

General Fund



JOSEPHINE COUNTY, OREGON

**Budget 2014-15
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General Fund

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JOSEPHINE COUNTY
General Fund Description
2014-15

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 other funds. General Fund includes four elected offices and three programs, referred to as Departments. Elected Offices include the County Assessor, County Treasurer, County Clerk, and the County Surveyor. Operational programs include Planning, Forestry and General Government. Emergency Management, Court Facilities and Veterans Service, formerly were programs in other funds, are now a part of General Fund. Other departments which were formerly in the General Fund have been incorporated into other funds which may receive some funding from the General Fund as inter-fund transfers. This change provides more transparency concerning the cost of individual government programs by grouping similar services into one fund. The Sheriff's Office, District Attorney's Office and Juvenile Justice are now in the Public Safety Fund. Adult Corrections, Public Health and Mental Health are now in individual funds.

Cash carried over from the prior year (Beginning Fund Balance) is a major source of revenue for the General Fund. Other major sources consist of property taxes and receipts from the sale of timber harvested on County owned forest lands. For several years, O&C payments from the Federal Government had been the largest source of revenue for the General Fund. In FY 2007-08 O&C funds were budgeted to go directly to the Public Safety Fund. In FY 2008-09 to FY 2012-13, the county payment distributions that were legislated by the Troubled Assets Relief Program (TARP) were also scheduled to go directly to the Public Safety fund. Additional federal payments have not been approved for FY 2013-14.

Expenditures in the General Fund are primarily the expenses of operating the seven departments in the fund and inter fund transfers to support other Funds. The largest of these support transfers goes to the Public Safety Fund.

The adopted budget is in balance, which means that the budgeted requirements (expenditures and ending fund balance) are equal to the resources (beginning fund balance and revenues) that are estimated to be available during the budget year.

In the pages that follow, a summary of the General Fund (Resources and Requirements) is presented first, followed by sections for each of the seven departments. The money available for them and for the support transfers is equal to total resources of the fund, less contingency.

For each department, there is a summary of its programs (Schedule A), which in turn is supported by a Program Worksheet (Schedule B) for each program. (If a department has only one program, Schedule A is omitted.) Schedule B provides information about the purpose of the program, how much revenue it is expected to generate during the budget year, and a breakdown of its expenditure budget by categories specified in Oregon Local Budget Law.

Schedules C, D, and E provide details of resources, personal services, and other expenditures, respectively.



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RESOURCES AND REQUIREMENTS
GENERAL FUND (10)

Josephine County

Historical Data				Adopted Budget This Year 2013-14	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Third Preceding Year 2010-11	Actual Second Preceding Year 2011-12	First Preceding Year 2012-13						
\$ 3,462,700	\$ 2,696,802	\$ 2,378,684	\$ 2,900,000		Beginning Fund Balance	\$ 3,475,000		
3,379,942	3,442,163	3,503,159	3,586,800		Property Taxes - Current year	3,609,000		
157,180	102,863	235,491	154,000		Property Taxes - Prior years	170,000		
					Revenues generated by departments:			
377,195	357,418	367,091	376,300		Assessor	380,000		
195,206	177,483	172,046	140,500		Treasurer	144,000		
523,099	481,073	514,243	488,000		Clerk	478,000		
24,283	23,638	20,791	33,300		Surveyor	35,000		
323,479	309,813	288,760	278,300		Planning	320,000		
799,633	896,665	1,044,460	1,091,000		Forestry	1,131,000		
		65,241	-		General Government	-		
		56,229	89,500		Emergency Management	90,000		
		-	83,400		Veterans Service	98,000		
					Other Revenues:			
55,860	38,157	47,773	42,900		Interest Income	49,000		
231,403	238,427	582,544	230,000		Payment in Lieu of Tax	580,000		
213,906	216,900	211,228	215,000		Solid Waste Fees	216,000		
88,483	84,347	81,785	90,000		Cigarette Taxes	90,000		
31,360	19,116	19,186	20,000		Amusement Device Tax	20,000		
210,441	185,737	143,999	190,000		Franchise Taxes	180,000		
340,628	368,082	383,356	365,000		OLCC Fine Reimbursement	382,000		
3,903	(705)	4,224	3,000		Miscellaneous	5,000		
	7,958	7,473	-		Miscellaneous - Sheriff Auction Proceeds	-		
					Interfund Transfers:			
50,000	40,000	-	35,000		16 - Grant Projects Fund - ED for Planning	20,000		
61,000	60,000	59,673	-		16 - Grant Projects Fund - Title III for Forestry	-		
	14,360	20,500	65,000		16 - Grant Projects Fund - SRS 2008 for Forestry	24,000		
	-	50,000	90,000		16 - Grant Projects Fund - SRS 2008 for Emergency Mgt	50,000		
	100,000	-	-		14 - Public Health Fund - Debt Service Interfund Loan	-		
	25,000	-	-		24 - Parks Fund - Debt Service Interfund Loan	-		
\$ 10,529,701	\$ 9,885,297	\$ 10,257,936	\$ 10,567,000		TOTAL RESOURCES	\$ 11,546,000	\$	\$

**RESOURCES AND REQUIREMENTS
GENERAL FUND (10)**

Josephine County

Historical Data					DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-15		
Third Preceding Year 2010-11	Actual Second Preceding Year 2011-12	First Preceding Year 2012-13	Adopted Budget This Year 2013-14	Operating Expenditures:		Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
					REQUIREMENTS			
					Operating Expenditures:			
\$ 1,179,046	\$ 1,183,148	\$ 1,076,562	\$ 1,136,600		Assessor	\$ 1,144,000		
476,189	491,658	448,382	437,700		Treasurer	483,000		
553,711	578,764	544,744	567,200		Clerk	561,000		
64,957	59,499	54,271	60,300		Surveyor	69,000		
487,020	490,108	457,380	466,900		Planning	522,000		
785,227	755,746	773,624	972,600		Forestry	902,000		
		245,890	229,500		General Government	288,000		
		63,415	179,500		Emergency Management	170,000		
			245,600		Court Facilities	245,600		
			158,500		Veterans Service	219,000		
					Interfund Transfers:			
		600	600		11 - Public Works Fund - Radio Infrastructure Payback	600		
	12,300	24,000	26,000		35 - Public Works Special Programs Fund - Solid Waste	20,000		
72,000	86,700	86,700	-		16 - Grant Projects Fund for Veterans Service Office	-		
		315,000	-		23 - Fairgrounds Fund	-		
3,000,000	3,000,000	2,000,000	2,568,700		12 - Public Safety Fund	2,000,000		
		1,100	1,100		12 - Public Safety Fund - Radio Infrastructure Payback	1,100		
324,000		252,300	100,000		14 - Public Health Fund - Administration / Clinic	165,000		
45,000	45,000	45,000	45,000		14 - Public Health Fund - Solid Waste	45,000		
75,000	75,000	85,000	85,000		14 - Public Health Fund - Animal Control	85,000		
101,000					24 - Parks Fund - Administration	-		
229,749	232,032	232,800			22 - Court Security Fund	-		
321,200	356,600	382,300	445,500		40 - Internal Services Fund (ISF)	455,400		
					40 - Internal Services Fund (ISF) - GIS	5,000		
					47 - Property Reserve Fund - Forestry	475,000		
81,800	85,100	15,000			48 - Equipment Reserve Fund - Assessor	15,000		
37,000	37,000				48 - Equipment Reserve Fund - Treasurer	10,000		
					48 - Equipment Reserve Fund - Clerk	75,000		
	10,000	10,000			75 - PEG Fund - Operations	-		
	7,958				77 - Sheriff Program Trust - Auction Proceeds	-		
			2,840,700		Contingency	3,640,300		
7,832,899	7,506,613	7,114,058	\$ 10,567,000		TOTAL REQUIREMENTS	\$ 11,546,000	\$	
2,696,802	2,378,664	3,143,878			Ending Fund Balance			
\$ 10,529,701	\$ 9,885,297	\$ 10,257,936			TOTAL ACTUAL			

JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
2014-15 Budget

Fund: General Fund (100)

2013-14 Budget				2014-15 Budget				
FTE	Resources	Requirements	Net	Program Name	FTE	Resources	Requirements	Net
14.50	\$ 376,300	\$ 1,136,600	\$ (760,300)	Assessor	14.60	\$ 380,000	\$ 1,144,000	\$ (764,000)
4.00	140,500	437,700	(297,200)	Treasury/Tax	4.00	144,000	433,000	(289,000)
5.00	488,000	567,200	(79,200)	Clerk	5.00	478,000	561,000	(83,000)
0.82	33,300	60,300	(27,000)	Surveyor	1.00	35,000	69,000	(34,000)
4.60	313,300	466,900	(153,600)	Planning	6.17	340,000	522,000	(182,000)
8.80	1,156,000	972,600	183,400	Forestry	8.80	1,155,000	902,000	253,000
-	-	229,500	(229,500)	General Government	-	-	288,000	(288,000)
1.00	179,500	179,500	-	Emergency Management	1.00	140,000	170,000	(30,000)
-	-	245,600	(245,600)	Court Facilities	-	-	245,600	(245,600)
2.25	83,400	158,500	(75,100)	Veterans Service	3.00	98,000	219,000	(121,000)
40.97	2,770,300	\$ 4,454,400	\$ (1,684,100)	Total for Fund	43.57	\$ 2,770,000	\$ 4,553,600	\$ (1,783,600)
	2,900,000			Fund Level				
	3,586,800			Fund Balance		3,475,000		
	154,000			Property Taxes - current		3,609,000		
	1,155,900			Property Taxes - prior years		170,000		
		3,271,900		Other Fees/Revenues		1,522,000		
		2,840,700		Transfers Out to Other Funds			3,427,100	
				Contingency			3,565,300	
	\$10,567,000	\$ 10,567,000	\$ -			\$ 11,546,000	\$ 11,546,000	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Assessor
Program: Assessment Administration
Cost Center #: 1010

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		380,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 380,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	14.60	\$ 968,300
Materials and Services (Schedule E)		175,700
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	14.60	\$ 1,144,000
Fund Level Only:		
Interfund Transfers (Out) - Equipment Reserve		\$ 15,000

Purpose of Program:

The Assessor is responsible for the assessment of all taxable real and personal property within the county. 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 also reviews the taxing districts rates and levies and computes each property's tax bill. The office assists the public with many varied inquiries regarding property.

Outcomes

Budget Goal #1 - Improve community outreach and communication to the public by investing in technology that will improve efficiencies within County Departments and provide enhanced service to citizens.

Goal #1 is supported by:

- * Public access through our interactive website, allowing taxpayers to look up public information from home and to acquire property tax education and forms pertinent to their property.
- * A public computer terminal is also available at the Assessor's Office in the courthouse.
- * On-going project to scan Assessor's Office records, increasing ease of access which in turn saves research time and allows for faster response time to inquiries.
- * Utilize ORMAP grants to leverage our ability to update tax maps with the currently available software.

Budget Goal #2 - Develop a sustainable plan for all mandated and essential County government programs.

The following outcomes relate to Budget Goal #2 in that they identify the bare minimum, core requirements of ORS chapters 305 thru 321 that state more than 250 times; the "Assessor shall".

- * Accurate appraisal of real property in accordance with OAR 150-308.234.
 - * Complete assessment of all exception activity described in ORS 308.146.
 - * Accurately process all special assessment qualification and disqualifications, property tax exemption and deferral applications.
 - * Accurately process all property tax returns.
 - * Maintain current successful rate of appeal defense while continuing to listen to public concerns and educate taxpayers on Oregon tax law.
 - * Complete the annual ratio report and appraisal plan to meet the requirements of ORS 309.200, 308.234, and OAR 150-309.200-(A), (B)& [C].
 - * Maintain property records with all straightforward transfers and name & address changes processed within a week.
 - * Maintenance of all cadastral functions such that those taxpayers relying on changes to tax maps are able to conduct their business timely.
 - * Maintain accurate and current assessment and tax rolls and complete roll summary reports as required by ORS 309.990.
 - * Continuously review staffing in order to maintain adequate, qualified staff necessary to meet our mandated requirements.
 - * Cross-training of staff increasing our ability to meet mandates
- * CAFFA supports about 25% of our budget. The requirements of an approved CAFFA grant are focused in Appraisal and Assessment Administration. Customer service is the one area not usually included in the statutes or in a qualifying CAFFA grant but will impact the taxpayers of Josephine County nonetheless. ORMAP and fees support approximately 7% of our budget.

Budget Goal #3 - Provide access to County services to the citizens of Josephine County in a transparent, open and professional manner.

Budget goal #3 is supported by:

- * All non-confidential records are obtainable during normal Assessor's Office hours.
- * Assessment values, maps, and forms are available online 24/7.

The leveraging of technology has allowed us to manage ever increasing accounts and greater complexity due to legislation, with less staff than we had in 2000.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Assessor
Program: Assessment Administration
Cost Center #: 1010

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	25,500
32100 Federal Grants	-
32200 State Grants	327,600
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	26,900
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u>\$ 380,000</u>

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ -</u>

Josephine County
Schedule C Appendix
Revenue Detail

#	Fund - Cost Center	Rev GL	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Award?:
1	10-1010	32255	ORMAP - Statewide effort to digitize tax lots	DOR	7/1/2014-6/30/215	\$ 32,600	\$ -	N	N/A	Continuing	County shall digitize tax lots within its boundaries. Annually the tax lots required to digitize are put into the grant award documents. This award helps fund part time GIS tech.
2	10-1010	32203	CAFFA (County Assessment Function Funding Assistance)	DOR	7/1/2014-6/30/215	\$ 295,000	\$ -	N	N/A	Continuing	Perform the following property tax duties: assessment admin, valuation, appeals, cartography, tax collection & distribution, and GIS and IT functions assisting assessment and tax collection.
3	10-1010	33100	Charge for Services-Assessments	Public	7/1/2014-6/30/215	\$ 26,900	\$ -	N	N/A	Continuing	Charge for requests for assessments and subscription costs the A&T assessment system.
4	10-1010	31100	License, Permit, Fees	Public & DOR permit distribution	7/1/2014-6/30/215	\$ 25,500	\$ -	N	N/A	Continuing	Fees for Mobile Home Trip Permits, DCBS fees, etc
						\$ 380,000					

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Assessor
Program: Assessment Administration
Cost Center #: 1010

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 1,100
43015 Operating Supplies	2,200
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	3,100
43050 Postage and Shipping	1,600
43055 Printing and Duplication	1,400
<u>Fees and Services:</u>	
44040 Advertising	100
44020 Contracted Services	16,600
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	3,100
44035 Insurance	3,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	300
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	9,000
44075 Education and Training	3,200
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	1,100
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	43,200
45035 Equipment Operation, Repairs and Maint (Fleet)	77,100
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	9,600
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 175,700
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
Schedule D - Personnel Services
Assessor
2014-15

Dept	Cost Center	Job Title	Grade & Step	Union	(S)alary (H)ourly	FTE	Annual Wages (no COLA)	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation		
										Assessor - Gen Fund (10-1010)	Planning - Gen Fund (10-3210)	Public Works Fund (11-3410)
10	1010	Assessor	E03A1	EO	S	1.00	71,902	38,988	110,890	110,890		
10	1010	Chief Admin Supervisor	N1610	NU	S	1.00	64,477	34,813	99,290	99,290		
10	1010	Chief Appraiser	N1606	NU	S	1.00	58,413	32,342	90,755	90,755		
10	1010	Property Appraiser II	A1508	AF	S	1.00	45,673	27,608	73,281	73,281		
10	1010	Cartographer/GIS Tech	A1506	AF	S	1.00	43,324	25,891	69,215	69,215		
10	1010	Prop Data Analyst	A1505	AF	S	1.00	42,200	27,324	69,524	48,667		20,857
10	1010	Property Appraiser I	A1307	AF	S	1.00	39,876	25,479	65,355	65,355		
10	1010	Property Appraiser I	A1305	AF	S	1.00	37,827	24,726	62,554	62,554		
10	1010	Property Appraiser I	A1302	AF	S	1.00	34,954	23,671	58,624	58,624		
10	1010	Title Examiner	A1105	AF	S	1.00	33,805	22,582	56,387	56,387		
10	1010	Assess/GIS Tech	A1102	AF	H	0.60	18,753	6,475	25,228	25,228		
10	1010	Assess/GIS Tech	A1101	AF	S	1.00	30,489	21,429	51,918	51,918		
10	1010	Data Gatherer	A1001	AF	S	1.00	28,784	21,404	50,187	50,187		
10	1010	Data Gatherer	A1010	AF	H	0.60	21,836	7,968	29,804	29,804		
10	1010	Dept Specialist	A1012	AF	H	0.70	26,193	15,084	41,277	41,277		
10	1010	Dept Assistant	A0706	AF	H	0.50	13,783	4,761	18,544	18,544		
10	1010	Dept Assistant	A0701	AF	H	0.50	12,104	4,182	16,287	16,287		
						14.90	624,393	364,727	989,120	968,263	-	20,857
						FTE				14.60	0.00	0.30
ADDITIONS												
10	1010	Dept Specialist	A1012	AF	H	0.87	32,555	17,429	49,984	41,277	8,706	-
						0.87	32,555	17,429	49,984	41,277	8,706	-
						FTE				0.70	0.17	
REDUCTIONS												
10	1010	Dept Specialist	A1012	AF	H	0.70	26,193	15,084	41,277	41,277	0	-
						0.70	26,193	15,084	41,277	41,277	0	-
						FTE				0.70		
Rounded for Schedule B							630,800	367,100	997,800	968,300	8,700	20,900
FTE Assessor						14.60				14.60	0.17	0.30
FTE Planning						0.17						
FTE Public Works						0.30						
						15.07						

Changes from 13-14 Budget include:

- 1 Added .60 FTE Assess/GIS tech during 13-14 due to increase of Grant funds
- 2 Increasing Dept Specialist above has no financial affect on Assessor budget, this increase is in Planning. Must show payroll split on employee schedule D above.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Summary

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		478,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 478,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	5.00	\$ 354,500
Materials and Services (Schedule E)		206,500
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	5.00	\$ 561,000
Fund Level Only:		
Interfund Transfer (Out) - Equipment Reserve		\$ 75,000

Budget Goals

Budget Goal 1: Improve community outreach and communication to the public by investing in technology that will improve efficiencies within County Departments and provide enhanced services to citizens.

Over the past few years, the County Clerk's Office has transitioned from a primary reliance on printed resources to electronic database resources as much as possible.

Recording:

We have two public computer terminals in our office which allow our customers to search our database at no charge. This is not only convenient for our customers but allows them to print any copies they may care to purchase at a reduced price. We also offer an online subscription service for our industry partners such as Title Companies, Banks, Mortgage Brokers, etc. By paying a monthly fee, these customers are able to search our database online and print as many copies as they need at no extra charge.

Elections:

We are continually looking for different ways to improve our website. We now have the vast majority of all forms used by local candidates and Political Action Committees (PACS) on our website in fillable PDF format. This means fewer trips to our office for our customers. We also post candidate lists, measure text, voters' pamphlet, and other pertinent information regarding elections on our site. Three different styles of precinct maps are also posted.

Budget Goal 2: Develop a sustainable plan for all mandated and essential County government programs.

Every service we provide in the Clerk & Recorder's Office is a mandated service with the exception of Passport Acceptance and Passport Photos. Over the past few years, it has become increasingly difficult to offer these services and maintain an adequate level of customer service.

We have responded to this challenge in the following ways:

- Public service computer stations allow customers to search our database.
- E-recording: We have added two vendors allowing us to accept approx. 45% of all our recordings electronically.
- Enhanced website with fillable forms, instructions and information for elections and recording.
- Physically rearranged general office to reduce the amount of time needed to service our walk-in customers.
- Reduced staffing by 25% in the last 5 years.
- Cross trained staff to insure that the vast majority of our customers can be served by any staff member.

Budget Goal 3: Provide access to County services to the citizens of Josephine County in a transparent, open and professional manner.

- The Clerk & Recorder's Office will continue to operate in an open, transparent and professional manner.
- We deliver 90% of the documents / reports requested by the public within 2 business days. (Special requests may require slightly more time. Up to 5 business days.)
- Public computer stations allow unrestricted access to our public recording database.
- Public announcements / press releases solicit election observers prior to every election.
- Phone messages are gathered and returned within 24 hours. The vast majority are returned on the same day.
- The County Clerk offers presentations on the election process, voter registration and a variety of other subjects pertaining to the Clerk's Office procedures to schools, service clubs, and political organizations.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Summary

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	-
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	355,000
32100 Federal Grants	-
32200 State Grants	2,500
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	55,000
33200 Sales of Materials	500
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	65,000
Total Revenues - To Schedule B	<u><u>\$ 478,000</u></u>

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u><u>\$ -</u></u>

Josephine County
 Schedule C Appendix
 Revenue Detail

#	Fund - Cost Center	Rev GL	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Award?:
1	10-1120	33200	Copies / Reports	Public		\$ 500					Misc. copies & reports. Fees range from \$0.25 for a copy to \$40.00 for election reports.
2	10-1120	33100	Election Services / Filing Fees	Public		\$ 55,000					Fees charged for candidate filings and election services. Fees range from \$10.00 for candidate filings to several \$1,000 for election services.
3	10-1130	33100	Recording Fees / Copies	Public		\$ 355,000					Fees charged for recordation of documents and the purchase of copies of documents. Fees range from \$0.25 for copies to over \$100 for recordings.
4	10-1130	37900	Passports / Misc	Public		\$ 65,000					Fees collected for passport applications and passport photos & misc reports/research projects.. Approx. 1,600 passport applications per year.
5	10-1110	32203	CAFFA	DOR	7/1/14-6/30/15	\$ 2,500					Based on Assessment function. Clerk's Office serves as the Clerk of the Board of Property Tax Appeals Board.
						\$ 478,000					

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Summary

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 4,000
43015 Operating Supplies	7,000
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	24,600
43055 Printing and Duplication	41,500
<u>Fees and Services:</u>	
44040 Advertising	500
44020 Contracted Services	58,600
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	800
44035 Insurance	3,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	19,000
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	2,300
44075 Education and Training	2,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	1,000
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	42,200
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 206,500
 <u>Transfers to Other Funds (List recipients):</u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Admin.
Cost Center #: 1110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		2,500
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 2,500
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.60	\$ 63,000
Materials and Services (Schedule E)		51,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.60	\$ 114,000

Purpose of Program:

Oregon Statutes including but not limited to:
 Chapters 92, 106, 198, 205 & 246 - 260.
 Const. V 16 V16, 9 VII 15

Goals of Program:

To facilitate and support all functions and duties of the Clerk & Recorder's Office.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Admin.
Cost Center #: 1110

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	-
32100 Federal Grants	-
32200 State Grants	2,500
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	\$ 2,500

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Admin.
Cost Center #: 1110

<u>Materials and Services:</u>	Budget
<u>Supplies:</u>	
43010 Office Supplies	\$ 1,000
43015 Operating Supplies	1,000
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	-
43055 Printing and Duplication	-
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	800
44035 Insurance	3,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	1,000
44075 Education and Training	1,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	1,000
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	42,200
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	\$ 51,000
<u>Transfers to Other Funds (List recipients):</u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Elections
Cost Center #: 1120

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		55,500
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 55,500

<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.80	\$ 131,400
Materials and Services (Schedule E)		132,600
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.80	\$ 264,000

Purpose of Program:

Oregon Statutes including but not limited to:
 Chapters 92, 106, 198, 205 & 246 - 260.
 Const. V 16 V16, 9 VII 15

Goals of Program:

- Administration of election laws to achieve and maintain a maximum degree of correctness, impartiality, efficiency, uniformity, transparency and integrity in application.
- Comply with NVRA (National Voter registration Act) & HAVA (Help America Vote Act)
- Provide information & assistance to Special Districts
- Encourage public participation (voter registration & turn-out)

Goals of Program (cont.):

- Maintain election history for Josephine County
- Increase public confidence in the election process.
(allowing public observers whenever possible)

The County Clerk is the Chief Election Officer of the County, charged by statute with the conduct of Elections. This involves managing voter registration (received over the counter, by mail, from Dept. of Motor Vehicles, from on-line and registration drives) per the mandates of the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA), establishing precinct boundaries and working with the cities on property annexation changes and adjusting district boundaries according to redistricting requirements.

County, Special District and School District candidates file for election with the County Clerk. The County Clerk is also responsible for the acquisition of ballot tallying systems per HAVA, for the programming for accurate tally of votes, laying out and proofing the ballots and certifying election results to the State, County, City, and Special Districts when applicable, and billing out charges when appropriate.

The County Clerk also advises and administers the filing of initiative, referendum and recall petitions for proper forms and procedure per Oregon law and County Charter requirements.

The County Clerk produces voters' pamphlets for the electorate in conjunction with HAVA requirements of voter education.

There are currently approx. 51,000 registered voters in Josephine County.

ALL SERVICES PROVIDED ARE MANDATED.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Elections
Cost Center #: 1120

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	-
32100 Federal Grants	-
32200 State Grants	-
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	55,000
33200 Sales of Materials	500
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u><u>\$ 55,500</u></u>

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u><u>\$ -</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Elections
Cost Center #: 1120

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 1,200
43015 Operating Supplies	4,900
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	24,000
43055 Printing and Duplication	41,000
<u>Fees and Services:</u>	
44040 Advertising	500
44020 Contracted Services	40,000
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	-
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	19,000
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	1,000
44075 Education and Training	1,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	\$ 132,600
<u>Transfers to Other Funds (List recipients):</u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Recording
Cost Center #: 1130

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		420,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 420,000

Requirements:

Expenditures:

Personal Services (Schedule D)	2.40	\$ 142,600
Materials and Services (Schedule E)		20,400
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	2.40	\$ 163,000

Purpose of Program:

Oregon Statutes including but not limited to:
 Chapters 92, 106, & 205.

Goals of Program:

- Maintain custody of and preserve all files and records of deeds, mortgages of real property, maps, plats, contracts, powers of attorney and other interests affecting the title to real property required or permitted by law to be recorded.
- Issue marriage licenses & domestic partnerships
- Process passport applications & provide passport photos
- Provide easy public access wherever possible.
- Provide professional and friendly customer service at all times.

Goals of Program (cont.):

The County Clerk is charged by statute with the recording, custodial retention and public availability of land records and other records allowed for recording by law. These include, but are not limited to deeds, mortgages, reconveyances, plats, subdivisions, powers of attorney, contracts, liens, Josephine County Tax Department Warrants and satisfactions, mining affidavits and other documents affecting the title to real property. The County Commissioners' Journal of official business is also recorded. Documents are received by mail, by individuals over the counter, by legal offices and title companies. Approx. 50% of all recordings are now received via e-recording. Documents are indexed and scanned on a daily basis and transmitted to title companies by FTP. Documents are also made available on-line to the Assessor's Office, Tax Office, Planning, Legal and other departments as well as title companies and others. These records are also available to the public in our office on public workstations and film readers. Documents continue to be retained on microfilm per archival directives. Our office will record approx. 20,000 documents this fiscal year.

Marriage licenses are also issued and recorded. All marriage license fee (\$60.00) are apportioned to Clerk, State Domestic Violence fund and County Juvenile Mediation Service. The County Clerk also performs wedding ceremonies. (\$100,00).

The County Clerk's Office also processes passport applications per Federal laws (\$25.00 county execution fee).

Our office also maintains the County Lien Docket for road assessments.

ALL SERVICES PROVIDED ARE MANDATED EXCEPT PASSPORTS & PHOTOS.
(Passports and passport photos generate approx. \$40,000 net per year.)

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Recording
Cost Center #: 1130

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	355,000
32100 Federal Grants	-
32200 State Grants	-
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	65,000
Total Revenues - To Schedule B	<u><u>\$ 420,000</u></u>

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u><u>\$ -</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Recording
Cost Center #: 1130

	<u>Budget Amount</u>
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 1,500
43015 Operating Supplies	900
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	500
43055 Printing and Duplication	500
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	17,000
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	-
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	-
44075 Education and Training	-
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	\$ 20,400
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	-
	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Board of Property Tax Appeals
Cost Center #: 1140

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ -
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.20	\$ 17,500
Materials and Services (Schedule E)		2,500
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.20	\$ 20,000

Purpose of Program:

Oregon Statutes including but not limited to Chapter 309

Goals of Program:

- Act as the Clerk of the Board for all filings.
- Provide friendly, professional assistance to all petitioners.
- Facilitate all processes in accordance with all statutory time lines.

The County Clerk is the clerk to the Board of Property Tax Appeals, charged with appointing board members, accepting petitions, recording hearings and mailing orders, according to ORS and Department of Revenue directives.

**ALL SERVICES
PROVIDED
ARE MANDATED**

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Clerk & Recorder
Program: Board of Property Tax Appeals
Cost Center #: 1140

	<u>Budget Amount</u>
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 300
43015 Operating Supplies	200
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	100
43055 Printing and Duplication	-
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	1,600
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	-
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	300
44075 Education and Training	-
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	\$ 2,500
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	-
	\$ -

Josephine County
Schedule D - Personnel Services
Clerk
2014-15

Dept	Cost Center	Job Title	Grade & Step	Union	(Salary (H)ourly	FTE	Annual Wages (no COLA)	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation				Total	
										Admin - 1110	Election - 1120	Recording - 1130	BOPTA - 1140		
11	1130	Clerk	E03C1	EO	S	1.00	71,902	37,570	109,472	54,736	27,368	16,421	10,947	109,472	
11	1120	Chief Admin Supervisor	N1602	NU	S	1.00	52,919	29,279	82,199	8,220	61,649	8,220	4,110	82,199	
11	1120	Recording Specialist	A1012	AF	S	1.00	37,417	24,717	62,133	-	6,213	55,920	-	62,133	
11	1120	Recording Specialist	A1001	AF	S	1.00	28,784	20,836	49,620	-	24,810	24,810	-	49,620	
11	1110	Recording Specialist	A1001	AF	S	1.00	28,784	20,836	49,620	-	9,924	37,215	2,481	49,620	
		Overtime					1,500	-	1,500		1,500			1,500	
							5.00	221,305	133,238	354,543	62,956	131,464	142,585	17,538	354,543

Rounded for Schedule B

354,500	63,000	131,400	142,600	17,500	354,500
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FTE	5.00	0.60	1.80	2.40	0.20
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JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Treasury
Program: Treasury and Tax Collection
Cost Center #: 1210

		<u>Budget Amounts</u>	
		<u>FTE</u>	<u>Dollars</u>
<u>Resources:</u>			
Beginning Fund Balance			\$ -
Program Revenues (Schedule C)			144,000
Interfund Transfers (In) (Schedule C)			-
Total Resources - To Schedule A			<u><u>\$ 144,000</u></u>
<u>Requirements:</u>			
Expenditures:			
Personal Services (Schedule D)	4.00	\$	281,700
Materials and Services (Schedule E)			151,300
Interfund Transfers (Out) (Schedule E)			-
Capital Outlays directly from program (Schedule F)			-
Contingency			-
Ending Fund Balance			-
Total Requirements - To Schedule A		<u><u>4.00</u></u>	<u><u>\$ 433,000</u></u>
Fund Level Only:			
Interfund Transfer (Out) - Equipment Reserve			<u><u>\$ 10,000</u></u>

Purpose of Program:

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 Treasurer's trust and agency funds, including taxing districts funds, with emphasis on compliance, protection of principal, liquidity and maximum investment returns.

The Tax Division collects all taxes assessed on real and personal property in Josephine County, for the benefit of all taxing districts. Within the constraints of Oregon law and available resources, departmental activities emphasised are those that best benefit taxing districts and tax payers.

Mandated Activities - Treasury

Receipt and account for all monies received by Josephine County. *ORS 208.010 et seq.*

Maintain Bank accounts and make payment of County "orders". *ORS 208.020*

Maintain accounting of cash in all funds in Treasury. *ORS 208.070*

Invest surplus funds in approved manner. High of \$55,206,000. *ORS 294.035 et seq.*

Distribution of payments to taxing districts. Excess of \$51,342,000. *ORS 311.395*

Annual and monthly reports to County Board and Taxing Districts. *ORS 294.155, 208.290*

Maintain Treasurer's records archives. *ORS 192.001 et seq., OAR 166.030. et seq*

Maintain bond reserve accounts and remit payments to fiscal agent. *ORS 288.040*

Distribute payments received from:

>Federal Forest Receipts. *ORS 294.060*

>Sale of tax foreclosed property. *ORS 275.275*

>County Assessment and Taxation Fund collections. *ORS 311.508*

>Abandoned Property Sales. *ORS 90.425*

>County School Fund. *ORS 328.030*

Mandated Activities - Tax Division

Prepare and maintain the tax roll data base of 50,307 accounts. *ORS 311.005 et seq.*

Send tax bills totaling over \$58,646,000 and collect payments *ORS 311.250 et seq.*

Deposit tax collections with County Treasurer *ORS 311.375 et seq.*

Manage collection of delinquent taxes *ORS 311.405 et seq., ORS 311.505 et seq.*

Prepare annual statements and other reports *ORS 311.531, 311.390 et seq.*

Manage foreclosure process *312.050 et seq.*

Outcome 1: Administer a successful treasury program for all taxing entities in Josephine County, including Josephine County government. Emphasis is on protection of principal, liquidity, maximum investment returns and compliance with Oregon Statutes and the Josephine County Investment Policy.

The Treasurer's monthly and quarterly reports to the Board of Commissioners shows that this outcome is accomplished. The published quarterly reports show that the investment returns, activities and compliance activities prove this outcome.

The Treasurer's investment returns have consistently exceeded the 90 day US Treasury Bill and since February 2008 have exceeded the Oregon State Treasury Local Government Investment Pool returns.

Outcome 2: Administer a successful property tax collection program which complies with Oregon Statutes, minimizing negative impacts on tax payers and minimizing delinquencies and foreclosures.

Statistics show that less than 0.4% (four tenths of one percent) of property taxes levied remain unpaid 4 years after the original levy. Statistics on tax collection are tracked and reported to the Board of Commissioners quarterly.

Foreclosures have been minimized by the department's tax payer contact activities. The number of properties taken by the county have fallen to the lowest number possible, only properties abandoned by the owner have been foreclosed in the recent past. Since 1997 only 3 "owner occupied" homes were foreclosed, one of which was later sold back.

The Treasurer's Quarterly report containing details of these outcomes is available on the Josephine County web site and at the Treasurer's Office. The Board of Commissioners' office also has these documents.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Treasury
Program: Treasury and Tax Collection
Cost Center #: 1210

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	-
32100 Federal Grants	-
32200 State Grants	82,000
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	62,000
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u>\$ 144,000</u>

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ -</u>

Josephine County
Schedule C Appendix
Revenue Detail

#	Fund - Cost Center	Rev GL	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Revenue?
1	10-1210	32134	CAFFA (County Assessment Function Funding Assistance)	Oregon Dept of Revenue	7/1/2014 - 6/30/15	\$ 82,000	\$ -	N	N/A	Continuing	Perform the following property tax duties: assessment admin, valuation, appeals, tax collection & distribution
2	10-1210	33127	Treasurer's Invest Interest			\$ 44,700	\$ -	N	N/A	Continuing	Charge for Treasury to manage invested interest and distribution as allowed Josephine County Investment Policy.
3	10-1210	33123	Forclosure Fees	Public		\$ 2,300	\$ -	N	N/A	Continuing	Charge for Treasury to defray costs to the County of property tax foreclosure accounts as allowed by ORS 312.120.
4	10-1210	33134	NSF Fees	Public		\$ 1,500	\$ -	N	N/A	Continuing	Charge for bank fee of insufficient funds on checks deposited to Treasury from all departments.
5	10-1210	33144	Publishing Fees	Public		\$ 3,500	\$ -	N	N/A	Continuing	Charge for Treasury to publish tax foreclosure notice as required by ORS 312.040.
6	10-1210	33145	Recording Fees	Public		\$ 3,000	\$ -	N	N/A	Continuing	Charge for Treasury to record delinquent taxes in the Clerk's office reimbursed by delinquent property tax owners as allowed by ORS 311.625(2).
7	10-1210	33155	Warrant Fees	Public		\$ 2,500	\$ -	N	N/A	Continuing	Charge for Treasury to issue warrant for property tax collection as allowed by ORS 311.633
8	10-1210	33114	Data Subscription	Public		\$ 4,500	\$ -	N	N/A	Continuing	Charge for users to subscribe to A&T tax and assessment system.
						\$ 144,000					

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Treasury
Program: Treasury and Tax Collection
Cost Center #: 1210

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 2,900
43015 Operating Supplies	-
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	1,000
43050 Postage and Shipping	34,100
43055 Printing and Duplication	7,900
<u>Fees and Services:</u>	
44040 Advertising	2,600
44020 Contracted Services	30,000
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	400
44035 Insurance	3,300
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	49,100
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	1,800
44075 Education and Training	2,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	700
45030 Building Operation, Repairs and Maint (BOM)	14,700
45035 Equipment Operation, Repairs and Maint (Fleet)	700
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	100
Total Materials and Services - To Schedule B	-
	\$ 151,300
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

**Josephine County
Schedule D - Personnel Services
Treasury
2014-15**

Dept	Cost Center	Job Title	Grade & Step	Union	(S)alary (H)ourly	FTE	Annual Wages (no COLA)	Total Taxes & Benefits	Total Wages & Benefits
12	1210	Treasurer	E03T1	EO	S	1.00	71,902	34,694	106,596
12	1210	Deputy Treasurer III	A1312	AF	S	1.00	44,364	27,295	71,659
12	1210	Accounting Specialist	A1005	AF	S	1.00	31,931	21,930	53,861
12	1210	Accounting Specialist	A1001	AF	S	1.00	28,784	20,836	49,620
						<u>4.00</u>	<u>176,981</u>	<u>104,755</u>	<u>281,735</u>
Rounded for Schedule B							177,000	104,800	281,700

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Surveyor
Program: Administration
Cost Center #: 1310

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		35,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 35,000

<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.00	\$ 58,500
Materials and Services (Schedule E)		10,500
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.00	\$ 69,000

Purpose of Program:

The main purpose of the Surveyor's Office is to store and provide access to land survey and corner records, land measurement data, and property line/boundary information for both private individuals and public agencies for Josephine County. These records provide information pertaining to real property, its boundaries and measurement thereof, which will assist in the determination or reestablishment of property boundaries and corners, and other areas of land measurement. These records date from the mid-1850's to the present.

The County Surveyor is responsible for the review and checking of all plats and maps as submitted for recording or filing for Josephine County and the City of Cave Junction, and for the filing of all maps or plats of surveys within the entirety of Josephine County. Once plats and maps are submitted, our office processes them for filing, distribution, storage and future access. These are just some of the duties as mandated by state statute and administrative rules.

Applicable Statutes and Administrative Rules:

- County Surveyor general duties: ORS 209.070, 209.130, 209.270
- Archiving & storage requirements: ORS 192.005 – 192.170 & 357.805 – 357.895; OAR 166-150-0205

Budget Goal #1- Improve community outreach and communication to the public by investing in technology that will improve efficiencies within County Departments and provide enhanced services to citizens.

The land and its records, especially those pertaining to property boundaries, are essential to many departments, agencies (public & private) and private individuals. We store copies and original maps of boundary surveys, property line adjustments, partition plats, subdivision plats, condominium plats and cemetery plats, together with records of homestead exemptions, donation land claims, mining claims, railroads, roads and rights of way pertaining to Josephine County. We also store other pertinent documents associated with these maps and records. We are currently involved with Grants Pass High School in the local "Trig-Star" trigonometry competition, and we often attend local organizational meetings/getherings to encourage and promote interest in our office and the records within.

Budget Goal #2 - Develop a sustainable plan for all mandated and essential County government programs.

Our department's funding is primarily accomplished through our over-the-counter sales of maps and other documents, and through fees charged for our services. We also receive general fund monies for our department. Our department has a longstanding history of making cuts and minimizing our expenses over the past several years, even to the point where the County Surveyor position itself, although an elected position, is not full-time. We often utilize the volunteer services of individuals through our Community Corrections Department who need to "work off" community service hours doing routine office duties. When available, we have also used volunteers to help as well. We have these and other creative methods to maintain our current service levels while at low FTE levels. We are working diligently to offer some of our records "on line," thereby freeing up personnel to manage and perform other tasks. To maintain a sufficient level of funding for our office, we will be examining our current fee structure to make changes as necessary to accomodate our services and costs.

Budget Goal #3 - Provide access to County services to the citizens of Josphine County in a transparent, open and professional manner.

Our department's records are available to the public and we encourage them to visit our office to research, review, and examine the public documents we have stored and available. We will assist both the general public and other departments or agencies in searching for and locating documents pertinent to their needs, and our staff strives to go beyond 100% in helping these individuals with their endeavor.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Surveyor
Program: Administration
Cost Center #: 1310

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	14,000
32100 Federal Grants	-
32200 State Grants	-
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	9,000
33200 Sales of Materials	10,000
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	2,000
Total Revenues - To Schedule B	<u>\$ 35,000</u>

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ -</u>

Josephine County
 Schedule C Appendix
 Revenue Detail

#	Fund - Cost Center	Rev GL	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Award?:
1	10-1310	31124	Partition Plat Filing Fee	Public		\$ 4,000	N	N	N/A	Continuing	Surveyor office provides partition plats
2	10-1310	31133	Survey Recording Fee	Public		\$ 10,000	N	N	N/A	Continuing	Surveyor office provides county records
3	10-1310	33100	Charges for Services	Public		\$ 3,000	N	N	N/A	Continuing	Surveyor office charges for all other general requests besides plat checking
4	10-1310	33141	Plat Checking Fee	Public		\$ 6,000	N	N	N/A	Continuing	Surveyor office charges for providing plat checking
5	10-1310	33200	General Sales of Materials	Public		\$ 3,000	N	N	N/A	Continuing	Surveyor office charges for copies, and all other items except for Maps
6	10-1310	33205	Map Sales	Public		\$ 7,000	N	N	N/A	Continuing	Surveyor office charges for map sales
7	10-1310	37900	Miscellaneous	Public		\$ 2,000	N	N	N/A	Continuing	All other items that cannot be categorized above
						\$ 35,000					

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Surveyor
Program: Administration
Cost Center #: 1310

	<u>Budget Amount</u>
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 300
43015 Operating Supplies	200
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	400
43050 Postage and Shipping	100
43055 Printing and Duplication	1,800
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	200
44035 Insurance	1,500
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	800
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	300
44075 Education and Training	200
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	4,700
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	\$ 10,500
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	-
	\$ -

Josephine County
Schedule D - Personnel Services
Surveyor
2014-15

Dept	Cost Center	Job Title	Grade & Step	Union	(S)alary (H)ourly	FTE	Annual Wages (no COLA)	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation	
										Surveyor -Gen Fund - 10-1310	Public Land Corner Fund - 34 -1320
13	1310	Surveyor	E0101	EO	S	0.12	7,680	11,696	19,376	3,875	15,501
13	1320	Surveyor Tech III	A1507	AF	S	1.00	44,473	27,168	71,641	7,164	64,477
13	1310	Sr Dept Specialist	A1210	AF	S	1.00	40,775	25,005	65,780	39,468	26,312
13	1310	Dept Assistant	A0704	AF	H	0.28	7,325	638	7,963	7,963	-
						<u>2.40</u>	<u>100,253</u>	<u>64,507</u>	<u>164,760</u>	<u>58,471</u>	<u>106,290</u>
										1.00	1.40
ADDITIONS											
13	1320	Surveyor Tech I (on call)	A1101	AF	H	0.28	8,538	911	9,449	-	9,449
						<u>2.68</u>					0.28
Rounded for Schedule B										58,500	
FTE Surveyor General Fund										1.00	
											115,700
FTE Public Land Corner Fund											1.68

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Veterans Service Office
Program: Summary

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 56,000
Program Revenues (Schedule C)		55,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 111,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	3.00	\$ 166,600
Materials and Services (Schedule E)		52,400
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	3.00	\$ 219,000

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Veterans Service Office
Program: Summary

	<u>Budget Amount</u>
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 3,500
43015 Operating Supplies	7,200
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	2,500
43050 Postage and Shipping	-
43055 Printing and Duplication	1,500
<u>Fees and Services:</u>	
44040 Advertising	10,100
44020 Contracted Services	1,500
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	1,000
44035 Insurance	3,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	9,000
44075 Education and Training	3,800
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	9,300
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	<u>\$ 52,400</u>
 <u>Transfers to Other Funds (List recipients):</u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	<u>\$ -</u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Veteran Service Office
Program: Veteran Services
Cost Center #: 1840

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		55,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 55,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	2.25	\$ 137,400
Materials and Services (Schedule E)		25,600
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	2.25	\$ 163,000

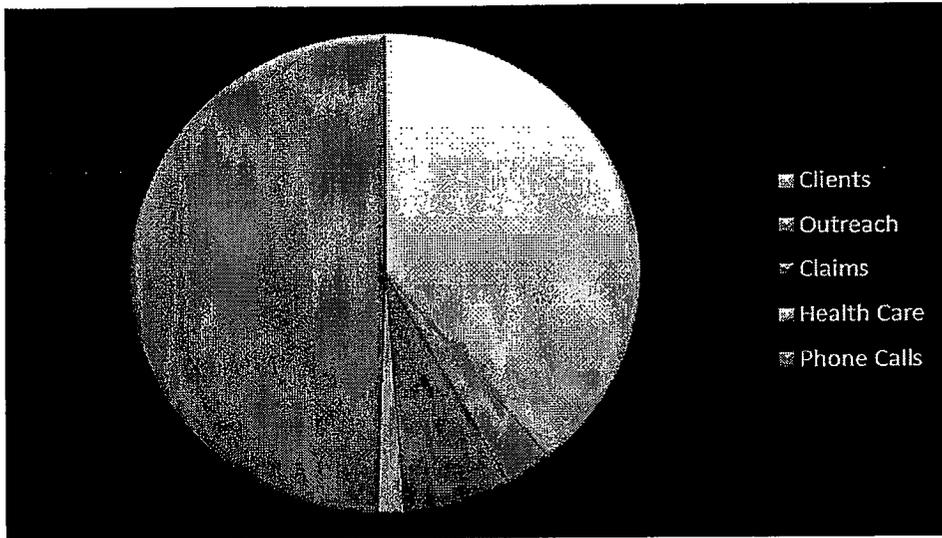
Purpose of Program:

The purpose of the County Veteran Service Office is to prepare, present and prosecute claims before the department of Veterans Affairs, underlaws pertaining to veterans, on behalf of the veteran community in our jurisdiction. This program, in essence, supports the 12000 veterans living in our area by providing competent accredited representation and a myriad of secondary services important for the health and well being of our local Veteran 's and thier families.

2013 Workload and Results

2013 our office assisted 3065 clients in office and 238 clients out in the field. We developed 535 claims to include appeals at the BVA level. The VSO enrolled 127 clients in healthcare as well as assisted approximately 35 veterans with their education enrollment process and fielded 3879 phone calls. Results:

3,833,773.03 Additional Federal Dollars



#1 Improve Community outreach, technology, Enhanced services

Josephine County VSO has an extensive outreach program. We take our show on the road reaching clients in sometimes very remote areas of the region. This year we have received a competitive grant which supports increased outreach efforts coupled with mobile office technology which bolsters our existing program allowing us to fully infuse our program in the community which harmonizes with budget goal #1 and #3

#2 Sustainable Funding

Continued involvement with the Oregon County Veteran Service Officers Association, Oregon Department of Veteran and the Oregon Legislative Assembly helps to assure dedicated pass through funding continues to support our operation. Keeping abreast of competitive grant funding opportunities we are being proactive in the sustainability of our program.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Veteran Service Office
Program: Veteran Services
Cost Center #: 1840

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	-
32100 Federal Grants	-
32200 State Grants	55,000
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u>\$ 55,000</u>

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ -</u>

Josephine County
 Schedule C Appendix
 Revenue Detail

#	Fund - Cost Center	Rev GL	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:		What Commitments are required for County to accept Award?:
										Amount:	Match \$:	
1	10-1830	32250	Oregon DVA SB 1100 distribution and Historical aids to County funding for Veteran Services	Oregon Department of Veteran Affairs	07/01/2014-07/01/2015	\$ 55,000	\$ 55,000	N	N/A		Continuing	Matching funds and provide Veteran Services to local Veterans
							\$ 55,000					

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Veteran Service Office
Program: Veteran Services
Cost Center #: 1840

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 3,500
43015 Operating Supplies	2,700
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	-
43055 Printing and Duplication	1,500
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	1,000
44035 Insurance	3,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	800
44075 Education and Training	3,800
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	9,300
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 25,600
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Veteran Service Office
Program: Veterans Extended Outreach Grant Program (VEOGP)
Cost Center #: 1846

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 49,000
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 49,000

Requirements:

Expenditures:		
Personal Services (Schedule D)	0.75	\$ 29,200
Materials and Services (Schedule E)		19,800
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.75	\$ 49,000

Purpose of Program:

The 2013 Oregon Legislative Assembly provided Oregon Department of Veterans' Affairs with funding for a Veterans' Extended Outreach Grant Program. The purpose of the VEOGP is to increase the amount of Federal benefit dollars recovered on behalf of Oregon Veterans.

As a recipient, Josephine County Veteran Service Office will strategically campaign our program to specifically target multiple demographics in our region for the purpose of benefits education and claims implementation. We will achieve this by increasing our outreach services and expanding services in our geographic area; fortifying staff to handle workload increases; and market the program utilizing social media capabilities. Infusing our program deeper into the community through outreach aligns us directly with the intent of this specific grant and harmonizes excellently with the 2014-2015 budget goals #1 and #. Outcomes are measured by the number of Federal dollars coming into our community through the Veterans Benefit Administration.

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Veteran Service Office
Program: Veterans Extended Outreach Grant Program (VEOGP)
Cost Center #: 1846

	<u>Budget Amount</u>
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ -
43015 Operating Supplies	3,000
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	-
43055 Printing and Duplication	-
<u>Fees and Services:</u>	
44040 Advertising	9,600
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	-
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	7,200
44075 Education and Training	-
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	<u>\$ 19,800</u>
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	<u>\$ -</u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Vetreran Service Office
Program: Veterans Music Outreach Grant Program
Cost Center #: 1841

	Budget Amounts	
	<u>FTE</u>	<u>Dollars</u>
<u>Resources:</u>		
Beginning Fund Balance		\$ 7,000
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 7,000

Requirements:

Expenditures:

Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)		7,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 7,000

Purpose of Program:

The Veteran Music Outreach Program was established February 2011. The idea was to provide a platform where combat veterans can utilize the music medium as a means to alleviate some of the stressors of reintegration through shared talent and instruction. Our data shows 5-9 veterans have attended the group consistently from its conception. The standard feedback from the veteran; "I always feel better when I leave than when I walked in". An unexpected outcome is the peer mentoring aspect naturally happening during sessions. This outreach provides and arena where our most honored veterans can commune with peers in a positive productive environment.

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Veteran Service Office
Program: Veterans Music Outreach Grant Program
Cost Center #: 1841

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	
43015 Operating Supplies	1,500
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	2,500
43050 Postage and Shipping	-
43055 Printing and Duplication	-
<u>Fees and Services:</u>	
44040 Advertising	500
44020 Contracted Services	1,500
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	-
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	1,000
44075 Education and Training	-
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 7,000
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
 Schedule D - Personnel Services
 Veterans Service Office
 2014-15

Dept	Cost Center	Job Title	Grade & Step	Union	(S)alary (H)ourly	FTE	Annual Wages (no COLA)	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation			
										Veterans 1840	10- Extended Outreach 10-1846	Total	
18	1840	Veterans Program Mgr	N1210	NU	S	1.00	53,045	29,323	82,369	82,369		82,369	
18	1840	Asst Veterans Svc Officer	A1003	AF	S	1.00	30,282	21,357	51,639	38,729	12,910	51,639	
18	1846	Department Assistant VA	A0701	AF	H	0.50	12,104	4,182	16,287		16,287	16,287	
18	1840	Department Assistant VA	A0701	AF	H	0.50	12,104	4,182	16,287	16,287		16,287	
										137,384	29,196	166,581	
Rounded for Schedule B										137,400	29,200	166,600	
FTE						3.00					2.25	0.75	

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Board of County Commissioners
Program: General Government
Cost Center #: 1910

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ -
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)		288,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 288,000

Purpose of Program:

General Government is for budgeting County-Wide costs such as the annual audit, legal notices, for budget and other hearings, insurance, postage & shipping, etc. Costs are attributed to this budget by the Board's office when the costs do not benefit a specific program.

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Board of County Commissioners
Program: General Government
Cost Center #: 1910

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ -
43015 Operating Supplies	1,500
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	62,000
43055 Printing and Duplication	-
<u>Fees and Services:</u>	
44040 Advertising	5,000
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	39,000
44035 Insurance	133,700
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	37,200
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	6,600
44075 Education and Training	2,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	1,000
Total Materials and Services - To Schedule B	-
	\$ 288,000
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	-
	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: General Government
Program: Court Facilities
Cost Center #: 1920

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ -
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)	BOM 45030 Expenses Only	245,600
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 245,600

Purpose of Program:

As required under ORS 1.185, which states:

1.185 County to provide courtrooms, offices and jury rooms. (1) The county in which a circuit court is located or holds court shall:

(a) Provide suitable and sufficient courtrooms, offices and jury rooms for the court, the judges, other officers and employees of the court and juries in attendance upon the court, and provide maintenance and utilities for those courtrooms, offices and jury rooms.

(b) Pay expenses of the court in the county other than those expenses required by law to be paid by the state.

(2) Except as provided in subsection (1) of this section, all supplies, materials, equipment and other property necessary for the operation of the circuit courts shall be provided by the state under ORS 1.187.

This budgeted cost center covers the building, operation, and maintenance costs of the court facilities.

JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
2014-15 Budget

Fund: General Fund (10)
Emergency Management

2013-14 Budget			2014-15 Budget				
FTE	Resources	Requirements	Net	FTE	Resources	Requirements	Net
0.50	\$ 119,500	\$ 119,500	\$ -	0.50	\$ 80,000	\$ 110,000	\$ (30,000)
0.50	60,000	60,000	-	0.50	60,000	60,000	-
Public Health Emergency Preparedness (1941)							
Total for Fund			\$ -	1.00	\$ 140,000	\$ 170,000	\$ (30,000)

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Board of County Commissioners
Program: Emergency Management

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		90,000
Interfund Transfers (In) (Schedule C)		50,000
Total Resources - To Schedule A		\$ 140,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.00	\$ 84,000
Materials and Services (Schedule E)		86,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.00	\$ 170,000

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Board of Commissioners
Program: Summary

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	-
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	-
32100 Federal Grants	30,000
32200 State Grants	60,000
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u>\$ 90,000</u>

<u>Transfers from Other Funds (List sources):</u>	
35200 Grant Project Fund (16) Title III	\$ 50,000
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ 50,000</u>

Josephine County
 Schedule C Appendix
 Revenue Detail

#	Fund - Cost Center	Rev GL	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Award?:
1	10-1940	321xx	Emergency Management Performance Grant (EMIPG)	Oregon Emergency Management (OEM)	07/01/14-06/30/15	\$ 30,000	\$ 30,000	Y	97.042	Continuing	EM program is responsible for coordinating activities related to county-wide planning, mitigation, response, and recovery from natural and man-made disasters. Coordinate writing and revising all emergency operations plans, administers Emergency Mgmt Performance Grant. Coordinate with local, state agencies and community partners in and on emergency preparedness. Mandates: ORS 401; OAR 333, Division 3; OAR 104; ORS 453.(347,374,382)
2	10-1941	32211	Public Health Emergency Preparedness (PHEP)	Oregon Health Authority (OHA)	07/01/14-06/30/15	\$ 50,000	\$ -			Continuing	There are 15 capabilities that we work towards competency in the public health emergency preparedness program. Writing and updating plans, provide education and training to staff, participate in exercises, assist during emergencies and partner with other local agencies in health preparedness.
						\$ 80,000	\$ 30,000				

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Board of Commissioners
Program: Summary

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 3,500
43015 Operating Supplies	17,200
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	-
43055 Printing and Duplication	3,100
<u>Fees and Services:</u>	
44040 Advertising	4,000
44020 Contracted Services	15,500
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	3,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	18,000
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	6,500
44075 Education and Training	5,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	1,200
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	3,500
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	5,500
Total Materials and Services - To Schedule B	\$ 86,000
<u>Transfers to Other Funds (List recipients):</u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Board of County Commissioners
Program: Emergency Management
Cost Center #: 1940

	Budget Amounts	
	<u>FTE</u>	<u>Dollars</u>
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		30,000
Interfund Transfers (In) (Schedule C)		50,000
Total Resources - To Schedule A		\$ 80,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.50	\$ 42,000
Materials and Services (Schedule E)		68,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.50	\$ 110,000

Purpose of Program:

Emergency Management is responsible for coordinating activities related to county-wide planning, mitigation, response, and recovery from natural and man-made disasters. Responsible for coordination of writing and updating multiple emergency operations plans and annexes. Operations of the County Emergency Operations Center during an event, training and exercising staff in non emergency times. Administer multiple grants and ensure compliance with those grants, including securing future funding sources through the Emergency Management Performance Grant and the Public Health Emergency Preparedness grant. This program coordinates with local, state agencies and the community with emergency preparedness.

Mandates:

- OAR 401.305 - the County shall designate an Emergency Management Agency
- ORS 453.347 - Emergency Response Planning
- ORS 453.374 - Hazardous material emergency response
- ORS 453.382 - Cost of responding to an emergency; responsibilities; billing; recovery
- OAR 101-010-0005 - Participation of local government in the Emergency Management Assistance Program through FEMA

Budget Goal #1 - Improve community outreach and communication to the public by investing in technology that will improve efficiencies within County Departments and provide enhanced service to citizens.

Community outreach is critically important when it comes to preparedness. In 2014 myself and a team of volunteers will be offering classes, training sessions, forums and opportunities for citizens and employees to better understand the hazards we face and then have the knowledge and tools to take preparedness actions. We are building a cadre of instructors, re-inventing the Community Emergency Response Team (CERT) program and designing resources and tools that will be accessible on line for everyone to access. We have also put time into strengthening the Emergency Operations Center and Call Center which was heavily used during the 2013 wildfires. This resource proved to be vital to our community as 911 becomes quickly overwhelmed in any large emergency.

Budget Goal #2 - Develop a sustainable plan for all mandated and essential County government programs.

The Emergency Services Manager has developed a Strategic Plan for the next two years looking at both the PHEP and EM programs to determine where overlaps are, how to accomplish as many tasks as required for both grants and provide training and exercises to ensure County readiness. The Emergency Management Performance Grant (EMPG) is a FEMA grant sent through the State, then Oregon Emergency Management determines the amounts each County is eligible for based on an equation applied to each Oregon County. The EMPG grant provides financial support to the local government in a 50% match with general fund dollars, of which both the PHEP grant and Title III do not qualify. Currently the Emergency Manager has received little EMPG monies because this financial layout. We have been fulfilling the requirements of the EMPG grant for years with only a 4% match. If we wait to fund this program with general fund to increase our EMPG reimbursement then we risk losing our allotment each year. Funding across the board is decreasing, including grant monies. I am proposing that for the 2014-2015 we decrease the Title III funds for this program by \$30,000 and increase General Fund to \$22,000. This will increase our match on the EMPG grant to 15% which when applied to salary/benefits and services and supplies we will see \$62,500 return to the County vs. \$40,000 in previous years. This also secures our allotment for future years as we will need EMPG more and more as Title III dollars decrease.

Budget Goal #3 - Provide access to County services to the citizens of Josephine County in a transparent, open and professional manner.

We have been very successful in providing community information through social media sites, County webpage, doing outreach with a wide variety of groups and organizations. We strive to put not only our best foot forward for our program but as a representative for Local Government. During any incident we reach out to regional media, partner with other County agencies to have one voice and be flexible to change course if what we are providing is not working.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Board of Commissioners
Program: Emergency Management
Cost Center #: 1940

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	-
32100 Federal Grants	30,000
32200 State Grants	-
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u>\$ 30,000</u>

Transfers from Other Funds (List sources):

35200 Grant Project Fund (16) Title III	\$ 50,000
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ 50,000</u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Board of Commissioners
Program: Emergency Management
Cost Center #: 1940

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 2,500
43015 Operating Supplies	13,000
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	-
43055 Printing and Duplication	2,400
<u>Fees and Services:</u>	
44040 Advertising	3,000
44020 Contracted Services	15,500
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	3,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	18,000
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	3,500
44075 Education and Training	3,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	600
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	3,500
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 68,000
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund
Office/Division: Board of Commissioners
Program: Public Health Emergency Preparedness (PHEP)
Cost Center #: 1941

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		60,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 60,000

<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.50	\$ 42,000
Materials and Services (Schedule E)		18,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.50	\$ 60,000

Purpose of Program:

Public Health Emergency Preparedness addresses mitigation, preparedness, response and recovery phases for public health emergencies through plan development and revision, exercise and response activities based on the 15 CDC identified Public Health Preparedness Capabilities. Administers the Public Health Emergency Preparedness grant. This program coordinates with local, state agencies and the community with emergency preparedness. Develop a work plan based on gaps, prioritize which capabilities and functions are most important to have fully developed in our jurisdiction.

Mandates:

- OAR 333, Division 3 - Public Health Preparedness
- ORS 453.347 - Emergency Response Planning
- ORS 453.374 - Hazardous material emergency response
- ORS 453.382 - Cost of responding to an emergency; responsibilities; billing; recovery

Budget Goal #1 - Improve community outreach and communication to the public by investing in technology that will improve efficiencies within County Departments and provide enhanced service to citizens.

Community outreach is critically important when it comes to preparedness. In 2014 myself and a team of volunteers will be offering classes, training sessions, forums and opportunities for citizens and employees to better understand the hazards we face and then have the knowledge and tools to take preparedness actions. We are building a cadre of instructors, re-inventing the Community Emergency Response Team (CERT) program and designing resources and tools that will be accessible on line for everyone to access. We have also put time into strengthening the Emergency Operations Center and Call Center which was heavily used during the 2013 wildfires. This resource proved to be vital to our community as 911 becomes quickly overwhelmed in any large emergency. We have created additional partnerships post 2013 Wildfire season, were we felt coordination with other agencies and public messaging could be improved upon.

Budget Goal #2 - Develop a sustainable plan for all mandated and essential County government programs.

The Emergency Services Manager has developed a Strategic Plan for the next two years looking at both the PHEP and EM programs to determine where overlaps are, how to accomplish as many tasks as required and essential to fulfill both grants and provide training and exercises to ensure County readiness. To enable these two functions, both Public Health Emergency Preparedness and Emergency Management we need to look at future grant funding in order to sustain the position.

Budget Goal #3 - Provide access to County services to the citizens of Josephine County in a transparent, open and professional manner.

We have been very successful in providing community information through social media sites, County webpage, doing outreach with a wide variety of groups and organizations. We strive to put not only our best foot forward for our program but as a representative for Local Government. During any incident we reach out to regional media, partner with other County agencies to have one voice and be flexible to change course if what we are providing is not working.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund
Office/Division: Board of Commissioners
Program: Public Health Emergency Preparedness (PHEP)
Cost Center #: 1941

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	-
32100 Federal Grants	-
32200 State Grants	60,000
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u>\$ 60,000</u>

<u>Transfers from Other Funds (List sources):</u>	
35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ -</u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund
Office/Division: Board of Commissioners
Program: Public Health Emergency Preparedness (PHEP)
Cost Center #: 1941

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 1,000
43015 Operating Supplies	4,200
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	-
43055 Printing and Duplication	700
<u>Fees and Services:</u>	
44040 Advertising	1,000
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	-
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	3,000
44075 Education and Training	2,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	600
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	5,500
Total Materials and Services - To Schedule B	-
	\$ 18,000
Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

**Josephine County
Schedule D - Personnel Services
Emergency Management
2014-15**

Dept	Cost Center	Job Title	Grade & Step	Union	(S)alary (H)ourly	FTE	Annual Wages (no COLA)	Total Taxes & Benefits	Total Wages & Benefits
15	1940	Emergency Services Manager	N1603	NU	S	1.00	54,242	29,739	83,982
						1.00	54,242	29,739	83,982
Rounded for Schedule B							54,200	29,700	84,000

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division Forestry
Program: Summary

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		1,131,000
Interfund Transfers (In) (Schedule C)		24,000
Total Resources - To Schedule A		\$ 1,155,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	8.80	\$ 646,100
Materials and Services (Schedule E)		255,900
Interfund Transfers (Out) (Schedule E)		475,000
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	8.80	\$ 1,377,000

Purpose of Program:

The Forestry Department is responsible for the management of natural resources located on the County's 30,000 acre forest. The timber resources are managed on a sustained yield basis and in accordance with the Oregon Forest Practices Act. Proceeds from timber sales are deposited into the County's General Fund. After harvests occur, the area is reforested and cared for to ensure timber for the future generations. Other resources includes firewood sales, rock/mineral extraction, cell tower sites and water.

The Forestry Department will be taking on two large projects during fiscal year 2014/2015 that are in addition to its normal operations.

- 1 The wildfires during the summer of 2013 burned approximately 2,600 acres of County owned forestlands. The Forestry Department has accomplished most of the harvest operations to salvage merchantable timber and will be concentrating its efforts for reforest the burned

areas over the next three fiscal years. Plans for fy 2014/2015 include the planting and tending of approximately 470,000 conifer seedlings. Reforestation costs for will be funded from revenue generated from the salvage logging operations.

- 2 In 2013 the Forestry Department began the process to contract a forest wide inventory with most of the field work to occur in FY 2014/2015. Results from the inventory will assist in determining areas that are in need of forest management, growth models to analyze different management strategies and determine if the sustainable harvest levels can be adjusted.

Outcomes

Budget Goal #1 - Improve community outreach and communication to the public by investing in technology that will improve efficiencies within County Departments and provide enhanced services to citizens.

The Forestry Department's main outreach program is the Annual Youth Tree Plant. For the past 25 years, County forestry and 50 volunteers have given approximately 1,000 kids per year the opportunity to plant tree seedlings and learn about the environment in a forest setting. County lands and staff are also involved with the OSU Extension Service to provide a resource for small woodland owners. Foresters are also available for over the counter advice for forestry related issues.

Budget Goal #2 - Develop a sustainable plan for all mandated and essential County government programs.

Since the timber on the County forest lands are being harvested on a sustained yield basis, the Forestry Department can not only provide revenue to support itself but also the proceeds that exceed budget requirements are deposited into the General Fund. Additional long term funding sources includes cell tower leases and firewood permits.

Budget Goal #3 - Provide access to County services to the citizens of Josephine County government programs.

Contracts for timber sales are sold through a competitive bids process in a public forum and harvest areas are reviewed by the Oregon Department of Forestry for compliance to the Oregon Forest Practices Act. Forest and mineral management plans are reviewed through citizens advisory boards.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Summary

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	-
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	24,000
32100 Federal Grants	25,000
32200 State Grants	-
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	1,031,500
33300 Rental Charges	45,000
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	5,500
Total Revenues - To Schedule B	<u>\$ 1,131,000</u>

Transfers from Other Funds (List sources):

35200 SRS2012 Title III	24,000
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ 24,000</u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Summary

	<u>Budget Amount</u>
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 2,000
43015 Operating Supplies	53,300
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	6,900
43050 Postage and Shipping	400
43055 Printing and Duplication	800
<u>Fees and Services:</u>	
44040 Advertising	300
44020 Contracted Services	14,100
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	200
44035 Insurance	3,600
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	1,000
44075 Education and Training	300
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	1,800
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	11,100
45035 Equipment Operation, Repairs and Maint (Fleet)	55,100
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	105,000
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	<u>\$ 255,900</u>
 <u>Transfers to Other Funds (List recipients):</u>	
45200 Property Reserve Fund (47)	\$ 475,000
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	<u>\$ 475,000</u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Admin
Cost Center #: 2110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		49,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 49,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.05	\$ 79,100
Materials and Services (Schedule E)		179,900
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.05	\$ 259,000

Purpose of Program:

The 1.05 FTE's in Administration provides overhead, leadership, agreement negotiations and grant writing in support of Forestry's Timber Sale and Reforestation Programs. The program includes costs for fire protection from the Oregon Department of Forestry.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Admin
Cost Center #: 2110

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	-
32100 Federal Grants	-
32200 State Grants	-
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	45,000
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous (Wolf Cr Park)	4,000
Total Revenues - To Schedule B	<u>\$ 49,000</u>

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ -</u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Admin
Cost Center #: 2110

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 2,000
43015 Operating Supplies	4,900
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	-
43050 Postage and Shipping	400
43055 Printing and Duplication	300
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	500
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	3,600
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	1,000
44075 Education and Training	300
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	1,800
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	11,100
45035 Equipment Operation, Repairs and Maint (Fleet)	49,000
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments ODF Fire Tax	105,000
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	<u>\$ 179,900</u>
<u>Transfers to Other Funds (List recipients):</u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	<u>\$ -</u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Timber
Cost Center #: 2120

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		1,082,000
Interfund Transfers (In) (Schedule C)		24,000
Total Resources - To Schedule A		\$ 1,106,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	3.60	\$ 297,400
Materials and Services (Schedule E)		18,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	3.60	\$ 315,400

Purpose of Program:

The Timber Program utilizes 3.6 FTE's to manage the timber resources on Josephine County's 30,000 acre forest

- Plan, conduct field work, develop contracts, auction and administrate the harvest of 19 timber sales. Receipts from sales, estimated at \$1,031,500 are to be deposited into the General Fund.
- Ensure that State and Federal regulations concerning the environment are complied with through training and conducting endangered wildlife/plant surveys.

Provide firewood to the general public and small commercial operators. Estimated revenue expected is \$14,000.

- Salvage harvest approximately 50 mbf of timber

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Timber
Cost Center #: 2120

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	24,000
32100 Federal Grants ARRA	25,000
32200 State Grants	-
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	1,031,500
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	1,500
Total Revenues - To Schedule B	<u><u>\$ 1,082,000</u></u>

Transfers from Other Funds (List sources):

35200 SRS2012 Title III	\$ 24,000
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u><u>\$ 24,000</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Timber
Cost Center #: 2120

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ -
43015 Operating Supplies	10,400
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	500
43050 Postage and Shipping	-
43055 Printing and Duplication	500
<u>Fees and Services:</u>	
44040 Advertising	300
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	200
44035 Insurance	-
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	-
44075 Education and Training	-
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	6,100
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	\$ 18,000
 Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	-
	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Reforest
Cost Center #: 2130

	Budget Amounts	
	<u>FTE</u>	<u>Dollars</u>
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ -
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	4.15	\$ 269,600
Materials and Services (Schedule E)		58,000
Interfund Transfers (Out) (Schedule E)		475,000
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	4.15	\$ 802,600

Purpose of Program:

The Reforestation program focuses on planting, enhancing growth and health of young trees by utilizing its 4.15 FTE workforce to accomplish the following:

- Plant 470,000 seedlings on areas burned by wildfires (contract work)
- Plant 12,000 seedlings on approximately 80 acres on areas that are not related to the fire.
- Brush control and/or thinning on 100 acres.
- Collect 250 cones from Rust (disease) Resistant Sugar Pine trees and 100 pounds of Douglas-fir seeds to replenish storehouse that was depleted from the wildfire reforestation efforts.
- Plus tree and orchard maintenance for future reforestation needs

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Forestry
Program: Reforest
Cost Center #: 2130

	<u>Budget Amount</u>
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ -
43015 Operating Supplies	38,000
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	6,400
43050 Postage and Shipping	-
43055 Printing and Duplication	-
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	13,600
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	-
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	-
44075 Education and Training	-
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	\$ 58,000
Transfers to Other Funds (List recipients):	
45200 Property Reserve Fund (47)	\$ 475,000
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	-
	\$ 475,000

**Josephine County
Schedule D - Personnel Services
Forestry
2014-15**

Dept	Cost Center	Job Title	Grade & Step	Union	(S)alary (H)ourly	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation			
										Admin	Timber	Reforest	Parks Fund - 24-2010
21	2110	Forestry Program Mgr	N1812	NU	S	1.00	72,862.80	38,205.70	111,068.50	27,767.12	66,641.10	16,660.27	
21	2120	Forester II	N1708	NU	S	1.00	64,438.47	33,531.91	97,970.38		48,985.19	48,985.19	
21	2120	Forestry Project Foreman	N1012	NU	S	1.00	49,317	34,071	83,388		41,694	41,694	
21	2120	Forestry Tech II	A1412	AF	S	1.00	46,898	28,415	75,314		75,314		
21	2120	Forestry Tech I	A1307	AF	S	1.00	39,876	24,845	64,721		64,721		
21	2110	Admin Secretary	A1111	AF	S	1.00	39,551	24,579	64,131	51,305			12,826
21	2130	Forestry Project Spec I	A0810	AF	S	1.00	32,456	25,328	57,783			57,783	
21	2130	Forestry Project Spec II	A0903	AF	S	1.00	28,608	23,609	52,217			52,217	
21	2130	Forestry Project Spec II	A0903	AF	S	1.00	28,608	23,609	52,217			52,217	
						9.00	402,615	256,196	658,811	79,072	297,355	269,557	12,826
Rounded for Schedule B									646,100	79,100	297,400	269,600	
FTE (Forestry)						8.80				1.05	3.60	4.15	Parks 12,800
FTE (Parks Fund)													0.20

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Planning
Program: Administration
Cost Center #: 3210

		<u>Budget Amounts</u>	
		<u>FTE</u>	<u>Dollars</u>
<u>Resources:</u>			
Beginning Fund Balance			\$ -
Program Revenues (Schedule C)			320,000
Interfund Transfers (In) (Schedule C)			35,000
Total Resources - To Schedule A			<u>\$ 355,000</u>
<u>Requirements:</u>			
Expenditures:			
Personal Services (Schedule D)	6.17	\$	445,200
Materials and Services (Schedule E)			81,800
Interfund Transfers (Out) (Schedule E)			5,000
Capital Outlays directly from program (Schedule F)			-
Contingency			-
Ending Fund Balance			-
Total Requirements - To Schedule A		<u>6.17</u>	<u>\$ 532,000</u>

Purpose of the Program – Planning Department

The purpose of the planning program is to provide the land conservation and development planning and regulatory functions as mandated by state law. The Planning Department conducts reviews of land use proposals and issues land use permits under the authority of the Josephine County Rural Land Development Code. The Department consists of a full-time staff of five including a director, three planners, and one planning specialist; and, one part-time department specialist. The director and planners provide land use information and permit services to customers and interested land use participants by: providing 20 hours per week of direct customer service at the Planning office counter, as-needed telephone and e-mail customer service, reviewing and processing land use applications, staffing public hearings, and supporting the Planning Commission and Board of County Commissioners in land use policy-making and decision-making; and, staffing advisory sub-committees of the Planning Commission focused on various topics.

The director and planning staff also attend coordination meetings with federal, state, and regional agencies and groups whose actions affect land use issues in Josephine County. These groups include: Rogue Valley Council of Governments; Chamber of Commerce; Southern Oregon Regional Economic Development, Inc.; Oregon Departments of Environmental Quality, Fish and Wildlife, Transportation, and the Department of Land Conservation and Development; special councils and districts (watershed, soil and water conservation, fire); Bureau of Land Management and U.S. Forest Service.

The Planning Department also serves as a point of contact for neighborhood groups and individuals interested in issues of land use and development within the County.

Budget Goal #1: Improve community outreach and communication to the public by investing in technology that will improve efficiencies within County Departments and provide enhanced services to citizens.

Budget Goal #1 is supported by:

- 1 - Comprehensive planning and implementing ordinances, in accordance with ORS 197.195.
- 2 - Accurate and timely processing of land use applications, as required by ORS 197.195 and 215.427.
- 3 - Coordinating all planning activities in the County with other jurisdictions, as required by ORS 195.025.
- 4 - Accurately answering all inquiries from property owners regarding land use codes.
- 5 - Maintaining current successful rate of appeal defense while continuing to listen to public concerns and educate landowners on Oregon land use law.
- 6 - Continuing the staffing and support of the Board of County Commissioners and Planning Commission in public workshops and hearings.
- 7 - Maintaining property records with all land use actions, including addressing.
- 8 - Overhauling the department webpage with information pertaining to land use matters, and including the provision of online services.
- 9 - Studying project tracking software needs and making the necessary changes to the current system.
- 10 - Meeting with County-wide organizations to identify land use needs, and UGB discussions as required by ORS 195.025.
- 11 - Providing an annual report to the Department of Land Conservation and Development regarding Comprehensive Plan compliance, as required in ORS 195.040.

In summary, community outreach will be supported by: Improving the Planning webpage, and continuing to provide superior customer service through direct contact at the Planning office counter, and through email and phone contact. Customer contacts are averaging 360 per month thus far in FY 2013-2014.

Budget Goal #2: Develop a sustainable plan for all mandated and essential County government programs.

Budget Goal #2 is supported by the following:

- 1 - The revised planning fee schedule which became effective December 26, 2013 is designed to provide full-cost recovery for the regulatory function being carried out. Monitoring of the cost of services is on-

going, and requests for fee schedule revision will be made as necessary to continue providing full-cost recovery on services provided.

2 - State grant funding is variable and unpredictable. Without receipt of such grant funds in FY 2015-2016, the current level of staffing services is not sustainable without a higher level of general fund support. Consequently, the Planning staff will be vigilant in looking for grant funding opportunities.

3 - Unused Planning office space has been leased to the Oregon Water Resources Department since 2011, and the office space rental will continue. This rental income will produce \$5,400 in revenue for the Planning department during FY 2014-2015.

4- Costs of office materials and services, except for one-time expenditures, are being held constant.

Budget Goal #3 - Provide access to County services to the citizens of Josephine County in a transparent, open and efficient manner.

Budget Goal #3 is supported by:

1 - The department provides public notices for all land use actions, and provides open access to all Planning records.

2 - All non-confidential records are obtainable during the Planning office open-office hours. Land use applications, the Rural Land Development Code, and other public documents are available on-line, serving as resources for property owners and other interested parties.

3 - Investments in technology in previous years will allow managing public inquiries and responding to Board priorities with less staff than we had in 2012.

4 - Contributions to the Southern Oregon Regional Pilot Program website, public notices, meetings and workshops will be supported by a grant from DLCD in FY 2014-2015.

5 - Updating of the Planning department's Geographic Information System (GIS) mapping database will provide enhanced access to information essential to the planning and development process.

Summary

The proposed budget for FY 2014-2015 is essentially a status quo budget. A couple of the apparent changes are simply a reflection of current reality. The addition of the .17 FTE for a Department Specialist formalizes the current usage of personnel. The increase in state grant revenue for the Southern Oregon Regional Pilot Project gives formal budget acknowledgement of revenues and expenditures that have been taking place for the past year or more. One of the new expenditures in the proposed budget is the interfund transfer to the Assessor's office in support of the GIS Developer position. This position is largely funded by document recording fees, but the funding is inadequate to fully support the position. So, several departments will need to provide revenue to support the position. The Planning department is a major user of the GIS function and should be a department providing funding.

Contained within this budget proposal are two requests for Economic Development funds: one for \$20,000 to support general economic development activities; and, another for \$15,000 to contract for an overhaul of the Planning Department webpage (including the provision of online services), and study project tracking software needs. The webpage overhaul and the tracking software improvements are measures to increase efficiency and maintain levels of service to citizens of Josephine County.

The budget proposal for FY2014-2015 will require \$118,500 in general fund support, or 25% of the department budget. This level of general fund support is a significant reduction from the 33% support anticipated in the FY 2013-2014 budget. The reduced dependence on the general fund can be attributed to permit fee increases adopted by the Board of County Commissioners to pay for actual costs of regulation, to a higher level of development activity, and to a reduction in personnel costs. The savings in personnel costs results from refilling vacant positions with persons at lower salary. Future budgets will have to deal with increased personnel costs due to union contract mandated salary increases.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: General Fund (10)
Office/Division: Planning
Program: Administration
Cost Center #: 3210

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		320,000
Interfund Transfers (In) (Schedule C)		20,000
Total Resources - To Schedule A		\$ 340,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	6.17	\$ 445,200
Materials and Services (Schedule E)		76,800
Interfund Transfers (Out) (Schedule E)		5,000
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	6.17	\$ 527,000

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: General Fund (10)
Office/Division: Planning
Program: Administration
Cost Center #: 3210

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	265,600
32100 Federal Grants	-
32200 State Grants	49,000
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	5,400
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u>\$ 320,000</u>

Transfers from Other Funds (List sources):

35200 Econ Develop - General ED Activities	\$ 20,000
35200	-
35200	-
35200	-
35200	-
Total Interfund Transfers (In) - To Schedule B	<u>\$ 20,000</u>

Josephine County
 Schedule C Appendix
 Revenue Detail

#	Fund - Cost Center	Rev GL	Name of Grant/Contract/Fees/Etc. & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Award?:
1	10-3210	32200	Southern Oregon Regional Pilot Project	Dept. of Land Conservation and Development	12/11/2013 - 05/29/2015	\$ 49,000	None	N	N/A	NEW	Provide services as laid out by state Regional Pilot Project grant
2	10-3210	31100	Licenses, Permits, Fees			\$ 265,600					Planning charges for all permits and fees like Site Plan & Review, Lot Determinations, Development Permits, Medical Hardship, Farm/Forest Dwelling, Plat, Property Line adjustments, Land Use, etc.
3	10-3210	33300	Rental Charges			\$ 5,400					Water Resources Dept rental of Planning office space
4	10-3210	35205	Economic Development			\$ 20,000					General ED activities
						\$ 340,000					

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: General Fund (10)
Office/Division: Planning
Program: Administration
Cost Center #: 3210

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 4,000
43015 Operating Supplies	-
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	500
43050 Postage and Shipping	-
43055 Printing and Duplication	800
<u>Fees and Services:</u>	
44040 Advertising	1,000
44020 Contracted Services (\$29,000 - SOReg Pilot Project)	29,000
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	600
44035 Insurance	3,600
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	1,000
44075 Education and Training (Flood Plain Management)	2,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	600
45020 Rental - Land and Buildings	1,300
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	31,900
45035 Equipment Operation, Repairs and Maint (Fleet)	500
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 76,800
Transfers to Other Funds (List recipients):	
45200 Assessor - GSI Developer	\$ 5,000
45200	-
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ 5,000

Josephine County
Schedule D - Personnel Services
Planning
2014-15

Dept	Cost Center	Job Title	Grade & Step	Union	(S)alary (H)ourly	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation	
										Planning -3210	Assessor - 1010
32	3210	Planning Director	N2106	NU	S	1.00	74,551	21,997	96,548	96,548	
32	3210	Planner III	A1909	AF	S	1.00	58,265	32,234	90,499	90,499	
32	3210	Planner II	A1705	AF	S	1.00	47,097	17,850	64,947	64,947	
32	3210	Planner I	A1402	AF	S	1.00	36,928	24,396	61,324	61,324	
32	3210	Planning Specialist	A1201	AF	S	1.00	32,272	22,049	54,320	54,320	
						5.00	249,113	118,526	367,639	367,639	-
ADDITIONS											
10	1010	Dept Specialist	A1012	AF	H	0.87	32,555	17,429	49,984	8,706	41,277
32	3210	Planner II (new)	A1701	AF	S	1.00	42,452	26,425	68,877	68,877	
						1.87	75,007	43,854	118,861	77,584	41,277
						6.87			486,500	445,223	41,277

Rounded for Sch B

FTE Planning

6.17

FTE

6.17

0.70

FTE Assessor

0.70

486,500

445,200

41,300

Planning Department – staff increases

Justification – Department Specialist

The budget for the Planning department for FY 2014-2015 contains a proposal to add .17 FTE of a Department Specialist position. While this is an official increase in the FTE allocation to the Planning department, it is in fact simply an acknowledgement of the current usage of personnel. During most of FY 2013-2014 the Planning department has been using a Department Specialist about seven hours per week. The person occupying this position is shared with the Assessor's office which uses the person 28 hours per week.

There is a demonstrated need for the services provided by the Department Specialist as there is always work available for the person to do. This person provides overload support to the full-time Planning Specialist. The work tasks will generally be clerical support, but can include any of the duties contained in the position description.

One of the primary tasks for the Department Specialist will be to do the document scanning for the Ordinance Administrator. The Ordinance Administrator works for both the Planning and Building Safety departments, but is budgeted only in the Building Safety department. Planning supports the work of the Ordinance Administrator by providing this clerical support.

Justification – Planner II

The Planning Department is in need of additional planning staff and there is sufficient revenue being generated by the collection of permit fees, and from other sources, to support the added staff. It is proposed that one full time planner be added to the Department's current budget request. The position could be either a Planner I or Planner II given the approximately \$70,000 of additional revenue available to support the position. It is proposed to budget the position as a Planner II to give maximum flexibility in filling the position. If the Department is unable to fill the position with the right skill set at a Planner II, the position could be under filled as a Planner I and we would simply have to spend more time in training the person.

The duties of the person would generally be as described in the position description. The planner could be assigned to providing current planning services, or assigned to work on special projects such as regulatory revision. Most likely the duties would be split between those two main categories.