

# Proposed Budget



2014-2015

---

## Budget Committee Members

### Board of Commissioners

Jim Bellet  
Dennis Linthicum  
Tom Mallams

### Citizen Committee Members

Allan Craigmiles  
Kelley Minty Morris  
Del Fox

Budget Officer: Jason Link

KLAMATH COUNTY DRAINAGE SERVICE DISTRICT  
305 MAIN STREET  
KLAMATH FALLS, OREGON 97601  
(541) 883-4202

THIS PAGE INTENTIONALLY LEFT BLANK

# Klamath County Drainage Service District 2014-2015 Budget Presentation Table of Contents

## INTRODUCTORY SECTION

Board of Directors and Appointed Officials	i
Budget Calendar	ii
District Boundary Map	iii

## BUDGET MESSAGE

Introduction	1
Revenue and Expense Overview	1
Short-Term Financial and Other Initiatives that Impact the Adopted Budget	2
Long-Term Financial and Other Matters that Impact the Adopted Budget	2
Significant Highlights and Issues	2
Processes Used to Develop the Budget and Organization	2
Conclusion	3
Appendix A: Fiscal Policies, Definitions & Budget Format	4-5

## GENERAL FUND

Summary Discussion
Summary Financial Information
Detail Financial Information

THIS PAGE INTENTIONALLY LEFT BLANK

Klamath County Drainage Service District  
 2014-2015 Budget Presentation  
 Board of Directors & Appointed Officials

Position	Name	Term Expires
Commissioners	Tom Mallams	January 2, 2017
	Dennis Linthicum	January 3, 2015
	Jim Bellet	January 2, 2017

Position	Name
Managing Agent	Stan Strickland
Fiscal Manager	Jason Link

THIS PAGE INTENTIONALLY LEFT BLANK

# Klamath County Drainage Service District 2014-2015 Budget Presentation Budget Calendar

Prepare Budget Documents	January through April 11, 2014
Publish First Notice of Budget Committee Meeting (5 to 30 days before meeting)	March 21, 2014
Post Notice of Budget Committee Meeting on website	March 21, 2014
Budget Committee Meeting	April 15, 2014
Prepare Budget Summary	May 2, 2014 through June 14, 2014
Publish Budget Summary and Notice of Budget Hearing (5 to 30 days before hearing)	June 4, 2014
Public Hearing by Board of Directors	June 17, 2014
Board of Directors Adopts Budget, Makes Appropriations, Imposes Fees	June 17, 2014
Certify Fees to County Assessor	July 15, 2014

THIS PAGE INTENTIONALLY LEFT BLANK





THIS PAGE INTENTIONALLY LEFT BLANK



KLAMATH COUNTY

*Home of Crater Lake*

OREGON

FINANCE & BUDGET OFFICE

April 14, 2014

Members of the Budget Committee, Board of Commissioners, and Citizens of Klamath County:

The proposed budget for fiscal year 2015 continues on the principles adopted in fiscal year 2014.

Many tax districts continue to face a serious financial crisis as a result of shrinking revenues and higher expenses. The State is considering legislation that is affecting the resources that come to local municipal entities to provide the services that the State and Federal Government mandates. The slowdown in the local the economy is having a major effect on individuals and families including taxing districts.

The Budget Committee has the opportunity to make any revisions on how the District will utilize resources to provide programs to the residents of Klamath County as demographics vary and change. All funds are required to be balanced per ORS 294.331. A balanced budget means that revenues and expenditures match. All funds including those with debt service are balanced in accordance with Oregon municipal debt law.

This budget message is organized into five major categories designed to give the reader an overview of District issues, priorities, and finances. They are:

- Revenue and Expense Overview
- Short Term Financial and Other Initiatives that Impact the Proposed Budget
- Long Term Financial and Other Matters that Impact the Proposed Budget
- Significant Highlights and Issues
- Processes Used to Develop the Budget and Organization

The preparation of a budget would not be possible without the hard work and contributions of many. I would like to acknowledge the efforts of the managing agent and program managers that participated to complete this proposed budget.

### **Revenue and Expense Overview**

The District general fund revenues and expenditures are proposed at \$2,205,000. The majority of the revenue is cash carryover from the 2014 fiscal year dedicated dollars earmarked for system improvements generated from prior year assessments.

The District's current assessment rate is \$24 per tax lot per year. The estimated fiscal year 2015 assessment revenue is \$190,000.

### **Short-Term Financial and Other Initiatives that Impact the Recommended Budget**

We are in a time of low interest rates, which translates into a lower growth rate on our reserve funds. And those investment earnings that we have relied on in the past to supplement programs are not available this year.

### **Long-Term Financial and Other Matters that Impact the Recommended Budget**

The District has an approved Water Quality Implementation Plan to address the Total Maximum Daily Load decisions by the Oregon Department of Environmental Quality. The 2013 TMDL Implementation Plan Annual Report for the Upper Klamath and Lost River Sub-basins was submitted to the Oregon Department of Environmental Quality in October of 2013 and is currently pending their review.

### **Fiscal Policies, Definitions & Budget Format**

A complete list of adopted fiscal policies that have been applied to this budget are found in Appendix A. Every effort is being made to find less expensive ways to provide quality services. The budget format is also discussed in Appendix A.

### **Significant Highlights and Issues**

The most significant issue affected the comparison from fiscal year 2014 to the 2015 budget is the change in administrative expenses to Klamath County Internal Service Departments.

### **Processes Used to Develop the Budget and Organization**

The Budget Committee hearing on the proposed budget will be held April 15, 2014. During the presentation and review, there will be scheduled opportunities for public input. Budget deliberations are scheduled for this day. All Budget Committee meetings are open to the public and public testimony is always welcome.

Included this material is an overview of the District, significant accomplishments in the prior year, as well as information on programs. For each program, the budget reflects a statement of purpose, mandated services, self-imposed services, measures of effectiveness, and significant issues facing the department. Additionally, financial information is included.

The budget is adopted in an expense category budget format, although the State of Oregon requires retention of a line-item budget format.

### **Conclusion**

As the Budget Committee reviews the budget with the managing agent, ask the Director what kind of service will be provided to the community with the funds provided, understanding there are limited resources (funds)

available. Ask questions about programs and spend less time looking at individual line items. The budget is appropriated by expense category, not individual line items. After the Budget Committee reviews and make the desired changes to the budget, it will approve the budget. The approved budget will be published for final public hearing on Tuesday, June 17, 2014, where the Board of Directors will meet in a public session to adopt the budget. The Board of Directors are authorized to amend expenditures in the Budget Committee's approved budget, up to 10 percent of any fund, without reconvening the Budget Committee. The Board of Directors always encourages public input.

I would like to extend my personal thanks to the citizen members of the Budget Committee for their time, concern, and constructive insights. I wish also to acknowledge the Board of Directors' support and leadership.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jason Link', written in a cursive style.

Jason Link, CPA  
Klamath County Budget Officer

THIS PAGE INTENTIONALLY LEFT BLANK

**Klamath County Drainage Service District**  
**2014-2015 Budget Presentation**  
**Appendix A – Fiscal Policies, Definitions and Budget Format**

**Fund Accounting**

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Klamath County Drainage Service District has the following types of funds:

Proprietary Funds – These funds are used to account for a government’s business-type activities. The funds use the accrual basis of accounting. Accrual accounting attempts to record the financial effects on an enterprise of transactions and other events and circumstances that have cash consequences for an enterprise in the periods in which those transactions, events, and circumstances occur rather than only in the periods in which cash is received or paid by an enterprise. The essential elements of the accrual accounting method include the (1) deferral of expenditures and the subsequent amortization of the deferred costs, (2) deferral of revenues until they are earned, (3) capitalization of certain expenditures and the subsequent depreciation of the capitalized costs, (4) accrual of revenues that have been earned and expenses that have been incurred. Proprietary funds applicable to the District consist of:

Enterprise Funds – An enterprise fund is established to finance and account for acquiring, operating, and maintaining facilities and services which are primarily self-supporting from external user charges and fees. It is required when one of the following criteria is satisfied: (1) the activity is financed with debt that is secured solely by the pledge of net revenues from fees and charges of the activity; (2) laws or regulations require that the activity’s costs of providing services, including capital costs, be recovered with fees and charges, rather than with taxes or similar revenues; (3) the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs.

**General Fund - 9140**

This fund is the general operating fund of the District. Its largest source of revenue is assessment fees collected from property owners within the District’s boundaries.

**Definitions**

Beginning Fund Balance - This is a revenue classification indicating those financial resources which, because they were not expended in one fiscal year, are available in the following year. Included in this total are projects known as carry-forwards. Also included are the unappropriated ending fund balances, contingencies, reserves, and any excess revenue or under expenditures from the previous fiscal year.

Capital Outlay - This is an expenditure category. This includes all equipment purchases costing more than \$5,000, all vehicle purchases regardless of cost, as well as land, buildings and infrastructure improvements in excess of \$10,000.

Change in Fund Balance - This is the difference between the anticipated beginning fund balance and the anticipated ending fund balance.

Debt Service - This is the payment of interest and principal on an obligation resulting from the issuance of bonds, loans or capital leases.

Ending Fund Balance - This amount represents the funds’ total unappropriated ending fund balance, reserves, and contingencies.

Expenditures - A fund liability incurred for operation, capital outlay, or their requirements, during a budgetary period.

Materials and Services - This includes transportation, operating expenses, minor equipment purchases, data processing, maintenance and repairs, contracted services, and direct funding to non-County agencies.

Klamath County Drainage Service District  
2014-2015 Budget Presentation  
Appendix A – Fiscal Policies, Definitions and Budget Format

Personal Services - This includes total compensation paid to employees including salaries, benefits, and payroll taxes.  
Revenues - This is income for the fiscal year and includes transfers and proceeds from the sale of bonds and notes.

Unappropriated Ending Fund Balance - This is the amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the County Treasurer in November. This amount cannot generally be transferred by resolution or used through a Supplement Budget unless there is a qualifying emergency (ORS 294.371).

**Budget Format**

The Klamath County Drainage Service District budget is composed of object classifications: personnel services, materials and services, capital outlay, debt service, operating contingencies, and reserve for future expenditures.



Klamath County Drainage  
Service District (1-C)

FY 2015 Proposed Budget

**Department Mission:**

Provide drainage of surface and storm water situated in the boundaries of the District.

**Mandated Services:**

Responsibility for the water, including the water quality entering the 1-C drain.

**Department Overview:**

The KCDSD has no employees. It utilizes the services of the County Road Department and Enterprise Irrigation District for routine annual maintenance of drains serving the District.

**Successes and Challenges:**

Continue to monitor water quality issues.

**Budget Overview:**

Major Revenue is \$2 per month from each tax lot in the District

Major Expenditures are reimbursement to Enterprise Irrigation District and the Road Department for annual maintenance.

**Key issues:**

We currently have an approved Water Quality Implementation Plan to comply with the Total Maximum Daily Load (TMDL's). The 2013 TMDL Implementation Plan Annual Report for the Upper Klamath and Lost River Sub basins was submitted to DEQ in October 2013 and is currently pending their review.

THIS PAGE INTENTIONALLY LEFT BLANK

Klamath County Drainage Service District  
2014-2015 Budget Financial Presentation

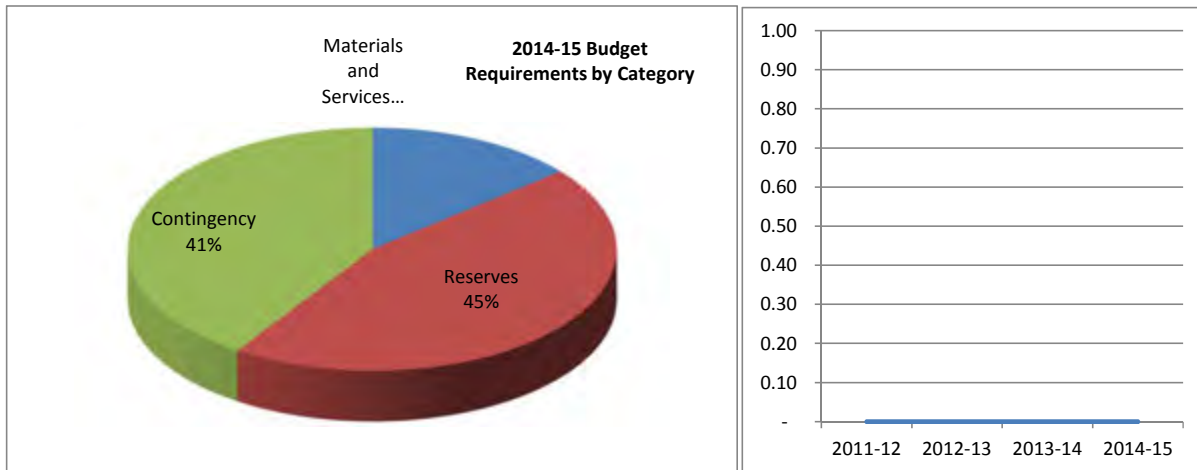
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2014-15 Budget
<b>Requirements by Budgetary Category</b>				
Materials and Services	454,507	132,029	309,791	307,317
<b>Subtotal Current Expenditures</b>	<b>454,507</b>	<b>132,029</b>	<b>309,791</b>	<b>307,317</b>
Reserves	-	-	1,000,000	1,000,000
Contingency	-	-	895,209	897,683
Unappropriated Fund Balance	1,931,570	2,023,685	-	-
<b>Subtotal Noncurrent Expenditures</b>	<b>1,931,570</b>	<b>2,023,685</b>	<b>1,895,209</b>	<b>1,897,683</b>
<b>Total Requirements by Budgetary Category</b>	<b>2,386,077</b>	<b>2,155,714</b>	<b>2,205,000</b>	<b>2,205,000</b>

<b>Requirements by Fund</b>				
General Fund (9140)	2,386,077	2,155,714	2,205,000	2,205,000
<b>Total Requirements by Fund</b>	<b>2,386,077</b>	<b>2,155,714</b>	<b>2,205,000</b>	<b>2,205,000</b>

<b>Resources by Budgetary Category</b>				
Licenses, Fees and Permits	218,587	218,864	195,000	195,000
Investment Earnings	11,681	5,280	10,000	10,000
Miscellaneous	525	-	-	-
Beginning Fund Balance	2,155,284	1,931,570	2,000,000	2,000,000
<b>Total Resources by Budgetary Category</b>	<b>2,386,077</b>	<b>2,155,714</b>	<b>2,205,000</b>	<b>2,205,000</b>

<b>Full-Time Employee Equivalents</b>	-	-	-	-
---------------------------------------	---	---	---	---

<b>Mandate</b>	<b>Total Cost</b>	<b>Personnel Services</b>	<b>FTE</b>
Maintenance	2,205,000	-	-
<b>Total Mandates</b>	<b>2,205,000</b>	<b>-</b>	<b>-</b>



THIS PAGE INTENTIONALLY LEFT BLANK

**LIVE Klamath County LIVE  
Budget Worksheet Report**

Account Number	Description	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Proposed	Change	Percentage Change
<b>Fund: 9140 - Klamath Drainage (1-C)</b>							
<u>Revenues</u>							
LP - Licenses, Fees and Permits							
32001	Drainage Fees - Current	206,411.42	209,288.70	190,000.00	190,000.00	0.00	0%
32002	Drainage Fees - Prior	12,175.01	9,575.77	5,000.00	5,000.00	0.00	0%
<b>Account Classification Total: LP - Licenses, Fees and Permits</b>		<b>\$218,586.43</b>	<b>\$218,864.47</b>	<b>\$195,000.00</b>	<b>\$195,000.00</b>	<b>\$0.00</b>	<b>0%</b>
IN - Interest							
39150	Investments - Interest On	11,680.95	5,279.99	10,000.00	10,000.00	0.00	0%
<b>Account Classification Total: IN - Interest</b>		<b>\$11,680.95</b>	<b>\$5,279.99</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>0%</b>
MI - Miscellaneous							
36100	Miscellaneous	525.00	0.00	0.00	0.00	0.00	N/A
<b>Account Classification Total: MI - Miscellaneous</b>		<b>\$525.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
FB - Fund Balances							
31001	Beginning Fund Balance	2,155,284.37	1,931,569.77	2,000,000.00	2,000,000.00	0.00	0%
<b>Account Classification Total: FB - Fund Balances</b>		<b>\$2,155,284.37</b>	<b>\$1,931,569.77</b>	<b>\$2,000,000.00</b>	<b>\$2,000,000.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Revenues Total</b>		<b>\$2,386,076.75</b>	<b>\$2,155,714.23</b>	<b>\$2,205,000.00</b>	<b>\$2,205,000.00</b>	<b>\$0.00</b>	<b>0%</b>

Expenditures

MS - Material and Services

44055	BMP Public Education	0.00	9,350.79	5,000.00	5,000.00	0.00	0%
44100	Supplies - Office	0.00	0.00	100.00	100.00	0.00	0%
44200	Dues / Fees	6,801.18	9,439.53	6,000.00	6,000.00	0.00	0%
44285	Drainage Maintenance	96,659.87	92,186.88	100,000.00	100,000.00	0.00	0%
44440	Audit Fees	0.00	0.00	6,000.00	6,000.00	0.00	0%
44700	Postage	0.00	0.00	100.00	100.00	0.00	0%
44720	Legal Notice Publish	265.65	607.81	500.00	500.00	0.00	0%
45000	Equipment Rental / Lease	0.00	0.00	100.00	100.00	0.00	0%
45015	Intradepartmental Administration Charges	17,000.00	13,000.00	5,000.00	5,000.00	0.00	0%
45020	Contract Services	328,086.51	600.00	125,000.00	125,000.00	0.00	0%
45560	Weed Control Services	116.77	1,297.05	1,000.00	1,000.00	0.00	0%
45570	Stormwater Monitoring	0.00	0.00	20,000.00	20,000.00	0.00	0%

