

Department Mission:

To provide general direction and support to the Klamath County citizens, departments, intergovernmental partnerships and other agencies on behalf of the Board of Commissioners.

Department Overview:

- Responsible for organizing and managing day-to-day operations.
- Prepare and schedule public meetings, minutes and agendas for Commissioners.
- Prepare and distribute public notices i.e., Public Meeting, Press Releases and Executive Session.
- Prepare Resolutions and Orders as directed by the Board of County Commissioners
- Coordinating the activities and calendar of the Board with elected officials, departments and interagency groups throughout Klamath County.
- Department Payroll and Accounts Payable
- Provides direction and notices to Special Districts, Boards, Advisories and Committees regarding terms expiring and appointments.
- Maintains reservations and scheduling of the Community Room for citizens and organizations.
- Process administrative services for liquor and gaming licenses.
- Public Notary Services.
- Process Public Records Request.
- Other assignments and duties as directed by Board of Commissioners.

Successes and Challenges:

One of our challenges has been communicating with outlying areas of Klamath County and informing them of pertinent information, public notices, agendas and meetings that may have an impact on their local communities. To solve this, we have included our publications on our website as well as expanding our email distribution including all local Community Action Team members.

Budget Overview:

As an Internal Services Department our major revenue sources include fees from other departments for administrative services rendered.

Expenditures derive from personnel costs, materials and services (office supplies and postage), capital outlay (new equipment) and transfers to other departments for cost sharing charges (insurance, technology, and maintenance).

General Administration budget is 2.0 Full-time Equivalent (FTE) and has not changed since FY 2008-2009 budget.

Difference reflects travel budget increase for AOC Annual Conference. This allows General Administration Staff to attend every other year instead of annually.

Budget Summary	
FY 2014/15 Budget	\$173,078.00
Proposed FY 2015/16 Budget	\$174,609.00
Budget Change	+0.9%
Total Staff	2 FTE
Staff Change	None

Significant Changes:

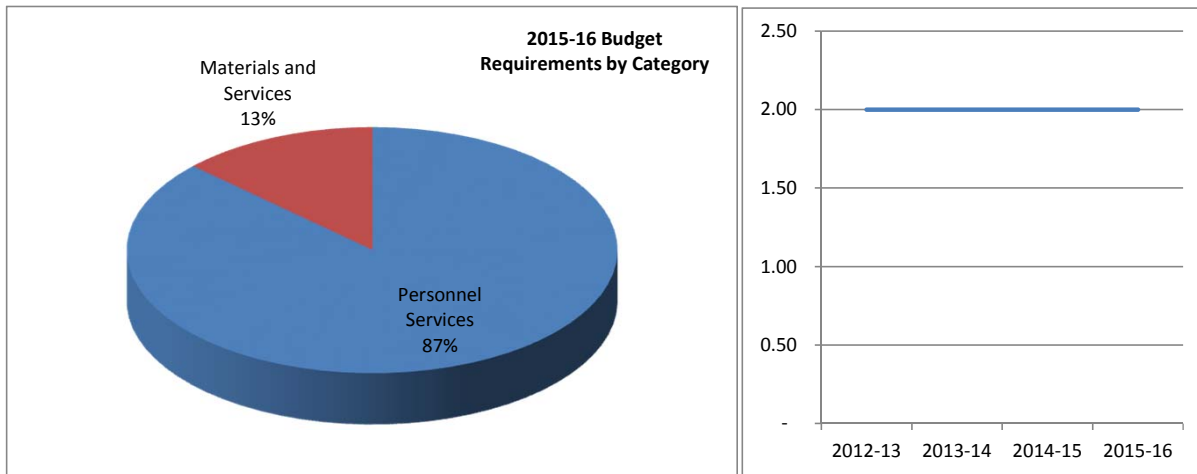
No significant changes are foreseen for Fiscal Year 2015-16.

Klamath County, Oregon
2015-2016 Budget Financial Presentation
1510 General Administration

	2012-13 Actual	2013-14 Actual	2014-15 Budget	2015-16 Budget
Requirements by Budgetary Category				
Personnel Services	127,628	138,633	147,489	151,831
Materials and Services	68,186	26,097	25,589	22,778
Total Requirements by Budgetary Category	195,814	164,730	173,078	174,609
Requirements by Fund				
Internal Services (6000)	195,814	164,730	173,078	174,609
Total Requirements by Fund	195,814	164,730	173,078	174,609
Resources by Budgetary Category				
Intergovernmental	1,692	1,240	1,500	1,600
Charges for Services	1,858	368	300	50
Interfund Transfers	192,264	163,122	171,278	172,959
Total Resources by Budgetary Category	195,814	164,730	173,078	174,609

Full-Time Employee Equivalents	2.00	2.00	2.00	2.00
---------------------------------------	------	------	------	------

<u>Mandate</u>	Total Cost	Personnel Services	FTE
General Administration	174,609	151,831	2.00
Total Mandates	174,609	151,831	2.00



THIS PAGE INTENTIONALLY LEFT BLANK

THIS PAGE INTENTIONALLY LEFT BLANK

General Ledger

Budget Analysis

User: jlink
 Printed: 03/19/2015 - 7:13PM
 Fiscal Year: 2016



2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
				6000	Internal Services					
				1510	General Administration					
				R30	Charges for Service					
1,800.81	265.28	200.00	0.00	1511-1500-4300	Charges for Service	0.00	0.00	0.00	0.00	0.00
57.00	102.58	100.00	0.00	1511-1500-4301	Copies	0.00	50.00	50.00	0.00	0.00
1,857.81	367.86	300.00	0.00		Charges for Service Totals:	0.00	50.00	50.00	0.00	0.00
				R51	State of Oregon					
1,692.00	1,240.00	1,500.00	0.00	1511-1500-4507	Revenues - Liquor	0.00	1,600.00	1,600.00	0.00	0.00
1,692.00	1,240.00	1,500.00	0.00		State of Oregon Totals:	0.00	1,600.00	1,600.00	0.00	0.00
				R70	Interfund Transfers					
192,263.76	163,122.40	171,278.00	0.00	1511-1500-4901	Trans - Internal Serv Non Dept	0.00	172,959.00	172,959.00	0.00	0.00
192,263.76	163,122.40	171,278.00	0.00		Interfund Transfers Totals:	0.00	172,959.00	172,959.00	0.00	0.00
195,813.57	164,730.26	173,078.00	0.00		REVENUES TOTALS:	0.00	174,609.00	174,609.00	0.00	0.00
				E10	Personnel Services					
89,435.19	93,489.97	98,393.00	0.00	1511-1500-5000	Salaries and Wages	2.00	100,597.00	100,597.00	0.00	0.00
6,576.84	6,907.15	7,527.00	0.00	1511-1500-5110	FICA	0.00	7,696.00	7,696.00	0.00	0.00
52.85	58.68	69.00	0.00	1511-1500-5120	Workmans Compensation Tax	0.00	69.00	69.00	0.00	0.00
17,500.00	18,800.00	21,000.00	0.00	1511-1500-5130	Medical Insurance	0.00	22,200.00	22,200.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-5131	VEBA	0.00	0.00	0.00	0.00	0.00
41.86	41.76	42.00	0.00	1511-1500-5133	Life Insurance	0.00	29.00	29.00	0.00	0.00
40.80	40.80	41.00	0.00	1511-1500-5134	Short Term Disability	0.00	366.00	366.00	0.00	0.00
9,837.95	14,958.61	16,727.00	0.00	1511-1500-5140	Retirement - General	0.00	17,102.00	17,102.00	0.00	0.00
2,057.07	2,150.22	1,722.00	0.00	1511-1500-5156	Unemployment Compensation	0.00	1,760.00	1,760.00	0.00	0.00
2,085.26	2,185.81	1,968.00	0.00	1511-1500-5157	Workmans Compensation	0.00	2,012.00	2,012.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
127,627.82	138,633.00	147,489.00	0.00		Personnel Services Totals:	2.00	151,831.00	151,831.00	0.00	0.00
				E20	Material and Services					
2,239.59	536.26	1,279.00	0.00	1511-1500-6203	Legal Notice Publish	0.00	0.00	0.00	0.00	0.00
175.73	78.65	0.00	0.00	1511-1500-6206	Special Projects	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6310	Dues & Fees	0.00	0.00	0.00	0.00	0.00
0.00	124.98	0.00	0.00	1511-1500-6332	Computer Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6531	Supplies Equipment Rent	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6535	Equipment Maint & Repair	0.00	0.00	0.00	0.00	0.00
5,099.95	3,899.60	2,800.00	0.00	1511-1500-6600	Supplies - Office	0.00	200.00	200.00	0.00	0.00
23.47	0.00	500.00	0.00	1511-1500-6601	Supplies - Other	0.00	500.00	500.00	0.00	0.00
150.00	156.00	200.00	0.00	1511-1500-6604	Publications & Periodicals	0.00	0.00	0.00	0.00	0.00
0.00	1,140.04	0.00	0.00	1511-1500-6702	Staff Travel & Training	0.00	1,500.00	1,500.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6753	Utilities - Cable TV	0.00	0.00	0.00	0.00	0.00
420.01	529.73	500.00	0.00	1511-1500-6755	Telephone	0.00	333.00	333.00	0.00	0.00
8,108.75	6,465.26	5,279.00	0.00		Material and Services Totals:	0.00	2,533.00	2,533.00	0.00	0.00
				E21	Interdepartmental Charges					
45,715.00	9,701.00	10,290.00	0.00	1511-1500-6990	Internal Services	0.00	9,914.00	9,914.00	0.00	0.00
11,219.00	6,189.00	6,672.00	0.00	1511-1500-6991	Facility Services	0.00	6,592.00	6,592.00	0.00	0.00
1,350.00	1,500.00	748.00	0.00	1511-1500-6992	Steering Comm Hardware Chg	0.00	784.00	784.00	0.00	0.00
420.00	610.00	906.00	0.00	1511-1500-6993	Steering Comm User Chg	0.00	950.00	950.00	0.00	0.00
522.00	568.00	590.00	0.00	1511-1500-6994	Risk Management	0.00	575.00	575.00	0.00	0.00
851.00	1,064.00	1,104.00	0.00	1511-1500-6995	Insurance Liability	0.00	1,130.00	1,130.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6997	Insurance Work Comp	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6999	Office Supplies - Internal	0.00	300.00	300.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6999	Tech Supplies - Internal	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6999	Printing - Internal	0.00	0.00	0.00	0.00	0.00
60,077.00	19,632.00	20,310.00	0.00		Interdepartmental Charges Totals:	0.00	20,245.00	20,245.00	0.00	0.00
				E70	Interfund Transfers					
0.00	0.00	0.00	0.00	1511-1500-9003	Trans - Equipment Reserve	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Interfund Transfers Totals:	0.00	0.00	0.00	0.00	0.00
195,813.57	164,730.26	173,078.00	0.00		EXPENDITURES TOTALS:	2.00	174,609.00	174,609.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
195,813.57	164,730.26	173,078.00	0.00		DEPARTMENT REVENUES	0.00	174,609.00	174,609.00	0.00	0.00
195,813.57	164,730.26	173,078.00	0.00		DEPARTMENT EXPENSES	2.00	174,609.00	174,609.00	0.00	0.00
0.00	0.00	0.00	0.00		General Administration Totals:	(2.00)	0.00	0.00	0.00	0.00
195,813.57	164,730.26	173,078.00	0.00		FUND REVENUES	0.00	174,609.00	174,609.00	0.00	0.00
195,813.57	164,730.26	173,078.00	0.00		FUND EXPENSES	2.00	174,609.00	174,609.00	0.00	0.00
0.00	0.00	0.00	0.00		Internal Services Totals:	(2.00)	0.00	0.00	0.00	0.00
195,813.57	164,730.26	173,078.00	0.00		REPORT REVENUES	0.00	174,609.00	174,609.00	0.00	0.00
195,813.57	164,730.26	173,078.00	0.00		REPORT EXPENSES	2.00	174,609.00	174,609.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	(2.00)	0.00	0.00	0.00	0.00

THIS PAGE INTENTIONALLY LEFT BLANK