

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 discharge recordings, 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, recall, formation and annexation 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 real 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)

There are 172 property tax appeals filed that will be heard March 5-6, 2015, by the Board of Property Tax Appeals (BOPTA). Hearings will be held on any that are not stipulated

with the Assessor or withdrawn by the appellant by February 6. The BOPTA clerk handles all scheduling with the Board, correspondence with the appellants, coordination with the Assessor, and final orders to the Department of Revenue.

- **Issue Marriage Licenses & File Domestic Partnerships** (ORS 106.041 & 106.325)

Self-Imposed Services:

- **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 (maximum per statute) is charged. This is another service that is helpful to the public and has not required any additional FTEs. As part of the Veteran Recognition Program, we offer free notary services to veterans and spouses.

- **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 by staff around other duties.

- **Veteran Recognition Program**

The County Clerk partnered with the Veteran Services Officer to implement the Klamath County Veteran Recognition Program which has become a model for other counties. We have issued over 950 cards since the program began in April 2014. We currently have 88 businesses participating, offering free or reduced services/items to veterans.

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. It has increased the efficiency of recording documents, and has saved time for all parties. Documents can be submitted electronically, eliminating the need for handling the paperwork.

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 2015 legislative session has over 130 election and recording-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 13/14	FY 12/13	FY 11/12	
Recording			
14,231	16,763	16,350	Real Property Recordings (every document is numbered, entered into the electronic system and indexed by type of document, parties involved, and legal description)
47,570	58,404	54,298	Pages in Recorded Documents (fee is partially based on number of pages)
102	147	185	Notarizations Performed
Election			
2,175	4,813	4,592	Voter Registrations Received Updating Information (after updating the information, postcards are mailed to every voter showing the updates as required by statute)
548	2,601	1,745	New Voter Registrations (after entering and verifying each new voter, postcards are mailed to the elector)
1,742	2,177	1,233	Number of Voters Moved to Inactive Status (processing of undeliverable ballots and individual voter notices, after which required postcards are mailed to the elector)
1,428	2,131	1,425	Number of Voters Moved to Cancelled Status (processing of death notices and notices received from voter updates in other states)
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

Property Tax Appeals (BOPTA)			
23	127	76	Property Tax Appeals Hearings (many more may be handled and settled prior to the hearing)
General			
392	393	433	Marriage Licenses & Domestic Partnerships (much time is also spent answering questions from customers at the counter and on the phone about license requirements)
533	314	275	Passports Processed
6	6	6	Number of Entities Provided Daily Digital Images of Recorded Documents (generates revenue of \$18,000 annually)
N/A	N/A	N/A	Number of Entities Obtaining Subscription Service to the Clerk’s Recorded Documents (this service only became available in the fall of 2014, and there are currently two entities subscribing at a cost of \$100/month)

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.

Two entities also have a subscription with the County to access a read-only database of recorded documents. This enables them to get up-to-the-minute recording information, as well as access documents recorded over the years. The fee is \$100 per month.

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 33,000+ 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 eight years old, and will need to be updated or replaced as technology and requirements change.

Clerk Storage Fund, 2140

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, 2141

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>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 15-16 \$2,500</p>	<p>FY 14-15 \$35,000</p>
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<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 3-5 years.</p>	<p>FY 15-16 50,000</p>	<p>FY 14-15 \$50,000</p>
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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 2015-2016 fiscal year, there will be at the least a May 2016 Presidential Primary Election.

Key Issues:

HB 2177 is currently in hearings (and expected to pass this session). The bill provides voter registration to all citizens registering at the Department of Motor Vehicles. The State Election Division has provided an estimate that Klamath County registered voter numbers may increase from 33,350 to 38,594, an increase of 15.72%. This number would increase election costs by approximately the same percentage.

Independent Party has qualified as a major party in Oregon. This will increase the cost of every primary election, as ballots must be printed and programmed separately. It is estimated that the cost of primary elections will increase by 10%, but it cannot be determined until the Secretary of State provides more information regarding changes that may be made by a directive.

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 86 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
2015-2016 Budget Financial Presentation
1040 Clerk

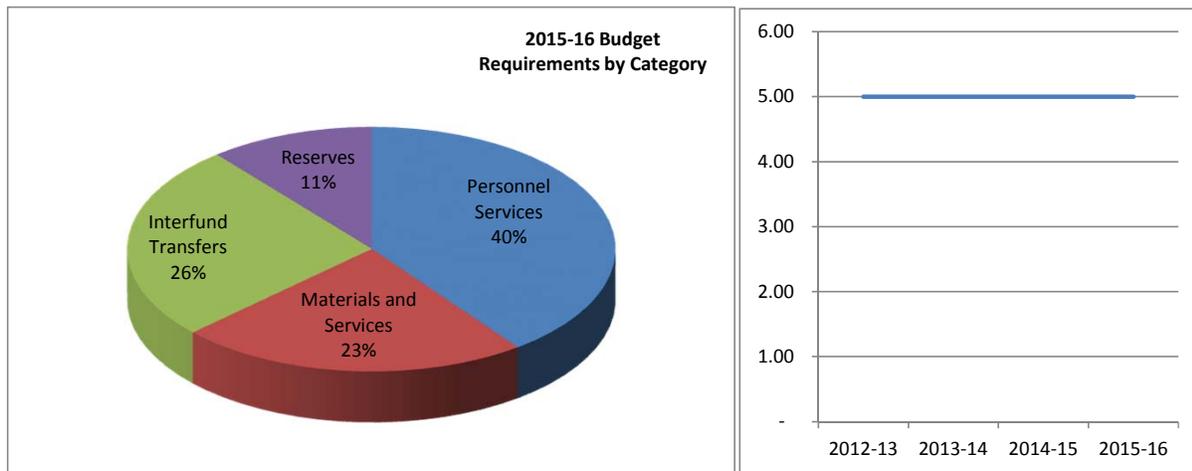
	2012-13 Actual	2013-14 Actual	2014-15 Budget	2015-16 Budget
Requirements by Budgetary Category				
Personnel Services	324,867	329,011	357,235	358,430
Materials and Services	232,538	221,315	230,137	208,833
Subtotal Current Expenditures	557,405	550,326	587,372	567,263
Interfund Transfers	-	42,748	212,067	234,124
Reserves	-	-	106,167	98,434
Unappropriated Fund Balance	134,666	153,983	-	-
Subtotal Noncurrent Expenditures	134,666	196,731	318,234	332,558
Total Requirements by Budgetary Category	692,071	747,057	905,606	899,821

Requirements by Fund				
General Fund (1000)	556,201	592,447	757,439	719,087
Clerk 5% Storage Fund (2140)	123,718	142,635	136,718	168,308
Clerk Overpayment Fund (2141)	12,152	11,975	11,449	12,426
Total Requirements by Fund	692,071	747,057	905,606	899,821

Resources by Budgetary Category				
Licenses, Fees and Permits	359,759	301,137	358,030	307,929
Intergovernmental	2,559	2,258	1,836	2,452
Charges for Services	54,136	59,198	52,400	24,600
Investment Earnings	314	565	-	-
Interfund Transfers	157,863	249,078	358,673	398,606
Miscellaneous	4,578	154	-	-
Beginning Fund Balance	112,863	134,667	134,667	166,234
Total Resources by Budgetary Category	692,071	747,057	905,606	899,821

Full-Time Employee Equivalents	5.00	5.00	5.00	5.00
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Mandate	Total Cost	Personnel Services	FTE
Clerk - Elections	320,206	169,423	2.10
Clerk - Recording	398,881	189,007	2.90
Clerk - 5% Storage fund	168,308	-	-
Clerk - Overpayment fund	12,426	-	-
Total Mandates	899,821	358,430	5.00



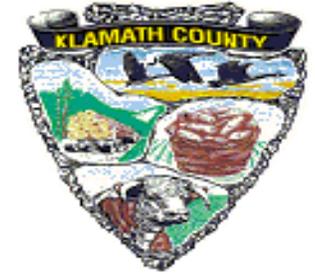
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General Ledger

Budget Analysis

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 Fiscal Year: 2016



2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
				1000	General Fund					
				1040	Clerk					
				R30	Charges for Service					
0.00	200.00	100.00	0.00	1041-1000-4314	Fees - Filing	0.00	500.00	500.00	0.00	0.00
0.00	27,186.25	35,000.00	0.00	1041-1000-4314	Reimb - Election	0.00	3,000.00	3,000.00	0.00	0.00
0.00	0.00	300.00	0.00	1041-1000-4314	Election Reports	0.00	100.00	100.00	0.00	0.00
0.00	27,386.25	35,400.00	0.00		Charges for Service Totals:	0.00	3,600.00	3,600.00	0.00	0.00
				R40	Other Local Revenue					
0.00	13.00	0.00	0.00	1041-1000-4400	Miscellaneous	0.00	0.00	0.00	0.00	0.00
0.00	13.00	0.00	0.00		Other Local Revenue Totals:	0.00	0.00	0.00	0.00	0.00
				R70	Interfund Transfers					
0.00	206,330.20	246,606.00	0.00	1041-1000-4900	Trans - General Non Dept	0.00	246,606.00	246,606.00	0.00	0.00
0.00	42,747.67	71,067.00	0.00	1041-1000-4914	Trans - Clerk	0.00	70,000.00	70,000.00	0.00	0.00
0.00	249,077.87	317,673.00	0.00		Interfund Transfers Totals:	0.00	316,606.00	316,606.00	0.00	0.00
0.00	276,477.12	353,073.00	0.00		REVENUES TOTALS:	0.00	320,206.00	320,206.00	0.00	0.00
				E10	Personnel Services					
0.00	67,225.92	73,171.00	0.00	1041-1000-5000	Salaries and Wages	1.50	75,365.00	75,365.00	0.00	0.00
0.00	38,554.81	38,555.00	0.00	1041-1000-5001	Elected Official Compensation	0.60	39,804.00	39,804.00	0.00	0.00
0.00	0.00	0.00	0.00	1041-1000-5011	Overtime	0.00	0.00	0.00	0.00	0.00
0.00	7,750.11	8,548.00	0.00	1041-1000-5110	FICA	0.00	8,810.00	8,810.00	0.00	0.00
0.00	72.22	89.00	0.00	1041-1000-5120	Workmans Compensation Tax	0.00	88.00	88.00	0.00	0.00
0.00	10,351.54	22,050.00	0.00	1041-1000-5130	Medical Insurance	0.00	23,310.00	23,310.00	0.00	0.00
0.00	0.00	0.00	0.00	1041-1000-5131	VEBA	0.00	0.00	0.00	0.00	0.00
0.00	83.84	83.00	0.00	1041-1000-5133	Life Insurance	0.00	56.00	56.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
0.00	31.50	31.00	0.00	1041-1000-5134	Short Term Disability	0.00	275.00	275.00	0.00	0.00
0.00	15,909.86	17,446.00	0.00	1041-1000-5140	Retirement - General	0.00	18,093.00	18,093.00	0.00	0.00
0.00	1,529.49	1,271.00	0.00	1041-1000-5156	Unemployment Compensation	0.00	1,319.00	1,319.00	0.00	0.00
0.00	2,468.59	2,234.00	0.00	1041-1000-5157	Workmans Compensation	0.00	2,303.00	2,303.00	0.00	0.00
0.00	143,977.88	163,478.00	0.00		Personnel Services Totals: E20 Material and Services	2.10	169,423.00	169,423.00	0.00	0.00
0.00	12,164.44	12,000.00	0.00	1041-1000-6201	Fees for Service	0.00	0.00	0.00	0.00	0.00
0.00	905.11	2,000.00	0.00	1041-1000-6203	Legal Notice Publish	0.00	500.00	500.00	0.00	0.00
0.00	2,212.23	0.00	0.00	1041-1000-6204	Maintenance Contracts	0.00	0.00	0.00	0.00	0.00
0.00	403.00	300.00	0.00	1041-1000-6205	Shredding Services	0.00	300.00	300.00	0.00	0.00
0.00	15,425.66	19,500.00	0.00	1041-1000-6232	Hardware Maintenance	0.00	19,500.00	19,500.00	0.00	0.00
0.00	400.00	400.00	0.00	1041-1000-6310	Dues & Fees	0.00	400.00	400.00	0.00	0.00
0.00	0.00	0.00	0.00	1041-1000-6331	Computer Software	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1041-1000-6332	Computer Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1041-1000-6517	Refunds	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1041-1000-6531	Supplies Equipment Rent	0.00	0.00	0.00	0.00	0.00
0.00	235.26	300.00	0.00	1041-1000-6600	Supplies - Office	0.00	300.00	300.00	0.00	0.00
0.00	24,928.63	28,914.00	0.00	1041-1000-6601	Supplies - Other	0.00	25,000.00	25,000.00	0.00	0.00
0.00	85.08	200.00	0.00	1041-1000-6602	Copier Maint & Supplies	0.00	200.00	200.00	0.00	0.00
0.00	13,686.45	17,500.00	0.00	1041-1000-6603	Postage	0.00	15,000.00	15,000.00	0.00	0.00
0.00	2,464.10	3,500.00	0.00	1041-1000-6701	Mgmt Travel & Training	0.00	3,000.00	3,000.00	0.00	0.00
0.00	156.03	1,000.00	0.00	1041-1000-6702	Staff Travel & Training	0.00	500.00	500.00	0.00	0.00
0.00	851.25	1,000.00	0.00	1041-1000-6755	Telephone	0.00	1,000.00	1,000.00	0.00	0.00
0.00	73,917.24	86,614.00	0.00		Material and Services Totals: E21 Interdepartmental Charges	0.00	65,700.00	65,700.00	0.00	0.00
0.00	35,809.00	29,687.00	0.00	1041-1000-6990	Internal Services	0.00	26,809.00	26,809.00	0.00	0.00
0.00	15,734.00	16,963.00	0.00	1041-1000-6991	Facility Services	0.00	16,761.00	16,761.00	0.00	0.00
0.00	3,225.00	2,244.00	0.00	1041-1000-6992	Steering Comm Hardware Chg	0.00	2,310.00	2,310.00	0.00	0.00
0.00	1,137.00	1,359.00	0.00	1041-1000-6993	Steering Comm User Chg	0.00	1,187.00	1,187.00	0.00	0.00
0.00	932.00	950.00	0.00	1041-1000-6994	Risk Management	0.00	908.00	908.00	0.00	0.00
0.00	1,745.00	1,778.00	0.00	1041-1000-6995	Insurance Liability	0.00	1,784.00	1,784.00	0.00	0.00
0.00	0.00	0.00	0.00	1041-1000-6999	Office Supplies - Internal	0.00	200.00	200.00	0.00	0.00

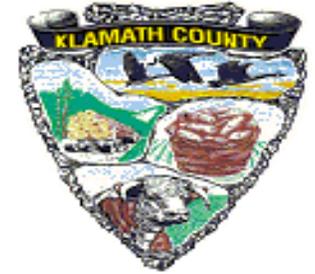
2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
0.00	0.00	0.00	0.00	1041-1000-6999	Postage - Internal	0.00	3,000.00	3,000.00	0.00	0.00
0.00	0.00	0.00	0.00	1041-1000-6999	Tech Supplies - Internal	0.00	0.00	0.00	0.00	0.00
0.00	58,582.00	52,981.00	0.00		Interdepartmental Charges Totals:	0.00	52,959.00	52,959.00	0.00	0.00
0.00	0.00	50,000.00	0.00	E70	Interfund Transfers	0.00	32,124.00	32,124.00	0.00	0.00
0.00	0.00	50,000.00	0.00	1041-1000-9003	Trans - Equipment Reserve	0.00	32,124.00	32,124.00	0.00	0.00
0.00	0.00	50,000.00	0.00		Interfund Transfers Totals:	0.00	32,124.00	32,124.00	0.00	0.00
0.00	276,477.12	353,073.00	0.00		EXPENDITURES TOTALS:	2.10	320,206.00	320,206.00	0.00	0.00
0.00	276,477.12	353,073.00	0.00		DEPARTMENT REVENUES	0.00	320,206.00	320,206.00	0.00	0.00
0.00	276,477.12	353,073.00	0.00		DEPARTMENT EXPENSES	2.10	320,206.00	320,206.00	0.00	0.00
0.00	0.00	0.00	0.00		Clerk Totals:	(2.10)	0.00	0.00	0.00	0.00
0.00	276,477.12	353,073.00	0.00		FUND REVENUES	0.00	320,206.00	320,206.00	0.00	0.00
0.00	276,477.12	353,073.00	0.00		FUND EXPENSES	2.10	320,206.00	320,206.00	0.00	0.00
0.00	0.00	0.00	0.00		General Fund Totals:	(2.10)	0.00	0.00	0.00	0.00
0.00	276,477.12	353,073.00	0.00		REPORT REVENUES	0.00	320,206.00	320,206.00	0.00	0.00
0.00	276,477.12	353,073.00	0.00		REPORT EXPENSES	2.10	320,206.00	320,206.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	(2.10)	0.00	0.00	0.00	0.00

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General Ledger

Budget Analysis

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 Fiscal Year: 2016



2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
				1000	General Fund					
				1040	Clerk					
				R20	Licenses, Fees and Permits					
0.00	26.25	40.00	0.00	1042-1000-4101	Fees - NSF Check	0.00	40.00	40.00	0.00	0.00
10,485.00	10,280.00	10,500.00	0.00	1042-1000-4114	Licenses - Marriage	0.00	10,000.00	10,000.00	0.00	0.00
339,901.22	273,022.90	330,990.00	0.00	1042-1000-4114	Fees - Clerk General	0.00	283,965.00	283,389.00	0.00	0.00
(11,991.75)	(4,242.75)	0.00	0.00	1042-1000-4114	Recording Debit Holding	0.00	0.00	0.00	0.00	0.00
3,249.50	2,673.75	3,000.00	0.00	1042-1000-4116	Fees - Surveyor	0.00	0.00	0.00	0.00	0.00
341,643.97	281,760.15	344,530.00	0.00		Licenses, Fees and Permits Totals:	0.00	294,005.00	293,429.00	0.00	0.00
				R30	Charges for Service					
0.00	0.00	0.00	0.00	1042-1000-4313	Fees - Tax Office	0.00	0.00	0.00	0.00	0.00
9,807.00	14,511.35	10,000.00	0.00	1042-1000-4314	Fees - Lien Docket	0.00	10,000.00	10,000.00	0.00	0.00
10,050.00	17,300.00	7,000.00	0.00	1042-1000-4314	Passports	0.00	10,000.00	10,000.00	0.00	0.00
34,278.81	0.00	0.00	0.00	1042-1000-4314	Reimb - Election	0.00	0.00	0.00	0.00	0.00
54,135.81	31,811.35	17,000.00	0.00		Charges for Service Totals:	0.00	20,000.00	20,000.00	0.00	0.00
				R31	Interdepartmental Charges					
0.00	0.00	0.00	0.00	1042-1000-4398	Fees - Internal	0.00	1,000.00	1,000.00	0.00	0.00
0.00	0.00	0.00	0.00		Interdepartmental Charges Totals:	0.00	1,000.00	1,000.00	0.00	0.00
				R40	Other Local Revenue					
0.00	141.00	0.00	0.00	1042-1000-4400	Miscellaneous	0.00	0.00	0.00	0.00	0.00
0.00	141.00	0.00	0.00		Other Local Revenue Totals:	0.00	0.00	0.00	0.00	0.00
				R51	State of Oregon					
0.00	0.00	0.00	0.00	1042-1000-4500	Grants - State	0.00	0.00	0.00	0.00	0.00
2,558.61	2,257.51	1,836.00	0.00	1042-1000-4501	A&T Grant	0.00	1,876.00	2,452.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
2,558.61	2,257.51	1,836.00	0.00		State of Oregon Totals:	0.00	1,876.00	2,452.00	0.00	0.00
				R70	Interfund Transfers					
157,862.74	0.00	0.00	0.00	1042-1000-4900	Trans - General Non Dept	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-4913	Trans - Property Sales	0.00	0.00	0.00	0.00	0.00
0.00	0.00	41,000.00	0.00	1042-1000-4914	Trans - Clerk	0.00	82,000.00	82,000.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-4916	Trans - Surveyor	0.00	0.00	0.00	0.00	0.00
157,862.74	0.00	41,000.00	0.00		Interfund Transfers Totals:	0.00	82,000.00	82,000.00	0.00	0.00
556,201.13	315,970.01	404,366.00	0.00		REVENUES TOTALS:	0.00	398,881.00	398,881.00	0.00	0.00
				E10	Personnel Services					
166,713.44	98,177.23	101,653.00	0.00	1042-1000-5000	Salaries and Wages	2.50	95,476.00	95,476.00	0.00	0.00
64,258.08	25,703.27	25,703.00	0.00	1042-1000-5001	Elected Official Compensation	0.40	26,537.00	26,537.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-5011	Overtime	0.00	0.00	0.00	0.00	0.00
16,947.58	8,691.96	9,742.00	0.00	1042-1000-5110	FICA	0.00	9,334.00	9,334.00	0.00	0.00
146.13	84.67	100.00	0.00	1042-1000-5120	Workmans Compensation Tax	0.00	100.00	100.00	0.00	0.00
43,042.86	27,259.79	30,450.00	0.00	1042-1000-5130	Medical Insurance	0.00	32,190.00	32,190.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-5131	VEBA	0.00	0.00	0.00	0.00	0.00
170.06	85.77	87.00	0.00	1042-1000-5133	Life Insurance	0.00	59.00	59.00	0.00	0.00
81.89	50.15	51.00	0.00	1042-1000-5134	Short Term Disability	0.00	458.00	458.00	0.00	0.00
24,307.94	19,831.32	21,651.00	0.00	1042-1000-5140	Retirement - General	0.00	20,742.00	20,742.00	0.00	0.00
3,813.71	2,251.35	1,773.00	0.00	1042-1000-5156	Unemployment Compensation	0.00	1,671.00	1,671.00	0.00	0.00
5,384.85	2,897.12	2,547.00	0.00	1042-1000-5157	Workmans Compensation	0.00	2,440.00	2,440.00	0.00	0.00
324,866.54	185,032.63	193,757.00	0.00		Personnel Services Totals:	2.90	189,007.00	189,007.00	0.00	0.00
				E20	Material and Services					
775.00	0.00	0.00	0.00	1042-1000-6200	Contract Services	0.00	0.00	0.00	0.00	0.00
16,352.22	0.00	1,000.00	0.00	1042-1000-6201	Fees for Service	0.00	4,000.00	4,000.00	0.00	0.00
1,282.98	0.00	0.00	0.00	1042-1000-6203	Legal Notice Publish	0.00	0.00	0.00	0.00	0.00
30,738.23	170.16	0.00	0.00	1042-1000-6204	Maintenance Contracts	0.00	0.00	0.00	0.00	0.00
2,980.00	4,963.68	5,000.00	0.00	1042-1000-6222	Book Restoration	0.00	5,000.00	5,000.00	0.00	0.00
2,098.68	2,941.69	3,000.00	0.00	1042-1000-6222	Microfilm or Microfiche	0.00	3,000.00	3,000.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6232	Software Support	0.00	15,000.00	15,000.00	0.00	0.00
0.00	13,050.00	15,000.00	0.00	1042-1000-6232	Hardware Maintenance	0.00	0.00	0.00	0.00	0.00

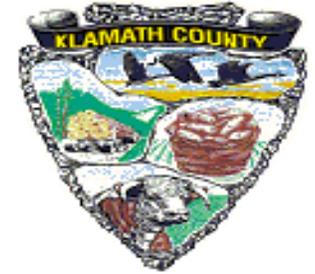
2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
900.00	470.00	900.00	0.00	1042-1000-6310	Dues & Fees	0.00	900.00	900.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6331	Computer Software	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6332	Computer Equipment	0.00	500.00	500.00	0.00	0.00
50.00	0.00	100.00	0.00	1042-1000-6410	Board of Equalization	0.00	100.00	100.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6530	Rent	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6531	Supplies Equipment Rent	0.00	96.00	96.00	0.00	0.00
4,116.99	3,234.45	2,500.00	0.00	1042-1000-6600	Supplies - Office	0.00	1,000.00	1,000.00	0.00	0.00
34,651.91	0.00	0.00	0.00	1042-1000-6601	Supplies - Other	0.00	0.00	0.00	0.00	0.00
0.00	237.03	400.00	0.00	1042-1000-6602	Copier Maint & Supplies	0.00	400.00	400.00	0.00	0.00
16,274.73	2,627.50	1,500.00	0.00	1042-1000-6603	Postage	0.00	1,000.00	1,000.00	0.00	0.00
3,967.05	852.33	1,000.00	0.00	1042-1000-6701	Mgmt Travel & Training	0.00	1,000.00	1,000.00	0.00	0.00
1,593.96	305.99	500.00	0.00	1042-1000-6702	Staff Travel & Training	0.00	500.00	500.00	0.00	0.00
2,172.84	754.88	1,000.00	0.00	1042-1000-6755	Telephone	0.00	1,000.00	1,000.00	0.00	0.00
117,954.59	29,607.71	31,900.00	0.00		Material and Services Totals:	0.00	33,496.00	33,496.00	0.00	0.00
				E21	Interdepartmental Charges					
72,394.00	35,808.00	29,687.00	0.00	1042-1000-6990	Internal Services	0.00	26,809.00	26,809.00	0.00	0.00
31,218.00	15,734.00	16,964.00	0.00	1042-1000-6991	Facility Services	0.00	16,761.00	16,761.00	0.00	0.00
4,050.00	3,225.00	6,904.00	0.00	1042-1000-6992	Steering Comm Hardware Chg	0.00	6,928.00	6,928.00	0.00	0.00
1,050.00	1,138.00	1,359.00	0.00	1042-1000-6993	Steering Comm User Chg	0.00	1,188.00	1,188.00	0.00	0.00
1,776.00	932.00	950.00	0.00	1042-1000-6994	Risk Management	0.00	908.00	908.00	0.00	0.00
2,892.00	1,745.00	1,778.00	0.00	1042-1000-6995	Insurance Liability	0.00	1,784.00	1,784.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6997	Insurance Work Comp	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6999	Office Supplies - Internal	0.00	1,000.00	1,000.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6999	Postage - Internal	0.00	1,000.00	1,000.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6999	Tech Supplies - Internal	0.00	0.00	0.00	0.00	0.00
113,380.00	58,582.00	57,642.00	0.00		Interdepartmental Charges Totals:	0.00	56,378.00	56,378.00	0.00	0.00
				E41	Interdepartmental Charges					
0.00	0.00	0.00	0.00	1042-1000-8801	Interfund Loan Principal	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-8802	Interfund Loan Interest	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Interdepartmental Charges Totals:	0.00	0.00	0.00	0.00	0.00
				E70	Interfund Transfers					
0.00	0.00	50,000.00	0.00	1042-1000-9003	Trans - Equipment Reserve	0.00	50,000.00	50,000.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
0.00	42,747.67	71,067.00	0.00	1042-1000-9014	Trans - Clerk	0.00	70,000.00	70,000.00	0.00	0.00
0.00	42,747.67	121,067.00	0.00		Interfund Transfers Totals:	0.00	120,000.00	120,000.00	0.00	0.00
556,201.13	315,970.01	404,366.00	0.00		EXPENDITURES TOTALS:	2.90	398,881.00	398,881.00	0.00	0.00
556,201.13	315,970.01	404,366.00	0.00		DEPARTMENT REVENUES	0.00	398,881.00	398,881.00	0.00	0.00
556,201.13	315,970.01	404,366.00	0.00		DEPARTMENT EXPENSES	2.90	398,881.00	398,881.00	0.00	0.00
0.00	0.00	0.00	0.00		Clerk Totals:	(2.90)	0.00	0.00	0.00	0.00
556,201.13	315,970.01	404,366.00	0.00		FUND REVENUES	0.00	398,881.00	398,881.00	0.00	0.00
556,201.13	315,970.01	404,366.00	0.00		FUND EXPENSES	2.90	398,881.00	398,881.00	0.00	0.00
0.00	0.00	0.00	0.00		General Fund Totals:	(2.90)	0.00	0.00	0.00	0.00
556,201.13	315,970.01	404,366.00	0.00		REPORT REVENUES	0.00	398,881.00	398,881.00	0.00	0.00
556,201.13	315,970.01	404,366.00	0.00		REPORT EXPENSES	2.90	398,881.00	398,881.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	(2.90)	0.00	0.00	0.00	0.00

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2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
				2140	Clerk - Storage					
				1040	Clerk					
				R20	Licenses, Fees and Permits					
16,148.50	18,396.66	13,000.00	0.00	1042-1000-4113	Fees - Recording	0.00	14,000.00	14,000.00	0.00	0.00
16,148.50	18,396.66	13,000.00	0.00		Licenses, Fees and Permits Totals:	0.00	14,000.00	14,000.00	0.00	0.00
				R31	Interdepartmental Charges					
0.00	0.00	0.00	0.00	1042-1000-4398	Fees - Internal	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Interdepartmental Charges Totals:	0.00	0.00	0.00	0.00	0.00
				R40	Other Local Revenue					
4,577.75	0.00	0.00	0.00	1042-1000-4400	Miscellaneous	0.00	0.00	0.00	0.00	0.00
4,577.75	0.00	0.00	0.00		Other Local Revenue Totals:	0.00	0.00	0.00	0.00	0.00
				R41	Interest					
286.84	521.19	0.00	0.00	1042-1000-4495	Investments - Interest On	0.00	0.00	0.00	0.00	0.00
286.84	521.19	0.00	0.00		Interest Totals:	0.00	0.00	0.00	0.00	0.00
				R70	Interfund Transfers					
0.00	0.00	0.00	0.00	1042-1000-4916	Trans - Surveyor	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Interfund Transfers Totals:	0.00	0.00	0.00	0.00	0.00
				R90	Fund Balances					
102,704.48	123,717.57	123,718.00	0.00	1042-1000-4995	Beginning Fund Balance	0.00	154,308.00	154,308.00	0.00	0.00
102,704.48	123,717.57	123,718.00	0.00		Fund Balances Totals:	0.00	154,308.00	154,308.00	0.00	0.00
123,717.57	142,635.42	136,718.00	0.00		REVENUES TOTALS:	0.00	168,308.00	168,308.00	0.00	0.00
				E20	Material and Services					
0.00	0.00	0.00	0.00	1042-1000-6330	Office Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6332	Computer Equipment	0.00	0.00	0.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
0.00	0.00	0.00	0.00	1042-1000-6600	Supplies - Office	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Material and Services Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	E30	Capital Outlay					
0.00	0.00	0.00	0.00	1042-1000-7000	Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-7003	Computer Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-7004	Computer Software	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Capital Outlay Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	36,000.00	0.00	E70	Interfund Transfers					
0.00	0.00	36,000.00	0.00	1042-1000-9014	Trans - Clerk	0.00	77,000.00	77,000.00	0.00	0.00
0.00	0.00	36,000.00	0.00		Interfund Transfers Totals:	0.00	77,000.00	77,000.00	0.00	0.00
0.00	0.00	100,718.00	0.00	E81	Fund Balance & Reserves					
0.00	0.00	100,718.00	0.00	1042-1000-9900	Reserve Future Expenditures	0.00	91,308.00	91,308.00	0.00	0.00
0.00	0.00	100,718.00	0.00		Fund Balance & Reserves Totals:	0.00	91,308.00	91,308.00	0.00	0.00
123,717.57	142,635.42	0.00	0.00	E90	Unappropriated Fund Balance					
123,717.57	142,635.42	0.00	0.00	1042-1000-9990	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00
123,717.57	142,635.42	0.00	0.00		Unappropriated Fund Balance Total	0.00	0.00	0.00	0.00	0.00
123,717.57	142,635.42	136,718.00	0.00		EXPENDITURES TOTALS:	0.00	168,308.00	168,308.00	0.00	0.00
123,717.57	142,635.42	136,718.00	0.00		DEPARTMENT REVENUES	0.00	168,308.00	168,308.00	0.00	0.00
123,717.57	142,635.42	136,718.00	0.00		DEPARTMENT EXPENSES	0.00	168,308.00	168,308.00	0.00	0.00
0.00	0.00	0.00	0.00		Clerk Totals:	0.00	0.00	0.00	0.00	0.00
123,717.57	142,635.42	136,718.00	0.00		FUND REVENUES	0.00	168,308.00	168,308.00	0.00	0.00
123,717.57	142,635.42	136,718.00	0.00		FUND EXPENSES	0.00	168,308.00	168,308.00	0.00	0.00
0.00	0.00	0.00	0.00		Clerk - Storage Totals:	0.00	0.00	0.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
123,717.57	142,635.42	136,718.00	0.00		REPORT REVENUES	0.00	168,308.00	168,308.00	0.00	0.00
123,717.57	142,635.42	136,718.00	0.00		REPORT EXPENSES	0.00	168,308.00	168,308.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	0.00	0.00	0.00	0.00	0.00

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Budget Analysis

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2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
				2141	Clerk - Overpay Refunds					
				1040	Clerk					
				R20	Licenses, Fees and Permits					
1,966.71	981.40	500.00	0.00	1042-1000-4113	Fees - Recording	0.00	500.00	500.00	0.00	0.00
1,966.71	981.40	500.00	0.00		Licenses, Fees and Permits Totals:	0.00	500.00	500.00	0.00	0.00
				R40	Other Local Revenue					
0.00	0.00	0.00	0.00	1042-1000-4400	Miscellaneous	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00		Other Local Revenue Totals:	0.00	0.00	0.00	0.00	0.00
				R41	Interest					
27.63	44.44	0.00	0.00	1042-1000-4495	Investments - Interest On	0.00	0.00	0.00	0.00	0.00
27.63	44.44	0.00	0.00		Interest Totals:	0.00	0.00	0.00	0.00	0.00
				R90	Fund Balances					
10,158.06	10,948.90	10,949.00	0.00	1042-1000-4995	Beginning Fund Balance	0.00	11,926.00	11,926.00	0.00	0.00
10,158.06	10,948.90	10,949.00	0.00		Fund Balances Totals:	0.00	11,926.00	11,926.00	0.00	0.00
12,152.40	11,974.74	11,449.00	0.00		REVENUES TOTALS:	0.00	12,426.00	12,426.00	0.00	0.00
				E20	Material and Services					
0.00	0.00	0.00	0.00	1042-1000-6501	Operating Expenses	0.00	0.00	0.00	0.00	0.00
1,203.50	626.25	1,000.00	0.00	1042-1000-6517	Refunds	0.00	300.00	300.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-6600	Supplies - Office	0.00	0.00	0.00	0.00	0.00
1,203.50	626.25	1,000.00	0.00		Material and Services Totals:	0.00	300.00	300.00	0.00	0.00
				E30	Capital Outlay					
0.00	0.00	0.00	0.00	1042-1000-7000	Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-7003	Computer Equipment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-7004	Computer Software	0.00	0.00	0.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
0.00	0.00	0.00	0.00		Capital Outlay Totals:	0.00	0.00	0.00	0.00	0.00
0.00	0.00	5,000.00	0.00	E70 1042-1000-9014	Interfund Transfers Trans - Clerk	0.00	5,000.00	5,000.00	0.00	0.00
0.00	0.00	5,000.00	0.00		Interfund Transfers Totals:	0.00	5,000.00	5,000.00	0.00	0.00
0.00	0.00	5,449.00	0.00	E81 1042-1000-9900	Fund Balance & Reserves Reserve Future Expenditures	0.00	7,126.00	7,126.00	0.00	0.00
0.00	0.00	0.00	0.00	1042-1000-9910	Reserve Capital Outlay	0.00	0.00	0.00	0.00	0.00
0.00	0.00	5,449.00	0.00		Fund Balance & Reserves Totals:	0.00	7,126.00	7,126.00	0.00	0.00
10,948.90	11,348.49	0.00	0.00	E90 1042-1000-9990	Unappropriated Fund Balance Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00
10,948.90	11,348.49	0.00	0.00		Unappropriated Fund Balance Total	0.00	0.00	0.00	0.00	0.00
12,152.40	11,974.74	11,449.00	0.00		EXPENDITURES TOTALS:	0.00	12,426.00	12,426.00	0.00	0.00
12,152.40	11,974.74	11,449.00	0.00		DEPARTMENT REVENUES	0.00	12,426.00	12,426.00	0.00	0.00
12,152.40	11,974.74	11,449.00	0.00		DEPARTMENT EXPENSES	0.00	12,426.00	12,426.00	0.00	0.00
0.00	0.00	0.00	0.00		Clerk Totals:	0.00	0.00	0.00	0.00	0.00
12,152.40	11,974.74	11,449.00	0.00		FUND REVENUES	0.00	12,426.00	12,426.00	0.00	0.00
12,152.40	11,974.74	11,449.00	0.00		FUND EXPENSES	0.00	12,426.00	12,426.00	0.00	0.00
0.00	0.00	0.00	0.00		Clerk - Overpay Refunds Totals:	0.00	0.00	0.00	0.00	0.00

2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
12,152.40	11,974.74	11,449.00	0.00		REPORT REVENUES	0.00	12,426.00	12,426.00	0.00	0.00
12,152.40	11,974.74	11,449.00	0.00		REPORT EXPENSES	0.00	12,426.00	12,426.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	0.00	0.00	0.00	0.00	0.00

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