



## **Finance**

**Marc Gonzales, 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, 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.

<b>Department of Finance</b>	
Marc Gonzales - Director	
Christa Bosserman-Wolfe - Assistant Director	
FTE 89.53	
Total Request \$22,497,295	
General Fund Support \$2,277,416	

<b>Administration</b>  Total Request \$899,596 Gen Fund \$884,596	<b>Procurement</b> George Marlton - Div. Director Total Request \$1,760,510 Gen Fund \$325,822	<b>Fleet Services</b> John Stockham - Mgr Total Request \$5,754,107 Gen Fund \$0	<b>Facilities Management</b>  Jeff Jorgensen -Mgr Total Request \$10,809,816 Gen Fund \$0	<b>Financial Management</b>  Total Request \$3,273,266 Gen Fund \$1,066,998
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<b>Office of the Director</b> Marc Gonzales - Director FTE 4.60 Total Request \$899,596 Gen Fund \$884,596	<b>Procurement</b>  FTE 6.70 Total Request \$908,911 Gen Fund \$197,865	<b>Fleet Management</b>  FTE 2.80 Total Request \$4,247,571 Gen Fund \$0	<b>Facilities Maintenance</b>  FTE 13.00 Total Request \$2,952,278 Gen Fund \$0	<b>Payroll</b> Vicky Anderson - Manager FTE 5.00 Total Request \$608,513 Gen Fund \$26,470
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<b>Courier &amp; Mail</b>  FTE 3.83 Total Request \$851,599 Gen Fund \$127,957	<b>Vehicle Maintenance &amp; Repair</b>  FTE 8.20 Total Request \$1,506,536 Gen Fund \$0	<b>Facilities Construction &amp; Projects</b>  FTE 12.00 Total Request \$1,218,394 Gen Fund \$0	<b>Budget Support</b> Diane Padilla - Manager FTE 4.00 Total Request \$535,195 Gen Fund \$78,344
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<b>Facilities Support Services</b> FTE 2.00 Total Request \$2,264,887 Gen Fund \$0	<b>Grants Financial Management</b> FTE 6.20 Total Request \$894,745 Gen Fund \$377,934
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<b>Fire and Life Safety</b>  FTE 4.00 Total Request \$629,470 Gen Fund \$0	<b>Financial Accounting</b> David Bodway -Mgr FTE 10.20 Total Request \$1,234,813 Gen Fund \$584,250
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<b>Facilities Operations</b> FTE 7.00 Total Request \$3,744,787 Gen Fund \$0
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**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, Assistant Director  
 FTE 89.53  
 Total Request \$22,497,295  
 General Fund Support \$2,277,416

**Administration**

Director  
 Total Request  
 \$899,596

Gen Fund \$884,596

**Office of the  
 Director**

FTE 4.60  
 Total Request  
 \$899,596

Gen Fund \$884,596



# Administration

## Office of the Director

### Performance Narrative Statement

The Office of the Director Program proposes a \$899,596 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
 Result	% Inventory of Department positions, identifying "key" positions that require workforce planning	100%	0%	100%	100%
 Result	% Key positions that have workforce planning in place currently	25%	15%	25%	50%

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      Oversee the annual production of the County's required Budget and Comprehensive Annual Financial Report, as well as all other Lines of Business of the Department, which many are required by regulations



Budget Summary

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 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	-	-	8,046	-	-	(8,046)	-100.0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	2,500	15,000	15,000	100.0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>8,046</b>	<b>2,500</b>	<b>15,000</b>	<b>6,954</b>	<b>86.4%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>8,046</b>	<b>2,500</b>	<b>15,000</b>	<b>6,954</b>	<b>86.4%</b>
Personnel Services	-	-	696,016	568,088	641,071	(54,945)	-7.9%
Materials & Services	-	-	50,397	43,135	217,477	167,080	331.5%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	16,105	16,105	41,048	24,943	154.9%
<b>Operating Expenditure</b>	-	-	<b>762,518</b>	<b>627,328</b>	<b>899,596</b>	<b>137,078</b>	<b>18.0%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>762,518</b>	<b>627,328</b>	<b>899,596</b>	<b>137,078</b>	<b>18.0%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>754,472</b>	<b>624,828</b>	<b>884,596</b>	<b>130,124</b>	<b>17.2%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	5.60	5.60	4.60	-1.00	-17.9%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		4.60			
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		1.00			

**Significant Issues and Changes**

Policy Level Proposal that was previously approved to upgrade PeopleSoft Financial has been moved in to the Finance Department of the Director program budget. Last year the funds resided in Non-Departmental. Also, a regular full-time position has been moved from this program to another program, decreasing the proposed budget requested in personnel services.



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**CLACKAMAS**  
C O U N T Y



**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, Assistant Director  
 FTE 89.53  
 Total Request \$22,497,295  
 General Fund Support \$2,277,416

**Procurement**

George Marlton -  
 Division Director  
 Total Request  
 \$1,760,510

Gen Fund \$325,822

**Procurement**

FTE 6.70  
 Total Request  
 \$908,911

Gen Fund \$197,865

**Courier & Mail**

FTE 3.83  
 Total Request  
 \$851,599

Gen Fund \$127,957



**Procurement**  
**Procurement**

**Performance Narrative Statement**

The Procurement Program proposes a \$908,911 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
 Result	95% successfully completed procurements	97%	N/A	95%	97%

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 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 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	-	-	634,457	657,156	710,746	76,289	12.0%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	700	200	300	(400)	-57.1%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>635,157</b>	<b>657,356</b>	<b>711,046</b>	<b>75,889</b>	<b>11.9%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>635,157</b>	<b>657,356</b>	<b>711,046</b>	<b>75,889</b>	<b>11.9%</b>
Personnel Services	-	-	748,619	766,269	723,395	(25,224)	-3.4%
Materials & Services	-	-	106,181	97,881	117,367	11,186	10.5%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	57,971	57,971	68,149	10,178	17.6%
<b>Operating Expenditure</b>	-	-	<b>912,771</b>	<b>922,121</b>	<b>908,911</b>	<b>(3,860)</b>	<b>-0.4%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>912,771</b>	<b>922,121</b>	<b>908,911</b>	<b>(3,860)</b>	<b>-0.4%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>277,614</b>	<b>264,765</b>	<b>197,865</b>	<b>-79,749</b>	<b>-28.7%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	6.70	6.70	6.70	0.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		6.70		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

Significant Issues and Changes



# Procurement

## Courier and Mail

### Performance Narrative Statement

The Courier and Mail Program proposes a \$851,599 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
Result	Ratio (TBD) of Clackamas County courier cost per stop to other jurisdictions' courier cost per stop	Less than/equal to 90%	NA	TBD	Less than/equal to 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



**Procurement**

**Courier and Mail**

**Budget Summary**

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 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	-	-	796,859	796,859	723,642	(73,217)	-9.2%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>796,859</b>	<b>796,859</b>	<b>723,642</b>	<b>(73,217)</b>	<b>-9.2%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>796,859</b>	<b>796,859</b>	<b>723,642</b>	<b>(73,217)</b>	<b>-9.2%</b>
Personnel Services	-	-	297,076	142,890	302,866	5,790	1.9%
Materials & Services	-	-	503,280	480,926	504,082	802	0.2%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	41,613	41,613	44,651	3,038	7.3%
<b>Operating Expenditure</b>	-	-	<b>841,969</b>	<b>665,429</b>	<b>851,599</b>	<b>9,630</b>	<b>1.1%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	8,722	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>841,969</b>	<b>674,151</b>	<b>851,599</b>	<b>9,630</b>	<b>1.1%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>45,110</b>	<b>-122,708</b>	<b>127,957</b>	<b>82,847</b>	<b>183.7%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	3.83	3.83	3.83	0.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		3.83		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

**Significant Issues and Changes**

add significant issues and changes here



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**CLACKAMAS**  
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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, Assistant Director  
 FTE 89.53  
 Total Request \$22,497,295  
 General Fund Support \$2,277,416

**Fleet Services**  
 John Stockham - Mgr  
 Total Request  
 \$5,754,107  
 Gen Fund \$0

**Fleet Management**  
 FTE 2.80  
 Total Request  
 \$4,247,571  
 Gen Fund \$0

**Vehicle Maintenance  
& Repair**  
 FTE 8.20  
 Total Request  
 \$1,506,536  
 Gen Fund \$0



# Fleet Services

## Fleet Management

### Performance Narrative Statement

The Fleet Management Program proposes a budget of \$4,247,571, a \$577,104 reduction from our current funding level. These resources will allow us to serve the drivers of County vehicles with a fleet of 652 vehicles, an increase of 28 since the beginning of the fiscal year. The increase in the number of vehicles has been as a result hiring new employees in the Land Use, Development & Planning (Building Services) program, a new Transition Center program by Community Corrections and an increase in vehicles by the Sheriff's Dept. We have continued to update the fleet by getting rid of older, underutilized vehicles and replacing them with newer vehicles. The recent drop in fuel prices and future forecasts account for the majority of the reduction in funding requested. While the instability of fuel prices continue to create budget challenges, the level of funding requested should adequately meet the needs of the drivers. Even with the reduction of funding requested, the ability to provide services to County employees so they can conduct business in safe, reliable and cost effective vehicles will not be compromised.

### Key Performance Measures

		FY 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target	
	Result	% Vehicles included in the Vehicle Replacement Fund	100%	41%	41%	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



Fleet Services

Fleet Management

Budget Summary

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	145,448	145,448	328,859	183,411	126.1%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	3,151,203	2,055,223	2,581,157	(570,046)	-18.1%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	40,000	40,000	40,000	-	0%
Interfund Transfers	-	-	1,488,024	1,488,024	1,297,555	(190,469)	-12.8%
<b>Operating Revenue</b>	-	-	<b>4,679,227</b>	<b>3,583,247</b>	<b>3,918,712</b>	<b>(760,515)</b>	<b>-16.3%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>4,824,675</b>	<b>3,728,695</b>	<b>4,247,571</b>	<b>(577,104)</b>	<b>-12.0%</b>
Personnel Services	-	-	267,022	268,522	268,066	1,044	0.4%
Materials & Services	-	-	3,230,192	2,132,812	2,798,460	(431,732)	-13.4%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	48,602	48,602	47,145	(1,457)	-3.0%
<b>Operating Expenditure</b>	-	-	<b>3,545,816</b>	<b>2,449,936</b>	<b>3,113,671</b>	<b>(432,145)</b>	<b>-12.2%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	950,000	950,000	815,041	(134,959)	-14.2%
Reserve for Future Expenditures	-	-	183,411	-	183,411	-	100.0%
Contingency	-	-	145,448	-	135,448	(10,000)	-6.9%
<b>Total Exp - Including Special Categories</b>	-	-	<b>4,824,675</b>	<b>3,399,936</b>	<b>4,247,571</b>	<b>(577,104)</b>	<b>-12.0%</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	0.00	0.00	2.90	2.90	2.80	-0.10	-3.4%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		2.90		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

**Significant Issues and Changes**

add significant issues and changes here



## Fleet Services

### Vehicle Maintenance and Repair

#### Performance Narrative Statement

The Vehicle Maintenance and Repair Program proposes a budget of \$1,506,536, a \$21,121 increase from our current funding level. 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 increase over current spending levels in this program it is substantially less than might be anticipated due to inflation as well as increased allocated costs. Having the proper equipment, facilities and staff, will 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
Result	% Vehicles repaired and returned to service within one work day	100%	49%	60%	80%

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

Vehicle Maintenance and Repair

Budget Summary

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 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	-	-	1,485,415	1,439,827	1,506,536	21,121	1.4%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>1,485,415</b>	<b>1,439,827</b>	<b>1,506,536</b>	<b>21,121</b>	<b>1.4%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>1,485,415</b>	<b>1,439,827</b>	<b>1,506,536</b>	<b>21,121</b>	<b>1.4%</b>
Personnel Services	-	-	782,900	784,960	788,112	5,212	0.7%
Materials & Services	-	-	593,563	545,915	597,857	4,294	0.7%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	108,952	108,952	120,567	11,615	10.7%
<b>Operating Expenditure</b>	-	-	<b>1,485,415</b>	<b>1,439,827</b>	<b>1,506,536</b>	<b>21,121</b>	<b>1.4%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>1,485,415</b>	<b>1,439,827</b>	<b>1,506,536</b>	<b>21,121</b>	<b>1.4%</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	0.00	0.00	8.10	8.10	8.20	0.10	1.2%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		8.10		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

**Significant Issues and Changes**

add significant issues and changes here



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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, Assistant Director  
 FTE 89.53  
 Total Request \$22,497,295  
 General Fund Support \$2,277,416

#### Facilities Management

Jeff Jorgensen - Mgr  
 Total Request  
 \$10,809,816  
 Gen Fund \$0

#### Facilities Maintenance

FTE 13.00  
 Total Request  
 \$2,952,278  
 Gen Fund \$0

#### Facilities Construction & Projects

FTE 12.00  
 Total Request  
 \$1,218,394  
 Gen Fund \$0

#### Facilities Support Services

FTE 2.00  
 Total Request  
 \$2,264,887  
 Gen Fund \$0

#### Fire and Life Safety

FTE 4.00  
 Total Request  
 \$629,470  
 Gen Fund \$0

#### Facilities Operations

FTE 7.00  
 Total Request  
 \$3,744,787  
 Gen Fund \$0



# Facilities Management Facilities Maintenance

## Performance Narrative Statement

The Facilities Maintenance Program proposes a \$2,952,278 budget, a continuation of our current funding level. 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
 Result	% County facilities that are completely inventoried in an asset management program	50%	5%	25%	75%
 Result	% Facilities maintained in good to excellent condition	75%	55%	50%	75%
Efficiency	# Square feet maintained per maintenance technician	42,500 sq. ft.	65,011 sq. ft.	65,011 sq. ft.	38,581 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 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	747,442	747,442	304,369	(443,073)	-59.3%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	1,854,762	1,659,882	2,647,909	793,147	42.8%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	248	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	1,854,762	1,660,130	2,647,909	793,147	42.8%
<b>Total Rev - Including Beginning Bal</b>	-	-	2,602,204	2,407,572	2,952,278	350,074	13.5%
Personnel Services	-	-	1,304,767	1,284,169	1,381,207	76,440	5.9%
Materials & Services	-	-	1,261,917	1,015,100	1,522,971	261,054	20.7%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	57,646	57,646	43,100	(14,546)	-25.2%
<b>Operating Expenditure</b>	-	-	2,624,330	2,356,915	2,947,278	322,948	12.3%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	5,000	5,000	5,000	#DIV/0!
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	2,624,330	2,361,915	2,952,278	327,948	12.5%
<b>General Fund Support (if applicable)</b>	0	0	0	0	0	0	0%
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	12.00	12.00	13.00	1.00	8.3%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		12.00		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

Significant Issues and Changes



# Facilities Management

## Facilities Construction and Projects

### Performance Narrative Statement

The Facilities Construction and Projects Program proposes a \$1,218,394 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
Result	% Construction projects completed within budget	97%	80%	80%	90%
Result	% Construction projects completed on-time	90%	72%	75%	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 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	116,338	-	40,790	(75,548)	-64.9%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	1,165,057	1,004,640	1,177,604	12,547	1.1%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	238	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	1,165,057	1,004,878	1,177,604	12,547	1.1%
<b>Total Rev - Including Beginning Bal</b>	-	-	1,281,395	1,004,878	1,218,394	(63,001)	-4.9%
Personnel Services	-	-	1,145,074	945,410	1,108,599	(36,475)	-3.2%
Materials & Services	-	-	84,025	26,311	84,995	970	1.2%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	24,800	24,800	100.0%
<b>Operating Expenditure</b>	-	-	1,229,099	971,721	1,218,394	(10,705)	-0.9%
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	1,229,099	971,721	1,218,394	(10,705)	-0.9%
<b>General Fund Support (if applicable)</b>	0	0	0	0	0	0	0%
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	12.00	12.00	12.00	0.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		12.00		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

Significant Issues and Changes



# Facilities Management

## Facility Support Services

### Performance Narrative Statement

The Facilities Support Services program proposes a \$2,264,887 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
Result	% Landscape inspections that "meet" or "exceed" maintenance and cleanliness standards.	100%	95%	95%	100%
Result	% Janitorial inspections that "meet" or "exceed" maintenance and cleanliness standards.	100%	25%	40%	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 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	75,825	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	-	-	2,001,103	2,002,919	2,184,262	183,159	9.2%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	4,557	4,686	4,800	243	5.3%
Interfund Transfers	-	-	140,403	140,403	-	(140,403)	-100.0%
<b>Operating Revenue</b>	-	-	<b>2,146,063</b>	<b>2,148,008</b>	<b>2,189,062</b>	<b>42,999</b>	<b>2.0%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>2,146,063</b>	<b>2,148,008</b>	<b>2,264,887</b>	<b>118,824</b>	<b>5.5%</b>
Personnel Services	-	-	287,776	280,894	294,697	6,921	2.4%
Materials & Services	-	-	1,858,287	1,776,479	1,960,490	102,203	5.5%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	9,700	9,700	100.0%
<b>Operating Expenditure</b>	-	-	<b>2,146,063</b>	<b>2,057,373</b>	<b>2,264,887</b>	<b>118,824</b>	<b>5.5%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>2,146,063</b>	<b>2,057,373</b>	<b>2,264,887</b>	<b>118,824</b>	<b>5.5%</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	0.00	0.00	2.00	2.00	2.00	0.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		2.00		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

Significant Issues and Changes



# Facilities Management

## Fire and Life Safety

### Performance Narrative Statement

The Fire & Life Safety Program proposes a \$629,470 budget, a continuation of our current funding level. 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
Result	% Facilities where evacuation drills are conducted annually	100%	25%	50%	100%
Result	% Scheduled fire and life safety inspections completed annually	100%	5%	10%	85%
Efficiency	Ratio of special request to required evacuation drills	1-4	NA	NA	1-2

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, 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 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	-	-	21,174	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	-	-	480,929	465,078	608,296	127,367	26.5%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	311	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>480,929</b>	<b>465,389</b>	<b>608,296</b>	<b>127,367</b>	<b>26.5%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>480,929</b>	<b>465,389</b>	<b>629,470</b>	<b>148,541</b>	<b>30.9%</b>
Personnel Services	-	-	299,758	289,135	402,640	102,882	34.3%
Materials & Services	-	-	181,171	152,639	216,180	35,009	19.3%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	-	-	10,650	10,650	100.0%
<b>Operating Expenditure</b>	-	-	<b>480,929</b>	<b>441,774</b>	<b>629,470</b>	<b>148,541</b>	<b>30.9%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>480,929</b>	<b>441,774</b>	<b>629,470</b>	<b>148,541</b>	<b>30.9%</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	0.00	0.00	3.00	3.00	4.00	1.00	33.3%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		3.00		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

Significant Issues and Changes



# Facilities Management

## Facilities Operations

### Performance Narrative Statement

The Facilities Operations Program proposes a \$3,744,787 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
Result	Ratio of preventive maintenance to unplanned work orders	80% Preventive 20% Unplanned	50%	50%	80% Preventive 20% Unplanned
 Result	% of Facilities that meet or exceed health, safety, and comfort standards	75%	NA	NA	75%
Result	% of work orders completed to customer satisfaction	90%	NA	NA	90%
 Demand	% of facilities and properties listed in the County Asset Management Program	75%	75%	75%	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



Facilities Management

Facilities Operations

Budget Summary

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	-	-	156,896	273,234	314,949	158,053	100.7%
Prior Year Revenue	-	-	-	-	-	-	0%
Taxes	-	-	-	-	-	-	0%
Licenses & Permits	-	-	-	-	-	-	0%
Federal Grants & Revenues	-	-	-	-	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	1,351,076	1,108,271	1,355,598	4,522	0.3%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	2,452,434	2,449,522	2,074,240	(378,194)	-15.4%
Interfund Transfers	-	-	200,000	200,000	-	(200,000)	-100.0%
<b>Operating Revenue</b>	-	-	<b>4,003,510</b>	<b>3,757,793</b>	<b>3,429,838</b>	<b>(573,672)</b>	<b>-14.3%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>4,160,406</b>	<b>4,031,027</b>	<b>3,744,787</b>	<b>(415,619)</b>	<b>-10.0%</b>
Personnel Services	-	-	845,840	797,984	835,683	(10,157)	-1.2%
Materials & Services	-	-	2,893,391	2,417,925	2,262,925	(630,466)	-21.8%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	251,345	251,075	246,179	(5,166)	-2.1%
<b>Operating Expenditure</b>	-	-	<b>3,990,576</b>	<b>3,466,984</b>	<b>3,344,787</b>	<b>(645,789)</b>	<b>-16.2%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	200,000	-	200,000	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	200,000	200,000	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>4,190,576</b>	<b>3,466,984</b>	<b>3,744,787</b>	<b>(445,789)</b>	<b>-10.6%</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	0.00	0.00	6.50	6.50	7.00	0.50	7.7%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00	0.00	5.00	-	0.00	-
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00	-	1.50	-	0.00	-

Significant Issues and Changes



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# 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, Assistant Director  
 FTE 89.53  
 Total Request \$22,497,295  
 General Fund Support \$2,277,416

**Financial Management**  
 Total Request  
 \$3,273,266  
 Gen Fund \$1,066,998

**Payroll**  
 Vicky Anderson -Mgr  
 FTE 5.00  
 Total Request  
 \$608,513  
 Gen Fund \$26,470

**Budget Support**  
 Diane Padilla -Mgr  
 FTE 4.00  
 Total Request  
 \$535,195  
 Gen Fund \$78,344

**Grants Financial Management**  
 FTE 6.20  
 Total Request  
 \$894,745  
 Gen Fund \$377,934

**Financial Accounting**  
 David Bodway -Mgr  
 FTE 10.20  
 Total Request  
 \$1,234,813  
 Gen Fund \$584,250



# Financial Management

## Payroll

### Performance Narrative Statement

The Payroll Program proposes a \$608,513 budget, a continuation of our current funding level. These resources allow the program to serve County employees and departments, 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
	Result % Employees per pay period paid correctly and on time	99%	97%	99%	99%

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 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 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	-	-	559,090	584,171	582,043	22,953	4.1%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>559,090</b>	<b>584,171</b>	<b>582,043</b>	<b>22,953</b>	<b>4.1%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>559,090</b>	<b>584,171</b>	<b>582,043</b>	<b>22,953</b>	<b>4.1%</b>
Personnel Services	-	-	511,732	472,397	530,776	19,044	3.7%
Materials & Services	-	-	32,473	30,425	33,117	644	2.0%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	48,321	48,321	44,620	(3,701)	-7.7%
<b>Operating Expenditure</b>	-	-	<b>592,526</b>	<b>551,143</b>	<b>608,513</b>	<b>15,987</b>	<b>2.7%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>592,526</b>	<b>551,143</b>	<b>608,513</b>	<b>15,987</b>	<b>2.7%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>33,436</b>	<b>-33,028</b>	<b>26,470</b>	<b>-6,966</b>	<b>-20.8%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	5.00	5.00	5.00	0.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		5.00		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

Significant Issues and Changes



# Financial Management

## Budget Support

### Performance Narrative Statement

The Budget Support Program proposes a budget of \$535,195, an increase of \$117,147 from current funding which includes the addition of a full-time position. 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
 Result	% Budgets where expenditures do not exceed appropriations at end of fiscal year	100%	80%	100%	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            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 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 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	-	-	406,747	406,747	456,851	50,104	12.3%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>406,747</b>	<b>406,747</b>	<b>456,851</b>	<b>50,104</b>	<b>12.3%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>406,747</b>	<b>406,747</b>	<b>456,851</b>	<b>50,104</b>	<b>12.3%</b>
Personnel Services	-	-	371,231	367,950	471,464	100,233	27.0%
Materials & Services	-	-	22,655	17,431	28,037	5,382	23.8%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	24,162	24,162	35,694	11,532	47.7%
<b>Operating Expenditure</b>	-	-	<b>418,048</b>	<b>409,543</b>	<b>535,195</b>	<b>117,147</b>	<b>28.0%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>418,048</b>	<b>409,543</b>	<b>535,195</b>	<b>117,147</b>	<b>28.0%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>11,301</b>	<b>2,796</b>	<b>78,344</b>	<b>67,043</b>	<b>593.2%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	3.00	3.00	4.00	1.00	33.3%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		3.00		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00		0.00		0.00	

#### Significant Issues and Changes

A budgeted full time regular position has been moved from Finance Administration Office of the Director to this program to be converted in to a Budget position.



# Financial Management

## Grants Financial Management

### Performance Narrative Statement

The Grants Financial Management Program proposes an \$894,745 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 237 Federal financial assistance awards and various grants, with targeted results of 98% without reported audit findings, at a cost of \$3,775 per award/grant. Achieving these targets allows the County departments to both retain existing funding and obtain new funding, whilst in good standing with grantors.

### Key Performance Measures

		FY 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
	Result	% Grants without audit findings	98%	99%	98%
	Result	% Grants manual and policies developed and implemented	75%	50%	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                      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 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 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	-	-	0%
State Grants & Revenues	-	-	-	-	-	-	0%
Local Grants & Revenues	-	-	-	-	-	-	0%
Charges for Service	-	-	461,952	461,952	516,811	54,859	11.9%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>461,952</b>	<b>463,290</b>	<b>516,811</b>	<b>54,859</b>	<b>11.9%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>461,952</b>	<b>463,290</b>	<b>516,811</b>	<b>54,859</b>	<b>11.9%</b>
Personnel Services	-	-	598,821	588,372	636,111	37,290	6.2%
Materials & Services	-	-	195,701	138,330	203,309	7,608	3.9%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	48,321	48,321	55,325	7,004	14.5%
<b>Operating Expenditure</b>	-	-	<b>842,843</b>	<b>775,023</b>	<b>894,745</b>	<b>51,902</b>	<b>6.2%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>842,843</b>	<b>775,023</b>	<b>894,745</b>	<b>51,902</b>	<b>6.2%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>380,891</b>	<b>311,733</b>	<b>377,934</b>	<b>-2,957</b>	<b>-0.8%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	6.20	6.20	6.20	0.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00		6.20		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00	6.20	0.00	6.20	0.00	

Significant Issues and Changes

add significant issues and changes here



# Financial Management

## Financial Accounting

### Performance Narrative Statement

The Financial Accounting Program proposes a budget of \$1,234,813, an increase of \$58,853 from current funding. These resources will allow us 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 15-16 Target	FY 15-16 Actual 12/31/15	FY 15-16 Year End Target	FY 16-17 Target
 Result	Annual receipt of unmodified (clean) audit opinion	100%	100%	100%	100%
 Result	Books closed on time and delivered to auditors by agreed upon delivery date.	100%	67%	67%	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 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

#### Budget Summary

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 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	-	-	635,452	645,038	650,563	15,111	2.4%
Fines & Penalties	-	-	-	-	-	-	0%
Other Revenues	-	-	-	4	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
<b>Operating Revenue</b>	-	-	<b>635,452</b>	<b>645,042</b>	<b>650,563</b>	<b>15,111</b>	<b>2.4%</b>
<b>Total Rev - Including Beginning Bal</b>	-	-	<b>635,452</b>	<b>645,042</b>	<b>650,563</b>	<b>15,111</b>	<b>2.4%</b>
Personnel Services	-	-	823,980	834,989	906,028	82,048	10.0%
Materials & Services	-	-	255,338	234,262	237,765	(17,573)	-6.9%
Indirect Costs (Internal Dept Chgs)	-	-	-	-	-	-	0%
Cost Allocation Charges	-	-	96,642	96,642	91,020	(5,622)	-5.8%
<b>Operating Expenditure</b>	-	-	<b>1,175,960</b>	<b>1,165,893</b>	<b>1,234,813</b>	<b>58,853</b>	<b>5.0%</b>
Debt Service	-	-	-	-	-	-	0%
Special Payments	-	-	-	-	-	-	0%
Interfund Transfers	-	-	-	-	-	-	0%
Capital Outlay	-	-	-	-	-	-	0%
Reserve for Future Expenditures	-	-	-	-	-	-	0%
Contingency	-	-	-	-	-	-	0%
<b>Total Exp - Including Special Categories</b>	-	-	<b>1,175,960</b>	<b>1,165,893</b>	<b>1,234,813</b>	<b>58,853</b>	<b>5.0%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>540,508</b>	<b>520,851</b>	<b>584,250</b>	<b>43,742</b>	<b>8.1%</b>
Full Time Equiv Pos (FTE) Budgeted	0.00	0.00	10.20	10.20	10.20	0.00	0%
Full Time Equiv Pos (FTE) Filled at Yr End	0.00	0.00	0.00	8.20		0.00	
Full Time Equiv Pos (FTE) Vacant at Yr End	0.00	0.00	10.20	2.00	10.20	0.00	

#### Significant Issues and Changes

Added 1 new dedicated FTE to support Tourism, which is paid by the collections of Transient Lodging Taxes. Senior Accountant position (prepares the audit work papers and assists in drafting the Comprehensive Annual Financial Report) is vacant due to turnover. We are actively recruiting for a replacement but the job market is extremely competitive for talent with the requisite experience.



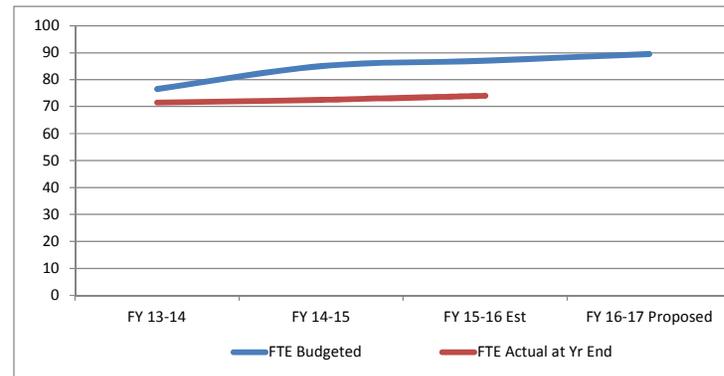
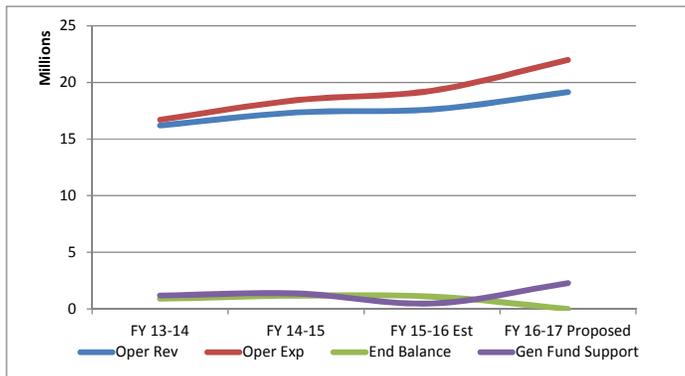
Department Budget Summary by Fund

<i>Line of Business</i>	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17	FY 16/17
<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	4.60	899,596					899,596	884,596
Procurement							-	
Procurement	6.70	908,911					908,911	197,865
Courier and Mail	3.83	851,599					851,599	127,957
Fleet Services							-	
Fleet Management	2.80		4,247,571				4,247,571	
Vehicle Maintenance and Repair	8.20		1,506,536				1,506,536	
Facilities Management							-	
Facilities Maintenance	13.00			2,952,278			2,952,278	
Facilities Construction and Projects	12.00			1,218,394			1,218,394	
Facilities Support Services	2.00			2,264,887			2,264,887	
Fire and Life Safety	4.00			629,470			629,470	
Facilities Operations	7.00			3,744,787			3,744,787	
Financial Management							-	
Payroll	5.00	608,513					608,513	26,470
Budget Support	4.00	535,195					535,195	78,344
Grants Financial Management	6.20	894,745					894,745	377,934
Financial Accounting	10.20	1,234,813					1,234,813	584,250
							-	
<b>TOTAL</b>	<b>89.53</b>	<b>5,933,372</b>	<b>5,754,107</b>	<b>10,809,816</b>	<b>0</b>	<b>0</b>	<b>22,497,295</b>	<b>2,277,416</b>
<b>FY 15/16 Budget</b>	<b>87.03</b>	<b>5,546,635</b>	<b>6,310,090</b>	<b>10,670,997</b>	<b>0</b>	<b>0</b>	<b>22,527,722</b>	<b>2,043,332</b>
<b>\$ Increase (Decrease)</b>	<b>2.50</b>	<b>386,737</b>	<b>-555,983</b>	<b>138,819</b>	<b>0</b>	<b>0</b>	<b>-30,427</b>	<b>234,084</b>
<b>% Increase (Decrease)</b>	<b>2.87%</b>	<b>6.97%</b>	<b>-8.81%</b>	<b>1.30%</b>			<b>-0.14%</b>	<b>11.46%</b>

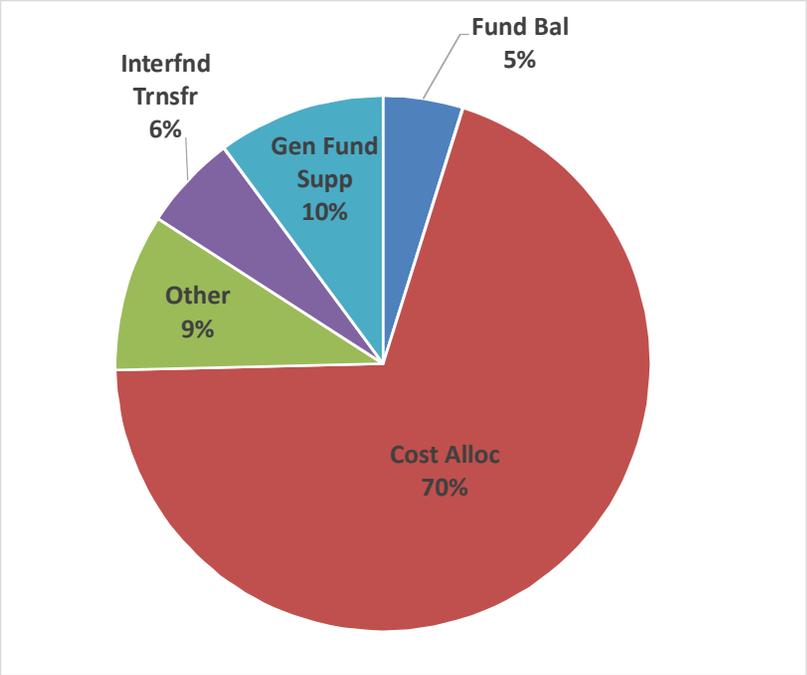
\*\* General Fund subsidy is support from unrestricted General Fund revenues, primarily property tax  
Subsidy does not include resources generated by operations such as charges for service (including costs allocated to users) and grant.

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

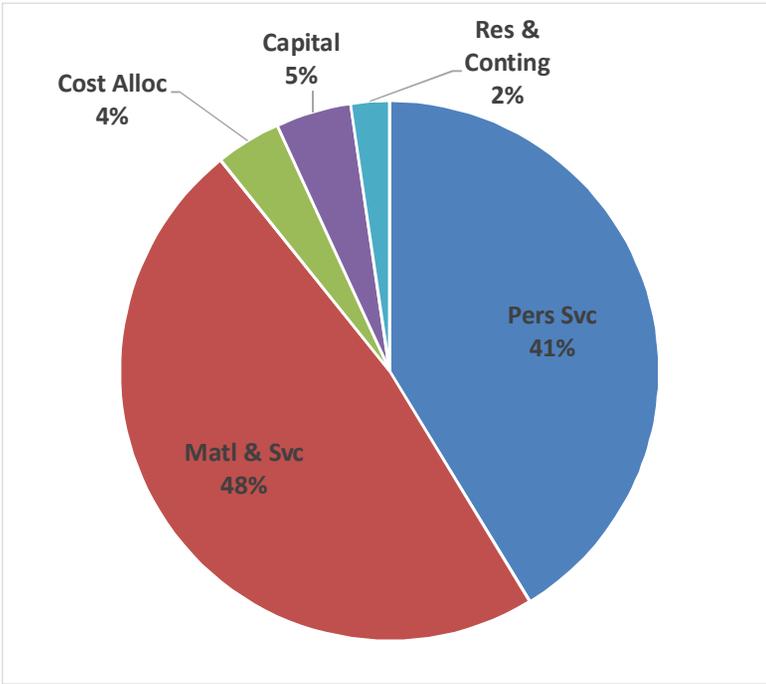
	FY 13-14	FY 14-15	FY 15-16 Amended Budget	FY 15-16 Projected Year End	FY 16-17 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>214,780</b>	<b>892,844</b>	<b>1,166,124</b>	<b>1,166,124</b>	<b>1,085,966</b>	<b>-80,158</b>	<b>-6.9%</b>
Prior Year Revenue	0	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	0	0	0	1,338	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	13,245,237	13,392,639	14,992,148	13,287,763	15,702,018	709,870	4.7%
Fines & Penalties	0	0	0	0	0	0	0%
Other Revenues	2,484,783	2,497,913	2,497,691	2,497,809	2,134,340	-363,351	-14.5%
Interfund Transfers	469,794	1,450,049	1,645,016	1,828,427	1,297,555	-347,461	-21.1%
<b>Operating Revenue</b>	<b>16,199,814</b>	<b>17,340,601</b>	<b>19,134,855</b>	<b>17,615,337</b>	<b>19,133,913</b>	<b>-942</b>	<b>0.0%</b>
% Change	NA	7.0%	10.3%	1.6%	8.6%		
Personnel Services	6,965,134	7,514,148	8,947,845	8,392,029	9,290,715	342,870	3.8%
Materials & Services	8,577,740	9,007,830	11,223,571	9,109,571	10,785,032	-438,539	-3.9%
Cost Allocation Charges	768,232	794,074	799,680	799,410	882,648	82,968	10.4%
Debt Service	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Capital Outlay	390,653	1,111,838	1,155,000	963,722	1,020,041	-134,959	-11.7%
<b>Operating Expenditure</b>	<b>16,701,759</b>	<b>18,427,890</b>	<b>22,126,096</b>	<b>19,264,732</b>	<b>21,978,436</b>	<b>-147,660</b>	<b>-0.7%</b>
% Change	NA	10.3%	20.1%	4.5%	14.1%		
Reserve for Future Expenditures	0	0	0	0	183,411	183,411	#DIV/0!
Contingency	0	0	218,215	0	335,448	117,233	0.0%
<b>Ending Balance (Facilities &amp; Fleet Funds)</b> (includes Reserve & Contingency)	<b>892,844</b>	<b>1,166,124</b>	<b>0</b>	<b>1,085,966</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>General Fund Support (if applicable)</b>	<b>1,180,010</b>	<b>1,360,568</b>	<b>2,043,332</b>	<b>483,271</b>	<b>2,277,416</b>	<b>234,084</b>	<b>11.5%</b>
Full Time Equiv Positions (FTE) Budgeted	76.5	85.0	87.0		89.5	2.5	2.9%
Full Time Equiv Positions (FTE) Filled at Yr End	71.5	72.5		74.0			
Full Time Equiv Positions (FTE) Vacant at Yr End	5.0	12.5		13.0			



**Finance Department Combined Funds  
FY 16-17 Proposed Budget**



**Resources**



**Requirements**

# POLICY LEVEL PROPOSAL

## General Funds / Facilities Management

### Facilities Management



### Ongoing Policy Level Proposal

**Proposed Change in Funding:** \$322,352

Summary of Policy Level Proposal:

#### Addition of 5 New Positions

Facilities Management is in need of 13 additional positions to better serve the County operation, better serve County residents, and the longevity of the buildings. Facilities Management is requesting a two year phase in of these positions. First year is for 5 positions. Second year would be for 7 positions. The 5 positions are separated out by the different programs within the division.

Maintenance Program (7531) is requesting 2 additional positions. A Building Maintenance Coordinator is needed to help support the flow of work and assist in the management of contractors and staff performance. A Building Maintenance Assistant (BMA) in the maintenance area to take care of building maintenance issues such as but not limited to plumbing, carpentry repair, painting, floor repairs, etc. These positions will help the Maintenance Program to get and maintain 75% of the buildings at a good to excellent condition. Currently only 2.39% of county buildings asses as excellent, 50.21% at good, with 39.11% at fair, and 8.29% at poor.

Services program (7533) is needing a BMS to help with cleaning the increasing square footage of buildings that require Facilities Management to clean, monitoring the contracted janitorial company, and assist current staff with their work loads. The new Sheriff Office Evidence Facility adds 34,606 square feet of space that needs to be cleaned by Facilities Management staff.

Fire and Life Safety program (7535) needs a BMS and an Office Specialist 2. The BMS will perform the preventative maintenance on doors, access control system, fire alarm system, intrusion alarm system, video surveillance system, building signage, and assist with all the safety drills (fire drills, earthquake drills, active shooter drills, etc). The Office Specialist 2 will help maintain the building data base regarding the access control system for state and federal reporting, the fire alarm and intrusion alarm systems for Risk Management for the insurance requirements, and assist with request for events that require video surveillance system review.

The staffing for all of these positions has been scheduled out and the cost adjusted to meeting the staffing time line. All 5 positions will be filled within 3 months. Facilities Management is asking for the first year to be funded by General Funds with second year and beyond to be included in the allocations for these 5 positions.

Continue on back

Dept ID	Salary Total	Fringe Total	Uniform	Vehicle	Cell Phone	Total
7531	\$ 64,890.00	\$ 58,410.00	\$ 419.76	\$ 8,832.60	\$ 928.62	\$ 133,480.98
7532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7533	\$ 33,084.00	\$ 29,398.50	\$ 209.88	\$ 4,416.30	\$ 464.31	\$ 67,572.99
7534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7535	\$ 59,382.00	\$ 56,826.00	\$ 209.88	\$ 4,416.30	\$ 464.31	\$ 121,298.49
7536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 157,356.00	\$ 144,634.50	\$ 839.52	\$ 17,665.20	\$ 1,857.24	\$ 322,352.46

Department only

Y
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Multiple departments

N
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Will Increase allocated costs in ensuing years

Y
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# POLICY LEVEL PROPOSAL



Finance Department

Finance - Grants Management

Ongoing Policy Level Proposal

**Proposed Change in Funding: \$400,000**

Summary of Policy Level Proposal:

## Grant Management Software Solution and Grant Manager (1 FTE)

The Grants Management Program has identified a compliance issue with the implementation of the new Uniform Grant Guidance (2 CFR 200). The County's current financial system and manual tracking of grants does not meet the new Federal requirements. In order to retain and obtain Federal funding, the Program is requesting resources to find a County software solution that benefits both Departments managing grants, as well as the Grants Management Program in their financial management and reporting of grants. In addition, the Program is requesting funding for a Grants Manager to assist the County with financial grants management, implement the necessary software, lead the Single Audit process, provide training and solutions to customer Departments, and fill a critical gap for succession planning in this small but highly valuable operation.

Grant Manager	\$150,000	Salaries & Fringe
Software	\$250,000	Initial cost - less in outgoing years

If not funded, the County is accepting the risk of audit findings of non-compliance with Federal grant regulations. Audit findings jeopardize the County's ability to retain and obtain the grant funding that provides critical services to the residents of Clackamas County. If the software costs are funded, without adding the position of a Grants Manager, current staffing does not allow for the implementation to occur in a timely manner. If the Grants Manager is not funded, the impending retirement of one key employee will result in a loss of institutional knowledge, loss in capacity to meet current customer demands for timely grant reporting, and the inability to issue the Single Audit on time.

Department only

Multiple departments

Will Increase allocated costs in ensuing years

Y
N
Y

# POLICY LEVEL PROPOSAL

General Fund



Finance - Office of the Director

## Ongoing Policy Level Proposal - 2 Years

**Proposed Change in Funding: \$105,000**

Summary of Policy Level Proposal:

### Addition of 1 FTE for PeopleSoft Finance Maintenance, Upgrades, User Training, and Customer Support

The PeopleSoft Financial System is currently maintained by one Finance Department FTE. The Finance Division is requesting to add an additional Financial System Support Analyst to respond to customer needs with expanded ongoing user training, regularly scheduled upgrades and maintenance and, most importantly, testing and implementation of new features and modules that are already included in the County's PeopleSoft agreement, but have not yet been placed in service. In addition, this FTE will provide a crucial backup role in applying our workforce planning efforts. The County currently has no other staff available to back up the duties of the existing Financial System Support Analyst. This leaves the County Financial system at risk of failure owing to insufficient coverage of duties, even as the Finance workload grows to meet the demands of Managing For Results (MFR).

Financial System Support Analyst	\$105,000	Includes Salary and Benefits
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Over the last decade the PeopleSoft Financial System has been utilized at an insufficient percentage of its capacity. Both Finance and its customers have recognized the urgency of expanding the utility of PeopleSoft financial applications to take advantage of increased technological leverage. This change will ultimately limit the need for even more staff to meet workload. There is a strong need to train "power users" of the system to replace outgoing staff. If not funded, the County is at risk of a major Financial Systems failure due to insufficient backup and coverage of duties.

Department only

Multiple departments

Will increase allocated costs in ensuing years

Y
Y
Y

# POLICY LEVEL PROPOSAL

Finance Dept, Employee Services, Technology Services

Finance, Employee Services, Technology Services



Ongoing Policy Level Proposal

**Proposed Change in Funding: \$321,500**

Summary of Policy Level Proposal:

### Addition of 3 FTE for MFR Implementation and Maintenance

Finance, Employee Services, and Technology Services are requesting additional resources in order to provide ongoing financial and technology support while assisting in the increased transparency and accountability of Performance Clackamas. Additional staff will allow easier and more flexible updates to technology, ongoing training, more assistance and more responsive financial implementation, and on-going maintenance without causing delays in other projects and requests. This will help the County achieve its Performance Clackamas goals of full performance budget implementation by 2018/2019.

Finance	Accountant 2	\$95,000	Salary and Fringe
DES	HRIS Analyst	\$109,000	Salary and Fringe
TS	System Project Analyst	\$117,500	Salary and Fringe

If not funded, these three departments will attempt to implement performance based budgeting and performance data with existing resources. Finance will be compelled to divert existing FTE from the closing of the books and the audit, to administer MFR implementation, resulting in late completion of the County CAFR and Single Audit. Technology Services would continue to use their PeopleSoft technology team to address MFR system implementation, resulting in the delay of any other PeopleSoft maintenance or technology updates. Employee Services will also continue to use their current resources which will further delay technology and workforce projects.

Department only

Multiple departments

Will Increase allocated costs in ensuing years

N
Y
Y