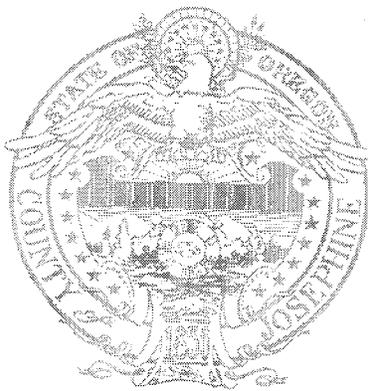


Internal Vendors



JOSEPHINE COUNTY, OREGON
Adopted Budget 2010-11
Table of Contents

Internal Vendor Funds

Fund Number and Name

402 – County Buildings and Fleet Fund	K 3
410 – Self Insurance Reserve Fund	K 13
415 – Payroll Liability Reserve Fund	K 17

RESOURCES AND REQUIREMENTS
COUNTY BUILDINGS AND FLEET FUND (402)

Josephine County

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2010-11		
Actual		Adopted Budget This Year 2009-10		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2007-08	First Preceding Year 2008-09					
\$ 493,753	\$ 371,004	\$ 325,000	Beginning Fund Balance	\$ 541,200	\$ 541,200	\$ 541,200
18,910	8,564	5,000	Interest Income	3,000	3,000	3,000
			Revenues generated by departments:			
1,577,441	1,724,689	1,833,700	Building O & M	1,828,900	1,828,900	1,828,900
910,744	910,360	1,031,800	Fleet	1,131,900	1,131,900	1,131,900
\$ 3,000,848	\$ 3,014,617	\$ 3,195,500	TOTAL RESOURCES	\$ 3,505,000	\$ 3,505,000	\$ 3,505,000
			REQUIREMENTS			
			Operating Expenditures:			
\$ 1,451,196	\$ 1,572,791	\$ 1,749,900	Building Operations and Maintenance (O & M)	\$ 1,824,600	\$ 1,824,600	\$ 1,824,600
786,807	703,917	726,300	County Fleet	744,500	744,500	744,500
			Interfund Transfers:			
135,011	133,800	133,800	430 - Property Reserve Fund - Building O & M	133,800	133,800	133,800
256,830	238,283	264,800	435 - Equipment Reserve Fund - Fleet	315,500	315,500	315,500
-	-	66,000	201 - Public Works Fund - for Fleet management	69,000	69,000	69,000
			Contingency	417,600	417,600	417,600
2,629,844	2,648,791	\$ 3,195,500	TOTAL REQUIREMENTS	\$ 3,505,000	\$ 3,505,000	\$ 3,505,000
371,004	365,826		Ending Fund Balance			
\$ 3,000,848	\$ 3,014,617		TOTAL ACTUAL			

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

Fund: County Buildings and Fleet Fund (402)
Office/Division: Facilities
Program: Building Operations and Maintenance
Cost Center # 391110

<u>Resources:</u>	Budget Amounts	
	<u>FTE</u>	<u>Dollars</u>
Beginning Fund Balance		\$ 275,000
Program Revenues (Schedule C)		1,828,900
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 2,103,900

Requirements:

Expenditures:

Personal Services (Schedule D)	15.00	\$ 871,400
Materials and Services (Schedule E)		953,200
Interfund Transfers (Out) (Schedule E)		133,800
Capital Outlays directly from program (Schedule F)		-
Contingency		145,500
Ending Fund Balance		-
Total Requirements - To Schedule A	15.00	\$ 2,103,900

Purpose of Program:

Building Operations and Maintenance has operational responsibility and authority for the condition of all county buildings, located throughout the County. The work includes preventative maintenance and repair of all buildings and building systems (plumbing, electrical, mechanical, HVAC, and miscellaneous special systems) as well as Landscaping and custodial services.

Program Budget Goals:

Our goal is to provide a cost effective service to the County and its citizens by continually striving to provide the best service at the lowest possible cost. By utilizing energy saving technology and industry best practices, we provide a healthy and safe environment that fosters a highly qualified and professional workforce.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: County Buildings and Fleet Fund (402)
Office/Division: Facilities
Program: Building Operation and Maintenance
Cost Center #: 391110

<u>Revenues:</u>	<u>Revenue Source Code</u>	<u>Budget Amount</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	26210	112,600
34200 Fines and Forfeitures		-
35300 Interfund Payments		1,700,000
37100 Interest Earned		-
37200 Donations		-
37850 Equity Transfer In		-
37900 Miscellaneous		16,300
		-
Total Revenues - To Schedule B		<u><u>\$ 1,828,900</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
Adopted Budget
2010-11

Fund: County Buildings and Fleet Fund (402)
Office/Division: Facilities
Program: Building Operation and Maintenance
Cost Center #: 391110

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 1,000
43300 Operating Supplies	131,500
43328 Uniforms and Protective Gear	3,000
43770 Equipment (<\$5,000)	-
44910 Printing and Duplication	1,800
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	32,500
44040 Advertising	1,500
44100 Professional Services	40,000
44922 Dues and Subscriptions	1,000
44990 Insurance	2,500
44463 Witness Fees (DA only)	-
<u>Training and Travel:</u>	
44410 Travel	2,000
44451 Education and Training	5,000
<u>Facilities and Utilities:</u>	
44600 Utilities	665,000
44661 Communications	4,000
44710 Rental - Land and Buildings	-
44720 Rental - Vehicles and Equipment	2,250
44810 Building Operation, Repairs and Maint (BOM)	30,000
44840 Equipment Operation, Repairs and Maint (Fleet)	25,000
<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	5,050
Total Materials and Services - To Schedule B	\$ 953,200
<u>Transfers to Other Funds (List recipients):</u>	
45210 Property Reserve Fund (430)	\$ 133,800
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ 133,800

Josephine County
Schedule D - Personal Services
Building Operation and Maintenance
Adopted Budget
2010-11

<u>Cost Center</u>	<u>FTE</u>	<u>Job Title</u>	<u>Grade & Step</u>	<u>Annual Salary</u>	<u>Total Taxes & Benefits</u>	<u>Total Salary & Benefits</u>
391110	1.00	Bldg Maint Worker	A1212	40,670	21,439	62,110
391110	1.00	Custodian	A0506	23,800	16,650	40,450
391110	1.00	Custodian	A0512	27,192	17,613	44,805
391110	1.00	Bldg Maint Worker	A1212	40,670	21,439	62,110
391110	1.00	Property Facility Director	N2009	74,170	30,129	104,299
391110	1.00	Bldg Maint Supervisor	N1703	55,248	25,647	80,895
391110	1.00	Custodial Supervisor	N0908	42,308	21,974	64,282
391110	1.00	Custodian	A0512	27,192	17,613	44,805
391110	1.00	Custodian	A0505	23,195	16,478	39,673
391110	1.00	Custodian	A0512	27,192	17,613	44,805
391110	1.00	Bldg Maint Worker	A1204	33,810	19,492	53,302
391110	1.00	Bldg Maint Worker	A1212	40,670	21,439	62,110
391110	1.00	Custodian	A0508	25,085	17,015	42,100
391110	1.00	Bldg Maint Worker	A1212	40,670	21,439	62,110
391110	1.00	Sr Dept Specialist	A1205	34,707	18,865	53,572
391110	-	Overtime		7,000	3,000	10,000
	<u>15.00</u>			<u>563,581</u>	<u>307,846</u>	<u>871,427</u>
	<u>15.00</u>	Personal Services per Schedule B				<u>\$ 871,400</u>

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

Fund: County Buildings and Fleet Fund (402)
Office/Division: Public Works
Program: County Fleet
Cost Center #: 343350

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 266,200
Program Revenues (Schedule C)		1,131,900
Interfund Transfers (In) (Schedule C)		-
Total Resources		\$ 1,398,100
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	3.25	\$ 221,700
Materials and Services (Schedule E)		522,800
Interfund Transfers (Out) (Schedule E)		384,500
Capital Outlays directly from program (Schedule F)		-
Contingency		269,100
Ending Fund Balance		-
Total Requirements	3.25	\$ 1,398,100

Purpose of Program:

The Fleet revenues and expenditures associated with the preventative maintenance of the county's transportation fleet, emergency vehicles and the Sheriff units. Revenues are generated from rental fees charged for the departmental use of the motor pool.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: County Buildings and Fleet Fund (402)
Office/Division: Public Works
Program: County Fleet
Cost Center #: 343350

<u>Revenues:</u>	<u>Revenue Source Code</u>	<u>Budget Amount</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 (Vehicle repair)	41750	25,000
33100 Charges for Services (Vehicle rental)	19610	1,101,900
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	41470	5,000
Total Revenues - To Schedule B		<u><u>\$ 1,131,900</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
Adopted Budget
2010-11

Fund: County Building and Fleet Fund (402)
Office/Division: Public Works
Program: County Fleet
Cost Center #: 343350

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 300
43300 Operating Supplies	438,300
43328 Uniforms and Protective Gear	800
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	7,100
44040 Advertising	
44100 Professional Services	1,100
44922 Dues and Subscriptions	100
44990 Insurance	2,500
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	200
44451 Education and Training	300
<u>Facilities and Utilities:</u>	
44600 Utilities	
44661 Communications	
44710 Rental - Land and Buildings	20,000
44720 Rental - Vehicles and Equipment	
44810 Building Operation, Repairs and Maint (BOM)	
44840 Equipment Operation, Repairs and Maint (Fleet)	52,000
<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	\$ 522,800
<u>Transfers to Other Funds (List recipients):</u>	
45210 Equipment Reserve Fund (435)	\$ 315,500
45210 Public Works Fund (201)	69,000
45210	
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 384,500

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

<u>Cost Center</u>	<u>FTE</u>	<u>Job Title</u>	<u>Grade & Step</u>	<u>Annual Salary</u>	<u>Total Taxes & Benefits</u>	<u>Total Salary & Benefits</u>
343350	1.00	Journey Mechanic	O4112	44,903	22,735	67,638
343350	1.00	Mechanic	O3103	34,416	19,736	54,152
343350	1.00	Mechanic	O3101	32,734	19,255	51,989
343350	0.25	Fleet Manager-PW	N1705	29,023	18,891	47,913
	<u>3.25</u>			<u>141,075</u>	<u>80,617</u>	<u>221,693</u>
	<u>3.25</u>	Personal Services per Schedule B				<u>221,700</u>

**Josephine County
County Fleet
2010-2011 Personnel Justifications**

402 343350

Personnel

\$2,300

Currently, County Fleet personnel levels are at 3.25 FTE. The Vehicle Service Worker position would be promoted to full-time mechanic and the Vehicle Service Worker position would not be filled. With an aging fleet of vehicles, that require increasingly technical repairs, maintenance and outfitting work needs to be performed by a true mechanic.

RESOURCES AND REQUIREMENTS

Josephine County

INSURANCE RESERVE FUND (410)

Historical Data		Adopted Budget This Year 2009-10	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2010-11		
Actual	Second Preceding Year 2007-08			First Preceding Year 2008-09	Proposed By Budget Officer	Approved By Budget Committee
			RESOURCES			
			Beginning Fund Balance	\$ 155,000	\$ 155,000	\$ -
			Insurance charges to departments	1,030,000	1,030,000	1,185,000
			Interest Income	15,000	15,000	15,000
			Insurance proceeds			
			Insurance premium refund			
			TOTAL RESOURCES	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
			REQUIREMENTS			
			Materials and Services	\$ 1,110,000	\$ 1,110,000	\$ 1,110,000
			Interfund Transfer:			
			262 - Building Safety Fund	30,000	30,000	30,000
			Contingency			
			TOTAL REQUIREMENTS	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
			Ending Fund Balance			
			TOTAL ASSETS			

Purpose of Program:

This reserve is intended to accumulate funds from which to pay self insured claims against the County and for insurance premiums for workers comp, general liability, property and other insurances as the County transitions from self insured to premium based coverage.

The Board of County Commissioners authorized the continuation of this fund for a period of ten years beginning July 1, 2006.

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

Fund: Insurance Reserve Fund (410)
Office/Division: Finance
Program: Insurance reserves for self insurance and premium based coverage
Cost Center #:

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ -
Program Revenues (Schedule C)		1,200,000
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 1,200,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	-	\$ -
Materials and Services (Schedule E)		1,110,000
Interfund Transfers (Out) (Schedule E)		30,000
Capital Outlays directly from program (Schedule F)		-
Contingency		60,000
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 1,200,000

Purpose of Program:

Reserve for payment of General Liability, Property, and Workers Compensation premiums.
 Prior claims and related litigation (July 1, 2006) and Fleet collision coverage as self insured.
 Wellness Committee funding.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: Insurance Reserve Fund (410)
Office/Division: Finance
Program: Insurance reserves for self insurance and premium based coverage

	<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	1,185,000
33200	Sales of Materials	-
33300	Rental Charges	-
34200	Fines and Forfeitures	-
35300	Interfund Payments	-
37100	Interest Earned	15,000
37200	Donations	-
37850	Equity Transfer In	-
37900	Miscellaneous	-
		-
	Total Revenues - To Schedule B	<u><u>\$ 1,200,000</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
Adopted Budget
2010-11

Fund: Insurance Reserve Fund (410)
Office/Division: Finance
Program: Insurance reserves for self insurance and premium based coverage

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ -
43300 Operating Supplies	1,000
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	38,400
44040 Advertising	-
44100 Professional Services	100,000
44922 Dues and Subscriptions	-
44990 Insurance	825,000
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)	40,000
44200 Medical Services (Self Insurance Fund only)	80,000
44992 Self Insurance Claims (Self Insurance Fund only) Fleet	15,000
44995 Miscellaneous (WC Volunteers & Manley Flex)	10,600
Total Materials and Services - To Schedule B	\$ 1,110,000
 <u>Transfers to Other Funds (List recipients):</u>	
45210 Building & Safety, Fund 262	\$ 30,000
45210	-
45210	-
45210	-
Total Interfund Transfers (Out) - To Schedule B	\$ 30,000

RESOURCES AND REQUIREMENTS
PAYROLL LIABILITY RESERVE FUND (415)

Josephine County

Historical Data			Budget for Next Year 2010-11			
Actual		Adopted Budget This Year 2009-10	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2007-08	First Preceding Year 2008-09					
RESOURCES						
\$ 368,709	\$ 678,798	\$ 680,000	\$ 900,000	\$ 900,000	\$ 1,500,000	
536,000	892,519	364,000	380,000	380,000	380,000	
12,721	11,311	7,500	10,000	10,000	10,000	
\$ 917,430	\$ 1,582,628	\$ 1,051,500	\$ 1,290,000	\$ 1,290,000	\$ 1,890,000	
TOTAL RESOURCES						
REQUIREMENTS						
\$ 238,632	\$ 295,402	\$ 701,500	\$ 700,000	\$ 700,000	\$ 700,000	
-	-	350,000	590,000	590,000	1,190,000	
238,632	295,402	\$ 1,051,500	\$ 1,290,000	\$ 1,290,000	\$ 1,890,000	
678,798	1,287,226					
\$ 917,430	\$ 1,582,628					
TOTAL ACTUAL						

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

Fund: Payroll Liability Reserve Fund (415)
Office/Division: Finance
Program: Financial Administration
Cost Center #: 161110

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 1,500,000
Program Revenues (Schedule C)		390,000
Interfund Transfers (In) (Schedule C)		-
Total Resources		\$ 1,890,000
<u>Requirements:</u>		
Expenditures:		
Personal Services	-	\$ 700,000
Materials and Services (Schedule E)		-
Interfund Transfers (Out) (Schedule E)		-
Capital Outlays directly from program (Schedule F)		-
Contingency		1,190,000
Ending Fund Balance		-
Total Requirements	-	\$ 1,890,000

Purpose of Program:

This fund accounts for the transactions related to vacation and time management payouts. Revenues are from department charges as a percent of payroll. Expenditures are for accrued leave balances paid out at the time of retirement or termination. The Board of County Commissioners authorized the continuation of this fund for an additional ten-year period beginning July 1, 2006.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2010-11

Fund: Payroll Liability Reserve Fund (415)
Office/Division: Finance
Program: Financial Administration
Cost Center: 161110

		<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	10100	380,000
37100	Interest Earned	10900	10,000
37200	Donations		-
37850	Equity Transfer In		-
37900	Miscellaneous		-
			-
	Total Revenues - To Schedule B		<u><u>\$ 390,000</u></u>

Transfers from Other Funds (List sources):

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



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