

Department Mission:

The Klamath County Clerk's Office is dedicated to providing accurate information and services in a timely, efficient, professional and courteous manner regarding all aspects of elections, real property records, military discharge papers, passport applications, marriage license applications, domestic partnership filings and property tax appeals.

Mandated Services:

Clerk -- Elections

- **Conduct elections in the county**--including federal, state, county, incorporated cities, and special district elections (ORS 246.200)
 - ✓ Register all individuals who properly complete & submit a voter registration
 - ✓ Maintain the voter register & address library
 - ✓ Establish precincts
 - ✓ Prepare ballots
 - ✓ Mail ballots to all qualified electors
 - ✓ Receive and process voted ballots
 - ✓ Certify election results
 - ✓ Accept and verify, for statutory and constitutional requirements, candidate nomination filings
 - ✓ Accept, verify for statutory and constitutional requirements, approve to circulate, and verify signatures on initiative, referendum, and recall petitions

Clerk – Recording

- **Maintain the records of the county governing body**, commonly referred to as Commissioners' Journal (ORS 205.110)
- **Record land records**, including deeds, mortgages, liens and all other documents that affect the title to a piece of property (ORS 205.130). We also record and provide certified copies of Military Discharge Papers (DD 214s) at no charge.

When a document is received for recording, whether electronically or as a hard copy, it is verified for compliance with Oregon statutes. The information (parties' names, type of document and legal description) are entered into the electronic index for future retrieval of the document. All recorded documents are entered into our electronic system (either scanned or submitted electronically) and microfilm is later produced for required archival storage.

- **Process Board of Property Tax Appeals** (ORS 309.020)
- **Issue Marriage Licenses & File Domestic Partnerships** (ORS 106.041 & 106.325)

Self-Imposed Services:

- **Act as a United States Passport Agent**

Recording and election staffs are able to process passport applications around their other duties, so no additional FTEs are required.

A report following a September 2010 audit of the Klamath County Clerk's Office by the U.S. Department of State, Office of Passport Integrity and Internal Controls, included the following comments:

"Agents were knowledgeable, friendly and helpful and provide an excellent service to the community. The facility is performing at an excellent manner."

I feel that it is a worthwhile service to continue to provide, as at this time the revenue exceeds the postage and processing costs involved.

- **Notary**

In 2011 we implemented a fee of \$10 per notarization (per statute) and provide notary services for the general public. This is another service that is helpful to the public and has not required any additional FTEs.

- **Perform Wedding Ceremonies**

I began performing wedding ceremonies in 2011. This is a service for which we charge \$100—the amount set in statute. There is completion of paperwork involved, but my staff and I have been able to work it around our other duties.

Department Overview:

All staff members are cross-trained to cover election and recording duties. The long-range goal of the recording section of the Clerk's Office is to continue to update technologies and processes to increase efficiency and cost-effectiveness. We implemented e-recording in Klamath County in the fall of 2012, and it has been very well received—by both customers and staff.

The long-range goal of the elections section of the Clerk's Office is to continue to stay up-to-date on statutes and directives to administer elections efficiently, fairly and accurately, and provide reports in a timely manner. This includes continued training of staff on current laws and directives, and maintaining election equipment. The 2013 legislative session has nearly 100 election-related proposed bills. Continuing to monitor and testify at the Legislature, when appropriate, are important facets of the County Clerk's responsibilities.

Successes and Challenges:

FY 11/12	FY 10/11	
16,350	17,406	Real Property Recordings (every document is numbered, scanned and indexed by type of document, parties involved, and legal description)
54,298	52,418	Pages in Recorded Documents
433	457	Marriage Licenses & Domestic Partnerships (much time is also spent answering questions from customers at the counter and on the phone about license requirements)
4,592	3,463	Voter Registrations Received Updating Information (after updating the information, postcards are mailed to every voter showing the updates as required by statute)
1,745	1,493	New Voter Registrations (after entering and verifying each new voter, postcards are mailed to the elector)
1,233	1,521	Number of Voters Moved to Inactive Status (processing of undeliverable ballots and individual voter notices)
1,425	1,300	Number of Voters Moved to Cancelled Status (processing of death notices and notices received from other states)
76	7	Property Tax Appeals Hearings (many more were handled and settled prior to the hearing)
59	59	Special Districts (we conduct the elections for these districts, for director positions and/or measures)
5	5	Incorporated Cities for which we administer elections
185	177	Notarizations Performed
275	248	Passports Processed
6	6	Number of Entities Provided Daily Digital Images of Recorded Documents (generates revenue of \$18,000 annually)

Budget Overview:

To develop the Clerk's budget each year, the number of known elections is first determined. There are four set election dates every year:

- (a) The second Tuesday in March;
- (b) The third Tuesday in May;
- (c) The third Tuesday in September;
- (d) The first Tuesday after the first Monday in November.

The elections in May and November of even-numbered years (Primary & General Elections) and May of odd-numbered years (Special District Elections) are the only "certain" elections. The other election dates are used when a governing body (county, city or special district) files an election measure, or by initiative or referendum petition.

Recall elections are held on special election dates of their own, and because of deadlines, are outside the election dates listed above.

Major revenue source for the Clerk's office is from real property recordings which are directly related to the economic climate. The number of recorded deeds and mortgages has decreased in the last several years, all related to the economy.

We provide digital images of the recorded documents daily to six entities, so we are required to index the documents the same day as recording them. Up-to-date information is important to title companies and other interests, so that is the service we provide for the fees collected. The revenue we derive from providing the digital images is \$250 per entity/\$1,500 per month/\$18,000 annually.

Major expenditures for the Clerk's office are in the administration of elections. The major costs are printing ballots, programming the tally machines, election envelopes (three required for each of our 34,000+ voters—secrecy, outgoing and return), postage costs, and temporary election personnel for processing voted ballots. Election costs are not directly affected by the economy, and must be conducted on timelines set in statute.

Clerk Storage Fund, 9305

ORS 205.320 directs that a fund for "acquiring storage and retrieval systems, payment of expenses incurred in collecting the fee or tax and maintaining and restoring records as authorized by the county clerk" be established in every county. A percentage of the fee on most recorded documents is deposited into this account and can only be spent using the listed criteria.

Clerk Overpayment Fund, 9334

In 2000 after conferring with county counsel, other counties, and the county finance director, a fund was established for depositing overpayments received with documents to record. A county policy was established that overpayments of \$10 and more are automatically refunded. Overpayments of less than \$10 are refunded upon written request of the payee. This allows us to record the documents in a timely manner, and not reject a document for overpayment.

Significant Changes:

<p><u>Revenue</u></p> <p>Election Reimbursement</p>	<p>Decrease in Election Reimbursement – two-year cycle with minimal reimbursement for General & Primary Elections (even years) and more significant reimbursement for Special District Elections (odd years).</p> <p>There is no reimbursement from the Federal or State governments for the Primary or General Elections held in even-numbered years. The special districts reimburse for their portion of their elections held in May of odd-numbered years.</p>	<p>FY 12-13 \$30,000</p>	<p>FY 13-14 \$2,500</p>
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The Clerk’s Office has had up to 7.6 FTEs at different times since 2000. In 2004-05 we cut the number to 5.5. Unfortunately, because of a variety of factors (volume of real property recordings and type/number of elections) the cost of temporary help that was required to administer the elections that year and process recordings off-set any savings realized from reducing FTEs. From 2005-2010, we operated with 6.0 FTEs, and that has been reduced to 5.0 FTEs (including the County Clerk) since 2011, the minimum number to complete mandated services.

The County does not get reimbursed for election costs during Primary and General elections for the federal’s, state’s or any city’s portion; however, the special district election in May, 2013, will be reimbursed by the districts.

As noted above, the elections that will be in a fiscal year are a main factor in the requested amounts in the Clerk’s budget. In the 2013-2014 fiscal year, there will be at the least a May Gubernatorial primary election.

Key Issues:

Microfilm to Digital Conversion In 2006 the Clerk's Office partnered with the three local title companies to contract with a vendor to convert our microfilm to digital images. The resulting product was not satisfactory and payments to the original vendor were stopped. We have been working with a new vendor for several years and were able to correct and complete the project this past year.

Historic Book Preservation In 1997 an audit was done of our permanent historic books to begin a restoration maintenance program. The audit revealed 16 books "requiring immediate attention" and seven books "requiring attention soon." The restoration project was started in 2001 and in 2003 another assessment was completed. At that time, 13 additional books were identified that needed immediate attention to ensure that data was not lost. These books are Klamath County's permanent records that date back to 1875.

Since 2001 we have been able to restore, through the de-acidification and conservation process, four to ten books a year, 77 books total. As the remaining books continue to age (several hundred books), this will be an ongoing project.

Klamath County, Oregon
2013-2014 Budget Financial Presentation
162 Clerk

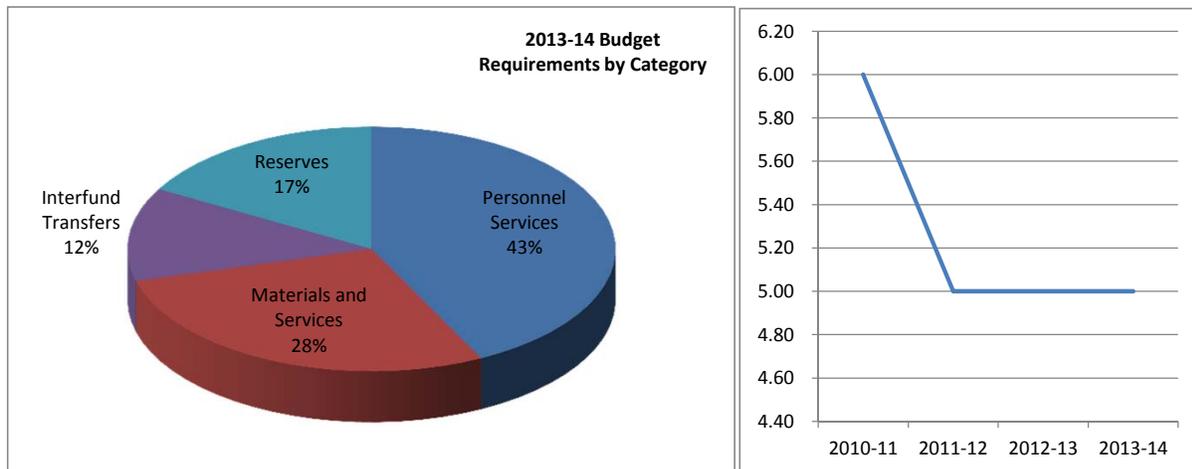
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Budget
Requirements by Budgetary Category				
Personnel Services	319,838	285,812	324,587	343,658
Materials and Services	242,717	237,163	237,277	227,503
Debt Service	8,012	107,524	-	-
Interfund Transfers	770	6,952	-	99,921
Subtotal Current Expenditures	571,337	637,451	561,864	671,082
Reserves	-	-	105,621	136,122
Unappropriated Fund Balance	90,358	112,863	-	-
Subtotal Noncurrent Expenditures	90,358	112,863	105,621	136,122
Total Requirements by Budgetary Category	661,695	750,313	667,485	807,204

Requirements by Fund				
General Fund (101)	570,532	637,040	559,364	670,082
Clerk 5% Storage Fund (9305)	80,646	102,704	100,761	125,104
Clerk Overpayment Fund (9334)	10,516	10,569	7,360	12,018
Total Requirements by Fund	661,695	750,313	667,485	807,204

Resources by Budgetary Category				
Licenses, Fees and Permits	348,940	350,496	337,351	375,953
Intergovernmental	3,986	9,942	2,513	2,275
Charges for Services	52,055	21,440	44,000	20,320
Investment Earnings	715	500	-	18
Interfund Transfers	176,872	277,578	192,561	289,334
Beginning Fund Balance	79,128	90,358	91,060	119,304
Total Resources by Budgetary Category	661,695	750,313	667,485	807,204

Full-Time Employee Equivalents	6.00	5.00	5.00	5.00
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Mandate	Total Cost	Personnel Services	FTE
Clerk - Elections	292,654	343,658	5.00
Clerk - Recording	514,550	-	-
Total Mandates	807,204	343,658	5.00



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Department	Title	GL Account	FTE	Union	Current Grade	Current Step	Cell Phone	Wages w/out COLA	Unemployment	FICA	Medicare	KCWC-WCOMP	WC	Medical CAP	Life Insurance	STD	Retirement/PERS Amount	Grand Total w/Benefits
Clerk/Elections	County Clerk	10016216360030	0.6000	Non-Union	CL01	1	\$540.00	\$39,094.80	\$0.00	\$2,423.88	\$566.87	\$899.18	\$20.67	\$5,580.00	\$51.63	\$0.00	\$6,255.17	\$54,892.20
Clerk/Elections	Chief Deputy Clerk	10016216360210	0.5000	Non-Union	UF25	2	\$0.00	\$24,634.41	\$566.59	\$1,527.33	\$357.20	\$566.59	\$17.23	\$4,650.00	\$10.44	\$10.20	\$3,941.51	\$36,281.50
Clerk/Elections	Election Specialist	10016216360606	1.0000	Local 121	LH14	4	\$0.00	\$35,725.20	\$821.68	\$2,214.96	\$518.02	\$821.68	\$34.45	\$9,300.00	\$20.88	\$20.40	\$5,716.03	\$55,193.30
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$8,950.00	\$205.85	\$554.90	\$129.78	\$205.85	\$16.50	\$0.00	\$0.00	\$0.00	\$0.00	\$10,062.88
			2.1000				\$540.00	\$108,404.41	\$1,594.12	\$6,721.07	\$1,571.86	\$2,493.30	\$68.85	\$19,530.00	\$82.95	\$30.60	\$15,912.71	\$156,429.88
Clerk/Recording	County Clerk	10016216460030	0.4000	Non-Union	CL01	1	\$360.00	\$26,063.20	\$0.00	\$1,615.92	\$377.92	\$599.45	\$13.78	\$3,720.00	\$34.41	\$0.00	\$4,170.11	\$36,594.79
Clerk/Recording	Chief Deputy Clerk	10016216460210	0.5000	Non-Union	UF25	2	\$0.00	\$24,634.41	\$566.59	\$1,527.33	\$357.20	\$566.59	\$17.23	\$4,650.00	\$10.44	\$10.20	\$3,941.51	\$36,281.50
Clerk/Recording	Recording Specialist	10016216460605	1.0000	Local 121	LH14	7	\$0.00	\$39,087.36	\$899.01	\$2,423.42	\$566.77	\$899.01	\$34.45	\$9,300.00	\$20.88	\$20.40	\$6,253.98	\$59,505.27
Clerk/Recording	Sr. Indexing Specialist	10016216460607	1.0000	Local 121	LH12	7	\$0.00	\$35,454.24	\$815.45	\$2,198.16	\$514.09	\$815.45	\$34.45	\$9,300.00	\$20.88	\$20.40	\$5,672.66	\$54,845.79
			2.9000				\$360.00	\$125,239.21	\$2,281.05	\$7,764.83	\$1,815.97	\$2,880.50	\$99.91	\$26,970.00	\$86.61	\$51.00	\$20,038.27	\$187,227.36

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**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
Department: 162 - Clerk							
<u>Revenues</u>							
LP - Licenses, Fees and Permits							
32140	Licenses - Marriage	11,400.00	10,625.00	10,000.00	10,500.00	500.00	5%
34040	Fees - Clerk General	320,248.06	315,744.72	310,000.00	344,613.00	34,613.00	11%
34041	Recording Debit Holding	3,101.50	1,819.75	0.00	0.00	0.00	N/A
34231	Fees - NSF Check	40.00	60.00	40.00	40.00	0.00	0%
36262	Fees - Surveyor	2,830.25	2,830.50	3,000.00	3,000.00	0.00	0%
Account Classification Total: LP - Licenses, Fees and Permits		\$337,619.81	\$331,079.97	\$323,040.00	\$358,153.00	\$35,113.00	11%
IG - Intergovernmental							
33200	A&T Grant	3,985.79	4,320.83	2,513.00	2,275.00	(238.00)	-9%
33405	Grants	0.00	5,621.52	0.00	0.00	0.00	N/A
Account Classification Total: IG - Intergovernmental		\$3,985.79	\$9,942.35	\$2,513.00	\$2,275.00	(\$238.00)	-9%
CS - Charges for Service							
32015	Passports	6,200.00	8,225.00	6,000.00	7,000.00	1,000.00	17%
34500	Fees - Lien Docket	10,985.00	9,875.50	8,000.00	10,000.00	2,000.00	25%
34510	Reimb - Election	34,869.91	3,339.01	30,000.00	2,500.00	(27,500.00)	-92%
34511	Fees - Filing	0.00	0.00	0.00	500.00	500.00	N/A
34512	Election Reports	0.00	0.00	0.00	320.00	320.00	N/A
Account Classification Total: CS - Charges for Service		\$52,054.91	\$21,439.51	\$44,000.00	\$20,320.00	(\$23,680.00)	-54%
TI - Interfund Transfers							
36330	Trans - General Non Dept	173,871.88	274,577.91	189,811.00	189,413.00	(398.00)	0%
39026	Trans - Surveyor	3,000.00	0.00	0.00	0.00	0.00	N/A
39042	Trans - Clerk	0.00	0.00	0.00	99,921.00	99,921.00	N/A
Account Classification Total: TI - Interfund Transfers		\$176,871.88	\$274,577.91	\$189,811.00	\$289,334.00	\$99,523.00	52%
Department Total: 162 - Clerk		\$570,532.39	\$637,039.74	\$559,364.00	\$670,082.00	\$110,718.00	20%
<u>Expenditures</u>							
PS - Personnel Services							
60030	Clerk	61,045.15	64,258.08	64,258.00	64,258.00	0.00	0%

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
Department: 162 - Clerk							
60071	Sr Chief Office Deputy	66,513.53	0.00	0.00	0.00	0.00	N/A
60210	Chief Office Deputy	0.00	30,726.00	42,390.00	49,268.00	6,878.00	16%
60605	Recording Specialist	34,232.43	38,810.88	38,938.00	39,087.00	149.00	0%
60606	Election Specialist	35,365.33	33,564.16	34,217.00	35,725.00	1,508.00	4%
60607	Senior Indexing Specialist	30,010.73	34,016.42	35,236.00	35,454.00	218.00	1%
63900	Overtime	786.04	0.00	0.00	0.00	0.00	N/A
63923	Temp Help Election	8,721.63	7,035.80	16,896.00	8,950.00	(7,946.00)	-47%
63930	FICA	17,035.64	15,546.76	17,811.00	17,873.00	62.00	0%
63940	Workmans Compensation Tax	100.82	132.11	222.00	189.00	(33.00)	-15%
63941	Workmans Compensation	0.00	1,569.50	5,355.00	5,374.00	19.00	0%
63950	Medical Insurance	39,526.82	35,176.89	40,500.00	46,500.00	6,000.00	15%
63951	Life Insurance	196.89	165.14	171.00	170.00	(1.00)	-1%
63952	Short Term Disability	79.98	74.80	82.00	82.00	0.00	0%
63960	Retirement - General	20,831.37	20,227.35	23,754.00	35,952.00	12,198.00	51%
63980	Unemployment Compensation	4,841.70	3,608.41	3,857.00	3,876.00	19.00	0%
63990	Cell Phone Allowance	550.00	900.00	900.00	900.00	0.00	0%
Account Classification Total: PS - Personnel Services		\$319,838.06	\$285,812.30	\$324,587.00	\$343,658.00	\$19,071.00	6%

MS - Material and Services

44010	Mgmt Travel & Training	5,188.59	3,773.07	4,000.00	4,500.00	500.00	13%
44040	Staff Travel & Training	923.88	1,208.26	1,500.00	2,500.00	1,000.00	67%
44091	Oper Exp - Board of Equalization	0.00	36.40	50.00	20.00	(30.00)	-60%
44094	Book Restoration	9,052.03	6,791.03	9,800.00	5,000.00	(4,800.00)	-49%
44100	Supplies - Office	2,959.27	4,708.47	3,900.00	4,000.00	100.00	3%
44101	Office Sup-Board of Equalization	7.65	0.00	20.00	0.00	(20.00)	-100%
44110	Supplies - Other	49,496.89	44,856.76	39,100.00	25,000.00	(14,100.00)	-36%
44115	Computer Equipment	0.00	5,657.26	0.00	0.00	0.00	N/A
44200	Dues / Fees	360.00	500.00	600.00	1,200.00	600.00	100%
44570	Fees for Service	15,366.56	13,260.30	11,000.00	14,000.00	3,000.00	27%
44640	Telephone	1,951.24	1,866.06	2,000.00	2,000.00	0.00	0%
44650	Rent	0.00	0.00	0.00	0.00	0.00	N/A
44700	Postage	12,142.30	12,266.28	12,000.00	15,500.00	3,500.00	29%
44720	Legal Notice Publish	1,846.01	1,545.66	1,500.00	2,000.00	500.00	33%

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**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
Department: 162 - Clerk							
<u>Revenues</u>							
LP - Licenses, Fees and Permits							
32140	Licenses - Marriage	11,400.00	10,625.00	10,000.00	0.00	(10,000.00)	-100%
34040	Fees - Clerk General	320,248.06	315,744.72	310,000.00	0.00	(310,000.00)	-100%
34041	Recording Debit Holding	3,101.50	1,819.75	0.00	0.00	0.00	N/A
34231	Fees - NSF Check	40.00	60.00	40.00	0.00	(40.00)	-100%
36262	Fees - Surveyor	2,830.25	2,830.50	3,000.00	0.00	(3,000.00)	-100%
Account Classification Total: LP - Licenses, Fees and Permits		\$337,619.81	\$331,079.97	\$323,040.00	\$0.00	(\$323,040.00)	-100%
IG - Intergovernmental							
33200	A&T Grant	3,985.79	4,320.83	2,513.00	0.00	(2,513.00)	-100%
33405	Grants	0.00	5,621.52	0.00	0.00	0.00	N/A
Account Classification Total: IG - Intergovernmental		\$3,985.79	\$9,942.35	\$2,513.00	\$0.00	(\$2,513.00)	-100%
CS - Charges for Service							
32015	Passports	6,200.00	8,225.00	6,000.00	0.00	(6,000.00)	-100%
34500	Fees - Lien Docket	10,985.00	9,875.50	8,000.00	0.00	(8,000.00)	-100%
34510	Reimb - Election	34,869.91	3,339.01	30,000.00	0.00	(30,000.00)	-100%
Account Classification Total: CS - Charges for Service		\$52,054.91	\$21,439.51	\$44,000.00	\$0.00	(\$44,000.00)	-100%
TI - Interfund Transfers							
36330	Trans - General Non Dept	173,871.88	274,577.91	189,811.00	0.00	(189,811.00)	-100%
39026	Trans - Surveyor	3,000.00	0.00	0.00	0.00	0.00	N/A
Account Classification Total: TI - Interfund Transfers		\$176,871.88	\$274,577.91	\$189,811.00	\$0.00	(\$189,811.00)	-100%
Department Total: 162 - Clerk		\$570,532.39	\$637,039.74	\$559,364.00	\$0.00	(\$559,364.00)	-100%
<u>Expenditures</u>							
PS - Personnel Services							
60030	Clerk	61,045.15	64,258.08	64,258.00	0.00	(64,258.00)	-100%
60071	Sr Chief Office Deputy	66,513.53	0.00	0.00	0.00	0.00	N/A
60210	Chief Office Deputy	0.00	30,726.00	42,390.00	0.00	(42,390.00)	-100%
60605	Recording Specialist	34,232.43	38,810.88	38,938.00	0.00	(38,938.00)	-100%

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Proposed	Change	Percentage Change
60606	Election Specialist	35,365.33	33,564.16	34,217.00	0.00	(34,217.00)	-100%
60607	Senior Indexing Specialist	30,010.73	34,016.42	35,236.00	0.00	(35,236.00)	-100%
63923	Temp Help Election	8,721.63	7,035.80	16,896.00	0.00	(16,896.00)	-100%
63930	FICA	17,035.64	15,546.76	17,811.00	0.00	(17,811.00)	-100%
63940	Workmans Compensation Tax	100.82	132.11	222.00	0.00	(222.00)	-100%
63941	Workmans Compensation	0.00	1,569.50	5,355.00	0.00	(5,355.00)	-100%
63950	Medical Insurance	39,526.82	35,176.89	40,500.00	0.00	(40,500.00)	-100%
63951	Life Insurance	196.89	165.14	171.00	0.00	(171.00)	-100%
63952	Short Term Disability	79.98	74.80	82.00	0.00	(82.00)	-100%
63960	Retirement - General	20,831.37	20,227.35	23,754.00	0.00	(23,754.00)	-100%
63980	Unemployment Compensation	4,841.70	3,608.41	3,857.00	0.00	(3,857.00)	-100%
63990	Cell Phone Allowance	550.00	900.00	900.00	0.00	(900.00)	-100%
Account Classification Total: PS - Personnel Services		\$319,838.06	\$285,812.30	\$324,587.00	\$0.00	(\$324,587.00)	-100%

MS - Material and Services

44010	Mgmt Travel & Training	5,188.59	3,773.07	4,000.00	0.00	(4,000.00)	-100%
44040	Staff Travel & Training	923.88	1,208.26	1,500.00	0.00	(1,500.00)	-100%
44091	Oper Exp - Board of Equalization	0.00	36.40	50.00	0.00	(50.00)	-100%
44094	Book Restoration	9,052.03	6,791.03	9,800.00	0.00	(9,800.00)	-100%
44100	Supplies - Office	2,959.27	4,708.47	3,900.00	0.00	(3,900.00)	-100%
44101	Office Sup-Board of Equalization	7.65	0.00	20.00	0.00	(20.00)	-100%
44110	Supplies - Other	49,496.89	44,856.76	39,100.00	0.00	(39,100.00)	-100%
44115	Computer Equipment	0.00	5,657.26	0.00	0.00	0.00	N/A
44200	Dues / Fees	360.00	500.00	600.00	0.00	(600.00)	-100%
44570	Fees for Service	15,366.56	13,260.30	11,000.00	0.00	(11,000.00)	-100%
44640	Telephone	1,951.24	1,866.06	2,000.00	0.00	(2,000.00)	-100%
44700	Postage	12,142.30	12,266.28	12,000.00	0.00	(12,000.00)	-100%
44720	Legal Notice Publish	1,846.01	1,545.66	1,500.00	0.00	(1,500.00)	-100%
44830	Maintenance Contracts	30,847.91	29,891.62	32,527.00	0.00	(32,527.00)	-100%
45020	Contract Services	0.00	610.00	0.00	0.00	0.00	N/A
46160	Microfilm / Microfiche	0.00	0.00	3,400.00	0.00	(3,400.00)	-100%
99755	Risk Management	0.00	0.00	1,776.00	0.00	(1,776.00)	-100%
99760	Insurance/Liability	1,787.00	1,787.00	2,892.00	0.00	(2,892.00)	-100%
99765	Insurance/Workmans Compensation	572.00	190.68	0.00	0.00	0.00	N/A
99770	Internal Services	72,394.00	72,394.00	72,394.00	0.00	(72,394.00)	-100%

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**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
Department: 162 - Clerk							
Sub Department: 163 - Elections							
<u>Revenues</u>							
CS - Charges for Service							
34510	Reimb - Election	0.00	0.00	0.00	2,500.00	2,500.00	N/A
34511	Fees - Filing	0.00	0.00	0.00	500.00	500.00	N/A
34512	Election Reports	0.00	0.00	0.00	320.00	320.00	N/A
Account Classification Total: CS - Charges for Service		\$0.00	\$0.00	\$0.00	\$3,320.00	\$3,320.00	
TI - Interfund Transfers							
36330	Trans - General Non Dept	0.00	0.00	0.00	189,413.00	189,413.00	N/A
39042	Trans - Clerk	0.00	0.00	0.00	99,921.00	99,921.00	N/A
Account Classification Total: TI - Interfund Transfers		\$0.00	\$0.00	\$0.00	\$289,334.00	\$289,334.00	
Sub Department Total: 163 - Elections		\$0.00	\$0.00	\$0.00	\$292,654.00	\$292,654.00	
Department Total: 162 - Clerk		\$0.00	\$0.00	\$0.00	\$292,654.00	\$292,654.00	
<u>Expenditures</u>							
PS - Personnel Services							
60030	Clerk	0.00	0.00	0.00	38,555.00	38,555.00	N/A
60210	Chief Office Deputy	0.00	0.00	0.00	24,634.00	24,634.00	N/A
60606	Election Specialist	0.00	0.00	0.00	35,725.00	35,725.00	N/A
63923	Temp Help Election	0.00	0.00	0.00	8,950.00	8,950.00	N/A
63930	FICA	0.00	0.00	0.00	8,293.00	8,293.00	N/A
63940	Workmans Compensation Tax	0.00	0.00	0.00	89.00	89.00	N/A
63941	Workmans Compensation	0.00	0.00	0.00	2,493.00	2,493.00	N/A
63950	Medical Insurance	0.00	0.00	0.00	19,530.00	19,530.00	N/A
63951	Life Insurance	0.00	0.00	0.00	83.00	83.00	N/A
63952	Short Term Disability	0.00	0.00	0.00	31.00	31.00	N/A
63960	Retirement - General	0.00	0.00	0.00	15,913.00	15,913.00	N/A
63980	Unemployment Compensation	0.00	0.00	0.00	1,595.00	1,595.00	N/A
63990	Cell Phone Allowance	0.00	0.00	0.00	540.00	540.00	N/A
Account Classification Total: PS - Personnel Services		\$0.00	\$0.00	\$0.00	\$156,431.00	\$156,431.00	

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
Department: 162 - Clerk							
Sub Department: 164 - Recording							
<u>Revenues</u>							
LP - Licenses, Fees and Permits							
32140	Licenses - Marriage	0.00	0.00	0.00	10,500.00	10,500.00	N/A
34040	Fees - Clerk General	0.00	0.00	0.00	344,613.00	344,613.00	N/A
34231	Fees - NSF Check	0.00	0.00	0.00	40.00	40.00	N/A
36262	Fees - Surveyor	0.00	0.00	0.00	3,000.00	3,000.00	N/A
Account Classification Total: LP - Licenses, Fees and Permits		\$0.00	\$0.00	\$0.00	\$358,153.00	\$358,153.00	
IG - Intergovernmental							
33200	A&T Grant	0.00	0.00	0.00	2,275.00	2,275.00	N/A
Account Classification Total: IG - Intergovernmental		\$0.00	\$0.00	\$0.00	\$2,275.00	\$2,275.00	
CS - Charges for Service							
32015	Passports	0.00	0.00	0.00	7,000.00	7,000.00	N/A
34500	Fees - Lien Docket	0.00	0.00	0.00	10,000.00	10,000.00	N/A
Account Classification Total: CS - Charges for Service		\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00	
Sub Department Total: 164 - Recording		\$0.00	\$0.00	\$0.00	\$377,428.00	\$377,428.00	
<u>Expenditures</u>							
PS - Personnel Services							
60030	Clerk	0.00	0.00	0.00	25,703.00	25,703.00	N/A
60210	Chief Office Deputy	0.00	0.00	0.00	24,634.00	24,634.00	N/A
60605	Recording Specialist	0.00	0.00	0.00	39,087.00	39,087.00	N/A
60607	Senior Indexing Specialist	0.00	0.00	0.00	35,454.00	35,454.00	N/A
63930	FICA	0.00	0.00	0.00	9,580.00	9,580.00	N/A
63940	Workmans Compensation Tax	0.00	0.00	0.00	100.00	100.00	N/A
63941	Workmans Compensation	0.00	0.00	0.00	2,881.00	2,881.00	N/A
63950	Medical Insurance	0.00	0.00	0.00	26,970.00	26,970.00	N/A
63951	Life Insurance	0.00	0.00	0.00	87.00	87.00	N/A
63952	Short Term Disability	0.00	0.00	0.00	51.00	51.00	N/A
63960	Retirement - General	0.00	0.00	0.00	20,039.00	20,039.00	N/A

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
Department: 162 - Clerk							
Sub Department: 164 - Recording							
63980	Unemployment Compensation	0.00	0.00	0.00	2,281.00	2,281.00	N/A
63990	Cell Phone Allowance	0.00	0.00	0.00	360.00	360.00	N/A
Account Classification Total: PS - Personnel Services		\$0.00	\$0.00	\$0.00	\$187,227.00	\$187,227.00	
 MS - Material and Services							
44010	Mgmt Travel & Training	0.00	0.00	0.00	1,000.00	1,000.00	N/A
44040	Staff Travel & Training	0.00	0.00	0.00	1,000.00	1,000.00	N/A
44091	Oper Exp - Board of Equalization	0.00	0.00	0.00	20.00	20.00	N/A
44094	Book Restoration	0.00	0.00	0.00	5,000.00	5,000.00	N/A
44100	Supplies - Office	0.00	0.00	0.00	4,000.00	4,000.00	N/A
44200	Dues / Fees	0.00	0.00	0.00	900.00	900.00	N/A
44570	Fees for Service	0.00	0.00	0.00	3,000.00	3,000.00	N/A
44640	Telephone	0.00	0.00	0.00	1,000.00	1,000.00	N/A
44700	Postage	0.00	0.00	0.00	500.00	500.00	N/A
44830	Maintenance Contracts	0.00	0.00	0.00	13,278.00	13,278.00	N/A
46160	Microfilm / Microfiche	0.00	0.00	0.00	2,000.00	2,000.00	N/A
99755	Risk Management	0.00	0.00	0.00	932.00	932.00	N/A
99760	Insurance/Liability	0.00	0.00	0.00	1,745.00	1,745.00	N/A
99770	Internal Services	0.00	0.00	0.00	35,808.00	35,808.00	N/A
99780	Space Rent	0.00	0.00	0.00	15,734.00	15,734.00	N/A
99781	Steering Committee Hardware Charge	0.00	0.00	0.00	3,225.00	3,225.00	N/A
99782	Steering Committee User Charge	0.00	0.00	0.00	1,138.00	1,138.00	N/A
Account Classification Total: MS - Material and Services		\$0.00	\$0.00	\$0.00	\$90,280.00	\$90,280.00	
 IF - Interfund Transfers							
99012	Trans - Clerk	0.00	0.00	0.00	99,921.00	99,921.00	N/A
Account Classification Total: IF - Interfund Transfers		\$0.00	\$0.00	\$0.00	\$99,921.00	\$99,921.00	
Sub Department Total: 164 - Recording		\$0.00	\$0.00	\$0.00	\$377,428.00	\$377,428.00	
Fund Revenue	Total: 100 - General Fund	\$0.00	\$0.00	\$0.00	\$377,428.00	\$377,428.00	0.00

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**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2011 Actual Amount	2012 Actual Amount	2013 Amended Budget	2014 Proposed	Change	Percentage Change
Fund: 9334 - Clerk Overpay (Refunds)							
Department: 162 - Clerk							
<u>Revenues</u>							
LP - Licenses, Fees and Permits							
32191	Fees - Recording	1,233.95	840.50	300.00	1,000.00	700.00	233%
Account Classification Total: LP - Licenses, Fees and Permits		\$1,233.95	\$840.50	\$300.00	\$1,000.00	\$700.00	233%
IN - Interest							
39150	Investments - Interest On	4.24	17.15	0.00	18.00	18.00	N/A
Account Classification Total: IN - Interest		\$4.24	\$17.15	\$0.00	\$18.00	\$18.00	
FB - Fund Balances							
31001	Beginning Fund Balance	9,278.22	9,711.41	7,060.00	11,000.00	3,940.00	56%
Account Classification Total: FB - Fund Balances		\$9,278.22	\$9,711.41	\$7,060.00	\$11,000.00	\$3,940.00	56%
Department Total: 162 - Clerk		\$10,516.41	\$10,569.06	\$7,360.00	\$12,018.00	\$4,658.00	63%
<u>Expenditures</u>							
Department: 162 - Clerk							
MS - Material and Services							
44104	Miscellaneous	805.00	411.00	0.00	0.00	0.00	N/A
45800	Refunds	0.00	0.00	2,500.00	1,000.00	(1,500.00)	-60%
Account Classification Total: MS - Material and Services		\$805.00	\$411.00	\$2,500.00	\$1,000.00	(\$1,500.00)	-60%
FB - Fund Balance & Reserves							
99980	Reserve Future Expenditures	0.00	0.00	4,860.00	11,018.00	6,158.00	127%
99981	Unappropriated Fund Balance	9,711.41	10,158.06	0.00	0.00	0.00	N/A
Account Classification Total: FB - Fund Balance & Reserves		\$9,711.41	\$10,158.06	\$4,860.00	\$11,018.00	\$6,158.00	127%
Department Total: 162 - Clerk		\$10,516.41	\$10,569.06	\$7,360.00	\$12,018.00	\$4,658.00	63%
Fund Revenue	Total: 9334 - Clerk Overpay (Refunds)	\$10,516.41	\$10,569.06	\$7,360.00	\$12,018.00	\$4,658.00	63%
Fund Expenditure	Total: 9334 - Clerk Overpay (Refunds)	\$10,516.41	\$10,569.06	\$7,360.00	\$12,018.00	\$4,658.00	63%

