

Internal Vendor Funds



JOSEPHINE COUNTY, OREGON
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Internal Vendor Funds

Fund Description.....

Fund Number and Name

41 – County Buildings and Fleet Fund	1
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JOSEPHINE COUNTY
Internal Vendors Fund Description

The Internal Vendors Fund contains programs such as County Buildings and Fleet, Insurance Reserve and Payroll Reserve. The county buildings program accounts for all building expenditures such as utilities, repairs and maintenance for all county properties and charges a per square feet charge to county departments. The County Fleet program accounts for all county vehicles expenses, maintenance and charges departments a per mile fee for revenue to cover these costs. The Insurance and Payroll reserve programs account for all general liability, workers compensation, property/auto insurance and claims.

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 Vendors 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
COUNTY BUILDINGS AND FLEET FUND (41)**

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 Body
	Second Preceding Year 2012-13	Third Preceding Year 2013-14					
				RESOURCES			
\$ 136,120	\$ 175,679	\$ 373,956	\$ 455,000	Beginning Fund Balance - Building O&M	\$ 280,000	\$ 280,000	\$ 280,000
308,843	327,270	299,860	208,400	Beginning Fund Balance - County Fleet	240,000	240,000	240,000
1,841	2,168	2,018	2,000	Interest Income	2,000	2,000	2,000
				Revenues generated by departments:			
1,881,112	1,859,583	1,865,151	1,914,000	Building O & M	1,890,000	1,890,000	1,890,000
1,110,541	750,383	687,954	825,600	Fleet	933,000	933,000	933,000
\$ 3,438,456	\$ 3,115,083	\$ 3,228,939	\$ 3,405,000	TOTAL RESOURCES	\$ 3,345,000	\$ 3,345,000	\$ 3,345,000
				REQUIREMENTS			
				Operating Expenditures:			
\$ 1,708,397	\$ 1,590,999	\$ 1,711,256	\$ 1,945,600	Building Operations and Maintenance (O & M)	\$ 1,935,300	\$ 1,935,300	\$ 1,935,300
815,063	591,208	645,602	736,800	County Fleet	732,000	732,000	732,000
				Interfund Transfers:			
133,800	71,500	73,100	192,700	47 - Property Reserve Fund - Building O & M	92,700	92,700	92,700
208,248	141,560	31,847	40,000	48 - Equipment Reserve Fund - Fleet	186,200	186,200	186,200
70,000	46,000	46,000	41,000	11 - Public Works Fund - for Fleet management	48,000	48,000	48,000
-	-	-	448,900	Contingency	350,800	350,800	350,800
2,935,508	2,441,267	2,507,805	\$ 3,405,000	TOTAL REQUIREMENTS	\$ 3,345,000	\$ 3,345,000	\$ 3,345,000
502,948	673,816	721,134		Ending Fund Balance			
\$ 3,438,456	\$ 3,115,083	\$ 3,228,939		TOTAL ACTUAL			

BUILDING OPERATIONS & MAINTENANCE

LOCATION	AREA	DEPT AREA	Rounded
ASSESSOR		5955	\$ 43,200
Basker Auditorium		3300	\$ 23,900
BUILDING SAFETY		2934	\$ 21,300
Administrative		2435	\$ -
Electrical Program		499	\$ -
COMMISSION ON CHILDREN & FAMILIES			\$ -
COMMUNITY CORRECTIONS		16643	\$ 120,700
Washington Annex			\$ -
COUNTY CLERK			\$ 42,200
Courthouse		5300	\$ -
Storage-Old Jail (521 sq.ft.)		521	\$ -
DISTRICT ATTORNEY			\$ 50,300
Justice Bldg		4916	\$ -
Juvenile Justice Center		702	\$ -
Storage-Old Jail (1321 sq.ft.)		1321	\$ -
FORESTRY			\$ 11,100
Parks Building		733	\$ -
@ Fairgrounds		800	\$ -
Storage building			\$ -
JUVENILE			\$ 41,300
Juvenile Justice Center		5689	\$ -
CASA 306 NW 4th & D Street		1440	\$ 10,400
State Courts (less 5020 sq ft)			\$ -
District Attorney (less 702 sq ft)			\$ -
LAW LIBRARY		1,458	\$ 10,600
PARKS			\$ 21,400
125 ringuette parks compound		2947	\$ -
PLANNING			\$ 31,900
New permit center		4400	\$ -
ANIMAL CONTROL		4581	\$ 33,200
PUBLIC HEALTH			\$ 115,100
Dimmick Public Health (ER)		15295	\$ -
Cave Junction Bldg. (Doesn't inc. dining room area)		573	\$ -
Old Jail - Storage		0	\$ -
ER Storage		0	\$ -
Jail Clinic		0	\$ -
PUBLIC WORKS			\$ 231,400
Office - Engineering & Budget		5450	\$ -
Fleet Shop		11341	\$ -
Operations Bldg.		7800	\$ -
Kerby Shop		2304	\$ -
Office - Admin.		5000	\$ -
SHERIFF			\$ 590,800
Old Jail Holding & Storage (Less 595 sq. ft.) & New Jail W/H		12385	\$ -
Justice Bldg		624	\$ -
Warehouse - Impound Yd.		6718	\$ -
Search and Rescue ----- does not include warehouse/garage		5370	\$ -
New Jail (Less Jail Court Room)		56354	\$ -
STATE COURTS-GENERAL FUND			\$ 245,600
Courthouse		14760	\$ -
Juvenile Justice Center		5020	\$ -
Justice Building		9796	\$ -
Jail Court Room		693	\$ -
Communications Basement		0	\$ -
Professional Bldg.		0	\$ -
Computer Room		300	\$ -
Justice Bldg. File Storage		3168	\$ -
Climate Controlled Storage		120	\$ -
SURVEYOR		1,289	\$ 9,400
TRANSIT		2,800	\$ 20,300
TREASURER/TAX			\$ 14,700
Courthouse		1627	\$ -
Old Jail - Storage (400 sq.ft.)		400	\$ -
VETERANS SERVICES		1282	\$ 9,300
WATER RESOURCES			\$ -
Available Space		22339	\$ 162,100
Total Square Footage		259,382	\$ 1,860,200
			FY 11-12
Building O&M Budgeted Costs			1,860,200
FAIRGROUNDS			
Maintenance (Labor only / No materials or Utilities)			\$ 48,000
Property Reserve / Capital Projects (flat rate .10)		212000	\$ 21,200
Actual Bldg. Maint Cost / sq. ft. = 0.6032 (RATE per Sq. Feet)			\$ 1,929,400

0.6032

Airport (flat rate 0.025 for minimal buildings)	5,300	0.025	\$ 1,600
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rental income	\$ (162,100)
fair direct to 47 Prop Reserve	\$ (21,200)
CASA (rental income)	\$ (5,200)
TOTAL REVENUE	\$ 1,742,500

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2015-16 Budget

Fund: County Buildings and Fleet Fund (41)
Office/Division: Facilities
Program: Building Operations and Maintenance
Cost Center #: 3910

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 280,000
Program Revenues (Schedule C)		1,890,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 2,170,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	16.00	\$ 996,700
Materials and Services (Schedule E)		938,600
Interfund Transfers (Out) (Schedule E)		92,700
Capital Outlays directly from program (Schedule F)		-
Contingency		142,000
Ending Fund Balance		-
Total Requirements - To Schedule A	16.00	\$ 2,170,000

Purpose of Program:

Building Operations and Maintenance has the operational and maintenance responsibility for the preservation of all county buildings and grounds. This includes preventative maintenance and repair of all buildings and building systems (plumbing, electrical, mechanical HVAC, and miscellaneous special systems) as well as Landscaping and Custodial services.

Program Budget Goals:

Our goal is to provide a cost effective service to the county departments and it's citizens. We utilize energy saving technology and industry best practices to provide a healthy and safe environment that fosters a highly qualified and professional workforce. We continue to strive to provide the best service at the lowest possible cost.

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

**Fund: County Buildings and Fleet Fund (41)
Office/Division: Facilities
Program: Building Operations and Maintenance
Cost Center #: 3910**

<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	106,000
34200 Fines and Forfeitures	-
35300 Interfund Payments	1,718,600
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	65,400
Total Revenues - To Schedule B	<u><u>\$ 1,890,000</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
2015-16 Budget

Fund: County Buildings and Fleet Fund (41)
Office/Division: Facilities
Program: Building Operations and Maintenance
Cost Center #: 3910

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ 1,000
43015 Operating Supplies	139,500
43025 Aviation Fuel (Airport only)	-
43035 Educational Supplies (DA only)	-
43040 Food and Related Supplies (CJ and Sheriff only)	-
43045 Equipment (<\$5,000)	5,000
43050 Postage and Shipping	100
43055 Printing and Duplication	2,000
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	36,300
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	40,000
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	4,000
<u>Facilities and Utilities:</u>	
45010 Utilities	620,000
45015 Communications	5,000
45020 Rental - Land and Buildings	-
45025 Rental - Vehicles and Equipment	2,000
45030 Building Operation, Repairs and Maint (BOM)	45,000
45035 Equipment Operation, Repairs and Maint (Fleet)	30,000
<u>Miscellaneous</u>	
45040 Subsidy Payments - Housing (Adult Corr only)	-
45045 Emergency Food & Shelter (Adult Corr only)	-
45055 Intergovernmental Payments	-
45090 Miscellaneous	4,100
Total Materials and Services - To Schedule B	-
	\$ 938,600
Transfers to Other Funds (List recipients):	
45200 Property Reserve Fund (47) (Bldg Depreciation)	\$ 92,700
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ 92,700

Josephine County
Schedule D - Personnel Services
Building Operations and Maintenance
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
41	3910	Building Operations and Maintenance Manager	N18	8	NU	S	1.00	72,901	42,049	114,950
41	3910	Senior Department Specialist-BOM	A12	12	AF	S	1.00	41,926	25,506	67,432
41	3910	Building Maintenance Worker	A12	12	AF	S	1.00	41,926	32,279	74,205
41	3910	Building Maintenance Worker	A12	12	AF	S	1.00	41,926	29,792	71,718
41	3910	Building Maintenance Worker	A12	12	AF	S	1.00	41,926	27,181	69,108
41	3910	Building Maintenance Worker	A12	9	AF	S	1.00	39,765	28,823	68,588
41	3910	Building Maintenance Worker	A12	2	AF	S	1.00	33,112	21,456	54,569
41	3910	Landscape Specialist	A12	1	AF	S	1.00	32,272	22,449	54,721
41	3910	Custodial Supervisor	N08+	9	NU	S	1.00	46,968	32,091	79,059
41	3910	Custodian	A05	12	AF	S	1.00	28,032	21,009	49,041
41	3910	Custodian	A05	12	AF	S	1.00	28,032	20,972	49,004
41	3910	Custodian	A05	12	AF	S	1.00	28,032	23,583	51,615
41	3910	Custodian	A05	10	AF	S	1.00	27,285	21,779	49,064
41	3910	Custodian	A05	3	AF	S	1.00	22,709	18,592	41,300
41	3910	Custodian	A05	1	AF	S	1.00	21,549	19,521	41,070
41	3910	Custodian	A05	1	AF	S	1.00	21,549	19,521	41,070
41	3910	Overtime						14,500	5,678	20,178
							16.00	584,411	412,282	996,692
ROUNDED FOR SCHEDULE B							16.00	584,400	412,300	996,700

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2015-16 Budget

Fund: (41) County Building and Fleet
Office/Division: Public Works
Program: County Fleet
Cost Center #: 3430

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 240,000
Program Revenues (Schedule C)		933,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 1,173,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	2.65	\$ 195,000
Materials and Services (Schedule E)		537,000
Interfund Transfers (Out) (Schedule E)		234,200
Capital Outlays directly from program (Schedule F)		-
Contingency		206,800
Ending Fund Balance		-
Total Requirements - To Schedule A	2.65	\$ 1,173,000

Purpose of Program:

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

The Josephine County Fleet (JCF) Program is responsible for the repair and preventative maintenance of the County's vehicle fleet. Individual departments have vehicles assigned to them at their geographic location, and Public Works tracks repair and maintenance costs on county vehicles within a computerized fleet management system. This system provides the historical data necessary to make cost-effective decisions regarding vehicle repair, disposal and/or replacement. Vehicle replacement/acquisition is also a function of the JCF, to replace those which are no longer serviceable or cost-effective to operate

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 County Fleet has little direct interaction with the general public. Instead, the JCF supports all other user departments in their various functions of providing public service and points of contact. JCF also works closely with user departments to identify the optimal number, make and model of vehicles to allow them to meet their program needs.

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

JCF is funded through three primary mechanisms –

A per-mile Operations and Maintenance charge on all county-maintained vehicles. This rate is based on prior year actual maintenance costs and is allocated by vehicle type and class.

A direct bill for fuel usage on county cars – fuel is purchased via monthly cardlock transactions and through bulk fuel purchases that are inventoried at Public Works. Fuel costs are then direct billed to departments, based on actual usage.

A per-mile vehicle replacement charge. When the JCF purchases a new vehicle for a user department, the acquisition cost is amortized over 120,000 miles. This methodology ensures a vehicle reserve is always present, and that individual departments/programs will not have to come up with the entire purchase price of a new vehicle in a single fiscal year.

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

All vehicle/equipment acquisitions 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; and the 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.

JOSEPHINE COUNTY
Schedule C - Resources
2015-16 Budget

Fund: (41) County Building and Fleet
Office/Division: Public Works
Program: County Fleet
Cost Center #: 3430

<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	-
33152 Vehicle Rental	917,000
33153 Vehicle Repairs	16,000
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><u>\$ 933,000</u></u>

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
2015-16 Budget

Fund: (41) County Building and Fleet
Office/Division: Public Works
Program: County Fleet
Cost Center #: 3430

<u>Materials and Services:</u>	<u>Budget Amount</u>
<u>Supplies:</u>	
43010 Office Supplies	\$ 300
43015 Operating Supplies	480,700
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	100
43055 Printing and Duplication	-
<u>Fees and Services:</u>	
44040 Advertising	-
44020 Contracted Services	2,800
44025 Drug Testing (Adult Corrections only)	-
44030 Dues and Subscriptions	100
44035 Insurance	3,100
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	7,000
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	900
<u>Facilities and Utilities:</u>	
45010 Utilities	-
45015 Communications	-
45020 Rental - Land and Buildings	20,000
45025 Rental - Vehicles and Equipment	-
45030 Building Operation, Repairs and Maint (BOM)	-
45035 Equipment Operation, Repairs and Maint (Fleet)	21,000
<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	-
	\$ 537,000
<u>Transfers to Other Funds (List recipients):</u>	
45200 Equipment Reserve (48-3430)	\$ 186,200
45200 Public Works (11-3410)	48,000
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ 234,200

Josephine County
Schedule D - Personnel Services
Public Works
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		
											Public Works - 11-3410	Fleet Fund -41-3430	
11	3410	Public Works Director	N24	9	NU	S	1.00	105,646	44,951	150,597	150,597		
11	3410	County Engineer	N21	10	NU	S	1.00	87,858	48,401	136,259	136,259		
11	3410	Senior Administrative Supervisor-Public Works	N14	10	NU	S	1.00	62,400	36,488	98,888	98,888		
11	3410	Senior Administrative Supervisor-Public Works	N14	10	NU	S	1.00	62,400	36,488	98,888	98,888		
11	3410	Public Works Service Officer	A17	10	AF	S	1.00	53,830	27,449	81,279	81,279		
11	3410	Accounting Technician-Public Works	A12	12	AF	S	1.00	41,926	28,116	70,042	70,042		
11	3410	Senior Department Specialist-Public Works	A12	12	AF	S	1.00	41,926	25,506	67,432	67,432		
11	3410	Senior Department Specialist-Public Works	A12	12	AF	S	1.00	41,926	25,506	67,432	67,432		
11	3410	Accounting Specialist-Public Works	A10	12	AF	S	1.00	37,417	23,671	61,088	61,088		
11	3410	Public Works Superintendent	N19	6	NU	S	1.00	71,370	46,907	118,277	118,277		
11	3410	Operations Supervisor	N16	9	NU	S	1.00	67,592	45,015	112,608	112,608		
11	3410	Operations Supervisor	N16	8	NU	S	1.00	66,263	44,345	110,609	110,609		
11	3410	Civil Engineer	N16	6	NU	S	1.00	61,661	33,960	95,621	95,621		
11	3410	Engineering Tech IV	A17	2	AF	S	1.00	43,716	29,616	73,332	73,332		
11	3410	Engineering Technician III	A15	11	AF	S	1.00	51,258	30,055	81,312	81,312		
11	3410	Engineering Tech II	A13	8	AF	S	1.00	41,115	26,299	67,415	67,415		
11	3410	Purchasing/Warehouse Coordinator	A11	12	AF	S	1.00	39,610	28,558	68,169	68,169		
11	3410	Road Surface Coordinator	O50	12	SE	S	1.00	54,889	38,599	93,488	93,488		
11	3410	Traffic Control Coordinator	O50	12	SE	S	1.00	54,889	38,599	93,488	93,488		
11	3410	Vegetation Control Coordinator	O50	10	SE	S	1.00	53,298	37,796	91,094	91,094		
11	3410	Road Worker IV	O40	12	SE	S	1.00	51,626	36,962	88,588	88,588		
11	3410	Road Worker IV	O40	12	SE	S	1.00	51,626	36,962	88,588	88,588		
11	3410	Road Worker IV	O40	11	SE	S	1.00	51,626	36,958	88,583	88,583		
11	3410	Road Worker IV	O40	11	SE	S	1.00	51,626	36,958	88,583	88,583		
11	3410	Road Worker III	O30	12	SE	S	1.00	47,256	34,769	82,025	82,025		
11	3410	Road Worker III	O30	12	SE	S	1.00	47,256	34,769	82,025	82,025		
11	3410	Road Worker III	O30	5	SE	S	1.00	40,495	29,194	69,689	69,689		
11	3410	Road Worker III	O30	4	SE	S	1.00	39,484	28,741	68,226	68,226		
11	3410	Road Worker III	O30	3	SE	S	1.00	38,473	28,289	66,762	66,762		
11	3410	Road Worker III	O30	3	SE	S	1.00	38,473	28,289	66,762	66,762		
11	3410	Road Worker III	O30	3	SE	S	1.00	38,473	28,289	66,762	66,762		
11	3410	Road Worker III	O30	2	SE	S	1.00	37,517	27,860	65,377	65,377		
11	3410	Road Worker III	O30	2	SE	S	1.00	37,517	27,860	65,377	65,377		
11	3410	Road Worker II	O20	12	SE	S	1.00	42,719	32,492	75,211	75,211		
11	3410	Road Worker II	O20	8	SE	S	1.00	39,654	28,818	68,472	68,472		
11	3410	Road Worker II	O20	8	SE	S	1.00	39,654	28,818	68,472	68,472		
11	3410	Road Worker II	O20	5	SE	S	1.00	36,795	27,537	64,332	64,332		
11	3410	Road Worker II	O20	4	SE	S	1.00	35,869	27,122	62,991	62,991		
11	3410	Road Worker I	O10	1	SE	S	1.00	30,156	24,558	54,715	54,715		
11	3410	Road Worker I	O10	1	SE	S	1.00	30,156	24,558	54,715	54,715		
11	3410	Road Worker I	O10	1	SE	S	1.00	30,231	24,592	54,823	54,823		
11	3410	Road Worker I	O10	1	SE	S	1.00	30,256	24,603	54,859	54,859		
11	3410	Road Worker I	O10	1	SE	S	1.00	30,156	24,558	54,715	54,715		
11	3410	Road Worker I	O10	1	SE	S	1.00	30,206	24,580	54,787	54,787		
11	3410	Road Worker I	O10	1	SE	S	1.00	30,156	24,558	54,715	54,715		
11	3410	Fleet Program Supervisor	N16	9	NU	S	1.00	66,120	36,760	102,880	77,160	25,720	
11	3410	Lead Mechanic	O61	8	SE	S	1.00	49,985	30,449	80,434	80,434		
41	3430	Journeyman Mechanic	O41	12	SE	S	1.00	46,589	31,641	78,231		78,231	
11	3410	Mechanic	O31	8	SE	S	1.00	43,219	27,824	71,043	71,043		
11	3410	Mechanic	O31	4	SE	S	1.00	39,183	26,257	65,440	65,440		
11	3410	Mechanic	O31	3	SE	S	1.00	38,235	25,887	64,121	64,121		
11	3410	Mechanic	O31	2	SE	S	1.00	37,309	25,528	62,837	62,837		
41	3430	Mechanic	O31	8	SE	S	1.00	43,219	27,824	71,043		71,043	
11	3410	Storeroom Maintenance/Data Entry Clerk	A10	2	AF	S	1.00	29,536	19,903	49,439	29,663	19,775	
11	3410	Overtime						150	50	200	-	200	
								54.00	2,511,995	1,681,143	4,193,137	3,998,168	194,969
ROUNDED FOR SCHEDULE B													
FTE - Public Works Fund								51.35				3,998,200	
FTE - County Fleet Fund								2.65					195,000

RESOURCES AND REQUIREMENTS
INSURANCE RESERVE FUND (42)

Josephine County

Historical Data							Budget for Next Year 2015-16		
Third Preceding Year 2011-12	Actual		First Preceding Year 2013-14	Adopted Budget This Year 2014-15	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2012-13	Preceding Year 2013-14							
\$ 336,485	\$ 559,156	\$ 264,269	\$ 149,000	\$ 149,000	Beginning Fund Balance	\$ 50,000	\$ 50,000	\$ 50,000	
-	291,369	416,079	394,000	394,000	Charges for Services - Workers Comp	420,000	420,000	420,000	
1,334,958	304,674	353,000	405,800	405,800	Insurance Charges to Departments	510,700	510,700	510,700	
1,318	703	380	1,800	1,800	Interest Income	900	900	900	
-	24,827	6,940	16,400	16,400	Insurance Proceeds and Reimbursements	10,400	10,400	10,400	
\$ 1,672,761	\$ 1,180,729	\$ 1,040,668	\$ 967,000	\$ 967,000	TOTAL RESOURCES	\$ 992,000	\$ 992,000	\$ 992,000	
\$ 1,078,605	\$ 876,460	\$ 853,721	\$ 912,000	\$ 912,000	REQUIREMENTS				
					Materials and Services	\$ 918,000	\$ 918,000	\$ 918,000	
					Interfund Transfer:				
35,000	40,000	37,900	40,000	40,000	20 - Building Safety Fund	-	-	\$ -	
-	-	-	-	-	10 - General Fund -Planning	40,000	40,000	\$ 40,000	
					Contingency	34,000	34,000	34,000	
1,113,605	916,460	891,621	\$ 967,000	\$ 967,000	TOTAL REQUIREMENTS	\$ 992,000	\$ 992,000	\$ 992,000	
559,156	264,269	149,047			Ending Fund Balance				
\$ 1,672,761	\$ 1,180,729	\$ 1,040,668			TOTAL ASSETS				

Josephine County Insurance - FY 2015-16							
General/Auto Liability/Property							
Department		Three Year Total On Risk Payments	Percent of Risk Payments by Dept.	Minimum Liability Charge to Dept.	Department Specific Charge	Charge Based on Risk Percent	Cost of Liability Charged to Dept.
SORTED BY							
10	Assessors	-	0.000%	3,100		-	3,100
10	Clerk	-	0.000%	3,100		-	3,100
10	Forestry	3,522.24	0.227%	3,100		744.30	3,800
10	Planning	3,440.75	0.222%	3,100		727.08	3,800
10	Surveyor	-	0.000%	3,100		-	3,100
10	Treasurer/Tax	-	0.000%	3,100		-	3,100
10	Emergency Mngt	-	0.000%	3,100		-	3,100
10	Commissioners-General Govt	542,504.29	35.026%	3,100	90,000.00	114,639.06	207,700
10	Veterans	-	0.000%	3,100		-	3,100
11	Public Works	115,018.31	7.426%	3,100		24,305.04	27,400
12	District Attorney	-	0.000%	3,100		-	3,100
12	Juvenile	35,139.61	2.269%	3,100		7,425.51	10,500
12	Sheriff's Office	713,508.05	46.066%	3,100		150,774.64	153,900
13	Adult Corrections	4,247.00	0.274%	3,100		897.45	4,000
14	Public Health	30,294.83	1.956%	3,100		6,401.74	9,500
20	Building and Safety	29,342.06	1.894%	3,100		6,200.40	9,300
23	Fairgrounds	58,994.14	3.809%	3,100		12,466.32	15,600
24	Parks	9,186.64	0.593%	3,100		1,941.27	5,000
25	Transit	3,677.81	0.237%	3,100		777.17	3,900
40	Communications	-	0.000%	3,100		-	3,100
40	County Legal Counsel	-	0.000%	3,100		-	3,100
40	Finance	-	0.000%	3,100		-	3,100
40	Information Systems	-	0.000%	3,100		-	3,100
40	Human Resources	-	0.000%	3,100		-	3,100
41	Building Operations	-	0.000%	3,100		-	3,100
41	County Fleet	-	0.000%	3,100		-	3,100
50	Airports	-	0.000%	3,100	9,800.00	-	12,900
	Subtotal	-	1,548,875.73	83,700	99,800.00	327,300.00	510,700
	Insurance Premium	448,000.00					
	Dept Specific Premium	9,800.00	Airport*				
	Wellness Committee	1,000.00					
	Property Fire -Rural Metro	6,000.00					
	Ordinance - Building Safety	40,000.00	Gen Govt*				
	Deductibles	<u>30,000.00</u>					
	Total Budget	534,800.00					
	Less Carryover Offset	(24,000.00)					
	Less Minimum Charge	(83,700.00)					
	Less Dept Specific*	<u>(99,800.00)</u>					
	Charge based on risk %	327,300.00					

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2015-16 Budget

Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: Summary

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 50,000
Program Revenues (Schedule C)		942,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 992,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)		918,000
Interfund Transfers (Out) (Schedule E)		40,000
Capital Outlays directly from program (Schedule F)		-
Contingency		34,000
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 992,000

Purpose of Program:

This fund accounts for premium payments for General Liability, Property/Auto, and Worker's Comp. Prior claims and related litigation (July 1, 2006) are self-insured.

The Board of County Commissioners authorized the continuation of this fund for a period of ten years beginning July 1, 2006.

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

**Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: Summary**

		Budget Amount
<u>Revenues:</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	420,000
33200	Sales of Materials	-
33300	Rental Charges	-
34200	Fines and Forfeitures	-
35300	Interfund Payments	510,700
37100	Interest Earned	900
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous	10,400
Total Revenues - To Schedule B		<u><u>\$ 942,000</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
2015-16 Budget

Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: Summary

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ -
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	-
44035 Insurance	881,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	3,000
44050 Professional Services	3,000
44055 Self Insurance Claims (Insurance Fund only)	30,000
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	\$ 918,000
 <u>Transfers to Other Funds (List recipients):</u>	
45200	\$ 40,000
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ 40,000

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2015-16 Budget

Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: Human Resources
Cost Center #: 3710

		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
<u>Requirements:</u>			
Expenditures:			
Personal Services (Schedule D)		-	\$ -
Materials and Services (Schedule E)			420,000
Interfund Transfers (Out) (Schedule E)			-
Capital Outlays directly from program (Schedule F)			-
Contingency			-
Ending Fund Balance			-
Total Requirements - To Schedule A		-	\$ 420,000

Purpose of Program:

This program is covers workers compensation, human resource wellness committee and misc liability expenses for payroll.

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

**Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: Human Resources
Cost Center #: 3710**

<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 (workers comp)	420,000
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><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
2015-16 Budget

Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: Human Resources
Cost Center #: 3710

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ -
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	-
44035 Insurance (Workers Comp)	416,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	-
44050 Professional Services	3,000
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	\$ 420,000
 Transfers to Other Funds (List recipients):	
45200	\$ -
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2015-16 Budget

Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: General Liability
Cost Center #: 3720

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 50,000
Program Revenues (Schedule C)		522,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 572,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)		498,000
Interfund Transfers (Out) (Schedule E)		40,000
Capital Outlays directly from program (Schedule F)		-
Contingency		34,000
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 572,000

Purpose of Program:

This program is for all other insurance expenses, general liability, claims, disability and awards/settlements.

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

**Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: General Liability
Cost Center #: 3720**

<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	510,700
37100 Interest Earned	900
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	10,400
Total Revenues - To Schedule B	<u><u>\$ 522,000</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
2015-16 Budget

Fund: Insurance Reserve Fund (42)
Office/Division: Finance
Program: General Liability
Cost Center #: 3720

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43010 Office Supplies	\$ -
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)	-
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	-
44035 Insurance	465,000
44040 Investigation Expense (DA only)	-
44045 Medical Services (Sheriff & Insurance only)	3,000
44050 Professional Services	-
44055 Self Insurance Claims (Insurance Fund only)	30,000
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	\$ 498,000
 Transfers to Other Funds (List recipients):	
45200 General Fund (10) - Planning	\$ 40,000
45200	-
45200	-
45200	-
Total Interfund Transfers (Out) - To Schedule B	\$ 40,000

**RESOURCES AND REQUIREMENTS
PAYROLL RESERVE FUND (43)**

Josephine County

Historical Data			Adopted Budget This Year 2014-15	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-16		
Third Preceding Year 2011-12	Second Preceding Year 2012-13	First Preceding Year 2013-14			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				RESOURCES			
\$ 563,661	\$ 13,344	\$ 16,869	\$ 1,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
530,652	325,000	264,979	540,000	500,000	500,000	500,000	500,000
600	3	41	-	-	-	-	-
\$ 1,094,913	\$ 338,347	\$ 281,889	\$ 541,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
				REQUIREMENTS			
\$ 1,081,569	\$ 321,478	\$ 281,129	\$ 540,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
-	-	-	1,000	200,000	200,000	200,000	200,000
1,081,569	321,478	281,129	\$ 541,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
13,344	16,869	760					
\$ 1,094,913	\$ 338,347	\$ 281,889					
				TOTAL ACTUAL			

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2015-16 Budget

Fund: Payroll Reserve Fund (43)
Office/Division: Finance Office
Program: Payroll
Cost Center #: 1610

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 200,000
Program Revenues (Schedule C)		500,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 700,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ 500,000
Materials and Services (Schedule E)		-
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		200,000
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 700,000

Purpose of Program:

This fund accounts for the transactions related to vacation and time management payouts. Revenues are from department charges as a percent of payroll. Expenditures are for accrued leave balances paid out at the time of retirement or termination.

The Board of County Commissioners authorized the continuation of this reserve fund for an additional ten-year period beginning July 1, 2006.

JOSEPHINE COUNTY
Schedule C / D - Resources / Personnel
2015-16 Budget

Fund: Payroll Reserve Fund (43)
Office/Division: Finance Office
Program: Payroll
Cost Center #: 1610

<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	500,000
37100 Interest Earned	-
37200 Donations	-
37850 Equity Transfer In	-
37900 Miscellaneous	-
Total Revenues - To Schedule B	<u><u>\$ 500,000</u></u>

D - Personnel Services

41030 Other Salary & Wages	\$ 500,000
	-
	-
Total Personnel Services Expense - To Schedule B	<u><u>\$ 500,000</u></u>