General Fund

JOSEPHINE COUNTY, OREGON
Adopted Budget 2010-11
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General Fund

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JOSEPHINE COUNTY
General Fund Description
2010-11

The General Fund is the chief operating fund of the County. It is used to account for all financial resources except those required to be accounted for in other funds. Effective July 1, 2006, it was restructured to comprise four offices headed by Elected Officials. These are the County Assessor, County Treasurer, County Clerk, and the County Surveyor. Effective July 1, 2007, Planning and Forestry were returned to the General Fund. Other departments which were formerly in the General Fund have been included in other funds which are supported to various degrees by the General Fund. The changes have been made to match reorganizations of the County and to provide better visibility of the cost of government operations by grouping similar services into one fund. The departments which were formerly in the General Fund are: the Sheriff's Office, the District Attorney's Office and Juvenile Justice (now in the Public Safety Fund), Adult Corrections, Public Health and Mental Health (now in their own separate funds).

Major sources of revenue for the General Fund are property taxes and receipts from the sale of timber harvested on forest lands owned by the County. In addition, cash carried over from the prior year (Beginning Fund Balance) is a major resource for the fund. In past fiscal years, O&C funds from the Federal Government have been the major source of revenue for the General Fund. In 2007-08, however, the one-year extension of O&C funds was budgeted to go directly to the Public Safety Fund. In 2008-09 and following three fiscal years, the county payment distributions that were legislated by the Troubled Assets Relief Program (TARP) are also scheduled to go to the Public Safety fund.

Expenditures in the fund are primarily the expenses of operating the six offices/departments in the fund and inter fund transfers to support other funds. The largest of these support transfers goes to the Public Safety Fund.

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 General Fund (Resources and Requirements) is presented first, followed by sections for each of the six offices/divisions. The money available for them and for the support transfers is equal to total resources of the fund, less the requirement Internal Service Fund charges.

For each office/division, there is a summary of its programs (Schedule A), which in turn is supported by a Program Worksheet (Schedule B) for each program. (If a department has only one program, Schedule A is omitted.) 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 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

Josephine County

GENERAL FUND (100)

Historical Data				Budget for Next Year 2010-11		
Actual						
Second Preceding Year 2007-08	First Preceding Year 2008-09	Adopted Budget This Year 2009-10	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			RESOURCES			
$ 5,425,422	$ 3,952,683	$ 3,700,000	Beginning Fund Balance	$ 3,092,000	$ 3,142,000	$ 3,300,000
2,920,558	3,135,987	3,234,900	Property Taxes - Current year	3,385,300	3,385,300	3,385,300
112,166	97,876	149,600	Property Taxes - Prior years	144,700	144,700	144,700
			Revenues generated by departments:			
427,149	427,783	460,800	Assessor	431,000	431,000	431,000
241,132	234,253	237,500	Treasurer	190,900	190,900	190,900
604,041	627,601	584,500	Clerk	513,500	513,500	513,500
38,548	58,362	45,000	Surveyor	45,000	45,000	45,000
518,954	392,548	408,800	Planning	343,900	343,900	343,900
1,276,748	1,180,668	547,700	Forestry	728,000	728,000	728,000
190,742	-	-	Property Sales	-	-	-
280,083	131,203	64,200	Interest Income	43,700	43,700	43,700
69,714	710,383	68,000	Payment in Lieu of Tax	200,000	200,000	200,000
172,653	232,076	230,000	Solid Waste Fees	220,000	220,000	220,000
95,242	98,166	90,000	Cigarette Taxes	90,000	90,000	90,000
20,330	34,252	20,000	Amusement Device Tax	20,000	20,000	20,000
222,396	205,900	222,000	Franchise Taxes	200,000	200,000	200,000
333,307	342,644	335,000	OLCC Fine Reimbursement	330,000	330,000	330,000
22,908	8,847	2,200	Miscellaneous	10,000	10,000	10,000
			Interfund Transfers:			
			210 - Grant Projects Fund - Economic Development			
-	50,000	50,000	for Planning	50,000	50,000	50,000
282,363	290,604	370,000	210 - Grant Projects Fund - Title III for Forestry	160,000	160,000	160,000
2,315	-	-	290 - Closure of Regional Hospital Fund	-	-	-
$ 13,256,771	$ 12,211,836	$ 10,820,200	**TOTAL RESOURCES**	$ 10,198,000	$ 10,248,000	$ 10,406,000

RESOURCES AND REQUIREMENTS

Josephine County

GENERAL FUND (100)

Historical Data				Budget for Next Year 2010-11		
Actual			DESCRIPTION RESOURCES AND REQUIREMENTS			
Second Preceding Year 2007-08	First Preceding Year 2008-09	Adopted Budget This Year 2009-10		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			REQUIREMENTS			
			Operating Expenditures:			
$ 1,104,793	$ 1,090,680	$ 1,253,700	Assessor	$ 1,268,700	$ 1,268,700	$ 1,268,700
433,856	488,011	506,400	Treasurer	500,200	500,200	500,200
585,536	568,086	641,200	Clerk	560,400	560,400	560,400
59,170	64,765	71,700	Surveyor	67,500	67,500	67,500
554,104	505,266	496,000	Planning	509,000	489,000	489,000
893,384	946,332	904,000	Forestry	872,700	872,700	872,700
86,785	-	-	Public Health Prior Year Payment	-	-	-
-	230,000	-	Library Grant	-	-	-
			Interfund Transfers:			
110,000	110,000	-	201 - Public Works Fund) - Solid Waste	-	-	-
-	-	70,000	202 - Public Works Special Programs Fund - Solid Waste	25,000	-	-
7,000	21,400	22,300	210 - Grant Projects Fund for Veterans Service Office	72,000	72,000	72,000
4,800,000	3,900,000	3,000,000	240 - Public Safety Fund	3,000,000	3,000,000	3,000,000
-	-	45,000	255 - Public Health Fund - Solid Waste	95,000	45,000	45,000
-	-	-	255 - Public Health Fund - Animal Control	75,000	75,000	75,000
183,000	225,000	250,000	275 - Court Facilities and Security Fund	220,000	220,000	220,000
367,100	344,200	321,600	401 - Internal Services Fund (ISF)	321,200	321,200	321,200
81,934	82,100	81,400	435 - Equipment Reserve Fund - Assessor	81,800	81,800	81,800
37,426	37,000	37,000	435 - Equipment Reserve Fund - Treasurer	37,000	37,000	37,000
-	-	3,119,900	Contingency	2,492,500	2,637,500	2,795,500
9,304,088	8,612,840	$ 10,820,200	**TOTAL REQUIREMENTS**	$ 10,198,000	$ 10,248,000	$ 10,406,000
3,952,683	3,598,996		Ending Fund Balance			
$ 13,256,771	$ 12,211,836		**TOTAL ACTUAL**			

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Assessor
Program: Assessment Administration and Appraisal
Cost Center #: 101110

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		431,000
Interfund Transfers (In) (Schedule C)		-
Total Resources		**$ 431,000**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	18.00	$ 1,057,500
Materials and Services (Schedule E)		211,200
Total Assessor Office Requirements	**18.00**	**$ 1,268,700**
Fund Level Only:		
Interfund Transfers (Out) (Schedule E)		**$ 81,800**

Purpose of Program:
The Assessor is responsible for the assessment of all taxable real and personal property within the county. The office maintains ownership records of all properties, exemptions, and special assessments of specific properties, mailing addresses of all property owners and plat maps of the entire county. The office also reviews the taxing district's rates and levies and computes each property's tax bill. The office assists the public with many varied inquiries regarding property.

Outcomes
The following outcomes relate to budget goal #1 in that they identify the bare minimum core requirements of ORS chapters 305 thru 321 that state more than 250 times, the "Assessor shall"
1. Accurate appraisal of real property in accordance with OAR 150-308.234
2. Complete assessment of all exception activity described in ORS 308.146
3. Accurately process all special assessment qualification and disqualifications, property tax exemption and deferral applications.
4. Accurately process all property tax returns

5. Maintain current successful rate of appeal defense while continuing to listen to public concerns and educate taxpayers on Oregon tax law.
6. Complete the annual ratio report and appraisal plan to meet the requirements of ORS 309.200, 308.234, and OAR 150-309.200-(A), (B)& [C]
7. Maintain property records with all straightforward transfers and name & address changes processed within a week.
8. Maintenance of all cadastral functions such that those taxpayers relying on changes to tax maps are able to conduct their business timely
9. Maintain accurate and current assessment and tax rolls and complete roll summary reports as required by ORS 309.990

Countywide Budget Goals

Public outreach is supported by:
Continue to provide public access through our interactive website, allowing taxpayers to look up public information from home and to acquire property tax education and forms pertinent to their property.

Budget goal #2 regarding sustainable funding is supported by the following:
CAFFA supports about 25% of our budget. The state legislature is aware of the need for further support of statewide A&T costs. The Assessors and Department of Revenue are expecting further financial support in the next legislative session.

ORMAP and fees support another 12 - 15% of our budget
Although funded by the General Fund, the Assessor's reliance on it has generally decreased over the last 12 years

Budget goal #3 regarding open and efficient management is supported by:
The fact that our budget has grown by less than 1% per year over the last twelve years while the 36 Oregon county budgets have grown in excess of 3.5% per year.
All nonconfidential records are obtainable at the courthouse form 8:00 am to 5:00 pm with assessment values, maps, and forms available online.
The leveraging of technology has allowed us to manage ever increasing accounts and greater complexity due to legislation, with less staff than we had in 2000

Budget goal #4 regarding qualified and professional staff is supported by:
our ability, during this economic downturn, to hire skill levels we have not been able to maintain in the past. This has led to inovation in our business practices.

All of our staff with appraisal or management credentialling requirements are certified with DOR

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: General Fund
Office/Division: Assessor
Program: Assessment Administration and Appraisal
Cost Center #: 101110

		Revenue Source Code	Budget Amount
Revenues:			
30000	Property Taxes		$ -
30100	Prior Year Taxes		
30900	Other Taxes		
31100	Licenses, Permits and Fees (LOIS)	21000	21,000
32100	Federal Grants		
32200	State Grants - CAFFA	25000	329,100
32200	State Grants - ORMAP	21020	50,000
32300	Local Grants		
32500	Private Grants		
33100	Charges for Services	21000	26,100
33100	Charges for Services - Late Filings	10130	4,800
33200	Sales of Materials		
33300	Rental Charges		
34200	Fines and Forfeitures		
35300	Interfund Payments		
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		
	Total Revenues - To Schedule B		**$ 431,000**

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund
Office/Division: Assessor
Program: Assessment Administration and Appraisal
Cost Center #: 101110

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 1,900
43300	Operating Supplies	3,300
43328	Uniforms and Protective Gear	200
43770	Equipment (<$5,000)	2,000
44910	Printing and Duplication	1,900
44929	Postage and Shipping	1,700
43340	Food and Related Supplies (CJ and Sheriff only)	-
43920	Ammunition (Sheriff only)	-
43740	Aviation Fuel (Airport only)	-
Fees and Services:		
44001	Contracted Services	50,400
44040	Advertising	200
44100	Professional Services	600
44922	Dues and Subscriptions	2,500
44990	Insurance	2,500
44463	Witness Fees (DA only)	-
Training and Travel:		
44410	Travel	16,600
44451	Education and Training	6,400
Facilities and Utilties:		
44600	Utilities	-
44661	Communications	900
44710	Rental - Land and Buildings	-
44720	Rental - Vehicles and Equipment	100
44810	Building Operation, Repairs and Maint (BOM)	40,400
44840	Equipment Operation, Repairs and Maint (Fleet)	70,300
Intergovernmental Payments		
45500	Intergovernmental Payments	9,300
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 211,200**
Transfers to Other Funds (List recipients):		
45210	Equipment Reserve Fund (transfer made at fund level)	$ 81,800
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ 81,800**

Josephine County
Schedule D - Personal Services
Assessor
Adopted Budget
2010-11

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits
101110	0.5	Dept Assistant	A0702	12,037	3,012	15,048
101110	1	Plans Examiner	A1003	30,320	17,731	48,051
101110	1	Prop Data Analyst	A1503	38,827	20,450	59,277
101110	1	Assess/gis Tech	A1103	31,120	17,938	49,058
101110	1	Appraiser I	A1302	34,804	19,356	54,160
101110	1	Appraiser III	A1612	50,743	23,690	74,433
101110	1	Dept Specialist	A1012	36,296	19,276	55,572
101110	1	Appraiser I	A1301	33,085	18,889	51,974
101110	1	Data Gatherer	A1003	29,375	17,880	47,255
101110	1	Dept Specialist	A1012	36,296	19,276	55,572
101110	1	Chief Admin Super	N1606	56,663	24,610	81,273
101110	0.5	Dept Assistant	A0702	12,037	3,012	15,048
101110	1	Assessor	E03A1	73,340	29,904	103,244
101110	1	Appraiser II	A1504	39,869	20,734	60,603
101110	1	Cart/GIS Tech	A1502	37,809	19,667	57,476
101110	1	Dept Specialist	A1004	30,150	17,687	47,837
101110	1	Chief Appraiser	N1601	50,082	23,580	73,661
101110	1	Data Gatherer	A1005	32,032	19,029	51,061
101110	1	Cart/GIS Tech	A1501	36,895	20,030	56,925
	18			$ 701,780	$ 355,748	$ 1,057,528
	18	Personal Services per Schedule B				$ 1,057,500

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: **General Fund (100)**
Office/Division **Treasury**
Program: **Treasury and Tax Collection**
Cost Center #: **122040**

	Budget Amounts	
	FTE	**Dollars**
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		190,900
Interfund Transfers (In) (Schedule C)		-
Total Resources		**$ 190,900**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	5.00	$ 351,300
Materials and Services (Schedule E)		148,900
Total Treasury Office Requirements	**5.00**	**$ 500,200**
Fund Level Only:		
Interfund Transfers (Out) (Schedule E)		**$ 37,000**

Purpose of Program:

The Treasury Division acts as the County bank and is responsible for the collection, distribution and investment of monies for all Josephine County Funds and Treasurer's trust and agency funds, including taxing districts funds, with emphasis on compliance, protection of principal, liquidity and maximum investment returns.

The Tax Division collects all taxes assessed on real and personal property in Josephine County, for the benefit of all taxing districts. Within the constraints of Oregon law and available resources, departmental activities emphasised are those that best benefit taxing districts and tax payers.

Mandated Activities - Treasury
Receipt and account for all monies received by Josephine County. ORS 208.010 et seq.
Maintain Bank accounts and make payment of County "orders". ORS 208.020
Maintain accounting of cash in all funds in Treasury. ORS 208.070
Invest surplus funds in approved manner. High of $78,750,000. ORS 294.035 et seq.
Distribution of payments to taxing districts. Excess of $54,000,000. ORS 311.395
Annual and monthly reports to County Board and Taxing Districts. ORS 294.155, 208.290
Maintain Treasurer's records archives. ORS 192.001 et seq., OAR 166.030. et seq
Maintain bond reserve accounts and remit payments to fiscal agent. ORS 288.040
Distribute payments received from:
>Federal Forest Receipts. ORS 294.060
>Sale of tax foreclosed property. ORS 275.275
>County Assessment and Taxation Fund collections. ORS 311.508
>Abandoned Property Sales. ORS 90.425
>County School Fund. ORS 328.030

Mandated Activities - Tax Division
Prepare and maintain the tax roll data base of 52,537 accounts. ORS 311.005 et seq.
Send tax bills totaling over $59,300,000 and collect payments ORS 311.250 et seq.
Deposit tax collections with County Treasurer ORS 311.375 et seq.
Manage collection of delinquent taxes ORS 311.405 et seq., ORS 311.505 et seq.
Prepare annual statements and other reports ORS 311.531, 311.390 et seq.
Manage foreclosure process 312.050 et seq.

Countywide Budget Goals

Public involvement and community outreach:

The Treasurer's Office programs are largely mandated by Oregon state law. The impact of these programs on Josephine County citizens is dependant on the level of customer service provided by the Treasurer and staff. The mailing of the annual "Tax News" is an attempt to educate taxpayers on varying subjects related to tax collection and assessment. In addition, the insert in the tax bill invites public contact.

Ten year sustainable funding:

Less than 8% of the taxes collected in the Treasurer's Office go to Josephine County government. Of the balance collected about 60% goes to fund education, 26% goes to cities, and 6% goes to fire districts and other purposes. The Oregon Department of Revenue and various statewide organizations are working together to find ways to provide more funding for assessment and taxation programs. Past efforts have gained support for the concept that property taxation activities should largely be funded by the agencies benefiting rather than the County General Fund. It is expected that the 2011 legislature will enact legislation to provide relief to counties.

Transparency and efficiency:

The Treasurer's Quarterly Report is available on the "Treasury & Tax Homepage" on the Josephine County internet site. This report shows details of departmental activities and performance on an annual and quarterly basis. In addition, other useful and interesting departmental information is available on the Treasurer's web site.

The Treasurer's office uses technology and up to date office practices to maximize the efforts of staff to carry out the mandates of the office and provide the best possible customer service. Total full time equivalent (FTE) employees of the office have decreased to 5 from the 7 budgeted when the current Treasurer took office in 1997, a decrease made possible by increased staff productivity.

Fostering a highly qualified and professional workforce:

Except for the elected Treasurer, all office staff started as a cashier providing frontline customer service. Training and mentoring is provided to enable the growth in staff capabilities. Each staff member is valued and recognized for their contribution to our success.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: **General Fund (100)**
Office/Division **Treasury**
Program: **Treasury and Tax Collection**
Cost Center #: **122040**

			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	CAFFA	25000	86,000
32300	Local Grants			
32500	Private Grants			
33100	Charges for Services	Treasurer's Investment Interest	10917	90,500
33100	Charges for Services	Foreclosure Fees	21250	900
33100	Charges for Services	NSF Fees	21500	1,500
33100	Charges for Services	Publishing Fees	21700	1,500
33100	Charges for Services	Recording Fees	21750	3,000
33100	Charges for Services	Warrant Fees	21800	3,000
33100	Charges for Services	Data Subscription Fees	21820	4,500
33200	Sales of Materials			
33300	Rental Charges			
34200	Fines and Forfeitures			
35300	Interfund Payments			
37100	Interest Earned			
37200	Donations			
37850	Equity Transfer In			
37900	Miscellaneous			
	Total Revenues - To Schedule B			**$ 190,900**

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Treasury
Program: Treasury and Tax Collection
Cost Center #: 122040

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 2,775
43300	Operating Supplies	
43328	Uniforms and Protective Gear	
43770	Equipment (<$5,000)	6,500
44910	Printing and Duplication	7,765
44929	Postage and Shipping	32,780
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	29,270
44040	Advertising	2,100
44100	Professional Services	40,470
44922	Dues and Subscriptions	1,065
44990	Insurance	2,750
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	5,100
44451	Education and Training	2,350
Facilities and Utilties:		
44600	Utilities	
44661	Communications	820
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	600
44810	Building Operation, Repairs and Maint (BOM)	13,755
44840	Equipment Operation, Repairs and Maint (Fleet)	700
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	100
	Total Materials and Services - To Schedule B	**$ 148,900**
Transfers to Other Funds (List recipients):		
45210	Equipment Reserve Fund (transfer made at fund level)	$ 37,000
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ 37,000**

Josephine County
Schedule D - Personal Services
Treasurer
Adopted Budget
2010-11

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits
122040	1	Chief Admin Super	N1609	61,020	25,736	86,756
122040	1	Treasurer	E03T1	76,922	28,309	105,231
122040	1	Dpty Treas III	A1311	42,972	21,001	63,973
122040	1	Acctg Tech	A1202	32,089	18,188	50,277
122040	1	Acctg Specialist	A1001	27,921	17,111	45,032
	5			240,924	110,345	351,269
	5	Personal Services per Schedule B				351,300

JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office

Cost Center Code	Program Name	From Schedule B FTE	Resources	Requirements
111110	Administration	0.60	$ 2,500	$ 106,100
112010	Elections	2.10	$ 61,000	$ 273,900
112020	Recording	2.60	$ 450,000	$ 162,000
112030	Board of Property Tax Appeals	0.20	$ -	$ 16,200
441110	Board of Property Tax Appeals	-	$ -	$ 2,200
	Total Office/Division for Fund	**5.50**	**$ 513,500**	**$ 560,400**

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Administration
Cost Center #: 111110

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		2,500
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 2,500**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	0.60	$ 58,000
Materials and Services (Schedule E)		48,100
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	**0.60**	**$ 106,100**

Purpose of Program:
Oregon Statutes including but not limited to:
Chapters 92, 106, 198, 205 & 246 - 260.
Const. V 16 V16, 9 VII 15

Goals of Program:
- To facilitate and support all functions and duties of the Clerk & Recorder's Office..

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: **General Fund (100)**
Office/Division: **Clerk & Recorder's Office**
Program: **Administration**
Cost Center #: **111110**

		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		2,500
32300	Local Grants		
32500	Private Grants		
33100	Charges for Services		
33200	Sales of Materials		
33300	Rental Charges		
34200	Fines and Forfeitures		
35300	Interfund Payments		
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		
	Total Revenues - To Schedule B		**$ 2,500**

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Administration
Cost Center #: 111110

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 1,000
43300	Operating Supplies	500
43328	Uniforms and Protective Gear	
43770	Equipment (<$5,000)	
44910	Printing and Duplication	
44929	Postage and Shipping	
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	
44040	Advertising	
44100	Professional Services	1,000
44922	Dues and Subscriptions	800
44990	Insurance	2,500
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	1,000
44451	Education and Training	1,500
Facilities and Utilties:		
44600	Utilities	
44661	Communications	300
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint (BOM)	39,500
44840	Equipment Operation, Repairs and Maint (Fleet)	
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 48,100**

Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Elections
Cost Center #: 112010

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		61,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 61,000**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	2.10	$ 140,200
Materials and Services (Schedule E)		133,700
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	**2.10**	**$ 273,900**

Purpose of Program:
Oregon Statutes including but not limited to:
Chapters 92, 106, 198, 205 & 246 - 260.
Const. V 16 V16, 9 VII 15

Goals of Program:
- Administration of election laws to achieve and maintain a maximum degree of correctness, impartiality, efficiency,uniformity and integrity in application.
- Encourage public participation (voter turn-out)
- Increase public confidence in the election process.
(allowing public observers whenever possible)

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Elections
Cost Center #: 112010

		Revenue Source Code	Budget Amount
Revenues:			
30000	Property Taxes		$ -
30100	Prior Year Taxes		
30900	Other Taxes		
31100	Licenses, Permits and Fees		500
32100	Federal Grants		
32200	State Grants		
32300	Local Grants		
32500	Private Grants		
33100	Charges for Services		60,000
33200	Sales of Materials		500
33300	Rental Charges		
34200	Fines and Forfeitures		
35300	Interfund Payments		
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		
	Total Revenues - To Schedule B		**$ 61,000**

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Elections
Cost Center #: 112010

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 1,200
43300	Operating Supplies	6,500
43328	Uniforms and Protective Gear	
43770	Equipment (<$5,000)	
44910	Printing and Duplication	42,000
44929	Postage and Shipping	30,000
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	35,000
44040	Advertising	500
44100	Professional Services	17,000
44922	Dues and Subscriptions	
44990	Insurance	
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	500
44451	Education and Training	1,000
Facilities and Utilties:		
44600	Utilities	
44661	Communications	
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint (BOM)	
44840	Equipment Operation, Repairs and Maint (Fleet)	
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 133,700**
Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Recording
Cost Center #: 112020

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		450,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 450,000**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	2.60	$ 140,600
Materials and Services (Schedule E)		21,400
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	**2.60**	**$ 162,000**

Purpose of Program:
Oregon Statutes including but not limited to:
Chapters 92, 106, & 205.

Goals of Program:
- Maintain custody of and preserve all files and records of deeds, mortgages of real property, maps, plats, contracts, powers of attorney and other interests affecting the title to real property required or permitted by law to be recorded.
- Provide easy public access wherever possible.
- Provide professional and friendly customer service at all times.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: **General Fund (100)**
Office/Division: **Clerk & Recorder's Office**
Program: **Recording**
Cost Center #: **112020**

		Revenue Source Code	Budget Amount
Revenues:			
30000	Property Taxes		$ -
30100	Prior Year Taxes		
30900	Other Taxes		
31100	Licenses, Permits and Fees		400,000
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		
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		50,000
	Total Revenues - To Schedule B		**$ 450,000**

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Recording
Cost Center #: 112020

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 1,500
43300	Operating Supplies	
43328	Uniforms and Protective Gear	
43770	Equipment (<$5,000)	
44910	Printing and Duplication	400
44929	Postage and Shipping	1,500
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	18,000
44040	Advertising	
44100	Professional Services	
44922	Dues and Subscriptions	
44990	Insurance	
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	
44451	Education and Training	
Facilities and Utilties:		
44600	Utilities	
44661	Communications	
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint (BOM)	
44840	Equipment Operation, Repairs and Maint (Fleet)	
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 21,400**
Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Board of Property Tax Appeals
Cost Center #: 112030

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ -**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	0.20	$ 16,100
Materials and Services (Schedule E)		100
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	**0.20**	**$ 16,200**

Purpose of Program:
Oregon Statutes including but not limited to:
Chapter 309.

Goals of Program:
- Act as the Clerk of the Board for all filings.
- Provide friendly, professional assistance to all petitioners.
- Facilitate all processes in accordance with all statutory time lines.

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Board of Property Tax Appeals
Cost Center #: 112030

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

Transfers to Other Funds (List recipients):		
45210		
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Board of Property Tax Appeals
Cost Center #: 441110

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		$ -
Requirements:		
Expenditures:		
Personal Services (Schedule D)	-	$ -
Materials and Services (Schedule E)		2,200
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	-	$ 2,200

Purpose of Program:
Oregon Statutes including but not limited to:
Chapter 309.

Goals of Program:
- Act as the Clerk of the Board for all filings.
- Provide friendly, professional assistance to all petitioners.
- Facilitate all processes in accordance with all statutory time lines.

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Clerk & Recorder's Office
Program: Board of Property Tax Appeals
Cost Center #: 441110

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 200
43300	Operating Supplies	
43328	Uniforms and Protective Gear	
43770	Equipment (<$5,000)	
44910	Printing and Duplication	
44929	Postage and Shipping	100
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	1,600
44040	Advertising	
44100	Professional Services	
44922	Dues and Subscriptions	
44990	Insurance	
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	300
44451	Education and Training	
Facilities and Utilties:		
44600	Utilities	
44661	Communications	
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint (BOM)	
44840	Equipment Operation, Repairs and Maint (Fleet)	
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 2,200**
Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

Josephine County
Schedule D - Personal Services
County Clerk
Adopted Budget
2010-11

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits	Program Allocation: Adminis-tration 111110	Elections 112010	Recording 112020	BoPTA 112030
111110	1	Clerk	E03C1	73,340	28,921	102,261	51,131	25,565	15,339	10,226
112010	1	Sr Admin Super	N1402	46,561	21,999	68,560	6,856	51,420	6,856	3,428
112010	1	Dept Specialist	A1005	30,974	17,900	48,874		24,437	24,437	
112010	0.50	Dept Specialist	A1012	18,150	11,308	29,458		29,458		
112020	1	Dept Specialist	A1012	36,296	19,276	55,572		5,557	50,015	
112020	1	Dept Specialist	A1005	30,974	17,900	48,874		2,444	43,986	2,444
112010		Overtime		1,300		1,300		1,300		
	5.50			237,595	117,304	354,899	57,987	140,181	140,633	16,098
		Personal Services per Schedule B					58,000	140,200	140,600	16,100
	5.50					FTE	0.60	2.10	2.60	0.20

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Surveyor
Program: Administration
Cost Center #: 131110

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		45,000
Interfund Transfers (In) (Schedule C)		-
Total Resources		**$ 45,000**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	1.40	$ 49,500
Materials and Services (Schedule E)		18,000
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements	**1.40**	**$ 67,500**

Purpose of Program:

Our goal is to effectively and efficiently perform the duties of our office for the public. The main purpose of the Surveyor's Office is to store and provide access to land survey and corner records, field measurement data, and property line/boundary information for both private individuals and public agencies for Josephine County. These records provide information pertaining to real property, its boundaries and measurement thereof, that will assist in the determination or re-establishment of property boundaries and corners, and other areas of land measurement. We will strive to maintain these records in an orderly fashion and make them readily available to the public.

The County Surveyor is also responsible for the review and checking of all plats and maps submitted for recording or filing for Josephine County and the City of Cave Junction. These include all subdivisions, partitions, property line adjustments, condominiums and maps of survey. Once plats and maps are submitted, our office processes them for filing, storage and future access. These are just some of our duties as mandated by state statute.

We are currently processing and updating all of our records and files, checking for accuracy and availability. We have and will continue to work with other government agencies in acquiring additional records for cross-referencing with our records and widening our data base library for the public, private and government land surveyors and other agencies. Our data pertaining to surveys and other pertinent land records reach back to the 1850's. Archiving and preserving these original records is an ongoing process of copying and scanning these records for long-term storage and access.

State Statutes implemented: ORS 192.005 - 192.170; 357.805 - 357.895.

Public records retention: all records held in the Surveyor's Office are deemed permanent per state archive rules (OAR 166-150-205).

GOALS FOR BUDGET PURPOSES:

1) We encourage the public to come in and explore the different aspects of our department. Our office houses historical documents, antique equipment, photograghs, mineral and mining displays, corner monument evidence, railroad and cemetery information, and all records and maps pertaining to the land and surveys in our county and some of the surrounding areas. We encourage media coverage of our department to better educate the public on our function, purpose and services.

2) Sustainable funding for this department can be best attained through fee adjustments and thereby placing most operation costs with those who use our services. Fee increases help to offset the rising costs of materials, insurance and labor. Our department's goal is to become less dependent on general fund monies and be more self-sustaining.

3) Our office strives to provide services in a transparent, open and efficient manner. Transactions within our office are documented, kept in a ledger, with receipts written for monies received and are of public record. We strive for efficiency, not only in our daily operations, but also in our purchases, shopping for best prices, buying in bulk, and making use of old, outdated or used surplus equipment from within the county.

4) Land surveying, by its very nature, is a highly skilled profession, requiring knowledge of law, rules, evidence, history and mathematics. Our program and office depends on employees that are highly skilled, able to work independently, and be able to make judements and decisions regarding what is oftentimes conflicting evidence and information. Training in the specialized skills and proper safety techniques utilized by this program is on-going. Individuals employed by this department must be able to assist the public in finding boundary and corner information about their property and/or be able to direct them to the proper agencies for help.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: **General Fund (100)**
Office/Division: **Surveyor**
Program: **Administration**
Cost Center #: **131110**

		Revenue Source Code	Budget Amount
Revenues:			
30000	Property Taxes		$ -
30100	Prior Year Taxes		
30900	Other Taxes		
31100	Licenses, Permits and Fees (FILLING)		16,000
32100	Federal Grants		
32200	State Grants		
32300	Local Grants		
32500	Private Grants		
33100	Charges for Services (PLAT/SUB/SURVEY CHECKING)		17,000
33200	Sales of Materials (MAPS / ALL PUBLIC MATERIAL)		11,000
33300	Rental Charges		
34200	Fines and Forfeitures		
35300	Interfund Payments		
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous (FAX/ADMIN./RESEARCH/POST/HAND.)		1,000
	Total Revenues - To Schedule B		**$ 45,000**

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Surveyor
Program: Administration
Cost Center #: 131110

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 350
43300	Operating Supplies	1,000
43328	Uniforms and Protective Gear	50
43770	Equipment (<$5,000)	
44910	Printing and Duplication	2,600
44929	Postage and Shipping	50
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	1,200
44040	Advertising	50
44100	Professional Services	7,100
44922	Dues and Subscriptions	50
44990	Insurance	1,250
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	200
44451	Education and Training	100
Facilities and Utilties:		
44600	Utilities	
44661	Communications	
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint	4,000
44840	Equipment Operation, Repairs and Maint (Fleet)	
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 18,000**
Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

Josephine County
Schedule D - Personal Services
Surveyor
Adopted Budget
2010-11

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits	Fund Allocation: General Fund (100)	Fund Allocation: Corner Preservation Fund (224)
131110	1	Surveyor	E0101	6,750	10,689	17,439	10,463	6,976
131110	1	Sr Dept Specialist	A1206	35,628	19,103	54,731	32,839	21,892
131120	0.5	Sr Surveyor Technician	A1804	23,486	2,335	25,821		25,821
131110	0.4	Department Assistant	A0703	9,890	2,475	12,365	6,182	6,183
131120	0.9	Surveyor Tech III	A1503	34,936	19,102	54,038		54,038
	3.8			110,690	53,704	164,394	49,484	114,910
		Personal Services per Schedule B					49,500	115,000
	3.8					FTE	1.4	2.4

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Planning
Program: Administration
Cost Center #: 321110

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		343,900
Interfund Transfers (In) (Schedule C)		50,000
Total Resources		**$ 393,900**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	6.00	$ 454,900
Materials and Services (Schedule E)		34,100
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements	**6.00**	**$ 489,000**

Purpose of Program:

The purpose of the planning office is to administer Josephine County's land use program. This purpose is achieved by a planning director, three planners, and two administrative assistants. The planning director and a secretary perform institutional duties regarding bookkeeping, budgeting, financial reports, and implementation of administrative policies and personnel rules. The planning director and a senior department specialist oversee the processing of land use applications via administrative decisions, public hearings, and local and state appeals, to include public noticing, coordination and reporting with federal, state, and local agencies, affected property owners, and interested land use participants. The planning director and three planners (I, II, and III) implement land use information and permit services to customers and interested land use participants by providing 25 hours of front counter and telephone customer service, the processing of land use applications, staffing public hearings, and supporting two citizen advisory boards (planning commission and land use advisory committee).

Purpose of Program continued (Planning Office):

The planning director performs work for five major projects with economic development connections (Grants Pass UGB amendment; airport rezoning, Grants Pass airport planning rule compliance; Merlin-North Valley sewer development; and, facilitator for intra county department responses to present and future economic development projects). The planning director also manages planning land use code enforcement issues and procedures

The county's land use program is mandated by Oregon Revised Statutes. ORS197.175 (County Planning Responsibilities) requires Josephine County to prepare, adopt, amend and revise comprehensive plans in compliance with statewide planning goals, to enact land use regulations to implement its comprehensive plans, and to make land use decisions in compliance with all of those documents. ORS Chapters 197 (Comprehensive Land Use Planning Coordination) and 215 (County Planning and Zoning) specify many detailed laws for the performance of county land use responsibilities. In addition, the Oregon Land Conservation and Development Commission (LCDC) implements and enforces a vast plethora of local planning obligations via 45 separate Divisions of Administrative Rules to assure local compliance with the statewide system. ORS 197.319 (Enforcement of Planning Requirements) gives LCDC the power to enforce state laws, rules and acknowledged local plans and regulations, to include orders for compliance and penalties for non-compliance. The only planning service that is not mandated by specific law or rule is code enforcement.

BUDGET GOALS

1. Encourage public involvement through community outreach in identifying service requirements and programs to be provided by the Planning Office

Minimum levels for planning services are established by Oregon statute and administrative rules. This includes not only the nature and detail of work required but the timeliness of the work. While county planning services are very near minimum levels, staff is conducting a comprehensive review of non-mandated land use services via a specially appointed citizen's advisory board, called the Josephine County Land Development Advisory Committee. The LDAC committee is appointed by the Board of County Commissioners. Committee outreach is already underway and will occupy the next fiscal year and perhaps the fiscal year after that. Planning staff also receives public comment regarding planning services during the "Input from Citizens" item on all planning commission meeting agendas. Public input is also received and considered during bi-weekly public update meetings with staff and sometimes during "Comments from Citizens" during the weekly Wednesday business sessions.

2. Provide sustainable funding for all mandated and essential county government programs for the next ten years.

Sustainable funding for the county planning services can be achieved only by a combination of "full fee for services" and contribution from the county's general fund. Planning service fees were raised over a 5 year fiscal period to approximate sustainable funding. In this way, land use applicants paid for the cost of processing each application. This cost, however, includes all costs of overhead even when those costs are indirectly associated with actual service. Remote overhead costs are ones related to code enforcement, advanced planning, problem solving and report-making regarding general administrative matters, service response to citizens and other state or local agencies who do not pay fees, etc. Two fiscal years ago some remote expenses were funded from economic development grants. During the last fiscal year these monies were insufficient to fill the gap. The static level of economic development grants, combined with a drastic decline in permit activity due to poor development climate, make the gap even larger this year. Sustainability requires the gap to be eliminated by one of three actions, or a combination thereof: (1) Fee increase; (2) General Fund allocations; and/or (3) reduction in costs of services by reducing levels of service (staff reduction).

Purpose of Program continued (Planning Office):

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

Planning services are largely performed in public format. Almost all applications require notice to affected property owners, land use interest groups and other agencies and jurisdictions. Hearings before the Planning Commission and the Board of Commissioners occur as public hearings with notice under the public meeting law and land use review requirements. The planning director responds to planning services issues directly to the Board in bi-weekly public meetings, and sometimes during Wednesday business sessions. All of these meetings are recorded. All public land use hearings are televised. The planning director responds directly to the Board regarding issues of planning service. Finally, the planning office has an established system to provide its records to citizens in a reasonable way as required by the Public Records Law.

4. Ensure cost effective achievement of services to county citizens by providing an environment that fosters a highly qualified and professional workforce.

There are presently 6 professional employees in the planning office. Four planners hold college degrees in planning or planning related disciplines, with one advanced degree in law. The 4 planners possess 42 years of combined public service. Two support employees (administrative secretary and senior department specialist) have 27 years of county service. One is certified as a paralegal and has 20 years experience as a legal secretary. The other has 33 years of experience and training in bookkeeping, budgeting and personnel rules, and was a county manager for 9 years. Each employee is highly qualified and disposed by training and ethic to provide fine public service. Without qualification, these employees constitute a highly qualified and professional workforce. In the complex, stressful and often conflicting planning venue, the county's land use professionals provide a wide array of land use services that are frequently unnoticed in the absence of controversy, or underappreciated in the face of a few exceptions.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Planning
Program: Administration
Cost Center #: 321110

		Revenue Source Code	Budget Amount
Revenues:			
30000	Property Taxes		$ -
30100	Prior Year Taxes		
30900	Other Taxes		
31100	Licenses, Permits and Fees		343,900
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		
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		
	Total Revenues - To Schedule B		**$ 343,900**

Transfers from Other Funds (List sources):		
35200	Economic Development	$ 50,000
35200		
35200		
	Total Interfund Transfers (In) - To Schedule B	**$ 50,000**

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Planning
Program: Administration
Cost Center #: 321110

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 5,500
43300	Operating Supplies	
43328	Uniforms and Protective Gear	
43770	Equipment (<$5,000)	3,000
44910	Printing and Duplication	3,000
44929	Postage and Shipping	100
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	-
44040	Advertising	500
44100	Professional Services	
44922	Dues and Subscriptions	500
44990	Insurance	3,600
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	2,500
44451	Education and Training	1,500
Facilities and Utilties:		
44600	Utilities	
44661	Communications	
44710	Rental - Land and Buildings	2,000
44720	Rental - Vehicles and Equipment	200
44810	Building Operation, Repairs and Maint (BOM)	10,100
44840	Equipment Operation, Repairs and Maint (Fleet)	1,100
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	500
	Total Materials and Services - To Schedule B	**$ 34,100**
Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

Josephine County
Schedule D - Personal Services
Planning
Adopted Budget
2010-11

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits
321110	1	Planner II	A1708	49,443	23,336	72,779
321110	1	Planner III	A1912	62,640	26,925	89,565
321110	1	Sr Dept Spec	A1212	40,670	20,407	61,077
321110	1	Planner I	A1405	38,755	20,430	59,185
321110	1	Planning Director	N2112	81,821	32,210	114,031
321110	1	Admin Secretary	A1112	38,424	19,826	58,250
	6			311,753	143,134	454,887
	6	Personal Services per Schedule B				454,900

JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Forestry

Cost Center Code	Program Name	From Schedule B FTE	Resources	Requirements
211110	Administration	1.25	$ 28,000	$ 255,300
212290	Timber	3.60	700,000	285,500
212300	Reforestation	5.15	160,000	331,900
	Total Office/Division for Fund	**10.00**	**$ 888,000**	**$ 872,700**

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Forestry
Program: Administration
Cost Center #: 211110

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		28,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 28,000**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	1.25	$ 83,100
Materials and Services (Schedule E)		172,200
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	**1.25**	**$ 255,300**

Purpose of Program:

The 1.25 FTE's in Administration provides overhead and leadership for the Timber Sale and Reforestation Programs. In addition, this program contains funding for Oregon Department of Forestry for fire protection.

The Josephine County Forestry Department is involved in public involvement through several outreach projects. The most visible and successful program is the Youth Tree Plant. Forestry, along with many community volunteers, teach around 1,000 children each year from local youth organizations and public/private/home schools how to plant tree seedlings and about the environment in a forest setting. The OSU Extension Service invites Forestry staff members to instruct small groups in successful reforestation practices. Forestry provides presentations to various civic organizations discussing the County Forest history, purpose and accomplishments. In addition, over the counter and phone advice is given regarding nearly all facets of Forestry.

Funding sustainability of the Forestry Program is achieved mostly through receipts of timber harvested from the County's 30,000 acre forest. The sale of permits for firewood and leasing of cell tower space has recently become a larger contributor to the program's budget. To ensure fair market value and transparency, timber sales contracts are awarded through an open competitive bid process.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: **General Fund (100)**
Office/Division: **Forestry**
Program: **Administration**
Cost Center #: **211110**

			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	Cell towers	11201	28,000
34200	Fines and Forfeitures			
35300	Interfund Payments			
37100	Interest Earned			
37200	Donations			
37850	Equity Transfer In			
37900	Miscellaneous			
	Total Revenues - To Schedule B			**$ 28,000**

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Forestry
Program: Administration
Cost Center #: 211110

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ 1,000
43300	Operating Supplies	1,100
43328	Uniforms and Protective Gear	-
43770	Equipment (<$5,000)	100
44910	Printing and Duplication	1,100
44929	Postage and Shipping	
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	500
44040	Advertising	
44100	Professional Services	
44922	Dues and Subscriptions	
44990	Insurance	3,500
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	1,500
44451	Education and Training	1,500
Facilities and Utilties:		
44600	Utilities	
44661	Communications	1,500
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint (BOM)	19,000
44840	Equipment Operation, Repairs and Maint (Fleet)	46,400
Intergovernmental Payments		
45500	Intergovernmental Payments	94,000
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	1,000
	Total Materials and Services - To Schedule B	**$ 172,200**
Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Forestry
Program: Timber
Cost Center #: 212290

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		700,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		**$ 700,000**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	3.60	$ 255,600
Materials and Services (Schedule E)		29,900
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	**3.60**	**$ 285,500**

Purpose of Program:

The Timber Program utilizes 3.6 FTE's to accomplish the following on Josephine County's 30,000 acre forest during FY 2010/2011:

- Plan, conduct field work, develop contracts, auction and administrate the harvest of five timber sales. Receipts from sales, estimated at $450,000, are to be deposited in the General Fund.
- Ensure that State and Federal regulations concerning the environment are complied with through training and conduction endangered wildlife/plant surveys.
- Provide firewood to the general public and small commercial operators. Estimated revenue expected to reach $17,000.
- Provide recreational/small scale dredge operators the opportunity to discover gold on designated streams located within the Josephine County forest.
- Negotiate an easement across provate property in the Louse Creek Drainage to access 80 acres of landlocked County property.
- Complete lease for a cell tower site in the O'Brien area.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: **General Fund (100)**
Office/Division: **Forestry**
Program: **Timber**
Cost Center #: **212290**

			Revenue Source Code	Budget Amount
Revenues:				
30000	Property Taxes			$ -
30100	Prior Year Taxes			
30900	Other Taxes			
31100	Licenses, Permits and Fees - Firewood		28100	17,000
32100	Federal Grants	USFS	35200	235,000
32200	State Grants			
32300	Local Grants			
32500	Private Grants			
33100	Charges for Services			
33200	Sales of Materials	Timber Sales	28200	448,000
33300	Rental Charges			
34200	Fines and Forfeitures			
35300	Interfund Payments			
37100	Interest Earned			
37200	Donations			
37850	Equity Transfer In			
37900	Miscellaneous			
	Total Revenues - To Schedule B			**$ 700,000**

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Forestry
Program: Timber
Cost Center #: 212290

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ -
43300	Operating Supplies	15,400
43328	Uniforms and Protective Gear	1,800
43770	Equipment (<$5,000)	600
44910	Printing and Duplication	800
44929	Postage and Shipping	
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	
44040	Advertising	100
44100	Professional Services	8,900
44922	Dues and Subscriptions	600
44990	Insurance	
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	
44451	Education and Training	
Facilities and Utilties:		
44600	Utilities	
44661	Communications	
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint (BOM)	
44840	Equipment Operation, Repairs and Maint (Fleet)	1,700
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 29,900**
Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Forestry
Program: Reforestation
Cost Center #: 212300

	Budget Amounts	
	FTE	Dollars
Resources:		
Beginning Fund Balance		$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		160,000
Total Resources - To Schedule A		**$ 160,000**
Requirements:		
Expenditures:		
Personal Services (Schedule D)	5.15	$ 269,600
Materials and Services (Schedule E)		62,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	**5.15**	**$ 331,900**

Purpose of Program:

The Reforestation program focuses on promoting the planting, survival and growth of young trees by using its 5.15 FTE workforce to accomplish the following:

- Plant 50,000 seedlings on approximately 400 acres.
- Maintain three Douglas-fir test sites and two Sugar Pine disease resistant test sites through grass control and pruning.
- Brush control and/or thinning on 80 acres.
- Through an agreement with the United States Forest Service, the reforestation crew is used to establish boundaries, monitor contractors and perform hazard fuel reduction work.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: **General Fund (100)**
Office/Division: **Forestry**
Program: **Reforestation**
Cost Center #: **212300**

		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		
37100	Interest Earned		
37200	Donations		
37850	Equity Transfer In		
37900	Miscellaneous		
	Total Revenues - To Schedule B		**$ -**
Transfers from Other Funds (List sources):			
35200	Grant Projects Fund (210) - Title III	51168	$ 160,000
35200			
35200			
	Total Interfund Transfers (In) - To Schedule B		**$ 160,000**

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2010-11

Fund: General Fund (100)
Office/Division: Forestry
Program: Reforestation
Cost Center #: 212300

		Budget Amount
Materials and Services:		
Supplies:		
43100	Office Supplies	$ -
43300	Operating Supplies	57,400
43328	Uniforms and Protective Gear	
43770	Equipment (<$5,000)	
44910	Printing and Duplication	
44929	Postage and Shipping	
43340	Food and Related Supplies (CJ and Sheriff only)	
43920	Ammunition (Sheriff only)	
43740	Aviation Fuel (Airport only)	
Fees and Services:		
44001	Contracted Services	4,900
44040	Advertising	
44100	Professional Services	
44922	Dues and Subscriptions	
44990	Insurance	
44463	Witness Fees (DA only)	
Training and Travel:		
44410	Travel	
44451	Education and Training	
Facilities and Utilties:		
44600	Utilities	
44661	Communications	
44710	Rental - Land and Buildings	
44720	Rental - Vehicles and Equipment	
44810	Building Operation, Repairs and Maint (BOM)	
44840	Equipment Operation, Repairs and Maint (Fleet)	
Intergovernmental Payments		
45500	Intergovernmental Payments	
Miscellaneous		
43010	Disability Awards/Settlements (Self Insurance Fund only)	
44200	Medical Services (Self Insurance Fund only)	
44992	Self Insurance Claims (Self Insurance Fund only)	
44995	Miscellaneous	
	Total Materials and Services - To Schedule B	**$ 62,300**
Transfers to Other Funds (List recipients):		
45210		$ -
45210		
45210		
45210		
	Total Interfund Transfers (Out) - To Schedule B	**$ -**

Josephine County
Schedule D - Personal Services
Forestry
Adopted Budget
2010-11

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits	Program Allocation		
							Administration	Timber	Reforestation
211110	1	Forestry Prog Supervisor	N1812	70,680	28,516	99,196	24,799	59,518	14,879
211110	1	Admin Secretary	A1112	38,424	19,826	58,250	58,250		
212290	1	Forester II	N1703	55,248	24,465	79,713		39,857	39,857
212290	1	Forestry Tech II	A1411	45,419	21,816	67,235		67,235	
212300	1	Forestry Proj For	N1012	47,839	22,520	70,359		35,180	35,180
212340	1	Forestry Project Spec II	A0906	30,029	19,761	49,790			49,790
212290	1	Forestry Tech	A1303	34,804	19,029	53,833		53,833	
212340	1	Forestry Project Spec I	A0802	25,570	18,295	43,865			43,865
212340	1	Forestry Project Spec I	A0801	24,939	18,088	43,027			43,027
212340	1	Forestry Project Spec I	A0801	24,939	18,088	43,027			43,027
	10			397,891	210,404	608,295	83,049	255,622	269,624
		Personal Services per Schedule B					83,100	255,600	269,600
	10					FTE	1.25	3.60	5.15