



**BOARD OF COMMISSIONERS**  
**Agenda Item Summary**

<b>Agenda Category: BUDGET RESOLUTION</b>	<b>Item No:</b>
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**Date:** June 18, 2019

**Originating Department:** BUDGET OFFICE

**Issue:** In the Matter of Designating Klamath County Positions Authorized to Expend and Encumber County Funds for the Fiscal Year 2019-2020

**Background:** The Klamath County budget for fiscal year 2019-2020 was adopted on June 18, 2019. The Board of Commissioners are responsible for all Klamath County expenditures, and have chosen to delegate the authority to make expenditures and/or encumber County funds to the attached positions effective July 1, 2019.

**Fiscal Impact:** None

**Recommended Motion:** The Board of Commissioners hereby authorizes the positions to make expenditures and make encumbrances of County funds effective July 1, 2019.

\_\_\_\_\_  
 Department Head Signature

DONE AND DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Chair  
 Approved   
 Denied

\_\_\_\_\_  
 Vice-Chair  
 Approved   
 Denied

\_\_\_\_\_  
 Commissioner  
 Approved   
 Denied

BOARD OF COUNTY COMMISSIONERS  
KLAMATH COUNTY, OREGON

IN THE MATTER OF DESIGNATING )  
 KLAMATH COUNTY POSITIONS )  
 AUTHORIZED TO EXPEND AND )  
 ENCUMBER COUNTY FUNDS FOR THE ) BUDGET RESOLUTION NO. \_\_\_\_\_  
FISCAL YEAR 2019-2020 )

WHEREAS, the Fiscal Year 2019-2020 County Budget has been adopted by the Board of County Commissioners; and

WHEREAS, budgeted expenditures are identified by fund and department; and

WHEREAS, the Board of County Commissioners are responsible for all County expenditures; and

WHEREAS, the Board has chosen to delegate the authority to make expenditures of County funds or to encumber funds.

THEREFORE, BE IT RESOLVED, that the following positions are authorized to make expenditures and make encumbrances of the budgeted funds and departments effective July 1, 2019:

<u>Department</u>	<u>Authorized Position</u>	<u>Other Cost Center(s)</u>
Treasurer (1010)	Treasurer Finance Director	Trust & Agency Funds County Schools (1070)
Assessor (1020)	Assessor  Chief Appraiser	Geographic Information Systems (1535)
Tax Collector (1030)	Tax Collector Chief Deputy Tax Collector	
Clerk (1040)	Clerk Chief Deputy Clerk	
Commissioners (1050)	Commissioners  Administrative Manager	General Administration (1510)
Surveyor (1060)	Surveyor Public Works Manager	
Human Resources (1515)	Human Resources Director Human Resources Manager	
Counsel (1520)	County Counsel Paralegal (1521) Contracting & Risk Manager(1522)	Risk Management (1522)
Finance (1525)	Finance Director  Asst Finance Director	Non-Departmental (0000 & 1000) State Courts (2090) Mental Health (4050) Tourism (6060)

		Economic Development (6070) Taylor Grazing (7010) Watermaster (7020) Debt Service (8000)
Information Technology (1530)	Information Technology Director User Support Specialists	Multimedia (1540)
Maintenance (1560)	Maintenance Director	Capital Projects Reserve (1000)
District Attorney (2010)	District Attorney Chief Office Deputy	
Justice Court (2020)	Justice of the Peace	
Sheriff (2030)	Sheriff Lieutenant	
Juvenile (2050)	Juvenile Director Office Manager Detention Manager	
Community Corrections (2060)	Community Corrections Director Assistant Director Fiscal Manager	
Public Works (3010)	Public Works Director  County Engineer Public Works Manager Environmental Resource Manager	Title III (6080 & 6090)
Solid Waste (3030)	Community Development Manager Solid Waste Manager Solid Waste Operations Manager	Parks (5025)
Public Health (4010)	Director of Public Health Asst Director of Public Health Environmental Health Manager	
Mental Health (4050)	Developmental Disabilities Director Chief Office Deputy	
Veterans' Services (4070)	Veterans' Service Officer	
Library (5010)	Library Director Finance/Budget Mgr & Grant Spec Supervising Librarian	Law Library (5015)

Museum (5020)	Museum Manager
Fairgrounds (5030)	Fair Board Directors Fairgrounds Manager
Planning (6020)	Community Development Manager Planning Director
Building (6030)	Community Development Manager Building Official
Onsite (6040)	Community Development Manager On-Site Manager
Code Enforcement (6050)	Tax Collector Community Development Manager

BE IT FURTHER RESOLVED, that the Finance Director and/or Asst Finance Director may authorize all payroll taxes and benefit expenditures, insurance charges, administrative service charges, telephone expenditures, and purchasing expenditures in all budgets; and

BE IT FURTHER RESOLVED, that the Board of Commissioners, when acting as a Board, when authorized by the Board, may expend or encumber any budgeted funds for any purpose permitted by law; and

BE IT FURTHER RESOLVED, that in the absence of a quorum of the Board of Commissioners, any other elected official is authorized to sign in their place; and

BE IT FURTHER RESOLVED, that the Finance Director is authorized to approve all demands for salaries; and

BE IT FURTHER RESOLEVED, that the Finance Director is authorized to approve all demands, accounts or claims against the County.

DONE and DATED this 18th day of June, 2019.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner