



BUDGETS AND PROGRAM DESCRIPTIONS BY DEPARTMENT



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**Josephine County, Oregon
2005-06 Operating Budget**

Board of County Commissioners

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - General Government					
Interfund Charges & Transfers	\$ 12,500	\$ 13,000	\$ 13,000	\$ -	\$ -
Total Resources	12,500	13,000	13,000	-	-
Materials & Services	27,727	60,353	95,517	-	-
Total Expenditures	27,727	60,353	95,517	-	-
Resources Required	\$ 15,227	\$ 47,353	\$ 82,517	\$ -	\$ -

General Fund - State Courts

Interfund Payments & Transfers	\$ 530,471	\$ 530,471	\$ 530,471	\$ -	\$ -
Total Expenditures	530,471	530,471	530,471	-	-
Resources Required	\$ 530,471	\$ 530,471	\$ 530,471	\$ -	\$ -

Administrative Internal Service - Fund 401 - General Government

Materials & Services	\$ 105,561	\$ 92,126	\$ 127,255	\$ 137,423	\$ 137,423
Interfund Payments & Transfers	7,298	13,697	-	-	-
Total Expenditures	112,859	105,823	127,255	137,423	137,423
Allocable Amount	\$ 112,859	\$ 105,823	\$ 127,255	\$ 137,423	\$ 137,423

Administrative Internal Service - Fund 401 - BCC Operations

Fees & Charges for Services	\$ 2,886	\$ 300	\$ 700	\$ 300	\$ 300
Miscellaneous	2,792	3,730	5,000	6,100	6,100
Interfund Charges & Transfers	13,150	-	15,840	15,840	15,840
Total Resources	18,828	4,030	21,540	22,240	22,240

Personal Services	420,944	441,155	453,301	481,103	481,103
Materials & Services	43,096	17,953	74,891	57,045	57,045
Interfund Payments & Transfers	6,165	3,469	21,137	4,600	4,600
Capital Outlay	9,475	139	1,900	1,900	1,900
Total Expenditures	479,680	462,716	551,229	544,648	544,648
Net Allocable Amount	\$ 460,852	\$ 458,686	\$ 529,689	\$ 522,408	\$ 522,408

Budgeted Full-time Equivalents	6.00	6.00	6.00	6.00	6.00
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JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget

DEPARTMENT
Board of Commissioners

Fund Descriptions

General Fund – General Government

The General Fund – General Government accounts for all revenues and expenditures of the County which are not accounted for in other General Fund departments. The office of the Board of County Commissioner (BCC) is responsible for the portion of the General Government budget presented in this section. The Finance Department is responsible for administering the portion of the General Government budget presented in its section. Effective with the 2005-06 budget, this section has been combined with General Fund – General Government in the Finance Department.

General Fund – State Courts

This fund was established to account for revenues and expenditures related to improving security for the State Courts, which are located in the Josephine County Courthouse. The revenues for this fund are derived from a share of court fines and fees. Effective with the 2005-06 budget, this section has been combined with General Fund – General Government in the Finance Department.

Administrative Internal Service Fund – Commissioner’s Office

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments.

The Commissioner’s Office is a department within the ISF fund. The costs associated with the department’s operations are accounted for in this section.

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

DEPARTMENT
Board of County Commissioners

PROGRAM
Commissioners' Office

Description

Josephine County is governed by three elected County Commissioners. The Board of County Commissioners (BCC) serves as the executive-legislative branch of the County and perform quasi-judicial functions. The BCC are responsible for the planning, formation and implementation of the annual budget. The BCC serve on a number of federal, state and local mandated governmental panels, boards and commissions with fiscal duties and authority over other public monies. The BCC also represent the citizens of Josephine County by performing ceremonial leadership functions.

The BCC initiates citizen involvement in county government by creating opportunities for citizens to serve and provide valuable input in the formation of public policy and improving the quality of life in Josephine County.

Executive Functions – Commissioners are responsible for the daily operation of over 20 County departments. Commissioners set goals, establish priorities, supervise the managers of County services and ensure compliance with regulations of the government. The Commissioners are responsible for the budgetary and financial oversight of all County operations.

Legislative Functions – Commissioners are responsible for passage of local laws which regulate and govern the procedures of government in relation the public. The Board conducts hearings, receives public comment, staff reports and legislation for the County (ordinances). The Commissioners pass resolutions that support or define goals of the County and assist in the shaping of public policy.

Judicial Functions – The Board performs quasi-judicial functions by carrying out hearings and making judgments in matters such as land use issues and administrative hearings.

Ceremonial Functions – The County Commissioners represent the citizens of Josephine County at numerous community events.

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Continue to provide a wide range of services to the community.
- Explore new ideas and alternative funding possibilities to provide stable funding for local government.
- Explore new ways to provide information on local government to the public.
- Encourage public participation in local government.
- Monitor and evaluate state and federal legislation and proposals to assure that our county's interest is advanced.

Fiscal Year 2004-2005 Accomplishments

- Continue to provide a wide range of services to the community.
- Explore new ideas and alternative funding possibilities to provide stable funding for local government.
- Explore new ways to provide information on local government to the public.
- Encourage public participation in local government.
- Monitor and evaluate state and federal legislation and proposals to assure that our county's interest is advanced.

Fiscal Year 2005-2006 PROJECTED GOALS

- Build and strengthen the community with positive leadership and vision.
- Provide County programs with an emphasis on public service and commitment.
- Reorganize and redefine departmental duties and services with an emphasis on efficiency and public service.
- Explore alternative funding possibilities to provide secure funding for County government.
- Work with State and Federal legislators on the Reauthorization of PL106-393 (O & C funds).
- Implement performance-based budgeting and performance measures for the allocation of public resources.
- Monitor and evaluate State and Federal legislation and proposals to assure that our county's interest is advanced.
- Expand county government television programming on Cable Access Channel 14.

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

DEPARTMENT
Board of County Commissioners

PROGRAM
Commissioners' Office

Service Levels	2003- 2004	2004- 2005	2004- 2005	2005- 2006
	Actual	Actual	Actual	Budge ted
Administrative Support				
Board Meetings w/Departments	243	260	257	275
Board Meetings w/Citizens	198	220	218	220
Office Coordinator (Front Office)				
Phones			13,915	14,000
Counter Support			6,325	6,500
Communications (mail, email, etc.)			3,033	3,300
Room 157/Anne Basker Scheduling			434	500
Recording/Journalizing (Weekly Business Session)				
Contracts and Agreements	191	201	120	175
Correspondence	591	600	206	400
Easements	2	4	5	5
Finding of Facts	12	25	13	20
Fire Annexations	0	1	0	1
Land Use Hearings	20	25	29	25
Liquor Licenses	12	20	7	10
Minutes Reviewed/Recorded	125	135	179	150
Misc. Recordings	45	45	62	70
Orders	97	100	67	85
Ordinances	3	10	8	10
Plats	24	25	30	35
Proclamations	9	15	12	15
Resolutions	89	120	89	100
Special Recognitions	192	200	94	100
Weekly Business Session Hearings	52	52	52	52
Wrecker License	4	10	8	8
Quit Claim Deeds	12	15	5	10
Journal Recording/Proceedings	12 mths	12 mths	874 pgs.	900 pgs.

**Josephine County, Oregon
2005-06 Operating Budget**

Finance Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
General Fund - General Government					
Taxes	\$ 678,528	\$ 789,265	\$ 699,000	\$ 700,000	\$ 700,000
Intergovernmental	11,253,913	11,391,140	11,525,628	11,691,000	11,691,000
Fees & Charges for Services	1,633	-	47,000	1,500	1,500
Miscellaneous	270,461	25,520	1,020	900	900
Interfund Charges & Transfers	424,237	130,925	175,062	157,144	157,144
Proceeds from borrowing	-	-	5,000,000	-	-
Beginning Fund Balance	2,809,345	2,097,963	2,237,004	2,368,663	2,368,663
Total Resources	15,438,117	14,434,813	19,684,714	14,919,207	14,919,207
Materials & Services	342,535	136,960	134,420	132,963	132,963
Interfund Payments & Transfers	1,688,064	1,312,475	6,354,139	1,567,569	1,567,569
Capital Outlay	207,995	212,960	500,000	-	-
Debt Service	4,044	-	-	120,000	120,000
Contingency	-	-	1,443,778	2,500,000	2,422,914
Ending Fund Balance	2,097,963	2,494,819	-	-	-
Total Expenditures	4,340,601	4,157,214	8,432,337	4,320,532	4,243,446
Resources (Provided)	\$ (11,097,516)	\$ (10,277,599)	\$ (11,252,377)	\$ (10,598,675)	\$ (10,675,761)

Funds 275 and 311 (see below) were closed into the above budget effective with the adoption of the 2004-05 budget.

Administrative Internal Service - Fund 401 - Finance

Personal Services	\$ 305,649	\$ 298,908	\$ 369,455	\$ 445,992	\$ 445,992
Materials & Services	31,703	78,963	38,952	41,550	41,550
Interfund Payments & Transfers	8,606	7,424	8,121	8,121	8,121
Capital Outlay	21,207	20,742	-	-	-
Debt Service	35,701	33,427	36,000	36,000	36,000
Total Expenditures	402,866	439,464	452,528	531,663	531,663
Allocable Amount	\$ 402,866	\$ 439,464	\$ 452,528	\$ 531,663	\$ 531,663
Budgeted Full-Time Equivalent	4.00	4.70	5.70	6.70	6.70

Administrative Internal Service - Fund 401 - General Government

Fees & Charges for Services	\$ -	\$ 101,917	\$ 116,500	\$ 110,000	\$ 110,000
Miscellaneous	6,480	191,445	5,500	7,400	7,400
Interfund Charges & Transfers	4,681,614	4,896,096	5,094,193	5,346,007	5,340,151
Total Resources	4,688,094	5,189,458	5,216,193	5,463,407	5,457,551
Materials & Services	37,739	156,690	160,000	157,000	157,000
Capital Outlay	1,763	-	-	-	-
Debt Service	-	-	-	-	-
Total Expenditures	39,502	156,690	160,000	157,000	157,000
Net Allocable Amount	\$ (4,648,592)	\$ (5,032,768)	\$ (5,056,193)	\$ (5,306,407)	\$ (5,300,551)

**Josephine County, Oregon
2005-06 Operating Budget**

Finance Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Court Security - Fund 275					
Beginning Fund Balance	\$ 71,248	\$ 62,310	\$ -	\$ -	\$ -
Fees & Charges for Services	53,380	48,445	-	-	-
Miscellaneous	1,453	827	-	-	-
Total Resources	126,081	111,582	-	-	-
Materials & Services	63,571	55,819	-	-	-
Interfund Payments & Transfers	200	500	-	-	-
Total Expenditures	63,771	56,319	-	-	-
Ending Fund Balance	\$ 62,310	\$ 55,263	\$ -	\$ -	\$ -

Effective with 2004-05, Fund 275 was closed into the Finance-General Government department of the General Fund, shown above.

ADA Compliance - Fund 311

Beginning Fund Balance	\$ 1,346	\$ 1,372	\$ -	\$ -	\$ -
Miscellaneous	26	18	-	-	-
Interfund Charges & Transfers	-	15,000	-	-	-
Total Resources	1,372	16,390	-	-	-
Materials & Services	-	7,781	-	-	-
Total Expenditures	-	7,781	-	-	-
Ending Fund Balance	\$ 1,372	\$ 8,609	\$ -	\$ -	\$ -

Effective with 2004-05, Fund 311 was closed into the Finance-General Government department of the General Fund, shown above.

Grant Projects Fund - Fund 210

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	300,000
Interfund Charges & Transfers	-	-	-	-	50,000
Total Resources	-	-	-	-	350,000
Materials & Services	-	-	-	-	350,000
Total Expenditures	-	-	-	-	350,000
Ending Fund Balance	\$ -				

Search and Rescue Building Acquisition - Fund 301

Beginning Fund Balance	\$ -	\$ -	\$ 74,480	\$ -	\$ -
Interfund Charges & Transfers	-	100,000	723,830	-	-
Total Resources	-	100,000	798,310	-	-
Capital Outlay	-	25,160	798,310	-	-
Total Expenditures	-	25,160	798,310	-	-
Ending Fund Balance	\$ -	\$ 74,840	\$ -	\$ -	\$ -

**Josephine County, Oregon
2005-06 Operating Budget**

Finance Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Energy Improvements - Fund 605					
Beginning Fund Balance	\$ 92	\$ 4	\$ -	\$ -	\$ -
Miscellaneous	82	1,558	100	-	-
Interfund Charges & Transfers	20,503	20,473	20,473	-	-
Total Resources	20,677	22,035	20,573	-	-
Interfund Payments & Transfers	189	-	89	-	-
Debt Service	20,484	20,484	20,484	-	-
Total Expenditures	20,673	20,484	20,573	-	-
Ending Fund Balance	\$ 4	\$ 1,551	\$ -	\$ -	\$ -

The debt accounted for in this fund was paid off in 2004-05.

PERS Bond Debt Service - Fund 610

Beginning Fund Balance	\$ 75,696	\$ 166,563	\$ -	\$ 250,000	\$ 250,000
Miscellaneous	2,570	2,795	-	4,000	4,000
Interfund Charges & Transfers	753,802	832,970	835,593	704,000	704,000
Total Resources	832,068	1,002,328	835,593	958,000	958,000
Debt Service	665,505	800,594	835,593	870,594	870,594
Contingency	-	-	-	87,406	87,406
Total Expenditures	665,505	800,594	835,593	958,000	958,000
Ending Fund Balance	\$ 166,563	\$ 201,734	\$ -	\$ -	\$ -

Juvenile Facility Debt Service - Fund 624

Beginning Fund Balance	\$ 44,189	\$ -	\$ -	\$ -	\$ -
Taxes	198,517	-	-	-	-
Miscellaneous	4,743	-	-	-	-
Total Resources	247,449	-	-	-	-
Interfund Payments & Transfers	15,342	-	-	-	-
Debt Service	232,107	-	-	-	-
Total Expenditures	247,449	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

The debt accounted for in this fund was paid off in 2002-03.

Adult Jail Facility Debt Service - Fund 625

Beginning Fund Balance	\$ 566,762	\$ 65,220	\$ 155,432	\$ 140,270	\$ 140,270
Taxes	607,858	1,160,551	1,107,684	1,130,000	1,130,000
Miscellaneous	27,995	54,860	13,000	15,000	15,000
Total Resources	1,202,615	1,280,631	1,276,116	1,285,270	1,285,270
Debt Service	1,137,395	1,133,100	1,132,945	1,131,715	1,131,715
Total Expenditures	1,137,395	1,133,100	1,132,945	1,131,715	1,131,715
Ending Fund Balance	\$ 65,220	\$ 147,531	\$ 143,171	\$ 153,555	\$ 153,555

**Josephine County, Oregon
2005-06 Operating Budget**

Finance Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Short Term Debt Service - Fund 650					
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	281,100	-	206,100	-	-
Interfund Charges & Transfers	5,000,000	-	5,000,000	-	-
Total Resources	5,281,100	-	5,206,100	-	-
Materials & Services	6,000	-	6,000	-	-
Interfund Payments & Transfers	100	-	100	-	-
Debt Service	5,275,000	-	5,200,000	-	-
Total Expenditures	5,281,100	-	5,206,100	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -

This fund has been used to account for short term borrowings which are paid off in less than one year. There is no need or requirement to budget short term borrowings, and this practice was discontinued with the adoption of the 2005-06 budget.

Payroll Reserve - Fund 651

Beginning Fund Balance	\$ 445,916	\$ 145,890	\$ 1,000,000	\$ 1,042,885	\$ 1,042,885
Miscellaneous	7,011	1,004	1,000	8,000	8,000
Interfund Charges & Transfers	1,049,340	2,086,010	1,056,600	1,096,000	1,096,000
Total Resources	1,502,267	2,232,904	2,057,600	2,146,885	2,146,885
Personal Services	1,356,377	1,208,919	2,057,600	870,500	870,500
Contingency	-	-	-	1,276,385	1,276,385
Total Expenditures	1,356,377	1,208,919	2,057,600	2,146,885	2,146,885
Ending Fund Balance	\$ 145,890	\$ 1,023,985	\$ -	\$ -	\$ -

Adult Jail Arbitrage Reserve - Fund 700

Beginning Fund Balance	\$ -	\$ 22,676	\$ -	\$ -	\$ -
Miscellaneous	25,926	1,375	-	-	-
Total Resources	25,926	24,051	-	-	-
Materials & Services	3,250	(12,631)	-	-	-
Interfund Payments & Transfers	-	36,661	-	-	-
Total Expenditures	3,250	24,030	-	-	-
Ending Fund Balance	\$ 22,676	\$ 21	\$ -	\$ -	\$ -

PEG Access - Fund 704

Beginning Fund Balance	\$ 71,682	\$ 76,146	\$ 93,000	\$ 72,015	\$ 72,015
Taxes	47,780	48,118	48,000	48,000	48,000
Fees & Charges for Services	1,529	1,063	-	-	-
Miscellaneous	-	-	800	1,000	1,000
Total Resources	120,991	125,327	141,800	121,015	121,015
Materials & Services	31,912	31,312	31,312	36,000	36,000
Interfund Payments & Transfers	12,500	13,000	13,000	15,000	15,000
Capital Outlay	433	400	97,488	70,015	70,015
Total Expenditures	44,845	44,712	141,800	121,015	121,015
Ending Fund Balance	\$ 76,146	\$ 80,615	\$ -	\$ -	\$ -

JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget

DEPARTMENT
Finance

Fund Descriptions

General Fund - General Government

The General Fund - General Government accounts for all revenues and expenditures of the County, which are not accounted for in the other General Fund departments.

Administrative Internal Service Fund - Finance and General Government

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other County departments. The net cost of operating ISF departments is allocated to the operating departments and funds which directly serve the public.

Finance is a department within the ISF fund. The costs associated with operating the Finance Department are accounted for in this section.

The General Government section of the ISF fund accounts for all non –departmental revenues and expenditures of the County's ISF, which are not accounted for in the other ISF departments.

ADA (Americans with Disabilities Act) Compliance Fund

This fund accounted for revenues and expenditures associated with the County's program to bring County buildings and facilities into compliance with the Federal Americans With Disabilities (ADA) Law. Beginning in fiscal 2004-05, the activities of this fund are budgeted within the General Government component of the General Fund.

Grant Projects Fund

This fund was established effective July 1, 2005, for the purpose of accounting for miscellaneous grants received by the County. The grants will be accounted for separately within this fund.

Search and Rescue Building Acquisition Fund

This fund accounts for the monies budgeted for the construction of search and rescue facilities.

Energy Improvements Debt Service Fund

This fund is used to account for payments to repay the long-term loans made for the purpose of providing energy improvements to the County Courthouse, Illinois Valley Pool, and the Grants Pass YMCA building.

PERS Bond Debt Service

During the fiscal year 2001-02 the County completed the financing the PERS unfunded actuarial liability and created this fund. The revenue for the payment of the bond will be received from all County departments and placed in this fund. The related debt payments will be taken care of also within this fund.

Juvenile Facility Debt Service

This fund accounted for the collection of property taxes designated to retire the bonds which provide funding for the construction of the County's Juvenile Justice Facility. These bonds were paid off during fiscal year 2001-02.

Adult Jail Facility

This fund accounts for the collection of property taxes related to the retirement of the bonds issued for the construction of the Adult Jail. Josephine County voters in the November 3, 1998 general election approved this levy.

JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget

DEPARTMENT
Finance

Fund Descriptions (Continued)

Short-Term Debt Service

This fund accounted for the accumulation of resources and the payment of Tax and Revenue Anticipation Notes (TRAN's) sold by the County to fund operations pending the receipt of O & C revenues in October. These are short-term borrowings which are paid off in less than one year. There is no need or requirement to budget short-term borrowings, and this practice was discontinued with the adoption of the 2005-06 budget.

Payroll Reserve

Funds are provided to the Payroll Reserve fund by formula for each county department. Charges against this fund are for payments made to employees who exchange time management leave, sell back vacation or receive any settlement for accrued leaves at time of retirement or termination of employment. This fund should be growing over time to balance against the accrued leave liability of county employees.

PEG Access Trust Fund

Josephine County Ordinance 98-1 authorizes the Board of County Commissioners of Josephine County to grant non-exclusive franchises for the operation of cable communication systems within the unincorporated area of Josephine County. The PEG Access Trust Fund accounts for the monies received for the franchise fees. Expenditures are for public cable access.

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

DEPARTMENT
Finance

PROGRAM
General Government And Debt Service

General Government Description

This program accounts for expenditures that do not necessarily fit into other departmental budgets or are made for the general benefit of the County as a whole. County resources which are not associated with a specific department are also accounted for in this program. The Finance Department and the Board of County Commissioners oversees this program.

Objectives

Monitor actual revenues and expenditures for compliance with budgeted amounts for all funds. Adjust general government budgets as necessary to balance with actual.

Service Levels

NOTE: The service levels for this program are accounted for within the Finance Internal Service Program.

Debt Management Description

The Debt Management Program includes all of the Debt Service funds.

Objectives

Establish and maintain effective controls over all Debt Service funds. Ensure adequate resources are accumulated to pay long-term debt principal and interest. Ensure payments are made on time for all long-term debt.

Service Levels

NOTE: The service levels for this program are accounted for within the Finance Internal Service Program.

**JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget**

**DEPARTMENT
Finance**

**PROGRAM
Internal Services**

Description

As part of the Internal Service Fund, the Finance Department is responsible for the financial management and planning of the County. County management and planning includes establishing and maintaining effective controls over the County's financial activities. The department also provides accurate financial information to all County Departments in a timely manner. Finance is responsible for coordinating the annual budget and monitoring compliance after adoption. Finance performs analysis of financial condition including interim and annual financial reports and recommends financial policies to the Board of County Commissioners.

Objectives

- Provide accurate and timely financial support and oversight to all County Departments
- Compile the annual budget and assist the budget committee and Board of County Commissioners (BCC) in the process of budget hearings and final adoption of the annual budget
- Educate departmental staff and public on budgetary rules, laws and financial reports
- Prepare and publish annually the Budget Book
- Compile periodic supplemental budgets and assist BCC with adoption process
- Prepare and publish Comprehensive Annual Financial Report (CAFR)
- Coordinate annual independent audit
- Prepare monthly financial reports to assist departments during analysis of financial position
- Provide assistance and timely responses to Board of County Commissioners' requests for special projects and financial analysis

<u>Service Levels</u>	2003-2004 Final	2004-2005 Adopted	2005-2006 Budgeted
Number of funds maintained	60	60	20
Budgeted expenditures	\$113,504,764	\$113,678,971	\$105,000,000 (Est)
Monthly financial report packages produced	300	300	300

Efficiency Measures

Staffing – Full Time Equivalents (FTEs) (2004-05 the Chief Financial Officer position was added) (2005-06 the Payroll Technician position was added)	4.7	5.7	6.7
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Effectiveness Measures

Number of over-expended appropriations per year	4	-	-
Audit comments related to Oregon Budget Law	No	-	-
Audit completed by December 15	No	-	-

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

DEPARTMENT
Finance

PROGRAM
Internal Services

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Received unqualified opinion on 2002-2003 Comprehensive Annual Financial Report
- Received certification from GFOA on 2002-2003 Comprehensive Annual Financial Report
- Provide and expand financial training for departments and public
- Provide accurate financial support to County Departments in timely manner
- Completed conversion of MIP software to Windows environment
- Completed conversion of JoCo Payroll System to ABRA Payroll for Windows.
- Compiled the 2004-05 budget and assisted the Budget Committee and BCC in the process of budget hearings and final adoption of the annual budget.

Fiscal Year 2004-2005 Accomplishments

- Established accounting calendar with monthly due dates
- Reinstated publishing an annual Budget Book
- Put Budget Book on the County's web site
- Reconciled General Ledger to subsidiary amounts
- Set up FAS Asset Accounting System for annual inventory
- Consolidated budgeted funds from over 64 to under 20
- Received unqualified opinion on the 2003-04 Comprehensive Annual Financial Report (CAFR)
- Streamlined and clarified Supplemental Budget process
- Implemented procedure to have a current version of budget readily available to public

Fiscal Year 2005-2006 Goals

- Create Josephine County Accounting Manual to contain accounting policies and procedures
- Implement purchasing card and travel card program
- Review and revise the following accounting policies and procedures:
 - accounts payable
 - payroll processing
 - travel
 - capital assets and annual inventory
 - year-end processing and closing of the books
 - contract review / financial summary page
- Publish annual Budget Book by August 31
- Publish annual CAFR by December 31



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**Josephine County, Oregon
2005-06 Operating Budget**

Information Technology

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Administrative Internal Service - Fund 401 - Information Systems					
Fees & Charges for Services	\$ 24,030	\$ 19,222	\$ -	\$ -	\$ -
Interfund Charges & Transfers	-	10,000	-	62,000	62,000
Total Resources	24,030	29,222	-	62,000	62,000
Personal Services	603,136	651,867	662,523	650,722	650,722
Materials & Services	208,062	165,812	149,074	206,200	206,200
Interfund Payments & Transfers	2,100	2,100	2,843	2,807	2,807
Capital Outlay	8,590	-	-	-	-
Total Expenditures	821,888	819,779	814,440	859,729	859,729
Net Allocable Amount	\$ 797,858	\$ 790,557	\$ 814,440	\$ 797,729	\$ 797,729
Budgeted Full-Time Equivalents	10.00	9.50	9.00	9.00	8.00

JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget

DEPARTMENT
Information Technology

Fund Description

Administrative Internal Service Fund – Information Technology

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments.

Information Technology is a department within the ISF fund. The costs associated with the department's operations are accounted for in this section.

**JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget**

**DEPARTMENT
Information Technology**

**PROGRAM
Internal Services**

Description

The purpose of the Information Technology Department is to provide, coordinate, and facilitate the use of technology and information resources, including infrastructure, application and desktop support, to the departments of Josephine County in order for them to fulfill their mission statement in an efficient and cost effective manner.

Objectives

To assist county government operate in a unified and coordinated manner to increase the overall quality, productivity, efficiency and cost effectiveness in providing services to the community thru the appropriate application of technology by limiting redundancies, managing costs, maximizing vendor relationships, and delivering innovative technology solutions.

Service Levels

	2003-2004 Actual	2004-2005 Expected	2005-2006 Budgeted
Number of active users	632	633	620
Number of computers	542	546	536
Number of printers	179	186	185
Number of applications	112	122	128
Number of service requests	1385	1250	1375
Information Technology FTE	9.5	9	9
Infrastructure support FTE	5	4	3
Service Requests FTE	2	2.5	2.5
Application Support FTE	2.5	2.5	3.5

Efficiency Measures

Total cost per computer	\$1,531	\$1,490	\$1,496
IT budget as a percentage of the total county operating budget	0.80%	0.77%	0.76%

Effectiveness Measures

Network uptime	99.97%	99.98%	99.99%
Percent of service requests Resolved in less than one day	40%	50%	50%
Avg. number of days to resolve 90% of service requests	4.4	3.5	3

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

DEPARTMENT
Information Technology

PROGRAM
Internal Services

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Server availability 99.9 % or better
- Replace 25 percent of county PC's
- New applications or upgrades for District Attorney, Clerks, Corrections, Finance, Tax, Planning and Sheriff

Fiscal Year 2004-2005 Expected Accomplishments

- Server availability 99.9 % or better
- Replace 25 percent of county PC's
- New county web page
- Public Health Practice Management Application and Animal Control Application
- Oregon Central Voter Registration application
- Sheriff Concealed Weapons application

Fiscal Year 2005-2006 Goals

- Server availability 99.9 % or better
- Fiber Connections to Jail, Public Works, Ramsey and Corrections
- Server consolidation and upgrades
- Implement additional network security systems
- HIPAA audit and compliance tracking
- Document Imaging upgrade and add new departments
- Enterprise GIS

**Josephine County, Oregon
2005-06 Operating Budget**

Communications

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Administrative Internal Service - Fund 401 - Communications					
Fees & Charges for Services	\$ 23,442	\$ 21,794	\$ 25,100	\$ 26,100	\$ 26,100
Interfund Charges & Transfers	30,686	91,938	95,000	86,000	86,000
Total Resources	54,128	113,732	120,100	112,100	112,100
Personal Services	208,246	216,158	224,776	232,586	232,586
Materials & Services	134,063	123,572	124,520	108,220	108,220
Interfund Payments & Transfers	9,553	11,517	14,040	14,530	14,530
Total Expenditures	351,862	351,247	363,336	355,336	355,336
Net Allocable Amount	\$ 297,734	\$ 237,515	\$ 243,236	\$ 243,236	\$ 243,236
Budgeted Full-Time Equivalents	3.00	3.00	3.00	3.00	3.00

JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget

DEPARTMENT
Communications

Fund Description

Administrative Internal Service Fund – Communications

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments. The net cost of operating ISF departments is allocated to the operating departments and funds which directly serve the public.

Communications is a department within the ISF fund. The costs associated with the department's operations are accounted for in this section.

**JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget**

**DEPARTMENT
Communications**

**PROGRAM
Internal Services**

Description

The purpose of the Communications Division is to provide all County departments with the ability to communicate both internally and externally through two-way radio, telecommunications, and computer network connectivity in order that they may provide services to the citizens of Josephine County.

Objective

The objective of the Communications Division is to provide all County departments with reliable communications systems.

Services Levels:

	<u>2002/2003</u>	<u>2003/2004</u>	<u>2004/2005</u>
	<u>Actual</u>	<u>Actual</u>	<u>Expected</u>
Radio components	998	990	1044
Phones / Switches	815 / 12	831 / 12	804 / 12
Computer network connections	737	740	755
Total of all service requests	446	425	400
Number of all service requests considered "critical"	177	169	160
Average radio components age in years	15.0	16.1	16.4
Phone system major components age in years	9	10	11
Computer network components age in years	less 5	less 5	less 5
Number of department FTE	3	3	3

Efficiency Measures:

	<u>2002/2003</u>	<u>2003/2004</u>	<u>2004/2005</u>
	<u>Actual</u>	<u>Actual</u>	<u>Expected</u>
Two-way radio service requests / FTE required	167 / 1.43	166 / 1.90	150 / 1.50
Phone service requests / FTE required	200 / 0.91	173 / 0.70	130 / 1.20
Computer network service requests / FTE required	52 / 0.52	55 / 0.40	40 / 0.30

Effectiveness Measures:

	<u>2002/2003</u>	<u>2003/2004</u>	<u>2004/2005</u>
	<u>Actual</u>	<u>Actual</u>	<u>Expected</u>
% of critical requests resolved within 24 hrs	98%	98%	99%
% of all requests resolved on first service call	98%	98%	98%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Performed preventative maintenance at the County's five radio sites.
- Connected the Juvenile and A St buildings telephone systems to the Courthouse telephone system with light fiber.

Fiscal Year 2004-2005 Expected Accomplishments

- Wire the new Emergency Services Building for both phone and data.
- Wire the Dimmick Emergency Wing for phone and data for Public Health move.

Fiscal Year 2005-2006 Projected Accomplishments

- Conduct radio system analysis with consultant to plan future improvements.
- Install new microwave system if grant is received.



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**Josephine County, Oregon
2005-06 Operating Budget**

County Legal Counsel

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Administrative Internal Service - Fund 401 - Legal					
Miscellaneous	\$ 200	\$ -	\$ -	\$ -	\$ -
Interfund Charges & Transfers	7,444	-	13,434	26,034	26,034
Total Resources	7,644	-	13,434	26,034	26,034
Personal Services	273,456	287,558	307,468	365,399	365,399
Materials & Services	16,369	10,100	13,824	16,514	16,514
Interfund Payments & Transfers	2,100	2,295	2,700	2,700	2,700
Capital Outlay	7,024	1,483	1,000	-	-
Total Expenditures	298,949	301,436	324,992	384,613	384,613
Net Allocable Amount	\$ 291,305	\$ 301,436	\$ 311,558	\$ 358,579	\$ 358,579

Budgeted Full-Time Equivalents	3.80	3.80	3.80	3.80	4.25
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Law Library - Fund 237

Beginning Fund Balance	\$ 70,450	\$ 48,431	\$ 68,000	\$ 1,000	\$ 1,000
Intergovernmental	82,117	86,108	80,000	82,700	82,700
Fees & Charges for Services	-	-	2,700	-	-
Miscellaneous	1,108	-	1,300	1,300	1,300
Total Resources	153,675	134,539	152,000	85,000	85,000
Personal Services	46,810	62,126	65,292	47,594	47,594
Materials & Services	46,410	40,563	36,835	22,238	22,238
Interfund Payments & Transfers	12,024	13,369	16,230	15,168	15,168
Capital Outlay	-	836	4,267	-	-
Contingency	-	-	29,376	-	-
Total Expenditures	105,244	116,894	152,000	85,000	85,000
Ending Fund Balance	\$ 48,431	\$ 17,645	\$ -	\$ -	\$ -

Budgeted Full-Time Equivalents	0.78	0.78	1.00	1.00	0.50
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The administration of the Law Library was transferred from the Library Department to the Legal Counsel effective with the 2005-06 budget.

JOSEPHINE COUNTY, OREGON
2005 – 2006 Operating Budget

DEPARTMENT
Legal Counsel

Fund Descriptions

Administrative Internal Service Fund – Legal Counsel

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments.

The County Legal Counsel is a department within the ISF fund. The costs associated with the department's operations are accounted for in this section.

Law Library Fund

Josephine County operates a law library for the use of judges, attorneys, litigants and potential litigants. The Law Library is funded totally through fees which are collected from each civil suit action or proceeding filed in the circuit or district court. State law limits the amount of fees used for the Library to no more than 40% of the fees they collect.

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

DEPARTMENT
Legal Counsel

PROGRAM
Internal Services

Description

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 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.

Objectives

- Provide accurate and timely legal advice and representation to Josephine County elected and appointed officials and all county departments.
- Provide assistance and timely responses to Board of County Commissioners' requests for special projects.
- Provide legal advice and assistance to County Risk Manager.

	2003-04 Actual	2004-05 Expected	2005-06 Budgeted
<u>Service Levels</u>			
Contracts drafted/reviewed/revised	345	241	345
Land use enforcement cases processed	5	7	8
Other cases processed (Admin.;			
Tax court, Solid Waste, etc.	24	18	24
Tort claim/risk management files			
Monitored	42	38	45
Files opened (all departments)	613	497	620
Weekly Business Session items reviewed	233	194	250
County department supervisors/managers assisted	141	114	115
Department budget	\$314,628	\$321,992	\$393,197
Department FTE's	3.8	3.8	4.25
County budget	\$113,504,764	\$117,032,632	\$110,000,000
County FTE's	802	649	643
<u>Efficiency Measures</u>			
Contracts drafted/reviewed/revised per FTE	90.79	63.42	81.18
Land Use Enforcement cases processed per FTE	1.32	1.84	1.88
Other cases processed (Admin.; Tax Court, etc.) per FTE	6.32	4.74	5.65
Tort claim/risk management files monitored per FTE	11.05	10.00	10.59
Files opened (all departments) per department FTE	161.32	130.79	145.88
Weekly Business Session items reviewed per department FTE	61.32	51.05	58.82
County dept. supervisors/managers assisted per department FTE	37.11	30.00	27.06
Proportion of department FTE's to county FTE's	.47%	.59%	.66%
Proportion of department budget to total county budget	.28%	.28%	.36%

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

DEPARTMENT
Legal Counsel

PROGRAM
Internal Services

	2003-04 Actual	2004-05 Expected	2005-06 Budgeted
<u>Effectiveness Measures</u>			
Years of service in elective office	9	10	11
Accessibility to Board of Commissioners	100%	100%	100%
Percentage of advisory requests, meeting the following timeline standards:			
a) BCC requests within 7 days	100%	90%	100%
b) Legal opinion within 14 days.	75%	93%	100%
c) Contract review within 7-14 days.	92%	92%	100%

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

- Drafted and review ordinances, orders, and resolutions of the Board.
- Drafted and reviewed contracts and bid documents for compliance with state and local public contract rules and make recommendations to the Board of Commissioners regarding such contracts.
- Provided legal advice and services to the county advisory committees and commissions.
- Participated in Josephine County/City of Grants Pass Solid Waste Agency (Agency Chair).
- Retained leadership position in statewide Government Law Section of the Oregon State Bar.
- Drafted deeds, resolutions, and orders to convey county lands pursuant to state statute and county charter.
- Continued with Codification project.
- Continued to streamline preparation process for opinion requests to ensure timely response to requests for opinions by members of governing body and county officers.
- Continued to streamline office procedures to ensure "client" communication and satisfaction.
- Responded to advisory requests.
- Continued to advise county departments regarding HIPAA policy, orders, and resolutions for HIPAA compliance.
- Continued to advise county departments regarding Title III compliance, and prepare Board resolutions and public notices.
- Prepared ballot titles as required by state statute, for county measures.
- Drafted county administrative policies and procedures.
- Reviewed and provided assistance for CDBG and RD grant documents.
- Conducted Finance Department Internal Investigation.
- Served on Compensation Committee.
- Finalized LUBA appeal records.
- Processed Vehicle Impoundment hearings.
- Responded to Public Records Requests.

Fiscal Year 2004-2005 Expected Accomplishments

- Draft and review ordinances, orders, and resolutions of the Board.
- Draft and review contracts and bid documents for compliance with state and local public contract rules and make recommendations to the Board of Commissioners regarding such contracts.
- Provide legal advice and services to the county advisory committees and commissions.
- Participate in Josephine County/City of Grants Pass Solid Waste Agency (Agency Chair).
- Retain leadership position in statewide Government Law Section of the Oregon State Bar.
- Draft deeds, resolutions, and orders to convey county lands pursuant to state statute and county charter.
- Continue with Codification project.
- Continue to streamline preparation process for opinion requests to ensure timely response to requests for opinions by members of governing body and county officers.

JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget

DEPARTMENT
Legal Counsel

PROGRAM
Internal Services

- Continue to streamline office procedures to ensure "client" communication and satisfaction.
- Respond to advisory requests.
- Amend Public Contracting Rules.
- Amend Emergency Medical Services Ordinance and related documents.
- Continue to advise county departments regarding HIPAA policy, orders, and resolutions for HIPAA compliance.
- Continue to advise county departments regarding Title III compliance, and prepare Board resolutions and public notices.
- Prepare ballot titles as required by state statute, for county measures.
- Draft county administrative policies and procedures.
- Review and provide assistance for CDBG and RD grant documents.
- Serve on Compensation Committee.
- Finalize LUBA appeal records.
- Process Vehicle Impoundment hearings.
- Respond to Public Records Requests.

Fiscal Year 2005-2006 Goals

- Draft and review ordinances, orders, and resolutions of the Board.
- Draft and review contracts and bid documents for compliance with state and local public contract rules and make recommendations to the Board of Commissioners regarding such contracts.
- Provide legal advice and services to the county advisory committees and commissions.
- Participate in Josephine County/City of Grants Pass Solid Waste Agency (Agency Chair).
- Retain leadership position in statewide Government Law Section of the Oregon State Bar.
- Draft deeds, resolutions, and orders to convey county lands pursuant to state statute and county charter.
- Continue with Codification project.
- Continue to streamline preparation process for opinion requests to ensure timely response to requests for opinions by members of governing body and county officers.
- Continue to streamline office procedures to ensure "client" communication and satisfaction.
- Respond to advisory requests.
- Amend Emergency Medical Services Ordinance and related documents.
- Continue to advise county departments regarding HIPAA policy, orders, and resolutions for HIPAA compliance.
- Continue to advise county departments regarding Title III compliance, and prepare Board resolutions and public notices.
- Prepare ballot titles as required by state statute, for county measures.
- Draft county administrative policies and procedures.
- Review and provide assistance for CDBG and RD grant documents.
- Finalize LUBA appeal records.
- Process Vehicle Impoundment hearings.
- Respond to Public Records Requests.



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**Josephine County, Oregon
2005-06 Operating Budget**

Personnel Department

	ACTUAL 2002-03	ACTUAL 2003-04	ADOPTED BUDGET 2004-05	PROPOSED & APPROVED BUDGET 2005-06	ADOPTED BUDGET 2005-06
Administrative Internal Service - Fund 401 - Personnel					
Interfund Charges & Transfers	\$ 202,547	\$ 213,000	\$ 213,000	\$ 213,000	\$ 213,000
Total Resources	202,547	213,000	213,000	213,000	213,000
Personal Services	280,636	258,638	318,520	279,785	279,785
Materials & Services	30,162	38,527	64,915	21,432	21,432
Interfund Payments & Transfers	4,400	1,122	3,100	3,200	3,200
Total Expenditures	315,198	298,287	386,535	304,417	304,417
Net Allocable Amount	\$ 112,651	\$ 85,287	\$ 173,535	\$ 91,417	\$ 91,417
Budgeted Full-Time Equivalents	4.00	4.50	4.50	3.00	3.00

Self Insurance - Fund 410

Beginning Fund Balance	\$ 768,991	\$ 401,229	\$ 536,000	\$ 787,000	\$ 787,000
Miscellaneous	20,750	12,000	-	-	-
Interfund Charges & Transfers	927,849	1,074,585	1,269,122	1,338,125	1,338,125
Total Resources	1,717,590	1,487,814	1,805,122	2,125,125	2,125,125
Personal Services	294,168	178,285	94,000	118,000	118,000
Materials & Services	830,610	758,464	999,000	933,000	933,000
Interfund Payments & Transfers	191,583	175,947	176,122	184,600	184,600
Contingency	-	-	-	477,525	477,525
Total Expenditures	1,316,361	1,112,696	1,269,122	1,713,125	1,713,125
Ending Fund Balance	\$ 401,229	\$ 375,118	\$ 536,000	\$ 412,000	\$ 412,000

Health Insurance - Fund 420

Beginning Fund Balance	\$ 96,666	\$ (3,818)	\$ -	\$ -	\$ -
Miscellaneous	289,997	366,083	363,000	-	-
Interfund Charges & Transfers	4,362,678	4,474,922	5,175,390	-	-
Total Resources	4,749,341	4,837,187	5,538,390	-	-
Personal Services	\$ 4,740,059	\$ 4,774,665	\$ 5,538,390	\$ -	\$ -
Interfund Payments & Transfers	13,100	48,000	-	-	-
Total Expenditures	4,753,159	4,822,665	5,538,390	-	-
Ending Fund Balance	\$ (3,818)	\$ 14,522	\$ -	\$ -	\$ -

This fund serves as a clearing account for charges to departments for employee health, dental and vision insurance and the payment of the insurance premiums by the County. There is no need or requirement to budget clearing account activity, and, accordingly, this practice was discontinued with the budget for 2005-06.

JOSEPHINE COUNTY, OREGON
2005 - 2006 Operating Budget

DEPARTMENT
Personnel and Risk Management

Fund Descriptions

Administrative Internal Service Fund – Personnel & Risk Management

The Administrative Internal Service Fund (ISF) was established to fund the departments which provide administrative and general services to other county departments.

Personnel and Risk Management is a department within the ISF fund. The costs associated with the department's operations are accounted for in this section.

Self Insurance Fund

The Self Insurance Fund was established to account for the expenses associated with the County's Self Insurance program. The County chose to self insure physical property, general liability claims and worker's compensation claims in an effort to reduce costs and gain a measure of control over these continually rising expenses. The fund is also intended to fund an excess insurance policy, fund the administrative costs to manage the programs, and establish a reserve for the property, liability, and worker's compensation programs.

Health Insurance Fund

The Health Insurance Fund was established to account for the premiums for medical, vision, dental, life, long term disability (LTD), accidental death and dismemberment (ADD) insurance plans, and the costs of a health management program. The fund serves as a clearing account, and is not intended to accumulate a reserve. There is no need or requirement to budget clearing account activity, and, accordingly, this practice was discontinued with the 2005-06 budget.

**JOSEPHINE COUNTY, OREGON
2005-2006 Operating Budget**

**DEPARTMENT
Personnel**

**PROGRAM
Internal Services**

Description

The purpose of the Human Resources Department is to administer a comprehensive personnel program that recruits, trains/develops, compensates, motivates and retains a productive workforce, and fosters a work environment that is fair, safe and compliant with applicable laws/agreements/labor contracts/policies, so that the County can deliver effective and efficient services.

Service Levels (Workload level)

	<u>2002</u>	<u>2003</u>	<u>2004</u>
Number of Human Resources Staff/FTE's (+1.0 in Payroll in 03)	3.5	4.5	3.5
Number of Regular Employee FTE's (full time & part-time)	642	604	585
Number of Temporary & Casual-Seasonal Employees	73	134	156*
Number of Annual Personnel Record Changes (avg. 4.1/employee)	2932	3026	3038
Number of Job Postings - Internal (employees only)	64	85	25
Number of Job Advertisements - External	93	36	86
Number of Full-Time Employee Terminations/Layoffs	69	81	84
Number of Grievances	6	15	6
Number of Serious Personnel Matters/Issues/Problems			

Efficiency Measures (Cost or Number of Employees per Service)

	<u>2002</u>	<u>2003</u>	<u>2004</u>
HR Staff FTE per County Employee	204	164	212
HR Staff FTE per Annual Personnel Record Changes	838	864	868
Average Cost Per External Job Posting	\$199	\$183	\$161

Effectiveness Measures (Service Quality Measures)

	<u>2002</u>	<u>2003</u>	<u>2004</u>
Full-Time Employee Turnover Rate	10.7%	13.4%	14.4%
Average percent Health Insurance Cost Paid by Employee	9.5%	17.2%	16.0%
Unresolved Grievances (Arbitration/Mediation cases)	0	2	1

Fiscal Year 2003-2004 Accomplishments

Negotiated the Sheriff Association labor contract with favorable non-economic language changes
 Replaced a management level employee in Department with a Human Resources Technician
 Modified the paid leave program for new management hires, reducing accrual formula and sell-back eligibility

Fiscal Year 2004-2005 Expected Accomplishments

Joint health insurance committee, made up of representatives from 3 unions and non-union work group, substantially reduced cost increases for both employees and county
 Successfully re-opened and bargained the wage and insurance sections of Sheriff Association contract
 *Contracted out nearly all casual-seasonal employees for a cost savings to County of \$100,000
 Reduced County overall manager-staff ratio

Fiscal Year 2005-2006 Projected Accomplishments

Utilize recommendations of public compensation committee to help determine total employee compensation
 Successfully bargain new labor contracts with AFSCME, OPEU & new Parole & Probation bargaining unit
 Implement new administrative policies in such diverse areas as personnel action authorizations, training / development, use of county vehicles and cell phones
 Recognize effect of county 'changes' on employee morale and assist in efforts to maintain employee commitment/satisfaction

**JOSEPHINE COUNTY, OREGON
205-2006 Operating Budget**

**DEPARTMENT
Personnel/
Risk Management**

**PROGRAM
Internal Services**

Description

The purpose of Risk Management is to manage the County's general liability and workers' compensation programs to both reduce costs, and prevent personal injury and/or property damage to citizens and employees.

Service Levels (Workload Level)

	<u>2002</u>	<u>2003</u>	<u>2004</u>
Number of General Liability / Tort Claims	70	53	45
Number of Auto Liability Claims	79	57	81
Number of Workers' Compensation Claims	79	63	71
Incident Reports - Within County (First Party)	117	94	100
Incident Reports - From / Involving Citizens	62	30	36
Total Number of County Claims and Incidents Reported	407	297	333

Efficiency Measures (Cost or Number of Employees per Service)

	<u>2002</u>	<u>2003</u>	<u>2004</u>
Average Cost of General Liability / Tort Claims	\$3434	\$3109	\$3176
Average Cost of Auto Liability Claims	\$415	\$229	\$250
Average Cost of Workers' Compensation Claims	\$3815	\$8359	\$5032

Effectiveness Measures (Service Quality Measures)

Number of County Claims/Incidents per HR Staff/FTE Level	116	66	95
Number of Workers' Comp Time Loss Claims	21	17	20
Number of Litigated Workers' Comp Claims Settled/Lost	3/0	3/0	5/1

Program Accomplishments and Goals

Fiscal Year 2003-2004 Accomplishments

Implemented pre-placement physical exams, criminal background checks & psychological assessments for select jobs
Tracked data for employees on light duty and increased wage reimbursement received from the State EIAP program.
Centralized OSHA training, records and tracking
Successfully resolved all "A" Street workers' compensation mold claims

Fiscal Year 2004-2005 Expected Accomplishments

Modify reporting capabilities of Risk Management database with focus on each type of liability expense by Department
Centralize third party administration to Medford law firm for coordination and control purposes
Report all tort claims to general liability insurer for assistance and reimbursement on potentially expensive claims
100% review of all accident and incident reports with timely follow-up on potential prevention cases

Fiscal Year 2005-2006 Projected Accomplishments

Safety Committee: Expand and train membership, develop a comprehensive quarterly inspection document
Investigate all lost time injuries, serious injuries and near-misses with prevention report to risk management committee
Obtain insurance certificates covering county indemnification from hundreds of county contractors
Legal Counsel and Human Resources to review all contemplated employee dismissals across all Departments