

Department Mission:

To provide the citizens an organized facility to research the surveying records and to provide for the safe keeping of the public records filed in the Klamath County Surveyor's Office. Perform the surveying services required by state statute in a professional, efficient and timely matter.

Mandated Services:

The County Surveyor is required by Oregon Revised Statutes to provide 24 different mandated services to the public. In summary, he must conduct surveys of county land and roads when a court orders so. The County Surveyor is required to review, approve and file survey maps, subdivision, partition and condominium plats. Index all maps, plats, road records and preserve them as permanent records and make them available to the public. Establish or reestablish all public land survey corners. I have user fees in place to cover all the mandated services.

Department Overview:

The Klamath County Surveyor's Office serves the public by:

Checking private survey maps for compliance with Oregon statutes and file them in the Surveyor's Office as public records.

Assist the public and other county departments with interpreting legal descriptions, road right of ways records and general surveying research.

Review subdivision, partition and condominium plats for compliance with Oregon statutes and the Klamath County Development Code. Index and file exact copies of the plats for public record.

Recover, restore and preserve original Public Land Survey System (PLSS) corners.

Successes and Challenges:

Each year we are scanning more survey related information and making it available online for the public to use in research of their property. We have started our own survey record index that hopefully will be completed sometime in 2013.

With being a part time surveyor and utilizing the local surveyors, we are averaging reestablishing 50 corners per year with our Public Land Survey System (PLSS) program. PLSS corners are section corners, 1/4 corners, meander corners or any other corner established by the Government Land Office (GLO).

Budget Overview:

The County Surveyor is an elected, part time position (.3 FTE). It is funded 100% by user fees.

The **761-SURVEYOR** (mandated services portion of my budget) is funded by the revenue generated from checking and recording survey maps, partition plats and subdivision plats. I average 120 survey maps, 45 partition plats and 5 subdivision plats a year. The past two years I have been down approximately 20% from revenue from survey maps and partition plats and 100% down on subdivision plats.

The **762-PUBLIC LAND CORNER PRESERVATION FUND** is funded by a \$5.00 fee collected for each deed or recorded document that is related to land transactions which are recorded in the Clerk's Office. **ORS 203.148** allows counties to establish this dedicated fund for the corner work, and Klamath County established our fund in 1988. By statute, the fee collected can only be used in the establishment, re-establishment and maintenance of PLSS (Public Land Survey System) corners.

Klamath County is +/-6130 square miles and consists of 181 Townships with approximately 135 corners per Township for a grand total of 24,000 corners. I do the work in house and also contract out some of the work to the local surveyors. The work is perpetual because of the maintenance required to preserve the corners.

Significant Changes:

No overall budget changes – was a 50/50 split between surveyor and corner restoration, and now it is a 75/25 split because of the loss of property sales revenue. Also anticipate less revenue from user fees until the economy picks back up.

Key issues:

Per Oregon Revised Statute, the Surveyor's office can be funded entirely through the general fund of the county.

Three years ago, to prepare for the future, the Surveyor's budget was removed from the general fund and set up to operate using 100% user fees. The long range plan is to have enough net working capital within the next 2-3 years to manage the surveyor's office **consistently** and **efficiency** even with any future economic downturns. This would be a huge benefit to the public using the Surveyor's Office.

Klamath County, Oregon
2012-2013 Budget Financial Presentation
760 Surveyor

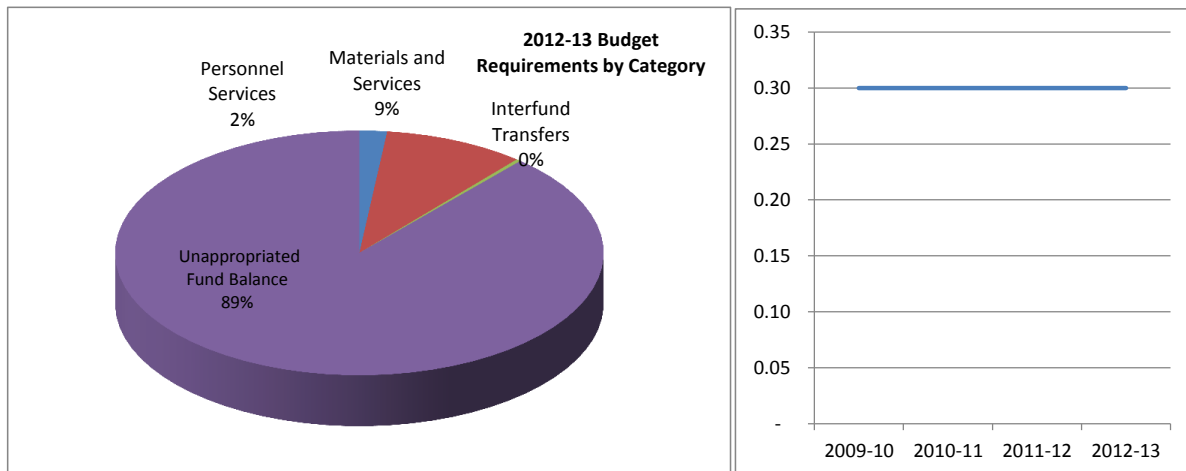
	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
<u>Requirements by Budgetary Category</u>				
Personnel Services	21,906	21,123	21,178	21,835
Materials and Services	39,395	24,290	1,142,120	111,917
Interfund Transfers	6,485	4,485	4,027	3,700
Subtotal Current Expenditures	67,786	49,898	1,167,325	137,452
Unappropriated Fund Balance	1,075,664	1,103,187	-	1,061,348
Subtotal Noncurrent Expenditures	1,075,664	1,103,187	-	1,061,348
Total Requirements by Budgetary Category	1,143,449	1,153,086	1,167,325	1,198,800

<u>Requirements by Fund</u>				
Surveyor (437)	1,143,449	1,153,086	1,167,325	1,198,800
Total Requirements by Fund	1,143,449	1,153,086	1,167,325	1,198,800

<u>Resources by Budgetary Category</u>				
Licenses, Fees and Permits	65,802	61,011	66,875	61,000
Investment Earnings	17,249	10,221	21,400	11,250
Contributions and Donations	261	190	50	50
Interfund Transfers	6,000	6,000	6,000	-
Beginning Fund Balance	1,054,137	1,075,664	1,073,000	1,126,500
Total Resources by Budgetary Category	1,143,449	1,153,086	1,167,325	1,198,800

Full-Time Employee Equivalents	0.30	0.30	0.30	0.30
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<u>Mandate</u>	Total Cost	Personnel Services	FTE
Surveyor	7,550	10,917	0.15
Corner Restoration	1,191,250	10,918	0.15
Total Mandates	1,198,800	21,835	0.30



Department	Position Title	GL Account	FTE	Grade	Step	Cell Phone	Total Wages	Unemployment	FICA	MEDICARE	KCWC-WCOMP	WC	Medical CAP	Life Insurance	STD	Retirement/PERS	Grand Total w/Benefits
Surveyor	Surveyor	43776076160100	0.25	SU01	1.00		4,496.25	-	278.77	65.20	103.41	2.59	-	32.52	-	494.59	5,473.33
Surveyor	Surveyor	43776076260100	0.75	SU01	1.00		13,488.75	-	836.30	195.59	310.24	7.78	-	32.52	-	1,483.76	16,354.94
			1.00			-	17,985.00	-	1,115.07	260.78	413.66	10.37	-	65.04	-	1,978.35	21,828.27

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	437	Surveyor					
Revenue							
Department	760	Surveyor					
Sub Department	761	Surveyor					
<u>Licenses, Fees and Permits</u>							
32165	Fees - Condominium Plat	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	
32166	Fees - Survey Filing	\$3,540.00	\$3,291.00	\$3,750.00	\$3,500.00	(\$250.00)	-7%
32167	Fees - Partition	\$4,225.00	\$3,910.00	\$3,125.00	\$2,500.00	(\$625.00)	-20%
34060	Fees - Subdivision Plat	\$595.00	\$0.00	\$0.00	\$0.00	\$0.00	
35050	Public Land Corn Pres	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Licenses, Fees and Permits</u>		\$8,360.00	\$7,236.00	\$6,875.00	\$6,000.00	(\$875.00)	-13%
<u>Other</u>							
36100	Miscellaneous	\$261.00	\$190.00	\$50.00	\$50.00	\$0.00	0%
<u>Total: Other</u>		\$261.00	\$190.00	\$50.00	\$50.00	\$0.00	0%
<u>Interfund Transfers</u>							
36440	Trans - Property WCF	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	(\$6,000.00)	-100%
<u>Total: Interfund Transfers</u>		\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	(\$6,000.00)	-100%
<u>Fund Balances</u>							
31001	Beginning Fund Balance	\$3,037.15	\$4,617.09	\$3,000.00	\$1,500.00	(\$1,500.00)	-50%
<u>Total: Fund Balances</u>		\$3,037.15	\$4,617.09	\$3,000.00	\$1,500.00	(\$1,500.00)	-50%
Sub Department Total: Surveyor		\$17,658.15	\$18,043.09	\$15,925.00	\$7,550.00	(\$8,375.00)	-53%
762		Corner Restoration					
<u>Licenses, Fees and Permits</u>							
35050	Public Land Corn Pres	\$57,442.14	\$53,774.75	\$60,000.00	\$55,000.00	(\$5,000.00)	-8%
<u>Total: Licenses, Fees and Permits</u>		\$57,442.14	\$53,774.75	\$60,000.00	\$55,000.00	(\$5,000.00)	-8%
<u>Interest</u>							
39150	Investments - Interest On	\$17,249.21	\$10,221.23	\$21,400.00	\$11,250.00	(\$10,150.00)	-47%
<u>Total: Interest</u>		\$17,249.21	\$10,221.23	\$21,400.00	\$11,250.00	(\$10,150.00)	-47%
<u>Fund Balances</u>							
31001	Beginning Fund Balance	\$1,051,099.81	\$1,071,046.44	\$1,070,000.00	\$1,125,000.00	\$55,000.00	5%
<u>Total: Fund Balances</u>		\$1,051,099.81	\$1,071,046.44	\$1,070,000.00	\$1,125,000.00	\$55,000.00	5%

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	437	Surveyor					
Department	760	Surveyor					
Sub Department Total: Corner Restoration		\$1,125,791.16	\$1,135,042.42	\$1,151,400.00	\$1,191,250.00	\$39,850.00	3%
Department Total: Surveyor		\$1,143,449.31	\$1,153,085.51	\$1,167,325.00	\$1,198,800.00	\$31,475.00	3%
Revenue Totals		\$1,143,449.31	\$1,153,085.51	\$1,167,325.00	\$1,198,800.00	\$31,475.00	3%
Expenses							
Department	760	Surveyor					
Sub Department	761	Surveyor					
<u>Personnel Services</u>							
60100	Surveyor	\$8,948.05	\$8,992.58	\$8,950.00	\$4,496.00	(\$4,454.00)	-50%
63930	FICA	\$667.26	\$655.77	\$684.00	\$344.00	(\$340.00)	-50%
63940	Workmans Compensation Tax	\$0.00	\$0.00	\$0.00	\$3.00	\$3.00	
63941	Workmans Compensation	\$0.00	\$0.00	\$0.00	\$103.00	\$103.00	
63949	Oregon Premium Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
63950	Medical Insurance	\$397.29	\$0.00	\$0.00	\$0.00	\$0.00	
63951	Life Insurance	\$77.49	\$21.50	\$50.00	\$33.00	(\$17.00)	-34%
63952	Short Term Disability	\$1.97	\$1.97	\$10.00	\$5.00	(\$5.00)	-50%
63960	Retirement - General	\$894.84	\$889.49	\$895.00	\$495.00	(\$400.00)	-45%
63980	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
63990	Cell Phone Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total: Personnel Services		\$10,986.90	\$10,561.31	\$10,589.00	\$5,479.00	(\$5,110.00)	-48%
<u>Material and Services</u>							
44010	Mgmt Travel & Training	\$265.73	\$369.63	\$550.00	\$250.00	(\$300.00)	-55%
44100	Supplies - Office	\$54.63	\$80.80	\$300.00	\$100.00	(\$200.00)	-67%
44200	Dues / Fees	\$83.00	\$173.00	\$300.00	\$300.00	\$0.00	0%
44640	Telephone	\$237.18	\$283.14	\$200.00	\$0.00	(\$200.00)	-100%
44700	Postage	\$17.62	\$8.18	\$50.00	\$50.00	\$0.00	0%
45020	Contract Services	\$0.00	\$0.00	\$2,963.00	\$477.00	(\$2,486.00)	-84%
99780	Space Rent	\$446.00	\$446.00	\$446.00	\$444.00	(\$2.00)	0%
99782	EMail Account Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total: Material and Services		\$1,104.16	\$1,360.75	\$4,809.00	\$1,621.00	(\$3,188.00)	-66%

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	437	Surveyor					
Department	760	Surveyor					
Sub Department	761	Surveyor					
<u>Interfund Transfers</u>							
99460	Trans - Equip Rent & Revolving	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	
99781	Trans - Steering Committee	\$0.00	\$450.00	\$450.00	\$450.00	\$0.00	0%
99783	Trans - Phones	\$0.00	\$0.00	\$77.00	\$0.00	(\$77.00)	-100%
99830	Trans - Vehicle Reserve	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Interfund Transfers</u>		\$950.00	\$450.00	\$527.00	\$450.00	(\$77.00)	-15%
<u>Contingencies and Reserves</u>							
99981	Unappropriated Fund Balance	\$4,617.09	\$5,671.03	\$0.00	\$0.00	\$0.00	
<u>Total: Contingencies and Reserves</u>		\$4,617.09	\$5,671.03	\$0.00	\$0.00	\$0.00	+++
Sub Department Total: Surveyor		\$17,658.15	\$18,043.09	\$15,925.00	\$7,550.00	(\$8,375.00)	-53%
	762	Corner Restoration					
<u>Personnel Services</u>							
60100	Surveyor	\$8,947.92	\$8,992.53	\$8,950.00	\$13,489.00	\$4,539.00	51%
63930	FICA	\$667.89	\$656.83	\$684.00	\$1,032.00	\$348.00	51%
63940	Workmans Compensation Tax	\$0.00	\$0.00	\$0.00	\$8.00	\$8.00	
63941	Workmans Compensation	\$0.00	\$0.00	\$0.00	\$310.00	\$310.00	
63949	Oregon Premium Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
63950	Medical Insurance	\$397.23	\$0.00	\$0.00	\$0.00	\$0.00	
63951	Life Insurance	\$9.66	\$21.50	\$50.00	\$33.00	(\$17.00)	-34%
63952	Short Term Disability	\$1.96	\$1.99	\$10.00	\$0.00	(\$10.00)	-100%
63960	Retirement - General	\$894.71	\$889.33	\$895.00	\$1,484.00	\$589.00	66%
63980	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
63990	Cell Phone Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Personnel Services</u>		\$10,919.37	\$10,562.18	\$10,589.00	\$16,356.00	\$5,767.00	54%
<u>Material and Services</u>							
44010	Mgmt Travel & Training	\$500.00	\$369.63	\$1,050.00	\$755.00	(\$295.00)	-28%
44080	Office Machine Repairs	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	0%

Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
Fund	437	Surveyor					
Department	760	Surveyor					
Sub Department	762	Corner Restoration					
44100	Supplies - Office	\$357.85	\$9.80	\$1,000.00	\$1,000.00	\$0.00	0%
44109	Supplies - Field	\$0.00	\$657.18	\$2,000.00	\$2,000.00	\$0.00	0%
44200	Dues / Fees	\$133.00	\$223.00	\$300.00	\$300.00	\$0.00	0%
44210	Publ Land Cor Restore	\$33,142.50	\$17,512.21	\$1,127,634.00	\$100,000.00	(\$1,027,634.00)	-91%
99755	Risk Management	\$0.00	\$0.00	\$0.00	\$381.00	\$381.00	
99760	Insurance/Liability	\$81.00	\$81.00	\$81.00	\$621.00	\$540.00	667%
99765	Insurance/Workmans Compensation	\$22.00	\$22.00	\$22.00	\$0.00	(\$22.00)	-100%
99770	Internal Services	\$3,609.00	\$3,609.00	\$3,609.00	\$3,609.00	\$0.00	0%
99780	Space Rent	\$445.00	\$445.00	\$1,315.00	\$1,330.00	\$15.00	1%
99782	EMail Account Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Material and Services</u>		\$38,290.35	\$22,928.82	\$1,137,311.00	\$110,296.00	(\$1,027,015.00)	-90%
<u>Interfund Transfers</u>							
99012	Trans - Clerk	\$0.00	\$0.00	\$0.00	\$2,750.00	\$2,750.00	
99040	Trans - General Fund	\$3,500.00	\$3,000.00	\$3,000.00	\$0.00	(\$3,000.00)	-100%
99460	Trans - Equip Rent & Revolving	\$535.00	\$535.00	\$0.00	\$0.00	\$0.00	
99830	Trans - Vehicle Reserve	\$1,500.00	\$500.00	\$500.00	\$500.00	\$0.00	0%
<u>Total: Interfund Transfers</u>		\$5,535.00	\$4,035.00	\$3,500.00	\$3,250.00	(\$250.00)	-7%
<u>Contingencies and Reserves</u>							
99981	Unappropriated Fund Balance	\$1,071,046.44	\$1,097,516.42	\$0.00	\$1,061,348.00	\$1,061,348.00	
<u>Total: Contingencies and Reserves</u>		\$1,071,046.44	\$1,097,516.42	\$0.00	\$1,061,348.00	\$1,061,348.00	+++
Sub Department Total: Corner Restoration		\$1,125,791.16	\$1,135,042.42	\$1,151,400.00	\$1,191,250.00	\$39,850.00	3%
Department Total: Surveyor		\$1,143,449.31	\$1,153,085.51	\$1,167,325.00	\$1,198,800.00	\$31,475.00	3%
Revenue Totals:		\$1,143,449.31	\$1,153,085.51	\$1,167,325.00	\$1,198,800.00	\$31,475.00	3%
Expense Totals		\$1,143,449.31	\$1,153,085.51	\$1,167,325.00	\$1,198,800.00	\$31,475.00	3%
Fund Total: Surveyor		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++

Budget Worksheet Report

Revenue Grand Totals:

\$1,143,449.31	\$1,153,085.51	\$1,167,325.00	\$1,198,800.00	\$31,475.00	3%
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Expense Grand Totals:

\$1,143,449.31	\$1,153,085.51	\$1,167,325.00	\$1,198,800.00	\$31,475.00	3%
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Net Grand Totals:

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
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