

Internal Services Fund



JOSEPHINE COUNTY, OREGON
Budget 2012-13
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Administrative Internal Services Fund

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JOSEPHINE COUNTY
Internal Services Fund Description
2012-13

The Internal Services Fund (ISF) contains programs that primarily provide services and support to other County departments. This fund includes budgets for the Board of County Commissioners, Finance, Human Resources, Property Management, Information Technology, Communications, Geographical Information Systems (GIS), and County Legal Counsel. The net cost of the departments is assessed against the operational funds based on their personnel and materials and services budgets. The assessment is the major source of revenue for this fund. The General Government program was moved to the General Fund in FY 2012-13.

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

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

For each department, there is a Program Worksheet (Schedule B). Schedule B provides information about the purpose of the programs within the departments and how much dedicated revenue it is expected to generate during the budget year,

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

RESOURCES AND REQUIREMENTS
INTERNAL SERVICES FUND (401)

Josephine County

Historical Data			Budget for Next Year 2012-13			
Actual	First Preceding Year 2010-11	Adopted Budget This Year 2011-12	DESCRIPTION RESOURCES AND REQUIREMENTS			
Second Preceding Year 2009-10			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Board	
\$ 545,701	\$ 292,023	\$ 268,600	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
58,251	88,815	75,000	115,000	115,000	115,000	115,000
2,929,400	3,042,800	3,318,300	2,576,100	2,576,100	2,645,600	2,645,600
8,859	3,777	6,600	4,800	4,800	4,800	4,800
3,570	3,385	3,300	3,100	3,100	3,100	3,100
15,240	4,714	-	-	-	-	-
859	-	-	-	-	-	-
350	8,713	50,000	75,000	75,000	75,000	75,000
6,566	3,830	20,000	10,000	10,000	10,000	10,000
56,419	93,934	95,000	90,000	90,000	90,000	90,000
118,165	125,033	82,700	87,500	87,500	87,500	87,500
25,000	16,100	16,100	-	-	-	-
25,000	25,000	25,000	25,000	25,000	25,000	25,000
30,000	-	-	43,000	43,000	43,000	43,000
\$ 3,823,380	\$ 3,708,124	\$ 3,960,600	\$ 3,229,500	\$ 3,229,500	\$ 3,299,000	\$ 3,299,000

RESOURCES AND REQUIREMENTS
INTERNAL SERVICES FUND (401)

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 Board
Second Preceding Year 2009-10	First Preceding Year 2010-11					
			Operating Expenditures:			
\$	358,948	\$ 354,730	General Government	\$ -	\$ -	\$ -
	462,358	463,799	BCC Administration	470,300	470,300	501,900
	509,747	489,226	Finance	502,200	502,200	502,200
	241,804	245,879	Human Resources	307,900	307,900	307,900
	127,216	83,708	Property Management	51,500	51,500	51,500
	864,823	923,765	Information Technology	833,600	833,600	833,600
	240,755	234,871	Communications	222,000	222,000	222,000
	107,020	115,387	GIS	90,000	90,000	90,000
	396,667	427,037	Legal	362,100	362,100	330,500
	87,600	94,628	Law Library	202,500	202,500	202,500
			Interfund Transfers:			
	45,605	-	435 - Equipment Reserve Fund	25,000	25,000	25,000
			Contingency	162,400	162,400	231,900
	3,442,543	3,433,030	TOTAL REQUIREMENTS	\$ 3,229,500	\$ 3,229,500	\$ 3,299,000
	380,837	275,094	Ending Fund Balance			
\$	3,823,380	\$ 3,708,124	TOTAL ACTUAL			

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

Fund: Internal Services Fund
Office/Division: Summary

Cost Center Code	Program Name	From Schedule B		
		FTE	Resources	Requirements
151110	BCC Administration	6.00	3,100	501,900
161110	Finance	5.00	-	502,200
373530	Human Resources	3.00	-	307,900
192000	Property Management	0.60	75,000	51,500
331110	Information Technology	7.00	-	833,600
361110	Communications	2.00	10,000	222,000
182000	GIS	0.50	90,000	90,000
421110	Legal	2.80	-	330,500
421160	Law Library	1.20	87,500	202,500
Total Office/Division for Fund		28.10	\$ 265,600	\$ 3,042,100
Revenues at Fund Level:			\$ 265,600	\$ 3,042,100
Law Library Beginning Fund Balance			115,000	
Fund Level Beginning Fund Balance			200,000	
Fund Level Transfer In			68,000	
Fund Level Interest			4,800	
Revenue from ISF charges			2,645,600	
Transfer Out to Equipment Reserve				25,000
Totals above			\$ 3,299,000	\$ 3,067,100
Net budget			\$ 231,900	

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

Fund: Internal Service Fund (401)
Office/Division: Board of County Commissioners
Program: Administration
Cost Center #: 151110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		3,100
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 3,100
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	6.00	\$ 491,100
Materials and Services (Schedule E)		10,800
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	6.00	\$ 501,900

Purpose of Program:

This is the office of the Board of Commissioners who govern the County, serving as the executive-legislative branch of the County and perform quasijudicial functions. The Board is responsible for the planning, formation, and implementation of the annual budget.

The Commissioners serve on a number of federal, state, and local panels, boards, and commissions with fiscal duties and authority over public monies.

JOSEPHINE COUNTY
Schedule C - Resources
Budget Submission
2012-13

Fund: Internal Service Fund (401)
Office/Division: Board of County Commissioners
Program: Administration
Cost Center #: 151110

	<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	100
33300	Rental Charges	3,000
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>\$ 3,100</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
Budget Submission
2012-13

Fund: Internal Service Fund (401)
Office/Division: Board of County Commissioners
Program: Administration
Cost Center #: 151110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 3,900
43300 Operating Supplies	200
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	4,300
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	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	2,000
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	200
Total Materials and Services - To Schedule B	\$ 10,800
 <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
 Board of County Commissioners
 2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation	
								BCC	Legal
								151110	421110
151110	Commissioner	E0401	EO	1.00	75,392	16,512	91,904	91,904	
151110	Commissioner	E0401	EO	1.00	75,392	16,512	91,904	91,904	
151110	Sr Admin Super	N1404	NU	1.00	50,429	25,654	76,083	76,083	
151110	Commissioner	E0401	EO	1.00	75,392	33,202	108,594	108,594	
151110	Legal Sec/Brd Asst	N0905	NU	1.00	40,500	22,652	63,152	31,576	31,576
151110	Brd Admin Secretary	N0804	NU	1.00	37,631	21,784	59,415	59,415	
				6.00	354,736	136,317	491,052	459,476	31,576
ADDITIONS - Full time BCC									
151110	Legal Sec/Brd Asst	N0905	NU	1.00	40,500	22,652	63,152	63,152	-
Rounded for Schedule D					354,800	136,300	491,100	491,100	0

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

Fund: Internal Service Fund 401
Office/Division: Finance
Program: Finance Service
Cost Center #: 161110

	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)	5.00	\$ 452,000
Materials and Services (Schedule E)		50,200
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	5.00	\$ 502,200

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Budget Submission
2012-13

Fund: Internal Service Fund 401
Office/Division: Finance
Program: Finance Service
Cost Center #: 161110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,500
43300 Operating Supplies	1,200
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	800
44910 Printing and Duplication	1,000
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	29,000
44040 Advertising	-
44100 Professional Services	7,600
44922 Dues and Subscriptions	900
44990 Insurance	2,500
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	2,100
44451 Education and Training	3,000
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	600
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	\$ 50,200
 <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
 Finance Office
 2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
161110	Accountant/analys	N1502	NU	1.00	50,399	25,645	76,044
161110	Acct/Payroll	N1101	NU	1.00	40,452	22,547	62,999
161110	Controller	N1912	NU	1.00	76,506	33,539	110,046
161110	Chief Financial O	C0601	ES	1.00	97,953	40,024	137,977
161110	Acctg Tech	A1212	AF	1.00	41,926	23,035	64,961
				5.00	307,237	144,791	452,027
	Rounded				307,200	144,800	452,000

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

Fund: Internal Service Fund 401
Office/Division: Human Resources
Program: Personnel
Cost Center #: 371110

	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)	3.00	\$ 255,500
Materials and Services (Schedule E)		52,400
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	3.00	\$ 307,900

Purpose of Program:

Administer a comprehensive HR program that recruits, compensates and retains a productive workforce, and fosters a work environment that is fair and compliant with applicable laws, agreements and policies, so that the County can deliver effective and efficient services.

JOSEPHINE COUNTY
Schedule E - Other Requirements
Budget Submission
2012-13

Fund: Internal Service Fund 401
Office/Division: Human Resources
Program: Personnel
Cost Center #: 371110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 2,000
43300 Operating Supplies	3,500
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	500
44910 Printing and Duplication	4,000
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	6,500
44040 Advertising	5,000
44100 Professional Services	20,000
44922 Dues and Subscriptions	2,500
44990 Insurance	2,500
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	1,500
44451 Education and Training	3,500
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	750
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	50
Total Materials and Services - To Schedule B	\$ 52,400
 <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
 Human Resources
 2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
371110	Hr Specialist	N0902	NU	1.00	37,609	21,777	59,386
371110	Sr Human Resource Tech	N1407	NU	1.00	54,307	26,827	81,133
371110	HR Director	N2011	NU	1.00	80,331	34,696	115,027
				3.00	172,247	83,300	255,547
	Rounded				<u>172,200</u>	<u>83,300</u>	<u>255,500</u>

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

Fund: Internal Service Fund (401)
Office/Division: General Government
Program: Property Management
Cost Center #: 192000

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		75,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 75,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.60	\$ 42,500
Materials and Services (Schedule E)		9,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.60	\$ 51,500

Purpose of Program:

Responsibility for purchase, trade, lease, and sale of county owned real property not specifically designated for management by another county department. This includes preparation, review, and approval of any leases or documents conveying or accepting an interest in the property and improvements; accounting for payables, receivables, assessments, fees, and any other revenues or expenditures related to county owned property. County requirements typically found in ORS 271 and 275. Prime considerations for this department are to maximize value to county owned property and reduce liability.

JOSEPHINE COUNTY
Schedule C - Resources
Budget Submission
2012-13

Fund: Internal Service Fund (401)
Office/Division: General Government
Program: Property Management
Cost Center #: 192000

	<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	75,000
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>\$ 75,000</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: Internal Service Fund (401)
Office/Division: General Government
Program: Property Management
Cost Center #: 192000

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 300
43300 Operating Supplies	-
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	200
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	3,300
44040 Advertising	1,500
44100 Professional Services	-
44922 Dues and Subscriptions	600
44990 Insurance	-
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	700
44451 Education and Training	700
<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)	800
<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	800
Total Materials and Services - To Schedule B	\$ 9,000
 <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
 Property Management
 2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation	
								Gen Fund (100)	ISF-Prop Mngt (401)
192000	Real Property Coord	A1704	AF	1.00	45,872	24,939	70,812	28,325	42,487
				1.00	45,872	24,939	70,812	28,325	42,487
	Rounded for Schedule B			<u>0.60</u>					<u>42,500</u>
								<u>28,300</u>	
								0.40	

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

Fund: Internal Service Fund 401
Office/Division: CFO Administration
Program: Information Technology
Cost Center #: 331110

	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)	7.00	\$ 593,900
Materials and Services (Schedule E)		239,700
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	7.00	\$ 833,600

Purpose of Program:

Technology is a critical part of the day-to-day operations of Josephine County. The Information Technology Program provides, coordinates, and facilitates the use of technology and information resources, including infrastructure, applications and computer hardware in the departments of Josephine County. Supporting these departments in the fulfillment of their mission statements in an efficient and cost effective manner as possible.

JOSEPHINE COUNTY
Schedule E - Other Requirements
Budget Submission
2012-13

Fund: Internal Service Fund 401
Office/Division: CFO Administration
Program: Information Technology
Cost Center #: 331110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 3,000
43300 Operating Supplies	4,000
43328 Uniforms and Protective Gear	750
43770 Equipment (<\$5,000)	25,000
44910 Printing and Duplication	1,500
44929 Postage and Shipping	250
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	180,000
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	-
44990 Insurance	2,500
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	3,500
44451 Education and Training	10,000
<u>Facilities and Utilities:</u>	
44600 Utilities	9,000
44661 Communications	200
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	\$ 239,700
 <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
Information Technology
2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	
331110	Program Super	N2007	NU	1.00	70,112	31,606	101,717	
331110	Systems Support	A1610	AF	1.00	50,869	25,739	76,609	
331110	Systems Support	A1606	AF	1.00	45,773	24,198	69,971	
331110	Network Admin	A1911	AF	1.00	61,413	28,927	90,340	
331110	Network Admin	A1912	AF	1.00	61,500	28,954	90,453	
331110	Network Admin II	A2012	AF	1.00	64,888	29,978	94,866	
331110	Systems Support	A1606	AF	1.00	45,773	24,198	69,971	
331110	Overtime (216 hr year)						8,400	
				7.00	400,327	193,600	602,327	
	<u>RECENT RESIGNATION- REDUCE BUDGET</u>							
331110	Systems Support	A1610	AF	1.00	50,869	25,739	76,609	
	<u>ADDING POSITION FROM Public Works to IT Dept</u>							
343400	Data Processtech	A1312	AF	1.00	44,364	23,772	68,136	
				7.00	393,821	191,633	593,854	
	<u>Rounded for Schedule B</u>					<u>393,800</u>	<u>191,600</u>	<u>593,900</u>

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

Fund: Internal Service Fund (401)
Office/Division: CFO Administration
Program: Communications
Cost Center #: 361110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		10,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 10,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	2.00	\$ 142,000
Materials and Services (Schedule E)		80,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	2.00	\$ 222,000

Purpose of Program:

Communications is responsible for the operation and maintenance of the County radio and telephone systems. This includes preventative maintenance, repair and installation of systems to meet the customers needs.

JOSEPHINE COUNTY
Schedule C - Resources
Budget Submission
2012-13

Fund: Internal Service Fund (401)
Office/Division: CFO Administration
Program: Communications
Cost Center #: 361110

	<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	2,000
33200	Sales of Materials	-
33300	Rental Charges	8,000
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>\$ 10,000</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: Internal Service Fund (401)
Office/Division: CFO Administration
Program: Communications
Cost Center #: 361110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	11,200
43328 Uniforms and Protective Gear	600
43770 Equipment (<\$5,000)	2,500
44910 Printing and Duplication	500
44929 Postage and Shipping	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	8,000
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	-
44990 Insurance	2,500
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	2,000
44451 Education and Training	2,000
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	40,000
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	1,000
44840 Equipment Operation, Repairs and Maint (Fleet)	9,200
<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	\$ 80,000
 <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
 Communications
 2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
361110	Comm Tech	A1705	AF	1.00	47,097	25,550	72,646
361110	Comm Tech	A1703	AF	1.00	44,673	24,678	69,351
				2.00	91,770	50,228	141,997
	Rounded				91,800	50,200	142,000

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

Fund: 401
Office/Division: CFO Administration
Program: GIS
Cost Center #: 332010

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		90,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 90,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.50	\$ 52,500
Materials and Services (Schedule E)		37,500
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.50	\$ 90,000

Purpose of Program:

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

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

JOSEPHINE COUNTY
Schedule C - Resources
Budget Submission
2012-13

Fund: 401
Office/Division: CFO Administration
Program: GIS
Cost Center #: 332010

<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	70,000
32100	Federal Grants	-
32200	State Grants CAFFA	18,000
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		\$ 90,000

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Budget Submission
2012-13

Fund: 401
Office/Division: CFO Administration
Program: GIS
Cost Center #: 332010

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 500
43300 Operating Supplies	500
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
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	36,000
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	\$ 37,500
 <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
 GIS
 2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
332010	Gis Coordinator	A2012	AF	1.00	64,895	29,980	94,875
<u>REDUCTIONS</u>							
332010	Gis Coordinator	A2012	AF	1.00	64,895	29,980	94,875
<u>ADDITIONS</u>							
332010	Gis Coordinator (filling at this level)	A2012	AF	0.50	32,448	20,007	52,455
Rounded for Schedule B					<u>32,500</u>	<u>20,000</u>	<u>52,500</u>

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

Fund: Internal Service Fund (401)
Office/Division: Legal Counsel

<u>Cost Center Code</u>	<u>Program Name</u>	<u>From Schedule B</u>		
		<u>FTE</u>	<u>Resources</u>	<u>Requirements</u>
421110	Legal Counsel	2.8	\$ -	\$ 330,500
421160	Law Library	1.2	202,500	202,500
Total Office/Division for Fund		<u><u>4.0</u></u>	<u><u>\$ 202,500</u></u>	<u><u>\$ 533,000</u></u>

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

Fund: Internal Service Fund (401)
Office/Division: Legal Counsel
Program: Legal Counsel
Cost Center #: 421110

	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)	2.80	\$ 318,200
Materials and Services (Schedule E)		12,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	2.80	\$ 330,500

Purpose of Program:

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Budget Submission
2012-13

Fund: Internal Service Fund (401)
Office/Division: Legal Counsel
Program: Legal Counsel
Cost Center #: 421110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,300
43300 Operating Supplies	2,200
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	1,200
44929 Postage and Shipping	200
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	300
44922 Dues and Subscriptions	1,500
44990 Insurance	2,500
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	1,500
44451 Education and Training	1,500
<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	100
Total Materials and Services - To Schedule B	\$ 12,300
 <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
Budget Submission
2012-13

Fund: Internal Service Fund (401)
Office/Division: Legal Counsel
Program: Law Library
Cost Center #: 421160

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 115,000
Program Revenues (Schedule C)		87,500
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 202,500
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.20	\$ 96,800
Materials and Services (Schedule E)		105,700
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.20	\$ 202,500

Purpose of Program:

Josephine County operates a free law library, pursuant to ORS 9.815, that provides legal reference service to the general public as well as to attorneys and judges. Funding for the law library is provided by a fund maintained by the Oregon Judicial Department for the purpose of operating law libraries. The law librarian assists patrons in finding legal reference materials such as statutes, case law, administrative rules, and legal treatises on a wide variety of subjects. The law librarian assists patrons with legal research in both electronic research databases and in print resources. The law library is an integral part of the provision of County services to the public. In an average month, for example, approximately 100 members of the general public visit the law library, in addition to approximately 20 legal professionals. In an average month the law librarian will respond to between 125 to 150 inquiries from members of the public, and between 20 to 25 inquiries from legal professionals. These do not include emails and telephone calls, nor do they include the use of the OJIN terminal in the law library. In order to serve the public and legal professionals, the law librarian provides referrals to other community resources such as the Women's Crisis Support Team, the Oregon Law Center and the Oregon State Bar Attorney Referral Service. The law librarian helps provide reference service on difficult questions and helps locate rare or hard-to-find documents.

JOSEPHINE COUNTY
Schedule C - Resources
Budget Submission
2012-13

Fund: Internal Service Fund (401)
Office/Division: Legal Counsel
Program: Law Library
Cost Center #: 421160

<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		-
32200 State Grants		-
32300 Local Grants		-
32500 Private Grants		-
33100 Charges for Services (court fees)	10325	85,000
33100 Charges for Services (copy charges)	11700	300
33100 Charges for Services (DA Westlaw)	34710	2,200
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>\$ 87,500</u>

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Budget Submission
2012-13

Fund: Internal Service Fund (401)
Office/Division: Legal Counsel
Program: Law Library
Cost Center #: 421160

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 200
43300 Operating Supplies	92,500
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	600
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	-
44100 Professional Services	-
44922 Dues and Subscriptions	300
44990 Insurance	-
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	1,500
44451 Education and Training	300
<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)	10,000
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	200
Total Materials and Services - To Schedule B	\$ 105,700
 <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
Legal Counsel
2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation		
								Legal 421110	Law Lib 421160	BCC
421110	Legal Administrat	N1412	NU	1.00	61,346	28,955	90,301	90,301		
421110	Asst Counsel II	N2112	NU	1.00	84,348	35,818	120,166	108,149	12,017	
421110	Legal Sec/Brd Asst	N0905	NU	1.00	40,500	22,652	63,152	31,576		31,576
421110	Legal Counsel	E0601	EO	1.00	94,284	38,811	133,096	119,786	13,310	
421160	Law Clerk	N1107	NU	1.00	46,912	24,591	71,503		71,503	
				<u>5.00</u>	<u>327,391</u>	<u>150,827</u>	<u>478,218</u>	<u>349,812</u>	<u>96,829</u>	<u>31,576</u>
REDUCTION - Moved to Full time BCC										
421110	Legal Sec/Brd Asst	N0905	NU	1.00	40,500	22,652	63,152	-31,576	0	63,152

Rounded for Schedule B

							<u>415,000</u>	<u>318,200</u>	<u>96,800</u>	
	FTE			<u>4.00</u>				<u>2.80</u>	<u>1.20</u>	
										<u>63,200</u>



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