**On-Site Division** 

### **Division Mission:**

The On-Site Program's mission is to protect water quality and public health by enforcement of the OAR & ORS in regard to commercial and residential on-site sewage treatment systems.

### **Mandated Services:**

On-Site manages the state DEQ program for Klamath County, performing essential property development, and public health related services pertaining to OAR Chapter 340, Divisions 071 & 073, and ORS 454.605-454.755: The key services provided to the community under these mandates are:

- **SITE EVALUATIONS** Soil evaluations are conducted on sites to determine feasibility for septic system function on the property. The evaluation will determine whether a system can be approved, and if so, the type and size of the system. (OAR 340-071-0150) (ORS 454.755)
- SEPTIC SYSTEM INSTALLATION PERMITS & INSPECTIONS- A system must be permitted before the installation, in order to insure it is being installed according to regulations. The permitting process includes a review of the Site Plan, the Planning Department's Land Use Compatibility Statement (LUCS), and the previously conducted Site Evaluation. Once the system has been installed, and is ready for inspection, the installer notifies On-Site by submitting a Final Inspection Request form. By regulation, On-Site must complete the inspection within 7 days. (OAR 340-071-0160) (OAR 340-071-0170) (ORS 454.655) (ORS 454.665)
- **AUTHORIZATION INSPECTIONS-** On-Site inspects existing systems for proper function and condition when there is a change of use of the system, or when a residence is disconnected and another is to be reconnected. This helps manage the repairs of malfunctioning systems. (OAR 340-071-0205)
- **COMPLAINT INSPECTIONS-** All signed complaints involving On-Site Septic Systems are investigated. Upon investigation, these are often found to be Imminent Health Hazards involving open sewage, potentially endangering public health and ground water. These type situations often require court citations and court hearings, in order to insure the problem is remedied. Significant time and resources are usually required for these investigations, far exceeding the revenues generated by the repair permit for the system. (ORS 454.635) (ORS 454.640)

## **Self Imposed Services:**

**Customer Inquiry Review-** File research and review is conducted at the request of a customer, in order to determine the location or existence of a septic system.

# **On-Site Division**

### **Division Overview:**

All field employees conducting Site Evaluations are required to be registered by the state as Environmental Health Specialists (EHS), or Waste Water Specialist, with an emphasis in the area of Soil Science and On-Site waste disposal. Any EHS working in the On-Site program is required to have a degree in the life sciences, as well as a certain number of credit hours in the soil courses, creating a rather specialized hiring prerequisite. These base requirements create a scenario where qualified employees are often difficult to recruit. Continuing Education is also a requirement for the state registration, which requires budgeting in time, and revenues.

On-Site's main focus is to emphasize customer service while enforcing regulations to protect the health and water quality of Klamath County citizens. Our long range goals are to continue to efficiently conduct services in Klamath County, in order to provide convenient and responsive turn-around time for customers desiring to pursue land development projects. Also, to continue to logically and fairly apply state regulations in such a way to protect all citizens of Klamath County, while still providing customers freedom and options in their property development goals.

### **Successes and Challenges:**

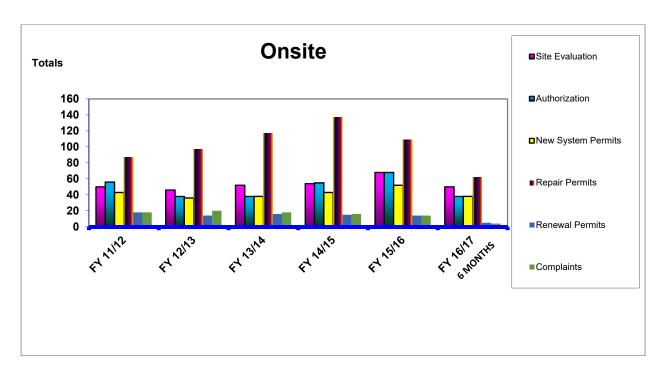
Recent implementation of state DEQ fees, along with an increase in application volume, has resulted in a positive increase in revenue reserves. The On-Site program is again totally fee supported, allowing customers the ongoing convenience of in-town service.

The On-Site program has been cut to bare minimum employees, but has in past years continued to provide quick turn-around time for inspections and permit issuance, as well as quality customer service.

The past year has seen a more significant increase in application volume, and we will be exploring the idea of hiring another employee, in order to keep up with the extra volume.

Five Year Activity Comparison

|                         | FY    | FY    | FY    | FY    | FY    |          |
|-------------------------|-------|-------|-------|-------|-------|----------|
| <b>Application Type</b> | 11/12 | 12/13 | 13/14 | 14/15 | 15/16 | FY 16/17 |
|                         |       |       |       |       |       | 6 Months |
| Site Evaluations        | 50    | 46    | 52    | 54    | 68    | 50       |
| Authorizations          | 56    | 38    | 38    | 55    | 68    | 38       |
| New System Permits      | 43    | 36    | 38    | 43    | 52    | 38       |
| Repair Permits          | 87    | 97    | 117   | 137   | 109   | 62       |
| Renewal Permits         | 18    | 14    | 16    | 15    | 14    | 5        |
|                         |       |       |       |       |       | 4        |
| Complaints              | 18    | 20    | 18    | 16    | 14    |          |



### **Budget Overview:**

Implementation of state DEQ fees in 2014, along with the recent increase in application volume, has resulted in the recovery of On-Site revenues. This has abolished the threat of having to relinquish the program back to the state, thus allowing customers the ongoing convenience of intown service, along with the smooth and timely flow of property development.

#### **Major Revenue**

Major revenue is generated by application fees, which are dedicated funds. The hike in fees in 2014 has allowed the On-Site Program to remain autonomous.

### **Major Expenditures**

Major Expenditures are personnel costs, and vehicle maintenance/fuel. We have reduced some of the basic costs by limiting travel for training and CEUs, and limiting supply purchases to bare essentials. Attempts are also made to limit travel to far outlying areas until a sufficient number of inspections have been received to make the travel more efficient.

## **Significant Changes:**

- Significant increase from past years in application volume
- On-Site application volumes have increased to the extent that additional employee(s) are being considered in order to maintain quick application turn-around times, and quality customer service. This includes another Permit Technician to work as needed with filing, application, and fee intake. This Permit Technician will be split among other CDD programs with 20% of the time in On-Site.

# Department: Community Development FY 2018 Proposed Budget On-Site Division

- We will also begin recruitment for another Environmental Health Specialist/Waste Water Specialist for field inspections, for work on a seasonal basis.
- On-Site is using the State of Oregon E-permitting Accela Software for permit issuance, and now has its own On-Site permitting module with Accela.

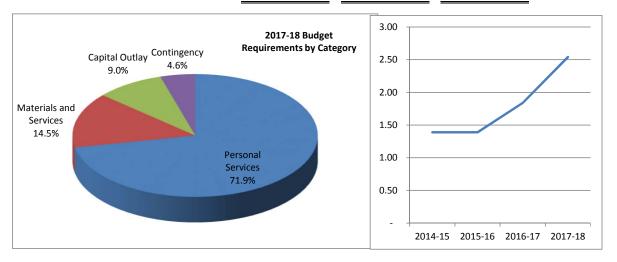
## **Key Issues:**

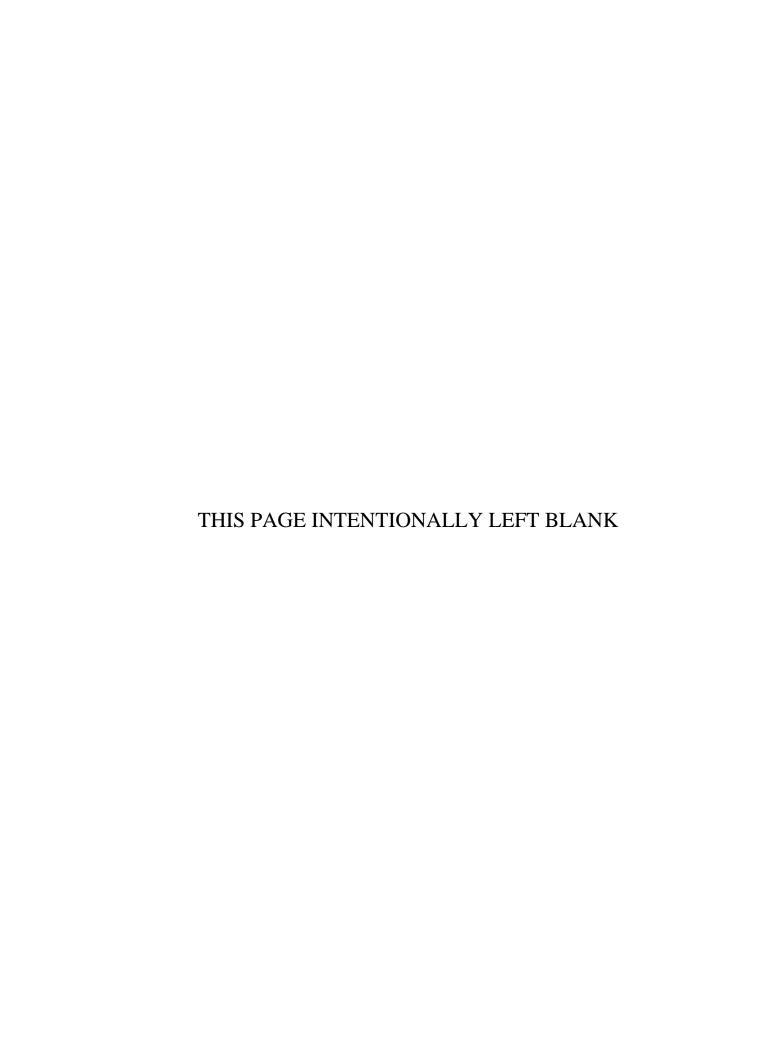
- Hiring and training additional employee(s) to maintain quality customer service, and quick application turn-around times.
- Purchase of an extra vehicle, equipment, and supplies, for anticipated employee(s).

### Klamath County, Oregon 2017-2018 Budget Financial Presentation 6040 On-Site

|  | 2014-15<br>Actual | 2015-16<br>Actual | 2016-17<br>Budget | 2017-18<br>Budget |
|--|-------------------|-------------------|-------------------|-------------------|
| Requirements by Budgetary Category       |                   |                   |                   |                   |
| Personal Services                        | 111,250           | 143,319           | 152,856           | 199,704           |
| Materials and Services                   | 34,871            | 31,848            | 37,204            | 40,352            |
| Capital Outlay                           | -                 | -                 | -                 | 25,000            |
| Subtotal Current Expenditures            | 146,121           | 175,167           | 190,060           | 265,056           |
| Interfund Transfers                      | -                 | 4,960             | 2,540             | 26,546            |
| Contingency                              | -                 | -                 | 11,195            | 12,780            |
| Unappropriated Fund Balance              | 52,323            | 66,099            | -                 | -                 |
| Subtotal Noncurrent Expenditures         | 52,323            | 71,059            | 13,735            | 39,326            |
| Total Requirements by Budgetary Category | 198,444           | 246,226           | 203,795           | 304,382           |
| Requirements by Fund                     |                   |                   |                   |                   |
| Onsite (5050)                            | 198,444           | 246,226           | 203,795           | 304,382           |
| Total Requirements by Fund               | 198,444           | 246,226           | 203,795           | 304,382           |
| Resources by Budgetary Category          |                   |                   |                   |                   |
| Licenses and Permits                     | 2,620             | 2,410             | 3,030             | 221,000           |
| Charges for Services                     | 169,148           | 184,421           | 153,460           | 4,715             |
| Fines and Forfeitures                    | 1,630             | 1,779             | 1,000             | 600               |
| Investment Earnings                      | 102               | 334               | 62                | 302               |
| Interfund Transfers                      | 3,661             | 4,960             | 2,540             | 26,546            |
| Miscellaneous                            | 60                | (1)               | 60                | -                 |
| Beginning Fund Balance                   | 21,223            | 52,323            | 43,643            | 51,219            |
| Total Resources by Budgetary Category    | 198,444           | 246,226           | 203,795           | 304,382           |
| Full-Time Employee Equivalents           | 1.39              | 1.39              | 1.84              | 2.54              |

| <u>Mandate</u>    | Total Cost | <b>Personal Services</b> | FTE  |
|-------------------|------------|--------------------------|------|
| On-site           | 266,602    | 199,704                  | 2.54 |
| Equipment Reserve | 37,780     | -                        | -    |
| Total Mandates    | 304,382    | 199,704                  | 2.54 |





| Department                    | Status | Title                              | FTE    | Benefit Group       | Union     | Current<br>Grade | Current<br>Step | Total Wages<br>w/COLA | Unemployment | FICA/Medicare | KCWC-<br>WCOMP | wc       | Medical<br>CAP | HRA/VEBA<br>(Wages) | Life<br>Insurance | STD      | Retirement/PERS<br>Amount | Grand Total w/Benefits |
|-------------------------------|--------|------------------------------------|--------|---------------------|-----------|------------------|-----------------|-----------------------|--------------|---------------|----------------|----------|----------------|---------------------|-------------------|----------|---------------------------|------------------------|
|                               |        |                                    |        |                     |           |                  |                 |                       | 51560        | 51100         | 51570          | 51200    | 51300          | 51310               | 51330             | 51340    | 51400/51410               |                        |
| Community Development/On-site | Filled | CDD Manager                        | 0.0700 | .0700 Non-Union     | Non-Union | UF27             | 7               | \$5,014.88            | \$25.07      | \$383.64      | \$87.76        | \$2.402  | \$936.60       | \$0.00              | \$1.00            | \$9.24   | \$852.53                  | \$7,313.12             |
| Community Development/On-site | Filled | Accounting Specialist              | 0.0200 | .0200 Local 121     | Local 121 | LH14             | 5               | \$772.14              | \$3.86       | \$59.07       | \$13.51        | \$0.686  | \$267.60       | \$0.00              | \$0.29            | \$2.64   | \$131.26                  | \$1,251.05             |
| Community Development/On-site | Filled | On-Site Manager                    | 1.0000 | Full-time Non-Union | Non-Union | UF26             | 7               | \$65,091.72           | \$325.46     | \$4,979.52    | \$1,139.11     | \$34.320 | \$13,380.00    | \$0.00              | \$14.28           | \$132.00 | \$11,065.59               | \$96,161.99            |
| Community Development/On-site | Filled | Permit Technician                  | 0.7500 | .7500 Local 121     | Local 121 | LH15             | 7               | \$31,716.83           | \$158.58     | \$2,426.34    | \$555.04       | \$25.740 | \$10,035.00    | \$0.00              | \$10.71           | \$99.00  | \$5,391.86                | \$50,419.10            |
| Community Development/On-site | Filled | Permit Technician                  | 0.2000 | .2000 Local 121     | Local 121 | LH10             | 4               | \$6,489.14            | \$32.45      | \$496.42      | \$113.56       | \$6.864  | \$2,676.00     | \$0.00              | \$2.86            | \$26.40  | \$1,103.15                | \$10,946.84            |
| Community Development/On-site | Vacant | Environmental Health Specialist II | 0.5000 | .5000 Local 121     | Local 121 | LH20             | 1               | \$21,144.55           | \$105.72     | \$1,617.56    | \$370.03       | \$17.160 | \$6,690.00     | \$0.00              | \$7.14            | \$66.00  | \$3,594.57                | \$33,612.74            |
|                               |        |                                    |        |                     |           |                  |                 |                       |              |               |                |          |                |                     |                   |          |                           |                        |
|                               |        |                                    | 2.5400 | ·                   |           |                  |                 | \$130,229.26          | \$651.15     | \$9,962.54    | \$2,279.01     | \$87.17  | \$33,985.20    | \$0.00              | \$36.27           | \$335.28 | \$22,138.97               | \$199,704.85           |
|                               |        |                                    |        |                     |           |                  |                 | _                     |              |               |                |          | _              | _                   |                   | _        | _                         |                        |

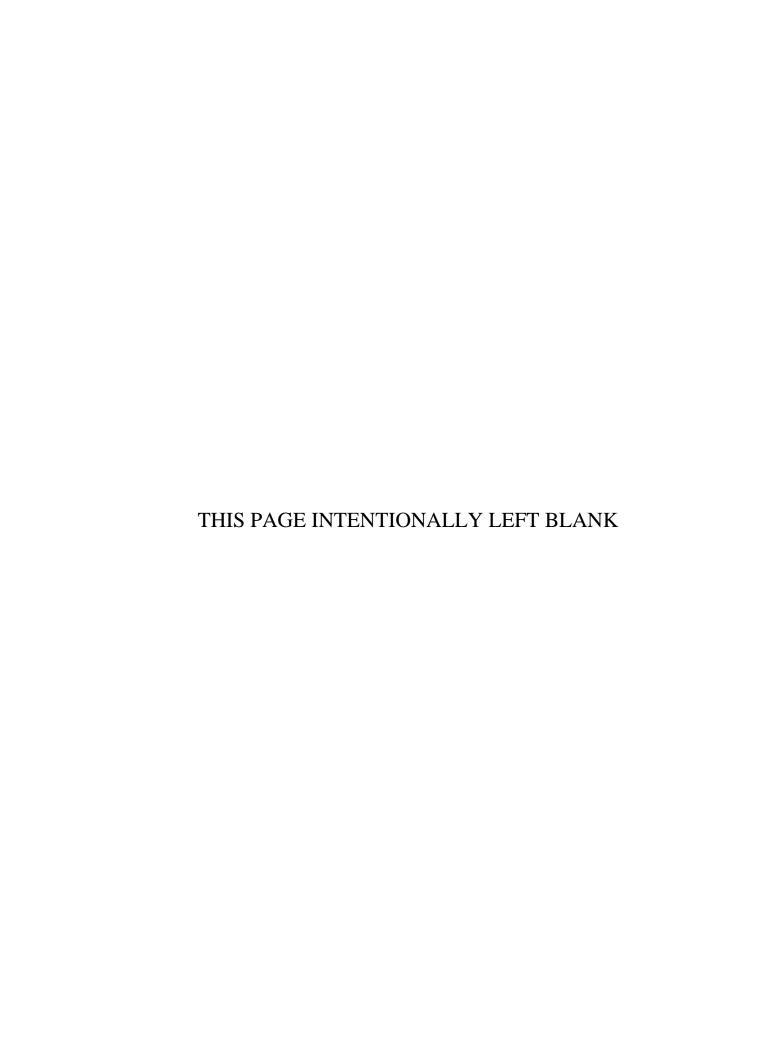


# Klamath County, Oregon Budget Addendum for Capital Outlay

## 2017-18 Proposed Budget

| Account                   | Description of Item or Project | Amount   |
|---------------------------|--------------------------------|----------|
| 5050-6040-3050-6000-70110 | NEW CLIV AWD or A V A          | 35,000   |
| 5050-6040-3050-6000-70110 | NEW SUV AWD or 4 X 4           | 25,000   |
|                           |                                |          |
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|                           | Total                          | ć 3F 000 |

Total \$ 25,000



# General Ledger

# Budget Analysis

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Fiscal Year:

2018



| 2018    | 2018     | 2018      | 2018      |      |  | 2017      | 2017      | 2016     | 2015     |
|---------|----------|-----------|-----------|------|--|-----------|-----------|----------|----------|
| Adopted | Approved | Proposed  | Requested | FTE  | Account Description  | Estimated | Adopted   | Actual   | Actual   |
| 0.00    | 0.00     | 15.00     | 15.00     | 0.00 | 5050 Community Development 6040 Community Development - Onsite R41 Interest 3050-6000-4495(Investments - Interest On | 0.00      | 12.00     | 46.55    | 11.77    |
| 0.00    | 0.00     | 15.00     | 15.00     | 0.00 | Interest Totals: R70 Interfund Transfers   | 0.00      | 12.00     | 46.55    | 11.77    |
| 0.00    | 0.00     | 0.00      | 0.00      | 0.00 | 3050-6000-4902.Trans - Equipment Reserve   | 0.00      | 0.00      | 0.00     | 3,660.78 |
| 0.00    | 0.00     | 26,546.00 | 26,546.00 | 0.00 | 3050-6000-4961.Trans - Onsite  | 0.00      | 2,540.00  | 4,960.00 | 0.00     |
| 0.00    | 0.00     | 26,546.00 | 26,546.00 | 0.00 | Interfund Transfers Totals:  | 0.00      | 2,540.00  | 4,960.00 | 3,660.78 |
| 0.00    | 0.00     | 11,219.00 | 11,219.00 | 0.00 | R90 Fund Balances<br>3050-6000-4995/Beginning Fund Balance   | 0.00      | 8,643.00  | 3,672.55 | 0.00     |
| 0.00    | 0.00     | 11,219.00 | 11,219.00 | 0.00 | Fund Balances Totals:  | 0.00      | 8,643.00  | 3,672.55 | 0.00     |
| 0.00    | 0.00     | 37,780.00 | 37,780.00 | 0.00 | REVENUES TOTALS:   | 0.00      | 11,195.00 | 8,679.10 | 3,672.55 |
| 0.00    | 0.00     | 25,000.00 | 25,000.00 | 0.00 | E30 Capital Outlay<br>3050-6000-7011(Vehicles Other  | 0.00      | 0.00      | 0.00     | 0.00     |
| 0.00    | 0.00     | 25,000.00 | 25,000.00 | 0.00 | Capital Outlay Totals: E70 Interfund Transfers   | 0.00      | 0.00      | 0.00     | 0.00     |
| 0.00    | 0.00     | 0.00      | 0.00      | 0.00 | 3050-6000-9601(Trans - CDD   | 0.00      | 0.00      | 0.00     | 0.00     |
| 0.00    | 0.00     | 0.00      | 0.00      | 0.00 | 3050-6000-9604(Trans - Onsite  | 0.00      | 0.00      | 0.00     | 0.00     |
| 0.00    | 0.00     | 0.00      | 0.00      | 0.00 | Interfund Transfers Totals: E80 Contigencies   | 0.00      | 0.00      | 0.00     | 0.00     |
| 0.00    | 0.00     | 12,780.00 | 12,780.00 | 0.00 | 3050-6000-9800Operating Contingency  | 0.00      | 11,195.00 | 0.00     | 0.00     |
| 0.00    | 0.00     | 12,780.00 | 12,780.00 | 0.00 | Contigencies Totals: E90 Unappropriated Fund Balance   | 0.00      | 11,195.00 | 0.00     | 0.00     |

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| 2015     | 2016     | 2017      | 2017      |  |      | 2018      | 2018      | 2018     | 2018    |
|----------|----------|-----------|-----------|--|------|-----------|-----------|----------|---------|
| Actual   | Actual   | Adopted   | Estimated | Account Description                        | FTE  | Requested | Proposed  | Approved | Adopted |
| 3,672.55 | 8,679.10 | 0.00      | 0.00      | 3050-6000-9990/Unappropriated Fund Balance | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 3,672.55 | 8,679.10 | 0.00      | 0.00      | Unappropriated Fund Balance Total          | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 3,672.55 | 8,679.10 | 11,195.00 | 0.00      | EXPENDITURES TOTALS:                       | 0.00 | 37,780.00 | 37,780.00 | 0.00     | 0.00    |
| 3,672.55 | 8,679.10 | 11,195.00 | 0.00      | DEPARTMENT REVENUES                        | 0.00 | 37,780.00 | 37,780.00 | 0.00     | 0.00    |
| 3,672.55 | 8,679.10 | 11,195.00 | 0.00      | DEPARTMENT EXPENSES                        | 0.00 | 37,780.00 | 37,780.00 | 0.00     | 0.00    |
| 0.00     | 0.00     | 0.00      | 0.00      | Community Development - Onsite             | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 3,672.55 | 8,679.10 | 11,195.00 | 0.00      | FUND REVENUES                              | 0.00 | 37,780.00 | 37,780.00 | 0.00     | 0.00    |
| 3,672.55 | 8,679.10 | 11,195.00 | 0.00      | FUND EXPENSES                              | 0.00 | 37,780.00 | 37,780.00 | 0.00     | 0.00    |
| 0.00     | 0.00     | 0.00      | 0.00      | Community Development Totals:              | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 3,672.55 | 8,679.10 | 11,195.00 | 0.00      | REPORT REVENUES                            | 0.00 | 37,780.00 | 37,780.00 | 0.00     | 0.00    |
| 3,672.55 | 8,679.10 | 11,195.00 | 0.00      | REPORT EXPENSES                            | 0.00 | 37,780.00 | 37,780.00 | 0.00     | 0.00    |
| 0.00     | 0.00     | 0.00      | 0.00      | REPORT TOTALS:                             | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
|          |          |           |           |  |      |           |           |          |         |

GL-Budget Analysis (3/17/2017 - 12:27 PM)

# General Ledger

# Budget Analysis

User:

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Fiscal Year:

2018



| 201    | 2018     | 2018       | 2018       |      |   | 2017      | 2017       | 2016       | 2015       |
|--------|----------|------------|------------|------|---|-----------|------------|------------|------------|
| Adopte | Approved | Proposed   | Requested  | FTE  | Account Description   | Estimated | Adopted    | Actual     | Actual     |
|        |          |            |            |      | 5050 Community Development<br>6040 Community Development - Onsite<br>R20 Licenses, Fees and Permits |           |            |            |            |
| 0.0    | 0.00     | 221,000.00 | 221,000.00 | 0.00 | 6041-6000-4100Fees, Licenses and Permits  | 0.00      | 0.00       | 0.00       | 0.00       |
| 0.0    | 0.00     | 0.00       | 0.00       | 0.00 | 6041-6000-4101Fees - NSF Check  | 0.00      | 30.00      | 30.00      | 0.00       |
| 0.0    | 0.00     | 0.00       | 0.00       | 0.00 | 6041-6000-4164Fees - Sign Off   | 0.00      | 3,000.00   | 2,380.00   | 2,620.00   |
| 0.00   | 0.00     | 221,000.00 | 221,000.00 | 0.00 | Licenses, Fees and Permits Totals: R21 Fines and Forfeitures  | 0.00      | 3,030.00   | 2,410.00   | 2,620.00   |
| 0.0    | 0.00     | 600.00     | 600.00     | 0.00 | 6041-6000-4200 Fines, Forfeitures and Penal   | 0.00      | 0.00       | 0.00       | 0.00       |
| 0.0    | 0.00     | 0.00       | 0.00       | 0.00 | 6041-6000-4264 Revenues - Enforcement   | 0.00      | 1,000.00   | 1,778.66   | 1,630.00   |
| 0.00   | 0.00     | 600.00     | 600.00     | 0.00 | Fines and Forfeitures Totals: R30 Charges for Service   | 0.00      | 1,000.00   | 1,778.66   | 1,630.00   |
| 0.0    | 0.00     | 3,000.00   | 3,000.00   | 0.00 | 6041-6000-4300/Charges for Service  | 0.00      | 0.00       | 0.00       | 0.00       |
| 0.0    | 0.00     | 750.00     | 750.00     | 0.00 | 6041-6000-4301 Copies   | 0.00      | 700.00     | 752.00     | 567.00     |
| 0.0    | 0.00     | 0.00       | 0.00       | 0.00 | 6041-6000-4363Inspections - Contract  | 0.00      | 0.00       | 0.00       | 0.00       |
| 0.0    | 0.00     | 0.00       | 0.00       | 0.00 | 6041-6000-4364 Fees - Subsurface Insepction   | 0.00      | 152,400.00 | 183,290.00 | 168,101.00 |
| 0.0    | 0.00     | 300.00     | 300.00     | 0.00 | 6041-6000-4364 Fees - Pumper Truck  | 0.00      | 300.00     | 350.00     | 450.00     |
| 0.00   | 0.00     | 4,050.00   | 4,050.00   | 0.00 | Charges for Service Totals: R31 Interdepartmental Charges   | 0.00      | 153,400.00 | 184,392.00 | 169,118.00 |
| 0.0    | 0.00     | 30.00      | 30.00      | 0.00 | 6041-6000-4398Fees - Internal   | 0.00      | 30.00      | 0.00       | 30.00      |
| 0.0    | 0.00     | 635.00     | 635.00     | 0.00 | 6041-6000-4398.Permits - Internal   | 0.00      | 30.00      | 30.00      | 0.00       |
| 0.00   | 0.00     | 665.00     | 665.00     | 0.00 | Interdepartmental Charges Totals:  R40 Other Local Revenue  | 0.00      | 60.00      | 30.00      | 30.00      |
| 0.0    | 0.00     | 0.00       | 0.00       | 0.00 | 6041-6000-4400\Miscellaneous  | 0.00      | 60.00      | (1.06)     | 60.00      |

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| 2015       | 2016       | 2017       | 2017      |  |         | 2018       | 2018       | 2018     | 2018    |
|------------|------------|------------|-----------|--|---------|------------|------------|----------|---------|
| Actual     | Actual     | Adopted    | Estimated | <b>Account Description</b>   | FTE     | Requested  | Proposed   | Approved | Adopted |
|            |            |            |           |  |         |            |            |          |         |
| 60.00      | (1.06)     | 60.00      | 0.00      | Other Local Revenue Totals: R41 Interest                           | 0.00    | 0.00       | 0.00       | 0.00     | 0.00    |
| 90.20      | 287.02     | 50.00      | 0.00      |  | 0.00    | 287.00     | 287.00     | 0.00     | 0.00    |
| 90.20      | 287.02     | 50.00      | 0.00      | Interest Totals:   | 0.00    | 287.00     | 287.00     | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | R70 Interfund Transfers<br>6041-6000-4900 Trans - General Non Dept | 0.00    | 0.00       | 0.00       | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      |  | 0.00    | 0.00       | 0.00       | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | 6041-6000-4917:Trans - Risk Management                             | 0.00    | 0.00       | 0.00       | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | 6041-6000-4933(Trans - Solid Waste                                 | 0.00    | 0.00       | 0.00       | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | Interfund Transfers Totals:  R90 Fund Balances                     | 0.00    | 0.00       | 0.00       | 0.00     | 0.00    |
| 21,222.75  | 48,650.61  | 35,000.00  | 0.00      | 6041-6000-4995 Beginning Fund Balance                              | 0.00    | 40,000.00  | 40,000.00  | 0.00     | 0.00    |
| 21,222.75  | 48,650.61  | 35,000.00  | 0.00      | Fund Balances Totals:  | 0.00    | 40,000.00  | 40,000.00  | 0.00     | 0.00    |
| 194,770.95 | 237,547.23 | 192,600.00 | 0.00      | REVENUES TOTALS: E10 Personnel Services                            | 0.00    | 266,602.00 | 266,602.00 | 0.00     | 0.00    |
| 76,155.77  | 99,852.68  | 101,631.00 | 0.00      |  | 2.54    | 130,229.00 | 130,229.00 | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | 6041-6000-5011(Overtime  | 0.00    | 0.00       | 0.00       | 0.00     | 0.00    |
| 5,713.48   | 7,501.35   | 7,775.00   | 0.00      | 6041-6000-5110(FICA  | 0.00    | 9,963.00   | 9,963.00   | 0.00     | 0.00    |
| 41.49      | 49.17      | 63.00      | 0.00      | 6041-6000-5120Workmans Compensation Tax                            | 0.00    | 87.00      | 87.00      | 0.00     | 0.00    |
| 11,391.53  | 8,190.03   | 22,190.00  | 0.00      | 6041-6000-5130 Medical Insurance                                   | 0.00    | 33,985.00  | 33,985.00  | 0.00     | 0.00    |
| 1,994.83   | 6,553.03   | 0.00       | 0.00      | 6041-6000-5131VEBA   | 0.00    | 0.00       | 0.00       | 0.00     | 0.00    |
| 32.18      | 25.57      | 26.00      | 0.00      | 6041-6000-5133 Life Insurance                                      | 0.00    | 36.00      | 36.00      | 0.00     | 0.00    |
| 33.22      | 328.74     | 337.00     | 0.00      | 6041-6000-5134Short Term Disability                                | 0.00    | 335.00     | 335.00     | 0.00     | 0.00    |
| 12,946.86  | 16,966.66  | 17,277.00  | 0.00      | 6041-6000-5140/Retirement - General                                | 0.00    | 22,139.00  | 22,139.00  | 0.00     | 0.00    |
| 108,309.36 | 139,467.23 | 149,299.00 | 0.00      | Personnel Services Totals: E11 Interdepartmental Charges           | 2.54    | 196,774.00 | 196,774.00 | 0.00     | 0.00    |
| 1,332.72   | 1,747.18   | 1,524.00   | 0.00      | 6041-6000-5156 Unemployment Compensation                           | 0.00    | 651.00     | 651.00     | 0.00     | 0.00    |
| 1,608.37   | 2,105.00   | 2,033.00   | 0.00      | 6041-6000-5157/Workmans Compensation                               | 0.00    | 2,279.00   | 2,279.00   | 0.00     | 0.00    |
| 2,941.09   | 3,852.18   | 3,557.00   | 0.00      | Interdepartmental Charges Total E20 Material and Services          | s: 0.00 | 2,930.00   | 2,930.00   | 0.00     | 0.00    |

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| 2015      | 2016     | 2017      | 2017      |             |   |      | 2018      | 2018      | 2018     | 2018    |
|-----------|----------|-----------|-----------|-------------|---|------|-----------|-----------|----------|---------|
| Actual    | Actual   | Adopted   | Estimated | Account     | Description   | FTE  | Requested | Proposed  | Approved | Adopted |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 200/Contract Services                                   | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 0.00      | 0.00     | 50.00     | 0.00      | 6041-6000-6 | 203(Legal Notice Publish                                | 0.00 | 50.00     | 50.00     | 0.00     | 0.00    |
| 2,531.03  | 2,531.03 | 2,531.00  | 0.00      | 6041-6000-6 | 232Software Support                                     | 0.00 | 2,531.00  | 2,531.00  | 0.00     | 0.00    |
| 0.00      | 72.00    | 72.00     | 0.00      | 6041-6000-6 | 232:Hardware Maintenance                                | 0.00 | 72.00     | 72.00     | 0.00     | 0.00    |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 282/On Site Enforcement                                 | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 150.00    | 150.00   | 150.00    | 0.00      | 6041-6000-6 | 310Dues   | 0.00 | 300.00    | 300.00    | 0.00     | 0.00    |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 310Fees   | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 2,324.80  | 2,699.80 | 2,200.00  | 0.00      | 6041-6000-6 | 311 Credit Card Fees                                    | 0.00 | 2,700.00  | 2,700.00  | 0.00     | 0.00    |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 320Recruitment  | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 5.27      | 0.00     | 200.00    | 0.00      | 6041-6000-6 | 330Equipment  | 0.00 | 400.00    | 400.00    | 0.00     | 0.00    |
| 0.00      | 0.00     | 50.00     | 0.00      | 6041-6000-6 | 330.Office Equipment                                    | 0.00 | 50.00     | 50.00     | 0.00     | 0.00    |
| 0.00      | 0.00     | 50.00     | 0.00      | 6041-6000-6 | 331Office Furniture                                     | 0.00 | 50.00     | 50.00     | 0.00     | 0.00    |
| 0.00      | 17.96    | 200.00    | 0.00      | 6041-6000-6 | 332.Tools   | 0.00 | 200.00    | 200.00    | 0.00     | 0.00    |
| 2,357.12  | 1,753.54 | 3,000.00  | 0.00      | 6041-6000-6 | 333:Vehicle Fuel  | 0.00 | 3,300.00  | 3,300.00  | 0.00     | 0.00    |
| 0.00      | 600.00   | 500.00    | 0.00      | 6041-6000-6 | 517:Refunds   | 0.00 | 600.00    | 600.00    | 0.00     | 0.00    |
| 0.00      | 0.00     | 100.00    | 0.00      | 6041-6000-6 | 535 Equipment Maint & Repair                            | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 847.18    | 909.23   | 2,852.00  | 0.00      | 6041-6000-6 | 536/Vehicle Maint & Repair                              | 0.00 | 2,750.00  | 2,750.00  | 0.00     | 0.00    |
| 5.10      | 0.00     | 200.00    | 0.00      | 6041-6000-6 | 600Supplies - Office                                    | 0.00 | 200.00    | 200.00    | 0.00     | 0.00    |
| 111.30    | 64.78    | 200.00    | 0.00      | 6041-6000-6 | 601Supplies - Other                                     | 0.00 | 200.00    | 200.00    | 0.00     | 0.00    |
| 52.42     | 45.10    | 60.00     | 0.00      | 6041-6000-6 | 602 Copier Maint & Supplies                             | 0.00 | 60.00     | 60.00     | 0.00     | 0.00    |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 603Postage  | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 604Publications & Periodicals                           | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 605Printing   | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 650Books  | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 0.00      | 245.08   | 600.00    | 0.00      | 6041-6000-6 | 700/Travel & Training                                   | 0.00 | 600.00    | 600.00    | 0.00     | 0.00    |
| 298.00    | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 701Mgmt Travel & Training                               | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 0.00      | 0.00     | 0.00      | 0.00      | 6041-6000-6 | 702Staff Travel & Training                              | 0.00 | 0.00      | 0.00      | 0.00     | 0.00    |
| 871.32    | 668.67   | 660.00    | 0.00      | 6041-6000-6 | 755:Telephone   | 0.00 | 816.00    | 816.00    | 0.00     | 0.00    |
| 120.07    | 203.35   | 240.00    | 0.00      | 6041-6000-6 | 756/Data Service Charges                                | 0.00 | 240.00    | 240.00    | 0.00     | 0.00    |
| 9,673.61  | 9,960.54 | 13,915.00 | 0.00      | E21         | Material and Services Totals: Interdepartmental Charges | 0.00 | 15,119.00 | 15,119.00 | 0.00     | 0.00    |
| 12,389.00 | 9,821.00 | 11,651.00 | 0.00      | 6041-6000-6 | 990(Internal Services                                   | 0.00 | 13,156.00 | 13,156.00 | 0.00     | 0.00    |

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| 2015       | 2016       | 2017       | 2017      |  |        | 2018       | 2018       | 2018     | 2018    |
|------------|------------|------------|-----------|--|--------|------------|------------|----------|---------|
| Actual     | Actual     | Adopted    | Estimated | Account Description  | FTE    | Requested  | Proposed   | Approved | Adopted |
| 7,348.00   | 7,259.00   | 7,289.00   | 0.00      | 6041-6000-6991Facility Services  | 0.00   | 7,295.00   | 7,295.00   | 0.00     | 0.00    |
| 997.00     | 784.00     | 794.00     | 0.00      | 6041-6000-6992/Tech Maint Hardware Chg                                     | 0.00   | 750.00     | 750.00     | 0.00     | 0.00    |
| 748.00     | 1,425.00   | 1,000.00   | 0.00      | 6041-6000-6993(Tech Maint User Chg   | 0.00   | 1,162.00   | 1,162.00   | 0.00     | 0.00    |
| 1,000.00   | 613.00     | 245.00     | 0.00      | 6041-6000-6994@Risk Management   | 0.00   | 560.00     | 560.00     | 0.00     | 0.00    |
| 1,873.00   | 1,205.00   | 1,110.00   | 0.00      | 6041-6000-6995(Insurance Liability   | 0.00   | 1,110.00   | 1,110.00   | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | 6041-6000-6997 Insurance Work Comp   | 0.00   | 0.00       | 0.00       | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | 6041-6000-6998 Intradepartmental Admin Chgs                                | 0.00   | 0.00       | 0.00       | 0.00     | 0.00    |
| 12.11      | 0.00       | 0.00       | 0.00      | 6041-6000-6999/Contract Services - Internal                                | 0.00   | 0.00       | 0.00       | 0.00     | 0.00    |
| 438.91     | 377.97     | 600.00     | 0.00      | 6041-6000-6999 Office Supplies - Internal                                  | 0.00   | 600.00     | 600.00     | 0.00     | 0.00    |
| 388.31     | 402.27     | 400.00     | 0.00      | 6041-6000-6999Postage - Internal   | 0.00   | 400.00     | 400.00     | 0.00     | 0.00    |
| 1.95       | 0.00       | 200.00     | 0.00      | 6041-6000-6999.Tech Supplies - Internal                                    | 0.00   | 200.00     | 200.00     | 0.00     | 0.00    |
| 25,196.28  | 21,887.24  | 23,289.00  | 0.00      | Interdepartmental Charges Totals: E70 Interfund Transfers                  | 0.00   | 25,233.00  | 25,233.00  | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | 6041-6000-9001 Trans - General Non Dept                                    | 0.00   | 0.00       | 0.00       | 0.00     | 0.00    |
| 0.00       | 4,960.00   | 2,540.00   | 0.00      | 6041-6000-9003/Trans - Equipment Reserve                                   | 0.00   | 26,546.00  | 26,546.00  | 0.00     | 0.00    |
| 0.00       | 4,960.00   | 2,540.00   | 0.00      | Interfund Transfers Totals:  | 0.00   | 26,546.00  | 26,546.00  | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | E80 Contigencies<br>6041-6000-9800Operating Contingency                    | 0.00   | 0.00       | 0.00       | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | Contigencies Totals:   | 0.00   | 0.00       | 0.00       | 0.00     | 0.00    |
| 48,650.61  | 57,420.04  | 0.00       | 0.00      | E90 Unappropriated Fund Balance 6041-6000-9990 Unappropriated Fund Balance | 0.00   | 0.00       | 0.00       | 0.00     | 0.00    |
| 48,650.61  | 57,420.04  | 0.00       | 0.00      | Unappropriated Fund Balance Total  | 0.00   | 0.00       | 0.00       | 0.00     | 0.00    |
| 194,770.95 | 237,547.23 | 192,600.00 | 0.00      | EXPENDITURES TOTALS:   | 2.54   | 266,602.00 | 266,602.00 | 0.00     | 0.00    |
| 194,770.95 | 237,547.23 | 192,600.00 | 0.00      | DEPARTMENT REVENUES  | 0.00   | 266,602.00 | 266,602.00 | 0.00     | 0.00    |
| 194,770.95 | 237,547.23 | 192,600.00 | 0.00      | DEPARTMENT EXPENSES  | 2.54   | 266,602.00 | 266,602.00 | 0.00     | 0.00    |
| 0.00       | 0.00       | 0.00       | 0.00      | Community Development - Onsite   | (2.54) | 0.00       | 0.00       | 0.00     | 0.00    |
| 194,770.95 | 237,547.23 | 192,600.00 | 0.00      | FUND REVENUES  | 0.00   | 266,602.00 | 266,602.00 | 0.00     | 0.00    |

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|          | 2016          |                 | 2017      |         |                               |        | 2018       | 2018       | 2018     | 2018    |
|----------|---------------|-----------------|-----------|---------|-------------------------------|--------|------------|------------|----------|---------|
| Acti     | ıal Actual    | Adopted Adopted | Estimated | Account | Description                   | FTE    | Requested  | Proposed   | Approved | Adopted |
|          |               | <u> </u>        |           | -       |                               |        |            |            |          |         |
| 194,770. | 95 237,547.23 | 192,600.00      | 0.00      | _       | FUND EXPENSES                 | 2.54   | 266,602.00 | 266,602.00 | 0.00     | 0.00    |
| 0.       | 0.00          | 0.00            | 0.00      | _       | Community Development Totals: | (2.54) | 0.00       | 0.00       | 0.00     | 0.00    |
| 194,770. | 95 237,547.23 | 192,600.00      | 0.00      | -       | REPORT REVENUES               | 0.00   | 266,602.00 | 266,602.00 | 0.00     | 0.00    |
|          |               |                 |           | -<br>-  |                               |        |            |            |          |         |
| 194,770. | 95 237,547.23 | 192,600.00      | 0.00      | -       | REPORT EXPENSES               | 2.54   | 266,602.00 | 266,602.00 | 0.00     | 0.00    |
|          | _             |                 |           | -<br>-  | <i>.</i>                      |        |            |            |          |         |
| 0.       | 0.00          | 0.00            | 0.00      | -       | REPORT TOTALS:                | (2.54) | 0.00       | 0.00       | 0.00     | 0.00    |
|          |               |                 |           | •       |                               |        |            |            |          |         |

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