

Public Works Fund



JOSEPHINE COUNTY, OREGON

Budget 2013-14

Table of Contents

Public Works Fund

Fund Description.....C 1

Budget – Resources and RequirementsC 2

GRAPH- Revenue & ExpenditureC 4

Summary of Budgets – Schedule A - Two year view.....C 5

Program Descriptions and Budgets:

 Roads and BridgesC 6

JOSEPHINE COUNTY
Public Works Fund Description
2013-14

The Public Works Fund was formed effective July 1, 2007. It includes several programs that had previously been in the Property Services Fund, which has been discontinued. The Roads and Bridges program, operated by the Public Works Division, is by far the largest component.

The North Valley Industrial Park and the Solid Waste Disposal Site programs were placed in Fund 202, Public Works Special Programs in order to provide greater transparency of revenues and expenditures for those programs.

The major source of revenue for the Public Works Fund is motor vehicle fuel taxes apportioned from the State. In addition, cash carried over from the prior year (Beginning Fund Balance) is a major resource for this fund.

Expenditures in the fund are primarily the expenses of operating the Roads and Bridges program. The Public Works Fund has also budgeted interfund transfers to the Property Reserve and Equipment Reserve Funds. The planned use of these funds is described in the Capital Projects section of this book. The Contingency budget amount is intended as a carryover to the following fiscal year.

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 Public Works Fund (Resources and Requirements) is presented first, followed by sections for each of the programs. The money available for them and for the interfund transfers is equal to total resources of the fund, less the requirement for Internal Service Fund charges.

For each program, there is a Program Worksheet (Schedule B). Schedule B provides information about the purpose of the program, how much revenue it is expected to generate during the budget year, and a breakdown of its expenditure budget by the categories specified in Oregon Local budget Law.

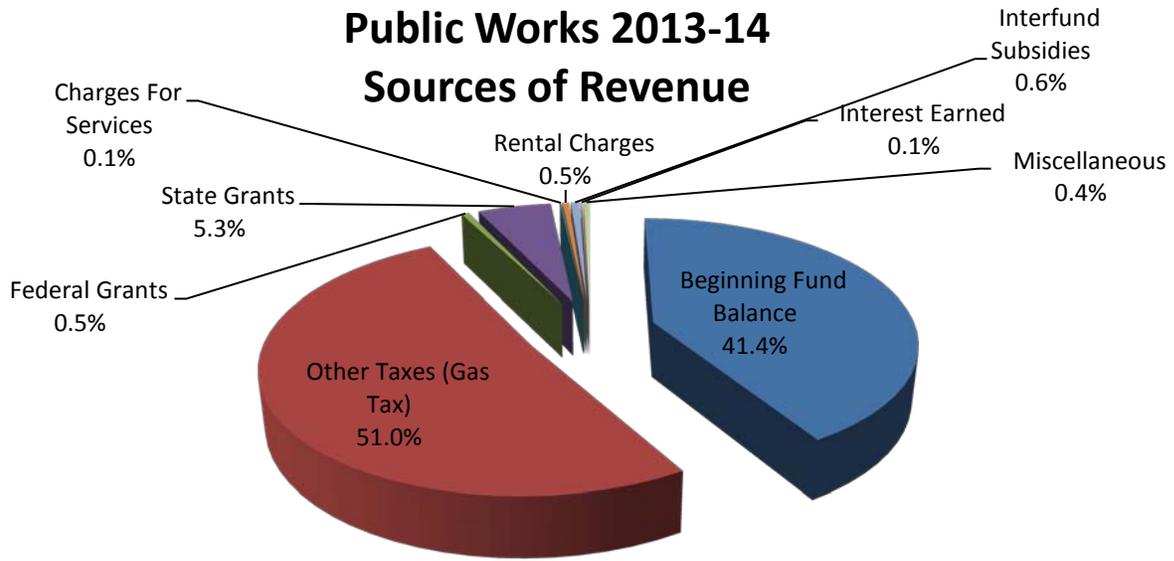
Schedules C, D, and E provide details of resources, personal services and other expenditures, respectively.

RESOURCES AND REQUIREMENTS
PUBLIC WORKS FUND (201)

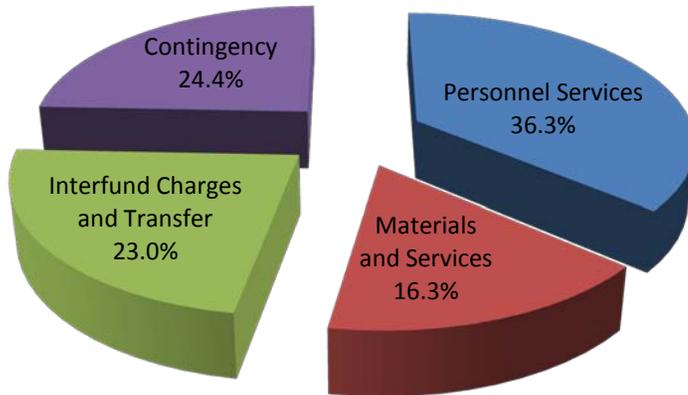
Josephine County

Historical Data		DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2013-14		
Actual	Adopted Budget This Year 2012-13		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2010-11	First Preceding Year 2011-12				
		RESOURCES			
		Beginning Fund Balance:			
		Roads & Bridges	\$ 4,700,000	4,700,000	4,700,000
		Revenues generated by programs:			
		Roads & Bridges:			
		Gas Tax distributions from the State	5,800,000	5,800,000	5,800,000
		Federal Grants	62,000	62,000	62,000
		State Grants	603,500	603,500	603,500
		Charges for Services	12,000	12,000	12,000
		Charges to other County departments/funds	-	-	-
		Rental Income	52,900	52,900	52,900
		Other Income	50,000	50,000	50,000
		Interest income	16,000	12,000	12,000
		Interfund Transfers:			
		202 - Public Works Special Programs Fund	13,000	17,000	17,000
		245 - County Transit Fund	2,800	3,000	3,000
		303 - County Bridge Construction Fund	-	-	-
		402 - County Buildings and Fleet Fund - Fleet	50,000	46,000	46,000
		243/262/255/100 - Radio Infrastructure Payback	6,600	6,600	6,600
		TOTAL RESOURCES	\$ 11,365,000	\$ 11,365,000	\$ 11,365,000

Public Works 2013-14 Sources of Revenue



Public Works 2013-14 Expenditure by Category



JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
2013-14 Budget

Fund: Public Works (201)

2012-13 Budget		2013-14 Budget	
FTE	Resources	Requirements	Net
51.25	\$ 6,514,100	\$ 7,675,300	\$ (1,161,200)
Program Name			
		FTE	Resources
		51.65	\$ 6,665,000
			Requirements
			\$ 8,596,900
			Net
			\$ (1,931,900)
Total for Fund			
<u>51.25</u>	<u>6,514,100</u>	<u>51.65</u>	<u>\$ 6,665,000</u>
			<u>\$ 8,596,900</u>
			<u>\$ (1,931,900)</u>
Beginning Balance		Beginning Balance	
	\$ 3,700,000		\$ 4,700,000
Ending Balance		Ending Balance	
	<u>\$ 2,538,800</u>		<u>\$ 2,768,100</u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

Fund: Public Works Operating Fund (201)
Office/Division: Public Works
Program: Road & Bridges
Cost Center #: 343400

		Budget Amounts	
		FTE	Dollars
<u>Resources:</u>			
Beginning Fund Balance			\$ 4,700,000
Program Revenues (Schedule C)			6,592,400
Interfund Transfers (In) (Schedule C)			72,600
Total Resources - To Schedule A			\$ 11,365,000
<u>Requirements:</u>			
Expenditures:			
Personal Services (Schedule D)	51.65	\$	4,126,400
Materials and Services (Schedule E)			1,853,600
Interfund Transfers (Out) (Schedule E)			2,616,900
Capital Outlays directly from program (Schedule F)			-
Contingency			2,768,100
Ending Fund Balance			
Total Requirements - To Schedule A		51.65	\$ 11,365,000

Purpose of Program:

Public Works makes living and traveling in Josephine County safe, convenient, and enjoyable. The revenue received from; state motor vehicle fuel tax, and a portion of the timber receipts from U.S. Forest Service lands are designated by law to be used by the county for road purposes. Public Works is responsible for managing and maintaining: 560 miles of county maintained roads, 170 bridges and structures, approximately 13,000 road and driveway culverts, Fleet Maintenance Facilities, and 19 gravel resource and stockpile sites. Designated work efforts on major maintenance programs include: crack sealing, AC patching, chip sealing, ditch cleaning, storm response and vegetation management.

Budget Goal #1 - Encourage public involvement, through community outreach, in identifying service requirements and programs to be provided by Josephine County.

Public Works facilities are an integral part of our community and the Department is entrusted by the public to effectively use its resources to make living and traveling in Josephine County safe, convenient, and enjoyable. The Department has two sources of revenue which provide nearly all its funds: state gasoline taxes and a portion of the timber receipts from U.S. Forest Service lands. These two revenue sources are referred to as "designated road funds" because they are designated by law to be used by the County for road purposes. The Department does not receive any county property taxes to fund its operations. Participation in Federal and State cooperative funding projects is continually sought.

Work on completing all preservation, and modernization projects and work, will be done as described in the Department Project Control System and Maintenance Management System. Designated work efforts on major maintenance programs, such as crack sealing, AC patching, chip sealing, repainting centerline and fog stripes, pavement markings, ditch cleaning, and vegetation management will be completed.

This fund also handles all activities for the management of Public Works' fleet, provides all labor, material, and equipment expenses needed to operate the fleet maintenance repair shop, maintains the Public Works fleet and acquires new equipment. The fleet management program is used to keep our fleet at a reasonable level of effectiveness and safety, in order to accomplish the maintenance and preservation programs of the Public Works Department.

Public Works encourages public involvement in many ways, including –

- * Staffing on the Josephine County Bikeways/Walkways Committee
- * Staffing and coordinating the inter-agency Safer Streets Ahead For Everyone (SSAFE) committee, to gather input on areas of particular concern for the travelling public.
- * Representation on the Rogue Valley Area Commission on Transportation
- * Public meetings to gather input during the development/updates of the Josephine County Transportation System Plan
- * Public survey on opinions/preferences regarding the Josephine County road/bridge system, via our Road User Survey, conducted every ~4 years.
- * Public meetings with impacted property owners and business to discuss large-scale projects, including bridge reconstructions, major betterments and road widening.
- * Continued 40-hour/week front counter staffing, to assist the general public in road/development permitting.
- * Offering the ability for the public to contact our office to report road and bridge issues and hazards.

Budget Goal #2 - Provide sustainable funding for all mandated and essential County government programs for the next ten years.

Funding and Mandated Spending

Public Works has been historically funded from two primary sources – the State Highway Fund and revenues stemming from the O&C payments from United States Forest Service lands. These funds are dedicated to County roads and bridges via Public Law 106-393 (the Secure Rural Schools act) and the Oregon Constitution. Specifically, Article IX, Section 3A dictates that these funds shall be used “exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and roadside rest areas in this state”. Further, ORS 366.774 stipulates that counties receiving these monies “shall report annually to the Legislative Assembly the expenditures of those moneys in each of the following areas: Administration, bicycle paths, construction and expansion, operations and maintenance, other payments, payments to other governments, and repair and preservation.”

Public Works has seen an overall increase in average annual revenue from the State Highway Fund; however, this increase has effectively served as an ‘offset’ to rising fixed costs. Unfortunately, Public Works has also lost most funding related to the O&C payments via 106-393. To offset this loss and continue to meet budget goal #2, Public Works has done the following:

Not refilled positions that vacate, as well as a number of forced layoffs in the summer of 2012.

- * This has dropped staffing levels from 63.5FTE to a current total of 52.75, with additional retirements not planned to be filled.

Drastically reduced the number of annual miles that are chip-sealed. Chip-sealing is our most

- * cost-intensive program, annual miles have dropped from ~30/year during the 2000s to less than 20/year at present.

Continued to aggressively pursue state and federal funding for bridge replacement/rehabilitation.

These programs fund bridge work at either 90% or 100% of cost, and with a typical bridge

- * costing no less than \$750,000 for replacement, Public Works’ capital budget could rarely afford these projects. By 2015, Public Works will have replaced 10 bridges over the past decade, with 9 of those bridges having received the 90%/100% funding from outside agencies.

- * Continue to focus our operation on road maintenance activities that will reduce future maintenance costs.

Expanded inter-agency work with the Oregon Department of Transportation and the City of

- * Grants Pass. Arrangements with these entities allow for cost sharing on equipment, maintenance work and project management. Work facilitated via monthly meetings.

The cost-control measures above will allow Public Works to continue to provide a wide range of public works planning and operations functions that are required by statute, including: Provision of traffic control devices, signing and striping that meet national standards; bi-annual comprehensive bridge inspection and structural rating; adoption and maintenance of a county wide multi-modal transportation system plan. Public Works also maintains the ability to provide 24-7 response to road hazards.

Budget Goal #3 - Provide services in a transparent, open and efficient manner to the citizens of Josephine County.

Annual local road and street revenue/expense cost accounting report to State for use of dedicated road funds is available on the Public Works webpage.

All capital improvements are managed under the Josephine County Public Contracting Rules as well as ORS 279, relating to Public Contracting. This includes public bid noticing, openings and awards; formalized scoring of RFPs and use of the Department of Administrative Services cooperative purchasing agreements at the state level.

All non-confidential records are available during normal business hours and/or by public records requests.

Local notice to property owners when roadwork/bridgework will potentially impact their travel/use of county roads.

Budget Goal #4 - Ensure cost effective achievement of services to the County's citizens by providing an environment that fosters a highly qualified and professional workforce.

- * Occupational safety and health program training, implementation, and on-going evaluation.
- * Random alcohol and drug testing for commercial motor vehicle and mass transit operators.
- * Continued requirement that all Public Works are Automotive Service Excellence (ASE)-certified.
- * Continued push to have all Operations employees complete the State of Oregon's Technology Transfer (T2) Roads Scholar program.
- * Professional affiliations and continuing education units as required for certifications.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

Fund: Public Works Operating Fund (201)
Office/Division: Public Works
Program: Road & Bridges
Cost Center #: 343400

<u>Revenues:</u>	<u>Revenue Source Code</u>	<u>Budget Amount</u>
30000 Property Taxes		\$ -
30100 Prior Year Taxes		-
30900 Other Taxes	19100	5,800,000
31100 Licenses, Permits and Fees		-
32100 Federal Grants	10650	62,000
32200 State Grants	11600	603,500
32300 Local Grants		-
32500 Private Grants		-
33100 Charges for Services	11757	2,000
33100 Charges for Services	11759	10,000
33200 Sales of Materials		-
33300 Rental Charges	11921	32,900
33300 Rental Charges	11920	20,000
34200 Fines and Forfeitures		-
35300 Interfund Payments		-
37100 Interest Earned	10900	12,000
37200 Donations		-
37850 Equity Transfer In		-
37900 Miscellaneous	49000	50,000
Total Revenues - To Schedule B		<u><u>\$ 6,592,400</u></u>

Transfers from Other Funds (List sources):

35200 County Fleet (402-343350)	\$	46,000
35200 PW Special Projects (202-342510 SW)	\$	13,000
35200 PW Special Projects (202-343381 NVIP)	\$	4,000
35200 Various Funds Radio Payment	\$	6,600
35200 County Transit (245-353700)	\$	3,000
35200		
Total Interfund Transfers (In) - To Schedule B	<u><u>\$</u></u>	<u><u>72,600</u></u>

Josephine County
Schedule C Appendix
Revenue Detail

#	Fund - Cost Center	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	RSC: Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing, Award or NEW:	What Commitments are required for County to accept Award?:
1	201-343400	Motor Fuel Tax	ODOT	07/01/13 - 06/30/14	\$ 5,800,000	\$ -			Continuing	Used for Roads Maintenance
2	201-343400	Federal Forest Receipts	Federal	07/01/13 - 06/30/14	\$ 62,200	\$ -		#10.665	Continuing	Used for Roads Maintenance
3	201-343400	Surface Transportation Program (STP)	ODOT	07/01/13 - 06/30/14	\$ 603,500	\$ -			Continuing	Performance of work on certain types of improvement projects ORS 190.110,366.572,366.576
4	201-343400	PW Fees (Waivers)		07/01/13 - 06/30/14	\$ 2,000				Continuing	Permit Fees \$65
5	201-343400	PW Fees (Driveway Approach)		07/01/13 - 06/30/14	\$ 10,000				Continuing	Permit Fees \$160
6	201-343400	Rental (PW Properties)		07/01/13 - 06/30/14	\$ 32,900				Continuing	3 lease sites (\$2,091.57, \$450.00, \$220.00)
7	201-343400	Rental (County Fleet)		07/01/13 - 06/30/14	\$ 20,000				Continuing	County Fleet Shop Space , Utilities, Custodial,
8	201-343400	Interfund Transfer (County Fleet)		07/01/13 - 06/30/14	\$ 46,000				Continuing	Administration support - Budget, A/P, A/R, HR, Payroll
9	201-343400	Interfund Transfer (Solid Waste)		07/01/13 - 06/30/14	\$ 13,000				Continuing	Administration support - Budget, A/P, A/R, HR, Payroll
10	201-343400	Interfund Transfer (NVIP)		07/01/13 - 06/30/14	\$ 4,000				Continuing	Administration support - Budget, A/P, A/R, HR, Payroll
11	201-343400	Interfund Transfer (County Transit)		07/01/13 - 06/30/14	\$ 3,000				Continuing	Administration support - Budget, A/P, A/R, HR, Payroll
12	201-343400	Interfund Transfer (Radios)		07/01/13 - 06/30/14	\$ 6,600				Continuing	Reimbursement from other Departments for Narrowband
13	201-343400	Interest Earned		07/01/13 - 06/30/14	\$ 12,000				Continuing	Interest Earned
14	201-343400	Misc Revenue		07/01/13 - 06/30/14	\$ 50,000				Continuing	Co Dpts reimb for Hearing Test, CPR, First Aid. Bikeway Litter Patrol Reimb, Oversize Permit Reimb, Sno Park Reimb, Misc.

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

Fund: Public Works Operating Fund (201)
Office/Division: Public Works
Program: Road & Bridges
Cost Center #: 343400

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 4,900
43300 Operating Supplies	1,271,000
43328 Uniforms and Protective Gear	
43770 Equipment (<\$5,000)	5,000
44910 Printing and Duplication	1,000
44929 Postage and Shipping	1,500
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	38,100
44040 Advertising	1,200
44100 Professional Services	38,800
44922 Dues and Subscriptions	3,400
44990 Insurance	22,500
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	19,200
44451 Education and Training	18,100
<u>Facilities and Utilities:</u>	
44600 Utilities	34,500
44661 Communications	8,000
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	10,000
44810 Building Operation, Repairs and Maint (BOM)	233,400
44840 Equipment Operation, Repairs and Maint (Fleet)	50,800
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	92,200
<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	\$ 1,853,600
 <u>Transfers to Other Funds (List recipients):</u>	
45210 ISF (401)	\$ 598,000
45210 Roads & Bridges Reserve (425-343400)	1,761,500
45210 Equipment Reserve (435-343400)	257,400
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ 2,616,900

Josephine County
Schedule D - Personnel Services
Public Works
2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation			
								Public Works-201	Fleet-402	Assessor-100	
343400	Public Works Director	N2410	NU	1.00	95,262	51,204	146,465	146,465			
343400	County Engineer	N2112	NU	1.00	84,408	46,589	130,997	130,997			
343400	PW Superintendent	N1806	NU	1.00	64,460	44,012	108,472	108,472			
343400	Operations Supervisor	N1707	NU	1.00	63,017	43,266	106,283	106,283			
343400	Operations Supervisor	N1705	NU	1.00	59,988	41,701	101,689	101,689			
343400	Civil Engineer	N1605	NU	1.00	57,048	33,617	90,665	90,665			
343400	Sr Admin Supervisor	N1412	NU	1.00	59,945	34,907	94,852	94,852			
343400	Sr Admin Supervisor	N1412	NU	1.00	59,945	34,907	94,852	94,852			
343400	Sr Dept Specialist	A1212	AF	1.00	41,926	27,584	69,510	69,510			
343400	Sr Dept Specialist	A1212	AF	1.00	41,926	27,584	69,510	69,510			
343400	Accounting Tech	A1212	AF	1.00	41,926	27,584	69,510	69,510			
343400	Purchase/ware Coord	A1112	AF	1.00	39,610	28,435	68,045	68,045			
343400	Accounting Specialist	A1012	AF	1.00	37,417	25,763	63,180	63,180			
343400	PW Service Officer	A1708	AF	1.00	51,103	30,088	81,191	81,191			
343400	PW Inspector	A1612	AF	1.00	52,460	32,959	85,419	85,419			
343400	Engineering Tech III	A1509	AF	1.00	47,047	29,552	76,599	76,599			
343400	Engineering Tech II	A1312	AF	1.00	44,514	28,535	73,049	73,049			
343400	Road Surface Coord	O5012	SE	1.00	54,889	39,018	93,907	93,907			
343400	Vegetation Control Coord	O5012	SE	1.00	54,889	39,018	93,907	93,907			
343400	Traffic Control Coord	O5012	SE	1.00	54,889	39,018	93,907	93,907			
343400	Road Worker IV	O4012	SE	1.00	51,626	37,332	88,958	88,958			
343400	Road Worker IV	O4012	SE	1.00	51,626	37,332	88,958	88,958			
343400	Road Worker IV	O4012	SE	1.00	51,626	37,332	88,958	88,958			
343400	Road Worker IV	O4012	SE	1.00	51,626	37,332	88,958	88,958			
343400	Road Worker III	O3012	SE	1.00	47,256	35,075	82,331	82,331			
343400	Road Worker III	O3012	SE	1.00	47,256	35,075	82,331	82,331			
343400	Road Worker III	O3012	SE	1.00	47,256	35,075	82,331	82,331			
343400	Road Worker III	O3012	SE	1.00	47,256	35,075	82,331	82,331			
343400	Road Worker III	O3011	SE	1.00	47,186	35,038	82,224	82,224			
343400	Road Worker III	O3009	SE	1.00	44,833	33,822	78,655	78,655			
343400	Road Worker III	O3003	SE	1.00	38,447	29,619	68,066	68,066			
343400	Road Worker III	O3002	SE	1.00	37,467	29,136	66,603	66,603			
343400	Road Worker II	O2011	SE	1.00	42,704	32,722	75,426	75,426			
343400	Road Worker II	O2006	SE	1.00	37,707	29,254	66,962	66,962			
343400	Road Worker II	O2006	SE	1.00	37,707	29,254	66,962	66,962			
343400	Road Worker II	O2005	SE	1.00	36,758	28,786	65,544	65,544			
343400	Road Worker II	O2004	SE	1.00	35,865	28,346	64,210	64,210			
343400	Road Worker II	O2002	SE	1.00	34,134	27,492	61,626	61,626			
343400	Road Worker II	O2002	SE	1.00	34,134	27,492	61,626	61,626			
343400	Road Worker II	O2002	SE	1.00	34,134	27,492	61,626	61,626			
343400	Road Worker II	O2002	SE	1.00	34,134	27,492	61,626	61,626			
343400	Road Worker I	O1006	SE	1.00	34,102	27,476	61,579	61,579			
343400	Road Worker I	O1005	SE	1.00	33,268	27,065	60,332	60,332			
343400	Road Worker I	O1004	SE	1.00	32,461	26,667	59,128	59,128			
343400	Fleet Program Supervisor	N1708	NU	1.00	64,438	38,112	102,551	76,913	25,638		
343400	Storeroom/data	A1012	AF	1.00	37,417	27,450	64,867	38,920	25,947		
343400	Lead Mechanic	O5106	SE	1.00	44,249	29,477	73,726	73,726			
343350	Journey Mechanic	O4112	SE	1.00	46,589	31,567	78,157		78,157		
343400	Mechanic	O3112	SE	1.00	43,957	30,386	74,342	74,342			
343400	Mechanic	O3112	SE	1.00	43,957	30,386	74,342	74,342			
343400	Mechanic	O3106	SE	1.00	38,652	27,096	65,749	65,749			
343350	Mechanic	O3106	SE	1.00	38,652	27,096	65,749		65,749		
343400	Mechanic	O3102	SE	1.00	34,579	25,364	59,943	59,943			
101110	Prop Data Analyst	A1504	AF	1.00	41,100	28,130	69,230	20,769		48,461	
				55.00	2,578,081	1,792,266	4,370,347	4,126,397	195,490	48,461	
Public Works Net				51.65				4,126,400			
									195,500	48,500	
								FTE	2.65	0.70	

Public Works

