

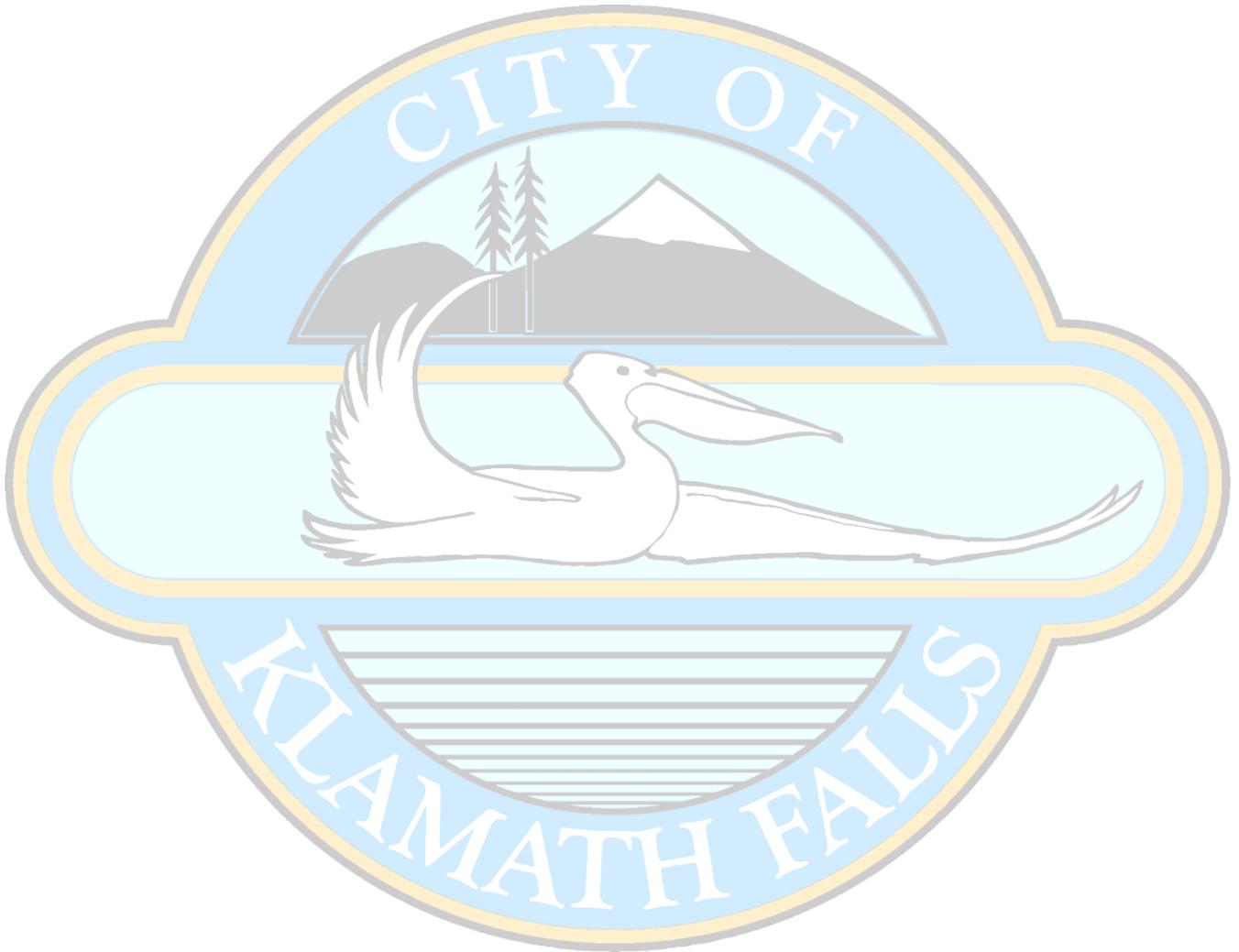
# CITY OF KLAMATH FALLS BUDGET

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2019-2021

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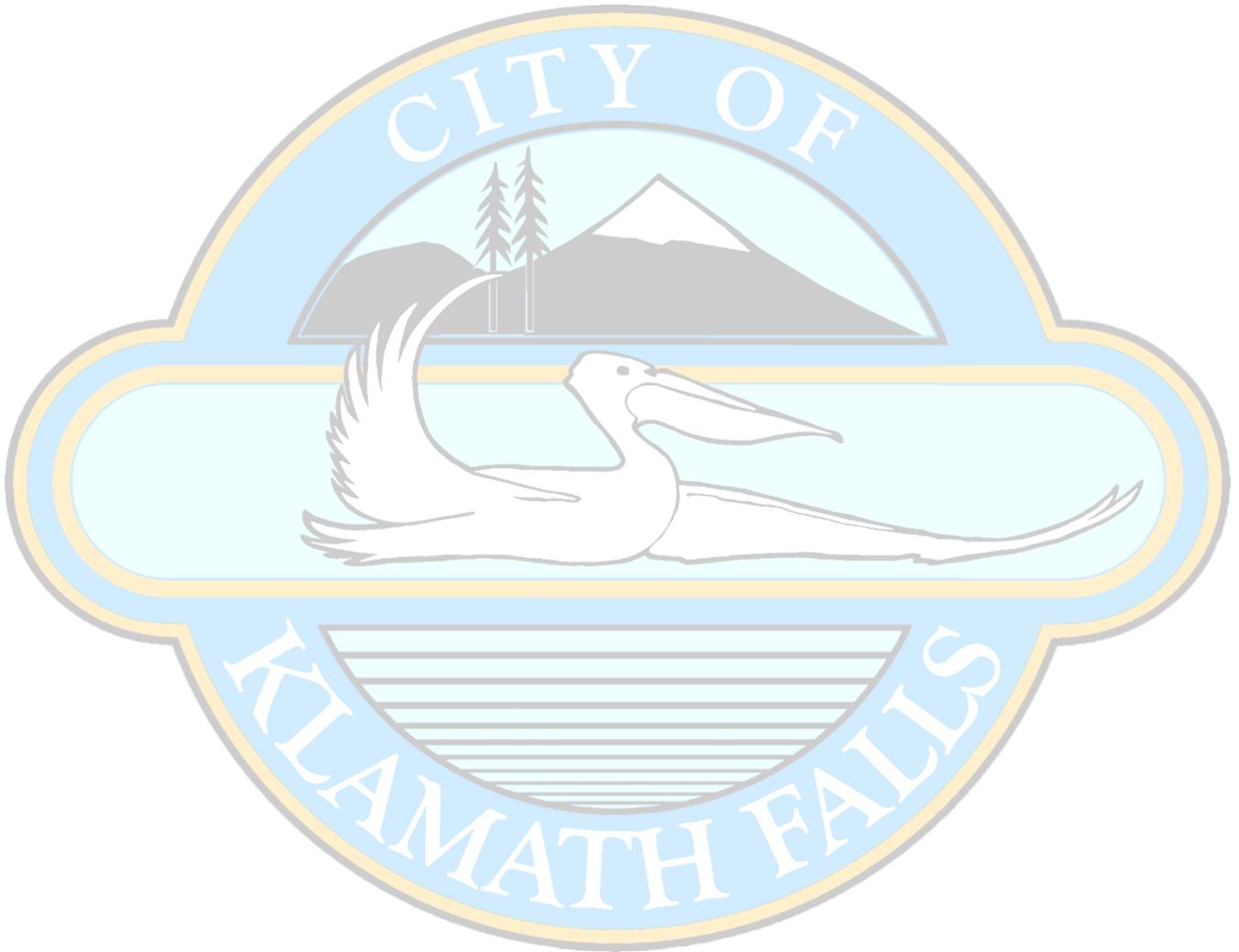
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**Cover created by Kristina Buckley**



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## 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 21,520 residents of the City of Klamath Falls.

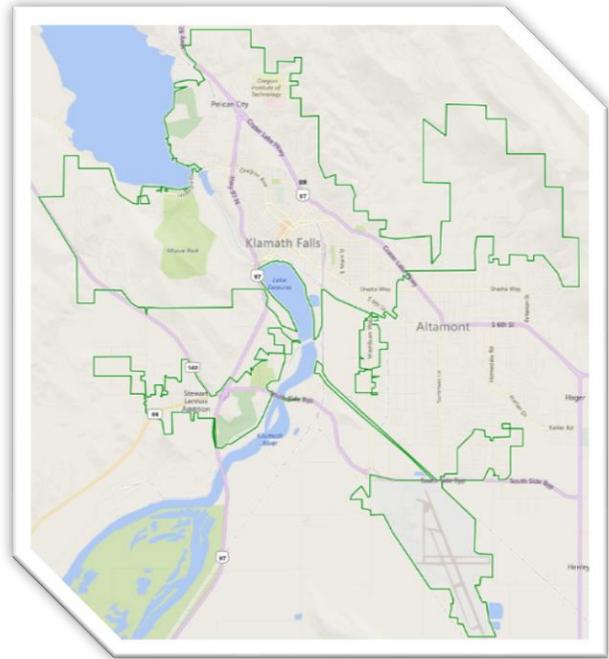
**Date of Incorporation:** 1905

**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 27 areas totaling 600 acres. These are mini, neighborhood, or regional parks, with special use areas, natural open space and landscape 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, although there is no current commercial air service provider.

**Education:**

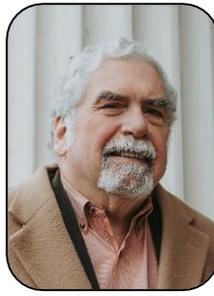
The Oregon Institute of Technology (OIT) was founded in 1947 and is the Pacific Northwest's premier public institute of technology. OIT is a four-year, accredited college located in Klamath Falls. It offers both bachelor's and master's degree programs. OIT serves approximately 2,218 at the Klamath Falls campus as of Fall 2018. Klamath Community College (KCC) was established in 1996 as a local community college. It offers a two-year associate's program and a variety of community courses, as well as a transfer program to four-year institutions. KCC provided learning opportunities to approximately 5,853 unique individuals during the 2018-19 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 enhanced mission in Klamath Falls.

**CITY COUNCIL**



**Carol Westfall**  
**Mayor**



**Phil Studenberg**  
**Ward I**



**Kendall Bell**  
**Ward II**



**Matt Dodson**  
**Ward III**



**Dan Tofell**  
**Ward IV**



**Todd Andres**  
**Ward V**

**APPOINTED POSITIONS**



**Nathan Cherpeski**  
**City Manager**



**Michael Swanson**  
**City Attorney**



**Nathan Ratliff**  
**Judge**

**CITY DIRECTORS**



**John Barsalou**  
**Airport Director**



**David Henslee**  
**Chief of Police**



**Mark Willrett**  
**Public Works**  
**Director**



**Brooke Marshall**  
**Support Services**  
**Director**

**BUDGET COMMITTEE**

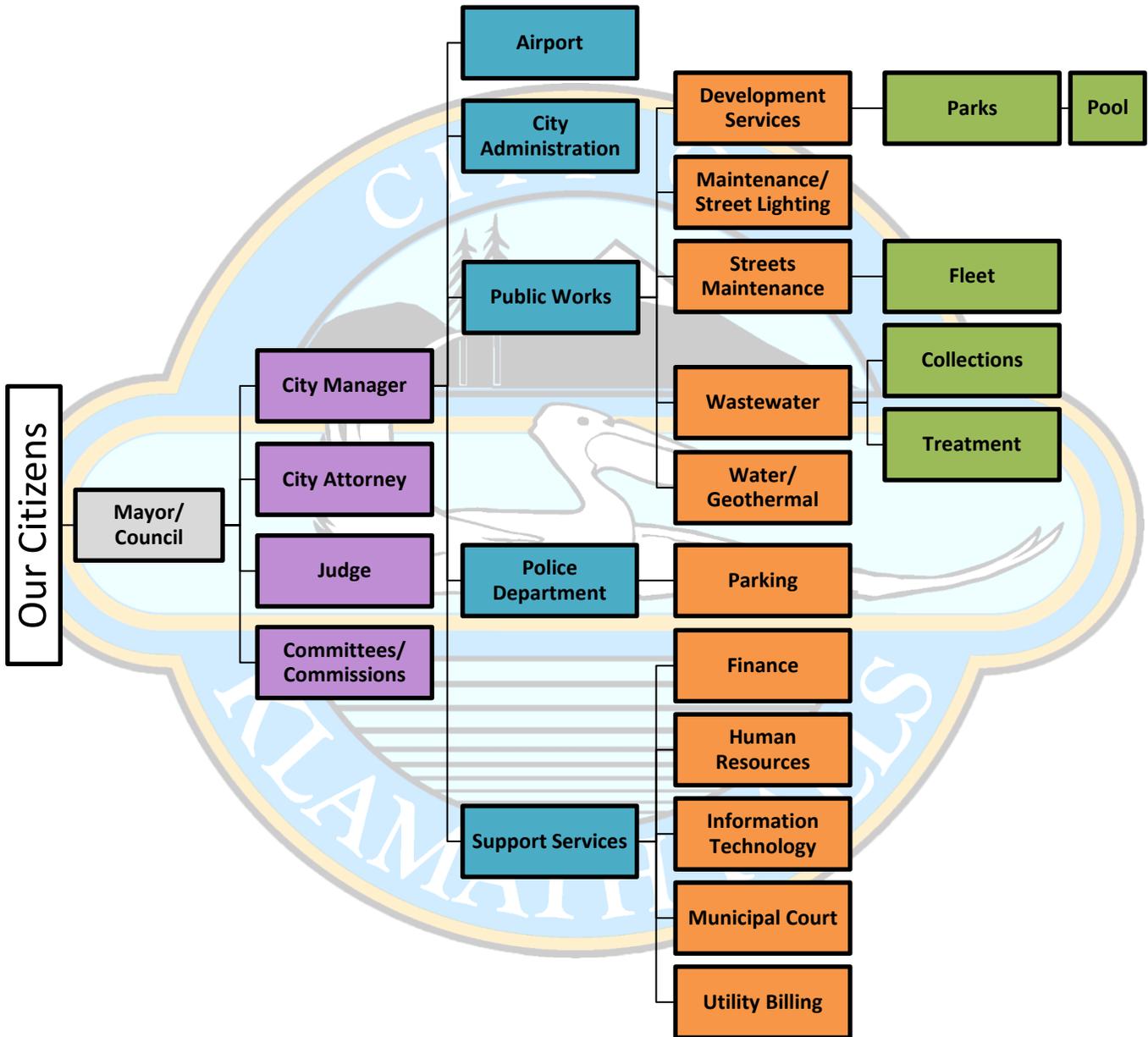
Mike Angeli

Andrew Biggs

Kristen Hiatt

Bob Millard

Richard Rico





## Office of the City Manager

May 15, 2019

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

In conformance with Resolution 19-01, the City Council determined it is advantageous to convert to a biennial budgeting process. In accordance with ORS 294.403 and the City Charter, I submit a proposed budget for the 2019 to 2021 biennium. The City's total proposed appropriations including contingency for the upcoming biennial budget are \$146,894,525.

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 resources based on community priorities. Due to Oregon's property tax rules, it is highly unlikely that we will see a rapid increase in our tax base without a significant economic development win.

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, health care, and service expectations. City staff continue to explore options and 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. I will address the future challenges from PERS further into this message. 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

It should be noted that the City Council will embark on a strategic visioning and planning process in the upcoming biennium.

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 resource constraints; however, sometimes those desires present new ways of thinking in how we provide basic services. Staff used the following guiding principles to assist in our budget creation:

- How do we maximize existing resources?
- 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 existing resources?**

Because good ideas will always outpace resources, the City must balance new initiatives and ideas with existing capacity. Law enforcement, parks, and streets requires a support network. While not direct services to citizens, the services provided by Finance, Administration, the City Attorney’s Office, Human Resources, and Information Technology 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. While these savings allow us to place more resources directly towards customer service, they come at a cost. While we strive to be efficient, these past consolidations do impact our ability to support Council initiatives and citizen requests.

Last year, staff recommended converting to a biennial budgeting. This is our first attempt at using this method. With this process in place, I believe we will be able to dedicate resources to exploring the use of a more in-depth priority-based budgeting model. This requires some foundational work to be completed first. “**Priority Based Budgeting** provides a comprehensive review of the entire organization, identifying every program offered, identifying the costs of every program offered, evaluating the relevance of every program offered on the basis of the community's priorities, and ultimately guiding elected and appointed officials.” (pbbcenter.org). City functions are broken down into discreet components well below the department level. For instance, you don’t just fund police, you choose to fund specific actions the police take. You don’t fund parks, you choose to fund specific functions of parks. This would be new for us but is spreading across the country. It focuses our resources in the areas the community values most.

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

Rapidly changing technologies and best practices from communities continue to drive change in this area. The Tyler Technology software, while worlds better than its predecessor, still has areas that fail to provide efficiencies for the City. Some of those issues relate to the software itself and some come from our own internal processes. Separating these issues is difficult. One decision may be to keep the core financials but look at other software to meet specific needs. Newer software packages on the market appear more flexible and could allow us to automate processes more fully. However, we will need to honestly look at our processes and be willing to change how we function to take advantage of any software. Because software and technology change quickly, we probably will not “purchase” software again in the traditional sense. Most likely, we will use “software as a service” where we pay for annual usage, i.e., it will be on the cloud. The advantage of this approach is we don’t have to support the physical infrastructure and most contracts guarantee the latest version of software without the need to purchase updates. This budget includes funding to automate business license processes and improve our development services and code enforcement processes and provide a citizen reporting app for smartphones and tablets allowing citizens to easily report concerns and items that need to be fixed. It was anticipated that these changes would occur in 2019, but staff constraints have delayed implementation and acquisition. Staff continues to research appropriate software to address the widest range of City issues.

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

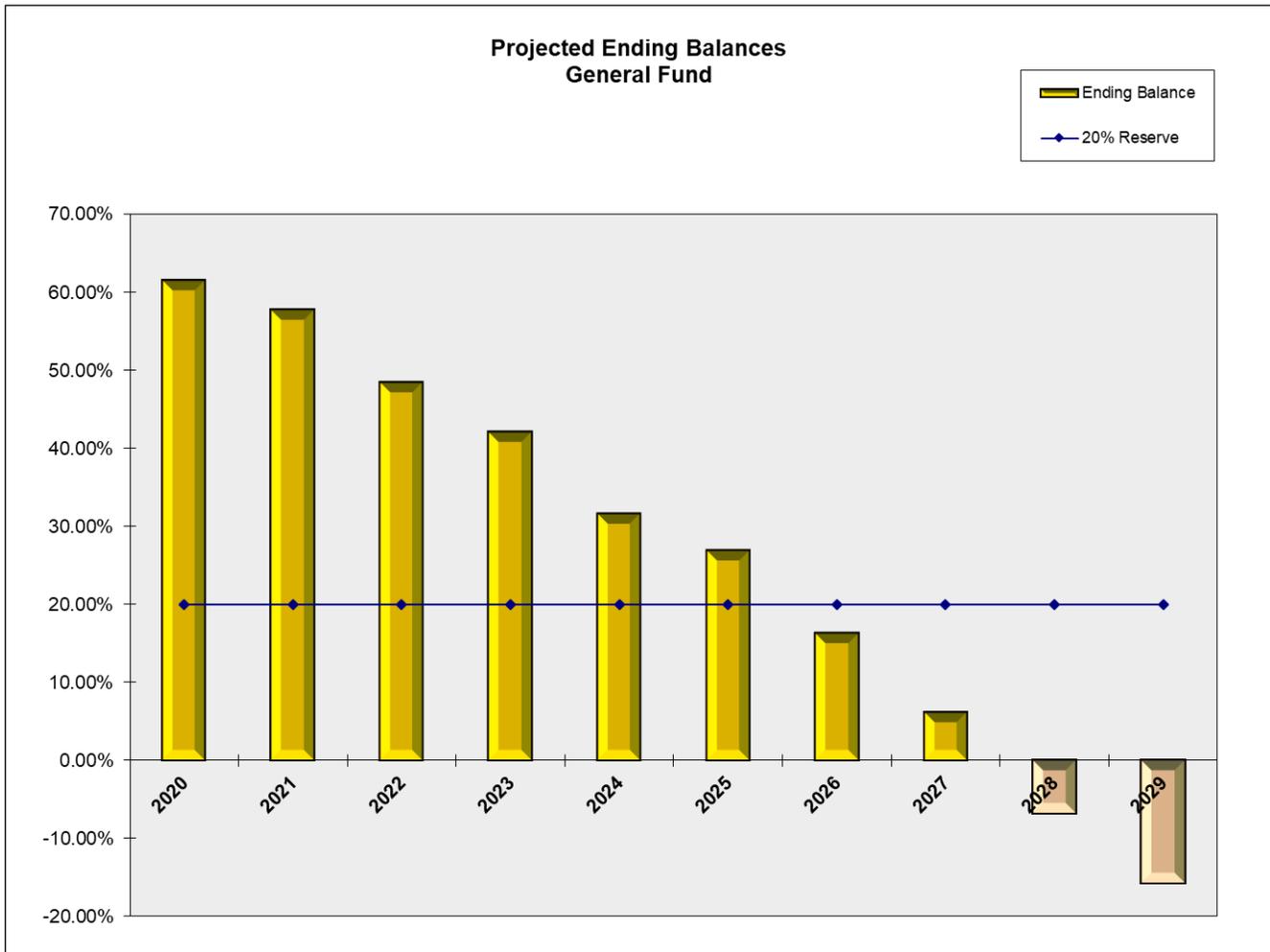
Much of our effort in this area is related to technology and process. Staff are actively looking at practice/process to see what can be changed or eliminated. In some instances, we need to change our process wholesale, so it can take advantage of the software. In the past year, we automated our HR recruiting process. This eliminated significant paper and the time associated with tracking and circulating paper. Future upgrades should help to eliminate other “time sinks” in our processes.

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

While much of the above is focused on internal improvements to improve service delivery, we can make investments with partners to improve the community. This budget includes funding: from the on-going COGEN sale of effluent, for façade efforts in the community, projects funded under the current budget but that will not be completed before the biennium begins, and an additional round of funding in the latter half of the biennium for other projects. City Council adopted a revised housing improvement grant program and is looking for Budget Committee insight on how to use this program more effectively. The City has received increased requests for economic development support. Staff has proposed setting aside \$170,000 in the budget (\$340,000 for the biennium) with the City Council determining who to contract with at a future meeting. The budget includes funds to partner with Sky Lakes, Oregon Tech, ODOT and possibly the County for intersection improvements in the Campus Drive area and the Campus Drive medians. Both Sky Lakes and Oregon Tech are investing in that area and our help can improve the overall solution. We have included money to support work force housing needs and blight removal efforts. The budget includes year 2 and 3 of the City’s commitment to assist with funding for Blue Zone Phase II efforts. Finally, the budget includes funds to explore new software for specific departments.

### 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 steeper decline than years past driven primarily by PERS. I include a discussion about PERS below. If all expenditures for General Fund capital are removed from the model after the six-year CIP schedule, the chart doesn't go negative in the projection but still has a downward trend. The downward slant is driven primarily by personnel costs, led by ever increasing contributions to PERS. Since failing to invest in our infrastructure and Police fleet is not realistic, staff recommends maintaining our existing infrastructure focus.

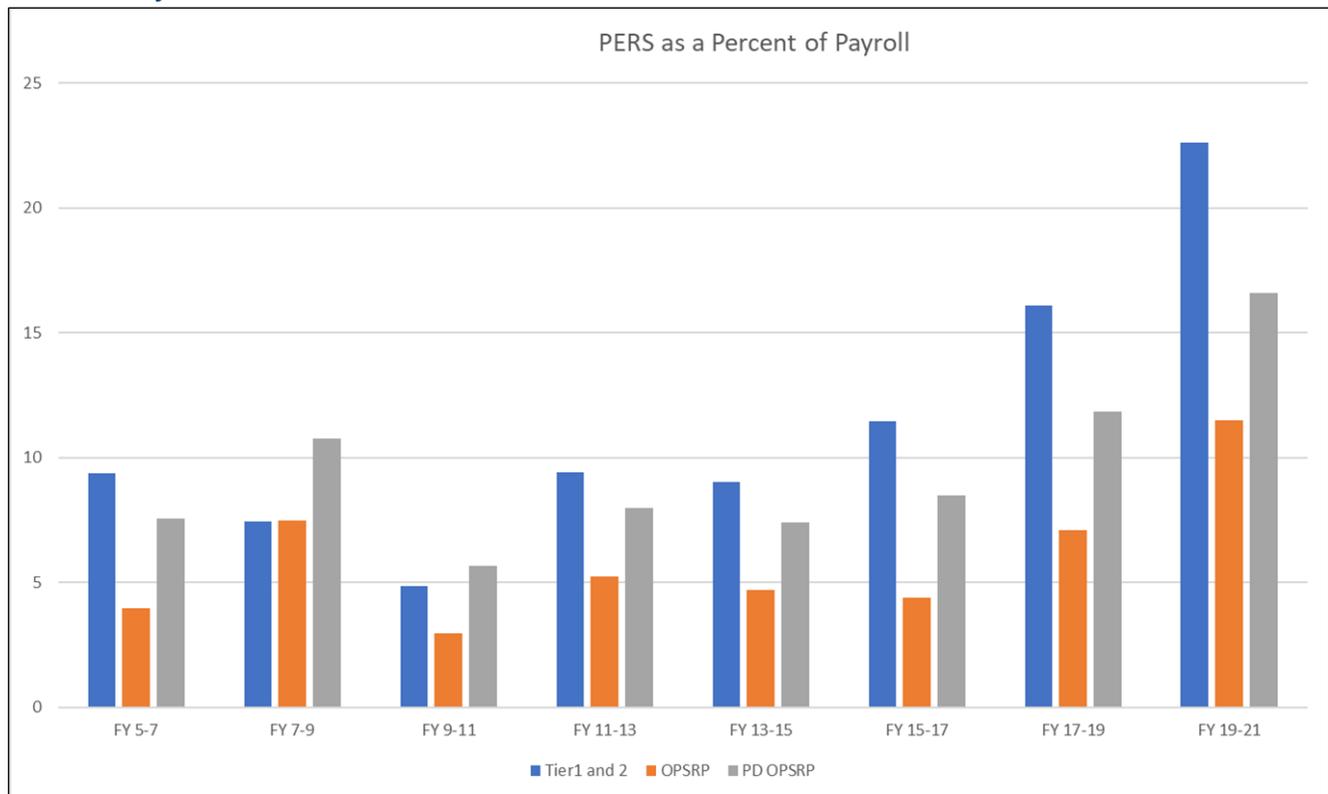


**PERS**

The single biggest driver to the steep decline is PERS. While the final PERS increase was less than originally anticipated, our PERS rates have climbed more than 220% since 2015. In 2015, we estimated PERS would require just under \$10,000,000 over the 10-year plan. With the last increase and future projections of double-digit increases, we anticipate the 10-year horizon to require \$30,000,000. These increases have erased much, if not all the cost savings we have created in the last five years. Based on current projections, PERS will eclipse healthcare in total cost to the city within the next 10 years. These increases are simply unsustainable. The Governor’s Task Force estimated employer rates to peak in 2029-2031. The Unfunded Actuarial Liability (UAL), the amount the actuary believes we are short to fund future benefits, shows this will peak in 2019-2021. “It is largely those Tier One employees who retired in the 1990’s and early 2000’s whose benefits are driving the UAL.” (2017 PERS UAL Task Force Final Report, 4). Because 65% of the debt is tied to current retirees, even eliminating the plan doesn’t help. As a PERS member, we don’t have many options. If side accounts are funded with a state match, we recommend placing some money there for the future to temper our increases.

Tier 1 & 2	20.54%
OPSRP	11.41%
Police OPSRP	16.04%
Police Tier 1 & 2	20.54%

*1PERS Rate for the next Biennium*



**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. The 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 as to why certain fees are charged to outside funds. Administrative services fees include such costs as:

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

City staff 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**

We have been contracting additional planning work to an outside consultant, but we are paying more for part-time assistance than we would for a full-time planner. 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). The current budget anticipates an authorized FTE of 158.7. As workloads increase, turnaround time for planning actions is taking longer. A new position will alleviate that issue and help our citizens get answers sooner. Using funds provided by the sale of recreational marijuana we will fund a BINET position and use the funds freed up for an additional Community Service Officer. The budget also anticipates transitioning a part-time IT position to a full-time position in the second year of the biennium.

**Long Range Planning**

As discussed above, 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. If we can maintain the levels of investment in the City's streets for the next 10 years, we should be able to stabilize the decline and slowly reduce some of the deferred maintenance that exists. 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. Some of those steps require negotiation with our unions.

The new Wastewater treatment plant's costs are increasing. As our current plant ages, our operational costs are climbing as well. DEQ has informed us of additional requirements (temperature TMDL) that we will need to meet in the near future. The City will need to reconsider the rate increases proposed back in 2009, that the City placed on hold due to uncertainty about the plant. Staff is examining alternatives to discharging into Lake Ewauna. While this may help with the new TMDL, the age of the plant requires significant investment.

**Revenue**

Property Taxes for the proposed Fiscal Year 2019 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 current property taxes for the biennium budget are \$14,418,050. When compared to the combined previous two fiscal year estimates, the increase is 10%. Residential property has stabilized and is recovering. Commercial property values also appear to have bottomed out with the latest correction. We continue to use a conservative approach to revenue estimating.

Intergovernmental estimates for this budget are \$23,087,975, which is a 2% decrease over the previous two fiscal year adjusted budgets. Intergovernmental shared revenue increased 12% compared to the previous two fiscal year combined estimates with the majority due to the gas tax increase. Other intergovernmental revenues are for grants as follows: Parks \$427,600; Streets \$5,075,000; Airport \$10,162,200; Economic Development \$50,000; and BINET \$6,000.

Franchise Fees estimates increased 13% for this biennium budget. Changes include a 4% increase in Wastewater, 2% increase in Water, 4% increase in Pacific Power, 2% increase in Avista, 1% increase in Waste Management, 1% increase in Charter Cable, and 1% decrease in other communications.

**Wastewater**

The City of Klamath Falls has operated a sewage treatment plant at the Spring Street site since 1958. The City is still using the original influent pump station, primary sedimentation basins, secondary clarifier (converted to a contact tank) and the anaerobic digesters. The plant had a round of upgrades in 1971 which added aeration basins, a new secondary clarifier and several other components. The last major upgrades were done in 2001 and consisted mainly of reliability improvements throughout the plant. Several new components were added as well, all of which are still in use today. The proposed project will replace or upgrade the oldest parts of the plant. It will also help us deal with the increasing water quality requirements.

With the cost of the treatment plant climbing higher and with the likelihood of new regulations on water temperatures, the utility will need to increase revenues. The increase does not need to occur in this budget cycle but will need to occur within the next four years. One option is reinstating the increases originally planned for 2009, that we delayed indefinitely until the cost of the plant was determined. A second approach could be a flat fee charged to all users to cover the increased debt service required. A combination of the two approaches may also be appropriate. We have eliminated a supervisory position in this fund as it has been vacant for several years and was determined to no longer be needed.

**Other Funds**

The General Fund provides supplemental funding to the Economic Development Fund, Downtown Maintenance, and the Parking Fund. These transfers are significant. As currently proposed, this budget only accounts for the transfers in this biennium. When the transfers needed to fund the other services at current levels are included, the Fund goes below City Council minimums one year earlier and adds nearly \$3 million to the projected shortfall. Determining separate revenue sources or additional revenues for these smaller funds is essential if maintaining the current level of services is desired.

**Conclusion**

While we have taken strong steps in the past few years, PERS and healthcare increases will continue to drive changes for the City. 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. PERS, health insurance, Citizen and employee expectations, and service demands will continue to present challenges for the future.

Respectfully submitted,



Nathan Cherpeski  
**City Manager**



### Schedule of Budget Events

<b>City Recorder Prepares &amp; Publishes Notice of Hearing *</b>	May 16, 2019 May 10, 2019 (web)
<b>Proposed Budget to Committee</b>	May 15, 2019
<b>Budget Committee Hearing</b>	May 22, 2019
<b>Notice and Summary to Herald &amp; News</b>	May 31, 2019
<b>Finance Department Prepares &amp; Publishes the Notice &amp; Summary **</b>	June 3, 2019 (newspaper)
<b>Agenda Reports Completed</b>	June 7, 2019
<b>Budget Adoption</b>	June 17, 2019
<p>* The notice may be published in the newspaper 5-30 days prior to the hearing if it is also published on the City website at least 10 days prior to the meeting. The newspaper ad published must include website address.</p>	
<p>** 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.</p>	



## Budgeting Principles and Assumptions

### **Investment Policy**

The City Investment Policy stresses, in order, safety, liquidity, and return. Funds held by the Oregon State Treasury are approximately \$26 million between the LGIP and the Oregon Local Government Intermediate Fund (OLGIF). The current LGIP rate is at 2.75%, but investment yields for this budget use a conservative 2.1% average earnings rate because of an expected decrease over the next biennium. The City also has approximately \$29 million of mid-to-longer term financial instruments invested from available cash from the General, Escrow Reserve, Wastewater, and Water Funds that are currently yielding higher rates and are also budgeted at 2.1%. All operating investments 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 six-year Capital Improvement Program (CIP) will be prepared and updated each biennium. This budget includes the CIP for the current year. The City uses a 10-year forecasting model including the six-year CIP to look at the long-term viability of the City.

### **Debt Management Policy**

It is the City's policy to fund capital projects, when possible, with existing revenues and grant funds. In the case of the Water and Wastewater 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's 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 work plans for the year. Staff will focus on measures that indicate a wise and prudent 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 and services and capital outlay categories), transfers, debt service, unappropriated, contingency, and reserved for future requirements. Equal transfers between personnel services, materials and services and capital outlay within a single department/division are approved by the 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 then presented to Council. Finally, approval for expenditures over \$25,000 requires action from City Council.

**Personnel Services Assumptions**

The majority of our employees are covered by Citycounty Insurance Services (CIS) Medical Plans. These plans will increase about 1% effective January 1, 2020. We have estimated a 6% increase for January 1, 2021.

PERS rates changes July 1<sup>st</sup> every odd year. The City's new rates for 2019-2021 resulted in an estimated weighted average increase of 60% for our current employee base. Tier 1 & Tier 2 employer contributions increased from 16.09% to 20.54% of eligible salary, an increase of 27.7%. Oregon Public Service Retirement Plan (OPSRP) for Police personnel increased from 11.68% to 16.04% of eligible salary, an increase of 37.4%. And finally, OPSRP for non-Police personnel increased from 7.09% to 11.41% of eligible salary, an increase of 61%. The PERS deficiency is a major contributor to rising costs for all public entities in Oregon.

Teamsters - Employees covered by the Teamsters contract are currently budgeted to receive a salary increase of 4% effective July 1, 2019, and a salary increase of 2% effective July 1, 2020. For the Teamsters medical plan, we have estimated a 6% increase effective January 1, 2020 and 6% January 1, 2021. The actual numbers for Teamsters are not available until November or December yearly. The current split is 10/90.

AFSCME - Employees covered by the AFSCME contract are currently in negotiations but are proposed to move to a wider step system effective July 1, 2019, the first step will move employees to their effective new grade and step, placing them at the current market rate for their positions. Additionally, negotiations also cover health benefits and expenses.

Non-represented - Non-represented employees are moving to a step system based on a pay for performance evaluation system. They are eligible to receive a step increase based on their current step and the overall rating in the performance evaluation. In this budget, the non-represented employees continue to have a higher deductible and as of December 2019 will have a 20/80 split.



## 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 294.426*

- 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**

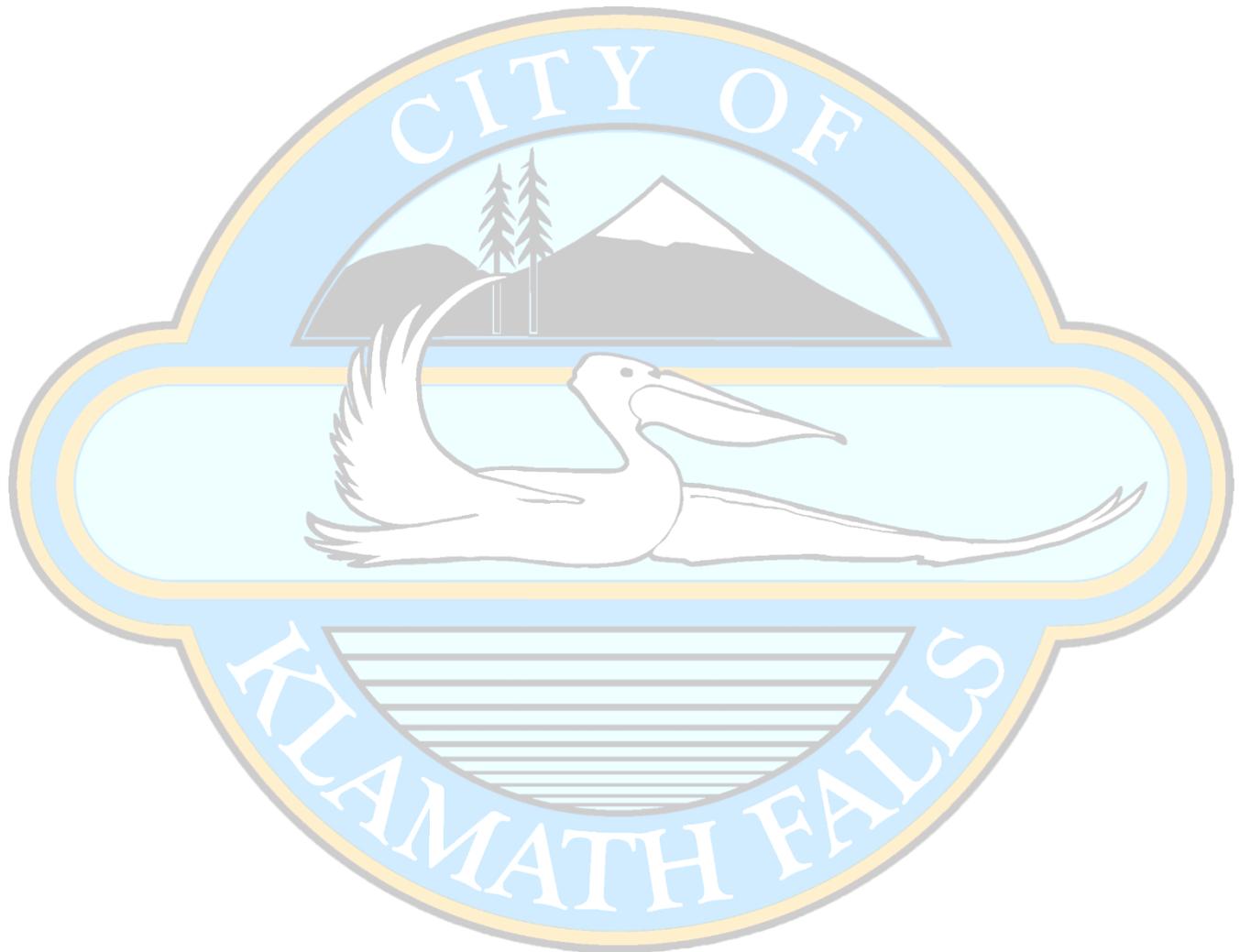
**9. File Budget & Certify Levy.** The City must deliver two copies of the Proposed Budget to the County Assessor for filing and certification of the tax levy by July 15. **ORS 294.458**

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.



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## Overall Staffing Comparison Full Time Equivalent (FTE) Positions

DEPARTMENT	2016 - 2017		2017 - 2018		2018 - 2019		2019 - 2020	2020 - 2021
	Budget	Actual FYE May 1, 2017	Budget	Actual FYE May 1, 2018	Budget	Actual FYE May 1, 2019	Adopted	Adopted
01 Municipal Court	3.30	2.40	2.40	2.37	2.40	2.40	2.20	2.20
02 City Administration	5.00	4.70	5.00	4.50	5.00	5.00	6.00	6.00
03 Legal	1.70	1.00	-	-	-	-	-	-
05 Finance	7.00	6.00	6.00	6.00	6.50	6.50	6.50	6.50
06 Human Resources	2.00	2.50	3.50	2.50	4.50	3.50	3.50	3.50
07 Information Technology	3.00	2.50	2.50	2.50	3.50	3.50	3.50	4.00
09 P.W. Administration	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00
10 Development Services	8.50	8.00	8.50	8.05	9.50	8.00	9.50	9.50
11 Police	40.00	40.00	40.00	36.00	40.00	37.10	43.50	43.50
12 Code Enforcement	2.00	2.00	2.00	2.00	2.00	2.00	-	-
13 Legislative	-	-	0.70	0.70	0.70	0.70	1.00	1.00
14 Maintenance	10.00	10.00	10.00	8.00	10.00	9.00	10.00	10.00
30 Airport	6.00	6.00	7.00	6.00	6.00	6.00	6.00	6.00
40 Parks	6.00	6.00	6.00	5.00	6.00	6.00	6.00	6.00
41 Pool	5.00	6.60	7.60	6.86	6.00	6.00	7.00	7.00
50 Street Maintenance	10.00	9.00	10.00	10.00	10.00	9.00	10.00	10.00
51 Vehicle Maintenance	2.00	2.00	2.00	2.00	2.00	1.00	2.00	2.00
60 Parking	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50
81 Wastewater Collections*	15.67	13.67	9.00	9.00	9.00	8.50	8.50	8.50
82 Wastewater Treatment*	-	-	6.50	5.50	6.50	5.50	6.00	6.00
85 Water	13.83	12.83	13.50	13.50	13.50	12.50	13.50	13.50
86 Utility Billing	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
<b>TOTAL</b>	<b>154.00</b>	<b>148.20</b>	<b>156.20</b>	<b>144.48</b>	<b>157.10</b>	<b>146.20</b>	<b>158.20</b>	<b>158.70</b>

\* We began tracking 81 Wastewater Collections and 82 Wastewater Treatment FTE's separate to show the same format as other divisions. For previous FY's these are tracked together in 81 Wastewater Collection.

One FTE is calculated to work 2080 hours annually.



## 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.



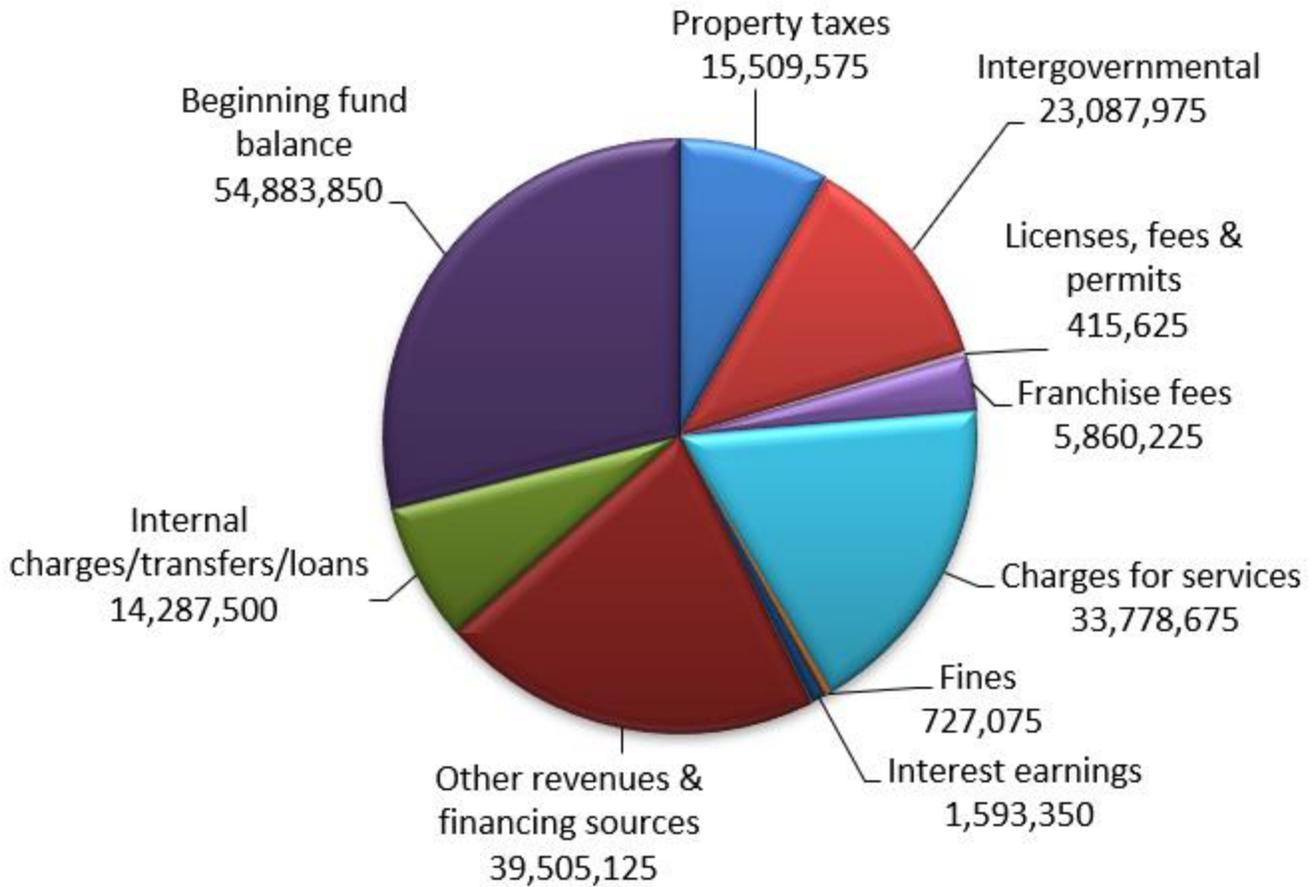
## Description of Budgeted Categories Requirements

Requirements	Description of budgeted categories
<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 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.



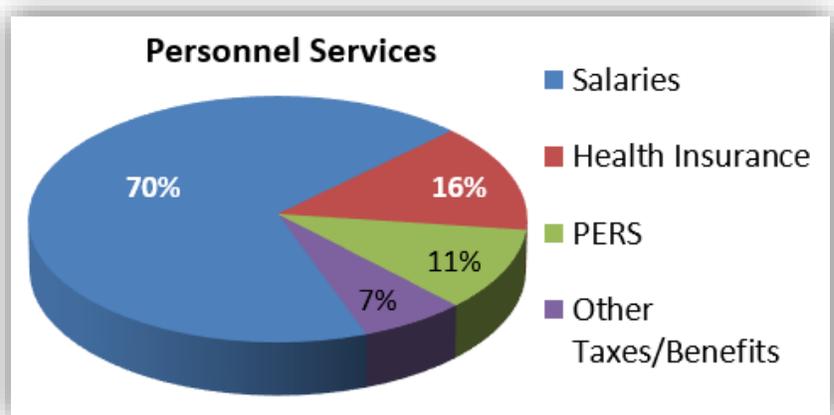
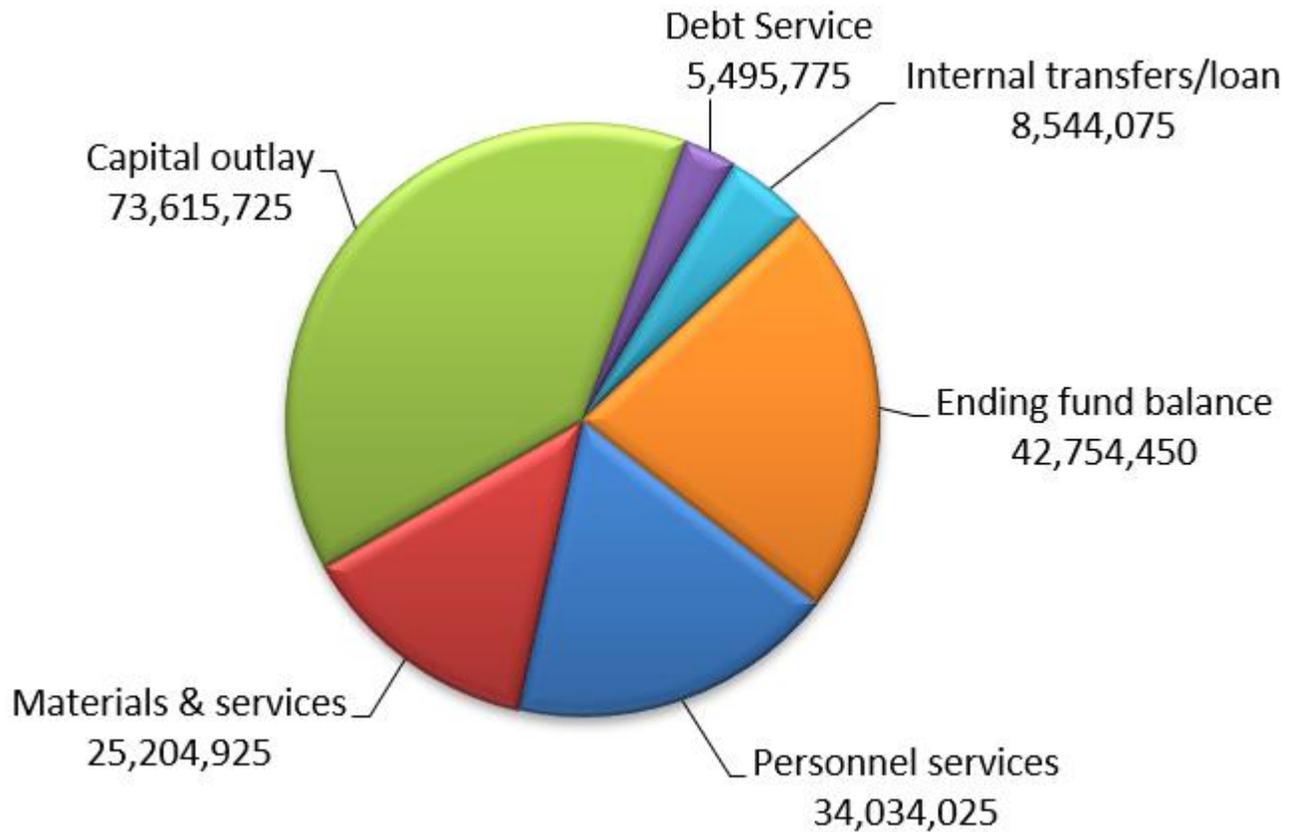
### Resources & Requirements Comparison

**Resources: \$189,648,975**





### Resources & Requirements Comparison Requirements: \$189,648,975





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

Fund							PROJECTED		
	7/1/2013	7/1/2014	7/1/2015	7/1/2016	7/1/2017	7/1/2018	7/1/2019	7/1/2020	7/1/2021
<b>General Fund (1)</b>	4,353,350	4,801,958	3,561,893	11,204,546	11,559,914	11,267,479	12,487,900	10,182,525	9,733,275
<b>Cemetery</b>	374,038	-	-	-	-	-	-	-	-
<b>Airport</b>	1,389,425	1,294,113	1,399,706	1,435,529	1,529,696	566,172	1,840,750	2,159,025	2,085,875
<b>Parks (1)</b>	907,904	1,455,114	1,624,616	-	-	-	-	-	-
<b>Street (1)</b>	2,913,917	3,330,523	4,576,753	-	-	-	-	-	-
<b>Parking</b>	60,605	71,458	68,977	58,436	41,252	43,289	29,300	10,500	9,750
<b>Street Lighting (1)</b>	441,181	444,179	465,657	-	-	-	-	-	-
<b>Downtown Maint. Dist</b>	9,783	13,631	9,448	2,279	8,063	34,977	18,100	5,500	925
<b>Cogeneration (4)</b>	1,059,332	836,785	706,617	504,835	-	-	-	-	-
<b>Economic Development</b>	262,610	209,286	278,138	166,294	66,273	125,554	219,125	53,850	33,675
<b>PERS Reserve</b>	-	-	-	-	-	-	-	-	-
<b>Technology Reserve (3)</b>	295,926	67,202	235,191	143,725	-	-	-	-	-
<b>Footpaths/Bicycle (6)</b>	77,151	69,019	78,625	73,993	83,256	-	-	-	-
<b>Capital Projects</b>	1,025,852	1,085,565	3,150,470	17,772,500	17,925,527	14,967,050	15,036,075	15,106,075	11,176,075
<b>Escrow Reserve</b>	6,532,025	5,862,403	5,774,865	6,193,523	7,198,508	7,460,448	9,068,475	8,304,525	8,566,650
<b>Debt Service</b>	56,975	58,698	57,181	30,319	8,411	19,304	125	5,450	3,500
<b>Wastewater (2)</b>	9,511,856	11,061,876	12,073,689	3,929,640	5,740,518	9,967,384	10,482,050	11,204,025	7,509,700
<b>Water (2)</b>	7,066,435	8,907,632	8,505,044	5,152,152	5,060,828	5,850,052	5,471,825	3,884,100	3,411,325
<b>BINET</b>	-	-	-	-	-	45,091	71,425	66,425	61,425
<b>Veteran's Memorial (5)</b>	154,366	151,568	150,074	154,291	155,068	156,088	158,700	160,600	162,275
<b>Total</b>	<b>36,492,731</b>	<b>39,721,010</b>	<b>42,716,944</b>	<b>46,822,064</b>	<b>49,377,314</b>	<b>50,502,889</b>	<b>54,883,850</b>	<b>51,142,600</b>	<b>42,754,450</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 was incorporated into the General Fund in FY 17-18.



### Schedule of Transfers

TRANSFER OUT	TRANSFER IN								TOTAL
	General Fund	Airport Fund	Spring Street Urban Renewal (1)	Parking District Fund	Downtown Maintenance District Fund	Economic Development Fund	Wastewater Fund	BINET Fund	
General Fund	-	-	-	43,000	85,000	420,000	-	20,000	<b>568,000</b>
Capital Projects Fund	-	-	-	-	-	-	4,000,000	-	<b>4,000,000</b>
Escrow Reserve Fund	75,000	250,000	700,000	-	-	175,000	835,250	-	<b>2,035,250</b>
Water Fund	1,167,625	773,200	-	-	-	-	-	-	<b>1,940,825</b>
<b>TOTAL</b>	<b>1,242,625</b>	<b>1,023,200</b>	<b>700,000</b>	<b>43,000</b>	<b>85,000</b>	<b>595,000</b>	<b>4,835,250</b>	<b>20,000</b>	<b>8,544,075</b>

1 - Inter-fund loan



### Major Capital Projects Budgeted

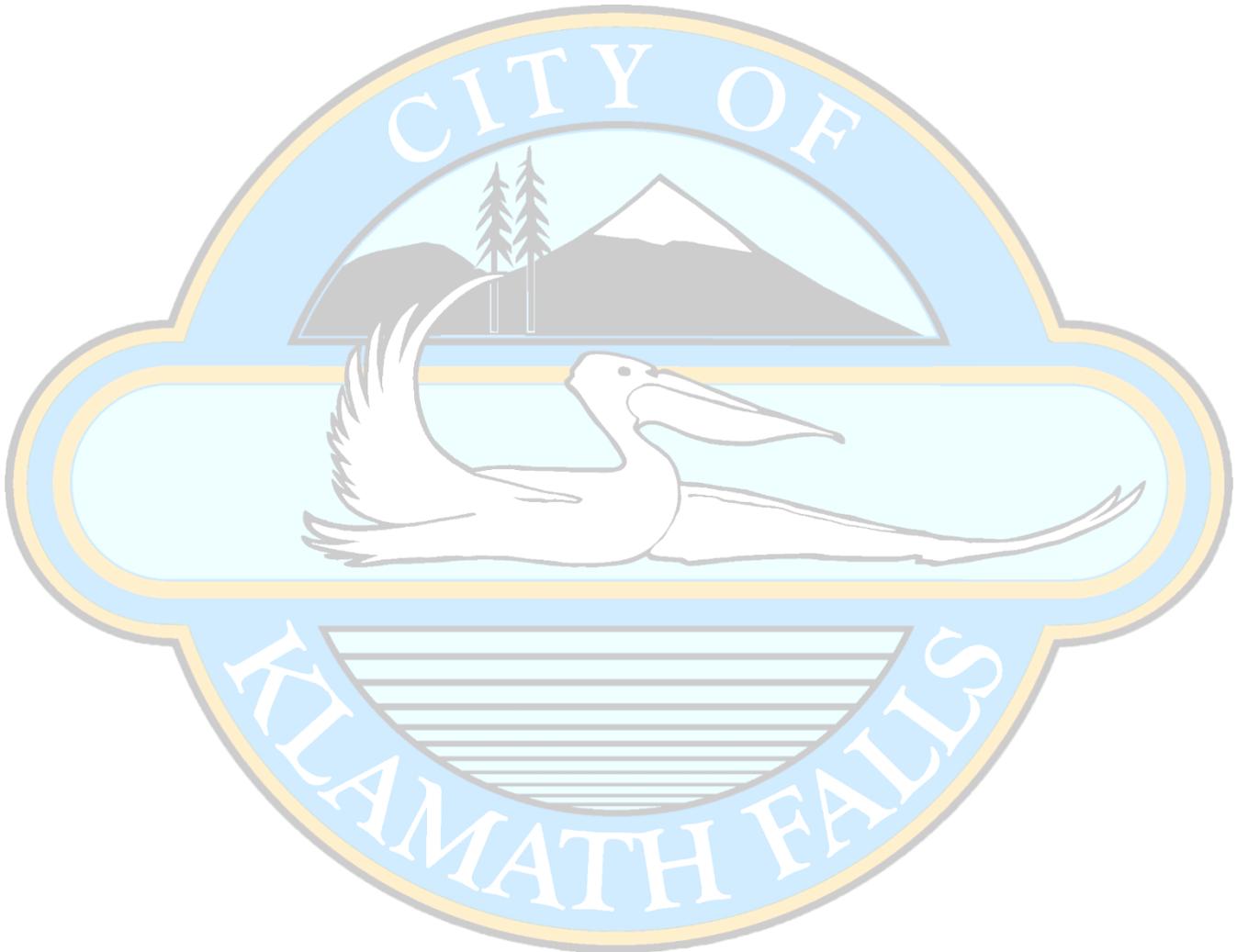
	2019-2020	2020-2021	Total
<b>Airport Fund</b>			
Taxiway G Rehab	\$ 6,000,000	\$ -	\$ 6,000,000
Twy D & B Rehab	210,000	2,616,675	2,826,675
Twy F & Rwy	160,000	1,280,000	1,440,000
<b>General Fund</b>			
Lake Ewauna Trail	400,000	-	400,000
Campus and Daggett Intersection	200,000	4,100,000	4,300,000
Micro Seal Program	350,000	350,000	700,000
Washburn Way Grind and Inlay	100,000	1,200,000	1,300,000
Washburn Way Sidewalks	612,000	-	612,000
<b>Wastewater Fund</b>			
Brett Way Sewer Main Extension	20,000	400,000	420,000
Pacific Terrace Street Pipe Lining	-	250,000	250,000
Treatment Plant Upgrade	22,000,000	21,300,000	43,300,000
<b>Water Fund</b>			
Brett Way Water Main Extension	25,000	550,000	575,000
Butte Street Main Replacement	75,000	600,000	675,000
Dayton/Derby/Frieda Main Replacement	425,000	425,000	850,000
Lindley Water Reservoir Recoat	500,000	-	500,000
Stewart Lenox Distribution Improvements	1,700,000	-	1,700,000
Geothermal Distribution Pipeline Upgrade	500,000	500,000	1,000,000
<b>Total Major Capital Projects (\$250,000 or Greater)</b>	<b><u>\$ 33,277,000</u></b>	<b><u>\$ 33,571,675</u></b>	<b><u>\$ 66,848,675</u></b>



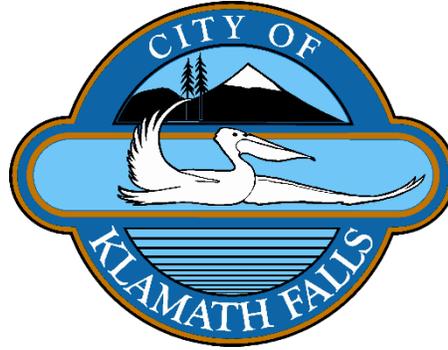
## Budget Summary All City Funds Combined

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	Total 2019-21	% Change from Prior Budget
<b>RESOURCES</b>							
Property taxes	6,773,755	7,180,598	7,232,100	7,636,425	7,873,150	15,509,575	11.1%
Special assessments	17,215	15,456	-	-	-	-	0.0%
Intergovernmental	5,787,146	8,681,135	6,946,850	10,837,575	12,250,400	23,087,975	-2.0%
Licenses, fees & permits	153,232	179,634	169,800	206,575	209,050	415,625	29.0%
Franchise fees	2,534,513	2,473,145	2,599,475	2,910,050	2,950,175	5,860,225	14.6%
Charges for services	16,568,646	16,684,090	16,790,550	16,792,175	16,986,500	33,778,675	0.4%
Fines	341,692	417,161	318,500	360,150	366,925	727,075	28.6%
Interest earnings	473,858	542,060	629,700	816,675	776,675	1,593,350	32.4%
Other revenues & financing sources	1,032,022	5,634,264	8,961,375	22,446,875	17,058,250	39,505,125	262.9%
Combined Revenues from Operations	33,682,079	41,807,543	43,648,350	62,006,500	58,471,125	120,477,625	35.0%
Internal charges/transfers/loans	4,128,233	7,569,390	10,279,750	5,304,400	8,983,100	14,287,500	
Beginning fund balance	46,822,064	49,377,314	50,538,850	54,883,850	51,142,600	54,883,850	
Total Resources:	84,632,377	98,754,247	104,466,950	122,194,750	118,596,825	189,648,975	16.1%
<b>REQUIREMENTS</b>							
Personnel services	13,822,531	14,206,758	15,562,600	16,600,800	17,433,225	34,034,025	9.6%
Materials & services	9,329,583	10,330,312	13,303,625	12,945,825	12,259,100	25,204,925	2.5%
Capital outlay	8,466,334	13,578,487	25,995,775	37,217,150	36,398,575	73,615,725	35.2%
Debt Service	1,874,858	5,669,947	1,591,950	1,460,025	4,035,750	5,495,775	75.4%
Sub-total	33,493,306	43,785,504	56,453,950	68,223,800	70,126,650	138,350,450	22.2%
Internal transfers/loan	1,761,756	4,465,856	7,630,625	2,828,350	5,715,725	8,544,075	
Ending fund balance	49,377,315	50,502,886	40,382,375	51,142,600	42,754,450	42,754,450	
Total Requirements:	84,632,377	98,754,247	104,466,950	122,194,750	118,596,825	189,648,975	16.1%

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



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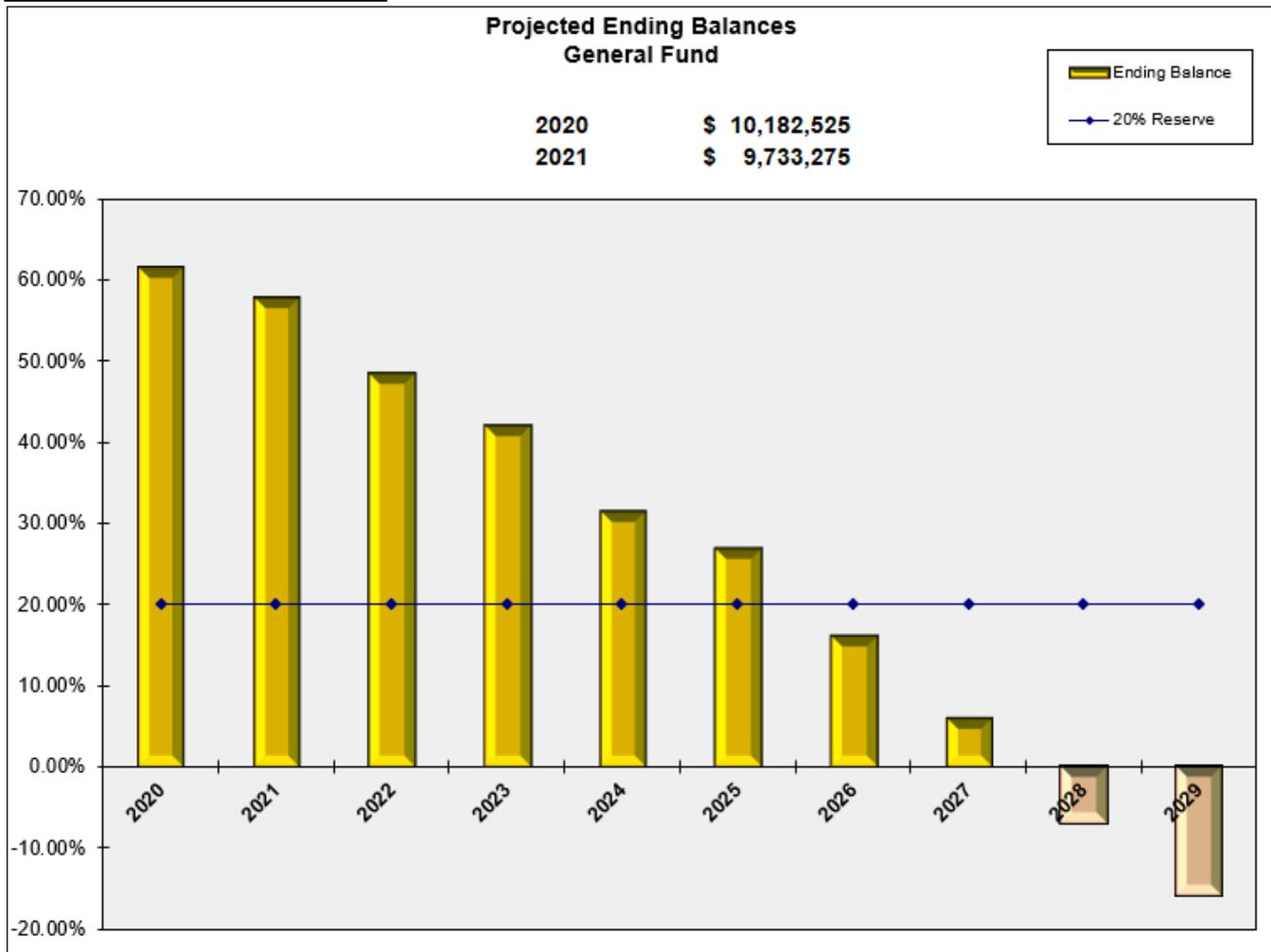


### General Fund

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>\$ 54,881,625</b>
<b>Appropriated:</b>	<b>\$ 45,148,350</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 9,733,275</b>
<b>Total Fund Requirements:</b>	<b>\$ 54,881,625</b>

**General Fund 10-year Forecast**



**General Fund Resources**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Revenue</b>						
NET WORKING CAPITAL	\$ 11,204,546	\$ 11,559,914	\$ 11,267,475	\$ 12,487,900	\$ 10,182,525	\$ 12,487,900
PROPERTY TAXES PREVIOUSLY LEVIED	261,769	260,527	255,975	223,600	232,150	455,750
SPECIAL ASSESSMENT	17,215	15,456	-	-	-	-
INTERGOVERNMENTAL	2,642,251	3,106,229	5,723,625	3,853,475	8,150,250	12,003,725
LICENSES, FEES & PERMITS	114,696	138,347	127,525	164,000	165,600	329,600
FRANCHISE FEES	2,534,513	2,473,145	2,599,475	2,910,050	2,950,175	5,860,225
CHARGES FOR SERVICES	453,959	450,216	455,350	447,300	454,750	902,050
FINES & FORFEITURES	297,894	365,934	270,350	314,550	320,400	634,950
INVESTMENT INCOME	150,878	178,679	187,300	247,775	237,775	485,550
INTERNAL CHARGES FOR SERVICES	2,509,271	2,602,322	2,605,600	2,777,175	2,860,575	5,637,750
OTHER REVENUES	204,561	459,036	434,200	188,825	774,750	963,575
OTHER FINANCING SOURCES	661,012	672,706	835,050	653,025	589,600	1,242,625
<b>Resources Except Taxes Levied Total:</b>	<b>21,052,565</b>	<b>22,282,511</b>	<b>24,761,925</b>	<b>24,267,675</b>	<b>26,918,550</b>	<b>41,003,700</b>
PROPERTY TAXES NECESSARY TO BALANCE	-	-	6,406,450	6,813,675	7,064,250	13,877,925
PROPERTY TAXES COLLECTED IN YEAR LEVIED	5,962,015	6,433,232	-	-	-	-
<b>Fund: 101 - GENERAL FUND Total:</b>	<b>\$ 27,014,580</b>	<b>\$ 28,715,743</b>	<b>\$ 31,168,375</b>	<b>\$ 31,081,350</b>	<b>\$ 33,982,800</b>	<b>\$ 54,881,625</b>



## General Fund Municipal Court

**Appropriated: \$ 467,625**

### **Description**

The Municipal Court Division of the General Fund handles the legal processing of City code offenses as well as traffic and parking citations issued by the City's Police Department and Code and Parking Enforcement Officers. Court staffing budgeted within this Division consists of a part-time Municipal Court Judge appointed by City Council, three part-time Police Officers as Court Security, and two full-time Municipal Court Clerk positions. Court staff work with, and act as a resource for multiple City Departments/Divisions (City Attorney, Police, Code Enforcement). The Judge, Pro-Tem Judges and staff are dedicated to assisting and improving community safety for all citizens of Klamath Falls. Under the direction of the Support Services Director, two Municipal Clerks are responsible for all Court processes, including traffic, parking and code violation arraignments, trials, Night Court, and Spanish Court.

### **Budget Comments**

Due to aging computers for the Municipal Court Judge and Court Clerks, there is a need to replace one computer during the 2019-20 Fiscal Year and one during the 2020-21 Fiscal Year. The Pro-Tem Judges are now budgeted in Miscellaneous Contracted Services and the three part-time Police Officers (Court Security) have been moved from the Police Department to the Municipal Court Budget.

### **2019-2021 Goals**

- Complete a study of delinquent fines and third-party collections process by June 2020.
- Participate in one to two Third Thursday or other community events and provide a court information booth by end of summer 2020.
- Conduct RFP for third-party collections process by January 2021.
- Implement online bill pay for Municipal Court fines and fees by June 2021.

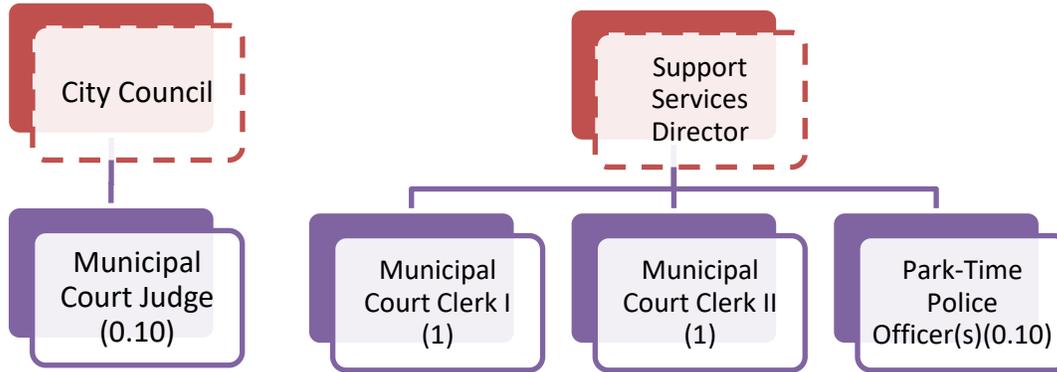
### **2018-2019 Goal Outcomes**

-  Maintain workflow and prepare for employee structure changes.
-  Research and implement one new customer service item, either internal or external.
-  Continue to work on policy updates for Court; complete one to two.
-  Staff and Judge to attend two trainings/conferences to aid with Court processes, implement new statutes and regulations.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	3.30	2.40	2.40	2.20	2.20
Actual FTE	2.40	2.37	2.40		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 01 - MUNICIPAL COURT</b>						
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 130,533	\$ 139,121	\$ 158,325	\$ 147,300	\$ 151,125	\$ 298,425
BENEFITS	41,257	45,887	50,500	50,750	54,125	104,875
<b>PERSONNEL SERVICES Total:</b>	<b>171,790</b>	<b>185,008</b>	<b>208,825</b>	<b>198,050</b>	<b>205,250</b>	<b>403,300</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	2,591	2,176	9,500	9,500	9,500	19,000
MAINTENANCE & REPAIRS	6,579	6,789	7,000	7,300	7,600	14,900
INSURANCE	592	582	650	725	825	1,550
COMMUNICATIONS	2,206	2,727	2,900	3,000	3,100	6,100
ADVERTISING	186	100	500	500	500	1,000
TRAVEL/TRAINING	3,554	4,908	4,525	4,600	4,675	9,275
SUPPLIES	1,967	2,345	2,850	2,950	3,050	6,000
NON-CAPITAL EQUIPMENT	1,685	2,145	2,500	2,750	2,750	5,500
OTHER MATERIALS & SERVICES	124	166	500	500	500	1,000
<b>MATERIALS &amp; SERVICES Total:</b>	<b>19,484</b>	<b>21,938</b>	<b>30,925</b>	<b>31,825</b>	<b>32,500</b>	<b>64,325</b>
<b>Department: 01 - MUNICIPAL COURT Total:</b>	<b>\$ 191,273</b>	<b>\$ 206,946</b>	<b>\$ 239,750</b>	<b>\$ 229,875</b>	<b>\$ 237,750</b>	<b>\$ 467,625</b>



## General Fund City Administration

**Appropriated: \$ 1,551,925**

### **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, three 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 are also responsible for managing city property, website maintenance, public affairs, and serving as liaison to outside economic and business groups.

### **Budget Comments**

We have budgeted City-wide customer service training in this division. The Management Fellow position that was in Support Services has been moved to City Administration.

### **2019-2021 Goals**

- Engage in visioning process with the City Council to establish long range vision and goals. Anticipated completion of initial steps by late summer 2019.
- Develop a plan to encourage the creation of new housing within City limits.
- Improve the aesthetics of the community by focusing on the abatement of blight and the physical improvement of at least one City owned intersection or median
- Review, identify and propose for amendment (5) ordinances or policies that are obsolete or no longer serve the purpose for which they were drafted.

### **2018-2019 Goal Outcomes**

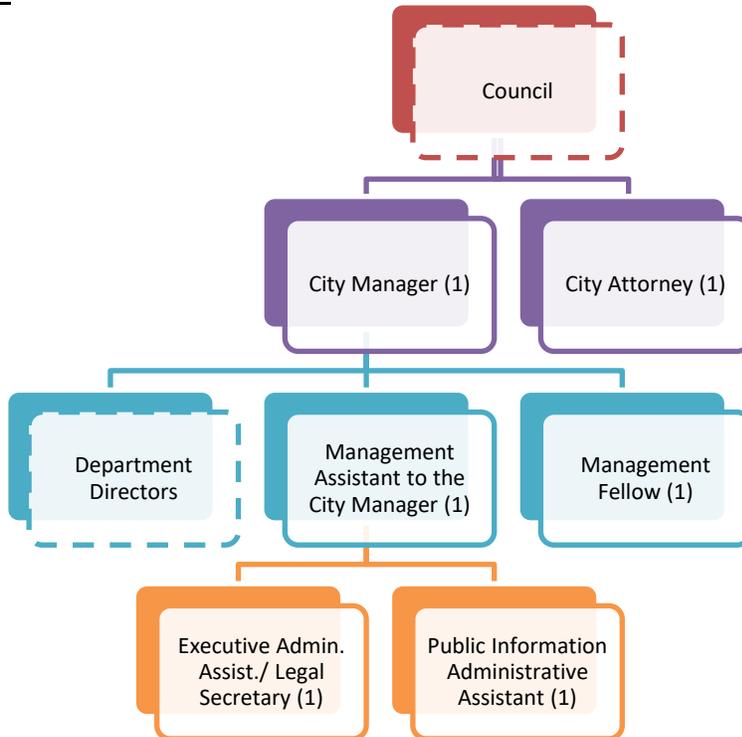
- ● Fully implement the CSI customer service approach city-wide.
  - All employees have received initial training. The program will continue to evolve as we implement the principles for good customer service.
- ● Update the Comprehensive Plan to assist Council in setting a long-range vision.
  - The consultants are continuing through the process. Council further desired holding a visioning process. Current plans will have that kick off sometime in June.
- ● Conduct a citizen satisfaction survey.
  - We have not been able to find anyone local to assist with a formal survey. We did work with Oregon Tech on several focus groups they held regarding the City. We plan to work with the professor on a potential formal survey.

- Update various ordinances related to blight to assist Code Enforcement in cleaning up neighborhoods.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	5.00	5.00	5.00	6.00	6.00
Actual FTE	4.70	4.50	5.00		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
Department: 02 - CITY MANAGER						
Expense						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 361,439	\$ 489,431	\$ 452,200	\$ 483,525	\$ 547,125	\$ 1,030,650
BENEFITS	107,192	139,301	166,900	176,200	204,500	380,700
<b>PERSONNEL SERVICES Total:</b>	<b>468,631</b>	<b>628,732</b>	<b>619,100</b>	<b>659,725</b>	<b>751,625</b>	<b>1,411,350</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	1,713	7,121	17,500	9,600	10,100	19,700
MAINTENANCE & REPAIRS	12,959	13,373	13,775	14,250	14,700	28,950
INSURANCE	1,470	2,962	3,250	3,375	3,750	7,125
COMMUNICATIONS	3,357	5,121	5,550	5,100	5,100	10,200
ADVERTISING	1,644	2,037	2,600	850	950	1,800
TRAVEL/TRAINING	9,964	17,677	21,150	20,500	20,700	41,200
SUPPLIES	2,410	2,948	5,850	5,850	6,100	11,950
NON-CAPITAL EQUIPMENT	2,589	2,032	3,000	7,000	3,000	10,000
OTHER MATERIALS & SERVICES	703	6,205	4,100	4,450	5,200	9,650
<b>MATERIALS &amp; SERVICES Total:</b>	<b>36,808</b>	<b>59,476</b>	<b>76,775</b>	<b>70,975</b>	<b>69,600</b>	<b>140,575</b>
<b>Department: 02 - CITY MANAGER Total:</b>	<b>\$ 505,439</b>	<b>\$ 688,208</b>	<b>\$ 695,875</b>	<b>\$ 730,700</b>	<b>\$ 821,225</b>	<b>\$ 1,551,925</b>



## General Fund Legal - Inactive

**Budget Comment**

The Legal Division was combined with the City Manager Division forming City Administration during the FY 17-18 budget.

**Requirements**

Fund: 101 - GENERAL FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Department: 03 - LEGAL	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 144,177	\$ -	\$ -	\$ -	\$ -	\$ -
BENEFITS	44,418	-	-	-	-	-
<b>PERSONNEL SERVICES Total:</b>	<b>188,595</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	3,643	-	-	-	-	-
UTILITIES	-	-	-	-	-	-
MAINTENANCE & REPAIRS	-	-	-	-	-	-
INSURANCE	595	-	-	-	-	-
COMMUNICATIONS	2,322	-	-	-	-	-
ADVERTISING	22	-	-	-	-	-
TRAVEL/TRAINING	2,343	-	-	-	-	-
SUPPLIES	1,520	-	-	-	-	-
NON-CAPITAL EQUIPMENT	2,403	-	-	-	-	-
OTHER MATERIALS & SERVICES	4,095	-	-	-	-	-
<b>MATERIALS &amp; SERVICES Total:</b>	<b>16,943</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 03 - LEGAL Total:</b>	<b>\$ 205,538</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## General Fund Finance

**Appropriated: \$ 1,658,050**

### **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. The 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**

Materials and Services includes \$15,000 for time and attendance software and \$7,000 for CAFR software training and educational reimbursements.

### **2019-2021 Goals**

- Develop a timeline with IT to develop a plan for taking online payments throughout the City.
- Roll out procurement card program to staff.
- Provide support with the focus corridor(s) housing façade grants.
- Switch non-exempt employees to hourly pay and begin testing and making deduction changes to work towards a bi-weekly or semi-monthly payroll.
- Work toward electronic archiving for easier access and reduced costs.

### **2018-2019 Goal Outcomes**

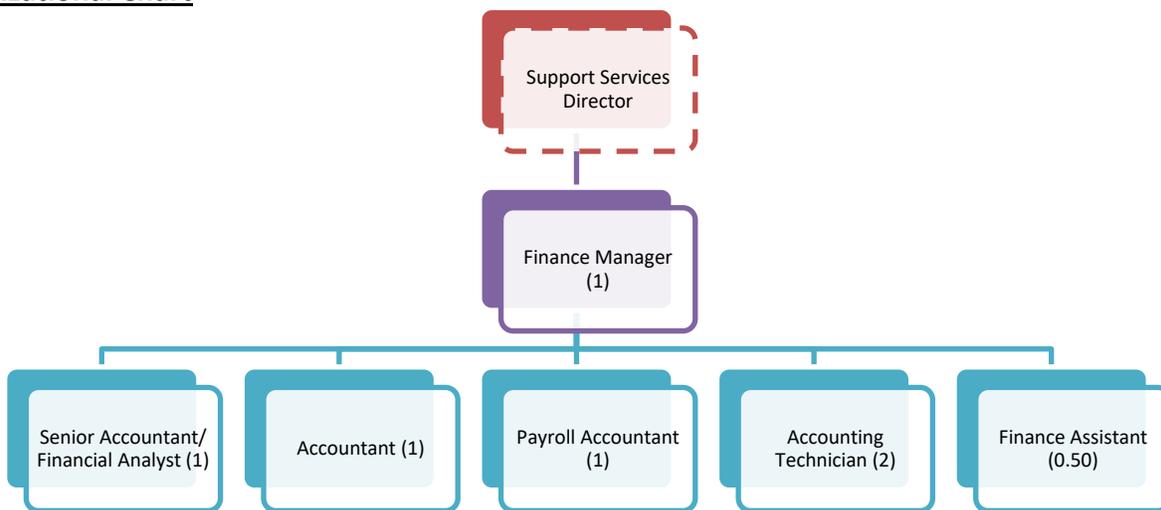
- ● Work with IT to develop a plan for taking online payments throughout the City.
  - There have been no additional online payment options added throughout the City.
- ● Provide support with the focus corridor(s) housing façade grants.
  - Applications have been reviewed but grant work has not yet been completed.
- ● Roll out procurement card program to staff.
  - This program is not yet rolled out to staff.

- ● Implement twice per month payroll, including the addition of a different time capturing system and switching non-exempt employees to hourly pay.
  - Steps are being taken to works towards this goal. The first step being switching non-exempt to hourly pay.
- ● Implement a biannual budget process.

**Position Details**

	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	6.00	6.50	6.50	6.50
Actual FTE	6.00	6.50		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
Department: 05 - FINANCE						
Expense						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 364,601	\$ 354,773	\$ 393,325	\$ 409,225	\$ 429,900	\$ 839,125
BENEFITS	138,055	150,188	171,975	203,275	215,400	418,675
<b>PERSONNEL SERVICES Total:</b>	<b>502,656</b>	<b>504,961</b>	<b>565,300</b>	<b>612,500</b>	<b>645,300</b>	<b>1,257,800</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	84,178	78,524	83,325	88,575	90,825	179,400
UTILITIES	4,346	-	5,100	4,800	4,900	9,700
MAINTENANCE & REPAIRS	30,367	27,896	43,750	47,900	34,150	82,050
RENTALS / LEASES	27,000	27,000	27,000	27,000	27,000	54,000
INSURANCE	2,312	2,475	2,175	2,525	2,825	5,350
COMMUNICATIONS	7,551	7,864	9,000	9,200	9,400	18,600
ADVERTISING	4,855	2,194	3,500	3,050	3,100	6,150
TRAVEL/TRAINING	3,269	6,162	8,225	12,525	6,550	19,075
SUPPLIES	4,990	4,502	4,500	4,700	4,800	9,500
NON-CAPITAL EQUIPMENT	6,562	4,193	11,150	7,000	6,575	13,575
OTHER MATERIALS & SERVICES	922	1,363	900	1,425	1,425	2,850
<b>MATERIALS &amp; SERVICES Total:</b>	<b>176,352</b>	<b>162,174</b>	<b>198,625</b>	<b>208,700</b>	<b>191,550</b>	<b>400,250</b>
<b>Department: 05 - FINANCE Total:</b>	<b>\$ 679,008</b>	<b>\$ 667,135</b>	<b>\$ 763,925</b>	<b>\$ 821,200</b>	<b>\$ 836,850</b>	<b>\$ 1,658,050</b>



## General Fund Human Resources

**Appropriated: \$ 978,075**

### **Description**

The mission of the Support Services Department is to support the goals and challenges of employees and the City by assisting all divisions and departments and working together across the organization. Additional Divisions under the direction of the Support Services Director are: Finance, Technology Services, Utility Billing, Municipal Court, and City Recorder (Legislative).

The Human Resources Division promotes a positive work environment characterized by equitable treatment of staff, open communication, personal accountability, trust and mutual respect. Human Resources is responsible for providing a wide range of services to City directors, managers and employees, such as: recruitment and selection of staff; supervisor and employee training; workforce planning; position classification and pay structure; labor relations, including labor contracts and grievance resolution; personnel policies and procedures; employee benefits; and the administration of workers' compensation programs.

### **Budget Comments**

One FTE that was budgeted in Support Services has been moved to City Administration for a Management Fellow. Current budget has a Management Fellow, going forward it will be a Management Analyst.

### **2019-2021 Goals**

- Complete implementation of the performance management component of the HRIS system.
- Completion of electronic personnel records.
- Participate in at least one Third Thursday event to enhance recruiting efforts.
- Complete implementation of the Human Resources application for Recruiting, Applicant Tracking/Onboarding, and Performance Management.
- Structure a policy and program for Employee Volunteering.

### **2018-2019 Goal Outcomes**

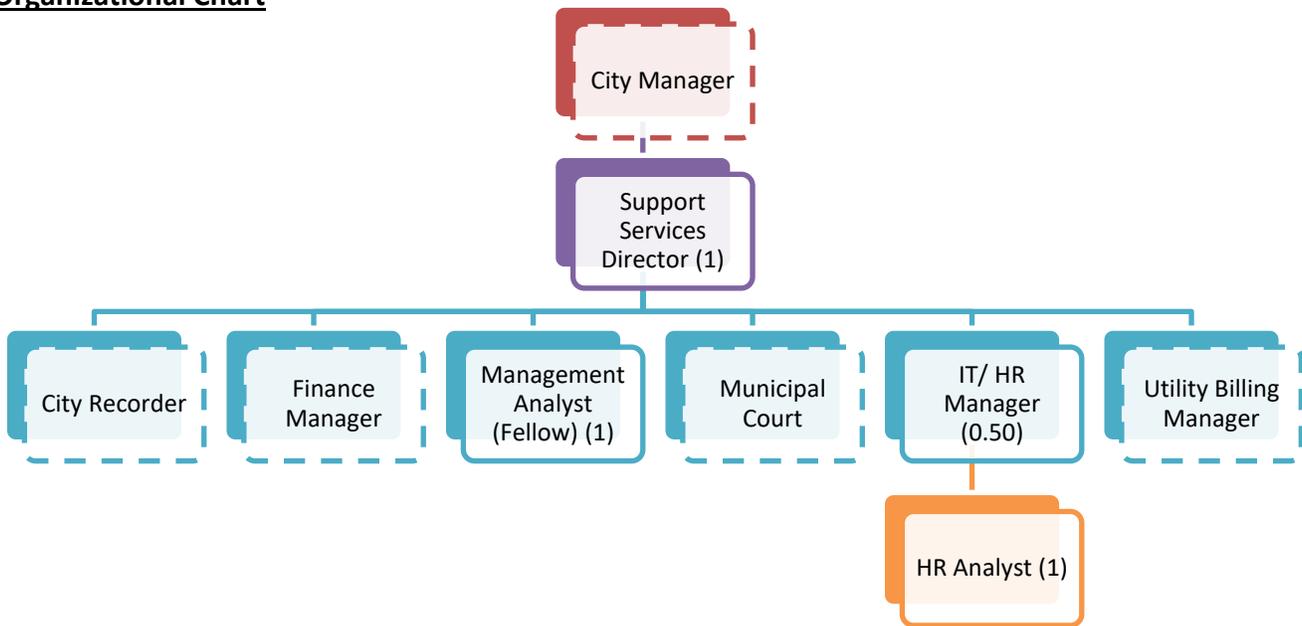
- ● Complete a classification and compensation study.
- ● Acquire and implement Human Resources application for Recruiting, Applicant Tracking/Onboarding, and Performance Management.
  - Program acquired but not fully implemented yet.
- ● Convert from paper to electronic personnel records.
  - This project is still being completed/ worked on.

- Complete negotiation and contract renewal with the AFSCME Local #2451 Union prior to June 30, 2019.
- Continue implementation of 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.
  - Still working on the structure for this.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	2.00	3.50	4.50	3.50	3.50
Actual FTE	2.50	2.50	3.50		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Department: 06 - HUMAN RESOURCES</b>						
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 200,337	\$ 218,678	\$ 319,900	\$ 300,050	\$ 314,300	\$ 614,350
BENEFITS	59,033	75,572	141,100	132,300	139,350	271,650
<b>PERSONNEL SERVICES Total:</b>	<b>259,370</b>	<b>294,250</b>	<b>461,000</b>	<b>432,350</b>	<b>453,650</b>	<b>886,000</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	7,879	26,044	60,000	7,500	7,500	15,000
MAINTENANCE & REPAIRS	5,796	5,981	18,175	14,925	15,625	30,550
INSURANCE	709	837	925	1,375	1,550	2,925
COMMUNICATIONS	1,078	876	1,250	1,900	2,000	3,900
ADVERTISING	7,664	1,718	2,000	2,000	2,000	4,000
TRAVEL/TRAINING	9,862	10,697	10,500	10,600	10,600	21,200
SUPPLIES	2,517	2,416	2,250	2,900	2,900	5,800
NON-CAPITAL EQUIPMENT	-	231	5,000	1,250	1,250	2,500
OTHER MATERIALS & SERVICES	1,458	1,508	3,000	3,100	3,100	6,200
<b>MATERIALS &amp; SERVICES Total:</b>	<b>36,963</b>	<b>50,309</b>	<b>103,100</b>	<b>45,550</b>	<b>46,525</b>	<b>92,075</b>
<b>Department: 06 - HUMAN RESOURCES Total:</b>	<b>\$ 296,333</b>	<b>\$ 344,559</b>	<b>\$ 564,100</b>	<b>\$ 477,900</b>	<b>\$ 500,175</b>	<b>\$ 978,075</b>



## General Fund Information Technology

**Appropriated: \$ 1,439,725**

### **Description**

The Information Technology Division works with all City departments to make effective use of technology, provide service and support, and ensure the availability and reliability of computer systems. Information Technology 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 Information Technology Division strives to maintain network reliability with the least amount of service interruptions and downtime.

### **Budget Comments**

Increased Misc. Contracted Services for 19/20 based on consulting estimate for Active Directory Domain and network configuration changes. The personnel budget for 20-21 has an added 0.50 FTE to make one part-time position a full-time position.

### **2019-2021 Goals**

- Acquire and implement a 311-type service for citizens to report non-emergency requests.
- Evaluate and create a plan to replace Tyler EnerGov (Building & Inspections, Planning & Land Management, Code Enforcement).
- Acquire and implement a solution to replace Tyler PMM (Asset Management).
- Acquire and implement a single consolidated SAN and single Active Directory domain.

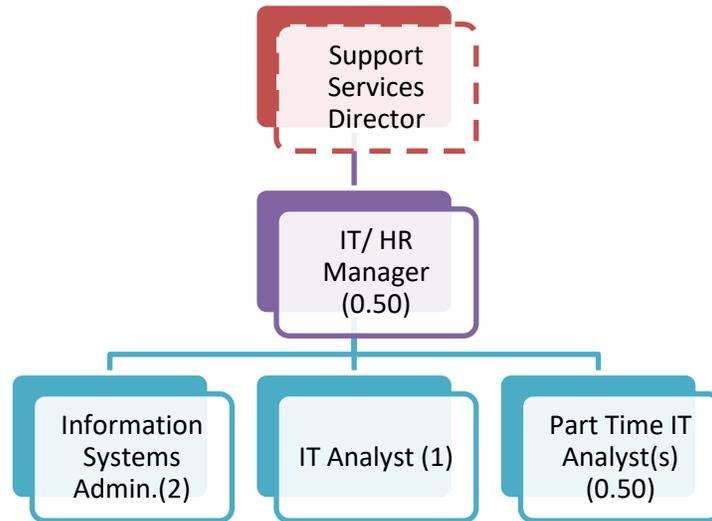
### **2018-2019 Goal Outcomes**

- ● Acquire and implement a 311-type service for citizens to report non-emergency requests.
  - Vendors have been evaluated and ranked. Held off on final selection due to inability to integrate with Tyler PMM and EnerGov. Replacement for EnerGov and PMM will have capability to integrate with 311-type citizen reporting applications.
- ● Complete overhaul/redesign of the City website.
- ● Acquire and implement a solution to replace Tyler EnerGov (Building & Inspections, Planning & Land Management, Code Enforcement).
  - Vendors have been evaluated and ranked based on features and cost.
- ● Acquire and implement a solution to replace Tyler PMM (Asset Management).
  - Vendors have been evaluated and ranked based on features and cost.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	3.00	2.50	3.50	3.50	4.00
Actual FTE	2.50	2.50	3.50		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 07 - INFORMATION TECHNOLOGY</b>						
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 210,662	\$ 190,253	\$ 250,625	\$ 255,675	\$ 307,850	\$ 563,525
BENEFITS	70,423	60,930	69,025	96,700	119,200	215,900
<b>PERSONNEL SERVICES Total:</b>	<b>281,085</b>	<b>251,182</b>	<b>319,650</b>	<b>352,375</b>	<b>427,050</b>	<b>779,425</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	3,423	77	5,000	75,000	5,000	80,000
MAINTENANCE & REPAIRS	72,994	61,002	217,675	228,450	90,700	319,150
INSURANCE	922	1,044	1,150	1,000	1,125	2,125
COMMUNICATIONS	23,848	26,565	35,075	29,025	29,900	58,925
ADVERTISING	-	-	750	750	750	1,500
TRAVEL/TRAINING	3,593	7,975	11,650	11,650	11,650	23,300
SUPPLIES	1,045	1,422	1,900	1,500	1,500	3,000
NON-CAPITAL EQUIPMENT	30,376	7,792	9,500	8,500	8,500	17,000
OTHER MATERIALS & SERVICES	94	34	150	150	150	300
<b>MATERIALS &amp; SERVICES Total:</b>	<b>136,295</b>	<b>105,911</b>	<b>282,850</b>	<b>356,025</b>	<b>149,275</b>	<b>505,300</b>
<b>CAPITAL OUTLAY</b>						
EQUIPMENT	16,770	20,780	-	155,000	-	155,000
<b>Department: 07 - INFORMATION TECHNOLOGY Total:</b>	<b>\$ 434,150</b>	<b>\$ 377,873</b>	<b>\$ 602,500</b>	<b>\$ 863,400</b>	<b>\$ 576,325</b>	<b>\$ 1,439,725</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Equipment</b>			
Server Resources	\$ <u>155,000</u>	\$ <u>-</u>	\$ <u>155,000</u>
<b>Total Information Technology</b>	\$ <u><b>155,000</b></u>	\$ <u><b>-</b></u>	\$ <u><b>155,000</b></u>



## General Fund Public Works Administration

**Appropriated: \$ 924,225**

### **Description**

The Public Works Department is comprised of several divisions consisting of: Streets/Vehicle Maintenance, Water/Geothermal, Wastewater/Stormwater, 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 focus on long range or broader goals to assist or analyze facets within the various divisions.

### **2019-2021 Goals**

- Have all Public Works Divisions assess and correct blight within our own facilities.
- Establish a Steering Committee for the Moore Park play structure.
- Work with Wastewater to negotiate our National Pollutant Discharge Elimination System (NPDES) permit.
- Complete construction of Phase II of the Washburn Way Sidewalk Project.

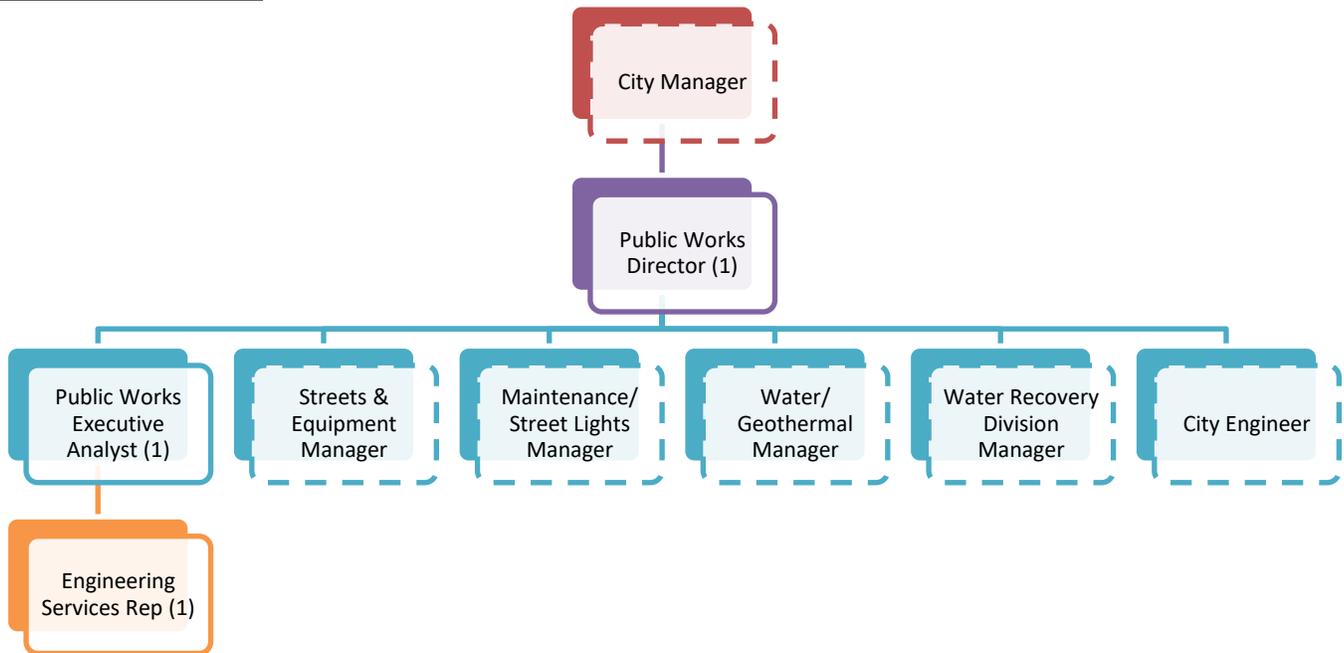
### **2018-2019 Goal Outcomes**

- ● Construct Phase II of the Washburn Way Sidewalk Project.
  - Project started this fiscal year and will finish in 19/20.
- ● Begin construction on upgrades to Wastewater Treatment Plant.
- ● Analyze benchmarking study for Water and Wastewater Divisions.
- ● Assist Streets Division's implementation of Pavement Management System for use in CIP.
- ● Implement Right of Way program from Street Lighting Program.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	2.00	3.00	3.00	3.00	3.00
Actual FTE	2.00	3.00	3.00		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
Department: 09 - PUBLIC WORKS ADMIN						
Expenses						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 189,264	\$ 244,200	\$ 248,500	\$ 258,675	\$ 269,275	\$ 527,950
BENEFITS	75,240	109,967	117,700	135,525	142,625	278,150
<b>PERSONNEL SERVICES Total:</b>	<b>264,504</b>	<b>354,167</b>	<b>366,200</b>	<b>394,200</b>	<b>411,900</b>	<b>806,100</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	284	5,280	15,000	15,000	15,000	30,000
MAINTENANCE & REPAIRS	15,094	15,576	16,550	25,500	25,500	51,000
INSURANCE	1,054	1,121	1,225	1,300	1,450	2,750
COMMUNICATIONS	1,372	1,177	1,600	2,300	2,350	4,650
ADVERTISING	-	-	1,200	1,200	1,200	2,400
TRAVEL/TRAINING	6,549	2,959	8,400	8,000	8,000	16,000
SUPPLIES	2,179	2,189	8,350	4,750	2,675	7,425
NON-CAPITAL EQUIPMENT	2,284	239	6,150	400	2,900	3,300
OTHER MATERIALS & SERVICES	402	-	-	300	300	600
<b>MATERIALS &amp; SERVICES Total:</b>	<b>29,217</b>	<b>28,542</b>	<b>58,475</b>	<b>58,750</b>	<b>59,375</b>	<b>118,125</b>
<b>Department: 09 - PUBLIC WORKS ADMIN Total:</b>	<b>\$ 293,721</b>	<b>\$ 382,709</b>	<b>\$ 424,675</b>	<b>\$ 452,950</b>	<b>\$ 471,275</b>	<b>\$ 924,225</b>



## General Fund Development Services

**Appropriated: \$ 2,432,225**

### **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 play an active role in review and inspection of private developments that will have infrastructure dedicated to the City later.

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

Additionally, the Development Services Division oversees the City Parks System, including approximately 580 acres of parkland and the Ella Redkey Pool.

### **Budget Comments**

Consulting Services Contracts remains inflated to account for anticipated special project allowances and for additional support from outside consultants to assist with private development project application processing and a need for further focus on long-range planning.

### **2019-2021 Goals**

- Work with consultant to complete the Downtown Revitalization Plan and further select priorities and begin to implement once complete.
- Work with City and County leadership to evaluate opportunities for annexation of the urban area.
- Work with Parks Department to identify and beautify at least one city owned property (intersection or median).

- Complete Urban Area Comprehensive Plan Project with Klamath County.
- Engage outside consultant to evaluate and assist with revisions to the current Community Development Ordinance.
- Reestablish the City’s Downtown Advisory Committee.

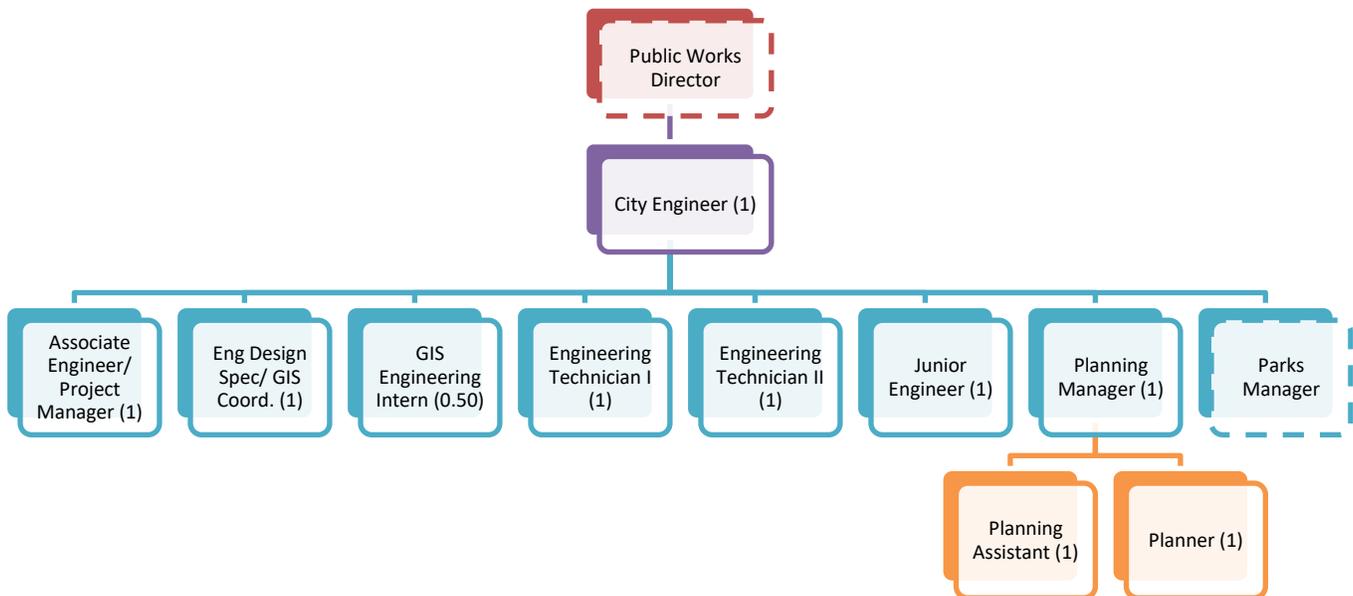
**2018-2019 Goal Outcomes**

- ● Implement Development Services workspace and customer service area remodel plan to improve overall aesthetics and first impressions of the department.
- ● Purchase and implement new plan review and construction tracking software for capital projects. Staff is researching a software product by PlanGrid.
- ● Evaluate current Development Services fee structures and draft proposed changes, where appropriate, for City Manager and Council consideration.
  - Planning fees have been updated and implemented into the new CM Fee Schedule. A modified Engineering fees schedule is in the final stages of development.
- ● Upgrade the current GIS database server to the new ArcGIS Enterprise Environment.
- ● Migrate from ArcGIS Desktop to the new ArcGIS Pro.
- ● Reestablish the City’s Downtown Advisory Committee.
  - This goal was not completed due to time constraints.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	8.50	8.50	9.50	9.50	9.50
Actual FTE	8.00	8.05	8.00		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 10 - DEVELOPMENT SERVICES</b>						
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 580,905	\$ 517,757	\$ 615,675	\$ 671,100	\$ 701,050	\$ 1,372,150
BENEFITS	208,374	182,295	220,450	274,175	288,125	562,300
<b>PERSONNEL SERVICES Total:</b>	<b>789,279</b>	<b>700,052</b>	<b>836,125</b>	<b>945,275</b>	<b>989,175</b>	<b>1,934,450</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	22,453	57,393	181,250	202,800	94,800	297,600
MAINTENANCE & REPAIRS	7,513	8,899	45,650	32,450	40,700	73,150
INSURANCE	4,108	3,887	4,250	4,550	5,075	9,625
COMMUNICATIONS	13,112	10,849	14,000	12,500	12,500	25,000
ADVERTISING	1,444	1,896	2,800	3,000	3,000	6,000
TRAVEL/TRAINING	4,387	2,882	10,300	10,375	10,375	20,750
SUPPLIES	10,106	10,451	13,900	12,125	12,125	24,250
NON-CAPITAL EQUIPMENT	10,930	7,368	12,250	8,450	13,450	21,900
OTHER MATERIALS & SERVICES	193	423	750	750	750	1,500
<b>MATERIALS &amp; SERVICES Total:</b>	<b>74,247</b>	<b>104,048</b>	<b>285,150</b>	<b>287,000</b>	<b>192,775</b>	<b>479,775</b>
<b>CAPITAL OUTLAY</b>						
EQUIPMENT	-	-	-	18,000	-	18,000
INTANGIBLE	7,000	-	-	-	-	-
<b>CAPITAL OUTLAY Total:</b>	<b>7,000</b>	<b>-</b>	<b>-</b>	<b>18,000</b>	<b>-</b>	<b>18,000</b>
<b>Department: 10 - DEVELOPMENT SERVICES Total:</b>	<b>\$ 870,526</b>	<b>\$ 804,100</b>	<b>\$ 1,121,275</b>	<b>\$ 1,250,275</b>	<b>\$ 1,181,950</b>	<b>\$ 2,432,225</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Equipment</b>			
Color Scanner/Plotter	\$ 18,000	\$ -	\$ 18,000
<b>Total Development Services</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ 18,000</b>



## General Fund Police Department

**Appropriated: \$ 13,896,125**

### **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 2018, officers provided law enforcement services to thousands of citizens by responding and/or investigating 36,145 incidents. Officers further conducted 4,949 traffic stops to enhance driver compliance with traffic laws, mitigate collisions, decrease property loss and enhance personal protection. Our targeting traffic enforcement approach has resulted in an increase in the overall number of traffic stops conducted. This proved to be affective, with a 16% reduction in citations issued and an 11% reduction in vehicle collisions. Through our mission-based policing model, officers conducted 1,476 directed patrols and 3,366 citizen contacts 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 one patrol K9 unit to track and apprehend serious offenders, two 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.

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 and 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.

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, Night to Shine, and Tip-a-Cop.

### **Budget Comments**

The Code Enforcement Division is being combined into the Police Department. There is also one additional Community Service Officer being added to the budget. The Parking Enforcement Officer is being split 50/50 between the Police Department and Parking. The Part-Time Police Officers that serve as Court Security that were being paid from the Police Department budget are being moved to the Municipal Court Division.

### **2019-2021 Goals**

- Reduce citizen victimization by 3% in Klamath Falls to increase the perception of safety.
- Identify 6 objectives that positively impact livability in highly visible community locations.
- Abate identified graffiti within Klamath Falls within three (3) business days to increase perceptions of safety and community pride.
- Enhance Community Services by hiring/training and utilizing a new Code Enforcement Officer to enhance unit efficiency in addressing blight issues.
- Identify and complete the abatement of 10 structures.
- Work with city/county leadership to develop a plan for targeted annexation.
- Improve public outreach by conducting 50 foot patrols making 100 business contacts throughout the downtown core.

### **2018-2019 Goal Outcomes**

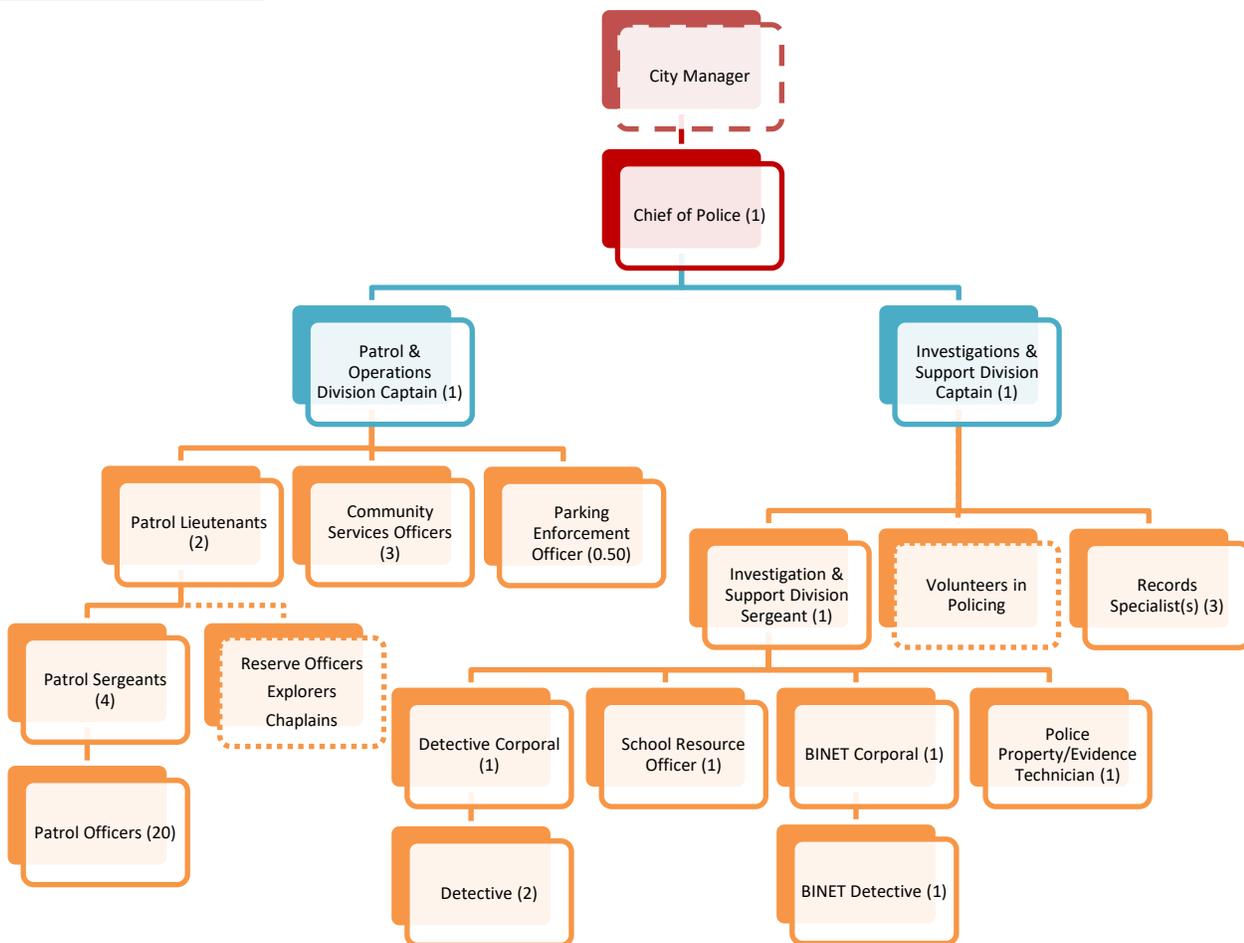
-  Reduce citizen victimization in Klamath Falls to increase the perception of safety.
  - This is a continual mission and we are working on a better way to analyze and pull specific data from the system.
-  Work with other City Departments to identify objectives that positively impact livability in highly visible community locations.
-  Finalize Failure to Appear Program to increase citizen attendance and participation with Klamath Falls Municipal Court.
-  Complete Video Arraignment Program with the Klamath County Jail to increase department efficiency by utilizing technology and minimizing staff time transporting prisoners.
-  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 three (3) business days to increase perceptions of safety and community pride.
-  Integrate Parking Enforcement personnel and duties to enhance Division efficiency in addressing blight issues.
-  Finalize agreement with Klamath County Sheriff's Office to provide jail space for persons convicted of Klamath Falls Municipal Code offenses.
-  Work with City Council to adopt enhancements to Klamath Falls Municipal Code – Chronic Nuisance Property.

- Work with City Council to implement Klamath Falls Municipal Code – Persistent Violation and Enhanced Law Enforcement Area.
- Work with City Council to implement Klamath Falls Municipal Code – Human Waste.
- Develop and implement Municipal Court Bailiff Program to increase safety of Municipal Court.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	40.00	40.00	40.00	43.50	43.50
Actual FTE	40.00	36.00	38.10		

**Organizational Chart**



**Requirements**

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 11 - POLICE</b>						
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 3,407,948	\$ 3,440,350	\$ 3,587,925	\$ 3,915,525	\$ 4,107,575	\$ 8,023,100
BENEFITS	1,278,990	1,442,635	1,576,600	1,880,525	2,014,575	3,895,100
<b>PERSONNEL SERVICES Total:</b>	<b>4,686,938</b>	<b>4,882,985</b>	<b>5,164,525</b>	<b>5,796,050</b>	<b>6,122,150</b>	<b>11,918,200</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	17,492	19,549	67,400	97,150	97,150	194,300
UTILITIES	49,089	38,595	50,450	54,250	55,975	110,225
MAINTENANCE & REPAIRS	102,397	117,695	135,500	135,525	136,700	272,225
INSURANCE	113,211	116,208	126,075	131,400	145,875	277,275
COMMUNICATIONS	59,516	61,588	62,050	70,450	70,450	140,900
ADVERTISING	4,927	7,256	5,450	5,950	5,900	11,850
TRAVEL/TRAINING	29,941	37,602	34,100	35,950	35,950	71,900
SUPPLIES	131,103	134,835	136,500	141,500	141,500	283,000
NON-CAPITAL EQUIPMENT	77,476	58,522	53,500	55,000	55,000	110,000
OTHER MATERIALS & SERVICES	40,853	31,388	43,000	45,650	45,650	91,300
<b>MATERIALS &amp; SERVICES Total:</b>	<b>626,003</b>	<b>623,238</b>	<b>714,025</b>	<b>772,825</b>	<b>790,150</b>	<b>1,562,975</b>
<b>CAPITAL OUTLAY</b>						
EQUIPMENT	47,480	-	60,000	-	-	-
VEHICLES	166,666	400,969	182,100	187,550	227,400	414,950
<b>CAPITAL OUTLAY Total:</b>	<b>214,146</b>	<b>400,969</b>	<b>242,100</b>	<b>187,550</b>	<b>227,400</b>	<b>414,950</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	70,000	-	-	-	-
<b>Department: 11 - POLICE Total:</b>	<b>\$ 5,527,087</b>	<b>\$ 5,977,192</b>	<b>\$ 6,120,650</b>	<b>\$ 6,756,425</b>	<b>\$ 7,139,700</b>	<b>\$ 13,896,125</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Vehicles</b>			
Patrol Vehicles (3)	\$ 187,550	\$ 193,175	\$ 380,725
Code Vehicle	-	34,225	34,225
<b>Total Police Department</b>	<b>\$ 187,550</b>	<b>\$ 227,400</b>	<b>\$ 414,950</b>



## General Fund Code Enforcement - Inactive

**Budget Comment:**

The Code Enforcement Division is being combined into the Police Department starting with the 2019-2021 Budget.

**Requirements**

Fund: 101 - GENERAL FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Department: 12 - CODE ENFORCEMENT	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 94,505	\$ 98,501	\$ 102,775	\$ -	\$ -	\$ -
BENEFITS	42,618	46,823	49,275	-	-	-
<b>PERSONNEL SERVICES Total:</b>	<b>137,123</b>	<b>145,324</b>	<b>152,050</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	14,675	21,990	30,100	-	-	-
UTILITIES	5,794	4,613	6,125	-	-	-
MAINTENANCE & REPAIRS	2,780	2,342	4,300	-	-	-
INSURANCE	1,223	2,203	1,925	-	-	-
COMMUNICATIONS	4,387	5,585	7,000	-	-	-
ADVERTISING	723	718	450	-	-	-
TRAVEL/TRAINING	1,315	1,616	1,825	-	-	-
SUPPLIES	2,665	3,538	4,750	-	-	-
NON-CAPITAL EQUIPMENT	2,633	16	1,000	-	-	-
OTHER MATERIALS & SERVICES	153	713	950	-	-	-
<b>MATERIALS &amp; SERVICES Total:</b>	<b>36,348</b>	<b>43,334</b>	<b>58,425</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>						
VEHICLES	33,438	-	-	-	-	-
<b>Department: 12 - CODE ENFORCEMENT Total:</b>	<b>\$ 206,910</b>	<b>\$ 188,658</b>	<b>\$ 210,475</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## General Fund Legislative

**Appropriated: \$ 496,675**

### **Description**

The Legislative Department is comprised of the Mayor, City Council, and the City Recorder. The City Council is responsible for enacting City Laws and formulating City Policy as required by the City Charter. Council Members are elected to serve as the City's governing body. The City Council appoints the City Manager, City Attorney and Municipal Court Judge. The Mayor presides over City Council's meetings, City ceremonies, appoints City committee members and is elected for a four-year term. The City is divided into five (5) Ward Districts with a Council Member representing each Ward. Council members also serve a four-year term.

### **Budget Comments**

The City Recorder's salary is now budgeted at 100% in the Legislative Budget instead of a 70/30 split with the Municipal Court Budget.

### **2019-2021 Goals**

- Complete Professional Development-Step 2, and/or Serve on an Oregon Association of Municipal Recorders' (OAMR) Committee to receive Organization Credits needed for CMC Certification.
- Setup and Complete Email, Mitigation, and Notary City Policies.
- Setup and Conduct State Training for City Staff regarding Public Records Management/Public Records Requests.

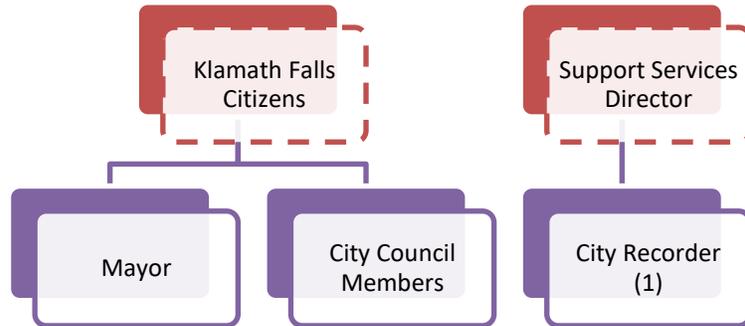
### **2018-2019 Goal Outcomes**

- ● Streamlined two processes through innovation and education: BoardDocs-Meetings/Files
- ● City Recorder attend one OAMR training to further commitment towards Certification.
- ● Facilitated trainings on Government ethics and legislative information for public officials.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE		0.70	0.70	1.00	1.00
Actual FTE		0.70	0.70		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 13 - LEGISLATIVE</b>						
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 8,400	\$ 60,312	\$ 61,875	\$ 87,175	\$ 89,925	\$ 177,100
BENEFITS	47,024	52,911	56,325	56,125	58,725	114,850
<b>PERSONNEL SERVICES Total:</b>	<b>55,424</b>	<b>113,223</b>	<b>118,200</b>	<b>143,300</b>	<b>148,650</b>	<b>291,950</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	1,305	26,272	26,250	61,250	26,300	87,550
MAINTENANCE & REPAIRS	-	9,000	8,000	8,000	8,000	16,000
INSURANCE	213	227	250	475	550	1,025
COMMUNICATIONS	1,095	979	1,250	1,300	1,400	2,700
ADVERTISING	9,587	7,209	15,400	16,500	16,600	33,100
TRAVEL/TRAINING	20,374	20,778	23,000	24,200	24,250	48,450
SUPPLIES	2,507	3,421	4,200	4,400	4,400	8,800
NON-CAPITAL EQUIPMENT	130	1,452	2,000	3,000	3,000	6,000
OTHER MATERIALS & SERVICES	50	-	300	550	550	1,100
<b>MATERIALS &amp; SERVICES Total:</b>	<b>35,261</b>	<b>69,338</b>	<b>80,650</b>	<b>119,675</b>	<b>85,050</b>	<b>204,725</b>
<b>Department: 13 - LEGISLATIVE Total:</b>	<b>\$ 90,686</b>	<b>\$ 182,560</b>	<b>\$ 198,850</b>	<b>\$ 262,975</b>	<b>\$ 233,700</b>	<b>\$ 496,675</b>



## General Fund Maintenance

**Appropriated: \$ 2,135,625**

### **Description**

The City of Klamath Falls Maintenance Division provides custodial and maintenance services throughout the City. 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. Several City-wide projects have been completed, assisted or arranged by the Maintenance Division.

The Street Lighting Program, which is part of the Maintenance Division, is currently maintaining 2,936 street lights throughout the City. The original 1994 master plan for the Street Light Program, consists of approximately 2,300 lights. The City has exceeded that number as some areas require more lights than the master plan had addressed, as well as new areas annexed into the City limits.

### **2019-2021 Goals**

- Replace the 20-year-old rubber membrane roof on City Hall with a welded seam Dura-Last roof. The existing roof has a history of developing pinholes and has had many failures, compromising office spaces on the second floor. Replacing the black rubber membrane roof with a white reflective Dura-last roof should help in energy efficiency and alleviate future roof leaks.
- Replace the worn carpeting throughout City Hall and enhance the overall appearance of the interior of the facility. (Most of the existing floors are 20+ years old. The new carpeting should give the City another 20+ years of service.)
- Increase the heating and cooling efficiencies of the Annex by replacing old HVAC equipment and moving exposed exterior roof top ducting to the attic space.
- Determine the potential for energy saving measures for all City facilities with the use of programs provided by the Energy Trust of Oregon.

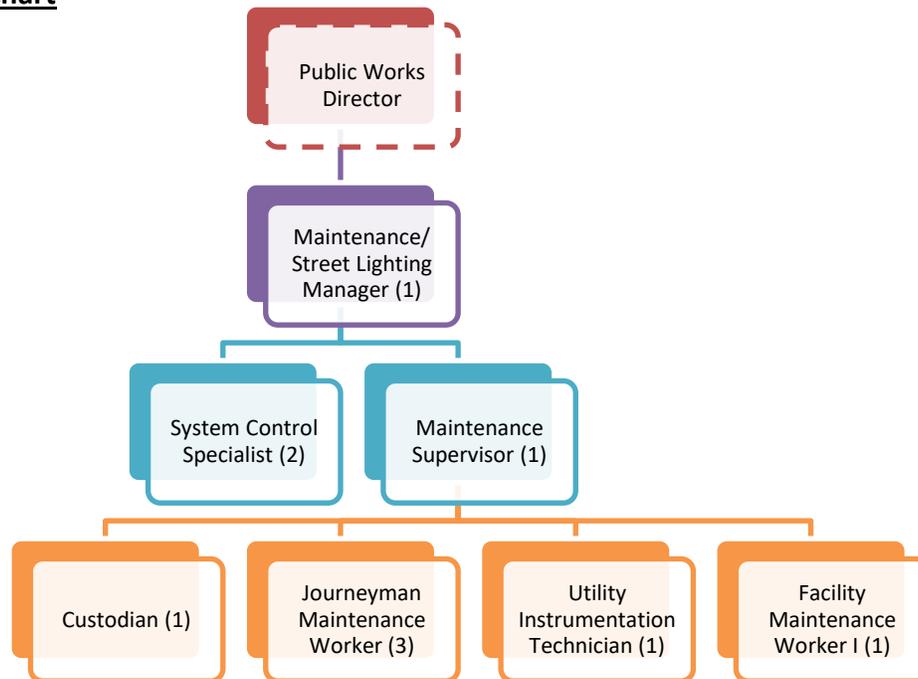
### **2018-2019 Goal Outcomes**

-  Perform an energy audit for the South Portal facility to identify possible future energy savings. - This facility has newer electronic ballast technology and was not approved for incentives to switch to LED.
-  Install new electrical panels, circuitry and outlets for holiday festivities on Main Street.
-  Retrofit existing fluorescent fixtures with LED technology at City Hall. - This project is now complete with Energy Trust incentives being reimbursed to the City.
-  Repaint exterior accents and architectural columns at City Hall. - This project is in the contract phase but will be completed in May.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	10.00	10.00	10.00	10.00	10.00
Actual FTE	10.00	8.00	9.00		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Department: 14 - MAINTENANCE SERVICES</b>						
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 576,398	\$ 579,527	\$ 623,875	\$ 657,650	\$ 668,775	\$ 1,326,425
BENEFITS	250,299	272,552	301,900	334,975	348,475	683,450
<b>PERSONNEL SERVICES Total:</b>	<b>826,697</b>	<b>852,079</b>	<b>925,775</b>	<b>992,625</b>	<b>1,017,250</b>	<b>2,009,875</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	6,405	2,705	3,000	3,000	3,000	6,000
UTILITIES	4,882	4,582	5,100	4,875	4,950	9,825
MAINTENANCE & REPAIRS	6,279	4,661	8,300	10,000	8,300	18,300
INSURANCE	4,710	5,812	6,350	7,925	8,800	16,725
COMMUNICATIONS	3,603	3,351	3,500	3,750	3,750	7,500
ADVERTISING	-	7	1,000	1,000	1,000	2,000
TRAVEL/TRAINING	3,982	4,677	4,400	6,400	6,400	12,800
SUPPLIES	11,227	13,286	15,800	15,800	15,800	31,600
NON-CAPITAL EQUIPMENT	5,220	7,018	13,500	11,500	8,000	19,500
OTHER MATERIALS & SERVICES	132	861	750	750	750	1,500
<b>MATERIALS &amp; SERVICES Total:</b>	<b>46,440</b>	<b>46,960</b>	<b>61,700</b>	<b>65,000</b>	<b>60,750</b>	<b>125,750</b>
<b>Department: 14 - MAINTENANCE SERVICES Total:</b>	<b>\$ 873,137</b>	<b>\$ 899,039</b>	<b>\$ 987,475</b>	<b>\$ 1,057,625</b>	<b>\$ 1,078,000</b>	<b>\$ 2,135,625</b>



## General Fund Facilities Maintenance

**Appropriated: \$ 480,600**

**Description**

The Facilities Maintenance Division accounts for the facility maintenance costs at 226 S. 5<sup>th</sup> St. 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. For this budget, all expenses are facility related.

**Budget Comments**

Increased Capital projects listed below for future projects.

**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 15 - FACILITIES MAINTENANCE</b>						
Expenses						
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	\$ 84,261	\$ 646	\$ -	\$ -	\$ -	\$ -
UTILITIES	53,256	56,358	54,400	54,125	54,700	108,825
MAINTENANCE & REPAIRS	25,588	27,760	82,650	104,650	30,100	134,750
INSURANCE	6,934	6,694	7,825	6,350	6,675	13,025
OTHER MATERIALS & SERVICES	-	5,274	20,000	65,000	75,000	140,000
<b>MATERIALS &amp; SERVICES Total:</b>	<b>170,040</b>	<b>96,731</b>	<b>164,875</b>	<b>230,125</b>	<b>166,475</b>	<b>396,600</b>
<b>CAPITAL OUTLAY</b>						
FACILITIES	-	60,317	-	60,000	24,000	84,000
<b>Department: 15 - FACILITIES MAINTENANCE Total:</b>	<b>\$ 170,040</b>	<b>\$ 157,048</b>	<b>\$ 164,875</b>	<b>\$ 290,125</b>	<b>\$ 190,475</b>	<b>\$ 480,600</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Buildings &amp; Facilities</b>			
City Hall Re-Roof	\$ 60,000	\$ -	\$ 60,000
City Hall Annex HVAC	-	24,000	24,000
<b>Total Facilities Maintenance</b>	<b>\$ 60,000</b>	<b>\$ 24,000</b>	<b>\$ 84,000</b>



## General Fund Parks

**Appropriated: \$ 3,415,250**

### **Description**

The Parks Division, a division of Development Services within the Public Works Department, manages and maintains the City Parks system consisting of 27 areas across 600 acres of land. These areas include a regional park, two community parks, six neighborhood parks, and five pocket parks. Parks and trails in Klamath Falls contribute to the vibrancy of our City by connecting community members and visitors to one another, natural resources, recreational opportunities, and our rich heritage. We committed to meet our community's priorities by:

- Providing connections with nature and the outdoors
- Expanding our trail systems
- Supporting youth development, play, and fitness
- Enhancing existing parks and facilities
- Aligning our efforts with Citywide initiatives such as investing in Blighted Areas and beautification
- Addressing deferred maintenance and replacing aging facilities
- Coordinating with community partners to further mutual community development goals

Parks also manages natural open spaces, remnant forestland, downtown landscapes, urban beautification areas, and provides maintenance support to Kiger Stadium and Steen Sports Park.

### **Budget Comments**

The Lake Ewauna Trail will be completed FY 19-20.

### **2019-2021 Division Goals**

- Design and construct at least one Urban beautification project; prioritize Campus Dr. median.
- Partner with Klamath Union High School to support and broaden Give Back Day activities.
- Perform street tree removal, maintenance, and replacement within City rights-of-way:
  - Remove 25 large trees conflicting with sidewalks.
  - Prune 75 trees for clearance, safety, and blight mitigation in Focus Corridors.
  - Return minimum of 15 planted replacement trees following large tree removals.
  - Remove/replace 20 trees in downtown corridor tree wells and parking lots.
- Kit Carson Park
  - Complete the irrigation and install 50 trees throughout Dr. Tucker Trail system.
  - Design and construct of an off-leash dog area with Klamath Falls Dog Park Association.
- Veterans Park
  - Complete locomotive engine #2578 shelter roof replacement.
  - Partner with Oregon State Marine Board on engineering and funding support for Marina improvements.

- Install Mills Park site furnishings with Cascade Health Alliance donation and volunteer support.
- Moore Park
  - Develop up to 1 mile of trail and 2 trail loops through partnership with Klamath Trails Alliance; work will prioritize easier green level trails for all age and ability users.
  - Install automated security gate system at main roadway entrance and exit.

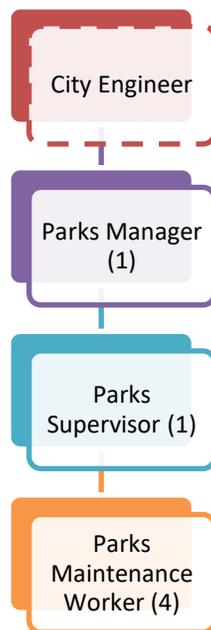
**2018-2019 Division Goal Outcomes**

- ● Complete City Parks Master Plan for guidance with Parks system improvement priorities.
- ● Partner with Klamath Trails Alliance to accomplish Moore Park trail improvement projects.
- ● Secure grant funding to further improve and upgrade parks facilities in accordance with CIP: Mills playground and basketball court; Veteran’s dock replacements; and urban landscape beautification.
  - Completed the Mills playground and Urban Landscape beautification. Have not yet completed the Mills basketball court and Veteran’s dock replacement.
- ● Grow community partnerships through “friend raising” efforts to further enhance park system.
- ● Target and complete urban landscaping projects for community beautification.
- ● Increase park visitor safety through installation of surveillance systems in select parks.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	6.00	6.00	6.00	6.00	6.00
Actual FTE	6.00	5.00	6.00		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
Department: 40 - PARKS						
Expenses						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 312,973	\$ 303,816	\$ 321,250	\$ 339,475	\$ 357,175	\$ 696,650
BENEFITS	146,052	155,313	179,625	191,050	203,725	394,775
<b>PERSONNEL SERVICES Total:</b>	<b>459,025</b>	<b>459,128</b>	<b>500,875</b>	<b>530,525</b>	<b>560,900</b>	<b>1,091,425</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	118,970	127,547	154,500	200,000	175,500	375,500
UTILITIES	71,498	73,580	96,475	85,375	86,225	171,600
MAINTENANCE & REPAIRS	117,590	142,133	164,500	233,250	274,750	508,000
INSURANCE	14,122	14,125	13,250	13,275	14,750	28,025
COMMUNICATIONS	5,170	6,264	7,900	8,900	9,100	18,000
ADVERTISING	137	5,189	5,800	6,300	6,100	12,400
TRAVEL/TRAINING	4,128	911	6,000	10,000	10,300	20,300
SUPPLIES	29,481	24,653	38,700	41,900	42,300	84,200
NON-CAPITAL EQUIPMENT	17,813	28,122	20,700	23,000	23,200	46,200
OTHER MATERIALS & SERVICES	708	51,288	900	1,000	1,000	2,000
LICENSES AND PERMITS	-	197	750	550	550	1,100
<b>MATERIALS &amp; SERVICES Total:</b>	<b>379,617</b>	<b>474,010</b>	<b>509,475</b>	<b>623,550</b>	<b>643,775</b>	<b>1,267,325</b>
<b>CAPITAL OUTLAY</b>						
FACILITIES	-	-	40,000	62,000	-	62,000
INFRASTRUCTURE	136,879	488,537	820,500	515,000	141,500	656,500
EQUIPMENT	12,143	80,006	45,000	213,000	60,000	273,000
VEHICLES	19,600	29,819	-	-	65,000	65,000
<b>CAPITAL OUTLAY Total:</b>	<b>168,622</b>	<b>598,362</b>	<b>905,500</b>	<b>790,000</b>	<b>266,500</b>	<b>1,056,500</b>
<b>Department: 40 - PARKS Total:</b>	<b>\$ 1,007,265</b>	<b>\$ 1,531,501</b>	<b>\$ 1,915,850</b>	<b>\$ 1,944,075</b>	<b>\$ 1,471,175</b>	<b>\$ 3,415,250</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Buildings &amp; Facilities</b>			
Moore Park Picnic Area Improvements	\$ 15,000	\$ -	\$ 15,000
Sugarman's Corner Storage Building	12,000	-	12,000
Vet's Memorial Locomotive Shelter Roof	35,000	-	35,000
<b>Total Buildings &amp; Facilities</b>	<b>62,000</b>	<b>-</b>	<b>62,000</b>
<b>Infrastructure</b>			
Kit Carson Dog Park	50,000	20,000	70,000
Kit Carson Landscaping	15,000	-	15,000
Lake Ewauna Trail	400,000	-	400,000
Parks System Paving Program	40,000	-	40,000
Moore Park Bicycle Skills Course	10,000	90,000	100,000
Klamath Commons Parking Lot Improvement	-	15,000	15,000
Krause Park Irrigation	-	8,500	8,500
Richmond Park Landscaping	-	8,000	8,000
<b>Total Infrastructure</b>	<b>515,000</b>	<b>141,500</b>	<b>656,500</b>
<b>Equipment</b>			
11' Large Area Mower	70,000	-	70,000
Bucket Truck	45,000	-	45,000
Turf Aerator	10,000	-	10,000
Klamath Commons Furnishings	20,000	-	20,000
Klamath Commons Security Cameras	8,000	-	8,000
Moore Park Automated Security Gates	30,000	-	30,000
Moore Park Destination Playground	10,000	-	10,000
Parks System Sign Program	10,000	-	10,000
Parks Security Systems	10,000	10,000	20,000
Mills Park Lighting	-	50,000	50,000
<b>Total Equipment</b>	<b>213,000</b>	<b>60,000</b>	<b>273,000</b>
<b>Vehicles</b>			
1 Ton Pickup	-	65,000	65,000
<b>Total Parks</b>	<b>\$ 790,000</b>	<b>\$ 266,500</b>	<b>\$ 1,056,500</b>



## General Fund Ella Redkey Pool

**Appropriated: \$ 1,118,025**

### **Description**

The Ella Redkey Pool Division is responsible for the management and maintenance of the City's geothermally heated, outdoor swimming pool. The pool is open to the public year-round. The pool offers a variety of aquatic programming for children and adults.

### **Budget Comments**

The Pool increased the personnel budget to enhance patron/staff safety and allow the opportunity for facility growth. Two part-time, Head Lifeguard positions have been added to ensure an experienced authority figure is present during all hours of operation.

### **2019-2021 Goals**

- Introduce new revenue streams. (Concessions/vending machines, apparel sales, programs, special events).
- Pursue grant funding for picnic shelter
- Develop Sponsorship Marketing Packages. Create tiered marketing opportunities to build the brand and business
- Partner with local organizations to expand reach, increase visibility, and offer new opportunities.
- Implement and launch new multi-platform recreation software. (Research and evaluate CivicREC and EZFacilities.)

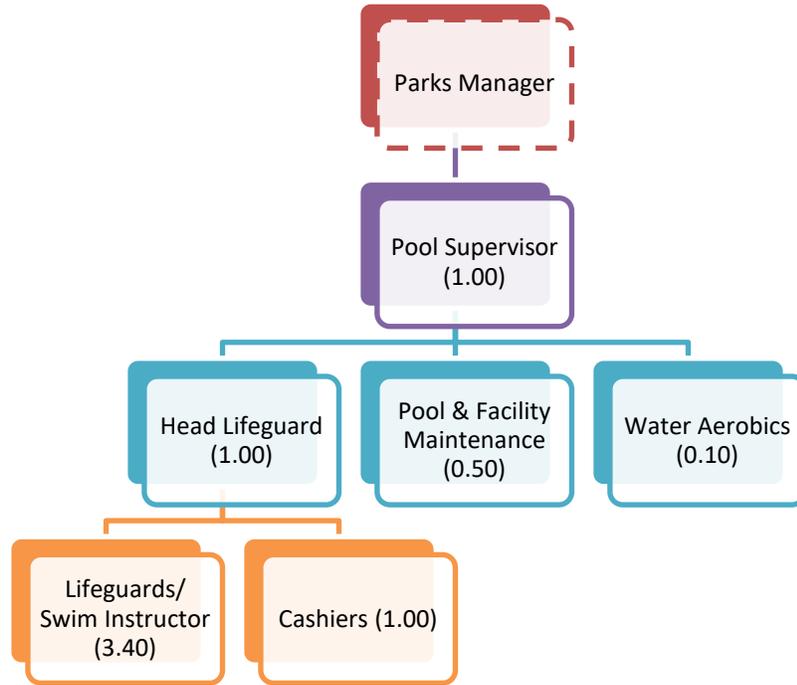
### **2018-2019 Goal Outcomes**

- ● Implement and launch a new Parks and Recreation membership scan-in reporting software to help track/ monitor swim pass programs, and an up-to-date customer service portal.
  - Tyler Parks and Recreation does not offer a comprehensive enough software package to suit the needs of the Pool. We are in the process of evaluating different software.
- ● Renovate the surge tank to ensure continued use for many years.
- ● Assess Pool facilities and implement repairs for noted deficiencies to ensure sustainability and stay within targets for Capital Improvement Plan.
- ● Enhance cooperation with community partners to expand pool utilization and community vitality.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	5.00	7.60	6.00	7.00	7.00
Actual FTE	6.60	6.86	6.00		

**Organizational Chart**



**Requirements**

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 41 - PARKS ELLA REDKEY POOL</b>						
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 172,012	\$ 195,087	\$ 160,400	\$ 224,525	\$ 235,150	\$ 459,675
BENEFITS	28,401	36,162	66,425	48,875	51,225	100,100
<b>PERSONNEL SERVICES Total:</b>	<b>200,414</b>	<b>231,249</b>	<b>226,825</b>	<b>273,400</b>	<b>286,375</b>	<b>559,775</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	3,519	5,668	5,000	5,500	5,500	11,000
UTILITIES	46,653	48,342	49,975	50,825	51,350	102,175
MAINTENANCE & REPAIRS	35,926	30,919	36,400	39,000	27,000	66,000
INSURANCE	2,797	2,535	2,775	2,750	3,075	5,825
COMMUNICATIONS	4,199	1,489	2,450	3,250	3,600	6,850
ADVERTISING	2,783	410	4,500	3,000	3,000	6,000
TRAVEL/TRAINING	1,286	2,054	2,775	2,750	2,750	5,500
SUPPLIES	36,955	37,281	35,600	32,300	33,400	65,700
NON-CAPITAL EQUIPMENT	1,460	1,606	4,500	6,000	5,500	11,500
OTHER MATERIALS & SERVICES	16	23	500	500	500	1,000
LICENSES AND PERMITS	395	535	550	850	850	1,700
<b>MATERIALS &amp; SERVICES Total:</b>	<b>135,989</b>	<b>130,863</b>	<b>145,025</b>	<b>146,725</b>	<b>136,525</b>	<b>283,250</b>
<b>CAPITAL OUTLAY</b>						
FACILITIES	-	28,437	-	50,000	50,000	100,000
INFRASTRUCTURE	2,365	158,802	70,000	100,000	-	100,000
EQUIPMENT	-	-	-	-	75,000	75,000
<b>CAPITAL OUTLAY Total:</b>	<b>2,365</b>	<b>187,239</b>	<b>70,000</b>	<b>150,000</b>	<b>125,000</b>	<b>275,000</b>
<b>Department: 41 - PARKS ELLA REDKEY POOL Total:</b>	<b>\$ 338,768</b>	<b>\$ 549,352</b>	<b>\$ 441,850</b>	<b>\$ 570,125</b>	<b>\$ 547,900</b>	<b>\$ 1,118,025</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Buildings &amp; Facilities</b>			
Picnic Shelter	\$ 50,000	\$ -	\$ 50,000
Locker Room Renovations	-	50,000	50,000
<b>Total Buildings &amp; Facilities</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>
<b>Infrastructure</b>			
Geothermal Reinjection Project	100,000	-	100,000
<b>Equipment</b>			
Slide Replacement	-	75,000	75,000
<b>Total Ella Redkey Pool</b>	<b>\$ 150,000</b>	<b>\$ 125,000</b>	<b>\$ 275,000</b>



## General Fund Street Maintenance

**Appropriated: \$ 12,039,525**

### **Description**

The Streets Division accounts for street construction, maintenance and repair activities. The Streets Division's top priority is to maintain the City's rights-of-way in a safe condition for the public while 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, and traffic control reviews regarding events and sweeping. In the winter months, snow and ice removal and snow hauling take a large portion of available staff time. However, when weather permits, street crews continue to make repairs and maintain safe roadways.

### **Budget Comments**

Vehicle Capital has increase for the purchase of several addition vehicles.

### **2019-2021 Goals**

- Reduce all utility strikes 75% by improving on our use of the "Call Before you Dig".
- Increase information to Citizens through press releases on a weekly or as needed basis to be more informative and reduce call in questions.
- Participate in Public Out Reach to better inform citizens. Third Thursday events and Public Works Week.
- Complete 6 road way improvements in the designated Focus area. Improvements will include road surface, signage and striping.
- Utilize current asphalt management program to prioritize future capital improvement needs for capital expenditures.

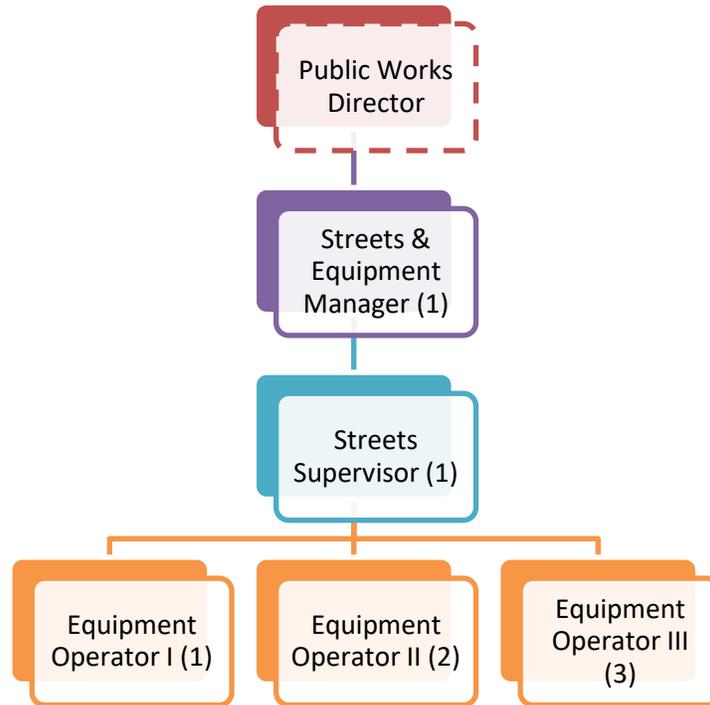
### **2018-2019 Goal Outcomes**

- ● Continue GPS Tracking Implementation to incorporate future work order process and Fleet Management.
- ● Utilize current asphalt management program to prioritize future capital improvement needs for capital expenditures.
  - Continuing to work with consultants to be able to operate the new system.

**Position Details**

	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Budgeted FTE	10.00	10.00	10.00	10.00	10.00
Actual FTE	9.00	10.00	9.00		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Department: 50 - STREET MAINTENANCE</b>						
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 560,145	\$ 562,626	\$ 617,200	\$ 638,400	\$ 646,325	\$ 1,284,725
BENEFITS	271,913	287,628	324,225	345,175	358,100	703,275
<b>PERSONNEL SERVICES Total:</b>	<b>832,057</b>	<b>850,254</b>	<b>941,425</b>	<b>983,575</b>	<b>1,004,425</b>	<b>1,988,000</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	146,017	78,291	163,725	165,500	167,000	332,500
UTILITIES	38,542	37,160	41,125	40,025	40,400	80,425
MAINTENANCE & REPAIRS	261,225	357,219	421,000	438,500	439,000	877,500
RENTALS / LEASES	-	711	6,000	6,000	6,000	12,000
INSURANCE	22,595	23,261	25,400	27,525	30,575	58,100
COMMUNICATIONS	4,418	3,818	3,650	3,400	3,400	6,800
ADVERTISING	755	103	1,000	1,000	1,000	2,000
TRAVEL/TRAINING	1,883	726	6,750	5,250	5,250	10,500
SUPPLIES	39,402	36,831	44,500	44,500	45,500	90,000
NON-CAPITAL EQUIPMENT	7,697	9,455	37,000	31,500	31,500	63,000
OTHER MATERIALS & SERVICES	968	953	1,300	1,300	400	1,700
<b>MATERIALS &amp; SERVICES Total:</b>	<b>523,501</b>	<b>548,527</b>	<b>751,450</b>	<b>764,500</b>	<b>770,025</b>	<b>1,534,525</b>
<b>CAPITAL OUTLAY</b>						
FACILITIES	8,819	22,846	-	-	-	-
INFRASTRUCTURE	1,290,963	1,434,890	3,159,500	1,787,000	6,000,000	7,787,000
EQUIPMENT	30,083	36,390	30,000	103,000	59,000	162,000
VEHICLES	-	534,670	200,000	414,000	154,000	568,000
INTANGIBLE	-	28,500	-	-	-	-
<b>CAPITAL OUTLAY Total:</b>	<b>1,329,864</b>	<b>2,057,295</b>	<b>3,389,500</b>	<b>2,304,000</b>	<b>6,213,000</b>	<b>8,517,000</b>
<b>Department: 50 - STREET MAINTENANCE Total:</b>	<b>\$ 2,685,423</b>	<b>\$ 3,456,076</b>	<b>\$ 5,082,375</b>	<b>\$ 4,052,075</b>	<b>\$ 7,987,450</b>	<b>\$ 12,039,525</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Infrastructure</b>			
ADA Improvement Program	\$ 50,000	\$ 50,000	\$ 100,000
Brett Way Extension	50,000	50,000	100,000
Campus and Daggett Intersection Improvements	200,000	4,100,000	4,300,000
Chip Seal Program	150,000	100,000	250,000
City Bridge Maintenance (11 various bridges)	50,000	50,000	100,000
Crack Seal Program	150,000	100,000	250,000
Micro Seal Program	350,000	350,000	700,000
Portland Street/CLP Quiet Zone	75,000	-	75,000
Washburn Way Grind and Inlay	100,000	1,200,000	1,300,000
Washburn Way Sidewalks	612,000	-	612,000
<b>Total Infrastructure</b>	<b>1,787,000</b>	<b>6,000,000</b>	<b>7,787,000</b>
<b>Equipment</b>			
Pick Up Plows	24,000	-	24,000
Portable Reader Boards	25,000	-	25,000
Sign & Striping Equipment	10,000	-	10,000
Traffic Signal Upgrades	20,000	-	20,000
Truck Plows	24,000	24,000	48,000
1-yard Sanders	-	15,000	15,000
Pedestrian Crossing Ped-Heads	-	10,000	10,000
Portable Safety Signage	-	10,000	10,000
<b>Total Equipment</b>	<b>103,000</b>	<b>59,000</b>	<b>162,000</b>
<b>Vehicles</b>			
1 10-yard truck & plow	360,000	-	360,000
1 Ton pickup w/plow & sander	54,000	54,000	108,000
Backhoe	-	100,000	100,000
<b>Total Vehicles</b>	<b>414,000</b>	<b>154,000</b>	<b>568,000</b>
<b>Total Street Maintenance</b>	<b>\$ 2,304,000</b>	<b>\$ 6,213,000</b>	<b>\$ 8,517,000</b>



## General Fund Vehicle Maintenance

**Appropriated: \$ 551,550**

### **Description**

The Fleet Maintenance Division maintains and repairs all the City's vehicles and heavy equipment. The average age of the fleet is 9.5 years and is maintained and repaired by two ASE certified mechanics. The shop maintains up-to-date and accurate records on 298 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.

### **2019-2021 Goals**

- Work with Police Department staff to develop a program for tracking the maintenance cycles for Police vehicles to help reduce vehicle down time and repair cost.
- Develop a series of surveys to evaluate and develop a plan to improve internal customer service.

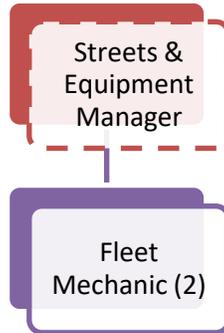
### **2018-2019 Goal Outcomes**

-  Complete implementation of the current fleet management software with the new GPS tracking software.
  - Not continuing with GPS tracking goal.
-  Schedule training for Fleet staff in the fleet management system.
  - Fleet operations have not been able to adjust to allow time for training.
-  Analyze baseline data from RTA software to look for opportunities to reduce unscheduled vehicle downtime.
  - This will not be continued.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	2.00	2.00	2.00	2.00	2.00
Actual FTE	2.00	2.00	1.00		

**Organizational Chart**



**Requirements**

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 51 - VEHICLE MAINTENANCE</b>						
<b>Expenses</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 105,073	\$ 115,662	\$ 125,375	\$ 132,725	\$ 139,000	\$ 271,725
BENEFITS	43,700	50,511	54,550	60,500	64,650	125,150
<b>PERSONNEL SERVICES Total:</b>	<b>148,774</b>	<b>166,173</b>	<b>179,925</b>	<b>193,225</b>	<b>203,650</b>	<b>396,875</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	1,198	1,707	1,900	1,900	1,900	3,800
MAINTENANCE & REPAIRS	2,702	217	11,100	6,000	6,250	12,250
INSURANCE	827	594	650	675	750	1,425
COMMUNICATIONS	413	384	500	500	500	1,000
TRAVEL/TRAINING	7	10	5,025	3,900	3,900	7,800
SUPPLIES	41,810	47,622	44,100	49,300	49,300	98,600
NON-CAPITAL EQUIPMENT	3,740	4,679	4,900	14,900	14,900	29,800
<b>MATERIALS &amp; SERVICES Total:</b>	<b>50,696</b>	<b>55,211</b>	<b>68,175</b>	<b>77,175</b>	<b>77,500</b>	<b>154,675</b>
<b>Department: 51 - VEHICLE MAINTENANCE Total:</b>	<b>\$ 199,469</b>	<b>\$ 221,384</b>	<b>\$ 248,100</b>	<b>\$ 270,400</b>	<b>\$ 281,150</b>	<b>\$ 551,550</b>



## General Fund Street Lighting/ Right-of-Way

**Appropriated: \$ 406,725**

### **Description**

The Street Lighting/ Right-of-Way Division of the General Fund accounts for the operation and maintenance of the City's streetlights and Right-of-Way maintenance. Revenues consist of a monthly charge to City residents. The new Right-of-Way Maintenance fee would help repair damaged City sidewalks and maintain trees in front of residences.

### **Budget Comments**

Starting August 2018, the charge to City residents was changed from a Street Lighting to a Right-of-Way Maintenance charge. However, there are still funds in this fund designated specifically for Street Lighting.

### **2019-2021 Goals**

- Identify areas in the Focus Corridor for tree trimming to enhance street lighting coverage.
- Initiate an in-house, quarterly street lighting outage identification program.
- Identify areas and develop a plan for sidewalk and tree remediation work through the ROW Fund with findings from the sidewalk identification survey.

### **2018-2019 Goal Outcomes**

- ● Install remote reporting street lighting hardware.
  - This program has been dropped because of product deficiencies within software development and support. The Street Lighting Division will now deploy personnel to assess all areas within the City limits for fixture outages, repairs or replacement.
- ● Address and install new lights for dark areas identified in focus corridors. - The Street Lighting Division purchased lighting coverage software that ties to our GIS system for assessment in our focus areas and main travel corridors and have added lighting for noted deficient areas.
- ● Assess and identify areas for tree trimming to increase street lighting coverages. - We have assessed and identified problem areas and have begun the process of trimming focus corridors.

**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 101 - GENERAL FUND	Total Activity	Total Activity	Total	Adopted	Adopted	Total
<b>Department: 61 - STREET LIGHTING</b>						
<b>Expenses</b>						
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	\$ 1,868	\$ -	\$ 50,000	\$ 80,000	\$ 80,000	\$ 160,000
UTILITIES	104,651	79,328	85,000	81,450	82,375	163,825
MAINTENANCE & REPAIRS	17,230	16,593	20,800	32,500	17,300	49,800
INSURANCE	811	759	850	750	850	1,600
TRAVEL/TRAINING	3,310	709	2,000	2,000	2,000	4,000
SUPPLIES	706	265	750	750	750	1,500
NON-CAPITAL EQUIPMENT	1,699	1,915	3,000	3,000	3,000	6,000
<b>MATERIALS &amp; SERVICES Total:</b>	<b>130,276</b>	<b>99,568</b>	<b>162,400</b>	<b>200,450</b>	<b>186,275</b>	<b>386,725</b>
<b>CAPITAL OUTLAY</b>						
INFRASTRUCTURE	54,221	-	30,000	20,000	-	20,000
EQUIPMENT	9,670	-	-	-	-	-
VEHICLES	-	127,586	-	-	-	-
<b>CAPITAL OUTLAY Total:</b>	<b>63,891</b>	<b>127,586</b>	<b>30,000</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>
<b>Department: 61 - STREET LIGHTING Total:</b>	<b>\$ 194,167</b>	<b>\$ 227,154</b>	<b>\$ 192,400</b>	<b>\$ 220,450</b>	<b>\$ 186,275</b>	<b>\$ 406,725</b>

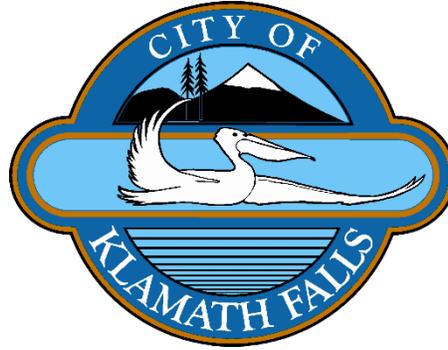
**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Infrastructure</b>			
Klamath Ave Electrical Improvements	\$ 20,000	\$ -	\$ 20,000
<b>Total Street Lighting</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>



## General Fund Other Unallocated Requirements

Fund: 101 - GENERAL FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expenses	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>DEBT SERVICE</b>						
DEBT PRINCIPAL	\$ 539,281	\$ 175,000	\$ 185,000	\$ 190,000	\$ 200,000	\$ 390,000
DEBT INTEREST	124,445	117,645	110,650	103,250	95,150	198,400
<b>DEBT SERVICE Total:</b>	<b>663,726</b>	<b>292,645</b>	<b>295,650</b>	<b>293,250</b>	<b>295,150</b>	<b>588,400</b>
<b>OTHER FINANCING USE</b>						
INTER-FUND TRANSFER OUT	22,000	294,125	211,775	355,000	213,000	568,000
RESERVED FOR FUTURE	-	-	10,685,950	10,182,525	9,733,275	9,733,275
ENDING BALANCE	11,559,914	11,267,479	-	-	-	-
<b>Unallocated Requirements Total:</b>	<b>12,245,640</b>	<b>11,854,249</b>	<b>11,193,375</b>	<b>10,830,775</b>	<b>10,241,425</b>	<b>10,889,675</b>
<b>Fund: 101 - GENERAL FUND Total:</b>	<b>\$ 27,014,580</b>	<b>\$ 28,715,743</b>	<b>\$ 31,168,375</b>	<b>\$ 31,081,350</b>	<b>\$ 33,982,800</b>	<b>\$ 54,881,625</b>

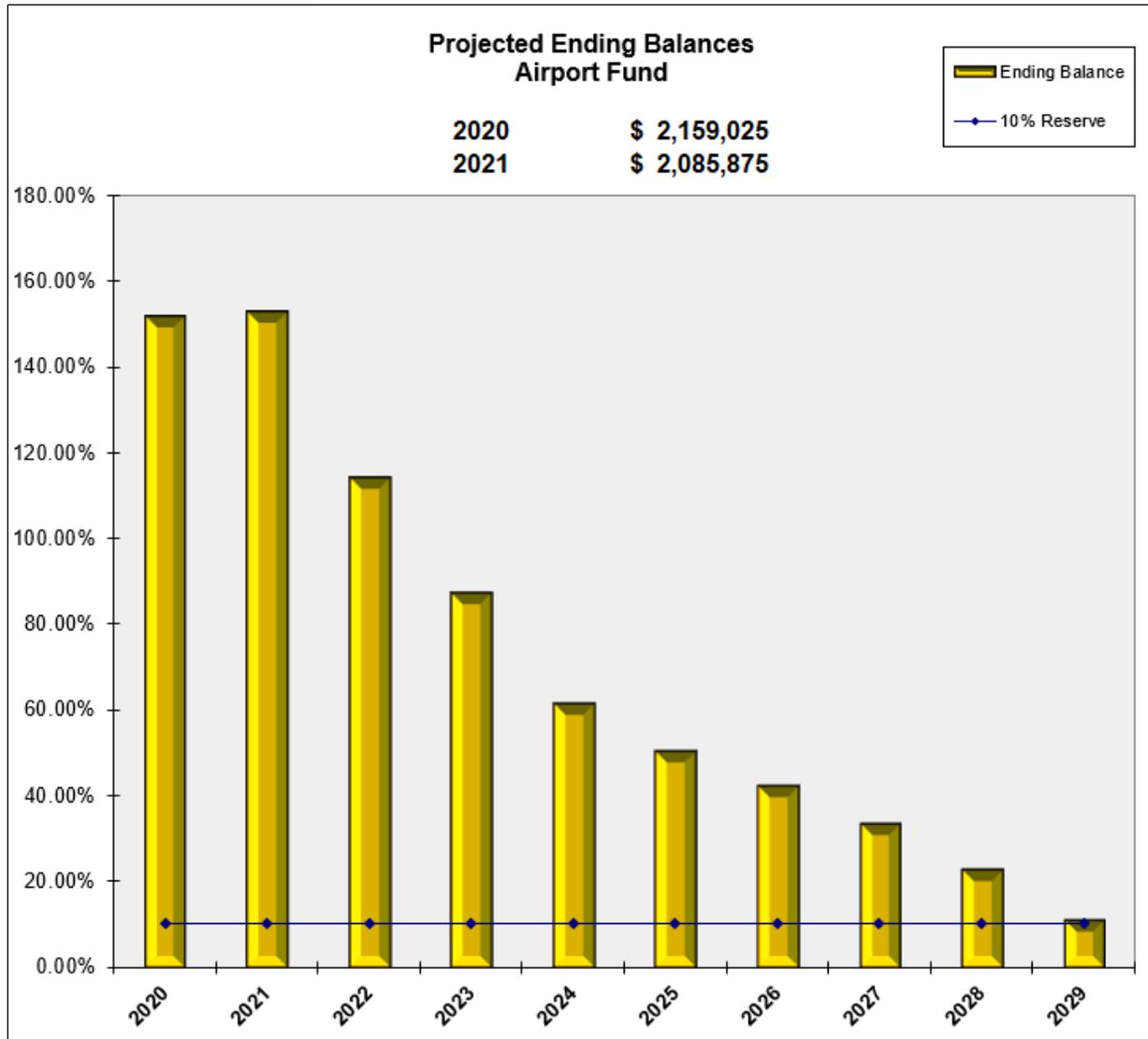


### **Airport Fund**

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>\$ 15,490,050</b>
<b>Appropriated:</b>	<b>\$ 13,404,175</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 2,085,875</b>
<b>Total Fund Requirements:</b>	<b>\$ 15,490,050</b>

**Airport Fund 10-year forecast**



**Airport Fund Resources**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 106 - AIRPORT FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Revenues</b>						
NET WORKING CAPITAL	\$ 1,435,529	\$ 1,529,696	\$ 602,175	\$ 1,840,750	\$ 2,159,025	\$ 1,840,750
PROPERTY TAXES PREVIOUSLY LEVIED	19,610	17,531	11,350	9,925	10,325	20,250
INTERGOVERNMENTAL	3,033,331	5,357,595	1,131,250	6,931,100	4,097,150	11,028,250
CHARGES FOR SERVICES	573,385	547,982	508,275	504,850	509,850	1,014,700
INVESTMENT INCOME	18,379	24,644	16,550	11,600	11,175	22,775
OTHER REVENUES	112,084	13,245	1,000	-	-	-
OTHER FINANCING SOURCES	432,325	470,625	458,800	632,775	390,425	1,023,200
<b>Fund: 106 - Resources Except Taxes Levied Total:</b>	<b>5,624,643</b>	<b>7,961,318</b>	<b>2,729,400</b>	<b>9,931,000</b>	<b>7,177,950</b>	<b>14,949,925</b>
PROPERTY TAXES NECESSARY TO BALANCE	-	-	284,350	283,900	256,225	540,125
PROPERTY TAXES COLLECTED IN YEAR LEVIED	348,960	286,379	-	-	-	-
<b>Fund: 106 - AIRPORT FUND Total:</b>	<b>\$ 5,973,603</b>	<b>\$ 8,247,697</b>	<b>\$ 3,013,750</b>	<b>\$ 10,214,900</b>	<b>\$ 7,434,175</b>	<b>\$ 15,490,050</b>



## Airport Fund Airport Operations

**Appropriated: \$ 3,012,500**

### **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 five buildings, including the Airport Office, Airport Terminal, Airport Shop, and the buildings housing Century Aviation (the designated FBO) and the Northwest General Aviation Hangar, currently housing a flight instruction business. Commercial air service ceased in October 2017 when PenAir filed for Bankruptcy. Airport staff continues to search for a replacement carrier.

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. The local grant match for the Airport is 6.25% of the eligible FAA capital project costs under the Airport Improvement Program (AIP).

### **Budget Comments**

The Airport's budget is based on a scenario without commercial air service activity returning to the airport. If the Airport is successful in recruiting an air carrier to start service again, the budget would need to be amended to reflect both increases to revenues and expenses.

### **2019-2021 Goals**

- Find a replacement scheduled passenger air carrier.
- Complete the Airport's Master Plan Update, incorporating the Air National Guard's installation development plan.
- Focus on nonaviation economic development with the goal of recruiting the first tenant to the Airport Business Park.

### **2018-2019 Goal Outcomes**

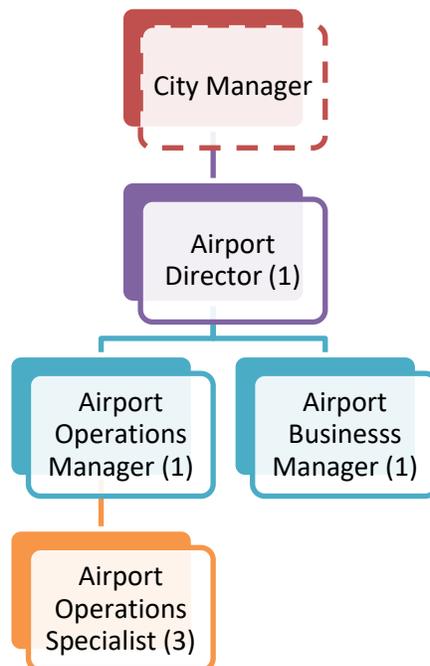
- ● Find a replacement scheduled passenger air carrier.
  - Discussions have been ongoing with a potential air carrier that would initiate service to San Francisco on a 50-seat jet aircraft in 2019.

- ● Complete the Airport’s Master Plan Update, incorporating the Air National Guard’s installation development plan.
  - Significant progress has been made on the Airport’s Master Plan with completion scheduled for January 2020.
- ● Complete construction of the maintenance hangar on the Airport’s eastside.
  - The project was designed and bid but project costs came in higher than the available budget. The Airport was not able to close the funding gap without also raising the lease fees to the potential tenant who was unable to bear the additional fees. The project was tabled for the foreseeable future.
- ● To ensure safety, continue high quality maintenance of airport facilities by successfully completing the FAA’s Part 139 inspection thereby maintaining our certification.
- ● Focus on nonaviation economic development with the goal of recruiting the first tenant to the Airport Business Park.
  - The Airport continues to partner with the Klamath County Economic Development Association (KCEDA) on pursuing any potential leads for both aviation and nonaviation development on the airport.

**Position Details**

	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Budgeted FTE	6.00	7.00	6.00	6.00	6.00
Actual FTE	6.00	6.00	6.00		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Fund: 106 - AIRPORT FUND</b>						
<b>Department: 30 - AIRPORT</b>						
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 417,414	\$ 434,647	\$ 435,775	\$ 457,775	\$ 479,375	\$ 937,150
BENEFITS	137,584	144,664	141,250	167,425	176,900	344,325
<b>PERSONNEL SERVICES Total:</b>	<b>554,998</b>	<b>579,311</b>	<b>577,025</b>	<b>625,200</b>	<b>656,275</b>	<b>1,281,475</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	56,696	83,241	287,075	126,000	26,000	152,000
UTILITIES	121,521	112,764	129,850	115,075	117,075	232,150
MAINTENANCE & REPAIRS	285,221	236,055	287,650	295,500	297,500	593,000
INSURANCE	50,182	50,026	53,925	50,475	56,050	106,525
COMMUNICATIONS	9,732	10,159	10,600	14,150	14,150	28,300
ADVERTISING	141,747	70,738	11,725	9,500	5,500	15,000
TRAVEL/TRAINING	16,250	22,469	20,000	18,250	19,750	38,000
SUPPLIES	23,822	18,811	13,975	15,600	16,100	31,700
NON-CAPITAL EQUIPMENT	4,538	5,789	5,000	4,500	4,500	9,000
OTHER MATERIALS & SERVICES	204,423	8,579	10,000	1,100	1,600	2,700
INTERNAL CHARGES FOR SERVICES	114,779	107,601	143,675	145,825	150,125	295,950
LICENSES AND PERMITS	1,329	1,476	1,500	1,700	2,000	3,700
<b>MATERIALS &amp; SERVICES Total:</b>	<b>1,030,240</b>	<b>727,707</b>	<b>974,975</b>	<b>797,675</b>	<b>710,350</b>	<b>1,508,025</b>
<b>CAPITAL OUTLAY</b>						
FACILITIES	37,471	394,445	2,000	-	35,000	35,000
EQUIPMENT	25,704	17,538	40,000	98,000	50,000	148,000
VEHICLES	-	-	-	40,000	-	40,000
<b>CAPITAL OUTLAY Total:</b>	<b>63,175</b>	<b>411,983</b>	<b>42,000</b>	<b>138,000</b>	<b>85,000</b>	<b>223,000</b>
<b>Department: 30 - AIRPORT Total:</b>	<b>\$ 1,648,413</b>	<b>\$ 1,719,002</b>	<b>\$ 1,594,000</b>	<b>\$ 1,560,875</b>	<b>\$ 1,451,625</b>	<b>\$ 3,012,500</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Buildings &amp; Facilities</b>			
Facility Improvements	\$ -	\$ 35,000	\$ 35,000
<b>Equipment</b>			
Equipment Replacement	58,000	-	58,000
Fiber Optics	30,000	-	30,000
Security Camera System	10,000	-	10,000
Access Control System	-	50,000	50,000
<b>Total Equipment</b>	<b>98,000</b>	<b>50,000</b>	<b>148,000</b>
<b>Vehicles</b>			
Vehicle Replacement	40,000	-	40,000
<b>Total Airport Operations</b>	<b>\$ 138,000</b>	<b>\$ 85,000</b>	<b>\$ 223,000</b>



## Airport Fund FAA Grants

**Appropriated: \$ 10,391,675**

**Requirements**

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
Fund: 106 - AIRPORT FUND						
Department: 31 - AIRPORT FAA						
Expense						
MATERIALS & SERVICES						
PROFES SERVICE CONTRACTS	\$ 10,580	\$ 5,900	\$ -	\$ -	\$ -	\$ -
CAPITAL OUTLAY						
INFRASTRUCTURE	2,651,165	5,822,899	1,007,175	6,495,000	3,896,675	10,391,675
Department: 31 - AIRPORT FAA Total:	\$ 2,661,745	\$ 5,828,799	\$ 1,007,175	\$ 6,495,000	\$ 3,896,675	\$ 10,391,675

**Capital Outlay**

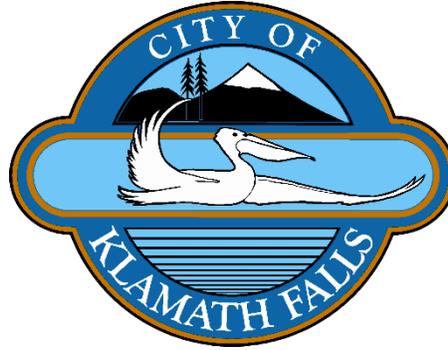
ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Infrastructure</b>			
Master Plan & Exhibit A Update	\$ 125,000	\$ -	\$ 125,000
Twy G Rehab (Construction)	6,000,000	-	6,000,000
Twy D & B Rehab	210,000	2,616,675	2,826,675
Twy F & Rwy 7/25 Environmental	160,000	140,000	300,000
Twy F & Rwy 7/25 Rehab (Design)	-	1,140,000	1,140,000
<b>Total Airport - FAA Grants Division</b>	<b>\$ 6,495,000</b>	<b>\$ 3,896,675</b>	<b>\$ 10,391,675</b>



## Airport Fund Other Unallocated Requirements

**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 106 - AIRPORT FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
Expense						
DEBT SERVICE						
DEBT PRINCIPAL	\$ 122,188	\$ 127,813	\$ 95,800	\$ -	\$ -	\$ -
DEBT INTEREST	11,563	5,911	46,000	-	-	-
<b>DEBT SERVICE Total:</b>	<b>133,750</b>	<b>133,724</b>	<b>141,800</b>	-	-	-
RESERVED FOR FUTURE						
ENDING BALANCE	-	-	270,775	2,159,025	2,085,875	2,085,875
	1,529,696	566,172	-	-	-	-
<b>Unallocated Total:</b>	<b>1,663,446</b>	<b>699,896</b>	<b>412,575</b>	<b>2,159,025</b>	<b>2,085,875</b>	<b>4,244,900</b>
<b>Fund: 106 -AIRPORT FUND Total:</b>	<b>\$ 5,973,603</b>	<b>\$ 8,247,697</b>	<b>\$ 3,013,750</b>	<b>\$ 10,214,900</b>	<b>\$ 7,434,175</b>	<b>\$ 15,490,050</b>

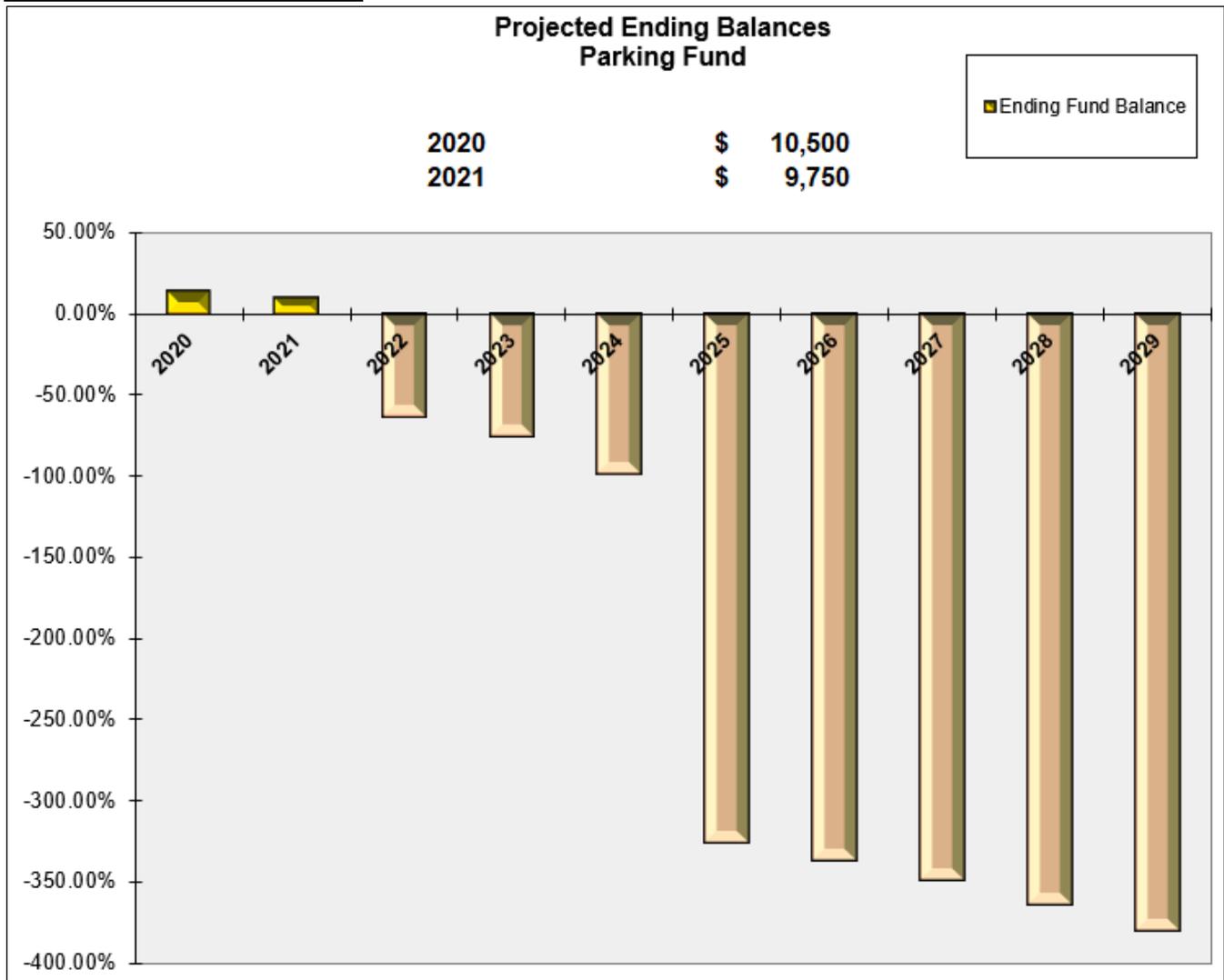


### **Parking Fund**

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

<b>Estimated Resources:</b>	<b>\$ 252,750</b>
<b>Appropriated:</b>	<b>\$ 243,000</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 9,750</b>
<b>Total Fund Requirements:</b>	<b>\$ 252,750</b>

**Parking Fund 10-year forecast**



**Parking Fund Resources**

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Revenue</b>						
NET WORKING CAPITAL	\$ 58,436	\$ 41,252	\$ 43,275	\$ 29,300	\$ 10,500	\$ 29,300
LICENSES, FEES & PERMITS	38,536	41,287	42,275	42,575	43,450	86,025
FINES & FORFEITURES	43,799	51,227	48,150	45,600	46,525	92,125
INVESTMENT INCOME	723	990	625	1,175	1,125	2,300
OTHER REVENUES	164	212	15,675	35,000	8,000	43,000
<b>Fund: 112 - PARKING FUND Total:</b>	<b>\$ 141,658</b>	<b>\$ 134,968</b>	<b>\$ 150,000</b>	<b>\$ 153,650</b>	<b>\$ 109,600</b>	<b>\$ 252,750</b>



## Parking Fund Parking

**Appropriated: \$ 243,000**

### **Description**

The Parking District is essentially made up of free two-hour customer parking and employee parking. Most of the customer parking is in the central part of downtown and extends along Main Street from 2<sup>nd</sup> Street to 11<sup>th</sup> Street. Employee parking areas are generally 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. The Downtown Parking 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 ten 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.

### **Budget Comments**

The Downtown Parking District has begun a program to repair and maintain all ten lots within the downtown parking district, this will show an increase in Capital projects going forward. The 1 FTE that has been fully budgeted in this fund is now being split 50/50 with the Police Department.

### **2019-2021 Goals**

- Determine appropriate distribution of ADA stalls, loading zones, and short-term, medium-term, and long-term parking limitations throughout the parking district.
- Develop and present a plan to the City Council to make the Parking District self-sufficient for all Personnel and Materials and Services costs.
- Evaluate altering the boundaries of the District to better cover areas of the downtown with parking challenges.

### **2018-2019 Goal Outcomes**

- ● Develop and present a plan to the City Council to make the Parking District self-sufficient for all Personnel and Materials and Services costs.
  - Significant progress has been made on this plan and it is anticipated that it will be presented to Council in Summer of 2019.
- ● Establish a Residential Permit for downtown housing areas.
- ● Expand the District to cover other areas of the downtown with parking challenges.
  - An initial plan to expand the parking district was created in Fall 2018 but was tabled to a future date.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	1.00	1.00	1.00	0.50	0.50
Actual FTE	1.00	1.00	1.00		

**Organizational Chart**

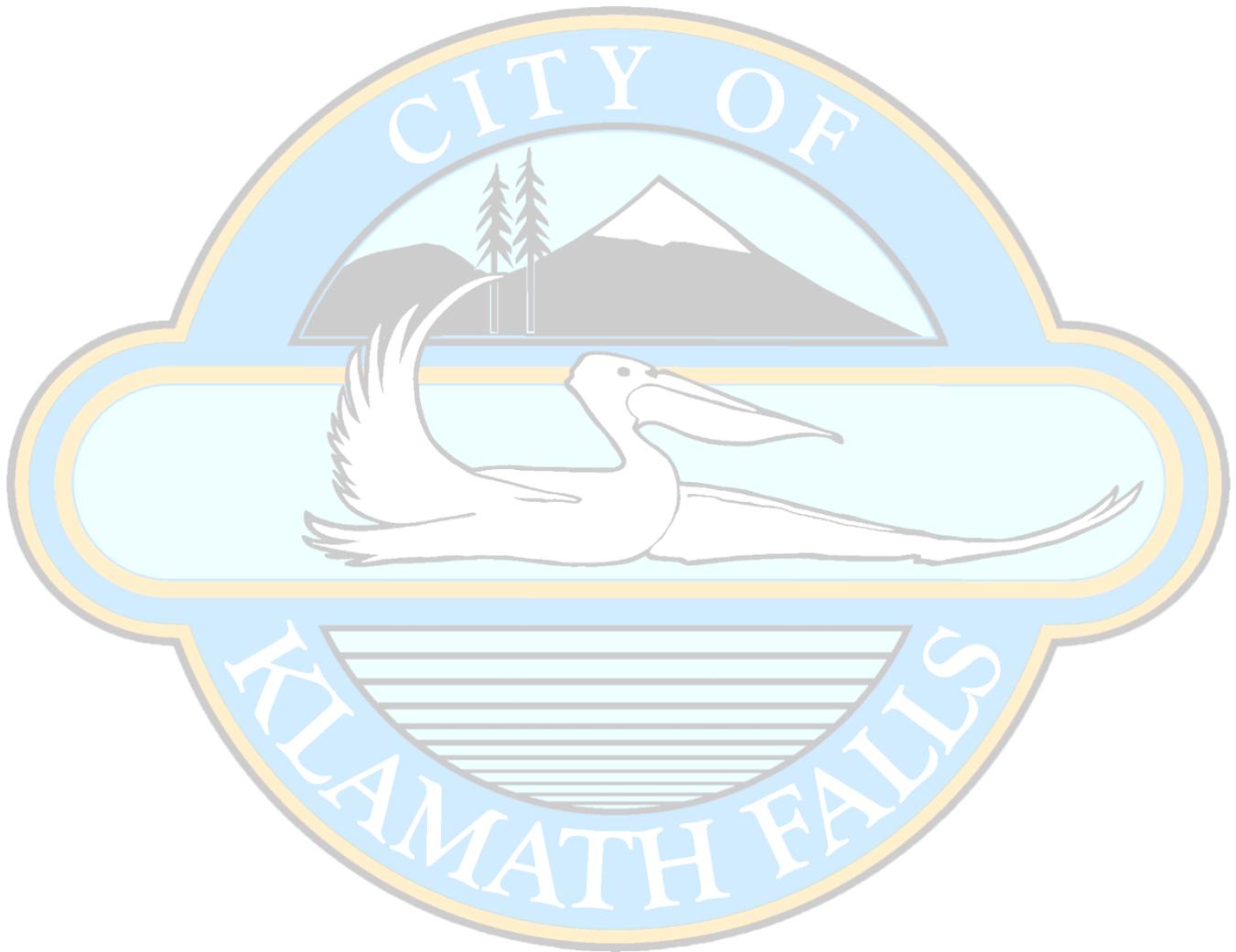


**Requirements**

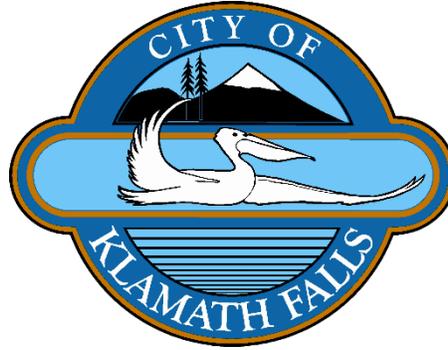
	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 40,241	\$ 42,005	\$ 44,275	\$ 23,425	\$ 24,600	\$ 48,025
BENEFITS	19,924	21,954	24,200	13,975	15,000	28,975
<b>PERSONNEL SERVICES Total:</b>	<b>60,165</b>	<b>63,959</b>	<b>68,475</b>	<b>37,400</b>	<b>39,600</b>	<b>77,000</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	10,727	9,610	12,000	16,000	16,000	32,000
UTILITIES	2,717	2,268	2,900	2,750	2,775	5,525
MAINTENANCE & REPAIRS	1,601	6,267	41,000	9,300	33,100	42,400
INSURANCE	205	216	250	275	325	600
COMMUNICATIONS	37	-	-	-	-	-
ADVERTISING	-	-	350	-	-	-
SUPPLIES	2,055	1,524	1,000	1,000	1,000	2,000
NON-CAPITAL EQUIPMENT	-	-	-	4,000	-	4,000
OTHER MATERIALS & SERVICES	9	10	-	-	-	-
INTERNAL CHARGES FOR SERVICES	22,892	7,827	7,375	6,825	7,050	13,875
<b>MATERIALS &amp; SERVICES Total:</b>	<b>40,242</b>	<b>27,723</b>	<b>64,875</b>	<b>40,150</b>	<b>60,250</b>	<b>100,400</b>
<b>CAPITAL OUTLAY</b>						
INFRASTRUCTURE	-	-	-	65,600	-	65,600
RESERVED FOR FUTURE	-	-	16,650	10,500	9,750	9,750
ENDING BALANCE	41,252	43,286	-	-	-	-
<b>Fund: 112 -PARKING FUND Total:</b>	<b>\$ 141,658</b>	<b>\$ 134,968</b>	<b>\$ 150,000</b>	<b>\$ 153,650</b>	<b>\$ 109,600</b>	<b>\$ 252,750</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Infrastructure</b>			
Parking Lot Reconstruction	\$ <u>65,600</u>	\$ <u>-</u>	\$ <u>65,600</u>
<b>Total Parking</b>	\$ <u><b>65,600</b></u>	\$ <u><b>-</b></u>	\$ <u><b>65,600</b></u>



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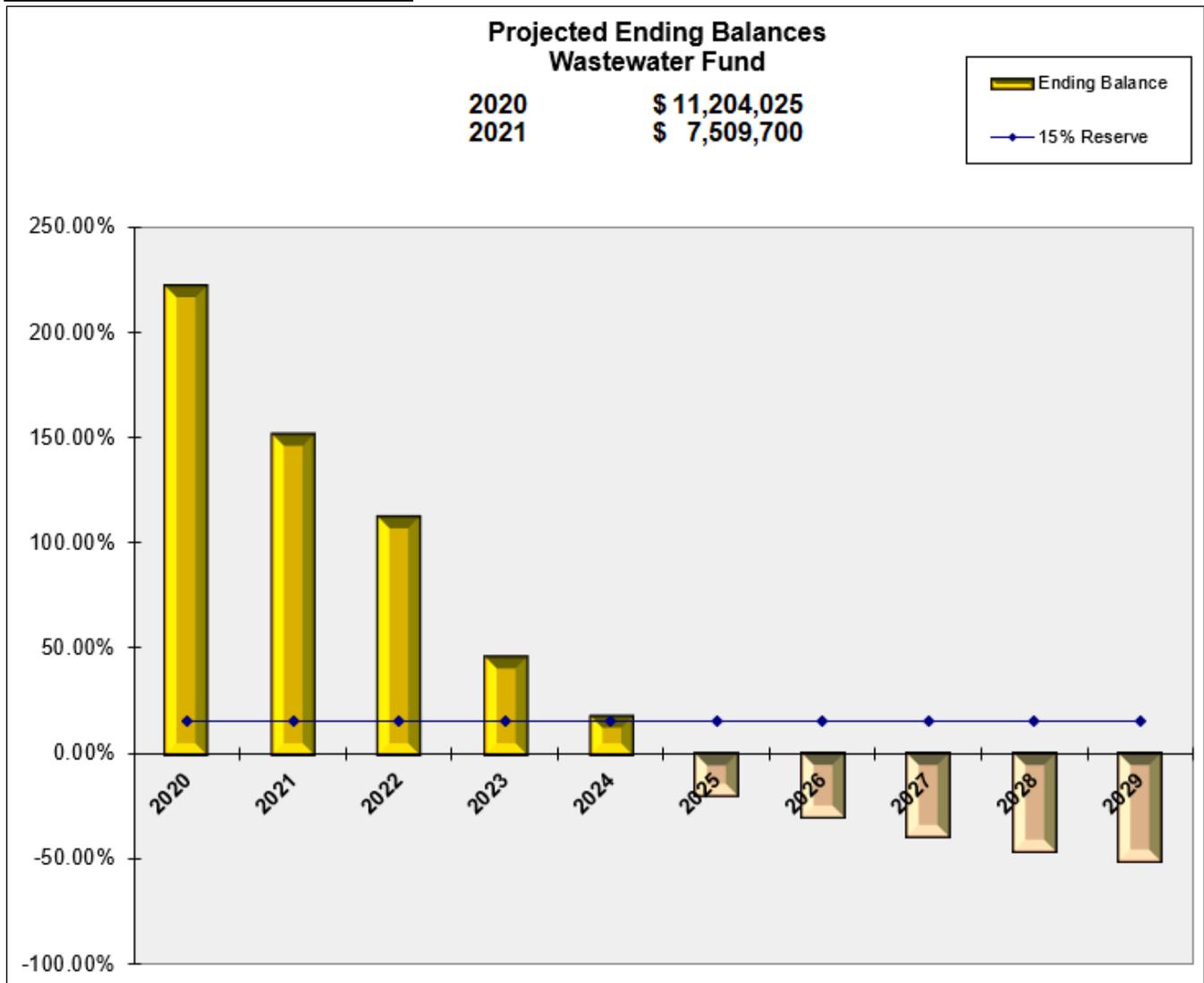


### **Wastewater Fund**

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>\$ 68,454,100</b>
<b>Appropriated:</b>	<b>\$ 60,944,400</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 7,509,700</b>
<b>Total Fund Requirements:</b>	<b>\$ 68,454,100</b>

**Wastewater Fund 10-year forecast**



**Wastewater Fund Resources**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 241 - WASTEWATER FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Revenue</b>						
NET WORKING CAPITAL	\$ 3,929,640	\$ 5,740,518	\$ 9,967,375	\$10,482,050	\$11,204,025	\$10,482,050
CHARGES FOR SERVICES	7,600,710	7,738,796	7,173,700	7,189,700	7,267,125	14,456,825
INVESTMENT INCOME	45,273	96,444	129,450	220,475	209,500	429,975
OTHER REVENUES	73,645	439,017	117,500	120,000	130,000	250,000
OTHER FINANCING SOURCES	-	3,000,000	12,150,675	22,487,550	20,347,700	42,835,250
<b>Fund: 241 - WASTEWATER FUND Total:</b>	<b>\$11,649,267</b>	<b>\$17,014,775</b>	<b>\$29,538,700</b>	<b>\$40,499,775</b>	<b>\$39,158,350</b>	<b>\$68,454,100</b>



## Wastewater Fund Collections Division

**Appropriated: \$ 7,646,950**

### **Description**

The Wastewater Collections Division maintains the collection conveyance piping systems of all City customers. The City of Klamath Falls 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 13 sewer collection drainage basins.

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

### **Budget Comments**

Currently, a Pretreatment Coordinator position is open. Wastewater Division Manager and the Pretreatment Program Administrator are being budgeted 100% in Treatment (was 50/50). The Pretreatment Coordinator position is being budgeted 100% in Collections (was 50/50).

### **2019-2021 Goals**

- Perform trainings with both Collections and Maintenance for emergency bypassing of pump stations when pump station failure may occur.
- Work with contracted firm to complete the Stormwater Master Plan.
- Reduce wastewater backups, sanitary sewer overflows, and property damage claims against the City by identifying top 3 chronic areas and rehabilitating or replacing City sewer infrastructure.
- Complete a plan to reduce H<sub>2</sub>S odors on the California Avenue pressure main.
- Train all Collections personnel to use the SL-Rat (Sewer Line Rapid Assessment Tool) and to assess 38 miles (200,640 ft.) of sewer lines per year.

### **2018-2019 Goal Outcomes**

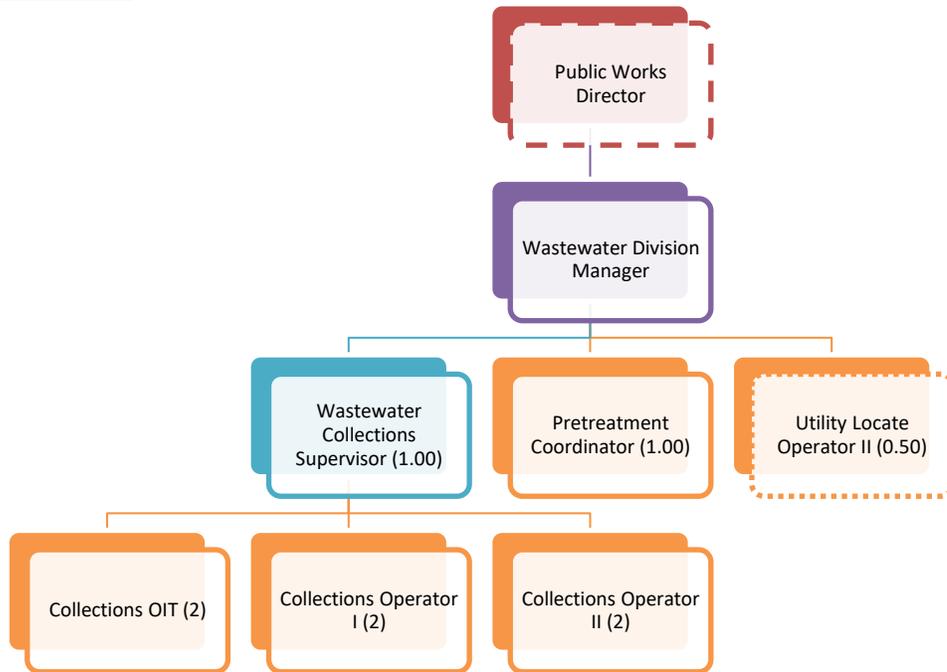
- ● Reduce the H<sub>2</sub>S in the KFI pressure main to reduce the deterioration of the collections system infrastructure. - H<sub>2</sub>S levels are down from an average of 552 ppm to 23 ppm.
- ● Reduce the number of sanitary system overflows to zero.
  - Had two reportable SSO's.
- ● Rehabilitate or replace City sewer infrastructure to reduce the chances of wastewater backups, sanitary sewer overflows and property damage claims against the City. - Four CIP sewer mainline replacements/repairs were finished.

- ● Complete the Stormwater Master Plan.
  - Work on the plan will continue into the next budget.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE		9.00	9.00	8.50	8.50
Actual FTE		9.00	7.50		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Fund: 241 - WASTEWATER FUND	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Department: 81 - WASTEWATER COLLECTIONS</b>						
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 425,084	\$ 441,105	\$ 482,625	\$ 467,750	\$ 479,400	\$ 947,150
BENEFITS	202,185	182,232	206,100	209,050	218,775	427,825
<b>PERSONNEL SERVICES Total:</b>	<b>627,269</b>	<b>623,337</b>	<b>688,725</b>	<b>676,800</b>	<b>698,175</b>	<b>1,374,975</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	65,528	57,025	345,500	365,000	50,000	415,000
UTILITIES	120,875	116,780	127,350	118,725	119,900	238,625
MAINTENANCE & REPAIRS	108,141	142,357	153,500	152,000	153,500	305,500
RENTALS / LEASES	16,821	16,843	20,200	20,200	20,200	40,400
INSURANCE	62,038	65,476	71,450	77,250	85,750	163,000
COMMUNICATIONS	7,047	7,508	10,350	8,350	10,350	18,700
ADVERTISING	795	1,215	2,000	2,000	2,000	4,000
TRAVEL/TRAINING	9,182	9,573	11,750	11,750	11,750	23,500
SUPPLIES	30,559	56,127	61,050	61,050	61,050	122,100
NON-CAPITAL EQUIPMENT	19,650	30,085	27,500	28,000	28,000	56,000
OTHER MATERIALS & SERVICES	194	374	100	100	100	200
INTERNAL CHARGES FOR SERVICES	467,163	1,126,547	1,198,550	1,045,875	1,072,575	2,118,450
FRANCHISE FEES	-	-	125,550	125,825	127,175	253,000
PRETREATMENT EXPENSES	758	510	8,500	2,000	8,500	10,500
LICENSES AND PERMITS	-	4,374	9,000	5,000	9,000	14,000
<b>MATERIALS &amp; SERVICES Total:</b>	<b>908,750</b>	<b>1,634,796</b>	<b>2,172,350</b>	<b>2,023,125</b>	<b>1,759,850</b>	<b>3,782,975</b>
<b>CAPITAL OUTLAY</b>						
INFRASTRUCTURE	504,449	289,407	1,243,000	564,000	1,205,000	1,769,000
EQUIPMENT	66,656	46,229	-	150,000	390,000	540,000
VEHICLES	202,547	-	60,000	90,000	90,000	180,000
INTANGIBLE	-	7,500	-	-	-	-
<b>CAPITAL OUTLAY Total:</b>	<b>773,653</b>	<b>343,136</b>	<b>1,303,000</b>	<b>804,000</b>	<b>1,685,000</b>	<b>2,489,000</b>
<b>Department: 81 - WASTEWATER COLLECTIONS Total:</b>	<b>\$ 2,309,671</b>	<b>\$ 2,601,269</b>	<b>\$ 4,164,075</b>	<b>\$ 3,503,925</b>	<b>\$ 4,143,025</b>	<b>\$ 7,646,950</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Infrastructure</b>			
1500 Block Sargent	\$ 148,000	\$ -	\$ 148,000
400 Block Hillside	176,000	-	176,000
Lincoln Street between N. 3rd and 4th	160,000	-	160,000
5300 Block Bartlett Drive	20,000	150,000	170,000
Brett Way Sewer Main Extension	20,000	400,000	420,000
Soquel & Angle	20,000	100,000	120,000
Washington & 7th	20,000	140,000	160,000
Cook & California Mainline Project	-	110,000	110,000
Earl Street Sewer Main Replacement	-	35,000	35,000
Manzanita (btwn Pacific Terrace & Eldorado)	-	20,000	20,000
Pacific Terrace Street Pipe Lining	-	250,000	250,000
<b>Total Infrastructure</b>	<b>564,000</b>	<b>1,205,000</b>	<b>1,769,000</b>
<b>Equipment</b>			
California Pump Station Rehab/Replace	150,000	150,000	300,000
Pump Station Submersible Pump Retrofit	-	200,000	200,000
Radio Upgrade	-	40,000	40,000
<b>Total Equipment</b>	<b>150,000</b>	<b>390,000</b>	<b>540,000</b>
<b>Vehicles</b>			
1-ton Crane Service Truck	90,000	90,000	180,000
<b>Total Wastewater - Collections</b>	<b>\$ 804,000</b>	<b>\$ 1,685,000</b>	<b>\$ 2,489,000</b>



## Wastewater Fund Treatment Division

**Appropriated: \$ 48,957,850**

### **Description**

The Wastewater Treatment Division maintains the City's Spring Street Wastewater Treatment Plant. In 2018, an average flow of 2.2 million gallons were treated per day. Over 90% of this treated wastewater was recycled to be used as cooling water for the Pacific Klamath Energy Facility cooling towers. The remaining treated wastewater is discharged into Lake Ewauna.

Residuals generated from the wastewater treatment process are treated in anaerobic digesters. They are then combined with tree trimmings and converted into environmentally friendly compost. Composting of wastewater residuals is a bio-thermal aerobic process that decomposes the organic portion of the residuals. This compost is provided free of cost to the public at the Spring Street's Compost Facility. During 2018, 246.25 tons of compost was provided to the public.

### **Budget Comments**

The Treatment Manager position has been removed from this budget. Wastewater Division Manager and the Pretreatment Program Administrator are being budgeted 100% in Treatment (was 50/50). The Pretreatment Coordinator position is being budgeted 100% in Collections (was 50/50). One retirement is budgeted.

### **2019-2021 Goals**

- Start Phase 2 (construction) of the Spring Street Sewage Treatment Plant Upgrade Project.
- Secure an estimated \$250,000 in Energy Trust of Oregon incentives through auditing existing systems and performance testing replacement systems.
- Do a pilot test of the no salt sodium dioxide at the Treatment plant. (If compatible this new product has the potential to reduce salt discharge to Lake Ewauna and reduce overall cost for disinfection significantly).

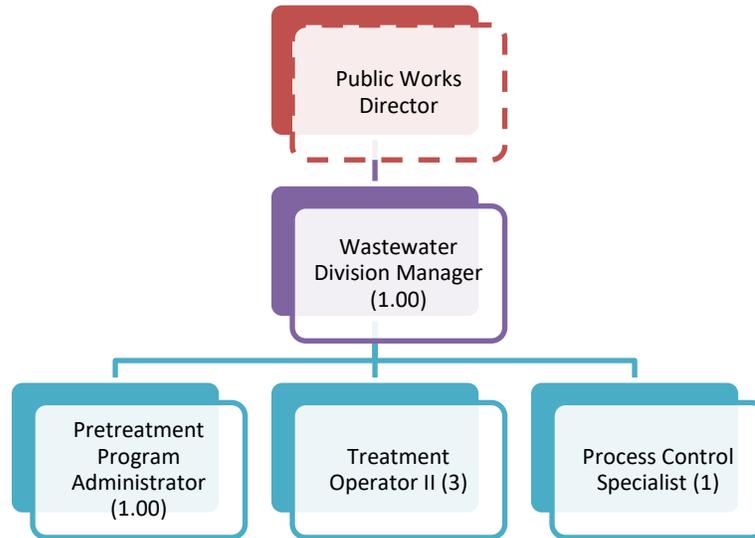
### **2018-2019 Goal Outcomes**

- ● Complete Phase 1B and start Phase 2 (construction) of the Spring Street Sewage Treatment Plant Progressive Design-Build Services.
  - Phase 2 will not be started.
- ● Do a pilot test of the new low salt sodium hypochlorite at the Treatment plant. (If compatible this new product has the potential to reduce salt discharge to Lake Ewauna by 36 tons per yr.)
  - A meeting was held with suppliers of this new low salt hypochlorite product. But it was determined that the product cost made the project untenable.

**Position Details**

	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Budgeted FTE		6.50	6.50	6.00	6.00
Actual FTE		5.50	6.00		

**Organizational Chart**



**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Fund: 241 - WASTEWATER FUND</b>						
<b>Department: 82 - WASTEWATER TREATMENT</b>						
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 367,460	\$ 340,029	\$ 461,225	\$ 479,250	\$ 479,375	\$ 958,625
BENEFITS	141,526	135,162	176,150	187,550	192,050	379,600
<b>PERSONNEL SERVICES Total:</b>	<b>508,987</b>	<b>475,191</b>	<b>637,375</b>	<b>666,800</b>	<b>671,425</b>	<b>1,338,225</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	40,331	10,161	76,500	-	-	-
UTILITIES	475,803	534,286	562,725	547,025	553,475	1,100,500
MAINTENANCE & REPAIRS	212,230	199,153	281,250	242,000	262,000	504,000
RENTALS / LEASES	4,198	-	2,000	2,000	2,000	4,000
INSURANCE	22,677	20,287	22,150	19,900	22,100	42,000
COMMUNICATIONS	5,523	6,833	9,750	14,750	14,750	29,500
ADVERTISING	52	1,050	8,000	9,000	9,000	18,000
TRAVEL/TRAINING	9,884	13,768	17,500	10,000	10,000	20,000
SUPPLIES	197,366	197,000	213,750	223,750	298,750	522,500
NON-CAPITAL EQUIPMENT	41,021	43,386	55,600	45,000	45,000	90,000
OTHER MATERIALS & SERVICES	432	89	1,500	500	20,000	20,500
INTERNAL CHARGES FOR SERVICES	448,800	603,606	595,850	640,025	658,600	1,298,625
FRANCHISE FEES	-	-	125,550	125,825	127,175	253,000
PRETREATMENT EXPENSES	22,336	31,127	35,000	35,000	35,000	70,000
LICENSES AND PERMITS	23,017	26,525	27,500	25,000	25,000	50,000
<b>MATERIALS &amp; SERVICES Total:</b>	<b>1,503,669</b>	<b>1,687,271</b>	<b>2,034,625</b>	<b>1,939,775</b>	<b>2,082,850</b>	<b>4,022,625</b>
<b>CAPITAL OUTLAY</b>						
FACILITIES	383,646	1,328,629	15,210,000	22,150,000	21,300,000	43,450,000
EQUIPMENT	8,878	149,648	-	122,000	-	122,000
VEHICLES	-	-	-	25,000	-	25,000
<b>CAPITAL OUTLAY Total:</b>	<b>392,524</b>	<b>1,478,277</b>	<b>15,210,000</b>	<b>22,297,000</b>	<b>21,300,000</b>	<b>43,597,000</b>
<b>Department: 82 - WASTEWATER TREATMENT Total:</b>	<b>\$ 2,405,179</b>	<b>\$ 3,640,739</b>	<b>\$ 17,882,000</b>	<b>\$ 24,903,575</b>	<b>\$ 24,054,275</b>	<b>\$ 48,957,850</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Buildings &amp; Facilities</b>			
Ewauna Mill Power House Structure Demolition	\$ 150,000	\$ -	\$ 150,000
Treatment Plant Upgrade	22,000,000	21,300,000	43,300,000
<b>Total Buildings &amp; Facilities</b>	<b>22,150,000</b>	<b>21,300,000</b>	<b>43,450,000</b>
<b>Equipment</b>			
Chlorine Building/Plant Water System Rehab	90,000	-	90,000
Effluent Pump(s) Drives	32,000	-	32,000
<b>Total Equipment</b>	<b>122,000</b>	<b>-</b>	<b>122,000</b>
<b>Vehicles</b>			
Forklift	25,000	-	25,000
<b>Total Wastewater - Treatment</b>	<b>\$ 22,297,000</b>	<b>\$ 21,300,000</b>	<b>\$ 43,597,000</b>



## Wastewater Fund Utility Billing

**Description**

In FY 19-21, the Utility Billing Division will be budgeted to Water and a yearly transfer of appropriate costs will be completed to charge 34% to Wastewater.

**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Fund: 241 - WASTEWATER FUND</b>						
<b>Department: 83 - UTILITY BILLING</b>						
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 167,878	\$ -	\$ -	\$ -	\$ -	\$ -
BENEFITS	80,945	-	-	-	-	-
<b>PERSONNEL SERVICES Total:</b>	<b>248,823</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	63,284	-	-	-	-	-
UTILITIES	1,563	-	-	-	-	-
MAINTENANCE & REPAIRS	7,887	-	-	-	-	-
RENTALS / LEASES	9,000	-	-	-	-	-
INSURANCE	1,446	-	-	-	-	-
COMMUNICATIONS	2,251	-	-	-	-	-
ADVERTISING	161	-	-	-	-	-
TRAVEL/TRAINING	1,961	-	-	-	-	-
SUPPLIES	6,211	-	-	-	-	-
NON-CAPITAL EQUIPMENT	1,337	-	-	-	-	-
OTHER MATERIALS & SERVICES	117	-	-	-	-	-
INTERNAL CHARGES FOR SERVICES	42,210	-	-	-	-	-
<b>MATERIALS &amp; SERVICES Total:</b>	<b>137,429</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 83 - UTILITY BILLING Total:</b>	<b>\$ 386,252</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## Wastewater Fund Other Unallocated Requirements

Fund: 241 - WASTEWATER FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>DEBT SERVICE</b>						
DEBT PRINCIPAL	\$ 656,995	\$ 670,097	\$ 692,150	\$ 703,275	\$ 2,423,325	\$ 3,126,600
DEBT INTEREST	150,652	135,285	120,000	184,975	1,028,025	1,213,000
<b>DEBT SERVICE Total:</b>	<b>807,647</b>	<b>805,383</b>	<b>812,150</b>	<b>888,250</b>	<b>3,451,350</b>	<b>4,339,600</b>
<b>INTER-FUND TRANSFER OUT</b>	-	-	1,350,000	-	-	-
<b>RESERVED FOR FUTURE</b>	-	-	5,330,475	11,204,025	7,509,700	7,509,700
<b>ENDING BALANCE</b>	5,740,518	9,967,384	-	-	-	-
<b>UNALLOCATED REQUIREMENTS Total:</b>	<b>6,548,165</b>	<b>10,772,767</b>	<b>7,492,625</b>	<b>12,092,275</b>	<b>10,961,050</b>	<b>11,849,300</b>
<b>Fund: 241 - WASTEWATER FUND Total:</b>	<b>\$ 11,649,267</b>	<b>\$ 17,014,775</b>	<b>\$ 29,538,700</b>	<b>\$ 40,499,775</b>	<b>\$ 39,158,350</b>	<b>\$ 68,454,100</b>

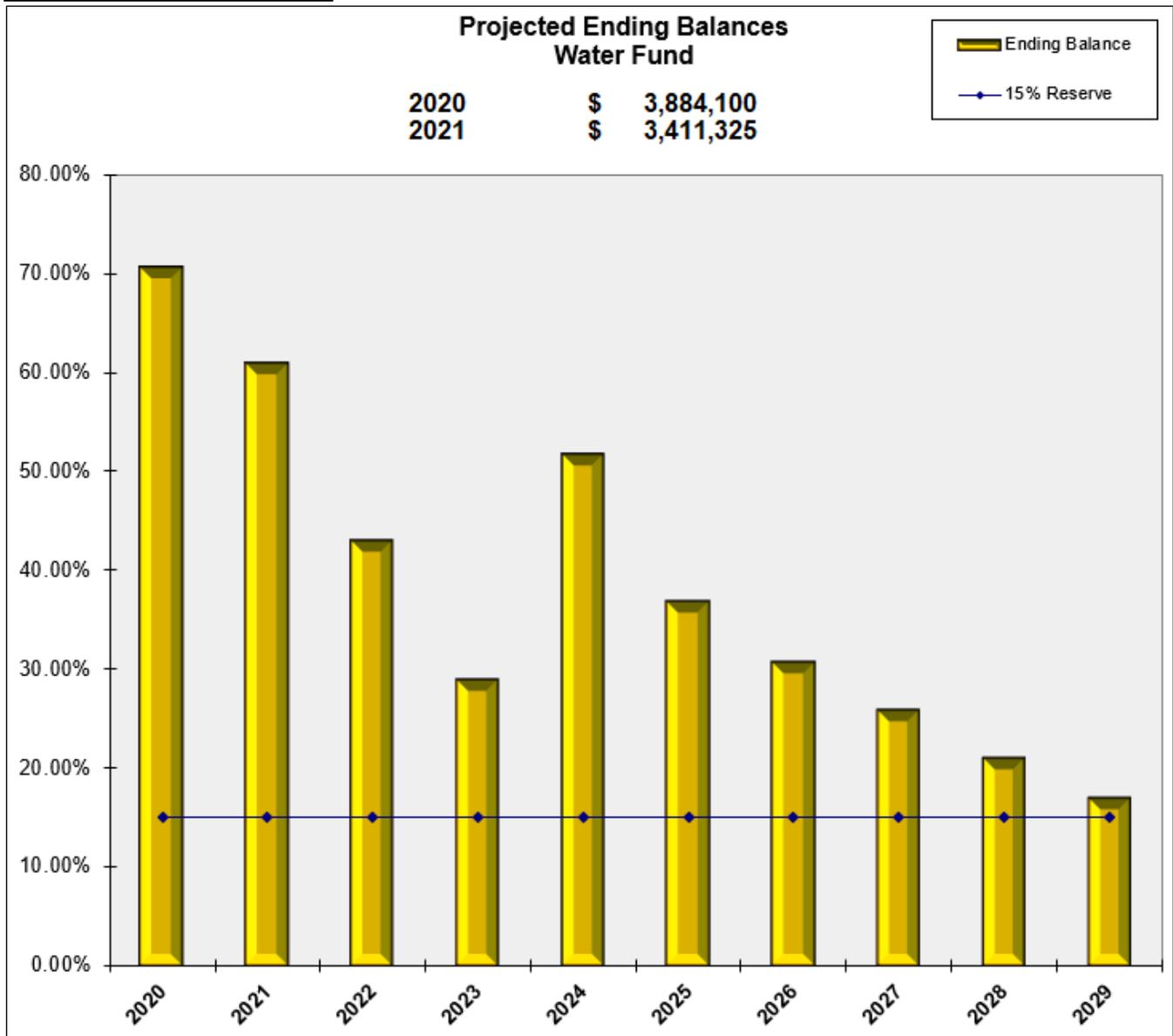


### **Water Fund**

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.

<b>Estimated Resources:</b>	<b>\$ 22,898,625</b>
<b>Appropriated:</b>	<b>\$ 19,487,300</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 3,411,325</b>
<b>Total Fund Requirements:</b>	<b>\$ 22,898,625</b>

**Water Fund 10-year forecast**



**Water Fund Resources**

Fund: 244 - WATER FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Revenue	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
NET WORKING CAPITAL	\$ 5,152,152	\$ 5,060,828	\$ 5,850,050	\$ 5,471,825	\$ 3,884,100	\$ 5,471,825
CHARGES FOR SERVICES	7,781,182	7,788,843	7,911,150	7,915,850	8,015,725	15,931,575
INVESTMENT INCOME	46,607	105,021	106,900	238,725	226,825	465,550
INTERNAL CHARGES FOR SERVICES	-	571,212	593,525	398,875	406,800	805,675
OTHER REVENUES	86,757	188,461	118,250	123,350	100,650	224,000
OTHER FINANCING SOURCES	12,501	-	-	-	-	-
<b>Fund: 244 - WATER FUND Total:</b>	<b>\$ 13,079,199</b>	<b>\$ 13,714,366</b>	<b>\$ 14,579,875</b>	<b>\$ 14,148,625</b>	<b>\$ 12,634,100</b>	<b>\$ 22,898,625</b>



## Water Fund Water Operations

**Appropriated: \$13,451,625**

### **Description**

The Water 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. Fourteen staff members operate and maintain the City's public water system, consisting of: thirteen (13) wells, twenty-two (22) water storage reservoirs, twenty-four (24) pumping stations and approximately 265 miles of pipeline, including over 16,000 metered service connections. The Division is also responsible for operating and maintaining the City's geothermal system.

Some of the routine activities for the Water Division include: collecting and analyzing water samples to ensure regulatory compliance, monitoring facility operations, making operational changes to meet changing demands, and 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.

### **Budget Comments**

Vehicle Capital has increase to purchase several new trucks.

### **2019-2021 Goals**

- Initiate and maintain a recommended State Drinking Water Program. This program will be an effort aimed at maintaining water quality throughout the City water system.
- Complete the replacement/installation of approximately 1,100 water meters. Replacing older meters will help reduce non-revenue water loss and will also allow the Advanced Metering Infrastructure (AMI) system to operate more efficiently which reduces costs and staff time.
- Substantially complete a Wellhead Protection Plan. A wellhead protection plan is an OHA-DWP and OWRD recommended study and plan intended to protect source water supplies from contaminations caused by human activities as well as changing environmental conditions. In 1992 the City began creating a wellhead protection plan by completing a contracted wellhead delineation study, however the final plan has never been completed.
- Complete the Water Master Plan update.

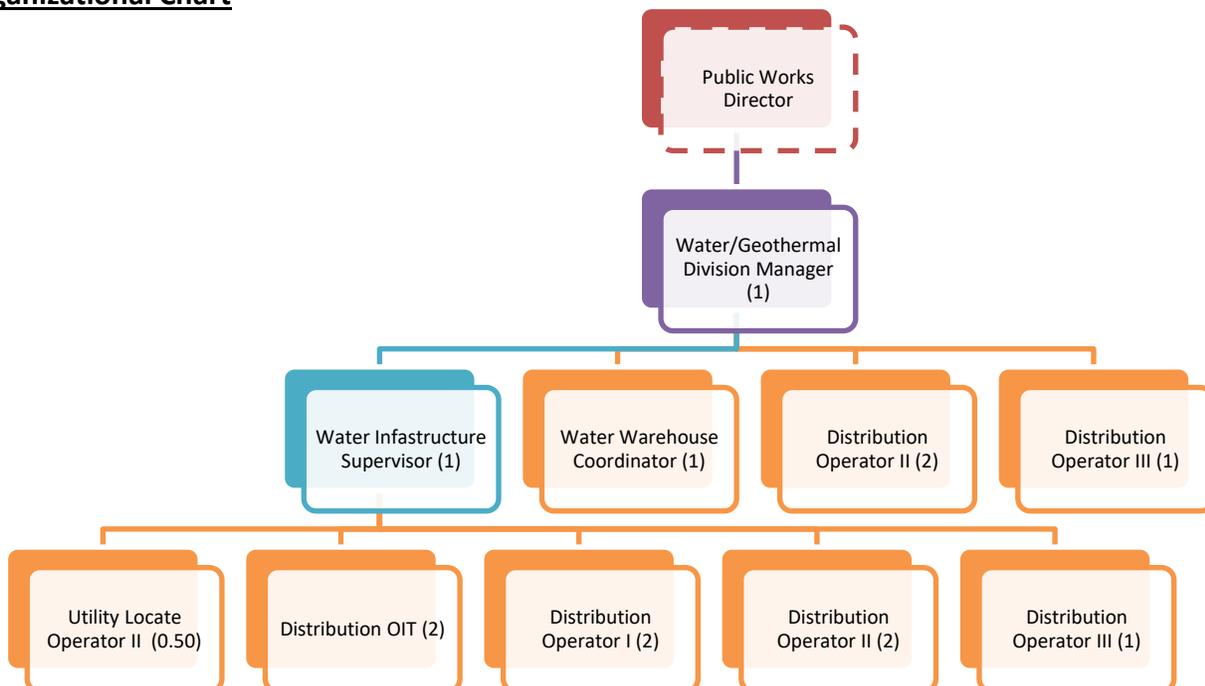
**2018-2019 Goal Outcomes**

- ● Complete a comprehensive update of the 2010 City of Klamath Falls Water Master Plan. Since the last update of the Water Master Plan was completed in 2010, numerous water main upgrade projects have been completed and most of the water production and consumption data used in the final report is from 2007 records.
  - Although the final report has not been completed; progress has proceeded much quicker than planned and the final report should be delivered later in 2019.
- ● Complete water system infrastructure improvements in the Moyina Heights area. The City is committed to installing one to two additional fire hydrants, installing five to six additional mainline valves, and relocating over thirty-five water meter settings off private property.
  - This project is mostly complete however about half of the 35 water meter settings remain to be relocated off private property into public right-of-way.
- ● Initiate and maintain a recommended State Drinking Water Program for water flushing quality. This program will be an effort aimed at maintaining water quality throughout the City water system.
  - Due to an unexpected reduction in available staff this project was shelved until the division was again at full staffing levels.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	13.83	13.50	13.50	13.50	13.50
Actual FTE	12.83	13.50	12.50		

**Organizational Chart**



**Requirements**

Fund: 244 - WATER FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Department: 85 - WATER OPERATIONS	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
Expense						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 731,895	\$ 730,033	\$ 809,725	\$ 851,350	\$ 852,575	\$ 1,703,925
BENEFITS	320,694	341,239	383,250	388,275	398,650	786,925
<b>PERSONNEL SERVICES Total:</b>	<b>1,052,589</b>	<b>1,071,272</b>	<b>1,192,975</b>	<b>1,239,625</b>	<b>1,251,225</b>	<b>2,490,850</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	104,103	229,106	438,000	235,500	218,500	454,000
UTILITIES	580,942	526,361	614,475	598,175	604,100	1,202,275
MAINTENANCE & REPAIRS	513,617	563,085	540,000	513,575	539,975	1,053,550
RENTALS / LEASES	2,456	1,284	2,500	1,750	1,750	3,500
INSURANCE	49,332	48,758	53,225	52,400	58,175	110,575
COMMUNICATIONS	11,813	12,791	12,700	12,250	12,300	24,550
ADVERTISING	5,724	6,094	6,000	6,350	6,425	12,775
TRAVEL/TRAINING	21,587	10,828	18,000	27,800	25,475	53,275
SUPPLIES	53,082	64,380	65,600	69,300	70,575	139,875
NON-CAPITAL EQUIPMENT	38,065	26,394	39,300	37,300	31,750	69,050
OTHER MATERIALS & SERVICES	3,276	3,357	4,500	4,600	4,750	9,350
INTERNAL CHARGES FOR SERVICES	870,111	980,118	1,077,575	1,124,875	1,157,200	2,282,075
FRANCHISE FEES	-	-	133,000	134,075	135,850	269,925
PYMT IN LIEU OF FRANCHISE	11,471	9,834	12,500	-	-	-
LICENSES AND PERMITS	803	3,010	1,000	500	500	1,000
<b>MATERIALS &amp; SERVICES Total:</b>	<b>2,266,381</b>	<b>2,485,401</b>	<b>3,018,375</b>	<b>2,818,450</b>	<b>2,867,325</b>	<b>5,685,775</b>
<b>CAPITAL OUTLAY</b>						
FACILITIES	-	-	-	-	-	-
INFRASTRUCTURE	2,739,459	1,953,888	3,295,000	2,750,000	1,675,000	4,425,000
EQUIPMENT	5,215	-	100,000	100,000	100,000	200,000
VEHICLES	-	-	-	350,000	300,000	650,000
INTANGIBLE	29	44,661	65,000	-	-	-
<b>CAPITAL OUTLAY Total:</b>	<b>2,744,703</b>	<b>1,998,549</b>	<b>3,460,000</b>	<b>3,200,000</b>	<b>2,075,000</b>	<b>5,275,000</b>
<b>Department: 85 - WATER OPERATIONS Total:</b>	<b>\$ 6,063,674</b>	<b>\$ 5,555,222</b>	<b>\$ 7,671,350</b>	<b>\$ 7,258,075</b>	<b>\$ 6,193,550</b>	<b>\$ 13,451,625</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Infrastructure</b>			
Brett Way Water Main Extension	\$ 25,000	\$ 550,000	\$ 575,000
Butte Street Main Replacement	75,000	600,000	675,000
Dayton/Derby/Frieda Main Replacement	425,000	425,000	850,000
Lindley Water Reservoir Recoat	500,000	-	500,000
South 6th Street Sidewalk Reconstruct (ODOT)	25,000	-	25,000
Stewart Lenox Distribution Improvements	1,700,000	-	1,700,000
Canby/East Street Main Replacement	-	100,000	100,000
<b>Total Infrastructure</b>	<b>2,750,000</b>	<b>1,675,000</b>	<b>4,425,000</b>
<b>Equipment</b>			
SCADA System Upgrade	100,000	100,000	200,000
<b>Vehicles</b>			
Water Hydro-Excavator	350,000	-	350,000
1/2 Ton Pickup (3)	-	100,000	100,000
1 Ton Service Truck (2)	-	200,000	200,000
<b>Total Vehicles</b>	<b>350,000</b>	<b>300,000</b>	<b>650,000</b>
<b>Total Water Operations</b>	<b>\$ 3,200,000</b>	<b>\$ 2,075,000</b>	<b>\$ 5,275,000</b>



## Water Fund Utility Billing

**Appropriated: \$ 2,596,675**

### **Description**

The City of Klamath Falls Utility Billing Division strives to give our community the best service we possibly can. This includes providing information about utility services, policies and procedures, and answering 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, approximately 2,000 customers come into the Utility Billing Office to pay their bills or get questions answered regarding their accounts. City utilities includes Water, Sewer, Street Lights, Geothermal, and Fire Protection services. To accomplish billing monthly, customers' meters are read once each month, by area, throughout the month. This means that customers throughout the City receive their bills on different dates throughout the month and have different due dates.

### **2019-2021 Goals**

- Implement customer portal with Sensus Analytics.
- Utilize AMI (Automated Metering Infrastructure) data to reduce possible leak notifications from 7 days to 3 days.
- Complete the process of scanning documents to TCM in Tyler.

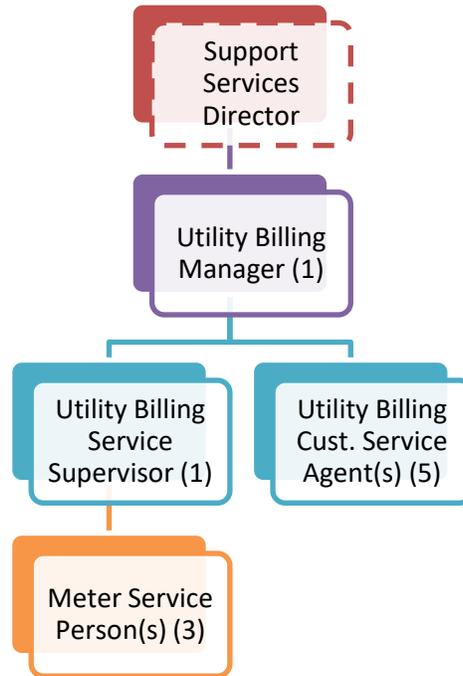
### **2018-2019 Goal Outcomes**

- ● Complete review of the City Code.
  - UB has reviewed codes and they are current and up to date with current practices.
- ● Implement customer portal for AMI.
  - We have had several road blocks with Sensus Analytics and have worked through most of them. We are still working with Sensus and Ferguson to get the information coming in correctly, so we can then go live with the customer portal.
- ● Complete transition to iPad for service orders.
  - The servicemen use this almost exclusively for all work orders. It has been a time saver.

**Position Details**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Budgeted FTE	10.00	10.00	10.00	10.00	10.00
Actual FTE	10.00	10.00	10.00		

**Organizational Chart**



**Requirements**

Fund: 244 - WATER FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Department: 86 - WATER BILLING	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>Expense</b>						
<b>PERSONNEL SERVICES</b>						
SALARIES	\$ 335,728	\$ 522,556	\$ 546,700	\$ 567,400	\$ 592,200	\$ 1,159,600
BENEFITS	161,609	252,363	265,525	280,400	296,975	577,375
<b>PERSONNEL SERVICES Total:</b>	<b>497,337</b>	<b>774,919</b>	<b>812,225</b>	<b>847,800</b>	<b>889,175</b>	<b>1,736,975</b>
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	127,042	210,815	229,200	225,950	233,500	459,450
UTILITIES	2,954	-	5,100	4,375	4,425	8,800
MAINTENANCE & REPAIRS	15,788	27,706	90,000	89,225	93,100	182,325
RENTALS / LEASES	18,000	27,000	27,000	27,000	27,000	54,000
INSURANCE	2,951	4,492	4,375	6,100	6,775	12,875
COMMUNICATIONS	4,884	5,671	7,000	6,000	6,200	12,200
ADVERTISING	322	-	5,000	4,000	500	4,500
TRAVEL/TRAINING	3,916	8,618	8,250	8,250	8,750	17,000
SUPPLIES	12,658	16,252	17,500	17,200	18,000	35,200
NON-CAPITAL EQUIPMENT	2,683	4,957	11,500	26,400	9,000	35,400
OTHER MATERIALS & SERVICES	233	346	450	250	300	550
INTERNAL CHARGES FOR SERVICES	105,046	2,885	2,700	2,575	2,625	5,200
LICENSES AND PERMITS	-	209	200	200	-	200
<b>MATERIALS &amp; SERVICES Total:</b>	<b>296,477</b>	<b>308,950</b>	<b>408,275</b>	<b>417,525</b>	<b>410,175</b>	<b>827,700</b>
<b>CAPITAL OUTLAY</b>						
EQUIPMENT	-	11,412	-	-	-	-
VEHICLES	-	59,145	31,000	32,000	-	32,000
<b>CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>59,145</b>	<b>31,000</b>	<b>32,000</b>	<b>-</b>	<b>32,000</b>
<b>Department: 86 - WATER BILLING Total:</b>	<b>\$ 793,815</b>	<b>\$ 1,143,014</b>	<b>\$ 1,251,500</b>	<b>\$ 1,297,325</b>	<b>\$ 1,299,350</b>	<b>\$ 2,596,675</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Vehicles</b>			
1/2 Ton Pickup	\$ 32,000	\$ -	\$ 32,000
<b>Total Utility Billing</b>	<b>\$ 32,000</b>	<b>\$ -</b>	<b>\$ 32,000</b>



## Water Fund Geothermal

**Appropriated: \$1,368,175**

**Description**

The Geothermal Division is responsible for operating and maintaining the City’s geothermal system, consisting of two (2) wells, a single heat exchange facility, which includes three (3) district circulation pumps, and two (2) plate heat exchangers. There are also approximately four (4) miles of pipeline and five (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 tracked in project accounting and will continue to be tracked by project, not recorded in the Geothermal Division.

**2019-2021 Goals**

- Complete Phase 1 of the geothermal mainline replacement project. This phase will replace the geothermal supply and return pipelines between S 4<sup>th</sup> St. and S 8<sup>th</sup> St. Completion of this phased project will reduce maintenance, repair costs, and increase system reliability and customer service.

**Requirements**

Fund: 244 - WATER FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Department: 87 - GEOTHERMAL OPERATIONS	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
Expense						
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	\$ 1,138	\$ -	\$ 3,500	\$ 6,000	\$ 6,000	\$ 12,000
UTILITIES	49,595	49,086	56,075	55,100	55,650	110,750
MAINTENANCE & REPAIRS	42,574	37,436	67,000	68,500	69,500	138,000
INSURANCE	3,019	2,794	3,050	2,475	2,750	5,225
SUPPLIES	366	-	500	100	100	200
NON-CAPITAL EQUIPMENT	1,854	73	1,100	1,000	1,000	2,000
INTERNAL CHARGES FOR SERVICES	49,562	43,716	43,200	44,875	46,000	90,875
FRANCHISE FEES	-	-	5,450	4,475	4,450	8,925
LICENSES AND PERMITS	45	-	100	100	100	200
<b>MATERIALS &amp; SERVICES Total:</b>	<b>148,152</b>	<b>133,106</b>	<b>179,975</b>	<b>182,625</b>	<b>185,550</b>	<b>368,175</b>
<b>CAPITAL OUTLAY</b>						
INFRASTRUCTURE	-	-	250,000	500,000	500,000	1,000,000
<b>CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>
<b>Department: 87 - GEOTHERMAL OPERATIONS Total:</b>	<b>\$ 148,152</b>	<b>\$ 133,106</b>	<b>\$ 429,975</b>	<b>\$ 682,625</b>	<b>\$ 685,550</b>	<b>\$ 1,368,175</b>

**Capital Outlay**

ITEM	EXPENDITURE		
	2019-2020	2020-2021	Total
<b>Infrastructure</b>			
Geothermal Distribution Pipeline Upgrade	\$ <u>500,000</u>	\$ <u>500,000</u>	\$ <u>1,000,000</u>
<b>Total Water - Geothermal</b>	\$ <u><u>500,000</u></u>	\$ <u><u>500,000</u></u>	\$ <u><u>1,000,000</u></u>



## Water Fund Other Unallocated Requirements

Fund: 244 - WATER FUND	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>DEBT SERVICE</b>						
DEBT PRINCIPAL & INTEREST SPWF	\$ 64,210	\$ 63,085	\$ 61,900	\$ 65,700	\$ 64,300	\$ 130,000
<b>DEBT SERVICE Total:</b>	<b>64,210</b>	<b>63,085</b>	<b>61,900</b>	<b>65,700</b>	<b>64,300</b>	<b>130,000</b>
<b>OTHER FINANCING USE</b>						
INTER-FUND TRANSFER OUT - GENERAL FUND	516,195	513,850	525,050	512,225	522,500	1,034,725
INTER-FUND TRANSFER OUT - AIRPORT FUND	432,325	444,625	458,800	448,575	457,525	906,100
INTER-FUND TRANSFER OUT - CAPITAL PROJECTS	-	-	-	-	-	-
<b>OTHER FINANCING USE Total:</b>	<b>948,520</b>	<b>958,475</b>	<b>983,850</b>	<b>960,800</b>	<b>980,025</b>	<b>1,940,825</b>
<b>RESERVED FOR FUTURE</b>	-	-	4,181,300	3,884,100	3,411,325	3,411,325
<b>ENDING BALANCE</b>	5,060,828	5,850,052	-	-	-	-
<b>Unallocated Requirements Total:</b>	<b>6,073,558.46</b>	<b>6,871,612</b>	<b>5,227,050</b>	<b>4,910,600</b>	<b>4,455,650</b>	<b>5,482,150</b>
<b>Fund: 244 - WATER FUND Total:</b>	<b>\$ 13,079,199</b>	<b>\$ 13,702,954</b>	<b>\$ 14,579,875</b>	<b>\$ 14,148,625</b>	<b>\$ 12,634,100</b>	<b>\$ 22,898,625</b>



## Other Funds

- Downtown Maintenance District Fund
- Economic Development/Property Fund
- Capital Projects Fund
- Escrow Reserve Fund
- Debt Service Fund
- Basin Interagency Narcotics Enforcement Team (BINET) Fund
- Veterans Memorial Agency Fund



## Downtown Maintenance District Fund

### Budget Comment

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, flowers, banners, benches, entry signs, sidewalk sweeping, garbage removal and other maintenance costs incurred in the downtown area. The South Portal Building rental revenue and the projected EID revenue of \$186,550 does not cover the estimated expenses of \$291,025 so a transfer in from the General Fund of \$85,000 is needed for this biennial budget period. The current EID is coming to an end December 31, 2019 and staff is preparing for a new EID. If the current EID funding remains in place, the General Fund will need to fund \$50,000 each fiscal year to cover the EID costs.

### Resources

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Revenue	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
NET WORKING CAPITAL	\$ 2,279	\$ 8,063	\$ 34,975	\$ 18,100	\$ 5,500	\$ 18,100
CHARGES FOR SERVICES	92,926	92,535	93,975	93,275	93,275	186,550
INVESTMENT INCOME	150	829	400	1,175	1,125	2,300
OTHER FINANCING SOURCES	12,000	49,375	36,250	40,000	45,000	85,000
<b>Fund: 118 - DOWNTOWN MAINTENANCE Total:</b>	<b>\$ 107,356</b>	<b>\$ 150,802</b>	<b>\$ 165,600</b>	<b>\$ 152,550</b>	<b>\$ 144,900</b>	<b>\$ 291,950</b>

### Requirements

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	\$ 21,391	\$ 36,457	\$ 41,500	\$ 56,650	\$ 57,925	\$ 114,575
UTILITIES	20,854	23,599	27,675	25,425	25,675	51,100
MAINTENANCE & REPAIRS	24,882	33,192	50,600	29,850	30,850	60,700
INSURANCE	3,531	3,233	3,550	3,050	3,400	6,450
COMMUNICATIONS	1,233	1,194	1,275	1,375	1,425	2,800
OTHER MATERIALS & SERVICES	5,453	8,609	10,500	17,250	10,900	28,150
INTERNAL CHARGES FOR SERVICES	19,155	9,542	16,625	13,450	13,800	27,250
<b>MATERIALS &amp; SERVICES Total:</b>	<b>96,499</b>	<b>115,825</b>	<b>151,725</b>	<b>147,050</b>	<b>143,975</b>	<b>291,025</b>
INTER-FUND TRANSFER OUT	2,794	-	-	-	-	-
RESERVED FOR FUTURE	-	-	13,875	5,500	925	925
ENDING BALANCE	8,063	34,977	-	-	-	-
<b>Fund: 118 - DOWNTOWN MAINTENANCE Total:</b>	<b>\$ 107,356</b>	<b>\$ 150,802</b>	<b>\$ 165,600</b>	<b>\$ 152,550</b>	<b>\$ 144,900</b>	<b>\$ 291,950</b>



## Economic Development/Property Fund

### Budget Comment

This fund accounts for the economic development activities of the City. Revenues include an EPA Brownfield Grant of \$50,000, a lease with Blackman Farms, and transfers from the General Fund of \$420,000 and the Escrow Reserve Fund of \$175,000.

The City Economic Development initiatives includes funding for Blue Zones of \$50,000, Ross Ragland of \$20,000, and an additional \$390,000 to fund other programs/organizations as selected and reviewed by Council. Expenditures also include funding for various grants including change of use/façade of \$105,000, housing improvements of \$30,000, façade of \$100,000, security camera of \$10,000 and historic building cleaning of \$20,000.

### Resources

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Revenue	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
NET WORKING CAPITAL	\$ 166,294	\$ 66,273	\$ 125,550	\$ 219,125	\$ 53,850	\$ 219,125
INTERGOVERNMENTAL	98,634	168,364	90,000	50,000	-	50,000
CHARGES FOR SERVICES	12,484	11,718	11,950	12,050	12,300	24,350
INVESTMENT INCOME	1,105	2,444	1,600	3,075	2,925	6,000
OTHER FINANCING SOURCES	-	286,164	375,000	270,000	325,000	595,000
<b>Fund: 121 - ECON DEVELOP/PROP FUND Total:</b>	<b>\$ 278,517</b>	<b>\$ 534,964</b>	<b>\$ 604,100</b>	<b>\$ 554,250</b>	<b>\$ 394,075</b>	<b>\$ 894,475</b>

### Requirements

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	\$ 105,168	\$ 274,765	\$ 240,000	\$ 170,000	\$ 95,000	\$ 265,000
MAINTENANCE & REPAIRS	7,324	7,894	8,500	8,500	8,500	17,000
TRAVEL/TRAINING	8,103	-	-	-	-	-
OTHER MATERIALS & SERVICES	91,650	126,750	266,800	321,900	256,900	578,800
<b>MATERIALS &amp; SERVICES Total:</b>	<b>212,244</b>	<b>409,410</b>	<b>515,300</b>	<b>500,400</b>	<b>360,400</b>	<b>860,800</b>
<b>RESERVED</b>	-	-	88,800	53,850	33,675	33,675
<b>ENDING BALANCE</b>	66,273	125,554	-	-	-	-
<b>Fund: 121 - ECON DEVELOP/PROP FUND Total:</b>	<b>\$ 278,517</b>	<b>\$ 534,964</b>	<b>\$ 604,100</b>	<b>\$ 554,250</b>	<b>\$ 394,075</b>	<b>\$ 894,475</b>



## Capital Projects Fund

### Budget Comment

This fund is used to reserve amounts for future capital projects. The transfer out of \$4,000,000 to Wastewater for the treatment plant will not occur in 2018-2019 and has been re-budgeted in 2019-2021.

### Resources

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Revenue	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
NET WORKING CAPITAL	\$ 17,772,500	\$ 17,925,527	\$ 14,967,075	\$ 15,036,075	\$ 15,106,075	\$ 15,036,075
CHARGES FOR SERVICES	54,000	54,000	54,000	54,000	54,000	108,000
INVESTMENT INCOME	99,027	47,523	79,225	16,000	16,000	32,000
<b>Fund: 135 - CAPITAL PROJECTS FUND Total:</b>	<b>\$ 17,925,527</b>	<b>\$ 18,027,050</b>	<b>\$ 15,100,300</b>	<b>\$ 15,106,075</b>	<b>\$ 15,176,075</b>	<b>\$ 15,176,075</b>

### Requirements

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
INTER-FUND TRANSFER OUT	\$ -	\$ 3,060,000	\$ 4,000,000	\$ -	\$ 4,000,000	\$ 4,000,000
RESERVED FOR FUTURE	-	-	11,100,300	15,106,075	11,176,075	11,176,075
ENDING BALANCE	17,925,527	14,967,050	-	-	-	-
<b>Fund: 135 - CAPITAL PROJECTS FUND Total:</b>	<b>\$ 17,925,527</b>	<b>\$ 18,027,050</b>	<b>\$ 15,100,300</b>	<b>\$ 15,106,075</b>	<b>\$ 15,176,075</b>	<b>\$ 15,176,075</b>



## Escrow Reserve Fund

### Budget Comment

Charges for Services is the Cogen effluent revenue. Other financing sources includes inter-fund loan repayments from the Lakefront Urban Renewal Fund, Town Center Urban Renewal Fund and Spring Street Urban Renewal Fund. The transfers out include an inter-fund loan with Spring Street Urban Renewal of \$700,000, a transfer to the Airport Fund for air service funding of \$250,000, a transfer to the General Fund for the quiet zone of \$75,000, transfers to the Wastewater Fund of \$150,000 for the power house demolition and \$685,250 for effluent costs and a transfer to the Economic Development Fund for façade and change of use grants of \$175,000.

### Resources

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Revenue	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
NET WORKING CAPITAL	\$ 6,193,523	\$ 7,198,508	\$ 7,460,425	\$ 9,068,475	\$ 8,304,525	\$ 9,068,475
CHARGES FOR SERVICES	-	-	582,150	575,150	579,475	1,154,625
INVESTMENT INCOME	107,799	80,983	104,750	70,250	64,000	134,250
OTHER FINANCING SOURCES	1,037,186	180,957	1,449,500	103,200	141,350	244,550
<b>Fund: 136 - ESCROW RESERVE FUND Total:</b>	<b>\$ 7,338,508</b>	<b>\$ 7,460,448</b>	<b>\$ 9,596,825</b>	<b>\$ 9,817,075</b>	<b>\$ 9,089,350</b>	<b>\$ 10,601,900</b>

### Requirements

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
INTER-FUND TRANSFER OUT	\$ 140,000	\$ -	\$ 1,085,000	\$ 1,512,550	\$ 522,700	\$ 2,035,250
RESERVED FOR FUTURE	-	-	8,511,425	8,304,525	8,566,650	8,566,650
ENDING BALANCE	7,198,508	7,460,448	-	-	-	-
<b>Fund: 136 - ESCROW RESERVE FUND Total:</b>	<b>\$ 7,338,508</b>	<b>\$ 7,460,448</b>	<b>\$ 9,596,425</b>	<b>\$ 9,817,075</b>	<b>\$ 9,089,350</b>	<b>\$ 10,601,900</b>



## Debt Service Fund

### Budget Comment

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

### Resources

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Revenue	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
NET WORKING CAPITAL	\$ 30,319	\$ 8,411	\$ 19,300	\$ 125	\$ 5,450	\$ 125
PROPERTY TAXES PREVIOUSLY LEVIED	8,932	8,024	7,375	7,875	8,150	16,025
INVESTMENT INCOME	2,217	2,939	1,725	2,825	2,800	5,625
OTHER FINANCING SOURCES	-	4,258,535	-	-	-	-
<b>Fund: 150 - Resources Except Taxes Levied Total:</b>	<b>41,468</b>	<b>4,277,910</b>	<b>28,400</b>	<b>10,825</b>	<b>16,400</b>	<b>21,775</b>
PROPERTY TAXES NECESSARY TO BALANCE	-	-	266,600	207,450	212,050	419,500
PROPERTY TAXES COLLECTED IN YEAR LEVIED	172,469	174,905	-	-	-	-
<b>Fund: 150 - DEBT SERVICE FUND Total:</b>	<b>\$ 213,936</b>	<b>\$ 4,452,814</b>	<b>\$ 295,000</b>	<b>\$ 218,275</b>	<b>\$ 228,450</b>	<b>\$ 441,275</b>

### Requirements

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	\$ -	\$ 58,400	\$ -	\$ -	\$ -	\$ -
<b>DEBT SERVICE</b>						
DEBT PRINCIPAL	-	-	164,575	99,650	114,600	214,250
DEBT INTEREST	205,525	252,262	115,875	113,175	110,350	223,525
DEBT SERVICE ADJUST L/T PRINCIPAL	-	4,122,848	-	-	-	-
<b>DEBT SERVICE Total:</b>	<b>205,525</b>	<b>4,375,110</b>	<b>280,450</b>	<b>212,825</b>	<b>224,950</b>	<b>437,775</b>
UNAPPROPRIATED	-	-	14,550	5,450	3,500	3,500
ENDING BALANCE	8,411	19,304	-	-	-	-
<b>Fund: 150 - DEBT SERVICE FUND Total:</b>	<b>\$ 213,936</b>	<b>\$ 4,452,814</b>	<b>\$ 295,000</b>	<b>\$ 218,275</b>	<b>\$ 228,450</b>	<b>\$ 441,275</b>



## Basin Interagency Narcotics Enforcement Team (BINET) Fund

**Budget Comment**

This fund supports the efforts of the Basin Interagency Narcotics Enforcement Team (BINET). Other Financing Sources is a transfer in from the General Fund.

**Resources**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Revenue	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
NET WORKING CAPITAL	\$ -	\$ -	\$ 45,075	\$ 71,425	\$ 66,425	\$ 71,425
INTERGOVERNMENTAL	-	48,947	-	3,000	3,000	6,000
OTHER REVENUES	5,000	-	-	-	-	-
OTHER FINANCING SOURCES	10,000	10,000	10,000	10,000	10,000	20,000
<b>Fund: 301 - BINET FUND Total:</b>	<b>\$ 15,000</b>	<b>\$ 58,947</b>	<b>\$ 55,075</b>	<b>\$ 84,425</b>	<b>\$ 79,425</b>	<b>\$ 97,425</b>

**Requirements**

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>MATERIALS &amp; SERVICES</b>						
OTHER MATERIALS & SERVICES	\$ 15,000	\$ 13,857	\$ 15,000	\$ 18,000	\$ 18,000	\$ 36,000
<b>MATERIALS &amp; SERVICES Total:</b>	<b>15,000</b>	<b>13,857</b>	<b>15,000</b>	<b>18,000</b>	<b>18,000</b>	<b>36,000</b>
RESERVED FOR FUTURE	-	-	40,075	66,425	61,425	61,425
ENDING BALANCE	-	45,091	-	-	-	-
<b>Fund: 301 - BINET FUND Total:</b>	<b>\$ 15,000</b>	<b>\$ 58,947</b>	<b>\$ 55,075</b>	<b>\$ 84,425</b>	<b>\$ 79,425</b>	<b>\$ 97,425</b>



## Veteran’s Memorial Agency Fund

### Budget Comment

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

### Resources

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Revenue	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
NET WORKING CAPITAL	\$ 154,291	\$ 155,068	\$ 156,100	\$ 158,700	\$ 160,600	\$ 158,700
INVESTMENT INCOME	(524)	1,563	1,175	3,600	3,425	7,025
OTHER REVENUES	3,750	1,785	3,500	1,500	1,500	3,000
<b>Fund: 307 - VETERAN’S MEMORIAL FUND Total:</b>	<b>\$ 157,517</b>	<b>\$ 158,416</b>	<b>\$ 160,775</b>	<b>\$ 163,800</b>	<b>\$ 165,525</b>	<b>\$ 168,725</b>

### Requirements

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2019-2021
Expense	Total Activity	Total Activity	Total Budget	Adopted	Adopted	Total
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	\$ 20	\$ 222	\$ 50	\$ 200	\$ 250	\$ 450
MAINTENANCE & REPAIRS	-	1,324	1,450	1,500	1,500	3,000
OTHER MATERIALS & SERVICES	120	244	675	500	500	1,000
<b>MATERIALS &amp; SERVICES Total:</b>	<b>140</b>	<b>1,790</b>	<b>2,175</b>	<b>2,200</b>	<b>2,250</b>	<b>4,450</b>
<b>CAPITAL OUTLAY</b>						
INFRASTRUCTURE	2,309	537	2,500	1,000	1,000	2,000
<b>CAPITAL OUTLAY Total:</b>	<b>2,309</b>	<b>537</b>	<b>2,500</b>	<b>1,000</b>	<b>1,000</b>	<b>2,000</b>
RESERVED FOR FUTURE	-	-	156,100	160,600	162,275	162,275
ENDING BALANCE	155,068	156,088	-	-	-	-
<b>Fund: 307 - VETERAN’S MEMORIAL FUND Total:</b>	<b>\$ 157,517</b>	<b>\$ 158,416</b>	<b>\$ 160,775</b>	<b>\$ 163,800</b>	<b>\$ 165,525</b>	<b>\$ 168,725</b>



## Inactive Funds

- Cogeneration Fund
- Technology Reserve Fund
- Footpaths/Bicycle Trails Fund



## Cogeneration Fund

### Resources

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Revenue</b>						
NET WORKING CAPITAL	\$ 504,835	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENT INCOME	1,382	-	-	-	-	-
<b>Fund: 120 - COGENERATION FUND Total:</b>	<b>\$ 506,217</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Requirements

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Expense</b>						
<b>MATERIALS &amp; SERVICES</b>						
PROFES SERVICE CONTRACTS	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -
INTER-FUND TRANSFER OUT	504,717	-	-	-	-	-
<b>Fund: 120 - COGENERATION FUND Total:</b>	<b>\$ 506,217</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## Technology Reserve Fund

### Resources

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
Revenue						
NET WORKING CAPITAL	\$ 143,725	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fund: 133 - TECHNOLOGY RESERVE FUND Total:</b>	<b>\$ 143,725</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Requirements

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
Expense						
INTER-FUND TRANSFER OUT	143,725	-	-	-	-	-
<b>Fund: 133 - TECHNOLOGY RESERVE FUND Total:</b>	<b>\$ 143,725</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## Footpaths/Bicycle Trails Fund

### Resources

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Revenue</b>						
NET WORKING CAPITAL	\$ 73,993	\$ 83,256	\$ -	\$ -	\$ -	\$ -
INTERGOVERNMENTAL	12,930	-	-	-	-	-
INVESTMENT INCOME	841	-	-	-	-	-
<b>Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND Total:</b>	<b>\$ 87,764</b>	<b>\$ 83,256</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Requirements

	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2019-2020 Adopted	2020-2021 Adopted	2019-2021 Total
<b>Expense</b>						
<b>MATERIALS &amp; SERVICES</b>						
INTERNAL CHARGES FOR SERVICES	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CAPITAL OUTLAY</b>						
INFRASTRUCTURE	2,709	-	-	-	-	-
INTER-FUND TRANSFER OUT	-	83,256	-	-	-	-
ENDING BALANCE	83,256	-	-	-	-	-
<b>Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND Total:</b>	<b>\$ 87,764</b>	<b>\$ 83,256</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## Resolutions, Public Notices, and Tax Certification

RESOLUTION NO. 19-07

**A RESOLUTION ADOPTING THE 2019-2021 BIENNIAL BUDGET  
OF THE CITY OF KLAMATH FALLS, OREGON,  
MAKING APPROPRIATIONS AND LEVYING TAXES**

**WHEREAS**, on May 22, 2019 the Klamath Falls Budget Committee conducted a public hearing on the 2019-2021 Biennial 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 22, 2019 the City of Klamath Falls Budget Committee approved the 2019-2021 Biennial Budget document as presented 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 11, 2019; and

**WHEREAS**, on June 17, 2019, the Klamath Falls City Council conducted a public hearing on the 2019-2021 Biennial 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 2019-2021 Biennial Budget, in the total amount of \$189,648,975. This Budget is now on file with the City Recorder's Office at 500 Klamath Avenue in Klamath Falls, Oregon.

**Section 2. Appropriations**

The amounts shown below are hereby appropriated for the Biennial Budget beginning July 1, 2019, for the following purposes:

<b>GENERAL FUND</b>		
Municipal Court	\$	467,625
City Administration		1,551,925
Finance		1,658,050
Human Resources		978,075
Information Technology		1,439,725
Public Works Administration		924,225
Development Services		2,432,225
Police		13,896,125
Legislative		496,675
Maintenance		2,135,625
Facilities Maintenance		480,600
Parks		3,415,250
Ella Redkey Pool		1,118,025
Street Maintenance		12,039,525
Vehicle Maintenance		551,550
Street Lighting/Right-of-Way		406,725
Debt Service		588,400
Transfer Out		<u>568,000</u>
Total General Fund Appropriations	\$	<u>45,148,350</u>
<b>AIRPORT FUND</b>		
Operations	\$	3,012,500
FAA Grants		<u>10,391,675</u>
Total Airport Fund Appropriations	\$	<u>13,404,175</u>
<b>PARKING FUND</b>		
Parking	\$	<u>243,000</u>
Total Parking Fund Appropriations	\$	<u>243,000</u>
<b>WASTEWATER FUND</b>		
Collections	\$	7,646,950
Treatment		48,957,850
Debt Service		<u>4,339,600</u>
Total Wastewater Fund Appropriations	\$	<u>60,944,400</u>
Resolution No. 19-07, Page 2		

**WATER FUND**

Operations	\$ 13,451,625
Utility Billing	2,596,675
Geothermal	1,368,175
Debt Service	130,000
Transfers Out	<u>1,940,825</u>
Total Water Fund Appropriations	\$ 19,487,300

**DOWNTOWN MAINTENANCE DISTRICT FUND**

Downtown Maintenance	<u>\$ 291,025</u>
Total Downtown Maintenance District Fund Appropriations	\$ 291,025

**ECONOMIC DEVELOPMENT/PROPERTY FUND**

Economic Development/Property	<u>\$ 860,800</u>
Total Economic Development/Property Fund Appropriations	\$ 860,800

**CAPITAL PROJECTS FUND**

Transfers Out	<u>\$ 4,000,000</u>
Total Capital Projects Fund Appropriations	\$ 4,000,000

**ESCROW RESERVE FUND**

Transfers Out	<u>\$ 2,035,250</u>
Total Escrow Reserve Fund Appropriations	\$ 2,035,250

**DEBT SERVICE FUND**

Debt Service	<u>\$ 437,775</u>
Total Debt Service Fund Appropriations	\$ 437,775

**BINET FUND**

BINET	<u>\$ 36,000</u>
Total BINET Fund Appropriations	\$ 36,000

**VETERAN'S MEMORIAL AGENCY FUND**

Veteran's Memorial	\$ 6,450
Total Veteran's Memorial Agency Fund Appropriations	\$ 6,450

<b>Total Appropriations, All Funds</b>	<b>\$ 146,894,525</b>
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<b>42,754,450</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 189,648,975</b>

**Section 3. Levy of Taxes**

The City Council of the City of Klamath Falls hereby imposes the ad valorem property taxes for tax year 2019-2020 upon the assessed value of all taxable property within the district at a rate of \$5.4423 per \$1,000 of assessed value for permanent tax rate and in the amount of \$225,000 for debt service for general obligation bonds. The taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	General government	Excluded from limitation
Permanent rate tax	\$5.4423/\$1,000	
General obligation bond		\$ 225,000

The City Council of the City of Klamath Falls hereby imposes the ad valorem property taxes for tax year 2020-2021 upon the assessed value of all taxable property within the district at a rate of \$5.4423 per \$1,000 of assessed value for permanent tax rate and in the amount of \$230,000 for debt service for general obligation bonds. The taxes imposed are hereby categorized for purposes of Article XI section 11b as:

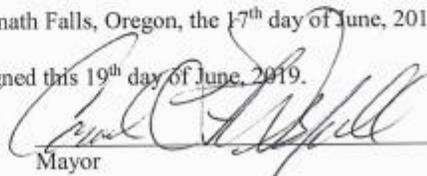
	General government	Excluded from limitation
Permanent rate tax	\$5.4423/\$1,000	
General obligation bond		\$ 230,000

**Section 4.**

This Resolution shall become effective immediately upon enactment.

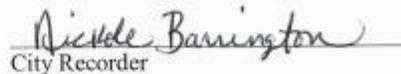
Passed by the Council of the City of Klamath Falls, Oregon, the 17<sup>th</sup> day of June, 2019.

Presented to the Mayor, approved and signed this 19<sup>th</sup> day of June, 2019.



Mayor

ATTEST:



City Recorder

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

I, Nickde 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 17<sup>th</sup> day of June, 2019, and thereafter approved and signed by the Mayor and attested by the City Recorder.

Nickde Barrington  
City Recorder

RESOLUTION NO. 19-08

**A RESOLUTION FOR THE RECEIPT OF  
2019/20 AND 2020/21 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, and although the City has adopted a Biennial Budget for Fiscal Years 2019/20 and 2020/21 it will still provide notification to the State on the required annual basis;

**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 22, 2019 and one before the City Council on June 17, 2019, 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 years 2019/20 and 2020/21, 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.**

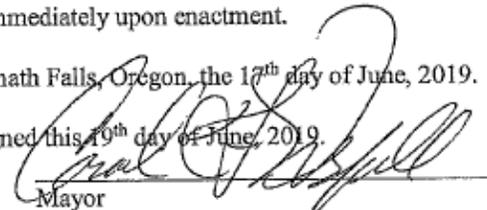
Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Years 2019/20 and 2020/21 to be used for various general government purposes.

**Section 2.**

This Resolution shall become effective immediately upon enactment.

Passed by the Council of the City of Klamath Falls, Oregon, the 17<sup>th</sup> day of June, 2019.

Presented to the Mayor, approved and signed this 19<sup>th</sup> day of June, 2019.

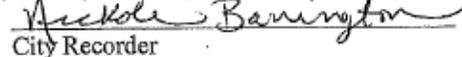
  
\_\_\_\_\_  
Mayor

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 17<sup>th</sup> day of June, 2019 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#18950 BUDGET HEARING MEETING: MAY 22, 2019 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:  
05/10/2019

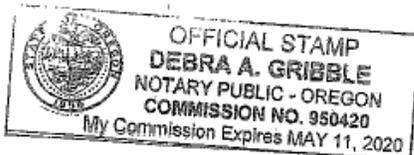
Total Cost: \$128.12

*Pat Bergstrom*

Subscribed and sworn by Pat Bergstrom before me on:  
10th day of May in the year of 2019

*Debra A Gribble*

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 Biennial Budget for the fiscal years July 1, 2019 to June 30, 2021 will be held in the City Council Chambers at 500 Klamath Avenue, Klamath Falls, Oregon. The meeting will take place on May 22, 2019 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 15, 2019 at the City Administration Building, 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 10, 2019.

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, 2019  
#18950 May 10, 2019.

The City of Klamath Falls is home to the [173rd Fighter Wing of the Air National Guard](#), 2004, 2008 and 2012 National Champion [OIT Hustlin Owls](#) basketball team and host of the 2015 Babe Ruth World Series at historic [Kiger Stadium](#). Klamath Falls offers unique natural resources such as geothermal heat, which allows our municipal [Ella Redkey swimming pool](#) to be open year-round. Enjoy the outdoors with our many things to do in the area including a visit to the breathtaking [Crater Lake National Park](#).

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. The Klamath Falls [City Council](#) meets on the first and third Monday of each month at 7:00 p.m. For [meeting agendas](#) or more information [click here](#).

**Facebook**

### hot topics...

## 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 Biennial Budget for the fiscal years July 1, 2019 to June 30, 2021 will be held in the City Council Chambers at 500 Klamath Avenue, Klamath Falls, Oregon. The meeting will take place on May 22, 2019 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 15, 2019 at the City Administration Building, 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.

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.

PUBLISH: May 10, 2019

- [Planning Commission Meeting](#)  
May 13, 2019  
07:00 pm - 09:00 pm
- [Public Open House - Housing Needs Analysis](#)  
May 14, 2019  
06:00 pm - 07:30 pm
- [Parking District Meeting](#)  
May 15, 2019  
03:00 pm - 05:00 pm
- [Council Meeting](#)  
May 20, 2019  
07:00 pm - 09:00 pm
- [Heart of the Basin Quilt Show](#)  
Jul 27, 2019  
09:00 am - 05:00 pm
- [Heart of the Basin Quilt Show](#)  
Jul 28, 2019  
09:00 am - 03:00 pm

[More Events >](#)

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

I, Megan McGuffee, 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#19003 LB1  
DATE: JUNE 03, 2019  
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:  
06/11/2019

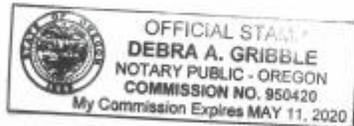
Total Cost: \$833.53



Subscribed and sworn by Megan McGuffee before me on:  
11th day of June in the year of 2019



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



**FORM 18-1 - NOTICE OF BUDGET HEARING**

A public meeting of the City Council of the City of Klamath Falls, Oregon will be held on June 17, 2019 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 biennium fiscal years beginning July 1, 2019 as approved by the City of Klamath Falls Budget Committee. 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 a.m. and 5:00 p.m. or online at <https://www.klamathfalls.city/it-want-to/find/city-hall/support-services/finance/articles/finance>. This budget is for a biennial budget period. This budget was prepared on a basis of accounting that is the same as 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](mailto:nbarrington@klamathfalls.city)

**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2017-2018	Adopted Budget This Year 2018-2019	Approved Budget Next Biennium 2019-2021
Beginning Fund Balance/Net Working Capital	49,377,314	50,538,850	54,883,850
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	19,769,485	19,878,325	40,781,600
Federal, State and all Other Grants, Gifts, Allocations and Donations	8,984,764	8,036,450	23,782,975
Revenue from Bonds and Other Debt	4,439,492	8,250,175	38,244,550
Interfund Transfers / Internal Service Reimbursements	7,569,390	10,279,750	14,287,500
All Other Resources Except Current Year Property Taxes	1,824,148	1,269,600	2,830,950
Current Year Property Taxes Estimated to Be Received	6,789,654	6,957,400	14,837,550
<b>Total Resources</b>	<b>98,754,247</b>	<b>105,210,550</b>	<b>189,648,975</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	14,206,758	15,562,600	34,034,025
Materials and Services	10,330,312	13,315,125	25,204,925
Capital Outlay	13,578,487	26,145,775	73,615,725
Debt Service	5,669,947	1,450,150	5,495,775
Interfund Transfers	4,465,856	7,630,625	8,544,075
Contingencies	0	41,850	0
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	50,502,886	41,064,425	42,754,450
<b>Total Requirements</b>	<b>98,754,247</b>	<b>105,210,550</b>	<b>189,648,975</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM**

Name of Organizational Unit or Program	FTE for that unit or program		
Municipal Court	206,946	239,750	467,625
FTE	2.40	2.40	2.20
City Administration	688,208	695,875	1,551,925
FTE	4.00	5.00	6.00
Finance	667,135	763,925	1,658,050
FTE	6.00	6.50	6.50
Human Resources (formerly Support Services)	344,559	564,100	978,075
FTE	2.50	4.50	3.50
Information Technology (formerly Technology Services)	377,873	602,500	1,439,725
FTE	3.00	3.50	3.50
Public Works Administration	382,709	424,675	924,225
FTE	3.00	3.00	3.00
Development Services	804,100	1,121,275	2,432,225
FTE	8.50	9.50	9.50
Police	5,907,192	6,173,650	13,896,125
FTE	36.00	40.00	43.50
Code Enforcement	188,658	210,475	0
FTE	2.00	2.00	0.00
Legislative	182,560	202,650	496,675
FTE	0.70	0.70	1.00
Maintenance Services	899,039	987,475	2,135,625
FTE	9.00	10.00	10.00
Facilities Maintenance	157,048	164,875	480,600
FTE	0.00	0.00	0.00
Parks	1,531,501	1,915,850	3,415,250
FTE	5.00	6.00	6.00
Pool	549,352	441,850	1,118,025
FTE	6.25	6.00	7.00
Streets	3,456,076	5,082,375	12,039,525
FTE	10.00	10.00	10.00
Fleet Maintenance	221,384	248,100	551,550
FTE	2.00	2.00	2.00
Street Lighting	227,154	192,400	406,725
FTE	0.00	0.00	0.00
Airport Operations			

Airport-Operations	1,719,002	1,602,000	3,012,500
FTE	6.00	6.00	6.00
Airport-FAA Grants	5,828,799	1,160,675	10,391,675
FTE	0.00	0.00	0.00
Parking	91,682	133,350	243,000
FTE	1.00	1.00	0.50
Wastewater-Collections	2,601,269	4,164,075	7,646,950
FTE	9.00	9.00	8.50
Wastewater-Treatment	3,640,739	17,882,000	48,957,850
FTE	5.00	6.50	6.00
Water-Operations	5,555,222	7,671,350	13,451,625
FTE	13.00	13.50	13.50
Water-Utility Billing	1,154,426	1,251,500	2,596,675
FTE	10.00	10.00	10.00
Water-Geothermal	133,106	429,975	1,368,175
FTE	0.00	0.00	0.00
Downtown Maintenance District	115,825	159,425	291,025
FTE	0.00	0.00	0.00
Economic Development	409,410	515,300	860,800
FTE	0.00	0.00	0.00
BINET	13,857	16,975	36,000
FTE	0.00	0.00	0.00
Veteran's Memorial	2,327	4,675	6,450
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit or Program	60,697,089	50,187,450	56,794,300
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>98,754,247</b>	<b>105,210,550</b>	<b>189,648,975</b>
<b>Total FTE</b>	<b>144.35</b>	<b>157.10</b>	<b>158.20</b>

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

The City has moved to a biennial budget. The Wastewater Fund will take out \$38,000,000 in debt to finance the new treatment plant. \$4,000,000 will also be transferred from the Capital Projects Fund to the Wastewater Fund for additional funding. Capital expenditures for the treatment plant are budgeted at \$43,300,000 for this biennium.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2017-2018	Rate or Amount Imposed This Year 2018-2019	Rate or Amount Approved Next Biennium 2019-2021
Permanent Rate Levy (rate limit 5.4423 per \$1,000)	5.4423	5.4423	5.4423
Levy For General Obligation Bonds	255,000	220,000	455,000

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$3,971,113	\$0
Other Bonds	\$6,799,973	\$0
Other Borrowings	\$4,178,472	\$19,004,459
<b>Total</b>	<b>\$14,949,558</b>	<b>\$19,004,459</b>

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

## FORM LB-50 2019-2020

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 6/27/19  
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— Dollar Amount	
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		225,000.00
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)..... 5c		225,000.00

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000..... 6	
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	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

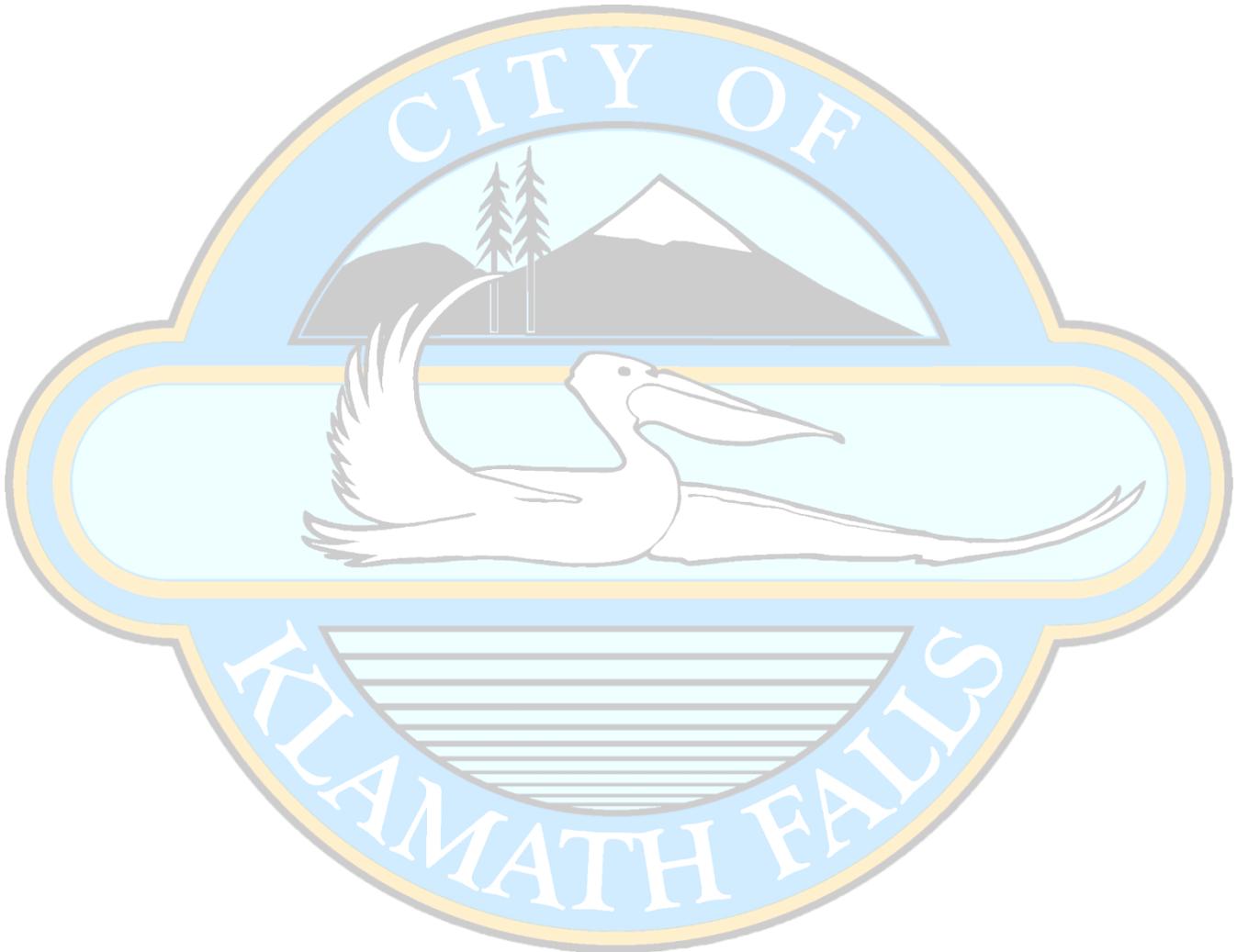
\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\* The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

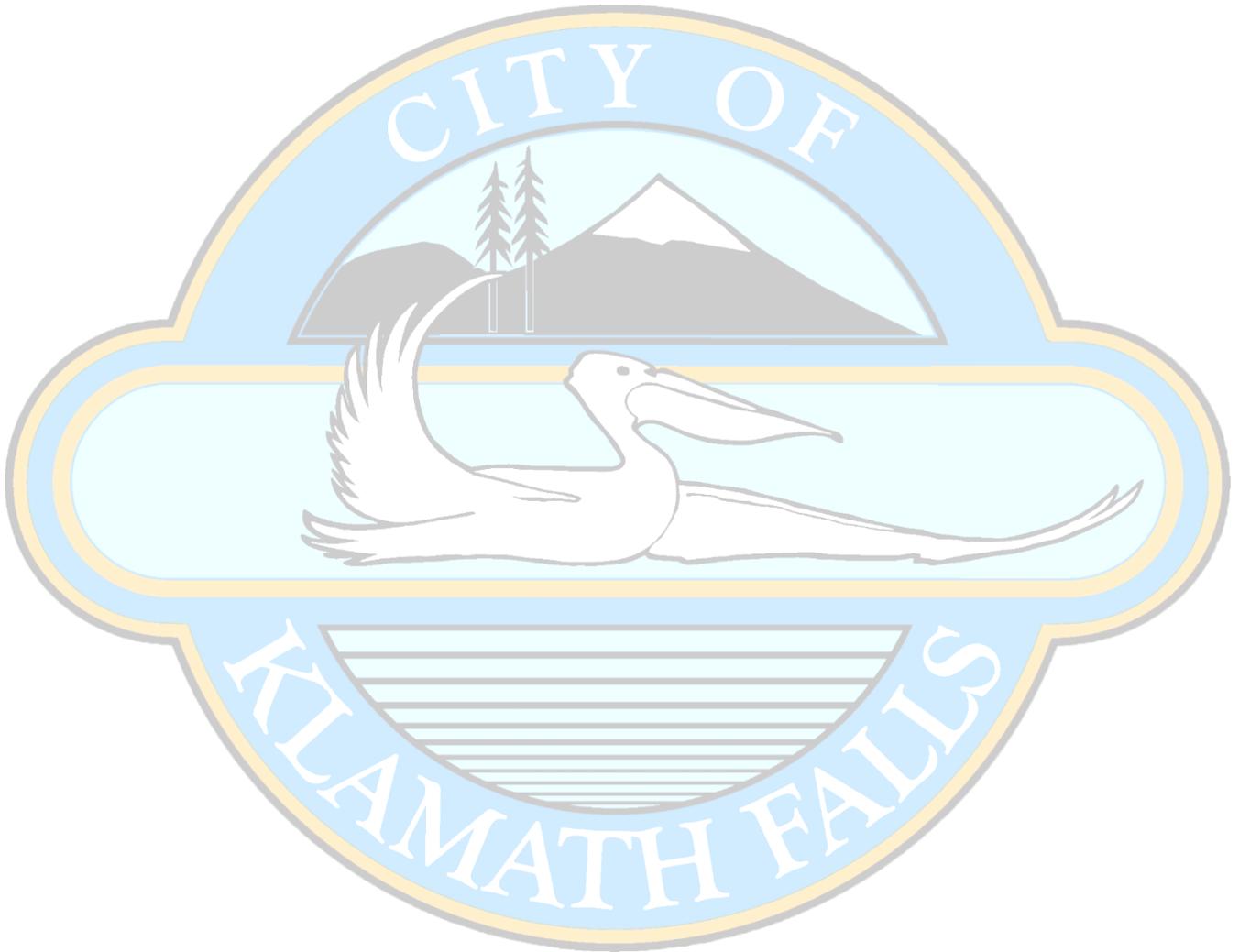
150-504-073-7 (Rev. 11-18)

Form LB-50 (continued on next page)

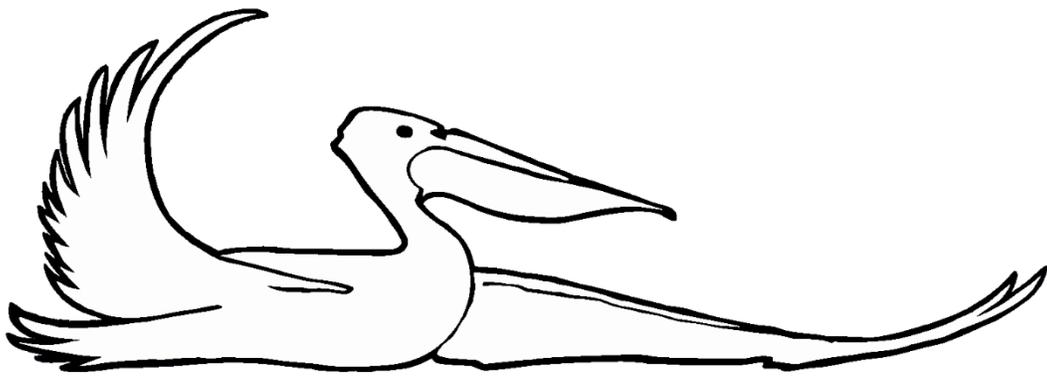
(see the back for worksheet for lines 5a, 5b, and 5c)  
**File with your assessor no later than JULY 15, unless granted an extension in writing.**



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**City of Klamath Falls**  
2019-2021 Budget

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