



# ADOPTED BUDGET

2016-2017



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# CITY OF KLAMATH FALLS

## OREGON

### 2016-2017 ADOPTED BUDGET



### CITY COUNCIL

Todd Kellstrom  
**Mayor**

Trish Seiler  
**Ward I**

Irving "Bud" Hart  
**Ward II**

Matt Dodson  
**Ward III**

Dan Tofell  
**Ward IV**

Bill Adams  
**Ward V**

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### BUDGET COMMITTEE

Mike Angeli

Jenine Stuedli

Brian Fitz Gerald

Andrew Biggs

Greg Williams

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### City Manager

Nathan Cherpeski

### Department Directors

#### Airport Director

John Barsalou

#### Support Services Director

Susan Kirby

#### City Attorney

Joanna Lyons-Antley

#### Public Works Director

Mark Willrett

#### Police Chief

David Henslee

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## FY 2017 Adopted Budget

### Office of the City Manager

May 24, 2016

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

In accordance with ORS 294.403 and the City Charter, I submit a proposed budget for fiscal year 2017. The City's total proposed appropriations for the upcoming year are \$46,791,250; not including contingency and reserves for future requirements.

A City allocates resources to match the community's priorities, but there are always far more needs and wants than available revenues. In balancing the needs and wants with revenues, budget committees weigh the relative merits of proposals and allocate resources according to the highest good. Due to Oregon's property tax rules, it is highly unlikely that we will see rapid recovery of our tax base. The County Assessor has informed us that our commercial land values are being reassessed. Since they were last assessed in 2009 at the height of the market, we anticipate a decrease for those properties. Our new normal requires us to be more strategic in our spending and service delivery.

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

In preparing this budget, staff focused on key priorities with the understanding of why cities exist. Cities were formed to provide services to residents such as law enforcement, water and wastewater utilities, parks, and streets. They also were established to create a sense of community. Providing the basic services while keeping in mind the necessity to play our part in fostering community can be a tug of war. Sometimes the items that are most important to our citizens evolve over time. As an organization we have to move to keep up with those changing desires while striving to be innovative in how we offer all of our services.

In developing budgets, we attempt to provide the necessities and if possible respond to the demands for other services. This is not always possible given revenue constraints; however, sometimes those desires open up new thinking in how we provide basic services. If possible we attempt to balance these needs. Several questions guide our thought process this year. How do we maximize resources for direct service delivery? How do we utilize technology to better provide these services? Are there ways to streamline our processes? Finally, can we improve our infrastructure and still meet the desires of different community groups?

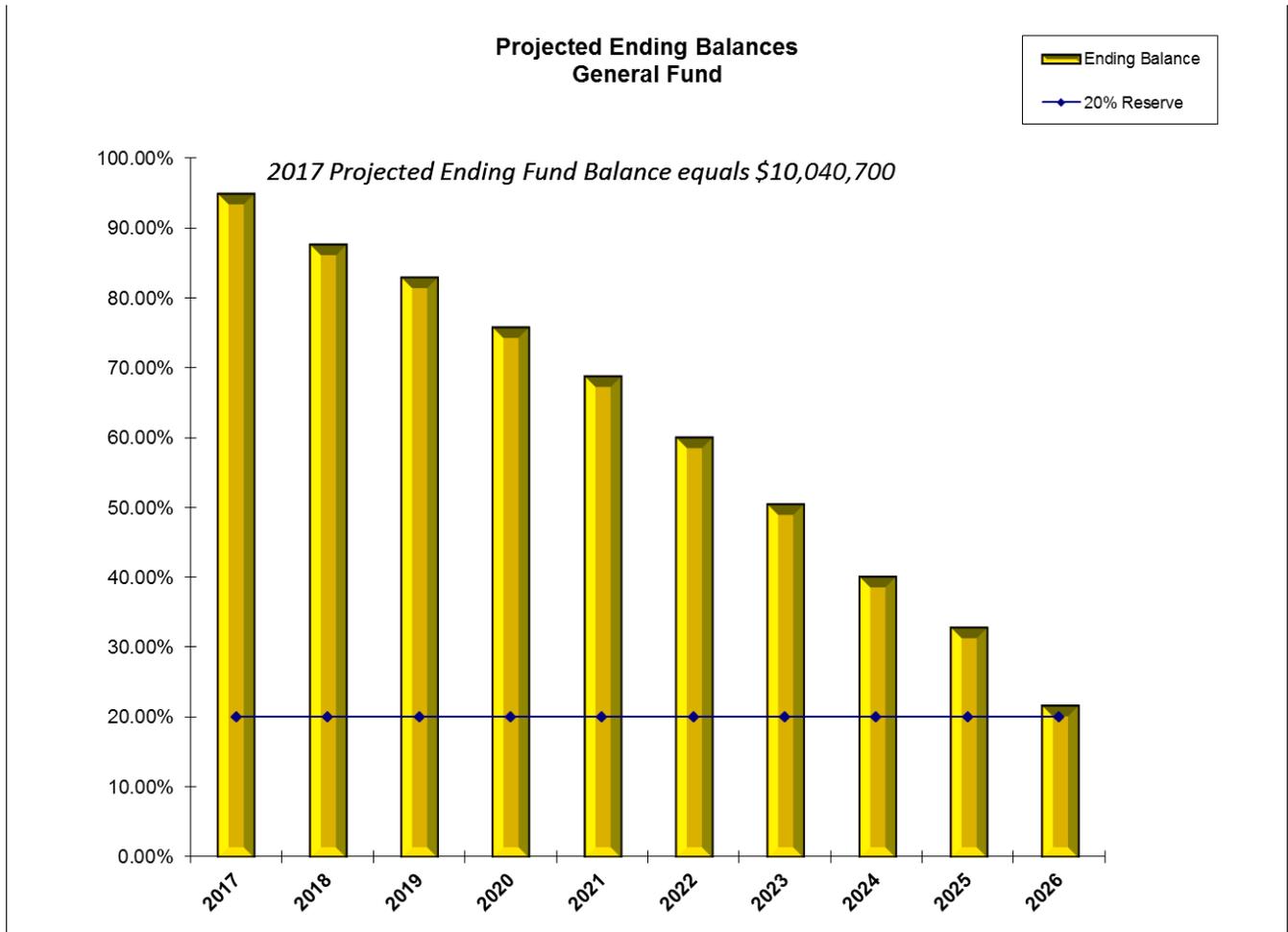
First, how do we maximize resources going to service delivery? Delivery of direct services such as law enforcement, parks and streets requires a support network. While not direct services to citizens, the services provided by Finance, Administration, Legal, Human Resources, and Information Technology are all vital to support direct service delivery. Over the last several years, driven by revenues that have not kept up with growth in costs, the City reduced employees and resources spent in these support areas. We have fewer Department Directors and support staff. These savings allow us to place more resources directly towards customer service. The proposed budget contemplates some additional saving with position consolidation and retirements. While we strive to be efficient, these consolidations do impact our ability to support Council initiatives and citizen requests. Some items take longer since we have fewer people to meet the demand.

Second, how do we utilize technology to better provide these services? Our new enterprise software is fully installed and implemented. We anticipate the software being fully integrated soon improving our ability to introduce online bill pay, improving access to government records, and improving efficiencies within our departments. We are also actively pursuing completion of the Automated Metering Infrastructure and improving our GIS capabilities for infield use. These efforts will eliminate the need to manually read water meters, provide rate payers with access to water usage details, and allow crews to be more efficient in the field.

Third, are there ways to streamline our processes? We have shifted utility payments for general fund divisions within the City Hall and Annex to one line item. In the case of the Annex, instead of having four managers code and sign a single utility bill requiring Finance to enter the item in four places, those charges will now go to the General Fund Other Division and require one entry. This not only reduces staff time, it simplifies and puts in one place the cost of operating these buildings.

Finally, can we improve our infrastructure and still meet the desires of different community groups? With the Blue Zones push and other changing desires from a new generation of citizens, we are looking at how to meet those desires as well as provide improved infrastructure. We will actively be looking at things like road diets. While providing better pedestrian and bicycle opportunities, it also shrinks the total number of lane miles we must maintain.

The Chart below shows our projected net working capital for the general fund if this budget is fully implemented. While we have made great improvements in the last few years, the slope of the chart shows a steady decline. Additionally, items like PERS, Healthcare, and depressed commercial property values will continue to put downward pressure on the budget.



**Budget Proposal**

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

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

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

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

### ***Personnel***

Staffing levels will remain flat for the foreseeable future. Historically, the City's expenditures followed available revenues. As revenues increased, staffing levels mirrored the rise in revenues. In 2008, the City reached a peak of 169 full-time equivalents (FTE). Since 2008, the City decreased by 15 FTE. This proposed budget reduces FTEs in the City Manager's Division. In the Fiscal Year 2016, Planning and Engineering were merged into Development Services. The City Engineer is now tasked with managing the new division.

City operations continue to function with fewer director level positions. The changes are the major reason for the improvement of the 10-year model.

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

The City uses a 10 year model to analyze projected expenditures and revenues. With the closing of the Downtown Urban Renewal Area, expenses carried there now must be absorbed in the General Fund, Downtown Maintenance Fund, and Parking Fund. Our planning also includes maintaining larger capital investments into Streets, Water and Wastewater. Even with this significant increase in planned expenditures, we will still be falling behind on street work. New resources, either new taxes or resources diverted from a different purpose, will need to be dedicated to this effort to see any marked improvement.

**Revenue**

Property Taxes for the proposed fiscal year 2017 budget are based on the City’s permanent property tax rate of \$5.4423 per \$1,000 of assessed value, before tax rate compression. Estimates for FY 2017 are \$6,752,075, when compared to FY 2016 estimates; the increase is 2% which is attributed to our anticipated delinquent collections as current property taxes remain flat. While residential property appears to have stabilized, commercial property values are trending downward, and are reflected in relatively flat revenue estimates.

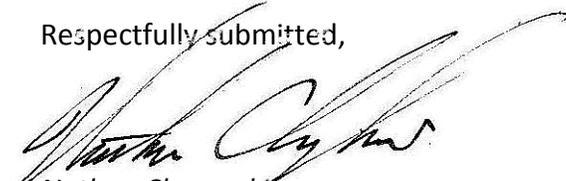
Intergovernmental estimates for FY 2017 are \$13,496,625, which is a 256% increase over FY 2016 estimates primarily driven by the increase in FAA Federal Grants. Hotel/Motel Taxes increase 2%, Tobacco Taxes increase 1.5%, Liquor Taxes increase 1.5%, and Gas Taxes remain flat. Other intergovernmental revenues are for grants as follows: Police \$4,000, Parks \$843,750, Streets \$2,384,800, Airport \$7,564,200; and Economic Development \$200,000.

Franchise Fees estimates increase overall 3.36% for FY 2017. That includes a 3.78% increase in Pacific Power, 5% increase in other communications, 5% increase in Avista, 1.89% increase in Waste Management, and a 10% decrease in Century Link. Charter cable remains flat.

**Conclusion**

While this budget reflects continuing economic pressures on the City, the outlook is less dire due to the changes made over the last several years. Staff will continue to analyze services. The City will no longer be able to offer services without regard to cost. The future continues to hold challenges with regard to PERS, health insurance, service demands, employee expectations, and staffing levels.

Respectfully submitted,



Nathan Cherpeski  
**City Manager**

**CITY OF KLAMATH FALLS  
BUDGETING PRINCIPLES AND ASSUMPTIONS  
FY 2016-2017**

Investment Policy

The City investment policy stresses, in order, safety, liquidity, and return. Interest estimates for the majority of this budget use a conservative .75% annual average earnings rate (consistent with the LGIP rate). The City has approximately \$9.5 million of available cash from the General, Wastewater, and Water funds invested in longer term financial instruments that are currently yielding greater than 2%. All operating investment of the City follow the guidelines set forth in ORS 294 as it relates to allowable investments and maturity.

Budget Policies

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

Debt Management Policy

It is the City Policy to fund capital projects, when possible, with existing revenues and grant funds. In the case of the Water, Wastewater, and the Airport Funds, the City Council deemed it necessary to incur long-term debt. The City has used long-term debt to upgrade those facilities and bring the infrastructure to an acceptable standard. Both the Airport and Water bonds were paid off in fiscal year 2015-16. The City refinanced the Wastewater bonds in fiscal year 2015-16 for an approximate \$522,255 savings over the life of the bonds.

It is the City Policy to maintain total general obligation debt at one percent or less of the City's assessed value. The City has accomplished this goal since staff began tracking debt to assessed value in June of 1989.

Fund Balance Policy

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

Performance Measures

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

Basis of Accounting

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

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

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

#### Personnel Services Assumptions

Wage increases in this budget vary for each classification within the City. Employees at the Police Department who are covered by the Teamsters contract will receive a COLA of 0.7% effective July 1, 2016. Employees covered by the AFSCME contract are currently in negotiations, historically they have used the CPI-W, Western Region, January to January, to benchmark the COLA. That benchmark, which is 2.6% for January 2016, was used in this budget. This is subject to change based on the final negotiated contract. Non-represented employees are part of a pay for performance evaluation system. This system includes a modified COLA which is 1.3% for the fiscal year. They are eligible to receive an increase for the performance portion of the evaluation, which ranges from 0% to 5% based on their current performance and their current salary level relative to comparative positions within the labor market.

The majority of our employees are covered by CIS Medical Plans and these plans will increase an average of 5.7% effective January 1, 2017. For the Teamsters medical plan we have assumed a 5% increase effective January 1, 2017 in this budget document. The actual numbers for Teamsters are not available until November or December.

PERS will be at the same rates in this budget as fiscal year 2016 budget since rates are set each biennial. The City has been notified of new rates for fiscal years 2018-2020 that result in an estimated weighted average increase of 45% for our current employee base. Tier 1 & Tier 2 employer contributions will increase from 11.45% to 15.78% of eligible salary, an increase of 37.8%. OPSRP for Police Personnel will increase from 8.48% to 11.65% of eligible salary, an increase of 37.4%. And finally, OPSRP for non-Police Personnel which will increase from 4.38% to 6.85% of eligible salary, an increase of 56.7%. We have used this information in our 10 year model since it creates a significant increase in Personnel Services across the City. The key driver behind the PERS increase is the unallocated liability for Tier 1 and 2. The amounts owed on those legacy charges will remain even if we could legally exit PERS.



## VISION

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

## MISSION STATEMENT

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

## CITY COUNCIL'S GOALS & OBJECTIVES

**Goal 1: Citizens feel safe and secure in their homes and public areas.**

**Goal 2: Interactions with the City will be professional with customer service as our top priority.**

- **Customer Service.** Provide citizens with professional and courteous interactions at all levels. City staff should focus on creating a positive experience and message for citizens. Internal interactions (staff to staff) should model this behavior as well.

**Goal 3: Economic Viability**

- Provide an environment where businesses can thrive and economic opportunities are fostered in an effort to provide for the long term economic viability of the community.

**Goal 4: Infrastructure**

- Provide the necessary infrastructure in a manner and means to allow our citizens and community to prosper.
- Identify and implement long-term infrastructure funding mechanisms to ensure the City can meet long-term stability and sustainability.

**Goal 4: Proactively work to increase efficiencies in service delivery.**

- Work with the County to eliminate unnecessary duplication and partner where appropriate to provide greater value to our citizens.



## CITY OF KLAMATH FALLS PROFILE

The urban growth area of Klamath Falls accommodates approximately 40,000 residents, which includes 21,580 residents of the City of Klamath Falls.

Date of Incorporation: 1905

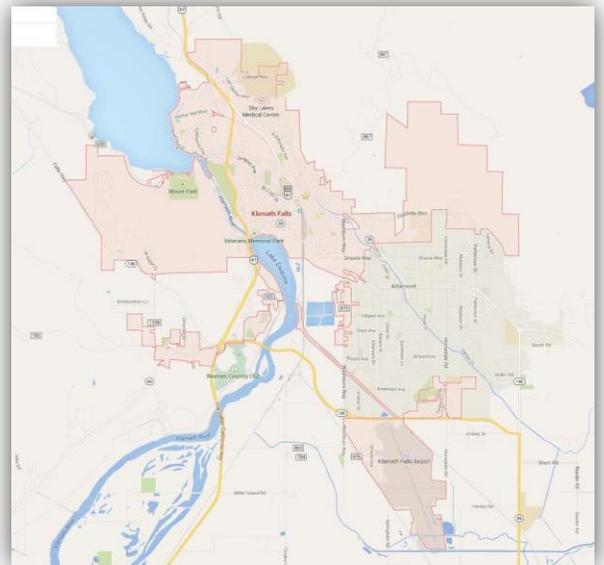
Form of Government: Council/Manager. The Council/Manager form is the system of local government that combines the strong political leadership of elected officials with the strong managerial experience of an appointed local government manager.

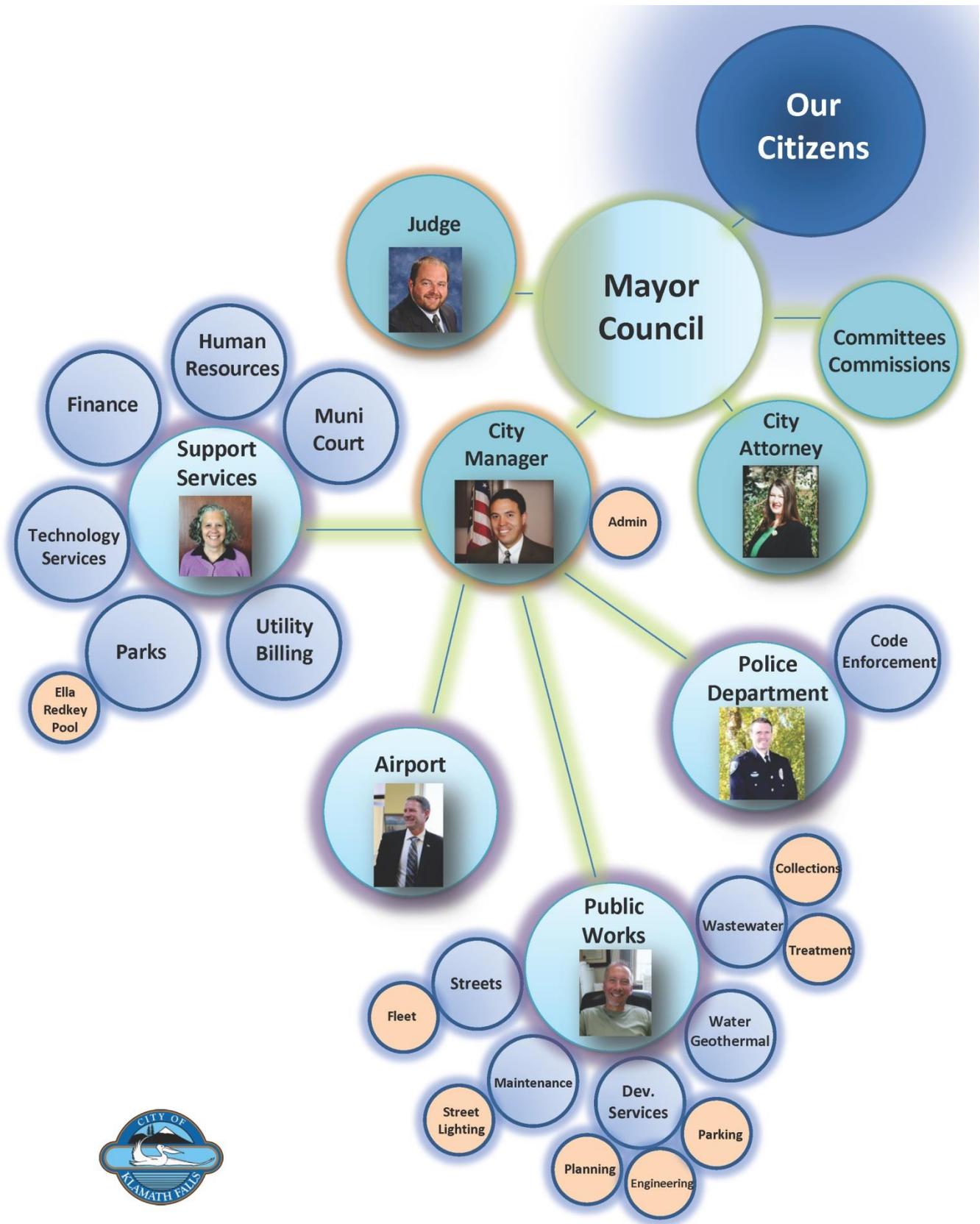
Recreation: 23 parks (excluding roadway greenways) covering 700 acres.

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 due to the loss of Sky West. The City has pending agreements to bring air service back starting in October 2016.

Education: Oregon Tech, the only public polytechnic institute in the Pacific Northwest, is a four-year, accredited college located in Klamath Falls. OIT serves approximately 4,400 students at its main campus in Klamath Falls, offsite campuses located around Oregon and Washington and through Oregon Tech online. It offers both bachelors and master’s degree programs. Klamath Community College was established in 1996 as a local community college. It offers a two-year associates program and a variety of community courses as well as a transfer program to four-year institution.

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







## FY 2016-2017 SCHEDULE OF BUDGET EVENTS

<b>City Recorder Prepares &amp; Publishes Notice of Hearing *(see below)</b>	May 11, 2016 May 12, 2016 (web)
<b>Proposed Budget to Committee</b>	May 18, 2016
<b>Budget Committee Hearing</b>	May 24, 2016
<b>Notice and Summary to Herald &amp; News</b>	June 8, 2016
<b>Finance Department Prepares &amp; Publishes the Notice and Summary **(see below)</b>	June 14, 2016 (newspaper)
<b>Agenda Reports Completed</b>	June 10, 2016
<b>Budget Adoption</b>	June 20, 2016
<p><b>*The notice may be published in newspaper 5-30 days prior to hearing as long as it is also published on City website at least 10 days prior to meeting. The newspaper ad published must include website address.</b></p>	
<p><b>**The Summary and Notice is only required to be published one time and there is no internet publication option. The summary and hearing notice are published not less than five days or more than 30 days before the budget hearing.</b></p>	



## CITY OF KLAMATH FALLS 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 294.331*

**3. Publish Notice of Budget Committee Meeting.** The notice of budget committee meeting is published twice in the Herald and News separated by no less than 5 days with the first publication being no later than 30 days prior to the meeting and the final publication being no earlier than 5 days prior to the first meeting. Alternatively, one publication in the Herald & News not more than 30 days prior plus posting on the City's website not more than 10 days prior to the budget committee meeting. Newspaper notice must contain Internet Website address at which the notice is posted. *ORS 294.426*

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

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

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

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

**ORS 294.453**

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

**ORS 294.456**

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

**ORS 294.458**

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

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

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

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



## CITY OF KLAMATH FALLS DESCRIPTION OF BUDGETED CATEGORIES – RESOURCES

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

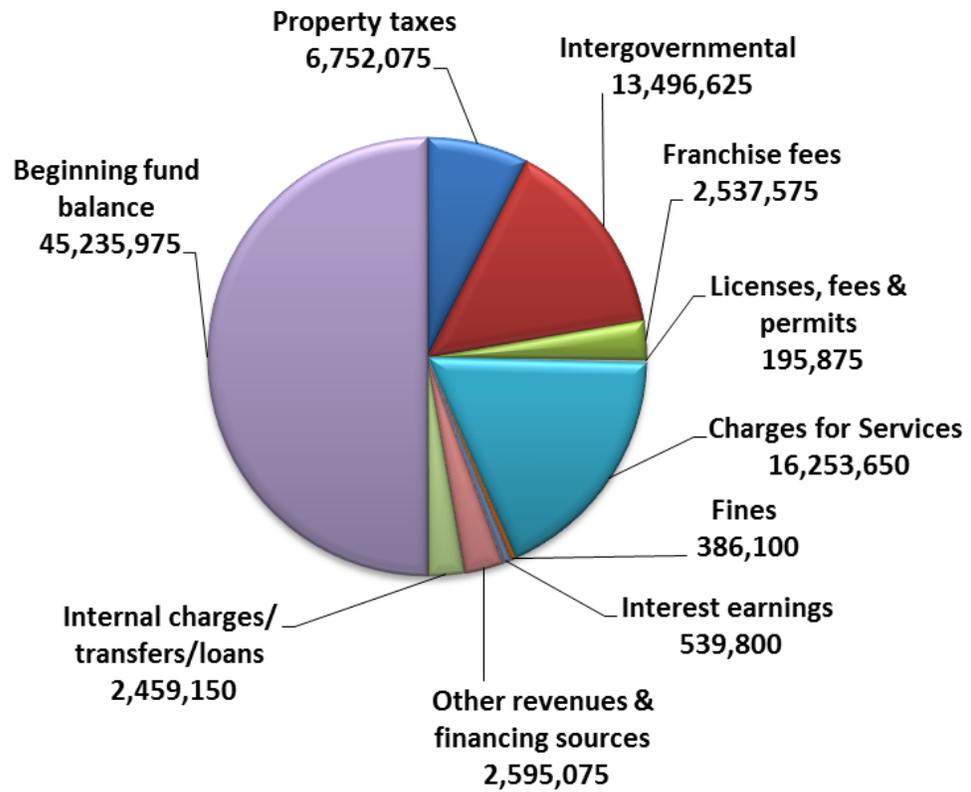


**CITY OF KLAMATH FALLS DESCRIPTION OF BUDGETED CATEGORIES – REQUIREMENTS**

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 situation created by civil disturbance or natural disaster.
<b>Reserved for Future Expenditure</b>	Amount saved and carried forward beyond the year that is not expected to be spent.

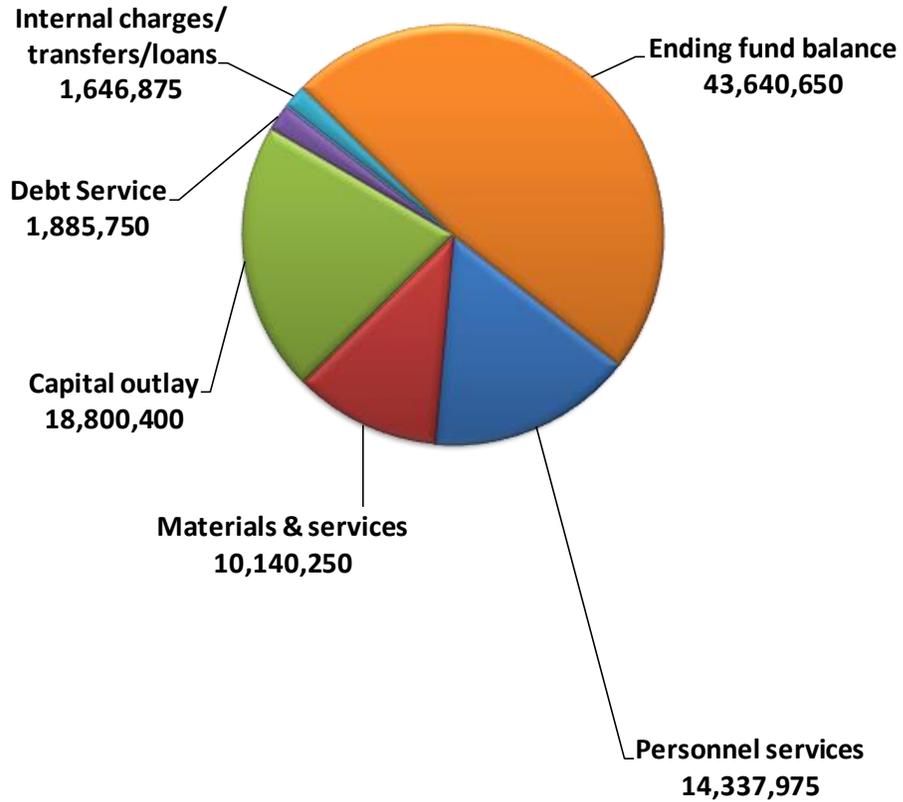
### Resources & Requirements Comparison

**RESOURCES: \$90,451,900**

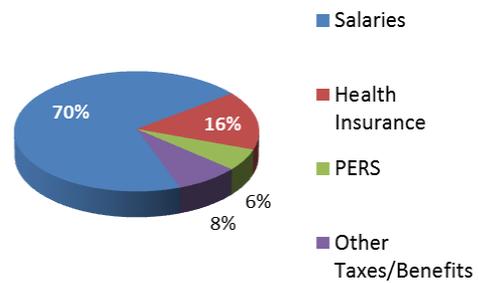


### Resources & Requirements Comparison

**REQUIREMENTS: \$90,451,900**



### Personnel Services





**SCHEDULE OF NET WORKING CAPITAL – 6 YEAR HISTORY/2 YEAR PROJECTION**

Fund	ACTUAL						PROJECTED	
	07/01/2010	07/01/2011	07/01/2012	07/01/2013	07/01/2014	07/01/2015	07/01/2016	07/01/2017
<b>General Fund (1)</b>	3,479,298	3,223,134	4,071,578	4,353,350	4,801,958	3,561,893	10,671,500	10,040,700
<b>Airport</b>	34,593	366,548	1,236,688	1,389,425	1,294,113	1,399,706	1,433,150	1,015,925
<b>Parks (1)</b>	863,008	780,562	761,091	907,904	1,455,114	1,673,546	-	-
<b>Street (1)</b>	2,820,717	1,935,771	2,375,895	2,913,917	3,330,523	4,576,753	-	-
<b>Parking</b>	72,550	66,309	53,579	60,605	71,458	68,977	66,350	61,925
<b>Street Lighting (1)</b>	219,834	231,010	291,424	441,181	444,179	465,657	-	-
<b>Wastewater (2)</b>	4,250,423	5,738,407	7,980,895	9,511,856	11,061,876	12,073,689	3,651,175	3,690,150
<b>Water (2)</b>	5,107,599	4,340,922	6,812,074	7,066,435	8,907,632	8,505,044	4,348,850	3,368,750
<b>Cemetery</b>	138,152	198,354	254,309	374,038	-	-	-	-
<b>Footpaths/Bicycle</b>	54,439	65,192	66,658	77,151	69,019	78,625	53,100	37,875
<b>Downtown Maint. Dist</b>	942	4,891	7,621	9,783	13,631	9,448	2,000	575
<b>Economic Development</b>	254,867	167,973	117,574	262,610	209,286	278,138	178,400	49,675
<b>Technology Reserve (3)</b>	292,517	275,355	234,729	295,926	67,202	235,191	157,825	-
<b>PERS Reserve</b>	608,038	860,175	432,482	-	-	-	-	-
<b>Capital Projects</b>	3,165,474	1,962,555	976,872	1,025,852	1,085,565	3,150,470	17,757,325	17,899,500
<b>Escrow Reserve</b>	1,481,766	2,726,867	4,866,548	6,532,025	5,862,403	5,774,865	6,218,775	7,320,375
<b>Debt Service</b>	448,480	26,630	45,072	56,975	58,698	57,181	30,675	4,700
<b>Cogeneration (4)</b>	5,873,283	4,884,364	2,873,707	1,059,332	836,785	706,606	516,325	-
<b>Veteran's Memorial (5)</b>	143,279	136,406	140,477	154,366	151,568	150,074	150,525	150,500
<b>Total</b>	29,309,259	27,991,425	33,599,273	36,492,731	39,721,010	42,765,863	45,235,975	43,640,650

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

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



**SCHEDULE OF TRANSFERS**

**FY 2016-2017**

<u>TRANSFER OUT</u>	<u>TRANSFER IN</u>						<u>TOTAL</u>
	General Fund	Downtown Urban Renewal Fund (1)	Airport Fund	Downtown Maintenance District Fund	Escrow Reserve Fund	Binet Fund	
General Fund				12,000		10,000	<b>22,000</b>
Downtown Maintenance District Fund		3,000					<b>3,000</b>
Technology Reserve Fund	157,825						<b>157,825</b>
Water Fund	502,900		432,325				<b>935,225</b>
Cogen Fund					528,825		<b>528,825</b>
<b>TOTAL</b>	<b>660,725</b>	<b>3,000</b>	<b>432,325</b>	<b>12,000</b>	<b>528,825</b>	<b>10,000</b>	<b>1,646,875</b>

1 - District budgets are in the Urban Renewal Agency Budget document. All other transfers in and transfers out are in this budget document.



**OVERALL STAFFING COMPARISON  
F.T.E. Positions**

**FY 2016-2017**

DEPARTMENT	Actual FY 06	Actual FY 07	Actual FY 08	Actual FY 09	Actual FY 10	Actual FY 11	Actual FY 12	Actual FY 13	Actual FY 14	Actual FY 15	Actual May 1, 2016	Proposed FY 17
Police	43.00	45.00	45.00	43.00	45.00	45.00	42.00	41.00	40.00	39.00	40.00	40.00
Code Enforcement	2.33	2.33	3.33	3.33	3.33	3.33	2.33	2.33	2.00	2.00	2.00	2.00
Municipal Court	3.00	3.50	3.50	3.50	3.25	3.25	3.00	3.25	3.25	3.30	3.30	3.30
Maintenance	11.00	11.00	11.00	11.00	10.00	10.00	10.00	10.00	10.50	10.00	10.00	10.00
Legal	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.75	1.75	1.70	1.70	1.70
City Manager	4.50	4.50	4.50	4.50	4.50	4.50	4.50	3.75	3.75	5.00	5.00	5.00
Finance	8.00	7.50	7.00	7.00	8.00	8.00	7.00	7.00	6.00	6.50	6.00	7.00
Human Resources	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Technology Services	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Planning	6.17	6.17	6.17	6.17	6.17	6.17	4.92	4.67	4.50	2.00	-	-
P.W. Engineering	8.50	9.50	9.50	9.50	7.50	7.50	7.50	6.50	6.50	5.50	-	-
Development Services	-	-	-	-	-	-	-	-	-	-	8.50	8.50
Cemetery	3.40	3.40	3.40	3.40	2.00	-	-	-	-	-	-	-
Airport	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	5.00	6.00	6.00
Parks	5.60	5.60	5.60	5.60	6.00	8.00	8.25	8.25	6.75	6.30	6.00	6.00
Pool	-	-	-	-	-	-	-	-	5.00	3.20	5.00	5.00
Streets	11.00	11.00	11.00	11.00	11.00	11.00	10.00	10.00	10.00	10.00	10.00	10.00
Fleet Maintenance	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Off-Street Parking	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
P.W. Administration	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Utility Billing	11.50	11.50	11.50	11.50	11.75	11.75	11.00	11.00	11.00	10.00	10.00	10.00
Wastewater	14.84	15.84	15.67	15.67	15.67	15.67	15.67	14.67	14.67	11.67	14.67	15.67
Water	13.16	13.16	14.83	15.83	12.39	13.00	12.08	12.08	12.08	12.58	11.83	13.83
Geothermal (1)	-	-	-	-	1.44	0.83	0.75	0.75	0.75	0.25	-	-
<b>TOTAL</b>	<b>162.00</b>	<b>166.00</b>	<b>169.00</b>	<b>168.00</b>	<b>166.00</b>	<b>166.00</b>	<b>157.00</b>	<b>153.00</b>	<b>154.50</b>	<b>144.00</b>	<b>150.00</b>	<b>154.00</b>

1 – Geothermal personnel services are tracked using project accounting. FY 15-16 actual year to date personnel costs through April 19, 2016 for the Geothermal Utility are \$29,500.



**MAJOR CAPITAL PROJECTS BUDGETED FOR FISCAL YEAR 2016-2017**

**Airport Fund**

Taxiway B (formerly Twy J) Construction	\$ 7,650,000
MODOC Wetland Mitigation Construction	235,000

**General Fund**

Lake Ewauna Trail	1,420,000
CMAQ Alley Paving	362,000
Street Sweepers (2)	535,000
Washburn Way Sidewalks - Phase II	240,000
Micro Seal Program	350,000
N Eldorado paving	315,000
Street Lighting Program	250,000

**Wastewater Fund**

Treatment Plant Upgrade	1,500,000
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**Water Fund**

Pelican City Booster/Water Main	1,500,000
Meter Upgrade Program	750,000
Altamont Dr. Phase V Design Water Main Replacement	575,000
Etna Street Main Replacement Ph II	250,000
Adams Street Main Replacement	250,000

<b>Total Major Capital Projects (\$225,000 or Greater)</b>	<b><u>\$ 16,182,000</u></b>
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**BUDGET SUMMARY – ALL CITY FUNDS COMBINED**

**FY 2016-2017**

	Actual 2013-14	Actual 2014-15	Budget 2015-16	Proposed 2016-17	% Change from PY Budget
<b>RESOURCES</b>					
Property taxes	6,260,377	6,753,191	6,781,700	6,752,075	-0.4%
Special assessments	2,768	-	-	-	0.0%
Intergovernmental	3,797,577	3,743,239	6,218,725	13,496,625	117.0%
Franchise fees	2,338,176	2,400,513	2,458,850	2,537,575	3.2%
Licenses, fees & permits	183,764	178,499	178,875	195,875	9.5%
Charges for services	14,926,814	15,592,968	16,072,400	16,253,650	1.1%
Fines	452,676	460,151	437,575	386,100	-11.8%
Interest earnings	325,375	382,133	419,250	539,800	28.8%
Other revenues & financing sources	703,152	4,733,719	21,936,700	2,595,075	-88.2%
Combined Revenues from Operations	28,990,679	34,244,414	54,504,075	42,756,775	-21.6%
Internal charges/transfers/loans	5,291,550	2,823,516	2,312,175	2,459,150	
Beginning fund balance	36,492,731	39,721,010	42,184,200	45,235,975	
Total Resources	70,774,960	76,788,940	99,000,450	90,451,900	-8.6%
<b>REQUIREMENTS</b>					
Personnel services	13,200,269	13,047,167	14,064,025	14,337,975	1.9%
Materials & services	6,748,288	8,757,334	9,699,600	10,140,250	4.5%
Capital outlay	3,701,285	4,410,966	8,945,900	18,800,400	110.2%
Debt Service	1,693,516	3,605,244	2,159,550	1,885,750	-12.7%
Sub-total	25,343,358	29,820,711	34,869,075	45,164,375	29.5%
Internal charges/transfers/loan	5,710,592	4,202,366	22,213,100	1,646,875	
Ending fund balance	39,721,010	42,765,863	41,918,275	43,640,650	
Total Requirements	70,774,960	76,788,940	99,000,450	90,451,900	-8.6%

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



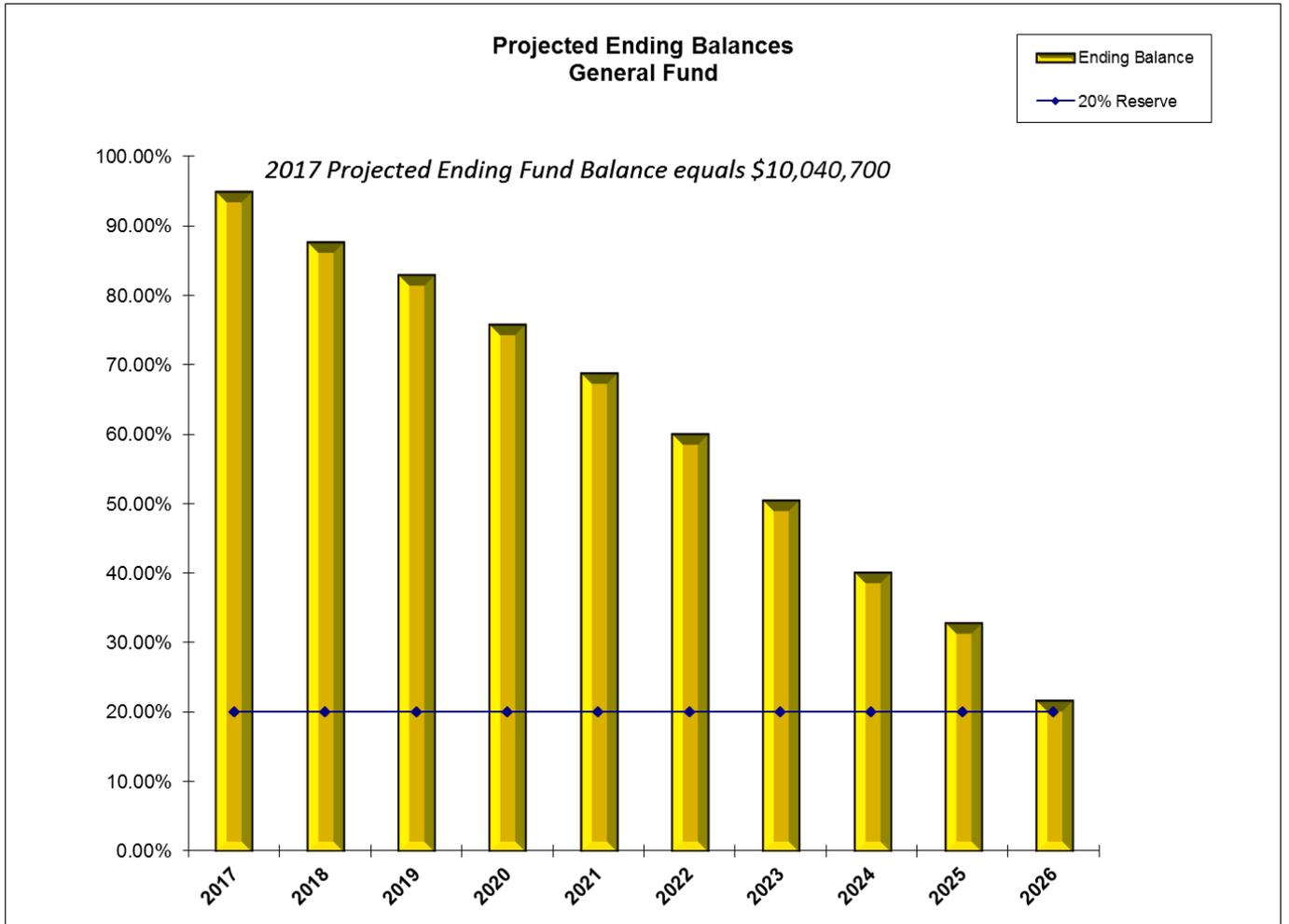
## CITY OF KLAMATH FALLS

### GENERAL FUND

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

<b>Estimated Resources:</b>	<b>\$ 29,157,725</b>
<b>Appropriated:</b>	<b>\$ 19,117,025</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 10,040,700</b>
<b>Total Fund Requirements:</b>	<b>\$ 29,157,725</b>

### GENERAL FUND 10 YEAR FORECAST



**ADOPTED BUDGET**

Fiscal Year 2016-2017

**GENERAL FUND #101 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 101 - GENERAL FUND</b>						
39 - NET WORKING CAPITAL	4,353,350	4,801,958	3,446,350	10,671,500	10,671,500	10,671,500
40 - PROPERTY TAXES PREVIOUSLY LEVIED	242,300	260,740	309,650	323,650	323,650	323,650
41 - SPECIAL ASSESSMENT	800	-	-	-	-	-
42 - INTERGOVERNMENTAL	548,028	555,259	4,490,625	5,363,575	5,363,575	5,363,575
43 - LICENSES, FEES & PERMITS	140,029	137,649	138,425	137,475	137,475	137,475
44 - FRANCHISE FEES	1,124,880	1,466,238	2,458,850	2,537,575	2,537,575	2,537,575
45 - CHARGES FOR SERVICES	81,417	68,395	604,500	472,375	472,375	472,375
46 - FINES & FORFEITURES	397,321	404,326	385,150	335,650	335,650	335,650
47 - INVESTMENT INCOME	84,591	86,716	110,000	134,300	134,300	134,300
48 - INTERNAL CHARGES FOR SERVICES	3,532,660	2,668,758	2,312,175	2,456,375	2,456,375	2,456,375
49 - OTHER REVENUES	49,547	76,576	98,975	81,550	81,550	81,550
50 - OTHER FINANCING SOURCES	535,043	9,124	6,424,675	757,750	757,750	757,750
<b>GENERAL FUND Total Resources Except Taxes Levied:</b>	<b>11,089,967</b>	<b>10,535,739</b>	<b>20,779,375</b>	<b>23,271,775</b>	<b>23,271,775</b>	<b>23,271,775</b>
40 - PROPERTY TAXES NECESSARY TO BALANCE	-	-	5,940,250	5,885,950	5,885,950	5,885,950
40 - PROPERTY TAXES COLLECTED IN YEAR LEVIED	4,619,215	5,233,834	-	-	-	-
<b>GENERAL FUND Total Resources:</b>	<b>15,709,182</b>	<b>15,769,573</b>	<b>26,719,625</b>	<b>29,157,725</b>	<b>29,157,725</b>	<b>29,157,725</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **Municipal Court**

**Appropriated: \$215,900**

#### **Division Description**

The Municipal Court Division of the General Fund is used to account for Municipal Court activities. Municipal Court provides oversight and direction to ensure that all traffic, parking and code matters are handled in the appropriate manner. Revenues consist exclusively of fines and fees generated from the Police Department, Code Enforcement and the Parking Division.

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

## MUNICIPAL COURT DIVISION GOALS AND REQUIREMENTS

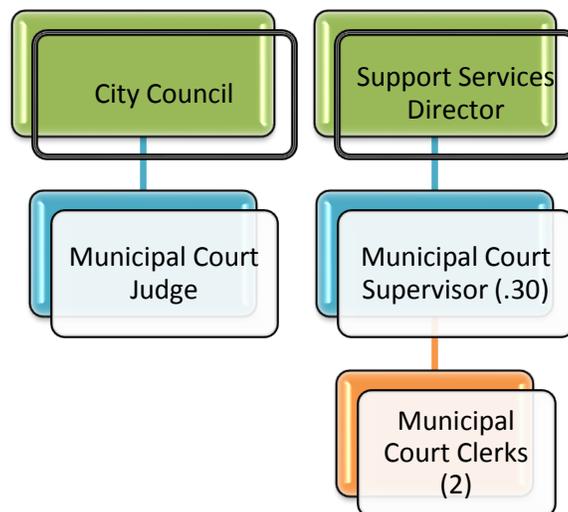
### 2016-2017 Division Goals

- Successful completion of Amnesty Program (will run into this fiscal year from the last)
- Division area re-work is a project in process (will complete with FY budgeted funds)
- Continuing to streamline processes in Tyler (PD upload/download is on the horizon)
- Successful on-boarding of new Municipal Judge and Pro-Tems
- Continue to review and update Court policies/procedures
- Implement 2 new programs or ideas related to traffic safety/compliance

### 2015-2016 Division Goal Outcomes

- **Division restructure/area re-work for better customer service.** Re-worked and cleaned employee area when carpet was installed, but still need to add an ADA counter platform and update customer service area.
- **Implement 2 Educational Tools-Informational Video/Brochure.**
- **Amnesty Program.** Program will start in June and complete in December 2016.
- **Streamline Tyler processes (PD/Court Upload and Download of citations).** This task is being worked on by software programmers and IT staff is working to assist implementation.
- **Review record storage structure, change if applicable.**

### DIVISION ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 101 - GENERAL FUND</b>						
<b>Department: 01 - MUNICIPAL COURT</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	133,910	139,728	143,275	142,875	142,875	142,875
02 - BENEFITS	46,883	49,347	54,100	49,300	49,300	49,300
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>180,793</b>	<b>189,075</b>	<b>197,375</b>	<b>192,175</b>	<b>192,175</b>	<b>192,175</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	9,485	6,848	6,000	4,500	4,500	4,500
06 - UTILITIES	4,634	4,437	5,725	-	4	4
07 - MAINTENANCE & REPAIRS	12,787	14,509	17,500	5,775	5,775	5,775
09 - INSURANCE	1,131	1,384	1,525	875	875	875
10 - COMMUNICATIONS	2,986	3,027	3,500	2,875	2,875	2,875
11 - ADVERTISING	139	130	500	500	500	500
13 - TRAVEL/TRAINING	3,200	3,511	3,300	4,350	4,350	4,350
14 - SUPPLIES	2,161	2,505	2,850	2,850	2,850	2,850
15 - NON-CAPITAL EQUIPMENT	2,524	1,600	1,500	1,500	1,500	1,500
17 - OTHER MATERIALS & SERVICES	290	280	500	500	500	500
18 - INTERNAL CHARGES FOR SERVICES	30,719	3,895	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>70,056</b>	<b>42,128</b>	<b>42,900</b>	<b>23,725</b>	<b>23,725</b>	<b>23,725</b>
<b>Requirements Total:</b>	<b>250,849</b>	<b>231,203</b>	<b>240,275</b>	<b>215,900</b>	<b>215,900</b>	<b>215,900</b>
<b>Department: 01 - MUNICIPAL COURT Total:</b>	<b>250,849</b>	<b>231,203</b>	<b>240,275</b>	<b>215,900</b>	<b>215,900</b>	<b>215,900</b>



**CITY OF KLAMATH FALLS**

**GENERAL FUND**

**City Manager**

**Appropriated: \$531,875**

**Department Description**

The Office of the City Manager 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. Revenues consist primarily of administrative service charges to other departments plus other General Fund resources.

In addition to the City Manager, four positions are budgeted in this Department. Department employees work with and act as resources to all departments, elected officials and citizens of Klamath Falls. The City Recorder and the two staff members are responsible for management and retention of all City records, leases, contracts and agreements, legal and public notices, elections, website maintenance, processing Ordinances and Resolutions, and as the City liaison to the City Council.

**Budget Comments – Requirements**

This budget reflects a consolidation of positions with the retirement of several staff members. The consolidation impacts, City Manager, Legal, and Municipal Court.

## CITY MANAGER DIVISION GOALS AND REQUIREMENTS

### 2016-2017 Division Goals

- Update the Surplus Property list, including economic development properties, and recommend changes to the existing resolution.
- Economic Development - Identify amenities desirable to attract the next generation of entrepreneurs and job creators.
- Refine survey approach to more accurately capture community input on selected items and work to better utilize existing tools for citizen engagement.
- Continue to support the City Council and Departments in implementing Council Goals.

### 2015-2016 Division Goal Outcomes

- **Refine survey approach to more accurately capture community input on selected items.** This is an ongoing effort.
- **Work to better utilize existing tools for citizen engagement – i.e. Open City Hall, Facebook, Website, etc.** While we have improved here over years past, we still have a long way to go. We need to focus on getting a wider variety of departments to utilize the resources and seek a wider audience.
- **Continue to work with City Council and Staff to implement Council’s goals.** We have accomplished many tasks, but this is an on-going effort. Once one task is complete we add another.

## DEPARTMENT ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 02 - CITY MANAGER</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	292,603	336,496	376,775	371,525	371,525	371,525
02 - BENEFITS	90,277	99,689	126,775	117,775	117,775	117,775
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>382,880</b>	<b>436,185</b>	<b>503,550</b>	<b>489,300</b>	<b>489,300</b>	<b>489,300</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	1,211	1,102	1,300	1,200	1,200	1,200
06 - UTILITIES	6,442	6,974	9,200	-	-	-
07 - MAINTENANCE & REPAIRS	3,961	7,851	14,375	14,475	14,475	14,475
09 - INSURANCE	2,353	2,354	2,225	1,850	1,850	1,850
10 - COMMUNICATIONS	3,201	3,312	4,250	4,200	4,200	4,200
11 - ADVERTISING	105	2,417	2,250	2,500	2,500	2,500
13 - TRAVEL/TRAINING	5,223	8,187	9,100	10,100	10,100	10,100
14 - SUPPLIES	3,060	3,529	4,400	3,950	3,950	3,950
15 - NON-CAPITAL EQUIPMENT	242	2,773	3,300	3,000	3,000	3,000
17 - OTHER MATERIALS & SERVICES	797	631	1,325	1,300	1,300	1,300
18 - INTERNAL CHARGES FOR SERVICES	7,679	5,193	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>34,275</b>	<b>44,322</b>	<b>51,725</b>	<b>42,575</b>	<b>42,575</b>	<b>42,575</b>
<b>Requirements Total:</b>	<b>417,155</b>	<b>480,507</b>	<b>555,275</b>	<b>531,875</b>	<b>531,875</b>	<b>531,875</b>
<b>Department: 02 - CITY MANAGER Total:</b>	<b>417,155</b>	<b>480,507</b>	<b>555,275</b>	<b>531,875</b>	<b>531,875</b>	<b>531,875</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **LEGAL**

**Appropriated: \$234,975**

#### **Department Description**

The Legal Department is comprised of the City Attorney and a Paralegal (.70 FTE). The City Attorney provides legal advice to the Mayor, City Council, all City Departments and the various City Boards, Committees and Commissions on legal matters of concern to the City and its residents. The City Attorney prepares or approves all Ordinances and Resolutions for City Council action. The City Attorney also provides opinions and advice to City officials regarding general municipal law issues and prosecutes traffic and code violations in Municipal Court. The Legal Department is ultimately responsible for the legal sufficiency of all contracts, agreements, leases, deeds, Ordinances, Resolutions, encroachments, and easements that are executed by the City. The City Attorney also handles legal matters related to implementation and application of land use regulations and provides services related to land sales and acquisitions.

#### **LEGAL DEPARTMENT GOALS AND REQUIREMENTS**

#### **2016-2017 Department Goals**

- Provide effective legal services to the City in a timely manner by providing strategic support, risk management and money-saving options.

- Increase quality of legal services through education for specialized areas, such as employment/labor law. Add value to special counsel attorneys with research and writing assistance.
- Reduce administrative costs and increase efficiencies by scanning the remaining on-site legal files into Tyler Technologies (Tyler Content Management).
- Provide support of special projects such as deferred compensation, urban renewal and construction law.

**2015-2016 Department Goal Outcomes**

- Provide effective legal services to the City in a timely manner by providing strategic support, risk management and money-saving options.
- Increase quality of legal services through education for specialized areas, such as employment/labor law and water law. Add value to special counsel attorneys with research and writing assistance.
- Reduce administrative costs and increase efficiencies. Implement records management system through Tyler Technologies (Tyler Content Management) and reduce off-site record storage costs. Tremendous progress was made in implementing the records management system. Legal research files and project files were created and scanned into the Tyler Content Management system. However, because of lack of resources, not all of the on-site records and none of the off-site records were scanned into TCM.
- Provide support of special projects such as water law, urban renewal and bond refinance.

**DEPARTMENT ORGANIZATIONAL CHART**



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 03 - LEGAL</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	152,189	153,457	156,700	165,650	165,650	165,650
02 - BENEFITS	38,616	38,781	44,900	47,575	47,575	47,575
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>190,805</b>	<b>192,238</b>	<b>201,600</b>	<b>213,225</b>	<b>213,225</b>	<b>213,225</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	1,078	7,194	4,000	4,000	4,000	4,000
06 - UTILITIES	3,354	2,997	3,600	-	-	-
07 - MAINTENANCE & REPAIRS	2,388	945	1,500	-	-	-
09 - INSURANCE	908	1,187	1,300	850	850	850
10 - COMMUNICATIONS	2,495	2,408	2,850	2,850	2,850	2,850
13 - TRAVEL/TRAINING	5,155	4,674	6,000	6,000	6,000	6,000
14 - SUPPLIES	1,431	1,428	2,000	2,000	2,000	2,000
15 - NON-CAPITAL EQUIPMENT	791	442	2,350	2,350	2,350	2,350
17 - OTHER MATERIALS & SERVICES	4,175	3,800	3,700	3,700	3,700	3,700
18 - INTERNAL CHARGES FOR SERVICES	3,840	2,597	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>25,615</b>	<b>27,673</b>	<b>27,300</b>	<b>21,750</b>	<b>21,750</b>	<b>21,750</b>
<b>Requirements Total:</b>	<b>216,420</b>	<b>219,910</b>	<b>228,900</b>	<b>234,975</b>	<b>234,975</b>	<b>234,975</b>
<b>Department: 03 - LEGAL Total:</b>	<b>216,420</b>	<b>219,910</b>	<b>228,900</b>	<b>234,975</b>	<b>234,975</b>	<b>234,975</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **Support Services**

The Support Services Department is a collection of divisions within the General Fund, each with their own goals and budgets. Our primary function is to provide overall support to all the operating divisions; however, Parks and Municipal Court are also part of the Department and have specific activities. The Support Services Director and the Support Service Analyst provide general management and analysis for the department. Their expenses are captured in the Human Resources Division and charged to divisions outside the General Fund through administrative charges.

#### **SUPPORT SERVICES DEPARTMENT GOALS AND REQUIREMENTS**

##### **2016-2017 Department Goals**

- Tyler Applications - Leverage Tyler to improve customer accessibility and employee productivity.
- Budgets – Stay within the allotted budget as each department works to provide the same or higher levels of services.
- Communication – Our goal is to communicate simply. Managers will meet regularly with employees, communicate City wide directives promptly, and measure employee performance against established goals.
- Do your job – The goal of Support Services is to do our jobs well. This will be measured by setting our individual goals, measuring performance against these goals, and making adjustments as required to meet customers' requirements.

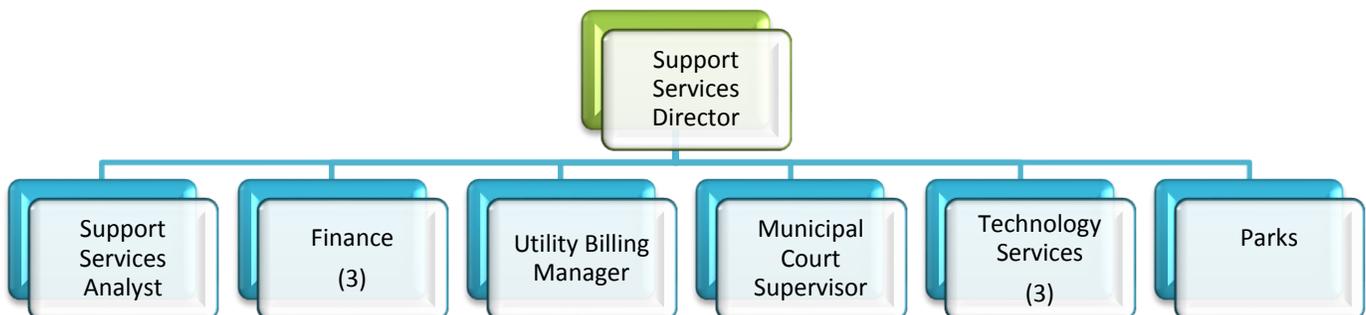
### 2015-2016 Department Goal Outcomes

- **Tyler Implementation** – The change to Tyler software is about 50% complete. In 2016 we will finish the project with the implementation of Code Enforcement, Business Licenses, Work Orders, Engineering, and Planning. The Department will focus on leveraging the new software to improve customer accessibility and employee productivity.
- **Budgets** – Each Department will look for efficiencies, training opportunities, and creative alternatives to support the City as we are asked to provide the same or higher levels of services without increasing tax revenues.
- **Communication** – Our goal is to communicate simply. Managers will meet regularly with employees, communicate City wide directives promptly, and measure employee performance against established goals. *Lots of progress was made on this objective, but we believe it should continue for another year.*
- **Do your job** – The goal of Support Services is to do our jobs well. This will be measured by setting our individual goals, measuring performance against these goals, and making adjustments as required to meet customers’ requirements.

### Budget Comments – Requirements

As a collection of divisions, the Support Services Department does not have a specifically identified budget. Appropriations are done at the division level.

### DEPARTMENT ORGANIZATIONAL CHART





## CITY OF KLAMATH FALLS

### GENERAL FUND

#### Finance

**Appropriated: \$766,375**

#### Division Description

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

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

#### Budget Comments – Requirements

The overall materials & services budget for 2016-2017 is \$7,575 less than the prior year primarily due to Business License moving to Development Services. Personnel Services increased due to an Accountant position that was added mid-fiscal year 2016. The Finance Manager position remains open and half a position was removed due to the relocation of Business Licenses to Development Services.

## FINANCE DIVISION GOALS AND REQUIREMENTS

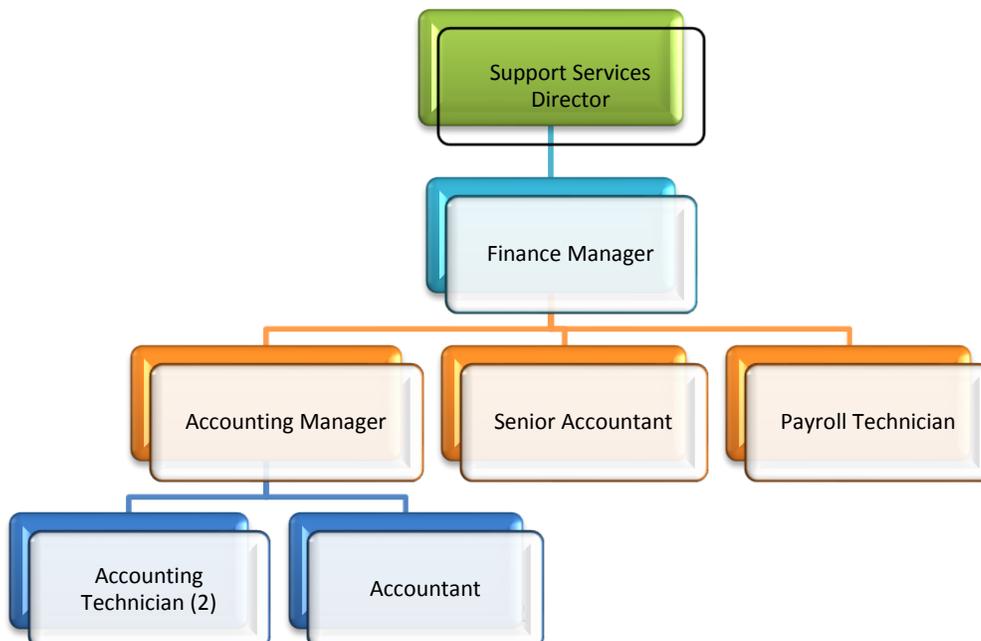
### 2016-2017 Division Goals

- Implement procurement card program to streamline City purchases. Measured by efficiencies gained within the AP payment process.
- Implement online payments for all City services to improve customer service. Measured by customer usage.
- Implement ACH/EFT payments for our vendors. Measured by vendor usage.
- Work toward a paperless environment. Measured by reduction in office supplies and storage costs.
- Continue to improve internal controls to ensure operational effectiveness and accurate financial reporting. Measured by results of annual audit.

### 2015-2016 Division Goal Outcomes

- **Implement procurement card program to streamline City purchases.** Finance did not have the staff required to implement this program.
- **Implement online payments for all City services to improve customer service.** The Ella Redkey Pool will be accepting online payments by the end of the fiscal year and we will transition all other services by the end of the first quarter of fiscal year 2017.
- **Continue to improve internal controls to ensure operational effectiveness and accurate financial reporting.** We are continuing to change our processes to efficiently use our new ERP system and stay in compliance with internal controls.
- **Refinance the 2005 Wastewater Revenue bonds for an estimated net present value savings of \$326,000.**

### DIVISION ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 05 - FINANCE</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	328,851	353,943	388,900	435,950	435,950	435,950
02 - BENEFITS	120,262	130,603	153,150	174,050	174,050	174,050
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>449,113</b>	<b>484,546</b>	<b>542,050</b>	<b>610,000</b>	<b>610,000</b>	<b>610,000</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	50,554	62,690	51,075	68,275	68,275	68,275
06 - UTILITIES	4,133	4,649	5,575	4,975	4,975	4,975
07 - MAINTENANCE & REPAIRS	24,008	35,015	35,525	27,850	27,850	27,850
08 - RENTALS / LEASES	27,000	27,000	27,000	27,000	27,000	27,000
09 - INSURANCE	4,539	3,323	4,150	3,525	3,525	3,525
10 - COMMUNICATIONS	7,974	8,220	11,500	7,700	7,700	7,700
11 - ADVERTISING	4,517	1,977	3,400	2,325	2,325	2,325
13 - TRAVEL/TRAINING	6,298	6,311	8,850	7,950	7,950	7,950
14 - SUPPLIES	5,955	3,895	7,750	4,325	4,325	4,325
15 - NON-CAPITAL EQUIPMENT	705	6,739	2,750	1,775	1,775	1,775
17 - OTHER MATERIALS & SERVICES	997	522	700	675	675	675
18 - INTERNAL CHARGES FOR SERVICES	5,903	6,664	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>142,583</b>	<b>167,004</b>	<b>158,275</b>	<b>156,375</b>	<b>156,375</b>	<b>156,375</b>
<b>Requirements Total:</b>	<b>591,697</b>	<b>651,550</b>	<b>700,325</b>	<b>766,375</b>	<b>766,375</b>	<b>766,375</b>
<b>Department: 05 - FINANCE Total:</b>	<b>591,697</b>	<b>651,550</b>	<b>700,325</b>	<b>766,375</b>	<b>766,375</b>	<b>766,375</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **Human Resources**

**Appropriated: \$286,675**

#### **Division Description**

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

#### **HUMAN RESOURCES DIVISION GOALS AND REQUIREMENTS**

#### **2016-2017 Division Goals**

- Provide timely and professional support to individual employees and managers for all HR related activities while ensuring compliance with State and Federal laws.

- Facilitate specific management training to focus on basic supervisory skills and communication. This year specifically we will focus on planning, delegating and mentoring employees.
- Implement Employee Self Service for all employees.
- Employee training; improve the delivery of annual or required trainings through electronic tools and better tracking.

**2015-2016 Division Goals**

- Provide timely and professional support to individual employees and managers for all HR related activities while ensuring compliance with State and Federal laws.
- Facilitate specific management training to focus on basic supervisory skills and communication. We provided the SAIF Training on Loss Control, which covered many of the communication skills necessary for managers and supervisors. There are more areas of focus to cover in 2016-2017.
- Focused recruitment activities to attract hard to fill positions such as the City Engineer and Wastewater Division Manager.
- Complete the implementation of the Tyler Software in Code Enforcement, Business License, Engineering and Planning. Support the selection and implementation of the Fleet software.
- Provide general management and support to all the Divisions within Support Services.

**Budget Comments – Requirements**

The current budget provides adequate funds to achieve the City’s goal for additional Supervisory Training if the training can be done in house by leveraging electronic media.

**DIVISION ORGANIZATIONAL CHART**



**ADOPTED BUDGET**

Fiscal Year 2016-2017

**GENERAL FUND #101 / HUMAN RESOURCES DIVISION #06 REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 06 - HUMAN RESOURCES</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	165,086	171,480	178,325	184,150	184,150	184,150
02 - BENEFITS	50,872	53,313	59,050	62,000	62,000	62,000
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>215,958</b>	<b>224,793</b>	<b>237,375</b>	<b>246,150</b>	<b>246,150</b>	<b>246,150</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	19,594	4,730	15,500	13,500	13,500	13,500
06 - UTILITIES	1,820	1,968	2,125	-	-	-
07 - MAINTENANCE & REPAIRS	5,474	3,313	4,500	11,750	11,750	11,750
09 - INSURANCE	840	1,396	1,650	975	975	975
10 - COMMUNICATIONS	1,126	1,291	1,625	1,200	1,200	1,200
11 - ADVERTISING	-	118	-	1,250	1,250	1,250
13 - TRAVEL/TRAINING	1,483	3,769	10,000	8,500	8,500	8,500
14 - SUPPLIES	2,170	1,687	1,700	1,800	1,800	1,800
15 - NON-CAPITAL EQUIPMENT	46	-	2,500	500	500	500
17 - OTHER MATERIALS & SERVICES	1,939	3,026	3,200	1,050	1,050	1,050
18 - INTERNAL CHARGES FOR SERVICES	1,548	2,940	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>36,040</b>	<b>24,238</b>	<b>42,800</b>	<b>40,525</b>	<b>40,525</b>	<b>40,525</b>
<b>Requirements Total:</b>	<b>251,998</b>	<b>249,031</b>	<b>280,175</b>	<b>286,675</b>	<b>286,675</b>	<b>286,675</b>
<b>Department: 06 - HUMAN RESOURCES Total:</b>	<b>251,998</b>	<b>249,031</b>	<b>280,175</b>	<b>286,675</b>	<b>286,675</b>	<b>286,675</b>



## CITY OF KLAMATH FALLS

### GENERAL FUND

## Technology Services

**Appropriated: \$505,025**

### Division Description

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

### **TECHNOLOGY SERVICES DIVISION GOALS AND REQUIREMENTS**

#### 2016-2017 Division Goals

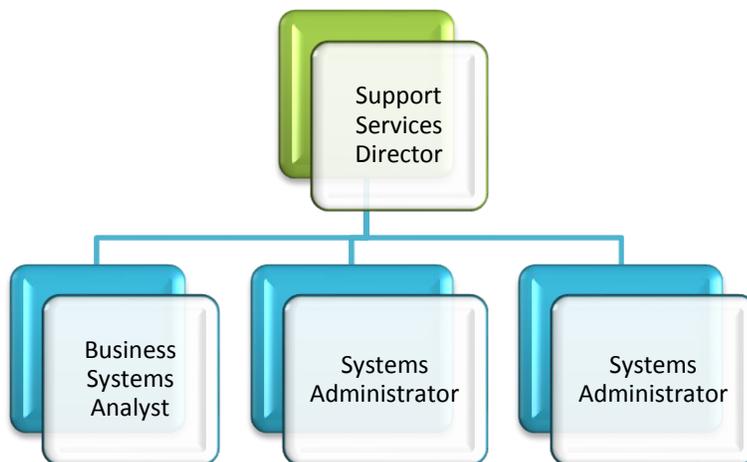
- Acquire and implement a cloud service for city email and office software.
- Continue evaluating and upgrading network equipment moving towards a cost effective and manageable system.
- Continue supporting Tyler software in all areas to enhance customer experience.
- Identify Individual department support.
  - As technology is developed each of the cities departments can utilize these advancements in their daily work. It is the goal of Technology Services to support these standalone technologies.

- Establish standards and policies for the acquisition of hardware and software technologies for city departments.

### **2015-2016 Division Goal Outcomes**

- **Ensure that the Tyler software implementation is installed timely and within budget.** The Tyler software modules have been implemented. The next year will be spent working to polish the software for maximizing efficiency.
- **Support the use of new tools in the Tyler software to maximize their effectiveness.** This process will be ongoing year to year as the city uses the software. As the software is updated or enhanced we will always be striving for effectiveness. Implementation of online customer interaction and payment will be a primary focus for the next year.
- **Identify new software tools needed to manage the Fleet operations.** This task has been completed and the Fleet software is being used.
- **Evaluate network architecture and identify any necessary upgrades to be included in the fiscal year 2016-2017 CIP.** Network architecture has been identified and the Technology Services Department will be configuring and testing equipment to solidify network availability.
- **Engage in the continuing education of current and new technologies.** The Department has identified continuing education paths and will continue to do so in the future.

### **DIVISION ORGANIZATIONAL CHART**



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 07 - INFORMATION SYSTEMS</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	211,828	216,240	219,675	226,375	226,375	226,375
02 - BENEFITS	71,298	72,658	80,325	91,025	91,025	91,025
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>283,126</b>	<b>288,898</b>	<b>300,000</b>	<b>317,400</b>	<b>317,400</b>	<b>317,400</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	174	1,297	2,800	1,400	1,400	1,400
06 - UTILITIES	6,177	3,880	5,175	-	-	-
07 - MAINTENANCE & REPAIRS	35,729	27,192	33,500	39,000	39,000	39,000
09 - INSURANCE	1,226	1,576	1,725	1,200	1,200	1,200
10 - COMMUNICATIONS	23,791	25,578	28,000	28,050	28,050	28,050
13 - TRAVEL/TRAINING	5,644	3,070	11,150	11,650	11,650	11,650
14 - SUPPLIES	2,499	2,332	4,425	2,425	2,425	2,425
15 - NON-CAPITAL EQUIPMENT	4,982	3,384	7,000	9,000	9,000	9,000
17 - OTHER MATERIALS & SERVICES	30	9	75	100	100	100
18 - INTERNAL CHARGES FOR SERVICES	3,840	2,597	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>84,092</b>	<b>70,915</b>	<b>93,850</b>	<b>92,825</b>	<b>92,825</b>	<b>92,825</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	-	-	-	22,100	22,100	22,100
26 - EQUIPMENT	-	-	-	72,700	72,700	72,700
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>94,800</b>	<b>94,800</b>	<b>94,800</b>
<b>Requirements Total:</b>	<b>367,219</b>	<b>359,812</b>	<b>393,850</b>	<b>505,025</b>	<b>505,025</b>	<b>505,025</b>
<b>Department: 07 - INFORMATION SYSTEMS Total:</b>	<b>367,219</b>	<b>359,812</b>	<b>393,850</b>	<b>505,025</b>	<b>505,025</b>	<b>505,025</b>

**TECHNOLOGY SERVICES  
Capital Outlay Schedule  
2016-2017**

ITEM	PROPOSED EXPENDITURE
<b>Intangible</b>	
Barracuda backup 890	\$ 22,100
<b>Total Intangible</b>	<b>22,100</b>
<b>Equipment</b>	
Exchange server replacement	72,700
<b>Total Equipment</b>	<b>72,700</b>
<b>Total Technology Services</b>	<b>\$ 94,800</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **Planning (inactive)**

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

**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 08 - PLANNING</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	289,261	233,883	-	-	-	-
02 - BENEFITS	109,413	88,021	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>398,675</b>	<b>321,905</b>	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	10,863	985	-	-	-	-
06 - UTILITIES	4,371	2,467	-	-	-	-
07 - MAINTENANCE & REPAIRS	8,077	2,478	-	-	-	-
09 - INSURANCE	2,450	2,697	-	-	-	-
10 - COMMUNICATIONS	5,399	6,208	-	-	-	-
11 - ADVERTISING	47	767	-	-	-	-
13 - TRAVEL/TRAINING	5,210	4,731	-	-	-	-
14 - SUPPLIES	3,358	3,676	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	2,207	1,873	-	-	-	-
17 - OTHER MATERIALS & SERVICES	90	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	12,022	4,098	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>54,095</b>	<b>29,979</b>	-	-	-	-
<b>Requirements Total:</b>	<b>452,770</b>	<b>351,884</b>	-	-	-	-
<b>Department: 08 - PLANNING Total:</b>	<b>452,770</b>	<b>351,884</b>	-	-	-	-



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **Public Works Administration**

**Appropriated: \$300,775**

#### **Division Description**

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

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

#### **PUBLIC WORKS ADMINISTRATION DIVISION GOALS AND REQUIREMENTS**

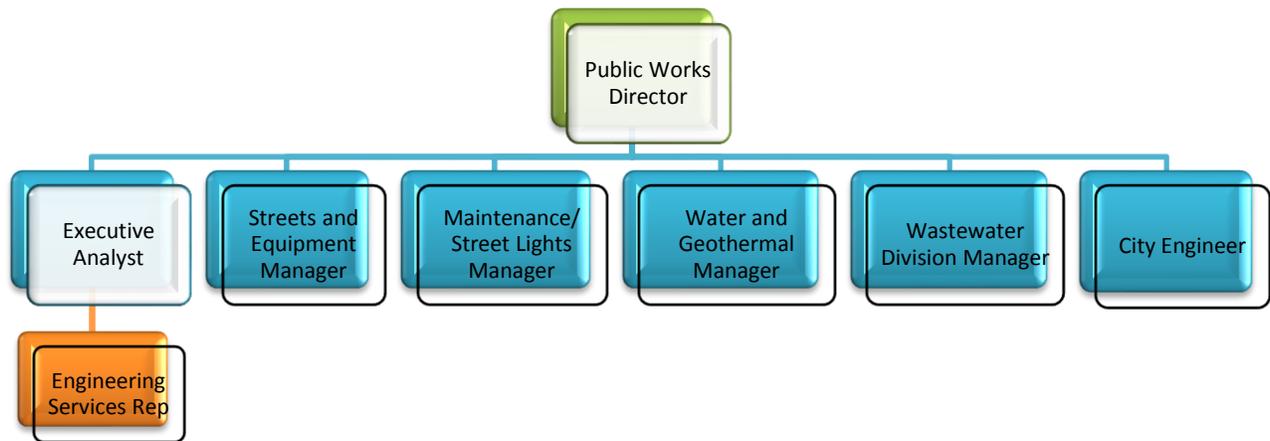
#### **2016-2017 Division Goals**

- Work with ODOT and design team on the Brett Way design package.
- Work with ODOT to complete right-of-way work for Washburn Way sidewalks.
- Assist all Public Works Divisions in meeting their goals.

### **2015-2016 Division Goal Outcomes**

- **Continue emergency response capabilities for Public Works.** Steps are being taken to combine the several emergency response plans that exist into one overarching plan. In addition, Public Works is heavily involved in the upcoming planning exercise for a simulated Cascadia subduction zone event.
- **Complete the preliminary design for the bio-gas/combined heat and power project at the Wastewater Treatment Plant.**
- **Complete Phase II of the Joint Operations Study with South Suburban Sanitary District.**
- **Begin RFP process for design of upgrades to the Wastewater Treatment Plant.**

### **DIVISION ORGANIZATIONAL CHART**



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 09 - PUBLIC WORKS ADMIN</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	167,629	182,050	189,200	189,200	189,200
02 - BENEFITS	-	61,663	78,225	80,125	80,125	80,125
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>-</b>	<b>229,292</b>	<b>260,275</b>	<b>269,325</b>	<b>269,325</b>	<b>269,325</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	250	3,000	7,500	7,500	7,500
06 - UTILITIES	-	1,968	1,875	-	-	-
07 - MAINTENANCE & REPAIRS	-	1,059	9,050	10,975	10,975	10,975
09 - INSURANCE	-	1,659	1,675	1,325	1,325	1,325
10 - COMMUNICATIONS	-	1,665	1,950	1,850	1,850	1,850
11 - ADVERTISING	-	976	500	500	500	500
13 - TRAVEL/TRAINING	-	3,447	5,000	6,550	6,550	6,550
14 - SUPPLIES	-	1,684	1,800	1,650	1,650	1,650
15 - NON-CAPITAL EQUIPMENT	-	712	600	1,000	1,000	1,000
17 - OTHER MATERIALS & SERVICES	-	21	250	100	100	100
18 - INTERNAL CHARGES FOR SERVICES	-	2,940	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>16,381</b>	<b>25,700</b>	<b>31,450</b>	<b>31,450</b>	<b>31,450</b>
<b>Requirements Total:</b>	<b>-</b>	<b>245,673</b>	<b>285,975</b>	<b>300,775</b>	<b>300,775</b>	<b>300,775</b>
<b>Department: 09 - PUBLIC WORKS ADMIN Total:</b>	<b>-</b>	<b>245,673</b>	<b>285,975</b>	<b>300,775</b>	<b>300,775</b>	<b>300,775</b>



## CITY OF KLAMATH FALLS

### GENERAL FUND

## Development Services

**Appropriated: \$933,050**

### Division Description

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

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

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

## **Budget Comments – Requirements**

This budget includes increased appropriations for the City’s GIS (Geographic Information System) resource. Since 2007 the City has invested significant effort to implement a state of the art GIS network for both public and City Department benefit. Additional funding resources will be assigned to the GIS network in order to maximize the benefits available to GIS users.

## **DEVELOPMENT SERVICES DIVISION GOALS AND REQUIREMENTS**

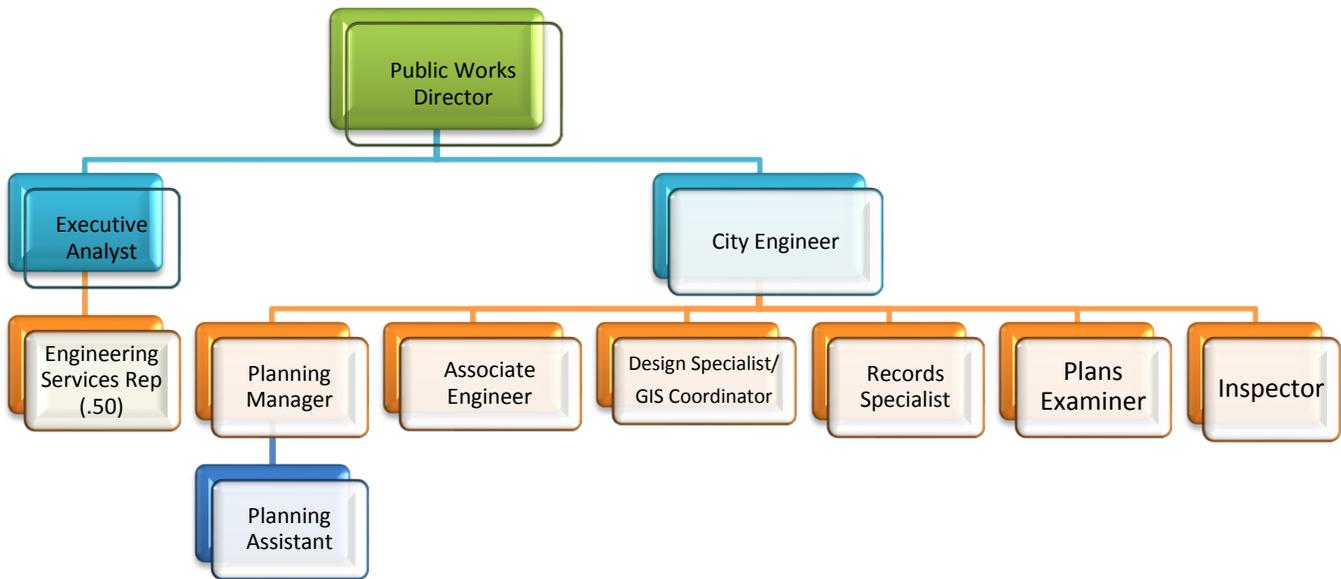
### **2016-2017 Division Goals**

- Complete Public Works projects identified in the Capital Improvement Plan.
- Obtain Council adoption of an amended Community Development Ordinance
- Develop plan for expenditure of CMAQ dollars to maximize benefit to City – by Nov 2016.
- Evaluate DevServ office and workspace layout to improve workflow efficiencies and customer service.
- Meet quarterly with realtor and contractor community to improve public relations.
- Update Public Works Engineering Standards – publish by Sept 2016.
- Pursue grant to update Comprehensive Plan during FY 2016/17.
- Complete GIS data Health Check and LGIM Data Migration process with ESRI and implement GIS tool use with Divisions.

### **2015-2016 Division Goal Outcomes**

- **Provide exceptional customer service to internal and external customers as measured through surveys and turn-around time for permits/inquiries.** Providing exceptional customer service is an ongoing effort that is continually being measured. Development Services strives to identify processes that improve turn-around time for all customer needs.
- **Complete Public Works projects identified in the Capital Improvement Plan.**
- **Obtain Council adoption of an amended Community Development Ordinance.** The CDO is under a Planning Commission review process at this time. Development Services anticipates obtaining Council adoption of the amended CDO in FY2017.
- **Assist with the Joint Land Use Study to determine the appropriate land uses around the Airport.**
- **Assist with the Bikeways and Trails Master Plan for the Urban Growth Boundary.**
- **Ensure development meets the City’s development standards to help citizens feel safe within their homes and communities.** The need for an adopted CDO amendment is necessary in order to maintain consistency in regulating development standards. However, although the amended CDO is not yet adopted, Development Services continues to make progress ensuring development standards are met.

### DIVISION ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 10 - PUBLIC WORKS DEVELOPMENT SERV</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	419,553	327,130	556,200	578,400	578,400	578,400
02 - BENEFITS	142,869	117,127	231,450	227,025	227,025	227,025
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>562,422</b>	<b>444,257</b>	<b>787,650</b>	<b>805,425</b>	<b>805,425</b>	<b>805,425</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	2,312	5,121	9,100	32,475	32,475	32,475
06 - UTILITIES	7,280	7,871	11,050	-	-	-
07 - MAINTENANCE & REPAIRS	20,161	12,291	35,050	6,250	6,250	6,250
09 - INSURANCE	4,416	6,192	9,675	5,875	5,875	5,875
10 - COMMUNICATIONS	5,542	5,966	15,650	29,100	29,100	29,100
11 - ADVERTISING	1,128	1,782	3,800	2,300	2,300	2,300
13 - TRAVEL/TRAINING	5,418	2,466	11,200	10,600	10,600	10,600
14 - SUPPLIES	8,813	6,612	15,500	14,800	14,800	14,800
15 - NON-CAPITAL EQUIPMENT	4,772	8,550	11,550	25,600	25,600	25,600
17 - OTHER MATERIALS & SERVICES	425	-	625	625	625	625
18 - INTERNAL CHARGES FOR SERVICES	28,526	9,979	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>88,792</b>	<b>66,830</b>	<b>123,200</b>	<b>127,625</b>	<b>127,625</b>	<b>127,625</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	-	5,500	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>5,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Requirements Total:</b>	<b>651,213</b>	<b>516,588</b>	<b>910,850</b>	<b>933,050</b>	<b>933,050</b>	<b>933,050</b>
<b>Dept: 10 - PUBLIC WORKS DEVELOPMENT SVS Total:</b>	<b>651,213</b>	<b>516,588</b>	<b>910,850</b>	<b>933,050</b>	<b>933,050</b>	<b>933,050</b>



## CITY OF KLAMATH FALLS

### GENERAL FUND

#### Police

**Appropriated: \$5,616,100**

#### **Department 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.

Officers provided law enforcement services to thousands of citizens last year by responding to over 35,000 calls for service. Accident mitigation, decreased property loss and enhanced personal protection is achieved through traffic education and enforcement. Last year, officers conducted 5,800 traffic stops to enhance driver compliance with traffic laws.

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

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

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

### **Efficiencies**

The Department implemented Mission Policing through the Analysis of Crime Trends (iMPACT) to increase livability in Klamath Falls. Through iMPACT, the Department continually analyzes crime trends and identifies missions to swiftly mitigate criminal behaviors. The Department embraces the motto, "Policing with Purpose."

The Department decreased the size of the fleet to minimize maintenance costs and reduce equipment needs. The Department assigns vehicles to specific teams to enhance the care and accountability of equipment and eliminate vehicles from being driven 24 hours per day. This will increase the service life of each vehicle in operation. The Department developed and implemented a Vehicle Replacement Schedule to maximize the use of each vehicle and has adopted a "no idle" practice to decrease fuel consumption costs.

Increased costs associated with PERS and insurance rates will present the Department with financial challenges in the coming years. The Department will continue to analyze the costs and community benefits of each police program as we consider service reductions.

## **POLICE DEPARTMENT GOALS AND REQUIREMENTS**

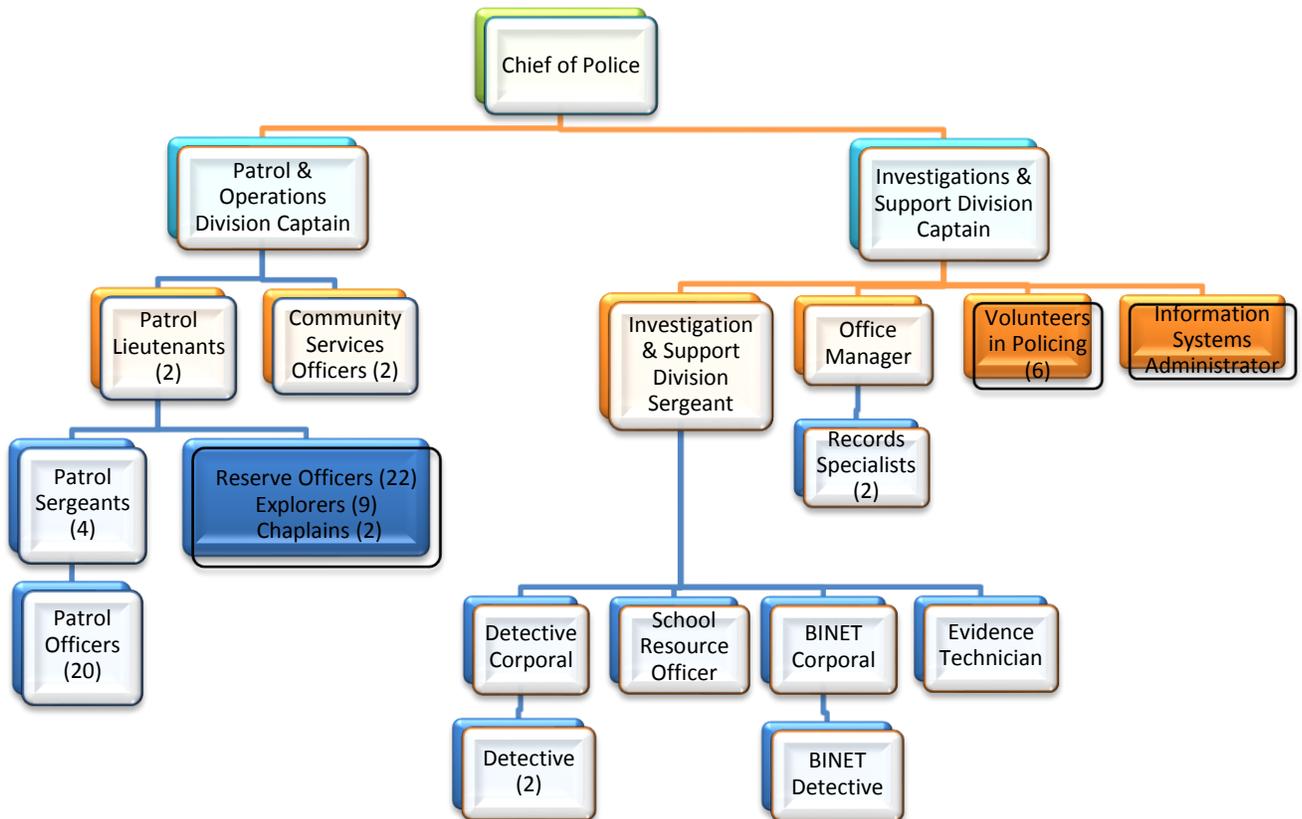
### **2016-2017 Department Goals**

- Reduce citizen victimization in Klamath Falls by 5% to increase the perception of safety.
- Reduce traffic collisions in Klamath Falls by 5% to reduce injuries and property damage.
- Obtain accreditation through the Oregon Accreditation Alliance to enhance customer service and community trust.
- Develop and implement an employee wellness program to promote health and reduce costs related to health care and time loss.

### **2015-2016 Department Goal Outcomes**

- **Implement strategies in the Downtown Business District to increase partnerships, improve economic vitality and improve the perceptions of safety.**
- **Implement data driven policing strategies to recognize, understand and proactively target crime trends.**
- **Develop and implement a Community – Police Advisory Team to increase positive relationships, enhance trust and align values and expectations with the community.**

### DEPARTMENT ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 11 - POLICE</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	3,047,941	3,234,432	3,398,200	3,410,775	3,410,775	3,410,775
02 - BENEFITS	1,279,569	1,113,917	1,310,500	1,341,475	1,341,475	1,341,475
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>4,327,510</b>	<b>4,348,349</b>	<b>4,708,700</b>	<b>4,752,250</b>	<b>4,752,250</b>	<b>4,752,250</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	14,549	38,098	19,400	18,900	18,900	18,900
06 - UTILITIES	48,505	51,081	47,050	47,050	47,050	47,050
07 - MAINTENANCE & REPAIRS	176,080	158,090	154,500	145,525	145,525	145,525
09 - INSURANCE	80,645	94,823	106,775	124,450	124,450	124,450
10 - COMMUNICATIONS	40,456	53,001	63,000	60,950	60,950	60,950
11 - ADVERTISING	5,091	8,014	7,000	5,750	5,750	5,750
13 - TRAVEL/TRAINING	37,895	28,458	31,000	31,000	31,000	31,000
14 - SUPPLIES	183,050	155,084	171,500	139,250	139,250	139,250
15 - NON-CAPITAL EQUIPMENT	61,739	53,393	56,500	59,800	59,800	59,800
17 - OTHER MATERIALS & SERVICES	33,595	48,600	40,000	39,125	39,125	39,125
18 - INTERNAL CHARGES FOR SERVICES	510,472	33,693	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>1,192,076</b>	<b>722,335</b>	<b>696,725</b>	<b>671,800</b>	<b>671,800</b>	<b>671,800</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	5,178	-	-	-	-	-
25 - VEHICLES	157,401	114,201	174,950	183,350	183,350	183,350
26 - EQUIPMENT	12,467	88,926	35,200	8,700	8,700	8,700
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>175,045</b>	<b>203,127</b>	<b>210,150</b>	<b>192,050</b>	<b>192,050</b>	<b>192,050</b>
<b>Requirements Total:</b>	<b>5,694,631</b>	<b>5,273,811</b>	<b>5,615,575</b>	<b>5,616,100</b>	<b>5,616,100</b>	<b>5,616,100</b>
<b>Department: 11 - POLICE Total:</b>	<b>5,694,631</b>	<b>5,273,811</b>	<b>5,615,575</b>	<b>5,616,100</b>	<b>5,616,100</b>	<b>5,616,100</b>

**POLICE DEPARTMENT  
Capital Outlay Schedule  
2016-2017**

ITEM	PROPOSED EXPENDITURE
<b>Vehicles</b>	
Purchase/Outfit 3 Patrol Vehicles	\$ 183,350
<b>Total Vehicles</b>	<b>183,350</b>
<b>Equipment</b>	
Misc. equipment	8,700
<b>Total Equipment</b>	<b>8,700</b>
<b>Total Police Department</b>	<b>\$ 192,050</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **Code Enforcement**

**Appropriated: \$226,150**

#### **Division Description**

The livability, safety and cleanliness of Klamath Falls are Code Enforcement’s overall purpose. Code Enforcement strives to improve the livability of Klamath Falls through proactive education, prevention and enforcement. The Division also strives to relieve the workload of sworn officers by handling calls regarding civil issues, traffic complaints and other minor infractions. The Division is committed to maintaining a strong alliance with our community with a strong emphasis on addressing livability issues as they arise. Starting in 2016, the Code Enforcement Division will supervise the City of Klamath Falls Community Service Program, allowing them to better address community livability concerns.

#### **CODE ENFORCEMENT DIVISION GOALS AND REQUIREMENTS**

#### **2016-2017 Division Goals**

- Implement the City of Klamath Falls Community Service Program to address beautification and blight property concerns.
- Increase voluntary compliance to code violations through education and community partnership.

- Identify and take appropriate action to mitigate blighted properties with options including repair, receiverships, and demolition. Hold banks and lenders accountable for unmaintained and nuisance properties.

**2015-2016 Division Goal Outcomes**

- Establish and maintain a strong presence in the Downtown Parking District. Work with downtown businesses to identify problem areas with an emphasis on issues pertaining to public drinking/drug use, public intoxication and illegal bicycling and skateboarding.
- Continue to increase the rate of voluntary compliance through education and communication. Improve the community’s perception of cleanliness by responding to complaints in a timely and effective manner.
- Expand enforcement pertaining to chronic nuisance properties. Work closely with law enforcement, local businesses and other government agencies to take appropriate actions to rectify neighborhood problems.

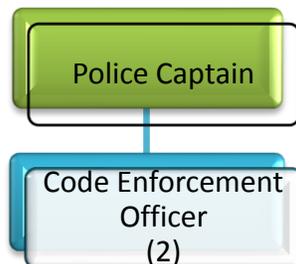
**Efficiencies**

Code Enforcement Division continues to handle small-scale crime reporting, minor violations and civil complaints in an attempt to enhance public safety at a reduced rate. Additionally, the Division conducts small-scale abatements on their own as opposed to outsourcing to a third-party contractor.

**Budget Comments – Requirements**

Budgeted materials and services have decreased from the prior year. The Code Enforcement Division has observed some success in voluntary compliance of court ordered abatement and fines. The Division expects to off set some abatement costs through Community Service work.

**DIVISION ORGANIZATIONAL CHART**



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 12 - CODE ENFORCEMENT</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	83,522	90,457	90,425	93,225	93,225	93,225
02 - BENEFITS	34,049	38,955	42,875	44,000	44,000	44,000
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>117,571</b>	<b>129,411</b>	<b>133,300</b>	<b>137,225</b>	<b>137,225</b>	<b>137,225</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	17,973	21,463	37,750	31,250	31,250	31,250
06 - UTILITIES	2,374	2,661	2,775	4,450	4,450	4,450
07 - MAINTENANCE & REPAIRS	7,013	4,381	4,350	4,250	4,250	4,250
09 - INSURANCE	861	2,707	2,700	2,225	2,225	2,225
10 - COMMUNICATIONS	3,484	3,862	4,300	5,500	5,500	5,500
11 - ADVERTISING	61	311	450	450	450	450
13 - TRAVEL/TRAINING	900	1,139	1,450	1,500	1,500	1,500
14 - SUPPLIES	3,188	2,762	3,500	3,600	3,600	3,600
15 - NON-CAPITAL EQUIPMENT	339	3,099	850	850	850	850
17 - OTHER MATERIALS & SERVICES	431	57	450	950	950	950
18 - INTERNAL CHARGES FOR SERVICES	12,471	557	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>49,095</b>	<b>42,998</b>	<b>58,575</b>	<b>55,025</b>	<b>55,025</b>	<b>55,025</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
25 - VEHICLES	-	-	-	33,900	33,900	33,900
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,900</b>	<b>33,900</b>	<b>33,900</b>
<b>Requirements Total:</b>	<b>166,666</b>	<b>172,410</b>	<b>191,875</b>	<b>226,150</b>	<b>226,150</b>	<b>226,150</b>
<b>Department: 12 - CODE ENFORCEMENT Total:</b>	<b>166,666</b>	<b>172,410</b>	<b>191,875</b>	<b>226,150</b>	<b>226,150</b>	<b>226,150</b>

**CODE ENFORCEMENT DIVISION**

**Capital Outlay Schedule**

**2016-2017**

ITEM	PROPOSED EXPENDITURE
<b>Vehicles</b>	
1/2 Ton Extended Cab 4X4 Pick-up	\$ 33,900
<b>Total Vehicles</b>	<b>33,900</b>
<b>Total Code Enforcement Division</b>	<b>\$ 33,900</b>



## CITY OF KLAMATH FALLS

### GENERAL FUND

#### Legislative

**Appropriated: \$106,175**

#### Department Description

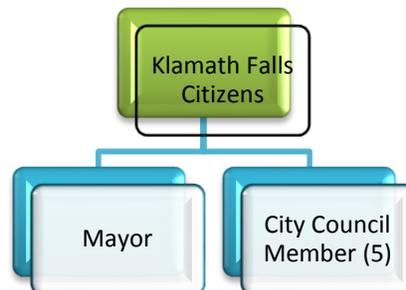
The Legislative Department is comprised of the City Council and the Mayor.

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

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

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

#### DEPARTMENT ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 13 - LEGISLATIVE</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	8,400	8,400	8,400	8,400	8,400	8,400
02 - BENEFITS	50,323	51,753	55,700	59,250	59,250	59,250
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>58,723</b>	<b>60,153</b>	<b>64,100</b>	<b>67,650</b>	<b>67,650</b>	<b>67,650</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	620	797	1,000	1,000	1,000	1,000
06 - UTILITIES	4,634	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	3,032	1,518	3,025	-	-	-
09 - INSURANCE	731	1,147	1,250	425	425	425
10 - COMMUNICATIONS	1,118	1,254	1,500	1,550	1,550	1,550
11 - ADVERTISING	2,653	2,418	10,500	10,500	10,500	10,500
13 - TRAVEL/TRAINING	17,205	16,835	20,500	20,000	20,000	20,000
14 - SUPPLIES	3,583	3,269	4,200	4,200	4,200	4,200
15 - NON-CAPITAL EQUIPMENT	92	630	600	600	600	600
17 - OTHER MATERIALS & SERVICES	224	106	200	250	250	250
18 - INTERNAL CHARGES FOR SERVICES	5,759	3,895	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>39,651</b>	<b>31,869</b>	<b>42,775</b>	<b>38,525</b>	<b>38,525</b>	<b>38,525</b>
<b>Requirements Total:</b>	<b>98,374</b>	<b>92,022</b>	<b>106,875</b>	<b>106,175</b>	<b>106,175</b>	<b>106,175</b>
<b>Department: 13 - LEGISLATIVE Total:</b>	<b>98,374</b>	<b>92,022</b>	<b>106,875</b>	<b>106,175</b>	<b>106,175</b>	<b>106,175</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **Maintenance Services**

**Appropriated: \$929,125**

#### **Division Description**

The Maintenance Division has 10 full time employees providing carpentry, electrical, plumbing, HVAC, water, wastewater, and janitorial services to all Departments and Divisions within the City.

#### **MAINTENANCE DIVISION GOALS AND REQUIREMENTS**

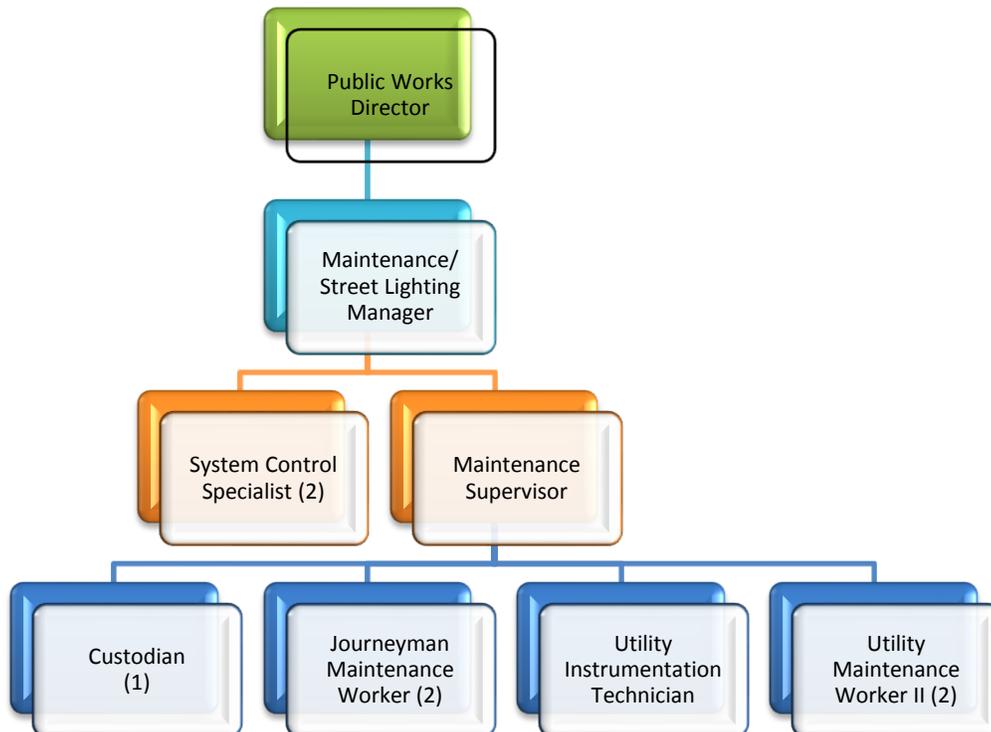
#### **2016-2017 Division Goals**

- Complete modifications to our Confined Space Policy by December of 2016.
- Implement a 10 year plan for facility maintenance to coincide with the Capital Improvement Plan.
- Perform an energy audit of ageing City Facilities for possible energy saving opportunities to be completed by November of 2016.
- Train additional personnel in Vibration Analysis to ready for future retirement of personnel currently responsible for this task.

**2015-2016 Division Goal Outcomes**

- **To maintain our public facilities in a way that they stay clean, have a pleasing appearance, are fully functional, operate efficiently, and are a safe and healthy environment in which to work.** The Maintenance Division has created a position for, and now employs a full time custodian for City Facilities for daily janitorial duties and has contracted out to address larger deep cleaning duties. We have also worked closely with other Departments to address safety concerns brought to our attention by the Central Safety Committee.
- **To adequately maintain the facilities and equipment that are pertinent to the operation of our Water, Wastewater, Geothermal, SCADA, and Traffic Signal systems to ensure the protection and reliability of vital City infrastructure. To date, tasks have been tracked with our Work Order process to ensure timely upkeep and preventative maintenance schedules are met. We will soon be implementing a new work order process with our Tyler Technologies program, which will streamline our outdated processes.** The new PMM program has been implemented and Maintenance staff is using the software to initiate and complete Work Orders as well as track equipment and labor hours associated with each task.
- **To provide friendly, reliable, timely, and professional customer service for all Departments and Divisions within the City.** This is an ongoing goal for the Maintenance Division. We are now able to closely monitor timelines associated with work requests via the new PMM system.

**DEPARTMENT ORGANIZATIONAL CHART**



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 14 - MAINTENANCE SERVICES</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	556,725	580,838	580,150	601,725	601,725	601,725
02 - BENEFITS	240,892	247,397	269,825	281,000	281,000	281,000
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>797,617</b>	<b>828,235</b>	<b>849,975</b>	<b>882,725</b>	<b>882,725</b>	<b>882,725</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	1,544	2,047	1,500	1,500	1,500	1,500
06 - UTILITIES	6,247	4,209	4,650	4,675	4,675	4,675
07 - MAINTENANCE & REPAIRS	11,772	8,281	12,800	7,200	7,200	7,200
09 - INSURANCE	3,842	4,590	5,050	5,650	5,650	5,650
10 - COMMUNICATIONS	2,336	2,505	2,550	2,675	2,675	2,675
11 - ADVERTISING	-	-	200	200	200	200
13 - TRAVEL/TRAINING	4,837	3,083	3,600	3,900	3,900	3,900
14 - SUPPLIES	15,607	12,215	14,400	14,600	14,600	14,600
15 - NON-CAPITAL EQUIPMENT	3,064	2,401	2,200	5,500	5,500	5,500
17 - OTHER MATERIALS & SERVICES	-	229	500	500	500	500
18 - INTERNAL CHARGES FOR SERVICES	30,074	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>79,322</b>	<b>39,558</b>	<b>47,450</b>	<b>46,400</b>	<b>46,400</b>	<b>46,400</b>
<b>Requirements Total:</b>	<b>876,939</b>	<b>867,793</b>	<b>897,425</b>	<b>929,125</b>	<b>929,125</b>	<b>929,125</b>
<b>Department: 14 - MAINTENANCE SERVICES Total:</b>	<b>876,939</b>	<b>867,793</b>	<b>897,425</b>	<b>929,125</b>	<b>929,125</b>	<b>929,125</b>



## CITY OF KLAMATH FALLS

### GENERAL FUND

#### PARKS

**Appropriated: \$2,604,375**

#### **Division Description**

The Parks Division, a Division of the Support Services Department, manages and maintains the City Parks system consisting of over 30 areas totaling approximately 700 acres of land. These areas include mini, neighborhood and regional parks; and special use areas, such as boating facilities, sports fields; Linkville Pioneer Cemetery, the Veteran's War Memorial and Ella Redkey Pool.

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

Parks staff includes one manager, one working supervisor, four permanent maintenance workers, and two summer seasonal workers. Parks Administrative Assistant duties are currently distributed among two Development Services positions and one City Recorder Assistant position.

#### **Budget Comments – Requirements**

The Division will see an increase of \$65,600 to Materials & Services driven primarily by an increase in Professional Service Contracts, and with numerous other small increases.

The increase in Professional Services is due to proposed expenditures for a Moore Park Trails Master Plan in Forest Management Contracts (\$35,000) and on-going street-tree replacement in the downtown district under Miscellaneous Contracted Services (\$18,000). The remaining \$12,600 includes other smaller increases driven primarily by inflation or increased services.

Capital Outlay increases substantially with the planned completion of the Lake Ewauna Trail, which is largely covered by grant funding. The total planned expense is \$1.5M and the City contribution will be \$160,000. Other projects include Kit Carson Park Trails and Landscaping (\$60,000), Southside Park picnic shelters (\$35,000), and a one replacement vehicle (\$55,000).

## PARKS DIVISION GOALS AND REQUIREMENTS

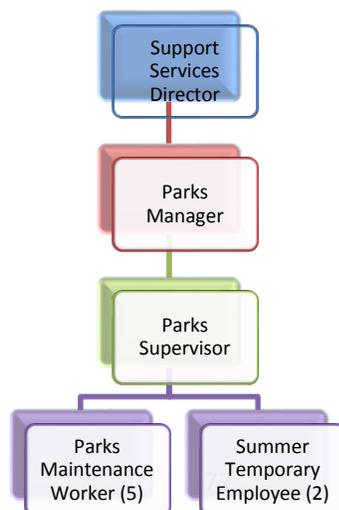
### 2016-2017 Division Goals

- Contribute to design and build of Sugarman’s Corner Plaza Park, at 6<sup>th</sup> and Main Streets, in the heart of downtown.
- Systematically replace Downtown corridor street trees with better performing tree selections.
- Design a working, comprehensive Trail Plan for Moore Park forest lands.
- Complete 2015-2016 goals to develop contemporary amenities in existing City Parks. Construction of tree-lined trails and a nature playground at Kit Carson Park, and picnic shelters at Southside Park, for example.

### 2015-2016 Division Goal Outcomes

- **Promote maximum cooperation between City and private individuals and organizations with regard to park, trail, recreation and open space planning.**
- **Closely coordinate with other public and district agencies involved in providing park, and recreation opportunities in the community.**
- **Actively seek physical and financial partnerships in support of mutual development of Parks lands and facilities. Identified Parks development**
- **Incrementally develop existing parks with contemporary uses in mind.** Development work at Kit Carson and other Parks will occur over the next (3) three years [see Capital Improvement Program (CIP) summary].

## DIVISION ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 40 - PARKS</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	-	286,525	309,375	309,375	309,375
02 - BENEFITS	-	-	175,975	146,500	146,500	146,500
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>462,500</b>	<b>455,875</b>	<b>455,875</b>	<b>455,875</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	-	180,775	232,000	232,000	232,000
06 - UTILITIES	-	-	76,975	79,950	79,950	79,950
07 - MAINTENANCE & REPAIRS	-	-	81,000	69,000	69,000	69,000
09 - INSURANCE	-	-	16,475	11,650	11,650	11,650
10 - COMMUNICATIONS	-	-	3,175	3,100	3,100	3,100
11 - ADVERTISING	-	-	5,500	4,500	4,500	4,500
13 - TRAVEL/TRAINING	-	-	6,000	7,000	7,000	7,000
14 - SUPPLIES	-	-	31,200	31,000	31,000	31,000
15 - NON-CAPITAL EQUIPMENT	-	-	11,600	12,700	12,700	12,700
17 - OTHER MATERIALS & SERVICES	-	-	1,000	400	400	400
63 - LICENSES AND PERMITS	-	-	-	200	200	200
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>413,700</b>	<b>451,500</b>	<b>451,500</b>	<b>451,500</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	-	-	-	35,000	35,000	35,000
25 - VEHICLES	-	-	-	55,000	55,000	55,000
26 - EQUIPMENT	-	-	60,000	50,000	50,000	50,000
28 - INFRASTRUCTURE	-	-	1,564,625	1,557,000	1,557,000	1,557,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>1,624,625</b>	<b>1,697,000</b>	<b>1,697,000</b>	<b>1,697,000</b>
<b>Requirements Total:</b>	<b>-</b>	<b>-</b>	<b>2,500,825</b>	<b>2,604,375</b>	<b>2,604,375</b>	<b>2,604,375</b>
<b>Department: 40 - PARKS Total:</b>	<b>-</b>	<b>-</b>	<b>2,500,825</b>	<b>2,604,375</b>	<b>2,604,375</b>	<b>2,604,375</b>

**Comments:** Intergovernmental grant revenue for parks in fiscal year 2016-2017 is estimated at \$755,300.

**PARKS OPERATIONS DIVISION**  
**Capital Outlay Schedule**  
**2016-2017**

ITEM	PROPOSED EXPENDITURE
<b>Parks Operations</b>	
<b>Facilities</b>	
Picnic areas and restroom	\$ 35,000
<b>Total Facilities</b>	<b>35,000</b>
<b>Vehicles</b>	
1 Ton Pick-up with Utility Box	55,000
<b>Total Vehicles</b>	<b>55,000</b>
<b>Equipment</b>	
Playground & fitness equipment	50,000
<b>Total Equipment</b>	<b>50,000</b>
<b>Infrastructure</b>	
Lake Ewauna Trail	1,420,000
Irrigation improvements	47,000
Bicycle pump track	10,000
Kit Carson Park trails and landscaping	60,000
Moore Park road repairs	20,000
<b>Total Infrastructure</b>	<b>1,557,000</b>
<b>Total Parks Operations</b>	<b>\$ 1,697,000</b>



**CITY OF KLAMATH FALLS**

**GENERAL FUND**

**ELLA REDKEY POOL**

**Appropriated: \$462,375**

**Division Description**

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

**Budget Comments – Requirements**

The planned Pool Resurfacing Project was targeted to be completed during the 2015-2016 FY, but was moved until the fall of 2016. This is due to construction scheduling and anticipated length of pool shut down to coincide with our post-summer season.

The Pool Resurfacing Project was increased by \$5,500, due to anticipated cost increases. However, due to an additional donation by Sky Lakes Foundation, capital outlay is actually decreased by \$24,700.

## ELLA REDKEY POOL DIVISION GOALS AND REQUIREMENTS

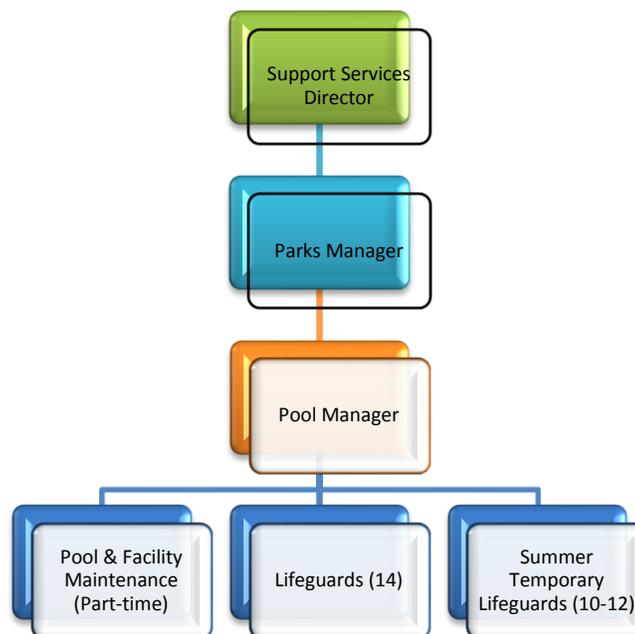
### 2016-2017 Division Goals

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

### 2015-2016 Division Goal Outcomes

- Increase efficiency in maintenance and operation practices, at all levels and throughout the system, with existing personnel.
- Identify and correct safety related issues and respond rapidly to public concerns.

### DIVISION ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 41 - PARKS ELLA REDKEY POOL</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	-	157,375	158,725	158,725	158,725
02 - BENEFITS	-	-	30,625	31,525	31,525	31,525
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>188,000</b>	<b>190,250</b>	<b>190,250</b>	<b>190,250</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	-	20,000	15,000	15,000	15,000
06 - UTILITIES	-	-	34,650	41,025	41,025	41,025
07 - MAINTENANCE & REPAIRS	-	-	20,450	11,100	11,100	11,100
09 - INSURANCE	-	-	2,325	3,050	3,050	3,050
10 - COMMUNICATIONS	-	-	3,250	2,800	2,800	2,800
11 - ADVERTISING	-	-	6,500	4,000	4,000	4,000
13 - TRAVEL/TRAINING	-	-	1,000	1,000	1,000	1,000
14 - SUPPLIES	-	-	32,150	31,250	31,250	31,250
15 - NON-CAPITAL EQUIPMENT	-	-	6,800	2,200	2,200	2,200
17 - OTHER MATERIALS & SERVICES	-	-	400	200	200	200
63 - LICENSES AND PERMITS	-	-	500	500	500	500
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>128,025</b>	<b>112,125</b>	<b>112,125</b>	<b>112,125</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	-	-	160,000	160,000	160,000	160,000
26 - EQUIPMENT	-	-	75,000	-	-	-
28 - INFRASTRUCTURE	-	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>235,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>
<b>Requirements Total:</b>	<b>-</b>	<b>-</b>	<b>551,025</b>	<b>462,375</b>	<b>462,375</b>	<b>462,375</b>
<b>Department: 41 - PARKS ELLA REDKEY POOL Total:</b>	<b>-</b>	<b>-</b>	<b>551,025</b>	<b>462,375</b>	<b>462,375</b>	<b>462,375</b>

**Comment:** Pool charges for services revenues for fiscal year 2016-2017 are estimated at \$140,825. There is also an estimate for \$88,450 in state grant revenue for the pool resurfacing.

**ELLA REDKEY POOL DIVISION**

**Capital Outlay Schedule**

**2016-2017**

ITEM	PROPOSED EXPENDITURE
<b>Ella Redkey Pool</b>	
<b>Facilities</b>	
Pool Resurface	\$ 160,000
<b>Total Facilities</b>	<b>160,000</b>
<b>Total Ella Redkey Pool</b>	<b>\$ 160,000</b>



## CITY OF KLAMATH FALLS

### GENERAL FUND

### STREETS

**Appropriated: \$3,809,225**

#### **Division Description**

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

#### **STREETS DIVISION GOALS AND REQUIREMENTS**

#### **2016-2017 Division Goals**

- Improve Customer Satisfaction with Streets.
  - To improve 4 lane miles per year (all treatment types).
  - Conduct resident survey of street repair services.

- Conduct resident survey of street sweeping services.
- Conduct resident survey of snow removal services.
- Investigate and select a provider for GPS tracking for snow removal and sweeper routes and translate to interactive on-line map. Implementation 2017-2018.
  - To ensure that we are sweeping all wards a minimum of 2 times per year.
  - To inform residents of when and where we are plowing.

**2015-2016 Division Goal Outcomes**

- **Continuing to monitor and update the current snow plan.** The Snow Plan gets updated every year. We will continue.
- **Ensuring all 5 wards are being swept at least 2 times a year and that the areas with heavy sanding are swept as early as weather permits.** We can meet this goal, however, weather and sweeper availability have caused some delays. We are currently looking to purchase 2 new machines to help us reach green.
- **Continue to maintain an acceptable Pavement Condition Index (PCI).** We are working towards green. We will be using different methods to accomplish this goal.
- **Maintain current signs to an acceptable reflectivity.** We are currently testing and upgrading the reflectivity of our Street signs, it will be an ongoing process.

**DIVISION ORGANIZATIONAL CHART**



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 50 - STREET MAINTENANCE</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	-	544,975	563,250	563,250	563,250
02 - BENEFITS	-	-	277,150	294,800	294,800	294,800
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>822,125</b>	<b>858,050</b>	<b>858,050</b>	<b>858,050</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	-	130,000	122,600	122,600	122,600
06 - UTILITIES	-	-	42,500	43,625	43,625	43,625
07 - MAINTENANCE & REPAIRS	-	-	404,075	306,700	306,700	306,700
08 - RENTALS / LEASES	-	-	4,000	6,000	6,000	6,000
09 - INSURANCE	-	-	21,475	26,100	26,100	26,100
10 - COMMUNICATIONS	-	-	3,800	3,650	3,650	3,650
11 - ADVERTISING	-	-	650	650	650	650
13 - TRAVEL/TRAINING	-	-	6,750	7,250	7,250	7,250
14 - SUPPLIES	-	-	60,875	60,800	60,800	60,800
15 - NON-CAPITAL EQUIPMENT	-	-	12,500	12,500	12,500	12,500
17 - OTHER MATERIALS & SERVICES	-	-	1,500	1,300	1,300	1,300
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>688,125</b>	<b>591,175</b>	<b>591,175</b>	<b>591,175</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	-	-	-	50,000	50,000	50,000
25 - VEHICLES	-	-	-	589,000	589,000	589,000
26 - EQUIPMENT	-	-	124,000	194,000	194,000	194,000
28 - INFRASTRUCTURE	-	-	1,227,000	1,527,000	1,527,000	1,527,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>1,351,000</b>	<b>2,360,000</b>	<b>2,360,000</b>	<b>2,360,000</b>
<b>Requirements Total:</b>	<b>-</b>	<b>-</b>	<b>2,861,250</b>	<b>3,809,225</b>	<b>3,809,225</b>	<b>3,809,225</b>
<b>Department: 50 - STREET MAINTENANCE Total:</b>	<b>-</b>	<b>-</b>	<b>2,861,250</b>	<b>3,809,225</b>	<b>3,809,225</b>	<b>3,809,225</b>

**STREETS DIVISION  
Capital Outlay Schedule  
2016-2017**

ITEM	PROPOSED EXPENDITURE
<b>Equipment</b>	
Pavement Maint - Tools & Equipment	\$ 54,000
Street Safety - Signs & Signals	40,000
Roller	80,000
Street Sweeper Component Replacement	20,000
<b>Total Equipment</b>	<b>194,000</b>
<b>Vehicles</b>	
Sweepers (2)	535,000
1 Ton pickup w/plow & sander	54,000
<b>Total Vehicles</b>	<b>589,000</b>
<b>Intangible Assets</b>	
Pavement management software	50,000
<b>Total Intangible Assets</b>	<b>50,000</b>
<b>Infrastructure</b>	
Washburn Way Sidewalks - Phase II	240,000
CMAQ - Alley paving	362,000
Micro seal program	350,000
N. Eldorado Ave. Grind & Inlay	315,000
Brett Way Design	10,000
Chip Seal Program - Other Streets	100,000
Crack Seal Program - Other Streets	100,000
Bridge Maintenance	50,000
<b>Total Infrastructure</b>	<b>1,527,000</b>
<b>Total Streets</b>	<b>\$ 2,360,000</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

#### **FLEET MAINTENANCE**

**Appropriated: \$279,900**

#### **Division Description**

The Fleet Maintenance Division maintains and repairs all of the City's vehicles and heavy equipment. The average age of the Fleet is 10 years and is maintained and repaired by two ASE certified Mechanics. The Shop maintains up-to-date and accurate records on 294 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.

Fleet Maintenance Statistics 2014: 749 vehicles and equipment were serviced and the mechanics repaired 572. Fleet services dispensed 771 gallons (14 barrels) of motor oil, gear oil, ATF and hydraulic fluid, 35 gallons of coolant and 3.5 cases of grease. 900 gallons of waste oil were collected from various Division and Departments and were donated to the Oregon Heat program.

#### **FLEET MAINTENANCE GOALS AND REQUIREMENTS**

#### **2016-2017 Division Goals**

- Reduce the cost of maintenance and repairs to City Fleet.
  - Continue tracking of the following items looking for correlations with the goal of reducing unscheduled downtime of all vehicles;

- Number of vehicles returning for maintenance within 30 days of previous work order.
- Total hours unavailable for service (heavy, police and light duty vehicles).
- Age of vehicles (Heavy, Police and light duty vehicles)
- Average mileage of vehicle class (heavy, police and light duty vehicles)
- Conduct internal survey of quality of service.
  - To ensure Staff is providing the best service possible and adjusting to customers' needs.

**2015 – 2016 Division Goal Outcomes**

● **The Fleet Maintenance Division is Exploring Fleet Management Software to help in the efficiency and tracking of the fleet.** We have found a software program and have been operating in it for 4 months.

**DIVISION ORGANIZATIONAL CHART**



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 51 - VEHICLE MAINTENANCE</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	-	-	115,425	118,175	118,175	118,175
02 - BENEFITS	-	-	57,875	60,975	60,975	60,975
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>173,300</b>	<b>179,150</b>	<b>179,150</b>	<b>179,150</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	-	-	1,900	1,900	1,900
07 - MAINTENANCE & REPAIRS	-	-	11,100	10,600	10,600	10,600
09 - INSURANCE	-	-	1,075	1,000	1,000	1,000
10 - COMMUNICATIONS	-	-	500	500	500	500
13 - TRAVEL/TRAINING	-	-	6,325	6,500	6,500	6,500
14 - SUPPLIES	-	-	21,100	68,550	68,550	68,550
15 - NON-CAPITAL EQUIPMENT	-	-	1,200	3,700	3,700	3,700
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>41,300</b>	<b>92,750</b>	<b>92,750</b>	<b>92,750</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
22 - INTANGIBLE	-	-	18,175	-	-	-
26 - EQUIPMENT	-	-	20,000	8,000	8,000	8,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>38,175</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>Requirements Total:</b>	<b>-</b>	<b>-</b>	<b>252,775</b>	<b>279,900</b>	<b>279,900</b>	<b>279,900</b>
<b>Department: 51 - VEHICLE MAINTENANCE Total:</b>	<b>-</b>	<b>-</b>	<b>252,775</b>	<b>279,900</b>	<b>279,900</b>	<b>279,900</b>

**VEHICLE MAINTENANCE DIVISION**

**Capital Outlay Schedule**

**2016-2017**

ITEM	PROPOSED EXPENDITURE
<b>Equipment</b>	
Fleet tooling	\$ 8,000
<b>Total Equipment</b>	<b>8,000</b>
<b>Total Vehicle Maintenance</b>	<b>\$ 8,000</b>



## **CITY OF KLAMATH FALLS**

### **GENERAL FUND**

### **STREET LIGHTING**

**Appropriated: \$383,950**

#### **Division Description**

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

#### **Budget Comments – Requirements**

Phases one, two and three of the street lighting retrofit are now completed with phase four completion anticipated for May of 2016. The City should realize an average savings of around 42% from its monthly power bill.

Street Lighting will continue with the LED retrofit project in fiscal year 16-17 for Capital Improvement and plans on expending \$250,000 towards design services and replacement of additional 100W High Pressure Sodium fixtures.

## STREET LIGHTING DIVISION GOALS AND REQUIREMENTS

### 2016-2017 Division Goals

- Continue to reduce monthly electricity charges with the LED retrofit project by replacing decorative downtown fixtures with LED technology.
- Track and record reduced maintenance activity and savings from the start of the retrofit thru present.
- Investigate new products for remote reporting from individual lights to a home base in the case of a lighting failure. (ROAM).

### 2015-2016 Division Goal Outcomes

- **To provide a fast, friendly, and professional customer service experience to all city residents via phone reporting by making repairs within one working day.** Personnel are dispatched immediately upon a street lighting outage report. All repairs have been made within one working day with the exception of failures of systems by our local power provider. In instances of Pacific Power failures, the Street Lighting Division informs customers who have reported a problem of an estimated time of repair.
- **To provide ease of reporting for all street lighting failures and issues. We are currently working towards adding an online report form for residents for all inquiries**
- **To provide citizens with a feeling of safety while traveling roadways within city limits by adequately lighting roads and intersections.** The Street Lighting Division has purchased new design software that allows us to analyze problem areas that are light deficient. The LED retrofit also lends itself to this goal as we are providing a better quality of light to our neighborhoods.
- **To provide a better quality of light while reducing electricity charges with our LED retrofit project. The Street Lighting Division anticipates having the cobra head retrofit completed in 2-3 years' time.** The cobra head retrofit was completed in May of 2015. Lowered product costs have allowed us to replace more fixtures than anticipated over the last two years. Our next efforts will be to work on the design and retrofit of the decorative fixtures in the downtown area.

**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 61 - STREET LIGHTING</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	-	-	500	500	500
06 - UTILITIES	-	-	135,000	108,000	108,000	108,000
07 - MAINTENANCE & REPAIRS	-	-	24,350	17,200	17,200	17,200
09 - INSURANCE	-	-	850	1,400	1,400	1,400
13 - TRAVEL/TRAINING	-	-	2,050	2,050	2,050	2,050
14 - SUPPLIES	-	-	2,500	2,500	2,500	2,500
15 - NON-CAPITAL EQUIPMENT	-	-	1,800	2,300	2,300	2,300
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>166,550</b>	<b>133,950</b>	<b>133,950</b>	<b>133,950</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
28 - INFRASTRUCTURE	-	-	250,000	250,000	250,000	250,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
<b>Requirements Total:</b>	<b>-</b>	<b>-</b>	<b>416,550</b>	<b>383,950</b>	<b>383,950</b>	<b>383,950</b>
<b>Department: 61 - STREET LIGHTING Total:</b>	<b>-</b>	<b>-</b>	<b>416,550</b>	<b>383,950</b>	<b>383,950</b>	<b>383,950</b>

**Comments:** Street Lighting charges for services revenue for fiscal year 2016-2017 is estimated at \$220,325. Maintenance Division time spent on Street Lighting is tracked in project accounting. There is no internal service charge because both divisions are in the general fund. Fiscal year 2015-2016 through April 19, 2016 there has been \$44,624 of Maintenance Division personnel services tracked for work on Street Lighting.

<b>STREET LIGHTING DIVISION Capital Outlay Schedule 2016-2017</b>	
ITEM	PROPOSED EXPENDITURE
<b>Infrastructure</b>	
Street lighting program	\$ 250,000
<b>Total Infrastructure</b>	<b>250,000</b>
<b>Total Street Lighting Division</b>	<b>\$ 250,000</b>



**ADOPTED BUDGET**

Fiscal Year 2016-2017

**GENERAL FUND #101 / OTHER GENERAL FUND PROGRAMS DIVISION #15 REQUIREMENTS & ALL OTHER UNALLOCATED REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 15 - OTHER GENERAL FUND PROGRAMS</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	127,627	57,383	112,300	146,775	146,775	146,775
06 - UTILITIES	10,132	14,351	15,550	53,325	53,325	53,325
07 - MAINTENANCE & REPAIRS	5	18	-	22,050	22,050	22,050
09 - INSURANCE	-	-	-	6,450	6,450	6,450
17 - OTHER MATERIALS & SERVICES	-	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	248	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>138,011</b>	<b>71,752</b>	<b>127,850</b>	<b>228,600</b>	<b>228,600</b>	<b>228,600</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	2,584	63,897	179,700	-	-	-
26 - EQUIPMENT	4,522	-	15,000	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>7,106</b>	<b>63,897</b>	<b>194,700</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL: Escrow reserve loan payol	-	-	-	379,950	379,950	379,950
41 - DEBT PRINCIPAL: 2008 FF & CR	150,000	150,000	160,000	170,000	170,000	170,000
44 - DEBT INTEREST: 2008 FF & CR	141,133	135,883	135,900	124,450	124,450	124,450
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>291,133</b>	<b>285,883</b>	<b>295,900</b>	<b>674,400</b>	<b>674,400</b>	<b>674,400</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	435,043	2,073,954	60,000	22,000	22,000	22,000
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>435,043</b>	<b>2,073,954</b>	<b>60,000</b>	<b>22,000</b>	<b>22,000</b>	<b>22,000</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	4,801,958	3,561,893	9,051,375	10,040,700	10,040,700	10,040,700
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>4,801,958</b>	<b>3,561,893</b>	<b>9,051,375</b>	<b>10,040,700</b>	<b>10,040,700</b>	<b>10,040,700</b>
<b>Unallocated Requirements Total:</b>	<b>5,673,251</b>	<b>6,057,380</b>	<b>9,729,825</b>	<b>10,965,700</b>	<b>10,965,700</b>	<b>10,965,700</b>
<b>Fund: 101 - GENERAL FUND Total:</b>	<b>15,709,182</b>	<b>15,769,573</b>	<b>26,719,625</b>	<b>29,157,725</b>	<b>29,157,725</b>	<b>29,157,725</b>

**Comments:** Professional service contracts are for DA Davidson Investment Advisors \$13,600, U.S. Bank ITC fees \$1,200, Balsiger/URA studies \$40,000, Change of use grant \$20,000, Facade grant \$30,000, ICMA insights \$1,600, Klamath alarm annex \$375, Open city hall \$10,000, Security cameras \$5,000 and Eagle Ridge contract \$25,000. Increases in utilities, maintenance and repairs, and insurance are for centralizing administration department’s costs

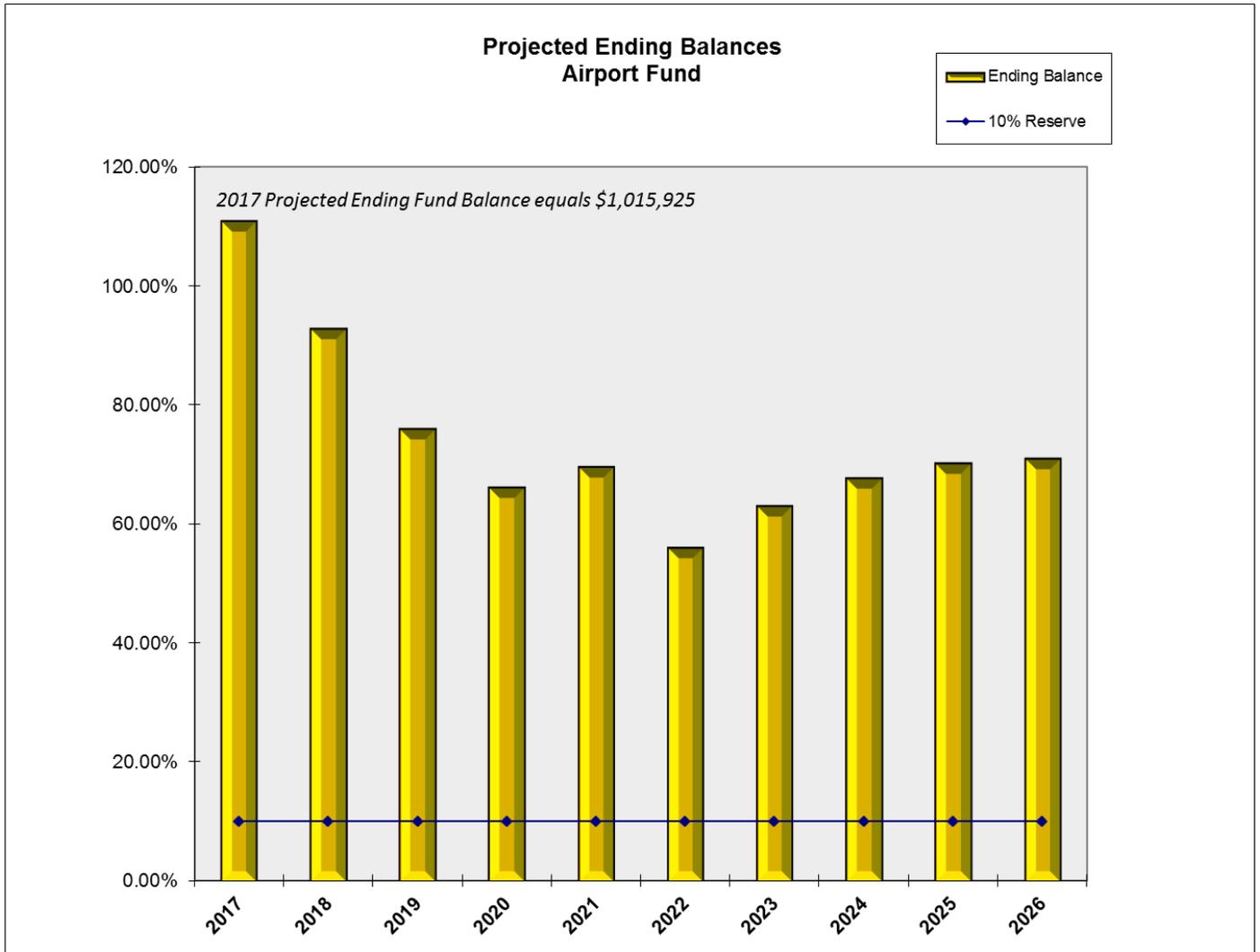


## AIRPORT FUND

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

<b>Estimated Resources:</b>	<b>\$ 10,801,000</b>
<b>Appropriated:</b>	<b>\$ 9,785,075</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 1,015,925</b>
<b>Total Fund Requirements:</b>	<b>\$ 10,801,000</b>

### AIRPORT FUND 10 YEAR FORECAST



**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**  
**AIRPORT FUND #106 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 106 - AIRPORT FUND</b>						
39 - NET WORKING CAPITAL	1,389,425	1,294,113	1,322,200	1,433,150	1,433,150	1,433,150
40 - PROPERTY TAXES PREVIOUSLY LEVIED	28,230	28,189	26,925	19,925	19,925	19,925
42 - INTERGOVERNMENTAL	1,117,293	538,363	1,291,000	7,905,225	7,905,225	7,905,225
45 - CHARGES FOR SERVICES	607,930	524,083	593,200	554,550	554,550	554,550
47 - INVESTMENT INCOME	11,662	11,614	9,075	11,250	11,250	11,250
49 - OTHER REVENUES	67,980	9,937	2,500	100,300	100,300	100,300
50 - OTHER FINANCING SOURCES	103,190	217,490	289,575	432,325	432,325	432,325
<b>Fund: 106 - Total Resources Except Taxes Levied:</b>	<b>3,325,710</b>	<b>2,623,790</b>	<b>3,534,475</b>	<b>10,456,725</b>	<b>10,456,725</b>	<b>10,456,725</b>
40 - PROPERTY TAXES NECESSARY TO BALANCE	-	-	326,975	344,275	344,275	344,275
40 - PROPERTY TAXES COLLECTED IN YEAR LEVIED	416,050	310,094	-	-	-	-
<b>AIRPORT FUND Total Resources:</b>	<b>3,741,760</b>	<b>2,933,884</b>	<b>3,861,450</b>	<b>10,801,000</b>	<b>10,801,000</b>	<b>10,801,000</b>

**Fund Description**

The Airport Fund develops, operates and maintains the Crater Lake-Klamath Regional Airport. The Airport is responsible for facility operation and maintenance of runways, taxiways, associated structures and open areas within the Airport Operations Area. (The paved surfaces within the AOA represent approximately 100 lane miles of asphalt and concrete.) At the Airport, the City owns seven buildings, including the Airport Office, Summers Lane Office and Storage, Airport Terminal, Airport Shop, and the buildings housing Century Aviation (the designated FBO) and Pelican Aviation, a flight training center. The Airport staff is optimistic that commercial air service will return to the community in FY17. 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 a 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. 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.

## AIRPORT FUND GOALS AND REQUIREMENTS

### 2016-2017 Fund Goals

- Re-establish air service that enplanes 10,000 people per calendar year, thereby improving customer satisfaction;
- To ensure safety, continue high quality maintenance of airport facilities by successfully completing the FAA's Part 139 inspection thereby maintaining our certification.
- Complete construction of Taxiway B (formerly Taxiway J) to enhance runway safety and provide economic development opportunities on the Airport's eastside.
- Complete MODOC Wetland improvements through connecting culverts to Lake Ewauna.
- Expand economic development opportunities through the development of a maintenance hangar on the Airport's eastside.

### 2015-2016 Fund Goal Outcomes

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

- **Re-establish air service that enplanes 10,000 people per calendar year.** Federal legislation is being worked in Congress to hopefully restore the Transportation Security Administration to the Airport, thereby allowing air service to return;
- **To ensure safety, require the high quality of maintenance of airport facilities by successfully completing the FAA's Part 139 annual inspection thereby maintaining our permit to operate as a commercial service airport.** The FAA Certification Inspection is currently planned for June 13<sup>th</sup> – 15<sup>th</sup>.
- **Complete design of Taxiway B (formerly Taxiway J) and prepare project for bid by spring 2016 for construction in summer of 2016.**

### ORGANIZATIONAL CHART



**ADOPTED BUDGET**

Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 106 - AIRPORT FUND</b>						
30 - AIRPORT						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	400,923	342,827	422,600	419,425	419,425	419,425
02 - BENEFITS	129,962	114,276	157,225	152,975	152,975	152,975
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>530,885</b>	<b>457,103</b>	<b>579,825</b>	<b>572,400</b>	<b>572,400</b>	<b>572,400</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	66,631	73,700	174,600	47,000	47,000	47,000
06 - UTILITIES	109,401	104,141	109,275	115,875	115,875	115,875
07 - MAINTENANCE & REPAIRS	206,419	189,295	204,825	250,750	250,750	250,750
09 - INSURANCE	44,155	46,497	62,200	52,725	52,725	52,725
10 - COMMUNICATIONS	9,624	8,725	8,650	10,250	10,250	10,250
11 - ADVERTISING	74,483	18,824	87,850	86,450	86,450	86,450
13 - TRAVEL/TRAINING	7,914	15,238	12,225	13,675	13,675	13,675
14 - SUPPLIES	15,739	15,162	16,650	16,225	16,225	16,225
15 - NON-CAPITAL EQUIPMENT	4,087	4,098	3,750	5,100	5,100	5,100
17 - OTHER MATERIALS & SERVICES	6,067	4,410	2,125	203,150	203,150	203,150
18 - INTERNAL CHARGES FOR SERVICES	110,340	117,501	96,150	112,800	112,800	112,800
63 - LICENSES AND PERMITS	1,223	1,296	1,300	1,400	1,400	1,400
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>656,083</b>	<b>598,887</b>	<b>779,600</b>	<b>915,400</b>	<b>915,400</b>	<b>915,400</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	243,340	13,828	15,000	65,000	65,000	65,000
25 - VEHICLES	-	38,316	-	-	-	-
26 - EQUIPMENT	17,623	83,997	35,000	110,000	110,000	110,000
28 - INFRASTRUCTURE	-	8,829	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>260,963</b>	<b>144,970</b>	<b>50,000</b>	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>
<b>Fund: 106 - Total Operational Requirements:</b>	<b>1,447,931</b>	<b>1,200,959</b>	<b>1,409,425</b>	<b>1,662,800</b>	<b>1,662,800</b>	<b>1,662,800</b>

**ADOPTED BUDGET**  
Fiscal Year 2016-2017

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
31 - AIRPORT FAA						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	2,175	-	-	55,000	55,000	55,000
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
26 - EQUIPMENT	147,094	-	-	-	-	-
28 - INFRASTRUCTURE	663,691	149,494	709,850	7,933,500	7,933,500	7,933,500
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>810,785</b>	<b>149,494</b>	<b>709,850</b>	<b>7,933,500</b>	<b>7,933,500</b>	<b>7,933,500</b>
<b>Fund: 106 - Total FAA Grants Requirements:</b>	<b>812,960</b>	<b>149,494</b>	<b>709,850</b>	<b>7,988,500</b>	<b>7,988,500</b>	<b>7,988,500</b>

**AIRPORT FUND #106 / UNALLOCATED REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL	150,000	155,000	165,000	122,200	122,200	122,200
44 - DEBT INTEREST	36,756	28,725	20,425	11,575	11,575	11,575
47 - DEBT SERVICE ADJUST L/T PRINCIPAL	(25,000)	-	-	-	-	-
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>161,756</b>	<b>183,725</b>	<b>185,425</b>	<b>133,775</b>	<b>133,775</b>	<b>133,775</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	1,294,113	1,399,706	1,556,750	1,015,925	1,015,925	1,015,925
<b>ExpCategory: 92 - TOTAL RESERVED:</b>	<b>1,294,113</b>	<b>1,399,706</b>	<b>1,556,750</b>	<b>1,015,925</b>	<b>1,015,925</b>	<b>1,015,925</b>
<b>Fund: 106 - Total Unallocated Requirements:</b>	<b>1,455,869</b>	<b>1,583,431</b>	<b>1,742,175</b>	<b>1,149,700</b>	<b>1,149,700</b>	<b>1,149,700</b>
<b>Fund: 106 - AIRPORT FUND Total Requirements:</b>	<b>3,716,760</b>	<b>2,933,884</b>	<b>3,861,450</b>	<b>10,801,000</b>	<b>10,801,000</b>	<b>10,801,000</b>

**AIRPORT FUND  
Capital Outlay Schedule  
2016-2017**

<b>ITEM</b>	<b>PROPOSED EXPENDITURE</b>
<b>Operations Department</b>	
<b>Facilities</b>	
Terminal Roof	\$ 50,000
Airport Administration Building	15,000
<b>Total Facilities</b>	<b>65,000</b>
<b>Equipment</b>	
De-icing Equipment for Pen Air	110,000
<b>Total Equipment</b>	<b>110,000</b>
<b>Total Operations Department</b>	<b>175,000</b>
<b>FAA Grants Department</b>	
<b>Infrastructure</b>	
MODOC Wetland Mitigation Construction	235,000
Airfield Improvement 2013	23,500
Milkvetch Mitigation	25,000
Taxiway B Construction	7,650,000
<b>Total Infrastructure</b>	<b>7,933,500</b>
<b>Total FAA Grants Department</b>	<b>7,933,500</b>
<b>Total Airport Fund</b>	<b>\$ 8,108,500</b>

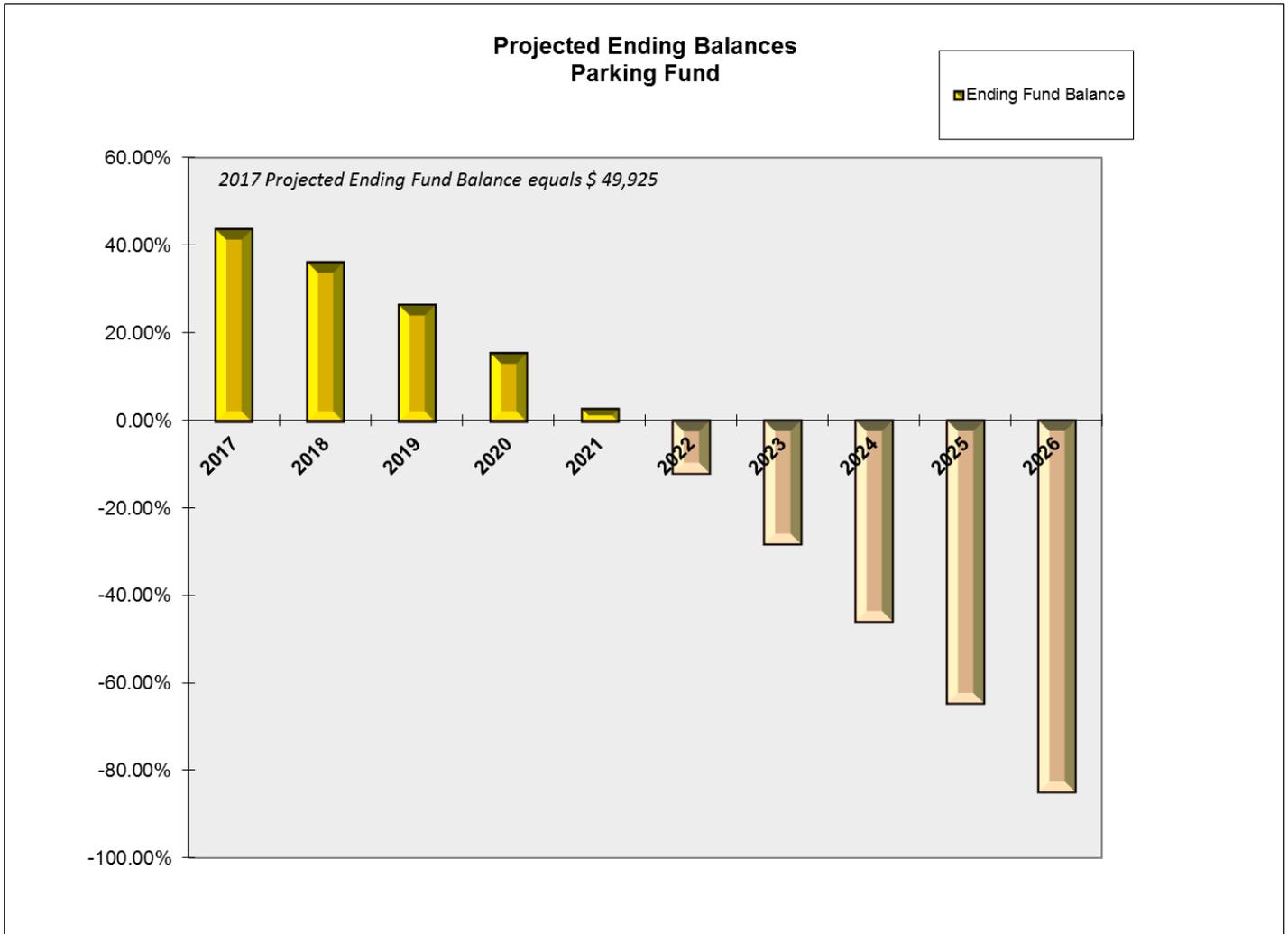


## **PARKING FUND**

The Parking Fund accounts for expenditures to provide (2hr) free parking for customers in downtown Klamath Falls. Revenues consist primarily of employee parking fees and parking fines.

<b>Estimated Resources:</b>	<b>\$ 175,700</b>
<b>Appropriated:</b>	<b>\$ 125,775</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 49,925</b>
<b>Total Fund Requirements:</b>	<b>\$ 175,700</b>

### PARKING FUND 10 YEAR FORECAST



## PARKING FUND GOALS AND REQUIREMENTS

### Fund Description

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

### 2016-2017 Fund Goals

- Determine the appropriate parking limits for on street parking and parking lots.
- Work to make the Parking District self-sufficient for all Personnel and Materials and Services costs; strive for revenues to exceed expenses while still charging fair fees.
- Provide additional safety by having the Parking Enforcement Officer report criminal activity (vandalism, graffiti, etc.) to the Police Department.
- Provide outstanding Customer Service by finding innovating ways to communicate with Parking District permit holders.
- Find creative ways to increase efficiency of the administration of the Parking Permits and the maintenance of parking lots.

### 2015-2016 Fund Goal Outcomes

- **Determine the appropriate parking limits for on street parking and parking lots.** A survey of all the business with in the parking district has been started to determine their expectation and appropriate parking levels of the Parking District. This survey is approximately ¼ completed.
- **Educate downtown customers and employees about the parking requirements and the rationale of the District.** This year the parking enforcement officer hand delivered parking permit renewal forms to the all of the businesses to improve communication with employee.
- **Provide additional safety by having the Parking Enforcement Officer report criminal activity (vandalism, graffiti, etc.) to the Police Department.** This item is ongoing. The Parking Enforcement Officer is report criminal activity when he encounters it. The Parking Enforcement Office now inspects the all Parking Lots for criminal activity on a daily basis.

- **Hold regular meetings with the Downtown Advisory Committee to discuss parking issues or concerns.** Meetings were held throughout the year, when required to discuss parking issue as they arose.
- **Attend The Downtown Association meetings to learn and discuss parking issues with the Downtown Business Community.** The Downtown Association Board monthly meeting was attended 10 out of 12 times.
- **Work to make the Parking District self-sufficient for all Personnel and Materials and Services costs; strive for revenues to exceed expenses while still charging fair fees.** This goal has not been started because the survey needs to be completed first.

### ORGANIZATIONAL CHART



**ADOPTED BUDGET  
Fiscal Year 2016-2017  
PARKING FUND #112 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 112 - PARKING FUND</b>						
39 - NET WORKING CAPITAL	60,605	71,458	71,525	66,350	66,350	66,350
43 - LICENSES, FEES & PERMITS	43,734	40,851	40,450	58,400	58,400	58,400
46 - FINES & FORFEITURES	55,355	55,825	52,425	50,450	50,450	50,450
47 - INVESTMENT INCOME	458	480	350	500	500	500
49 - OTHER REVENUES	471	369	-	-	-	-
50 - OTHER FINANCING SOURCES	-	13,954	-	-	-	-
<b>Fund: 112 - PARKING FUND Total Resources:</b>	<b>160,624</b>	<b>182,937</b>	<b>164,750</b>	<b>175,700</b>	<b>175,700</b>	<b>175,700</b>

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

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 112 - PARKING FUND</b>						
<b>Department: 60 - PARKING</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	37,176	37,764	38,025	39,550	39,550	39,550
02 - BENEFITS	17,926	18,361	19,975	20,800	20,800	20,800
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>55,102</b>	<b>56,125</b>	<b>58,000</b>	<b>60,350</b>	<b>60,350</b>	<b>60,350</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	12,503	10,961	10,000	11,575	11,575	11,575
06 - UTILITIES	2,742	2,996	2,775	3,725	3,725	3,725
07 - MAINTENANCE & REPAIRS	1,807	2,905	19,200	11,400	11,400	11,400
09 - INSURANCE	307	479	525	500	500	500
10 - COMMUNICATIONS	0	31	50	75	75	75
11 - ADVERTISING	-	-	200	200	200	200
13 - TRAVEL/TRAINING	-	-	200	200	200	200
14 - SUPPLIES	1,657	2,586	1,550	3,025	3,025	3,025
15 - NON-CAPITAL EQUIPMENT	-	-	100	-	-	-
17 - OTHER MATERIALS & SERVICES	133	7	50	50	50	50
18 - INTERNAL CHARGES FOR SERVICES	7,878	23,970	21,350	22,675	22,675	22,675
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>27,028</b>	<b>43,934</b>	<b>56,000</b>	<b>53,425</b>	<b>53,425</b>	<b>53,425</b>
<b>Department: 60 - PARKING Total Requirements:</b>	<b>82,129</b>	<b>100,059</b>	<b>114,000</b>	<b>113,775</b>	<b>113,775</b>	<b>113,775</b>

**ADOPTED BUDGET  
Fiscal Year 2016-2017  
PARKING FUND #112 / UNALLOCATED REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL	5,914	13,659	-	-	-	-
44 - DEBT INTEREST	1,122	242	-	-	-	-
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>7,036</b>	<b>13,901</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 90 - CONTINGENCY</b>						
90 - CONTINGENCY	-	-	-	12,000	12,000	12,000
<b>ExpCategory: 90 - CONTINGENCY Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	71,458	68,977	50,750	49,925	49,925	49,925
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>71,458</b>	<b>68,977</b>	<b>50,750</b>	<b>49,925</b>	<b>49,925</b>	<b>49,925</b>
<b>Parking Fund Unallocated Total Requirements:</b>	<b>78,494</b>	<b>82,878</b>	<b>50,750</b>	<b>61,925</b>	<b>61,925</b>	<b>61,925</b>
<b>Fund: 112 - PARKING FUND Total Requirements:</b>	<b>160,624</b>	<b>182,937</b>	<b>164,750</b>	<b>175,700</b>	<b>175,700</b>	<b>175,700</b>

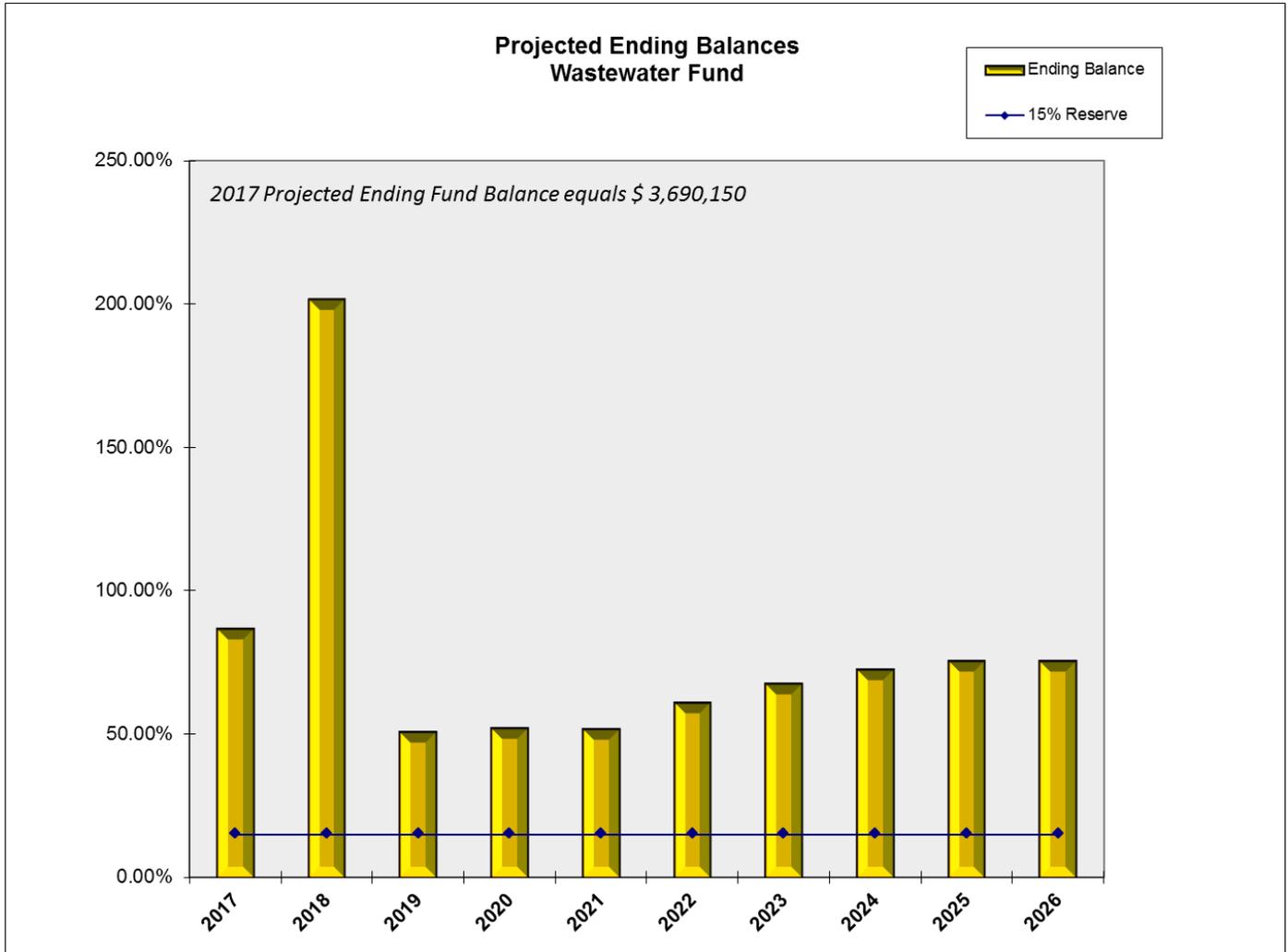


## WASTEWATER FUND

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

<b>Estimated Resources:</b>	<b>\$ 11,130,550</b>
<b>Appropriated:</b>	<b>\$ 7,440,400</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 3,690,150</b>
<b>Total Fund Requirements:</b>	<b>\$ 11,130,550</b>

### WASTEWATER FUND 10 YEAR FORECAST





**ADOPTED BUDGET  
Fiscal Year 2016-2017  
WASTEWATER FUND #241 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 241 - WASTEWATER FUND</b>						
39 - NET WORKING CAPITAL	9,511,856	11,061,876	12,216,150	3,651,175	3,651,175	3,651,175
41 - SPECIAL ASSESSMENT	1,968	-	-	-	-	-
42 - INTERGOVERNMENTAL	-	-	300,000	-	-	-
45 - CHARGES FOR SERVICES	6,636,187	6,913,287	7,370,950	7,372,075	7,372,075	7,372,075
47 - INVESTMENT INCOME	43,009	56,268	61,075	58,800	58,800	58,800
49 - OTHER REVENUES	76,700	104,854	63,400	48,500	48,500	48,500
50 - OTHER FINANCING SOURCES	-	-	-	-	-	-
<b>Fund: 241 - WASTEWATER FUND Total:</b>	<b>16,269,720</b>	<b>18,136,284</b>	<b>20,011,575</b>	<b>11,130,550</b>	<b>11,130,550</b>	<b>11,130,550</b>

## Collections and Treatment Divisions

### Divisions Description

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

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

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

## WASTEWATER COLLECTIONS AND TREATMENT DIVISIONS GOALS AND REQUIREMENTS

### 2016-2017 Divisions Goals

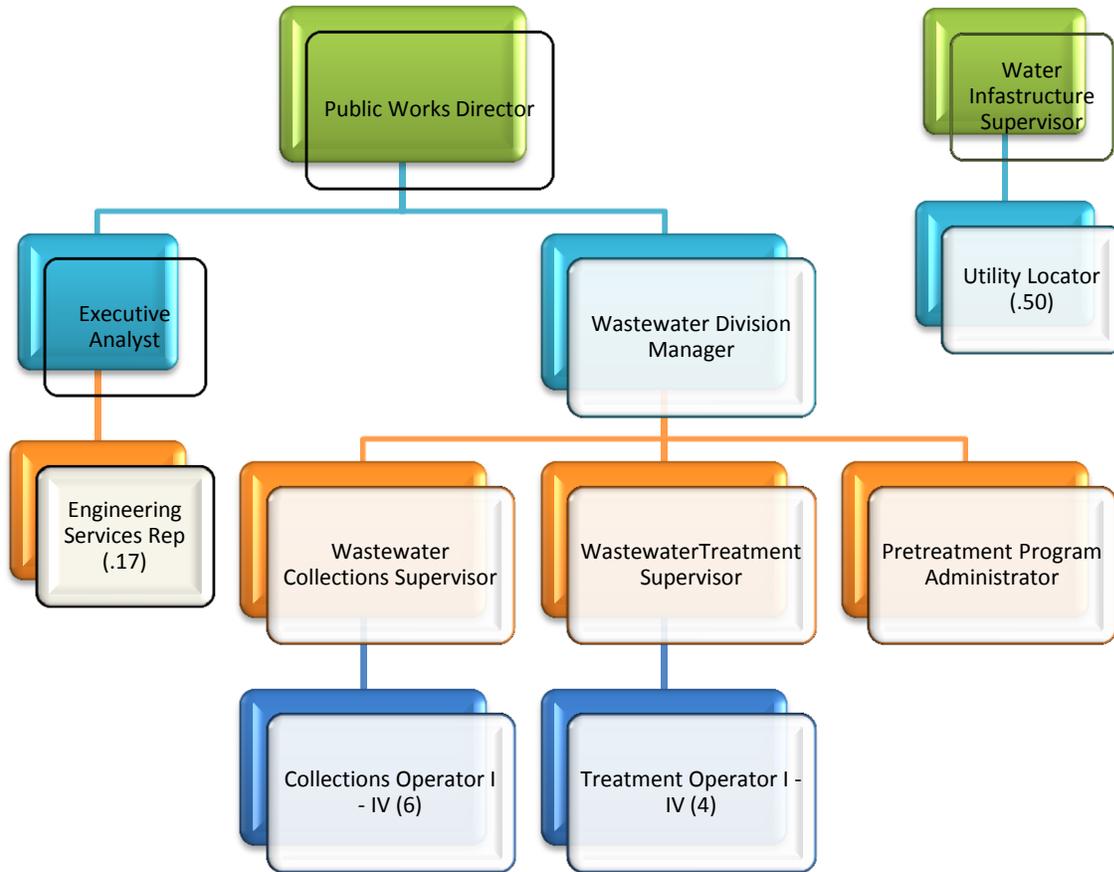
- Select a Progressive Design Build (PDB) team for the improvements at the Spring Street WWTP by January 2017
- Upgrade the composting operation's equipment by September 2016
- Develop pipeline condition assessment protocols for the wastewater collection system by September 2016
- Update the Division's Sanitary Sewer Overflow Response Plan by July 2016
- Establish and measure performance metrics for the Division by December 2016
- Participate in the Energy Trust of Oregon's strategic management program and meet the program goal for a 5% savings in energy consumption by December 2016
- Complete the storm water GIS layer

### 2015-2016 Divisions Goal Outcomes

The Wastewater Division is committed to providing exceptional wastewater and related services to the City of Klamath Falls customers and regulatory agencies, protect the public's health and the environment and provide service and produce results of consistently high quality. The following goals have been established for the Wastewater Division:

- **Televising all gravity sewer mains at least once every five years.** The current goal is to televise 20% of the system each year. The current annual rate is less than 5% but this rate is expected to gradually increase with improved equipment and an additional FTE
- **Clean all gravity sewer mains every year.**
- **Begin the process of re-designing the Spring Street WWTP's influent pump station, primary clarifiers, aeration basins and digesters.** This goal was initiated in 2015-2016 with the development of an RFP for an Owners Representative and the broader project will begin in earnest in 2016-2017 with the selection of project design and construction firm

### DIVISIONS ORGANIZATIONAL CHART



**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**  
**WASTEWATER FUND #241 / COLLECTIONS DIVISION #81 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 81 - WASTEWATER COLLECTIONS</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	379,880	325,581	426,100	421,200	421,200	421,200
02 - BENEFITS	153,906	136,927	198,625	207,675	207,675	207,675
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>533,786</b>	<b>462,508</b>	<b>624,725</b>	<b>628,875</b>	<b>628,875</b>	<b>628,875</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	72,509	42,753	255,000	145,500	145,500	145,500
06 - UTILITIES	101,355	106,847	100,150	99,725	99,725	99,725
07 - MAINTENANCE & REPAIRS	105,864	128,915	142,350	142,900	142,900	142,900
08 - RENTALS / LEASES	17,145	17,092	20,250	20,200	20,200	20,200
09 - INSURANCE	40,266	47,919	52,700	57,800	57,800	57,800
10 - COMMUNICATIONS	12,334	13,037	15,850	13,850	13,850	13,850
11 - ADVERTISING	446	2,501	2,500	2,500	2,500	2,500
13 - TRAVEL/TRAINING	3,557	5,063	11,550	11,750	11,750	11,750
14 - SUPPLIES	33,510	26,977	32,850	33,450	33,450	33,450
15 - NON-CAPITAL EQUIPMENT	27,738	11,834	26,500	31,500	31,500	31,500
17 - OTHER MATERIALS & SERVICES	6,912	140	600	100	100	100
18 - INTERNAL CHARGES FOR SERVICES	463,692	440,168	476,750	490,625	490,625	490,625
60 - PRETREATMENT EXPENSES	5,057	1,035	8,500	8,500	8,500	8,500
63 - LICENSES AND PERMITS	850	1,275	11,000	9,000	9,000	9,000
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>891,237</b>	<b>845,556</b>	<b>1,156,550</b>	<b>1,067,400</b>	<b>1,067,400</b>	<b>1,067,400</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
21 - LAND	-	-	30,000	30,000	30,000	30,000
23 - FACILITIES	-	-	321,000	-	-	-
25 - VEHICLES	-	-	400,000	185,000	185,000	185,000
26 - EQUIPMENT	199,872	47,850	265,000	236,500	236,500	236,500
28 - INFRASTRUCTURE	390,070	482,733	255,000	160,000	160,000	160,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>589,942</b>	<b>530,584</b>	<b>1,271,000</b>	<b>611,500</b>	<b>611,500</b>	<b>611,500</b>
<b>Department: 81 - WASTEWATER COLLECTIONS Total:</b>	<b>2,014,965</b>	<b>1,838,648</b>	<b>3,052,275</b>	<b>2,307,775</b>	<b>2,307,775</b>	<b>2,307,775</b>

**ADOPTED BUDGET  
Fiscal Year 2016-2017  
WASTEWATER FUND #241 / TREATMENT DIVISION #82 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 82 - WASTEWATER TREATMENT</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	424,034	401,281	409,200	381,150	381,150	381,150
02 - BENEFITS	181,236	181,110	192,475	173,550	173,550	173,550
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>605,269</b>	<b>582,391</b>	<b>601,675</b>	<b>554,700</b>	<b>554,700</b>	<b>554,700</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	58,224	49,150	135,500	129,800	129,800	129,800
06 - UTILITIES	373,615	572,802	570,325	580,600	580,600	580,600
07 - MAINTENANCE & REPAIRS	85,494	118,337	113,950	130,000	130,000	130,000
08 - RENTALS / LEASES	-	-	-	500	500	500
09 - INSURANCE	17,346	17,537	19,300	20,525	20,525	20,525
10 - COMMUNICATIONS	5,948	5,164	6,300	6,400	6,400	6,400
11 - ADVERTISING	486	825	500	500	500	500
13 - TRAVEL/TRAINING	7,584	8,684	10,275	23,275	23,275	23,275
14 - SUPPLIES	177,117	158,866	185,150	180,300	180,300	180,300
15 - NON-CAPITAL EQUIPMENT	10,042	11,765	11,500	17,000	17,000	17,000
17 - OTHER MATERIALS & SERVICES	2,105	351	650	300	300	300
18 - INTERNAL CHARGES FOR SERVICES	509,697	426,632	428,300	465,650	465,650	465,650
60 - PRETREATMENT EXPENSES	25,115	25,378	30,000	38,000	38,000	38,000
63 - LICENSES AND PERMITS	21,842	24,951	25,000	25,000	25,000	25,000
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>1,294,616</b>	<b>1,420,443</b>	<b>1,536,750</b>	<b>1,617,850</b>	<b>1,617,850</b>	<b>1,617,850</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	-	-	426,400	1,500,000	1,500,000	1,500,000
26 - EQUIPMENT	80,649	50,672	25,000	260,000	260,000	260,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>80,649</b>	<b>50,672</b>	<b>451,400</b>	<b>1,760,000</b>	<b>1,760,000</b>	<b>1,760,000</b>
<b>Department: 82 - WASTEWATER TREATMENT Total:</b>	<b>1,980,534</b>	<b>2,053,506</b>	<b>2,589,825</b>	<b>3,932,550</b>	<b>3,932,550</b>	<b>3,932,550</b>

## UTILITY BILLING DIVISION GOALS AND REQUIREMENTS

### Division Description

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

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

## UTILITY BILLING DIVISION GOALS AND REQUIREMENTS

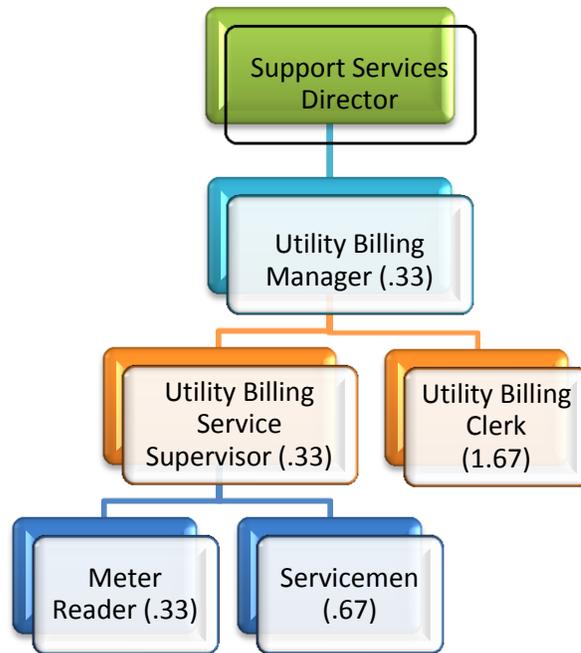
### 2016-2017 Utility Billing Division Goals

- Utility Billing will be able to have customers pay their City Utility bill online in the 2016-2017 Budget year.
- Analyze City Code with regards to the Utility Billing processes, fees and restrictions.

### 2015-2016 Utility Billing Division Goal Outcomes

- **The customer service of Utility Billing is of utmost importance. We work proactively to increase efficiencies in billing, leaks and adjustments, payment and billing processes, and reading meters accurately and timely.**

### DIVISION ORGANIZATIONAL CHART



**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**  
**WASTEWATER FUND #241 / UTILITY BILLING DIVISION #83 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 83 - WASTEWATER BILLING</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	91,330	95,410	164,250	165,500	165,500	165,500
02 - BENEFITS	43,520	43,985	79,400	83,875	83,875	83,875
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>134,850</b>	<b>139,395</b>	<b>243,650</b>	<b>249,375</b>	<b>249,375</b>	<b>249,375</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	52,424	58,230	58,000	62,500	62,500	62,500
06 - UTILITIES	1,378	1,550	1,675	1,775	1,775	1,775
07 - MAINTENANCE & REPAIRS	6,942	8,520	8,825	10,275	10,275	10,275
08 - RENTALS / LEASES	9,000	9,000	9,000	9,000	9,000	9,000
09 - INSURANCE	1,039	1,025	1,100	1,300	1,300	1,300
10 - COMMUNICATIONS	8,441	5,925	7,900	3,700	3,700	3,700
11 - ADVERTISING	-	74	-	-	-	-
13 - TRAVEL/TRAINING	683	1,101	2,025	2,375	2,375	2,375
14 - SUPPLIES	7,044	6,095	7,500	7,300	7,300	7,300
15 - NON-CAPITAL EQUIPMENT	1,673	1,391	4,375	2,325	2,325	2,325
17 - OTHER MATERIALS & SERVICES	123	54	175	200	200	200
18 - INTERNAL CHARGES FOR SERVICES	17,325	55,057	48,550	42,150	42,150	42,150
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>106,071</b>	<b>148,020</b>	<b>149,125</b>	<b>142,900</b>	<b>142,900</b>	<b>142,900</b>
<b>Department: 83 - WASTEWATER BILLING Total:</b>	<b>240,921</b>	<b>287,416</b>	<b>392,775</b>	<b>392,275</b>	<b>392,275</b>	<b>392,275</b>

**ADOPTED BUDGET  
Fiscal Year 2016-2017**

**WASTEWATER FUND #241 / PUBLIC WORKS ADMINISTRATION DIVISION #09 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 241 - WASTEWATER FUND</b>						
<b>Department: 09 - PUBLIC WORKS ADMIN</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	52,232	-	-	-	-	-
02 - BENEFITS	20,025	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>72,257</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	836	-	-	-	-	-
06 - UTILITIES	573	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	828	-	-	-	-	-
09 - INSURANCE	352	-	-	-	-	-
10 - COMMUNICATIONS	352	-	-	-	-	-
11 - ADVERTISING	307	-	-	-	-	-
13 - TRAVEL/TRAINING	2,190	-	-	-	-	-
14 - SUPPLIES	627	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	349	-	-	-	-	-
17 - OTHER MATERIALS & SERVICES	140	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	6,788	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>13,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 09 - PUBLIC WORKS ADMIN Total:</b>	<b>85,599</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**  
**WASTEWATER FUND #241 / UNALLOCATED REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL-2015 WW REV REF BONDS	570,000	590,000	595,000	657,000	657,000	657,000
44 - DEBT INTEREST-2015 WW REV REF BONDS	315,825	293,025	272,375	150,800	150,800	150,800
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>885,825</b>	<b>883,025</b>	<b>867,375</b>	<b>807,800</b>	<b>807,800</b>	<b>807,800</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	1,000,000	10,000,000	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>1,000,000</b>	<b>10,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	11,061,876	12,073,689	3,109,325	3,690,150	3,690,150	3,690,150
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>11,061,876</b>	<b>12,073,689</b>	<b>3,109,325</b>	<b>3,690,150</b>	<b>3,690,150</b>	<b>3,690,150</b>
<b>UNALLOCATED REQUIREMENTS Total:</b>	<b>11,947,701</b>	<b>13,956,714</b>	<b>13,976,700</b>	<b>4,497,950</b>	<b>4,497,950</b>	<b>4,497,950</b>
<b>Fund: 241 - WASTEWATER FUND Total Requirements:</b>	<b>16,269,720</b>	<b>18,136,284</b>	<b>20,011,575</b>	<b>11,130,550</b>	<b>11,130,550</b>	<b>11,130,550</b>

<b>WASTEWATER FUND Capital Outlay Schedule 2016-2017</b>	
<b>ITEM</b>	<b>PROPOSED EXPENDITURE</b>
<b>Collections Division</b>	
<b>Equipment</b>	
KFI H <sub>2</sub> S Solutions Pilot Testing	\$ 30,000
Emergency Bypass Pumping	56,500
California Pump Station Rehab/Replacement	150,000
<b>Total Equipment</b>	<b>236,500</b>
<b>Vehicles</b>	
Video Inspection Vehicle and Equipment	185,000
<b>Total Vehicles</b>	<b>185,000</b>
<b>Infrastructure</b>	
Misc. Gravity & Pressure Sewer Line & Manhole Rehab/Replace:	
Mitchell and Orchard	10,000
1400 Block Crescent Avenue	120,000
Brett Way Sewer Main Extension	20,000
KFI Manhole Rehab/Replace	10,000
<b>Total Infrastructure</b>	<b>160,000</b>
<b>Land</b>	
California Pump Station Land Procurement	30,000
<b>Total Land</b>	<b>30,000</b>
<b>Total Collections Division</b>	<b>611,500</b>
<b>Treatment Division</b>	
<b>Equipment</b>	
Pretreatment Program Samplers	10,000
Administration Building HVAC	50,000
Compost Screening Equipment	200,000
<b>Total Equipment</b>	<b>260,000</b>
<b>Facilities</b>	
Treatment Plant Upgrade	1,500,000
<b>Total Facilities</b>	<b>1,500,000</b>
<b>Total Treatment Division</b>	<b>1,760,000</b>
<b>Total Wastewater Fund</b>	<b>\$ 2,371,500</b>

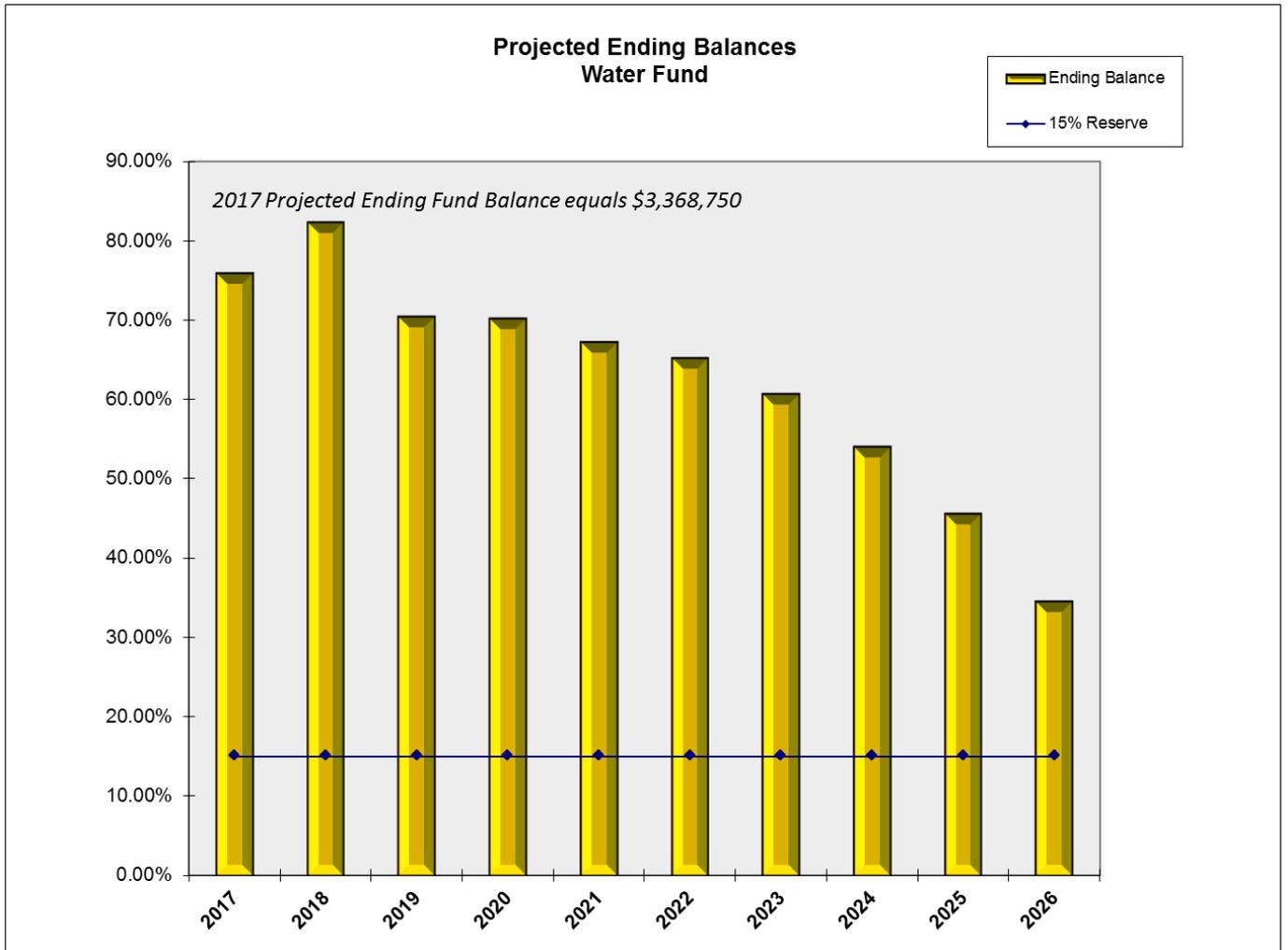


## WATER FUND

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

<b>Estimated Resources:</b>	<b>\$ 12,309,925</b>
<b>Appropriated:</b>	<b>\$ 8,941,175</b>
<b>Reserved for Future Requirements:</b>	<b>\$ 3,368,750</b>
<b>Total Fund Requirements:</b>	<b>\$ 12,309,925</b>

### WATER FUND 10 YEAR FORECAST



**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**  
**WATER FUND #244 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 244 - WATER FUND</b>						
39 - NET WORKING CAPITAL	7,066,435	8,907,632	8,025,550	4,348,850	4,348,850	4,348,850
45 - CHARGES FOR SERVICES	7,112,854	7,551,829	7,418,825	7,694,025	7,694,025	7,694,025
47 - INVESTMENT INCOME	61,498	86,364	95,900	145,575	145,575	145,575
48 - INTERNAL CHARGES FOR SERVICES	4,533	-	-	2,775	2,775	2,775
49 - OTHER REVENUES	131,710	136,169	105,600	118,700	118,700	118,700
<b>Fund: 244 - WATER FUND Total Resources:</b>	<b>14,377,030</b>	<b>16,681,994</b>	<b>15,645,875</b>	<b>12,309,925</b>	<b>12,309,925</b>	<b>12,309,925</b>

**Operations and Geothermal Divisions 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. 14 staff members operate and maintain the City’s public water system, consisting of 13 wells, 22 water storage reservoirs, 24 pumping stations and approximately 265 miles of pipeline including over 16,000 metered service connections. The Division is also responsible for operating and maintaining the City’s geothermal system, consisting of 2 wells, a single heat exchange facility which includes 3 district circulation pumps and 2 plate heat exchangers. There are also approximately 4 miles of pipeline and 5 sidewalk/bridge snowmelt systems.

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, 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.

**OPERATIONS AND GEOTHERMAL DIVISION GOALS AND REQUIREMENTS**

**2016-2017 Division Goals**

In order to meet the needs of the community and the customers that we serve, the City of Klamath Falls Water Division’s main goal is to ensure the delivery of the highest quality, safest and most reliable potable water possible. We are committed to providing customer service, responding to every customer concern and question in a professional manner and by establishing and maintaining operational philosophies to meet the customer’s needs and seasonal water demands.

- It is the goal of the Water Division to complete the Advanced Meter Infrastructure (AMI) by 2018-2019. This project will include;
  - Complete installation of Automated Meter Reading equipment (radio read meter transceivers) in 2016-2017.
- Complete an analysis of all water storage reservoirs and reservoir sites. This analysis shall include site security, structural integrity of each water tank and upgrading seismic protection at each tank.
- Complete a 5 year succession plan for the Water Division. Up to 7 current staff will be retiring over the next 6 years and it is critical to have experienced operators in place to replace the retiring staff members.
- Secure or perfect water rights for the Wocus Well and Conger Well #9. The permitted water rights at these sources are vulnerable due to fish persistence issues.

### **2015-2016 Division Goal Outcomes**

In order to meet the needs of the community and the customers that we serve, the City of Klamath Falls Water Division's main goal is to ensure the delivery of the highest quality, safest and most reliable potable water possible. We are committed to providing customer service, responding to every customer concern and question in a professional manner and by establishing and maintaining operational philosophies to meet the customer's needs and seasonal water demands. We achieve these goals through programs and efforts such as:

- **Proactively identifying and replacing water mainlines that have outlived their useful life. This allows for planned and scheduled infrastructure repairs. Systematically replacing old leaking water mainlines will limit customer inconveniences by reducing or eliminating unscheduled shutdowns and infrastructure repairs.** Although this is a year after year ongoing effort, over 1300 linear feet of outdated and leaking water mainline was replaced in 2015/2016.
- **Maintaining an ongoing in-house leak detection program in an effort to locate and repair non-surfacing water leaks**
- **Maintaining a water meter replacement program in an effort to replace old worn and inaccurate meters.**

The above programs are aimed at reducing unaccounted for water losses in turn reducing pumping costs which will limit the need to increase water rates while providing safe, reliable drinking water in the most cost effective manner as possible. In 2015 unaccounted for water loss has dropped to the lowest level since tracking began.

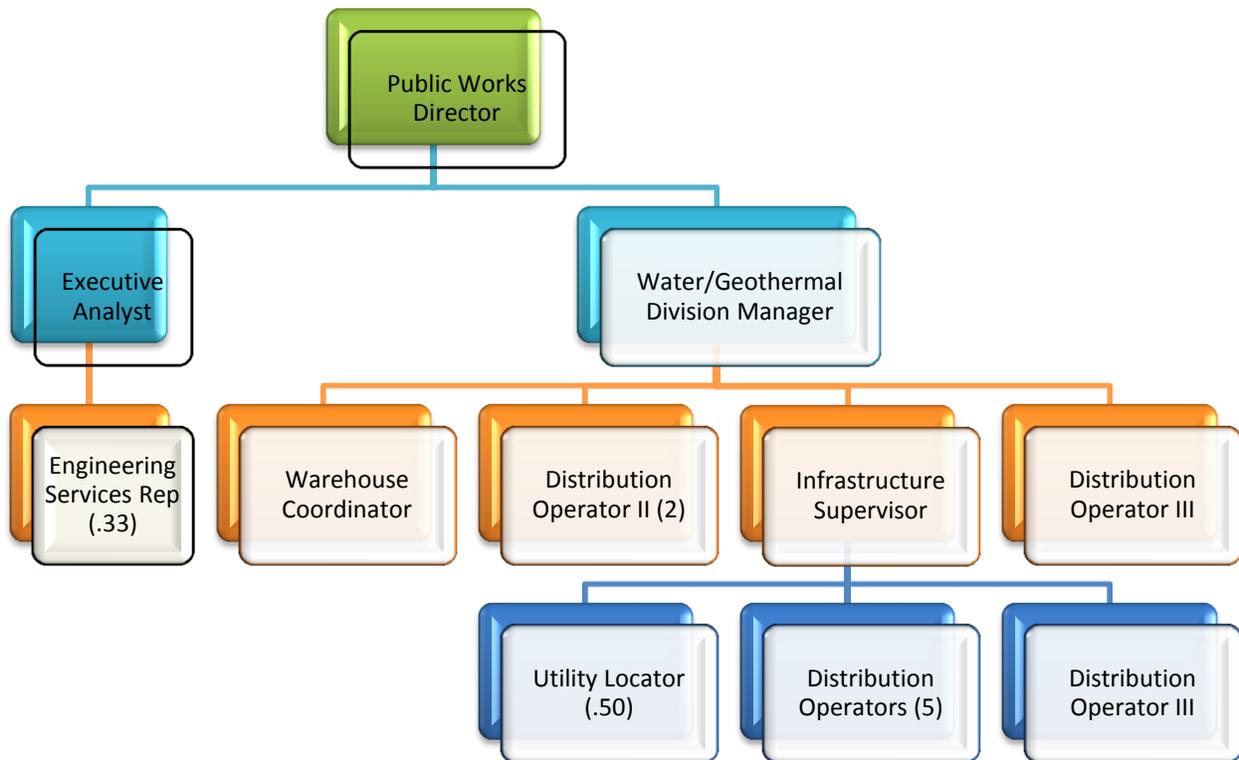
- **Planning for and constructing new water system infrastructure designed to meet the future needs of our community.** An ongoing program however in 2015/2016 4 capital improvement projects designed to meet existing and future water demands have been completed.

- Installing advanced metering infrastructure designed to reduce the man hours necessary to read meters while providing better customer service
- Proactive sampling and flushing programs designed to improve customer satisfaction by reducing water quality concerns and complaints. Although regular routine water quality samples were collected throughout the year maintaining a routine proactive flushing effort was not accomplished.

**Budget Comments – Requirements**

The Operations division’s personnel services increased due to an addition of one employee.

**OPERATIONS AND GEOTHERMAL DIVISIONS ORGANIZATIONAL CHART**



**ADOPTED BUDGET  
Fiscal Year 2016-2017  
WATER FUND #244 / OPERATIONS DIVISION #85 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 85 - WATER OPERATIONS</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	675,515	678,093	673,800	748,500	748,500	748,500
02 - BENEFITS	292,594	297,844	332,825	362,000	362,000	362,000
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>968,108</b>	<b>975,937</b>	<b>1,006,625</b>	<b>1,110,500</b>	<b>1,110,500</b>	<b>1,110,500</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	84,590	171,916	157,500	196,775	196,775	196,775
06 - UTILITIES	535,908	543,121	521,925	548,025	548,025	548,025
07 - MAINTENANCE & REPAIRS	602,020	596,287	564,925	552,400	552,400	552,400
08 - RENTALS / LEASES	1,107	1,830	1,500	1,500	1,500	1,500
09 - INSURANCE	37,364	40,201	43,800	45,750	45,750	45,750
10 - COMMUNICATIONS	10,364	11,804	10,700	11,750	11,750	11,750
11 - ADVERTISING	5,131	5,392	6,000	6,000	6,000	6,000
13 - TRAVEL/TRAINING	10,622	14,037	13,000	12,500	12,500	12,500
14 - SUPPLIES	63,104	50,788	72,750	60,100	60,100	60,100
15 - NON-CAPITAL EQUIPMENT	23,948	23,798	28,325	39,000	39,000	39,000
17 - OTHER MATERIALS & SERVICES	7,522	2,403	3,050	3,100	3,100	3,100
18 - INTERNAL CHARGES FOR SERVICES	833,010	781,738	836,425	898,725	898,725	898,725
61 - PYMT IN LIEU OF FRANCHISE	10,132	9,984	9,000	-	-	-
63 - LICENSES AND PERMITS	125	566	750	750	750	750
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>2,224,948</b>	<b>2,253,867</b>	<b>2,269,650</b>	<b>2,376,375</b>	<b>2,376,375</b>	<b>2,376,375</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
21 - LAND	-	13,219	-	-	-	-
23 - FACILITIES	3,168	1,004	-	-	-	-
25 - VEHICLES	-	-	350,000	-	-	-
26 - EQUIPMENT	34,735	56,306	675,000	765,000	765,000	765,000
28 - INFRASTRUCTURE	591,336	1,232,766	1,361,000	2,738,000	2,738,000	2,738,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>629,239</b>	<b>1,303,294</b>	<b>2,386,000</b>	<b>3,503,000</b>	<b>3,503,000</b>	<b>3,503,000</b>
<b>Department: 85 - WATER OPERATIONS Total:</b>	<b>3,822,295</b>	<b>4,533,097</b>	<b>5,662,275</b>	<b>6,989,875</b>	<b>6,989,875</b>	<b>6,989,875</b>

**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**  
**WATER FUND #244 / GEOTHERMAL DIVISION #87 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 87 - GEOTHERMAL OPERATIONS</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	9,960	8,289	17,550	-	-	-
02 - BENEFITS	4,469	3,950	8,650	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>14,429</b>	<b>12,239</b>	<b>26,200</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	986	3,092	21,250	10,000	10,000	10,000
06 - UTILITIES	48,890	29,888	41,100	41,550	41,550	41,550
07 - MAINTENANCE & REPAIRS	23,611	39,836	45,000	36,500	36,500	36,500
09 - INSURANCE	2,625	2,440	2,675	3,000	3,000	3,000
10 - COMMUNICATIONS	-	188	-	-	-	-
13 - TRAVEL/TRAINING	-	1,003	-	-	-	-
14 - SUPPLIES	161	104	250	200	200	200
15 - NON-CAPITAL EQUIPMENT	141	5	500	5,500	5,500	5,500
17 - OTHER MATERIALS & SERVICES	120	50	250	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	40,265	32,971	29,975	47,825	47,825	47,825
63 - LICENSES AND PERMITS	483	45	500	600	600	600
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>117,282</b>	<b>109,621</b>	<b>141,500</b>	<b>145,175</b>	<b>145,175</b>	<b>145,175</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
26 - EQUIPMENT	-	19,274	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>19,274</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 87 - GEOTHERMAL OPERATIONS Total:</b>	<b>131,711</b>	<b>141,134</b>	<b>167,700</b>	<b>145,175</b>	<b>145,175</b>	<b>145,175</b>

**COMMENTS:** Geothermal revenues are a part of the water fund resources charges for services category, and for FY 2016-2017 are estimated to be \$281,925. Personnel services for the geothermal division are tracked in project accounting. FY 2015-2016 year to date costs through April 19, 2016 are \$29,500. Personnel costs will continue to be tracked by project and not recorded in the geothermal division. The tracked costs will be reported here in the budget comments.

## CITY OF KLAMATH FALLS

### UTILITY BILLING

#### **Division Description**

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

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

#### **UTILITY BILLING DIVISION GOALS AND REQUIREMENTS**

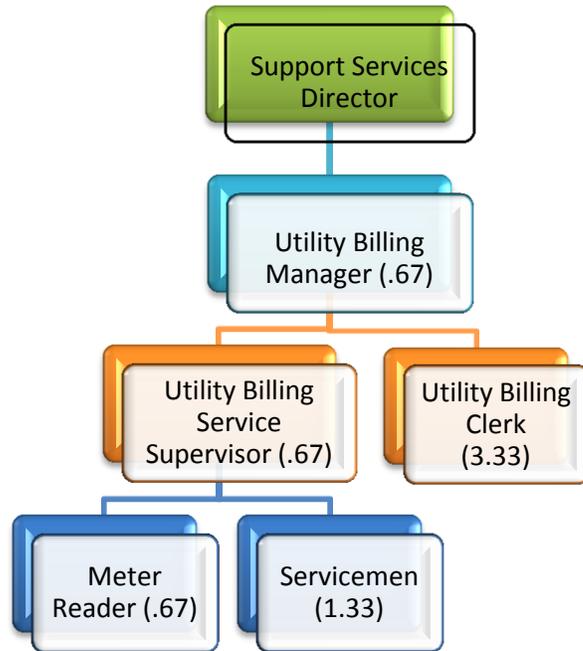
##### **2016-2017 Utility Billing Division Goals**

- Utility Billing will be able to have customers pay their City Utility bill online in the 2016-2017 Budget year.
- Analyze City Code with regards to the Utility Billing processes, fees and restrictions.

##### **2015-2016 Utility Billing Division Goal Outcomes**

- **The customer service of Utility Billing is of utmost importance. We work proactively to increase efficiencies in billing, leaks and adjustments, payment and billing processes, and reading meters accurately and timely.**

### DIVISION ORGANIZATIONAL CHART



**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**  
**WATER FUND #244 / UTILITY BILLING DIVISION #86 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 86 - WATER BILLING</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	410,426	408,041	327,900	328,700	328,700	328,700
02 - BENEFITS	184,578	177,939	163,550	166,900	166,900	166,900
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>595,004</b>	<b>585,981</b>	<b>491,450</b>	<b>495,600</b>	<b>495,600</b>	<b>495,600</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	105,255	123,249	128,000	133,000	133,000	133,000
06 - UTILITIES	2,755	3,099	3,850	3,275	3,275	3,275
07 - MAINTENANCE & REPAIRS	13,913	17,127	17,900	20,600	20,600	20,600
08 - RENTALS / LEASES	18,000	18,000	18,000	18,000	18,000	18,000
09 - INSURANCE	2,851	4,615	5,025	3,375	3,375	3,375
10 - COMMUNICATIONS	17,335	12,269	15,000	6,700	6,700	6,700
11 - ADVERTISING	-	147	-	-	-	-
13 - TRAVEL/TRAINING	1,406	2,211	3,850	4,425	4,425	4,425
14 - SUPPLIES	14,427	12,141	14,200	13,000	13,000	13,000
15 - NON-CAPITAL EQUIPMENT	3,432	2,831	8,000	3,500	3,500	3,500
17 - OTHER MATERIALS & SERVICES	247	311	150	250	250	250
18 - INTERNAL CHARGES FOR SERVICES	34,951	136,836	119,425	104,925	104,925	104,925
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>214,572</b>	<b>332,835</b>	<b>333,400</b>	<b>311,050</b>	<b>311,050</b>	<b>311,050</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
26 - EQUIPMENT	-	6,000	20,000	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>6,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 86 - WATER BILLING Total:</b>	<b>809,576</b>	<b>924,816</b>	<b>844,850</b>	<b>806,650</b>	<b>806,650</b>	<b>806,650</b>

**WATER FUND #244 /PUBLIC WORKS ADMINISTRATION DIVISION #09 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 244 - WATER FUND</b>						
<b>Department: 09 - PUBLIC WORKS ADMIN</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	52,233	-	-	-	-	-
02 - BENEFITS	20,024	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>72,257</b>	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	830	-	-	-	-	-
06 - UTILITIES	573	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	828	-	-	-	-	-
09 - INSURANCE	352	-	-	-	-	-
10 - COMMUNICATIONS	352	-	-	-	-	-
11 - ADVERTISING	307	-	-	-	-	-
13 - TRAVEL/TRAINING	2,188	-	-	-	-	-
14 - SUPPLIES	627	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	349	-	-	-	-	-
17 - OTHER MATERIALS & SERVICES	140	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	6,788	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>13,335</b>	-	-	-	-	-
<b>Department: 09 - PUBLIC WORKS ADMIN Total:</b>	<b>85,592</b>	-	-	-	-	-

**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**  
**WATER FUND #244 / UNALLOCATED REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>ExpCategory: 80 - DEBT SERVICE</b>						
DEBT PRINCIPAL - 2001 WATER REV REF BONDS	-	1,120,000	455,000	-	-	-
DEBT INTEREST - 2001 WATER REV REF BONDS	86,625	54,078	25,025	-	-	-
DEBT PRINCIPAL & INTEREST - 2002 SPWF 1010 GEO	8,424	-	-	64,250	64,250	64,250
DEBT PRINCIPAL & INTEREST - 2004 SPWF 5001 OPS	62,223	66,348	65,300	-	-	-
DEBT PRINCIPAL & INTEREST - 2009 SPWF 9002 GEO	-	767,564	-	-	-	-
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>157,272</b>	<b>2,007,990</b>	<b>545,325</b>	<b>64,250</b>	<b>64,250</b>	<b>64,250</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT - GENERAL FUND	-	-	456,625	502,900	502,900	502,900
50 - INTER-FUND TRANSFER OUT - AIRPORT FUND	103,190	215,289	289,575	432,325	432,325	432,325
50 - INTER-FUND TRANSFER OUT - PARKS FUND	359,762	320,078	-	-	-	-
50 - INTER-FUND TRANSFER OUT - STREET FUND	-	34,545	-	-	-	-
50 - INTER-FUND TRANSFER OUT - CAPITAL PROJECTS	-	-	4,500,000	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>462,952</b>	<b>569,912</b>	<b>5,246,200</b>	<b>935,225</b>	<b>935,225</b>	<b>935,225</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	8,907,632	8,505,044	3,179,525	3,368,750	3,368,750	3,368,750
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>8,907,632</b>	<b>8,505,044</b>	<b>3,179,525</b>	<b>3,368,750</b>	<b>3,368,750</b>	<b>3,368,750</b>
<b>Unallocated Total Requirements:</b>	<b>9,527,856</b>	<b>11,082,947</b>	<b>8,971,050</b>	<b>4,368,225</b>	<b>4,368,225</b>	<b>4,368,225</b>
<b>Fund: 244 - WATER FUND Total Requirements:</b>	<b>14,377,030</b>	<b>16,681,994</b>	<b>15,645,875</b>	<b>12,309,925</b>	<b>12,309,925</b>	<b>12,309,925</b>

**WATER FUND  
Capital Outlay Schedule  
2016-2017**

ITEM	PROPOSED EXPENDITURE
<b>Operations Division</b>	
<b>Equipment</b>	
Meter Upgrade Program	750,000
SCADA Installation/Upgrade	15,000
<b>Total Equipment</b>	<b>765,000</b>
<b>Infrastructure</b>	
Brett Way Water Main Extension	20,000
Altamont Dr. Phase V Design Water Main Replacement	575,000
Etna Street Main Replacement Ph II	250,000
Adams Street Main Replacement	250,000
CMAQ - Warehouse Overlay	18,000
Dayton Street Main Replacement	25,000
Melrose St. Water Main Replacement	100,000
Pelican City Booster/Water Main	1,500,000
<b>Total Infrastructure</b>	<b>2,738,000</b>
<b>Total Operations Division</b>	<b>3,503,000</b>
<b>Total Water Fund</b>	<b>\$ 3,503,000</b>



## **OTHER FUNDS**

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

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

**DOWNTOWN MAINTENANCE DISTRICT FUND #118 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 118 - DOWNTOWN MAINTENANCE DISTRICT FUND</b>						
39 - NET WORKING CAPITAL	9,783	13,631	9,375	2,000	2,000	2,000
45 - CHARGES FOR SERVICES	18,991	19,097	20,025	94,175	94,175	94,175
47 - INVESTMENT INCOME	117	88	25	25	25	25
50 - OTHER FINANCING SOURCES	-	-	-	12,000	12,000	12,000
<b>Fund: 118 - DOWNTOWN MAINTENANCE Total Resources:</b>	<b>28,891</b>	<b>32,816</b>	<b>29,425</b>	<b>108,200</b>	<b>108,200</b>	<b>108,200</b>

**DOWNTOWN MAINTENANCE DISTRICT FUND #118 REQUIREMENTS**

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 118 - DOWNTOWN MAINTENANCE DISTRICT FUND</b>						
<b>Department: 63 - DOWNTOWN MAINTENANCE DIST</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	25	204	2,500	22,800	22,800	22,800
06 - UTILITIES	4,504	4,531	4,875	22,400	22,400	22,400
07 - MAINTENANCE & REPAIRS	10,657	9,432	15,500	22,000	22,000	22,000
09 - INSURANCE	-	-	-	4,200	4,200	4,200
10 - COMMUNICATIONS	74	96	100	1,175	1,175	1,175
17 - OTHER MATERIALS & SERVICES	-	580	-	6,425	6,425	6,425
18 - INTERNAL CHARGES FOR SERVICES	-	8,525	6,450	25,625	25,625	25,625
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>15,260</b>	<b>23,368</b>	<b>29,425</b>	<b>104,625</b>	<b>104,625</b>	<b>104,625</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	-	-	3,000	3,000	3,000
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	13,631	9,448	-	575	575	575
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>13,631</b>	<b>9,448</b>	<b>-</b>	<b>575</b>	<b>575</b>	<b>575</b>
<b>Department: 63 - DOWNTOWN MAINTENANCE DIST Total:</b>	<b>28,891</b>	<b>32,816</b>	<b>29,425</b>	<b>108,200</b>	<b>108,200</b>	<b>108,200</b>
<b>Fund: 118 - DOWNTOWN MAINT Total Requirements:</b>	<b>28,891</b>	<b>32,816</b>	<b>29,425</b>	<b>108,200</b>	<b>108,200</b>	<b>108,200</b>

**COMMENTS:** Resolution No. 15-02 was approved by council on 3/2/15 creating an Economic Improvement District (EID) for downtown maintenance activities. The costs include maintenance of landscaping, banners, benches, entry signs, sidewalk sweeping, garbage removal and other area maintenance costs incurred by the Downtown Urban Renewal District in the Downtown Area, including direct administrations costs incurred by the City. The EID fees were increased 2% per year for five years. The projected revenues do not cover the expenses in FY 2017. In other financing sources a \$12,000 transfer in from the general fund is included. The South Portal Building rental revenue; and materials and services expenses have been moved to this fund from the Downtown Urban Renewal District in FY 2017. The \$3,000 inter-fund transfer out is to the Downtown Urban Renewal District to purchase the outstanding lease receivables.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

**COGENERATION FUND #120 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 120 - COGENERATION FUND</b>						
<b>Department: 00 - 00</b>						
<b>RevCategory: 39 - NET WORKING CAPITAL</b>						
NET WORKING CAPITAL	1,059,332	836,785	731,975	516,325	516,325	516,325
<b>RevCategory: 39 - NET WORKING CAPITAL Total:</b>	<b>1,059,332</b>	<b>836,785</b>	<b>731,975</b>	<b>516,325</b>	<b>516,325</b>	<b>516,325</b>
<b>RevCategory: 47 - INVESTMENT INCOME</b>						
INTEREST ON INVESTMENTS	34,437	29,076	32,100	14,000	14,000	14,000
NET INC/DEC MARKET VALUE	(23,941)	(24,245)	-	-	-	-
<b>RevCategory: 47 - INVESTMENT INCOME Total:</b>	<b>10,496</b>	<b>4,831</b>	<b>32,100</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>Department: 00 - 00 Total:</b>	<b>1,069,828</b>	<b>841,616</b>	<b>764,075</b>	<b>530,325</b>	<b>530,325</b>	<b>530,325</b>
<b>Total Resources:</b>	<b>1,069,828</b>	<b>841,616</b>	<b>764,075</b>	<b>530,325</b>	<b>530,325</b>	<b>530,325</b>

**COGENERATION FUND #120 REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 80 - COGEN OPERATIONS</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
MISC CONTRACTED SERVICES	1,500	1,500	1,500	1,500	1,500	1,500
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
TRANSFERS OUT	231,543	133,499	239,825	528,825	528,825	528,825
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>231,543</b>	<b>133,499</b>	<b>239,825</b>	<b>528,825</b>	<b>528,825</b>	<b>528,825</b>
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
RESERVED FOR FUTURE YEARS	836,785	706,617	522,750	-	-	-
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>836,785</b>	<b>706,617</b>	<b>522,750</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 80 - COGEN OPERATIONS Total:</b>	<b>1,069,828</b>	<b>841,616</b>	<b>764,075</b>	<b>530,325</b>	<b>530,325</b>	<b>530,325</b>
<b>Total Requirements:</b>	<b>1,069,828</b>	<b>841,616</b>	<b>764,075</b>	<b>530,325</b>	<b>530,325</b>	<b>530,325</b>

**COMMENTS:** The Net Working Capital represents the amount held by the trustee in the 3rd Party Claims account. The City receives annual distributions from the account after annual compliance of the terms of the contract is met. The Transfer Out is our estimate of funds that will be available for City use if no claims are made against it. Actual investment income includes market value adjustments, and budget investment income does not. The final distribution of approximately \$528,000 in this fund will be in fiscal year 2017.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

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

<b>Fund: 121 - ECONOMIC DEVELOPMENT/PROPERTY FUND</b>	<b>2013-2014 Total Activity</b>	<b>2014-2015 Total Activity</b>	<b>2015-2016 Total Budget</b>	<b>2016-2017 Proposed</b>	<b>2016-2017 Appoved</b>	<b>2016-2017 Adopted</b>
<b>Department: 00 - 00</b>						
<b>Revenue</b>						
39 - NET WORKING CAPITAL	262,610	209,286	285,600	178,400	178,400	178,400
42 - INTERGOVERNMENTAL	-	-	125,000	215,000	215,000	215,000
45 - CHARGES FOR SERVICES	13,092	10,865	10,900	12,450	12,450	12,450
47 - INVESTMENT INCOME	1,248	1,301	1,425	1,350	1,350	1,350
50 - OTHER FINANCING SOURCES	-	150,000	-	-	-	-
<b>Total Resources:</b>	<b>276,950</b>	<b>371,452</b>	<b>422,925</b>	<b>407,200</b>	<b>407,200</b>	<b>407,200</b>
<b>Department: 00 - 00 Total:</b>	<b>276,950</b>	<b>371,452</b>	<b>422,925</b>	<b>407,200</b>	<b>407,200</b>	<b>407,200</b>
<hr/>						
<b>Fund: 121 - ECONOMIC DEVELOPMENT/PROPERTY FUND</b>	<b>2013-2014 Total Activity</b>	<b>2014-2015 Total Activity</b>	<b>2015-2016 Total Budget</b>	<b>2016-2017 Proposed</b>	<b>2016-2017 Appoved</b>	<b>2016-2017 Adopted</b>
<b>Department: 64 - ECONOMIC DEVELOP/PROPERTY</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	58,304	3,625	155,725	257,900	257,900	257,900
07 - MAINTENANCE & REPAIRS	7,324	7,324	11,525	8,000	8,000	8,000
09 - INSURANCE	48	-	-	-	-	-
11 - ADVERTISING	383	-	-	-	-	-
17 - OTHER MATERIALS & SERVICES	1,606	82,366	73,725	71,625	91,625	91,625
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>67,664</b>	<b>93,315</b>	<b>240,975</b>	<b>337,525</b>	<b>357,525</b>	<b>357,525</b>
<b>ExpCategory: 90 - CONTINGENCY</b>						
90 - CONTINGENCY	209,286	278,138	181,950	69,675	49,675	49,675
<b>ExpCategory: 90 - CONTINGENCY Total:</b>	<b>209,286</b>	<b>278,138</b>	<b>181,950</b>	<b>69,675</b>	<b>49,675</b>	<b>49,675</b>
<b>Total Requirements:</b>	<b>276,950</b>	<b>371,453</b>	<b>422,925</b>	<b>407,200</b>	<b>407,200</b>	<b>407,200</b>
<b>Department: 64 - ECONOMIC DEVELOP/PROPERTY Total:</b>	<b>276,950</b>	<b>371,453</b>	<b>422,925</b>	<b>407,200</b>	<b>407,200</b>	<b>407,200</b>

**COMMENTS:** This fund accounts for the economic development activities of the City. Revenues include a lease payment from Blackman Farms. Included in Materials & Services are payments to KCEDA of \$50,000, and SCOEDD of \$40,000. Other expenditures include property taxes, code enforcement, and maintenance of the various properties owned by the City. The amount in Contingency will be made available for economic development opportunities as they arise.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

**TECHNOLOGY RESERVE FUND #133 RESOURCES & REQUIREMENTS**

	2013-2014	2014-2015	2015-2016	2016-2017	2016-2017	2016-2017
	Total Activity	Total	Total Budget	Proposed	Approved	Adopted
<b>Fund: 133 - TECHNOLOGY RESERVE FUND</b>						
<b>Department: 00 - 00</b>						
<b>RevCategory: 39 - NET WORKING CAPITAL</b>						
NET WORKING CAPITAL	295,926	67,202	192,250	157,825	157,825	157,825
<b>RevCategory: 39 - NET WORKING CAPITAL Total:</b>	<b>295,926</b>	<b>-</b>	<b>192,250</b>	<b>157,825</b>	<b>157,825</b>	<b>157,825</b>
<b>RevCategory: 47 - INVESTMENT INCOME</b>						
INVESTMENT INCOME	1,030	795	950	-	-	-
<b>RevCategory: 47 - INVESTMENT INCOME Total:</b>	<b>1,030</b>	<b>795</b>	<b>950</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RevCategory: 49 - OTHER REVENUES</b>						
OTHER REVENUES	4,420	-	-	-	-	-
<b>RevCategory: 49 - OTHER REVENUES Total:</b>	<b>4,420</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RevCategory: 50 - OTHER FINANCING SOURCES</b>						
OTHER FINANCING SOURCES	60,000	485,000	60,000	-	-	-
<b>RevCategory: 50 - OTHER FINANCING SOURCES Total:</b>	<b>60,000</b>	<b>485,000</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 00 - 00 Total:</b>	<b>361,376</b>	<b>485,795</b>	<b>253,200</b>	<b>157,825</b>	<b>157,825</b>	<b>157,825</b>
<b>Total Resources:</b>	<b>361,376</b>	<b>485,795</b>	<b>253,200</b>	<b>157,825</b>	<b>157,825</b>	<b>157,825</b>
<hr/>						
<b>Department: 65 - TECHNOLOGY RESERVE</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
ExpSubCategory: 13 - TRAVEL/TRAINING	1,230	30,056	25,000	-	-	-
ExpSubCategory: 14 - SUPPLIES	2,001	265	300	-	-	-
ExpSubCategory: 15 - NON-CAPITAL EQUIPMENT	-	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>3,231</b>	<b>30,321</b>	<b>25,300</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
ExpSubCategory: 22 - INTANGIBLE	199,774	250,194	115,000	-	-	-
ExpSubCategory: 26 - EQUIPMENT	91,169	12,095	10,000	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>290,943</b>	<b>262,289</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 80 - DEBT SERVICE</b>						
ExpSubCategory: 41 - DEBT PRINCIPAL	-	15,185	40,050	-	-	-
ExpSubCategory: 44 - DEBT INTEREST	-	10,011	19,950	-	-	-
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>-</b>	<b>25,196</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
ExpSubCategory: 50 - INTER-FUND TRANSFER OUT	-	-	-	157,825	157,825	157,825
<b>ExpCategory: 90 - CONTINGENCY Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>157,825</b>	<b>157,825</b>	<b>157,825</b>
<b>ExpCategory: 90 - CONTINGENCY</b>						
ExpSubCategory: 90 - CONTINGENCY	67,202	167,990	42,900	-	-	-
<b>ExpCategory: 90 - CONTINGENCY Total:</b>	<b>67,202</b>	<b>167,990</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 65 - TECHNOLOGY RESERVE Total:</b>	<b>361,376</b>	<b>485,795</b>	<b>253,200</b>	<b>157,825</b>	<b>157,825</b>	<b>157,825</b>
<b>Total Requirements:</b>	<b>361,376</b>	<b>485,795</b>	<b>253,200</b>	<b>157,825</b>	<b>157,825</b>	<b>157,825</b>

**COMMENTS:** This fund accounts for upgrading and replacing the primary computer software and hardware used by all City departments. In fiscal year 2017 the City will finish the conversion from SunGard Public Sector to Tyler Technologies. The transfer out is the fund balance transfer into the General Fund to payoff part of the outstanding loan from the Escrow Reserve Fund. In the future we will do upgrades through the technology services division of the general fund.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

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

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND</b>						
39 - NET WORKING CAPITAL	77,151	69,019	78,025	53,100	53,100	53,100
42 - INTERGOVERNMENTAL	355,433	12,416	12,100	12,825	12,825	12,825
47 - INVESTMENT INCOME	180	387	400	400	400	400
<b>134 - FOOTPATHS/BICYCLE TRAILS FUND Total:</b>	<b>432,764</b>	<b>81,822</b>	<b>90,525</b>	<b>66,325</b>	<b>66,325</b>	<b>66,325</b>

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

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 134 - FOOTPATHS/BICYCLE TRAILS FUND</b>						
<b>Department: 62 - FOOTPATHS/BICYCLE TRAILS</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	-	-	-	10,000	10,000	10,000
18 - INTERNAL CHARGES FOR SERVICES	-	1,725	1,475	1,800	1,800	1,800
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>1,725</b>	<b>1,475</b>	<b>11,800</b>	<b>11,800</b>	<b>11,800</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
28 - INFRASTRUCTURE	363,745	1,472	24,000	16,650	16,650	16,650
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>363,745</b>	<b>1,472</b>	<b>24,000</b>	<b>16,650</b>	<b>16,650</b>	<b>16,650</b>
<b>DEPARTMENT 62 Total Requirements:</b>	<b>363,745</b>	<b>3,197</b>	<b>25,475</b>	<b>28,450</b>	<b>28,450</b>	<b>28,450</b>

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

<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	69,019	78,625	65,050	37,875	37,875	37,875
<b>ExpCategory: 92 - RESERVED FOR FUTURE Total:</b>	<b>69,019</b>	<b>78,625</b>	<b>65,050</b>	<b>37,875</b>	<b>37,875</b>	<b>37,875</b>
<b>Unallocated Total Requirements:</b>	<b>69,019</b>	<b>78,625</b>	<b>65,050</b>	<b>37,875</b>	<b>37,875</b>	<b>37,875</b>
<b>FUND: 134 Total Requirements:</b>	<b>432,764</b>	<b>81,822</b>	<b>90,525</b>	<b>66,325</b>	<b>66,325</b>	<b>66,325</b>

**COMMENTS:** By state law 1% of all gas tax receipts are dedicated for use on pedestrian footpaths and bicycle trails.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

**CAPITAL PROJECTS FUND #135 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 135 - CAPITAL PROJECTS FUND</b>						
39 - NET WORKING CAPITAL	1,025,852	1,085,565	3,149,975	17,757,325	17,757,325	17,757,325
45 - CHARGES FOR SERVICES	54,000	54,000	54,000	54,000	54,000	54,000
47 - INVESTMENT INCOME	5,713	10,905	15,750	88,175	88,175	88,175
50 - OTHER FINANCING SOURCES	-	2,000,000	14,500,000	-	-	-
<b>Fund: 135 - CAPITAL PROJECTS FUND Total Resources:</b>	<b>1,085,565</b>	<b>3,150,470</b>	<b>17,719,725</b>	<b>17,899,500</b>	<b>17,899,500</b>	<b>17,899,500</b>

**CAPITAL PROJECTS FUND #135 REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 135 - CAPITAL PROJECTS FUND</b>						
<b>Department: 67 - CAPITAL PROJECTS</b>						
<b>RESERVES</b>						
FUND BALANCE	1,085,565	3,150,470				
RESERVED FOR FUTURE	-	-	17,719,725	17,899,500	17,899,500	17,899,500
<b>RESERVES Total:</b>	<b>1,085,565</b>	<b>3,150,470</b>	<b>17,719,725</b>	<b>17,899,500</b>	<b>17,899,500</b>	<b>17,899,500</b>
<b>Fund: 135 - CAPITAL PROJECTS FUND Total Requirements:</b>	<b>1,085,565</b>	<b>3,150,470</b>	<b>17,719,725</b>	<b>17,899,500</b>	<b>17,899,500</b>	<b>17,899,500</b>

**COMMENTS:** This fund was formerly a capital projects fund called the Building Reserve Fund. The City changed the name to Capital Projects Fund to broaden the use of the fund. Other funds will make transfers to this fund as a reserve for future capital projects. Last year's transfers in consist of \$10,000,000 from the Wastewater Fund for the upcoming replacement of the treatment plant (estimated to begin construction in fiscal year 2018), and \$4,500,000 from the Water fund for various water projects to be constructed between fiscal years 2018 and 2022.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

**ESCROW RESERVE FUND #136 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 136 - ESCROW RESERVE FUND</b>						
39 - NET WORKING CAPITAL	6,532,025	5,862,403	5,797,775	6,218,775	6,218,775	6,218,775
47 - INVESTMENT INCOME	69,078	84,568	89,175	82,650	82,650	82,650
50 - OTHER FINANCING SOURCES	346,543	252,895	386,975	1,018,950	1,018,950	1,018,950
<b>Fund: 136 - ESCROW RESERVE FUND Total Resources:</b>	<b>6,947,646</b>	<b>6,199,865</b>	<b>6,273,925</b>	<b>7,320,375</b>	<b>7,320,375</b>	<b>7,320,375</b>

**ESCROW RESERVE FUND #136 REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 136 - ESCROW RESERVE FUND</b>						
68 - ESCROW RESERVE					-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	185,243	-	-	-	-	-
<b>ExpCategory: 80 - DEBT SERVICE</b>						
41 - DEBT PRINCIPAL	-	-	-	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	900,000	425,000	-	-	-	-
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	5,862,403	5,774,865	6,273,925	7,320,375	7,320,375	7,320,375
<b>Fund: 136 - ESCROW RESERVE FUND Total Requirements:</b>	<b>6,947,646</b>	<b>6,199,865</b>	<b>6,273,925</b>	<b>7,320,375</b>	<b>7,320,375</b>	<b>7,320,375</b>

**COMMENTS:** The Transfer In from the Cogeneration Fund is our estimate of the amount in excess of the minimum threshold in the 3rd Party Claims Escrow account available to the City on January 10, 2017. The City receives annual distributions only after compliance with the terms of the contract. The final transfer in of approximately \$528,825 will be in fiscal year 2017. In addition to the transfer in, other financing sources includes interfund loan repayments from the Airport Fund, General Fund for the Technology Reserve Fund, and the Lakefront Urban Renewal Fund.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

**DEBT SERVICE FUND #150 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 150 - DEBT SERVICE FUND</b>						
39 - NET WORKING CAPITAL	56,975	58,698	57,725	30,675	30,675	30,675
40 - PROPERTY TAXES PREVIOUSLY LEVI	10,824	9,867	10,550	7,950	7,950	7,950
47 - INVESTMENT INCOME	2,376	2,301	1,800	1,275	1,275	1,275
<b>Fund: 106 - Total Resources Except Taxes Levied:</b>	<b>70,175</b>	<b>70,866</b>	<b>70,075</b>	<b>39,900</b>	<b>39,900</b>	<b>39,900</b>
40 - PROPERTY TAXES NECESSARY TO BALANCE	-	-	167,350	170,325	170,325	170,325
40 - PROPERTY TAXES COLLECTED IN YEAR LEVIED	194,048	191,840	-	-	-	-
<b>Fund: 150 - DEBT SERVICE FUND Total Resources:</b>	<b>264,223</b>	<b>262,706</b>	<b>237,425</b>	<b>210,225</b>	<b>210,225</b>	<b>210,225</b>

**DEBT SERVICE FUND #150 REQUIREMENTS**

ExpSubCategor	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 150 - DEBT SERVICE FUND</b>						
<b>Department: 70 - DEBT SERVICE</b>						
<b>ExpCategory: 80 - DEBT SERVICE</b>						
44 - DEBT INTEREST	205,525	205,525	205,525	205,525	205,525	205,525
<b>ExpCategory: 80 - DEBT SERVICE Total:</b>	<b>205,525</b>	<b>205,525</b>	<b>205,525</b>	<b>205,525</b>	<b>205,525</b>	<b>205,525</b>
<b>RESERVES</b>						
91 - UNAPPROPRIATED	-	-	31,900	4,700	4,700	4,700
ENDING BALANCE	58,698	57,181	-	-	-	-
<b>RESERVES Total:</b>	<b>58,698</b>	<b>57,181</b>	<b>31,900</b>	<b>4,700</b>	<b>4,700</b>	<b>4,700</b>
<b>Fund: 150 - DEBT SERVICE FUND Total Requirements:</b>	<b>264,223</b>	<b>262,706</b>	<b>237,425</b>	<b>210,225</b>	<b>210,225</b>	<b>210,225</b>

**COMMENTS:** The Debt Service Fund collects the property taxes levied for the general obligation bond on the Police Station. In the past, the 2008 Full Faith and Credit was paid out of this fund. Now it is paid directly out of the General Fund.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

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

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 301 - BINET FUND</b>						
39 - NET WORKING CAPITAL	-	-	-	-	-	-
47 - INVESTMENT INCOME	-	-	-	-	-	-
49 - OTHER REVENUES	-	-	-	10,000	10,000	10,000
50 - OTHER FINANCING SOURCES	-	-	-	10,000	10,000	10,000
<b>und: 301 - BINET FUND Total Resources:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

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

ExpSubCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 301 - BINET FUND</b>						
<b>Department: 17 - BINET</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
17 - OTHER MATERIALS & SERVICES	-	-	-	20,000	20,000	20,000
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Department: 17 - BINET Total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**BINET FUND #301 UNALLOCATED REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>ExpCategory: 90 - CONTINGENCY</b>	-	-	-	-	-	-
<b>Fund: 301 - BINET FUND Total Requirements:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**COMMENTS:** This fund supports the efforts of the Basin Interagency Narcotics Enforcement Team (BINET). Other revenue is a contribution from an outside police agency, and other financing source is a transfer from the general fund.

**OTHER FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

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

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 307 - VETERAN'S MEMORIAL AGENCY FUND</b>						
39 - NET WORKING CAPITAL	154,366	151,568	132,650	150,525	150,525	150,525
47 - INVESTMENT INCOME	706	2,091	1,225	1,500	1,500	1,500
49 - OTHER REVENUES	9,549	4,873	5,000	5,000	5,000	5,000
<b>Fund: 307 - VETERAN'S MEMORIAL Total Resources:</b>	<b>164,621</b>	<b>158,532</b>	<b>138,875</b>	<b>157,025</b>	<b>157,025</b>	<b>157,025</b>

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 307 - VETERAN'S MEMORIAL AGENCY FUND</b>						
42 - VETERANS MEMORIAL AGENCY DEPARTMENT						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	654	316	325	325	325	325
07 - MAINTENANCE & REPAIRS	571	700	1,000	1,000	1,000	1,000
10 - COMMUNICATIONS	3	-	25	25	25	25
14 - SUPPLIES	448	30	50	50	50	50
17 - OTHER MATERIALS & SERVICES	120	120	125	125	125	125
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>1,797</b>	<b>1,166</b>	<b>1,525</b>	<b>1,525</b>	<b>1,525</b>	<b>1,525</b>
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
28 - INFRASTRUCTURE	11,257	7,292	5,000	5,000	5,000	5,000
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>11,257</b>	<b>7,292</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>DEPARTMENT 42 Total Requirements:</b>	<b>13,053</b>	<b>8,458</b>	<b>6,525</b>	<b>6,525</b>	<b>6,525</b>	<b>6,525</b>

**VETERAN'S MEMORIAL AGENCY FUND UNALLOCATED REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>ExpCategory: 92 - RESERVED FOR FUTURE</b>						
92 - RESERVED FOR FUTURE	151,568	150,074	132,350	150,500	150,500	150,500
<b>Unallocated Requirements Total:</b>	<b>151,568</b>	<b>150,074</b>	<b>132,350</b>	<b>150,500</b>	<b>150,500</b>	<b>150,500</b>
<b>Fund: 307 - VETERAN'S MEMORIAL Total Requirements:</b>	<b>164,621</b>	<b>158,532</b>	<b>138,875</b>	<b>157,025</b>	<b>157,025</b>	<b>157,025</b>

**COMMENTS:** The Veterans Memorial Committee continues to work on the 2<sup>nd</sup> phase expansion of the memorial in FY 2017.



## **INACTIVE FUNDS**

- **CEMETERY FUND**
- **PARKS FUND**
- **STREETS FUND**
- **STREET LIGHTING FUND**

**INACTIVE FUND  
ADOPTED BUDGET  
FISCAL YEAR 2016-2017**

**CEMETERY FUND #102 RESOURCES AND REQUIREMENTS**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2015-2016 Proposed	2016-2017 Approved	2015-2016 Adopted
<b>Fund: 102 - CEMETERY FUND</b>						
<b>Department: 00 - 00</b>						
NET WORKING CAPITAL:	374,038	-	-	-	-	-
RevCategory: 47 - INVESTMENT INCOME	1,005	-	-	-	-	-
<b>Fund 102 Total Resources:</b>	<b>375,043</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 16 - CEMETERY</b>						
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
ExpSubCategory: 50 - INTER-FUND TRANSFER OUT	375,043	-	-	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>375,043</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund:102 - CEMETERY Total Requirements:</b>	<b>375,043</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**COMMENTS:** Klamath Memorial Park was sold in November 2009. The City received the final payment in December of 2012 and transferred the proceeds to the General Fund. The fund is closed.

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017  
PARKS FUND #107 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 107 - PARKS FUND</b>						
<b>Department: 00 - 00</b>						
<b>Revenue</b>						
39 - NET WORKING CAPITAL	907,904	1,406,197	1,624,625	-	-	-
40 - PROPERTY TAXES	749,711	718,627	-	-	-	-
42 - INTERGOVERNMENTAL	193,829	201,800	-	-	-	-
45 - CHARGES FOR SERVICES	9,885	9,125	-	-	-	-
47 - INVESTMENT INCOME	13,941	14,853	-	-	-	-
49 - OTHER REVENUES	35,769	30,681	-	-	-	-
50 - OTHER FINANCING SOURCES	734,805	421,670	-	-	-	-
<b>Total Resources:</b>	<b>2,645,844</b>	<b>2,802,953</b>	<b>1,624,625</b>	-	-	-
<b>Department: 00 - 00 Total:</b>	<b>2,645,844</b>	<b>2,802,953</b>	<b>1,624,625</b>	-	-	-
<b>Department: 41 - PARKS ELLA REDKEY POOL</b>						
<b>Revenue</b>						
45 - CHARGES FOR SERVICES	121,044	136,207	-	-	-	-
49 - OTHER REVENUES	51,795	5,654	-	-	-	-
<b>Total Resources:</b>	<b>172,839</b>	<b>141,861</b>	-	-	-	-
<b>Department: 41 - PARKS ELLA REDKEY POOL Total:</b>	<b>172,839</b>	<b>141,861</b>	-	-	-	-
<b>Fund: 107 - PARKS FUND Total:</b>	<b>2,818,683</b>	<b>2,944,814</b>	<b>1,624,625</b>	-	-	-

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 107 - PARKS FUND</b>						
<b>Department: 40 - PARKS</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	382,298	329,897	-	-	-	-
02 - BENEFITS	153,554	163,952	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>535,853</b>	<b>493,849</b>	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	106,650	116,478	-	-	-	-
06 - UTILITIES	66,117	64,366	-	-	-	-
07 - MAINTENANCE & REPAIRS	89,409	93,142	-	-	-	-
09 - INSURANCE	11,883	12,118	-	-	-	-
10 - COMMUNICATIONS	3,102	2,934	-	-	-	-
11 - ADVERTISING	4,810	1,080	-	-	-	-
13 - TRAVEL/TRAINING	4,139	3,862	-	-	-	-
14 - SUPPLIES	29,917	29,267	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	14,285	8,230	-	-	-	-
17 - OTHER MATERIALS & SERVICES	297	813	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	117,857	15,087	-	-	-	-
63 - LICENSES AND PERMITS	25	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>448,491</b>	<b>347,376</b>	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	15,000	23,550	-	-	-	-
26 - EQUIPMENT	-	6,330	-	-	-	-
28 - INFRASTRUCTURE	90,539	69,990	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>105,539</b>	<b>99,870</b>	-	-	-	-
<b>Total Requirements:</b>	<b>1,089,883</b>	<b>941,095</b>	-	-	-	-
<b>Department: 40 - PARKS Total:</b>	<b>1,089,883</b>	<b>941,095</b>	-	-	-	-

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

**PARKS FUND #107 / ELLA REDKEY POOL DIVISION #41 REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 41 - PARKS ELLA REDKEY POOL</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	124,589	147,658	-	-	-	-
02 - BENEFITS	19,598	29,128	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>144,186</b>	<b>176,786</b>	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	7,874	16,631	-	-	-	-
06 - UTILITIES	38,883	40,340	-	-	-	-
07 - MAINTENANCE & REPAIRS	31,394	34,174	-	-	-	-
09 - INSURANCE	1,677	2,472	-	-	-	-
10 - COMMUNICATIONS	2,466	2,793	-	-	-	-
11 - ADVERTISING	1,828	3,181	-	-	-	-
13 - TRAVEL/TRAINING	1,054	338	-	-	-	-
14 - SUPPLIES	32,911	30,391	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	1,883	2,262	-	-	-	-
17 - OTHER MATERIALS & SERVICES	131	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	8,844	16,204	-	-	-	-
63 - LICENSES AND PERMITS	556	507	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>129,500</b>	<b>149,293</b>	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
26 - EQUIPMENT	-	53,024	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>-</b>	<b>53,024</b>	-	-	-	-
<b>Total Requirements:</b>	<b>273,686</b>	<b>379,103</b>	-	-	-	-
<b>Department: 41 - PARKS ELLA REDKEY POOL Total:</b>	<b>273,686</b>	<b>379,103</b>	-	-	-	-

**PARKS FUND #107 / UNALLOCATED REQUIREMENTS**

<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	-	1,624,625	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	<b>-</b>	<b>-</b>	<b>1,624,625</b>	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE</b>						
ENDING FUND BALANCE	1,455,114	1,624,616	-	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE Total:</b>	<b>1,455,114</b>	<b>1,624,616</b>	-	-	-	-
<b>Fund: 107 - PARKS FUND Total Requirements:</b>	<b>2,818,683</b>	<b>2,944,814</b>	<b>1,624,625</b>	-	-	-

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017  
STREETS FUND #111 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 111 - STREET FUND</b>						
39 - NET WORKING CAPITAL	2,913,917	3,330,523	4,576,775	-	-	-
42 - INTERGOVERNMENTAL	1,582,995	2,435,400	-	-	-	-
44 - FRANCHISE FEES	879,108	635,530	-	-	-	-
45 - CHARGES FOR SERVICES	151,476	117,949	-	-	-	-
47 - INVESTMENT INCOME	16,294	16,175	-	-	-	-
48 - INTERNAL CHARGES FOR SERVICES	134,776	154,757	-	-	-	-
49 - OTHER REVENUES	14,458	24,934	-	-	-	-
50 - OTHER FINANCING SOURCES	136	788,952	-	-	-	-
<b>Fund: 111 - STREET FUND Total Resources:</b>	<b>5,693,161</b>	<b>7,504,220</b>	<b>4,576,775</b>	-	-	-

**STREETS FUND #111 PUBLIC WORKS ADMINISTRATION DIVISION #09 REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 111 - STREET FUND</b>						
<b>Department: 09 - PUBLIC WORKS ADMIN</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	52,232	-	-	-	-	-
02 - BENEFITS	20,024	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>72,257</b>	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	836	-	-	-	-	-
06 - UTILITIES	573	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	828	-	-	-	-	-
09 - INSURANCE	350	-	-	-	-	-
10 - COMMUNICATIONS	352	-	-	-	-	-
11 - ADVERTISING	307	-	-	-	-	-
13 - TRAVEL/TRAINING	2,188	-	-	-	-	-
14 - SUPPLIES	627	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	349	-	-	-	-	-
17 - OTHER MATERIALS & SERVICES	140	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	6,788	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>13,339</b>	-	-	-	-	-
<b>Department: 09 - PUBLIC WORKS ADMIN Total Requirements:</b>	<b>85,595</b>	-	-	-	-	-

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 50 - STREET MAINTENANCE</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	493,221	521,060	-	-	-	-
02 - BENEFITS	239,998	251,384	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>733,220</b>	<b>772,444</b>	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	60,826	64,285	-	-	-	-
06 - UTILITIES	42,722	40,665	-	-	-	-
07 - MAINTENANCE & REPAIRS	321,609	311,294	-	-	-	-
08 - RENTALS / LEASES	6,402	-	-	-	-	-
09 - INSURANCE	16,622	19,515	-	-	-	-
10 - COMMUNICATIONS	3,749	3,839	-	-	-	-
11 - ADVERTISING	124	-	-	-	-	-
13 - TRAVEL/TRAINING	7,521	2,022	-	-	-	-
14 - SUPPLIES	40,855	36,310	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	16,100	7,997	-	-	-	-
17 - OTHER MATERIALS & SERVICES	4,846	961	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	305,408	194,989	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>826,783</b>	<b>681,877</b>	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
25 - VEHICLES	-	39,103	-	-	-	-
26 - EQUIPMENT	21,354	28,432	-	-	-	-
28 - INFRASTRUCTURE	487,443	1,230,962	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>508,798</b>	<b>1,298,497</b>	-	-	-	-
<b>Department: 50 - STREET MAINTENANCE Total Requirements:</b>	<b>2,068,801</b>	<b>2,752,818</b>	-	-	-	-

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 51 - VEHICLE MAINTENANCE</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	105,581	104,498	-	-	-	-
02 - BENEFITS	49,418	50,574	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>154,999</b>	<b>155,072</b>	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	19	155	-	-	-	-
07 - MAINTENANCE & REPAIRS	10,223	5,009	-	-	-	-
09 - INSURANCE	2,400	977	-	-	-	-
10 - COMMUNICATIONS	420	451	-	-	-	-
13 - TRAVEL/TRAINING	226	140	-	-	-	-
14 - SUPPLIES	14,925	11,447	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	2,275	1,398	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	9,400	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>39,888</b>	<b>19,577</b>	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
23 - FACILITIES	7,455	-	-	-	-	-
26 - EQUIPMENT	5,900	-	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>13,355</b>	-	-	-	-	-
<b>Department: 51 - VEHICLE MAINTENANCE Total Requirements:</b>	<b>208,242</b>	<b>174,649</b>	-	-	-	-

**STREETS FUND #111 UNALLOCATED REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	-	4,576,775	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	-	-	<b>4,576,775</b>	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE</b>						
ENDING FUND BALANCE	3,330,523	4,576,753	-	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE Total:</b>	<b>3,330,523</b>	<b>4,576,753</b>	-	-	-	-
<b>Unallocated Total Requirements:</b>	<b>3,330,523</b>	<b>4,576,753</b>	<b>4,576,775</b>	-	-	-
<b>Fund: 111 - STREET FUND Total Requirements:</b>	<b>5,693,161</b>	<b>7,504,220</b>	<b>4,576,775</b>	-	-	-

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

**STREET LIGHTING FUND #113 RESOURCES**

RevCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 113 - STREET LIGHTING FUND</b>						
<b>Department: 00 - 00</b>						
<b>Revenue</b>						
39 - NET WORKING CAPITAL	441,181	444,179	465,675	-	-	-
44 - FRANCHISE FEES	334,189	298,745	-	-	-	-
45 - CHARGES FOR SERVICES	188,084	188,132	-	-	-	-
47 - INVESTMENT INCOME	1,972	2,398	-	-	-	-
49 - OTHER REVENUES	32,467	589	-	-	-	-
<b>Total Resources:</b>	<b>997,893</b>	<b>934,043</b>	<b>465,675</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 00 - 00 Total:</b>	<b>997,893</b>	<b>934,043</b>	<b>465,675</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund: 113 - STREET LIGHTING FUND Total:</b>	<b>997,893</b>	<b>934,043</b>	<b>465,675</b>	<b>-</b>	<b>-</b>	<b>-</b>

**STREET LIGHTING FUND #113 PUBLIC WORKS ADMINISTRATION DIVISION #09 REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Fund: 113 - STREET LIGHTING FUND</b>						
<b>Department: 09 - PUBLIC WORKS ADMIN</b>						
<b>Expense</b>						
<b>ExpCategory: 53 - PERSONNEL SERVICES</b>						
01 - SALARIES	9,120	-	-	-	-	-
02 - BENEFITS	3,495	-	-	-	-	-
<b>ExpCategory: 53 - PERSONNEL SERVICES Total:</b>	<b>12,615</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	145	-	-	-	-	-
06 - UTILITIES	100	-	-	-	-	-
07 - MAINTENANCE & REPAIRS	145	-	-	-	-	-
09 - INSURANCE	61	-	-	-	-	-
10 - COMMUNICATIONS	61	-	-	-	-	-
11 - ADVERTISING	54	-	-	-	-	-
13 - TRAVEL/TRAINING	382	-	-	-	-	-
14 - SUPPLIES	110	-	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	61	-	-	-	-	-
17 - OTHER MATERIALS & SERVICES	24	-	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	1,085	-	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>2,228</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Requirements:</b>	<b>14,843</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Department: 09 - PUBLIC WORKS ADMIN Total:</b>	<b>14,843</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**INACTIVE FUNDS  
ADOPTED BUDGET  
Fiscal Year 2016-2017**

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

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>Department: 61 - STREET LIGHTING</b>						
<b>Expense</b>						
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES</b>						
05 - PROFES SERVICE CONTRACTS	291	-	-	-	-	-
06 - UTILITIES	157,082	136,144	-	-	-	-
07 - MAINTENANCE & REPAIRS	23,640	17,450	-	-	-	-
09 - INSURANCE	675	675	-	-	-	-
13 - TRAVEL/TRAINING	300	1,135	-	-	-	-
14 - SUPPLIES	2,495	1,733	-	-	-	-
15 - NON-CAPITAL EQUIPMENT	3,960	1,722	-	-	-	-
18 - INTERNAL CHARGES FOR SERVICES	132,764	97,817	-	-	-	-
<b>ExpCategory: 65 - MATERIALS &amp; SERVICES Total:</b>	<b>321,207</b>	<b>256,675</b>	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY</b>						
26 - EQUIPMENT	-	20,231	-	-	-	-
28 - INFRASTRUCTURE	217,664	191,480	-	-	-	-
<b>ExpCategory: 70 - CAPITAL OUTLAY Total:</b>	<b>217,664</b>	<b>211,711</b>	-	-	-	-
<b>Department: 61 - STREET LIGHTING Total:</b>	<b>538,871</b>	<b>468,386</b>	-	-	-	-

**STREET LIGHTING FUND #113 UNALLOCATED REQUIREMENTS**

ExpCategory	2013-2014 Total Activity	2014-2015 Total Activity	2015-2016 Total Budget	2016-2017 Proposed	2016-2017 Approved	2016-2017 Adopted
<b>ExpCategory: 81 - OTHER FINANCING USE</b>						
50 - INTER-FUND TRANSFER OUT	-	-	465,675	-	-	-
<b>ExpCategory: 81 - OTHER FINANCING USE Total:</b>	-	-	<b>465,675</b>	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE</b>						
ENDING FUND BALANCE	444,179	465,657	-	-	-	-
<b>ExpCategory: 91 - ENDING FUND BALANCE Total:</b>	<b>444,179</b>	<b>465,657</b>	-	-	-	-
<b>Fund: 113 - STREET LIGHTING FUND Total:</b>	<b>997,893</b>	<b>934,043</b>	<b>465,675</b>	-	-	-

**RESOLUTION NO. 16- 08**

**A RESOLUTION ADOPTING THE 2016-2017 BUDGET OF THE CITY  
OF KLAMATH FALLS, OREGON, MAKING APPROPRIATIONS  
FOR FISCAL YEAR 2016-2017 AND LEVYING TAXES**

**WHEREAS**, on May 24, 2016 the Klamath Falls Budget Committee conducted a public hearing on the Fiscal Year 2016-2017 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; and

**WHEREAS**, on May 24, 2016 the City of Klamath Falls Budget Committee amended the proposed budget by increasing Materials and Services in the Economic Development Fund by \$20,000; approved the Fiscal Year 2016-2017 budget document as amended; and recommended its adoption by the Klamath Falls City Council; and

**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, 2016; and

**WHEREAS**, on June 20, 2016, the Klamath Falls City Council conducted a public hearing on the 2016-2017 budget document as approved by the Budget Committee, and all interested persons were again afforded an opportunity to appear and be heard with respect to the approved budget; **NOW THEREFORE**,

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

**Section 1. – Budget Adoption**

The Klamath Falls City Council hereby adopts the budget for fiscal year 2016-2017, in the total amount of \$90,451,900. This budget is now on file at 500 Klamath Avenue in Klamath Falls, Oregon.

**Section 2. – Appropriations**

The amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2016, for the following purposes:

**GENERAL FUND**

Municipal Court	\$ 215,900
City Manager	531,875
Legal	234,975
Finance	766,375
Human Resources	286,675
Technology Services	505,025

Public Works Administration	300,775	
Development Services	933,050	
Police	5,616,100	
Code Enforcement	226,150	
Legislative	106,175	
Maintenance Services	929,125	
Parks Operations	2,604,375	
Ella Redkey Pool	462,375	
Street Maintenance	3,809,225	
Fleet Maintenance	279,900	
Street Lighting	383,950	
<u>Non-Departmental:</u>		
Materials & Services	228,600	
Debt Service	674,400	
Transfers Out	<u>22,000</u>	
Total GENERAL FUND Appropriations.....		\$19,117,025

**AIRPORT FUND**

Operations	\$ 1,662,800	
FAA Grants	7,988,500	
Debt Service	<u>133,775</u>	
Total AIRPORT FUND Appropriations.....		\$ 9,785,075

**PARKING FUND**

Parking	\$ 113,775	
Contingency	<u>12,000</u>	
Total PARKING FUND Appropriations.....		\$ 125,775

**WASTEWATER FUND**

Collections	\$ 2,307,775	
Treatment	3,932,550	
Billing	392,275	
Debt Service	<u>807,800</u>	
Total WASTEWATER FUND Appropriations.....		\$7,440,400

**WATER FUND**

Operations	\$ 6,989,875	
Billing	806,650	
Geothermal	145,175	
Debt Service	64,250	
Transfers Out	<u>935,225</u>	
Total WATER FUND Appropriations.....		\$8,941,175

**DOWNTOWN MAINTENANCE DISTRICT FUND**

Downtown Maintenance	\$ 104,625	
Transfer Out	<u>3,000</u>	
Total DOWNTOWN MAINTENANCE DISTRICT FUND Appropriations...		\$ 107,625

**COGENERATION FUND**

Materials & Services	\$ 1,500	
Transfers Out	<u>528,825</u>	
Total COGENERATION FUND Appropriations.....		\$ 530,325

**ECONOMIC DEVELOPMENT/PROPERTY FUND**

Economic Development/Property	\$ 357,525	
Contingency	<u>49,675</u>	
Total ECONOMIC DEVELOPMENT/PROPERTY FUND Appropriations...		\$ 407,200

**TECHNOLOGY RESERVE FUND**

Transfer Out	\$ 157,825	
Total TECHNOLOGY RESERVE FUND Appropriations.....		\$ 157,825

**FOOTPATHS/BICYCLE TRAIL FUND**

Footpaths/Bicycle Trail	\$ 28,450	
Total FOOTPATHS/BICYCLE TRAIL FUND Appropriations.....		\$ 28,450

**CAPITAL PROJECTS FUND**

Total CAPITAL PROJECTS FUND Appropriations.....		\$ 0
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**ESCROW RESERVE FUND**

Total ESCROW RESERVE FUND Appropriations.....		\$ 0
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**DEBT SERVICE FUND**

Debt Service	\$ 205,525	
Total DEBT SERVICE FUND Appropriations.....		\$ 205,525

**BINET FUND**

BINET	\$ 20,000	
Total BINET FUND Appropriations.....		\$ 20,000

VETERAN'S MEMORIAL AGENCY FUND

Veteran's Memorial	\$ 6,525	
Total VETERAN'S MEMORIAL AGENCY FUND Appropriations.....	\$	6,525
Total APPROPRIATIONS, All Funds.....	\$	46,872,925
Total Unappropriated and Reserve Amounts, All Funds.....		<u>43,578,975</u>
TOTAL ADOPTED BUDGET.....	\$	90,451,900

**Section 3. – Levy of Taxes**

The City Council of the City of Klamath Falls hereby imposes the taxes provided for in the adopted budget at a rate of \$5.4423 per \$1,000 of assessed value for permanent tax rate and in the amount of \$185,000 for debt service on general obligation bonds; and that these taxes are hereby imposed for tax year 2016-2017 upon the assessed value of all taxable property within the district and categorized as follows:

	General government	Excluded from limitation
Permanent rate tax	\$5.4423/\$1,000	
General obligation bond		\$ 185,000

**Section 4.**

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, 2016.

Presented to the Mayor, approved and signed this 21<sup>st</sup> day of June, 2016.

  
\_\_\_\_\_  
Mayor

ATTEST:

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

**RESOLUTION NO. 16 - 07**

**A RESOLUTION FOR THE RECEIPT OF  
2016/2017 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; and

**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

**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, 2016 and one before the City Council on June 20, 2016, at which citizens were given the opportunity to provide oral and written comments on proposed uses of the State Revenue Sharing distribution; and

**WHEREAS**, for fiscal year 2016/2017, the City will use the proposed revenue sharing dollars for various general government purposes; NOW THEREFORE,

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

**Section 1.**

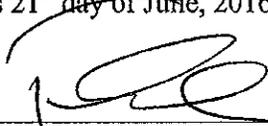
Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2016/2017 to be used for various general government purposes.

**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, 2016.

Presented to the Mayor, approved and signed this 21<sup>st</sup> day of June, 2016.

  
\_\_\_\_\_  
Mayor

ATTEST:

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

AFFIDAVIT OF PUBLICATION  
STATE OF OREGON,  
COUNTY OF KLAMATH

I, Pat Bergstrom, Legal Specialist, being duly sworn, depose and say that I am the principle clerk of the publisher of the Herald and News, a newspaper in general circulation, as defined by Chapter 193 ORS, printed and published at 2701 Foothills Blvd, Klamath Falls, OR 97603 in the aforesaid county and state; that I know from my personal knowledge that the Legal#17068 BUDGET NOTICE CITY OF KLAMATH FALLS a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for: 1

Insertion(s) in the following issues:  
05/11/2016

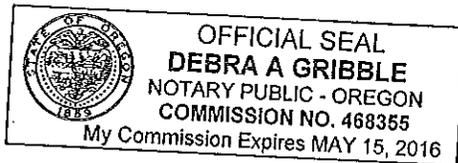
Total Cost: \$116.00

*Pat Bergstrom*

Subscribed and sworn by Pat Bergstrom before me on:  
11th day of May in the year of 2016

*Debra A Gribble*

Notary Public of Oregon  
My commission expires on May 15, 2016



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

A public meeting of the Budget Committee of the City of Klamath Falls, Klamath County, State of Oregon, to discuss the budget for the fiscal year July 1, 2016 to June 30, 2017 will be held in the City Council Chambers at 500 Klamath Avenue, Klamath Falls, Oregon. The meeting will take place on May 24, 2016 beginning at 9:00 a.m. until completed. The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. A copy of the budget document may be inspected or obtained on or after May 18, 2016 at the City Recorder's office, 500 Klamath Avenue, Klamath Falls, Oregon, between the hours of 8:00 a.m. and noon or 1:00 p.m. and 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 be posted on the City's website at [www.klamathfalls.city](http://www.klamathfalls.city) beginning May 12, 2016.

Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. Disabled persons desiring to attend may call the City Recorder's office at 541-883-5316 for necessary arrangements. Hearing impaired persons desiring information may call the City's TDD at 541-883-5324.  
ELISA D. OLSON, MMC  
City Recorder  
PUBLISH: May 11, 2016  
#17068 May 11, 2016

Elisa Olson

From: Kristina Buckley  
Sent: Thursday, May 12, 2016 9:28 AM  
To: Elisa Olson  
Subject: RE: Budget notices on web site

https://www.klamathfalls.city/articles/home

## Welcome

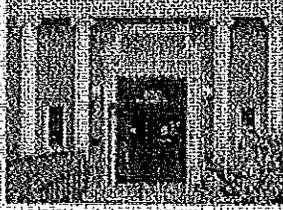
The City of Klamath Falls is home to the 17th Fighter Wing of the Air National Guard, 2004, 2008 and 2012 National Champion OIT Hustlin Oys, basketball team and host of the 2015 Babe Ruth World Series at historic Kiser Stadium. Klamath Falls offers unique natural resources such as geothermal heat, which allows our municipal Ella Reeky swimming pool to be open year-round. Enjoy the outdoors with our many things to do in the area including a visit to the breathtaking Crater Lake National Park.

The City of Klamath Falls provides essential services and infrastructure to promote the social and economic health of the community. The role of the City Council is to provide the leadership necessary to fulfill this mission. The Klamath Falls City Council meets on the first and third Monday of each month at 7:00 p.m. For meeting agendas or more information [click here](#).

## Facebook

### hot topics

## Notice of City Budget Committee Meeting



A public meeting of the Budget Committee of the City of Klamath Falls, Klamath County, State of Oregon, to discuss the budget for the fiscal year July 1, 2016 to June 30, 2017 will be held in the City Council Chambers at 500 Klamath Avenue, Klamath Falls, Oregon. The meeting will take place on May 24, 2016 beginning at 9:00 a.m. until completed. The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. A copy of the budget document may be inspected or obtained on or after May 18, 2016 at the City Recorder's office, 500 Klamath Avenue, Klamath Falls, Oregon, between the hours of 8:00 a.m. and noon or 1:00 p.m. and 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 be posted on the City's website at [www.klamathfalls.city](http://www.klamathfalls.city) beginning May 12, 2016.

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

I, Pat Bergstrom, Legal Specialist, being duly sworn, depose and say that I am the principle clerk of the publisher of the Herald and News, a newspaper in general circulation, as defined by Chapter 193 ORS, printed and published at 2701 Foothills Blvd, Klamath Falls, OR 97603 in the aforesaid county and state; that I know from my personal knowledge that the Legal#17139 2016-2017 BUDGET HEARING FOR THE CITY 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:  
06/14/2016

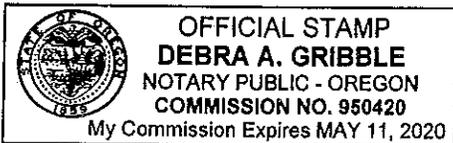
Total Cost: \$1413.69

*Pat Bergstrom*

Subscribed and sworn by Pat Bergstrom before me on:  
14th day of June in the year of 2016

*Debra A. Gribble*

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



**NOTICE OF THE 2016-2017 BUDGET HEARING FOR THE CITY OF KLAMATH FALLS**

A public meeting of the City Council of the City of Klamath Falls, Oregon will be held on June 20, 2016 at 7:00 pm in the Council Chambers of the City Hall Administration Building, 500 Klamath Avenue Klamath Falls, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the City of Klamath Falls Budget Committee. At this time the Council will receive public input regarding State Revenue Sharing funds. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the office of the City Recorder in City Hall Administration between the hours of 8:00 am and 5:00 pm. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used in the preceding year. Disabled persons desiring to attend may call 541-883-5316 for necessary arrangements. Hearing impaired persons desiring information may call the City's TDD/TTY line at 541-883-5324.

Contact:	Telephone:	Email:
Elisa D. Olson, MMC	541-883-5316	eolson@ci.klamath-falls.or.us
City Recorder Publish: June 14, 2016		

**FINANCIAL SUMMARY - RESOURCES**

	Actual Amounts	Adopted Budget This Year	Approved Budget Next Year
156			

## NOTICE OF THE 2016-2017 BUDGET HEARING FOR THE CITY OF KLAMATH FALLS

A public meeting of the City Council of the City of Klamath Falls, Oregon will be held on June 20, 2016 at 7:00 pm in the Council Chambers of the City Hall Administration Building, 500 Klamath Avenue Klamath Falls, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the City of Klamath Falls Budget Committee. At this time the Council will receive public input regarding State Revenue Sharing funds. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the office of the City Recorder in City Hall Administration between the hours of 8:00 am and 5:00 pm. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used in the preceding year. Disabled persons desiring to attend may call 541-883-5316 for necessary arrangements. Hearing impaired persons desiring information may call the City's TDD/TTY line at 541-883-5324.

Contact:  
Elisa D. Olson, MMC  
City Recorder Publish: June 14, 2016

Telephone:  
541-883-5316

Email:  
eolson@ci.klamath-falls.or.us

### FINANCIAL SUMMARY - RESOURCES

	Actual Amounts	Adopted Budget This Year	Approved Budget Next Year
	2014-2015	2015-2016	2016-2017
<b>TOTAL OF ALL FUNDS</b>			
Beginning Fund Balance/Net Working Capital	39,721,010	42,184,200	45,235,975
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	18,632,132	19,147,700	19,373,200
Federal, State and All Other Grants, Gifts, Allocations and Donations	3,818,296	6,237,325	13,526,675
Revenue from Bonds and Other Debt	425,000	-	-
Interfund Transfers / Internal Service Reimbursements	6,720,277	23,973,400	4,690,175
All Other Resources Except Current Year Property Taxes	1,038,066	1,023,250	1,225,325
Current Year Property Taxes Estimated to be Received	6,434,159	6,434,575	6,400,550
<b>Total Resources</b>	76,788,940	99,000,450	90,451,900

### FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	13,047,167	14,064,025	14,337,975
Materials & Services	8,757,334	9,699,600	10,140,250
Capital Outlay	4,410,966	8,955,900	18,800,400
Debt Service	3,605,244	2,149,550	1,885,750
Interfund Transfers	4,202,366	22,213,100	1,646,875
Contingencies	-	224,850	61,675
Unappropriated Ending Balance and Reserved for Future Expenditure	42,765,863	41,693,425	43,578,975
<b>Total Requirements</b>	76,788,940	99,000,450	90,451,900

### FINANCIAL SUMMARY - REQUIREMENTS AND FTE BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program	FTE for Unit or Program	Actual FTEs 2014-2015	Actual FTEs 2015-2016	Budgeted FTEs 2016-2017
Municipal Court		231,203	240,275	215,900
	FTE	3.30	3.30	3.30
City Manager		480,507	555,275	531,875
	FTE	5.00	5.00	5.00
Legal		219,910	228,900	234,975
	FTE	1.70	1.70	1.70
Finance		651,550	700,325	766,375
	FTE	6.50	6.00	7.00
Human Resources		249,031	280,175	286,675
	FTE	2.00	2.00	2.00
Technology Services (formerly Information Systems)		359,812	393,850	505,025
	FTE	3.00	3.00	3.00
Public Works Administration		245,673	285,975	300,775
	FTE	2.00	2.00	2.00
Development Services (formerly Planning & Engineering)		868,471	910,850	933,050
	FTE	7.50	8.50	8.50
Police		5,273,811	5,615,575	5,616,100
	FTE	39.00	40.00	40.00
Code Enforcement		172,410	191,875	226,150
	FTE	2.00	2.00	2.00
Legislative		92,022	106,875	106,175
Mayor and 6 Council Members - Elected Officials		-	-	-
Maintenance Services		867,793	897,425	929,125
	FTE	10.00	10.00	10.00
Parks		941,095	2,500,825	2,604,375
	FTE	6.30	6.00	6.00
Pool	157	379,103	551,025	462,375
	FTE	3.20	5.00	5.00

Streets		2,752,818	2,861,250	3,809,225
	FTE	10.00	10.00	10.00
Fleet Maintenance		174,649	252,775	279,900
	FTE	2.00	2.00	2.00
Street Lighting		468,386	416,550	383,950
	FTE	-	-	-
Airport - Operations/Grants		1,200,959	1,409,425	1,662,800
	FTE	5.00	6.00	6.00
Airport - FAA Grants		149,494	709,850	7,988,500
	FTE	-	-	-
Parking		100,059	114,000	113,775
	FTE	1.00	1.00	1.00
Utility Billing - Water		924,816	844,850	806,650
	FTE	6.67	6.67	6.67
Utility Billing - Wastewater		287,416	392,775	392,275
	FTE	3.33	3.33	3.33
Wastewater - Collections		1,838,648	3,052,275	2,307,775
	FTE	5.67	8.17	8.17
Wastewater - Treatment		2,053,506	2,589,825	3,932,550
	FTE	6.00	6.50	7.50
Water - Operations		4,533,097	5,662,275	6,989,875
	FTE	12.58	11.83	13.83
Geothermal		141,134	167,700	145,175
	FTE	0.25	-	-
Downtown Maintenance District		23,368	29,425	104,625
	FTE	-	-	-
Economic Development		93,315	240,975	357,525
	FTE	-	-	-
Footpaths/Bicycle Trails		3,197	25,475	28,450
	FTE	-	-	-
BINET		-	-	20,000
	FTE	-	-	-
Veteran's Memorial		8,458	6,525	6,525
	FTE	-	-	-
Not Allocated to Organizational Unit or Program		51,003,229	66,765,275	47,403,375
	FTE	-	-	-
Total Requirements		76,788,940	99,000,450	90,451,900
	Total FTE	144.00	150.00	154.00

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

The fiscal year 2016-2017 budget includes a new BINET (Basin Interagency Narcotics Enforcement Team) fiduciary fund. Grant revenue increased significantly due to construction of Taxiway B (formerly Twy J) at \$7,171,875.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2014-2015	Rate or Amount Imposed 2015-2016	Rate or Amount Approved 2016-2017
Permanent Rate Levy (rate limit \$5.4423 per \$1,000)	5.4423	5.4423	5.4423
Levy for General Obligation Bonds	205,000	182,000	185,000

**STATEMENT OF INDEBTEDNESS**

	Estimated Debt Outstanding 7/1/2016	Estimated Debt Authorized, Not Incurred on 7/1/2016
General Obligation Bonds	4,000,000	
Other Bonds	9,349,214	
Other Borrowings	657,084	22,634,802
	<u>14,006,298</u>	<u>22,634,802</u>

#17139 JUNE 14, 2016

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

# FORM LB-50 2016-2017

To assessor of Klamath County

Check here if this is an amended form.

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

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

PO Box 237, 500 Klamath Ave Klamath Falls OR 97601 06/24/2016  
Mailing address of district City State ZIP code Date submitted

Jessica Lindsay Accounting Manager 541-883-5354 j Lindsay@klamathfalls.city  
Contact person Title Daytime telephone number Contact person e-mail address

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

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

**PART I: TAXES TO BE IMPOSED**

	Subject to General Government Limits		
	Rate	—or— Dollar Amount	
1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1	5.4423		Excluded from Measure 5 Limits
2. Local option operating tax .....2			
3. Local option capital project tax .....3			
4. City of Portland Levy for pension and disability obligations .....4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001.....5a		185,000.00	Dollar Amount of Bond Levy
5b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001 ..... 5b			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b).....5c			

**PART II: RATE LIMIT CERTIFICATION**

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

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

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

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

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

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

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