

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.
- Provide notices to Special Districts, Boards, Advisories and Committees regarding terms expiring and appointments.
- Maintain reservations and scheduling of the Community Room for citizens and organizations.
- Process administrative services for liquor and social gaming licenses.
- Public Notary Services.
- Process Public Records Request.
- Other assignments and duties as directed by Board of Commissioners.

Successes and Challenges:

General Administration hired two new staff members in August of 2015, there has been a slight challenge in training as previous staff was not present to advise and train. New staff has adapted very well, they have improved efficiency of the Commissioner's office by converting to a paperless system. Staff has shown excellent customer service and communication skills, they work well with the Commissioners, community citizens and other county staff.

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.

There is an increase in the travel budget for the Administrative Manager to attend County College through Association of Oregon Counties in 2017. County College gives a comprehensive overview of the responsibilities and authorities of a county, county commissioner and county administrators, including legal, government ethics, public meetings and records, and parliamentary procedure. County College also covers the primary service areas of community & economic development, finance, human services, infrastructure & public works and public safety, in addition to sessions on leadership and management (risk management, communications, emergency management, personal and courthouse security, etc.). This training is imperative as the Administrative Manager was newly hired in August 2015.

Budget Summary	
FY 2015/16 Budget	\$174,609.00
Proposed FY 2016/17 Budget	\$176,141.00
Budget Change	+0.8%
Total Staff	2 FTE
Staff Change	None

Significant Changes:

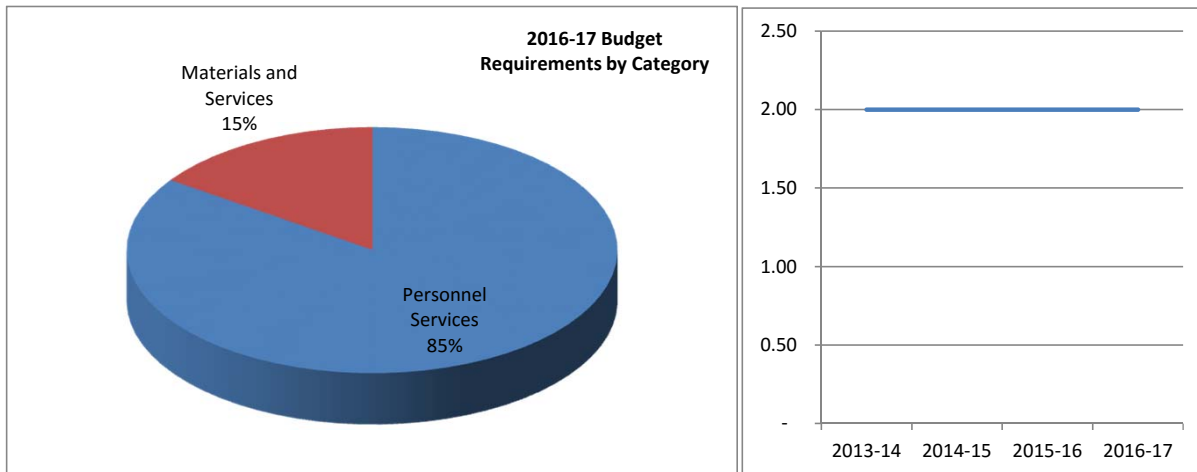
No significant changes are foreseen for Fiscal Year 2016-17.

Klamath County, Oregon
2016-2017 Budget Financial Presentation
1510 General Administration

	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Budget
Requirements by Budgetary Category				
Personnel Services	138,633	141,650	151,831	149,064
Materials and Services	26,097	25,680	22,778	27,077
Total Requirements by Budgetary Category	164,730	167,330	174,609	176,141
Requirements by Fund				
Internal Services (6000)	164,730	167,330	174,609	176,141
Total Requirements by Fund	164,730	167,330	174,609	176,141
Resources by Budgetary Category				
Intergovernmental	1,240	-	1,600	-
Charges for Services	368	101	50	590
Interfund Transfers	163,122	167,229	172,959	175,551
Total Resources by Budgetary Category	164,730	167,330	174,609	176,141

Full-Time Employee Equivalents	2.00	2.00	2.00	2.00
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<u>Mandate</u>	Total Cost	Personnel Services	FTE
General Administration	176,141	149,064	2.00
Total Mandates	176,141	149,064	2.00



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Department	Status	Title	FTE	Benefit Group	Union	Current Grade	Current Step	Total Wages w/COLA	Unemployment	FICA/Medicare	KCWC-WCOMP	WC	Medical CAP	HRA/VEBA (Wages)	Life Insurance	STD	Retirement/PERS Amount	Grand Total w/Benefits
									51560	51100	51570	51200	51300	51310	51330	51340	51400/51410	63970
General Administration	Filled	Administrative Manager	1.0000	Full-time Non-Union	Non-Union	UF26	2	\$53,452.31	\$801.78	\$4,089.10	\$1,069.05	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$9,086.89	\$80,790.87
General Administration	Filled	Administrative Assistant	1.0000	Full-time Non-Union	Non-Union	UH20	4	\$43,683.79	\$655.26	\$3,341.81	\$873.68	\$34.45	\$12,060.00	\$0.00	\$14.28	\$183.00	\$7,426.24	\$68,272.51
			2.0000					\$97,136.10	\$1,457.04	\$7,430.91	\$1,942.72	\$68.90	\$24,120.00	\$0.00	\$28.56	\$366.00	\$16,513.14	\$149,063.38

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General Ledger

Budget Analysis

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 Fiscal Year: 2017



2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
				6000	Internal Services					
				1510	General Administration					
				R30	Charges for Service					
265.28	0.00	0.00	0.00	1511-1500-4300	Charges for Service	0.00	0.00	0.00	0.00	0.00
102.58	101.13	50.00	0.00	1511-1500-4301	Copies	0.00	50.00	50.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-4305	Rental Income	0.00	540.00	540.00	0.00	0.00
367.86	101.13	50.00	0.00		Charges for Service Totals:	0.00	590.00	590.00	0.00	0.00
				R40	Other Local Revenue					
0.00	0.00	0.00	0.00	1511-1500-4400	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
				R51	State of Oregon					
1,240.00	0.00	1,600.00	0.00	1511-1500-4507	Revenues - Liquor	0.00	0.00	0.00	0.00	0.00
1,240.00	0.00	1,600.00	0.00		State of Oregon Totals:	0.00	0.00	0.00	0.00	0.00
				R70	Interfund Transfers					
163,122.40	167,229.34	172,959.00	0.00	1511-1500-4901	Trans - Internal Serv Non Dept	0.00	172,959.00	175,551.00	0.00	0.00
163,122.40	167,229.34	172,959.00	0.00		Interfund Transfers Totals:	0.00	172,959.00	175,551.00	0.00	0.00
164,730.26	167,330.47	174,609.00	0.00		REVENUES TOTALS:	0.00	173,549.00	176,141.00	0.00	0.00
				E10	Personnel Services					
93,489.97	96,510.56	100,597.00	0.00	1511-1500-5000	Salaries and Wages	2.00	97,136.10	97,136.00	0.00	0.00
6,907.15	7,138.82	7,696.00	0.00	1511-1500-5110	FICA	0.00	7,430.91	7,431.00	0.00	0.00
58.68	57.34	69.00	0.00	1511-1500-5120	Workmans Compensation Tax	0.00	68.90	69.00	0.00	0.00
18,800.00	16,638.48	22,200.00	0.00	1511-1500-5130	Medical Insurance	0.00	24,120.00	24,120.00	0.00	0.00
0.00	1,420.84	0.00	0.00	1511-1500-5131	VEBA	0.00	0.00	0.00	0.00	0.00
41.76	39.47	29.00	0.00	1511-1500-5133	Life Insurance	0.00	28.56	29.00	0.00	0.00

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
40.80	58.15	366.00	0.00	1511-1500-5134	Short Term Disability	0.00	366.00	366.00	0.00	0.00
14,958.61	16,266.36	17,102.00	0.00	1511-1500-5140	Retirement - General	0.00	16,513.13	16,513.00	0.00	0.00
2,150.22	1,688.89	1,760.00	0.00	1511-1500-5156	Unemployment Compensation	0.00	1,457.04	1,457.00	0.00	0.00
2,185.81	1,831.38	2,012.00	0.00	1511-1500-5157	Workmans Compensation	0.00	1,942.73	1,943.00	0.00	0.00
138,633.00	141,650.29	151,831.00	0.00		Personnel Services Totals:	2.00	149,063.37	149,064.00	0.00	0.00
				E20	Material and Services					
0.00	0.00	0.00	0.00	1511-1500-6200	Contract Services	0.00	0.00	0.00	0.00	0.00
536.26	1,587.20	0.00	0.00	1511-1500-6203	Legal Notice Publish	0.00	0.00	0.00	0.00	0.00
78.65	0.00	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	0.00	0.00	0.00	1511-1500-6331	Computer Software	0.00	0.00	0.00	0.00	0.00
124.98	0.00	0.00	0.00	1511-1500-6332	Computer Equipment	0.00	0.00	0.00	0.00	0.00
0.00	40.00	0.00	0.00	1511-1500-6531	Supplies Equipment Rent	0.00	0.00	0.00	0.00	0.00
0.00	50.00	0.00	0.00	1511-1500-6535	Equipment Maint & Repair	0.00	0.00	0.00	0.00	0.00
3,899.60	531.58	200.00	0.00	1511-1500-6600	Supplies - Office	0.00	200.00	200.00	0.00	0.00
0.00	770.20	500.00	0.00	1511-1500-6601	Supplies - Other	0.00	500.00	500.00	0.00	0.00
156.00	176.80	0.00	0.00	1511-1500-6604	Publications & Periodicals	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6700	Travel & Training	0.00	0.00	3,500.00	0.00	0.00
1,140.04	0.00	1,500.00	0.00	1511-1500-6702	Staff Travel & Training	0.00	3,500.00	0.00	0.00	0.00
0.00	115.96	0.00	0.00	1511-1500-6753	Utilities - Cable TV	0.00	0.00	0.00	0.00	0.00
529.73	637.13	333.00	0.00	1511-1500-6755	Telephone	0.00	350.00	350.00	0.00	0.00
6,465.26	3,908.87	2,533.00	0.00		Material and Services Totals:	0.00	4,550.00	4,550.00	0.00	0.00
				E21	Interdepartmental Charges					
9,701.00	10,290.00	9,914.00	0.00	1511-1500-6990	Internal Services	0.00	11,665.00	12,842.00	0.00	0.00
6,189.00	6,672.00	6,592.00	0.00	1511-1500-6991	Facility Services	0.00	6,620.00	6,620.00	0.00	0.00
1,500.00	748.00	784.00	0.00	1511-1500-6992	Steering Comm Hardware Chg	0.00	794.00	794.00	0.00	0.00
610.00	906.00	950.00	0.00	1511-1500-6993	Steering Comm User Chg	0.00	1,000.00	1,000.00	0.00	0.00
568.00	590.00	575.00	0.00	1511-1500-6994	Risk Management	0.00	530.00	230.00	0.00	0.00
1,064.00	1,104.00	1,130.00	0.00	1511-1500-6995	Insurance Liability	0.00	1,041.00	1,041.00	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	753.01	300.00	0.00	1511-1500-6999	Office Supplies - Internal	0.00	0.00	0.00	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

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
0.00	708.30	0.00	0.00	1511-1500-6999	Printing - Internal	0.00	0.00	0.00	0.00	0.00
19,632.00	21,771.31	20,245.00	0.00		Interdepartmental Charges Totals:	0.00	21,650.00	22,527.00	0.00	0.00
0.00	0.00	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
164,730.26	167,330.47	174,609.00	0.00		EXPENDITURES TOTALS:	2.00	175,263.37	176,141.00	0.00	0.00
164,730.26	167,330.47	174,609.00	0.00		DEPARTMENT REVENUES	0.00	173,549.00	176,141.00	0.00	0.00
164,730.26	167,330.47	174,609.00	0.00		DEPARTMENT EXPENSES	2.00	175,263.37	176,141.00	0.00	0.00
0.00	0.00	0.00	0.00		General Administration Totals:	(2.00)	(1,714.37)	0.00	0.00	0.00
164,730.26	167,330.47	174,609.00	0.00		FUND REVENUES	0.00	173,549.00	176,141.00	0.00	0.00
164,730.26	167,330.47	174,609.00	0.00		FUND EXPENSES	2.00	175,263.37	176,141.00	0.00	0.00
0.00	0.00	0.00	0.00		Internal Services Totals:	(2.00)	(1,714.37)	0.00	0.00	0.00

2014 Actual	2015 Actual	2016 Adopted	2016 Estimated	Account	Description	FTE	2017 Requested	2017 Proposed	2017 Approved	2017 Adopted
164,730.26	167,330.47	174,609.00	0.00		REPORT REVENUES	0.00	173,549.00	176,141.00	0.00	0.00
164,730.26	167,330.47	174,609.00	0.00		REPORT EXPENSES	2.00	175,263.37	176,141.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	(2.00)	(1,714.37)	0.00	0.00	0.00