	-0.3%
Cost Allocation Charges	714,936	771,456	784,050	784,050	945,283	161,233	20.6%
Debt Service	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Capital Outlay	99,116	19,762	1,094,000	907,630	566,000	-528,000	-48.3%
<b>Operating Expenditure</b>	<b>14,775,430</b>	<b>15,967,406</b>	<b>20,203,253</b>	<b>18,977,660</b>	<b>20,568,551</b>	<b>365,298</b>	<b>1.8%</b>
% Change	NA	8.1%	26.5%	18.9%	8.4%		
Reserve for Future Expenditures	0	0	0	0	0	0	0%
Contingency	0	0	844,336	0	1,380,000	535,664	0.0%
<b>Total Expenditure</b>	<b>14,775,430</b>	<b>15,967,406</b>	<b>21,047,589</b>	<b>18,977,660</b>	<b>21,948,551</b>	<b>900,962</b>	<b>4.3%</b>
<b>Ending Balance</b>	<b>1,573,716</b>	<b>2,266,901</b>	<b>844,336</b>	<b>1,497,860</b>	<b>1,380,000</b>	<b>535,664</b>	<b>0.0%</b>
(includes Reserve & Contingency)							
<b>General Fund Support (if applicable)</b>	<b>1,767,732</b>	<b>1,448,220</b>	<b>2,642,398</b>	<b>1,323,660</b>	<b>2,312,285</b>	<b>-330,113</b>	<b>-12.5%</b>
Full Time Equiv Positions (FTE) Budgeted	88.0	97.5	96.5		96.5	0.0	0%
Full Time Equiv Positions (FTE) Filled at Yr End	80.5	88.5		86.5			
Full Time Equiv Positions (FTE) Vacant at Yr End	7.5	9.0		10.0			



**Finance Department Combined Funds  
FY 19-20 Proposed Budget**



**Resources**



**Requirements**