

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 of Commissioners' office.
- Prepare and schedule public meetings, minutes and agendas for Commissioners.
- Prepare and distribute public notices i.e., Public Meeting, Press Releases and Executive Session Notices.
- Prepare Resolutions and Orders as directed by the Board of County Commissioners.
- Prepare publication notices for Public Hearings.
- Coordinate activities and calendar events for the Board with other elected officials, departments and interagency groups throughout Klamath County.
- Coordinate travel arrangements for the Board.
- Department Payroll and Accounts Payable.
- Monitor Special Districts, Boards, Advisory and all other Committees regarding expiring terms and appointments.
- Process administrative services for liquor and social gaming licenses.
- Public Notary Services.
- Process Public Records Request.
- Other assignments duties and projects as directed by Board of Commissioners.

Successes:

General Administration staff is working directly with Animal Control and Code Enforcement departments to assist in administrative duties and develop efficiencies.

Additionally, General Admin staff worked directly with Information Technology in designing, implementing and training County staff regarding the County's new website.

General Administration staff continues to focus on promoting the County's core values, creating positive impressions, through exceptional customer service, on how citizens view government and its employees.

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, 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.

Increase in budget is a reflection of increased internal service fees, personnel step increases and insurance premium increases.

Budget Summary	
FY 2017/18 Budget	\$182,107.00
Proposed FY 2018/19 Budget	\$202,690.00
Budget Change	+10.70%
Total Staff	2 FTE
Staff Change	None

Significant Changes:

No significant changes are foreseen for Fiscal Year 2018-19.

Klamath County, Oregon
 2018-2019 Budget Financial Presentation
 1510 General Administration

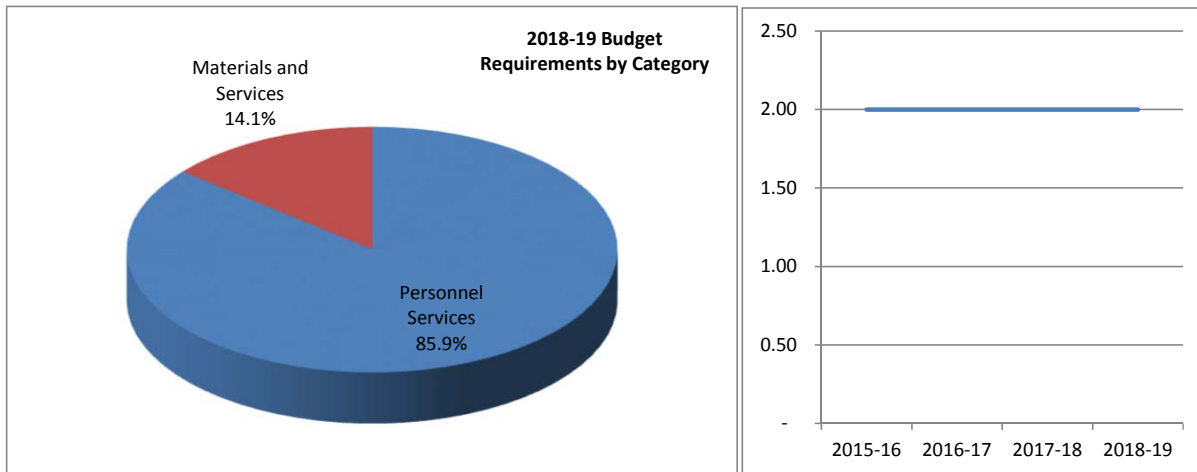
	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Budget
<u>Requirements by Budgetary Category</u>				
Personnel Services	124,167	141,717	157,133	174,177
Materials and Services	23,886	30,896	25,274	28,513
Total Requirements by Budgetary Category	148,053	172,613	182,407	202,690

<u>Requirements by Fund</u>				
Internal Services (6000)	148,053	172,613	182,407	202,690
Total Requirements by Fund	148,053	172,613	182,407	202,690

<u>Resources by Budgetary Category</u>				
Charges for Services	432	1,850	300	-
Interfund Transfers	147,621	170,763	182,107	202,690
Total Resources by Budgetary Category	148,053	172,613	182,407	202,690

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	202,690	174,177	2.00
Total Mandates	202,690	174,177	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
Board of County Commissioners	Filled	Administrative Manager	1.0000	Full-time Non-Union	Non-Union	UF26	4	\$62,778.64	\$313.89	\$4,802.57	\$1,098.63	\$34.32	\$14,580.00	\$0.00	\$14.28	\$135.36	\$10,672.37	\$94,430.06
Board of County Commissioners	Filled	Administrative Assistant	1.0000	Full-time Non-Union	Non-Union	UH20	6	\$51,208.18	\$256.04	\$3,917.43	\$896.14	\$34.32	\$14,580.00	\$0.00	\$14.28	\$135.36	\$8,705.39	\$79,747.14
			2.0000					\$113,986.82	\$569.93	\$8,719.99	\$1,994.77	\$68.64	\$29,160.00	\$0.00	\$28.56	\$270.72	\$19,377.76	\$174,177.20

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General Ledger

Budget Analysis

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 Fiscal Year: 2019



2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
				6000	Internal Services					
				1510	General Administration					
				R30	Charges for Service					
107.49	1,506.31	0.00	0.00	1511-1500-4300	Charges for Service	0.00	0.00	0.00	0.00	0.00
17.25	19.00	50.00	0.00	1511-1500-4301	Copies	0.00	0.00	0.00	0.00	0.00
307.50	325.00	250.00	0.00	1511-1500-4305	Rental Income	0.00	0.00	0.00	0.00	0.00
432.24	1,850.31	300.00	0.00		Charges for Service Totals:	0.00	0.00	0.00	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					
0.00	0.00	0.00	0.00	1511-1500-4507	Revenues - Liquor	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		State of Oregon Totals:	0.00	0.00	0.00	0.00	0.00
				R70	Interfund Transfers					
147,620.63	170,762.36	182,107.00	0.00	1511-1500-4901	Trans - Internal Serv Non Dept	0.00	182,107.00	202,690.00	0.00	0.00
147,620.63	170,762.36	182,107.00	0.00		Interfund Transfers Totals:	0.00	182,107.00	202,690.00	0.00	0.00
148,052.87	172,612.67	182,407.00	0.00		REVENUES TOTALS:	0.00	182,107.00	202,690.00	0.00	0.00
				E10	Personnel Services					
87,288.82	97,135.13	102,452.00	0.00	1511-1500-5000	Salaries and Wages	2.00	113,987.00	113,987.00	0.00	0.00
6,677.61	7,430.78	7,837.00	0.00	1511-1500-5110	FICA	0.00	8,720.00	8,720.00	0.00	0.00
61.46	56.38	69.00	0.00	1511-1500-5120	Workmans Compensation Tax	0.00	67.00	67.00	0.00	0.00
6,601.80	8,403.46	26,760.00	0.00	1511-1500-5130	Medical Insurance	0.00	29,160.00	29,160.00	0.00	0.00
6,573.20	8,537.14	0.00	0.00	1511-1500-5131	VEBA	0.00	0.00	0.00	0.00	0.00
23.80	28.56	29.00	0.00	1511-1500-5133	Life Insurance	0.00	29.00	29.00	0.00	0.00

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
305.00	261.80	264.00	0.00	1511-1500-5134	Short Term Disability	0.00	271.00	271.00	0.00	0.00
13,366.54	16,513.07	17,417.00	0.00	1511-1500-5140	Retirement - General	0.00	19,378.00	19,378.00	0.00	0.00
120,898.23	138,366.32	154,828.00	0.00		Personnel Services Totals:	2.00	171,612.00	171,612.00	0.00	0.00
				E11	Interdepartmental Charges					
1,527.47	1,456.97	512.00	0.00	1511-1500-5156	Unemployment Compensation	0.00	570.00	570.00	0.00	0.00
1,741.24	1,893.50	1,793.00	0.00	1511-1500-5157	Workmans Compensation	0.00	1,995.00	1,995.00	0.00	0.00
3,268.71	3,350.47	2,305.00	0.00		Interdepartmental Charges Totals:	0.00	2,565.00	2,565.00	0.00	0.00
				E20	Material and Services					
0.00	2,319.43	0.00	0.00	1511-1500-6120	Committee Expenses	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6200	Contract Services	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6203	Legal Notice Publish	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6206	Special Projects	0.00	0.00	0.00	0.00	0.00
316.66	0.00	320.00	0.00	1511-1500-6232	Software Support	0.00	320.00	320.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6310	Dues	0.00	0.00	0.00	0.00	0.00
234.52	313.08	0.00	0.00	1511-1500-6331	Computer Software	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6332	Computer Equipment	0.00	0.00	0.00	0.00	0.00
0.00	60.00	0.00	0.00	1511-1500-6517	Refunds	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6531	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
862.60	223.98	200.00	0.00	1511-1500-6600	Supplies - Office	0.00	500.00	500.00	0.00	0.00
553.75	1,240.18	500.00	0.00	1511-1500-6601	Supplies - Other	0.00	200.00	200.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6604	Publications & Periodicals	0.00	0.00	0.00	0.00	0.00
1,115.37	3,017.54	1,000.00	0.00	1511-1500-6700	Travel & Training	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1511-1500-6702	Staff Travel & Training	0.00	0.00	0.00	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
551.67	505.29	400.00	0.00	1511-1500-6755	Telephone	0.00	540.00	540.00	0.00	0.00
3,634.57	7,679.50	2,420.00	0.00		Material and Services Totals:	0.00	1,560.00	1,560.00	0.00	0.00
				E21	Interdepartmental Charges					
9,914.00	12,770.00	12,690.00	0.00	1511-1500-6990	Internal Services	0.00	15,911.00	15,911.00	0.00	0.00
6,592.00	6,620.00	6,624.00	0.00	1511-1500-6991	Facility Services	0.00	6,877.00	6,877.00	0.00	0.00
784.00	794.00	1,125.00	0.00	1511-1500-6992	Tech Maint Hardware Chg	0.00	1,935.00	1,935.00	0.00	0.00
950.00	1,000.00	1,162.00	0.00	1511-1500-6993	Tech Maint User Chg	0.00	930.00	930.00	0.00	0.00

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
575.00	230.00	420.00	0.00	1511-1500-6994	Risk Management	0.00	420.00	420.00	0.00	0.00
1,130.00	1,041.00	833.00	0.00	1511-1500-6995	Insurance Liability	0.00	880.00	880.00	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
306.36	68.62	0.00	0.00	1511-1500-6999	Office Supplies - Internal	0.00	0.00	0.00	0.00	0.00
0.00	692.76	0.00	0.00	1511-1500-6999	Postage - 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
0.00	0.00	0.00	0.00	1511-1500-6999	Printing - Internal	0.00	0.00	0.00	0.00	0.00
20,251.36	23,216.38	22,854.00	0.00		Interdepartmental Charges Totals:	0.00	26,953.00	26,953.00	0.00	0.00
0.00	0.00	0.00	0.00	E70	Interfund Transfers					
				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
148,052.87	172,612.67	182,407.00	0.00		EXPENDITURES TOTALS:	2.00	202,690.00	202,690.00	0.00	0.00
148,052.87	172,612.67	182,407.00	0.00		DEPARTMENT REVENUES	0.00	182,107.00	202,690.00	0.00	0.00
148,052.87	172,612.67	182,407.00	0.00		DEPARTMENT EXPENSES	2.00	202,690.00	202,690.00	0.00	0.00
0.00	0.00	0.00	0.00		General Administration Totals:	(2.00)	(20,583.00)	0.00	0.00	0.00
148,052.87	172,612.67	182,407.00	0.00		FUND REVENUES	0.00	182,107.00	202,690.00	0.00	0.00
148,052.87	172,612.67	182,407.00	0.00		FUND EXPENSES	2.00	202,690.00	202,690.00	0.00	0.00
0.00	0.00	0.00	0.00		Internal Services Totals:	(2.00)	(20,583.00)	0.00	0.00	0.00

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
148,052.87	172,612.67	182,407.00	0.00		REPORT REVENUES	0.00	182,107.00	202,690.00	0.00	0.00
148,052.87	172,612.67	182,407.00	0.00		REPORT EXPENSES	2.00	202,690.00	202,690.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	(2.00)	(20,583.00)	0.00	0.00	0.00