Josephine County, Oregon

2005-2006
OPERATING BUDGET

JOSEPHINE COUNTY, OREGON

ADOPTED BUDGET
2005 – 2006

Submitted by the
Josephine County Budget Committee

Committee Chair – Larry Stewart
Committee Member – Charles Didato
Committee Member – Ron Strom
Commissioner – Jim Riddle
Commissioner – Dwight Ellis
Commissioner – Jim Raffenburg
Committee Alternate – Ken Brinkerhoff

Budget Officer – John Harelson

Prepared by:
John Harelson, Treasurer & Budget Officer
Bill Burnes, Accountant/Budget Analyst
Department Heads, Elected Officials and their staff

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Table of Contents

Introduction

Budget Message 2
Organization Chart 9

Reader's Guide

County Government Structure and Services 13
General County Information 13
Economic Condition and Outlook 14
Financial Structure 15
Basis of Accounting 18
Budget Adoption Process 18
Budget Revision Process 19
Summary of Josephine County's Debt Structure 19
Public Involvement 21
Statistics ..... 22 through 27

Financial Summaries

Revenue and Expenditure Budget Comparisons:
- Budgeted Resources 30
- Budgeted Requirements by Activity 30
- Budgeted Requirements by Category 31
- Budgeted Requirements by Fund Type 31
- Comments About Year-to-Year Fluctuations 32-33

Summary of Resources by Category - All Funds 34
Summary of Requirements by Category - All Funds 35
Summary of Resources and Requirements by Category - General Fund 36
Summary of Resources and Requirements by Category – Internal Service Fund 37
Interfund Transfer Reconciliation 38

Budgets and Program Descriptions by Department

Administrative Group:

Board of County Commissioners 41
Finance Department 45
Information Technology 55
Communications 59
Legal Counsel 63
Personnel/Risk Management 69

County Assessor 73

County Treasurer 79

County Clerk 87

Public Works 91

Forestry 109

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Table of Contents

Budgets and Program Descriptions by Department (Continued)

Community Development Group:

General Services……...115
Planning 121
Building and Safety..... 131
County Surveyor 135

Criminal Justice/Public Safety Group

Community Justice..... 139
County District Attorney..... 163
County Sheriff..... 173

Culture and Recreation:

County Airports 191
County Fairgrounds 197
Library Funds..... 201
County Parks..... 207

Human Services Group:

Commission for Children and Families..... 211
Public Health..... 215
Community Action..... 235
Mental Health 253

Personnel

Staffing Summary by Fund and Department..... 273
Pay Grade and Monthly Salary Schedules 274

Capital Projects

Capital Expenditures Summary..... 279
Capital Expenditures by Department
Five-year Projection..... 281

Property Tax Levies & Appropriations

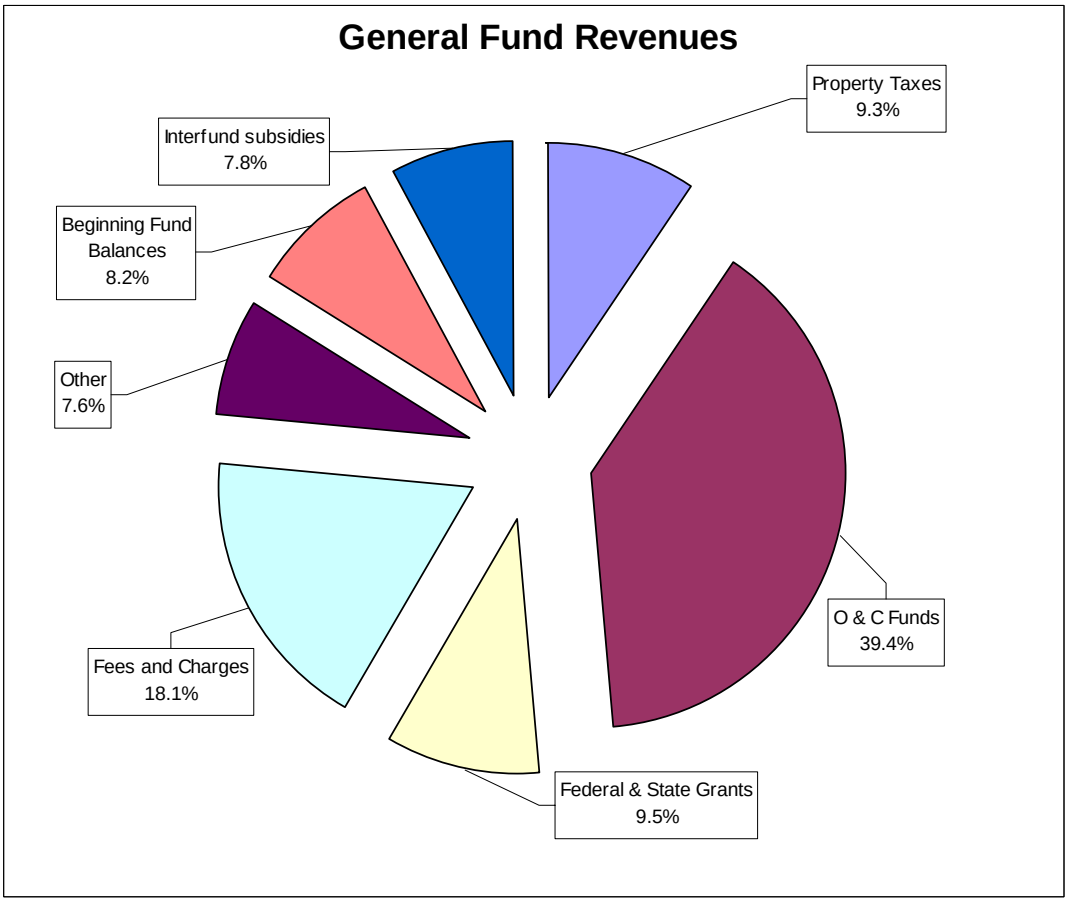
Property Tax Levy 290
Appropriations 291

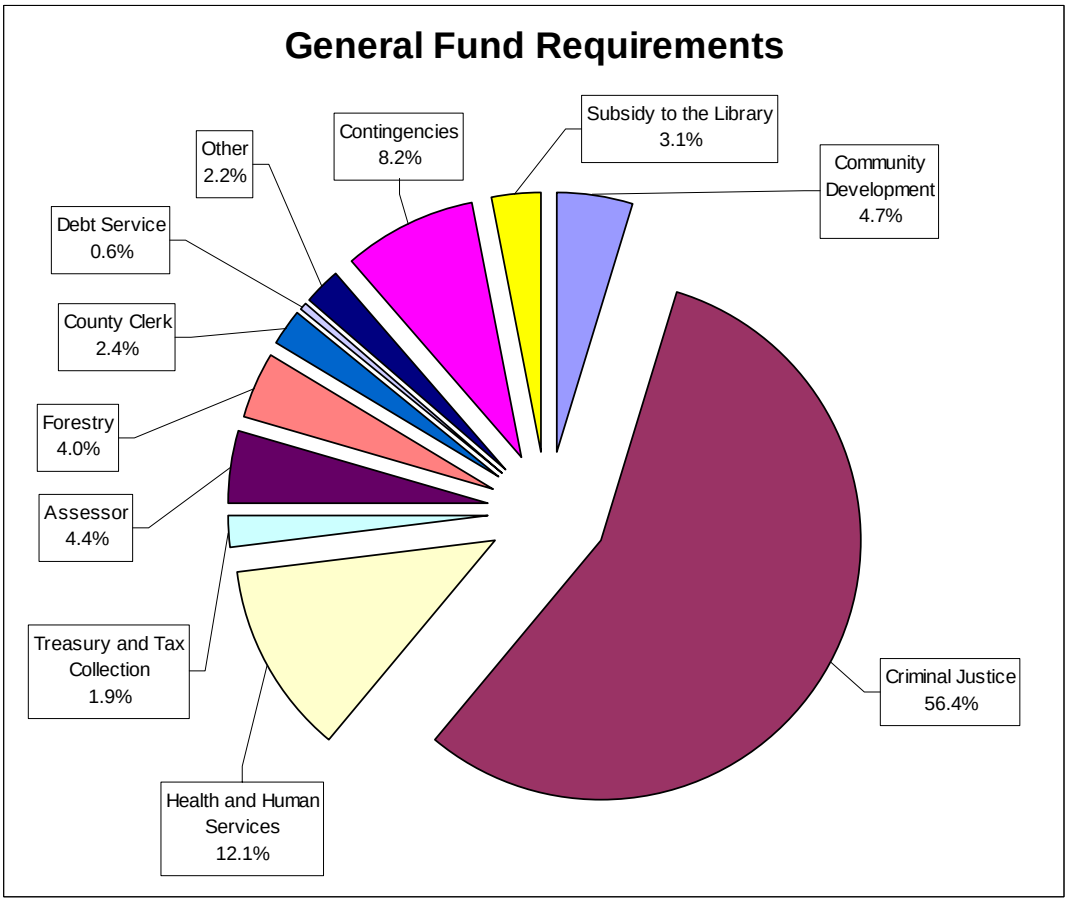
Appendices

Glossary of Budget Terms i
Glossary of Acronyms… v

INTRODUCTION

JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget





JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget

2005-2006
Budget Message

August 26, 2005

The Citizens of Josephine County
Josephine County Commissioners
Budget Committee Members
Josephine County Elected Officials and Department Heads

The 2005-06 budget for Josephine County was unanimously adopted by the Board of County Commissioners on June 23, 2005. This budget is a financial operating plan for the County for the period of July 1, 2005 to June 30, 2006. This book contains summary budget information for the General Fund and all funds of the County as a whole. It also contains budget information of each fund and department along with a description of the programs, accomplishments and goals of each. The Table of Contents provides a guide for how this document is organized and where information is located. This book is intended to help the reader understand County operations and the budgets that guide those operations. The Finance Department welcomes any comments or suggestions you may have for making this book a useful tool for those purposes.

The budget for 2005-06

The budget for the General Fund for 2005-06 is $30,084,495, and the total County budget with all of its budgeted funds (including the General Fund) is $106,904,963. The Financial Summaries section of this book contains summaries of the budget by resources (revenues and beginning fund balance) and requirements (expenditures and ending fund balances), broken down by activity, budget category and fund type for the 2005-06 budget compared to the 2004-05 budget. This section also shows a breakdown of resources and requirements for each individual fund of the County. The budget for the General Fund and each of the County's funds is balanced, which means that budgeted expenditures plus ending fund balances are equal to the resources estimated to be available during the budget year.

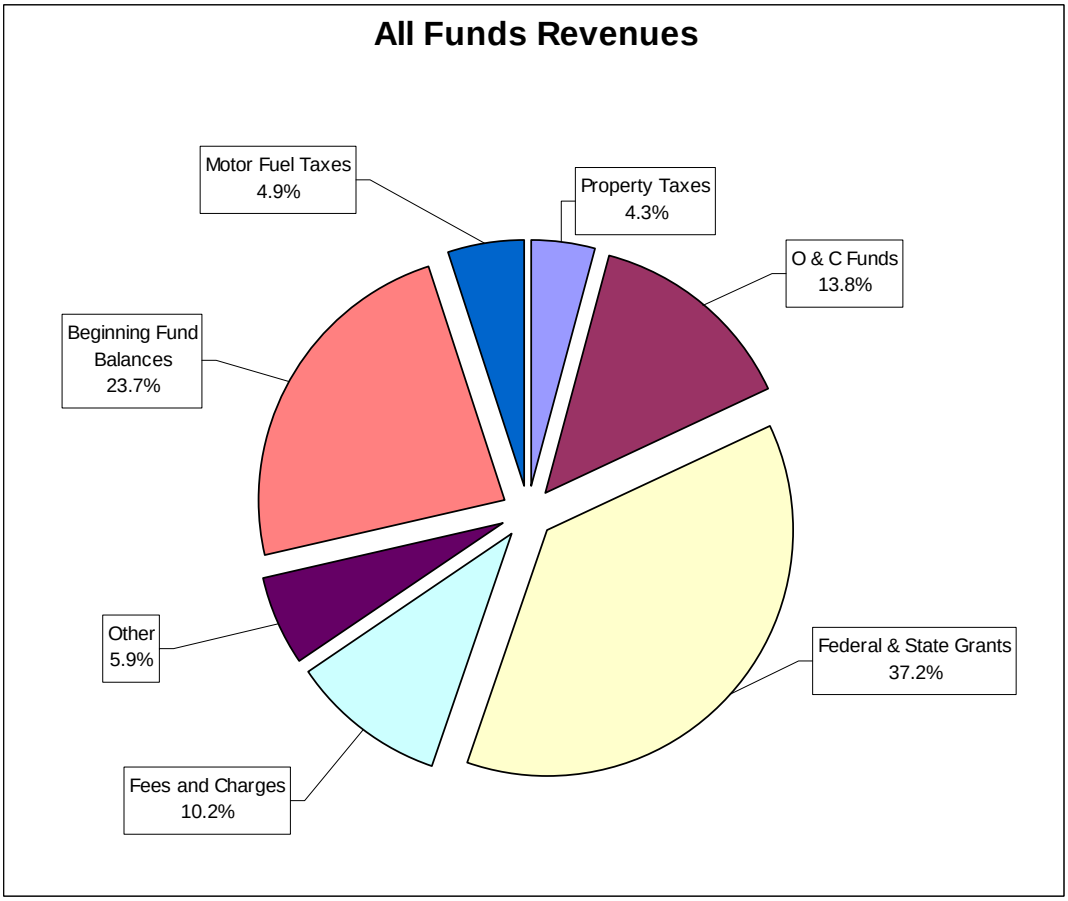
The revenue charts graphically show Josephine County's sources of revenue. Likewise, the requirements charts show the major categories of budgeted requirements, both for the General Fund by itself and for all of the County's funds together.

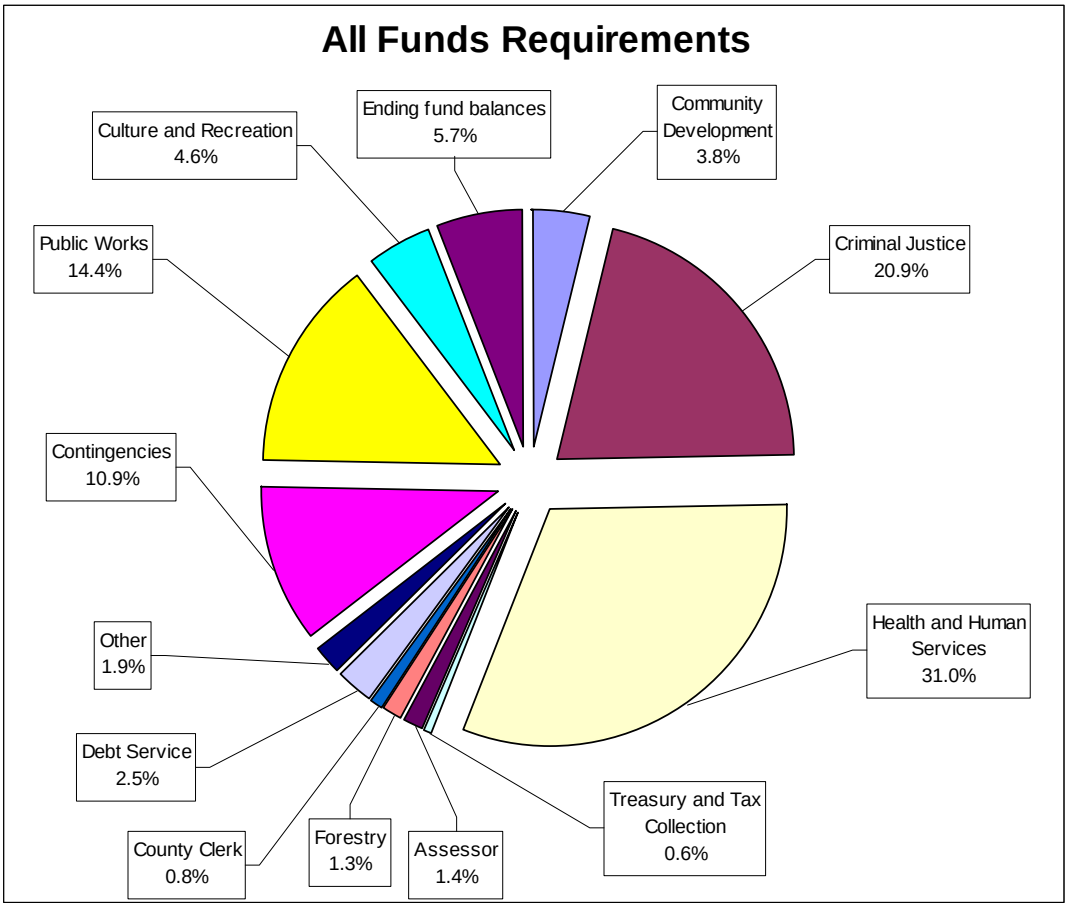
The General Fund is the County's chief operating fund and used to account for all financial resources except those required to be accounted for in a separate fund by either statutes or terms of the revenue source (such as grants). The Reader's Guide describes each of the fund types the County uses. A description of individual funds is presented in the Budgets and Program Descriptions by Department section.

The charts show that Federal Safety Net receipts (O&C Funds) are 39.4% of total revenues in the General Fund. More information about the continuation of O&C funding is shown below.

The General Fund Requirements chart shows that 56.4% of General Fund expenditures go to support the Criminal Justice departments (Sheriff, District Attorney and Community Justice). Heavy reliance on General Fund support causes the Criminal Justice system in Josephine County to be vulnerable to cutbacks in revenue from O&C Funds. Health and Human Services programs in Josephine County total 12.1% of the General Fund expenditures.

JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget





Special revenue funds and programs funded by federal and state grants are less vulnerable to cutbacks in General Fund revenues. The Public Works Department is primarily funded by motor fuel taxes and state grants. The Health and Human Services programs are mostly funded by federal and state grants. The revenue sources for these special revenue funds and grant-funded programs require that expenditures be for specific purposes as set by statute or terms of the various grants. Special revenue funds revenues and grant revenues may not be used for un-designated general government purposes.

The 2005-06 budget of $106,904,963 totals $14,397,587 less than the 2004-05 budget of $121,302,550, as amended by supplemental budget adjustments during the year. The major reasons for this decrease in the totals are internal accounting changes for short-term borrowing and interfund transfers. The schedule titled "Revenue and Expenditure Budget Comparisons" shown in the Financial Summaries section of this book details changes in budget requirements for the various areas of county government.

At the beginning of the 2005-06 budget process, individual members of the Board of County Commissioners along with one of the members of the Budget Committee met with each County Department Head and Elected Official to learn more about program service levels and budget issues at a department level. Each Department Head and Elected Official presented information about the legal and historical background for departmental services to the citizens of Josephine County. The Board of County Commissioners then held discussions with individual departments concerning budgets to be submitted for consideration. Some departments were told that the amount of General Fund support they would be receiving would be changed, others were told to maintain the same level of expenditures as previous year and others were told to increase expenditures. All departments were told to balance expenditures with revenues in special revenue funds and other funds not receiving General Fund support. The Library Director was told to balance the Library Fund (Fund 205) budget with $250,000 less in General Fund support than received in the prior year. The BCC also directed that the General Fund Contingency be raised to $2,500,000 from the 2004-05 budget of $1,443,778.

Departmental budgets were submitted to the Board of County Commissioners with special revenue funds in balance and the General Fund expenditures exceeding revenues by $776,221.

The Board of County Commissioners (BCC) worked through the departmental budgets as submitted, spending many hours examining budget details. The BCC made changes to Internal Service Funds to decrease charges to departments serving the pubic. The BCC also received new information and ordered a decrease in the budgeted charge for Oregon Public Employees Retirement Systems (PERS) throughout the County. The PERS decrease reduced General Fund expenditures by approximately $391,000, thus reducing the excess expenditure problem significantly.

The Board of County Commissioners continued to work with the department budgets to bring the General Fund into balance and directed changes to other funds. A balanced budget was presented to the Budget Committee on April 26, 2005.

The Budget Committee met on April 26, 27 and 28 and again on May 3, 4 and 5 deliberating and hearing testimony. On May 5 the Budget Committee approved a budget totaling $108,137,709.

During the period of May 6th through June 22nd, the Board of County Commissioners discussed adjustments to the approved budget, held a public hearing on June 22nd and adopted the 2005-06 budget on June 23, 2005. All required public notices were made and other requirements of Oregon Budget Law were completed timely.

Among the adjustments made to the approved budget by the Board of County Commissioners was the reduction in budgeted capital outlay expenditures in Internal Service Fund 401, Building Operations & Maintenance, in the amount of $2,134,000, administered by Public Works.

The General Fund Budget adopted by the Board of County Commissioners included increases in General Fund support of $116,793 for the District Attorney's Office and $538,984 for the Sheriff's Office. These increases were 8.71% and 7.26% over 2004-05, respectively, for the District Attorney and the Sheriff. All other General Fund Departments received a 2.0% or less increase in General Fund support.

The County's budgeted employee headcount has gone down 23 full time equivalents (FTE) to 592 FTE when compared to 2004-05's count of 615 FTE. This decrease is partly due to the outsourcing of casual-seasonal employees who are no longer included in the FTE count.

The Financial Summaries section of this book contains a comparison between the two budget years, with revenue broken down by category and expenditures broken down by activity, category and fund type. Also included here are comments about some of the larger budget changes in the current year versus the prior year.

Accounting Changes

Accounting for payouts of accumulated time management leave as supplemental wages for employees was changed in this budget. "Sell-back" of time management leave is now budgeted as a current operation expense rather than a charge to the time management leave reserves. Impacts on current budgets is discussed under 'Budget Challenges' below.

Accounting for short term borrowing and internal payments for health insurance was changed in the 2005-06 budget. A detailed description of these changes is included in the Financial Summaries section of this book under "Comments about year to year fluctuations" following the "Revenue and Expenditure Budget Comparisons".

Budget Challenges

Josephine County is faced with some major financial issues, which impact both current and future budgets. These are discussed in the following paragraphs.

O & C Funding Expires in Fall 2006

The largest source of Josephine County General Fund revenues, at 39.4%, is payments from the Federal Secure Rural Schools and Community Self-Determination Act of 2000 (Public Law 106-393) otherwise called O&C payments and Forest Service Receipts. The Act addresses the decline in revenue from timber harvest in recent years received on Federal land, which have historically been shared with counties. For each year 2001-2006, the law allows counties to receive a payment from the Federal government based on the State average of their top three years of payments from Federal lands. 68% of Josephine County is federally owned land and not subject to property taxes to support County services. It is estimated that Josephine County will receive a total of $15,228,619 for the budget year of 2005-06. This money is reflected in the budget as follows:

Title I in the General Fund	$11,652,000
Title III in the Title III Special Projects Fund	$ 1,021,000
Public Works Road Fund	$ 1,916,619
Public school funds pass-through in the County School Fund	$ 639,000

In addition, under this law, local resource advisory committees ("RAC'S") will receive approximately $1,500,000 for special projects on federal lands within Josephine County (O & C Title II pass-through funds).

The federal payments received into the County General Fund are over 4 times the amount received from property tax payers. The last payment under the Public Law 106-393 will be during the fiscal year 2006-07 unless it is extended by congressional action. The Board of County Commissioners is faced with difficult decisions and choices as the County faces the loss of the General Fund's major source of Revenue.

Local Government Funding Constraints

The passage of the statewide constitutional property tax limitations of Ballot Measure 5 in 1990, Measure 46 in 1996 (changed by Measure 50 in 1997), restricts Josephine County's ability to raise property taxes. The County's fixed permanent tax rate of $0.5867 per thousand of assessed value cannot be increased and remains the lowest permanent rate of all the Oregon counties.

The Board of County Commissioners may initiate elections calling for local option levies for up to five years for county operations. The Board of County Commissioners may also call for an election to form a countywide special service district to address the funding of services such as law enforcement and libraries. Citizens may also use the initiative petition process for special service district formation elections and local option levy elections. Elections for the formation of special service districts and local option levies both require a 'double majority' for approval if not held at a general election in an even-numbered year.

The tax rate constraint mentioned above generally limits property assessed value increases to 3% per year, or real market value, whichever is lower. The assessed value may increase if substantial improvements are made to the property or for other limited reasons. New property is assessed at the average county ratio of assessed to real market value of existing property of the same class. For 2004–05, for all classes of property countywide, total assessed value was about 65.4% percent of real market value. The 3% limitation and the artificial lowering of assessed values on new property has prevented County property taxes from increasing proportionally to the increased construction in the County and the increases in real market value of property. This budget estimates a $165,589 increase in County revenues from property taxes when compared to the budget for 2004-05. It can be concluded that property tax increases will not fund the impacts on services caused by the population growth the County is experiencing.

PERS

The costs of funding Josephine County's employees Oregon Public Employees Retirement System (PERS) increased by 4.31% to 25.90% for law enforcement employees and increased by 2.95% to 19.66% for other County employees. Of this percentage, 1.30% is allocated to amortize the unfunded actuarial liability (UAL) as required by PERS and 3.24% is allocated for debt service on monies previously borrowed to decrease the UAL. The employee fixed contribution rate is 6%.

Other Personnel Issues

The County's liability for paid leave was estimated to be $5,717,000 at June 30, 2004. The budgets for each department included a charge of 4.35% of payroll to amortize the unfunded liability for paid leave and fund pay-outs to 2005-06 retirees for their paid leave accounts. In addition, the current costs of time management leave sell-back to departmental employees is now included in the current budget and not paid out of time management leave reserves. The change to current expensing of time management leave sellback increased department personnel budgets in 2005-06 by 1.46% at the lowest, to 1.96% at the highest.

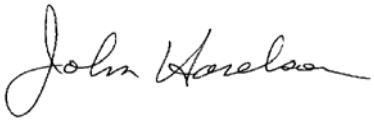
The County is in the final stages of labor negotiations with the American Federation of State, County and Municipal Employees (AFSCME), the union representing 359 employees. As of the date of this document, AFSCME employees have rejected the offer made by the County and mediation is the next step. While some of the impacts on the 2005-06 budget have been anticipated, the final impact on County budgets and services will not be known until the process is completed.

During fiscal year 2004-05, the contract with the Sheriff's Association bargaining unit was finalized causing a $235,000 increase in the Sheriff's Department budget for wages and health insurance benefits.

In Conclusion

The Board of County Commissioners has adopted a balanced budget as required by Oregon law. This budget is a prelude to even more difficult budget processes for the final year of the guaranteed O & C payments in 2006-07. All the Elected Officials of Josephine County realize that providing positive leadership to county government is likely more critical now than any other time in recent history. All the people working in county government are committed to creating the best possible solutions for all the citizens of Josephine County.

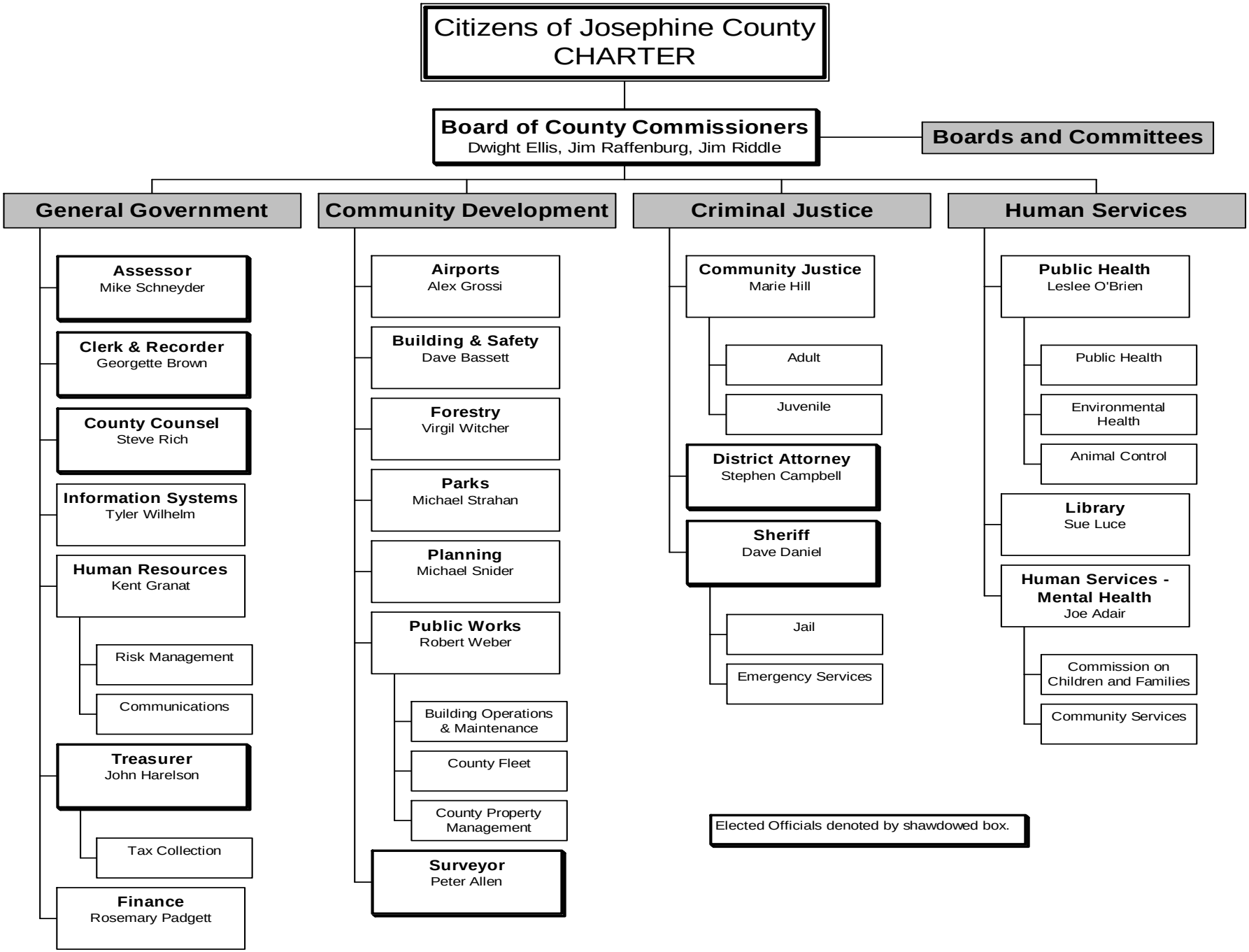
Respectfully,



John Harelson
Budget Officer

Bill Burnes
Budget Analyst

As of April 26, 2005



Page Intentionally Blank

READER'S GUIDE

Page Intentionally Blank

Reader's Guide

This Reader's Guide is designed to introduce the 2005-06 Operating Budget Book for Josephine County. This book contains information regarding the County budget as a whole as well as individual department and fund descriptions and summaries. Within each individual department are levels of services for the past two years plus the 2005-06 budget year. This book is designed to provide focus on budget information that is readable in an understandable format and communicate summary financial and service level information to increase the public's understanding of the budget process and functions of Josephine County government.
.

County Government Structure and Services

Josephine County has three commissioners who are elected at large for four-year terms. The daily administrative functions of each County department are overseen by an appointed Department Head or one of seven other Elected Officials. The Board of County Commissioners (BCC) sets policy, adopts the annual budget, and passes resolutions and ordinances in accordance with state law. The BCC appoints the non-elected department heads and many volunteers to citizen's advisory and review committees, including the Budget Committee. These committees assist the County and the BCC in providing needed and desired services to the community.

The Budget Committee is comprised of the three Commissioners and three citizens appointed from the public at large by the BCC, and one alternate. Each of the citizens serves a three-year term (terms are staggered so one is up for replacement each year), and they are not paid for their services. The Budget Committee hears each department's budget presentation, reviews and approves the annual budget in hearings open to the public. The budget adoption process is described later in this Reader's Guide.

Josephine County government provides a wide range of services. The services consist of public and mental health, parks and recreation, airport operations, public road maintenance and construction, planning and development, building safety, county fair activities, probation and juvenile activities, and libraries. In addition, it provides human services to the economically disadvantaged in the county. Some of the services are provided by the departments which are headed by one of the seven Elected Officials. The Sheriff provides 24-hour patrols and operates the jail. The Assessor is responsible for certifying all levies and computing the valuation of property for taxation. The Clerk conducts elections and maintains official records, the District Attorney prosecutes the criminals of the community and maintains a family support division. The County Surveyor maintains County land surveys records and the Treasurer is the custodian of County and District monetary funds. Finally, the County's Legal Counsel provides legal support to all County departments.

General County Information

Josephine County is located in the southwestern corner of the State of Oregon. The southern border of the County forms the Oregon/California state line. The County was established on January 22, 1856. The County's boundaries encompass an area of 1,641 square miles. Living within these boundaries is a population of approximately 79,000 people. The County's population

has shown a significant increase. It has more than doubled since 1970 when the population was 35,746.

Josephine County, named after Virginia "Josephine" Rollins, the first woman to make this county her home, was established out of the western portion of Jackson County. The county seat was first located in Waldo, but in July of 1857 was relocated to Kerbyville, situated on the main route between the port of Crescent City, California and the gold fields. In 1886, the county seat was finally located in Grants Pass, a new town built on the railroad which was completed through the state in that same year.

Josephine County and 15 other Oregon counties are unique in that the principal source of funding for general government operations is received from the federal government. The funding source for almost half the General Fund requirements has historically been derived from a share of the revenues received by the federal government from the sale of timber from federal lands. This source of funding is referred to as O & C Revenues and goes back to the early 1900's when the Oregon and California Railroad (thus the O & C designation) ceased operations and the land given to the railroad reverted to the federal government. This action removed a significant percentage of the taxable property within the O & C counties from the tax rolls. In Josephine County, with the fourth largest share of O & C land, 68% of the land is in federal ownership. Because of the devastation which the loss of the tax base would have caused the counties, legislation was passed establishing the O & C allocation formula. The original formula called for the revenues received from the harvesting of timber from these lands to be divided equally between the federal government and the 16 counties. Beginning in the 1992-93 fiscal year, because timber harvest had, for all intents and purposes, ceased, the federal government changed the basis of allocation and created a slowly reducing formula (3+% annually over 10 years) intended to wean the counties away from their dependence on this source of funding. However, this reduction in revenues was stopped with the passage of PL 106-393, which provides funding through fiscal year 2006-07. O & C funding will not continue past that time, unless renewed by Congress.

Local Economic Condition and Outlook

Josephine County's reliance on logging and timber products manufacturing has decreased over the past two decades. Despite this, new jobs continue to be added. And while the County's industrial base has diversified to include high technology, medical care, tourism, retirement services, retail trade and other service and manufacturing sectors, the wood products industry is still a major force in the County. Many of the top manufacturers in the County, including those producing wood products, continue to expand and add employees. Job growth has continued in Josephine County, which experienced little impact of the recent recession.

In fact, the County leads the state in economic diversity among rural counties. A state economist has determined Josephine County to rank highest among Oregon rural counties in terms of economic diversification. Also, Josephine County has experienced a rapid rate of population growth – approximately 20% over the last ten years.

Retail trade is the largest sector of employment (16.6%), followed by health services (13.7%), manufacturing (12.8%), leisure and hospitality (11.2%), and local education (9.1%). The total civilian labor force grew to over 31,000 in 2003. The total number of jobs in Josephine County has increased by 15% between 1992 and 2002.

MasterBrand Cabinets and Three Rivers Community Hospital, the County's two largest employers, both are adding good paying jobs to local workers in manufacturing and health care. A new Albertson's and expanded Wal-Mart are adding jobs in retail trade. Meanwhile, companies like Fire Mountain Gems, Bentwood Furniture, Energy Outfitters and Encore Ceramics are all expanding and adding new jobs.

Following similar national and statewide trends, manufacturing employment has fallen by more than 800 in the past decade in the County. Employment in the wood products industry fell by more than 33% in this time. However, employment in secondary wood products manufacturing continues positive or stable growth. Non-manufacturing has experienced modest growth. Through 2005, the services sector is projected to see the fastest job growth in the region (30.7%), followed by construction (24.6%), and trade (22.8%). The trade sector will continue to dominate the market in terms of total job count in the region. Some of the fastest growing occupations in the region through 2006 include home health aids, social welfare service aids, computer engineers, amusement/recreation service workers, preschool teachers and computer-related specialists.

The City of Grants Pass and surrounding community are positioned well for economic growth. The community's philosophy toward growth is not a "growth at any cost" approach. In fact, leaders are constantly working at the precarious balance pf growth management, striving to preserve the quality of life and the small town atmosphere that combine to make the area a special place. Despite the slowing state and national economy and challenging times, the new century remains a time of re-birth in Josephine County. It is an exciting era with a new high school, a new hospital, a new downtown, a new industrial park and many new business expansions.

Josephine County's Financial Structure

Josephine County organizes its financial information into seven standard fund groups. Included in this structure are one General Fund, and numerous special revenue, capital project, internal service, enterprise, debt service, and trust funds.

Operations of each fund are accounted for with a separate set of self-balancing accounts comprised of assets, liabilities, fund equity and revenues and expenditures. The financial management system contains detail for each of the accounts and is capable of summarizing this data into a wide array of financial reports useful for managing the financial affairs of the County.

A description of the fund types follows.

General Fund
The general fund is the chief operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds
Special revenue funds are set up for specific tax levies and other dedicated revenues, such as most grants, or when required by statutes, charter provisions, or other terms under which the revenue is dedicated. The revenues received within a special revenue fund are called designated resources. The County currently has 29 special revenue funds.

The largest special revenue fund in the County is the Mental Health Fund. The Mental Health Department administers many programs, largely funded by State and federal grants through this

fund and several related special revenue funds. Together the mental health group of funds comprises 51% of the dollars budgeted in special revenue funds.

The Public Works Operating fund, which accounts for most of the county's public road and maintenance activities, comprises another 17% of the dollars budgeted in special revenue funds.

Capital Project Funds

A capital project fund is used to record all resources and expenditures used to finance the construction or acquisition of capital facilities. The resources generally associated with these types of funds are the sale of general obligation bonds, specific construction grants or transfers from other funds. At the present time, the County has three of these funds. They are:

1) Revolving Construction - Accounts for local road improvement liens.
2) County Bridge Construction – Accounts for the construction expenditures for rebuilding three bridges in the County. This activity is funded by a grant received from the State in fiscal year 2004-05.
3) Disposal Sites Closure - Accounts for costs associated with closing the Kerby and Marlson landfills. These closure costs are a continuing liability that will require additional County funds, now and in the future. The creation of the Solid Waste Agency and related Environmental Protection fee collected by the garbage haulers may eventually reduce the liability to zero. The 2005-06 budget includes $110,000 funding from the general fund.

Internal Service Funds

The County has nine Administrative Internal Service departments and two Intragovernmental Internal Service funds. The Administrative Internal Service departments are the administrative center of the County. Included within this administrative group are the Board of County Commissioners, Finance Department, Information Systems, Communications, County Legal Counsel, Personnel, Central Services, Geographic Information Systems (GIS Program), and General Services (building operation and maintenance). These nine departments provide services to each department throughout the County and are reimbursed by a monthly charge for these services. The other two Intragovernmental funds operate similarly but reimbursement and expenditures are different.

The Intragovernmental Internal Service funds consist of the County Fleet Operations, and the Self-Insurance Reserve Fund. The County Fleet Operations provides vehicle replacement and repair services to all vehicles owned by the County. This replacement and repair cost is charged directly to the County department receiving the service on a monthly basis.

The Self-Insurance Fund accounts for expenses associated with the County's self-insurance program. The County chose to self-insure for physical property, liability and worker's compensation claims to gain a measure of control over the continuous rise of these expenses. The fund maintains a reserve for these three items, which is used to cover settlements of claims associated with them. The fund is analyzed annually and the expenses associated with operations and settlement costs are allocated to the appropriate County department on a monthly basis.

Enterprise Funds

The County has two enterprise funds. An enterprise fund operates very similarly to a regular private business. This type of fund is designed to be self-supporting and receives its income from

user fees and sales of product. The enterprise funds are the County Airports Fund and the Jail Commissary Fund.

The County's two airports, the Grants Pass Airport and the Illinois Valley Airport are accounted for separately within the County Airports Fund. The Grants Pass Airport is funded through rentals of hangar space and ground leases. The Illinois Valley Airport is funded by some hangar rentals and a portion of the Video Poker dollars which come from the State.

The Jail Commissary fund sells miscellaneous goods to jail inmates and receives receipts from collect telephone calls.

Debt Service Funds

A Debt Service Fund is used to account for the payment of principal and interest on all general obligations. At the present time, the County has four of these funds. They are:

1) Crestview Sewer - Accounts for the sewer assessments in the Harbeck/Fruitdale area of Grants Pass.
2) PERS Bond Debt Service - Accounts for the bond payments related to extinguishing the PERS unfunded liability.
3) Adult Jail Facility Bond - Accounts for the bond payments related to constructing the Adult Jail Facility.
4) Payroll Reserve - Accounts for payment of vacation and sick liabilities for all of the County employees. It is funded by charges to the departments where the employees work.

.

Expendable and Non-Expendable Trust Funds

The County has nine Trust funds.

Expendable Trusts

The Library Trust, Kaye Jean Turner, County School, PEG Access, College Dreams, Zelzie Reed and JOINT (Forfeiture)are expendable trust funds. This means they receive grants, transfers, or other monies from the State or local governments or residents that can be wholly expended for a specific purpose.

Non-Expendable Trusts

The William MacKenzie and George R. Borders Memorial are Non-Expendable trust funds. The difference between these two funds and the seven previously mentioned funds is that a certain amount of the monies received (corpus) cannot be expended. The only amount that can be expended is either the interest earned or an amount designated by the grantor.

Budget Discretion

The Board of County Commissioners and the Budget Committee have very limited control of the seven fund types with the exception of the general and internal service funds. They will hear presentations on all fund types, may ask questions about them, but cannot direct the responsible department to make changes to the expenditure purpose in funds other than the general fund and internal service funds because the revenues are designated. One exception is that any Elected Official or Department Head requesting General Fund support dollars for the special purpose funds may be directed to make changes to their fund by the BCC or Budget Committee because that support is discretionary. Finally, all funds must be balanced so requirements (expenditures and ending fund balance) equal estimated resources (beginning fund balance and revenues).

Josephine County's Basis of Accounting and Budgeting

The modified accrual basis of accounting is used for the general fund, special revenue funds, capital project funds, debt service funds, and trust funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, which is when they become both measurable and available. Revenue is measurable when the amount of the transaction can be determined and is available if it is collectable during the current period, or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when incurred. Principle and interest on general long-term debt are recorded when due.

Internal service funds and enterprise funds are accounted for using the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized at the time that they are earned and expenditures are recognized at the time that they are incurred.

The County budgets its funds under the modified accrual basis of accounting and conforms to GAAP unless this conflicts with Oregon governmental accounting regulations as stipulated by statute. Differences between the budget basis and accounting basis are reconciled as of June 30 each year as shown in the Comprehensive Annual Financial Report (CAFR). Financial reports are prepared in accordance with Generally Accepted Accounting Principles (GAAP) for local governments.

Josephine County's Budget Adoption Process

All funds are budgeted in conformance with Oregon Local Budget Law. The resolution authorizing appropriations for each fund sets the level which expenditures cannot legally exceed. The level of accountability for the general fund and administrative internal service funds is at the department level. The level of accountability for all other funds is at the expenditure category level (Personal Services, Materials and Services, Capital Outlay, etc.). The resolutions adopting and appropriating the 2005-06 budget and the 2005-06 Property Tax Levy are included in this book and can be located by using the Table of Contents.

For the 2005-06 budget process the BCC continued implementation of countywide performance measures. Preliminary budget materials were distributed to the Elected Officials and Department Heads in February 2005. Departments were then asked to review desired program and service levels with the County Commissioners and one Budget Committee member, and were given the chance to establish priorities and evaluate the effectiveness of the proposed programs. Subsequently, the general fund departments were directed to prepare their budgets according to directives from the BCC. Departmental budgets were then submitted to the BCC and individual meetings were held between the Elected Officials/Department Heads, Board of County Commissioners and the Budget Officer from mid March to mid April at which the budgets were reviewed and discussed in detail. From these meetings, the BCC prepared the recommended revenue estimates and set appropriation levels for presentation to the Budget Committee.

Public hearings were held by the Budget Committee on April 26-28 and again on May 3-5, 2005. At the conclusion of the hearings, the Budget Committee approved a budget which contained certain revisions to the budget that had been proposed by the BCC. These revisions are indicated where they occur in the individual departmental budgets in the Budgets and Program Descriptions by Department section of this book. Following its approval by the Budget Committee, the budget

was published in the Daily Courier on June 16, 2005, indicating the time and place of the final budget hearing and budget adoption as required by Oregon Revised Statutes. On June 23, 2005, following the public hearing, the Board of Commissioners adopted the budget for fiscal year 2005-06.

Josephine County's Budget Revision Process

Continually throughout the fiscal year, departments and the Finance Department monitor the budget. Occasionally it is necessary to adjust or change the budget due to unanticipated revenues or to get authority to redirect appropriations.

The budget may be amended after adoption by one of two methods. If a new grant for a specific purpose is received or if a transfer of appropriation is needed or if the amount of the amendment is less than ten percent of the budget for the department or fund affected by the change, the amendment may be made by resolution of the Board of County Commissioners during a weekly business session with a publication notice published in the Daily Courier one week before this meeting. Amendments by resolution are processed on an as needed basis throughout the year. If the total amount of the amendment is greater than ten percent of the budget for the department or fund affected by the change, or if the amendment creates or increases an interfund transfer, a supplemental budget process must be used to make the amendment. Special hearings for supplemental budget actions, if needed, are to be scheduled three times annually, once in the fall, again at a mid-year budget review process, and again in the spring. Oregon Local Budget Law regulates the supplemental budget process. Notices of the special hearing for supplemental budget adoption are published in the Daily Courier two weeks and again one week prior to the hearing. The public may comment on concerns regarding the proposed changes at the hearing.

Summary of Josephine County's Debt Structure

Under Oregon Statute, the Board of County Commissioners may borrow money and issue and sell general obligation bonds of the County when authorized by the voters at any general election or special election called for that purpose. Also per Oregon Statute, "the aggregate amount of general obligation bonded indebtedness of counties shall not at any time exceed two percent of the real market value (RMV) of all taxable property in the county." (ORS 287.054)

Adult Jail Facility Bonds:
Josephine County Voters approved a $13,940,000 bond to finance the construction of the new Adult Jail Facility in the November 1998 general election. This debt is a general obligation bonded indebtedness subject to the limitation described above. The county debt obligation on this bond is presented on the following page.

Fiscal Year of Maturity	Principal	Interest
2006	$635,000	$496,715
2007	665,000	469,728
2008	690,000	441,465
2009	720,000	412,485
2010	755,000	382,245
2011	785,000	349,403
2012	820,000	314,470
2013	860,000	277,570
2014	900,000	237,580
2015	940,000	195,280
2016	985,000	150,630
2017	1,035,000	103,350
2018	1,085,000	52,894
Total	**$ 10,875,000**	**$ 3,883,815**

PERS Bonded Debt:

In October 2001, the County sold $12.9 million in bonds in the municipal market. The proceeds were immediately turned over to PERS to extinguish the PERS unfunded liability. The debt obligations on these bonds are as follows:

Fiscal Year of Maturity	Principal	Interest
2006	$300,338	$570,256
2007	304,450	601,144
2008	314,789	630,805
2009	321,092	664,502
2010	325,749	699,845
2011	332,379	738,215
2012	335,011	780,583
2013	337,754	827,840
2014	337,975	877,619
2015	335,905	929,689
2016	333,828	986,766
2017	322,265	1,053,329
2018	398,172	1,037,422
2019	1,005,000	487,938
2020	1,130,000	426,381
2021	1,265,000	357,169
2022	1,415,000	279,688
2023	1,575,000	191,250
2024	1,485,000	92,813
Total	**$ 12,174,707**	**$ 12,233,254**

As of June 30, 2005, the County's legal debt margin is as follows:

RMV of taxable property	$ 6,502,753,771
Debt Limit (2%)	130,055,075
General Obligation Bonds Outstanding	10,875,000
Amount available for future indebtedness	$119,180,075

Public Involvement

Citizens are encouraged to become involved in the county's budget process. Public comments are welcome at Budget Committee and Board of County Commissioner meetings. Budget information is available at the office of the Board of County Commissioners and also at the Finance Department, both located in the County Courthouse, 500 NW 6th Street, Grants Pass, Oregon. Information is also available at each of the scheduled Budget Committee meetings. Notice of Budget Committee and Board of Commissioner meetings is published in the Daily Courier in the Legal Notice section.

JOSEPHINE COUNTY, OREGON

Building Permits and Construction Value

Last Ten Fiscal Years

	Residential (1)		Other (1)		Total Construction	
Year	Number	Value	Number	Value	Number	Value
1995	598	$28,271,396	313	$4,242,303	911	$32,513,699
1996	641	$29,332,955	334	$6,122,174	975	$35,455,129
1997	608	$21,807,589	522	$6,279,783	1,130	$28,087,372
1998	624	$28,668,919	395	$4,734,592	1,019	$33,403,511
1999	652	$34,165,396	428	$3,071,336	1,080	$37,236,732
2000	640	$33,966,996	1,924	$3,315,214	2,564	$37,282,210
2001	857	$55,941,500	1,965	$2,527,100	2,822	$58,468,600
2002	788	$46,914,448	2,492	$13,439,238	3,280	$60,353,686
2003	785	$52,614,697	2,868	$9,835,260	3,653	$62,449,957
2004	876	$60,092,922	3,388	$13,391,926	4,264	$73,484,848

(1) Josephine County Building Department

JOSEPHINE COUNTY, OREGON

Demographic Statistics

Last Ten Fiscal Years

Fiscal Year	Population[1]	Per Capita Income[4]	School Enrollment[2]	Unemployment Rate[4]	Marriage Licenses[3]	Total County Employees[5]	County Employees Per 1,000 Population
1995-96	71,100	$18,183	24,894	9.9	523	429	6.0
1996-97	72,000	$18,574	26,577	9.4	600	485	6.7
1997-98	73,000	$19,862	24,358	8.7	564	474	6.5
1998-99	73,000	$19,775	23,995	8.4	632	553	7.6
1999-00	74,166	$20,666	24,447	8.4	200	555	7.5
2000-01	74,199	$22,231	24,504	6.9	610	612	8.2
2001-02	76,850	$22,791	21,225	8.5	592	672	8.7
2002-03	77,950	$22,506	20,373	8.6	633	696	8.9
2003-04	78,350	N/A	19,606	8.1	736	618	7.9
2004-05	79,920	N/A	19,324	7.8	664	584	7.3

(1) Portland State University
(2) Grants Pass School District 7, Three Rivers School District and Rogue Community College
(3) Josephine County Clerk
(4) Oregon Employment Department
(5) Josephine County Personnel Department
N/A Information not available

JOSEPHINE COUNTY, OREGON

Principal Taxpayers

For Tax Year 2004-2005

Principal Taxpayers	Type of Business	Assessed Valuation	Percentage of Total Assed Valuation
Pacificorp (PP&L)	Utility	$ 44,307,900	0.99%
QWEST Corporation	Utility	42,953,500	0.96%
Nunn, Ronald C & Marcia K	Developer	14,753,670	0.33%
Wal-Mart Stores, Inc.	Commercial	13,234,825	0.30%
Albertson's Inc.	Commercial	12,567,975	0.28%
Auerbach Grants Pass LLC and Freeman Grants Pass LLC	Commercial	11,477,780	0.26%
SPM - Grants LLC	Commercial	10,765,340	0.24%
Avista Corporation	Utility	9,125,000	0.20%
Jensen, Robert A & Shirley Y	Commercial	7,747,631	0.17%
Hillebrand Children Riverwood Apts	Rental	7,733,270	0.17%
Total Principal Taxpayers		174,666,891	3.90%
Total Other Taxpayers		4,306,409,432	96.10%
Total		$ 4,481,076,323	100.00%

Source: Josephine County Assessor's Office

JOSEPHINE COUNTY, OREGON

Miscellaneous Statistics

Date of Incorporation	January 22, 1856
Form of Government	Home Rule Charter Board of Commissioners (3 Members)

Number of Employees[1]:

Elected Officials	10
Department Heads	11
Other full-time	439
Part-time	124
Total	584

County Seat	Grants Pass
Area in Square Miles[2]	1,641

County Facilities and Services:

Miles of Maintained Road[4]	575
Bridges*[4]	196
County Parks[5]	24
Park Acreage[5]	1,655

Major Employers(6):

- Three Rivers Community Hospital
- Rogue Community College
- Grants Pass School District #7
- Wal-Mart
- Royale Gardens
- Three Rivers School District
- Josephine County
- MasterBrand Cabinets
- Fred Meyer
- Siskiyou Forest Service

Principal industries(2):

- Tourism
- Forest products
- Software
- Recreation
- Electronics

Points of interest(2):

- Oregon Caves National Monument
- Rogue Music Theater
- Barnstormers Theater
- Rogue River fishing and boat trips
- Grants Pass Historic District
- Rogue Community College
- Wolf Creek Tavern
- Hellgate Canyon
- Sunny Valley Covered Bridge
- Wildlife Images
- Growers Market
- Kalmiopsis Wilderness

JOSEPHINE COUNTY, OREGON

Miscellaneous Statistics Continued

Registered voters(3):	
Consitiution	123
Democrat	14,755
Libertarian	538
Non-Affiliated	10,023
Other	842
Pacific Green	293
Reform	25
Republican	22,801
Socialist	6
Total	49,406

Facilities and services not included in County Government:	
Public Education[7]:	
Elementary Schools	17
Middle Schools	5
High Schools	5
Hospitals[7]:	
Number of hospitals	1
Number of beds	102

(1) Josephine County Finance Department

(2) Oregon Blue Book 2003-04

(3) Josephine County Clerk

(4) Josephine County Public Works

(5) Josephine County Parks Department

(6) Southern Oregon Regional Economic Development

(7) Josephine County Phone Directory

* Includes culverts five to eight feet in diameter if longer than eight feet and all culverts eight feet in diameter and larger.

JOSEPHINE COUNTY, OREGON

Assessed and Real Market Values of Taxable Property

Last Ten Fiscal Years

Fiscal Year	Assessed Value					Real Market Value
	Real	Manufactured Structures	Personal	Utilities	Total	
1995-96	3,087,315,823	127,961,980	69,684,597	107,397,473	3,392,359,873	3,392,359,873
1996-97	3,130,787,095	130,411,447	69,365,688	113,929,807	3,444,494,037	3,444,494,037
1997-98	2,874,907,173	118,736,385	70,740,248	120,087,832	3,184,471,638	3,639,356,802
1998-99	2,986,273,853	116,517,948	71,554,409	131,286,480	3,305,632,690	3,686,798,127
1999-00	3,141,350,622	119,033,862	77,544,253	141,919,217	3,479,847,954	3,882,418,254
2000-01	3,301,818,997	117,922,460	81,242,412	135,334,122	3,636,317,991	4,127,856,553
2001-02	3,482,266,765	121,049,292	82,342,601	143,339,062	3,828,997,720	4,436,423,374
2002-03	3,677,567,535	119,945,632	80,764,669	142,176,006	4,020,453,842	4,803,016,923
2003-04	3,890,566,005	122,538,707	87,825,003	133,119,521	4,234,049,236	5,478,748,706
2004-05	4,129,480,049	130,266,655	92,166,757	129,162,862	4,481,076,323	6,502,753,771

** Ballot Measure 50, approved by State voters in May 1997, changed the way property taxes are assessed and computed. For 1997-98, the assessed value of property is the real market value or 90 percent of the 1995 assessed value,* ***whichever is lower.*** *If the property has changed since 1995, increased values are calculated in comparison to the values of similar property that existed in 1995.*

Source: Josephine County Assessor's Office

Page Intentionally Blank

FINANCIAL SUMMARIES

JOSEPHINE COUNTY
REVENUE AND EXPENDITURE BUDGET COMPARISONS
2004-05 TO 2005-06

	2004-05		2005-06	
	General Fund Only	All Funds Including General Fund	General Fund Only	All Funds Including General Fund
BUDGETED RESOURCES:				
Taxes:				
Property	$ 2,576,061	$ 3,694,745	$ 2,761,650	$ 3,896,650
Motor Fuel	-	4,255,000	-	4,500,000
Other	699,000	805,100	700,000	811,750
Intergovernmental:				
O & C Safety Net	11,525,628	11,525,628	11,652,000	11,652,000
O & C Title III Grant	-	1,016,967	-	1,021,000
O & C Title II Pass-Through Funds		1,500,000		
Other Federal Grants	1,196,694	9,330,977	1,210,623	11,122,167
State Grants	1,573,359	28,065,634	1,585,129	22,961,514
Other	1,291,998	3,139,057	1,122,484	2,207,881
Fees and Charges	5,243,353	8,999,406	5,361,931	9,367,357
Interfund Transfers:				
Charges for Services	518,120	14,419,565	516,857	9,536,381
Interfund Subsidy Receipts	2,330,355	11,374,330	2,309,144	5,787,980
Debt Proceeds:				
Short Term Borrowing	5,000,000	5,000,000	-	-
Other Revenue	197,057	2,711,811	426,999	2,345,823
Beginning Fund Balances	2,306,474	15,464,330	2,437,678	21,694,460
Total Resources	**$ 34,458,099**	**$121,302,550**	**$ 30,084,495**	**$ 106,904,963**
BUDGETED REQUIREMENTS BY ACTIVITY:				
Community Development	$ 1,593,819	$ 2,804,375	$ 1,391,770	$ 3,455,081
Criminal Justice/Public Safety	15,977,263	19,001,570	16,745,044	19,182,295
Culture and Recreation	-	4,711,531	-	4,173,049
Health and Human Services	3,668,910	29,919,990	3,606,269	28,429,296
Assessor	1,297,343	1,297,343	1,314,174	1,314,174
Treasury and Tax Collection	563,079	563,079	571,112	571,112
Forestry	1,009,745	1,009,745	1,193,996	1,193,996
Clerk	702,084	735,134	702,610	768,913
Public Works	-	13,913,918	-	13,219,035
Debt Service	50,500	2,381,322	168,500	2,312,609
O & C Title II Pass-Through Funds	-	1,500,000	-	-
Other	1,260,408	4,561,250	657,532	1,775,659
Subtotal - Activities	26,123,151	82,399,257	26,351,007	76,395,219
Interfund Transfers	6,891,170	25,793,895	1,298,061	15,324,361
Repayment of Short Term Borrowing	-	5,000,000	-	-
Contingencies	1,443,778	3,315,060	2,435,427	9,944,593
Budgeted Ending Fund Balances	-	4,794,338	-	5,240,790
Total Requirements	**$ 34,458,099**	**$121,302,550**	**$ 30,084,495**	**$ 106,904,963**
STAFFING SUMMARY:				
Full Time Equivalents (FTE)	**259**	**615**	**253**	**592**
Casual-Seasonal FTE's Outsourced	**N/A**	**N/A**	**2**	**23**

JOSEPHINE COUNTY
REVENUE AND EXPENDITURE BUDGET COMPARISONS (Continued)
2004-05 TO 2005-06

	2004-05		2005-06	
	General Fund Only	All Funds Including General Fund	General Fund Only	All Funds Including General Fund
BUDGETED REQUIREMENTS BY CATEGORY:				
Personal Services	$ 17,328,664	$ 41,017,624	$ 17,299,221	$ 38,976,786
Materials & Services	3,403,772	27,081,622	3,387,079	27,582,356
Interfund Transfers:				
Payments for Services	3,971,484	14,419,565	4,449,482	9,536,381
Interfund Subsidy Payments (See below)	6,797,596	11,374,330	1,455,205	5,787,980
Intergovernmental Payments	449,587	2,713,720	439,865	1,173,565
Capital Outlay	998,232	8,209,691	449,716	6,349,903
Debt Service:				
Short Term Borrowing	-	5,200,000	120,000	120,000
Long Term Debt	50,500	2,181,322	48,500	2,192,609
Contingencies	1,458,264	4,310,338	2,435,427	9,944,593
Ending Fund Balances	-	4,794,338	-	5,240,790
Total Requirements	**$ 34,458,099**	**$121,302,550**	**$ 30,084,495**	**$ 106,904,963**

Note:

Interfund subsidy payments are comprised of:				
Library subsidy	$ 1,175,000	$ 1,175,000	$ 925,000	$ 925,000
Transfer to debt service for short term debt repayment	5,000,000	5,000,000	-	-
O & C Title III transfers to County projects	-	1,489,043	-	1,381,452
Adult Jail Clinic intrafund charge	468,623	468,623	484,211	484,211
All other	153,973	3,241,664	45,994	2,997,317
Total interfund subsidy payments	**$ 6,797,596**	**$ 11,374,330**	**$ 1,455,205**	**$ 5,787,980**

BUDGETED REQUIREMENTS BY FUND TYPE:		
Appropriated Expenditures:		
General Fund	$ 34,458,099	$ 30,084,495
Internal Service Funds	14,158,105	9,857,846
Special Revenue Funds	49,544,418	50,474,140
Capital Project Funds	6,603,594	4,626,975
Enterprise Funds	1,158,037	807,146
Debt Service Funds	9,314,627	4,241,980
Trust & Agency Funds	1,271,332	1,571,591
Subtotal - Appropriated Expenditures	116,508,212	101,664,173
Budgeted Ending Fund Balances	4,794,338	5,240,790
Total Requirements	**$121,302,550**	**$ 106,904,963**

JOSEPHINE COUNTY
REVENUE AND EXPENDITURE BUDGET COMPARISONS (Continued)
2004-05 TO 2005-06

COMMENTS ABOUT YEAR-TO-YEAR FLUCTUATIONS

ACCOUNTING CHANGES:

Many of the fluctuations between the final 2004-05 budget and the 2005-06 budget are caused by accounting changes implemented in the 2005-06 budget year. These are:

(1) In 2004-05 and previous fiscal years, $5,000,000 of short-term borrowing the County does each August in anticipation of property taxes and O & C funds received in October and November has been budgeted as revenue and an interfund transfer out in the general fund to a debt service fund where repayment is budgeted. Because of the transfer of the amount of the principle from one fund to another, the $5,000,000 principle is reflected twice in the 2004-05 budget. It is neither necessary or required to budget the receipt of the principle, the interfund transfer and the repayment of the principle and, accordingly, the practice of budgeting short term borrrowings was discontinued in 2005-06. This change has the effect of reducing the 2005-06 budget by $10,000,000. The related interest (budgeted at $200,000 in 2004-05 and $120,000 in 2005-06) continues to be budgeted.

(2) In 2004-05 and previous fiscal years, employee health/dental/vision insurance payments have been budgeted in the various departmental budgets and budgeted again in a fund serving as a clearing account from which the premiums are paid. As a result, the health insurance cost of $5,538,390 was reflected twice in the 2004-05 budget. There is no need or requirement to budget clearing account transactions, and, accordingly, this practice was discontinued in the 2005-06 budget. Employee health/dental/vision insurance costs continue to be reflected in departmental budgets.

(3) In preparing the 2005-06 budget, a much greater effort was made to include beginning fund balances in the budget than was the case in the past. This was done in compliance with Oregon budget law and to account for all known resources in the budget. This is primarily why Beginning Fund Balances (under Budgeted Resources) has increased from $15,464,330 in 2004-05 to $21,694,460 in 2005-06. Since the budget is balanced, the additional budgeted beginning fund balances were largely reflected under Requirements as Contingencies, which is the major reason why Contingencies increased from $3,315,060 to $9,944,593.

BUDGETED RESOURCES:

Revenues from state grants decreased from $$28,065,634 in 2004-05 to $22,961,514 in 2005-06. There are two large changes that cause most of the decrease. In 2004-05, the County Bridge Construction fund budgeted the receipt of $3,923,000 for the reconstruction of three bridges in Josephine County. All of this grant was received in 2004-05, so there was nothing more to budget for this grant in 2005-06. The Oregon Health Plan's support of the County's mental health program has been reduced from $4,259,286 in 2004-05 to $2,972,650 in 2005-06, a reduction of $1,286,636. This is because of budget shortfalls at the state level.

Interfund Charges for Services decreased from $14,419,565 to $9,536,381 in 2005-06. Accounting Change # 2 above is the reason for most of the change.

Interfund Subsidy Receipts decreased from $11,374,330 in 2004-05 to $5,787,980 in 2005-06 and Debt Proceeds - Short Term Borrowing decreased from $5,000,000 to zero in 2005-06. See Accounting Change #1 above.

See Accounting Change #3 above for an explanation of the large increase in Beginning Fund Balances.

BUDGETED REQUIREMENTS BY ACTIVITY:

Community Development has increased by $650,706. This is primarily due to a $690,000 increase in the budget for the Community Development Block Grant (CDBG).

The Other category reduction is caused by the elimination of three items in the 2005-06 budget. These are $500,000 for remodelling a portion of the Dimmick building for use by Public Health (completed in 2004-05), $900,000 added to 2004-05 in a supplemental budget to cover the possible Time Management Plan payments to a large number of County employees possibly retiring early due to pending changes in employee benefits implemented by the Board of County Commissioners, and a $560,000 supplemental budget related to spending under Title III.

See Accounting Changes #1and #2 for an explanation ofthe reductions in Interfund Transfers and Repayment of Short Term Debt.

See Accounting Change #3 for an explanation of most of the increase in Contingencies. The Contingency set aside in the General Fund increased by almost $1,000,000 by action of the Board of County Commissioners.

JOSEPHINE COUNTY
REVENUE AND EXPENDITURE BUDGET COMPARISONS (Continued)
2004-05 TO 2005-06

COMMENTS ABOUT YEAR-TO-YEAR FLUCTUATIONS (Continued)

BUDGETED REQUIREMENTS BY CATEGORY:

Personal Services in down in 2005-06 due primarily to the outsourcing of Casual-Seasonal employees to an outside temporary employee agency. This category is **not** down because of salary and benefit reductions being implemented by the Board of County Commissioners in 2005-06. The effect of this is not known yet and is not reflected in the 2005-06 budget.

Interfund Payments for Services decreased from $14,419,565 to $9,536,381 in 2005-06. Accounting Change # 2 above is the reason for most of the change.

Interfund Subsidy Payments decreased from $11,374,330 in 2004-05 to $5,787,980 in 2005-06 and Debt Service - Short Term Borrowing decreased from $5,200,000 in 2004-05 to $120,000 in 2005-06. See Accounting Change #1 above.

Intergovernmental Payments in 2004-05 includes $1,500,000 of O & C Title II pass-through funds. The pass-through for 2005-06, which will be for a similar amount, is not yet in the 2005-06 budget, but will be added to it in a supplemental budget.

Capital Outlay decreased from $8,209,691 in 2004-05 to $6,349,903 in 2005-06 primarily because of construction completed in 2004-05 at the Kerby Landfill ($701,554) and the Grants Pass Airport ($401,770), and the Search & Rescue Building $798,310), which is therefore not in the 2005-06 budget.

BUDGETED REQUIREMENTS BY FUND TYPE:

The General Fund budget decreased from $34,558,099 in 2004-05 to $30,084,495 in 2005-06. This is primarily caused by the elimination of the transfer of $5,000,000 to debt service for the short term debt repayment. See Accounting Change #1.

Internal Service Funds decreased from $14,158,105 in 2004-05 to $9,857,846 in 2005-06. This is primarily caused by Accounting Change #2.

Capital Projects Funds decreased in 2005-06 due to the completion of construction in 2004-05 of the three projects referred to under Capital Outlay above.

Debt Service Funds decreased in 2004-05 because repayment of short term debt is no longer budgeted, as explained under Accounting Change #1 above.

STAFFING SUMMARY:

In November 2004, the County outsourced its Casual-Seasonal employees to an outside personnel agency to reduce expenses. The County is now billed by the outside agency for using the services of these former employees. This is the primary reason that budgeted FTE's for 2005-06 show a reduction from 2004-05. There is the equivalent of approximately 23 former FTE's included in the Materials & Services category of the 2005-06 budget.

Josephine County, Oregon
2005-06 Operating Budget
All Funds

Summary of Resources By Category

Funds	Responsible Department	Total	Taxes	Inter-Governmental	Fees & Charges	Miscellaneous	Interfund Transfers	Debt Proceeds	Restricted Fund Balance	Beginning Fund Balance
General Fund		$ 30,084,495	$ 3,461,650	$ 15,570,236	$ 5,361,931	$ 426,999	$ 2,826,001	$ -	$ 114,178	$ 2,323,500
Administrative Service Fund		6,565,515	-	33,000	187,650	60,000	5,934,865	-	-	350,000
County Fleet Operations	Public Works	1,705,504	-	-	1,266,569	15,000	-	-	-	423,935
Self Insurance	Personnel	2,125,125	-	-	-	-	1,338,125	-	-	787,000
O & C Title III County Projects	General Services	1,416,848	-	1,021,000	-	18,000	-	-	-	377,848
Public Works Operating	Public Works	12,862,147	4,500,000	2,298,810	112,000	164,000	531,323	-	-	5,256,014
Library Operating	Library	1,236,500	5,000	44,700	10,600	21,200	925,000	-	-	230,000
Community Services	Community Action	1,670,261	-	1,503,472	-	43,551	41,620	-	-	81,618
Grant Projects Fund	Finance	350,000	-	300,000	-	-	50,000	-	-	-
DA Forfeiture	District Attorney	8,331	-	-	-	-	-	-	-	8,331
Community Development Block Grant	General Services	1,290,350	-	1,290,000	-	350	-	-	-	-
Fairgrounds	Fairgrounds	1,192,794	-	41,000	1,080,115	-	70,976	-	-	703
Clerks Record	Clerk	66,303	-	-	10,500	50	-	-	-	55,753
Public Land Corner Preservation	Surveyor	108,000	-	-	107,000	1,000	-	-	-	-
Sheriff's Reserve	Sheriff	18,036	-	-	-	10,000	-	-	-	8,036
Food Share	Community Action	283,409	-	52,932	35,000	190,000	4,114	-	-	1,363
Economic Development - Video Poker	General Services	416,771	-	245,000	-	600	-	-	-	171,171
Law Library	County Legal Counsel	85,000	-	82,700	-	1,300	-	-	-	1,000
Jennifer Patton Memorial Fund	Mental Health	26,759	-	-	-	20,120	-	-	-	6,639
Community Corrections	Community Justice	2,995,235	-	2,218,989	-	4,000	-	-	-	772,246
Enhanced Supervision	Community Justice	10,000	-	10,000	-	-	-	-	-	-
Special Transportation	Community Action	960,288	-	607,388	82,000	170,900	-	-	-	100,000
Mental Health	Mental Health	11,597,314	15,750	9,869,563	240,794	1,400	1,186,147	-	-	283,660
Developmentally Disabled Services	Mental Health	5,850,642	-	5,252,958	-	10,500	25,000	-	-	562,184
ESCE - Early Intervention	Mental Health	1,795,632	-	1,380,062	144,554	5,950	76,310	-	-	188,756
Alcohol & Drug Program	Mental Health	1,437,873	48,000	1,389,873	-	-	-	-	-	-
Parks	Parks	963,984	-	241,680	568,600	3,704	50,000	-	-	100,000
Building Safety & Electrical Inspection	Building & Safety	2,361,730	-	-	714,718	-	-	-	-	1,647,012
Secured Residential Treatment Facility	Mental Health	1,813,126	-	1,691,400	121,726	-	-	-	-	-
Juvenile Flexible Services	Community Justice	15,000	-	15,000	-	-	-	-	-	-
Regional Hospital	Mental Health	3,244,521	-	1,662,549	-	-	-	-	-	1,581,972
Revolving Construction	Public Works	385,507	-	-	7,000	242,644	-	-	-	135,863
County Bridge Construction	Public Works	3,261,071	-	-	-	30,000	-	-	-	3,231,071
Disposal Sites Closure	Public Works	980,397	-	866,397	4,000	-	110,000	-	-	-
Jail Commissary	Sheriff	76,000	-	-	36,000	-	-	-	-	40,000
County Airports	Airports	731,146	-	65,000	346,480	3,500	57,000	-	-	259,166
North Valley Industrial Park	Public Works	338,145	-	-	16,000	2,000	-	-	-	320,145
Crestview Debt Service	Public Works	8,407	-	-	-	5,885	-	-	-	2,522
PERS Bond Debt Service	Finance	958,000	-	-	-	4,000	704,000	-	-	250,000
Adult Jail Facility	Finance	1,285,270	1,130,000	-	-	15,000	-	-	-	140,270
Payroll Reserve	Finance	2,146,885	-	-	-	8,000	1,096,000	-	-	1,042,885
Library Trust	Library	159,100	-	-	-	34,100	-	-	-	125,000
PEG Access	Finance	121,015	48,000	-	-	1,000	-	-	-	72,015
Kaye Jean Turner	Library	60,000	-	-	-	1,000	-	-	-	59,000
William MacKenzie	Community Action	5,000	-	-	-	5,000	-	-	-	-
County School	Treasurer	639,700	-	639,000	-	500	-	-	-	200
Commission on Children and Families	CCF	605,051	-	517,853	25,000	2,600	-	-	-	59,598
Zelzie Reed Early Intervention	Mental Health	15,756	-	-	-	270	-	-	-	15,486
College Dreams	Mental Health	302,020	-	-	-	3,700	-	-	-	298,320
JOINT (Forfeiture) Trust	Sheriff	164,000	-	54,000	-	-	-	-	-	110,000
George R. Borders Memorial	Library	105,000	-	-	-	5,000	-	-	-	100,000
Total Resources		$ 106,904,963	$ 9,208,400	$ 48,964,562	$ 10,478,237	$ 1,532,823	$ 15,026,481	$ -	$ 114,178	$ 21,580,282

Josephine County, Oregon
2005-06 Operating Budget
All Funds

Summary of Requirements By Category

Funds	Responsible Department	Total	Personal Services	Material & Services	Interfund Transfers	Inter-Governmental	Capital Outlay	Debt Service	Contingency	Ending Fund Balance
General Fund		$ 30,084,495	$ 17,299,221	$ 3,387,079	$ 5,904,687	$ 439,865	$ 449,716	$ 168,500	$ 2,435,427	$ -
Administrative Service Fund		6,565,515	3,432,412	2,716,193	367,360	-	13,550	36,000	-	-
County Fleet Operations	Public Works	1,705,504	324,892	789,015	184,307	-	280,992	-	-	126,298
Self Insurance	Personnel	2,125,125	118,000	933,000	184,600	-	-	-	477,525	412,000
O & C Title III County Projects	General Services	1,416,848	-	35,396	1,381,452	-	-	-	-	-
Public Works Operating	Public Works	12,862,147	4,316,972	1,908,492	698,767	75,000	1,596,033	-	-	4,266,883
Library Operating	Library	1,236,500	740,945	291,940	203,615	-	-	-	-	-
Community Services	Community Action	1,670,261	402,815	1,076,279	182,061	-	-	-	9,106	-
Grant Projects Fund	Finance	350,000	-	350,000	-	-	-	-	-	-
DA Forfeiture	District Attorney	8,331	-	-	-	-	-	-	8,331	-
Community Development Block Grant	General Services	1,290,350	-	1,290,000	-	-	-	-	350	-
Fairgrounds	Fairgrounds	1,192,794	279,366	837,276	71,152	-	5,000	-	-	-
Clerks Record	Clerk	66,303	-	-	-	-	66,303	-	-	-
Public Land Corner Preservation	Surveyor	108,000	12,743	45,850	-	-	-	-	49,407	-
Sheriff's Reserve	Sheriff	18,036	-	17,186	850	-	-	-	-	-
Food Share	Community Action	283,409	122,603	106,555	54,251	-	-	-	-	-
Economic Development - Video Poker	General Services	416,771	19,637	238,515	158,619	-	-	-	-	-
Law Library	County Legal Counsel	85,000	47,594	22,238	15,168	-	-	-	-	-
Jennifer Patton Memorial Fund	Mental Health	26,759	-	26,463	296	-	-	-	-	-
Community Corrections	Community Justice	2,995,235	1,705,753	238,594	256,642	-	86,123	22,000	686,123	-
Enhanced Supervision	Community Justice	10,000	-	10,000	-	-	-	-	-	-
Special Transportation	Community Action	960,288	491,753	125,314	226,506	-	73,040	-	43,675	-
Mental Health	Mental Health	11,597,314	4,974,987	4,478,884	1,447,182	-	-	49,420	646,841	-
Developmentally Disabled Services	Mental Health	5,850,642	1,013,381	4,162,743	129,802	-	1,000	-	543,716	-
ESCE - Early Intervention	Mental Health	1,795,632	1,471,070	163,488	156,824	-	4,250	-	-	-
Alcohol & Drug Program	Mental Health	1,437,873	-	968,938	468,935	-	-	-	-	-
Parks	Parks	963,984	375,134	386,998	144,852	-	17,000	-	40,000	-
Building Safety & Electrical Inspection	Building & Safety	2,361,730	498,742	122,277	89,099	-	4,600	-	1,647,012	-
Secured Residential Treatment Facility	Mental Health	1,813,126	1,324,668	165,150	259,308	-	35,000	29,000	-	-
Juvenile Flexible Services	Community Justice	15,000	-	15,000	-	-	-	-	-	-
Regional Hospital	Mental Health	3,244,521	-	1,284,288	378,261	-	-	-	1,581,972	-
Revolving Construction	Public Works	385,507	-	85,000	300,507	-	-	-	-	-
County Bridge Construction	Public Works	3,261,071	-	479,648	135,423	-	2,646,000	-	-	-
Disposal Sites Closure	Public Works	980,397	-	131,738	22,667	-	825,992	-	-	-
Jail Commissary	Sheriff	76,000	-	36,733	1,078	-	24,289	-	13,900	-
County Airports	Airports	731,146	82,338	412,689	28,853	-	105,100	-	102,166	-
North Valley Industrial Park	Public Works	338,145	-	32,500	10,618	16,000	-	-	-	279,027
Crestview Debt Service	Public Works	8,407	-	-	-	-	-	5,380	-	3,027
PERS Bond Debt Service	Finance	958,000	-	-	-	-	-	870,594	87,406	-
Adult Jail Facility	Finance	1,285,270	-	-	-	-	-	1,131,715	-	153,555
Payroll Reserve	Finance	2,146,885	870,500	-	-	-	-	-	1,276,385	-
Library Trust	Library	159,100	-	43,100	1,691	-	-	-	114,309	-
PEG Access	Finance	121,015	-	36,000	15,000	-	70,015	-	-	-
Kaye Jean Turner	Library	60,000	-	21,000	-	-	-	-	39,000	-
William MacKenzie	Community Action	5,000	-	-	-	-	-	-	5,000	-
County School	Treasurer	639,700	-	-	-	639,700	-	-	-	-
Commission on Children and Families	CCF	605,051	147,260	282,101	142,827	3,000	900	-	28,963	-
Zelzie Reed Early Intervention	Mental Health	15,756	-	15,756	-	-	-	-	-	-
College Dreams	Mental Health	302,020	-	302,020	-	-	-	-	-	-
JOINT (Forfeiture)Trust	Sheriff	164,000	-	112,770	3,251	-	5,000	-	42,979	-
George R. Borders Memorial	Library	105,000	-	-	-	-	40,000	-	65,000	-
Total Requirements		$ 106,904,963	$ 40,072,786	$ 28,184,206	$ 13,626,511	$ 1,173,565	$ 6,349,903	$ 2,312,609	$ 9,944,593	$ 5,240,790

Josephine County, Oregon
2005-06 Operating Budget
General Fund

Summary of Resources By Category

Departments	Total	Taxes	Inter-Governmental	Fees & Charges	Miscellaneous	Interfund Transfers	Debt Proceeds	Restricted Fund Balance	Beginning Fund Balance
Assessor	$ 458,380	$ -	$ 389,000	$ 69,380	$ -	$ -	$ -	$ -	$ -
Board of Property Tax Appeals	-	-	-	-	-	-	-	-	-
Clerk	613,750	-	4,500	571,200	38,050	-	-	-	-
Community Justice	1,771,412	-	933,818	471,800	200	365,594	-	-	-
District Attorney	636,077		392,221	50,120	7,000	117,721	-	69,015	-
Forestry	1,416,682	-	-	1,160,985	33,257	222,440	-	-	-
General Government	14,919,207	700,000	11,691,000	1,500	900	157,144	-	45,163	2,323,500
Adult Jail Health Clinic	484,211	-	-	-	-	484,211	-	-	-
Mental Health	651,408	-	-	-	-	651,408	-	-	-
Planning	1,024,452	-	-	474,019	-	550,433	-	-	-
Public Health	2,180,882	-	852,913	1,241,877	86,092	-	-	-	-
Sheriff	2,715,034	-	1,176,484	1,261,000	500	277,050	-	-	-
Surveyor	37,150	-	-	37,150	-	-	-	-	-
Treasurer	3,175,850	2,761,650	130,300	22,900	261,000	-	-	-	-
Total Resources	$ 30,084,495	$ 3,461,650	$ 15,570,236	$ 5,361,931	$ 426,999	$ 2,826,001	$ -	$ 114,178	$ 2,323,500

Summary of Requirements By Category

Departments	Total	Personal Services	Material & Services	Interfund Transfers	Inter-Governmental	Capital Outlay	Debt Service	Contingency	Ending Fund Balance
Assessor	$ 1,314,174	$ 1,027,896	$ 89,273	$ 140,005	$ 32,000	$ 25,000	$ -	$ -	$ -
Board of Property Tax Appeals	1,950	-	1,900	50	-	-	-	-	-
Clerk	722,160	414,673	184,146	101,841	-	-	21,500	-	-
Community Justice	3,661,361	3,069,391	155,545	436,425	-	-	-	-	-
District Attorney	2,094,283	1,517,534	179,313	379,571	-	5,352	-	12,513	-
Forestry	1,193,996	452,782	409,690	131,119	92,865	107,540	-	-	-
General Government	4,243,446	-	132,963	1,567,569	-	-	120,000	2,422,914	-
Adult Jail Health Clinic	484,211	378,186	91,661	14,364	-	-	-	-	-
Mental Health	770,034	601,870	75,104	93,060	-	-	-	-	-
Planning	1,397,076	668,925	425,754	298,797	-	3,600	-	-	-
Public Health	2,888,235	1,932,386	395,253	393,685	115,000	24,911	27,000	-	-
Sheriff	10,675,275	6,793,071	1,143,976	2,271,075	200,000	267,153	-	-	-
Surveyor	67,182	40,468	11,458	15,256	-	-	-	-	-
Treasurer	571,112	402,039	91,043	61,870	-	16,160	-	-	-
Total Requirements	$ 30,084,495	$ 17,299,221	$ 3,387,079	$ 5,904,687	$ 439,865	$ 449,716	$ 168,500	$ 2,435,427	$ -

Josephine County, Oregon
2005-06 Operating Budget
Administrative Service Fund

Summary of Resources By Category

Departments	Total	Taxes	Inter-Governmental	Fees & Charges	Miscellaneous	Interfund Transfers	Debt Proceeds	Restricted Fund Balance	Beginning Fund Balance
General Government	$ 5,457,551	$ -	$ -	$ 110,000	$ 7,400	$ 5,340,151	$ -	$ -	$ -
Board of County Commissioners	22,240	-	-	300	6,100	15,840	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Information Technology	62,000	-	-	-	-	62,000	-	-	-
Communications	112,100	-	-	26,100	-	86,000	-	-	-
County Legal Counsel	26,034	-	-	-	-	26,034	-	-	-
Personnel	213,000	-	-	-	-	213,000	-	-	-
Central Services	119,352	-	-	-	-	119,352	-	-	-
GIS Program	120,738	-	33,000	15,250	-	72,488	-	-	-
Building Operations and Maintenance	432,500	-	-	36,000	46,500	-	-	-	350,000
Total Resources	$ 6,565,515	$ -	$ 33,000	$ 187,650	$ 60,000	$ 5,934,865	$ -	$ -	$ 350,000

Summary of Requirements By Category

Departments	Total	Personal Services	Material & Services	Interfund Transfers	Inter-Governmental	Capital Outlay	Debt Service	Contingency	Ending Fund Balance
General Government	$ 294,423	$ -	$ 294,423	$ -	$ -	$ -	$ -	$ -	$ -
Board of County Commissioners	544,648	481,103	57,045	4,600	-	1,900	-	-	-
Finance	531,663	445,992	41,550	8,121	-	-	36,000	-	-
Information Technology	859,729	650,722	206,200	2,807	-	-	-	-	-
Communications	355,336	232,586	108,220	14,530	-	-	-	-	-
County Legal Counsel	384,613	365,399	16,514	2,700	-	-	-	-	-
Personnel	304,417	279,785	21,432	3,200	-	-	-	-	-
Central Services	119,352	17,566	101,636	-	-	150	-	-	-
GIS Program	213,812	171,420	34,000	5,392	-	3,000	-	-	-
Building Operations and Maintenance	2,957,522	787,839	1,835,173	326,010	-	8,500	-	-	-
Total Requirements	$ 6,565,515	$ 3,432,412	$ 2,716,193	$ 367,360	$ -	$ 13,550	$ 36,000	$ -	$ -

Josephine County, Oregon
2005-06 Operating Budget
All Funds

Interfund Transfer Reconciliation

	Total Budget	Taxes	Inter-Governmental	Fees & Charges	Miscellaneous	Interfund Transfers	Debt Proceeds	Restricted Fund Balance	Beginning Fund Balance
RESOURCES:									
Total Resources per All Funds Statement	$ 106,904,963	$ 9,208,400	$ 48,964,562	$ 10,478,237	$ 1,532,823	$ 15,026,481	$ -	$ 114,178	$ 21,580,282
Reclassifications to reflect interfund transactions:									
Health insurance subsidy					47,000	(47,000)			
PERS contributions					704,000	(704,000)			
Interfund computer purchase charges					62,000	(62,000)			
Interfund county fleet charges				(1,110,880)		1,110,880			
Total Resources per Revenue and Expenditure Comparisons	$ 106,904,963	$ 9,208,400	$ 48,964,562	$ 9,367,357	$ 2,345,823	$ 15,324,361	$ -	$ 114,178	$ 21,580,282

	Total Budget	Personal Services	Material & Services	Interfund Transfers	Inter-Governmental	Capital Outlay	Debt Service	Contingency	Ending Fund Balance
REQUIREMENTS:									
Total Requirements per All Funds Statement	$ 106,904,963	$ 40,072,786	$ 28,184,206	$ 13,626,511	$ 1,173,565	$ 6,349,903	$ 2,312,609	$ 9,944,593	$ 5,240,790
Reclassifications to reflect interfund transactions:									
Departmental workers compensation budgets			(601,850)	601,850					
Departmental leave liability budgets		(1,096,000)		1,096,000					
Total Requirements per Revenue and Expenditure Comparisons	$ 106,904,963	$ 38,976,786	$ 27,582,356	$ 15,324,361	$ 1,173,565	$ 6,349,903	$ 2,312,609	$ 9,944,593	$ 5,240,790

BUDGETS AND PROGRAM DESCRIPTIONS BY DEPARTMENT

Page Intentionally Blank

Board of County Commissioners

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - General Government					
Interfund Charges & Transfers	$ 12,500	$ 13,000	$ 13,000	$ -	$ -
Total Resources	**12,500**	**13,000**	**13,000**	**-**	**-**
Materials & Services	27,727	60,353	95,517	-	-
Total Expenditures	**27,727**	**60,353**	**95,517**	**-**	**-**
Resources Required	**$ 15,227**	**$ 47,353**	**$ 82,517**	**$ -**	**$ -**
General Fund - State Courts					
Interfund Payments & Transfers	$ 530,471	$ 530,471	$ 530,471	$ -	$ -
Total Expenditures	**530,471**	**530,471**	**530,471**	**-**	**-**
Resources Required	**$ 530,471**	**$ 530,471**	**$ 530,471**	**$ -**	**$ -**
Administrative Internal Service - Fund 401 - General Government					
Materials & Services	$ 105,561	$ 92,126	$ 127,255	$ 137,423	$ 137,423
Interfund Payments & Transfers	7,298	13,697	-	-	-
Total Expenditures	**112,859**	**105,823**	**127,255**	**137,423**	**137,423**
Allocable Amount	**$ 112,859**	**$ 105,823**	**$ 127,255**	**$ 137,423**	**$ 137,423**
Administrative Internal Service - Fund 401 - BCC Operations					
Fees & Charges for Services	$ 2,886	$ 300	$ 700	$ 300	$ 300
Miscellaneous	2,792	3,730	5,000	6,100	6,100
Interfund Charges & Transfers	13,150	-	15,840	15,840	15,840
Total Resources	**18,828**	**4,030**	**21,540**	**22,240**	**22,240**
Personal Services	420,944	441,155	453,301	481,103	481,103
Materials & Services	43,096	17,953	74,891	57,045	57,045
Interfund Payments & Transfers	6,165	3,469	21,137	4,600	4,600
Capital Outlay	9,475	139	1,900	1,900	1,900
Total Expenditures	**479,680**	**462,716**	**551,229**	**544,648**	**544,648**
Net Allocable Amount	**$ 460,852**	**$ 458,686**	**$ 529,689**	**$ 522,408**	**$ 522,408**
Budgeted Full-time Equivalents	**6.00**	**6.00**	**6.00**	**6.00**	**6.00**

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. Effective with the 2005-06 budget, this section has been combined with General Fund – General Government in the Finance Department.

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. Effective with the 2005-06 budget, this section has been combined with General Fund – General Government in the Finance Department.

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 Commissioner's Office is a department within the ISF fund. The costs associated with the department's operations are accounted for in this section.

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.

Program Accomplishments and Goals

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 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 2005-2006 PROJECTED GOALS

- Build and strengthen the community with positive leadership and vision.
- Provide County programs with an emphasis on public service and commitment.
- Reorganize and redefine departmental duties and services with an emphasis on efficiency and public service.
- Explore alternative funding possibilities to provide secure funding for County government.
- Work with State and Federal legislators on the Reauthorization of PL106-393 (O & C funds).
- Implement performance-based budgeting and performance measures for the allocation of public resources.
- Monitor and evaluate State and Federal legislation and proposals to assure that our county's interest is advanced.
- Expand county government television programming on Cable Access Channel 14.

Service Levels	2003-2004 Actual	2004-2005 Actual	2004-2005 Actual	2005-2006 Budgeted
Administrative Support				
Board Meetings w/Departments	243	260	257	275
Board Meetings w/Citizens	198	220	218	220
Office Coordinator (Front Office)				
Phones			13,915	14,000
Counter Support			6,325	6,500
Communications (mail, email, etc.)			3,033	3,300
Room 157/Anne Basker Scheduling			434	500
Recording/Journalizing (Weekly Business Session)				
Contracts and Agreements	191	201	120	175
Correspondence	591	600	206	400
Easements	2	4	5	5
Finding of Facts	12	25	13	20
Fire Annexations	0	1	0	1
Land Use Hearings	20	25	29	25
Liquor Licenses	12	20	7	10
Minutes Reviewed/Recorded	125	135	179	150
Misc. Recordings	45	45	62	70
Orders	97	100	67	85
Ordinances	3	10	8	10
Plats	24	25	30	35
Proclamations	9	15	12	15
Resolutions	89	120	89	100
Special Recognitions	192	200	94	100
Weekly Business Session Hearings	52	52	52	52
Wrecker License	4	10	8	8
Quit Claim Deeds	12	15	5	10
Journal Recording/Proceedings	12 mths	12 mths	874 pgs.	900 pgs.

Josephine County, Oregon
2005-06 Operating Budget

Finance Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - General Government					
Taxes	$ 678,528	$ 789,265	$ 699,000	$ 700,000	$ 700,000
Intergovernmental	11,253,913	11,391,140	11,525,628	11,691,000	11,691,000
Fees & Charges for Services	1,633	-	47,000	1,500	1,500
Miscellaneous	270,461	25,520	1,020	900	900
Interfund Charges & Transfers	424,237	130,925	175,062	157,144	157,144
Proceeds from borrowing	-	-	5,000,000	-	-
Beginning Fund Balance	2,809,345	2,097,963	2,237,004	2,368,663	2,368,663
Total Resources	**15,438,117**	**14,434,813**	**19,684,714**	**14,919,207**	**14,919,207**
Materials & Services	342,535	136,960	134,420	132,963	132,963
Interfund Payments &Transfers	1,688,064	1,312,475	6,354,139	1,567,569	1,567,569
Capital Outlay	207,995	212,960	500,000	-	-
Debt Service	4,044	-	-	120,000	120,000
Contingency	-	-	1,443,778	2,500,000	2,422,914
Ending Fund Balance	2,097,963	2,494,819	-	-	-
Total Expenditures	**4,340,601**	**4,157,214**	**8,432,337**	**4,320,532**	**4,243,446**
Resources (Provided)	**$ (11,097,516)**	**$ (10,277,599)**	**$ (11,252,377)**	**$ (10,598,675)**	**$ (10,675,761)**

Funds 275 and 311 (see below) were closed into the above budget effective with the adoption of the 2004-05 budget.

Administrative Internal Service - Fund 401 - Finance					
Personal Services	$ 305,649	$ 298,908	$ 369,455	$ 445,992	$ 445,992
Materials & Services	31,703	78,963	38,952	41,550	41,550
Interfund Payments & Transfers	8,606	7,424	8,121	8,121	8,121
Capital Outlay	21,207	20,742	-	-	-
Debt Service	35,701	33,427	36,000	36,000	36,000
Total Expenditures	**402,866**	**439,464**	**452,528**	**531,663**	**531,663**
Allocable Amount	**$ 402,866**	**$ 439,464**	**$ 452,528**	**$ 531,663**	**$ 531,663**
Budgeted Full-Time Equivalents	**4.00**	**4.70**	**5.70**	**6.70**	**6.70**

Administrative Internal Service - Fund 401 - General Government					
Fees & Charges for Services	$ -	$ 101,917	$ 116,500	$ 110,000	$ 110,000
Miscellaneous	6,480	191,445	5,500	7,400	7,400
Interfund Charges & Transfers	4,681,614	4,896,096	5,094,193	5,346,007	5,340,151
Total Resources	**4,688,094**	**5,189,458**	**5,216,193**	**5,463,407**	**5,457,551**
Materials & Services	37,739	156,690	160,000	157,000	157,000
Capital Outlay	1,763	-	-	-	-
Debt Service	-	-	-	-	-
Total Expenditures	**39,502**	**156,690**	**160,000**	**157,000**	**157,000**
Net Allocable Amount	**$ (4,648,592)**	**$ (5,032,768)**	**$ (5,056,193)**	**$ (5,306,407)**	**$ (5,300,551)**

Finance Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Court Security - Fund 275					
Beginning Fund Balance	$ 71,248	$ 62,310	$ -	$ -	$ -
Fees & Charges for Services	53,380	48,445	-	-	-
Miscellaneous	1,453	827	-	-	-
Total Resources	**126,081**	**111,582**	**-**	**-**	**-**
Materials & Services	63,571	55,819	-	-	-
Interfund Payments & Transfers	200	500	-	-	-
Total Expenditures	**63,771**	**56,319**	**-**	**-**	**-**
Ending Fund Balance	**$ 62,310**	**$ 55,263**	**$ -**	**$ -**	**$ -**

Effective with 2004-05, Fund 275 was closed into the Finance-General Government department of the General Fund, shown above.

ADA Compliance - Fund 311					
Beginning Fund Balance	$ 1,346	$ 1,372	$ -	$ -	$ -
Miscellaneous	26	18	-	-	-
Interfund Charges & Transfers	-	15,000	-	-	-
Total Resources	**1,372**	**16,390**	**-**	**-**	**-**
Materials & Services	-	7,781	-	-	-
Total Expenditures	**-**	**7,781**	**-**	**-**	**-**
Ending Fund Balance	**$ 1,372**	**$ 8,609**	**$ -**	**$ -**	**$ -**

Effective with 2004-05, Fund 311 was closed into the Finance-General Government department of the General Fund, shown above.

Grant Projects Fund - Fund 210					
Beginning Fund Balance	$ -	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	-	300,000
Interfund Charges & Transfers	-	-	-	-	50,000
Total Resources	**-**	**-**	**-**	**-**	**350,000**
Materials & Services	-	-	-	-	350,000
Total Expenditures	**-**	**-**	**-**	**-**	**350,000**
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Search and Rescue Building Acquisition - Fund 301					
Beginning Fund Balance	$ -	$ -	$ 74,480	$ -	$ -
Interfund Charges & Transfers	-	100,000	723,830	-	-
Total Resources	**-**	**100,000**	**798,310**	**-**	**-**
Capital Outlay	-	25,160	798,310	-	-
Total Expenditures	**-**	**25,160**	**798,310**	**-**	**-**
Ending Fund Balance	**$ -**	**$ 74,840**	**$ -**	**$ -**	**$ -**

Finance Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Energy Improvements - Fund 605					
Beginning Fund Balance	$ 92	$ 4	$ -	$ -	$ -
Miscellaneous	82	1,558	100	-	-
Interfund Charges & Transfers	20,503	20,473	20,473	-	-
Total Resources	**20,677**	**22,035**	**20,573**	**-**	**-**
Interfund Payments & Transfers	189	-	89	-	-
Debt Service	20,484	20,484	20,484	-	-
Total Expenditures	**20,673**	**20,484**	**20,573**	**-**	**-**
Ending Fund Balance	**$ 4**	**$ 1,551**	**$ -**	**$ -**	**$ -**

The debt accounted for in this fund was paid off in 2004-05.

PERS Bond Debt Service - Fund 610					
Beginning Fund Balance	$ 75,696	$ 166,563	$ -	$ 250,000	$ 250,000
Miscellaneous	2,570	2,795	-	4,000	4,000
Interfund Charges & Transfers	753,802	832,970	835,593	704,000	704,000
Total Resources	**832,068**	**1,002,328**	**835,593**	**958,000**	**958,000**
Debt Service	665,505	800,594	835,593	870,594	870,594
Contingency	-	-	-	87,406	87,406
Total Expenditures	**665,505**	**800,594**	**835,593**	**958,000**	**958,000**
Ending Fund Balance	**$ 166,563**	**$ 201,734**	**$ -**	**$ -**	**$ -**

Juvenile Facility Debt Service - Fund 624					
Beginning Fund Balance	$ 44,189	$ -	$ -	$ -	$ -
Taxes	198,517	-	-	-	-
Miscellaneous	4,743	-	-	-	-
Total Resources	**247,449**	**-**	**-**	**-**	**-**
Interfund Payments & Transfers	15,342	-	-	-	-
Debt Service	232,107	-	-	-	-
Total Expenditures	**247,449**	**-**	**-**	**-**	**-**
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

The debt accounted for in this fund was paid off in 2002-03.

Adult Jail Facility Debt Service - Fund 625					
Beginning Fund Balance	$ 566,762	$ 65,220	$ 155,432	$ 140,270	$ 140,270
Taxes	607,858	1,160,551	1,107,684	1,130,000	1,130,000
Miscellaneous	27,995	54,860	13,000	15,000	15,000
Total Resources	**1,202,615**	**1,280,631**	**1,276,116**	**1,285,270**	**1,285,270**
Debt Service	1,137,395	1,133,100	1,132,945	1,131,715	1,131,715
Total Expenditures	**1,137,395**	**1,133,100**	**1,132,945**	**1,131,715**	**1,131,715**
Ending Fund Balance	**$ 65,220**	**$ 147,531**	**$ 143,171**	**$ 153,555**	**$ 153,555**

Josephine County, Oregon
2005-06 Operating Budget

Finance Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Short Term Debt Service - Fund 650					
Beginning Fund Balance	$ -	$ -	$ -	$ -	$ -
Miscellaneous	281,100	-	206,100	-	-
Interfund Charges & Transfers	5,000,000	-	5,000,000	-	-
Total Resources	**5,281,100**	**-**	**5,206,100**	**-**	**-**
Materials & Services	6,000	-	6,000	-	-
Interfund Payments & Transfers	100	-	100	-	-
Debt Service	5,275,000	-	5,200,000	-	-
Total Expenditures	**5,281,100**	**-**	**5,206,100**	**-**	**-**
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

This fund has been used to account for short term borrowings which are paid off in less than one year. There is no need or requirement to budget short term borrowings, and this practice was discontinued with the adoption of the 2005-06 budget.

Payroll Reserve - Fund 651					
Beginning Fund Balance	$ 445,916	$ 145,890	$ 1,000,000	$ 1,042,885	$ 1,042,885
Miscellaneous	7,011	1,004	1,000	8,000	8,000
Interfund Charges & Transfers	1,049,340	2,086,010	1,056,600	1,096,000	1,096,000
Total Resources	**1,502,267**	**2,232,904**	**2,057,600**	**2,146,885**	**2,146,885**
Personal Services	1,356,377	1,208,919	2,057,600	870,500	870,500
Contingency	-	-	-	1,276,385	1,276,385
Total Expenditures	**1,356,377**	**1,208,919**	**2,057,600**	**2,146,885**	**2,146,885**
Ending Fund Balance	**$ 145,890**	**$ 1,023,985**	**$ -**	**$ -**	**$ -**

Adult Jail Arbitrage Reserve - Fund 700					
Beginning Fund Balance	$ -	$ 22,676	$ -	$ -	$ -
Miscellaneous	25,926	1,375	-	-	-
Total Resources	**25,926**	**24,051**	**-**	**-**	**-**
Materials & Services	3,250	(12,631)	-	-	-
Interfund Payments & Transfers	-	36,661	-	-	-
Total Expenditures	**3,250**	**24,030**	**-**	**-**	**-**
Ending Fund Balance	**$ 22,676**	**$ 21**	**$ -**	**$ -**	**$ -**

PEG Access - Fund 704					
Beginning Fund Balance	$ 71,682	$ 76,146	$ 93,000	$ 72,015	$ 72,015
Taxes	47,780	48,118	48,000	48,000	48,000
Fees & Charges for Services	1,529	1,063	-	-	-
Miscellaneous	-	-	800	1,000	1,000
Total Resources	**120,991**	**125,327**	**141,800**	**121,015**	**121,015**
Materials & Services	31,912	31,312	31,312	36,000	36,000
Interfund Payments & Transfers	12,500	13,000	13,000	15,000	15,000
Capital Outlay	433	400	97,488	70,015	70,015
Total Expenditures	**44,845**	**44,712**	**141,800**	**121,015**	**121,015**
Ending Fund Balance	**$ 76,146**	**$ 80,615**	**$ -**	**$ -**	**$ -**

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.

Finance is a department within the ISF fund. The costs associated with operating the Finance Department are accounted for in this section.

The General Government section of the ISF fund accounts for all non –departmental revenues and expenditures of the County's ISF, which are not accounted for in the other ISF departments.

ADA (Americans with Disabilities Act) Compliance Fund
This fund accounted 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.

Grant Projects Fund
This fund was established effective July 1, 2005, for the purpose of accounting for miscellaneous grants received by the County. The grants will be accounted for separately within this fund.

Search and Rescue Building Acquisition Fund
This fund accounts for the monies budgeted for the construction of search and rescue facilities.

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.

Juvenile Facility Debt Service
This fund accounted 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.

DEPARTMENT
Finance

Fund Descriptions (Continued)

Short-Term Debt Service
This fund accounted 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. These are short-term borrowings which are paid off in less than one year. There is no need or requirement to budget short-term borrowings, and this practice was discontinued with the adoption of the 2005-06 budget.

Payroll Reserve
Funds are provided to the Payroll 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.

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. County resources which are not associated with a specific department are also accounted for in this program. The Finance Department and the Board of County Commissioners oversees this program.

Objectives

Monitor actual revenues and expenditures for compliance with budgeted amounts for all funds. Adjust general government budgets as necessary to balance with actual.

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. Ensure adequate resources are accumulated to pay long-term debt principal and interest. Ensure payments are made on time for all long-term debt.

Service Levels

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

DEPARTMENT **PROGRAM**
Finance **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 Board of County Commissioners (BCC) in the process of budget hearings and final adoption of the annual budget
- Educate departmental staff and public on budgetary rules, laws and financial reports
- Prepare and publish annually the Budget Book
- Compile periodic supplemental budgets and assist BCC with adoption process
- Prepare and publish Comprehensive Annual Financial Report (CAFR)
- Coordinate annual independent audit
- Prepare monthly financial reports 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	**2003-2004 Final**	**2004-2005 Adopted**	**2005-2006 Budgeted**
Number of funds maintained	60	60	20
Budgeted expenditures	$113,504,764	$113,678,971	$105,000,000 (Est)
Monthly financial report packages produced	300	300	300
Efficiency Measures			
Staffing – Full Time Equivalents (FTEs)	4.7	5.7	6.7
(2004-05 the Chief Financial Officer position was added)			
(2005-06 the Payroll Technician position was added)			
Effectiveness Measures			
Number of over-expended appropriations per year	4	-	-
Audit comments related to Oregon Budget Law	No	-	-
Audit completed by December 15	No	-	-

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Received unqualified opinion on 2002-2003 Comprehensive 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 2004-05 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 Accomplishments

- Established accounting calendar with monthly due dates
- Reinstated publishing an annual Budget Book
- Put Budget Book on the County's web site
- Reconciled General Ledger to subsidiary amounts
- Set up FAS Asset Accounting System for annual inventory
- Consolidated budgeted funds from over 64 to under 20
- Received unqualified opinion on the 2003-04 Comprehensive Annual Financial Report (CAFR)
- Streamlined and clarified Supplemental Budget process
- Implemented procedure to have a current version of budget readily available to public

Fiscal Year 2005-2006 Goals

- Create Josephine County Accounting Manual to contain accounting policies and procedures
- Implement purchasing card and travel card program
- Review and revise the following accounting policies and procedures:
  - accounts payable
  - payroll processing
  - travel
  - capital assets and annual inventory
  - year-end processing and closing of the books
  - contract review / financial summary page
- Publish annual Budget Book by August 31
- Publish annual CAFR by December 31

Page Intentionally Blank

Information Technology

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Administrative Internal Service - Fund 401 - Information Systems					
Fees & Charges for Services	$ 24,030	$ 19,222	$ -	$ -	$ -
Interfund Charges & Transfers	-	10,000	-	62,000	62,000
Total Resources	**24,030**	**29,222**	**-**	**62,000**	**62,000**
Personal Services	603,136	651,867	662,523	650,722	650,722
Materials & Services	208,062	165,812	149,074	206,200	206,200
Interfund Payments & Transfers	2,100	2,100	2,843	2,807	2,807
Capital Outlay	8,590	-	-	-	-
Total Expenditures	**821,888**	**819,779**	**814,440**	**859,729**	**859,729**
Net Allocable Amount	**$ 797,858**	**$ 790,557**	**$ 814,440**	**$ 797,729**	**$ 797,729**
Budgeted Full-Time Equivalents	**10.00**	**9.50**	**9.00**	**9.00**	**8.00**

DEPARTMENT
Information Technology

Fund Description

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

Information Technology is a department within the ISF fund. The costs associated with the department's operations are accounted for in this section.

DEPARTMENT **PROGRAM**
Information Technology **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

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Number of active users	632	633	620
Number of computers	542	546	536
Number of printers	179	186	185
Number of applications	112	122	128
Number of service requests	1385	1250	1375
Information Technology FTE	9.5	9	9
Infrastructure support FTE	5	4	3
Service Requests FTE	2	2.5	2.5
Application Support FTE	2.5	2.5	3.5

Efficiency Measures

Total cost per computer	$1,531	$1,490	$1,496
IT budget as a percentage of the total county operating budget	0.80%	0.77%	0.76%

Effectiveness Measures

Network uptime	99.97%	99.98%	99.99%
Percent of service requests Resolved in less than one day	40%	50%	50%
Avg. number of days to resolve 90% of service requests	4.4	3.5	3

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

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

Fiscal Year 2004-2005 Expected Accomplishments

- Server availability 99.9 % or better
- Replace 25 percent of county PC's
- New county web page
- Public Health Practice Management Application and Animal Control Application
- Oregon Central Voter Registration application
- Sheriff Concealed Weapons application

Fiscal Year 2005-2006 Goals

- Server availability 99.9 % or better
- Fiber Connections to Jail, Public Works, Ramsey and Corrections
- Server consolidation and upgrades
- Implement additional network security systems
- HIPAA audit and compliance tracking
- Document Imaging upgrade and add new departments
- Enterprise GIS

Communications

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Administrative Internal Service - Fund 401 - Communications					
Fees & Charges for Services	$ 23,442	$ 21,794	$ 25,100	$ 26,100	$ 26,100
Interfund Charges & Transfers	30,686	91,938	95,000	86,000	86,000
Total Resources	**54,128**	**113,732**	**120,100**	**112,100**	**112,100**
Personal Services	208,246	216,158	224,776	232,586	232,586
Materials & Services	134,063	123,572	124,520	108,220	108,220
Interfund Payments & Transfers	9,553	11,517	14,040	14,530	14,530
Total Expenditures	**351,862**	**351,247**	**363,336**	**355,336**	**355,336**
Net Allocable Amount	**$ 297,734**	**$ 237,515**	**$ 243,236**	**$ 243,236**	**$ 243,236**
Budgeted Full-Time Equivalents	**3.00**	**3.00**	**3.00**	**3.00**	**3.00**

DEPARTMENT
Communications

Fund Description

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.

Communications is a department within the ISF fund. The costs associated with the department's operations are accounted for in this section.

DEPARTMENT **PROGRAM**
Communications **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.

Objective

The objective of the Communications Division is to provide all County departments with reliable communications systems.

Services Levels:	**2002/2003 Actual**	**2003/2004 Actual**	**2004/2005 Expected**
Radio components	998	990	1044
Phones / Switches	815 / 12	831 / 12	804 / 12
Computer network connections	737	740	755
Total of all service requests	446	425	400
Number of all service requests considered "critical"	177	169	160
Average radio components age in years	15.0	16.1	16.4
Phone system major components age in years	9	10	11
Computer network components age in years	less 5	less 5	less 5
Number of department FTE	3	3	3

Efficiency Measures:	**2002/2003 Actual**	**2003/2004 Actual**	**2004/2005 Expected**
Two-way radio service requests / FTE required	167 / 1.43	166 / 1.90	150 / 1.50
Phone service requests / FTE required	200 / 0.91	173 / 0.70	130 / 1.20
Computer network service requests / FTE required	52 / 0.52	55 / 0.40	40 / 0.30

Effectiveness Measures:	**2002/2003 Actual**	**2003/2004 Actual**	**2004/2005 Expected**
% of critical requests resolved within 24 hrs	98%	98%	99%
% of all requests resolved on first service call	98%	98%	98%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

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

Fiscal Year 2004-2005 Expected Accomplishments

- Wire the new Emergency Services Building for both phone and data.
- Wire the Dimmick Emergency Wing for phone and data for Public Health move.

Fiscal Year 2005-2006 Projected Accomplishments

- Conduct radio system analysis with consultant to plan future improvements.
- Install new microwave system if grant is received.

Page Intentionally Blank

County Legal Counsel

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Administrative Internal Service - Fund 401 - Legal					
Miscellaneous	$ 200	$ -	$ -	$ -	$ -
Interfund Charges & Transfers	7,444	-	13,434	26,034	26,034
Total Resources	**7,644**	**-**	**13,434**	**26,034**	**26,034**
Personal Services	273,456	287,558	307,468	365,399	365,399
Materials & Services	16,369	10,100	13,824	16,514	16,514
Interfund Payments & Transfers	2,100	2,295	2,700	2,700	2,700
Capital Outlay	7,024	1,483	1,000	-	-
Total Expenditures	**298,949**	**301,436**	**324,992**	**384,613**	**384,613**
Net Allocable Amount	**$ 291,305**	**$ 301,436**	**$ 311,558**	**$ 358,579**	**$ 358,579**
Budgeted Full-Time Equivalents	**3.80**	**3.80**	**3.80**	**3.80**	**4.25**
Law Library - Fund 237					
Beginning Fund Balance	$ 70,450	$ 48,431	$ 68,000	$ 1,000	$ 1,000
Intergovernmental	82,117	86,108	80,000	82,700	82,700
Fees & Charges for Services	-	-	2,700	-	-
Miscellaneous	1,108	-	1,300	1,300	1,300
Total Resources	**153,675**	**134,539**	**152,000**	**85,000**	**85,000**
Personal Services	46,810	62,126	65,292	47,594	47,594
Materials & Services	46,410	40,563	36,835	22,238	22,238
Interfund Payments & Transfers	12,024	13,369	16,230	15,168	15,168
Capital Outlay	-	836	4,267	-	-
Contingency	-	-	29,376	-	-
Total Expenditures	**105,244**	**116,894**	**152,000**	**85,000**	**85,000**
Ending Fund Balance	**$ 48,431**	**$ 17,645**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**0.78**	**0.78**	**1.00**	**1.00**	**0.50**

The administration of the Law Library was transferred from the Library Department to the Legal Counsel effective with the 2005-06 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 County Legal Counsel is a department within the ISF fund. The costs associated with the department's operations are accounted for in this section.

Law Library Fund

Josephine County operates a law library for the use of judges, attorneys, litigants and potential litigants. The Law Library is funded totally through fees which are collected from each civil suit action or proceeding filed in the circuit or district court. State law limits the amount of fees used for the Library to no more than 40% of the fees they collect.

DEPARTMENT **PROGRAM**
Legal Counsel **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.

	2003-04 Actual	2004-05 Expected	2005-06 Budgeted
Service Levels			
Contracts drafted/reviewed/revised	345	241	345
Land use enforcement cases processed	5	7	8
Other cases processed (Admin.; Tax court, Solid Waste, etc.	24	18	24
Tort claim/risk management files Monitored	42	38	45
Files opened (all departments)	613	497	620
Weekly Business Session items reviewed	233	194	250
County department supervisors/managers assisted	141	114	115
Department budget	$314,628	$321,992	$393,197
Department FTE's	3.8	3.8	4.25
County budget	$113,504,764	$117,032,632	$110,000,000
County FTE's	802	649	643
Efficiency Measures			
Contracts drafted/reviewed/revised per FTE	90.79	63.42	81.18
Land Use Enforcement cases processed per FTE	1.32	1.84	1.88
Other cases processed (Admin.; Tax Court, etc.) per FTE	6.32	4.74	5.65
Tort claim/risk management files monitored per FTE	11.05	10.00	10.59
Files opened (all departments) per department FTE	161.32	130.79	145.88
Weekly Business Session items reviewed per department FTE	61.32	51.05	58.82
County dept. supervisors/managers assisted per department FTE	37.11	30.00	27.06
Proportion of department FTE's to county FTE's	.47%	.59%	.66%
Proportion of department budget to total county budget	.28%	.28%	.36%

	2003-04 Actual	2004-05 Expected	2005-06 Budgeted
Effectiveness Measures			
Years of service in elective office	9	10	11
Accessibility to Board of Commissioners	100%	100%	100%
Percentage of advisory requests, meeting the following timeline standards:			
a) BCC requests within 7 days	100%	90%	100%
b) Legal opinion within 14 days.	75%	93%	100%
c) Contract review within 7-14 days.	92%	92%	100%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Drafted and review ordinances, orders, and resolutions of the Board.
- Drafted and reviewed contracts and bid documents for compliance with state and local public contract rules and make 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.
- 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.
- Continued to advise county departments regarding HIPAA policy, orders, and resolutions for HIPAA compliance.
- Continued to advise county departments regarding Title III compliance, and prepare 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 and RD grant documents.
- Conducted Finance Department Internal Investigation.
- Served on Compensation Committee.
- Finalized LUBA appeal records.
- Processed Vehicle Impoundment hearings.
- Responded to Public Records Requests.

Fiscal Year 2004-2005 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.
- Respond to advisory requests.
- Amend Public Contracting Rules.
- 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.
- Serve on Compensation Committee.
- Finalize LUBA appeal records.
- Process Vehicle Impoundment hearings.
- Respond to Public Records Requests.

Fiscal Year 2005-2006 Goals

- 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.

Page Intentionally Blank

Personnel Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Administrative Internal Service - Fund 401 - Personnel					
Interfund Charges & Transfers	$ 202,547	$ 213,000	$ 213,000	$ 213,000	$ 213,000
Total Resources	**202,547**	**213,000**	**213,000**	**213,000**	**213,000**
Personal Services	280,636	258,638	318,520	279,785	279,785
Materials & Services	30,162	38,527	64,915	21,432	21,432
Interfund Payments & Transfers	4,400	1,122	3,100	3,200	3,200
Total Expenditures	**315,198**	**298,287**	**386,535**	**304,417**	**304,417**
Net Allocable Amount	**$ 112,651**	**$ 85,287**	**$ 173,535**	**$ 91,417**	**$ 91,417**
Budgeted Full-Time Equivalents	**4.00**	**4.50**	**4.50**	**3.00**	**3.00**
Self Insurance - Fund 410					
Beginning Fund Balance	$ 768,991	$ 401,229	$ 536,000	$ 787,000	$ 787,000
Miscellaneous	20,750	12,000	-	-	-
Interfund Charges & Transfers	927,849	1,074,585	1,269,122	1,338,125	1,338,125
Total Resources	**1,717,590**	**1,487,814**	**1,805,122**	**2,125,125**	**2,125,125**
Personal Services	294,168	178,285	94,000	118,000	118,000
Materials & Services	830,610	758,464	999,000	933,000	933,000
Interfund Payments & Transfers	191,583	175,947	176,122	184,600	184,600
Contingency	-	-	-	477,525	477,525
Total Expenditures	**1,316,361**	**1,112,696**	**1,269,122**	**1,713,125**	**1,713,125**
Ending Fund Balance	**$ 401,229**	**$ 375,118**	**$ 536,000**	**$ 412,000**	**$ 412,000**
Health Insurance - Fund 420					
Beginning Fund Balance	$ 96,666	$ (3,818)	$ -	$ -	$ -
Miscellaneous	289,997	366,083	363,000	-	-
Interfund Charges & Transfers	4,362,678	4,474,922	5,175,390	-	-
Total Resources	**4,749,341**	**4,837,187**	**5,538,390**	**-**	**-**
Personal Services	$ 4,740,059	$ 4,774,665	$ 5,538,390	$ -	$ -
Interfund Payments & Transfers	13,100	48,000	-	-	-
Total Expenditures	**4,753,159**	**4,822,665**	**5,538,390**	**-**	**-**
Ending Fund Balance	**$ (3,818)**	**$ 14,522**	**$ -**	**$ -**	**$ -**

This fund serves as a clearing account for charges to departments for employee health, dental and vision insurance and the payment of the insurance premiums by the County. There is no need or requirement to budget clearing account activity, and, accordingly, this practice was discontinued with the budget for 2005-06.

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.

Personnel and Risk Management is a department within the ISF fund. The costs associated with the department's operations are accounted for 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 serves as a clearing account, and is not intended to accumulate a reserve. There is no need or requirement to budget clearing account activity, and, accordingly, this practice was discontinued with the 2005-06 budget.

DEPARTMENT **PROGRAM**
Personnel **Internal Services**

Description

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

Service Levels (Workload level)

	2002	2003	2004
Number of Human Resources Staff/FTE's (+1.0 in Payroll in 03)	3.5	4.5	3.5
Number of Regular Employee FTE's (full time & part-time)	642	604	585
Number of Temporary & Casual-Seasonal Employees	73	134	156*
Number of Annual Personnel Record Changes (avg. 4.1/employee)	2932	3026	3038
Number of Job Postings - Internal (employees only)	64	85	25
Number of Job Advertisements - External	93	36	86
Number of Full-Time Employee Terminations/Layoffs	69	81	84
Number of Grievances	6	15	6
Number of Serious Personnel Matters/Issues/Problems			

Efficiency Measures (Cost or Number of Employees per Service)

	2002	2003	2004
HR Staff FTE per County Employee	204	164	212
HR Staff FTE per Annual Personnel Record Changes	838	864	868
Average Cost Per External Job Posting	$199	$183	$161

Effectiveness Measures (Service Quality Measures)

	2002	2003	2004
Full-Time Employee Turnover Rate	10.7%	13.4%	14.4%
Average percent Health Insurance Cost Paid by Employee	9.5%	17.2%	16.0%
Unresolved Grievances (Arbitration/Mediation cases)	0	2	1

Fiscal Year 2003-2004 Accomplishments

Negotiated the Sheriff Association labor contract with favorable non-economic language changes
Replaced a management level employee in Department with a Human Resources Technician
Modified the paid leave program for new management hires, reducing accrual formula and sell-back eligibility

Fiscal Year 2004-2005 Expected Accomplishments

Joint health insurance committee, made up of representatives from 3 unions and non-union work group, substantially reduced cost increases for both employees and county
Successfully re-opened and bargained the wage and insurance sections of Sheriff Association contract
*Contracted out nearly all casual-seasonal employees for a cost savings to County of $100,000
Reduced County overall manager-staff ratio

Fiscal Year 2005-2006 Projected Accomplishments

Utilize recommendations of public compensation committee to help determine total employee compensation
Successfully bargain new labor contracts with AFSCME, OPEU & new Parole & Probation bargaining unit
Implement new administrative policies in such diverse areas as personnel action authorizations, training / development, use of county vehicles and cell phones
Recognize effect of county 'changes' on employee morale and assist in efforts to maintain employee commitment/satisfaction

DEPARTMENT **PROGRAM**
Personnel/ **Internal Services**
Risk Management

Description

The purpose of Risk Management is to manage the County's general liability and workers' compensation programs to both reduce costs, and prevent personal injury and/or property damage to citizens and employees.

Service Levels (Workload Level)

	2002	2003	2004
Number of General Liability / Tort Claims	70	53	45
Number of Auto Liability Claims	79	57	81
Number of Workers' Compensation Claims	79	63	71
Incident Reports - Within County (First Party)	117	94	100
Incident Reports - From / Involving Citizens	62	30	36
Total Number of County Claims and Incidents Reported	407	297	333

Efficiency Measures (Cost or Number of Employees per Service)

	2002	2003	2004
Average Cost of General Liability / Tort Claims	$3434	$3109	$3176
Average Cost of Auto Liability Claims	$415	$229	$250
Average Cost of Workers' Compensation Claims	$3815	$8359	$5032

Effectiveness Measures (Service Quality Measures)

Number of County Claims/Incidents per HR Staff/FTE Level	116	66	95
Number of Workers' Comp Time Loss Claims	21	17	20
Number of Litigated Workers' Comp Claims Settled/Lost	3/0	3/0	5/1

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

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

Fiscal Year 2004-2005 Expected Accomplishments

Modify reporting capabilities of Risk Management database with focus on each type of liability expense by Department
Centralize third party administration to Medford law firm for coordination and control purposes
Report all tort claims to general liability insurer for assistance and reimbursement on potentially expensive claims
100% review of all accident and incident reports with timely follow-up on potential prevention cases

Fiscal Year 2005-2006 Projected Accomplishments

Safety Committee: Expand and train membership, develop a comprehensive quarterly inspection document
Investigate all lost time injuries, serious injuries and near-misses with prevention report to risk management committee
Obtain insurance certificates covering county indemnification from hundreds of county contractors
Legal Counsel and Human Resources to review all contemplated employee dismissals across all Departments

Josephine County, Oregon
2005-06 Operating Budget

County Assessor

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Assessor					
Intergovernmental	$ 478,610	$ 449,184	$ 435,000	$ 389,000	$ 389,000
Fees & Charges for Services	12,172	12,354	24,300	69,380	69,380
Miscellaneous	108	77	-	-	-
Total Resources	**490,890**	**461,615**	**459,300**	**458,380**	**458,380**
Personal Services	1,055,144	965,128	1,039,239	1,027,896	1,027,896
Materials & Services	46,035	72,934	101,630	89,273	89,273
Interfund Payments & Transfers	120,619	118,165	132,464	140,005	140,005
Intergovernmental Payments	-	-	-	32,000	32,000
Capital Outlay	24,129	25,527	25,000	25,000	25,000
Total Expenditures	**1,245,927**	**1,181,754**	**1,298,333**	**1,314,174**	**1,314,174**
Resources Required	**$ 755,037**	**$ 720,139**	**$ 839,033**	**$ 855,794**	**$ 855,794**
Budgeted Full-Time Equivalents	**19.00**	**18.00**	**18.00**	**18.00**	**18.00**

DEPARTMENT
County Assessor

Fund Descriptions

General Fund – County Assessor
Revenues and expenditures for the Assessor's office are accounted for in the General Fund. Revenues received are mainly from the Oregon Department of Revenue and expenditures are for the operations of the department and its programs. These are detailed later in this section.

Description

The Josephine County Assessor is responsible for the assessment of all taxable real and personal property within the County, the preparation of the annual assessment roll, the computation of tax rates and the extension of the various tax rates and levies submitted by the taxing districts. In order to accomplish these objectives, the office maintains Market value, Measure 5 value, Measure 50 maximum assessed value and assessed value on each account using various appraisal techniques, recalculation, and constitutional and statutory required calculations. The office maintains ownership records of all properties, exemptions and special assessments of specific properties, mailing addresses of all property owners and plat maps of the entire county. The office reviews the budgets of all taxing districts to insure that imposition of tax does not exceed the amount authorized. The office assists the public in determining property ownership, lines, values and characteristics of various properties.

There are two sections within the office: administration and cartography; and appraisal -residential and commercial. The administrative section maintains all records, assists the public, processes various applications for valuation review, special assessment, tax exemptions, and deferrals. This section fields questions and reviews levies and assessments submitted by taxing districts, calculates and extends the tax roll, and prepares and oversees the office budget. The cartography section maintains plat maps, ownership records, and updates the GIS computerized mapping system.

The appraisal section values property, either through appraisal or computer generated calculations. The valuation process includes extensive fieldwork, including data gathering of information on new construction, changed property and review of existing properties. Special assessments, exemption applications and sales data analysis are included in this section.

Objectives

Develop and maintain a property assessment system that is in compliance with state requirements
Correctly and fairly value all property--real, mobile, personal and exempt--using various appraisal, classification, and recalculation techniques
Maximize equity of values through physical appraisal or administrative review
Maintain ownership records and maps of all property within the county
Review and tabulate assessed values for all taxing districts, calculate and extend all appropriate tax levies
Electronically remap Josephine County and achieve compliance with state mapping guidelines
Process all applications for special assessment programs, including farm, forest, veterans, senior and disabled citizens' deferral, exemptions and historic properties
Prepare and file a sales ratio study that complies with state guidelines
Assist the public in all phases of property ownership, by providing information on assessment, ownership, property lines, values and characteristics

Service Levels	2002-03 Actual	2003-04 Actual	2004-05 Estimated	2005-06 Budgeted
Accounts	49,433	49,755	50,054	50,750
Taxable Assessed Value	$4,020,453,842	$4,234,049,236	$4,481,076,323	$4,730,000,000
M5 Real Market Value	$4,803,016,923	$5,478,748,706	$6,502,753,771	$7,569,205,000
Calculated Taxes to be Received - All districts	$38,921,170	$39,914,918	$42,795,897	$45,185,000
Transfers of ownership – Real property & mobiles	5,900	5,617	6,200	6,200
Review properties with exceptions	4,100	3,853	6,300	6,000

Cartographic changes to property – Subdivisions, combinations, partition plats, annexations, etc	1,341	1,554	2,100	2,000
Accounts reviewed by Market Area	2,400	0	0	0
Process Veteran's Applications	1,500	1,402	1,447	1,500
Process Personal Property Returns	2,709	2,858	2,963	3,000
Total accounts processed - All Other Special Assessments & Exemptions	183	1,431	150	150
Review Farm Income Reports	850	695	700	700
Maps maintained	1,201	1,203	1,204	1,205
Accounts by category:				
Industrial	457	451	447	460
Utility	157	162	164	164
Commercial	2,299	2,298	2,303	2,300
Residential	34,955	35,441	35,761	36,226
Manufactured Structures	6,179	6,066	5,972	6,100
Personal Property	2,709	2,858	2,963	3,000
Other	2,677	2,479	2,444	2,500

Efficiency Measures/Productivity (cost or number of employees per service):

	2002-03 Actual	2003-04 Actual	2004-05 Expected	2005-06 Budgeted
Accounts per FTE	2,601	2,764	3,052	2,819
Cost per Account	$26.08	$26.31	$23.25	$26.61

Effectiveness/Service Qualify/Output Measures (customer satisfaction, timeliness, accuracy, etc.):

- Assessment roll correctly completed in a timely manner – 100%
- Assessor's Ratio Report correctly completed and filed in a timely manner – 100%
- Assessor's map set is accurately maintained.
- Process all applications for special assessments and exemptions in a timely manner.
- Review and certify levies submitted by the various taxing districts.
- Review and value properties that have been issued a building permit – 100%

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Completed the 2002-2003 assessment roll, certified $38,921,170 in taxes and assessments
- Reviewed and certified levies submitted by the various taxing districts
- Reviewed and changed values as necessary of commercial properties
- Inspected and valued new construction and other exceptions for the 2002-2003 roll and updated values as necessary for the 2002-2003 roll
- Continued updating of initial GIS mapping in cooperation with County GIS and City GIS

- Continued updating of Josephine County tiff images for the state wide GIS system
- Continued to assist the public in all types of inquiries
- Installed new computer server to complete the processing of the 2002-2003 assessment roll
- Completed 2002 sales ratio study and adjusted property values based on the findings of the study

Fiscal Year 2003-2004 Accomplishments

- Completed the 2003-2004 assessment roll, certified $39,914,918 in taxes and assessments
- Reviewed and certified levies submitted by the various taxing districts
- Reviewed and changed values as necessary of commercial properties
- Inspected and valued new construction and other exceptions for the 2003-2004 roll and updated values as necessary for the 2003-2004 roll
- Continued updating of initial GIS mapping in cooperation with County GIS and City GIS
- Continued the updating of Josephine County tiff images for the state wide GIS system
- Continued to assist the public in all types of inquiries
- Completed 2003 sales ratio study and adjusted property values based on the findings of the study
- Processed 582 Small Tract Forestland applications (number of accounts affected 1,194)

Fiscal Year 2004-2005 Expected

- Completed the 2004-2005 assessment roll, certified $42,795,897 in taxes and assessments
- Reviewed and certified levies submitted by the various taxing districts
- Review and change value as necessary of commercial properties
- Inspected and valued new construction and other exceptions for the 2004-2005 roll and update values as necessary for the 2004-2005 roll
- Continue updating of initial GIS mapping in cooperation with County GIS and City GIS
- Continue the updating of Josephine County tiff images for the state wide GIS system
- Continue to assist the public in all types of inquiries
- Complete the 2004 sales ratio study and adjust property values based on the findings of the study
- Review and process applications for the new statewide forest land program
- Develop and implement procedures necessary to register manufactured structures at the County level (State Mandate)

Fiscal 2005-06 Budgeted

- Complete the 2005-2006 assessment roll
- Review and certify levies submitted by the various taxing districts
- Review and change value as necessary of commercial properties
- Complete the inspection and valuing of new construction and other exceptions for the 2005-2006 roll and update values as necessary for the 2005-2006 roll
- Start the inspection and valuing of new construction and other exceptions for the 2006-2007 rolls
- Continue updating of initial GIS mapping in cooperation with County GIS and City GIS
- Continue the updating of Josephine County tiff images for the state wide GIS system
- Continue to assist the public in all types of inquiries
- Complete 2005 sales ratio study and adjust property values based on the findings of the study
- Accept and process applications for exemptions and special assessments programs
- Title, process moving permits and register manufactured structures at the County level (State Mandate)

Page Intentionally Blank

Josephine County, Oregon
2005-06 Operating Budget

County Treasurer

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Tax and Treasury					
Taxes	$ 2,385,122	$ 2,467,421	$ 2,576,061	$ 2,761,650	$ 2,761,650
Intergovernmental	149,567	148,736	142,000	130,300	130,300
Fees & Charges for Services	22,947	24,903	23,320	22,900	22,900
Miscellaneous	97,025	92,765	115,000	261,000	261,000
Total Resources	**2,654,661**	**2,733,825**	**2,856,381**	**3,175,850**	**3,175,850**
Personal Services	381,467	361,746	402,636	402,039	402,039
Materials & Services	70,461	66,911	82,082	91,043	91,043
Interfund Payments & Transfers	73,722	66,554	68,004	61,870	61,870
Capital Outlay	8,332	1,633	10,360	16,160	16,160
Total Expenditures	**533,982**	**496,844**	**563,082**	**571,112**	**571,112**
Resources (Provided)	**$ (2,120,679)**	**$ (2,236,981)**	**$ (2,293,299)**	**$ (2,604,738)**	**$ (2,604,738)**
Budgeted Full-Time Equivalents	**7.00**	**6.75**	**6.45**	**6.00**	**6.00**
Administrative Internal Service - Fund 401 - Central Services					
Interfund Charges & Transfers	$ 215,162	$ 110,597	$ 118,750	$ 119,352	$ 119,352
Total Resources	**215,162**	**110,597**	**118,750**	**119,352**	**119,352**
Personal Services	12,913	13,940	18,522	17,566	17,566
Materials & Services	206,029	88,059	100,078	101,636	101,636
Interfund Payments & Transfers	-	75	-	-	-
Capital Outlay	-	80	150	150	150
Total Expenditures	**218,942**	**102,154**	**118,750**	**119,352**	**119,352**
Net Under (Over) Charge of Costs	**$ 3,780**	**$ (8,443)**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**0.45**	**0.45**	**0.45**	**0.45**	**0.45**

Note: Central Services was administered by the BCC in 2002-03.

County School Trust - Fund 715					
Beginning Fund Balance	$ 653	$ 357	$ -	$ 200	$ 200
Intergovernmental	614,644	622,084	633,000	639,000	639,000
Miscellaneous	353	425	500	500	500
Total Resources	**615,650**	**622,866**	**633,500**	**639,700**	**639,700**
Intergovernmental Payments	615,293	622,575	633,500	639,700	639,700
Total Expenditures	**615,293**	**622,575**	**633,500**	**639,700**	**639,700**
Ending Fund Balance	**$ 357**	**$ 291**	**$ -**	**$ -**	**$ -**

DEPARTMENT
County Treasurer

Fund Descriptions

General Fund – County Treasurer
Revenues and expenditures for the County Treasurer are accounted for in the General Fund. Revenues received are mainly from property taxes, and expenditures are for the operations of the department and its programs. These are detailed later in this section.

Administrative Internal Service Fund – Central Services
The Administrative Internal Service Fund (ISF) is composed of departments which provide administrative and general services to other county departments. Central Service operates the County's mail room and provides postage and copy services to other departments.

County School Trust Fund
This fund is used to distribute monies received by the county to the city and county school districts. Funding for the County School Trust Fund is made up of: 1) a portion of the county's 1965-66 levy which is required for the purposes of the County School Trust Fund, and 2) a portion of Federal Forest Reserve receipts which are allocated to schools. Apportionment of these funds between the school districts is based on the average daily enrollments for the previous fiscal year. However, before apportionment, the county is required by state statute to pay from the County School Trust Fund the annual bill from the Oregon Department of Education for special education.

DEPARTMENT **PROGRAM**
County Treasurer **Treasury**

Description

Administer a successful treasury program for the taxing entities and the County of Josephine, with emphasis on protection of principal, liquidity and maximum investment returns.

The Treasury Division acts as the County bank and is responsible for the collection, distribution and investment of monies for all Josephine County Funds and 54 trust and agency funds, including taxing district funds. The average monthly balance of monies invested by the Treasurer ranged from $23 million dollars to $40 million dollars in fiscal year 2004-2005.

Objectives

- Assisting the county departments and employees with requests, complaints and information.
- Provide financial reports of the Trust & Agency Funds for the county departments and taxing districts.
- Efficient management of 54 Trust & Agency Funds.
- Coordinate postings and reporting with Finance and Personnel.
- Distribute tax collection payments to 13 Taxing Districts.
- Efficient management of 16 Bank Accounts and 8 Investment Accounts.

Service Levels	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-06 Budgeted**
Total Disbursements	$120,506,876	$106,048,287	$127,000,000	$127,000,000
Average Portfolio	$29,341,054	$29,231,961	$29,000,000	$30,000,000
Interest Earnings Receipted	$465,284	$385,836	$400,000	$800,000
Receipts Issued	3,292	3,409	3,000	3,000
Checks Processed	28,508	25,553	32,000	32,000
Distributions to Taxing Entities	$38,266,013	$ 38,731,114	$37,000,000	$39,000,000

Efficiency Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-06 Budgeted**
FTE – Staff *(Excluding Elected Official & Extra Help)*	**2**	**2**	**1.8**	**1.8**
Receipts per FTE	1,646	1,705	1,667	1,667
Checks per FTE	14,254	12,776	17,778	17,778
Entity Distributions per FTE	$19,133,006	$19,365,557	$20,555,556	$21,666,667

Effectiveness Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
Months Treasurer Inv. Ret. % > LGIP	>8	>6	>6	>6
% Departmental Deposits Not Correct	5%	2%	2%	1.5%
Customer Satisfaction %	N/A	98%	98%	98%

Program Accomplishments and Goals

Fiscal Year 2003-04 Accomplishments:

- Completed the continuing statutorial requirements of the Treasurer's office.
- Continue departmental cross training.
- Treasurer's direct investments exceeded the benchmark returns of the Oregon State Treasury Local Government Investment Pool (LGIP) for **10** months of the fiscal year.
- Restructured Finance Department - hired and trained new staff.
- Treasury continued to provide support to Finance Department.
- Expanded credit card payment ability to Parks, Public Health and Mental Health Departments.
- Initiated a countywide purchase card program for office supplies at the State's Contract price and create automated monthly payment.
- Work with IS to ensure continuation of automated banking function on new accounting system.
- Document County "Returned Check" processes and institute a fee increase Countywide.
- Expanded financial accounting system access for report capability to 8 county departments.
- Completed Sheriff's department review of Treasury related processes.

Fiscal Year 2004-05 Expected Accomplishments:

- Complete the continuing statutorial requirements of the Treasurer's office.
- Treasurer's direct investments exceeded the benchmark returns of the Oregon State Treasury Local Government Investment Pool (LGIP) for **8** months of the fiscal year.
- Complete 65% of the documentation of all departmental processes, both manual and electronic.
- Continue work with IS to ensure continuation of automated banking function on new accounting system.
- Expand the information about the Treasury available on the Internet.
- Continue documentation of County department cash and revenue tracking and depositing.
- Continue training for accounting system to 8 county departments.
- Continue support for county departments on behalf of the Finance Department.
- Complete the countywide purchase card program for office supplies at the State's Contract price and create automated monthly payment.

Fiscal Year 2005-06 Projected Accomplishments:

- Complete the continuing statutorial requirements of the Treasurer's office.
- Treasurer's direct investments exceeded the benchmark returns of the Oregon State Treasury Local Government Investment Pool (LGIP) for **6** months of the fiscal year.
- Make on-line payment of county fees and taxes for **5** departments available to Josephine County citizens.
- Continue staff training to improve departmental effectiveness including training on upgraded accounting program.
- Continue support to 8 county departments on the accounting system.
- Complete 100% of the review and documentation of all departmental processes, both manual and electronic.
- Complete documentation of all County Departments' Treasury related processes.
- Expand purchase card program countywide to reduce amount of Accounts Payable checks issued.
- Continue working with departments on countywide purchase program for office supplies with Boise Office Solutions.
- Continue documentation of County department cash and revenue tracking and depositing.
- Devise an instrument and install an ongoing customer service survey for the Treasury functions.
- Embezzlement free workplace…

DEPARTMENT **PROGRAM**
County Treasurer **Tax Collection**

Description

We will respectfully and effectively administer a successful tax collection program for Josephine County following Oregon law and, within those constraints, always choosing the action that best benefits the taxing districts and the taxpayers.

The Tax Division collects taxes for all Josephine County taxing districts. Of the total property taxes expected to be collected in 2005-2006, less than 10% is collected for Josephine County Government. Tax payments are received directly at the Treasurer's Office, through designated banks or through the bank lock box process.

Objectives

- Assisting the general public with requests, complaints and information.
- Provide excellent and efficient customer service.
- Efficient management of tax collection.
- Maintain accurate records of the tax roll.

Service Levels	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
Property Taxes Collected	$38,266,013	$37,648,923	$39,100,000	$42,096,000
Tax Statements Mailed	60,799	60,289	61,000	61,500
Delinquent Notices Mailed	3,955	3,744	5,100	5,200
Refunds Processed/Issued	889	782	650	650
Refunds Issued	$333,988	$307,019	$250,000	$260,000
Active Bankruptcies (Average)	93	92	80	85
Register Receipts Issued	38,456	36,131	36,100	37,000
Lockbox Payments Processed	15,003	15,542	19,000	19,200
Fees Generated - General Fund	$21,916	$21,694	$16,000	$10,800

Efficiency Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
FTE – Staff	**4.**	**3.75**	**3.2**	**3.2**
(Excluding Elected Official & Extra Help)				
Taxes Collected per FTE	$9,566,503	$12,549,641	$12,218750	$13,155,000
Accounts per FTE	11,500	20,096	19,062	19,218
Receipts per FTE	9614	12,043	11,281	11,562

Effectiveness Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
Documented Complaints	<10	<10	<10	<10
Accuracy of Refund Calculations	99%	99%	99%	99%
Refunds issued (with-in):				
Over-Assessed accounts	2 weeks	2 weeks	2 weeks	2 weeks
Simple overpayments (after check clears)	1 week	1 week	1 week	1 week
Duplicate Pmts (after payers' agreement)	1 week	1 week	1 week	1 week
Foreclosed Properties Deeded	5	3	5	4
% Taxes delinquent and number of delinquent accounts				
Current Fiscal Year	3.57 %	3.70%	4.50 %	4.50%
	2,600	3,582	4,000	4,000
1-3 year delinquent	.95 %	.93 %	1.30 %	1.30%
	2,100	2,237	3,000	3,000
4 or more years delinquent	.03 %	.04 %	.04 %	.04%
	260	291	340	340

Program Accomplishments and Goals

Fiscal Year 2003-04 Accomplishments:

- Complete the statutorial requirements of the Tax Collector's office.
- Complete 80% of the documentation of all departmental processes, both manual and electronic.
- Make the tax roll available on electronic media, CD ROM, disk or tape.
- Document collections policies and procedures for more intensive management of delinquent tax accounts. Assist taxpayers to become current and reduce the number of delinquent taxpayers requiring focused efforts.
- Begin more intensive collection efforts on delinquent accounts with added focus of significantly reducing the number of accounts more than five years delinquent.
- Continue to refine delinquent collection processes with emphasis on reduction of interest, penalty and fee charges for taxpayers.
- Continue staff and supervisor training to improve departmental effectiveness, including two employees trained to use the Recall language for producing reports.
- Contact every property owner, or other person of interest, on property facing final foreclosure steps with the goal of minimizing the number of properties taken for non-payment of taxes.
- Continue to utilize US PO electronic certified mail program to save postage and staff costs.

Fiscal Year 2004-05 Expected Accomplishments:

- Complete the statutorial requirements of the Tax Collector's office.
- Complete 100% of the documentation of all departmental processes, both manual and electronic.
- Continue staff and supervisor training to improve departmental effectiveness, including one more staff person trained to use the Recall Program for producing reports from the tax collection database.
- Utilize effective delinquent collection processes to reduce delinquent interest, penalties and fees for taxpayers. 5% decrease in delinquent interest, penalties and fees.
- Reduce number of delinquent personal property tax accounts (those 4 or more years delinquent) by at least 10% (manufactured structures and business personal property).
- Make on-line payment of tax through the Internet available for taxpayers. (See Treasury Division)
- Work with Tax Collectors Association to improve the effectiveness of statewide property tax collection, with emphasis on collection issues related to leased real property and personal property.
- Work with Tax Collectors and Treasurers State-wide associations to make changes in laws needed to allow credit and debit card payment of property taxes available to tax payers.
- Work with Assessment and others to determine the appropriate amount of property tax information to make available on the Internet.

Fiscal Year 2005-06 Projected Accomplishments:

- Complete the statutorial requirements of the Tax Collector's office.
- Completely review the documentation of all departmental processes, both manual and electronic.
- Continue staff and supervisor training to improve departmental effectiveness, including one more staff person trained to use the Recall Program for producing reports from the tax collection database.
- Work with Assessor's Office to implement the LOIS System (Manufactured Structure Titling System). Beginning May 1, 2005.
- Utilize effective delinquent collection processes to reduce delinquent interest, penalties and fees for taxpayers. 5% decrease in delinquent interest, penalties and fees.
- Reduce number of delinquent personal property tax accounts (those 4 or more years delinquent) by at least 10% (manufactured structures and business personal property).
- Make on-line payment of tax through the Internet available for taxpayers. (See Treasury Division)
- Work with Tax Collectors Association to improve the effectiveness of statewide property tax collection, with emphasis on collection issues related to leased real property and personal property.
- Work with Tax Collectors and Treasurers State-wide associations to make changes in laws needed to allow credit and debit card payment of property taxes available to tax payers.
- Work with Assessment and others to determine the appropriate amount of property tax information to make available on the Internet.

DEPARTMENT **PROGRAM**
County Treasurer **Mailroom**

Description

We will respectfully and effectively administer a mail-processing center for Josephine County always choosing the action that best benefits the county departments.

The Mailroom Division receives and sends regular mail, certified mail, parcels, and Express company packages for all Josephine County Departments. We provide copy service and County central supply for department copiers. Also provide minimal office supplies and answer the county information phone line.

Objectives

- Assisting the general public with requests, complaints and information via the county information phone line.
- Provides mailing solutions for the county departments.
- Efficient management of incoming/outgoing mail.
- Provide cost effective copy service to county departments.
- Provide supplies for county copy machines.

Service Levels	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
Daily incoming mail	N/A	244 hrs	260 hrs	260 hrs
Outgoing mail (pieces)	N/A	140,000	141,000	150,000
Number of copies processed	N/A	281,405	283,000	295,000
Packages shipped	N/A	134	150	120
Information phone calls	N/A	240	250	250
Billing departments usage	N/A	24 hrs	20 hrs	20 hrs
Number of departments serviced	N/A	32	32	30

Efficiency Measures	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
FTE – Staff (Excluding EO)	**N/A**	**.45**	**.45**	**.45**
Copies processed per FTE			628,000	655,000
Packages shipped per FTE			333	267

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments:

- Cross train two treasury staff to cover leave time.
- Complete training on the Neopost Mail system. – Not cost effective, went back to NW Mail Service 7/1/04
- Incoming mail in department boxes before lunch break.
- 24-hour service for copies when applicable.
- Packages shipped out the same day received from departments.
- Accurate billing to county departments.
- Provide courteous service on the county information line.

Fiscal Year 2004-2005 Expected Accomplishments:

- Complete 60% of the documentation of all departmental processes, both manual and electronic.
- Update training of two treasury staff to cover leave time.
- Incoming mail in department boxes before lunch break.
- 24-hour service for copies when applicable.
- Packages shipped out the same day received from departments.
- Accurate billing to county departments.
- Provide courteous service on the county information line.
- Assist departments in providing best cost for shipping.

Fiscal Year 2004-05 Projected Accomplishments:

- Complete 100% of the documentation of all departmental processes, both manual and electronic.
- Complete the training of two treasury staff to cover leave time.
- Incoming mail in department boxes before lunch break.
- 24-hour service for copies when applicable.
- Packages shipped out the same day received from departments.
- Accurate billing to county departments.
- Provide courteous service on the county information line.
- Provide courteous and efficient service to all county departments.

Josephine County, Oregon
2005-06 Operating Budget

County Clerk

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Clerk					
Intergovernmental	$ 104,149	$ 94,253	$ 23,600	$ 4,500	$ 4,500
Fees & Charges for Services	661,447	734,632	471,200	571,200	571,200
Miscellaneous	59,728	71,843	18,050	38,050	38,050
Total Resources	**825,324**	**900,728**	**512,850**	**613,750**	**613,750**
Personal Services	397,167	401,043	428,925	414,673	414,673
Materials & Services	164,880	224,182	169,250	183,970	184,146
Interfund Payments & Transfers	105,495	101,640	101,209	102,017	101,841
Capital Outlay	9,557	-	-	-	-
Debt Service	22,900	21,357	21,500	21,500	21,500
Total Expenditures	**699,999**	**748,222**	**720,884**	**722,160**	**722,160**
Resources Required (Provided)	**$ (125,325)**	**$ (152,506)**	**$ 208,034**	**$ 108,410**	**$ 108,410**
Budgeted Full-Time Equivalents	**7.00**	**6.75**	**6.75**	**6.75**	**6.75**
General Fund - Board of Property Tax Appeals					
Materials & Services	$ 1,531	$ 661	$ 2,650	$ 1,900	$ 1,900
Interfund Payments & Transfers	-	-	50	50	50
Total Expenditures	**1,531**	**661**	**2,700**	**1,950**	**1,950**
Resources Required	**$ 1,531**	**$ 661**	**$ 2,700**	**$ 1,950**	**$ 1,950**
Clerk's Record Fund - Fund 223					
Beginning Fund Balance	$ 12,483	$ 27,073	$ 23,000	$ 55,753	$ 55,753
Fees & Charges for Services	14,240	15,730	10,000	10,500	10,500
Miscellaneous	350	470	50	50	50
Total Resources	**27,073**	**43,273**	**33,050**	**66,303**	**66,303**
Capital Outlay	-	-	33,050	66,303	66,303
Total Expenditures	**-**	**-**	**33,050**	**66,303**	**66,303**
Ending Fund Balance	**$ 27,073**	**$ 43,273**	**$ -**	**$ -**	**$ -**

DEPARTMENT
Josephine County Clerk

Fund Descriptions

General Fund - County Clerk Department
The revenues and expenditures of the County Clerk Department are accounted for in the General Fund. Revenues are primarily from services to the general public and are detailed later in this section. Expenditures are for the operations of the department.

General Fund – Board of Property Tax Appeals
The expenditures in this section of the General Fund are those incurred by the County Clerk in connection with assistance provided to the Board of Property Tax Appeals (BOPTA).

County Clerk's Fund
In accordance with state law, five percent of fees collected that are not for the benefit of the County Clerk have been set aside for the acquiring of storage and retrieval systems, payment of expenses incurred in collecting those fees, and maintaining and restoring records as authorized by the County clerk.

DEPARTMENT **PROGRAM**
Clerk & Recorder's Office **Administration**

Description

The County Clerk and Recorder's Office administers all elections, voter registration and political filings for the residents of Josephine County. This office handles all recordings, filing and retrieval of documents relating to real property in the County including but not limited to deeds, mortgages, liens, maps, plats, contracts as well as Commissioners' Journal, affidavits, powers of attorney, military discharges, marriage and death certificates.

This office also maintains the County archives and handles road assessments, marriage licenses, passport applications, OLCC applications and clerks the Board of Property Tax Appeals.

The County Clerk performs marriage ceremonies.

Objectives

- Continue to provide accurate and efficiently conducted elections
- Assist candidates with their office and expenditure filings
- Audit contribution and expenditure reports for all candidates and political action committees
- Maintain election history for historical purposes and public requests
- Comply with NVRA (National Voter Registration Act) and HAVA (Help America Vote Act)
- Provide information & assistance to Special Districts
- Facilitate the recording and retrieval of the ever-increasing number of recorded instruments
- Issue marriage licenses
- Process passport applications
- Assist citizens with their Board of Property Tax Appeals (BOPTA)

Service Levels

	2002-2003 Actual	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Recorded Instruments	32,979	31,875	31,000	29,200
Marriage Licenses	633	659	640	680
Passport Applications	995	1,107	1,300	1,350
Voter Reg. Processed	8,827	11,783	12,419	9,500

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Conducted one Special State Election by mail
- Conducted one County-wide election by mail
- Conducted one Presidential Primary Election by mail
- Produced 2 County Voters' Pamphlets
- Recorded official records, plats and subdivisions and Commissioners' Journal
- Provided miscellaneous record services
- Issued marriage licenses and filed completed licenses with the state
- Converted recording data to imaging to provide increased customer access and retrieval
- Provided scheduling and secretarial support on petitions filed with the Board of Property Tax Appeals

Program Accomplishments and Goals (continued)

Fiscal Year 2004-2005 Expected Accomplishments

- Conducted one Special District election by mail
- Conducted one Presidential General election by mail
- Assist candidates with all filings
- Produced two County Voters' Pamphlets
- Began implementation of OCVR pilot program. (Oregon Centralized Voter Registration)
- Record official records, plats and subdivisions. Provide miscellaneous record services
- Converted recording data to imaging to provide increased customer access and retrieval
- Initiated uploading our digital images to an FTP site in order to enhance our service to the title industry.
- Issue marriage licenses
- Process passport applications
- Provide scheduling and clerical support on petitions filed to the Board of Property Tax Appeals
- Tracked legislation pertinent to Clerk/Recorder's Office and testified when necessary.

Fiscal Year 2005-2006 Projected Accomplishments

- Conduct 1 Gubernatorial Primary Election by mail
- Conduct other Special Elections as required
- Produce one County Voters' Pamphlet
- Assist Candidates with all filings
- Fully implement OCVR (complete data migration and conversion)
- Convert recording data to imaging to provide increased customer access and retrieval
- Issue marriage licenses
- Process passport applications
- Provide scheduling and clerical support on petitions filed to the Board of Property Tax Appeals

Public Works

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Public Works Operating - Fund 201					
Beginning Fund Balance	$ 4,147,897	$ 3,501,012	$ 4,230,739	$ 5,256,014	$ 5,256,014
Taxes	3,868,518	4,370,080	4,255,000	4,500,000	4,500,000
Intergovernmental	2,398,244	1,866,588	2,240,687	2,298,810	2,298,810
Fees & Charges for Services	95,317	100,438	92,000	112,000	112,000
Miscellaneous	213,632	653,958	119,000	164,000	164,000
Interfund Charges & Transfers	400,325	908,308	425,930	531,323	531,323
Total Resources	**11,123,933**	**11,400,384**	**11,363,356**	**12,862,147**	**12,862,147**
Personal Services	4,052,664	3,975,939	4,221,707	4,316,972	4,316,972
Materials & Services	1,576,500	1,250,468	2,016,794	1,908,492	1,908,492
Interfund Payments & Transfers	609,062	647,525	659,911	699,645	698,767
Intergovernmental Payments	122,459	58,475	77,967	75,000	75,000
Capital Outlay	95,968	43,843	535,200	1,596,033	1,596,033
Total Expenditures	**6,456,653**	**5,976,250**	**7,511,579**	**8,596,142**	**8,595,264**
Ending Fund Balance	**$ 4,667,280**	**$ 5,424,134**	**$ 3,851,777**	**$ 4,266,005**	**$ 4,266,883**
Budgeted Full-Time Equivalents	**73.50**	**67.00**	**67.00**	**67.00**	**67.00**
Revolving Construction - Fund 302					
Beginning Fund Balance	$ 11,477	$ 54,485	$ 58,320	$ 135,863	$ 135,863
Fees & Charges for Services	54,087	50,239	20,000	7,000	7,000
Miscellaneous	1,021	974	244,444	242,644	242,644
Interfund Charges & Transfers	-	36,661	-	-	-
Total Resources	**66,585**	**142,359**	**322,764**	**385,507**	**385,507**
Materials & Services	-	-	85,000	85,000	85,000
Interfund Payments & Transfers	12,100	-	197,206	300,507	300,507
Capital Outlay	-	-	40,558	-	-
Total Expenditures	**12,100**	**-**	**322,764**	**385,507**	**385,507**
Ending Fund Balance	**$ 54,485**	**$ 142,359**	**$ -**	**$ -**	**$ -**
County Bridge Construction - Fund 303					
Beginning Fund Balance	$ -	$ -	$ -	$ 3,231,071	$ 3,231,071
Intergovernmental	-	-	3,923,000	-	-
Miscellaneous	-	-	-	30,000	30,000
Total Resources	**-**	**-**	**3,923,000**	**3,261,071**	**3,261,071**
				-	
Materials & Services	-	-	1,018,000	479,648	479,648
Interfund Payments & Transfers	-	-	63,000	135,423	135,423
Capital Outlay	-	-	2,842,000	2,646,000	2,646,000
Total Expenditures	**-**	**-**	**3,923,000**	**3,261,071**	**3,261,071**
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Public Works

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Disposal Sites Closure - Fund 357					
Beginning Fund Balance	$ (84,484)	$ (95,154)	$ -	$ -	$ -
Intergovernmental	-	150,000	1,620,000	866,397	866,397
Fees & Charges for Services	5,590	5,359	4,000	4,000	4,000
Miscellaneous	341	-	-	-	-
Interfund Charges & Transfers	200,150	77,329	110,000	110,000	110,000
Total Resources	**121,597**	**137,534**	**1,734,000**	**980,397**	**980,397**
Materials & Services	139,454	83,460	186,452	131,738	131,738
Interfund Payments & Transfers	31,667	21,165	20,048	22,713	22,667
Capital Outlay	45,630	150,260	1,527,500	825,946	825,992
Total Expenditures	**216,751**	**254,885**	**1,734,000**	**980,397**	**980,397**
Ending Fund Balance	**$ (95,154)**	**$ (117,351)**	**$ -**	**$ -**	**$ -**
Administrative Internal Service - Fund 401 - Building Operations & Maintenance					
Fees & Charges for Services	$ 9,560	$ 36,060	$ 30,000	$ 36,000	$ 36,000
Miscellaneous	87,101	71,997	52,525	1,494,377	46,500
Interfund Charges & Transfers	-	-	-	686,123	-
Beginning Fund Balance	-	-	-	350,000	350,000
Total Resources	**96,661**	**108,057**	**82,525**	**2,566,500**	**432,500**
Personal Services	685,282	674,742	792,554	787,839	787,839
Materials & Services	1,279,633	1,285,071	1,303,418	1,835,173	1,835,173
Interfund Payments & Transfers	307,545	343,282	283,075	326,010	326,010
Capital Outlay	13,906	11,040	8,500	2,142,500	8,500
Total Expenditures	**2,286,366**	**2,314,135**	**2,387,547**	**5,091,522**	**2,957,522**
Net allocable amount	**$ 2,189,705**	**$ 2,206,078**	**$ 2,305,022**	**$ 2,525,022**	**$ 2,525,022**
Budgeted Full-Time Equivalents	**18.60**	**17.00**	**17.00**	**17.00**	**17.00**

Note: The Budget Committee recognized $350,000 of available fund balance and dedicated it to expenditure on deferred maintanance projects in County buildings. This was an adjustment to the budget presented to it by the Board of County Commissioners. It also added a transfer of $686,123 from Community Justice and proceeds from borrowing of $1,447,877 to fund an expected purchase of a building for $2,134,000 to house the Community Justice Department. The plan to purchase the building did not materialize, and the purchase was removed from the budget in the final budget adoption.

County Fleet Operations - Fund 402					
Beginning Fund Balance	$ 1,528,070	$ 1,334,337	$ 554,027	$ 423,935	$ 423,935
Fees & Charges for Services	903,417	947,972	985,656	1,266,569	1,266,569
Miscellaneous	18,206	234,099	14,000	15,000	15,000
Total Resources	**2,449,693**	**2,516,408**	**1,553,683**	**1,705,504**	**1,705,504**
Personal Services	292,742	284,020	322,431	324,892	324,892
Materials & Services	670,922	594,523	704,122	789,015	789,015
Interfund Payments & Transfers	151,692	181,434	198,815	184,760	184,307
Capital Outlay	-	220,826	216,739	270,992	280,992
Total Expenditures	**1,115,356**	**1,280,803**	**1,442,107**	**1,569,659**	**1,579,206**
Ending Fund Balance	**$ 1,334,337**	**$ 1,235,605**	**$ 111,576**	**$ 135,845**	**$ 126,298**
Budgeted Full-Time Equivalents	**6.10**	**6.00**	**6.00**	**5.00**	**5.00**

Public Works

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
North Valley Industrial - Fund 601					
Beginning Fund Balance	$ 317,535	$ 310,372	$ 136,495	$ 320,145	$ 320,145
Fees & Charges for Services	21,780	5,661	16,000	16,000	16,000
Miscellaneous	5,873	2,345	1,000	2,000	2,000
Total Resources	**345,188**	**318,378**	**153,495**	**338,145**	**338,145**
Personal Services	139	-	-	-	-
Materials & Services	1,497	313	30,000	32,500	32,500
Interfund Payments & Transfers	17,691	17,335	10,436	10,618	10,618
Intergovernmental Payments	15,489	16,035	16,000	16,000	16,000
Debt Service	-	171,493	-	-	-
Total Expenditures	**34,816**	**205,176**	**56,436**	**59,118**	**59,118**
Ending Fund Balance	**$ 310,372**	**$ 113,202**	**$ 97,059**	**$ 279,027**	**$ 279,027**
Crestview Debt Service - Fund 603					
Beginning Fund Balance	$ 12	$ 21	$ 2,017	$ 2,522	$ 2,522
Miscellaneous	5,389	5,382	5,885	5,885	5,885
Total Resources	**5,401**	**5,403**	**7,902**	**8,407**	**8,407**
Debt Service	5,380	5,380	5,380	5,380	5,380
Total Expenditures	**5,380**	**5,380**	**5,380**	**5,380**	**5,380**
Ending Fund Balance	**$ 21**	**$ 23**	**$ 2,522**	**$ 3,027**	**$ 3,027**

Fund Descriptions

Public Works Operations Fund
Public Works facilities are an integral part of our community and the department is entrusted by the public to efficiently use its resources to make living and traveling in Josephine County safe, convenient, and enjoyable. The expenditures of this fund are used for these purposes. The fund has two sources of revenue, which provide nearly all its funds: state motor vehicle fuel tax, and a portion of the timber receipts from U.S. Forest Service lands. These two revenue sources are referred to as 'designated road funds' because they are designated by law to be used by the county for road purposes. The Public Works Department does not receive any county property taxes to fund its operations.

Revolving Construction Fund
The purpose of the fund is to provide capital to advance finance Local Improvement District (LID) projects, which are contracted out through a competitive bidding process. Property owners typically petition for these projects with assessments being made to benefiting properties in order to repay the initial capital outlay by the county. Depending on the activity in this program, the fund has at times sustained itself by funding new projects through assessment receipts on previously completed projects. Historically, transfers have been made from the county's General Fund when necessary to meet anticipated program needs. In 2004-05, however, this fund is budgeted to return money to the general fund from the sale of foreclosed properties, which the County has had to clean up prior to sale.

County Bridge Construction Fund
This fund was established in the 2004-05 fiscal year to account for the expenditure of grant money received from the State to rebuild certain bridges in the County.

Disposal Sites Closure Fund
This fund was established to account for the revenues and expenditures associated with the ongoing monitoring and remediation of two former disposal sites, Kerby Landfill and Marlsan Lagoon. In 2004-05, the fund is budgeted to receive $1,620,000 from the Josephine County/City of Grants Pass Solid Waste Agency, an intergovernmental agency established by agreement between the County and City. This money will be used to cap the Marlsan Lagoon landfill.

Administrative Internal Service Fund – General Services
The Administrative Internal Service Fund (ISF) is composed of 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 which directly serve the public.

Building Operations & Maintenance is a division within the Public Works Department . The costs associated with the maintenance of the County's properties are accounted for in this section.

County Fleet Operations Fund
The revenues and expenditures associated with the preventative maintenance of the county's transportation fleet, emergency vehicles and the Sheriff units. Revenues are generated from rental fees charged for the departmental use of the motorpool.

North Valley Industrial Fund
This fund accounts for revenues and expenditures of the North Valley Industrial Park. Revenues are from sales of lots. Expenditures are for liens and assessments associated with industrial park development.

Crestview Loop Debt Service Fund
The revenues and expenditures for this fund are for the repayment of the loan given by Rural Development for the construction of the gravity feed sewer. Revenues are from monthly billings charged by the City of Grants Pass for service and debt repayment.

Description

The Public Works Operations program covers a broad spectrum of job duties. Administratively, the Public Works' office attends to walk-in customers and phone inquiries as well as managing the computer network, personnel issues and day to day functions of the buildings. Also included is the accounting section, which is in charge of processing payroll, accounts payable and managing the department cost accounting system. In addition, several county funds are managed on a fee for service basis.

Operations also manages road maintenance for the county. It is entrusted with keeping the county road system safe and efficient for travel. Additionally, the program issues a variety of construction permits and oversees numerous land development activities. The program is geared toward road preservation and modernization through the use of engineering, surveying, construction and maintenance. Road rehabilitation techniques include: drainage and ditch work, bridge maintenance, vegetation management, pavement striping/signing, crack sealing and chip sealing. Engineering services provided include construction plan review, site plans, land partitions and an extensive permit issuing system.

Objectives

- Assisting the general public with requests, complaints and permit processing
- Provide administrative support for the road maintenance program
- Efficient management of seven widely varied county funds
- Coordinate action plan in the event severe weather creates hazardous road conditions
- Provide safe and efficient travel throughout the county road system
- Respond to citizen requests, permit applications and complaints as they occur
- Prepare for, and respond to, weather events which create hazardous road conditions

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Walk-In Customers	1,914	2,900	2,646
After Hours Call-Outs	150	150	150
Telephone Requests	10,902	11,200	7,862**
Invoices Processed *	8,138	8,500	8,500
Miles Chip Sealed	24	37	49
Land Developments	617	680	680
Permits Issued	1,516	1,585	1,600
Road Miles Maintained	575	575	575
Vandalized Signs Repaired	254	225	330

* - includes JVs
** - reduced through implementation of automated phone system

Efficiency Measures

Phone requests/FTE	7,300	10,483	4,978
Walk-in customers/FTE	1,276	1,826	1,764
Timecards/FTE	19,300	20,000	20,000
Invoices Processed/FTE	6,260	6,550	6,550
Cost/mile of road maintained	$5,190	$6,750	$7,000
Cost/Traffic sign maintained	$138	$225	$225
Land Dev. Plan Review/FTE	617	700	700

Construction Inspections/FTE	34	60	60
Vehicle accidents per million miles driven on roadways	2.4	2.3	
Effectiveness Measures			
Invoices processed w/in billing cycle	94.25%	95.0%	95.0%
Timecard accuracy	98.9%	99.0%	99.0%
Customer complaints per total cust. contacts	0.0%	.09%	.09%
Road condition score of 'good/very good' from general public	72%	69%	70%
Road sign visibility & condition score of 'good/very good'	70%	67%	70%
Traffic Fatalities	5	4	

* - now includes sub-div., partitions & site-plan reviews

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Completion of eight specialized maintenance projects with a total cost of $273,686
- Consultant completed the development of the Transportation System Plan for Josephine County
- Begin Development of Post-Offer Placement Testing Program
- Creation of Public Works Overview Booklet
- Distribute county-wide 2003 Public Works survey
- Finish GASB 34 costing data on bridges
- Vehicle histories for Josephine County and City of Grants Pass Fleet
- Complete design and ROW acquisition for the Beecher Road Bridge
- Complete Transportation System Plan and gain adoption by County Commission
- Complete review of drainage improvement calculation for Redwood area
- Complete review of drainage problems throughout county road system
- Adoption of new Engineering Standards & Specifications
- Completion of landfill cap design at the Marlsan Lagoon
- Complete the transfer of County road within the cities to the respective cities
- Complete monitoring activities at Marlsan and Kerby Landfills
- Begin Type, Location and Size study for Sucker Creek Bridge
- Begin Type, Location and Size study for Jones Creek Bridge
- Begin Type, Location and Size study for Coyote Creek Bridge
- Complete design and survey work for maintenance projects
- Surface 2.94% of total mileage achieving a Pavement Condition Rating of 70
- Repair/Replace 100% of the damaged/missing signs within three days of being reported
- Complete five (5) Specialized Maintenance Projects with a total estimated cost of $105,686

Fiscal Year 2004-2005 Expected Accomplishments

- Continue SHARP consultation
- Maintain County-wide Drug & Alcohol Testing Program
- Update Public Works Brochures
- Develop PMI schedule for Building Systems
- Complete engineering design for Sucker Creek Bridge
- Complete engineering design for Jones Creek Bridge
- Complete engineering design for Coyote Creek Bridge
- Complete engineering design for Jacks Creek Bridge
- Complete construction of the Beecher Bridge (Grave Creek Bridge)
- Complete Feasibility Analysis and report for the Marlsan Landfill
- Complete Update of County Standards and Specifications
- Complete drainage repairs/upgrade to the Sand Creek Storm drainage sub-basin
- Obtain DSL/COE permits
- Complete Maintenance reports on Marlsan and Kerby Landfills
- Surface 6.65 total mileage achieving a Pavement Condition Rating of 70
- Repair/Replace 100% of the damaged/missing signs within three days of being reported
- Complete four (4) Specialized Maintenance Projects with a total estimated cost of $90,000

Fiscal Year 2005-2006 Goals

- Request OR OSHA evaluation of Safety program to achieve SHARP
- Maintain County-wide Drug & Alcohol Testing Program
- Implement Project A for PW Website and migrate data
- Expand Functional Testing Program
- Develop structure to implement LaserFiche Records Management System
- Complete construction of Beecher Road Bridge
- Complete construction of Coyote Creek Bridge
- Complete construction of Marlsan Landfill Cap
- Repair/Replace 100% of the damaged/missing signs within three days of being reported
- Automate all ARs within cost accounting system to improve tracking & reporting
- Finish all remaining GASB 34 reporting requirements
- Surface 6.65% (49 miles) total mileage achieving a Pavement Condition Rating of 70
- Complete four (4) Specialized Maintenance Projects with a total estimated cost of $124,000

DEPARTMENT **PROGRAM**
Public Works **Revolving Construction**

Description

As part of the Public Works Department, the Revolving Construction Program was originally created to provide capital from the General Fund to advance finance Local Improvement Districts (LID's) and other capital projects. The County levied assessments or connection charges against benefiting properties in order to repay the initial capital outlay. Revenues to this fund (LID assessment payments and water connection charges) will be transferred back to the General Fund and will not be available for projects. This fund has not been used to advance finance any projects for several years. Other special construction funds have been established as needed.

The Revolving Construction Fund is also designated as the instrument to account for County Property clean-up projects. By Board order, county-owned properties can be designated for clean-up and eventual sales at Sheriff's Auction. In 2003, clean-up costs on 2 significant properties were paid through the expenditures of General Fund monies. In turn, these properties will be sold at auction to – 1) repay the General Fund for the initial clean-up costs, and 2) provide funding for future clean-up efforts on other designated properties. The intent being that future property sales will continue to provide clean-up money for other identified clean-up sites.

Objectives

- Provide a yearly support transfer to the General Fund
- Clean-up and auction properties as directed by the Board of Commissioners

DEPARTMENT **PROGRAM**
Public Works **County Bridge Construction**

Description

As part of the Public Works Department, the County Bridge Construction Program is responsible for the receipt, expenditure and tracking of funds received under the Oregon Transportation Investment Act (OTIA).

Objectives

- Complete reconstruction of bridges that have been approved for funding under the OTIA grant

Description

As part of the Public Works Department, the Disposal Sites Closures Program is managed under closure permits issued by the Department of Environmental Quality (DEQ). These permits stipulate the environmental monitoring and mitigation, which must take place to ensure that no impacts to human health and the environment take place.

Objectives

- Maintain compliance by performing all activities specified within the closure permits
- Perform ground water monitoring
- Monitor fugitive gas emissions for methane (or other landfill gasses)
- Minimize erosion and maintain cap
- Prevent leachate production
- Prevent leachate from impacting waters of the state
- Remediate groundwater contamination

Program Accomplishments and Goals

Fiscal Year 2003 - 2004 Accomplishments

- Complete the Remedial Investigation/ Risk Assessment Report for Marlsan Landfill.
- Complete the Annual (2002-03) Maintenance Report for Marlsan Landfill - DEQ Submittal.
- Complete (2002-03) Annual Monitoring Report for Marlsan Landfill - DEQ Submittal
- Complete Sampling and Analysis as required for the Marlsan Annual Monitoring Report.
- Replace/ repair water filters on seven domestic wells near Marlsan Landfill
- Provide bottle water to seven residents near Marlsan Landfill.
- Repair and re-grade soil cap at Kerby Landfill.
- Complete soil gas sampling at Kerby Landfill.
- Complete groundwater and surface water sampling and analysis at Kerby Landfill.
- Complete Annual (2002-03) Maintenance Report for Kerby Landfill - DEQ Submittal
- Complete Annual (2002-03) Monitoring Report for Kerby Landfill - DEQ Submittal.
- Select engineering firm for impermeable cap at Marlsan Landfill
- Complete design work to place impermeable cap over Marlsan Landfill

Fiscal Year 2004 - 2005 Expected Accomplishments

- Complete Maintenance reports on Marlsan and Kerby Landfills
- Complete Feasibility Analysis and report for the Marlsan Landfill
- Maintenance Report for Marlsan Landfill - DEQ Submittal.
- Complete (2003-04) Annual Monitoring Report for Marlsan Landfill - DEQ Submittal
- Complete Sampling and Analysis as required for the Marlsan Annual Monitoring Report.
- Replace/ repair water filters on seven domestic wells near Marlsan Landfill
- Provide bottle water to seven residents near Marlsan Landfill.
- Repair and re-grade soil cap at Kerby Landfill.
- Complete soil gas sampling at Kerby Landfill.
- Complete groundwater and surface water sampling and analysis at Kerby Landfill.
- Complete Annual (2003-04) Maintenance Report for Kerby Landfill - DEQ Submittal
- CompleteAnnual (2003-04) Monitoring Report for Kerby Landfill - DEQ Submittal.
- Begin construction of impermeable cap at Marlsan Landfill.

Fiscal Year 2005-2006 Goals

- Complete Maintenance reports on Marlsan and Kerby Landfills
- Complete Feasibility Analysis and report for the Marlsan Landfill
- Maintenance Report for Marlsan Landfill - DEQ Submittal.
- Complete (2004-05) Annual Monitoring Report for Marlsan Landfill - DEQ Submittal
- Complete Sampling and Analysis as required for the Marlsan Annual Monitoring Report.
- Replace/ repair water filters on seven domestic wells near Marlsan Landfill
- Provide bottle water to seven residents near Marlsan Landfill.
- Repair and re-grade soil cap at Kerby Landfill.
- Complete soil gas sampling at Kerby Landfill.
- Complete groundwater and surface water sampling and analysis at Kerby Landfill.
- Complete Annual (2004-05) Maintenance Report for Kerby Landfill - DEQ Submittal
- CompleteAnnual (2004-05) Monitoring Report for Kerby Landfill - DEQ Submittal.
- Complete construction of impermeable cap at Marlsan Landfill
- Complete Feasibility Study for groundwater contamination at Marlsan Landfill

DEPARTMENT **PROGRAM**
Public Works **Internal Services**

Description

As part of the Public Works Department, the Building Operations and Maintenance Internal Service Program has operation and maintenance responsibility for all county buildings. The program also provides basic custodial service to county buildings and facilities, while at the same time paying the associated utility system and service costs. The property management component of the program has responsibility for the purchase, trade, lease and sale of county-owned land that is not designated to a specific department.

Objectives

- To provide a level of maintenance that will preserve the community's investment in its public buildings
- To keep county facilities and buildings sanitary and clean in appearance
- To monitor county property leases through the Real Property office
- To afford an internal service payment method that is equitable to all departments regardless of building age or condition

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Service Requests	3,712	4,000	4,000
Buildings Maintained	46	46	43
Sq. Footages Maintained:			
Building O & M	426,501	426,501	424,026
Custodial	202,149	202,149	200,634
Efficiency Measures			
Building Maintenance			
Work orders/BM employee	771	900	800
Sq Ft/BM emp/day	88,408	75,000	81,000
Cost of BM/Sq Ft	$.34/month	$.37/month	$.49/month
Custodial			
Sq Ft/Custodian/Day	19,437	20,000	18,000
Cost of Cust./Sq Ft	$.27/month	$.24/month	$.28/month
Effectiveness Measures			
Building Maintenance			
Customer Satisfaction			
Overall Bldg. Maint.	89%	91%	95%
Trouble call response	88%	91%	95%
Staff attitude/helpful	98%	98%	95%
Custodial			
Customer Satisfaction			
Overall Custodial	86%	84%	95%
Trouble call response	94%	89%	95%
Staff attitude/helpful	97%	98%	95%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Provide preventative maintenance and repair services on building systems for 46 County buildings
- Conduct annual multi-agency auction
- Seal interior of back walls in basement of Medical Office Building
- Replace a portion of the roof on the Grants Pass Library
- Re-roof the Dimmick Public Health Building
- Replace the HVAC units at the Grants Pass Library and Washington Annex
- Re-seal the exterior of the Dimmick Public Health Building
- Install 9 new windows in the Dimmick Public Health Building
- Paint and seal exterior of County Jail Warehouse/Training Building
- Remove hazard trees from various County buildings
- Replace defective water lines at the Dimmick Public Health Building
- Remove medical office equipment at Dimmick Public Health Building in preparations for remodel
- Developed remodel plans for Dimmick Public Health Building and started remodel to relocate Public Health into this building
- Remodeled basement of Dimmick Public Health Building to house Mental Health DD Services
- Remodeled basement of Medical Office Building to house Mental Health

Fiscal Year 2004-2005 Expected Accomplishments

- Provide preventative maintenance and repair services on building systems for 46 County buildings
- Conduct annual multi-agency auction
- Complete remodel of Dimmick Public Health Building and relocate Public Health into building
- Install new energy efficient HVAC units in the Dimmick Public Health Building
- Replace kitchen, dining room & hallway floor coverings at Hugo Hills Residential Care Facility
- Re-roof the Anne Basker Auditorium
- Replace two (2) HVAC units in the Courthouse
- Replace two (2) HVAC units at Washington Annex
- Install backflow prevention device on Public Health Building fire sprinkler system
- Upgrade exit safety devices

Fiscal Year 2005-2006 Goals

- Provide preventative maintenance and repair services on building systems for 43 County buildings
- Conduct annual multi-agency auction
- Remodel first floor of Dimmick Public Health Building and relocate a Mental Health Program into building
- Replace a portion of the roof on the Justice Building
- Replace a portion of the roof on the Courthouse
- Replace the roof on the IT Services Building

DEPARTMENT **PROGRAM**
Public Works **County Fleet Operations**

Description

As part of the Public Works Department, the County Fleet Operations Program is responsible for the repair and maintenance of all county owned vehicles and equipment. The fleet operation also maintains the county Motorpool, which supplies vehicles on an on-call basis to all departments. In addition to the repair and maintenance of all county vehicles and equipment, Fleet Operations is also responsible for the acquisition of new vehicles and disposal of surplus county equipment. Additional revenue is generated from services provided to the City of Grants Pass for maintenance of its motorpool.

The Vehicle Reserve Fund and the Motorpool cost center in the Administrative Internal Service Fund were combined in fiscal year 1999-2000 to form the County Fleet Operations Fund. Logic dictates that all county fleet functions should be managed out of one fund. The Vehicle Reserve Fund replaced the same cars that the Operations fund had been repairing year after year. At the same time, the Motorpool cost center was acting as a pass-through account for revenues generated by county motorpool rental fees.

Objectives

- To utilize the computerized fleet management system to track repair and maintenance costs; to make cost-effective decisions regarding vehicle acquisition and disposal.
- To monitor Motorpool utilization and maintenance levels to find the optimal balance between vehicle availability and higher annual per vehicle usage
- To utilize "Best Practices" to secure the best value at the lowest possible purchase cost on vehicles, equipment, supplies and parts.
- To ensure that County employees have safe, efficient and cost effective vehicles and equipment to operate.
- Minimize equipment down time through the use of a comprehensive Preventative Maintenance Inspections (PMI) program.

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
# County units maintained	170	170	172
# City units maintained	126	126	131
Total co. fleet miles driven	1,616,183	1,897,165	1,707,449
# of road calls	43	35	33
Repair Orders completed	2,136	1,650	1,600
Labor Hours Available	6,568	6,240	*8,320
Efficiency Measures			
Avg. maint cost/mile	$0.27	$0.28	$0.31
Rep. Orders/FTE	534	413	400
Miles/road call	37,586	63,239	51,740
Road calls/unit	0.25	0.21	0.19
Effectiveness Measures			
% of Total Hours spent on direct repair work	56%	54%	55%
% of planned vs. unplanned	not tracked	58%	60%
Employee turnover rate	0%	0%	0%

* difference due to change in reporting method

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Establish "planned time" for most frequent repairs to be used as a benchmark.
- Complete purchase of four new buses for Community Transit District.
- Continue to monitor vehicles and equipment using cost accounting system to meet preventative maintenance schedules, improve productivity, and help track/minimize costs.
- Continue balancing inventory levels to provide optimum levels of frequently used parts while utilizing vendors to create a JIT inventory system
- Purchase 14 vehicles as replacements, including: sports utility, sedan, pickups and Sheriff's police cruisers.

Fiscal Year 2004-2005 Projected Accomplishments

- Establish "planned time" for repetitive repairs and maintenance. Plan time for 15 additional "most frequent" repair jobs.
- Complete purchase for new replacement vehicles for County Fleet.
- Train Count Fleet Technicians in new Preventative Maintenance Inspection (PMI) methods and procedures.
- Complete minimum of four (4) Job Hazard Analysis standards for County Fleet Shop.
- Complete specification and purchase two new buses for JCT

Fiscal Year 2005-2006 Goals

- Complete specifications and purchase two wheel chair vans and two new buses for JCT
- Complete specification for ten (10 new vehicles as replacement program indicates
- Completed annual Public Works Fleet customer satisfaction survey
- Evaluate technician training opportunities and schedule attendance as practical
- Evaluate the state bid on tire purchases as the best for Josephine County

DEPARTMENT **PROGRAM**
Public Works **Fleet Operations**

Description

As part of the Public Works Department, the Fleet Operations program is responsible for maintaining department vehicles and equipment. The program generates revenue by charging the road maintenance division an hourly rental rate on equipment as it is used. Repairs are performed in one of three ways: in the shop building located at the Public Works' site, in the field following a call from road maintenance, or at an outside vendor - especially in the case of warranty work.

Objectives

- Minimize equipment down time through the use of a comprehensive Preventative Maintenance Inspections (PMI) program.
- Respond to roadside call-outs in a timely and efficient manner.
- Ensure the Public Works' fleet bays remain safe, clean and functional.
- To utilize the computerized fleet management system to track repair and maintenance costs; to make cost-effective decisions regarding vehicle acquisition and disposal.
- To utilize "Best Practices" to secure the best value at the lowest possible purchase cost on vehicles, equipment, supplies and parts.
- To ensure that Public Works Equipment is safe, efficient and cost effective to operate.

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
# of units maintained			
Rolling stock	203	203	204
Non-rolling stock	159	161	164
Mile equivalents operated	498,518	608,702	625,737
# of road calls	116	189	99
Repair Orders completed	2,215	2,500	2,225
Labor Hours Available	10,744	10,400	10,400
Efficiency Measures			
Avg. maint cost/mile	$0.74	$0.80	$0.97
Rep. Orders/FTE	443	500	445
Miles/road call	4,298	6,839	6,320
Road calls/unit	.32	.24	.27
Effectiveness Measures			
% of Total Hours spent on direct repair work	58%	57%	58%
% of planned vs. unplanned	not tracked	60%	70%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Establish "planned scheduled time" for most frequent repairs to use as a benchmark.
- Continue to monitor vehicles and equipment using cost accounting system to meet preventative maintenance schedules, improve productivity, and help track/minimize costs.
- Perform a physical inventory audit
- Continue balancing inventory levels to provide optimum levels of frequently used parts while utilizing vendors to create a JIT inventory system
- Restructure parts "in" and "issued" procedure for mechanics

Fiscal Year 2004-2005 Expected Accomplishments

- Establish "planned times" for 15 additional "most frequent" repair/maintenance jobs
- Complete purchase of new equipment as budget allows
- Complete Public Works Fleet customer satisfaction survey
- Evaluate technician training opportunities and schedule attendance as practical.
- Evaluate equipment rental rates and adjust as required
- Train all Public Works mechanics in proper PMI procedures and methods
- Completed five (5) Job Hazard Analysis (JHA's)
- Paint interior and NE exterior of Fleet Shop building

Fiscal Year 2005-2006 Goals

- Begin refurbish project fleet shop floor
- Completed annual Public Works Fleet customer satisfaction survey
- Purchase Public Works Equipment as planned for
- Evaluate technician training opportunities and schedule attendance as practical
- Relocate Public Works parts and inventory storage to north shop bay. Relocate existing overhead doors to allow drive through stall in shop.

Description

As part of the Public Works Department, this program involves management of county property remaining in the industrial park (sales and leases), operation and maintenance of the County's sewer system for the park, infrastructure improvements and other miscellaneous activities.

Objectives

- Manage billing, determine rates, and provide maintenance as needed for the pump station and collection system for North Valley Industrial Park customers

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Perform maintenance checks on pump station through intergovernmental contract with the City of Grants Pass.
- Maintain pipe infrastructure.
- Performed general management of sewer district.
- Maintain billing to NVIP customers.
- Evaluate fee structure for NVIP and adjust rates as necessary

Fiscal Year 2004 – 2005 Expected Accomplishments

- Perform maintenance checks on pump station through intergovernmental contract with the City of Grants Pass.
- Maintain pipe infrastructure.
- Performed general management of sewer district.
- Maintain billing to NVIP customers.
- Evaluate fee structure for NVIP and adjust rates as necessary

2005 – 2006 Goals

- Perform maintenance checks on pump station through intergovernmental contract with the City of Grants Pass.
- Maintain pipe infrastructure.
- Performed general management of sewer district.
- Maintain billing to NVIP customers.
- Evaluate fee structure for NVIP and adjust rates as necessary

Josephine County, Oregon
2005-06 Operating Budget

Forestry

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Forestry					
Fees & Charges for Services	$ 1,173,837	$ 1,732,835	$ 986,558	$ 1,160,985	$ 1,160,985
Miscellaneous	25,346	37,267	16,753	33,257	33,257
Interfund Charges & Transfers	-	-	107,440	186,040	222,440
Total Resources	**1,199,183**	**1,770,102**	**1,110,751**	**1,380,282**	**1,416,682**
Personal Services	458,362	415,872	428,239	452,782	452,782
Materials & Services	222,241	238,062	299,545	294,252	409,690
Interfund Payments & Transfers	87,643	106,373	105,180	131,557	131,119
Intergovernmental Payments	88,647	63,590	69,949	92,865	92,865
Capital Outlay	97,118	59,815	107,540	186,140	107,540
Total Expenditures	**954,011**	**883,712**	**1,010,453**	**1,157,596**	**1,193,996**
Resources (Provided)	**$ (245,172)**	**$ (886,390)**	**$ (100,298)**	**$ (222,686)**	**$ (222,686)**
Note:					
Title III expenditures included above	$ 92,193	$ 58,442	$ 107,440	$ 186,040	$ 222,440
Resources (Provided)	**$ (337,365)**	**$ (944,832)**	**$ (100,298)**	**$ (222,686)**	**$ (222,686)**
Budgeted Full-Time Equivalents	**7.10**	**7.00**	**6.50**	**6.50**	**6.50**

DEPARTMENT
Forestry

Fund Description

General Fund – Forestry Department
Revenues and expenditures for the Forestry Department are accounted for in the General Fund. Revenues received are mainly from timber sales, and expenditures are for the operations of the department and its programs. These are detailed later in this section.

.

DEPARTMENT **PROGRAM**
Forestry **Silviculture**

Description

Description - Program Purpose/Mission Statement: The purpose of the Silviculture program is to promote survival, growth and tree health through site preparation projects, precommercial thinning, fertilization, free-to-grow and stand density management projects.

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Number of tree seedlings planted	58,500 seedlings	50,130 seedlings	47,700 seedlings
Number of acres planted	338 acres	325 acres	462 acres
Number of acres free-to-grow	899.25 acres	1,048 acres	1,016 acres
Number of acres precommercially thinned	48.5 acres	29 acres	40 acres

Efficiency Measures

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Cost per acre to plant	$ 65.87	$ 68.96	$ 69.00 est.
Cost per acre to establish free-to-grow trees	$ 109.42	$ 123.18 est.	$ 124.00 est.
Cost per acre for precommercial thinning	$ 199.90	$ 249.96 est.	$ 250.00 est.

Effectiveness/Service Qualify

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Tree planting quality standards are equal to or greater than 95%	Yes	Yes	Yes
Within 24 months of an operation, 100% of the harvested area requiring reforestation will be planted with a minimum of 125 tree seedlings per acre on Site IV forestlands or less, and a minimum 200 seedlings per acre on Site III forestlands or better	Yes	Yes	Yes
Within six calendar years of an operation, 100% of the harvested areas shall have established free-to-grow stand of trees which meets or exceeds State Forest Practice Act regulations	Yes	Yes	Yes

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Planted 58,500 conifer seedlings.
- Conducted 899.25 acres of site preparation.
- Conducted 36.5 acres of precommercial thinning.
- Collected 78 bushels (1,558 cones) of rust resistant Sugar Pine cones.

Fiscal Year 2004-2005 Expected Accomplishments

- Anticipating to plant 50,130 conifer seedlings
- Anticipating to conduct 1,048 acres of site preparation
- Anticipating to conduct 29 acres of precommercial thinning
- Anticipating to collect approximately 15 bushels (300 cones) of rust resistant Sugar Pine cones
- Anticipating to bag approximately 170 cones of rust resistant Sugar Pine cones

Fiscal Year 2005-2006 Goals

- Anticipating to plant 47,700 conifer seedlings
- Anticipating to conduct 1,016 acres of site preparation
- Anticipating to conduct 40 acres of precommercial thinning
- Anticipating to collect approximately 8.5 bushels (170 cones) of rust resistant Sugar Pine cones
- Anticipating to bag approximately 350 cones of rust resistant Sugar Pine cones

DEPARTMENT **PROGRAM**
Forestry **Timber Management**

Description

The Timber Management program of the Josephine County Forestry Department generates revenue to the General Fund through the sale of timber from County owned land. The harvesting of timber is to be accomplished in accordance with applicable local, state and federal laws and regulations. The management plan's purpose is to harvest trees on a sustained basis without reducing forest's productivity.

Objectives

- $ Provide revenue to the general fund through timber sales receipts
- $ Timber harvests are to be conducted using appropriate environmentally and biologically sound management
- $ Identify and control disease and insect infestations
- $ Provide firewood permits to the general public
- $ Create adequate access of other future forest management activities
- $ Work cooperatively with adjacent forest land owners to meet others mutual management objectives
- $ Update the forest inventory

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Timber Sale Revenues	$1,759,357.00	$995,558.00	$1,184,535
Timber Volume Sold	3.074 mbf	3,054 mbf	2,950 mbf
Volume of Allowable Sale Quantity (96 Plan)	2,828 mbf	2,903 mbf	2,978 mbf
Timber Volume Harvested	5,875 mbf	3,141 mbf	2,950 mbf
Number of Harvest Acres	838 acres	653 acres	720 acres
Number of Sales Sold	15 sales	14 sales	10 sales
Number of Trees Harvested	16,000 trees	17,000 trees	18,000 trees est
Salvage Timber Volume Harvested	47.5 mbf	66 mbf	75 mbf
Number of Firewood Cords Issued	286 cords	371cords	180 cords
Miles of New Road Construction	2.95 miles	2.75 miles	1.0 miles
Number of Endangered Species Surveys	7 surveys	7 surveys	5surveys
Number of Road Permits	4 permits	5 permits	4 permits
Number of Easements Received	2 easements	1 easements	4 easements

Efficiency Measures

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Number of FTE per million board feet sold	1.75 FTE/MMBF	1.75 FTE/MMBF	1.75FTE/MMBF
Cost per mile of road construction	$13,600/mi.	$21,500/mi.	$15,000 /mi.
Hours per sale involved in contract administration	175 hrs. per sale	190 hrs. per sale	190 hrs. per sale
Hours per endangered species survey	5 hrs. / survey	5 hrs. / survey	5 hrs. / survey

Effectiveness

	2003-2004 Actual	20042005 Expected	2005-2006 Budgeted
Cumulative percentage of timber harvested to the 96 Harvest Plan	111%	112% est.	111% est.
Customer (contractors and processing plants) relation and contract compliance as measured from the number of written contract violations or breaches as noted by the contracting officer	0	0	0

Program Accomplishments and Goals

Fiscal Year 2003-2004Accomplishments

$ Prepared timber sales for harvest
$ Continued to issue firewood permits
$ Constructed and maintained forest roads as needed
$ Salvage harvested timber
$ Surveyed property lines and corners
$ Updated forest inventory
$ Endangered species surveys

Fiscal Year 2004-2005 Expected Accomplishments

$ Prepared timber sales for harvest
$ Continued to issue firewood permits
$ Constructed and maintained forest roads as needed
$ Salvage harvested timber
$ Surveyed property lines and corners
$ Updated forest inventory
$ Endangered species surveys

Fiscal Year 2005-2006 Goals

$ Prepare timber sales for harvest
$ Continue to issue firewood permits
$ Construct and maintain forest roads as needed
$ Salvage harvest timber
$ Survey property lines and corners
$ Update forest inventory
$ Endangered species surveys

General Services Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
O & C Title III Fund - Fund 200					
Beginning Fund Balance	$ 679,600	$ 1,161,059	$ 1,048,173	$ 320,000	$ 377,848
Intergovernmental	2,423,311	2,448,850	2,516,967	1,021,000	1,021,000
Miscellaneous	27,790	20,482	20,000	16,000	18,000
Total Resources	**3,130,701**	**3,630,391**	**3,585,140**	**1,357,000**	**1,416,848**
Materials & Services	1,251,220	1,588,258	596,097	33,781	35,396
Interfund Payments & Transfers	712,172	678,752	1,489,043	1,323,219	1,381,452
Intergovernmental Payments	-	-	1,500,000	-	-
Capital Outlay	6,250	23,162	-	-	-
Total Expenditures	**1,969,642**	**2,290,172**	**3,585,140**	**1,357,000**	**1,416,848**
Ending Fund Balance	**$ 1,161,059**	**$ 1,340,219**	**$ -**	**$ -**	**$ -**
Community Development Block Grant (CDBG) - Fund 216					
Beginning Fund Balance	$ 43,047	$ 42,386	$ -	$ -	$ -
Intergovernmental	292,000	-	600,000	1,290,000	1,290,000
Miscellaneous	403	593	-	350	350
Total Resources	**335,450**	**42,979**	**600,000**	**1,290,350**	**1,290,350**
Materials & Services	292,822	-	600,000	1,290,000	1,290,000
Interfund Payments & Transfers	242	-	-	-	-
Contingency	-	-	-	350	350
Total Expenditures	**293,064**	**-**	**600,000**	**1,290,350**	**1,290,350**
Ending Fund Balance	**$ 42,386**	**$ 42,979**	**$ -**	**$ -**	**$ -**
Economic Development - Fund 231					
Beginning Fund Balance	$ 4,165	$ 67,331	$ 20,000	$ 30,000	$ 171,171
Intergovernmental	285,531	340,145	245,000	245,000	245,000
Fees & Charges for Services	513	-	-	-	-
Miscellaneous	704	929	500	600	600
Interfund Charges & Transfers	7,500	3,750	-	-	-
Total Resources	**298,413**	**412,155**	**265,500**	**275,600**	**416,771**
Personal Services	135,501	53,146	-	19,637	19,637
Materials & Services	40,070	106,469	72,243	146,116	238,515
Interfund Payments & Transfers	30,000	147,731	193,257	109,847	158,619
Capital Outlay	25,511	-	-	-	-
Total Expenditures	**231,082**	**307,346**	**265,500**	**275,600**	**416,771**
Ending Fund Balance	**$ 67,331**	**$ 104,809**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**2.30**	**1.00**	**0.00**	**1.00**	**1.00**

DEPARTMENT
General Services Department

Fund Descriptions

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.
he entire business management and financial and other matters of the fairground operations.

Description

Title III of Public Law 106-393 (Secure Rural Schools and Community Self-Determination Act of 2000) is funding devoted to county purposes tied to federal land. The six authorized uses are: 1, Search, Rescue, and Emergency Services; 2, Community Service Work Camps; 3, Easement purchases; 4, Forest related educational opportunities; 5, Fire Prevention and County Planning; and 6, Community Forestry.

Projects are reviewed by County Legal, Finance, and the General Services Coordinator before being proposed to the Board of County Commissioners for approval. All projects that are tentatively approved are then published in the Grants Pass Daily Courier setting a 45 day comment period and a copy of all projects are submitted to the Regional Advisory Council. Following the 45-day period the Board then formally approves the projects.

Title III funding has in the past been used for development and implementation of the Josephine County Integrated Fire Plan, providing Search and Rescue services on federal lands, creating educational programs that teach children and residents how to protect themselves while living in wildfire country, development of Geographic Information Systems (GIS) mapping projects that assist all local, regional, and national agencies concerned with fire prevention and response activities to have information they need to carry out their responsibilities. Other activities include purchasing conservation easements to provide access to the public lands, purchase and remodeling of a new Search and Rescue facility, funding of Community Justice work crews to provide fuels reduction and trails work, and assisting residents with home assessments before they create defensible space around their homes.

The legislation that continues this program beyond the 2006-2007 fiscal year has been introduced in Congress. This reauthorization is especially important to Josephine County. While Title III funds receipts are just over $1 million per year, the total of funding from the entire legislation exceed $16.5 million for the 2004-2005 fiscal year. Efforts are underway to secure reauthorization.

Description

The Community Development Block Grant program is part of the federal program administered within the state by Oregon Economic and Community Development Department (OECDD). The block grants are funded by annual allocations for the purpose of "the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principal for persons of low and moderate income…"

Josephine County has three projects that have been approved to move forward. The three projects are: Siskiyou Health Center in the Illinois Valley, the Kerby Community Water System, and Pacifica Plant Nursery Infrastructure Construction. The first two projects are at a stage where funding will flow through the County to these projects within the 2005-2006 fiscal year. The Pacifica project is at the initial stages of application, which may mean that they could receive funding within the fiscal year but it is less certain and so they are not included in this budget at this time.

The projects are managed by outside agencies and so the money flows through the County to the individual projects. We serve only as a conduit.

DEPARTMENT **PROGRAM**
General Services **Economic Development**

Description

This Economic Development Fund receives funding from the State of Oregon from the video lottery games. It is sometimes called the Lottery Grant Fund or the Video Poker Fund. The funding is to provide for the economic development of Josephine County.

In the past funds have been used to assist current businesses to expand their operations and increase jobs in the area. Also funded are efforts to bring new business to Josephine County, increase the travel and tourism possibilities in the area, and to improve our fairgrounds and county parks. We also participate in regional economic activities by our membership in Southern Oregon Regional Economic Development, Inc. (SOREDI) and the Southern Oregon Visitors Association (SOVA).

Page Intentionally Blank

Planning

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Planning					
Intergovernmental	$ -	$ 32,584	$ -	$ -	$ -
Fees & Charges for Services	211,599	209,663	360,135	459,444	474,019
Interfund Charges & Transfers	-	203,826	685,991	622,730	550,433
Total Resources	**211,599**	**446,073**	**1,046,126**	**1,082,174**	**1,024,452**
Personal Services	614,496	683,374	683,059	668,924	668,925
Materials & Services	168,738	123,494	571,030	458,844	425,754
Interfund Payments & Transfers	146,239	261,782	250,124	323,430	298,797
Capital Outlay	12,257	-	800	3,600	3,600
Total Expenditures	**941,730**	**1,068,650**	**1,505,013**	**1,454,798**	**1,397,076**
Resources Required	**$ 730,131**	**$ 622,577**	**$ 458,887**	**$ 372,624**	**$ 372,624**
Budgeted Full-Time Equivalents	**8.81**	**8.35**	**8.20**	**8.50**	**8.50**
Administrative Internal Service - Fund 401 - GIS Program					
Intergovernmental	$ -	$ -	$ 39,815	$ 28,000	$ 33,000
Fees & Charges for Services	-	4,769	3,750	15,250	15,250
Interfund Charges & Transfers	-	10,484	79,379	74,153	72,488
Total Resources	**-**	**15,253**	**122,944**	**117,403**	**120,738**
Personal Services	-	94,348	177,666	146,385	171,420
Materials & Services	-	18,472	13,900	62,285	34,000
Interfund Payments & Transfers	-	2,273	27,308	41,123	5,392
Capital Outlay	-	-	3,000	-	3,000
Total Expenditures	**-**	**115,093**	**221,874**	**249,793**	**213,812**
Net Allocable Amount	**$ -**	**$ 99,840**	**$ 98,930**	**$ 132,390**	**$ 93,074**
Budgeted Full-Time Equivalents	**0.00**	**2.15**	**2.30**	**2.30**	**2.30**

Note: The Budget Committee increased the GIS Program budget by $33,460 over the amount which had been proposed by the Board of County Commissioners. When the budget was adopted, it was determined that the increase was not necessary due partially to an increase in the anticipated amount to be received from a grant

Enterprise Community Grant - Fund 283					
Beginning Fund Balance	$ 29,953	$ 16,629	$ -	$ -	$ -
Intergovernmental	150,248	262,229	-	-	
Miscellaneous	366	328	-	-	-
Total Resources	**180,567**	**279,186**	**-**	**-**	**-**
Personal Services	-	-	-	-	-
Materials & Services	156,438	258,479	-	-	
Interfund Payments & Transfers	7,500	3,750	-	-	
Capital Outlay	-	-	-	-	
Contingency	-	-	-	-	
Total Expenditures	**163,938**	**262,229**	**-**	**-**	**-**
Ending Fund Balance	**$ 16,629**	**$ 16,957**	**$ -**	**$ -**	**$ -**

Fund Descriptions

General Fund – Planning
Revenues and expenditures for Planning are accounted for in the General Fund. Revenues received are mainly from permits and map sales, and expenditures are for the operations of the department and its programs. These are detailed later in this section.

Administrative Internal Service – GIS Program
The Administrative Internal Service Fund (ISF) is composed of 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.

GIS (Geographic Information System) is a program within the ISF fund. The costs associated with this program are accounted for in this section.

Enterprise Community Fund
This fund is designated to account for monies received from the federal government for the Enterprise Communities of Sunny Valley/Wolf Creek and the Illinois Valley. The purpose of this program is to empower rural communities and their residents to create jobs and opportunities as a part of a Federal/State/Local partnership.

DEPARTMENT	**PROGRAM**
Planning	**Planning**

Description

The Planning Office implements and maintains the county's land use program. This is done by administering the Josephine County Rural Land Development Code at the time land use activities are reviewed and permits issued. The Planning Office also maintains and updates the county's base land use documents, such as comprehensive plan goals and policies, zoning maps and resource inventories. The Planning Office also manages the county's Geographic Information Systems Department, a separate essential support service (ESS) department.

Objectives

There are four major service objectives of the Planning Office. The first objective is to process and issue permits in a timely, equitable and competent manner. The second objective is to provide land use information and other planning services to the public in a friendly, open, and unbiased manner. The third objective is to effectively support the Planning Commission and the Board of County Commissioners in their role as land use decision-makers. The final objective is to support and coordinate efficiently with other county departments and outside agencies that are involved in land development.

Services Provided

The Planning Office has 9 employees.[1] In terms of FTEs allocated to planning services, this number is actually 8.2. This is because a total of .3 FTE is assigned to GIS for management and support services, and .5 FTE of the code enforcement planner is assigned to and paid by the Building and Safety Department. These employees are used to provide planning services under four cost centers: Administration, Advanced Planning, Current Planning and Enforcement.

The Planning Office provides direct customer service to the citizens of Josephine County through telephone and front counter services. The office is open to the public for information and permit services a total of 28 hours each week. Planning information is also made available to the public via a GIS computer program, called the *Planning Universal Mapping Application* (PUMA), through software subscriptions. There are presently 19 PUMA subscribers.

Another significant area of service is Code Enforcement. This work is performed by 1 FTE, but the employee serves both the Planning and Building and Safety Departments. Enforcement is initiated by complaint. Service includes contact with complainants and affected property owners and involved regulatory agencies.

Based on state laws, current planning and periodic review items have priority. Failure to implement and apply permit services or failure to complete periodic review work will result in enforcement action by the state. Enforcement action can include state administration of local land use laws (with costs charged to the county), the withholding of any or all of state revenues allocated to the county, and legal action.

Service Levels

- Number of Permits Issued
- Number of Public Hearings Conducted
- Number of Legislative Items Conducted
- Land Use Complaints

[1] The planning office suite houses 3 additional employees who do not provide planning services. Two of these employees are GIS programmers. The other is the Title 3/Economic Development Director. The planning office has only one Title 3 project. This project involves amendments to the Rural Land Development Code, at Article 76, dealing with wildfire safety standards for structures, driveways and vegetation modification. This project is managed by the planning director. All other Title 3 projects, including the *Wildfire Mitigation Plan*, are projects that do involve that the county's land use program.

ACTIVITY	2002-03	2003-04	2004-05 [2]
Total Permits	2174	2094	2150
Development Permits	1284	1228	1255
Extended Permits	890	866	895
Public Hearings	15	41	47
Appeals	5	14	13
Advanced Planning Items (Text Amendments)	0	5 [3]	4
Permits Exceeding 150 Day Limit [4]	9	12	15
Land Use Complaints			
Opened Files	370	341	243
Files Closed	282	279	249
Anonymous Complaints	166	197	198

Efficiency Measures

- FTE / Permits Issued
- FTE / Hearings Conducted
- FTE / Population
- Cost / Permit Issued / Hearing Conducted / Legislative Item

[2] Permit numbers for the 2004-05 fiscal have been projected for 12 months based upon actual numbers for 9 months.

[3] Two of the five legislative items are required by periodic review. A third item will be initiated in July of 2004.

[4] The time limit for processing applications comes from Oregon Revised Statutes, which requires all applications, except those involving amendments to the comprehensive plan, to be completed within 150 days, to include all local appeals. The rule, however, allows applicants to request extensions of the time limit, and this is the case for almost all of the applications numbered here.

Effectiveness Measures

CURRENT PLANNING	2002-03	2003-04	2004-05
FTE / Fiscal Year	4.6	5.15	6.65
Permits / FTE	472	406	323
Hearings / FTE	5.9	7.5	7.0
Population / FTE	9,262	8,273	7,809
Cost of Permit /FTE	$363	$392	435

ADVANCED PLANNING	2002-03	2003-04	2004-05
FTE / Fiscal Year	1.0	1.5	1.6
Number of Hearings	0	15	18
Hearings / FTE	0	10	11.25

PROGRAM ACCOMPLISHMENTS AND GOALS

Fiscal Year 2003-2004 Accomplishments

- Developed management program for GIS
- Initiated training for secretary to perform bookkeeper/budget tasks
- Continued training of new planners (now handling rudimentary public hearings)
- Hired casual clerical help to support secretary
- Revised and implemented planner job descriptions
- Upgrade 6 computers
- 27 PUMA computer program subscriptions established
- Backlog of public hearing applications brought current
- Initiated 6 legislative items (transportation plan, wildfire safety standards, de-urbanization of rural commercial/industrial uses, update land division regulations, update flood hazard regulations, initiate public process for Merlin/North Valley community plan).
- Implemented and accomplished procedures for county-wide mailed notice for legislative items

Fiscal Year 2004-2005 Accomplishments

- Reprogrammed GIS PUMA software for internet display (Title 3 Enterprise GIS)
- Support Assessor's effort to convert to GIS computer software
- Continue promotion of PUMA to public and other county departments (Building & Safety, Health Department)
- Lost Planner 2, replaced with Planner 1; hired additional Planner 1
- Advanced two Planner 2 into complex land use items (aggregate, comprehensive plan amendments, legislative items)

- Continued secretary's bookkeeper training
- Completed Merlin/North Valley Unincorporated Community Plan
- Advanced Wildfire Safety amendments through Planning Commission and Board review
- Completed amendments to land division regulations
- Completed amendments to flood hazard regulations
- Completed amendments to commercial and industrial zones
- Commenced training of two new planning commissioners
- Commenced land use training of two new county commissioners

Fiscal Year 2005-2006 Goals

- Maintain 28 hours of front counter service while completing applications within mandated time limits
- Implement internet, browser-based PUMA program for increased public service
- Design planning's "Project A" website with better public service information
- Upgrade 2 older computers, add b/w laser printer
- Continue secretary's bookkeeping/budgeting training
- Complete Wildfire Safety amendments to the Rural Land Development Code
- Commence periodic review text amendments for aggregate mining and riparian protection
- Revise and publish internal planning office policies
- Update and republish Rural Land Development Code to implement 2005 state land use laws

Description

The purpose of the Geographic Information Systems (GIS) program is to create, maintain and distribute electronic data relating to the physical and cultural geography of Josephine County. This data can then be used to support efficient and accurate decision making by county departments, other agencies and organizations, and the public.

Objectives

The primary objective for GIS is to support the departments that provide funding to the GIS department through Essential Support Services budgeting. This is accomplished by creating, maintaining, acquiring, and improving the current inventory of GIS data layers, and by obtaining and implementing needed GIS software programs. It is also a GIS objective to serve the public by providing custom maps and data. GIS also supports current Title 3 projects by making wildfire information and resources available on the internet. This project is called "Enterprise GIS." Enterprise GIS will transform the way GIS products and services are provided to the public by making them accessible via ordinary web-browsers.

GIS provides products that greatly enhance the use of public information in all kinds of public and private endeavors. This is accomplished through a GIS computer application called *PUMA*, a county created software program that makes it easy to display and understand complex data. *PUMA* offers users a simple interface for viewing, querying, mapping, and reporting on many aspects of land use, land ownership, and the natural environment of Josephine County. The application also makes this information easy to distribute through ready-made maps, property reports and mailing labels. Many of these services will be available over the internet using Enterprise GIS.

County departments served by GIS include Forestry, Planning, Parks, Health, Building Safety, County Clerk, District Attorney, Emergency Management, Water Resources, Public Works and the Sheriff's Office, among others. GIS services are also available to the public for mapping and other GIS information services. The *PUMA* program can be obtained by anyone for a small, annual subscription fee of $250.

GIS also supports a number of special community projects and is regularly available to many county departments for graphic design services. GIS is responsible for the creation and ongoing maintenance of the Planning Department and County Parks web pages. GIS staff also acts as information technology technicians for the Planning Office staff, helping to solve general computer use issues.

SERVICE LEVELS

2003-2004

Service Levels

- Obtain, produce and maintain data layers
- Planning's Universal Mapping Application (PUMA) — GIS support for land use planning and front counter customer service
- Public Works - GIS technical support and road mapping projects
- Forestry - semi-annual map book to track forest production and special projects
- Emergency Services - technical support and data for hazard/risk mapping
- Board of County Commissioners - Title III research and project development
- 911 - data development, data maintenance, and technical support for mapping applications
- Other county department projects (county fair displays, park department web page and custom mapping, assessor GIS technical support and custom mapping, sheriff department custom mapping and analysis, health department displays, clerk office voter districts, district attorney maps and displays)
- City of Cave Junction PUMA and GIS technical support
- City of Grants Pass GIS technical support and custom GIS application development

- Oregon Department of Forestry custom GIS application development
- Custom fire map books for Williams and Illinois Valley Fire Districts
- Custom mapping for public on request

Efficiency Measures
- 2.0 FTE

Effectiveness Measures
- Results from county standard customer satisfaction questionnaire
- Number of departments and customers served per FTE
- Number of data sets created or maintained per FTE
- Projects completed by established deadlines
- Documented increased positional accuracy of GIS data layers
- Average time to complete custom mapping requests

2004-2005

Service Levels
- Obtain, produce and maintain data layers
- PUMA — GIS application to provide powerful GIS functionality in a simple format
- Public Works - GIS technical support and road mapping projects
- Forestry - semi-annual map book to track forest production and special projects
- Emergency Services - technical support and data for hazard/risk mapping
- Board of County Commissioners - Title III research and project development
- 911 - data development, data maintenance, and technical support for mapping applications
- Other county department projects (county fair displays, park department web page and custom mapping, assessor GIS technical support and custom mapping, sheriff department custom mapping and analysis, health department displays, clerk office voter districts, district attorney maps and displays)
- City of Cave Junction PUMA and GIS technical support
- City of Grants Pass GIS technical support and custom GIS application development
- Oregon Department of Forestry custom GIS application development
- Custom map books for Williams and Illinois Valley Fire Districts
- Custom mapping for public on request

Efficiency Measures
- 2.0 FTE

Effectiveness Measures
- Results from county standard customer satisfaction questionnaire
- Number of departments and customers served per FTE
- Number of data sets created or maintained per FTE
- Projects completed by established deadlines
- Documented increased positional accuracy of GIS data layers
- Average time to complete custom mapping requests

2005-2006

Service Levels
- Obtain, produce and maintain data layers
- PUMA — GIS application to provide powerful GIS functionality in a simple format
- Public Works - GIS technical support and road mapping projects
- Forestry - semi-annual map book to track forest production and special projects
- Emergency Services - technical support and data for hazard/risk mapping
- Board of County Commissioners - Title III research and project development
- 911 - data development, data maintenance, and technical support for mapping applications

- Other county department projects (county fair displays, park department web page and custom mapping, assessor GIS technical support and custom mapping, sheriff department custom mapping and analysis, health department displays, clerk office voter districts, district attorney maps and displays)
- City of Cave Junction PUMA and GIS technical support
- City of Grants Pass GIS technical support and custom GIS application development
- Oregon Department of Forestry custom GIS application development
- Custom map books for Williams and Illinois Valley Fire Districts
- Custom mapping for public on request

Efficiency Measures
- 2.0 FTE

Effectiveness Measures
- Results from county standard customer satisfaction questionnaire
- Number of departments and customers served per FTE
- Number of data sets created or maintained per FTE
- Projects completed by established deadlines
- Documented increased positional accuracy of GIS data layers
- Average time to complete custom mapping requests

PROGRAM GOALS & ACCOMPLISHMENTS

Past Fiscal Year (2003-2004):
- Implementing Title III fire risk modeling
- Continued development to PUMA
- Planning and implementation of Enterprise GIS upgrade
- Creating and/or acquiring additional GIS data layers
- Providing support to the many departments who support GIS through ESS
- Improving positional accuracy of GIS data layers using BLM's geographic coordinate database corner work obtained in 2003-2004
- Forestry map book
- Maintaining GIS layers (e.g. zoning, fire districts, political districts, city limits and UGBs, ownership, and roads)
- 911 Master Street Address Guide database maintenance
- 911 map based Master Street Address Guide creation
- Web Site Administration for various departments
- Continued development to PUMA

Current Fiscal Year (2004-2005):
- Create and/or acquire additional GIS data layers
- Provide support to the departments who support GIS through ESS
- Provide public access to GIS data and maps via the internet
- Implement county wide browser-based GIS application
- Support Planning Office in obtaining software upgrades and necessary hardware to renew scanning project for land use files and documents
- Complete work to improve positional accuracy of GIS data layers using BLM's geographic coordinate database corner work obtained in 2003-2004
- Forestry map book
- Maintain GIS layers (zoning, fire districts, political districts, city limits and UGBs, ownership, and roads)
- 911 Master Street Address Guide database maintenance
- 911 map based Master Street Address Guide maintenance
- Support Title III through fire risk modeling, hardware, and software upgrades to GIS
- Implementation of Enterprise GIS upgrade

- Web Site Administration for various departments
- Continued development to PUMA

Next Fiscal Year (2005-2006):

- Create and/or acquire additional GIS data layers
- Provide support to the departments who support GIS through ISF
- Support and expand public access to GIS data and maps via the internet
- Implement county wide browser-based GIS application (ePUMA), and assume responsibility for maintaining and expanding functionality through server-side programming
- Support Planning Office in obtaining software upgrades and necessary hardware to renew scanning project for land use files and documents
- Forestry map book
- Maintain GIS layers (zoning, fire districts, political districts, city limits and UGBs, ownership, and roads, among others)
- 911 Master Street Address Guide database maintenance
- 911 map based Master Street Address Guide maintenance
- Support Title III through fire risk modeling, hardware, and software upgrades to GIS
- Web Server and SQL server administration
- ArcSDE (Spatial Database Engine) and ArcIMS (Internet Map Server) administration
- Web Site Administration for various departments, to include migration to the new Project A county website
- Implement GIS trouble ticket system for logging and tracking of projects and tasks
- Assume GIS software maintenance for county departments
- Continued development to PUMA

Building and Safety

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Building Safety and Electrical Inspection - Fund 261/262					
Beginning Fund Balance	$ 549,671	$ 853,571	$ 1,155,605	$ 1,647,012	$ 1,647,012
Fees & Charges for Services	788,610	943,543	610,556	714,718	714,718
Miscellaneous	12,680	14,427	-	-	-
Total Resources	**1,350,961**	**1,811,541**	**1,766,161**	**2,361,730**	**2,361,730**
Personal Services	344,569	385,544	420,860	498,742	498,742
Materials & Services	83,288	88,540	111,002	122,101	122,277
Interfund Payments & Transfers	66,308	74,671	74,194	89,275	89,099
Capital Outlay	3,225	2,068	4,500	4,600	4,600
Contingency	-	-	1,155,605	1,647,012	1,647,012
Total Expenditures	**497,390**	**550,823**	**1,766,161**	**2,361,730**	**2,361,730**
Ending Fund Balance	**$ 853,571**	**$ 1,260,718**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**6.75**	**6.75**	**8.75**	**7.00**	**7.00**

DEPARTMENT
Building and Safety

Fund Description

Building Safety and Electrical Inspection Fund
This fund accounts for the revenues and expenditures associated with building safety and electrical inspections. These two programs are accounted for separately within this one fund. The majority of revenues received are fees charged for the issuance of permits. The expenditures are for the operations of this department. and its programs.

DEPARTMENT **PROGRAM**
Building and Safety **Administration**

Description - Program Purpose/Mission Statement:

Program Purpose: Provide safe buildings and structures.
***Mission* Statement:** Help people build what they want to build within the codes, rules and regulations.

Service Levels	2003-2004 Actual	2004-2005 Expected	2005-2006 Projected
New Residential Permits Issued	245	207	200
Other Permits Issued	3934	4176	4000
Inspections Accomplished	9953	10108	9800
Total Miles Driven	81975	86000	82000
Total FTE	6.0	6.0	7.0
	(3FT,6PT)	(3FT,6PT)	(5FT,4PT)

Plans reviewed, permits issued, questions answered, problems solved, fires prevented, failures prevented, lives saved.

Efficiency Measures	2003-2004 Actual	2004-2005 Expected	2005-2006 Projected
Plans Reviewed Per l.5 FTE	701	725	700
Inspections per 2.5 FTE	3981	3133	3200
Permits Issued per 1.5 FTE	2786	2784	2700

Effectiveness Measures

24 hour inspection turnaround 100%

1 to2 week plan review process 100%

Complaints received -------- immediate action

Questions resolved -------- within 1-2 hours maximum response

Inspections accomplished--- within 24 hours

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Provided quality plan review, helpful counter service, and friendly accurate inspections.
- Excellent public relations and full services to permit purchasers.
- Implementation of new codes.
- Pursue code education for the citizens making the Building Safety Department even more user friendly.
- Support County Mission Statement on the job and off.

Fiscal Year 2004-2005 Expected Accomplishments

- Public safety through safe buildings.
- Continue helping people build what they want to build within the codes, rules, and regulations.
- Implement the former via constructive, professional, helpful, friendly, and knowledgeable personnel providing full office, phone, plan review, and field inspection services directly to the public.
- Implementation of new code and technical information as changes occur in the dynamic construction industry.
- Support County Mission Statement on the job and off.

.

Fiscal Year 2005-2006 Goals

- Public safety through safe buildings.
- Continue helping people build what they want to build within the codes, rules, and regulations.
- Accomplish the former via constructive, professional, helpful, friendly, and knowledgeable personnel providing full office, phone, plan review, and field inspection services directly to the public.
- As changes occur, implementation of new codes and technical information.
- Support County Mission Statement on the job and off.

County Surveyor

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Surveyor					
Fees & Charges for Services	$ 28,225	$ 37,724	$ 56,150	$ 144,150	$ 37,150
Miscellaneous	-	-	-	1,000	-
Total Resources	**28,225**	**37,724**	**56,150**	**145,150**	**37,150**
Personal Services	33,339	42,327	61,703	53,211	40,468
Materials & Services	6,749	7,770	12,647	57,308	11,458
Interfund Payments & Transfers	16,585	16,396	14,492	15,256	15,256
Capital Outlay	400	-	-	-	-
Contingency	-	-	-	49,407	-
Total Expenditures	**57,073**	**66,493**	**88,842**	**175,182**	**67,182**
Resources Required	**$ 28,848**	**$ 28,769**	**$ 32,692**	**$ 30,032**	**$ 30,032**
Budgeted Full-Time Equivalents	**1.75**	**1.75**	**1.75**	**1.75**	**1.50**
Public Land Corner Preservation - Fund 224					
Beginning Fund Balance	$ -	$ -	$ -	$ -	$ -
Fees & Charges for Services	-	-	-	-	107,000
Miscellaneous	-	-	-	-	1,000
Total Resources	**-**	**-**	**-**	**-**	**108,000**
Personal Services	-	-	-	-	12,743
Materials & Services	-	-	-	-	45,850
Contingency	-	-	-	-	49,407
Total Expenditures	**-**	**-**	**-**	**-**	**108,000**
Ending Fund Balance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**0.00**	**0.00**	**0.00**	**0.00**	**0.25**

Note: The 2004-05 general fund budget reflects $20,000 and the 2005-06 proposed and approved general fund budget includes $108,000 for public land corner preservation work. When the 2005-06 budget was adopted, the $108,000 for this program was removed from the general fund budget and was budgeted in the separate Public Land Corner Preservation Fund.

DEPARTMENT
County Surveyor

Fund Descriptions

General Fund – County Surveyor
Revenues and expenditures for the County Surveyor are accounted for in the General Fund. Revenues received are mainly from charges for services, and expenditures are for the operations of the department and its programs. These are detailed later in this section.

Public Land Corner Preservation Fund
The Oregon Revised Statutes provide for the establishment of a Public Land Corner Preservation Fund for charging and collecting an additional fee on certain documents recorded with the county clerk. These funds are to be used solely for the reestablishment and preservation of public land corners within the County.

Description

PURPOSE & MISSION STATEMENT

The purpose of the Josephine County Surveyor's Office is to collect, store and provide access to land survey and corner records, and field measurement data for private individuals and public agencies. These records provide information pertaining to real property, its boundaries and the measurement thereof, that will aid and assist in the determination or reestablishment of property boundaries and corners, and other areas of land measurement. We will strive to maintain these records in an orderly fashion and to make them readily available to the public with effectiveness and efficiency.

Objectives

DUTIES

The office of County Surveyor is an elected position. To be eligible to hold this office, it is required that an individual be a registered professional land surveyor. Duties for the county surveyor, as outlined in the Oregon Revised Statutes are summarized as follows:

- *Keep a fair and correct record of all surveys made.*
- *Number progressively all surveys received.*
- *Provide copies of surveys to any person.*
- *Make all surveys of legal subdivisions with reference to the current United States Manual of Surveying Instructions.*
- *Establish or reestablish and maintain all public land survey corners and keep records of the corners.*

In addition to the above duties, the county surveyor also keeps and maintains the following records for Josephine County:

- *Bench Mark Records*
- *Corner Restoration and Bearing Tree Records*
- *County Road Records*
- *Land Division Plats*
- *Records of Survey*
- *Reference Maps*
- *Survey Field Records*
- *Aerial Photographs of the County*
- *GPS/Geodetic Survey Data*
- *Original Survey/GLO Field Notes*

The Josephine County Surveyor's Office has only one part-time administrative secretary on staff (during hours of operation--30 hours/week) to maintain the office and provide service to the public. All regular office operations are performed by this employee, and include (but are not limited to) the following: receiving and filing surveys, collecting fees, maintaining corner record books, answering general questions by the public (by phone and walk-in customers), maintaining financial records, and making copies/blueprints of surveys/plats for distribution to various public and private agencies. The county surveyor oversees these operations and is responsible for the checking and inspection of all surveys filed with the office to verify the conformance of plats with respect to the Oregon Revised Statutes for surveys.

Our resources provide vital and essential information for private landowners, attorneys, courts, research specialists, land surveyors, BLM, US Forest Service, County Forestry, title companies, foresters, engineers, City of Grants Pass, Josephine County Public Works, Josephine County/City of Grants Pass Planning, and the Josephine County Sheriff's Office to name just a few.

DEPARTMENT **PROGRAM**
County Surveyor **Administration**

Service Levels	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Surveys Filed	111	109	110
Partitions Filed	96	122	120
Subdivisions Filed	17	30	30
Corner Restorations	0	0	0

Program Accomplishments and Goals

Fiscal Year 2004-2005 Expected Accomplishments

This past year has been a time of continued transition and adjustment. We have been analyzing our department with respect to its service, effectiveness and efficiency, and exploring options to enhance these areas of operation. We see a great need to ”modernize” our methodology and record keeping systems, taking advantage of the new technology available. We have continued to maintain and update our database containing an electronic filing of all surveys recorded in Josephine County, and have begun “backing-up” our record surveys electronically. Last year’s goal of increased hours of operation are now seen as not attainable, especially due to the lack of funds available to the county. Our work will continue toward the establishment of the Public Land Corner Preservation Fund. Significant steps were made in this direction last year and we will continue toward its establishment. Our Public Comment Forms are in the process of initialization and will be implemented soon. We are also working with the Bureau of Land Management to establish a “Geographic Coordinate Data Base” that will not only benefit our office, but also other county departments, especially the Tax Assessor and Planning.

Fiscal Year 2005-2006 Expected Accomplishments

- Public Land Corner Preservation Fund. The Oregon Revised Statutes allow for the establishment of a “Public Land Corner Preservation Fund” (separate from the county General Fund) by charging and collecting an additional fee on certain documents recorded with the Josephine County Clerk. These funds are to be used solely for the reestablishment and preservation of public land corners within Josephine County. Discussions were re-initiated with the County Clerk, County Legal and the Commissioners to discuss process, fees and action to establish this fund. We are still pursuing the establishment of this fund and its implementation.

- Plat Checks. To allow us to better help those we serve in the surveying community, we will try to “expedite” our turn-around time on performing plat checks. Our goal will be to have these plats checked and returned within one week of receipt of the plat.

- Research Electronic Storage & Retrieval Systems. In this time of electronic dependency, we will research available methods of data storage and retrieval systems that will replace our outdated hand recording methods.

- Implementation of the Public Land Corner Preservation Fund. When established, we will again implement our program of reestablishing/maintaining public land corners. This, of course, is dependent upon the amount of revenue generated by the Public Land Corner Preservation Fund.

- Electronic public land corner record filing/retrieval system. While we currently have a computer database for our filed surveys, we hope to implement computer database for storing and recording public land corner “visitations” and re-establishments. This will not only allow for easier “logging” of data, but also easier retrieval for our office and the public.

Community Justice

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Community Justice					
Intergovernmental	$ 926,642	$ 1,100,174	$ 1,026,243	$ 933,818	$ 933,818
Fees & Charges for Services	653,104	491,056	473,300	471,800	471,800
Miscellaneous	200	47	200	200	200
Interfund Charges & Transfers	192,937	147,625	423,311	365,594	365,594
Total Resources	**1,772,883**	**1,738,902**	**1,923,054**	**1,771,412**	**1,771,412**
Personal Services	3,131,706	3,176,568	3,170,231	3,069,391	3,069,391
Materials & Services	173,027	230,390	151,434	155,545	155,545
Interfund Payments & Transfers	259,877	409,778	467,760	436,425	436,425
Capital Outlay	-	17,822	12,000	-	-
Total Expenditures	**3,564,610**	**3,834,558**	**3,801,425**	**3,661,361**	**3,661,361**
Resources Required	**$ 1,791,727**	**$ 2,095,656**	**$ 1,878,371**	**$ 1,889,949**	**$ 1,889,949**
Budgeted Full-Time Equivalents	**60.49**	**54.74**	**52.94**	**50.09**	**50.09**
Community Corrections - Fund 243					
Beginning Fund Balance	$ 191,839	$ 56,654	$ 497,943	$ 772,246	$ 772,246
Intergovernmental	1,654,588	2,256,535	1,964,892	2,218,989	2,218,989
Miscellaneous	5,404	4,680	4,000	4,000	4,000
Total Resources	**1,851,831**	**2,317,869**	**2,466,835**	**2,995,235**	**2,995,235**
Personal Services	1,183,916	1,304,265	1,714,465	1,705,753	1,705,753
Materials & Services	190,846	214,260	377,619	238,594	238,594
Interfund Payments & Transfers	399,322	306,811	254,392	942,765	256,642
Capital Outlay	-	-	-	86,123	86,123
Debt Service	21,093	21,117	22,000	22,000	22,000
Contingency	-	-	98,359	-	686,123
Total Expenditures	**1,795,177**	**1,846,453**	**2,466,835**	**2,995,235**	**2,995,235**
Ending Fund Balance	**$ 56,654**	**$ 471,416**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**23.11**	**17.61**	**23.44**	**22.94**	**22.94**

Note: The Budget Committee recognized an additional available beginning fund balance of $686,123 and dedicated it to be transferred to the Building Operations and Maintenance Department (administered by Public Works) to be spent as part of the funding of the purchase of a building to house Community Justice. The plan to purchase the building did not materialize, and the $686,123 was removed from Interfund Payment for Services and placed into Contingency in the final budget adoption.

Community Justice

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Enhanced Supervision - Fund 244					
Beginning Fund Balance	$ -	$ 59,368	$ -	$ -	$ -
Intergovernmental	-	9,592	25,000	10,000	10,000
Miscellaneous	-	826	-	-	-
Interfund Charges & Transfers	59,368	-	-	-	-
Total Resources	**59,368**	**69,786**	**25,000**	**10,000**	**10,000**
Material &Services	-	2,628	20,000	10,000	10,000
Contingency	-	-	5,000	-	-
Total Expenditures	**-**	**2,628**	**25,000**	**10,000**	**10,000**
Ending Fund Balance	**$ 59,368**	**$ 67,158**	**$ -**	**$ -**	**$ -**
Juvenile Flexible Services - Fund 281					
Beginning Fund Balance	$ 10,303	$ 9,826	$ -	$ -	$ -
Intergovernmental	15,174	8,930	15,000	15,000	15,000
Miscellaneous	108	90	-	-	-
Total Resources	**25,585**	**18,846**	**15,000**	**15,000**	**15,000**
Materials & Services	15,759	10,770	14,812	15,000	15,000
Interfund Payments & Transfers	-	871	188	-	-
Total Expenditures	**15,759**	**11,641**	**15,000**	**15,000**	**15,000**
Ending Fund Balance	**$ 9,826**	**$ 7,205**	**$ -**	**$ -**	**$ -**

DEPARTMENT
Community Justice

Fund Descriptions

General Fund - Community Justice
The revenues and expenditures of the juvenile services and a portion of the community services are accounted for in the General Fund. Revenues are received from federal, state and local grants, contracts, and fees for services to the general public. Expenditures are for the operations of the programs.

Community Corrections Fund
This fund accounts for funds received from the State of Oregon Department of Corrections to supervise adult felony cases, to administer Community Correction Act (CCA) sanction and services programs and the work crew program.

Enhanced Supervision
This is a revolving fund to collect fees from participants to be distributed for needed services to drug treatment clients.

Juvenile Flexible Services Fund
The Juvenile Flexible Services Fund accounts for monies provided by contract between Josephine County and the Oregon Youth Authority. These funds are used to provide individualized services to adjudicated delinquent youth that are in danger of being referred to a youth correctional facility. The expectation is that providing specialized individual services as needed by the youth may avert the commitment to a facility, increase educational participation and community protection and decrease self-destructive behavior.

DEPARTMENT **PROGRAM**
Community Justice **Administration**

Description

Administration program was previously allocated throughout all direct services programs contained in the Community Justice budget by percentage. For the 2004-05 fiscal year Administration was separated by funds and is shown in 100 (County General fund) and 243 (Community Corrections funds). Change was made going into the 2004-05 fiscal year and is based on the inefficiencies caused by calculating costs out to individual programs in budget preparation as well as calculating expenses throughout the fiscal year. Administration is responsible for planning and research, contracts and records, professional standards and ethics, community relations and training. It is also responsible for all fiscal services including payroll and leave accounting, expenditure and revenue accounting, purchasing coordination, annual budget preparation and financial grant management. Administration is responsible for human resource management functions, including recruitment / selection, and employee development.

Objectives

- Provide administrative oversight and management to Community Justice.
- Manage all budgetary issues.
- Design and set policy
- Promote the department in the community
- Liaison with partners
- Human resources management

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Grants Administered	12	10	8
Other Contracts	24	26	25
Invoices Processed	1617	1605	1620
Timecards processed	935	888	880
Efficiency Measures:			
FTE	N/A	3	3
Personnel Action forms	71	110	100
Performance Appraisals	62	51	50
Quarterly Reports	48	40	32
Training hours per staff			
Clerical	10	16	16
All other	35	35	40
Effectiveness Measures:			
Percent return to general Fund	1.8%	4.5%	2%
Invoices processed w/in Billing cycle	96%	98%	98%
Disciplinary actions	6	3	2
Citizen Complaints	4	9	4

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

Data not collected: Administration program was separated out of other programs beginning 2004-2005.

Fiscal Year 2004-2005 Expected Accomplishments

Fiscal Resources:
- Manage all financial resources within allocation
- Manage grants in strict compliance with IGA, reporting requirements and program integrity

Human Resources:
- Retain high level of training requirements to insure knowledgeable staff
- Set and adhere to appropriate standards for employee work
- Appropriately reward and appropriately discipline

Community Resources:
- Utilize the media at least four times in an effort to educate the public regarding services
- Expand services to victims of offenders under supervision

Fiscal Year 2005-2006 Goals

Fiscal Resources:
- Manage all financial resources within allocations from funding sources.
- Manage grants in strict compliance with IGA.

Human Resources:
- Retain high level of training requirements to insure knowledgeable staff
- Adhere to appropriate standards for employee work and quantify same
- Adjust culture of organization for clearer focus on customer service

Community Resources:
- Utilize the media at least four time in an effort to educate the public regarding services
- Engage in opportunities to discuss services with the general public

DEPARTMENT **PROGRAM**
Community Justice **Adult Field Services**

Description

Adult Field services are the core of the adult division of Community Justice. Field Services supervises all adult felony and misdemeanors placed on probation by the courts or released from prison on post prison supervision. Parole and Probation Officers enforce conditions of supervision, assess offenders for treatment requirements, make referral, monitor compliance, sanction offenders for non-compliance, arrest and detain, and work with law enforcement in the community control of offenders who pose a risk to public safety. Additionally, Field Services contracts for services for mental health counseling, sex offender treatment, and drug court treatment. Oregon Department of Corrections through an Intergovernmental Agreement with Josephine County primarily funds Field Services. Oregon Revised Statutes and Oregon Administrative Rule mandate these services.

Objectives

- Provide community protection through the supervision for adult offenders on probation, parole or post-prison supervision
- Provide appropriate assessment and referral for intervention and treatment efforts
- Assist law enforcement through the appropriate monitoring of offenders
- Arrest and sanction for violation behavior

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Total offenders supervised (ADP)	1056	1100	1150
Crime class.			
Felons	873 (82.6%)	800(72.7%)	862(75%)
Misdemeanors	183(17.4%)	300(27.2%)	288(25%)
Admissions	757	843	850
Closures	782	799	800
Efficiency Measures:			
FTE	17.8	21	20.1
Average Caseload size	88	85	87
Sanctions Imposed	1317	1105	1150
Supervision Fees Collected	$204,448	$191,116	$210,000
Offenders referred to treatment	528	487	520
Percent offenders employed	48%	49%	50%
Total contacts with offenders	81,788	81,516	82,000
Urine tests taken	2,839	2,861	2,800
Cost per offender			
Annual	$1,604	$1,579	$1,354
Daily	$4.39	$4.33	$3.71
Cost to General Fund per offender			
Annual	$133	$42	$41
Daily	.36	.11	.11
Efficiency Measures:			
Positive case closure	78%	81%	80%
Urine tests with no drugs used	83%	84%	84%
Probation Recidivism	20.3%	29.7%	25%
Parole Recidivism	29%	23.6%	23%
Offenders Absconding supervision	4.3%	8.2%	7%

*Effectiveness measures received from Oregon Department of Corrections. State wide averages: Probation Recidivism: 23.9%, Parole Recidivism: 32.5%, High Risk Abscond rate: 10.2%.

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments
- Reduced workload to coincide with reduced staff
- Exceeded state established outcomes in several categories

Fiscal Year 2004-2005 Expected Accomplishments
- Work toward evidenced based practice implementation
- Exceed state established outcomes in several categories
- Increase rate of fee collection

Fiscal Year 2005-2006 Goals
- Meet or exceed state established outcomes in all areas
- Fully implement case planning model of supervision
- Fully implement evidence based practices with regard to supervision and treatment
- Increase rate of fee collection
- Improve customer service and measure success through surveys

DEPARTMENT **PROGRAM**
Community Justice **Alcohol & Drug Treatment**

Description

The alcohol and drug treatment program provides assessment and required substance abuse treatment for adult corrections clients who have no medical insurance and thereby unable to access treatment services through other community treatment providers. Offenders are referred for assessment and treatment by their parole and probation officer and typically receive outpatient treatment, although some are referred to inpatient. Additionally the program provides DUII treatment to adult corrections clients and provides assessment and referral to juvenile clients, as well as coordinating an alcohol and drug awareness program for youth cited for Minor in Possession of Alcohol or Possession of Controlled Substance less than an ounce of Marijuana. The program is administered by Community Justice and is licensed through Oregon Office of Alcohol and Drug Abuse Programs.

Objectives

- Provide outpatient alcohol and drug treatment for corrections clients
- Provide mandated DUII treatment to corrections clients
- Coordinate Juvenile Diversion Program for youth offenders with drug and alcohol issues

Service Levels

	2003-2004 Actuals	2004-2005 Expected	2005-2006 Budgeted
Assessments completed	146	182	180
Enrolled in treatment	138	170	170
Number of DUII clients	34	50	40
MIP youth enrolled	122	74	80
Efficiency Measures:			
FTE	3	4.5	3
Average caseload size	46	30	30
Average monthly total	61	75	75
Cost per client			
Annual	$1,569	$1,936	$1,679
Daily	$4.30	$5.30	$4.60
Cost per client to General Fund			
Annual	$179	-0-	-0-
Daily	.49	-0-	-0-
Effectiveness Measures:			
Outpatient clients			
Successful completion	47%	49%	50%
MIP successful complete	67%	91%	95%
% of clients who reduced use of Alcohol/drugs *	85%	Not yet received	85%
% of forms w/o error *	92%		93%

* Data provided by Oregon Department of Human Services

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Maintained alcohol and drug treatment for an average of 60 corrections clients despite extreme program reductions
- Formalized the Juvenile Division MIP classes
- Implemented a customer satisfaction survey for youth
- Increased fee collection for adults

Fiscal Year 2004-2005 Expected Accomplishments

- Integrate cognitive skills training into alcohol and drug treatment as a program component
- Volunteer for CPAI in compliance with SB 267 efforts
- Redirect services to high and medium risk offenders
- Provide treatment services in the Illinois Valley

Fiscal Year 2005-2006 Goals

- Implement all policies / practices recommended by the CPAI
- Re-direct work as needed
- Monitor recidivism of participants
- Improve customer service and measure results by customer service surveys.

DEPARTMENT **PROGRAM**
Community Justice **CASA**

Description

The CASA / CATC program provides a coordinated, multi-disciplinary approach to victims of child abuse and neglect. The Child Advocate Specialist recruits trains and supervises volunteers who provide case-specific advocacy to child victims. Additionally, staff, including the advocate participates in the multi-disciplinary review of all allegations of sexual and physical abuse of children. The CASA program is mandated by ORS 419A.170, Multi-disciplinary Teams are outlined in ORS 418.746-796. Department of Justice makes policy and regulates MDT practice and funding.

Objectives

- Provide advocacy for child victims of abuse and neglect
- Coordinate Multi-disciplinary Team Efforts
- Recruit, train and monitor a core of volunteer advocates

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Number of victims receiving advocacy	123	125	130
Number of new cases assigned to CASA	60	25	30
Number of victims appearing before Grand Jury	21	30	30
Number of volunteers recruited and trained	39	42	45
Number of multi-disciplinary team reviews	71	100	100
Efficiency Measures:			
FTE	1	1	1
Speaking engagements to recruit volunteers	4	4	5
Hours of advocacy	2480	2600	2600
Number of training sessions	3	3	3
Effectiveness Measures:			
Percentage of children assigned A CASA with no subsequent abuse	100%	90%	95%
Percent of cases where advocate remained with the child through the court process	68%	75%	75%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Received grant from Department of Human Services
- Expanded training opportunities including nationally recognized training
- Facilitated 24 Multi-disciplinary team reviews.
- Maintained a core of 30 volunteers

Fiscal Year 2004-2005 Expected Accomplishments

- Maintain a core of 30 volunteers
- Write and receive grant funding
- Retain integrity of the multi-disciplinary team by conducting regular meetings

Fiscal Year 2005-2006 Goals

- Recruit, select and train CASA coordinator to replace retiring coordinator
- Maintain a core of 30 volunteers
- Review, and revise policy to meet current practice

DEPARTMENT **PROGRAM**
Community Justice **Community Services/Work Crew**

Description

Community Services provides offender work crews and community service to the public. All work assignments for adult and juvenile offenders are coordinated through a central office. The Community Service program provides uncompensated labor in the way of community service placement to governmental and non-profit agencies within Josephine County. Offenders typically placed with agencies are those who have community service as a part of their sentence or who are working off a portion of their court ordered financial obligation. In these cases, the receiving agency supervises the work of the offender. A large majority of offenders participating in Community Service are assigned to an adult or juvenile structured work crew. These work crews provide labor through contract with state and county agencies, and Community Justice Work Crew Foremen supervise the crews. Community Justice contracts with Bureau of Land Management, Oregon Department of Transportation, the City of Grants Pass, Josephine County Public Works, Josephine County Sheriffs Office, and the Children's Advocacy and Treatment Center Inc.. The nature of the work is typically landscape maintenance, litter patrol and brush clearing.

Additionally, Community Justice receives Title III funding to provide inmate work crews in the federal forestland.

Objectives

- Provide adult and juvenile offender work crews to the community through contract
- Provide governmental and non-profit agencies assistance through offender work
- Provide Title III work in Federal Forestland
- Provide a sentencing alternative and sanction option to the courts

Service Levels

	2003-2004 Actuals	2004-2005 Expected	2005-2006 Budgeted
Adult:			
Work Alternative Hours	13,184	13,805	14,000
Community Service Hours	17,769	29,245	29,500
Work Crew Hours	61,914	95,835	96,000
Title III total person hrs.	8,153	8,316	8,500
Juvenile:			
Work Crew Hours	8,634	10,563	11,000
Work Crew participants:			
Adult	752	827	850
Juvenile	264	266	275
Efficiency Measures:			
FTE	8	11	10
Work Crew Average Length of Stay			
Adult	30 days	30 days	30 days
Juvenile	3 days	3 days	3 days
Daily Work Crew Size			
Adult	6 per crew	5 per crew	5 per crew
Juvenile	6 per crew	6 per crew	6 per crew
Work/crew cost per participant			
Annual	$541	$719	$651
Daily	$1.48	$1.96	$1.78
Cost to Gen. Fund per participant			
Annual	$149	$163	$143
Daily	.41	.45	.39

Effectiveness Measures:

Total uncompensated Labor @ $7.25 per. Hr	$735,882	$1,083,498	$1,091,125
Successful completion			
Adult	85%	90%	90%
Juvenile	78%	85%	88%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Maintained an 85% successful completion rate for adults and a 78% successful completion rate for juveniles
- Expanded work in the federal forestland through Title III funding
- Worked toward improved data tracking with Information Technology Department

Fiscal Year 2004-2005 Expected Accomplishments

- Complete work with I.T and upgrade data tracking system in order to accurately measure performance
- Maintain a 90% successful completion rate for adults and an 85% successful completion rate for juveniles.
- Re-organized division to allow for increased efficiency.

Fiscal Year 2005-2006 Goals

- Improve customer service and measure success through survey
- Maintain a 90% successful completion rate for adult offenders and an 88% successful completion rate for juveniles
- Expand contracts
- Participate in a Pilot Project through Title III.

DEPARTMENT **PROGRAM**
Community Justice **Community Dispute Resolution**

Description

Community Dispute Resolution provides coordination a comprehensive Neighborhood Mediation Program to help neighbors and families in Josephine County resolve conflicts in a positive and personal way, outside of the legal system. CDRP offers confidential, and effective solutions to many neighborhood disputes: Neighborhood: noise, pets, property maintenance, nuisances and boundary disputes. Interpersonal: parent / child and family disputes. Landlord / Tenant: repairs, damages, public safety, and evictions. Victim / Offender mediation: juvenile and adult cases. Victim / Offender dialogue. Merchant / Customer. Manufactured Dwelling Park Mediation.

Objectives

- Provide mediation services on a variety of issues between citizens
- Provide Restorative Justice model in Corrections

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Cases referred	286	300	650
Clients served	711	750	875
Efficiency Measures:			
FTE	.5	.78	.78
Volunteers meeting State reqmnts.	33	34	63
Cost per case			
Annual	$224	$260	$193
Daily	.61	.71	.53
Cost to General Fund per case			
Annual	$98	$40	$6.75
Daily	.27	.11	.02
Effectiveness Measures:			
Cases receiving direct service	195	204	238
Cases declining service or inappropriate for service	91	95	99
Client survey: satisfaction			
Very satisfied	87%	87%	88%
Satisfied	9%	9%	8%
Unsatisfied	4%	4%	4%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Expanded hours and services
- Designed and implemented Adult Victim / Offender Mediation
- Implemented client satisfaction survey

Fiscal Year 2004-2005 Expected Accomplishments

- Work with statewide implementation group for adult victim offender mediation
- Expand use of program with juveniles
- Coordinate work with Moral Reconation Team

Fiscal Year 2005-2006 Goals

- Expand Adult Victim Offender Mediation process through coordination with Parole and Probation Officers and the District Attorneys Office
- Design and implement process with the courts for FED mediation
- Provide on-site mediation services in Illinois Valley through partnership with IV Family Coalition
- Train 24 – 30 volunteers in basic mediation.

DEPARTMENT **PROGRAM**
Community Justice **Cognitive Skills Training**

Description

The Cognitive Skills Program is an existing program within the Adult Division, which is separated from the other intervention programs for the first time in the 2004-05 budget. The program is totally funded by Community Corrections funds and provides evidence-based strategies for behavior change for adult offenders. The program will implement Moral Reconation Therapy for all local control offenders and high and medium risk probation offenders. There are currently 6 ongoing groups.

Objectives

- Provide evidenced based intervention with high and medium risk offenders
- Coordinate with treatment agencies and parole and probation officers regarding offender progress

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Number of offenders participating	N/A	126	120
Number of ongoing groups	N/A	6	6
Efficiency Measures:			
FTE		1	1
Hours of service provided	N/A	312	312
Effectiveness Measures:			
Number completing successfully	N/A	*16	65
Re-arrest rate after completion	N/A	0	5

* Program began in August and is 12 weeks in duration.

Program Accomplishments and Goals

Fiscal Year 2004-2005 Expected Accomplishments

- Fully implement program using existing staff
- Reduce re-arrest rate of offenders completing the program

Fiscal Year 2005-2006 Goals

- Design data tracking system that matches outcomes
- Complete CPAI to determine efficacy and compliance with model
- Design an assessment tool to be utilized to measure progress throughout the program
- Reduce re-arrest rate of offenders completing the program.

DEPARTMENT **PROGRAM**
Community Justice **Custody Services**

Description

Custody services provide shelter and detention to youth. The Shelter / detention facility operates as a 24 hour a day program which houses both youth charged with criminal conduct and youth in need of shelter care. Intake, assessment, and custody decisions are made on all youth entering the facility and program services are provided as appropriate. Youth who are admitted to shelter receive health care, education services, treatment services and recreational opportunities. Detention, while a secure lock down facility, also provides these services in a separate section of the building. Custody services are provided through licensing with the state Department of Human Services and are within state guidelines and regulations.

Objectives

- House and detain delinquent youth
- Provide Shelter Services for dependant youth
- Provide assessment and intake on youth brought to the facility by law enforcement.
- Provide education, treatment, health care and recreational opportunities for youth in the facility

Shelter Detention admissions are based on law enforcement and Department of Human Services referral.

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Shelter Youth assessed & released	586	434	500
Shelter Admissions	262	229	240
Detention Admissions	361	402	400
Total Intakes	1209	1065	1140
*Shelter detention admissions are driven by criminal behavior, police presence and demographics			
Efficiency Measures:			
FTE	20.6	20.5	20
Shelter Avg. length of stay	15 days	18 days	18 days
Shelter utilization rate	70%	71%	71%
Detention rate	52%	52%	52%
Hrs of behavioral rehabilitation/wk	111	133	130
Hours of education/week	60	60	60
Total Cost per youth served			
Annual	$1,300	$1,537	$1,475
Daily	$3.56	$4.21	$4.04
Cost to Gen. Fund per youth			
Annual	$677	$859	$895
Daily	$1.85	$2.35	$$2.45
Effectiveness Measures			
Runaways			
Shelter	31	27	25
Detention	0	0	0
Youth repeating stay in shelter	66 (25%)	51 (21%)	Unknown*
Youth repeating stay in detention	156 (42%)	152(38%)	Unknown*

*Youth repeating stay is based on several factors, none of which are predictable.

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Maintained rented bed utilization to compensate for lost revenue and to keep infrastructure in place
- Fully implemented BRS services to enhance revenue and provide treatment care for youth
- Moved toward enhanced JJIS utilization

Fiscal Year 2004-2005 Expected Accomplishments

- Systematized training program for all staff
- Recruit and hire replacement staff in accordance with new hiring policy
- Provide management presence connecting with all shifts.
- Reduced management staff by one FTE
- Maintained full utilization of Department of Human Services contract

Fiscal Year 2005-2006 Goals

- Full implementation of revised training policy
- Maintain full utilization of Department of Human Services contract
- Re-write policy manual to reflect current practice
- Improve customer service and measure success through survey

DEPARTMENT **PROGRAM**
Community Justice **Home Detention**

Description

Home Detention is a sentencing and sanctioning alternative and is thereby utilized by offenders sentenced to jail or other custodial programs and offenders sanctioned directly to the program by Parole and Probation Officers for violation behavior. The program is designed to allow offenders, under specific and highly supervised conditions, to serve their custodial time within the community; most often allowing offenders to maintain their employment, or allowing physically ill inmates the opportunity to serve their sentence at home. A voice verification component was added to the program during this fiscal year in an effort to provide additional surveillance to selected offenders. Offenders are charged $15 per day to participate in the standard home detention program and $5 a day for voice verification.

Objectives

- Provide an alternative sanction to relieve jail overcrowding for limited risk offenders
- Provide a sanctioning option for Parole and Probation Officers
- Monitor compliance of offenders in the community

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Number of offenders participating	510	500	500
Efficiency Measures:			
FTE	1	1	1
Average Daily Population	24	23	24
Fees Collected	$140,202	$148,886	$150,000
Cost per participant			
Annual	$146	$231	$244
Daily	.40	.63	.67
Cost to General Fund	-0-	-0-	-0-
Effectiveness Measures:			
Percent of offenders successfully completing	89%	97%	90%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- 75% fee collection rate
- 89% of all participating offenders completed successfully
- Designed a voice verification component

Fiscal Year 2004-2005 Expected Accomplishments

- Expand use of program by juvenile population
- Maintain a 75% fee collection rate
- Maintain an average daily population of 23 adult and juvenile offenders

Fiscal Year 2005-2006 Goals

- Expand use of voice verification system to all Local Control Offenders release to community
- Expand use of GPS systems for high risk offenders.
- Maintain a 75% fee collection rate
- Maintain and average daily population of 24 adult and juvenile offenders

DEPARTMENT **PROGRAM**
Community Justice **Juvenile Court & Field**

Description

The Juvenile Court and Field Services Division of the Department assesses and evaluates all referrals made to the department and responds to each referral in an appropriate manner. Response may be administered unofficially by staff, in cooperation with the youth and family, or officially through court adjudication. The Division provides a wide variety of supervision and intervention services including intake and assessment, intensive supervision to high-risk youth, alcohol and drug intervention, referral to Court School, Integrated Treatment Court, and utilization of graduated sanctions. State law mandates county juvenile departments.

Objectives

- Provide assessment, evaluation and supervision for delinquent youth
- Intake for Juvenile Court
- Treatment and sanctioning of youth under supervision

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Delinquency referrals	709	840	800
Person to Person referrals	116	117	117
Property referrals	431	519	500
Other Referrals	162	204	200
Violation referrals (MIP/PCS)	235	170	200
Non-Criminal referrals	625	591	600
Total Referrals	1569	1601	1600
*Service levels are driven by criminal behavior, police presence and demographics.			
Efficiency Measures:			
FTE	9.32	9	8.5
Avg daily population of youth under caseload supervision	170	176	175
Total Youth supervised / monitored	378	407	410
Average Caseload size	34	35	35
Utilization of OYA beds	11	9	9
Cost per youth served			
Annual	$455	$480	$458
Daily	$1.25	$1.32	$1.25
Effectiveness Measures:			
Recidivism rate (32% statewide av.)	28.7%	Not yet available	

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Increased and improved upon partnerships with allied agencies to maximize services to youth
- Worked toward the formalization of Integrated Treatment Court procedures.
- Increased supervision fee collection by $1,000
- Increased access to alcohol and drug intervention through formalizing diversion process for MIP / PCS cases

Fiscal Year 2004-2005 Expected Accomplishments

- Full implementation of contact standards based on risk to public safety and youth needs
- Full utilization of JJIS capabilities
- Full implementation probation violation / sanction process
- Geographic assignment of cases, allowing juvenile probation officers more contact with schools and other community partners.

Fiscal Year 2005-2006 Goals

- Complete analysis and appropriate response to growing evidence of methamphetamine use with adolescent population
- Improve customer service through training, adjustment of policy and utilization of customer service survey
- Implementation of supervision through utilization of case plans; driving referral and supervision consistent with evidence based practice models.
- Increase public awareness of the division by partnering with allied agencies, participating in community forums and utilizing the media to explain services.

DEPARTMENT **PROGRAM**
Community Justice **Supervisory Authority**

Description

Supervisory Authority manages the sentenced inmate population, moving offenders between jail and other custodial programs. Staff provides assessment of offenders placed under the control of the Supervisory Authority and makes recommendations to the jail staff for movement of offenders to alternative sanction programs. Staff provides recommendations for post-prison supervision conditions of local control offenders via release plans. Staff also acts as liaison between alternative sanction programs, field service staff and the county jail. Supervisory Authority functions are outlined and required by ORS 423.478. Supervisory Authority is totally funded by Community Corrections funds.

Objectives

- In conjunction with parole and probation officers as well as the county jail, manage the sentenced offender population serving jail or other custodial programs
- Make evaluations and place offenders in jail or alternative sanction programs
- Move offenders between jail and programs
- Assist in assuring that the offenders posing the most risk to public safety remain in jail

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Number of assessments	1012	1127	1150
Assessed to jail	152	162	173
Assessed to work crew	496	442	448
Assessed to home detention	354	500	506
Assessed to other	10	23	23

* - Budgeted projection is dependent upon jail capacity and potential risk of offenders

Efficiency Measures:

FTE	2.86	2	3
Average number of days between sentencing and assessment	6	5	5
Percentage of offenders placed in community program	85%	86%	85%
Cost per offender			
Annual	$116	$90	$188
Daily	.32	.25	.52
Cost to General Fund	-0-	-0-	-0-

Effectiveness Measures:

Percent of offenders retuned to jail for violation behavior	11%	33%	30%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments
- Data was consistent with DOC expectations
- All sentenced offenders were assessed within 6 days of sentencing

Fiscal Year 2004-2005 Expected Accomplishments
- All sentenced offenders will be assessed within 5 days of sentencing
- Staff will work with jail in determining strategies to work within the jail capacity when evaluating offenders for placement in programs
- Policy for Local Control inmates will be solidified.

Fiscal Year 2005-2006 Goals
- All Supervisory Authority Policy will be updated to match current practice
- All sentenced offenders will be assessed within 5 days of sentencing
- Release plans will be completed within state guidelines.
- Improve customer service. Success will be measured through survey.

Page Intentionally Blank

Josephine County, Oregon
2005-06 Operating Budget

County District Attorney

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - District Attorney					
Intergovernmental	$ 288,571	$ 262,344	$ 374,515	$ 392,221	$ 392,221
Fees & Charges for Services	49,177	54,106	73,050	50,120	50,120
Miscellaneous	4,955	6,148	5,000	7,000	7,000
Interfund Charges & Transfers	69,925	78,227	117,839	117,721	117,721
Beginning Fund Balances - Restricted	-	-	69,470	69,015	69,015
Total Resources	**412,628**	**400,825**	**639,874**	**636,077**	**636,077**
Personal Services	1,434,811	1,371,433	1,428,045	1,462,709	1,517,534
Materials & Services	117,187	121,931	167,533	179,255	179,313
Interfund Payments & Transfers	167,993	179,186	366,695	379,629	379,571
Capital Outlay	16,826	12,902	4,528	5,352	5,352
Contingency	-	-	14,486	12,513	12,513
Total Expenditures	**1,736,817**	**1,685,452**	**1,981,287**	**2,039,458**	**2,094,283**
Resources Required	**$ 1,324,189**	**$ 1,284,627**	**$ 1,341,413**	**$ 1,403,381**	**$ 1,458,206**

Effective with 2004-05, Funds 233 and 263 (see below) are closed into the above budgets.

Budgeted Full-Time Equivalents	**23.00**	**21.00**	**21.00**	**21.00**	**22.00**

Liquor Law Enforcement - Fund 233					
Beginning Fund Balance	$ 12,915	$ 6,930	$ -	$ -	$ -
Intergovernmental	-	77,598	-	-	-
Fees & Charges for Services	19,633	-	-	-	-
Miscellaneous	339	542	-	-	-
Total Resources	**32,887**	**85,070**	**-**	**-**	**-**
Personal Services	-	2,264	-	-	-
Materials & Services	957	1,567	-	-	-
Interfund Payments & Transfers	25,000	33,966	-	-	-
Capital Outlay	-	2,417	-	-	-
Total Expenditures	**25,957**	**40,214**	**-**	**-**	**-**
Ending Fund Balance	**$ 6,930**	**$ 44,856**	**$ -**	**$ -**	**$ -**

Effective with 2004-05, Fund 233 was closed into the District Attorney department of the General Fund, shown above.

County District Attorney

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
CAMI - Fund 263					
Beginning Fund Balance	$ 25,166	$ 33,844	$ -	$ -	$ -
Intergovernmental	114,739	111,358	-	-	-
Miscellaneous	818	469	-	-	-
Total Resources	**140,723**	**145,671**	**-**	**-**	**-**
Personal Services	3,595	-	-	-	-
Materials & Services	12,484	14,158	-	-	-
Interfund Payments & Transfers	90,800	89,511	-	-	-
Capital Outlay	-	9,172	-	-	-
Total Expenditures	**106,879**	**112,841**	**-**	**-**	**-**
Ending Fund Balance	**$ 33,844**	**$ 32,830**	**$ -**	**$ -**	**$ -**

Effective with 2004-05, Fund 263 was closed into the District Attorney department of the General Fund, shown above.

DA Forfeiture - Fund 212					
Beginning Fund Balance	$ 1,799	$ 1,833	$ -	$ 8,331	$ 8,331
Miscellaneous	34	24	-	-	-
Total Resources	**1,833**	**1,857**	**-**	**8,331**	**8,331**
Contingency	-	-	-	8,331	8,331
Total Expenditures	**-**	**-**	**-**	**8,331**	**8,331**
Ending Fund Balance	**$ 1,833**	**$ 1,857**	**$ -**	**$ -**	**$ -**

DEPARTMENT
District Attorney

Fund Descriptions

General Fund - District Attorney
Revenues and expenditures of the District Attorney are accounted for in the General Fund. Revenues are received from state grants and interfund subsidies. Expenditures are for the operations of the department.

C.A.M.I. (Child Abuse Multi-disciplinary Intervention) Fund
A percentage of assessments paid to the State Courts by convicted criminals are returned to Josephine County. The money is dedicated for use by the county multi-disciplinary child abuse investigation program. This program must meet specific guidelines and must provide comprehensive services to the victims of child abuse.

Liquor Law Enforcement Fund
The county established this fund in fiscal year 1988-89 to account for money received from fines paid to the state courts by alcohol offenders. The money is earmarked for use in enforcing liquor laws. This fund is administered by the District Attorney's Office with any balance remaining at June 30 reverting to the General Fund. This fund is used to provide drug and alcohol education programs to the community and high schools. It is also used to purchase alcohol and drug detecting devices for use by schools and local law enforcement agencies.

Fund Closure: Effective July 1, 2004, the CAMI and Liquor Law Enforcement Fund were closed into the General Fund, where their operations continue to be accounted for separately.

District Attorney's Forfeiture Fund
This fund is designed to account for monies and real property seized using federal and state statutes relating to certain criminal offenses. This program addresses seizures from individuals who have committed or are in the process of committing crimes in Josephine County. Assets are seized if investigation shows that the assets are proceeds from criminal activity or are used in the commission of a criminal offense.

DEPARTMENT OF DISTRICT ATTORNEY

Department Overview

The Oregon Constitution, Article VII, Section 17 creates the elected office of prosecution attorney. Prosecuting attorneys shall be elected by districts and "shall be the law officers of the State, and of the counties within their respective districts and shall perform such duties pertaining to the administration of Law, and general police as the Legislative Assembly may direct."

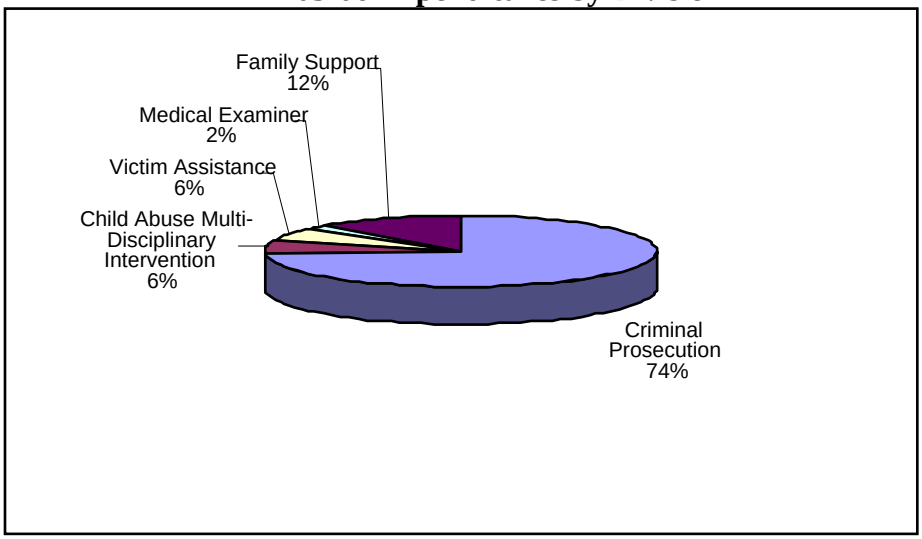
The Legislative Assembly has directed the District Attorney to:

- Prosecute all violations of state criminal statutes;
- Enforce civil and criminal child support obligations;
- Assist the Juvenile Court in all delinquency matters;
- Assist the Juvenile Court in all dependency (abuse) matters;
- Provide assistance to crime victims as required by the Oregon Constitution and statutes;
- Rule on public records requests;
- Assist in mental commitment hearings;
- Prepare local ballot titles; and
- Miscellaneous other responsibilities.

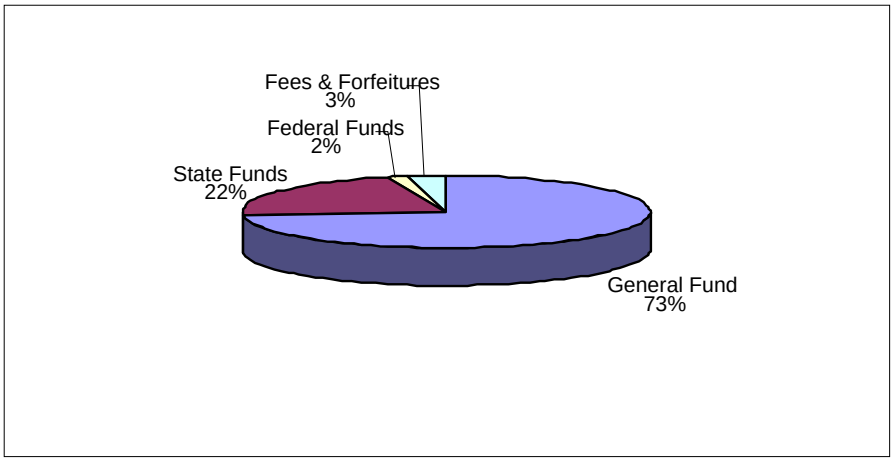
Total Expenditures

$2,122,006

FY 05-06 Expenditures by Division



FY 05-06 Budget by Funding Source



DEPARTMENT District Attorney

PROGRAM Criminal Prosecution

Description

The Criminal Prosecution Division prosecutes adults and juveniles for criminal conduct. This is the District Attorneys primary function. Sixteen full-time employees are dedicated to this task (8 attorneys and 8 secretaries). This function includes advising police regarding criminal procedure and search warrants, grand jury investigations, the evaluation of police referrals and charging of appropriate cases. We prepare and negotiate cases and go to trial on approximately 10% of the cases. Josephine County is fortunate to have a Child Advocacy and Treatment Center where children who are victims of sexual and physical abuse are interviewed and treated. Deputy District Attorney Wells Ashby leads the Child Abuse Multidisciplinary Team. We also participate in a Drug Court program designed to intervene and treat qualifying drug addicts. Chief Deputy Scott Titzler oversees this program in addition to heading the prosecution responsibilities of the Josephine County Interagency Narcotics Team.

Objectives

- To maximize public safety
- To hold offenders accountable for criminal conduct
- To seek dispositions that protect the public and reintegrate the offender into the community
- To serve victims in a manner that minimizes trauma, brings closure and secures restitution

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Service Levels			
Police Reports Reviewed	4,083	3,853	3,900
Cases Filed	3,366	3,261	3,300
Charges Issued	6,051	5,781	5,800
Trials Held	95	100	100
Efficiency Measures			
Number of Cases per FTE	295	241	250
Cases Pending Evaluation	279	264	264
Average Days between Intake and Issuance of Charge	18	22	20
Cost of Program to County	$1,183,259	$1,199,075	$1,441,358
Effectiveness Measures			
Trial Conviction Rate	78%	75%	85%

- It is difficult to measure the good feelings of a child stood up for, or the relief of a murder victim's family when an offender is found guilty and sentenced. We attempt to measure these intangibles with victim questionnaires at the conclusion of the case. Every case has an outcome. Our overall conviction rate indicates our prosecutions are successful 75% of the time.

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Successfully prosecuted approximately 2,310 felony and misdemeanor cases
- Successfully prosecuted approximately 323 probation violations
- Successfully prosecuted approximately 34 violation of restraining orders

Fiscal Year 2004-2005 Expected Accomplishments

- Successfully prosecute approximately 2,150 felony and misdemeanor cases
- Successfully prosecute approximately 290 probation violations
- Successfully prosecute approximately 43 violation of restraining orders

Fiscal Year 2005-2006 Goals

- Successfully prosecute approximately 2,300 felony and misdemeanor cases
- Successfully prosecute approximately 300 probation violations
- Successfully prosecute approximately 50 violation of restraining orders

DEPARTMENT District Attorney

PROGRAM Family Support

Description

The Family Support Division of the District Attorney's Office is administered by Deputy District Attorney Michael Sanchez and two administrative assistants. The Family Support Division is responsible for helping current and past Josephine County citizens with all aspects of child support obligations. This office establishes paternity at the request of fathers or mothers, issues initial child support orders, modifies existing child support orders to conform to the Oregon child support guidelines, enforces existing child support orders, interfaces with the state agency which tracks the collection of child support orders, and answers questions of our clients about what is happening and what should happen with their cases. We use more than 30 collection techniques to enforce orders. They range from simple phone calls to felony criminal charges.

The federal government pays approximately 70% of the cost of the county program. With the exception of cases where individuals are receiving welfare or where money is still owed the state welfare system, this office provides services to all upon request and free of charge. The office represents the State of Oregon and not the mother or the father.

Objectives

- To assist mothers and fathers in determining paternity of children
- To collect the full amount of child support orders
- To review and adjust child support orders to make sure they are in compliance with the guidelines of the State of Oregon

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Service Levels			
Child Support Cases	926	930	925
Child Support Collected	$2,837,819	$2,950,000	$3,100,000
Efficiency Measures			
Number of Cases per FTE	309	310	308
Average Amount Collected per Case	$3,015	$3,100	$3,350
Child Support Arrears	$5,159,857	$5,200,000	$5,250,000
Per Capita Child Support Arrears	$5,572	$5,591	$5,675
Per Capita Child Support Arrears in Months	21.33	21.30	21.28
Cost to Collect 1$ of Child Support	$.018	$.017	$.016
Cost of Program to County	$50,121	$56,069	$41,374
Effectiveness Measures			
Quarterly Incentive Money Received	$19,932	$20,250	$21,000

- The goal of the Family Support Division is to raise as much child support for children of Josephine County as possible, while expending the least amount of funds. For many years we have kept statistical information on a variety of factors which the Federal Government uses to measure our performance. Incentive dollars are awarded to us for doing a "good job."

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Record high collections in both total child support collected from previous fiscal year, and per case collection
- Increase performance-based incentives paid to the county by the state and federal government to enhance the child support program through purchase of faster computers to increase office efficiency

- Reduce, or maintain, costs of program to the county
- Utilized state-maintained document generation programs to enhance the processing of support orders and modifications

Fiscal Year 2004-2005 Expected Accomplishments

- Record high collections in both total child support collected from previous fiscal year, and per case collection
- Increase in performance-based federal and state incentive funding to further enhance the child support program thereby improving service levels to the citizens of Josephine County
- Reduce, or maintain, costs of program to the county

Fiscal Year 2005-2006 Goals

- Continued record high collections in both total support collected from previous fiscal year, and per case collection
- Continued increase in performance-based federal and state incentive funding to further enhance the child support program thereby improving service levels to the citizens of Josephine County
- Reduce, or maintain, costs of program to county
- Increase prosecution of criminal non-support and contempt cases as resources allow

DEPARTMENT District Attorney

PROGRAM Victim Assistance

Description

The Josephine County District Attorney's Victim Assistance Program director is Faith Voehl. Including Faith, the program has two full-time employees. Faith also recruits and supervises a number of volunteers who provide hundreds of hours of assistance per year. The office provides comprehensive services to victims of crime. The office is primarily funded from State and Federal funds.

Objectives

- Help victims of criminal activity understand the criminal justice system;
- Help victims of criminal activity be aware of what is happening to their specific cases in the criminal justice system;
- Help victims of criminal activity cope emotionally with what has happened to them;
- Help victims of criminal activity recoup the financial losses they sustained as a result of being a victim; and
- Educate the citizens of the County about issues affecting victims of criminal activity.

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Service Levels			
New Victim Cases	1,335	1,313	1,324
Victim Packets Mailed	1,991	2,014	2,003
Restitution Ordered	$1,237,384	$663,860	$950,622
Restitution Collected	$337,741	$328,378	$333,059
Compensatory Fines Ordered	$63,369	$55,400	$59,384
CVCP Applications	419	414	416
CVCP Money Awarded	$80,889	$57,154	$69,022
Victims Accompanied to Court	504	510	507
Volunteer Hours	1,207	1,412	1,500
Efficiency Measures			
Number of Cases per FTE	667.5	656.5	662
Cost of Program to County	$13,794	$30,216	$38,084
Monetary Value of Volunteer Hours	$12,070	$14,150	$15,000

Effectiveness Measures

- Every victim responds to their situation differently. Studies indicate that victims who are kept informed of their case and who participate in the process are more likely to experience a sense of healing and closure when their case is completed. Victims are given a questionnaire at the conclusion of their case to provide us with feedback on our services and to suggest improvements. Questionnaires received back indicate a 90% satisfaction rate with the efforts of the District Attorney's Office.

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Secure funding for the Victim Services Program
- Conduct a yearly needs assessment with the Deputy Director of the Juvenile Justice Division to evaluate program
- Continue expansion of the volunteer program to include training manual and provide accompaniment for victims at all court hearings
- Monitor and follow-up on restitution collection and distribution in bench probation cases and in imposed sentence cases

- Assist Domestic Violence DDA in developing a form to include information regarding restraining orders in hearings on vacating no contact orders
- Continue investigative process for securing funding for a Restitution Agent within the DA's Office
- Serve on the Attorney General's Restitution Task Force and the State Victim Assistance Academy Curriculum Committee

Fiscal Year 2004-2005 Expected Accomplishments

- Secure funding for the Victim Services Program
- Conduct a yearly needs assessment with the Deputy Director of the Juvenile Justice Division to evaluate program
- Continue expansion of the volunteer program to provide accompaniment for victims at all court hearings
- Design a website for the Josephine County District Attorney's Office Victim Assistance Program
- Serve on the Attorney General's Restitution Task Force
- Develop PowerPoint presentations regarding types of victimization, advocacy and remedies through the criminal justice system

Fiscal Year 2005-2006 Goals

- Secure funding for the Victim Services Program by applying for grant monies
- Continue expansion of the volunteer program to provide accompaniment for victims at all court hearings
- Translate the Victim Packet into Spanish
- Complete PowerPoint presentations regarding victim types, advocacy and remedies through the criminal justice system
- Successfully train new Victim Assistant to fill Kerry's two half-time positions
- Design brochure for Court protocols and procedures as well as inform victims of the layout of the Courthouse
- Conduct a yearly needs assessment with the Director of the Juvenile Justice Division regarding the Victim Assistance Program

Josephine County, Oregon
2005-06 Operating Budget

County Sheriff

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Sheriff					
Intergovernmental	$ 531,776	$ 514,429	$ 1,210,944	$ 1,176,484	$ 1,176,484
Fees & Charges for Services	1,114,492	1,556,906	1,338,165	1,261,000	1,261,000
Miscellaneous	-	-	9,334	500	500
Interfund Charges & Transfers	512,779	7,500	268,240	277,050	277,050
Total Resources	**2,159,047**	**2,078,835**	**2,826,683**	**2,715,034**	**2,715,034**
Personal Services	6,275,355	6,283,254	6,636,898	6,793,071	6,793,071
Materials & Services	1,035,126	1,102,493	1,112,227	1,147,129	1,143,976
Interfund Payments & Transfers	1,415,178	1,429,598	1,997,981	2,267,922	2,271,075
Intergovernmental Payments	209,955	189,931	200,000	200,000	200,000
Capital Outlay	11,974	46,063	300,834	267,153	267,153
Total Expenditures	**8,947,588**	**9,051,339**	**10,247,940**	**10,675,275**	**10,675,275**
Resources Required	**$ 6,788,541**	**$ 6,972,504**	**$ 7,421,257**	**$ 7,960,241**	**$ 7,960,241**
Budgeted Full-Time Equivalents	**97.90**	**90.40**	**89.40**	**86.40**	**86.40**

Note: The method of accounting for the Adult Jail Clinic was changed in the budget year 2004-05. Starting in 2004-05, the cost of operating the clinic is included in the above numbers, and the Public Health Department, which administers the prisoner health program, will bill the Sheriff for the cost of providing that service. The budgeted amounts ($448,623 in 2004-05 and $484,211 in 2005-06) are included in Interfund Payments & Transfers in the Sheriff's budget. The following table indicates the cost of the Adult Jail Clinic and where it is reflected in the four years indicated. It also shows what the Sheriff's total budget and requirements would have been if the clinic had been in the Sheriff's budget in each of the four years.

Sheriff budget:					
Billed by Public Health	-	-	448,623	484,211	484,211
Total - included above	**$ -**	**$ -**	**$ 448,623**	**$ 484,211**	**$ 484,211**
Public Health budget:					
Paid directly	$ 481,918	$ 426,160	$ 448,623	$ 484,211	$ 484,211
Total	**$ 481,918**	**$ 426,160**	**$ 448,623**	**$ 484,211**	**$ 484,211**
Clinic Full-Time Equivalents	**4.30**	**4.50**	**4.55**	**4.55**	**4.55**
Total Sheriff and Clinic	**$ 9,429,506**	**$ 9,477,499**	**$ 10,247,940**	**$ 10,675,275**	**$ 10,675,275**
Total Resoures Required	**$ 7,270,459**	**$ 7,398,664**	**$ 7,421,257**	**$ 7,960,241**	**$ 7,960,241**

County Sheriff

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Sheriff's Reserve - Fund 226					
Beginning Fund Balance	$ 7,745	$ 3,867	$ 4,500	$ 8,036	$ 8,036
Intergovernmental	5,649	10,625	-	-	-
Miscellaneous	1,224	124	15,000	10,000	10,000
Total Resources	**14,618**	**14,616**	**19,500**	**18,036**	**18,036**
Materials & Services	10,261	8,047	18,664	17,164	17,186
Interfund Payments & Transfers	490	422	836	872	850
Total Expenditures	**10,751**	**8,469**	**19,500**	**18,036**	**18,036**
Ending Fund Balance	**$ 3,867**	**$ 6,147**	**$ -**	**$ -**	**$ -**
Jail Commissary - Fund 501					
Beginning Fund Balance	$ 38,314	$ 51,836	$ 10,000	$ 40,000	$ 40,000
Fees & Charges for Services	41,970	49,547	45,000	36,000	36,000
Miscellaneous	716	905	-	-	-
Total Resources	**81,000**	**102,288**	**55,000**	**76,000**	**76,000**
Materials & Services	27,960	8,215	40,100	36,700	36,733
Interfund Payments & Transfers	1,204	1,128	693	1,111	1,078
Capital Outlay	-	19,439	14,207	24,289	24,289
Contingency	-	-	-	13,900	13,900
Total Expenditures	**29,164**	**28,782**	**55,000**	**76,000**	**76,000**
Ending Fund Balance	**$ 51,836**	**$ 73,506**	**$ -**	**$ -**	**$ -**
JOINT (Forfeiture) Trust - Fund 735					
Beginning Fund Balance	$ 1,979	$ 143,222	$ 143,000	$ 110,000	$ 110,000
Intergovernmental	-	-	36,000	54,000	54,000
Fees & Charges for Services	-	78,829	-	-	-
Miscellaneous	159,814	2,353	-	-	-
Total Resources	**161,793**	**224,404**	**179,000**	**164,000**	**164,000**
Materials & Services	18,366	35,324	59,000	110,381	112,770
Interfund Payments & Transfers	205	1,062	51,366	5,640	3,251
Capital Outlay	-	4,870	13,000	5,000	5,000
Contingency	-	-	55,634	42,979	42,979
Total Expenditures	**18,571**	**41,256**	**179,000**	**164,000**	**164,000**
Ending Fund Balance	**$ 143,222**	**$ 183,148**	**$ -**	**$ -**	**$ -**

DEPARTMENT
County Sheriff

Fund Descriptions

General Fund – County Sheriff
Revenues and expenditures for the County Sheriff are accounted for in the General Fund. Revenues received are mainly from federal and state grants and patrol service contracts, and expenditures are for the operations of the department and its programs. These are detailed later in this section.

Sheriff's Reserve Officer's Fund
The Josephine County Sheriff's Office Reserve Program is a non-supported County entity receiving no General Fund support. The Reserve organization is made up of 18 to 30 individuals who donate their time and effort to Josephine County. The Reserve organization is a highly skilled support division trained to assist the Sheriff's Office.

Jail Commissary Fund
The Jail Commissary Fund is used to account for monies received from the inmate phone system. These funds are utilized to enhance conditions inside the jail.

JOINT (Forfeiture) Trust Fund
This fund accounts for the revenue and expenditures related to the County and its associates who investigate illegal drug activities that result in seized property associated with the illegal activities.

DEPARTMENT **PROGRAM**
Sheriff's Office **Administration**

Description

Administration is responsible for the Department planning and research, contracts and records, professional standards and ethics, community relations, and training. Fiscal Services processes more than 6,500 documents in a year. These include: Department payroll accounting, expenditure and revenue accounting, purchasing coordination, and annual budget document preparation. Also responsible for administering human resource management functions including: recruitment/selection, and employee development. This department consists of the Sheriff, Undersheriff, Business Manager, two Administrative Assistants (for the main office and the Jail), and an accounting clerk.

Objectives

- Fiscal Management
- Human Resource Management
- Grant Coordination
- Respond to citizen requests
- Assist Patrol
- Design and set policy

Service Levels	2003-2004 Expected	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Grants Administered	9	9	8	8
Grants Applied For	9	9	8	8
Contracts Administered	11	11	12	12
Total FTE	90.4	90.4	89	89
Invoices Processed	1,500	1,610	1,900	1,900
Telephone Requests	5,300	5,334	5,300	5,300
Timecards Processed	1,200	1,289	1,200	1,200
Efficiency Measures				
Grant/Contract Rec'd	$1,991,110	$2,211,251	$2,304,909	$2,264,484
No. Mgt to Staff	1 to 17.08	1 to 17.08	1 to 16.98	1 to 16.98
Phone request per FTE	2,650	2,667	2,650	2,650
Invoices Process per FTE	750	805	950	950
Timecards Processed per FTE	600	644	600	600
Avg cost per citizen	$5.09	$5.09	$4.51	$4.52
Avg cost per FTE	$2,830	$2,830	$2,764	$3,001
Effectiveness Measures				
Increase Revenue	1%	1%	1.1%	1.3%
Invoices processed w/in Billing cycle	99.5%	99.6%	99.5%	99.5%
Timecard accuracy	99.5%	99.7%	99.5%	99.5%
Citizens who feel very safe, safe and somewhat safe	93%	93%	91%	90%
Service rated by Citizens "Excellent, Good and Fair"	83%	83%	80%	80%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Managed 9 grants
- Managed all financial resources within allocation
- Upgraded computers
- Enhanced the Inmate Cash Account Policy and Procedures
- Sheriff and two Lieutenants continued to assist Patrol
- Enhanced performance measurements
- Business Manager attended Grant Seminar dedicated to law enforcement
- Sheriff taught Junior Achievement at elementary schools
- Created Annual Report to the citizens on service levels

Fiscal Year 2004-2005 Expected Accomplishments

- Continue to always improve customer service to the citizens
- Manage 8 grants. Awarded $317,000 for Homeland Security
- Manage all financial resources for 8 different funds and 32 cost centers within allocation
- Sheriff, Undersheriff and Lieutenants continue to assist Patrol
- Continue to enhance performance measurements
- Trial assessment center for accreditation process
- Create Annual Citizen Report for our service levels
- Negotiated a new labor contract
- Developed an Accident Review Board
- Attended an Employment Law Conference hosted by BOLI
- Assist in the implementation of a County wide Purchasing Card Program

Fiscal Year 2005-2006 Expected Accomplishments

- Manage 8 grants. Awarded $267,153 for Homeland Security
- Receive accreditation
- Manage all financial resources for 6 different funds and 30 cost centers within allocation
- Continue to always improve customer service to the citizens
- Publish annual report on Sheriff's Office web site
- Train all Sheriff's Office employees in customer service
- Make application for at least 2 additional federal grants
- Continue with the implementation of a County wide Purchasing Card Program
- Redesign Sheriff's Office web-site using Project A.
- Attend Employment Law Conference hosted by BOLI

DEPARTMENT **PROGRAM**
Sheriff's Office **Civil**

Description

To promptly and efficiently process and serve court orders for the community. The Civil Division receives subpoenas and other court orders of the court for service on the intended persons. In addition to these services the Civil Division provides fingerprinting for employment and licensing purposes, and processes all the Concealed Weapon Permits and renewals for the County. This department has one full time deputy, one full time clerk and two .4 part time positions that provide clerical and paper service tasks.

Objectives

- Serve subpoenas and court orders
- Respond to citizen requests
- Issue Concealed Weapon Permits
- Provide Fingerprinting Services for employment and licensing
- Provide back-up to Patrol

Service Levels	**2003-2004 Expected**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Paper Service Received	5,700	5,742	5,700	5,700
Criminal Subpoena's	2,400	2,555	2,500	2,500
Personal Service	3,800	3,834	3,800	3,800
*Returned "Not Served"	800	668	600	600
Assist Patrol	150	134	130	130
Telephone Requests	14,000	14,239	14,000	14,000
Walk In Customers	4,600	4,694	4,600	4,600
Permits Issued	800	634	650	650
Citizens Fingerprinted	1,800	1,974	2,000	2,000

***** 19% Decrease from previous year in paperwork not served. This is due to Civil Deputies having take home vehicles. They are able to serve documents to and from work when citizens are most likely to be home. When documents are not served, fees are not collected. The average paper service fee is $35.00

Efficiency Measures				
Paper Process per FTE	2,850	2,871	2,850	2,850
Cost of Process	$44.90	$45.24	$48.09	$47.73
Cost of Phone Request	$18.28	$18.24	$19.90	$19.43
Cost of Walk in Requests	$55.64	$55.34	$60.58	$59.14
Avg cost per citizen	$4.75	$4.74	$5.08	$4.87
Citizen Complaints Sustained	0/0	0/0	0/0	0/0
Avg No. of overtime hrs	10	15	15	15

Effectiveness Measures				
Accuracy rate of data entry For court orders, subpoenas	99%	99.9%	99.5%	99%
Substantiated Citizen Complaints *(Incr/Decr)*	0%	0%	0%	0%
Assist Patrol *(Incr/Decr)*	-10%	-15%	-15%	-15%
Papers Received *(Incr/Decr)*	2%	3%	1%	1%.

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Continued to maintain focus on quality customer service
- Attended the Semi Annual Civil School to learn the newly adopted laws that apply to process serving
- Continued to decrease the amount of time to process concealed weapon permits in order to promote better customer relations with the public
- Trained and utilized some of the employees that were ordered to light duty due to Worker's Compensation claims rather than having them sit at home. Using these employees improved the efficiency in the office as well as allowing time for the regular staff to attend valuable training

Fiscal Year 2004-2005 Expected Accomplishments

- Attended the Semi Annual Civil School to further training
- Procured and installed a stand alone concealed weapon permit system data base that handles the entire process. This system takes the picture of the applicant, accepts input of applicant's personal data, creates the identification permit card (similar to an Oregon Drivers License), and maintains the concealed weapon permit files. This system was purchased as part of a technology grant that the Sheriff's Office was awarded. This will reduce the man hours it takes to create and issue a concealed weapon permit allowing for a more efficient overall office
- Continued to use light duty employees as available and needed to help efficiency in the office fee
- Continued to maintain focus on quality customer service
- Decreased the number of civil processes "not served" by 19%. The use of take home vehicles is a direct result of this. Deputies are able to serve paperwork to and from work, where citizens are more likely to be home at that time, rather than 9 to 5.

Fiscal Year 2005-2006 Expected Accomplishments

- Create I.D. cards with the new concealed weapons permit system and make available to other agencies for a nominal fee
- Continue to assist Patrol when needed
- Utilize the concealed weapons data base system to remind citizens of renewals which will enhance revenue to division and provide a service to the public
- Maintain the decrease trend of paper work "not served"
- Attend semi annual training to further knowledge in legislative updates and the new revised Civil manual
- Improve turn around time on Return of Service to Courts by 3%

DEPARTMENT **PROGRAM**
Sheriff's Office **Crime Prevention Volunteers**

Description
The volunteer program provides assistance to the citizens and the deputies in handling numerous types of incidents. Examples of these incidents are: abandoned auto's, found property, littering, and non-sufficient fund checks. The volunteer program is also geared toward crime prevention through fairs such as the County Fair, Kid's Care Fair, Home Show, Senior Fair, etc.

Objectives
- Assisting Patrol
- Crime Prevention
- Neighborhood Watch

Service Levels	2003-2004 Expected	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Abandoned Vehicles	230	271	271	280
Found Property	10	19	17	20
Littering	15	19	19	20
NSF Checks	50	25	25	30
Vacation Home Checks	0	52	50	50
No. of Volunteers	50	51	50	50
No. of Hours	6,500	6,604	6,759	6,800
Efficiency Measures				
Volunteer Activity/Patrol	10.16	11.4	15.28	16.66
Avg No. hours per volunteer	170	177	180	180

Effectiveness Measures
The volunteers for Josephine County Sheriff's Office spent 6,604 hours, on calls such as abandoned auto, found property, littering, non-sufficient funds checks, and staffing the sub-stations. This is a savings to the County and tax payers of $118,620.

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Gun lock give away at Diamond Home Center
- Crime Prevention Fair at Diamond Home Center and Bike Safety Rodeo at Wal-Mart
- Expanded neighborhood watch to include business watch in the Illinois Valley
- Expended volunteer patrol watch to 5 vehicles. Volunteers patrol Mon-Sat, from 10:00 a.m. to 3:00p.m.

Fiscal Year 2004-2005 Expected Accomplishments

- Seek ways to raise money to pay for new uniforms for volunteers
- Designed and implemented a Volunteer In Policing (VIP) Academy. 32 volunteers graduated from this academy.
- Added community event "Community Day" held at Rogue Community College

Fiscal Year 2005-2006 Expected Accomplishments

- Continue working with Citizens Corps Program
- Recruit additional volunteers, increasing membership from 35 to 50
- Increase Neighborhood Watch in Cave Junction
- Set up Sheriff informational booth twice a month in front of various large stores in the County to promote crime prevention
- Implement another Volunteer In Policing (VIP) Academy

DEPARTMENT **PROGRAM**
Sheriff's Office **Adult Jail**

Description

The Josephine County Adult Jail incarcerates offenders in a humane, professionally sound manner and provides safe and secure operations. This includes quality hiring and in-service training of corrections officers, protecting the public from escape risks, and protecting prison staff, contractors and inmates from violence exposure to the extent possible within budgetary resources. The Jail has an inmate capacity of up to 262 beds; we currently have an inmate to staff ratio of 5 to 1. The Josephine County Adult Jail is currently managed with an inmate population of 140.

Objectives

- Keep prisoners safe, in line and healthy with fairness and efficiently as possible
- Balanced system approach for all offenders
- Reduce exposure to litigation through continued training
- Inmate population control

Service Levels	**2003-2004 Expected**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Total No. of People Booked	4,700	4,710	4,800	4,800
Inmates Released "BAR"				
"Beyond Available Resources"	500	496	450	450
Meals Served	140,000	140,710	153,700	141,000
Average Daily Population				
Male	94%	85%	85%	85%
Female	6%	15%	15%	15%
Josephine County	21%	23%	21%	23%
City of Grants Pass	33%	32%	33%	32%
Oregon State Police	8%	7%	8%	7%
Federal Inmates	12%	12%	12%	12%
Parole/Probation/Court	26%	26%	26%	26%
Total No. Sentenced	32%	41%	32%	32%
Total No. Pre-Trial	46%	46%	46%	46%

Note: Amount needed to make 100% includes federal inmates & fugitives from other states

Efficiency Measures				
No. inmates/FTE staff	1 to 5.00	1 to 5.00	1 to 5.00	1 to 5.00
No. Mgmt to staff	1 to 8.75	1 to 8.75	1 to6.8	1 to 6.8
No. Correction Officers	28	28	28	26
No. of Inmates Housed	140	140	140	130
Cost Per Inmate Annually	$27,308	$25,445	$31,026	$35,874
*Avg Cost Per Citizen	$48.84	$45.50	$54.50	$83.63
Cost Per Inmate Meal	$1.92	$1.92	$1.92	$1.98
Substantiated Inmate Grievances	1	1	0	0
Average No of overtime hrs	1,956	2,179	1,928	1,694
Avg Salary of deputy	$39,902	$39,902	$40,500	$46,092

*Includes City Population

Effectiveness Measures				
Fatalities	0%	0%	0%	0%
Injuries/Assaults to Prisoners	0%	.0004%	.0002%	0%
Injuries/Assaults to Staff	0%	3%	0%	0%
Escapes	0%	0%	0%	0%
Compliance rate w/proff stds	99%	99.2%	99%	99%
Accuracy in Booking Process	99%	99.3%	99%	99%
Inmates Released BAR	5.81%	8.69%	7.69%	10.7%
Substantiated Inmate Grievances	0%	.05%	0%	0%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Continued to achieve a 99% accreditation compliance rating
- Revised policies and procedures
- Revised the Inmate Manual
- Charged inmates a daily rate for their stay
- Decreased extra help hours
- Provided for pastoral visits, church services, Alcoholics Anonymous and Narcotics Anonymous counseling sessions, classes instructed by Community Corrections on cognitive restructuring topics, special classes for female inmates on domestic abuse subject matter, attorney visits, and supervised court appearances (including in-custody arraignment for an estimated 1,400 inmates during the year)
- Served 153,700 meals to inmates in a timely manner so the food was still hot when received
- Provided for the peace and security of the jail (and thereby the community) by controlling individual inmates on a total of 51,100 custody days during the year.
- Received a SCAAP grant for funding of incarceration of illegal aliens convicted of one felony or two misdemeanor offenses

Fiscal Year 2004-2005 Expected Accomplishments

- Received a 99.9% accreditation compliance rating in an inspection by the Oregon Jail Managers
- Continued to receive 100% compliance rating on food service inspections by the Josephine County Environmental Health Department
- Served nearly 141,000 meals to inmates in a timely manner so the food remained hot while served
- Received favorable ratings from inspections by both Immigrations – Customs Enforcement (formerly INS), and the US Marshals Service
- Reduced by three-fourths the number of extra help deputies employed in jail operations
- Provided Inmate Classification Training to staff by hosting the first class on that subject to be taught within the state of Oregon in more than a decade. (Note: 20 deputies from other agencies throughout Oregon attended.)
- Continued the successful GED program for inmates, by offering approximately 150 class during the year to a total of 1,500 students (ten per class)
- Continued to provide the opportunity for 8,320 people to visit inmates during the year
- Provided in-custody court appearances for 2,112 inmates, consuming 1,194 hours of staff time
- Transported 574 inmates to other jails and prisons in Oregon
- Convert video taping from VHS to a digital system. Saving of approx $1,600

Fiscal Year 2005-2006 Expected Accomplishments

- In addition to maintaining strong performances in the areas described above…
- Pursue requests for proposals for a new inmate phone contract that will generate greater earnings for Josephine County
- Continue to seek a reduction in inmate releases "beyond available resources" by developing an even stronger relationship with the Supervisory Authority, so that more inmates are released to alternative custody instead of just being kicked out of jail.
- Conclude work (minor retrofitting) initiated by Risk Management to reduce the number of occurrences of inmates and deputies slipping and falling on the jail's concrete floors
- Inmate Law Library accessible via the internet. Savings of over $3,700
- See to negotiate a new Inmate Telephone Contract. Anticipate increasing revenue to Commissary Fund of approximately $25,000.
- Procure new technology for the Inmate Telephone Contract that will enhance investigations

DEPARTMENT **PROGRAM**
Sheriff's Office **Major Crime Unit**

Description

To respond to community concerns by investigating criminal activity in special operations and investigations. The Major Crime Unit (MCU) shares a supervisor with the Josephine County Interagency Team (JOINT), has three full-time detectives and a clerk that handle primarily child abuse, sex crimes, domestic violence and burglaries. MCU is tasked with handling all homicides, most felonies, which include assault, sex crimes, burglary, child abuse, domestic violence, death investigations and various others.

Homicides average 320 man hours, property crimes 16 hours, sex abuse 40 hours and aggravated theft 120 hours.

Objectives

- Investigate and follow up on specialized criminal activity, primarily felonies
- Conduct investigations after crimes have been committed to identify criminal offenders and develop evidence to be used in prosecutions
- Act as deputy medical examiner
- Provide assistance to Patrol for in-depth investigations
- Reduce exposure to litigation

Service Levels	**2003-2004 Expected**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Homicides	1	5	6	1
Property Crimes	200	201	219	225
Burglaries Investigated	17	43	40	40
Burglaries Reviewed Only	90	95	89	80
Death Investigations	100	110	140	140
Cases Referred to DA	25	27	27	25
Closed By Arrest	12	13	14	12
Recovered Property	8	9	21	20
Phone calls received	6,500	6,523	6,500	6,500
Efficiency Measures				
Case Load per Detective	163	181	141	138
FTEs per 1,000 Population	.056	.056	.055	.053
No. Mgt to Staff	.5 to 4	.5 to 4	.5 to 4	.5 to 4
Avg Cost Per Case	$833	$910	$733	$855
Avg cost per citizen	$6.13	$7.67	$6.61	$7.45
Citizen Complaints Sustained	0/0	0/0	0/0	0/0
Injuries/Assaults to Staff	0/0	0/2	0/0	0/0
Avg No. of overtime hrs	470	552	467	418
Avg salary of detective	$43,644	$43,644	$44,508	$49,668
Effectiveness Measures				
Homicides *(Incr/Decr)*	0%	*200%*	*1%*	0%
Property Crimes *(Incr/Decr)*	*3%*	**9%*	4%	4%
*One Patrol position assigned to MCU to handle primarily property crimes				
Person Crimes *(Incr/Decr)*	2%	**-80%	3%	3%
**Patrol now handles all DHS Referrals				
Substantiated Citizen Complaints *(Incr/Decr)*	0%	0%	0%	0%
Injuries/Assaults to Staff	0%	200%	0%	0%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Reassigned a patrol deputy to detectives to investigate and follow up on property crimes.
- Saved $89,000 by eliminating a Detective Sergeant position through attrition. The current sergeant manages both MCU and JOINT
- Trained a new detective clerk through attrition
- Continued domestic violence awareness training for detectives and patrol deputies
- Upgraded computers to enhance detective time on investigation

Fiscal Year 2004-2005 Expected Accomplishments

- Sought out grant funding for sex crimes, white collar crime and elder abuse
- Continued to enhance interagency relationships
- Continued with patrol deputy assigned to detectives to investigate property crimes and other felonies
- Implemented "stand-alone" intelligence data base in coordination with JOINT and the Department of Justice
- Work with Women's Crisis Support Team to train detectives and patrol in domestic violence interviewing techniques

Fiscal Year 2005-2006 Expected Accomplishments

- Incorporate document scanning to electronic files to save on manual filing by clerk
- Establish an electronic central base for incident report retrieval and information sharing, allowing for better flow of information between investigators
- Consolidate and standardize protocols for the investigation of Deputy Medical Examiner (DME) cases between the County law enforcement agencies, establishing a streamlined approach of information sharing and accurate reporting
- Establish a Josephine County Medical Examiner program in Josephine County, allowing for more flexibility on the part of investigators and DME's in attending autopsies and better communication between investigators the District Medical Examiner. This would also eliminate the need for investigators to spend time and travel to and from the Oregon State Police morgue in Central Point, saving fuel and overtime expenses
- Negotiate an agreement with the Oregon State Department of Human Services whereby Child Welfare workers conduct all child sexual assault interviews with children. This would cut the need to maintain higher levels of training in child interview techniques, cutting staff time in conducting interviews with children and would allow investigators more time to pursue the offenders
- Continue to support and expand the use of retired police investigators in the handling of cold case investigations. This would allow fulltime investigators to concentrate more on current cases. It would also bring us one step closer to solving solvable cases that cannot currently be worked due to new caseload levels
- Seek out grant funding for the expansion of the DNA investigation program offered by the Federal government. This grant pays for the expansion of cold case investigators and the processing of DNA evidence in an effort to solve older unresolved crimes
- Seek a facility for the storage of homicide documents and evidence that will prevent the destruction of the evidence due to the damp and corrosive environment now existing at the current evidence facility

DEPARTMENT **PROGRAM**
Sheriff's Office **Narcotics**

Description

To respond to community concerns by investigating controlled substance activity in special operations and investigations. The Josephine County Sheriff's Office is part of multi-agency narcotics team, called "Josephine County Interagency Narcotics Team" better known as JOINT. This team consists of two detectives from the Sheriff's Office and another from the Grants Pass Department of Public Safety. Additional resources to this team are a District Attorney, an Analyst and clerk provided by the Sheriff's Office. The Narcotics Division is additionally responsible for the supervision and security of the Sheriff's Office Evidence & Property Section; one Property Control Specialist is assigned to Evidence. Two detectives from the Sheriff's Office are 80% funded by a Byrne Grant and the analyst's salary is used as the match. The Sergeant's duties are split between the narcotics team and the major crime u nit. JOINT provides educational meetings to the public on the usage of methamphetamine.

Objectives

- Investigate controlled substance activity
- Respond rapidly to calls for service
- Maintain order and intervene in crises
- Conduct investigations after crimes have been committed to identify criminal offenders and develop evidence to be used in prosecutions
- Reduce exposure to litigation through continued training

Service Levels	**2003-2004 Expected**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Search Warrants Served	48	28	30	30
Meth Labs Seized	44	22	25	25
*Marijuana Plants Seized	6,695	7,891	7,900	7,900
Drugs Seized (gm)	15,000	18,132	198,718	20,000
Arrests/Charges	111/477	54/255	100/470	100/470
Intelligence Reports	577	539	625	625
Educational Programs	12	15	10	10
Phone calls received	2,500	2,641	2,500	2,500

* Lg scale underground marijuana rings with distribution networks set up internationally is a significant problem

Efficiency Measures				
Case Load per Detective	80	63	80	80
FTEs per 1,000 Population	.037	.037	.036	.035
*No. Mgmt to Staff	.5 to 5	.5 to 5	.5 to 5	.5 to 5
Avg Cost Per Case	$4,706	$7,199	$4,391	$4,851
Avg cost per citizen	$6.99	$8.42	$6.41	$6.95
Citizen Complaints Sustained	0/0	0/0	0/0	0/0
Avg No. of overtime hrs	470	552	467	418
Avg salary of detective	$43,644	$43,644	$44,508	$49,668

*Supervises 1 City Detective

Effectiveness Measures				
% Reports Closed By Arrest	30%	30%	30%	30%
Narcotic Street Value Seized	$13,558,512	$13,558,512	$19,479,868	N/A
Search Warrants *(Incr/Decr)*	-50%	-42%	-20%	-10%
Meth Lab Seized *(Incr/Decr)*	-45%	-50%	-50%	-10%
Marijuana Plants Seized *(Incr/Decr)*	15%	18%	15%	20%
Substantiated Citizen Complaints	0%	0%	0%	0%
Injuries/Assaults to Staff	0%	0%	0%	0%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Held 15 drug educational meetings
- Continued the Byrne Grant for two detectives
- Increased seizure of marijuana plants
- Continued collaboration for inclusion into the HIDTA Grant
- Trained a new detective through attrition
- Trained a new Detective Sergeant through attrition

Fiscal Year 2004-2005 Expected Accomplishments

- Continued focus on methamphetamine epidemic in Josephine County
- Continued focus on indoor/underground investigations
- Continued drug awareness educational meetings
- Continued to seek grant funding
- Continued the Byrne Grant for two detectives

Fiscal Year 2005-2006 Expected Accomplishments

- Pursue training in the field of clan lab hazardous material handling. This will reduce the exposure to civil liability against the County for ineffective handling of hazardous waste and liability causing exposure by employees to hazardous and health threatening material
- Seek more efficient systems for handling, storing and disposing of clan lab hazardous waste material. Provide a more secure facility for housing hazardous material which would protect against fire and neighbor contamination
- Provide staff with training in risk management in the area of search warrant service, high risk entry, weapons deployment, private property handling and the application of search and seizure laws. This will cut down on exposure to civil law suits due to inappropriate application of arrest and prosecution procedures
- Seek funding for the purchase of safety equipment for the replacement of ballistic vests for team members. These vests have service life of 5 years and most were given to JOINT by the DEA in 2000.
- Incorporate document scanning to electronic files to save on manual filing by clerk
- Establish an electronic central base for incident report retrieval and information sharing allowing better flow of information between investigators and patrol staff
- Increase enforcement of methamphetamine production laboratories with the help of recently acquired monies form marijuana forfeitures
- Acquire a single raid vehicle, allowing for a safer deployment of personnel during search warrant services, thus reducing officer exposure to physical injury and potential death due to unorganized and chaotic response procedures currently in practice. The funding for this vehicle should be possible with the realization of forfeiture monies acquired in recent marijuana enforcement efforts
- Move intelligence data to an Oregon Department of Justice intel system making it available to authorized persons at any time in a more secure environment

DEPARTMENT **PROGRAM**
Sheriff's Office **Patrol**

Description

Promote the safety of the community and a feeling of security among the citizens. Respond to calls for help, identify and arrest criminal elements, patrol and enforce traffic laws within the County. Patrol deputies are first responders to all emergent and non-emergent calls for assistance. Josephine County is predominantly rural, encompassing 1,654 mountainous square miles with a population of around 56,000. Minimum staffing is 3 deputies per shift. The Sheriff's Office and the Criminal Justice Task Force have a goal of 1.1 Patrol Officer's per thousand population in the next 5 to 10 years. Current staffing is .35 with anticipated staffing of .34 per thousand population scheduled for next year.

Objectives

- Provide public safety to citizens of Josephine County
- Respond safely to calls for service
- Maintain order and intervene in crises
- Control crime and keep the peace
- Prepare for and respond to emergencies
- Conduct investigations after crimes have been committed to identify criminal offenders and develop evidence to be used in prosecutions
- Reduce exposure to litigation through continued training

Service Levels	**2003-2004 Expected**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Calls for Service	60,000	60,184	63,000	63,000
Assault Cases	500	408	636	600
GP Dept of Public Safety		*758*		
Burglary/Theft Cases	2,700	2,795	3,056	2,700
GP Dept of Public Safety		*4,434*		
DUII Arrests	160	168	159	160
GP Dept of Public Safety		*209*		
Traffic Stops w/Cites	1,100	1,171	1,011	1,000
GP Dept of Public Safety		*2,055*		
Traffic Stops w/warnings	4,700	4,761	4,111	4,650
GP Dept of Public Safety		*4,434*		
Alarms Responded to	750	860	769	750
GP Dept of Public Safety		*1,277*		
Efficiency Measures				
Avg Response Time (min)	11:00	11:09 min	11:09	13-15 min
Cops per 1,000 population	.36	.35	.35	.34
GP Dept of Public Safety		*1.54*		
No. Mgmt to Staff	1 to 6.33	1 to 6.33	1 to 6.33	1 to 5.00
Calls per deputy	3,000	3,009	3,150	3,500
Avg cost per incident	$43.63	$45.38	$41.38	$44.71
Avg cost per citizen	$48.64	$50.75	$47.59	$50.51
Citizen complaints Sustained	30/5	36/6	22/4	*30/6
Injuries/Assaults to Staff	4	4	2	2
Use of Force Reports	70	93	**51	50
Avg No. of overtime hrs	1,956	2,955	2,397	1,694
Avg salary of deputy	$39,902	$39,902	$40,500	$46,092

**Lack of manpower for follow-up*
***Standardized Use of Force Form to be in compliance with accreditation standards*

2003-2004	2003-2004 Expected	2004-2005 Actual	2005-2006 Expected	Budgeted
Effectiveness Measures				
Citizens who feel very safe, safe and somewhat safe	93%	93%	91%	90%
Service rated by Citizens "Excellent, Good and Fair"	83%	83%	75%	72%
Substantiated Citizen Complaints *(Incr/Decr)*	20% / 20%	20% / 20%	-53% / -50%	45% / 50%
Injuries/Assaults to Staff *(Incr/Decr)*	1%	0%	-50%	0%
Use of Force Reports *(Incr/Decr)*	30%	33%	-82%	-10%
Response Time *(Incr/Decr)*	2 mins	9 seconds	9 seconds	2 mins%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Revised general orders and began accreditation process
- Obtained grants for new programs and continuation of traffic program
- Continued training reservists to assist patrol
- Continued to work with volunteers to assist Patrol in abandoned vehicles and non-sufficient fund investigations
- Upgraded computers to enhance officer time on patrol
- Procured and issued cell phones to all patrol officers. This enables the deputy to handle phone contacts in the field, thus keeping the deputy on the road reducing response time
- Revised interactive web page for Sheriff's Office

Fiscal Year 2004-2005 Expected Accomplishments

- Maintain level and quality of service amid State and County budget shortfalls
- Continue to seek grant funding
- Continue training Reservists to assist Patrol
- Continue 24-7 Patrol coverage
- Enhance deputies' general knowledge of advanced criminal investigative techniques by training in child sex crimes, homicide and narcotic investigations. Four patrol deputies attended training in the advanced field
- Purchase two Canine's through local donations. One dog is a replacement and one is an addition to the team. Two Canine handlers to attend six week training course at Master K9 school with their dogs
- Purchase three in car video cameras through local donations which helps reduce litigation costs by capturing many contacts such as traffic stops
- Review Department of Human Services (DHS) referrals. First point of contact for any DHS referral for child/senior neglect abuse and sex offenses

Fiscal Year 2005-2006 Expected Accomplishments

- Accomplish accreditation process
- Implement SWAT Team to include purchase of equipment and a training program from forfeiture revenue
- Works towards implementing MDT Program obtained through a Homeland Security Grant
- Continue funding for traffic program to maintain safety on Highway 199 corridor
- Continue to send deputies to the OSP Forensics/Evidence gathering course. Resulting in better collection of evidence which will allow for better investigations of suspects and prosecution
- Maintain 24-7 Patrol coverage
- Continue training Reservists to assist Patrol

DEPARTMENT **PROGRAM**
Sheriff's Office **Records**

Description

To professionally, promptly and efficiently handle calls for service and to maintain the integrity of the records management system. The Records Division is primarily police information and acts as an information-clearing house for the public. All non-emergent phone calls come through this division from 8:00 a.m. through midnight. Records maintains all records of the daily calls for service, crime reports and all other mandated services. Each Records Clerk spends an average of 7 hours with general assistance to the public. The leaves approximately 1 hour per day, per clerk, to complete warrant entry, expungements, sealed records, insurance requests, background checks, copying cases for submission to the District Attorney's Office and case entry of which they are more than 18 months behind. The attention to detail in this division is of the utmost importance.

Objectives

- Assist the general public with concerns, requests, and taking information for police reports
- Manage the law enforcement data system (LEDS)
- Provide copies of reports to the District Attorney's Office for possible prosecution
- Seal and expunge records per Court Orders
- Provide assistance to Patrol in administrative matters
- Enter warrants into LEDS

Service Levels	**2003-2004 Expected**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Telephone Requests	24,000	24,287	26,000	26,500
Walk In Customers	4,700	4,855	5,200	5,300
Incidents Into System	7,600	8,319	8,500	8,500
Police Reports written by Records Specialist	600	*2,478	2,800	2,800

**231% Increase. Staff is taking more reports telephonically in an effort to alleviate the heavy call load on a shrinking Patrol force.*

Efficiency Measures				
Phone Request per FTE	4,800	4,857	5,000	5,300
Police Reports handled per FTE	120	495	560	560
Walk in requests per FTE	940	954	971	1,018
Avg Wait On Phone (min)	2 min	3.5 min	5 min	6 min Est.
Avg Wait Time Counter (min)	5 min	5.5 min	6 min	7.5min Est.
No. Mgmt to Staff	.5 to 5	.5 to 5	.5 to 5	.5 to 5
Avg Cost per citizen	$8.01	$7.26	$7.87	$8.41
Avg Cost per Assist	$10.60	$9.79	$10.14	$10.88
No. of citizen complaints	0	4	3	0

Effectiveness Measures				
Accuracy rate of data entry	99.8%	98.8%	99.8%	99.8%
Police Rpts Written *(Incr/Decr)*	15%	231%	20%	20%
Citizens Assisted *(Incr/Decr)*	28%	8%	8%	8%
Citizen Wait Time *(Incr/Decr)*	25%	25.5%	22.2%	22%
Citizen Complaints Sustained	0%	400%	-33%	0%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Trained two Records clerks through attrition
- Upgraded computers to enhance the retrieval of "real-time" information
- Improved billing methods for copies of records
- Contracted with WINPO to have instant access to DMV photos via the Internet. This is an automatic savings of approximately $1,000 in payments to DMV
- In partnership with the State of Oregon all sex offender registration is handled via the internet
- Improved the archiving of records

Fiscal Year 2004-2005 Expected Accomplishments

- Continue to always improve customer service to the citizens
- Cut the back log in case entry
- Complete accreditation process
- In coordination with Information Technology Dept begin scanning/imaging documents
- 231% Increase in the handling of police incidents telephonically. This helps alleviate the heavy call load on a shrinking Patrol force
- Attendance at FEMA for disaster training for call takers for two employees
- Revised the cash handling policy and procedure

Fiscal Year 2005-2006 Expected Accomplishments

- Have two Records Specialist attend the two week Telecommunications Academy offered by the Department of Public Safety and Standards
- Continue to improve customer service
- Have editing access to the Sheriff's Office web site to consistently update forms, Frequently Asked Questions (FAQ's) and handle incident reports via the internet
- Continue to assist Patrol with incidents reports that can be handled telephonically. The citizen receives an immediate response and the County and tax payers save time with a deputy not needed personal contact

Airports

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06

Note: The Illinois Valley Airport fund was closed into the Grants Pass Airport Fund when the 2004-05 Budget was adopted. The following reflects both airports together for the four year period.

County Airports - Fund 530					
Beginning Fund Balance	$ 70,550	$ 104,998	$ 50,000	$ 112,166	$ 112,166
Intergovernmental	151,749	504,964	612,417	65,000	65,000
Fees & Charges for Services	404,424	230,904	236,520	346,480	346,480
Miscellaneous	23,427	7,100	6,800	3,500	3,500
Interfund Charges & Transfers	12,000	12,000	37,000	37,000	57,000
Total Resources	**662,150**	**859,966**	**942,737**	**564,146**	**584,146**
Personal Services	119,642	94,864	77,165	82,338	82,338
Materials & Services	236,443	93,645	316,137	265,648	265,689
Interfund Payments & Transfers	22,918	27,563	41,318	28,894	28,853
Capital Outlay	178,149	548,043	506,870	85,100	105,100
Contingency	-	-	1,247	102,166	102,166
Total Expenditures	**557,152**	**764,115**	**942,737**	**564,146**	**584,146**
Ending Fund Balance	**$ 104,998**	**$ 95,851**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**3.25**	**3.50**	**2.50**	**1.00**	**1.00**

Grants Pass Airport - Old Fund 530					
Beginning Fund Balance	$ 46,030	$ 70,524	$ -	$ -	$ -
Intergovernmental	151,252	504,964	-	-	-
Fees & Charges for Services	384,095	208,552	-	-	-
Miscellaneous	1,759	6,818	-	-	-
Interfund Charges & Transfers	-	-	-	-	-
Total Resources	**583,136**	**790,858**	**-**	**-**	**-**
Personal Services	90,618	61,139	-	-	-
Materials & Services	227,995	84,814	-	-	-
Interfund Payments & Transfers	15,850	16,723	-	-	-
Capital Outlay	178,149	541,539	-	-	-
Contingency	-	-	-	-	-
Total Expenditures	**512,612**	**704,215**	**-**	**-**	**-**
Ending Fund Balance	**$ 70,524**	**$ 86,643**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**2.45**	**2.45**	**0.00**	**0.00**	**0.00**

Illinois Valley Airport - Fund 531					
Beginning Fund Balance	$ 24,520	$ 34,474	$ -	$ -	$ -
Intergovernmental	497	-	-	-	-
Fees & Charges for Services	20,329	22,352	-	-	-
Miscellaneous	21,668	282	-	-	-
Interfund Charges & Transfers	12,000	12,000	-	-	-
Total Resources	**79,014**	**69,108**	**-**	**-**	**-**
Personal Services	29,024	33,725	-	-	-
Materials & Services	8,448	8,831	-	-	-
Interfund Payments & Transfers	7,068	10,840	-	-	-
Capital Outlay	-	6,504	-	-	-
Total Expenditures	**44,540**	**59,900**	**-**	**-**	**-**
Ending Fund Balance	**$ 34,474**	**$ 9,208**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**0.80**	**1.05**	**0.00**	**0.00**	**0.00**

DEPARTMENT
Josephine County Airports

Fund Description

Airports Fund
The Airports Fund is used to account for the operations of the County's two airports. It was formed from combining the former Grants Pass Airport Fund and Illinois Valley Airport Fund, effective July 1, 2004. The two airports are accounted for separately within this one fund.

The Grants Pass Airport is operated and maintained on money generated through leases. The airport is a facility for the commerce and pleasure of local people, commuting businessmen, and pleasure flying. Expenditures are for operations and maintenance of the facility.

The Illinois Valley Airport was deeded to Josephine County in 1987 from the U.S. Forest Service. It receives a subsidy from video poker funds allocated for economic development. Expenditures are for the operational and maintenance costs associated with the facility.

DEPARTMENT **PROGRAM**
Josephine County Airports **County Airports**

Description

The Grants Pass Airport is located in Merlin, Oregon. Full aircraft service is provided on the field, and there is a 4,000-foot runway, taxiways, medium intensity runway lighting (MIRL), Runway end identifier lighting (REIL), Visual approach slope indicators (VASI), Com. Frequency radio, GPS approach. Aircraft served are primarily single, twin-engine and ultra-light aircraft, helicopters, and smaller business jet charters. The Airport is a well-maintained, and vital link in our county infrastructure and transportation system.

Objectives

Provide aviation services to both locally based and transient aircraft, and continue to contribute to our county transportation system. An awareness of just some of the benefits the airports afford our community will help clarify their role. These are some of the functions provided by the airports to our community.

1. Support for medevac and other emergency flights.
2. Support for cargo Services, next day and second day air parcel service.
3. Oregon State Police, I-5 speed and traffic enforcement.
4. Josephine County Sheriff, J.O.I.N.T drug spotting flights.
5. Correction Dept. transport, transport of correctional facility inmates and personnel.
6. Civil Air Patrol Squadron, search and rescue, military type training for young adults.
7. U.S. Forest Service Inter-Agency Fire Center, forest fires and fire-fighting operations.
8. National Guard training facility and military operations.
9. Animal Control Shelter, county pound facility.
10. SOASTC, treatment center for troubled teens.
11. Experimental Aircraft Assoc., promotion and education in aviation.
12. Support for corporate, business, and general aviation connections in Oregon & beyond.
13. Support for business-related activities and economic development.
14. Service for local general aviation needs.
15. Support for recreational aviation needs.
16. Support for agricultural operations.
17. Support for air taxi and charter flights.
18. Access to remote areas.
19. Access to rural communities.
20. Tourism flights, benefit to local motels, tourist operations, restaurants.
21. Emergency alternatives for en route aircraft in remote areas.
22. To support aviation training activities.

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Federal Grants	$483,464.00	$ 302,417.00	$65,000.00
Rents and Leases	$120,598.34	$ 131,000.00	$ 131,060.00
Gross Fuel Sales	$ 87,953.75	$ 80,000.00	$210,000.00
Airport Traffic	26,100	30,000	30,000
FBO Fuel Customer	2,100	2,500	2,500

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

Began developing written Policies and Procedures
Actively searched for leases for airport property
Recruited Fixed Base Operator
Got airplane tug running
Pilot lounge furniture upgraded
Survey and renumbering and identification of airport tax lots
Completed development of 24 new hangar sites and hangars

Fiscal Year 2004-2005 Expected Accomplishments

Developed long term asphalt maintenance program
Actively searched for lessees for airport property
Complete Grant program Rehabilitate the main aircraft parking apron (overlay)
Rehabilitate the main auto parking lot (overlay)
Working on finishing written policies and procedures
Obtain tractor with brush hog
Completed portion of taxiway relocation
Finish developing written Policies and Procedures
Land clearing and development for heavy heliport port

Fiscal Year 2005-2006 Goals

Continue actively searching for lessees for airport Property
Developed long term County owned hangar maintenance program
Engineering of full-length relocation of taxiway
Conduct Airport Layout Plan update
Asphalt West auto access road to hangar rows
Install automated gate and fencing for associated auto access
Obtain AWOS weather reporting equipment
Clear next area for future hangar development (triangle area)
Comply with new GPS approach requirements
Environmental impact study for Runway extension

Description

The Illinois Valley Airport is located near Cave Junction, Oregon. It is a general aviation airport, with a 5,200-foot runway, medium intensity runway lighting (MIRL). Aircraft served are primarily single, twin-engine and ultra-light aircraft, helicopters, and smaller business jet charters, and the U.S Forest Service for wildfire response.

Objectives

Provide aviation services to both locally based and transient aircraft, and continue to contribute to our county transportation system. An awareness of just some of the benefits the airports afford our community will help clarify their role. These are some of the functions provided by the airports to our community.

1. Support for medevac and other emergency flights.
2. Josephine County Sheriff, J.O.I.N.T drug spotting flights.
3. U.S. Forest Service, forest fires and fire-fighting operations.
4. Support for corporate, business, and general aviation connections in Oregon & beyond.
5. Support for business-related activities and economic development.
6. Service for local general aviation needs.
7. Support for recreational aviation needs.
8. Support for agricultural operations.
9. Support for air taxi and charter flights.
10. Access to remote areas.
11. Access to rural communities.
12. Tourism flights, benefit to local motels, tourist operations, restaurants.
13. Emergency alternatives for en route aircraft in remote areas.
14. To support aviation training activities.

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Federal Grants	$ 0.00	$ 310,000.00	$ 0.00
Rentals	$ 19,109.88	$ 23,300.00	$ 25,420.00
Ground Leases	$ 3,260.47	$ 16,000.00	$1,000.00

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

Selected Engineer for Capital Improvements
Finished visitor kiosk and new tie downs
Developed new nature trail to botanical wayside
Brush removed along runway and Airport entrance road
Development of new hangar sites, two hangars constructed
Completed first round Grant program

Fiscal Year 2004-2005 Expected Accomplishments

Actively searched for lessees for airport property
Complete Grant program, runway slurry, new taxilane, gravel shoulders of runway
Remove trees to clear runway obstruction-free area
Obtained new airport restaurant tenant
Continue Airport signage, replacement and new.
Repainting if Airport buildings as needed

Fiscal Year 2005-2006 Goals

Continue a sound maintenance program
Continue actively searching for lessees for airport Property and Industrial Park
Conduct Airport Layout Plan update
Remove trees to clear approach slope and runway slope obstruction
Remove and relocate VASI equipment 36 end
Complete Airport signage, replacement and new.
Repainting if Airport buildings as needed
Develop new camping area on west side of field

Josephine County, Oregon
2005-06 Operating Budget

County Fairgrounds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Josephine County Fair - Fund 221					
Beginning Fund Balance	$ (74,507)	$ (83,977)	$ 703	$ 703	$ 703
Intergovernmental	40,868	39,200	41,000	41,000	41,000
Fees & Charges for Services	984,505	946,922	1,089,715	1,080,115	1,080,115
Miscellaneous	-	-	-	-	-
Interfund Charges & Transfers	18,000	54,710	50,000	70,976	70,976
Total Resources	**968,866**	**956,855**	**1,181,418**	**1,192,794**	**1,192,794**
Personal Services	$ 272,798	$ 264,017	$ 286,137	$ 279,366	$ 279,366
Materials & Services	757,545	741,991	822,971	837,452	837,276
Interfund Payments & Transfers	18,000	55,398	66,410	70,976	71,152
Capital Outlay	4,500	2,295	5,900	5,000	5,000
Total Expenditures	**1,052,843**	**1,063,701**	**1,181,418**	**1,192,794**	**1,192,794**
Ending Fund Balance	**$ (83,977)**	**$ (106,846)**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**5.50**	**5.00**	**5.00**	**5.00**	**5.00**

DEPARTMENT
Josephine County Fairgrounds

Fund Description

Josephine County Fair
The Fair Board has exclusive management of the grounds and other property owned, leased, used or controlled by the county and devoted to the use of the County Fair, and is entrusted and charged with the entire business management and financial and other matters of the fairground operations.

DEPARTMENT **PROGRAM**
Josephine County Fairgrounds **Administration**

Description

The Fair Department has the exclusive management of the grounds and all other property owned, leased, and administers to the operations of property that is owned, leased, or controlled by the county and devoted to the use of the county fair. The department oversees all management of business, financial and maintenance affairs concerning the properties. The day-to-day operations include facility rentals, organizing event schedules, and planning and organizing the County Fair and Par-Mutuel Horse Racing.

Objectives

To provide the best facility possible with funds generate entirely by the department
Contribute to the economy of our community
Support of 4-H and FFA programs
Plan and organize the annual County Fair
Plan and organize Par-Mutuel Horse Racing
Provide an affordable facility to as many citizens as possible
Host 4H/FFA Jr. Livestock Auction
Oversee all buildings, grounds and vehicle repairs and maintenance
Keep Fairgrounds buildings clean, repaired and serviceable
Contract with general public for facility usage

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Maintain Buildings and Structures	37	38	38
Maintain Vehicles and Rolling Stock	22	22	22
Telephone Request	N/A	N/A	N/A
Contracts/Agreements Written	451	470	470
Invoices/Awards Processed/Paid	4202	4225	4225
Walk-in Customers	N/A	N/A	N/A
Facilities - Public Uses	1545	1550	1550
Facilities - Private Uses	95	100	100
Facilities - Youth Uses	244	250	250
Receipts	1,093,085.00	1,166,184.00	1,193,489.00

Efficiency Measures

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Maintain Buildings and Structures - FTE	3.5	3.5	3
Maintain Vehicles and Mobile Equipment - FTE	3.5	3.5	3
Phone Requests	1.5	1.5	2
Walk-in Customers – FTE	1.5	1.5	2
Contracts/Agreements Written – FTE	1	1	1
Invoices Processed/Paid – FTE	1	1	1
Total FTE	5	5	5

Effectiveness Measures

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Patrons – Public Uses	237,750	237,750	237,750
Patrons – Private Uses	8,100	8,100	8,100
Patrons – Youth Uses	34,300	34,300	34,300
Patrons – Horse Racing	19,000	1,600	N/A
Exhibitors – Fair	2,641	2,641	N/A
Exhibits – Fair	7,722	7,696	N/A
Social Clubs/ Benefits for Community	$215,260.00	N/A	N/A

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Continued pari-mutuel horse racing creating an economic impact of approx. 3-4 million to the area
- Organized and successfully operate the annual County Fair
- Maintained fairgrounds in a clean safe environment
- Offered facilities to public at an affordable price
- Hosted 4H/FFA Auction totaling $253,996.00
- Resurface race track - grant monies
- Rebuild race track fence with slates - grant monies
- Update electrical in R.V. area - grant monies

Fiscal Year 2004-2005 Expected Accomplishments

- Continue to pursue permanent source of funding for Fairgrounds
- Continue par-mutuel horse racing creating an economic impact of approx. 3-4 million to the area
- Organize and successfully operate the annual County Fair
- Host 4H/FFA Auction
- Maintain fairgrounds in a clean safe environment
- Offer facilities to public at an affordable price

The Josephine County Fairgrounds was visited by approximately 310,000 people who attended almost 2000 events.

The events included 16 - 19 days of Horse Racing over a 2 ½ month period. We feel the economic impact of Horse Racing is 3-4 million dollars annually. We employee between 75 and 85 people for Horse Racing.

The annual County Fair was attended by approximately 90,000 people. We have approximately 8,000 exhibits by almost 3,000 citizens plus 4-H and FFA kids participating. The Jr. Livestock Auction was very successful ($287,914.00 with 216 animals auctioned)

The annual County Fair allows many groups (Kiwanis, High School Booster Clubs, Lions Club, etc.) To generate over $100,00.00 for their programs.

The facility is used annually by many non-profit organizations (Options, H.V.H.S. Dinner Auction, Oregon Hunters, etc.) for fund raising purposes.

The facility servers many Senior Citizens groups (Sq. Dancing, Computer Clubs, Antique Car Club) plus doing large community events such as the Home Show, Garden Show and AA Round Up.

We also host numerous Horse Shows, Schooling Shows, Team Penning, Private and Public Meetings, Weddings, Private Christmas Parties, Church groups plus open riding days.

Fiscal Year 2005-2006 Goals

- Continue to pursue permanent source of funding for Fairgrounds
- Continue par-mutuel horse racing creating an economic impact of approx. 3-4 million to the area
- Organize and successfully operate the annual County Fair
- Host 4H/FFA Auction
- Maintain fairgrounds in a clean safe environment
- Offer facilities to public at an affordable price
- Apply for grants that will help improve the Fairgrounds

Josephine County, Oregon
2005-06 Operating Budget

Library Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Library Operating - Fund 205					
Beginning Fund Balance	$ 178,563	$ 232,932	$ 100,000	$ 230,000	$ 230,000
Taxes	497,015	20,490	11,000	5,000	5,000
Intergovernmental	46,739	42,675	43,000	44,700	44,700
Fees & Charges for Services	37,802	8,810	10,300	10,600	10,600
Miscellaneous	27,270	19,950	27,600	21,200	21,200
Interfund Charges & Transfers	1,176,134	1,175,000	1,175,000	925,000	925,000
Total Resources	**1,963,523**	**1,499,857**	**1,366,900**	**1,236,500**	**1,236,500**
Personal Services	1,113,861	791,358	850,559	755,666	740,945
Materials & Services	373,534	262,088	312,615	277,219	291,940
Interfund Payments & Transfers	234,497	229,863	203,726	203,615	203,615
Capital Outlay	8,699	-	-	-	-
Total Expenditures	**1,730,591**	**1,283,309**	**1,366,900**	**1,236,500**	**1,236,500**
Ending Fund Balance	**$ 232,932**	**$ 216,548**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**24.00**	**15.30**	**17.94**	**15.04**	**15.04**
Library Trust - Fund 702					
Beginning Fund Balance	$ 112,081	$ 111,621	$ 100,000	$ 125,000	$ 125,000
Miscellaneous	17,895	13,251	34,100	34,100	34,100
Total Resources	**129,976**	**124,872**	**134,100**	**159,100**	**159,100**
Materials & Services	10,629	6,225	10,000	43,100	43,100
Interfund Payments & Transfers	1,937	2,208	3,362	1,691	1,691
Capital Outlay	5,789	2,101	7,000	-	-
Contingency	-	-	113,738	114,309	114,309
Total Expenditures	**18,355**	**10,534**	**134,100**	**159,100**	**159,100**
Ending Fund Balance	**$ 111,621**	**$ 114,338**	**$ -**	**$ -**	**$ -**
Kaye Jean Turner - Fund 710					
Beginning Fund Balance	$ 1,316	$ 63,776	$ 60,000	$ 59,000	$ 59,000
Miscellaneous	64,271	817	1,500	1,000	1,000
Total Resources	**65,587**	**64,593**	**61,500**	**60,000**	**60,000**
Materials & Services	1,811	4,114	24,000	21,000	21,000
Contingency	-	-	37,500	39,000	39,000
Total Expenditures	**1,811**	**4,114**	**61,500**	**60,000**	**60,000**
Ending Fund Balance	**$ 63,776**	**$ 60,479**	**$ -**	**$ -**	**$ -**

Library Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
George R Borders Memorial - Fund 744					
Beginning Fund Balance	$ 471,901	$ 473,476	$ 100,000	$ 100,000	$ 100,000
Miscellaneous	7,535	10,476	5,000	5,000	5,000
Total Resources	**479,436**	**483,952**	**105,000**	**105,000**	**105,000**
Personal Services	5,000	-	-	-	-
Materials & Services	-	1,459	-	-	-
Interfund Payments & Transfers	960	-	706	-	-
Capital Outlay	-	-	40,000	40,000	40,000
Contingency	-	-	64,294	65,000	65,000
Total Expenditures	**5,960**	**1,459**	**105,000**	**105,000**	**105,000**
Ending Fund Balance	**$ 473,476**	**$ 482,493**	**$ -**	**$ -**	**$ -**

Fund Descriptions

Library Operating Fund
In March of 1995, the Library was granted a three-year serial levy by the voters of Josephine County. Measure 50 was passed in May of 1997 and the 1995 levy became a part of the County's permanent rate. These funds are used for operation of the Main Library in Grants Pass and branch libraries in Cave Junction, Wolf Creek, and Williams. This fund accounts for these monies.

Library Trust Fund
The Library Trust Fund is a special fund for the management of gifts, donations, grants and other supplementary funding for the benefit of the Josephine County Library System. Most gifts are donated to the library for specific purposes and the donors' wishes must be honored. The fund can also be used to account for unrestricted gifts and grants.

Kaye Jean Turner Trust Fund
Mr. and Mrs. Fred Gray established the Kaye Jean Turner Trust Fund as a special Library fund in 1979 in memory of their daughter Kaye Jean Turner. The purpose of the fund is to purchase library materials in the subject areas of art history and art appreciation. The fund regularly receives contributions from the Gray family. No more than one third the principal amount is to be expended annually with the remaining balance to accumulate interest and be added to the principal amount for future use.

George R Borders Memorial Trust Fund
George R Borders established this fund in 1995 as the result of a bequest. The principal is to remain untouched, while the interest may be used for projects to benefit the Main library in Grants Pass.

DEPARTMENT **PROGRAM**
County Library **Library System**

Description

Program Mission Statement: The Josephine County Library System enriches people's lives by providing access to ideas, information and experiences. The Library System's purpose is to provide high demand, high interest materials in a variety of formats for persons of all ages.
The "system" is the organization developing, overseeing and coordinating shared services to four distinct communities: the Main Library in Grants Pass, the Illinois Valley Branch in Cave Junction, the Williams Branch and the Wolf Creek Branch. The system exemplifies the whole being greater than the sum of its parts by extending staff expertise and shared resources to remote locations. It expands services by developing the "big picture" such as the extensive resources available via SOLIS, the 700,000 item automation consortium, state-wide activities as the children's summer reading program, staff training, and providing consistent services and programs.

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Current tax revenue per capita**	$15.18	$15.12	$11.77
Book collection/per capita	154,000/1.95	153,000/1.94	150,000/1.9
Audiovisual items:			
(5,000 adequate, 10,000 excellent.)*	8,167	8,174	9,000
Public Internet Stations:			
(1 per 2.500 pop. = 31)*	27	27	27
Checkouts			
Per Year	479,268	481,000	483,000
Per Hour	124	127	129
Per Week	10,300	9,217	9,288
SOLIS – Lent/Borrowed by Jo. Co.			
(including in checkouts)*	64,000/70,000	64,000/70,000	64,000/70,000
Library space per capita			
($54{,}500ft^2/.72ft^2$)*	.3	.3	.3
Reference Questions	31,725	30,000	30,000
Children's Programs/Attendance	229/5772	229/5,800	230/6,000
Ore. Standards – Staffing per 1,000:			
Threshold is .33 FTE/1000 = 26 FTE			
Adequate is .4 FTE/1000 = 31.6 FTE	16.6 FTE	15.8 FTE	15 FTE
Excellent is .5 FTE/1000 = 39.5 FTE			
Total Main & Branches Open Hours	3,750	3,750	3,750
Service	5 days/75 hrs	5 days/75 hrs	5 days/75 hrs
(Adequate is 60 hrs/wk in at least one building)*	31 hrs	31 hrs	31 hrs

* - Oregon State Standard
** Population 20002/03–77,650, 03-04 – 79,030

Effectiveness Measures:

Volunteers as a % of all workers – average 2.5FTE/yr	14 %	14 %	15 %
Turnover/use rate of collection	3.1	3	3

Quality/Output Measures

People visiting libraries each year	210,433	204,000	204,000
People visits per hour	56	54	54
Checkouts per capita	6	6	6
No. of Media articles	50	50	50

Program Accomplishments and Goals

- Maintained quality of core services within constraints of less money, less staff, less hours, fewer books, materials and programs.
- Continued SOLIS participation, utilization of POLARIS upgrades, implemented phone notification to save postage on notices of holds/overdues, consider collection agency for prompter handling of extended overdue items and unpaid fines and fees.
- Continued Fish! Customer service philosophy.
- County Survey reported continued highest county ratings- 66% used the library and 95.5% service rating good to excellent
- Continued review of services, methods, ways & means for efficiency and effectiveness.
- Developed reorganization options for staff assignments and variable work load with or without levy Fiscal Year 2003-2004 Accomplishments
- for 2004/05. Worked with Library Board and BCC to get 20 cents 3-year levy on the May 2004 ballot, sooner than the originally projected November 2006 ballot. Levy lost by same margin as lost in November 2002- 48% yes to 52% no. Library Long Range Planning Task Force created by Library Board to review financial options for stable funding, develop plan.
- Continued working well with Library Friends groups and Library Foundation.
- Continued positive and frequent media coverage.

Fiscal Year 2004-2005 Expected Accomplishments

- Maintained quality of core services.
- Continued SOLIS participation, worked on email notification, as option of phone notification for holds/overdues.
- Implemented collection agency services via SOLIS, improving efficiency and promptness of collecting long overdue materials and debts.
- Continued quality customer service program.
- Maintain high rating in County Survey for customer satisfaction/frequent use- No survey this year.
- Implemented organizational/work assignment changes for continuing efficiencies.
- Developed planning program to determine services, stable funding to provide and maintain them and plan to implement it.
- Had a BearFest sponsored bear for library visibility that earned $4,750 for the Library Foundation's special projects.
- Continued ongoing review/revision of policies and practices; plan for management vacancy due to retirement.
- Continuing good relationship with Library Friends groups (over $12,000 given this year) and Library Foundation. (received estate).
- Continue positive and regular media coverage.

Fiscal Year 2005-2006 Proposed Accomplishments

- Continued SOLIS participation.
- Review/consider self-checkout machines for service efficiency and operations savings.
- Maintain quality of core services.
- Continue quality customer service program.
- Continue ongoing review/adjustments/changes of services/policies/procedures/organization for efficiencies and effectiveness.
- Get BCC support and approval of the goals developed by Library Board Planning Project; implement the goals, which may include establishing a District.
- Strengthen relationship with Library Friends groups and the Library Foundation.
- Explore/develop community partnerships for mutual benefits and community visibility.
- Expand community awareness and appreciation of library services.
- Continue positive and regular media coverage.
- Continue ongoing staff training.

Page Intentionally Blank

Josephine County, Oregon
2005-06 Operating Budget

County Parks

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Parks Operating - Fund 260					
Beginning Fund Balance	$ 30,092	$ 1,434	$ 36,000	$ 100,000	$ 100,000
Intergovernmental	360,816	366,495	246,781	175,293	241,680
Fees & Charges for Services	408,726	474,098	449,801	634,987	568,600
Miscellaneous	2,010	154,699	123,301	3,704	3,704
Interfund Charges & Transfers	49,022	55,000	25,000	50,000	50,000
Total Resources	**850,666**	**1,051,726**	**880,883**	**963,984**	**963,984**
Personal Services	499,147	391,914	444,605	375,134	375,134
Materials & Services	216,650	264,127	258,240	386,822	386,998
Interfund Payments & Transfers	123,960	145,544	147,674	145,028	144,852
Capital Outlay	9,475	99,631	30,364	17,000	17,000
Contingency	-	-	-	40,000	40,000
Total Expenditures	**849,232**	**901,216**	**880,883**	**963,984**	**963,984**
Ending Fund Balance	**$ 1,434**	**$ 150,510**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**7.80**	**7.00**	**6.75**	**6.75**	**6.75**

DEPARTMENT
Josephine County Parks

Fund Description

Parks Operating Fund
The Parks Operating Fund was established to account for the revenues and costs associated with maintenance of the county's park lands, campgrounds, Rogue River boat ramps, accesses to the Applegate River and Lake Selmac, the Granite Hill Cemetery and the Illinois Valley Pool.

Description

Josephine County Parks program is responsible for the operation, management, and administration of the County Parks system. The Parks system is made up of seven camping parks, three day use parks, four recreation/nature areas, fifteen boat ramps, and one cemetery.

Josephine County Parks, having 363 overnight campsites, generates approximately $8 Million dollars in ancillary spending, contributing to the economic stability of Josephine County.

Objectives: Provide quality leisure experience for the residents of Josephine County and their guests.

Service Levels

	2002 Season	2003 Season	2004 Season
Operate and Maintain as listed above	1400 + acres	1400 + acres	1400 + acres
Operate and Maintain campsites	368	378	378
Fee envelopes received and processed	3,400	4,556	4,715
Reservations taken	5,000	5,695	5,894
Receipts	$375,000	$396,521	$410,698

Efficiency Measures

6.75 FTE operate and maintain the output measures listed above.
10 Seasonal employees working 212 man weeks between March 1and September 30 for 2004 season.

Effectiveness Measures
Fee envelopes increased by 25% in 03.
Overnight camping reservations increased by 12% in 03.
Receipts increased 5% in 03.

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Improved inventory control system.
- Streamlined reservation system and cemetery record keeping.
- Researched grants and other funding methods.
- Met safety standards.
- Evaluated stored records and purged records in accordance with disposition status.
- Obtained State Marine Board grant for restrooms at Lake Selmac.
- Increased park usage.
- Continued to provide quality recreation experience.
- Completed new playground for Lake Selmac.
- Completed ADA walkways at Lake Selmac Mallard Loop.
- Completed repair of facilities damaged by Fire Camp at Lake Selmac.

Fiscal Year 2003-2004 Accomplishments

- Maintained the quality of service provided during transition of retirement of four long-term employees.
- Began and completed installation of seven CXT vault toilets purchased with grants from Oregon State Marine Board, as well as Oregon Fish and Wildlife.
- Added one large event at Lake Selmac.
- Continued to search for stable funding for Tom Pearce Park.
- Improved the reservation system by eliminating one step from the reservation procedure, thus serving to streamline process.
- Obtained grant from State Parks for addition of four shower stalls at Lake Selmac bathhouse.
- Increased park revenue.

Fiscal Year 2004-2005 Projected Accomplishments

- Move the Lake Selmac Mallard Loop camp host, to improve aesthetics.
- Do fuel reduction, where needed, in all parks.
- Provide Concessionaire Disc Golf Course at Tom Pearce, as effort to start stable funding.
- Finalize the addition of three more large groups to hold events at parks.
- Continue to improve reservation system.
- Establish a Horse Camp area at Lake Selmac
- Work with BLM on trail system for Illinois Valley, with Lake Selmac as a starting place.
- Establish a partnership with Cycle Oregon for 2004 event, with stops at Wolf Creek and Lake Selmac.
- Add 200 amp service to large event field at Lake Selmac.

Commission for Children and Families

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Commission on Children and Families Trust - Fund 720					
Beginning Fund Balance	$ 174,302	$ 126,421	$ 147,120	$ 59,598	$ 59,598
Intergovernmental	572,756	502,502	541,964	517,853	517,853
Fees & Charges for Services	74,722	840	20,000	25,000	25,000
Miscellaneous	2,114	2,565	7,350	2,600	2,600
Interfund Charges & Transfers	178,715	231,942	3,000	-	-
Total Resources	**1,002,609**	**864,270**	**719,434**	**605,051**	**605,051**
Personal Services	158,485	135,460	144,989	147,260	147,260
Materials & Services	401,384	307,923	329,991	282,110	282,101
Interfund Payments & Transfers	316,319	235,226	181,493	142,818	142,827
Intergovernmental Payments	-	31,826	36,665	3,000	3,000
Capital Outlay	-	-	400	900	900
Contingency	-	-	25,896	28,963	28,963
Total Expenditures	**876,188**	**710,435**	**719,434**	**605,051**	**605,051**
Ending Fund Balance	**$ 126,421**	**$ 153,835**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**2.50**	**2.00**	**2.00**	**2.00**	**2.00**

DEPARTMENT
Commission for Children and Families

Fund Description

Commission on Children and Families Trust - Josephine County Commission on Children and Families was established in 1990 and based on State Legislative Mandate. The Board of County Commissioners appoints the Commission members. The activities of the Commission are to develop strategic plans for issues affecting our children and families, advocate for and support the healthy development of children in Josephine County, and recommend allocations of state, federal, and private funds to programs serving children and families.

DEPARTMENT **PROGRAM**
Human Services **Commission for Children and Families**

Description

The Commission for Children and Families is a state-mandated program. The purpose is to promote wellness for children of all ages and their families. The Commission serves as an advisory board to the Board of Commissioners in developing a coordinated comprehensive plan, allocating state and federal funding to county and non-profit service providers, developing an early childhood system, and in monitoring and reviewing outcomes of services.

Objectives

- Assessing conditions for children ages 0 to 18 and their families in Josephine County
- Facilitating a community plan to address needs
- Development of overall goals, strategies and evaluation processes
- Review and update of implementation of community plan
- Allocation of state and federal funds to services identified in the plan
- Assisting agencies and community groups in developing funding, revising program operations, and/or coordination to meet planning needs
- Organize all services available for young children into a system of care including childcare, pre-school programs, parenting, and health programs.
- Monitoring and evaluating programs funded through the Commission

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
95% of programs providing services to school aged youth will participate in partnership team coordination efforts	80%	65%	65%
80% of programs providing services to preschool aged children and their families will participate in early childhood coalition activities	92%	92%	95%
Completion of Phase 3 of the Community Comprehensive Plan	Completion by June 30, 2004		

Effectiveness Measures

Increase in school attendance for 6th-8th graders	3%	22%	10%
Reduction of child abuse in families with Pre-school aged children	6%	0%	3%
Reduction in juvenile arrests	13.5% increase	data not available	10%
Increase in positive youth development services	3%	36%	0
Increase in youth accessing services	2%	6%	0
Increase in community resident involvement in Commission sponsored activities	-10%	10%	10%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Completion of Phase III of Community Comprehensive Plan for Children, Youth, and Families
- Developed annual community report on conditions affecting youth.
- Coordinated and supported positive youth development services
- Created measurement process to measure increase in parenting support
- Contracted, monitored, and evaluated 25 programs
- Organized 3 community events and 5 neighborhood events

Fiscal Year 2004-2005 Expected Accomplishments

- Development of measurement process for 19 community goals
- Assistance in grant writing to support 3 community programs; Boys and Girls Club, School District #7 and Three Rivers School District, Child Care Resource and Referral Network, Josephine County Branch of the Oregon Association for the Education of Young Children
- Contracting, monitoring, and evaluation of 30 programs
- Organized 3 community events and 8 neighborhood events

Fiscal Year 2005-2006 Goals

- Identify and support model programs and best practices programs for children and youth
- Promote parenting classes and supports for all parents and increase parent participation in classes and supports by 25%
- Assistance in grant writing to support 3 community programs.
- Contracting, monitoring, and evaluation of 15 programs
- Organizing 4 community events and 10 neighborhood events
- Increase information on youth and early childhood services utilizing the County web site

Public Health

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Public Health					
Intergovernmental	$ 927,237	$ 913,645	$ 832,964	$ 852,913	$ 852,913
Fees & Charges for Services	948,464	1,017,990	1,316,017	1,241,877	1,241,877
Miscellaneous	52,598	205,505	124,570	86,092	86,092
Interfund Charges & Transfers	194,759	-	-	-	-
Total Resources	**2,123,058**	**2,137,140**	**2,273,551**	**2,180,882**	**2,180,882**
Personal Services	1,970,997	1,892,186	2,007,280	1,932,386	1,932,386
Materials & Services	353,245	426,233	426,092	381,953	395,253
Interfund Payments & Transfers	294,462	307,923	335,435	393,998	393,685
Intergovernmental Payments	17,265	102,445	179,638	115,000	115,000
Capital Outlay	26,869	42,142	13,981	11,481	24,911
Debt Service	26,666	2,124	29,000	27,000	27,000
Total Expenditures	**2,689,504**	**2,773,053**	**2,991,426**	**2,861,818**	**2,888,235**
Resources Required	**$ 566,446**	**$ 635,913**	**$ 717,875**	**$ 680,936**	**$ 707,353**
Budgeted Full-Time Equivalents	**37.89**	**30.59**	**33.53**	**33.13**	**33.13**

Note: The Budget Committee reduced the Proposed Budget by removing $10,688 from the Reproductive Health Program to arrive at the Approved Budget reflected above. When the budget was adopted, the $10,688 was restored to the Public Health Department in the Communicable Disease Prevention Program.

General Fund - Adult Jail Health Clinic					
Fees & Charges for Services	$ 15,329	$ 18,232	$ -	$ -	$ -
Intrafund Charges & Transfers	-	-	468,623	484,211	484,211
Total Revenues	**15,329**	**18,232**	**468,623**	**484,211**	**484,211**
Personal Services	297,988	332,909	361,968	378,186	378,186
Materials & Services	196,926	95,321	91,467	91,661	91,661
Interfund Payments & Transfers	2,333	16,162	15,188	14,364	14,364
Total Expenditures	**497,247**	**444,392**	**468,623**	**484,211**	**484,211**
Resources Required	**$ 481,918**	**$ 426,160**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**4.29**	**4.50**	**4.55**	**4.55**	**4.55**

DEPARTMENT
Public Health

Fund Descriptions

General Fund – Public Health
The Public Health Department of the General Fund accounts for all revenues and expenditures of Administration, Animal Control, and Environmental and Public Health. The details of these operations are explained later in this section.

General Fund – Adult Jail Health Clinic
The Public Health Department also operates the Adult Jail Health Clinic and bills the Sheriff's Office for the cost of operating the clinic.

DEPARTMENT **PROGRAM**
Public Health Administration

Description

Creative and innovative leadership to provide access to quality services for a healthy community.

Objectives

- Protect the public's health and environment.
- Assure the access and availability of health services in our community.
- Administer and enforce all Division statutes and mandates advocating for strong public policy.
- Provide Department services based on strategic plans that stress community input and customer responsiveness.
- Provide leadership to Department Advisory Boards to insure public input for program planning and implementation.
- Maintain a highly skilled workforce to insure quality service delivery.
- Annually develop a budget plan utilizing performance-based budgeting.
- Monitor State and Federal Legislative issues that impact department service delivery.
- Promote community collaborations with stakeholders to promote access and availability of Public Health services.

Identified mandates:
ORS 431.416, OAR 333-014-0050 (1)
Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Efficiency Measures			
Actual # of Managers (including Administrator) for all programs	5:30	5:30	5:29
Ratio: Managers: Staff	5:44	5:43	5:40
Effectiveness Measures			
Response to complaints received by end of next working day	90%	90%	95%
Minimum number of CLHO monthly meetings administrator will attend each year	NA	9	10

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Our Department experienced a successful transition of the new Public Health Administrator.
- Finalized the Public Health Bioterrorism Emergency Response Plan.
- Finalized revisions of Public Health’s roles/responsibilities in the County Emergency Response Plan.
- Incident Command Training provided for all Public Health staff.
- Enhanced Public Health emergency response and availability by initiating an after-hours answering service.
- Developed improved tracking of Environmental Health inspections.
- Developed draft plans for the relocation of Public Health to the empty hospital emergency room
- Transitioned Community Action from Public Health to Mental Health.

- Increased temperament testing and adoption rates at the Animal Control Shelter

Fiscal Year 2004-2005 Expected Accomplishments

- Moved the Public Health Department to the remodeled Dimmick emergency room building.
- Strengthen enforcement of regulations related to temporary restaurants.
- Increase the availability of the Animal Control office staff to respond to community needs.
- Hired new Animal Control Supervisor to start work in May.
- Continue to provide cost effective medical services to County inmates.
- Provide improved access for immunizations and clinic services by increasing the availability of drop-in services.

Fiscal Year 2005-2006 Goals

- Strengthen enforcement of regulations related to temporary restaurants licensing.
- Increase the availability of the Animal Control office staff to respond to community requests.
- Increase Animal Control Shelter hours of operations to include Saturday mornings.
- Continue to provide cost effective medical services to County inmates.
- Maintain access for immunizations and clinic services by continuing drop in services during department hours of operation.
- Collaborate with other county departments to investigate feasibility for implementation of mandatory drug and alcohol testing program.
- Re-implement Breast and Cervical Cancer Program-act as case manager for Josephine and Klamath Counties.
- Continue to work with community partners to provide outreach to Hispanic speaking population.
- Continue to provide co-oversight with Jackson County for the HRSA Regional Preparedness program.

Description

Mission Statement:
To promote a safe and healthy environment for our community and its animals.

Objectives

Program Purpose:

- Maintain a clean and disease free environment for sheltered animals.
- Enforce Animal Regulation and Protection State laws, Local Ordinances and Mandates.
- Respond to all animal bites that could transmit rabies.
- Provide a rehabilitation shelter and adoption program for sheltered animals.
- Provide inoculations for adoptable animals.
- Prioritize all Mandated Services to ensure the availability of adequate resources for response to:
  - Dog bites and rabies control.
  - Humane complaints.
  - Livestock chased, injured or killed by dogs.
  - Dog nuisance trespassing.
  - Dog nuisance barking.
  - Maintain an effective licensing program.
- Develop a rehabilitation program which includes a responsive shelter.
- Create a sense of community ownership.

Identified Mandates:
ORS 609
Order in 1984
Local Ordinance 92-9 amended by Local Ordinance 96-1

Service Levels

Efficiency Measures/Productivity

Indicator	FY 2003/04 Actual	FY 2004/05 Expected	FY 2005/06 Budgeted
Service Level, Outcomes			
# of field service hours to public	8hrs/5 days	8hrs/5 days	8 hours/5 days + Saturday hours
# of shelter hours open to public	4hrs/5 days	7 hrs/5 days	7 hrs/5 days
# of veterinary offices selling dog licenses	8	8	9
# of humane complaints responded to	59	75	80
# of dogs licensed	9,100	9,000	9200
# of dogs sheltered	1,177	1,360	1500
# of dogs adopted	387	415	500
# of dog bites	182	185	195
# of livestock complaints responded to	68	82	90
# of barking dogs and trespass complaints	715	1343	1400
# of dogs redeemed by owners	210	304	350

# of dogs euthanized	580	638	650
# of cats sheltered	N/A	1218	1300
# of cats adopted	148	154	160
Volunteer FTEs	2 FTE	1.5 FTE	10 FTE
Ratio of dogs adopted to dogs euthanized	387:580	415:638	500:650
% change in adoptions over previous year	22% increase	7% increase	17% increase

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

$ Continue development of a progressive adoption program using Animal Protection and Regulation's Advisory Board and volunteers.
$ Continue to create a sense of community ownership for new adoption program.
$ Continue to institute a Fostering Program for the shelters adoptable animals.
$ Continue fine-tuning website for Animal Protection & Regulation.
$ Working in conjunction with other State, County & Private agencies to find homes for adoptable animals.
$ Working through volunteers to enhance community involvement with animal care.
$ Conduct temperament testing to improve the quality of our adoptable animals.

Fiscal Year 2004-2005 Expected Accomplishments

$ Continue development of a progressive adoption program utilizing existing volunteers.
$ Continue to create a sense of community ownership for new adoption program.
$ Continue to institute a Fostering Program for the shelters adoptable animals.
$ Continue fine-tuning website for Animal Protection & Regulation.
$ Working in conjunction with other State, County & Private agencies to find homes for adoptable animals.
$ Working through volunteers to enhance community involvement with animal care.
$ Conduct temperament testing to improve the quality of our adoptable animals.
$ Open Animal Shelter 7 hours a day, 5 days a week.
$ Purchase and implement a new licensing program that will replace an old software program.

Fiscal Year 2005-2006 Goals

- Increase hours open to public to include some hours on Saturdays.
- Provide animal control officer coverage from 8:00 a.m. to 10:00 p.m. five days a week.
- Implement new licensing and shelter management program for Health Department and Animal Shelter.
- Create an active volunteer program in order to increase adoption activities and open shelter for hours on weekends.
- Enhance fostering program for adoptable animals to increase number of animals in foster care.
- Complete orientation for new animal control supervisor.

Description

Mission Statement:
Provide prevention and treatment services to the community to minimize exposure, reduce the incidence of communicable disease, and assist in maintaining the health of those living with a communicable or preventable disease.

Objectives

Program Purpose:
To ensure a minimum of preventable illness, disability, and premature death in Josephine County residents.

- For the Communicable Disease Program, to reduce the incidence of sexually transmitted infections and other reportable communicable diseases through prevention, early diagnosis, treatment and investigation.
- For Emergency Preparedness, to reduce community risk during and after a disaster through updating and modifying the Health Department's disaster response plan and relevant countywide plan annexes.
- For the HIV/AIDS Program, to reduce the incidence of HIV infection through HIV education, counseling/testing, and the provision of case management for HIV-positive residents of Josephine County.

Programs included:
STD, CD, HIV/Bioterrorism

Identified Mandates:
Infectious disease reporting, investigation and control: OAR Chapter 333, Division 18 & 19; ORS 431.150, ORS 433.006, ORS 431.416(2)(a)
Public health measures and quarantine: ORS 431.106-135
Tuberculosis investigation and control: ORS 437.005-030
Infection control requirements for occupational exposures to bloodborne pathogens: OAR 333-012-0300
Infection control training of staff per OSHA rules: OAR 333-012-0310
Investigation of Sudden Infant Death Syndrome cases: OAR 333-019-0039
Ryan White/HIV: ORS 431.830, 430.150, 433.006; OAR 333-014-00050(2)(a), 333-019-0031

Service Levels

Indicator	FY 2003/04 Actual	FY 2004/05 Expected	FY2005/06 Budgeted
Service Level, Outcomes			
CD/STD/TB:			
Sexually transmitted disease investigations	180	206	210
Communicable disease investigations	185	232	250
Communicable disease calls received and action taken	950	1270	1200
Clients diagnosed with active TB	1	1	2
Clients provided with TB meds	5	10	10
HIV:			
HIV counseled and tested	110	124	130
Clients served in HIV Ryan White Program	35	37	40
Education provided to individuals and groups	52	50	50
Service Quality Effectiveness, Outcomes			
CD:			
Percent of cases investigated within required ORS time frames	100%	100%	100%
Percent of active TB cases discharged completing therapy	100%	100%	100%
Percent of contacts and known TB infections (LTBI) completing recommendations for preventive therapy	80%	85%	85%
HIV:			
Percent of tested clients returning for results	75%	85%	95%
Percent change in number of Ryan White case management clients over the previous year	+1%	+3%	+3%
Bioterrorism			
Percent of time that Department staff response to emergency call backs is less than one hour	N/A	100%	100%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Developed plans for agency response to specific biohazard agents including smallpox, anthrax and plague.
- Marketed family planning clinic services in local theaters utilizing state grant dollars.
- Served 80 methadone clients per contractual agreement with Jackson County Methadone Program, until the program was discontinued 3/1/03.
- Investigated N. Meningitis case in a long-term care facility.
- Provided extensive investigation and education alert on a rabid fox that bit a community resident as she sat in her home. Required quarantine of an exposed, unvaccinated family pet.
- Developed information update on SARS for local health care providers.
- Developed power point presentations on bioterrorism and West Nile.
- Conducted several media interviews on specific communicable disease issues.

Fiscal Year 2004-2005 Expected Accomplishments

- Conducted mass flu vaccination clinic at the Fair Grounds. Over 700 peoples were vaccinated in 6 hours.
- Participated in actual emergency events such as the Redwood Fire.
- All Health Department employees were trained in ICS and NIMS. ICS is now included in the Josephine County plan. Management staff has exercised and implemented ICS as an internal management tool.
- Implemented major public health influenza education campaign and clinics; distribution and redistribution of vaccine to private health care providers within the county according to CDC mandated prioritization guidelines due to limited vaccine supply.
- Developed Bordetella Pertussis fact sheet, PSAs, Information and Guidelines for Physicians, and letter to health care providers; Conducted extensive field investigation and distribution of appropriate prophylaxis; Conducted additional clinic for under vaccinated high risk children in response to Pertussis outbreak.
- Conducted extensive food borne illness investigation of over 100 victims requiring 74 public health staff hours. A second food borne illness investigation of a private catered party of 37 victims requiring 19 public health staff hours.
- Conducted investigation of Neisseria Meningitis case that included investigation and education of high school staff, parents and students; assured prophylaxis to all close contacts.
- Began implementation of HIV 1/2 OraQuick Rapid Testing, which allows clients to received results in 20 minutes, therefore all clients receiving OraQuick now receive results.

Fiscal Year 2005-2006 Expected Accomplishments

- Public education for West Nile Virus (WNV) including coordination with county physicians and veterinarians, PSAs to all media sources; rapid testing of humans, birds and horses as indicated by seasonal mosquito activity.
- Implementation of the “Healthy Traveler” program, which is administration of travel vaccines and education for county residents.
- Prevention of communicable diseases within households through contact investigation and targeted education.
- Conduct education classes for Ryan White clients including nutrition, finance and mental/emotional health issues.
- Collaborate, exercise and participate in all HRSA regional Bioterrorism preparedness activities.
- County will complete a tabletop, functional and full-scale Bioterrorism drill.

Description

Mission Statement:

To promote physical, social and mental well being of inmates housed in the adult and juvenile county corrections facilities.

Objectives

Program Purpose:

All inmates shall have access to essential and emergency health care, dental care and mental health services while incarcerated at the facility.

- To reduce the incidence of communicable disease, all inmates in the adult facility will receive a physical assessment and tuberculin skin test within 14 days of incarceration, unless received previously during the year.
- To maximize the health potential of inmates, all will be assessed for chronic illness and disease and necessary medications will be ordered or resumed.
- To promote inmate safety, all inmates exhibiting suicidal ideations will be referred to a mental health therapist for assessment.
- To ensure compliance with Board of Pharmacy, Drug Enforcement Agency (DEA), Clinical Laboratory Improvement Amendments (CLIA), Oregon State Board of Nursing and records retention laws, quality assurance systems will be developed for the adult jail clinic and juvenile facility, as relevant.
- To ensure receipt of essential health care services, all adult inmates who submit a Kite medical request form to clinic staff and will be seen within 72 hours of their request.

Identified Mandates:

- Lab Procedures - ORS 438.010, 438.420-435
- Board of Pharmacy - OAR 855-41-0170 through 855-41-0177
- Nursing Scope of Practice - OAR 851-045-0000 through 045-0010
- Inmate Health Services - ORS 423.020

Service Levels

Service Level, Efficiency Measures/Productivity	FY 2003/04 Actual	FY 2004/05 Expected	FY 2004/05 Budgeted
# Inmates seen in the jail clinic	2200	3540	3600
# Juveniles seen at juvenile clinic	125	200	215
# Inmate physical assessments in jail clinic per month	45	88	95
# TB skin tests performed in jail clinic per month	40	58	65
# Mental health referrals from jail clinic annually	84	310	400
# Transfers for medical services from jail	12	65	70
# X-rays of jail inmates	50	55	60
# Medical request forms received from inmates (Kites)	2400	2500	2500
#Federal and INS inmates who received medical care	275	260	265
# of nursing hours/wk spent at juvenile facility	10	9	9
Service Quality Effectiveness, Outcomes			
Percent of adult inmates who received physical exams within 14 days	95%	95	99%

Percent of adult inmates who received TB skin tests within 14 days	95%	98%	98%
Percent of inmates who received health education during physical assessment	99%	99%	100%
Percent of inmates who received assessment within 72 hours of medical request	99%	99%	99%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Create risk management advisory team
- Develop tracking system for inmate accounts & federal prisoner expenses
- Explore improving efficiencies by changing to bubble pack medications.
- Continue moving towards accreditation.

Fiscal Year 2004-2005 Expected Accomplishments

- Maintain tracking system for inmate accounts and federal prisoner expenses.
- Maintain CPS Pharmacy contract, and monitor pharmacy costs on a monthly basis.
- Continue moving toward meeting correctional facility standards of care.

Fiscal Year 2004-2005 Expected Accomplishments

- Explore alternative staffing methods in order to improve nursing coverage when inmate census average exceeds 175/day.
- Maintain tracking system for inmate accounts and federal prisoners expenses.
- In conjunction with Jackson County Health and Human Services, negotiate payments for hospital provided inmate care at Medicate rate instead of current 5% discount.
- Continue moving toward achieving correctional facility standards of care.

Description

Mission Statement:
Provide a safe and healthy environment for our community by eliminating or mitigating environmental health risk factors.

Program Purpose:
Protect and contribute to the health of the public by providing educational services and enforcement of state and local health laws

Objectives

PUBLIC DRINKING WATER SYSTEM MONITORING

- Monitor public drinking water systems to protect the users from water born contamination.
- Investigate all water system violation alerts received from the Oregon Health Division.
- Conduct sanitary surveys on water systems every five years.

Identified Mandates:
Oregon Revised Statutes 448, Oregon Administrative Rules 333, Div 61, 2004-05 Drinking Water Grant Assurances received from the Oregon Health Division, CFR Chapter 1, Part 142 (National Primary Drinking Water Regulations Implementation), Federal Safe Drinking Water Act.

FOODBORNE ILLNESS PROTECTION PROGRAM

Inspect the licensed food service facilities for compliance with the Oregon Food Code. (These facilities include restaurants, temporary food events, mobile food units, continental breakfasts, vending machines, commissaries, meal sites, and bed and breakfast facilities, etc.).

- Provide education and enforcement for the above listed facilities to help ensure that safe food handling practices occur.
- Provide a food handler card certification service.

Identified Mandates:
Oregon Revised Statutes 624, Oregon Administrative Rules Chapter 333, Divisions 12, 150, 175, Chapter 581, Div 051 – 0310, Intergovernmental Agreement with Oregon Department of Health Services

LODGING AND POOL LICENSING PROGRAM

- Inspect the non-food service facilities for compliance with the Oregon Revised Statutes and Oregon Administrative Rules (These facilities include motels, hotels, recreation parks, organizational parks, public swimming pools and spas).
- Provide operator education for the above listed facilities to help ensure compliance with applicable laws and rules.

Identified Mandates:
Oregon Revised Statutes 446, 448, Oregon Administrative Rules Chapter 333, Divisions 29, 30, 31, 60, 62, Intergovernmental Agreement with the Oregon Department of Health Services.

AIR QUALITY PROGRAM

- Provide and update air quality/open burn telephone advisories.
- Respond to and enforce illegal open burn and woodstove violations in an effort to help meet the state and federal particulate matter standards.

Identified Mandates:
Oregon Revised Statues 468, Oregon Administrative Rules 340-Div 23, Grants Pass Pollution Prevention Plan for PM10 and PM2.5, Interagency/Intergovernmental Agreement with Oregon Department of Environmental Quality

SOLID WASTE AND NUISANCE COMPLAINTS

- Investigate solid waste nuisance complaints received that are a potential threat to the public or may be in violation of the Josephine County Solid Waste and Nuisance Abatement Ordinance.
- Provide educational services to mitigate vector-borne diseases or other public health diseases generated from accumulation of residential solid waste.

Identified Mandates:
Oregon Revised Statutes 459, Oregon Administrative Rules 340, Josephine County Solid Waste Nuisance Abatement Ordinance 90-16.

Service Levels

Indicator Service Level, Outcomes	FY 2003/04 Actual	FY 2004/05 Expected	FY 2005/06 Budgeted
Air Quality			
• Number of illegal open burning complaints received	28	54	60
• Percent of received complaints that were responded to by either a notice sent or site visit	11	54	60
• Number of air quality "hotline" telephone message inquiries by the public	83,657	85.000	86,000
Public Drinking Water System Monitoring			
• Number of public water systems	238	162	165
• Number of significant non-compliers investigated	38	37	50
• Number of violation alerts responded to	25	37	40
• Number of sanitary surveys completed	32	80	85
Foodborne Illness Protection Program			
• Number of licensed food service facilities	278	255	260
• Total number of inspections required per year	530	500	500
• Percentage of inspections completed per year	95%	100%	100%
• Number of facilities newly constructed or remodeled requiring plan reviews	31	22	25
• Number of temporary food licenses issued	410	400	420
Lodging and Pool Program			
• Number of licensed facilities	100	100	100%
• Number of required inspections	160	160	160
• Percentage of required inspections completed	88%	100%	100%
Solid Waste Recycling			
• Number of solid waste complaints received	49	50	65
• Number of solid waste complaints resolved within 60 days	24	38	50

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Reduce the number of unresolved solid waste investigations
- Implement a civil penalties program for licensed food and non-food facilities
- Implement a schedule for completing the licensed facility inspections
- Complete the required number of food and non-food service inspections.
- Reduce and bring into compliance the number of facilities operating without a valid health license
- Implement compliance plan for low scoring facilities
- Perform sanitary surveys on all water systems not surveyed within the last five years
- Complete county disaster plan annex for Bioterrorism response
- Revise departmental policies and procedures for response to Bioterrorism agents, such as smallpox, anthrax, plague, tularemia, botulism and foodborne/waterborne illness outbreaks
- Provide disease surveillance and observe trends in incidence and prevalence rates of reportable diseases.

FY 2004/05 Expected Accomplishments

- Reduce the number of unresolved solid waste investigations
- Implement a civil penalties/penalty fee program for unlicensed facilities
- Reduce the number of air quality complaints.
- Complete the required number of food and non food service inspections
- Reduce and bring into compliance the number of unlicensed facilities
- Increase the number of sanitary surveys performed on systems that have not been surveyed in the last five years
- Implement the Grants Pass PM 2.5 air quality plan
- Reduce the number of water violations
- Provide disease surveillance and observe trends in incidence and prevalence rates of reportable diseases
- Reduce the number of closures for restaurants
- Reduce the number of failed to comply for restaurants
- Reduce the number of illness investigations for facilities

FY 2005/06 Goals

- Reduce the number of unresolved solid waste investigations.
- Implement a civil penalties/penalty fee program for unlicensed facilities.
- Reduce the number of air quality complaints through education and enforcement.
- Complete the required number of inspections for the food, pool and lodging licensing program.
- Complete all sanitary surveys that are due for this year.
- Respond to all reported water violations within 30 days.
- Provide disease surveillance and observe trends in incidence and prevalence rates of reportable diseases

Description

Mission Statement:
Provide preventive health care education, referral and home visiting services to clients in our community focusing on achieving optimal individual and family health.

Objectives

Program Purpose:
To provide accessible, affordable, high quality health, nutrition, referral and support services to families in Josephine County.

- Be a resource for breast-feeding education and support in our community during the prenatal and postpartum periods to promote mother/child bonding and increase the nutritional well being of newborns and mothers.
- Provide nutrition and preventative health services to targeted pregnant women, infants and children involved in all parent-child programs that will ensure positive health outcomes.
- Provide education to parents and promote the use of fluoride, either through drinking water or use of fluoride mouthwash or tablets.
- Maximize WIC caseload to assure high risk families receive nutritional counseling and needed food supplements.
- Collaborate with local providers/stakeholders in providing a system of preventative-based health care for families to assure early detection and follow up of actual or potential health problems and reduce the incidence of low birth weight infants in Josephine County.
- Advocate for, educate and provide parenting support and information to all first time parents to help strengthen the family unit and reduce the potential for child abuse.
- Support women in the birth of a healthy baby by providing help in obtaining Oregon Health Plan, referral to a physician and providing in-home education on pregnancy and newborn care.
- Provide school-based health services that focus on prevention and include student assessment, referral and appropriate follow-up with parent or guardian.
- Provide professional nurse consultation in schools for faculty and parents of children with special needs.
- Protect the children in our community by providing educational materials to families in all parent-child programs on the dangers of drug and alcohol use.
- Work with community partners to provide adequate immunization levels for children and adults, focusing on children ages 0-2 years of age in reaching the state benchmark of 90% complete by age 2 yrs.
- Actively participate in coordination and implementation of community planning that supports the “No Wrong Door” philosophy for client care in Josephine County.
- For the Reproductive Health Program, provide family planning services to support individuals in planning the number and spacing of their children.

Parent & Child Health Programs include: Women, Infants and Children Nutritional Program (WIC), Babies First, School Health, CaCoon, Students Today Aren't Ready for Sex (STARS), Immunizations, Early Head Start Contract, Parent/Child Health Home Visiting, Maternity Case Management (MCM), Mothers Care, Family Planning, Car Seat Program, Department of Human Services Nursing Contract.

Identified Mandates:
Minimum Standards for Oregon Local Health Departments/Oregon Conference of Local Health Officials, Oregon Health Division Grant Program Assurances, Oregon Mothers Care Protocol, National Fetal and Infant Mortality Guidelines, Oregon Medical Assistance Program, Public Law 103National Voter Registration ACT, Code of Federal Regulations (CFR) Women, Infants and Children (WIC) program policies, and legislation
0RS 431,140(4), ORS 336.455, ORS433.235 – 433.284,
OAR 333–019-0010 through 0015, OAR 333–19–0036, OAR 333–014-0050

DEPARTMENT Public Health

PROGRAM Parent & Child Health

Service Levels

Indicator	FY 2003/04 Actual	FY 2004/05 Expected	FY 2005/06 Budgeted
Service Level, Outcomes			
Women, Infants and Children (WIC			
• Average number of Women, Infants, and Children (WIC) clients receiving monthly vouchers for supplemental food	2666	2666	2666
Immunization Program			
• # of immunizations given to children 0-19 yrs.	7300	6594	7000
• # of immunizations given at the Kids Care Fair	736	612	500
• # of flu immunizations given	6400	6400	4000
• # of other immunizations given to adults	900	1060	950
Students Today aren't Ready for Sex (STARS)			
• # of students involved in STARS	350	360	400
Maternity Case Management Program			
• # of Maternity Case Management home visits or contacts	800	974	950
School Health Contracted Services			
• # of schools contracted for public health services	19	19	19
Car Seat Program			
• # of car seats provided	N/A	68	75
Babies First Program/Oregon Care Coordination Program (CaCoon)			
• # of Babies First visits/CaCoon visits	210	322	340
School Based Health			
• # of visits	N/A	1016	1100
Family Planning			
• # of clients served (client visits)	430	450	550
Service Quality Effectiveness, Outcomes			
% of pregnant women who do not have a physician and are seen in any Public Health program that are immediately assisted in applying for the OHP, finding a medical provider, and receive referral or appointments for MCM and WIC services prior to leaving the facility.	95%	95%	95%
% of full term babies being followed by the WIC and/or MCM program who are of normal birth weight.	95%	90%	95%
% of schools with Public Health nursing contracts that have care plans in place for "special needs" students within 30 days of their enrollment.	98%	98%	98%
Percent of clients who receive health education.	100%	100%	100%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- DHS WIC TWIST computer program to be implemented 9/03.
- Partnered with Asante Health System in planning 2003 Kids Care Fair and flu immunization clinics.
- Worked with DHS in implementation of the AFIX program, which assisted in increasing the immunization rates of children <36 months of age in our community.
- Partnered with local health care providers to provide comprehensive maternity case management to pregnant women in order to improve/sustain acceptable birth weights of newborns
- Expanded family planning/STD clinic services to include drop-in clinics three afternoons per week

Fiscal Year 2004-2005 Expected Accomplishments

- Over the next three years, the WIC Nutrition Education Plan will focus on: Physical Activity, Vegetable and Fruit Consumption, Second Nutrition Education Participation, and Breastfeeding. The first year will involve activities for building staff technical knowledge of the subject areas, increase staff self awareness and building key infrastructure.
- Continue to partner with local health care providers to provide comprehensive maternity case management to pregnant women in order to improve/sustain acceptable birth weights of newborns.
- Partner with Asante Health System in planning 2004 Kids Care Fair and flu immunization clinics.
- Continue to collaborate with DHS to increase the immunization rates of children < 36 months of age in our community.
- Expand access to family planning/HIV/STD/Immunization clinic services by increasing clinic hours to 40/week.
- Increase community awareness of expanded clinic hours to 40 hours per week through media advertisements and outreach activities performed by staff.
- Continue to partner with Grants Pass School District to provide nursing resources to all school age children.
- Continue to partner with Three Rivers School District to provide vision screening services and nursing resources for medically fragile children.

Fiscal Year 2005-2006 Expected Accomplishments

- The WIC Nutrition Education Plan will be in the second year of a three year plan focusing on: Physical Activity, Vegetable and Fruit Consumption, Second Nutrition Education Participation, and Breastfeeding. The first year will involve activities for building staff technical knowledge of the subject areas, increase staff self awareness and building key infrastructure.
- Continue to partner with local health care providers to provide comprehensive maternity case management to pregnant women in order to improve/sustain acceptable birth weights of newborns.
- Partner with Asante Health System in planning 2005 Kids Care Fair.
- Continue to collaborate with DHS to increase the immunization rates of children < 36 months of age in our community.
- Continue to partner with Grants Pass School District to provide nursing resources to all school age children.
- Continue to partner with Three Rivers School District to provide vision screening services and nursing resources for medically fragile children.
- Continue to partner with Illinois Valley High School to provide school based health services.
- Continue to collaborate with Youth Partnership Teams to develop adolescent specific strategies, interventions and activities.
- Implement Breast and Cervical Cancer Program to provide no cost screenings, including mammography, and treatment to low-income, eligible women in Josephine county.
- Continue to partner with Josephine County Fire Department to provide low cost infant and toddler car seats, correct installation and education to low-income families.

DEPARTMENT Public Health

PROGRAM Vital Statistics

Description

The local health department shall assure the provision of vital statistics services, including birth, death and fetal death reporting, recording and registration.

Objectives

To register, collect, preserve, amend and certify vital records for Josephine County.

- Collect, monitor, analyze and maintain statistics of births and deaths in Josephine County.
- Provide certified copies of birth and death certificates in a timely manner.
- Provide technical assistance to Funeral Homes, Hospitals, Physicians, Midwives and related agencies in regards to Oregon Vital Records laws and regulations.

Identified Mandates:
ORS 432.035, 432.040, OAR 333-014-0050 (2)(c), 333-011

Service Levels

Efficiency Measures/Productivity	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Births Registered	764	775	800
Deaths Registered	1,059	1,140	1,200
Certifieds Issued	4,900	5,500	5,750
Effectiveness Measures			
Birth and death certificates are reviewed by local Registrar for accuracy and completeness	100%	100%	100%
Preserve the confidentiality and security of non-public abstracts, all vital records and all accompanying documents are maintained.	100%	100%	100%
Certified copies of registered birth & death certificates are issued within one working day of request.	99%	99%	99%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Meet Oregon State Standards
- Assured Birth and Death Registration for Josephine County
- Issuance of accurate certified copies of birth and death certificates in accordance with the Oregon Vital Records Standards.
- Provided technical assistance to Funeral Homes, Hospitals, Physicians, Midwives and related agencies regarding births, deaths and statistical data.

Fiscal Year 2004-2005 Expected Accomplishments

- Meet Oregon State Standards
- Assure Birth and Death Registration for Josephine County
- Issuance of accurate certified copies of birth and death certificates in accordance with the Oregon Vital Records Standards.

- Provide technical assistance to Funeral Homes, Hospitals, Physicians, Midwives and related agencies regarding births, deaths and statistical data.

Fiscal Year 2005-2006 Expected Accomplishments

- Meet Oregon State Standards
- Assure Birth and Death Registration for Josephine County
- Issuance of accurate certified copies of birth and death certificates in accordance with the Oregon Vital Records Standards.
- Provide technical assistance to Funeral Homes, Hospitals, Physicians, Midwives and related agencies regarding births, deaths and statistical data.

Page Intentionally Blank

Community Action Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Community Services - Fund 208					
Beginning Fund Balance	$ 113,231	$ 178,735	$ 112,671	$ 81,618	$ 81,618
Intergovernmental	1,636,945	1,360,516	1,750,431	1,503,472	1,503,472
Fees & Charges for Services	5,834	11,946	4,450	-	-
Miscellaneous	89,788	49,015	43,671	43,551	43,551
Interfund Charges & Transfers	75,637	52,205	72,442	41,620	41,620
Total Resources	**1,921,435**	**1,652,417**	**1,983,665**	**1,670,261**	**1,670,261**
Personal Services	453,832	467,263	453,345	402,815	402,815
Materials & Services	1,170,436	958,150	1,292,295	1,076,279	1,076,279
Interfund Payments & Transfers	118,432	145,422	172,246	182,061	182,061
Capital Outlay	-	-	8,500	-	-
Contingency	-	-	57,279	9,106	9,106
Total Expenditures	**1,742,700**	**1,570,835**	**1,983,665**	**1,670,261**	**1,670,261**
Ending Fund Balance	**$ 178,735**	**$ 81,582**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**8.08**	**9.00**	**9.95**	**6.75**	**6.75**
Food Share - Fund 230					
Beginning Fund Balance	$ 34,647	$ 80,610	$ -	$ 1,363	$ 1,363
Intergovernmental	94,738	60,389	52,179	52,932	52,932
Fees & Charges for Services	44,041	39,028	45,000	35,000	35,000
Miscellaneous	114,917	122,426	244,525	190,000	190,000
Interfund Charges & Transfers	-	408	8,108	4,114	4,114
Total Resources	**288,343**	**302,861**	**349,812**	**283,409**	**283,409**
Personal Services	109,306	143,486	155,161	122,603	122,603
Materials & Services	57,592	86,110	93,435	106,555	106,555
Interfund Payments & Transfers	40,835	54,514	59,134	54,251	54,251
Capital Outlay	-	-	32,318	-	-
Contingency	-	-	9,764	-	-
Total Expenditures	**207,733**	**284,110**	**349,812**	**283,409**	**283,409**
Ending Fund Balance	**$ 80,610**	**$ 18,751**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**2.88**	**2.88**	**3.50**	**2.25**	**2.25**

Community Action Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Special Transportation - Fund 245					
Beginning Fund Balance	$ 32,944	$ 7,375	$ 1,000	$ 100,000	$ 100,000
Intergovernmental	503,004	616,596	902,265	607,388	607,388
Fees & Charges for Services	215,078	157,711	71,035	82,000	82,000
Miscellaneous	9,194	82,637	229,357	170,900	170,900
Interfund Charges & Transfers	-	-	1,372	-	-
Total Resources	**760,220**	**864,319**	**1,205,029**	**960,288**	**960,288**
Personal Services	446,959	461,905	521,264	491,753	491,753
Materials & Services	143,543	77,083	255,069	125,314	125,314
Interfund Payments & Transfers	-	164,346	174,311	227,787	226,506
Intergovernmental Payments	158,619	-	-	-	-
Capital Outlay	3,724	170,044	200,000	73,040	73,040
Contingency	-	-	54,385	42,394	43,675
Total Expenditures	**752,845**	**873,378**	**1,205,029**	**960,288**	**960,288**
Ending Fund Balance	**$ 7,375**	**$ (9,059)**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**10.00**	**10.00**	**12.45**	**11.25**	**11.25**
William Mac Kenzie Trust - Fund 712					
Beginning Fund Balance	$ 64,514	$ 65,619	$ -	$ -	$ -
Miscellaneous	1,105	845	5,000	5,000	5,000
Total Resources	**65,619**	**66,464**	**5,000**	**5,000**	**5,000**
Contingency	-	-	5,000	5,000	5,000
Total Expenditures	**-**	**-**	**5,000**	**5,000**	**5,000**
Ending Fund Balance	**$ 65,619**	**$ 66,464**	**$ -**	**$ -**	**$ -**

DEPARTMENT
Community Action

Fund Descriptions

Community Services
This fund is designated as the primary fund for the Community Services and Senior Programs. Revenues come from grants, contracts and donations and are used for the general administrative and program operation of twenty-eight services for seniors, disabled, and low-income individuals. This fund also accounts for the Veteran's Office.

Food Share Fund
This fund is used to account for USDA reimbursements, share contributions from disbursement agencies and donations from the private sector to be used for the benefit of needy people in Josephine County.

Special Transportation Fund
This fund is used to account for cigarette taxes received from the State of Oregon which are earmarked to be used to provide transportation for those citizens who are elderly or limited in mobility due to either mental or physical disabilities.

William McKenzie Trust Fund
This trust fund was established based on a bequeath included in the will of William McKenzie. The bequeath established the fund principal, which cannot be expended. The purpose of the fund is to assist Josephine County residents who have exhausted all other sources of public assistance. The fund, which is administered by the Board of County Commissioners, provides assistance based on requests received from various public service agencies, within the limits dictated by the amount of interest earned.

Description:
Energy Programs provide emergency services, limited intervention and programs that help clients meet basic needs and achieve stability socially and economically.

- Provide households with emergency energy assistance.
- Assist low-income households to more effectively manage their energy costs and stabilize their social and economic life by providing assistance and education.
- Reduce the percentage of households with high heating bills by providing families with energy assistance.
- Actively participate in community, regional and statewide meetings to develop strategic plans that stress customer responsiveness.

Service Levels:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
Emergency services				
# of households served	840	937	900	980
# of people served	2,643	2,521	2,500	2254
Stabilization services				
# of households served	3,022	2,129	2,100	1973
# of people served	7,233	4,000	4,000	4538
# of weatherization referrals made	100	161	150	
# of energy education workshops provided	4	3	0	3
Employee staff count: Direct Service	2.45	2.41	2.5	2.5

Efficiency Measures:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
Emergency Services				
Cost per household	$452.00	$244.00	$250.00	$270.00
Stabilization Services				
Cost per household	$288.00	$260.00	$260.00	$342.00

Effectiveness Measures:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Budgeted**	**2005-2006 Budgeted**
Emergency Services				
% of shut-offs prevented	90%	90%	90%	88%
% of households whose utility was restored	10%	10%	10%	12%
Stabilization Services				
% of shut-offs prevented	10%	10%	10%	11%
% of households whose utility was restored	1%	1%	1%	1%
% of eligible households that access the program	48%	29%	29%	29%
% of referred households whose homes are weatherized	50%	50%	50%	50%
% of individuals who rate education workshops as good or excellent	100%	100%	100%	100%

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Assist low-income households to effectively manage their energy costs through home visits and education.
- Reduce the percentage of households with high heating bills by providing families with energy assistance through new programs.
- Prepare and plan to help internal process flow smoother.

Fiscal Year 2003-2004 Accomplishments

- Successfully completed 3-year Pacific Corp REACH project by September 30, 2003.
- Continued outreach through community partners and reach low-income families and seniors to promote energy assistance programs and education.
- Translated and distributed various forms and required information into Spanish.

Fiscal Year 2004-2005 Expected Accomplishments

- Focus on energy education using quiz to better educate clients on energy use.
- Continue to partner with other agencies to better serve minority groups.

Fiscal Year 2005-2006 Expected Accomplishments

- Develop a plan to open the energy program to the general public by the end of December.
- Work with Transit Manager to develop energy education and programs geared to elementary school-aged children.
- Provide 3 energy education workshops to the community.

DEPARTMENT **PROGRAM**
Human Services: Community Action Programs **Food Bank**

Description:
Josephine County Food Share provides emergency food to clients in crisis.

- Solicits and distributes food and related supplies to low-income households through Local Member Agencies (LMAs).
- Recruit and train volunteers to help sort and distribute donated items.
- Actively participate in community, regional and statewide meetings to develop strategies that get more nutritious food to those in need.
- Increase funding sources for existing and new food programs.
- Outreach through community partnerships to help clients access other needed services.

Service levels:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
# of pounds of food distributed	1,350,000	1,500,000	2,000,000	2,250,000
# of food boxes distributed	19,500	26,000	28,000	28,550
# of volunteers	130	150	200	225
# of volunteer hours	23,000	24,000	26,750	28,000
Direct Service FTE	1.88	1.88	2.88	3.5

Efficiency Measures:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Cost per food box – feeds family of 3.5 for 3 days	$5.00	$4.50	$4.30	$4.10
Value of volunteer hours	$221,720.00	$238,560.00	$257,870.00	$278,320

Effectiveness Measures:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
% increase in the pounds of food collected	15%	10%	8%	8%
% increase in the number of food boxes distributed	10%	15%	9%	9%
% increase in the number of households served	15%	15%	9%	9%
% increase in the number of volunteer hours	14%	10%	9%	9%

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Provided nutritional education to food box clients by providing recipes and nutritional materials through LMAs.
- Provided outreach activities to link clients to food resources through food stamp program, WIC, and OSU Extension Services.
- Assisted low-income seniors in obtaining and utilizing senior Farmer's Market coupons.
- Participated in community planning opportunities to identify local needs and devise methods to address them.

Fiscal Year 2003-2004 Accomplishments

- Continued to use and expand all available resources for local food donations through Fresh Alliance program.
- Continued to be a valued partner in United Way and their campaign; obtain funding for warehouse.
- Researched and attended training in areas, such as fund raising, food drives, building/expanding community partnership and recruiting/training volunteers (America's Second Harvest).

Fiscal Year 2004-2005 Expected Accomplishments

- Distributed 5,000 nutrition-information flyers in food boxes.
- Added new fund raising event, such as the "2004 Block Party."
- Researched and develop additional ways to increase more nutritional food (i.e., fruits, vegetables, and dairy) to low-income children and families.
- Recruited and trained warehouse staff and 2 new volunteers to handle "Fresh Alliance," a statewide program designed to pick-up food from local grocery stores.
- Acquired walk-in cooler for warehouse and refrigerators for emergency food pantries.
- Acquired a cube truck fro Fresh Alliance program.

Fiscal Year 2005-2006 Projected Accomplishments

- Expand volunteer base by 10%.
- Develop a donor newsletter.
- Continue to add new fundraising events.
- Create an event to celebrate JOCO CAP Food Bank's 25th anniversary event.

DEPARTMENT **PROGRAM**
Human Services: Community Action Programs **Housing**

Description:
Housing programs provide emergency services, limited intervention and programs that help clients meet basic needs and achieve stability socially and economically.

- Reduces the percentage of homeless persons by serving households with emergency housing services.
- Serves homeless households with 1-3 months of housing assistance.
- Provides low-income eligible households with rental assistance for a period of one year.
- Provides transitional housing for homeless, mixed gender families in alcohol/drug recovery
- Provides transitional housing for homeless, mentally ill clients

Service Levels:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Emergency services				
# of households receiving financial assistance	250	289	252	252
Case management				
# of households receiving case management / financial assistance	100	84	82	75
# of households denied	175	175	110	115
Direct Service FTE	1.17	1.75	1.75	2

Efficiency Measures:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Emergency Services				
Cost per household	$951.00	$570.00	$380.07	$766.00
Case Management				
Cost per household	$2,017.00	$4,800.00	$4,800.00	$4,513.00

Effectiveness Measures:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Emergency Services				
% of homeless households that secured housing	20%	35%	35%	40%
% of evictions/foreclosures prevented	70%	51%	50%	55%
% of households sheltered	10%	11%	11%	3%
% other (bus tickets)		3%	3%	2%
Case Management				
% of households that acquired or maintained affordable, decent and stable housing as a result of direct involvement with the agency	100%	100%	100%	100%
% of households served still in housing 6 months after assistance ended	65%	60%	60%	60%

Effectiveness Measures, continued:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Case Management				
% of households that maintained or improved employment status for 6 months after assistance ended	75%	70%	80%	80%
% of persons who achieve 75% of their case management goals	70%	70%	75%	85%

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- .JOCO is selected to receive $100,000 to provide permanent housing for persons who are seriously mentally ill and homeless. This project will be in cooperation with JOCO Mental health and will provide housing placement, subsidies, Mental Health services and life skills.
- Developed and implemented a tenant education program, a course designed to increase the likelihood that previously homeless families will become more marketable to prospective landlords.

Fiscal Year 2003-2004 Actual Accomplishments (to 4-23-04)

- Implemented a new Continuum of Care project that provides outreach to homeless/at-risk of becoming homeless individuals and families targeting the two Enterprise communities.
- Fully implement the Continuum of Care project that targets mixed gender homeless families. This grant allows JOCO to provide transitional housing and supportive services to this hard-to-serve population.
- Develop and fully implement a data system that addresses all funding source reporting requirements.
- Created consortium of housing providers and assisting agencies to address housing needs in Josephine County
- Participated as member of advisory committee for Options Of Southern Oregon's grant to study affordable housing in the Illinois Valley

Fiscal Year 2003-2004 Accomplishments

- Implemented cross training to prevent service disruption when staff leave or miss significant time at work for any reason.
- Presented two (2) Ready-To-Rent 6-week classes to Josephine County residents.

Fiscal Year 2004-2005 Expected Accomplishments

- Fine-tune Ready-To-Rent Curriculum and presentations, present more classes.
- Determine if new Continuum of Care project will benefit the community. At Affordable Housing Alliance (AHA) meeting, members decided to renew Outreach Advocate and not create another project.
- Participate in Options' Illinois Valley Needs Assessment and JOCO CAP's March 2005 05-07 Needs Assessment/Community Forum.
- Create a follow-up system for case managed clients to assess outcomes 6 months after end of assistance
- Create and hold first ever Homeless Outreach Event 1-27-05 in collaboration with multiple community agencies.
- Receive 2 grant renewals from HUD: ROLS & Transitional Housing Project
- Create ROLS contract for clients
- Become trainer for ABC's of Homebuying.

Fiscal Year 2005-2006 Projected Accomplishments

- Work to address needs identified in Community Needs Survey through Affordable Housing Alliance.
- Work to become trained in computerized data collection system for case-managed programs.
- Further expand AHA membership to include law enforcement, city and county governments.

DEPARTMENT **PROGRAM**
Human Services: Community Action Programs **Information & Assistance**

Community Action is one of over nine hundred Community Action Agencies across the nation formed to address the causes and conditions of poverty. We work to strengthen our community by investing in people and provide a variety of programs and resource development in Josephine County. Our focus is to stimulate local, state, federal and private resources to enable people to gain the skills, knowledge, motivation and opportunity to become self-sufficient. We assist seniors and non-seniors with a variety of programs and services.

Description:
Information & Assistance provides accurate information related to support services in Josephine County; responds to phone calls and walk-in customers who request information, assistance, referral and appointments; updates/maintains the Community Resource Directory and makes it available for sale to community agencies and partners; collects and completes data entry of Division's program statistics for State reporting requirements.

Service levels:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
# of contacts	41,105	45,213	45,665	50,232
# of volunteers	5	2	4	6
# of volunteer hours	375	425	750	950
Direct Service FTE	1.125	.75	.75	.75

Efficiency Measures:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Cost per contact	$2.30	$0.96	$0.60	$0.23
Value of volunteer service	$5,840.00	$4,815.00	$7,455.00	$9,443.00

Effectiveness Measures:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
% of households surveyed that indicate they consider themselves more self-sufficient since participating in agency services or activities	70%	65%	70%	70%
% of people surveyed who believe our agency helped them improve the conditions in which they live	70%	65%	70%	70%
% of households surveyed that indicate they feel part of the community since participating in agency programs	70%	65%	70%	70%

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Maintained office hours at 45 per week.
- Continued providing work site for Job Council participants.
- Cross-trained fiscal/support staff regarding fiscal and reporting policies and procedures.

Fiscal Year 2003-2004 Accomplishments

- Provide quality service to customers in an empathetic and supportive way realizing that hours open to the public have been reduced.
- Provide accurate quarterly CSBG reports and statistics for manager and the State.
- Monitor volunteers updating the Community Resource Directory to assure information is correct.

Fiscal Year 2004-2005 Expected Accomplishments

- Continue to provide quality service to customers in an empathetic and supportive way realizing that many are contacting us for the first time seeking alternative services to replace those that have been cut.
- Increase the number of volunteers and volunteer hours, assign appropriate responsibilities, and monitor performance to assure compliance with department policy and procedures.

Fiscal Year 2005-2006 Projected Accomplishments

- Continue working with Job Council Work Experience assignees and provide training that will enable individuals to obtain needed employment skills.
- Work on resources for creating an agency information web site.

DEPARTMENT **PROGRAM**
Human Services: Community Action Programs **Geriatric Assessment / Outreach**

Description:
The Senior Outreach/Geriatric Assessment program assists at-risk seniors by providing integrated and easily accessible human service that support individual and family efforts to maintain independence and self-sufficiency in a safe living environment.

- Assures that seniors age 60+ are informed about how to access programs that allow continued independence.
- Provide eligibility assessments for seniors 60+ and people with disabilities who are referred to or make inquiry of the Food & Friends (senior meals) program.

Service levels:	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
# of clients served	470	387	470	485
# of volunteers	8	8	7	9
# of volunteer hours	1500	1675	1450	1800
Direct Service FTE	.50	1.0	1.0	1

Efficiency Measures:	**2002-2003 Actual**	**2004-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Cost per client	$80.00	$97.03	$136.28	$110.00
Value of volunteer service	$24,075.00	$24,075.00	$18,125	$22,500

Effectiveness Measures:	**2002-2003 Actual**	**2004-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
% of seniors served who maintain independence through limited intervention	95%	95%	95%	95%
% of assessments completed within 5 working days	95%	95%	95%	95%

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Assure that initial assessments are completed within 5 days of referral.
- Participate in a minimum of 4 presentations to provide information about Community Action programs.

Fiscal Year 2003-2004 Accomplishments

- Recruit and train 2 volunteers to assist with in-home assessments and reassessments.
- Provide site and supervision for 2 RCC Practicum students; work with students and their professors in giving student full overview of our programs.
- Assist in recruiting low-income eligible seniors for new Food Share (CSFP) project when it begins.

Fiscal Year 2004-2005 Expected Accomplishments

- Train and supervise practicum students from RCC and SOU in all aspects of the Geriatric Assessment / Outreach Program.
- Provide 2 – 3 GA / Outreach presentations to community groups and organizations.
- Ride along with the Food & Friends volunteers on various routes at least twice a week to become more familiar with the seniors and their home environment and to assess their needs.
- Be available to make referral home visits at the request of the Food & Friends Home Delivery Coordinator to check on the needs / safety of a homebound client.
- Develop a GA / Outreach computer data base system for client status, scheduling and tracking reassessments, client birthdays, and for monitoring RVCOG NAPIS forms.
- Provide information and application assistance to seniors who qualify for the Medicare Drug Discount Card and Credit program.
- Assist seniors through home / office visits or phone calls with information and referrals concerning Food Stamps, OTAP, Medicaid, Disaster Registry, RX resource help, care giving search for caregivers, and placement information and assistance on AFC, RCF, SNF and Assisted Living.

Fiscal Year 2005-2006 Projected Accomplishments

- Train and supervise up to 3 practicum students per quarter from RCC and/or SOU (or a combination of both) in all aspects of the Geriatric Assessment / Outreach Program.
- Plan 4 GA / Outreach presentation to community groups and organizations.
- Continue to ride along with the Food & Friends volunteers on various routes at least twice a week to become more familiar with the seniors and their home environment and to assess their needs.
- Continue to be available to make referral home visits at the request of the Food & Friends Home Delivery Coordinator.
- Assure that data base is continually updated.
- Continue to provide information and assistance to seniors who qualify for various programs.
- Include information and assistance to seniors on the Advance Directive and POLS (Physician's Order for Life Sustaining Treatment) form where applicable an d/or when requested by a senior.

Description:
Josephine Community Transit (JCT) provides transit services to seniors, people with disabilities and the general public that are need-driven, dependable, timely and delivered by staff who perform in a professional manner.

- Developed through federal, state and local partnerships.
- Assesses and reassesses periodically the transit needs of the identified special needs population and the County as a whole.
- Monitors on a regular basis the dependability and timeliness of services.
- Evaluates services using a cost/benefit analysis model to insure the best service possible for each dollar expended.
- Develops a professional staff by providing on-going supervision, training and other career development opportunities.
- Provides information and education about the use of public transit to local schools.

Service levels:	**2001-2002 Actual**	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Senior Escort					
# of new clients age 60+	17	45	91	100	156
# of one-way trips	700	834	1266	1,300	1,551
# of volunteers	5	7	11	15	13
# of volunteer hours	500	704	1324	1,300	2,400
# of volunteer miles	8,530	11,711	21,362	21,000	23,520
Special Transportation					
# of new clients: seniors & people with disabilities	593	312	319	350	550
# of one-way trips	33,934	26,448	24,632	26,000	49,000
# of revenue miles	129,121	162,066	128,756	127,000	162,000
Public Transit					
# of one-way trips	24,976	38,024	44,658	46,000	74,300
# of revenue miles	94,502	134,054	134,816	135,000	135,000
# of schools education program is presented	4	8	9	12	12
# of students who participate in education program	95	240	225	250	250
OMAP/Medicaid Transportation					
# of new clients	86	636	413	400	598
# of one-way trips	450	3,414	2972	2,500	4,365
# of volunteers	20	27	13	14	10
# of volunteer hours	1825	5,141	4,053	3,500	5,400
# of volunteer miles	17,165	125,415	101,093	95,000	106,400

Efficiency Measures:	**2001-2002 Actual**	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Senior Escort					
Cost per trip	$13.09	$10.99	$12.75	$9.50	$7.35
Value of volunteer hours	$7,500.00	$11,299.00	$10,500	$14,124	$20,736
Special Transportation					
Cost per trip	$8.55	$9.48	$10.84	$12.25	$9.54
Cost per mile	$2.25	$1.55	$2.74	$2.60	$2.88
Direct Service FTE	4.75	7.7	4	5	5
Public Transit					
Cost per trip	$9.24	$9.72	$12.96	$8.50	$5.15
Cost per mile	$2.44	$2.49	$3.26	$2.80	$2.83
Direct Service FTE	1.3	1.3	5	5.25	5
OMAP/Medicaid Transportation					
Cost per trip			Generates Revenue		
Revenue Generated	$10,000.00	$71,200	$66,740	$101,009.00	$150,000
Value of volunteer hours	$25,550.00	$77,115	$65,772	$58,975.00	$33,600

Effectiveness Measures:	**2001-2002 Actual**	**2002-2003 Actual**	**2003-2004 Actual**	**2004-2005 Expected**	**2005-2006 Budgeted**
Senior Escort:					
% of individuals surveyed who rate the service as good or excellent	95%	98%	90%	95%	95%
Special Transportation					
% of individuals surveyed who rate the service as good or excellent	90%	95%	90%	95%	95%
Public Transit					
% of individuals surveyed who rate the service as good or excellent	80%	85%	90%	95%	95%
OMAP/Medicaid Transportation					
% of individuals surveyed who rate the service as good or excellent	80%	85%	90%	85%	90%
All					
% of staff meeting training requirements	100%	100%	100%	100%	100%
% of staff drug tested/fingerprinted per federal guidelines	100%	100%	100%	100%	100%
% of vehicles inspected per federal guidelines	100%	100%	100%	100%	100%

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Increase Public Transit use by 10%.
- Increase TransLink (OMAP) rides by 20%.
- Deliver in-school Transit Education program to 8 schools, 16 classes and 320 students.
- Enhance public awareness of Transit Program.
- Replace two (2) vehicles.
- Increase professionalism of staff by improving public appearance, safety awareness and staff participation in decision making.

Fiscal Year 2003-2004 Expected Accomplishments

- Manage revenue reductions to ensure the least negative impact on services possible.
- Replace four (4) vehicles.
- Increase Public Transit use by 12%.
- Increase advertising revenue by 10%.
- Secure approximately $469,400 in operational funding and $292,000 in capital funding.
- Generate approximately $48,000 of revenue after expenses providing Medicaid/OHP medical rides. The $48,000 is reinvested in the senior/disabled transportation program.
- Surveys indicate a very positive view of JCT by the individuals who access the services.
- Manage a safe driving year.

Fiscal Year 2004-2005 Projected Accomplishments

- Increase and/or maintain partnerships with organizations/agencies that support transit programs and services.
- Increase Public Transit use by 11%.
- Continue to enhance public awareness of Transit Program.
- Replace (3) vehicles through grant funding.
- Increase Medicaid/OHP revenue by 10%.
- Increase training and development of transit staff.
- Manage a safe driving year.

Fiscal Year 2005-2006 Projected Accomplishments

- Increase Public Transit by 12%
- Increase Medicaid revenue by 12%
- Implement a new training program for transit staff.
- Replace two vehicles.
- Increase transit fleet by securing a grant to purchase two conversion vehicles.
- Secure approximately $560,000 in operational funding for the next biennium
- Manage a safe driving year.

Page Intentionally Blank

Mental Health Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - Mental Health					
Miscellaneous	$ 1,390	$ 1,652	$ -	$ -	$ -
Interfund Charges & Transfers	368,477	484,382	587,042	651,408	651,408
Total Resources	**369,867**	**486,034**	**587,042**	**651,408**	**651,408**
Personal Services	818,551	528,595	657,373	601,870	601,870
Materials & Services	47,793	38,866	32,511	75,104	75,104
Interfund Payments & Transfers	47,744	50,172	29,882	93,060	93,060
Capital Outlay	392	1,122	-	-	-
Total Expenditures	**914,480**	**618,755**	**719,766**	**770,034**	**770,034**
Resources Required	**$ 544,613**	**$ 132,721**	**$ 132,724**	**$ 118,626**	**$ 118,626**
Budgeted Full-Time Equivalents	**14.65**	**11.07**	**9.67**	**9.38**	**9.38**
Jennifer Patton Memorial - Fund 242					
Beginning Fund Balance	$ 5,225	$ 6,686	$ -	$ 6,639	$ 6,639
Miscellaneous	8,730	10,573	20,120	20,120	20,120
Total Resources	**13,955**	**17,259**	**20,120**	**26,759**	**26,759**
Materials & Services	6,974	9,893	19,885	26,463	26,463
Interfund Payments & Transfers	295	-	235	296	296
Total Expenditures	**7,269**	**9,893**	**20,120**	**26,759**	**26,759**
Ending Fund Balance	**$ 6,686**	**$ 7,366**	**$ -**	**$ -**	**$ -**
Mental Health - Fund 250					
Beginning Fund Balance	$ 1,397,694	$ 1,942,079	$ 1,075,112	$ 283,660	$ 283,660
Taxes	58,127	59,557	58,100	15,750	15,750
Intergovernmental	9,775,154	8,377,044	9,472,525	9,469,563	9,869,563
Fees & Charges for Services	642,491	577,533	310,786	240,794	240,794
Miscellaneous	215,098	39,464	1,400	1,400	1,400
Interfund Charges & Transfers	534,241	548,244	1,143,519	1,186,147	1,186,147
Total Resources	**12,622,805**	**11,543,921**	**12,061,442**	**11,197,314**	**11,597,314**
Personal Services	5,203,543	5,844,545	5,347,404	4,922,664	4,974,987
Materials & Services	1,183,858	1,034,964	4,147,720	4,141,382	4,478,884
Interfund Payments & Transfers	1,017,439	1,336,266	1,427,144	1,433,724	1,447,182
Intergovernmental Payments	2,929,585	2,932,580	-	-	-
Capital Outlay	294,033	3,372	16,200	-	-
Debt Service	52,268	3,862	49,420	49,420	49,420
Contingency	-	-	1,073,554	650,124	646,841
Total Expenditures	**10,680,726**	**11,155,589**	**12,061,442**	**11,197,314**	**11,597,314**
Ending Fund Balance	**$ 1,942,079**	**$ 388,332**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**81.89**	**84.42**	**73.13**	**70.25**	**70.85**

Mental Health Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Developmentally Disabled Services - Fund 251					
Beginning Fund Balance	$ 317,393	$ 391,497	$ 56,972	$ 562,184	$ 562,184
Intergovernmental	4,672,582	4,463,322	4,863,602	5,252,958	5,252,958
Miscellaneous	15,615	7,183	5,400	10,500	10,500
Interfund Charges & Transfers	50,342	25,819	24,485	25,000	25,000
Total Resources	**5,055,932**	**4,887,821**	**4,950,459**	**5,850,642**	**5,850,642**
Personal Services	1,039,373	1,009,832	997,386	1,013,381	1,013,381
Materials & Services	311,472	433,362	3,811,870	4,162,743	4,162,743
Interfund Payments & Transfers	87,766	80,588	83,323	129,802	129,802
Intergovernmental Payments	3,223,226	2,936,096	-	-	-
Capital Outlay	2,598	1,665	10,195	1,000	1,000
Contingency	-	-	47,685	543,716	543,716
Total Expenditures	**4,664,435**	**4,461,543**	**4,950,459**	**5,850,642**	**5,850,642**
Ending Fund Balance	**$ 391,497**	**$ 426,278**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**19.40**	**17.58**	**17.00**	**15.00**	**15.00**
ESCE Early Intervention - Fund 252					
Beginning Fund Balance	$ 69,283	$ 31,489	$ 49,013	$ 188,756	$ 188,756
Intergovernmental	1,301,938	1,303,263	1,379,037	1,380,062	1,380,062
Fees & Charges for Services	146,851	150,109	146,954	144,554	144,554
Miscellaneous	1,358	5,368	13,638	5,950	5,950
Interfund Charges & Transfers	5,060	128,084	122,849	76,310	76,310
Total Resources	**1,524,490**	**1,618,313**	**1,711,491**	**1,795,632**	**1,795,632**
Personal Services	1,234,206	1,233,429	1,298,741	1,471,070	1,471,070
Materials & Services	135,892	199,930	200,046	163,488	163,488
Interfund Payments & Transfers	116,639	119,624	130,669	156,824	156,824
Capital Outlay	6,264	3,103	12,044	4,250	4,250
Contingency	-	-	17,758	-	-
Total Expenditures	**1,493,001**	**1,556,086**	**1,659,258**	**1,795,632**	**1,795,632**
Ending Fund Balance	**$ 31,489**	**$ 62,227**	**$ 52,233**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**24.94**	**21.16**	**21.83**	**24.87**	**24.87**

Mental Health Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Alcohol and Drug - Fund 253					
Beginning Fund Balance	$ 461,980	$ 318,296	$ 294,731	$ -	$ -
Taxes	-	-	-	48,000	48,000
Intergovernmental	1,550,592	1,268,376	1,556,107	1,389,873	1,389,873
Fees & Charges for Services	64,809	48,111	-	-	-
Miscellaneous	14,413	-	-	-	-
Interfund Charges & Transfers	17,924	226,129	2,625	-	-
Total Resources	**2,109,718**	**1,860,912**	**1,853,463**	**1,437,873**	**1,437,873**
Personal Services	562,040	469,933	271,754	-	-
Materials & Services	198,087	195,054	909,264	968,938	968,938
Interfund Payments & Transfers	696,254	257,039	672,445	468,935	468,935
Intergovernmental Payments	334,552	607,922	-	-	-
Capital Outlay	489	55	-	-	-
Total Expenditures	**1,791,422**	**1,530,003**	**1,853,463**	**1,437,873**	**1,437,873**
Ending Fund Balance	**$ 318,296**	**$ 330,909**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**7.24**	**11.21**	**4.43**	**0.00**	**0.00**
Secured Treatment Facility - Fund 270					
Beginning Fund Balance	$ 293,905	$ 92,996	$ 3,109	$ -	$ -
Intergovernmental	1,321,808	1,380,596	1,681,130	1,691,400	1,691,400
Fees & Charges for Services	97,023	97,363	82,502	121,726	121,726
Miscellaneous	1,461	10	-	-	-
Interfund Charges & Transfers	-	39,000	-	-	-
Total Resources	**1,714,197**	**1,609,965**	**1,766,741**	**1,813,126**	**1,813,126**
Personal Services	1,150,558	1,284,061	1,300,904	1,324,668	1,324,668
Materials & Services	163,035	172,824	175,925	165,150	165,150
Interfund Payments & Transfers	273,146	133,478	220,913	259,308	259,308
Capital Outlay	5,094	-	39,999	35,000	35,000
Debt Service	29,368	16,049	29,000	29,000	29,000
Total Expenditures	**1,621,201**	**1,606,412**	**1,766,741**	**1,813,126**	**1,813,126**
Ending Fund Balance	**$ 92,996**	**$ 3,553**	**$ -**	**$ -**	**$ -**
Budgeted Full-Time Equivalents	**22.25**	**23.50**	**21.73**	**23.73**	**23.73**

Mental Health Funds

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Regional Hospital - Fund 290					
Beginning Fund Balance	$ 1,735,197	$ 2,037,059	$ 920,000	$ 1,581,972	$ 1,581,972
Intergovernmental	1,727,216	1,662,549	1,712,549	1,662,549	1,662,549
Miscellaneous	769,647	429,528	-	-	-
Total Resources	**4,232,060**	**4,129,136**	**2,632,549**	**3,244,521**	**3,244,521**
Materials & Services	2,195,001	1,204,669	2,119,549	1,284,288	1,284,288
Interfund Payments & Transfers	-	250,000	513,000	378,261	378,261
Contingency	-	-	-	1,581,972	1,581,972
Total Expenditures	**2,195,001**	**1,454,669**	**2,632,549**	**3,244,521**	**3,244,521**
Ending Fund Balance	**$ 2,037,059**	**$ 2,674,467**	**$ -**	**$ -**	**$ -**
Zelzie Reed Early Intervention Trust - Fund 726					
Beginning Fund Balance	$ 15,003	$ 15,284	$ 500	$ 15,486	$ 15,486
Miscellaneous	281	202	62	270	270
Total Resources	**15,284**	**15,486**	**562**	**15,756**	**15,756**
Materials & Services	-	-	500	15,756	15,756
Interfund Payments & Transfers	-	-	62	-	-
Total Expenditures	**-**	**-**	**562**	**15,756**	**15,756**
Ending Fund Balance	**$ 15,284**	**$ 15,486**	**$ -**	**$ -**	**$ -**
College Dreams Trust - Fund 727					
Beginning Fund Balance	$ 58,653	$ 64,334	$ 79,893	$ 298,320	$ 298,320
Miscellaneous	5,681	14,540	10,870	3,700	3,700
Interfund Charges & Transfers	-	-	219,107	-	-
Total Resources	**64,334**	**78,874**	**309,870**	**302,020**	**302,020**
Materials & Services	-	-	309,870	302,020	302,020
Total Expenditures	**-**	**-**	**309,870**	**302,020**	**302,020**
Ending Fund Balance	**$ 64,334**	**$ 78,874**	**$ -**	**$ -**	**$ -**

DEPARTMENT
Mental Health

Fund Descriptions

General Fund – Mental Health
Revenues and expenditures for State-mandated and other necessary services of the Mental Health Department are accounted for in the General Fund. Revenues received are mainly from federal and state grants, and expenditures are for services provided, which include 24-hour crisis services, hospital holds, commitments, and pre-commitment investigations. These are detailed later in this section. Most of the operations of the Mental Health Department are accounted for in the following special revenue funds.

Jennifer Patton Memorial Fund
This fund was established in the name of Jennifer Patton, a former skill trainer for the Developmental Disabilities Program, whose life was cut short in May of 1995. The fund directly serves clients with developmental disabilities and supports the activities she shared with them.

Mental Health Fund
The Mental Health Fund accounts for all costs associated with providing medically necessary mental health services to the residents of Josephine County, including providing these services to citizens eligible for coverage by the Oregon Health Plan. Revenues received are mainly from federal and state grants, and expenditures are for the operations of the department and its programs.

Developmentally Disabled Services Fund
This fund was established to account for state mandated services for the developmentally disabled. The primary sources for revenues are federal and state grants. Expenditures are for the operations of the Developmental Disabilities Program.

E.S.C.E. – Early Intervention Fund
This fund accounts for the revenues and expenditures of the Early Intervention Program. Revenue sources are federal and state grants and expenditures are for early intervention services for children with developmental delays whose ages range form birth to six years.

Alcohol & Drug Fund
This fund was established to account for alcohol and drug prevention, early intervention, treatment, continuum of care, and drug-free housing. The primary revenue source is the Oregon Office of Mental Health and Addiction Services, although grants and community donations support a portion of *College Dreams* (see below).

Secured Residential Treatment Facility Fund
This fund accounts for the expenses associated with the operations of the Hugo Hills regional treatment facility in Hugo. Resources are derived mainly from federal and state grants.

Regional Hospital
This fund accounts for pass-through resources that are paid to the County by the State of Oregon for individuals in Southern Oregon who either require hospital commitment or urgent/emergent acute care from hospitals in the five-county region. Expenditures are payments to the hospitals which provided the care.

Zelzie Reed Early Intervention Trust Fund
This fund accounts for the receipt of donations from the estate of Zelzie Reed and any interest earned on the corpus of the donation. The expenditure of these resources is prescribed by her will.

College Dreams Trust Fund
This fund, established in fiscal year 2000-2001, accounts for scholarships to students deemed at risk of dropping out of high school or getting involved with drugs. Students are eligible to enter the program during their sixth year and can continue to earn scholarship money throughout high school. Money for the scholarships comes from donations. Expenditures of this fund are for scholarship payoffs.

Description

The *Alcohol & Drug Program* provides a continuum of substance abuse prevention, early intervention, treatment, and drug-free housing services with funding from the Office of Mental Health and Addiction Services. JCHSD directly provides substance abuse prevention, dual diagnosis (crisis residential and continuum of care), rental assistance, and A&D consultation to the Department of Human Services. Interagency agreements with ADAPT, Choices Counseling Center, the Addictions Recovery Center, On Track, and the LAMP provide funding for outpatient treatment, residential treatment, school/community-based early intervention, and transitional housing programs for men and women. The A&D Program facilitates the Local Alcohol & Drug Planning Committee, which is legislatively required to identify local needs, establish service priorities, and support community efforts to secure additional funding resources.

College Dreams is a graduation incentive program for bright secondary school students who have multiple risk factors for school dropout, substance abuse, and delinquency. *Dreamers* earn scholarship funds, incentive outings, and access to a "barrier removal fund" by attending school regularly, obtaining good grades, participating in healthy youth activities, and conducting community service projects. Prevention Specialists work flexible schedules to provide school services and outings for *Dreamers.*

Service Levels

	2001-02 Actual	2002-03 Actual	2003-04 Expected	2004-05 Budgeted
Students in *College Dreams*	280	350	470	380
School/Community Early Intervention for Youth	940	1,505	1,640	1,420
Adults/Youth in A&D Outpatient Treatment (state budget reductions)	520*	540*	480*	424*
Adults/Youth in Residential A&D Treatment (state budget reductions)	58*	78*	104*	92*
Adults & Children in Drug-Free Housing or Rental Assistance	140	181	180	180

* Revised figures based on OMHAS Treatment Improvement Report Data.

Efficiency Measures

$62.00 per month per *College Dreamer*
$120.00 per year per youth served with early A&D intervention in school and juvenile settings
$665.00 per adult/youth in A&D Outpatient Treatment
$420.00 per adult/child provided with drug-free transitional housing and rental assistance

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- *College Dreams* expanded to grades 6-10 and piloted *College Challenge*, serving 470 at-risk students
- *College Dreams* completed a one-year Edward Byrne Juvenile Violence Prevention Grant
- Completed school records risk screening on 4,560 middle school and high school students
- Publicly recognized good academic grades, resiliency, and service of 228 *Dreamers* with basic scholarship awards and exceptional accomplishments of 26 *Dreamers* with competitive scholarship awards
- Ran full page display advertisement in Grants Pass daily courier with names of all award recipients and pictures of special award recipients
- Pilot *College Challenge* project doubled the academic success rate of bright, at-risk students with low academic grades in contrast to a random comparison group
- Second Prevention Specialist has earned Certified Prevention Specialist designation through ACBO

- Prevention Team and *Dreamers* participated in eight large scale community service projects
- 16 *Dreamers* participated in community education presentations
- 6 *Dreamers* served as full participants in the hiring process for new Prevention staff members
- *College Dreams* directors attended CSAP Technical Assistance Workshop for Promising Practices Programs

Fiscal Year 2003-2004 Expected Accomplishments

- *College Dreams* is now serving 380 at-risk students in grades 6-11 at 5 middle schools and 4 high schools
- Local research shows 68% academic failure rates and 54% juvenile arrest rates for 10th grade students with 3-7 risk factors (6 to 8 times higher than rates for low risk students)
- Outcome data show *Dreamers* with 50% less academic failure & 70% less delinquency than matched comparison students
- 328 *Dreamers* earned basic scholarship awards and 70 *Dreamers* earned competitive scholarship awards at College Dreams Awards Celebration attended by 940 students, family members, and invited guests
- Skill-building classes for 86 remedial summer school students at North and South Middle Schools
- Sustained OMHAS funding for A&D special projects (school/community-linked services & drug-free housing
- All A&D Prevention Specialists trained and certified in evidence-based Motivational Enhancement
- Completed 2nd year of Gordon Elwood Foundation grant and did a program overview presentation for their Foundation Board
- Prevention Specialists and *Dreamers* participated in seven large scale community service projects
- Sustained A&D Participation in evidence-based Functional Family Therapy Team and Integrated (Juvenile) Treatment Court
- Modified A&D residential treatment funding to support 3rd dual diagnosis bed at Crisis Resolution Center
- Modified Continuum of Care budget to fund A&D Outpatient Team at Crisis Resolution Center

Fiscal Year 2004-2005 Projected Accomplishments

- Application being prepared for an AmeriCorps member to work with *College Dreams* on college preparation project for high school *Dreamers*
- *College Dreams* was selected to receive auction benefits from a sculptured bear during Bearfest 2004
- Our first cohort of *Dreamers* will graduate from high school and enter college
- Program will publicly recognize 250 with incentive scholarship fund awards at 2004 Awards Ceremony
- Program will present 60 competitive scholarship awards from community sponsors to outstanding *Dreamers*
- Maintain core components of A&D continuum of care despite state/county budget restrictions
- Program will present one or more workshops at a statewide conference

DEPARTMENT Mental Health

PROGRAM Developmental Disabilities

Description

To assist individual with developmental disabilities and their families to lead productive, meaningful lives in their own community.

Service Levels

	2002-2003 Actual	2003-2004 Expected	2004-2005 Budgeted
# of individuals in clinical services	85	76	75
# of individuals in Regional Crisis Services	150	160	187
#of hours per month to each individual in Nursing Home Project	28	28	28
# of billable contacts			2040

Efficiency Measures:

1 FTE clinical services.
6 FTE Regional Crisis Services
.4 FTE Nursing
Utilize all staff to fill in where needed throughout the program due to reductions in 1.5 FTE.
Demonstrate compliance with the State regulations as measured through the Quality Assurance process.

Effectiveness Measures:

80% of MH assessments performed within 14 calendar days.
95% of clients will have Assessment of Individual Support Needs completed annually.
90% of Annual Individual Service Plan meetings attended by consumer chosen significant individual.

Program Accomplishments and Goals

Fiscal Year 2002-2003 Expected Accomplishments

- Added two regional Children's Development positions.
- Developed and implemented complete Quality Assurance procedures.
- Absorbed Family Support program into existing Case Management Program.
- Consolidated tasks to operate with 1.5 less FTE in Case Management.

Fiscal Year 2003-2004 Expected Accomplishments

- Incorporate Lifespan Respite Program into existing Case Management Program.
- Complete incorporation of State Diversion Specialist into existing Regional Crisis Program.
- Revise Case Management Policies & Procedures to comply with new Administrative Rules.
- Maintain level and quality of service amid State budget shortfall and increased operating expenses.

Fiscal Year 2004-2005 Expected Accomplishments

- Continue to maintain level and quality of service amid increased State budget shortfalls and increased operating expenses.

Description

Early Intervention Services are state mandated for eligible 0-3 year olds. Early Childhood Special Education services are state and federally mandated for eligible 3-5 year olds. These services for children with developmental delays include screening and evaluation, home-based family consultation, toddler groups, speech and language therapy, occupational and physical therapy, specialized autism services, family support activities, and preschool programs. Services are provided at Gilbert Creek Child Development Center, the Family Resources Center, Head Start, DTYC (Family Friends), Tinkerbell, Rogue Community College Child Care, Discovery Acre Child Care or other community sites. The program philosophy emphasizes partnership with families, collaborative services, and a developmentally appropriate, inclusive curriculum, in which children with disabilities learn alongside their typically developing peers. Therapy services are integrated into home and classroom routines and include consultation and training for staff and families so that the significant adults in a child's life are working together to provide multiple learning opportunities for children.

Service Levels

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2004-2005 Budget
# children screened for eligibility	250	241	240	215
# of eligible children serviced.	253	245	250	230
# of typically developing children serviced.	95	95	95	95
# of in-service training sessions conducted with staff.	20	20	20	15

Efficiency Measures

$133.14 per hour evaluation services.
$131.74 per hour basic services.
$135.86 per hour nursing services.

Effectiveness Measures

90% of referrals of children 0-3 completed within 45 days.
98% of referrals of children 3-5 completed within 90 days.
Overall rating on parent satisfaction survey 3.4 or higher (out of 4.0 Likert scale).
% of parents respond, A agree or A strongly agree to statement A Overall, I am happy with my child's program on biennial parent satisfaction survey.
4.4 or higher rating on Program Quality Assessment in the following areas; learning environment, daily routine, adult B child interaction, curriculum planning and assessment, as rated by two external reviewers, biennially.
90% compliance rating on key performance indicators during random sampling of 40 files each year.

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Train 75 community and JCEIS staff through early childhood conference.
- Provide intensive mentoring to seven more early childhood providers through STEP.
- Develop and implement group training for substitutes and new employees, to introduce them to important strategies for working with young children with disabilities.

- Achieve 90% enrollment of typically developing children at Gilbert Creek and Toddler Group.
- Identify two new community placement sites for children with disabilities.
- Complete a work environment survey measuring staff satisfaction.
- Maintain staff turnover at 6% or less.
- Begin placement of RCC practicum students from ECE department, continue placement of RCC Nursing and Human Resource students.
- Develop a plan to respond to planned cuts in State funding.
- Develop an incentive program for staff to encourage professional development through RCC ECE program, CDA certification, or registration in Professional Development Registry.
- Submit a collaborative proposal with Head Start and RCC for development of a lab school to serve infants, toddlers and preschoolers, and provide training for students.
- Sponsor professional exchange to train early intervention providers from Romania.

Fiscal Year 2003-2004 Accomplishments and Anticipated Accomplishments

- Develop a plan to respond to space and facility issues at Gilbert Creek.
- Analyze results of Work Environment Survey and implement recommendations as needed.
- Restructure services as necessary in response to budget considerations.
- Mentor 12 additional early childhood providers through STEP.
- Conduct High Scope Program Quality Assessment.
- Achieve 90% enrollment of typically developing children at Gilbert Creek and Toddler Group.
- Successful award of $600,000 Community Development Block Grant (CDBG) for collaboration between JCEIS, Southern Oregon Head Start and RCC to build an early childhood center/lab school on the RCC campus. The Partnership has finalized interagency agreements, developed a capitalization strategy and has begun community fundraising efforts to supplement CDBG funding and foundation grants.
- Started a Parents Language and Literacy Education Group with funding support from the Oregon Community Foundation to train parents of at-risk children how to use books, art, music and conversation to stimulate their children's language development.
- In conjunction with the University of Oregon, participated I research on Infant Mental Health and the impact of parent child interactions. The University will fund a part-time Infant Mental Health Mentor to provide consultation to JCEIS staff beginning May 2004.
- Assumed management of the Josephine County Health Start Program (Ready, Set, Go) contracted with local service providers (Siskiyou Community Health Center, Oregon Parent Center, Three Rivers Community Hospital) and provided training in model implementation for all involved staff.
- Opened a new group at the Family Resource Center for three year olds with developmental delays.
- Wrote successful grant application to the Four Way Foundation for purchase of two digital video cameras.
- A local business, Impact Physical Therapy, sponsored and organized the "Caveman Trot" a 5-10 K race, as a fund raiser for JCEIS.
- JCEIS piloted implementation of Medicaid Administrative Claiming (MAC) for early intervention programs, and expects $10,000 in new resources as a result.
- Neuropsychologist Marilyn Thatcher donated her time to do a full day training for JCEIS staff and community partners, with registration income benefiting JCEIS.
- Average length of service for JCEIS regular employees reached 9 ½ hears as of April 2004, with six individual having 15 years of service or more. (The program has been in operation since October of 1986).
- Janet Dean, Nationally known director of the Clinical Infant Program in Boulder, Co. provided training in Infant Mental Health for JCEIS Family Consultants and for our community partners.
- All team in-service training in August focused on stress management. Five staff have completed Linda Willis' Balanced Weigh program, several are taking advantage of YMCS or Club Northwest

memberships. Lunchtime walking groups and a monthly "healthy cooking" dinner club have sprung from the stress management training.

- An Occupational Therapy intern from Colorado State University received training with us for three months and provided service to JCEIS children and families.
- As part of our accountability responsibilities to Oregon Department of Education a team of five people completed the Systems Performance Review and Implementation plan (SPRI). Goals from the SPRI plan are attached.
- 99% of referrals for eligibility evaluation were completed within federally required time lines, while programs throughout the state averaged 75%.
- A parent advocacy group planned an awareness event at the capitol, bringing attention to impact of budget cuts on families of children with disabilities. Representation from current and former JCEIS parents was very strong.
- Preschool children from Gilbert Creek CDC delivered May Day baskets to our neighbors
- Participated in a standardization study for an assessment tool, through the University of Oregon.
- Improved relationship with Community Human Services – Child Welfare.
- Renewed JCEIS staff participation in the Community Connections Clinic which brings medical and educational providers together in a team approach to coordinate services and provide consultation to families with children who have difficult medical or psychological diagnoses.

Fiscal Year 2004-2005 Expected Accomplishments

- Train an existing employee to meet certification requirements as a Speech/Language Therapy Assistant (SLPA) through coursework at Chemeketa Community College and hire at this level to fill the current SLP vacancy.
- In conjunction with Impact Physical Therapy, hold the second annual Caveman Trot 10 K run, with a fund raising goal of $4,000.00.
- In conjunction with University of Oregon, hire and train Infant Mental Health Mentor, and begin providing consultation to JCEIS staff, families and community Early childhood providers (Head Start, Early Head Start, Healthy Start, Project Baby Check).
- See attached SPRI goals.

Description

Josephine County Mental Health Department (JCMHD) provides State-mandated and other necessary services for the Mental and Emotional Disturbances (MED) Program. The Mental and Emotional Disturbances Program includes the following:

The *Community Support Unit* serves Josephine County residents who suffer from severe long-term psychiatric disabilities. Case management services include assistance in medication and symptom management, financial entitlements and money management, coordination of community resources, accessing medical and dental services, living skills training, social skills development, and community negotiation and advocacy. Residential services coordinate the licensure and use of private foster homes and residential programs, working closely with the Counsel of Housing & Urban Development, and providing on-going training to providers as required by the State Mental Health Division. Representative payee services assist consumers who are unable to manage their own funds and who have no other available resource to help.

The *Community Treatment Unit* includes the Children's Resource Team (CRT) and Adult Outpatient Treatment. The *Children's Resource Team* services include individual, family, and group counseling, school-based counseling, social and behavioral skills training for both children and parents, and classes on a variety of topics. CRT also provides a special series of classes for children whose parents are divorcing. The *Adult Outpatient Treatmen*t services include individual and group treatment, couples counseling, skills training, and evaluations in nursing homes.

The *Crisis Intervention Unit* is responsible for pre-commitment services and responding to mental health crises on a 24-hour basis throughout Josephine County.

The *Crisis Resolution Center* is a multifaceted program. It has three separate and distinct programs all licensed as a Secure Residential Program by the Mental Health & Developmental Disability Services Division. The *Non Hospital Hold Unit* is able to divert individuals who do not have any serious medical concerns and do not need seclusion and restraint, from a hospital hold. They are placed on either a physicians or directors hold because they are a danger to self, others, or unable to care for their basic needs as a result of a mental illness. The *Crisis Respite Unit* is used primarily to divert individuals from costly and restrictive hospital/non-hospital hold or as a step down to individuals who have been on a hold and are now more stable. This opportunity provides a home-like atmosphere for individuals to be able to continue to stabilize in a safe environment. Treatment modalities include but are not limited to on-going case management, skills training, therapy, medication management, assessment, treatment and referral for alcohol and drug issues as well as compulsive gambling. At times it may be used to provide respite for care providers or family members who are caring for someone suffering from a mental illness. *Ramsey Place Enhanced Care Unit* provides intermediate treatment for five chronically mentally ill consumers in a 24-hour staffed licensed residential treatment facility. It is a step down or diversion from the State Hospital or other long term, secure residential program. All of the residents have been committed to the Care and Custody of the State and are on trial visits. The treatment modalities available in crisis respite are utilized on this unit as well. There is no set length of stay and all residents' work towards the goal of moving to a less structured environment.

The *Medical Unit* provides services to individuals who are taking medication. This includes psychiatric evaluations, follow-up medication clinics, medical injection clinics and consultation with foster homes, pharmacies, local physicians, physician's assistants, nurse practitioners and other mental health service providers.

Description (continued)

The *Resource Management Unit* was created for Josephine County Mental Health Department's involvement in the Oregon Health Plan. It serves as an accessible entrance into the full array of medically necessary and clinically appropriate JCMHD services and contract providers. It is also a liaison with the local medical community and with Southern Oregon Regional Psychiatric Unit.

Southside Place has fourteen studio apartments, which are designed for hard to place consumers with mental illness. Consumers are severely dysfunctional in other housing options and Southside is their last option for a residential placement. A resident manager resides at the facility and is responsible for collection of rent and minimal upkeep of the facility. Residents will stay 6 to 18 months with a goal to improve their skills, so they can secure competitive housing.

Other services include treatment at *Josephine County Correctional Facility* for crisis mental health services. At the *Josephine County Juvenile Department*, we provide a sex offender treatment and a parenting education class. For Josephine County, we provide *Gambling Addiction* treatment. We also contract with Southern Oregon Adolescent Study and Treatment Center, Family Friends and Options for Southern Oregon.

Service Levels

	2002-2003 Projected	2002-2003 Actual	2003-2004 Projected	2004-2005 Budget
Hours of assessments	3554	3396	2079	1900
Hours of case management	5998	5925	4806	4000
Hours of medication management	2777	2576	1134	1100
Hours of out patient therapy	14308	15733	9728	8800

Efficiency Measures

$120.80 per hour of assessment
$95.60 per hour of QMHA case management
$120.80 per hour of QMHP case management
$158.40 per hour of medication management
$120.80 per hour of out patient therapy

Effectiveness Measures

95% of the time members will wait no more than 2 calendar weeks to be seen for an Intake Assessment following a request for covered services
95% of patients needing follow-up will receive services within one week of discharge from an acute care hospital, or have documentation as to why not.
90% of consumers will indicate they are able to deal more effectively with problems that brought them to treatment
Respond to 100% of requests for suicide/bereavement consultations from schools, other youth agencies

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Developed and implemented a comprehensive Dual Diagnosis Crisis Stabilization program with Dual Diagnosis Specialist in collaboration with community partners.
- Developed and implemented policy and guidelines to address detoxification section of the upcoming Dual Diagnosis Program at the Crisis Resolution Center and other new services.
- Revised and current Policies/Procedures for all existing JCMHD programs.
- Developed the budget for better accounting and monitoring of various program funds.
- Continuing improvement of billing methods to increase incidental billing by at least 50%.
- Continue to improve interagency relationships and collaboration by meeting at least monthly with members of the health care and social service communities.
- Provided opportunities for public to increase awareness and understanding of mental health/mental illness by inviting to free educational brown bag lunch seminars with mental health experts during A Mental Illness Awareness Week in October.
- Provided depression screenings to the public free of charge during National Depression Screening Week.
- Publish a monthly newsletter for staff and subcontractors to enhance JCMHD employee communication and information sharing.
- Continued our internal and external quality assurance and improvement committees to assure compliance with state and local service requirements to ensure quality of services to consumers.
- Sponsored the Mental Health Advisory Board orientation seminars for other agencies and the medical profession to inform them of the services available through our programs.
- Raised $6,000 for community support of mentally ill consumers through the annual Mental Health Walk-A-Thon.

Fiscal Year 2003-2004 Projected Accomplishments

- Licensed “Dual Solutions” Mental Health and Alcohol & Drug Outpatient Treatment Program.
- Participated in successful regional grant application through Jefferson Behavioral Health.
- Participated in the National Depression Screening Day.
- Provided outreach and public awareness through brown bag lunch seminars and the annual Mental Health Walk-A-Thon.
- Explore additional funding sources through Federal and State grant opportunities.
- Implemented Policies and Procedures in accordance with the Health Information Privacy and Accountability Act (HIPAA).
- Converted computer code sets to comply with HIPAA.
- Converted to new computer system.
- Reduced staff and service levels to accommodate revenue shortfalls.
- Modified staffing patterns in PreCommittment services to accommodate staffing cuts.

Fiscal Year 2004-2005 Projected Goals

- Initiate specialized treatment services in accordance with grant award for children’ services coordination.
- Withdraw school based treatment services and restructure Children’s Resource Team in response to budget shortfall.
- Restructure case management services to severely and persistently mentally ill in response to budget shortfall.

Description

Josephine County Mental Health Department (JCMHD) provides State-mandated and other necessary services for the Mental and Emotional Disturbances (MED) Program. The Crisis Services Program includes the following:

The *Crisis Intervention Unit* is responsible for pre-commitment services and responding to mental health crises on a 24-hour basis throughout Josephine County.

The *Crisis Resolution Center* is a multifaceted program. It has three separate and distinct programs all licensed as a Secure Residential Program by the Mental Health & Developmental Disability Services Division. The *Non Hospital Hold Unit* is able to divert individuals who do not have any serious medical concerns and do not need seclusion and restraint, from a hospital hold. They are placed on either a physician's or director's hold because they are a danger to self, others, or unable to care for their basic needs as a result of a mental illness. The *Crisis Respite Unit* is used primarily to divert individuals from costly and restrictive hospital/non-hospital hold or as a step down to individuals who have been on a hold and are now more stable. This opportunity provides a home-like atmosphere for individuals to be able to continue to stabilize in a safe environment. Treatment modalities include but are not limited to on-going case management, skills training, therapy, medication management, assessment, treatment and referral for alcohol and drug issues as well as compulsive gambling. At times it may be used to provide respite for care providers or family members who are caring for someone suffering from a mental illness.

Service Levels

	2002-2003 Actual	2003-2004 Budget	2003-2004 Projected	2004-2005 Budget
Hours of Precommittment activity Precommittment activity = investigation, interviewing and report writing to determine if commitment proceedings should occur	1041	1399	1392	1400
Precommittment screenings Screenings = evaluation & determination of danger to self or others and need to confine the individual	820	1100	1080	1100
# of people to less restrictive respite setting Less restrictive respite setting = placement other than acute care hospital or non-hospital hold facility	279	240	297	344
# of people to Non Hospital Hold setting Non Hospital Hold = locked facility other than acute care hospital	169	165	193	195

Efficiency Measures
$120.80 per hour Crisis Service
$235.00 per day Non-Hospital Hold
$235.00 per day Crisis Respite

Effectiveness Measures
100% of services for consumers assessed as emergent services will occur within 24 hours from time of screening or triage.

98% of consumers requesting emergency services shall be screened within 15 minutes. 90% of involuntary commitment proceedings will be started on the next judicial day from admission.

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- 100% of consumers assessed as emergent seen within 24 hours of screening
- Expanded Dual Diagnosis capability within the Crisis Resolution Center program.
- Continued 24 hr Crisis coverage during budget cut backs and loss of revenue.
- Maintained high diversion rate of individuals placed on hold going to civil commitment.
- Reduced hospital costs as a result of diversions to less restrictive setting (Crisis Resolution Center)
- Received license as an Acute Care Non-Hospital facility

Fiscal Year 2003-2004 Projected Accomplishments

- Enhance nursing coverage to 24 hours.
- Train nursing staff in crisis coverage
- Reduce staffing levels of crisis unit
- Increase revenue through Acute Care Non-Hospital billing for OHP Standard coverage.
- Explore billing opportunities with Third Party Insurance carriers

Fiscal Year 2004-2005 Expected Accomplishments

- Maintain 24 hour Crisis Response coverage.
- Maintain approximately 1.5 Average Daily Population in Acute Care Hospitalization.
- Continue current rate of diversion to Non-Hospital Hold facility.
- Initiate “Dual Solutions” treatment for dually diagnosed individuals with mental health and alcohol and drug abuse issues.
- Stabilize 24 hour nursing coverage.

Description
Hugo Hills Secure Residential Treatment Facility's mission is to foster ability of persons with severe and persistent mental disorders to achieve maximum self-reliance in managing their psychiatric condition.

Service Levels

	2002-2003 Actual	2003-2004 Budget	2004-2005 Budget
Minimum # of resident contacts per direct staff member per day	2	2	2
Minimum # of hours per day of structured individual skills training per staff member	2	2	2
# of residents	16	16	16
Minimum # of community outings per resident per month.	5	5	5
Minimum # of hours per day of group skills Minimum of 10 different groups per week	1	1	1
Employee staff count	22.2 FTE	22.8 FTE	20.0 FTE

Efficiency Measures
$259.00 per day per resident.

Effectiveness Measures
100% of residents will have their rights explained to them as documented in their charts
Three residents per year will be discharged from Hugo Hills to a lower level of care.
90% of all incidents at Hugo Hills will have follow-up documentation on the incident report form.

Program Accomplishments and Goals

Fiscal Year 2002-2003 Accomplishments

- Implemented new pre-vocational skills training program
- Developed four new group modalities; Music/Art/Emotions Group, Cooking Skills Class, Understanding Group Processes Class, and World Awareness Group
- Involving residents with dual diagnoses into community AA meetings
- Successfully discharged three residents

Fiscal Year 2003-2004 Expected Accomplishments

- Revise current treatment planning forms and procedures to increase resident understanding and involvement
- Complete construction of two new work sites for staff in order to meet HIPPA regulations
- Organize two overnight summer camping trips
- Transition two residents to lower level of care

Fiscal Year 2004-2005 Projected Accomplishments

- Continue to meet licensing requirements in building and facility
- Reorganize personnel tracking
- Reorganize staffing schedules to accommodate losses resulting from lay-offs and ensure consumer and staff safety
- Petition State for increase in monthly service payments for residents

Page Intentionally Blank

PERSONNEL

Page Intentionally Blank

Josephine County, Oregon
2005-06 Operating Budget

Staffing Summary In Full Time Equivalents (FTE)
All Funds and Departments

Fund/Departments	ADOPTED BUDGET 2002-03	ADOPTED ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund					
Assessor	19.00	18.00	18.00	18.00	18.00
Clerk	7.00	6.75	6.75	6.75	6.75
Community Justice	60.49	54.74	52.94	50.09	50.09
District Attorney	23.00	21.00	21.00	21.00	22.00
Forestry	7.10	7.00	6.50	6.50	6.50
Mental Health	14.65	11.07	9.67	9.38	9.38
Planning	8.81	8.35	8.20	8.50	8.50
WaterMaster	1.00	1.00	-	-	-
Public Health	37.89	30.59	33.53	33.13	33.13
Public Health - Adult Jail Health Clinic	4.29	4.50	4.55	4.55	4.55
Sheriff	97.90	90.40	89.40	86.40	86.40
Surveyor	1.75	1.75	1.75	1.75	1.50
Treasurer	7.00	6.75	6.45	6.00	6.00
Total General Fund	289.88	261.90	258.74	252.05	252.80
Administrative Internal Service Funds					
Board of County Commissioners	6.00	6.00	6.00	6.00	6.00
Finance	4.00	4.70	5.70	6.70	6.70
Information Systems	10.00	9.50	9.00	9.00	8.00
Communications	3.00	3.00	3.00	3.00	3.00
Planning - GIS Program	-	2.15	2.30	2.30	2.30
Building Operations and Maintenance	18.60	17.00	17.00	17.00	17.00
County Fleet Operations	6.10	6.00	6.00	5.00	5.00
Human Resources	4.00	4.50	4.50	3.00	3.00
County Legal Counsel	3.80	3.80	3.80	3.80	4.25
Central Services	0.45	0.45	0.45	0.45	0.45
Total Administrative Internal Service	55.95	57.10	57.75	56.25	55.70
Other Funds					
Public Works Operating	73.50	67.00	67.00	67.00	67.00
Library	24.00	15.30	17.94	15.04	15.04
Community Services	8.08	9.00	9.95	6.75	6.75
Fair	5.50	5.00	5.00	5.00	5.00
Public Land Corner Preservation	0.00	0.00	0.00	0.00	0.25
Food Share	2.88	2.88	3.50	2.25	2.25
Economic Development	2.30	1.00	-	1.00	1.00
Law Library	0.00	0.78	1.00	1.00	0.50
Community Corrections Program	23.11	17.61	23.44	22.94	22.94
Special Transportation	10.00	10.00	12.45	11.25	11.25
Mental Health Program	81.89	84.42	73.13	70.25	70.85
Developmentally Disabled Services	19.40	17.58	17.00	15.00	15.00
Early Intervention	24.94	21.16	21.83	24.87	24.87
Alcohol & Drug Program	7.24	11.21	4.43	-	-
Parks	7.80	7.00	6.75	6.75	6.75
Electrical Inspections - Building Safety	6.75	6.75	8.75	7.00	7.00
Secured Residential Treatment Facility	22.25	23.50	21.73	23.73	23.73
Public Works Equipment	14.26	11.25	-	-	-
County Airports	3.25	3.50	2.50	1.00	1.00
Commission on Children and Families	2.50	2.00	2.00	2.00	2.00
Total Other Funds	339.65	316.94	298.40	282.83	283.18
Total FTE's	685.48	635.94	614.89	591.13	591.68

Josephine County, Oregon
2005-06 Operating Budget
Pay Grade and Monthly Salary Table

AFSCME Pay Grades and Monthly Salaries

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	COLA Step 6	0.026 Step 7	Step 8
A03	1,256.67	1,324.27	1,397.07	1,468.13	1,532.27	1,594.67	1,662.27	1,731.60
A04	1,334.67	1,404.00	1,482.00	1,558.27	1,625.87	1,696.93	1,766.27	1,839.07
A05	1,410.93	1,490.67	1,572.13	1,651.87	1,724.67	1,797.47	1,873.73	1,946.53
A06	1,497.60	1,579.07	1,667.47	1,750.67	1,825.20	1,904.93	1,986.40	2,066.13
A07	1,586.00	1,676.13	1,766.27	1,856.40	1,936.13	2,021.07	2,104.27	2,185.73
A08	1,683.07	1,774.93	1,870.27	1,965.60	2,048.80	2,137.20	2,229.07	2,317.47
A09	1,781.87	1,880.67	1,981.20	2,081.73	2,170.13	2,265.47	2,359.07	2,456.13
A10	1,885.87	1,989.87	2,099.07	2,203.07	2,298.40	2,398.93	2,499.47	2,598.27
A11	1,996.80	2,107.73	2,223.87	2,333.07	2,435.33	2,542.80	2,645.07	2,750.80
A12	2,112.93	2,229.07	2,352.13	2,470.00	2,575.73	2,686.67	2,801.07	2,912.00
A13	2,234.27	2,355.60	2,485.60	2,613.87	2,726.53	2,842.67	2,960.53	3,080.13
A14	2,359.07	2,489.07	2,629.47	2,759.47	2,877.33	3,005.60	3,128.67	3,255.20
A15	2,492.53	2,632.93	2,775.07	2,915.47	3,038.53	3,172.00	3,303.73	3,437.20
A16	2,634.67	2,778.53	2,932.80	3,080.13	3,210.13	3,352.27	3,490.93	3,633.07
A17	2,782.00	2,936.27	3,097.47	3,253.47	3,392.13	3,537.73	3,686.80	3,834.13
A18	2,936.27	3,099.20	3,267.33	3,432.00	3,579.33	3,733.60	3,893.07	4,045.60
A19	3,099.20	3,269.07	3,447.60	3,622.67	3,775.20	3,941.60	4,104.53	4,269.20
A20	3,269.07	3,449.33	3,640.00	3,820.27	3,984.93	4,156.53	4,329.87	4,504.93
A21	3,447.60	3,638.27	3,837.60	4,030.00	4,203.33	4,385.33	4,569.07	4,752.80
A22	3,638.27	3,835.87	4,047.33	4,251.87	4,433.87	4,626.27	4,820.40	5,012.80
A23	3,835.87	4,045.60	4,272.67	4,485.87	4,678.27	4,881.07	5,085.60	5,290.13
A24	4,047.33	4,272.67	4,506.67	4,732.00	4,934.80	5,149.73	5,366.40	5,581.33
A25	4,213.73	4,446.00	4,690.40	4,924.40	5,135.87	5,362.93	5,584.80	5,810.13

OPEU Pay Grades and Monthly Salaries

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
O10	1,778.40	1,882.40	1,962.13	2,043.60	2,130.27	2,222.13	2,315.73	2,412.80
O20	1,956.93	2,074.80	2,161.47	2,253.33	2,352.13	2,452.67	2,558.40	2,669.33
O21	1,993.33	2,111.20	2,201.33	2,296.67	2,393.73	2,497.73	2,603.47	2,714.40
O30	2,144.13	2,272.40	2,372.93	2,476.93	2,582.67	2,691.87	2,813.20	2,943.20
O31	2,237.73	2,372.93	2,476.93	2,582.67	2,695.33	2,813.20	2,934.53	3,068.00
O40	2,334.80	2,476.93	2,582.67	2,693.60	2,813.20	2,943.20	3,069.73	3,206.67
O41	2,371.20	2,511.60	2,620.80	2,735.20	2,854.80	2,983.07	3,116.53	3,251.73
O50	2,393.73	2,532.40	2,664.13	2,799.33	2,943.20	3,085.33	3,246.53	3,409.47
O51	2,523.73	2,678.00	2,811.47	2,953.60	3,104.40	3,255.20	3,425.07	3,600.13

Sheriff Association Pay Grades and Monthly Salaries

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
S01	1,897.57	2,012.63	2,116.73	2,224.49	2,341.37	2,461.91	2,593.40
S02	1,996.19	2,116.73	2,224.49	2,341.37	2,461.91	2,593.40	2,723.08
S03	2,277.45	2,414.43	2,538.61	2,671.94	2,807.09	2,947.72	3,097.48
S04	2,323.11	2,461.91	2,885.63	3,029.90	3,185.14	3,347.69	3,515.72
S05	2,335.89	2,476.52	2,900.23	3,044.52	3,199.75	3,362.30	3,532.15
S06	2,396.16	2,538.61	2,973.29	3,123.05	3,281.94	3,448.13	3,621.64
S07	2,456.43	2,604.36	3,044.52	3,199.75	3,362.30	3,532.15	3,711.13
S08	2,456.43	2,604.36	2,987.90	3,141.31	3,302.03	3,468.23	3,643.56
S09	2,520.35	2,671.94	3,066.44	3,221.67	3,384.22	3,555.89	3,738.52
S10	2,582.45	2,734.04	3,141.31	3,302.03	3,468.23	3,643.56	3,831.67
S11	2,646.37	2,807.09	3,221.67	3,384.22	3,555.89	3,738.52	3,930.29
S12	2,713.94	2,876.49	3,302.03	3,468.23	3,643.56	3,831.67	4,027.09

Josephine County, Oregon
2005-06 Operating Budget
Pay Grade and Monthly Salary Table

Management Pay Grades and Monthly Salaries

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
M06	1,681.33	1,768.00	1,863.33	1,946.53	2,033.20	2,123.33	2,211.73
M07	1,998.53	2,102.53	2,211.73	2,314.00	2,418.00	2,522.00	2,629.47
M08	2,116.40	2,227.33	2,341.73	2,449.20	2,561.87	2,672.80	2,783.73
M09	2,241.20	2,359.07	2,480.40	2,593.07	2,710.93	2,828.80	2,948.40
M10	2,298.40	2,438.80	2,551.47	2,662.40	2,771.60	2,917.20	3,069.73
M11	2,431.87	2,584.40	2,700.53	2,816.67	2,936.27	3,087.07	3,250.00
M12	2,574.00	2,733.47	2,856.53	2,981.33	3,107.87	3,269.07	3,440.67
M13	2,721.33	2,891.20	3,022.93	3,154.67	3,289.87	3,458.00	3,636.53
M14	2,811.47	2,984.80	3,123.47	3,256.93	3,395.60	3,570.67	3,759.60
M15	2,877.33	3,054.13	3,196.27	3,331.47	3,473.60	3,653.87	3,846.27
M16	3,040.27	3,225.73	3,374.80	3,520.40	3,669.47	3,860.13	4,059.47
M17	3,078.40	3,272.53	3,419.87	3,568.93	3,719.73	3,915.60	4,116.67
M18	3,210.13	3,407.73	3,563.73	3,718.00	3,875.73	4,078.53	4,288.27
M19	3,388.67	3,600.13	3,764.80	3,929.47	4,092.40	4,309.07	4,530.93
M20	3,575.87	3,797.73	3,969.33	4,147.87	4,319.47	4,543.07	4,782.27
M21	3,700.67	3,932.93	4,108.00	4,290.00	4,472.00	4,704.27	4,946.93
M22	3,773.47	4,007.47	4,189.47	4,373.20	4,556.93	4,794.40	5,044.00
M23	3,903.47	4,149.60	4,338.53	4,525.73	4,718.13	4,964.27	5,222.53
M24	3,979.73	4,229.33	4,420.00	4,614.13	4,808.27	5,057.87	5,323.07
M25	4,194.67	4,458.13	4,660.93	4,863.73	5,068.27	5,331.73	5,609.07
M26	4,347.20	4,617.60	4,827.33	5,042.27	5,252.00	5,524.13	5,811.87
M27	4,425.20	4,699.07	4,912.27	5,130.67	5,343.87	5,621.20	5,912.40
M28	4,664.40	4,955.60	5,180.93	5,408.00	5,635.07	5,926.27	6,233.07
M29	4,915.73	5,222.53	5,458.27	5,699.20	5,936.67	6,246.93	6,571.07
M30	5,180.93	5,503.33	5,754.67	6,006.00	6,259.07	6,584.93	6,928.13
M31	5,442.67	5,725.20	6,009.47	6,293.73	6,583.20	6,867.47	7,156.93
M32	5,714.80	6,011.20	6,309.33	6,609.20	6,910.80	7,214.13	7,512.27
M33	5,876.00	6,238.27	6,546.80	6,870.93	7,196.80	7,571.20	7,966.40

Elected Official Pay Grades and Monthly Salaries

Pay Grade	Step 1
EO1	198.40
EO2	1,598.13
E03	5,433.99
EO3A	5,433.99
EO3T	5,699.19
EO4	5,697.46
E04A	5,127.72
EO5	6,002.52
EO6	7,123.99

Page Intentionally Blank

CAPITAL PROJECTS

Page Intentionally Blank

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget

JOSEPHINE COUNTY CAPITAL OUTLAY AND CAPITAL PROJECTS SUMMARY
Approved for fiscal year 2005 – 2006

The County Charter requires that the Board of County Commissioners prepare a five-year Capital Improvements Program (CIP) to accompany the proposed annual budget in its presentation to the county budget committee. The CIP is a planning document and does not authorize or fund projects.

The following is a summary of all capital expenditures and projects included in the budget for fiscal year 2005-2006.

SUMMARY BY FUND:

Administrative Internal Service	$13,550
County Airports Fund	105,100
Building Safety Fund	4,600
Commission on Children & Families	900
Community Justice	86,123
County Bridge Construction	2,646,000
County Clerk's Fund	66,303
County Fleet Operations	280,992
Developmentally Disabled	1,000
Disposal Sites Closure	825,992
ESCE Early Intervention	4,250
Fairgrounds	5,000
General Fund	449,716
George R. Borders Memorial	40,000
Jail Commissary	24,289
JOINT (Forfeiture)Trust	5,000
Parks	17,000
PEG Access Trust	70,015
Public Works Operating Fund	1,596,033
Secured Treatment Residential Facility	35,000
Special Transportation	73,040
Total Budgeted Capital Outlays	**$ 6,349,903**

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget

JOSEPHINE COUNTY CAPITAL OUTLAY AND CAPITAL PROJECTS SUMMARY

Approved for fiscal year 2005-06

SUMMARY BY DEPARTMENT:

Administrative Services:	
Board of Commissioners	$1,900
Central Services	150
GIS Program	3,000
Building Operations and Maintenance	8,500
Finance	70,015
Josephine County Assessor	25,000
Josephine County Treasurer	16,160
Josephine County Clerk	66,303
Public Works	5,349,017
Forestry	107,540
Community Development:	
Building and Safety	4,600
Planning	3,600
Criminal Justice/Public Safety:	
Community Justice	86,123
District Attorney	5,352
Josephine County Sheriff	296,442
Culture and Recreation:	
Josephine County Airports	105,100
Josephine County Fairgrounds	5,000
Josephine County Library	40,000
Parks	17,000
Human Services:	
Commission on Children and Families	900
Public Health	24,911
Community Action	73,040
Mental Health	40,250
Total Budgeted Capital Outlays	**$6,349,903**

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Budgeted Capital Outlay
Five Year Projection

Administrative Services:

Board of Commissioners

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 13,770	$ 7,550	$ 7,500	$ 21,650				
2002-03	2,050	-	-	-	$ -			
2003-04		1,900	-	-	-	$ -		
2004-05			1,900	-	-	-	$ -	
2005-06				1,900	-	-	-	$ -

Finance Department

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 82,700	$ 7,200	$ 1,000	$ 1,000				
2002-03	2,000	-	6,000	-	$ -			
2003-04		1,074,399	-	-	-	$ -		
2004-05			1,157,488	-	-	-	$ -	
2005-06				70,015	-	-	-	$ -

Information Systems

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 13,000	$ 135,520	$ 110,020	$ 105,020				
2002-03	-	-	-	-	$ -			
2003-04		-	-	-	-	$ -		
2004-05			-	-	-	-	$ -	
2005-06				-	35,000	35,000	35,000	$ 35,000

Legal Counsel

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 1,500	$ 3,000	$ 3,000	$ 4,500				
2002-03	1,500	5,000	5,000	3,000	$ 3,000			
2003-04		1,000	4,000	6,100	3,200	$ 7,300		
2004-05			1,000	6,100	4,200	7,300	$ 3,400	
2005-06				-	-	-	-	$ -

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Budgeted Capital Outlay
Five Year Projection

Personnel and Risk Management

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 7,300	$ -	$ -	$ -				
2002-03	-	-	-	-	$ -			
2003-04		-	-	-	-	$ -		
2004-05			-	-	-	-	$ -	
2005-06				-	-	-	-	$ -

Josephine County Assessor

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 5,000	$ -	$ -	$ -				
2002-03	36,133	34,000	35,000	25,000	$ 2,500			
2003-04		25,816	32,316	33,316	23,316	$ 3,500		
2004-05			25,000	32,316	23,316	3,500	$ 3,500	
2005-06				25,000	24,650	195,000	193,000	$ 182,000

Josephine County Treasurer

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 2,000	$ 2,000	$ 2,000	$ 2,000				
2002-03	13,875	11,000	11,000	11,000	$ 11,000			
2003-04		10,605	10,605	13,605	10,605	$ 22,000		
2004-05			10,510	3,800	3,000	2,000	$ -	
2005-06				16,310	5,872	65,000	62,500	$ 59,000

Josephine County Clerk

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 61,400	$ 7,800	$ 11,400	$ 26,300				
2002-03	9,500	-	-	-	$ -			
2003-04		23,050	-	-	-	$ -		
2004-05			33,050	23,650	29,400	67,500	$ 16,250	
2005-06				6,633	79,000	16,000	65,000	$ 6,000

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Budgeted Capital Outlay
Five Year Projection

Public Works

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 1,765,000	$ 2,069,500	$3,201,500	$ 2,154,000				
2002-03	843,541	559,000	1,456,500	284,000	$ 262,000			
2003-04		2,028,506	509,000	512,000	515,000	$ 699,500		
2004-05			5,172,997	1,409,000	2,529,000	119,000	$121,000	
2005-06				5,357,517	987,500	907,000	826,500	$ 827,000

Forestry

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 16,800	$ -	$ -	$ -				
2002-03	263,000	-	-	-	$ -			
2003-04		167,500	-	-	-	$ -		
2004-05			107,540	-	-	-	$ -	
2005-06				107,540	-	-	-	$ -

Community Development:

Building and Safety

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 2,000	$ 2,000	$ -	$ -				
2002-03	2,300	2,500	-	-	$ -			
2003-04		4,400	4,500	4,600	4,700	$ 4,700		
2004-05			4,500	4,600	4,700	4,700	$ -	
2005-06				4,600	-	-	-	$ -

Planning Department

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 17,500	$ 20,600	$ 10,300	$ 12,000				
2002-03	25,865	72,100	23,000	17,600	$ -			
2003-04		163,400	65,600	21,000	17,600	$ 24,500		
2004-05			3,800	10,100	9,800	10,100	$ 9,800	
2005-06				6,600	37,600	-	-	$ -

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Budgeted Capital Outlay
Five Year Projection

Josephine County Surveyor

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ -	$ -	$ -	$ -				
2002-03	450	-	-	-	$ -			
2003-04		-	-	-	-	$ -		
2004-05			-	-	-	-	$ -	
2005-06				-	20,000	9,000	11,000	$ 10,000

Criminal Justice/Public Safety:

Community Justice

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 31,200	$ 60,000	$ 30,000	$ 70,000				
2002-03	22,000	50,000	10,000	50,000	$ 10,000			
2003-04		28,200	-	-	-	$ -		
2004-05			12,000	-	18,900	31,000	$ -	
2005-06				86,123	18,900	31,000	-	$ -

District Attorney

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 8,500	$ 6,000	$ 5,000	$ 9,000				
2002-03	3,500	13,500	12,000	4,000	$ 6,000			
2003-04		1,500	5,000	6,000	-	$ -		
2004-05			4,528	10,000	8,000	-	$ -	
2005-06				5,352	-	-	-	$ -

Josephine County Sheriff

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 14,000	$ -	$ -	$ -				
2002-03	17,901	-	42,000	-	$ -			
2003-04		51,500	-	-	-	$ -		
2004-05			319,207	-	-	-	$ -	
2005-06				296,442	5,000	10,000	-	$ -

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Budgeted Capital Outlay
Five Year Projection

Culture and Recreation:

Josephine County Airports

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 673,889	$ 125,000	$ 50,000	$ 850,000				
2002-03	175,000	-	-	-	$ -			
2003-04		783,900	-	-	-	$ -		
2004-05			358,000	-	-	-	$ -	
2005-06				105,100	1,700,666	1,813,166	-	$ -

Josephine County Fairgrounds

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 100,000	$ 50,000	$ 100,000	$ 75,000				
2002-03	5,000	-	-	-	$ -			
2003-04		5,000	5,000	8,500	7,500	$ 30,000		
2004-05			5,000	8,500	7,500	15,000	$ 15,000	
2005-06				5,000	7,500	7,500	15,000	$ 15,000

Josephine County Library

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 192,035	$ -	$ -	$ -				
2002-03	209,450	149,500	69,500	69,500	$ 69,500			
2003-04		60,000	61,000	63,000	72,000	$ 73,000		
2004-05			44,267	63,000	72,000	73,000	$ 73,000	
2005-06				40,000	90,000	90,000	90,000	$ 90,000

Josephine County Parks

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 337,500	$ 112,500	$ 255,000	$ 30,000				
2002-03	-	-	-	-	$ -			
2003-04		101,636	-	-	-	$ -		
2004-05			-	14,500	22,500	35,000	$ 15,000	
2005-06				17,000	27,500	35,000	15,000	$ 15,000

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Budgeted Capital Outlay
Five Year Projection

Human Services:

Commission on Children and Families

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 2,500	$ 2,760	$ 260	$ 2,500				
2002-03	-	500	250	2,000	$ 250			
2003-04		-	250	2,000	250	$ 500		
2004-05			400	2,000	400	-	$ 400	
2005-06				900	-	-	-	$ -

Health and Community Action

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 21,485	$ 7,870	$ 9,035	$ 5,970				
2002-03	199,351	709,870	538,620	88,170	$ 85,545			
2003-04	See separate departments below							
2004-05	See separate departments below							
2005-06	See separate departments below							

Public Health

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02								
2002-03								
2003-04		$ 11,451	$ 26,755	$ 12,495	$ 16,650	$ 13,340		
2004-05			11,481	25,725	15,225	18,000	$ 12,550	
2005-06				24,911	6,500	7,000	7,500	$ 7,500

Community Action

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02								
2002-03								
2003-04		$ 179,600	$ 474,800	$ 583,500	$ 4,500	$ 94,500		
2004-05			206,000	568,300	514,500	4,500	$ 4,500	
2005-06				-	-	-	-	$ -

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget
Budgeted Capital Outlay
Five Year Projection

Mental Health

Year Budgeted	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
2001-02	$ 110,000	$ 120,000	$ 107,600	$ 102,500				
2002-03	9,500	9,500	9,500	9,500	$ 9,500			
2003-04		12,350	9,500	9,500	9,500	$ 9,500		
2004-05			9,650	9,500	9,500	9,500	$ 9,500	
2005-06				40,250	-	-	-	$ -

PROPERTY TAX LEVIES AND APPROPRIATIONS

Page Intentionally Blank

BEFORE THE BOARD OF COMMISSIONERS FOR JOSEPHINE COUNTY
STATE OF OREGON

PROPERTY TAX RESOLUTION

In the Matter of Ad Valorem Property Tax Rates and Bond Levies for Josephine County, Oregon for Fiscal Year 2005-06	)))	RESOLUTION NO. 2005-051

WHEREAS, on June 23, 2005, the Board of County Commissioners, after a duly noticed public hearing, adopted a budget for Josephine County, Oregon, for the Fiscal Year beginning July 1, 2005 and ending June 30, 2006, and,

WHEREAS, on June 23, 2005, the Board of County Commissioners enacted Resolution Number 2005-050 adopting said budget for Josephine County, Oregon, for the Fiscal Year beginning July 1, 2005 and ending June 30, 2006 and the budget required an ad valorem property tax rate on all property in Josephine County. The General Government operations will require a levy in the amount of $0.5867 per thousand and an Adult Jail Facility Bond Levy amount of $1,120,000.

NOW, THEREFORE, BE IT RESOLVED that the tax rate and bond levy amount, categorized below, for Josephine County be levied on all taxable property in Josephine County for the tax year 2005-06. The tax rates and bond levy amounts follow:

	General Government	Excluded From Limitation
Levy rate within Josephine County	0.5867	
Adult Jail Facility Bond Levy		$ 1,120,000
Totals	0.5867	$ 1,120,000

DONE AND DATED this 23rd day of June 2005.

JOSEPHINE COUNTY
BOARD OF COUNTY COMMISSIONERS

Jim Riddle, Chair

Dwight F. Ellis, Vice Chair

Jim Raffenburg, Commissioner

BUDGET RESOLUTION

BEFORE THE BOARD OF COMMISSIONERS FOR JOSEPHINE COUNTY
STATE OF OREGON

In the Matter of Adoption of the Budget for the Fiscal Year 2005-06 and Making Appropriations.

Resolution No. 2005-050

WHEREAS, on June 22, 2005, the Board of County Commissioners for Josephine County met to hear public comment on the 2005-2006 Budget as approved by the Budget Committee, which has been published according to law: and,

WHEREAS, the Board did then in public meetings instruct the Budget Officer to prepare revisions and adjustments to the approved budget all in accordance with ORS 294.430 and 294.435, and

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners of Josephine County hereby adopts the budget for the fiscal year 2005-06 in the total of $106,904,963 now on file at the office of the Josephine County Board of County Commissioners.

NOW, BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2005, and for the purposes shown below are hereby appropriated as follows:

FUNDS/OBJECT CLASSIFICATIONS	APPROPRIATION
General Fund:	
Assessor's Office	1,174,169
Clerk's Office	598,819
Treasurer's Office	509,242
Surveyor's Office	51,926
Sheriff's Office	8,404,200
District Attorney's Office	1,714,712
Board of Equalization	1,900
Forestry Department	1,062,877
General Government - Finance	132,963
Mental Health	676,974
Planning Department	1,098,279
Community Justice	3,224,936
Public Health Department	2,467,551
Adult Jail Health Clinic	469,846
Nondepartmental:	
Interfund Transfers	5,904,687
Debt Service	168,500
Contingencies	2,422,914
Total General Fund	30,084,495

Special Revenue Funds:

200 - O & C Title III Projects:	
Materials and Services	35,396
Interfund Transfers	1,381,452
Fund Total	1,416,848
201 - Public Works Operating:	
Personal Services	4,316,972
Materials and Services	1,908,492
Capital Outlay	1,596,033
Intergovernmental Payments	75,000
Interfund Transfers	698,767
Fund Total	8,595,264
205 - Library Operating	
Personal Services	740,945
Materials and Services	291,940
Interfund Transfers	203,615
Fund Total	1,236,500
208 - Community Services	
Personal Services	402,815
Materials and Services	1,076,279
Interfund Transfers	182,061
Contingencies	9,106
Fund Total	1,670,261
210 - Grant Projects Fund	
Materials and Services	350,000
Fund Total	350,000
212 - DA Forfeiture	
Contingencies	8,331
Fund Total	8,331
216 - Community Development Block Grant	
Materials and Services	1,290,000
Contingencies	350
Fund Total	1,290,350
221 - Fairgrounds	
Personal Services	279,366
Materials and Services	837,276
Capital Outlay	5,000
Interfund Transfers	71,152
Fund Total	1,192,794
223 - Clerks Record	
Capital Outlay	66,303
Fund Total	66,303

224 - Public Land Corner Preservation	
Personal Services	12,743
Materials and Services	45,850
Contingency	49,407
Fund Total	108,000
226 - Sheriff's Reserve	
Materials and Services	17,186
Interfund Transfers	850
Fund Total	18,036
230 - Food Share	
Personal Services	122,603
Materials and Services	106,555
Interfund Transfers	54,251
Fund Total	283,409
231 - Economic Development (Video Poker)	
Personal Services	19,637
Materials and Services	238,515
Interfund Transfers	158,619
Fund Total	416,771
237 - Law Library	
Personal Services	47,594
Materials and Services	22,238
Interfund Transfers	15,168
Fund Total	85,000
242 - Jennifer Patton Memorial Fund	
Materials and Services	26,463
Interfund Transfers	296
Fund Total	26,759
243 - Community Corrections	
Personal Services	1,705,753
Materials and Services	238,594
Capital Outlay	86,123
Debt Service	22,000
Interfund Transfers	256,642
Contingencies	686,123
Fund Total	2,995,235
244 - Enhanced Supervision	
Materials and Services	10,000
Fund Total	10,000
245 - Special Transportation	
Personal Services	491,753
Materials and Services	125,314
Capital Outlay	73,040
Interfund Transfers	226,506
Contingencies	43,675
Fund Total	960,288

250 - Mental Health	
Personal Services	4,974,987
Materials and Services	4,478,884
Debt Service	49,420
Interfund Transfers	1,447,182
Contingencies	646,841
Fund Total	11,597,314
251 - Developmentally Disabled Services	
Personal Services	1,013,381
Materials and Services	4,162,743
Capital Outlay	1,000
Interfund Transfers	129,802
Contingencies	543,716
Fund Total	5,850,642
252 - ESCE - Early Intervention	
Personal Services	1,471,070
Materials and Services	163,488
Capital Outlay	4,250
Interfund Transfers	156,824
Fund Total	1,795,632
253 - Alcohol & Drug Program	
Materials and Services	968,938
Interfund Transfers	468,935
Fund Total	1,437,873
260 - Parks	
Personal Services	375,134
Materials and Services	386,998
Capital Outlay	17,000
Interfund Transfers	144,852
Contingencies	40,000
Fund Total	963,984
262 - Building and Safety	
Personal Services	498,742
Materials and Services	122,277
Capital Outlay	4,600
Interfund Transfers	89,099
Contingencies	1,647,012
Fund Total	2,361,730

270 - Secured Residential Treatment Facility	
Personal Services	1,324,668
Materials and Services	165,150
Capital Outlay	35,000
Debt Service	29,000
Interfund Transfers	259,308
Fund Total	1,813,126
281 - Juvenile Flexible Services	
Materials and Services	15,000
Fund Total	15,000
290 - Regional Hospital	
Materials and Services	1,284,288
Interfund Transfers	378,261
Contingencies	1,581,972
Fund Total	3,244,521
601 - North Valley Industrial park	
Materials and Services	32,500
Intergovernmental Payments	16,000
Interfund Transfers	10,618
Fund Total	59,118
720 - Commission on Children & Families	
Personal Services	147,260
Materials and Services	282,101
Capital Outlay	900
Intergovernmental Payments	3,000
Interfund Transfers	142,827
Contingencies	28,963
Fund Total	605,051
Total Special Revenue Funds	50,474,140

Capital Project Funds:

302 - Revolving Construction	
Materials and Services	85,000
Interfund Transfers	300,507
Fund Total	385,507
303 - County Bridge Construction	
Materials and Services	479,648
Capital Outlay	2,646,000
Interfund Transfers	135,423
Fund Total	3,261,071
357 - Disposal Sites Closure	
Materials and Services	131,738
Capital Outlay	825,992
Interfund Transfers	22,667
Fund Total	980,397
Total Capital Project Funds	4,626,975

Internal Service Funds:

401 - Administrative Internal Service	
Board of County Commissioners	677,471
Central Services	119,352
Communications	340,806
Finance	644,542
General Services-Public Works	2,631,512
Information Systems	856,922
Legal Counsel	381,913
Personnel	301,208
Geographical Information Systems	208,420
Nondepartmental:	
Debt Service	36,000
Interfund Transfers	367,369
Fund Total	6,565,515
402 - County Fleet Operations	
Personal Services	324,892
Materials and Services	789,015
Capital Outlay	280,992
Interfund Transfers	184,307
Fund Total	1,579,206
410 - Self Insurance	
Personal Services	118,000
Materials and Services	933,688
Interfund Transfers	183,912
Contingencies	477,525
Fund Total	1,713,125
Total Internal Service Funds	9,857,846

Enterprise Funds:

501 - Jail Commissary	
Materials and Services	36,733
Capital Outlay	24,289
Interfund Transfers	1,078
Contingencies	13,900
Fund Total	76,000
530 - Airports	
Personal Services	82,338
Materials and Services	412,689
Capital Outlay	105,100
Interfund Transfers	28,853
Contingencies	102,166
Fund Total	731,146
Total Enterprise Funds	807,146

Debt Service Funds:

603 - Crestview Debt Service	
Debt Service	5,380
Fund Total	5,380
610 - PERS Bond Debt Service	
Debt Service	870,594
Contingencies	87,406
Fund Total	958,000
625 - Adult Jail Facility	
Debt Service	1,131,715
Fund Total	1,131,715
651 - Benefits Reserve	
Personal Services	870,500
Contingencies	1,276,385
Fund Total	2,146,885
Total Debt Service Funds	4,241,980

Expendable and Non-Expendable Trust Funds:

702 - Library Trust	
Materials and Services	43,100
Interfund Transfers	1,691
Contingencies	114,309
Fund Total	159,100

704 - PEG Access	
Materials and Services	36,000
Capital Outlay	70,015
Interfund Transfers	15,000
Fund Total	121,015
710 - Kaye Jean Turner	
Materials and Services	21,000
Contingencies	39,000
Fund Total	60,000
712 - William MacKenzie	
Contingencies	5,000
Fund Total	5,000
715 - County School	
Intergovernmental Payments	639,700
Fund Total	639,700
726 - Zelzie Reed Early Intervention	
Materials and Services	15,756
Fund Total	15,756
727 - College Dreams	
Materials and Services	302,020
Fund Total	302,020
735 - JOINT (Forfeiture) Trust	
Materials and Services	112,770
Capital Outlay	5,000
Interfund Transfers	3,251
Contingencies	42,979
Fund Total	164,000
744 - George R. Borders Memorial	
Capital Outlay	40,000
Interfund Transfers	7
Contingencies	64,993
Fund Total	105,000
Total Expendable and Non-Expendable Trust Funds	1,571,591
TOTAL APPROPRIATIONS	**101,664,173**

***Unappropriated Ending Fund Balances:

Public Works Operating	4,266,883
North Valley Industrial Park	279,027
County Fleet Operations	126,298
Self Insurance	412,000
Adult Jail Facility Debt Service	153,555
Crestview Debt Service	3,027
Total Unappropriated Ending Fund Balances	5,240,790
GRAND TOTAL ALL FUNDS	$ 106,904,963

DONE AND DATED this 23rd day of June 2005

JOSEPHINE COUNTY BOARD OF COMMISSIONERS

Jim Riddle, Chair

Dwight Ellis, Vice-Chair

Jim Raffenburg, Commissioner

*** Note: Ending Fund Balances are shown for illustrative purposes only. The balances are not intended to be spent and are therefore not appropriated by law.

APPENDICES

Page Intentionally Blank

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

Glossary of Budget Terms

Adopted Budget: The annual budget document as approved by the budget committee and then adopted by the Board of County Commissioners.

Appropriation: The legal authorization granted by the governing body (Board of County Commissioners) that allocates funds for specific purposes.

Assessed Valuation: A valuation set upon real estate or other property by the County Assessor and the state as a basis for levying taxes. This amount is multiplied by the tax rate to determine the total amount of property taxes to be collected.

Beginning Fund Balance: Resources received by the County during previous fiscal years which are being included in the resources applied to meet the estimated operating costs of the current fiscal year

Bond: A written promise to pay a specified sum of money (face value or principle amount) at a specified date or dates in the future (maturity date(s)), together with periodic interest at a specified rate.

Budget: A policy statement detailing an entity's plan for the attainment of stated goals during a specified period. This includes estimates of required expenditures and anticipated revenues necessary to carry out stated goals.

Budget Committee: The budget planning board of an entity. It is comprised of the Board of County Commissioners and three appointed Josephine County Residents.

CAFR: Consolidated Annual Financial Report.

Capital Outlay: The expenditure category incorporating all material and property expenditures in excess of $1,000. This includes, but is not limited to, land purchases, the purchase, improvement, or repair of county facilities, or the acquisition of county equipment.

Capital Projects: Activities resulting in the acquisition of or improvement of major capital items such as land, buildings and county facilities.

Capital Projects Funds: Funds used to account for the financial resources to be used for the acquisition of or construction of major capital items.

Charges for Services: A charge imposed by a County department for services rendered to the public. Charges are imposed in order to insure that those citizens receiving the service pay at least a portion of the cost of providing the service.

Contingency: An expenditure classification for those funds reserved to meet unanticipated demands and expenses.

Debt Service: Payment of principle and interest on a long-term obligation.

Debt Service Funds: Funds used to account for the accumulation of resources for, and payment of long-term obligations.

Department Generated Revenues: Monies directly generated by departments as a result of the services provided by the department in the form of charges for services, sale of licenses and permits, fines, intergovernmental grants and shared revenues, or donations and other miscellaneous revenues.

Glossary of Budget Terms Continued

Enterprise Funds: Funds used to account for the operations that are financed and operated in a manner similar to those of private business enterprises. The intent is that the costs of providing goods and/or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Expendable Trust Fund: A fund used to account for resources received and held by the County in a fiduciary capacity. It is permitted to expend, or spend, the trust corpus, or body. Due to the nature of the purpose of the funds they are accounted for in essentially the same manner as governmental funds.

Expenditure: A fund liability incurred for operations, capital outlay, or other requirement during a budget period.

Fines & Forfeitures: Revenues collected as fines for the violation of laws, rules or regulations, and revenues received due to the forfeiture by an individual of an asset to the County.

Fiscal Year: The twelve-month period from July 1 to June 30 for which the annual budget of the County is prepared and adopted.

Fixed Asset: Assets with a life expectancy in excess of one year, such as land, buildings, furniture and other equipment.

FTE (Full-time Equivalent): This term is used in the budget to designate the equivalent of one full-time employee. One FTE is equivalent to one full-time employee or any combination of part-time employees whose employment percentages total 100%.

Fund: A fiscal entity consisting of a self-balancing set of accounts that are segregated from other funds for the purpose of fulfilling specific activities or attaining specific objectives in accordance with regulations, restrictions, or limitations. A fund is also an available quantity of financial resources.

GAAP: Generally Accepted Accounting Principles.

General Fund: A fund established for the purpose of accounting for all financial resources and liabilities of the County except those required to be accounted for in other funds by special regulations, restrictions, or limitations.

Interfund Transfers & Charges: An expenditure and revenue classification for those expenses charged to one fund by another fund for materials or services rendered or for receipt of monies for specific programs or services.

Intergovernmental Revenues: A revenue category to record the receipt of grants and shared revenues received from another governmental entity.

Internal Service Funds: Funds used to account for the operations of departments or programs that provide services and products primarily to other County departments or programs.

Internal Service Fund Charges: An expenditure classification for those expenses charged by an Internal Service Fund to a department or program for services.

Licenses & Permits: A revenue classification used to record the monies received from the sales of licenses and permits.

Materials and Services: An expenditure classification including major non-capital, non-personnel expenditures. These include expenses for travel and training, operations, data processing, property, equipment, and contracted services.

Glossary of Budget Terms Continued

Miscellaneous Revenues: A revenue classification used to record revenues that do not meet the definition of other revenue classifications. These include interest earned on fund balances.

Non-Expendable Trust Fund: A fund used to account for resources received by the County in a fiduciary capacity. The only amount that may be expended is the interest earned on the principal. The body of the trust, or the corpus, must remain intact.

O & C Revenues: Revenues received by the county from the federal government for timber harvested on federal government land formerly belonging to the Oregon and California Railroad. This is the primary source of revenue for Josephine County's General Fund. Beginning in 1994-95, O & C Funds were no longer linked to the timber harvest, and were guaranteed by the federal government in a federal safety net program for five years. In October 2000, Congress passed PL 106-393 which guaranteed payment of the safety net money through the County's fiscal year 2006-2007. See budget message for a more detailed explanation.

Operating Budget: The portion of the Josephine County annual budget that applies to non-capital projects and non-capital outlays, transfers, contingency, and ending fund balance.

Personal Services: An expenditure classification used to account for the costs of employees. This classification includes salaries and wages and employer paid benefits.

Program: A group of related activities performed by one or more organized units for the purpose of accomplishing a function for which the county is responsible.

Resources: Total monies available during a budget period. This includes the estimated balances on hand at the beginning of the budgetary period plus all revenues anticipated being collected.

Revenue: Monies received during the budgetary period to finance County services.

Revised Budget: A budget alternative indicating all changes made to the adopted budget as the result of budget adjustments and the supplemental budget process.

Special Revenue Funds: Funds established for the purpose of accounting for all financial resources and liabilities which, because of special regulations, restrictions, or limitations, must be segregated from other funds.

Supplemental Budget: An amendment, made by the governing body, to the adopted budget to meet unexpected needs or to authorize the expenditure of revenues, which were not anticipated at the time the regular budget, was adopted.

Tax Levy: The total amount eligible to be raised by general property taxes.

Tax Rate: The amount of tax levied for each $1,000 of assessed valuation. The assessed valuation is multiplied by the tax rate to determine the total tax dollars levied.

Unappropriated Ending Fund Balance: An expenditure classification for those funds not appropriated for any purpose and reserved for subsequent fiscal years. This may include specific reserves for buildings or equipment or may be generally reserved funds for no specific purpose.

Page Intentionally Blank

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

Glossary of Acronyms

4-H	Head, Heart, Hands, and Health
A&D	Alcohol and Drug
ADA	Americans With Disabilities Act
ADP	Average Daily Population
ADAPT	Alcohol & Drug Abuse Prevention & Treatment
AFS	Adult and Family Services
APR	Animal Protection & Regulation
ASA	Aids Support and Prevention
BCC	Board of County Commissioners
BOD	Board of Directors
BOM	Building Operations & Maintenance
CAMI	Child Abuse Multidisciplinary Intervention
CAMS	Cost Accounting Management System
CASA	Court Appointed Special Advocate
CATC	Children's Advocacy Treatment Center
CDBG	Community Block Development Grant
CDC	Child Development Center
COLA	Cost of Living Adjustment
COPS	Community Oriented Policing
CPI	Consumer Price Index
CS	Casual & Seasonal Employees
CSP	Community Service Program
CVCP	Crime Victims Compensation Program
DD	Developmental Disabilities
DEQ	Department of Environmental Quality
DHR	Department of Human Resources
DHS	Department of Health Services
DOE	Department of Education
DOR	Department of Revenue
DRC	Day Reporting Center
DTYC	Day Treatment Youth Center
EAA	Experimental Aircraft Association
EHS	Environmental Health Services
EI	Early Intervention
ES&S	Elections System and Software
ESS	Essential Support Services

Glossary of Acronyms

ESCE	Early Childhood Special Education
FAA	Federal Aviation Administration
FBO	Fixed Based Operator
FFA	Future Farmers of America
GFOA	Government Finance Officer's Association
GIS	Geographic Information System
GPID	Grants Pass Irrigation District
GPS	Global Positioning System
HIPAA	Health Insurance Portability & Accountability Act
HIV	Human Immunodeficiency Virus
HVAC	Heating/Ventilation/Air Conditioning
IDEA	Individuals with Disabilities Education Act
IFSP	Individual Family Support Plan
ISF	Internal Service Fund
JBH	Jefferson Behavioral Health
JCF	Josephine County Fleet
JCT	Josephine County Transit
JHA	Job Hazard Analysis
JOBS	Program through AFS to find jobs
JOINT	Josephine County Interagency Narcotics Team
LAMP	Lasting Achievements Mentoring Program
LEMS	Local Elections Management System
LGPI	Local Government Personnel Institute
LID	Local Irrigation District
LMA	Local Member Agency
LUBA	Land Use Board of Appeals
LUCA	Local Update of Census Addresses
MAC	Medicaid Administrative Claiming
MED	Mental and Emotional Disabilities
MIP	Micro Information Products
MIRL	Medium Intensity Runway Lighting
NCR	Non-Carbon Reproduction
NT	New Technology
NVIP	North Valley Industrial Park
OAA	Older Americans Act
O&C	Oregon and California Railroad

Glossary of Acronyms

ODDS	Oregon Developmental Disabilities Services
OHP	Oregon Health Plan
OLCC	Oregon Liquor Control Commission
OPA	Oregon Pilot's Association
ORS	Oregon Revised Statutes
OSHA	Occupational Safety and Health Administration
OYA	Oregon Youth Authority
PC	Personal Computer
PEO	Prevention Education Outreach
PM	Particulate Matter
PMI	Preventative Maintenance Inspection
RFP	Request for Proposal
RAPP	Reduce Adolescent Pregnancy Program
RISC	Reduced Instruction Set Computer
RLDC	Rural Land Development Code
RV	Recreation Vehicle
RVCOG	Rogue Valley Council of Governments
SCF	Services to Children and Families
SDS	Self Directed Support
SE	Service Element
SOASTC	Southern Oregon Adolescent Study and Treatment Center
SOLIS	Southern Oregon Library Information System
SOREDI	Southern Oregon Regional Economic Development Incorporated
SORPU	Southern Oregon Regional Psychiatric Unit
SORT	Southern Oregon Regional Task Force
SPCA	Society for the Prevention of Cruelty to Animals
STARS	Students Today Aren't Ready for Sex
TAP	Teen Abstinence Program
TRAN's	Tax Revenue Anticipation Notes
TSG	The Software Group
TWIST	The WIC Information System Tracker
UGB	Urban Growth Boundary
UNIX	Universal Interactive Executive
USDA	United States Department of Agriculture
USFS	United States Forest Service
VAWA	Violence Against Women Act

Glossary of Acronyms

VISTA	Volunteers in Service to America
VOCA	Victims of Crime Act
VOI/TIS	Violent Offender Incarceration/Truth-in-Sentencing
WAN	Wide Area Network
WC	Workers' Compensation
WIC	Women, Infants and Children
YMCA	Young Men's Christian Association