

JOSEPHINE COUNTY, OREGON
Internal Vendor and Reserve Funds
Table of Contents

Fund Number and Name

402 – County Buildings and Fleet.....	191-197
410 – Self Insurance Reserve.....	199-200
415 – Payroll Liability Reserve	201-202
430 – Property Reserve.....	203-204
435 – Equipment Reserve.....	205-206



Page Intentionally Blank

JOSEPHINE COUNTY
Adopted Budget
County Buildings and Fleet Fund Description
2006-07

The **County Buildings and Fleet Fund (Fund 402)** is an internal vendor fund established effective July 1, 2006 as a combination of the Building Operations and Maintenance Department of the Internal Services Fund (401) and the County Fleet Operations Fund (old Fund 402).

The **Building Operations and Maintenance Program** has operational responsibility for all county buildings, which includes maintenance/repair of all buildings and building systems (plumbing, electrical, mechanical), custodial services, utilities and grounds maintenance. The program also has the responsibility for all county Property Management services including: purchase, trade, lease, and sale of county-owned land not specifically designated for management by another county department. No program changes; no personnel changes; budgeted capital outlay is for needed capital projects on county buildings.

The **County Fleet Operations Program** is responsible for the repair and preventative maintenance of all of the County's vehicle fleet. Maintenance is also provided for all of the City of Grants Pass vehicles and equipment on a "fee for service" basis. Individual departments have vehicles assigned to them, and all county vehicles are owned by the countywide motor pool. The program is also responsible for the acquisition of vehicles to replace those which are no longer serviceable or cost-effective to operate. No program changes; no personnel changes; capital outlay is budgeted for vehicle replacement.



Page Intentionally Blank

RESOURCES AND REQUIREMENTS

Josephine County

COUNTY BUILDINGS AND FLEET (402)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2006-07		
Actual		Adopted Budget This Year 2005-06		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2003-04	First Preceding Year 2004-05					
			RESOURCES			
			Beginning fund balance	\$ 275,060	\$ 275,060	\$ 275,060
			Revenues generated by departments:			
			Building O & M	2,068,448	2,068,448	2,068,448
			Fleet	1,211,292	1,211,292	1,211,292
			TOTAL RESOURCES	\$ 3,554,800	\$ 3,554,800	\$ 3,554,800
			REQUIREMENTS			
			Building O & M	\$ 1,929,351	\$ 1,929,351	\$ 1,929,351
			County Fleet	1,054,458	1,054,458	1,054,458
			Interfund Transfers:			
			401 - ISF	208,364	208,364	208,364
			Equipment Reserve Fund	255,700	255,700	255,700
			Property Reserve Fund	106,927	106,927	106,927
			TOTAL REQUIREMENTS	\$ 3,554,800	\$ 3,554,800	\$ 3,554,800



Page Intentionally Blank

JOSEPHINE COUNTY
Adopted Budget
Schedule A - Department Summary by Program
2006-07

Fund Name: County Buildings and Fleet (402)
Department: Property Services

<u>Program Name</u>	<u>Service Level 1 Information Only</u>		<u>Service Level 2 Adopted</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Building Operations and Maintenance	13.0	\$ 1,616,746	21.0	\$ 1,929,351
County Fleet Operations	4.0	\$ 863,339	5.0	\$ 1,054,458
 Total Fund	<u>17.0</u>	<u>\$ 2,480,085</u>	<u>26.0</u>	<u>\$ 2,983,809</u>

JOSEPHINE COUNTY
Adopted Budget
Schedule B - Program Worksheet
2006-07

Fund Name: County Buildings and Fleet (402)
Department: Property Services
Program: Building Operations & Maintenance

<u>Category Title</u>	<u>Service Level 1 Information Only</u>		<u>Service Level 2 Adopted</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Total Program Revenues		\$ 1,612,276		\$ 2,068,448
		<u>1,612,276</u>		<u>2,068,448</u>
Expenditures:				
Personal Services	13.00	\$ 591,446	21.00	\$ 868,498
Materials and Services		1,025,300		1,060,853
Total Expenditures	<u>13.00</u>	<u>\$ 1,616,746</u>	<u>21.00</u>	<u>\$ 1,929,351</u>

Purpose of Program:

Maintenance and repair of all buildings and building systems and grounds maintenance.

JOSEPHINE COUNTY
Adopted Budget
Schedule B - Program Worksheet
2006-07

Fund Name: County Buildings and Fleet (402)
Department: Property Services
Program: County Fleet Operations

<u>Category Title</u>	<u>Service Level 1</u> <u>Information Only</u>		<u>Service Level 2</u> <u>Adopted</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Total Program Revenues		\$ 731,502		\$ 1,211,292
		731,502		1,211,292
Expenditures:				
Personal Services	4.00	\$ 237,996	5.00	\$ 296,052
Materials and Services		625,343		758,406
Total Expenditures	4.00	\$ 863,339	5.00	\$ 1,054,458

Purpose of Program:

Program is responsible for the repair and preventative maintenance of all of the County's vehicle as well as purchase and disposal of vehicles.



Page Intentionally Blank

RESOURCES AND REQUIREMENTS

Josephine County

SELF INSURANCE RESERVE (410)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2006-07		
Actual		Adopted Budget This Year 2005-06		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2003-04	First Preceding Year 2004-05					
			RESOURCES			
			Beginning fund balance	\$ 370,095	\$ 370,095	\$ 370,095
			Self Insurance charges to departments	1,326,805	1,326,805	1,326,805
			TOTAL RESOURCES	\$ 1,696,900	\$ 1,696,900	\$ 1,696,900
			REQUIREMENTS			
			Materials and Services	\$ 1,062,000	\$ 1,062,000	\$ 1,062,000
			Contingency	634,900	634,900	634,900
			TOTAL REQUIREMENTS	\$ 1,696,900	\$ 1,696,900	\$ 1,696,900

JOSEPHINE COUNTY
Adopted Budget
Schedule B - Program Worksheet
2006-07

Fund Name: Self Insurance Reserve (410)
Department: Human Resources Office
Program: Self-Insurance/Risk Management

<u>Category Title</u>	<u>Service Level 1</u> <u>Information Only</u>		<u>Service Level 2</u> <u>Adopted</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Total Program Revenues		\$ 1,326,805		\$ 1,326,805
		1,326,805		1,326,805
Expenditures:				
Personal Services		-		-
Materials and Services		1,062,000		1,062,000
Total Expenditures	<u>-</u>	<u>\$ 1,062,000</u>	<u>-</u>	<u>\$ 1,062,000</u>

Purpose of Program:

Reduce the general, workers' compensation and auto liability costs of the County which will result in reducing and preventing personal injury and/or property damage to citizens and County employees.

This reserve is intended to accumulate funds from which to pay self insured claims against the County. The Board of County Commissioners authorized the continuation of this fund for a period of ten years beginning July 1, 2006.

RESOURCES AND REQUIREMENTS

Josephine County

PAYROLL LIABILITY RESERVE FUND (415)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2006-07		
Actual		Adopted Budget This Year 2005-06		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2003-04	First Preceding Year 2004-05					
			RESOURCES			
			Beginning fund balance	\$ 1,060,000	\$ 1,060,000	\$ 1,060,000
			Interfund Payments from Departments	371,000	371,000	371,000
			Interest Income	10,000	10,000	10,000
			TOTAL RESOURCES	\$ 1,441,000	\$ 1,441,000	\$ 1,441,000
			REQUIREMENTS			
			Personal Services	\$ 878,400	\$ 878,400	\$ 878,400
			Contingency	562,600	562,600	562,600
			TOTAL REQUIREMENTS	\$ 1,441,000	\$ 1,441,000	\$ 1,441,000

JOSEPHINE COUNTY
Adopted Budget
Schedule B - Program Worksheet
2006-07

Fund Name: Payroll Liability Reserve (415)
Department: Finance
Program: Payroll Liability Reserves

<u>Category Title</u>	<u>Service Level 1 Information Only</u>		<u>Service Level 2 Adopted</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Total Program Revenues		\$ 381,000		\$ 381,000
		381,000		381,000
Expenditures:				
Personal Services	-	878,400	-	878,400
Materials and Services		-		-
Total Expenditures	-	\$ 878,400	-	\$ 878,400

Purpose of Program:

This fund accounts for the transactions related to vacation and time management payouts. Revenues are from each county department as a percent of payroll. Expenses are to employees who receive settlement for accrued leaves at the time of retirement or termination, as well as Sheriff Department employees who sell their holiday accrual at the end of each year. This reserve is intended to accumulate funds from which to pay payroll-related claims, including, but not limited to employee accrued time. The Board of County Commissioners authorized the continuation of this fund for a period of ten years beginning July 1, 2006.

RESOURCES AND REQUIREMENTS

Josephine County

PROPERTY RESERVE FUND (430)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2006-07		
Actual		Adopted Budget This Year 2005-06		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2003-04	First Preceding Year 2004-05					
			RESOURCES			
			Beginning fund balance	\$ -	\$ -	\$ -
			Interest Income	15,025	15,025	15,025
			Property Sales	350,000	350,000	350,000
			Interfund Payments:			
			Public Safety - Com Justice	625,548	625,548	625,548
			Health & Human Services - Animal S	9,800	9,800	9,800
			Property Services	1,142,600	1,142,600	1,142,600
			Fund 401 ISF	500,000	481,700	481,700
			County Buildings & Fleet	106,927	106,927	106,927
			TOTAL RESOURCES	\$ 2,749,900	\$ 2,731,600	\$ 2,731,600
			REQUIREMENTS			
			Capital Outlay	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
			Contingency	749,900	731,600	731,600
			TOTAL REQUIREMENTS	\$ 2,749,900	\$ 2,731,600	\$ 2,731,600

JOSEPHINE COUNTY
Adopted Budget
Schedule B - Program Worksheet
2006-07

Fund Name: Property Reserve Fund (430)
Department: Board of County Commissioners
Program: Real Property Reserve

<u>Category Title</u>	<u>Service Level 1 Information Only</u>		<u>Service Level 2 Adopted</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Total Program Revenues		\$ 2,731,600		\$ 2,731,600
		2,731,600		2,731,600
Expenditures:				
Personal Services		-		-
Materials and Services		-		-
Capital Outlay		2,000,000		2,000,000
Total Expenditures	<u>-</u>	<u>\$ 2,000,000</u>	<u>-</u>	<u>\$ 2,000,000</u>

Purpose of Program:

This reserve is intended to accumulate funds to make major repairs or improvements to County owned real property or to purchase real property for use in the County's operations. The Board of County Commissioners established this fund effective July 1, 2006 for a period of ten years.

RESOURCES AND REQUIREMENTS

Josephine County

EQUIPMENT RESERVE FUND (435)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2006-07		
Actual		Adopted Budget This Year 2005-06		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2003-04	First Preceding Year 2004-05					
			RESOURCES			
			Beginning fund balance	\$ -	\$ -	\$ -
			Interfund Payments:			
			General Fund	14,400	14,400	14,400
			Property Services	1,101,000	1,101,000	1,101,000
			Fund 401 - ISF	70,000	70,000	70,000
			County Buildings & Fleet	255,700	255,700	255,700
			Public Land Corner Preservation	24,000	24,000	24,000
			Fairgrounds	5,000	5,000	5,000
			TOTAL RESOURCES	\$ 1,470,100	\$ 1,470,100	\$ 1,470,100
			REQUIREMENTS			
			Capital Outlay	\$ 1,400,100	\$ 1,400,100	\$ 1,400,100
			Contingency	70,000	70,000	70,000
			TOTAL REQUIREMENTS	\$ 1,470,100	\$ 1,470,100	\$ 1,470,100

**JOSEPHINE COUNTY
Adopted Budget
Schedule B - Program Worksheet
2006-07**

Fund Name: Equipment Reserve Fund (435)
Department: Board of County Commissioners
Program: Equipment Purchase Reserve

<u>Category Title</u>	<u>Service Level 1 Information Only</u>		<u>Service Level 2 Adopted</u>	
	<u>FTE</u>	<u>Budget</u>	<u>FTE</u>	<u>Budget</u>
Total Program Revenues		\$ 1,470,100		\$ 1,470,100
		<u>1,470,100</u>		<u>1,470,100</u>
Expenditures:				
Personal Services		-		-
Materials and Services		-		-
Capital Outlay		1,400,100		1,400,100
Total Expenditures	<u>-</u>	<u>\$ 1,400,100</u>	<u>-</u>	<u>\$ 1,400,100</u>

Purpose of Program:

This reserve is intended to accumulate funds to purchase items of equipment having a cost in excess of \$5,000. The Board of County Commissioners established this fund effective July 1, 2006 for a period of ten years.