

Public Works Fund





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JOSEPHINE COUNTY
Public Works Fund Description
2009-10

The Public Works Fund was formed effective July 1, 2007. It includes several programs that had previously been in the Property Services Fund, which has been discontinued. The Roads and Bridges program, operated by the Public Works Division, is by far the largest component.

This fund also includes the transfer of the fund balances for the North Valley Industrial Park and the Solid Waste Disposal Site programs, which are being moved to the new Fund 202 Public Works Special Programs. This move will provide greater transparency for revenues and expenditures in these programs.

The major source of revenue for the Public Works Fund is motor vehicle fuel taxes apportioned from the State. In addition, cash carried over from the prior year (Beginning Fund Balance) is a major resource for this fund.

Expenditures in the fund are primarily the expenses of operating the Roads and Bridges program. The Public Works Fund has also budgeted interfund transfers to the Property Reserve and Equipment Reserve Funds. The planned use of these funds is described in the Capital Projects section of this book. The Contingency budget amount is intended as a carryover to the following fiscal year.

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 Public Works Fund (Resources and Requirements) is presented first, followed by sections for each of the programs. The money available for them and for the interfund transfers is equal to total resources of the fund, less the requirement for Internal Service Fund charges.

For each program, there is a Program Worksheet (Schedule B). 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 the 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
PUBLIC WORKS FUND (201)

Josephine County

Historical Data			Adopted Budget This Year 2008-09	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2009-10		
Actual	Second Preceding Year 2006-07	First Preceding Year 2007-08			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				RESOURCES			
				Beginning Fund Balance:			
\$	-	\$ 6,349,818	\$ 7,540,000	\$ 7,765,800	7,765,800	7,765,800	7,765,800
	-	304,158	246,500	225,000	225,000	225,000	225,000
	-	-	-	25,000	25,000	25,000	25,000
				Revenues generated by programs:			
				Roads and Bridges:			
	-	4,523,016	5,247,100	4,189,000	4,189,000	4,189,000	4,189,000
	-	2,347,256	490,900	1,845,800	1,845,800	1,845,800	1,845,800
	-	102,795	199,000	50,000	50,000	50,000	50,000
	-	246,504	-	-	-	-	-
	-	69,457	70,000	70,000	70,000	70,000	70,000
	-	-	120,000	120,000	120,000	120,000	120,000
	-	46,292	30,000	52,900	52,900	52,900	52,900
	-	3,734	17,000	-	-	-	-
	-	7,770	4,000	-	-	-	-
	-	312,281	-	-	-	-	-
				Interfund Transfers:			
	-	-	-	66,000	66,000	66,000	66,000
	-	-	-	31,500	31,500	31,500	31,500
	-	110,000	110,000	-	-	-	-
	-	62,572	-	-	-	-	-
				TOTAL RESOURCES			
\$	-	\$ 14,485,653	\$ 14,074,500	\$ 14,441,000	\$ 14,441,000	\$ 14,441,000	\$ 14,441,000

JOSEPHINE COUNTY
Schedule A - Office/Division Summary of Programs
Adopted Budget
2009-10

Fund: Public Works Fund (201)
Office/Division: Public Works

Cost Center Code	Program Name	From Schedule B		
		FTE	Resources	Requirements
343400	Roads & Bridges	64.55	\$ 14,191,000	\$ 14,191,000
	Beginning balance and transfers out for programs being moved to a new fund:			
343381	North Valley Industrial Park (NVIP)	-	225,000	225,000
342510	Solid Waste	-	25,000	25,000
Total Office/Division for Fund		<u>64.55</u>	<u>\$ 14,441,000</u>	<u>\$ 14,441,000</u>

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2009-10

Fund: Public Works Fund (201)
Office/Division: Public Works
Program: Roads and Bridges
Cost Center #: 343400

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 7,765,800
Program Revenues (Schedule C)		6,327,700
Interfund Transfers (In) (Schedule C)		97,500
Total Resources - To Schedule A		\$ 14,191,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)	64.55	\$ 4,068,000
Materials and Services (Schedule E)		2,490,000
Interfund Transfers (Out) (Schedule E)		2,017,400
Capital Outlays directly from program (Schedule F)		-
Contingency		5,615,600
Ending Fund Balance		-
Total Requirements - To Schedule A	64.55	\$ 14,191,000

Purpose of Program:

Public Works makes living and traveling in Josephine County safe, convenient, and enjoyable. The revenue received from; state motor vehicle fuel tax, and a portion of the timber receipts from U.S. Forest Service lands are designated by law to be used by the County for road purposes.

JOSEPHINE COUNTY
Schedule C - Resources
Adopted Budget
2009-10

Fund: Public Works Fund (201)
Office/Division: Public Works
Program: Roads and Bridges
Cost Center #: 343400

	<u>Revenue Source Code</u>	<u>Budget Amount</u>
<u>Revenues:</u>		
30000	Property Taxes	\$ -
30100	Prior Year Taxes	
30900	Other Taxes	19100 4,189,000
31100	Licenses, Permits and Fees	
32100	Federal Grants	10650 1,400,000
32200	State Grants	11600 445,800
32300	Local Grants	
32500	Private Grants	
33100	Charges for Services	
33100	Charges for Services	
33100	Charges for Services	11757 2,000
33100	Charges for Services	11758 2,000
33100	Charges for Services	11759 29,500
33100	Charges for Services	11761 2,000
33100	Charges for Services	11762 6,000
33100	Charges for Services	11763 2,000
33100	Charges for Services	11764 1,000
33100	Charges for Services	11765 2,500
33100	Charges for Services	11766 1,000
33100	Charges for Services	11767 1,000
33100	Charges for Services	11768 1,000
33200	Sales of Materials	
33300	Rental Charges	11921 50,000
33300	Rental Charges	11920 20,000
34200	Fines and Forfeitures	
35300	Interfund Payments	51500 -
35300	Interfund Payments	11780 -
35300	Interfund Payments	11775 -
35300	Interfund Payments	11785 13,000
37100	Interest Earned	10900 120,000
37200	Donations	
37850	Equity Transfer In	
37900	Miscellaneous	49000 39,900
Total Revenues - To Schedule B		<u><u>\$ 6,327,700</u></u>
 <u>Transfers from Other Funds (List sources):</u>		
35200	County Buildings and Fleet Fund (402)	\$ 66,000
35200	Public Works Special Programs Fund (202)	31,500
Total Interfund Transfers (In) - To Schedule B		<u><u>\$ 97,500</u></u>

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2009-10

Fund: Public Works Fund (201)
Office/Division: Public Works
Program: Roads and Bridges
Cost Center #: 343400

	Budget Amount
<u>Materials and Services:</u>	
<u>Supplies:</u>	
43100 Office Supplies	\$ 11,800
43300 Operating Supplies	1,675,500
43328 Uniforms and Protective Gear	15,600
43770 Equipment (<\$5,000)	43,700
44910 Printing and Duplication	2,400
44929 Postage and Shipping	5,000
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	221,900
44040 Advertising	2,500
44100 Professional Services	25,100
44922 Dues and Subscriptions	4,800
44990 Insurance	11,000
44463 Witness Fees (DA only)	
<u>Training and Travel:</u>	
44410 Travel	21,400
44451 Education and Training	27,500
<u>Facilities and Utilities:</u>	
44600 Utilities	29,200
44661 Communications	6,000
44710 Rental - Land and Buildings	
44720 Rental - Vehicles and Equipment	19,700
44810 Building Operation, Repairs and Maint (BOM)	221,700
44840 Equipment Operation, Repairs and Maint (Fleet)	59,100
<u>Intergovernmental Payments</u>	
45500 Intergovernmental Payments	86,000
<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	100
Total Materials and Services - To Schedule B	\$ 2,490,000
 <u>Transfers to Other Funds (List recipients):</u>	
45210 Internal Services Fund (ISF)	\$ 557,400
45210 Equipment Reserve (435)	600,000
45210 Roads & Bridges Reserve (425)	860,000
45210	
Total Interfund Transfers (Out) - To Schedule B	\$ 2,017,400

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2009-10

Fund: Public Works Fund (201)
Office/Division: Public Works
Program: North Valley Industrial Park (NVIP)
Cost Center #: 343381

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 225,000
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 225,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)		\$ -
Materials and Services (Schedule E)		-
Interfund Transfers (Out) (Schedule E)		225,000
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 225,000

Purpose of Program:

Public Works also accounts for revenues and expenditures of the North Valley Industrial Park. Revenues are from sales of lots. Expenditures are for liens and assessments associated with industrial park development. This program is being moved to a new fund, Public Works Special Programs Fund (202).

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2009-10

Fund: Public Works Fund (201)
Office/Division: Public Works
Program: North Valley Industrial Park (NVIP)
Cost Center #: 343381

**Budget
Amount**

Materials and Services:

Supplies:

- 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)

\$ -

Fees and Services:

- 44001 Contracted Services
- 44040 Advertising
- 44100 Professional Services
- 44922 Dues and Subscriptions
- 44990 Insurance
- 44463 Witness Fees (DA only)

Training and Travel:

- 44410 Travel
- 44451 Education and Training

Facilities and Utilities:

- 44600 Utilities
- 44661 Communications
- 44710 Rental - Land and Buildings
- 44720 Rental - Vehicles and Equipment
- 44810 Building Operation, Repairs and Maint (BOM)
- 44840 Equipment Operation, Repairs and Maint (Fleet)

Intergovernmental Payments

- 45500 Intergovernmental Payments

Miscellaneous

- 43010 Disability Awards/Settlements (Self Insurance Fund only)
- 44200 Medical Services (Self Insurance Fund only)
- 44992 Self Insurance Claims (Self Insurance Fund only)
- 44995 Miscellaneous

Total Materials and Services - To Schedule B

\$ -

Transfers to Other Funds (List recipients):

- 45210 Public Works Special Programs Fund (202)

225,000

Total Interfund Transfers (Out) - To Schedule B

\$ 225,000

JOSEPHINE COUNTY
Schedule B - Program Worksheet
Adopted Budget
2009-10

Fund: Public Works Fund (201)
Office/Division: Public Works
Program: Solid Waste
Cost Center #: 342510

	Budget Amounts	
	FTE	Dollars
<u>Resources:</u>		
Beginning Fund Balance		\$ 25,000
Program Revenues (Schedule C)		-
Interfund Transfers (In) (Schedule C)		-
Total Resources - To Schedule A		\$ 25,000
<u>Requirements:</u>		
Expenditures:		
Personal Services (Schedule D)		\$ -
Materials and Services (Schedule E)		-
Interfund Transfers (Out) (Schedule E)		25,000
Capital Outlays directly from program (Schedule F)		-
Contingency		-
Ending Fund Balance		-
Total Requirements - To Schedule A	-	\$ 25,000

Purpose of Program:

Public Works also accounts for the revenues and expenditures associated with the ongoing monitoring and remediation of two former disposal sites, Kerby Landfill and Marlsan Lagoon. This program is being moved to a new fund, Public Works Special Programs Fund (202).

JOSEPHINE COUNTY
Schedule E - Other Requirements
Adopted Budget
2009-10

Fund: Public Works Fund (201)
Office/Division: Public Works
Program: Solid Waste
Cost Center #: 342510

	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)	
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	\$ -
<u>Transfers to Other Funds (List recipients):</u>	
45210 Public Works Special Programs Fund (202)	25,000
Total Interfund Transfers (Out) - To Schedule B	\$ 25,000

Josephine County
Schedule D - Personal Services
Public Works
Adopted Budget
2009-10

Cost Center	FTE	Job Title	Grade & Step	Annual Salary	Total Taxes & Benefits	Total Salary & Benefits
343400	1.00	Accounting Specialist	A1012	35,480	18,401	53,881
343400	1.00	Acctg Tech	A1212	39,756	19,506	59,261
343400	1.00	County Engineer	M2710	78,079	30,297	108,376
343400	1.00	Data Processtech	A1312	42,067	20,103	62,170
343400	1.00	Dept Specialist	A1012	35,480	18,401	53,881
343400	1.00	Eng Prog Super	M2205	59,326	25,255	84,580
343400	1.00	Engineer Tech III	A1505	40,015	19,993	60,008
343400	1.00	Engineering Tech II	A1310	40,916	20,235	61,151
343400	1.00	Engineering Tech IV	A1704	43,498	20,929	64,427
343400	0.75	Fleet Manager -Pw	M2004	41,200	20,900	62,100
343400	1.00	Lead Mechanic	O5102	36,983	19,643	56,626
343400	1.00	Maint/const Super	M1904	52,052	26,094	78,146
343400	1.00	Maint/const Super	M1903	50,867	25,712	76,579
343400	1.00	Maint/const Super	M1907	55,817	27,308	83,125
343400	1.00	Mechanic	O3102	36,371	19,471	55,843
343400	1.00	Mechanic	O3112	41,397	20,886	62,283
343400	1.00	Mechanic	O3112	41,397	20,886	62,283
343400	1.00	Mechanic	O3112	41,397	20,886	62,283
343400	1.00	Public Works Director	M2907	87,966	32,956	120,922
343400	1.00	Purch/ware Coord	A1112	37,560	19,806	57,366
343400	1.00	Pw Inspector	A1612	49,602	22,571	72,173
343400	0.80	Pw Svc Officer	A1704	34,794	8,702	43,496
343400	1.00	Road Worker I	O1002	29,019	18,594	47,613
343400	1.00	Road Worker I	O1002	29,019	18,594	47,613
343400	1.00	Road Worker I	O1002	29,019	18,594	47,613
343400	1.00	Road Worker I	O1002	29,019	18,594	47,613
343400	1.00	Road Worker I	O1002	29,019	18,594	47,613
343400	1.00	Road Worker II	O2002	32,083	19,583	51,665
343400	1.00	Road Worker II	O2002	32,083	19,583	51,665
343400	1.00	Road Worker II	O2012	40,223	22,209	62,432
343400	1.00	Road Worker II	O2004	33,724	20,112	53,836
343400	1.00	Road Worker II	O2007	36,371	20,966	57,337
343400	1.00	Road Worker II	O2002	32,083	19,583	51,665
343400	1.00	Road Worker II	O2002	32,083	19,583	51,665
343400	1.00	Road Worker II	O2004	33,724	20,112	53,836
343400	1.00	Road Worker II	O2002	32,083	19,583	51,665
343400	1.00	Road Worker III	O3005	38,451	21,637	60,088
343400	1.00	Road Worker III	O3007	40,103	22,170	62,273
343400	1.00	Road Worker III	O3012	44,526	23,597	68,122
343400	1.00	Road Worker III	O3007	40,103	22,170	62,273

Josephine County
Schedule D - Personal Services (Continued)
Public Works
Adopted Budget
2009-10

<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>
343400	1.00	Road Worker III	O3012	44,526	23,597	68,122
343400	1.00	Road Worker III	O3008	41,139	22,504	63,643
343400	1.00	Road Worker III	O3010	43,343	23,215	66,558
343400	1.00	Road Worker III	O3012	44,526	23,597	68,122
343400	1.00	Road Worker III	O3012	44,526	23,597	68,122
343400	1.00	Road Worker III	O3012	44,526	23,597	68,122
343400	1.00	Road Worker IV	O4011	50,009	25,365	75,374
343400	1.00	Road Worker IV	O4012	51,477	25,839	77,316
343400	1.00	Road Worker IV	O4012	48,669	24,933	73,602
343400	1.00	Road Worker IV	O4010	47,354	24,509	71,863
343400	1.00	Road Worker IV	O4011	48,607	24,913	73,520
343400	1.00	Roads & Bridge Supvr	M2204	57,955	27,991	85,945
343400	1.00	Sr Admin Super	M1712	58,773	24,489	83,261
343400	1.00	Sr Admin Super	M1710	57,513	24,163	81,677
343400	1.00	Sr Dept Spec	A1210	38,665	19,224	57,889
343400	1.00	Sr Dept Spec	A1212	39,756	19,506	59,261
343400	1.00	Storeroom/data	A1012	35,480	19,220	54,700
343400	1.00	Traffic Foreman	O5012	51,763	25,931	77,694
343400	1.00	Vegetation Foreman	O5010	49,992	25,360	75,353
343400	0.50	Vehicle Service Worker	O2102	14,618	13,348	27,965
343400	1.00	Road Worker I	O1001	21,038	16,020	37,058
343400	1.00	Road Worker I	O1001	21,038	16,020	37,058
343400	1.00	Road Worker I	O1001	21,038	16,020	37,058
343400	1.00	Road Worker I	O1001	21,038	16,020	37,058
343400	1.00	Road Worker I	O1001	21,038	16,020	37,058
343400	0.50	Mechanic	O3102	16,395	9,231	25,626
343400	-	Promotion to RW II	02001	951	144	1,094
	<u>64.55</u>			<u>2,670,506</u>	<u>1,397,165</u>	<u>4,067,671</u>
	<u>64.55</u>	Personal Services per Schedule D:				<u>4,068,000</u>

Personnel Justifications

Public Works Operating Fund – 201

Five (5) FTE - Public Works Operations.

Public Works is seeking to add 5 full-time Roadworker I positions to the Operations workgroup. The proposed additions would raise the total number of Operations employees from a current 36 FTEs to back in line with our longer-term historical average of 41 FTEs. While all road maintenance programs would see an increase in staff time, the programs that would see the bulk of the proposed increase are Vegetation Management and Ditching/Drainage.

Public Works maintains approximately 564 miles of road right-of-way. The annual road maintenance work programs are based on the Josephine County Transportation System Plan. In the 2007-2008 fiscal year, current staffing levels limited the Operations Workgroup to completing only 31% of the recommended Vegetation Removal and Mowing/Flailing activities. Adding these five positions would increase these vegetation activities to approximately 70% of needed time.

With 1,128 lane miles of roads to maintain, Vegetation Maintenance is an on-going process. The traveling public benefits through safety improvements to the road right-of-way. This is accomplished by:

- Hazardous Tree removal
- Removal of fixed objects
- Increasing site distance
- Improve drainage
- Visibility to see hazards (deer, rocks, debris, etc.)
- Fire Safety

Additionally, by becoming more pro-active on vegetation removal to aid drainage, Public Works would be mitigating many roadside problems before they become much more expensive fixes.

The Ditching/Drainage program would utilize the additional staffing to accomplish significantly more ditch armoring/reshaping, culvert cleaning and culvert replacement. All three of these activities are staffed well below the recommended best practices in the Transportation System Plan. Additional ditching/drainage work is one of the most cost effective preventative maintenance activities undertaken by Public Works. When a road drainage system is not properly maintained, the results can range from inconvenient all the way to a catastrophic failure that wipes out a section of road at a cost of 10,000s of dollars or more.

0.2 FTE Public Works Service Officer

Public Works' land-use and development public service functions have historically been undertaken by a full-time Service Officer. In the late summer of 2008, land-use and development work began slowing to the point that the Service Officer was reduced to 0.6 FTE. It has now become apparent that 0.6 FTE (3 days a week) is not adequate to perform the tasks necessary for the Service Officer. In addition to reviewing most of the projects that come in the door from the 2 full time planners and helping citizens that walk in the door, the Service Officer also:

Reviews and coordinates speed zone requests

Reviews and coordinates street plug crossing permit requests

Reviews and coordinates access permits as they relate to land use

Reviews and coordinates right-of-way vacations.

Attends public hearings for public works related to land use

0.5 FTE Public Works Mechanic

Public Works is staffed by 5.5 FTE shop personnel. Public Works is seeking to add a 0.5 FTE mechanic to meet the demands of the organization. With an aging fleet of vehicles, we are experiencing seasonal backlogs in repairs. To compensate we have had to send out repair jobs that should have been accomplished in-house. In the last year, we have sent out transmission work, walking beam work on two 10-yard dump trucks and steering issues with other heavy equipment. Additionally, the Operations Workgroup is proposing to add 5 FTEs. This equates to an additional road maintenance work crew dispatching daily. With this increased work load, it becomes even more critical that our equipment be repaired in an expeditious manner. More crews on the road can be directly correlated to more hours of equipment usage and the accordant equipment servicing needed.

County Fleet - 402

.5 FTE County Fleet Mechanic

County Fleet is staffed by 2.5 FTE shop personnel. The Fleet is seeking to add .5 FTE to ensure maintenance activities are accomplished within County resources. Given the relatively advanced average age of county fleet vehicles, we are experiencing a backlog in repairs that current staffing is unable to keep up with. Additionally, County fleet vehicle usage is predicted to increase by approximately 300,000 miles to roughly 1.552 million miles driven annually. This 25% increase in miles driven will require more periodic maintenance on our fleet of vehicles. In order to schedule and effectively maintain our PMI program, and ensure we are providing our customers with a safe and secure vehicle, the additional .5FTE position is sought.