



Link River Trail, Klamath Falls, Oregon

# Adopted Budget 2017–2018



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# City of Klamath Falls Oregon

## 2017-2018 Adopted Budget

### City Council



Carol Westfall  
**Mayor**



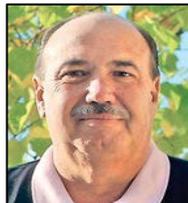
Phil Studenberg  
**Ward I**



Kendall Bell  
**Ward II**



Matt Dodson  
**Ward III**



Dan Tofell  
**Ward IV**



Bill Adams  
**Ward V**

### Budget Committee

Mike Angeli

Jenine Stuedli

Brian Fitz Gerald

Andrew Biggs

Greg Williams



Nathan Cherpeski  
**City Manager**



John Barsalou  
**Airport Director**



Joanna Lyons-Antley  
**City Attorney**



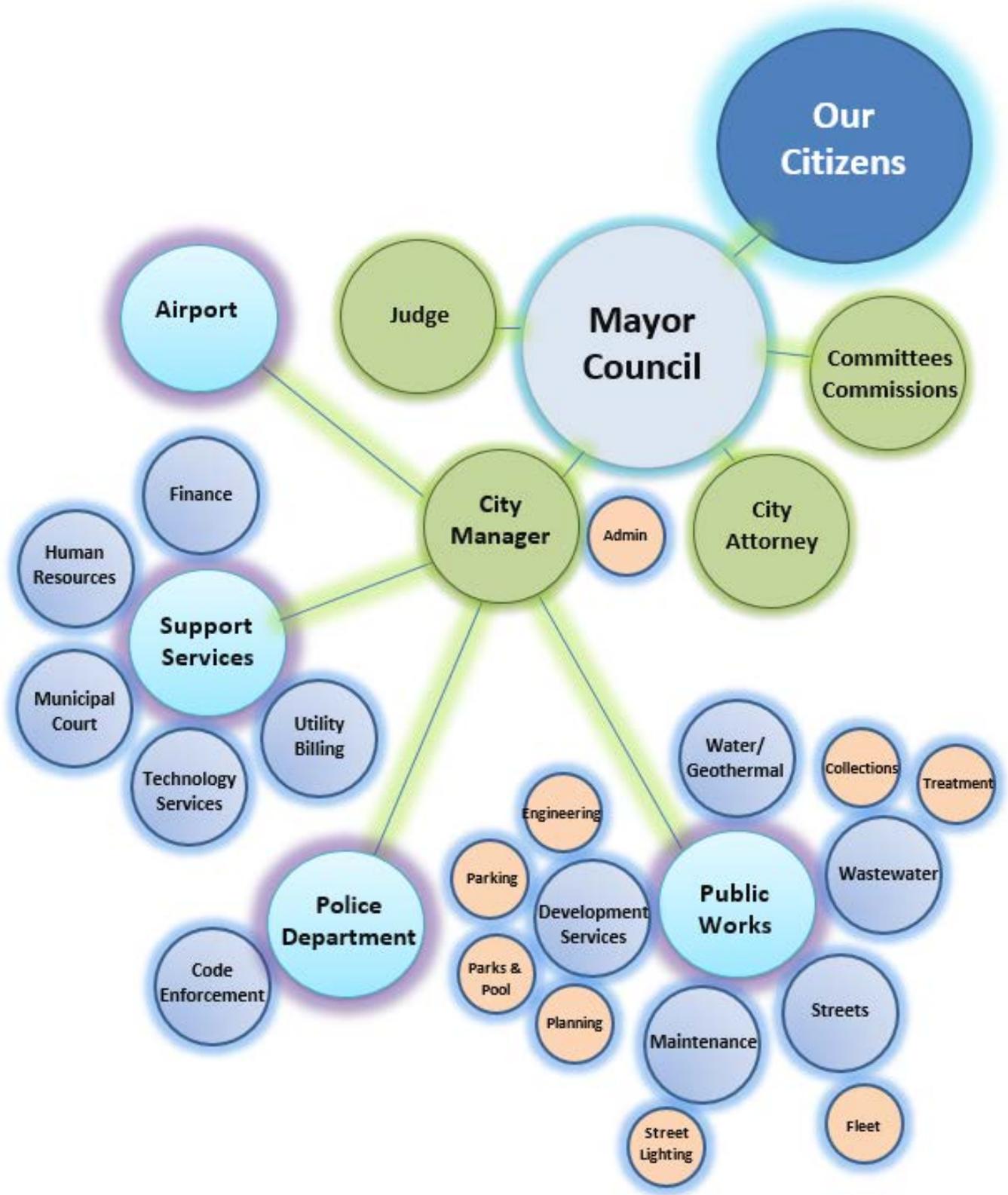
David Henslee  
**Police Chief**



Mark Willrett  
**Public Works  
Director**



Brooke Marshall  
**Support Services  
Director**





## Vision

The City of Klamath Falls is a vibrant, cohesive community built on a strong economic base which balances urbanization with its existing historic character and values.

## Mission Statement

To further the vision, the City of Klamath Falls provides essential services and infrastructure to promote the social and economic health of the community. The role of the City Council is to provide the leadership necessary to fulfill this mission.

## City Council’s Goals and Objectives

### Goal 1: Citizens feel safe and secure in their homes, work sites, and public places

- Address Blighted Properties
- Community Standards for behavior
- Focus on Neighborhoods
- Proactive Policing and Code Enforcement

### Goal 2: Customer Service

- Improve face to face interactions
- Invest in tools to make residents interactions with the City easier, streamlined and more convenient
- Be prepared so we can serve in emergencies

### Goal 3: Economic Viability/ Community Livability

- Invest in appropriate Infrastructure improvements
- Support new and existing businesses
- Reduce barriers and streamline processes
- Work Cooperatively with others to address community challenges
- Fiscally wise

## Klamath Falls, Oregon Profile

The urban growth area of Klamath Falls accommodates approximately 45,000 residents, which includes 21,640 residents of the City of Klamath Falls.

**Date of Incorporation:** 1905

### **Form of Government:**

Council/Manager. The Council/Manager form is the system of local government that combines the strong political leadership of elected officials with the strong managerial experience of an appointed local government manager.

### **Recreation:**

The City Parks system consists of 30 areas totaling 700 acres. These are mini, neighborhood, or regional parks, with special use areas, natural open space and landscapes areas.

### **Transportation:**

The City is served by Burlington Northern-Santa Fe Railroad, Union Pacific Railroad and Amtrak. Passenger vehicles and truck lines have easy access through the City along U.S. Highway 97 and Oregon Highways 140, 66 and 39. Interstate 5 is 59 miles to the west along Highway 66. The City owns the Crater Lake – Klamath Regional Airport with air service provided by PenAir for travel between Klamath Falls and Portland.



### **Education:**

The Oregon Institute of Technology (Oregon Tech) was founded in 1947 and is the Pacific Northwest's premier public institute of technology. OIT is a four-year, accredited college located in Klamath Falls. It offers both bachelor's and master's degree programs. OIT serves approximately 5,232 students university wide with the Klamath Falls campus count at about 2,212 students effective Fall 2016. Klamath Community College was established in 1996 as a local community college. It offers a two-year associates program and a variety of community courses as well as a transfer program to four-year institution. Klamath Community College provided learning opportunities to 6,030 unique individuals in the 2016-17 academic year by providing instruction in community education, workforce training, adult high school/general education development/English as a second language, college credit, and dual credit.

The City's relationship with the 173<sup>rd</sup> Fighter Wing of the Air National Guard is very positive and we are confident of the Guards' continued and possibly enhanced mission in Klamath Falls.



## **FY 2018 Adopted Budget**

### **Office of the City Manager**

May 12, 2017

Dear Members of the City of Klamath Falls City Council, Budget Committee and citizens of Klamath Falls, Oregon:

In accordance with ORS 294.403 and the City Charter, I submit a proposed budget for fiscal year 2018. The City's total proposed appropriations for the upcoming year are \$60,580,300; not including contingency and reserves for future requirements.

A City allocates resources to match the community's priorities, but there are always far more needs and wants than available revenues. In balancing the needs and wants with revenues, budget committees weigh the relative merits of proposals and allocate resource based on community priorities. Due to Oregon's property tax rules, it is highly unlikely that we will see rapid recovery of our tax base. The County Assessor reassessed commercial properties for this year. Since they were last assessed in 2009 at the height of the market, we saw a decrease from those levels. Based on conversations with the County Assessor's staff, we anticipate that we will see an increase in residential. They also felt that commercial would start to climb again after this latest correction.

For the last several budget cycles, the City has made efforts to address a structural imbalance between the City's expected revenues and projected expenditures. The City implemented changes and has restructured to address this problem. While our proactive decisions have helped, we still face challenges from increases in PERS and health care. This budget continues to take steps to address the structural imbalance. However, as the City has no control over PERS, our ability to address these issues is very limited.

In preparing this budget, staff focused on Council's key priorities.

- Citizens feel safe and secure in their homes, work sites, and public places
- High Quality Customer Service
- Economic Viability/Community Livability

Cities were formed to provide services to residents such as law enforcement, water and wastewater utilities, parks, and streets. They also were established to create a sense of community. Providing the basic services while keeping in mind the necessity to play our part in fostering community, can be a tug of war. Sometimes the items that are most important to our citizens evolve over time. As an organization, we must adjust to keep up with those changing desires while striving to be innovative in how we offer required services.

In developing budgets, we attempt to provide the necessities and if possible, respond to the "wants" for other services. This is not always possible given revenue constraints; however, sometimes those desires present new ways of thinking in how we provide basic services. Staff used the following guides to assist in our budget creation:

- How do we maximize resources for direct service delivery?
- How do we utilize technology to better provide these services?
- Where can we realize efficiencies, and streamline processes?
- Finally, are there investments we should make that can leverage other improvements in the Community?

#### **How do we maximize resources going to service delivery?**

Delivery of direct services such as law enforcement, parks and streets requires a support network. While not direct services to citizens, the services provided by Finance, Administration, Legal, Human Resources, and Technology Services are all vital to support direct service delivery. Over the last several years, driven by revenues that have not kept up with growth in costs, the City reduced employees and resources spent in these support areas. We have fewer Department Directors and support staff. These savings allow us to place more resources directly towards customer service. With a reduced administrative staff, some projects have been impacted. While we strive to be efficient, these past consolidations do impact our ability to support Council initiatives and citizen requests. Some items take longer since we have fewer people to meet the demand. We are actively exploring ways to further leverage existing employee time and talent for improved service delivery. I discuss this in more detail in the section titled personnel below.

#### **How do we utilize technology to better provide these services?**

Now with our Tyler Technology software fully installed and implemented, we must leverage it. We still have room to grow, but we have introduced online bill pay, improving access to government records,

and developing efficiencies within our departments. We are actively pursuing completion of the Automated Metering Infrastructure and improving our GIS capabilities for in-field use. These efforts will eliminate the need to manually read water meters, provide rate payers with access to water usage details, and allow crews to be more efficient in the field. This budget also includes funding to automate our agenda processes, provide a citizen reporting app for smartphones and tablets, and a modern call center software to better assist utility customers.

### **Where can we realize efficiencies, and streamline processes?**

We propose consolidating City Manager and Legal into an Administration budget to reduce time in budgeting and tracking small budgets. To improve transparency for the Council and Budget Committee, we have moved the expenses related to downtown landscape maintenance out of the General fund and into the Downtown Maintenance district. While this will require a transfer from the General Fund to support the activity, it will allow the Budget Committee and Council to see the full cost of providing the service. In addition, automating our agenda process should free up staff resources to focus on other priorities.

### **Finally, are there investments we should make that can leverage other improvements in the Community?**

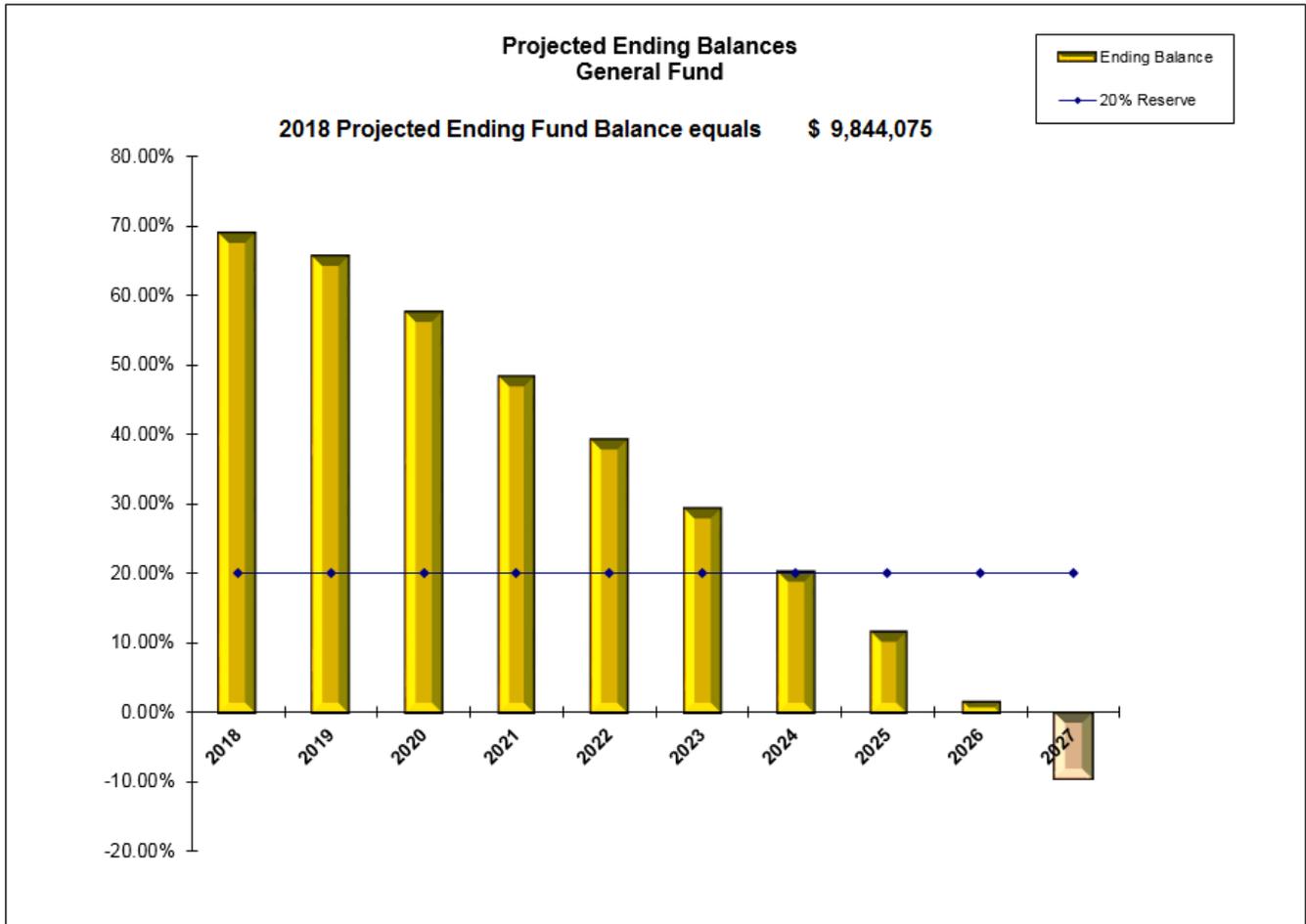
After the Council retreat held in March, senior staff met and agreed to work on a series of common goals across the organization. We determined that focusing efforts on distinctive areas would have a greater return than scattering our focus across the entire community. Staff proposes adopting two focus corridors for the 2017/2018 budget. The first corridor essentially will follow the Oregon Avenue protected bike lane. The second corridor essentially surrounds Mills Kiwanis Park. City staff propose testing a pilot program for housing improvements in these areas next year.

The first focus corridor, Oregon Avenue, we will see if a directed city investment in infrastructure can serve as a catalyst for improvement in a neighborhood. The second focus corridor, in the Mills Neighborhood around the Mills Park, will allow us to see if grass roots neighborhood groups supported by directed investment have a greater impact. The intent would be to replicate successes into other areas of town. You will see many divisions discuss efforts in the focus corridors in their goals sections.

### **General Fund Outlook**

The Chart below shows our projected net working capital for the general fund if this budget is fully implemented. While we have made great improvements in the last few years, the slope of the chart shows a steady decline. Additionally, increases to PERS, healthcare, and depressed commercial property values, placed greater downward pressure on the budget. If all expenditures for general fund capital are removed from the model after the 5-year CIP schedule, the chart flattens out. However, failing to invest in our infrastructure and police fleet is not realistic. Staff recommends maintaining Council's desire to

put more money into our existing infrastructure. For streets, this will require some discussion on new revenues. Due to the condition of existing infrastructure with its accumulated deferred maintenance, we simply can't afford to improve it within our current revenue streams. The decision doesn't have to be made immediately, but we need to start the conversation. Our previous changes and restructuring has provided time to make these decisions.



**Budget Proposal**

The City continues to operate under a soft hiring freeze, essentially requiring a City Manager review, prior to refilling any position. The City must be strategic in which positions it refills, eliminates or adds. Some positions, although accounted for in the General Fund, generate their own revenue streams. For example, Engineering and Maintenance staff track and charge time to other funds such as Water and Wastewater. City Attorney, City Administration, and Support Services' staff allocate a portion of their time based on things such as total number of employees, number of transactions and expenditures to other funds.

For funds other than the General Fund, the City charges administrative fees. We charge fees based on the most recent audited expenses available. While this creates some lag time with respect to savings or increases, it offers greater clarity into why certain fees are charged to outside funds. Administrative service fees include such costs as:

- processing payroll
- invoices
- collecting revenues
- job recruitments
- human resources
- administrative support
- recordkeeping
- legal

City staff members are committed to reducing overhead costs and internal service charges wherever possible. This allows more resources to be used for direct service delivery; however, there will always be some level of internal service charges.

### ***Personnel***

Staffing levels will remain relatively flat for the foreseeable future. Historically, the City's expenditures followed available revenues. As revenues increased, staffing levels mirrored the rise in revenues. In 2008, the City reached a peak of 169 full-time equivalents (FTE). Since 2008, the City decreased by 13 FTE. This proposed budget includes the addition of one position in Wastewater to more efficiently manage the collection system and one in Pool. The Pool position will allow us to hire an employee at a lower range and utilize an existing employee to do other work throughout the City. This will better utilize the talent and skill level of the existing employee and further efforts identified as a need by several departments.

### ***Long Range Planning***

The City uses a 10-year model to analyze projected expenditures and revenues. Our planning also includes maintaining larger capital investments into Streets, Water and Wastewater. Even with this significant increase in planned expenditures, we will still be falling behind on street work. New resources, either new taxes or resources diverted from a different purpose, will need to be dedicated to this effort to see any marked improvement. We anticipate large PERS increases in the out years of this plan and recognize that we have no control over those expenses. We are taking steps to try and contain health care costs.

### ***Revenue***

Property Taxes for the proposed fiscal year 2018 budget are based on the City's permanent property tax rate of \$5.4423 per \$1,000 of assessed value, before tax rate compression. Estimates for FY 2018 are

\$6,799,800, when compared to FY 2017 estimates; the increase is .71%. Residential property have stabilized and are recovering. Commercial property values also appear to have bottomed out with the latest correction. These realities are reflected in our relatively flat revenue estimates in the immediate future.

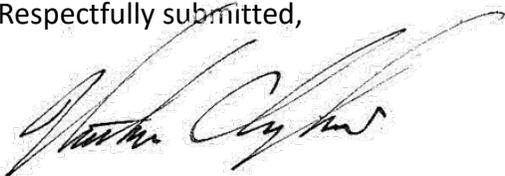
Intergovernmental estimates for FY 2018 are \$16,616,600, which is a 21% increase over FY 2017 estimates primarily driven by the Airport Connect Oregon Grant for the new hangar. Hotel/Motel Taxes increase 1%, Tobacco Taxes decrease 4.8%, Liquor Taxes increase 3.8%, and Gas Taxes decrease 1.5%. Other intergovernmental revenues are for grants as follows: Parks \$1,334,200, Pool \$124,300, Streets \$2,389,500, Airport \$10,231,875; and Economic Development \$140,000.

Franchise Fees estimates decrease overall 1% for FY 2018. That includes a 1% increase in Pacific Power, 1% increase in other communications, 3% increase in Avista, 3% increase in Waste Management, 1% increase in Charter Cable, and a 10% decrease in Century Link.

### **Conclusion**

While this budget reflects continuing economic pressures on the City, the outlook is less dire due to the changes made over the last several years. However, we will still need to make changes to meet the needs of the community in the future. The most significant infrastructure need we face is for additional dedicated streets funding. Staff will continue to analyze and investigate opportunities to improve our community. The new normal for Klamath Falls means the City will no longer be able to offer services without regard to cost. While we received a significant PERS increase this year and plan for large ones in the future, and are taking steps on health insurance, service demands, Citizen and employee expectations will continue to present challenges for the future.

Respectfully submitted,



*Nathan Cherpeski*  
**City Manager**



## City of Klamath Falls Budgeting Principles and Assumptions FY 2017-2018

### **Investment Policy**

The City investment policy stresses, in order, safety, liquidity, and return. Interest estimates for the majority of this budget use a conservative 1.3% annual average earnings rate (consistent with the LGIP rate). The City has approximately \$13.5 million of available cash from the General, Wastewater, and Water funds invested in longer term financial instruments that are currently yielding higher rates and is conservatively budgeted at 1.75%. All operating investment of the City follow the guidelines set forth in ORS 294 as it relates to allowable investments and maturity.

### **Budget Policies**

According to the City Financial Policies, the City will live within its means and strike a balance between revenue and expenditures where possible, so that the public can realize the benefits of a strong and stable government. This budget has been prepared under a premise of long term viability. The budget policies also state that a five-year Capital Improvement Program (CIP) will be prepared and updated each year. This budget includes the CIP for the current year. The City uses a 10-year forecasting model including the 5-year CIP to look at the long-term viability of the City.

### **Debt Management Policy**

It is the City Policy to fund capital projects, when possible, with existing revenues and grant funds. In the case of the Water, Wastewater, and the Airport Funds, the City Council deemed it necessary to incur long-term debt. The City has used long-term debt to upgrade those facilities and bring the infrastructure to an acceptable standard. It is the City Policy to maintain total general obligation debt at one percent or less of the City's assessed value. The City has accomplished this goal since staff began tracking debt to assessed value in June of 1989.

### **Fund Balance Policy**

The City's Fund Balance Policy is to maintain a minimum fund balance of 20% of the annual operating expenditures in the General Fund, a minimum of 10% of annual operations in the special revenue funds that receive property tax and a minimum fund balance of 15% in the enterprise funds.

### **Performance Measures**

Individual divisions/departments use goals as a basis for establishing their work plan for the year. Staff will focus on measures that indicate a wise use of funds while attaining City Council's goals.

**Basis of Accounting**

The City of Klamath Falls utilizes the modified accrual basis of accounting for monthly reporting and budgeting purposes and adjusts to the full accrual method of accounting to report on its financial position along with the results of its operations at fiscal year-end.

The level of control established by the adopted budget is fund, department/division (which includes personnel services, materials & services and capital outlay categories), transfers, debt service, unappropriated, contingency and reserved for future requirements. Equal transfers between personnel services, materials & services and capital outlay within a single department/division are approved by Support Services Director or the City Manager. All other supplemental budgets and transfers of appropriations require special approval from City Council as described in The Budget Process section.

Managers are responsible for reviewing their budgets monthly to ensure expenditures do not exceed City Council approved appropriations. In addition, the Finance Division performs a quarterly analysis of budget to actual figures to ensure that spending has not exceeded earlier estimates which is presented to Council. Finally, approval for expenditures over \$25,000 requires action from City Council.

**Personnel Services Assumptions**

Wage increases in this budget vary for each classification within the City. Employees at the Police Department who are covered by the Teamsters contract will receive a COLA of 1.6% effective July 1, 2017. Employees covered by the AFSCME contract will receive a COLA of 2.3% effective July 1, 2017. Non-represented employees are part of a pay for performance evaluation system. They are eligible to receive an increase based on the overall rating in the performance evaluation, which ranges from 0% to 5% based on their current performance and their current salary level relative to comparative positions within the labor market.

The majority of our employees are covered by CIS Medical Plans and these plans will increase an average of 8.5% effective January 1, 2018. If there were not changes to the benefit levels, this would result in an addition \$163K of cost for CIS coverage. The City and the employees are making changes to reduce the cost to the City. In this budget, the non-represented employees are moving to 16% employee premium contribution and a higher deductible plan. This results in approximately 2% decrease to the City's cost for this employee pool in FY18. The current AFSCME contract limits the City's contribution for coverage to a maximum of \$1600 per month, resulting in the approximately 55% of the 8.5% premium increase being shifted to the employee contribution portion of the cost. This is based on the current coverage selections of the employees. For the Teamsters medical plan we have assumed a 5% increase effective January 1, 2018 in this budget document. The actual numbers for Teamsters are not available until November or December. With all these changes, the budgeted amount of health insurance premium costs in this fiscal year is \$110K or 4.8%.

PERS rates are changed each biennium. The City's new rates for fiscal years 2018-2020 result in an estimated weighted average increase of 49% for our current employee base. Tier 1 & Tier 2 employer contributions increased from 11.45% to 16.09% of eligible salary, an increase of 40.5%. OPSRP for Police Personnel increased from 8.48% to 11.68% of eligible salary, an increase of 39.9%. And finally, OPSRP for non-Police Personnel increased from 4.37% to 7.09% of eligible salary, an increase of 62.2%. We have anticipated a 20 percent increase in the next biennium for our 10-year model since it creates a significant increase in Personnel Services across the City. The PERS deficiency is a major contributor to rising costs for all public entities in Oregon.

## Schedule of Budget Events

<b>City Recorder Prepares &amp; Publishes Notice of Hearing *(see below)</b>	May 10, 2017 May 11, 2017 (web)
<b>Proposed Budget to Committee</b>	May 17, 2017
<b>Budget Committee Hearing</b>	May 23, 2017
<b>Notice and Summary to Herald &amp; News</b>	June 7, 2017
<b>Finance Department Prepares &amp; Publishes the Notice and Summary **(see below)</b>	June 13, 2017 (newspaper)
<b>Agenda Reports Completed</b>	June 9, 2017
<b>Budget Adoption</b>	June 19, 2017
<p><b>*The notice may be published in newspaper 5-30 days prior to hearing as long as it is also published on City website at least 10 days prior to meeting. The newspaper ad published must include website address.</b></p>	
<p><b>**The Summary and Notice is only required to be published one time and there is no internet publication option. The summary and hearing notice are published not less than five days or more than 30 days before the budget hearing.</b></p>	

## Budget Process

**1. Appoint Budget Officer.** As designated in the City’s Charter, the budget officer is the City Manager. **ORS 294.331**

**2. Prepare Proposed Budget.** The budget is prepared under the direction of the City Manager. **ORS 294.426**

**3. Publish Notice of Budget Committee Meeting.** The notice of budget committee meeting is published twice in the Herald and News separated by no less than 5 days with the first publication being no later than 30 days prior to the meeting and the final publication being no earlier than 5 days prior to the first meeting. Alternatively, one publication in the Herald & News not more than 30 days prior plus posting on the City’s website not more than 10 days prior to the budget committee meeting. Newspaper notice must contain Internet Website address at which the notice is posted.  
**ORS 294.401**

**4. Budget Committee Meets.** When the proposed budget is provided to the budget committee members, it then becomes a public record and a copy is available for public inspection at City Hall (500 Klamath Ave). The proposed document can be distributed at any point prior to the first meeting. The budget message, which is delivered at the first meeting, explains the proposed budget and significant changes in the City’s financial position. The budget committee may meet as many times as necessary to go through the budget and make any revisions they deem appropriate. Budget committee meetings are open to the public. **ORS 294.426**

**5. Budget Committee Approves Budget and Authorizes the Levy of taxes.** When the budget committee is satisfied with the proposed budget, including any revisions, it is then approved. **ORS 294.428**

**6. Notice of Budget Hearing Published.** After the budget has been approved by the budget committee, a budget hearing must be held and a summary of the budget must be published in the Herald and News 5 to 30 days prior to the scheduled hearing date. **ORS 294.438 & ORS 294.448**

**7. Budget Hearing.** The purpose of the budget hearing is to listen to citizens' testimony on the budget approved by the budget committee.

***ORS 294.453***

**8. Adopt Budget, Make Appropriations & Impose Taxes.** The resolution to formally adopt the budget must occur no later than June 30. This resolution, when signed, gives the City the authority to spend the funds appropriated in the Proposed Budget beginning with the new fiscal year (July 1).

***ORS 294.456***

**9. File Budget & Certify Levy.** The City must deliver two copies of the Proposed Budget to the County Assessor for filing and certification of the tax levy by July 15.

***ORS 294.458***

When the above steps are completed and the new fiscal year has begun, the City is limited to spending only the amounts appropriated in the Proposed Budget. If it becomes necessary to exceed those amounts, the City will either need to make appropriation transfers or prepare a supplemental budget.

**Transfers** - Appropriation transfers are enacted by a Resolution and can occur either within a fund or from one fund to any other fund. Transfers from Contingency may not exceed 15% of fund appropriations. ***ORS 294.463***

**Supplemental Budgets** – The City may amend the current budget by adopting a supplemental budget at a regular public meeting which was published not less than 5 days prior if the expenditures being adjusted are 10% or less than the annual budget of the fund being adjusted. If the expenditures are greater than 10%, the supplemental budget must be published and a special hearing held. ***ORS 294.471***

The final phase of the budget process is an audit of the previous fiscal year. The auditor examines the financial records and activities of the City and prepares an audit report. The audit report is included in the financial statements and gives the auditor's opinion of the financial statements. The report also contains the auditor's comments on the City's compliance with legal requirements.



## Overall Staffing Comparison F.T.E. Positions

DEPARTMENT	Actual FY 07	Actual FY 08	Actual FY 09	Actual FY 10	Actual FY 11	Actual FY 12	Actual FY 13	Actual FY 14	Actual FY 15	Actual FY 16	Actual May 1, 2017	Proposed FY 18
01 Municipal Court	3.50	3.50	3.50	3.25	3.25	3.00	3.25	3.25	3.30	2.40	2.40	2.40
02 City Administration	4.50	4.50	4.50	4.50	4.50	4.50	3.75	3.75	5.00	5.00	4.70	5.00
03 Legal	2.00	2.00	2.00	2.00	2.00	2.00	1.75	1.75	1.70	1.70	1.00	-
05 Finance	7.50	7.00	7.00	8.00	8.00	7.00	7.00	6.00	6.50	6.00	6.00	6.00
06 Support Services	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.50	3.50
07 Technology Services	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.50	2.50
08 Planning	6.17	6.17	6.17	6.17	6.17	4.92	4.67	4.50	2.00	-	-	-
09 P.W. Administration	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00
10 Development Services	-	-	-	-	-	-	-	-	-	8.50	8.00	8.50
11 Police	45.00	45.00	43.00	45.00	45.00	42.00	41.00	40.00	39.00	41.00	40.00	40.00
12 Code Enforcement	2.33	3.33	3.33	3.33	3.33	2.33	2.33	2.00	2.00	2.00	2.00	2.00
13 Legislative	-	-	-	-	-	-	-	-	-	-	-	0.70
14 Maintenance	11.00	11.00	11.00	10.00	10.00	10.00	10.00	10.50	10.00	10.00	10.00	10.00
16 Cemetery	3.40	3.40	3.40	2.00	-	-	-	-	-	-	-	-
30 Airport	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	5.00	6.00	6.00	7.00
40 Parks	5.60	5.60	5.60	6.00	8.00	8.25	8.25	6.75	6.30	6.00	6.00	6.00
41 Pool	-	-	-	-	-	-	-	5.00	3.20	4.25	6.60	7.60
50 Streets	11.00	11.00	11.00	11.00	11.00	10.00	10.00	10.00	10.00	10.00	9.00	10.00
51 Fleet Maintenance	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
60 Parking	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
81/82 Wastewater	15.84	15.67	15.67	15.67	15.67	15.67	14.67	14.67	11.67	11.64	13.67	15.50
85 Water	13.16	14.83	15.83	12.39	13.00	12.08	12.08	12.08	12.58	12.86	12.83	13.50
86 Utility Billing	11.50	11.50	11.50	11.75	11.75	11.00	11.00	11.00	10.00	10.00	10.00	10.00
87 Geothermal	-	-	-	1.44	0.83	0.75	0.75	0.75	0.25	-	-	-
P.W. Engineering	9.50	9.50	9.50	7.50	7.50	7.50	6.50	6.50	5.50	-	-	-
<b>TOTAL</b>	<b>166.00</b>	<b>169.00</b>	<b>168.00</b>	<b>166.00</b>	<b>166.00</b>	<b>157.00</b>	<b>153.00</b>	<b>154.50</b>	<b>144.00</b>	<b>147.35</b>	<b>148.20</b>	<b>156.20</b>

## Description of budgeted categories – Resources

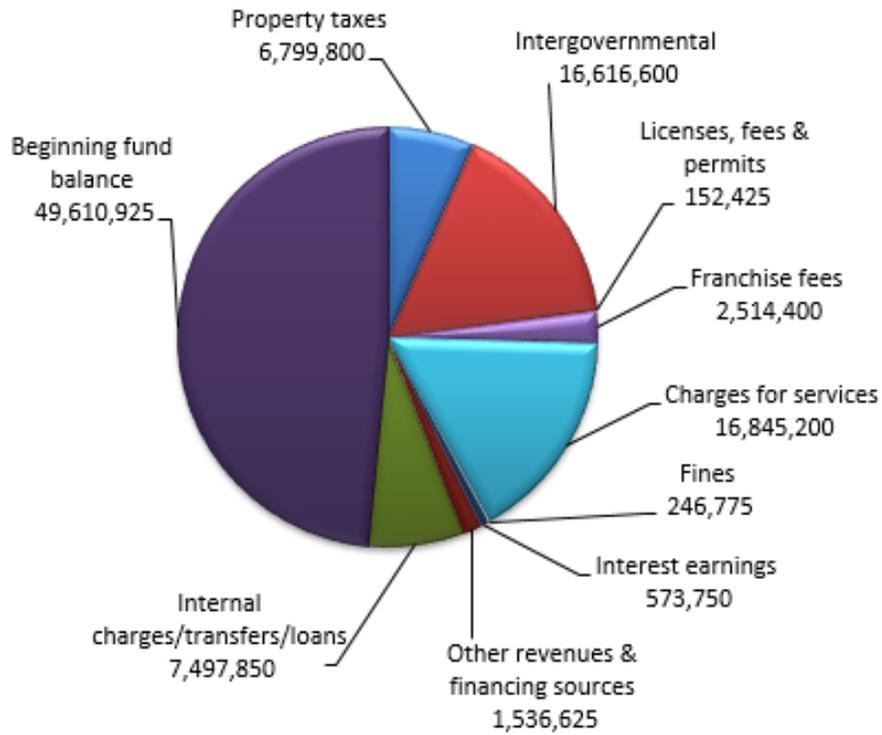
Resources	Description of Budgeted Categories
<b>Net Working Capital</b>	The sum of cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, and prepaid expenses less current liabilities, carried forward from the previous year.
<b>Taxes</b>	Includes property taxes. Beginning with fiscal year 1998, the City of Klamath Falls has had a permanent tax rate of \$5.4423 per \$1,000 of assessed valuation.
<b>Special Assessments</b>	Assessments for improvements on benefited properties.
<b>Charges for Services</b>	Includes charges for services provided to citizens (primarily water and wastewater services) and internal service charges amongst City funds for administration, maintenance and engineering costs.
<b>License/Fees/Permits</b>	Parking passes, occupational licenses, amusement licenses, alcoholic beverages applications, etc. that authorize an activity in compliance with City Code.
<b>Intergovernmental Revenues</b>	State Shared Revenue, Hotel/Motel Tax and grants from other governmental agencies such as the County, State, or Federal Government.
<b>Franchise Fees</b>	A City charge against the gross revenues of utility companies that service the residents of the City. These payments include electricity, natural gas, telephone, cable TV, fiber, and solid waste disposal.
<b>Fines &amp; Forfeits</b>	Municipal Court, Police Training Fund, Nuisance Abatement, Parking Fines, Drug Enforcement.
<b>Investment Income</b>	Income earned from investing surplus cash to enhance the City's financial position.
<b>Other Revenue</b>	System development charges (SDC), donations and other various activities not reported elsewhere.
<b>Transfers In/Inter-fund Loans</b>	Amounts distributed from one fund to finance activities in another fund; shown as revenue in the receiving fund.
<b>Other Financing Sources</b>	Includes proceeds from the disposition of general fixed assets and resources provided from issuance of debt.

**Description of budgeted categories – Requirements**

<b>Requirements</b>	<b>Description of budgeted categories</b>
<b>Personnel Services</b>	Salaries, overtime, and associated fringe benefits such as Social Security, PERS retirement, health and life insurance, VEBA and unemployment.
<b>Materials &amp; Services</b>	Costs such as utilities, parts & supplies, professional services, training & education, insurance, postage, small tools & equipment, repairs & maintenance, etc.
<b>Capital Outlay</b>	Acquisition or construction of buildings, improvements, machinery, equipment and land with a cost of \$5,000 or more and a life expectancy greater than one reporting period.
<b>Debt Service</b>	Dollars set aside for repayment of principal and interest obligations.
<b>Transfers Out</b>	Amounts distributed from one fund to finance activities in another fund; shown as an expenditure in the originating fund.
<b>General Operating Contingency</b>	This money is budgeted for use during the year to deal with unexpected operating situations that cannot be specifically identified at the time the budget is prepared. It takes legislative action to use the funds.
<b>Unappropriated</b>	Amounts left in a fund at the end of the year to ensure that the Fund begins the next year with enough cash to operate until tax money or other revenues are received later in that fiscal year. These dollars cannot be spent or appropriated until the following budget year, except when authorized by Council due to an emergency situation created by civil disturbance or natural disaster.
<b>Reserved for Future Expenditure</b>	Amount saved and carried forward beyond the year that is not expected to be spent.

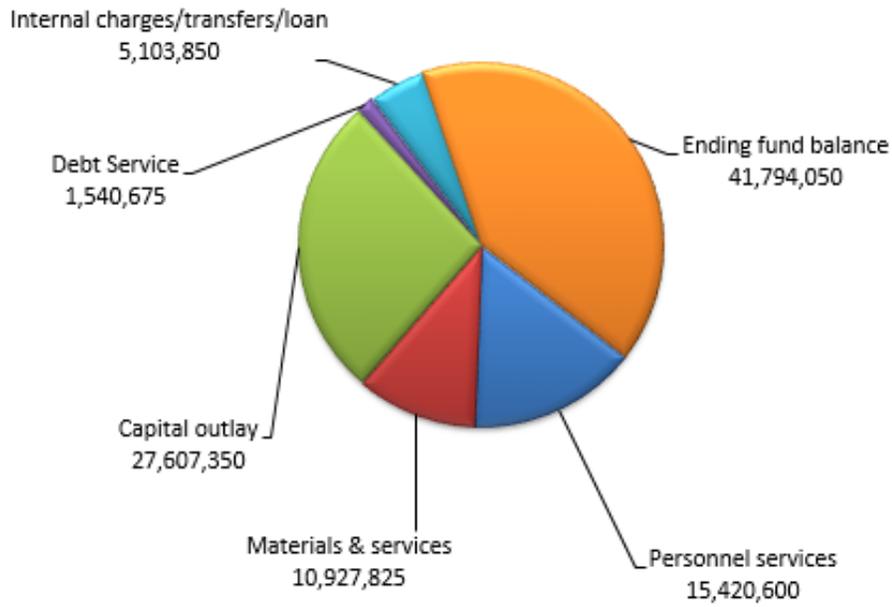
### Resources & Requirements Comparison

**Resources: \$102,394,350**

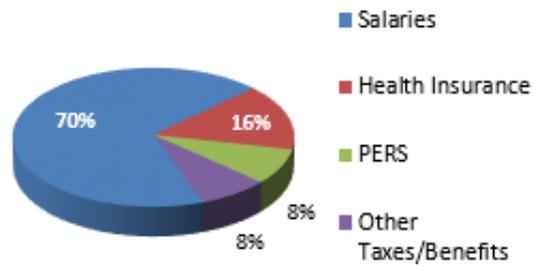


## Resources & Requirements Comparison

**Requirements: \$102,394,350**



### Personnel Services





## Schedule of Net Working Capital 6 Year History/ 2 Year Projection

Fund	ACTUAL						PROJECTED	
	7/1/2011	7/1/2012	7/1/2013	7/1/2014	7/1/2015	7/1/2016	7/1/2017	7/1/2018
<b>General Fund (1)</b>	3,223,134	4,071,578	4,353,350	4,801,958	3,561,893	11,204,546	10,864,150	9,844,075
<b>Airport</b>	366,548	1,236,688	1,389,425	1,294,113	1,399,706	1,435,529	1,845,450	884,100
<b>Parks (1)</b>	780,562	761,091	907,904	1,455,114	1,624,616	-	-	-
<b>Street (1)</b>	1,935,771	2,375,895	2,913,917	3,330,523	4,576,753	-	-	-
<b>Parking</b>	66,309	53,579	60,605	71,458	68,977	58,436	35,625	20,850
<b>Street Lighting (1)</b>	231,010	291,424	441,181	444,179	465,657	-	-	-
<b>Wastewater (2)</b>	5,738,407	7,980,895	9,511,856	11,061,876	12,073,689	3,929,640	6,219,500	4,529,100
<b>Water (2)</b>	4,340,922	6,812,074	7,066,435	8,907,632	8,505,044	5,152,152	5,119,875	4,349,950
<b>Cemetery</b>	198,354	254,309	374,038	-	-	-	-	-
<b>Footpaths/Bicycle (6)</b>	65,192	66,658	77,151	69,019	78,625	73,993	86,000	-
<b>Downtown Maint. Dist</b>	4,891	7,621	9,783	13,631	9,448	2,279	16,950	-
<b>Economic Development</b>	167,973	117,574	262,610	209,286	278,138	166,294	21,800	156,700
<b>Technology Reserve (3)</b>	275,355	234,729	295,926	67,202	235,191	143,725	-	-
<b>PERS Reserve</b>	860,175	432,482	-	-	-	-	-	-
<b>Capital Projects</b>	1,962,555	976,872	1,025,852	1,085,565	3,150,470	17,772,500	17,913,750	15,056,000
<b>Escrow Reserve</b>	2,726,867	4,866,548	6,532,025	5,862,403	5,774,865	6,193,523	7,325,875	6,794,700
<b>Debt Service</b>	26,630	45,072	56,975	58,698	57,181	30,319	3,800	-
<b>Cogeneration (4)</b>	4,884,364	2,873,707	1,059,332	836,785	706,617	504,835	-	-
<b>BINET</b>	-	-	-	-	-	-	-	-
<b>Veteran's Memorial (5)</b>	136,406	140,477	154,366	151,568	150,074	154,291	158,150	158,575
<b>Total</b>	<b>27,991,425</b>	<b>33,599,273</b>	<b>36,492,731</b>	<b>39,721,010</b>	<b>42,716,944</b>	<b>46,822,064</b>	<b>49,610,925</b>	<b>41,794,050</b>

Net working capital consists of Cash & Investments plus current receivables less cash payables.

- 1 – Increase in the General Fund and decrease in Parks, Street, and Street Lighting is due to incorporating those funds into the General Fund.
- 2 – In fiscal year 15-16 Wastewater and Water Funds transferred 10,000,000 and 4,500,000 respectively into the Capital Projects Fund.
- 3 – The Technology Reserve Fund was incorporated into the General Fund in FY 16-17.
- 4 – The Cogeneration Fund became inactive after the final transfer out in FY 16-17.
- 5 – Veteran's Memorial Fund is an Agency fund. Funds are not available for City use.
- 6 – The Footpaths/Bicycle Fund will be incorporated into the General Fund in FY 17-18.



## Schedule of Transfers

<u>TRANSFER OUT</u>	<u>TRANSFER IN</u>							
<u>General Fund</u>	<u>Airport Fund</u>	<u>Downtown Maintenance District Fund</u>	<u>Economic Development/Property Fund</u>	<u>Footpaths/Bicycle Trails Fund</u>	<u>Wastewater Fund</u>	<u>BINET Fund</u>	<u>TOTAL</u>	
General Fund		49,375	200,000	86,000		10,000	<u><u>345,375</u></u>	
Capital Projects Fund					3,000,000		<u><u>3,000,000</u></u>	
Escrow Reserve Fund (1)	800,000						<u><u>800,000</u></u>	
Water Fund	513,850	444,625					<u><u>958,475</u></u>	
<b>TOTAL</b>	<u><u>513,850</u></u>	<u><u>1,244,625</u></u>	<u><u>49,375</u></u>	<u><u>200,000</u></u>	<u><u>86,000</u></u>	<u><u>3,000,000</u></u>	<u><u>10,000</u></u>	<u><u>5,103,850</u></u>

1 - Inter-fund loan



**Major capital projects budgeted  
FY 2017-2018**

**Airport Fund**

Taxiway B (formerly Twy J) Construction	\$ 7,600,000
Maintenance Hangar	4,000,000

**General Fund**

Lake Ewauna Trail	1,388,400
Street Sweepers (2)	535,000
Washburn Way Sidewalks - Phase II	400,000
Micro Seal Program	350,000
N Eldorado paving	1,015,000

**Wastewater Fund**

Treatment Plant Upgrade	6,000,000
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**Water Fund**

Pelican City Booster/Water Main	1,750,000
Meter Upgrade Program	330,000
Center Reservoir Recondition	250,000
Etna Street Main Replacement Ph II	450,000
Adams Street Main Replacement	350,000

<b>Total Major Capital Projects (\$225,000 or Greater)</b>	<b><u>\$ 24,418,400</u></b>
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## Budget Summary All City funds combined

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Adopted 2017-18	% Change from PY Budget
<b>RESOURCES</b>					
Property taxes	6,753,191	6,635,649	6,752,075	6,799,800	0.71%
Special assessments	-	48,688	-	-	0.00%
Intergovernmental	3,743,239	3,477,795	13,702,300	16,616,600	21.27%
Licenses, fees & permits	178,499	163,011	195,875	152,425	-22.18%
Franchise fees	2,400,513	2,444,433	2,537,575	2,514,400	-0.91%
Charges for services	15,592,968	15,806,177	16,219,875	16,845,200	3.86%
Fines	460,151	344,653	386,100	246,775	-36.09%
Interest earnings	382,133	623,850	539,800	573,750	6.29%
Other revenues & financing sources	4,733,719	7,743,680	889,175	1,536,625	72.81%
Combined Revenues from Operations	34,244,413	37,287,937	41,222,775	45,285,575	45.8%
Internal charges/transfers/loans	2,823,516	24,609,849	4,233,825	7,497,850	
Beginning fund balance	39,721,010	42,716,945	45,334,350	49,610,925	
Total Resources:	<u>76,788,940</u>	<u>104,614,731</u>	<u>90,790,950</u>	<u>102,394,350</u>	<u>12.8%</u>
<b>REQUIREMENTS</b>					
Personnel services	13,047,167	13,609,981	14,361,850	15,420,600	7.37%
Materials & services	8,757,334	8,690,903	10,432,775	10,927,825	4.75%
Capital outlay	4,410,966	4,092,135	18,860,050	27,607,350	46.38%
Debt Service	3,605,244	9,226,919	1,885,750	1,540,675	-18.30%
Sub-total	29,820,711	35,619,938	45,540,425	55,496,450	21.9%
Internal charges/transfers/loan	4,251,284	22,172,729	1,786,875	5,103,850	
Ending fund balance	42,716,945	46,822,064	43,463,650	41,794,050	
Total Requirements:	<u>76,788,940</u>	<u>104,614,731</u>	<u>90,790,950</u>	<u>102,394,350</u>	<u>12.8%</u>

The table above summarizes the major resources and requirements for all City funds exclusive of Urban Renewal Funds.

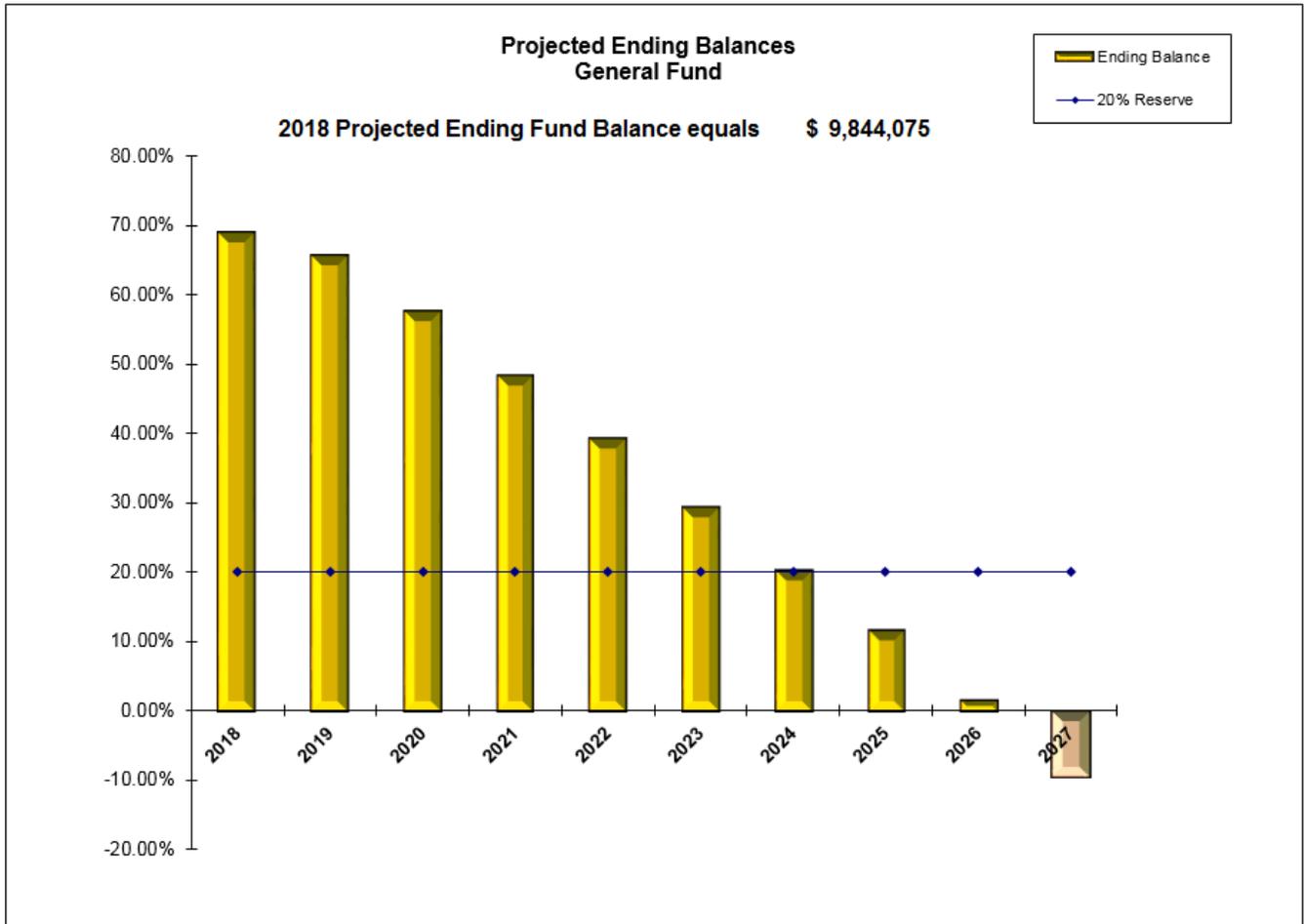


## General Fund

The General Fund accounts for financial resources of the City, which are not accounted for in any other fund. Principal sources of revenue are property taxes, intergovernmental, franchise fees, licenses and permits, and state shared revenue.

<b>Estimated Resources:</b>	<b>\$ 29,952,400</b>
<b>Appropriated:</b>	<b>\$ 20,108,325</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 9,844,075</b>
<b>Total Fund Requirements:</b>	<b>\$ 29,952,400</b>

### General Fund 10-year forecast



**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**GENERAL FUND #101 RESOURCES**

Fund: 101 - GENERAL FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Revenue	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
39 - NET WORKING CAPITAL	4,801,958	3,561,893	10,769,875	10,864,150	10,864,150	10,864,150
40 - PROPERTY TAXES	260,740	229,137	323,650	273,900	273,900	273,900
41 - SPECIAL ASSESSMENT	-	48,688	-	-	-	-
42 - INTERGOVERNMENTAL	555,259	2,421,448	5,478,250	5,822,675	5,822,675	5,822,675
43 - LICENSES, FEES & PERMITS	137,649	118,478	137,475	109,800	109,800	109,800
44 - FRANCHISE FEES	1,466,238	2,444,433	2,537,575	2,514,400	2,514,400	2,514,400
45 - CHARGES FOR SERVICES	68,395	457,544	438,600	458,050	458,050	458,050
46 - FINES & FORFEITURES	404,326	291,228	335,650	204,775	204,775	204,775
47 - INVESTMENT INCOME	86,716	150,039	134,300	162,175	162,175	162,175
48 - INTERNAL CHARGES FOR SERVICES	2,668,758	2,257,022	2,490,150	2,630,600	2,630,600	2,630,600
49 - OTHER REVENUES	76,576	137,683	116,550	305,075	305,075	305,075
50 - OTHER FINANCING SOURCES	9,124	7,299,873	757,750	599,850	599,850	599,850
<b>Fund: 101 - Resources Except Taxes Levied Total:</b>	<b>10,535,739</b>	<b>19,417,467</b>	<b>23,519,825</b>	<b>23,945,450</b>	<b>23,945,450</b>	<b>23,945,450</b>
40 - PROPERTY TAXES NECESSARY TO BALANCE	-	-	5,885,950	6,006,950	6,006,950	6,006,950
40 - PROPERTY TAXES COLLECTED IN YEAR LEVIED	5,233,834	5,885,728	-	-	-	-
<b>Fund: 101 - GENERAL FUND Resources Total:</b>	<b>15,769,573</b>	<b>25,303,195</b>	<b>29,405,775</b>	<b>29,952,400</b>	<b>29,952,400</b>	<b>29,952,400</b>



## General Fund

### Municipal Court

**Appropriated: \$229,450**

#### **Description**

The Municipal Court Division of the General Fund provides oversight and direction to ensure that all traffic, parking, and code matters are handled in the appropriate manner. In addition to the Judge/Pro-Temp Judges, 30% of a Supervisor's position and two full-time clerk positions are budgeted in this division. Division employees work with and act as a resource for multiple City Departments/Divisions (Police, Code Enforcement, and Legal), along with having a dedicated commitment to assisting and improving community safety for the citizens of Klamath Falls. The Court Supervisor and two municipal clerks are responsible for all Court processes, including traffic, parking and code violation arraignments, trials, night court, and Spanish Court.

#### **Budget Comments**

There are new Policing Policies and Programs that have been implemented creating a decrease in citation revenue. Professional Service Contracts increased due to indigent counsel services.

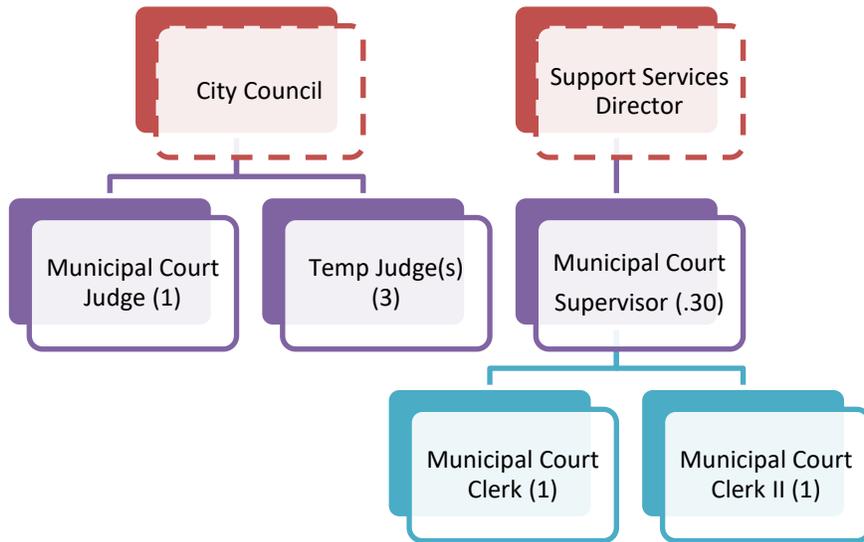
#### **2017-2018 Goals**

- Implement and Streamline Failure to Appear for City Code Process.
- Re-work of Municipal Court Payment Policies and work with Carter Jones to gain more License Compliance.
- Staff to Attend 2 Trainings/Conferences to aid with new Court Processes.

#### **2016-2017 Goal Outcomes**

- ● Successful completion of the Amnesty Program.
- ● Division area re-worked, to the extent of budget constraints.
- ● Continued to streamline processes in Tyler.
  - Multiple software and Tyler processes have been implemented, but the PD upload/download still needs to be completed; the interface software still needs set up by IT staff.
- ● With the on-boarding of the new Municipal Judge we continued to review and update Court polices/procedures, as applicable.
- ● Implemented 2 new programs and ideas related to traffic safety/compliance.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / MUNICIPAL COURT DIVISION #01 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 01 - MUNICIPAL COURT</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	139,728	129,705	142,875	150,550	150,550	150,550
02 - BENEFITS	49,347	47,706	49,300	49,350	49,350	49,350
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>189,075</b>	<b>177,411</b>	<b>192,175</b>	<b>199,900</b>	<b>199,900</b>	<b>199,900</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	6,848	4,776	4,500	9,500	9,500	9,500
06 - UTILITIES	4,437	4,645	-	-	-	-
07 - MAINTENANCE & REPAIRS	14,509	10,880	5,775	6,800	6,800	6,800
09 - INSURANCE	1,384	1,154	875	625	625	625
10 - COMMUNICATIONS	3,027	2,661	2,875	2,900	2,900	2,900
11 - ADVERTISING	130	292	500	500	500	500
13 - TRAVEL/TRAINING	3,511	3,704	4,350	4,375	4,375	4,375
14 - SUPPLIES	2,505	2,583	2,850	2,850	2,850	2,850
15 - NON-CAPITAL EQUIPMENT	1,600	1,246	1,500	1,500	1,500	1,500
17 - OTHER MATERIALS & SERVICES	280	181	500	500	500	500
18 - INTERNAL CHARGES FOR SERVICES	3,895	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>42,128</b>	<b>32,122</b>	<b>23,725</b>	<b>29,550</b>	<b>29,550</b>	<b>29,550</b>
<b>Requirements Total:</b>	<b>231,203</b>	<b>209,532</b>	<b>215,900</b>	<b>229,450</b>	<b>229,450</b>	<b>229,450</b>
<b>Department: 01 - MUNICIPAL COURT Total:</b>	<b>231,203</b>	<b>209,532</b>	<b>215,900</b>	<b>229,450</b>	<b>229,450</b>	<b>229,450</b>



## General Fund

### City Administration

**Appropriated: \$685,300**

#### **Description**

The City Administration department provides oversight and direction to ensure that all departments are responding to City Council goals, applying policy consistently and identifying key issues that need Council direction. In addition to the City Manager, four positions are budgeted in this Department. Department employees work with and act as resources to all departments, elected officials and citizens of Klamath Falls. City Manager staff directly assist both the City Recorder and the City Attorney. City Manager staff also are responsible for managing city property, website maintenance, public affairs and serving as the liaison to outside economic and business groups.

#### **Budget Comments**

With the retirement of several long-term employees, the Office of the City Manager was reorganized and three positions were consolidated into two positions. The City Recorder is no longer tracked in this budget, but has been transferred into division 13 Legislative. The City Attorney has now been moved to this department and there is no longer a division 03 Legal. Professional Service Contracts increased for the Legal Codification project. There is also \$5000 budgeted in Travel & Training for the Customer Service Initiative team to complete training.

#### **2017-2018 Goals**

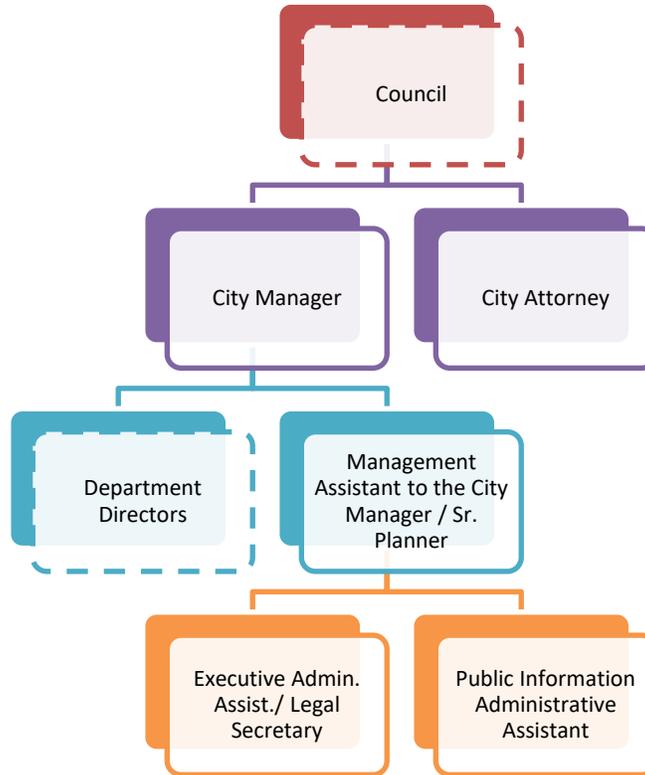
- Work with Air Guard to prepare the Air Base for future missions to the greatest extent possible.
- Concentrate City Staff on focus corridors to improve the perception of public safety.
- Launch and support customer service improvement team.
- Establish a joint City/County code enforcement roundtable.

#### **2016-2017 Goal Outcomes**

- ● Update the Surplus Property list, including economic development properties, and recommend changes to the existing resolution. – Currently in process anticipated completion by June 30, 2017.
- ● Economic Development - Identify amenities desirable to attract the next generation of entrepreneurs and job creators.
  - In working with the Economic Development Partners, it was decided that improving our online image and addressing blight were higher priorities for those groups. We will revisit this effort in the future

- Refine survey approach to more accurately capture community input on selected items and work to better utilize existing tools for citizen engagement.
  - We have struggled to find a suitable provider to conduct the necessary survey. Based on internal and external feedback we are exploring a new set of tools for citizen engagement.
- Continue to support the City Council and Departments in implementing Council Goals.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / CITY ADMINISTRATION DEPARTMENT #02 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 02 - CITY MANAGER</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	336,496	375,466	371,525	447,125	447,125	447,125
02 - BENEFITS	99,689	121,831	117,775	160,100	160,100	160,100
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>436,185</b>	<b>497,297</b>	<b>489,300</b>	<b>607,225</b>	<b>607,225</b>	<b>607,225</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	1,102	1,099	1,200	17,500	17,500	17,500
06 - UTILITIES	6,974	7,742	-	-	-	-
07 - MAINTENANCE & REPAIRS	7,851	21,099	14,475	13,350	13,350	13,350
09 - INSURANCE	2,354	2,244	1,850	2,125	2,125	2,125
10 - COMMUNICATIONS	3,312	3,193	4,200	6,750	6,750	6,750
11 - ADVERTISING	2,417	2,580	2,500	2,600	2,600	2,600
13 - TRAVEL/TRAINING	8,187	9,171	10,100	21,100	21,100	21,100
14 - SUPPLIES	3,529	3,490	3,950	5,850	5,850	5,850
15 - NON-CAPITAL EQUIPMENT	2,773	1,026	3,000	3,500	3,500	3,500
17 - OTHER MATERIALS & SERVICES	631	871	1,300	5,300	5,300	5,300
18 - INTERNAL CHARGES FOR SERVICES	5,193	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>44,322</b>	<b>52,515</b>	<b>42,575</b>	<b>78,075</b>	<b>78,075</b>	<b>78,075</b>
<b>Requirements Total:</b>	<b>480,507</b>	<b>549,813</b>	<b>531,875</b>	<b>685,300</b>	<b>685,300</b>	<b>685,300</b>
<b>Department: 02 - CITY MANAGER Total:</b>	<b>480,507</b>	<b>549,813</b>	<b>531,875</b>	<b>685,300</b>	<b>685,300</b>	<b>685,300</b>



# General Fund

## Legal (inactive)

### Budget Comments

The Legal Division will be combined with the City Manager Division under the new name of City Administration in the General Fund. The following page is past years of the Legal Division.

### ADOPTED BUDGET Fiscal Year 2017-2018

#### GENERAL FUND #101 / LEGAL DEPARTMENT #03 REQUIREMENTS

Fund: 101 - GENERAL FUND Department: 03 - LEGAL Expense	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	153,457	156,025	165,650	-	-	-
02 - BENEFITS	38,781	41,810	47,575	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>192,238</b>	<b>197,834</b>	<b>213,225</b>	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	7,194	1,979	4,000	-	-	-
06 - UTILITIES	2,997	3,096	-	-	-	-
07 - MAINTENANCE & REPAIRS	945	1,484	-	-	-	-
09 - INSURANCE	1,187	962	850	-	-	-
10 - COMMUNICATIONS	2,408	2,323	2,850	-	-	-
11 - ADVERTISING	-	-	-	-	-	-
13 - TRAVEL/TRAINING	4,674	5,240	6,000	-	-	-
14 - SUPPLIES	1,428	1,431	2,000	-	-	-
15 - NON-CAPITAL EQUIPMENT	442	1,363	2,350	-	-	-
17 - OTHER MATERIALS & SERVICES	3,800	4,086	3,700	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	2,597	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>27,673</b>	<b>21,963</b>	<b>21,750</b>	-	-	-
<b>Requirements Total:</b>	<b>219,910</b>	<b>219,797</b>	<b>234,975</b>	-	-	-
<b>Department: 03 - LEGAL Total:</b>	<b>219,910</b>	<b>219,797</b>	<b>234,975</b>	-	-	-



## General Fund

### Finance

**Appropriated: \$707,375**

#### **Description**

The Finance Division is the hub of all financial activities for the City and provides central accounting services for all City departments and the Urban Renewal Agency. This division is responsible for cash receipting, assessments, lien searches, accounts receivable, accounts payable, payroll, debt management, grant financial reporting, capital asset management, property/liability insurance and investment of City funds.

Preparation of fiscal reports, bond sales, rate and fee studies and financial research are all services provided by the Finance Division to other departments and as requested by the City Council and City Manager. Finance is also responsible for the preparation of the annual Budget and the Comprehensive Annual Financial Report (CAFR). These activities are guided by State and Federal Statutes, generally accepted accounting principles, and local ordinances and policies.

#### **Budget Comments**

The open position that was previously budgeted in Finance has been moved to Support Services. Investment fees have been moved to Finance from Streets and Other General Fund Programs.

#### **2017-2018 Goals**

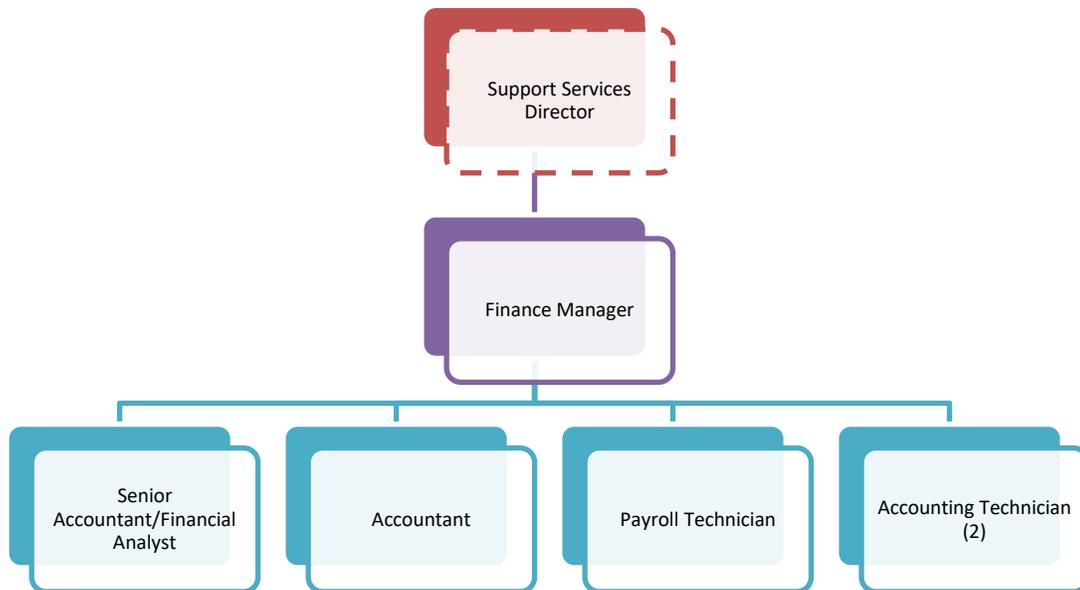
- Assist with the implementation of online payments for city services.
- Work toward a paperless environment.
- Increase Tyler utilization by increasing the use of Tyler documents.
- Provide support with the focus corridors housing façade grants.
- Implement a procurement card program to streamline City purchases with assistance from other Departments.

#### **2016-2017 Goal Outcomes**

- ● Implement procurement card program to streamline City purchases. Measured by efficiencies gained within the AP payment process.
  - Finance has not had the available time and staffing to start this project. It would be very beneficial.
- ● Implement online payments for all City services to improve customer service. Measured by customer usage.
  - Utility billing and Pool have added online payment options but there are still other departments that have not added this feature.

- ● Implement ACH/EFT payments for our vendors. Measured by vendor usage.
- ● Work toward a paperless environment. Measured by reduction in office supplies and storage costs.
  - Finance has started working towards a more paperless environment but questions and concerns with our retention and system back-up have prevented additional paperless changes.
- ● Continue to improve internal controls to ensure operational effectiveness and accurate financial reporting. Measured by results of annual audit.
  - Finance has completed what is within their control to improve internal controls.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / FINANCE DIVISION #05 REQUIREMENTS**

Fund: 101 - GENERAL FUND Department: 05 - FINANCE Expense	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	353,943	341,844	435,950	362,175	362,175	362,175
02 - BENEFITS	130,603	135,700	174,050	153,600	153,600	153,600
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>484,546</b>	<b>477,544</b>	<b>610,000</b>	<b>515,775</b>	<b>515,775</b>	<b>515,775</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	62,690	59,235	68,275	103,575	103,575	103,575
06 - UTILITIES	4,649	4,412	4,975	-	-	-
07 - MAINTENANCE & REPAIRS	35,015	40,143	27,850	27,800	27,800	27,800
08 - RENTALS / LEASES	27,000	27,000	27,000	27,000	27,000	27,000
09 - INSURANCE	3,323	2,450	3,525	2,350	2,350	2,350
10 - COMMUNICATIONS	8,220	10,129	7,700	7,675	7,675	7,675
11 - ADVERTISING	1,977	6,110	2,325	3,500	3,500	3,500
13 - TRAVEL/TRAINING	6,311	2,761	7,950	6,900	6,900	6,900
14 - SUPPLIES	3,895	3,907	4,325	4,675	4,675	4,675
15 - NON-CAPITAL EQUIPMENT	6,739	931	1,775	7,350	7,350	7,350
17 - OTHER MATERIALS & SERVICES	522	717	675	775	775	775
18 - INTERNAL CHARGES FOR SERVICES	6,664	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>167,004</b>	<b>157,795</b>	<b>156,375</b>	<b>191,600</b>	<b>191,600</b>	<b>191,600</b>
<b>Requirements Total:</b>	<b>651,550</b>	<b>635,339</b>	<b>766,375</b>	<b>707,375</b>	<b>707,375</b>	<b>707,375</b>
<b>Department: 05 - FINANCE Total:</b>	<b>651,550</b>	<b>635,339</b>	<b>766,375</b>	<b>707,375</b>	<b>707,375</b>	<b>707,375</b>



## General Fund

### Support Services

**Appropriated: \$422,700**

#### **Description**

The mission of the Support Services Department is to support the goals and challenges of employees and the City by our divisions working together across all organizations. The Support Services Department includes Human Resources and the Divisions under the direction of the Support Services Director are Finance, Technology Services, Utility Billing, Municipal Court and City Recorder.

Human Resources promotes a positive work environment characterized by fair treatment of staff, open communication, personal accountability, trust and mutual respect. Human Resources is responsible for providing a wide range of services to City managers and employees such as: the recruitment and selection of those applicants; supervisor and employee training; workforce planning; position classification and pay structure; labor relations including labor contracts and grievance resolution; personnel policy; FMLA & OFLA; and the administration of the Workers' Compensation programs.

#### **Budget Comments**

Included in the Support Services budget are the Directors costs for the overall management of Support Services and the specific costs for the Human Resources Division. The total headcount included in this budget is 3.5 FTE. This is an increase of 1.5 FTE resulting from the reorganization of Support Services. At this time, one FTE, Management Analyst or Intern position, is open for future hire.

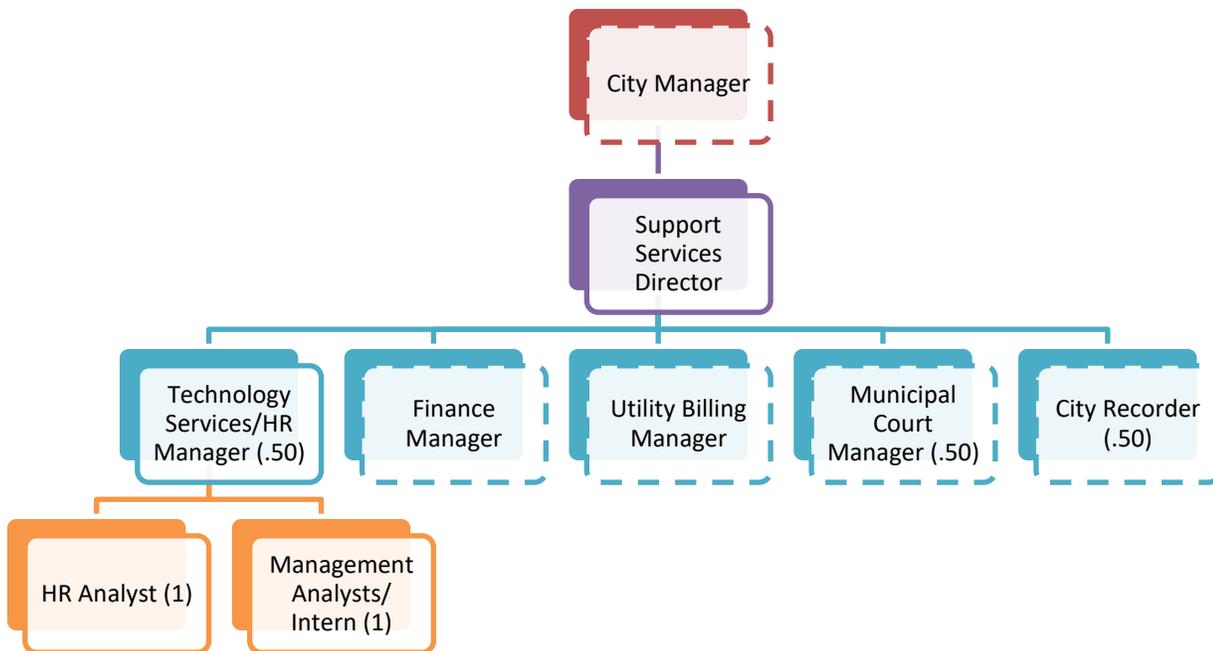
#### **2017-2018 Goals**

- Provide leadership for each Support Services Division to achieve its individual goals by successful on-boarding and integration of the newly hired Support Services Director.
- Facilitate specific management training to focus on basic supervisory skills and communication. This year we will specifically focus on planning, delegating, and mentoring employees.
- Implement a volunteer program that will allow any interested employee to help with projects to support the beautification of the focus corridors as part of the City-wide initiative.
- Complete negotiation and contract renewal with the Teamsters Local Union prior to June 30, 2018
- Design and implement a targeted recruiting program for hard to fill jobs for the Police, Wastewater, and Water Divisions which will include building relationships with Universities and Community Colleges.

**2016-2017 Goal Outcomes**

- Provide timely and professional support to individual employees and managers for all HR related activities while ensuring compliance with State and Federal laws.
- Facilitate specific management training to focus on basic supervisory skills and communication. This year specifically we will focus on planning, delegating, and mentoring employees.
  - Specific subject matter trainings were delivered. A more comprehensive course is being proposed for next year.
- Implement Employee Self Service for all employees.
  - Approximately 80% of all employees are currently using ESS to report their time. We will complete the transition in Q1 of the next fiscal year.
- Employee training; improve the delivery of annual or required trainings through electronic tools and better tracking.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / SUPPORT SERVICES DEPARTMENT #06 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 06 - HUMAN RESOURCES</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	171,480	177,059	210,450	291,475	291,475	291,475
02 - BENEFITS	53,313	56,389	62,000	111,750	111,750	111,750
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>224,793</b>	<b>233,448</b>	<b>272,450</b>	<b>383,225</b>	<b>383,225</b>	<b>383,225</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	4,730	3,731	13,500	12,500	12,500	12,500
06 - UTILITIES	1,968	2,053	-	-	-	-
07 - MAINTENANCE & REPAIRS	3,313	12,321	11,750	5,975	5,975	5,975
09 - INSURANCE	1,396	1,158	975	750	750	750
10 - COMMUNICATIONS	1,291	1,122	1,200	1,250	1,250	1,250
11 - ADVERTISING	118	1,126	11,250	5,000	5,000	5,000
13 - TRAVEL/TRAINING	3,769	2,982	8,500	9,000	9,000	9,000
14 - SUPPLIES	1,687	1,677	1,800	2,250	2,250	2,250
15 - NON-CAPITAL EQUIPMENT	-	147	500	-	-	-
17 - OTHER MATERIALS & SERVICES	3,026	679	3,550	2,750	2,750	2,750
18 - INTERNAL CHARGES FOR SERVICES	2,940	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>24,238</b>	<b>26,997</b>	<b>53,025</b>	<b>39,475</b>	<b>39,475</b>	<b>39,475</b>
<b>Requirements Total:</b>	<b>249,031</b>	<b>260,444</b>	<b>325,475</b>	<b>422,700</b>	<b>422,700</b>	<b>422,700</b>
<b>Department: 06 - HUMAN RESOURCES Total:</b>	<b>249,031</b>	<b>260,444</b>	<b>325,475</b>	<b>422,700</b>	<b>422,700</b>	<b>422,700</b>



## General Fund

### Technology Services

**Appropriated: \$436,325**

#### **Description**

The Technology Services Division works with all City departments in an effort to make effective use of technology, to provide service and support, and to ensure the availability and reliability of computer systems. Technology Services manages the enterprise network as well as the underlying infrastructure consisting of a fiber network, wireless communications, and servers and software that enable the City to provide high quality services to our departments and our citizens. The Technology Services Division strives to maintain network reliability with the least amount of service interruptions and downtime.

#### **Budget Comments**

The Manager position has now been split with support services to create a Technology Services/HR Manager.

Budget adjustments between Maintenance & Repairs and Non-Capital Equipment due to re-classification of expenses.

#### **2017-2018 Goals**

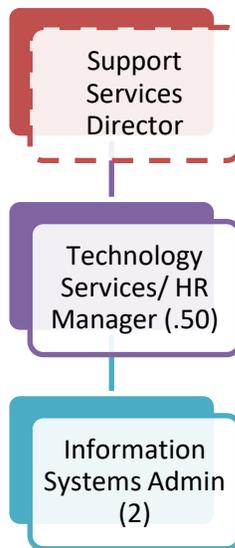
- Acquire and implement a 311-type service for Citizens to report non-emergency requests.
- Acquire and implement a call-center management application for the Utility Billing Dept.
- Acquire and deploy phase 1 of the City surveillance camera project.
- Purchase and deploy a new phone system throughout the City.
- Identify and develop individual department champions for Tyler
  - In order to derive the maximum benefit from the Tyler applications we need to take a divide and conquer approach. These individuals will take an active role in researching issues and seeking resolutions as well as identifying process refinements.
- Establish standards and policies for the acquisition of hardware and software technologies and a process for which city departments involve IT.

#### **2016-2017 Goal Outcomes**

- ● Acquire and implement a cloud service for city email and office software.
- ● Continue Evaluating and upgrading network equipment moving towards a cost effective and manageable system.
- ● Continue Supporting Tyler software in all areas to enhance customer experience.
- ● Identify Individual department support.

- As technology is developed, each of the cities departments can utilize these advancements in their daily work. It is the goal of Technology Services to support these standalone technologies.
  - *This is in development and is being reinforced through regularly scheduled visits with each department. These visits are designed to build a strong relationship with the Technology Services Department and promote communication.*
- Establish standards and policies for the acquisition of hardware and software technologies for city departments.
  - *This is in development as well. We are evaluating the use of SharePoint to aid in the delivery of policies for the acquisition of hardware and software. The scheduled department visits are another tool being used to communicate and reinforce standards and policies for the acquisition of hardware and software.*

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / TECHNOLOGY SERVICES DIVISION #07 REQUIREMENTS**

Fund: 101 - GENERAL FUND	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Department: 07 - TECHNOLOGY SERVICES</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	216,240	228,813	226,375	189,225	189,225	189,225
02 - BENEFITS	72,658	80,520	91,025	65,150	65,150	65,150
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>288,898</b>	<b>309,332</b>	<b>317,400</b>	<b>254,375</b>	<b>254,375</b>	<b>254,375</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	1,297	231	26,400	5,000	5,000	5,000
06 - UTILITIES	3,880	3,096	-	-	-	-
07 - MAINTENANCE & REPAIRS	27,192	31,924	54,300	68,025	68,025	68,025
09 - INSURANCE	1,576	1,272	1,200	975	975	975
10 - COMMUNICATIONS	25,578	23,703	28,050	34,000	34,000	34,000
11 - ADVERTISING	-	915	-	750	750	750
13 - TRAVEL/TRAINING	3,070	8,299	11,650	11,650	11,650	11,650
14 - SUPPLIES	2,332	1,100	2,425	1,900	1,900	1,900
15 - NON-CAPITAL EQUIPMENT	3,384	8,723	29,000	9,500	9,500	9,500
17 - OTHER MATERIALS & SERVICES	9	28	100	150	150	150
18 - INTERNAL CHARGES FOR SERVICES	2,597	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>70,914</b>	<b>79,290</b>	<b>153,125</b>	<b>131,950</b>	<b>131,950</b>	<b>131,950</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	-	-	6,800	15,000	15,000	15,000
26 - EQUIPMENT	-	-	33,300	35,000	35,000	35,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>40,100</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
<b>Requirements Total:</b>	<b>359,812</b>	<b>388,623</b>	<b>510,625</b>	<b>436,325</b>	<b>436,325</b>	<b>436,325</b>
<b>Department: 07 - TECHNOLOGY SERVICES Total:</b>	<b>359,812</b>	<b>388,623</b>	<b>510,625</b>	<b>436,325</b>	<b>436,325</b>	<b>436,325</b>

**TECHNOLOGY SERVICES  
Capital Outlay Schedule  
2017-2018**

ITEM	PROPOSED EXPENDITURE
<b>Intangible</b>	
Incident Management Application	\$ 15,000
<b>Total Intangible</b>	<b>15,000</b>
<b>Equipment</b>	
Replace aging desk phones	35,000
<b>Total Equipment</b>	<b>35,000</b>
<b>Total Technology Services</b>	<b>\$ 50,000</b>



# General Fund

## Planning (inactive)

### Budget Comments

The Planning Division will be combined with the Engineering Division forming the new Development Services Division of the General Fund. The following page is past years of the Planning Division.

### ADOPTED BUDGET Fiscal Year 2017-2018

#### GENERAL FUND #101 / PUBLIC WORKS PLANNING DIVISION #08 REQUIREMENTS

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 08 - PLANNING</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	233,883	-	-	-	-	-
02 - BENEFITS	88,021	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>321,905</b>	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	985	-	-	-	-	-
06 - UTILITIES	2,467	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	2,478	-	-	-	-	-
09 - INSURANCE	2,697	-	-	-	-	-
10 - COMMUNICATIONS	6,208	-	-	-	-	-
11 - ADVERTISING	767	-	-	-	-	-
13 - TRAVEL/TRAINING	4,731	-	-	-	-	-
14 - SUPPLIES	3,676	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	1,873	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	4,098	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>29,979</b>	-	-	-	-	-
<b>Requirements Total:</b>	<b>351,884</b>	-	-	-	-	-
<b>Department: 08 - PLANNING Total:</b>	<b>351,884</b>	-	-	-	-	-



## General Fund

### Public Works Administration

**Appropriated: \$402,250**

#### **Description**

The Public Works Department is comprised of several divisions consisting of: Streets/Fleet Maintenance, Water/Geothermal, Wastewater/Storm water, Maintenance/Street Lighting, Development Services, Parks and Public Works Administration. Public Works is tasked with the maintenance and capital improvements of all infrastructure related to these divisions within the City limits. Water is supplied to not only those residents within the City but to those that reside within the Urban Growth Boundary as well.

The primary goal of the Public Works Administration Division is to help other divisions within Public Works meet their goals, and provide support as necessary. Many of the tasks taken on by Public Works Administration are longer range or broader goals to assist or analyze facets within the various divisions.

#### **Budget Comments**

The Engineering Services Rep has now been moved to this department.

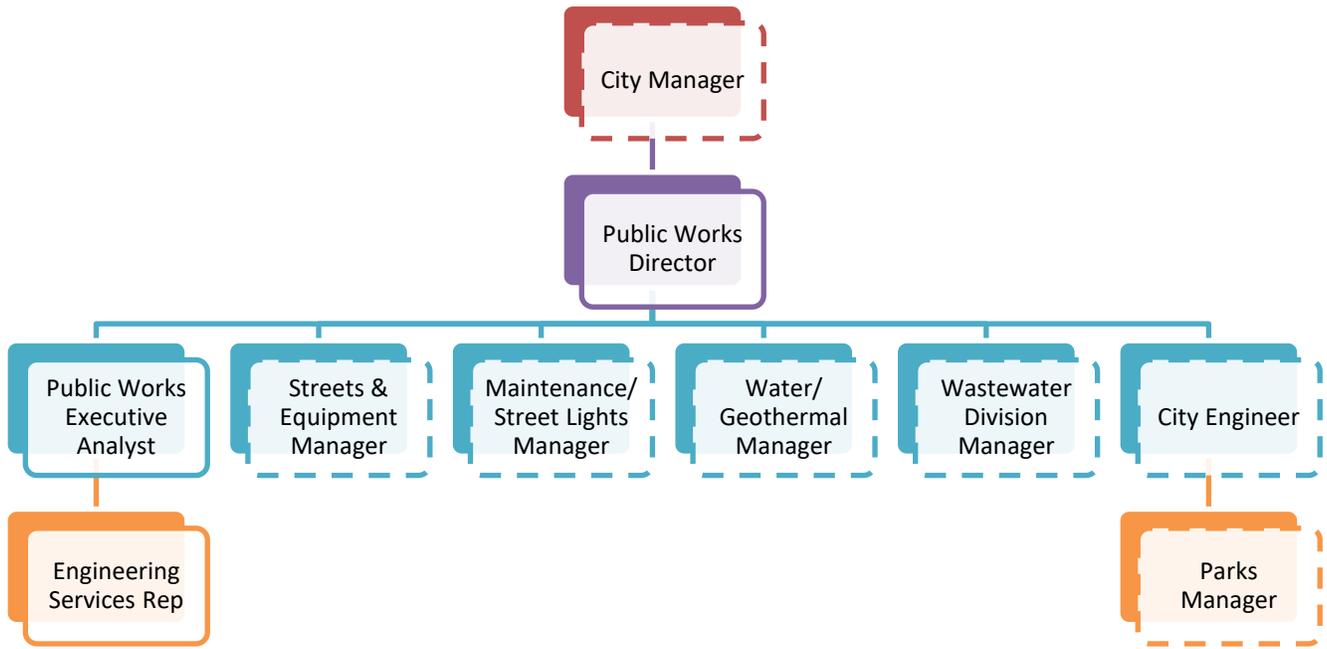
#### **2017-2018 Division Goals**

- Provide the leadership for each Public Works Division to achieve their individual goals
- Complete phase II design of the Washburn Way sidewalk project.
- Complete phase 1B of the progressive design build project being undertaken at the wastewater treatment plant.
- Establish benchmarking performance indicators for Water and Wastewater.

#### **2016-2017 Goal Outcomes**

- ● Work with ODOT and design team on the Brett Way design package
  - Design has commenced on the Brett Way project and will continue through the next fiscal year and into the following.
- ● Work with ODOT to complete right-of-way work for Washburn Way sidewalks.
  - ODOT is working on acquiring the necessary right-of-way for the project. At the time of writing this statement ODOT was anticipating completing the work by June of 2017. Design to start during the 2017/18 FY
- ● Assist all Public Works Division's in meeting their goals
  - The majority of goals being tackled by the various divisions of Public Works were either completed, are in process or were reprioritized due to new information.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / PUBLIC WORKS ADMINISTRATION DIVISION #09 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 09 - PUBLIC WORKS ADMIN</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	167,629	182,028	189,200	245,350	245,350	245,350
02 - BENEFITS	61,663	74,177	80,125	117,500	117,500	117,500
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>229,292</b>	<b>256,205</b>	<b>269,325</b>	<b>362,850</b>	<b>362,850</b>	<b>362,850</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	250	3,282	7,500	5,000	5,000	5,000
06 - UTILITIES	1,968	2,053	-	-	-	-
07 - MAINTENANCE & REPAIRS	1,059	12,457	15,975	16,300	16,300	16,300
09 - INSURANCE	1,659	1,426	1,325	1,100	1,100	1,100
10 - COMMUNICATIONS	1,665	1,577	1,850	1,700	1,700	1,700
11 - ADVERTISING	976	66	500	100	100	100
13 - TRAVEL/TRAINING	3,447	4,596	6,550	10,800	10,800	10,800
14 - SUPPLIES	1,684	1,946	1,650	1,950	1,950	1,950
15 - NON-CAPITAL EQUIPMENT	712	99	2,000	2,250	2,250	2,250
17 - OTHER MATERIALS & SERVICES	21	230	100	200	200	200
18 - INTERNAL CHARGES FOR SERVICES	2,940	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>16,381</b>	<b>27,733</b>	<b>37,450</b>	<b>39,400</b>	<b>39,400</b>	<b>39,400</b>
<b>Requirements Total:</b>	<b>245,673</b>	<b>283,938</b>	<b>306,775</b>	<b>402,250</b>	<b>402,250</b>	<b>402,250</b>
<b>Department: 09 - PUBLIC WORKS ADMIN Total:</b>	<b>245,673</b>	<b>283,938</b>	<b>306,775</b>	<b>402,250</b>	<b>402,250</b>	<b>402,250</b>



## General Fund

### Development Services

**Appropriated: \$884,675**

#### **Description**

The Development Services Division provides both planning and engineering services, allowing for a one-stop-shop to better meet the needs of the public. The Division is responsible for the City's capital projects and current land use development applications, long range planning strategies, and architectural preservation. It also prepares and administers plans, policies and regulations with guidance from Federal and State laws. The Division provides technical support to the City Council and the Planning Commission.

Another primary role of the Development Services Division is to protect the interests of Public Works and the Citizens of Klamath Falls by ensuring infrastructure is designed and constructed in conformance with the City's design standards. This is primarily done through the review of plans and issuance of permits. The Division's role is further expanded by overseeing the design and construction of capital improvement projects for many departments and divisions within the City. Development Services plays an active role in review and inspection of private developments that will have infrastructure dedicated to the City at a later date.

Development Services is also responsible for maintaining the Geographic Information System (GIS), reviewing and up keeping of the City's water rights, review and approval of plats, subdivisions, land partitions and other survey related documents.

#### **2017-2018 Goals**

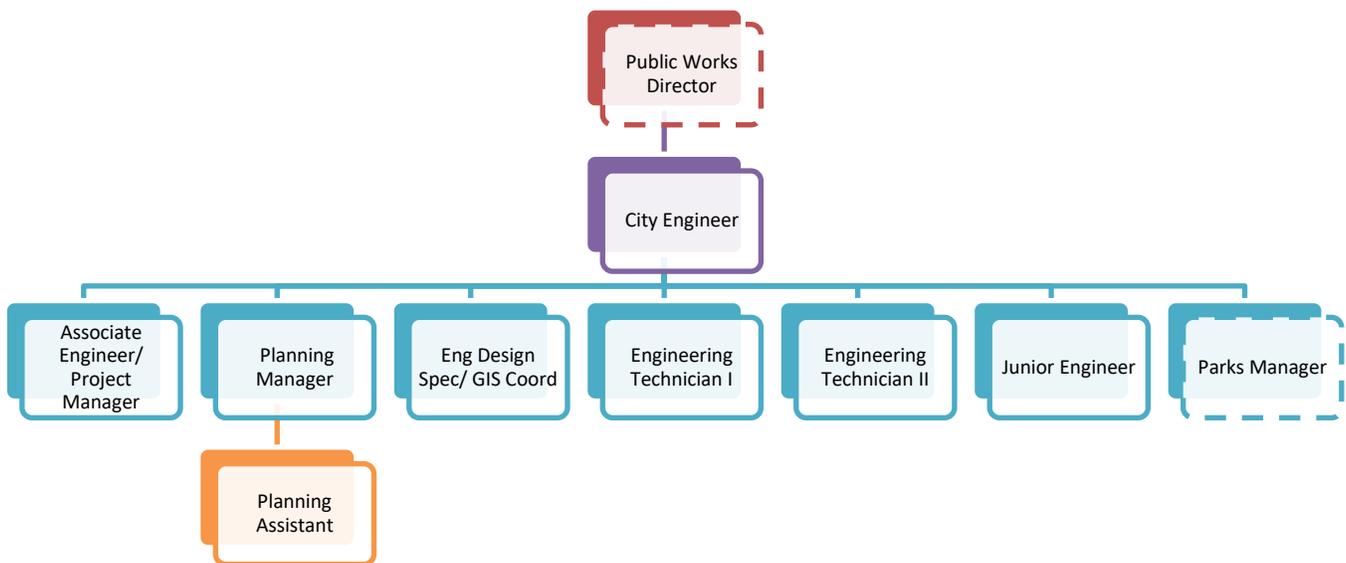
- Complete Public Works projects identified in the Capital Improvement Plan.
- Implement DevServ workspace and customer service area remodel plan to improve overall aesthetics and first impressions of the department.
- Following completion of the Public Works Engineering Standards updates, begin standards transition to utilize the Oregon APWA/ODOT Standard Specifications for Construction.
- Complete the Water and Wastewater GIS mapping review and update process in order to permanently archive the historic Legacy Maps.
- Meet quarterly with realtor and contractor community to maintain good public relations and positive communication.
- Collaborate with Klamath County and DLCD to begin a residential land inventory within the UGB. This would be the first step in determining availability of large acreage industrial land opportunities within the UGB.

- Partner with Code Enforcement to identify and correct code issues in the focus corridors.

**2016-2017 Goal Outcomes**

- ● Complete Public Works projects identified in the Capital Improvement Plan.
- ● Obtain Council adoption of an amended Community Development Ordinance.
- ● Develop plan for expenditure of CMAQ dollars to maximize benefit to City – by Nov 2016.
  - This is an ongoing effort with ODOT to identify qualifying projects that would be eligible for CMAQ dollars. Public Works Staff has identified several opportunities in which they hope to further pursue over the next fiscal year.
- ● Evaluate DevServ office and workspace layout to improve workflow efficiencies and customer service.
- ● Meet quarterly with realtor and contractor community to improve public relations.
- ● Update Public Works Engineering Standards – publish by Sept 2016.
  - Updates are ongoing and are anticipated to be published during the first quarter of next fiscal year.
- ● Pursue grant to update Comprehensive Plan during FY 2016/17.
  - Staff anticipated pursuing a grant through DLCD; however, those funds were reallocated to areas east of the Cascades for Cascadia Event preparation.
- ● Complete GIS data Health Check and LGIM Data Migration process with ESRI and implement GIS tool use with Divisions.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / DEVELOPMENT SERVICES DIVISION #10 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 10 - PUBLIC WORKS DEVELOPMENT SERVICES</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	327,130	529,324	578,400	568,700	568,700	568,700
02 - BENEFITS	117,127	204,681	227,025	237,025	237,025	237,025
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>444,257</b>	<b>734,005</b>	<b>805,425</b>	<b>805,725</b>	<b>805,725</b>	<b>805,725</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	5,121	8,478	32,475	13,000	13,000	13,000
06 - UTILITIES	7,871	9,907	-	-	-	-
07 - MAINTENANCE & REPAIRS	12,291	30,826	6,250	10,400	10,400	10,400
09 - INSURANCE	6,192	7,787	5,875	4,250	4,250	4,250
10 - COMMUNICATIONS	5,966	9,931	29,100	14,000	14,000	14,000
11 - ADVERTISING	1,782	231	2,300	2,300	2,300	2,300
13 - TRAVEL/TRAINING	2,466	3,118	10,600	10,600	10,600	10,600
14 - SUPPLIES	6,612	11,397	14,800	11,750	11,750	11,750
15 - NON-CAPITAL EQUIPMENT	8,550	13,938	18,600	11,900	11,900	11,900
17 - OTHER MATERIALS & SERVICES	-	207	625	750	750	750
18 - INTERNAL CHARGES FOR SERVICES	9,979	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>66,830</b>	<b>95,821</b>	<b>120,625</b>	<b>78,950</b>	<b>78,950</b>	<b>78,950</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	5,500	-	7,000	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>5,500</b>	<b>-</b>	<b>7,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements Total:</b>	<b>516,588</b>	<b>829,826</b>	<b>933,050</b>	<b>884,675</b>	<b>884,675</b>	<b>884,675</b>
<b>Department: 10 - PUBLIC WORKS DEVELOPMENT SERVICES Total:</b>	<b>516,588</b>	<b>829,826</b>	<b>933,050</b>	<b>884,675</b>	<b>884,675</b>	<b>884,675</b>



## General Fund

### Police Department

**Appropriated: \$6,176,975**

#### **Description**

The Klamath Falls Police Department strives to reduce crime and increase the overall livability of Klamath Falls through proactive education, prevention and enforcement. The department is committed to maintaining a strong alliance with our community to understand and appreciate the needs and expectations of Klamath Falls.

In 2016, officers provided law enforcement services to thousands of citizens by responding and/or investigating over 37,000 incidents. Officers further conducted 5,600 traffic stops to enhance driver compliance with traffic laws, mitigate collisions, decrease property loss and enhance personal protection. Through our mission based policing model, officers conducted over 2,100 directed patrols to reduce and prevent criminal behavior in targeted areas with high criminal activity.

To further serve our community, the Klamath Falls Police Department provides investigative services through our Investigations Division and participates on the Klamath County Major Crimes Team. KFPD participates on the Basin Interagency Narcotics Enforcement Team (BINET) to reduce illegal drug use and distribution in Klamath County. The Patrol Division deploys two patrol K9 units to track and apprehend serious offenders, 2 narcotic canines to identify and locate illegal drugs, and maintains a highly competent Special Weapons and Tactics (SWAT) team to respond to major criminal events.

Our Records Unit is responsible for the management of department reports and records. The unit provides services to the community through dissemination of accurate information in a timely manner. Records Clerks also provide walk-in access with face-to-face interaction for crime reporting and referral services to other community partners.

Members of the department dedicate their time to the community in worthwhile events such as Shop With a Cop, Burns' Foundation Scholarship Basketball, and many charitable events such as Police vs. Fire Softball, Tip-a-Cop, the Polar Plunge, and the Law Enforcement Torch Run for Special Olympics.

Klamath Falls experienced a 7.3% decrease in crime during 2016 due to a proactive and purpose driven police force. Person crimes were reduced 25% and property crimes were reduced 11%. Societal crimes increased 8% due to increased arrests for drug and weapon related crimes.

#### **Budget Comments**

Professional Service Contracts includes \$45,000 for our contribution towards the Sobering Station.

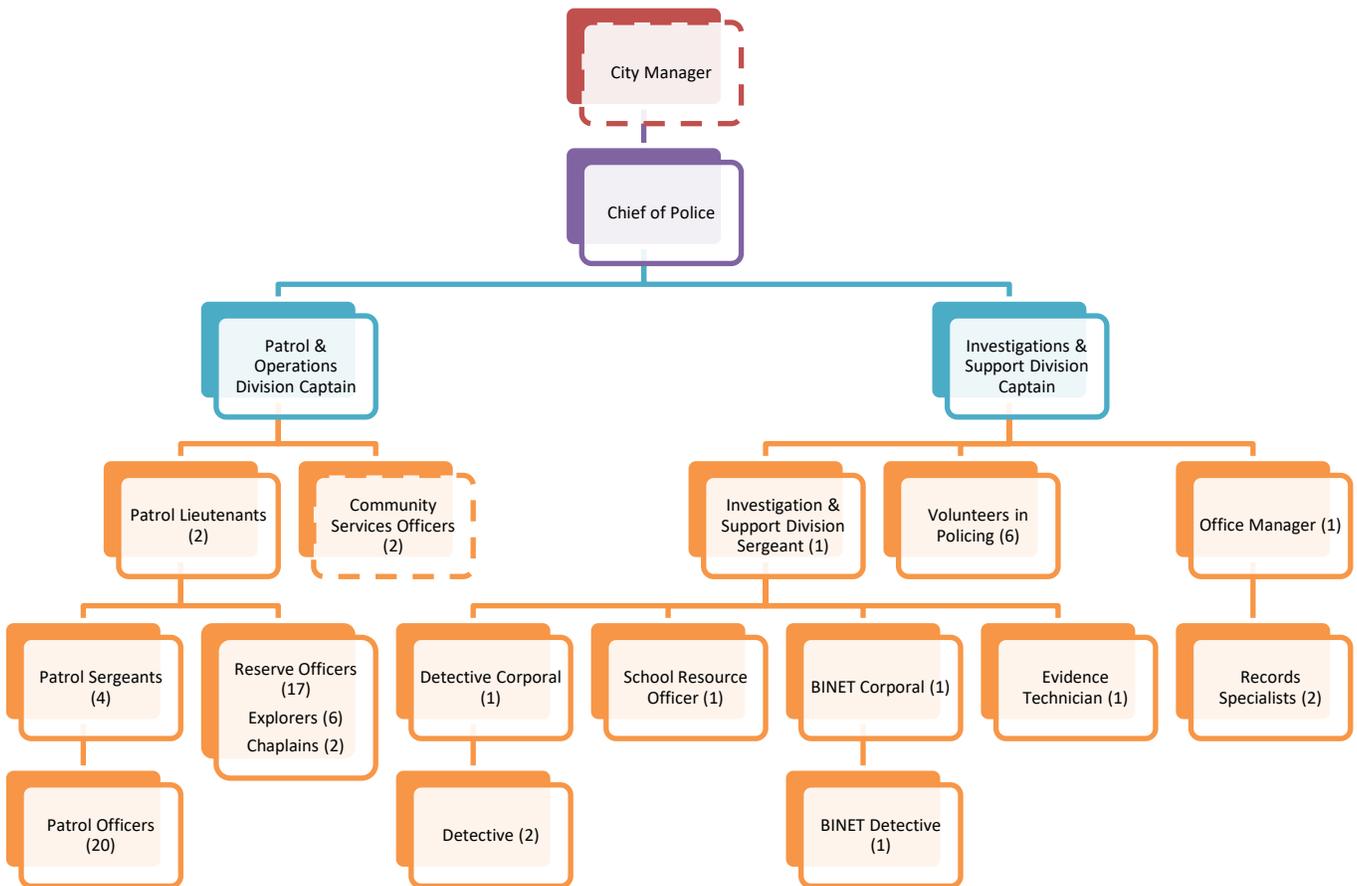
**2017-2018 Goals**

- Obtain accreditation through the Oregon Accreditation Alliance to enhance customer service and community trust.
- Reduce citizen victimization in Klamath Falls to increase the perception of safety.
- Work with other City Departments to identify objectives that positively impact livability in the focus corridors.
- Implement a body-worn camera program to increase department transparency and enhance customer service and community support.
- Comply with all federal reporting requirements and become compliant with the National Incident Based Reporting System (NIBRS).

**2016-2017 Goal Outcomes**

-  Reduce citizen victimization in Klamath Falls by 5% to increase the perception of safety.
  - Total crime in Klamath Falls was reduced to a seven year low with a 7.4% decrease. Victimization was also reduced 3.8% during the first half of the fiscal year.
-  Reduce traffic collisions in Klamath Falls by 5% to reduce injuries and property damage.
-  Obtain accreditation through the Oregon Accreditation Alliance to enhance customer service and community trust.
  - The Department continues to work through the Oregon Accreditation Process and anticipates completing the Assessment Phases prior to the end of the fiscal year.
-  Develop and implement an employee wellness program to promote physical, mental, and spiritual well-being and reduce costs related to health care and time loss.

### Organizational Chart



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / POLICE DEPARTMENT #11 REQUIREMENTS**

Fund: 101 - GENERAL FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Department: 11 - POLICE	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
Expenses						
01 - SALARIES	3,234,432	3,330,667	3,410,775	3,525,600	3,525,600	3,525,600
02 - BENEFITS	1,113,917	1,278,475	1,341,475	1,564,125	1,564,125	1,564,125
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>4,348,349</b>	<b>4,609,142</b>	<b>4,752,250</b>	<b>5,089,725</b>	<b>5,089,725</b>	<b>5,089,725</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	38,098	20,550	18,900	63,900	63,900	63,900
06 - UTILITIES	51,081	47,446	47,050	51,025	51,025	51,025
07 - MAINTENANCE & REPAIRS	158,090	168,572	145,525	133,800	133,800	133,800
09 - INSURANCE	94,823	102,755	124,450	117,925	117,925	117,925
10 - COMMUNICATIONS	53,001	57,218	60,950	61,700	61,700	61,700
11 - ADVERTISING	8,014	5,367	5,750	5,750	5,750	5,750
13 - TRAVEL/TRAINING	28,458	34,554	31,000	32,000	32,000	32,000
14 - SUPPLIES	155,084	125,520	139,250	132,000	132,000	132,000
15 - NON-CAPITAL EQUIPMENT	53,393	55,031	50,100	50,500	50,500	50,500
17 - OTHER MATERIALS & SERVICES	48,600	41,254	39,125	41,800	41,800	41,800
18 - INTERNAL CHARGES FOR SERVICES	33,693	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>722,335</b>	<b>658,267</b>	<b>662,100</b>	<b>690,400</b>	<b>690,400</b>	<b>690,400</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
25 - VEHICLES	114,201	174,765	183,350	396,850	396,850	396,850
26 - EQUIPMENT	88,926	85,070	18,400	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>203,127</b>	<b>259,835</b>	<b>201,750</b>	<b>396,850</b>	<b>396,850</b>	<b>396,850</b>
<b>Requirements Total:</b>	<b>5,273,811</b>	<b>5,527,244</b>	<b>5,616,100</b>	<b>6,176,975</b>	<b>6,176,975</b>	<b>6,176,975</b>
<b>Department: 11 - POLICE Total:</b>	<b>5,273,811</b>	<b>5,527,244</b>	<b>5,616,100</b>	<b>6,176,975</b>	<b>6,176,975</b>	<b>6,176,975</b>

**POLICE DEPARTMENT  
Capital Outlay Schedule  
2017-2018**

ITEM	PROPOSED EXPENDITURE
<b>Vehicles</b>	
Patrol SUV's	\$ 176,850
Car/Body Cameras	220,000
<b>Total Vehicles</b>	<b>396,850</b>
<b>Total Police Department</b>	<b>\$ 396,850</b>



## General Fund

### Code Enforcement

**Appropriated: \$201,550**

#### **Description**

The livability, safety and cleanliness of Klamath Falls are Code Enforcement's overall purpose. Code Enforcement strives to improve the livability of Klamath Falls through proactive education, prevention, and enforcement. The division also strives to relieve the workload of sworn officers by handling calls regarding civil issues, traffic complaints, and other minor infractions. Code Enforcement is committed to maintaining a strong alliance with our community with a strong emphasis on addressing livability issues as they arise. The Code Enforcement Division supervises the City of Klamath Falls Community Service Program, allowing them to better address community livability concerns.

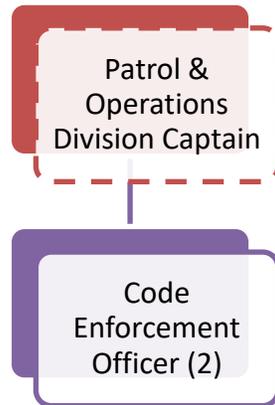
#### **2017-2018 Goals**

- Complete 25 Community Service Projects throughout the City limits of Klamath Falls in high visibility areas to enhance community beautification.
- Abate identified graffiti within Klamath Falls within 3 business days to increase perceptions of safety and community pride.
- Develop and distribute educational fliers and public service announcements regarding common code violations in distressed neighborhoods and focus corridors to increase voluntary compliance.
- Enhance cooperation with community partners to remedy and/or abate structures deemed to be community health hazards.

#### **2016- 2017 Goals Outcomes**

- ● Implement the City of Klamath Falls Community Service Program to address beautification and blight property concerns.
- ● Increase voluntary compliance to code violations through education and community partnership.
  - Code Enforcement Officers began utilizing the concept of "fix it ticket" to allow violators the opportunity to comply with municipal code prior to enforcement actions being taken. Since December 2015, eleven (11) "fix it tickets" have been issued and nine (9) violators abated the violation prior to enforcement action being taken.
- ● Identify and take appropriate action to mitigate blighted properties with options including repair, receiverships, and demolition. Hold banks and lenders accountable for unmaintained and nuisance properties.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / CODE ENFORCEMENT DIVISION #12 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 12 - CODE ENFORCEMENT</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	90,457	90,506	93,225	98,850	98,850	98,850
02 - BENEFITS	38,955	43,145	44,000	49,050	49,050	49,050
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>129,411</b>	<b>133,651</b>	<b>137,225</b>	<b>147,900</b>	<b>147,900</b>	<b>147,900</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	21,463	17,337	31,250	30,000	30,000	30,000
06 - UTILITIES	2,661	3,635	4,450	5,225	5,225	5,225
07 - MAINTENANCE & REPAIRS	4,381	5,461	4,250	4,250	4,250	4,250
09 - INSURANCE	2,707	959	2,225	1,300	1,300	1,300
10 - COMMUNICATIONS	3,862	5,577	5,500	5,300	5,300	5,300
11 - ADVERTISING	311	403	450	450	450	450
13 - TRAVEL/TRAINING	1,139	1,239	1,500	1,825	1,825	1,825
14 - SUPPLIES	2,762	2,566	3,600	3,450	3,450	3,450
15 - NON-CAPITAL EQUIPMENT	3,099	3,974	850	1,000	1,000	1,000
17 - OTHER MATERIALS & SERVICES	57	213	950	850	850	850
18 - INTERNAL CHARGES FOR SERVICES	557	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>42,998</b>	<b>41,364</b>	<b>55,025</b>	<b>53,650</b>	<b>53,650</b>	<b>53,650</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
25 - VEHICLES	-	-	33,900	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>33,900</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements Total:</b>	<b>172,410</b>	<b>175,015</b>	<b>226,150</b>	<b>201,550</b>	<b>201,550</b>	<b>201,550</b>
<b>Department: 12 - CODE ENFORCEMENT Total:</b>	<b>172,410</b>	<b>175,015</b>	<b>226,150</b>	<b>201,550</b>	<b>201,550</b>	<b>201,550</b>



# General Fund

## Legislative

**Appropriated: \$198,400**

**Description**

The Legislative Department is comprised of the Mayor, City Council, and the City Recorder.

City Council is responsible for enacting City laws and formulating policy as required by the City Charter. They are elected to serve as the City’s governing body.

The Mayor presides over the City Council and is elected for a four-year term. The City is divided into 5 wards with a Council Member to represent each ward. Council Members serve a four-year term.

The City Council appoints the City Manager, the City Attorney and the Municipal Court Judge.

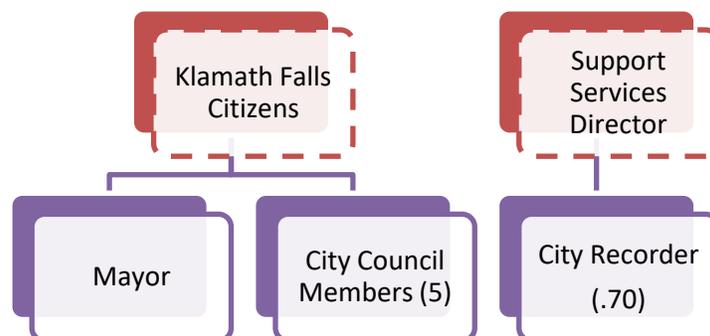
**Budget Comments**

The City Recorder’s salary is now budgeted at 70% in the Legislative Budget instead of in the City Administration Budget. The Security Camera program and Eagle Ridge Community Access TV have been moved to Legislative from Other General Fund Programs.

**City Recorder Goals**

- Complete Professional Development/Step 1 of CMC City Recorder Training
- Setup and Complete Email, Mitigation, and Notary City Policies
- Setup and Implement *New* Council Meeting Agenda Software

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / LEGISLATIVE DEPARTMENT #13 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 13 - LEGISLATIVE</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	8,400	8,400	8,400	61,400	61,400	61,400
02 - BENEFITS	51,753	59,501	59,250	55,125	55,125	55,125
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>60,153</b>	<b>67,901</b>	<b>67,650</b>	<b>116,525</b>	<b>116,525</b>	<b>116,525</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	797	689	1,000	26,200	26,200	26,200
07 - MAINTENANCE & REPAIRS	1,518	2,273	-	10,000	10,000	10,000
09 - INSURANCE	1,147	782	425	225	225	225
10 - COMMUNICATIONS	1,254	1,294	1,550	1,550	1,550	1,550
11 - ADVERTISING	2,418	3,596	10,500	15,400	15,400	15,400
13 - TRAVEL/TRAINING	16,835	17,042	20,000	22,500	22,500	22,500
14 - SUPPLIES	3,269	2,955	4,200	4,700	4,700	4,700
15 - NON-CAPITAL EQUIPMENT	630	602	600	1,000	1,000	1,000
17 - OTHER MATERIALS & SERVICES	106	177	250	300	300	300
18 - INTERNAL CHARGES FOR SERVICES	3,895	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>31,869</b>	<b>29,410</b>	<b>38,525</b>	<b>81,875</b>	<b>81,875</b>	<b>81,875</b>
<b>Requirements Total:</b>	<b>92,022</b>	<b>97,311</b>	<b>106,175</b>	<b>198,400</b>	<b>198,400</b>	<b>198,400</b>
<b>Department: 13 - LEGISLATIVE Total:</b>	<b>92,022</b>	<b>97,311</b>	<b>106,175</b>	<b>198,400</b>	<b>198,400</b>	<b>198,400</b>



## General Fund

## Maintenance

**Appropriated: \$980,225**

### **Description**

The Maintenance Division has ten full time employees providing carpentry, electrical, plumbing, HVAC, water, wastewater, and janitorial services to all departments and divisions within the City.

### **Budget Comments**

Budgeted retirement has increase the budget for salaries.

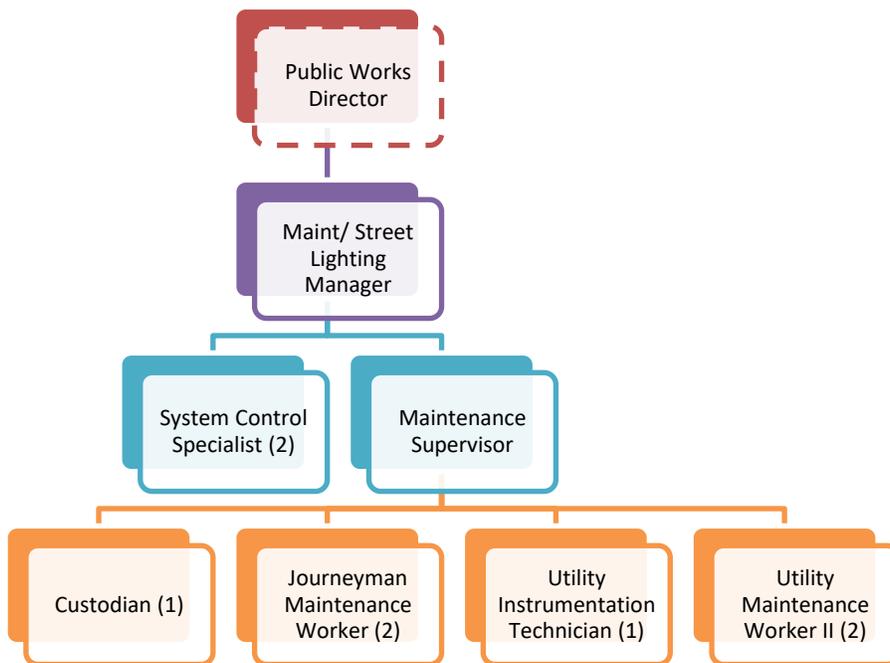
### **2017-2018 Goals**

- Assess ageing facilities and implement repairs for noted deficiencies to our Capital Improvement Plan.
- Train additional personnel in vibration analysis to ready for future retirement of personnel currently responsible for this task.
- Train new Staff in SCADA processes and programming to compensate for personnel retiring next year.

### **2016-2017 Goal Outcomes**

- ● Complete modifications to our Confined Space Policy by December of 2016. This task took longer than expected but it was completed in March of 2017.
- ● Implement a ten-year plan for facility maintenance to coincide with the Capital Improvement Plan.
  - Maintenance has been looking farther into the future to identify issues that will need to be addressed within a ten-year timeframe and has started identifying these tasks in the Capital Improvement Plan. These tasks include items such as painting, carpeting, roofing and HVAC projects. This will be a continuing body of work looking towards the future.
- ● Perform an energy audit of ageing City Facilities for possible energy saving opportunities to be completed by November of 2016.
- ● Train additional personnel in Vibration Analysis to ready for future retirement of personnel currently responsible for this task.
  - Maintenance has held off on this for the current fiscal year and will address this item for fiscal year 2017-2018.

### Organizational Chart



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / MAINTENANCE DIVISION #14 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 14 - MAINTENANCE SERVICES</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	580,838	572,751	601,725	626,275	626,275	626,275
02 - BENEFITS	247,397	269,596	275,325	303,400	303,400	303,400
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>828,235</b>	<b>842,347</b>	<b>877,050</b>	<b>929,675</b>	<b>929,675</b>	<b>929,675</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	2,047	912	7,175	2,000	2,000	2,000
06 - UTILITIES	4,209	4,088	4,675	5,400	5,400	5,400
07 - MAINTENANCE & REPAIRS	8,281	11,682	7,200	7,300	7,300	7,300
09 - INSURANCE	4,590	4,612	5,650	4,900	4,900	4,900
10 - COMMUNICATIONS	2,505	2,760	2,675	3,000	3,000	3,000
11 - ADVERTISING	-	-	200	500	500	500
13 - TRAVEL/TRAINING	3,083	2,141	3,900	4,400	4,400	4,400
14 - SUPPLIES	12,215	10,518	14,600	15,800	15,800	15,800
15 - NON-CAPITAL EQUIPMENT	2,401	2,265	5,500	6,500	6,500	6,500
17 - OTHER MATERIALS & SERVICES	229	-	500	750	750	750
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>39,558</b>	<b>38,977</b>	<b>52,075</b>	<b>50,550</b>	<b>50,550</b>	<b>50,550</b>
<b>Requirements Total:</b>	<b>867,793</b>	<b>881,324</b>	<b>929,125</b>	<b>980,225</b>	<b>980,225</b>	<b>980,225</b>
<b>Department: 14 - MAINTENANCE SERVICES Total:</b>	<b>867,793</b>	<b>881,324</b>	<b>929,125</b>	<b>980,225</b>	<b>980,225</b>	<b>980,225</b>



## General Fund

### Parks

**Appropriated: \$2,618,200**

#### **Description**

The Parks Division manages and maintains the City Parks system consisting of over thirty areas totaling approximately 700 acres of land. These areas include mini, neighborhood and regional parks; and special use areas, such as boating facilities, sports fields; Linkville Pioneer Cemetery, the Veteran's War Memorial and Ella Redkey Pool.

Parks also manages natural open spaces, remnant forest land, street trees, roadway medians landscapes, and provides maintenance support to Kiger Stadium.

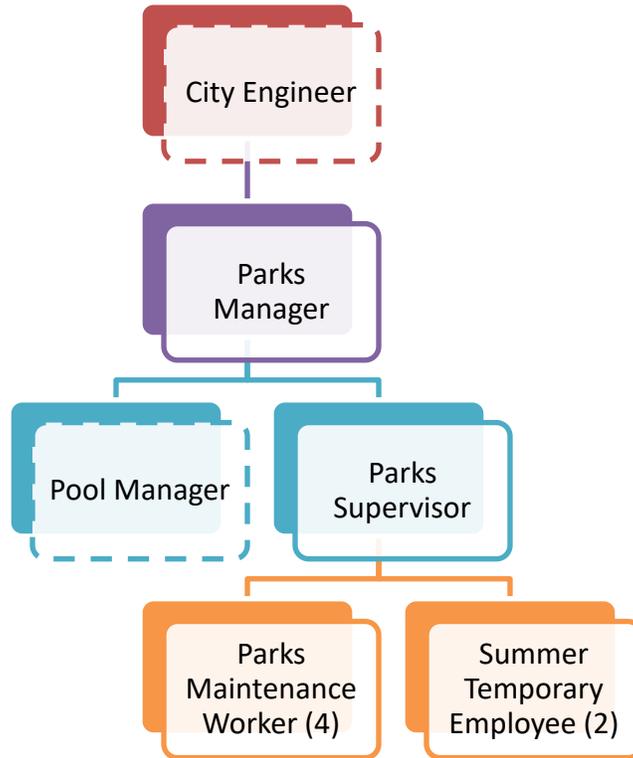
#### **2017-2018 Goals**

- Update Parks Master Plan.
- Construct the Lake Ewauna Trail.
- Landscape Dr. Tom Tucker Trail at Kit Carson Park.
- Acquire funding for Mills Park playground; construction in 2018-20.
- Evaluate opportunities and develop an approach to expand community recreational use of the Veterans Park and Marina facilities.
- Seek partnerships to assist with beautification within the focus corridors.
- Develop a plan to replace Downtown corridor street trees with improved tree selections.

#### **2016-2017 Goal Outcomes**

- ● Contribute to design and build of Sugarman's Corner Plaza Park, at 6<sup>th</sup> and Main streets, in the heart of downtown. *(Project completed July of 2017.)*
- ● Systematically replace Downtown corridor street trees with better performing tree selections.
  - This is an on-going project will move to the Downtown Maintenance District budget as a reoccurring annual maintenance item.
- ● Design a working, comprehensive Trail Plan for Moore Park forest lands.
  - Plan scheduled for April-June 2017, due to weather delays.
- ● Complete 2015-2016 goals to develop contemporary amenities in existing City Parks. Construction of tree-lined trails and a nature playground at Kit Carson Park.
  - Kit Carson projects scheduled April-June of 2017.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / PARKS OPERATIONS DIVISION #40 REQUIREMENTS**

Fund: 101 - GENERAL FUND Department: 40 - PARKS Expenses	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	273,488	309,375	322,175	322,175	322,175
02 - BENEFITS	-	145,514	146,500	172,250	172,250	172,250
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	-	<b>419,001</b>	<b>455,875</b>	<b>494,425</b>	<b>494,425</b>	<b>494,425</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	127,806	232,000	161,700	161,700	161,700
06 - UTILITIES	-	74,714	79,950	82,700	82,700	82,700
07 - MAINTENANCE & REPAIRS	-	81,652	69,000	127,300	127,300	127,300
09 - INSURANCE	-	10,995	11,650	12,425	12,425	12,425
10 - COMMUNICATIONS	-	3,456	3,100	5,250	5,250	5,250
11 - ADVERTISING	-	157	4,500	5,000	5,000	5,000
13 - TRAVEL/TRAINING	-	6,038	7,000	7,500	7,500	7,500
14 - SUPPLIES	-	23,177	31,000	33,800	33,800	33,800
15 - NON-CAPITAL EQUIPMENT	-	12,970	12,700	14,200	14,200	14,200
17 - OTHER MATERIALS & SERVICES	-	79	400	900	900	900
63 - LICENSES AND PERMITS	-	45	200	100	100	100
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	-	<b>341,088</b>	<b>451,500</b>	<b>450,875</b>	<b>450,875</b>	<b>450,875</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	-	-	35,000	-	-	-
25 - VEHICLES	-	-	55,000	46,500	46,500	46,500
26 - EQUIPMENT	-	5,200	50,000	90,000	90,000	90,000
28 - INFRASTRUCTURE	-	110,502	1,557,000	1,536,400	1,536,400	1,536,400
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	-	<b>115,702</b>	<b>1,697,000</b>	<b>1,672,900</b>	<b>1,672,900</b>	<b>1,672,900</b>
<b>Requirements Total:</b>		<b>875,792</b>	<b>2,604,375</b>	<b>2,618,200</b>	<b>2,618,200</b>	<b>2,618,200</b>
<b>Department: 40 - PARKS Total:</b>	-	<b>875,792</b>	<b>2,604,375</b>	<b>2,618,200</b>	<b>2,618,200</b>	<b>2,618,200</b>

**PARKS OPERATIONS DIVISION  
Capital Outlay Schedule  
2017-2018**

ITEM	PROPOSED EXPENDITURE
<b>Vehicles</b>	
1 Ton Crew Cab Pickup Truck w/snow plow	\$ 46,500
<b>Total Vehicles</b>	<b>46,500</b>
<b>Equipment</b>	
12' Wide Cut Mower	90,000
<b>Total Equipment</b>	<b>90,000</b>
<b>Infrastructure</b>	
Lake Ewauna Trail	1,388,400
Kit Carson Irrigation Improvements	33,000
Kit Carson Trail Network Landscaping	30,000
E. Main/6th ST Intersection Landscaping	60,000
Moore Park Road Repairs	25,000
<b>Total Infrastructure</b>	<b>1,536,400</b>
<b>Total Parks Operations</b>	<b>\$ 1,672,900</b>



## General Fund

### Ella Redkey Pool

**Appropriated: \$554,775**

#### **Description**

The Ella Redkey Pool Division is responsible for the management and maintenance of the City's year-round, geothermally heated, outdoor swimming pool for public use and associated on-site facilities.

#### **Budget Comment**

Employee costs increased with the additional of an Assistant Pool Manager. We will utilize the current Pool Manager 40% of the time to work on management directed projects such as data analysis, grant applications, and program development for Pool or Parks.

**Pool Revenue** - \$150,000 City Pool Revenue, \$25,000 State Grant for Events, \$99,300 State Grant for Pool Resurfacing, \$23,650 Sky Lakes contribution for Pool Resurfacing, and \$9,350 Sky Lakes contribution for the shower room floor replacement. Pool Revenue totals \$307,300.

#### **2017-2018 Goals**

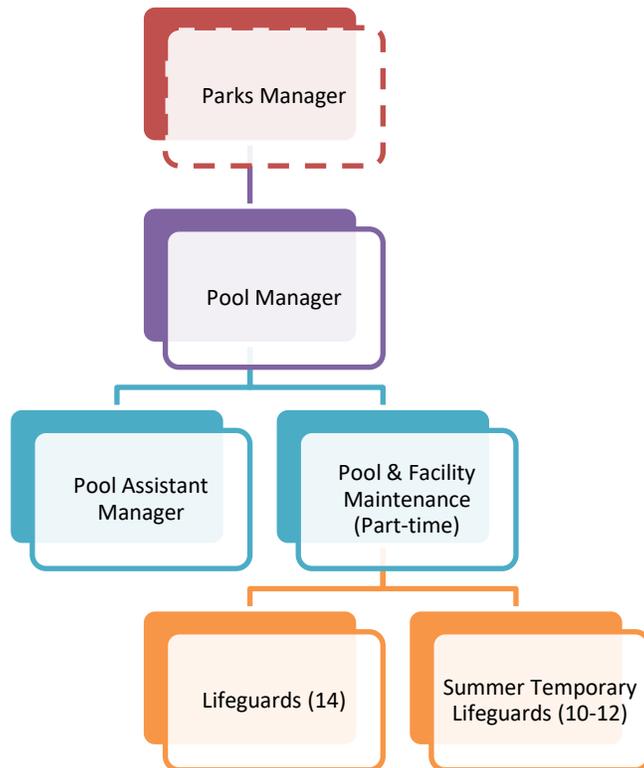
- Develop funding mechanisms to help supplement funding resources.
  - Work to aggressively pursue grant funding from local, state and federal sources.
  - Encourage private cooperation through wellness program initiatives and community fitness programs.
- Structure additional programs to meet the needs of the community.
- Be proactive in meeting the aquatic recreational needs of the community by providing a high level of customer service through aquatic programs while maintaining a safe and enjoyable environment at the Ella Redkey Pool.
- Support City wide projects as directed by the City Manager.

#### **2016-2017 Goal Outcomes**

- ● Implement Tyler Parks and Rec software into year-round operation. This software will allow for a more systematic and user friendly approach to enrollment and tracking swim lessons, pool rentals, the pass program for pool staff and Klamath Falls citizens. This program provides an online portal for patrons to be able to sign up for classes and update memberships from home.
- ● Increase annual partnerships with local businesses, such as fitness centers, housing complexes, and academic institutions.
- ● Identify and implement marketing and public relations programs, to increase year-round public attendance.

- Due to lack of resources, we were unable to identify and implement a marketing plan. Marketing plan funding has been proposed in fiscal year 2017-2018 to accomplish this goal.
- We were able to increase our public relationship efforts by participating in a community outreach programs and community volunteer groups. In partnership with the Friends of Ella Redkey Pool, we were able to secure funding for swim lessons scholarships for the Friends of the Children, CASA, and Citizens for Safe Schools. We also sponsor facility use for the Special Olympics and 21<sup>st</sup> Century After School Program.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / ELLA REDKEY POOL DIVISION #41 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 41 - PARKS ELLA REDKEY POOL</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	155,680	167,725	208,875	208,875	208,875
02 - BENEFITS	-	26,628	31,525	66,250	66,250	66,250
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	-	<b>182,308</b>	<b>199,250</b>	<b>275,125</b>	<b>275,125</b>	<b>275,125</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	10,064	15,000	10,000	10,000	10,000
06 - UTILITIES	-	46,149	41,025	42,800	42,800	42,800
07 - MAINTENANCE & REPAIRS	-	12,870	11,100	14,400	14,400	14,400
09 - INSURANCE	-	2,497	3,050	2,725	2,725	2,725
10 - COMMUNICATIONS	-	2,858	2,800	3,150	3,150	3,150
11 - ADVERTISING	-	3,005	4,000	4,000	4,000	4,000
13 - TRAVEL/TRAINING	-	560	1,000	1,500	1,500	1,500
14 - SUPPLIES	-	31,003	31,250	31,050	31,050	31,050
15 - NON-CAPITAL EQUIPMENT	-	2,300	2,200	1,500	1,500	1,500
17 - OTHER MATERIALS & SERVICES	-	-	200	150	150	150
63 - LICENSES AND PERMITS	-	395	500	425	425	425
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	-	<b>111,703</b>	<b>112,125</b>	<b>111,700</b>	<b>111,700</b>	<b>111,700</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	-	4,758	151,000	35,000	35,000	35,000
26 - EQUIPMENT	-	8,493	-	10,000	10,000	10,000
28 - INFRASTRUCTURE	-	6,433	-	122,950	122,950	122,950
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	-	<b>19,684</b>	<b>151,000</b>	<b>167,950</b>	<b>167,950</b>	<b>167,950</b>
<b>Requirements Total:</b>	-	<b>313,695</b>	<b>462,375</b>	<b>554,775</b>	<b>554,775</b>	<b>554,775</b>
<b>Department: 41 - PARKS ELLA REDKEY POOL Total:</b>	-	<b>313,695</b>	<b>462,375</b>	<b>554,775</b>	<b>554,775</b>	<b>554,775</b>

**ELLA REDKEY POOL DIVISION  
Capital Outlay Schedule  
2017-2018**

ITEM	PROPOSED EXPENDITURE
<b>Facilities</b>	
Showster Room Floor Replacement	\$ 35,000
<b>Total Facilities</b>	<b>35,000</b>
<b>Equipment</b>	
Water Play Structure	10,000
<b>Total Equipment</b>	<b>10,000</b>
<b>Infrastructure</b>	
Pool Liner Resurfacing	122,950
<b>Total Infrastructure</b>	<b>122,950</b>
<b>Total Ella Redkey Pool</b>	<b>\$ 167,950</b>



## General Fund

### Streets

**Appropriated: \$4,401,750**

#### **Description**

The Streets Division accounts for street construction, maintenance and repair activities. The City of Klamath Falls Streets Division's top priority is to maintain the City's rights-of-way in a safe condition for the public, maintaining 146 centerline miles and 301 travel lane miles. To keep the City's infrastructure in a safe and usable condition, the following maintenance operations are scheduled during the summer months: utility patching, street patching, maintenance overlays, crack patching / sealing, street striping, concrete repair, project inspections, traffic control reviews regarding events and sweeping. In the winter months, snow and ice removal and snow hauling takes a large portion of available man-hours, however, when weather permits, street crews continue to make repairs and maintain a safe roadway.

#### **Budget Comments**

Two budgeted retirements are increasing salaries. The DA Davidson Fees have been moved to Finance.

#### **2017-2018 Goals**

- Implement Pavement Management System to prioritize repair and determine future capital needs.
- Implement new GPS Tracking system to develop best practices for sweeping and snow removal.
- Compile Streets Division residential surveys and determine areas where improvements can be made.
- Identify infrastructure needs and correct as funds permit in the focus corridors.

#### **2016-2017 Goal Outcomes**

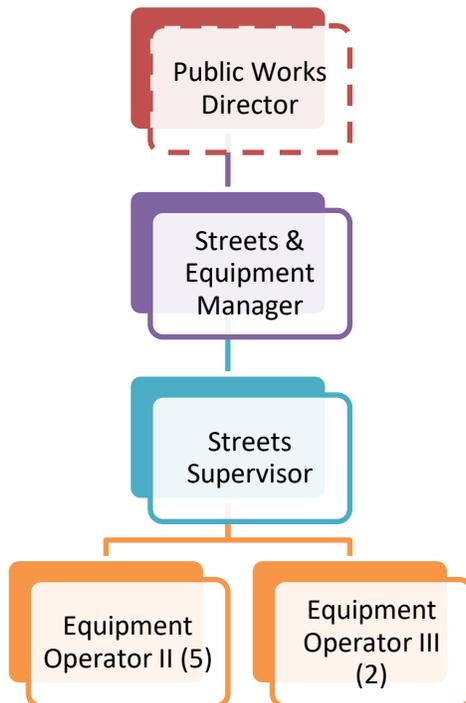
Improve Customer Satisfaction with Streets.

- To improve 4 lane miles per year (all treatment types).
  - We have improved rough 2.5 miles but we will increase the mileage once we have our Micro Surfacing in place
- Conduct resident survey of street repair services.
  - Survey should be completed before July 2017
- Conduct resident survey of street sweeping services.
  - Survey should be completed before July 2017
- Conduct resident survey of snow removal services.
  - Survey should be completed before July 2017

Investigate and select a provider for GPS tracking for snow removal and sweeper routes and translate to interactive on-line map. Implementation 2017-2018.

- ● To ensure that we are sweeping all wards a minimum of 2 times per year.
  - We have the GPS Tracking system that will tie into our sweepers, we will have more by Fall 2017
- ● To inform residents of when and where we are plowing.
  - We have the GPS Tracking system that will tie into our sweepers, we will have more by Fall 2017

**Organization Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / STREET MAINTENANCE DIVISION #50 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 50 - STREET MAINTENANCE</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	545,040	563,250	622,350	622,350	622,350
02 - BENEFITS	-	286,000	294,800	330,625	330,625	330,625
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>-</b>	<b>831,040</b>	<b>858,050</b>	<b>952,975</b>	<b>952,975</b>	<b>952,975</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	108,925	157,600	115,000	115,000	115,000
06 - UTILITIES	-	40,134	43,625	35,600	35,600	35,600
07 - MAINTENANCE & REPAIRS	-	271,675	306,700	312,200	312,200	312,200
08 - RENTALS / LEASES	-	-	6,000	6,000	6,000	6,000
09 - INSURANCE	-	21,383	26,100	23,475	23,475	23,475
10 - COMMUNICATIONS	-	3,905	3,650	3,650	3,650	3,650
11 - ADVERTISING	-	-	650	1,000	1,000	1,000
13 - TRAVEL/TRAINING	-	4,062	7,250	7,250	7,250	7,250
14 - SUPPLIES	-	39,084	60,800	57,800	57,800	57,800
15 - NON-CAPITAL EQUIPMENT	-	6,960	12,500	17,500	17,500	17,500
17 - OTHER MATERIALS & SERVICES	-	890	1,300	1,300	1,300	1,300
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>497,017</b>	<b>626,175</b>	<b>580,775</b>	<b>580,775</b>	<b>580,775</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	-	-	50,000	-	-	-
25 - VEHICLES	-	-	589,000	589,000	589,000	589,000
26 - EQUIPMENT	-	55,380	194,000	74,000	74,000	74,000
28 - INFRASTRUCTURE	-	406,061	1,646,150	2,205,000	2,205,000	2,205,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>461,441</b>	<b>2,479,150</b>	<b>2,868,000</b>	<b>2,868,000</b>	<b>2,868,000</b>
<b>Requirements Total:</b>	<b>-</b>	<b>1,789,498</b>	<b>3,963,375</b>	<b>4,401,750</b>	<b>4,401,750</b>	<b>4,401,750</b>
<b>Department: 50 - STREET MAINTENANCE Total:</b>	<b>-</b>	<b>1,789,498</b>	<b>3,963,375</b>	<b>4,401,750</b>	<b>4,401,750</b>	<b>4,401,750</b>

**STREETS DIVISION  
Capital Outlay Schedule  
2017-2018**

ITEM	PROPOSED EXPENDITURE
<b>Equipment</b>	
Fleet Maintenance Program-Tooling	\$ 5,000
Snow Removal Program-Truck Plows	24,000
Street Safety Program-Portable Safety Sign	25,000
Street Sweeping Program-Components	20,000
<b>Total Equipment</b>	<b>74,000</b>
<b>Vehicles</b>	
1 Ton Pickup W/Plow & Sander	54,000
2 Sweepers	535,000
<b>Total Vehicles</b>	<b>589,000</b>
<b>Infrastructure</b>	
Brett Way Extension	10,000
Chip Seal Program	100,000
City Bridge Maintenance (11 various bridge)	50,000
Crack Seal Program - Other Streets	100,000
Micro Seal Program	350,000
North Eldorado Grind & Inlay	1,015,000
Washburn Way Sidewalks-Phase II	400,000
Oregon Avenue Bike Lane	180,000
<b>Total Infrastructure</b>	<b>2,205,000</b>
<b>Total Streets</b>	<b>\$ 2,868,000</b>



# General Fund

## Fleet Maintenance

**Appropriated: \$245,900**

### **Description**

The Fleet Maintenance Division maintains and repairs all the City’s vehicles and heavy equipment. The average age of the Fleet is 10.5 years and is maintained and repaired by two ASE certified Mechanics. The Shop maintains up-to-date and accurate records on 290 vehicles and pieces of equipment to ensure that service and repairs are done in a timely manner. Regular service and prompt repairs extend the useful life of the assets and reduce operational costs.

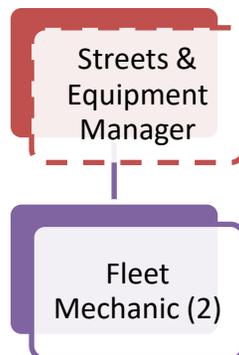
### **2017-2018 Goals**

- Integrate the current fleet management software with the new GPS tracking software to help track and monitor operations.
- Conduct a Survey for parts and Materials to ensure the best price for overall cost savings.
- Schedule training for Fleet staff in the fleet management system.
- Analyze baseline data from RTA software to look for opportunities to reduce unscheduled vehicle downtime.

### **2016-2017 Goal Outcomes**

-  Reduce the cost of maintenance and repairs to city fleet.
  - Continue tracking items looking for correlations with the goal of reducing unscheduled downtime of all vehicles.
-  Conduct internal survey of quality of service.

### **Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / VEHICLE MAINTENANCE DIVISION #51 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 51 - VEHICLE MAINTENANCE</b>						
<b>Expenses</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	122,809	118,175	121,275	121,275	121,275
02 - BENEFITS	-	59,212	60,975	54,850	54,850	54,850
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>-</b>	<b>182,020</b>	<b>179,150</b>	<b>176,125</b>	<b>176,125</b>	<b>176,125</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	23	1,900	1,900	1,900	1,900
07 - MAINTENANCE & REPAIRS	-	835	10,600	11,100	11,100	11,100
09 - INSURANCE	-	809	1,000	875	875	875
10 - COMMUNICATIONS	-	415	500	500	500	500
13 - TRAVEL/TRAINING	-	6,210	6,500	6,500	6,500	6,500
14 - SUPPLIES	-	15,850	68,550	44,000	44,000	44,000
15 - NON-CAPITAL EQUIPMENT	-	3,950	3,700	4,900	4,900	4,900
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>28,092</b>	<b>92,750</b>	<b>69,775</b>	<b>69,775</b>	<b>69,775</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	-	12,186	-	-	-	-
26 - EQUIPMENT	-	9,491	8,000	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>21,677</b>	<b>8,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements Total:</b>	<b>-</b>	<b>231,790</b>	<b>279,900</b>	<b>245,900</b>	<b>245,900</b>	<b>245,900</b>
<b>Department: 51 - VEHICLE MAINTENANCE Total:</b>	<b>-</b>	<b>231,790</b>	<b>279,900</b>	<b>245,900</b>	<b>245,900</b>	<b>245,900</b>



## General Fund

### Street Lighting

**Appropriated: \$296,525**

#### **Description**

The Street Lighting Division of the general fund accounts for the operation and maintenance of the City's streetlights. Revenues consist of a \$2.50 per month charge to City residents for the maintenance of and addition of new streetlights annually. The Street Lighting Division is comprised of the same personnel within the Maintenance Division and is housed in the same facility. Street Lighting is maintained and modified via on line requests or phone in reports of lighting concerns from citizens within the City limits.

#### **Budget Comment**

**Street Lighting Revenue** - \$227,000 City Street Lighting charge, \$15,000 in Energy rebates. Total Revenue \$242,000. Professional Service Contracts includes \$15,000 for an intern to complete the street lighting assessment to identify dark spots to improve safety.

#### **2017-2018 Goals**

- Implement the launch of new Street Lighting reporting software.
- Track and record reduction in maintenance activity and power savings.
- Purchase a new Basket Truck for the Division.
- Assess and model street lighting for dark spots in the focus corridors.

#### **2016-2017 Goal Outcomes**

- ● Reduce monthly electricity charges with the LED retrofit project by replacing decorative downtown fixtures with LED technology.
  - Maintenance anticipates completion of the LED retrofit project in May/June 2017.
- ● Track and record reduced maintenance activity and savings from the start of the retrofit thru present.
  - To date, we have changed 2285 fixture from High Pressure Sodium to LED technologies. Power consumption charges, coupled with maintenance savings are averaging \$100,000 per year.
- ● Investigate new products for remote reporting from individual lights to a home base in the case of a lighting failure.

**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / STREET LIGHTING DIVISION #61 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 61 - STREET LIGHTING</b>						
<b>Expenses</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	1,249	500	16,000	16,000	16,000
06 - UTILITIES	-	118,469	108,000	93,000	93,000	93,000
07 - MAINTENANCE & REPAIRS	-	21,461	17,200	20,800	20,800	20,800
09 - INSURANCE	-	1,142	1,400	875	875	875
13 - TRAVEL/TRAINING	-	2,274	2,050	2,100	2,100	2,100
14 - SUPPLIES	-	543	2,500	750	750	750
15 - NON-CAPITAL EQUIPMENT	-	1,889	2,300	3,000	3,000	3,000
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>147,026</b>	<b>133,950</b>	<b>136,525</b>	<b>136,525</b>	<b>136,525</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
25 - VEHICLES	-	-	-	110,000	110,000	110,000
26 - EQUIPMENT	-	158,722	-	50,000	50,000	50,000
28 - INFRASTRUCTURE	-	-	250,000	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>158,722</b>	<b>250,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>Requirements Total:</b>	<b>-</b>	<b>305,748</b>	<b>383,950</b>	<b>296,525</b>	<b>296,525</b>	<b>296,525</b>
<b>Department: 61 - STREET LIGHTING Total:</b>	<b>-</b>	<b>305,748</b>	<b>383,950</b>	<b>296,525</b>	<b>296,525</b>	<b>296,525</b>

<b>STREET LIGHTING DIVISION Capital Outlay Schedule 2017-2018</b>	
<b>ITEM</b>	<b>PROPOSED EXPENDITURE</b>
<b>Vehicles</b>	
Basket Truck Replacement	\$ 110,000
<b>Total Vehicles</b>	<b>110,000</b>
<b>Equipment</b>	
ROAM Photo Cell	50,000
<b>Total Equipment</b>	<b>50,000</b>
<b>Total Street Lighting Division</b>	<b>\$ 160,000</b>



# General Fund

## Facilities Maintenance

**Appropriated: \$113,925**

**Description**

The Facilities Maintenance division accounts for the facility maintenance costs at 222 South 6<sup>th</sup> Street, 222 South 5<sup>th</sup> Street, and 500 Klamath Ave. This includes utilities, snow-weed removal, waste management services, janitorial supplies, building repairs, maintenance services, alarm monitoring, and all other building costs.

**Budget Comments**

This was formally titled Other General Fund Programs. All the other miscellaneous items have been moved to their appropriate division/fund. For this budget, all expenses are facility related. Items that were previously budgeted here for Professional service contracts have been moved to their associated funds. The Investment Fees have been moved to Finance. The Security Camera Program was moved to Legislative. Eagle Ridge Community Access TV was moved to Legislative. This is the first year 222 South 6<sup>th</sup> Street is being budgeted in this division.

**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / FACILITIES MAINTENANCE DIVISION #15 REQUIREMENTS**

Fund: 101 - GENERAL FUND Department: 15 - FACILITIES MAINTENANCE	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Expenses</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	57,383	101,427	190,275	800	800	800
06 - UTILITIES	14,351	5,812	53,325	63,925	63,925	63,925
07 - MAINTENANCE & REPAIRS	18	202	22,050	36,150	36,150	36,150
09 - INSURANCE	-	-	6,450	8,050	8,050	8,050
17 - OTHER MATERIALS & SERVICES	-	376	-	5,000	5,000	5,000
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>71,752</b>	<b>107,817</b>	<b>272,100</b>	<b>113,925</b>	<b>113,925</b>	<b>113,925</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	63,897	60,472	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>63,897</b>	<b>60,472</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements Total:</b>	<b>135,650</b>	<b>168,288</b>	<b>272,100</b>	<b>113,925</b>	<b>113,925</b>	<b>113,925</b>
<b>Department: 15 - FACILITIES MAINTENANCE Total:</b>	<b>135,650</b>	<b>168,288</b>	<b>272,100</b>	<b>113,925</b>	<b>113,925</b>	<b>113,925</b>

**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**GENERAL FUND #101 / ALL OTHER UNALLOCATED REQUIREMENTS**

Fund: 101 - GENERAL FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Expenses	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL	150,000	165,000	549,950	175,000	175,000	175,000
44 - DEBT INTEREST	135,883	130,633	124,450	117,650	117,650	117,650
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>285,883</b>	<b>295,633</b>	<b>674,400</b>	<b>292,650</b>	<b>292,650</b>	<b>292,650</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	2,073,954	60,000	22,000	259,375	259,375	259,375
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>2,073,954</b>	<b>60,000</b>	<b>22,000</b>	<b>259,375</b>	<b>259,375</b>	<b>259,375</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	3,561,893	11,204,546	10,040,700	9,844,075	9,844,075	9,844,075
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>3,561,893</b>	<b>11,204,546</b>	<b>10,040,700</b>	<b>9,844,075</b>	<b>9,844,075</b>	<b>9,844,075</b>
<b>Unallocated Requirements Total:</b>	<b>5,921,730</b>	<b>11,560,179</b>	<b>10,737,100</b>	<b>10,396,100</b>	<b>10,396,100</b>	<b>10,396,100</b>
<b>Fund: 101 - GENERAL FUND Total:</b>	<b>15,769,573</b>	<b>25,303,195</b>	<b>29,405,775</b>	<b>29,952,400</b>	<b>29,952,400</b>	<b>29,952,400</b>

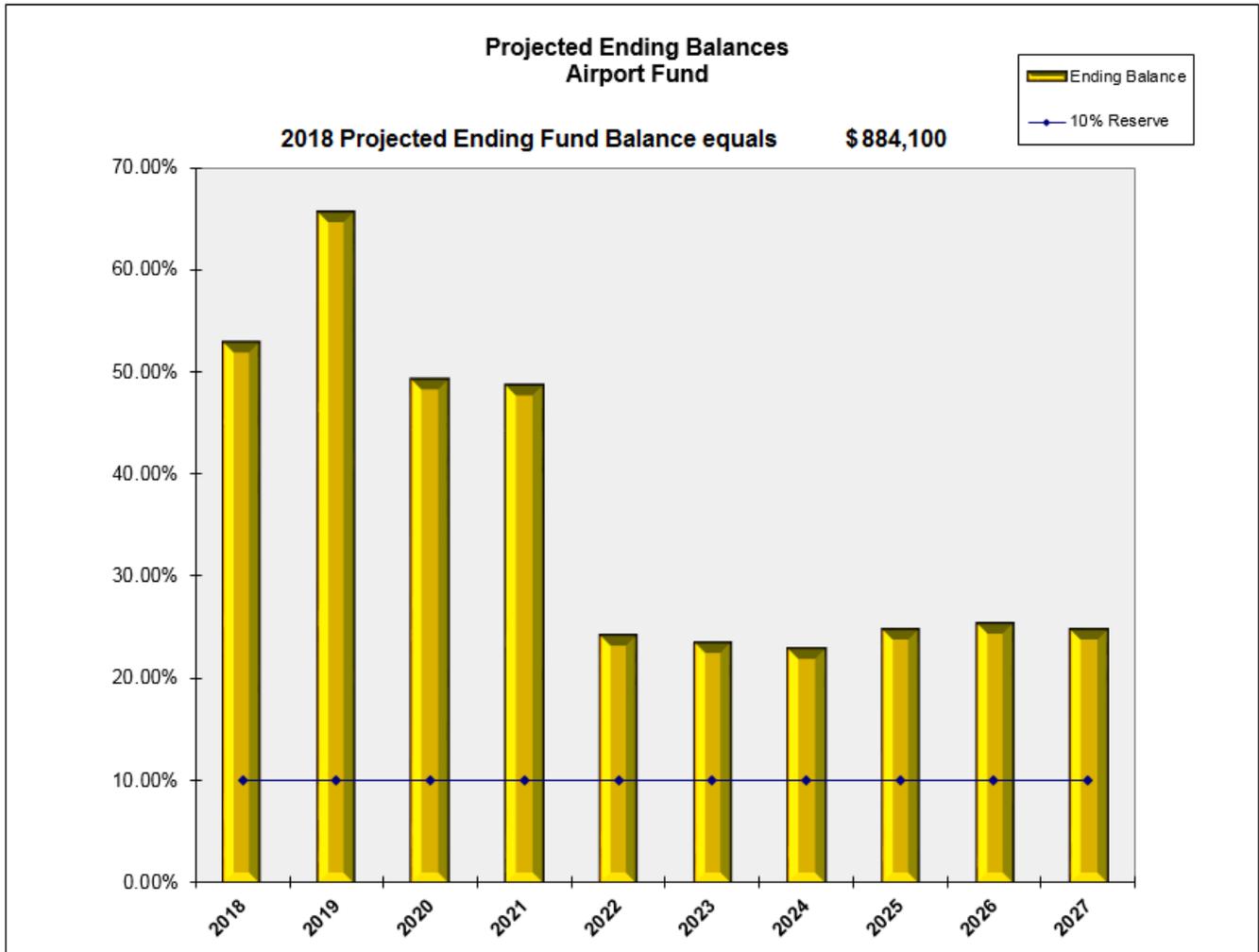


## Airport Fund

The Airport Fund accounts for the operation of the Crater Lake – Klamath Regional Airport. Revenues consist of FAA funding, property taxes, 75% of transient room tax, rental revenue, landing fees, other grant funding, and miscellaneous sources.

<b>Estimated Resources:</b>	<b>\$ 14,669,175</b>
<b>Appropriated:</b>	<b>\$ 13,785,075</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 884,100</b>
<b>Total Fund Requirements:</b>	<b>\$ 14,669,175</b>

### Airport Fund 10-year forecast



**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**AIRPORT FUND #106 RESOURCES**

Fund: 106 - AIRPORT FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Revenues	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
39 - NET WORKING CAPITAL	1,294,113	1,399,706	1,433,150	1,845,450	1,845,450	1,845,450
40 - PROPERTY TAXES PREVIOUSLY LEVIED	28,189	19,970	19,925	12,150	12,150	12,150
42 - INTERGOVERNMENTAL	538,363	927,634	7,996,225	10,637,925	10,637,925	10,637,925
45 - CHARGES FOR SERVICES	524,083	469,531	554,550	644,750	644,750	644,750
47 - INVESTMENT INCOME	11,614	13,281	11,250	16,650	16,650	16,650
49 - OTHER REVENUES	9,937	1,114	100,300	1,000	1,000	1,000
50 - OTHER FINANCING SOURCES	217,490	296,130	432,325	1,244,625	1,244,625	1,244,625
<b>Fund: 106 - Resources Except Taxes Levied Total:</b>	<b>2,623,790</b>	<b>3,127,366</b>	<b>10,547,725</b>	<b>14,402,550</b>	<b>14,402,550</b>	<b>14,402,550</b>
40 - PROPERTY TAXES NECESSARY TO BALANCE	-	-	344,275	266,625	266,625	266,625
40 - PROPERTY TAXES COLLECTED IN YEAR LEVIED	310,094	324,097	-	-	-	-
<b>Fund: 106 - AIRPORT FUND Resources Total:</b>	<b>2,933,884</b>	<b>3,451,463</b>	<b>10,892,000</b>	<b>14,669,175</b>	<b>14,669,175</b>	<b>14,669,175</b>



## Airport Fund

### Operations Division

**Appropriated: \$5,921,325**

#### **Description**

The Airport Fund develops, operates and maintains the Crater Lake-Klamath Regional Airport. The Airport is responsible for facility operation and maintenance of runways, taxiways, associated structures and open areas within the Airport Operations Area. (The paved surfaces within the AOA represent approximately 100 lane miles of asphalt and concrete.) At the Airport, the City owns seven buildings, including the Airport Office, Summers Lane Office and Storage, Airport Terminal, Airport Shop, and the buildings housing Century Aviation (the designated FBO) and Pelican Aviation, a flight training center. Commercial air service returned to the community in FY17 with daily service to Portland provided by PenAir. Located apart from the Airport, the staff maintains the Modoc Wetlands, a habitat project that provides mitigation to previous wetlands on the Airport thereby enhancing aviation safety. The Airport operates as one of six Part 139 certificated airports in Oregon. In addition to the listed facilities, a major lighted parking lot is maintained. The Airport has approximately 20+ acres of business park property available for development along with 200+ acres of aviation development area. The major tenant at the Airport is the Oregon Air National Guard. The Air National Guard has a Joint Use Agreement (AJUA) with the City for use of the airfield.

#### **2017-2018 Goals**

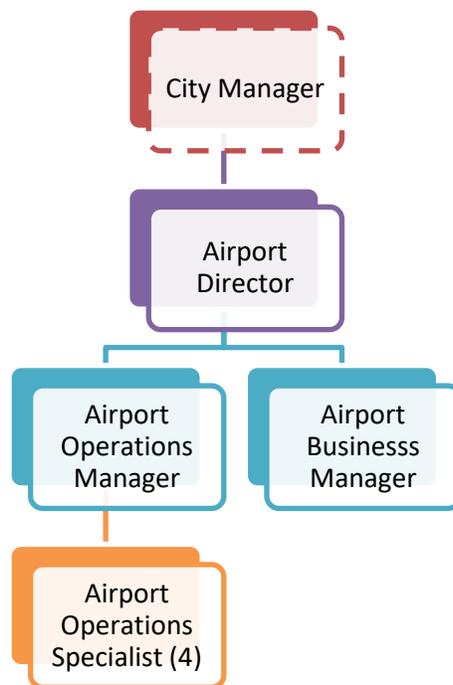
- Implement a robust air service marketing campaign to achieve 10,000 enplaned passengers for calendar year 2017 which will qualify the Airport for \$1 million in FAA Airport Improvement Program grant funding beginning in September 2019.
- Begin the Airport's Master Plan process to incorporate the Air National Guard's Installation Development Plan (IDP) and provide for the future growth of the Airport.
- To ensure safety, continue high quality maintenance of airport facilities by successfully completing the FAA's Part 139 inspection thereby maintaining our certification.
- Complete construction of Taxiway B to enhance runway safety and provide economic development opportunities on the Airport's eastside.
- Complete construction of the maintenance hangar on the Airport's eastside.
- Complete and launch a marketing plan for nonaviation economic development with the goal of recruiting first tenant to Airport Business Park.
- Replace/update Airport wayfinding roadway signs to improve customer service.

#### **2016-2017 Goal Outcomes**

A safe and efficient Airport operation is key to the economic well-being of the City of Klamath Falls and the Klamath Basin. Specific goals for the Airport are:

- Re-establish air service that enplanes 10,000 people per calendar year, thereby improving customer satisfaction.
  - Air service was re-established October 2016.
- To ensure safety, continue high quality maintenance of airport facilities by successfully completing the FAA’s Part 139 inspection thereby maintaining our certification.
- Complete construction of Taxiway B (formerly Taxiway J) to enhance runway safety and provide economic development opportunities on the Airport’s eastside.
  - Project was bid in the Spring of 2016 but due to FAA funding not being received until Fall of 2016 construction was delayed to the 2017 construction season.
- Complete MODOC Wetland improvements through connecting culverts to Lake Ewauna.
- Expand economic development opportunities through the development of a maintenance hangar on the Airport’s eastside.
  - The Airport received a \$4 million ConnectOregon VI grant from the State of Oregon in January 2017. The design process for the hangar has begun and construction is expected to occur during the 2018 construction season.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**AIRPORT FUND #106 / OPERATIONS DIVISION #30 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 106 - AIRPORT FUND</b>						
<b>Department: 30 - AIRPORT</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	342,827	413,250	421,850	490,100	490,100	490,100
02 - BENEFITS	114,276	138,750	164,975	225,325	225,325	225,325
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>457,103</b>	<b>552,000</b>	<b>586,825</b>	<b>715,425</b>	<b>715,425</b>	<b>715,425</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	73,700	136,472	66,300	220,300	220,300	220,300
06 - UTILITIES	104,141	110,362	115,875	118,925	118,925	118,925
07 - MAINTENANCE & REPAIRS	189,295	153,831	302,025	286,475	286,475	286,475
09 - INSURANCE	46,497	50,393	52,725	60,000	60,000	60,000
10 - COMMUNICATIONS	8,725	8,797	10,250	10,950	10,950	10,950
11 - ADVERTISING	18,824	6,052	129,450	100,500	100,500	100,500
13 - TRAVEL/TRAINING	15,238	13,358	13,675	13,375	13,375	13,375
14 - SUPPLIES	15,162	17,292	16,225	18,800	18,800	18,800
15 - NON-CAPITAL EQUIPMENT	4,098	4,914	5,100	2,300	2,300	2,300
17 - OTHER MATERIALS & SERVICES	4,410	1,883	203,150	3,100	3,100	3,100
18 - INTERNAL CHARGES FOR SERVICES	117,501	95,783	112,800	119,675	119,675	119,675
63 - LICENSES AND PERMITS	1,296	1,390	1,400	1,500	1,500	1,500
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>598,886</b>	<b>600,527</b>	<b>1,028,975</b>	<b>955,900</b>	<b>955,900</b>	<b>955,900</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	13,828	6,886	65,000	4,100,000	4,100,000	4,100,000
25 - VEHICLES	38,316	-	-	-	-	-
26 - EQUIPMENT	83,997	22,489	110,000	-	-	-
28 - INFRASTRUCTURE	8,829	20,554	-	150,000	150,000	150,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>144,970</b>	<b>49,928</b>	<b>175,000</b>	<b>4,250,000</b>	<b>4,250,000</b>	<b>4,250,000</b>
<b>Department: 30 - Operational Requirements Total:</b>	<b>1,200,959</b>	<b>1,202,455</b>	<b>1,790,800</b>	<b>5,921,325</b>	<b>5,921,325</b>	<b>5,921,325</b>

**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**AIRPORT FUND #106 / FAA GRANTS DIVISION #31 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 106 - AIRPORT FUND</b>						
<b>Department: 31 - AIRPORT FAA</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	7,000	55,000	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>7,000</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
28 - INFRASTRUCTURE	149,494	621,060	7,933,500	7,730,000	7,730,000	7,730,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>149,494</b>	<b>621,060</b>	<b>7,933,500</b>	<b>7,730,000</b>	<b>7,730,000</b>	<b>7,730,000</b>
<b>Department: 31 - AIRPORT FAA Total:</b>	<b>149,494</b>	<b>628,060</b>	<b>7,988,500</b>	<b>7,730,000</b>	<b>7,730,000</b>	<b>7,730,000</b>

**AIRPORT FUND #106 / UNALLOCATED REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 106 - AIRPORT FUND</b>						
<b>Expense</b>						
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL	155,000	165,000	122,200	127,825	127,825	127,825
44 - DEBT INTEREST	28,725	20,419	11,575	5,925	5,925	5,925
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>183,725</b>	<b>185,419</b>	<b>133,775</b>	<b>133,750</b>	<b>133,750</b>	<b>133,750</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	1,399,706	1,435,529	978,925	884,100	884,100	884,100
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>1,399,706</b>	<b>1,435,529</b>	<b>978,925</b>	<b>884,100</b>	<b>884,100</b>	<b>884,100</b>
<b>Unallocated Requirements Total:</b>	<b>1,583,431</b>	<b>1,620,948</b>	<b>1,112,700</b>	<b>1,017,850</b>	<b>1,017,850</b>	<b>1,017,850</b>
<b>Fund: 106 -AIRPORT FUND Requirements Total:</b>	<b>2,933,884</b>	<b>3,451,463</b>	<b>10,892,000</b>	<b>14,669,175</b>	<b>14,669,175</b>	<b>14,669,175</b>

**AIRPORT FUND  
Capital Outlay Schedule  
2017-2018**

ITEM	PROPOSED EXPENDITURE
<b>Operations Department</b>	
<b>Facilities</b>	
FBO Building Improvements	\$ 100,000
Maintenance Hangar (Connect Oregon)	4,000,000
<b>Total Facilities</b>	<b>4,100,000</b>
<b>Infrastructure</b>	
Airport Signage	50,000
Asphalt Maintenance	25,000
Runway 7/25 Delineation Change	75,000
<b>Total Infrastructure</b>	<b>150,000</b>
<b>Total Operations Department</b>	<b>4,250,000</b>
<b>FAA Grants Department</b>	
<b>Infrastructure</b>	
Milkvetch Mitigation	30,000
Taxiway B (formerly Twy J)	7,600,000
Master Plan & Exhibit A Update (AGIS)	100,000
<b>Total Infrastructure</b>	<b>7,730,000</b>
<b>Total FAA Grants Department</b>	<b>7,730,000</b>
<b>Total Airport Fund</b>	<b>\$ 11,980,000</b>

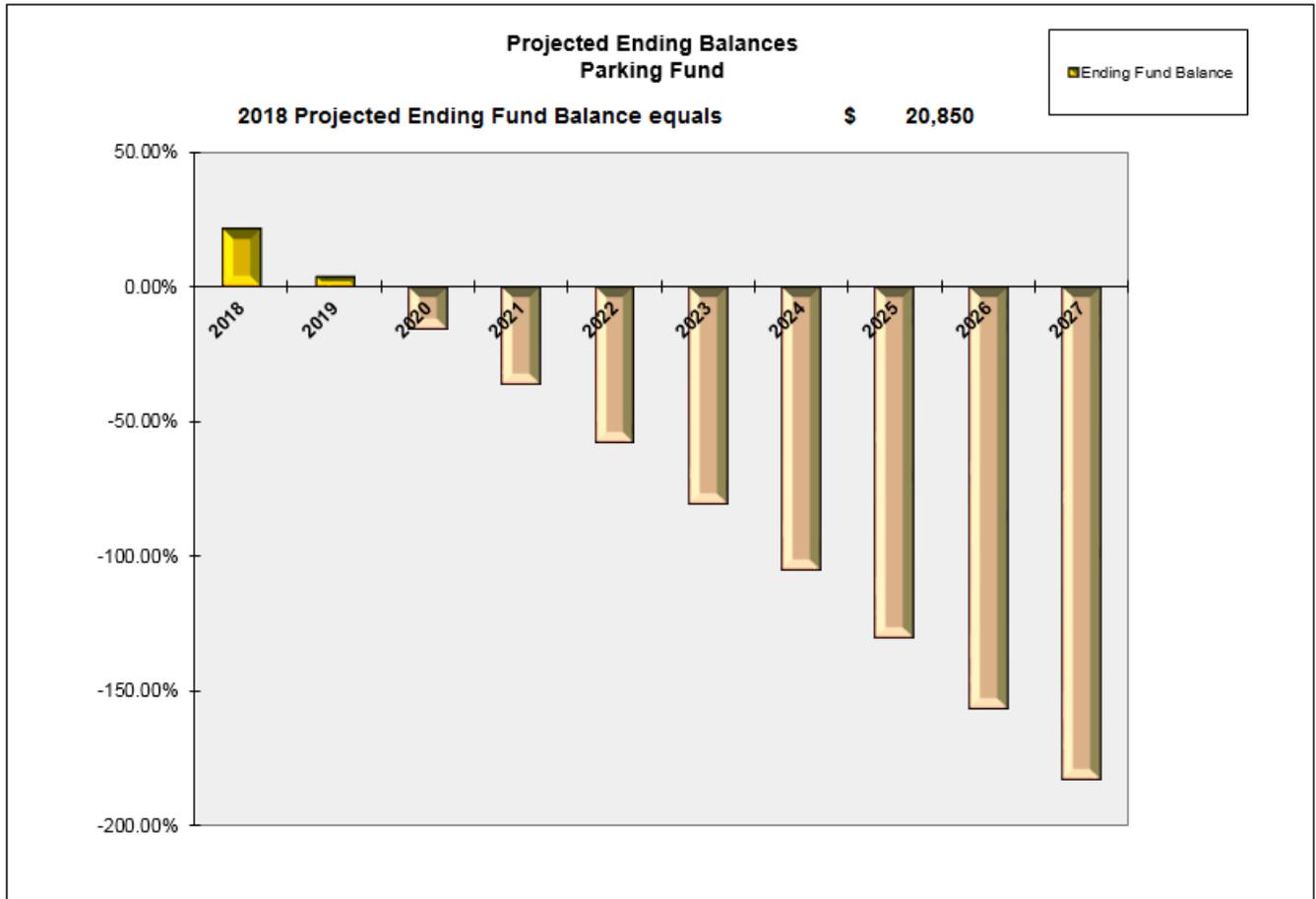


## Parking Fund

The Parking Fund accounts for expenditures to provide (two hour) free parking for customers in downtown Klamath Falls. Revenues are primarily generated from employee parking fees and parking fines.

<b>Estimated Resources:</b>	<b>\$ 120,950</b>
<b>Appropriated:</b>	<b>\$ 105,100</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 15,850</b>
<b>Total Fund Requirements:</b>	<b>\$ 120,950</b>

### Parking Fund 10-year forecast





## Parking Fund

### Parking

**Appropriated: \$100,100**

#### **Description**

The Parking District is essentially made up of free customer parking (2-hour parking) and employee parking. The majority of the customer parking is in the central part of downtown and extends the length of Main Street. Employee parking areas are on the edges of the District to provide the most convenient parking for customers. Employees are required to purchase parking permits allowing them to park all day in designated areas. A parking enforcement officer patrols the District; and the Downtown Advisory Committee, made up of downtown landowners and business owners, oversees the District. The fees collected via permits and parking enforcement go toward the maintenance of the District's eight parking lots and development of new parking areas. Each parking lot requires cleaning, landscape maintenance, and snow removal. Street-side parking spaces are painted on a bi-yearly basis.

#### **2017-2018 Goals**

- Determine the appropriate parking limits for on-street parking and parking lots.
- Develop and adopt a plan to make the Parking District self-sufficient for all Personnel and Materials and Services costs; strive for revenues to exceed expenses while still charging fair fees.

#### **2016-2017 Fund Goal Outcomes**

- ● Determine the appropriate parking limits for on street parking and parking lots.
  - This goal is always on-going. Through discussions with the Downtown Association and others, it was decided that time limits in parking lots would not be enforced for cars without parking permits unless the cars were seen on a regular basis. Throughout this upcoming year, parking will continue to be monitored and reviewed to determine the best appropriate parking limits.
- ● Work to make the Parking District self-sufficient for all Personnel and Materials and Services costs; strive for revenues to exceed expenses while still charging fair fees.
  - No progress has been made on this goal. A brief discussion was held with the Downtown Association about possibly taking over the Parking District; however, that never materialized. More discussion will be held throughout this fiscal year.
- ● Provide additional safety by having the Parking Enforcement Officer report criminal activity (vandalism, graffiti, etc.) to the Police Department.
- ● Provide outstanding Customer Service by finding innovative ways to communicate with Parking District permit holders.

- ● Find creative ways to increase efficiency of the administration of the Parking Permits and the maintenance of parking lots.
  - The Parking Enforcement Officer was tasked with the maintenance of the landscaping beds in the parking lots instead of hiring a contractor. There was a learning curve involved, so this year the Parking Enforcement Officer will be more efficient maintaining parking lot landscaped areas.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**PARKING FUND #112 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 112 - PARKING FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	71,458	68,977	66,350	35,625	35,625	35,625
43 - LICENSES, FEES & PERMITS	40,851	44,533	58,400	42,625	42,625	42,625
46 - FINES & FORFEITURES	55,825	53,424	50,450	42,000	42,000	42,000
47 - INVESTMENT INCOME	480	531	500	550	550	550
49 - OTHER REVENUES	369	152	-	150	150	150
50 - OTHER FINANCING SOURCES	13,954	-	-	-	-	-
<b>Fund: 112 - PARKING FUND Resources Total:</b>	<b>182,937</b>	<b>167,618</b>	<b>175,700</b>	<b>120,950</b>	<b>120,950</b>	<b>120,950</b>

**PARKING FUND #112 / DEPARTMENT #60 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 112 - PARKING FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 60 - PARKING</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	37,764	38,420	39,550	42,075	42,075	42,075
02 - BENEFITS	18,361	20,209	20,800	23,100	23,100	23,100
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>56,125</b>	<b>58,629</b>	<b>60,350</b>	<b>65,175</b>	<b>65,175</b>	<b>65,175</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	10,961	13,835	11,575	10,000	10,000	10,000
06 - UTILITIES	2,996	4,228	3,725	2,800	2,800	2,800
07 - MAINTENANCE & REPAIRS	2,905	9,651	11,400	11,000	11,000	11,000
09 - INSURANCE	479	451	500	225	225	225
10 - COMMUNICATIONS	31	36	75	75	75	75
11 - ADVERTISING	-	-	200	100	100	100
13 - TRAVEL/TRAINING	-	-	200	200	200	200
14 - SUPPLIES	2,586	1,572	3,025	2,350	2,350	2,350
15 - NON-CAPITAL EQUIPMENT	-	8	-	-	-	-
17 - OTHER MATERIALS & SERVICES	7	12	50	25	25	25
18 - INTERNAL CHARGES FOR SERVICES	23,970	20,760	22,675	8,150	8,150	8,150
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>43,934</b>	<b>50,552</b>	<b>53,425</b>	<b>34,925</b>	<b>34,925</b>	<b>34,925</b>
<b>Department: 60 - PARKING Requirements Total:</b>	<b>100,059</b>	<b>109,181</b>	<b>113,775</b>	<b>100,100</b>	<b>100,100</b>	<b>100,100</b>

**ADOPTED BUDGET  
Fiscal Year 2017-2018**

**PARKING FUND #112 / UNALLOCATED REQUIREMENTS**

Fund: 112 - PARKING FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Expense	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL	13,659	-	-	-	-	-
44 - DEBT INTEREST	242	-	-	-	-	-
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>13,901</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 90 - CONTINGENCY</b>						
90 - CONTINGENCY	-	-	12,000	5,000	5,000	5,000
<b>ExpCategory: 90 - CONTINGENCY Total:</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	68,977	58,436	49,925	15,850	15,850	15,850
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>68,977</b>	<b>58,436</b>	<b>49,925</b>	<b>15,850</b>	<b>15,850</b>	<b>15,850</b>
<b>Unallocated Requirements Total:</b>	<b>82,878</b>	<b>58,436</b>	<b>61,925</b>	<b>20,850</b>	<b>20,850</b>	<b>20,850</b>
<b>Fund: 112 -PARKING FUND Requirements Total:</b>	<b>182,937</b>	<b>167,618</b>	<b>175,700</b>	<b>120,950</b>	<b>120,950</b>	<b>120,950</b>

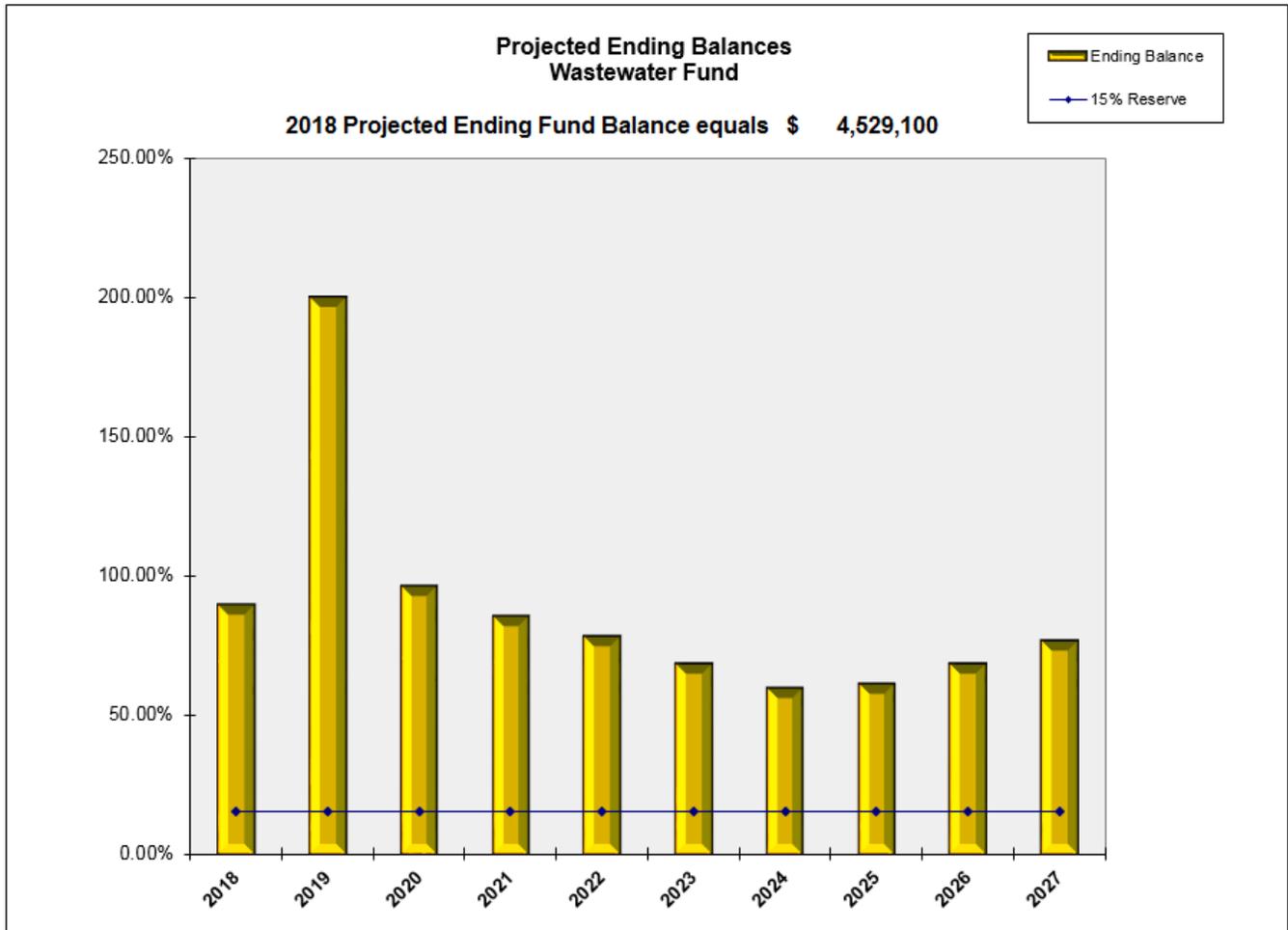


## Wastewater Fund

The Wastewater Fund is an enterprise fund that accounts for all the operations, maintenance and expansion of the Wastewater Collections and Treatment facilities. Revenue consists of charges for services.

<b>Estimated Resources:</b>	<b>\$ 17,169,350</b>
<b>Appropriated:</b>	<b>\$ 12,640,250</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 4,529,100</b>
<b>Total Fund Requirements:</b>	<b>\$ 17,169,350</b>

### Wastewater Fund 10-year forecast



**ADOPTED BUDGET  
Fiscal Year 2017-2018  
WASTEWATER FUND #241 RESOURCES**

Fund: 241 - WASTEWATER FUND	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	11,061,876	12,073,689	3,651,175	6,219,500	6,219,500	6,219,500
45 - CHARGES FOR SERVICES	6,913,287	7,278,589	7,372,075	7,741,900	7,741,900	7,741,900
47 - INVESTMENT INCOME	56,268	111,541	58,800	102,950	102,950	102,950
48 - INTERNAL CHARGES FOR SERVICES	-	12,205	-	-	-	-
49 - OTHER REVENUES	104,854	101,044	48,500	105,000	105,000	105,000
50 - OTHER FINANCING SOURCES	-	7,187,920	-	3,000,000	3,000,000	3,000,000
<b>Fund: 241 - WASTEWATER FUND Resources Total:</b>	<b>18,136,284</b>	<b>26,764,988</b>	<b>11,130,550</b>	<b>17,169,350</b>	<b>17,169,350</b>	<b>17,169,350</b>



## Wastewater Fund

### Collections and Treatment Divisions

**Collections Appropriated: \$ 2,864,975**

**Treatment Appropriated: \$ 8,969,625**

**Total Appropriated: \$11,834,600**

#### **Description**

The Wastewater Division maintains the wastewater collection conveyance piping systems of all City customers. The City of Klamath Falls' wastewater collection system consists of 155 miles of gravity sewer lines, 11.7 miles of sewer pressure lines, 12 sanitary pumping stations, 2,600 manholes, 370 lamp holes and 11 sewer collection drainage basins.

Wastewater treatment is provided at the City's Spring Street Wastewater Treatment Plant, where an average flow of 2.85 million gallons per day was treated in 2015. Over 90% of this treated, recycled wastewater was pumped to the Pacific Klamath Energy facility to be used as cooling water in the energy facility's cooling towers. The remaining treated wastewater is discharged into Lake Ewauna.

Solids generated from the wastewater treatment process are treated in anaerobic digesters, and, then, combined with tree trimmings and other reusable, clean landscaping waste, is turned into environmentally friendly products (bio solids) at the Spring Street's Compost Facility and provided free of cost to the public.

The Wastewater Division is also responsible for the storm water collection system. The storm water collection system provides drainage to approximately 19 square miles of surface area and over 100 miles of City maintained roadways. The storm water collection system has 4 pump stations; 2,500 storm water catch basins and nearly 130 miles of pipelines.

#### **Budget Comments**

A budgeted Treatment retirement has increase the salaries. The Collections division has increased 1 FTE increasing the personnel budget.

#### **2017-2018 Goals**

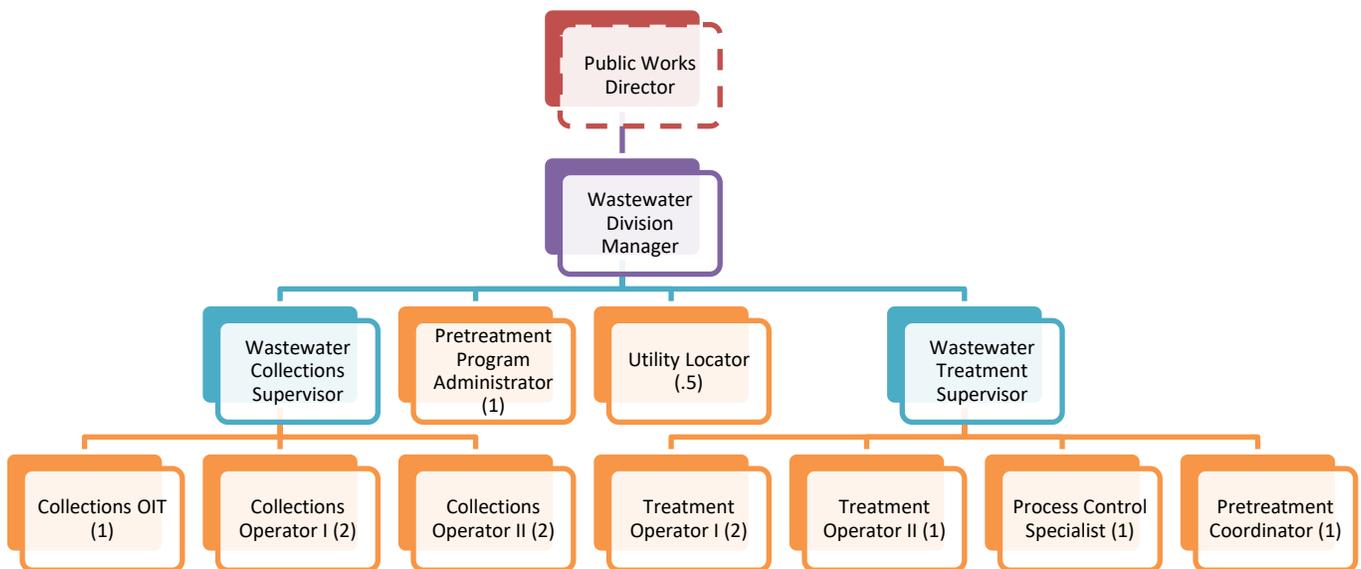
- Complete Phase 1A and Phase 1B of the Spring Street Sewage Treatment Plant Progressive Design-Build Services.
- Develop and implement a plan to minimize sanitary sewer system overflows by focusing efforts at the chronic root problem areas.
- Support the City's aesthetic improvement project in the Focus Corridor by focusing on sewer system improvements. (Televise lines, review man holes, sewer clean out, storm drain catch basins.)

- Work with the Engineering Division to review, update, and work to complete the storm water GIS layer.

**2016-2017 Goal Outcomes**

- ● Select a Progressive Design Build (PDB) team for the improvements at the Spring Street WWTP.
- ● Upgrade the composting operation’s equipment.
  - The equipment is ordered and will come next FY.
- ● Develop pipeline condition assessment protocols for the wastewater collection system.
- ● Update the Division’s Sanitary Sewer Overflow Response Plan.
- ● Establish and measure performance metrics for the Division.
- ● Participate in the Energy Trust of Oregon’s strategic management program and meet the program goal for a 5% savings in energy consumption.
- ● Complete the storm water GIS layer.
  - The initial review is completed.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018  
WASTEWATER FUND #241 / COLLECTIONS DIVISION #81 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 241 - WASTEWATER FUND</b>						
<b>Department: 81 - WASTEWATER COLLECTIONS</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	325,581	378,762	421,200	500,525	500,525	500,525
02 - BENEFITS	136,927	175,070	207,675	268,325	268,325	268,325
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>462,508</b>	<b>553,832</b>	<b>628,875</b>	<b>768,850</b>	<b>768,850</b>	<b>768,850</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	42,753	209,583	145,500	95,500	95,500	95,500
06 - UTILITIES	106,847	111,859	99,725	115,775	115,775	115,775
07 - MAINTENANCE & REPAIRS	128,915	112,162	142,900	138,500	138,500	138,500
08 - RENTALS / LEASES	17,092	16,862	20,200	20,200	20,200	20,200
09 - INSURANCE	47,919	53,014	57,800	64,250	64,250	64,250
10 - COMMUNICATIONS	13,037	6,635	13,850	10,350	10,350	10,350
11 - ADVERTISING	2,501	728	2,500	2,000	2,000	2,000
13 - TRAVEL/TRAINING	5,063	10,676	11,750	11,750	11,750	11,750
14 - SUPPLIES	26,977	24,265	33,450	58,850	58,850	58,850
15 - NON-CAPITAL EQUIPMENT	11,834	23,418	31,500	27,500	27,500	27,500
17 - OTHER MATERIALS & SERVICES	140	140	100	100	100	100
18 - INTERNAL CHARGES FOR SERVICES	440,168	435,750	490,625	1,147,850	1,147,850	1,147,850
60 - PRETREATMENT EXPENSES	1,035	3,322	8,500	8,500	8,500	8,500
63 - LICENSES AND PERMITS	1,275	920	9,000	9,000	9,000	9,000
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>845,556</b>	<b>1,009,333</b>	<b>1,067,400</b>	<b>1,710,125</b>	<b>1,710,125</b>	<b>1,710,125</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
21 - LAND	-	-	30,000	-	-	-
22 - INTANGIBLE	-	9,104	-	-	-	-
25 - VEHICLES	-	393,477	185,000	-	-	-
26 - EQUIPMENT	47,850	316,757	236,500	-	-	-
28 - INFRASTRUCTURE	482,733	204,326	518,350	386,000	386,000	386,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>530,584</b>	<b>923,664</b>	<b>969,850</b>	<b>386,000</b>	<b>386,000</b>	<b>386,000</b>
<b>Department: 81 - WASTEWATER COLLECTIONS Total:</b>	<b>1,838,648</b>	<b>2,486,829</b>	<b>2,666,125</b>	<b>2,864,975</b>	<b>2,864,975</b>	<b>2,864,975</b>

**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**WASTEWATER FUND #241 / TREATMENT DIVISION #82 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 241 - WASTEWATER FUND</b>						
<b>Department: 82 - WASTEWATER TREATMENT</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	401,281	375,399	381,150	425,500	425,500	425,500
02 - BENEFITS	181,110	156,039	173,550	208,975	208,975	208,975
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>582,391</b>	<b>531,439</b>	<b>554,700</b>	<b>634,475</b>	<b>634,475</b>	<b>634,475</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	49,150	85,416	129,800	130,100	130,100	130,100
06 - UTILITIES	572,802	513,920	580,600	626,225	626,225	626,225
07 - MAINTENANCE & REPAIRS	118,337	115,203	130,000	216,000	216,000	216,000
08 - RENTALS / LEASES	-	205	500	6,000	6,000	6,000
09 - INSURANCE	17,537	19,124	20,525	21,825	21,825	21,825
10 - COMMUNICATIONS	5,164	4,204	6,400	8,250	8,250	8,250
11 - ADVERTISING	825	34	500	8,000	8,000	8,000
13 - TRAVEL/TRAINING	8,684	11,113	23,275	25,000	25,000	25,000
14 - SUPPLIES	158,866	181,279	180,300	215,250	215,250	215,250
15 - NON-CAPITAL EQUIPMENT	11,765	7,933	17,000	53,600	53,600	53,600
17 - OTHER MATERIALS & SERVICES	351	-	300	1,500	1,500	1,500
18 - INTERNAL CHARGES FOR SERVICES	426,632	399,493	465,650	567,250	567,250	567,250
60 - PRETREATMENT EXPENSES	25,378	32,346	38,000	35,000	35,000	35,000
63 - LICENSES AND PERMITS	24,951	21,236	25,000	25,000	25,000	25,000
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>1,420,443</b>	<b>1,391,505</b>	<b>1,617,850</b>	<b>1,939,000</b>	<b>1,939,000</b>	<b>1,939,000</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
21 - LAND	-	-	-	30,000	30,000	30,000
23 - FACILITIES	-	69,921	1,141,650	6,150,000	6,150,000	6,150,000
26 - EQUIPMENT	50,672	27,926	260,000	216,150	216,150	216,150
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>50,672</b>	<b>97,847</b>	<b>1,401,650</b>	<b>6,396,150</b>	<b>6,396,150</b>	<b>6,396,150</b>
<b>Department: 82 - WASTEWATER TREATMENT Total:</b>	<b>2,053,506</b>	<b>2,020,790</b>	<b>3,574,200</b>	<b>8,969,625</b>	<b>8,969,625</b>	<b>8,969,625</b>



# Wastewater Fund

## Utility Billing

### Budget Comments

In FY 17-18 FY the Utility Billing Division will be budgeted to Water and a yearly transfer of appropriate costs will be completed to charge 49% to Wastewater.

**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**WASTEWATER FUND #241 / UTILITY BILLING DIVISION #83 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 241 - WASTEWATER FUND</b>						
<b>Department: 83 - WASTEWATER BILLING</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	95,410	165,086	165,500	-	-	-
02 - BENEFITS	43,985	80,216	83,875	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>139,395</b>	<b>245,302</b>	<b>249,375</b>	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	58,230	65,792	62,500	-	-	-
06 - UTILITIES	1,550	1,471	1,775	-	-	-
07 - MAINTENANCE & REPAIRS	8,520	11,012	10,275	-	-	-
08 - RENTALS / LEASES	9,000	9,000	9,000	-	-	-
09 - INSURANCE	1,025	1,194	1,300	-	-	-
10 - COMMUNICATIONS	5,925	2,797	3,700	-	-	-
11 - ADVERTISING	74	-	-	-	-	-
13 - TRAVEL/TRAINING	1,101	1,221	2,375	-	-	-
14 - SUPPLIES	6,095	4,662	7,300	-	-	-
15 - NON-CAPITAL EQUIPMENT	1,391	2,959	2,325	-	-	-
17 - OTHER MATERIALS & SERVICES	54	140	200	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	55,057	47,158	42,150	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>148,020</b>	<b>147,407</b>	<b>142,900</b>	-	-	-
<b>Department: 83 - WASTEWATER BILLING Total:</b>	<b>287,416</b>	<b>392,709</b>	<b>392,275</b>	-	-	-

**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**WASTEWATER FUND #241 / UNALLOCATED REQUIREMENTS**

Fund: 241 - WASTEWATER FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Expense	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
ExpCategory: 80 - DEBT SERVICE						
41 - DEBT PRINCIPAL	590,000	7,727,556	657,000	670,100	670,100	670,100
44 - DEBT INTEREST	293,025	207,463	150,800	135,550	135,550	135,550
ExpCategory: 80 - DEBT SERVICE Total:	<b>883,025</b>	<b>7,935,020</b>	<b>807,800</b>	<b>805,650</b>	<b>805,650</b>	<b>805,650</b>
ExpCategory: 81 - OTHER FINANCING USE						
50 - INTER-FUND TRANSFER OUT	1,000,000	10,000,000	-	-	-	-
ExpCategory: 81 - OTHER FINANCING USE Total:	<b>1,000,000</b>	<b>10,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
ExpCategory: 92 - RESERVED FOR FUTURE						
92 - RESERVED FOR FUTURE	12,073,689	3,929,640	3,690,150	4,529,100	4,529,100	4,529,100
ExpCategory: 92 - RESERVED FOR FUTURE Total:	<b>12,073,689</b>	<b>3,929,640</b>	<b>3,690,150</b>	<b>4,529,100</b>	<b>4,529,100</b>	<b>4,529,100</b>
UNALLOCATED REQUIREMENTS Total:	<b>13,956,714</b>	<b>21,864,660</b>	<b>4,497,950</b>	<b>5,334,750</b>	<b>5,334,750</b>	<b>5,334,750</b>
<b>Fund: 241 - WASTEWATER FUND Requirements Total:</b>	<b>18,136,284</b>	<b>26,764,988</b>	<b>11,130,550</b>	<b>17,169,350</b>	<b>17,169,350</b>	<b>17,169,350</b>

<b>WASTEWATER FUND Capital Outlay Schedule 2017-2018</b>	
<b>ITEM</b>	<b>PROPOSED EXPENDITURE</b>
<b>COLLECTIONS DIVISION</b>	
<b>Infrastructure</b>	
Brett Way Sewer Main Extension	\$ 20,000
Gravity & Pressure; Manhole; 1300 Block Shelly	75,000
Gravity & Pressure; Manhole; 900 Block Fulton	20,000
Gravity & Pressure; Manhole; Auburn & Alley	20,000
Gravity & Pressure; Manhole; KF Airport	20,000
Gravity & Pressure; Manhole; Lincoln St	20,000
Gravity & Pressure; Manhole; Mitchell & Orchard	130,000
KFI Manhole Rehab/Replace	50,000
Moore Park Dry Well Coating	15,000
OR 140 Greensprings Interchange	16,000
<b>Total Infrastructure</b>	<b>386,000</b>
<b>Total Collections Division</b>	<b>386,000</b>
<b>TREATMENT DIVISION</b>	
<b>Land</b>	
California Pump Station - Land Procurement	30,000
<b>Total Land</b>	<b>30,000</b>
<b>Equipment</b>	
Dissolved Oxygen Control System	30,000
Laboratory Spectrophotometer	6,500
Samplers Equipment	30,000
Trommell Screen	149,650
<b>Total Equipment</b>	<b>216,150</b>
<b>Facilities</b>	
Chemical Building Storage Tanks	150,000
Master Planning for new Plant	6,000,000
<b>Total Facilities</b>	<b>6,150,000</b>
<b>Total Treatment Division</b>	<b>6,396,150</b>
<b>Total Wastewater Fund</b>	<b>\$ 6,782,150</b>

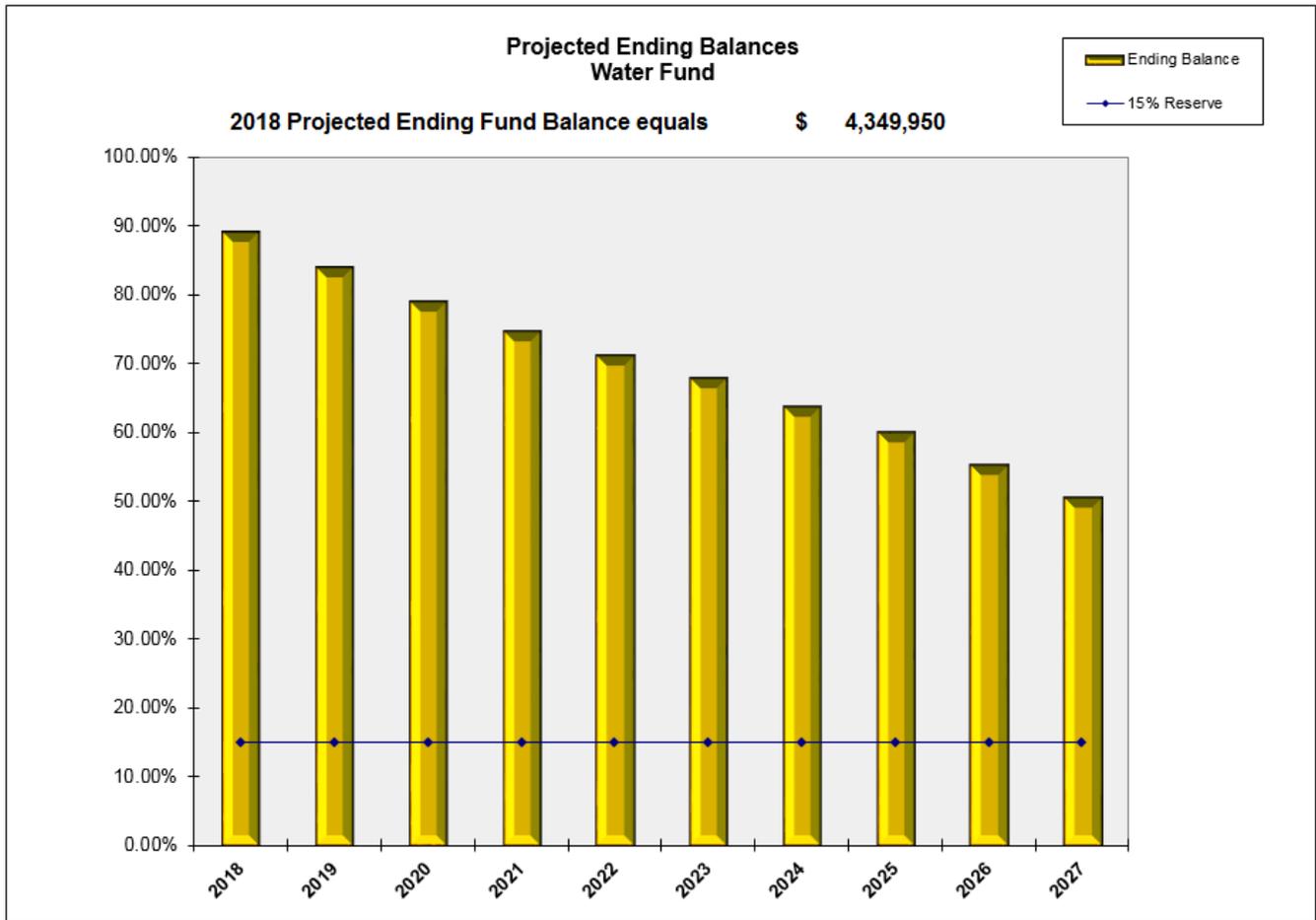


## Water Fund

The Water Fund is an enterprise fund that accounts for expansion, operation, and maintenance of the City's water supply system. Revenues primarily consist of charges for services. The Water Fund includes the Water division, Geothermal, and Utility Billing.

<b>Estimated Resources:</b>	<b>\$ 13,772,625</b>
<b>Appropriated:</b>	<b>\$ 9,422,675</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 4,349,950</b>
<b>Total Fund Requirements:</b>	<b>\$ 13,772,625</b>

### Water Fund 10-year forecast



**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**WATER FUND #244 RESOURCES**

Fund: 244 - WATER FUND	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	8,907,632	8,505,044	4,348,850	5,119,875	5,119,875	5,119,875
45 - CHARGES FOR SERVICES	7,551,829	7,515,894	7,694,025	7,843,925	7,843,925	7,843,925
47 - INVESTMENT INCOME	86,364	170,262	145,575	111,175	111,175	111,175
48 - INTERNAL CHARGES FOR SERVICES	-	2,754	2,775	563,400	563,400	563,400
49 - OTHER REVENUES	136,169	142,567	118,700	134,250	134,250	134,250
50 - OTHER FINANCING SOURCES	-	31,588	-	-	-	-
<b>Fund: 244 - WATER FUND Total:</b>	<b>16,681,994</b>	<b>16,368,109</b>	<b>12,309,925</b>	<b>13,772,625</b>	<b>13,772,625</b>	<b>13,772,625</b>



## Water Fund

### Operations Division

**Appropriated: \$7,052,275**

#### **Description**

The Water Operations Division is responsible for providing safe and reliable drinking water to the nearly 40,000 residents living in and around the City of Klamath Falls. 14 staff members operate and maintain the City's public water system, consisting of 13 wells, 22 water storage reservoirs, 24 pumping stations and approximately 265 miles of pipeline including over 16,000 metered service connections.

Some of the routine activities for the Operations Division include collecting and analyzing water samples to ensure regulatory compliance, monitoring facility operations, making operational changes to meet changing demands, repairing and replacing infrastructure. These tasks are also supported by staff from other City Departments/Divisions such as Development Services, Maintenance, Streets and Utility Billing.

#### **2017-2018 Goals**

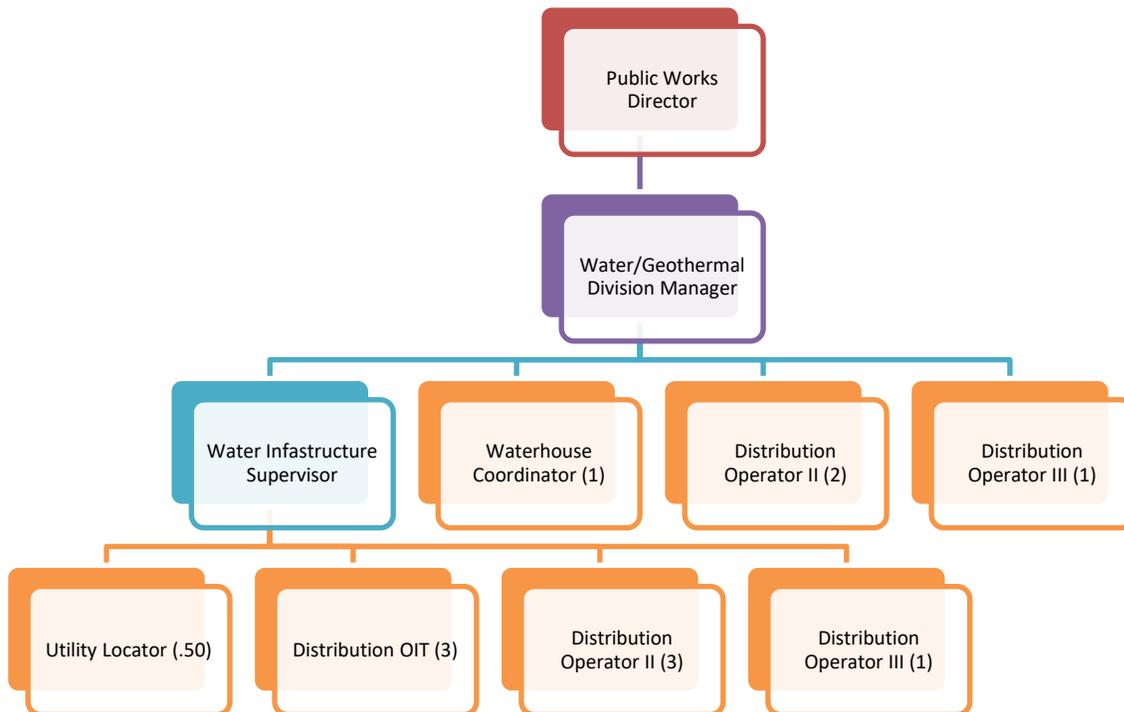
- Complete the final step in a fully Automated Metering Infrastructure (AMI) system.
- Deploy the required software to offer a customer use portal which will allow the water user to access personal account information and receive individual notices pertaining to water consumption and billing issues.
- Reduce non-revenue water loss (unaccounted for water loss) below regulatory agency and industry acceptable standards.
- Improve the visual appearance of above ground water system infrastructure specifically in areas of the focus corridors. An aspect for achieving this goal will be the replacement or re-coating older hydrants. This will include efforts directed at maintaining and improving the outer appearance of water pumping stations and water storage sites.
- Complete a 5-year succession plan for the Operations Division. Up to 7 current staff will be retiring over the next 6 years and it is critical to have experienced operators in place to replace the retiring staff members.

#### **2016-2017 Goal Outcomes**

- ● It is the goal of the Operations Division to complete the Advanced Meter Infrastructure (AMI) which is to be a phased project over multiple years. Completing installation of the Automatic Meter Reading (AMR) is necessary prior to completing an AMI system.
- ● Complete an analysis of all water storage reservoirs and reservoir sites. This analysis shall include site security, structural integrity of each water tank and upgrading seismic protection at each tank.

- Although a request for proposal has been completed, a consultant has yet to be contracted to complete the vulnerability assessment. This project is still currently in progress.
- Complete a 5-year succession plan for the Operations Division. As part of this plan the division desires to hire, train, and promote water distribution operators to replace current staff which are or will be eligible for retirement. This is an ongoing project.
  - Three new staff members were added to the Operations Division in 2016/2017 and a fourth is planned to be hired in 2017/2018. These new staff members fill existing positions which became vacant due to retirements and when two division staff accepted positions in other City departments. It takes approximately 3-5 years of hands-on experience working within the City’s water system for an individual to become trained, qualified, competent and confident to perform the operational and maintenance responsibilities necessary to operate the water and geothermal system.
- Secure or perfect water rights for the Wocus Well and Conger Well #9. The permitted water rights at these sources are vulnerable due to fish persistence issues.
  - All necessary and required documentation has been completed and submitted to the Oregon Water Resources Department. We are currently waiting for official notice of being granted certified water rights for these two production wells.

**Organizational Chart**



**ADOPTED BUDGET  
Fiscal Year 2017-2018  
WATER FUND #244 / OPERATIONS DIVISION #85 REQUIREMENTS**

Fund: 244 - WATER FUND Department: 85 - WATER OPERATIONS	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	678,093	666,424	748,500	755,000	755,000	755,000
02 - BENEFITS	297,844	326,359	362,000	387,575	387,575	387,575
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>975,937</b>	<b>992,782</b>	<b>1,110,500</b>	<b>1,142,575</b>	<b>1,142,575</b>	<b>1,142,575</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	171,916	156,111	196,775	202,700	202,700	202,700
06 - UTILITIES	543,121	590,918	548,025	559,275	559,275	559,275
07 - MAINTENANCE & REPAIRS	596,287	521,857	552,400	536,000	536,000	536,000
08 - RENTALS / LEASES	1,830	1,175	1,500	2,500	2,500	2,500
09 - INSURANCE	40,201	41,959	45,750	51,600	51,600	51,600
10 - COMMUNICATIONS	11,804	11,790	11,750	12,750	12,750	12,750
11 - ADVERTISING	5,392	4,383	6,000	6,000	6,000	6,000
13 - TRAVEL/TRAINING	14,037	6,063	12,500	15,500	15,500	15,500
14 - SUPPLIES	50,788	50,421	60,100	57,750	57,750	57,750
15 - NON-CAPITAL EQUIPMENT	23,798	36,824	39,000	33,500	33,500	33,500
17 - OTHER MATERIALS & SERVICES	2,403	2,517	3,100	4,500	4,500	4,500
18 - INTERNAL CHARGES FOR SERVICES	781,738	814,785	898,725	1,009,725	1,009,725	1,009,725
61 - PYMT IN LIEU OF FRANCHISE	9,984	10,940	-	11,150	11,150	11,150
63 - LICENSES AND PERMITS	566	842	750	750	750	750
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>2,253,867</b>	<b>2,250,587</b>	<b>2,376,375</b>	<b>2,503,700</b>	<b>2,503,700</b>	<b>2,503,700</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
21 - LAND	13,219	4,505	-	-	-	-
22 - INTANGIBLE	-	9,104	-	75,000	75,000	75,000
23 - FACILITIES	1,004	9,293	-	-	-	-
25 - VEHICLES	-	330,271	-	50,000	50,000	50,000
26 - EQUIPMENT	56,306	28,011	765,000	-	-	-
28 - INFRASTRUCTURE	1,232,766	804,509	2,738,000	3,281,000	3,281,000	3,281,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>1,303,294</b>	<b>1,185,693</b>	<b>3,503,000</b>	<b>3,406,000</b>	<b>3,406,000</b>	<b>3,406,000</b>
<b>Department: 85 - WATER OPERATIONS Total:</b>	<b>4,533,097</b>	<b>4,429,062</b>	<b>6,989,875</b>	<b>7,052,275</b>	<b>7,052,275</b>	<b>7,052,275</b>



## Water Fund

### Utility Billing

**Appropriated: \$1,196,375**

#### **Description**

The City of Klamath Falls Utility Billing Division strives to give our community the best service we possibly can. This includes information about utility services, policies and procedures, and answers to commonly asked questions about bills, payments, deposits, and other important service questions. We strive to work together with our customers to ensure efficient operation of our community's utility service.

There are approximately 16,000 customers within the City utility system. On a monthly basis, around 2,000 customers come into the Utility office to pay their bill or get questions answered regarding their account. City Utilities includes Water, Sewer, Street Lights, Geothermal, and Fire Protection services. To accomplish monthly billing, customers' meters are read once each month, by area, throughout the month. This means that customers throughout the City will receive their bills on different dates throughout the month, and will have different due dates.

#### **Budget Comment**

In the 2017-2018 FY the Utility Billing Division will be budgeted to water and a yearly transfer of appropriate costs will be completed to charge 49% to wastewater.

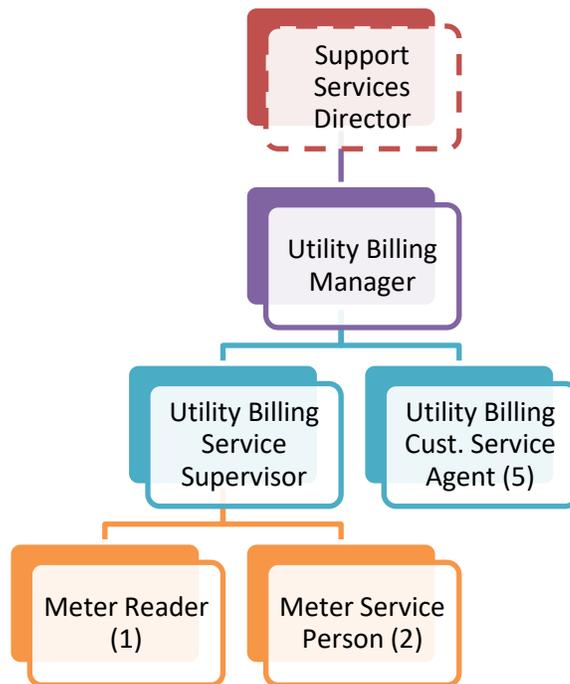
#### **2017-2018 Goals**

- Analyze more of the City Code, with regards to the Utility Billing processes, fees, and restrictions and finish the process with Council approval.
- Complete Automated Meter Reading (AMR) to Automated Metering Infrastructure (AMI) transition.
- Implement a customer service portal for up to date meter information and water consumption linked to the AMI project.
- Inspect and repair the meter boxes in the focus corridors.

#### **2016-2017 Goal Outcomes**

- ● Utility Billing will be able to have customers pay their City Utility bill online in the 2016-2017 Budget year.
- ● Analyze City Code with regards to the Utility Billing processes, fees and restrictions.
  - A few of the City Codes have been reviewed, but have yet to go to council. It is a very long process with input from many.

**Organizational Chart**



**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**WATER FUND #244 / UTILITY BILLING DIVISION #86 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 244 - WATER FUND</b>						
<b>Department: 86 - WATER BILLING</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	408,041	330,509	328,700	515,650	515,650	515,650
02 - BENEFITS	177,939	165,205	166,900	266,900	266,900	266,900
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>585,981</b>	<b>495,715</b>	<b>495,600</b>	<b>782,550</b>	<b>782,550</b>	<b>782,550</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	123,249	132,111	133,000	201,000	201,000	201,000
06 - UTILITIES	3,099	2,941	3,275	5,075	5,075	5,075
07 - MAINTENANCE & REPAIRS	17,127	25,269	20,600	26,600	26,600	26,600
08 - RENTALS / LEASES	18,000	18,000	18,000	27,000	27,000	27,000
09 - INSURANCE	4,615	3,089	3,375	4,000	4,000	4,000
10 - COMMUNICATIONS	12,269	5,965	6,700	8,400	8,400	8,400
11 - ADVERTISING	147	-	-	900	900	900
13 - TRAVEL/TRAINING	2,211	2,443	4,425	7,650	7,650	7,650
14 - SUPPLIES	12,141	8,799	13,000	17,100	17,100	17,100
15 - NON-CAPITAL EQUIPMENT	2,831	5,762	3,500	8,900	8,900	8,900
17 - OTHER MATERIALS & SERVICES	311	281	250	250	250	250
18 - INTERNAL CHARGES FOR SERVICES	136,836	116,664	104,925	3,450	3,450	3,450
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>332,835</b>	<b>321,324</b>	<b>311,050</b>	<b>310,325</b>	<b>310,325</b>	<b>310,325</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	-	-	-	25,000	25,000	25,000
25 - VEHICLES	-	-	-	60,000	60,000	60,000
26 - EQUIPMENT	6,000	18,500	-	18,500	18,500	18,500
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>6,000</b>	<b>18,500</b>	<b>-</b>	<b>103,500</b>	<b>103,500</b>	<b>103,500</b>
<b>Department: 86 - WATER BILLING Total:</b>	<b>924,816</b>	<b>835,538</b>	<b>806,650</b>	<b>1,196,375</b>	<b>1,196,375</b>	<b>1,196,375</b>



# Water Fund

## Geothermal Division

**Appropriated: \$152,450**

**Description**

The Geothermal Division is responsible for operating and maintaining the City’s geothermal system, consisting of 2 wells, a single heat exchange facility which includes 3 district circulation pumps and 2 plate heat exchangers. There are also approximately 4 miles of pipeline and 5 sidewalk/bridge snowmelt systems.

**Budget Comment**

The Geothermal Division revenues are a part of the water fund resource charges for services category. Personnel services for the geothermal division are tracking in project accounting and will continue to be tracked by project and not recorded in the geothermal division.

**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**WATER FUND #244 / GEOTHERMAL DIVISION #87 REQUIREMENTS**

Fund: 244 - WATER FUND Department: 87 - GEOTHERMAL OPERATIONS	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	8,289	20,151	-	-	-	-
02 - BENEFITS	3,950	9,642	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>12,239</b>	<b>29,794</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	3,092	7,716	10,000	3,500	3,500	3,500
06 - UTILITIES	29,888	41,018	41,550	51,100	51,100	51,100
07 - MAINTENANCE & REPAIRS	39,836	48,170	36,500	42,000	42,000	42,000
09 - INSURANCE	2,440	2,741	3,000	3,225	3,225	3,225
10 - COMMUNICATIONS	188	-	-	-	-	-
13 - TRAVEL/TRAINING	1,003	-	-	-	-	-
14 - SUPPLIES	104	190	200	500	500	500
15 - NON-CAPITAL EQUIPMENT	5	1,914	5,500	1,600	1,600	1,600
17 - OTHER MATERIALS & SERVICES	50	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	32,971	32,138	47,825	50,425	50,425	50,425
63 - LICENSES AND PERMITS	45	732	600	100	100	100
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>109,621</b>	<b>134,618</b>	<b>145,175</b>	<b>152,450</b>	<b>152,450</b>	<b>152,450</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
26 - EQUIPMENT	19,274	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>19,274</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 87 - GEOTHERMAL OPERATIONS Total:</b>	<b>141,134</b>	<b>164,412</b>	<b>145,175</b>	<b>152,450</b>	<b>152,450</b>	<b>152,450</b>

**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**  
**WATER FUND #244 / UNALLOCATED REQUIREMENTS**

Fund: 244 - WATER FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Expense	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>ExpCategory: 80 - DEBT SERVICE</b>						
DEBT PRINCIPAL - 2001 WATER REV REF BONDS	1,120,000	455,000	-	-	-	-
DEBT INTEREST - 2001 WATER REV REF BONDS	54,078	25,025	-	-	-	-
DEBT PRINCIPAL & INTEREST 2004 SPWF 5001 OPS	66,348	65,298	64,250	63,100	63,100	63,100
DEBT PRINCIPAL & INTEREST 2009 SPWF 9002 GEO	767,564	-	-	-	-	-
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>2,007,990</b>	<b>545,323</b>	<b>64,250</b>	<b>63,100</b>	<b>63,100</b>	<b>63,100</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT - GENERAL FUND	-	452,047	502,900	513,850	513,850	513,850
50 - INTER-FUND TRANSFER OUT - AIRPORT FUND	215,289	289,575	432,325	444,625	444,625	444,625
50 - INTER-FUND TRANSFER OUT- PARKS FUND	320,078	-	-	-	-	-
50 - INTER-FUND TRANSFER OUT STREET FUND	34,545	-	-	-	-	-
50 - INTER-FUND TRANSFER OUT - CAPITAL PROJECTS	-	4,500,000	-	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>569,912</b>	<b>5,241,622</b>	<b>935,225</b>	<b>958,475</b>	<b>958,475</b>	<b>958,475</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	8,505,044	5,152,152	3,368,750	4,349,950	4,349,950	4,349,950
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>8,505,044</b>	<b>5,152,152</b>	<b>3,368,750</b>	<b>4,349,950</b>	<b>4,349,950</b>	<b>4,349,950</b>
<b>Unallocated Requirements Total:</b>	<b>11,082,946</b>	<b>10,939,097</b>	<b>4,368,225</b>	<b>5,371,525</b>	<b>5,371,525</b>	<b>5,371,525</b>
<b>Fund: 244 - WATER FUND Total:</b>	<b>16,681,994</b>	<b>16,368,109</b>	<b>12,309,925</b>	<b>13,772,625</b>	<b>13,772,625</b>	<b>13,772,625</b>

**WATER FUND  
Capital Outlay Schedule  
2017-2018**

ITEM	PROPOSED EXPENDITURE
<b>OPERATION DIVISION</b>	
<b>Intangible</b>	
SCADA Installation/Upgrade	30,000
Network Camera-North 5th Street Water Tower	45,000
<b>Total Intangible</b>	<b>75,000</b>
<b>Vehicles</b>	
Trailer Mounted Hydro-Excavator	50,000
<b>Total Vehicles</b>	<b>50,000</b>
<b>Infrastructure</b>	
Adams Street Main Replacement	350,000
Advanced Metering Infrastructure System	330,000
Altamont Drive Main Replacement	50,000
Brett Way Water Main Extension	20,000
Center Reservoir Recondition	250,000
Dayton Street Main Replacement	25,000
Etna Street Main Replacement	450,000
OR Hwy 140 Greensprings Interchange ODOT	6,000
Pelican Cty Booster/Water Main	1,750,000
Stewart Lenox Distribution	50,000
<b>Total Infrastructure</b>	<b>3,281,000</b>
<b>Total Operations Division</b>	<b>3,406,000</b>
<b>WATER BILLING DIVISION</b>	
<b>Intangible</b>	
Call Center Application	25,000
<b>Total Intangible</b>	<b>25,000</b>
<b>Vehicles</b>	
UB Division 1/2 Ton Pickup	60,000
<b>Total Vehicles</b>	<b>60,000</b>
<b>Equipment</b>	
UB Division Hand-held Computer	18,500
<b>Total Equipment</b>	<b>18,500</b>
<b>Total Water Billing Division</b>	<b>103,500</b>
<b>Total Water Fund</b>	<b>\$ 3,509,500</b>



## Other Funds

- **Downtown Maintenance District Fund**
- **Economic Development/Property Fund**
- **Footpaths/Bicycle Trails Fund**
- **Capital Projects Fund**
- **Escrow Reserve Fund**
- **Debt Service Fund**
- **BINET Fund**
- **Veterans Memorial Agency Fund**

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**DOWNTOWN MAINTENANCE DISTRICT FUND #118 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 118 - DOWNTOWN MAINTENANCE DISTRICT FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	13,631	9,448	2,000	16,950	16,950	16,950
45 - CHARGES FOR SERVICES	19,097	18,666	94,175	90,075	90,075	90,075
47 - INVESTMENT INCOME	88	112	25	75	75	75
50 - OTHER FINANCING SOURCES	-	-	12,000	49,375	49,375	49,375
<b>Fund: 118 - DOWNTOWN MAINTENANCE Resources Total:</b>	<b>32,816</b>	<b>28,226</b>	<b>108,200</b>	<b>156,475</b>	<b>156,475</b>	<b>156,475</b>

**DOWNTOWN MAINTENANCE DISTRICT FUND #118 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 118 - DOWNTOWN MAINTENANCE DISTRICT FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 63 - DOWNTOWN MAINTENANCE DIST</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	204	2,611	22,800	40,300	40,300	40,300
06 - UTILITIES	4,531	5,070	22,400	25,200	25,200	25,200
07 - MAINTENANCE & REPAIRS	9,432	11,683	22,000	49,200	49,200	49,200
09 - INSURANCE	-	-	4,200	3,750	3,750	3,750
10 - COMMUNICATIONS	96	133	1,175	1,250	1,250	1,250
17 - OTHER MATERIALS & SERVICES	580	-	6,425	11,400	11,400	11,400
18 - INTERNAL CHARGES FOR SERVICES	8,525	6,450	25,625	10,375	10,375	10,375
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>23,368</b>	<b>25,947</b>	<b>104,625</b>	<b>141,475</b>	<b>141,475</b>	<b>141,475</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	-	-	-	15,000	15,000	15,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	-	3,000	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	9,448	2,279	575	-	-	-
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>9,448</b>	<b>2,279</b>	<b>575</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 63 - DOWNTOWN MAINTENANCE DIST Total:</b>	<b>32,816</b>	<b>28,226</b>	<b>108,200</b>	<b>156,475</b>	<b>156,475</b>	<b>156,475</b>
<b>Fund: 118 - DOWNTOWN MAINTENANCE Requirements Total:</b>	<b>32,816</b>	<b>28,226</b>	<b>108,200</b>	<b>156,475</b>	<b>156,475</b>	<b>156,475</b>

<b>DOWNTOWN MAINTENANCE DISTRICT FUND</b> <b>Capital Outlay Schedule</b> <b>2017-2018</b>	
ITEM	PROPOSED EXPENDITURE
<b>Facilities</b>	
South Portal Building Roof	\$ 15,000
<b>Total Facilities</b>	<b>15,000</b>
<b>Total Capital Outlay</b>	<b>\$ 15,000</b>

**COMMENTS:** Resolution No. 15-02 was approved by council on 3/2/15 creating an Economic Improvement District (EID) for downtown maintenance activities. The EID fees were increased 2% per year for five years. The EID costs include maintenance of landscaping, banners, benches, entry signs, sidewalk sweeping, garbage removal and other maintenance costs incurred in the downtown area. The South Portal Building rental revenue of \$70,675; materials and services expenses of \$60,675; and capital outlay of \$15,000 are included in this fund as well. The projected EID revenue of \$19,500 does not cover the projected expenses of \$80,800 for fiscal year 2018. The General Fund will need to subsidize the Downtown Maintenance District Fund \$49,375 for fiscal year 2018 and will need to continue to subsidize around \$55,000 per year until the EID ends December 31, 2019.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**ECONOMIC DEVELOPMENT/PROPERTY FUND #121 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 121 - ECONOMIC DEVELOPMENT/PROPERTY FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	209,286	278,138	178,400	21,800	21,800	21,800
42 - INTERGOVERNMENTAL	-	115,968	215,000	156,000	156,000	156,000
45 - CHARGES FOR SERVICES	10,865	11,953	12,450	12,500	12,500	12,500
47 - INVESTMENT INCOME	1,301	1,404	1,350	1,200	1,200	1,200
50 - OTHER FINANCING SOURCES	150,000	-	-	200,000	200,000	200,000
<b>Fund: 121 - ECONOMIC DEVELOPMENT/PROPERTY FUND Total:</b>	<b>371,452</b>	<b>407,463</b>	<b>407,200</b>	<b>391,500</b>	<b>391,500</b>	<b>391,500</b>

**ECONOMIC DEVELOPMENT/PROPERTY FUND #121 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 121 - ECONOMIC DEVELOPMENT/PROPERTY FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 64 - ECONOMIC DEVELOP/PROPERTY</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	3,625	162,265	257,900	75,000	75,000	75,000
07 - MAINTENANCE & REPAIRS	7,324	7,324	8,000	8,000	8,000	8,000
17 - OTHER MATERIALS & SERVICES	82,365	71,581	91,625	131,800	151,800	151,800
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>93,313</b>	<b>241,169</b>	<b>357,525</b>	<b>214,800</b>	<b>234,800</b>	<b>234,800</b>
<b>ExpCategory: 90 - CONTINGENCY</b>						
90 - CONTINGENCY	278,138	166,294	49,675	176,700	156,700	156,700
<b>ExpCategory: 90 - CONTINGENCY Total:</b>	<b>278,138</b>	<b>166,294</b>	<b>49,675</b>	<b>176,700</b>	<b>156,700</b>	<b>156,700</b>
<b>Department: 64 - ECONOMIC DEVELOP/PROPERTY Total:</b>	<b>371,452</b>	<b>407,463</b>	<b>407,200</b>	<b>391,500</b>	<b>391,500</b>	<b>391,500</b>
<b>Fund: 121 - ECONOMIC DEVELOPMENT/PROPERTY FUND Total:</b>	<b>371,452</b>	<b>407,463</b>	<b>407,200</b>	<b>391,500</b>	<b>391,500</b>	<b>391,500</b>

**COMMENTS:** This fund accounts for the economic development activities of the City. Revenues include an EPA Brownfield Grant, a lease with Blackman Farms, reimbursement from the County and KCEDA for the retail recruiter and a transfer from the General Fund. Included in Materials & Services are payments to KCEDA of \$50,000, SCOEDD of \$25,000, and the Downtown Association of \$50,000 along with grants for Change of Use \$20,000, Façade \$30,000, and Housing Façade \$10,000. Other expenditures include Balsiger studies, the retail recruiter, and lease expenses. The amount in Contingency will be made available for economic development opportunities as they arise.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**FOOTPATHS/BICYCLE TRAILS FUND #134 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	69,019	78,625	53,100	86,000	86,000	86,000
42 - INTERGOVERNMENTAL	12,416	12,746	12,825	-	-	-
47 - INVESTMENT INCOME	387	502	400	-	-	-
<b>Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND Resources Total:</b>	<b>81,822</b>	<b>91,873</b>	<b>66,325</b>	<b>86,000</b>	<b>86,000</b>	<b>86,000</b>

**FOOTPATHS/BICYCLE TRAILS FUND #134 / DEPARTMENT #62 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 62 - FOOTPATHS/BICYCLE TRAILS</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	-	10,000	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	1,725	1,475	1,800	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>1,725</b>	<b>1,475</b>	<b>11,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
28 - INFRASTRUCTURE	1,472	16,405	16,650	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>1,472</b>	<b>16,405</b>	<b>16,650</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 62 - Requirements Total:</b>	<b>3,197</b>	<b>17,880</b>	<b>28,450</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FOOTPATHS/BICYCLE TRAILS FUND #134 / UNALLOCATED REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Expense</b>						
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	-	-	86,000	86,000	86,000
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>86,000</b>	<b>86,000</b>	<b>86,000</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	78,625	73,993	37,875	-	-	-
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>78,625</b>	<b>73,993</b>	<b>37,875</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unallocated Requirements Total:</b>	<b>78,625</b>	<b>73,993</b>	<b>37,875</b>	<b>86,000</b>	<b>86,000</b>	<b>86,000</b>
<b>Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND Total:</b>	<b>81,822</b>	<b>91,873</b>	<b>66,325</b>	<b>86,000</b>	<b>86,000</b>	<b>86,000</b>

**COMMENTS:** The activity associated with the Footpaths/Bicycle Trails Fund is budgeted in the General Fund. By state law 1% of all gas tax receipts are dedicated for use on pedestrian footpaths and bicycle trails. The revenue and projects will continue to be tracked separately to remain in compliance with state law.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**CAPITAL PROJECTS FUND #135 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 135 - CAPITAL PROJECTS FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	1,085,565	3,150,470	17,757,325	17,913,750	17,913,750	17,913,750
45 - CHARGES FOR SERVICES	54,000	54,000	54,000	54,000	54,000	54,000
47 - INVESTMENT INCOME	10,905	68,030	88,175	88,250	88,250	88,250
50 - OTHER FINANCING SOURCES	2,000,000	14,500,000	-	-	-	-
<b>Fund: 135 - CAPITAL PROJECTS FUND Resources Total:</b>	<b>3,150,470</b>	<b>17,772,500</b>	<b>17,899,500</b>	<b>18,056,000</b>	<b>18,056,000</b>	<b>18,056,000</b>

**CAPITAL PROJECTS FUND #135 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 135 - CAPITAL PROJECTS FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 67 - CAPITAL PROJECTS</b>						
<b>Expense</b>						
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	-	-	3,000,000	3,000,000	3,000,000
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>
<b>RESERVES</b>						
FUND BALANCE	3,150,470	17,772,500	-	-	-	-
RESERVED FOR FUTURE			17,899,500	15,056,000	15,056,000	15,056,000
<b>RESERVES Total:</b>	<b>3,150,470</b>	<b>17,772,500</b>	<b>17,899,500</b>	<b>15,056,000</b>	<b>15,056,000</b>	<b>15,056,000</b>
<b>Fund: 135 - CAPITAL PROJECTS FUND Requirements Total:</b>	<b>3,150,470</b>	<b>17,772,500</b>	<b>17,899,500</b>	<b>18,056,000</b>	<b>18,056,000</b>	<b>18,056,000</b>

**COMMENTS:** This fund is used to reserve amounts for future capital projects. The transfer out is going to Wastewater to help fund the costs of the treatment plant.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**ESCROW RESERVES FUND #136 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 136 - ESCROW RESERVE FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	5,862,403	5,774,865	6,218,775	7,325,875	7,325,875	7,325,875
47 - INVESTMENT INCOME	84,568	97,523	82,650	87,675	87,675	87,675
50 - OTHER FINANCING SOURCES	252,895	321,135	1,018,950	181,150	181,150	181,150
<b>Fund: 136 - ESCROW RESERVE FUND Resources Total:</b>	<b>6,199,865</b>	<b>6,193,523</b>	<b>7,320,375</b>	<b>7,594,700</b>	<b>7,594,700</b>	<b>7,594,700</b>

**ESCROW RESERVES FUND #136 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 136 - ESCROW RESERVE FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 68 - ESCROW RESERVE</b>						
<b>Expense</b>						
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	425,000	-	140,000	800,000	800,000	800,000
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>425,000</b>	<b>-</b>	<b>140,000</b>	<b>800,000</b>	<b>800,000</b>	<b>800,000</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	5,774,865	6,193,523	7,180,375	6,794,700	6,794,700	6,794,700
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>5,774,865</b>	<b>6,193,523</b>	<b>7,180,375</b>	<b>6,794,700</b>	<b>6,794,700</b>	<b>6,794,700</b>
<b>Department: 68 - ESCROW RESERVE Total:</b>	<b>6,199,865</b>	<b>6,193,523</b>	<b>7,320,375</b>	<b>7,594,700</b>	<b>7,594,700</b>	<b>7,594,700</b>
<b>Fund: 136 - ESCROW RESERVE FUND Total:</b>	<b>6,199,865</b>	<b>6,193,523</b>	<b>7,320,375</b>	<b>7,594,700</b>	<b>7,594,700</b>	<b>7,594,700</b>

**COMMENTS:** Other financing sources includes inter-fund loan repayments from the Airport Fund, Lakefront Urban Renewal Fund, and Town Center Urban Renewal Fund. The transfer out is an inter-fund loan with the Airport Fund for the new hangar.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**DEBT SERVICE FUND #150 RESOURCES**

Fund: 150 - DEBT SERVICE FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Revenue	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
39 - NET WORKING CAPITAL	58,698	57,181	30,675	3,800	3,800	3,800
40 - PROPERTY TAXES	9,867	7,661	7,950	6,000	6,000	6,000
47 - INVESTMENT INCOME	2,301	1,946	1,275	1,550	1,550	1,550
<b>Fund: 150 - Resources Except Taxes Levied Total:</b>	<b>70,866</b>	<b>66,788</b>	<b>39,900</b>	<b>11,350</b>	<b>11,350</b>	<b>11,350</b>
40 - PROPERTY TAXES NECESSARY TO BALANCE	-	-	170,325	234,175	234,175	234,175
40 - PROPERTY TAXES COLLECTED IN YEAR LEVIED	191,840	169,056	-	-	-	-
<b>Fund: 150 - DEBT SERVICE FUND Resources Total:</b>	<b>262,706</b>	<b>235,844</b>	<b>210,225</b>	<b>245,525</b>	<b>245,525</b>	<b>245,525</b>

**DEBT SERVICE FUND #150 REQUIREMENTS**

Fund: 150 - DEBT SERVICE FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Department: 70 - DEBT SERVICE	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Expense</b>						
<b>ExpCategory: 80 - DEBT SERVICE</b>						
44 - DEBT INTEREST	205,525	205,525	205,525	205,525	205,525	205,525
47 - DEBT PRINCIPAL	-	-	-	40,000	40,000	40,000
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>205,525</b>	<b>205,525</b>	<b>205,525</b>	<b>245,525</b>	<b>245,525</b>	<b>245,525</b>
<b>ExpCategory: 91 - UNAPPROPRIATED</b>						
91 - UNAPPROPRIATED	-	-	4,700	-	-	-
ENDING BALANCE	57,181	30,319	-	-	-	-
<b>RESERVES Total:</b>	<b>57,181</b>	<b>30,319</b>	<b>4,700</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund: 150 - DEBT SERVICE FUND Requirements Total:</b>	<b>262,706</b>	<b>235,844</b>	<b>210,225</b>	<b>245,525</b>	<b>245,525</b>	<b>245,525</b>

**COMMENTS:** The Debt Service Fund collects the property taxes levied for the General Obligation Bond on the Police Station.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**Basin Interagency Narcotics Enforcement Team (BINET) FUND #301 RESOURCES**

Fund: 301 - BINET FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Revenue	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
39 - NET WORKING CAPITAL	-	-	-	-	-	-
49 - OTHER REVENUES	-	-	10,000	5,000	5,000	5,000
50 - OTHER FINANCING SOURCES	-	-	10,000	10,000	10,000	10,000
<b>Fund: 301 - BINET FUND Resources Total:</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

**BINET FUND #301 / DEPARTMENT #17 REQUIREMENTS**

Fund: 301 - BINET FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Department: 17 - BINET	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
17 - OTHER MATERIALS & SERVICES	-	-	20,000	15,000	15,000	15,000
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Department: 17 - BINET Total:</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

**BINET FUND #301 / UNALLOCATED REQUIREMENTS**

Fund: 301 - BINET FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Expense	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>ExpCategory: 90 - CONTINGENCY</b>	-	-	-	-	-	-
<b>Fund: 301 - BINET FUND Requirements Total:</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

**COMMENTS:** This fund supports the efforts of the Basin Interagency Narcotics Enforcement Team (BINET). Other Financing Sources is a transfer in from the General Fund and Other Revenues is a contribution from Oregon State Police.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**VETERAN'S MEMORIAL AGENCY FUND #307 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 307 - VETERAN'S MEMORIAL AGENCY FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	151,568	150,074	150,525	158,150	158,150	158,150
47 - INVESTMENT INCOME	2,091	3,326	1,500	1,500	1,500	1,500
49 - OTHER REVENUES	4,873	2,343	5,000	5,000	5,000	5,000
<b>Fund: 307 - VETERAN'S MEMORIAL FUND Resources Total:</b>	<b>158,532</b>	<b>155,743</b>	<b>157,025</b>	<b>164,650</b>	<b>164,650</b>	<b>164,650</b>

**VETERAN'S MEMORIAL AGENCY FUND #307 / DEPARTMENT #42 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 307 - VETERAN'S MEMORIAL AGENCY FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 42 - VETERANS MEMORIAL AGENCY</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	316	22	325	125	125	125
07 - MAINTENANCE & REPAIRS	700	44	1,000	750	750	750
10 - COMMUNICATIONS	-	-	25	25	25	25
14 - SUPPLIES	30	24	50	50	50	50
17 - OTHER MATERIALS & SERVICES	120	120	125	125	125	125
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>1,166</b>	<b>210</b>	<b>1,525</b>	<b>1,075</b>	<b>1,075</b>	<b>1,075</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
28 - INFRASTRUCTURE	7,292	1,241	5,000	5,000	5,000	5,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>7,292</b>	<b>1,241</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Department: 42 - VETERANS MEMORIAL AGENCY Total:</b>	<b>8,458</b>	<b>1,452</b>	<b>6,525</b>	<b>6,075</b>	<b>6,075</b>	<b>6,075</b>

**VETERAN'S MEMORIAL AGENCY FUND #307 / UNALLOCATED REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 307 - VETERAN'S MEMORIAL AGENCY FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Expense</b>						
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	150,074	154,291	150,500	158,575	158,575	158,575
<b>Unallocated Requirements Total:</b>	<b>150,074</b>	<b>154,291</b>	<b>150,500</b>	<b>158,575</b>	<b>158,575</b>	<b>158,575</b>
<b>Fund: 307 - VETERAN'S MEMORIAL FUND Requirements Total:</b>	<b>158,532</b>	<b>155,743</b>	<b>157,025</b>	<b>164,650</b>	<b>164,650</b>	<b>164,650</b>

**COMMENTS:** The Veterans Memorial Committee continues to work on the 2<sup>nd</sup> phase of the expansion for the memorial.



## Inactive Funds

- **Parks Fund**
- **Streets Fund**
- **Street Lighting Fund**
- **Cogeneration Fund**
- **Technology Reserve Fund**

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018  
PARKS FUND #107 RESOURCES**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 107 - PARKS FUND</b>						
<b>Department: 00 - 00</b>						
<b>Revenue</b>						
39 - NET WORKING CAPITAL	1,406,197	1,624,616	-	-	-	-
40 - PROPERTY TAXES	718,627	-	-	-	-	-
42 - INTERGOVERNMENTAL	201,800	-	-	-	-	-
45 - CHARGES FOR SERVICES	9,125	-	-	-	-	-
47 - INVESTMENT INCOME	14,853	-	-	-	-	-
49 - OTHER REVENUES	30,681	-	-	-	-	-
50 - OTHER FINANCING SOURCES	421,670	-	-	-	-	-
<b>Total Resources:</b>	<b>2,802,953</b>	<b>1,624,616</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 00 - 00 Total:</b>	<b>2,802,953</b>	<b>1,624,616</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 41 - PARKS ELLA REDKEY POOL</b>						
<b>Revenue</b>						
45 - CHARGES FOR SERVICES	136,207	-	-	-	-	-
49 - OTHER REVENUES	5,654	-	-	-	-	-
<b>Total Resources:</b>	<b>141,861</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 41 - PARKS ELLA REDKEY POOL Total:</b>	<b>141,861</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund: 107 - PARKS FUND Total:</b>	<b>2,944,814</b>	<b>1,624,616</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PARKS FUND #107 / OPERATIONS DIVISION #40 REQUIREMENTS**

	2014-2015 Total Activity	2015-2016 Total Activity	2016-2017 Total Budget	2017-2018 Proposed	2017-2018 Approved	2017-2018 Adopted
<b>Fund: 107 - PARKS FUND</b>						
<b>Department: 40 - PARKS</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	329,897	-	-	-	-	-
02 - BENEFITS	163,952	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>493,849</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	116,478	-	-	-	-	-
06 - UTILITIES	64,366	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	93,142	-	-	-	-	-
09 - INSURANCE	12,118	-	-	-	-	-
10 - COMMUNICATIONS	2,934	-	-	-	-	-
11 - ADVERTISING	1,080	-	-	-	-	-
13 - TRAVEL/TRAINING	3,862	-	-	-	-	-
14 - SUPPLIES	29,267	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	8,230	-	-	-	-	-
17 - OTHER MATERIALS & SERVICES	813	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	15,087	-	-	-	-	-
63 - LICENSES AND PERMITS	-	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>347,376</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	23,550	-	-	-	-	-
26 - EQUIPMENT	6,330	-	-	-	-	-
28 - INFRASTRUCTURE	69,990	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>99,870</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Requirements:</b>	<b>941,095</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 40 - PARKS Total:</b>	<b>941,095</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018  
PARKS FUND #107 / ELLA REDKEY POOL DIVISION #41 REQUIREMENTS**

Fund: 107 - PARKS FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Department: 41 - PARKS ELLA REDKEY POOL	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	147,658	-	-	-	-	-
02 - BENEFITS	29,128	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>176,786</b>	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	16,631	-	-	-	-	-
06 - UTILITIES	40,340	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	34,174	-	-	-	-	-
09 - INSURANCE	2,472	-	-	-	-	-
10 - COMMUNICATIONS	2,793	-	-	-	-	-
11 - ADVERTISING	3,181	-	-	-	-	-
13 - TRAVEL/TRAINING	338	-	-	-	-	-
14 - SUPPLIES	30,391	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	2,262	-	-	-	-	-
17 - OTHER MATERIALS & SERVICES	-	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	16,204	-	-	-	-	-
63 - LICENSES AND PERMITS	507	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>149,293</b>	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
26 - EQUIPMENT	53,024	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>53,024</b>	-	-	-	-	-
<b>Total Requirements:</b>	<b>379,103</b>	-	-	-	-	-
<b>Department: 41 - PARKS ELLA REDKEY POOL Total:</b>	<b>379,103</b>	-	-	-	-	-

**PARKS FUND #107 / UNALLOCATED REQUIREMENTS**

Fund: 107 - PARKS FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Expense	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	1,624,616	-	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>1,624,616</b>	-	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE</b>						
91 - ENDING FUND BALANCE	1,624,616	-	-	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE Total:</b>	<b>1,624,616</b>	-	-	-	-	-
<b>Fund: 107 - PARKS FUND Requirements Total:</b>	<b>2,944,814</b>	<b>1,624,616</b>	-	-	-	-

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018  
STREETS FUND #111 RESOURCES**

Fund: 111 - STREET FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Revenue	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
39 - NET WORKING CAPITAL	3,330,523	4,576,753	-	-	-	-
42 - INTERGOVERNMENTAL	2,435,400	-	-	-	-	-
44 - FRANCHISE FEES	635,530	-	-	-	-	-
45 - CHARGES FOR SERVICES	117,949	-	-	-	-	-
47 - INVESTMENT INCOME	16,175	-	-	-	-	-
48 - INTERNAL CHARGES FOR SERVICES	154,757	-	-	-	-	-
49 - OTHER REVENUES	24,934	-	-	-	-	-
50 - OTHER FINANCING SOURCES	788,952	-	-	-	-	-
<b>Fund 111 - STREET FUND Resources Total:</b>	<b>7,504,220</b>	<b>4,576,753</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**STREETS FUND #111 STREETS MAINTENANCE DIVISION #50 REQUIREMENTS**

Fund: 111 - STREET FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Department: 50 - STREET MAINTENANCE	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	521,060	-	-	-	-	-
02 - BENEFITS	251,384	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>772,444</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	64,285	-	-	-	-	-
06 - UTILITIES	40,665	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	311,294	-	-	-	-	-
08 - RENTALS / LEASES	-	-	-	-	-	-
09 - INSURANCE	19,515	-	-	-	-	-
10 - COMMUNICATIONS	3,839	-	-	-	-	-
11 - ADVERTISING	-	-	-	-	-	-
13 - TRAVEL/TRAINING	2,022	-	-	-	-	-
14 - SUPPLIES	36,310	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	7,997	-	-	-	-	-
17 - OTHER MATERIALS & SERVICES	961	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	194,989	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>681,877</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
25 - VEHICLES	39,103	-	-	-	-	-
26 - EQUIPMENT	28,432	-	-	-	-	-
28 - INFRASTRUCTURE	1,230,962	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>1,298,497</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 50 - STREET MAINTENANCE Total Requirements:</b>	<b>2,752,818</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**STREETS FUND #111 VEHICLE MAINTENANCE DIVISION #51 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 111 - STREET FUND</b>						
<b>Department: 51 - VEHICLE MAINTENANCE</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	104,498	-	-	-	-	-
02 - BENEFITS	50,574	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>155,072</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	155	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	5,009	-	-	-	-	-
09 - INSURANCE	977	-	-	-	-	-
10 - COMMUNICATIONS	451	-	-	-	-	-
13 - TRAVEL/TRAINING	140	-	-	-	-	-
14 - SUPPLIES	11,447	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	1,398	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	-	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>19,577</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	-	-	-	-	-	-
26 - EQUIPMENT	-	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 51 - VEHICLE MAINTENANCE Total Requirements:</b>	<b>174,649</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**STREETS FUND #111 UNALLOCATED REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Fund: 111 - STREET FUND</b>						
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	4,576,753	-	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>4,576,753</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 91 - ENDING FUND BALANCE</b>						
ENDING FUND BALANCE	4,576,753	-	-	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE Total:</b>	<b>4,576,753</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Unallocated Total Requirements:</b>	<b>4,576,753</b>	<b>4,576,753</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund: 111 - STREET FUND Total Requirements:</b>	<b>7,504,220</b>	<b>4,576,753</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**STREET LIGHTING FUND #113 RESOURCES**

Fund: 113 - STREET LIGHTING FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Revenue	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
39 - NET WORKING CAPITAL	444,179	465,657	-	-	-	-
44 - FRANCHISE FEES	298,745	-	-	-	-	-
45 - CHARGES FOR SERVICES	188,132	-	-	-	-	-
47 - INVESTMENT INCOME	2,398	-	-	-	-	-
49 - OTHER REVENUES	589	-	-	-	-	-
<b>Total Resources:</b>	<b>934,043</b>	<b>465,657</b>	-	-	-	-
<b>Fund: 113 - STREET LIGHTING FUND Total:</b>	<b>934,043</b>	<b>465,657</b>	-	-	-	-

**STREET LIGHTING FUND #113 STREET LIGHTING DIVISION #61 REQUIREMENTS**

Fund: 113 - STREET LIGHTING FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Department: 61 - STREET LIGHTING	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
Expense						
ExpCategory: 65 - MATERIALS & SERVICES						
05 - PROFES SERVICE CONTRACTS	-	-	-	-	-	-
06 - UTILITIES	136,144	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	17,450	-	-	-	-	-
09 - INSURANCE	675	-	-	-	-	-
13 - TRAVEL/TRAINING	1,135	-	-	-	-	-
14 - SUPPLIES	1,733	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	1,722	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	97,817	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>256,675</b>	-	-	-	-	-
ExpCategory: 70 - CAPITAL OUTLAY						
26 - EQUIPMENT	20,231	-	-	-	-	-
28 - INFRASTRUCTURE	191,480	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>211,711</b>	-	-	-	-	-
<b>Department: 61 - STREET LIGHTING Total:</b>	<b>468,386</b>	-	-	-	-	-

**STREET LIGHTING FUND #113 UNALLOCATED REQUIREMENTS**

Fund: 113 - STREET LIGHTING FUND	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Expense	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
ExpCategory: 81 - OTHER FINANCING USE						
50 - INTER-FUND TRANSFER OUT	-	465,657	-	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>465,657</b>	-	-	-	-
ExpCategory: 91 - ENDING FUND BALANCE						
91 - ENDING FUND BALANCE	465,657	-	-	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE Total:</b>	<b>465,657</b>	-	-	-	-	-
<b>Fund: 113 - STREET LIGHTING FUND Total:</b>	<b>934,043</b>	<b>465,657</b>	-	-	-	-

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**COGENERATION FUND #120 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 120 - COGENERATION FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	836,785	706,617	516,325	-	-	-
47 - INVESTMENT INCOME	4,831	3,799	14,000	-	-	-
<b>Fund: 120 - COGENERATION FUND Resources Total:</b>	<b>841,616</b>	<b>710,416</b>	<b>530,325</b>	<b>-</b>	<b>-</b>	<b>-</b>

**COGENERATION FUND #120 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 120 - COGENERATION FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 80 - COGEN OPERATIONS</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	1,500	1,500	1,500	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	133,499	204,081	528,825	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>133,499</b>	<b>204,081</b>	<b>528,825</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	706,617	504,835	-	-	-	-
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>706,617</b>	<b>504,835</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 80 - COGEN OPERATIONS Total:</b>	<b>841,616</b>	<b>710,416</b>	<b>530,325</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund: 120 - COGENERATION FUND Requirements Total:</b>	<b>841,616</b>	<b>710,416</b>	<b>530,325</b>	<b>-</b>	<b>-</b>	<b>-</b>

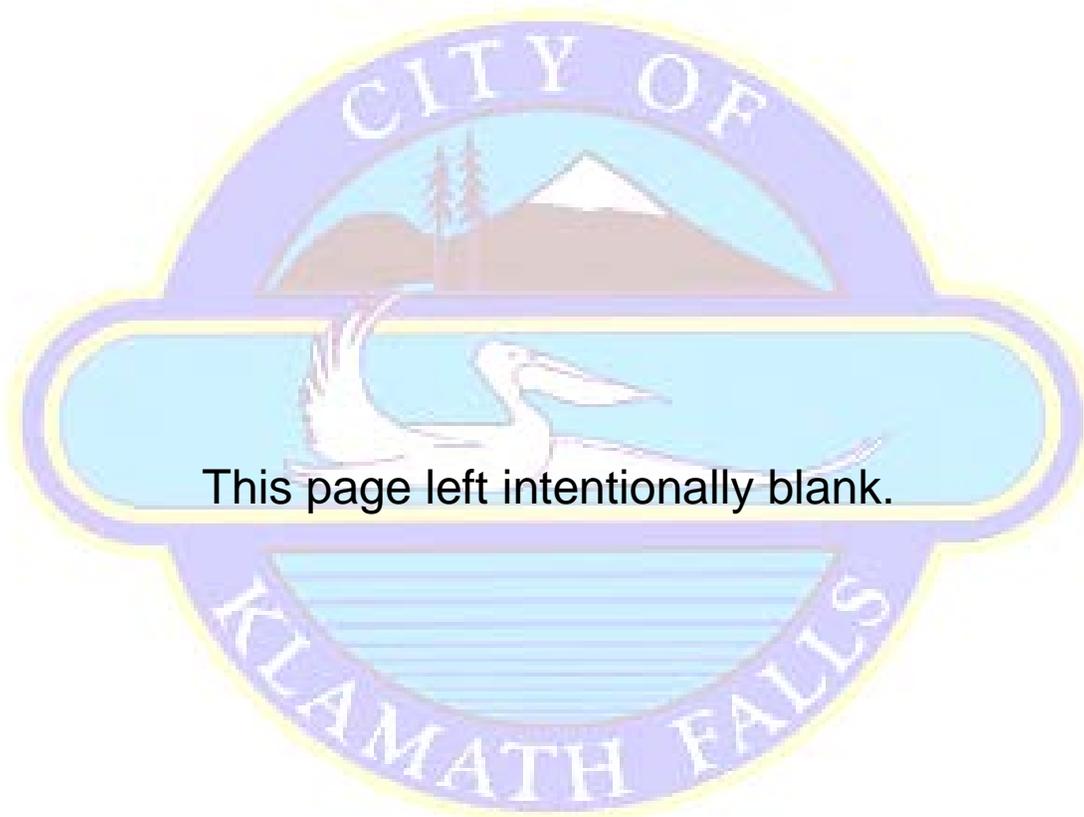
**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2017-2018**

**TECHNOLOGY RESERVE FUND #133 RESOURCES**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 133 - TECHNOLOGY RESERVE FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Revenue</b>						
39 - NET WORKING CAPITAL	67,202	235,191	157,825	-	-	-
47 - INVESTMENT INCOME	795	1,552	-	-	-	-
50 - OTHER FINANCING SOURCES	485,000	60,000	-	-	-	-
<b>Fund: 133 - TECHNOLOGY RESERVE FUND Total:</b>	<b>552,997</b>	<b>296,743</b>	<b>157,825</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TECHNOLOGY RESERVE FUND #133 REQUIREMENTS**

	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018	2017-2018
Fund: 133 - TECHNOLOGY RESERVE FUND	Total Activity	Total Activity	Total Budget	Proposed	Approved	Adopted
<b>Department: 65 - TECHNOLOGY RESERVE</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
13 - TRAVEL/TRAINING	30,056	11,691	-	-	-	-
14 - SUPPLIES	265	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	-	1,063	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>30,321</b>	<b>12,754</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	250,194	80,265	-	-	-	-
26 - EQUIPMENT	12,095	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>262,289</b>	<b>80,265</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL	15,185	40,534	-	-	-	-
44 - DEBT INTEREST	10,011	19,466	-	-	-	-
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>25,196</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	-	157,825	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>-</b>	<b>157,825</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 90 - CONTINGENCY</b>						
90 - CONTINGENCY	235,191	143,725	-	-	-	-
<b>ExpCategory: 90 - CONTINGENCY Total:</b>	<b>235,191</b>	<b>143,725</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 65 - TECHNOLOGY RESERVE Total:</b>	<b>552,997</b>	<b>296,743</b>	<b>157,825</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund: 133 - TECHNOLOGY RESERVE FUND Total:</b>	<b>552,997</b>	<b>296,743</b>	<b>157,825</b>	<b>-</b>	<b>-</b>	<b>-</b>



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**RESOLUTION NO. 17-07**

**A RESOLUTION ADOPTING THE 2017-2018 BUDGET OF THE CITY OF KLAMATH FALLS, OREGON, MAKING APPROPRIATIONS FOR FISCAL YEAR 2017-2018 AND LEVYING TAXES**

**WHEREAS**, on May 23, 2017 the Klamath Falls Budget Committee conducted a public hearing on the Fiscal Year 2017-2018 budget document, as proposed by the City Manager, and all interested persons were afforded an opportunity to appear and be heard with respect to the proposed budget;

**WHEREAS**, on May 23, 2017 the City of Klamath Falls Budget Committee amended the proposed budget by increasing Materials and Services in the Economic Development Fund by \$20,000: approved the Fiscal Year 2017-2018 budget document as amended: and recommended its adoption by the Klamath Falls City Council;

**WHEREAS**, a summary of the approved budget for the City of Klamath Falls was duly published in the Herald and News, a newspaper of general circulation in the City on June 13, 2017; and

**WHEREAS**, on June 19, 2017, the Klamath Falls City Council conducted a public hearing on the 2017-2018 budget document as approved by the Budget Committee, and all interested persons were again afforded an opportunity to appear and be heard with respect to the approved budget; **NOW THEREFORE**,

**THE CITY OF KLAMATH FALLS RESOLVES AS FOLLOWS:**

**Section 1. Budget Adoption**

The Klamath Falls City Council hereby adopts the budget for fiscal year 2017-2018, in the total amount of \$102,394,350. This budget is now on file at 500 Klamath Avenue in Klamath Falls, Oregon.

**Section 2. Appropriations**

The amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2017, for the following purposes:

**GENERAL FUND**

Municipal Court	\$ 229,450
City Administration	685,300
Finance	707,375
Support Services	422,700
Technology Services	436,325
Public Works Administration	402,250

Development Services	884,675	
Police	6,176,975	
Code Enforcement	201,550	
Legislative	198,400	
Maintenance	980,225	
Parks Operations	2,618,200	
Ella Redkey Pool	554,775	
Street Maintenance	4,401,750	
Fleet Maintenance	245,900	
Street Lighting	296,525	
Facilities Maintenance	113,925	
<u>Non-Departmental:</u>		
Debt Service	292,650	
Transfers Out	<u>259,375</u>	
Total GENERAL FUND Appropriations.....		\$ 20,108,325

**AIRPORT FUND**

Operations	\$ 5,921,325	
FAA Grants	7,730,000	
Debt Service	<u>133,750</u>	
Total AIRPORT FUND Appropriations.....		\$ 13,785,075

**PARKING FUND**

Parking	\$ 100,100	
Contingency	<u>5,000</u>	
Total PARKING FUND Appropriations.....		\$ 105,100

**WASTEWATER FUND**

Collections	\$ 2,864,975	
Treatment	8,969,625	
Debt Service	<u>805,650</u>	
Total WASTEWATER FUND Appropriations.....		\$12,640,250

**WATER FUND**

Operations	\$ 7,052,275	
Utility Billing	1,196,375	
Geothermal	152,450	
Debt Service	63,100	
Transfers Out	<u>958,475</u>	
Total WATER FUND Appropriations.....		\$9,422,675

**DOWNTOWN MAINTENANCE DISTRICT FUND**

Downtown Maintenance	\$ 156,475	
Total DOWNTOWN MAINTENANCE DISTRICT FUND Appropriations...		\$ 156,475

**ECONOMIC DEVELOPMENT/PROPERTY FUND**

Economic Development/Property	\$ 234,800	
Contingency	<u>156,700</u>	
Total ECONOMIC DEVELOPMENT/PROPERTY FUND Appropriations...		\$ 391,500

**FOOTPATHS/BICYCLE TRAIL FUND**

Transfer Out	\$ 86,000	
Total FOOTPATHS/BICYCLE TRAIL FUND Appropriations.....		\$ 86,000

**CAPITAL PROJECTS FUND**

Transfer Out	\$ 3,000,000	
Total CAPITAL PROJECTS FUND Appropriations.....		\$ 3,000,000

**ESCROW RESERVE FUND**

Transfer Out	\$ 800,000	
Total ESCROW RESERVE FUND Appropriations.....		\$ 800,000

**DEBT SERVICE FUND**

Debt Service	\$ 245,525	
Total DEBT SERVICE FUND Appropriations.....		\$ 245,525

**BINET FUND**

BINET	\$ 15,000	
Total BINET FUND Appropriations.....		\$ 15,000

**VETERAN'S MEMORIAL AGENCY FUND**

Veteran's Memorial	\$ 6,075	
Total VETERAN'S MEMORIAL AGENCY FUND Appropriations.....		\$ 6,075

Total APPROPRIATIONS, All Funds.....	<b>\$ 60,762,000</b>
Total Unappropriated and Reserve Amounts, All Funds.....	<u>41,632,350</u>
<b>TOTAL ADOPTED BUDGET.....</b>	<b>\$102,394,350</b>

**Section 3. Levy of Taxes**

The City Council of the City of Klamath Falls hereby imposes the taxes provided for in the adopted budget at a rate of \$5.4423 per \$1,000 of assessed value for permanent tax rate and in the amount of \$255,000 for debt service on general obligation bonds; and that these taxes are hereby imposed for tax year 2017-2018 upon the assessed value of all taxable property within the district and categorized as follows:

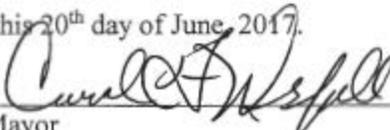
	General government	Excluded from limitation
Permanent rate tax	\$5.4423/\$1,000	
General obligation bond		\$ 255,000

**Section 4.**

This Resolution shall become effective immediately upon enactment.

Passed by the Council of the City of Klamath Falls, Oregon, the 19<sup>th</sup> day of June, 2017.

Presented to the Mayor, approved and signed this 20<sup>th</sup> day of June, 2017.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Recorder

STATE OF OREGON                    )  
COUNTY OF KLAMATH            )ss.  
CITY OF KLAMATH FALLS         )

I, Nickole Barrington, City Recorder for the City of Klamath Falls, Oregon, do hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Council of the City of Klamath Falls, Oregon, at the meeting held on the 19<sup>th</sup> day of June, 2017, and thereafter approved and signed by the Mayor and attested by the City Recorder.

  
\_\_\_\_\_  
City Recorder

**RESOLUTION NO. 17-09**

**A RESOLUTION FOR THE RECEIPT OF  
2017/2018 STATE REVENUE SHARING FUNDS**

**WHEREAS**, ORS 221.770 provides for the distribution of certain state revenues to cities in the form of State Revenue Sharing;

**WHEREAS**, ORS 221.770 requires the City to annually notify the State of Oregon of the City’s election to use State Revenue Sharing funds for the coming fiscal year;

**WHEREAS**, in compliance with ORS 221.770, and after adequate public notice, the City has held two public hearings; one before the Budget Committee on May 23, 2017 and one before the City Council on June 19, 2017, at which citizens were given the opportunity to provide oral and written comments on proposed uses of the State Revenue Sharing distribution; and

**WHEREAS**, for fiscal year 2017/2018, the City will use the proposed revenue sharing dollars for various general government purposes; NOW THEREFORE,

**THE CITY OF KLAMATH FALLS RESOLVES AS FOLLOWS:**

**Section 1.**

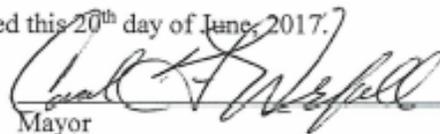
Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2017/2018 to be used for various general government purposes.

**Section 2.**

This Resolution shall become effective immediately upon enactment.

Passed by the Council of the City of Klamath Falls, Oregon, the 19<sup>th</sup> day of June, 2017.

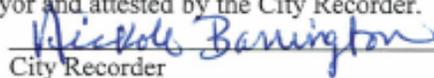
Presented to the Mayor, approved and signed this 20<sup>th</sup> day of June, 2017.

  
\_\_\_\_\_  
Mayor

ATTEST:  
  
\_\_\_\_\_  
City Recorder

STATE OF OREGON                    )  
COUNTY OF KLAMATH            )ss.  
CITY OF KLAMATH FALLS         )

I, Nickole Barrington, City Recorder for the City of Klamath Falls, Oregon, do hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the Council of the City of Klamath Falls, Oregon, at the meeting held on the 19<sup>th</sup> day of June, 2017 and thereafter approved and signed by the Mayor and attested by the City Recorder.

  
\_\_\_\_\_  
City Recorder

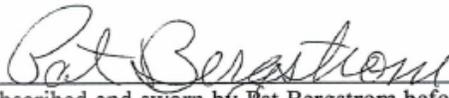
**AFFIDAVIT OF PUBLICATION  
STATE OF OREGON,  
COUNTY OF KLAMATH**

I, Pat Bergstrom, Legal Specialist, being duly sworn, depose and say that I am the principle clerk of the publisher of the Herald and News, a newspaper in general circulation, as defined by Chapter 193 ORS, printed and published at 2701 Foothills Blvd, Klamath Falls, OR 97603 in the aforesaid county and state; that I know from my personal knowledge that the Legal#17694 BUDGET MEETING

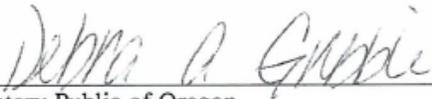
**CITY OF KLAMATH FALLS**  
a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for: 1

Insertion(s) in the following issues:  
05/10/2017

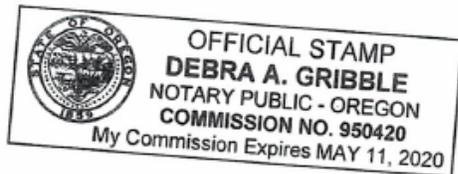
Total Cost: \$109.00



Subscribed and sworn by Pat Bergstrom before me on:  
10th day of May in the year of 2017



Notary Public of Oregon  
My commission expires on May 11, 2020



**NOTICE OF CITY OF KLAMATH FALLS  
BUDGET COMMITTEE MEETING**

A public meeting of the Budget Committee of the City of Klamath Falls, Klamath County, State of Oregon, to discuss the budget for the fiscal year July 1, 2017 to June 30, 2018 will be held in the City Council Chambers at 500 Klamath Avenue, Klamath Falls, Oregon. The meeting will take place on May 23, 2017 beginning at 9:00 a.m. until completed. The purpose of the meeting is to receive the budget message and to receive comment from the public on the Budget. A copy of the Budget document may be inspected or obtained on or after May 16, 2017 at the City Administration office, 500 Klamath Avenue, Klamath Falls, Oregon, between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. This is a public meeting where deliberation of the Budget Committee will take place. Discussion will be held on State Revenue Sharing regarding possible use of funds. This Notice will also be posted on the City's website at [www.klamathfalls.city](http://www.klamathfalls.city) beginning May 11, 2017.

Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. Disabled persons desiring to attend may call the City Recorder's office at 541-883-5325 for necessary arrangements. Hearing Impaired persons desiring information may call the City's TDD line at 541-883-5324.

Nickole Barrington, City Recorder  
PUBLISH: May 10, 2017  
#17694 May 10, 2017.

The screenshot shows a web browser window with the URL <https://www.klamathfalls.city/articles/home>. The navigation menu includes Home, I Want To, Living Here, Business, Online Services, and Employees. The main content area is divided into three columns:

- Welcome:** A text block with a background image of a tree. It describes the city's history, including the 173rd Fighter Wing of the Air National Guard, and lists local attractions like the QJT Hustlin Owls basketball team, Kiger Stadium, and Crater Lake National Park. It also mentions municipal amenities like a swimming pool and essential services.
- hot topics...:** A section featuring a photograph of a city building. The main heading is "Notice of Budget Hearing". The text states: "A public meeting of the Budget Committee of the City of Klamath Falls, Klamath County, State of Oregon, to discuss the budget for the fiscal year July 1, 2017 to June 30, 2018 will be held in the City Council Chambers at 500 Klamath Avenue, Klamath Falls, Oregon. [FULL NOTICE](#)". Below this is a "JOB" graphic with a green arrow pointing right and the heading "Employment" with a link to "View current employment".
- Events:** A list of upcoming events:
  - [Blue Zones Walk & Talk](#) May 11, 2017, 11:30 am - 12:30 pm
  - [Parks Advisory Board Meeting](#) May 11, 2017, 05:30 pm - 07:00 pm
  - [City Council Meeting](#) May 15, 2017, 07:00 pm - 09:00 pm
  - [Blue Zones Walk & Talk](#) May 18, 2017, 11:30 am - 12:30 pm
  - [Budget Committee Meeting](#) May 23, 2017

The browser's taskbar at the bottom shows the Windows Start button, a search bar, and several application icons. The system tray on the right indicates the time is 4:50 PM on 5/11/2017.

**AFFIDAVIT OF PUBLICATION  
STATE OF OREGON,  
COUNTY OF KLAMATH**

I, Pat Bergstrom, Legal Specialist, being duly sworn, depose and say that I am the principle clerk of the publisher of the Herald and News, a newspaper in general circulation, as defined by Chapter 193 ORS, printed and published at 2701 Foothills Blvd, Klamath Falls, OR 97603 in the aforesaid county and state; that I know from my personal knowledge that the Legal#17770 BUDGET NOTICE OF BUDGET HEARING a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for: 1

Insertion(s) in the following issues:  
06/13/2017

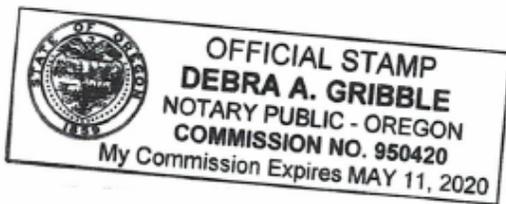
Total Cost: \$923.69

*Pat Bergstrom*

Subscribed and sworn by Pat Bergstrom before me on:  
13th day of June in the year of 2017

*Debra A Gribble*

Notary Public of Oregon  
My commission expires on May 11, 2020



NOTICE OF THE 2017-2018 BUDGET HEARING FOR THE CITY OF KLAMATH FALLS			
Publish: June 12, 2017			
A public meeting of the City Council of the City of Klamath Falls, Oregon will be held on June 19, 2017 at 7:00 pm in the Council Chambers of the City Hall Administration Building, 500 Klamath Avenue Klamath Falls, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the City of Klamath Falls Budget Committee. At this time the Council will receive public input regarding State Revenue Sharing funds. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the office of the City Recorder in City Hall Administration between the hours of 8:00 am and 5:00 pm. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used in the preceding year. Disabled persons desiring to attend may call 541-883-5316 for necessary arrangements. Hearing impaired persons desiring information may call the City's TDD/TTY line at 541-883-5324.			
Contact: Nickole Barrington City Recorder	Telephone: 541-883-5325	Email: nbarrington@klamathfalls.city	
FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2015-2016	Adopted Budget This Year 2016-2017	Approved Budget Next Year 2017- 2018
Beginning Fund Balance/Net Working Capital	42,716,945	45,308,050	49,610,925
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	18,806,963	19,339,425	19,758,800
Federal, State and All Other Grants, Gifts, Allocations and Donations	3,499,724	13,767,350	16,851,825
Revenue from Bonds and Other Debt	7,288,824	490,125	981,150
Interfund Transfers / Internal Service Reimbursements	24,609,849	4,233,825	7,497,850
All Other Resources Except Current Year Property Taxes	1,313,545	1,225,325	1,186,050
Current Year Property Taxes Estimated to be Received	6,378,881	6,400,550	6,507,750
<b>Total Resources</b>	<b>104,614,731</b>	<b>90,764,650</b>	<b>102,394,350</b>
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	13,609,981	14,361,850	15,420,600
Materials & Services	8,690,903	10,432,775	10,927,825
Capital Outlay	4,092,135	18,860,050	27,607,350
Debt Service	9,226,919	1,885,750	1,540,675
Interfund Transfers	22,172,729	1,786,875	5,103,850
Contingencies	-	61,675	161,700
Unappropriated Ending Balance and Reserved for Future Expenditure	46,822,064	43,375,675	41,632,350
<b>Total Requirements</b>	<b>104,614,731</b>	<b>90,764,650</b>	<b>102,394,350</b>
FINANCIAL SUMMARY-REQUIREMENTS AND FULL TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program	FTE for Unit or Program		
Municipal Court	209,532	215,900	229,450
	FTE 2.40	2.40	2.40
City Administration (formerly City Manager)	549,813	531,875	685,300
	FTE 5.00	4.70	5.00
Legal	219,797	234,975	-
	FTE 1.70	1.00	-
Finance	635,339	766,375	707,375
	FTE 6.00	6.00	6.00
Support Services (formerly Human Resources)	260,444	325,475	422,700
	FTE 2.00	2.50	3.50
Technology Services	388,623	510,625	436,325
	FTE 3.00	2.50	2.50
Public Works Administration	283,938	306,775	402,250
	FTE 2.00	2.00	3.00
Development Services	829,826	933,050	884,675
	FTE 8.50	8.00	8.50
Police	5,527,244	5,616,100	6,176,975
	FTE 41.00	40.00	40.00
Code Enforcement	175,015	226,150	201,550
	FTE 2.00	2.00	2.00
Legislative	97,310	106,175	198,400
	-	-	0.70
Maintenance Services	881,324	929,125	980,225
	FTE 10.00	10.00	10.00
Parks	875,792	2,604,375	2,618,200
	FTE 6.00	6.00	6.00
Pool	313,695	462,375	554,775
	FTE 4.25	6.60	7.60
Streets	1,789,498	3,963,375	4,401,750
	FTE 10.00	9.00	10.00
Fleet Maintenance	231,790	279,900	245,900
	FTE 2.00	2.00	2.00
Street Lighting	305,748	383,950	296,525
	FTE -	-	-
Facilities Maintenance			113,925
	FTE -	-	-

Airport - Operations		1,202,455	1,790,800	5,921,325
	FTE	6.00	6.00	7.00
Airport - FAA Grants		628,060	7,988,500	7,730,000
	FTE	-	-	-
Parking		109,181	113,775	100,100
	FTE	1.00	1.00	1.00
Wastewater - Collections		2,486,829	2,666,125	2,864,975
	FTE	6.64	5.67	9.00
Wastewater - Treatment		2,020,790	3,574,200	8,969,625
	FTE	5.00	8.00	6.50
Wastewater - Utility Billing		392,709	392,275	-
	FTE	3.33	3.33	-
Water - Operations		4,429,062	6,989,875	7,052,275
	FTE	12.61	12.83	13.50
Water - Utility Billing		835,538	806,650	1,196,375
	FTE	6.67	6.67	10.00
Water - Geothermal		164,412	145,175	152,450
	FTE	0.25	-	-
Downtown Maintenance District		25,947	104,625	156,475
	FTE	-	-	-
Economic Development		241,169	357,525	234,800
	FTE	-	-	-
Footpaths/Bicycle Trails		17,880	28,450	-
	FTE	-	-	-
BINET		-	20,000	15,000
	FTE	-	-	-
Veteran's Memorial		1,452	6,525	6,075
	FTE	-	-	-
Not Allocated to Organizational Unit or Program		78,487,212	47,383,575	48,438,575
	FTE	-	-	-
<b>Total Requirements</b>		<b>104,617,423</b>	<b>90,764,650</b>	<b>102,394,350</b>
	<b>Total FTE</b>	<b>147.35</b>	<b>148.20</b>	<b>156.20</b>

**STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING**

The fiscal year 2017-2018 budgeted grant revenues remain high due to construction of Taxiway B (formerly Twy J) for \$7,246,875 that was not received in fiscal year 2016-2017 and a new Connect Oregon grant of \$2,800,000 for a \$4,000,000 Airport Operations hangar that will be partially funded with an \$800,000 inter-fund loan with the Escrow Reserve Fund. Interfund Transfers increased due to a \$3,000,000 transfer from the Capital Projects Fund to the Wastewater Fund for the new treatment plant which has expenditures of \$6,000,000 for fiscal year 2017-2018.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit \$5.4423 per \$1,000)	5.4423	5.4423	5.4423
Levy for General Obligation Bonds	182,000	185,000	255,000

**STATEMENT OF INDEBTEDNESS**

	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, but not Incurred on July 1
General Obligation Bonds	4,000,000	
Other Bonds	8,522,219	
Other Borrowings	621,002	22,634,802
<b>Total</b>	<b>\$13,143,221</b>	<b>\$22,634,802</b>

#17770 June 13, 2017

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment, or Charge on Property

# FORM LB-50 2017-2018

To assessor of Klamath County

Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

The City of Klamath Falls has the responsibility and authority to place the following property tax, fee, charge, or assessment on the tax roll of Klamath County. The property tax, fee, charge, or assessment is categorized as stated by this form.

PO Box 237; 500 Klamath Ave Klamath Falls OR 97601 6/26/17  
Mailing address of district City State ZIP code Date submitted  
Jessica Lindsay Finance Manager 541-883-5354 jlindsay@klamathfalls.city  
Contact person Title Daytime telephone number Contact person e-mail address

**CERTIFICATION**— You **must** check one box if you are subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

	Subject to General Government Limits		
	Rate	— or —	
1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1	5.4423		
2. Local option operating tax ..... 2			Excluded from Measure 5 Limits
3. Local option capital project tax ..... 3			
4. City of Portland Levy for pension and disability obligations ..... 4			Dollar Amount of Bond Levy
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 ..... 5a			
5b. Levy for bonded indebtedness from bonds approved by voters <b>after</b> October 6, 2001 ..... 5b			255,000.00
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) ..... 5c			

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 ..... 6	5.4423
7. Election date when your new district received voter approval for your permanent rate limit ..... 7	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated</b> district ..... 8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES**— Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

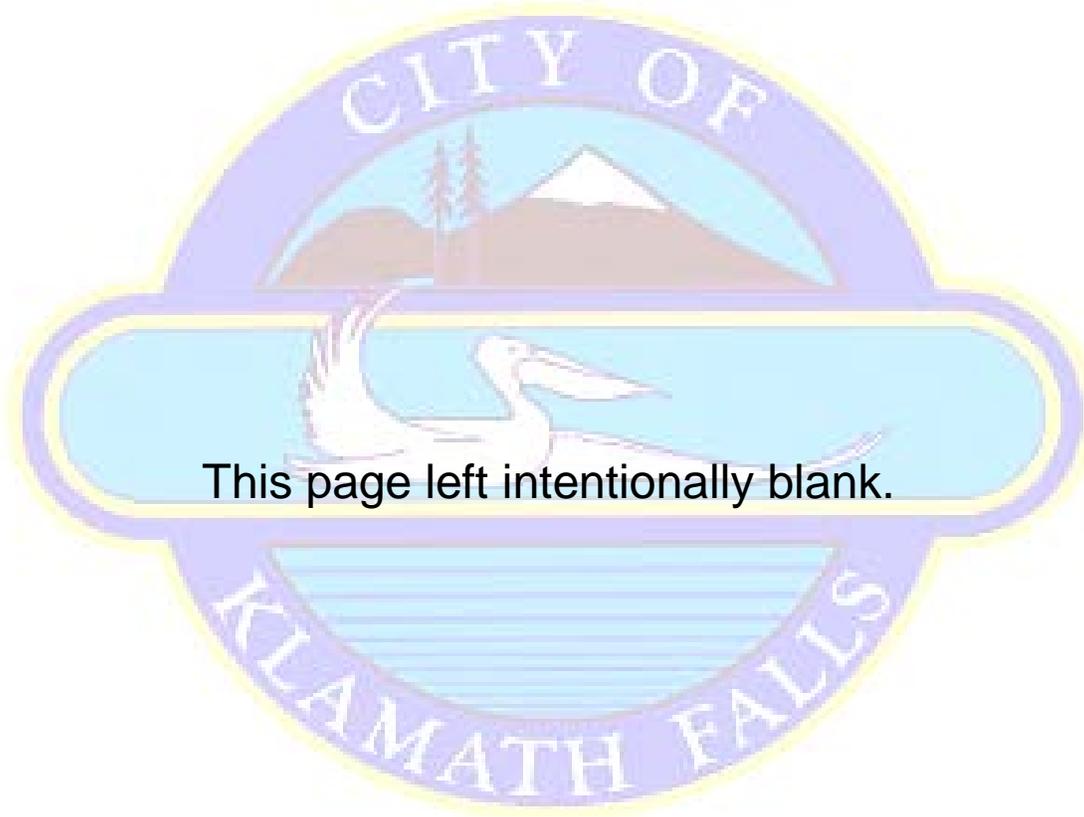
Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount — or — rate authorized per year by voters

**PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES**

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property. **The authority for putting these assessments on the roll is ORS \_\_\_\_\_.** (Must be completed if you have an entry in Part IV.)

(see the back for worksheet for lines 5a, 5b, and 5c)  
 File with your assessor no later than **JULY 15**, unless granted an extension in writing.



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