

Internal Vendor Funds



JOSEPHINE COUNTY, OREGON
Adopted Budget 2011-12
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Internal Vendor Funds

Fund Number and Name

402 – County Buildings and Fleet Fund K 3

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RESOURCES AND REQUIREMENTS

Josephine County

COUNTY BUILDINGS AND FLEET FUND (402)

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					
\$ 371,004	\$ 365,826	\$ 541,200	\$ 614,100	\$ 614,100	\$ 614,100	
8,564	6,138	3,000	4,000	4,000	4,000	
1,724,689	1,817,164	1,828,900	1,889,000	1,889,000	1,889,000	
910,360	1,017,268	1,131,900	1,261,000	1,261,000	1,261,000	
\$ 3,014,617	\$ 3,206,396	\$ 3,505,000	\$ 3,768,100	\$ 3,768,100	\$ 3,768,100	
RESOURCES						
			Beginning Fund Balance			
			Interest Income			
			Revenues generated by departments:			
			Building O & M			
			Fleet			
			TOTAL RESOURCES			
			REQUIREMENTS			
			Operating Expenditures:			
			Building Operations and Maintenance (O & M)			
			County Fleet			
			Interfund Transfers:			
			430 - Property Reserve Fund - Building O & M			
			435 - Equipment Reserve Fund - Fleet			
			201 - Public Works Fund - for Fleet management			
			Contingency			
				463,900	463,900	
			TOTAL REQUIREMENTS			
2,648,791	2,752,854	\$ 3,505,000	\$ 3,768,100	\$ 3,768,100	\$ 3,768,100	
365,826	453,542					
\$ 3,014,617	\$ 3,206,396					
			Ending Fund Balance			
			TOTAL ACTUAL			

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

Fund: County Buildings and Fleet Fund (402)
Office/Division: Facilities
Program: Building Operations and Maintenance
Cost Center #: 391110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 264,100
Program Revenues (Schedule C)		1,889,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 2,153,100
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	15.00	\$ 908,800
Materials and Services (Schedule E)		966,300
Interfund Transfers (Out) (Schedule E)		133,800
Capital Outlays directly from program (Schedule F)		-
Contingency		144,200
Ending Fund Balance		-
Total Requirements - To Schedule A	15.00	\$ 2,153,100

Purpose of Program:

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

Program Budget Goals:

Our Goal is to provide a cost effective service to the County and it's citizens by continually striving to provide the best service at the lowest possible cost. By utilizing energy saving technology and industry best practices we provide a healthy and safe environment that fosters a highly qualified and professional workforce at the lowest possible cost.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: County Buildings and Fleet Fund (402)
Office/Division: Facilities
Program: Building Operations and Maintenance
Cost Center #: 391110

		<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	26210	112,600
34200	Fines and Forfeitures		
35300	Interfund Payments		1,759,800
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		16,600
Total Revenues - To Schedule B			<u><u>\$ 1,889,000</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: County Buildings and Fleet Fund (402)
Office/Division: Facilities
Program: Building Operations and Maintenance
Cost Center #: 391110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,000
43300 Operating Supplies	136,500
43328 Uniforms and Protective Gear	3,000
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	1,000
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	32,500
44040 Advertising	-
44100 Professional Services	35,000
44922 Dues and Subscriptions	1,000
44990 Insurance	3,000
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	2,000
44451 Education and Training	5,000
<u>Facilities and Utilities:</u>	
44600 Utilities	665,000
44661 Communications	5,000
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	2,200
44810 Building Operation, Repairs and Maint (BOM)	45,000
44840 Equipment Operation, Repairs and Maint (Fleet)	25,000
<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	4,000
Total Materials and Services - To Schedule B	\$ 966,300
 <u>Transfers to Other Funds (List recipients):</u>	
45210 Property Reserve Fund (430)	\$ 133,800
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ 133,800

Josephine County
 Schedule D - Personal Services
 Building Operations and Maintenance
 Adopted Budget
 2011-12

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits
391110	1	Bldg Maint Worker	A1212	41,199	24,082	65,281
391110	1	Custodian	A0507	24,748	18,837	43,585
391110	1	Custodian	A0501	21,175	6,751	27,926
391110	1	Custodian	A0512	27,546	19,729	47,275
391110	1	Bldg Maint Worker	A1212	41,199	24,082	65,281
391110	1	Property Facility Director	N2010	77,013	34,298	111,310
391110	1	Bldg Maint Supervisor	N1703	57,366	29,305	86,670
391110	1	Custodial Supervisor	N0909	43,929	25,021	68,951
391110	1	Custodian	A0512	27,546	19,729	47,275
391110	1	Custodian	A0506	24,110	18,634	42,743
391110	1	Custodian	A0512	27,546	19,729	47,275
391110	1	Bldg Maint Worker	A1205	35,158	22,156	57,314
391110	1	Bldg Maint Worker	A1212	41,199	24,082	65,281
391110	1	Bldg Maint Worker	A1212	41,199	24,082	65,281
391110	1	Sr Dept Specialist	A1206	36,091	21,262	57,353
	<u>15</u>			<u>567,023</u>	<u>331,778</u>	<u>898,801</u>
		Overtime		<u>7,000</u>	<u>3,000</u>	<u>10,000</u>
	<u>15</u>			<u>574,023</u>	<u>334,778</u>	<u>908,801</u>
		<u>15 Personal Services per Schedule B</u>				<u>908,800</u>

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

Fund: County Building and County Fleet (402)
Office/Division: Public Works
Program: County Fleet
Cost Center #: 343350

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 350,000
Program Revenues (Schedule C)		1,261,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 1,611,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	3.50	\$ 222,300
Materials and Services (Schedule E)		729,300
Interfund Transfers (Out) (Schedule E)		343,700
Capital Outlays directly from program (Schedule F)		-
Contingency		315,700
Ending Fund Balance		-
Total Requirements - To Schedule A	3.50	\$ 1,611,000

Purpose of Program:

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

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: County Building and County Fleet (402)
Office/Division: Public Works
Program: County Fleet
Cost Center #: 343350

		<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	19610	1,249,000
33100	Charges for Services	41750	12,000
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>\$ 1,261,000</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: County Building and County Fleet (402)
Office/Division: Public Works
Program: County Fleet
Cost Center #: 343350

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 300
43300 Operating Supplies	655,700
43328 Uniforms and Protective Gear	900
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	7,500
44040 Advertising	
44100 Professional Services	1,000
44922 Dues and Subscriptions	100
44990 Insurance	3,000
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	200
44451 Education and Training	500
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	20,000
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	
44840 Equipment Operation, Repairs and Maint (Fleet)	40,000
<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	
Total Materials and Services - To Schedule B	\$ 729,300
 <u>Transfers to Other Funds (List recipients):</u>	
45210 Public Works (201)	\$ 70,000
45210 Equipment Reserve (435)	273,700
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 343,700

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

Cost Center	FTE 402	FTE 201	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits	Fleet 402	PW 201	
343350	1		Mechanic	O3104	35,797	22,291	58,088	58,088		
343350	1		Mechanic	O3101	33,159	21,456	54,615	54,615		
343350	1		Journey Mechanic	O4112	45,487	25,362	70,849	70,849		
343400	<u>0.25</u>	<u>0.75</u>	Fleet Manager	N1706	60,270	30,116	90,386	22,596	67,789	
	3.25	0.75			174,712	99,226		206,149	67,789	
Additions										
343400	<u>0.25</u>	<u>0.75</u>	Lead Mechanic	O5104	40,682	23,840	64,522	16,130	48,391	
	<u>3.50</u>	<u>1.50</u>						222,279	116,181	
	<u>3.50</u>		Personal Services per Schedule B - Fund 402					<u>222,300</u>		
		<u>1.50</u>	Personal Services per Schedule B - Fund 201						<u>116,200</u>	

**2011-2012 PERSONNEL JUSTIFICATIONS
JOSEPHINE COUNTY FLEET**

402-343350

\$ 16,200

For the last five years, the Josephine County Fleet has been co-located with the Public Works Fleet, at the Public Works Department. Having both fleets together provides a number of benefits including: the ability for staff to perform crossover work between fleets as work levels change, elimination of many duplicate pieces of shop and facility equipment and the combination of what were formerly two fleet manager positions.

Historically, the Fleet Manager has provided a range of duties for both fleets, including: administrative oversight, personnel administration and technical analysis/reporting. At the same time, the Lead Mechanic is more closely involved with scheduling, vehicle diagnostics and troubleshooting with individual mechanics; again, in both fleets.

While the Fleet Manager is appropriately budgeted at .25FTE in the County Fleet (and .75FTE in Public Works), the Lead Mechanic has not been budgeted to County Fleet in years past. The 2011-12 County Fleet budget reflects changing the Lead Mechanic from 0FTE to .25FTE in the County Fleet Budget. At the same time, the Interfund Charges will be reduced by an amount equal to .25FTE of the Lead Mechanic's personnel cost. The net to the County Fleet fund is \$0, but the change will result in a better representation of actual expenditures.

RESOURCES AND REQUIREMENTS
INSURANCE RESERVE FUND (410)

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				
\$ 1,008,922	\$ 432,746	RESOURCES			
		Beginning Fund Balance	\$ -	\$ -	
813,964	899,587	Insurance charges to departments	1,238,800	1,238,800	1,238,800
11,646	1,074	Interest Income	1,200	1,200	1,200
185,420	30,536	Insurance proceeds			
\$ 2,019,952	\$ 1,363,943	TOTAL RESOURCES	\$ 1,240,000	\$ 1,240,000	\$ 1,240,000
		REQUIREMENTS			
\$ 1,560,206	\$ 1,327,793	Materials and Services	\$ 1,201,000	\$ 1,201,000	\$ 1,201,000
		Interfund Transfer:			
27,000	29,500	262 - Building Safety Fund	35,000	35,000	35,000
		Contingency	4,000	4,000	4,000
1,587,206	1,357,293	TOTAL REQUIREMENTS	\$ 1,240,000	\$ 1,240,000	\$ 1,240,000
432,746	6,650	Ending Fund Balance			
\$ 2,019,952	\$ 1,363,943	TOTAL ASSETS			

Purpose of Program:

This reserve is intended to accumulate funds from which to pay self insured claims against the County and for insurance premiums for workers comp, general liability, property and other insurances as the County transitions from self insured to premium based coverage.
The Board of County Commissioners authorized the continuation of this fund for a period of ten years beginning July 1, 2006.

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

Fund: Insurance Reserve Fund (410)
Office/Division: Finance
Program: Self Insurance and premium based coverage
Cost Center #: 371110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		1,240,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 1,240,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)		1,201,000
Interfund Transfers (Out) (Schedule E)		35,000
Capital Outlays directly from program (Schedule F)		-
Contingency		4,000
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 1,240,000

Purpose of Program:

This fund accounts for premium payments for General Liability, Property, and Workers Compensation. Prior claims and related litigation (July 1, 2006) and Fleet collision coverage are self-insured.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: Insurance Reserve Fund (410)
Office/Division: Finance
Program: Self Insurance and premium based coverage
Cost Center #: 371110

		<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 - Workers Comp		476,000
33200	Sales of Materials		
33300	Rental Charges		
34200	Fines and Forfeitures		
35300	Interfund Payments - General/Auto/Self Liability		760,000
37100	Interest Earned		1,200
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous - Insurance Reimbursements		2,800
	Total Revenues - To Schedule B		<u><u>\$ 1,240,000</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: Insurance Reserve Fund (410)
Office/Division: Finance
Program: Self Insurance and premium based coverage
Cost Center #: 371110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	
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	935,000
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)	216,000
44200 Medical Services (Self Insurance Fund only)	10,000
44992 Self Insurance Claims (Self Insurance Fund only)	40,000
44995 Miscellaneous	
Total Materials and Services - To Schedule B	\$ 1,201,000
 <u>Transfers to Other Funds (List recipients):</u>	
45210 Building Safety Fund (262)	\$ 35,000
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 35,000

RESOURCES AND REQUIREMENTS

Josephine County

PAYROLL LIABILITY RESERVE FUND (415)

Historical Data		Adopted Budget This Year 2010-11	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2011-12					
Actual	Second Preceding Year 2008-09			First Preceding Year 2009-10	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
\$	678,798	\$	1,287,226	\$	1,500,000	\$	550,000	\$	550,000
	892,519		100,000		380,000		400,000		400,000
	11,311		13,742		10,000		2,000		2,000
\$	1,582,628	\$	1,400,968	\$	1,890,000	\$	952,000	\$	952,000
\$	295,402	\$	586,481	\$	700,000	\$	852,000	\$	852,000
	-		-		1,190,000		100,000		100,000
	295,402		586,481		1,890,000				
	1,287,226		814,487						
\$	1,582,628	\$	1,400,968			\$	952,000	\$	952,000

Purpose of Program:

This fund accounts for the transactions related to vacation and time management payouts. Revenues are from department charges as a percent of payroll. Expenditures are for accrued leave balances paid out at the time of retirement or termination. The Board of County Commissioners authorized the continuation of this fund for an additional ten-year period beginning July 1, 2006.

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

Fund: Payroll Liability Reserve Fund (415)
Office/Division: Finance
Program: Payroll
Cost Center #: 161110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 550,000
Program Revenues (Schedule C)		402,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 952,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ 852,000
Materials and Services (Schedule E)		-
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		100,000
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 952,000

Purpose of Program:

This fund accounts for the transactions related to vacation and time management payouts. Revenues are from department charges as a percent of payroll. Expenditures are for accrued leave balances paid out at the time of retirement or termination. The Board of County Commissioners authorized the continuation of this fund for an additional ten-year period beginning July 1, 2006.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2011-12

Fund: Payroll Liability Reserve Fund (415)
Office/Division: Finance
Program: Payroll
Cost Center #: 161110

		<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	10100	400,000
37100	Interest Earned	10900	2,000
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		
	Total Revenues - To Schedule B		<u><u>\$ 402,000</u></u>

Transfers from Other Funds (List sources):

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



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