

Public Works Fund



JOSEPHINE COUNTY, OREGON

**Budget 2014-15
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Public Works Fund

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JOSEPHINE COUNTY
Public Works Fund Description
2014-15

The Public Works Fund was formed effective July 1, 2007. It includes several programs that had previously been in the Property Services Fund, which has been discontinued. The Roads and Bridges program, operated by the Public Works Division, is by far the largest component.

The North Valley Industrial Park and the Solid Waste Disposal Site programs were placed in Fund 202, Public Works Special Programs in order to provide greater transparency of revenues and expenditures for those programs.

The major source of revenue for the Public Works Fund is motor vehicle fuel taxes apportioned from the State. In addition, cash carried over from the prior year (Beginning Fund Balance) is a major resource for this fund.

Expenditures in the fund are primarily the expenses of operating the Roads and Bridges program. The Public Works Fund has also budgeted interfund transfers to the Property Reserve and Equipment Reserve Funds. The planned use of these funds is described in the Capital Projects section of this book. The Contingency budget amount is intended as a carryover to the following fiscal year.

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 Public Works Fund (Resources and Requirements) is presented first, followed by sections for each of the programs. The money available for them and for the interfund transfers is equal to total resources of the fund, less the requirement for Internal Service Fund charges.

For each program, there is a Program Worksheet (Schedule B). 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 the 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
PUBLIC WORKS FUND (11)

Josephine County

Historical Data				Adopted Budget This Year 2013-14	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	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
\$ 6,063,286	\$ 5,207,206	\$ 4,416,825	\$ 4,700,000	\$ 4,100,000				
4,807,849	5,343,968	5,341,219	5,800,000					
1,425,353	1,624,463	1,064,258	62,000					
1,447,546	-	479,606	603,500					
20,227	15,427	24,110	12,000					
4,006	2,116	-	-					
55,655	52,938	52,492	52,900					
64,908	152,987	76,794	50,000					
37,482	16,454	12,704	12,000					
12,315	14,029	13,000	17,000					
2,000	2,800	2,800	3,000					
4,272	-	-	-					
69,000	70,000	50,000	46,000					
-	-	6,600	6,600					
\$ 14,013,899	\$ 12,502,388	\$ 11,540,408	\$ 11,365,000	\$ 11,155,000				

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2014-15 Budget

Fund: 11 Public Works Operating
Office/Division: Public Works
Program: Public Works
Cost Center #: 3410

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 4,100,000
Program Revenues (Schedule C)		6,987,400
Interfund Transfers (In) (Schedule C)		67,600
Total Resources - To Schedule A		<u><u>\$ 11,155,000</u></u>
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	47.65	\$ 3,763,400
Materials and Services (Schedule E)		1,502,100
Interfund Transfers (Out) (Schedule E)		4,137,500
Capital Outlays directly from program (Schedule F)		-
Contingency		1,752,000
Ending Fund Balance		-
Total Requirements - To Schedule A	<u><u>47.65</u></u>	<u><u>\$ 11,155,000</u></u>

Purpose of Program:

Public Works makes living and traveling in Josephine County safe, convenient, and enjoyable. The revenue received from; state motor vehicle fuel tax, and a portion of the timber receipts from U.S. Forest Service lands are designated by law to be used by the county for road purposes.

Public Works is responsible for managing and maintaining: 560 miles of county maintained roads, 170 bridges and structures, approximately 13,000 road and driveway culverts, Fleet Maintenance Facilities, and 19 gravel resource and stockpile sites. Designated work efforts on major maintenance programs include: crack sealing, AC patching, chip sealing, ditch cleaning, storm response and vegetation management.

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.

Public Works facilities are an integral part of our community and the Department is entrusted by the public to effectively use its resources to make living and traveling in Josephine County safe, convenient, and enjoyable. The Department has two sources of revenue which provide nearly all its funds: state gasoline taxes and a portion of the timber receipts from U.S. Forest Service lands. These two revenue sources are referred to as "designated road funds" because they are designated by law to be used by the County for road purposes. The Department does not receive any county property taxes to fund its operations. Participation in Federal and State cooperative funding projects is continually sought.

Work on completing all preservation, and modernization projects and work, will be done as described in the Department Project Control System and Maintenance Management System. Designated work efforts on major maintenance programs, such as crack sealing, AC patching, chip sealing, repainting centerline and fog stripes, pavement markings, ditch cleaning, and vegetation management will be completed.

This fund also handles all activities for the management of Public Works' fleet, provides all labor, material, and equipment expenses needed to operate the fleet maintenance repair shop, maintains the Public Works fleet and acquires new equipment. The fleet management program is used to keep our fleet at a reasonable level of effectiveness and safety, in order to accomplish the maintenance and preservation programs of the Public Works Department.

Public Works encourages public involvement in many ways, including --

Staffing on the Josephine County Bikeways/Walkways Committee

Representation on the Rogue Valley Area Commission on Transportation (RVACT)

Representation on the Middle Rogue Metropolitan Planning Organization (MRMPO)

Public meetings to gather input during the development/updates of the Josephine County Transportation System Plan

Public survey on opinions/preferences regarding the Josephine County road/bridge system, via Road User Surveys.

Public meetings with impacted property owners and business to discuss large-scale projects, including bridge reconstructions, major betterments and road widening.

Continued 40-hour/week front counter staffing, to assist the general public in road/development permitting.

Offering the ability for the public to contact our office to report road and bridge issues and hazards

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

Funding and Mandated Spending

Public Works has been historically funded from two primary sources – the State Highway Fund and revenues stemming from the O&C payments from United States Forest Service lands. These funds are dedicated to County roads and bridges via Public Law 106-393 (the Secure Rural Schools act) and the Oregon Constitution. Specifically, Article IX, Section 3A dictates that these funds shall be used “exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in this state”. Further, ORS 366.774 stipulates that counties receiving these monies “shall report annually to the Legislative Assembly the expenditures of those moneys in each of the following areas: Administration, bicycle paths, construction and expansion, operations and maintenance, other payments, payments to other governments, and repair and preservation.”

Public Works has seen an overall increase in average annual revenue from the State Highway Fund; however, this increase has effectively served as an ‘offset’ to rising fixed costs. Unfortunately, Public Works has also lost most funding related to the O&C payments via 106-393. To offset this loss and continue to meet budget goal #2, Public Works has done the following –

Not refilled many positions that have vacated, as well as a number of forced layoffs in the summer of 2012. This has dropped staffing levels from 63.5FTE to a current total of 52.75, with additional retirements not planned to be filled.

Drastically reduced the number of annual miles that are chip-sealed. Chip-sealing is our most cost-intensive program, annual miles have dropped from ~30/year during the 2000s to less than 20/year at present.

Continued to aggressively pursue state and federal funding for bridge replacement/rehabilitation. These programs fund bridge work at either 90% or 100% of cost, and with a typical bridge costing no less than \$750,000 for replacement, Public Works’ capital budget could rarely afford these projects. By 2015, Public Works will have replaced 10 bridges over the past decade, with 9 of those bridges having received the 90%/100% funding from outside agencies.

Continue to focus our operation on road maintenance activities that will reduce future maintenance costs.

Expanded inter-agency work with the Oregon Department of Transportation and the City of Grants Pass. Arrangements with these entities allow for cost sharing on equipment, maintenance work and project management. Work facilitated via monthly meetings.

The cost-control measures above will allow Public Works to continue to provide a wide range of public works planning and operations functions that are required by statute, including: Provision of traffic control devices, signing and striping that meet national standards; bi-annual comprehensive bridge inspection and structural rating; adoption and maintenance of a county wide multi-modal transportation system plan. Public Works also maintains the ability to provide 24-7 response to road hazards.

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:

Annual local road and street revenue/expense cost accounting report to State for use of dedicated road funds is available on the Public Works webpage.

All capital improvements are managed under the Josephine County Public Contracting Rules as well as ORS 279, relating to Public Contracting. This includes public bid noticing, openings and awards; formalized scoring of RFPs and use of the Department of Administrative Services cooperative purchasing agreements at the state level.

All non-confidential records are available during normal business hours and/or by public records requests.

Local notice to property owners when roadwork/bridgework will potentially impact their travel/use of county roads.

JOSEPHINE COUNTY
Schedule C - Resources
2014-15 Budget

Fund: 11 Public Works Operating
Office/Division: Public Works
Program: Public Works
Cost Center #: 3410

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	5,400,000
31100 Licenses, Permits and Fees	14,000
32100 Federal Grants	1,000,000
32200 State Grants	459,900
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	-
33200 Sales of Materials	-
33300 Rental Charges	54,300
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	9,200
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	50,000
Total Revenues - To Schedule B	<u><u>\$ 6,987,400</u></u>

Transfers from Other Funds (List sources):

35200 County Fleet (41-3430)	\$ 41,000
35200 PW Special Projects - Solid Waste (35-3425)	7,500
35200 PW Special Projects - NVIP (35-3421)	9,000
35200 County Transit (25-3510)	3,500
35200 Various Funds Radio Payment	6,600
Total Interfund Transfers (In) - To Schedule B	<u><u>\$ 67,600</u></u>
	\$ 7,055,000

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	11-3410	30910	Motorfuel Taxes	ODOT	7/1/13-6/30/14	\$ 5,400,000	\$ -	N		Continuing	Used for Road Maintenance
2	11-3410	32102	Federal Forest Receipts	Federal	7/1/13-6/30/14	\$ 1,000,000		Y	#10,665	Continuing	Used for Road Maintenance
3	11-3410	32231	ODOT - Surface Transportation Program	ODOT	7/1/13-6/30/14	\$ 459,900				Continuing	Performance of work on certain types of improvement projects ORS 190.110,366.572,366.576. 2014-15 FY approximately \$110,000 went to new MPO.
4	11-3410	33156	PW Fees - Waivers	Public	7/1/13-6/30/14	\$ 2,000				Continuing	Public Works Permit Fees \$65
5	11-3410	33117	PW Fees - Driveway Approach	Public	7/1/13-6/30/14	\$ 12,000				Continuing	Public Works Permit Fees \$160
6	11-3410	33307	Rental (PW Properties)	Rentor	7/1/13-6/30/14	\$ 34,300				Continuing	3 Lease/Rent sites (\$2091, \$220, \$550)
7	11-3410	33306	Rental (County Fleet)	County Fleet (41)	7/1/13-6/30/14	\$ 20,000				Continuing	County Fleet Shop Space, Utilities, Custodial Services
8	11-3410	35220	Interfund Transfer (County Fleet)	County Fleet (41)	7/1/13-6/30/14	\$ 41,000				Continuing	Administration support - Budget, A/P, A/R, HR, Payroll
9	11-3410	35204	Interfund Transfer (Solid Waste)	Solid Waste (35)	7/1/13-6/30/14	\$ 7,500				Continuing	Administration support - Budget, A/P, A/R, HR, Payroll
10	11-3410	35212	Interfund Transfer (NVIP)	NVIP (35)	7/1/13-6/30/14	\$ 9,000				Continuing	Administration support - Budget, A/P, A/R, HR, Payroll
11	11-3410	35200	Interfund Transfer (Radios)	Various Co Depts	7/1/13-6/30/14	\$ 6,600				Continuing	Reimbursement from other Departments for Narrowband
12	11-3410	35215	Interfund Transfer (Co Transit)	Transit (25)	7/1/13-6/30/14	\$ 3,500				Continuing	Administration support - Budget, A/P, A/R, HR, Payroll
13	11-3410	37100	Interest		7/1/13-6/30/14	\$ 9,200				Continuing	Interest Earned
14	11-3410	37900	Misc Revenue		7/1/13-6/30/14	\$ 50,000				Continuing	Co Dpts reimb for Hearing Test, CPR, First Aid, Bikeway Litter Patrol Reimb, Oversize Permit Reimb, Sno Park Reimb, Misc.
						\$ 7,055,000					

JOSEPHINE COUNTY
Schedule E - Other Requirements
2014-15 Budget

Fund: 11 Public Works Operating
Office/Division: Public Works
Program: Public Works
Cost Center #: 3410

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 3,500
43015 Operating Supplies	927,000
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	7,700
43050 Postage and Shipping	500
43055 Printing and Duplication	500
<u>Fees and Services:</u>	
44040 Advertising	600
44020 Contracted Services	112,300
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	6,100
44035 Insurance	22,200
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services (\$50k Performance Review per BCC)	74,900
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	16,000
44075 Education and Training	17,600
<u>Facilities and Utilities:</u>	
45010 Utilities	34,200
45015 Communications	7,200
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	233,400
45035 Equipment Operation, Repairs and Maint (Fleet)	31,100
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	7,300
45090 Miscellaneous	-
Total Materials and Services - To Schedule B	-
	\$ 1,502,100
Transfers to Other Funds (List recipients):	
45200 Internal Service Fund (40)	\$ 526,500
45200 Equipment Reserve (48-3410)	134,000
45200 Roads & Bridges Reserve (46-3410) (Add'l \$2 Mil Reserve)	3,477,000
Total Interfund Transfers (Out) - To Schedule B	-
	\$ 4,137,500

Josephine County
Schedule D - Personnel Services
Public Works
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						
										Public Works 11-3410	Fleet -41-3430	Assessor - Gen Fund 10-1010				
34	3410	Public Works Director	N2411	NU	S	1.00	97,643	49,051	146,694	146,694						
34	3410	County Engineer	N2112	NU	S	1.00	84,408	43,877	128,285	128,285						
34	3410	PW Superintendent	N1807	NU	S	1.00	66,070	42,385	108,455	108,455						
34	3410	PW Service Officer	A1709	AF	S	1.00	52,379	29,039	81,417	81,417						
34	3410	PW Inspector	A1812	AF	S	1.00	52,460	31,335	83,794	83,794						
34	3410	Civil Engineer	N1606	NU	S	1.00	58,473	32,364	90,837	90,837						
34	3410	Operations Supervisor	N1708	NU	S	1.00	64,588	41,678	106,267	106,267						
34	3410	Operations Supervisor	N1706	NU	S	1.00	61,483	40,198	101,681	101,681						
34	3410	Sr Admin Supervisor	N1412	NU	S	1.00	59,945	33,131	93,076	93,076						
34	3410	Sr Admin Supervisor	N1412	NU	S	1.00	59,945	33,131	93,076	93,076						
34	3410	Sr Dept Specialist	A1212	AF	S	1.00	41,926	26,390	68,316	68,316						
34	3410	Sr Dept Specialist	A1212	AF	S	1.00	41,926	26,390	68,316	68,316						
34	3410	Accounting Tech	A1212	AF	S	1.00	41,926	26,390	68,316	68,316						
34	3410	Accounting Specialist	A1012	AF	S	1.00	37,417	24,717	62,133	62,133						
34	3410	Purchase/warehouse Coord	A1112	AF	S	1.00	39,610	27,085	66,695	66,695						
34	3410	Engineering Tech III	A1510	AF	S	1.00	48,296	28,572	76,868	76,868						
34	3410	Engineering Tech II	A1312	AF	S	1.00	44,514	27,183	71,696	71,696						
34	3410	Road Surface Coord	O5012	SE	S	1.00	54,889	37,000	91,888	91,888						
34	3410	Vegetation Control Coord	O5008	SE	S	1.00	51,504	35,386	86,890	86,890						
34	3410	Traffic Control Coord	O5012	SE	S	1.00	54,889	37,000	91,888	91,888						
34	3410	Road Worker IV	O4012	SE	S	1.00	51,626	35,444	87,070	87,070						
34	3410	Road Worker IV	O4012	SE	S	1.00	51,626	35,444	87,070	87,070						
34	3410	Road Worker IV	O4012	SE	S	1.00	51,626	35,444	87,070	87,070						
34	3410	Road Worker IV	O0411	SE	S	1.00	51,560	35,413	86,973	86,973						
34	3410	Road Worker III	O3012	SE	S	1.00	47,256	33,361	80,617	80,617						
34	3410	Road Worker III	O3012	SE	S	1.00	47,256	33,361	80,617	80,617						
34	3410	Road Worker III	O3012	SE	S	1.00	47,256	33,361	80,617	80,617						
34	3410	Road Worker III	O3004	SE	S	1.00	39,428	28,702	68,129	68,129						
34	3410	Road Worker III	O3004	SE	S	1.00	39,428	28,702	68,129	68,129						
34	3410	Road Worker III	O3003	SE	S	1.00	38,447	28,257	66,704	66,704						
34	3410	Road Worker III	O3002	SE	S	1.00	37,467	27,813	65,280	65,280						
34	3410	Road Worker III	O3002	SE	S	1.00	37,467	27,813	65,280	65,280						
34	3410	Road Worker III	O3002	SE	S	1.00	37,467	27,813	65,280	65,280						
34	3410	Road Worker II	O2012	SE	S	1.00	42,719	31,197	73,916	73,916						
34	3410	Road Worker II	O2008	SE	S	1.00	39,633	28,795	68,428	68,428						
34	3410	Road Worker II	O2007	SE	S	1.00	38,656	28,352	67,008	67,008						
34	3410	Road Worker II	O2006	SE	S	1.00	37,707	27,922	65,629	65,629						
34	3410	Road Worker II	O2005	SE	S	1.00	36,758	27,492	64,250	64,250						
34	3410	Road Worker II	O2004	SE	S	1.00	35,865	27,087	62,951	62,951						
34	3410	Road Worker II	O2003	SE	S	1.00	34,971	26,682	61,653	61,653						
34	3410	Road Worker II	O2003	SE	S	1.00	34,971	26,682	61,653	61,653						
34	3410	Fleet Program Supervisor	N1709	NU	S	1.00	66,049	36,436	102,486	76,864	25,621					
34	3410	Storeroom/data	A1012	AF	S	1.00	37,417	26,185	63,601	38,161	25,441					
34	3410	Lead Mechanic	O6107	SE	S	1.00	48,773	29,699	78,472	78,472						
34	3430	Journey Mechanic	O4112	SE	S	1.00	46,589	29,949	76,538	-	76,538					
34	3410	Mechanic	O3107	SE	S	1.00	42,173	27,145	69,318	69,318						
34	3430	Mechanic	O3107	SE	S	1.00	42,173	27,145	69,318	-	69,318					
34	3410	Mechanic	O3103	SE	S	1.00	38,235	25,622	63,856	63,856						
34	3410	Mechanic	O3101	SE	S	1.00	36,407	24,915	61,321	61,321						
34	3410	Mechanic	O3101	SE	S	1.00	36,407	24,915	61,321	61,321						
10	1010	Prop Data Analyst	A1505	AF	S	1.00	42,200	27,324	69,524	20,857		48,667				
										51.00	2,429,902	1,586,768	4,016,670	3,771,085	196,918	48,667
ADDITIONS																
34	3410	Storeroom/data (fill vacancy)	A1001	AF	S	1.00	28,784	21,965	50,749	47.65	2.65	0.70				
										30,449	20,300					
REDUCTIONS																
34	3410	Storeroom/data (retiring)	A1012	AF	S	1.00	37,417	26,185	63,601	38,161	25,441					
Rounded for Schedule B																
						47.65			4,003,800	3,763,400	191,800					
						2.65				47.65	2.65	0.70				
						0.70										

