



Artist: Molly Snee

# City of Ketchum FY 2018-19 Adopted Budget

*Small Town Big Life*







# CITY OF KETCHUM

FISCAL YEAR 2018-19

ADOPTED BUDGET

MAYOR

*Neil Bradshaw*

CITY COUNCIL

*Michael David, President*

*Amanda Breen*

*Courtney Hamilton*

*Jim Slanetz*

CITY ADMINISTRATOR

*Suzanne Frick*

CITY TREASURER

*Grant Gager*





## Mayor Neil Bradshaw's Budget Message

This budget is about balance.

Not only the balance between revenues and expenses but the balance between investing in our future while preparing for the potential of an economic downturn.

I am delighted to provide a budget that I believe achieves a healthy balance between prudent savings while spending on initiatives that will move Ketchum towards our vision of a city that is **vibrant, connected, sustainable and safe.**

Some key points I would like to highlight from the \$23.67m Budget:

### **Vibrant:**

**Events** – We have increased our budget on events by 81% to \$95,000. Included in the events budget is more music and movie nights in town square and more utilization of Forest Service park for other events. In addition, our Wagon Days budget includes the recent increases approved by the Council and will be \$142,825. In the past we have sought sponsorship for the Wagon Days parade from Ketchum businesses – this year we will not ask for sponsorship dollars, this is our way to thank the local businesses for all they do for our town.

**Housing** – we have included \$40,000 to help the KCDC pursue a tax credit application for a housing development on city-owned land and also appropriated a total of \$1.35m in the in-lieu fund to pursue housing opportunities in FY 2019. Year-round vibrancy starts with year-round residents and we are focused on encouraging projects that increase our inventory of long-term rentals.

**Arts** – We have included \$32,500 in new funds for art projects around town. We also carry forward an additional \$10,000 in unspent funds for an interactive art project.

### **Connected:**

**Transportation** – we have increased our funding of Mountain Rides by 5% to \$665,700 to improve service around the valley and within our town.

**Mobility** – We have \$100,000 for sidewalks and walkability. An additional \$7,100 is included for small improvements to the Forest Service Park restrooms while \$30,000 is included for the preliminary work on the preservation of the park.

**Outreach** – The budget includes \$50,000 for public outreach around the new fire station proposal, the planning process for the potential completion of the 4<sup>th</sup> Street Heritage Corridor and hosting Open House events that seek community input on other civic ideas.

## **Sustainable**

**Economic** – We are funding the Ketchum Innovation Center up to \$160,000 for public programs that nurture and encourage new ideas and support existing businesses. We hope these programs and services will attract the next generation of entrepreneurs in the valley as we seek to diversify our local economy. We continue to fund Visit Sun Valley \$440,000 (in addition to the funding it receives from the 1% for Air Lot tax) to help attract visitors to our valley.

**Environmental** – we have provided \$27,200 of funding to the volunteer-led Ketchum Sustainability Advisory Board (part of the KCDC) to advance our initiatives around conservation, energy and waste management.

**Water and Waste** – we have enacted an increase of 15% on water rates and a 30% increase in waste charges. This is more reflective of the cost involved in delivering that service to our users. Even with this increase, our rates will remain in-line with other rates around the county. In recent years, rates have barely covered the cost to operate and maintain the water and wastewater systems. We need to plan now for our future investments. The replacement of the Ketchum Springs line is underway and its completion will save more than 300,000,000 gallons per year in water leakage and more than \$50,000 in wasted annual electricity pumping charges. Total investment in this critical upgrade is anticipated to be greater than \$1 million.

## **Safe:**

**Fire** – We will be funding \$14,200 in capital expenditures for equipment and personal protection. We will also be adding \$56,000 to the Fire CIP fund for future capital purchases.

**Future Fire Station** – we have included an additional \$125,000 to fund the first phase of the concept development process for a new fire station.

**Sheriff** – We have assumed an average increase of 2% in salaries over FY 18. We have also funded all the Blaine County Sheriff's requested budget for materials and capital spending.

---

## **Staff:**

None of our vision can be achieved without the right people so we continue to invest in our staff. Aside from providing each manager with their requested budget, including new tools, the budget includes a 3% raise for employees making less than \$50,000/year, a 2% raise for employees making between \$50,000-70,000/year, and a 1% raise for employees earning from \$70,000-80,000/year. Our senior managers will not receive a general salary increase. And, for all employees, the City will absorb the 3% increase in health insurance premiums.

## **City Hall:**

I am delighted that we have moved forward with the purchase of a property that will be our new City Hall in 2020. Despite the purchase of the \$3.1 million property, our reserve fund balance was only negatively impacted by approximately \$60,000 due to a combination of cost cutting measures, better than expected revenues and the sale of land to the URA. This budget restores the fund balance back to 17%, or two month's operating reserve.

## **Next Generation:**

This budget is geared towards moving us towards realizing our vision for Ketchum and encouraging the "next generation" to call Ketchum their home. If we can provide more workforce housing and stimulate entrepreneurship while offering a balanced lifestyle of events, arts, culture and, of course, our great outdoors, our city will surely be attractive and affordable to the next generation.

## Table of Contents

Executive Summary	Page 1
General Fund Revenue Summary	Tab 1
Legislative and Executive Budget	Tab 2
Administrative Services Budget	Tab 3
Fire and Rescue Department Budget	Tab 4
Fire Trust Fund Budget	Tab 5
Law Enforcement Budget	Tab 6
Police Trust Fund	Tab 7
Legal Services Budget	Tab 8
Non-Departmental Budget	Tab 9
Parks and Recreation Department Budget	Tab 10
Parks and Recreation Trust Fund Budget	Tab 11
Planning and Building Budget	Tab 12
Development Services Trust Fund Budget	Tab 13
Streets & Facilities Budget	Tab 14
Water Division Budget	Tab 15
Wastewater Division Budget	Tab 16
General Fund Capital Improvement Budget	Tab 17
Community Housing In-Lieu Fund Budget	Tab 18
General Obligation and Debt Service Fund Budget	Tab 19
Local Option Tax Fund Budget	Tab 20
Wagon Days Fund Budget	Tab 21
Fund Balance Summaries	Tab 22





## Executive Summary

FY 2018-19

The budget for FY 2018-19 provides for approximately \$23.7 million in expenditures including a \$10,553,599 General Fund to support City operations and \$11,645,090 of expenditures in restricted funds supported by the local option tax (LOT) as well as water and wastewater user fees. The FY 19 budget represents a decrease of nearly \$5.5 million from the original FY 18 budget which contained approximately \$29.2 million in total expenditures. This decrease stems primarily from the funding of large capital projects in FY 18, including the Warm Springs Road sidewalk and new headworks at the wastewater treatment plant.

Operating expenses are supported by on-going revenues such as property taxes, state tax sharing, and transfers from other funds like LOT. Capital improvement projects are primarily supported by one-time funds resulting from either unbudgeted revenues or budgeted funds that were unspent in prior years. Because these funds are non-recurring, they are not used to support on-going operational expenses. In the FY 2018-19 budget, approximately \$711,376 in such non-recurring revenues are used to fund approximately \$920,720 in capital expenditures with the balance coming from excess operating funds.

Perhaps most importantly, the FY 19 General Fund budget includes an unappropriated surplus of \$83,040 in revenues relative to expenditures. With those funds anticipated to be added to the General Fund balance at the end of FY 19, the City of Ketchum is forecast to end FY 19 with a fund balance equaling the industry standard of 2 months of operations, as shown in section 22 of this book. After several years of historic infrastructure investment, including the purchase of a new City Hall building in FY 18, the City of Ketchum remains financially stable and prepared.

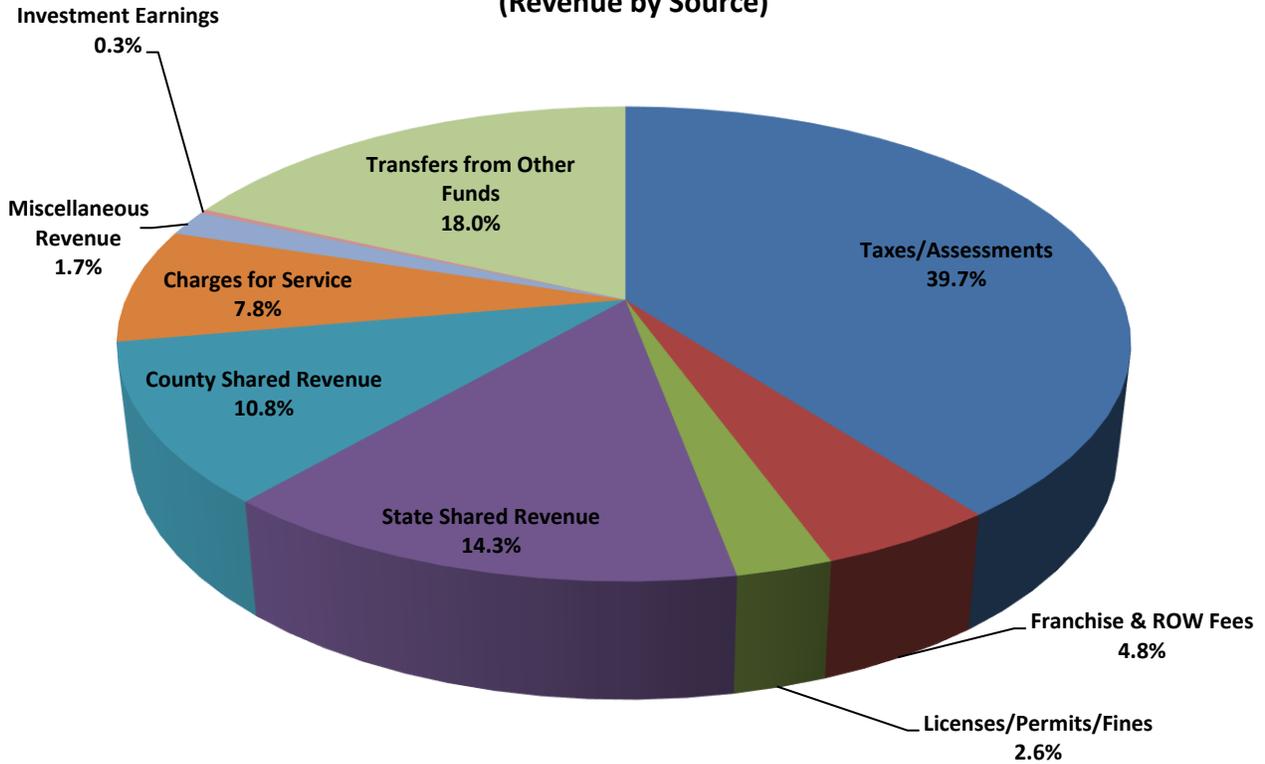
The following pages provide a graphical summary of the FY 19 budget before detail on revenues and expenditures by fund and department are presented in sections 1 through 22 of this book.

**BUDGET SUMMARY (BY FUNDS)  
CITY OF KETCHUM ADOPTED BUDGET  
FISCAL YEAR 2018-2019**

Fund	RESOURCES			REQUIREMENTS							TOTAL APPROP. & UNAPPROP		
	Beginning Balance	Revenue	Transfers	TOTAL	Personal Services	Materials & Services	Capital Outlay	Transfers	Debt Service	Conting.		TOTAL APPROP. BUDGET	Unapprop.
General	1,687,087	8,716,892	1,919,747	12,323,726	6,151,235	4,113,100	19,957	239,007	0	30,300	10,553,599	1,770,127	12,323,726
Dev Trust	56,702	150,000	0	206,702	0	150,000	0	0	0	0	150,000	56,702	206,702
Fire/Res Cap	433,335	38,250	32,000	503,585	0	0	14,200	0	0	0	14,200	489,385	503,585
Law Enf Cap	16,369	0	0	16,369	0	0	0	0	0	0	0	16,369	16,369
Police Trust	85,264	1,500	0	86,764	0	5,000	0	0	0	0	5,000	81,764	86,764
Parks Cap	20,142	25,300	0	45,442	0	0	0	25,000	0	0	25,000	20,442	45,442
Parks Trust	80,224	74,550	0	154,774	0	60,000	22,200	0	0	0	82,200	72,574	154,774
Street Cap	358,783	88,400	48,160	495,343	0	30,000	106,560	0	0	0	136,560	358,783	495,343
Water	948,019	2,076,489	200,000	3,224,508	607,529	672,733	0	399,533	309,126	30,000	2,018,921	1,205,588	3,224,508
Water Cap	199,417	45,000	290,000	534,417	0	10,000	325,000	0	0	0	335,000	199,417	534,417
Wastewater	29,382	2,825,519	0	2,854,901	717,251	642,109	0	1,013,275	257,800	50,000	2,680,435	174,467	2,854,901
WW Cap	90,433	41,000	542,500	673,933	0	0	583,500	0	0	0	583,500	90,433	673,933
General CIP	183,250	280,800	39,016	503,066	0	27,200	498,600	48,160	0	0	573,960	(70,894)	503,066
ESF Trust	0	0	237,000	237,000	0	0	196,000	0	0	0	196,000	41,000	237,000
In-Lieu	15,300	34,000	90,000	139,300	0	75,000	1,350,000	0	0	0	1,425,000	(1,285,700)	139,300
G. O. Debt	1,134	0	149,507	150,641	0	500	0	0	149,007	0	149,507	1,134	150,641
Original LOT	199,807	2,401,000	66,247	2,667,054	0	1,346,741	0	1,111,506	0	9,000	2,467,247	199,807	2,667,054
Add 1%-LOT	0	2,132,987	0	2,132,987	0	2,066,740	0	66,247	0	0	2,132,987	(0)	2,132,987
Wagon Days	15,549	10,575	132,250	158,374	6,200	136,625	0	0	0	0	142,825	15,549	158,374
<b>TOTAL</b>	<b>4,420,197</b>	<b>18,942,262</b>	<b>3,746,427</b>	<b>27,108,886</b>	<b>7,482,215</b>	<b>9,335,747</b>	<b>3,116,017</b>	<b>2,902,728</b>	<b>715,933</b>	<b>119,300</b>	<b>23,671,940</b>	<b>3,436,946</b>	<b>27,108,886</b>
<b>% of TOTAL</b>	<b>16.3%</b>	<b>69.9%</b>	<b>13.8%</b>	<b>100.0%</b>	<b>27.6%</b>	<b>34.4%</b>	<b>11.5%</b>	<b>10.7%</b>	<b>2.6%</b>	<b>0.4%</b>	<b>87.0%</b>	<b>12.7%</b>	<b>100.0%</b>

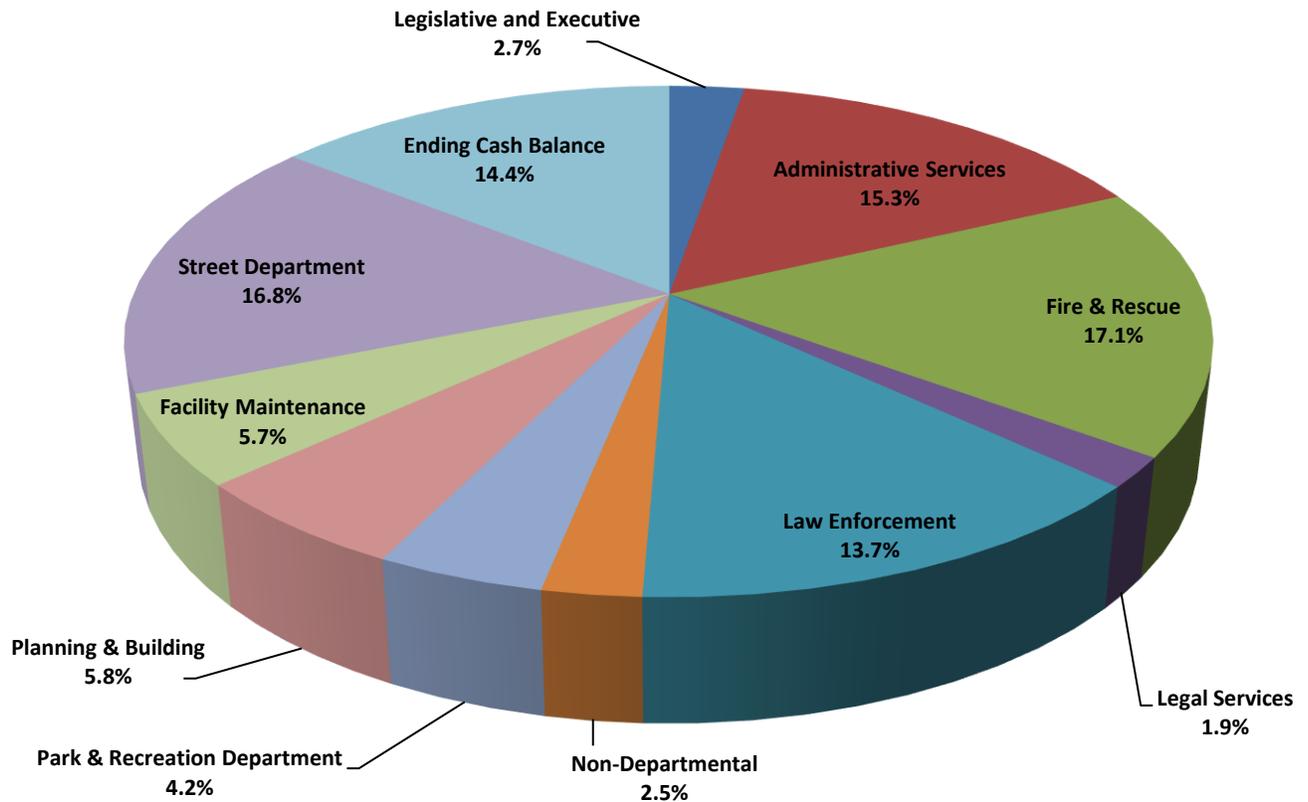
## General Fund Resources Summary

(Revenue by Source)



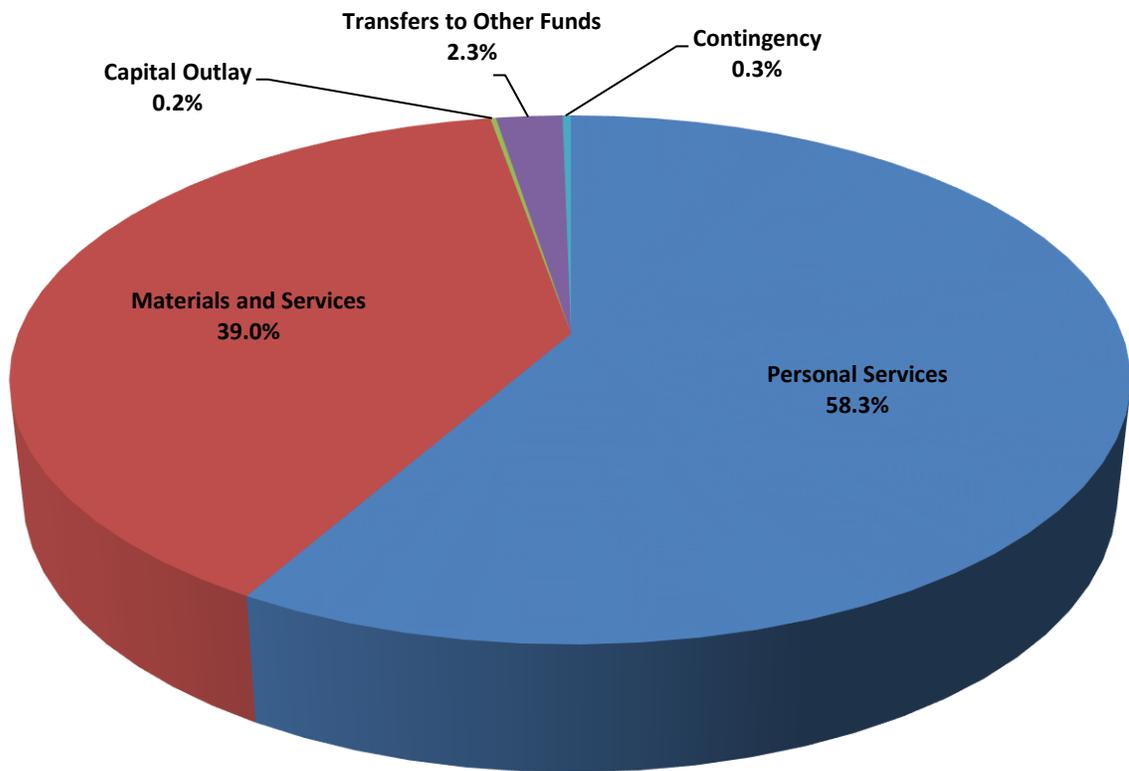
## General Fund Requirements Summary

(Spending By Department)

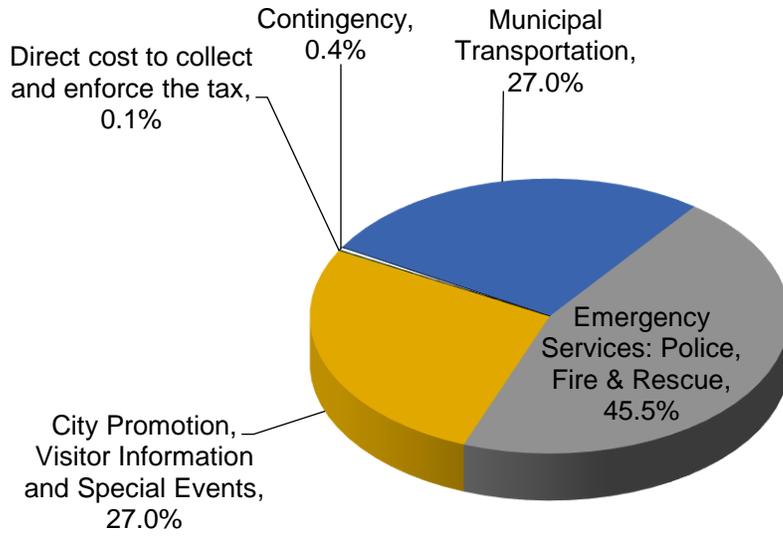


# General Fund Requirements Summary

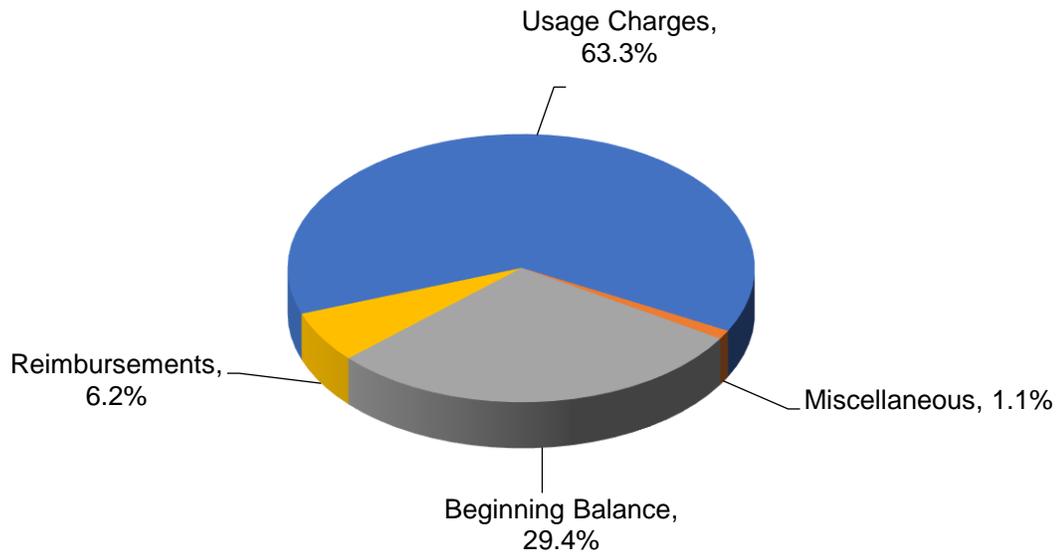
(By Fund Category)



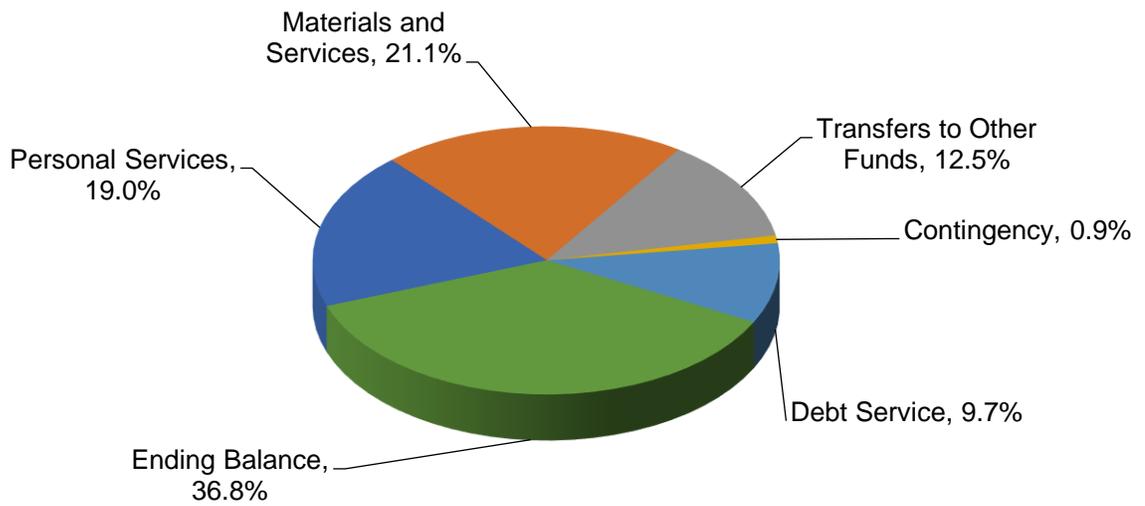
## Original LOT Fund Expenditures



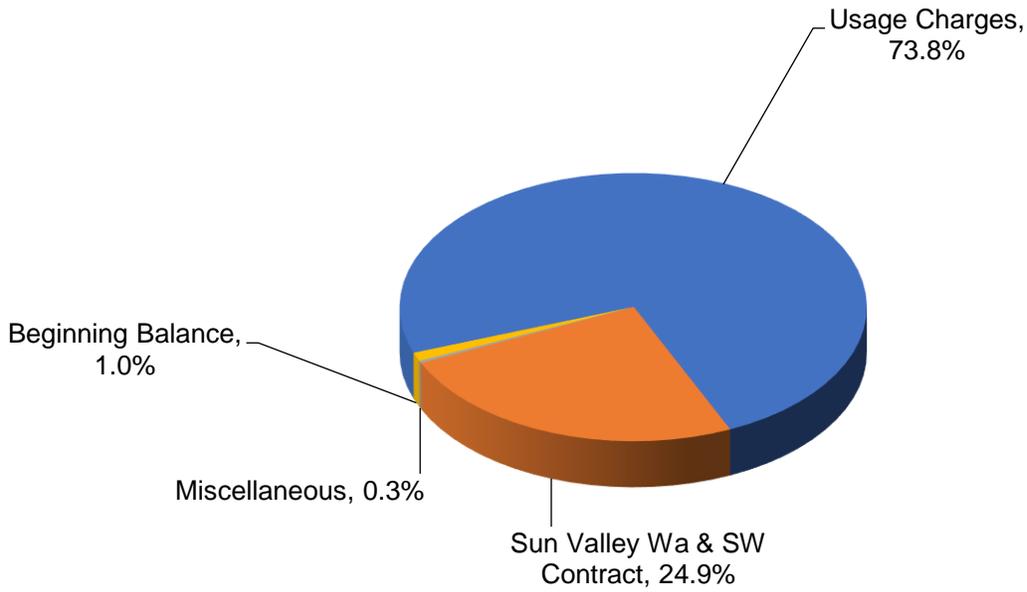
## Water Fund Resources



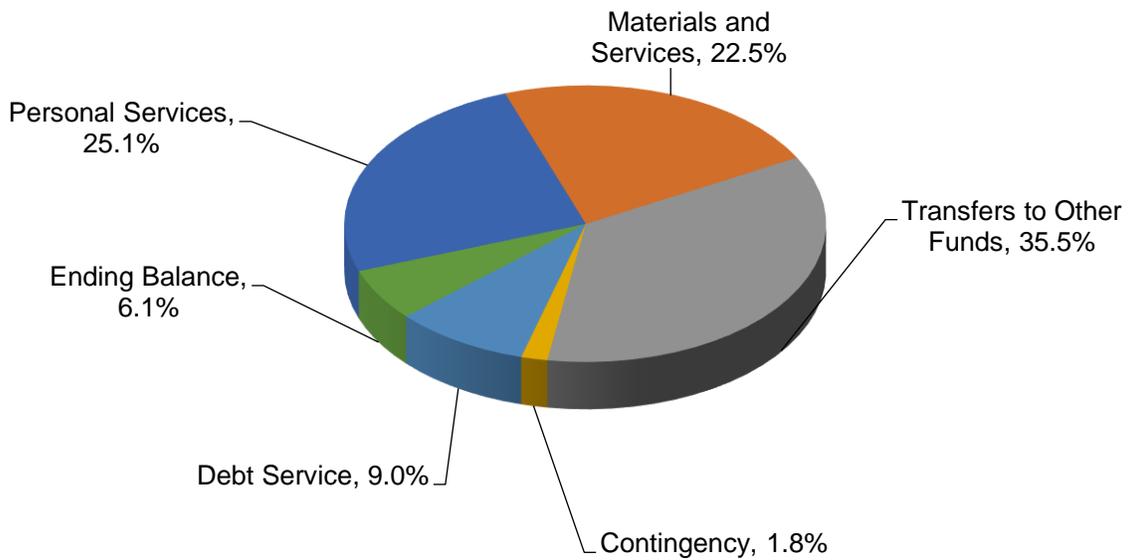
## Water Fund Requirements



## Wastewater Fund Resources



## Wastewater Fund Requirements







## General Fund Revenue

The General Fund is the City's primary source of funding for its operations; City functions including snow plowing, park management, permitting, and emergency services are funded from the General Fund.

The General Fund receives revenue from sources that include property taxes, utility franchise fees, state revenue sharing, licenses and permits, and fees for services offered by the City.

### FY 2018-19 Highlights

**Summary:** The adopted FY 19 General Fund budget anticipates a lower level of revenue generation from user fees, permits, and certain charges for service than the budgeted and anticipated level of FY 18. This decrease is anticipated to lower general fund revenues by approximately \$290,000 in FY 19.

This decrease is mitigated, in part, by statutory increases in the property tax as well as forecasted increases in state revenue sharing funds and franchise fees paid by certain City service providers.

For FY 19, the General Fund revenue of \$10,636,639 is approximately 2.9% (\$314,371) lower than the original FY 18 budget and 10.7% (\$1,276,918) below the amended FY 18 budget level. Importantly, the General Fund budget does not rely on accrued fund balance to fund operations or projects in FY 19.

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANGE
<b>PROPERTY TAX &amp; FRANCHISE</b>				
01-3100-1000 GENERAL PROPERTY TAXES	3,949,661	4,089,943	4,212,641	3.0
01-3100-1050 PROPERTY TAX REPLACEMENT	11,416	11,758	12,111	3.0
01-3100-6100 IDAHO POWER FRANCHISE	273,718	0	0	.0
01-3100-6110 GAS FRANCHISE	109,769	106,234	107,000	.7
01-3100-6120 T.V. CABLE FRANCHISE	138,628	141,728	144,563	2.0
01-3100-6130 WATER UTILITY ROW FEE (5%)	84,555	86,246	88,783	2.9
01-3100-6140 WASTEWATER UTILITY ROW FEE(5%)	77,190	78,734	81,050	2.9
01-3100-6150 SOLID WASTE FRANCHISE	68,940	71,427	75,637	5.9
01-3100-9000 PENALTY & INTEREST ON TAXES	10,657	7,135	10,000	40.2
<b>TOTAL PROPERTY TAX &amp; FRANCHISE</b>	<b>4,724,534</b>	<b>4,593,205</b>	<b>4,731,784</b>	<b>3.0</b>
<b>LICENSES &amp; PERMITS</b>				
01-3200-1110 BEER LICENSES	13,284	13,211	13,450	1.8
01-3200-1120 LIQUOR LICENSES	8,353	7,616	8,400	10.3
01-3200-1130 WINE LICENSES	14,001	12,818	14,000	9.2
01-3200-1140 CATERING PERMITS	1,940	1,571	1,600	1.9
01-3200-1150 OFF-SITE BUS./SPECIAL EVENTS P	14,768	12,000	12,000	.0
01-3200-1400 BUSINESS LICENSES	31,477	31,735	32,000	.8
01-3200-1520 TAXI-LIMO PERMITS	2,005	2,208	2,225	.8
01-3200-2100 BUILDING PERMITS	139,799	355,000	180,000	( 49.3)
01-3200-2140 RIGHT-OF-WAY PERMITS	9,272	10,000	10,000	.0
01-3200-2160 STREET EXCAVATION PERMIT FEE	1,530	1,877	1,900	1.2
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>236,429</b>	<b>448,036</b>	<b>275,575</b>	<b>( 38.5)</b>
<b>GRANTS</b>				
01-3300-4100 STATE GRANTS	57,500	0	0	.0
<b>TOTAL GRANTS</b>	<b>57,500</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>STATE OF IDAHO SHARED REVENUE</b>				
01-3310-5100 STATE LIQUOR APPORTIONMENT	343,611	356,785	378,825	6.2
01-3310-5200 HIGHWAY USER'S REVENUE - STREE	127,271	122,748	129,090	5.2
01-3310-5500 STATE SALES TAX ALLOCATION	90,168	92,676	96,661	4.3
01-3310-5600 STATE SHARED REVENUE	908,254	893,837	911,880	2.0
<b>TOTAL STATE OF IDAHO SHARED REVEN</b>	<b>1,469,304</b>	<b>1,466,046</b>	<b>1,516,456</b>	<b>3.4</b>
<b>COUNTY SHARED REVENUE</b>				
01-3320-8400 COUNTY COURT FINES	26,908	17,346	22,000	26.8
01-3320-8600 COUNTY AMBULANCE CONTRACT	1,065,530	1,097,493	1,130,418	3.0
<b>TOTAL COUNTY SHARED REVENUE</b>	<b>1,092,438</b>	<b>1,114,839</b>	<b>1,152,418</b>	<b>3.4</b>

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANGE
<b>CHARGES FOR SERVICES</b>				
01-3400-1100	PLANNING FEES	58,692	75,000	60,000 ( 20.0)
01-3400-1110	BUILDING PLAN CHECK FEES	93,586	200,000	125,000 ( 37.5)
01-3400-1120	PLANNING PLAN CHECK FEES	52,836	125,000	75,000 ( 40.0)
01-3400-1130	FIRE PLAN CHECK FEES	55,154	135,000	60,000 ( 55.6)
01-3400-1500	REPRODUCTION/FINGERPRINT FEES	1,181	1,149	1,150 .1
01-3400-2200	RURAL FIRE PROTECTION FEES	270,731	278,852	287,218 3.0
01-3400-2250	SPECIAL FIRE FEES	410	2,500	2,500 .0
01-3400-3000	ANIMAL TRANSPORTS	300	600	600 .0
01-3400-3600	BANNER FEES	8,750	6,225	9,000 44.6
01-3400-4000	ENGINEERING FEES	3,676	0	0 .0
01-3400-6100	BC SCH DIST.PARK MAINT. CONTR	15,000	15,000	15,000 .0
01-3400-6300	PARK YOUTH PROGRAM FEES	102,245	110,000	125,000 13.6
01-3400-6320	PARK USER FEES	13,404	15,000	15,000 .0
01-3400-6700	PARK CONCESSION SALES	9,676	13,406	13,406 .0
01-3400-6800	TREE SERVICES	520	400	400 .0
<b>TOTAL CHARGES FOR SERVICES</b>		<b>686,160</b>	<b>978,132</b>	<b>789,274 ( 19.3)</b>
<b>FINES &amp; FEES</b>				
01-3500-1100	PARKING FINES	18,385	17,240	20,000 16.0
01-3500-1200	ELECTRIC VEHICLE CHARGING	0	0	125 .0
01-3500-1300	PARKING OPERATIONS	0	0	18,000 .0
<b>TOTAL FINES &amp; FEES</b>		<b>18,385</b>	<b>17,240</b>	<b>38,125 121.1</b>
<b>MISCELLANEOUS REVENUE</b>				
01-3700-1000	INTEREST EARNINGS	30,780	20,000	30,000 50.0
01-3700-1020	INTEREST EARNINGS-491 SV ROAD	0	0	1 .0
01-3700-2000	RENT	391	652	0 ( 100.0)
01-3700-2010	RENT-PARK RESERVATIONS	6,335	5,000	6,000 20.0
01-3700-2020	RENT-491 SUN VALLEY ROAD	0	50,000	68,510 37.0
01-3700-3600	REFUNDS & REIMBURSEMENTS	435,579	75,960	105,000 38.2
01-3700-3610	REFUNDS & REIMBURSEMENTS-ST	230	0	0 .0
01-3700-4000	SALE OF FIXED ASSETS-G.G.	22,320	3,500	3,500 .0
01-3700-7000	MISCELLANEOUS	302	250	250 .0
01-3700-8701	KETCHUM RURAL REIMB-SAL/BEN	39,346	39,836	40,633 2.0
01-3700-8722	REIMBURSEMENT FROM LOT FUND	1,141,892	1,344,937	979,256 ( 27.2)
01-3700-8763	REIMBURSEMENT FROM WATER FUND	255,482	255,482	263,146 3.0
01-3700-8765	REIMBURSMNT FROM WASTEWATER FD	255,482	255,482	263,146 3.0
01-3700-8798	URA FND REIM-SALARIES/BENEFITS	99,345	99,345	102,325 3.0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>2,287,483</b>	<b>2,150,444</b>	<b>1,861,767 ( 13.4)</b>

MISCELLANEOUS REVENUE CONT.		ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANGE
01-3710-8722	LOT FUND REIMB-ADMIN.EXPENSES	2,500	2,500	2,500	.0
01-3710-8763	WATER FUND REIMB-ADMIN.EXPENSE	97,242	100,000	100,000	.0
01-3710-8765	WW FUND REIMB-ADMIN.EXPENSES	137,759	137,759	137,759	.0
01-3710-8798	URA FUND REIMB-ADMIN. EXPENSES	30,080	30,080	30,982	3.0
TOTAL MISCELLANEOUS REVENUE CON		267,581	270,339	271,241	.3
FUND BALANCE					
01-3800-9000	FUND BALANCE	0	875,276	0 ( 100.0)	
TOTAL FUND BALANCE		0	875,276	0 ( 100.0)	
TOTAL FUND REVENUE		10,839,813	11,913,557	10,636,639 ( 10.7)	
TOTAL FUND EXPENDITURES		11,033,908	11,913,557	10,553,599 ( 11.4 )	
NET REVENUE OVER EXPENDITURES		( 194,095)	0	83,040 .0	



## Legislative and Executive Department

The Legislative and Executive Department budget contains the operating accounts for the Mayor and City Council. The Mayor is the chief executive and the City Council holds the legislative powers including the approval of the budget. The Mayor and Council make policy, the City Administrator carries out that policy.

### FY 2018-19 Highlights

Summary: No significant changes in the Legislative Department

Personnel: No changes in personnel

Capital: Funding is provided for minimal expenditures

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>LEGISLATIVE &amp; EXECUTIVE</u>				
PERSONAL SERVICES:				
01-4110-1000 SALARIES	120,686	120,686	120,686	.0
01-4110-2100 FICA TAXES-CITY	8,531	9,232	9,233	.0
01-4110-2200 STATE RETIREMENT-CITY	13,662	13,662	13,700	.3
01-4110-2400 WORKER'S COMPENSATION-CITY	211	260	260	.0
01-4110-2500 HEALTH INSURANCE-CITY	142,866	154,322	136,000	( 11.9)
01-4110-2505 HEALTH REIMBURSEMENT ACCT(HRA)	3,104	4,020	4,020	.0
01-4110-2510 DENTAL INSURANCE-CITY	3,550	3,893	3,800	( 2.4)
01-4110-2515 VISION REIMBURSEMENT ACCT(HRA)	371	962	962	.0
01-4110-2600 LONG TERM DISABILITY	531	531	531	.0
TOTAL PERSONAL SERVICES	293,512	307,568	289,192	( 6.0)
MATERIALS AND SERVICES:				
01-4110-3100 OFFICE SUPPLIES & POSTAGE	3,130	4,167	4,167	.0
01-4110-3200 OPERATING SUPPLIES	3,332	3,125	3,125	.0
01-4110-4000 ELECTIONS	0	5,000	5,000	.0
01-4110-4200 PROFESSIONAL SERVICES	10,169	12,600	12,600	.0
01-4110-4800 DUES, SUBSCRIPTIONS & MEMBERSH	3,450	3,700	3,700	.0
01-4110-4910 MYR/CNCL-TRAINING/TRAVEL/MTG	2,374	7,200	7,200	.0
01-4110-5100 TELEPHONE & COMMUNICATIONS	970	200	200	.0
TOTAL MATERIAL AND SERVICES	23,426	35,992	35,992	.0
CAPITAL OUTLAY:				
01-4110-7400 OFFICE FURNITURE & EQUIPMENT	1,191	1,457	1,457	.0
TOTAL CAPITAL OUTLAY	1,191	1,457	1,457	.0
TOTAL LEGISLATIVE & EXECUTIVE	318,128	345,017	326,641	( 5.3)

# Materials and Services Detail FY 18/19



Dept: Legislative and Executive

Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Professional Services		\$ 12,600	\$ 12,600	\$ 12,600
Audit	\$ 8,000			
Misc.	\$ 4,600			
Dues, Subscriptions, Memberships		\$ 3,855	\$ 3,700	\$ 3,700
AIC	\$ 1,100			
CAST	\$ 600			
US Conference of Mayors	\$ 2,000			
Personnel Training / Travel / Meetings		\$ 7,292	\$ 7,200	\$ 7,200
AIC Annual Conference	\$ 1,000			
CAST	\$ 3,000			
AIC Trainings	\$ 200			
Misc Meetings	\$ 3,000			

# Capital Outlay FY 18/19

Dept: Legislative & Executive Dept



---

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Office Furniture & Equipment	\$ 1,457	\$ 1,457	\$ 1,457

# Staffing Analysis FY 18/19



Dept: Legislative & Executive

Position	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Mayor	1	1	1
City Council Members	4	4	4
<b>TOTAL</b>	<u>5</u>	<u>5</u>	<u>5</u>





## Administrative Services Department

Administrative Department budget contains the operating accounts for City Administration as well as the Finance & Internal Services Department. The City Administrator supports the Mayor and City Council, manages the budget, provides oversight of all departments, and provides day-to-day administration of city operations.

The Finance & Internal Services Department, including the City Clerk, is responsible for maintaining ordinances, resolutions, minutes and official records of the Council. In addition, the Department prepares and maintains all finance, accounting, and administrative records relating to City operations and processes payroll.

### FY 2018-19 Highlights

**Summary:** In FY 19, the Administrative Services budget continues to reflect a consolidation of all citywide administrative costs into one department. The City fellowship program remains in the Department along with funding for certain outreach efforts.

Administrative Services will continue to focus on improving technology by integrating or replacing existing operating systems to eliminate redundancy, improve department coordination, and provide the public greater access to city documents. To support that effort, the Department has absorbed the cost of information technology services for Ketchum Police Department; resulting in an increase in that account. In FY 19, the Department expects to have lower contracts for service expenses as the emergency communications improvements funded in prior years are fully implemented.

**Personnel:** No changes for FY 19.

**Capital:** No changes for FY 19.

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>ADMINISTRATIVE SERVICES</u>				
PERSONAL SERVICES:				
01-4150-1000 SALARIES	630,130	708,193	743,750	5.0
01-4150-1500 PART TIME SALARIES	0	0	13,500	.0
01-4150-1900 OVERTIME	2,897	0	0	.0
01-4150-2100 FICA TAXES-CITY	47,609	55,256	58,588	6.0
01-4150-2200 STATE RETIREMENT-CITY	69,907	78,723	85,000	8.0
01-4150-2400 WORKMEN'S COMPENSATION-CITY	2,163	2,241	2,289	2.1
01-4150-2500 HEALTH INSURANCE-CITY	158,020	212,364	229,000	7.8
01-4150-2505 HEALTH REIMBURSEMENT ACCT(HRA)	4,867	6,926	9,000	30.0
01-4150-2510 DENTAL INSURANCE-CITY	4,409	6,659	6,698	.6
01-4150-2515 VISION REIMBURSEMENT ACCT(HRA)	917	1,635	1,635	.0
01-4150-2600 LONG TERM DISABILITY	2,521	3,178	3,196	.6
01-4150-2700 VACATION/SICK ACCRUAL PAYOUT	28,606	25,000	15,000	( 40.0)
01-4150-2760 EMPLOYEE HOUSING SUBSIDY	12,000	12,000	12,000	.0
01-4150-2800 STATE UNEMPLOYMENT INSURANCE	2,332	1,192	1,192	.0
<b>TOTAL PERSONAL SERVICES</b>	<b>966,379</b>	<b>1,113,367</b>	<b>1,180,848</b>	<b>6.1</b>
MATERIALS AND SERVICES:				
01-4150-3100 OFFICE SUPPLIES & POSTAGE	22,243	17,340	20,000	15.3
01-4150-3310 STATE SALES TAX-GEN.GOV. & PAR	308	750	500	( 33.3)
01-4150-4000 ELECTIONS	463	0	0	.0
01-4150-4200 PROFESSIONAL SERVICES	56,344	105,124	105,124	.0
01-4150-4400 ADVERTISING & LEGAL PUBLICATIO	7,601	9,500	9,500	.0
01-4150-4600 PROPERTY & LIABILITY INSURANCE	89,912	89,800	97,073	8.1
01-4150-4800 DUES, SUBSCRIPTIONS & MEMBERSH	5,431	9,265	9,265	.0
01-4150-4900 PERSONNEL TRAINING/TRAVEL/MTG	9,387	12,653	12,653	.0
01-4150-4902 TRAINNG/TRVL/MTG-CITY ADM/ASST	2,410	12,271	12,271	.0
01-4150-5100 TELEPHONE & COMMUNICATIONS	43,668	50,000	50,000	.0
01-4150-5110 COMPUTER NETWORK	92,669	80,000	95,000	18.8
01-4150-5150 COMMUNICATIONS	70,454	90,000	90,000	.0
01-4150-5200 UTILITIES	38,744	36,000	36,000	.0
01-4150-5900 REPAIR & MAINTENANCE-BUILDINGS	22,275	43,400	43,400	.0
01-4150-5910 REPAIR & MAINT-491 SV ROAD	0	40,000	55,000	37.5
01-4150-6500 CONTRACTS FOR SERVICES	111,118	90,000	70,000	( 22.2)
<b>TOTAL MATERIAL AND SERVICES</b>	<b>573,027</b>	<b>686,103</b>	<b>705,786</b>	<b>2.9</b>
CAPITAL OUTLAY:				
01-4150-7400 OFFICE FURNITURE & EQUIPMENT	29,071	5,000	5,000	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>29,071</b>	<b>5,000</b>	<b>5,000</b>	<b>.0</b>
OTHER EXPENDITURES:				
01-4150-8803 TRANSFER TO GENERAL CIP FUND	1,105,384	0	0	.0
01-4150-8893 TRANSFER TO PARK TRUST-KAC	39,650	0	0	.0
01-4150-8895 TRANSFER TO ESF TRUST	450,000	0	0	.0
<b>TOTAL OTHER EXPENDITURES</b>	<b>1,595,034</b>	<b>0</b>	<b>0</b>	<b>.0</b>
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>3,163,511</b>	<b>1,804,470</b>	<b>1,891,634</b>	<b>4.8</b>

# Materials and Services Detail FY 18/19



Dept: **Administrative Services**

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Professional Services	\$ 57,422	\$ 105,124	\$ 105,124
Caselle Software Support	\$ 18,724		
Codification updates	\$ 4,000		
Extra Help & Office Coverage	\$ 8,000		
Unforeseen Projects	\$ 20,000		
Misc.(Cintas, Computer/Equip Imp)	\$ 4,400		
Community Outreach & Information	\$ 50,000		
Dues, Subscriptions, Memberships	\$ 4,200	\$ 9,265	\$ 9,265
IIMC	\$ 440		
Assn of Public Treasurers	\$ 446		
ICCTFOA	\$ 228		
Air St. Lukes	\$ 2,700		
COSCMA	\$ 100		
ICMA	\$ 1,310		
IDCMA	\$ 75		
Prudential Life	\$ 500		
Misc Subscriptions	\$ 1,674		
HR/Benefits Subscriptions	\$ 1,792		
Personnel Training / Travel / Meetings	\$ 24,924	\$ 24,924	\$ 24,924
Mtn West Institute	\$ 2,790		
ICCTFOA Conference	\$ 2,550		
Caselle Conference	\$ 3,850		
III-A	\$ 1,386		
Budget, Election, District Mtgs.	\$ 560		
AIC Annual Conference	\$ 3,000		
Misc Meetings	\$ 10,788		
Computer Network	\$ 75,555	\$ 80,000	\$ 95,000
Ketchum Computers	\$ 62,000		
Hardware, Software & Security Licenses	\$ 33,000		
Contracts for Services	\$ 96,000	\$ 90,000	\$ 70,000
Public Works Project Management	\$ 40,000		
Emergency Communications	\$ 20,000		
Special Projects Internship	\$ 10,000		

# Capital Outlay FY 18/19



Dept: **Administrative Services**

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Office Furniture & Equipment	\$ 19,800	\$ 5,000	\$ 5,000
Office Furniture and Equipment			\$5,000

# Staffing Analysis FY 18/19



Dept: **Administrative Services**

Position	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
City Administrator	1	1	1
Assistant City Administrator	1	1	1
Director of Finance & Internal Services	1	1	1
City Clerk	1	1	1
Deputy Treasurer	1	1	1
Senior Accountant	0	0	1
Business License & Tax Specialist	1	1	1
Management Assistant & Special Event Coordinator	1	1	1
Management Analyst	0	1	1
Accounting & Payroll Specialist	0	1	0
Business Analyst	0.5	0	0
<b>TOTAL</b>	<b>7.5</b>	<b>9</b>	<b>9</b>





## Fire and Rescue Department

The Ketchum Fire and Rescue Department provides fire suppression and rescue services to both the City of Ketchum and the rural areas surrounding the city. The department also provides paramedic level emergency medical care to the City of Ketchum, the City of Sun Valley and entire northern Blaine County through a contract for services with the Blaine County Ambulance District. Ketchum Fire and Rescue is also the first responder to fires on federal property managed by the BLM and Forest Service. The department is composed of full-time staff that, in addition to being career emergency responders, directly support the paid-on-call firefighters who provide emergency services in our response area. The Ketchum Fire and Rescue Department is the largest, most highly-trained emergency responder agency in the county and takes great pride in delivering the highest quality emergency services to any situation at any time.

### FY 2018-19 Highlights

**Summary:** The City of Ketchum provides paramedic and ambulance service for the Blaine County Ambulance District through a contract for services. Based on current operating costs, the payment from the Ambulance District does not cover the full operating costs for the service and capital needs. During this next year, the Fire Department will work with the Ambulance District to address this issue either by increasing the payments or adjusting the service levels to be in line with the payment provided. In addition, efforts will continue to evaluate consolidation of fire services through MOU's, JPA's or other measures.

**Personnel:** No change is proposed in staffing levels.

**Capital:** No changes for FY 19.

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>FIRE &amp; RESCUE</u>				
PERSONAL SERVICES:				
01-4230-1000 SALARIES	892,533	930,793	950,820	2.2
01-4230-1400 ADMIN. LEAVE WITH PAY	6,650	0	0	.0
01-4230-1500 PAID ON-CALL WAGES	122,434	135,000	135,000	.0
01-4230-1510 PD ON-CALL TRAINING-H.SCH	0	5,000	5,000	.0
01-4230-1700 WOOC (WORKING OUT OF CLASS)	0	6,500	6,500	.0
01-4230-1900 OVERTIME	41,781	40,141	40,141	.0
01-4230-2100 FICA TAXES-CITY	80,261	85,379	88,544	3.7
01-4230-2200 STATE RETIREMENT-CITY	3,295	5,280	4,990	( 5.5)
01-4230-2300 FIREMEN'S RETIREMENT-CITY	155,172	161,112	161,892	.5
01-4230-2310 DEF.COMP-PD ON CALL/PT EMP	12,000	12,000	12,000	.0
01-4230-2400 WORKMEN'S COMPENSATION-CITY	36,274	39,952	39,952	.0
01-4230-2500 HEALTH INSURANCE-CITY	302,955	319,979	366,997	14.7
01-4230-2505 HEALTH REIMBURSEMENT ACCT(HRA)	10,035	11,956	11,956	.0
01-4230-2510 DENTAL INSURANCE-CITY	8,729	11,902	11,909	.1
01-4230-2515 VISION REIMBURSEMENT ACCT(HRA)	1,878	2,500	2,500	.0
01-4230-2520 WORKMEN'S COMP. COVERAGE	7,712	5,489	5,619	2.4
01-4230-2530 EMPLOYEE MEDICAL SERVICES	2,401	3,000	3,000	.0
01-4230-2535 VEBA	0	0	39,600	.0
01-4230-2540 MERP-MEDICAL EXP REIMBURSEMENT	0	0	4,950	.0
01-4230-2600 LONG TERM DISABILITY	3,980	4,221	4,885	15.7
01-4230-2700 VACATION/SICK ACCRUAL PAYOUT	14,222	37,500	9,500	( 74.7)
01-4230-2710 VACATION/COMPENSATION PAYOUT	0	0	0	.0
01-4230-2750 INSURANCE EQUILIZATION PAY	3,000	0	0	.0
01-4230-2800 STATE UNEMPLOYMENT INSURANCE	2,848	2,940	2,940	.0
01-4230-2900 PERFORMANCE AWARDS	3,297	4,200	4,200	.0
<b>TOTAL PERSONAL SERVICES</b>	<b>1,711,456</b>	<b>1,824,844</b>	<b>1,912,895</b>	<b>4.8</b>
MATERIALS AND SERVICES:				
01-4230-3200 OPERATING SUPPLIES	62,556	63,080	63,080	.0
01-4230-3500 MOTOR FUELS & LUBRICANTS	10,655	10,400	10,400	.0
01-4230-4200 PROFESSIONAL SERVICES	8,087	9,500	9,500	.0
01-4230-4900 PERSONNEL TRAINING/TRAVEL/MTG	33,405	27,500	27,500	.0
01-4230-4910 TRAINING-AVALANCHE	3,000	3,000	3,000	.0
01-4230-5100 TELEPHONE & COMMUNICATIONS	11,319	12,600	12,600	.0
01-4230-5900 REPAIR & MAINTENANCE-BUILDINGS	477	0	0	.0
01-4230-6000 REPAIR & MAINT--AUTOMOTIVE EQU	7,529	14,950	14,950	.0
01-4230-6100 REPAIR & MAINT--MACHINERY & EQ	11,258	10,316	10,316	.0
01-4230-6910 OTHER PURCHASED SERVICES	11,969	5,132	5,132	.0
<b>TOTAL MATERIAL AND SERVICES</b>	<b>160,254</b>	<b>156,478</b>	<b>156,478</b>	<b>.0</b>
CAPITAL OUTLAY:				
01-4230-7600 OTHER MACHINERY & EQUIPMENT	0	0	0	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>.0</b>
OTHER EXPENDITURES:				
01-4230-8811 TRANSF TO FIRE/RESC CAP. FUND	56,000	56,000	32,000	( 42.9)
<b>TOTAL OTHER EXPENDITURES</b>	<b>56,000</b>	<b>56,000</b>	<b>32,000</b>	<b>( 42.9)</b>

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
TOTAL FIRE & RESCUE	1,927,710	2,037,322	2,101,373	3.1

CITY OF KETCHUM  
BUDGET REVENUES

FIRE & RESCUE CAPITAL IMPR.FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>FIRE &amp; RESCUE CIP REVENUE</u>				
11-3400-7220 FIRE IMPACT FEES	16,061	33,250	33,250	.0
TOTAL FIRE & RESCUE CIP REVENUE	16,061	33,250	33,250	.0
<u>MISCELLANEOUS REVENUE</u>				
11-3700-1000 INTEREST EARNINGS	4,094	2,000	5,000	150.0
11-3700-8701 TRANSFER FROM FIRE/RESCUE	56,000	56,000	32,000	( 42.9)
TOTAL MISCELLANEOUS REVENUE	60,094	58,000	37,000	( 36.2)
<u>FUND BALANCE</u>				
11-3800-9000 FUND BALANCE	0	128,050	0	( 100.0)
TOTAL FUND BALANCE	0	128,050	0	( 100.0)
TOTAL FUND REVENUE	76,155	219,300	70,250	( 68.0)

CITY OF KETCHUM  
BUDGET EXPENDITURES

FIRE & RESCUE CAPITAL IMPR.FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>FIRE/RESC CAPITAL EXPENDITURES</u>				
MATERIALS AND SERVICES:				
11-4230-6900 MISCELLANEOUS EXPENSE	0	2,200	0	( 100.0)
TOTAL MATERIAL AND SERVICES	0	2,200	0	( 100.0)
CAPITAL OUTLAY:				
11-4230-7500 AUTOMOTIVE EQUIPMENT	41,896	4,100	0	( 100.0)
11-4230-7600 OTHER MACH & EQUIP	7,448	150,000	14,200	( 90.5)
11-4230-7850 CAPITAL PROJECTS	0	7,000	0	( 100.0)
TOTAL CAPITAL OUTLAY	49,344	161,100	14,200	( 91.2)
TOTAL FIRE/RESC CAPITAL EXPENDITUR	49,344	163,300	14,200	( 91.3)
TOTAL FUND EXPENDITURES	49,344	163,300	14,200	( 91.3)
NET REVENUE OVER EXPENDITURES	26,811	56,000	56,050	.1

# Materials and Services Detail FY 18/19



Dept: Fire and Rescue

Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Professional Services		\$ 10,500	\$ 9,500	\$ 9,500
Progressive Intelligence Technologies	\$ 5,500			
ViaSat Annual Usage Fee	\$ 3,500			
National Benefit Services	\$ 500			
Personnel Training / Travel / Meetings		\$ 27,000	\$ 27,500	\$ 27,500
Firefighter 1 Academy	\$ 2,000			
Officer and Firefighter Training	\$ 3,000			
Fire Chief Training	\$ 2,000			
Asst. Fire Chief Training	\$ 2,000			
Meeting & Class Refreshments	\$ 1,000			
Tech Rescue Training	\$ 5,000			
Training Travel & Lodging	\$ 5,000			
EMT and Paramedic Recert	\$ 1,000			
Tuition, Kaplans, EMS Jane, Target SolutionsCEU	\$ 6,500			

# Capital Outlay FY 18/19



Dept: Fire and Rescue

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Capital Outlay	\$ 61,320	\$ 33,050	\$ 14,200
EZ-IO Drivers (total of 3)	\$ 1,000		
Ice Rescue Suits (total of 2)	\$ 1,300		
Personal Protective Equipment	\$ 10,000		
Rope Rescue equipment	\$ 900		
New Tools	\$ 1,000		

# Staffing Analysis FY 18/19



Dept: Fire and Rescue

Position	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Fire Chief	1	1	1
Assistant Fire Chief/Fire Marshall	1	1	1
Captain/Paramedic	2	2	2
Captain/AEMT	1	1	1
Sr. Lieutenant / Paramedic	2	2	2
Lieutenant AEMT	1	1	1
Lieutenant / Paramedic	4	5	4
Eng/Firefighter/Paramedic	1	0	1
Fire Technician	0.4	1	1

**TOTAL PERMANENT STAFFING**

13.4

14

14

On-Call Staffing	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Paid On Call Firefighters	35	40	40
<b>TOTAL ON-CALL STAFFING</b>	35	40	40



## Fire Trust Fund

The Fire Trust Fund provides budget authority to receive and expend money obtained through grants and donations. Federal law typically requires that that money be accounted apart from other City functions. The fund also provides an avenue to segregate donations to assure that such funds are spent in accordance with the instructions of the donor.

### FY 2018-19 Highlights

Summary: No change proposed.

Personnel: No change proposed.

Capital: No change proposed.





## Law Enforcement Department

The Ketchum Police Department, contracted through the Blaine County Sheriff's Office, is responsible for upholding and enforcing all local, state, and federal laws while safeguarding and respecting the constitutional rights of the citizens of the City of Ketchum and all who visit here. The Police Department consists of the traditional police functions such as patrol, investigations, administration, and code enforcement.

### FY 2018-19 Highlights

**Summary:** The budget includes wage and salary increases to the County Sheriff's contract at a level 2% greater than was budgeted in the previous year. The budget also includes a full budget for the community service function based on the experience of the first year of returning the function to City operations.

**Personnel:** No changes proposed.

**Capital:** No changes proposed.

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>POLICE</u>				
PERSONAL SERVICES:				
01-4210-1000 SALARIES	0	85,000	88,580	4.2
01-4210-1900 OVERTIME	0	5,000	15,000	200.0
01-4210-2100 FICA TAXES-CITY	0	7,319	8,117	10.9
01-4210-2200 STATE RETIREMENT-CITY	0	10,251	10,243	( .1)
01-4210-2400 WORKMEN'S COMPENSATION-CITY	0	4,121	2,809	( 31.8)
01-4210-2500 HEALTH INSURANCE-CITY	0	64,176	52,974	( 17.5)
01-4210-2505 HEALTH REIMBURSEMENT ACCT(HRA)	0	1,638	1,638	.0
01-4210-2510 DENTAL INSURANCE-CITY	0	1,667	1,800	8.0
01-4210-2515 VISION REIMBURSEMENT ACCT(HRA)	0	385	385	.0
01-4210-2600 LONG TERM DISABILITY	0	412	398	( 3.4)
01-4210-2800 STATE UNEMPLOYMENT INSURANCE	0	420	420	.0
TOTAL PERSONAL SERVICES	0	180,389	182,364	1.1
MATERIALS AND SERVICES:				
01-4210-3100 OFFICE SUPPLIES & POSTAGE	1,700	1,600	1,600	.0
01-4210-3200 OPERATING SUPPLIES	53	100	100	.0
01-4210-3600 COMPUTER SOFTWARE	0	0	0	.0
01-4210-3610 PARKING OPS PROCESSING FEES	0	0	2,100	.0
01-4210-3620 PARKING OPS EQUIPMENT FEES	0	0	4,500	.0
01-4210-4200 PROFESSIONAL SERVICES	481	700	1,000	42.9
01-4210-4250 PROF.SERVICES-BCSO CONTRACT	1,481,583	1,471,836	1,497,142	1.7
TOTAL MATERIAL AND SERVICES	1,483,816	1,474,236	1,506,442	2.2
TOTAL POLICE	1,483,816	1,654,625	1,688,806	2.1

CITY OF KETCHUM  
BUDGET REVENUES

LAW ENFORCE.CAPITAL IMP FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>LAW ENFORCEMENT CIP REVENUE</u>				
08-3400-7230 LAW ENFORCEMENT IMPACT FEES	742	500	0	( 100.0)
TOTAL LAW ENFORCEMENT CIP REVENUE	742	500	0	( 100.0)
<u>MISCELLANEOUS REVENUE</u>				
08-3700-1000 INTEREST EARNINGS	121	0	0	.0
TOTAL MISCELLANEOUS REVENUE	121	0	0	.0
TOTAL FUND REVENUE	863	500	0	( 100.0)
NET REVENUE OVER EXPENDITURES	863	500	0	( 100.0)

# Materials and Services Detail FY 18/19



Dept: Law Enforcement

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Professional Services	\$ 1,483,083	\$ 1,474,236	\$ 1,506,442
Contracted Law Enforcement	\$ 1,497,142		
Professional Services	\$ 1,000		
Operating Supplies	\$ 100		
Office Supplies and Postage	\$ 1,600		
Community Service Equipment	\$ 6,600		

# Staffing Analysis FY 18/19



**Dept:** Law Enforcement

Position	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
<b>Law Enforcement Contract</b>			
Chief of Police	1	1	1
Sergeant	3	3	3
Patrol Officer	6	6	6
Detective	1	1	1
Community Services Officer	2	0	0
Administrative Assistant	1	1	1
Records Clerk	1	1	1
<b>TOTAL</b>	<b>15</b>	<b>13</b>	<b>13</b>
<b>City of Ketchum</b>			
Community Services Officer	0	2	2
<b>TOTAL</b>	<b>0</b>	<b>2</b>	<b>2</b>





## Police Trust Fund

The Police Trust Fund provides budget authority to receive and expend money obtained through forfeitures and seized assets. Federal law requires that money received through such forfeitures be segregated into separate funds and that the receipt and expenditure of such money be accounted apart from other city functions. Federal law also limits the expenditure of such funds to specific uses, such as drug enforcement and education activities and capital equipment or improvements.

### FY 2018-19 Highlights

Summary: No changes proposed.

Personnel: No changes proposed

Capital: No changes proposed

CITY OF KETCHUM  
BUDGET REVENUES

POLICE TRUST FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>MISCELLANEOUS REVENUE</u>				
90-3700-1000 INTEREST EARNINGS	783	600	1,500	150.0
TOTAL MISCELLANEOUS REVENUE	783	600	1,500	150.0
<u>FUND BALANCE</u>				
90-3800-9000 FUND BALANCE	0	4,400	3,500	( 20.5)
TOTAL FUND BALANCE	0	4,400	3,500	( 20.5)
TOTAL FUND REVENUE	783	5,000	5,000	.0

CITY OF KETCHUM  
 BUDGET EXPENDITURES

POLICE TRUST FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>POLICE TRUST EXPENDITURES</u>				
MATERIALS AND SERVICES:				
90-4900-6900 MISCELLANEOUS SERVICES & CHARG	0	5,000	5,000	.0
TOTAL MATERIAL AND SERVICES	0	5,000	5,000	.0
TOTAL POLICE TRUST EXPENDITURES	0	5,000	5,000	.0
TOTAL FUND EXPENDITURES	0	5,000	5,000	.0
NET REVENUE OVER EXPENDITURES	783	0	0	.0





## Legal Services Department

The Legal Department includes funding for the City Attorney and City Prosecutor. A contracted City Attorney provides legal counsel for the City, including the Mayor, City Council, Planning Commission and staff. The City Attorney performs legal research, negotiates, reviews and drafts contracts, franchises, resolutions and ordinances, monitors federal, state and local laws and regulations and defends City litigation.

### FY 2018-19 Highlights

**Summary:** Continued legal support for Mayor, Council, Planning Commission and Staff.

**Personnel:** No changes.

**Capital:** No changes.

CITY OF KETCHUM  
 BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>LEGAL</u>				
MATERIALS AND SERVICES:				
01-4160-4200 PROFESSIONAL SERVICES	176,469	187,500	187,500	.0
01-4160-4270 CITY PROSECUTOR	43,922	46,600	46,600	.0
TOTAL MATERIAL AND SERVICES	220,391	234,100	234,100	.0
TOTAL LEGAL	220,391	234,100	234,100	.0

# Materials and Services Detail FY 18/19



Dept: Legal Services

Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Professional Services		\$ 234,100	\$ 234,100	\$ 234,100
	City Attorney Contract	\$ 187,500		
	City Prosecutor	\$ 46,600		





## Non-Departmental Department

The Non-Departmental section of the budget contains initiatives not otherwise associated with a specific department. In FY 19, the funds support contracts dedicated to citywide efforts that benefit all departments and transfers out of the General Fund to support other funds (including Capital Improvement and Trust Funds).

### FY 2018-19 Highlights

**Summary:** In FY 19, funding for two existing City contracts that benefit citywide efforts, with the Ketchum Innovation Center (KCDC) and Sun Valley Economic Development, remains in the Non-Departmental section of the budget.

In FY 19, the City will continue its micro-bonus program that provides small, performance-based bonuses to City staff throughout the year. Additionally, end-of-year merit increases will be considered based on employee performance.

This budget section also includes the General Fund operating contingency and transfers from the General Fund to other operating, capital, and trust funds.

**Personnel:** No personnel are in this Department.

**Capital:** No capital is proposed in this Department.

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>NON-DEPARMENTAL</u>				
MATERIALS AND SERVICES:				
01-4193-4200	9,201	0	0	.0
01-4193-4500	0	0	48,000	.0
01-4193-6500	0	70,000	170,000	142.9
01-4193-6510	0	0	0	.0
01-4193-6601	0	0	0	.0
TOTAL MATERIAL AND SERVICES	9,201	70,000	218,000	211.4
OTHER EXPENDITURES:				
01-4193-8803	0	419,057	0	( 100.0)
01-4193-8805	0	328,331	0	( 100.0)
01-4193-8893	0	32,000	32,500	1.6
01-4193-8895	0	1,201,000	0	( 100.0)
01-4193-9910	0	25,000	25,000	.0
01-4193-9930	24,921	25,000	30,300	21.2
TOTAL OTHER EXPENDITURES	24,921	2,030,388	87,800	( 95.7)
TOTAL NON-DEPARMENTAL	34,122	2,100,388	305,800	( 85.4)

# Materials and Services Detail FY 18/19



Dept: Non-Departmental

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Contracts for Service	\$ 110,000	\$ 70,000	\$ 170,000
Ketchum Innovation Center (KCDC)	\$ 160,000		
Sun Valley Economic Development	\$ 10,000		
All Department Operating Support	\$ 75,000	\$ 75,000	\$ 55,300
Merit Increases	\$ 25,000		
Operating Contingency	\$ 30,300		
Inter-Fund Transfers	\$ -	\$ 825,769	\$ 32,500
Transfer to General CIP Fund	\$ -		
Transfer to Park Trust - Ketchum Arts Commission	\$ 32,500		
Transfer to ESF Trust	\$ -		
Transfer to Street CIP	\$ -		





## Recreation Department

The Recreation Department is responsible for recreation, providing a safe, healthy, and accessible park system and other recreation opportunities for the citizens of Ketchum and visitors to the community. The department also operates structured recreation programs for Ketchum residents and visitors during the summer and after school at the Terry Tracy Recreation Center at Atkinson Park.

### FY 2018-19 Highlights

**Summary:** The Recreation Department will continue its responsibilities relative to management of youth and adult recreation programming, managing the Parks and Recreation Trust Funds, and establishing standard operating procedures for public parks and open space.

The Parks and Recreation Trust Fund maintains several line items where charitable donations, grant monies, and general fund dollars (for public art) are collected and allocated according to City Council direction.

The department's part-time and seasonal staffing is combined into one line item. These staff members provide staffing for youth programming in varying levels throughout the year.

**Personnel:** No changes.

**Capital:** Funding for capital improvements is in the General Capital Improvement Fund.

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>PARKS AND RECREATION</u>				
PERSONAL SERVICES:				
01-4510-1000 SALARIES	221,764	219,212	223,457	1.9
01-4510-1500 PART-TIME/SEASONAL	84,086	75,896	82,000	8.0
01-4510-1900 OVERTIME	840	0	0	.0
01-4510-2100 FICA TAXES - CITY	22,477	22,751	23,239	2.1
01-4510-2200 STATE RETIREMENT - CITY	25,199	21,512	17,936	( 16.6)
01-4510-2400 WORKER'S COMPENSATION - CITY	9,867	12,787	1,235	( 90.3)
01-4510-2500 HEALTH INSURANCE - CITY	116,310	115,879	91,972	( 20.6)
01-4510-2505 HEALTH REIMBURSEMENT ACCT(HRA)	1,989	3,216	3,216	.0
01-4510-2510 DENTAL INSURANCE-CITY	3,030	3,415	3,619	6.0
01-4510-2515 VISION REIMBURSEMENT ACCT(HRA)	1,815	769	769	.0
01-4510-2550 HEALTH-VISION-CAFETERIA ADMIN	0	991	991	.0
01-4510-2600 LONG TERM DISABILITY	986	1,398	1,325	( 5.2)
01-4510-2700 VACATION/SICK ACCRUAL PAYOUT	698	7,100	1,000	( 85.9)
01-4510-2710 VACATION/COMPENSATION PAYOUT	0	1,500	0	( 100.0)
01-4510-2800 STATE UNEMPLOYMENT INSURANCE	475	1,068	1,068	.0
TOTAL PERSONAL SERVICES	489,534	487,494	451,827	( 7.3)
MATERIALS AND SERVICES:				
01-4510-3100 OFFICE SUPPLIES & POSTAGE	225	1,725	500	( 71.0)
01-4510-3200 OPERATING SUPPLIES	3,851	6,070	4,000	( 34.1)
01-4510-3210 SPECIAL EVENT SUPPLIES	27	440	50	( 88.6)
01-4510-3250 RECREATION SUPPLIES	8,710	9,240	9,500	2.8
01-4510-3280 YOUTH GOLF	205	1,500	1,000	( 33.3)
01-4510-3300 RESALE ITEMS-CONCESSION SUPPLY	8,362	10,000	9,000	( 10.0)
01-4510-3310 STATE SALES TAX-PARK	6,206	8,000	8,000	.0
01-4510-3500 MOTOR FUELS & LUBRICANTS	2,395	4,985	2,700	( 45.8)
01-4510-3600 COMPUTER SOFTWARE	0	2,600	0	( 100.0)
01-4510-4200 PROFESSIONAL SERVICE	7,045	5,700	6,000	5.3
01-4510-4410 ADVERTISING & PUBLICATIONS	1,330	2,500	1,000	( 60.0)
01-4510-4800 DUES, SUBSCRIPTIONS & MEMBERSH	2,657	1,260	1,000	( 20.6)
01-4510-4900 PERSONNEL TRAINING/TRAVEL/MTG	965	1,460	1,500	2.7
01-4510-5100 TELEPHONE & COMMUNICATIONS	891	2,460	2,500	1.6
01-4510-5200 UTILITIES	4,126	7,500	6,000	( 20.0)
01-4510-6000 REPAIR & MAINT--AUTOMOTIVE EQU	2,199	3,200	3,000	( 6.3)
01-4510-6100 REPAIR & MAINT--MACHINERY & EQ	1,061	500	750	50.0
TOTAL MATERIAL AND SERVICES	50,254	69,140	56,500	( 18.3)
CAPITAL OUTLAY:				
01-4510-7400 BUILDING FURNITURE & EQUIPMENT	0	1,630	1,500	( 8.0)
01-4510-7500 AUTOMOTIVE EQUIPMENT	0	11,000	11,000	.0
TOTAL CAPITAL OUTLAY	0	12,630	12,500	( 1.0)
TOTAL PARKS AND RECREATION	539,788	569,264	520,827	( 8.5)

CITY OF KETCHUM  
BUDGET REVENUES

PARKS CAPITAL IMPROVEMENT FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>PARKS CIP REVENUE</u>				
19-3400-7210 PARKS IMPACT FEES	5,957	23,573	25,000	6.1
TOTAL PARKS CIP REVENUE	5,957	23,573	25,000	6.1
<u>MISCELLANEOUS REVENUE</u>				
19-3700-1000 INTEREST EARNINGS	339	175	300	71.4
TOTAL MISCELLANEOUS REVENUE	339	175	300	71.4
TOTAL FUND REVENUE	6,295	23,748	25,300	6.5

CITY OF KETCHUM  
BUDGET EXPENDITURES

PARKS CAPITAL IMPROVEMENT FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>PARKS CIP EXPENDITURES</u>				
OTHER EXPENDITURES:				
19-4510-8803 TRANSFER TO GENERAL CIP FUND	40,000	23,748	25,000	5.3
TOTAL OTHER EXPENDITURES	40,000	23,748	25,000	5.3
TOTAL PARKS CIP EXPENDITURES	40,000	23,748	25,000	5.3
TOTAL FUND EXPENDITURES	40,000	23,748	25,000	5.3
NET REVENUE OVER EXPENDITURES	( 33,705)	0	300	.0

# Materials and Services Detail FY 18/19



Dept: Recreation

Description		FY16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Recreation Supplies		\$ 10,000	\$ 9,240	\$ 9,500
	Recreation Supplies	\$ 6,300		
	Arts & Crafts Supplies	\$ 2,000		
	Field Paint	\$ 800		
	Garden Supplies	\$ 400		
Professional Services		\$ 7,000	\$ 5,700	\$ 6,000
	Fire Alarm Services	\$ 1,500		
	BIB background checks	\$ 750		
	Rental for Storage Pod	\$ 1,000		
	Recreation Feature Maintenance	\$ 2,750		
Advertising and Publications		\$ 1,500	\$ 2,500	\$ 1,000
	Peachjar advertising	\$ 500		
	Paper advertising	\$ 500		
Dues, Subscriptions, Memberships		\$ 2,740	\$ 1,260	\$ 1,000
	NRPA/IRPA	\$ 700		
	Costco Wholesale	\$ 100		
	INLA/USTA/TFL	\$ 200		
Personnel Training / Travel / Meetings		\$ 640	\$ 1,460	\$ 1,500
	Various trainings	\$ 700		
	IRPA conference	\$ 800		

# Staffing Analysis FY 18/19



Dept: Recreation

Position	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Director of Recreation	1	1	1
Recreation Supervisor	1	1	1
Youth Recreation Supervisor	2	2	2
Arts & Events Coordinator	1	0	0
Seasonal and PT Employees	4 to 30	4 to 20	4 to 20
<b>TOTAL</b>	5	4	4



## Parks and Recreation Trust Fund

The Parks and Recreation Trust Fund provides budget authority to receive and expend money obtained through grants, donations and General Fund contributions. Federal law typically requires that money received through grants be segregated into separate funds and that the receipt and expenditure of such money be accounted apart from other city functions. The fund also provides an avenue to segregate donations to assure that such funds are spent in accordance with the instructions of donors. Donations to the Parks & Recreation Trust Fund are used solely for public purposes.

### FY 2018-19 Highlights

**Summary:** Funding from the General Fund is provided to support public art as directed by the Ketchum Arts Commission. In addition to the funding identified below, funds for the percent for art program are budgeted within each capital project for incorporation of on-site art elements.

**Personnel:** No personnel are budgeted in this Fund.

Projects and Initiatives:	FY 19 \$	FY 18 \$
Art on 4th	\$ 7,500	
Performance Art	\$ 6,000	
Interactive Art	\$ 15,000	\$10,000 carry over
Cover Art	\$ 4,000	
	<hr/>	
TOTAL	\$ 32,500	\$10,000
<b>GRAND TOTAL</b>	<b>\$ 42,500</b>	

CITY OF KETCHUM  
BUDGET REVENUES

PARKS/REC DEV TRUST FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>MISCELLANEOUS REVENUE</u>				
93-3700-1000 INTEREST EARNINGS	929	650	1,500	130.8
93-3700-4000 WOMEN'S SOCCER LEAGUE	3,000	3,000	3,000	.0
93-3700-6000 GUY COLES SKATE PARK	14,300	0	0	.0
93-3700-6200 PARK MEM.BENCH/TREES	4,227	2,500	2,500	.0
93-3700-6500 ICE RINK/ZAMBONI	1,376	1,500	1,500	.0
93-3700-6800 KETCHUM ARTS COMMISSION	40,132	32,000	32,500	1.6
93-3700-6820 DONATIONS FOR KAC	15,276	10,000	10,000	.0
93-3700-7000 MISCELLANEOUS DONATIONS	10,476	5,000	5,000	.0
93-3700-7100 YOUTH RECREATION SCHOLARSHIPS	3,416	3,500	3,500	.0
93-3700-7200 JAZZ IN THE PARK	6,050	6,000	6,000	.0
93-3700-7300 KETCH'EM ALIVE	11,000	6,000	6,000	.0
93-3700-7400 CHILDREN'S RECREATION FUND	0	250	250	.0
93-3700-7499 TREE FUND	0	300	300	.0
93-3700-7600 LITTLE LEAGUE FIELD ATKINSON'S	10,000	0	0	.0
93-3700-7800 HAPPY TRAILS TRUST	4,900	0	0	.0
93-3700-7900 DONATIONS-C. GATES YOUTH GOLF	3,000	2,500	2,500	.0
TOTAL MISCELLANEOUS REVENUE	128,082	73,200	74,550	1.8
<u>FUND BALANCE</u>				
93-3800-9000 FUND BALANCE	0	7,000	10,000	42.9
TOTAL FUND BALANCE	0	7,000	10,000	42.9
TOTAL FUND REVENUE	128,082	80,200	84,550	5.4

CITY OF KETCHUM  
BUDGET EXPENDITURES

PARKS/REC DEV TRUST FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>PARKS/REC TRUST EXPENDITURES</u>				
MATERIALS AND SERVICES:				
93-4900-4000	3,000	3,000	3,000	.0
93-4900-6200	6,896	2,500	2,500	.0
93-4900-6500	826	2,000	2,000	.0
93-4900-6800	19,930	37,000	42,500	14.9
93-4900-6820	11,891	10,000	10,000	.0
93-4900-6900	250	0	0	.0
TOTAL MATERIAL AND SERVICES	42,793	54,500	60,000	10.1
CAPITAL OUTLAY:				
93-4900-7000	262	3,900	3,900	.0
93-4900-7100	0	3,500	3,500	.0
93-4900-7200	6,050	6,000	6,000	.0
93-4900-7300	11,000	6,000	6,000	.0
93-4900-7499	0	300	300	.0
93-4900-7600	5,700	0	0	.0
93-4900-7700	0	2,000	0	( 100.0)
93-4900-7800	7,465	0	0	.0
93-4900-7900	0	2,500	2,500	.0
TOTAL CAPITAL OUTLAY	30,477	24,200	22,200	( 8.3)
TOTAL PARKS/REC TRUST EXPENDITUR	73,270	78,700	82,200	4.5
TOTAL FUND EXPENDITURES	73,270	78,700	82,200	4.5
NET REVENUE OVER EXPENDITURES	54,812	1,500	2,350	56.7

# Materials, Services and Capital FY 18/19

Dept: Parks and Recreation Trust Fund



Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Ketchum Arts Commission		\$ 48,650	\$ 37,000	\$ 42,500
Ketchum Arts Commission Detail	FY 19 Funding		FY 18 Carry Forward	
Art on 4th	\$ 7,500			
Interactive Art	\$ 15,000		\$ 10,000	
Performance Art	\$ 6,000			
Cover Art	\$ 4,000			
Miscellaneous Donations		\$ 27,580	\$ 10,000	\$ 10,000



## Planning and Building Department

The Planning and Building Department is responsible for long range (comprehensive), current planning functions, and management of all developments, both past and present. The Planning and Building Department administers the Zoning Code, Subdivision Code, various Building Codes and coordinates reviews from other City Departments. The Planning and Building Department provides staff support to the Planning Commission, City Council, and the Ketchum Urban Renewal Agency.

### FY 2018-19 Highlights

**Summary:** The ongoing work for compliance with the Americans with Disabilities Act will continue to require funds for Professional Services. The Idaho Department of Building and Safety (IDBS) contract expenses are expected to moderate from FY 18 levels and are paid through building permit fees.

**Personnel:** No changes for FY 19.

**Capital:** No changes for FY 19.

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>PLANNING &amp; BUILDING</u>				
PERSONAL SERVICES:				
01-4170-1000 SALARIES	268,937	275,653	295,662	7.3
01-4170-1200 PLANNING & ZONING COMMISSION	14,150	17,000	17,000	.0
01-4170-1400 ADMIN. LEAVE WITH PAY	9,975	0	0	.0
01-4170-1900 OVERTIME	383	0	0	.0
01-4170-2100 FICA TAXES-CITY	22,382	23,102	24,378	5.5
01-4170-2200 STATE RETIREMENT-CITY	32,851	34,684	34,798	.3
01-4170-2400 WORKER'S COMPENSATION-CITY	3,161	3,992	4,112	3.0
01-4170-2500 HEALTH INSURANCE-CITY	109,812	126,138	105,991	( 16.0)
01-4170-2505 HEALTH REIMBURSEMENT ACCT(HRA)	3,770	3,216	3,216	.0
01-4170-2510 DENTAL INSURANCE-CITY	2,721	3,115	2,896	( 7.0)
01-4170-2515 VISION REIMBURSEMENT ACCT(HRA)	2,217	900	900	.0
01-4170-2600 LONG TERM DISABILITY	1,195	1,300	1,402	7.9
01-4170-2700 VACATION/SICK ACCRUAL PAYOUT	6,627	1,486	1,486	.0
01-4170-2800 STATE UNEMPLOYMENT INSURANCE	600	630	630	.0
TOTAL PERSONAL SERVICES	478,780	491,216	492,471	.3
MATERIALS AND SERVICES:				
01-4170-3100 OFFICE SUPPLIES & POSTAGE	5,986	6,776	6,776	.0
01-4170-3200 OPERATING SUPPLIES	0	1,908	1,908	.0
01-4170-4200 PROFESSIONAL SERVICES	47,436	51,334	51,334	.0
01-4170-4210 PROFESSIONAL SERVICES - IDBS	91,431	175,000	125,000	( 28.6)
01-4170-4400 ADVERTISING & LEGAL PUBLICATIO	0	1,908	1,908	.0
01-4170-4500 GEOGRAPHIC INFO SYSTEMS	13,613	18,700	18,700	.0
01-4170-4800 DUES, SUBSCRIPTIONS & MEMBERSH	1,816	3,876	3,876	.0
01-4170-4900 PERSONNEL TRAINING/TRAVEL/MTG	6,711	7,500	7,500	.0
01-4170-4970 TRAINING/TRAVEL/MTG-P&Z COMM	1,116	3,000	3,000	.0
01-4170-5100 TELEPHONE & COMMUNICATIONS	360	360	360	.0
01-4170-6910 OTHER PURCHASED SERVICES	49	1,000	1,000	.0
TOTAL MATERIAL AND SERVICES	168,517	271,362	221,362	( 18.4)
CAPITAL OUTLAY:				
01-4170-7400 OFFICE FURNITURE & EQUIPMENT	1,000	1,000	1,000	.0
TOTAL CAPITAL OUTLAY	1,000	1,000	1,000	.0
TOTAL PLANNING & BUILDING	648,297	763,578	714,833	( 6.4)

# Materials and Services Detail FY 18/19



Dept: Planning and Building

Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Professional Services	ADA Consultant Contract	\$ 35,000		
	Miscellaneous Planning Support	\$ 16,334		
			\$ 25,000	\$ 51,334
Professional Services- IDBS	IDBS payout for services	\$ 125,000	\$ 95,000	\$ 125,000
Personnel Training / Travel / Meetings	Director: \$2,500, incl: Idaho APA (\$1000) National APA (\$1000) Jerry Mason and other local (\$500)	\$ 2,500	\$ 7,500	\$ 7,500
	Planners \$3500, incl: Idaho APA (\$1,000) CFM CEUs (\$1,000) other local (1,000)	\$ 3,500		
	Technician \$1,500	\$ 1,500		

# Capital Outlay FY 18/19



**Dept:** Planning and Building

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Office Furniture & Equipment	\$ 1,000	\$ 1,000	\$ 1,000

# Staffing Analysis FY 18/19



**Dept:** Planning and Building

Position	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Director of Planning and Building	1	1	1
Senior Planner	1	1	1
Associate Planner	1	1	1
Planning Technician	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>





## Development Services Trust Fund

The Development Services Trust Fund is an account established for bonds or other monies that are deposited as required by city ordinances for development projects. If projects do not fulfill their obligations, the funds may be withdrawn from the city and used for mitigating any issues in connection to the development. In the vast majority of cases, the funds are returned to the applicant in full.

### FY 2018-19 Highlights

Summary: No change to anticipated level of deposits and refunds.

CITY OF KETCHUM  
BUDGET REVENUES

DEVELOPMENT TRUST FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>CHARGES FOR SERVICES</u>				
94-3400-5000 P&Z RETAINER FEES	( 3,676)	0	0	.0
TOTAL CHARGES FOR SERVICES	( 3,676)	0	0	.0
<u>MISCELLANEOUS REVENUE</u>				
94-3700-1000 INTEREST EARNINGS	5	0	0	.0
94-3700-7000 MISCELLANEOUS REVENUE	64,548	150,000	150,000	.0
94-3700-8061 NOLA HOLDINGS, LLC	15,000	0	0	.0
94-3700-8062 WEBB - 8TH & WSHGTN DEMO SEC	21,000	0	0	.0
94-3700-8063 NEXSTAGE	10,000	0	0	.0
94-3700-8064 MCMAHAN TTEE	750	0	0	.0
94-3700-8065 RIEMANN DESIGN & CONST	10,000	0	0	.0
TOTAL MISCELLANEOUS REVENUE	121,303	150,000	150,000	.0
TOTAL FUND REVENUE	117,627	150,000	150,000	.0

CITY OF KETCHUM  
BUDGET EXPENDITURES

DEVELOPMENT TRUST FUND

		ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>DEVELOPMENT TRUST EXPENDITURES</u>					
MATERIALS AND SERVICES:					
94-4900-6600	REFUNDS-P&Z RETAINER FEES	( 575)	0	0	.0
94-4900-6910	OTHER MISC. ACCOUNTS	( 56,698)	150,000	150,000	.0
	TOTAL MATERIAL AND SERVICES	( 57,273)	150,000	150,000	.0
OTHER EXPENDITURES:					
94-4900-8055	ANDREW GOLDMAN DEMO SECURITY	132,900	0	0	.0
94-4900-8058	DL EVANS BANK RIVER ST. PROP.	6,000	0	0	.0
94-4900-8061	NOLA HOLDINGS LLC	15,000	0	0	.0
94-4900-8062	WEBB - 8TH & WASHGTN DEMO	21,000	0	0	.0
	TOTAL OTHER EXPENDITURES	174,900	0	0	.0
	TOTAL DEVELOPMENT TRUST EXPENDIT	117,627	150,000	150,000	.0
	TOTAL FUND EXPENDITURES	117,627	150,000	150,000	.0
	NET REVENUE OVER EXPENDITURES	0	0	0	.0





## Streets & Facilities Department

The Streets & Facilities Department consists of the Street Division and Facility Maintenance Division. The department is responsible for maintaining the infrastructure of the City of Ketchum. This budget includes funding for snow removal, resurfacing streets, improving drainage, street sweeping, repairing potholes, installing and maintaining street signs and traffic markings, maintaining street trees and public restrooms, street lighting, city beautification, and maintenance of public facilities and parks.

### FY 2018-19 Highlights

**Summary:** In FY 19, the Director of Streets and Facilities will continue to oversee the work of both divisions and absorb a portion of the work formerly managed by the Public Works Director.

**Personnel:** The second shift in the Streets Division remains fully funded in FY 19. In addition, a second part-time weekend facilities maintenance assistant position has been added in the Facilities Maintenance Division to provide an increased level of service and support to events and downtown maintenance over the weekend.

**Capital:** Funding a new pick-up truck with plow and flatbed as well as two (2) new reversible plows is included in the Streets Capital Improvement Fund. Similarly, a new utility vehicle for the facilities maintenance division is funded from the Streets Capital Improvement Fund. Also funded through this fund are repairs to Ore Wagon #5.

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>STREET</u>				
PERSONAL SERVICES:				
01-4310-1000 SALARIES	413,170	488,320	654,919	34.1
01-4310-1500 PART-TIME	74,532	42,000	75,000	78.6
01-4310-1800 PAY DIFFERENTIAL	14,544	12,500	12,500	.0
01-4310-1900 OVERTIME	50,402	25,000	25,000	.0
01-4310-2040 VACATION/COMPENSATION PAYOUT	0	0	5,000	.0
01-4310-2100 FICA TAXES-CITY	43,129	51,705	54,373	5.2
01-4310-2200 STATE RETIREMENT-CITY	55,269	67,810	68,959	1.7
01-4310-2400 WORKER'S COMPENSATION-CITY	25,679	40,242	40,242	.0
01-4310-2500 HEALTH INSURANCE-CITY	130,397	197,897	219,881	11.1
01-4310-2505 HEALTH REIMBURSEMENT ACCT(HRA)	8,288	7,964	7,964	.0
01-4310-2510 DENTAL INSURANCE-CITY	3,994	7,612	7,792	2.4
01-4310-2515 VISION REIMBURSEMENT ACCT(HRA)	1,651	1,912	1,912	.0
01-4310-2600 LONG TERM DISABILITY	1,769	2,653	3,357	26.5
01-4310-2700 VACATION/SICK ACCRUAL PAYOUT	0	5,000	5,000	.0
01-4310-2800 STATE UNEMPLOYMENT INSURANCE	1,400	2,364	2,364	.0
TOTAL PERSONAL SERVICES	824,224	952,979	1,184,263	24.3
MATERIALS AND SERVICES:				
01-4310-3200 OPERATING SUPPLIES	15,052	20,240	20,240	.0
01-4310-3400 MINOR EQUIPMENT	4,361	3,800	3,800	.0
01-4310-3500 MOTOR FUELS & LUBRICANTS	71,670	93,755	93,755	.0
01-4310-4200 PROFESSIONAL SERVICES	418,958	89,000	182,000	104.5
01-4310-4900 PERSONNEL TRAINING/TRAVEL/MTG	2,365	5,515	5,515	.0
01-4310-5100 TELEPHONE & COMMUNICATIONS	1,599	4,050	4,000	( 1.2)
01-4310-5200 UTILITIES	17,225	16,525	17,000	2.9
01-4310-6000 REPAIR & MAINT--AUTOMOTIVE EQU	3,619	10,500	8,700	( 17.1)
01-4310-6100 REPAIR & MAINT--MACHINERY & EQ	160,969	76,000	90,000	18.4
01-4310-6910 OTHER PURCHASED SERVICES	12,552	20,550	17,000	( 17.3)
01-4310-6920 SIGNS & SIGNALIZATION	19,005	16,000	16,000	.0
01-4310-6930 STREET LIGHTING	16,520	23,000	23,000	.0
01-4310-6950 MAINTENANCE & IMPROVEMENTS	223,960	328,000	253,000	( 22.9)
TOTAL MATERIAL AND SERVICES	967,855	706,935	734,010	3.8
OTHER EXPENDITURES:				
01-4310-8840 TRANSFER TO GO BOND FUND	149,898	149,900	149,507	( .3)
TOTAL OTHER EXPENDITURES	149,898	149,900	149,507	( .3)
TOTAL STREET	1,941,978	1,809,814	2,067,780	14.3

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>FACILITY MAINTENANCE</u>				
PERSONAL SERVICES:				
01-4194-1000 SALARIES	172,870	149,211	169,443	13.6
01-4194-1500 PART-TIME/SEASONAL	44,953	80,000	125,000	56.3
01-4194-1800 PAY DIFFERENTIAL	4,028	1,002	2,543	153.8
01-4194-1900 OVERTIME	7,565	5,000	5,000	.0
01-4194-2100 FICA TAXES - CITY	17,548	18,224	22,773	25.0
01-4194-2200 STATE RETIREMENT - CITY	17,802	17,675	18,812	6.4
01-4194-2400 WORKER'S COMPENSATION-CITY	7,620	10,912	11,347	4.0
01-4194-2500 HEALTH INSURANCE - CITY	59,440	61,997	91,327	47.3
01-4194-2505 HEALTH REIMBURSEMENT ACCT(HRA)	4,381	2,300	2,300	.0
01-4194-2510 DENTAL INSURANCE-CITY	1,609	2,241	2,026	( 9.6)
01-4194-2515 VISION REIMBURSEMENT ACCT(HRA)	939	529	529	.0
01-4194-2600 LONG TERM DISABILITY	588	752	1,446	92.3
01-4194-2700 VACATION/SICK ACCRUAL PAYOUT	5,449	4,000	4,000	.0
01-4194-2710 YEAR END COMP TIME PAYOUT	0	0	0	.0
01-4194-2800 STATE UNEMPLOYMENT INSURANCE	900	796	829	4.2
TOTAL PERSONAL SERVICES	345,692	354,639	457,375	29.0
MATERIALS AND SERVICES:				
01-4194-3100 OFFICE SUPPLIES & POSTAGE	1,062	650	650	.0
01-4194-3200 OPERATING SUPPLIES	5,816	4,800	4,800	.0
01-4194-3500 MOTOR FUELS & LUBRICANTS	7,595	7,000	7,000	.0
01-4194-3600 COMPUTER SOFTWARE	0	1,000	1,000	.0
01-4194-4200 PROFESSIONAL SERVICES	111,471	51,500	51,500	.0
01-4194-4210 PROFESSIONAL SERVC-CITY TREES	14,328	17,000	17,000	.0
01-4194-4220 PROF SERV-CITY BEAUTIFICATION	47,771	41,000	41,000	.0
01-4194-4800 DUES, SUBSCRIPTIONS & MEMBERSH	405	440	440	.0
01-4194-4900 PERSONNEL TRAINING/TRAVEL/MTG	906	630	900	42.9
01-4194-5100 TELEPHONE & COMMUNICATIONS	680	500	750	50.0
01-4194-5200 UTILITIES	16,144	26,650	18,350	( 31.1)
01-4194-5300 CUSTODIAL & CLEANING SERVICES	0	51,500	57,540	11.7
01-4194-6000 REPAIR & MAINT-AUTOMOTIVE EQUI	2,980	4,000	4,500	12.5
01-4194-6100 REPAIR & MAINT--MACHINERY & EQ	3,777	2,700	4,000	48.2
01-4194-6950 MAINTENANCE	20,127	30,970	35,000	13.0
TOTAL MATERIAL AND SERVICES	233,062	240,340	244,430	1.7
CAPITAL OUTLAY:				
01-4194-7600 OTHER MACHINERY & EQUIPMENT	7,834	0	0	.0
01-4194-7800 PARKS IRRIGATION UPGRADES	4,025	0	0	.0
TOTAL CAPITAL OUTLAY	11,859	0	0	.0
TOTAL FACILITY MAINTENANCE	590,614	594,979	701,805	18.0

CITY OF KETCHUM  
BUDGET REVENUES

STREET CAPITAL IMPROVEMENT FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>STREET CIP REVENUE</u>				
05-3400-7200 STREET IMPACT FEES	34,443	100,000	70,000	( 30.0)
TOTAL STREET CIP REVENUE	34,443	100,000	70,000	( 30.0)
<u>MISCELLANEOUS REVENUE</u>				
05-3700-1000 INTEREST EARNINGS	7,375	1,000	8,400	740.0
05-3700-6200 DONATIONS-ORE WAGON RESTORATIO	10,110	10,000	10,000	.0
05-3700-8701 TRANSFER FROM GENERAL FUND-STR	0	328,331	0	( 100.0)
05-3700-8722 TRANSFER FROM LOT-WAGON REPAIR	13,289	0	0	.0
05-3700-8803 TRANSFER FROM GENERAL FUND CIP	0	0	48,160	.0
TOTAL MISCELLANEOUS REVENUE	30,774	339,331	66,560	( 80.4)
<u>FUND BALANCE</u>				
05-3800-9000 FUND BALANCE	0	480,575	0	( 100.0)
TOTAL FUND BALANCE	0	480,575	0	( 100.0)
TOTAL FUND REVENUE	65,216	919,906	136,560	( 85.2)

CITY OF KETCHUM  
BUDGET EXPENDITURES

STREET CAPITAL IMPROVEMENT FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>STREET CIP EXPENDITURES</u>				
MATERIALS AND SERVICES:				
05-4310-4200 PROF SRV-SIDEWALK ENGINEERING	1,821	0	0	.0
05-4310-6100 ORE WAGON REPAIRS	12,712	25,000	30,000	20.0
TOTAL MATERIAL AND SERVICES	14,534	25,000	30,000	20.0
CAPITAL OUTLAY:				
05-4310-7100 DRAINAGE UPGRADES	8,000	16,000	0	( 100.0)
05-4310-7180 WARM SPRINGS ST/SIDE PROJECT	5,018	0	0	.0
05-4310-7190 SIDEWALKS/STREET IMPROVEMENTS	28,725	0	0	.0
05-4310-7200 10TH STREET LOT IMPROVEMENTS	0	160,005	0	( 100.0)
05-4310-7600 STREET EQUIPMENT	40,817	165,326	90,510	( 45.3)
05-4310-7601 FACILITIES MAINT. EQUIPMENT	0	89,000	16,050	( 82.0)
TOTAL CAPITAL OUTLAY	82,560	430,331	106,560	( 75.2)
OTHER EXPENDITURES:				
05-4310-8803 TRANSFER TO GENERAL CIP	0	464,575	0	( 100.0)
TOTAL OTHER EXPENDITURES	0	464,575	0	( 100.0)
TOTAL STREET CIP EXPENDITURES	97,093	919,906	136,560	( 85.2)
TOTAL FUND EXPENDITURES	97,093	919,906	136,560	( 85.2)
NET REVENUE OVER EXPENDITURES	( 31,877)	0	0	.0

# Materials and Services Detail FY 18/19



Dept: Streets and Facilities Maintenance

Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
<b>Professional Services</b>				
Streets Division		\$ 172,000	\$ 182,000	\$ 182,000
Snow hauling/dozer rental	\$ 165,000		(partially re-allocated during amendment)	
Engineering services	\$ 9,000			
Flaggers	\$ 8,000			
Facilities Maintenance		\$ 109,500	\$ 109,900	\$ 109,500
City Beautification (lights/flowers)	\$ 41,000			
City Trees (pruning/treatments)	\$ 17,000			
Contract services	\$ 51,500			
<b>Dues, Subscriptions, Memberships</b>				
Facilities Maintenance		\$ 400	\$ 440	\$ 440
International Society of Arboriculture	\$ 180			
Society of Municipal Arborists	\$ 85			
Idaho Landscape and Nursery Assc.	\$ 50			
Misc. Memberships	\$ 125			
<b>Personnel Training / Travel / Meetings</b>				
Streets Division		\$ 3,000	\$ 5,515	\$ 5,515
Road Scholar/Master training	\$ 4,115			
Supervisor training	\$ 700			
Ore Wagon transport	\$ 700			
Facilities Maintenance		\$ 580	\$ 630	\$ 900
Horticulture Expo Boise	\$ 180			
Misc. Training	\$ 720			

## Capital Outlay FY 18/19

**Dept:** Streets and Facilities Maintenance



Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Capital Outlay		\$ 617,875	\$ 119,000	\$ 90,510
<b>Street Division</b>				
Pick-up Truck and Plow	\$ 55,000			
Reversible Plows (x2)	\$ 35,510			
<b>Facilities Maintenance Division</b>				
Utility Vehicle	\$ 16,050	\$ 10,000	\$ 89,000	\$ 16,050

# Staffing Analysis FY 18/19

Dept: Streets and Facilities Maintenance



Position	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
<b>Streets Division</b>			
<u>Full-Time</u>			
Street Superintendent	1	1	1
Street Supervisor	1	1	1
Sr. Street Mechanic	1	1	1
Street Crew Lead	1	1	1
Sr Equipment Operator	1	1	2
Equipment Operator	1	4	3
Shared position	2	1	1
<u>Seasonal</u>			
Equipment Operator	2	2	2
<u>Part-Time</u>			
Office Assistant	0.5	0.5	0.5
Winter seasonal	3	3	3
<b>Streets Total</b>	<b>13</b>	<b>15</b>	<b>15</b>
<b>Facilities Maintenance</b>			
<u>Full-Time</u>			
Maintenance Supervisor/City Arborist	1	1	1
Buildings and Facilities Supervisor	1	1	1
Grounds Supervisor	1	1	1
<u>Seasonal</u>			
Maintenance Assistant	5	4	5
<u>Part-Time</u>			
Janitor	2		
<b>Facilities Maintenance Total</b>	<b>10</b>	<b>7</b>	<b>8</b>
<b>Streets and Facilities Maintenance Total</b>	<b>23</b>	<b>22</b>	<b>23</b>



## Utilities Department

### Water Division

The Water Division of the Utilities Department is responsible for providing potable water to the citizens of Ketchum. The division operates several well sites and reservoirs throughout the city. The division also reads meters, repairs meters, supervises the installation of water taps, and processes utility billing.

#### FY 2018-19 Highlights

**Summary:** As Ketchum's water distribution system ages, and work on retiring the Ketchum Springs Line continues, greater resources will be required to ensure the provision of adequate water supply to City residents and visitors. To ensure our ability to do so, the Water Fund budget includes a 15% increase in water rates to support continued capital investment in the system.

Work on conversion of the Ketchum Springs Line will continue in FY 19. The Professional services remains at FY 18 levels to address water call and water conservation needs that are continuing.

**Personnel:** The FY 19 budget includes funding for a Director of Water & Wastewater position that will be shared with the wastewater division. Funding for half of the salary and benefits of this position are included in the budget.

**Capital:** The budget reflects continued work to replace water meters and infrastructure associated with the Ketchum Springs Line conversion.

CITY OF KETCHUM  
BUDGET REVENUES

WATER FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WATER REVENUE</u>				
63-3400-6100 WATER CHARGES	2,076,805	1,775,655	2,042,003	15.0
63-3400-6600 WA CONNECT FEE/FIRELINE/METER	11,455	18,573	18,573	.0
TOTAL WATER REVENUE	2,088,260	1,794,228	2,060,576	14.8
<u>MISCELLANEOUS REVENUE</u>				
63-3700-1000 INTEREST EARNINGS	6,130	5,185	8,500	63.9
63-3700-3600 REFUNDS & REIMBURSEMENTS	7,148	0	0	.0
63-3700-4000 SALE OF FIXED ASSETS	( 3,141)	0	0	.0
63-3700-5000 AMORTIZED BOND PREMIUM	1,766	0	0	.0
63-3700-7000 MISCELLANEOUS REVENUE	2,919	7,413	7,413	.0
63-3700-8000 GAIN(LOSS) ON PENSION ACTIVITY	8,402	0	0	.0
63-3700-8765 REIMBURSEMENT FROM WW-SAL/BEN	0	200,000	200,000	.0
TOTAL MISCELLANEOUS REVENUE	23,224	212,598	215,913	1.6
TOTAL FUND REVENUE	2,111,484	2,006,826	2,276,489	13.4

CITY OF KETCHUM  
BUDGET EXPENDITURES

WATER FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WATER EXPENDITURES</u>				
PERSONAL SERVICES:				
63-4340-1000 SALARIES-WATER	218,093	328,264	337,789	2.9
63-4340-1800 PAY DIFFERENTIAL	18,646	15,000	15,000	.0
63-4340-1900 OVERTIME	13,978	12,500	12,500	.0
63-4340-2100 FICA TAXES-CITY	18,327	28,462	29,165	2.5
63-4340-2200 STATE RETIREMENT-CITY	27,513	40,257	28,972	( 28.0)
63-4340-2400 WORKMEN'S COMPENSATION-CITY	6,325	11,892	11,752	( 1.2)
63-4340-2500 HEALTH INSURANCE-CITY	78,964	166,873	144,766	( 13.3)
63-4340-2505 HEALTH REIMBURSEMENT ACCT(HRA)	2,608	4,824	4,200	( 12.9)
63-4340-2510 DENTAL INSURANCE-CITY	2,466	4,672	4,491	( 3.9)
63-4340-2515 VISION REIMBURSEMENT ACCT(HRA)	686	1,154	1,200	4.0
63-4340-2600 LONG TERM DISABILITY	908	1,502	1,677	11.7
63-4340-2700 VACATION/SICK ACCRUAL PAYOUT	17	34,389	15,000	( 56.4)
63-4340-2800 STATE UNEMPLOYMENT INSURANCE	900	920	1,017	10.5
<b>TOTAL PERSONAL SERVICES</b>	<b>389,432</b>	<b>650,709</b>	<b>607,529</b>	<b>( 6.6)</b>
MATERIALS AND SERVICES:				
63-4340-3100 OFFICE SUPPLIES & POSTAGE	927	5,000	3,000	( 40.0)
63-4340-3120 DATA PROCESSING	5,740	7,100	7,100	.0
63-4340-3200 OPERATING SUPPLIES	13,141	13,390	15,000	12.0
63-4340-3250 LABORATORY/ANALYSIS	1,083	2,248	2,250	.1
63-4340-3400 MINOR EQUIPMENT	455	700	800	14.3
63-4340-3500 MOTOR FUELS & LUBRICANTS	9,591	13,000	15,000	15.4
63-4340-3600 COMPUTER SOFTWARE	4,315	4,000	5,000	25.0
63-4340-3800 CHEMICALS	9,245	10,000	10,000	.0
63-4340-4200 PROFESSIONAL SERVICES	101,208	209,000	209,000	.0
63-4340-4300 STATE & WA DISTRICT FEES	14,579	17,000	17,000	.0
63-4340-4600 INSURANCE	11,782	12,000	13,000	8.3
63-4340-4800 DUES, SUBSCRIPTIONS, & MEMBERS	625	700	800	14.3
63-4340-4900 PERSONNEL TRAINING/TRAVEL/MTG	2,870	4,000	4,000	.0
63-4340-5000 ADMINISTRATIVE EXPENSE-GEN FND	97,242	100,000	100,000	.0
63-4340-5100 TELEPHONE & COMMUNICATIONS	6,612	6,000	7,000	16.7
63-4340-5200 UTILITIES	111,511	117,000	115,000	( 1.7)
63-4340-5500 RIGHT-OF-WAY FEE (STREET DEPT)	84,555	85,000	88,783	4.5
63-4340-6000 REPAIR & MAINT-AUTO EQUIP	6,679	12,500	10,000	( 20.0)
63-4340-6100 REPAIR & MAINT-MACH & EQUIP	31,482	24,500	40,000	63.3
63-4340-6910 OTHER PURCHASED SERVICES	24,496	2,000	10,000	400.0
<b>TOTAL MATERIAL AND SERVICES</b>	<b>538,138</b>	<b>645,138</b>	<b>672,733</b>	<b>4.3</b>
CAPITAL OUTLAY:				
63-4340-7100 WATER EASEMENTS, LAND, ETC	5,750	0	0	.0
63-4340-7600 OTHER MACH & EQUIP	115	0	0	.0
63-4340-7900 DEPRECIATION EXPENSE	244,121	0	0	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>249,985</b>	<b>0</b>	<b>0</b>	<b>.0</b>
OTHER EXPENDITURES:				
63-4340-8801 REIMBURSE CITY GENERAL FUND	255,482	255,482	263,146	3.0
63-4340-8803 REIMBURSE GF CIP-TECH/LEASING	6,387	6,387	6,387	.0
63-4340-8864 TRANSFER TO WA CAPITAL IMP FND	70,950	104,000	130,000	25.0
63-4340-9930 WATER FUND OP. CONTINGENCY	0	30,000	30,000	.0
<b>TOTAL OTHER EXPENDITURES</b>	<b>332,819</b>	<b>395,869</b>	<b>429,533</b>	<b>8.5</b>

CITY OF KETCHUM  
BUDGET EXPENDITURES

WATER FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
TOTAL WATER EXPENDITURES	1,510,374	1,691,716	1,709,795	1.1

CITY OF KETCHUM  
BUDGET EXPENDITURES

WATER FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WATER DEBT SERVICE EXPENDITURES</u>				
MATERIALS AND SERVICES:				
63-4800-4200 PROF.SERVICES-PAYING AGENT	450	1,500	1,500	.0
TOTAL MATERIAL AND SERVICES	450	1,500	1,500	.0
OTHER EXPENDITURES:				
63-4800-8300 DEBT SRVC ACCT PRINCIPAL-2015B	0	25,000	30,000	20.0
63-4800-8400 DEBT SRVC ACCT INTEREST-2015B	110,712	110,575	110,075	( .5)
63-4800-8600 DEBT SRVC ACCT PRINCIPAL-2016	0	147,000	143,000	( 2.7)
63-4800-8700 DEBT SRVC ACCT INTEREST-2016	30,102	27,108	24,551	( 9.4)
TOTAL OTHER EXPENDITURES	140,814	309,683	307,626	( .7)
TOTAL WATER DEBT SERVICE EXPENDIT	141,264	311,183	309,126	( .7)
TOTAL FUND EXPENDITURES	1,651,638	2,002,899	2,018,921	.8
NET REVENUE OVER EXPENDITURES	459,846	3,927	257,568	6,458.9

CITY OF KETCHUM  
BUDGET REVENUES

WATER CAPITAL IMPROVEMENT FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WATER CIP REVENUE</u>				
64-3400-7200 IMPACT FEES	17,670	45,000	45,000	.0
TOTAL WATER CIP REVENUE	17,670	45,000	45,000	.0
<u>MISCELLANEOUS REVENUE</u>				
64-3700-1000 INTEREST EARNINGS	1,592	0	0	.0
64-3700-3600 REFUNDS & REIMBURSEMENTS	3,152	0	0	.0
64-3700-8763 TRANSFER FROM WATER FUND	70,950	104,000	130,000	25.0
64-3700-9200 KSW LOAN REIMBURSEMENT	0	399,000	160,000	( 59.9)
TOTAL MISCELLANEOUS REVENUE	75,694	503,000	290,000	( 42.4)
TOTAL FUND REVENUE	93,364	548,000	335,000	( 38.9)

CITY OF KETCHUM  
BUDGET EXPENDITURES

WATER CAPITAL IMPROVEMENT FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WATER CIP EXPENDITURES</u>				
MATERIALS AND SERVICES:				
64-4340-6900 MISC SERVICES & CHARGES	67	10,000	10,000	.0
TOTAL MATERIAL AND SERVICES	67	10,000	10,000	.0
CAPITAL OUTLAY:				
64-4340-7500 AUTOMOTIVE EQUIPMENT	30	35,000	35,000	.0
64-4340-7600 MACHINERY AND EQUIPMENT	1,820	4,000	30,000	650.0
64-4340-7650 WATER METERS	9,957	35,000	35,000	.0
64-4340-7653 WATER METER REPLACEMENT	0	5,000	5,000	.0
64-4340-7800 CONSTRUCTION	122,815	60,000	60,000	.0
64-4340-7802 KETCHUM SPRING WA CONVERSION	22,209	399,000	160,000	( 59.9)
TOTAL CAPITAL OUTLAY	156,831	538,000	325,000	( 39.6)
TOTAL WATER CIP EXPENDITURES	156,898	548,000	335,000	( 38.9)
TOTAL FUND EXPENDITURES	156,898	548,000	335,000	( 38.9)
NET REVENUE OVER EXPENDITURES	( 63,534)	0	0	.0

# Materials and Services Detail FY 18/19

Dept: Water Division



Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
<b>Professional Services</b>	\$ 140,000	\$ 209,000	\$ 209,000
Software/ New Simplicity software replacing Wonderware an	\$ 25,000		
SCADA Support	\$ 2,000		
Engineering	\$ 23,500		
Attorney Services - Water/Water Rights	\$ 60,000		
Drug Testing	\$ 500		
Water Conservation (services and consulting)	\$ 90,000		
National Benefit Services	\$ 500		
Landscaping services	\$ 2,500		
Quality Control Testing	\$ 200		
Misc. contracts (i.e.. tank testing, electrical, ect)	\$ 4,800		
<b>Dues, Subscriptions, Memberships</b>	\$ 700	\$ 700	\$ 800
Idaho Rural Water Association	\$ 500		
Misc. Subscriptions	\$ 300		
<b>Personnel Training / Travel / Meetings</b>	\$ 4,000	\$ 4,000	\$ 4,000
Misc. Training to Maintain Operators Licenses	\$ 3,500		
Idaho Rural Water Conference	\$ 500		

# Capital Outlay FY 18/19



Dept: Water Division

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Capital Outlay	\$ 515,000	\$ 548,000	\$ 325,000
New Pick-up Truck	\$ 35,000		
SCADA Upgrades	\$ 30,000		
Water Meters	\$ 35,000		
Water Meter Replacements	\$ 5,000		
Construction (mostly repairs, services to ex customers)	\$ 60,000		
Ketchum Springs Water Conversion	\$ 160,000		

# Staffing Analysis FY 18/19



**Dept:** Water Division

<b>Position</b>	<b>FY 16/17 Budget</b>	<b>FY 17/18 Budget</b>	<b>FY 18/19 Budget</b>
Utilities Director	0	0.5	0.5
Water Division Supervisor	1	1	1
Water Utilities Supervisor	1	1	1
Water Utilities Office Coordinator (shared)	1	1	1
Water Utility Maintenance Worker	3	3	3
<b>TOTAL</b>	<b>6</b>	<b>6.5</b>	<b>6.5</b>



## Utilities Department

### Wastewater Division

The Wastewater Division of the Utilities Department is responsible for collecting and treating domestic wastewater. The Sun Valley Water and Sewer District and the City of Ketchum own the wastewater treatment facility. The division operates the wastewater treatment plant and maintains the collection system in the City of Ketchum.

#### FY 2018-19 Highlights

**Summary:** Construction of the Headworks Upgrade project will continue in FY 19 though an on-going funding partnership with the Sun Valley Water & Sewer District. As the project construction started in FY 18, increased costs of construction have highlighted the need to adequately plan and fund for continued operation, maintenance, and expansion of the system. To that end, the City is proposing a 30% increase in wastewater user charges in FY 19.

**Personnel:** The FY 19 budget includes funding for a Director of Water & Wastewater position that will be shared with the water division. Funding for half of the salary and benefits of this position are included in the budget.

**Capital:** Funding is provided for continuation of the Headworks project and minor plant upgrades.

CITY OF KETCHUM  
BUDGET REVENUES

WASTEWATER FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WASTEWATER REVENUE</u>				
65-3400-7100 WASTEWATER CHARGES	1,489,023	1,620,990	2,107,287	30.0
65-3400-7300 WASTEWATER INSPECTION FEES	160	0	0	.0
65-3400-7800 SUN VALLEY WA & SW DISTRICT CH	469,694	1,701,316	709,732	( 58.3)
TOTAL WASTEWATER REVENUE	1,958,877	3,322,306	2,817,019	( 15.2)
<u>MISCELLANEOUS REVENUE</u>				
65-3700-1000 INTEREST EARNINGS	7,011	8,000	8,000	.0
65-3700-3600 REFUNDS & REIMBURSEMENTS	83	0	0	.0
65-3700-5000 AMORTIZED BOND PREMIUM	16,603	0	0	.0
65-3700-7000 MISCELLANEOUS REVENUE	0	500	500	.0
65-3700-8000 GAIN(LOSS) ON PENSION ACTIVITY	11,906	0	0	.0
TOTAL MISCELLANEOUS REVENUE	35,602	8,500	8,500	.0
<u>FUND BALANCE</u>				
65-3800-9000 FUND BALANCE	0	306,039	0	( 100.0)
TOTAL FUND BALANCE	0	306,039	0	( 100.0)
TOTAL FUND REVENUE	1,994,479	3,636,845	2,825,519	( 22.3)

CITY OF KETCHUM  
BUDGET EXPENDITURES

WASTEWATER FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WASTEWATER EXPENDITURES</u>				
PERSONAL SERVICES:				
65-4350-1000 SALARIES-WASTEWATER	309,401	391,994	354,869	( 9.5)
65-4350-1800 PAY DIFFERENTIAL	17,717	24,000	22,311	( 7.0)
65-4350-1900 OVERTIME	14,166	13,500	13,500	.0
65-4350-2100 FICA TAXES-CITY	25,852	34,177	29,887	( 12.6)
65-4350-2200 STATE RETIREMENT-CITY	38,988	48,613	44,225	( 9.0)
65-4350-2400 WORKMEN'S COMPENSATION-CITY	7,417	13,570	1,602	( 88.2)
65-4350-2500 HEALTH INSURANCE-CITY	202,335	251,932	215,228	( 14.6)
65-4350-2505 HEALTH REIMBURSEMENT ACCT(HRA)	5,417	5,628	10,338	83.7
65-4350-2510 DENTAL INSURANCE-CITY	4,345	5,751	5,222	( 9.2)
65-4350-2515 VISION REIMBURSEMENT ACCT(HRA)	1,618	1,346	4,950	267.8
65-4350-2600 LONG TERM DISABILITY	1,345	1,998	1,719	( 14.0)
65-4350-2700 VACATION/SICK ACCRUAL PAYOUT	8,037	28,306	7,930	( 72.0)
65-4350-2800 STATE UNEMPLOYMENT INSURANCE	1,150	1,520	5,470	259.9
<b>TOTAL PERSONAL SERVICES</b>	<b>637,787</b>	<b>822,335</b>	<b>717,251</b>	<b>( 12.8)</b>
MATERIALS AND SERVICES:				
65-4350-3100 OFFICE SUPPLIES & POSTAGE	308	1,300	1,500	15.4
65-4350-3120 DATA PROCESSING	8,610	7,500	8,200	9.3
65-4350-3200 OPERATING SUPPLIES	11,223	17,900	15,000	( 16.2)
65-4350-3400 MINOR EQUIPMENT	174	500	1,000	100.0
65-4350-3500 MOTOR FUELS & LUBRICANTS	2,797	8,600	8,600	.0
65-4350-3600 COMPUTER SOFTWARE	249	1,100	0	( 100.0)
65-4350-3800 CHEMICALS	57,281	50,000	50,000	.0
65-4350-4200 PROFESSIONAL SERVICES	39,588	48,300	67,000	38.7
65-4350-4600 INSURANCE	28,618	30,000	31,000	3.3
65-4350-4900 PERSONNEL TRAINING/TRAVEL/MTG	2,455	4,000	4,000	.0
65-4350-5000 ADMINISTRATIVE EXPENSE-GEN FND	137,759	137,759	137,759	.0
65-4350-5100 TELEPHONE & COMMUNICATIONS	4,815	4,550	4,500	( 1.1)
65-4350-5200 UTILITIES	106,450	112,200	110,000	( 2.0)
65-4350-5500 RIGHT-OF-WAY FEE (STREET DEPT)	77,190	77,190	81,050	5.0
65-4350-6000 REPAIR & MAINT-AUTO EQUIP	3,869	10,000	7,500	( 25.0)
65-4350-6100 REPAIR & MAINT-MACH & EQUIP	113,946	110,000	75,000	( 31.8)
65-4350-6150 OHIO GULCH REPAIR & REPLACE	0	5,000	5,000	.0
65-4350-6900 COLLECTION SYSTEM SERVICES/CHA	67,222	35,000	35,000	.0
<b>TOTAL MATERIAL AND SERVICES</b>	<b>662,554</b>	<b>660,899</b>	<b>642,109</b>	<b>( 2.8)</b>
CAPITAL OUTLAY:				
65-4350-7900 DEPRECIATION EXPENSE	290,776	0	0	.0
<b>TOTAL CAPITAL OUTLAY</b>	<b>290,776</b>	<b>0</b>	<b>0</b>	<b>.0</b>
OTHER EXPENDITURES:				
65-4350-8801 REIMBURSE CITY GENERAL FUND	255,482	255,482	263,146	3.0
65-4350-8803 REIMBURSE GF CIP-TECH/LEASING	7,629	7,629	7,629	.0
65-4350-8863 REIMB.WA-COLLECTN SYS.SAL/BEN	0	200,000	200,000	.0
65-4350-8867 TRANSFER TO WW CAP IMP FUND	142,350	1,384,100	542,500	( 60.8)
65-4350-9930 WASTEWATER FUND OP.CONTINGENCY	0	50,000	50,000	.0
<b>TOTAL OTHER EXPENDITURES</b>	<b>405,461</b>	<b>1,897,211</b>	<b>1,063,275</b>	<b>( 44.0)</b>

CITY OF KETCHUM  
BUDGET EXPENDITURES

WASTEWATER FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
TOTAL WASTEWATER EXPENDITURES	1,996,578	3,380,445	2,422,635	( 28.3)

CITY OF KETCHUM  
BUDGET EXPENDITURES

WASTEWATER FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WASTEWATER DEBT SERVICE EXP</u>				
MATERIALS AND SERVICES:				
65-4800-4200 PROF.SERVICES-PAYING AGENT	450	1,500	1,500	.0
TOTAL MATERIAL AND SERVICES	450	1,500	1,500	.0
OTHER EXPENDITURES:				
65-4800-8300 DEBT SRVC ACCT PRNCPL-2014C	0	180,000	185,000	2.8
65-4800-8400 DEBT SRVC ACCT INTEREST-2014C	78,229	74,900	71,300	( 4.8)
TOTAL OTHER EXPENDITURES	78,229	254,900	256,300	.6
TOTAL WASTEWATER DEBT SERVICE EX	78,679	256,400	257,800	.6
TOTAL FUND EXPENDITURES	2,075,257	3,636,845	2,680,435	( 26.3)
NET REVENUE OVER EXPENDITURES	( 80,778)	0	145,085	.0

CITY OF KETCHUM  
BUDGET REVENUES

WASTEWATER CAPITAL IMPROVE FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WASTEWATER CAPITAL REVENUE</u>				
67-3400-7200 IMPACT FEES	16,398	25,000	40,000	60.0
TOTAL WASTEWATER CAPITAL REVENUE	16,398	25,000	40,000	60.0
<u>MISCELLANEOUS REVENUE</u>				
67-3700-1000 INTEREST EARNINGS	6,621	4,000	1,000	( 75.0)
67-3700-8765 TRANSFER FROM WASTEWATER FUND	142,350	1,384,100	542,500	( 60.8)
TOTAL MISCELLANEOUS REVENUE	148,971	1,388,100	543,500	( 60.9)
<u>FUND BALANCE</u>				
67-3800-9000 FUND BALANCE	0	700,000	0	( 100.0)
TOTAL FUND BALANCE	0	700,000	0	( 100.0)
TOTAL FUND REVENUE	165,369	2,113,100	583,500	( 72.4)

CITY OF KETCHUM  
BUDGET EXPENDITURES

WASTEWATER CAPITAL IMPROVE FND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WASTEWATER CIP EXPENDITURES</u>				
CAPITAL OUTLAY:				
67-4350-7600 MACHINERY AND EQUIPMENT	325	2,500	33,500	1,240.0
67-4350-7800 CONSTRUCTION	4,261	5,000	54,000	980.0
67-4350-7808 HEADWORKS PLANNING & DESIGN	127,928	0	0	.0
67-4350-7809 ENERGY EFFICIENCY PROJECTS	0	50,000	50,000	.0
67-4350-7810 HEADWORKS CONSTR. & EQUIP.	0	2,055,600	446,000	( 78.3)
TOTAL CAPITAL OUTLAY	<u>132,513</u>	<u>2,113,100</u>	<u>583,500</u>	<u>( 72.4)</u>
TOTAL WASTEWATER CIP EXPENDITURE	<u>132,513</u>	<u>2,113,100</u>	<u>583,500</u>	<u>( 72.4)</u>
TOTAL FUND EXPENDITURES	<u>132,513</u>	<u>2,113,100</u>	<u>583,500</u>	<u>( 72.4)</u>
NET REVENUE OVER EXPENDITURES	<u><u>32,856</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>.0</u></u>

# Materials and Services Detail FY 18/19



Dept: Wastewater Division

Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Professional Services		\$ 53,000	\$ 48,300	\$ 67,000
	Laboratory Services	\$ 12,650		
	Minor Engineering	\$ 20,000		
	Attorney - Wastewater	\$ 1,500		
	Drug Testing	\$ 400		
	Landscape Service	\$ 300		
	SCADA Support	\$ 10,500		
	Quality Control Testing	\$ 1,800		
	Benefit services (NBS)	\$ 1,000		
	Billing	\$ 11,850		
	Misc Contracts (electrical, etc.)	\$ 7,000		
Personnel Training / Travel / Meetings		\$ 6,000	\$ 4,000	\$ 4,000
	Misc Training to Maintain Operators Licenses	\$ 2,250		
	Idaho Reuse Conference	\$ 750		
	Misc Travel to Meetings	\$ 1,000		

# Capital Outlay FY 18/19



**Dept:** Wastewater Division

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Capital Outlay	\$ 187,500	\$ 2,113,100	\$ 583,500
Machinery and Equipment	\$ 33,500		
Construction	\$ 54,000		
Energy Efficiency Projects	\$ 50,000		
Headworks Construction	\$ 446,000		

# Staffing Analysis FY 18/19



**Dept:** Wastewater Division

Position	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Utilities Department Director	0	0.5	0.5
Wastewater Division Supervisor	1	1	1
Wastewater Collection Supervisor	0	0	0
Wastewater Plant Lab Technician	1	1	1
Wastewater TP Lead Operator	1	1	1
Sr. Wastewater Utilities Operator	3	3	3
Wastewater Utilities Office Coordinator (shared)	1	1	1
<b>TOTAL</b>	<b>7</b>	<b>7.5</b>	<b>7.5</b>



## One Time General Fund Capital Improvements

This section of the budget identifies capital improvements funded with one-time funding from the General Fund and other sources.

### FY 2018-19 Highlights

**Summary:** In FY 19, the City is focused on continuing the work required to establish adequate facilities for City operations. Building on the acquisition of a new City Hall in FY 18, the City will continue its work to find a home for the Fire Department. Funds have been dedicated to working through the design of a Fire Station as well as to support a bond election for its funding. The Essential Services Fund, created in FY 17, will continue to exist and accrue funds to support development of necessary facilities.

Through the General CIP Fund, the City will continue citywide energy conservation projects, undergrounding of utility lines, and technology upgrades to capitalize on the improvements of prior investments. Sidewalk and pedestrian improvements are also funded through this fund.

Funding is also included for on-going upgrades of irrigation systems. The City is also constructing new roofs at Forest Service Park while undertaking a study to review potential long-term uses of the park.

**Personnel:** No personnel are funded from this account.

CITY OF KETCHUM  
BUDGET REVENUES

GENERAL CAPITAL IMPROVEMENT FD

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>GENERAL CIP REVENUE</u>				
03-3100-6100 IDAHO POWER FRANCHISE	0	265,200	265,200	.0
TOTAL GENERAL CIP REVENUE	0	265,200	265,200	.0
<u>MISCELLANEOUS REVENUE</u>				
03-3700-1000 INTEREST EARNINGS	5,387	0	15,600	.0
03-3700-8701 TRANSFER FROM GENERAL FUND	1,105,384	419,057	0	( 100.0)
03-3700-8705 TRANSFER FROM STREET CIP	0	464,575	0	( 100.0)
03-3700-8719 TRANSFER FROM PARK CIP	40,000	23,748	25,000	5.3
03-3700-8722 TRANSFER FROM LOT FUND	140,000	0	0	.0
03-3700-8763 REIMBURSEMENT FROM WATER FUND	6,387	6,387	6,387	.0
03-3700-8765 REIMBURSMNT FROM WASTEWATER FD	7,629	7,629	7,629	.0
03-3700-8798 URA FUNDING	75,000	40,000	0	( 100.0)
TOTAL MISCELLANEOUS REVENUE	1,379,787	961,396	54,616	( 94.3)
<u>FUND BALANCE</u>				
03-3800-9000 FUND BALANCE	0	435,000	255,000	( 41.4)
TOTAL FUND BALANCE	0	435,000	255,000	( 41.4)
TOTAL FUND REVENUE	1,379,787	1,661,596	574,816	( 65.4)

CITY OF KETCHUM  
BUDGET EXPENDITURES

GENERAL CAPITAL IMPROVEMENT FD

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>GENERAL CIP EXPENDITURES</u>				
MATERIALS AND SERVICES:				
03-4193-4250 ENERGY WORK PROGRAM	19,250	112,000	27,200	( 75.7)
03-4193-6000 GUY COLES SKATEPARK	32,490	100,000	0	( 100.0)
TOTAL MATERIAL AND SERVICES	51,740	212,000	27,200	( 87.2)
CAPITAL OUTLAY:				
03-4193-7180 UNDERGROUNDING	0	180,000	180,000	.0
03-4193-7190 SIDEWALK/LIGHTING	310,152	63,271	100,000	58.1
03-4193-7192 RAPID FLASHING BEACON-SV/SPRUC	5,400	0	0	.0
03-4193-7193 WARM SPRINGS ROAD	9,500	694,575	0	( 100.0)
03-4193-7200 TECHNOLOGY UPGRADES	16,861	17,667	65,000	267.9
03-4193-7201 ESF- PUBLIC OUTREACH/DESIGN	0	50,000	50,000	.0
03-4193-7202 FACILITY SECURITY	0	25,000	0	( 100.0)
03-4193-7400 COMPUTER/COPIER LEASING	16,653	32,000	32,000	.0
03-4193-7600 ATKINSON PARK IRRIGATION	1,150	46,683	25,000	( 46.5)
03-4193-7601 ATKINSON PARK ROOF REPLACEMENT	37,068	0	0	.0
03-4193-7602 ATKINSON PARK TENNIS COURTS	274,527	0	0	.0
03-4193-7603 FOREST SERVICE PARK UNITS	848	0	30,000	.0
03-4193-7605 ATKINSON PARK BALL FIELD IMP	12,755	6,000	0	( 100.0)
03-4193-7606 MINI-GOLF PLANNING	0	5,000	0	( 100.0)
03-4193-7607 SIDEWALK/STREET REPAIRS	0	300,000	0	( 100.0)
03-4193-7608 COMM. EQUIP. UPGRADE	94,289	16,000	0	( 100.0)
03-4193-7609 PAID PARKING	139,615	13,400	0	( 100.0)
03-4193-7800 MISCELLANEOUS CONSTRUCTION	0	0	7,100	.0
03-4193-7801 MISCELLANEOUS EQUIPMENT	0	0	9,500	.0
TOTAL CAPITAL OUTLAY	918,819	1,449,596	498,600	( 65.6)
OTHER EXPENDITURES:				
03-4193-8805 TRANSFER TO STREET CIP	0	0	48,160	.0
TOTAL OTHER EXPENDITURES	0	0	48,160	.0
TOTAL GENERAL CIP EXPENDITURES	970,559	1,661,596	573,960	( 65.5)
TOTAL FUND EXPENDITURES	970,559	1,661,596	573,960	( 65.5)
NET REVENUE OVER EXPENDITURES	409,228	0	856	.0

# Capital Outlay FY 18/19



Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Capital Projects	\$ 1,334,000	\$ 1,580,308	\$ 498,600

## Infrastructure

	FY 19 Funding	City Carry Forward	Total
Sidewalk and Street Repairs	\$ 100,000	\$ -	\$ 100,000
Undergrounding Utilities	\$ -	\$ 180,000	\$ 180,000
Forest Service Park Use Studay	\$ 30,000	\$ -	\$ 30,000
ESF Outreach & Design	\$ -	\$ 50,000	\$ 50,000

## Recreation

Atkinson Park Irrigation Upgrades	\$ 25,000	\$ -	\$ 25,000
-----------------------------------	-----------	------	-----------

## Equipment

Technology Upgrades	\$ 25,000	\$ 25,000	\$ 50,000
BCEC Computer-aided Dispatch	\$ 15,000	\$ -	\$ 15,000
Computer/Copier Leasing	\$ 32,000	\$ -	\$ 32,000
Forest Service Park Roof	\$ 7,100	\$ -	\$ 7,100
Warm Spring Bridge Light	\$ 9,500	\$ -	\$ 9,500
<b>Total</b>	<b>\$ 243,600</b>	<b>\$ 255,000</b>	<b>\$ 498,600</b>



CITY OF KETCHUM  
BUDGET REVENUES

ESSENTIAL SERVICES FAC. TRUST

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>ESF TRUST REVENUE</u>				
95-3100-4100 PROCEEDS FROM ASSET SALES	0	1,474,000	0	( 100.0)
TOTAL ESF TRUST REVENUE	0	1,474,000	0	( 100.0)
<u>MISCELLANEOUS REVENUE</u>				
95-3700-1000 INTEREST EARNINGS	1,366	0	0	.0
95-3700-2000 RENT	0	0	237,000	.0
95-3700-8701 TRANSFER FROM GENERAL FUND	450,000	1,201,000	0	( 100.0)
TOTAL MISCELLANEOUS REVENUE	451,366	1,201,000	237,000	( 80.3)
<u>FUND BALANCE</u>				
95-3800-9000 FUND BALANCE	0	450,000	0	( 100.0)
TOTAL FUND BALANCE	0	450,000	0	( 100.0)
TOTAL FUND REVENUE	451,366	3,125,000	237,000	( 92.4)

CITY OF KETCHUM  
BUDGET EXPENDITURES

ESSENTIAL SERVICES FAC. TRUST

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>ESF TRUST EXPENDITURES</u>				
CAPITAL OUTLAY:				
95-4193-7201 FUTURE ESF CITY HALL	0	3,100,000	71,000	( 97.7)
95-4193-7205 FUTURE ESF FIRE	0	25,000	125,000	400.0
TOTAL CAPITAL OUTLAY	0	3,125,000	196,000	( 93.7)
TOTAL ESF TRUST EXPENDITURES	0	3,125,000	196,000	( 93.7)
TOTAL FUND EXPENDITURES	0	3,125,000	196,000	( 93.7)
NET REVENUE OVER EXPENDITURES	451,366	0	41,000	.0





## Community Housing In-Lieu Fund

The purpose of the Community Housing In-Lieu Fund is to provide budget authority to administer the city's community housing in-lieu program. In-lieu funds are restricted for uses that advance community housing efforts.

### FY 2018-19 Highlights

**Summary:** The Fund is projected to have approximately \$2.5 million available at the end of FY 18 for implementation of the city's community housing initiatives. The budget includes appropriating \$1.35 million of those funds to allow the City to pursue projects as they arise.

Additionally, consistent with the request, \$75,000 of in-lieu funds will fund the Blaine County Housing Authority contract in FY 19; a \$5,000 increase over FY 18.

CITY OF KETCHUM  
BUDGET REVENUES

IN-LIEU HOUSING FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>MISCELLANEOUS REVENUE</u>				
52-3700-1000 INTEREST EARNINGS	14,602	5,000	34,000	580.0
52-3700-7500 IN-LIEU-AFFORDABLE HOUSING FEE	66,024	0	0	.0
52-3700-8798 URA IN-LIEU HOUSING REIMB.	75,700	76,000	90,000	18.4
TOTAL MISCELLANEOUS REVENUE	156,326	81,000	124,000	53.1
<u>FUND BALANCE</u>				
52-3800-9000 FUND BALANCE	0	1,814,056	1,350,000	( 25.6)
TOTAL FUND BALANCE	0	1,814,056	1,350,000	( 25.6)
TOTAL FUND REVENUE	156,326	1,895,056	1,474,000	( 22.2)

CITY OF KETCHUM  
BUDGET EXPENDITURES

IN-LIEU HOUSING FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>IN-LIEU HOUSING EXPENDITURES</u>				
MATERIALS AND SERVICES:				
52-4410-6020 BC-KETCHUM HOUSING AUTHORITY	70,000	70,000	75,000	7.1
TOTAL MATERIAL AND SERVICES	70,000	70,000	75,000	7.1
CAPITAL OUTLAY:				
52-4410-7115 AFFORDBLE WORKFORCE HOUSING	0	1,814,056	1,350,000	( 25.6)
TOTAL CAPITAL OUTLAY	0	1,814,056	1,350,000	( 25.6)
TOTAL IN-LIEU HOUSING EXPENDITURES	70,000	1,884,056	1,425,000	( 24.4)
TOTAL FUND EXPENDITURES	70,000	1,884,056	1,425,000	( 24.4)
NET REVENUE OVER EXPENDITURES	86,326	11,000	49,000	345.5

# Material, Services and Capital FY 18/19



**Dept:** Community Housing In-Lieu Fund

Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Blaine County Housing Authority	\$ 70,000	\$ 70,000	\$ 75,000



## General Obligation and Debt Service Fund

The General Obligation and Debt Service Fund provides for debt service on the city's Series 2007 General Obligation Bonds. The 2007 G.O. Bonds were authorized by the requisite two-thirds of the voters at the election held on November 7, 2006, in the amount of \$1,550,000. Ordinance 1014 provides for the repayment of the bonds over a 14-year term. The final payment is scheduled for August 2021. Interest rates on the bonds vary from 3.72% to 4.43%.

### FY 2018-19 Highlights

Summary: No changes proposed.

CITY OF KETCHUM  
BUDGET REVENUES

GO BOND DEBT SERVICE FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>MISCELLANEOUS REVENUE</u>				
40-3700-1000 INTEREST EARNINGS	9	0	0	.0
40-3700-8701 TRANSFER FROM GENERAL FUND	0	149,900	149,507	(.3)
40-3700-8704 TRANSFERS FROM STREET FUND	149,898	0	0	.0
TOTAL MISCELLANEOUS REVENUE	149,907	149,900	149,507	(.3)
TOTAL FUND REVENUE	149,907	149,900	149,507	(.3)

CITY OF KETCHUM  
BUDGET EXPENDITURES

GO BOND DEBT SERVICE FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>GO BOND DEBT SRVICE EXP/TRNFRS</u>				
MATERIALS AND SERVICES:				
40-4800-4200 PROF.SERVICES-PAYING AGENT	500	500	500	.0
TOTAL MATERIAL AND SERVICES	500	500	500	.0
OTHER EXPENDITURES:				
40-4800-8100 DEBT SRVC ACCT PRINCIPL-ST EQ	121,000	126,000	131,000	4.0
40-4800-8200 DEBT SRVC ACCT INTEREST-ST EQ	28,398	23,400	18,007	( 23.1)
TOTAL OTHER EXPENDITURES	149,398	149,400	149,007	( .3)
TOTAL GO BOND DEBT SRVICE EXP/TRN	149,898	149,900	149,507	( .3)
TOTAL FUND EXPENDITURES	149,898	149,900	149,507	( .3)
NET REVENUE OVER EXPENDITURES	9	0	0	.0





## Local Option Tax Fund (LOT) Original LOT and Additional 1% LOT

The Original Local Option Tax (LOT) was effective December 15, 1978. Since the original adoption of the LOT, voters have approved or modified the tax in 1979, 1983, 1984, 1988, 1997, and 2011. In 2011 the voters approved a new fifteen-year term. The LOT is to be used for: a) municipal transportation, b) open space acquisition and recreation, c) capital improvements, d) emergency services; police, fire and ambulance, e) city promotion, visitor information and special events, f) property tax relief, g) direct costs to collect and enforce the tax. The tax imposes 1% on retail, 1% on building material, 2% on liquor by the drink, and 2% on short term lodging and rentals.

In November 2013 an additional 1% was added to the LOT with authority to collect for five years. This additional 1% LOT was renewed by voters in May 2016 for another 5-year period which will extend through calendar year 2023. This additional 1% is to be used to a) maintain and increase commercial air service to Friedman Memorial Airport through the use of minimum revenue guarantees or other inducements to air providers, b) promote and market the existing service and any future service to increase passengers, c) all ancillary costs associated with the ongoing effort to maintain and increase commercial air service, including management costs and bussing due to flight diversions, d) direct costs to collect and enforce the tax, including administrative and legal fees.

### FY 2018-19 Highlights

**Summary:** **Original LOT:** Funding for Sun Valley Marketing Association remains the same as last year and Mountain Rides has been increased by \$34,000. Additionally, Wagon Days funding has been increased to account for the increase authorized by the city council for additional activities and events. The city continues to provide funding for city sponsored events and, in FY 19, has added funding for additional events. In accordance with the enabling Ordinance, the City also funds consolidated dispatch and portions of the police and ambulance contracts with LOT funds.

**Additional 1% LOT:** No changes are proposed



Local Option Tax Fund  
Original LOT and Additional 1% LOT

FY 2018-19 Highlights

Personnel: No personnel are budgeted in this fund.

Capital: No capital projects are budgeted in this fund.

CITY OF KETCHUM  
BUDGET REVENUES

ORIGINAL LOT FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>ORIGINAL LOT TAX</u>				
22-3100-3000 ORIGINAL LOT TAX	2,355,816	2,450,000	2,400,000	( 2.0)
TOTAL ORIGINAL LOT TAX	2,355,816	2,450,000	2,400,000	( 2.0)
<u>MISCELLANEOUS REVENUE</u>				
22-3700-1000 INTEREST EARNINGS	1,782	386	1,000	159.1
22-3700-3600 REFUNDS & REIMBURSEMENTS	8,653	0	0	.0
22-3700-7000 MISCELLANEOUS REVENUE	5,583	0	0	.0
22-3700-8725 TRANSFR FROM ADDITIONAL 1%-LOT	66,247	66,247	66,247	.0
TOTAL MISCELLANEOUS REVENUE	82,264	66,633	67,247	.9
<u>FUND BALANCE</u>				
22-3800-9000 FUND BALANCE	0	250,000	0	( 100.0)
TOTAL FUND BALANCE	0	250,000	0	( 100.0)
TOTAL FUND REVENUE	2,438,080	2,766,633	2,467,247	( 10.8)

CITY OF KETCHUM  
BUDGET EXPENDITURES

ORIGINAL LOT FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>ORIGINAL LOT TAX</u>				
MATERIALS AND SERVICES:				
22-4910-3610	0	0	0	.0
22-4910-4200	15,257	0	0	.0
22-4910-5000	2,500	2,500	2,500	.0
22-4910-6040	440,000	440,000	440,000	.0
22-4910-6060	56,786	52,500	95,000	81.0
22-4910-6080	590,000	657,200	665,700	1.3
22-4910-6090	139,360	139,360	143,541	3.0
22-4910-6900	153	0	0	.0
TOTAL MATERIAL AND SERVICES	1,244,056	1,291,560	1,346,741	4.3
OTHER EXPENDITURES:				
22-4910-8801	1,141,892	1,333,823	979,256	( 26.6)
22-4910-8802	100,264	132,250	132,250	.0
22-4910-8803	140,000	0	0	.0
22-4910-8805	13,289	0	0	.0
22-4910-9930	0	9,000	9,000	.0
TOTAL OTHER EXPENDITURES	1,395,445	1,475,073	1,120,506	( 24.0)
TOTAL ORIGINAL LOT TAX	2,639,501	2,766,633	2,467,247	( 10.8)
TOTAL FUND EXPENDITURES	2,639,501	2,766,633	2,467,247	( 10.8)
NET REVENUE OVER EXPENDITURES	( 201,421)	0	0	.0

Materials, Services and Capital FY 18/19



Dept: Original LOT

Description		FY 16/17 Budget	FY 17/18 Budget	FY 17/18 Budget
Municipal Transportation	Mountain Rides	\$ 665,700	\$ 590,000	\$ 634,000
Open Space Acquisition and Recreation	N/A	\$ -	\$ -	\$ -
Capital Improvements	N/A	\$ -	\$ 153,289	\$ -
Emergency Services: Police, Fire and Ambulance	Blaine County Dispatch	\$ 143,541	\$ 282,222	\$ 1,014,023
	Police Contract (full contract is \$1,497,142)			(increased during FY 18 budget amendment)
	Amulance Contract (unfunded contract amount is approx \$352,000)			
City Promotion, Visitor Information and Special Events,		\$ 601,720	\$ 601,720	\$ 577,750
	Sun Valley Marketing Alliance	\$ 440,000		
	Wagon Days Transfer	\$ 132,250		
	Other City Events	\$ 95,000		
	Nightmare on Main Street	\$ 1,000		
	Holiday Lighting Ceremony	\$ 2,500		
	11th Annual Pond Hockey Tournament	\$ 750		
	Ketch'em Alive	\$ 3,000		
	Jazz in the Park	\$ 3,000		
	Pump Park Competition	\$ 1,000		
	Skate Park Competition	\$ 1,000		
	Community Care	\$ 2,000		
	Recycling at Events	\$ 4,000		
	Monmartre Art Event in Town Square	\$ 3,000		
	City Partnerships	\$ 20,000		
	Winter Solstice	\$ 5,000		
	Summer Solstice	\$ 5,000		
	July 4th Event	\$ 12,000		
	Town Square - Movie Nights	\$ 3,000		
	Town Square - Music	\$ 5,000		
	A Fair on the Square	\$ 5,000		
	Memorial Day Parade	\$ 3,000		
	Event Operations	\$ 15,750		
Property Tax Relief	N/A	\$ -	\$ 823,271	\$ -
Direct Costs to Collect and Enforce the Tax	Administrative Expense Reimbursement	\$ 2,500	\$ 11,500	\$ 11,500
	Contingency	\$ 9,000		

CITY OF KETCHUM  
BUDGET REVENUES

ADDITIONAL 1%-LOT FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>ADDITIONAL 1%-LOT</u>				
25-3100-3010 ADDITIONAL 1%-LOT	2,031,295	2,053,000	2,132,987	3.9
TOTAL ADDITIONAL 1%-LOT	2,031,295	2,053,000	2,132,987	3.9
TOTAL FUND REVENUE	2,031,295	2,053,000	2,132,987	3.9

CITY OF KETCHUM  
BUDGET EXPENDITURES

ADDITIONAL 1%-LOT FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>ADDITIONAL 1%-LOT</u>				
MATERIALS AND SERVICES:				
25-4910-4220 SUN VALLEY AIR SERVICE BOARD	1,742,833	1,986,753	2,066,740	4.0
TOTAL MATERIAL AND SERVICES	1,742,833	1,986,753	2,066,740	4.0
OTHER EXPENDITURES:				
25-4910-8822 TRANSFER TO ORIG LOT-DIR COST	66,247	66,247	66,247	.0
TOTAL OTHER EXPENDITURES	66,247	66,247	66,247	.0
TOTAL ADDITIONAL 1%-LOT	1,809,080	2,053,000	2,132,987	3.9
TOTAL FUND EXPENDITURES	1,809,080	2,053,000	2,132,987	3.9
NET REVENUE OVER EXPENDITURES	222,215	0	0	.0





## Wagon Days Fund

The Wagon Days Fund provides budget authority to support the annual Wagon Days Celebration that takes place during the Labor Day weekend. The Wagon Days Celebration is funded through a mix of ticket and souvenir sales coupled with the Local Option Tax Fund.

### FY 2018-19 Highlights

**Summary:** Additional Local Option Tax funding approved by the Council during the FY 18 budget year has been annualized to provide funding for additional events and activities associated with Wagon Days. Consistent with FY 18, the funding for repair and maintenance of the Ore Wagons has been removed from this budget and exists in the Streets Division capital budget.

CITY OF KETCHUM  
BUDGET REVENUES

WAGON DAYS FUND

	ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WAGON DAYS REVENUE</u>				
02-3400-1100 WAGON DAYS FEES	2,975	1,500	1,500	.0
02-3400-6700 SALES-SOUVENIRS,TICKET,PICNIC	12,153	9,000	9,000	.0
TOTAL WAGON DAYS REVENUE	15,128	10,500	10,500	.0
<u>MISCELLANEOUS REVENUE</u>				
02-3700-1000 INTEREST EARNINGS	130	75	75	.0
02-3700-6500 SPONSORSHIPS	10,457	0	0	.0
02-3700-7000 MISCELLANEOUS	1,208	0	0	.0
02-3700-8722 TRANSFER FROM LOT	100,264	132,250	132,250	.0
TOTAL MISCELLANEOUS REVENUE	112,059	132,325	132,325	.0
TOTAL FUND REVENUE	127,187	142,825	142,825	.0

CITY OF KETCHUM  
BUDGET EXPENDITURES

WAGON DAYS FUND

		ACTUAL 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	PCNT CHANG
<u>WAGON DAYS EXPENDITURES</u>					
PERSONAL SERVICES:					
02-4530-2900	AWARDS	5,400	6,200	6,200	.0
	TOTAL PERSONAL SERVICES	5,400	6,200	6,200	.0
MATERIALS AND SERVICES:					
02-4530-3100	OFFICE SUPPLIES & POSTAGE	0	250	250	.0
02-4530-3200	OPERATING SUPPLIES	1,174	5,500	5,500	.0
02-4530-3250	SOUVENIRS SUPPLIES	6,389	5,150	5,150	.0
02-4530-3310	STATE SALES TAX	837	425	425	.0
02-4530-4200	PROFESSIONAL SERVICES	57,078	61,430	61,430	.0
02-4530-4210	PARADE PARTCPNT/FIDDLERS/POETS	16,150	31,770	31,770	.0
02-4530-4220	GRAND MARSHAL DINNER	4,353	4,500	4,500	.0
02-4530-4230	HISTORY/CHILDREN'S ACTIVITIES	2,956	2,500	2,500	.0
02-4530-4240	CONCERT	19,000	14,700	14,700	.0
02-4530-4400	ADVERTISING & LEGAL PUBLICATIO	15,827	8,200	8,200	.0
02-4530-5210	SOLID WASTE COLLECTION	2,289	2,200	2,200	.0
	TOTAL MATERIAL AND SERVICES	126,053	136,625	136,625	.0
	TOTAL WAGON DAYS EXPENDITURES	131,453	142,825	142,825	.0
	TOTAL FUND EXPENDITURES	131,453	142,825	142,825	.0
	NET REVENUE OVER EXPENDITURES	( 4,267)	0	0	.0

# Materials, Services and Capital FY 18/19



**Dept:** Wagon Days Fund

Description		FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget
Professional Services		\$ 74,900	\$ 83,200	\$ 93,200
Contract for Event Manager/Promoter	\$ 29,400			
Expenses for Bobby Tanner	\$ 23,730			
Parade Participants/Fiddlers and Poets	\$ 31,770			
Miscellaneous Other Services	\$ 8,300			

**GENERAL FUND**

**FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	2,562,363	2,562,363	1,687,087	-34.2%
Revenue	10,142,706	11,038,281	10,636,639	-3.6%
<b>Total Resources</b>	<b>12,705,069</b>	<b>13,600,644</b>	<b>12,323,726</b>	<b>-9.4%</b>
<b>REQUIREMENTS</b>				
<b>Appropriations:</b>				
Legislative and Executive	345,017	345,017	326,641	-5.3%
Administrative Services	1,774,470	1,804,470	1,891,634	4.8%
Fire & Rescue	2,037,322	2,037,322	2,101,373	3.1%
Legal Services	234,100	234,100	234,100	0.0%
Law Enforcement	1,654,625	1,654,625	1,688,806	2.1%
Non-Departmental	970,769	2,100,388	305,800	-85.4%
Park & Recreation Department	569,264	569,264	520,827	-8.5%
Planning & Building	683,578	763,578	714,833	-6.4%
Facility Maintenance	594,979	594,979	701,805	18.0%
Street Department	2,086,886	1,809,814	2,067,780	14.3%
<b>Total Appropriations</b>	<b>10,951,010</b>	<b>11,913,557</b>	<b>10,553,599</b>	<b>-11.4%</b>
Ending Cash Balance	1,754,059	1,687,087	1,770,127	4.9%
<b>Total Requirements</b>	<b>12,705,069</b>	<b>13,600,644</b>	<b>12,323,726</b>	<b>-9.4%</b>
<b>ENDING FUND BALANCE</b>				<b>17%</b>

**WAGON DAYS****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	15,549	15,549	15,549	0.0%
Revenue	132,825	142,825	142,825	0.0%
<b>Total Resources</b>	<b>148,374</b>	<b>158,374</b>	<b>158,374</b>	<b>0.0%</b>
<b>REQUIREMENTS</b>				
Appropriations	132,825	142,825	142,825	0.0%
<b>Total Appropriations</b>	<b>132,825</b>	<b>142,825</b>	<b>142,825</b>	<b>0.0%</b>
Ending Cash Balance	15,549	15,549	15,549	0.0%
<b>Total Requirements</b>	<b>148,374</b>	<b>158,374</b>	<b>158,374</b>	<b>0.0%</b>

**GENERAL FUND CIP****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	618,250	618,250	183,250	-70.4%
Revenue	1,145,308	1,226,596	574,816	-53.1%
<b>Total Resources</b>	<b>1,763,558</b>	<b>1,844,846</b>	<b>758,066</b>	<b>-58.9%</b>
<b>REQUIREMENTS</b>				
Appropriations	1,580,308	1,661,596	573,960	-65.5%
<b>Total Appropriations</b>	<b>1,580,308</b>	<b>1,661,596</b>	<b>573,960</b>	<b>-65.5%</b>
Ending Cash Balance	183,250	183,250	184,106	0.5%
<b>Total Requirements</b>	<b>1,763,558</b>	<b>1,844,846</b>	<b>758,066</b>	<b>-58.9%</b>

**ESF TRUST FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	450,000	450,000	0	N/A
Revenue	375,000	2,675,000	237,000	-91.1%
<b>Total Resources</b>	<b>825,000</b>	<b>3,125,000</b>	<b>237,000</b>	<b>-92.4%</b>
<b>REQUIREMENTS</b>				
Appropriations	825,000	3,125,000	196,000	-93.7%
<b>Total Appropriations</b>	<b>825,000</b>	<b>3,125,000</b>	<b>196,000</b>	<b>-93.7%</b>
Ending Cash Balance	0	0	41,000	N/A
<b>Total Requirements</b>	<b>825,000</b>	<b>3,125,000</b>	<b>237,000</b>	<b>-92.4%</b>

**STREET CIP****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	839,358	839,358	358,783	-57.3%
Revenue	192,000	439,331	136,560	-68.9%
<b>Total Resources</b>	<b>1,031,358</b>	<b>1,278,689</b>	<b>495,343</b>	<b>-61.3%</b>
<b>REQUIREMENTS</b>				
Appropriations	672,575	919,906	136,560	-85.2%
<b>Total Appropriations</b>	<b>672,575</b>	<b>919,906</b>	<b>136,560</b>	<b>-85.2%</b>
Ending Cash Balance	358,783	358,783	358,783	0.0%
<b>Total Requirements</b>	<b>1,031,358</b>	<b>1,278,689</b>	<b>495,343</b>	<b>-61.3%</b>

**LAW ENFORCEMENT CIP****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	15,869	15,869	16,369	3.2%
Revenue	500	500	0	-100.0%
<b>Total Resources</b>	<b>16,369</b>	<b>16,369</b>	<b>16,369</b>	<b>0.0%</b>
<b>REQUIREMENTS</b>				
Appropriations	0	0	0	N/A
<b>Total Appropriations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
Ending Cash Balance	16,369	16,369	16,369	0.0%
Total Requirements	16,369	16,369	16,369	0.0%

**FIRE & RESCUE CIP****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	505,385	505,385	433,335	-14.3%
Revenue	91,250	91,250	70,250	-23.0%
Total Resources	596,635	596,635	503,585	-15.6%
<b>REQUIREMENTS</b>				
Appropriations	35,250	163,300	14,200	-91.3%
Total Appropriations	35,250	163,300	14,200	-91.3%
Ending Cash Balance	561,385	433,335	489,385	12.9%
Total Requirements	596,635	596,635	503,585	-15.6%

**PARKS & RECREATION CIP****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	20,142	20,142	20,142	0.0%
Revenue	23,748	23,748	25,300	6.5%
<b>Total Resources</b>	<b>43,890</b>	<b>43,890</b>	<b>45,442</b>	<b>3.5%</b>
<b>REQUIREMENTS</b>				
Appropriations	23,748	23,748	25,000	5.3%
<b>Total Appropriations</b>	<b>23,748</b>	<b>23,748</b>	<b>25,000</b>	<b>5.3%</b>
Ending Cash Balance	20,142	20,142	20,442	1.5%
<b>Total Requirements</b>	<b>43,890</b>	<b>43,890</b>	<b>45,442</b>	<b>3.5%</b>

**ORIGINAL LOT FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	449,807	449,807	199,807	-55.6%
Revenue	2,376,633	2,516,633	2,467,247	-2.0%
<b>Total Resources</b>	<b>2,826,440</b>	<b>2,966,440</b>	<b>2,667,054</b>	<b>-10.1%</b>
<b>REQUIREMENTS</b>				
Appropriations	2,367,633	2,757,633	2,458,247	-27.0%
Contingency	9,000	9,000	9,000	-27.0%
<b>Total Appropriations</b>	<b>2,376,633</b>	<b>2,766,633</b>	<b>2,467,247</b>	<b>-27.0%</b>
Ending Cash Balance	449,807	199,807	199,807	-27.0%
<b>Total Requirements</b>	<b>2,826,440</b>	<b>2,966,440</b>	<b>2,667,054</b>	<b>-10.1%</b>

**ADDITIONAL 1% - LOT****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	0	0	0	N/A
Revenue	2,053,000	2,053,000	2,132,987	3.9%
<b>Total Resources</b>	<b>2,053,000</b>	<b>2,053,000</b>	<b>2,132,987</b>	<b>3.9%</b>
<b>REQUIREMENTS</b>				
Appropriations	2,053,000	2,053,000	2,132,987	3.9%
<b>Total Appropriations</b>	<b>2,053,000</b>	<b>2,053,000</b>	<b>2,132,987</b>	<b>3.9%</b>
Ending Cash Balance	0	0	0	N/A
<b>Total Requirements</b>	<b>2,053,000</b>	<b>2,053,000</b>	<b>2,132,987</b>	<b>3.9%</b>

**GO BOND DEBT SERVICE FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	1,134	1,134	1,134	0.0%
Revenue	149,900	149,900	149,507	-0.3%
<b>Total Resources</b>	<b>151,034</b>	<b>151,034</b>	<b>150,641</b>	<b>-0.3%</b>
<b>REQUIREMENTS</b>				
Appropriations	149,900	149,900	149,507	-0.3%
<b>Total Appropriations</b>	<b>149,900</b>	<b>149,900</b>	<b>149,507</b>	<b>-0.3%</b>
Ending Cash Balance	1,134	1,134	1,134	0.0%
<b>Total Requirements</b>	<b>151,034</b>	<b>151,034</b>	<b>150,641</b>	<b>-0.3%</b>

**IN-LIEU HOUSING FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	1,818,356	1,818,356	15,300	-99.2%
Revenue	81,000	81,000	1,474,000	1719.8%
<b>Total Resources</b>	<b>1,899,356</b>	<b>1,899,356</b>	<b>1,489,300</b>	<b>-21.6%</b>
<b>REQUIREMENTS</b>				
Appropriations	1,884,056	1,884,056	1,425,000	-24.4%
<b>Total Appropriations</b>	<b>1,884,056</b>	<b>1,884,056</b>	<b>1,425,000</b>	<b>-24.4%</b>
Ending Cash Balance	15,300	15,300	64,300	320.3%
<b>Total Requirements</b>	<b>1,899,356</b>	<b>1,899,356</b>	<b>1,489,300</b>	<b>-21.6%</b>

**WATER FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	974,092	974,092	978,019	0.4%
Revenue	2,006,826	2,006,826	2,276,489	13.4%
<b>Total Resources</b>	<b>2,980,918</b>	<b>2,980,918</b>	<b>3,254,508</b>	<b>9.2%</b>
<b>REQUIREMENTS</b>				
Appropriations	1,972,899	1,972,899	1,988,921	0.8%
Contingency	30,000	30,000	30,000	0.0%
<b>Total Appropriations</b>	<b>2,002,899</b>	<b>2,002,899</b>	<b>2,018,921</b>	<b>0.8%</b>
Ending Cash Balance	978,019	978,019	1,235,588	26.3%
<b>Total Requirements</b>	<b>2,980,918</b>	<b>2,980,918</b>	<b>3,254,508</b>	<b>9.2%</b>
			<b>ENDING FUND BALANCE</b>	<b>54.28%</b>

**WATER CIP FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	199,417	199,417	199,417	0.0%
Revenue	548,000	548,000	335,000	-38.9%
<b>Total Resources</b>	<b>747,417</b>	<b>747,417</b>	<b>534,417</b>	<b>-28.5%</b>
<b>REQUIREMENTS</b>				
Appropriations	548,000	548,000	335,000	-38.9%
<b>Total Appropriations</b>	<b>548,000</b>	<b>548,000</b>	<b>335,000</b>	<b>-38.9%</b>
Ending Cash Balance	199,417	199,417	199,417	0.0%
<b>Total Requirements</b>	<b>747,417</b>	<b>747,417</b>	<b>534,417</b>	<b>-28.5%</b>

**WASTEWATER FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	385,421	385,421	79,382	-79.4%
Revenue	3,330,806	3,330,806	2,825,519	-15.2%
<b>Total Resources</b>	<b>3,716,227</b>	<b>3,716,227</b>	<b>2,904,901</b>	<b>-21.8%</b>
<b>REQUIREMENTS</b>				
Appropriations	3,586,845	3,586,845	2,630,435	-26.7%
Contingency	50,000	50,000	50,000	0.0%
<b>Total Appropriations</b>	<b>3,636,845</b>	<b>3,636,845</b>	<b>2,680,435</b>	<b>-26.3%</b>
Ending Cash Balance	79,382	79,382	224,467	182.8%
<b>Total Requirements</b>	<b>3,716,227</b>	<b>3,716,227</b>	<b>2,904,901</b>	<b>-21.8%</b>
			<b>ENDING FUND BALANCE</b>	<b>7.94%</b>

**WASTEWATER CIP FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	790,433	790,433	90,433	-88.6%
Revenue	1,413,100	1,413,100	583,500	-58.7%
<b>Total Resources</b>	<b>2,203,533</b>	<b>2,203,533</b>	<b>673,933</b>	<b>-69.4%</b>
<b>REQUIREMENTS</b>				
Appropriations	2,113,100	2,113,100	583,500	-72.4%
<b>Total Appropriations</b>	<b>2,113,100</b>	<b>2,113,100</b>	<b>583,500</b>	<b>-72.4%</b>
Ending Cash Balance	90,433	90,433	90,433	0.0%
<b>Total Requirements</b>	<b>2,203,533</b>	<b>2,203,533</b>	<b>673,933</b>	<b>-69.4%</b>

**POLICE TRUST FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	89,664	89,664	85,264	-4.9%
Revenue	600	600	5,000	733.3%
<b>Total Resources</b>	<b>90,264</b>	<b>90,264</b>	<b>90,264</b>	<b>0.0%</b>
<b>REQUIREMENTS</b>				
Appropriations	5,000	5,000	5,000	0.0%
<b>Total Appropriations</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0%</b>
Ending Cash Balance	85,264	85,264	85,264	0.0%
<b>Total Requirements</b>	<b>90,264</b>	<b>90,264</b>	<b>90,264</b>	<b>0.0%</b>

**PARKS & RECREATION TRUST****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	85,724	85,724	80,224	-6.4%
Revenue	73,200	73,200	84,550	15.5%
<b>Total Resources</b>	<b>158,924</b>	<b>158,924</b>	<b>164,774</b>	<b>3.7%</b>
<b>REQUIREMENTS</b>				
Appropriations	78,700	78,700	82,200	4.4%
<b>Total Appropriations</b>	<b>78,700</b>	<b>78,700</b>	<b>82,200</b>	<b>4.4%</b>
Ending Cash Balance	80,224	80,224	82,574	2.9%
<b>Total Requirements</b>	<b>158,924</b>	<b>158,924</b>	<b>164,774</b>	<b>3.7%</b>

**DEVELOPMENT TRUST FUND****FUND SUMMARY**

	<b>ORIGINAL 2017-18</b>	<b>AMENDED 2017-18</b>	<b>PROPOSED 2018-19</b>	<b>% CHANGE PFY18/FY19</b>
<b>RESOURCES</b>				
Beginning Cash Balance	56,702	56,702	56,702	0.0%
Revenue	150,000	150,000	150,000	0.0%
<b>Total Resources</b>	<b>206,702</b>	<b>206,702</b>	<b>206,702</b>	<b>0.0%</b>
<b>REQUIREMENTS</b>				
Appropriations	150,000	150,000	150,000	0.0%
<b>Total Appropriations</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>
Ending Cash Balance	56,702	56,702	56,702	0.0%
<b>Total Requirements</b>	<b>206,702</b>	<b>206,702</b>	<b>206,702</b>	<b>0.0%</b>

