



BUDGETS AND PROGRAM DESCRIPTIONS BY DEPARTMENT



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**Josephine County, Oregon
2004-05 Operating Budget**

Board of County Commissioners

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
General Fund - General Government					
Interfund Charges & Transfers	\$ -	\$ 12,500	\$ 13,000	\$ 13,000	\$ 13,000
Total Revenues	-	12,500	13,000	13,000	13,000
Materials & Services	34,221	27,727	99,967	95,517	95,517
Total Expenditures	34,221	27,727	99,967	95,517	95,517
Resources Required	\$ 34,221	\$ 15,227	\$ 86,967	\$ 82,517	\$ 82,517

General Fund - State Courts					
Interfund Payment for Services	\$ 307,683	\$ 530,471	\$ 530,471	\$ 530,471	\$ 530,471
Total Expenditures	307,683	530,471	530,471	530,471	530,471
Resources Required	\$ 307,683	\$ 530,471	\$ 530,471	\$ 530,471	\$ 530,471

Administrative Internal Service - Fund 401 - General Government					
Materials & Services	\$ 120,236	\$ 105,561	\$ 133,525	\$ 127,255	\$ 127,255
Interfund Payment for Services	250	7,298	-	-	-
Capital Outlay	454	-	-	-	-
Total Expenditures	120,940	112,859	133,525	127,255	127,255
Allocable Amount	\$ 120,940	\$ 112,859	\$ 133,525	\$ 127,255	\$ 127,255

Administrative Internal Service - Fund 401 - BCC Operations					
Fees & Charges for Services	\$ 11,054	\$ 2,886	\$ 3,000	\$ 700	\$ 700
Miscellaneous	1,257	2,792	2,000	5,000	5,000
Interfund Charges & Transfers	-	13,150	-	15,840	15,840
Total Revenues	12,311	18,828	5,000	21,540	21,540
Personal Services	390,688	420,944	462,340	456,301	456,301
Materials & Services	15,854	43,096	31,753	74,891	74,891
Interfund Payment for Services	18,771	6,165	20,834	6,435	6,435
Capital Outlay	239	9,475	1,900	1,900	1,900
Total Expenditures	425,552	479,680	516,827	539,527	539,527
Net Allocable Amount	\$ 413,241	\$ 460,852	\$ 511,827	\$ 517,987	\$ 517,987

Total Full-time Equivalents	5.94	6.00	6.00	6.00	6.00
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**JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget**

**DEPARTMENT
Board of County Commissioners**

**PROGRAM
Commissioners' Office**

Service Levels

	2002-2003 Actual	2003-2004 Budgeted	2003-2004 Expected	2004-2005 Budgeted
Board Meetings w/Departments	*	200	243	260
Board Meetings w/Citizens	*	200	198	220
Contracts and Agreements	171	181	191	201
Correspondence	171	250	591	600
Easements	12	12	2	4
Finding of Facts	49	49	12	25
Fire Annexations	1	1	0	1
Land Use Hearings	13	15	20	25
Liquor Licenses	31	30	12	20
Minutes Reviewed/Recorded	100	100	125	135
Misc. Recordings	41	41	45	45
Orders	50	55	97	100
Ordinances	7	10	3	10
Plats	29	29	24	25
Proclamations	15	15	9	15
Resolutions	105	100	89	120
Special Recognitions	189	190	192	200
Weekly Business Session	52	52	52	52
Wrecker License	29	20	4	10
Quit Claim Deeds	35	30	12	15

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Continue to provide a wide range of services to the community.
- Explore new ideas and alternative funding possibilities to provide stable funding for local government.
- Explore new ways to provide information on local government to the public.
- Encourage public participation in local government.
- Monitor and evaluate state and federal legislation and proposals to assure that our county's interest is advanced.

Fiscal Year 2003-2004 Accomplishments

- Continue to provide a wide range of services to the community.
- Explore new ideas and alternative funding possibilities to provide stable funding for local government.
- Explore new ways to provide information on local government to the public.
- Encourage public participation in local government.
- Monitor and evaluate state and federal legislation and proposals to assure that our county's interest is advanced.

Fiscal Year 2004-2005 Projected Goals

- Continue to provide a wide range of services to the community.
- Explore new ideas and alternative funding possibilities to provide stable funding for local government.
- Explore new ways to provide information on local government to the public.
- Encourage public participation in local government.
- Monitor and evaluate state and federal legislation and proposals to assure that our county's interest is advanced.

JOSEPHINE COUNTY, OREGON
2004 - 2005 Operating Budget

DEPARTMENT
Board of Commissioners

Fund Descriptions

General Fund – General Government

The General Fund – General Government accounts for all revenues and expenditures of the County which are not accounted for in other General Fund departments. The office of the Board of County Commissioner (BCC) is responsible for the portion of the General Government budget presented in this section. The Finance Department is responsible for administering the portion of the General Government budget presented in its section.

General Fund – State Courts

This fund was established to account for revenues and expenditures related to improving security for the State Courts, which are located in the Josephine County Courthouse. The revenues for this fund are derived from a share of court fines and fees.

Administrative Internal Service Fund – Commissioner’s Office

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments.

The ISF fund for the Commissioner’s Office is used to account for the revenues and expenditures associated with the department’s operations. The details of these operations are explained later in this section.

JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget

DEPARTMENT
Board of County Commissioners

PROGRAM
Commissioners' Office

Description

Josephine County is governed by three elected County Commissioners. The Board of County Commissioners (BCC) serves as the executive-legislative branch of the County and perform quasi-judicial functions. The BCC are responsible for the planning, formation and implementation of the annual budget. The BCC serve on a number of federal, state and local mandated governmental panels, boards and commissions with fiscal duties and authority over other public monies. The BCC also represent the citizens of Josephine County by performing ceremonial leadership functions.

The BCC initiates citizen involvement in county government by creating opportunities for citizens to serve and provide valuable input in the formation of public policy and improving the quality of life in Josephine County.

Executive Functions – Commissioners are responsible for the daily operation of over 20 County departments. Commissioners set goals, establish priorities, supervise the managers of County services and ensure compliance with regulations of the government. The Commissioners are responsible for the budgetary and financial oversight of all County operations.

Legislative Functions – Commissioners are responsible for passage of local laws which regulate and govern the procedures of government in relation the public. The Board conducts hearings, receives public comment, staff reports and legislation for the County (ordinances). The Commissioners pass resolutions that support or define goals of the County and assist in the shaping of public policy.

Judicial Functions – The Board performs quasi-judicial functions by carrying out hearings and making judgments in matters such as land use issues and administrative hearings.

Ceremonial Functions – The County Commissioners represent the citizens of Josephine County at numerous community events.

Objectives

- To help build and strengthen our community with positive leadership, vision and public service.
- Continue to work with state and federal legislators on the Reauthorization of PL106-393 (O & C funds).
- To provide quality services to the community with the resources available.
- Continue to explore alternative funding methods to ensure stable local government and services.
- Monitor and evaluate state and federal legislation and proposals to assure that our county's interest is advanced.
- Continue to implement performance-based budgeting and performance measures for the allocation of public resources.
- Conduct annual county survey and work to improve county's quality of life ratings in all areas.
- Continue to expand county government television programming on Cable Access Channel 14.
- Communicate and inform citizens by continuing to publish a quarterly county newsletter

**Josephine County, Oregon
2004-05 Operating Budget**

Finance Department

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
General Fund - General Government					
Taxes	\$ 683,267	\$ 678,528	\$ 689,000	\$ 699,000	\$ 699,000
Intergovernmental	11,167,346	11,253,913	11,454,423	11,525,628	11,525,628
Fees & Charges for Services	2,389	1,633	3,510	2,000	47,000
Miscellaneous	85,196	270,461	41,638	-	1,020
Interfund Charges & Transfers	335,762	424,237	1,503,217	40,062	175,062
Proceeds from borrowing	12,673,437	-	5,012,800	5,000,000	5,000,000
Beginning Fund Balance -Restricted	-	-	-	-	61,400
Beginning Fund Balance	-	-	1,145,000	1,582,087	2,175,604
Total Revenues	24,947,397	12,628,772	19,849,588	18,848,777	19,684,714
Materials & Services	28,458	342,535	12,500	12,500	134,420
Interfund Payment for Services	1,767,554	1,688,064	6,351,634	6,328,473	6,328,973
Capital Outlay	415,153	207,995	373,638	500,000	500,000
Debt Service	-	4,044	-	-	-
Contingency	-	-	632,792	866,853	1,578,944
Payment on PERS liability	12,405,900	-	-	-	-
Total Expenditures	14,617,065	2,242,638	7,370,564	7,707,826	8,542,337
Resources (Provided)	\$ (10,330,332)	\$ (10,386,134)	\$ (12,479,024)	\$ (11,140,951)	\$ (11,142,377)

Funds 275 and 311 (see below) were closed into the above budget when the 2004-05 Budget was adopted.

Administrative Internal Service - Fund 401 - Finance

Personal Services	\$ 268,660	\$ 305,649	\$ 320,546	\$ 369,476	\$ 369,476
Materials & Services	16,304	31,703	75,575	38,952	38,952
Interfund Payment for Services	15,334	8,606	7,500	8,100	8,100
Capital Outlay	108	21,207	25,303	-	-
Debt Service	-	35,701	35,200	36,000	36,000
Total Expenditures	300,406	402,866	464,124	452,528	452,528
Allocable Amount	\$ 300,406	\$ 402,866	\$ 464,124	\$ 452,528	\$ 452,528
Total Full-Time Equivalents	4.70	4.00	4.70	5.70	5.70

Administrative Internal Service - Fund 401 - General Government

Fees & Charges for Services	\$ -	\$ -	\$ 116,500	\$ 116,500	\$ 116,500
Miscellaneous	10,849	6,480	77,006	5,500	5,500
Interfund Charges & Transfers	4,453,775	4,681,614	4,958,321	5,079,491	5,079,491
Total Revenues	4,464,624	4,688,094	5,151,827	5,201,491	5,201,491
Materials & Services	38,637	37,739	160,000	160,000	160,000
Capital Outlay	29,075	1,763	-	-	-
Debt Service	34,137	-	-	-	-
Total Expenditures	101,849	39,502	160,000	160,000	160,000
Net Allocable Amount	\$ (4,362,775)	\$ (4,648,592)	\$ (4,991,827)	\$ (5,041,491)	\$ (5,041,491)

**Josephine County, Oregon
2004-05 Operating Budget**

Finance Department

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
O & C Title III Fund - Fund 200					
Intergovernmental	\$ 2,400,516	\$ 2,423,311	\$ 1,001,130	\$ 1,016,967	\$ 1,016,967
Miscellaneous	18,250	27,790	20,000	20,000	20,000
Beginning Fund Balance	-	679,600	1,211,432	1,009,343	1,009,343
Total Revenues	\$ 2,418,766	\$ 3,130,701	\$ 2,232,562	\$ 2,046,310	\$ 2,046,310
Materials & Services	\$ 1,308,955	\$ 1,251,220	\$ 562,918	\$ 136,097	\$ 136,097
Interfund Payment for Services	310,762	712,172	1,511,644	1,910,213	1,910,213
Capital Outlay	119,449	6,250	158,000	-	-
Ending Fund Balance	679,600	1,161,059	-	-	-
Total Expenditures	\$ 2,418,766	\$ 3,130,701	\$ 2,232,562	\$ 2,046,310	\$ 2,046,310
CDBG - Fund 216					
Intergovernmental	\$ 8,000	\$ 292,000	\$ 3,350,000	\$ 600,000	\$ 600,000
Miscellaneous	-	403	-	-	-
Interfund Charges & Transfers	1,163	-	-	-	-
Beginning Fund Balance	39,884	43,047	-	-	-
Total Revenues	\$ 49,047	\$ 335,450	\$ 3,350,000	\$ 600,000	\$ 600,000
Materials & Services	\$ 6,000	\$ 292,822	\$ 3,350,000	\$ 600,000	\$ 600,000
Interfund Payment for Services	-	242	-	-	-
Ending Fund Balance	43,047	42,386	-	-	-
Total Expenditures	\$ 49,047	\$ 335,450	\$ 3,350,000	\$ 600,000	\$ 600,000
Economic Development - Fund 231					
Intergovernmental	\$ 260,005	\$ 285,531	\$ 264,748	\$ 245,000	\$ 245,000
Fees & Charges for Services	710	513	-	-	-
Miscellaneous	14,987	704	3,500	500	500
Interfund Charges & Transfers	-	7,500	7,500	-	-
Beginning Fund Balance	2,485	4,165	22,093	20,000	20,000
Total Revenues	\$ 278,187	\$ 298,413	\$ 297,841	\$ 265,500	\$ 265,500
Personal Services	\$ 154,023	\$ 135,501	\$ 53,302	\$ -	\$ -
Materials & Services	61,769	40,070	138,359	265,500	138,500
Interfund Payment for Services	58,123	30,000	106,180	-	127,000
Capital Outlay	107	25,511	-	-	-
Ending Fund Balance	4,165	67,331	-	-	-
Total Expenditures	\$ 278,187	\$ 298,413	\$ 297,841	\$ 265,500	\$ 265,500
Total Full-Time Equivalents	2.30	2.30	1.00	0.00	0.00

**Josephine County, Oregon
2004-05 Operating Budget**

Finance Department

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
Court Security - Fund 275					
Fees & Charges for Services	\$ 61,848	\$ 53,380	\$ 50,000	\$ 45,000	\$ -
Miscellaneous	1,795	1,453	1,403	1,000	-
Beginning Fund Balance	54,791	71,248	65,000	60,000	-
Total Revenues	\$ 118,434	\$ 126,081	\$ 116,403	\$ 106,000	\$ -
Materials & Services	\$ 47,046	\$ 63,571	\$ 115,903	\$ 105,500	\$ -
Interfund Payment for Services	140	200	500	500	-
Ending Fund Balance	71,248	62,310	-	-	-
Total Expenditures	\$ 118,434	\$ 126,081	\$ 116,403	\$ 106,000	\$ -

Fund 275 was closed into the Finance-General Government department of the General Fund when the 2004-05 Budget was adopted.

Search and Rescue Construction - Fund 301

Interfund Charges & Transfers	\$ -	\$ -	\$ 200,000	\$ 560,000	\$ 560,000
Total Revenues	\$ -	\$ -	\$ 200,000	\$ 560,000	\$ 560,000
Capital Outlay	\$ -	\$ -	\$ 200,000	\$ 560,000	\$ 560,000
Total Expenditures	\$ -	\$ -	\$ 200,000	\$ 560,000	\$ 560,000

ADA Compliance - Fund 311

Miscellaneous	\$ 37	\$ 26	\$ 20	\$ 20	\$ -
Interfund Charges & Transfers	-	-	15,000	15,000	-
Beginning Fund Balance	1,309	1,346	1,400	1,400	-
Total Revenues	\$ 1,346	\$ 1,372	\$ 16,420	\$ 16,420	\$ -
Materials & Services	\$ -	\$ -	\$ 16,420	\$ 16,420	\$ -
Interfund Payment for Services	-	-	-	-	-
Ending Fund Balance	1,346	1,372	-	-	-
Total Expenditures	\$ 1,346	\$ 1,372	\$ 16,420	\$ 16,420	\$ -

Fund 311 was closed into the Finance-General Government department of the General Fund when the 2004-05 Budget was adopted.

Energy Improvements - Fund 605

Miscellaneous	\$ 117	\$ 82	\$ 100	\$ 100	\$ 100
Interfund Charges & Transfers	18,777	20,503	20,473	20,473	20,473
Beginning Fund Balance	1,769	92	-	-	-
Total Revenues	\$ 20,663	\$ 20,677	\$ 20,573	\$ 20,573	\$ 20,573
Interfund Payment for Services	\$ 87	\$ 189	\$ 89	\$ 89	\$ 89
Debt Service	20,484	20,484	20,484	20,484	20,484
Ending Fund Balance	92	4	-	-	-
Total Expenditures	\$ 20,663	\$ 20,677	\$ 20,573	\$ 20,573	\$ 20,573

**Josephine County, Oregon
2004-05 Operating Budget**

Finance Department

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
PERS Bond Debt Service - Fund 610					
Miscellaneous	\$ 79,949	\$ 2,570	\$ 1,275	\$ -	\$ -
Interfund Charges & Transfers	306,959	753,802	866,035	835,593	835,593
Beginning Fund Balance	-	75,696	-	-	-
Total Revenues	\$ 386,908	\$ 832,068	\$ 867,310	\$ 835,593	\$ 835,593
Debt Service	\$ 311,212	\$ 665,505	\$ 800,594	\$ 835,593	\$ 835,593
Ending Fund Balance	75,696	166,563	66,716	-	-
Total Expenditures	\$ 386,908	\$ 832,068	\$ 867,310	\$ 835,593	\$ 835,593
Juvenile Facility Debt Service - Fund 624					
Taxes	\$ 226,614	\$ 198,517	\$ -	\$ -	\$ -
Miscellaneous	7,792	4,743	-	-	-
Beginning Fund Balance	60,252	44,189	-	-	-
Total Revenues	\$ 294,658	\$ 247,449	\$ -	\$ -	\$ -
Interfund Payment for Services	\$ -	\$ 15,342	\$ -	\$ -	\$ -
Debt Service	250,469	232,107	-	-	-
Ending Fund Balance	44,189	-	-	-	-
Total Expenditures	\$ 294,658	\$ 247,449	\$ -	\$ -	\$ -
Adult Jail Facility Debt Service - Fund 625					
Taxes	\$ 650,288	\$ 607,858	\$ 1,168,491	\$ 1,107,684	\$ 1,107,684
Miscellaneous	30,365	27,995	13,000	13,000	13,000
Interfund Charges & Transfers	819,596	-	-	-	-
Beginning Fund Balance	202,128	566,762	98,609	155,432	155,432
Total Revenues	\$ 1,702,377	\$ 1,202,615	\$ 1,280,100	\$ 1,276,116	\$ 1,276,116
Debt Service	\$ 1,135,615	\$ 1,137,395	\$ 1,133,100	\$ 1,132,945	\$ 1,132,945
Ending Fund Balance	566,762	65,220	147,000	143,171	143,171
Total Expenditures	\$ 1,702,377	\$ 1,202,615	\$ 1,280,100	\$ 1,276,116	\$ 1,276,116
Short Term Debt Service - Fund 650					
Miscellaneous	\$ 230,075	\$ 281,100	\$ 206,100	\$ 206,100	\$ 206,100
Interfund Charges & Transfers	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Total Revenues	\$ 5,230,075	\$ 5,281,100	\$ 5,206,100	\$ 5,206,100	\$ 5,206,100
Materials & Services	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Interfund Payment for Services	75	100	100	100	100
Debt Service	5,225,000	5,275,000	5,200,000	5,200,000	5,200,000
Total Expenditures	\$ 5,230,075	\$ 5,281,100	\$ 5,206,100	\$ 5,206,100	\$ 5,206,100

**Josephine County, Oregon
2004-05 Operating Budget**

Finance Department

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
Leave Liability Reserve - Fund 651					
Miscellaneous	\$ 10,069	\$ 7,011	\$ 353,000	\$ 1,000	\$ 1,000
Interfund Charges & Transfers	1,048,250	1,049,340	1,226,238	1,056,600	1,056,600
Beginning Fund Balance	257,802	445,916	146,000	100,000	100,000
Total Revenues	\$ 1,316,121	\$ 1,502,267	\$ 1,725,238	\$ 1,157,600	\$ 1,157,600
Personal Services	\$ 870,205	\$ 1,356,377	\$ 1,725,238	\$ 1,157,600	\$ 1,157,600
Interfund Payment for Services	-	-	-	-	-
Ending Fund Balance	445,916	145,890	-	-	-
Total Expenditures	\$ 1,316,121	\$ 1,502,267	\$ 1,725,238	\$ 1,157,600	\$ 1,157,600

Adult Jail Arbitrage Reserve - Fund 700					
Miscellaneous	\$ -	\$ 25,926	\$ 2,405	\$ -	\$ -
Beginning Fund Balance	-	-	140,000	-	-
Total Revenues	\$ -	\$ 25,926	\$ 142,405	\$ -	\$ -
Materials & Services	\$ -	\$ 3,250	\$ 101,817	\$ -	\$ -
Interfund Payment for Services	-	-	40,588	-	-
Ending Fund Balance	-	22,676	-	-	-
Total Expenditures	\$ -	\$ 25,926	\$ 142,405	\$ -	\$ -

PEG Access - Fund 704					
Taxes	\$ 97,452	\$ 47,780	\$ 46,842	\$ 48,000	\$ 48,000
Fees & Charges for Services	-	1,529	-	-	-
Miscellaneous	1,276	-	1,500	800	800
Beginning Fund Balance	12,188	71,682	75,000	93,000	93,000
Total Revenues	\$ 110,916	\$ 120,991	\$ 123,342	\$ 141,800	\$ 141,800
Materials & Services	\$ 11,400	\$ 31,912	\$ 31,312	\$ 31,312	\$ 31,312
Interfund Payment for Services	-	12,500	13,000	13,000	13,000
Capital Outlay	27,834	433	79,030	97,488	97,488
Ending Fund Balance	71,682	76,146	-	-	-
Total Expenditures	\$ 110,916	\$ 120,991	\$ 123,342	\$ 141,800	\$ 141,800

JOSEPHINE COUNTY, OREGON
2004 - 2005 Operating Budget

DEPARTMENT
Finance

Fund Descriptions

General Fund - General Government

The General Fund - General Government accounts for all revenues and expenditures of the County, which are not accounted for in the other General Fund departments.

Administrative Internal Service Fund - Finance and General Government

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other County departments. The net cost of operating ISF departments is allocated to the operating departments and funds which directly serve the public.

The ISF fund for the County's Finance department is used to account for the costs associated with operating the Finance Department..

The ISF General Government fund accounts for all revenues and expenditures of the County's ISF departments, which are not accounted for in the other departments. Revenues received are for all ISF services to non-ISF departments.

O & C Title III Fund

This fund was established to account for the revenues received from the Federal Government under O & C Title III and the expenditure of those monies. Most of the monies are transferred to three other departments, which carry out programs allowable under the terms of Title III. Those departments are Forestry, Sheriff and Planning.

CDBG (Community Development Block Grant) Management

This fund was established to account for the revenues and expenditures related to block grants received by the County.

Economic Development Fund

This fund was established to account for the revenues received from the State of Oregon as a share of video poker funds and the expenditure of these monies.

Search and Rescue Fund

This fund accounts for the monies budgeted for the construction of search and rescue facilities.

ADA (Americans with Disabilities Act) Compliance Fund

This fund accounts for revenues and expenditures associated with the County's program to bring County buildings and facilities into compliance with the Federal Americans With Disabilities (ADA) Law. Beginning in fiscal 2004-05, the activities of this fund are budgeted within the General Government component of the General Fund.

Energy Improvements Debt Service Fund

This fund is used to account for payments to repay the long-term loans made for the purpose of providing energy improvements to the County Courthouse, Illinois Valley Pool, and the Grants Pass YMCA building.

PERS Bond Debt Service

During the fiscal year 2001-02 the County completed the financing the PERS unfunded actuarial liability and created this fund. The revenue for the payment of the bond will be received from all County departments and placed in this fund. The related debt payments will be taken care of also within this fund

JOSEPHINE COUNTY, OREGON
2004 - 2005 Operating Budget

DEPARTMENT
Finance

Fund Descriptions (Continued)

Juvenile Facility Debt Service

This fund accounts for the collection of property taxes designated to retire the bonds which provide funding for the construction of the County's Juvenile Justice Facility. These bonds were paid off during fiscal year 2001-02.

Adult Jail Facility

This fund accounts for the collection of property taxes related to the retirement of the bonds issued for the construction of the Adult Jail. Josephine County voters in the November 3, 1998 general election approved this levy.

Short-Term Debt Service

This fund accounts for the accumulation of resources and the payment of Tax and Revenue Anticipation Notes (TRAN's) sold by the County to fund operations pending the receipt of O & C revenues in October.

Leave Liability Reserve

Funds are provided to the Leave Liability Reserve fund by formula for each county department. Charges against this fund are for payments made to employees who exchange time management leave, sell back vacation or receive any settlement for accrued leaves at time of retirement or termination of employment. This fund should be growing over time to balance against the accrued leave liability of county employees.

PEG Access Trust Fund

Josephine County Ordinance 98-1 authorizes the Board of County Commissioners of Josephine County to grant non-exclusive franchises for the operation of cable communication systems within the unincorporated area of Josephine County. The PEG Access Trust Fund accounts for the monies received for the franchise fees. Expenditures are for public cable access.

**JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget**

**DEPARTMENT
Finance**

**PROGRAM
Internal Services**

Description

As part of the Internal Service Fund, the Finance Department is responsible for the financial management and planning of the County. County management and planning includes establishing and maintaining effective controls over the County's financial activities. The department also provides accurate financial information to all County Departments in a timely manner. Finance is responsible for coordinating the annual budget and monitoring compliance after adoption. Finance performs analysis of financial condition including interim and annual financial reports and recommends financial policies to the Board of County Commissioners.

Objectives

- Provide accurate and timely financial support and oversight to all County Departments
- Compile the annual budget and assist the budget committee and BCC in the process of budget hearings and final adoption of the annual budget
- Prepare and publish Annual Budget Report
- Compile periodic supplemental budgets and assist BCC with adoption process
- Prepare and publish Consolidated Annual Financial Report and receive unqualified opinion from outside auditors
- Provide staff support for public and departmental education on budgetary rules and laws and financial reports
- Prepare monthly financial package to assist departments during analysis of financial position
- Provide assistance and timely responses to Board of County Commissioners' requests for special projects and financial analysis

Service Levels

	2002-2003 Actual	2003-2004 Expected	2004-2005 Budgeted
Number of funds maintained	60	60	56
Budgeted expenditures	\$107,994,612	\$113,504,764	\$113,680,391
Monthly financial packages produced	300	300	300

Efficiency Measures

Staffing – Full Time Equivalents (FTEs)	4.0	4.7	5.7
---	-----	-----	-----

Effectiveness Measures

Number of over-expended appropriations per year	5	5	2
CAFR submitted to GFOA Excellence program	Yes	Yes	Yes
CAFR awarded Excellence award	Yes	Yes	Yes
Audit comments related to Oregon Budget Law	No	No	No
Audit completed by December 15	No	Yes	Yes

JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget

DEPARTMENT
Finance

PROGRAM
Internal Services

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Received unqualified opinion on 2001-2002 Comprehensive Annual Financial Report
- Received GFOA Certificate of Excellence in Financial Reporting on 2001-2002 CAFR
- Provided training sessions for departments regarding financial statement information and budgetary rules and laws
- Provided timely and accurate financial support to all County Departments during the budgetary process

Fiscal Year 2003-2004 Expected Accomplishments

- Received unqualified opinion on 2002-2003 Consolidated Annual Financial Report
- Received certification from GFOA on 2002-2003 Comprehensive Annual Financial Report
- Provide and expand financial training for departments and public
- Provide accurate financial support to County Departments in timely manner
- Completed conversion of MIP software to Windows environment
- Completed conversion of JoCo Payroll System to ABRA Payroll for Windows.
- Compiled the annual budget and assisted the Budget Committee and BCC in the process of budget hearings and final adoption of the annual budget.

Fiscal Year 2004-2005 Projected Accomplishments

- Provide financial and budgetary oversight of other County departments
- Establish calendar and plan for year with key dates and communicate it to County departments
- Improve the accuracy of processing of County accounting records
- Begin regular monthly account reconciliations
- Provide accurate financial support to County departments in timely manner
- Publish the 2004-2005 Annual Budget Report by December 31
- Receive unqualified opinion on the 2003-2004 Comprehensive Annual Financial Report
- Publish the 2003-2004 CAFR by January 15

**JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget**

DEPARTMENT
Finance

PROGRAM
General Government And Debt Service

General Government Description

This program accounts for expenditures that do not necessarily fit into other departmental budgets or are made for the general benefit of the County as a whole and funds that do not belong to one specific department. County resources, which are not associated with a specific department, are also accounted for in this program. The Finance Department oversees the majority of this program, and the Board of County Commissioners oversees the balance.

Service Levels

NOTE: The service levels for this program are accounted for within the Finance Internal Service Program.

Debt Management Description

The Debt Management Program includes all of the Debt Service funds.

Objectives

Establish and maintain effective controls over all Debt Service funds.

Service Levels

NOTE: The service levels for this program are accounted for within the Finance Internal Service Program.

**Josephine County, Oregon
2004-05 Operating Budget**

Information Technology

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
Administrative Internal Service - Fund 401 - Information Systems					
Intergovernmental	\$ 51,408	\$ -	\$ 10,000	\$ -	\$ -
Fees & Charges for Services	54,773	24,030	19,200	-	-
Miscellaneous	97,143	-	-	-	-
Total Revenues	203,324	24,030	29,200	-	-
Personal Services	687,029	603,136	649,793	662,766	662,766
Materials & Services	408,770	208,062	197,304	149,074	149,074
Interfund Payment for Services	33,192	2,100	2,100	2,600	2,600
Capital Outlay	64,183	8,590	10,000	-	-
Total Expenditures	1,193,174	821,888	859,197	814,440	814,440
Net Allocable Amount	\$ 989,850	\$ 797,858	\$ 829,997	\$ 814,440	\$ 814,440
Total Full-Time Equivalents	12.00	10.00	9.50	9.00	9.00

Note: The Communications Department was part of Information Systems in 2001-02.

JOSEPHINE COUNTY, OREGON
2004 - 2005 Operating Budget

DEPARTMENT
Information Technology

Fund Descriptions

Administrative Internal Service Fund – Information Systems

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments.

The ISF fund for the County's Information Systems department is used to account for the costs associated with the department's operations. The details of these operations are explained later in this section.

**JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget**

**DEPARTMENT
Information Technology**

**PROGRAM
Internal Services**

Description

The purpose of the Information Technology Department is to provide, coordinate, and facilitate the use of technology and information resources, including infrastructure, application and desktop support, to the departments of Josephine County in order for them to fulfill their mission statement in an efficient and cost effective manner.

Objectives

- To assist county government operate in a unified and coordinated manner to increase the overall quality, productivity, efficiency and cost effectiveness in providing services to the community thru the appropriate application of technology by limiting redundancies, managing costs, maximizing vendor relationships, and delivering innovative technology solutions.

Service Levels

	2001-2002 Actual	2002-2003 Actual	2003-2004 Expected	2004-2005 Budgeted
Number of active users	612	615	620	640
Number of computers	550	567	538	544
Number of printers	160	162	179	185
Number of applications	105	108	112	140
Number of service requests	1226	1310	1385	1415
Information Technology FTE	9	10	9.5	9
Infrastructure support FTE	5	5	5	4.5
Service Requests FTE	2.5	3	2	2.5
App. Development FTE	1.5	2	2.5	2

Efficiency Measures

Total cost per computer	\$1,358	\$1,497	\$1,543	\$1,497
IT budget as a percentage of The total county operating budget	0.70%	0.80%	0.80%	0.77%

Effectiveness Measures

Network uptime	99.98%	99.99%	99.97%	99.99%
Percent of service requests Resolved in less than one day	19%	59%	40%	50%
Avg. number of days to resolve 90% of service requests	11.3	1.7	4.4	3

JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget

DEPARTMENT
Information Technology

PROGRAM
Internal Services

Program Accomplishments and Goals

Fiscal Year 2001-2002 Accomplishments

- Server availability 99.9 %
- Workstation hardware and/or software upgrades for Juvenile, Shelter Detention, Corrections, DRC, Finance, Clerk and Tax Departments
- Payroll application conversion
- Financial System conversion
- Clerks Recording application conversion
- Netware servers upgraded to version 5.1
- Ann Basker Auditorium audio/visual broadcast system

Fiscal Year 2002-2003 Accomplishments

- Server availability 99.9 % or better
- Replace Tax and Assessment RS/6000
- Workstation hardware and/or software upgrades for Assessor, DA, Legal, BCC
- Applications for Juvenile shelter/detention, Sheriff evidence, Corrections substance abuse tracking
- Local Area Network Fiber backbone

Fiscal Year 2003-2004 Expected Accomplishments

- Server availability 99.9 % or better
- Replace 25 percent of county PC's
- Fiber Connections to Jail, Public Works, Ramsey and Corrections
- New applications or upgrades for District Attorney, Clerks, Corrections, Finance, Tax, Planning and Sheriff

Fiscal Year 2004-2005 Projected Accomplishments

- Server availability 99.9 % or better
- Replace 25 percent of county PC's
- Server consolidation and upgrades
- Public Health Practice Management Application
- Document Imaging upgrade and add new departments
- Oregon Central Voter Registration application
- Sheriff Concealed Weapons application

**Josephine County, Oregon
2004-05 Operating Budget**

Communications

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
Administrative Internal Service - Fund 401 - Communications					
Fees & Charges for Services	\$ -	\$ 23,442	\$ 20,100	\$ 25,100	\$ 25,100
Interfund Charges & Transfers	-	30,686	102,000	95,000	95,000
Total Revenues	-	54,128	122,100	120,100	120,100
Personal Services	-	208,246	215,134	224,776	224,776
Materials & Services	-	134,063	136,220	124,520	124,520
Interfund Payment for Services	-	9,553	10,982	14,040	14,040
Total Expenditures	-	351,862	362,336	363,336	363,336
Net Allocable Amount	\$ -	\$ 297,734	\$ 240,236	\$ 243,236	\$ 243,236
Total Full-Time Equivalents	0.00	3.00	3.00	3.00	3.00

Note: The Communications Department was part of Information Systems in 2001-02.

JOSEPHINE COUNTY, OREGON
2004 - 2005 Operating Budget

DEPARTMENT
County Communications

Fund Descriptions

Administrative Internal Service Fund – Communications

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments. The net cost of operating ISF departments is allocated to the operating departments and funds which directly serve the public.

The ISF fund for the County's Communications department is used to account for the costs associated with the department's operations. The details of these operations are explained later in this section.

JOSEPHINE COUNTY, OREGON
2003 – 2004 Operating Budget

DEPARTMENT
Communications

PROGRAM
Internal Services

Description

The purpose of the Communications Division is to provide all County departments with the ability to communicate both internally and externally through two-way radio, telecommunications, and computer network connectivity in order that they may provide services to the citizens of Josephine County.

<u>Services Levels:</u>	<u>2000/2001</u>	<u>2001/2002</u>	<u>2002/2003</u>
	<u>Actual</u>	<u>Actual</u>	<u>Expected</u>
Radio components	997	996	998
Local telephone cost	\$67,200	\$68,800	\$73,000
Phones / Switches	N/A	754 / 12	815 / 12
Cost per telephone per year	N/A	\$91.25	\$89.57
Computer network connections	N/A	690	737
Total of all service requests	348	393	435
Number of all service requests considered "critical"	190	183	163
Average radio components age in years	13.7	14.6	15.0
Phone system major components age in years	7	8	9
Computer network components age in years	less 5	less 5	less 5
Number of department FTE	3	3	3
Total cost of program	N/A	\$356,272	\$362,336
Income from all sources	N/A	\$76,500	\$49,100
Net cost of program	N/A	\$279,772	\$313,236

<u>Efficiency Measures:</u>	<u>2000/2001</u>	<u>2001/2002</u>	<u>2002/2003</u>
	<u>Actual</u>	<u>Actual</u>	<u>Expected</u>
Two-way radio service requests / FTE required	144 / 1.14	160 / 1.41	180 / 1.22
Average cost per radio service request	N/A	\$646	\$556
Phone service requests / FTE required	120 / 0.94	163 / 1.04	202 / 1.12
Average cost per phone service request	N/A	\$472	\$455
Computer network service requests / FTE required	67 / 0.84	45 / 0.42	50 / 0.49
Average cost per computer network request	N/A	\$684	\$796
Misc. service request / FTE required	17 / 0.08	24 / 0.14	24 / 0.16
Average cost per misc. service request	N/A	\$366	\$562

<u>Effectiveness Measures:</u>	<u>2000/2001</u>	<u>2001/2002</u>	<u>2002/2003</u>
	<u>Actual</u>	<u>Actual</u>	<u>Expected</u>
% of critical requests resolved within 24 hrs	97%	97%	98%
% of all requests resolved on first service call	97%	98%	98%

Program Accomplishments and Goals

Fiscal Year 2001-2002 Accomplishments

- Upgraded the telephone switch at the Public Works building.
- Upgraded the main telephone switch at the Courthouse building.
- Improved the Communications Work Request database to provide better statistics.

Fiscal Year 2002-2003 Accomplishments

- Wired and installed telephone and computer networks for the new Wolf Cr. Library.
- Installed light fiber at the A St building and the Justice Building / Library / Washington Annex / Information Technology complex.

Fiscal Year 2003-2004 Projected Accomplishments

- Perform preventative maintenance at the County's five radio sites.
- Connect the Juvenile and A St buildings telephone systems to the Courthouse telephone system with light fiber.



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**Josephine County, Oregon
2004-05 Operating Budget**

County Legal Counsel

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
Administrative Internal Service - Fund 401 - Legal					
Miscellaneous	\$ 812	\$ 200	\$ -	\$ -	\$ -
Interfund Charges & Transfers	-	7,444	13,434	13,434	13,434
Total Revenues	812	7,644	13,434	13,434	13,434
Personal Services	232,660	273,456	294,263	304,468	304,468
Materials & Services	13,679	16,369	17,165	13,824	13,824
Interfund Payment for Services	9,715	2,100	2,200	2,700	2,700
Capital Outlay	1,273	7,024	1,000	1,000	1,000
Total Expenditures	257,327	298,949	314,628	321,992	321,992
Net Allocable Amount	\$ 256,515	\$ 291,305	\$ 301,194	\$ 308,558	\$ 308,558
Total Full-Time Equivalents	3.80	3.80	3.80	3.80	3.80

JOSEPHINE COUNTY, OREGON
2004 - 2005 Operating Budget

DEPARTMENT
Legal Counsel

Fund Descriptions

Administrative Internal Service Fund – Legal Counsel

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments.

The ISF fund for the County Legal Counsel is used to account for the costs associated with the department's operations. The details of these operations are explained later in this section.

JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget

DEPARTMENT
Legal Counsel

PROGRAM
Internal Services

Description

As part of the Internal Service Fund, and to fulfill the requirements of the Josephine County Charter and state law, the County Legal Counsel advises the governing body and other county officers, renders services in connection with legal questions of a civil nature arising in the discharge of their functions, prosecutes violations of county law, and provides such additional services as determined between the governing body and Legal Counsel, and in any other manner advises and represents the county.

Objectives

- Provide accurate and timely legal advice and representation to Josephine County elected and appointed officials and all county departments.
- Provide assistance and timely responses to Board of County Commissioners' requests for special projects.
- Provide legal advice and assistance to County Risk Manager.

	2002-03 Actual	2003-04 Expected	2004-05 Budgeted
<u>Service Levels</u>			
Contracts drafted/reviewed/revised	272	312	375
Land use enforcement cases processed	9	4	6
Other cases processed (Admin.;			
Tax court, Solid Waste, etc.	18	20	20
Tort claim/risk management files			
Monitored	64	42	42
Files opened (all departments)	527	453	500
Weekly Business Session items reviewed	245	200	225
County department supervisors/managers assisted	105	141	139
Department budget	\$305,638	\$314,628	\$321,992
Department FTE's	3.8	3.8	3.8
County budget	\$102,795,060	\$109,979,278	\$108,000,000
County FTE's	816	802	800
<u>Efficiency Measures</u>			
Contracts drafted/reviewed/revised per FTE	71.58	82.11	98.68
Land Use Enforcement cases processed per FTE	2.37	1.05	1.58
Other cases processed (Admin.; Tax Court, etc.) per FTE	4.74	5.26	5.26
Tort claim/risk management files monitored per FTE	16.84	11.05	11.05
Files opened (all departments) per department FTE	131.58	119.21	131.58
Weekly Business Session items reviewed per department FTE	64.47	52.53	59.21
County dept. supervisors/managers assisted per department FTE	27.63	37.11	36.58
Proportion of department FTE's to county FTE's	.46%	.47%	.48%
Proportion of department budget to total county budget	.30%	.29%	.30%

JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget

DEPARTMENT
Legal Counsel

PROGRAM
Internal Services

	2002-03 Actual	2003-04 Expected	2004-05 Budgeted
<u>Effectiveness Measures</u>			
Years of service in elective office	8	9	10
Accessibility to Board of Commissioners	100%	100%	100%
Percentage of advisory requests, meeting the following timeline standards:			
a) BCC requests within 7 days	N/A	100%	100%
b) Legal opinion within 14 days.	N/A	73%	100%
c) Contract review within 7-14 days.	N/A	72%	100%

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Drafted and reviewed ordinances, orders, and resolutions of the Board.
- Drafted and reviewed contracts and bid documents for compliance with state and local public contract rules and made recommendations to the Board of Commissioners regarding such contracts.
- Provided legal advice and services to the county advisory committees and commissions.
- Participated in Josephine County/City of Grants Pass Solid Waste Agency (Agency Chair).
- Retained leadership position in statewide Government Law Section of the Oregon State Bar.
- Drafted deeds, resolutions, and orders to convey county lands pursuant to state statute and county charter.
- Initiated procedures to establish timely response systems to requests for opinions or legal review.
- Continued with Codification project.
- Continued to streamline preparation process for opinion requests to ensure timely response to requests for opinions by members of governing body and county officers.
- Continued to streamline office procedures to ensure "client" communication and satisfaction.
- Responded to advisory requests.
- Prepared documents for proposed formation of water district.
- Drafted county HIPAA policy, orders, and resolutions for HIPAA compliance.
- Continued to advise county departments regarding Title III compliance, and prepared Board resolutions and public notices.
- Prepared ballot titles as required by state statute, for county measures.
- Drafted county administrative policies and procedures.
- Reviewed and provided assistance for CDBG grant documents.
- Processed Vehicle Impoundment Hearings.
- Responded to Public Records Requests.

Fiscal Year 2003-2004 Expected Accomplishments

- Draft and review ordinances, orders, and resolutions of the Board.
- Draft and review contracts and bid documents for compliance with state and local public contract rules and make recommendations to the Board of Commissioners regarding such contracts.
- Provide legal advice and services to the county advisory committees and commissions.
- Participate in Josephine County/City of Grants Pass Solid Waste Agency (Agency Chair).
- Retain leadership position in statewide Government Law Section of the Oregon State Bar.
- Draft deeds, resolutions, and orders to convey county lands pursuant to state statute and county charter.
- Continue with Codification project.
- Continue to streamline preparation process for opinion requests to ensure timely response to requests for opinions by members of governing body and county officers.
- Continue to streamline office procedures to ensure "client" communication and satisfaction.

JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget

DEPARTMENT
Legal Counsel

PROGRAM
Internal Services

- Respond to advisory requests.
- Amend Public Contracting Ordinance.
- Continue to advise county departments regarding HIPAA policy, orders, and resolutions for HIPAA compliance.
- Continue to advise county departments regarding Title III compliance, and prepare Board resolutions and public notices.
- Prepare ballot titles as required by state statute, for county measures.
- Draft county administrative policies and procedures.
- Review and provide assistance for CDBG and RD grant documents.
- Conduct Finance Department Internal Investigation.
- Serve on Compensation Committee.
- Finalize LUBA appeal records.
- Process Vehicle Impoundment hearings.
- Respond to Public Records Requests.

Fiscal Year 2004-2005 Projected Accomplishments

- Draft and review ordinances, orders, and resolutions of the Board.
- Draft and review contracts and bid documents for compliance with state and local public contract rules and make recommendations to the Board of Commissioners regarding such contracts.
- Provide legal advice and services to the county advisory committees and commissions.
- Participate in Josephine County/City of Grants Pass Solid Waste Agency (Agency Chair).
- Retain leadership position in statewide Government Law Section of the Oregon State Bar.
- Draft deeds, resolutions, and orders to convey county lands pursuant to state statute and county charter.
- Continue with Codification project.
- Continue to streamline preparation process for opinion requests to ensure timely response to requests for opinions by members of governing body and county officers.
- Continue to streamline office procedures to ensure "client" communication and satisfaction.
- Respond to advisory requests.
- Amend Emergency Medical Services Ordinance and related documents.
- Continue to advise county departments regarding HIPAA policy, orders, and resolutions for HIPAA compliance.
- Continue to advise county departments regarding Title III compliance, and prepare Board resolutions and public notices.
- Prepare ballot titles as required by state statute, for county measures.
- Draft county administrative policies and procedures.
- Review and provide assistance for CDBG and RD grant documents.
- Finalize LUBA appeal records.
- Process Vehicle Impoundment hearings.
- Respond to Public Records Requests.



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**Josephine County, Oregon
2004-05 Operating Budget**

Personnel Department

	ACTUAL 2001-02	ACTUAL 2002-03	ADOPTED BUDGET 2003-04	PROPOSED & APPROVED BUDGET 2004-05	ADOPTED BUDGET 2004-05
Administrative Internal Service - Fund 401 - Personnel					
Miscellaneous	\$ 46	\$ -	\$ -	\$ -	\$ -
Interfund Charges & Transfers	-	202,547	213,000	213,000	213,000
Total Revenues	46	202,547	213,000	213,000	213,000
Personal Services	276,135	280,636	305,532	318,519	318,519
Materials & Services	24,510	30,162	58,915	64,916	64,916
Interfund Payment for Services	15,794	4,400	3,100	3,100	3,100
Total Expenditures	316,439	315,198	367,547	386,535	386,535
Net Allocable Amount	\$ 316,393	\$ 112,651	\$ 154,547	\$ 173,535	\$ 173,535
Total Full-Time Equivalents	4.00	4.00	4.50	4.50	4.50

Self Insurance - Fund 410

Miscellaneous	\$ 36,676	\$ 20,750	\$ -	\$ -	\$ -
Interfund Charges & Transfers	864,879	927,849	1,136,589	1,269,122	1,269,122
Beginning Fund Balance	893,128	768,991	43,000	536,000	536,000
Total Revenues	\$ 1,794,683	\$ 1,717,590	\$ 1,179,589	\$ 1,805,122	\$ 1,805,122
Personal Services	\$ 72,266	\$ 294,168	\$ 199,500	\$ 94,000	\$ 94,000
Materials & Services	760,543	830,610	800,947	889,000	889,000
Interfund Payment for Services	192,883	191,583	179,142	176,122	176,122
Capital Outlay	-	-	-	-	-
Contingency	-	-	-	110,000	110,000
Ending Fund Balance	768,991	401,229	-	536,000	536,000
Total Expenditures	\$ 1,794,683	\$ 1,717,590	\$ 1,179,589	\$ 1,805,122	\$ 1,805,122

Health Insurance - Fund 420

Miscellaneous	\$ 275,815	\$ 289,997	\$ 48,000	\$ 48,000	\$ 363,000
Interfund Charges & Transfers	4,047,865	4,362,678	5,135,918	5,175,390	5,175,390
Beginning Fund Balance	246,922	96,666	-	-	-
Total Revenues	\$ 4,570,602	\$ 4,749,341	\$ 5,183,918	\$ 5,223,390	\$ 5,538,390
Personal Services	\$ 4,437,847	\$ 4,740,059	\$ 5,183,918	\$ 5,223,390	\$ 5,538,390
Materials & Services	35,895	-	-	-	-
Interfund Payment for Services	194	13,100	-	-	-
Ending Fund Balance	96,666	(3,818)	-	-	-
Total Expenditures	\$ 4,570,602	\$ 4,749,341	\$ 5,183,918	\$ 5,223,390	\$ 5,538,390

JOSEPHINE COUNTY, OREGON
2004 - 2005 Operating Budget

DEPARTMENT
Personnel and Risk Management

Fund Descriptions

Administrative Internal Service Fund – Personnel & Risk Management

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments.

The ISF fund for the Personnel and Risk Management department is used to account for the costs associated with the department's operations. The details of these operations are explained later in this section.

Self Insurance Fund

The Self Insurance Fund was established to account for the expenses associated with the County's Self Insurance program. The County chose to self insure physical property, general liability claims and worker's compensation claims in an effort to reduce costs and gain a measure of control over these continually rising expenses. The fund is also intended to fund an excess insurance policy, fund the administrative costs to manage the programs, and establish a reserve for the property, liability, and worker's compensation programs.

Health Insurance Fund

The Health Insurance Fund was established to account for the premiums for medical, vision, dental, life, long term disability (LTD), accidental death and dismemberment (ADD) insurance plans, and the costs of a health management program. The fund is not intended to accumulate a reserve.

**JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget**

**DEPARTMENT
Personnel**

**PROGRAM
Internal Services**

Description

The purpose of the Human Resources Department is to administer a comprehensive personnel program that recruits, compensates and retains a productive workforce, and fosters a work environment that is fair and compliant with applicable laws/agreements/policies, so that the County can deliver effective and efficient services.

Service Levels (Workload level)

	<u>2001</u>	<u>2002</u>	<u>2003</u>
Number of Human Resources Staff/FTE's (+1.0 in Payroll in 03)	3.5	3.5	4.5
Number of Regular Employee FTE's (full time & part-time)	658	642	604
Number of Casual-Seasonal Employees	50	73	134
Number of Annual Personnel Record Changes (avg. 4.1/employee)	2903	2932	3026
Number of Job Postings - Internal (employees only)	194	64	85
Number of Job Advertisements - External	85	93	36
Number of Full-Time Employee Terminations/Layoffs	59	69	81
Number of Grievances	7	6	15

Efficiency Measures (Cost or Number of Employees per Service)

	<u>2001</u>	<u>2002</u>	<u>2003</u>
HR Staff FTE ratio for Regular & Casual Seasonal Employees	202	204	211
HR Staff FTE per Annual Personnel Record Changes	829	838	864
Average Cost Per External Job Posting	\$254	\$199	\$183

Effectiveness Measures (Service Quality Measures)

	<u>2001</u>	<u>2002</u>	<u>2003</u>
Full-Time Employee Turnover Rate	9.8%	10.7%	13.4%
Avg. % of Module 2 Health Insurance Cost Paid by Employee	7.5%	9.5%	17.2%
Grievances Unresolved (Arbitration/Mediation)	0	0	2

Fiscal Year 2002-2003 Accomplishments

- Satisfactory employee attitude and morale survey.
- New staff and manager appraisal forms.
- Coordinated and/or taught customer service, 'taking corrective action', and employee relations training.
- Completely revised the Non-Union Employee Personnel Rules

Fiscal Year 2003-2004 Expected Accomplishments

- Successfully added payroll function to Personnel Department
- Negotiated the Sheriff Association labor contract with valuable language changes.
- Replaced a management level employee in Department with a Human Resources Technician
- Modified the paid leave program for new management hires, reducing formula and sell-back eligibility

**JOSEPHINE COUNTY, OREGON
2004-2005 Operating Budget**

**DEPARTMENT
Personnel**

**PROGRAM
Internal Services**

Fiscal Year 2004-2005 Projected Accomplishments

- Utilize results of public compensation committee to determine status of total employee compensation.
- Establish a health insurance committee made up of representatives from 3 union and non-union work group with focus on reducing costs.
- Successfully bargain new labor contract with AFSCME
- Successfully re-open and bargain the wage and insurance sections of Sheriff Association contract

**JOSEPHINE COUNTY, OREGON
2004 – 2005 Operating Budget**

**DEPARTMENT
Risk Management**

**PROGRAM
Internal Services**

Description

The purpose of the Risk Management program is to reduce the liability of the County which will result in reducing and preventing personal injury and/or property damage to citizens and employees.

Service Levels (Workload Level)

	<u>2001</u>	<u>2002</u>	<u>2003</u>
Number of General Liability / Tort Claims	30	89	62
Number of Auto Liability Claims	76	81	57
Number of Workers' Compensation Claims	57	80	65
Incident Reports - Within County (First Party)	108	117	94
Incident Reports - From / Involving Citizens	37	62	30
Total Number of County Claims and Incidents Reported	308	429	308

Efficiency Measures (Cost or Number of Employees per Service)

	<u>2001</u>	<u>2002</u>	<u>2003</u>
Average Cost of General Liability / Tort Claims	\$361	\$2,813	\$357
Average Cost of Auto Liability Claims	\$335	\$404	\$214
Average Cost of Workers' Compensation Claims	\$1,698	\$3,716	\$3212

Effectiveness Measures (Service Quality Measures)

Number of County Claims/Incidents per HR Staff/FTE Level	88	123	88
Number of Workers' Comp Time Loss Claims	16	21	17
Number of Litigated Workers' Comp Claims Settled/Lost			3/0
Number of Litigated General Liability Claims Settled/Lost			3/0

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

Safety Committee: Expand and train membership, develop a comprehensive quarterly inspection document.
Per OR-OSHA, create and train a new "A" Street Safety Committee.
Updated Respiratory Protection Program to meet new OSHA standards.

Fiscal Year 2003-2004 Expected Accomplishments

Implemented pre-placement physical exams, criminal background checks & psychological assessments for select jobs
Track data for employees on light duty and increase wage reimbursement received from the State EIAP program.
Centralize OSHA training, records and tracking.
Successfully resolve "A" Street workers' compensation mold claims

Fiscal Year 2004-2005 Projected Accomplishments

Modify reporting capabilities of Risk Management database with focus on major variable expenses by Department.
Investigate all lost time injuries, serious injuries and near-misses with prevention report to risk management committee.
Study and analyze Departmental new hire, orientation and probation period processes to enhance employee quality.
Investigate and analyze the economic pros and cons of moving from self-insurance to a workers' comp insurer.



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