



## **Finance**

**Marc Gonzales, Director**

**2051 Kaen Road  
Oregon City, Oregon 97045  
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Website Address: <http://www.clackamas.us/finance/>



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**CLACKAMAS**  
C O U N T Y



# Finance Department

## Department Budget Summary by Fund

<i>Line of Business</i>	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 18/19	FY 18/19
<i>Program</i>	FTE	General Fund	Fleet Services Fund	Facilities Management Fund			Total Proposed Budget	General Fund Subsidy Included in Proposed Budget**
Administration								
Office of the Director	5.00	1,695,826					1,695,826	1,470,937
Procurement								
Procurement	9.70	1,409,155					1,409,155	435,114
Courier and Mail	3.83	923,157					923,157	75,581
Fleet Services								
Fleet Management	1.20		3,408,174				3,408,174	-
Vehicle Maintenance and Repair	8.30		1,597,297				1,597,297	-
Motor Pool	0.75		133,386				133,386	-
Permanent Rental Program	0.75		328,387				328,387	-
Facilities Management								
Facilities Maintenance	20.00			3,538,165			3,538,165	-
Facilities Construction and Projects	12.00			1,509,870			1,509,870	-
Facilities Support Services	3.00			1,668,697			1,668,697	-
Utility Management	1.00			2,378,064			2,378,064	-
Fire and Life Safety	6.00			892,794			892,794	-
Facilities Operations	9.00			3,084,183			3,084,183	-
Financial Management								
Payroll	5.00	666,061					666,061	66,244
Budget Support	4.00	646,880					646,880	211,333
Grants Financial Management	7.00	995,570					995,570	92,566
Financial Accounting	11.00	1,425,468					1,425,468	290,623
<b>TOTAL</b>	<b>107.53</b>	<b>7,762,118</b>	<b>5,467,244</b>	<b>13,071,773</b>	<b>0</b>	<b>0</b>	<b>26,301,135</b>	<b>2,642,398</b>
<b>FY 17/18 Budget</b>	<b>104.53</b>	<b>7,052,946</b>	<b>6,252,322</b>	<b>12,345,702</b>			<b>25,650,970</b>	<b>2,388,890</b>
<b>\$ Increase (Decrease)</b>	<b>3.00</b>	<b>709,172</b>	<b>(785,078)</b>	<b>726,071</b>	<b>0</b>	<b>0</b>	<b>650,165</b>	<b>253,508</b>
<b>% Increase (Decrease)</b>	<b>2.87%</b>	<b>10.05%</b>	<b>-12.56%</b>	<b>5.88%</b>			<b>2.53%</b>	<b>10.61%</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



## Department of Finance

### Department Mission

The mission of the Department of Finance is to provide financial, facilities, procurement, mail, and fleet management 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

Marc Gonzales - Director  
 Christa Bosserman-Wolfe - Deputy Director  
 FTE 107.53  
 Total Request \$ 26,301,135  
 General Fund Support \$ 2,642,398

<b>Administration</b> Marc Gonzales - Director Total Request \$1,695,826 Gen Fund \$ 1,470,937	<b>Procurement</b> George Marilton - Div. Director Total Request \$2,332,312 Gen Fund \$ 510,695	<b>Fleet Services</b> John Stockham - Manager Total Request \$5,467,244 Gen Fund \$ -	<b>Facilities Management</b> Jeff Jorgensen - Manager Total Request \$13,071,773 Gen Fund \$ -	<b>Financial Management</b> Christa Bosserman-Wolfe Deputy Director Total Request \$3,733,979 Gen Fund \$ 660,766
<b>Office of the Director</b> FTE 5.00 Total Request \$1,695,826 Gen Fund \$ 1,470,937	<b>Procurement</b> FTE 9.70 Total Request \$1,409,155 Gen Fund \$ 435,114	<b>Fleet Management</b> FTE 1.20 Total Request \$3,408,174 Gen Fund \$ -	<b>Facilities Maintenance</b> FTE 20.00 Total Request \$3,538,165 Gen Fund \$ -	<b>Payroll</b> Vicky Anderson - Manager FTE 5.00 Total Request \$666,061 Gen Fund \$ 66,244
	<b>Courier &amp; Mail</b> FTE 3.83 Total Request \$923,157 Gen Fund \$ 75,581	<b>Vehicle Maintenance &amp; Repair</b> FTE 8.30 Total Request \$1,597,297 Gen Fund \$ -	<b>Facilities Construction &amp; Projects</b> FTE 12.00 Total Request \$1,509,870 Gen Fund \$ -	<b>Budget Support</b> Diane Padilla - Manager FTE 4.00 Total Request \$646,880 Gen Fund \$ 211,333
		<b>MotorPool</b> FTE .75 Total Request \$133,386 Gen Fund \$ -	<b>Facility Support Services</b> FTE 3.00 Total Request \$1,668,697 Gen Fund \$ -	<b>Grants Financial Management</b> Jeff Aldridge - Manager FTE 7.00 Total Request \$995,570 Gen Fund \$ 92,566
		<b>Permanent Rental Program</b> FTE .75 Total Request \$328,387 Gen Fund \$ -	<b>Utility Management</b> FTE 1.00 Total Request \$2,378,064 Gen Fund \$ -	<b>Financial Accounting</b> David Bodway - Manager FTE 11.00 Total Request \$1,425,468 Gen Fund \$ 290,623
			<b>Fire and Life Safety</b> FTE 6.00 Total Request \$892,794 Gen Fund \$ -	
			<b>Facilities Operations</b> FTE 9.00 Total Request \$3,084,183 Gen Fund \$ -	



## 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, facilities, and fleet responsibilities necessary to their jobs.

### Department of Finance

Marc Gonzales - Director  
Christa Bosserman-Wolfe, Deputy Director  
FTE 107.53

Total Request \$ 26,301,135

General Fund Support \$ 2,642,398

#### Administration

Director  
Total Request  
\$1,695,826

Gen Fund \$ 1,470,937

#### Office of the Director

FTE 5.00  
Total Request  
\$1,695,826

Gen Fund \$ 1,470,937





## Administration

### Office of the Director

#### Performance Narrative Statement

The Office of the Director Program proposes a \$1,695,826 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Result	Bond rating maintained or improved	Aa1	Aaa	Aaa	Aaa
 NEW	% Finance Divisions/Programs with updated strategic plan performance results	NA	NA	NA	75%
NEW Output	Number of employees that attended PeopleSoft Finance classes	NA	50	40	50

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 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 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	223,889	223,889	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	11,485	-	-	-	-	0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	2,143	4,855	5,000	1,000	1,000	(4,000)	-80.0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>2,143</b>	<b>16,340</b>	<b>5,000</b>	<b>1,000</b>	<b>1,000</b>	<b>(4,000)</b>	<b>-80.0%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>2,143</b>	<b>16,340</b>	<b>5,000</b>	<b>1,000</b>	<b>224,889</b>	<b>219,889</b>	<b>4397.8%</b>
Personnel Services	567,383	671,406	790,191	779,191	869,008	78,817	10.0%
Materials & Services	47,472	54,355	204,791	166,591	106,456	(98,335)	-48.0%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	16,105	41,048	54,753	54,753	51,300	(3,453)	-6.3%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>630,960</b>	<b>766,809</b>	<b>1,049,735</b>	<b>1,000,535</b>	<b>1,026,764</b>	<b>(22,971)</b>	<b>-2.2%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	400,000	400,000	100.0%
Contingency	-	-	-	-	269,062	269,062	100.0%
<b>Total Exp - Including Special Categories</b>	<b>630,960</b>	<b>766,809</b>	<b>1,049,735</b>	<b>1,000,535</b>	<b>1,695,826</b>	<b>646,091</b>	<b>61.5%</b>
<b>General Fund Support (if applicable)</b>	<b>628,817</b>	<b>750,469</b>	<b>1,044,735</b>	<b>999,535</b>	<b>1,470,937</b>	<b>426,202</b>	<b>40.8%</b>
Full Time Equiv Pos (FTE) Budgeted	5.60	5.60	4.80	4.80	5.00	0.20	4.2%
Full Time Equiv Pos (FTE) Filled at Yr End	5.60	5.60	-	4.80	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

We are proposing that all Departmental savings of our maintenance level General Fund contribution be rolled forward into FY18/19 in an effort to accumulate funds for the replacement of our 20 year old budget and accounting software systems. This is reflected in the contingency and reserve line items. This demonstrates our Department's commitment to this effort.



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**CLACKAMAS**  
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## 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

Marc Gonzales - Director  
Christa Bosserman-Wolfe, Deputy Director  
FTE 107.53  
Total Request \$ 26,301,135  
General Fund Support \$ 2,642,398

#### Procurement

George Marlon - Division  
Director  
Total Request  
\$2,332,312

Gen Fund \$ 510,695

#### Procurement

FTE 9.70  
Total Request  
\$1,409,155

Gen Fund \$ 435,114

#### Courier & Mail

FTE 3.83  
Total Request  
\$923,157

Gen Fund \$ 75,581




## Procurement

## Procurement

### Performance Narrative Statement

The Procurement Program proposes a \$1,409,155 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Result	% successfully completed procurements (Unsuccessful procurements are projects that are cancelled because no bids, over budget, or the project has been cancelled.)	No data. New measurement method.	95%	87%	90%
NEW Result	% Small contracts (<\$50k) completed within 10 business days	NA	NA	NA	85%
Output	Number of contracts completed	781	900	783	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 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	634,461	686,448	748,459	671,604	888,941	140,482	18.8%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	687	39,633	60,200	200	85,100	24,900	41.4%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>635,148</b>	<b>726,081</b>	<b>808,659</b>	<b>671,804</b>	<b>974,041</b>	<b>165,382</b>	<b>20.5%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>635,148</b>	<b>726,081</b>	<b>808,659</b>	<b>671,804</b>	<b>974,041</b>	<b>165,382</b>	<b>20.5%</b>
Personnel Services	584,207	702,996	1,164,396	1,160,396	1,181,624	17,228	1.5%
Materials & Services	80,400	70,796	209,551	158,575	163,183	(46,368)	-22.1%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	57,971	68,149	65,393	65,393	64,348	(1,045)	-1.6%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>722,578</b>	<b>841,941</b>	<b>1,439,340</b>	<b>1,384,364</b>	<b>1,409,155</b>	<b>(30,185)</b>	<b>-2.1%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>722,578</b>	<b>841,941</b>	<b>1,439,340</b>	<b>1,384,364</b>	<b>1,409,155</b>	<b>(30,185)</b>	<b>-2.1%</b>
<b>General Fund Support (if applicable)</b>	<b>87,430</b>	<b>115,860</b>	<b>630,681</b>	<b>712,560</b>	<b>435,114</b>	<b>(195,567)</b>	<b>-31.0%</b>
Full Time Equiv Pos (FTE) Budgeted	6.70	6.70	7.70	8.70	9.70	2.00	29.9%
Full Time Equiv Pos (FTE) Filled at Yr End	6.70	5.70	-	7.70	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	1.00	-	1.00	-	-	-

#### Significant Issues and Changes

Overall, the Procurement budget has stabilized. Other revenues increase by 40% due to the successful management of increasing the procurement card rebate which has helped offset the staff costs for administering procurement cards.



## Procurement

### Courier and Mail

#### Performance Narrative Statement

The Courier and Mail Program proposes a \$923,157 budget. The proposed budget reflects a realignment of resources realized through the Performance Clackamas process. 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 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
Efficiency	Cost per courier stop	\$80/Month	\$95/Month	\$114/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 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	623,822	620,292	853,659	738,551	847,576	(6,083)	-0.7%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	53	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>623,822</b>	<b>620,345</b>	<b>853,659</b>	<b>738,551</b>	<b>847,576</b>	<b>(6,083)</b>	<b>-0.7%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>623,822</b>	<b>620,345</b>	<b>853,659</b>	<b>738,551</b>	<b>847,576</b>	<b>(6,083)</b>	<b>-0.7%</b>
Personnel Services	374,636	269,037	303,283	292,537	323,803	20,520	6.8%
Materials & Services	415,510	430,841	506,872	502,427	505,633	(1,239)	-0.2%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	41,613	44,651	51,161	51,161	48,721	(2,440)	-4.8%
Capital Outlay	8,931	-	-	-	45,000	45,000	100.0%
<b>Operating Expenditure</b>	<b>840,690</b>	<b>744,529</b>	<b>861,316</b>	<b>846,125</b>	<b>923,157</b>	<b>61,841</b>	<b>7.2%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>840,690</b>	<b>744,529</b>	<b>861,316</b>	<b>846,125</b>	<b>923,157</b>	<b>61,841</b>	<b>7.2%</b>
<b>General Fund Support (if applicable)</b>	<b>216,868</b>	<b>124,184</b>	<b>7,657</b>	<b>107,574</b>	<b>75,581</b>	<b>67,924</b>	<b>887.1%</b>
Full Time Equiv Pos (FTE) Budgeted	3.53	3.83	3.83	3.83	3.83	-	0%
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

Capital outlay expense for replacement of the two courier vehicles (2003 Vibe) and the (2007 Ford Freestar van).



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## Fleet Services

### Line of Business Purpose Statement

The purpose of the Fleet Services line of business is to provide fleet management; vehicle rental, acquisition, and documentation; vehicle life cycle care; fuel; and disposition services to County employees so they can conduct business in safe, reliable and cost effective vehicles.

### Department of Finance

Marc Gonzales - Director  
Christa Bosserman-Wolfe, Deputy Director

FTE 107.53  
Total Request \$ 26,301,135  
General Fund Support \$ 2,642,398

#### Fleet Services

John Stockham - Manager  
Total Request  
\$5,467,244

Gen Fund \$ -

#### Fleet Management

FTE 1.20  
Total Request  
\$3,408,174

Gen Fund \$ -

#### Vehicle Maintenance & Repair

FTE 8.30  
Total Request  
\$1,597,297

Gen Fund \$ -

#### Motor Pool

FTE 0.75  
Total Request  
\$133,386

Gen Fund \$ -

#### Permanent Rental Program

FTE 0.75  
Total Request  
\$328,387

Gen Fund \$ -




## Fleet Services

## Fleet Management

### Performance Narrative Statement

The Fleet Management Program proposes a budget of \$3,408,174. These resources will allow us to serve the drivers of County vehicles with a fleet of 636 vehicles. We have a new auction contract and expect to dispose of approximately 45 vehicles which will be a decrease in total vehicles by about 3%. We have continued to update the fleet by getting rid of older, underutilized vehicles and replacing them with newer vehicles. The reduction in budget for the program is largely due to a decrease in CCSO's planned purchases for the upcoming year. While the instability of fuel prices continue to create budget challenges, the level of funding requested should adequately meet the needs of the drivers and allow us the ability to provide services to County employees so they can conduct business in safe, reliable and cost effective vehicles.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Result	% Fuel gallons purchased by customers at 5 cents per gallon or greater savings compared to retail prices less taxes	100%	100%	100%	90%

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





## Fleet Services

### Fleet Management

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>145,448</b>	<b>362,085</b>	<b>8,483</b>	<b>8,483</b>	<b>-</b>	<b>(8,483)</b>	<b>-100.0%</b>
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	1,773,789	1,883,699	2,245,000	1,671,019	2,200,000	(45,000)	-2.0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	39,003	15,996	45,500	64,716	61,476	15,976	35.1%
Interfund Transfers	1,487,772	1,000,859	1,700,675	1,700,675	1,266,979	(433,696)	-25.5%
<b>Operating Revenue</b>	<b>3,300,564</b>	<b>2,900,553</b>	<b>3,991,175</b>	<b>3,436,410</b>	<b>3,528,455</b>	<b>(462,720)</b>	<b>-11.6%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>3,446,012</b>	<b>3,262,638</b>	<b>3,999,658</b>	<b>3,444,893</b>	<b>3,528,455</b>	<b>(471,203)</b>	<b>-11.8%</b>
Personnel Services	256,027	270,905	157,619	152,619	168,101	10,482	6.7%
Materials & Services	1,745,618	1,596,946	3,222,957	2,781,221	2,538,938	(684,019)	-21.2%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	48,602	47,145	24,845	24,845	22,635	(2,210)	-8.9%
Capital Outlay	922,890	818,876	518,423	579,921	678,500	160,077	30.9%
<b>Operating Expenditure</b>	<b>2,973,137</b>	<b>2,733,872</b>	<b>3,923,844</b>	<b>3,538,606</b>	<b>3,408,174</b>	<b>(515,670)</b>	<b>-13.1%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	75,814	-	-	(75,814)	-100.0%
<b>Total Exp - Including Special Categories</b>	<b>2,973,137</b>	<b>2,733,872</b>	<b>3,999,658</b>	<b>3,538,606</b>	<b>3,408,174</b>	<b>(591,484)</b>	<b>-14.8%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	2.90	2.90	1.20	1.20	1.20	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	2.90	2.90	-	1.20	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

The decrease in the Materials & Services category is the result of the Sheriff's Office decreasing the planned number of vehicle purchases and related outfitting. Fuel costs are rising rapidly, this effects both revenues and expenditures since Fleet charges the County a markup on fuel.




## Fleet Services

### Vehicle Maintenance and Repair

#### Performance Narrative Statement

The Vehicle Maintenance and Repair Program proposes a budget of \$1,597,297, a continuation of existing funding. These resources will allow us to provide comprehensive maintenance and repair services to the drivers of County vehicles, WES vehicles and other outside agency vehicles. While this is a net decrease over current spending levels in this program it should retain the Vehicle Maintenance and Repair Program's ability to provide services to County employees so they can conduct business in safe, reliable and cost effective vehicles.

#### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Result	% Vehicle preventative maintenance completed and returned to service within one work day	53%	60%	65%	80%

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



## Fleet Services

### Vehicle Maintenance and Repair

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	233,586	233,586	-	(233,586)	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	1,318,996	1,338,137	1,359,877	1,179,522	1,350,000	(9,877)	-0.7%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	885	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>1,319,881</b>	<b>1,338,137</b>	<b>1,359,877</b>	<b>1,179,522</b>	<b>1,350,000</b>	<b>(9,877)</b>	<b>-0.7%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>1,319,881</b>	<b>1,338,137</b>	<b>1,593,463</b>	<b>1,413,108</b>	<b>1,350,000</b>	<b>(243,463)</b>	<b>-15.3%</b>
Personnel Services	762,852	741,945	853,944	859,112	838,463	(15,481)	-1.8%
Materials & Services	558,868	604,113	607,552	554,408	607,055	(497)	-0.1%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	108,952	120,567	131,967	131,967	151,779	19,812	15.0%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>1,430,672</b>	<b>1,466,625</b>	<b>1,593,463</b>	<b>1,545,487</b>	<b>1,597,297</b>	<b>3,834</b>	<b>0.2%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>1,430,672</b>	<b>1,466,625</b>	<b>1,593,463</b>	<b>1,545,487</b>	<b>1,597,297</b>	<b>3,834</b>	<b>0.2%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	8.10	8.20	8.30	8.30	8.30	0.10	1.2%
Full Time Equiv Pos (FTE) Filled at Yr End	8.10	8.20	-	8.30	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

Expenses continue to outpace our billings for shop and body work. Staff are working on an upgrade of FASTER, our work order and billing system, as well as a review of our current business practices to determine the cause and to look for areas where we can improve or increase our efficiency.




## Fleet Services

### Motor Pool

#### Performance Narrative Statement

The Motorpool Program proposes a budget of \$133,386. These resources will allow us to serve the drivers of County vehicles and provide them with pool vehicles when a vehicle that is permanently assigned to their department may not be available or may not meet their needs. We continually assess the needs of the County to make sure we have safe reliable motorpool vehicles available which includes getting rid of older, less reliable vehicles and replacing them with newer vehicles as well as assessing vehicles that are no longer needed by other departments within the County.

#### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Demand /Output	% of Motorpool vehicles requested and available	NA	100%	98%	100%

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



## Fleet Services

### Motor Pool

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	158,211	158,211	63,257	(94,954)	100.0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	35,990	31,522	35,532	(458)	-1.3%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	15,000	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	35,990	31,522	50,532	14,542	100.0%
<b>Total Rev - Including Beginning Bal</b>	-	-	194,201	189,733	113,789	(80,412)	100.0%
Personnel Services	-	-	67,003	67,488	70,587	3,584	5.3%
Materials & Services	-	-	60,255	30,255	30,255	(30,000)	-49.8%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	5,943	5,943	7,544	1,601	26.9%
Capital Outlay	-	-	61,000	5,000	25,000	(36,000)	-59.0%
<b>Operating Expenditure</b>	-	-	194,201	108,686	133,386	(60,815)	-31.3%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	194,201	108,686	133,386	(60,815)	100.0%
<b>General Fund Support (if applicable)</b>	0	0	0	0	0	0	0%
Full Time Equiv Pos (FTE) Budgeted	-	-	0.75	0.75	0.75	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	-	-	-	0.75	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

Budgeted "Other Revenues" is due to 6 vehicles that will be auctioned. This program is new and we are currently analyzing the motor pool usage and fee structure. Rates may need to be increased.




## Fleet Services

### Permanent Rental Program

#### Performance Narrative Statement

The Permanent Rental Program proposes a budget of \$328,387. These resources will allow us to serve the departments of Clackamas County to ensure they have the correct vehicles to meet their needs and provide them with vehicles when a vehicle that is permanently assigned to their department may not be available or may not meet their needs. We continually assess the needs of the County to make sure we have safe reliable motorpool vehicles available which includes getting rid of older, less reliable vehicles and replacing them with newer vehicles as well as assessing vehicles that are no longer needed by other departments within the County.

#### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Result	% Vehicles in the Fleet assigned to the permanent rental program	49%	60%	41%	60%

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



## Fleet Services

### Permanent Rental Program

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	465,000	456,988	475,000	10,000	2.2%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	465,000	456,988	475,000	10,000	2.2%
<b>Total Rev - Including Beginning Bal</b>	-	-	465,000	456,988	475,000	10,000	100.0%
Personnel Services	-	-	67,003	67,488	70,587	3,584	5.3%
Materials & Services	-	-	100,255	50,255	50,255	(50,000)	-49.9%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	5,943	5,943	7,545	1,602	27%
Capital Outlay	-	-	200,000	125,000	150,000	(50,000)	-25%
<b>Operating Expenditure</b>	-	-	373,201	248,686	278,387	(94,814)	100.0%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	91,799	-	50,000	(41,799)	-45.5%
<b>Total Exp - Including Special Categories</b>	-	-	465,000	248,686	328,387	(136,613)	100.0%
<b>General Fund Support (if applicable)</b>	0	0	0	0	0	0	0%
Full Time Equiv Pos (FTE) Budgeted	-	-	0.75	0.75	0.75	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	-	-	-	0.75	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

This program is generating revenue, which is offsetting other Fleet program losses and allowing for the accumulation of funds to replace vehicles.



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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

Marc Gonzales - Director  
Christa Bosserman-Wolfe, Deputy Director  
FTE 107.53  
Total Request \$ 26,301,135  
General Fund Support \$ 2,642,398

#### Facilities Management

Jeff Jorgensen - Manager  
Total Request  
\$13,071,773

Gen Fund \$ -

#### Facilities Maintenance

FTE 20.00  
Total Request  
\$3,538,165

Gen Fund \$ -

#### Facilities Construction & Projects

FTE 12.00  
Total Request  
\$1,509,870

Gen Fund \$ -

#### Facilities Support Services

FTE 3.00  
Total Request  
\$1,668,697

Gen Fund \$ -

#### Utility Management

FTE 1.00  
Total Request  
\$2,378,064

Gen Fund \$ -

#### Fire and Life Safety

FTE 6.00  
Total Request  
\$892,794

Gen Fund \$ -

#### Facilities Operations

FTE 9.00  
Total Request  
\$3,084,183

Gen Fund \$ -





## Facilities Management

## Facilities Maintenance

### Performance Narrative Statement

The Facilities Maintenance Program proposes a \$3,538,165 budget, an increase of our current funding level for additional staff. 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Result	% County facilities that are completely inventoried in an asset management program	50%	75%	60%	75%
 Result	% Facilities maintained in good to excellent condition	70%	75%	52%	75%
Efficiency	# Square feet maintained per maintenance technician (National recommended average of 42,500 sq. ft.)	69,723 sq. ft.	50,200 sq. ft.	73,293 sq. ft.	50,200 sq. ft. %

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) and Occupational Safety and Health Administration (OSHA) requirements for the buildings.



## Facilities Management

### Facilities Maintenance

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>747,442</b>	<b>323,369</b>	<b>5,000</b>	<b>5,000</b>	<b>10,000</b>	<b>5,000</b>	<b>100.0%</b>
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	1,631,130	2,696,006	3,352,953	3,235,655	3,528,165	175,212	5.2%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	248	235	-	843	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>1,631,378</b>	<b>2,696,241</b>	<b>3,352,953</b>	<b>3,236,498</b>	<b>3,528,165</b>	<b>175,212</b>	<b>5.2%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>2,378,820</b>	<b>3,019,610</b>	<b>3,357,953</b>	<b>3,241,498</b>	<b>3,538,165</b>	<b>180,212</b>	<b>5.4%</b>
Personnel Services	1,245,747	1,253,093	1,976,261	1,459,683	2,232,474	256,213	13.0%
Materials & Services	1,001,496	933,859	1,286,532	946,926	1,295,691	9,159	0.7%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	57,646	43,100	90,160	90,160	0	(90,160)	-100.0%
Capital Outlay	-	98,956	5,000	-	10,000	5,000	100.0%
<b>Operating Expenditure</b>	<b>2,304,889</b>	<b>2,329,008</b>	<b>3,357,953</b>	<b>2,496,769</b>	<b>3,538,165</b>	<b>180,212</b>	<b>5.4%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>2,304,889</b>	<b>2,329,008</b>	<b>3,357,953</b>	<b>2,496,769</b>	<b>3,538,165</b>	<b>180,212</b>	<b>5.4%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	12.00	16.00	18.00	18.00	20.00	2.00	11.1%
Full Time Equiv Pos (FTE) Filled at Yr End	11.00	15.00	-	14.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	1.00	1.00	-	4.00	-	-	-

#### Significant Issues and Changes

Increased this program by two FTE. One of the FTE was created by reducing contracted services for landscape services. The second FTE was created by combining 2 part time temp positions into one FTE.

We are moving all cost allocations to Facilities Operations, therefore this program will show a 100% decrease and Facilities Operations will show a large increase.



## Facilities Management

### Facilities Construction and Projects

#### Performance Narrative Statement

The Facilities Construction and Projects Program proposes a \$1,509,870 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
Result	% Construction projects completed within budget	95%	95%	95%	95%
Result	% Construction projects completed on-time	50%	75%	90%	90%

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.



## Facilities Management

### Facilities Construction & Projects

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>116,338</b>	<b>140,790</b>	<b>150,000</b>	<b>150,000</b>	<b>50,000</b>	<b>(100,000)</b>	<b>-66.7%</b>
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	961,724	927,964	1,330,063	857,534	1,459,870	129,807	9.8%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	238	10	-	2,160	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>961,962</b>	<b>927,974</b>	<b>1,330,063</b>	<b>859,694</b>	<b>1,459,870</b>	<b>129,807</b>	<b>9.8%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>1,078,300</b>	<b>1,068,764</b>	<b>1,480,063</b>	<b>1,009,694</b>	<b>1,509,870</b>	<b>29,807</b>	<b>2.0%</b>
Personnel Services	1,019,023	983,786	1,257,421	844,670	1,241,500	(15,921)	-1.3%
Materials & Services	34,680	97,077	126,358	268,801	218,370	92,012	72.8%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	24,800	46,284	46,284	-	(46,284)	100.0%
Capital Outlay	-	-	50,000	-	50,000	-	0%
<b>Operating Expenditure</b>	<b>1,053,703</b>	<b>1,105,663</b>	<b>1,480,063</b>	<b>1,159,755</b>	<b>1,509,870</b>	<b>29,807</b>	<b>2.0%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>1,053,703</b>	<b>1,105,663</b>	<b>1,480,063</b>	<b>1,159,755</b>	<b>1,509,870</b>	<b>29,807</b>	<b>2.0%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	11.00	11.00	11.00	12.00	12.00	1.00	9.1%
Full Time Equiv Pos (FTE) Filled at Yr End	11.00	11.00	-	12.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

Materials & Services expense has increased due to Project Parrot Creek. The revenue for the project is shown in Charges for Services. We are moving all cost allocations to Facilities Operations therefore this fund will show a 100% decrease and Facilities Operations will show a large increase.



## Facilities Management

### Facility Support Services

#### Performance Narrative Statement

The Facilities Support Services program proposes a \$1,668,697 budget, a continuation of our current funding level. These resources will provide janitorial services, landscape services, and negotiated leasing 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
Result	% Landscape inspections that "meet" or "exceed" maintenance and cleanliness standards.	100%	100%	92%	100%
Result	% Janitorial inspections that "meet" or "exceed" maintenance and cleanliness standards.	25%	100%	25%	100%

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

### Facilities Support Services

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	75,825	-	-	-	-	100.0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	2,089,834	2,228,418	1,691,010	1,653,231	1,668,697	(22,313)	-1.3%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	6,432	5,103	4,800	5,670	-	(4,800)	-100.0%
Interfund Transfers	140,403	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>2,236,669</b>	<b>2,233,521</b>	<b>1,695,810</b>	<b>1,658,901</b>	<b>1,668,697</b>	<b>(27,113)</b>	<b>-1.6%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>2,236,669</b>	<b>2,309,346</b>	<b>1,695,810</b>	<b>1,658,901</b>	<b>1,668,697</b>	<b>(27,113)</b>	<b>-1.6%</b>
Personnel Services	287,036	206,300	219,308	194,908	263,056	43,748	19.9%
Materials & Services	1,632,835	1,689,188	1,446,382	1,388,600	1,405,641	(40,741)	-2.8%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	9,700	30,120	30,120	-	(30,120)	100.0%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>1,919,871</b>	<b>1,905,188</b>	<b>1,695,810</b>	<b>1,613,628</b>	<b>1,668,697</b>	<b>(27,113)</b>	<b>-1.6%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>1,919,871</b>	<b>1,905,188</b>	<b>1,695,810</b>	<b>1,613,628</b>	<b>1,668,697</b>	<b>(27,113)</b>	<b>-1.6%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	-	2.00	2.00	2.00	3.00	1.00	50.0%
Full Time Equiv Pos (FTE) Filled at Yr End	-	1.00	-	2.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	1.00	-	-	-	-	-

#### Significant Issues and Changes

We are increasing out staffing for this fiscal year to help us meet our janitorial inspection needs. The increase in FTE is off set by eliminating two part time temp positions.

We are moving all cost allocations to Facilities Operations, therefore this program will show a 100% decrease and Facilities Operations will show a large increase.



## Facilities Management

## Utility Management

### Performance Narrative Statement

The Utility Management Program proposes a \$2,378,064 budget. This program is used for the first time because of the addition of staff in Fiscal Year 2016-2017 to manage and monitor it. 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. The Program will also review utility costs, building performance, fulfil the Energy Policy goals, and assist with projects to help reduce utility cost for the County.

### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Target	FY 17-18 Projected Performance	FY 18-19 Target
Result	Reduce overall energy intensity (per sq. ft.)	N/A	64.99	71.3	64.3

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 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	100.0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	102,240	97,619	89,338	(12,902)	-12.6%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	2,081,747	2,081,747	2,288,726	206,979	9.9%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>2,183,987</b>	<b>2,179,366</b>	<b>2,378,064</b>	<b>194,077</b>	<b>100.0%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>2,183,987</b>	<b>2,179,366</b>	<b>2,378,064</b>	<b>194,077</b>	<b>100.0%</b>
Personnel Services	-	-	101,160	54,831	89,338	(11,822)	-11.7%
Materials & Services	-	-	2,082,827	2,400,972	2,288,726	205,899	9.9%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	-	-	<b>2,183,987</b>	<b>2,455,803</b>	<b>2,378,064</b>	<b>194,077</b>	<b>100.0%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>2,183,987</b>	<b>2,455,803</b>	<b>2,378,064</b>	<b>194,077</b>	<b>100.0%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	-	-	1.00	1.00	1.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	-	-	-	1.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

Materials & Services for this program consist of utility charges and have increased due to prior year inclement weather.



## Facilities Management

### Fire and Life Safety

#### Performance Narrative Statement

The Fire & Life Safety Program proposes a \$892,794 budget, an increase of our current funding level due to staffing increase. These resources will provide inspections, testing, 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
Result	% Facilities where evacuation drills are conducted annually	75%	100%	100%	100%
Result	% Scheduled fire and life safety inspections completed annually	60%	85%	50%	100%
Efficiency	Ratio of special request to required evacuation drills	0	1-2	10	56

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.



## Facilities Management

### Fire and Life Safety

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	21,174	-	-	-	-	100.0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	513,719	597,793	899,997	847,763	892,794	(7,203)	-0.8%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	311	1,057	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>514,030</b>	<b>598,850</b>	<b>899,997</b>	<b>847,763</b>	<b>892,794</b>	<b>(7,203)</b>	<b>-0.8%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>514,030</b>	<b>620,024</b>	<b>899,997</b>	<b>847,763</b>	<b>892,794</b>	<b>(7,203)</b>	<b>-0.8%</b>
Personnel Services	294,821	302,529	621,650	422,965	642,752	21,102	3.4%
Materials & Services	182,547	160,378	245,398	161,758	221,042	(24,356)	-9.9%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	10,650	27,949	27,949	-	(27,949)	-100.0%
Capital Outlay	-	160	-	-	29,000	29,000	100.0%
<b>Operating Expenditure</b>	<b>477,368</b>	<b>473,717</b>	<b>894,997</b>	<b>612,672</b>	<b>892,794</b>	<b>(2,203)</b>	<b>-0.2%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	5,000	-	-	(5,000)	100.0%
<b>Total Exp - Including Special Categories</b>	<b>477,368</b>	<b>473,717</b>	<b>899,997</b>	<b>612,672</b>	<b>892,794</b>	<b>(7,203)</b>	<b>-0.8%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	3.00	4.00	4.00	6.00	6.00	2.00	50.0%
Full Time Equiv Pos (FTE) Filled at Yr End	3.00	4.00	-	6.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

The increase in expense for this program is because of two new FTE. These positions were approved by County Administration due to the increase in requested work to be performed. The requested work includes additional building drills for fire evacuations, active shoots and panic button usage. Other requested work includes monthly detailed reports of building and space access for department reviews and audits that are conducted. We are moving all cost allocations to Facilities Operations, therefore this fund will show a 100% decrease and Facilities Operations will show a large increase.





# Facilities Management

## Facilities Operations

### Performance Narrative Statement

The Facilities Operations Program proposes a \$3,084,183 budget, a continuation of our current funding level. These resources provide processing and dispatch of work requests, submittal of payments, 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
Result	Ratio of preventive maintenance to unplanned work orders	50:50	50%	41:59	80:20
 Result	% of Facilities that meet or exceed health, safety, and comfort standards	NA	75.00%	NA - Survey being created	75%
Result	% of work orders completed to customer satisfaction	NA	90.00%	NA - Survey being created	90%
 Demand	% of facilities and properties listed in the County Asset Management Program	75%	100%	75%	100%

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

### Facilities Operations

#### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>156,896</b>	<b>619,037</b>	<b>1,418,716</b>	<b>1,418,716</b>	<b>1,993,203</b>	<b>574,487</b>	<b>40.5%</b>
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	1,423,585	1,194,394	1,306,160	1,264,996	1,084,056	(222,104)	-17.0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	2,457,289	2,081,286	3,016	4,560	6,924	3,908	129.6%
Interfund Transfers	200,000	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>4,080,874</b>	<b>3,275,680</b>	<b>1,309,176</b>	<b>1,269,556</b>	<b>1,090,980</b>	<b>(218,196)</b>	<b>-16.7%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>4,237,770</b>	<b>3,894,717</b>	<b>2,727,892</b>	<b>2,688,272</b>	<b>3,084,183</b>	<b>356,291</b>	<b>13.1%</b>
Personnel Services	624,064	798,172	1,004,320	851,691	1,155,793	151,473	15.1%
Materials & Services	2,634,155	2,480,819	164,240	206,350	420,340	256,100	155.9%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	251,345	246,179	162,223	162,223	372,776	210,553	129.8%
Capital Outlay	-	-	1,060,000	13,400	960,000	(100,000)	-9.4%
<b>Operating Expenditure</b>	<b>3,509,564</b>	<b>3,525,170</b>	<b>2,390,783</b>	<b>1,233,664</b>	<b>2,908,909</b>	<b>518,126</b>	<b>21.7%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	337,109	-	175,274	(161,835)	-48.0%
<b>Total Exp - Including Special Categories</b>	<b>3,509,564</b>	<b>3,525,170</b>	<b>2,727,892</b>	<b>1,233,664</b>	<b>3,084,183</b>	<b>356,291</b>	<b>13.1%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Pos (FTE) Budgeted	6.50	8.00	8.00	8.00	9.00	1.00	12.5%
Full Time Equiv Pos (FTE) Filled at Yr End	5.00	8.00	-	8.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	1.50	-	-	-	-	-	-

#### Significant Issues and Changes

Charges for Service revenue decreases in the program because it has been moved to Utility Management. All Facilities Line of Business cost allocation expense has been moved to this program from other programs so it shows a large increase, however there are offsetting reductions in the other programs.



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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

Marc Gonzales - Director  
Christa Bosserman-Wolfe, Deputy Director  
FTE 107.53

Total Request \$ 26,301,135

General Fund Support \$ 2,642,398

#### Financial Management

Christa Bosserman-Wolfe,  
Deputy Director  
Total Request  
\$3,733,979

Gen Fund \$ 660,766

#### Payroll

Vicky Anderson, Manager  
FTE 5.00  
Total Request  
\$666,061

Gen Fund \$ 66,244

#### Budget Support

Diane Padilla, Manager  
FTE 4.00  
Total Request  
\$646,880

Gen Fund \$ 211,333

#### Grants Financial Management

Jeff Aldridge, Manager  
FTE 7.00  
Total Request  
\$995,570

Gen Fund \$ 92,566

#### Financial Accounting

David Bodway, Manager  
FTE 11.00  
Total Request  
\$1,425,468

Gen Fund \$ 290,623




# Financial Management

## Payroll

### Performance Narrative Statement

The Payroll Program proposes a \$666,062 budget, a continuation of our current funding level. These resources allow the program to serve County employees and departments, processing approximately 52,000 paychecks annually at a cost of \$12.81 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Result	% Employees per pay period paid correctly and on time	99%	99%	96%	99%
NEW Output	Number of timesheet amendments completed	3,018	2,500	2,400	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





# Financial Management

## Payroll

### Budget Summary

	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	580,322	599,690	590,077	590,077	599,818	9,741	1.7%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>580,322</b>	<b>599,690</b>	<b>590,077</b>	<b>590,077</b>	<b>599,818</b>	<b>9,741</b>	<b>1.7%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>580,322</b>	<b>599,690</b>	<b>590,077</b>	<b>590,077</b>	<b>599,818</b>	<b>9,741</b>	<b>1.7%</b>
Personnel Services	513,557	531,136	568,456	566,400	584,964	16,508	2.9%
Materials & Services	32,888	32,364	33,992	34,154	35,616	1,624	4.8%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	48,321	44,620	45,932	45,932	45,482	(450)	-1.0%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>594,766</b>	<b>608,120</b>	<b>648,380</b>	<b>646,486</b>	<b>666,062</b>	<b>17,682</b>	<b>2.7%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>594,766</b>	<b>608,120</b>	<b>648,380</b>	<b>646,486</b>	<b>666,062</b>	<b>17,682</b>	<b>2.7%</b>
<b>General Fund Support (if applicable)</b>	<b>14,444</b>	<b>8,430</b>	<b>58,303</b>	<b>56,409</b>	<b>66,244</b>	<b>7,941</b>	<b>13.6%</b>
Full Time Equiv Pos (FTE) Budgeted	5.00	5.00	5.00	5.00	5.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	5.00	5.00	-	5.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

### Significant Issues and Changes

None noted




# Financial Management

## Budget Support

### Performance Narrative Statement

The Budget Support Program proposes a budget of \$646,881, 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
	Result	% Budgets where expenditures do not exceed appropriations at end of fiscal year	96%	100%	100%

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 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	397,849	446,755	416,632	416,632	435,548	18,916	4.5%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>397,849</b>	<b>446,755</b>	<b>416,632</b>	<b>416,632</b>	<b>435,548</b>	<b>18,916</b>	<b>4.5%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>397,849</b>	<b>446,755</b>	<b>416,632</b>	<b>416,632</b>	<b>435,548</b>	<b>18,916</b>	<b>4.5%</b>
Personnel Services	374,525	380,731	505,356	394,894	523,851	18,495	3.7%
Materials & Services	18,446	25,854	27,044	25,344	88,713	61,669	228.0%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	24,162	35,694	34,124	34,124	34,317	193	0.6%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>417,133</b>	<b>442,279</b>	<b>566,524</b>	<b>454,362</b>	<b>646,881</b>	<b>80,357</b>	<b>14.2%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>417,133</b>	<b>442,279</b>	<b>566,524</b>	<b>454,362</b>	<b>646,881</b>	<b>80,357</b>	<b>14.2%</b>
<b>General Fund Support (if applicable)</b>	<b>19,284</b>	<b>(4,476)</b>	<b>149,892</b>	<b>37,730</b>	<b>211,333</b>	<b>61,441</b>	<b>41.0%</b>
Full Time Equiv Pos (FTE) Budgeted	3.00	4.00	4.00	4.00	4.00	-	0%
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	-	-	-

### Significant Issues and Changes

We have increased the Materials and Services budget to allow a future Budget Manager the flexibility to make operational changes, such as searching for a new budgetary software solution, consulting, and additional training dollars. In addition, we expect that the existing vacant position will be recruited for and filled by the new Budget Manager.



# Financial Management

## Grants Financial Management

### Performance Narrative Statement

The Grants Financial Management Program proposes an \$995,570 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 \$4,525 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
NEW Result	% Financial reports filed on or before the due date	NA	NA	NA	95%

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 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	1,338	816	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	458,251	525,130	784,448	784,448	903,004	118,556	15.1%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	10	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>459,589</b>	<b>525,946</b>	<b>784,448</b>	<b>784,458</b>	<b>903,004</b>	<b>118,556</b>	<b>15.1%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>459,589</b>	<b>525,946</b>	<b>784,448</b>	<b>784,458</b>	<b>903,004</b>	<b>118,556</b>	<b>15.1%</b>
Personnel Services	592,176	708,168	854,500	779,500	839,828	(14,672)	-1.7%
Materials & Services	139,679	147,523	156,988	86,146	93,248	(63,740)	-40.6%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	48,321	55,325	59,502	59,502	62,494	2,992	5.0%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>780,176</b>	<b>911,016</b>	<b>1,070,990</b>	<b>925,148</b>	<b>995,570</b>	<b>(75,420)</b>	<b>-7.0%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>780,176</b>	<b>911,016</b>	<b>1,070,990</b>	<b>925,148</b>	<b>995,570</b>	<b>(75,420)</b>	<b>-7.0%</b>
<b>General Fund Support (if applicable)</b>	<b>320,587</b>	<b>385,070</b>	<b>286,542</b>	<b>140,690</b>	<b>92,566</b>	<b>(193,976)</b>	<b>-67.7%</b>
Full Time Equiv Pos (FTE) Budgeted	6.20	7.20	7.00	7.00	7.00	-	0%
Full Time Equiv Pos (FTE) Filled at Yr End	6.20	7.20	-	7.00	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	-	-	-	-	-	-	-

#### Significant Issues and Changes

Budgeted Materials and Services is significantly lower than the prior year due to a reduction in audit fees for the Audit of Federal Awards.




# Financial Management

## Financial Accounting & Reporting

### Performance Narrative Statement

The Financial Accounting & Reporting Program proposes a budget of \$1,425,467, 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 Target	FY 17-18 Projected Performance	FY 18-19 Target
 Result	% of vendor payments issued via ACH	5%	10%	10%	25%
NEW Output	Number of vendor payments issued via check	21,086	19,800	19,800	16,500
NEW Output	Number of vendor payments issued via ACH	976	2,200	2,200	5,500

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	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.
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## Financial Management

### Financial Accounting & Reporting

#### Budget Summary

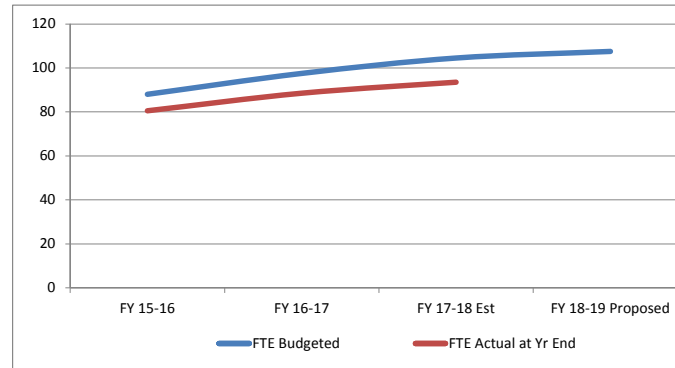
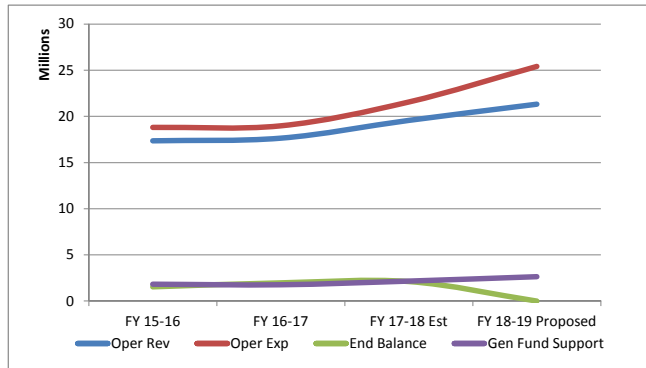
	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	-	-	0%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	609,244	732,905	1,205,581	1,205,581	1,134,844	(70,737)	-5.9%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	16	891	-	155	-	-	100.0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	<b>609,260</b>	<b>733,796</b>	<b>1,205,581</b>	<b>1,205,736</b>	<b>1,134,844</b>	<b>(70,737)</b>	<b>-5.9%</b>
<b>Total Rev - Including Beginning Bal</b>	<b>609,260</b>	<b>733,796</b>	<b>1,205,581</b>	<b>1,205,736</b>	<b>1,134,844</b>	<b>(70,737)</b>	<b>-5.9%</b>
Personnel Services	803,743	817,316	1,041,461	933,497	1,046,128	4,667	0.4%
Materials & Services	250,222	213,653	271,345	247,637	274,727	3,382	1.2%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	96,642	91,020	103,855	103,855	104,612	757	0.7%
Capital Outlay	-	-	-	-	-	-	0%
<b>Operating Expenditure</b>	<b>1,150,607</b>	<b>1,121,989</b>	<b>1,416,661</b>	<b>1,284,989</b>	<b>1,425,467</b>	<b>8,806</b>	<b>0.6%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	<b>1,150,607</b>	<b>1,121,989</b>	<b>1,416,661</b>	<b>1,284,989</b>	<b>1,425,467</b>	<b>8,806</b>	<b>0.6%</b>
<b>General Fund Support (if applicable)</b>	<b>541,347</b>	<b>388,193</b>	<b>211,080</b>	<b>79,253</b>	<b>290,623</b>	<b>79,543</b>	<b>37.7%</b>
Full Time Equiv Pos (FTE) Budgeted	11.20	11.20	11.20	11.20	11.00	(0.20)	-1.8%
Full Time Equiv Pos (FTE) Filled at Yr End	10.20	11.20	-	11.20	-	-	-
Full Time Equiv Pos (FTE) Vacant at Yr End	1.00	-	-	-	-	-	-

#### Significant Issues and Changes

Charges for Service decreased due to shifting procurement card rebate dollars into the Procurement budget. Those dollars are used to offset the staff cost of administering the p-card program. The reduction of .20 FTE is due to moving the remainder of the Deputy Finance Director's time to Office of the Director.

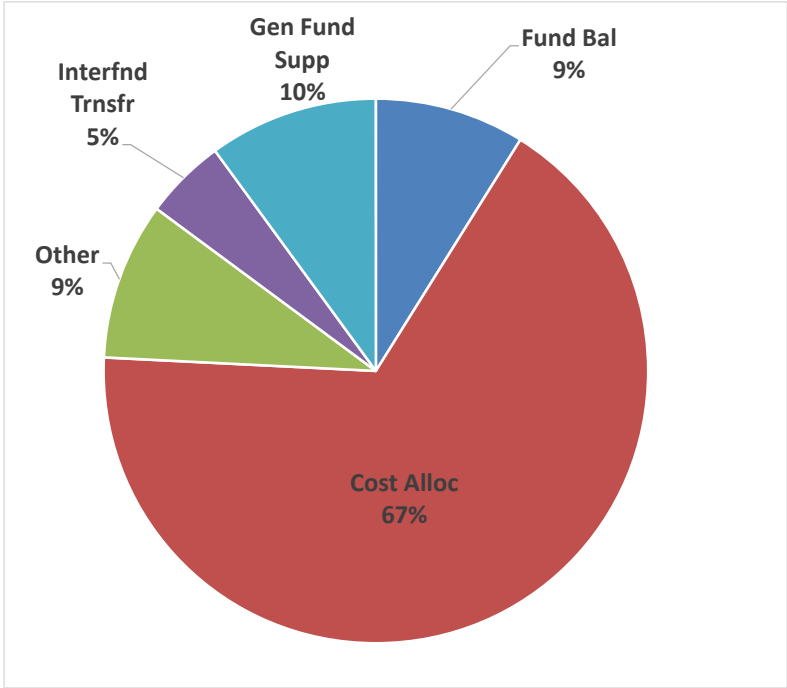
**Finance Department Combined Funds  
Summary of Revenue and Expense**

	FY 15-16	FY 16-17	FY 17-18 Amended Budget	FY 17-18 Projected Year End	FY 18-19 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>1,166,124</b>	<b>1,542,280</b>	<b>1,973,996</b>	<b>1,973,996</b>	<b>2,340,349</b>	<b>366,353</b>	<b>18.6%</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	1,338	816	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	13,016,728	14,489,117	17,387,146	15,702,742	17,593,183	206,037	1.2%
Fines & Penalties	0	0	0	0	0	0	0%
Other Revenues	2,507,254	2,149,118	2,200,263	2,161,061	2,458,226	257,963	11.7%
Interfund Transfers (Sheriff vehicles)	1,828,175	1,000,859	1,700,675	1,700,675	1,266,979	-433,696	-25.5%
<b>Operating Revenue</b>	<b>17,353,495</b>	<b>17,639,910</b>	<b>21,288,084</b>	<b>19,564,478</b>	<b>21,318,388</b>	<b>30,304</b>	<b>0.1%</b>
% Change	NA	1.7%	20.7%	10.9%	9.0%		
Personnel Services	8,299,797	8,637,522	11,553,332	9,881,870	12,141,857	588,525	5.1%
Materials & Services	8,774,818	8,537,765	10,753,339	10,010,420	10,343,889	-409,450	-3.8%
Cost Allocation Charges	799,680	882,648	940,154	940,154	973,553	33,399	3.6%
Debt Service	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Capital Outlay	931,820	917,991	1,894,423	723,321	1,947,500	53,077	2.8%
<b>Operating Expenditure</b>	<b>18,806,115</b>	<b>18,975,926</b>	<b>25,141,248</b>	<b>21,555,765</b>	<b>25,406,799</b>	<b>265,551</b>	<b>1.1%</b>
% Change	NA	0.9%	32.5%	13.6%	17.9%		
Reserve for Future Expenditures	0	0	0	0	0	0	0%
Contingency	0	0	509,722	0	894,336	384,614	0.0%
<b>Total Expenditure</b>	<b>18,806,115</b>	<b>18,975,926</b>	<b>25,650,970</b>	<b>21,555,765</b>	<b>26,301,135</b>	<b>650,165</b>	<b>2.5%</b>
<b>Ending Balance (Facilities &amp; Fleet Funds)</b> (includes Reserve & Contingency)	<b>1,542,280</b>	<b>1,973,996</b>	<b>0</b>	<b>2,116,460</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>General Fund Support (if applicable)</b>	<b>1,828,776</b>	<b>1,767,732</b>	<b>2,388,890</b>	<b>2,165,001</b>	<b>2,642,398</b>	<b>253,508</b>	<b>10.6%</b>
Full Time Equiv Positions (FTE) Budgeted	88.0	97.5	104.5		107.5	3.0	2.9%
Full Time Equiv Positions (FTE) Filled at Yr End	80.5	88.5		93.5			
Full Time Equiv Positions (FTE) Vacant at Yr End	7.5	9.0		11.0			

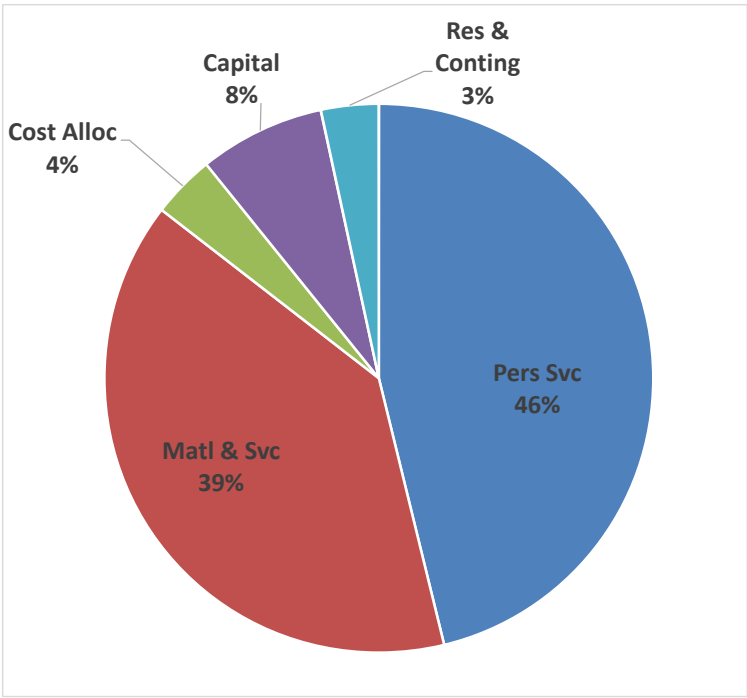




**Finance Department Combined Funds  
FY 18-19 Proposed Budget**



**Resources**



**Requirements**