

**Department Mission:**

General Administration serves as a pivotal point of contact for the Board of County Commissioners. Our goal is to provide essential information and quality customer service in a professional manner to community members, departments, administrations, intergovernmental partnerships and other agencies on behalf of the Board.

**Self-Imposed Services:**

General Administration services are not mandated by state law but by the client, the Board of County Commissioners (BOCC). Some of those services are:

- Prepare all weekly agenda items that are presented to the Board of County Commissioners
- Prepare Resolutions and Orders as directed by the Board of County Commissioners
- Press Releases
- Public Meeting notices
- Executive Session notices
- Notify Special Districts, Boards, Committees and Advisory Councils of term dates
- Various County department projects as authorized by the Board of County Commissioners

**Department Overview:**

General Administration consists of 2 full-time employees who report directly to the Board of Commissioners and is responsible for organizing and managing day-to-day operations. Our department provides general information, direction and services to the county organization as a whole; this is accomplished by communicating effectively with employees and community members. This includes, but is not limited to:

- Managing, preparing scheduling and processing of the Board's public meetings and agendas.
- Coordinating the activities of the Board with elected officials, departments and interagency.
- Department payroll and accounts payable
- Public Notices and Records Request
- Provides information and assistance to Special Districts, Boards, Advisories and Committees.
- Maintains reservations and scheduling of the *Community Room* for community members and organizations.
- Processes liquor and gaming licenses.
- Public Notary services.

**Successes and Challenges:**

We continue to focus on promoting the County's core values and leaving positive impressions to change how citizens view government and its employees in these times of economic challenges.

One of our challenges has been communicating with Northern Klamath County and informing them of pertinent information, public notices, agendas & public meetings that may have an impact on their livelihoods.

To solve this, we have made arrangements with several local businesses that have means of advertising by way of classified ads and radio broadcast. Also included in this form of distribution we keep close, open communication with our North County Community Action Team members.

**Budget Overview:**

As an Administrative Services Department our major revenue sources include a subsidy from other departments for administrative services and fees charged for services rendered or products sold.

Major expenditures include personal service 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 last year's Budget.

<b>Budget Summary</b>	
Total Budget	\$203,994
Budget Change	None
Total Staff	2 FTE
Staff Change	None

**Significant Changes:**

No significant changes have arisen from FY 2011/12 going into FY 2012-13.

Klamath County, Oregon  
2012-2013 Budget Financial Presentation  
101 General Administration

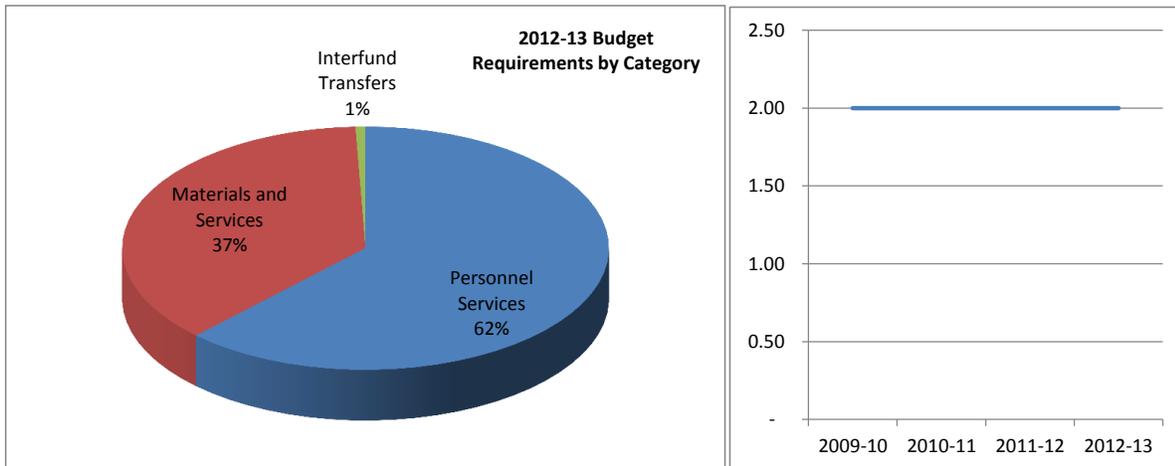
	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
<b><u>Requirements by Budgetary Category</u></b>				
Personnel Services	109,168	112,826	119,526	126,979
Materials and Services	81,131	82,364	74,425	75,665
Interfund Transfers	1,968	1,968	4,018	1,350
<b>Total Requirements by Budgetary Category</b>	<b>192,267</b>	<b>197,157</b>	<b>197,969</b>	<b>203,994</b>

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
<b><u>Requirements by Fund</u></b>				
Internal Services (150)	192,267	197,157	197,969	203,994
<b>Total Requirements by Fund</b>	<b>192,267</b>	<b>197,157</b>	<b>197,969</b>	<b>203,994</b>

	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
<b><u>Resources by Budgetary Category</u></b>				
Intergovernmental	1,655	1,518	1,600	1,600
Charges for Services	-	54	-	25
Interfund Transfers	190,612	195,585	196,369	202,369
<b>Total Resources by Budgetary Category</b>	<b>192,267</b>	<b>197,157</b>	<b>197,969</b>	<b>203,994</b>

<b>Full-Time Employee Equivalents</b>	2.00	2.00	2.00	2.00
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<b><u>Mandate</u></b>	<b>Total Cost</b>	<b>Personnel Services</b>	<b>FTE</b>
General Administration	203,994	126,979	2.00
<b>Total Mandates</b>	<b>203,994</b>	<b>126,979</b>	<b>2.00</b>



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
BOCC	BOCC Administrative Manager	15015110160150	1.00	UF26	4.00		55,716.46	1,281.48	3,454.42	807.89	1,281.48	37.44	8,100.00	21.00	20.40	6,128.81	76,849.38
BOCC	BOCC Secretary	15015110161520	1.00	UH15	5.00		34,038.80	782.89	2,110.41	493.56	782.89	37.44	8,100.00	21.00	20.40	3,744.27	50,131.66
			<b>2.00</b>			-	<b>89,755.26</b>	<b>2,064.37</b>	<b>5,564.83</b>	<b>1,301.45</b>	<b>2,064.37</b>	<b>74.88</b>	<b>16,200.00</b>	<b>42.00</b>	<b>40.80</b>	<b>9,873.08</b>	<b>126,981.04</b>

# Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
<b>Fund</b>	<b>150</b>	<b>Internal Services</b>					
<b>Revenue</b>							
<b>Department</b>	<b>151</b>	<b>Internal Service</b>					
<b>Sub Department</b>	<b>101</b>	<b>Administration</b>					
<u>Intergovernmental</u>							
33330	Revenues - Liquor	\$1,655.00	\$1,518.00	\$1,600.00	\$1,600.00	\$0.00	0%
<u>Total: Intergovernmental</u>		\$1,655.00	\$1,518.00	\$1,600.00	\$1,600.00	\$0.00	0%
<u>Charges for Service</u>							
34281	Copies	\$0.00	\$54.06	\$0.00	\$25.00	\$25.00	
<u>Total: Charges for Service</u>		\$0.00	\$54.06	\$0.00	\$25.00	\$25.00	+++
<u>Interfund Transfers</u>							
36760	Trans - Admin Non Dept	\$190,611.63	\$195,585.42	\$196,369.00	\$202,369.00	\$6,000.00	3%
<u>Total: Interfund Transfers</u>		\$190,611.63	\$195,585.42	\$196,369.00	\$202,369.00	\$6,000.00	3%
<b>Sub Department Total: Administration</b>		<b>\$192,266.63</b>	<b>\$197,157.48</b>	<b>\$197,969.00</b>	<b>\$203,994.00</b>	<b>\$6,025.00</b>	<b>3%</b>
<b>Department Total: Internal Service</b>		<b>\$192,266.63</b>	<b>\$197,157.48</b>	<b>\$197,969.00</b>	<b>\$203,994.00</b>	<b>\$6,025.00</b>	<b>3%</b>
<b>Revenue Totals</b>		\$192,266.63	\$197,157.48	\$197,969.00	\$203,994.00	\$6,025.00	3%
<b>Expenses</b>							
<b>Department</b>	<b>151</b>	<b>Internal Service</b>					
<b>Sub Department</b>	<b>101</b>	<b>Administration</b>					
<u>Personnel Services</u>							
60150	BOCC Admin Manager	\$47,584.00	\$50,004.30	\$53,343.00	\$55,716.00	\$2,373.00	4%
60170	Administrative Assistant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
61520	BOCC Secretary	\$29,000.12	\$30,590.43	\$32,675.00	\$34,038.00	\$1,363.00	4%
61590	Office Assistant I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
63930	FICA	\$5,435.22	\$5,590.57	\$6,580.00	\$6,866.00	\$286.00	4%
63940	Workmans Compensation Tax	\$0.00	\$37.73	\$58.00	\$75.00	\$17.00	29%
63941	Workmans Compensation	\$0.00	\$0.00	\$0.00	\$2,064.00	\$2,064.00	
63949	Oregon Premium Tax	\$113.22	\$0.00	\$0.00	\$0.00	\$0.00	
63950	Medical Insurance	\$15,240.00	\$16,222.58	\$16,200.00	\$16,200.00	\$0.00	0%
63951	Life Insurance	\$49.20	\$49.20	\$49.00	\$42.00	(\$7.00)	-14%

## Budget Worksheet Report

Account Number	Description	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Proposed	Change from 2012 Amended	Percentage Change
<b>Fund</b>	<b>150</b>	<b>Internal Services</b>					
<b>Department</b>	<b>151</b>	<b>Internal Service</b>					
<b>Sub Department</b>	<b>101</b>	<b>Administration</b>					
63952	Short Term Disability	\$40.80	\$40.80	\$41.00	\$41.00	\$0.00	0%
63960	Retirement - General	\$7,658.48	\$8,053.11	\$8,602.00	\$9,873.00	\$1,271.00	15%
63980	Unemployment Compensation	\$1,959.00	\$1,972.00	\$1,978.00	\$2,064.00	\$86.00	4%
63990	Cell Phone Allowance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65100	GW Sick Leave Accrual Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
65200	GW Vacation Leave Accrual Expense	\$514.50	(\$1,412.15)	\$0.00	\$0.00	\$0.00	
65300	GW NPO Retirement - General	\$1,543.57	\$1,613.50	\$0.00	\$0.00	\$0.00	
65400	GW Retiree Health Insurance Expense	\$30.00	\$63.68	\$0.00	\$0.00	\$0.00	
69000	GW Personal Service Adjustment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<u>Total: Personnel Services</u>		\$109,168.11	\$112,825.75	\$119,526.00	\$126,979.00	\$7,453.00	6%
<u>Material and Services</u>							
44040	Staff Travel & Training	\$857.64	\$1,440.76	\$2,500.00	\$1,500.00	(\$1,000.00)	-40%
44080	Office Machine Repairs	\$434.68	\$0.00	\$1,489.00	\$488.00	(\$1,001.00)	-67%
44100	Supplies - Office	\$3,111.58	\$2,263.64	\$5,000.00	\$4,500.00	(\$500.00)	-10%
44110	Supplies - Other	\$387.91	\$476.28	\$1,000.00	\$500.00	(\$500.00)	-50%
44200	Dues / Fees	\$0.00	\$0.00	\$172.00	\$0.00	(\$172.00)	-100%
44640	Telephone	\$544.15	\$552.74	\$1,000.00	\$300.00	(\$700.00)	-70%
44710	Publications / Periodicals	\$115.00	\$121.00	\$402.00	\$150.00	(\$252.00)	-63%
44720	Legal Notice Publish	\$15,222.19	\$9,018.87	\$3,000.00	\$9,000.00	\$6,000.00	200%
46930	Special Projects Expense	\$2,120.37	\$1,884.44	\$1,000.00	\$500.00	(\$500.00)	-50%
99755	Risk Management	\$0.00	\$0.00	\$0.00	\$522.00	\$522.00	
99760	Insurance/Liability	\$779.00	\$779.00	\$779.00	\$851.00	\$72.00	9%
99765	Insurance/Workmans Compensation	\$314.00	\$314.00	\$314.00	\$0.00	(\$314.00)	-100%
99770	Internal Services	\$45,715.00	\$53,984.00	\$45,715.00	\$45,715.00	\$0.00	0%
99780	Space Rent	\$10,935.00	\$10,935.00	\$11,054.00	\$11,219.00	\$165.00	1%

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<b>Fund</b>	<b>150</b>	<b>Internal Services</b>					
<b>Department</b>	<b>151</b>	<b>Internal Service</b>					
<b>Sub Department</b>	<b>101</b>	<b>Administration</b>					
99782	E Mail Account Charge	\$594.00	\$594.00	\$1,000.00	\$420.00	(\$580.00)	-58%
<u>Total: Material and Services</u>		\$81,130.52	\$82,363.73	\$74,425.00	\$75,665.00	\$1,240.00	2%
<u>Interfund Transfers</u>							
99460	Trans - Equip Rent & Revolving	\$1,968.00	\$298.00	\$1,968.00	\$0.00	(\$1,968.00)	-100%
99781	Trans - Steering Committee	\$0.00	\$900.00	\$1,350.00	\$1,350.00	\$0.00	0%
99783	Trans - Phones	\$0.00	\$770.00	\$700.00	\$0.00	(\$700.00)	-100%
<u>Total: Interfund Transfers</u>		\$1,968.00	\$1,968.00	\$4,018.00	\$1,350.00	(\$2,668.00)	-66%
<b>Sub Department Total: Administration</b>		<b>\$192,266.63</b>	<b>\$197,157.48</b>	<b>\$197,969.00</b>	<b>\$203,994.00</b>	<b>\$6,025.00</b>	<b>3%</b>
<b>Department Total: Internal Service</b>		<b>\$192,266.63</b>	<b>\$197,157.48</b>	<b>\$197,969.00</b>	<b>\$203,994.00</b>	<b>\$6,025.00</b>	<b>3%</b>
<b>Revenue Totals:</b>		\$192,266.63	\$197,157.48	\$197,969.00	\$203,994.00	\$6,025.00	3%
<b>Expense Totals</b>		\$192,266.63	\$197,157.48	\$197,969.00	\$203,994.00	\$6,025.00	3%
<b>Fund Total: Internal Services</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>

# Budget Worksheet Report

**Revenue Grand Totals:**

\$192,266.63	\$197,157.48	\$197,969.00	\$203,994.00	\$6,025.00	3%
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**Expense Grand Totals:**

\$192,266.63	\$197,157.48	\$197,969.00	\$203,994.00	\$6,025.00	3%
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**Net Grand Totals:**

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