

Department Mission:

We strive to be an effective management consultant and employee advocate with the goal of creating a professional work environment. Our priority is to ensure legal compliance, risk-adverse decision making, and access to efficient cost controlled services for the leadership and operating departments of Klamath County's government.

Mandated Services:

As an internal support department, our focus is on the quality of services, information and resources we provide. Our self-imposed mandate is to provide assistance and guidance to departments in regard to the "alphabet soup" of employment laws; such laws include, but are not limited to, the Americans with Disability Act, Equal Employment Opportunity (EEO), Fair Labor Standards Act, Family Medical Leave Act/Oregon Family Medical Leave Act, Genetic Information Nondiscrimination Act, Health Insurance Portability and Accountability Act, Occupational Safety and Health Act (OSHA), and Title VII of the Civil Rights Act.

Self Imposed Services:

Additional areas of responsibility for Human Resources and Risk Management are outlined in the Department Overview section below.

Department Overview:

The Human Resources and Risk Management Department consists of five (5) employees that are budgeted at an equivalent of 4.75 full-time employees. The following provides an overview of the services provided by our department.

Human Resources

- ◆ Managing the Recruitment and Selection Process
 - Advertising
 - Processing and screening applications
 - Reference Checks
 - Pre-employment Testing and Screenings
 - Criminal Background Checks
 - Drug Screening
 - Fit for Duty Evaluations
 - New hire processing and orientation

- ◆ Administering Employee Benefits and Providing Assistance with Leave Policies and Procedures
 - Health, Life and Disability Insurance
 - County's Retirement Program for County Employees
 - Public Employees' Retirement System (PERS) – law enforcement only

- Other voluntary benefit programs offered to employees
 - Additional Life and Disability Insurance
 - AFLAC
 - Deferred Compensation Plans
 - Employee Assistance Program
 - YMCA
- Federal and Oregon Family Medical Leave Acts
- Employee Performance Evaluation Program and Associated Change of Status Paperwork
- Processing all Terminated Employee Requests
- ◆ Other Internal Support Services Provided
 - Countywide Payroll
 - Maintaining County-wide Centralize Personnel Files
 - Job Description Maintenance
 - Classification and Compensation Schedules
 - Reclassifications and Reorganizations
 - Budget Preparation/Analysis of personal services throughout the year
 - Ensuring compliance with established County policies and procedures as well as State, Federal and EEO laws and regulations
 - Management Staff and Employee Training
 - Employee and Labor Relations
 - Union Negotiations with Six (6) Unions

Risk Management

- ◆ Workers' Compensation and Safety
 - Insurance Administration and Claims Processing
 - Employee Training
 - Safety Committee
 - OSHA Compliance
 - Ergonomic Assessments
 - Department of Motor Vehicle checks and monitoring
- ◆ Unemployment Claims Administration
 - Processing initial claims
 - Representation of County at Appeal Hearings
- ◆ Insurance management and claims processing for
 - General liability claims
 - County vehicles
 - County properties

- ◆ Department questions related to other risk issues not specially listed above
 - Air Quality issues
 - Underground storage tanks
 - Recommendations on contracts and insurance requirements

Human Resources and Risk Management responsibilities work hand-in-hand. We provide guidance and assistance to departments in an effort to ensure that applicants and employees county-wide receive consistent treatment. This is accomplished through training programs and consulting with our staff and other available resources. This in turn should limit future liability to the County and ultimately to the taxpayers.

Successes and Challenges:

Challenges

There are a great number of challenges; most evolve around layoff of staff county-wide, reduction in staff in our office and increases in workload due to the layoffs. The most obvious impact is the increased expenditure from the unemployment expenditure line item, as we are a reimbursing employer. We have tried to mitigate this by offering a two day workshop to our laid off employees. The workshop provides them with tips on job searching, completing applications, resume writing techniques, and the other services that are available to dislocated workers.

Historically when an employer experiences a reduction in funding and staff there is usually an increase in employment related claims. There are a wide range of claims, such as violations of the several "Acts" listed in the Mandated Services section above, increases in the number of Workers' Compensation Claims, Bureau of Labor and Industries claims (unlawful employment practices and Civil Rights Violations) and general liability lawsuits.

Another challenge is the ability to provide all of the required trainings related to Risk Management and Human Resources. Our insurance company, City County Insurance Services, recognized this challenge and has implemented an on-line training service at no cost to the county. It has been a slow process to implement, but gradually our expectation is that employees will embrace this self-paced training system.

Successes

Despite the difficult challenges we worked through this past year, we certainly have made significant progress with our long-term projects and goals. We have cross-trained and continue to cross-train staff in the department; this has effectively covered scheduled vacations and unexpected absences. We have conducted employee file audits for required Criminal History Checks, I-9 Form – Employment Eligibility Verification documentation, and verifying that a current signed job description for all employees is located in their employee file. We are currently processing changes and awaiting input from several departments.

Department: Human Resources
& Risk Management

FY 2012 Proposed Budget

One of our long-term goals is to revamp our job descriptions to include the position number, which will correspond to all filled and vacant positions in the Human Resources/Payroll/Finance system. In addition to the position number, we are including the pre-employment screening requirements for the position, so applicants will be aware of the requirements prior to applying. This will also ensure consistency during the current and/or future hiring process.

An update of all the Human Resources Forms is completed and we anticipate that our new Human Resources Policies and Procedures Manual will be adopted by the end of this fiscal year.

Budget Overview:

As an Administrative Services Department our revenues are generated through county-wide department contributions. Since all County-wide departments are experiencing reduced revenue it is our responsibility to be fiscally responsible and keep our expenditures down, so we can provide as much carryover funding as possible. We have evaluated our actual expenses and have reduced our staffing over the last two years. Most of our expenditures are simply the cost of doing business; insurance premiums, unemployment costs, workers' compensation coverage, and payroll, just to name a few.

The Full-time Equivalent (FTE) employees in the Human Resources and Risk Management Department have changed over the last couple of fiscal years. Some of the changes are as follows:

Fiscal Year 2008-2009 A complete reorganization of the department occurred resulting in the upgrade of one position, the downgrading of two positions and an FTE reduction in one of the downgraded positions. Our FTE expenditure was 4.75.

Fiscal Year 2009-2010 On June 1, 2009 the Payroll functions were added to the Human Resources Department, which included the transfer of the Payroll Manager and the associated expenses to our department. In fiscal year 2009-2010 the Payroll Manager and associated expenses were budgeted in the Finance Department and those funds were not transferred to the Human Resources Department. Our budgeted FTE was 4.75; however, our FTE expenditure was 5.75.

Fiscal Year 2010-2011 The Risk Manager position was eliminated and it created an additional savings to the departmental budget. Our budgeted FTE is 4.75, even with the addition of the Payroll Manager position.

Significant Changes:

In this fiscal year we are maintaining a status quo. Only minor adjustments were made to the budget. In regard to staffing we split the funding for our least paid staff member; 50% in Human Resources and 50% in Risk Management. Over the next couple of years we will continue to fine-tune our budget by adjusting the budget line items to better track our expenditures for statistical data purposes. An example of this would be recruitment of employees. The

Department: Human Resources
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Recruitment line item pays for advertising, copies and postage; however, the drug screens and physicals are paid for out of Testing and Evaluation and the driver license checks are paid out of Risk Management Regulatory Compliance. If we were to pay for all of the expenses related to hiring new employees out of the Recruitment line item, we could quickly identify what our actual costs are to recruit and hire new employees in that fiscal year.

Key issues:

The main concern in regard to Human Resources and Risk Management would be the insurance and funding for our incurred and future liabilities. Both our Workers' Compensation and General Liability Insurance plans are retro-liability plans, which is a form of partial self-insurance. Budgeting and planning for the incurred liabilities is difficult, as there are several unknown factors with regard to the costs associated with the claim and when the actual expenses will be incurred. Claims that were filed over a three to five year timeframe could all be resolved in the same fiscal year, thereby creating a large insurance payment adjustment. It is imperative that we establish reserve funds for our known pending liabilities, so when the claim is resolved we will have adequate funding to cover the County's additional costs.

Below is a summary of our claims.

Workers' Compensation

Fiscal Year	Number of Claims	Premium	Paid Losses	Non-Dis. Claims	Total
2007-2008	46	\$ 580,632.00	\$ 81,341.00	\$ 17,402.00	\$ 679,375.00
2008-2009	34	\$ 569,899.00	\$ 47,961.00	\$ 20,478.00	\$ 638,338.00
2009-2010	32	\$ 484,293.00	\$ 174,923.00	\$ 13,709.00	\$ 672,925.00
2010-2011	26	\$ 281,024.00	\$ 26,331.00	\$ 6,597.00	\$ 313,952.00
Current Reserves		\$151,463			

As mentioned above the Safety Manager position was eliminated last year, so we had to redistribute that position's job duties. In the past we have pursued training including mandatory annual trainings such as Blood Borne Pathogen Training, safe driver training and Health Insurance Portability Accountability Act (HIPAA). In addition to the mandatory trainings we have gathered input from the Safety Committee Members on the types of training they feel will educate staff about how to prevent common injuries specific to their job duties. This approach appears to be working as evidenced by the decreasing claim numbers. We are also working closely with SAIF, our insurer, and department heads to evaluate providing modified job duties in order to reduce the amount of time an injured employee is out of the office. This significantly reduces the cost of the claim, as the employee does not receive time loss payments and we can request partial reimbursement of the injured employee's wages.

General Liability

Fiscal Year	Total Claims	Open Claims	Closed Claims	Claim Cost	Total Reserves	Total Incurred
2007-2008	30		30	\$ 44,814.00		\$ 44,814.00
2008-2009	17	4	13	\$ 71,053.00	\$ 209,664.00	\$ 280,717.00
2009-2010	15	4	11	\$ 17,366.00	\$ 19,395.00	\$ 36,761.00
2010-2011	19	7	12	\$ 545.00	\$ 21,500.00	\$ 22,045.00

General Liability claims are more difficult to manage. General Liability claims cover a wide range of claims ranging from vehicle accidents to a non-employee filing a lawsuit against the County. Over the last few years we have averaged about 20 claims per year. Again, our philosophy is that through training and educating our staff we should see a reduction in the number of claims we receive. If we educate staff at all levels about laws, county policies, and provide special training associated with their specific job, one would anticipate that it would result in either a decrease in claims or at a minimum it will reduce the cost of the claim, as we will be able to document that our employees are properly trained and follow applicable laws and policies.

Klamath County, Oregon
2011-2012 Budget Financial Presentation
102 Human Resources

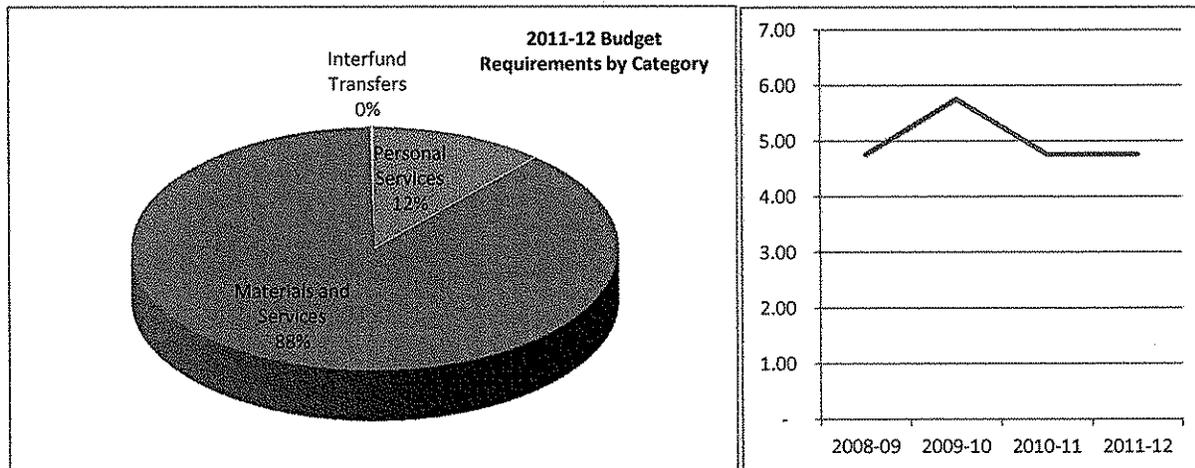
	2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 Budget
Requirements by Budgetary Category				
Personal Services	-	296,083	292,163	307,783
Materials and Services	-	1,275,633	2,301,835	2,357,113
Interfund Transfers	-	11,770	72,572	7,171
Subtotal Current Expenditures	-	1,583,486	2,666,570	2,672,067
Unappropriated Fund Balance	-	1,400,958	-	-
Subtotal Noncurrent Expenditures	-	1,400,958	-	-
Total Requirements by Budgetary Category	-	2,984,444	2,666,570	2,672,067

Requirements by Fund				
Internal Services (150)	-	354,785	470,584	470,584
Risk Management (640)	-	2,629,659	2,195,986	2,201,483
Total Requirements by Fund	-	2,984,444	2,666,570	2,672,067

Resources by Budgetary Category				
Charges for Services	-	1,912,744	1,702,968	1,979,883
Investment Earnings	-	12,923	4,900	-
Contributions and Donations	-	6,755	-	-
Interfund Transfers	-	345,619	469,384	469,384
Beginning Fund Balance	-	706,403	489,318	222,800
Total Resources by Budgetary Category	-	2,984,444	2,666,570	2,672,067

Full-Time Employee Equivalents	4.75	5.75	4.75	4.75
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Mandate	Total Cost	Personal Services	FTE
Human Resources	470,584	288,142	4.25
Risk Management	2,201,483	19,641	0.50
Total Mandates	2,672,067	307,783	4.75



Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
Fund: 150 . Internal Services					
Revenue					
Department: 151 . Internal Service Dept					
Sub Department: 102 . Human Resources					
Account Classification: CS . Charges for Service					
34250	Revenues - Copy	\$0.00	\$2,411.08	\$1,200.00	\$1,200.00
36820	Funds - Misc Retirement	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Charges for Service					
		\$0.00	\$2,411.08	\$1,200.00	\$1,200.00
Account Classification: OT . Other					
36100	Miscellaneous	\$0.00	\$6,754.75	\$0.00	\$0.00
Account Classification Total: Other					
		\$0.00	\$6,754.75	\$0.00	\$0.00
Account Classification: TI . Interfund Transfers					
36760	Trans - Admin Non Dept	\$0.00	\$344,743.00	\$469,384.00	\$469,384.00
Account Classification Total: Interfund Transfers					
		\$0.00	\$344,743.00	\$469,384.00	\$469,384.00
Sub Department Total: Human Resources					
		\$0.00	\$353,908.83	\$470,584.00	\$470,584.00
Department Total: Internal Service Dept					
		\$0.00	\$353,908.83	\$470,584.00	\$470,584.00
Revenue Totals					
		\$0.00	\$353,908.83	\$470,584.00	\$470,584.00
Expenses					
Department: 151 . Internal Service Dept					
Sub Department: 102 . Human Resources					
Account Classification: PS . Personal Services					
60165	HR Risk Management Director	\$0.00	\$65,981.33	\$68,091.00	\$72,716.00
60166	H.R. MANAGER	\$0.00	\$0.00	\$0.00	\$52,026.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
60192	Human Resources Rep	\$0.00	\$0.00	\$0.00	\$0.00
60193	H.R. SPECIALIST	\$0.00	\$0.00	\$0.00	\$22,402.00
60197	Assistant Director HR	\$0.00	\$0.00	\$0.00	\$0.00
60198	Human Resources Assistant	\$0.00	\$21,686.80	\$21,423.00	\$12,967.00
60575	Management Assistant	\$0.00	\$46,620.27	\$48,504.00	\$0.00
61557	Payroll Manager	\$0.00	\$21,993.61	\$48,910.00	\$50,172.00
61590	Office Assistant I	\$0.00	\$0.00	\$0.00	\$0.00
61600	Office Assistant II	\$0.00	\$17,675.16	\$25,276.00	\$0.00
63920	Temporary Help	\$0.00	\$0.00	\$0.00	\$0.00
63930	FICA	\$0.00	\$12,667.33	\$16,234.00	\$16,155.00
63940	Workmans Compensation Tax	\$0.00	\$0.00	\$113.00	\$124.00
63941	Workmans Compensation	\$0.00	\$0.00	\$114.00	\$0.00
63949	Oregon Premium Tax	\$0.00	\$156.60	\$0.00	\$0.00
63950	Medical Insurance	\$0.00	\$20,002.50	\$36,195.00	\$34,425.00
63951	Life Insurance	\$0.00	\$190.64	\$199.00	\$187.00
63952	Short Term Disability	\$0.00	\$91.80	\$102.00	\$92.00
63960	Retirement - General	\$0.00	\$17,440.73	\$21,221.00	\$21,118.00
63980	Unemployment Compensation	\$0.00	\$3,611.00	\$4,881.00	\$4,858.00
63990	Cell Phone Allowance	\$0.00	\$450.00	\$900.00	\$900.00
Account Classification Total: Personal Services		\$0.00	\$228,567.77	\$292,163.00	\$288,142.00
Account Classification: MS - Material and Services					
44010	Mgmt Travel & Training	\$0.00	\$1,606.36	\$3,000.00	\$2,639.00
44100	Supplies - Office	\$0.00	\$3,489.00	\$4,000.00	\$4,000.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
44110	Supplies - Other	\$0.00	\$895.37	\$2,300.00	\$2,300.00
44200	Dues / Fees	\$0.00	\$320.00	\$600.00	\$700.00
44300	Equip Maintenance & Repair	\$0.00	\$802.52	\$1,000.00	\$1,000.00
44350	Recruitment	\$0.00	\$7,181.41	\$12,000.00	\$13,000.00
44500	Consultant Services	\$0.00	\$10,049.20	\$40,000.00	\$40,000.00
44520	Legal Fees	\$0.00	\$28,746.91	\$46,000.00	\$50,000.00
44640	Telephone	\$0.00	\$1,165.91	\$2,000.00	\$1,400.00
44700	Postage	\$0.00	\$501.03	\$1,200.00	\$1,200.00
44710	Publications / Periodicals	\$0.00	\$1,407.69	\$1,500.00	\$2,685.00
44730	Printing	\$0.00	\$2,025.07	\$4,500.00	\$4,500.00
44996	Hardware / Software Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
45020	Contract Services	\$0.00	\$29,487.85	\$15,500.00	\$15,500.00
45160	Employee Incentive Program	\$0.00	\$530.65	\$1,000.00	\$1,000.00
46440	Testing/Evaluation	\$0.00	\$14,187.50	\$20,000.00	\$20,000.00
99760	Insurance/Liability	\$0.00	\$774.00	\$774.00	\$774.00
99765	Insurance/Workmans Compensation	\$0.00	\$1,065.00	\$1,065.00	\$1,065.00
99770	Administrative Services	\$0.00	\$5,499.00	\$5,499.00	\$5,499.00
99780	Space Rent	\$0.00	\$12,282.00	\$12,282.00	\$8,669.00
	Account Classification Total: Material and Services	\$0.00	\$122,016.47	\$174,220.00	\$175,931.00
	Account Classification: IF - Interfund Transfers				
99460	Trans - Equip Rent & Revolving	\$0.00	\$3,211.00	\$3,211.00	\$2,672.00
99781	Trans - Steering Committee	\$0.00	\$0.00	\$0.00	\$2,250.00
99782	Trans - EMail Accounts	\$0.00	\$990.00	\$990.00	\$1,050.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
99783	Trans - Phones	\$0.00	\$0.00	\$0.00	\$539.00
	Account Classification Total: Interfund Transfers	\$0.00	\$4,201.00	\$4,201.00	\$6,511.00
	Sub Department Total: Human Resources	\$0.00	\$354,785.24	\$470,584.00	\$470,584.00
	Department Total: Internal Service Dept	\$0.00	\$354,785.24	\$470,584.00	\$470,584.00
	Revenue Totals:	\$0.00	\$353,908.83	\$470,584.00	\$470,584.00
	Expense Totals	\$0.00	\$354,785.24	\$470,584.00	\$470,584.00
	Fund Total: Internal Services	\$0.00	(\$876.41)	\$0.00	\$0.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
Fund: 640 . Risk Management					
Revenue					
Department: 770 . Risk Management					
Account Classification: CS . Charges for Service					
36040	Revenues - Unemployment	\$0.00	\$550,179.10	\$489,355.00	\$507,694.00
36050	Revenues - Liability Insurance	\$0.00	\$0.00	\$0.00	\$525,375.00
36060	Revenues - Workers Compensation	\$0.00	\$0.00	\$0.00	\$679,109.00
36120	Settlements - Insurance	\$0.00	\$129,780.98	\$0.00	\$266,505.00
Account Classification Total: Charges for Service					
	Account Classification: IN . Interest	\$0.00	\$679,960.08	\$489,355.00	\$1,978,683.00
Account Classification: IN . Interest					
39150	Investments - Interest On	\$0.00	\$12,922.52	\$4,900.00	\$0.00
Account Classification Total: Interest					
	Account Classification: OT . Other	\$0.00	\$12,922.52	\$4,900.00	\$0.00
Account Classification: OT . Other					
36100	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00
36370	Donations - Museum Sales	\$0.00	\$17,018.00	\$17,018.00	\$0.00
Account Classification Total: Other					
	Account Classification: TI . Interfund Transfers	\$0.00	\$17,018.00	\$17,018.00	\$0.00
Account Classification: TI . Interfund Transfers					
36020	Trans - Field Research	\$0.00	\$0.00	\$0.00	\$0.00
36080	Trans - Space Rent	\$0.00	\$11,862.00	\$11,862.00	\$0.00
36190	Trans - General Fund	\$0.00	\$489,785.00	\$454,971.00	\$0.00
36200	Trans - Road Dept	\$0.00	\$328,235.00	\$328,235.00	\$0.00
36220	Trans - Corner Restoratio	\$0.00	\$103.00	\$103.00	\$0.00
36225	Trans - Library	\$0.00	\$3,981.00	\$19,910.00	\$0.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed
36230	Trans - CCF	\$0.00	\$2,904.00	\$3,443.00	\$0.00
36231	Trans - KLCAS	\$0.00	\$0.00	\$0.00	\$0.00
36235	Trans - Park	\$0.00	\$15,156.00	\$15,156.00	\$0.00
36240	Trans - Health Dept	\$0.00	\$29,648.00	\$30,000.00	\$0.00
36250	Trans - MH Dept	\$0.00	\$50,412.00	\$50,412.00	\$0.00
36260	Trans - Fair Grounds	\$0.00	\$54,006.00	\$54,006.00	\$0.00
36261	Trans - Veterans	\$0.00	\$1,032.00	\$1,032.00	\$0.00
36270	Trans - Dog Control	\$0.00	\$3,582.00	\$3,582.00	\$0.00
36280	Trans - Law Library	\$0.00	\$568.00	\$600.00	\$0.00
36290	Trans - Marine Law Enf	\$0.00	\$10,949.00	\$10,949.00	\$0.00
36440	Trans - Property WCF	\$0.00	\$322.00	\$322.00	\$0.00
36570	Trans - Solid Waste	\$0.00	\$75,998.00	\$75,998.00	\$0.00
36650	Trans - Weed Control	\$0.00	\$9,380.00	\$9,380.00	\$0.00
36660	Trans - Central Services	\$0.00	\$15,910.00	\$15,910.00	\$0.00
36670	Trans - Comm Corr	\$0.00	\$73,499.00	\$73,501.00	\$0.00
39029	Trans - Electrical	\$0.00	\$36,023.00	\$36,023.00	\$0.00
Account Classification Total: Interfund Transfers		\$0.00	\$1,213,355.00	\$1,195,395.00	\$0.00
Account Classification: FB . Fund Balances					
31001	Beginning Fund Balance	\$0.00	\$706,403.27	\$489,318.00	\$222,800.00
Account Classification Total: Fund Balances		\$0.00	\$706,403.27	\$489,318.00	\$222,800.00
Department Total: Risk Management		\$0.00	\$2,629,658.87	\$2,195,986.00	\$2,201,483.00
Revenue Totals		\$0.00	\$2,629,658.87	\$2,195,986.00	\$2,201,483.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
Expenses					
Department: 770 . Risk Management					
Account Classification: PS . Personal Services					
60165	HR Risk Management Director	\$0.00	\$0.00	\$0.00	\$0.00
60191	Safety & Risk Manager	\$0.00	\$52,182.57	\$0.00	\$0.00
60197	Assistant Director HR	\$0.00	\$0.00	\$0.00	\$0.00
60198	Human Resources Assistant	\$0.00	\$0.00	\$0.00	\$12,967.00
63920	Temporary Help	\$0.00	\$0.00	\$0.00	\$0.00
63930	FICA	\$0.00	\$4,010.33	\$0.00	\$992.00
63940	Workmans Compensation Tax	\$0.00	\$0.00	\$0.00	\$15.00
63941	Workmans Compensation	\$0.00	\$0.00	\$0.00	\$0.00
63949	Oregon Premium Tax	\$0.00	\$0.00	\$0.00	\$0.00
63950	Medical Insurance	\$0.00	\$4,794.48	\$0.00	\$4,050.00
63951	Life Insurance	\$0.00	\$24.60	\$0.00	\$12.00
63952	Short Term Disability	\$0.00	\$20.40	\$0.00	\$10.00
63960	Retirement - General	\$0.00	\$5,075.54	\$0.00	\$1,297.00
63980	Unemployment Compensation	\$0.00	\$1,167.00	\$0.00	\$298.00
63990	Cell Phone Allowance	\$0.00	\$240.00	\$0.00	\$0.00
Account Classification Total: Personal Services		\$0.00	\$67,514.92	\$0.00	\$19,641.00
Account Classification: MS . Material and Services					
44010	Mgmt Travel & Training	\$0.00	\$1,766.58	\$1,000.00	\$1,000.00
44050	Training	\$0.00	\$0.00	\$1,500.00	\$1,500.00
44100	Supplies - Office	\$0.00	\$693.00	\$300.00	\$300.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
44110	Supplies - Other	\$0.00	\$211.99	\$0.00	\$0.00
44200	Dues / Fees	\$0.00	\$0.00	\$400.00	\$400.00
44209	Regulatory Comp	\$0.00	\$65,513.59	\$40,000.00	\$40,000.00
44300	Equip Maintenance & Repair	\$0.00	\$0.00	\$500.00	\$500.00
44460	Trial Prep & Spec Investigation	\$0.00	\$0.00	\$3,500.00	\$3,500.00
44500	Consultant Services	\$0.00	\$0.00	\$0.00	\$0.00
44520	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00
44640	Telephone	\$0.00	\$2,003.24	\$2,000.00	\$2,000.00
44700	Postage	\$0.00	\$41.79	\$300.00	\$288.00
44710	Publications / Periodicals	\$0.00	\$289.07	\$300.00	\$300.00
44730	Printing	\$0.00	\$65.36	\$500.00	\$500.00
44980	Professional Services - UI	\$0.00	\$0.00	\$0.00	\$0.00
45020	Contract Services	\$0.00	\$0.00	\$0.00	\$0.00
45021	Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00
45160	Employee Incentive Program	\$0.00	\$0.00	\$0.00	\$0.00
46361	Claims - WC	\$0.00	\$0.00	\$0.00	\$0.00
46371	Claims - UI	\$0.00	\$222,907.03	\$717,500.00	\$717,500.00
46375	EE Wellness Program	\$0.00	\$440.44	\$800.00	\$800.00
46376	EE Safety Committee	\$0.00	\$985.25	\$1,000.00	\$1,000.00
46377	Safe & Secure IMPS	\$0.00	\$5,700.17	\$6,500.00	\$6,500.00
46391	Claims - LI	\$0.00	\$12,915.90	\$391,000.00	\$417,349.00
46490	WCD Tax	\$0.00	\$12,095.76	\$25,000.00	\$25,000.00
46700	Insurance	\$0.00	\$752,572.73	\$860,100.00	\$890,460.00
99770	Administrative Services	\$0.00	\$71,322.00	\$71,322.00	\$71,322.00

Budget Worksheet Report

Account Number	Description	2009 Actual Amount	2010 Actual Amount	2011 Amended Budget	2012 Proposed Budget
99780	Space Rent	\$0.00	\$4,093.00	\$4,093.00	\$963.00
Account Classification Total: Material and Services		\$0.00	\$1,153,616.90	\$2,127,615.00	\$2,181,182.00
Account Classification: CO - Capital Outlay					
88819	Fire Damage	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Capital Outlay		\$0.00	\$0.00	\$0.00	\$0.00
Account Classification: IF - Interfund Transfers					
99027	Trans - CDD	\$0.00	\$0.00	\$61,000.00	\$0.00
99460	Trans - Equip Rent & Revolving	\$0.00	\$7,371.00	\$7,371.00	\$0.00
99781	Trans - Steering Committee	\$0.00	\$0.00	\$0.00	\$450.00
99782	Trans - EMail Accounts	\$0.00	\$198.00	\$0.00	\$210.00
99783	Trans - Phones	\$0.00	\$0.00	\$0.00	\$0.00
Account Classification Total: Interfund Transfers		\$0.00	\$7,569.00	\$68,371.00	\$660.00
Department Total: Risk Management		\$0.00	\$1,228,700.82	\$2,195,986.00	\$2,201,483.00
Revenue Totals:		\$0.00	\$2,629,658.87	\$2,195,986.00	\$2,201,483.00
Expense Totals		\$0.00	\$1,228,700.82	\$2,195,986.00	\$2,201,483.00
Fund Total: Risk Management		\$0.00	\$1,400,958.05	\$0.00	\$0.00

Budget Worksheet Report

Revenue Grand Totals:	\$0.00	\$2,983,567.70	\$2,666,570.00	\$2,672,067.00
Expense Grand Totals:	\$0.00	\$1,583,486.06	\$2,666,570.00	\$2,672,067.00
Net Grand Totals:	\$0.00	\$1,400,081.64	\$0.00	\$0.00