

Department: Community Development
Building Division

FY 2018 Proposed Budget

Division Mission:

Protect the health and well-being of the citizens of Klamath County by ensuring safe, accessible and sustainable buildings and communities. Uniformly interpret and apply Oregon State statutes, rules, and codes regulating building construction safety, energy efficiency, accessibility and durability by means of the following core principles:

| | |
|-----------|---|
| QUALITY: | Our processes strive for zero duplication and re-work. |
| VALUE: | Our services are provided at an equitable cost. |
| DELIVERY: | Our response times are reasonable and predictable. |
| SAFETY: | Our culture emphasizes safety and zero accidents. |
| MORALE: | We provide an atmosphere that fosters trust, integrity, respect, and celebrates accomplishment. |
| TEAMWORK: | We embrace an environment of fairness, collaboration and honor of commitments to others. |

Mandated Services:

Oregon Revised Statue (ORS) 455 is the most significant chapter of law regulating the Building Division. Sections affecting operations of the local program include those relating to adoption and administration of the state building code comprised of the various specialty area including Structural, Mechanical, Electrical, Plumbing, pre-fabricated structures, energy efficiency and parks-and-camps.

As well as ORS 455, Building Division services are conducted in accordance with various other State statutes including: Manufactured Dwellings and Structures (ORS 446); Plumbing Regulation, Access by Disabled Persons (ORS 447); Elevators and Amusement Rides (ORS 460); State Fire Marshal Authority, Electrical Safety Law (ORS 479); Explosives and Fireworks, Gasoline Dispensing, Liquid Petroleum Gas, Boilers and Pressure Vessels (ORS 480), Occupations and Professions Generally (Contractor and Design Professionals) (ORS 670); Plumbing Licensing (ORS 693).

In addition to the statutes cited above, Building Division rules are found in Chapter 918 of the Oregon Administrative Rules.

Division Overview:

The Building Division is made up of a multi-discipline staff of Permit Techs, Plans Examiners, and Inspectors. Plans Examiners and Inspectors are cross-trained to perform services in a variety of disciplines. The Division has jurisdiction over the entire unincorporated County as well as serving as the building department for the five incorporated municipalities within the County. Consequently, it is the 4th largest building department in the State by land area, and the 14th largest in the State by number of service recipients. In addition, the Building Department has 2 IGAs with Lake County, one is to provide Building Official services, the other is to provide plan review and inspection services as needed. Primary functions include:

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- Construction Plan Review (Structural, Fire-and-Life-Safety, Mechanical, Electrical, Plumbing, Manufactured Dwellings, Parks and Camps, etc.)
- Building Permit Processing
- Construction Inspection
- Building Code Consultation/Enforcement
- Public Outreach and Education
- Emergency Response (Weather/Earthquake/Other)

At peak construction levels, overflow plan review and inspection services are out-sourced to avoid unnecessary fluctuations in the number of full-time staff.

The Division's short and long range goals relate to accomplishing the Building Division Mission stated earlier. To continually enhance performance, the Division has developed specific tasks for improvement in the areas of customer service, public outreach, professionalism, administration and streamlining processes.

Successes and Challenges:

Successes:

During several years of drastically declining revenues, the Building Division continued to maintain the key services at mandated levels by eliminating non-essential expenses such as discretionary travel, training, and office expenditures. With the continued cost reductions and an increase in permit volumes over the last couple of years, we have successfully transferred a large amount back into the vehicle reserve.

Several years of investment in the development of employees from single-discipline inspectors to multi-discipline inspectors has paid dividends during those recessionary times.

In addition to the IGA agreement with the State of Oregon, in which Klamath County provides Electrical inspections in Lake County, we have two IGA agreements with Lake County to provide Building Official services as well as plan review and inspection services for the other disciplines. Combined this has resulted in approximately \$95,776 of revenue in Fiscal Year 15/16.

Because of increased revenues over the last few years, we have been able to purchase 5 new vehicles to replace our old vehicles that were expensive to keep in good repair. They also get better gas mileage than the older vehicles we replaced.

During the end of 2016 we were able to implement our Hearings Officer program, thus allowing the department to enforce the code relative to work being completed without the proper permits.

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Challenges:

Significant challenges include:

- Maintaining Multi-Discipline Staff
- Training and Certification Expenses – Mandated continuing educations expenses continue for key staff
- Funding of Code Enforcement – Revenues collected from “investigation fees” do not offset contribution to Code Enforcement officer function. Due to H.B. 2978, investigation fees will be increasingly more difficult to get.

Budget Overview:

The Building Division is a dedicated fund, receiving revenue only from fees for plan review and permits for construction activity. Specifically work from building construction, mobile home installation, and electrical, plumbing, mechanical, and medical gas work. Therefore, revenues are 100% dependant on the construction industry. Revenues and expenses forecasted on both previous year actual and multi-year past trends.

Revenue

Nearly all revenue into the Division is from construction permits and plan reviews. These make up approximately 50% and 19% of revenue respectively. Contracted inspections in Lake County, the IGA for Building Official duties, and administrative fees for collection of school construction excise tax each made up about 6% of past year revenue. The remainder is from interest and minor miscellaneous fees at 1%, while 24% of the building revenue came from beginning fund balance.

Expenditures

Personnel services costs make up about 70% of the Divisions expenditures. County internal services fees, space rent, steering committee etc. make up about 8%, vehicle cost 2%, required continuing education (travel, registration, books, licensing, etc.) 1%, operating contingency, and reserves 15%, software support 1%. The remaining 3% is spread among general office expenditures such as supplies, credit card fees, phones, postage, and office machines.

Significant Changes:

There are several large upcoming commercial projects that may result in a significant revenue surge in the next year. These include, but are not limited to, Klamath Union Renovation, Klamath Community College Founders Hall, Klamath Community College Workskills Technical Center, two large multifamily projects totaling approximately 120 units, Sky Lakes Medical Center parking structure and other smaller projects.

We have been using the State of Oregon E-permitting Accela Software for the last two years. This software is supplied by the State Building Codes division, which is funded by 4% of the 12% surcharge collected on building permit amounts that we remit to the State monthly. This new

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software, along with our mobile office system gives our clients much better service as well as help our inspectors in the field, complete their daily tasks.

Senate Bill 915 took effect in January 2010. The legislation affects any municipality that administers a building inspection program. The bill restricts a municipality's monetary penalties for violation of the state building code to civil penalties assessed through an administrative process. The County may no longer issue citations to municipal court for building code violations. Under the bill, if a municipality assesses a civil penalty, the municipality must have an administrative method for the party to challenge the penalty. The process would involve a hearings officer or equivalent administrative process. The challenge cannot be heard by the building official.

Due to the above criteria, we have implemented a Compliance Hearings Officer dedicated to the Building Division. The Compliance Hearings Officer is a volunteer position.

Three positions are vacant and budgeted, two Inspectors and one seasonal Office Technician.

Key Issues:

- Maintaining Adequate Resources to Accomplish Mandated Services
- Cost of Servicing North County
- Rebuilding Division Reserves
- Cost of Mandated Training / Re-certification
- Additional Cross-training
- Hiring for vacant Certified Inspector position

Klamath County, Oregon
2017-2018 Budget Financial Presentation
6030 Building

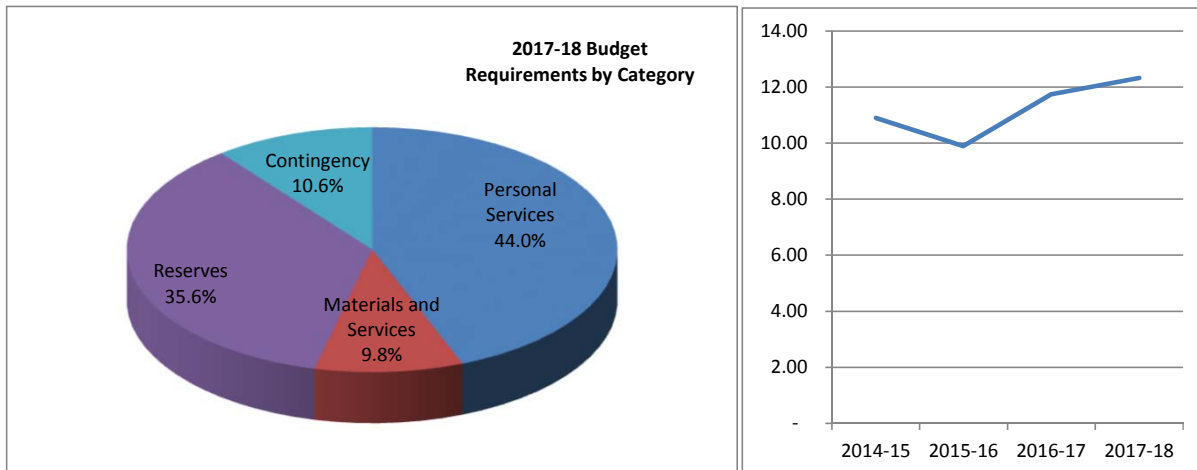
| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|-------------------|-------------------|-------------------|-------------------|
| Requirements by Budgetary Category | | | | |
| Personal Services | 832,580 | 867,564 | 1,041,492 | 1,087,228 |
| Materials and Services | 208,792 | 189,315 | 231,843 | 241,280 |
| Capital Outlay | 42,600 | - | 75,000 | 1 |
| Subtotal Current Expenditures | 1,083,972 | 1,056,879 | 1,348,335 | 1,328,509 |
| Interfund Transfers | 155,858 | 185,000 | 60,000 | 600,000 |
| Reserves | - | - | 60,156 | 880,650 |
| Contingency | - | - | 169,245 | 261,172 |
| Unappropriated Fund Balance | 577,355 | 918,488 | - | - |
| Subtotal Noncurrent Expenditures | 733,213 | 1,103,488 | 289,401 | 1,741,822 |
| Total Requirements by Budgetary Category | 1,817,185 | 2,160,367 | 1,637,736 | 3,070,331 |

| | | | | |
|-----------------------------------|------------------|------------------|------------------|------------------|
| Requirements by Fund | | | | |
| Building (5050) | 1,817,185 | 2,160,367 | 1,637,736 | 3,070,331 |
| Total Requirements by Fund | 1,817,185 | 2,160,367 | 1,637,736 | 3,070,331 |

| | | | | |
|--|------------------|------------------|------------------|------------------|
| Resources by Budgetary Category | | | | |
| Licenses and Permits | 25,441 | 35,092 | 22,880 | 876,380 |
| Charges for Services | 1,349,821 | 1,342,905 | 1,038,500 | 468,300 |
| Investment Earnings | 1,644 | 5,156 | 1,315 | 3,000 |
| Interfund Transfers | 190,205 | 185,000 | 60,000 | 600,000 |
| Sale of Capital Assets | - | 7,095 | - | 5,000 |
| Miscellaneous | 4,877 | 7,764 | 5,000 | 8,000 |
| Beginning Fund Balance | 245,197 | 577,355 | 510,041 | 1,109,651 |
| Total Resources by Budgetary Category | 1,817,185 | 2,160,367 | 1,637,736 | 3,070,331 |

| | | | | |
|---------------------------------------|-------|------|-------|-------|
| Full-Time Employee Equivalents | 10.90 | 9.90 | 11.75 | 12.33 |
|---------------------------------------|-------|------|-------|-------|

| Mandate | Total Cost | Personal Services | FTE |
|-----------------------|-------------------|--------------------------|--------------|
| Building | 2,159,680 | 1,087,228 | 12.33 |
| Equipment Reserve | 910,651 | - | - |
| Total Mandates | 3,070,331 | 1,087,228 | 12.33 |



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General Ledger

Budget Analysis

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 Fiscal Year: 2018



| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 5050 | Community Development | | | | | |
| | | | | 6030 | Community Development - Bldg | | | | | |
| | | | | R41 | Interest | | | | | |
| 116.22 | 1,400.15 | 115.00 | 0.00 | 3050-6000-4495 | Investments - Interest On | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 116.22 | 1,400.15 | 115.00 | 0.00 | | Interest Totals: | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| | | | | R70 | Interfund Transfers | | | | | |
| 34,347.37 | 0.00 | 0.00 | 0.00 | 3050-6000-4902 | Trans - Equipment Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 155,858.00 | 185,000.00 | 60,000.00 | 0.00 | 3050-6000-4961 | Trans - Building | 0.00 | 600,000.00 | 600,000.00 | 0.00 | 0.00 |
| 190,205.37 | 185,000.00 | 60,000.00 | 0.00 | | Interfund Transfers Totals: | 0.00 | 600,000.00 | 600,000.00 | 0.00 | 0.00 |
| | | | | R90 | Fund Balances | | | | | |
| 0.00 | 129,926.33 | 160,041.00 | 0.00 | 3050-6000-4995 | Beginning Fund Balance | 0.00 | 309,651.00 | 309,651.00 | 0.00 | 0.00 |
| 0.00 | 129,926.33 | 160,041.00 | 0.00 | | Fund Balances Totals: | 0.00 | 309,651.00 | 309,651.00 | 0.00 | 0.00 |
| 190,321.59 | 316,326.48 | 220,156.00 | 0.00 | | REVENUES TOTALS: | 0.00 | 910,651.00 | 910,651.00 | 0.00 | 0.00 |
| | | | | E20 | Material and Services | | | | | |
| 1,349.55 | 0.00 | 0.00 | 0.00 | 3050-6000-6200 | Contract Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10,134.00 | 0.00 | 0.00 | 0.00 | 3050-6000-6330 | Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11,483.55 | 0.00 | 0.00 | 0.00 | | Material and Services Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | E21 | Interdepartmental Charges | | | | | |
| 6,311.71 | 0.00 | 0.00 | 0.00 | 3050-6000-6999 | Tech Supplies - Internal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6,311.71 | 0.00 | 0.00 | 0.00 | | Interdepartmental Charges Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | E30 | Capital Outlay | | | | | |
| 42,600.00 | 0.00 | 75,000.00 | 0.00 | 3050-6000-7011 | Vehicles Other | 0.00 | 1.00 | 1.00 | 0.00 | 0.00 |
| 42,600.00 | 0.00 | 75,000.00 | 0.00 | | Capital Outlay Totals: | 0.00 | 1.00 | 1.00 | 0.00 | 0.00 |
| | | | | E70 | Interfund Transfers | | | | | |

| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|------|-------------------|------------------|------------------|-----------------|
| 0.00 | 0.00 | 0.00 | 0.00 | 3050-6000-9603 | Trans - Building | 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 |
| 0.00 | 0.00 | 85,000.00 | 0.00 | E80 | Contingencies | | | | | |
| 0.00 | 0.00 | 85,000.00 | 0.00 | 3050-6000-9800 | Operating Contingency | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 85,000.00 | 0.00 | | Contingencies Totals: | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 60,156.00 | 0.00 | E81 | Fund Balance & Reserves | | | | | |
| 0.00 | 0.00 | 60,156.00 | 0.00 | 3050-6000-9900 | Reserve Future Expenditures | 0.00 | 880,650.00 | 880,650.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 60,156.00 | 0.00 | | Fund Balance & Reserves Totals: | 0.00 | 880,650.00 | 880,650.00 | 0.00 | 0.00 |
| 129,926.33 | 316,326.48 | 0.00 | 0.00 | E90 | Unappropriated Fund Balance | | | | | |
| 129,926.33 | 316,326.48 | 0.00 | 0.00 | 3050-6000-9990 | Unappropriated Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 129,926.33 | 316,326.48 | 0.00 | 0.00 | | Unappropriated Fund Balance Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 190,321.59 | 316,326.48 | 220,156.00 | 0.00 | | EXPENDITURES TOTALS: | 0.00 | 910,651.00 | 910,651.00 | 0.00 | 0.00 |
| 190,321.59 | 316,326.48 | 220,156.00 | 0.00 | | DEPARTMENT REVENUES | 0.00 | 910,651.00 | 910,651.00 | 0.00 | 0.00 |
| 190,321.59 | 316,326.48 | 220,156.00 | 0.00 | | DEPARTMENT EXPENSES | 0.00 | 910,651.00 | 910,651.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | | Community Development - Bldg Tc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 190,321.59 | 316,326.48 | 220,156.00 | 0.00 | | FUND REVENUES | 0.00 | 910,651.00 | 910,651.00 | 0.00 | 0.00 |
| 190,321.59 | 316,326.48 | 220,156.00 | 0.00 | | FUND EXPENSES | 0.00 | 910,651.00 | 910,651.00 | 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 |

| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|------|-------------------|------------------|------------------|-----------------|
| 190,321.59 | 316,326.48 | 220,156.00 | 0.00 | | REPORT REVENUES | 0.00 | 910,651.00 | 910,651.00 | 0.00 | 0.00 |
| 190,321.59 | 316,326.48 | 220,156.00 | 0.00 | | REPORT EXPENSES | 0.00 | 910,651.00 | 910,651.00 | 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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General Ledger

Budget Analysis

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 Fiscal Year: 2018



| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|------------------------------------|------|-------------------|------------------|------------------|-----------------|
| | | | | 5050 | Community Development | | | | | |
| | | | | 6030 | Community Development - Bldg | | | | | |
| | | | | R20 | Licenses, Fees and Permits | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4100 | Fees, Licenses and Permits | 0.00 | 80.00 | 80.00 | 0.00 | 0.00 |
| 30.00 | 30.00 | 80.00 | 0.00 | 6031-6000-4101 | Fees - NSF Check | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24,265.68 | 33,994.12 | 22,000.00 | 0.00 | 6031-6000-4163 | Permits - Mobile Home | 0.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 |
| 1,019.70 | 504.50 | 500.00 | 0.00 | 6031-6000-4163 | Gas - Medical | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 125.98 | 562.93 | 300.00 | 0.00 | 6031-6000-4163 | Local Surcharge | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4163 | Permits - Building | 0.00 | 415,000.00 | 415,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4163 | Permits - Electrical | 0.00 | 220,000.00 | 220,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4163 | Permits - Mechanical | 0.00 | 115,000.00 | 115,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4163 | Permits - Plumbing | 0.00 | 95,000.00 | 95,000.00 | 0.00 | 0.00 |
| 25,441.36 | 35,091.55 | 22,880.00 | 0.00 | | Licenses, Fees and Permits Totals: | 0.00 | 876,380.00 | 876,380.00 | 0.00 | 0.00 |
| | | | | R21 | Fines and Forfeitures | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4265 | Fines - Violation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | | Fines and Forfeitures Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | R30 | Charges for Service | | | | | |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4300 | Charges for Service | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6.25 | 0.00 | 300.00 | 0.00 | 6031-6000-4301 | Copies | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 500.00 | 0.00 | 6031-6000-4363 | Hourly Inspection - 3rd Party | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 602.00 | 0.00 | 1,200.00 | 0.00 | 6031-6000-4363 | Inspections - In Plant | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 0.00 |
| 106,584.87 | 94,946.50 | 90,000.00 | 0.00 | 6031-6000-4363 | Inspections - Contract | 0.00 | 95,000.00 | 95,000.00 | 0.00 | 0.00 |
| 2,325.00 | 3,000.00 | 1,200.00 | 0.00 | 6031-6000-4363 | Inspections - Minor Label | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 428,312.35 | 423,332.65 | 300,000.00 | 0.00 | 6031-6000-4363 | Permits - Building | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 228,764.66 | 230,835.96 | 200,000.00 | 0.00 | 6031-6000-4363 | Permits - Electrical | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|--|-------|-------------------|------------------|------------------|-----------------|
| 113,382.31 | 119,494.05 | 95,000.00 | 0.00 | 6031-6000-4363 | Permits - Mechanical | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101,885.46 | 95,498.06 | 80,000.00 | 0.00 | 6031-6000-4363 | Permits - Plumbing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 350,709.43 | 345,230.51 | 250,000.00 | 0.00 | 6031-6000-4363 | Plan Check | 0.00 | 345,000.00 | 345,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 300.00 | 0.00 | 6031-6000-4363 | Plan Review - Third Party | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 1,332,572.33 | 1,312,337.73 | 1,018,500.00 | 0.00 | R31 | Charges for Service Totals: Interdepartmental Charges | 0.00 | 444,300.00 | 444,300.00 | 0.00 | 0.00 |
| 16,342.36 | 19,647.15 | 15,000.00 | 0.00 | 6031-6000-4398 | Charges for Services - Interna | 0.00 | 19,000.00 | 19,000.00 | 0.00 | 0.00 |
| 906.16 | 10,920.25 | 5,000.00 | 0.00 | 6031-6000-4398 | Permits - Internal | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 17,248.52 | 30,567.40 | 20,000.00 | 0.00 | R40 | Interdepartmental Charges Totals: Other Local Revenue | 0.00 | 24,000.00 | 24,000.00 | 0.00 | 0.00 |
| 4,877.00 | 7,764.05 | 5,000.00 | 0.00 | 6031-6000-4400 | Miscellaneous | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| 4,877.00 | 7,764.05 | 5,000.00 | 0.00 | R41 | Other Local Revenue Totals: Interest | 0.00 | 8,000.00 | 8,000.00 | 0.00 | 0.00 |
| 1,527.64 | 3,755.86 | 1,200.00 | 0.00 | 6031-6000-4495 | Investments - Interest On | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 1,527.64 | 3,755.86 | 1,200.00 | 0.00 | R42 | Interest Totals: Sale of Capital Assets | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 0.00 | 7,095.17 | 0.00 | 0.00 | 6031-6000-4499 | Sales - Surplus Property | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 0.00 | 7,095.17 | 0.00 | 0.00 | R70 | Sale of Capital Assets Totals: Interfund Transfers | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4900 | Trans - General Non Dept | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4902 | Trans - Equipment Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-4917 | Trans - Risk Management | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | R90 | Interfund Transfers Totals: Fund Balances | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 245,197.01 | 447,428.36 | 350,000.00 | 0.00 | 6031-6000-4995 | Beginning Fund Balance | 0.00 | 800,000.00 | 800,000.00 | 0.00 | 0.00 |
| 245,197.01 | 447,428.36 | 350,000.00 | 0.00 | | Fund Balances Totals: | 0.00 | 800,000.00 | 800,000.00 | 0.00 | 0.00 |
| 1,626,863.86 | 1,844,040.12 | 1,417,580.00 | 0.00 | E10 | REVENUES TOTALS: Personnel Services | 0.00 | 2,159,680.00 | 2,159,680.00 | 0.00 | 0.00 |
| 574,986.41 | 595,079.53 | 688,623.00 | 0.00 | 6031-6000-5000 | Salaries and Wages | 12.33 | 722,566.00 | 722,566.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-5010 | Temporary Help | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|-------|-------------------|------------------|------------------|-----------------|
| 0.00 | 9,446.29 | 13,130.00 | 0.00 | 6031-6000-5011 | Overtime | 0.00 | 13,130.00 | 13,130.00 | 0.00 | 0.00 |
| 41,439.31 | 43,595.90 | 53,684.00 | 0.00 | 6031-6000-5110 | FICA | 0.00 | 56,281.00 | 56,281.00 | 0.00 | 0.00 |
| 293.09 | 285.49 | 405.00 | 0.00 | 6031-6000-5120 | Workmans Compensation Tax | 0.00 | 423.00 | 423.00 | 0.00 | 0.00 |
| 88,880.95 | 79,168.18 | 141,705.00 | 0.00 | 6031-6000-5130 | Medical Insurance | 0.00 | 158,553.00 | 158,553.00 | 0.00 | 0.00 |
| 6,166.60 | 13,476.31 | 0.00 | 0.00 | 6031-6000-5131 | VEBA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 198.63 | 139.95 | 168.00 | 0.00 | 6031-6000-5133 | Life Insurance | 0.00 | 169.00 | 169.00 | 0.00 | 0.00 |
| 367.03 | 1,791.43 | 2,150.00 | 0.00 | 6031-6000-5134 | Short Term Disability | 0.00 | 1,564.00 | 1,564.00 | 0.00 | 0.00 |
| 97,736.70 | 101,136.74 | 117,066.00 | 0.00 | 6031-6000-5140 | Retirement - General | 0.00 | 117,989.00 | 117,989.00 | 0.00 | 0.00 |
| 810,068.72 | 844,119.82 | 1,016,931.00 | 0.00 | | Personnel Services Totals: | 12.33 | 1,070,675.00 | 1,070,675.00 | 0.00 | 0.00 |
| | | | | E11 | Interdepartmental Charges | | | | | |
| 10,061.07 | 10,579.36 | 10,526.00 | 0.00 | 6031-6000-5156 | Unemployment Compensation | 0.00 | 3,678.00 | 3,678.00 | 0.00 | 0.00 |
| 12,449.86 | 12,865.09 | 14,035.00 | 0.00 | 6031-6000-5157 | Workmans Compensation | 0.00 | 12,875.00 | 12,875.00 | 0.00 | 0.00 |
| 22,510.93 | 23,444.45 | 24,561.00 | 0.00 | | Interdepartmental Charges Totals: | 0.00 | 16,553.00 | 16,553.00 | 0.00 | 0.00 |
| | | | | E20 | Material and Services | | | | | |
| 0.00 | 1,221.85 | 1,500.00 | 0.00 | 6031-6000-6200 | Contract Services | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 |
| 2,782.18 | 671.95 | 2,000.00 | 0.00 | 6031-6000-6200 | Contract Personnel Services | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6201 | Consultant Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 644.98 | 0.00 | 200.00 | 0.00 | 6031-6000-6203 | Legal Notice Publish | 0.00 | 200.00 | 200.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6208 | Moving Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13,927.13 | 13,927.13 | 13,930.00 | 0.00 | 6031-6000-6232 | Software Support | 0.00 | 13,930.00 | 13,930.00 | 0.00 | 0.00 |
| 0.00 | 504.00 | 504.00 | 0.00 | 6031-6000-6232 | Hardware Maintenance | 0.00 | 800.00 | 800.00 | 0.00 | 0.00 |
| 1,619.00 | 1,638.75 | 4,000.00 | 0.00 | 6031-6000-6310 | Dues | 0.00 | 4,000.00 | 4,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6310 | Fees | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 17,563.92 | 18,902.19 | 22,500.00 | 0.00 | 6031-6000-6311 | Credit Card Fees | 0.00 | 22,500.00 | 22,500.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6320 | Recruitment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6321 | Sevrance Package | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 434.67 | 0.00 | 100.00 | 0.00 | 6031-6000-6330 | Equipment | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6331 | Office Furniture | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 65.97 | 50.00 | 0.00 | 6031-6000-6332 | Tools | 0.00 | 50.00 | 50.00 | 0.00 | 0.00 |
| 161.97 | 0.00 | 500.00 | 0.00 | 6031-6000-6333 | Vehicle Fuel | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6510 | Education Material & Marketing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 368.55 | 0.00 | 500.00 | 0.00 | 6031-6000-6511 | Public Outreach | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |

| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|-------------------------------|------------------------------|------|-------------------|------------------|------------------|-----------------|
| 3,173.46 | 1,426.11 | 2,000.00 | 0.00 | 6031-6000-6517 | Refunds | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 0.00 |
| 3,600.00 | 3,600.00 | 3,600.00 | 0.00 | 6031-6000-6530 | Rent | 0.00 | 3,600.00 | 3,600.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6531 | Equipment Rent | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40.42 | 0.00 | 500.00 | 0.00 | 6031-6000-6535 | Equipment Maint & Repair | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 8,630.67 | 6,315.27 | 9,800.00 | 0.00 | 6031-6000-6536 | Vehicle Maint & Repair | 0.00 | 9,800.00 | 9,800.00 | 0.00 | 0.00 |
| 182.49 | 1,160.30 | 300.00 | 0.00 | 6031-6000-6600 | Supplies - Office | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 271.66 | 253.26 | 500.00 | 0.00 | 6031-6000-6601 | Supplies - Other | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 250.20 | 215.39 | 225.00 | 0.00 | 6031-6000-6602 | Copier Maint & Supplies | 0.00 | 225.00 | 225.00 | 0.00 | 0.00 |
| 21.47 | 0.00 | 70.00 | 0.00 | 6031-6000-6603 | Postage | 0.00 | 70.00 | 70.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6604 | Publications & Periodicals | 0.00 | 3,500.00 | 3,500.00 | 0.00 | 0.00 |
| 108.00 | 968.00 | 2,500.00 | 0.00 | 6031-6000-6605 | Printing | 0.00 | 2,500.00 | 2,500.00 | 0.00 | 0.00 |
| 1,285.78 | 225.40 | 3,500.00 | 0.00 | 6031-6000-6650 | Books | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 6,065.49 | 7,000.00 | 0.00 | 6031-6000-6700 | Travel & Training | 0.00 | 7,000.00 | 7,000.00 | 0.00 | 0.00 |
| 277.08 | 0.00 | 0.00 | 0.00 | 6031-6000-6701 | Mgmt Travel & Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,108.79 | 0.00 | 0.00 | 0.00 | 6031-6000-6702 | Staff Travel & Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31.57 | 0.00 | 0.00 | 0.00 | 6031-6000-6753 | Utilities - Cable TV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6,704.97 | 5,219.33 | 6,000.00 | 0.00 | 6031-6000-6755 | Telephone | 0.00 | 6,000.00 | 6,000.00 | 0.00 | 0.00 |
| 680.61 | 2,802.28 | 3,360.00 | 0.00 | 6031-6000-6756 | Data Service Charges | 0.00 | 3,360.00 | 3,360.00 | 0.00 | 0.00 |
| 63,869.57 | 65,182.67 | 85,139.00 | 0.00 | Material and Services Totals: | | 0.00 | 86,835.00 | 86,835.00 | 0.00 | 0.00 |
| | | | | E21 | Interdepartmental Charges | | | | | |
| 59,137.00 | 58,065.00 | 69,353.00 | 0.00 | 6031-6000-6990 | Internal Services | 0.00 | 77,518.00 | 77,518.00 | 0.00 | 0.00 |
| 22,447.00 | 23,427.00 | 23,531.00 | 0.00 | 6031-6000-6991 | Facility Services | 0.00 | 23,540.00 | 23,540.00 | 0.00 | 0.00 |
| 4,620.00 | 6,579.00 | 8,514.00 | 0.00 | 6031-6000-6992 | Tech Maint Hardware Chg | 0.00 | 4,875.00 | 4,875.00 | 0.00 | 0.00 |
| 4,862.00 | 5,225.00 | 5,000.00 | 0.00 | 6031-6000-6993 | Tech Maint User Chg | 0.00 | 6,391.00 | 6,391.00 | 0.00 | 0.00 |
| 4,439.00 | 4,063.00 | 1,744.00 | 0.00 | 6031-6000-6994 | Risk Management | 0.00 | 3,745.00 | 3,745.00 | 0.00 | 0.00 |
| 8,312.00 | 7,987.00 | 7,912.00 | 0.00 | 6031-6000-6995 | Insurance Liability | 0.00 | 7,426.00 | 7,426.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6997 | Insurance Work Comp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6998 | Intradepartmental Admin Chgs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21,395.72 | 16,347.57 | 25,000.00 | 0.00 | 6031-6000-6998 | Vehicle Fuel - Internal | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6998 | Fees - Internal | 0.00 | 300.00 | 300.00 | 0.00 | 0.00 |
| 57.81 | 0.00 | 0.00 | 0.00 | 6031-6000-6999 | Contract Services - Internal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,359.39 | 1,522.32 | 4,500.00 | 0.00 | 6031-6000-6999 | Office Supplies - Internal | 0.00 | 4,500.00 | 4,500.00 | 0.00 | 0.00 |

| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|----------------|-----------------------------------|---------|-------------------|------------------|------------------|-----------------|
| 489.04 | 415.62 | 650.00 | 0.00 | 6031-6000-6999 | Postage - Internal | 0.00 | 650.00 | 650.00 | 0.00 | 0.00 |
| 9.32 | 500.00 | 500.00 | 0.00 | 6031-6000-6999 | Tech Supplies - Internal | 0.00 | 500.00 | 500.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 6031-6000-6999 | Solid Waste Fees - Internal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 127,128.28 | 124,131.51 | 146,704.00 | 0.00 | | Interdepartmental Charges Totals: | 0.00 | 154,445.00 | 154,445.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | E70 | Interfund Transfers | | | | | |
| 155,858.00 | 185,000.00 | 60,000.00 | 0.00 | 6031-6000-9001 | Trans - General Non Dept | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 155,858.00 | 185,000.00 | 60,000.00 | 0.00 | 6031-6000-9003 | Trans - Equipment Reserve | 0.00 | 600,000.00 | 600,000.00 | 0.00 | 0.00 |
| 155,858.00 | 185,000.00 | 60,000.00 | 0.00 | | Interfund Transfers Totals: | 0.00 | 600,000.00 | 600,000.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 84,245.00 | 0.00 | E80 | Contingencies | | | | | |
| 0.00 | 0.00 | 84,245.00 | 0.00 | 6031-6000-9800 | Operating Contingency | 0.00 | 231,172.00 | 231,172.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 84,245.00 | 0.00 | | Contingencies Totals: | 0.00 | 231,172.00 | 231,172.00 | 0.00 | 0.00 |
| 447,428.36 | 602,161.67 | 0.00 | 0.00 | E90 | Unappropriated Fund Balance | | | | | |
| 447,428.36 | 602,161.67 | 0.00 | 0.00 | 6031-6000-9990 | Unappropriated Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 447,428.36 | 602,161.67 | 0.00 | 0.00 | | Unappropriated Fund Balance Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,626,863.86 | 1,844,040.12 | 1,417,580.00 | 0.00 | | EXPENDITURES TOTALS: | 12.33 | 2,159,680.00 | 2,159,680.00 | 0.00 | 0.00 |
| 1,626,863.86 | 1,844,040.12 | 1,417,580.00 | 0.00 | | DEPARTMENT REVENUES | 0.00 | 2,159,680.00 | 2,159,680.00 | 0.00 | 0.00 |
| 1,626,863.86 | 1,844,040.12 | 1,417,580.00 | 0.00 | | DEPARTMENT EXPENSES | 12.33 | 2,159,680.00 | 2,159,680.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | | Community Development - Bldg Tc | (12.33) | 0.00 | 0.00 | 0.00 | 0.00 |
| 1,626,863.86 | 1,844,040.12 | 1,417,580.00 | 0.00 | | FUND REVENUES | 0.00 | 2,159,680.00 | 2,159,680.00 | 0.00 | 0.00 |
| 1,626,863.86 | 1,844,040.12 | 1,417,580.00 | 0.00 | | FUND EXPENSES | 12.33 | 2,159,680.00 | 2,159,680.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | | Community Development Totals: | (12.33) | 0.00 | 0.00 | 0.00 | 0.00 |

| 2015 Actual | 2016 Actual | 2017 Adopted | 2017 Estimated | Account | Description | FTE | 2018 Requested | 2018 Proposed | 2018 Approved | 2018 Adopted |
|----------------|----------------|-----------------|-------------------|---------|-----------------|---------|-------------------|------------------|------------------|-----------------|
| 1,626,863.86 | 1,844,040.12 | 1,417,580.00 | 0.00 | | REPORT REVENUES | 0.00 | 2,159,680.00 | 2,159,680.00 | 0.00 | 0.00 |
| 1,626,863.86 | 1,844,040.12 | 1,417,580.00 | 0.00 | | REPORT EXPENSES | 12.33 | 2,159,680.00 | 2,159,680.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | | REPORT TOTALS: | (12.33) | 0.00 | 0.00 | 0.00 | 0.00 |