

**BEFORE THE BOARD OF COMMISSIONERS FOR JOSEPHINE COUNTY  
STATE OF OREGON**

*In the Matter of Adopting a Supplemental Budget and Making Appropriations and Budget Adjustments for the Fiscal Year 2014-15*

**Resolution No. 2015-029**

WHEREAS, Josephine County is required to supplement the budget for the 2014-15 fiscal year in order to recognize both additional revenues and expenditures, and  
 WHEREAS, pursuant to ORS 294.471 (3), following due and proper notice, the Board of County Commissioners may adopt a supplemental budget at a regular meeting, and  
 WHEREAS, the Board of County Commissioners adopted a budget for the fiscal year 2014-15 on June 25th, 2014, and  
 WHEREAS, conditions have changed since the adoption of the 2014-15 fiscal year budget, and  
 WHEREAS, the Board of County Commissioners as the governing body of Josephine County may, in accordance with Oregon Revised Statute 294.463 (1), (2), and (3), approve a transfer of an existing appropriation, and  
 WHEREAS, the Board of County Commissioners as the governing body of Josephine County may, in accordance with Oregon Revised Statute 294.338 (3), appropriate by resolution, unanticipated revenues and expenditures, and  
 WHEREAS, the Board of County Commissioners as the governing body of Josephine County may, in accordance with Oregon Revised Statute 294.456 (6), adjust budgeted resources and reduce expenditures to reflect a decrease in resources,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Josephine County Board of County Commissioners hereby adopts the supplemental budget summarized below and makes the appropriations shown in the summary; and that the Chief Financial Officer is authorized to make the budget adjustments to the 2014-15 budget as summarized below.

**SUMMARY OF SUPPLEMENTAL BUDGET**

**FUND: General -10**

<b>Resource</b>	<b>Amount</b>	<b>Expenditures</b>	<b>Amount</b>
1 Sales of Materials - Forestry	\$1,105,000	1 Treasurer's Office	\$21,000
2 Clerk-Lic, Permits & Fees	\$12,000	2 Clerk's Office	\$20,000
3 Clerk-Miscellaneous	\$8,000	3 General Government	\$120,000
4 Emergency Management	(\$15,000)	4 Emergency Management	(\$15,000)
5		5 Interfund Transfer Out	\$1,118,000
6		6 Contingency	(\$154,000)
<b>Revised Total Resources</b>	<b>\$12,738,000</b>	<b>Revised Total Requirements</b>	<b>\$12,738,000</b>

Comments:

Treasurer had 2 years of bank charges occur in 1 fiscal year and slightly overbudget for benefit costs due to AFSCME family plan and requires \$21,000 from contingency; Clerk had unbudgeted special election expense May 2015 and requires \$20,000 more expense, funded by Clerk revenue; Forestry had higher than anticipated Timber Sales due to Fire Sales in the amount of \$1,105,000 than budgeted. This will be sent to Forestry Property Reserve Fund for reforestation project funding and annual General Fund revenue smoothing; Emergency Management was re-organized to place the Public Health Emergency Preparedness grant back to Public Health for them to fund 1 FTE; Increase in Transfer out is for \$1,105,000 to Forestry Property Reserve and \$13,000 to Public Works Special Fund for Solid Waste program shortfall in revenue.

**FUND: Public Safety -12**

<b>Resource</b>	<b>Amount</b>	<b>Expenditures</b>	<b>Amount</b>
1 Charges for Services-SO Civil	\$40,000	1 SO-All Other Program- Civil	\$40,000
2 Fund Level-Grant Revenue	\$4,800,000	2 Contingency	\$4,800,000
<b>Revised Total Resources</b>	<b>\$16,606,000</b>	<b>Revised Total Requirements</b>	<b>\$16,606,000</b>
FTE	81.32	FTE	82.22

Comments:

Sheriff Office Civil advertises for sales and receives reimbursement and this process was not budgeted, \$40,000 fully funded by Charges for Services; District Attorney's Office increased FTE by .90 due to a VAWA grant but had staff changes resulting in no funding changes; County received \$4.8 million in O&C SRS grant funds and this increased Contingency for next budget year.

**FUND: Adult Corrections -13**

<b>Resource</b>	<b>Amount</b>	<b>Expenditures</b>	<b>Amount</b>
1	\$30,000	1 Materials & Services	\$30,000
<b>Revised Total Resources</b>	<b>\$4,614,000</b>	<b>Revised Total Requirements</b>	<b>\$4,614,000</b>
FTE	27.00	FTE	28.00

Comments:

Adult Corrections received Drug Court BJA grant and hired a drug counselor at 1 FTE and had higher materials cost due to OHP billing, \$30,000 budget adjustment required.

**FUND: Public Works -11**

Resource	Amount
1 _____	_____
2 _____	_____
<b>Revised Total Resources</b>	<b>\$11,155,000</b>

Expenditures	Amount
1 Personnel Services _____	\$7,000
2 Contingency _____	(\$7,000)
<b>Revised Total Requirements</b>	<b>\$11,155,000</b>

Comments:

Public Works required 4 additional Road Worker 1 positions for annual projects and retirement planning, will use \$7,000 from contingency.

**FUND: Public Health -14**

Resource	Amount	FTE
1 Grant _____	\$30,000	
2 _____	_____	
<b>Revised Total Resources</b>	<b>\$2,917,000</b>	<b>25.46</b>

Expenditures	Amount	FTE
1 Personnel Services _____	\$15,000	
2 Materials & Services _____	\$15,000	
<b>Revised Total Requirements</b>	<b>\$2,917,000</b>	<b>27.80</b>

Comments:

Public Health received a HCSSO Healthy Start grant and hired a Public Health Assistant at .80 FTE, \$15,000 required to balance; Emergency Management was re-organized to add 1 FTE Emergency Preparedness Specialist to PH and not split duties in General Fund Emergency Management department, partial year requires \$15,000 fully funded by PHEP grant; Tobacco Coordinator position increased .50 to 1 FTE but used savings with Healthy Communities re-organization from A12 to A10 and part time resulting in zero financial change. FTE change is required.

**FUND: Mental Health -15**

Resource	Amount
1 Grant _____	\$305,000
2 _____	_____
<b>Revised Total Resources</b>	<b>\$5,582,000</b>

Expenditures	Amount
1 Personnel Services _____	\$2,000
2 Materials & Services _____	\$303,000
<b>Revised Total Requirements</b>	<b>\$5,582,000</b>

Comments:

Mental health grant revenue increased amendments approved throughout the year by the State of Oregon and other required pass through grants issued by the state. Expenses are for OPTIONS pass through contract. Additionally, County Alcohol & Drug program had an error in the schedule D personnel services budget worksheet and requires \$2,000 to balance, all paid for by grants.

**FUND: Internal Service Fund ISF -40**

Resource	Amount	FTE
1 Beginning Fund Balance _____	\$130,000	
2 _____	_____	
3 _____	_____	
4 _____	_____	
5 _____	_____	
6 _____	_____	
<b>Revised Total Resources</b>	<b>\$4,168,000</b>	<b>27.50</b>

Expenditures	Amount	FTE
1 Board of County Commissioners _____	\$10,000	
2 Information Technology _____	\$115,000	
3 Communications _____	\$29,000	
4 Legal Counsel _____	\$18,000	
5 Interfund Transfer Out _____	\$120,000	
6 Contingency _____	(\$162,000)	
<b>Revised Total Requirements</b>	<b>\$4,168,000</b>	<b>27.70</b>

Comments:

Board of County Commissioners approved staff changes for their secretary positions requiring \$10,000 budget adjustment but not net FTE, funded by fund balance addition; Information Technology added a Director position and have had some more materials purchases than anticipated, \$115,000 needed from contingency; Communications had to replace aging equipment at a radio tower that was un-repairable and had an error on Schedule D personnel services estimated budget, total need \$29,000 from contingency; GIS reduced the Developer position to .20 FTE from full time and hired a lower level GIS Analyst position at full time resulting in no budgetary impact but a .20 FTE addition; ISF will need to support a new VOIP phone system county wide and will transfer \$120,000 to Equipment Reserve for this purchase, paid from fund balance addition.

**FUND: County Building & Fleet -41**

Resource	Amount
1 Beginning Fund Balance-BOM _____	\$85,000
2 _____	_____
<b>Revised Total Resources</b>	<b>\$3,405,000</b>

Expenditures	Amount
1 Interfund Transfer Out _____	\$100,000
2 Contingency-BOM _____	(\$15,000)
<b>Revised Total Requirements</b>	<b>\$3,405,000</b>

Comments:

County Building and Maintenance had more projects in the capital Property Reserve Fund and will adequately fund those by transferring out unanticipated additional fund balance and some contingency.

**FUND: Grant Projects Fund -16**

Resource	Amount
1 Intergovernmental Revenue	\$200,000
2	
<b>Revised Total Resources</b>	<b>\$2,912,000</b>
FTE	-

Expenditures	Amount
1 Interfund Transfer Out	\$30,000
2 Contingency	\$170,000
<b>Revised Total Requirements</b>	<b>\$2,912,000</b>
FTE	-

Comments:

Grant fund includes Economic development and the Board of County Commissioners approved the staffing increase in Airports supported by these funds. Title III received additional SRS O&C grant fund deposit that was unanticipated, increasing contingency.

**FUND: Building Safety -20**

Resource	Amount
1 Licenses, Permits & Fees	\$70,000
2	
<b>Revised Total Resources</b>	<b>\$1,563,000</b>

Expenditures	Amount
1 Materials & Services	\$70,000
2	
<b>Revised Total Requirements</b>	<b>\$1,563,000</b>

Comments:

Building Safety had an unexpected departure of a multi-certified building inspector which resulted in higher costs in materials and services budget category due to higher contract services for this required work.

**FUND: Fairgrounds -23**

Resource	Amount
1	
2	
<b>Revised Total Resources</b>	<b>\$695,000</b>

Expenditures	Amount
1 Personnel Services	(\$35,000)
2 Materials & Services	\$35,000
<b>Revised Total Requirements</b>	<b>\$695,000</b>

Comments:

Fairgrounds Manager position was not filled and was budgeted in personnel services category, this was paid out of contractual services for an Interim Manager requiring a budget adjustment to materials & services, need some personnel costs to remain to cover use of fill in personnel and reclass of position A07 to A10.

**FUND: Parks -24**

Resource	Amount
1 Beginning Fund Balance	\$30,000
2	
<b>Revised Total Resources</b>	<b>\$1,150,000</b>

Expenditures	Amount
1 Materials & Service	\$85,000
2 Contingency	(\$55,000)
<b>Revised Total Requirements</b>	<b>\$1,150,000</b>

Comments:

Parks had additional temp workers this year and multiple projects to manage and also higher utility bills which result in higher materials and services category.

**FUND: Transit -25**

Resource	Amount
1	
2	
<b>Revised Total Resources</b>	<b>\$4,568,000</b>

Expenditures	Amount
1 Personnel Services	\$70,000
2 Materials & Services	(\$70,000)
<b>Revised Total Requirements</b>	<b>\$4,568,000</b>

Comments:

Transit began a Grants Pass to Medford commuter line and increased staff hours and had a wage table adjustment occur in AFSCME for transit operators. All funded within budget by not spending as much in materials and services.

**FUND: Juvenile Justice Special Fund -33**

Resource	Amount
1 Beginning Fund Balance	\$6,000
2 Donations	\$1,000
<b>Revised Total Resources</b>	<b>\$182,000</b>

Expenditures	Amount
1 Personnel Services	\$7,000
2	
<b>Revised Total Requirements</b>	<b>\$182,000</b>

Comments:

CAMI grant increased from prior year resulted in higher beginning fund balance than budgeted and higher donations. The schedule D had errors in calculation and requires \$7,000 to balance.

**FUND: Public Works Special Projects -35**

Resource	Amount
1 Sales	\$27,000
2 Interfund Transfer In	\$13,000
<b>Revised Total Resources</b>	<b>\$171,000</b>

Expenditures	Amount
1 North Valley Industrial Park	\$27,000
2 Solid Waste	\$13,000
<b>Revised Total Requirements</b>	<b>\$171,000</b>

Comments:

NVIP pump station for Three Rivers School District changed billing to include full burden cost for employees which will be paid for by increased NVIP rates.; Solid Waste had lower revenue than anticipated and slightly higher costs, general fund will fund \$13,000 shortfall from solid waste fees.

**FUND: Airports Fund -50/51**

Resource	Amount
1 Interfund Transfer In	\$30,000
2	
<b>Revised Total Resources</b>	<b>\$2,674,000</b>
FTE	2.50

Expenditures	Amount
1 Grants Pass Airport	\$16,000
2 Illinois Valley Airport	\$14,000
<b>Revised Total Requirements</b>	<b>\$2,674,000</b>
FTE	3.50

Comments:

Airports fund increased 2 part time Maintenance technicians to full time with Economic Development funding.

**FUND: County School Trust (715) -71**

Resource	Amount
1 Intergovernmental Revenue	\$7,000
<b>Revised Total Resources</b>	<b>\$358,000</b>

Expenditures	Amount
1 Intergovernmental Payments	\$7,000
<b>Revised Total Requirements</b>	<b>\$358,000</b>

Comments:

Fed Forest Reserve monies were approved by federal legislation and this portion is paid to County Schools.

**FUND: PEG Access Fund -75**

Resource	Amount
1	
2	
<b>Revised Total Resources</b>	<b>\$24,000</b>

Expenditures	Amount
1 Materials & Services	(\$23,000)
2 Interfund Transfer Out	\$23,000
<b>Revised Total Requirements</b>	<b>\$24,000</b>

Comments:

PEG access fund needed to purchase much needed equipment which is done in the Equipment Reserve Fund. A Transfer out category needs established to send the funds to another fund.

**FUND: Insurance Reserve Fund -42**

Resource	Amount
1 Beginning Fund Balance	\$24,000
2 License, Permit, Fees (Charges Worker Comp)	\$20,000
3 Interfund Charges for Services (Insurance)	\$16,000
<b>Revised Total Resources</b>	<b>\$967,000</b>

Expenditures	Amount
1 Materials & Services	\$60,000
2	
3	
<b>Revised Total Requirements</b>	<b>\$967,000</b>

Comments:

Insurance Reserve pays premiums for General Liability, Property/Auto, and Worker's Comp payments. This year had a few more insurance claims the County was required to pay and workers comp and insurance rates were higher cost than budgeted.

**FUND: Property Reserve Fund -47**

Resource	Amount
1 Interfund Transfer In	\$1,205,000
<b>Revised Total Resources</b>	<b>\$4,969,000</b>

Expenditures	Amount
1 Contingency	\$1,205,000
<b>Revised Total Requirements</b>	<b>\$4,969,000</b>

Comments:

Property Reserve has established a Forestry Reserve program related to the Timber Sales from summer Fires. The expenses will be reforestation related projects and future revenue smoothing for annual revenues in Forestry department. Also, BOM will transfer in an additional \$100,000 for capital projects.

FUND: **Equipment Reserve Fund -48**

Resource	Amount
1 Interfund Transfer In	\$143,000

Expenditures	Amount
1 Contingency	\$143,000

**Revised Total Resources** \$1,727,000

**Revised Total Requirements** \$1,727,000

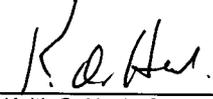
Comments:

Equipment Reserve Fund is receiving funding from ISF fund for new VOIP phone system county wide \$120,000 and \$23,000 from PEG fund for capital equipment purchases.

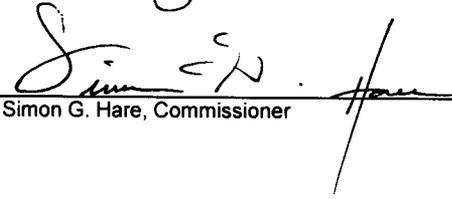
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DONE AND DATED this 24th day of June 2015

JOSEPHINE COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Keith O. Heck, Chair

  
\_\_\_\_\_  
Cherry Walker, Vice-Chair

  
\_\_\_\_\_  
Simon G. Hare, Commissioner