

***On-Site 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.

**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 (WWS), with an emphasis in the area of Soil Science and On-Site waste disposal. Any EHS/WWS 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 as to protect all citizens of Klamath County, while still providing customers freedom and options in their property development goals.

**Successes and Challenges:**

Past implementation of fees similar to state DEQ, along with a continuing 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, and accelerated time frame of in-town service.

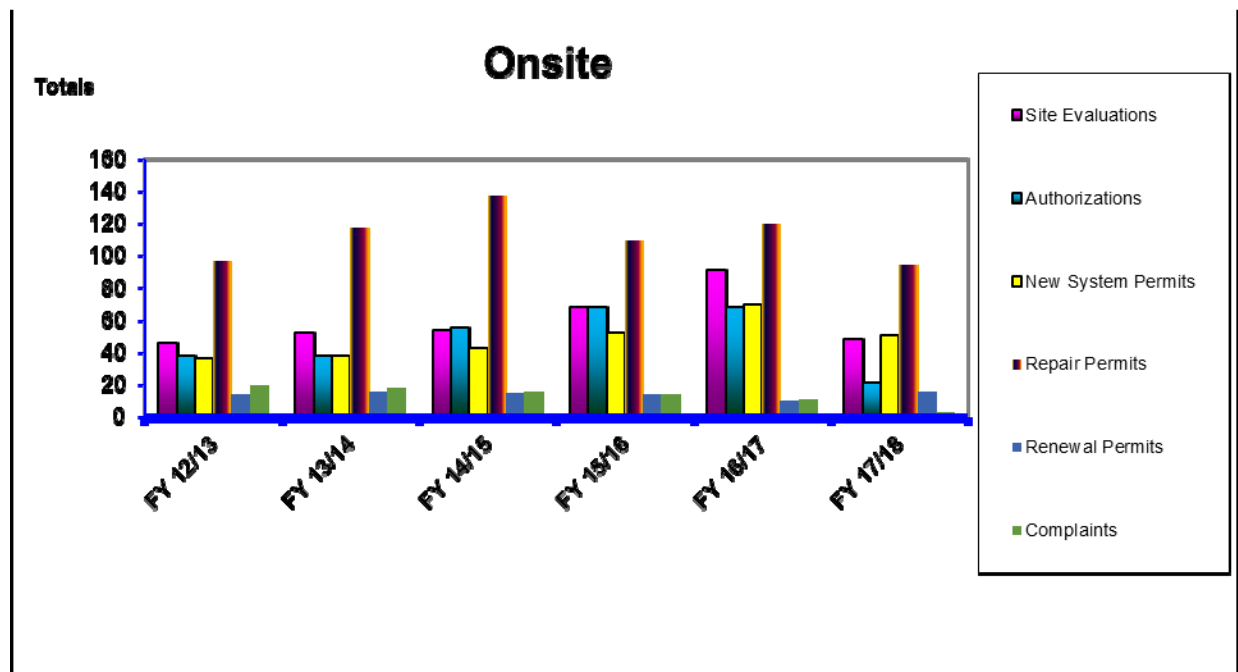
The On-Site program has been operating with bare minimum employees for several years, but has been able to continue to provide quick turn-around time for inspections and permit issuance, as well as quality customer service.

The past few years have seen an ongoing increase in application volume. We are currently in the process of recruiting for another employee to assist with field work, in order to maintain the efficient turn-around times that Klamath County citizens have become accustomed to. Due to the stringent qualifications mandated by the state DEQ to work this program, the recruiting process has been in the past, and continues to be, an ongoing challenge.

Community Development is now a Proud Participant in the Klamath County Veterans Recognition Program and now offer a 10% discount on permits for those property owners who are veterans participating in the veterans recognition program.

*Five Year Activity Comparison*

Application Type	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18
						<b>6 Months</b>
Site Evaluations	46	52	54	68	91	48
Authorizations	38	38	55	68	68	21
New System Permits	36	38	43	52	70	51
Repair Permits	97	117	137	109	120	94
Renewal Permits	14	16	15	14	10	16
Complaints	20	18	16	14	11	3



**Budget Overview:**

The continuing and ongoing increase in application volume, has resulted in the recovery of On-Site revenues, which were found struggling in past years, due to the slump in the economy. This increase in volume has abolished the threat of having to relinquish the program back to the state, thus allowing customers the ongoing convenience of in-town service, along with the smooth and timely flow of property development.

**Major Revenue**

Major revenue is dedicated funds to On-Site, generated by application fees. The On-Site Program has been structured to be totally fee supported.

**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. 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:**

- Continuing and ongoing increase in application volume
- On-Site application volumes have increased to the extent that additional employee(s) are being recruited in order to maintain quick application turn-around times, and quality customer service. This includes a full time Environmental Health Specialist/Waste Water Specialist, for field inspections; as well as 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.
- 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 of additional employee(s) to maintain quality customer service, and quick application/inspection turn-around times.
- Purchase of an extra vehicle, equipment, and supplies, for the anticipated employee.

Klamath County, Oregon  
2018-2019 Budget Financial Presentation  
6040 On-Site

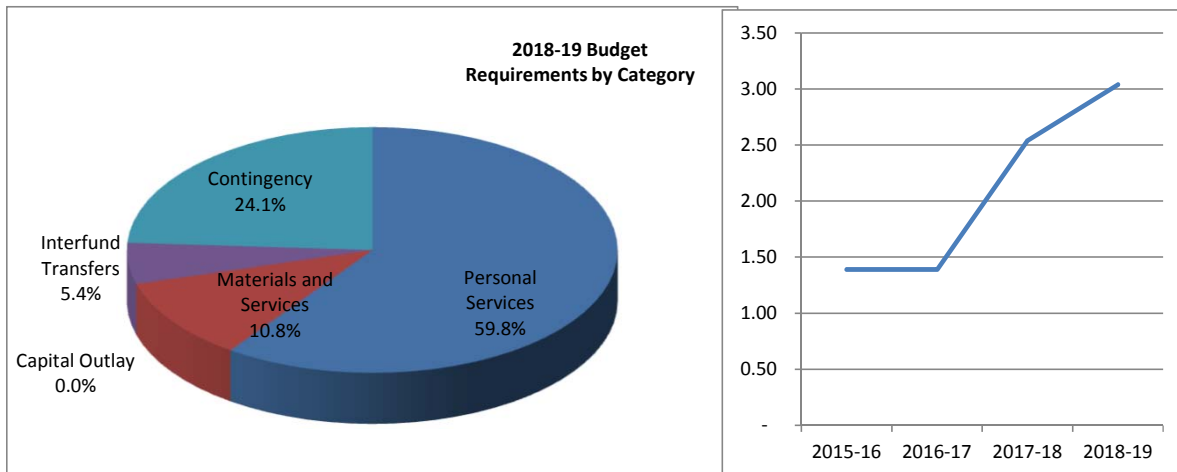
	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Budget
<b>Requirements by Budgetary Category</b>				
Personal Services	143,319	155,710	204,495	255,425
Materials and Services	31,848	34,169	42,841	45,963
Capital Outlay	-	-	25,000	1
<b>Subtotal Current Expenditures</b>	<b>175,167</b>	<b>189,879</b>	<b>272,336</b>	<b>301,389</b>
Interfund Transfers	4,960	2,540	26,546	23,000
Contingency	-	-	12,780	102,776
Unappropriated Fund Balance	66,099	120,376	-	-
<b>Subtotal Noncurrent Expenditures</b>	<b>71,059</b>	<b>122,916</b>	<b>39,326</b>	<b>125,776</b>
<b>Total Requirements by Budgetary Category</b>	<b>246,226</b>	<b>312,795</b>	<b>311,662</b>	<b>427,165</b>

<b>Requirements by Fund</b>				
Onsite (5050)	246,226	312,795	311,662	427,165
<b>Total Requirements by Fund</b>	<b>246,226</b>	<b>312,795</b>	<b>311,662</b>	<b>427,165</b>

<b>Resources by Budgetary Category</b>				
Licenses and Permits	2,410	2,310	221,000	275,000
Charges for Services	184,421	241,402	4,715	3,160
Fines and Forfeitures	1,779	300	600	600
Investment Earnings	334	144	302	140
Interfund Transfers	4,960	2,540	26,546	23,000
Miscellaneous	(1)	-	-	-
Beginning Fund Balance	52,323	66,099	58,499	125,265
<b>Total Resources by Budgetary Category</b>	<b>246,226</b>	<b>312,795</b>	<b>311,662</b>	<b>427,165</b>

<b>Full-Time Employee Equivalents</b>	1.39	1.39	2.54	3.04
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<b>Mandate</b>	<b>Total Cost</b>	<b>Personal Services</b>	<b>FTE</b>
On-site	388,885	255,425	3.04
Equipment Reserve	38,280	-	-
<b>Total Mandates</b>	<b>427,165</b>	<b>255,425</b>	<b>3.04</b>



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Department	Status	Title	Benefit Date	Seniority Date	FTE	Benefit Group	Union	Current Grade	Current Step	Total Wages w/COLA	Unemployment	FICA/Medicare	KCWC-WCOMP	WC	Medical CAP	HRA/VEBA (Wages)	Life Insurance	STD	Retirement/PERS Amount	Grand Total w/Benefits
Community Development/On-site	Filled	CDD Manager	10/27/1997	7/1/2004	0.0700	0700 Non-Union	Non-Union	UF27	7	\$5,088.40	\$25.44	\$389.26	\$89.05	\$2,402	\$1,020.60	\$0.00	\$1.00	\$9.48	\$865.03	\$7,490.66
Community Development/On-site	Filled	Accounting Specialist	8/2/2015	8/3/2015	0.0200	0200 Local 737	Local 737	LH14	6	\$814.57	\$4.07	\$62.21	\$14.26	\$0.686	\$291.60	\$0.00	\$0.29	\$2.71	\$138.48	\$1,328.97
Community Development/On-site	Filled	On-Site Manager	4/2/2001	7/1/2006	1.0000	Full-Time Non-Union	Non-Union	UF27	7	\$69,357.90	\$346.79	\$5,305.88	\$1,213.76	\$34,320	\$14,580.00	\$0.00	\$14.28	\$135.36	\$11,790.84	\$102,778.14
Community Development/On-site	Filled	Permit Technician	11/1/2004	3/8/2001	0.7500	7500 Local 737	Local 737	LH15	7	\$32,190.52	\$160.95	\$2,482.57	\$663.33	\$29,740	\$10,658.00	\$0.00	\$10.71	\$101.52	\$5,472.39	\$51,922.74
Community Development/On-site	Filled	Permit Technician	2/1/2018	2/1/2018	0.2000	2000 Local 737	Local 737	LH10	4	\$6,305.21	\$31.53	\$482.35	\$110.34	\$6,864	\$2,916.00	\$0.00	\$2.86	\$27.07	\$1,071.89	\$10,954.11
Community Development/On-site	Vacant	Environmental Health Specialist II	4/1/2018	4/1/2018	1.0000	Full-time Local 737	Local 737	LH22	3	\$52,157.20	\$260.78	\$3,990.03	\$912.75	\$34,320	\$14,580.00	\$0.00	\$14.28	\$135.36	\$8,866.72	\$80,951.44
					<b>3.0400</b>					<b>\$165,913.80</b>	<b>\$829.57</b>	<b>\$12,692.41</b>	<b>\$2,903.49</b>	<b>\$104.33</b>	<b>\$44,323.20</b>	<b>\$0.00</b>	<b>\$43.41</b>	<b>\$411.49</b>	<b>\$28,205.35</b>	<b>\$255,427.06</b>

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# General Ledger

## Budget Analysis

User: vnoel  
 Printed: 03/29/2018 - 10:31AM  
 Fiscal Year: 2019



2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
				5050	Community Development					
				6040	Community Development - Onsite					
				R41	Interest					
46.55	15.30	15.00	0.00	3050-6000-4495	Investments - Interest On	0.00	15.00	15.00	0.00	0.00
46.55	15.30	15.00	0.00		Interest Totals:	0.00	15.00	15.00	0.00	0.00
				R70	Interfund Transfers					
0.00	0.00	0.00	0.00	3050-6000-4902	Trans - Equipment Reserve	0.00	0.00	0.00	0.00	0.00
4,960.00	2,540.00	26,546.00	0.00	3050-6000-4961	Trans - Onsite	0.00	23,000.00	23,000.00	0.00	0.00
4,960.00	2,540.00	26,546.00	0.00		Interfund Transfers Totals:	0.00	23,000.00	23,000.00	0.00	0.00
				R90	Fund Balances					
3,672.55	8,679.10	11,219.00	0.00	3050-6000-4995	Beginning Fund Balance	0.00	15,265.00	15,265.00	0.00	0.00
3,672.55	8,679.10	11,219.00	0.00		Fund Balances Totals:	0.00	15,265.00	15,265.00	0.00	0.00
8,679.10	11,234.40	37,780.00	0.00		REVENUES TOTALS:	0.00	38,280.00	38,280.00	0.00	0.00
				E30	Capital Outlay					
0.00	0.00	25,000.00	0.00	3050-6000-7011	Vehicles Other	0.00	1.00	1.00	0.00	0.00
0.00	0.00	25,000.00	0.00		Capital Outlay Totals:	0.00	1.00	1.00	0.00	0.00
				E70	Interfund Transfers					
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:	0.00	0.00	0.00	0.00	0.00
				E80	Contingencies					
0.00	0.00	12,780.00	0.00	3050-6000-9800	Operating Contingency	0.00	38,279.00	38,279.00	0.00	0.00
0.00	0.00	12,780.00	0.00		Contingencies Totals:	0.00	38,279.00	38,279.00	0.00	0.00
				E90	Unappropriated Fund Balance					

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
8,679.10	11,234.40	0.00	0.00	3050-6000-9990	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00
8,679.10	11,234.40	0.00	0.00		Unappropriated Fund Balance Total	0.00	0.00	0.00	0.00	0.00
8,679.10	11,234.40	37,780.00	0.00		EXPENDITURES TOTALS:	0.00	38,280.00	38,280.00	0.00	0.00
8,679.10	11,234.40	37,780.00	0.00		DEPARTMENT REVENUES	0.00	38,280.00	38,280.00	0.00	0.00
8,679.10	11,234.40	37,780.00	0.00		DEPARTMENT EXPENSES	0.00	38,280.00	38,280.00	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
8,679.10	11,234.40	37,780.00	0.00		FUND REVENUES	0.00	38,280.00	38,280.00	0.00	0.00
8,679.10	11,234.40	37,780.00	0.00		FUND EXPENSES	0.00	38,280.00	38,280.00	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
8,679.10	11,234.40	37,780.00	0.00		REPORT REVENUES	0.00	38,280.00	38,280.00	0.00	0.00
8,679.10	11,234.40	37,780.00	0.00		REPORT EXPENSES	0.00	38,280.00	38,280.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	0.00	0.00	0.00	0.00	0.00

# General Ledger

## Budget Analysis

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2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
				5050	Community Development					
				6040	Community Development - Onsite					
				R20	Licenses, Fees and Permits					
0.00	0.00	221,000.00	0.00	6041-6000-4100	Fees, Licenses and Permits	0.00	275,000.00	275,000.00	0.00	0.00
30.00	0.00	0.00	0.00	6041-6000-4101	Fees - NSF Check	0.00	0.00	0.00	0.00	0.00
2,380.00	2,310.00	0.00	0.00	6041-6000-4164	Fees - Sign Off	0.00	0.00	0.00	0.00	0.00
<b>2,410.00</b>	<b>2,310.00</b>	<b>221,000.00</b>	<b>0.00</b>		Licenses, Fees and Permits Totals:	<b>0.00</b>	<b>275,000.00</b>	<b>275,000.00</b>	<b>0.00</b>	<b>0.00</b>
				R21	Fines and Forfeitures					
0.00	0.00	600.00	0.00	6041-6000-4200	Fines, Forfeitures and Penal	0.00	600.00	600.00	0.00	0.00
1,778.66	300.00	0.00	0.00	6041-6000-4264	Revenues - Enforcement	0.00	0.00	0.00	0.00	0.00
<b>1,778.66</b>	<b>300.00</b>	<b>600.00</b>	<b>0.00</b>		Fines and Forfeitures Totals:	<b>0.00</b>	<b>600.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>
				R30	Charges for Service					
0.00	0.00	3,000.00	0.00	6041-6000-4300	Charges for Service	0.00	2,500.00	2,500.00	0.00	0.00
752.00	826.25	750.00	0.00	6041-6000-4301	Copies	0.00	400.00	400.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-4363	Inspections - Contract	0.00	0.00	0.00	0.00	0.00
183,290.00	239,996.00	0.00	0.00	6041-6000-4364	Fees - Subsurface Insepection	0.00	0.00	0.00	0.00	0.00
350.00	550.00	300.00	0.00	6041-6000-4364	Fees - Pumper Truck	0.00	200.00	200.00	0.00	0.00
<b>184,392.00</b>	<b>241,372.25</b>	<b>4,050.00</b>	<b>0.00</b>		Charges for Service Totals:	<b>0.00</b>	<b>3,100.00</b>	<b>3,100.00</b>	<b>0.00</b>	<b>0.00</b>
				R31	Interdepartmental Charges					
0.00	0.00	30.00	0.00	6041-6000-4398	Fees - Internal	0.00	30.00	30.00	0.00	0.00
30.00	30.00	635.00	0.00	6041-6000-4398	Permits - Internal	0.00	30.00	30.00	0.00	0.00
<b>30.00</b>	<b>30.00</b>	<b>665.00</b>	<b>0.00</b>		Interdepartmental Charges Totals:	<b>0.00</b>	<b>60.00</b>	<b>60.00</b>	<b>0.00</b>	<b>0.00</b>
				R40	Other Local Revenue					
(1.06)	0.00	0.00	0.00	6041-6000-4400	Miscellaneous	0.00	0.00	0.00	0.00	0.00

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
(1.06)	0.00	0.00	0.00		Other Local Revenue Totals:	0.00	0.00	0.00	0.00	0.00
287.02	128.33	287.00	0.00	R41	Interest					
				6041-6000-4495	Investments - Interest On	0.00	125.00	125.00	0.00	0.00
287.02	128.33	287.00	0.00		Interest Totals:	0.00	125.00	125.00	0.00	0.00
				R70	Interfund Transfers					
0.00	0.00	0.00	0.00	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	6041-6000-4902	Trans - Equipment Reserve	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:	0.00	0.00	0.00	0.00	0.00
				R90	Fund Balances					
48,650.61	57,420.04	47,280.00	0.00	6041-6000-4995	Beginning Fund Balance	0.00	110,000.00	110,000.00	0.00	0.00
48,650.61	57,420.04	47,280.00	0.00		Fund Balances Totals:	0.00	110,000.00	110,000.00	0.00	0.00
237,547.23	301,560.62	273,882.00	0.00		REVENUES TOTALS:	0.00	388,885.00	388,885.00	0.00	0.00
				E10	Personnel Services					
99,852.68	107,157.93	133,478.00	0.00	6041-6000-5000	Salaries and Wages	3.04	165,914.00	165,914.00	0.00	0.00
0.00	46.31	0.00	0.00	6041-6000-5011	Overtime	0.00	0.00	0.00	0.00	0.00
7,501.35	8,014.78	10,401.00	0.00	6041-6000-5110	FICA	0.00	12,692.00	12,692.00	0.00	0.00
49.17	51.60	87.00	0.00	6041-6000-5120	Workmans Compensation Tax	0.00	104.00	104.00	0.00	0.00
8,190.03	11,217.85	33,985.00	0.00	6041-6000-5130	Medical Insurance	0.00	44,323.00	44,323.00	0.00	0.00
6,553.03	7,347.44	0.00	0.00	6041-6000-5131	VEBA	0.00	0.00	0.00	0.00	0.00
25.57	27.50	36.00	0.00	6041-6000-5133	Life Insurance	0.00	43.00	43.00	0.00	0.00
328.74	250.79	335.00	0.00	6041-6000-5134	Short Term Disability	0.00	411.00	411.00	0.00	0.00
16,966.66	17,786.38	23,114.00	0.00	6041-6000-5140	Retirement - General	0.00	28,205.00	28,205.00	0.00	0.00
139,467.23	151,900.58	201,436.00	0.00		Personnel Services Totals:	3.04	251,692.00	251,692.00	0.00	0.00
				E11	Interdepartmental Charges					
1,747.18	1,608.02	680.00	0.00	6041-6000-5156	Unemployment Compensation	0.00	830.00	830.00	0.00	0.00
2,105.00	2,200.77	2,379.00	0.00	6041-6000-5157	Workmans Compensation	0.00	2,903.00	2,903.00	0.00	0.00
3,852.18	3,808.79	3,059.00	0.00		Interdepartmental Charges Totals:	0.00	3,733.00	3,733.00	0.00	0.00
				E20	Material and Services					

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
0.00	0.00	2,489.00	0.00	6041-6000-5010	Temporary Help	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6200	Contract Services	0.00	0.00	0.00	0.00	0.00
0.00	0.00	50.00	0.00	6041-6000-6203	Legal Notice Publish	0.00	50.00	50.00	0.00	0.00
2,531.03	2,531.03	2,531.00	0.00	6041-6000-6232	Software Support	0.00	2,531.00	2,531.00	0.00	0.00
72.00	0.00	72.00	0.00	6041-6000-6232	Hardware Maintenance	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6282	On Site Enforcement	0.00	0.00	0.00	0.00	0.00
150.00	0.00	300.00	0.00	6041-6000-6310	Dues	0.00	0.00	0.00	0.00	0.00
0.00	150.00	0.00	0.00	6041-6000-6310	Fees	0.00	300.00	300.00	0.00	0.00
2,699.80	3,459.77	2,700.00	0.00	6041-6000-6311	Credit Card Fees	0.00	3,500.00	3,500.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6320	Recruitment	0.00	0.00	0.00	0.00	0.00
0.00	0.00	400.00	0.00	6041-6000-6330	Equipment	0.00	400.00	400.00	0.00	0.00
0.00	0.00	50.00	0.00	6041-6000-6330	Office Equipment	0.00	200.00	200.00	0.00	0.00
0.00	0.00	50.00	0.00	6041-6000-6331	Office Furniture	0.00	500.00	500.00	0.00	0.00
17.96	2.97	200.00	0.00	6041-6000-6332	Tools	0.00	500.00	500.00	0.00	0.00
1,753.54	1,572.31	3,300.00	0.00	6041-6000-6333	Vehicle Fuel	0.00	3,500.00	3,500.00	0.00	0.00
600.00	680.80	600.00	0.00	6041-6000-6517	Refunds	0.00	600.00	600.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6535	Equipment Maint & Repair	0.00	200.00	200.00	0.00	0.00
909.23	904.37	2,750.00	0.00	6041-6000-6536	Vehicle Maint & Repair	0.00	2,500.00	2,500.00	0.00	0.00
0.00	190.52	200.00	0.00	6041-6000-6600	Supplies - Office	0.00	200.00	200.00	0.00	0.00
64.78	113.56	200.00	0.00	6041-6000-6601	Supplies - Other	0.00	500.00	500.00	0.00	0.00
45.10	42.47	60.00	0.00	6041-6000-6602	Copier Maint & Supplies	0.00	60.00	60.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6603	Postage	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6604	Publications & Periodicals	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6605	Printing	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6650	Books	0.00	0.00	0.00	0.00	0.00
245.08	410.63	600.00	0.00	6041-6000-6700	Travel & Training	0.00	1,200.00	1,200.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6701	Mgmt Travel & Training	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	6041-6000-6702	Staff Travel & Training	0.00	0.00	0.00	0.00	0.00
668.67	685.20	816.00	0.00	6041-6000-6755	Telephone	0.00	850.00	850.00	0.00	0.00
203.35	480.14	240.00	0.00	6041-6000-6756	Data Service Charges	0.00	480.00	480.00	0.00	0.00
9,960.54	11,223.77	17,608.00	0.00	E21	Material and Services Totals: Interdepartmental Charges	0.00	18,071.00	18,071.00	0.00	0.00

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
9,821.00	11,628.00	13,156.00	0.00	6041-6000-6990	Internal Services	0.00	14,912.00	14,912.00	0.00	0.00
7,259.00	7,289.00	7,295.00	0.00	6041-6000-6991	Facility Services	0.00	7,573.00	7,573.00	0.00	0.00
784.00	794.00	750.00	0.00	6041-6000-6992	Tech Maint Hardware Chg	0.00	1,161.00	1,161.00	0.00	0.00
1,425.00	1,000.00	1,162.00	0.00	6041-6000-6993	Tech Maint User Chg	0.00	930.00	930.00	0.00	0.00
613.00	245.00	560.00	0.00	6041-6000-6994	Risk Management	0.00	700.00	700.00	0.00	0.00
1,205.00	1,110.00	1,110.00	0.00	6041-6000-6995	Insurance Liability	0.00	1,466.00	1,466.00	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
0.00	0.00	0.00	0.00	6041-6000-6999	Contract Services - Internal	0.00	0.00	0.00	0.00	0.00
377.97	518.44	600.00	0.00	6041-6000-6999	Office Supplies - Internal	0.00	500.00	500.00	0.00	0.00
402.27	361.41	400.00	0.00	6041-6000-6999	Postage - Internal	0.00	600.00	600.00	0.00	0.00
0.00	0.00	200.00	0.00	6041-6000-6999	Tech Supplies - Internal	0.00	50.00	50.00	0.00	0.00
21,887.24	22,945.85	25,233.00	0.00		Interdepartmental Charges Totals:	0.00	27,892.00	27,892.00	0.00	0.00
0.00	0.00	0.00	0.00	E70	Interfund Transfers					
4,960.00	2,540.00	26,546.00	0.00	6041-6000-9001	Trans - General Non Dept	0.00	0.00	0.00	0.00	0.00
4,960.00	2,540.00	26,546.00	0.00	6041-6000-9003	Trans - Equipment Reserve	0.00	23,000.00	23,000.00	0.00	0.00
4,960.00	2,540.00	26,546.00	0.00		Interfund Transfers Totals:	0.00	23,000.00	23,000.00	0.00	0.00
0.00	0.00	0.00	0.00	E80	Contingencies					
0.00	0.00	0.00	0.00	6041-6000-9800	Operating Contingency	0.00	64,497.00	64,497.00	0.00	0.00
0.00	0.00	0.00	0.00		Contingencies Totals:	0.00	64,497.00	64,497.00	0.00	0.00
57,420.04	109,141.63	0.00	0.00	E90	Unappropriated Fund Balance					
57,420.04	109,141.63	0.00	0.00	6041-6000-9990	Unappropriated Fund Balance	0.00	0.00	0.00	0.00	0.00
57,420.04	109,141.63	0.00	0.00		Unappropriated Fund Balance Total	0.00	0.00	0.00	0.00	0.00
237,547.23	301,560.62	273,882.00	0.00		EXPENDITURES TOTALS:	3.04	388,885.00	388,885.00	0.00	0.00
237,547.23	301,560.62	273,882.00	0.00		DEPARTMENT REVENUES	0.00	388,885.00	388,885.00	0.00	0.00
237,547.23	301,560.62	273,882.00	0.00		DEPARTMENT EXPENSES	3.04	388,885.00	388,885.00	0.00	0.00
0.00	0.00	0.00	0.00		Community Development - Onsite	(3.04)	0.00	0.00	0.00	0.00

2016 Actual	2017 Actual	2018 Adopted	2018 Estimated	Account	Description	FTE	2019 Requested	2019 Proposed	2019 Approved	2019 Adopted
237,547.23	301,560.62	273,882.00	0.00		FUND REVENUES	0.00	388,885.00	388,885.00	0.00	0.00
237,547.23	301,560.62	273,882.00	0.00		FUND EXPENSES	3.04	388,885.00	388,885.00	0.00	0.00
0.00	0.00	0.00	0.00		Community Development Totals:	(3.04)	0.00	0.00	0.00	0.00
237,547.23	301,560.62	273,882.00	0.00		REPORT REVENUES	0.00	388,885.00	388,885.00	0.00	0.00
237,547.23	301,560.62	273,882.00	0.00		REPORT EXPENSES	3.04	388,885.00	388,885.00	0.00	0.00
0.00	0.00	0.00	0.00		REPORT TOTALS:	(3.04)	0.00	0.00	0.00	0.00

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