Internal Vendor Funds

JOSEPHINE COUNTY, OREGON
Budget 2012-13
Table of Contents

Internal Vendor Funds

Fund Number and Name

402 – County Buildings and Fleet Fund ..... K 1

410 – Insurance Reserve Fund ..... K 11

415 – Payroll Liability Reserve Fund ..... K 15

RESOURCES AND REQUIREMENTS

Josephine County

COUNTY BUILDINGS AND FLEET FUND (402)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2012-13		
Actual						
Second Preceding Year 2009-10	First Preceding Year 2010-11	Adopted Budget This Year 2011-12		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			RESOURCES			
$ 120,164	$ 163,613	$ 264,100	Beginning Fund Balance - Building O&M	$ 144,100	$ 144,100	$ 144,100
245,662	289,929	350,000	Beginning Fund Balance - County Fleet	277,000	$ 277,000	277,000
6,138	4,204	4,000	Interest Income	3,500	$ 3,500	3,500
			Revenues generated by departments:			
1,817,164	1,818,717	1,889,000	Building O & M	1,887,800	1,887,800	1,887,800
1,017,268	1,077,135	1,261,000	Fleet	739,600	739,600	836,900
$ 3,206,396	$ 3,353,598	$ 3,768,100	**TOTAL RESOURCES**	$ 3,052,000	$ 3,052,000	$ 3,149,300
			REQUIREMENTS			
			Opreating Expenditures:			
$ 1,641,296	$ 1,713,714	$ 1,915,100	Building Operations and Maintenance (O & M)	$ 1,806,100	$ 1,806,100	$ 1,806,100
698,008	777,984	951,600	County Fleet	670,100	670,100	725,200
			Interfund Transfers:			
133,800	133,800	133,800	430 - Property Reserve Fund - Building O & M	71,500	71,500	71,500
206,662	214,137	273,700	435 - Equipment Reserve Fund - Fleet	117,800	117,800	150,700
73,088	69,000	70,000	201 - Public Works Fund - for Fleet management	50,000	50,000	50,000
-	-	423,900	Contingency	336,500	336,500	345,800
2,752,854	2,908,635	$ 3,768,100	**TOTAL REQUIREMENTS**	$ 3,052,000	$ 3,052,000	$ 3,149,300
453,542	444,963		Ending Fund Balance			
$ 3,206,396	$ 3,353,598		**TOTAL ACTUAL**			

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

Fund: **County Building and County Fleet (402)**
Office/Division: **BOM and Public Works**

Cost Center Code	Program Name	From Schedule B FTE	Resources	Requirements
391110	Building Operations & Maintenance	14.00	$ 2,031,900	$ 2,031,900
343350	County Fleet	2.65	1,113,900	1,113,900
	Total Office/Division for Fund	**16.65**	**$ 3,145,800**	**$ 3,145,800**
	Reconcile to Resource & Requirements:			
	Fund Level Interest		**$ 3,500**	
	Additional Contingency			**$ 3,500**
			$ 3,149,300	**$ 3,149,300**

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

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

	Budget Amounts	
	FTE	**Dollars**
Resources:		
Beginning Fund Balance		$ 144,100
Program Revenues (Schedule C)		1,887,800
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 2,031,900**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	14.00	$ 830,300
Materials and Services (Schedule E)		975,800
Interfund Transfers (Out) (Schedule E)		71,500
Capital Outlays directly from program (Schedule F)		-
Contingency		154,300
Ending Fund Balance		-
Total Requirements - To Schedule A	**14.00**	**$ 2,031,900**

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
Budget Submission
2012-13

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

		Revenue Source Code	Budget Amount
Revenues:			
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		112,600
34200	Fines and Forfeitures		-
35300	Interfund Payments		1,758,700
37100	Interest Earned		-
37200	Donations		-
37850	Equity Transfer In		-
37900	Miscellaneous		16,500
	Total Revenues - To Schedule B		**$ 1,887,800**

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

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 1,000
43300	Operating Supplies	136,500
43328	Uniforms and Protective Gear	3,000
43770	Equipment (<$5,000)	5,000
44910	Printing and Duplication	1,000
44929	Postage and Shipping	100
43340	Food and Related Supplies (CJ and Sheriff only)	-
43920	Ammunition (Sheriff only)	-
43740	Aviation Fuel (Airport only)	-
Fees and Services:		
44001	Contracted Services	19,500
44040	Advertising	-
44100	Professional Services	40,000
44922	Dues and Subscriptions	1,000
44990	Insurance	3,000
44463	Witness Fees (DA only)	-
Training and Travel:		
44410	Travel	2,000
44451	Education and Training	5,000
Facilities and Utilties:		
44600	Utilities	677,500
44661	Communications	5,000
44710	Rental - Land and Buildings	-
44720	Rental - Vehicles and Equipment	2,200
44810	Building Operation, Repairs and Maint (BOM)	45,000
44840	Equipment Operation, Repairs and Maint (Fleet)	25,000
Intergovernmental Payments		
45500	Intergovernmental Payments	-
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	-
44200	Medical Services (Self Insurance Fund only)	-
44992	Self Insurance Claims (Self Insurance Fund only)	-
44995	Miscellaneous	4,000
	Total Materials and Services - To Schedule B	**$ 975,800**
Transfers to Other Funds (List recipients):		
45210	Property Reserve Fund (430)	$ 71,500
45210		-
45210		-
45210		-
	Total Interfund Transfers (Out) - To Schedule B	**$ 71,500**

Josephine County
Schedule D - Personal Services
Building Operation and Maintenance
2012-13

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
391110	Landscape Specialist	A1212	AF	1.00	41,926	24,351	66,277
391110	Custodian	A0508	AF	1.00	25,859	18,989	44,848
391110	Custodian	A0502	AF	1.00	22,087	17,729	39,816
391110	Custodian	A0512	AF	1.00	28,032	19,714	47,746
391110	Bldg Maint Worker	A1212	AF	1.00	41,926	24,351	66,277
391110	Sr Dept Specialist	A1212	AF	1.00	41,926	23,035	64,961
391110	Bldg Ops/Maint Prg Mgr	N1709	NU	1.00	66,049	31,401	97,451
391110	Custodial Supervisor	N0910	NU	1.00	45,823	25,700	71,523
391110	Custodian	A0512	AF	1.00	28,032	19,714	47,746
391110	Custodian	A0507	AF	1.00	25,185	18,764	43,948
391110	Custodian	A0512	AF	1.00	28,032	19,714	47,746
391110	Bldg Maint Worker	A1206	AF	1.00	36,728	22,616	59,344
391110	Bldg Maint Worker	A1212	AF	1.00	41,926	24,351	66,277
391110	Bldg Maint Worker	A1212	AF	1.00	41,926	24,351	66,277
				14.00	515,457	314,781	830,238
	Rounded for Schedule B				515,500	314,800	830,300

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

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

	Budget Amounts	
	FTE	**Dollars**
Resources:		
Beginning Fund Balance		$ 277,000
Program Revenues (Schedule C)		836,900
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 1,113,900**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	2.65	$ 179,900
Materials and Services (Schedule E)		545,300
Interfund Transfers (Out) (Schedule E)		200,700
Capital Outlays directly from program (Schedule F)		-
Contingency		188,000
Ending Fund Balance		-
Total Requirements - To Schedule A	**2.65**	**$ 1,113,900**

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
Budget Submission
2012-13

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

		Revenue Source Code	Budget Amount
Revenues:			
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	831,900
33100	Charges for Services	41750	3,000
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	49000	2,000
	Total Revenues - To Schedule B		**$ 836,900**

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

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 300
43300	Operating Supplies	482,900
43328	Uniforms and Protective Gear	-
43770	Equipment (<$5,000)	-
44910	Printing and Duplication	-
44929	Postage and Shipping	100
43340	Food and Related Supplies (CJ and Sheriff only)	-
43920	Ammunition (Sheriff only)	-
43740	Aviation Fuel (Airport only)	-
Fees and Services:		
44001	Contracted Services	3,400
44040	Advertising	-
44100	Professional Services	5,200
44922	Dues and Subscriptions	100
44990	Insurance	2,500
44463	Witness Fees (DA only)	-
Training and Travel:		
44410	Travel	100
44451	Education and Training	300
Facilities and Utilties:		
44600	Utilities	-
44661	Communications	-
44710	Rental - Land and Buildings	20,000
44720	Rental - Vehicles and Equipment	-
44810	Building Operation, Repairs and Maint (BOM)	-
44840	Equipment Operation, Repairs and Maint (Fleet)	30,400
Intergovernmental Payments		
45500	Intergovernmental Payments	-
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	-
44200	Medical Services (Self Insurance Fund only)	-
44992	Self Insurance Claims (Self Insurance Fund only)	-
44995	Miscellaneous	-
	Total Materials and Services - To Schedule B	**$ 545,300**

Transfers to Other Funds (List recipients):		
45210	Equipment Reserve (435)	$ 150,700
45210	Public Works (201)	50,000
45210		-
45210		-
	Total Interfund Transfers (Out) - To Schedule B	**$ 200,700**

Josephine County
Schedule D - Personal Services
County Fleet
2012-13

Cost Center	Job Title	Grade & Step	Union	FTE 402	FTE 201	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation: Co Fleet - Fund 402	Program Allocation: PW - Fund 201
343350	Journey Mechanic	O4111	SE	1.00		46,222	25,762	71,984	71,984	
343350	Mechanic	O3105	SE	1.00		37,378	22,815	60,192	60,192	
343400	Fleet Manager -Pw	N1707	NU	0.25	0.75	62,867	31,358	94,224	23,556	70,668
343400	Storeroom/data	A1012	AF	0.40	0.60	37,417	22,828	60,244	24,098	36,147
				2.65	1.35	183,883	102,762	286,645	179,831	106,815
	Rounded for Schedule B			2.65					179,900	
										106,800
REDUCTIONS - not filling:										
343350	Mechanic - vacant	O3101	SE	1.00	0	33,745	21,604	55,348	55,348	

RESOURCES AND REQUIREMENTS

Josephine County

INSURANCE RESERVE FUND (410)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2012-13		
Actual						
Second Preceding Year 2009-10	First Preceding Year 2010-11	Adopted Budget This Year 2011-12		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			RESOURCES			
$ 432,746	$ 6,650	$ -	Beginning Fund Balance	$ 250,000	$ 250,000	$ 250,000
-	-	476,000	Charges for Services - Workers Comp	476,000	476,000	476,000
899,587	1,475,651	760,000	Insurance Charges to Departments	300,000	300,000	300,000
1,074	3,497	1,200	Interest Income	1,200	1,200	1,200
30,536	-	2,800	Insurance Proceeds and Reimbursements	2,800	2,800	2,800
$ 1,363,943	$ 1,485,798	$ 1,240,000	**TOTAL RESOURCES**	$ 1,030,000	$ 1,030,000	$ 1,030,000
			REQUIREMENTS			
$ 1,327,793	$ 1,119,313	$ 1,201,000	Materials and Services	$ 986,000	$ 986,000	$ 986,000
			Interfund Transfer:			
29,500	30,000	35,000	262 - Building Safety Fund	40,000	40,000	$ 40,000
-	-	4,000	Contingency	4,000	4,000	4,000
1,357,293	1,149,313	$ 1,240,000	**TOTAL REQUIREMENTS**	$ 1,030,000	$ 1,030,000	$ 1,030,000
6,650	336,485		Ending Fund Balance			
$ 1,363,943	$ 1,485,798		**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
Budget Submission
2011-12

Fund: **Insurance Reserve Fund (410)**
Office/Division: **Finance**
Program: **Insurance- County Liability and Worker's Comp**
Cost Center #: **371110**

	Budget Amounts	
	FTE	**Dollars**
Resources:		
Beginning Fund Balance		$ 250,000
Program Revenues (Schedule C)		780,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 1,030,000**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	-	$ -
Materials and Services (Schedule E)		986,000
Interfund Transfers (Out) (Schedule E)		40,000
Capital Outlays directly from program (Schedule F)		-
Contingency		4,000
Ending Fund Balance		-
Total Requirements - To Schedule A	**-**	**$ 1,030,000**

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
Budget Submission
2011-12

Fund: **Insurance Reserve Fund (410)**
Office/Division: **Finance**
Program: **Insurance- County Liability and Worker's Comp**
Cost Center #: **371110**

		Revenue Source Code	Budget Amount
Revenues:			
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		300,000
37100	Interest Earned		1,200
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous - Insurance Reimbursements		2,800
	Total Revenues - To Schedule B		**$ 780,000**

Transfers from Other Funds (List sources):		
35200		$ -
35200		
35200		
	Total Interfund Transfers (In) - To Schedule B	**$ -**

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

Fund: **Insurance Reserve Fund (410)**
Office/Division: **Finance**
Program: **Insurance- County Liability and Worker's Comp**
Cost Center #: **371110**

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ -
43300	Operating Supplies	
43328	Uniforms and Protective Gear	
43770	Equipment (<$5,000)	
44910	Printing and Duplication	
44929	Postage and Shipping	
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	
44040	Advertising	
44100	Professional Services	
44922	Dues and Subscriptions	
44990	Insurance	911,700
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	
44451	Education and Training	
Facilities and Utilties:		
44600	Utilities	
44661	Communications	
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint (BOM)	
44840	Equipment Operation, Repairs and Maint (Fleet)	
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	50,000
44200	Medical Services (Self Insurance Fund only) Flex/Wellness	9,300
44992	Self Insurance Claims (Self Insurance Fund only)	15,000
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 986,000**

Transfers to Other Funds (List recipients):		
45210	Building Safety Fund (262)	$ 40,000
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ 40,000**

RESOURCES AND REQUIREMENTS

Josephine County

PAYROLL LIABILITY RESERVE FUND (415)

Historical Data				Budget for Next Year 2012-13		
Actual						
Second Preceding Year 2009-10	First Preceding Year 2010-11	Adopted Budget This Year 2011-12	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			RESOURCES			
$ 1,287,226	$ 814,487	$ 550,000	Beginning Fund Balance	$ 10,000	$ 10,000	$ 10,000
100,000	140,000	575,000	Leave Liability charges to departments	325,000	325,000	325,000
13,742	3,011	2,000	Interest Income	600	600	600
$ 1,400,968	$ 957,498	$ 1,127,000	**TOTAL RESOURCES**	$ 335,600	$ 335,600	$ 335,600
			REQUIREMENTS			
$ 586,481	$ 393,837	$ 1,127,000	Personal Services	$ 325,600	$ 325,600	$ 325,600
-	-	-	Contingency	10,000	10,000	10,000
586,481	393,837	$ 1,127,000	**TOTAL REQUIREMENTS**	$ 335,600	$ 335,600	$ 335,600
814,487	563,661		Ending Fund Balance			
$ 1,400,968	$ 957,498		**TOTAL ACTUAL**			

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
Budget Submission
2012-13

Fund: **Payroll Reserve Fund 415**
Office/Division: **Finance**
Program: **Payroll**
Cost Center #: **161110**

	Budget Amounts	
	FTE	**Dollars**
Resources:		
Beginning Fund Balance		$ 10,000
Program Revenues (Schedule C)		325,600
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 335,600**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	-	$ 325,600
Materials and Services (Schedule E)		-
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		10,000
Ending Fund Balance		-
Total Requirements - To Schedule A	**-**	**$ 335,600**

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
Budget Submission
2012-13

Fund: **Payroll Reserve Fund 415**
Office/Division: **Finance**
Program: **Payroll**
Cost Center #: **161110**

		Revenue Source Code	Budget Amount
Revenues:			
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	325,000
37100	Interest Earned	10900	600
37200	Donations		-
37850	Equity Transfer In		-
37900	Miscellaneous		-
	Total Revenues - To Schedule B		**$ 325,600**

Transfers from Other Funds (List sources):		
35200		$ -
35200		-
35200		-
	Total Interfund Transfers (In) - To Schedule B	**$ -**

Page Intentionally Blank