

# Internal Services Fund



**JOSEPHINE COUNTY, OREGON**  
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**Administrative Internal Services Fund**

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**JOSEPHINE COUNTY**  
**Internal Services Fund Description**

The Internal Services Fund (ISF) contains programs that primarily provide centralized support services and delivers administrative support to all County Departments. This saves department from incurring duplicate expenses for services if each individual department contracted these services from outside sources. ISF has had a stable rate of 10% since 2012-13 by maintaining or reducing costs to assist departments overall budgets. This fund includes budgets for the Board of County Commissioners, Finance, Human Resources, Property Management, Information Technology, Communications, Geographical Information Systems (GIS), and County Legal Counsel. The net cost of the departments is assessed against the operational funds based on their personnel and materials and services budgets and does not include capital or pass through grant expenses. The assessment is the major source of revenue for this fund. The General Government program was moved to the General Fund in FY 2012-13.

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 Internal Services Fund (Resources and Requirements) is presented first, followed by sections for each of the departments.

For each department, there is a Program Worksheet (Schedule B). Schedule B provides information about the purpose of the programs within the departments and how much dedicated revenue it is expected to generate during the budget year,

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



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**RESOURCES AND REQUIREMENTS**  
**INTERNAL SERVICES FUND (40)**

Josephine County

Historical Data				Budget for Next Year 2015-16			
Third Preceding Year 2011-12	Actual			Adopted Budget This Year 2014-15	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Board
	Second Preceding Year 2012-13	First Preceding Year 2013-14					
\$ 155,874	\$ 435,559	\$ 556,991	\$ 730,000	\$ 450,000	\$ 450,000	\$ 450,000	
119,220	114,477	74,664	62,000	57,000	57,000	57,000	
-	-	52,274	80,000	70,000	70,000	70,000	
3,318,300	2,681,875	2,861,796	3,008,000	2,752,600	2,933,600	2,949,600	
1,900	2,611	2,286	3,000	3,400	3,400	3,400	
7,717	362	938	-	-	-	-	
2,817	966	1,200	1,000	1,000	1,000	1,000	
1,609	2,927	20,354	-	-	-	-	
7,863	15,680	24,625	25,000	25,000	25,000	25,000	
685	914	733	-	-	-	-	
84,552	94,644	72,967	90,000	92,000	92,000	92,000	
9,376	17,897	19,274	11,000	5,000	5,000	5,000	
-	156	88	-	-	-	-	
-	-	130	-	-	-	-	
100,426	84,971	85,165	85,000	85,000	85,000	85,000	
16,100	-	-	-	-	-	-	
-	-	-	5,000	-	-	-	
25,000	25,000	25,000	25,000	25,000	25,000	25,000	
64,500	43,000	43,000	43,000	46,000	46,000	46,000	
\$ 3,915,939	\$ 3,521,039	\$ 3,841,485	\$ 4,168,000	\$ 3,612,000	\$ 3,793,000	\$ 3,809,000	

**RESOURCES AND REQUIREMENTS**  
**INTERNAL SERVICES FUND (40)**

Josephine County

Historical Data					Budget for Next Year 2015-16			
Third Preceding Year 2011-12	Actual			Adopted Budget This Year 2014-15	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Board
	Second Preceding Year 2012-13	First Preceding Year 2013-14	First Preceding Year 2013-14					
\$ 410,399	\$ -	\$ -	\$ -	\$ -	Operating Expenditures:			
444,796	498,517	482,899	507,000	507,000	General Government (moved to Gen Fund)	\$ -	\$ -	\$ -
489,025	530,219	516,125	482,500	482,500	BCC Administration	507,000	507,000	507,000
39,846	18,889	79	65,000	65,000	Finance	513,500	513,500	553,000
844,079	781,710	780,916	895,000	895,000	Property Management	65,000	65,000	65,000
107,524	41,370	52,025	175,000	175,000	Information Technology	826,000	826,000	826,000
225,882	213,802	237,085	262,000	262,000	GIS	162,000	162,000	162,000
290,045	255,881	265,210	331,000	331,000	Communications	265,000	265,000	265,000
409,137	347,504	415,557	432,000	432,000	Human Resources	326,000	326,000	326,000
105,170	124,218	98,243	147,000	147,000	Legal	476,000	476,000	476,000
					Law Library	142,000	142,000	142,000
					Interfund Transfers:			
-	25,000	75,000	130,000	130,000	48 - Equipment Reserve Fund	125,000	125,000	125,000
-	-	39,260	39,500	39,500	Debt Service (Finance)	39,500	39,500	39,500
				702,000	Contingency	165,000	346,000	322,500
\$ 3,365,903	\$ 2,837,110	2,962,399	\$ 4,168,000	\$ 4,168,000	<b>TOTAL REQUIREMENTS</b>	\$ 3,612,000	\$ 3,793,000	\$ 3,809,000
550,036	683,929	879,086			Ending Fund Balance			
\$ 3,915,939	\$ 3,521,039	\$ 3,841,485			<b>TOTAL ACTUAL</b>			

**JOSEPHINE COUNTY**  
**Schedule A - Office/Division Summary of Programs**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**

2014-15 Budget			2015-16 Budget				
FTE	Resources	Requirements	Net	FTE	Resources	Requirements	Net
5.50	\$ 1,000	\$ 507,000	\$ (506,000)	5.50	\$ 1,000	\$ 507,000	\$ (506,000)
5.00	-	522,000	(522,000)	5.00	-	553,000	(553,000)
0.50	25,000	65,000	(40,000)	0.50	25,000	65,000	(40,000)
6.00	-	895,000	(895,000)	6.00	-	826,000	(826,000)
1.00	175,000	175,000	-	1.20	162,000	162,000	-
2.00	11,000	262,000	(251,000)	2.00	5,000	265,000	(260,000)
3.00	-	331,000	(331,000)	3.00	-	326,000	(326,000)
3.70	-	432,000	(432,000)	4.35	-	476,000	(476,000)
0.80	147,000	147,000	-	0.65	142,000	142,000	-
<b>27.50</b>	<b>359,000</b>	<b>3,336,000</b>	<b>(2,977,000)</b>	<b>28.20</b>	<b>335,000</b>	<b>3,322,000</b>	<b>(2,987,000)</b>

Program Name	FTE	Resources	Requirements	Net
BCC Administration-1510	5.50	\$ 1,000	\$ 507,000	\$ (506,000)
Finance -1610	5.00	-	553,000	(553,000)
Property Management -1930	0.50	25,000	65,000	(40,000)
Information Technology -3310	6.00	-	826,000	(826,000)
GIS -3320	1.20	162,000	162,000	-
Communications -3610	2.00	5,000	265,000	(260,000)
Human Resources -3710	3.00	-	326,000	(326,000)
Legal -4210	4.35	-	476,000	(476,000)
Law Library -4220	0.65	142,000	142,000	-
<b>Total for Fund</b>	<b>28.20</b>	<b>\$ 335,000</b>	<b>\$ 3,322,000</b>	<b>\$ (2,987,000)</b>

Revenues at Fund Level:	2014-15	2015-16
Fund Level Fund Balance	730,000	450,000
Fund Level Transfer In	68,000	71,000
Fund Level Interest	3,000	3,400
Revenue from ISF charges	3,008,000	2,949,600
Debt Service		39,500
Transfer Out to Equipment	130,000	125,000
<b>Net Ending Fund Balance</b>	<b>4,168,000</b>	<b>3,486,500</b>
		<b>\$ 322,500</b>



**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Board of County Commissioners  
**Program:** Admin  
**Cost Center #:** 1510

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		1,000
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ 1,000</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	5.50	\$ 490,100
Materials and Services (Schedule E)		16,900
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>5.50</b>	<b>\$ 507,000</b>

**Purpose of Program:**

**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.**

The Board has upgraded their computer systems to better utilize technology, save staff time, and go paperless to save resources and money.

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

The Board has met with members and groups within the community in an effort to better ascertain what services are a priority for our citizens that need to be funded and at what level. They have met with State and Federal officials in an effort to improve the quality of programs to better reflect needs of the community, to maintain current funding, and find more. Board staff seek grants to provide funding for county projects.

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

The Board is investing in a website upgrade to better serve the public county wide and have encouraged all departments to make as much information as possible available on the web. The Board and their staff work hard to ensure all meetings are recorded and posted to the website in a timely matter for all to hear. Minutes are reviewed and approved on a regular basis and are posted on the website. Documents that the Board is reviewing are posted on the web for the public to see and comment on. All meetings are noticed appropriately both on the website and outside the Commissioners office. In an effort to streamline the processes of the office, staff converts all paperwork to a digital format for records and distribution, saving time and increasing efficiency.

**JOSEPHINE COUNTY  
Schedule C - Resources  
2015-16 Budget**

**Fund: Internal Service Fund (40)  
Office/Division: Board of County Commissioners  
Program: Admin  
Cost Center #: 1510**

<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	1,000
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
<b>Total Revenues - To Schedule B</b>	<b>\$ 1,000</b>

**Transfers from Other Funds (List sources):**

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

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: Board of County Commissioners**  
**Program: Admin**  
**Cost Center #: 1510**

<u><b>Materials and Services:</b></u>	<u><b>Budget Amount</b></u>
<u><b>Supplies:</b></u>	
43010 Office Supplies	\$ 4,400
43015 Operating Supplies	600
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	4,000
<u><b>Fees and Services:</b></u>	
44040 Advertising	-
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><b>Training and Travel:</b></u>	
44070 Travel	-
44075 Education and Training	-
<u><b>Facilities and Utilities:</b></u>	
45010 Utilities	-
45015 Communications	2,700
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	4,500
<u><b>Miscellaneous</b></u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	500
<b>Total Materials and Services - To Schedule B</b>	-
	<b>\$ 16,900</b>
<u><b>Transfers to Other Funds (List recipients):</b></u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	<b>\$ -</b>

Josephine County  
 Schedule D - Personnel Services  
 Board of County Commissioners  
 2015-16

Fund	Cost Center	Job Title	Grade	Step	Union	(S)alary (H)ourly	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
40	1510	Commissioner	E04	1	EO	S	1.00	75,392	17,839	93,231
40	1510	Commissioner	E04	1	EO	S	1.00	75,392	29,192	104,584
40	1510	Commissioner	E04	1	EO	S	1.00	75,392	33,248	108,640
40	1510	Chief Administrative Supervisor-BCC	N16	4	NU	S	1.00	57,399	34,451	91,850
40	1510	Board Administrative Secretary	N08	6	NU	S	1.00	41,697	25,822	67,519
40	1510	Board Administrative Secretary	N08	1	NU	H	0.50	17,473	6,845	24,318
							<b>5.50</b>	<b>342,744</b>	<b>147,396</b>	<b>490,140</b>

ROUNDED FOR SCHEDULE B

<b>5.50</b>	<b>342,700</b>	<b>147,400</b>	<b>490,100</b>
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**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Finance  
**Program:** Finance  
**Cost Center #:** 1610

	<b>Budget Amounts</b>	
	<u>FTE</u>	<u>Dollars</u>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ -</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	5.00	\$ 454,200
Materials and Services (Schedule E)		98,800
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>5.00</b>	<b>\$ 553,000</b>
Debt Service - Fund Level		39,500

**Purpose of Program:**

Provide financial management and planning for Josephine County  
 Establish and monitor internal controls for financial activities  
 Implement and enforce County fiscal policy  
 Provide accurate and timely financial reports  
 Prepare and review compliance of annual budget  
 Prepare comprehensive annual financial report

**Outcomes of Program:**

**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.**

The Finance Office has implemented new accounting and payroll software that provides increased efficiency to all County departments as well as increased functionality. In addition, the Annual Budget and Financial Reports of the County are available to the public via the County website, with printed copies available at the Courthouse and the Library.

**2) Develop a sustainable plan for all mandated and essential County government programs.**

The Finance Office provides centralized fiscal services, thereby reducing the staffing needs of each individual department. We adjust our budget each year to stay within the established ISF Rate.

**3) Provide access to County services to the citizens of Josephine County in a transparent, open and professional manner.**

The Finance Office posts monthly and annual reports to the County website. In addition, we produce a Budget in Brief pamphlet which provides a simplified version of the annual budget. The Finance Office also makes detail information available to the public through the Public Information Request Process.

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: Finance**  
**Program: Finance**  
**Cost Center #: 1610**

	<b>Budget Amount</b>
<b><u>Materials and Services:</u></b>	
<b><u>Supplies:</u></b>	
43010 Office Supplies	\$ 1,600
43015 Operating Supplies	700
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	2,700
43050 Postage and Shipping	-
43055 Printing and Duplication	3,000
<b><u>Fees and Services:</u></b>	
44040 Advertising	-
44020 Contracted Services	74,500
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	1,500
44035 Insurance	3,100
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)	-
<b><u>Training and Travel:</u></b>	
44070 Travel	5,500
44075 Education and Training	5,500
<b><u>Facilities and Utilities:</u></b>	
45010 Utilities	-
45015 Communications	700
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<b><u>Miscellaneous</u></b>	
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
<b>Total Materials and Services - To Schedule B</b>	-
	<b>\$ 98,800</b>
<b>Transfers to Other Funds (List recipients):</b>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	-
	<b>\$ -</b>

**Josephine County**  
**Schedule D - Personnel Services**  
**Finance**  
**2015-16**

Fund	Cost Center	Job Title	Grade	Step	Union	(S)alary (H)ourly	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
40	1610	Finance Director	N23	7	NU	S	1.00	89,809	47,634	137,443
40	1610	Assistant Finance Director	N17	2	NU	S	1.00	56,155	30,919	87,074
40	1610	Accountant/ Budget Analyst	N15	5	NU	S	1.00	56,628	31,091	87,719
40	1610	Accountant/ Payroll Technician	N11	4	NU	S	1.00	44,967	26,976	71,942
40	1610	Accounting Technician-Finance	A12	12	AF	S	1.00	41,926	28,116	70,042
							<b>5.00</b>	<b>289,484</b>	<b>164,736</b>	<b>454,221</b>

**ROUNDED FOR SCHEDULE B**

<b>5.00</b>	<b>289,500</b>	<b>164,700</b>	<b>454,200</b>
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**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Building Operations and Maintenance  
**Program:** Property Management  
**Cost Center #:** 1930

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		20,000
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ 20,000</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	0.50	\$ 24,600
Materials and Services (Schedule E)		40,400
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>0.50</b>	<b>\$ 65,000</b>

**Purpose of Program:**

Responsible for the purchase, trade, lease, and sale of County owned real property not specifically dedicated for management by another county department. This includes preparation, review and approval of any leases or documents conveying or accepting an interest in the property and improvements.

County requirements are typically found in ORS 271 and 275.

Prime considerations for this department are to maximize value to county owned property and reduce liability.

This program will be under supervision of Building and Operations Manager with direction from the Board of County of Commissioners.

**JOSEPHINE COUNTY**  
**Schedule C - Resources**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Building Operations and Maintenance  
**Program:** Property Management  
**Cost Center #:** 1930

<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	20,000
33300 Rental Charges	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
<b>Total Revenues - To Schedule B</b>	<b><u>\$ 20,000</u></b>

**Transfers from Other Funds (List sources):**

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

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	140-1930	33206	Property Sales	Private/Public	7/1/2015-6/30/2016	\$ 20,000	\$ -	N	N/A		All county owned real property that is sold must put 10% of the revenue to ISF-Property Mngt for their services.

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: Building Operations and Maintenance**  
**Program: Property Management**  
**Cost Center #: 1930**

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 300
43015 Operating Supplies	600
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	-
43055 Printing and Duplication	100
<u>Fees and Services:</u>	
44040 Advertising	4,000
44020 Contracted Services	30,000
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	500
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	500
44075 Education and Training	600
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	300
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	2,000
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	500
<b>Total Materials and Services - To Schedule B</b>	<b>\$ 40,400</b>
<u>Transfers to Other Funds (List recipients):</u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	<b>\$ -</b>

**Josephine County**  
**Schedule D - Personnel Services**  
**Property Management (BOM)**  
**2015-16**

Fund	Cost Center	Job Title	Grade	Step	Union	(S)alary (H)ourly	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
40	1930	Real Property Specialist (new)	A14	1	AF	H	0.50	18,014	6,635	24,649
							0.50	18,014	6,635	24,649
<b>ROUNDED FOR SCHEDULE B</b>										
							0.50	18,000	6,600	24,600



**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Information Technology/ Communications/ GIS  
**Program:** Summary

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ 70,000
Program Revenues (Schedule C)		97,000
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ 167,000</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	9.20	\$ 845,000
Materials and Services (Schedule E)		380,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		28,000
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>9.20</b>	<b>\$ 1,253,000</b>
		(1,086,000)

**JOSEPHINE COUNTY  
Schedule C - Resources  
2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Information Technology/ Communications/ GIS  
**Program:** Summary

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	-
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	72,000
32100 Federal Grants	-
32200 State Grants	18,000
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	4,000
33200 Sales of Materials	400
33300 Rental Charges	2,600
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
<b>Total Revenues - To Schedule B</b>	<b><u>\$ 97,000</u></b>

**Transfers from Other Funds (List sources):**

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

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Information Technology/ Communications/ GIS  
**Program:** Summary

	<b>Budget Amount</b>
<b><u>Materials and Services:</u></b>	
<b><u>Supplies:</u></b>	
43010 Office Supplies	\$ 2,800
43015 Operating Supplies	19,200
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	74,500
43050 Postage and Shipping	100
43055 Printing and Duplication	100
<b><u>Fees and Services:</u></b>	
44040 Advertising	-
44020 Contracted Services	191,000
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	500
44035 Insurance	6,200
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	15,000
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<b><u>Training and Travel:</u></b>	
44070 Travel	5,600
44075 Education and Training	13,000
<b><u>Facilities and Utilities:</u></b>	
45010 Utilities	-
45015 Communications	48,500
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
<b><u>Miscellaneous</u></b>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
<b>Total Materials and Services - To Schedule B</b>	<b>\$ 380,000</b>
 <b><u>Transfers to Other Funds (List recipients):</u></b>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	<b>\$ -</b>

**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Information Technology  
**Program:** Information Technology  
**Cost Center #:** 3310

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ -</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	6.00	\$ 589,700
Materials and Services (Schedule E)		236,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>6.00</b>	<b>\$ 826,000</b>

**Purpose of Program:**

The purpose of the Information Technology program as it relates to:

Goal 1 - Outreach

- IT has created or supported many ways for citizens to get information from their County government through the County website. IT helped Airports get cameras online, created an online Property lookup for the Assessor, manages the streaming of public session broadcasts, and helps citizens receive services without trips to the courthouse. It is a priority for us to keep building applications that will enable more taxpayer interaction and get more information out to the public.

Goal 2 - Sustainability

- Program is funded by the Internal Services Fund and is focused on providing service that enables other departments to leverage technology to be as efficient as possible.

Goal 3 - Transparent and Professional

- IT supports the website and manages the live and recorded streams of public sessions.

**JOSEPHINE COUNTY  
Schedule C - Resources  
2015-16 Budget**

**Fund: Internal Service Fund (40)  
Office/Division: Information Technology  
Program: Information Technology  
Cost Center #: 3310**

<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	-
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
<b>Total Revenues - To Schedule B</b>	<b><u><u>\$ -</u></u></b>

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

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: CFO Administration**  
**Program: Information Technology**  
**Cost Center #: 33110**

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 1,500
43015 Operating Supplies	10,000
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	45,000
43050 Postage and Shipping	100
43055 Printing and Duplication	100
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	160,000
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	500
44035 Insurance	3,100
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	3,500
44075 Education and Training	7,000
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	5,500
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	-
<b>Total Materials and Services - To Schedule B</b>	-
	<b>\$ 236,300</b>
 <b>Transfers to Other Funds (List recipients):</b>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	<b>\$ -</b>

**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Information Technology  
**Program:** GIS (Geographic Information System)  
**Cost Center #:** 3320

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ 70,000
Program Revenues (Schedule C)		92,000
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ 162,000</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	1.20	\$ 90,700
Materials and Services (Schedule E)		43,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		28,000
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>1.20</b>	<b>\$ 162,000</b>

**Purpose of Program:**

**The purpose of the GIS program as it relates to Goal 1 - Outreach:**

- Publish data to the internet that visually depicts County functions that have a geographic component such as the County website planning application. Community Outreach could include other data such as assessment and tax data; Public Health data such as restaurant inspections and health alerts; Emergency Services maps including road closures and emergency shelter locations; County resources including forest lands and mineral rights and many other information subjects important to Josephine County residents

**Goal 2 - Sustainability**

- Program is funded by Clerk's recording fees, the CAFFA grant, and fees to the Public and other Departments. No General Fund dollars contribute to this function. This department will allow other departments to function more effectively at little or no cost to most departments.

**Goal 3 - Transparent and Professional**

- A new GIS Analyst position has been filled. This position is tasked to help County departments get their data online or otherwise available to the Public and to effectively support communication during emergencies.

**JOSEPHINE COUNTY  
Schedule C - Resources  
2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Information Technology  
**Program:** GIS (Geographic Information System)  
**Cost Center #:** 3320

<u>Revenues:</u>	<u>Budget Amount</u>
30000 Property Taxes	\$ -
30100 Prior Year Taxes	-
30900 Other Taxes	-
31100 Licenses, Permits and Fees	72,000
32100 Federal Grants	-
32200 State Grants	18,000
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	2,000
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	-
<b>Total Revenues - To Schedule B</b>	<b><u>\$ 92,000</u></b>

**Transfers from Other Funds (List sources):**

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

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: Information Technology**  
**Program: GIS (Geographic Information System)**  
**Cost Center #: 3320**

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 500
43015 Operating Supplies	1,200
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	3,500
43050 Postage and Shipping	-
43055 Printing and Duplication	-
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	19,000
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	15,000
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44070 Travel	1,100
44075 Education and Training	3,000
<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	-
<b>Total Materials and Services - To Schedule B</b>	-
	<b>\$ 43,300</b>
<u>Transfers to Other Funds (List recipients):</u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	<b>\$ -</b>

**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Information Technology  
**Program:** Communications  
**Cost Center #:** 3610

<u>Resources:</u>	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		5,000
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ 5,000</b>
 <u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	2.00	\$ 164,600
Materials and Services (Schedule E)		100,400
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>2.00</b>	<b>\$ 265,000</b>

**Purpose of Program:**

The purpose of the Communications program as it relates to Goal 1 - Outreach:

- Communications maintains a traditional cost-effective PBX and two Voice Over Internet Protocol phone systems that contain over 600 lines of communication between the County and the local community and state agencies. In cases of emergency the department is responsible for standing up communication sites for the relaying of critical information between emergency service providers and our citizens. The department is also responsible for the mission critical radio network that provides communication for public safety and other County departments.

### Goal 2 - Sustainability

- Program is almost completely funded by the Internal Services Fund. For approximately \$69 per month per employee, the Communications dept. provides telephone, voice messaging and phone tree programming, radio maintenance and installation from hilltop to vehicle or portable to 911 console, security cameras and security system support, end user network connectivity, faxing service, and electronic equipment and facility installation and support.

### Goal 3 - Transparent and Professional

- Communications supports the efforts of all departments to have better connectivity to our citizens.

**JOSEPHINE COUNTY  
Schedule C - Resources  
2015-16 Budget**

**Fund: Internal Service Fund (40)  
Office/Division: Information Technology  
Program: Communications  
Cost Center #: 3610**

<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	2,000
33200 Sales of Materials	400
33300 Rental Charges	2,600
34200 Fines and Forfeitures	-
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
<b>Total Revenues - To Schedule B</b>	<b><u>\$ 5,000</u></b>

**Transfers from Other Funds (List sources):**

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

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Information Technology  
**Program:** Communications  
**Cost Center #:** 3610

	<b>Budget Amount</b>
<b><u>Materials and Services:</u></b>	
<b><u>Supplies:</u></b>	
43010 Office Supplies	\$ 800
43015 Operating Supplies	8,000
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	26,000
43050 Postage and Shipping	-
43055 Printing and Duplication	-
<b><u>Fees and Services:</u></b>	
44040 Advertising	-
44020 Contracted Services	12,000
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	-
44035 Insurance	3,100
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)	-
<b><u>Training and Travel:</u></b>	
44070 Travel	1,000
44075 Education and Training	3,000
<b><u>Facilities and Utilities:</u></b>	
45010 Utilities	-
45015 Communications	43,000
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
<b><u>Miscellaneous</u></b>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
<b>Total Materials and Services - To Schedule B</b>	-
	<b>\$ 100,400</b>
<b>Transfers to Other Funds (List recipients):</b>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	-
	<b>\$ -</b>

**Josephine County**  
**Schedule D - Personnel Services**  
**Information Technology / Communication / GIS**  
**2015-16**

Fund	Cost Center	Job Title	Grade	Step	Union	(S)alary (H)ourly	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation						
											IT -3310	Communication 3610	GIS -3320				
40	3310	Technology Director	N23	2	NU	S	1.00	75,251	41,713	116,964	116,964						
40	3310	Network Manager	N17	9	NU	S	1.00	69,420	39,366	108,786	108,786						
40	3310	Network Administrator II	A20	12	AF	S	1.00	64,888	39,947	104,835	104,835						
40	3310	Senior Development Analyst	A19	12	AF	S	1.00	61,500	38,568	100,068	100,068						
40	3310	Development Analyst	A17	7	AF	S	1.00	49,693	31,086	80,780	80,780						
40	3310	Development Analyst	A17	7	AF	S	1.00	49,693	28,599	78,293	78,293						
40	3610	Communications Tech	A17	8	AF	S	1.00	51,019	33,102	84,121		84,121					
40	3610	Communications Tech	A17	6	AF	S	1.00	48,393	32,095	80,488		80,488					
40	3320	GIS Developer	A22	2	NR	H	0.20	11,396	986	12,382			12,382				
40	3320	GIS Analyst	A16	7	AF	S	1.00	49,693	28,596	78,289			78,289				
											9.20	530,946	314,058	845,004	589,724	164,608	90,671
											9.20	530,946	314,058	845,004	589,724	164,608	90,671
<b>ROUNDED FOR SCHEDULE B</b>											9.20	530,900	314,100	845,000	589,700	164,600	90,700
<b>FTE</b>							9.20				6.00	2.00	1.20				

**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Human Resources  
**Program:** Personnel  
**Cost Center #:** 3710

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ -</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	3.00	\$ 262,400
Materials and Services (Schedule E)		63,600
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>3.00</b>	<b>\$ 326,000</b>

**Purpose of Program:**

Administer a comprehensive HR program that recruits, compensates, and retains a productive workforce and fosters a work environment that is fair and compliant with applicable laws, agreements and policies, so that the County can deliver effective and efficient services. This office is responsible for all union negotiations process and the County has four unions in various departments, AFSCME, SEIU, FOPPO, and Sheriff Association.

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: Human Resources**  
**Program: Personnel**  
**Cost Center #: 3710**

	<b>Budget Amount</b>
<b><u>Materials and Services:</u></b>	
<b><u>Supplies:</u></b>	
43010 Office Supplies	\$ 2,100
43015 Operating Supplies	400
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	800
43050 Postage and Shipping	100
43055 Printing and Duplication	4,200
<b><u>Fees and Services:</u></b>	
44040 Advertising	5,900
44020 Contracted Services	6,500
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	2,500
44035 Insurance	3,100
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	30,000
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<b><u>Training and Travel:</u></b>	
44070 Travel	3,500
44075 Education and Training	4,500
<b><u>Facilities and Utilities:</u></b>	
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)	-
<b><u>Miscellaneous</u></b>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
<b>Total Materials and Services - To Schedule B</b>	-
	<b>\$ 63,600</b>
<b>Transfers to Other Funds (List recipients):</b>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	<b>\$ -</b>

Josephine County  
 Schedule D - Personnel Services  
 Human Resources  
 2015-16

Fund	Cost Center	Job Title	Grade	Step	Union	(S)alary (H)ourly	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
40	3710	HR Director/Risk Manager	N22	2	NU	S	1.00	71,658	36,401	108,059
40	3710	Human Resources Analyst	N14	3	NU	S	1.00	50,250	28,840	79,091
40	3710	Human Resources Specialist	N12	3	NU	S	1.00	45,576	29,643	75,218
							<u>3.00</u>	<u>167,484</u>	<u>94,884</u>	<u>262,368</u>
<b>ROUNDED FOR SCHEDULE B</b>							<u>3.00</u>	<u>167,500</u>	<u>94,900</u>	<u>262,400</u>

**JOSEPHINE COUNTY**  
**Schedule A - Office/Division Summary of Programs**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
Legal Counsel

<b>2014-15 Budget</b>		<b>Program Name</b>	<b>2015-16 Budget</b>	
<b>FTE</b>	<b>Resources</b>		<b>FTE</b>	<b>Resources</b>
	<b>Requirements</b>		<b>Requirements</b>	<b>Net</b>
	<b>\$</b>		<b>\$</b>	<b>\$</b>
3.70	432,000	Legal Counsel	4.35	476,000
	-			-
0.80	147,000	Law Library	0.65	142,000
	-			-
	<b>579,000</b>			<b>618,000</b>
<b>4.50</b>	<b>147,000</b>	<b>Total for Fund</b>	<b>5.00</b>	<b>\$ 142,000</b>
	<b>\$ (432,000)</b>			<b>\$ (476,000)</b>

**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Legal Counsel  
**Program:** Summary

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ 57,000
Program Revenues (Schedule C)		85,000
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b><u><u>\$ 142,000</u></u></b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	5.00	\$ 516,700
Materials and Services (Schedule E)		101,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b><u><u>5.00</u></u></b>	<b><u><u>\$ 618,000</u></u></b>

**JOSEPHINE COUNTY**  
**Schedule C - Resources**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Legal Counsel  
**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	-
32200 State Grants	-
32300 Local Grants	-
32500 Private Grants	-
33100 Charges for Services	2,000
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	83,000
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
<b>Total Revenues - To Schedule B</b>	<b><u>\$ 85,000</u></b>

**Transfers from Other Funds (List sources):**

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

**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?:	
											Federal Y/N	CFDA #:
1	140-4220	34201	Oregon Judicial Dept from court filing fees	OJD		\$ 83,000		N	N/A	Continuing		Funds are dedicated for law library use only
2	140-4220	33100	Photocopy charges			\$ 200		N	N/A			
3	140-4220	33100	From District Attorney for use of Westlaw	DA		\$ 2,200		N	N/A			
						\$ 85,400						

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: Legal Counsel**  
**Program: Summary**

<u><b>Materials and Services:</b></u>	<u><b>Budget Amount</b></u>
<u><b>Supplies:</b></u>	
43010 Office Supplies	\$ 1,900
43015 Operating Supplies	75,700
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	300
43055 Printing and Duplication	2,900
<u><b>Fees and Services:</b></u>	
44040 Advertising	-
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	1,800
44035 Insurance	3,100
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	200
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<u><b>Training and Travel:</b></u>	
44070 Travel	3,000
44075 Education and Training	1,800
<u><b>Facilities and Utilities:</b></u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	10,600
45035 Equipment Operation, Repairs and Maint (Fleet)	-
<u><b>Miscellaneous</b></u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
<b>Total Materials and Services - To Schedule B</b>	<u><u><b>\$ 101,300</b></u></u>
 <u><b>Transfers to Other Funds (List recipients):</b></u>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	<u><u><b>\$ -</b></u></u>

**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Legal Counsel  
**Program:** Legal Counsel  
**Cost Center #:** 4210

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ -</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	4.35	\$ 459,600
Materials and Services (Schedule E)		16,400
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>4.35</b>	<b>\$ 476,000</b>

**Purpose of Program:**

The Legal Counsel provides representation and legal guidance to Josephine County regarding matters that pertain to the community as a whole. The general goals of the office include:

1. Protect the County from liability;
2. Effectively and efficiently handle routine legal matters (public contracts, leases, lawsuits, questions, research, etc.) for Josephine County;
3. Provide as many viable legal options to decision-makers as possible. The Legal Counsel does not decide policy, but rather facilitates the goals of policy makers;
4. Provide guidance that conforms at all times to the letter and spirit of the law;
5. Appropriately prioritize the work to satisfy realistic deadlines;
6. Be available, approachable, and accurate. We do not promise to achieve perfection, but we pledge to pursue it;
7. Administer an effective law library for the benefit of the citizens and the local legal community.

Legal Counsel is dependent on funding which is derived from other departments through the internal Service Fund (ISF). The office provides daily answers to a broad variety of questions. Legal Counsel has moderately limited contact with the general public.

### 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.**

For decades the county ordinances have been almost inaccessible to public research because there was no systematic codification of the ordinances. In the summer of 2014 Legal Counsel reopened the codification project to produce an easily accessible and easily searchable codification of the county ordinances. The project is well under way and the finished product is expected to be available later this year.

Additionally, the Legal Counsel is now successfully working with the County Planning Department and the Oregon Land Use Board of Appeals to provide searchable, electronic files of planning cases that have been appealed. Though this requires extra staff effort, the practice has been well received by the parties and court. It also potentially saves paper.

Also, all personnel in the Legal Counsel's office now have email accounts and all staff also use partitions on the County shared drive.

The office of Legal Counsel is, and should be, the primary source of information on legal issues for all County departments. The office provides information to all departments, ranging from simple requests for information to detailed legal opinions on a wide variety of topics. Legal Counsel provides information directly to the public on occasion, but typically the office connects with the public indirectly. If a citizen or group raises a legal question with a County department, the question will probably be passed to Legal Counsel. The answer will then be relayed back to the citizen or group. In this way the Legal Counsel serves both the County departments and the public.

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

Legal Counsel has recently accomplished a great deal by reducing expenditures for print resources as the price for such material has risen. Now, most legal research is performed by use of specialized, up-to-date subscription databases. Legal Counsel shares access to electronic databases for legal research with the County Law Library and the District Attorney's Office. The office of Legal Counsel operates at a critically low level of staffing, with two attorneys, one Legal Administrator, a part-time Legal Secretary, and the part-time services of the Law Librarian doubling as a paralegal or law clerk. Despite being understaffed, Legal Counsel continues to provide very high levels of service to other departments and to the public.

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

Good government requires informed input from citizens and informed decisions by government officials. Consequently, the Legal Counsel frequently provides advice regarding public meetings and public records. The Legal Counsel staff devotes a substantial amount of time and effort to satisfying public records requests and ensuring that the County adheres to the letter and the spirit of the applicable laws. The Legal Counsel does not take positions on questions of public policy, but rather provides an impartial legal vetting of the options available to policy makers or the electorate as a whole. On occasion the Legal Counsel fields questions from the press or the public to clarify the background of certain issues.

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: Legal Counsel**  
**Program: Legal Counsel**  
**Cost Center #: 4210**

	<b>Budget Amount</b>
<b><u>Materials and Services:</u></b>	
<b><u>Supplies:</u></b>	
43010 Office Supplies	\$ 1,700
43015 Operating Supplies	4,400
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	200
43055 Printing and Duplication	2,300
<b><u>Fees and Services:</u></b>	
44040 Advertising	-
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	1,500
44035 Insurance	3,100
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	200
44055 Self Insurance Claims (Insurance Fund only)	-
44065 Witness Fees (DA only)	-
<b><u>Training and Travel:</u></b>	
44070 Travel	1,500
44075 Education and Training	1,500
<b><u>Facilities and Utilities:</u></b>	
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)	-
<b><u>Miscellaneous</u></b>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	-
<b>Total Materials and Services - To Schedule B</b>	-
	<b>\$ 16,400</b>
<b>Transfers to Other Funds (List recipients):</b>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	<b>\$ -</b>

**JOSEPHINE COUNTY**  
**Schedule B - Program Worksheet**  
**2015-16 Budget**

**Fund:** Internal Service Fund (40)  
**Office/Division:** Legal Counsel  
**Program:** Law Library  
**Cost Center #:** 4220

	<b>Budget Amounts</b>	
	<b>FTE</b>	<b>Dollars</b>
<b><u>Resources:</u></b>		
Beginning Fund Balance		\$ 57,000
Program Revenues (Schedule C)		85,000
Interfund Transfers (In) (Schedule C)		-
<b>Total Resources - To Schedule A</b>		<b>\$ 142,000</b>
<b><u>Requirements:</u></b>		
Expenditures:		
Personal Services (Schedule D)	0.65	\$ 57,100
Materials and Services (Schedule E)		84,900
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
<b>Total Requirements - To Schedule A</b>	<b>0.65</b>	<b>\$ 142,000</b>

**Purpose of Program:**

Josephine County operates a free law library, pursuant to ORS 9.815, that provides legal reference service to the general public as well as to attorneys and judges. Funding for the law library is provided by a fund maintained by the Oregon Judicial Department for the purpose of operating law libraries. The law librarian assists patrons in finding legal reference materials such as statutes, case law, administrative rules, and legal treatises on a wide variety of subjects. The law librarian assists patrons with legal research in both electronic research databases and in print resources.

The law library is an integral part of the provision of County services to the public. In an average month, for example, approximately 100 members of the general public visit the law library, in addition to approximately 20 legal professionals. In an average month the law librarian will respond to between 125 to 150 inquiries from members of the public, and between 20 to 25 inquiries from legal professionals. These do not include emails and telephone calls, nor do they include the use of the OJIN terminal in the law library. In order to serve the public and legal professionals, the law librarian provides referrals to other community resources such as the Women's Crisis Support Team, the Oregon Law Center and the Oregon State Bar Attorney Referral Service. The law librarian helps provide reference service on difficult questions and helps locate rare or hard-to-find documents.

### 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.**

The Law Library has transitioned from primary reliance on print resources to electronic database resources, including Westlaw and LEXIS. The law librarian maintains membership in statewide and nationwide groups of law librarians, which allows access to hundreds of other databases throughout the world. The Josephine County Law Library can retrieve documents from almost any database in the United States, and from many databases in other nations through the cooperation of other law librarians. This greatly enhances the ability of the law library to respond to questions from County departments, citizens, attorneys and judges alike.

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

All county law libraries in Oregon are dependent on funding derived from court filing fees and handled and disbursed by the Oregon Judicial Department. The amount of funds available to individual county law libraries has been reduced significantly over the last few years. In response, the Law Library has reduced its reliance on print resources by cancelling practically all of the subscriptions to periodicals and reporters. The law librarian has acquired most of the books received over the last three years by cooperating with other law libraries to acquire books at no charge. In 2014 the LEXIS contract was successfully renegotiated to reduce the contract cost.

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

In 2014, the Josephine County Law Library served over 1300 patrons, including over 260 judges and attorneys. The law librarian works closely with other providers of services to persons in need, including the Women's Crisis Support Team. Everyone associated with the Law Library is dedicated to providing the highest possible level of service to the citizens of Josephine County.

**JOSEPHINE COUNTY  
Schedule C - Resources  
2015-16 Budget**

**Fund: Internal Service Fund (40)  
Office/Division: Legal Counsel  
Program: Law Library  
Cost Center #: 4220**

<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	2,000
33200 Sales of Materials	-
33300 Rental Charges	-
34200 Fines and Forfeitures	83,000
35300 Interfund Payments	-
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
<b>Total Revenues - To Schedule B</b>	<b><u>\$ 85,000</u></b>

**Transfers from Other Funds (List sources):**

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

**JOSEPHINE COUNTY**  
**Schedule E - Other Requirements**  
**2015-16 Budget**

**Fund: Internal Service Fund (40)**  
**Office/Division: Legal Counsel**  
**Program: Law Library**  
**Cost Center #: 4220**

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 200
43015 Operating Supplies	71,300
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	600
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	-
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	300
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	1,500
44075 Education and Training	300
<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)	10,600
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	-
<b>Total Materials and Services - To Schedule B</b>	-
	<b>\$ 84,900</b>
 <b>Transfers to Other Funds (List recipients):</b>	
45200	\$ -
45200	-
45200	-
45200	-
45200	-
<b>Total Interfund Transfers (Out) - To Schedule B</b>	-
	<b>\$ -</b>

**Josephine County**  
**Schedule D - Personnel Services**  
**Legal Counsel / Law Library**  
**2015-16**

Fund	Cost Center	Job Title	Grade	Step	Union	(S)alary (H)ourly	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation	
											Legal Counsel - 40-4210	Law Library - 40-4220
40	4210	Legal Counsel	E06	1	EO	S	1.00	94,284	44,069	138,353	138,353	
40	4210	Assistant County Legal Counsel II	N21	10	NU	S	1.00	87,798	46,647	134,445	127,723	6,722
40	4210	Legal Administrator	N14+	9	NU	S	1.00	62,573	36,559	99,132	99,132	
40	4210	Law Clerk	N11	8	NU	S	1.00	51,804	32,176	83,980	33,592	50,388
		Legal Secretary - Legal	N09	1	NU	S	1.00	36,684	24,133	60,818	60,818	
							<u>5.00</u>	<u>333,143</u>	<u>183,584</u>	<u>516,728</u>	<u>459,617</u>	<u>57,110</u>
							<u>5.00</u>				459,617	57,110
<b>ROUNDED FOR SCHEDULE B</b>							<u>5.00</u>				459,600	57,100
FTE											4.35	0.65