

Enterprise Funds



JOSEPHINE COUNTY, OREGON
Adopted Budget 2011-12
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Enterprise Funds

Fund Number and Name

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

Fund: Jail Commissary Fund (501)
Office/Division: Sheriff
Program: Adult Jail Inmate Commissary
Cost Center # 293190

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 60,000
Program Revenues (Schedule C)		72,000
Interfund Transfers (In) (Schedule C)		-
Total Resources		\$ 132,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)		\$ -
Materials and Services (Schedule E)		95,000
Interfund Transfers (Out) (Schedule E)		5,000
Capital Outlays directly from program (Schedule F)		-
Contingency		32,000
Ending Fund Balance		-
Total Requirements	-	\$ 132,000

The Jail Commissary Fund provides commissary items to inmates and collects the costs from inmates with sufficient funds to pay for items. The purpose of the commissary fund is to both supply and provide a fund from which reimbursement can be made. Expenditures made from this fund are for the benefit of the inmates.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: Jail Commissary Fund (501)
Office/Division: Sheriff
Program: Adult Jail Inmate Commissary
Cost Center #: 293190

		<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	49000	72,000
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>\$ 72,000</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: Jail Commissary Fund (501)
Office/Division: Sheriff
Program: Adult Jail Inmate Commissary
Cost Center # 293190

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	40,000
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	35,000
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	20,000
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	\$ 95,000
<u>Transfers to Other Funds (List recipients):</u>	
45210 Public Safety Fund - Adult Jail (240 - 293190)	5,000
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ 5,000

RESOURCES AND REQUIREMENTS
AIRPORTS FUND (530)

Josephine County

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2011-12		
Actual	Adopted Budget This Year 2010-11	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2008-09	First Preceding Year 2009-10					
			RESOURCES			
\$ 112,377	\$ 161,313	\$ 161,200	Beginning Fund Balance	\$ 176,300	\$ 176,300	\$ 176,300
			Revenues generated by programs:			
504,042	410,556	622,000	Grants Pass Airport	521,500	521,500	521,500
21,300	19,525	44,350	Illinois Valley Airport	23,700	23,700	23,700
			Capital Grants:			
48,020	288,146	2,137,500	Grants Pass Airport	1,040,800	1,040,800	1,040,800
63,318	81,543	498,750	Illinois Valley Airport	594,000	594,000	594,000
			Interfund Transfer:			
			210 - Grant Projects Fund - Economic Development for the Illinois Valley Airport	30,000	30,000	30,000
37,000	37,000	37,000				
\$ 786,057	\$ 998,083	\$ 3,500,800	TOTAL RESOURCES	\$ 2,386,300	\$ 2,386,300	\$ 2,386,300
			REQUIREMENTS			
			Operating Expenditures:			
\$ 439,596	\$ 367,751	\$ 464,900	Grants Pass Airport	\$ 500,500	\$ 500,500	\$ 500,500
60,822	46,056	53,100	Illinois Valley Airport	60,700	60,700	60,700
			Capital Outlays:			
42,543	306,541	2,250,000	Grants Pass Airport	1,077,500	1,077,500	1,077,500
68,383	87,114	525,000	Illinois Valley Airport	596,500	596,500	596,500
			Interfund Transfer:			
13,400	14,200	14,200	401 - Internal Services Fund (ISF)	19,500	19,500	19,500
-	-	193,600	Contingency	131,600	131,600	131,600
624,744	821,662	\$ 3,500,800	TOTAL REQUIREMENTS	\$ 2,386,300	\$ 2,386,300	\$ 2,386,300
161,313	176,421		Ending Fund Balance			
\$ 786,057	\$ 998,083		TOTAL ACTUAL			

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

Fund: Airports Fund (530)
Office/Division: Airports

<u>Cost Center Code</u>	<u>Program Name</u>	<u>From Schedule B</u>		
		<u>FTE</u>	<u>Resources</u>	<u>Requirements</u>
451110	Grants Pass Airport Admin/Ops	1.70	\$ 1,702,600	\$ 1,702,600
451170	Illinois Valley Airport Admin/Ops	0.57	683,700	683,700
Total Office/Division for Fund		<u><u>2.27</u></u>	<u><u>\$ 2,386,300</u></u>	<u><u>\$ 2,386,300</u></u>

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

Fund: Airport Fund (530)
Office/Division: Grants Pass
Program: Grants Pass Airport
Cost Center #: 451110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 140,300
Program Revenues (Schedule C)		1,562,300
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 1,702,600
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.70	\$ 107,800
Materials and Services (Schedule E)		392,700
Interfund Transfers (Out) (Schedule E)		13,900
Capital Outlays directly from program (Schedule F)		1,077,500
Contingency		110,700
Ending Fund Balance		-
Total Requirements - To Schedule A	1.70	\$ 1,702,600

Purpose of Program:

The Airports Fund is used to account for the administration and operations of the county's two airports: Grants Pass and Illinois Valley. The Grants Pass Airport is operated and maintained with revenue generated through leases and fees. The airport's facilities are for the commerce, transportation, emergency services, and pleasure of Josephine County residents as well as the State and Country.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: Airports (530)
Office/Division: Grants Pass
Program: Grants Pass Airport Administration/Operations
Cost Center #: 451110

		<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	14500	950,000
32200	State Grants		90,800
32300	Local Grants		
32500	Private Grants		
33100	Charges for Services	11203	94,000
33200	Sales of Materials	47100	370,000
33300	Rental Charges	47210	53,500
34200	Fines and Forfeitures		
35300	Interfund Payments		
37100	Interest Earned	10900	2,000
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		2,000
Total Revenues - To Schedule B			<u><u>\$ 1,562,300</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: Airports Fund (530)
Office/Division: Grants Pass
Program: Grants Pass Airport
Cost Center #: 451110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,000
43300 Operating Supplies	4,000
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	6,000
44910 Printing and Duplication	2,000
44929 Postage and Shipping	200
43340 Food and Related Supplies (CJ and Sheriff only)	
43920 Ammunition (Sheriff only)	
43740 Aviation Fuel (Airport only)	350,000
<u>Fees and Services:</u>	
44001 Contracted Services	
44040 Advertising	
44100 Professional Services	
44922 Dues and Subscriptions	800
44990 Insurance	5,900
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	500
44451 Education and Training	300
<u>Facilities and Utilities:</u>	
44600 Utilities	7,000
44661 Communications	2,000
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)	4,000
<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	5,000
Total Materials and Services - To Schedule B	\$ 392,700
 <u>Transfers to Other Funds (List recipients):</u>	
45210 ISF Funds Transfer	\$ 13,900
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 13,900

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

Fund: Airports (531)
Office/Division: Illinois Valley
Program: Illinois Valley Airport
Cost Center #: 451170

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 36,000
Program Revenues (Schedule C)		617,700
Interfund Transfers (In) (Schedule C)		30,000
Total Resources - To Schedule A		\$ 683,700
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.57	\$ 38,400
Materials and Services (Schedule E)		22,300
Interfund Transfers (Out) (Schedule E)		5,600
Capital Outlays directly from program (Schedule F)		596,500
Contingency		20,900
Ending Fund Balance		-
Total Requirements - To Schedule A	0.57	\$ 683,700

Purpose of Program:

The Airports Fund is used to account for the administration and operations of the county's two airports: Grants Pass and Illinois Valley. The Illinois Valley Airport has leases and fees, but at this time those fees are not adequate to support the maintenance and development of this airport. IV receives a subsidy from Video Poker funds allocated for Economic Development. The airports facilities are for the commerce, transportation, emergency services, and pleasure of Josephine County residents as well as the State and Country.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: Airports (531)
Office/Division: Illinois Valley
Program: Illinois Valley Airport Administration/Operations
Cost Center #: 451170

<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		
32100 Federal Grants	14500	450,000
32200 State Grants		144,000
32300 Local Grants		
32500 Private Grants		
33100 Charges for Services	11203	22,200
33200 Sales of Materials		
33300 Rental Charges		
34200 Fines and Forfeitures		
35300 Interfund Payments		
37100 Interest Earned	10900	1,000
37200 Donations		
37850 Equity Transfer In		
37900 Miscellaneous		500
Total Revenues - To Schedule B		<u><u>\$ 617,700</u></u>

Transfers from Other Funds (List sources):

35200 Grant Projects Fund (Econ Develop)	51650	\$ 30,000
35200		
35200		
Total Interfund Transfers (In) - To Schedule B		<u><u>\$ 30,000</u></u>

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

Fund: Airports (531)
Office/Division: Illinois Valley
Program: Illinois Valley Airport
Cost Center #: 451170

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 200
43300 Operating Supplies	2,000
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	2,000
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	
44040 Advertising	500
44100 Professional Services	
44922 Dues and Subscriptions	100
44990 Insurance	5,900
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	500
44451 Education and Training	
<u>Facilities and Utilities:</u>	
44600 Utilities	2,000
44661 Communications	1,000
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)	2,000
<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	2,000
Total Materials and Services - To Schedule B	\$ 22,300
 <u>Transfers to Other Funds (List recipients):</u>	
45210 ISF Funds Transfer	\$ 5,600
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 5,600

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

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits	Grants Pass Airport	Illinois Valley Airport
451110	1	Airport Manager	N1610	63,359	30,170	93,529	65,470	28,059
451110	0.27	Fill-In Dept Assistant	A0703	6,764	546	7,310	5,482	1,827
451110	0.5	Airport Maint Tech	A1004	15,277	4,776	20,052	14,037	6,016
	<u>1.77</u>			<u>85,399</u>	<u>35,491</u>	<u>120,891</u>	<u>84,989</u>	<u>35,902</u>
451110	0.5	Operations Assistant	A1601	19,757	5,524	25,280	22,752	2,528
	<u>2.27</u>	Personal Services per Schedule B				<u>146,200</u>	<u>107,800</u>	<u>38,400</u>
					FTE per Schedule B		<u>1.70</u>	<u>0.57</u>



Josephine County, Oregon

Department of Airports

1441 Brookside Blvd, Grants Pass, OR 97526

Phone: (541) 955-4535 • Fax: (541) 479-8894

E-mail: jocoair @ vsisp.net

Memorandum

DATE: March 24, 2011

TO: Board of County Commissioners

FROM: Alex Grossi
Department of Airports

SUBJECT: Additional Personnel Justification for Grants Pass and Illinois Valley Airports

For budget year 2011-12 I have factored in one additional person (.5 FTE) into schedule D.

This additional person has been added for purposes of future succession of my position, and requires a great deal of familiarization in many areas of responsibility for a smooth transition. This addition will offer responsible coverage at all times for the airports in my absence for any number of reasons that in the past has presented a problem. Finally, in recent years the political work load of my position has circumvented the attention to some of the important daily operations details that make the airports function smoothly. The cost of this additional half time person is within the current annual discretionary revenues available.

If you are in need of any further details, I will be happy to provide you with whatever you need. Thank you for your consideration in this matter.

JOSEPHINE COUNTY
SCHEDULE F - CAPITAL OUTLAYS
Adopted Budget
Five Year Plan

OFFICE/DIVISION NAME: Airports (530)

Description	2011-2012	2012-13	2013-14	2014-15	2015-16
Grants Pass airport	Amount	Amount	Amount	Amount	Amount
Runway Overlay Completion	\$ 997,500	\$ -	\$ -	\$ -	\$ -
Pavement Maintenance Program	\$ 80,000			\$ 99,000	
Hangar Taxilane Development		\$ 1,130,000			
Environmental Assesm't for Runway Ext		\$ 240,000			
Runway Extension - Phase 1			\$ 1,400,000		
Runway Extension - Phase 2				\$ 1,400,000	
Install REILSs & PAPIs				\$ 244,000	
Relocate beacon & AWOS		\$ -	\$ -	\$ -	\$ 75,000
	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,077,500	\$ 1,370,000	\$ 1,400,000	\$ 1,743,000	\$ 75,000
Illinois Valley Airport					
Perimeter Fence	\$ 472,500	\$ -	\$ -	\$ -	\$ -
Pavement Maintenance	\$ 124,000	\$ -	\$ -	\$ 124,000	\$ -
Upgrade Airport Lighting & V A S I	\$ -	\$ 550,000	\$ -	\$ -	\$ -
Apron Expansion and Tie Downs		\$ 644,000			
Runway 18 - 36 Overlay			\$ 2,000,000		
West side Parallel Taxiway Phase 1				\$ 1,007,000	
Avigation Easement					\$ 213,000
Total	\$ 596,500	\$ 1,194,000	\$ 2,000,000	\$ 1,131,000	\$ 213,000
Recap - Expended from:					
Directly from program - To Schedule B	\$ 1,674,000	\$ -	\$ -	\$ -	\$ -
Grants Pass Airport	\$ 1,077,500				
Illinois Valley Airport	\$ 596,500				
Property Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay	\$ 1,674,000	\$ -	\$ -	\$ -	\$ -

* Totals must agree with the amounts shown in the capital outlay justification submitted to the Board of County Commissioners. Please attach the justification papers for 2011-12.



Josephine County, Oregon

Department of Airports

1441 Brookside Blvd, Grants Pass, OR 97526

Phone: (541) 955-4535 • Fax: (541) 479-8894

E-mail: jocoair @ vsisp.net

Memorandum

DATE: March 24, 2011

TO: Board of County Commissioners

FROM: Alex Grossi
Department of Airports

SUBJECT: Capital Outlay Justification for Grants Pass and Illinois Valley Airports

Grants Pass Airport

Capital outlay for budget year 2011-12 is projected to total \$1,077,500. This total is a 95% Federal Aviation Administration grant, with an airport fund match of 5%. The 5% matching funds of \$53,875 have been awarded from the Connector Oregon III Rural Airports Program grant. This program is dedicated to the 5% match on FAA AIP grants. If for some reason Josephine County is not awarded the match grant, the airport has contingency funds to cover the match.

The Capital Improvement project these funds are directed to will be the construction portion of the Grants Pass Airport runway overlay and rehabilitation, replacement and upgrade of the runway lighting and control system. The design engineering portion of the project has been completed, construction is expected to begin this spring.

Illinois Valley Airport

Capital outlay for budget year 2011-12 is projected to total \$596,500. This total is a 95% Federal Aviation Administration grant, with an airport fund match of 5%. Much of the 5% matching funds of \$29,825 required for the project, \$17,737 have been awarded from the Connector Oregon III Rural Airports Program grant. This program is dedicated to the 5% match on FAA AIP grants. If for some reason Josephine County is not awarded the match grant, the airport has contingency funds to cover the match.

The Capital Improvement project these funds are directed to will be the construction portion of the Illinois Valley Airport perimeter fence project that is currently underway. The design engineering portion of the project is hopefully near completion, and is expected to be ready for construction this summer. A portion of airport funds may be used for capital improvements to support auto traffic on the airport that may not be covered under federal grants. This would include asphalt surfacing to reduce auto vs. aircraft conflicts. The overall benefit to the airport will be a greatly needed safety and security improvement that will benefit the entire community.

If you are in need of any further details, I will be happy to provide you with whatever you need. Thank you for your consideration in this matter.