

**Department Mission:**

Klamath County Information Technology - Multimedia delivers presentation, audio and visual services that empower, support and serve all county departments in the accomplishment of their respective missions. We provide support for the planning, design, implementation and operation of cost-effective presentation technologies and methodologies.

**Mandated Services:**

While not directly providing mandated services the IT department provides critical support to the mandates of other departments:

- District Attorney
- Board of County Commissioners
- Klamath County Sheriff's Office

**Self-Imposed Services:**

While "self-imposed" many of our services are critical to other departments:

- Video cable cast of County Meetings
- Conference Room Scheduling
- Public Information and Alerts

**Department Overview:**

Klamath County Information Technology - Multimedia provides personnel and operating costs associated with the County's audio and video resources and meeting room services which generally benefit all departments.

**Successes and Challenges:**

- Trial Support
  - Provide substantial Audio/Visual Trial and Pre-Trial Support to District Attorney's Office
- Update to County Web Presence
  - Leverage Microsoft SharePoint for website and citizen interaction

**Budget Overview:**

We are funded through Internal Services charges to County Departments, the Library Service District, other agencies, grants and some direct revenue from and assessment data. As such, our revenue is derived from multiple taxing districts and state funds as well as the General Fund. Even with the diversity of our revenue base, all of our customers are under financial pressure.

Since its creation in 2013, the Multimedia Department has gradually added to its core responsibilities and consolidated costs.

**Significant Changes:**

**Website Rebuild** – To provide better communication with our constituents, we have budgeted for a refresh of the County Websites.

Klamath County, Oregon  
2016-2017 Budget Financial Presentation  
1540 Multimedia

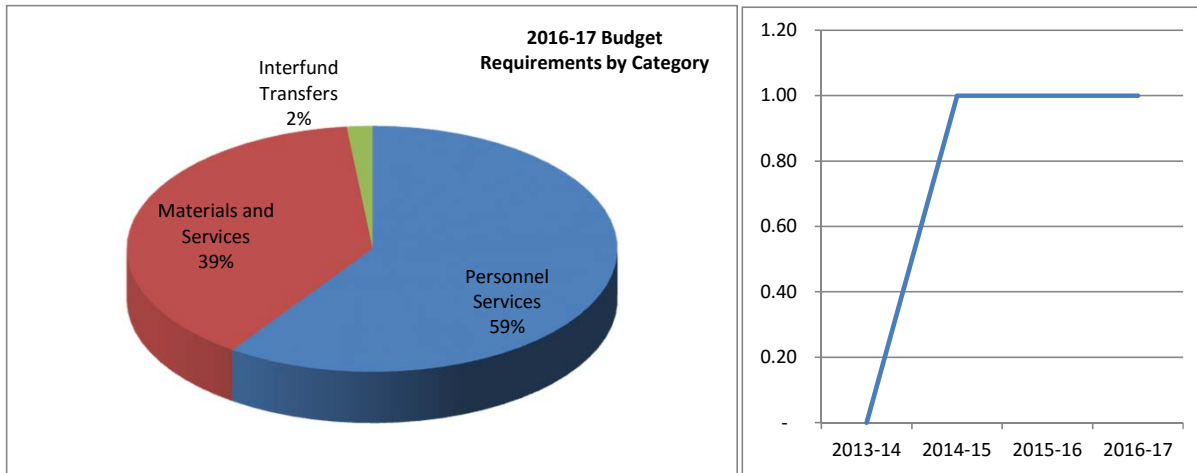
|                                                 | 2013-14<br>Actual | 2014-15<br>Actual | 2015-16<br>Budget | 2016-17<br>Budget |
|-------------------------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Requirements by Budgetary Category</b>       |                   |                   |                   |                   |
| Personnel Services                              | 34,340            | 63,596            | 65,939            | 70,585            |
| Materials and Services                          | 37,499            | 31,054            | 47,409            | 45,771            |
| <b>Subtotal Current Expenditures</b>            | <b>71,839</b>     | <b>94,650</b>     | <b>113,348</b>    | <b>116,356</b>    |
| Interfund Transfers                             | -                 | -                 | 2,000             | 2,000             |
| <b>Subtotal Noncurrent Expenditures</b>         | <b>-</b>          | <b>-</b>          | <b>2,000</b>      | <b>2,000</b>      |
| <b>Total Requirements by Budgetary Category</b> | <b>71,839</b>     | <b>94,650</b>     | <b>115,348</b>    | <b>118,356</b>    |

| <b>Requirements by Fund</b>       |               |               |                |                |
|-----------------------------------|---------------|---------------|----------------|----------------|
| Multimedia (6000)                 | 71,839        | 94,650        | 115,348        | 118,356        |
| <b>Total Requirements by Fund</b> | <b>71,839</b> | <b>94,650</b> | <b>115,348</b> | <b>118,356</b> |

| <b>Resources by Budgetary Category</b>       |               |               |                |                |
|----------------------------------------------|---------------|---------------|----------------|----------------|
| Charges for Services                         | 8,278         | 1,771         | 3,600          | 4,410          |
| Interfund Transfers                          | 63,561        | 92,879        | 111,748        | 113,946        |
| <b>Total Resources by Budgetary Category</b> | <b>71,839</b> | <b>94,650</b> | <b>115,348</b> | <b>118,356</b> |

|                                       |   |      |      |      |
|---------------------------------------|---|------|------|------|
| <b>Full-Time Employee Equivalents</b> | - | 1.00 | 1.00 | 1.00 |
|---------------------------------------|---|------|------|------|

| <b>Mandate</b>        | <b>Total Cost</b> | <b>Personnel Services</b> | <b>FTE</b>  |
|-----------------------|-------------------|---------------------------|-------------|
| Multimedia            | 118,356           | 70,585                    | 1.00        |
| <b>Total Mandates</b> | <b>118,356</b>    | <b>70,585</b>             | <b>1.00</b> |



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# General Ledger

## Budget Analysis

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 Fiscal Year: 2017



| 2014<br>Actual | 2015<br>Actual | 2016<br>Adopted | 2016<br>Estimated | Account        | Description                       | FTE  | 2017<br>Requested | 2017<br>Proposed | 2017<br>Approved | 2017<br>Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
|                |                |                 |                   | 6000           | Internal Services                 |      |                   |                  |                  |                 |
|                |                |                 |                   | 1540           | Multimedia                        |      |                   |                  |                  |                 |
|                |                |                 |                   | R30            | Charges for Service               |      |                   |                  |                  |                 |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-4300 | Charges for Service               | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 200.20         | 21.00          | 100.00          | 0.00              | 1541-1500-4301 | Copies                            | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-4305 | Rental Income                     | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 5,365.47       | 0.00           | 0.00            | 0.00              | 1541-1500-4317 | Cablecasting and Recording        | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 2,712.50       | 525.00         | 3,500.00        | 0.00              | 1541-1500-4317 | Video Production                  | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-4317 | Website Maintenance               | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 8,278.17       | 546.00         | 3,600.00        | 0.00              |                | Charges for Service Totals:       | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
|                |                |                 |                   | R31            | Interdepartmental Charges         |      |                   |                  |                  |                 |
| 0.00           | 1,225.00       | 0.00            | 0.00              | 1541-1500-4398 | Charges for Services - Interna    | 0.00 | 4,410.00          | 4,410.00         | 0.00             | 0.00            |
| 0.00           | 1,225.00       | 0.00            | 0.00              |                | Interdepartmental Charges Totals: | 0.00 | 4,410.00          | 4,410.00         | 0.00             | 0.00            |
|                |                |                 |                   | R40            | Other Local Revenue               |      |                   |                  |                  |                 |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-4400 | Miscellaneous                     | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              |                | Other Local Revenue Totals:       | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
|                |                |                 |                   | R70            | Interfund Transfers               |      |                   |                  |                  |                 |
| 63,560.94      | 92,878.61      | 111,748.00      | 0.00              | 1541-1500-4901 | Trans - Internal Serv Non Dept    | 0.00 | 111,748.00        | 113,946.00       | 0.00             | 0.00            |
| 63,560.94      | 92,878.61      | 111,748.00      | 0.00              |                | Interfund Transfers Totals:       | 0.00 | 111,748.00        | 113,946.00       | 0.00             | 0.00            |
| 71,839.11      | 94,649.61      | 115,348.00      | 0.00              |                | REVENUES TOTALS:                  | 0.00 | 116,158.00        | 118,356.00       | 0.00             | 0.00            |
|                |                |                 |                   | E10            | Personnel Services                |      |                   |                  |                  |                 |
| 23,027.08      | 40,729.10      | 42,526.00       | 0.00              | 1541-1500-5000 | Salaries and Wages                | 1.00 | 45,500.00         | 45,489.00        | 0.00             | 0.00            |
| 212.50         | 669.30         | 0.00            | 0.00              | 1541-1500-5011 | Overtime                          | 0.00 | 1,000.00          | 0.00             | 0.00             | 0.00            |
| 1,700.66       | 3,130.32       | 3,254.00        | 0.00              | 1541-1500-5110 | FICA                              | 0.00 | 3,480.00          | 3,480.00         | 0.00             | 0.00            |

| 2014<br>Actual | 2015<br>Actual | 2016<br>Adopted | 2016<br>Estimated | Account        | Description                   | FTE  | 2017<br>Requested | 2017<br>Proposed | 2017<br>Approved | 2017<br>Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-------------------------------|------|-------------------|------------------|------------------|-----------------|
| 19.58          | 31.90          | 35.00           | 0.00              | 1541-1500-5120 | Workmans Compensation Tax     | 0.00 | 35.00             | 34.00            | 0.00             | 0.00            |
| 4,943.82       | 10,500.20      | 11,100.00       | 0.00              | 1541-1500-5130 | Medical Insurance             | 0.00 | 12,060.00         | 12,060.00        | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-5131 | VEBA                          | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 13.92          | 20.33          | 15.00           | 0.00              | 1541-1500-5133 | Life Insurance                | 0.00 | 15.00             | 14.00            | 0.00             | 0.00            |
| 13.60          | 36.70          | 183.00          | 0.00              | 1541-1500-5134 | Short Term Disability         | 0.00 | 183.00            | 183.00           | 0.00             | 0.00            |
| 3,330.69       | 6,923.98       | 7,230.00        | 0.00              | 1541-1500-5140 | Retirement - General          | 0.00 | 7,735.00          | 7,733.00         | 0.00             | 0.00            |
| 534.52         | 724.44         | 745.00          | 0.00              | 1541-1500-5156 | Unemployment Compensation     | 0.00 | 685.00            | 682.00           | 0.00             | 0.00            |
| 543.52         | 830.14         | 851.00          | 0.00              | 1541-1500-5157 | Workmans Compensation         | 0.00 | 910.00            | 910.00           | 0.00             | 0.00            |
| 34,339.89      | 63,596.41      | 65,939.00       | 0.00              |                | Personnel Services Totals:    | 1.00 | 71,603.00         | 70,585.00        | 0.00             | 0.00            |
|                |                |                 |                   | E20            | Material and Services         |      |                   |                  |                  |                 |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-6010 | Bad Debt Expense              | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 12,428.00      | 1,896.00       | 2,500.00        | 0.00              | 1541-1500-6200 | Contract Services             | 0.00 | 2,500.00          | 2,500.00         | 0.00             | 0.00            |
| 1,677.06       | 71.99          | 2,500.00        | 0.00              | 1541-1500-6232 | Hardware Maintenance          | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 633.57         | 2,510.45       | 16,000.00       | 0.00              | 1541-1500-6233 | Website Hosting Services      | 0.00 | 15,000.00         | 16,000.00        | 0.00             | 0.00            |
| 18.61          | 0.00           | 0.00            | 0.00              | 1541-1500-6310 | Dues & Fees                   | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 1,659.00       | 1,348.95       | 0.00            | 0.00              | 1541-1500-6330 | Equipment                     | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 569.16         | 887.14         | 1,000.00        | 0.00              | 1541-1500-6600 | Supplies - Office             | 0.00 | 100.00            | 100.00           | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-6601 | Supplies - Other              | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 0.46           | 0.00           | 0.00            | 0.00              | 1541-1500-6603 | Postage                       | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-6700 | Travel & Training             | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 0.00           | 0.00           | 100.00          | 0.00              | 1541-1500-6702 | Staff Travel & Training       | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |
| 170.54         | 740.53         | 0.00            | 0.00              | 1541-1500-6753 | Utilities - Cable TV          | 0.00 | 400.00            | 400.00           | 0.00             | 0.00            |
| 549.82         | 571.14         | 1,500.00        | 0.00              | 1541-1500-6755 | Telephone                     | 0.00 | 2,000.00          | 2,018.00         | 0.00             | 0.00            |
| 17,706.22      | 8,026.20       | 23,600.00       | 0.00              |                | Material and Services Totals: | 0.00 | 20,000.00         | 21,018.00        | 0.00             | 0.00            |
|                |                |                 |                   | E21            | Interdepartmental Charges     |      |                   |                  |                  |                 |
| 3,734.00       | 4,932.00       | 5,541.00        | 0.00              | 1541-1500-6990 | Internal Services             | 0.00 | 6,108.00          | 6,366.00         | 0.00             | 0.00            |
| 14,629.00      | 15,772.00      | 15,583.00       | 0.00              | 1541-1500-6991 | Facility Services             | 0.00 | 15,648.00         | 15,648.00        | 0.00             | 0.00            |
| 1,125.00       | 1,870.00       | 1,960.00        | 0.00              | 1541-1500-6992 | Steering Comm Hardware Chg    | 0.00 | 1,985.00          | 1,985.00         | 0.00             | 0.00            |
| 305.00         | 453.00         | 475.00          | 0.00              | 1541-1500-6993 | Steering Comm User Chg        | 0.00 | 500.00            | 500.00           | 0.00             | 0.00            |
| 0.00           | 0.00           | 84.00           | 0.00              | 1541-1500-6994 | Risk Management               | 0.00 | 106.00            | 46.00            | 0.00             | 0.00            |
| 0.00           | 0.00           | 166.00          | 0.00              | 1541-1500-6995 | Insurance Liability           | 0.00 | 208.00            | 208.00           | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-6999 | Office Supplies - Internal    | 0.00 | 0.00              | 0.00             | 0.00             | 0.00            |



| 2014<br>Actual | 2015<br>Actual | 2016<br>Adopted | 2016<br>Estimated | Account        | Description                       | FTE    | 2017<br>Requested | 2017<br>Proposed | 2017<br>Approved | 2017<br>Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|--------|-------------------|------------------|------------------|-----------------|
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-6999 | Postage - Internal                | 0.00   | 0.00              | 0.00             | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              | 1541-1500-6999 | Tech Supplies - Internal          | 0.00   | 0.00              | 0.00             | 0.00             | 0.00            |
| 19,793.00      | 23,027.00      | 23,809.00       | 0.00              |                | Interdepartmental Charges Totals: | 0.00   | 24,555.00         | 24,753.00        | 0.00             | 0.00            |
| 0.00           | 0.00           | 2,000.00        | 0.00              | E70            | Interfund Transfers               | 0.00   | 0.00              | 2,000.00         | 0.00             | 0.00            |
|                |                |                 |                   | 1541-1500-9003 | Trans - Equipment Reserve         | 0.00   | 0.00              | 2,000.00         | 0.00             | 0.00            |
| 0.00           | 0.00           | 2,000.00        | 0.00              |                | Interfund Transfers Totals:       | 0.00   | 0.00              | 2,000.00         | 0.00             | 0.00            |
| 71,839.11      | 94,649.61      | 115,348.00      | 0.00              |                | EXPENDITURES TOTALS:              | 1.00   | 116,158.00        | 118,356.00       | 0.00             | 0.00            |
| 71,839.11      | 94,649.61      | 115,348.00      | 0.00              |                | DEPARTMENT REVENUES               | 0.00   | 116,158.00        | 118,356.00       | 0.00             | 0.00            |
| 71,839.11      | 94,649.61      | 115,348.00      | 0.00              |                | DEPARTMENT EXPENSES               | 1.00   | 116,158.00        | 118,356.00       | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              |                | Multimedia Totals:                | (1.00) | 0.00              | 0.00             | 0.00             | 0.00            |
| 71,839.11      | 94,649.61      | 115,348.00      | 0.00              |                | FUND REVENUES                     | 0.00   | 116,158.00        | 118,356.00       | 0.00             | 0.00            |
| 71,839.11      | 94,649.61      | 115,348.00      | 0.00              |                | FUND EXPENSES                     | 1.00   | 116,158.00        | 118,356.00       | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              |                | Internal Services Totals:         | (1.00) | 0.00              | 0.00             | 0.00             | 0.00            |

| 2014<br>Actual | 2015<br>Actual | 2016<br>Adopted | 2016<br>Estimated | Account | Description     | FTE    | 2017<br>Requested | 2017<br>Proposed | 2017<br>Approved | 2017<br>Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|--------|-------------------|------------------|------------------|-----------------|
| 71,839.11      | 94,649.61      | 115,348.00      | 0.00              |         | REPORT REVENUES | 0.00   | 116,158.00        | 118,356.00       | 0.00             | 0.00            |
| 71,839.11      | 94,649.61      | 115,348.00      | 0.00              |         | REPORT EXPENSES | 1.00   | 116,158.00        | 118,356.00       | 0.00             | 0.00            |
| 0.00           | 0.00           | 0.00            | 0.00              |         | REPORT TOTALS:  | (1.00) | 0.00              | 0.00             | 0.00             | 0.00            |