

General Fund



JOSEPHINE COUNTY, OREGON

**Budget 2013-14
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General Fund

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JOSEPHINE COUNTY
General Fund Description
2013-14

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. General Fund includes four elected offices and three programs, referred to as Departments. Elected Offices include the County Assessor, County Treasurer, County Clerk, and the County Surveyor. Operational programs include Planning, Forestry and General Government. Emergency Management, Court Facilities and Veterans Service, formerly were programs in other funds, are now a part of General Fund. Other departments which were formerly in the General Fund have been incorporated into other funds which may receive some funding from the General Fund as inter-fund transfers. This change provides more transparency concerning the cost of individual government programs by grouping similar services into one fund. The Sheriff's Office, District Attorney's Office and Juvenile Justice are now in the Public Safety Fund. Adult Corrections, Public Health and Mental Health are now in individual funds.

Cash carried over from the prior year (Beginning Fund Balance) is a major source of revenue for the General Fund. Other major sources consist of property taxes and receipts from the sale of timber harvested on County owned forest lands. For several years, O&C payments from the Federal Government had been the largest source of revenue for the General Fund. In FY 2007-08 O&C funds were budgeted to go directly to the Public Safety Fund. In FY 2008-09 to FY 2012-13, the county payment distributions that were legislated by the Troubled Assets Relief Program (TARP) were also scheduled to go directly to the Public Safety fund. Additional federal payments have not been approved for FY 2013-14.

Expenditures in the General Fund are primarily the expenses of operating the seven 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 seven departments. The money available for them and for the support transfers is equal to total resources of the fund, less contingency.

For each department, 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
GENERAL FUND (100)

Josephine County

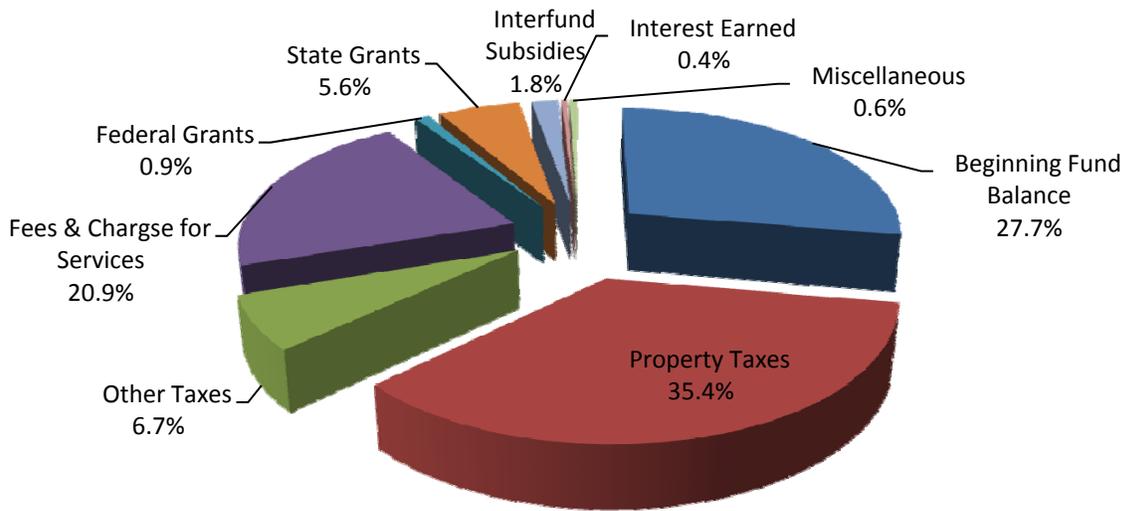
Historical Data		Adopted Budget This Year 2012-13	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2013-14		
Actual	First Preceding Year 2011-12			Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			RESOURCES			
\$ 3,462,700	\$ 2,696,802	\$ 2,378,700	Beginning Fund Balance	\$ 2,900,000	\$ 2,900,000	\$ 2,900,000
3,379,942	3,442,163	3,534,700	Property Taxes - Current year	3,586,800	3,586,800	3,586,800
157,180	102,863	140,100	Property Taxes - Prior years	154,000	154,000	154,000
			Revenues generated by departments:			
377,195	357,418	374,200	Assessor	376,300	376,300	376,300
195,206	177,483	144,500	Treasurer	140,500	140,500	140,500
523,099	481,073	553,000	Clerk	488,000	488,000	488,000
24,283	23,638	29,000	Surveyor	33,300	33,300	33,300
323,479	309,813	465,100	Planning	278,300	278,300	278,300
799,633	896,665	796,200	Forestry	1,091,000	1,091,000	1,091,000
		123,300	Emergency Management	89,500	89,500	89,500
		-	Veterans Service	83,400	83,400	83,400
			Other Revenues:			
55,860	38,157	34,800	Interest Income	42,900	42,900	42,900
231,403	238,427	230,000	Payment in Lieu of Tax	230,000	230,000	230,000
213,906	216,900	215,000	Solid Waste Fees	215,000	215,000	215,000
88,483	84,347	95,000	Cigarette Taxes	90,000	90,000	90,000
31,360	19,116	24,000	Amusement Device Tax	20,000	20,000	20,000
210,441	185,737	210,000	Franchise Taxes	190,000	190,000	190,000
340,628	368,082	355,000	OLC Fine Reimbursement	365,000	365,000	365,000
3,903	(705)	6,000	Miscellaneous	3,000	3,000	3,000
			Miscellaneous - Sheriff Auction Proceeds	-	-	-
			Interfund Transfers:			
50,000	40,000	40,000	210 - Grant Projects Fund - ED for Planning	35,000	35,000	35,000
61,000	60,000	130,000	210 - Grant Projects Fund - Title III for Forestry			
-	14,360	20,500	210 - Grant Projects Fund - SRS 2008 for Forestry	-	-	65,000
-	-	50,000	210 - Grant Projects Fund - SRS 2008 for Emergency Mgt	90,000	90,000	90,000
-	-	-	221 - Fairgrounds Fund - Debt Service Interfund Loan			
-	100,000	-	255 - Public Health Fund - Debt Service Interfund Loan			
-	25,000	-	260 - Parks Fund - Debt Service Interfund Loan			
\$ 10,529,701	\$ 9,885,297	\$ 9,949,100	TOTAL RESOURCES	\$ 10,502,000	\$ 10,502,000	\$ 10,567,000

RESOURCES AND REQUIREMENTS
GENERAL FUND (100)

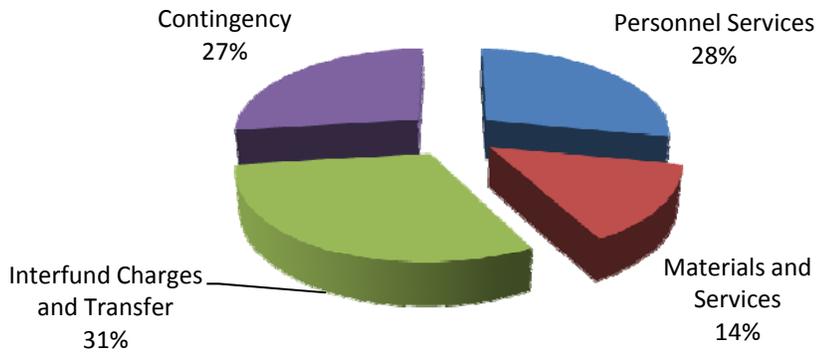
Josephine County

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2013-14		
Actual	First Preceding Year 2011-12	Adopted Budget This Year 2012-13		Proposed By Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Second Preceding Year 2010-11						
\$ 1,179,046	\$ 1,183,148	\$ 1,151,700	Operating Expenditures:	\$ 1,136,600	\$ 1,136,600	\$ 1,136,600
476,189	491,658	467,600	Assessor	437,700	437,700	437,700
553,711	578,764	589,200	Treasurer	567,200	567,200	567,200
64,957	59,499	58,500	Clerk	60,300	60,300	60,300
487,020	490,108	631,900	Surveyor	466,900	466,900	466,900
785,227	755,746	817,400	Planning	972,600	972,600	972,600
-	-	247,000	Forestry	247,000	247,000	229,500
-	-	173,300	General Government	179,500	179,500	179,500
-	-	-	Emergency Management	245,600	245,600	245,600
-	-	-	Court Facilities	158,500	158,500	158,500
-	-	-	Veterans Service			
-	-	-	Interfund Transfers:			
-	-	600	201 - Public Works Fund - Radio Infrastructure Payback	600	600	600
-	12,300	24,000	202 - Public Works Special Programs Fund - Solid Waste	26,000	26,000	26,000
72,000	86,700	86,700	210 - Grant Projects Fund for Veterans Service Office	-	-	-
-	-	340,000	221 - Fairgrounds Fund	-	-	-
3,000,000	3,000,000	2,000,000	240 - Public Safety Fund	2,185,000	2,551,200	2,568,700
-	-	1,100	240 - Public Safety Fund - Radio Infrastructure Payback	1,100	1,100	1,100
324,000	-	252,300	255 - Public Health Fund - Administration / Clinic	100,000	100,000	100,000
45,000	45,000	45,000	255 - Public Health Fund - Solid Waste	45,000	45,000	45,000
75,000	75,000	85,000	255 - Public Health Fund - Animal Control	85,000	85,000	85,000
101,000	-	-	260 - Parks Fund - Administration	-	-	-
229,749	232,032	232,000	275 - Court Security Fund	-	-	-
321,200	356,600	383,100	401 - Internal Services Fund (ISF)	447,200	447,200	445,500
81,800	85,100	15,000	435 - Equipment Reserve Fund - Assessor	-	-	-
37,000	37,000	-	435 - Equipment Reserve Fund - Treasurer	-	-	-
-	10,000	10,000	704 - PEG Fund - Operations	-	-	-
-	7,958	-	736 - Sheriff Program Trust - Auction Proceeds	-	-	-
-	-	2,337,700	Contingency	3,140,200	2,774,000	2,840,700
7,832,899	7,506,613	\$ 9,949,100	TOTAL REQUIREMENTS	\$ 10,502,000	\$ 10,502,000	\$ 10,567,000
2,696,802	2,378,684		Ending Fund Balance			
\$ 10,529,701	\$ 9,885,297		TOTAL ACTUAL			

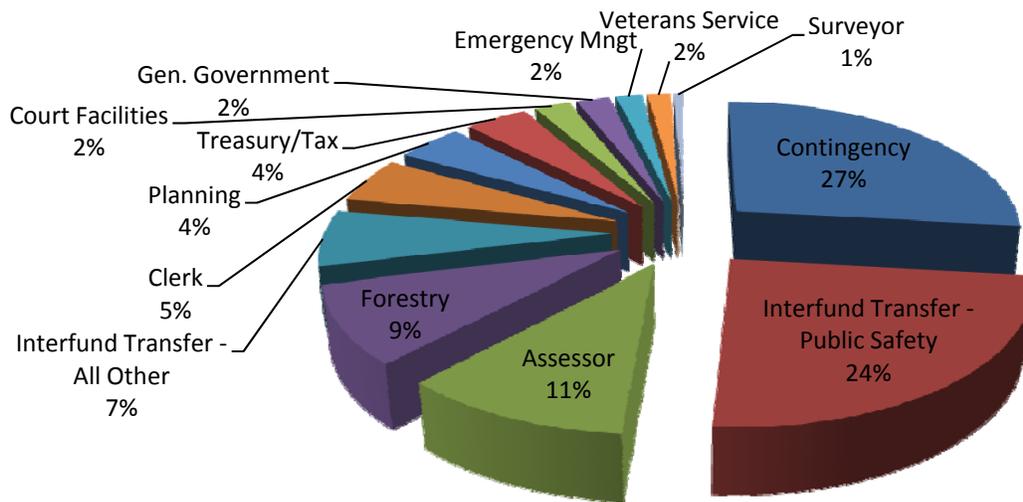
General Fund 2013-14 Sources of Revenue



General Fund Expenditures by Category



General Fund Expenditure by Program



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

Fund: General Fund (100)

2012-13 Budget			2013-14 Budget				
FTE	Resources	Requirements	Net	FTE	Resources	Requirements	Net
14.85	\$ 374,200	\$ 1,151,700	\$ (777,500)	14.50	\$ 376,300	\$ 1,136,600	\$ (760,300)
4.00	144,500	467,600	(323,100)	4.00	140,500	437,700	(297,200)
5.00	553,000	589,200	(36,200)	5.00	488,000	567,200	(79,200)
0.83	29,000	58,500	(29,500)	0.82	33,300	60,300	(27,000)
5.00	505,100	631,900	(126,800)	4.60	313,300	466,900	(153,600)
8.80	946,700	817,400	129,300	8.80	1,156,000	972,600	183,400
-	-	247,000	(247,000)	-	-	229,500	(229,500)
1.00	173,300	173,300	-	1.00	179,500	179,500	-
-	-	232,000	(232,000)	-	-	245,600	(245,600)
2.25	73,200	159,900	(86,700)	2.25	83,400	158,500	(75,100)
41.73	2,799,000	\$ 4,528,500	\$ (1,729,500)	40.97	\$ 2,770,300	\$ 4,454,400	\$ (1,684,100)
				Fund Level			
				Fund Balance			
				Property Taxes - current			
				Property Taxes - prior years			
				Other Fees/Revenues			
				Transfers Out to Other Funds			
				Contingency			
				3,271,900			
				2,840,700			
				\$ 10,022,300			
				\$ 10,567,000			
				\$ -			

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	<u>FTE</u>	<u>Dollars</u>
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		376,300
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 376,300

<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	14.50	\$ 964,000
Materials and Services (Schedule E)		172,600
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	14.50	\$ 1,136,600

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

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

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.

Public outreach is supported by:

*Continue to provide public access through our interactive website, this year we are adding the ability to view tax lot cards online which shows chain of title and changes in lot size

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

Budget goal #2 is supported by the following:

- *Removing the vacant 2nd GIS position (.4 FTE) from this year's budget.
- *Retaining the amount of FTE "shared" with Public Works for our Data Analyst (.3 FTE)
- *Replacing a retiring Property Appraiser III at the lower classification of Data Gatherer and moving some of the commercial property responsibility to the Chief Appraiser
- *CAFFA supports about 25% of our budget. The requirements of an approved CAFFA grant are focused in Appraisal and Assessment Administration which remains the same as in the previous year.
- *ORMAP and fees support approximately 7% of our budget. The availability of ORMAP funding has decreased over the last several years. ORMAP funding has been pass-through funding that has paid for mapping data gathered by the County and City Surveyors. This year we are proposing hiring a part-time employee to work in-house with our Cartographer creating the digital map from the previously collected data. This hiring will be 100% covered by the ORMAP grant.
- *These cuts and reclassifications cumulatively trim **\$32,106** from the General Fund contribution to the Assessor's budget.

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

Budget goal #3 is supported by:

- *The fact that before last year's cuts came into effect, our budget had grown by less than 1% per year over the last twelve years while the other 35 Oregon county budgets have grown in excess of 3.5% per year.
- *All nonconfidential records are obtainable during normal courthouse hours. Assessment values, maps, and forms are available online.
- *The leveraging of technology has allowed us to manage ever increasing accounts and greater complexity due to legislation, with 25% less staff than we had in 2000.

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

Budget goal #4 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 innovation in our business practices.
- *All of our staff with appraisal or management credentialing requirements are certified with DOR.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	25,500
32100	Federal Grants	-
32200	State Grants - CAFFA	295,000
32200	State Grants - ORMAP	30,400
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	21,300
33100	Charges for Services - Late Filings	4,100
33200	Sales of Materials	-
33300	Rental Charges	-
34200	Fines and Forfeitures	-
35300	Interfund Payments	-
37100	Interest Earned	-
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous	-
Total Revenues - To Schedule B		<u><u>\$ 376,300</u></u>

Transfers from Other Funds (List sources):

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

**Josephine County
Schedule C Appendix
Revenue Detail**

#	Fund - Cost Center	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	RSC:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Award?:
1	100-101110	County Assessment Function Funding Assistance - CAFFA Program	DOR	07/01/2013 - 6/30/2014	25000	\$ 295,000	\$ -	N	N/A	Continuing	Fund Assessment and Tax programs at the level submitted in the grant application
2	100-101110	The Oregon Map - ORMMap	DOR	07/01/2013 - 6/30/2014	21020	\$ 30,400	\$ -	N	N/A	Continuing	Provide or contract with a provider to digitize our Assessment maps

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,200
43300 Operating Supplies	2,200
43328 Uniforms and Protective Gear	200
43770 Equipment (<\$5,000)	1,400
44910 Printing and Duplication	1,500
44929 Postage and Shipping	1,600
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	10,400
44040 Advertising	100
44100 Professional Services	3,600
44922 Dues and Subscriptions	3,000
44990 Insurance	3,000
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	10,000
44451 Education and Training	3,200
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	800
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	43,200
44840 Equipment Operation, Repairs and Maint (Fleet)	77,600
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	9,600
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 172,600
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
Personal Services
Assessor
2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation	
								General	Public Works
101110	Assessor	E03A1	EO	1.00	71,902	41,273	113,175	113,175	
101110	Chief Admin Supervisor	N1608	NU	1.00	61,370	35,483	96,853	96,853	
101110	Chief Appraiser	N1604	NU	1.00	55,598	33,035	88,633	88,633	
101110	Property Appraiser II	A1507	AF	1.00	44,473	28,518	72,992	72,992	
101110	Cartographer/GIS Tech	A1505	AF	1.00	42,200	26,703	68,903	68,903	
101110	Prop Data Analyst	A1504	AF	1.00	41,100	28,130	69,230	48,461	20,769
101110	Property Appraiser I	A1306	AF	1.00	38,827	26,251	65,077	65,077	
101110	Property Appraiser I	A1304	AF	1.00	36,853	25,458	62,311	62,311	
101110	Property Appraiser I	A1304	AF	0.60	21,578	8,573	30,151	30,151	
101110	Property Appraiser I	A1302	AF	1.00	34,101	24,353	58,454	58,454	
101110	Title Examiner	A1105	AF	1.00	33,805	23,511	57,315	57,315	
101110	Assess/GIS Tech	A1104	AF	1.00	32,930	23,178	56,108	56,108	
101110	Assess/GIS Tech	A1101	AF	0.50	14,383	5,410	19,793	19,793	
101110	Data Gatherer	A1001	AF	1.00	27,154	21,563	48,717	48,717	
101110	Dept Specialist	A1012	AF	0.70	26,193	17,743	43,936	43,936	
101110	Dept Assistant	A0705	AF	0.50	13,432	5,053	18,484	18,484	
101110	Dept Assistant	A0705	AF	0.50	13,432	1,169	14,601	14,601	
				<u>14.80</u>	<u>609,331</u>	<u>375,401</u>	<u>984,733</u>	<u>963,964</u>	<u>20,769</u>

Public Works FTE

0.30

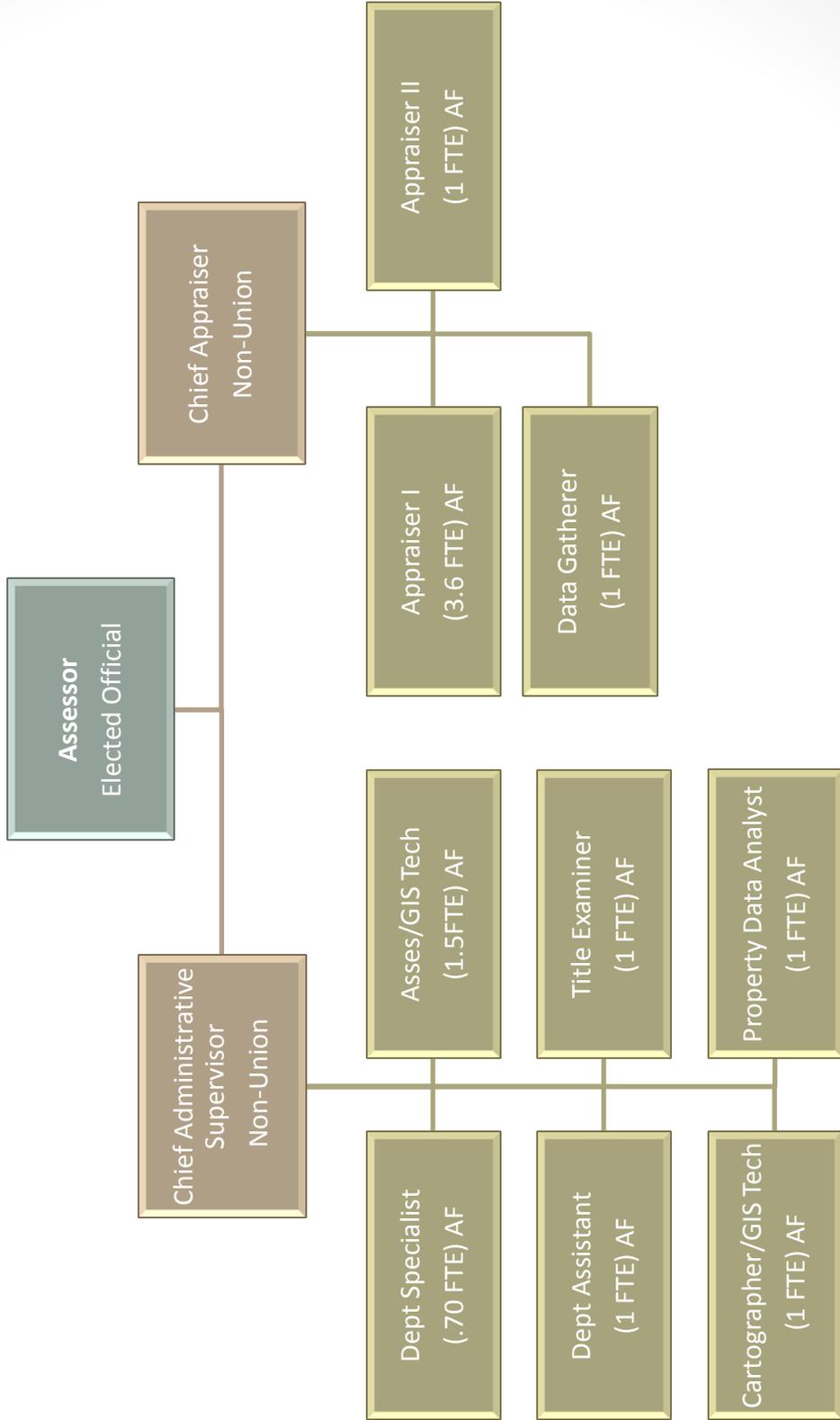
20,800

Assessor Office FTE

14.50

964,000

Assessor



JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		140,500
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 140,500
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	4.00	\$ 296,500
Materials and Services (Schedule E)		141,200
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	4.00	\$ 437,700

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 \$79,393,000. **ORS 294.035 et seq.**
Distribution of payments to taxing districts. Excess of \$58,000,000. **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 50,720 accounts. **ORS 311.005 et seq.**
Send tax bills totaling over \$61,144,000 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.**

Outcome 1: Administer a successful treasury program for all taxing entities in Josephine County, including Josephine County government. Emphasis is on protection of principal, liquidity, maximum investment returns and compliance with Oregon Statutes and the Josephine County Investment Policy.

The Treasurer's monthly and quarterly reports to the Board of Commissioners shows that this outcome is accomplished. The published quarterly reports show that the investment returns, activities and compliance activities prove this outcome.

The Treasurer's investment returns have consistently exceeded the 90 day US Treasury Bill and since February 2008 have exceeded the Oregon State Treasury Local Government Investment Pool returns.

Outcome 2: Administer a successful property tax collection program which complies with Oregon Statutes, minimizing negative impacts on tax payers and minimizing delinquencies and foreclosures.

Statistics show that less than 0.4% (four tenths of one percent) of property taxes levied remain unpaid 4 years after the original levy. Statistics on tax collection are tracked and reported to the Board of Commissioners quarterly.

Foreclosures have been minimized by the department's tax payer contact activities. The number of properties taken by the county have fallen to the lowest number possible, only properties abandoned by the owner have been foreclosed in the recent past. Since 1997 only 3 "owner occupied" homes were foreclosed, one of which was later sold back.

The Treasurer's Quarterly report containing details of these outcomes is available on the Josephine County web site and at the Treasurer's Office. The Board of Commissioners' office also has these documents.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	Revenue Source Code	Budget Amount
<u>Revenues:</u>		
30000 Property Taxes		\$ -
30100 Prior Year Taxes		-
30900 Other Taxes		-
31100 Licenses, Permits and Fees		-
32100 Federal Grants		-
32200 State Grants	25000	84,000
32300 Local Grants		-
32500 Private Grants		-
33100 Charges for Services Treasurer's Invest Interest	10917	40,000
33100 Charges for Services Foreclosure Fees	21250	2,000
33100 Charges for Services NSF Fees	21500	1,500
33100 Charges for Services Publishing Fees	21700	3,000
33100 Charges for Services Recording Fees	21750	3,000
33100 Charges for Services Warrant Fees	21800	2,500
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		\$ 140,500

<u>Transfers from Other Funds (List sources):</u>		
35200		\$ -
35200		-
35200		-
Total Interfund Transfers (In) - To Schedule B		\$ -

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 2,800
43300 Operating Supplies	-
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	1,000
44910 Printing and Duplication	7,500
44929 Postage and Shipping	33,500
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	28,400
44040 Advertising	2,600
44100 Professional Services	42,500
44922 Dues and Subscriptions	400
44990 Insurance	3,000
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	1,800
44451 Education and Training	1,500
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	700
44810 Building Operation, Repairs and Maint (BOM)	14,700
44840 Equipment Operation, Repairs and Maint (Fleet)	700
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	100
Total Materials and Services - To Schedule B	\$ 141,200
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

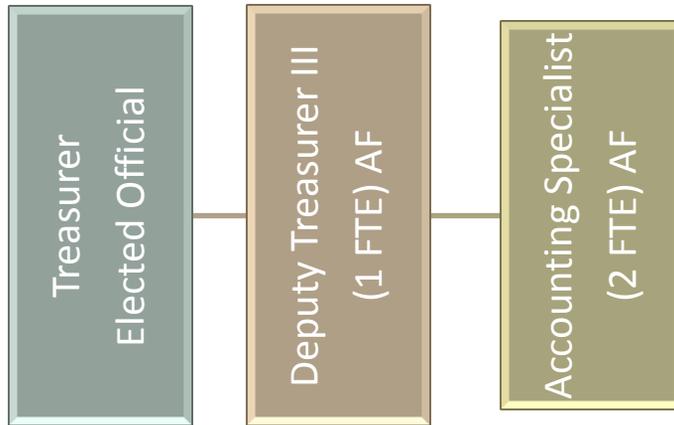
Josephine County
 Schedule D - Personnel Services
 Treasury/Tax
 2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
122040	Treasurer	E03T1	EO	1.00	71,902	39,735	111,637
122040	Deputy Treasurer III	A1312	AF	1.00	44,364	28,568	72,932
122040	Accounting Specialist	A1008	AF	1.00	34,529	23,786	58,316
122040	Accounting Specialist	A1004	AF	1.00	31,081	22,475	53,557
				4.00	181,877	114,565	296,442

Rounded for Schedule B

296,500

Treasury/Tax



JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		488,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 488,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	5.00	\$ 364,900
Materials and Services (Schedule E)		202,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	5.00	\$ 567,200

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	-
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	405,500
32100	Federal Grants	-
32200	State Grants	2,500
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	30,000
33200	Sales of Materials	-
33300	Rental Charges	-
34200	Fines and Forfeitures	-
35300	Interfund Payments	-
37100	Interest Earned	-
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous	50,000
		-
	Total Revenues - To Schedule B	<u><u>\$ 488,000</u></u>

Transfers from Other Funds (List sources):

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

Josephine County
Schedule C Appendix
Revenue Detail

#	Fund - Cost Center	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	RSC: Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Award?:
1	100-112010	Copies / Reports			31100 \$ 500					Misc. copies & reports. Fees range from \$0.25 for a copy to \$40.00 for election reports.
2	100-112010	Election Services / Filing Fees			33100 \$ 30,000					Fees charged for candidate filings and election services. Fees range from \$10.00 for candidate filings to several \$1,000 for election services.
3	100-112020	Recording Fees / Copies			31100 \$405,500					Fees charged for recordation of documents and the purchase of copies of documents. Fees range from \$0.25 for copies to over \$100 for recordings.
4	100-112020	Passports / Misc.			37900 \$ 50,000					Fees collected for passport applications and passport photos & misc reports/research projects.. Approx. 1,600 passport applications per year.
5	100-111110	BoPTA / CAFFA	DOR		25000 \$ 2,500					Based on Assessment function. Clerk's Office serves as the Clerk of the Board of Property Tax Appeals Board.

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 3,900
43300 Operating Supplies	5,700
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	42,000
44929 Postage and Shipping	24,500
43340 Food and Related Supplies (CJ and Sheriff only)	1,500
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	55,600
44040 Advertising	500
44100 Professional Services	18,000
44922 Dues and Subscriptions	800
44990 Insurance	3,000
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	1,800
44451 Education and Training	2,500
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	300
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	42,200
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 202,300
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

		Budget Amounts	
		FTE	Dollars
<u>Resources:</u>			
Beginning Fund Balance			\$ -
Program Revenues (Schedule C)			2,500
Interfund Transfers (In) (Schedule C)			-
Total Resources - To Schedule A			\$ 2,500
<u>Requirements:</u>			
Expenditures:			
Personal Services (Schedule D)		0.60	\$ 64,000
Materials and Services (Schedule E)			50,300
Interfund Transfers (Out) (Schedule E)			-
Capital Outlays directly from program (Schedule F)			-
Contingency			-
Ending Fund Balance			-
Total Requirements - To Schedule A		0.60	\$ 114,300

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
2013-14 Budget

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

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	-
32100	Federal Grants	-
32200	State Grants	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		<u>\$ 2,500</u>

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
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)	-
<u>Fees and Services:</u>	
44001 Contracted Services	-
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	800
44990 Insurance	3,000
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	1,000
44451 Education and Training	1,500
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	300
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	42,200
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 50,300
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		30,500
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 30,500
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.60	\$ 124,300
Materials and Services (Schedule E)		131,800
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.60	\$ 256,100

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:

- Administration of election laws to achieve and maintain a maximum degree of correctness, impartiality, efficiency, uniformity, transparency and integrity in application.
- Comply with NVRA (National Voter registration Act) & HAVA (Help America Vote Act)
- Provide information & assistance to Special Districts
- Encourage public participation (voter registration & turn-out)

Goals of Program (cont.):

- Maintain election history for Josephine County
- Increase public confidence in the election process.
(allowing public observers whenever possible)

The County Clerk is the Chief Election Officer of the County, charged by statute with the conduct of Elections. This involves managing voter registration (received over the counter, by mail, from Dept. of Motor Vehicles, from on-line and registration drives) per the mandates of the National Voter Registration Act (NVRA) and the Help America Vote Act (HAVA), establishing precinct boundaries and working with the cities on property annexation changes and adjusting district boundaries according to redistricting requirements.

County, Special District and School District candidates file for election with the County Clerk. The County Clerk is also responsible for the acquisition of ballot tallying systems per HAVA, for the programming for accurate tally of votes, laying out and proofing the ballots and certifying election results to the State, County, City, and Special Districts when applicable, and billing out charges when appropriate.

The County Clerk also advises and administers the filing of initiative, referendum and recall petitions for proper forms and procedure per Oregon law and County Charter requirements.

The County Clerk produces voters' pamphlets for the electorate in conjunction with HAVA requirements of voter education.

There are currently approx. 51,000 registered voters in Josephine County.

ALL SERVICES PROVIDED ARE MANDATED.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	500
32100	Federal Grants	-
32200	State Grants	-
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	30,000
33200	Sales of Materials	-
33300	Rental Charges	-
34200	Fines and Forfeitures	-
35300	Interfund Payments	-
37100	Interest Earned	-
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous	-
Total Revenues - To Schedule B		<u><u>\$ 30,500</u></u>

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,200
43300 Operating Supplies	5,100
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	42,000
44929 Postage and Shipping	24,000
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	39,500
44040 Advertising	500
44100 Professional Services	18,000
44922 Dues and Subscriptions	-
44990 Insurance	-
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	500
44451 Education and Training	1,000
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	-
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 131,800
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

**JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget**

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		455,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 455,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	2.60	\$ 158,400
Materials and Services (Schedule E)		17,900
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	2.60	\$ 176,300

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.
- Issue marriage licenses & domestic partnerships
- Process passport applications & provide passport photos
- Provide easy public access wherever possible.
- Provide professional and friendly customer service at all times.

Goals of Program (cont.):

The County Clerk is charged by statute with the recording, custodial retention and public availability of land records and other records allowed for recording by law. These include, but are not limited to deeds, mortgages, reconveyances, plats, subdivisions, powers of attorney, contracts, liens, Josephine County Tax Department Warrants and satisfactions, mining affidavits and other documents affecting the title to real property. The County Commissioners' Journal of official business is also recorded. Documents are received by mail, by individuals over the counter, by legal offices and title companies. Approx. 50% of all recordings are now received via e-recording. Documents are indexed and scanned on a daily basis and transmitted to title companies by FTP. Documents are also made available on-line to the Assessor's Office, Tax Office, Planning, Legal and other departments as well as title companies and others. These records are also available to the public in our office on public workstations and film readers. Documents continue to be retained on microfilm per archival directives. Our office will record approx. 20,000 documents this fiscal year.

Marriage licenses are also issued and recorded. All marriage license fee (\$60.00) are apportioned to Clerk, State Domestic Violence fund and County Juvenile Mediation Service. The County Clerk also performs wedding ceremonies. (\$100,00).

The County Clerk's Office also processes passport applications per Federal laws (\$25.00 county execution fee).

Our office also maintains the County Lien Docket for road assessments.

ALL SERVICES PROVIDED ARE MANDATED EXCEPT PASSPORTS & PHOTOS.

(Passports and passport photos generate approx. **\$40,000 net per year.**)

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	405,000
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		<u><u>\$ 455,000</u></u>

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,500
43300 Operating Supplies	-
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	-
44929 Postage and Shipping	400
43340 Food and Related Supplies (CJ and Sheriff only)	1,500
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	14,500
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	-
44990 Insurance	-
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	-
44451 Education and Training	-
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	-
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 17,900
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ -
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.20	\$ 18,200
Materials and Services (Schedule E)		2,300
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.20	\$ 20,500

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.

The County Clerk is the clerk to the Board of Property Tax Appeals, charged with appointing board members, accepting petitions, recording hearings and mailing orders, according to ORS and Department of Revenue directives.

**ALL SERVICES
PROVIDED
ARE MANDATED**

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 200
43300 Operating Supplies	100
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)	-
<u>Fees and Services:</u>	
44001 Contracted Services	1,600
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	-
44990 Insurance	-
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	300
44451 Education and Training	-
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	-
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 2,300
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

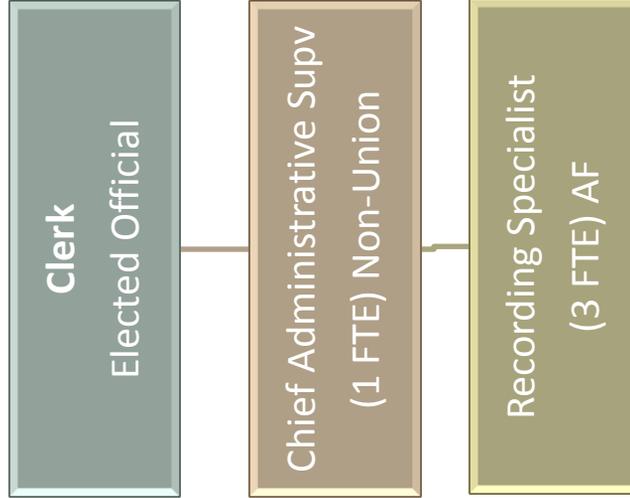
Josephine County
Schedule D - Personnel Services
Clerk
2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocations			
								Admin	Election	Recording	BOPTA
111110	Clerk	E03C1	EO	1.00	71,902	39,735	111,637	55819	27909	16746	11164
112010	Chief Admin Supervisor	N1601	NU	1.00	51,628	30,390	82,019	8202	61514	8202	4101
112020	Recording Specialist	A1012	AF	1.00	37,417	25,763	63,180		6318	56862	
112020	Recording Specialist	A1008	AF	1.00	34,529	23,786	58,316		2916	52484	2916
112020	Recording Specialist Overtime	A1001	AF	1.00	27,154	20,982	48,136		24068	24068	
					1,200	300	1,500		1500		
				<u>5.00</u>	<u>223,831</u>	<u>140,957</u>	<u>364,788</u>	<u>64,021</u>	<u>124,225</u>	<u>158,362</u>	<u>18,180</u>

Rounded for Schedule B

<u>5.00</u>	<u>364,800</u>	<u>64,000</u>	<u>124,200</u>	<u>158,400</u>	<u>18,200</u>
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County Clerk



JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		33,300
Interfund Transfers (In) (Schedule C)		
Total Resources - To Schedule A		\$ 33,300
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	0.82	\$ 51,500
Materials and Services (Schedule E)		8,800
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	0.82	\$ 60,300

Purpose of Program:

The main purpose of the Surveyor's Office is to store and provide access to land survey and corner records, land 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, which will assist in the determination or reestablishment of property boundaries and corners, and other areas of land measurement. These records date from the mid-1850's to the present.

The County Surveyor is responsible for the review and checking of all plats and maps as submitted for recording or filing for Josephine County and the City of Cave Junction, and for the filing of all maps or plats of surveys within the entirety of Josephine County. Once plats and maps are submitted, our office processes them for filing, distribution, storage and future access. These are just some of the duties as mandated by state statute and administrative rules.

Applicable Statutes and Administrative Rules:

- County Surveyor general duties: ORS 209.070, 209.130, 209.270
- Archiving & storage requirements: ORS 192.005 – 192.170 & 357.805 – 357.895; OAR 166-150-0205

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

The land and its records, especially those pertaining to property boundaries, are essential to many departments, agencies (public & private) and private individuals. We store copies and original maps of boundary surveys, property line adjustments, partition plats, subdivision plats, condominium plats and cemetery plats, together with records of homestead exemptions, donation land claims, mining claims, railroads, roads and rights of way pertaining to Josephine County. We also store other pertinent documents associated with these maps and records. We are currently involved with Grants Pass High School in the local "Trig-Star" trigonometry competition, and we often attend local organizational meetings/getherings to encourage and promote interest in our office and the records within.

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

Our department's funding is primarily accomplished through our over-the-counter sales of maps and other documents, and through fees charged for our services. We also receive general fund monies for our department. Our department has a longstanding history of making cuts and minimizing our expenses over the past several years, even to the point where the County Surveyor position itself, although an elected position, is not full-time. We often utilize the volunteer services of individuals through our Community Corrections Department who need to "work off" community service hours doing routine office duties. When available, we have also used volunteers to help as well. We have these and other creative methods to maintain our current service levels while at low FTE levels. We are working diligently to offer some of our records "on line," thereby freeing up personnel to manage and perform other tasks. To maintain a sufficient level of funding for our office, we will be examining our current fee structure to make changes as necessary to accomodate our services and costs.

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

Our department's records are available to the public and we encourage them to visit our office to research, review, and examine the public documents we have stored and available. We will assist both the general public and other departments or agencies in searching for and locating documents pertinent to their needs, and our staff strives to go beyond 100% in helping these individuals with their endeavor.

Budget Goal #4-Ensure cost effective achievements of services to County Citizens by providing an environment that fosters a highly qualified and professional workplace.

As the type of information our department is highly specialized, so are the qualifications required to properly operate or work in this office. Employees must have a good understanding of land, property, surveying and the public land survey system in order to be effective and efficient employees. A working technical understanding of these land records and their history is also beneficial to not only assist the public, but to also be effective in research, but also the cataloging and proper filing/storage of our documents. Our staff is eager to assist the public in any way possible.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	12,000
32100	Federal Grants	-
32200	State Grants	-
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	9,000
33200	Sales of Materials	10,300
33300	Rental Charges	-
34200	Fines and Forfeitures	-
35300	Interfund Payments	-
37100	Interest Earned	-
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous	2,000
Total Revenues - To Schedule B		<u><u>\$ 33,300</u></u>

<u>Transfers from Other Funds (List sources):</u>		
35200		\$ -
35200		-
35200		-
Total Interfund Transfers (In) - To Schedule B		<u><u>\$ -</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 200
43300 Operating Supplies	100
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	1,000
44929 Postage and Shipping	100
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	-
44040 Advertising	100
44100 Professional Services	900
44922 Dues and Subscriptions	100
44990 Insurance	1,500
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	100
44451 Education and Training	-
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	4,700
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 8,800
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
 Schedule D - Personnel Services
 Surveyor
 2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Wages & Benefits	Program Allocations	
							General Fund	Land Corner
131120	Surveyor	E0101	EO	0.12	7,680	19,228	4,807	14,421
131120	Surveyor Tech III	A1506	AF	1.00	43,324	71,381	3,569	67,812
131110	Sr Dept Specialist	A1209	AF	1.00	39,726	65,489	39,293	26,195
131110	Dept Assistant	A0702	AF	0.28	6,949	7,554	3,777	3,777
				<u>2.40</u>	<u>97,679</u>	<u>163,651</u>	51,446	112,205

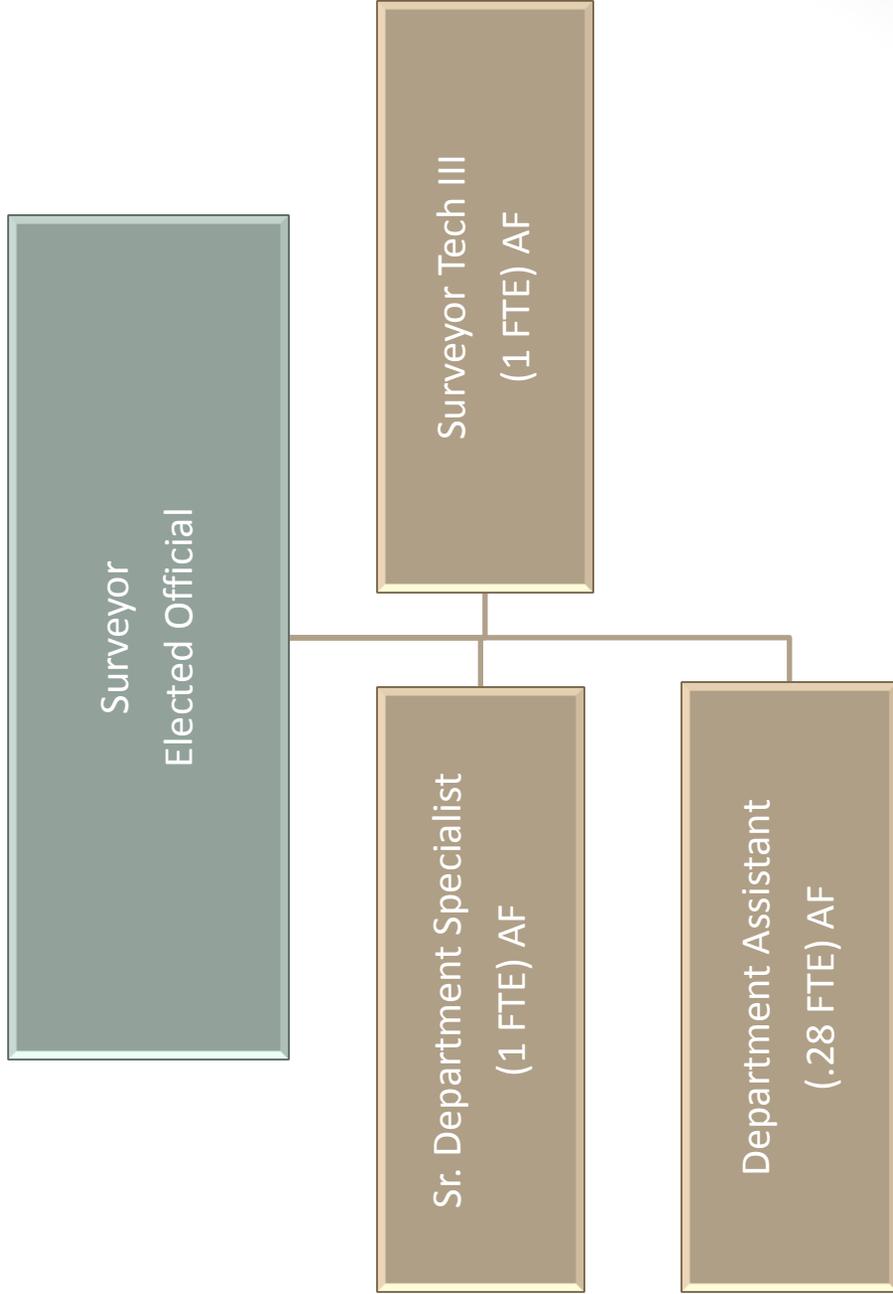
ADDITIONS

131120	Surveyor Tech I (On Call)	A1101	AF	0.28	8,055	8,928		8,928
						<u>172,579</u>	51,446	121,133

Surveyor Total 0.82 51,500

Corner Land Preservation Fund 1.86 121,200
 2.68

Surveyor



JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

		Budget Amounts	
		FTE	Dollars
<u>Resources:</u>			
Beginning Fund Balance			\$ -
Program Revenues (Schedule C)			278,300
Interfund Transfers (In) (Schedule C)			35,000
Total Resources - To Schedule A			\$ 313,300
<u>Requirements:</u>			
Expenditures:			
Personal Services (Schedule D)		4.60	\$ 420,400
Materials and Services (Schedule E)			46,500
Interfund Transfers (Out) (Schedule E)			-
Capital Outlays directly from program (Schedule F)			-
Contingency			-
Ending Fund Balance			-
Total Requirements - To Schedule A		4.60	\$ 466,900

Purpose of the Program - Planning

The Planning Department consists of three Planners, a Director, and one Planning Specialist (support) staff. The Director and Planners provide land use information and permit services to customers and interested land use participants by: 20 hours of information counter, as-needed telephone and e-mail customer service, review and processing land use applications, staffing public hearings and supporting the Planning Commission and Board of Commissioners in land use policy and decisions; and, Advisory Sub-committees of the Planning Commission focused on various topics. The Director and staff also attend coordination meetings with federal, state and regional agencies and groups whose actions affect land use issues in Josephine County. These groups include: Rogue Valley Council of Governments; Chamber of Commerce; Southern Oregon Regional Economic Development, Inc.; Oregon Departments of Environmental Quality, Fish and Wildlife, Transportation, and Land Conservation and Development; special councils and districts (watershed, soil and water conservation, fire); Bureau of Land Management and U.S. Forest Service. The Department also serves as a point of contact for neighborhood groups and individuals interested in issues of land use and development within the County.

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

Budget Goal #1 is supported by:

- 1 - Comprehensive planning and implementing ordinances, in accordance with ORS 197.195.
- 2 - Accurate and timely processing land use applications, as required by ORS 197.195 and 215.427.
- 3 - Coordinate all planning activities in the County with other jurisdictions, as required by ORS 195.025.
- 4 - Accurately answer all inquiries from property owners regarding land use codes.
- 5 - Maintain current successful rate of appeal defense while continuing to listen to public concerns and educate landowners on Oregon land use law.
- 6 - Continue to staff and support Board and Planning Commission in public workshops and hearings.
- 7 - Maintain property records with all land use actions, including addressing.
- 8 - Maintain department website with information pertaining to land use matters.
- 9 - Meet with County-wide organizations to identify land use needs, and UGB discussions as required by ORS 195.025.
- 10 - Provide annual report to DLCD regarding Comp Plan compliance, as required in ORS 195.040.

Public outreach will be supported by: Providing public access through an improved website, implement a planning information 'kiosk terminal' allowing property owners to look up information and actions pertinent to their property. Staff the service counter for drop-in customers and answer inquiries via phone and e-mail, an average of 310/month thus far in FY12-13.

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

Budget Goal #2 is supported by the following:

- 1 - Removing the vacant Administrative Assistant position (1 FTE) from this year's budget. This position was a FTE in the 2011/12 Planning Budget but was reduced when revenues did not support staff levels; subsequently, individual duties were either eliminated or assigned to remaining staff.
- 2 - Decreasing the amount of FTE in Planner I position by one-third.
- 3 - Fees are due to be amended in this fiscal year, as they have not been addressed since 2007. This effort will include new fees for services not currently supported by fees.
- 4 - State grant monies were requested and received for FY12-13; additional funding requested for implementing Southern Oregon Pilot Program from Oregon Department of Land Conservation and Development.
- 5 - Development fees have traditionally supported about 25% of Planning's budget. The requirements of long range planning and ordinance requests by the Board are not typically funded by fees. These are general fund-supported efforts. The Board eliminated the Home Occupation renewal fee via Ordinance amendments passed in 2012, which reduced revenue by \$7,000 in FY12-13 and \$10,000 in FY13-14 (projected).
- 6 - Unused office space leased to (state) Oregon Water Resources started in 2011, and will continue. This will produce \$5,280 per year in revenue for FY13-14.
- 7- Costs of office materials and services were dropped during FY12-13, and are proposed at a lower level in this year's budget. As an example, copier charges dropped almost 80% by purchasing machines and revising the copier contract.

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

Budget Goal #3 is supported by:

- 1 - Public notices, hearings, recorded and transcribed minutes accompany all land use actions, as well as open access to Planning records for property owners and other interested parties.
- 2 - All non-confidential records are obtainable during Planning's open-office hours which were reduced to 20 hours per week in FY12-13 due to budget cuts. Applications, the Rural Land Development Code and other public documents are available on-line, serving as resources for property owners.
- 3 - Investments in technology in previous years will allow managing public inquiries and responding to Board priorities with less staff than we had in 2012. Implementing permit tracking software purchased in FY12-13 will occur in FY13-14.
- 4 - Contributions to the Southern Oregon Pilot Program website, public notices, meetings and workshops are currently supported by a grant from DLCD in FY 12-13. Additional monies are requested from the legislature for the state biennium beginning July 1, 2013, but cannot be

confirmed until the end of the legislative session. At present, the Governor has set aside \$100,000 in the biennium for the participating Counties; it is estimated Josephine County would be eligible for \$30,000 of this funding for working on the Regional Pilot Program.

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

Budget Goal #4 is supported by:

- 1 - The Department has continued to enhance staff training and utilize resources where available to cut costs. This has led to innovation in our business practices.
- 2 - All staff will be provided opportunities to expand their abilities and increase their value to the agency.
- 3 - Consolidating duties, utilizing volunteers where feasible, and eliminating unneeded tasks allows the Department to achieve service levels similar to Douglas County (a jurisdiction of similar rural population size), that employs twice the number of Planning Department staff.

Summary

The Planning Department conducts reviews of land use proposals and issues land use permits under the authority of the Rural Land Development Code. The revenue from fees for review has steadily dropped in recent years, and the 'gap' between declining revenue and rising cost of services (basic increases in personnel costs, building and insurance, taxes and other fees paid by the Department) has increased. While materials and service costs are kept at a minimum, the fee schedule has not been changed to off-set increases in cost since 2007; efficiencies cannot entirely make up the difference.

An amended fee schedule will be forwarded to the Finance Director and Board for updates to development fees to offset projected revenue loss and minimize draw from the general fund. The Director is proposing fee amendments that may produce approximately \$40,000 in additional revenue for FY13-14; the fee schedule amendments have yet to be considered by the Board.

Accompanying this budget proposal are two requests for Economic Development funds: one for \$20,000 to support general economic development activities and another for \$15,000 to support a new Planning website, a measure to increase efficiency and maintain levels of service to citizens of Josephine County.

The budget proposal for FY13-14 as it stands will require \$153,562 in general fund support.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	240,000
32100	Federal Grants	-
32200	State Grants	33,000
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	-
33200	Sales of Materials	-
33300	Rental Charges	5,300
34200	Fines and Forfeitures	-
35300	Interfund Payments	-
37100	Interest Earned	-
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous	-
Total Revenues - To Schedule B		<u><u>\$ 278,300</u></u>

Transfers from Other Funds (List sources):

35200	Econ Develop - General ED Activities	\$ 20,000
35200	Econ Develop - Planning and Development website	15,000
35200		-
Total Interfund Transfers (In) - To Schedule B		<u><u>\$ 35,000</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

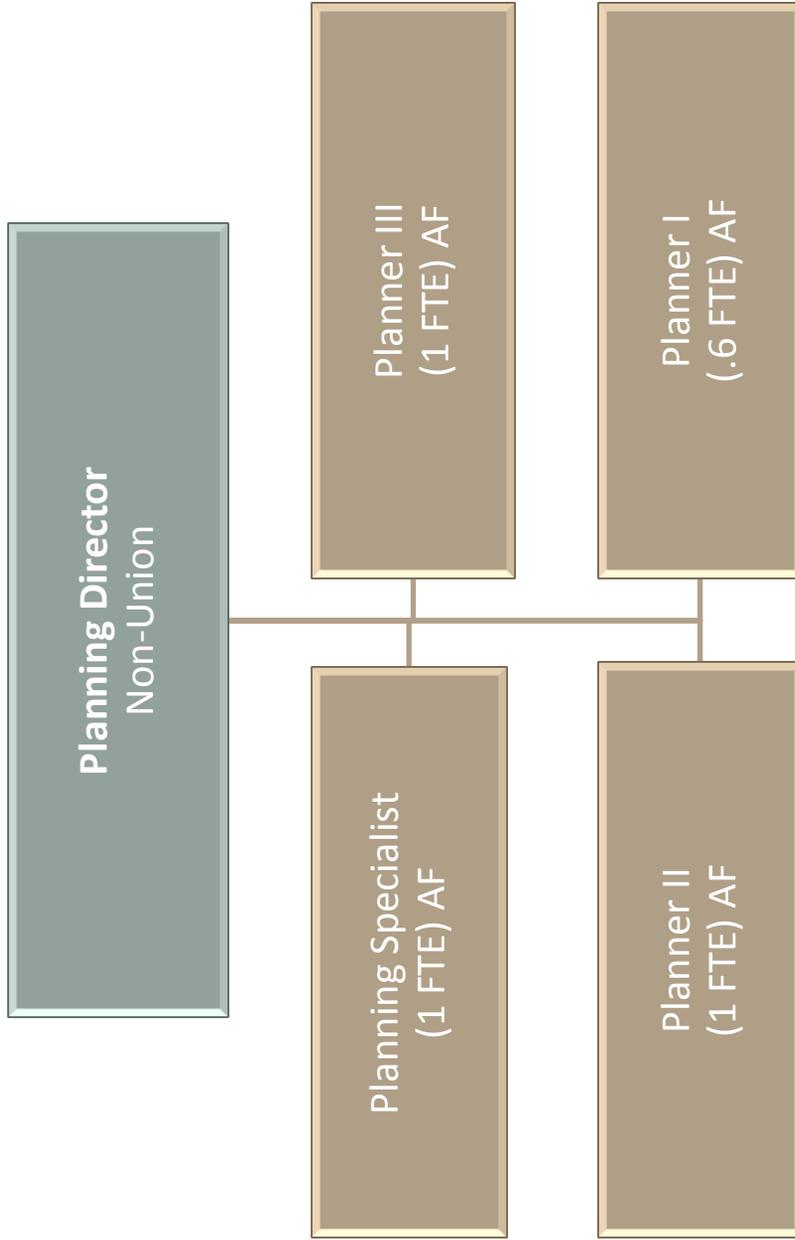
Fund: General Fund (100)
Office/Division: Planning
Program: Administration
Cost Center #: 321110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 4,000
43300 Operating Supplies	-
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	500
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)	-
<u>Fees and Services:</u>	
44001 Contracted Services	-
44040 Advertising	1,000
44100 Professional Services	-
44922 Dues and Subscriptions	600
44990 Insurance	3,600
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	1,000
44451 Education and Training	700
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	600
44710 Rental - Land and Buildings	1,300
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	31,900
44840 Equipment Operation, Repairs and Maint (Fleet)	500
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 46,500
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
 Schedule D - Personnel Services
 Planning
 2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
321110	Planning Director	N2111	NU	1.00	84,348	46,403	130,751
321110	Planner III	A1912	AF	1.00	61,500	35,357	96,856
321110	Planner II	A1711	AF	1.00	55,142	32,803	87,945
321110	Planner I	A1408	AF	0.60	25,955	10,310	36,265
321110	Planning Specialist	A1212	AF	1.00	41,926	26,599	68,525
				4.60	268,871	151,472	420,342
							420,400

Planning



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

Fund: General Fund (100)
Forestry

2012-13 Budget			2013-14 Budget				
FTE	Resources	Requirements	Net	FTE	Resources	Requirements	Net
1.05	\$ 46,200	\$ 255,600	\$ (209,400)	1.05	\$ 43,000	\$ 247,200	\$ (204,200)
3.60	750,000	295,300	454,700	3.60	1,048,000	393,000	655,000
4.15	150,500	266,500	(116,000)	4.15	65,000	332,400	(267,400)
				Program Name			
				Administration - 211110			
				Timber - 212290			
				Reforestation - 212300			
8.80	946,700	\$ 817,400	\$ 129,300	8.80	\$ 1,156,000	\$ 972,600	\$ 183,400
				Total for Fund			

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		1,091,000
Interfund Transfers (In) (Schedule C)		65,000
Total Resources - To Schedule A		\$ 1,156,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	8.80	\$ 648,800
Materials and Services (Schedule E)		323,800
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	8.80	\$ 972,600

Purpose of Program:

The Forestry Department is responsible for the management of natural resources located on the County's 30,000 acre forest. The timber resources are managed on a sustained yield basis and in accordance with the Oregon Forest Practices Act. Proceeds from timber sales are deposited into the County's General Fund. After harvests occur, the area is reforested and cared for to ensure timber for the future generations. Other resources includes firewood sales, rock/mineral extraction, cell tower sites and water.

Outcomes

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

The Forestry Department's main outreach program is the Annual Youth Tree Plant. For the past 25 years, County forestry and 50 volunteers have given approximately 1,000 kids per year the opportunity to plant tree seedlings and learn about the environment in a forest setting. County lands and staff are also involved with the OSU Extension Service to provide a resource for small woodland owners. Foresters are also available for over the counter advice for forestry related issues.

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

Since the timber on the County forest lands are being harvested on a sustained yield basis, the Forestry Department can not only provide revenue to support itself but also the proceeds that exceed budget requirements are deposited into the General Fund. Additional long term funding sources includes cell tower leases and firewood permits.

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

Contracts for timber sales are sold through a competitive bids process in a public forum and harvest areas are reviewed by the Oregon Department of Forestry for compliance to the Oregon Forest Practices Act. Forest and mineral management plans are reviewed through citizens advisory boards.

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

Staff on the Forestry Department are long term employees that have received training in forest regulations and safety procedures.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	-
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	8,000
32100	Federal Grants	100,000
32200	State Grants	-
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	-
33200	Sales of Materials	940,000
33300	Rental Charges	39,000
34200	Fines and Forfeitures	-
35300	Interfund Payments	-
37100	Interest Earned	-
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous (Wolf Creek Park)	4,000
		-
	Total Revenues - To Schedule B	<u><u>\$ 1,091,000</u></u>

Transfers from Other Funds (List sources):

35200	Grant Projects Fund (210) - Home Assessments	\$ 65,000
35200		\$ -
35200		\$ -
	Total Interfund Transfers (In) - To Schedule B	<u><u>\$ 65,000</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,800
43300 Operating Supplies	50,300
43328 Uniforms and Protective Gear	3,700
43770 Equipment (<\$5,000)	2,200
44910 Printing and Duplication	500
44929 Postage and Shipping	200
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	20,100
44040 Advertising	200
44100 Professional Services	75,000
44922 Dues and Subscriptions	200
44990 Insurance	3,600
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	500
44451 Education and Training	300
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	1,500
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	11,100
44840 Equipment Operation, Repairs and Maint (Fleet)	52,600
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	100,000
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 323,800
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		43,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 43,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.05	\$ 79,400
Materials and Services (Schedule E)		167,800
Interfund Transfers (Out) (Schedule E)		
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.05	\$ 247,200

Purpose of Program:

The 1.25 FTE's in Administration provides overhead, leadership, and agreement/grant writing in the Timber Sale and Reforestation Programs. This year we expect to receive an estimated \$100,000 from a Forest Service agreement to assist them in various hazardous fuels reduction projects. A Title III Grant will provide funding to support Forestry's Youth Tree Plant.

The Josephine County Forestry Department is involved with the public 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 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 annually requests Forestry Staff members to instruct small woodland owner groups in successful reforestation practices.
- Forestry provides presentations to various civic organizations discussing the County Forest history, purpose and accomplishments.
- Over the counter and phone advice is also 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. To ensure fair market value and transparency, timber sale contracts are awarded through an open competitive bid process. Funds from firewood permits and cell tower leases are significant contributors to the program's budget.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	Revenue Source Code	Budget Amount
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	-
32100	Federal Grants	-
32200	State Grants	-
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	-
33200	Sales of Materials	-
33300	Rental Charges (Cell Towers)	11201 39,000
34200	Fines and Forfeitures	-
35300	Interfund Payments	-
37100	Interest Earned	-
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous (Wolf Creek Park)	4,000
Total Revenues - To Schedule B		\$ 43,000

Transfers from Other Funds (List sources):

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

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,800
43300 Operating Supplies (YTP)	1,000
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	300
44910 Printing and Duplication	-
44929 Postage and Shipping	200
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services (SOS Alarm)	500
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	-
44990 Insurance	3,600
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	500
44451 Education and Training	300
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	1,500
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	11,100
44840 Equipment Operation, Repairs and Maint (Fleet)	47,000
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments (USFS Fire Tax)	100,000
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 167,800
 <u>Transfers to Other Funds (List recipients):</u>	
45210	-
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		1,048,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 1,048,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	3.60	\$ 299,400
Materials and Services (Schedule E)		93,600
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	3.60	\$ 393,000

Purpose of Program:

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 2013/2014

- Plan, conduct field work, develop contracts, auction and administrate the harvest of 15 timber sales. Receipts from sales, estimated at \$924,800 are to be deposited into the General Fund.
- Ensure that State and Federal regulations concerning the environment are complied with through training and conducting endangered wildlife/plant surveys.
- Provide firewood to the general public and small commercial operators. Estimated revenue expected is \$8,000.
- Salvage harvest approximately 50 mbf of timber

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

	Revenue Source Code	Budget Amount
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees (Firewoo	8,000
32100	Federal Grants	100,000
32200	State Grants	-
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	-
33200	Sales of Materials (Timber)	940,000
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	\$ 1,048,000

Transfers from Other Funds (List sources):

35200	\$ -
35200	-
35200	-
	\$ -

Total Interfund Transfers (In) - To Schedule B

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

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

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	10,000
43328 Uniforms and Protective Gear	1,700
43770 Equipment (<\$5,000)	400
44910 Printing and Duplication	500
44929 Postage and Shipping	
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	
44040 Advertising	200
44100 Professional Services	75,000
44922 Dues and Subscriptions	200
44990 Insurance	-
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	-
44451 Education and Training	-
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	-
44840 Equipment Operation, Repairs and Maint (Fleet)	5,600
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 93,600
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

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

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		65,000
Total Resources - To Schedule A		\$ 65,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	4.15	\$ 270,000
Materials and Services (Schedule E)		62,400
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	4.15	\$ 332,400

Purpose of Program:

The Reforestation program focuses on planting, enhancing growth and health of young trees by utilizing its 4.15 FTE workforce to accomplish the following:

- Plant 66,000 seedlings on approximately 420 acres.
- Brush control and/or thinning on 540 acres.
- Collect 250 cones from Rust (disease) Resistant Sugar Pine trees and 25 pounds of Douglas-fir seeds
- 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.
- Plus tree and orchard maintenance for future reforestation needs

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

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

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

<u>Transfers from Other Funds (List sources):</u>			
35200	Grant Projects Fund (210)	51168	\$ 65,000
35200			-
35200			-
	Total Interfund Transfers (In) - To Schedule B		<u><u>\$ 65,000</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

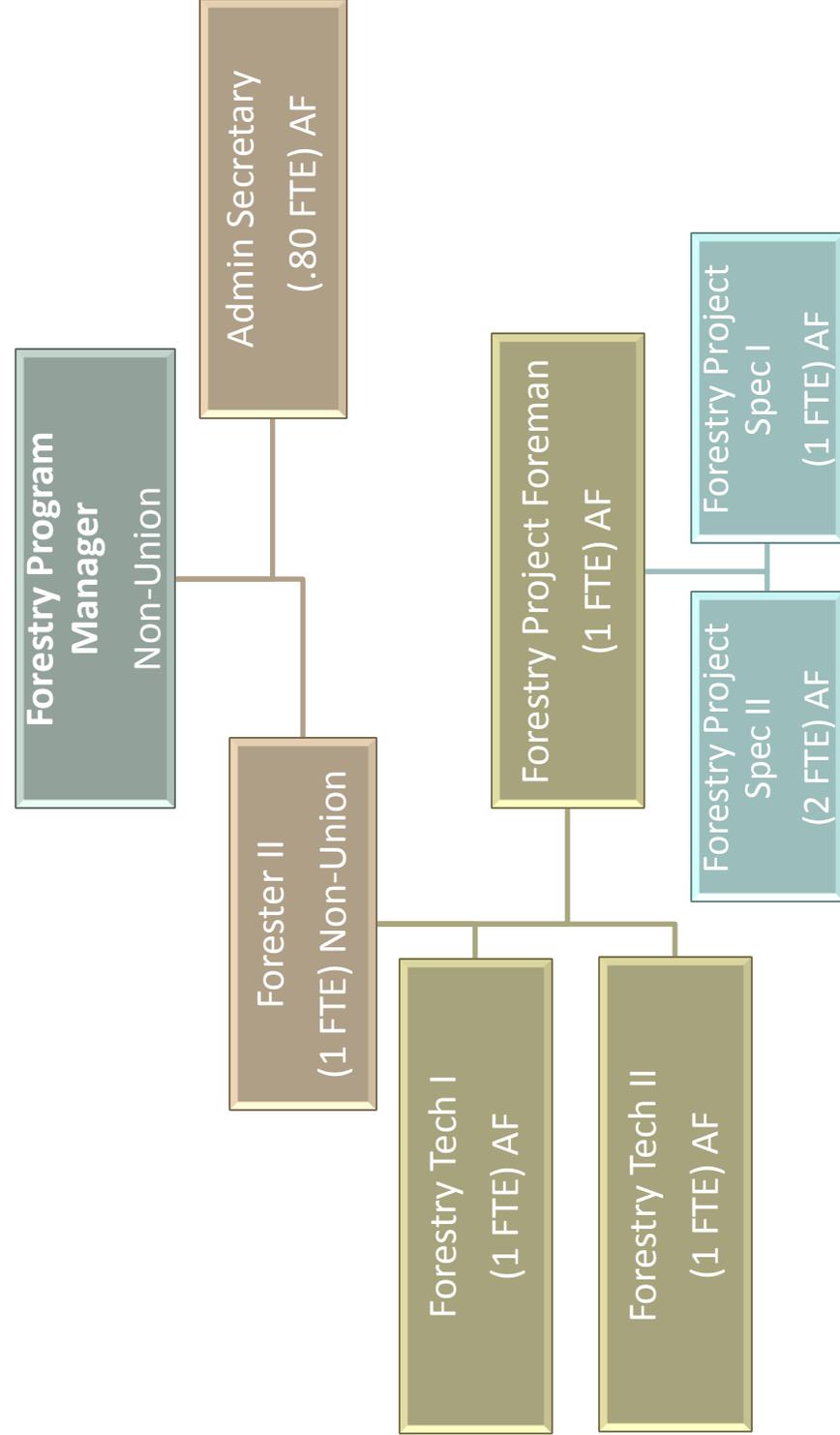
Fund: General Fund (100)
Office/Division: Forestry
Program: Reforestation
Cost Center #: 212300

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	39,300
43328 Uniforms and Protective Gear	2,000
43770 Equipment (<\$5,000)	1,500
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)	-
<u>Fees and Services:</u>	
44001 Contracted Services	19,600
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	-
44990 Insurance	-
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	-
44451 Education and Training	-
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	-
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 62,400
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
 Schedule D - Personnel Services
 Forestry
 2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits	Program Allocation			
								Admin	Timber	Reforest	Parks
211110	Forestry Program Mgr	N1812	NU	1.00	72,863	40,548	113,411	28,353	68,046	17,012	
212290	Forester II	N1706	NU	1.00	61,333	34,384	95,718		47,859	47,859	
212290	Forestry Project Foreman	N1012	NU	1.00	49,317	35,186	84,502		42,251	42,251	
212290	Forestry Tech II	A1412	AF	1.00	46,898	29,865	76,764		76,764		
212290	Forestry Tech I	A1306	AF	1.00	38,827	25,647	64,473		64,473		
211110	Admin Secretary	A1110	AF	1.00	38,527	25,306	63,833	51,066			12,767
212300	Forestry Project Spec II	A0903	AF	1.00	28,608	24,186	52,794			52,794	
212300	Forestry Project Spec II	A0903	AF	1.00	28,608	24,186	52,794			52,794	
212300	Forestry Project Spec I	A0809	AF	1.00	31,631	25,616	57,246			57,246	
				<u>9.00</u>	<u>396,611</u>	<u>264,923</u>	<u>661,535</u>	<u>79,419</u>	<u>299,394</u>	<u>269,955</u>	<u>12,767</u>
	Forestry Total Rounded for Sch B			<u>8.80</u>			<u>648,800</u>	<u>79,400</u>	<u>299,400</u>	<u>270,000</u>	
								1.05	3.60	4.15	
	Parks Fund			0.20							12,800

Forestry



JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

Fund: General Fund (100)
Office/Division: Board of County Commissioners
Program: General Government
Cost Center #: 191110

		Budget Amounts	
		FTE	Dollars
<u>Resources:</u>			
Beginning Fund Balance			\$ -
Program Revenues (Schedule C)			-
Interfund Transfers (In) (Schedule C)			-
Total Resources - To Schedule A			\$ -
<u>Requirements:</u>			
Expenditures:			
Personal Services (Schedule D)		-	\$ -
Materials and Services (Schedule E)			229,500
Interfund Transfers (Out) (Schedule E)			-
Capital Outlays directly from program (Schedule F)			-
Contingency			-
Ending Fund Balance			-
Total Requirements - To Schedule A		-	\$ 229,500

Purpose of Program:

General Government is for budgeting County-Wide costs such as the annual audit, legal notices, for budget and other hearings, insurance, postage & shipping, etc. Costs are attributed to this budget by the Board's office when the costs do not benefit a specific program.

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

Fund: General Fund (100)
Office/Division: Board of County Commissioners
Program: General Government
Cost Center #: 191110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	1,100
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	-
44929 Postage and Shipping	62,000
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	-
44040 Advertising	5,000
44100 Professional Services	37,200
44922 Dues and Subscriptions	25,500
44990 Insurance	94,800
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	3,000
44451 Education and Training	-
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	-
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	900
Total Materials and Services - To Schedule B	\$ 229,500
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

Fund: General Fund (100)
Office/Division: Board of County Commissioners
Program: Emergency Management
Cost Center #: 194000

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		89,500
Interfund Transfers (In) (Schedule C)		90,000
Total Resources - To Schedule A		\$ 179,500
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	1.00	\$ 82,000
Materials and Services (Schedule E)		97,500
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	1.00	\$ 179,500

Purpose of Program:

Emergency Management program is responsible for coordinating activities related to county-wide planning, mitigation, response, and recovery from natural and man-made disasters; coordinates writing and revisions for all emergency operation plans. Administers Homeland Security, Emergency Management Performance Grant, Citizen Corps, and the State Public Health Emergency Preparedness grant, meet emergency preparedness guidelines on exercising, planning and responding to all public health emergencies. This program coordinates with local, state agencies and community with emergency preparedness.

Mandates: Under OAR 333, Division 3; OAR 104; ORS 453.(347, 374, 382).

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

The scale and severity of disasters are growing and will likely pose systemic threats. Accelerating changes in demographic trends and technology are making the effects of disaster more complex to manage. Demographic changes will affect disaster management activities, such as a growing

population of people with disabilities living in communities instead of institutions, as well as people living with chronic conditions. Also, communities are facing a growing senior population due to the Baby Boom generation entering this demographic group.

Here in Josephine County, we need to start a Whole Community Approach to Emergency Management. Bringing together representatives from the private and nonprofit sectors, academia, local residents, and government leaders. These conversations with the various stakeholders focused on how communities are motivated and engaged, how they understand risk, and what their experiences are with resilience following a disaster.

Whole Community Principles:

Understand and meet the actual needs of the whole community
Engage and empower all parts of the community
Strengthen what works well in communities on a daily basis

Strategic Themes:

Understand community complexity
Recognize community capabilities and needs
Foster relationships with community leaders
Build and maintain partnerships
Empower local action
Leverage and strengthen social infrastructure, networks, and assets

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

There are two programs the Emergency Services Manager represents. Both Public Health Emergency Preparedness and County Emergency Manager. Under OAR 104-010-0005 local governments will participate in the Emergency Management Performance Grant (EMPG) of the Federal Emergency Management Agency (FEMA). This program provides financial support to the local government in a 50% match on personal paid with general fund dollars. Currently the Emergency Services Manager receives very little EMPG monies because almost all of the program is funded with Public Health grant dollars and Title III monies. The Title III dollars will not be available after 3 years. At or before that time the County should consider the cost benefit of paying the salary of this position with general fund dollars as State Emergency Management will match 50% of the Emergency Manager position (which is .50 FTE currently). Note, the Public Health position and it's grant dollars are not eligible.

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

The goal of the Emergency Services program is to include citizens and members of our community whenever possible in planning and preparedness efforts. Most of the meetings and almost all of our plans are accessible to the public. In an effort to reach more individuals through methods they prefer there is now a facebook page for Josephine County Emergency Preparedness, an updated link on the County's homepage and we have established a hotline for citizens to call anytime of the day and get up to date information on events or incidents within the County.

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

As this program is newly combined and will continue to be re-evaluted, the goal is to create a strategic plan shortly into the new finance year. The strategic plan will help this combined program prioritize planning, training and exercise resources. A regional effort is underway to consolidate a piece of the public health emergency preparedness position, specifically the Medical Reserve Corps.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

Fund: General Fund (100)
Office/Division: Board of County Commissioners
Program: Emergency Management
Cost Center #: 194000

	Revenue Source Code	Budget Amount
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	-
32100	Federal Grants	-
32200	State Grants EMPG	29154 15,000
32200	State Grants SHSP	34500 9,000
32200	State Grants CCP	34510 5,500
32200	State Grants PHEP/CD	29152 60,000
32200	State Grants	-
32300	Local Grants	-
32500	Private Grants	-
33100	Charges for Services	-
33100	Charges for Services	-
33200	Sales of Materials	-
33300	Rental Charges	-
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		\$ 89,500

<u>Transfers from Other Funds (List sources):</u>		
35200	Grant Projects Fund (210) Title III	\$ 90,000
35200		
35200		
35200		
Total Interfund Transfers (In) - To Schedule B		\$ 90,000

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

Fund: General Fund (100)
Office/Division: Board of County Commissioners
Program: Emergency Management
Cost Center #: 194000

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 4,000
43300 Operating Supplies	32,000
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	5,000
44929 Postage and Shipping	-
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	27,700
44040 Advertising	4,800
44100 Professional Services	8,400
44922 Dues and Subscriptions	-
44990 Insurance	3,000
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	6,500
44451 Education and Training	4,500
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	1,600
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	-
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 97,500
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
 Schedule D - Personnel Services
 Emergency Management
 2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
194000	Emergency Services Manager	N1601	NU	1.00	51,628	30,336	81,965
	Rounded for Schedule B			1.00	51,600	30,300	82,000

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

Fund: General Fund (100)
Office/Division: General Government
Program: Court Facilities
Cost Center #: 191122

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ -
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)		245,600
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 245,600

Purpose of Program:

As required under ORS 1.185, which states:

1.185 County to provide courtrooms, offices and jury rooms. (1) The county in which a circuit court is located or holds court shall:

(a) Provide suitable and sufficient courtrooms, offices and jury rooms for the court, the judges, other officers and employees of the court and juries in attendance upon the court, and provide maintenance and utilities for those courtrooms, offices and jury rooms.

(b) Pay expenses of the court in the county other than those expenses required by law to be paid by the state.

(2) Except as provided in subsection (1) of this section, all supplies, materials, equipment and other property necessary for the operation of the circuit courts shall be provided by the state under ORS 1.187.

This budgeted cost center covers the building, operation, and maintenance costs of the court facilities.

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

Fund: General Fund (100)
Office/Division: General Government
Program: Court Facilities
Cost Center #: 191122

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	-
43328 Uniforms and Protective Gear	-
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	-
44929 Postage and Shipping	-
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	-
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	-
44990 Insurance	-
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	-
44451 Education and Training	-
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	245,600
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 245,600
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

JOSEPHINE COUNTY
Schedule B - Program Worksheet
2013-14 Budget

Fund: General Fund (100)
Office/Division: Veteran Service Office
Program: Veteran Services
Cost Center #: 183004

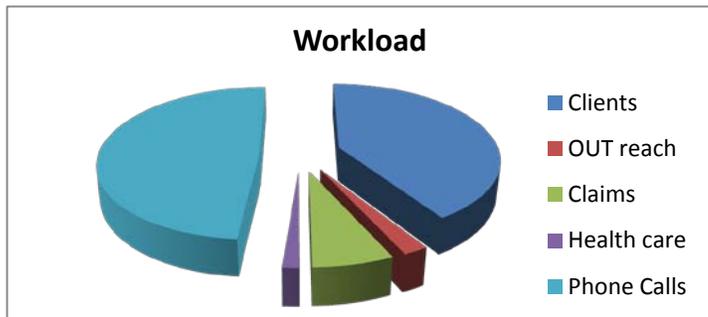
	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 25,900
Program Revenues (Schedule C)		57,500
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 83,400
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	2.25	\$ 132,900
Materials and Services (Schedule E)		25,600
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	2.25	\$ 158,500

Purpose of Program:

The purpose of the County Veteran Service Office is to prepare, present and prosecute claims before the department of Veterans Affairs ,underlaws pertaining to veterans, on behalf of the veteran community in our jurisdiction. This program, in essence, supports the 12000 veterans living in our area by provideing competent accredited representation and a myriad of secondary services important for the health and well being of our local Veteran 's and thier families.

#1 **2012 Workload and Results**

The Veteran Service Office assisted 3256 clients in house, 160 veterans through our extensive outreach program, and fielded 3740 phone calls. Five hundred eighty six new claims were processed, 143 men and women enrolled in health care and over 75 students applied for their GI bill to attend local colleges. Helping veterans and their families navigate through the often-complex paperwork and procedures set forth in Title 38 C.F.R to obtain their benefits allows them to feel successful and competent as they reintegrate into civilian life. This has an overall positive effect on our community as a whole in that, after obtaining health care and financial stabilization, they are better able to focus on being a productive part of the community.



Annual Retroactive Recoveries for FY 2012= 3,198,000

#2 **Sustainable Funding**

Authority to fund this program defined under OARs 408.702-408.750

Continued active involvement of the Oregon Association of County Veteran Service Officers on a political level protects the established funding from SB1100 and the traditional Aids to County funds described under OARS 408.702-750. Supporting new legislation written on behalf of our program may give rise to future funding streams as well as grant funds for special outreach projects in our community.

Operating at/below level one services and streamlining operations saves GF dollars but results in a negative effect on the veterans served and potential claims development. We assisted 41 less clients in house than last year, due to a decrease in operation hours, which will have an impact on recoveries for the following year.

#3 **Transparent Services**

A broad range of community outreach services provided by our facility has proven a cost effective instrument to transparently educate and engage the community as a whole. For example, we provide comprehensive training to management in local retirement homes, assisted living facilities and nursing homes, Pension programs with aid and attendance are often confusing and we want to ensure all their veteran residents are fully aware of their rights under statute.

We motor out into the community monthly, assisting veteran 's that cannot travel to our office, educating those who have returned from overseas, and integrating special services to include music therapy for combat veterans who often find they quietly struggle with reintegration issues. Strategically structuring our outreach program the first week of the month allows us to be savvy in time management as well as our mileage calculations thus providing services in a efficient way.

#4 **Cost effective highly qualified workforce**

The office runs with a 2.25 FTE. The program director holds multiple accreditations to include Oregon Department of Veterans Affairs and National Association of County Veteran Service Officers. The assistant service officer holds accreditation through ODVA. Our office assistant does attend trainings however due to half time status will not be able to test for accreditation for 2.5 years. Please note we continue to operate at or below level one services

Accredited Work -Study site, established prior to 2001, enhances both the County Veterans program and the Veteran themselves. We supervise highly skilled veterans who are actively participating in an education process with their GI Bill. The Work-study program as described in 38 U.S.C.S 3485 most importantly supports the Veteran's financial state while being a student and engages him/her in a work environment where success comes easy. Our program in turn is afforded highly qualified veterans who answer phones, file, and keep the environment safe. They tend to have a greater understanding of military culture, not to mention acronyms, which has proven a valuable asset when developing claims. This program calculated 1954 hours work by students equating to a cost savings of approximately \$20,263 dollars in 2012 for our program.

JOSEPHINE COUNTY
Schedule C - Resources
2013-14 Budget

Fund: General Fund (100)
Office/Division: Veteran Service Office
Program: Veteran Services
Cost Center #: 183004

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	-
30900	Other Taxes	-
31100	Licenses, Permits and Fees	-
32100	Federal Grants	-
32200	State Grants	32050 57,500
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		<u><u>\$ 57,500</u></u>

<u>Transfers from Other Funds (List sources):</u>		
35200		\$ -
35200		-
35200		-
Total Interfund Transfers (In) - To Schedule B		<u><u>\$ -</u></u>

Josephine County
 Schedule C Appendix
 Revenue Detail

#	Fund - Cost Center	Name of Grant/Contract/Fees/Etc & Brief Description:	Agency Providing Assistance:	Grant/Contract Dates:	RSC:	Amount:	County Match \$:	Federal Y/N	If Federal, CFDA #:	Continuing Award or NEW:	What Commitments are required for County to accept Award?:
1	100-183004	Oregon DVA SB 1100 distribution and Historical aids to County funding for Veteran Services	Oregon Department of Veteran Affairs	07/01/2013-07/01/2014	N/A	\$ 57,500	\$ 57,500	N	N/A	Continuing	Matching funds and provide Veteran Services to local Veterans
2											
3											
4											
5											
6											
7											
8											

JOSEPHINE COUNTY
Schedule E - Other Requirements
2013-14 Budget

Fund: General Fund (100)
Office/Division: Veteran Service Office
Program: Veteran Services
Cost Center #: 183004

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 3,000
43300 Operating Supplies	2,000
43328 Uniforms and Protective Gear	300
43770 Equipment (<\$5,000)	
44910 Printing and Duplication	1,600
44929 Postage and Shipping	-
43340 Food and Related Supplies (CJ and Sheriff only)	-
43920 Ammunition (Sheriff only)	-
43740 Aviation Fuel (Airport only)	-
<u>Fees and Services:</u>	
44001 Contracted Services	-
44040 Advertising	-
44100 Professional Services	-
44922 Dues and Subscriptions	1,000
44990 Insurance	3,000
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	2,400
44451 Education and Training	3,000
<u>Facilities and Utilities:</u>	
44600 Utilities	-
44661 Communications	-
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	-
44810 Building Operation, Repairs and Maint (BOM)	9,300
44840 Equipment Operation, Repairs and Maint (Fleet)	-
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	-
<u>Miscellaneous</u>	
43010 Disability Awards/Settlements (Self Insurance Fund only)	-
44200 Medical Services (Self Insurance Fund only)	-
44992 Self Insurance Claims (Self Insurance Fund only)	-
44995 Miscellaneous	-
Total Materials and Services - To Schedule B	\$ 25,600
 <u>Transfers to Other Funds (List recipients):</u>	
45210	\$ -
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ -

Josephine County
 Schedule D - Personnel Services
 Veteran's Service Office
 2013-14

Cost Center	Job Title	Grade & Step	Union	FTE	Annual Wages no COLA	Total Taxes & Benefits	Total Wages & Benefits
183004	Veterans Program Mgr	N1208	NU	1.00	50,489	29,903	80,392
183004	Asst Veterans Svc Officer	A1002	AF	0.75	22,130	12,809	34,939
183004	Department Assistant VA	A0703	AF	0.50	12,739	4,792	17,531
				<u>2.25</u>	<u>85,358</u>	<u>47,505</u>	<u>132,863</u>
							<u>132,900</u>

Rounded for Schedule B

Veterans Services

