

Department Mission:

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

Mandated Services

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, nominating and recall petitions

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). Record and provide certified copies of Military Discharge Papers (DD 214s) at no charge.

When a document is received for recording it is verified for compliance with Oregon statutes. The information (parties' names, type of document and legal description) is 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.”

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

- **Notary**

Notary services are provided to customers recording documents, as well as to the general public. A fee of \$10 per notarization (per statute) is charged. This is another service that is helpful to the public and has not required any additional FTEs.

- **Perform Wedding Ceremonies**

The County Clerk began performing wedding ceremonies in 2011. There is a fee of \$100 set by statute. The required paperwork is completed around 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. E-recording was implemented 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 had 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 10/11	FY 11/12	FY 12/13	
Recording			
17,406	16,350	16,763	Real Property Recordings (every document is numbered, entered into the electronic system and indexed by type of document, parties involved, and legal description)
52,418	54,298	58,404	Pages in Recorded Documents (fee is partially based on number of pages)
177	185	147	Notarizations Performed
Election			
3,463	4,592	4,813	Voter Registrations Received Updating Information (after updating the information, postcards are mailed to every voter showing the updates as required by statute)
1,493	1,745	2,601	New Voter Registrations (after entering and verifying each new voter, postcards are mailed to the elector)
1,521	1,233	2,177	Number of Voters Moved to Inactive Status (processing of undeliverable ballots and individual voter notices, after which required postcards are mailed to the elector)
1,300	1,425	2,131	Number of Voters Moved to Cancelled Status (processing of death notices and notices received from voter updates in other states)
Property Tax Appeals (BOPTA)			
7	76	127	Property Tax Appeals Hearings (many more may be handled and settled prior to the hearing)
59	59	59	Special Districts (elections for these districts, for director positions and/or measures)
5	5	5	Incorporated Cities for which elections are administered
General			
457	433	393	Marriage Licenses & Domestic Partnerships (much time is also spent answering questions from customers at the counter and on the phone about license requirements)
248	275	314	Passports Processed
6	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 an individual voter(s) files an 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.

Digital images of the recorded documents are provided daily to six entities, so the documents must be indexed the same day as they are recorded. Up-to-date information is important to title companies and other interests, and that is the service provided for the fees collected. The revenue derived 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.

Klamath County's vote tally machines were acquired in 2007 through an agreement with the State. No County funds were used in the acquisition. The machines are now seven years old, and may need to be updated or replaced as technology and requirements change.

Clerk Storage Fund, 9305

ORS 205.320 directs that a fund be established in every county with the moneys being expended 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."

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 documents to be recorded in a timely manner, and not rejected because of overpayment.

Significant Changes:

<p><u>Revenue</u></p>	<p>Increase 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 14-15 \$35,000</p>	<p>FY 13-14 \$2,500</p>
<p><u>Expenses</u></p>	<p>Transfer of funds from both the Clerk Storage Fund and the Clerk Overpayment Fund to the Recording Fund, and from the Recording Fund to equipment reserves in the Election Fund in anticipation of vote tally system upgrades/replacement within the next 2-5 years.</p>	<p>FY 14-15 \$50,000</p>	<p>FY 13-14 -0-</p>

The Clerk's Office has had up to 7.6 FTEs at different times since 2000. In 2004-05 the number was cut to 5.5. A variety of factors (volume of real property recordings and type/number of elections) resulted in the cost of temporary help required to administer the elections and process recordings off-set any savings realized from reducing FTEs. From 2005-2010, there were 6.0 FTEs, and that was further reduced to 5.0 FTEs (including the County Clerk) in 2011, and that number remains. This is the minimum number required 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.

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 2014-2015 fiscal year, there will be at the least a November 2014 Gubernatorial primary election and a May 2015 special district election.

Key Issues:

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 a total of 84 books have been restored, through the de-acidification and conservation process, four to ten books a year. As the remaining books continue to age (several hundred books), this will be an ongoing project.

Klamath County, Oregon
2014-2015 Budget Financial Presentation
162 Clerk

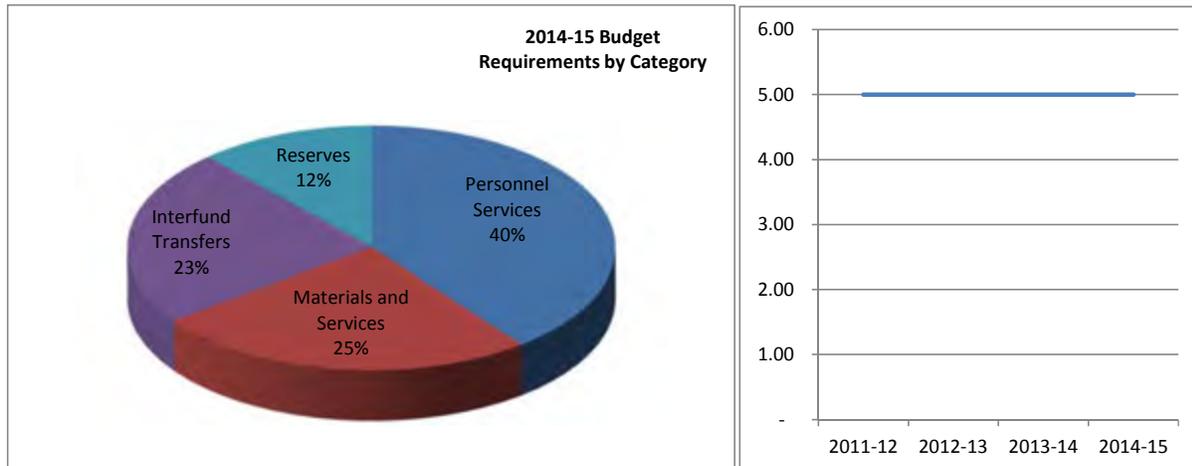
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2014-15 Budget
Requirements by Budgetary Category				
Personnel Services	285,812	324,867	343,658	358,049
Materials and Services	237,163	232,538	227,503	230,137
Debt Service	107,524	-	-	-
Subtotal Current Expenditures	630,499	557,405	571,161	588,186
Interfund Transfers	6,952		99,921	211,741
Reserves	-	-	136,122	106,167
Unappropriated Fund Balance	112,863	134,666	-	-
Subtotal Noncurrent Expenditures	119,815	134,666	236,043	317,908
Total Requirements by Budgetary Category	750,313	692,071	807,204	906,094

Requirements by Fund				
General Fund (101)	637,040	556,201	670,082	757,927
Clerk 5% Storage Fund (9305)	102,704	123,718	125,104	136,718
Clerk Overpayment Fund (9334)	10,569	12,152	12,018	11,449
Total Requirements by Fund	750,313	692,071	807,204	906,094

Resources by Budgetary Category				
Licenses, Fees and Permits	350,496	359,759	375,953	358,030
Intergovernmental	9,942	2,559	2,275	1,836
Charges for Services	21,440	54,136	20,320	52,400
Investment Earnings	500	314	18	-
Interfund Transfers	277,578	157,863	289,334	359,161
Miscellaneous	-	4,578	-	-
Beginning Fund Balance	90,358	112,863	119,304	134,667
Total Resources by Budgetary Category	750,313	692,071	807,204	906,094

Full-Time Employee Equivalents	5.00	5.00	5.00	5.00
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Mandate	Total Cost	Personnel Services	FTE
Clerk - Elections	353,561	358,049	5.00
Clerk - Recording	404,366	-	-
Clerk - 5% Storage fund	136,718	-	-
Clerk - Overpayment fund	11,449	-	-
Total Mandates	906,094	358,049	5.00



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Department	Title	GL Account	FTE	Union	Current Grade	Current Step	Cell Phone	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
							63990		63980	63930	63930	63941	63940	63950	63953	63951	63952	63960/63970	
Clerk/Elections	County Clerk	10016216360030	0.6000	Non-Union	CL01	1	\$540.00	\$39,480.35	\$0.000	\$2,447.78	\$572.465	\$789.61	\$20.671	\$6,300.00	\$0.00	\$51.63	\$0.00	\$6,711.66	\$56,374.16
Clerk/Elections	Chief Deputy Clerk	10016216360210	0.5000	Non-Union	UF25	3	\$0.00	\$26,006.25	\$455.11	\$1,612.39	\$377.091	\$520.12	\$17.226	\$5,250.00	\$0.00	\$10.44	\$10.20	\$4,421.06	\$38,679.89
Clerk/Elections	Election Specialist	10016216360606	1.0000	Local 121	LH14	5	\$0.00	\$37,524.97	\$656.69	\$2,326.55	\$544.112	\$750.50	\$34.452	\$10,500.00	\$0.00	\$20.88	\$20.40	\$6,379.25	\$58,757.80
Clerk/Elections	Election Worker	10016216363923	0.0000	Non-Union	MIN WAGE		\$0.00	\$9,100.00	\$159.25	\$564.20	\$131.950	\$182.00	\$16.500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,153.90
							\$540.00	\$112,111.57	\$1,271.05	\$6,950.92	\$1,625.62	\$2,242.23	\$88.85	\$22,050.00	\$0.00	\$82.95	\$30.60	\$17,511.97	\$163,965.75
Clerk/Recording	County Clerk	10016216460030	0.4000	Non-Union	CL01	1	\$360.00	\$26,320.23	\$0.000	\$1,631.85	\$381.643	\$526.40	\$13.781	\$4,200.00	\$0.00	\$34.41	\$0.00	\$4,474.44	\$37,582.76
Clerk/Recording	Chief Deputy Clerk	10016216460210	0.5000	Non-Union	UF25	3	\$0.00	\$26,006.25	\$455.11	\$1,612.39	\$377.091	\$520.12	\$17.226	\$5,250.00	\$0.00	\$10.44	\$10.20	\$4,421.06	\$38,679.89
Clerk/Recording	Recording Specialist	10016216460605	1.0000	Local 121	LH14	7	\$0.00	\$39,478.23	\$690.87	\$2,447.65	\$572.434	\$789.56	\$34.452	\$10,500.00	\$0.00	\$20.88	\$20.40	\$6,711.30	\$61,265.78
Clerk/Recording	Sr. Indexing Specialist	10016216460607	1.0000	Local 121	LH12	7	\$0.00	\$35,808.78	\$626.65	\$2,220.14	\$519.227	\$716.18	\$34.452	\$10,500.00	\$0.00	\$20.88	\$20.40	\$6,087.49	\$56,554.21
							\$360.00	\$127,613.49	\$1,772.63	\$7,912.04	\$1,850.40	\$2,552.27	\$99.91	\$30,450.00	\$0.00	\$86.61	\$51.00	\$21,694.29	\$194,082.64
			5.0000				\$900.00	\$239,725.06	\$3,043.68	\$14,862.95	\$3,476.01	\$4,794.50	\$188.76	\$52,500.00	\$0.00	\$169.56	\$81.60	\$39,206.26	\$358,048.39

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**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
<u>Revenues</u>							
Department: 162 - Clerk							
LP - Licenses, Fees and Permits							
32140	Licenses - Marriage	10,625.00	10,485.00	10,500.00	10,500.00	0.00	0%
34040	Fees - Clerk General	315,744.72	339,901.22	344,613.00	330,990.00	(13,623.00)	-4%
34041	Recording Debit Holding	1,819.75	(11,991.75)	0.00	0.00	0.00	N/A
34231	Fees - NSF Check	60.00	0.00	40.00	40.00	0.00	0%
36262	Fees - Surveyor	2,830.50	3,249.50	3,000.00	3,000.00	0.00	0%
Account Classification Total: LP - Licenses, Fees and Permits		\$331,079.97	\$341,643.97	\$358,153.00	\$344,530.00	(\$13,623.00)	-4%
IG - Intergovernmental							
33200	A&T Grant	4,320.83	2,558.61	2,275.00	1,836.00	(439.00)	-19%
33405	Grants	5,621.52	0.00	0.00	0.00	0.00	N/A
Account Classification Total: IG - Intergovernmental		\$9,942.35	\$2,558.61	\$2,275.00	\$1,836.00	(\$439.00)	-19%
CS - Charges for Service							
32015	Passports	8,225.00	10,050.00	7,000.00	7,000.00	0.00	0%
34500	Fees - Lien Docket	9,875.50	9,807.00	10,000.00	10,000.00	0.00	0%
34510	Reimb - Election	3,339.01	34,278.81	2,500.00	35,000.00	32,500.00	1300%
34511	Fees - Filing	0.00	0.00	500.00	100.00	(400.00)	-80%
34512	Election Reports	0.00	0.00	320.00	300.00	(20.00)	-6%
Account Classification Total: CS - Charges for Service		\$21,439.51	\$54,135.81	\$20,320.00	\$52,400.00	\$32,080.00	158%
TI - Interfund Transfers							
36330	Trans - General Non Dept	274,577.91	157,862.74	189,413.00	247,420.00	58,007.00	31%
39042	Trans - Clerk	0.00	0.00	99,921.00	111,741.00	11,820.00	12%
Account Classification Total: TI - Interfund Transfers		\$274,577.91	\$157,862.74	\$289,334.00	\$359,161.00	\$69,827.00	24%
Department Total: 162 - Clerk		\$637,039.74	\$556,201.13	\$670,082.00	\$757,927.00	\$87,845.00	13%

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
<u>Expenditures</u>							
Department: 162 - Clerk							
PS - Personnel Services							
60030	Clerk	64,258.08	64,258.08	64,258.00	64,900.00	642.00	1%
60210	Chief Office Deputy	30,726.00	47,151.00	49,268.00	52,012.00	2,744.00	6%
60605	Recording Specialist	38,810.88	38,937.60	39,087.00	39,478.00	391.00	1%
60606	Election Specialist	33,564.16	34,216.96	35,725.00	37,525.00	1,800.00	5%
60607	Senior Indexing Specialist	34,016.42	35,235.20	35,454.00	35,809.00	355.00	1%
63923	Temp Help Election	7,035.80	10,272.68	8,950.00	9,100.00	150.00	2%
63930	FICA	15,546.76	16,947.58	17,873.00	18,339.00	466.00	3%
63940	Workmans Compensation Tax	132.11	146.13	189.00	189.00	0.00	0%
63941	Workmans Compensation	1,569.50	5,384.85	5,374.00	4,794.00	(580.00)	-11%
63950	Medical Insurance	35,176.89	43,042.86	46,500.00	52,500.00	6,000.00	13%
63951	Life Insurance	165.14	170.06	170.00	170.00	0.00	0%
63952	Short Term Disability	74.80	81.89	82.00	82.00	0.00	0%
63960	Retirement - General	20,227.35	24,307.94	35,952.00	39,207.00	3,255.00	9%
63980	Unemployment Compensation	3,608.41	3,813.71	3,876.00	3,044.00	(832.00)	-21%
63990	Cell Phone Allowance	900.00	900.00	900.00	900.00	0.00	0%
Account Classification Total: PS - Personnel Services		\$285,812.30	\$324,866.54	\$343,658.00	\$358,049.00	\$14,391.00	4%

MS - Material and Services

44010	Mgmt Travel & Training	3,773.07	3,967.05	4,500.00	4,500.00	0.00	0%
44040	Staff Travel & Training	1,208.26	1,593.96	2,500.00	1,500.00	(1,000.00)	-40%
44091	Oper Exp - Board of Equalization	36.40	50.00	20.00	100.00	80.00	400%
44094	Book Restoration	6,791.03	2,980.00	5,000.00	5,000.00	0.00	0%
44100	Supplies - Office	4,708.47	4,096.99	4,000.00	2,800.00	(1,200.00)	-30%
44101	Office Sup-Board of Equalization	0.00	20.00	0.00	0.00	0.00	N/A
44110	Supplies - Other	44,856.76	34,651.91	25,000.00	28,914.00	3,914.00	16%
44115	Computer Equipment	5,657.26	0.00	0.00	0.00	0.00	N/A
44200	Dues / Fees	500.00	900.00	1,200.00	1,300.00	100.00	8%
44284	Copier Maintenance & Supplies	0.00	0.00	0.00	600.00	600.00	N/A
44381	Shredding Services	0.00	0.00	0.00	300.00	300.00	N/A
44570	Fees for Service	13,260.30	16,352.22	14,000.00	13,000.00	(1,000.00)	-7%
44640	Telephone	1,866.06	2,172.84	2,000.00	2,000.00	0.00	0%
44700	Postage	12,266.28	16,274.73	15,500.00	19,000.00	3,500.00	23%

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Budget Worksheet Report**

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Fund: 100 - General Fund							
<u>Revenues</u>							
Department: 162 - Clerk							
LP - Licenses, Fees and Permits							
32140	Licenses - Marriage	10,625.00	10,485.00	0.00	0.00	0.00	N/A
34040	Fees - Clerk General	315,744.72	339,901.22	0.00	0.00	0.00	N/A
34041	Recording Debit Holding	1,819.75	(11,991.75)	0.00	0.00	0.00	N/A
34231	Fees - NSF Check	60.00	0.00	0.00	0.00	0.00	N/A
36262	Fees - Surveyor	2,830.50	3,249.50	0.00	0.00	0.00	N/A
Account Classification Total: LP - Licenses, Fees and Permits		\$331,079.97	\$341,643.97	\$0.00	\$0.00	\$0.00	0%
IG - Intergovernmental							
33200	A&T Grant	4,320.83	2,558.61	0.00	0.00	0.00	N/A
33405	Grants	5,621.52	0.00	0.00	0.00	0.00	N/A
Account Classification Total: IG - Intergovernmental		\$9,942.35	\$2,558.61	\$0.00	\$0.00	\$0.00	0%
CS - Charges for Service							
32015	Passports	8,225.00	10,050.00	0.00	0.00	0.00	N/A
34500	Fees - Lien Docket	9,875.50	9,807.00	0.00	0.00	0.00	N/A
34510	Reimb - Election	3,339.01	34,278.81	0.00	0.00	0.00	N/A
Account Classification Total: CS - Charges for Service		\$21,439.51	\$54,135.81	\$0.00	\$0.00	\$0.00	0%
TI - Interfund Transfers							
36330	Trans - General Non Dept	274,577.91	157,862.74	0.00	0.00	0.00	N/A
Account Classification Total: TI - Interfund Transfers		\$274,577.91	\$157,862.74	\$0.00	\$0.00	\$0.00	0%
Department Total: 162 - Clerk		\$637,039.74	\$556,201.13	\$0.00	\$0.00	\$0.00	0%

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
<u>Expenditures</u>							
Department: 162 - Clerk							
PS - Personnel Services							
60030	Clerk	64,258.08	64,258.08	0.00	0.00	0.00	N/A
60210	Chief Office Deputy	30,726.00	47,151.00	0.00	0.00	0.00	N/A
60605	Recording Specialist	38,810.88	38,937.60	0.00	0.00	0.00	N/A
60606	Election Specialist	33,564.16	34,216.96	0.00	0.00	0.00	N/A
60607	Senior Indexing Specialist	34,016.42	35,235.20	0.00	0.00	0.00	N/A
63923	Temp Help Election	7,035.80	10,272.68	0.00	0.00	0.00	N/A
63930	FICA	15,546.76	16,947.58	0.00	0.00	0.00	N/A
63940	Workmans Compensation Tax	132.11	146.13	0.00	0.00	0.00	N/A
63941	Workmans Compensation	1,569.50	5,384.85	0.00	0.00	0.00	N/A
63950	Medical Insurance	35,176.89	43,042.86	0.00	0.00	0.00	N/A
63951	Life Insurance	165.14	170.06	0.00	0.00	0.00	N/A
63952	Short Term Disability	74.80	81.89	0.00	0.00	0.00	N/A
63960	Retirement - General	20,227.35	24,307.94	0.00	0.00	0.00	N/A
63980	Unemployment Compensation	3,608.41	3,813.71	0.00	0.00	0.00	N/A
63990	Cell Phone Allowance	900.00	900.00	0.00	0.00	0.00	N/A
Account Classification Total: PS - Personnel Services		\$285,812.30	\$324,866.54	\$0.00	\$0.00	\$0.00	0%

MS - Material and Services

44010	Mgmt Travel & Training	3,773.07	3,967.05	0.00	0.00	0.00	N/A
44040	Staff Travel & Training	1,208.26	1,593.96	0.00	0.00	0.00	N/A
44091	Oper Exp - Board of Equalization	36.40	50.00	0.00	0.00	0.00	N/A
44094	Book Restoration	6,791.03	2,980.00	0.00	0.00	0.00	N/A
44100	Supplies - Office	4,708.47	4,096.99	0.00	0.00	0.00	N/A
44101	Office Sup-Board of Equalization	0.00	20.00	0.00	0.00	0.00	N/A
44110	Supplies - Other	44,856.76	34,651.91	0.00	0.00	0.00	N/A
44115	Computer Equipment	5,657.26	0.00	0.00	0.00	0.00	N/A
44200	Dues / Fees	500.00	900.00	0.00	0.00	0.00	N/A
44570	Fees for Service	13,260.30	16,352.22	0.00	0.00	0.00	N/A
44640	Telephone	1,866.06	2,172.84	0.00	0.00	0.00	N/A
44700	Postage	12,266.28	16,274.73	0.00	0.00	0.00	N/A
44720	Legal Notice Publish	1,545.66	1,282.98	0.00	0.00	0.00	N/A
44830	Maintenance Contracts	29,891.62	30,738.23	0.00	0.00	0.00	N/A

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**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
<u>Revenues</u>							
Department: 162 - Clerk							
Sub Department: 163 - Elections							
CS - Charges for Service							
34510	Reimb - Election	0.00	0.00	2,500.00	35,000.00	32,500.00	1300%
34511	Fees - Filing	0.00	0.00	500.00	100.00	(400.00)	-80%
34512	Election Reports	0.00	0.00	320.00	300.00	(20.00)	-6%
Account Classification Total: CS - Charges for Service		\$0.00	\$0.00	\$3,320.00	\$35,400.00	\$32,080.00	966%
TI - Interfund Transfers							
36330	Trans - General Non Dept	0.00	0.00	189,413.00	247,420.00	58,007.00	31%
39042	Trans - Clerk	0.00	0.00	99,921.00	70,741.00	(29,180.00)	-29%
Account Classification Total: TI - Interfund Transfers		\$0.00	\$0.00	\$289,334.00	\$318,161.00	\$28,827.00	10%
Sub Department Total: 163 - Elections		\$0.00	\$0.00	\$292,654.00	\$353,561.00	\$60,907.00	21%
<u>Expenditures</u>							
Department: 162 - Clerk							
Sub Department: 163 - Elections							
PS - Personnel Services							
60030	Clerk	0.00	0.00	38,555.00	38,940.00	385.00	1%
60210	Chief Office Deputy	0.00	0.00	24,634.00	26,006.00	1,372.00	6%
60606	Election Specialist	0.00	0.00	35,725.00	37,525.00	1,800.00	5%
63900	Overtime	0.00	0.00	0.00	0.00	0.00	N/A
63923	Temp Help Election	0.00	0.00	8,950.00	9,100.00	150.00	2%
63930	FICA	0.00	0.00	8,293.00	8,577.00	284.00	3%
63940	Workmans Compensation Tax	0.00	0.00	89.00	89.00	0.00	0%
63941	Workmans Compensation	0.00	0.00	2,493.00	2,242.00	(251.00)	-10%
63950	Medical Insurance	0.00	0.00	19,530.00	22,050.00	2,520.00	13%
63951	Life Insurance	0.00	0.00	83.00	83.00	0.00	0%
63952	Short Term Disability	0.00	0.00	31.00	31.00	0.00	0%
63960	Retirement - General	0.00	0.00	15,913.00	17,512.00	1,599.00	10%
63980	Unemployment Compensation	0.00	0.00	1,595.00	1,271.00	(324.00)	-20%
63990	Cell Phone Allowance	0.00	0.00	540.00	540.00	0.00	0%
Account Classification Total: PS - Personnel Services		\$0.00	\$0.00	\$156,431.00	\$163,966.00	\$7,535.00	5%

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
Fund: 100 - General Fund							
<u>Revenues</u>							
Department: 162 - Clerk							
Sub Department: 164 - Recording							
LP - Licenses, Fees and Permits							
32140	Licenses - Marriage	0.00	0.00	10,500.00	10,500.00	0.00	0%
34040	Fees - Clerk General	0.00	0.00	344,613.00	330,990.00	(13,623.00)	-4%
34231	Fees - NSF Check	0.00	0.00	40.00	40.00	0.00	0%
36262	Fees - Surveyor	0.00	0.00	3,000.00	3,000.00	0.00	0%
Account Classification Total: LP - Licenses, Fees and Permits		\$0.00	\$0.00	\$358,153.00	\$344,530.00	(\$13,623.00)	-4%
IG - Intergovernmental							
33200	A&T Grant	0.00	0.00	2,275.00	1,836.00	(439.00)	-19%
Account Classification Total: IG - Intergovernmental		\$0.00	\$0.00	\$2,275.00	\$1,836.00	(\$439.00)	-19%
CS - Charges for Service							
32015	Passports	0.00	0.00	7,000.00	7,000.00	0.00	0%
34500	Fees - Lien Docket	0.00	0.00	10,000.00	10,000.00	0.00	0%
Account Classification Total: CS - Charges for Service		\$0.00	\$0.00	\$17,000.00	\$17,000.00	\$0.00	0%
TI - Interfund Transfers							
39042	Trans - Clerk	0.00	0.00	0.00	41,000.00	41,000.00	N/A
Account Classification Total: TI - Interfund Transfers		\$0.00	\$0.00	\$0.00	\$41,000.00	\$41,000.00	
Sub Department Total: 164 - Recording		\$0.00	\$0.00	\$377,428.00	\$404,366.00	\$26,938.00	7%

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
<u>Expenditures</u>							
Department: 162 - Clerk							
Sub Department: 164 - Recording							
PS - Personnel Services							
60030	Clerk	0.00	0.00	25,703.00	25,960.00	257.00	1%
60210	Chief Office Deputy	0.00	0.00	24,634.00	26,006.00	1,372.00	6%
60605	Recording Specialist	0.00	0.00	39,087.00	39,478.00	391.00	1%
60607	Senior Indexing Specialist	0.00	0.00	35,454.00	35,809.00	355.00	1%
63930	FICA	0.00	0.00	9,580.00	9,762.00	182.00	2%
63940	Workmans Compensation Tax	0.00	0.00	100.00	100.00	0.00	0%
63941	Workmans Compensation	0.00	0.00	2,881.00	2,552.00	(329.00)	-11%
63950	Medical Insurance	0.00	0.00	26,970.00	30,450.00	3,480.00	13%
63951	Life Insurance	0.00	0.00	87.00	87.00	0.00	0%
63952	Short Term Disability	0.00	0.00	51.00	51.00	0.00	0%
63960	Retirement - General	0.00	0.00	20,039.00	21,695.00	1,656.00	8%
63980	Unemployment Compensation	0.00	0.00	2,281.00	1,773.00	(508.00)	-22%
63990	Cell Phone Allowance	0.00	0.00	360.00	360.00	0.00	0%
Account Classification Total: PS - Personnel Services		\$0.00	\$0.00	\$187,227.00	\$194,083.00	\$6,856.00	4%

MS - Material and Services

44010	Mgmt Travel & Training	0.00	0.00	1,000.00	1,000.00	0.00	0%
44040	Staff Travel & Training	0.00	0.00	1,000.00	500.00	(500.00)	-50%
44091	Oper Exp - Board of Equalization	0.00	0.00	20.00	100.00	80.00	400%
44094	Book Restoration	0.00	0.00	5,000.00	5,000.00	0.00	0%
44100	Supplies - Office	0.00	0.00	4,000.00	2,500.00	(1,500.00)	-38%
44200	Dues / Fees	0.00	0.00	900.00	900.00	0.00	0%
44284	Copier Maintenance & Supplies	0.00	0.00	0.00	400.00	400.00	N/A
44570	Fees for Service	0.00	0.00	3,000.00	1,000.00	(2,000.00)	-67%
44640	Telephone	0.00	0.00	1,000.00	1,000.00	0.00	0%
44700	Postage	0.00	0.00	500.00	1,500.00	1,000.00	200%
44830	Maintenance Contracts	0.00	0.00	13,278.00	0.00	(13,278.00)	-100%
44996	Hardware / Software Maintenance	0.00	0.00	0.00	15,000.00	15,000.00	N/A
46160	Microfilm / Microfiche	0.00	0.00	2,000.00	3,000.00	1,000.00	50%
99755	Risk Management	0.00	0.00	932.00	950.00	18.00	2%
99760	Insurance/Liability	0.00	0.00	1,745.00	1,778.00	33.00	2%

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**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
Fund: 9334 - Clerk Overpay (Refunds)							
<u>Revenues</u>							
LP - Licenses, Fees and Permits							
32191	Fees - Recording	840.50	1,966.71	1,000.00	500.00	(500.00)	-50%
Account Classification Total: LP - Licenses, Fees and Permits		\$840.50	\$1,966.71	\$1,000.00	\$500.00	(\$500.00)	-50%
IN - Interest							
39150	Investments - Interest On	17.15	27.63	18.00	0.00	(18.00)	-100%
Account Classification Total: IN - Interest		\$17.15	\$27.63	\$18.00	\$0.00	(\$18.00)	-100%
FB - Fund Balances							
31001	Beginning Fund Balance	9,711.41	10,158.06	11,000.00	10,949.00	(51.00)	0%
Account Classification Total: FB - Fund Balances		\$9,711.41	\$10,158.06	\$11,000.00	\$10,949.00	(\$51.00)	0%
Revenues Total		\$10,569.06	\$12,152.40	\$12,018.00	\$11,449.00	(\$569.00)	-5%
<u>Expenditures</u>							
MS - Material and Services							
44104	Miscellaneous	411.00	0.00	0.00	0.00	0.00	N/A
45800	Refunds	0.00	1,203.50	1,000.00	1,000.00	0.00	0%
Account Classification Total: MS - Material and Services		\$411.00	\$1,203.50	\$1,000.00	\$1,000.00	\$0.00	0%
IF - Interfund Transfers							
99012	Trans - Clerk	0.00	0.00	0.00	5,000.00	5,000.00	N/A
Account Classification Total: IF - Interfund Transfers		\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	N/A
FB - Fund Balance & Reserves							
99980	Reserve Future Expenditures	0.00	0.00	11,018.00	5,449.00	(5,569.00)	-51%
99981	Unappropriated Fund Balance	10,158.06	10,948.90	0.00	0.00	0.00	N/A
Account Classification Total: FB - Fund Balance & Reserves		\$10,158.06	\$10,948.90	\$11,018.00	\$5,449.00	(\$5,569.00)	-51%
Expenditures Total		\$10,569.06	\$12,152.40	\$12,018.00	\$11,449.00	(\$569.00)	-5%

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
Fund Revenue	Total: 9334 - Clerk Overpay (Refunds)	\$10,569.06	\$12,152.40	\$12,018.00	\$11,449.00	(\$569.00)	-5%
Fund Expenditure	Total: 9334 - Clerk Overpay (Refunds)	\$10,569.06	\$12,152.40	\$12,018.00	\$11,449.00	(\$569.00)	-5%
Fund Net	Total: 9334 - Clerk Overpay (Refunds)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-5%

**LIVE Klamath County LIVE
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
Fund: 9305 - A&T - Clerk 5% Storage							
<u>Revenues</u>							
LP - Licenses, Fees and Permits							
32191	Fees - Recording	18,575.50	16,148.50	16,800.00	13,000.00	(3,800.00)	-23%
Account Classification Total: LP - Licenses, Fees and Permits		\$18,575.50	\$16,148.50	\$16,800.00	\$13,000.00	(\$3,800.00)	-23%
IN - Interest							
39150	Investments - Interest On	482.56	286.84	0.00	0.00	0.00	N/A
Account Classification Total: IN - Interest		\$482.56	\$286.84	\$0.00	\$0.00	\$0.00	0%
MI - Miscellaneous							
36100	Miscellaneous	0.00	4,577.75	0.00	0.00	0.00	N/A
Account Classification Total: MI - Miscellaneous		\$0.00	\$4,577.75	\$0.00	\$0.00	\$0.00	0%
TI - Interfund Transfers							
39026	Trans - Surveyor	3,000.00	0.00	0.00	0.00	0.00	N/A
Account Classification Total: TI - Interfund Transfers		\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
FB - Fund Balances							
31001	Beginning Fund Balance	80,646.42	102,704.48	108,304.00	123,718.00	15,414.00	14%
Account Classification Total: FB - Fund Balances		\$80,646.42	\$102,704.48	\$108,304.00	\$123,718.00	\$15,414.00	14%
Revenues Total		\$102,704.48	\$123,717.57	\$125,104.00	\$136,718.00	\$11,614.00	9%
<u>Expenditures</u>							
IF - Interfund Transfers							
99012	Trans - Clerk	0.00	0.00	0.00	36,000.00	36,000.00	N/A
Account Classification Total: IF - Interfund Transfers		\$0.00	\$0.00	\$0.00	\$36,000.00	\$36,000.00	
FB - Fund Balance & Reserves							
99980	Reserve Future Expenditures	0.00	0.00	125,104.00	100,718.00	(24,386.00)	-19%
99981	Unappropriated Fund Balance	102,704.48	123,717.57	0.00	0.00	0.00	N/A
Account Classification Total: FB - Fund Balance & Reserves		\$102,704.48	\$123,717.57	\$125,104.00	\$100,718.00	(\$24,386.00)	-19%
Expenditures Total		\$102,704.48	\$123,717.57	\$125,104.00	\$136,718.00	\$11,614.00	9%

