

Enterprise Funds



**JOSEPHINE COUNTY, OREGON
Budget 2012-13
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Enterprise Funds

Fund Number and Name

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RESOURCES AND REQUIREMENTS

Josephine County

JAIL COMMISSARY FUND (501)

Historical Data			Budget for Next Year 2012-13		
Actual	Adopted Budget This Year 2011-12	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2009-10	First Preceding Year 2010-11				
		RESOURCES			
\$ 31,565	\$ 46,036	Beginning Fund Balance	\$ 55,000	\$ 55,000	\$ 55,000
78,575	91,824	Operating Revenues	30,000	30,000	30,000
\$ 110,140	\$ 137,860	TOTAL RESOURCES	\$ 85,000	\$ 85,000	\$ 85,000
		REQUIREMENTS			
\$ 64,104	\$ 66,071	Materials and Services	\$ 45,000	\$ 45,000	\$ 45,000
		Capital Outlay			
		Interfund Transfer:			
-	-	240 - Public Safety Fund	40,000	40,000	40,000
-	-	Contingency	-	-	-
64,104	66,071	TOTAL REQUIREMENTS	\$ 85,000	\$ 85,000	\$ 85,000
46,036	71,789	Ending Fund Balance			
\$ 110,140	\$ 137,860	TOTAL ACTUAL			

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Budget Submission
2012-13

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		\$ 55,000
Program Revenues (Schedule C)		30,000
Interfund Transfers (In) (Schedule C)		-
Total Resources		\$ 85,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)		\$ -
Materials and Services (Schedule E)		45,000
Interfund Transfers (Out) (Schedule E)		40,000
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements	-	\$ 85,000

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
Budget Submission
2012-13**

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
33200	Sales of Materials	30,000
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	<u><u>\$ 30,000</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
Budget Submission
2012-13

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	-
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	45,000
Total Materials and Services - To Schedule B	\$ 45,000
 <u>Transfers to Other Funds (List recipients):</u>	
45210 Public Safety Fund - Jail (240 - 293190)	40,000
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ 40,000

RESOURCES AND REQUIREMENTS
AIRPORTS FUND (530)

Josephine County

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2012-13		
Actual	Adopted Budget This Year 2011-12	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2009-10	First Preceding Year 2010-11					
\$ 161,313	\$ 176,421	\$ 176,300	Beginning Fund Balance	\$ 245,200	\$ 245,200	
			Revenues generated by programs:			
410,556	490,473	521,500	Grants Pass Airport	534,000	534,000	
19,525	29,018	23,700	Illinois Valley Airport	19,000	19,000	
			Capital Grants:			
288,146	349,450	1,040,800	Grants Pass Airport	222,300	222,300	
81,543	66,528	594,000	Illinois Valley Airport	20,000	20,000	
			Interfund Transfer:			
			210 - Grant Projects Fund - Economic Development for the Illinois Valley Airport	30,000	30,000	
\$ 998,083	\$ 1,148,890	\$ 2,386,300	TOTAL RESOURCES	\$ 1,070,500	\$ 1,070,500	
			REQUIREMENTS			
			Operating Expenditures:			
\$ 367,751	\$ 404,205	\$ 500,500	Grants Pass Airport	\$ 494,500	\$ 494,500	
46,056	41,350	60,700	Illinois Valley Airport	64,500	64,500	
			Capital Outlays:			
306,541	364,617	1,077,500	Grants Pass Airport	222,300	222,300	
87,114	73,676	596,500	Illinois Valley Airport	20,000	20,000	
			Interfund Transfer:			
14,200	14,200	19,500	401 - Internal Services Fund (ISF)	21,000	21,000	
-	-	131,600	Contingency	248,200	248,200	
821,662	898,048	\$ 2,386,300	TOTAL REQUIREMENTS	\$ 1,070,500	\$ 1,070,500	
176,421	250,842		Ending Fund Balance			
\$ 998,083	\$ 1,148,890		TOTAL ACTUAL			

JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
Budget Submission
2012-13

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	1.60	\$ 956,500	\$ 956,500
451170	Illinois Valley Airport	0.65	114,000	114,000
Total Office/Division for Fund		<u><u>2.25</u></u>	<u><u>\$ 1,070,500</u></u>	<u><u>\$ 1,070,500</u></u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Budget Submission
2012-13

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		\$ 200,200
Program Revenues (Schedule C)		756,300
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 956,500
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.60	\$ 92,000
Materials and Services (Schedule E)		402,500
Interfund Transfers (Out) (Schedule E)		14,500
Capital Outlays directly from program (Schedule F)		222,300
Contingency		225,200
Ending Fund Balance		-
Total Requirements - To Schedule A	1.60	\$ 956,500

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
Budget Submission
2012-13

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

<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	222,300
32200 State Grants		-
32300 Local Grants		
32500 Private Grants		
33100 Charges for Services	11203	100,000
33200 Sales of Materials	47100	370,000
33300 Rental Charges	47210	57,000
34200 Fines and Forfeitures		
35300 Interfund Payments		
37100 Interest Earned	10900	1,000
37200 Donations		
37850 Equity Transfer In		
37900 Miscellaneous		6,000
Total Revenues - To Schedule B		<u><u>\$ 756,300</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
Budget Submission
2012-13

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	500
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	6,100
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	900
44451 Education and Training	700
<u>Facilities and Utilities:</u>	
44600 Utilities	8,000
44661 Communications	4,000
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	11,000
44840 Equipment Operation, Repairs and Maint (Fleet)	3,000
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	1,000
<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	3,500
Total Materials and Services - To Schedule B	\$ 402,500
 <u>Transfers to Other Funds (List recipients):</u>	
45210 ISF Funds Transfer	\$ 14,500
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 14,500

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Budget Submission
2012-13

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 45,000
Program Revenues (Schedule C)		39,000
Interfund Transfers (In) (Schedule C)		30,000
Total Resources - To Schedule A		\$ 114,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.65	\$ 38,900
Materials and Services (Schedule E)		25,600
Interfund Transfers (Out) (Schedule E)		6,500
Capital Outlays directly from program (Schedule F)		20,000
Contingency		23,000
Ending Fund Balance		-
Total Requirements - To Schedule A	0.65	\$ 114,000

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
Budget Submission
2012-13

Fund: Airports (531)
Office/Division: Illinois Valley
Program: Illinois Valley Airport
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	20,000
32200 State Grants		-
32300 Local Grants		
32500 Private Grants		
33100 Charges for Services	11203	15,500
33200 Sales of Materials		
33300 Rental Charges		
34200 Fines and Forfeitures		
35300 Interfund Payments		
37100 Interest Earned	10900	500
37200 Donations		
37850 Equity Transfer In		
37900 Miscellaneous		3,000
Total Revenues - To Schedule B		<u><u>\$ 39,000</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
Budget Submission
2012-13

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	\$ 500
43300 Operating Supplies	1,000
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	3,000
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	1,000
44100 Professional Services	
44922 Dues and Subscriptions	200
44990 Insurance	6,100
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	500
44451 Education and Training	500
<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)	6,000
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	1,800
Total Materials and Services - To Schedule B	\$ 25,600
 <u>Transfers to Other Funds (List recipients):</u>	
45210 ISF Funds Transfer	\$ 6,500
45210	
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 6,500

Josephine County
Schedule D - Personal Services
Airports
2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation			
								GP Airport	GP FTE	IV Airport	IV FTE
451110	Airport Manager	N1604	NU	1.00	55,598	28,079	83,677	58,574	0.70	25,103	0.30
451110	Dept Assistant	A0703	AF	0.25	6,369	516	6,885	5,164	0.20	1,721	0.05
451110	Airport Maint Tech	A1005	AF	0.50	15,969	5,251	21,219	14,853	0.35	6,366	0.15
				1.75	77,936	33,845	111,782	78,591	1.25	33,190	0.50
	ADDITIONS										
451110	Airport Maint Tech	A1001	AF	0.50	14,397	4,734	19,131	13,392	0.35	5,739	0.15
								<u>92,000</u>		<u>38,900</u>	
								FTE	<u>1.60</u>		<u>0.65</u>



Josephine County, Oregon

Department of Airports

1441 Brookside Blvd, Grants Pass, OR 97526

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Memorandum

FROM: Larry Graves
Department of Airports

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

For budget year 2012-13 I have factored in one additional person (.5 FTE) into schedule D.

This additional part time person has been added for purposes of a second Airport Maintenance Technician. This addition will offer much needed coverage at all times for the airports for 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.

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

OFFICE/DIVISION NAME:

Airports (530)

Fund - Cost Center:

(this should tie to transfer out 45210 on Schedule E to a capital fund)

Description	2012-13 *	2013-14	2014-15	2015-16	2016-17
	Amount	Amount	Amount	Amount	Amount
Grants Pass Airport					
Environmental Assessment East Taxiway	\$ 222,300	\$ -	\$ -	\$ -	\$ -
East Taxiway Design Phase	\$ -	\$ 311,100	\$ -	\$ -	\$ -
Transfer Funds Out	\$ -	\$ -	\$ 20,000	\$ -	\$ -
East Taxiway Construction	\$ -	\$ -	\$ -	\$ 4,914,000	\$ -
Carry Over Funds "Lend Out"	\$ -	\$ -	\$ -	\$ -	\$ -
Runway Vert Visual Guide S (REIL, PAPI)	\$ -	\$ -	\$ -	\$ -	\$ 232,000
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 222,300	\$ 311,100	\$ 20,000	\$ 4,914,000	\$ 232,000
Illinois Valley Airport					
Complete Perimeter Fence Project	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Vertical Guidance Lighting (PAPI, REIL)	\$ -	\$ 166,700	\$ -	\$ -	\$ -
Install New/Rehabilitate Airport Beacon	\$ -	\$ 105,600	\$ -	\$ -	\$ -
Rehabilitate Aprons, Design Phase	\$ -	\$ -	\$ 111,100	\$ -	\$ -
Rehabilitate Aprons Construction	\$ -	\$ -	\$ -	\$ 388,900	\$ -
Rehabilitate Runway, Design Phase	\$ -	\$ -	\$ -	\$ -	\$ 245,500
Total	\$ 20,000	\$ 272,300	\$ 111,100	\$ 388,900	\$ 245,500
Recap - Expended from:					
Directly from program - To Schedule B	\$ 242,300	\$ 583,400	\$ 131,100	\$ 5,302,900	\$ 477,500
Grants Pass Airport	\$ 222,300	\$ 311,100	\$ 20,000	\$ 4,914,000	\$ 232,000
Illinois Valley Airport	\$ 20,000	\$ 272,300	\$ 111,100	\$ 388,900	\$ 245,500
Property Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay	\$ 242,300	\$ 583,400	\$ 131,100	\$ 5,302,900	\$ 477,500

* 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 2012-13



Josephine County, Oregon

Department of Airports

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Memorandum

FROM: Larry Graves
Department of Airports

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

Grants Pass Airport

Capital outlay for budget year 2012-13 is projected to total \$222,300. These funds are directed to be used for an Environmental Assessment/EIS at GP Airport. This will put the airport in a better position to receive future grant funding for airport capital projects.

Illinois Valley Airport

Capital outlay for budget year 2012-13 projected to total \$20,000. These funds are for final construction of the Illinois Valley Airport perimeter fence project that is currently underway. 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.