



BUDGET COMMITTEE
Agenda Item Summary

Agenda Category:	BUDGET RESOLUTION	Item No:
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Date: 4/16/2018

ISSUE: Approve a budget change within the Community Development Building Division.

BACKGROUND & CONCLUSIONS: A new position request approved by the BOCC on April 10, 2018 for an Office Technician affects the proposed FY 2018-19 budget by \$24,357. The full-time position is split .50 FTE each between Building and Code Enforcement. This change will reallocate budgeted operating contingency funds to fund personal services as outlined in the attached documents.

FISCAL IMPACT: Community Development – Building Division (5050-6030) none

RECOMMENDED MOTION: Approve the budget change as outlined in the attached documents for changes to the Community Development Building Division; fiscal impact none

DEPARTMENT HEAD APPROVAL: _____

BUDGET OFFICER APPROVAL: _____

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**KLAMATH COUNTY
BUDGET TRANSFER/RESOLUTION**

Resolution # _____

JE# _____

POSTED BY: _____ Date: _____

DATE: 4/16/2018

DEPARTMENT: CDD - BUILDING

SIGNATURE: _____

<u>BUDGET NUMBER</u>	<u>LINE ITEM NAME</u>	<u>INCREASE</u>	<u>DECREASE</u>
<u>5050-6030-6031-6000-98000</u>	<u>Operating Contingency</u>		<u>\$24,357.00</u>
<u>5050-6030-6031-6000-50000</u>	<u>Salaries and Wages</u>	<u>\$13,377.00</u>	
<u>5050-6030-6031-6000-51100</u>	<u>FICA</u>	<u>\$1,023.00</u>	
<u>5050-6030-6031-6000-51200</u>	<u>Workmans Compensation Tax</u>	<u>\$17.00</u>	
<u>5050-6030-6031-6000-51300</u>	<u>Medical Insurance</u>	<u>\$7,290.00</u>	
<u>5050-6030-6031-6000-51330</u>	<u>Life Insurance</u>	<u>\$7.00</u>	
<u>5050-6030-6031-6000-51340</u>	<u>Short Term Disability</u>	<u>\$68.00</u>	
<u>5050-6030-6031-6000-51400</u>	<u>Retirement - General</u>	<u>\$2,274.00</u>	
<u>5050-6030-6031-6000-51560</u>	<u>Unemployment Compensation</u>	<u>\$67.00</u>	
<u>5050-6030-6031-6000-51570</u>	<u>Workmans Compensation</u>	<u>\$234.00</u>	
_____	_____	_____	_____
<u>6030-1515-1517-1500-43960</u>	<u>Revenues - Unemployment</u>	<u>\$67.00</u>	
<u>6030-1515-1517-1500-43970</u>	<u>Revenues - Workers Comp</u>	<u>\$234.00</u>	
<u>6030-1515-1517-1500-98000</u>	<u>Operating Contingency</u>	<u>\$301.00</u>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON FOR TRANSFER: To budget for a new Office Technician position approved by BOCC on April 10, 2018
the position is split 50/50 between Building and Code Enforcement for administration.

Operating contingency will be reduced

THEREFORE, BE IT RESOLVED THAT THE FORGOING HEREBY IS
 APPROVED _____ DISAPPROVED _____ THIS _____ DAY OF _____, 2018

BUDGET COMMITTEE MEMBERS

 CHAIRMAN

 COMMISSIONER

 COMMISSIONER

 LAY MEMBER

 LAY MEMBER

 COMMISSIONER

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General Ledger

Budget Status



User: vnoel
 Printed: 4/10/2018 - 4:38 PM
 Period: 1 to 12, 2018

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 5050	Community Development							
Dept 5050-6030	Community Development - Bldg							
R20	Licenses, Fees and Permits							
5050-6030-6031-6000-41000	Fees, Licenses and Permits	80.00	96.00	96.00	-16.00	0.00	-16.00	0.00
5050-6030-6031-6000-41630	Permits - Mobile Home	30,000.00	22,835.68	22,835.68	7,164.32	0.00	7,164.32	23.88
5050-6030-6031-6000-41631	Gas - Medical	1,000.00	621.60	621.60	378.40	0.00	378.40	37.84
5050-6030-6031-6000-41632	Local Surcharge	300.00	1,405.90	1,405.90	-1,105.90	0.00	-1,105.90	0.00
5050-6030-6031-6000-41634	Permits - Building	415,000.00	605,111.29	605,111.29	-190,111.29	0.00	-190,111.29	0.00
5050-6030-6031-6000-41635	Permits - Electrical	220,000.00	200,590.77	200,590.77	19,409.23	0.00	19,409.23	8.82
5050-6030-6031-6000-41636	Permits - Mechanical	115,000.00	127,340.35	127,340.35	-12,340.35	0.00	-12,340.35	0.00
5050-6030-6031-6000-41637	Permits - Plumbing	95,000.00	93,743.47	93,743.47	1,256.53	0.00	1,256.53	1.32
	R20 Sub Totals:	876,380.00	1,051,745.06	1,051,745.06	-175,365.06	0.00	-175,365.06	0.00
R30	Charges for Service							
5050-6030-6031-6000-43000	Charges for Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-43010	Copies	300.00	42.35	42.35	257.65	0.00	257.65	85.88
5050-6030-6031-6000-43630	Hourly Inspection - 3rd Party	500.00	0.00	0.00	500.00	0.00	500.00	100.00
5050-6030-6031-6000-43631	Inspections - In Plant	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
5050-6030-6031-6000-43632	Inspections - Contract	95,000.00	46,540.75	46,540.75	48,459.25	0.00	48,459.25	51.01
5050-6030-6031-6000-43633	Inspections - Minor Label	2,000.00	825.00	825.00	1,175.00	0.00	1,175.00	58.75
5050-6030-6031-6000-43634	Permits - Building	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-43635	Permits - Electrical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-43636	Permits - Mechanical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-43637	Permits - Plumbing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-43638	Plan Check	345,000.00	472,268.97	472,268.97	-127,268.97	0.00	-127,268.97	0.00
5050-6030-6031-6000-43639	Plan Review - Third Party	300.00	258.00	258.00	42.00	0.00	42.00	14.00
5050-6030-6031-6000-43800	GW Charges for Services Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R30 Sub Totals:	444,300.00	519,935.07	519,935.07	-75,635.07	0.00	-75,635.07	0.00
R31	Interdepartmental Charges							
5050-6030-6031-6000-43984	Charges for Services - Interna	19,000.00	12,841.89	12,841.89	6,158.11	0.00	6,158.11	32.41
5050-6030-6031-6000-43985	Permits - Internal	5,000.00	294.40	294.40	4,705.60	0.00	4,705.60	94.11
	R31 Sub Totals:	24,000.00	13,136.29	13,136.29	10,863.71	0.00	10,863.71	45.27

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
R40	Other Local Revenue							
5050-6030-6031-6000-44000	Miscellaneous	8,000.00	23,471.05	23,471.05	-15,471.05	0.00	-15,471.05	0.00
	R40 Sub Totals:	8,000.00	23,471.05	23,471.05	-15,471.05	0.00	-15,471.05	0.00
R41	Interest							
5050-6030-6031-6000-44950	Investments - Interest On	2,000.00	12,649.89	12,649.89	-10,649.89	0.00	-10,649.89	0.00
	R41 Sub Totals:	2,000.00	12,649.89	12,649.89	-10,649.89	0.00	-10,649.89	0.00
R42	Sale of Capital Assets							
5050-6030-6031-6000-44990	Sales - Surplus Property	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
	R42 Sub Totals:	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
R90	Fund Balances							
5050-6030-6031-6000-49950	Beginning Fund Balance	800,000.00	1,177,340.73	1,177,340.73	-377,340.73	0.00	-377,340.73	0.00
5050-6030-6031-6000-49951	GW Beginning Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R90 Sub Totals:	800,000.00	1,177,340.73	1,177,340.73	-377,340.73	0.00	-377,340.73	0.00
	Revenue Sub Totals:	2,159,680.00	2,798,278.09	2,798,278.09	-638,598.09	0.00	-638,598.09	0.00
E10	Personnel Services							
5050-6030-6031-6000-50000	Salaries and Wages	722,566.00	394,538.78	394,538.78	328,027.22	0.00	328,027.22	45.40
5050-6030-6031-6000-50100	Temporary Help	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-50110	Overtime	13,130.00	10,056.28	10,056.28	3,073.72	0.00	3,073.72	23.41
5050-6030-6031-6000-51100	FICA	56,281.00	29,373.61	29,373.61	26,907.39	0.00	26,907.39	47.81
5050-6030-6031-6000-51200	Workmans Compensation Tax	423.00	164.41	164.41	258.59	0.00	258.59	61.13
5050-6030-6031-6000-51300	Medical Insurance	158,553.00	76,812.87	76,812.87	81,740.13	0.00	81,740.13	51.55
5050-6030-6031-6000-51310	VEBA	0.00	5,661.45	5,661.45	-5,661.45	0.00	-5,661.45	0.00
5050-6030-6031-6000-51330	Life Insurance	169.00	90.06	90.06	78.94	0.00	78.94	46.71
5050-6030-6031-6000-51340	Short Term Disability	1,564.00	788.86	788.86	775.14	0.00	775.14	49.56
5050-6030-6031-6000-51400	Retirement - General	117,989.00	63,800.02	63,800.02	54,188.98	0.00	54,188.98	45.93
5050-6030-6031-6000-59000	GW Personal Service Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-59010	GW Sick Leave Accrual Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-59020	GW Vacation Leave Accr Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-59030	GW NPO Retirement - County	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-59040	GW Retiree Hlth Ins - County	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E10 Sub Totals:	1,070,675.00	581,286.34	581,286.34	489,388.66	0.00	489,388.66	45.71
E11	Interdepartmental Charges							
5050-6030-6031-6000-51560	Unemployment Compensation	3,678.00	2,022.72	2,022.72	1,655.28	0.00	1,655.28	45.00
5050-6030-6031-6000-51570	Workmans Compensation	12,875.00	7,429.69	7,429.69	5,445.31	0.00	5,445.31	42.29
	E11 Sub Totals:	16,553.00	9,452.41	9,452.41	7,100.59	0.00	7,100.59	42.90

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20	Material and Services							
5050-6030-6031-6000-62000	Contract Services	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
5050-6030-6031-6000-62005	Contract Personnel Services	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
5050-6030-6031-6000-62030	Legal Notice Publish	200.00	0.00	0.00	200.00	0.00	200.00	100.00
5050-6030-6031-6000-62320	Software Support	13,930.00	13,927.13	13,927.13	2.87	0.00	2.87	0.02
5050-6030-6031-6000-62325	Hardware Maintenance	800.00	0.00	0.00	800.00	0.00	800.00	100.00
5050-6030-6031-6000-63100	Dues	4,000.00	580.00	580.00	3,420.00	0.00	3,420.00	85.50
5050-6030-6031-6000-63105	Fees	1,000.00	889.30	889.30	110.70	0.00	110.70	11.07
5050-6030-6031-6000-63110	Credit Card Fees	22,500.00	14,798.41	14,798.41	7,701.59	0.00	7,701.59	34.23
5050-6030-6031-6000-63300	Equipment	500.00	0.00	0.00	500.00	0.00	500.00	100.00
5050-6030-6031-6000-63325	Tools	50.00	42.93	42.93	7.07	0.00	7.07	14.14
5050-6030-6031-6000-63335	Vehicle Fuel	500.00	810.72	810.72	-310.72	0.00	-310.72	0.00
5050-6030-6031-6000-65100	Education Material & Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-65110	Public Outreach	500.00	0.00	0.00	500.00	0.00	500.00	100.00
5050-6030-6031-6000-65175	Refunds	2,000.00	8,442.82	8,442.82	-6,442.82	0.00	-6,442.82	0.00
5050-6030-6031-6000-65300	Rent	3,600.00	2,700.00	2,700.00	900.00	0.00	900.00	25.00
5050-6030-6031-6000-65350	Equipment Maint & Repair	500.00	0.00	0.00	500.00	0.00	500.00	100.00
5050-6030-6031-6000-65360	Vehicle Maint & Repair	9,800.00	1,590.43	1,590.43	8,209.57	0.00	8,209.57	83.77
5050-6030-6031-6000-66000	Supplies - Office	300.00	0.00	0.00	300.00	0.00	300.00	100.00
5050-6030-6031-6000-66010	Supplies - Other	500.00	109.97	109.97	390.03	0.00	390.03	78.01
5050-6030-6031-6000-66020	Copier Maint & Supplies	225.00	116.03	116.03	108.97	0.00	108.97	48.43
5050-6030-6031-6000-66030	Postage	70.00	0.00	0.00	70.00	0.00	70.00	100.00
5050-6030-6031-6000-66040	Publications & Periodicals	3,500.00	2,967.45	2,967.45	532.55	0.00	532.55	15.22
5050-6030-6031-6000-66050	Printing	2,500.00	1,620.00	1,620.00	880.00	0.00	880.00	35.20
5050-6030-6031-6000-67000	Travel & Training	7,000.00	3,334.56	3,334.56	3,665.44	0.00	3,665.44	52.36
5050-6030-6031-6000-67555	Telephone	6,000.00	3,135.50	3,135.50	2,864.50	0.00	2,864.50	47.74
5050-6030-6031-6000-67560	Data Service Charges	3,360.00	2,913.90	2,913.90	446.10	0.00	446.10	13.28
5050-6030-6031-6000-68000	GW Materials & Serv Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E20 Sub Totals:	86,835.00	57,979.15	57,979.15	28,855.85	0.00	28,855.85	33.23
E21	Interdepartmental Charges							
5050-6030-6031-6000-69900	Internal Services	76,837.00	57,661.77	57,661.77	19,175.23	0.00	19,175.23	24.96
5050-6030-6031-6000-69910	Facility Services	23,540.00	17,655.03	17,655.03	5,884.97	0.00	5,884.97	25.00
5050-6030-6031-6000-69920	Tech Maint Hardware Chg	4,875.00	3,656.25	3,656.25	1,218.75	0.00	1,218.75	25.00
5050-6030-6031-6000-69930	Tech Maint User Chg	6,391.00	4,793.22	4,793.22	1,597.78	0.00	1,597.78	25.00
5050-6030-6031-6000-69940	Risk Management	3,745.00	2,808.72	2,808.72	936.28	0.00	936.28	25.00
5050-6030-6031-6000-69950	Insurance Liability	7,426.00	5,569.47	5,569.47	1,856.53	0.00	1,856.53	25.00
5050-6030-6031-6000-69983	Vehicle Fuel - Internal	25,000.00	8,724.40	8,724.40	16,275.60	0.00	16,275.60	65.10
5050-6030-6031-6000-69989	Fees - Internal	300.00	0.00	0.00	300.00	0.00	300.00	100.00
5050-6030-6031-6000-69991	Office Supplies - Internal	4,500.00	2,292.88	2,292.88	2,207.12	0.00	2,207.12	49.05
5050-6030-6031-6000-69992	Postage - Internal	650.00	728.63	728.63	-78.63	0.00	-78.63	0.00
5050-6030-6031-6000-69993	Tech Supplies - Internal	500.00	0.00	0.00	500.00	0.00	500.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E21 Sub Totals:	153,764.00	103,890.37	103,890.37	49,873.63	0.00	49,873.63	32.44
E30	Capital Outlay							
5050-6030-6031-6000-79000	GW Capitalized Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-79010	GW Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-79030	GW Capital Asset Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E30 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E70	Interfund Transfers							
5050-6030-6031-6000-90030	Trans - Equipment Reserve	600,000.00	450,000.00	450,000.00	150,000.00	0.00	150,000.00	25.00
	E70 Sub Totals:	600,000.00	450,000.00	450,000.00	150,000.00	0.00	150,000.00	25.00
E80	Contingencies							
5050-6030-6031-6000-98000	Operating Contingency	231,853.00	0.00	0.00	231,853.00	0.00	231,853.00	100.00
	E80 Sub Totals:	231,853.00	0.00	0.00	231,853.00	0.00	231,853.00	100.00
E90	Unappropriated Fund Balance							
5050-6030-6031-6000-99900	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5050-6030-6031-6000-99901	GW Unapprop Fund Balance Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E90 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	2,159,680.00	1,202,608.27	1,202,608.27	957,071.73	0.00	957,071.73	44.32
	Dept 6030 Sub Totals:	0.00	-1,595,669.82	-1,595,669.82	1,595,669.82	0.00		
	Fund Revenue Sub Totals:	2,159,680.00	2,798,278.09	2,798,278.09	-638,598.09	0.00	-638,598.09	0.00
	Fund Expense Sub Totals:	2,159,680.00	1,202,608.27	1,202,608.27	957,071.73	0.00	957,071.73	44.32
	Fund 5050 Sub Totals:	0.00	-1,595,669.82	-1,595,669.82	1,595,669.82	0.00		
	Revenue Totals:	2,159,680.00	2,798,278.09	2,798,278.09	-638,598.09	0.00	-638,598.09	0.00
	Expense Totals:	2,159,680.00	1,202,608.27	1,202,608.27	957,071.73	0.00	957,071.73	44.32
	Report Totals:	0.00	-1,595,669.82	-1,595,669.82	1,595,669.82	0.00		