

General Fund



JOSEPHINE COUNTY, OREGON
Adopted Budget 2011-12
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JOSEPHINE COUNTY
General Fund Description
2011-12

The General Fund is the chief operating fund of the County. It is used to account for all financial resources except those required to be accounted for in other funds. Effective July 1, 2006, it was restructured to comprise four offices headed by Elected Officials. These are the County Assessor, County Treasurer, County Clerk, and the County Surveyor. Effective July 1, 2007, Planning and Forestry were returned to the General Fund. Other departments which were formerly in the General Fund have been included in other funds which are supported to various degrees by the General Fund. The changes have been made to match reorganizations of the County and to provide better visibility of the cost of government operations by grouping similar services into one fund. The departments which were formerly in the General Fund are: the Sheriff's Office, the District Attorney's Office and Juvenile Justice (now in the Public Safety Fund), Adult Corrections, Public Health and Mental Health (now in their own separate funds).

Major sources of revenue for the General Fund are property taxes and receipts from the sale of timber harvested on forest lands owned by the County. In addition, cash carried over from the prior year (Beginning Fund Balance) is a major resource for the fund. In past fiscal years, O&C funds from the Federal Government have been the major source of revenue for the General Fund. In 2007-08, however, the one-year extension of O&C funds was budgeted to go directly to the Public Safety Fund. In 2008-09 and following three fiscal years, the county payment distributions that were legislated by the Troubled Assets Relief Program (TARP) are also scheduled to go to the Public Safety fund.

Expenditures in the fund are primarily the expenses of operating the six offices/departments in the fund and inter fund transfers to support other funds. The largest of these support transfers goes to the Public Safety 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 General Fund (Resources and Requirements) is presented first, followed by sections for each of the six offices/divisions. The money available for them and for the support transfers is equal to total resources of the fund, less the requirement Internal Service Fund charges.

For each office/division, there is a summary of its programs (Schedule A), which in turn is supported by a Program Worksheet (Schedule B) for each program. (If a department has only one program, Schedule A is omitted.) Schedule B provides information about the purpose of the program, how much revenue it is expected to generate during the budget year, and a breakdown of its expenditure budget by categories specified in Oregon Local Budget Law.

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

RESOURCES AND REQUIREMENTS
GENERAL FUND (100)

Josephine County

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2011-12		
Actual	First Preceding Year 2009-10	Adopted Budget This Year 2010-11		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2008-09						
			RESOURCES			
\$ 3,952,683	\$ 3,598,996	\$ 3,300,000	Beginning Fund Balance	\$ 2,475,000	\$ 2,475,000	\$ 2,281,200
3,135,987	3,279,471	3,385,300	Property Taxes - Current year	3,458,600	3,458,600	3,458,600
97,876	187,053	144,700	Property Taxes - Prior years	150,000	150,000	150,000
			Revenues generated by departments:			
427,783	379,393	431,000	Assessor	401,700	401,700	401,700
234,253	211,869	190,900	Treasurer	177,100	177,100	177,100
627,601	578,283	513,500	Clerk	455,000	455,000	455,000
58,362	33,773	45,000	Surveyor	33,000	33,000	33,000
392,548	354,982	343,900	Planning	339,200	339,200	339,200
1,180,668	574,075	728,000	Forestry	845,700	845,700	845,700
-	-	-	Property Sales	-	-	-
131,203	80,889	43,700	Interest Income	58,000	58,000	58,000
710,383	231,521	200,000	Payment in Lieu of Tax	215,000	215,000	215,000
232,076	214,933	220,000	Solid Waste Fees	220,000	220,000	220,000
98,166	85,305	90,000	Cigarette Taxes	80,000	80,000	80,000
34,252	7,447	20,000	Amusement Device Tax	26,000	26,000	26,000
205,900	230,696	200,000	Franchise Taxes	200,000	200,000	200,000
342,644	356,828	330,000	OLCC Fine Reimbursement	355,000	355,000	355,000
8,847	16,113	10,000	Miscellaneous	10,000	10,000	10,000
			Interfund Transfers:			
50,000	50,000	50,000	210 - Grant Projects Fund - ED for Planning	40,000	40,000	40,000
290,604	255,547	160,000	210 - Grant Projects Fund - Title III for Forestry	60,000	60,000	60,000
-	-	-	210 - Grant Projects Fund - SRS 2008 for Forestry	10,500	10,500	10,500
-	-	-	221 - Fairgrounds Fund - Debt Service payment	-	-	70,000
-	-	-	255 - Public Health Fund - Debt Service payment	-	-	62,000
-	-	-	260 - Parks Fund -Debt Service payment	-	-	162,000
\$ 12,211,836	\$ 10,727,174	\$ 10,406,000	TOTAL RESOURCES	\$ 9,609,800	\$ 9,609,800	\$ 9,710,000

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Assessor
Program: Assessment Administration and Appraisal
Cost Center #: 101100

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		401,700
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 401,700
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	17.80	\$ 1,084,400
Materials and Services (Schedule E)		184,700
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	17.80	\$ 1,269,100
Fund Level Only:		
Interfund Transfers (Out) (Schedule E)		\$ 85,100

Purpose of Program:

The Assessor is responsible for the assessment of all taxable real and personal property within the county. The office maintains ownership records of all properties, exemptions, and special assessments of specific properties, mailing addresses of all property owners and plat maps of the entire county. The office also reviews the taxing district's rates and levies and computes each property's tax bill. The office assists the public with many varied inquiries regarding property.

Outcomes

Budget Goal #1 - Encourage public involvement, through community outreach, in identifying service requirements and programs to be provided by Josephine County.

The following outcomes relate to budget goal #1 in that they identify the bare minimum core requirements of ORS chapters 305 thru 321 that state more than 250 times, the "Assessor shall".

- 1 - Accurate appraisal of real property in accordance with OAR 150-308.234.
- 2 - Complete assessment of all exception activity described in ORS 308.146.
- 3 - Accurately process all special assessment qualification and disqualifications, property tax exemption and deferral applications.
- 4 - Accurately process all property tax returns.
- 5 - Maintain current successful rate of appeal defense while continuing to listen to public concerns and educate taxpayers on Oregon tax law.
- 6 - Complete the annual ratio report and appraisal plan to meet the requirements of ORS 309.200, 308.234, and OAR 150-309.200-(A), (B)& [C].
- 7 - Maintain property records with all straightforward transfers and name & address changes processed within a week.
- 8 - Maintenance of all cadastral functions such that those taxpayers relying on changes to tax maps are able to conduct their business timely.
- 9 - Maintain accurate and current assessment and tax rolls and complete roll summary reports as required by ORS 309.990.

Public outreach is supported by:

*Continue to provide public access through our interactive website, allowing taxpayers to look up public information from home and to acquire property tax education and forms pertinent to their property.

Budget Goal #2 - Provide sustainable funding for all mandated and essential County government programs for the next ten years.

Budget goal #2 is supported by the following:

*Bringing Property Management into the Assessor's Office, removing some redundancies and reduction in FTE from 1.5 to 0.6 FTE

*Changing the second GIS position from 1 FTE to a 0.6 FTE and postponing the filling of the position until January 2012.

*Taking an opportunity to "job share" our Data Analyst with 0.2 FTE of his time utilized by Public Works.

*CAFFA supports about 25% of our budget. The state legislature is aware of the need for further support of statewide A&T costs. The Assessors and Department of Revenue are expecting further financial support in the next legislative session.

*ORMAP and fees support approximately 6% of our budget. The availability of ORMAP funding has decreased over the last two years. However ORMAP funding was pass-through funding that will not directly effect the General Fund portion of the Assessor's budget. The reduced funding will effect the CAFFA grant and the map project goals will be delayed.

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

Budget goal #3 is supported by:

*The fact that our budget has grown by less than 1% per year over the last twelve years while the 36 Oregon county budgets have grown in excess of 3.5% per year.

*All nonconfidential records are obtainable at the courthouse from 8:00 am to 5:00 pm with assessment values, maps, and forms available online.

The leveraging of technology has allowed us to manage ever increasing accounts and greater complexity due to legislation, with less staff than we had in 2000.

Budget Goal #4 - Ensure cost effective achievement of services to the County's citizens by providing an environment that fosters a highly qualified and professional workforce.

Budget goal #4 is supported by:

*Our ability, during this economic downturn, to hire skill levels we have not been able to maintain in the past. This has led to innovation in our business practices.

*All of our staff with appraisal or management credentialing requirements are certified with DOR.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Assessor
Program: Assessment Administration and Appraisal
Cost Center #: 101100

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	
30900	Other Taxes	
31100	Licenses, Permits and Fees	22,100
32100	Federal Grants	
32200	State Grants - CAFFA	329,000
32200	State Grants - ORMAP	25,000
32300	Local Grants	-
32500	Private Grants	
33100	Charges for Services	
33200	Sales of Materials	22,100
33300	Rental Charges	3,500
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>\$ 401,700</u></u>

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Assessor
Program: Assessment Administration and Appraisal
Cost Center #: 101100

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,600
43300 Operating Supplies	2,700
43328 Uniforms and Protective Gear	200
43770 Equipment (<\$5,000)	3,300
44910 Printing and Duplication	1,900
44929 Postage and Shipping	1,600
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	24,400
44040 Advertising	200
44100 Professional Services	1,000
44922 Dues and Subscriptions	2,600
44990 Insurance	3,000
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	15,000
44451 Education and Training	5,500
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	900
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	200
44810 Building Operation, Repairs and Maint (BOM)	40,800
44840 Equipment Operation, Repairs and Maint (Fleet)	70,500
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	9,300
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 184,700
 <u>Transfers to Other Funds (List recipients):</u>	
45210 Equipment Reserve Fund (transfer made at fund level)	\$ 85,100
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 85,100

Josephine County
Schedule D - Personal Services
Assessor
Adopted Budget
2011-12

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits	Gen Fund 100 - 101110	ISF Fund 401 - 192000	PW Fund 201 - 343400
101110	0.5	Dept Assistant	A0703	12,526	3,502	16,028	16,028		
101110	1	Plans Examiner	A1103	31,525	19,957	51,482	51,482		
101110	1	Appraiser I	A1304	36,214	21,895	58,109	58,109		
101110	1	Appraiser III	A1612	51,403	26,487	77,889	77,889		
101110	1	Dept Specialist	A1012	36,768	21,456	58,224	58,224		
101110	1	Appraiser I	A1302	34,348	21,331	55,678	55,678		
101110	1	Data Gatherer	A1004	30,542	20,180	50,723	50,723		
101110	1	Assess/gis Tech	A1102	30,714	19,726	50,440	50,440		
101110	1	Dept Specialist	A1012	36,768	21,456	58,224	58,224		
101110	1	Data Gatherer	A1006	32,187	20,678	52,865	52,865		
101110	1	Chief Admin Super	N1607	58,835	27,832	86,666	86,666		
101110	0.5	Dept Assistant	A0703	12,526	3,502	16,028	16,028		
101110	1	Prop Data Analyst	A1502	38,301	22,526	60,827	48,661		12,165
101110	1	Assessor	E03A1	73,340	31,721	105,061	105,061		
101110	1	Appraiser II	A1505	41,468	23,483	64,951	64,951		
101110	1	Cart/gis Tech	A1503	39,332	22,189	61,520	61,520		
101110	1	Dept Specialist	A1005	31,377	19,915	51,292	51,292		
101110	1	Chief Appraiser	N1602	52,001	26,737	78,738	78,738		
192000	1	Real Property Coord	A1703	43,898	24,218	68,116	27,247	40,870	
101110	0.6	Cart/gis Tech	A1501	11,213	3,320	14,533	14,533		
	<u>18.6</u>			<u>735,286</u>	<u>402,109</u>	<u>1,137,395</u>	<u>1,084,360</u>	<u>40,870</u>	<u>12,165</u>

17.8 Personal Services per Schedule B - Fund 100

1,084,400

0.6 Personal Services per Schedule B - Fund 401

40,900

0.2 Personal Services per Schedule B - Fund 201

12,200

2011/12 BUDGET - JOSEPHINE COUNTY ASSESSOR

SUBJECT: JUSTIFICATION FOR FILLING VACANT GIS POSITION

DATE: 8/1/2011

The Assessor budgeted for 18.0 FTE in the 2010/11 year. Earlier this year the Property Manager position was reduced to a .6 FTE non-management classification by the BCC. The Assessor's office took responsibility for the position and created a new job description for Real Property Coordinator with duties that included important GIS skills. An existing Assessor employee was reclassified to this new position and the GIS/Cartography position went unfilled for the remainder of this budget year, reducing the Assessor's office to 17.4 FTE.

We are budgeting to refill the GIS duties we lost in the current year but not until January 1 of 2012. The Assessor is planning to at least partially fund the duties of this part-time (.6 FTE) position through future ORMAP grants which have been in decline due to their funding mechanism – deed recordings.

Before Realignment of Property Management Position:

Assessor	18.0
Property Management	<u>1.5</u>
	19.5 FTE

After Realignment to Real Property Coordinator:

Assessor 18.1 FTE

*2011/12 FTE includes .6 GIS position for half the budget year and sharing the Data Analyst position with Public Works (licensed Surveyor)

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Treasury
Program: Treasury and Tax Collection
Cost Center #: 122040

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		177,100
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 177,100
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	5.00	\$ 368,000
Materials and Services (Schedule E)		144,200
Interfund Transfers (Out) (Schedule E)		
Capital Outlays directly from program (Schedule F)		
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	5.00	\$ 512,200
Fund Level Only:		
Interfund Transfer (Out) (Schedule E)		\$ 37,000

Purpose of Program:

The Treasurer's role in county government is mandated in the Josephine County Charter. Oregon statutes dictate various duties and responsibilities of county treasurers. The Tax Collector duties were assigned to the current Treasurer in 1997 and to the previous Treasurer for preceeding 8 years. The duties and responsibilities of Oregon county tax collectors are enumerated in Oregon statutes.

Revenues and expenditures for the County Treasurer are accounted for as a department in the General Fund. Department level revenues received are mainly from investment fees, an Oregon Department of Revenue Grant (CAFFA) and various fees and charges. Investment interest earnings and property tax collections are not budgeted and accounted for at the department level.

The Treasurer acts as the County banker and Investment Officer and in this role is responsible for the collection, distribution and investment of monies for all Josephine County Funds and Treasurer's trust and agency funds, including taxing districts' funds, with emphasis on compliance, protection of principal, liquidity and maximum investment returns.

As Tax Collector, the Treasurer collects all taxes assessed on real and personal property in Josephine County. This activity is carried out for the benefit of all taxing districts in Josephine County and Josephine County government receives 7.8% of the \$59,741,447 taxes and assessments certified in 2010-11. Activities emphasized are those that best benefit taxing districts and tax payers.

Mandated Activities - Treasury

Receipt and account for all monies received by Josephine County. *ORS 208.010 et seq.*

Maintain Bank accounts and make payment of County "orders". *ORS 208.020*

Maintain accounting of cash in all funds in Treasury. *ORS 208.070*

Invest surplus funds in approved manner. High of **\$79,393,000**. *ORS 294.035 et seq.*

Distribution of payments to taxing districts. Excess of \$58,000,000. *ORS 311.395*

Annual and monthly reports to County Board and Taxing Districts. *ORS 294.155, 208.290*

Maintain Treasurer's records archives. *ORS 192.001 et seq., OAR 166.030. et seq*

Maintain bond reserve accounts and remit payments to fiscal agent. *ORS 288.040*

Distribute payments received from:

>Federal Forest Receipts. *ORS 294.060*

>Sale of tax foreclosed property. *ORS 275.275*

>County Assessment and Taxation Fund collections. *ORS 311.508*

>Abandoned Property Sales. *ORS 90.425*

>County School Fund. *ORS 328.030*

Mandated Activities - Tax Division

Prepare and maintain the tax roll data base of **52,523** accounts. *ORS 311.005 et seq.*

Send tax bills totaling over \$59,700,000 and collect payments *ORS 311.250 et seq.*

Deposit tax collections with County Treasurer *ORS 311.375 et seq.*

Manage collection of delinquent taxes *ORS 311.405 et seq., ORS 311.505 et seq.*

Prepare annual statements and other reports *ORS 311.531, 311.390 et seq.*

Manage foreclosure process *312.050 et seq.*

Outcomes

Outcome 1: Administer a successful treasury program for all taxing entities in Josephine County, including Josephine County government. Emphasis is on protection of principal, liquidity, maximum investment returns and compliance with Oregon Statutes and the Josephine County Investment Policy.

The Treasurer's monthly and quarterly reports to the Board of Commissioners shows that this outcome is accomplished. The published quarterly reports show that the investment returns, activities and compliance activities prove this outcome.

The Treasurer's investment returns have consistently exceeded the 90 day US Treasury Bill and since February 2008 have exceeded the Oregon State Treasury Local Government Investment Pool returns.

Outcome 2: Administer a successful property tax collection program which complies with Oregon Statutes, minimizing negative impacts on tax payers and minimizing delinquencies and foreclosurers.

Statistics show that less than 0.1% (one tenth of one percent) of property taxes levied remain unpaid 4 years after the original levy. Statistics on tax collection are tracked and reported to the Board of Commissioners quarterly.

Foreclosures have been minimized by the department's tax payer contact activities. The number of properties taken by the county have fallen to the lowest number possible, only properties abandoned by the owner have been foreclosed in the recent past. Since 1997 only 2 "owner occupied" homes were foreclosed, one of which

The Treasurer's Quarterly report containing details of these outcomes is available on the Josephine County web site and at the Treasurer's Office. The Board of Commissioners' office also has these documents.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Treasury
Program: Treasure and Tax Collection
Cost Center #: 122040

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
Revenues:		
30000 Property Taxes		\$ -
30100 Prior Year Taxes		-
30900 Other Taxes		-
31100 Licenses, Permits and Fees		-
32100 Federal Grants		-
32200 State Grants CAFFA	25000	82,000
32300 Local Grants		-
32500 Private Grants		-
33100 Charges for Services Treasurer's Investment Interest	10917	81,600
33100 Charges for Services Foreclosure Fees	21250	2,000
33100 Charges for Services NSF Fees	21500	1,500
33100 Charges for Services Publishing Fees	21700	1,500
33100 Charges for Services Recording Fees	21750	2,000
33100 Charges for Services Warrant Fees	21800	2,000
33100 Charges for Services Data Subscription Fees	21820	4,500
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>\$ 177,100</u></u>

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Treasury
Program: Treasury and Tax Collection
Cost Center #: 122040

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 3,000
43300 Operating Supplies	
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	5,600
44910 Printing and Duplication	8,900
44929 Postage and Shipping	31,900
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	25,700
44040 Advertising	2,200
44100 Professional Services	41,500
44922 Dues and Subscriptions	1,100
44990 Insurance	3,000
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	3,900
44451 Education and Training	2,000
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	700
44810 Building Operation, Repairs and Maint (BOM)	13,900
44840 Equipment Operation, Repairs and Maint (Fleet)	700
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	100
Total Materials and Services - To Schedule B	\$ 144,200
 <u>Transfers to Other Funds (List recipients):</u>	
45210 Equipment Reserve Fund (transfer made at fund level)	\$ 37,000
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 37,000

Josephine County
Schedule D - Personal Services
Treasury
Adopted Budget
2011-12

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits
122040	1	Chief Admin Super	N1609	61,813	28,683	90,496
122040	1	Acctg Specialist	A1002	28,996	19,234	48,230
122040	1	Treasurer	E03T1	76,922	31,463	108,385
122040	1	Dpty Treas III	A1312	43,594	23,407	67,001
122040	1	Acctg Tech	A1203	33,366	20,483	53,849
	<u>5</u>			<u>244,691</u>	<u>123,270</u>	<u>367,962</u>
		<u>5</u> Personal Services per Schedule B				<u>368,000</u>

JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office

Cost Center Code	Program Name	FTE	From Schedule B	
			Resources	Requirements
			\$ -	\$ -
111110	Administration	0.6	2,500	108,900
112010	Elections	2.1	2,500	279,700
112020	Recording	2.6	450,000	170,700
112030	Board of Property Tax Appeals	0.2	-	16,900
441110	Board of Property Tax Appeals	-	-	2,200
Total Office/Division for Fund		<u>5.5</u>	<u>\$ 455,000</u>	<u>\$ 578,400</u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Admin
Cost Center #: 111110

		Budget Amounts	
		FTE	Dollars
<u>Resources:</u>			
Beginning Fund Balance			\$ -
Program Revenues (Schedule C)			2,500
Interfund Transfers (In) (Schedule C)			-
Total Resources - To Schedule A			\$ 2,500
<u>Requirements:</u>			
Expenditures:			
Personal Services (Schedule D)	0.60	\$	60,000
Materials and Services (Schedule E)			48,900
Interfund Transfers (Out) (Schedule E)			-
Capital Outlays directly from program (Schedule F)			-
Contingency			-
Ending Fund Balance			-
Total Requirements - To Schedule A		0.60	\$ 108,900

Purpose of Program:

Oregon Statutes including but not limited to:
 Chapters 92, 106, 198, 205 & 246 - 260.
 Const. V 16 V16, 9 VII 15

Goals of Program:

- To facilitate and support all functions and duties of the Clerk & Recorder's Office.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Admin
Cost Center #: 111110

		<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>			
30000	Property Taxes		\$ -
30100	Prior Year Taxes		-
30900	Other Taxes		-
31100	Licenses, Permits and Fees		-
32100	Federal Grants		
32200	State Grants		2,500
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		
	Total Revenues - To Schedule B		<u><u>\$ 2,500</u></u>

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Admin
Cost Center #: 111110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,000
43300 Operating Supplies	500
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	
44910 Printing and Duplication	
44929 Postage and Shipping	
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	
44040 Advertising	
44100 Professional Services	1,000
44922 Dues and Subscriptions	800
44990 Insurance	3,000
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	1,000
44451 Education and Training	1,500
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	300
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	39,900
44840 Equipment Operation, Repairs and Maint (Fleet)	
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 49,000
<u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Elections
Cost Center #: 112010

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		2,500
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 2,500
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	2.10	\$ 141,000
Materials and Services (Schedule E)		138,700
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	2.10	\$ 279,700

Purpose of Program:

Oregon Statutes including but not limited to:
 Chapters 92, 106, 198, 205 & 246 - 260.
 Const. V 16 V16, 9 VII 15

Goals of Program:

- Administration of election laws to achieve and maintain a maximum degree of correctness, impartiality, efficiency, uniformity and integrity in application.
- Encourage public participation (voter turn-out)
- Increase public confidence in the election process.
 (allowing public observers whenever possible)

ALL SERVICES PROVIDED ARE MANDATED.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Elections
Cost Center #: 112010

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	
30900	Other Taxes	
31100	Licenses, Permits and Fees	500
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	
35300	Interfund Payments	
37100	Interest Earned	
37200	Donations	
37850	Equity Transfer In	
37900	Miscellaneous	
	Total Revenues - To Schedule B	<u><u>\$ 2,500</u></u>

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Elections
Cost Center #: 112010

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,200
43300 Operating Supplies	6,500
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	
44910 Printing and Duplication	47,000
44929 Postage and Shipping	25,000
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	38,000
44040 Advertising	500
44100 Professional Services	19,000
44922 Dues and Subscriptions	
44990 Insurance	
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	500
44451 Education and Training	1,000
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	
44840 Equipment Operation, Repairs and Maint (Fleet)	
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 138,700
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Recording
Cost Center #: 112020

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		450,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 450,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	2.60	\$ 148,800
Materials and Services (Schedule E)		21,900
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	2.60	\$ 170,700

Purpose of Program:

Oregon Statutes including but not limited to:
 Chapters 92, 106, & 205.

Goals of Program:

- Maintain custody of and preserve all files and records of deeds, mortgages of real property, maps, plats, contracts, powers of attorney and other interests affecting the title to real property required or permitted by law to be recorded.
- Provide easy public access wherever possible.
- Provide professional and friendly customer service at all times.

ALL SERVICES PROVIDED ARE MANDATED EXCEPT PASSPORTS & PHOTOS.
 (Passports and passport photos generate approx. \$11,000 net per year.)

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Recording
Cost Center #: 112020

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	
30900	Other Taxes	
31100	Licenses, Permits and Fees	400,000
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	50,000
	Total Revenues - To Schedule B	<u><u>\$ 450,000</u></u>

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Recording
Cost Center #: 112020

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,500
43300 Operating Supplies	
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	
44910 Printing and Duplication	400
44929 Postage and Shipping	1,500
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	18,500
44040 Advertising	
44100 Professional Services	
44922 Dues and Subscriptions	
44990 Insurance	
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	
44451 Education and Training	
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	
44840 Equipment Operation, Repairs and Maint (Fleet)	
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 21,900
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

**JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12**

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Board of Property Tax Appeals
Cost Center #: 112030

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ -
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.20	\$ 16,800
Materials and Services (Schedule E)		100
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.20	\$ 16,900

Purpose of Program:

Oregon Statutes including but not limited to:
Chapter 309.

Goals of Program:

- Act as the Clerk of the Board for all filings.
- Provide friendly, professional assistance to all petitioners.
- Facilitate all processes in accordance with all statutory time lines.

ALL SERVICES PROVIDED ARE MANDATED.

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Board of Property Tax Appeals
Cost Center #: 112030

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	100
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	
44910 Printing and Duplication	
44929 Postage and Shipping	
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	
44040 Advertising	
44100 Professional Services	
44922 Dues and Subscriptions	
44990 Insurance	
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	
44451 Education and Training	
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	
44840 Equipment Operation, Repairs and Maint (Fleet)	
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 100
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Board of Property Tax Appeals
Cost Center #: 441110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ -
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)		2,200
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 2,200

Purpose of Program:

Oregon Statutes including but not limited to:
Chapter 309.

Goals of Program:

- Act as the Clerk of the Board for all filings.
- Provide friendly, professional assistance to all petitioners.
- Facilitate all processes in accordance with all statutory time lines.

ALL SERVICES PROVIDED ARE MANDATED.

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund / 100
Office/Division: Clerk & Recorder's Office
Program: Board of Property Tax Appeals
Cost Center #: 441110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 200
43300 Operating Supplies	
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	
44910 Printing and Duplication	
44929 Postage and Shipping	100
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	1,600
44040 Advertising	
44100 Professional Services	
44922 Dues and Subscriptions	
44990 Insurance	
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	300
44451 Education and Training	
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	
44840 Equipment Operation, Repairs and Maint (Fleet)	
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 2,200
<u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
Schedule D - Personal Services
Clerk
Adopted Budget
2011-12

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits
111110	1	Clerk	E03C1	73,340	31,977	105,318
112010	1	Sr Admin Super	N1403	48,346	24,834	73,180
112010	1	Dept Specialist	A1005	32,187	20,147	52,334
112010	0.5	Dept Specialist	A1012	18,384	5,244	23,627
112020	1	Dept Specialist	A1012	36,768	21,456	58,224
112020	1	Dept Specialist	A1006	32,187	20,147	52,334
		Overtime				1,500
<u>5.5</u>				<u>241,213</u>	<u>123,804</u>	<u>366,516</u>
<u>5.5 Personal Services per Schedule B</u>						<u>366,600</u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Surveyor
Program: Administration
Cost Center #: 131110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		33,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 33,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.35	\$ 56,300
Materials and Services (Schedule E)		13,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.35	\$ 69,600

Purpose of Program:

The main purpose of the Surveyor's Office is to collect, preserve and provide access to land survey records for both private individuals and public agencies of the lands in Josephine County. These records provide information pertaining to real property, its boundaries and corners, and other areas of measurement thereof that will assist in the determination or re-establishment of property boundaries and corners, and other areas of land measurement. The County Surveyor is responsible for the review and checking of all plats and maps submitted for recording or filing for Josephine County and Cave Junction. Stats. Implemented: ORS 192.005-192.170 & 357.805-357.895 Public Records Retention: all of the records held in the Surveyors office are deemed Permanent. per STATE ARCHIVE RULES : OAR 166.03 - 166-150-205. Our records date back to the 1850's. Archiving and preserving these original records is an ongoing process. Concentrating first on the older original surveyor notes and original government surveys.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Surveyor
Program: Administration
Cost Center #: 131110

<u>Revenues:</u>	<u>Revenue Source Code</u>	<u>Budget Amount</u>
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	13,000
32100	Federal Grants	
32200	State Grants	
32300	Local Grants	-
32500	Private Grants	
33100	Charges for Services	13,000
33200	Sales of Materials	7,000
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		\$ 33,000

Transfers from Other Funds (List sources):

35200		\$ -
35200		
35200		
Total Interfund Transfers (In) - To Schedule B		\$ -

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Surveyor
Program: Administration
Cost Center #: 131110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 300
43300 Operating Supplies	800
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	2,500
44929 Postage and Shipping	-
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	1,000
44040 Advertising	
44100 Professional Services	3,000
44922 Dues and Subscriptions	50
44990 Insurance	1,500
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	100
44451 Education and Training	50
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	4,000
44840 Equipment Operation, Repairs and Maint (Fleet)	
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 13,300
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
 Schedule D - Personal Services
 Surveyor
 Adopted Budget
 2011-12

Cost Center	FTE 100	FTE 224	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits	GEN FUND (100)	CORNER FUND (224)
131110	0.5	0.5	Surveyor	E0101	7,834	11,827	19,660	9,830	9,830
131110	0.6	0.4	Sr Dept Specialist	A1207	37,049	21,536	58,585	35,152	23,437
131110	0.15	0.15	Department Assistant	A0704	7,711	2,156	9,867	4,934	4,934
131120	0	0.42	Sr Surveyor Technician	A1804	19,984	1,942	21,927	-	21,927
131120	0.1	0.9	Surveyor Tech III	A1504	40,388	23,157	63,544	6,354	57,186
	<u>1.35</u>	<u>2.37</u>			<u>112,965</u>	<u>60,618</u>	<u>173,583</u>	<u>56,270</u>	<u>117,314</u>

3.72

173,600

1.35 Personal Services per Schedule B - Fund 100

56,300

2.37 Personal Services per Schedule B - Fund 224

117,300

We have decreased our FTE's from 3.8 to 3.72
 Two employees will have FTE cuts and one will have an increase.
 B.Wytcherley from .4 to .3
 T.Newcomb from .5 to .42
 C.Wytcherley will be increased from .9 to 1. this will allow for him to cover in the general fund when needed as to keep in line with the Public Land Corner Preservation Fund

Moneys in the Public Land Corner Preservation Fund shall be used only to pay expenses incurred and authorized by the county surveyor in the establishment, reestablishment and maintenance of corners of government surveys under ORS 209.070 (5) and (6).therefore do to cut backs. C. Wythcerley can only cover in the general office if he is part of the general fund FTE's. (this is mainly to cover vacation time illness or medical leaves).

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Planning
Program: Administration
Cost Center #: 321110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		339,200
Interfund Transfers (In) (Schedule C)		40,000
Total Resources - To Schedule A		\$ 379,200
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	6.00	\$ 473,500
Materials and Services (Schedule E)		49,100
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	6.00	\$ 522,600

Purpose of Program:

The Planning Department consists of three Planners, a Director, and two administrative support staff. The Director and Planners implement land use information and permit services to customers and interested land use participants by providing: 20 hours of front counter and as-needed telephone customer service, review and processing land use applications, staffing public hearings and supporting two citizen advisory boards: the Planning Commission and Land Use Advisory Committees; and, a Technical Advisory Sub-committee of the Planning Commission focused on Wireless Communications. The Director and staff also attend and coordinate with federal, state and regional agencies and groups whose actions affect land use issues in Josephine County. These contacts include: Rogue Valley Council of Governments; Southern Oregon Regional Economic Development, Inc.; Oregon Departments of Environmental Quality, Fish and Wildlife, Transportation and Land Conservation and Development; special councils and districts (watershed, soil and water conservation, fire); Bureau of Land Management and U.S. Forest Service. The Department also serves as a point of contact for neighborhood groups and individuals who are concerned or support issues of land use and development within the County.

The Director and Administrative Secretary perform institutional duties regarding bookkeeping, budgeting, financial reports and implementation of administrative policies and personnel rules. The Director and Senior Specialist oversee the processing of land use applications via administrative decisions, public hearings and local and state appeals, to include public noticing, recording minutes and findings from hearings, coordinating with and reporting to federal, state and local agencies, affected property owners, and interested land use participants.

The Director's role is tied to several projects with economic development connections: the Grants Pass UGB amendment; Airport Planning rule compliance; and, coordinating intra-County department responses to present and future economic development projects. The planning director also supervises planning land use code compliance issues and procedures. The Department is charged with adopting and enforcing floodplain management regulations for all development within FEMA recognized flood hazard areas in the county. This insures that Josephine County is in compliance with National Flood Insurance Program (NFIP) and can continue to participate in the NFIP.

The County's land use program is mandated by ORS 197.175, requiring the Board of Commissioners, with support of the Planning Department, to prepare, adopt, and revise comprehensive plans (maps, databases or special studies, inventories, functional plans and implementing codes) all in compliance with state statutes and planning goals. In the State of Oregon, land use planning is considered an 'essential service'. ORS Chapters 197 (Comprehensive Land Use Planning Coordination) and 215 (County Planning and Zoning) specify detailed laws for the performance of county land use responsibilities. In addition, the Oregon Land Conservation and Development Commission (LCDC) implements and enforces a growing number of local planning obligations via 45 separate Divisions of Administrative Rules to assure local compliance with the statewide system. ORS 197.320-335 (Enforcement of Planning Requirements) gives LCDC the power to enforce state laws, rules and acknowledged local plans and regulations. The only planning service that is not mandated by specific law or rule is code enforcement.

Budget Goals

1. Encourage public involvement through community outreach in identifying service requirements and programs to be provided by the Planning Office.

Minimum levels for planning services are established by Oregon statute and administrative rules. This includes not only the nature and detail of services required but timeliness for the work. While County development activities are near minimum levels, staff is supporting a comprehensive review of non-mandated land use services via a specially appointed citizen's advisory board, called the Josephine County Land Development Advisory Committee. The LDAC committee is appointed by the Board of County Commissioners. Committee outreach and recommendations from this group should conclude at the beginning of FY11-12, but the process is not likely to end there. If the Board so chooses, the Planning Commission will be directed to consider the findings of the LDAC Committee and consider (with public hearings) how such recommendations may be incorporated into the Code. Public input is also received and considered during bi-weekly public update meetings with staff and during "Comments from Citizens" during the weekly Wednesday business sessions.

2. Provide sustainable funding for all mandated and essential county government programs for the next ten years.

Sustainable funding for the County planning services at current levels can be achieved only by a combination of "full fee for services" and contribution from the County's general fund. Planning service fees were raised over a 5 year fiscal period (2003-2008) with the goal of providing sustainable funding in order to cover the average cost of providing these services. Despite this effort, the numbers of permits reviewed and applicable costs associated with those types, were not sufficient to cover the overall cost of planning and development review. All costs of overhead and services include those indirectly associated with actual service, such as: code enforcement; advanced planning; providing information in support to legal services; problem solving and report-making regarding general administrative matters; and, responding to citizens and other state or local agencies that do not pay fees for service.

As the Department and Board have shifted focus to more long range planning projects such as the RLDC code update, procedures and contacts to increase economic activity, the Grants Pass UGB expansion and Wireless Communications Ordinance (projects to be continued in FY 11-12), the Department is faced with expending resources on tasks that inherently do not produce current revenue. The static level of economic development grants, a continued stagnant level of permit activity due to a poor economic climate, and greater number of long range projects create a 'gap' in funding services this year. That discrepancy can be addressed by one of four actions, or a combination thereof: (1) Fee increase; (2) General fund allocations; 3) reduction in costs of services by reducing levels of service (e.g. staff reduction); and/or 4) Abandon or curtail existing specific projects and services that do not generate fees to support the work. Because of specific state planning service mandates, strict limits for final decisions and penalties for non-compliance, action under item 4) above cannot hinder development review. In addition, failure to perform long-range planning functions as needed to maintain overall compliance with statewide rules and goals can result in enforcement action from the State of Oregon, including the withdrawal of state-shared funding resources.

Currently, fees from development activity and a \$50,000 grant from Economic Development funds support approximately 74% of the cost of the Planning Department. We researched the budgets of several other O&C Counties (of similar population, or geographically near) regarding Planning services; the results are summarized below.

3. Provide services in a transparent, open and efficient manner to the citizens of Josephine County

Planning services are largely performed in public format. Almost all applications require notice to affected property owners, land use interest groups and other agencies and jurisdictions. Hearings before the Planning Commission and the Board of Commissioners occur as public hearings with notice under state-mandated public meeting law and land use review requirements. The Director responds to planning services issues directly to the Board in bi-weekly public meetings, and sometimes during Wednesday business sessions. All of these meetings are recorded. All public land use hearings are televised. The Director and staff also respond directly to the Board regarding issues of planning service. Finally, the planning office has an established system to provide its records to citizens in a reasonable way as required by the Public Records Law.

4. Ensure cost effective achievement of services to county citizens by providing an environment that fosters a highly qualified and professional workforce.

There are presently 6 professional employees in the planning office. Three planners hold college degrees in planning or related disciplines; the Director holds an advanced degree and is certified by the American Institute of Certified Planners. The 3 Planners and Director possess 45 years of combined public service. Two support employees (administrative secretary and senior department specialist) have 29 years of service in Josephine County. One is certified as a paralegal and has 20 years experience as a legal secretary. The other has 33 years of experience and training in bookkeeping, budgeting and personnel rules, and was a County program manager for 9 years. Each employee is qualified in their field and disposed by training and ethic to provide exemplary public service. In the complex, stressful and often conflicting planning venue, the county's land use professionals provide a wide array of land use services that are frequently unnoticed in the absence of controversy, but an essential role for County government.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Planning
Program: Administration
Cost Center #: 321110

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	339,200
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	
	Total Revenues - To Schedule B	<u><u>\$ 339,200</u></u>

Transfers from Other Funds (List sources):

35200	Economic Development	\$ 40,000
35200		-
35200		
	Total Interfund Transfers (In) - To Schedule B	<u><u>\$ 40,000</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Planning
Program: Administration
Cost Center #: 321110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 5,000
43300 Operating Supplies	
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	1,100
44910 Printing and Duplication	2,500
44929 Postage and Shipping	
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	
44040 Advertising	250
44100 Professional Services	
44922 Dues and Subscriptions	450
44990 Insurance	4,500
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	1,500
44451 Education and Training	600
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	600
44710 Rental - Land and Buildings	1,700
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	30,200
44840 Equipment Operation, Repairs and Maint (Fleet)	700
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 49,100
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

**Josephine County
Schedule D - Personal Services
Planning
Adopted Budget
2011-2012**

Cost Center	FTE	Job Title	Grade & Step	Annual Salary w/COLA	Total Taxes & Benefits	Total Salary & Benefits
321110	1	Planner II	A1709	51,400	26,500	77,900
321110	1	Planner III	A19B12	63,500	30,100	93,600
321110	1	Sr. Dept Spec	A1212	41,200	22,700	63,900
321110	1	Planner I	A1406	40,300	23,100	63,400
321110	1	Planning Director	NU2109	78,900	34,800	113,700
321110	1	Admin Secretary	A1112	38,900	22,100	61,000
	<u>6</u>			<u>314,200</u>	<u>159,300</u>	<u>473,500</u>

6 Personal Services per Schedule B 473,500

JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Forestry

Cost Center Code	Program Name	From Schedule B		
		FTE	Resources	Requirements
211110	Administration	1.3	\$ 27,700	\$ 268,700
212290	Timber	3.6	818,000	294,600
212300	Reforestation	5.2	70,500	339,600
Total Office/Division for Fund		10.0	\$ 916,200	\$ 902,900

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Forestry
Program: Administration
Cost Center #: 211110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		27,700
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 27,700
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.25	\$ 86,900
Materials and Services (Schedule E)		181,800
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.25	\$ 268,700

Purpose of Program:

The 1.25 FTE's in Administration provides overhead, leadership, and agreement/grant writing in the Timber Sale and Reforestation Programs. This year we expect to receive an estimated \$250,000. from a Forest Service agreement to assist them in various hazardous fuels reduction projects. Other grant resources include Title III projects to improve forest health and assist in the Youth Tree Plant. Funds from the Title III SRS 2008 grant will be utilized to contract the Oregon Department of Forestry to reduce hazardous fuels on forest lands that are adjacent to rural homes. The Administration cost center also contains approximately \$100,000. in requirements to protect the forest from wild land fires.

The Josephine County Forestry Department is involved with the public through several outreach projects.

- The most visible and successful program is the Youth Tree Plant. Forestry, along with many community volunteers, teach around 1,000 children from local youth organizations and public/private/home schools how to plant tree seedlings and about the environment in a forest setting.
- The OSU Extension Service annually requests Forestry Staff members to instruct small woodland owner groups in successful reforestation practices.
- Forestry provides presentations to various civic organizations discussing the County Forest history, purpose and accomplishments.
- Over the counter and phone advice is also given regarding nearly all facets of forestry.

Funding sustainability of the Forestry Program is achieved mostly through receipts of timber harvested from the County's 30,000 acre forest. To ensure fair market value and transparency, timber sale contracts are awarded through an open competitive bid process. Funds from firewood permits and the lease of an additional cell tower space has once again become a significant contributor to the program's budget.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Forestry
Program: Administration
Cost Center #: 211110

		<u>Revenue Source Code</u>	<u>Budget Amount</u>
<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		
33200	Sales of Materials		
33300	Rental Charges (Cell towers)	11201	27,000
34200	Fines and Forfeitures		
35300	Interfund Payments		
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous (misc income)	49000	700
	Total Revenues - To Schedule B		<u><u>\$ 27,700</u></u>

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Forestry
Program: Administration
Cost Center #: 211110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,100
43300 Operating Supplies	1,000
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	200
44910 Printing and Duplication	1,300
44929 Postage and Shipping	100
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	500
44040 Advertising	
44100 Professional Services	
44922 Dues and Subscriptions	
44990 Insurance	4,100
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	1,000
44451 Education and Training	1,000
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	1,500
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	18,000
44840 Equipment Operation, Repairs and Maint (Fleet)	51,000
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	100,000
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	1,000
Total Materials and Services - To Schedule B	\$ 181,800
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund
Office/Division: Forestry
Program: Timber
Cost Center #: 212290

	Budget Amounts	
	<u>FTE</u>	<u>Dollars</u>
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		818,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 818,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	3.60	\$ 269,600
Materials and Services (Schedule E)		25,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	3.60	\$ 294,600

Purpose of Program:

The Timber Program utilizes 3.6 FTE's to accomplish the following on Josephine County's 30,000 acre forest during FY 2011/2012

- Plan, conduct field work, develop contracts, auction and administrate the harvest of five timber sales. Receipts from sales, estimated at \$551,000. are to be deposited into the General Fund.
- Ensure that State and Federal regulations concerning the environment are complied with through training and conducting endangered wildlife/plant surveys.
- Provide firewood to the general public and small commercial operators. Estimated revenue expected to once again reach \$17,000.
- Complete a County Ordinance that will allow recreational dredge operators to find gold on streams located on land managed by the Forestry Department.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Forestry
Program: Timber
Cost Center #: 212290

	Revenue Source Code	Budget Amount
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	
30900	Other Taxes	
31100	Licenses, Permits and Fees - (Firewood)	17,000
32100	Federal Grants (USFS)	250,000
32200	State Grants	
32300	Local Grants	
32500	Private Grants	
33100	Charges for Services	
33200	Sales of Materials (Timber sales)	551,000
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		\$ 818,000

Transfers from Other Funds (List sources):

35200		\$ -
35200		
35200		
Total Interfund Transfers (In) - To Schedule B		\$ -

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Forestry
Program: Timber
Cost Center #: 212290

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	12,500
43328 Uniforms and Protective Gear	1,500
43770 Equipment (<\$5,000)	500
44910 Printing and Duplication	500
44929 Postage and Shipping	
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	
44040 Advertising	200
44100 Professional Services	5,000
44922 Dues and Subscriptions	200
44990 Insurance	
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	
44451 Education and Training	
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	
44840 Equipment Operation, Repairs and Maint (Fleet)	4,600
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 25,000
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2011-12

Fund: General Fund
Office/Division: Forestry
Program: Reforestation
Cost Center #: 212300

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		70,500
Total Resources - To Schedule A		\$ 70,500
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	5.15	\$ 285,300
Materials and Services (Schedule E)		54,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	5.15	\$ 339,600

Purpose of Program:

The Reforestation program focuses on planting, enhancing growth and health of young trees by utilizing its 5.15 FTE workforce to accomplish the following:

- Plant 25,000 seedlings on approximately 170 acres.
- Continued maintenance of the County's three Douglas-fir test sites and two Sugar Pine disease resistant test sites.
- Brush control and/or thinning on 85 acres.
- Through an agreement with the United States Forest Service, the reforestation crew is used to establish boundaries, monitor contractors and perform hazard fuel reduction work.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Forestry
Program: Reforestation
Cost Center #: 212300

		<u>Revenue Source Code</u>	<u>Budget Amount</u>
<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		
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>\$ -</u></u>

Transfers from Other Funds (List sources):

35200	Grant Projects Fund (210) - Title III	51168	\$ 60,000
35200	Grant Projects Fund (210)-(SRS 2008)	51168	10,500
35200			
Total Interfund Transfers (In) - To Schedule B			<u><u>\$ 70,500</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2011-12

Fund: General Fund (100)
Office/Division: Forestry
Program: Reforestation
Cost Center #: 212300

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	31,900
43328 Uniforms and Protective Gear	3,000
43770 Equipment (<\$5,000)	8,500
44910 Printing and Duplication	
44929 Postage and Shipping	
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	
<u>Fees and Services:</u>	
44001 Contracted Services	10,900
44040 Advertising	
44100 Professional Services	
44922 Dues and Subscriptions	
44990 Insurance	
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	
44451 Education and Training	
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	
44840 Equipment Operation, Repairs and Maint (Fleet)	
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	
44200 Medical Services (Self Insurance Fund only)	
44992 Self Insurance Claims (Self Insurance Fund only)	
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 54,300
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
Schedule D - Personal Services
Forestry
Adopted Budget
2011-12

Cost Center	FT E	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits
211110	1	Forestry Prog Supervisor	N1812	71,599	31,895	103,494
211110	1	Admin Secretary	A1112	38,923	22,072	60,995
212290	1	Forestry Tech	A1304	36,214	21,507	57,721
212290	1	Forestry Proj For	N1012	48,461	25,148	73,609
212290	1	Forester II	N1704	57,366	27,745	85,110
212290	1	Forestry Tech II	A1412	46,085	24,386	70,471
212300	1	Forestry Project Spec I	A0803	26,590	20,432	47,022
212300	1	Forestry Project Spec I	A0801	25,263	19,959	45,222
212300	1	Forestry Project Spec I	A0806	29,511	21,474	50,986
212300	1	Forestry Project Spec II	A0901	26,710	20,475	47,185
	<u>10</u>			<u>406,723</u>	<u>235,093</u>	<u>641,816</u>

10 Personal Services per Schedule B

641,800



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