



# City Of Klamath Falls



## 2023-2025 Budget



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## **Vision**

The City of Klamath Falls is a united community with healthy, welcoming neighborhoods where citizens aspire to *live, thrive, and enjoy* the quality of life afforded by our surroundings, opportunities, and values.

## **Mission Statement**

The City of Klamath Falls drives community engagement, local beautification, and economic opportunities.

## **City Council's Goals and Objectives**

The City of Klamath Falls' vision represents a goal for the community that the City Council and Staff hope to accomplish soon. To create a community where citizens can *live, thrive, and enjoy*, City Council and Staff have assembled a plan of strategies and goals to guide the community's continued pursuit toward achieving the City's vision.

City Council's City-wide goals guide Staff in implementing policies and focusing resources. They are high level focus areas that allow Staff to develop measurable goals under those areas. These focus areas guide Staff in developing future budgets, allocating resources, and developing policies. The focus areas are as follows:

- Citizens feel safe and secure in their homes and public areas.
- Interactions with the City will be professional with customer service as our top priority.
- Economic Viability - Provide an environment where businesses can thrive, and economic opportunities are fostered to provide for the long-term economic viability of the community.
- Infrastructure - Provide the necessary infrastructure in a manner and means to allow our citizens to prosper.
- Proactively work to increase efficiency in service delivery. Work with the County to eliminate unnecessary duplication and partner where appropriate to provide greater value to our citizens.

## Klamath Falls, Oregon Profile

The urban growth area of Klamath Falls accommodates approximately 45,000 residents, which includes 22,000 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:**

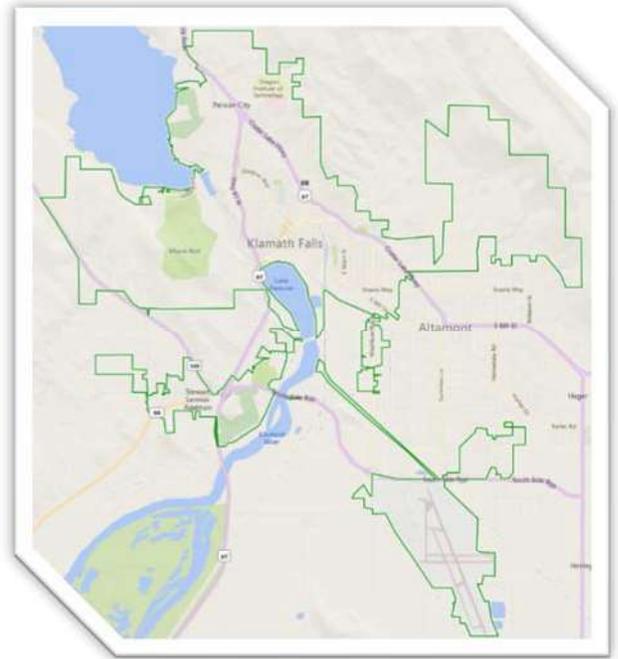
The City is served by Burlington Northern-Santa Fe Railroad, Union Pacific Railroad and Amtrak.

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 certificates, associate's, bachelor's, and master's degree programs. OIT serves approximately 4,913 at the Klamath Falls campus as of Fall 2022. 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 5,030 unique individuals during the 2021-22 academic year.

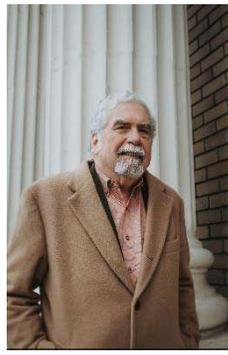
The City's relationship with the 173<sup>rd</sup> Fighter Wing of the Air National Guard is very positive, and we are confident of the Guards' continued and enhanced mission in Klamath Falls.



## Elected Officials



Carol Westfall  
Mayor



Phil Studenburg  
Ward I



Mika Blain  
Ward II



Terra Russo  
Ward III



Abbie  
McClung  
Ward IV



Kelsey Wendt  
Ward V

## Appointed Officials



Jonathan Teichert  
City Manager

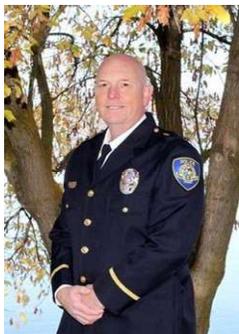


Mike Swanson  
City Attorney



Nathan Radcliff  
Judge

## City Directors



Rob Dentinger  
Chief of Police



Iain Vasey  
Development  
Services Director



Jessica Lindsay  
Finance Director

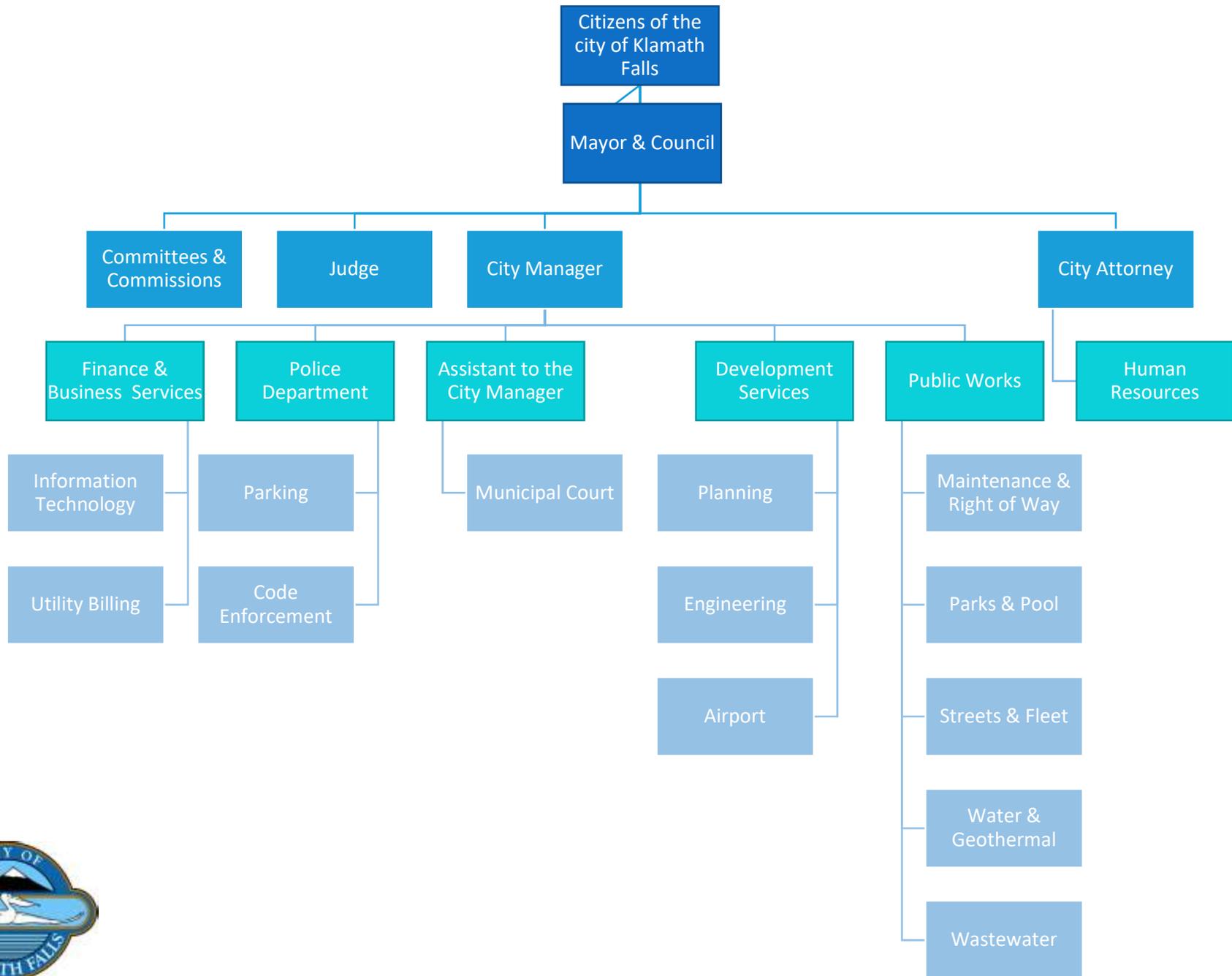


Mark Willrett  
Public Works  
Director

## Budget Committee

- Mike Angeli
- Andrew Biggs
- Kathy Poppe
- Bob Millard
- Richard Rico

# Organization Chart





## **Office of the City Manager**

Honorable citizens of Klamath Falls, City Council and Budget Committee,

In accordance with ORS 294.403 and the City Charter, I respectfully submit a proposed budget for the 2023 to 2025 biennium. The City's budget is a comprehensive plan built on conservative financial principles that encompasses the Council's goals for providing services to meet the needs of our citizens and visitors. The City's total proposed appropriations for the upcoming biennial budget are \$182,721,275.

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 gain.

Over the last several years, driven by revenues that have not kept up with growth in costs, the City reduced the number of employees and resources spent in these support areas. While we strive to be efficient, these past consolidations do impact our ability to support Council initiatives and citizen requests. 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.

Rapidly changing technologies and best practices from communities continue to drive change in this area. Tyler Technology, the City's ERP business management software, still has areas that fail to provide efficiencies. Having outlived its usefulness, it is time to upgrade the software to a newer version. This biennial budget includes money to do that. This budget includes response management software that will allow better communications with our citizens. Staff continues to research appropriate software to address the widest range of City issues. Other smaller software deployments are also being used throughout the City to improve efficiency.

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 another round of façade improvement/change of use grants, Planter Strip Improvement Grants, and our popular security camera program. The City has received increased requests for economic development support. Staff have proposed setting aside \$300,000 dedicated solely to economic development support. We have included money to support workforce housing needs and blight removal efforts. There are funds and corresponding grant revenue associated with industrial site inventory and transportation and growth management.

## **Budget Proposal**

The City continues to operate under a soft hiring freeze, essentially requiring a City Manager review prior to filling 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.

## **Personnel**

Personnel Services account for a large share of total expenditures at \$38,771,200. This includes salaries, overtime, and associated fringe benefits such as Social Security PERS retirement, health and life insurance, VEBA and unemployment. Healthcare costs increases have been quite low for the last several years. However, the industry standard is a 5% increase per year, which is what was used for this biennial budget.

The proposed budget anticipates 159.9 full-time equivalents (FTE). This is a decrease of three positions from the current budget. With increasing pressures in several areas, we have added some additional part-time help. As workloads increase, the use of technology will help alleviate staffing issues and aid our citizens with response times.

## **Capital Outlays**

Capital Outlay is the acquisition or improvement of a long-term asset. This includes roads, equipment, or buildings. In total, there is \$64,840,650 budgeted for capital projects in this biennium, by far the largest expenditure. The Wastewater treatment plant upgrade is the largest of our capital projects. This is primarily funded with state revolving loan funds. The Airport taxiway F and Runway 7/25 projects receive 93.75% funding from the FAA. The Water Center Reservoir replacement project is a \$12,000,000 project with \$6,000,000 occurring in this biennium. This

project will be funded primarily with reserve funds, but some loan funds will be needed. The \$3,000,000 Water 6<sup>th</sup> Street Booster project will be funded with reserves. The Washburn Way and Shasta Way repairs will span three biennia. For this biennium, most of the funding will be funded with Surface Transportation Block Grants.

### **Long Range Planning**

The City uses a 10-year model to analyze projected expenditures and revenues. Our planning also includes maintaining larger capital investments into Streets, Water, and Wastewater. 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. With capital construction costs climbing rapidly in addition to stricter standards, the plant's costs are also rising. Developing a plan to extract ourselves from the river in an acceptable manner to the community is essential. Ultimately, we would love to be able to provide this resource to our agricultural community. DEQ has numerous hurdles to clear to make that a reality. The City may reconsider the rate increases proposed back in 2009, that the City placed on hold due to uncertainty about the plant.

### **Revenue**

Property Taxes for the proposed FY 23/25 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 \$18,233,225. When compared to the combined previous two fiscal year estimates, the increase is 5%. Home costs have increased dramatically in the past year, as have commercial property values. We anticipate that slowing as mortgage rates rise but will continue to use a conservative approach to revenue estimating.

Intergovernmental Revenues include State Shared Revenue, Hotel/Motel Tax and grants from other governmental agencies such as the County, State, or Federal Government. Intergovernmental estimates for this budget are \$26,253,325, which is an 11% decrease over the previous adjusted biennial budget. This is primarily due to the State and Local Fiscal Recovery Funds received in the previous biennium. Other intergovernmental revenues are for grants as follows: Development Services \$160,000, Parks/Pool \$102,200; Streets \$3,855,450; and Airport \$14,578,925.

Franchise Fees are imposed on private utility and telecommunication companies for the privilege of using public rights-of-way in the community. The fees are typically based on a percentage of gross revenues. Fee estimates increased 36% for this biennium budget. Changes include a 5% increase in Wastewater, 5% increase in Water, 20% increase in Pacific Power, 8% increase in Avista, 4% increase in Waste Management, 2% decrease in Charter Cable, and 4% decrease in other communications.

## **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 and adds nearly \$3 million to the projected shortfall. Determining separate revenue sources for these smaller funds is essential if maintaining the current level of services desired.

## **Conclusion**

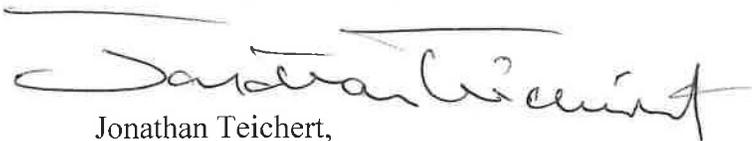
The City of Klamath Falls is facing an unsure future as we experience additional demands for services and volatile revenue streams. As is the case with many local governments, the City is heavily reliant upon State and Federal revenue sources, with limited opportunities to increase revenues locally. It will be imperative that the City continues efforts to maximize cost containment and cost recovery as well as pursue alternative revenue sources.

At this time, the national census is that the economy will be in recession by the end of 2023 to early 2024. The full impact of the economic downturn is unknown, and we realize that this budget will likely be amended several times throughout the fiscal year. While the City of Klamath Falls is no stranger to uncertain revenue streams, we must face a new reality regarding our local economy and budget.

While we have taken strong steps in the past few years, PERS, healthcare and capital construction increases will continue to drive changes for the City. Staff will continue to analyze and investigate opportunities to improve our community. This may mean that 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.

The City of Klamath Falls biennium budget process is an organization-wide project that requires significant work on the part of staff. I would like to thank all staff, managers, department heads, and especially Finance Director Jessica Lindsay for their outstanding work on the FY 23-25 Municipal Budget.

Respectfully submitted,



Jonathan Teichert,  
**City Manager**

## Schedule of Budget Events

Notice of Budget Committee Meeting Published	May 15, 2023 May 15, 2023 (web)
Proposed Budget to Committee	May 16, 2023
Budget Committee Meeting	May 24, 2023
Notice of Budget Hearing and Financial Summary Published	June 14, 2023
Budget Hearing and Adoption	June 20, 2023
<p>* The notice may be published in the newspaper 5-30 days prior to the hearing if it is also published on the City’s website at least 10 days prior to the meeting. The newspaper ad published must include a 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>	

## 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.

**Changes after adoption:**

**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.

## 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 \$47 million between the LGIP and the Oregon Local Government Intermediate Fund (OLGIF). The current LGIP rate is 3.10%. Funds held in other investments are approximately \$28 million. These investments earn an average of 2.35%. The budget is based on 2.00% of earnings in the first year and 1.50% the second. 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 Finance and Business 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 \$35,000 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 2.1% effective January 1, 2024. We have estimated a 5% increase for January 1, 2025 as this is the industry average.

PERS rates change July 1<sup>st</sup> every odd year. Tier 1 & Tier 2 employer contributions increased from 20.34% to 21.23% of eligible salary, an increase of 3.38%. Oregon Public Service Retirement Plan (OPSRP) for Police personnel increased from 17.88% to 19.65% of eligible salary, an increase of 6.86%. And finally, OPSRP for non-Police personnel increased from 17.88% to 19.65% of eligible salary, an increase of 7.41%. The PERS deficiency is a major contributor to rising costs for all public entities in Oregon.

Teamsters – The City is currently negotiating the Teamsters contract which should begin July 1, 2023. A classification and compensation study was recently completed. Based on this study, employees covered by this contract are currently budgeted to receive a salary increase of 2.5% for 2024 and 3% for 2025. Step increases average 2%. For the Teamsters medical plan, we have estimated a 2% increase in January 2024 and 3.00% increase for January 2025. The Teamsters medical premiums are not available until late fall. The current split is 10/90.

AFSCME – The City is currently negotiating the AFSCME contract which should begin July 1, 2023. A market analysis is currently in process. Based on preliminary data, we estimated a range increase of 6% for 2024 and 3% for 2025. Step increases average 2%. The premium split is currently at 16/84 and we have budgeted a 17/83 for January 2024 and 18/82 for January 2025.

Non-represented - Non-represented employees are on the same grade/step system as AFSCME but are 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. Again, this averages 8% for the budget years. In this budget, the non-represented employees continue to have a higher deductible and a 20/80 split.

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

DEPARTMENT	2019 - 2020		2020 - 2021		2021 - 2022		2022 - 2023		2023 - 2024	2024 - 2025
	Budget	Actual FYE May 1, 2020	Budget	Actual FYE May 1, 2021	Budget	Actual FYE May 1, 2022	Budget	Actual FYE May 1, 2023	Proposed	Proposed
01 Municipal Court	2.20	2.14	2.20	2.13	2.20	2.13	2.20	2.13	2.20	2.20
02 City Administration	6.00	6.00	6.00	6.00	7.00	5.00	7.00	5.00	5.00	5.00
05 Finance	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50
06 Human Resources	3.50	2.00	3.50	3.00	2.00	2.00	2.00	2.00	2.00	2.00
07 Information Technology	4.00	4.00	4.50	4.00	5.00	5.00	5.00	5.00	5.00	5.00
09 P.W. Administration	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
10 Development Services	9.50	9.00	9.50	9.50	10.50	8.00	11.00	10.00	11.00	11.00
11 Police	43.50	40.00	43.50	42.50	43.50	41.50	43.50	44.50	44.50	44.50
13 Legislative	1.00	1.00	1.00	1.00	1.70	1.70	1.70	1.70	1.70	1.70
14 Maintenance	10.00	9.00	10.00	10.00	10.00	9.00	10.00	9.00	10.00	10.00
30 Airport	6.00	6.00	6.00	6.00	6.00	6.00	6.00	5.00	5.00	5.00
40 Parks	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
41 Pool	7.00	6.50	7.00	7.60	8.20	7.20	8.20	8.20	7.50	7.50
50 Street Maintenance	10.00	10.00	10.00	10.00	10.00	-	10.00	10.00	10.00	10.00
51 Vehicle Maintenance	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
60 Parking	0.50	0.50	0.50	0.50	0.50	0.50	0.50	-	0.50	0.50
81 Wastewater Collections	8.50	8.00	8.50	8.50	8.50	8.50	8.50	7.50	8.50	8.50
82 Wastewater Treatment	6.50	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
85 Water	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50	13.50
86 Utility Billing	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
<b>TOTAL</b>	<b>161.20</b>	<b>153.14</b>	<b>161.20</b>	<b>159.73</b>	<b>162.10</b>	<b>143.53</b>	<b>162.60</b>	<b>157.03</b>	<b>159.90</b>	<b>159.90</b>

One FTE is calculated to work 2080 hours annually.

## Description of Budgeted Categories Resources

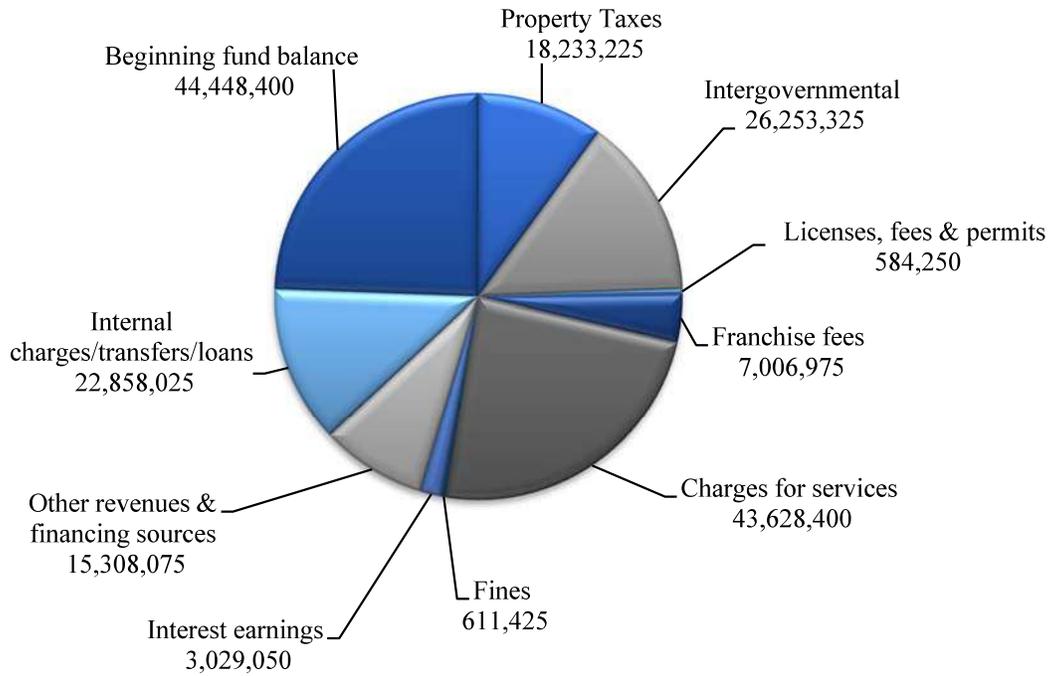
Resources	Description of Budgeted Categories
<b>Net Working Capital</b>	The sum of cash balance, accounts receivable expected to be realized during the ensuing year, inventories, supplies, and prepaid expenses less current liabilities, carried forward from the previous year.
<b>Taxes</b>	Includes direct marijuana taxes and property taxes. Beginning with fiscal year 1998, the City of Klamath Falls has had a permanent property 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.

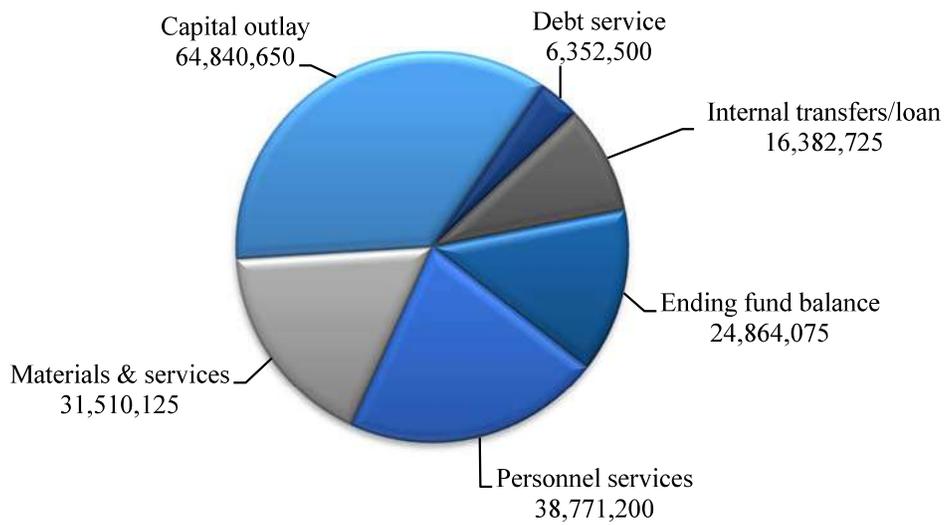
# Resources & Requirements Comparison

RESOURCES: \$182,721,275

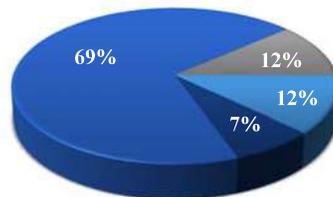


## Resources & Requirements Comparison

REQUIREMENTS: \$182,721,275



### Personnel Services



■ Salaries ■ Health Insurance ■ PERS ■ Other Benefits

## Schedule of Net Working Capital 5 Year History/ 2 Year Projection

Fund						PROJECTED	
	7/1/2018	7/1/2019	7/1/2020	7/1/2021	7/1/2022	7/1/2023	7/1/2024
<b>General Fund</b>	11,267,479	13,742,894	14,696,333	16,608,398	17,637,092	8,078,850	3,194,300
<b>Airport</b>	566,172	1,824,855	795,189	2,477,548	3,010,942	2,029,325	1,573,925
<b>Parking</b>	43,289	23,294	71,381	114,515	157,847	87,775	400
<b>Downtown Maint. Dist (1)</b>	34,977	24,095	16,902	37,599	19,109	-	-
<b>Economic Development</b>	125,554	320,624	355,830	379,326	193,219	41,800	2,175
<b>Capital Projects</b>	14,967,050	15,040,328	15,148,317	15,234,703	15,310,063	15,346,850	15,414,000
<b>Escrow Reserve</b>	7,460,448	9,128,839	8,896,073	8,216,112	9,017,536	6,542,175	7,053,475
<b>Debt Service</b>	19,304	29,538	42,053	40,065	42,469	34,950	28,350
<b>Wastewater</b>	9,967,384	10,289,424	12,946,251	11,530,577	8,833,302	7,039,350	10,009,700
<b>Water</b>	5,850,052	6,074,620	6,574,591	8,530,410	10,790,144	5,013,500	1,354,575
<b>BINET</b>	45,091	70,903	82,875	85,177	75,191	65,250	55,275
<b>Veterans Memorial (2)</b>	156,088	159,508	163,663	166,152	169,204	168,575	172,050
<b>Total</b>	<b>50,502,889</b>	<b>56,728,920</b>	<b>59,789,457</b>	<b>63,420,581.56</b>	<b>65,256,118</b>	<b>44,448,400</b>	<b>38,858,225</b>

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

1 – The Downtown Maintenance District Fund was incorporated into the General Fund in FY 23-24

2 – Veteran's Memorial Fund is an Agency fund. Funds are not available for City use.

## Schedule of Transfers

<u>TRANSFER OUT</u>	<u>TRANSFER IN</u>							
	General Fund	Spring Street Urban Renewal (1)	Airport Fund	Parking District Fund	Economic Development Fund	Wastewater Fund	Water Fund	<b>TOTAL</b>
General Fund	-	-	-	80,000	420,000	-	-	<b>500,000</b>
Capital Projects Fund	-	-	-	-	-	7,000,000	5,000,000	<b>12,000,000</b>
Escrow Reserve Fund	-	485,000	-	-	405,000	645,100	-	<b>1,535,100</b>
Water Fund	1,407,750	-	919,875	-	-	-	-	<b>2,327,625</b>
BINET Fund	20,000	-	-	-	-	-	-	<b>20,000</b>
<b>TOTAL</b>	<b>1,427,750</b>	<b>485,000</b>	<b>919,875</b>	<b>80,000</b>	<b>825,000</b>	<b>7,645,100</b>	<b>5,000,000</b>	<b>16,382,725</b>

1 - Inter-fund loan

## Major Capital Projects Budgeted

	2023-2024	2024-2025	Total
<b>Airport</b>			
Runway 7/25	\$ 500,000	\$ 6,500,000	\$ 7,000,000
Taxiway F	2,945,550	7,936,300	10,881,850
<b>General Fund</b>			
Moore Park Water Line & Parking Lots	525,000	-	525,000
Chip Seal Program	375,000	175,000	550,000
Main & E Main Intersection Improvements	1,300,000	-	1,300,000
Portland St / CLP Quiet Zone	575,000	-	575,000
Washburn Way/ Shasta Way Repairs	2,000,000	1,000,000	3,000,000
2019 All Roads Transportation Safety	-	715,875	715,875
Sweeper	-	630,000	630,000
<b>Wastewater Fund</b>			
California Pump Station Rehabilitation	720,000	720,000	1,440,000
Vactor Truck	-	500,000	500,000
Treatment Plant Upgrade	12,000,000	8,000,000	20,000,000
<b>Water Fund</b>			
6th St Booster Replacement	1,000,000	2,000,000	3,000,000
Arthur, Alva, Bisbee, Crest Main Replacement	550,000	600,000	1,150,000
Center Reservoir Replacement	3,000,000	3,000,000	6,000,000
Homedale 8" Main Replacement	500,000	-	500,000
Moyina Heights Distribution Improvements	1,000,000	-	1,000,000
Source Water Development	-	1,150,000	1,150,000
Pine/North 8th St. Goethermal Replacement	100,000	400,000	500,000
<b>Total Major Capital Projects (\$500,000 or Greater)</b>	<b><u>\$ 27,090,550</u></b>	<b><u>\$ 33,327,175</u></b>	<b><u>\$ 60,417,725</u></b>

## Budget Summary All City Funds Combined

	Actual 2018-19	Actual 2019-21	Budget 2021-23	Proposed 2023-25	Approved 2023-25	Adopted 2023-25	% Change from Prior Budget
<b>RESOURCES</b>							
Property Taxes	7,647,237	16,245,957	16,871,600	18,233,225	18,233,225	18,233,225	8.1%
Other Taxes	-	627,160	874,875	760,125	760,125	760,125	-13.1%
Special assessments	10,898	22,465	-	-	-	-	0.0%
Intergovernmental	6,334,023	15,924,241	29,558,450	26,253,325	26,253,325	26,253,325	-11.2%
Licenses, fees & permits	192,974	581,580	501,275	584,250	584,250	584,250	16.6%
Franchise fees	2,809,670	5,622,213	5,567,950	7,006,975	7,006,975	7,006,975	25.8%
Charges for services	17,041,096	35,379,271	36,367,650	43,628,400	43,628,400	43,628,400	20.0%
Fines	360,436	681,044	696,150	611,425	611,425	611,425	-12.2%
Interest earnings	2,066,822	2,628,904	1,546,150	3,029,050	3,029,050	3,029,050	95.9%
Other revenues & financing sources	4,326,438	10,061,366	36,470,000	15,308,075	15,308,075	15,308,075	-58.0%
Combined Revenues from Operations	40,789,594	87,774,202	128,454,100	115,414,850	115,414,850	115,414,850	-10.2%
Internal charges/transfers/loans	6,193,177	10,043,330	9,928,800	22,858,025	22,858,025	22,858,025	130.2%
Beginning fund balance	50,502,886	56,728,920	63,420,575	44,448,400	44,448,400	44,448,400	
Total Resources:	97,485,658	154,546,452	201,803,475	182,721,275	182,721,275	182,721,275	-9.5%
<b>REQUIREMENTS</b>							
Personnel services	14,400,158	31,345,837	38,824,875	38,771,200	38,771,200	38,771,200	-0.1%
Materials & services	11,370,417	23,145,342	27,078,800	31,510,125	31,510,125	31,510,125	16.4%
Capital outlay	10,436,110	28,637,267	79,446,325	64,840,650	64,840,650	64,840,650	-18.4%
Debt service	1,449,427	2,774,093	5,837,025	6,352,500	6,352,500	6,352,500	8.8%
Sub-total	37,656,112	85,902,539	151,187,025	141,474,475	141,474,475	141,474,475	-6.4%
Internal transfers/loan	3,100,625	5,223,332	6,156,100	16,382,725	16,382,725	16,382,725	166.1%
Ending fund balance	56,728,920	63,420,582	44,460,350	24,864,075	24,864,075	24,864,075	
Total Requirements:	97,485,658	154,546,452	201,803,475	182,721,275	182,721,275	182,721,275	-9.5%

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

## General Fund

The General Fund accounts for the 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.

Total Resources:	\$ 54,523,525
Appropriated:	\$ 53,327,275
Reserved:	\$ 1,196,250
Total Requirements:	\$ 54,523,525

### GENERAL FUND RESOURCES

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Resources:</b>						
Net working capital	\$ 11,267,479	\$ 13,742,894	\$ 16,608,400	\$ 8,078,850	\$ 8,078,850	\$ 8,078,850
Property Taxes previously levied	377,737	705,406	573,700	477,075	477,075	477,075
Other Taxes	-	627,160	874,875	760,125	760,125	760,125
Special assessment	10,898	22,465	-	-	-	-
Intergovernmental	3,773,233	5,955,505	14,791,600	10,928,150	10,928,150	10,928,150
Licenses, fees & permits	151,201	481,898	387,450	444,325	444,325	444,325
Franchise fees	2,809,670	5,622,213	5,567,950	7,006,975	7,006,975	7,006,975
Charges for services	467,728	828,926	879,525	1,225,875	1,225,875	1,225,875
Fines & forfeitures	311,365	590,534	606,550	523,225	523,225	523,225
Investment income	686,467	871,206	487,175	764,200	764,200	764,200
Internal charges for services	2,695,418	5,579,123	5,887,475	6,030,350	6,030,350	6,030,350
Other revenues	115,065	739,440	785,950	190,200	190,200	190,200
Other financing sources	1,025,269	1,383,740	1,246,050	1,427,750	1,427,750	1,427,750
<b>Total resources except taxes levied:</b>	<b>23,691,529</b>	<b>37,150,511</b>	<b>48,696,700</b>	<b>37,857,100</b>	<b>37,857,100</b>	<b>37,857,100</b>
Property Taxes necessary to balance	-	-	15,264,125	16,666,425	16,666,425	16,666,425
Property Taxes collected in year levied	6,666,821	14,486,249	-	-	-	-
<b>Total resources:</b>	<b>\$ 30,358,350</b>	<b>\$ 51,636,760</b>	<b>\$ 63,960,825</b>	<b>\$ 54,523,525</b>	<b>\$ 54,523,525</b>	<b>\$ 54,523,525</b>

# General Fund Municipal Court

**Appropriated: \$486,575**

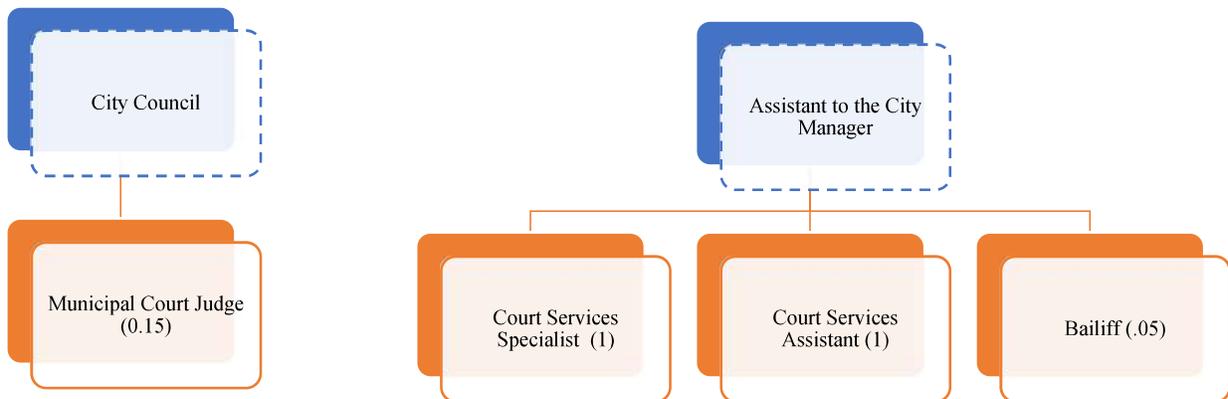
**Description:** The Municipal Court Division of the General Fund handles the legal processing of City code offenses as well as traffic and parking citations issued by the City’s Police Department and Code and Parking Enforcement officers. Court staffing budgeted within this Division consists of a part-time Municipal Court Judge appointed by City Council, one Part-Time Police Officer as Court bailiff, 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 Assistant to the City Manager, two Municipal Clerks are responsible for all Court processes, including traffic, parking and code violation arraignments, bench trials, and compliance court.

**Budget Comments:** With a more powerful technological inventory, and a selection of highly skilled clerks, the Municipal Court sets the standard across the state for streamlined case management, which has helped increase court attendance by 50-75%. However, with an increase in court attendance comes a need for court room security. A hired bailiff will help create a calm and collected atmosphere in court while maintaining a safe environment for other attendees, the judge, and city staff.

**Position Details**

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	2.20	2.20	2.20	2.20	2.20	2.20
Actual FTE	2.14	2.13	2.13	2.13		

**Organizational Chart**



General Fund / Municipal Court Division

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
Requirements:						
Personnel Services						
Salaries	\$ 148,040	\$ 286,461	\$ 267,425	\$ 294,325	\$ 294,325	\$ 294,325
Benefits	48,965	107,388	140,000	128,600	128,600	128,600
Personnel services total:	197,005	393,849	407,425	422,925	422,925	422,925
Materials & Services						
Professional service contracts	3,207	12,222	15,225	15,900	15,900	15,900
Maintenance & repairs	7,007	17,742	21,550	22,875	22,875	22,875
Insurance	651	1,351	1,625	1,925	1,925	1,925
Communications	2,919	7,106	8,275	7,175	7,175	7,175
Advertising	-	-	200	-	-	-
Travel & training	3,716	3,187	7,600	7,600	7,600	7,600
Supplies	2,948	5,154	5,825	5,150	5,150	5,150
Non-capital equipment	1,320	2,766	5,050	2,250	2,250	2,250
Other materials & services	201	503	800	775	775	775
Materials & services total:	21,969	50,031	66,150	63,650	63,650	63,650
Total requirements:	\$ 218,974	\$ 443,880	\$ 473,575	\$ 486,575	\$ 486,575	\$ 486,575

## General Fund City Administration

**Appropriated: \$1,885,200**

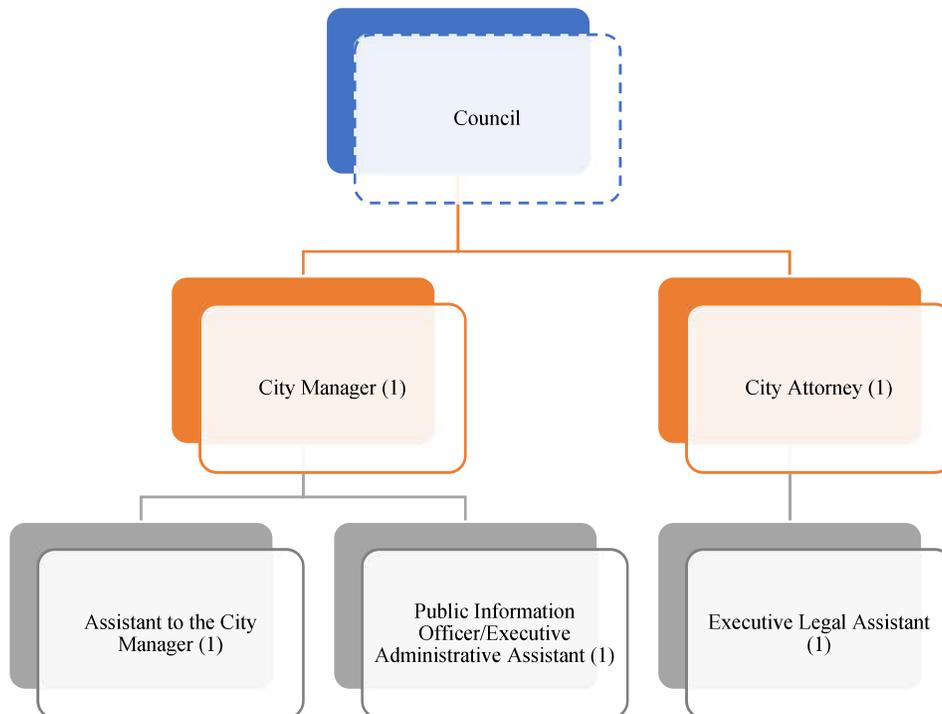
**Description:** The City Administration Department provides oversight and direction to ensure that all departments are responding to City Council goals, applying policy consistently and identifying key issues that need Council direction. In addition to the City Manager, six positions are budgeted in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

**Budget Comments:** The Management Fellow and Management Analyst positions have been removed from the projected FY24/25 budget.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	6.00	6.00	7.00	7.00	5.00	5.00
Actual FTE	6.00	6.00	5.00	5.00		

### Organizational Chart



General Fund / City Administration Department

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 421,138	\$ 901,675	\$ 1,319,225	\$ 1,219,950	\$ 1,219,950	\$ 1,219,950
Benefits	116,685	335,663	547,950	458,050	458,050	458,050
Personnel services total:	537,822	1,237,338	1,867,175	1,678,000	1,678,000	1,678,000
<b>Materials &amp; Services</b>						
Professional service contracts	14,551	13,813	71,325	11,900	11,900	11,900
Maintenance & repairs	13,801	37,317	47,550	72,600	72,600	72,600
Insurance	3,063	6,085	7,500	11,150	11,150	11,150
Communications	4,024	8,245	8,325	7,475	7,475	7,475
Advertising	1,731	3,048	4,750	4,500	4,500	4,500
Travel & training	15,229	16,303	63,775	26,875	26,875	26,875
Supplies	3,464	7,094	8,300	8,325	8,325	8,325
Non-capital equipment	2,822	15,186	11,600	5,000	5,000	5,000
Other materials & services	3,999	11,347	6,400	9,375	9,375	9,375
Materials & services total:	62,685	118,439	229,525	157,200	157,200	157,200
<b>Capital Outlay</b>						
Equipment	-	-	-	50,000	50,000	50,000
Capital outlay total:	-	-	-	50,000	50,000	50,000
<b>Total requirements:</b>	<b>\$ 600,507</b>	<b>\$ 1,355,777</b>	<b>\$ 2,096,700</b>	<b>\$ 1,885,200</b>	<b>\$ 1,885,200</b>	<b>\$ 1,885,200</b>

# General Fund Finance

**Appropriated: \$1,928,425**

**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 cashiering, assessments, lien searches, accounts receivable, accounts payable, payroll, debt management, grant financial reporting, capital asset management, and investment of City funds.

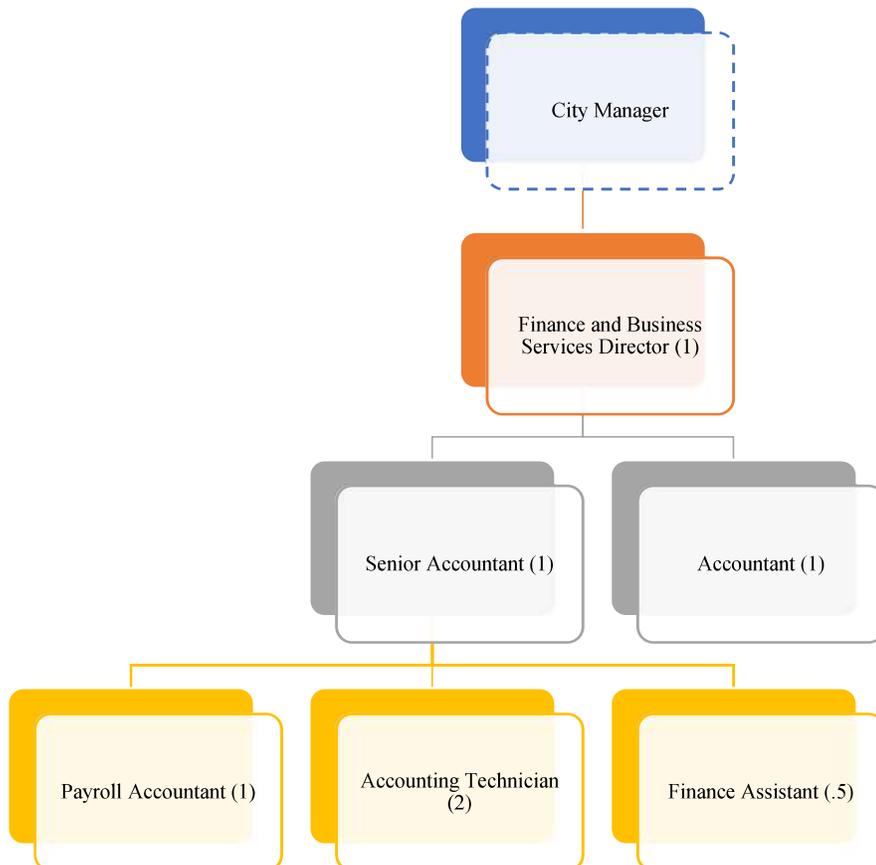
Preparation of fiscal reports, bond sales, rate and fee studies and financial research are all services provided by the Finance Division to other departments and as requested by the City Council and City Manager. Finance is also responsible for the preparation of the annual Budget and the Annual Comprehensive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

**Budget Comments:** Professional service contracts have increased due to the increased cost of audit services. The increase in maintenance & repairs is due to the change in software maintenance costs from switching ERP systems.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	6.50	6.50	6.50	6.50	6.50	6.50
Actual FTE	6.50	6.50	6.50	6.50		

### Organizational Chart



General Fund / Finance Division

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 378,934	\$ 828,618	\$ 932,300	\$ 1,031,800	\$ 1,031,800	\$ 1,031,800
Benefits	158,169	370,946	496,025	383,575	383,575	383,575
Personnel services total:	537,103	1,199,564	1,428,325	1,415,375	1,415,375	1,415,375
<b>Materials &amp; Services</b>						
Professional service contracts	82,152	174,390	173,325	239,575	239,575	239,575
Utilities	4,796	9,640	9,625	14,450	14,450	14,450
Maintenance & repairs	30,434	128,533	113,175	186,000	186,000	186,000
Leases	27,000	54,000	27,000	-	-	-
Insurance	2,279	5,283	6,650	8,875	8,875	8,875
Communications	10,172	19,931	19,850	16,275	16,275	16,275
Advertising	2,590	6,156	6,200	6,900	6,900	6,900
Travel & training	3,715	7,489	14,775	15,750	15,750	15,750
Supplies	4,266	11,106	10,425	10,225	10,225	10,225
Non-capital equipment	9,750	10,236	12,600	12,100	12,100	12,100
Other materials & services	808	20,468	2,400	2,900	2,900	2,900
Materials & services total:	177,963	447,231	396,025	513,050	513,050	513,050
<b>Total requirements:</b>	<b>\$ 715,066</b>	<b>\$ 1,646,795</b>	<b>\$ 1,824,350</b>	<b>\$ 1,928,425</b>	<b>\$ 1,928,425</b>	<b>\$ 1,928,425</b>

## General Fund Human Resources

**Appropriated: \$758,725**

**Description:** The mission of the Human Resources Division is to support the goals and challenges of employees and the City by assisting all divisions and departments and working together across the organization under the direction of the City Attorney.

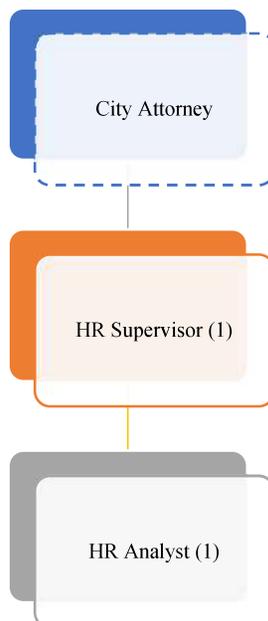
The Human Resources Division promotes a positive work environment characterized by equitable treatment of staff, open communication, personal accountability, trust and mutual respect. Human Resources is responsible for providing a wide range of services to City directors, managers, and employees such 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:** Maintenance and repairs have increased due to NeoGov human resources software that assists with recruiting, onboarding, and performance management of employees.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	3.50	3.50	2.00	2.00	2.00	2.00
Actual FTE	2.00	3.00	2.00	2.00		

### Organizational Chart



General Fund / Human Resources Division

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
Requirements:						
Personnel Services						
Salaries	\$ 287,020	\$ 436,705	\$ 323,975	\$ 377,725	\$ 377,725	\$ 377,725
Benefits	93,457	178,144	195,300	169,875	169,875	169,875
Personnel services total:	380,477	614,850	519,275	547,600	547,600	547,600
Materials & Services						
Professional service contracts	49,782	42,867	74,000	84,050	84,050	84,050
Maintenance & repairs	18,173	27,460	53,900	82,275	82,275	82,275
Insurance	1,246	2,782	2,950	2,450	2,450	2,450
Communications	1,730	3,500	3,850	3,800	3,800	3,800
Advertising	275	1,522	2,000	3,000	3,000	3,000
Travel & training	6,237	13,823	14,000	14,000	14,000	14,000
Supplies	3,341	7,105	9,500	9,000	9,000	9,000
Non-capital equipment	3,882	-	2,200	11,350	11,350	11,350
Other materials & services	1,982	1,977	1,200	1,200	1,200	1,200
Materials & services total:	86,648	101,035	163,600	211,125	211,125	211,125
Total requirements:	\$ 467,124	\$ 715,884	\$ 682,875	\$ 758,725	\$ 758,725	\$ 758,725

## General Fund Information Technology

**Appropriated: \$2,408,150**

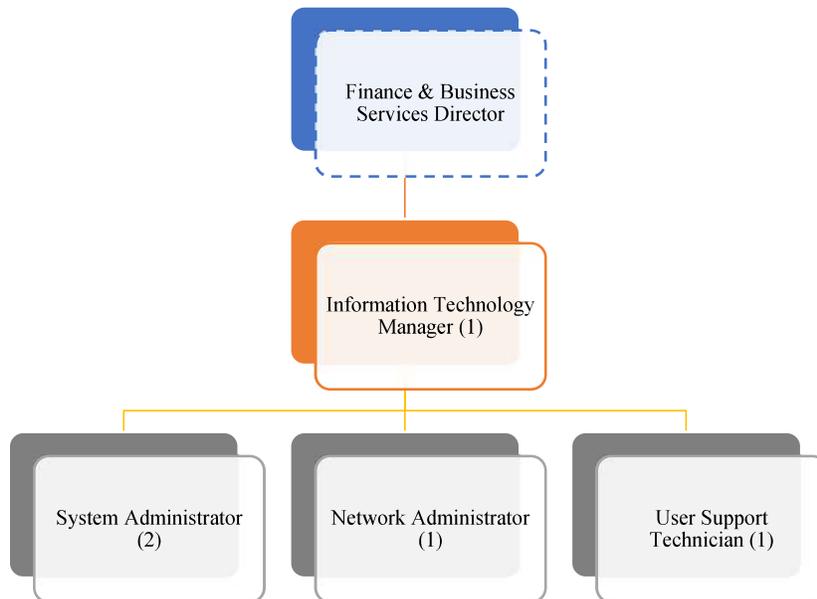
**Description:** The Information Technology Division works with all City departments to make effective use of technology, provide service and support, and ensure the availability and reliability of computer systems. Information Technology manages the enterprise network as well as the underlying infrastructure 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 minimal service interruptions and downtime.

**Budget Comments:** Material and service increases are primarily attributed to price increases in software license renewals.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	4.00	4.50	5.00	5.00	5.00	5.00
Actual FTE	4.00	4.00	5.00	5.00		

### Organizational Chart



**General Fund / Information Technology Division**

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 234,251	\$ 634,648	\$ 879,400	\$ 997,525	\$ 997,525	\$ 997,525
Benefits	66,616	219,448	394,225	389,375	389,375	389,375
Personnel services total:	<u>300,867</u>	<u>854,096</u>	<u>1,273,625</u>	<u>1,386,900</u>	<u>1,386,900</u>	<u>1,386,900</u>
<b>Materials &amp; Services</b>						
Professional service contracts	10,462	98,232	79,050	38,400	38,400	38,400
Maintenance & repairs	89,558	266,725	207,000	317,150	317,150	317,150
Insurance	1,239	2,907	18,300	46,950	46,950	46,950
Communications	28,370	64,386	70,150	75,150	75,150	75,150
Advertising	119	541	1,500	1,500	1,500	1,500
Travel & training	2,393	6,082	23,500	29,500	29,500	29,500
Supplies	2,228	2,450	3,300	5,800	5,800	5,800
Non-capital equipment	6,041	17,325	17,300	20,500	20,500	20,500
Other materials & services	-	313	500	1,300	1,300	1,300
Materials & services total:	<u>140,409</u>	<u>458,962</u>	<u>420,600</u>	<u>536,250</u>	<u>536,250</u>	<u>536,250</u>
<b>Capital Outlay</b>						
Equipment	-	114,318	30,000	-	-	-
Intangible	-	-	468,500	485,000	485,000	485,000
Capital outlay total:	<u>-</u>	<u>114,318</u>	<u>498,500</u>	<u>485,000</u>	<u>485,000</u>	<u>485,000</u>
Total requirements:	<u>\$ 441,276</u>	<u>\$ 1,427,375</u>	<u>\$ 2,192,725</u>	<u>\$ 2,408,150</u>	<u>\$ 2,408,150</u>	<u>\$ 2,408,150</u>

**INFORMATION TECHNOLOGY  
Capital Outlay Schedule  
2023-2025**

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Intangible			
Incode 10 to Munis Cloud ERP Conversion	\$ <u>485,000</u>	\$ <u>-</u>	\$ <u>485,000</u>
Total Information Technology	\$ <u><u>485,000</u></u>	\$ <u><u>-</u></u>	\$ <u><u>485,000</u></u>

## General Fund Public Works Administration

**Appropriated: \$1,172,475**

**Description:** The Public Works Administration Department is comprised of several divisions consisting of: Streets/Vehicle Maintenance, Water/Geothermal, Wastewater/Stormwater, Parks/Pool and Maintenance/Right-of-Way. 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.

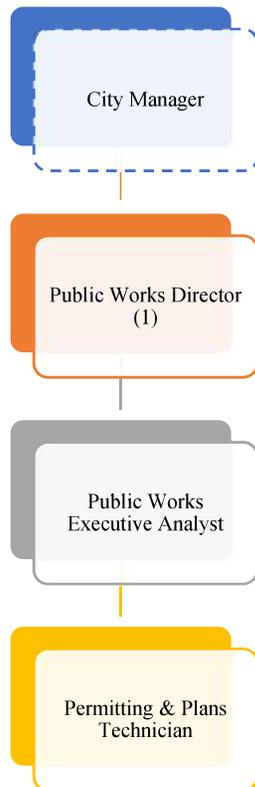
The primary goal of the Public Works Administration Department is to help other divisions within Public Works meet their goals and provide support as necessary. Many of the tasks taken on by Public Works Administration focus long range or broader goals to assist or analyze facets within the various divisions.

**Budget Comments:** Maintenance & repairs have increased due to Daupler response management software maintenance. Small equipment and tools expenditure is to purchase two additional traffic counters.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	3.00	3.00	3.00	3.00	3.00	3.00
Actual FTE	3.00	3.00	3.00	3.00		

### Organizational Chart



General Fund / Public Works Administration Department

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 250,428	\$ 524,271	\$ 581,550	\$ 659,475	\$ 659,475	\$ 659,475
Benefits	115,149	259,907	369,650	308,125	308,125	308,125
Personnel services total:	365,577	784,177	951,200	967,600	967,600	967,600
<b>Materials &amp; Services</b>						
Professional service contracts	12,586	28,084	68,250	40,700	40,700	40,700
Maintenance & repairs	16,075	37,494	71,950	104,925	104,925	104,925
Insurance	1,172	2,754	3,750	4,250	4,250	4,250
Communications	2,116	4,851	5,200	6,600	6,600	6,600
Advertising	927	1,799	1,000	1,000	1,000	1,000
Travel & training	7,020	4,768	13,000	24,000	24,000	24,000
Supplies	5,250	3,879	5,550	5,400	5,400	5,400
Non-capital equipment	2,495	1,952	3,300	17,600	17,600	17,600
Other materials & services	285	979	600	400	400	400
Materials & services total:	47,926	86,561	172,600	204,875	204,875	204,875
Total requirements:	\$ 413,502	\$ 870,738	\$ 1,123,800	\$ 1,172,475	\$ 1,172,475	\$ 1,172,475

## General Fund Development Services

**Appropriated: \$3,551,275**

**Description:** The Development Services Department provides planning, engineering, and business licensing services, allowing for a one-stop-shop to better meet the needs of the public. The Department is responsible for the City's capital projects and current land use development applications, long range planning strategies, and downtown design and preservation. It also prepares and administers plans, policies, and regulations with guidance from Federal and State laws, Administrative Rules and Statutes. The Department provides technical support to the City Council and the Planning Commission. Development Services also serves as the City's interface with State, Regional and Local Economic Development Organizations, and promotes and facilitates all development-related activities related to real estate, housing/community development, commercial development, and economic development.

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

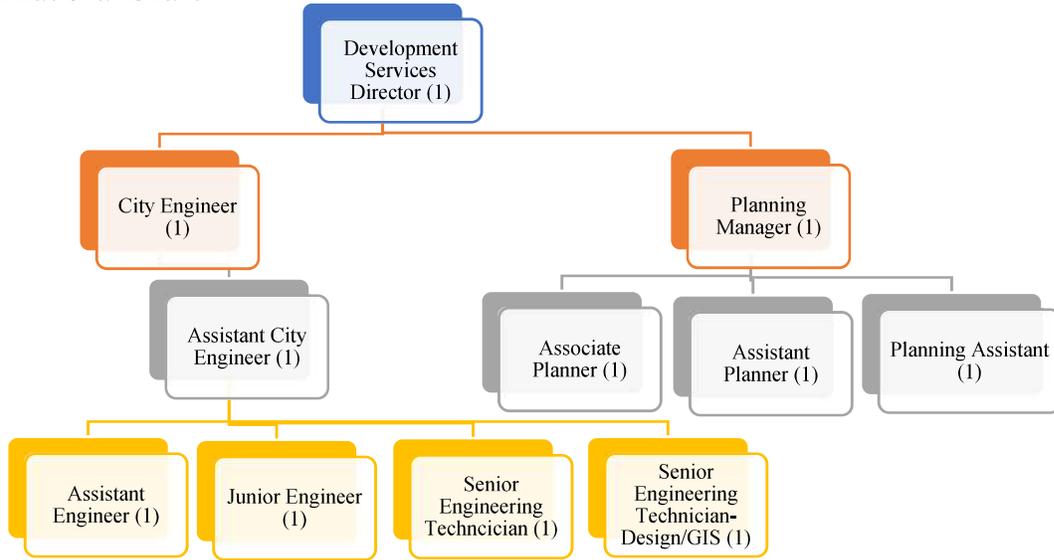
Development Services is also responsible for maintaining the Geographic Information System (GIS), reviewing and maintaining the City's water rights, review and approval of plats, subdivisions, land partitions and other survey related documents.

**Budget Comments:** Additional dollars allocated for the certification of shovel-ready industrial/employment sites and for local financial matches for state grants related to housing and economic development.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	9.50	9.50	10.50	11.00	11.00	11.00
Actual FTE	9.00	9.50	8.00	10.00		

## Organizational Chart



### General Fund / Development Services Department

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 542,473	\$ 1,318,264	\$ 1,725,925	\$ 2,022,475	\$ 2,022,475	\$ 2,022,475
Benefits	170,174	443,618	734,300	731,100	731,100	731,100
<b>Personnel services total:</b>	<b>712,647</b>	<b>1,761,882</b>	<b>2,460,225</b>	<b>2,753,575</b>	<b>2,753,575</b>	<b>2,753,575</b>
<b>Materials &amp; Services</b>						
Professional service contracts	158,874	219,032	308,050	521,500	521,500	521,500
Maintenance & repairs	34,484	69,559	111,950	124,925	124,925	124,925
Insurance	4,119	8,709	10,550	15,175	15,175	15,175
Communications	9,724	21,117	37,000	31,750	31,750	31,750
Advertising	2,109	3,845	6,800	8,150	8,150	8,150
Travel & training	3,364	3,638	21,575	40,850	40,850	40,850
Supplies	10,677	17,953	22,325	23,100	23,100	23,100
Non-capital equipment	8,262	12,648	29,500	30,200	30,200	30,200
Other materials & services	836	697	1,500	2,050	2,050	2,050
<b>Materials &amp; services total:</b>	<b>232,449</b>	<b>357,197</b>	<b>549,250</b>	<b>797,700</b>	<b>797,700</b>	<b>797,700</b>
<b>Capital Outlay</b>						
Equipment	-	8,429	22,500	-	-	-
Vehicles	-	-	12,000	-	-	-
<b>Capital outlay total:</b>	<b>-</b>	<b>8,429</b>	<b>34,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total requirements:</b>	<b>\$ 945,096</b>	<b>\$ 2,127,509</b>	<b>\$ 3,043,975</b>	<b>\$ 3,551,275</b>	<b>\$ 3,551,275</b>	<b>\$ 3,551,275</b>

## **General Fund Police Department**

**Appropriated: \$16,039,075**

**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 2021 and 2022, officers provided law enforcement services to thousands of citizens by responding to, initiating, and/or investigating 83,435 incidents (2021 = 44,181 / 2022 = 39,251). Officers further conducted 11,268 traffic stops (2021 = 5,966 / 2022 = 5,320) to enhance driver compliance with traffic laws, mitigate collisions, decrease property loss, and enhance personal protection. Our mission-based traffic enforcement approach has resulted in an increase in the overall number of traffic stops conducted by 21%. This proved to be effective with a 12% reduction in citations issued and an 8% reduction in vehicle collisions. Through our “Policing with Purpose” policing model, officers conducted 11,393 directed patrols (2021 = 6,556 / 2022 = 4,837) an increase of 121% in proactive police patrols. Officer contacted 4,407 citizens (2021 = 2,322 / 2022 = 2,085) to reduce and prevent criminal behavior in targeted areas with high criminal activity.

To further serve our community, the Klamath Falls Police Department (KFPD) provides investigative services through our Investigations Division and participates on the Klamath County Major Crimes Team. KFPD houses and participates on the Basin Interagency Narcotics Enforcement Team (BINET) to reduce illegal drug use and distribution in Klamath County. The Patrol Division deploys two patrol K9 units to track and apprehend serious offenders 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 is the overall purpose of the Community Service Unit. This unit is comprised of city code and parking enforcement officers who strive to improve the livability of Klamath Falls through proactive education, prevention, and enforcement. This Unit also strives to relieve the workload of sworn officers by handling calls regarding civil issues, traffic complaints, and other minor infractions. The Community Service Unit is committed to maintaining a strong alliance with our citizens and a strong emphasis on addressing livability issues as they arise. Community Service Officers also provide education and resources to better address community concerns, such as homelessness and blight. Our Parking Enforcement Officer assures downtown and city safety with public education and enforcement of parking codes.

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 by volunteering in worthwhile events such as Shop with a Cop, Night to Shine, Citizens Academy, Junior Police Academy and others as they arise.

**Budget Comments:** Klamath Falls Police Department, Klamath County 911, and the Klamath County Sheriff's Office utilize CAD, RMS and jail software through Executive Information Services (EIS). Currently, each agency has their own database and separate environments that communicate at a minimal level through integrations.

In early 2023, Klamath County 911 began a search for a replacement CAD vendor. The existing EIS system is outdated, and EIS does not have plans to modernize or support their software. Klamath County 911 and the Klamath Falls Police Department viewed a number of demonstrations with multiple vendors, Tyler Enterprise met the needs of each agency with CAD and RMS capabilities.

Klamath Falls Police Department and Klamath County 911, in an effort to leverage buying power, contacted each large public safety entity in the county. Klamath Falls Police Department, Klamath County 911, Klamath County Sheriff’s Office and Klamath County Fire District are making efforts to move forward with Tyler Enterprise RMS and CAD software systems.

Klamath Falls Police, Klamath County 911, Klamath County Fire District and Klamath County Sheriff’s RMS and CAD software are only minimally interfaced today and require multiple points of manual data entry. A fully integrated system offers several crucial advantages over today’s disparate systems.

- Reduced manual data entry, minimizing the risk of errors and duplicate records;
- Report-writing and approval process efficiencies, freeing officers to spend more time policing and maximizing resources;
- More accurate, complete situational information available to officers on scene, including advanced GPS mapping, enhancing officer safety;
- A single source of more complete data for analyses, benefitting investigations and internal reporting.

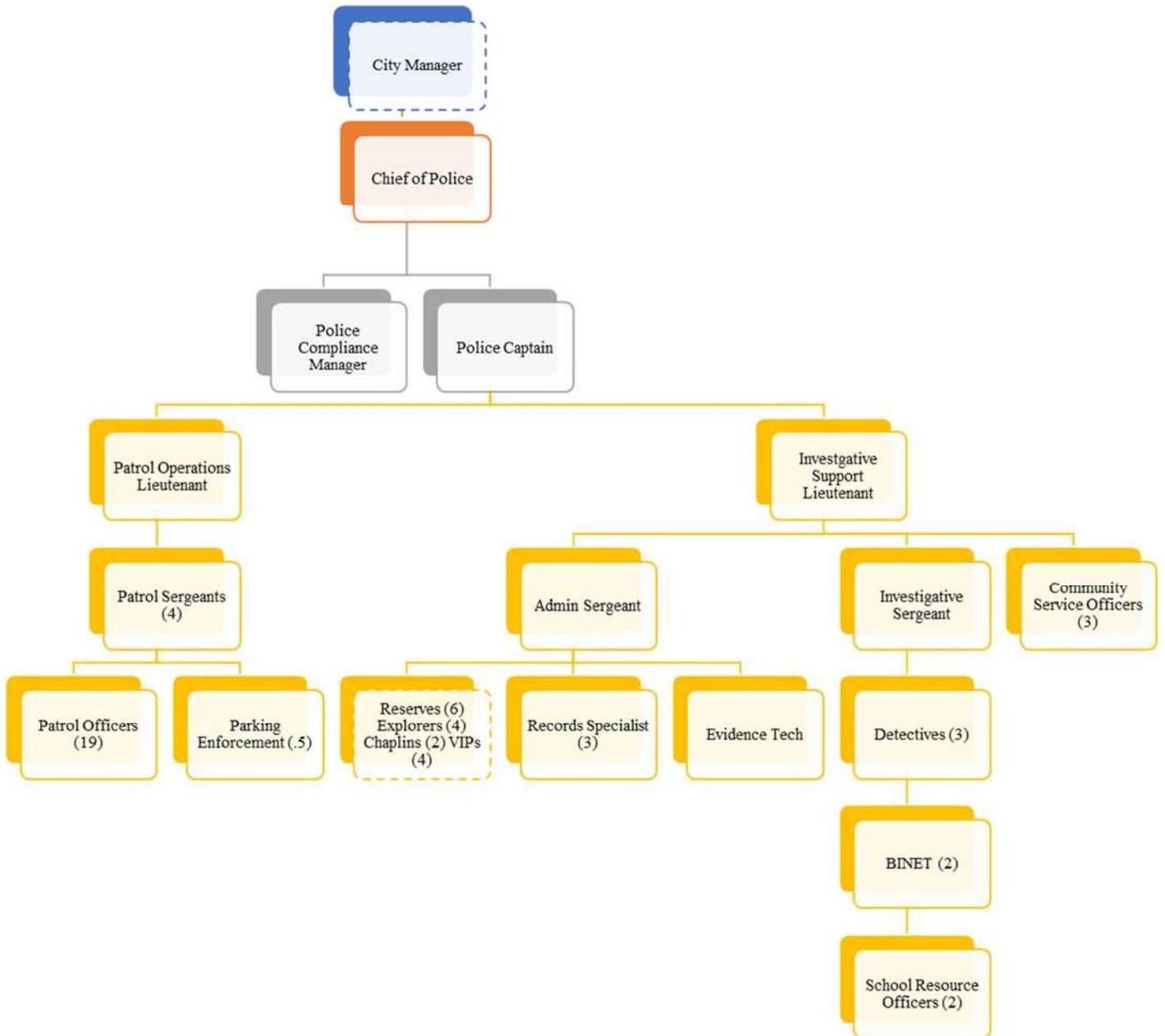
Klamath County public safety agencies have highlighted limitations and challenges with the current CAD, RMS and jail software, built on current technologies and seamless integrated will significantly help Klamath County overcome its system challenges and improve operations.

**Position Details**

	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
Budgeted FTE	43.50	43.50	43.50	43.50	44.50	44.50
Actual FTE	40.00	42.50	41.50	44.50		

\* Position details include code enforcement.

## Organizational Chart



**General Fund / Police Department**

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 3,438,538	\$ 7,412,080	\$ 8,128,875	\$ 8,822,075	\$ 8,822,075	\$ 8,822,075
Benefits	1,450,020	3,345,335	4,983,925	4,235,975	4,235,975	4,235,975
Personnel services total:	4,888,558	10,757,415	13,112,800	13,058,050	13,058,050	13,058,050
<b>Materials &amp; Services</b>						
Professional service contracts	22,574	189,361	188,600	209,225	209,225	209,225
Utilities	43,589	115,880	108,175	153,375	153,375	153,375
Maintenance & repairs	121,339	274,839	273,825	502,800	502,800	502,800
Insurance	122,375	262,798	317,525	385,750	385,750	385,750
Communications	62,451	126,106	140,900	137,750	137,750	137,750
Advertising	7,460	16,437	15,700	17,850	17,850	17,850
Travel & training	35,487	77,513	74,450	84,225	84,225	84,225
Supplies	151,015	306,715	300,250	323,875	323,875	323,875
Non-capital equipment	61,221	138,602	261,375	122,400	122,400	122,400
Other materials & services	44,692	69,841	104,000	99,900	99,900	99,900
Materials & services total:	672,205	1,578,092	1,784,800	2,037,150	2,037,150	2,037,150
<b>Capital Outlay</b>						
Equipment	60,000	-	531,775	80,000	80,000	80,000
Vehicles	40,565	658,383	777,025	463,875	463,875	463,875
Intangible				400,000	400,000	400,000
Capital outlay total:	100,565	658,383	1,308,800	943,875	943,875	943,875
<b>Other Financing Use</b>						
Inter-fund transfer out	-	-	-	-	-	-
Total requirements:	\$ 5,661,328	\$12,993,890	\$ 16,206,400	\$ 16,039,075	\$16,039,075	\$ 16,039,075

POLICE DEPARTMENT  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Equipment			
Upgrade PD Video Surveillance System	\$ <u>80,000</u>	\$ <u>-</u>	\$ <u>80,000</u>
Vehicles			
3 Patrol Vehicles	<u>215,750</u>	<u>248,125</u>	<u>463,875</u>
Total Vehicles	215,750	248,125	463,875
Intangible			
Tyler RMS	<u>200,000</u>	<u>200,000</u>	<u>400,000</u>
Total Intangible	200,000	200,000	400,000
Total Police Department	\$ <u><u>495,750</u></u>	\$ <u><u>448,125</u></u>	\$ <u><u>943,875</u></u>

General Fund / Code Enforcement Division (Inactive)

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 101,736	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	47,959	-	-	-	-	-
Personnel services total:	149,695	-	-	-	-	-
<b>Materials &amp; Services</b>						
Professional service contracts	19,936	-	-	-	-	-
Utilities	5,745	-	-	-	-	-
Maintenance & repairs	2,531	-	-	-	-	-
Insurance	1,791	-	-	-	-	-
Communications	4,882	-	-	-	-	-
Advertising	572	-	-	-	-	-
Travel & training	1,657	-	-	-	-	-
Supplies	4,550	-	-	-	-	-
Non-capital equipment	5	-	-	-	-	-
Other materials & services	111	-	-	-	-	-
Materials & services total:	41,779	-	-	-	-	-
<b>Total requirements:</b>	<b>\$ 191,474</b>	<b>\$ -</b>				

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**Budget Comment:** The Code Enforcement Division was combined into the Police Department in fiscal year 2020.

## General Fund Legislative

**Appropriated: \$646,150**

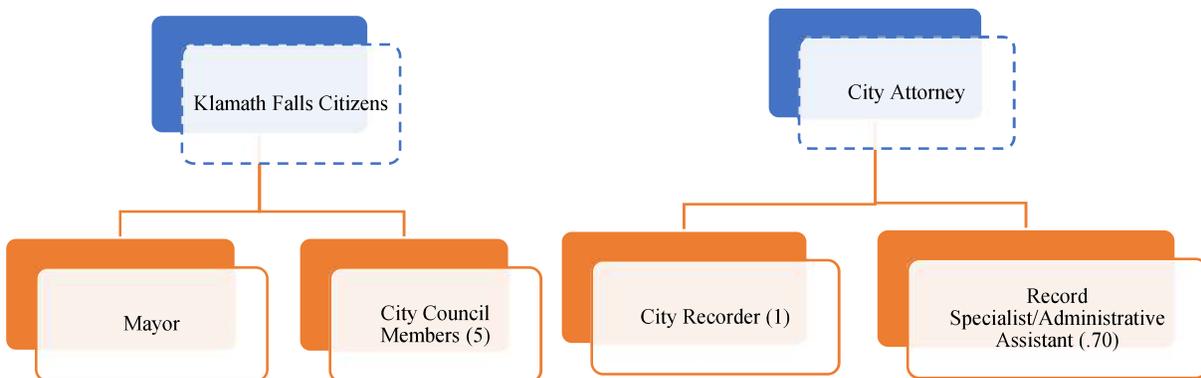
**Description:** The Legislative Department is comprised of the Mayor, City Council, City Recorder, and a part-time Records Specialist. The City Council is responsible for enacting City Laws/Regulations and formulating City Policy as required by the City Charter. Council Members are elected to serve 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/Board Members, and is elected at-large by the citizens of Klamath Falls for a 4-year term. The City is divided into five (5) Ward Districts with a Council Member representing each Ward, and each Council Member serves a 4-year term. The City Recorder is responsible for all Mayor/Council meetings, correspondence, trainings, and general budgetary actions. The City Recorder is also responsible for all City Elections, Boards/Commissions, along with all City Records Management.

**Budget Comments:** Professional service contracts decreased due to the removal of the guardianship budget of \$25,000 per year. One of the major funding partners was not able to move forward with the program. Other materials and services increased due to hosting the Oregon Mayor’s Association conference in 2024.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	1.00	1.00	1.70	1.70	1.70	1.70
Actual FTE	1.00	1.00	1.70	1.70		

### Organizational Chart



General Fund / Legislative Department

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 62,000	\$ 177,360	\$ 281,325	\$ 302,325	\$ 302,325	\$ 302,325
Benefits	46,155	121,950	228,500	160,250	160,250	160,250
Personnel services total:	108,155	299,310	509,825	462,575	462,575	462,575
<b>Materials &amp; Services</b>						
Professional service contracts	26,151	67,708	58,900	5,850	5,850	5,850
Maintenance & repairs	7,333	17,083	26,800	31,600	31,600	31,600
Insurance	427	999	1,350	2,400	2,400	2,400
Communications	1,073	2,208	2,900	2,900	2,900	2,900
Advertising	9,765	15,477	54,150	52,600	52,600	52,600
Travel & training	21,011	41,665	49,500	56,175	56,175	56,175
Supplies	4,028	6,066	7,550	6,750	6,750	6,750
Non-capital equipment	3,891	3,871	6,000	9,000	9,000	9,000
Other materials & services	580	247	1,100	16,300	16,300	16,300
Materials & services total:	74,260	155,323	208,250	183,575	183,575	183,575
<b>Total requirements:</b>	<b>\$ 182,415</b>	<b>\$ 454,633</b>	<b>\$ 718,075</b>	<b>\$ 646,150</b>	<b>\$ 646,150</b>	<b>\$ 646,150</b>

# General Fund Maintenance

**Appropriated: \$ 2,550,400**

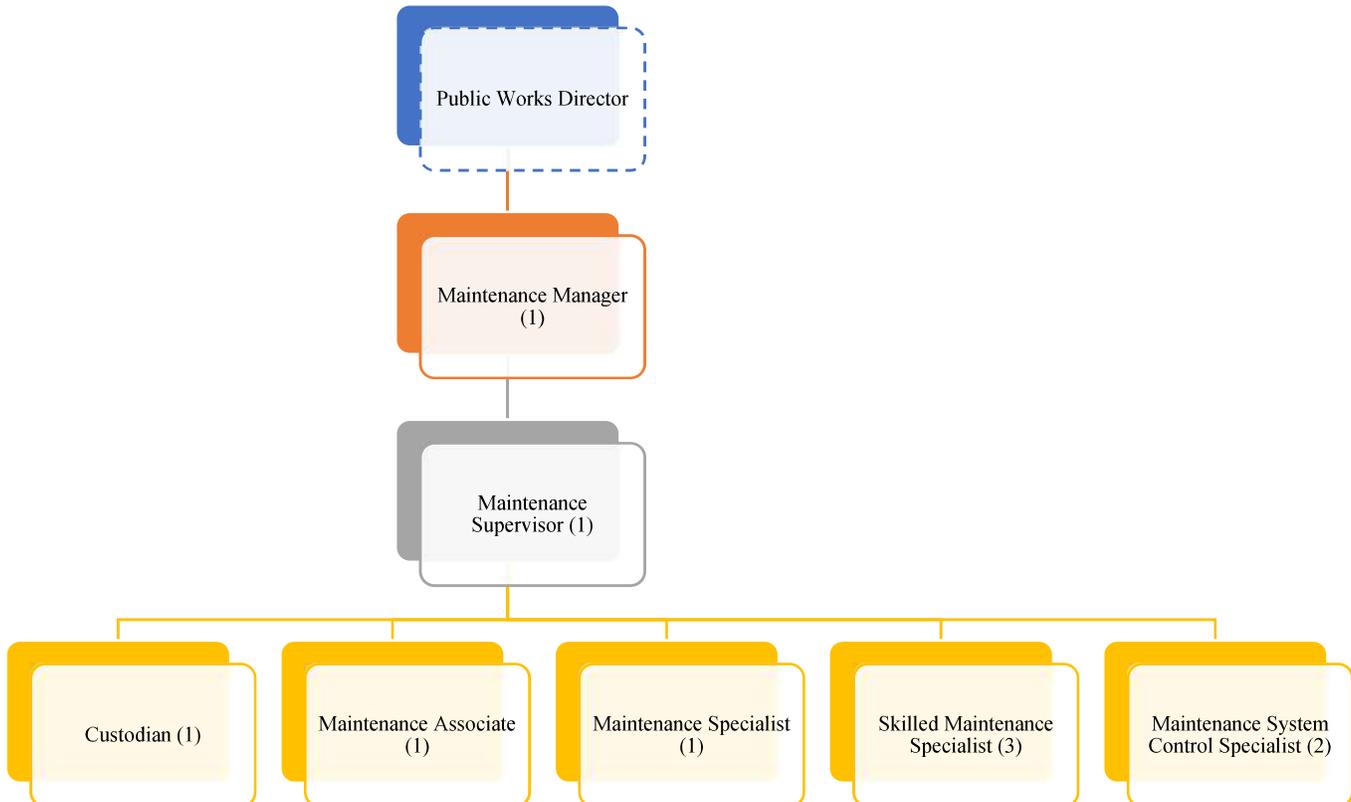
**Description:** The City of Klamath Falls Maintenance Division provides custodial and maintenance services throughout the City. The Maintenance Division has ten (10) full-time employees providing carpentry, electrical, plumbing, HVAC, water, wastewater, and janitorial services to all departments and divisions within the City. Several City-wide projects have been completed, assisted, or arranged by the Maintenance Division. The Maintenance Division also oversees the Right-of-Way Division.

**Budget Comments:** Adjustments have been made to this biennial budget due to increased costs for Materials & Services.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	10.00	10.00	10.00	10.00	10.00	10.00
Actual FTE	9.00	10.00	9.00	9.00		

### Organizational Chart



General Fund / Maintenance Division

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 592,927	\$ 1,256,340	\$ 1,446,300	\$ 1,587,325	\$ 1,587,325	\$ 1,587,325
Benefits	267,109	603,726	837,925	759,650	759,650	759,650
Personnel services total:	860,036	1,860,066	2,284,225	2,346,975	2,346,975	2,346,975
<b>Materials &amp; Services</b>						
Professional service contracts	2,120	6,218	18,000	30,000	30,000	30,000
Utilities	4,077	7,286	8,450	8,250	8,250	8,250
Maintenance & repairs	10,134	16,647	39,075	42,850	42,850	42,850
Insurance	7,187	15,225	17,600	20,725	20,725	20,725
Communications	2,990	7,011	7,450	11,000	11,000	11,000
Advertising	-	1,948	2,000	4,000	4,000	4,000
Travel & training	4,296	8,961	11,500	14,200	14,200	14,200
Supplies	14,941	31,819	38,725	45,600	45,600	45,600
Non-capital equipment	13,357	22,559	20,000	25,300	25,300	25,300
Other materials & services	-	196	1,500	1,500	1,500	1,500
Materials & services total:	59,102	117,869	164,300	203,425	203,425	203,425
<b>Total requirements:</b>	<b>\$ 919,139</b>	<b>\$ 1,977,935</b>	<b>\$ 2,448,525</b>	<b>\$ 2,550,400</b>	<b>\$ 2,550,400</b>	<b>\$ 2,550,400</b>

## General Fund Facilities Maintenance

**Appropriated: \$360,375**

**Description:** The Facilities Maintenance division accounts for the facility maintenance costs at 226 South 5<sup>th</sup> Street and 500 Klamath Ave. This includes utilities, snow/weed removal, waste management services, janitorial supplies, building repairs, maintenance services, alarm monitoring, and all other building costs.

**Budget Comments:** With this budget we have started including other shared department expenses to decrease the administrative costs of allocating these items to all the divisions in the building. This includes shred service in professional service contracts and office supply inventory in supplies. The non-capital equipment is six training room computers for the upcoming software conversions.

### General Fund / Facilities Maintenance Division

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Professional service contracts	\$ -	\$ 90	\$ -	\$ 1,600	\$ 1,600	\$ 1,600
Utilities	46,189	89,980	100,325	107,550	107,550	107,550
Maintenance & repairs	55,987	127,664	79,350	55,900	55,900	55,900
Insurance	5,451	12,347	15,075	21,825	21,825	21,825
Communications	-	196	-	-	-	-
Supplies	-	-	-	21,500	21,500	21,500
Non-Capital Equipment	-	-	-	12,000	12,000	12,000
Other materials & services	33,453	53,134	93,400	-	-	-
Materials & services total:	141,079	283,411	288,150	220,375	220,375	220,375
<b>Capital Outlay</b>						
Facilities	-	-	259,000	140,000	140,000	140,000
Equipment	-	25,000	50,000	-	-	-
Capital outlay total:	-	25,000	309,000	140,000	140,000	140,000
Total requirements:	\$ 141,079	\$ 308,411	\$ 597,150	\$ 360,375	\$ 360,375	\$ 360,375

FACILITIES MAINTENANCE  
 Capital Outlay Schedule  
 2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Buildings & Facilities			
Annex HVAC	\$ 25,000	\$ -	\$ 25,000
Annex Window Replacement	100,000	-	100,000
Annex Upstairs Bathroom	-	15,000	15,000
Total Facilities Maintenance	\$ <u>125,000</u>	\$ <u>15,000</u>	\$ <u>140,000</u>

## General Fund Parks

**Appropriated: \$4,794,100**

**Description:** Parks, open spaces, forests, and trails in Klamath Falls contribute to the vibrancy of our city by connecting community residents and visitors with one another, to living natural wonders, wholesome recreational opportunities, and our rich heritage. We commit to meet our community’s priorities by:

- Providing opportunities to experience nature through a variety of enriching outdoor activities
- Enhancing existing parks and expanding our facilities with contemporary amenities
- Supporting youth play, fitness, and development
- Remaining on the forefront of beautification projects and art attractions within our community
- Aligning Parks collaboration with citywide initiatives to improve disadvantaged neighborhoods
- Developing soft surface and urban trail systems
- Coordinating with community partners to further mutual community enhancement goals

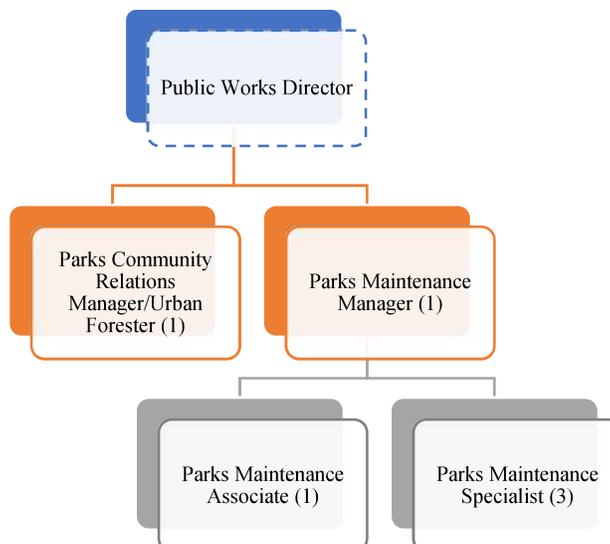
The Parks Division, a division of the Public Works Department, manages and maintains the City Parks system consisting of 27 areas across 600 acres of land. These areas include a regional park, two community parks, six neighborhood parks, and 5 pocket parks. Parks also manages natural open spaces, remnant forestland, boating facilities, downtown landscapes, urban beautification areas, and provides maintenance support to Kiger Stadium and Steen Sports Park.

**Budget Comments:** Professional service contracts increased due to the cost of contracted services and temporary employees as our parks system continues to expand. Utilities are increasing due to City water use in Moore Park as it is anticipated that the park will not be allocated any irrigation water. Supplies increase includes \$20,000 for City Hall Annex Christmas tree.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	6.00	6.00	6.00	6.00	6.00	6.00
Actual FTE	6.00	6.00	6.00	6.00		

### Organizational Chart



General Fund / Parks Operations Division

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 324,801	\$ 703,787	\$ 761,950	\$ 886,075	\$ 886,075	\$ 886,075
Benefits	170,721	352,602	485,875	445,650	445,650	445,650
Personnel services total:	495,522	1,056,389	1,247,825	1,331,725	1,331,725	1,331,725
<b>Materials &amp; Services</b>						
Professional service contracts	165,249	299,218	448,200	569,600	569,600	569,600
Utilities	89,279	202,745	196,800	464,000	464,000	464,000
Maintenance & repairs	179,508	459,513	555,900	705,900	705,900	705,900
Insurance	13,834	28,158	35,875	49,075	49,075	49,075
Communications	7,357	13,780	18,500	21,500	21,500	21,500
Advertising	5,312	5,418	12,800	13,500	13,500	13,500
Travel & training	4,014	3,394	20,000	22,750	22,750	22,750
Supplies	46,058	83,714	124,000	161,750	161,750	161,750
Non-capital equipment	21,489	41,011	62,500	71,200	71,200	71,200
Other materials & services	148	395	2,000	3,000	3,000	3,000
Licenses & permits	107	652	1,100	1,100	1,100	1,100
Materials & services total:	532,355	1,137,998	1,477,675	2,083,375	2,083,375	2,083,375
<b>Capital Outlay</b>						
Facilities	22,750	28,825	150,000	-	-	-
Infrastructure	581,937	451,929	1,720,500	1,269,000	1,269,000	1,269,000
Equipment	119,949	241,254	1,240,000	40,000	40,000	40,000
Vehicles	-	65,040	95,000	70,000	70,000	70,000
Capital outlay total:	724,636	787,048	3,205,500	1,379,000	1,379,000	1,379,000
<b>Total requirements:</b>	<b>\$ 1,752,512</b>	<b>\$ 2,981,436</b>	<b>\$ 5,931,000</b>	<b>\$ 4,794,100</b>	<b>\$ 4,794,100</b>	<b>\$ 4,794,100</b>

PARKS  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Infrastructure			
Eulalona Park Parking Lot	25,000	250,000	275,000
Moore Park Bicycle Skills Family Zone (KTA)	24,000	-	24,000
Moore Park Water Line & Parking Lots	525,000	-	525,000
Parks System Paving Program	40,000	-	40,000
Vets' Memorial Park Shoreline Stabilization	180,000	-	180,000
Krause Park Upgrades	-	50,000	50,000
Vets' Memorial Park Restroom Replacement	-	175,000	175,000
Total Infrastructure	<u>794,000</u>	<u>475,000</u>	<u>1,269,000</u>
Equipment			
Parks Security Systems Program	<u>30,000</u>	<u>10,000</u>	<u>40,000</u>
Total Equipment	30,000	10,000	40,000
Vehicles			
1-Ton Pickup	<u>-</u>	<u>70,000</u>	<u>70,000</u>
Total Parks	<u>\$ 824,000</u>	<u>\$ 555,000</u>	<u>\$ 1,379,000</u>

## General Fund Ella Redkey Pool

**Appropriated: \$1,850,350**

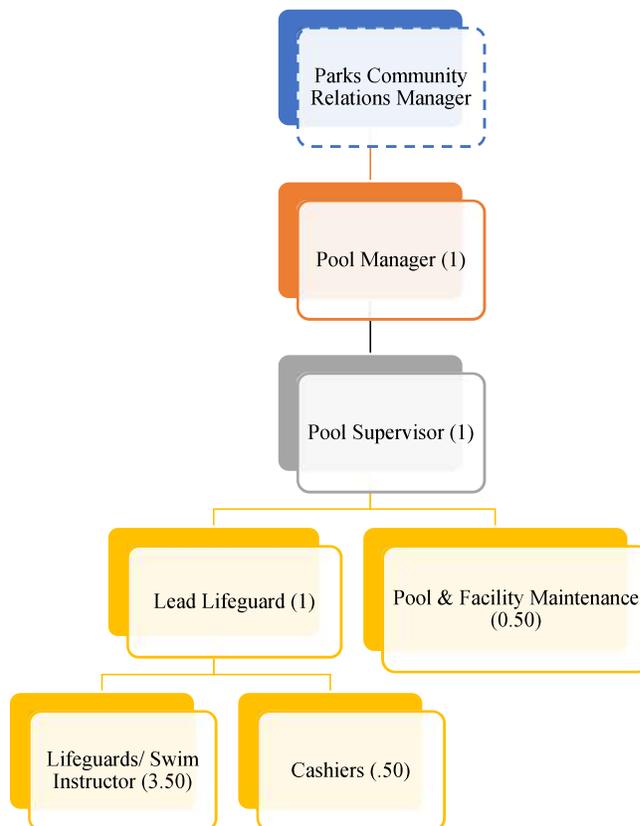
**Description:** The Ella Redkey Pool Division is responsible for the management and maintenance of the City’s geothermally heated, outdoor swimming pool. The pool is open to the public year-round. The pool offers a variety of aquatic programming for children and adults.

**Budget Comments:** The cost of chlorine for the pool has doubled, increasing the supplies budget.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	7.00	7.00	8.20	8.20	7.50	7.50
Actual FTE	6.50	7.60	7.20	8.20		

### Organizational Chart



**General Fund / Ella Redkey Pool Division**

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 185,279	\$ 449,755	\$ 609,750	\$ 582,250	\$ 582,250	\$ 582,250
Benefits	34,402	93,629	163,050	196,425	196,425	196,425
<b>Personnel services total:</b>	<b>219,681</b>	<b>543,384</b>	<b>772,800</b>	<b>778,675</b>	<b>778,675</b>	<b>778,675</b>
<b>Materials &amp; Services</b>						
Professional service contracts	6,349	16,226	12,150	101,000	101,000	101,000
Utilities	54,996	98,514	104,700	118,900	118,900	118,900
Maintenance & repairs	53,769	71,579	78,725	74,550	74,550	74,550
Insurance	2,662	5,582	6,525	9,475	9,475	9,475
Communications	2,254	2,205	3,675	3,250	3,250	3,250
Advertising	2,955	1,065	7,500	10,000	10,000	10,000
Travel & training	2,895	3,827	9,700	12,000	12,000	12,000
Supplies	37,355	69,020	87,350	164,350	164,350	164,350
Non-capital equipment	4,476	30,264	24,050	28,550	28,550	28,550
Other materials & services	379	71	1,125	1,350	1,350	1,350
Licenses & permits	963	1,148	1,775	4,200	4,200	4,200
<b>Materials &amp; services total:</b>	<b>169,052</b>	<b>299,501</b>	<b>337,275</b>	<b>527,625</b>	<b>527,625</b>	<b>527,625</b>
<b>Capital Outlay</b>						
Facilities	-	100,821	131,525	40,000	40,000	40,000
Infrastructure	-	29,900	180,000	352,000	352,000	352,000
Equipment	-	-	97,000	152,050	152,050	152,050
<b>Capital outlay total:</b>	<b>-</b>	<b>130,721</b>	<b>408,525</b>	<b>544,050</b>	<b>544,050</b>	<b>544,050</b>
<b>Total requirements:</b>	<b>\$ 388,733</b>	<b>\$ 973,606</b>	<b>\$ 1,518,600</b>	<b>\$ 1,850,350</b>	<b>\$ 1,850,350</b>	<b>\$ 1,850,350</b>

**Capital Outlay Schedule  
2023-2025**

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
<b>Buildings &amp; Facilities</b>			
Bathhouse Roof Replacement	\$ -	\$ 40,000	\$ 40,000
<b>Total Buildings &amp; Facilities</b>	<b>-</b>	<b>40,000</b>	<b>40,000</b>
<b>Infrastructure</b>			
Geothermal ReInjection Project	232,000	-	232,000
Pumphouse Egress	60,000	-	60,000
Recreation Plaza Ph 2	50,000	-	50,000
Entrance Sign on Main Street	-	10,000	10,000
<b>Total Infrastructure</b>	<b>342,000</b>	<b>10,000</b>	<b>352,000</b>
<b>Equipment</b>			
Slide Renovations	152,050	-	152,050
<b>Total Ella Redkey Pool</b>	<b>\$ 494,050</b>	<b>\$ 50,000</b>	<b>\$ 544,050</b>

## General Fund Street Maintenance

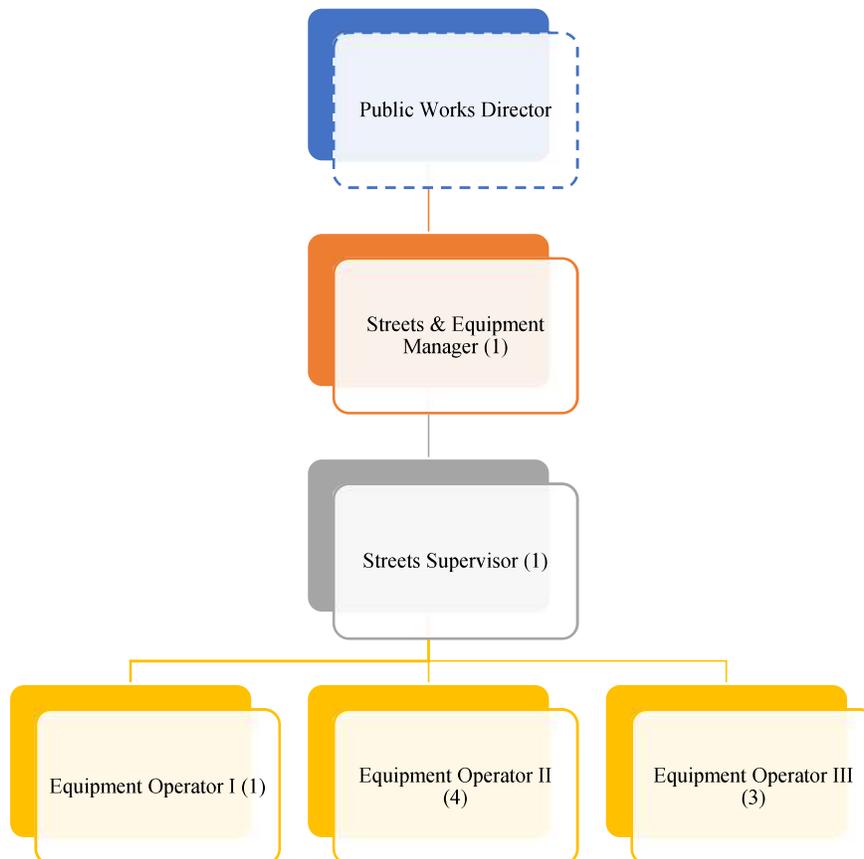
**Appropriated: \$12,153,500**

**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 302 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, alleyways while continuing to sweep.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	10.00	10.00	10.00	10.00	10.00	10.00
Actual FTE	10.00	10.00	10.00	10.00		

### Organizational Chart



General Fund / Street Maintenance Division

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 599,146	\$ 1,194,795	\$ 1,359,200	\$ 1,526,800	\$ 1,526,800	\$ 1,526,800
Benefits	297,111	548,583	768,625	682,050	682,050	682,050
Personnel services total:	896,257	1,743,378	2,127,825	2,208,850	2,208,850	2,208,850
<b>Materials &amp; Services</b>						
Professional service contracts	83,771	138,882	412,000	480,000	480,000	480,000
Utilities	37,840	70,678	75,525	87,650	87,650	87,650
Maintenance & repairs	388,787	627,053	964,425	869,000	869,000	869,000
Leases	-	-	12,000	10,000	10,000	10,000
Insurance	25,001	53,700	60,500	77,725	77,725	77,725
Communications	4,466	9,335	12,000	12,000	12,000	12,000
Advertising	1,389	889	8,000	8,000	8,000	8,000
Travel & training	501	2,205	10,500	26,400	26,400	26,400
Supplies	42,376	79,649	100,200	133,200	133,200	133,200
Non-capital equipment	30,187	33,741	64,900	49,000	49,000	49,000
Other materials & services	156	163	800	800	800	800
Materials & services total:	614,473	1,016,295	1,720,850	1,753,775	1,753,775	1,753,775
<b>Capital Outlay</b>						
Infrastructure	1,132,226	1,396,747	10,360,100	7,215,875	7,215,875	7,215,875
Equipment	27,335	280,972	75,000	135,000	135,000	135,000
Vehicles	-	235,401	700,000	840,000	840,000	840,000
Capital outlay total:	1,159,561	1,913,120	11,135,100	8,190,875	8,190,875	8,190,875
<b>Total requirements:</b>	<b>\$ 2,670,290</b>	<b>\$ 4,672,793</b>	<b>\$ 14,983,775</b>	<b>\$ 12,153,500</b>	<b>\$ 12,153,500</b>	<b>\$ 12,153,500</b>

STREETS  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Infrastructure			
6th Street Viaduct Repairs	\$ 350,000	\$ -	\$ 350,000
ADA Improvement Program	50,000	50,000	100,000
Alley Grading Program	25,000	25,000	50,000
Chip Seal Program	375,000	175,000	550,000
City Bridge Maintenance	50,000	50,000	100,000
Crack Seal Program	175,000	175,000	350,000
Main & E Main Intersection Improvements	1,300,000	-	1,300,000
PFAS Fencing at Summers and Brett Way	20,000	-	20,000
Portland St / CLP Quiet Zone	575,000	-	575,000
Washburn Way/ Shasta Way Repairs	2,000,000	1,000,000	3,000,000
2019 All Roads Transportation Safety	-	715,875	715,875
5th & Washington Sidewalk Repair/ Replace	-	105,000	105,000
Total Infrastructure	4,920,000	2,295,875	7,215,875
Equipment			
Ped- Heads	10,000	10,000	20,000
Portable Reader Boards	20,000	20,000	40,000
Sign and Striping Equipment	25,000	-	25,000
Traffic Signal Upgrades	30,000	20,000	50,000
Total Equipment	85,000	50,000	135,000
Vehicles			
5-Ton Flatbed Tool Truck	90,000	-	90,000
Paver	-	120,000	120,000
Sweeper	-	630,000	630,000
Total Vehicles	90,000	750,000	840,000
Total Street Maintenance	\$ <u>5,095,000</u>	\$ <u>3,095,875</u>	\$ <u>8,190,875</u>

## General Fund Vehicle Maintenance

**Appropriated: \$725,525**

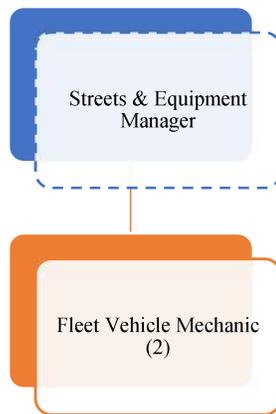
**Description:** The Fleet Maintenance Division maintains and repairs all the City’s vehicles and heavy equipment. The average age of the Fleet is 13.75 years and is maintained and repaired by two ASE certified mechanics. The shop maintains up-to-date and accurate records on 398 vehicles and pieces of 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.

**Budget Comments:** Increase in Software licenses and Maintenance now accurately depicts programs being used. Resale supply increase reflects inflation of items. These are things like filters, etc.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	2.00	2.00	2.00	2.00	2.00	2.00
Actual FTE	2.00	2.00	2.00	2.00		

### Organizational Chart



**General Fund / Vehicle Maintenance Division**

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 115,191	\$ 247,626	\$ 289,900	\$ 333,400	\$ 333,400	\$ 333,400
Benefits	49,078	106,097	155,200	138,375	138,375	138,375
Personnel services total:	<u>164,269</u>	<u>353,723</u>	<u>445,100</u>	<u>471,775</u>	<u>471,775</u>	<u>471,775</u>
<b>Materials &amp; Services</b>						
Professional service contracts	1,323	338	-	-	-	-
Maintenance & repairs	765	14,461	12,500	29,825	29,825	29,825
Insurance	606	1,312	1,675	2,125	2,125	2,125
Communications	322	599	700	700	700	700
Travel & training	427	612	7,800	7,800	7,800	7,800
Supplies	55,695	122,134	118,600	171,300	171,300	171,300
Non-capital equipment	650	6,957	27,400	22,000	22,000	22,000
Materials & services total:	<u>59,789</u>	<u>146,413</u>	<u>168,675</u>	<u>233,750</u>	<u>233,750</u>	<u>233,750</u>
<b>Capital Outlay</b>						
Equipment	-	-	41,000	20,000	20,000	20,000
<b>Total requirements:</b>	<u>\$ 224,058</u>	<u>\$ 500,136</u>	<u>\$ 654,775</u>	<u>\$ 725,525</u>	<u>\$ 725,525</u>	<u>\$ 725,525</u>

**VEHICLE MAINTENANCE  
Capital Outlay Schedule  
2023-2025**

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Equipment			
EV Charging Station	\$ -	\$ 20,000	\$ 20,000
Total Vehicle Maintenance	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>

## General Fund Right-of-Way

**Appropriated: \$494,350**

**Description:** The Right-of-Way Division of the General Fund accounts for the operation and maintenance of the City's streetlights and right-of-way maintenance. This Division currently maintains 3,004 streetlights throughout the City using Maintenance Division staff. Revenues consist of a monthly charge to City residents. The new Right-of-Way Maintenance fee helps repair damaged City sidewalks and maintain trees in front of residences.

**Budget Comments:** Adjustments have been made to this biennial budget due to increased costs for Materials & Services.

### General Fund / Right-of-Way Division

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Professional service contracts	\$ 50,086	\$ 178,459	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
Utilities	74,636	152,589	157,175	193,675	193,675	193,675
Maintenance & repairs	26,774	52,469	40,500	46,000	46,000	46,000
Insurance	664	1,530	1,925	2,675	2,675	2,675
Travel & training	2,792	100	4,000	6,000	6,000	6,000
Supplies	352	1,802	1,500	1,500	1,500	1,500
Non-capital equipment	1,640	3,574	6,500	4,500	4,500	4,500
Materials & services total:	156,945	390,523	451,600	494,350	494,350	494,350
<b>Capital Outlay</b>						
Infrastructure	18,516	-	-	-	-	-
Vehicles	-	-	-	-	-	-
Capital outlay total:	18,516	-	-	-	-	-
<b>Total requirements:</b>	<b>\$ 175,461</b>	<b>\$ 390,523</b>	<b>\$ 451,600</b>	<b>\$ 494,350</b>	<b>\$ 494,350</b>	<b>\$ 494,350</b>

## General Fund Downtown Maintenance

**Appropriated: \$438,025**

**Description:** The Downtown Maintenance division accounts for the services provided to our downtown area. These services include landscaping, flowers, banners, benches, entry signs, sidewalk sweeping, garbage removal and other maintenance costs incurred in the downtown area. The expenses associated with the South Portal Building are included in this division. The rental revenue for the building is included in the General Fund charges for services.

**Budget Comments:** The revenue and expenses of the Downtown Maintenance District Fund are now accounted for in this division. With the ending of the Economic Improvement District (EID) there was no dedicated revenue source to keep it as a special revenue fund.

Downtown Maintenance						
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
Requirements:						
Materials & Services						
Professional service contracts	\$ -	\$ -	\$ -	\$ 138,450	\$ 138,450	\$ 138,450
Utilities	-	-	-	54,975	54,975	54,975
Maintenance & repairs	-	-	-	64,000	64,000	64,000
Insurance	-	-	-	10,900	10,900	10,900
Communications	-	-	-	2,450	2,450	2,450
Other materials & services	-	-	-	17,250	17,250	17,250
Materials & services total:	-	-	-	288,025	288,025	288,025
Capital Outlay						
Facilities	-	-	-	150,000	150,000	150,000
Infrastructure	-	-	-	-	-	-
Capital Outlay Total:	-	-	-	150,000	150,000	150,000
Total requirements:	\$ -	\$ -	\$ -	\$ 438,025	\$ 438,025	\$ 438,025

DOWNTOWN MAINTENANCE  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Buildings & Facilities			
South Portal Roof Rebuild	\$ 150,000	\$ -	\$ 150,000
Total Downtown Maintenance	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>

General Fund / Other Unallocated Requirements

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
Requirements:						
Debt service						
Debt principal	\$ 185,000	\$ 390,000	\$ 420,000	\$ 460,000	\$ 460,000	\$ 460,000
Debt interest	110,645	198,390	163,075	124,600	124,600	124,600
Debt service total:	<u>295,645</u>	<u>588,390</u>	<u>583,075</u>	<u>584,600</u>	<u>584,600</u>	<u>584,600</u>
Other financing use						
Inter-fund transfer out	211,775	598,650	351,000	500,000	500,000	500,000
Reserved for future	-	-	8,078,850	1,196,250	1,196,250	1,196,250
Ending balance	13,742,894	16,608,398	-	-	-	-
Unallocated requirements total:	<u>14,250,314</u>	<u>17,795,438</u>	<u>9,012,925</u>	<u>2,280,850</u>	<u>2,280,850</u>	<u>2,280,850</u>
General Fund total:	<u>\$ 30,358,350</u>	<u>\$ 51,636,760</u>	<u>\$ 63,960,825</u>	<u>\$ 54,523,525</u>	<u>\$ 54,523,525</u>	<u>\$ 54,523,525</u>

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## Airport Fund

The Airport Fund accounts for the operation of the Crater Lake – Klamath Regional Airport. Revenues consist of FAA funding, property taxes, 65% of transient room tax, rental revenue, landing fees, other grant funding, and miscellaneous sources.

Total Resources:	\$	19,406,350
Appropriated:	\$	18,364,800
Reserved:	\$	1,041,550
Total Requirements:	\$	19,406,350

### Airport Fund Resources

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Resources:</b>						
Net working capital	\$ 566,172	\$ 1,824,855	\$ 2,477,550	\$ 2,029,325	\$ 2,029,325	\$ 2,029,325
Taxes previously levied	18,993	28,387	20,825	9,850	9,850	9,850
Intergovernmental	2,442,186	9,674,222	13,994,150	14,578,925	14,578,925	14,578,925
Charges for services	513,775	1,065,208	1,037,025	1,118,725	1,118,725	1,118,725
Investment income	22,661	47,722	15,675	145,175	145,175	145,175
Other revenues	38	5,088	3,000	-	-	-
Other financing sources	462,413	793,425	777,250	919,875	919,875	919,875
Total resources except taxes levied:	4,026,238	13,438,907	18,325,475	18,801,875	18,801,875	18,801,875
Taxes necessary to balance	-	-	553,625	604,475	604,475	604,475
Taxes collected in year levied	295,916	583,128	-	-	-	-
Total resources:	\$ 4,322,155	\$ 14,022,035	\$ 18,879,100	\$ 19,406,350	\$ 19,406,350	\$ 19,406,350

# Airport Fund Airport Operations

**Appropriated: \$3,133,950**

**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 109 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 several tenants including; Med-Trans Corp. (Air Link), Pureflight Aviation Training and RMC Aviation. Airport staff continues to search for a replacement commercial passenger air carrier. In addition to approximately 1,008 full and part-time guardsmen, the Airport (through its various other tenants) supports approximately 85 full and part-time employees.

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.

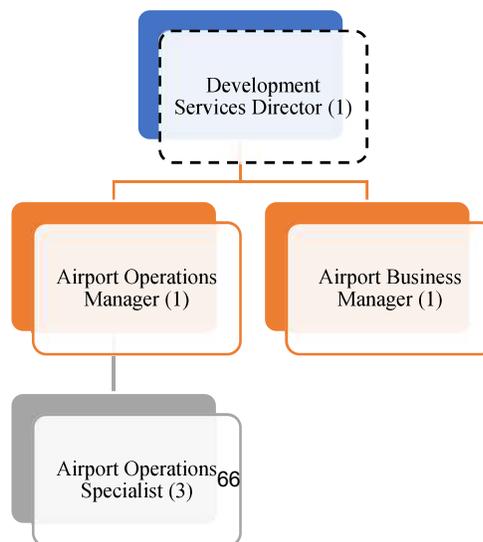
The Airport’s primary goals are: 1) to support and preserve the continued mission of the Air National Guard/US Air Force (one of the largest employers in the region); 2) to support U.S. government firefighting/emergency disaster response & private medical flight operations; 3) to support general aviation operations serving the region. In addition, the Airport is seeking ways to reestablish commercial air links to serve the Klamath community.

**Budget Comments:** Reorganization of the Airport from a Department to a Division under Development Services in FY23 resulted in the elimination of the Airport Director position. This will result in significant cost savings, reducing the need for non-airport generated funds from the City for operations.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	6.00	6.00	6.00	6.00	5.00	5.00
Actual FTE	6.00	6.00	6.00	5.00		

### Organizational Chart



**Airport Fund / Operations Division**

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 446,754	\$ 929,142	\$ 1,014,600	\$ 771,275	\$ 771,275	\$ 771,275
Benefits	140,594	293,087	444,950	308,125	308,125	308,125
<b>Personnel services total:</b>	<b>587,348</b>	<b>1,222,229</b>	<b>1,459,550</b>	<b>1,079,400</b>	<b>1,079,400</b>	<b>1,079,400</b>
<b>Materials &amp; Services</b>						
Professional service contracts	199,959	130,716	66,350	127,125	127,125	127,125
Utilities	120,515	227,272	233,475	270,900	270,900	270,900
Maintenance & repairs	257,996	500,593	597,400	515,725	515,725	515,725
Insurance	46,380	93,754	110,750	147,775	147,775	147,775
Communications	14,603	28,468	27,475	30,350	30,350	30,350
Advertising	4,589	2,791	4,000	6,200	6,200	6,200
Travel & training	30,449	16,120	32,800	34,500	34,500	34,500
Supplies	14,167	24,040	26,225	39,650	39,650	39,650
Non-capital equipment	2,702	5,920	9,200	20,400	20,400	20,400
Other materials & services	1,872	10,391	4,700	900	900	900
Internal charges for services	133,376	277,135	291,250	256,825	256,825	256,825
Licenses & permits	1,704	9,315	5,000	4,200	4,200	4,200
<b>Materials &amp; services total:</b>	<b>828,311</b>	<b>1,326,515</b>	<b>1,408,625</b>	<b>1,454,550</b>	<b>1,454,550</b>	<b>1,454,550</b>
<b>Capital Outlay</b>						
Facilities	-	-	75,000	600,000	600,000	600,000
Infrastructure	-	-	105,000	-	-	-
Equipment	39,120	80,506	-	-	-	-
Vehicles	-	44,698	45,000	-	-	-
<b>Capital outlay total:</b>	<b>39,120</b>	<b>125,204</b>	<b>225,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Total requirements:</b>	<b>\$ 1,454,780</b>	<b>\$ 2,673,948</b>	<b>\$ 3,093,175</b>	<b>\$ 3,133,950</b>	<b>\$ 3,133,950</b>	<b>\$ 3,133,950</b>

**AIRPORT OPERATIONS**  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Buildings & Facilities			
Terminal Re-Roof	300,000	-	300,000
Facilities Roof/ Structure Repair	\$ -	\$ 300,000	\$ 300,000
<b>Total Airport Operations</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 600,000</b>

**Airport Fund / FAA Grants Division**

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Professional service contracts	\$ 10,500	\$ 34,601	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>						
Infrastructure	1,032,020	8,835,938	13,756,600	15,230,850	15,230,850	15,230,850
<b>Total requirements:</b>	<b>\$ 1,042,520</b>	<b>\$ 8,870,539</b>	<b>\$ 13,756,600</b>	<b>\$ 15,230,850</b>	<b>\$ 15,230,850</b>	<b>\$ 15,230,850</b>

**AIRPORT - FAA GRANTS DIVISION  
Capital Outlay Schedule  
2023-2025**

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Infrastructure			
Runway 7/25	\$ 500,000	\$ 6,500,000	\$ 7,000,000
Taxiway F	2,945,550	7,936,300	10,881,850
<b>Total Airport - FAA Grants Division</b>	<b>\$ 3,445,550</b>	<b>\$ 14,436,300</b>	<b>\$ 17,881,850</b>

**Airport Fund / Unallocated Requirements**

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
Reserved for future	-	-	2,029,325	1,041,550	1,041,550	1,041,550
Ending balance	1,824,855	2,477,548	-	-	-	-
<b>Unallocated total:</b>	<b>1,824,855</b>	<b>2,477,548</b>	<b>2,029,325</b>	<b>1,041,550</b>	<b>1,041,550</b>	<b>1,041,550</b>
<b>Airport Fund total requirements:</b>	<b>\$ 4,322,155</b>	<b>\$ 14,022,035</b>	<b>\$ 18,879,100</b>	<b>\$ 19,406,350</b>	<b>\$ 19,406,350</b>	<b>\$ 19,406,350</b>

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## 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.

Total Resources:       \$ 398,125  
 Appropriated           \$ 380,725  
 Reserved:               \$ 17,400  
 Total Requirements:   \$ 398,125

### Parking Fund

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources:						
Net working capital	\$ 43,286	\$ 23,294	\$ 114,525	\$ 87,775	\$ 87,775	\$ 87,775
Licenses, fees & permits	41,774	99,682	113,825	139,925	139,925	139,925
Charges for services	-	200	400	400	400	400
Fines & forfeitures	49,071	90,510	89,600	88,200	88,200	88,200
Investment income	1,717	2,608	1,425	1,825	1,825	1,825
Other revenues	-	572	-	-	-	-
Other financing sources	15,525	43,000	80,000	80,000	80,000	80,000
<b>Total resources:</b>	<b>\$ 151,373</b>	<b>\$ 259,866</b>	<b>\$ 399,775</b>	<b>\$ 398,125</b>	<b>\$ 398,125</b>	<b>\$ 398,125</b>

## Parking Fund Parking

**Appropriated: \$380,725**

**Description:** The Parking District is made up of free customer (2-hour) parking, employee parking, and limited residential/overnight parking areas. Most 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 eleven parking lots and development of new parking areas. Each parking lot requires cleaning, landscape maintenance, and snow removal. On-street parking spaces are painted on a bi-yearly basis.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	0.50	0.50	0.50	0.50	0.50	0.50
Actual FTE	0.50	0.50	0.50	0.00		

### Organizational Chart



	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 44,147	\$ 43,313	\$ 44,150	\$ 53,700	\$ 53,700	\$ 53,700
Benefits	25,138	20,690	31,375	34,375	34,375	34,375
<b>Personnel services total:</b>	<b>69,285</b>	<b>64,003</b>	<b>75,525</b>	<b>88,075</b>	<b>88,075</b>	<b>88,075</b>
<b>Materials &amp; Services</b>						
Professional service contracts	20,996	33,742	58,000	39,300	39,300	39,300
Utilities	2,355	6,078	5,375	9,800	9,800	9,800
Maintenance & repairs	27,407	18,633	33,250	5,000	5,000	5,000
Insurance	231	423	375	500	500	500
Communications	15	-	-	-	-	-
Supplies	1,670	4,856	5,000	4,925	4,925	4,925
Non-capital equipment	-	4,000	-	-	-	-
Other materials & services	72	41	-	50	50	50
Internal charges for services	6,050	13,575	13,450	18,075	18,075	18,075
<b>Materials &amp; services total:</b>	<b>58,795</b>	<b>81,348</b>	<b>115,450</b>	<b>77,650</b>	<b>77,650</b>	<b>77,650</b>
<b>Capital Outlay</b>						
Infrastructure	-	-	121,025	215,000	215,000	215,000
<b>Capital Outlay Total:</b>	<b>-</b>	<b>-</b>	<b>121,025</b>	<b>215,000</b>	<b>215,000</b>	<b>215,000</b>
Reserved for future	-	-	87,775	17,400	17,400	17,400
Ending balance	23,294	114,515	-	-	-	-
<b>Total requirements:</b>	<b>\$ 151,373</b>	<b>\$ 259,866</b>	<b>\$ 399,775</b>	<b>\$ 398,125</b>	<b>\$ 398,125</b>	<b>\$ 398,125</b>

**PARKING**  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Infrastructure			
Central Parking Lot Rebuild	\$ 200,000	\$ -	\$ 200,000
Ross Ragland Parking lot Design	-	15,000	15,000
<b>Total Parking</b>	<b>\$ 200,000</b>	<b>\$ 15,000</b>	<b>\$ 215,000</b>

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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.

Total Resources:	\$	48,701,900
Appropriated	\$	39,592,675
Reserved:	\$	9,109,225
Total Requirements:	\$	48,701,900

### Wastewater Fund Resources

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
Resources:						
Net working capital	\$ 9,967,384	\$ 10,289,423	\$ 11,530,575	\$ 7,039,350	\$ 7,039,350	\$ 7,039,350
Intergovernmental	-	7,583	12,750	746,250	746,250	746,250
Charges for services	7,201,776	14,721,540	14,605,975	18,906,425	18,906,425	18,906,425
Investment income	507,325	601,644	316,975	618,250	618,250	618,250
Other revenues	167,246	1,163,620	692,925	746,525	746,525	746,525
Other financing sources	3,630,343	8,132,326	34,620,225	20,645,100	20,645,100	20,645,100
<b>Total resources:</b>	<b>\$ 21,474,073</b>	<b>\$ 34,916,136</b>	<b>\$ 61,779,425</b>	<b>\$ 48,701,900</b>	<b>\$ 48,701,900</b>	<b>\$ 48,701,900</b>

## Wastewater Fund Collections Division

**Appropriated: \$7,513,250**

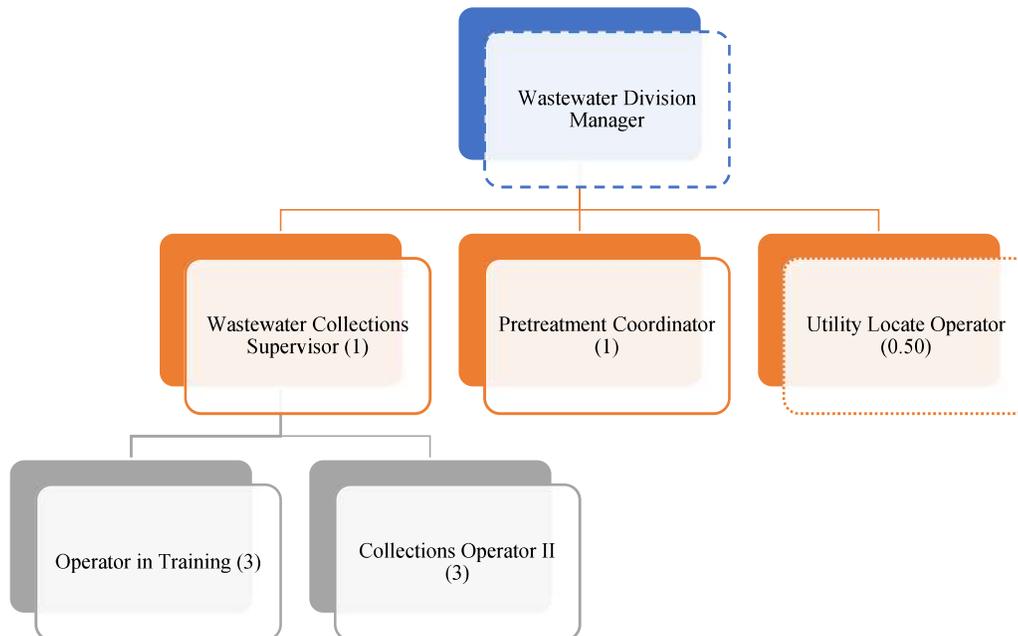
**Description:** The Wastewater Collections Division maintains the collection conveyance piping systems of all City customers. The City of Klamath Falls collection system consists of 155 miles of gravity sewer lines, 11.7 miles of sewer pressure lines, 12 sanitary pumping stations, 2,600 manholes, 370 lamp holes and 13 sewer collection drainage basins.

**Budget Comments:** With abnormally high inflation, the cost of chemicals as well as construction costs have risen substantially.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	8.50	8.50	8.50	8.50	8.50	8.50
Actual FTE	8.00	8.50	8.50	7.50		

### Organizational Chart



Wastewater Fund / Collections Division

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 469,494	\$ 822,949	\$ 989,375	\$ 1,048,875	\$ 1,048,875	\$ 1,048,875
Benefits	158,886	367,147	537,650	490,100	490,100	490,100
<b>Personnel services total:</b>	<b>628,380</b>	<b>1,190,096</b>	<b>1,527,025</b>	<b>1,538,975</b>	<b>1,538,975</b>	<b>1,538,975</b>
<b>Materials &amp; Services</b>						
Professional service contracts	38,668	290,620	79,300	22,000	22,000	22,000
Utilities	106,188	224,190	222,575	269,975	269,975	269,975
Maintenance & repairs	141,571	269,394	307,600	343,000	343,000	343,000
Leases	16,800	47,252	24,900	46,400	46,400	46,400
Insurance	70,183	178,126	203,450	248,400	248,400	248,400
Communications	9,982	18,870	23,000	23,000	23,000	23,000
Advertising	2,775	2,268	4,000	4,000	4,000	4,000
Travel & training	4,271	13,651	23,000	35,000	35,000	35,000
Supplies	61,479	124,702	124,900	174,000	174,000	174,000
Non-capital equipment	15,287	47,800	62,000	63,500	63,500	63,500
Other materials & services	150	1,596	700	200	200	200
Internal charges for services	1,018,577	1,982,617	2,193,325	2,240,550	2,240,550	2,240,550
Franchise fees	123,340	257,308	255,625	331,250	331,250	331,250
Pretreatment expenses	638	4,921	17,000	17,000	17,000	17,000
Licenses & permits	-	1,165	6,000	6,000	6,000	6,000
<b>Materials &amp; services total:</b>	<b>1,609,911</b>	<b>3,464,480</b>	<b>3,547,375</b>	<b>3,824,275</b>	<b>3,824,275</b>	<b>3,824,275</b>
<b>Capital Outlay</b>						
Facilities	-	-	300,000	-	-	-
Infrastructure	836,287	1,032,097	2,739,800	1,500,000	1,500,000	1,500,000
Equipment	12,790	310,108	875,000	650,000	650,000	650,000
Vehicles	-	73,701	-	-	-	-
<b>Capital outlay total:</b>	<b>849,077</b>	<b>1,415,906</b>	<b>3,914,800</b>	<b>2,150,000</b>	<b>2,150,000</b>	<b>2,150,000</b>
<b>Total requirements:</b>	<b>\$ 3,087,368</b>	<b>\$ 6,070,482</b>	<b>\$ 8,989,200</b>	<b>\$ 7,513,250</b>	<b>\$ 7,513,250</b>	<b>\$ 7,513,250</b>

WASTEWATER - COLLECTIONS  
 Capital Outlay Schedule  
 2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Infrastructure			
California Pump Station Rehabilitation	720,000	720,000	1,440,000
Veteran's Park Sewer Main Upsize	<u>60,000</u>	<u>-</u>	<u>60,000</u>
Total Infrastructure	780,000	720,000	1,500,000
Equipment			
Cogen Air Release Vales	50,000	-	50,000
TV Van Software Updates & Camera Purchase	100,000	-	100,000
Vactor Truck	<u>-</u>	<u>500,000</u>	<u>500,000</u>
Total Equipment	<u>150,000</u>	<u>500,000</u>	<u>650,000</u>
Total Wastewater - Collections	<u>\$ 930,000</u>	<u>\$ 1,220,000</u>	<u>\$ 2,150,000</u>

## Wastewater Fund Treatment Division

**Appropriated: \$26,822,950**

**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.

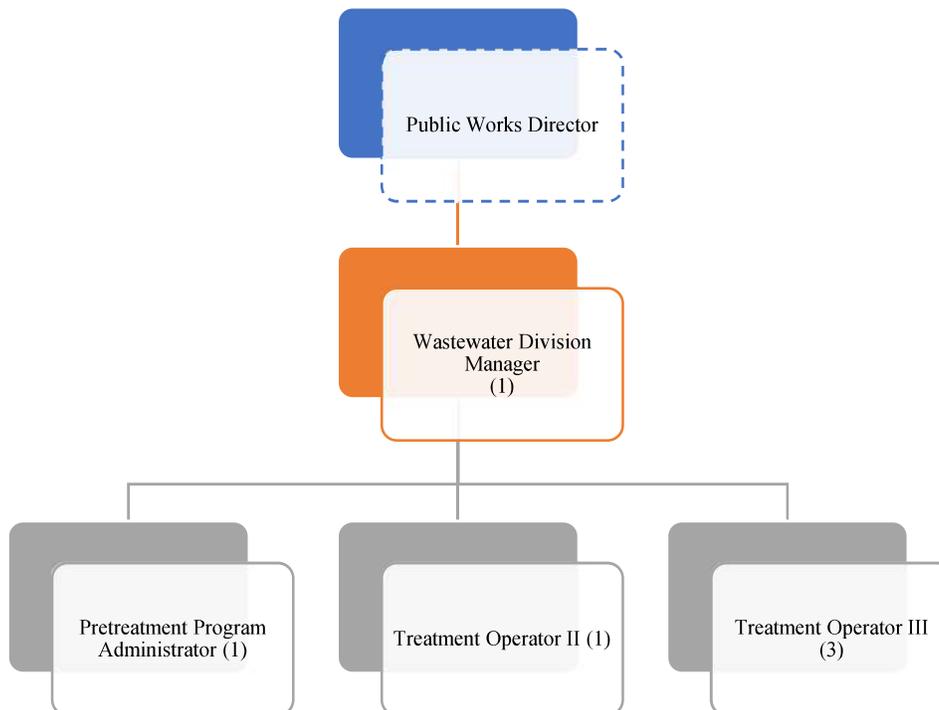
Residuals generated from the wastewater treatment process are treated in anaerobic digesters. They are then combined with tree trimmings and converted into environmentally friendly compost. Composting of wastewater residuals is a bio-thermal aerobic process that decomposes the organic portion of the residuals. This compost is provided free of cost to the public at Spring Street’s Compost Facility. During 2020, 818 dry tons of compost was provided to the public.

**Budget Comments:** Abnormal inflation has hit most categories across the board by 10 to 15%, except for chemical increases. Chlorine has risen by 147% and polymer has increased by 26%. With the new permit in place the lab is required to complete additional testing in the coming years increasing costs in Pretreatment, lab supplies and lab chemical categories.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	6.50	6.00	6.00	6.00	6.00	6.00
Actual FTE	6.00	6.00	6.00	6.00		

### Organizational Chart



**Wastewater Fund / Treatment Division**

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 365,708	\$ 915,651	\$ 1,047,000	\$ 1,133,325	\$ 1,133,325	\$ 1,133,325
Benefits	132,551	376,178	536,275	475,050	475,050	475,050
Personnel services total:	498,260	1,291,830	1,583,275	1,608,375	1,608,375	1,608,375
<b>Materials &amp; Services</b>						
Professional service contracts	8,743	16,482	72,000	30,000	30,000	30,000
Utilities	606,471	1,009,788	1,102,750	1,632,850	1,632,850	1,632,850
Maintenance & repairs	218,066	293,192	382,000	402,200	402,200	402,200
Leases	-	6,543	4,000	5,000	5,000	5,000
Insurance	19,748	38,416	46,450	65,225	65,225	65,225
Communications	7,980	26,965	28,000	39,000	39,000	39,000
Advertising	2,766	512	-	-	-	-
Travel & training	9,447	11,185	20,000	32,000	32,000	32,000
Supplies	202,251	372,453	482,500	582,600	582,600	582,600
Non-capital equipment	22,304	29,801	91,000	91,000	91,000	91,000
Other materials & services	-	180	-	1,000	1,000	1,000
Internal charges for services	625,947	1,220,141	1,333,050	1,404,450	1,404,450	1,404,450
Franchise fees	123,340	257,308	255,625	331,250	331,250	331,250
Pretreatment expenses	12,094	83,693	80,000	110,000	110,000	110,000
Licenses & permits	25,445	52,513	50,000	72,000	72,000	72,000
Materials & services total:	1,884,603	3,419,172	3,947,375	4,798,575	4,798,575	4,798,575
<b>Capital Outlay</b>						
Facilities	3,485,845	10,798,719	33,980,000	20,155,000	20,155,000	20,155,000
Equipment	67,124	187,378	1,109,000	261,000	261,000	261,000
Vehicles	-	-	470,000	-	-	-
Capital outlay total:	3,552,969	10,986,097	35,559,000	20,416,000	20,416,000	20,416,000
<b>Total requirements:</b>	<b>\$ 5,935,831</b>	<b>\$ 15,697,098</b>	<b>\$ 41,089,650</b>	<b>\$ 26,822,950</b>	<b>\$ 26,822,950</b>	<b>\$ 26,822,950</b>

WASTEWATER - TREATMENT  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Buildings & Facilities			
Blower Building Roof Replacement	\$ 45,000	\$ -	\$ 45,000
Control Building Chiller Replacement	110,000	-	110,000
Treatment Plant Upgrade	<u>12,000,000</u>	<u>8,000,000</u>	<u>20,000,000</u>
Total Buildings & Facilities	12,155,000	8,000,000	20,155,000
Equipment			
Snow Plow	11,000	-	11,000
WWTP Storm Lift Station Pump Upgrade	<u>-</u>	<u>250,000</u>	<u>250,000</u>
Total Equipment	11,000	250,000	261,000
Total Wastewater - Treatment	<u>\$ 12,166,000</u>	<u>\$ 8,250,000</u>	<u>\$ 20,416,000</u>

## Wastewater Fund Stormwater Department

**Appropriated: \$121,000**

**Description:** The Stormwater Department Collection System consists of approximately 1600 Catch Basins, 110 miles of pipe and 4 Stormwater Pump Stations. The City Stormwater system collects and transports water throughout the City and discharges it into several receiving waters. Stormwater runoff is generated from rain and snowmelt that flows over land or impervious surfaces (e.g., paved streets, parking lots, building rooftops) and does not soak into the ground. The runoff picks up pollutants such as trash, chemicals, oils, and dirt/sediment that can harm our rivers, streams, lakes, and coastal waters. To protect these resources, communities, construction companies, industries, and others use stormwater controls, known as best management practices (BMPs). These BMPs filter pollutants and/or prevent pollution by controlling it at its source.

**Budget Comments:** In previous years, stormwater expenses have been charged to the Collections division. To have a better understanding of our stormwater expenses, we created a new division for these expense items. Tracking these expenses separately should help with any needed grant and/or loan funding in the future.

### Wastewater Fund / Stormwater Division Requirements

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Professional service contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	-	-	-	11,000	11,000	11,000
Maintenance & repairs	-	-	-	35,000	35,000	35,000
Leases	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Advertising	-	-	-	-	-	-
Travel & training	-	-	-	-	-	-
Supplies	-	-	-	-	-	-
Non-capital equipment	-	-	-	-	-	-
Other materials & services	-	-	-	-	-	-
Internal charges for services	-	-	-	-	-	-
<b>Total requirements:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,000</b>	<b>\$ 46,000</b>	<b>\$ 46,000</b>
<b>Capital Outlay</b>						
Infrastructure	-	-	-	75,000	75,000	75,000
<b>Capital outlay total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Total requirements:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 121,000</b>	<b>\$ 121,000</b>	<b>\$ 121,000</b>

WASTEWATER - STORMWATER  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Infrastructure			
Willow Avenue Storm Line Improvement	\$ <u>75,000</u>	\$ <u>-</u>	\$ <u>75,000</u>
Total Wastewater - Stormwater	\$ <u><u>75,000</u></u>	\$ <u><u>-</u></u>	\$ <u><u>75,000</u></u>

Wastewater Fund / Unallocated Requirements

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
Requirements:						
Debt service						
Debt principal	\$ 692,149	\$ 1,426,824	\$ 3,053,150	\$ 2,545,325	\$ 2,545,325	\$ 2,545,325
Debt interest	119,302	191,155	1,608,075	2,590,150	2,590,150	2,590,150
Debt service total	<u>811,451</u>	<u>1,617,979</u>	<u>4,661,225</u>	<u>5,135,475</u>	<u>5,135,475</u>	<u>5,135,475</u>
Inter-fund transfer out	1,350,000	-	-	-	-	-
Reserved for future	-	-	7,039,350	9,109,225	9,109,225	9,109,225
Ending balance	10,289,423	\$ 11,530,577	-	-	-	-
Unallocated total:	<u>12,450,874</u>	<u>13,148,556</u>	<u>11,700,575</u>	<u>14,244,700</u>	<u>14,244,700</u>	<u>14,244,700</u>
Wastewater Fund total requirements:	<u>\$ 21,474,073</u>	<u>\$ 34,916,136</u>	<u>\$ 61,779,425</u>	<u>\$ 48,701,900</u>	<u>\$ 48,701,900</u>	<u>\$ 48,701,900</u>

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## 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.

Total Resources:	\$ 33,063,400
Appropriated	\$ 31,234,275
Reserved:	\$ 1,829,125
Total Requirements:	\$ 33,063,400

### Water Fund Resources

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
Resources:						
Net working capital	\$ 5,850,052	6,074,620	\$ 8,530,400	\$ 5,013,500	\$ 5,013,500	\$ 5,013,500
Intergovernmental	-	5,254	9,950	-	-	-
Charges for services	8,120,600	17,277,461	18,376,925	21,016,625	21,016,625	21,016,625
Investment income	579,658	631,361	330,950	523,450	523,450	523,450
Internal charges for services	417,134	789,875	821,800	929,950	929,950	929,950
Other revenues	147,259	501,204	397,475	579,875	579,875	579,875
Other financing sources	12,730	\$ 875	12,000	5,000,000	5,000,000	5,000,000
Total resources:	<u>\$ 15,127,434</u>	<u>\$ 25,280,649</u>	<u>\$ 28,479,500</u>	<u>\$ 33,063,400</u>	<u>\$ 33,063,400</u>	<u>\$ 33,063,400</u>

## Water Fund Water Operations

**Appropriated: \$24,551,600**

**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, 1260 fire hydrants 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.

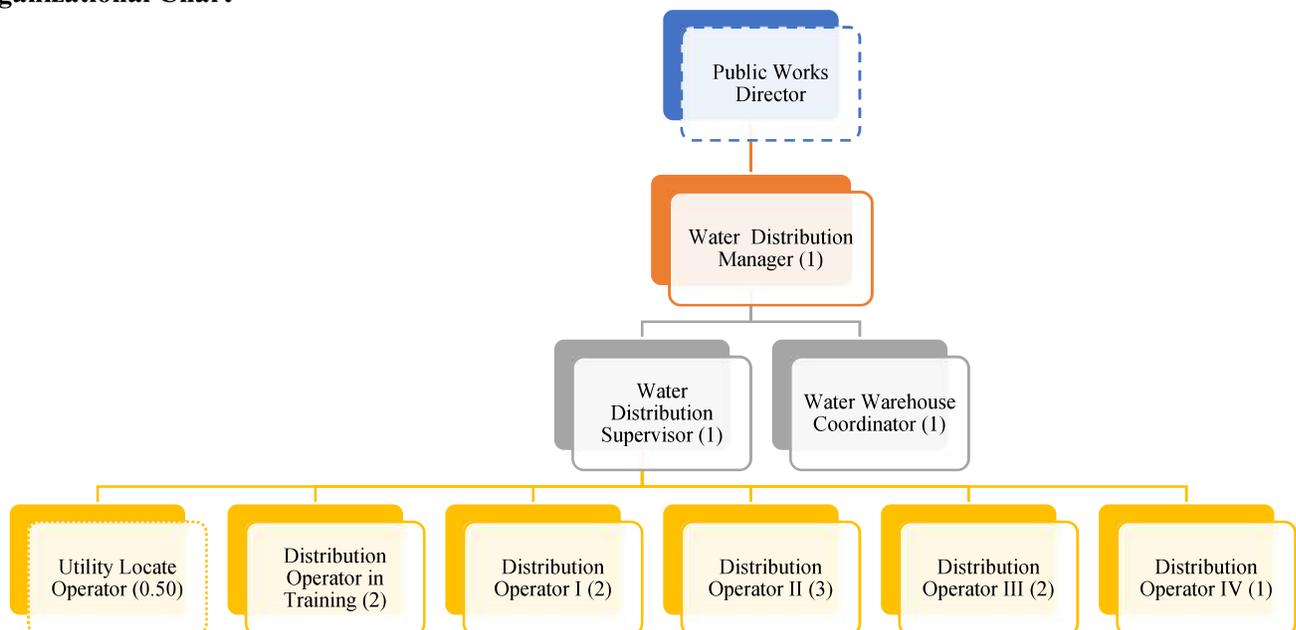
**Budget Comments:**

Due to supply chain issues, Water Division has had difficulty getting both infrastructure and automation parts. Because of this the division did not spend all the allocated budgeted amounts during the previous biennium. For 2023-2024 we anticipate changing out and updating approximately 4000 meters for the ten-year program. 2024-2025 will be similar in size with an estimated slight increase in numbers.

**Position Details**

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	13.50	13.50	13.50	13.50	13.50	13.50
Actual FTE	13.50	13.50	13.50	13.50		

**Organizational Chart**



Water Fund / Operations Division

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 716,164	\$ 1,708,653	\$ 1,891,025	\$ 1,885,075	\$ 1,885,075	\$ 1,885,075
Benefits	315,438	747,326	1,021,150	822,150	822,150	822,150
Personnel services total:	1,031,602	2,455,980	2,912,175	2,707,225	2,707,225	2,707,225
<b>Materials &amp; Services</b>						
Professional service contracts	127,032	326,866	345,900	367,000	367,000	367,000
Utilities	644,148	1,144,670	1,179,800	1,534,850	1,534,850	1,534,850
Maintenance & repairs	604,615	1,528,740	1,563,300	3,018,200	3,018,200	3,018,200
Leases	1,322	1,362	2,825	3,500	3,500	3,500
Insurance	48,207	105,569	121,900	176,700	176,700	176,700
Communications	14,753	31,867	31,900	35,300	35,300	35,300
Advertising	6,796	14,526	15,650	16,400	16,400	16,400
Travel & training	15,505	51,549	52,250	84,000	84,000	84,000
Supplies	66,982	134,792	147,050	229,500	229,500	229,500
Non-capital equipment	30,041	67,327	72,925	74,000	74,000	74,000
Other materials & services	2,877	5,923	8,700	9,500	9,500	9,500
Internal charges for services	1,006,524	2,110,902	2,401,175	2,431,575	2,431,575	2,431,575
Franchise fees	110,540	242,525	255,350	294,850	294,850	294,850
Licenses & permits	1,658	2,477	2,000	2,000	2,000	2,000
Materials & services total:	2,681,001	5,769,096	6,200,725	8,277,375	8,277,375	8,277,375
<b>Capital Outlay</b>						
Facilities	-	-	-	12,000	12,000	12,000
Infrastructure	2,887,478	1,771,408	-	12,130,000	12,130,000	12,130,000
Equipment	-	588,455	7,228,425	-	-	-
Vehicles	-	90,184	395,000	275,000	275,000	275,000
Intangible	750	-	401,050	1,150,000	1,150,000	1,150,000
Land	-	-	-	-	-	-
Capital outlay total:	2,888,228	2,450,046	8,024,475	13,567,000	13,567,000	13,567,000
<b>Total requirements:</b>	<b>\$ 6,600,831</b>	<b>\$ 10,675,122</b>	<b>\$ 17,137,375</b>	<b>\$ 24,551,600</b>	<b>\$ 24,551,600</b>	<b>\$ 24,551,600</b>

WATER OPERATIONS  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Buildings & Facilities			
Water Warehouse Alarm System	\$ 12,000	\$ -	\$ 12,000
Infrastructure			
6th St Booster Replacement	1,000,000	2,000,000	3,000,000
Arthur, Alva, Bisbee, Crest Main Replacement	550,000	600,000	1,150,000
Center Reservoir Replacement	3,000,000	3,000,000	6,000,000
Conger 25 VFD Replacement	80,000	-	80,000
Homedale 8" Main Replacement	500,000	-	500,000
Moyina Heights Distribution Improvements	1,000,000	-	1,000,000
Water Tank Restoration	200,000	200,000	400,000
Total Infrastructure	6,330,000	5,800,000	12,130,000
Vehicles			
1/2-ton Service Pickup	40,000	-	40,000
Heavy Duty Flatbed Truck	150,000	-	150,000
1-ton Crew Cab Service Truck	-	85,000	85,000
Total Vehicles	190,000	85,000	275,000
Land			
Source Water Development	-	1,150,000	1,150,000
Total Water Operations	\$ 6,532,000	\$ 7,035,000	\$ 13,567,000

# Water Fund Utility Billing

**Appropriated: \$3,346,125**

**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.

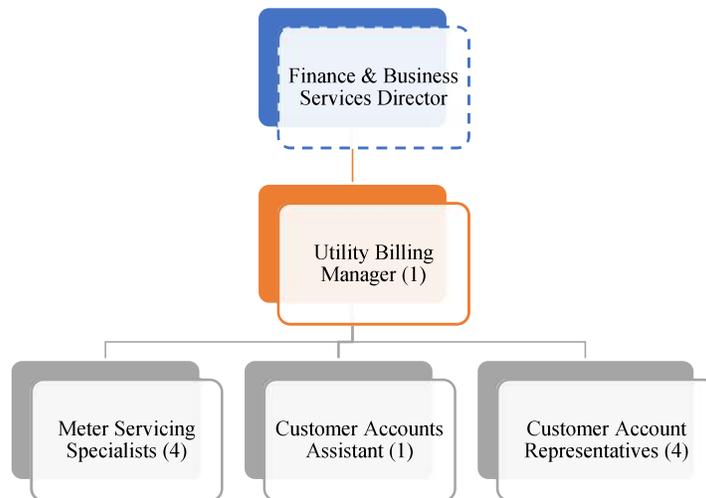
There are approximately 16,000 customers within the City utility system. On a monthly basis, approximately 2,500 customers come into the Utility Office to pay their bills or get questions answered regarding their account. We get an average of 195 phone calls per day and the meter staff do approximately 1500 service orders per month. City utilities includes Water, Sewer, Street Lights, Geothermal, and Fire Protection services. To accomplish billing on a monthly basis, customers' meters are read once each month, by area, throughout the month. This means that customers receive their bills on different dates throughout the month and have different due dates.

**Budget Comments:** Credit card fees have increased dramatically over the past year. The Sensus Analytics Automated Meter Infrastructure (AMI) software and maintenance fees have been approved by Council for the next five years to keep our system up to date and running. The facilities will be getting the windows upgraded to bullet-proof glass for the safety of staff and customers.

### Position Details

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Budgeted FTE	10.00	10.00	10.00	10.00	10.00	10.00
Actual FTE	10.00	10.00	10.00	10.00		

### Organizational Chart



**Water Fund / Utility Billing Division**

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Personnel Services</b>						
Salaries	\$ 537,176	\$ 1,131,062	\$ 1,188,400	\$ 1,281,325	\$ 1,281,325	\$ 1,281,325
Benefits	234,435	531,215	696,225	637,225	637,225	637,225
<b>Personnel services total:</b>	<b>771,612</b>	<b>1,662,277</b>	<b>1,884,625</b>	<b>1,918,550</b>	<b>1,918,550</b>	<b>1,918,550</b>
<b>Materials &amp; Services</b>						
Professional service contracts	225,560	454,828	690,000	940,000	940,000	940,000
Utilities	4,796	9,669	10,250	13,475	13,475	13,475
Maintenance & repairs	55,444	177,209	189,000	219,100	219,100	219,100
Leases	27,000	54,000	27,000	-	-	-
Insurance	5,539	10,920	13,100	16,000	16,000	16,000
Communications	5,439	13,568	16,400	17,700	17,700	17,700
Advertising	768	4,968	2,500	2,800	2,800	2,800
Travel & training	10,412	7,867	14,550	14,400	14,400	14,400
Supplies	14,971	28,783	37,875	42,900	42,900	42,900
Non-capital equipment	8,768	29,422	15,900	21,000	21,000	21,000
Other materials & services	259	2,107	2,000	500	500	500
Internal charges for services	3,557	6,793	6,450	9,500	9,500	9,500
Licenses & permits	-	-	100	200	200	200
<b>Materials &amp; services total:</b>	<b>362,514</b>	<b>800,132</b>	<b>1,025,125</b>	<b>1,297,575</b>	<b>1,297,575</b>	<b>1,297,575</b>
<b>Capital Outlay</b>						
Equipment	-	-	-	50,000	50,000	50,000
Vehicles	29,007	28,159	35,000	80,000	80,000	80,000
<b>Capital outlay total:</b>	<b>29,007</b>	<b>28,159</b>	<b>35,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>
<b>Total requirements:</b>	<b>\$ 1,163,133</b>	<b>\$ 2,490,568</b>	<b>\$ 2,944,750</b>	<b>\$ 3,346,125</b>	<b>\$ 3,346,125</b>	<b>\$ 3,346,125</b>

**UTILITY BILLING  
Capital Outlay Schedule  
2023-2025**

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
<b>Building &amp; Facilities</b>			
Bullet Proof Glass Doors/Windows	\$ <u>50,000</u>	\$ <u>-</u>	\$ <u>50,000</u>
<b>Vehicles</b>			
1/2-ton Light Duty Service Pickup	\$ <u>40,000</u>	\$ <u>40,000</u>	\$ <u>80,000</u>
<b>Total Utility Billing</b>	\$ <u><u>90,000</u></u>	\$ <u><u>40,000</u></u>	\$ <u><u>130,000</u></u>

## Water Fund Geothermal

**Appropriated: \$880,725**

**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.

### Water Fund / Geothermal Division

	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Professional service contracts	\$ 9,022	\$ 50,156	\$ 17,650	\$ 16,000	\$ 16,000	\$ 16,000
Utilities	61,447	91,465	100,300	74,325	74,325	74,325
Maintenance & repairs	83,143	98,717	185,925	152,000	152,000	152,000
Insurance	2,244	5,016	6,150	8,925	8,925	8,925
Supplies	55	-	200	200	200	200
Non-capital equipment	586	814	2,000	2,000	2,000	2,000
Internal charges for services	45,237	103,106	118,250	77,075	77,075	77,075
Franchise fees	-	-	-	-	-	-
Licenses & permits	-	45	200	200	200	200
Materials & services total:	201,734	349,319	430,675	330,725	330,725	330,725
<b>Capital Outlay</b>						
Facilities	-	-	-	50,000	50,000	50,000
Infrastructure	41,382	1,140,285	850,500	500,000	500,000	500,000
Equipment	-	5,150	-	-	-	-
Capital outlay total:	41,382	1,145,435	850,500	550,000	550,000	550,000
<b>Total requirements:</b>	<b>\$ 243,115</b>	<b>\$ 1,494,754</b>	<b>\$ 1,281,175</b>	<b>\$ 880,725</b>	<b>\$ 880,725</b>	<b>\$ 880,725</b>

WATER - GEOTHERMAL  
Capital Outlay Schedule  
2023-2025

ITEM	EXPENDITURE		
	2023-2024	2024-2025	Total
Buildings & Facilities Geo Heat Exchange Emergency Exit	\$ <u>50,000</u>	\$ <u>-</u>	\$ <u>50,000</u>
Infrastructure Pine and North 8th Street- Geo Repl	<u>100,000</u>	<u>400,000</u>	<u>500,000</u>
Total Water - Geothermal	\$ <u><u>150,000</u></u>	\$ <u><u>400,000</u></u>	\$ <u><u>550,000</u></u>

Water Fund / Unallocated Requirements

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
Requirements:						
Debt service						
Debt principal	\$ 36,563	\$ 83,923	\$ 85,100	\$ 96,400	\$ 96,400	\$ 96,400
Debt interest	25,322	46,047	39,250	31,800	31,800	31,800
Debt service total:	<u>61,885</u>	<u>129,970</u>	<u>124,350</u>	<u>128,200</u>	<u>128,200</u>	<u>128,200</u>
Other Financing Use						
Inter-fund transfer out - General Fund	525,050	1,177,900	1,226,050	1,407,750	1,407,750	1,407,750
Inter-fund transfer out - Airport Fund	458,800	781,925	777,250	919,875	919,875	919,875
Other financing use total:	<u>983,850</u>	<u>1,959,825</u>	<u>2,003,300</u>	<u>2,327,625</u>	<u>2,327,625</u>	<u>2,327,625</u>
Reserved for future						
Ending balance	-	-	4,988,550	1,829,125	1,829,125	1,829,125
Unallocated total:	<u>6,074,620</u>	<u>8,530,410</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Water Fund total requirements:	<u>\$ 15,127,434</u>	<u>\$ 25,280,649</u>	<u>\$ 28,479,500</u>	<u>\$ 33,063,400</u>	<u>\$ 33,063,400</u>	<u>\$ 33,063,400</u>

## Other Funds

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

## Economic Development/Property Fund

**Budget Comments:** This fund accounts for the economic development activities of the City. Revenues include a lease with Blackman Farms and transfers from the General Fund of \$4200,000 and the Escrow Reserve Fund of \$405,000.

The City Economic Development initiatives include \$460,000 for Council approved Economic Development requests for proposals and \$415,000 for blight remediation. Expenditures also include funding for various grants including change of use/façade of \$250,000, planter strip improvements of \$20,000, and security camera of \$5,000.

### Economic Development Fund

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Resources:</b>						
Net working capital	\$ 125,554	\$ 320,624	\$ 379,325	\$ 41,800	\$ 41,800	\$ 41,800
Intergovernmental	87,264	260,696	794,000	-	-	-
Charges for services	11,963	24,653	24,450	24,000	24,000	24,000
Investment income	5,265	11,798	3,725	3,375	3,375	3,375
Other financing sources	375,000	621,000	365,000	825,000	825,000	825,000
<b>Total resources:</b>	<b>\$ 605,046</b>	<b>\$ 1,238,771</b>	<b>\$ 1,566,500</b>	<b>\$ 894,175</b>	<b>\$ 894,175</b>	<b>\$ 894,175</b>

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Professional service contracts	\$ 91,264	\$ 205,520	\$ 319,000	\$ 265,000	\$ 265,000	\$ 265,000
Maintenance & repairs	7,355	14,784	-	-	-	-
Advertising	-	-	-	400	400	400
Other materials & services	185,804	639,140	1,205,700	626,725	626,725	626,725
<b>Materials &amp; services total:</b>	<b>284,422</b>	<b>859,445</b>	<b>1,524,700</b>	<b>892,125</b>	<b>892,125</b>	<b>892,125</b>
Reserved for future:	-	-	41,800	2,050	2,050	2,050
Ending balance	320,624	379,326	-	-	-	-
<b>Total requirements:</b>	<b>\$ 605,046</b>	<b>\$ 1,238,771</b>	<b>\$ 1,566,500</b>	<b>\$ 894,175</b>	<b>\$ 894,175</b>	<b>\$ 894,175</b>

## Capital Projects Fund

**Budget Comments:** This fund is used to reserve amounts for future capital projects. Transfers out include a transfer of \$7,000,000 to Wastewater for the treatment plant project and \$5,000,000 to Water for the Center Reservoir project.

Capital Projects Fund						
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Resources:</b>						
Net working capital	\$ 14,967,050	\$ 15,040,328	\$ 15,234,700	\$ 15,346,850	\$ 15,346,850	\$ 15,346,850
Charges for services	54,000	108,000	54,000	-	-	-
Investment income	19,278	86,375	58,150	117,525	117,525	117,525
Total resources:	\$ 15,040,328	\$ 15,234,703	\$ 15,346,850	\$ 15,464,375	\$ 15,464,375	\$ 15,464,375
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
Inter-fund transfer out	\$ -	\$ -	\$ -	\$ 12,000,000	\$ 12,000,000	\$ 12,000,000
Reserved for future	-	-	15,346,850	3,464,375	3,464,375	3,464,375
Ending balance	15,040,328	15,234,700	-	-	-	-
Total requirements:	\$ 15,040,328	\$ 15,234,700	\$ 15,346,850	\$ 15,464,375	\$ 15,464,375	\$ 15,464,375

## Escrow Reserve Fund

**Budget Comments:** Charges for Services is the Cogen effluent revenue. Other financing sources include 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 \$485,000, a transfer to the Wastewater Fund of \$645,100 for effluent costs and a transfer to the Economic Development Fund for grant initiatives and blight remediation of \$405,000.

Escrow Reserve Fund						
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Resources:</b>						
Net working capital	\$ 7,460,448	\$ 9,128,839	\$ 8,216,100	\$ 6,542,175	\$ 6,542,175	\$ 6,542,175
Charges for services	579,171	1,176,996	1,208,300	1,336,350	1,336,350	1,336,350
Investment income	236,047	364,627	325,425	839,400	839,400	839,400
Other financing sources	1,408,503	211,227	574,650	787,475	787,475	787,475
Total resources:	<u>\$ 9,684,169</u>	<u>\$ 10,881,690</u>	<u>\$ 10,324,475</u>	<u>\$ 9,505,400</u>	<u>\$ 9,505,400</u>	<u>\$ 9,505,400</u>
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
Materials & Services						
Professional service contracts	\$ 330	\$ 720	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000
Inter-fund transfer out	555,000	2,664,857	3,781,800	1,535,100	1,535,100	1,535,100
Reserved for future	-	-	6,541,675	7,968,300	7,968,300	7,968,300
Ending balance	9,128,839	8,216,113	-	-	-	-
Total requirements:	<u>\$ 9,684,169</u>	<u>\$ 10,881,690</u>	<u>\$ 10,324,475</u>	<u>\$ 9,505,400</u>	<u>\$ 9,505,400</u>	<u>\$ 9,505,400</u>

## Debt Service Fund

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

Debt Service Fund						
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Resources:</b>						
Net working capital	\$ 19,304	\$ 29,538	\$ 40,075	\$ 34,950	\$ 34,950	\$ 34,950
Taxes previously levied	10,987	22,900	20,850	14,100	14,100	14,100
Investment income	2,909	5,494	3,925	9,725	9,725	9,725
Other financing sources	-	-	-	-	-	-
Total resources except taxes levied:	33,200	57,932	64,850	58,775	58,775	58,775
Taxes necessary to balance			438,475	461,300	461,300	461,300
Taxes collected in year levied	276,784	419,888	-	-	-	-
Total resources:	\$ 309,984	\$ 477,819	\$ 503,325	\$ 520,075	\$ 520,075	\$ 520,075
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
Debt service						
Debt principal	164,574	214,241	257,750	308,950	308,950	308,950
Debt interest	115,872	223,514	210,625	195,275	195,275	195,275
Debt service total:	280,446	437,754	468,375	504,225	504,225	504,225
Unappropriated	-	-	34,950	15,850	15,850	15,850
Ending balance	29,538	40,065	-	-	-	-
Total requirements:	\$ 309,984	\$ 477,819	\$ 503,325	\$ 520,075	\$ 520,075	\$ 520,075

## Basin Interagency Narcotics Enforcement Team (BINET) Fund

**Budget Comment:** This fund supports the efforts of the Basin Interagency Narcotics Enforcement Team (BINET). This biennium, the Police Department will account for the BINET expenses. \$10,000 of the forfeiture money from this fund will be transferred to the General Fund each year to help cover these expenses.

### Basin Interagency Narcotics Enforcement Team (BINET) Fund

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Resources:</b>						
Net working capital	\$ 45,091	\$ 70,903	\$ 85,175	\$ 65,250	\$ 65,250	\$ 65,250
Intergovernmental	31,339	14,715	-	-	-	-
Investment Income	-	22	75	50	50	50
Other revenues	-	330	-	-	-	-
Other financing sources	10,000	20,000	-	-	-	-
<b>Total resources:</b>	<b>\$ 86,430</b>	<b>\$ 105,970</b>	<b>\$ 85,250</b>	<b>\$ 65,300</b>	<b>\$ 65,300</b>	<b>\$ 65,300</b>
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Travel & training	\$ -	\$ 385	\$ -	\$ -	\$ -	\$ -
Other materials & services	15,527	20,408	-	-	-	-
<b>Materials &amp; services total:</b>	<b>15,527</b>	<b>20,793</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Inter-fund transfer out	-	-	20,000	20,000	20,000	20,000
Reserved for future	-	-	65,250	45,300	45,300	45,300
Ending balance	70,903	85,177	-	-	-	-
<b>Total requirements:</b>	<b>\$ 86,430</b>	<b>\$ 105,970</b>	<b>\$ 85,250</b>	<b>\$ 65,300</b>	<b>\$ 65,300</b>	<b>\$ 65,300</b>

## Veterans Memorial Agency Fund

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

Veterans Memorial Agency Fund						
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Resources:</b>						
Net working capital	\$ 156,088	\$ 159,508	\$ 166,150	\$ 168,575	\$ 168,575	\$ 168,575
Investment income	3,907	4,839	2,425	6,075	6,075	6,075
Other revenues	1,402	4,200	4,000	4,000	4,000	4,000
<b>Total resources:</b>	<b>\$ 161,397</b>	<b>\$ 168,547</b>	<b>\$ 172,575</b>	<b>\$ 178,650</b>	<b>\$ 178,650</b>	<b>\$ 178,650</b>
	2018-2019	2019-2021	2021-2023	2023-2025	2023-2025	2023-2025
	Actual	Actual	Adopted	Proposed	Approved	Adopted
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Professional service contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & repairs	860	-	-	-	-	-
Other materials & services	-	-	-	-	-	-
<b>Materials &amp; services total:</b>	<b>860</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>						
Infrastructure	1,029	2,395	4,000	4,000	4,000	4,000
Reserved for future	-	-	168,575	174,650	174,650	174,650
Ending balance	159,508	166,152	-	-	-	-
<b>Total requirements:</b>	<b>\$ 161,397</b>	<b>\$ 168,547</b>	<b>\$ 172,575</b>	<b>\$ 178,650</b>	<b>\$ 178,650</b>	<b>\$ 178,650</b>

## Inactive Funds

### Downtown Maintenance District Fund (Inactive)

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Resources:</b>						
Net working capital	\$ 34,977	\$ 24,095	\$ 37,600	\$ -	\$ -	\$ -
Intergovernmental	-	6,265	56,000	-	-	-
Charges for services	92,083	176,287	181,050	-	-	-
Investment income	1,606	1,209	225	-	-	-
Other financing sources	36,250	115,650	131,000	-	-	-
<b>Total resources:</b>	<b>\$ 164,916</b>	<b>\$ 323,506</b>	<b>\$ 405,875</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

	2018-2019 Actual	2019-2021 Actual	2021-2023 Adopted	2023-2025 Proposed	2023-2025 Approved	2023-2025 Adopted
<b>Requirements:</b>						
<b>Materials &amp; Services</b>						
Professional service contracts	\$ 55,781	\$ 109,745	\$ 139,400	\$ -	\$ -	\$ -
Utilities	24,020	46,014	49,350	-	-	-
Maintenance & repairs	35,684	63,593	126,000	-	-	-
Insurance	2,769	6,165	7,500	-	-	-
Communications	878	2,441	2,950	-	-	-
Other materials & services	5,625	15,043	21,200	-	-	-
Internal charges for services	16,065	31,840	32,525	-	-	-
<b>Materials &amp; services total:</b>	<b>140,821</b>	<b>274,840</b>	<b>378,925</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>						
Facilities	-	11,067	-	-	-	-
Infrastructure	-	-	15,000	-	-	-
<b>Capital Outlay Total:</b>	<b>-</b>	<b>11,067</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Reserved for future	-	-	11,950	-	-	-
Ending balance	24,095	37,600	-	-	-	-
<b>Total requirements:</b>	<b>\$ 164,916</b>	<b>\$ 323,507</b>	<b>\$ 405,875</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Resolutions, Public Notices, and Tax Certification

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RESOLUTION NO. 23-11

**A RESOLUTION ADOPTING THE 2023-2025 BIENNIAL BUDGET  
FOR THE CITY OF KLAMATH FALLS, OREGON, MAKING APPROPRIATIONS  
AND LEVYING TAXES**

**WHEREAS**, on May 24, 2023 the City of Klamath Falls Budget Committee conducted a public hearing on the 2023-2025 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 24, 2023 the City of Klamath Falls Budget Committee approved the 2023-2025 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 14, 2023;

**WHEREAS**, on June 20, 2023, the Klamath Falls City Council conducted a public hearing on the 2023-2025 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; and NOW THEREFORE,

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

**Section 1. Budget Adoption**

The Klamath Falls City Council hereby adopts the 2023-2025 Biennial Budget, in the total amount of \$182,721,275. This Budget is now on file in 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, 2023, for the following purposes:

**GENERAL FUND**

Municipal Court	\$ 486,575
City Administration	1,885,200
Finance	1,928,425
Human Resources	758,725
Information Technology	2,408,150
Public Works Administration	1,172,475
Development Services	3,551,275
Police	16,039,075
Legislative	646,150
Maintenance	2,550,400
Facilities Maintenance	360,375
Parks	4,794,100
Ella Redkey Pool	1,850,350
Street Maintenance	12,153,500
Vehicle Maintenance	725,525
Right-of-Way	494,350
Downtown Maintenance	438,025
Debt Service	584,600
Transfer Out	500,000
Total General Fund Appropriations	<u>\$ 53,327,275</u>

**AIRPORT FUND**

Operations	\$ 3,133,950
FAA Grants	15,230,850
Total Airport Fund Appropriations	<u>\$ 18,364,800</u>

**PARKING FUND**

Parking	\$ 380,725
Total Parking Fund Appropriations	<u>\$ 380,725</u>

**WASTEWATER FUND**

Collections	\$ 7,513,250
Treatment	26,822,950
Stormwater	121,000
Debt Service	5,135,475
Total Wastewater Fund Appropriations	<u>\$ 39,592,675</u>

**WATER FUND**

Operations	\$ 24,551,600
Utility Billing	3,346,125
Geothermal	880,725
Debt Service	128,200
Transfers Out	<u>2,327,625</u>
Total Water Fund Appropriations	\$ 31,234,275

**ECONOMIC DEVELOPMENT/PROPERTY FUND**

Economic Development/Property	<u>\$ 892,125</u>
Total Economic Development/Property Fund Appropriations	\$ 892,125

**CAPITAL PROJECTS FUND**

Transfers Out	<u>\$ 12,000,000</u>
Total Capital Projects Fund Appropriations	\$ 12,000,000

**ESCROW RESERVE FUND**

Escrow Reserve	\$ 2,000
Transfers Out	<u>1,535,100</u>
Total Escrow Reserve Fund Appropriations	\$ 1,537,100

**DEBT SERVICE FUND**

Debt Service	<u>\$ 504,225</u>
Total Debt Service Fund Appropriations	\$ 504,225

**BINET FUND**

Transfers Out	<u>\$ 20,000</u>
Total BINET Fund Appropriations	\$ 20,000

**VETERAN'S MEMORIAL AGENCY FUND**

Veteran's Memorial	<u>\$ 4,000</u>
Total Veteran's Memorial Agency Fund Appropriations	\$ 4,000

<b>Total Appropriations, All Funds</b>	\$ 157,857,200
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<u>24,864,075</u>
<b>TOTAL ADOPTED BUDGET</b>	\$ 182,721,275



RESOLUTION NO. 23-12

**A RESOLUTION FOR THE RECEIPT OF  
2023/2024 AND 2024/2025 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 2023/2024 and 2024/2025, 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 24, 2023 and one before the City Council on June 20, 2023, at which citizens were given the opportunity to provide oral and written comments on proposed uses of the State Revenue Sharing distribution;

**WHEREAS**, for fiscal years 2023/2024 and 2024/2025, the City will use the proposed revenue sharing dollars for various general government purposes; and NOW THEREFORE,

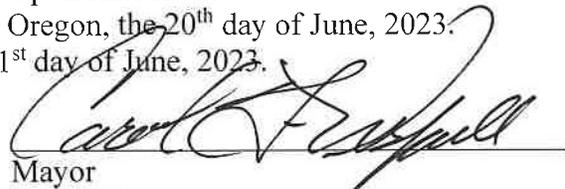
**THE CITY OF KLAMATH FALLS RESOLVES AS FOLLOWS:**

Section 1

Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Years 2023/2024 and 2024/2025 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 20<sup>th</sup> day of June, 2023.  
Presented to the Mayor, approved and signed this 21<sup>st</sup> day of June, 2023.

  
\_\_\_\_\_  
Mayor

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

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

I, \_\_\_\_\_, 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 20<sup>th</sup> day of June, 2023 and thereafter approved and signed by the Mayor and attested by the City Recorder.

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

## 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, 2023 to June 30, 2025 will be held in the City Council Chambers at 500 Klamath Avenue, Klamath Falls, Oregon. Public access to the meeting will also be made available via a Zoom Meeting Link as requested and with a Livestream of the meeting on YouTube also occurring. The meeting will take place on May 24, 2023 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 proposed Budget. A copy of the Budget document may be inspected or obtained on or after May 16, 2023 at the City Administration Building, 500 Klamath Avenue, Klamath Falls, Oregon, between the hours of 8:00 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 15, 2023.

Any person may appear at the meeting or join on-line and discuss the proposed programs with the Budget Committee. Disabled persons or persons desiring to attend via the Zoom Meeting Link may call the City Recorder's office at 541-883-5325 or email the City Recorder at [cityrecorder@klamathfalls.city](mailto:cityrecorder@klamathfalls.city) by 1:00pm on May 23rd for necessary arrangements. Hearing Impaired persons desiring information may call the City's TDD line at 541-883-5324.

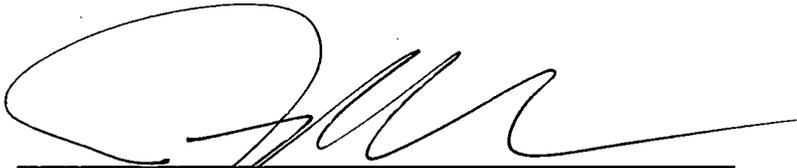
Nickole Barrington  
City Recorder  
#23242 May 13, 2023

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

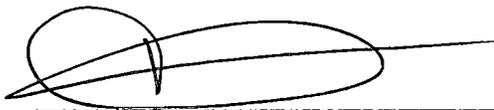
I, Joseph Hudon, General Manager being duly sworn, depose and say that I am the principle clerk of the publisher of the Herald and News a newspaper in general circulation, as defined by Chapter 193 ORS, printed and published at 2701 Foothills Blvd, Klamath Falls, OR 97601 in the aforesaid county and state: that I know from my personal knowledge that the Legal # 23242 Budget Committee Meeting 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: 05/13/23

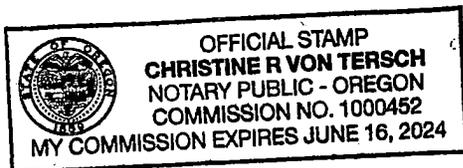
Total Cost: \$150.00



Subscribed and sworn by Joseph Hudon before me on: On  
17th day of May, in the year of 2023



Notary Public of Oregon  
My commission expires June 16, 2024



[ig@klamathfalls.city](mailto:ig@klamathfalls.city)>

[amathfalls.city](mailto:amathfalls.city)>; Jeremy Prinsen <[jprinsen@klamathfalls.city](mailto:jprinsen@klamathfalls.city)>  
[amathfalls.city](mailto:amathfalls.city)>

S: Public Notices (2) for Upcoming Budget Hearings

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## Event Details

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### Budget Committee Meeting

Wednesday, May 24, 2023



**Date:** May 24, 2023  
**Time:** 9:00 AM  
**Time Details:** Beginning at 9:00 a.m. until completed.  
**Address:** 500 Klamath Avenue  
Klamath Falls, OR 97601  
**Contact:** 541-883-5325  
**Email:** [Nickole.Barrington\\_CityRecorder](mailto:Nickole.Barrington_CityRecorder)



## 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, 2023 to June 30, 2025 will be held in the City Council Chambers at 500 Klamath Avenue, Klamath Falls, Oregon. Public

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

I, Joseph Hudon, General Manager 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 97601 in the aforesaid county and state: that I know from my personal knowledge that the Legal # 23314 LB1 2023/2024 a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for: 1

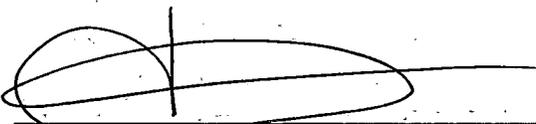
Insertion(s) in the following issues: 06/14/23

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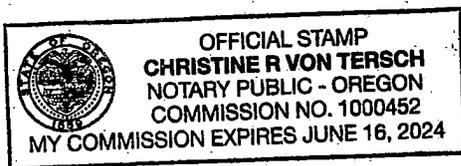
Total Cost: \$920.85



Subscribed and sworn by Joseph Hudon before me on: On  
14th day of June, in the year of 2023



Notary Public of Oregon  
My commission expires June 16, 2024



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

A public meeting of the City Council of the City of Klamath Falls, Oregon will be held on June 20, 2023 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, 2023 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 7:30 a.m. and 5:30 p.m. Monday - Thursday or 7:30 a.m. and 11:30 a.m. on Friday or online at <https://www.klamathfalls.city/191/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

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2019-2021	Adopted Budget This Biennium 2021-2023	Approved Budget Next Biennium 2023-2025
Beginning Fund Balance/Net Working Capital	56,728,920	63,420,575	44,448,400
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	42,264,108	43,121,075	51,831,050
Federal, State and all Other Grants, Gifts, Allocations and Donations	16,307,731	30,201,850	26,351,775
Revenue from Bonds and Other Debt	7,517,396	34,574,650	13,787,475
Interfund Transfers / Internal Service Reimbursements	10,043,330	9,928,800	22,858,025
All Other Resources Except Current Year Property Taxes	6,195,702	4,388,350	5,702,350
Current Year Property Taxes Estimated to Be Received	15,489,264	16,256,225	17,732,200
<b>Total Resources</b>	<b>154,546,451</b>	<b>201,891,525</b>	<b>182,721,275</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	31,345,837	38,849,825	38,771,200
Materials and Services	23,145,342	27,179,300	31,510,125
Capital Outlay	28,637,267	79,446,325	64,840,650
Debt Service	2,774,093	5,837,025	6,352,500
Interfund Transfers	5,223,332	6,156,100	16,382,725
Contingencies	0	0	0
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	63,420,581	44,422,950	24,864,075
<b>Total Requirements</b>	<b>154,546,451</b>	<b>201,891,525</b>	<b>182,721,275</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	443,879	473,575	486,575
FTE	2.13	2.20	2.20
City Administration	1,355,777	2,096,700	1,885,200
FTE	6.00	7.00	5.00
Finance	1,646,785	1,824,350	1,928,425
FTE	6.50	6.50	6.50
Human Resources	715,884	682,875	758,725
FTE	3.00	2.00	2.00
Information Technology	1,427,375	2,192,725	2,408,150
FTE	4.00	5.00	5.00
Public Works Administration	870,738	1,123,800	1,172,475
FTE	3.00	3.00	3.00
Development Services	2,127,509	3,043,975	3,551,275
FTE	9.50	11.00	11.00
Police	12,993,890	16,206,400	16,039,075
FTE	42.50	43.50	44.50
Legislative	454,633	718,075	646,150
FTE	1.00	1.70	1.70
Maintenance Services	1,977,935	2,448,525	2,550,400
FTE	10.00	10.00	10.00
Facilities Maintenance	308,411	597,150	360,375
FTE	0.00	0.00	0.00
Parks	2,981,436	5,931,000	4,794,100
FTE	6.00	6.00	6.00
Pool	973,607	1,518,600	1,850,350
FTE	7.60	8.20	7.50
Streets	4,672,793	14,983,775	12,153,500
FTE	10.00	10.00	10.00
Vehicle Maintenance	500,137	654,775	725,525
FTE	2.00	2.00	2.00
Right-of-Way	390,523	451,600	494,350
FTE	0.00	0.00	0.00
Downtown Maintenance District	285,907	393,925	438,025
FTE	0.00	0.00	0.00
Airport-Operations	2,673,948	3,093,175	3,133,950
FTE	6.00	6.00	5.00
Airport-FAA Grants	8,870,539	13,756,600	15,230,850
FTE	0.00	0.00	0.00
Parking	145,351	312,000	380,725
FTE	0.50	0.50	0.50
Economic Development	859,445	1,524,700	892,125
FTE	0.00	0.00	0.00
Escrow Reserve	720	1,000	2,000
FTE	0.00	0.00	0.00
Wastewater-Collections	6,070,482	8,989,200	7,513,250
FTE	8.50	8.50	8.50
Wastewater-Treatment	15,697,098	41,089,650	26,822,950
FTE	6.00	6.00	6.00
Wastewater-Stormwater	0.00	0.00	121,000
FTE	0.00	0.00	0.00
Water-Operations	10,675,122	17,137,375	24,551,600
FTE	13.50	13.50	13.50
Water-Utility Billing	2,490,568	2,944,750	3,346,125
FTE	10.00	10.00	10.00
Water-Geothermal	1,494,754	1,281,175	880,725
FTE	0.00	0.00	0.00
BINET	20,794	0.00	0.00
FTE	0.00	0.00	0.00
Veterans Memorial	2,395	4,000	4,000
FTE	0.00	0.00	0.00
Not Allocated to Organizational Unit or Program	71,418,006	116,416,075	47,599,300
<b>Total Requirements</b>	<b>154,546,451</b>	<b>261,891,525</b>	<b>182,721,275</b>
<b>Total FTE</b>	<b>157.73</b>	<b>162.60</b>	<b>159.90</b>

**STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING**  
 The City has budgeted to receive \$14,278,925 in FAA grant funds for Taxiway F and Runway 7/25 with budgeted expenditures at \$17,881,850. The Wastewater fund will use an additional \$13,000,000 of loan funds for the treatment plant project. The total capital outlay for the project is budgeted at \$20,000,000 with the remaining \$7,000,000 coming from the Capital Project Fund. The Water Fund has \$6,000,000 budgeted to replace Center Reservoir, which will be funded by a \$5,000,000 transfer from the Capital Project Fund. Additional detail on changes can be found in the budget document at <https://www.klamathfalls.city/191/Finance>.

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

# FORM OR-LB-50 2023–2024

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.

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

<u>PO Box 237</u> <small>Mailing address of district</small>	<u>Klamath Falls</u> <small>City</small>	<u>OR</u> <small>State</small>	<u>97601</u> <small>ZIP code</small>	<u>07/03/2023</u> <small>Date submitted</small>
<u>Jessica Lindsay</u> <small>Contact person</small>	<u>Finance Director</u> <small>Title</small>	<u>541-883-5354</u> <small>Daytime telephone number</small>	<u>jlindsay@klamathfalls.city</u> <small>Contact person e-mail address</small>	

**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 <b>or</b> 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		245,000
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b).....5c		245,000

**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.**

**(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.**