

Internal Services Fund





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JOSEPHINE COUNTY
Adopted Budget
Internal Services Fund Description
2007- 08

The Internal Services Fund (ISF) contains departments and divisions that primarily provide services and support to other County departments. This fund includes budgets for the Board of County Commissioners, General Government, Chief Operating Officer, Property Management, Finance, Human Resources, County Legal Counsel, Information Technology, Communications, Geographical Information Systems (GIS), and Central Services. The net cost of these overhead departments/divisions is assessed against the operational funds based on their personnel and materials and services budgets. The assessment is the major source of revenue for this fund.

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

In the pages that follow, a summary of the Internal Services Fund (Resources and Requirements) is presented first, followed by sections for each of the departments and divisions.

For each department/division, there is a Program Worksheet (Schedule B). Schedule B provides information about the purpose of the department or division, how much revenue it is expected to generate during the budget year, and a breakdown of its expenditure budget between the budget categories of Personal Services and Materials and Services.

RESOURCES AND REQUIREMENTS

Josephine County

INTERNAL SERVICES FUND (401)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2007-08		
Actual		Adopted Budget This Year 2006-07		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2004-05	First Preceding Year 2005-06					
			RESOURCES			
		\$ 1,092,902	Beginning fund balance	\$ 200,337	\$ 200,337	\$ 200,337
		2,650,172	Revenues from ISF charges	2,466,345	2,466,345	2,466,345
		89,429	Mental Health Service Fee	-	-	-
			Revenues generated by departments/divisions:			
		500	BCC	5,250	5,250	5,250
		23,900	Finance	48,600	48,600	48,600
		100,000	Property Management	125,000	125,000	125,000
		23,260	Communications	9,900	9,900	9,900
		42,750	GIS	21,480	21,480	21,480
		110,188	Central Services	70,200	70,200	70,200
		82,800	Law Library	97,760	97,760	97,760
			Interfund Transfers:			
		74,999	General Services - Title 111 -GIS	19,128	19,128	19,128
			General Services - Title 111 COO Admin	50,500	50,500	50,500
			Mental Health Fund - COO Administration	50,500	50,500	50,500
		\$ 4,290,900	TOTAL RESOURCES	\$ 3,165,000	\$ 3,165,000	\$ 3,165,000

RESOURCES AND REQUIREMENTS

Josephine County

INTERNAL SERVICES FUND (401)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2007-08		
Actual		Adopted Budget This Year 2006-07		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2004-05	First Preceding Year 2005-06					
			REQUIREMENTS			
		\$ 355,263	General Government	\$ 135,645	\$ 135,645	\$ 135,645
		464,839	BCC Administration	438,387	438,387	438,387
		103,000	Chief Operating Officer	213,850	213,850	213,850
		471,104	Finance	451,000	451,000	451,000
		318,724	Human Resources	211,817	211,817	211,817
		122,001	Property Management	125,000	125,000	125,000
		843,917	Information Technology	572,991	572,991	572,991
		316,484	Communications	271,000	271,000	271,000
		173,461	GIS	139,039	139,039	139,039
		110,188	Central Services	70,200	70,200	70,200
		368,088	Legal	292,000	292,000	292,000
		82,800	Law Library	97,760	97,760	97,760
			Interfund Transfers:			
		70,000	Equipment Reserve Fund	-	-	-
		481,700	Property Reserve Fund	-	-	-
		9,331	Contingency	146,311	146,311	146,311
		\$ 4,290,900	TOTAL REQUIREMENTS	\$ 3,165,000	\$ 3,165,000	\$ 3,165,000



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JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Board of County Commissioners
Program: General Government
Cost Center #: 191110

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ -		\$ -
		<u>\$ -</u>		<u>\$ -</u>
Expenditures:				
Personal Services		\$ -		\$ -
Materials and Services		135,645		306,504
Total Expenditures		<u><u>\$ 135,645</u></u>		<u><u>\$ 306,504</u></u>

Purpose of Program:

General Government is an area to place all county-wide costs, which are allocated to operating departments. This budget contains funding for the newsletter, legal notices for budget, meetings, etc., as well as supplies for recognition events, such as Volunteer Day, longevity awards, and students of the month. This program has no FTE's associated with it.

Service Level 1

The General Government budget reflects a decrease in service levels and further reduction of \$224,618 from the 2006-07 budget. This is the result of elimination of awards, dues, the newsletter and other non-essential services.

Service Level 2

The General Government 2007-08 budget maintains current service levels of prior years with a reduction of \$53,759 made by redefining services.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Board of County Commissioners
Program: BCC Administration
Cost Center #: 151110

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ 5,250		\$ 5,250
		<u>\$ 5,250</u>		<u>\$ 5,250</u>
Expenditures:				
Personal Services	5.00	\$ 426,933	5.00	\$ 418,522
Materials and Services		11,454		36,604
Total Expenditures	<u>5.00</u>	<u>\$ 438,387</u>	<u>5.00</u>	<u>\$ 455,126</u>

Purpose of Program:

Compliance with OAR 166-150-005 and ORS 192.610-192.710
Recording of records for the Office of the Board of County Commissioners and as outlined in the Josephine County Charter.

An act of Congress in 1848 established the Oregon Territory and designated a three member County Court as a supervisory Board for each County. This Court was given jurisdiction over juvenile cases and insane commitments and could appoint County elected officials. In 1853, the probate duties of the County Court were separated from the administration of County business with the election of a probate judge distinct from the three member Board of County Commissioners.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Chief Operating Officer (COO)
Program: Administration
Cost Center # 181110

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues (Interfund transferr)		\$ 101,000		\$ 101,000
		\$ 101,000		\$ 101,000
Expenditures:				
Personal Services	2.00	\$ 203,003	2.00	\$ 198,953
Materials and Services		10,847		10,847
Total Expenditures	2.00	\$ 213,850	2.00	\$ 209,800

Purpose of Program:

This is the chief administrative office of the County, responsible for overseeing the operations of all County departments, other than those headed by an Elected Official. The Chief Operating Officer reports to the Board of County Commissioners.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Finance
Program: Finance
Cost Center # 161110

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ 48,600		\$ 48,600
		<u>48,600</u>		<u>48,600</u>
Expenditures:				
Personal Services	5.00	405,550	6.00	447,190
Materials and Services		45,450		82,374
Total Expenditures	<u>5.00</u>	<u>\$ 451,000</u>	<u>6.00</u>	<u>\$ 529,564</u>

Purpose of Program:

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

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Human Resources
Program: Human Resources
Cost Center # 371110

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ -		\$ -
		<u>\$ -</u>		<u>\$ -</u>
Expenditures:				
Personal Services	2.25	\$ 192,580	3.00	\$ 241,476
Materials and Services		19,237		27,610
Total Expenditures	<u>2.25</u>	<u>\$ 211,817</u>	<u>3.00</u>	<u>\$ 269,086</u>

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.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: COO
Program: Property Management
Cost Center # 192000

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ 125,000		\$ 100,000
		<u>\$ 125,000</u>		<u>\$ 100,000</u>
Expenditures:				
Personal Services	1.00	\$ 93,978	1.00	\$ 92,130
Materials and Services		31,022		29,250
Total Expenditures	<u>1.00</u>	<u>\$ 125,000</u>	<u>1.00</u>	<u>\$ 121,380</u>

Purpose of Program:

This program has the responsibility for purchase, trade, lease, and sale of county-owned real property not specifically designated 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; accounting for payables, receivables, assessments, fees, and any other revenues or expenditures related to county-owned real property.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: CFO Administration
Program: Information Technology
Cost Center # 331110

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ -		\$ -
		<u>\$ -</u>		<u>\$ -</u>
Expenditures:				
Personal Services	6.00	\$ 466,391	7.00	\$ 514,824
Materials and Services		106,600		153,000
Total Expenditures	<u>6.00</u>	<u>\$ 572,991</u>	<u>7.00</u>	<u>\$ 667,824</u>

Purpose of Program:

The purpose of the Information Technology Program is to provide, coordinate, and facilitate the use of technology and information resources, including infrastructure, applications and workstations, in the departments of Josephine County; supporting these departments in the fulfillment of their mission statements in an efficient and cost effective manner.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Facilities
Program: Communications
Cost Center # 361110

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ 9,900		\$ 24,600
		<u>\$ 9,900</u>		<u>\$ 24,600</u>
Expenditures:				
Personal Services	2.50	\$ 180,260	3.00	\$ 206,000
Materials and Services		90,740		121,800
Total Expenditures	<u>2.50</u>	<u>\$ 271,000</u>	<u>3.00</u>	<u>\$ 327,800</u>

Purpose of Program:

Communications provides telephone, cell phone, computer network and two way radio network support to all County departments and County facilities as well as equipment and technical support to 911, the City of Grants Pass (Police, Fire, and Public Works), Three Rivers School District and Josephine County Circuit Court.

Service Level 1 Detail

Under service level 1 Communications would have 2.5 FTE. As a result we would no longer be able to provide service to outside agencies (amounts to a reduction in income of \$14,700) starting July 1, 2007. These include The City of Grants Pass, Three Rivers School District, and Josephine County Circuit Court. We would continue to provide support to 911 due to shared equipment and the importance of the service they provide to this community.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: CFO Administration
Program: Geographic Information Systems (G.I.S.)
Cost Center # 182000

<u>Category Title</u>	<u>Service Level 1</u> <u>Adopted</u>		<u>Service Level 2</u> <u>Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ 40,609		\$ 63,839
		<u>\$ 40,609</u>		<u>\$ 63,839</u>
Expenditures:				
Personal Services	1.50	\$ 117,039	2.00	\$ 153,028
Materials and Services		22,000		27,000
Total Expenditures	<u>1.50</u>	<u>\$ 139,039</u>	<u>2.00</u>	<u>\$ 180,028</u>

Purpose of Program:

The purpose of the Geographic Information Systems (GIS) program is to:

- Create, maintain, and distribute electronic data relating to the physical and cultural geography of Josephine County.
- Facilitate processes and projects, related to this data, as they are undertaken by the various County divisions and programs.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Chief Operating Officer (COO)
Program: Central Services
Cost Center # 181150

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ 70,200		\$ 70,200
		<u>\$ 70,200</u>		<u>\$ 70,200</u>
Expenditures:				
Personal Services		\$ -		\$ -
Materials and Services		70,200		70,200
Total Expenditures	<u>-</u>	<u>\$ 70,200</u>	<u>-</u>	<u>\$ 70,200</u>

Purpose of Program:

Central Services receives and ships regular mail, certified mail, parcels, and express company packages for all Josephine County Departments.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Office of Legal Counsel
Program: County Legal Counsel
Cost Center # 421110

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ -		\$ -
		<u>\$ -</u>		<u>\$ -</u>
Expenditures:				
Personal Services	3.00	\$ 273,566	3.40	\$ 290,702
Materials and Services		18,434		24,100
Total Expenditures	<u>3.00</u>	<u>\$ 292,000</u>	<u>3.40</u>	<u>\$ 314,802</u>

Purpose of Program:

As part of the Internal Service Fund, and to fulfill the requirements of the Josephine County Charter and state law, the County Legal Counsel advises the governing body and other county officers, renders services in connection with legal questions of a civil nature arising in the discharge of their functions, prosecutes violations of county law, and provides such additional services as determined between the governing body and Legal Counsel, and in any other manner advises and represents the county.

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2007- 08

Fund Name: Internal Services Fund (401)
Department: Office of Legal Counsel
Program: Law Library
Cost Center # 421160

<u>Category Title</u>	<u>Service Level 1 Adopted</u>		<u>Service Level 2 Information Only</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Program Revenues		\$ 87,760		\$ 87,760
Beginning Fund Balance		10,000		10,000
		<u>\$ 97,760</u>		<u>\$ 97,760</u>
Expenditures:				
Personal Services	0.60	\$ 34,958	0.60	\$ 34,305
Materials and Services		62,802		63,455
Total Expenditures	<u>0.60</u>	<u>\$ 97,760</u>	<u>0.60</u>	<u>\$ 97,760</u>

Purpose of Program:

The County Law Library provides legal reference services to attorneys, judges and to the public. The law librarian assists patrons in finding applicable statutes and administrative rules in state and federal systems, provides basic legal research for patrons who request searches using their own search terms, and assists attorneys and judges with basic research. The law librarian maintains current print resources for legal research within budgetary constraints and maintains electronic database contracts providing resources for legal research. As a part of the law library function, the law librarian provides referrals to other community sources of information and assistance, such as the Women's Crisis Support Team, Oregon Law Center and Oregon State Bar Attorney Referral Service.